



Cape Breton Regional Municipality

Council Meeting Agenda

Tuesday, March 10, 2026

2:00 p.m.

Council Chambers

Second Floor, City Hall

320 Esplanade, Sydney, Nova Scotia

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Land Acknowledgement**Roll Call****O' Canada**

1. **Approval of Agenda:** (Motion required)
2. **Approval of Minutes:** (Previously circulated)
 - Council – November 18, 2025
3. **Proclamations and Resolutions**
 - 3.1 **World Down Syndrome Day**
Deputy Mayor Glenn Paruch (See page 6)
 - 3.2 **International Day for the Elimination of Racial Discrimination**
Councillor Gordon MacDonald (See page 7)
 - 3.3 **World Water Day**
Councillor Earlene MacMullin (See page 8)
 - 3.4 **In Memoriam - Recognition of John William Clarke - Cape Breton Highlanders**
Mayor Cecil P. Clarke
To be Circulated Prior to Meeting
4. **Public Hearings - Scheduled for 6:00 p.m.**
 - 4.1 **Public Hearing for Street Closure (Portion of PID 15591142) Undeveloped Section of George St., Sydney (District 5):** Sheila Kolanko, Property Manager
(See page 9)

5. Business Arising – Committee of the Whole – March 3, 2026**5.1 The Donkin Mine Noise – Six Years of Harm: A Request for Council Action:** Councillor Steven MacNeil(See page 13)**5.2 Sydney Harbour Governance Modernization:**Councillor Gordon MacDonald (See page 16)**5.3 Proposed Amendments to Building By-law (B-300) for E-permitting:** Tyson Simms, Director of Planning andDevelopment (See page 26)**6. Corporate Services Issues****6.1 Transfer of Property – 401 Ling Street, New Waterford (District 11):** Sheila Kolanko, Property Manager(See page 62)**6.2 Transfer of Property – 79 East Street, Glace Bay (District 10):** Sheila Kolanko, Property Manager(See page 66)**7. Council Agenda Requests****7.1 Sidewalk Snow Clearing Priority:** Councillor Kim Sheppard-Campbell (See page 70)**7.2 Pre-budget Briefing:** Deputy Mayor Glenn Paruch (See page 71)**7.3 Disrepair of Joan Harris Cruise Pavilion South Dock:** Councillor Eldon MacDonald (See page 72)**8. Financial Statements****8.1 CBRM Financial Statements to January 30, 2026:** Nancy Dove, Chief Financial Officer (See page 73)

9. Recognition - Scheduled for 5:00 p.m.

- 9.1 Cape Breton Junior Eagles:** Winners of the Double A
Championship Quebec International Pee wee Hockey
Tournament

Adjournment



PROCLAMATION

World Down Syndrome Day

- WHEREAS:** March 21st is World Down Syndrome Day, a day to raise public awareness, promote inclusivity, and advocate for the rights, well-being, and independence of individuals with Down Syndrome; and
- WHEREAS:** World Down Syndrome Day provides an opportunity to celebrate the achievements and contributions of individuals with Down Syndrome, while also recognizing the importance of equal opportunities, access to quality education, healthcare; and
- WHEREAS:** People with Down Syndrome make significant contributions to the fabric of our communities. They participate in the workplace, run their own businesses, create art and music, excel in sports and recreation, and pursue studies in schools, community college and university within the CBRM.
- BE IT THEREFORE** That CBRM Mayor Cecil P. Clarke and Council proclaim March 21, 2026 as “World Down Syndrome Day” in the Cape Breton Regional Municipality.
- RESOLVED:**

Deputy Mayor Glenn Paruch - CBRM District #6

March 10th, 2026



PROCLAMATION

International Day for the Elimination of Racial Discrimination

WHEREAS: in 1966, the United Nations declared March 21st as International Day for the Elimination of Racial Discrimination. Today, we commemorate the 69 anti-apartheid protestors killed and those wounded by police in Sharpeville, South Africa in 1960 during a peaceful demonstration against a system that segregated the black population; and

WHEREAS: racism and discrimination continue to exist within our community and is a universal problem that divides communities, destroys lives and undermines the struggle for equity, equality, inclusiveness and social justice. Racial discrimination threatens human rights, equal access to jobs, healthcare, housing, education, and other essential and community services. Individual and institutionalized racism continues to oppress and exclude people while creating barriers to opportunities, equal participation, and democracy; and

WHEREAS: today, we must renew our commitment to ending racial discrimination and acknowledge the struggles and challenges First Nation Peoples and racial minorities face due to racial discrimination and prejudice. To quote James Baldwin “Not everything that is faced can be changed, but nothing can be changed until it is faced”.

**BE IT THEREFORE
RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council proclaim March 21, 2026 as “International Day for the Elimination of Racial Discrimination” in the Cape Breton Regional Municipality.

Councillor Gordon MacDonald - CBRM District #1

March 10th, 2026



PROCLAMATION

World Water Day

WHEREAS: the United Nations has designated Saturday, March 22nd, 2026, as World Water Day to promote equality, sustainability, and responsible water management worldwide; and

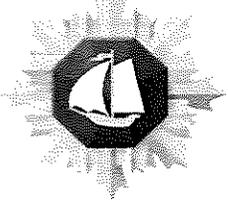
WHEREAS: World Water Day is a global campaign that highlights both the challenges and opportunities in water stewardship and decision-making, with the goal of fostering a healthier and more prosperous future for all, and clean and accessible water is essential to supporting basic human needs, protecting ecosystems, sustaining communities, and ensuring long-term economic and environmental stability; and

WHEREAS: CBRM encourages residents to recognize the vital importance of water in our daily lives and to take meaningful action to conserve, protect, and responsibly manage this precious resource for present and future generations.

**BE IT THEREFORE
RESOLVED:** That CBRM Mayor Cecil P. Clarke and Council proclaim March 22, 2026 as “World Water Day” in the Cape Breton Regional Municipality.

Councillor Earlene MacMullin - CBRM District #2

March 10th, 2026



CAPE BRETON REGIONAL MUNICIPALITY

NOTICE - STREET CLOSING (UNDEVELOPED)

An Undeveloped Section of George Street, Sydney, Nova Scotia, Measuring Approximately 1119.69 square feet +/-

TAKE NOTICE that the Council of the Cape Breton Regional Municipality intends to close an Undeveloped Section of George Street, Sydney, Nova Scotia, measuring approximately 1119.69 square feet +/- more or less, which is more particularly delineated on the above map.

Although this area is formally designated as part of George Street, it is undeveloped and **DOES NOT** form part of the travelled roadway or sidewalk.



The proposed closure will not impede vehicle or pedestrian traffic.

A public hearing in relation to the closing of the undeveloped section will be held on Tuesday, the 10th day of March, at 6:00 p.m. at the Council Chambers, 2nd Floor, Civic Centre, 320 Esplanade, Sydney, Nova Scotia, at which time Council will hear those in favour and those opposed to the closing of this undeveloped street section.

**Signed: Christa Dicks
Municipal Clerk
March 7, 2026**



STAFF REPORT

To: MAYOR CLARKE AND CBRM COMMITTEE OF THE WHOLE
Submitted by: Sheila Kolanko, Property Manager
Date: March 10th, 2026
Subject: Public Hearing for Street Closure (Portion of PID 15591142)
Undeveloped section of George St., Sydney (District 5)

Origin

Staff initiated

Recommendation

That council pass a motion to approve the street closure as outlined in staff's report, deem the subject area surplus to the needs of the municipality and to approve the sale to the applicant, subject to compliance with all applicable provisions of the subdivision and Land Use By-Law.

Background

At a council meeting held on February 10th, 2026 council passed a motion directing staff to commence a formal street closing for a portion of an undeveloped section of George Street, Sydney. The subject area is shown crosshatched in yellow on the attached map (Attachment "A").

The applicant wishes to purchase the subject area at market value and consolidate with his existing property to construct a residential dwelling.

Discussion

Pursuant to the Municipal Government Act a public hearing is required at which time Council will hear those in favor and those opposed to the closing of a section of the undeveloped section of George Street. Notice was advertised in the Cape Breton Post on March 7th, 2026 and circulated on CBRM's website. I confirm the legal department has not received any phone calls or formal written complaints.

Financial Implications

All costs will be the responsibility of the applicant. If the property is sold, the conveyance will generate tax revenue.

Legislation and Related Policies

Section 315 (1) of the *Municipal Government Act*

The council may, by policy, permanently close any street or part of a street and the council shall hold a public hearing before passing the policy.

Section 315 (6) of the *Municipal Government Act*

Upon filing the policy in the registry, all rights of public user in the land described in the policy are forever extinguished and the municipality may sell and convey the land or may subsequently reopen the land as a street in the manner required by this Act.

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager



-  PID 15591142 - George St Road Parcel, Owner CBRM
-  Undeveloped Portion of PID 15591142
-  PID 15067234 - Applicant's Property

**The Donkin Mine Noise – Six Years of Harm: A Request
for Council Action**

Motion

Moved by Councillor MacNeil, seconded by Councillor Sheppard-Campbell, that the Committee of the Whole recommend to Council to request the Mayor write a letter to the Province of Nova Scotia, the Minister of Environment and Climate Change, and the Minister of Health and Wellness regarding the harm residents are experiencing from ongoing noise exposure.

Discussion:

- Update on Donkin Mine noise testing
- Member of the Legislative Assembly (MLA) inaction
- Request for improved noise testing and government action

Motion Carried

Six Years of Harm — A Request for Council Action

Thank you, Mayor and Councillors, for the opportunity to speak again.

My name is Catherine Fergusson, and I am here on behalf of the Cow Bay Environmental Coalition regarding the ongoing harmful noise from the Donkin Mine.

For over six years, residents living near the mine have been reporting the same experience:

- We cannot sleep and we cannot escape the penetrating noise that enters their homes and keeps them awake at night.

This is not typical industrial noise. **We have reported the issue many times** to the provincial Department of Environment.

The mine's ventilation fan produces pure tonal noise - sound that experts recognize as especially intrusive and harmful .

Unlike general broadband industrial noise, pure tone noise:

- Penetrates structures more easily
- Causes sleep disruption at lower decibel levels
- Is associated with stress and adverse health effects

The Critical Issue Before Us

The Province now going to initiate a noise monitoring assessment.

However, the proposed method relies on broad-band measurements. But, tonal noise requires narrow-band frequency analysis to isolate and measure the pure tonal noise.

If the testing does not isolate the tone, the tone will not appear in the data. If it does not appear in the data, the mine will appear compliant. And residents will continue to suffer. This has been the case for the past 6-years.

We're advocating for a transparent testing approach in which the data can be verified, and the method includes narrow band frequencies that measure pure tonal noise.

Additionally, residents report that:

- **Monitoring is controlled and paid for by the company.**

Without independent oversight and event-based testing, the daily lived reality of this community will not be captured.

The Public Health Obligation

Nova Scotia's Health Protection Act recognizes noise and vibration as potential health hazards and gives the Province authority to act in the interest of public health.

Six years of sleep disruption is a serious public health issue.

Our Request to Council

We are asking Council to go beyond simply acknowledging the health harms associated with this noise and to take meaningful formal action.

Specifically, we respectfully request that Council adopt the following motion:

Proposed Motion

WHEREAS residents living near the Donkin Mine have reported ongoing sleep disruption and health impacts associated with persistent tonal noise for over 6-years;

AND WHEREAS acoustic experts recognize pure tonal noise as especially intrusive and requiring narrow-band frequency analysis for accurate assessment;

AND WHEREAS Nova Scotia's Health Protection Act recognizes noise and vibration as potential health hazards and provides authority to protect public health;

BE IT RESOLVED THAT the Cape Breton Regional Municipality writes the Province of Nova Scotia: Minister of Environment and climate Change, the Minister of Health and wellness

Regarding the residents experienced harm from the ongoing noise exposure.

Closing

Council's support would send a clear message that this municipality stands with its residents and expects science-based, transparent, and independent oversight when public health is at stake.

Six years is too long to lose sleep in your own home.

We are asking for proper measurement, independent oversight, and meaningful protection.

Thank you for your time and consideration.

Sydney Harbour Governance Modernization

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Parsons, that the Committee of the Whole recommend to Council to support the Port of Sydney Development Corporation (PSDC)'s initiative to establish a local harbour authority to strengthen governance and management of Sydney Harbour, and further that CBRM council recognize PSDC as the unifying proponent to advance discussions with Transport Canada respecting harbour governance and management modernization.

Discussion:

- Governance and economic development
- Local revenue retention and autonomy for funding
- Clarification on revenue and governance
- Support for port development and infrastructure
- Liability protection and representation confirmed

Motion Carried



Port of
Sydney
CANADA

CBRM Council
Meeting

March 3rd, 2026



DECISION REQUESTED

The Port of Sydney Development Corporation (PSDC) respectfully requests that Cape Breton Regional Municipality (CBRM) Council adopt the following resolution:

**“ THAT CBRM Council support PSDC’s initiative to establish a local harbour authority to strengthen governance and management of Sydney Harbour;
AND FURTHER THAT CBRM Council recognize PSDC as the unifying proponent to advance discussions with Transport Canada respecting harbour governance and management modernization.”**

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BACKGROUND / THE ISSUE

1. Fragmented Governance:

- Transport Canada as owner of the submerged lands is responsible for the control, operations and management of Sydney Harbour.
- There is no local authority; management is handled by TC Québec region.
- Non-delivery of TC Service Agreement Standards – Absentee Landlord
 - i.e., No harbour-wide Emergency Response Plan

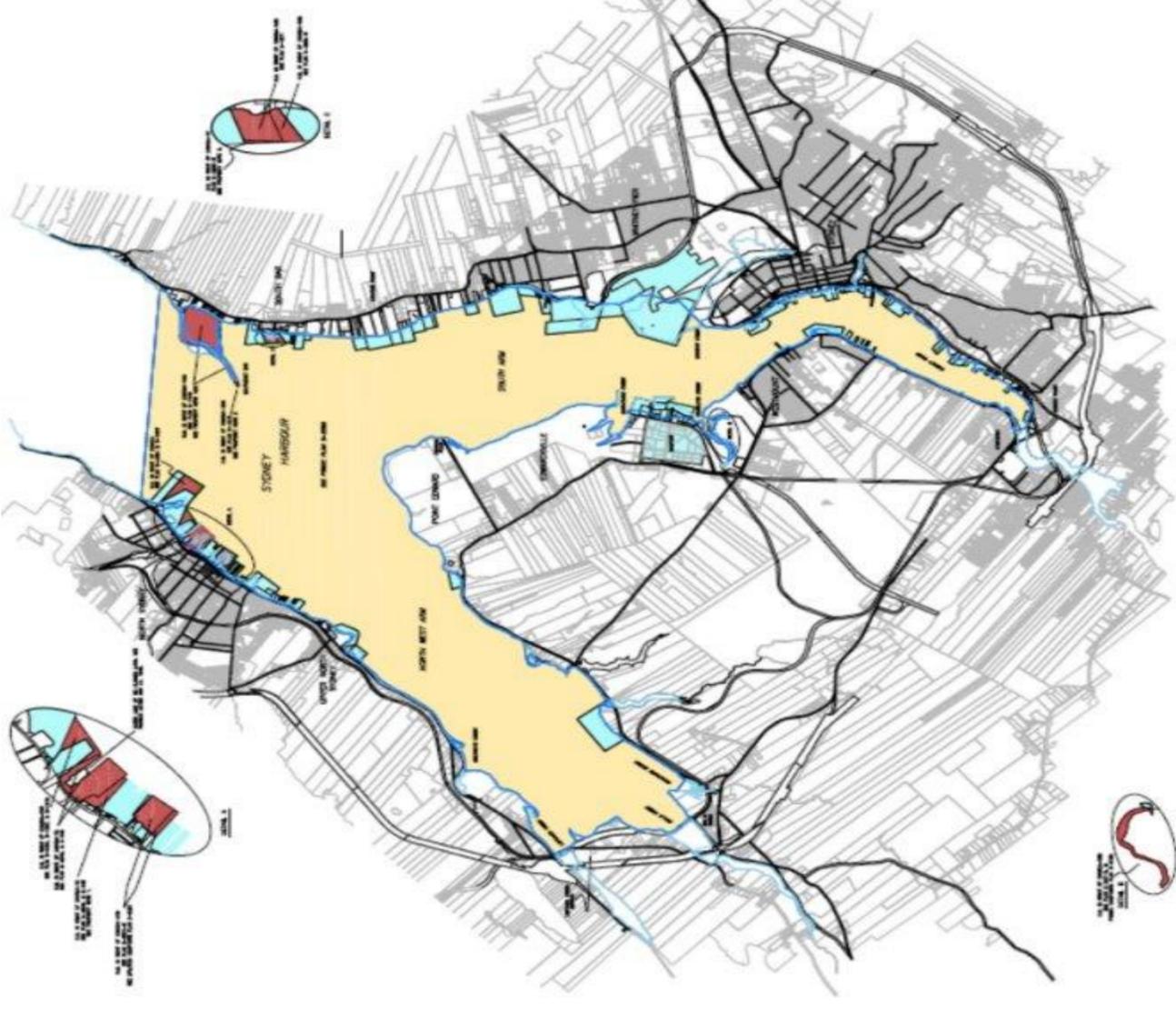
2. Multiple entities representing various Harbour interests - creates confusion within industry and lost business opportunities.

