

Cape Breton Regional Municipality

General Committee Meeting

AGENDA

TUESDAY, FEBRUARY 5TH, 2019

1:30 P.M.

Council Chambers
2nd Floor, City Hall
320 Esplanade, Sydney, NS

Cape Breton Regional Municipality

General Committee Meeting

Tuesday, February 5th, 2019

1:30 p.m.

AGENDA ITEMS

Roll Call

1. **APPROVAL OF MINUTES:** (Previously Distributed)
 - General Committee – November 5th, 2018

2. **APPROVAL OF AGENDA:** (Motion Required)

3. **PROCLAMATION:**
 - 3.1 **African Heritage Month:**
Councillor Jim MacLeod (See page 6)

4. **PRESENTATIONS:**
 - 4.1 **2019 Assessment Roll - CBRM:** Mr. Lloyd MacLeod, Senior Commercial Manager; and Mr. Dave Penny, Area Manager – Property Valuation Services Corporation (See page 7)

 - 4.2 **CBRM Active Transportation Plan Update:** Rick McCready, Senior Planner (See page 16)

Continued...

**General Committee Meeting Agenda
February 5th, 2019 (Cont'd)**

5. PLANNING ISSUES:

5.1 APPROVAL TO ADVERTISE:

- a) **Development Agreement Amendment #1052 - Sheldon Chant, 554 Alexandra Street, Sydney:** Karen Neville, Planner (See page 43)
- b) **Zoning Amendment Application #1053 – Wayne LeBlanc, King Street and Walsh Avenue, New Waterford:** Karen Neville, Planner (See page 62)
- c) **Municipal Planning Strategy and Land Use By-Law Amendments re: Mini Homes/Mobile Homes – Report on Public Participation Program:** Malcolm Gillis, Director of Planning and Development (See page 71)

5.2 REQUEST FOR PUBLIC PARTICIPATION PROGRAM:

- a) **Rural Subdivisions Using Shared Driveways:** Malcolm Gillis, Director of Planning and Development (See page 78)

6. BUSINESS ARISING:

6.1 General Committee – May 1, 2018 & October 3, 2017:

- a) **Livestock Animal Nuisance By-law:** Malcolm Gillis, Director of Planning and Development; and Karen Neville, Planner (See page 81)

7. CORPORATE SERVICE ISSUES:

- 7.1 **Draft Travel Policy for Citizen Appointees on Heritage Advisory Committee:** Malcolm Gillis, Director of Planning and Development (See page 89)
- 7.2 **Council Agenda Policy – Proposed Amendments:** Deborah Campbell Ryan, Municipal Clerk (See page 92)
- 7.3 **Provincial Libraries - Update:** (See page 97)

Continued...

**General Committee Meeting Agenda
February 5th, 2019 (Cont'd)**

8. FINANCIAL STATEMENTS: For Information Only
Jennifer Campbell, Chief Financial Officer

8.1 CBRM to December 31, 2018: (See page 101)

- Legislative
- Administration
- Finance
- Legal
- Human Resources & OHS
- Technology & Communications
- Municipal Clerk
- Fiscal Services
- Police Services
- Fire Services (Including EMO)
- Engineering & Public Works
- Planning
- Facilities: Centre 200 & Arenas
- Parks and Grounds Operations
- Buildings
- Recreation
- Water Utility

8.2 Port of Sydney Development Corporation to December 31, 2018: (See page 126)

ADJOURNMENT

PROCLAMATION

“AFRICAN HERITAGE MONTH - 2019”

Whereas: February is recognized internationally as African Heritage Month - a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world.

And Whereas: Together, we can unite and ignite the culture and heritage we share as a community as we enter the 5th year of the United Nations International Decade for People of African Descent;

And Whereas: The 2019 African Heritage Month theme “Our History is Your History” recognizes the unique story of African Nova Scotians and how this story is interwoven throughout our past, present and future. The theme reminds us to acknowledge and understand our shared history through awareness, cooperation, dialogue and learning; to facilitate positive change in our Municipality.

Be It Therefore Resolved: Mayor Cecil P. Clarke and Council of the Cape Breton Regional Municipality proclaim the month of February in this, the year 2019, as African Heritage Month. We encourage all citizens to participate in the activities and celebrations, and to take the opportunity to reflect on the story of Nova Scotia’s vibrant African Nova Scotian Community.

*Councillor Jim MacLeod
February 5, 2019*

2019 Assessment Roll Cape Breton Regional Municipality

February 5, 2019

Lloyd MacLeod, Sr. Commercial Manager

Dave Penny, Area Manager



Agenda

- Key Dates
- Assessment Overview
- Assessment 101
- CAP Eligibility
- 2019 Assessment Roll
- CBRM Key Areas and 2019 Assessment Profile
- Sample Assessment Notice
- Website Features
- Questions?

Key Dates

- **Preliminary assessments on www.pvsc.ca:** September 25, 2018
- **Assessment roll delivered to municipalities:** Before December 31 of each year
- **Assessment notices mailed to property owners:** January 14, 2019
- **31 Day Appeal Period:** 31 days from the date on the assessment notice (this year ends: February 14, 2019)
- **Income and Expense Request for Information:** end of February with 30 days return period



PVSC Mandate

Legislated mandate

- Nova Scotia Assessment Act
- Property Valuation Services Corporation Act

Section 42 Nova Scotia Assessment Act:

"All property shall be assessed at its market value, such value being the amount which in the **opinion of the assessor** would be paid if it were sold on a date prescribed by the Director in the **open market by a willing seller to a willing buyer**, but in forming his opinion the assessor shall have regard to the assessment of other properties in the municipality so as to ensure that, subject to Section 45A, taxation falls in a uniform manner upon all residential and resource property and in a uniform manner upon all commercial property in the municipality"



Assessment 101

- Analyse sales
- Determine geographic areas
- Review economic factors
- Review physical characteristics
 - Construction quality, materials and method
 - Condition, size, age and utility of building
 - Proximity to other value influences (nuisances)
 - Damage from fire, flood, etc.
 - Other factors that could affect sales price
- Annual Assessment Process: Mass Appraisal
 - Changes based on similar properties within a geographic area
 - Series of adherence standards by International Association of Assessing Officers



Commercial Valuation: Income Approach



- Commercial properties purchased for revenue producing potential are valued using the income approach
- Owners are sent request for income and expense questionnaire each February
 - Used to determine the amount of income that a property can earn and converting that net operating income into an estimate of market value
- Market rents, vacancy, expenses, and capitalization rates are applied to similar property groupings
 - Provides fairness and consistency for all properties (not just those who submitted RFI)



Property Data Collection

- PVSC collects property data through a variety of sources, such as:
 - Property Inspection
 - Permits
 - Sales investigation
 - Appeal review
 - Advanced notification period
 - Pictometry – aerial photography
 - Real estate websites



Important Assessment Dates

- **Base Date:** PVSC reviews and analyzes property sales to capture a snapshot of the real estate market as of January 1, one year prior to the mailing of assessment notices
 - Example: 2019 assessments reflect the real estate market as of January 1, 2018.
- **State Date:** PVSC takes into account individual property characteristics to reflect the uniqueness of each property up to December 1, one month prior to the mailing of assessment notices
 - Example: 2019 assessments reflect a state date as of December 1, 2018.



Capped Assessment Program Overview

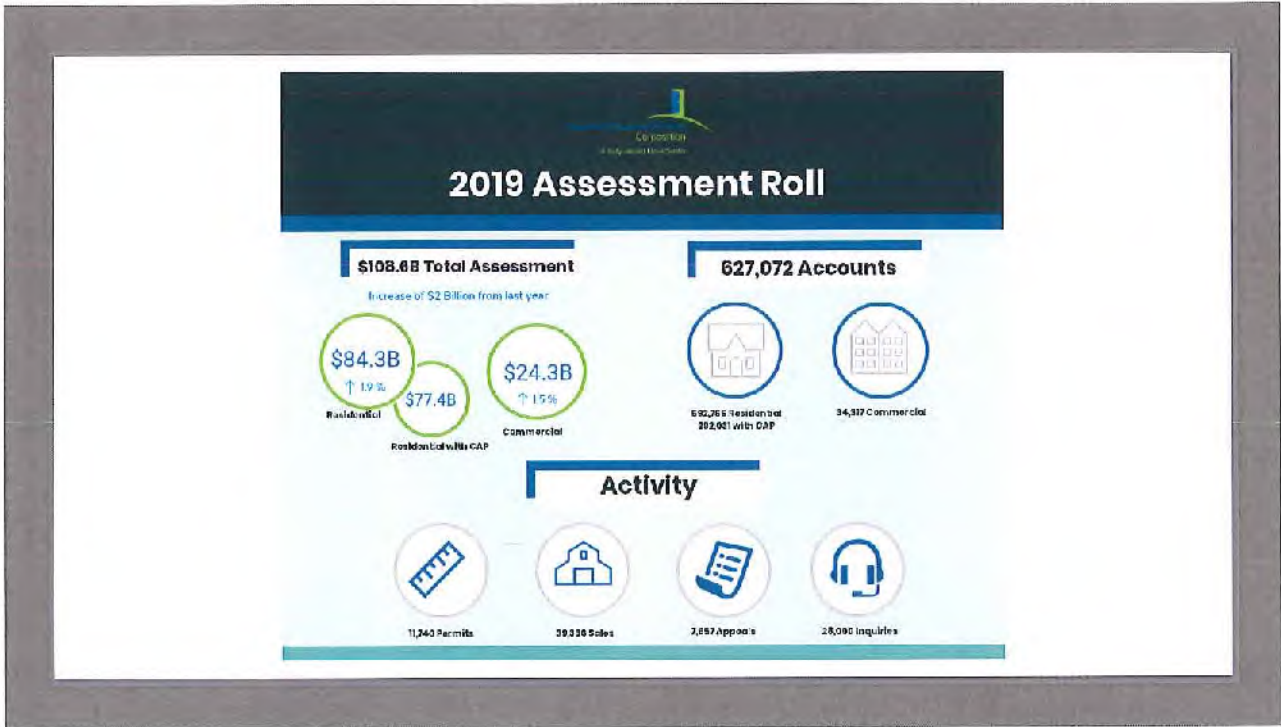
- Provincial Legislation - places a "cap" on the amount that residential property assessments can increase year over year
- The capped assessment value increases each year by the Nova Scotia Consumer Price Index (CPI).
 - 2019 CPI = 2.9%
 - 2018 CPI = 0.9%
 - 2017 CPI = 1.4%
 - 2016 CPI = 0.3%
 - 2015 CPI = 2.1%
 - 2014 CPI = 0.9%
- When a residential property is purchased, provided it was not an eligible family transaction, the CAP on that property is removed. The CAP, if eligible, is placed back on the property after one year, using the assessed value as its base.



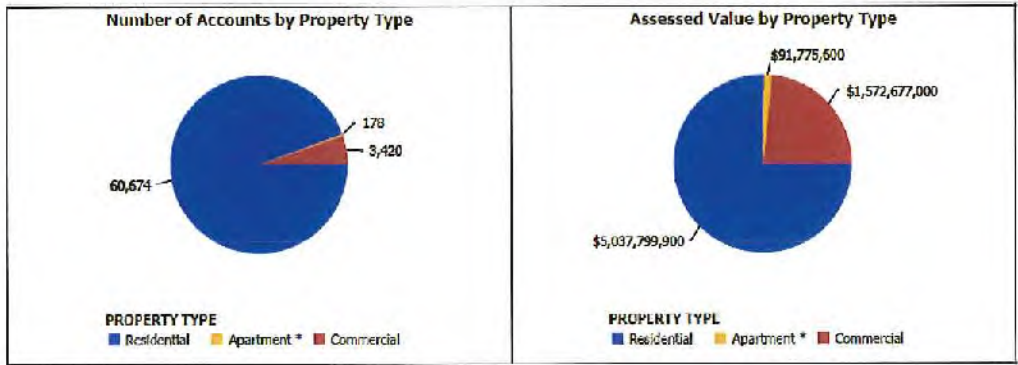
CAP Eligibility

- **Eligible**
 - At least 50% owned by a Nova Scotia resident
 - Residential property with less than four dwelling units or vacant resource
 - Annual increase in market value greater than the Nova Scotia Consumer Price Index
 - Ownership remained within the family
 - Owner occupied condominium
 - Manufactured home
 - Manufactured home park, co-operative housing, residential or resource portions of commercial farm
- **Not Eligible**
 - Majority owned by an out of province resident
 - Commercial property
 - New construction
 - Transfer in ownership during the year unless to a close family member
 - Non-owner occupied condominium





Number of Accounts



2019 Assessment Overview

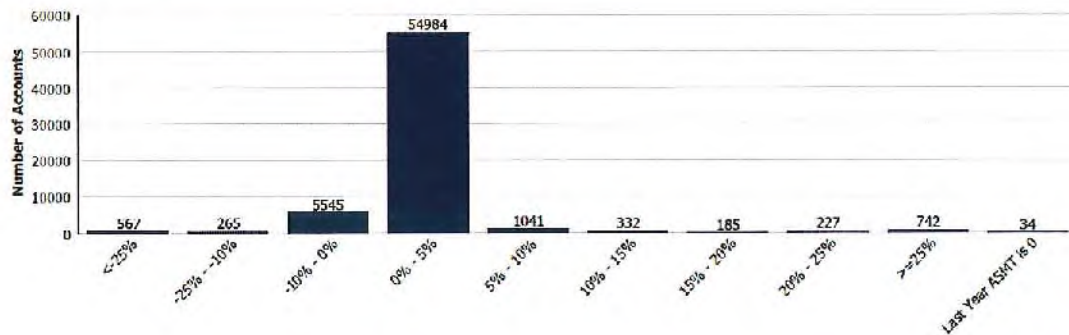
	2019	2018	\$ Change	% Change
All Residential Assessed Value	\$5,163,088,900	\$5,053,124,200	\$109,964,700	2.18%
Capped Assessment (Taxable)	\$4,003,977,000	\$3,865,494,700	\$138,482,300	3.58%
Exempt Residential	\$144,162,300	\$145,302,300	(\$1,140,000)	-0.78%
All Commercial Assessed Value	\$1,539,163,600	\$1,537,682,500	\$1,481,100	0.10%
Taxable Commercial	\$631,597,100	\$634,886,100	(\$3,289,000)	-0.52%
Exempt Commercial	\$907,566,500	\$902,796,400	\$4,770,100	0.53%

Total Assessment Roll \$6.6 Billion



Assessment Change Distribution

Change in assessed value by percentage range



Municipal Profile 2019 Assessment Roll

- Base Date Sale Transactions

Year	Residential	Apartment	Commercial
2019	1,153	5	35
2018	1,215	11	32

Note: The sales used in this section are base year sales, excluding \$0, \$1 and unqualified sales

- Dwelling Units

Year	Dwelling Units
2019	47,367 (-180 from 2018)
2018	47,567

- Review and Analyze Permits

Year	Total Permits That Resulted in a Change in Assessment
2019 Assessment Roll	681
2018 Assessment Roll	705



Sample 2019 Assessment Notice

Dwelling Unit(s): 1		Property taxes will be based on Taxable Assessed Value (and/or Acres in the case of partially exempt forest property)		
Municipality: MUNICIPALITY OF PROPERTYVILLE				
2019 PROPERTY ASSESSMENT		Carlos Resendes for the Director of Assessment		
Classification	Assessed Value	Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$264,800	\$232,300		\$232,300
2019 TOTAL	\$264,800	\$232,300		\$232,300

Assessed Value: is based on market value as of January 1, 2018 and reflects the property's physical state as of December 1, 2018.

Capped Assessment: the capped assessment value of the property, if eligible.

Taxable Assessed Value*: is used to calculate property taxes and is either the Assessed Value or the Capped Assessment, whichever is lower.

*partially exempt forestry property is based on acreage.



www.PVSC.ca

Detailed information available to owners with a PIN (available on assessment notice)

Public search by AAN, address or advanced property lookup

- Building characteristics
- Civic address
- Sales information
- Assessed value
- Taxable (capped) assessed value
- Assessment history

Year	Assessed Value	Taxable Assessed Value
2010	\$228,200	\$203,200
2017	\$224,100	\$191,100
2018	\$252,100	\$202,200
2019	\$292,000	\$203,100
2019	\$128,900	\$206,100

The above information will be updated as new parcel data is received.



AAN: 05535380 Civic address: 75 FIVE ISLAND RD HULLLY Land size: 20,000 Sq. Ft. Sale price: \$240,000 Sale date: 27-01-2017 # of parcels in sale: 1 Current property assessment: \$203,200 Current taxable assessed value: \$203,200 Preliminary property assessment for 2019: \$290,900	Building style: 2 Storey Construction quality: Average Under construction: N Year built: 1950 Living units: 1 Living area (Sq. Ft): 2445 # of bedrooms: 4 # of baths (includes 1/2 baths): 3 Finished basement: Y Garage: Y
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Questions?

PVSC Client Services

1-800-380-7775

Monday – Friday 8:30 am – 4:30 pm

www.PVSC.ca



CBRM Active Transportation Plan Update

Presentation to
Council
February 5, 2019



Active transportation is walking, cycling or any other form of human powered transportation. **It has health, environmental and economic benefits.** In 2008 CBRM Council approved an Active Transportation Plan, following extensive community consultation. The plan identified a number of projects to improve conditions for walking and cycling throughout the CBRM, and emphasized the need to improve connectivity of AT networks in our communities. It was recommended that Council budget \$333,000 each year for 20 years to implement the plan, on the condition that there would be matching federal and/or provincial funds.



Who is the AT Committee?

- **Originally was an Advisory Committee of Council members and citizens**
- **Is now a committee of staff from various departments: Engineering, Planning, Public Works, Parks and Grounds, Recreation, Transit and Police**
- **Project funding is within the capital budget; a small budget for communications is within the Planning Department budget**



What has been accomplished?

- **Whitney Pier Community Heritage Trail**
- **Greenlink Trail system**
- **Westmount Walking Loop**
- **George Street bike lanes**
- **SPAR Rd paved shoulders**
- **Maryann Corbett Trail**



- Bike racks/benches
- New Waterford Walking Loop upgrades
- Bike Route Improvements
- **Police on bikes**
- Sydney Harbour Shuttle study
- Bike racks on busses
- **Social Marketing Strategy**
- Crosswalk Strategy
- **Bicycle Safety Training**



Whitney Pier Community Heritage Trail







George Street
Bike Lanes



New Waterford Walking Loop

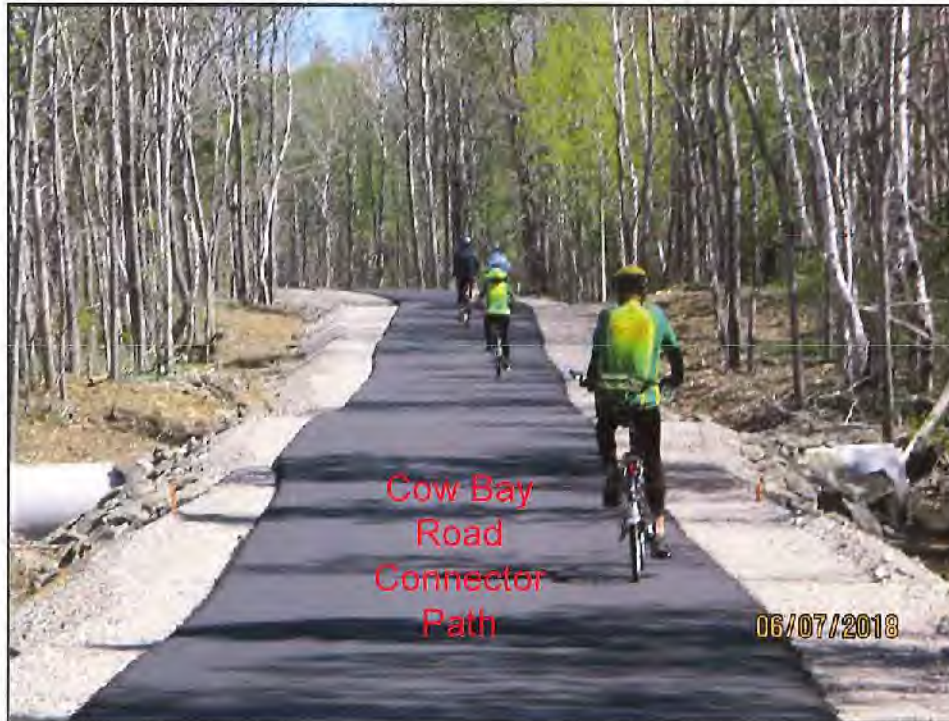




Maryann Corbett Trail

- Entire pathway (9.8 km.) completed in 2018
- Connects Cape Breton University to both Sydney and Reserve Mines





On-street improvements for cyclists

- Streets throughout CBRM have been examined to determine if they can be modified to improve cycling conditions at minimal cost
- In 2014, a 5 km. bike route was created on Brookside Street and Dominion Street in Glace Bay by moving white edge line out 1.5 m. from curb.
- In 2015, similar treatments were applied to Alexandra Street, Mitchell Ave./ Kings Rd (Dominion) and Memorial Dr. (Sydney Mines)





Research on Pedestrian Safety

- Data on collisions involving pedestrians and cyclists from 2002 has been analyzed by staff using CBRM's geographic information system to identify trends, make comparisons to other areas, and possibly identify actions to improve safety
- Crosswalk Strategy was prepared: was presented to Council in June 2017



Social Marketing Strategy

- In late 2014 we signed a 3 year funding agreement with the Province to promote sustainable transportation (transit and AT)
- Pure Project Relations of Sydney assisted us with the project
- A walking trails brochure, a new cycling map, a cycling handbook, and seven videos promoting AT were produced in 2016.
- A Facebook campaign promoting walking was launched in 2016
- Crosswalk Safety Campaign under consideration for 2019



What moves Brenda?

“Mental and Physical Health”

Like our page to see what moves others!

www.facebook.com/WhatMovesYouCapeBreton



Possible Future Projects

- Rural Trails Strategy
- Sydney River Multi Use Path (Keltic Drive Bridge to Downtown Sydney)
- Trans Canada Trail (Old Branch Rd- North Sydney to George's River)
- Renwick Brook tunnel bypass
- DEVCO Rail Trail (Gardiner Road to Tower Road)
- Battery Point Connector Path

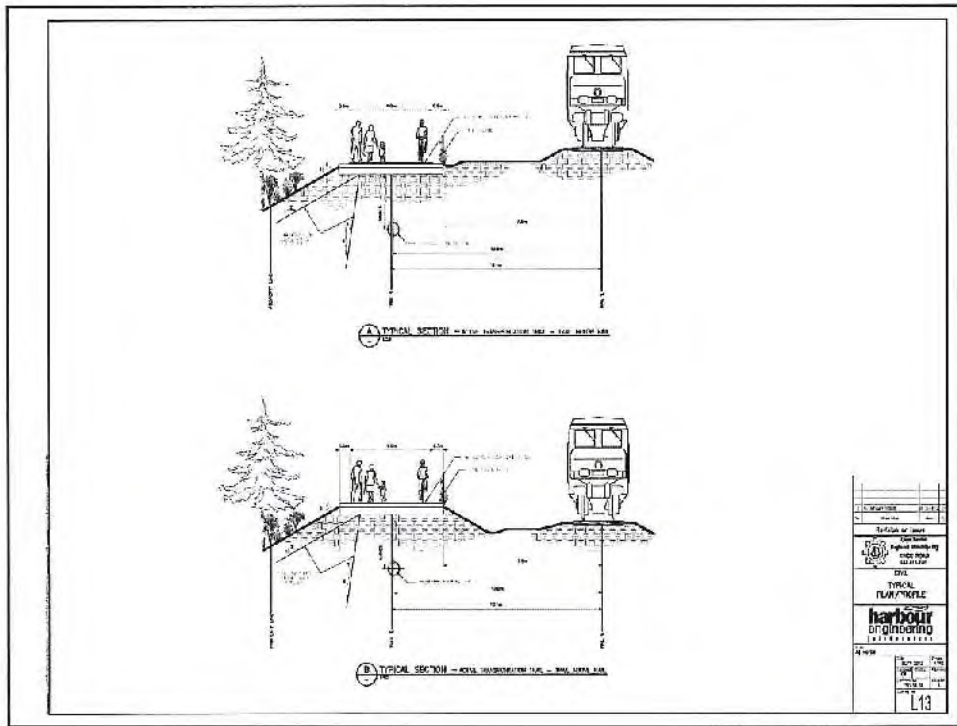
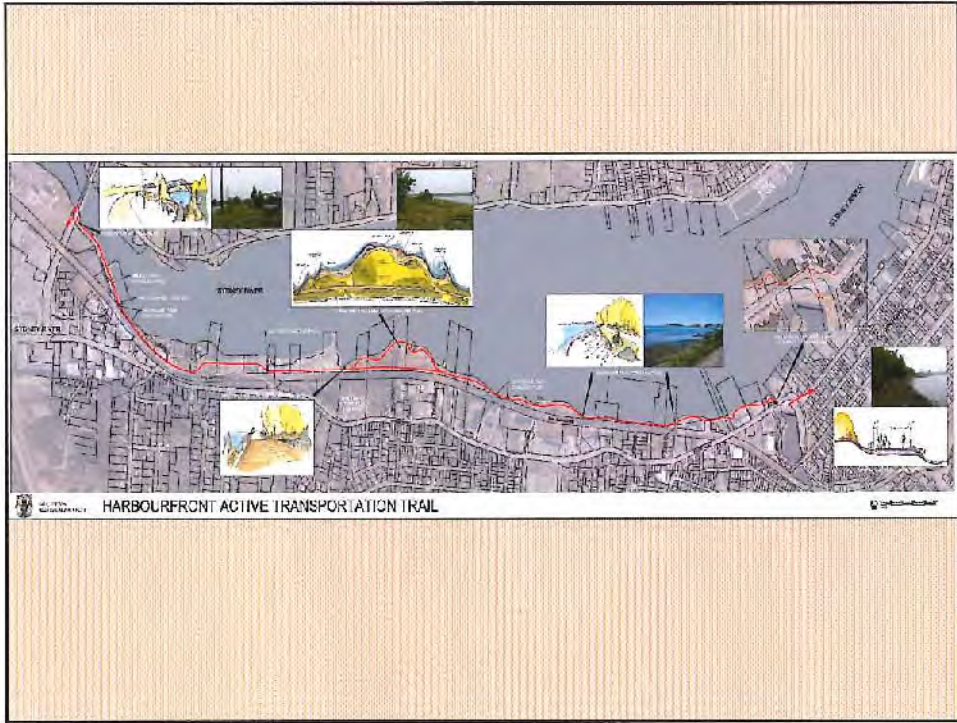


Rural Trails Strategy



Sydney River Multi Use Path







Trans Canada
Trail



Renwick Brook
Tunnel

Existing Underpass

Issues:



- Walking surface subject to ice buildup during the winter.
- No barrier between the walking surface in the tunnel and the adjacent water flow channel.



Prepared for the Cape Breton Regional Municipality

Existing Underpass

Issues:

- Walking surface often flooded during periods of high surface water runoff.



- No lighting.



Prepared for the Cape Breton Regional Municipality

Cost Comparison

Park Street Walking Path

Option 1 Wheelchair Accessible Ramp (South Side of Park Street)	Option 2 Upgrade to Existing Tunnel	Option 3 New Precast Culvert for Pedestrian Passage
\$177,340.35 (includes HST)	\$122,439.35 (includes HST)	\$533,728.80 (includes HST)



Prepared for the Cape Breton Regional Municipality





DEVCO Rail Line Multi Use Path

- ✓ In 2009 CBRM and DEVCO carried out public consultations regarding using the rail bed as a managed, multi use pathway.
- ✓ Residents supported the path concept, but many expressed concerns about ATV use on the rail bed
- ✓ In 2010 plans for the path were put on hold because of the possibility that the owners of the Donkin Mine might want to re-establish the railway to ship coal.
- ✓ In 2017, the mine owner has indicated that they will not be re-establishing the railway and the federal government wants to divest the property, so the possibility of a AT pathway is again on the table.







What happens to old rail lines elsewhere in Canada?

✓All across Canada abandoned rail lines are being converted into public trails or pathways. Some urban examples include New Glasgow, Fredericton, and Quebec City.

✓The old South Shore rail line in the Chester and Lunenburg areas is a great example of a successful rail trail in a rural part of the Province.

✓Closer to home, a trail along the old rail line between Port Hastings and Inverness has recently been completed.







New Glasgow



Chester

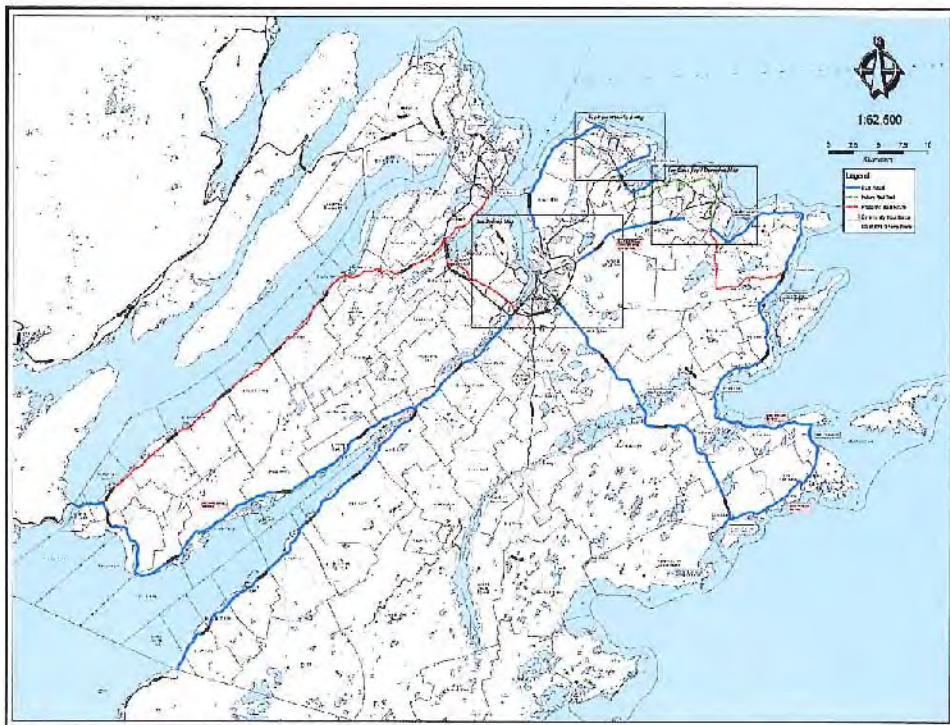
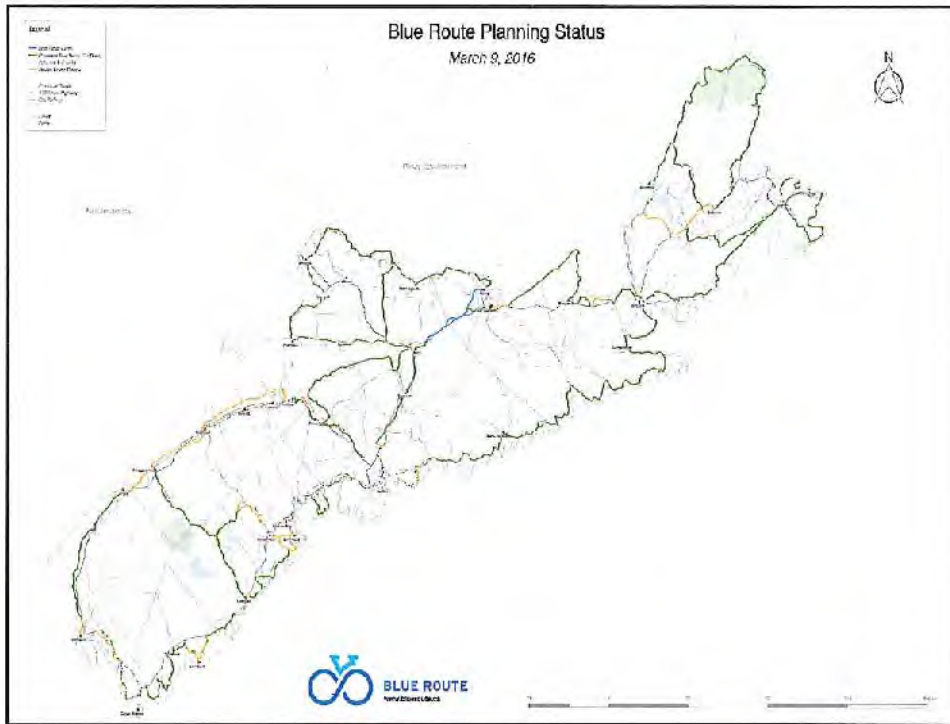


Proposed Battery Point Connector Path

- **Plan is to link new Open Hearth Park trails with the Joan Harris Cruise Pavilion and the downtown boardwalk**
- **Will require acquisition of some former railroad lands**
- **Feasibility study and concept plans completed early in 2016**









Where do we go from here?



Some Points to consider

- After 10 years, much has been done but much remains to do
- One of the main goals of the AT Plan was to improve connectivity, but our AT network still lacks connectivity
- Two major projects (Sydney River MUP and Glace Bay Rail Trail) cannot proceed until land ownership issues are resolved
- Should the AT Plan be revised/updated? HRM has prepared a new functional plan for AT to replace its 2006 plan.

Some Big Issues

- Throughout CBRM sidewalks need repair: this is an AT issue.
- Province has no policy on AT... it does not build sidewalks or install bike lanes on its own roads (there are policies on crosswalks and paving shoulders)
- Should the AT Committee continue to pursue the implementation of the 2008 Plan? (see 2019-2024 list of projects)
- Should the AT Committee continue at all? Is AT still a priority for CBRM?

2019-2024 Proposed List of Projects



2019-2020	New Waterford Highway Paved Shoulders (partnership with TIR) Glace Bay-Dominion Rail Trail- 17 km. multi use path- Phase 1
2020-2021 TIR- Phase 1)	Sidewalk-west side of Kings Road In Sydney River (in conjunction with street rebuild by Battery Point Connector Path (Open Hearth Park to Ortona Drive) Bike lanes, sidewalks
2021-2022	Renwick Brook Tunnel Sydney River sidewalk- Phase 2 Glace Bay-Dominion Rail Trail- 17 km. multi use path- Phase 2 Bike lanes, sidewalks
2022-2023	Sydney River Multi Use Path connecting Downtown Sydney to Keltic Drive Bridge (Phase 1) Bike lanes, sidewalks
2023-2024	Sydney River Multi Use Path- (Phase Two) Old Branch Road Multi Use Path (North Sydney to George's River) Bike lanes, sidewalks



TO: General Committee of Council

FROM: Karen Neville

**SUBJECT: DEVELOPMENT AGREEMENT AMENDMENT – 1052
Sheldon Chant
554 Alexandra Street, Sydney**

DATE: January 28th, 2019

Introduction

The Planning and Development Department has received a request from Sheldon Chant to repeal and replace the Development Agreement in effect for 554 Alexandra Street, Sydney [Attachment A]. Mr. Chant is requesting Council amend the site plan and some of the provisions of the Development Agreement. In addition, Mr. Chant would like the Development Agreement to apply to property he acquired in 2008.

A Development Agreement is a contract entered into between the property owner and the Municipality that specifically regulates a development on a parcel of land. Development Agreement 888, which is in effect for the area of land identified on Attachment B, was approved by CBRM Council pursuant to the *Municipal Government Act* and the City of Sydney Municipal Planning Strategy in July 2003 and registered on September 30th, 2003. This Development Agreement permits the operation of a funeral home.

History

Development Agreement 888 was registered September 30th, 2003. Pursuant to the Development Agreement, prior to the issuance of a Development Permit, the lands subject to the Development Agreement needed to be consolidated into one lot parcel in accordance with the CBRM Subdivision By-law. A subdivision plan consolidating identified lot parcels into PID 15076631 was registered on October 30th, 2003 (Attachment C). Based on aerial imagery, sometime between the approval of the Development Agreement in 2003 and 2006, the majority of the trees were removed from the rear of the property and fill was brought in to level the property to provide additional parking (Attachment D and E).

On January 17th, 2008 Mr. Chant acquired PID 15074958 (Attachment F). Based on aerial imagery, sometime between 2008 and 2011, the majority of the trees were removed from PID 15074958 and fill was brought in to level the property to provide additional parking (Attachment G).

On two separate occasions in January 2013, CBRM staff attempted to contact the property owner to discuss compliance with the provisions of the Development Agreement and stormwater flooding of private property. This was followed by formal notification to Mr. Chant informing him of his failure to comply with the conditions of the Development Agreement and of the possibility of the CBRM taking legal action in July 2013.

In August 2016, Councillor Eldon MacDonald informed the Planning and Development Department that he had received a complaint from a constituent about Chant's Funeral Home. On August 22nd, 2016,

Development Officer, David Paton, informed the registered agent for the property owner that the property was in breach of Development Agreement 888. As a result of this correspondence, Planning and Development Department staff meet with Councillor Eldon MacDonald and Sheldon Chant on September 22nd, 2016 to discuss the Development Agreement and the possibility of providing an easement over CBRM land identified PID 1S707326. Following this meeting an email was sent to Mr. Chant October 26th, 2016 asking for an update on a revised plan.

On November 10th, 2016, Planning and Development Department staff met with representatives of Public Works and the Legal Department to discuss the possibility of providing access over CBRM property identified PID 1S707326 (Attachment J). A subdivision plan consolidating PID 15076631 and PID 150749S8 was registered on January 13th, 2017 (Attachment H). On January 20th, 2017 an email was sent to Mr. Chant identifying issues with the site plan submitted on January 16th and the need for a revised site plan to be submitted. Revised site plan is dated February 23, 2017.

An email was sent to Mr. Chant on March 14th, 2017 indicating that, after further discussions with representatives of the Legal Department and Public Works, the CBRM was willing to approve a license for the use of the adjacent CBRM lot parcel (PID 15707326) for access only (no parking). The email also outlined further revisions required to the second plan.

During the period of March 2017 and December 2018 there were various correspondence with Mr. Chant and his engineer on revisions to the site plan. Some of the delay related to the submission of the revised site plan was due to new stormwater plans being undertaken by Public Works. In December 2018, the final revised landscaping plan and site plan were submitted.

Breach of Development Agreement 888

The Development Agreement entered into on September 30th, 2003 permitted the operation of a funeral home in accordance with a site plan (Attachment I) and subject to a series of conditions (Attachment J). The current use of the site is in violation of the following conditions of the Development Agreement:

- Landscaped amenity areas, parking areas and entrances to the site shall be developed and maintained generally as shown on Schedule A of the Development Agreement
- All parking areas and driveways shall be covered with a permanent hard surfacing
- The area behind the funeral home as shown on attached Schedule A that is not used for parking shall be left in its present state as a vegetated natural area

Revised Site Plan

The revised site plan, which can be found in Attachment K, shows privacy planting adjacent to parking area found to the rear of the funeral home. The provisions of the new Development Agreement should state that the parking areas shall be screened from the residential properties on Boulderwood Drive. Screening shall mean a continuous opaque visual barrier formed by evergreen shrubs, trees, fences, masonry walls or any combination of these or like materials which effectively conceals the parking area.

To the North of the parking area, the site plan identifies a driveway access to the parking area from Alexandra Street over CBRM property PID 1S707326 along with a vegetated barrier. The new Development Agreement should articulate that with the exception of the driveway access, the area to the North of the parking area shall consist of a barrier formed by evergreen shrubs, trees, fences, masonry walls or any combination of these or like materials.

The site plan proposes a fence and gate to be install along with the retention of a driveway to PID 15076649 (Attachment K and L). The Development Agreement is between Mr. Chant and the CBRM; therefore, it cannot include a driveway access to a property not owned by either party. In addition, PID 15076649 is zone Residential Urban A (RUA) and the Municipality should not be encouraging the movement of commercial vehicles through a residential property. The Development Agreement should not identify a driveway access in this area but should be require the installation of a fence and/or similar visual barriers as found elsewhere on the property.

As artistic renderings of site developments have proven to be quite problematic to interpret, prior to moving forward with this application, the applicant should be required to submit a scaled drawing of the proposal, prepared by a licensed NS Surveyor, that are in real world coordinates.

Licence to for Access of CBRM Property

The property owned by CBRM identified as PID 15707326 on Attachment L is currently being used as accessed by both the patrons of Chants Funeral home as well as the property owner at 548 Alexandra Street (PID 15076607). CBRM staff have been in discussions with both property owners about the possibility of providing licence to access their properties via PID 15707326. Engineering and Public Works is supportive but has stated that due to the present of CBRM infrastructure on PID 15707326, the licence should be for access only and no vehicle shall be permitted to parked on PID 15707326.

Statutory Authority

The Municipal Planning Strategy contains a policy that states Council shall continue to retain a select list of Development Agreements adopted prior to the Municipal Planning Strategy coming into effect (Part 2, Policy 19). Amendments to these Development Agreements may be considered provided:

- the original objective of the development agreement is not compromised; and
- any policy direction of this Municipal Planning Strategy is not contradicted.

In addition to repealing and replacing Development Agreement 888, Council needs to consider amending the text of the Land Use By-law. If Development Agreement 888 is replaced to include the property acquired by the applicant in 2008, the property information for Development Agreement 888 found in Part S2 of the Land Use By-law should be updated.

Next Steps

If Council wants to entertain the applicant's request to amend Development Agreement 888, then Council must schedule a Public Hearing in accordance with the *Municipal Government Act* [S230 of the MGA]. In addition, a Public Hearing should be scheduled for the necessary amendments to the Land Use By-law.

If Council does not want to amend Development Agreement 888, then as stipulated in the Development Agreement, where the owner of the lot parcel is in violation of any of the terms or conditions of the agreement, the Municipality may:

- Seek a remedial court order requiring the owner to comply with the terms and conditions.
- Carry out the terms of the agreement at the expense of the owner provided that fifteen (15) days written notice is given.
- Terminate the Development Agreement. If this occurs, a funeral home will no longer be a permitted use on the lot parcel and the business will be required to cease operation immediately.

Recommendation

I recommend that the General Committee of Council request that Council pass a motion to schedule a Public Hearing to consider replacing Development Agreement 888 and as well as the necessary amendments to the text of the Land Use By-law. The Public Hearing should not be schedule until such time that a revised site plan is submitted.