3. Harbour revenue remitted to TC Ottawa since 2002 - no local reinvestment

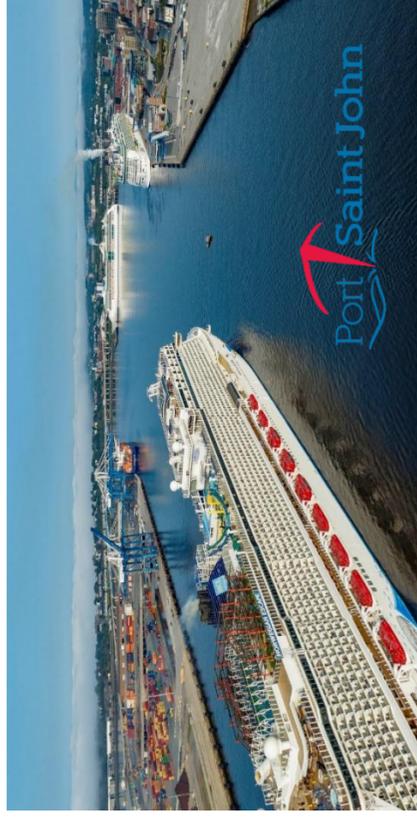
4. Lack of local authority results in inefficiencies, miscommunications and fragmented decision-making.

A unified local authority would provide:

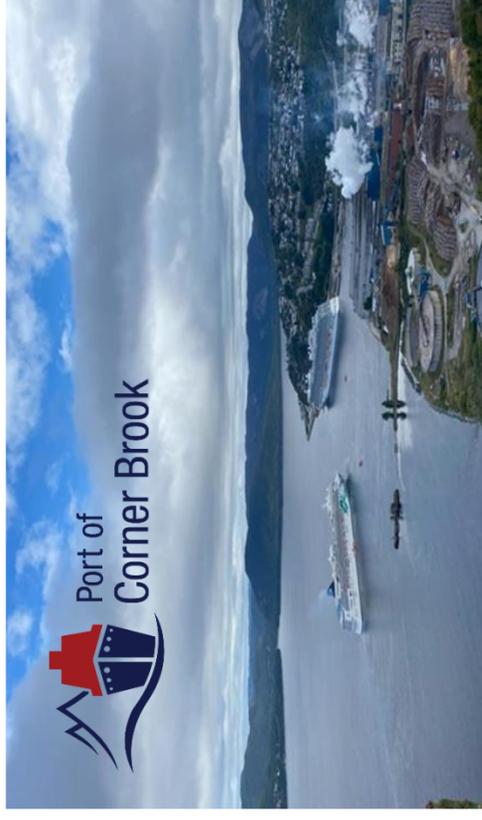
Clear accountability, improved coordination, greater efficiency, stronger safety oversight and alignment with other Atlantic Canadian Ports.



COMMON GOVERNANCE MODELS

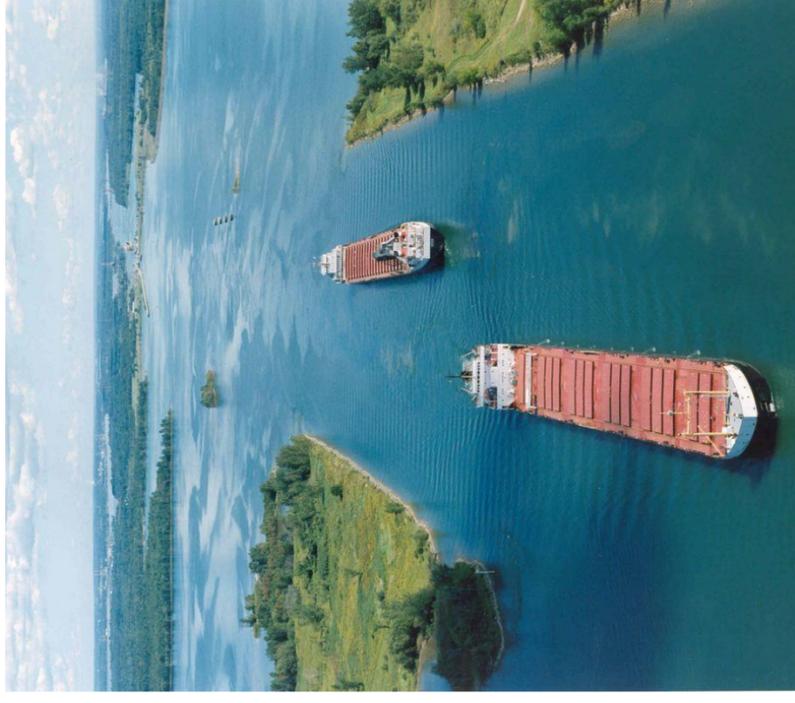


Canada Port Authorities (CPAs)



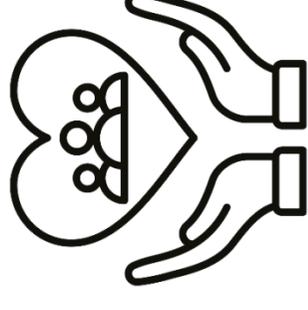
Fully Divested IMPAC Ports

Management Agreement



The St. Lawrence
Seaway Management
Corporation

Corporation de Gestion
de la Voie Maritime
du Saint-Laurent



**ALL ARE NOT-
FOR-PROFIT
ENTITIES**

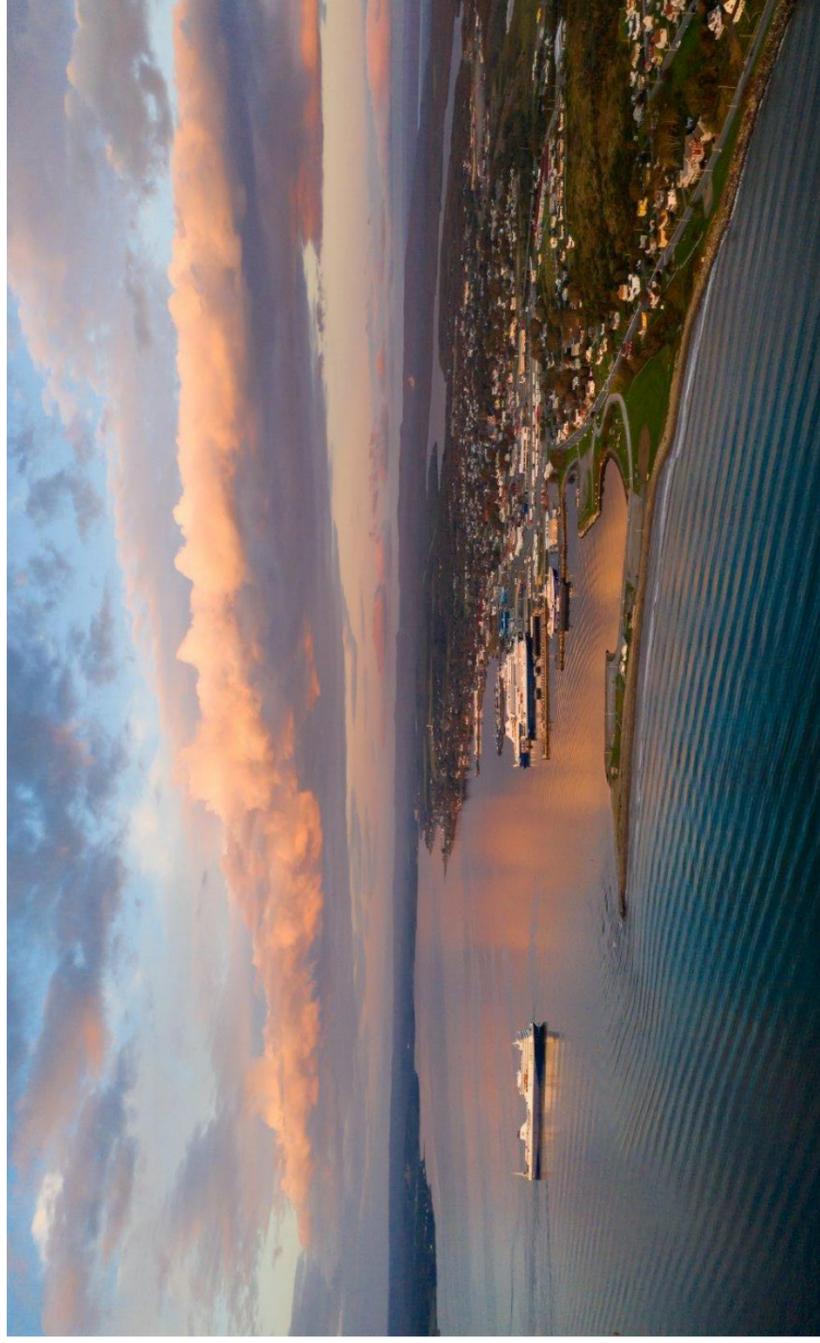


MANAGEMENT AGREEMENT

Preferred Governance Model

- Submerged lands in Sydney Harbour remain property of TC
- TC enters binding Management Agreement under s. 70 of the CMA and s. 31 of the Public Port & Public Port Facility Regulations to empower SHA to manage and operate the Port of Sydney.
- Resolve governance inefficiencies, unlock economic potential
- SHA retains 100% of Harbour Dues for Port reinvestment
- TC provides transitional funds to address deferred maintenance of South Dock
- TC retains liability for existing contamination

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LETTERS OF SUPPORT – to date



M.V. OSPREY LTD.

Signed by: Jeff Simms, COO

Regional
Enterprise
Network



Signed by:

Tyler Mattheis, President & CEO
Ron Blinkhorn, Chair,



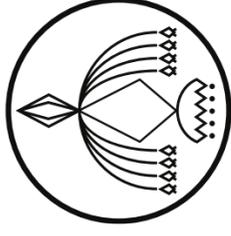
Signed by:

Mary Senecal – Macpherson, Chair



Signed by:

Tyler Mattheis, President & CEO
Brian Purchase, Chair,



Memberton
WELCOMING THE WORLD

Signed by:

Chief Terry Paul, OC



Signed by:

Myles Tuttle, CEO



Eskasoni
MI'KMAW NATION
L'NUE'KATI

Signed by:

Saqmaw Leroy Denny, Chief of Eskasoni



Signed by:

Richard Morykat, Vice President



DECISION REQUESTED

The Port of Sydney Development Corporation (PSDC) respectfully requests that Cape Breton Regional Municipality (CBRM) Council adopt the following resolution:

“ THAT CBRM Council support PSDC’s initiative to establish a local harbour authority to strengthen governance and management of Sydney Harbour; AND FURTHER THAT CBRM Council recognize PSDC as the unifying proponent to advance discussions with Transport Canada respecting harbour governance and management modernization.”

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A low-risk, practical opportunity for CBRM Council to resolve a decades-old governance gap and strengthen economic development, marine coordination, safety, and long-term sustainability for Sydney Harbour.

Sydney Harbour Governance Modernization
Why Port of Sydney Development Corporation (PSDC) is Seeking CBRM Council Support

Decision Requested

The Port of Sydney Development Corporation (PSDC) respectfully requests that Cape Breton Regional Municipality (CBRM) Council adopt the following resolution:

“THAT CBRM Council support PSDC’s initiative to establish a local harbour authority to strengthen governance and management of Sydney Harbour;

AND FURTHER THAT CBRM Council recognize PSDC as the unifying proponent to advance discussions with Transport Canada respecting harbour governance and management modernization.”

Background

Sydney Harbour is a federally owned Public Port. The submerged lands remain under federal ownership, while other port assets have been transferred or sold. Transport Canada (TC) Quebec Region manages vessel activity within the Harbour pursuant to the *Public Ports and Public Port Facilities Regulations*.

Revenue generated by vessel activity is collected by TC and remitted to the federal government. These revenues are not reinvested locally. Individual port asset owners remain responsible for their own properties and operations.

The Issue

Given the above background, Sydney Harbour is one of the few major harbours in Atlantic Canada without a single, unified local authority responsible for its overall coordination, planning, and management.

Today, responsibilities are divided among multiple parties, resulting in:

- no local “single point” of contact (causes confusion in the marine industry)
- limited local reinvestment of Harbour revenue
- delayed decision-making & operational inefficiencies
- fragmented planning and coordination
- reduced ability to respond to opportunities

Why a Unified Local Harbour Authority Is Needed

A unified local authority would provide:

- Clear accountability – one recognized point of responsibility
- Improved coordination – operations, safety, planning, development
- Greater efficiency – timely, informed local decision-making
- Stronger safety oversight – locally driven coordination
- Alignment with other Atlantic Canadian Ports where governance was placed in local hands, uniting Harbour management with community, economic, and regional priorities.

Why the Model Must Be Not-For-Profit

Across Canada, local harbour authorities commonly operate as not-for-profit, community-based organizations.

This model ensures:

- local decision-making in the public interest
- revenues reinvested locally
- transparency and accountability
- regional competitiveness, in alignment with other Atlantic ports
- long term strategic planning and sustainable growth
- balanced stakeholder representation

Why PSDC Is the Appropriate *Foundational* Entity

As a Not-for-Profit corporation, the PSDC already provides:

- established governance structure
- Indigenous, municipal, and community representation
- marine asset management experience
- industry representation and leadership
- immediate operational capacity

Financial Sustainability & Transitional Funding

Governance modernization strengthens long-term sustainability by improving overall operational efficiency, retention and reinvestment of Harbour revenue, and facilitating coordinated and unbiased investments that strengthen marine services and Port investment opportunities for the benefit of all users.

Consistent with precedents across Atlantic Canada, PSDC plans to seek transitional federal funding for universal marine support initiatives and to address legacy infrastructure liabilities.

Preferred Governance Model - Management Agreement

PSDC's preferred approach is to establish a local harbour authority through a management agreement with Transport Canada. Under this model:

- federal ownership and jurisdiction remain unchanged
- Transport Canada retains regulatory oversight
- the local authority manages day-to-day coordination, planning, and operations
- Harbour revenues are retained and reinvested locally
- accountability and reporting obligations are clearly defined

This model reflects governance arrangements successfully used in other federally administered ports and provides a practical pathway to modernized harbour management

This Initiative Does NOT Change:

- municipal funding or resource commitments
- choice of future governance models, (i.e. Canada Port Authority).
- Federal ownership and jurisdiction
- Federal regulatory authority
- existing property rights

This initiative modernizes governance, is aligned with the National Marine Policy and can be implemented immediately.

The Opportunity for CBRM

A unified governance model strengthens Sydney Harbour's ability to support:

- local investment and community economic development
- marine safety and coordination
- cruise and tourism growth
- commercial and industrial activity growth
- emerging marine opportunities
- harbour-wide strategic vision for long-term, sustainable growth – generational decision making.

A low-risk, practical opportunity for CBRM Council to resolve a decades-old governance gap and strengthen economic development, marine coordination, safety, and long-term sustainability for Sydney Harbour.

Proposed Amendments to Building By-law (B-300) for E-permitting

Motion

Moved by Councillor Gillespie, seconded by Deputy Mayor Paruch, that Committee of the Whole recommend to Council to give first reading to the Building By-law(B-300), and schedule a public hearing to consider amendments, as generally set out in Attachment A, which including in agenda package at an upcoming meeting of Council; and direct staff to review the corresponding fee policy, CBRM Fee Policy: Planning, Development and Building to be returned to Council prior to launch of e-permitting.

Discussion:

- E-permitting system update
- Paper application access
- Demolition permit requirements
- Online payment options

Motion Carried

TO: Mayor Clarke and CBRM Council
FROM: Demetri Kachafanas, Chief Administrative Officer
DATE: March 6, 2026
SUBJECT: **Proposed Amendments to the Building By-law for E-permitting**

ORIGIN

June 19, 2023, CBRM Council motion (Item No. 2):

MOVED by Councillor Paruch, seconded by Councillor Bruckschwaiger:

To direct staff to submit a Housing Action Plan, including the initiatives listed in Appendix A of the Issue Paper dated June 15, 2023, and any other required documentation to the Canada Mortgage and Housing Corporation as part of the Municipality's application for the Housing Accelerator Fund (HAF).

MOTION PUT AND CARRIED.

July 15, 2025, CBRM Council motion (Item No. 3.1):

MOVED by Councillor MacMullin, seconded by Councillor Paruch:

THAT CBRM Council adopt the CBRM Housing Strategy, which is included in the Attachment A of the agenda package, and to direct staff to evaluate the recommended actions and present options for Council's consideration at a future session of Council.

MOTION PUT AND CARRIED.

March 3, 2026, CBRM Committee of the Whole motion:

MOVED by Councillor Gillespie, seconded by Deputy Mayor Paruch:

THAT Committee of the Whole recommend to Council to give first reading to the Building By-law (B-300), and schedule a public hearing to consider amendments, as generally set out in Attachment A at an upcoming meeting of Council; and direct staff to review the corresponding fee policy, CBRM Fee Policy: Planning, Development and Building to be returned to Council prior to launch of e-permitting.

MOTION PUT AND CARRIED.

RECOMMENDATION

It is recommended that CBRM Council:

1. Give first reading to the Building By-law (B-300), and schedule a public hearing to consider amendments, as generally set out in Attachment A at an upcoming meeting of Council; and
2. Direct staff to review the corresponding fee policy: CBRM Fee Policy: Planning, Development and Building to be returned to Council prior to launch of e-permitting.

BACKGROUND

As part of its agreement with the Canadian Mortgage and Housing Corporation (CMHC), under the Housing Accelerator Fund (HAF) program, CBRM is committed to adopting an online permitting system. A Request for Proposal (RFP) was awarded to Avocette for the design and integration of Accela, a digital permitting system aligned with HAF objectives. As a part of its development, it was identified that the Building By-law (B-300) requires amendments to allow for launch and successful operation of the online permitting system.

DISCUSSION

Through the development and review of current standards of practice for the e-permitting system, a number of components of the Building By-law were identified for realignment. Additionally, it was determined that current building permit procedures could be simplified for more efficient processing and for an improved user experience when applying for permits

The following discussion section outlines the proposed amendments with the rationale for each change. A full revision is provided as Attachment A, and a revised version of the by-law with all recommended amendments is included as Attachment B.

Definitions for Commercial and Residential Projects

Proposed Change: Section 1 Definitions of the Building By-law is hereby repealed and replaced with the following:

“commercial” (see residential) means any major occupancy classification excluded from residential definition.

“non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:

- i. replacement or repair of drywall or other interior finish,
- ii. installation of additional insulation or replacement of insulation,
- iii. replacement of a furnace or boiler,
- iv. installation or replacement of an air-conditioning unit or heat pump,

- v. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
- vi. installation or replacement of cabinets, shelving, millwork, or flooring,
- vii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
- viii. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.

“residential” means any major occupancy classification exclusive of Group C within the National Building Code of Canada in buildings where the number of units contained in the building is (3) three or less.

Rationale: Two additional definitions to clarify the distinction between commercial and residential permits. This proposed amendment aligns definitions with requirements under the Nova Scotia Building Code Act and regulations that require additional documentation for residential construction greater than three units.

Removal of item i. removing and replacing roofing with similar materials. Was removed from the definition of “non-structural repair permit” as no inspections pertain to roofing materials.

Requirement for Digital Building Plans

Proposed Change:

Section 3 Permits Subsection 3.3 of the Building By-law is hereby repealed and replaced with the following:

Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will conform to the Building Code. Accommodations will be available for extenuating circumstances.

Rationale:

With the introduction of the e-permitting system, physical plans will no longer be required for review and instead replaced with direct digital upload to the e-permitting platform by the applicant and/or their agents.

Quality of Submissions and Plans

Proposed Change:

Section 3 Permits Subsection 3.4 of the Building By-law is hereby repealed and replaced with the following:

Building plans shall be drawn to scale and indicate the nature and extent of the work proposed in enough detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.

Rationale:

Timestamping an application at the time of review allows for clear communication of what version of National Building Code, Nova Scotia Building Code Act and Regulations will be used

during review. Where changes are anticipated over the next several years related to energy efficiency this sets clear expectations for applicants in how reviews are completed.

Building Plans for Permits

Proposed Change:

Section 3 Permits Subsection 3.5 of the Building By-law is hereby repealed and replaced with the following:

Building plans that must be submitted include (but are not limited to):

- site plans;
- foundation plans;
- floor plans;
- elevation plans;
- structural plans; and
- mechanical plans including heating, air conditioning, plumbing, electrical and fire protection.

Rationale:

Text amendments for consistency of pluralization of plans. Multiple versions, iterations, and pages of types of plans may be required

Residential Permits Valid for 24 months

Proposed Change:

Section 3 Permits Subsection 3.17 of the Building By-law is hereby repealed and replaced with the following:

A building permit shall be valid for (24) twenty-four months only from the date of issuance.

Rationale

Residential permits are currently issued for a 12-month period. An adjustment to a 2-year period recognizes that issues outside an applicants' control may impede a project and delay or miss a construction season such as draught, wildfires, or other unexpected circumstances. These renewals represent 168 administrative interactions since 2021. This aligns permit duration with commercial permits and other Building By-laws in other jurisdictions, including but not limited to Halifax Regional Municipality, creating a more consistent approach across the province.

Renewal of Permits within 30 Days of Expiration

Proposed Change:

Section 3 Permits Subsection 3.18 of the Building By-law is hereby repealed and replaced with the following:

A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all

By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

Rationale:

Text amendment to correct subsections referenced. Subsections identified in previous version did not reflect expiration conditions.

Requirement for Building Permit

Proposed Change:

Section 3 Permits Subsection 3.21 of the Building By-law is hereby repealed and replaced with the following:

In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:

- (a) all accessory buildings greater than 100 Sq/ft in area; *and*
- (b) non-structural alterations and repairs in excess of \$10,000 in value as may be determined by the Building Official.

Rationale:

Text amendment; definition for non-structural alterations and repairs is provided in definitions and was previously repeated again in this subsection.

Minor Text Amendments and Renumbering

Proposed Change:

Section 3 Permit Subsection 3.21 of the Building By-law is hereby renumbered to 3.22.

Before issuing a building permit, a complete application shall be filed with a Building Official.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permit Subsection 3.22 of the Building By-law is hereby renumbered to 3.23.

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permit Subsection 3.23 of the Building By-law is hereby renumbered to 3.24.

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permits Subsection 3.25 of the Building By-law is hereby added:

No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

Rationale:

Reordered from Section 5 Plumbing Permits to be reflected in Section 3 Permits.

Removal of Reference to Chief Building Official

Proposed Change:

Section 3 Permits Subsection 3.22 of the Building By-law is hereby repealed and replaced with the

following:

Before issuing a building permit, a complete application shall be filed with a Building Official.

Rationale:

The role of Chief Building Official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 3 Permits Subsection 3.23 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 3 Permits Subsection 3.24 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 6 Other Permits Subsection 6.1 of the Building By-law is hereby repealed and replaced with the following:

A permit for a tent, air supported or other types of structures when intended for temporary use:

- (a) shall state the date after which and the conditions under which the permit is no longer valid;
- (b) may be extended in writing by the Manager of Building Services;
- (c) shall be posted on the building.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors. Role of Manager of Building Services better attributes the responsibility of requirements not held within Nova Scotia Building Code Act and Regulations.

Conditions on Permits

Proposed Change:

Section 3 Permits Subsection 3.26 of the Building By-law is hereby added:

All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations and notation of other applicable By-Laws

Rationale:

Conditions on permits have previously been communicated with applicants through letters and other supporting documents in relation to building permits; with revamped e-permitting system conditions can be applied directly by each relevant department onto the permit to ensure clear communication between applicants and staff.

Inspections in Accordance with Building Code Act

Proposed Change:

Section 4 Inspections of the Building By-law is hereby repealed and replaced with the following:

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under the *Nova Scotia Building Code Act* and Regulations or as stated on the permit documents.

Rationale:

Section 4 was simplified to reflect regulatory capacity of building officials to complete inspections as outlined in the Nova Scotia Building Code Act.

Reference to Licensed Plumbers

Proposed Change:

Section 5 Plumbing Permits Subsection 5.3 of the Building By-law is hereby repealed and replaced with the following:

Applications for permits and all work carried out may only be made by a qualified licenced red seal certified plumber on the forms prescribed.

Rationale:

Text amendment to more modern language related to licensing.

Requirement for Engineered and Architectural Designs for Projects with 3 or More Units

Proposed Change:

Section 5 Plumbing Permits Subsection 5.5 of the Building By-law is hereby repealed and replaced with the following:

Every application with respect to both commercial and residential projects of three (3) units or greater shall be accompanied by a plumbing working drawing of the proposed work, showing the size and location of the house drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and water pipe with the size and location of branch connections and all necessary pipes and traps.

Rationale:

Update to the number of units required to align with other requirements outlined in Nova Scotia Building Code Act where engineered and architectural designs are required for (3) units or greater for residential projects.

Reference to Plumbing Permits Moved to Reflect Application with All Permit Types

Proposed Change:

Section 5 Plumbing Permits Subsection 5.6 of the Building By-law is hereby repealed.

Rationale:

Subsection was moved into section 3 to better reflect its application across all permit types.

Other Notable Considerations

With the launch of e-permitting, one additional identified issue has been payment processing. While enabling applicants to apply at their own convenience at any location with an internet connection, current payment processing procedures continue to require in-person payment with our citizen service center.

One remedy identified for this issue is online payment processing through credit card payment. While not referenced in the bylaw, or the proposed changes, the noted remedy would allow citizens to complete their full application process remotely. Accessibility of permits is improved through this change in processing. The financial impact of this change is outlined in the financial implications section of this report.

Alternative remedies include continued status quo requiring in person payment, or payment via mail through cheque. Concerns with these remedies stem from delays in permit processing while awaiting payment to complete an application.

Staff are seeking direction on how to handle the proposed increased costs associated with these services through a review of the corresponding building bylaw fee policy.

Committee of the Whole

On March 3, 2026, staff provided a presentation to Committee of the Whole outlining recommended amendments to the Building By-law. Following the presentation, staff identified minor errors in the associated attachments. Corrections have been made to the proposed amending by-law to correct these clerical errors.

FINANCIAL IMPLICATIONS

The e-permitting system development and initial years rollout has been financed as part of the HAF initiative. Licensing costs of the system beyond the HAF project will need to be considered for the 2027-2028 fiscal year.

The extension of residential permit duration, from 12 months to 24-months, would reduce the number of fees collected through permit renewal. Each renewal represents \$50.00 charge currently collected. Revenues for this line item would see a reduction. If all renewals were eliminated it would represent 67 renewals in 2025 or a \$3,350 reduction in revenue.

Staff analyzed the anticipated additional service costs associated with enabling credit card payments as the proposed remedy as outlined in the discussion. Service charges by payment processors and credit card companies will have a financial impact. These charges, which vary by provider, range from 0.69% to 3.0% of the transaction amount. Further consideration of the impact of these additional fees being included in the cost of permits is reflected in the recommendation to review the corresponding fee policy associated with this bylaw.

Year	Permitting Revenue (gross)	Cost of Credit Card Charges (3%)
2020	\$335,724	\$10,071.71
2021	\$239,280	\$7,178.40
2022	\$335,031	\$10,050.92
2023	\$340,183	\$10,205.49
2024	\$375,127	\$11,253.82

The table above showcases the financial impact by year of these fees. Changes to fees and changes in permit volume would further vary these approximate cost estimates.

COMMUNITY ENGAGEMENT

No community engagement was required.

ALTERNATIVES

CBRM Council could choose not to recommend approval of the staff recommendation.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 47 – Resolution Policies and Bylaws

This policy derives its authority from Sections 49, 211, 220 (4)(l), 221 (2), 232 (4), 237 (3), 270 (3) (e), 271 (3) (f) and 282 (1) (b) of the Municipal Government Act and Section 7 of the Building Code Act of the Province of Nova Scotia.

ATTACHMENTS

Attachment A: Amendments to Building By-law B-300

Attachment B: Revised Version of Building By-law B-300 with all recommendations

Report Prepared by: Travis Radtke, Housing Coordinator, Planning Department 902-574-5301

Attachment A: Amendments to Building By-law B-300

By-law

of the Cape Breton Regional Municipality

amending the

**Cape Breton Regional Municipality's
Building By-law**

Pursuant to Section 168 of the *Municipal Government Act* of Nova Scotia and Section 7 of the *Nova Scotia Building Code Act, RSNS 1989, c. 46* and amendments thereto, the Council of the Cape Breton Regional Municipality hereby amends the text of the Cape Breton Regional Municipality's Building By-Law, No. B-300, 2026 in the following manner:

THAT: Bylaw description of the Building By-law is hereby updated to reflect the current year, 2026.

THAT: Section 1 Definitions of the Building By-law is hereby repealed and replaced with the following:

All words not defined in this By-Law have the same meaning as in the *Nova Scotia Building Code Act* and the Regulations prescribed thereunder.

- (b) "architect" means a member or licensee of the Nova Scotia Association of Architects;
- (c) "building area" means the total area of all floors in a building based on the gross exterior dimensions of a building or addition;
- (d) "building official" means those qualified individuals appointed by Council of the Cape Breton Regional Municipality to administer and enforce the requirements of the *Nova Scotia Building Code Act* and Regulations.
- (e) "commercial" (see residential) means any major occupancy classification excluded from residential definition.
- (f) "construct" means to do anything in the erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere;
- (g) "demolition" means the doing of anything in the removal of a building or any material part thereof;

- (h) “full bathroom”, in the case of a single detached dwelling, means a room containing three or more plumbing fixtures;
- (i) “non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:
 - i. removing and replacing cladding with similar materials,
 - ii. replacement or repair of drywall or other interior finish,
 - iii. installation of additional insulation or replacement of insulation,
 - iv. replacement of a furnace or boiler,
 - v. installation or replacement of an air-conditioning unit or heat pump,
 - vi. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
 - vii. installation or replacement of cabinets, shelving, millwork, or flooring,
 - viii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
 - ix. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.
- (j) “occupancy” or “occupancy classification” means the use or intended use of a building, as defined in the Building Code;
- (k) “owner” includes a person controlling the property under consideration, and also includes *prima facie* the assessed owner of the property;
- (l) “plumbing fixture” means any water-supplied appliance connected to a plumbing fixture, but does not include a roof or floor drain, hot water tank or dishwasher;
- (m) “professional engineer” means a member or licensee of the Association of Professional Engineers of the Province of Nova Scotia;
- (n) “residential” means any major occupancy classification exclusive of Group C within the National Building Code of Canada in buildings where the number of units contained in the building is (3) three or less.
- (o) “tent and air supported structures permit” shall include any tent, air supported structure or other membrane structures, erected or located;

THAT: Section 3 Permits Subsection 3.3 of the Building By-law is hereby repealed and replaced with the following:

Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will

conform to the Building Code. Accommodations will be available for extenuating circumstances.

THAT: Section 3 Permits Subsection 3.4 of the Building By-law is hereby repealed and replaced with the following:

Building plans shall be drawn to scale and indicate the nature and extent of the work proposed in enough detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.

THAT: Section 3 Demolition Permits Subsection 3.5 of the Building By-law is hereby repealed and replaced with the following:

Building plans that must be submitted include (but are not limited to):

- site plans
- foundation plans
- floor plans
- elevation plans
- structural plan
- mechanical plans including heating, air conditioning, plumbing, electrical and fire protection

THAT: Section 3 Permits Subsection 3.17 of the Building By-law is hereby repealed and replaced with the following:

A building permit shall be valid for (24) twenty-four months only from the date of issuance.

THAT: Section 3 Permits Subsection 3.18 of the Building By-law is hereby repealed and replaced with the following:

A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

THAT: Section 3 Permits Subsection 3.21 of the Building By-law is hereby repealed and replaced with the following:

In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:

- (c) all accessory buildings greater than 100 Sq/ft in area; *and*
- (d) non-structural alterations and repairs in excess of \$10,000 in value as may be determined by the Building Official.

THAT: Section 3 Permit Subsection 3.21 of the Building By-law is hereby renumbered to 3.22.

Before issuing a building permit, a complete application shall be filed with a Building Official.

THAT: Section 3 Permits Subsection 3.22 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, a complete application shall be filed with a Building Official.

THAT: Section 3 Permit Subsection 3.22 of the Building By-law is hereby renumbered to 3.23.

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

THAT: Section 3 Permits Subsection 3.23 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

THAT: Section 3 Permit Subsection 3.23 of the Building By-law is hereby renumbered to 3.24.

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

THAT: Section 3 Permits Subsection 3.24 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

THAT: Section 3 Permits Subsection 3.25 of the Building By-law is hereby added:

No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

THAT: Section 3 Permits Subsection 3.26 of the Building By-law is hereby added:

All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations.

THAT: Section 4 Inspections of the Building By-law is hereby repealed and replaced with the following:

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under *Nova Building Code Act* and Regulations or as stated on the permit documents.

THAT: Section 5 Plumbing Permits Subsection 5.3 of the Building By-law is hereby repealed and replaced with the following:

Applications for permits and all work carried out may only be made by a qualified licenced red seal certified plumber on the forms prescribed.

THAT: Section 5 Plumbing Permits Subsection 5.5 of the Building By-law is hereby repealed and replaced with the following:

Every application with respect to both commercial and residential projects of three (3) units or greater) shall be accompanied by a plumbing working drawing of the proposed work, showing the size and location of the house drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and water pipe with the size and location of branch connections and all necessary pipes and traps.