Submitted by:

Originally Signed by

**Karen Neville
Planning and Development Department**



A

Boulderwood Drive

Alexandra Street

Brown Street

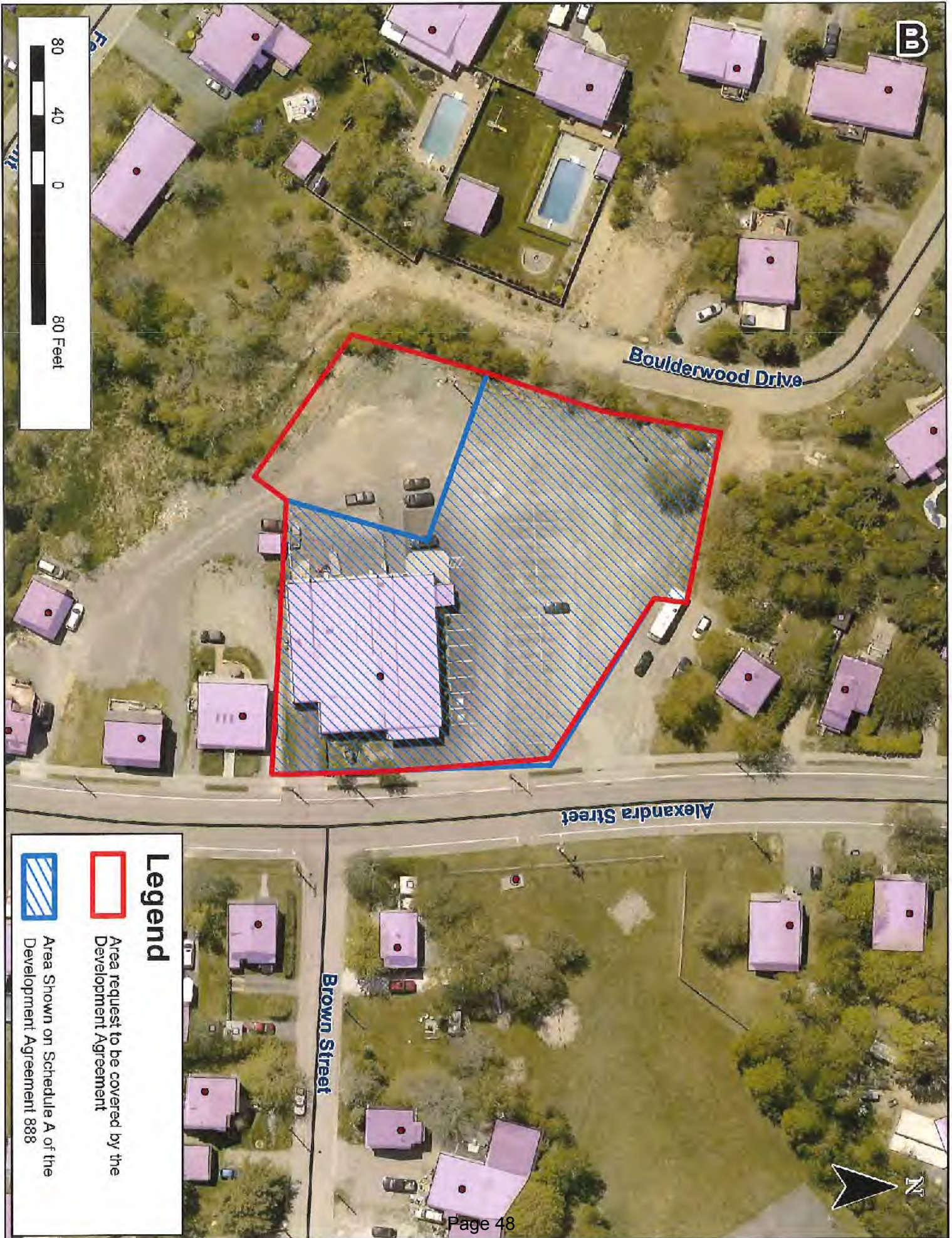
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40
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80 Feet

Legend



Area of requested to be covered by the
Development Agreement



B

Boulderwood Drive

Alexandra Street

Brown Street



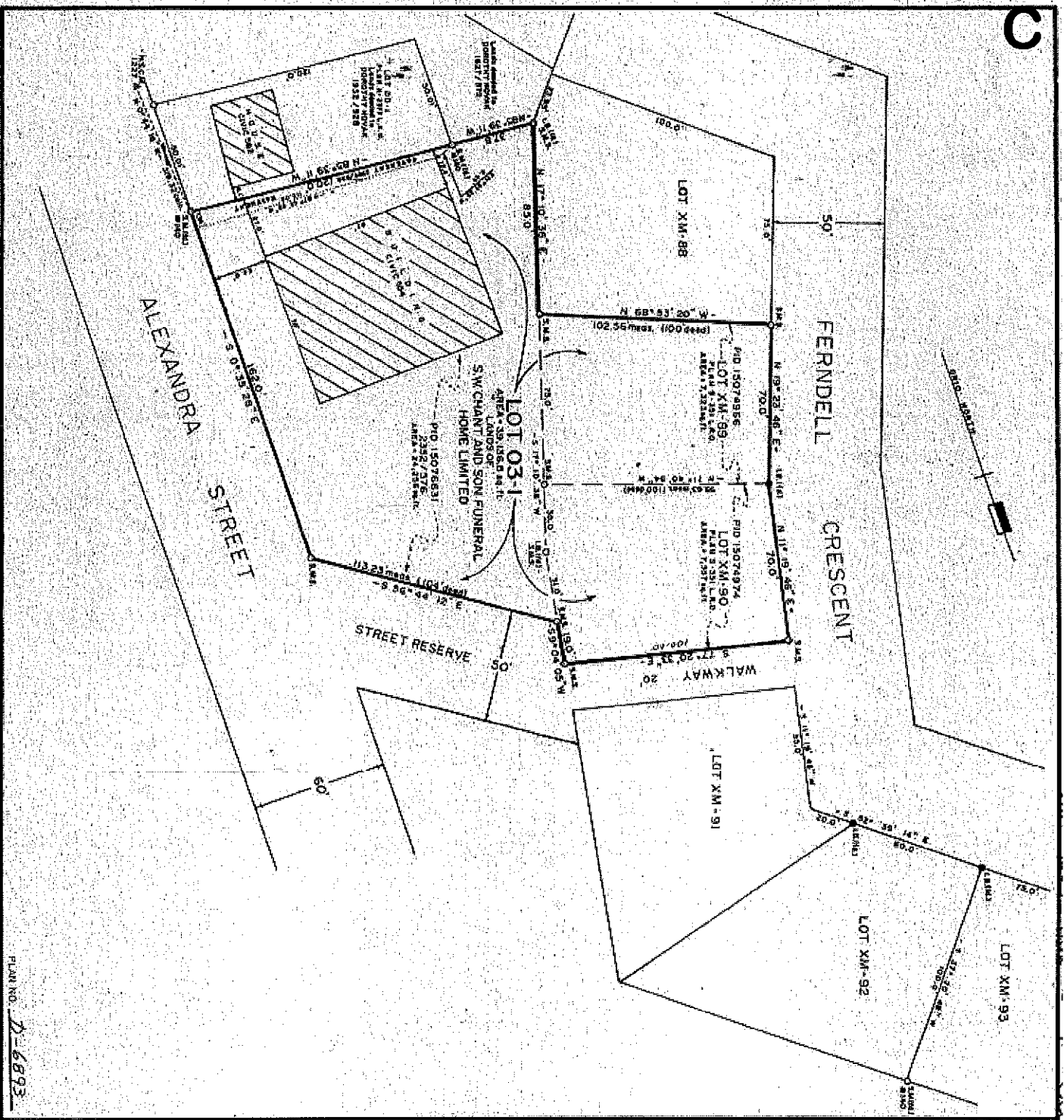
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Area request to be covered by the Development Agreement



Area Shown on Schedule A of the Development Agreement 888



PLAN NO. D-6893

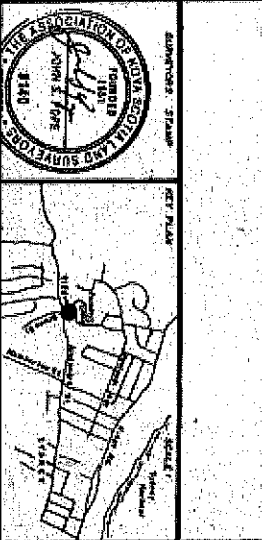
CAPE BRETON
REGIONAL MUNICIPALITY
THIS FINAL PLAN OF SUBDIVISION IS APPROVED
FOR LOT 03-1
DATE 03/20/2003
REGIONAL DEPUTY CLERK

See 2366/61
Date: 03/20/2003
Time: 01:30 PM
Per: John S. Pope
Project: LOT 03-1
Project Address: 1132-1138 FERNDELL CRESCENT
Project City/Town: NOVA SCOTIA

LEGEND
ALL DIMENSIONS ARE BASED ON 1" = 200' UNLESS OTHERWISE NOTED.
NORTH, ZONE 4, 1983 ADJUSTMENT
NO SCALE VECTOR ANGLE/BEARING NOTED
BORDER AND BEARINGS
REMARK: THIS IS A PRELIMINARY PLAN
APPROVED

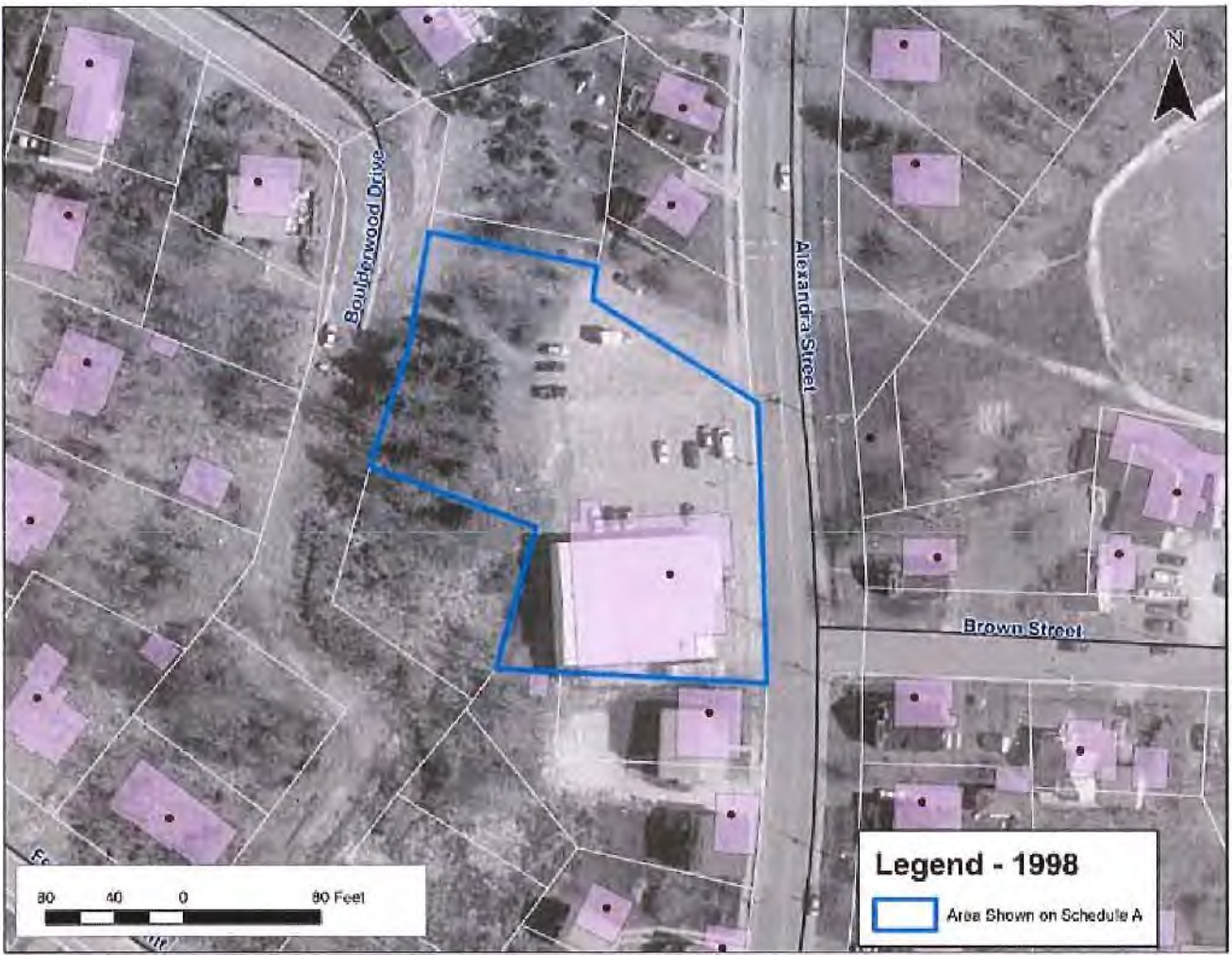
SURVEYORS CERTIFICATE
I, JOHN S. POPE, A MEMBER OF THE ASSOCIATION OF PROFESSIONAL SURVEYORS OF CANADA, DO HEREBY CERTIFY THAT THE ABOVE DESCRIBED SURVEY WAS CONDUCTED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THE SAME COMPLY WITH THE REQUIREMENTS SET FORTH IN THE ACT AND THE REGULATIONS MADE THEREUNDER.
DATED THIS 14th DAY OF APRIL, 2003. John S. Pope SURVEYOR

PLAN OF SURVEY SHOWING CONSOLIDATION OF LANDS OF S.W. CHANT AND SON FUNERAL HOME LIMITED TO CREATE LOT 03-1 ALEXANDRA STREET & FERNDELL CRESCENT, SYDNEY, C.B.R.M., NOVA SCOTIA.

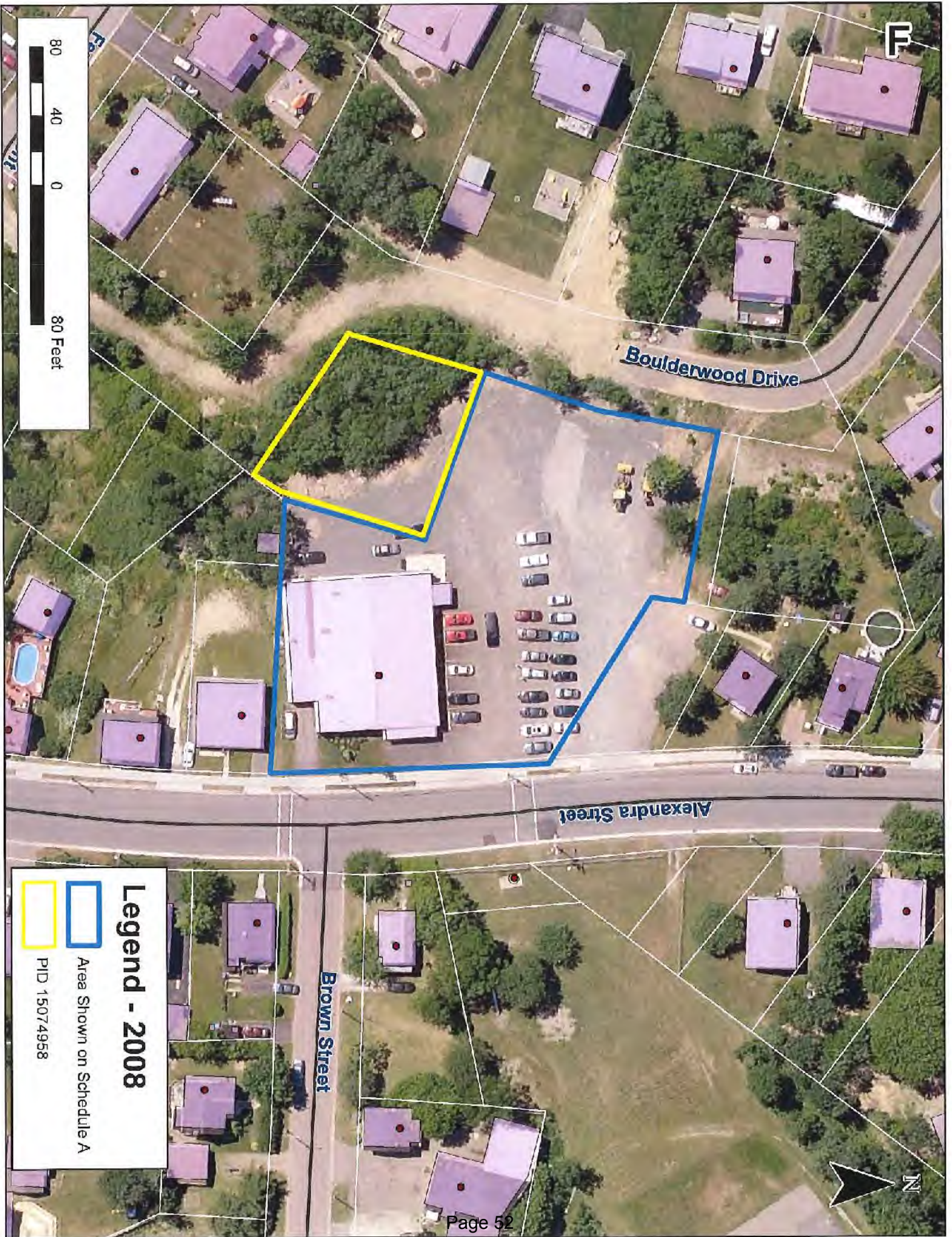


ASSOCIATION OF PROFESSIONAL SURVEYORS OF CANADA
MEMBER NO. 51403
NOVA SCOTIA
NOVA SCOTIA
NOVA SCOTIA
NOVA SCOTIA

JOHN S. POPE & ASSOC. LTD.
NOVA SCOTIA
NOVA SCOTIA
NOVA SCOTIA
NOVA SCOTIA







F

Boulderwood Drive


Alexandra Street

Brown Street

N

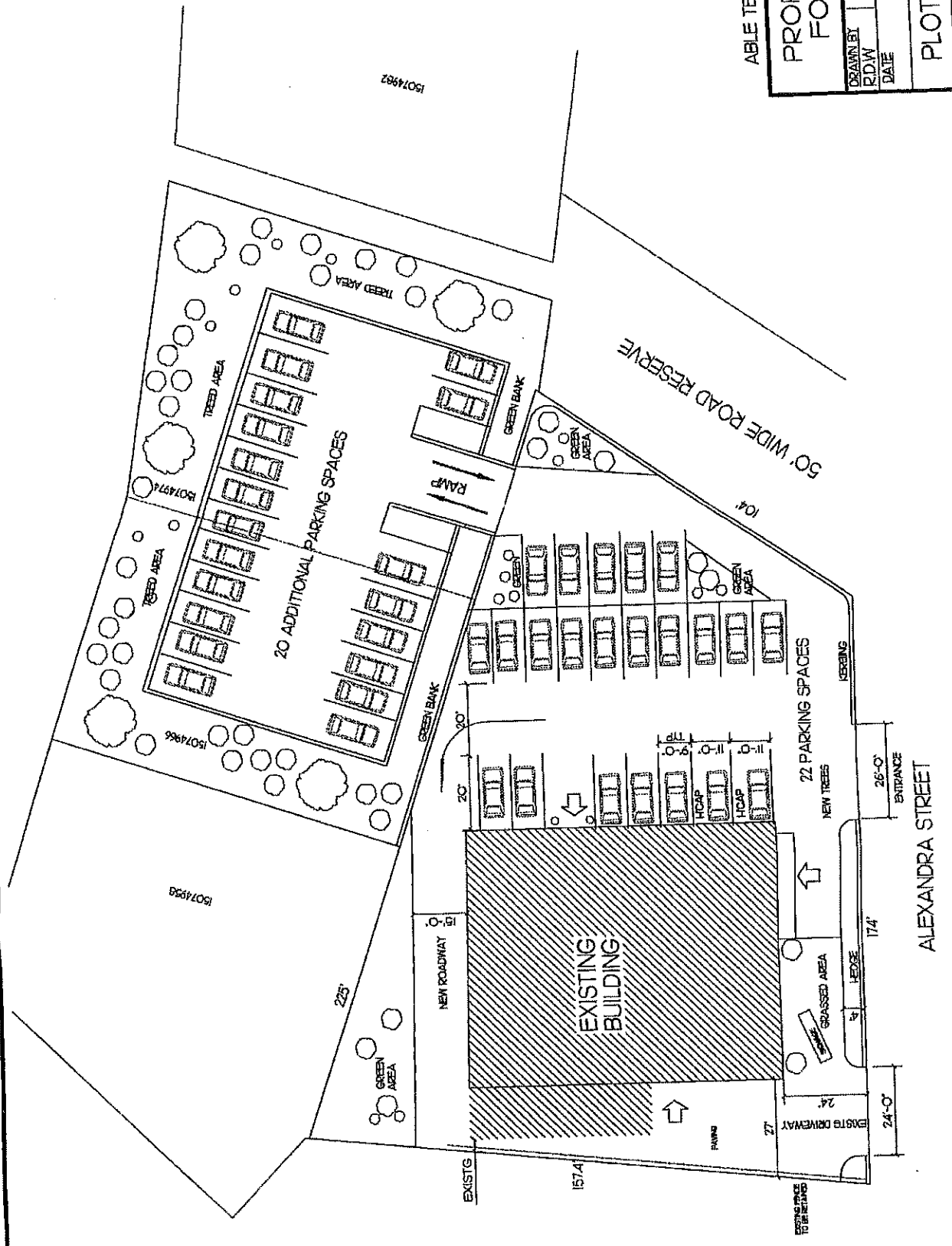
Legend - 2008

 Area Shown on Schedule A

 PID 15074958



creamy
 1/4
 1/2
 1/4
 1/4
 1/4



ABLE TECHNICAL SERVICES LTD

PROPOSED CHANGES
 FOR MR. S. CHANT

DESIGNED BY RDW	SCALE 1" = 20'	DRW. NO. AO
DATE MAY 09		
PLOT PLAN		

J

463

CAPE BRETON COUNTY REGISTER OF DEEDS		
9281	2365	463-466
I certify that this document was registered as shown here.		Page(s)
Document #	Book	
Oct 27 03		3:33 pm
MM	DD	YY Time

CASE #888

Men Longobardi Registrar

THIS INDENTURE made and entered into this 30th day of September, A. D., 2003.

BETWEEN: S. W. CHANT AND SON FUNERAL HOME LTD. of Sydney, in the Cape Breton Regional Municipality, in the County of Cape Breton, Province of Nova Scotia

hereinafter referred to as the "OWNER(S)"

OF THE ONE PART

- and -

THE CAPE BRETON REGIONAL MUNICIPALITY, a body corporate and politic, in the County of Cape Breton, Province of Nova Scotia;

hereinafter called the "MUNICIPALITY"

OF THE OTHER PART

WHEREAS the Sydney Municipal Planning Strategy provides for Development Agreements under Part VIII of the *Municipal Government Act* of Nova Scotia pursuant to the policies in Part 5, Section 17 and Part 6, Section 5 of the Sydney Municipal Planning Strategy.