THAT: Section 5 Plumbing Permits Subsection 5.6 of the Building By-law is hereby repealed.

THAT: Section 6 Other Permits Subsection 6.1 of the Building By-law is hereby repealed and replaced with the following:

A permit for a tent, air supported or other types of structures when intended for temporary use:

- (a) shall state the date after which and the conditions under which the permit is no longer valid;
- (b) may be extended in writing by the Manager of Building Services;
- (c) shall be posted on the building.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on _____.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on _____ to amend the Cape Breton Regional Municipality's Building By-law.

CHRISTA DICKS, MUNICIPAL CLERK

CAPE BRETON REGIONAL MUNICIPALITY

Building By-law

By-law No. B-300

A BY-LAW TO PRESCRIBE & PROVIDE FOR CERTAIN ASPECTS OF PERMITS, APPLICATIONS, AND INSPECTIONS ASSOCIATED WITH CONSTRUCTION

NOW THEREFORE the Municipal Council of the Cape Breton Regional Municipality, under the authority of vested in it by the *Municipal Government Act*, SNS 1998, c. 18, the *Nova Scotia Building Code Act*, RSNS 1989, c. 46 and amendments thereto, as well as regulations passed pursuant to the *Nova Scotia Building Code Act* and any amendments thereto, hereby adopts the following By-law:

This Bylaw shall be known as the “Building By-law “and may be cited as the “Building By-Law, No. B-300, 2026”.

WHEREAS Any person planning to carry out any form of construction in this municipality is governed by the extensive provisions of the Provincial statute known as the Building Code Act and the Regulations promulgated pursuant to that Act and shall therefore be responsible to make themselves aware of all relevant provisions contained therein

Section 1. Definitions

All words not defined in this By-Law have the same meaning as in the *Nova Scotia Building Code Act* and the Regulations prescribed thereunder.

- (a) “architect” means a member or licensee of the Nova Scotia Association of Architects;
- (b) “building area” means the total area of all floors in a building based on the gross exterior dimensions of a building or addition;
- (c) “building official” means those qualified individuals appointed by Council of the Cape Breton Regional Municipality to administer and enforce the requirements of the *Nova Scotia Building Code Act* and Regulations.
- (d) “commercial” (see residential) means any major occupancy classification excluded from the residential definition.

- (e) “construct” means to do anything in the erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere;
- (f) “demolition” means the doing of anything in the removal of a building or any material part thereof;
- (g) “full bathroom”, in the case of a single detached dwelling, means a room containing three or more plumbing fixtures;
- (h) “non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:
 - i. removing and replacing cladding with similar materials,
 - ii. replacement or repair of drywall or other interior finish,
 - iii. installation of additional insulation or replacement of insulation,
 - iv. replacement of a furnace or boiler,
 - v. installation or replacement of an air-conditioning unit or heat pump,
 - vi. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
 - vii. installation or replacement of cabinets, shelving, millwork, or flooring,
 - viii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
 - ix. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.
- (i) “occupancy” or “occupancy classification” means the use or intended use of a building, as defined in the Building Code;
- (j) “owner” includes a person controlling the property under consideration, and also includes *prima facie* the assessed owner of the property;
- (k) “plumbing fixture” means any water-supplied appliance connected to a plumbing fixture, but does not include a roof or floor drain, hot water tank or dishwasher;
- (l) “professional engineer” means a member or licensee of the Association of Professional Engineers of the Province of Nova Scotia;
- (m) “residential” means any major occupancy classification exclusive of Group C within the *National Building Code of Canada* in buildings where the number of units contained in the building is (3) three or less.

- (n) “tent and air supported structures permit” shall include any tent, air supported structure or other membrane structures, erected or located;

Section 2. Interpretation

All relevant definitions are contained in either the *Nova Scotia Building Code Act* or the associated Regulations. All other interpretation will be in accordance with the Interpretation Act, RSNS 1989, c 235.

Section 3. Permits

- 3.1 A building permit shall be in accordance with the form approved by the Manager of Building Services.
- 3.2 Every application for a permit shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made.
- 3.3 Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will conform to the Building Code. Accommodations will be available for extenuating circumstances.
- 3.4 Building plans shall be drawn to scale and indicate the nature and extent of the work proposed with sufficient detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.
- 3.5 Building plans that must be submitted include (but are not limited to):
- site plans
 - foundation plans
 - floor plans
 - elevation plans
 - structural plan
 - mechanical plans including heating, air conditioning, plumbing, electrical and fire protection
- 3.6 In addition to Subsection 3.5, every application for a mobile home that does not contain a Canadian Standards Association number must include
- Manufacture information
 - Model number
 - Serial number
 - Year Built
 - Heating type
 - Number of Bedrooms
 - Number of plumbing fixtures

- Floor area

3.7 Site plans required for new construction or additions should describe the land on which the work is to be done by an up-to-date plan of the lot certified by a Nova Scotia Land Surveyor that the lot has been surveyed in the manner required by the *Nova Scotia Land Surveyors Act* and the regulations made hereunder, adequate to identify and locate the lot and determine setback lines, building separations, and building locations, and containing the following information.

- (a) the Land Information Management Service Property Identity Number of the lot;
- (b) the name of the owner of the land;
- (c) a location map, drawn to a scale not smaller than 1:50,000 with the same orientation as the lot;
- (d) the length of the boundary lines of the lot including the length of arcs and chords, points of curvature and radius in the case of curved lines;
- (e) the dimensions and total area of the lot;
- (f) the location of the proposed and existing buildings on the lot and the relationship between the proposed building or structure and other buildings on the same or adjacent properties, indicating the distance from all property lines, the distances between buildings and the heights of the buildings;
- (g) the width, location and nature of any easements or rights-of-way affecting the lot;
- (h) if a lot is on a registered plan of subdivision, the date on which the final plan of subdivision was certified with all revisions to be identified, dated and initialed;
- (i) north point;
- (j) the scale to which the plan is drawn;
- (k) the names of existing and proposed public streets or highways or private roads shown on the plan;
- (l) the civic address number for the property and adjacent properties;

- (m) location of all existing and proposed curb cuts.
- 3.8 The survey plan may be waived and substituted by a Land Information property map with the lot number when, by calculation of the building official, spatial separation distances are complied with and property is more than one (1) acre in area.
- 3.9 Prior to the approval of any foundation for new construction or additions beyond the footing stage, and before foundation work begins, a plan showing the location of the building footings on the lot, certified by a Nova Scotia Land Surveyor that the installed footings have been surveyed in relation to the lot in the summer required by the *Nova Scotia Land Surveyors Act* and Regulations hereunder, must be provided.
- 3.10 An application for building permit shall include plans and specifications as required by the Building Code and show the occupancy of all parts of the building including existing conditions for change of use or renovations.
- 3.11 An application shall state the valuation and area in square metres of the proposed work and be accompanied by the required fee outlined in CBRM Fee Policy: Planning, Development and Building.
- 3.12 An application shall state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and the constructor.
- 3.13 An application shall show a drainage plan indicating the surface drainage pattern for the proposed site.
- 3.14 An application for a building permit for the construction of a building requiring a new private sewage disposal system shall require a copy of a valid on-site sewage disposal system, before the application for building permit may be accepted for approval.
- 3.15 An application for a building permit for the construction of a building requiring a Road Access Permit from the Province of Nova Scotia, shall require a copy of a valid Access Permit, before the application for building permit may be accepted for approval.
- 3.16 When an application for a permit has not been completed in conformance with the requirements of the By-Law within (30) days after it is filed, the application may be deemed to have been abandoned by the Building Official.
- 3.17 A building permit shall be valid for (24) twenty-four months only from the date of issuance.
- 3.18 A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in

Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

- 3.19 A permit that is renewed pursuant to Subsection 3.17 is provisional and subject to the following conditions:
- (a) Work on the subject property must begin within thirty (30) days from the time the permit is renewed and shall reasonably and seriously continue until completion.
 - (b) A person applying for a permit to be renewed shall provide to the building official a progress schedule which includes the completion date of the work.
 - (c) Any revised plans deemed necessary or required as a result of any change in the scope of the work are to be submitted to and approved by the Building Official prior to commencement of any work.
 - (d) A fee for renewal of the permit is paid in accordance with CBRM Fee Policy: Planning, Development and Building.
- 3.20 If any of the above conditions are not met or having been met are subsequently violated, the renewed permit may be suspended or cancelled at the sole discretion of the Building Official.
- 3.21 In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:
- (a) all accessory buildings greater than 100 Sq/ft in area; *and*
 - (b) non-structural alterations and repairs exceeding \$10,000 in value as may be determined by the Building Official.
- 3.22 . Before issuing a building permit, a complete application shall be filed with a Building Official.
- 3.23 Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.
- 3.24 Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.
- 3.25 No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

- 3.26 All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations and notation of other applicable By-Laws

Section 4 Inspections

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under *Nova Building Code Act* and Regulations or as stated on the permit documents.

Section 5 Plumbing Permits

- 5.1 No connection shall be made with a common public sewer, and no construction, reconstruction, or extension of any plumbing or private sewage disposal system or any part thereof shall be commenced until a permit to do so have been obtained from the building official.
- 5.2 Plumbing permits are required for all plumbing work covered under the scope of the *Nova Scotia Building Code Act* and Regulations and shall be done in accordance with the National Plumbing Code of Canada.
- 5.3 Applications for permits and all work carried out may only be made by a qualified licenced red seal certified plumber on the forms prescribed.
- 5.4 Plumbing permits are not required to repair or replace any old fixture, tap or drain with a new one (to be used for the same purpose), to force out stoppages, to repair leaks or to relieve frozen pipes or fittings.
- 5.5 Every application with respect to both commercial and residential projects having three (3) units or greater shall be accompanied by a plumbing drawing of the proposed work, showing the size and location of the building drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and waste pipe with the size and location of branch connections and all necessary pipes and traps.

Section 6 Other Permits

- 6.1 A permit for a tent, air supported or other types of structures when intended for temporary use:
- (a) shall state the date after which and the conditions under which the permit is no longer valid;
 - (b) may be extended in writing by the Manager of Building Services;
 - (c) shall be posted on the building.

- 6.2 (1) A permit may be issued by the Building Official of the Cape Breton Regional Municipality at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- (2) The permit shall be clearly marked "At Owner's Risk".
- 6.3 (1) Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- (2) Any permit issued for part only of a building shall be clearly marked as for part only, and shall also indicate that a permit for the entire building is not assured.
- 6.4 (1) A permit for a whole project may be issued by the Building Official of the CBRM conditional upon the submission of additional information prior to commencing the work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
- (2) The condition shall be set out on the face of the permit.
- 6.5 (1) A final occupancy permit, as well as an inspection and approval, shall be required to allow the initial occupancy in accordance with the requirements of the *Nova Scotia Building Code Act*. Such permit shall be issued within twelve (12) months of substantial completion of the building as determined by the building official.
- (2) The Building Official may issue an occupancy permit, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part thereof for the accepted use, prior to commencement or completion of the construction work where the application is of such a nature that no unsafe condition exists and that withholding of the permit would be unreasonable.

Section 7 Demolition Permits

- 7.1 No demolition of a building, portion of a building, or other structure shall take place until a demolition permit has been issued.
- 7.2 An application for a demolition permit shall be completed and all prescribed fees, outlined CBRM Fee Policy: Planning, Development and Building, be submitted before any demolition permit is issued.

- 7.3 Every application for a demolition permit shall set out in detail the precautions to be taken to ensure that no person is exposed to undue risk. Precautions shall include (but are not limited to) provisions for fencing, barricades, covered way, fire safety and vehicular traffic.
- 7.4 A demolition permit shall state the date on which work is to commence and the date on which demolition will be completed, the method of demolition and the place of disposal for debris.
- 7.5 Demolition sites, upon completion of the demolition, shall be left in a safe and neat condition to the satisfaction of the building official.
- 7.6 Every owner is responsible for the costs of any damage to public property or works that may occur as a result of any demolition.

Section 8 Permit Fees

- 8.1 The Scale of Fees for permits shall appear in CBRM Fee Policy: Planning, Development and Building.

Section 9 Severability

If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

Section 10 Previous By-laws Repealed

By-law No. B – 300, cited as the Cape Breton Regional Municipality Building By-law S-4 and all amendments thereto are hereby repealed.

PASSED AND ADOPTED by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipality held on _____th, 20__ and as amended on _____, 20__.

CECIL CLARKE
MAYOR

CHRISTA DICKS
MUNICIPAL CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Building By-law of the Cape Breton Regional Municipality including amendments to November 14, 2023.

CHRISTA DICKS, MUNICIPAL CLERK

Publication Date: March 12, 2022

First Reading: January 24, 2022

Second (Final) Reading: March 8, 2022

Amendment 1

Publication Date: November 22, 2023

First Reading: September 26, 2023

Second (Final) Reading: November 14, 2023

Amendment 2

Publication Date:

First Reading:

Second (Final) Reading:

CBRM Building By-law B-300 Amendments – E-permitting

Overview of proposed changes to
municipal building regulations





Recommendation – Council Decision Required

First Reading of By-law Amendments

Council must give First Reading to Building By-law B-300 amendments as a legal prerequisite before public hearings.

Scheduling Public Hearing

Council is requested to schedule a Public Hearing to present proposed by-law amendments and gather public feedback.

Review of Building Fee Policy

Direction is sought to review the Building Fee Policy before launching e-permitting, aligning fees with digital processing realities.



Background – E-Permitting Implementation

Digital Permitting Platform

CBRM adopted an e-permitting platform to replace manual paper-based permitting processes with a digital system.

Improved Applicant Experience

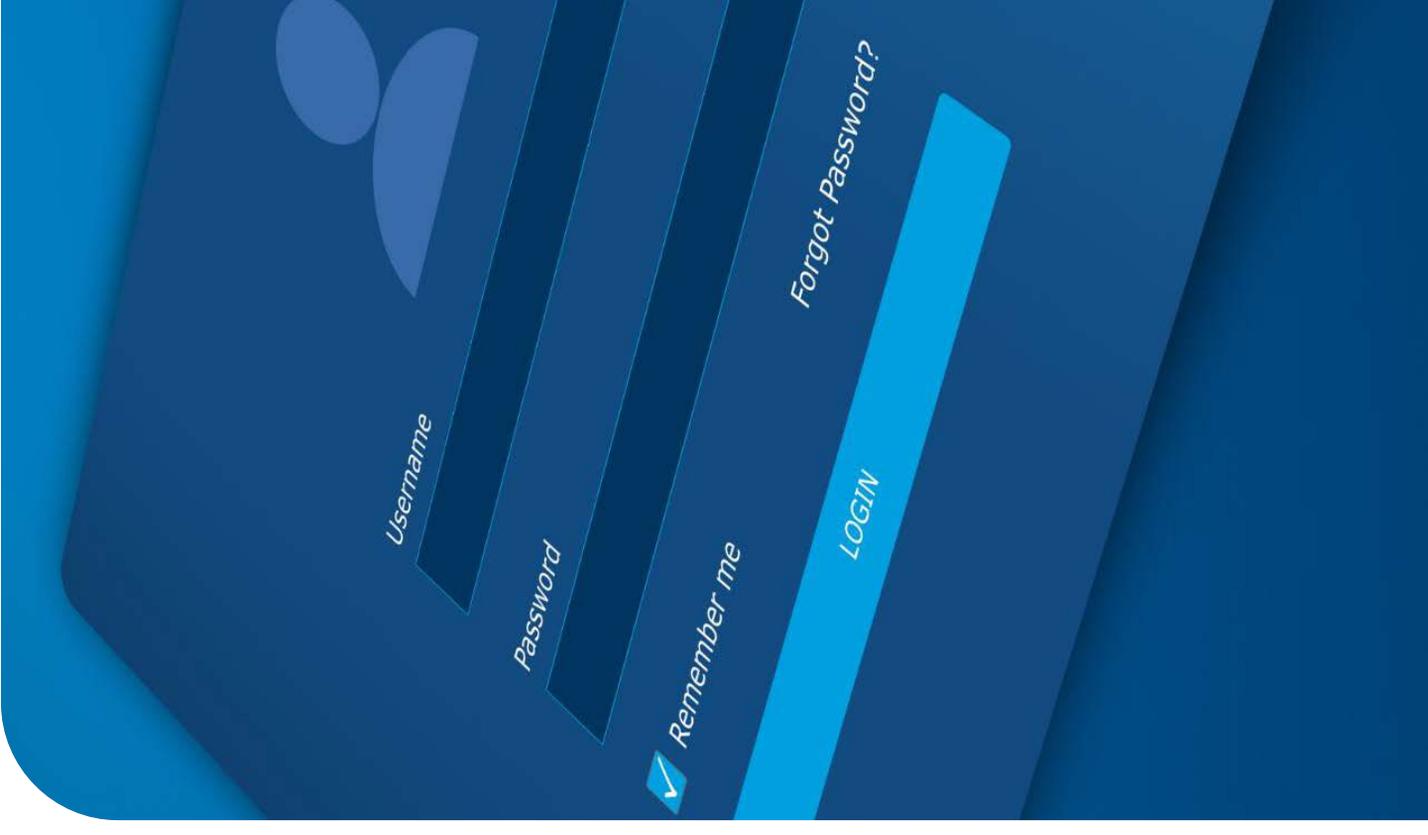
Applicants can upload plans, track progress, receive notifications, and communicate with staff remotely and flexibly.

Enhanced Efficiency and Compliance

E-permitting standardizes processes, reduces delays, improves approval efficiency, and supports regulatory compliance.

Support for Broader Modernization

The platform is part of a larger service transformation initiative impacting regulatory frameworks and service delivery.



Why Amend the Building By-law?

Need for By-law Revision

Revisions support the Housing Accelerator Fund commitment to streamline residential construction approvals.

Introduction of Digital Workflows

Acela platform enables digital submissions and plan reviews, requiring by-law modernization for support.

Simplification and Alignment

Amendments simplify administrative processes and align regulations with provincial legislation and best practices.

Benefits of Modernization

Modernization increases transparency, reduces burden on staff and clients, and supports e-permitting deployment.



Summary of Key Amendments

Digital Submission Mandate

Requiring digital building plan submissions aligns permitting workflows with modern online application systems.

Updated Permit Definitions

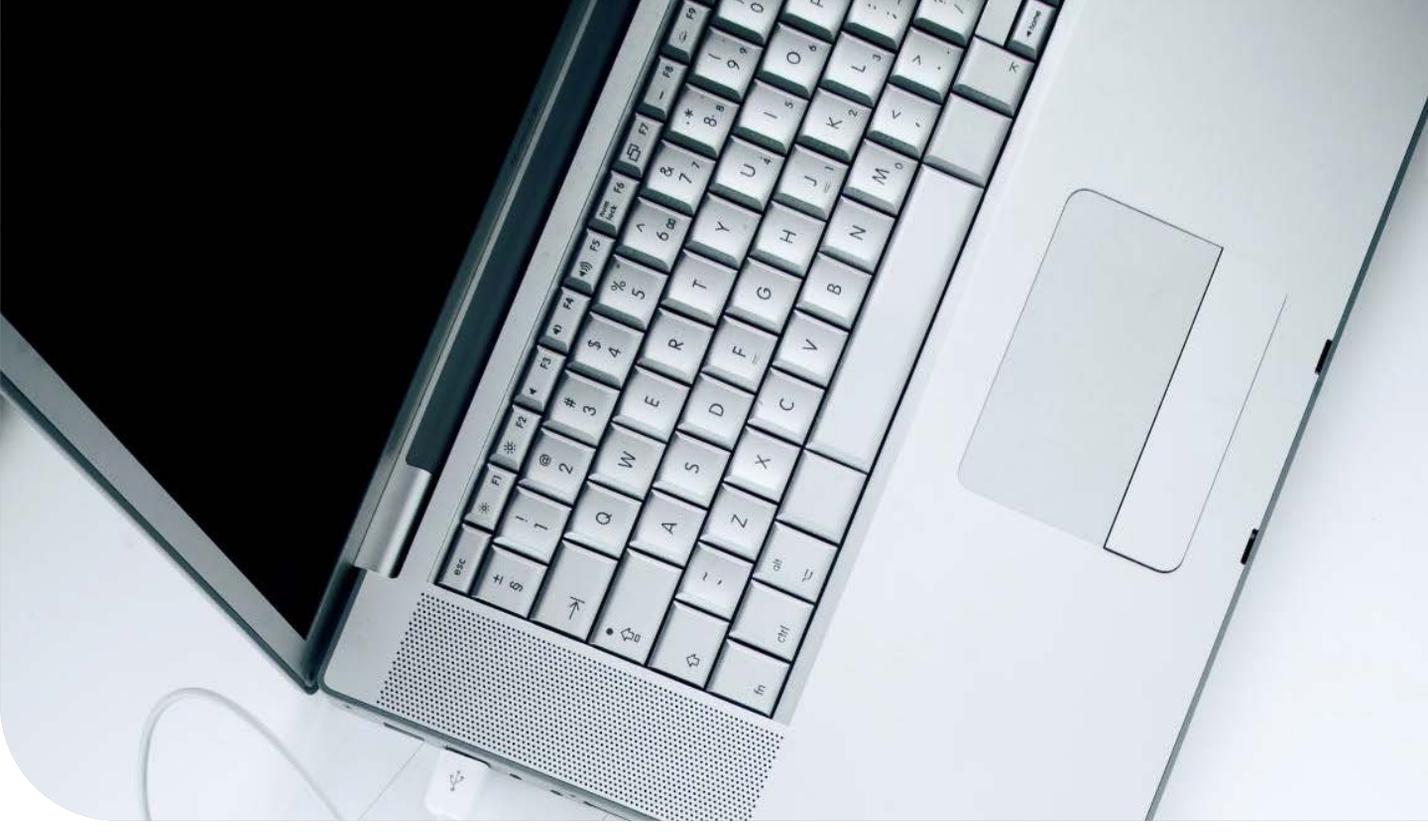
Clarified definitions for residential, commercial, and non-structural repair permits improve regulatory clarity.

Extended Permit Validity

Residential construction permit validity extended to 24 months, reducing administrative burden and aligning with commercial permits.

Streamlined Permit Rules

Updated permit requirements updated to reflect modern licensing practices and system consistency.



Digital Plans - Modernized Submission Requirements

Requirement for Digital Submissions

All building permit applications now require digital plans, replacing physical paper drawings entirely.

Enhanced Internal Workflows

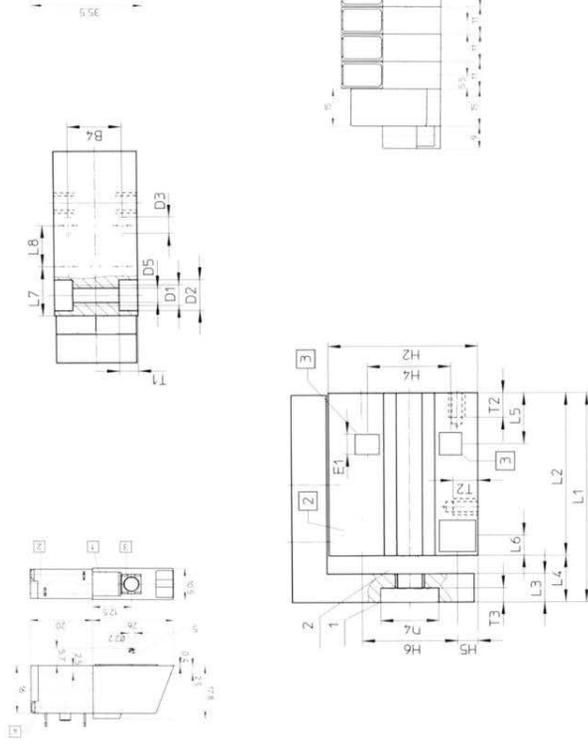
Digital submissions enable more efficient internal reviews and facilitate easier sharing across departments.

Benefits to Applicants

Applicants experience faster communication, greater accuracy, and reduced time spent preparing documents.

Foundational for E-Permitting

Digital plan intake is essential for the e-permitting system to function at full capacity and improve services.



Permit Duration - 24-Month Validity

Extended Permit Duration

Residential building permits are now valid for 24 months, doubling the previous 12-month duration to better accommodate project delays.

Reduced Administrative Load

Extending permit length reduces the number of renewals, lessening administrative workload and improving staff efficiency.

Consistent Timelines

Aligning residential permit durations with commercial permits promotes consistency and predictability for builders and officials.



Additional Clarifications and Clean-Ups

Permit Requirements Update

New rules require permits for accessory buildings over 100 sq ft and repairs exceeding \$10,000 value.

Numbering Corrections

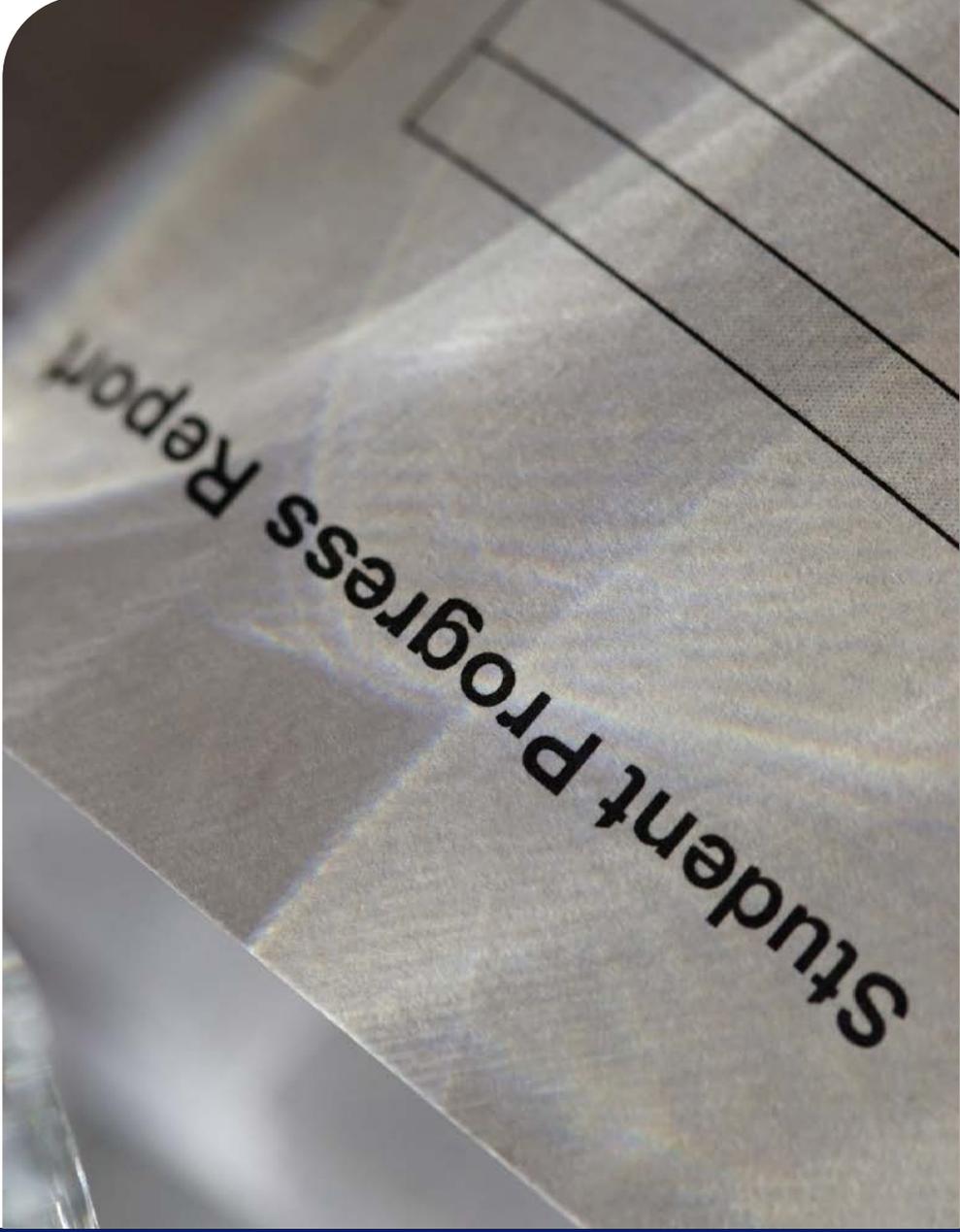
Corrections fix inconsistencies in by-law numbering, enhancing readability for users and staff.

E-Permitting System Enhancements

Permit conditions can now be applied directly via the e-permitting system, improving communication and reducing errors.

Administrative Revisions

These administrative updates support a modern, functional regulatory framework for better governance.



**Cape Breton
Regional
Municipality**

Financial Implications

Revenue Impact from Permit Extensions

Extending permit validity may reduce renewal revenues by about \$3,350 annually if all renewals are eliminated.

Credit Card Processing Fees

Introducing credit card payments incurs processing fees between 0.69% and 3%, affecting future fee policies.

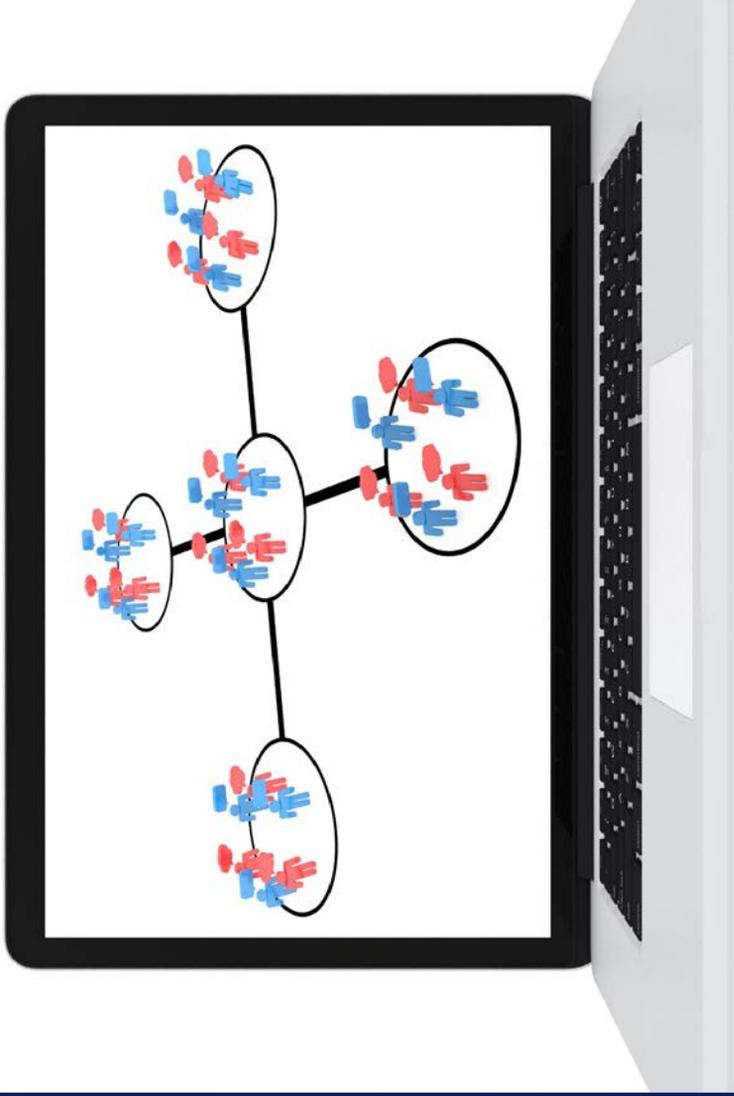
Overall Financial Considerations

These financial factors impact cost recovery, operational budgets, and sustainability of service delivery.

Need for Fee Policy Review

A thorough fee policy review is essential before the full launch of the new e-permitting system.





Conclusion and Next Steps

Recommended Council Action Steps

Council must complete the First Reading, schedule the Public Hearing, and direct staff for policy review.

Importance of Amendments

Adopting amendments is crucial for meeting fund commitments and enabling proper e-permitting platform operation.

Modernization Foundation

The by-law forms a foundation for CBRM's service modernization and improved delivery to the public.



Cape Breton
Regional
Municipality



INFORMATION REPORT

To: MAYOR CLARKE AND COUNCIL
Submitted by: Sheila Kolanko, Property Manager
Date: March 10th, 2026
Subject: Transfer of Property – 401 Ling St., New Waterford (District 11)

Origin

Staff initiated

Background

At a council meeting held on January 21st, 2025, council passed a motion to sell 401 Ling Street, New Waterford to New Waterford Arcano Group, a registered not-for profit society, for \$1.00 pursuant to the Municipal Government Act. The subject property required a survey and as well as an appraisal to determine the market value of the newly created lot parcel.

Discussion

The survey has been completed. The appraisal report was received February 12th, 2026, and determined the market value to be \$20,600. The next step is to proceed to a public hearing as set out in the Municipal Government Act. The public hearing will be scheduled for the council meeting held in April 2026.

Legislation and Related Policies

Section 51 (3) of the *Municipal Government Act* requires Council to hold a public hearing if the property is valued at more than ten thousand dollars at less than market value.

Financial Implications

Increased property tax revenue.

Attachments

Attachment A – Motion dated January 28, 2025

Attachment B – Survey showing subject area – Lot 2025-1

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager



Clerk's Department

M-E-M-O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Sheila Kolanko, Property Manager
From: Christa Dicks, Municipal Clerk
Date: January 28, 2025
Subject: Request for Municipal Property – Portion of PID 15489354 – 401 Ling Street,
New Waterford District 11

At the Council meeting held on January 21, 2025, the following motion was passed:

Motion

Moved by Councillor Sheppard-Campbell, seconded by Councillor Nickituk, to convey the subject property to the applicant for \$1.00 pursuant to the Municipal Government Act.