AND WHEREAS the Municipality by this agreement, permits the Owner(s) to operate a funeral home in accordance with the site plan shown on the attached Schedule A, providing that the following conditions are met:

- The structure housing the funeral home shall be no larger than the existing structure as shown on Schedule A;
- No crematorium shall be permitted to operate on the site;
- Landscaped amenity areas, parking areas and entrances to the site shall be developed and maintained generally as shown on Schedule A
- All parking areas and driveways shall be covered with a permanent hard surfacing; such surfacing shall be completed within six months of the registration of the development agreement
- No vehicular access from the site to Ferndell Crescent or Boulderwood Drive shall be permitted
- Prior to the issuance of any development permit pursuant to this development agreement, LIMS #'s 15074966, 15074958, 15699135, 15699143 and 15076631 shall be consolidated into one lot in accordance with the CBRM Subdivision Bylaw
- The area behind the funeral home as shown on attached Schedule A that is not used for parking shall be left in its present state as a vegetated natural area
- A maximum of one sign a maximum of 0.5 sq. m. in size shall be permitted on the property; a change in this agreement to allow a larger sign is permitted as a non-substantive amendment provided that the change is approved by Council and that the change is consistent with the intent of the Municipal Planning Strategy in effect at the time the amendment is undertaken;
- The exterior of the structure on the property shall be constructed and maintained generally in accordance with the drawings shown on Schedule "B"

Registry of Deeds
 Sydney
 9281
 2365
 463-466
 Doc # 9281
 Book 2365
 Filed Oct 27 2003 at 3:33 pm
 Men Longobardi Registrar
 Cape Breton, N.S.

- 2 -

- Lighting used to illuminate the property shall not be directed at any adjacent properties or roadways

AND WHEREAS the Owner covenants that it is the Registered Owner of the lands and premises outlined on Schedule "A", attached hereto and more particularly described in a deed to the owners dated the 25th day of July, A.D., 2003, and registered in the Registry of Deeds Office at Sydney, Nova Scotia, on the 28th day of August, A.D., 2003, on Book 2352 at Page 576 et sequel.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Owner(s) to the Municipality, receipt of which is hereby acknowledged, the Owner(s) for and on behalf of themselves, their heirs, executors, administrators, successors, and assigns covenant and agree with the Municipality as follows:

1. To maintain the property identified in the attached Schedule "A", hereinafter described as "the lands and premises" in accordance with the provisions of this Agreement.
2. To ensure that the development as shown on the attached Schedule "A" is kept in a neat and tidy state
3. Upon the breach by the Owner(s) of any of the terms or conditions of this Agreement, the Municipality shall be entitled to specific performance by way of remedial Court Order or after fifteen (15) days notice in writing to the Owner(s), at its option enter on the lands and premises, and perform any and all covenants or conditions herein contained. Should the Municipality not choose to exercise its option to remedy, this Agreement may be terminated by the Municipality upon written notice to the Owner(s) or their successors-in-title, at which time all licenses or permissions hereby granted by the Municipality to the Owner(s) shall absolutely cease to exist. The costs of any and all legal action, of whatever nature incurred by the Municipality in enforcing compliance of this Agreement shall be the sole responsibility of the Owner(s) and the Owner(s) agrees to indemnify the Municipality for any and all legal costs incurred.
4. That all reasonable expenses incurred by the Municipality or its successors, agents, or employees, whether arising out of the entry of the said lands and premises or from the performance of the covenants are the responsibility of the Owner(s), and the Owner(s) agrees to indemnify the Municipality for any of the said costs incurred.

5 That this Agreement shall be registered in the Registry of Deeds Office in the County of Cape Breton and shall form a charge or encumbrance upon the said property as outlined in Schedule "A".

6 If any provisions of this Agreement shall be found to be or deemed illegal, invalid, or unenforceable, the remainder of this Agreement shall not be affected thereby.

The covenants, agreement, conditions and understandings herein contained on the part of the Owner(s) shall run with the land and shall be binding upon them, their heirs, executors, administrators, successors, assigns, mortgagees, lessees, and occupiers of the said land from time to time and shall be and form a charge and/or restrictive covenant upon the said land.

THIS AGREEMENT and everything contained herein shall endure to the benefit and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns. The parties hereto declare that the term "owner(s)" used in this agreement shall be construed to include the plural as well as the singular and the masculine feminine or neuter genders where the context so requires.

IN WITNESS WHEREOF the parties hereto have caused this Indenture to be duly executed the day and year first above written.

SIGNED, SEALED and DELIVERED)
IN THE PRESENCE OF:)

ORIGINAL SIGNED BY)

WITNESS)

ORIGINAL SIGNED BY

OWNER

OWNER

CAPE BRETON REGIONAL MUNICIPALITY

ORIGINAL SIGNED BY)

WITNESS)

ORIGINAL SIGNED BY

MAYOR

per ORIGINAL SIGNED BY
MUNICIPAL CLERK

AFFIDAVIT

PROVINCE OF NOVA SCOTIA)
COUNTY OF CAPE BRETON)
CAPE BRETON REGIONAL MUNICIPALITY)

On this 30th day of September, A.D. 2003, before me, the subscriber, personally came and appeared Rick McCready, a subscribing Witness to the foregoing Indenture, and after having been duly sworn by me, made oath and said that ~~SHAWDON W. CHANT~~ signed and sealed the foregoing Indenture in his/her presence on the day and the year first above written.

ORIGINAL SIGNED BY

COMMISSIONER OF THE SUPREME
COURT OF NOVA SCOTIA
Josie Ramsay
A Commissioner of the
Supreme Court of Nova Scotia

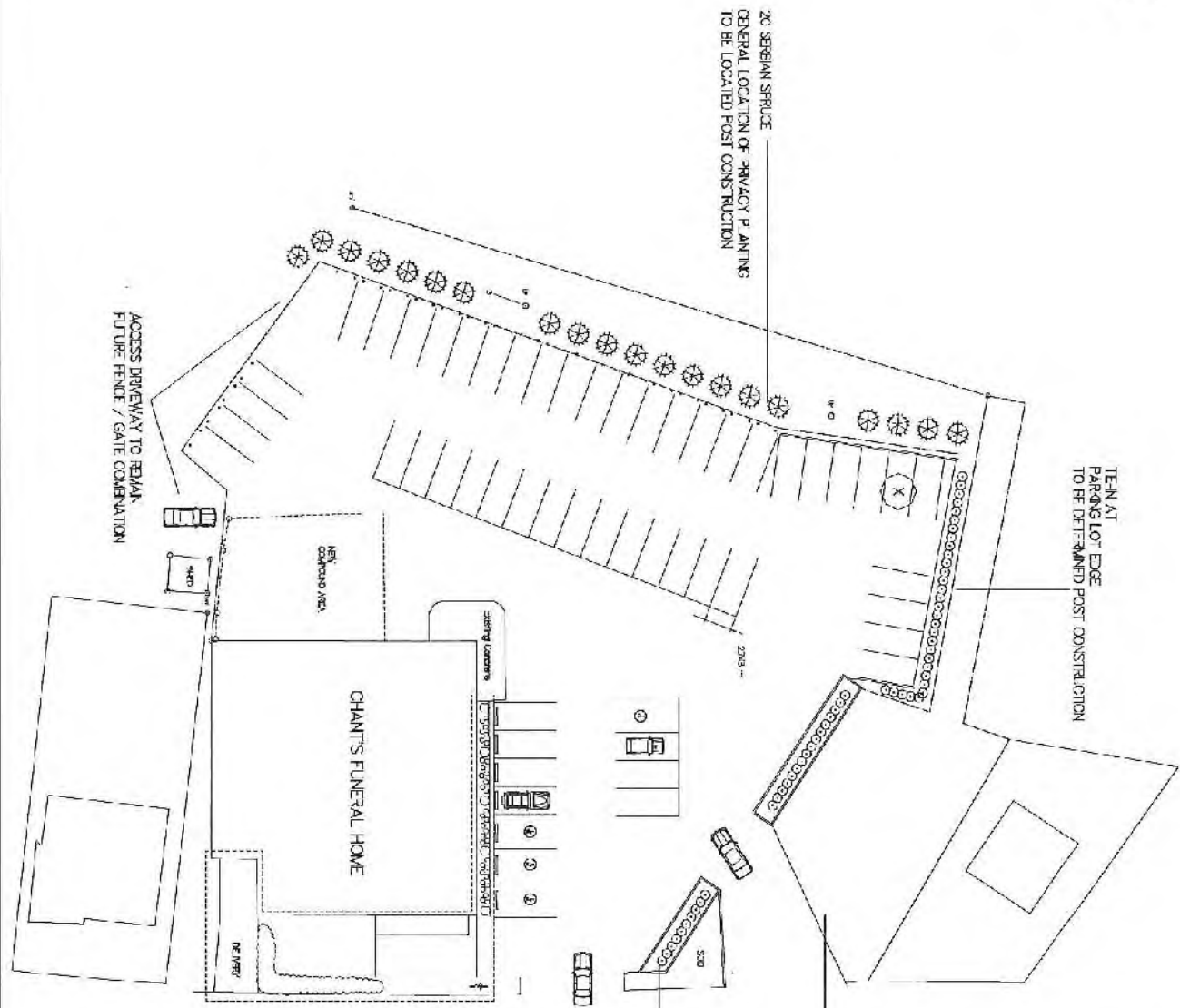
AFFIDAVIT

PROVINCE OF NOVA SCOTIA)
COUNTY OF CAPE BRETON)
CAPE BRETON REGIONAL MUNICIPALITY)

On this 30th day of September, A.D. 2003, before me, the subscriber, personally came and appeared ~~JOSIE RAMSAY~~, a subscribing Witness to the foregoing Indenture, who having been duly sworn, made oath and said that he/she was present and did see the Corporate Seal of the Cape Breton Regional Municipality duly affixed thereto by the hand of Bernard White, Municipal Clerk of the Cape Breton Regional Municipality and that the said Indenture was duly signed and authenticated in his/her presence for and on behalf of the Cape Breton Regional Municipality by John Morgan and Bernard White, Mayor and Clerk respectively of said Municipality and the same was also duly delivered in his/her presence.

ORIGINAL SIGNED BY

COMMISSIONER OF THE SUPREME
COURT OF NOVA SCOTIA
ROBIN B. CAMPBELL, J.C.

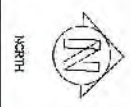


City Botanical Name	Common Name	Site Location
T-965		
20 T-965	SERBAN SPRUCE	12cm Pol
57	Reinstatement to be determined post construction	# 3 CG

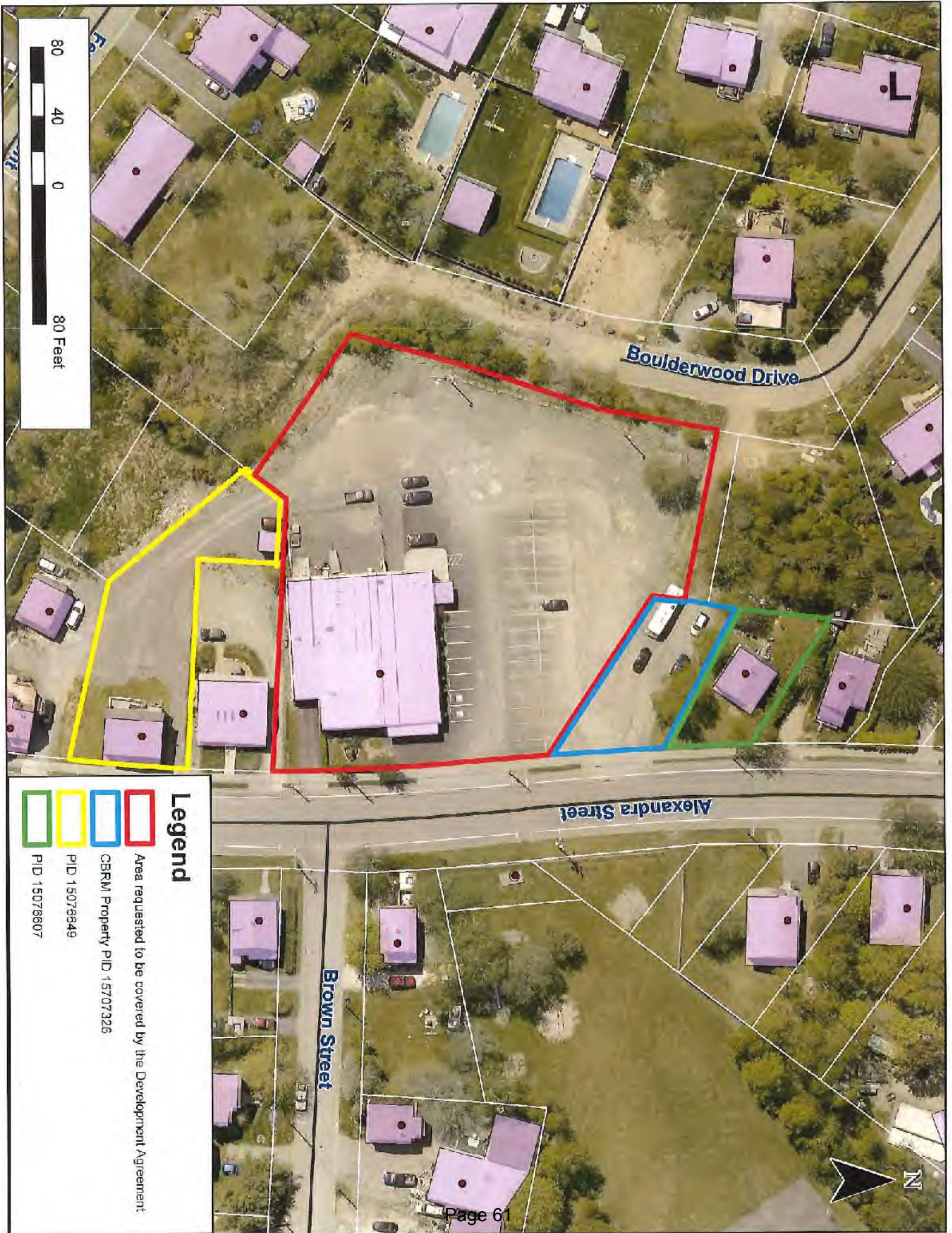
CHANT'S FUNERAL HOME

564 Alexandra Street, Sydney

DATE: NOV 25 2026
 DRAWN BY: [Name]
 PROJECT: GENERAL LANDSCAPE LAYOUT



Contractor's Responsibility: The contractor is responsible for the installation and maintenance of the landscape. The contractor must ensure that all plants are installed in accordance with the specifications and that the landscape is maintained in a professional manner. The contractor must also ensure that the landscape is protected during construction and that any damage is repaired.



Legend

Area requested to be covered by the Development Agreement

CBRM Property PID 15707326

PID 15075949

PID 15076607



TO: CBRM Council

FROM: Karen Neville

**SUBJECT: ZONING AMENDMENT APPLICATION – 1053
Wayne LeBlanc
King Street and Walsh Avenue, New
Waterford**

DATE: January 25th, 2019

Introduction

The Planning and Development Department has received a zoning amendment application from Wayne LeBlanc requesting to amend the zoning for PID 15481344 and PID 15481336 which are located on the corner of King Street and Walsh Avenue, New Waterford (Attachment A). Mr. LeBlanc would like to consolidate the lot parcels and construct a four-unit apartment building. The properties are zoned Residential Urban C (RUC) which only permits one and two unit residential dwellings; as a result, Mr. LeBlanc has requested the zoning on the property be amended.

The area surrounding the property in question is predominantly residential; however, there is a range of non-residential uses in the area including a car wash, convenience store, wedding supplies store, dental office, fire station and hall, post office, government office, and tavern along with a range of home based businesses (Attachment B). There is a CBRM transit route at the corner of King Street and Plummer Avenue.

What Does the Municipal Planning Strategy Say?

There are several policies in the Municipal Planning Strategy (MPS) which advocate for higher density residential developments like apartment buildings under a variety of circumstances (Attachment C). When the current zoning does not permit the scale of a proposed residential development it is a policy of the MPS to at least consider a zoning amendment. If a zoning amendment is considered, Policy 1. d. 9 Part 4 of the MPS provides a list of six criteria Council must use to evaluate the merits of the zoning amendment application. The criteria are listed below along with an evaluation of the proposed application.

- The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (e.g. *parking spaces, driveways, utility facilities, etc.*)

The applicant intends on planting shrubs along the property boundaries shared with adjacent residential properties in an attempt to screen the proposed building (Attachment D). In addition to planting shrubs, the area not occupied by parking will consist of lawn.

- an on-site parking and vehicular maneuvering plan which does not exacerbate traffic movement problems along any public street/road abutting the site shall be included;

Four parking spaces must be provided to be in compliance with the parking standards of the Land Use Bylaw. The proposed site plan depicts the location of the proposed parking (Attachment D).

- traffic emanating to and from the site shall not significantly increase the volume of traffic along any public street/road it will be accessing;

This zoning amendment will allow for a four unit apartment building on the properties once consolidated. The current zone provisions would permit a two unit dwelling to be constructed on each lot parcel without the need for a zone amendment. If the applicant chose to construct a two unit dwelling on each property, the resulting developments would have the same volume of traffic as the proposed apartment building. Also, the criteria to evaluate increased traffic is more relevant when considering a zone amendment for a much larger apartment building.

- The development proposal must mitigate the potential adverse effects any significant buildings will have on much smaller scale low density residential buildings.
- The site plan and building design must respect any aesthetic aspects of the streetscape that are easily discernable;
- Any adverse effects such as bulk and height resulting from a significantly greater scale than existing residential development in proximity shall be mitigated.

Generally, landscaping on the surrounding properties is modest i.e. maintained lawns with little or no shrubbery or evidence of professional landscaping. In addition to planting shrubs along the property boundaries shared with adjacent residential properties the area not occupied by parking will consist of lawn. The proposed building will be one storey, which is a residential building found in the general area (Attachment E).

When considering a proposed amendment for an apartment building the MPS states that the purpose of zone amendment is to ensure that the apartment building does not adversely affect low density residential development in the vicinity. The MPS also states that the allowable density and scale of an apartment development within a neighbourhood shall be correlated based on:

- the level of the public street/road accessing the site;
- the variety of land use types in the vicinity; and
- the existing development densities in a given neighbourhood;

The properties in question have frontage on King Street and Walsh Avenue, all of which are considered to be Level 4 and Level 5 Urban Streets. While the area to the North of Walsh Avenue is predominantly low density residential, the Downtown Central Business Corridor (CBD) Zone, which permits a range of sales and service uses along with higher density residential development, is to the South of Walsh Street. The current zone provisions would permit a two unit dwelling on each property; after consolidation, the four

unit apartment buildings would be a comparable density. Based on the above evaluation and the policies found in the MPS, it is reasonable for Council to consider the proposed zone amendment.

Next Steps

If Council agrees to schedule a Public Hearing at their February meeting, the earliest date for the Public Hearing would be during the March meeting of Council. Upon a decision of Council to schedule a Public Hearing, along with the required notices to be published in the Cape Breton Post, notice of this application will be mailed to the assessed property owners in the vicinity of the properties encouraging them to contact the Planning and Development Department if they have any questions and of their opportunity to attend the Public Hearing.

Recommendation

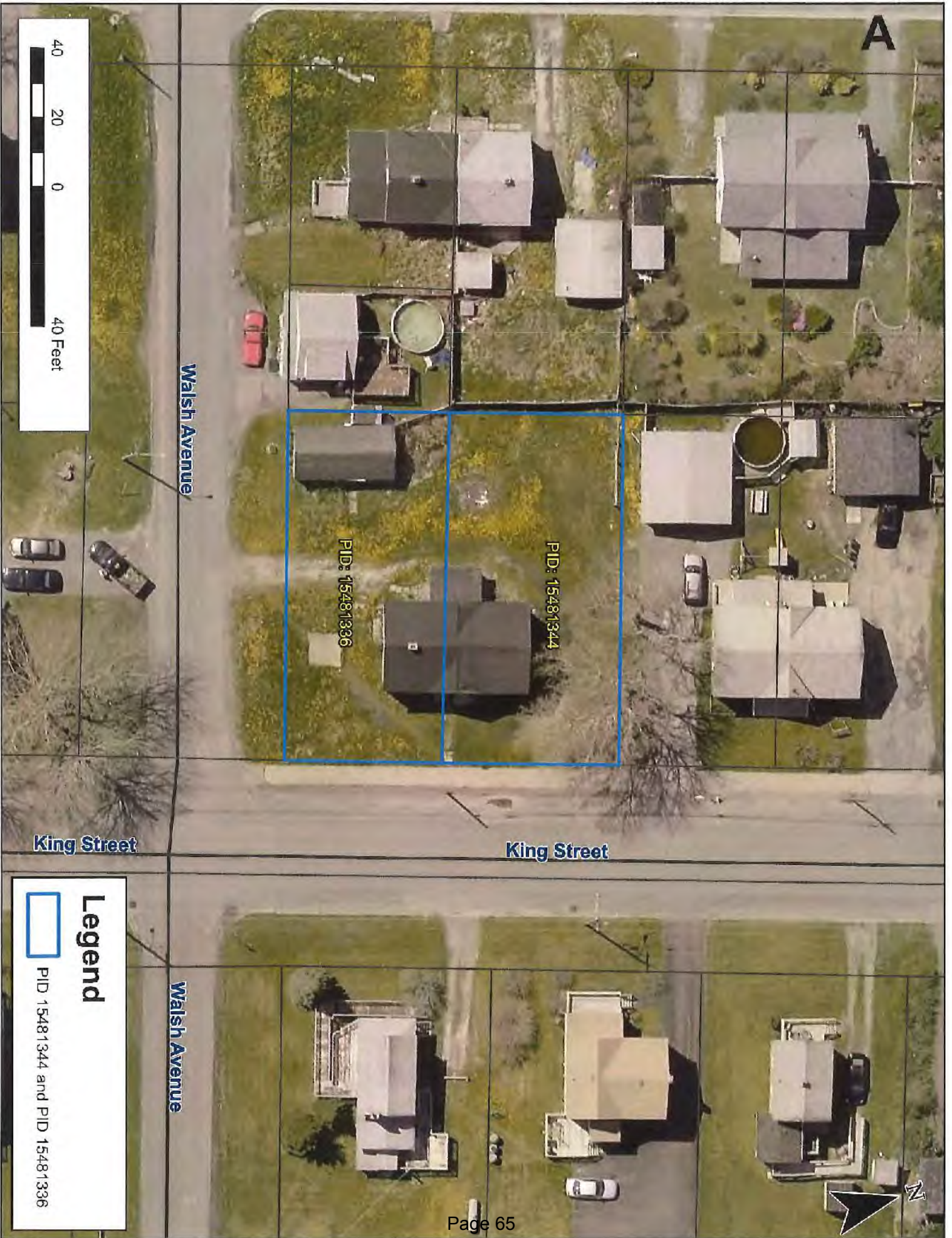
I recommend that the General Committee of Council recommend that Council pass a Motion to schedule a Public Hearing to consider this zone amendment application during the March meeting of Council:

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department

A



Walsh Avenue

PID: 15481336


PID: 15481344

King Street

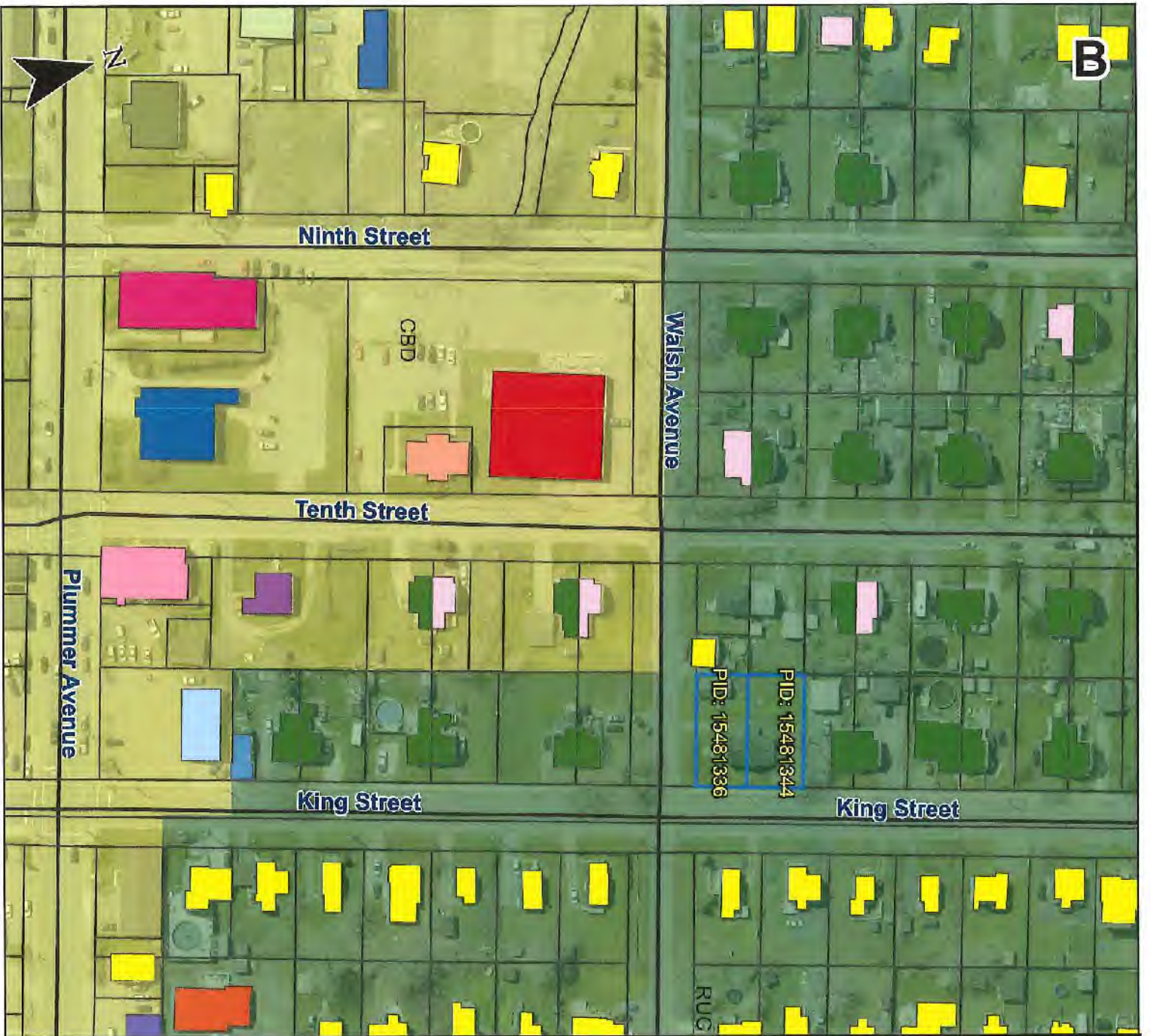
King Street

Walsh Avenue

Legend

 PID 15481344 and PID 15481336





Legend

DESCRIP1

- 2 Unit Dwelling
- 7 Unit Dwelling
- Car Wash
- Convenience Store/Wedding Supplies
- Dental Office
- Fire Station/Hall
- Office
- Pizza Shop/Single Residential Unit
- Post Office
- Semi-detached Dwelling
- Single Unit Dwelling
- Single Unit or Semi-detached Dwelling
- Skate Sharpening/Single Residential Unit
- Tavern/Billiards
- Vacant Commercial
- Vacant Garage
- Vacant_Residential
- PID 15481344 and PID 15481336

LanduseByLaw (Zone)

LUZONE

- CBD
- RUC

Municipal Planning Strategy - Part 4 Residential

1.a It shall be a policy of the CBRM to recognize apartment buildings as a legitimate form of housing providing accommodation for a significant segment of the population. The degree to which they are to be accepted shall range from:

- outright permission with little or no regulatory provisions;
- permitted with regulatory provisions;
- a requirement to get specific permission from Council by means of a public hearing process;
- to near prohibition.

The degree of acceptance within any given neighbourhood shall be based on four broad suppositions:

- apartment building developments are essentially an urban type of land use with urban service needs (the rare exceptions are primarily public housing for seniors or the conversion of former community service buildings);
- the majority of apartment building tenants often have different service needs than those of our constituency who own their own homes;
- the larger scale of apartment building development has a likely potential to conflict with smaller scale low density residential development in cloistered neighbourhoods (*i.e. residential neighbourhoods only accessible via local streets that are overwhelmingly used by neighbourhood traffic*); and
- apartment building development can contribute to the vitality of our downtowns if allowed to proliferate within, in proximity to, or along the major routes leading to, our central business districts.

These four suppositions shall be applied in the form of criteria to be used as pre-requisites to specifically determine where apartment building development should occur, the scale at which it is to be permitted, and the site design provisions to be imposed.

1.b The following hierarchy of site and situation criteria shall influence where apartment building development is most encouraged to occur, and to what degree it is to be regulated:

- within the central business districts of the major urban concentrations of the CBRM;
- within neighbourhoods in proximity to the central business districts;
- along the higher level public street/roads linking our central business districts with the surrounding neighbourhoods and communities (*refer to Charts on pages 7.3 and 7.4*);
- in proximity to other concentrations of sales/service business developments;
- in other locales where they are already prevalent; and
- all other urban service areas.

1.c The criteria shall correlate a link between the density and scale of the allowable apartment building development and the site design provisions to be imposed with:

- the level of the public street/road accessing the site (*refer to Charts on pages 7.3 and 7.4*);
- the variety of land use types in the vicinity; and
- the existing development densities in a given neighbourhood;

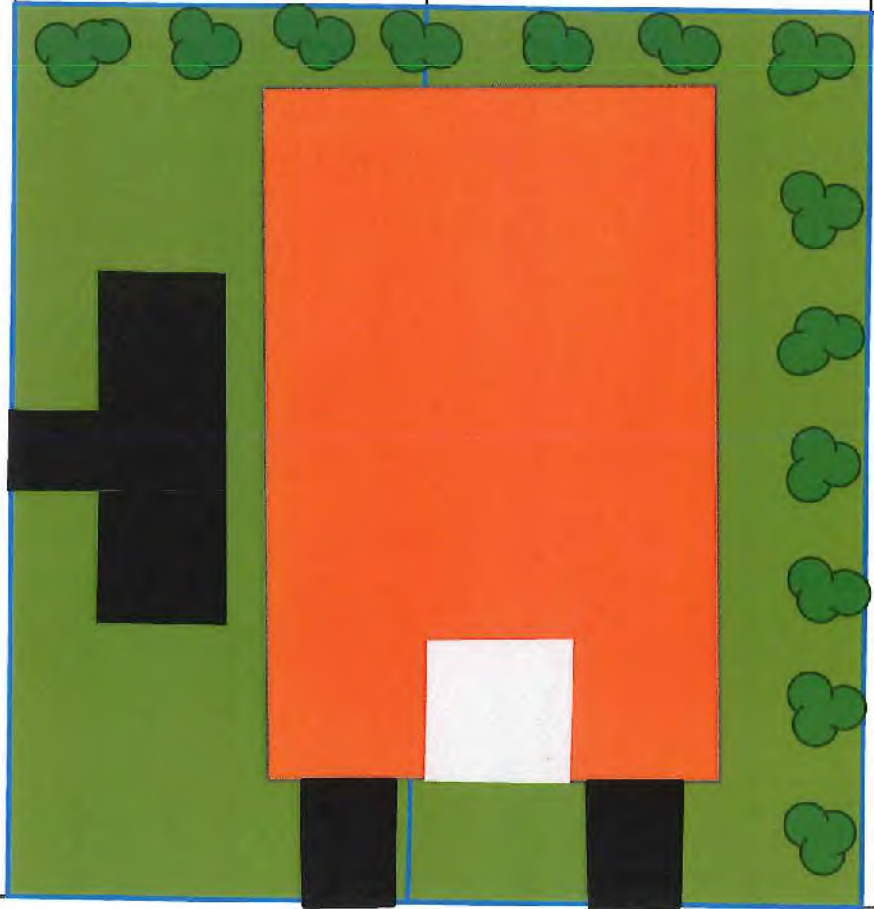
1.d.9 In all other urban neighbourhoods or scenarios not referenced in Policy 1.d.1 through 1.d.8 apartment building development shall only be permitted by zoning amendment.

The purpose of the zoning amendment process shall be to ensure the apartment building development does not adversely affect low density residential development in the vicinity. With each successful application, a site specific zone shall be established. Therefore, performance standards or bonus zoning incentives may be used to blend the apartment building development into the neighbourhood. Council shall use the following criteria to evaluate such zoning amendment applications:

- The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (*e.g. parking spaces, driveways, utility facilities, etc.*)
- an on-site parking and vehicular maneuvering plan which does not exacerbate traffic movement problems along any public street/road abutting the site shall be included;
- traffic emanating to and from the site shall not significantly increase the volume of traffic along any public street/road it will be accessing;
- The development proposal must mitigate the potential adverse affects any significant buildings will have on much smaller scale low density residential buildings.
- The site plan and building design must respect any aesthetic aspects of the streetscape that are easily discernable;
- Any adverse affects such as bulk and height resulting from a significantly greater scale than existing residential development in proximity shall be mitigated.

1.d.10 Apartment building development shall be prohibited in all areas of the CBRM not serviced with a Municipal piped sanitary sewer main, except for the following two scenarios. To facilitate the re-use of abandoned, community, educational, or municipal service buildings, their conversion into an apartment building shall be permitted at the ratio of 1 apartment per 1,000 sq. ft. of floor space. This Municipal Planning Strategy supports the mandate of the Province of Nova Scotia to provide public housing for seniors. Such projects shall be permitted even in rural service areas.

D

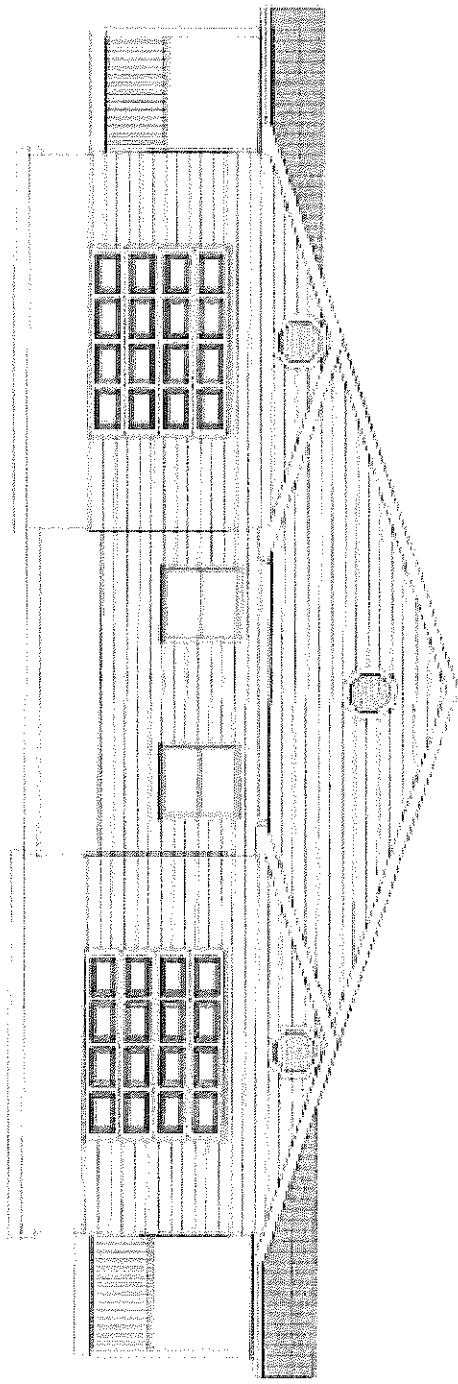
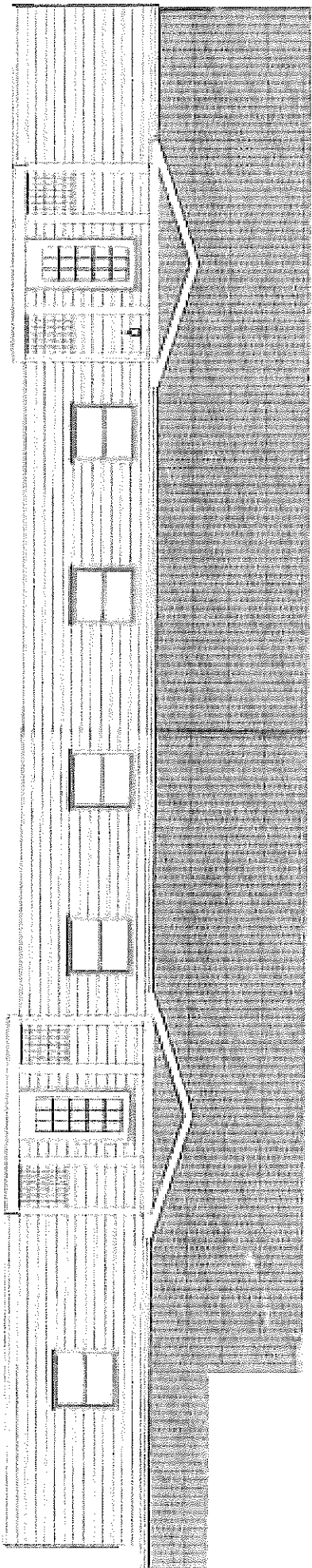


Walsh Avenue

King Street



	PID 15481344 and PID 15481336
	Proposed Building
	Parking/Driveway
	Patio
	Lawn
	Shrubs



One Main Modular Part Manufactured Homes a.k.a. Mini Homes/Mobile Homes

Motion:

Moved by Councillor MacLeod, seconded by Councillor Prince, to adopt a Public Participation Program to consider proposed amendments to the Municipal Planning Strategy and Land Use Bylaw to permit mini homes/mobile homes in urban and suburban residential neighbourhoods where the average assessment value is less than the base purchase price for new mini homes/mobile homes, unless the streetscape is primarily comprised of dwellings greater than one storey. Rather than a series of public meetings, staff will work with the Communications Officer to solicit responses from constituents using social media.

Discussion:

It was noted that not all residents follow social media and staff was asked if individual Councillors can request a meeting in their district if such a request is received from area residents.

The Mayor advised that the motion can be amended or that this can be done upon agreement of Council after the motion.

Motion Carried.



MEMO TO: COUNCIL

FROM: Malcolm Gillis and Karen Neville

**SUBJECT: MINI HOMES/MOBILE HOMES
Report on Public Participation Program**

DATE: January 30th, 2019

During its December 11th meeting Council passed a Motion instructing Planning and Development Department staff to conduct a Public Participation Program to attempt to gauge public opinion regarding the initiative to amend the CBRM Planning Strategy and its implementing Land Use Bylaw that would lift the ban on mini homes/mobile homes within many of the urban and suburban neighbourhoods of Sydney, North Sydney, New Waterford, and Glace Bay along with the remaining rural areas where they are currently not permitted. In a previous survey conducted on our behalf by Statistics Canada the response was overwhelmingly in favour of such an amendment. That survey led staff to introduce the idea to Council.

In its Motion, Council instructed Planning and Development Department staff to work with the CBRM Communications Officer to solicit response from constituents using social media. 380 people completed the questionnaire.

81% of the respondents considered mini homes/mobile homes an acceptable residential dwelling building type within the municipality. Remarkably, 88% of those from communities where mini homes/mobile homes are currently banned considered mini homes/mobile homes an acceptable residential dwelling building type within the municipality.

The overwhelming majority of those who said NO were from neighbourhoods where mini homes/mobile homes are currently NOT permitted. However, because the survey didn't ask for their address we couldn't determine if they were from neighbourhoods where mini homes/mobile homes will continue to be banned even if the proposed amendments are adopted.

73% of the respondents from communities where they are currently banned said YES they would be an acceptable form of housing in their neighbourhood and 27% said NO.

72% of the respondents from communities where they are currently banned said YES they would be an acceptable form of housing next to their property and 28% said NO.

From staff's perspective the results of the survey support the results of the previous survey conducted last summer by Statistics Canada and the anecdotal responses we have been receiving from random phone calls and e-mails.

Recommendation:

We recommend that Council pass a Motion to schedule a Public Hearing to consider adopting the amending Bylaws to (1) the CBRM Planning Strategy and (2) to the CBRM Land Use Bylaw that will permit the placement of mini homes/mobile homes in the neighbourhoods where they are currently banned as illustrated on the maps available on the CBRM website and circulated to each member of Council.

Respectfully submitted by:

ORIGINAL SIGNED BY

Malcolm Gillis
Director of Planning and Development

By-law

of the Cape Breton Regional Municipality

amending the

Cape Breton Regional Municipality's Municipal Planning Strategy

Pursuant to Section 205 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Municipal Planning Strategy in the following manner:

THAT: Part 4 is amended by adding the preamble below immediately after Policy 2 and by replacing Policy 3 with the policy below.

Manufactured homes comprised of one main modular part

Dwellings manufactured in an assembly line, as opposed to constructed on-site, comprised of one main modular part (a.k.a. mobile homes, mini homes) as opposed to modular homes comprised of more than one main modular part, represent just over 5% of the single detached dwelling housing stock in the CBRM. The term "mobile home" came into popularity during the late 1950's and 1960's to replace the term "trailer home" as an industry initiative because of improved manufacturing standards and to overcome a perception that they were of inferior quality.

Although originally constructed with wheels attached to a chassis they gradually were recognized as a more permanent dwelling that could be attached to a concrete slab foundation. As the manufacturing standards improved, the industry continued to promote new names (e.g. from mobile home to mini home) to shed continued perceptions of inferior construction. The contemporary term from the industry is "manufactured home". Two important milestones in the evolution of these types of single detached dwellings is that (1) the Nova Scotia Building Code now acknowledges they are a form of residential housing, subject to unique Code specifications and (2) manufactured homes *to be relocated* to a new permanent site must first be inspected for current Building Code compliance.

Before the advent of this Policy the manufactured home industry was stifled by former land use policies that denigrated the manufactured home comprised of one modular part as an inferior type of housing unsuitable in many of the urban and suburban neighbourhoods of the CBRM. Because of the combination of the (1) evolution of manufactured home construction specifications to the significantly more stringent current specifications and (2) the low assessment and real estate market values generally in Cape Breton, manufactured homes comprised of one main modular part connected to a secure foundation are now recognized as a legitimate type of single detached dwelling throughout much of the CBRM. As the cost of

housing increases and the average family income in the CBRM continues to compare unfavorably to the Provincial and National averages, pre-fabricated homes are a more financially feasible alternative

CBRM does recognize that the unique architectural shape of mobile homes make them an inappropriate type of housing in certain streetscapes. The long, rectangular, one storey shape clashes architecturally within a streetscape of dwellings primarily comprised of more than one storey. But such neighbourhoods represent a trifling percentage of the urban and suburban residential streetscape, or the rural landscape.

Policy

3.a It shall be a policy of Council to allow a wide range of development options for manufactured homes comprised of one modular part (*a.k.a. mobile homes, mini homes*) because:

- they are becoming a dwelling unit style of choice for more and more Cape Bretoners;
- mobile home construction standards have now reached the minimum standards of the Provincial Building Code; and
- mobile homes are a *style of construction* and not a unique land use.

3.b More specifically, it shall be a policy of Council to permit manufactured homes comprised of one main modular part constructed and inspected in compliance with contemporary Provincial Building Code provisions, or any building that incorporates the same architectural style, to be permitted in any Zone where single detached dwellings are generally permitted with the following exceptions.

- they are not to be permitted along an urban or suburban streetscape, or within a rural residential subdivision, where the overwhelming majority of dwellings are comprised of more than one storey; and
- they are not to be permitted along streetscapes where the assessed value exceeds a threshold that could be considered to be adversely affected with the introduction of a manufactured home comprised of one main modular part which could result in a reduction in assessed values.

This Policy is to be implemented with the use of the following formula.

Mobile homes shall be permitted unless:

- 50% of residential buildings are single detached dwellings; and
- average assessed value of single detached dwellings in a neighbourhood, or subdivision is \$100,000 or more; or
- 75% of the single detached dwellings are 1.5 storeys or greater, in which case the average assessed value of single detached dwellings is \$75,000 or greater.

This Policy should be reviewed every 5 years to ensure the formula's threshold of \$100,000 is representative of the base price of a mini home/mobile home.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on _____ 2019.

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 _____ 2019 to amend the Cape Breton Regional Municipality's Municipal Planning Strategy.