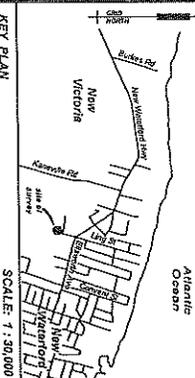
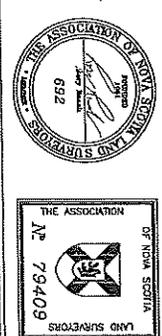
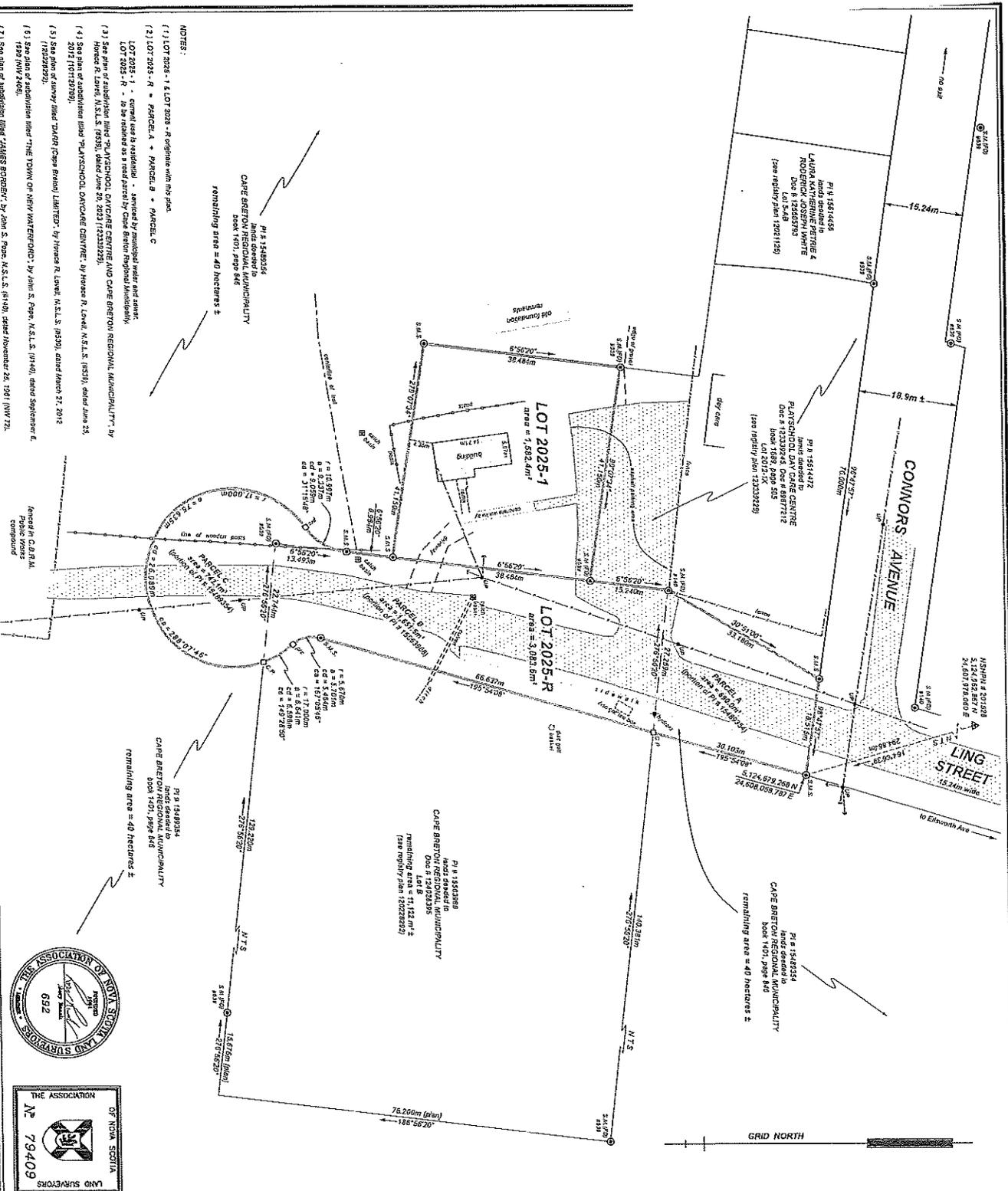
Motion Carried

I would ask that you please take the action noted in the above motion.

Thank you.

Christa Dicks
Municipal Clerk
/s/m

C: Tara Olsvik, Executive Assistant – Legal Department



LEGEND:

- NSRN
- S.M.S.
- S.M.F.D.
- UP
- CR
- NTS

COORDINATE SYSTEM AND SURVEY INFORMATION

UNIT	MEASUREMENT	UNIT	MEASUREMENT
ANGLES	DEGREES	LENGTHS	METRES
VERTICAL ANGLES	DEGREES	VERTICAL ANGLES	DEGREES
HEIGHTS	METRES	HEIGHTS	METRES

SURVEYOR'S CERTIFICATE:

I, Roy Frank, Nova Scotia Land Surveyor, hereby certify that the survey and plan shown hereon were made in accordance with the Land Surveyors Act, Regulations and Standards made there under.

Dated this 31st day of December, 2005.

PRENDERGAST SURVEYS LIMITED
 946 MAIN STREET, GLOUCESTER, N.S.
 CAPE BRETON REGIONAL MUNICIPALITY
 WEB SITE: WWW.LANDSURVEYORS.NS

NOVA SCOTIA LAND SURVEYOR No. 692

PLAN OF SUBDIVISION SHOWING
LOT 2025 - 1 & LOT 2025 - R

LANDS DEEDED TO
CAPE BRETON REGIONAL MUNICIPALITY
 LING STREET - CONNORS AVENUE,
 NEW WATERFORD,
 NOVA SCOTIA

SCALE: 1:500

GRAPHICAL METERS

Scale: 1:500
 Street Size: 1/4"



INFORMATION REPORT

To: MAYOR CLARKE AND CBRM COMMITTEE OF THE WHOLE
Submitted by: Sheila Kolanko, Property Manager
Date: March 10th, 2026
Subject: Transfer of Property – 79 East St., Glace Bay (District 10)

Origin

Staff initiated

Background

At a council meeting held on July 15th, 2025 council passed a motion to sell vacant land at 79 East Avenue, Glace Bay to Hub Amateur Athletic Club, a registered not-for profit society, for \$1.00 pursuant to the Municipal Government Act. The property required a survey of the subject property and an appraisal to determine the market value of the newly created lot parcel.

Discussion

The survey has been completed. The appraisal report was received February 18th, 2026, and determined the market value to be \$20,600. The next step is to proceed to a public hearing as set out in the Municipal Government Act. The public hearing will be scheduled for the council meeting held in April 2026.

Legislation and Related Policies

Section 51 (3) of the *Municipal Government Act* requires Council to hold a public hearing if the property is valued at more than ten thousand dollars at less than market value.

Financial Implications

Increased property tax revenue.

Attachments

Attachment A – Motion dated July 16, 2025

Attachment B – Survey showing subject area – Lot 1-25

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager

CBRM

Clerk's Department

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5910

To: Sheila Kolanko, Property Manager
From: Christa Dicks, Municipal Clerk / Director of Corporate Information Services
Date: July 16, 2025
Subject: Request for Municipal Property (Portion of PID 15437718) Hub Amateur Athletic Club, 79 East Avenue, Glace Bay (District 10)

At the Council meeting held on July 15, 2025, the following motion was put forward:

Motion

Moved by Councillor Nickituk, seconded by Councillor MacKeigan, to convey the subject property to the Society for \$1.00 pursuant to the *Municipal Government Act*.

Discussion:

- Gratitude for the Hub Amateur Athletic Club
- Funding opportunities

Motion Carried

I would ask that you please take the action noted in the above motion.

Thank you,

Christa Dicks
Municipal Clerk
/km



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Council Agenda Request Form

- | | | |
|--|---|---|
| <input type="checkbox"/> Included on Agenda
(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting) | <input type="checkbox"/> Late Item
(Submitted to Municipal Clerk's Office by Noon the day before the meeting) | <input type="checkbox"/> Request from the Floor: (New Business)
- Announcement
- Referral
- Submit Petition
- Notice of Motion |
|--|---|---|

Date of Council Meeting: March 10, 2026

Subject: Sidewalk Snow Clearing Priority

Motion for Council to Consider:

That Cape Breton Regional Municipality add streets containing active churches and recognized places of worship to the municipal priority list for sidewalk snow clearing.

Reason:

Churches and places of worship within CBRM host regular spiritual services, many of which are attended primarily by seniors and individuals with mobility concerns. In addition to religious services, these facilities function as important community hubs, hosting senior socials, Girl Guides, Scouts, 4-H meetings, community gatherings, and other local events. When sidewalks in these areas are not cleared in a timely manner, residents, particularly seniors, are unable to safely access these services and programs. This limits participation, increases isolation, and negatively impacts community engagement during the winter months. Socializing is an important factor in our mental health.

Outcome Sought:

That CBRM include streets with active churches and places of worship on its sidewalk snow clearing priority list in order to improve accessibility, enhance public safety, and support community participation throughout the winter season.

*Councillor
 Kim Sheppard-Campbell*

District 12

*Date:
 Feb 24/26*

*Received by Clerk's Department (date):
 Feb 24/26*



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Council Agenda Request Form

- | | | |
|--|---|---|
| <input type="checkbox"/> Included on Agenda
(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting) | <input type="checkbox"/> Late Item
(Submitted to Municipal Clerk's Office by Noon the day before the meeting) | <input type="checkbox"/> Request from the Floor: (New Business)
- Announcement
- Referral
- Submit Petition
- Notice of Motion |
|--|---|---|

Date of Council Meeting: March 10/2026

Subject: Pre-budget Briefing

Motion for Council to Consider:

Motion requesting a staff led pre-budget briefing be scheduled to provide Council with an overview of the municipality's financial outlook and key considerations in advance of the upcoming budget process.

Reason:

As Council prepares for the review of the upcoming municipal budget, it is important to provide members with an early overview of the municipality's current fiscal position and emerging financial pressures. As in previous years, pre-budget briefings allow Council the opportunity to review key information and be provided with a clear understanding of any budgetary conclusions and/or recommendations being considered. In addition, this ensures members of Council can gain a comprehensive understanding of the proposed fiscal framework prior to public discussion and deliberation of the proposed operating and capital budgets.

Outcome Sought:

To continue with previous practice and approve the inclusion of a pre-budget briefing allowing members of Council the opportunity to receive preliminary financial information prior to formal budget deliberations.

<i>Deputy Mayor Glenn Paruch</i>	<i>District 6</i>
<i>Date:</i> March 5, 2026	<i>Received by Clerk's Department (date):</i> March 5, 2026



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Council Agenda Request Form

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|--|---|---|
| <input type="checkbox"/> Included on Agenda
(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting) | <input type="checkbox"/> Late Item
(Submitted to Municipal Clerk's Office by Noon the day before the meeting) | <input type="checkbox"/> Request from the Floor: (New Business)
- Announcement
- Referral
- Submit Petition
- Notice of Motion |
|--|---|---|

Date of Council Meeting: March 10/2026

Subject: Disrepair of Joan Harris Cruise Pavilion South Dock

Motion for Council to Consider:

Request staff to review the lease agreement between the CBRM and the Port of Sydney Development Corporation and report back on all contractual/legal obligations of both parties pertaining to the full repair of the Joan Harris Cruise Pavilion South Dock and the overall maintenance of the property.

Reason:

During the Committee of the Whole Meeting of March 3rd I raised the issue of the long outstanding repairs to the south dock and requested an answer as to who is the lead on any catastrophic collapse that could occur at the site. The answer was that CBRM would be the lead as they are the owner of the property. I was advised that this issue be brought back as a separate issue for council to consider. With the acknowledgement of CBRM being the lead I believe it is prudent for CBRM to undertake this review to fully understand what the responsibilities are of the CBRM as the property owner and the Port of Sydney Development Corporation regarding the South Dock repair and the upkeep of the property.

Outcome Sought:

Immediate attention be given to the full repair of the South Dock and a timeline for the physical work to begin. To have an emergency action plan in place to deal with any significant collapse of the South Dock to mitigate any negative impacts to our community. Identifying who will be responsible for what aspects of the plan if ever needed to be implemented.

<i>Councillor Eldon MacDonald</i>	<i>District 5</i>
<i>Date:</i> Feb 24/26	<i>Received by Clerk's Department (date):</i> Feb 24/26

- **Discussed with responsible Director**

Revenue	Year To Date Assigned	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	111,594,084	110,956,861	637,224	133,148,233	21,554,149
Total Federal Government	3,041,667	3,041,667	-	3,650,000	608,333
Total Federal Government Agencies	717,497	717,497	-	860,996	143,499
Total Provincial Government	1,719,167	1,719,167	-	2,063,000	343,833
Total Provincial Government Agencies	3,452,838	3,550,938	(98,100)	4,261,126	808,288
Total Services to Other Local Government	778,563	778,563	-	934,275	155,713
Total Transit	1,369,317	2,478,333	(1,109,017)	3,614,000	2,244,683
Total Environmental Development Services	336,254	250,417	85,837	300,500	(35,754)
Total Licenses & Permits	42,536	40,417	2,119	48,500	5,964
Total Fines & Fees	854,750	1,000,000	(145,250)	1,200,000	345,250
Total Rentals	425,981	433,148	(7,166)	519,777	93,796
Total Concessions & Franchises	727,331	743,776	(16,444)	945,000	217,669
Total Interest	1,195,129	1,262,500	(67,371)	1,515,000	319,871
Total Finance Revenue	35,976	29,167	6,809	35,000	(976)
Total Solid Waste Revenue	2,670,017	2,889,744	(219,727)	4,125,000	1,454,983
Total Recreation & Cultural Service Programs	1,047,471	1,411,281	(363,810)	1,694,500	647,029
Total Water Utility Charges	10,562,473	10,562,473	-	12,674,968	2,112,495
Total Unconditional Transfers	13,248,946	13,196,532	52,415	15,835,838	2,586,892
Total Conditional Transfers	173,221	173,221	-	425,000	251,779
Total Extraordinary Revenue	938,854	-	938,854	-	(938,854)
Year To Date Assigned	\$ 154,932,072	\$ 155,235,699	\$ (303,627)	\$ 187,850,713	\$ 32,918,641

Departmental

Reviewed

Summary

Draft Statement of Expenditures

January 30, 2026

Expenditures	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	1,311,050	1,442,013	130,963	1,700,066	389,016
Administration	280,870	347,224	66,355	481,627	200,757
Finance	2,797,420	3,079,619	282,199	3,871,331	1,073,911
Legal	2,516,123	2,785,613	269,490	3,309,483	793,360
Human Resources	1,456,580	1,610,613	154,033	1,867,656	411,076
Technology & Communications	1,756,457	2,058,792	302,336	2,667,644	911,187
Municipal Clerk	453,900	454,627	726	665,585	211,684
Fiscal Services	34,258,750	34,268,176	9,427	41,982,024	7,723,274
Police Services	29,588,198	30,710,283	1,122,085	36,114,294	6,526,096
Fire Services (Incl EMO)	11,793,515	12,091,505	297,991	14,255,649	2,462,134
Engineering & Public Works	53,874,696	50,813,353	(3,061,343)	61,084,243	7,209,547
Planning	3,271,213	3,732,032	460,819	4,495,882	1,224,669
Facilities C200 & Arenas	4,515,902	4,158,408	(357,493)	4,753,430	237,528
Parks & Grounds	3,187,389	3,145,954	(41,435)	3,610,306	422,917
Buildings	3,258,670	3,370,278	111,608	3,937,806	679,136
Recreation	2,916,035	2,773,376	(142,658)	3,053,686	137,651
Total expended to date	\$ 157,236,765	\$ 156,841,869	\$ (394,897)	\$ 187,850,712	\$ 30,613,946

Departmental

Reviewed

Legislative	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	957,896	974,791	16,895	1,152,026	194,130
6010 BENEFITS	139,167	195,160	55,993	230,643	91,476
6030 TRAVEL/CONFERENCES	79,157	79,157	-	90,000	10,843
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	61,513	81,053	19,540	97,263	35,750
6050 OFFICE SUPPLIES	8,407	10,333	1,926	12,400	3,993
6060 OFFICE EQUIPMENT	3,688	4,583	895	5,500	1,812
6080 ADVERTISING	5,757	12,083	6,326	14,500	8,743
6100 COURIER	-	-	-	250	250
6110 TELEPHONE/FAX	17,313	27,862	10,548	33,434	16,121
6120 PUBL./SUBSCRIPTIONS	993	2,125	1,132	2,550	1,557
6130 COMPUTER HARDWARE	1,948	6,667	4,718	8,000	6,052
6150 MEETING EXPENSES	9,927	22,917	12,989	27,500	17,573
6170 PROMOTION	25,283	25,283	-	26,000	717
Total expended to date	\$ 1,311,050	\$ 1,442,013	\$ 130,963	\$ 1,700,066	\$ 389,016