Deborah Campbell Ryan, CLERK

By-law

of the Cape Breton Regional Municipality

amending the

Cape Breton Regional Municipality's Land Use Bylaw

Pursuant to Section 219 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Land Use Bylaw in the following manner:

THAT: the RUC Zone is replaced with the RUD Zone wherever identified on the maps with this Bylaw as "Where staff recommends the ban on mini homes/mobile homes be lifted".

THAT: the RCB-NM Zone is replaced with the RCB Zone wherever indicated on the maps with this Bylaw as "Where staff recommends the ban on mini homes/mobile homes be lifted".

THAT: any business development zone that the RCB-NM Zone is replaced with the RCB Zone wherever indicated on the maps with this Bylaw as "Where staff recommends the ban on mini homes/mobile homes be lifted".

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on _____ 2019.

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 _____ 2019 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK



ISSUE PAPER

TO: Council

From: Malcolm Gillis

RE: RURAL SUBDIVISIONS USING SHARED DRIVEWAYS

Date: December 12th, 2018

A shared driveway is a driveway servicing more than one dwelling providing motor vehicle access from a public street/road to the developed part of lot parcels that is not owned by either the Province or the Regional Municipality i.e. the two levels of Government with the authority to own and maintain a public street/road. The use of shared driveways to access developments on lot parcels throughout rural CBRM has a long history. They have been identified as bungalow roads, unlisted roads, private roads etc. and they may traverse over two or more lot parcels or be encompassed within its own lot parcel. But they all meet the test of the above referenced definition.

There is a combination of reasons why they have been used so frequently throughout rural CBRM. The most frequently cited include:

- the long rectangular shape of the land grant system here in Nova Scotia;
- the scarcity of public streets/roads;
- the cost of constructing a public street/road in compliance with the engineering specifications of either the Province or the CBRM;
- the cost of even constructing a single driveway to access the most desirable parts of a property e.g. a body of water, a panoramic view;
- many shared driveway subdivisions are originally started as a family subdivision.

Why should a Municipality be concerned about them?

- Shared driveways are not constructed to any engineering standard and are not the responsibility of either the Province or the Regional Municipality to maintain. That means the owners of the properties serviced by them must get along when it comes to maintenance. In the past this has led to lobbying of councillors of the former Municipality of Cape Breton

County that led to a political commitment to maintain some of them. Although the practice of accepting responsibility to maintain additional shared driveways has long since ceased (as it should because it is spending publicly collected taxes to maintain private driveways) the reasons why property owners would prefer that the Municipality maintain them are still there.

- The use of a collection of abutting long rectangular, or flag shaped lots using a shared driveway instead of their own unconstructed driveway intersection with the public street/road approved by the Traffic Authority is leading to civic address 911 emergency mistakes that are potentially dangerous.
- The current provision requiring that each new lot parcel created has at least 20 ft. of frontage on the public street/road to allow the owner of a lot parcel to opt out of the shared driveway by constructing their own driveway has, in many cases, proven to be an unrealistically naïve option because of a combination of the length of the driveway and the type of terrain it would have to be constructed over (e.g. ridiculously steep topography or wetlands).

What we have learned is that, even when CBRM makes legitimate attempts to prevent new shared driveway subdivisions from occurring new shared driveways occur and the only legal way to enforce the provision requiring the driveway be constructed within the confines of the lot parcel to be developed is to threaten prosecution using Provincial court. That's just not a realistic solution.

Planning and Development Department staff is advocating a pragmatic solution that will require an amendment to the CBRM Planning Strategy, its implementing Land Use Bylaw and the Subdivision Bylaw that will:

- permit shared driveway subdivisions but only to a maximum of 6 lot parcels;
- not require a minimum construction standard; but
- will increase the public street/road frontage and minimum width of each lot parcel to ensure that if a property owner wants to opt out of their shared driveway (for the reasons explained earlier in this issue paper) a driveway could be more realistically constructed within the boundary of their own lot parcel and to ensure the necessary minimum width for a Nova Scotia Power service to its power grid is possible;
- require easement provisions illustrated on the plan of subdivision and written into the deed description; and
- require a maintenance agreement to be entered into by all property owners serviced by the shared driveway; and
- assigning a name and civic address to the shared driveway for purposes of 911 emergencies; and to
- ensure the suffix of the shared driveway name only be referenced as "Lane" (e.g. Gillis Lane); and
- the intersection of the shared driveway is approved by the Traffic Authority of the public street/road; and
- the sign identifying the shared driveway at its intersection with the public street/road include the words "shared driveway" after its name (e.g. Gillis Lane – shared driveway).

Recommendation:

It is the recommendation of the staff of the Planning and Development Department that Council pass a Motion to conduct a Public Participation Program (PPP) to begin the process of amending the CBRM Planning Strategy, its implementing Land Use Bylaw and the Subdivision Bylaw. The purpose of the PPP will be to put forth the amendments advocated in this issue paper to the public and specifically to reach out to developers and the professionals who serve them but also to consider their comments with the intention of bringing back a report summarizing the results of the PPP with a final recommendation. The PPP will use the resources of CBRM's communications officer and social media, but it will also include direct correspondence with developers and the professionals who serve them.

Submitted by:

ORIGINAL SIGNED BY

Malcolm Gillis

Director of the Planning and Development Department

Livestock Animal Nuisance Bylaw:

Motion:

Moved by Councillor Coombes, seconded by Councillor George MacDonald, that staff be instructed to establish a panel comprised of:

- Staff from Planning and Development, Police, and Legal Department;
- Owners of livestock animals who are practicing effective animal husbandry; and
- People who claim to be adversely affected by either the noise or odour emanating from a site where livestock animals are being kept in an urban residential neighbourhood.

The mandate of this panel is to critique the draft Bylaw and come back to the General Committee with a recommendation for Council to adopt it, or a revised version of it.

Discussion:

During discussion, some of the issues raised included:

- Online survey for public participation
- Panel composition
- Timeline for panel convening
- Definition of livestock

Motion Carried.

Public Participation Process – Nuisance By-law Development:

Motion:

Moved by Councillor McDougall, seconded by Councillor Doncaster that staff be directed to organize a Public Participation Process to complement the work on the development of a Nuisance By-Law; however before proceeding with that process, to prepare a draft by-law to provide a solid point from which to start conversation and critique.

Discussion:

During the discussion, issues raised included:

- Enforcement of a Nuisance By-Law;
- Types of nuisance to be included in the by-law (i.e. animal noise, odor, and excessive noise from machines).

Motion Carried.



ISSUE PAPER

TO: COUNCIL'S GENERAL COMMITTEE

From: Malcolm Gillis and Karen Neville

RE: Livestock animal nuisance Bylaw

Date: January 29th, 2019

This issue paper is written in response to a number of requests from individual councillors and a Motion of Council for staff to prepare **(1) an issue paper and (2) a draft Bylaw** intended to address complaints from constituents about noise and odour caused by the keeping of livestock animals. Invariably, the complaints are either of noise and/or odor, and the common thread is that the noises and odors are incessant. The animals being kept are never the common domestic pets which are intended to be companion pets (e.g. cats, dogs). Instead they are the types of animals normally considered livestock (e.g. chickens, pigs, horses) and which are generally not being kept as companion pets.

There currently is no Bylaw addressing the issue of odour and the Noise Bylaw has been determined ineffective as a tool to address complaints of animal noises by both the Crown Prosecution office and the CBRM Police Department. From the legal information Planning and Development Department staff has reviewed there are four essential principles that must be addressed in order for such a Bylaw to be effectively enforced and violations successfully prosecuted. (1) The source of the noise or odour must be identifiable, (2) the noise or odor must be offensive, (3) it must occur over an extended period of time, and (4) you must measure it.

Planning and Development Department staff organized a committee comprised of:

- people who claim to be adversely affected by either the noise or odour emanating from a site where livestock animals are being kept outside of a bona fide agricultural farm in urban and rural residential neighbourhoods;
- owners of livestock animals who are practicing effective animal husbandry;
- a representative of the CBRM Police Department (i.e. the Department expected to enforce any Bylaw adopted by Council and Planning Department staff);
- a representative of the Province's Department of Agriculture.

After a number of meetings the committee is unanimously endorsing a draft Bylaw prepared for Council adoption and CBRM administration and enforcement. The draft Bylaw is included with this issue paper. It is just 4 pages long so I encourage each and every councillor to read it. The salient points of the Bylaw are ...

- The focus of this Bylaw is **not** to be authoritarian. With the adoption of this Bylaw CBRM will be embracing the keeping of livestock animals ANYWHERE in the Regional Municipality with very few exceptions. However, those keeping livestock animals will be expected to respect their neighbours and practice responsible animal husbandry.
- **The keeping of domestic livestock animals used to provide an agricultural commodity, or used as a draft animal in an agricultural operation is not subject to this By-law.**
- The Bylaw is succinct. It is not quite 4 full pages long and approximately 40% of it is devoted to definitions so that it is easily understood.
- The Bylaw is focused and simple. There are just two violations of the Bylaw. Your animals are either too noisy or your poor husbandry practices are resulting in odours which should not be endured by your neighbours and will not be tolerated by the CBRM.
- The Bylaw does not play the numbers game. We are not counting animals and we are not imposing yard sizes.
- The Bylaw is not an animal husbandry standards document. We are not inspecting premises and therefore there is no need for an increased bureaucracy to administer and enforce it.
- Violations of the Bylaw are measured either by time (i.e. noise) or by a technical device operated by a skilled technician (i.e. odour). There is a cost as the skilled technician will be under contract, but there is no expectation this cost will be significant because the expected volume of complaints should not be great.
- The Police do not have to enter the property (which would require a warrant) from which the noise or odour is emanating to gather evidence.
- Enforcement provisions can be imposed swiftly because the use of Summary Offence Tickets will be permitted and the fine amount increases as the number of violations increases.

It is the opinion of the staff of this Department that the draft Bylaw with this report effectively implements the principles explained on page 1 of this issue paper and the Police Department is prepared to test the Bylaw as an enforcement tool.

Recommendation:

I recommend that the General Committee ask Council to adopt this Bylaw and that Council pass a Motion to schedule the necessary Public Hearing.

Respectfully submitted by:

ORIGINAL SIGNED BY

Malcolm Gillis
Director of Planning and Development

Responsible Animal Husbandry By-law

of the Cape Breton Regional Municipality
regulating the care of domestic livestock animals

Pursuant to Provision 174.f of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby adopts the following Bylaw:

WHEREAS Provision 174.f gives municipalities the authority to adopt Bylaws respecting domestic livestock animals and activities in relation to them; and

WHEREAS the Cape Breton Regional Municipality intends to regulate incessant sounds and/or noises caused by domestic livestock animals, and also odours caused by improper care of domestic livestock animals that adversely affect the reasonable enjoyment of neighbouring properties

The Council of the Cape Breton Regional Municipality hereby adopts this Responsible Animal Husbandry By-law regulating the care of domestic livestock animals.

PURPOSE

The purpose of this Bylaw is to allow the keeping of most domestic livestock animals for non-agricultural purposes **throughout** the Cape Breton Regional Municipality **provided** responsible animal husbandry is practiced to ensure the reasonable use of their property by other property owners in the neighbourhood is not adversely affected because of **offensive odours or noise**.

Section A. Definitions

Animal husbandry is the branch of agriculture concerned with animals that are raised for meat, fibre, milk, eggs, or other products. It includes day-to-day care, selective breeding and the raising of livestock.

Agricultural operation means the use of land, buildings and structures for the production of crops, or raising and/or caring of livestock with the expectation of financial gain as a commodity.

At large means any domestic livestock animal found outside its owner's premises or property

CBRM wherever used in this Bylaw means the Cape Breton Regional Municipality.

Domestic fowl means poultry which are valued for their meats and eggs including chickens, turkeys, ducks, geese, pigeons and guinea fowl which are kept as pets or for personal use only, but does not include roosters.

Domestic livestock means an animal capable of providing a product (e.g. eggs, milk, meat, fur, wool, honey etc.), or bred historically to perform a task (e.g. large draft animals such as a horse, oxen, carrier pigeons). Domestic livestock do not need to be currently used to provide a product

or perform a task to be subject to the provisions of this Bylaw. A domestic livestock is not wild, feral, or a pet animal as defined by this Bylaw.

Incessant sound means vocal sound produced by the larynx of a domestic livestock exceeding a cumulative twenty (20) minute period within any one (1) hour timeframe;

Large draft animal means a domestic livestock animal bred to perform a task such as pulling (e.g. oxen) or riding (e.g. horse).

Living space means any confined area to which domestic livestock animals have access.

Offensive Odour means odour that is offensive is detectable in the ambient air greater or equal to 7 D/T (dilution to threshold) for two observations not greater than 15 minutes apart at the same location as measured by a field olfactometer device (Nasal Ranger or equivalent equipment).

Pet animal means a tamed animal primarily kept within a dwelling for companionship.

Rooster means an adult male chicken.

Stable means a building designed to house, or breed large draft animals (e.g. horses, cattle, donkeys) either for agricultural, recreational, or business purposes and shall include riding stable businesses.

Urban property means a lot parcel serviced by a CBRM sanitary sewer main or a property being charged the sanitary sewer rate in the CBRM tax system.

In this Bylaw words used in the **singular** may be interpreted to also mean the **plural** and words used in the **plural** may also be interpreted to mean **singular**, unless they are prefaced with a specific number (e.g. one large draft animal)

Section B. Provisions

1. Domestic livestock animals used solely to provide a product exclusively for the use of the owner of the property on which they are kept are permitted throughout the Regional Municipality.
2. The keeping of domestic livestock animals:
 - used to provide an agricultural commodity; or
 - used as a draft animal in an agricultural operation;shall be considered an agricultural use and subject to compliance with the CBRM Land Use Bylaw having jurisdiction and therefore, is not subject to this By-law.

3. Incessant sound produced by a domestic livestock animal experienced on a property other than where the incessant sound is emanating from shall be a violation of this By-law when the incessant sound is emanating from:
 - an urban property; or
 - any rural property where the raising and/or caring of livestock is not as an agricultural commodity.

4. Offensive Odour is odour emanating from:
 - an urban property; or
 - any rural property where the raising and/or caring of livestock is not as an agricultural commodity;
 emanating from domestic livestock animals, and/or their shelters, and/or any ancillary facilities associated with the care of the animals that unreasonably interferes with the enjoyment of life of residents, or the use of property in proximity is a violation of this Bylaw if the odour is detectable in the ambient air greater or equal to 7 D/T (dilution to threshold) for two observations not greater than 15 minutes apart at the same location as measured by a field olfactometer device (Nasal Ranger or equivalent equipment).

5. Roosters are banned from any urban property or any rural property where the housing of domestic livestock animals is not as an agricultural commodity.

6. All buildings used as shelters or stables for domestic livestock animals shall be constructed in compliance with the Regulations under the Building Code of Nova Scotia.

7. Any owner or harbourer of domestic livestock animal who does not prevent it from going at large shall be liable of an offence under this By-law.

Section C. Enforcement

1. Enforcement of this Bylaw shall be the responsibility of the Police Department of the CBRM.

2. The Police may Order the assessed owner of the property on which domestic livestock animals are being kept to remedy the condition when sufficient evidence of a violation of any of the provisions of Section B of this Bylaw has been collected.

3. If the condition is not remedied within the time specified in the Order a Summary Offence Ticket may be issued.

4. The assessed owner of a property on which a domestic livestock animal is being kept which is not in compliance with any of the provisions of Section B of this Bylaw is subject, on summary conviction, to a fine for each violation as described below. Every day during which the condition is not remedied is a separate offence.

- 1st offence within a 12 month period = \$165.00
- 2nd offence within a 12 month period = \$279.00
- 3rd offence within a 12 month period = \$425.00
- 4th offence within a 12 month period = \$605.00

5. Where the owner fails to pay the fine within the time specified the Police may direct an official delegated by the Council of the Cape Breton Regional under Section ____ of the *Municipal Government Act* to enter upon the property without warrant or other legal process and remove the domestic livestock animal. The cost associate with the removal and retention of a domestic livestock animal will be the responsibility of the owner.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on _____ 2019.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on _____ 2019.

 CBRM CLERK



MEMO TO: General Committee

FROM: Malcolm Gillis, Director of Planning & Development

**SUBJECT: DRAFT Travel Policy for Citizen Appointees
– Heritage Advisory Committee**

DATE: January 31st, 2019

On May 7, 2018, a workshop was held here at City Hall regarding the roles and responsibilities of the CBRM Heritage Advisory Committee (HAC). The workshop was facilitated by Ron Dauphinee and Emily Pond from the Department of Municipal Affairs. During the workshop, a number of issues were discussed, including training and development opportunities in relation to heritage properties for members of the HAC, both elected and citizen appointees. At that workshop, it was pointed out that the past practice has been to sponsor up to two citizens per year to attend the annual Nova Scotia Provincial Heritage Conference, however no formal policy is in place. It was recommended that staff draft a travel policy for Council's consideration.

To that end, attached please find a draft Travel Policy for Citizen Appointees – Heritage Advisory Committee which mirrors a similar CBRM Policy relating to travel for citizen appointees on the Board of Police Commissioners.

Highlights of the draft Policy include: the funds for the travel expenses will be included in the Planning and Development Department Budget, subject to budget approval; CBRM will sponsor up to two citizen appointees to attend the annual conference, and carpooling will be practiced whenever possible; the rates for meals, mileage and accommodations, and the filing requirements, will be the same as required in the Travel Policy for Elected Officials; and the Planning and Development Department shall be responsible to administer the Policy. It is estimated that the maximum cost to sponsor two citizens would be \$1500 in total.

Recommendation:

That the attached Travel Policy for Citizen Appointees – Heritage Advisory Committee be recommended to Council for approval.

Respectfully submitted by:

Original signed by:

Malcolm Gillis
Director of Planning and Development

Travel Policy for Citizen Appointees – Heritage Advisory Committee

1. STATEMENT OF POLICY:

It is the policy of the Cape Breton Regional Municipality to encourage citizen appointees on the Heritage Advisory Committee (HAC) to participate in appropriate training and development opportunities in relation to heritage properties.

2. OBJECTIVES:

This Policy identifies the annual Nova Scotia Provincial Heritage Conference as the most appropriate forum for training and development of citizens on the HAC. Further, this Policy outlines the process to be used for same.

3. CRITERIA:

- a) Subject to budget approval, the funds for travel expenses for citizen appointees on the HAC shall be included in the Planning and Development Department budget.
- b) HAC citizen appointees are eligible to attend the annual Nova Scotia Provincial Heritage Conference. CBRM will sponsor a maximum of two citizen appointees to attend the annual conference, noting that priority will be given to those citizens who have not attended the Conference in the previous year.
- c) If more than two citizens who have not attended the previous year's Conference express an interest in attending the annual conference, the names shall be drawn by lot.
- d) Carpooling shall be practiced whenever possible.
- e) The Planning and Development Department shall be responsible for conference registration and the travel arrangements of the citizen appointees.
- f) The rates for meals, mileage and accommodations, as well as the filing requirements for expense claims, shall be the same as required in the *Travel Expense Policy for Elected Officials* and shall be processed through the Planning and Development Department.

Approved by Council: _____



M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: General Committee

From: Deborah Campbell Ryan, Municipal Clerk

Date: January 30, 2019

Subject: **DRAFT Amendments – Council Agenda Policy**

Chief Administrative Officer Marie Walsh has requested that the Council Agenda Policy be amended to reflect the process going forward with respect to In Camera agendas/meetings, as follows:

- The Agenda Review Committee shall include the CBRM Solicitor;
- *Approval of the Agenda* be included in the Order of Business on agendas for In Camera meetings;
- In Camera agenda topics and corresponding sections of the *Municipal Government Act* will be included in the public meeting notice and listed on the CBRM website.

Recommendation:

That the attached *Council Agenda Policy* as amended be recommended to Council for approval.

Original signed by:

Deborah Campbell Ryan, Municipal Clerk

Attachment



Council Agenda Policy

1. PREAMBLE:


It is the Policy of Council that draft agendas for monthly Council and Committee meetings are completed by the Agenda Review Committee.

2. OBJECTIVE:

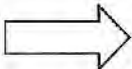
It is the objective of this Policy to outline a process for submitting items for Agendas and to ensure that the business requiring Council/Committee direction proceeds in a methodical and timely manner.

3. Key Points:

- i. Agendas are constructed during any given month using a pending file.
- ii. Council members and staff are invited to submit issues to the Clerk's Office prior to the agenda consultation meeting.
- iii. Resource or appropriate background materials i.e. Issue Papers must be provided for distribution with the draft agenda package.
- iv. Council members shall submit their agenda requests using the *Council Agenda Request Form* as outlined in Appendix "A" attached to this Policy.
- v. The deadline for agenda submissions to the Clerk's Office is 4:30 p.m. seven (7) days prior to the meeting.

Key Points (cont'd)

vi. *Approval of the Agenda* shall be included in the agenda Order of Business for regular Committee and Council meetings, **as well as In Camera meetings**. Any items added to or deleted from an agenda during the meeting will require a motion with majority vote. This includes New Business items as provided for in this Policy.



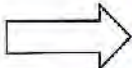
vii. The Agenda Review Committee shall consist of the presiding officer, CAO, Clerk, **Solicitor** and the Deputy Mayor, or their delegates.

viii. For those instances when requested agenda items may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum, the Agenda Review Committee shall have the authority to delete, defer or refer such agenda requests. With respect to such deletion, deferral or referral, the Deputy Mayor shall report to the respective Council members, the CAO shall advise staff and the Clerk shall notify citizens regarding delegation requests.

ix. In all cases possible, agendas for regularly scheduled meetings would be pre-distributed to Council Members approximately 5 days prior to a meeting. For special meetings, these timelines may be reduced.

x. All agendas for regular meetings are distributed to all Members of Council whether they are members of a Committee or not.

xi. In Camera materials that are pre-distributed are only sent to Committee Members, however non-Committee Council members are invited to attend in camera meetings.



xii. **In Camera agenda topics and corresponding sections of the Municipal Government Act will be included in the public meeting notice and listed on the CBRM website.**

xiii. Once an issue has been dealt with by Council, it should not be put before Council again for at least 6 months, unless by proper motion of reconsideration or rescindment or to amend something previously adopted.

4. LATE ITEMS:

If an issue arises after the Council package goes out and up to noon on the day before a Council meeting, a member can submit the additional item to the Clerk for review by an agenda committee made up of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item.

These late items require an issue paper or some kind of background information for distribution before the meeting.

A “new” item received on Council Day or without supporting documentation, will not be permitted.

Council shall not vote on a motion arising out of an item added to the agenda until a staff report and recommendation is received by council. Any motion so made shall be deemed to be deferred until such reports and recommendation is received.

5. NEW BUSINESS:

New Business in the context of this policy is simply:

- Announcements (substantive)
- Referrals/questions
- Submission of Petition
- Notice of Motion

All are subject to a strict adherence to a 1 minute time limit. No debate.

This Policy replaces earlier policies dealing with agenda issues.

This Policy is Councils’ provision for the process of Agenda composition and New Business matters and supercedes Robert’s Rules of Order.

It is noted that the MGA in Section 19(3) sets out the procedure on how a Council can deal with an emergency issue.

Section 19(3) Where the Mayor or Warden determines that there is an emergency, the Council may meet without notice or with such notice as is possible in the circumstances.

Approved by Council: September 19, 2006

Amended: June 26, 2018

Appendix "A"



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Item No.

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:		
Subject:		
Motion for Council to Consider: <i>(Note: when drafting the motion please ensure that it reflects everything that is being requested to be included in the request for a staff report.) – Please ensure this text is deleted in the final version of this form.</i>		
Reason:		
Outcome Sought:		
<i>Councillor</i>	<i>District</i>	
Date:	<i>Received by Clerk's Department (date):</i>	

From: Dauphinee, Ron L
Sent: January 29, 2019 10:04 AM
To: Marie J. Walsh
Cc: John F. MacKinnon
Subject: CCH Libraries update - Date changed

Good morning Marie,

I was just speaking with my colleagues at Communities Culture and Heritage about the Libraries update that was scheduled to be in CBRM on Wednesday February 6th.

They have informed me that their Deputy Minister will be in Sydney for work on Friday February 1st anyway, and so they have decided to reschedule the **Sydney session for 3:00pm on Friday February 1st (from 3:00 – 4:30)**, so that she can attend and participate.

The session will still be held at the Membertou Convention Centre, in the Muin Room.

As noted in earlier emails, Staff and Councillors are welcome to attend.

Thanks!!

Ron Dauphinee
Municipal Advisor
Department of Municipal Affairs
1505 Barrington Street, 14th Floor
Halifax, NS

From: Pond, Emily A
Sent: January-24-19 9:46 AM
To: AMA Maritime List Serve
Cc: Walker, Rhonda M; Somers, Lynn M; Aikenhead, Sherri L; Trott, Kathleen M; Peck, Mark A; Grant, Carla; MacMillan, Heather J
Subject: Provincial Libraries

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Good morning all,

Our colleagues at Communities, Culture and Heritage asked that we pass along the following invitation:

The Department of Communities, Culture and Heritage (CCH) is inviting you to meet with department staff to discuss provincial libraries. We look forward to seeing you there.

Tuesday, January 29th
Mariner Centre (Yarmouth)
6:00PM-7:30PM

Wednesday, January 30th
Lunenburg Co. Lifestyle Centre LCLC (Bridgewater)
6:00PM-7:30PM

Thursday, January 31
Old Orchard Inn (Wolfville)
6:00PM-7:30PM

Monday, February 4
Holiday Inn (Truro)
6:00PM-7:30PM

Tuesday, February 5
St. FX (Antigonish)
6:00PM-7:30PM

Wednesday, February 6
Membertou (Sydney)
6:00PM-7:30PM

All the best,

Emily Pond
Acting Director, Governance and Advisory Services
Department of Municipal Affairs



Main Office

1809 Barrington St
Suite 1304, Halifax, N5
B3J 3K8

T (902) 423-2215
F (902) 425-5592
E jwentzell@amans.ca
W www.amans.ca

January 25, 2019

Councillor Wayne Mason
President
Nova Scotia Federation of Nova Scotia Municipalities
1809 Barrington St. Suite 1304
Halifax, NS B3J 3K8

Dear President Mason

Yesterday, the AMANS Board received a presentation from Communities, Culture and Heritage on a new library funding model. The new model will see an annual increase in Provincial funding of \$2 million, plus an annual increase in municipal funding of \$1.65 million. During the presentation, Deputy Minister Taweel informed the group that CCH engaged its stakeholders to develop a new funding model that moves away from a sole per capital model to a blended formula. She talked about bringing these stakeholders together in a room to develop a new model that would address funding challenges, rural population decline, rising operations costs and the changing role of libraries in communities. When questioned further, it became clear that there was no municipal representation in that room nor was there any municipal input throughout the process. The AMANS Board does not deny that more funding is needed for libraries, however, it is concerned that while municipalities pay for 26 percent of the cost of libraries annually (Halifax pays 71%), they were not considered stakeholders in the process to develop a new funding formula. Although some Nova Scotia Library Board Association representatives who are municipal elected officials e.g. Warden Jimmy MacAlpine were involved in the process, they were serving as Library Association members and not representing municipal government i.e. NSFM or AMANS.

It is worth noting that In 2008 a library funding review took place, and in the Executive Summary of the report it reads: *"Because operating funding for Nova Scotia public libraries is shared among three funding partners, the Province of Nova Scotia, 55 municipalities, and nine regional library boards, it was essential that a new funding model be developed collaboratively. To that end, the task force included representation from the Department of Education, the Library Boards Association of Nova Scotia, the Council of Regional Librarians, the Union of Nova Scotia Municipalities, and the Association of Municipal Administrators."*

The AMA Board wonders why the NSFM and AMANS were not invited to participate in the current review.

*Councillor Wayne Mason
January 24, 2019*

CCH is holding six consultation sessions across the Province beginning next week, to be completed prior to speaking to the NSFM Board. It was clear from our discussions with them that these will be more along the lines of information sessions as there does not seem to be the ability to influence the decision already made. It is anticipated that municipalities will receive twelve-months' notice of this in the Spring 2019.

The AMA Board believes that this process goes against the municipal consultation guidelines that NSFM and DMA developed and endorsed. As you know, that agreement sets out the protocol that the parties will follow when any provincial department develops or considers developing regulations and legislation that will impact municipalities. The guide notes that both DMA and NSFM value meaningful participation by municipalities in the development of Provincial legislation and regulations that impact municipalities and ultimately, tax payers. It talks about consultation only taking place on decisions that have not yet been made and where municipal contribution is likely to influence the final decision. AMANS questions the value of such an agreement when time after time municipal government is not involved in the process.

Whereas the NSFM Board will not be getting this information from CCH until after their roadshow, we felt the we should bring it to your attention.

Yours truly,

ORIGINAL SIGNED BY

Alan D. Muise, CPA, CA
President

Statement of Revenue

Summary

Revenue	Year To Date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	\$ 81,137,925	\$ 80,858,694	\$ 279,231	\$ 107,811,592	\$ 26,673,667
Total Federal Government	2,325,000	2,325,000	(0)	3,100,000	775,000
Total Federal Government Agencies	565,184	565,184	0	753,578	188,394
Total Provincial Government	1,558,689	1,558,689	0	2,078,252	519,563
Total Provincial Government Agencies	2,291,453	2,292,962	(1,509)	3,057,283	765,830
Total Services to Other Local Government	457,046	456,616	430	608,821	151,775
Total Transit	707,326	583,125	124,201	792,500	85,174
Total Environmental Development Services	185,805	184,500	1,305	246,000	60,195
Total Licenses & Permits	118,289	112,875	5,414	150,500	32,211
Total Fines & Fees	426,779	429,639	(2,860)	572,852	146,073
Total Rentals	394,964	377,723	17,241	503,630	108,666
Total Concessions & Franchises	263,556	273,750	(10,194)	365,000	101,444
Total Interest on Taxes	936,168	1,210,502	(274,334)	1,614,003	677,835
Total Finance Revenue	20,135	22,500	(2,365)	30,000	9,865
Total Solid Waste Revenue	1,766,034	1,725,000	41,034	2,300,000	533,966
Total Recreation & Cultural Service Programs	984,770	844,151	140,619	2,065,000	1,080,230
Total Water Utility Charges	3,713,632	3,713,633	(0)	4,951,510	1,237,878
Total Unconditional Transfers	11,973,997	11,895,212	78,785	15,860,282	3,886,285
Total Conditional Transfers	-	-	-	-	-
Year To Date Assigned	109,826,752	109,429,754	396,999	146,860,803	37,034,051

Summary

Statement of Expenditures

December 31, 2018

Expenditures	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 1,007,474	\$ 1,127,627	\$ 120,153	\$ 1,455,969	\$ 448,495
Administration	554,255	564,295	10,040	1,083,980	529,725
Finance	2,104,905	2,132,382	27,476	2,860,330	755,425
Legal	512,844	516,874	4,030	676,601	163,757
Human Resources	804,586	950,332	145,746	1,374,144	569,558
Technology & Communications	783,844	817,434	33,590	1,301,881	518,037
Municipal Clerk	292,061	299,033	6,972	536,755	244,694
Fiscal Services	26,733,318	26,832,745	99,427	31,894,505	5,161,187
Police Services	19,487,674	19,652,005	164,331	26,994,915	7,507,241
Fire Services (Incl EMO)	13,414,518	13,807,840	393,322	18,201,998	4,787,480
Engineering & Public Works	33,370,542	33,508,428	137,886	45,577,828	12,207,286
Planning	1,883,083	1,905,510	22,427	2,656,806	773,723
Facilities C200 & Arenas	2,596,413	2,562,357	(34,056)	3,398,410	801,997
Parks & Grounds	2,213,446	2,129,682	(83,764)	2,832,660	619,214
Buildings	2,528,087	2,478,224	(49,863)	3,374,564	846,477
Recreation	2,216,483	2,210,659	(5,824)	2,639,461	422,978
Total expended to date	\$ 110,503,532	\$ 111,495,426	\$ 991,894	\$ 146,860,807	\$ 36,357,275

Departmental

Reviewed

Legislative	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 680,647	\$ 705,086	\$ 24,438	\$ 940,114	\$ 259,467
6010 BENEFITS	75,284	113,464	38,180	151,285	76,001
6030 TRAVEL/CONFERENCES	114,657	156,046	41,389	188,238	73,581
6040 PROF MEM/DUES & FEES	52,650	58,723	6,073	59,251	6,601
6050 OFFICE SUPPLIES	16,720	13,800	(2,920)	18,400	1,680
6060 OFFICE EQUIPMENT	1,703	4,500	2,797	5,000	3,297
6080 ADVERTISING	8,880	10,246	1,366	14,500	5,620
6100 COURIER	169	188	18	250	81
6110 TELEPHONE/FAX	17,995	19,463	1,468	25,549	7,554
6120 PUBL./SUBSCRIPTIONS	1,415	1,482	67	1,782	367
6130 COMPUTER HARDWARE	5,117	5,380	263	6,600	1,483
6150 MEETING EXPENSES	8,778	17,250	8,472	23,000	14,222
6170 PROMOTION	23,458	22,000	(1,458)	22,000	(1,458)
Total expended to date	\$ 1,007,474	\$ 1,127,627	\$ 120,153	\$ 1,455,969	\$ 448,495

Departmental

Finance

Administration

Statement of Expenditures

December 31, 2018

Administration	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 270,643	\$ 273,276	\$ 2,633	\$ 357,588	\$ 86,945
6010 BENEFITS	40,226	41,705	1,479	63,779	23,553
6020 TRAINING/EDUCATION	1,095	2,425	1,330	4,800	3,705
6030 TRAVEL/CONFERENCES	18,756	18,934	178	36,500	17,744
6040 PROF MEM/DUES & FEES	2,662	2,600	(62)	2,600	(62)
6050 OFFICE SUPPLIES	197	2,496	2,299	2,800	2,603
6110 TELEPHONE/FAX	3,292	3,000	(292)	4,000	708
6120 PUBL./SUBSCRIPTIONS	630	475	(155)	475	(155)
6130 COMPUTER HARDWARE	-	750	750	1,000	1,000
6150 MEETING EXPENSES	3,440	2,920	(520)	2,920	(520)
6170 PROMOTION	10,646	12,846	2,201	15,000	4,354
8100 PROFESSIONAL SERVICES	42,864	42,864	-	125,000	82,136
8150 GRANTS/SUBS TO ORG	159,805	160,003	198	467,518	307,713
Total expended to date	\$ 554,255	\$ 564,295	\$ 10,040	\$ 1,083,980	\$ 529,725

Departmental

Finance

Finance	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,404,733	\$ 1,443,279	\$ 38,546	\$ 1,924,372	\$ 519,639
6010 BENEFITS	270,194	275,624	5,429	367,498	97,304
6020 TRAINING/EDUCATION	6,364	7,205	841	18,940	12,576
6030 TRAVEL/CONFERENCES	9,762	17,835	8,073	25,780	16,018
6040 PROF MEM/DUES & FEES	3,724	4,181	458	5,575	1,851
6050 OFFICE SUPPLIES	11,428	10,875	(553)	14,500	3,072
6060 OFFICE EQUIPMENT	9,453	11,625	2,172	14,500	5,047
6080 ADVERTISING	28,667	31,988	3,320	42,650	13,983
6090 POSTAGE	141,998	140,900	(1,098)	161,200	19,202
6100 COURIER	23,894	20,025	(3,869)	26,700	2,806
6110 TELEPHONE/FAX	12,223	11,940	(283)	15,920	3,697
6130 COMPUTER HARDWARE	2,243	4,267	2,024	15,400	13,157
6140 COMPUTER SOFTWARE	-	-	-	47,000	47,000
6160 LIABILITY INSURANCE	184,797	250,988	66,191	334,650	149,853
6180 COST RECOVERY	(228,041)	(241,613)	(13,571)	(322,150)	(94,109)
8010 OPERATIONAL MAT/SUPP	1,558	3,375	1,817	4,500	2,942
8100 PROFESSIONAL SERVICE	46,658	48,667	2,009	55,000	8,342
8110 CONTRACTS/AGREEMENTS	33,575	41,951	8,376	55,935	22,360
8120 LEASES	9,532	9,270	(262)	12,360	2,828
8180 TAX EXEMPT/WRITE OFF	132,144	40,000	(92,144)	40,000	(92,144)
Total expended to date	\$ 2,104,905	\$ 2,132,382	\$ 27,476	\$ 2,660,330	\$ 755,425

Departmental

Finance

Legal

Statement of Expenditures

December 31, 2018

Legal	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 290,747	\$ 291,716	\$ 969	\$ 383,096	\$ 92,349
6010 BENEFITS	56,105	56,432	327	77,905	21,800
6020 TRAINING/EDUCATION	5,196	5,428	231	6,500	1,304
6030 TRAVEL/CONFERENCES	8,665	8,500	(165)	8,500	(165)
6040 PROF MEM/DUES & FEES	13,901	13,100	(801)	13,100	(801)
6050 OFFICE SUPPLIES	1,456	2,625	1,169	3,500	2,044
6060 OFFICE EQUIPMENT	90	200	110	4,200	4,110
6070 PHOTOCOPIER LEASE	2,563	2,325	(238)	3,100	537
6080 ADVERTISING	181	750	569	1,000	819
6100 COURIER	484	600	116	800	316
6110 TELEPHONE/FAX	2,254	3,300	1,046	4,400	2,146
6120 PUBL./STATUTES	9,788	10,000	212	10,000	212
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	-	-	-	2,500	2,500
6150 MEETING EXPENSE	-	375	375	500	500
8100 PROFESSIONAL SERVICE	121,414	121,523	109	154,500	33,086
Total expended to date	\$ 512,844	\$ 516,874	\$ 4,030	\$ 676,601	\$ 163,757

Departmental

Finance

Human Resources	Year to date Expanded	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 552,408	\$ 654,791	\$ 102,383	\$ 851,152	\$ 298,744
6010 BENEFITS	119,891	139,987	20,297	181,967	62,276
6020 TRAINING/EDUCATION	3,712	4,388	676	9,850	6,138
6030 TRAVEL/CONFERENCES	8,208	8,964	756	27,000	18,792
6040 PROF MEM/DUES & FEES	327	475	148	2,300	1,973
6050 OFFICE SUPPLIES	6,391	13,500	7,109	18,000	11,609
6060 OFFICE EQUIPMENT	1,850	2,500	650	2,500	650
6080 ADVERTISING	3,473	3,452	(20)	4,000	527
6110 TELEPHONE/FAX	6,827	10,031	3,204	13,375	6,548
6120 PUBL./SUBSCRIPTIONS	492	1,993	1,501	4,000	3,508
6130 COMPUTER HARDWARE	1,678	2,000	322	6,000	4,322
6140 COMPUTER HARDWARE	-	-	-	500	500
6150 MEETING EXPENSE	3,619	4,000	381	4,500	881
8100 PROFESSIONAL SERVICE	90,065	97,375	7,310	236,500	146,435
8110 CONTRACTS/AGREEMENTS	5,845	6,875	1,030	12,500	6,655
Total expended to date	\$ 804,586	\$ 950,332	\$ 145,746	\$ 1,374,144	\$ 569,558

ORIGINAL SIGNED BY

Departmental

Finance

**Technology/
Communications**

Statement of Expenditures

December 31, 2018

Technology/Communications	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 422,699	\$ 423,604	\$ 904	\$ 541,536	\$ 118,837
6010 BENEFITS	84,923	85,042	119	111,065	26,142
6020 TRAINING/EDUCATION	4,669	5,200	531	12,000	7,331
6030 TRAVEL/CONFERENCES	17,450	18,000	550	20,000	2,550
6040 PROF MEM/DUES & FEES	654	750	96	1,000	346
6050 OFFICE SUPPLIES	736	2,250	1,514	3,000	2,264
6060 OFFICE EQUIPMENT	-	-	-	3,000	3,000
6080 ADVERTISING	-	375	375	500	500
6100 COURIER	-	225	225	300	300
6110 TELEPHONE/FAX	35,313	45,000	9,687	60,000	24,687
6120 PUBL./SUBSCRIPTIONS	-	-	-	1,000	1,000
6130 COMPUTER HARDWARE	104,207	107,500	3,293	130,000	25,793
6140 COMPUTER SOFTWARE	90,870	106,250	15,380	175,000	84,130
6150 MEETING EXPENSE	667	500	(167)	500	(167)
8110 CONTRACTS/AGREEMENTS	21,654	22,738	1,084	40,000	18,346
8120 LEASES SAP	-	-	-	102,000	102,000
8130 LICENSES/PERMITS	-	-	-	100,980	100,980
Total expended to date	\$ 783,844	\$ 817,434	\$ 33,590	\$ 1,301,881	\$ 518,037

Departmental

Finance

Municipal Clerk	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 201,123	\$ 202,406	\$ 1,282	\$ 269,874	\$ 68,751
6010 BENEFITS	38,213	38,457	244	56,881	18,668
6020 TRAINING/EDUCATION	3,550	4,215	665	5,500	1,950
6030 TRAVEL/CONFERENCES	3,816	4,296	480	6,500	2,684
6040 PROF MEM/DUES & FEES	654	750	96	1,000	346
6050 OFFICE SUPPLIES	1,699	3,525	1,826	4,700	3,001
6060 OFFICE EQUIPMENT	538	1,000	462	10,000	9,462
6070 PHOTOCOPY SUPPLIES	15,923	18,000	2,077	24,000	8,077
6080 ADVERTISING	-	-	-	750	750
6100 COURIER	-	-	-	750	750
6110 TELEPHONE/FAX	3,113	2,625	(488)	3,500	387
6120 PUBL./SUBSCRIPTIONS	1,411	1,800	389	1,800	389
6130 COMPUTER HARDWARE	1,735	1,735	-	6,000	4,265
6140 COMPUTER SOFTWARE	10,091	10,100	9	12,000	1,909
6150 MEETING EXPENSES	10,194	10,125	(69)	13,500	3,306
8110 CONTRACTS/AGREEMENTS	-	-	-	120,000	120,000
Total expended to date	\$ 292,061	\$ 299,033	\$ 6,972	\$ 536,755	\$ 244,694

ORIGINAL SIGNED BY

Departmental

Finance

Fiscal Services

Statement of Expenditures

December 31, 2018

Fiscal Services	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 186,897	\$ 262,500	\$ 75,603	\$ 350,000	\$ 163,103
9020 INT ON DEBT	1,396,121	1,396,121	-	1,396,121	(0)
9051 PRINC ON DEBT	9,981,341	9,981,341	-	9,891,341	(90,000)
9052 DEBT/CAP BOND DISC	73,500	73,500	-	98,000	24,500
9090 BANK CHARGES	51,190	71,250	20,060	95,000	43,810
9200 ALLOWANCE FOR UNCOL. TAXES	525,000	525,000	-	700,000	175,000
9420 APPROP TO CAPITAL FUND	67,500	67,500	-	90,000	22,500
9430 APPROP TO B.I.D.C.	72,783.00	72,783.00	-	97,043	24,260
9600 PROV. CORRECTIONS	812,465	821,465	8,999	1,095,286	282,821
9610 CB REG. HOUSING	1,401,486	1,379,789	(21,697)	1,839,719	438,233
9620 REGIONAL LIBRARY	494,926	502,500	7,574	670,000	175,074
9630 CB/MIC. SCHOOL BOARD	10,634,568	10,648,638	14,070	14,198,184	3,563,616
9640 PROPERTY ASSESSMENT	1,035,540	1,030,358	(5,181)	1,373,811	338,271
Total expended to date	\$ 26,733,318	\$ 26,832,745	\$ 99,427	\$ 31,894,505	\$ 5,161,187