Departmental

Finance

CAO	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	226,795	262,129	35,335	309,789	82,994
6010 BENEFITS	36,248	50,294	14,046	59,438	23,190
6020 TRAINING/EDUCATION	-	2,750	2,750	3,300	3,300
6030 TRAVEL/CONFERENCES	5,354	15,000	9,646	18,000	12,646
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	1,328	1,500	172	1,800	472
6050 OFFICE SUPPLIES	1,794	2,333	539	2,800	1,006
6110 TELEPHONE/FAX	1,235	2,083	848	2,500	1,265
6150 MEETING EXPENSES	475	3,333	2,858	4,000	3,525
6170 PROMOTION	4,006	4,167	161	5,000	994
8100 PROFESSIONAL SERVICES	3,635	3,635	-	75,000	71,365
Total expended to date	\$ 280,870	\$ 347,224	\$ 66,355	\$ 481,627	\$ 200,757

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Finance					
6000 WAGES/SALARIES	1,861,922	1,994,215	132,293	2,356,799	494,877
6010 BENEFITS	410,651	448,855	38,204	530,465	119,814
6020 TRAINING/EDUCATION	967	7,083	6,116	8,500	7,533
6030 TRAVEL/CONFERENCES	10,414	15,417	5,002	18,500	8,086
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	1,446	3,792	2,346	4,550	3,104
6050 OFFICE SUPPLIES	11,472	11,472	-	11,900	428
6060 OFFICE EQUIPMENT	6,385	10,833	4,449	13,000	6,615
6080 ADVERTISING	24,375	31,950	7,575	38,340	13,965
6090 POSTAGE	184,255	184,254	-	214,000	29,745
6100 COURIER	17,885	17,885	-	20,650	2,765
6110 TELEPHONE/FAX	15,293	15,293	-	17,500	2,207
6130 COMPUTER HARDWARE	6,588	12,500	5,912	15,000	8,412
6140 COMPUTER SOFTWARE	551	59,313	58,761	71,175	70,624
6180 COST RECOVERY	(256,566)	(256,566)	-	(360,000)	(103,434)
8010 OPERATIONAL MATERIALS/SUPPLIES	5,806	5,000	(807)	5,000	(806)
8100 PROFESSIONAL SERVICES	45,986	68,333	22,347	82,000	36,014
8110 CONTRACTS/AGREEMENTS	58,902	58,902	-	69,200	10,298
8120 LEASES	12,922	12,922	-	14,752	1,830
8180 TAX EXEMPT/WRITE OFF	378,167	378,167	-	740,000	361,833
Total expended to date	\$ 2,797,420	\$ 3,079,619	\$ 282,199	\$ 3,871,331	\$ 1,073,911

Departmental

Finance

Legal	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	515,002	468,938	(46,063)	554,200	39,198
6010 BENEFITS	103,914	111,509	7,594	131,783	27,869
6020 TRAINING/EDUCATION	-	5,417	5,417	6,500	6,500
6030 TRAVEL/CONFERENCES	1,123	3,750	2,627	4,500	3,377
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	14,163	15,000	837	18,000	3,837
6050 OFFICE SUPPLIES	2,290	2,917	626	3,500	1,210
6060 OFFICE EQUIPMENT	1,994	1,993	-	2,200	206
6070 PHOTOCOPYING SUPPLIES	1,549	2,917	1,367	3,500	1,951
6080 ADVERTISING	393	3,333	2,941	4,000	3,607
6100 COURIER	469	667	198	800	331
6110 TELEPHONE/FAX	3,783	3,782	-	4,000	217
6120 PUBLICATIONS/SUBSCRIPTIONS	20,679	20,679	-	22,000	1,321
6130 COMPUTER HARDWARE	1,544	3,333	1,789	4,000	2,456
6150 MEETING EXPENSES	-	417	417	500	500
6160 LIABILITY INSURANCE	1,749,926	2,041,667	291,741	2,450,000	700,074
6180 COST RECOVERY	-	-	-	-	-
8100 PROFESSIONAL SERVICES	99,295	99,294	-	100,000	705
Total expended to date	\$ 2,516,123	\$ 2,785,613	\$ 269,491	\$ 3,309,483	\$ 793,360

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Human Resources					
6000 WAGES/SALARIES	932,283	1,096,554	164,271	1,295,927	363,644
6010 BENEFITS	257,927	266,436	8,509	314,879	56,952
6020 TRAINING/EDUCATION	5,879	8,208	2,329	9,850	3,971
6030 TRAVEL/CONFERENCES	15,249	15,249	-	17,500	2,251
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	2,017	2,917	899	3,500	1,483
6050 OFFICE SUPPLIES	17,809	15,000	(2,809)	15,000	(2,809)
6060 OFFICE EQUIPMENT	925	2,083	1,159	2,500	1,575
6080 ADVERTISING	1,055	2,500	1,445	3,000	1,945
6110 TELEPHONE/FAX	6,875	8,333	1,459	10,000	3,125
6120 PUBLICATIONS/SUBSCRIPTIONS	724	2,500	1,776	3,000	2,276
6130 COMPUTER HARDWARE	7,545	6,000	(1,545)	6,000	(1,545)
6150 MEETING EXPENSES	12,079	6,500	(5,579)	6,500	(5,579)
8100 PROFESSIONAL SERVICES	188,279	170,000	(18,279)	170,000	(18,279)
8110 CONTRACTS/AGREEMENTS	7,935	8,333	399	10,000	2,065
Total expended to date	\$ 1,456,580	\$ 1,610,613	\$ 154,032	\$ 1,867,656	\$ 411,076

Departmental

Finance

Technology/Communications	Year to date Expended	10 Month		10 Month Budget Variance	Annual		Annual Budget Remaining
		Budget	Budget		Budget	Budget	
6000 WAGES/SALARIES	981,955	1,064,989	83,034	1,258,623	276,668		
6010 BENEFITS	224,184	244,625	20,441	289,102	64,918		
6011 MISCELLANEOUS BENEFITS	(35,083)	(90,965)	(55,882)	(109,158)	(74,075)		
6020 TRAINING/EDUCATION	710	18,750	18,040	22,500	21,790		
6030 TRAVEL/CONFERENCES	2,707	5,417	2,709	6,500	3,793		
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	-	833	833	1,000	1,000		
6050 OFFICE SUPPLIES	10,869	2,850	(8,019)	2,850	(8,019)		
6060 OFFICE EQUIPMENT	2,537	3,333	796	4,000	1,463		
6080 ADVERTISING	1,040	2,500	1,460	3,000	1,960		
6110 TELEPHONE/FAX	32,096	41,667	9,571	50,000	17,904		
6130 COMPUTER HARDWARE	48,337	150,000	101,663	180,000	131,663		
6140 COMPUTER SOFTWARE	364,709	395,833	31,125	475,000	110,291		
6150 MEETING EXPENSES	3,367	1,000	(2,366)	1,000	(2,367)		
7070 BLDG/FACILITY RENTAL	19,505	19,505	-	22,000	2,495		
8040 COMM EQUIPMENT LINES	790	2,083	1,293	2,500	1,710		
8100 PROFESSIONAL SERVICES	15,244	50,000	34,756	60,000	44,756		
8110 CONTRACTS/AGREEMENTS	82,284	145,167	62,882	174,200	91,916		
8120 LEASES SAP	1,205	1,205	-	116,184	114,979		
8130 LICENSES/PERMITS	-	-	-	108,343	108,343		
Total expended to date	\$ 1,756,457	\$ 2,058,792	\$ 302,336	\$ 2,667,644	\$ 911,187		

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Municipal Clerk					
6000 WAGES/SALARIES	300,004	295,866	(4,138)	349,660	49,656
6010 BENEFITS	68,323	65,937	(2,387)	77,925	9,602
6020 TRAINING/EDUCATION	4,951	4,950	-	5,500	549
6030 TRAVEL/CONFERENCES	945	4,167	3,222	5,000	4,055
6040 PROFESSIONAL MEMBERSHIP/DUES	4,271	1,400	(2,871)	1,400	(2,871)
6050 OFFICE SUPPLIES	3,000	3,000	-	3,000	-
6060 OFFICE EQUIPMENT	348	1,667	1,318	2,000	1,652
6070 PHOTOCOPYING SUPPLIES	18,802	19,583	781	23,500	4,698
6080 ADVERTISING	384	1,250	866	1,500	1,116
6100 COURIER	121	100	(21)	100	(21)
6110 TELEPHONE/FAX	1,521	3,500	1,979	4,200	2,679
6120 PUBLICATIONS/SUBSCRIPTIONS	1,345	1,345	-	1,800	455
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	39,779	39,779	-	42,500	2,721
6150 MEETING EXPENSES	10,106	12,083	1,977	14,500	4,394
8110 CONTRACTS/AGREEMENTS	-	-	-	130,000	130,000
Total expended to date	\$ 453,900	\$ 454,627	\$ 726	\$ 665,585	\$ 211,684

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Fiscal Services					
8195 WATER SUPPLY & HYDRANTS	5,896,993	5,896,993	-	7,076,384	1,179,392
9010 INTEREST ON SHORT TERM BORROWING	-	-	-	400,000	400,000
9020 INTEREST ON LONG TERM DEBT	1,794,276	1,794,276	-	1,794,276	-
9050 PRINCIPLE ON LONG TERM DEBT	8,395,561	8,395,561	-	8,395,561	0
9052 DEBT/CAPITAL BOND DISC	-	-	-	63,000	63,000
9090 BANK CHARGES	71,791	71,791	-	85,000	13,209
9200 ALLOWANCE FOR UNCOLLECTABLE TAXES	-	-	-	600,000	600,000
9420 APPROPRIATION TO CAPITAL FUND	-	-	-	1,840,000	1,840,000
9430 APPROPRIATION TO B.I.D.C.s	193,812	193,812	-	229,004	35,192
9620 REGIONAL LIBRARY	586,500	586,500	-	703,800	117,300
9630 CAPE BRETON/VICTORIA SCHOOL BOARD	16,148,989	16,148,989	-	19,378,692	3,229,703
9640 PROPERTY ASSESSMENT COSTS	1,170,829	1,180,256	9,427	1,416,307	245,478
Total expended to date	\$ 34,258,750	\$ 34,268,176	\$ 9,427	\$ 41,982,024	\$ 7,723,274

Departmental

Finance

Police Services		Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010 , & 6011 WAGES & BENEFITS NET OF COST RECOVERY		24,934,906	26,689,078	1,754,172	31,471,149	6,536,243
6020 TRAINING/EDUCATION		187,534	160,417	(27,117)	192,500	4,966
6030 TRAVEL/CONFERENCES		61,803	52,500	(9,303)	63,000	1,197
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES		3,483	4,167	683	5,000	1,517
6050 OFFICE SUPPLIES		33,297	40,625	7,328	48,750	15,453
6060 OFFICE EQUIPMENT		41,709	65,853	24,124	79,000	37,291
6070 PHOTOCOPYING SUPPLIES		-	8,333	8,333	10,000	10,000
6080 ADVERTISING		372	5,000	4,628	6,000	5,628
6100 COURIER		14,187	10,833	(3,354)	13,000	(1,187)
6110 TELEPHONE/FAX		274,302	245,834	(28,468)	295,000	20,698
6120 PUBLICATIONS/SUBSCRIPTIONS		4,706	5,000	294	6,000	1,294
6130 COMPUTER HARDWARE		209,480	225,000	15,520	270,000	60,520
6140 COMPUTER SOFTWARE		625,751	591,667	(34,084)	710,000	84,249
6150 MEETING EXPENSES		10,383	9,167	(1,216)	11,000	617
6170 PROMOTION		6,603	8,333	1,730	10,000	3,397
7000 HEAT		15,365	26,667	11,302	32,000	16,635
7010 ELECTRICAL		107,101	103,333	(3,768)	124,000	16,899
7020 WATER		1,982	7,104	5,122	8,525	6,543
7030 BUILDING/FACILITY MAINTENANCE		69,811	77,500	7,689	93,000	23,189
7040 BUILDING FACILITY REPAIR		5,019	12,500	7,481	15,000	9,981
7060 BUILDING/FACILITY RENOVATION		31,645	15,000	(16,645)	15,000	(16,645)
7070 BUILDING/FACILITY RENTAL		96,570	84,167	(12,403)	101,000	4,430
7110 SECURITY		935	1,667	732	2,000	1,065
7500 VEHICLE/EQUIPMENT MAINTENANCE		27,553	25,000	(2,553)	30,000	2,447
7505 GASOLINE & DIESEL		369,841	416,667	46,825	500,000	130,159
7510 VEHICLE/EQUIPMENT REPAIRS		433,160	325,000	(108,159)	325,000	(108,160)
7530 VEHICLE/EQUIPMENT REPLACEMENT		593,788	580,000	(13,788)	580,000	(13,788)
7540 VEHICLE/EQUIPMENT RENTAL		-	-	-	2,000	2,000
7550 VEHICLE/EQUIPMENT TOWING		784	3,333	2,550	4,000	3,216
8000 OPERATIONAL EQUIPMENT		152,145	150,000	(2,145)	150,000	(2,145)
8010 OPERATIONAL MATERIALS/SUPPLIES		162,904	150,000	(12,904)	150,000	(12,904)
8020 MAINTENANCE EQUIPMENT		3,359	5,058	1,699	6,070	2,711
8040 COMMUNICATION EQUIPMENT LINES		3,290	500	(2,790)	500	(2,790)
8090 UNIFORMS/CLOTHING		198,966	175,000	(23,966)	175,000	(23,966)
8100 PROFESSIONAL SERVICES		223,947	150,000	(73,947)	150,000	(73,947)
8110 CONTRACTS/AGREEMENTS		49,257	79,167	29,910	95,000	45,743
8120 LEASES		-	-	-	157,800	157,800
8125 MAJOR INVESTIGATIONS		607,259	180,000	(427,259)	180,000	(427,259)
8130 LICENSES/PERMITS		-	-	-	3,000	3,000
8150 GRANT/SUBSIDIES TO ORGANIZATIONS		25,000	20,833	(4,167)	25,000	-
Total expended to date		\$ 29,588,198	\$ 30,710,283	\$ 1,122,085	\$ 36,114,294	\$ 6,526,096

Departmental

Finance

Police Services Revenue	Year to date Assigned	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	108,636	166,667	(58,031)	200,000	91,364
5151 FINES	227,480	250,000	(22,520)	300,000	72,520
Total Revenue to date	\$ 336,117	\$ 416,667	\$ (80,550)	\$ 500,000	\$ 163,883

Departmental

Finance

Fire Services

Draft Statement of Expenditures

January 30, 2026

Fire Services Including EMO	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	6,369,529	6,136,306	(233,223)	7,251,998	882,469
6010 BENEFITS	1,428,917	1,522,265	93,348	1,799,040	370,123
6011 MISCELLANEOUS BENEFITS	30,009	38,022	8,012	45,626	15,617
6020 TRAINING/EDUCATION	82,715	197,667	114,952	237,200	154,485
6030 TRAVEL/CONFERENCES	51,003	51,003	-	60,000	8,997
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	9,724	9,724	-	11,300	1,576
6050 OFFICE SUPPLIES	7,495	9,167	1,671	11,000	3,505
6060 OFFICE EQUIPMENT	2,677	7,917	5,240	9,500	6,823
6080 ADVERTISING	-	1,250	1,250	1,500	1,500
6110 TELEPHONE/FAX	41,074	41,074	-	41,348	274
6120 PUBLICATIONS/SUBSCRIPTIONS	10	500	490	600	590
6130 COMPUTER HARDWARE	1,141	9,583	8,442	11,500	10,359
6140 COMPUTER SOFTWARE	30,400	29,583	(816)	35,500	5,100
6150 MEETING EXPENSES	4,360	3,750	(610)	4,500	140
6170 PROMOTION	9,846	22,750	12,904	27,300	17,454
7000 HEAT	92,747	81,667	(11,081)	98,000	5,253
7010 ELECTRICAL	75,908	83,978	8,070	100,773	24,865
7020 WATER	30,955	33,333	2,378	40,000	9,045
7030 BUILDING/FACILITY MAINTENANCE	47,881	58,167	10,286	69,800	21,919
7040 BUILDING/FACILITY REPAIR	4,289	25,044	20,756	30,053	25,764
7060 BUILDING/FACILITY RENOVATION	14,310	5,000	(9,310)	5,000	(9,310)
7500 VEHICLE/EQUIPMENT MAINTENANCE	541,520	450,000	(91,520)	450,000	(91,520)
7505 GASOLINE & DIESEL	63,052	76,388	13,336	91,665	28,613
7530 VEHICLE/EQUIPMENT REPLACEMENT	-	42,083	42,083	50,500	50,500
8000 OPERATIONAL EQUIPMENT	21,465	20,000	(1,465)	20,000	(1,465)
8010 OPERATIONAL MATERIALS/SUPPLIES	360,411	516,300	155,889	619,560	259,149
8020 MAINTENANCE EQUIPMENT	64,045	52,000	(12,045)	52,000	(12,045)
8040 COMMUNICATION EQUIPMENT LINES	16,875	41,667	24,792	50,000	33,125
8090 UNIFORMS/CLOTHING	-	3,625	3,625	4,350	4,350
8100 PROFESSIONAL SERVICES	58,660	58,438	(223)	70,125	11,465
8110 CONTRACTS/AGREEMENTS	8,595	10,417	1,822	12,500	3,905
8120 LEASES	86,712	103,542	16,830	124,250	37,538
8130 LICENSES/PERMITS	167,783	248,373	80,590	298,047	130,264
8150 GRANTS/SUBSIDIES TO ORGANIZATIONS	303	14,854	14,552	17,825	17,522
Total expended to date	2,076,420	2,086,074	9,654	2,503,289	426,869
	\$ 11,793,515	\$ 12,091,505	\$ 297,991	\$ 14,255,649	\$ 2,462,134

Departmental

Finance

Fire Services Revenue	Year to date Assigned	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	339,792	339,792	-	407,750	67,958
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	438,771	438,771	-	526,525	87,754
Total Revenue to date	\$ 778,563	\$ 778,563	\$ -	\$ 934,275	\$ 155,713

Departmental

Finance

**Draft - Engineering and Public Works Actuals
to January 31, 2026**

REVENUE	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	1,369,317	2,478,333	(1,109,016)	3,614,000	(2,244,683)	0.38
SOLIDWASTE TIP FEES	2,280,273	2,500,000	(219,727)	3,000,000	(719,727)	0.76
SOLIDWASTE COST RECOVERIES	389,744	389,744	-	1,125,000	(735,256)	0.35
WATER UTILITY ADMIN FEE	10,562,473	10,562,473	-	12,674,968	(2,112,495)	0.83
TOTAL PW REVENUES	14,601,808	15,930,551	(1,328,743)	20,413,968	(5,812,160)	0.72

EXPENDITURES

ADMINISTRATION	3,741,093	3,891,389	150,296	4,915,520	1,174,427	0.76
ENGINEERING	876,761	948,856	72,095	1,095,208	218,447	0.80
CENTRAL DIVISION	8,279,319	7,817,652	(461,667)	9,333,068	1,053,749	0.89
EAST DIVISION	7,367,997	6,827,141	(540,856)	8,192,278	824,281	0.90
NORTH DIVISION	3,354,983	3,136,978	(218,005)	3,820,216	465,233	0.88
SOLID WASTE	18,018,278	14,371,019	(3,647,259)	17,309,927	(708,351)	1.04
MECHANICAL FLEET	4,750,211	5,308,050	557,839	6,239,651	1,489,441	0.76
TRANSIT	7,486,055	8,512,268	1,026,213	10,178,375	2,692,320	0.74
TOTAL PW EXPENDITURES	53,874,696	50,813,353	(3,061,342)	61,084,243	7,209,547	0.88

Signature:

Chief Engineer of Engineering & Public Works

Chief Financial Officer

Director of Engineering & Public Works

Planning Department	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,542,818	1,693,108	150,290	2,000,945	458,127
6010 BENEFITS	406,909	425,582	18,674	502,961	96,052
6011 MISCELLANEOUS BENEFITS	(78,115)	(93,203)	(15,088)	(111,844)	(33,729)
6020 TRAINING/EDUCATION	4,627	17,083	12,456	20,500	15,873
6030 TRAVEL/CONFERENCES	35,501	37,083	1,582	44,500	8,999
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	4,459	8,375	3,916	10,050	5,591
6050 OFFICE SUPPLIES	10,654	14,167	3,513	17,000	6,346
6060 OFFICE EQUIPMENT	9,521	20,583	11,063	24,700	15,179
6080 ADVERTISING	3,261	18,917	15,656	22,700	19,439
6110 TELEPHONE/FAX	13,339	15,833	2,494	19,000	5,661
6120 PUBL./SUBSCRIPTIONS	-	333	333	400	400
6130 COMPUTER HARDWARE	13,889	55,833	41,944	67,000	53,111
6140 COMPUTER SOFTWARE	3,538	12,083	8,545	14,500	10,962
6150 MEETING EXPENSES	159	3,500	3,341	4,200	4,041
6170 PROMOTION	(7,151)	28,333	35,484	34,000	41,151
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	8,431	28,333	19,903	34,000	25,569
8010 OPERATIONAL MATERIALS/SUPPLIES	1,596	5,417	3,821	6,500	4,904
8090 UNIFORMS / CLOTHING	7,264	9,167	1,902	11,000	3,736
8100 PROFESSIONAL SERVICES	23,204	36,458	13,254	43,750	20,546
8110 CONTRACTS/AGREEMENTS	452,017	766,667	314,649	920,000	467,983
8130 LICENSES/PERMITS	81,722	88,350	6,628	106,020	24,298
8135 REGULATORY FEES	49,446	44,000	(5,447)	44,000	(5,446)
8150 GRANTS/SUBS TO ORG	496,029	496,029	-	540,000	43,971
8165 COST RECOVERY	14,873	-	(14,873)	-	(14,873)
Total expended to date	\$ 3,271,213	\$ 3,732,032	\$ 475,692	\$ 4,495,882	\$ 1,224,669

Departmental

Finance

	Year to date Assigned	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 13,150	\$ 12,083	\$ 1,067	\$ 14,500	\$ 1,350
5113 Animal Licenses	1,845	6,667	(4,822)	8,000	6,155
5114 Taxi Licenses	27,461	20,833	6,628	25,000	(2,461)
5115 Vending Machine Licenses	-	833	(833)	1,000	1,000
5301 Parking Meter Revenue	208,584	208,333	250	250,000	41,416
Total Bylaw Revenue	\$ 251,040	\$ 248,750	\$ 2,290	\$ 298,500	\$ 47,460
Development / Planning Revenue					
5496 Mapping Sales	\$ 275	\$ 417	\$ (142)	\$ 500	\$ 225
5495 Other Sales	14,002	4,167	9,835	5,000	(9,002)
5497 Lun Amendment Fees	4,300	4,167	133	5,000	700
5101 Building Permits	274,057	208,333	65,724	250,000	(24,057)
5102 Subdivision Fees	43,620	33,333	10,287	40,000	(3,620)
Total Develop / Planning Rev	\$ 336,254	\$ 250,417	\$ 85,837	\$ 300,500	\$ (35,754)
Total Bylaw / Dev / Planning Revenue	\$ 587,294	\$ 499,167	\$ 88,127	\$ 599,000	\$ 11,706

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,884,739	1,645,326	(239,414)	1,944,476	59,737
6010 BENEFITS	359,462	367,826	8,364	434,704	75,242
6020 TRAINING	4,099	5,833	1,734	7,000	2,901
6030 TRAVEL/CONFERENCES	13,962	9,000	(4,962)	9,000	(4,962)
6040 PROFESSIONAL MEMBERSHIP/	1,395	4,167	2,772	5,000	3,605
6050 OFFICE SUPPLIES	4,430	4,583	153	5,500	1,070
6060 OFFICE EQUIPMENT	-	1,667	1,667	2,000	2,000
6080 ADVERTISING	4,111	4,167	55	5,000	889
6110 TELEPHONE/FAX	30,212	30,212	-	32,250	2,038
6130 COMPUTER HARDWARE	-	-	-	5,000	5,000
6140 COMPUTER SOFTWARE	11,974	2,500	(9,474)	2,500	(9,474)
6150 MEETING EXPENSES	2,794	2,794	-	3,000	206
7000 HEAT	155,528	105,000	(50,528)	105,000	(50,528)
7010 ELECTRICAL	558,635	745,833	187,199	895,000	336,366
7020 WATER	96,803	74,500	(22,303)	74,500	(22,303)
7030 BLDG/FACILITY MAINT	188,088	125,000	(63,088)	125,000	(63,088)
7040 BLDG/FACILITY REPAIR	47,090	70,833	23,743	85,000	37,910
7080 PLANT MAINTENANCE	119,881	95,000	(24,882)	95,000	(24,881)
7110 SECURITY	160,356	141,000	(19,356)	141,000	(19,356)
7510 VEH/EQUIP REPAIRS	5,347	18,750	13,403	22,500	17,153
8000 OPERATIONAL EQUIPMENT	120,176	18,000	(102,176)	18,000	(102,176)
8010 OPERATIONAL MATERIALS/SUF	137,272	141,667	4,395	170,000	32,728
8050 COST OF SALES	513,775	431,000	(82,775)	431,000	(82,775)
8090 UNIFORMS/CLOTHING	4,920	15,417	10,496	18,500	13,580
8100 PROFESSIONAL SERVICE	11,163	2,500	(8,663)	2,500	(8,663)
8110 CONTRACTS/AGREEMENTS	79,689	95,833	16,144	115,000	35,311
Total expended to date	\$ 4,515,902	\$ 4,158,408	\$ (357,493)	\$ 4,753,430	\$ 237,528

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 4808 Advertising Revenue	17,582	33,333	(15,751)	40,000	22,418
GL 5001 Ice Rentals	733,201	929,167	(195,966)	1,115,000	381,799
GL 5002 Public Skating	864	864	-	2,000	1,136
GL 5006 Canteen Sales	676,692	676,692	-	864,500	187,808
GL 5010 Other Revenue	50,639	67,083	(16,444)	80,500	29,861
GL 5033 Program Equipment	8,110	25,000	(16,890)	30,000	21,890
GL 5034 Facility Rentals	258,049	391,667	(133,617)	470,000	211,951
Total Revenue To Date	\$ 1,745,137	\$ 2,123,806	\$ (378,669)	\$ 2,602,000	\$ 856,863

Departmental

Finance

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Parks & Grounds					
6000 WAGES/SALARIES	1,462,582	1,546,008	83,426	1,827,100	364,518
6010 BENEFITS	333,331	386,063	52,731	456,256	122,925
6011 MISCELLANEOUS BENEFITS	8,465	2,500	(5,965)	2,500	(5,965)
6020 TRAINING/EDUCATION	4,881	8,333	3,452	10,000	5,119
6030 TRAVEL/CONFERENCES	1,306	8,333	7,027	10,000	8,694
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	-	167	167	200	200
6050 OFFICE SUPPLIES	1,853	1,200	(653)	1,200	(653)
6110 TELEPHONE/FAX	11,209	10,000	(1,208)	10,000	(1,209)
6130 COMPUTER HARDWARE	754	2,500	1,746	3,000	2,246
7000 HEAT	2,667	10,000	7,333	12,000	9,333
7010 ELECTRICAL	79,413	70,417	(8,996)	84,500	5,087
7020 WATER	43,791	38,750	(5,042)	38,750	(5,041)
7030 BUILDING/FACILITY MAINTENANCE	6,075	7,917	1,842	9,500	3,425
7110 SECURITY	-	8,500	8,500	10,200	10,200
7510 VEHICLE/EQUIPMENT REPAIRS	15,818	1,100	(14,718)	1,100	(14,718)
7530 VEHICLE/EQUIPMENT REPLACEMENT	128,783	100,000	(28,782)	100,000	(28,783)
7540 VEHICLE/EQUIPMENT RENTAL	52,494	25,000	(27,494)	25,000	(27,494)
8000 OPERATIONAL EQUIPMENT	47,887	45,000	(2,887)	45,000	(2,887)
8010 OPERATIONAL MATERIALS/SUPPLIES	340,424	333,333	(7,091)	400,000	59,576
8020 MAINTENANCE EQUIPMENT	39,668	54,167	14,499	65,000	25,332
8040 COMMUNICATION EQUIPMENT LINES	8,783	9,167	384	11,000	2,217
8080 STREET LIGHTS	22,148	41,667	19,519	50,000	27,852
8090 UNIFORMS/CLOTHING	5,010	10,833	5,823	13,000	7,990
8100 PROFESSIONAL SERVICES	8,460	5,000	(3,461)	5,000	(3,460)
8110 CONTRACTS/AGREEMENTS	561,587	420,000	(141,587)	420,000	(141,587)
Total expended to date	3,187,389	\$ 3,145,954	\$ (41,435)	\$ 3,610,306	\$ 422,917

	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
Buildings					
6000 WAGES/SALARIES	1,371,693	1,409,403	37,710	1,665,658	293,965
6010 BENEFITS	342,979	348,753	5,774	412,163	69,184
6020 TRAINING/EDUCATION	4,680	8,333	3,653	10,000	5,320
6030 TRAVEL/CONFERENCES	-	8,333	8,333	10,000	10,000
6050 OFFICE SUPPLIES	664	833	169	1,000	336
6060 OFFICE EQUIPMENT	3,881	3,333	(547)	4,000	120
6080 ADVERTISING	1,126	-	(1,126)	-	(1,126)
6110 TELEPHONE/FAX	13,898	13,000	(897)	13,000	(898)
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	-	-	-	6,500	6,500
6150 MEETING EXPENSE	-	-	-	250	250
7000 HEAT	95,359	108,333	12,974	130,000	34,641
7010 ELECTRICAL	380,744	491,008	110,264	589,210	208,466
7020 WATER	44,373	47,146	2,773	56,575	12,202
7030 BLDG/FACILITY MAINT	16,474	35,417	18,943	42,500	26,026
7060 BLDG/FACILITY RENOV	96,338	83,333	(13,004)	100,000	3,662
7070 BLDG/FACILITY RENTAL	198,514	191,667	(6,848)	230,000	31,486
7080 PLANT MAINTENANCE	10,428	12,500	2,072	15,000	4,572
7100 MAINT. TOOLS/EQUIP	8,300	3,500	(4,800)	3,500	(4,800)
7110 SECURITY	43,954	47,917	3,962	57,500	13,546
7120 PROPERTY TAXES	31,313	28,000	(3,313)	28,000	(3,313)
7540 VEH/EQUIP RENTAL	5,547	5,833	286	7,000	1,453
8000 OPERATIONAL EQUIP	-	2,083	2,083	2,500	2,500
8010 OPERATIONAL MATERIALS/SUPPLIES	127,893	121,350	(6,543)	121,350	(6,543)
8020 MAINTENANCE EQUIP	-	1,667	1,667	2,000	2,000
8040 COMM EQUIP LINES (GPS)	3,358	3,667	308	4,400	1,042
8090 UNIFORMS/CLOTHING	2,287	6,667	4,380	8,000	5,713
8100 PROFESSIONAL SERVICES	64,012	83,333	19,322	100,000	35,988
8110 CONTRACTS/AGREEMENTS	339,861	253,700	(86,161)	253,700	(86,161)
8130 LICENSES/PERMITS	995	1,000	5	1,000	5
8150 GRANTS/SUBS TO ORG	50,000	50,167	167	60,000	10,000
Total expended to date	\$ 3,258,670	\$ 3,370,278	\$ 111,608	\$ 3,937,806	\$ 679,136

Departmental

Finance

Recreation Cultural Services

Draft Statement of Expenditures

January 30, 2026

Recreation/Cultural Services	Year to date Expended	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	1,481,484	1,201,782	(279,702)	1,426,424	(55,060)
6020 TRAINING/EDUCATION	5,134	13,333	8,199	16,000	10,866
6030 TRAVEL/CONFERENCES	19,172	20,833	1,661	25,000	5,828
6040 PROFESSIONAL MEMBERSHIP/DU	711	3,333	2,622	4,000	3,289
6050 OFFICE SUPPLIES	7,366	6,000	(1,366)	6,000	(1,366)
6060 OFFICE EQUIPMENT	6,152	6,667	514	8,000	1,848
6080 ADVERTISING	47,767	58,333	10,567	70,000	22,233
6110 TELEPHONE/FAX	5,802	7,500	1,698	9,000	3,198
6120 PUBLICATIONS/SUBSCRIPTIONS	1,792	200	(1,592)	200	(1,592)
6130 COMPUTER HARDWARE	2,804	5,833	3,029	7,000	4,196
7070 BUILDING/FACILITY RENTAL	51,658	50,000	(1,658)	50,000	(1,658)
8000 OPERATIONAL EQUIPMENT	183,300	162,500	(20,800)	195,000	11,700
8025 COMMUNITY EVENTS	295,127	360,000	64,873	360,000	64,873
8150 GRANTS/SUBSIDIES TO ORGANIZ	22,200	20,000	(2,200)	20,000	(2,200)
8160 SUSTAINABILITY EVENTS	336,712	356,562	19,850	356,562	19,850
8170 SUSTAINABILITY	448,853	500,500	51,647	500,500	51,647
Total expended to date	\$ 2,916,035	\$ 2,773,376	\$ (142,658)	\$ 3,053,686	\$ 137,651

Departmental

Finance

Recreation/Cultural Services	Year to date Assigned	10 Month Budget	10 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	25,000	25,000	-	30,000	5,000
5034 FACILITY RENTALS	4,665	6,250	(1,585)	7,500	2,835
Total Revenue To Date	\$ 29,665	\$ 31,250	\$ (1,585)	\$ 37,500	\$ 7,835

Departmental

Finance