Departmental

Finance

Police Services

Statement of Expenditures

December 31, 2018

Police Services	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010 , & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 16,823,156	\$ 16,945,162	\$ 122,007	\$ 23,152,686	\$ 6,329,531
6020 TRAINING/EDUCATION	152,358	142,927	(9,431)	142,927	(9,431)
6030 TRAVEL/CONFERENCES	49,622	51,750	2,128	105,000	55,378
6040 PROF MEM/DUES & FEES	2,683	3,750	1,067	5,000	2,317
6050 OFFICE SUPPLIES	31,305	36,225	4,920	48,000	16,695
6060 OFFICE EQUIPMENT	38,970	41,250	2,280	55,000	16,030
6070 PHOTOCOPY SUPPLIES	12,572	13,500	928	18,000	5,428
6080 ADVERTISING	3,606	3,750	144	5,000	1,394
6090 POSTAGE & 6100 COURIER	8,767	7,000	(1,767)	7,000	(1,767)
6110 TELEPHONE/FAX	203,535	206,250	2,715	275,000	71,465
6120 PUBL./SUBSCRIPTIONS	7,789	4,000	(3,789)	4,000	(3,789)
6130 COMPUTER HARDWARE	121,206	101,500	(19,706)	132,000	10,794
6140 COMPUTER SOFTWARE	158,577	180,000	21,423	240,000	81,423
6150 MEETING EXPENSES	9,322	12,750	3,428	17,000	7,678
6160 LIABILITY INSURANCE	3,999	3,750	(249)	5,000	1,002
6170 PROMOTION	13,455	11,000	(2,455)	11,000	(2,455)
7000 HEAT	29,880	35,250	5,370	47,000	17,120
7010 ELECTRICAL	85,971	86,250	279	115,000	29,029
7020 WATER	7,017	6,000	(1,017)	8,000	983
7030 BLDG/FACILITY MAINT	45,249	65,285	20,036	83,000	37,751
7040 BLDG/FACILITY REPAIR	8,279	11,250	2,971	15,000	6,721
7050 BLDG/FACILITY INSURANCE	15,795	14,303	(1,492)	17,028	1,233
7060 BLDG/FACILITY RENOV	3,285	15,000	11,715	20,000	16,715
7070 BLDG/FACILITY RENTAL	45,469	48,000	2,531	64,000	18,531
7110 SECURITY	1,426	2,775	1,349	3,700	2,274
7505 GASOLINE & DIESEL	326,855	281,250	(45,605)	375,000	48,145
7510 VEH/EQUIP REPAIRS	262,558	215,788	(46,770)	287,717	25,159
7520 VEH/EQUIP INSURANCE	32,319	42,020	9,701	56,026	23,707
7530 VEH/EQUIP REPLACEMENT	390,956	390,956	-	580,000	189,044
7540 VEH/EQUIP RENTAL	1,178	1,500	322	2,000	822
7550 VEH/EQUIP TOWING	125	3,750	3,625	5,000	4,875
7560 VEH/EQUIP GEN SUPPLY	1,485	7,500	6,015	10,000	8,515
8000 OPERATIONAL EQUIP	56,906	82,415	25,509	191,220	134,314
8010 OPERATIONAL MAT/SUPP	71,299	82,047	10,747	181,373	110,074
8020 MAINTENANCE EQUIP	6,129	3,570	(2,559)	3,570	(2,559)
8030 MAINTENANCE MAT/SUPP	-	3,000	3,000	4,000	4,000
8040 COMM EQUIPMENT LINES	1,861	5,625	3,764	7,500	5,639
8090 UNIFORMS/CLOTHING	77,755	84,500	6,745	162,000	84,245
8100 PROFESSIONAL SERVICE	75,445	69,423	(6,022)	95,000	19,555
8110 CONTRACTS/AGREEMENTS	82,690	85,604	2,913	137,000	54,310
8125 MAJOR INVESTIGATIONS	70,749	96,876	26,127	129,168	58,419
8130 LICENSES/PERMITS	66	1,500	1,434	3,000	2,934
8150 GRANTS/SUBS TO ORG	146,006	146,006	-	170,000	23,994
Total expended to date	\$ 19,487,674	\$ 19,652,005	\$ 164,331	\$ 26,994,915	\$ 7,507,241

Departmental

Finance

Police Services

Statement of Revenue

December 31, 2018

	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Police Services Revenue					
4751 RECORDS INQUIRIES	\$ 81,765	\$ 11,106	\$ 70,659	\$ 14,808	\$ (66,957)
5151 FINES	195,402	268,922	(73,519)	358,562	163,160
Total Revenue to date	\$ 277,168	\$ 280,028	\$ (2,860)	\$ 373,370	\$ 96,202

Departmental

Finance

Fire Services

Statement of Expenditures

December 31, 2018

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Fire Services Including EMO					
6000 WAGES/SALARIES	\$ 4,204,768	\$ 4,312,187	\$ 107,419	\$ 5,749,582	\$ 1,544,814
6010 BENEFITS	742,325	760,307	17,982	1,118,299	375,974
6011 MISC. BENEFITS	100,277	99,346	(931)	132,351.00	32,074
6020 TRAINING/EDUCATION	168,243	156,442	(11,801)	207,200	38,957
6030 TRAVEL/CONFERENCES	42,690	45,116	2,425	55,900	13,210
6040 PROF MEM/DUES & FEES	7,391	8,560	1,168	11,732	4,341
6050 OFFICE SUPPLIES	6,410	9,075	2,665	12,100	5,690
6060 OFFICE EQUIPMENT	3,364	9,713	6,349	12,950	9,586
6070 PHOTOCOPY SUPPLIES	-	375	375	500	500
6080 ADVERTISING	8,515	5,350	(3,165)	5,350	(3,165)
6100 COURIER	194	338	144	451	257
6110 TELEPHONE/FAX	27,471	33,749	6,278	44,999	17,528
6120 PUBL./SUBSCRIPTIONS	724	2,025	1,301	2,700	1,976
6130 COMPUTER HARDWARE	935	935	-	11,507	10,572
6140 COMPUTER SOFTWARE	-	-	-	16,006	16,006
6150 MEETING EXPENSES	2,524	3,303	779	4,404	1,880
6170 PROMOTION	17,677	17,677	-	39,000	21,323
7000 HEAT	48,637	76,763	28,126	102,351	53,714
7010 ELECTRICAL	46,641	48,402	1,761	64,536	17,895
7020 WATER	21,491	19,642	(1,849)	24,523	3,032
7030 BLDG/FACILITY MAINT	33,979	47,797	13,817	63,729	29,750
7040 BLDG/FACILITY REPAIR	18,440	59,178	40,738	225,571	207,131
7050 BLDG/FACILITY INS	10,512	6,163	(4,349)	8,217	(2,295)
7060 BLDG/FACILITY RENOV	-	7,500	7,500	10,000	10,000
7080 PLANT MAINTENANCE	-	300	300	400	400
7500 VEH/EQUIP MAINT.	160,251	127,500	(32,751)	170,000	9,749
7505 GASOLINE/DIESEL	51,900	59,594	7,694	79,459	27,559
7510 VEH/EQUIP REPAIRS	242	3,000	2,758	4,000	3,758
7520 VEH/EQUIP INSURANCE	41,706	54,791	13,085	84,848	43,142
7530 VEH/EQUIP REPLACEMENT	12,643	12,643	-	85,000	72,357
7540 VEH/EQUIP RENTAL	1,201	204	(997)	204	(997)
7550 VEH/EQUIP TOWING	540	1,500	960	2,000	1,460
7560 VEH/EQUIP GEN SUPPLY	7,074	12,000	4,926	16,000	8,926
8000 OPERATIONAL EQUIP	167,884	269,250	101,366	359,000	191,116
8010 OPERATIONAL MAT/SUPP	34,394	34,689	294	45,870	11,476
8020 MAINTENANCE EQUIP	22,633	39,449	16,817	52,599	29,966
8040 COMM EQUIPMENT LINES	4,240	30,000	25,760	40,000	35,760
8090 UNIFORMS/CLOTHING	39,421	75,339	35,918	100,452	61,031
8100 PROFESSIONAL SERVICE	2,947	14,504	11,557	19,338	16,391
8110 CONTRACTS/AGREEMENTS	59,033	175,815	116,782	234,420	175,387
8120 LEASES	222,250	93,781	(128,469)	125,041	(97,209)
8130 LICENSES/PERMITS	16,746	17,335	589	17,335	589
8150 GRANTS/SUBS TO ORG	1,707,939	1,707,939	-	1,711,051	3,112
8195 WATER SUPPLY & HYDR	5,348,266	5,348,266	-	7,131,023	1,782,757
Total expended to date	\$ 13,414,518	\$ 13,807,840	\$ 393,322	\$ 18,201,998	\$ 4,787,480

Departmental

Finance

Fire Services

Statement of Revenue

December 31, 2018

Fire Services Revenue	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	\$ 120,659	\$ 120,230	\$ 430	\$ 160,306	\$ 39,647
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	336,386	336,386	-	448,515	112,129
Total Revenue to date	\$ 457,046	\$ 456,616	\$ 430	\$ 608,821	\$ 151,775

Departmental

Finance

Engineering and Public Works Actuals to December 31, 2018

REVENUE	Actual & Committed Y-T-D Dec 31, 2018	Budget Y-T-D Dec 31, 2018	Variance Y-T-D Dec 31, 2018	Total Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	\$707,326	\$583,125	\$124,201	\$792,500	-\$85,174	89.25%
SOLIDWASTE TIP FEES	\$1,527,956	\$1,500,000	\$27,956	\$2,000,000	-\$472,044	76.40%
SOLIDWASTE COST RECOVERIES	\$238,078	\$225,000	\$13,078	\$300,000	-\$61,922	79.36%
SEWER PERMIT FEES	\$81,224	\$75,000	\$6,224	\$100,000	-\$18,776	81.22%
WATER UTILITY ADMIN FEE	\$3,713,632	\$3,713,633	\$0	\$4,951,510	-\$1,237,878	75.00%
TOTAL PW REVENUES	\$6,268,217	\$6,096,758	\$171,459	\$8,144,010	-\$1,875,793	76.97%
EXPENDITURES						
ADMINISTRATION	\$3,076,444	\$3,282,377	\$205,933	\$4,342,402	\$1,265,958	70.85%
ENGINEERING	\$550,764	\$562,887	\$12,123	\$743,283	\$192,519	74.10%
CENTRAL DIVISION	\$4,929,795	\$4,922,059	-\$7,736	\$7,116,467	\$2,186,672	69.27%
EAST DIVISION	\$4,725,148	\$4,833,370	\$108,223	\$6,495,118	\$1,769,970	72.75%
NORTH DIVISION	\$2,155,390	\$2,372,396	\$217,006	\$3,183,761	\$1,028,371	67.70%
SOLID WASTE	\$9,557,205	\$9,588,383	\$31,178	\$12,658,643	\$3,101,438	75.50%
MECHANICAL FLEET	\$3,378,614	\$2,979,263	-\$399,351	\$4,180,336	\$801,722	80.82%
TRANSIT	\$2,920,012	\$2,940,576	\$20,564	\$3,941,501	\$1,021,489	74.08%
QUALITY CONTROL	\$2,077,171	\$2,027,118	-\$50,053	\$2,916,317	\$839,146	71.23%
TOTAL PW EXPENDITURES	\$33,370,542	\$33,508,428	\$137,886	\$45,577,828	\$12,207,286	73.22%

Signature: _____

Director of Engineering & Public Works

Chief Financial Officer

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Planning / ByLaw / Fire Inspection					
6000 WAGES/SALARIES	\$ 1,001,329	\$ 1,012,398	\$ 11,069	\$ 1,349,864	\$ 348,535
6010 BENEFITS	190,753	197,124	6,371	280,542	89,789
6020 TRAINING/EDUCATION	20,378	14,000	(6,378)	14,000	(6,378)
6030 TRAVEL/CONFERENCES	41,969	33,000	(8,969)	33,000	(8,969)
6040 PROF MEM/DUES & FEES	1,745	3,750	2,005	7,500	5,755
8050 OFFICE SUPPLIES	10,148	14,625	4,477	19,500	9,352
6060 OFFICE EQUIPMENT	6,025	7,875	1,850	12,500	6,475
6080 ADVERTISING	13,689	16,300	2,611	26,500	12,811
6100 COURIER	122	-	(122)	-	(122)
6110 TELEPHONE/FAX	10,259	14,625	4,366	19,500	9,241
6120 PUBL./SUBSCRIPTIONS	445	750	305	1,300	855
6130 COMPUTER HARDWARE	2,776	2,696	(80)	10,500	7,724
6140 COMPUTER SOFTWARE	8,486	4,651	(3,836)	6,500	(1,986)
6150 MEETING EXPENSE	1,721	2,400	679	3,200	1,479
6170 PROMOTION	27,221	27,221	-	30,000	2,779
7130 DEMOLITIONS	6,400	6,400	-	120,000	113,600
8000 OPERATIONAL EQUIPMENT	20,214	25,500	5,286	33,000	12,786
8010 OPERATIONAL MAT/SUPP	1,539	3,000	1,461	4,000	2,461
8090 UNIFORMS / CLOTHING	6,678	7,000	322	8,500	1,822
8100 PROFESSIONAL SERVICE	38,580	39,750	1,190	53,000	14,440
8110 CONTRACTS/AGREEMENTS	289,800	289,800	0	421,400	131,600
8130 LICENSES/PERMITS	66,645	66,645	-	74,500	7,855
8135 REGULATORY FEES	36,431	37,250	819	43,000	6,569
8150 GRANTS /SUBS TO ORG	79,750	78,750	(1,000)	85,000	5,250
Total expended to date	\$ 1,883,083	\$ 1,905,510	\$ 22,427	\$ 2,656,806	\$ 773,723

ORIGINAL SIGNED BY

Departmental

Finance

	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 10,900	\$ 10,500	\$ 400	\$ 14,000	\$ 3,100
5113 Animal Licenses	3,350	8,250	(4,900)	11,000	7,650
5114 Taxi Licenses	16,045	13,500	2,545	18,000	1,955
5115 Vending Machine Licenses	6,770	5,625	1,145	7,500	730
5301 Parking Meter Revenue	263,556	273,750	(10,194)	365,000	101,444
Total Bylaw Revenue	\$ 300,621	\$ 311,625	\$ (11,004)	\$ 415,500	\$ 114,879
Development / Planning Revenue					
5496 Mapping Sales	\$ 253	\$ 1,500	\$ (1,247)	\$ 2,000	\$ 1,747
5495 Other Sales	2,238	3,000	(763)	4,000	1,763
5101 Building Permits	149,294	150,000	(706)	200,000	50,706
5102 Subdivision Fees	34,020	30,000	4,020	40,000	5,980
Total Develop / Planning Rev	\$ 185,805	\$ 184,500	\$ 1,305	\$ 246,000	\$ 60,195
Total Bylaw / Dev / Planning Revenue	\$ 486,426	\$ 496,125	\$ (9,699)	\$ 661,500	\$ 175,074

ORIGINAL SIGNED BY

Departmental

Finance

**Facilities (C200, Statement of Expenditures
County / Centennial Arenas)**

December 31, 2018

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,046,103	\$ 1,016,219	\$ (29,884)	\$ 1,347,213	\$ 301,110
6010 BENEFITS	182,271	182,105	(166)	241,497	59,226
6020 TRAINING	6,119	6,000	(119)	6,000	(119)
6030 TRAVEL/CONFERENCES	12,425	8,000	(4,425)	8,000	(4,425)
6040 PROF MEM/DUES & FEES	1,335	1,375	40	1,500	165
6050 OFFICE SUPPLIES	5,886	5,500	(386)	5,500	(386)
6060 OFFICE EQUIPMENT	1,936	1,500	(436)	2,000	64
6080 ADVERTISING	6,212	3,750	(2,462)	5,000	(1,212)
6100 COURIER	891	750	(141)	1,000	109
6110 TELEPHONE/FAX	14,235	15,375	1,140	20,500	6,265
6130 COMPUTER HARDWARE	2,769	2,500	(269)	2,500	(269)
6140 COMPUTER SOFTWARE	2,660	2,500	(160)	2,500	(160)
6150 MEETING EXPENSES	1,315	1,000	(315)	1,000	(315)
6160 LIABILITY INSURANCE	9,387	21,000	11,613	28,000	18,613
7000 HEAT	30,744	36,133	5,389	48,000	17,256
7010 ELECTRICAL	370,313	375,000	4,687	500,000	129,687
7020 WATER	30,502	30,750	248	35,000	4,498
7030 BLDG/FACILITY MAINT	58,431	63,750	5,319	85,000	26,569
7040 BLDG/FACILITY REPAIR	44,331	49,750	5,419	65,000	20,669
7050 BLDG/FACILITY INS	26,100	16,275	(9,825)	21,700	(4,400)
7060 BLDG/FACILITY RENOV	853	-	(853)	-	(853)
7080 PLANT MAINTENANCE	34,559	48,250	13,691	71,000	36,441
7110 SECURITY	87,484	48,750	(38,734)	65,000	(22,484)
7500 VEH/EQUIP MAINT	6,705	-	(6,705)	-	(6,705)
7510 VEH/EQUIP REPAIRS	1,927	9,375	7,448	12,500	10,573
7520 VEH/EQUIP INSURANCE	1,557	1,500	(57)	2,000	443
7540 VEH/EQUIP RENTAL	2,802	2,500	(302)	2,500	(302)
8000 OPERATIONAL EQUIPMENT	17,743	5,000	(12,743)	5,000	(12,743)
8010 OPERATIONAL MAT/SUPP	93,775	100,500	6,725	130,000	36,225
8040 COMM EQUIPMENT LINES	576	-	(576)	-	(576)
8050 COST OF SALES	445,630	461,250	15,620	615,000	169,370
8090 UNIFORMS/CLOTHING	10,552	8,500	(2,052)	8,500	(2,052)
8100 PROFESSIONAL SERVICE	17,773	10,000	(7,773)	10,000	(7,773)
8110 CONTRACTS/AGREEMENTS	20,511	27,500	6,989	50,000	29,489
Total expended to date	\$ 2,596,413	\$ 2,562,357	\$ (34,056)	\$ 3,398,410	\$ 801,997

ORIGINAL SIGNED BY

Departmental

Finance

**Facilities (C200,
County /
Centennial Arenas)**

Statement of Revenue

December 31, 2018

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 246,897	\$ 276,667	\$ (29,770)	\$ 830,000	\$ 583,103
GL 5002 Public Skating	6,895	-	6,895	-	(6,895)
GL 5004 Arena Rental	6,443	97,500	(91,057)	130,000	123,557
GL 5005 Gym Rental	7,717	-	7,717	-	(7,717)
GL 5006 Canteen Sales	220,812	285,000	(64,188)	855,000	634,188
GL 5009 Major Events	85,407	96,447	(11,040)	125,000	39,593
GL 5010 Other Revenue	244,318	57,037	187,281	85,000	(159,318)
GL 5033 Program Equipment	23,241	-	23,241	-	(23,241)
GL 5034 Facility Rentals	110,533	-	110,533	-	(110,533)
GL 4808 Advertising Revenue	6,650	11,250	(4,600)	15,000	8,350
Total Revenue To Date	\$ 958,913	\$ 823,901	\$ 135,012	\$ 2,040,000	\$ 1,081,087

ORIGINAL SIGNED BY

Departmental

Finance

**Parks and Grounds
Operations**

Statement of Expenditures

December 31, 2018

Parks & Grounds	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,171,976	\$ 1,162,806	\$ (9,170)	\$ 1,517,075	\$ 345,099
6010 BENEFITS	227,902	225,350	(2,551)	334,819	106,918
6011 MISC BENEFITS	180	2,100	1,920	2,800	2,620
6020 TRAINING/EDUCATION	2,915	7,067	4,152	10,000	7,085
6030 TRAVEL/CONFERENCES	8,251	9,375	1,124	12,500	4,249
6040 PROF MEM/DUES & FEES	-	140	140	200	200
6050 OFFICE SUPPLIES	1,205	1,600	395	2,000	795
6060 OFFICE EQUIPMENT	-	450	450	500	500
6080 ADVERTISING	-	300	300	300	300
6110 TELEPHONE/FAX	5,984	4,468	(1,516)	5,750	(234)
6130 COMPUTER HARDWARE	-	188	188	250	250
7000 HEAT	4,026	3,866	(160)	3,866	(160)
7010 ELECTRICAL	64,023	57,750	(6,273)	82,500	18,477
7020 WATER	41,591	22,600	(18,991)	22,600	(18,991)
7030 BLDG/FACILITY MAINT	2,115	2,500	385	5,000	2,885
7040 BLDG/VACILITY REPAIR	4,307	-	(4,307)	-	(4,307)
7060 BLDG/FACILITY RENOV	104	-	(104)	-	(104)
7080 PLANT MAINTENANCE	3,618	-	(3,618)	-	(3,618)
7110 SECURITY	704	6,311	5,607	7,100	6,396
7500 VEH/EQUIP MAINT.	143	-	(143)	-	(143)
7510 VEH/EQUIP REPAIRS	89	1,013	923	1,350	1,261
7530 VEH/EQUIP REPLACEMENT	-	-	-	25,000	25,000
7540 VEH/EQUIP RENTAL	2,996	11,250	8,254	15,000	12,004
8000 OPERATIONAL EQUIP	17,813	6,417	(11,396)	27,500	9,687
8010 OPERATIONAL MAT/SUPP	332,380	296,113	(36,267)	362,000	29,620
8020 MAINTENANCE EQUIP	29,993	26,000	(3,993)	32,000	2,007
8040 COMM EQUIP LINES (GPS)	9,264	-	(9,264)	-	(9,264)
8080 STREET LIGHTS	2,845	-	(2,845)	-	(2,845)
8090 UNIFORMS/CLOTHING	11,294	11,757	463	12,200	906
8100 PROFESSIONAL SERV	-	263	263	350	350
8110 CONTRACTS & AGRMNT	267,729	270,000	2,271	350,000	82,271
Total expended to date	\$ 2,213,446	\$ 2,129,682	\$ (83,764)	\$ 2,832,660	\$ 619,214

ORIGINAL SIGNED BY

Departmental

Finance

Buildings	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,034,125	\$ 1,000,652	\$ (33,474)	\$ 1,334,202	\$ 300,077
6010 BENEFITS	251,040	243,568	(7,472)	297,112	46,072
6011 MISC BENEFITS	30	-	(30)	-	(30)
6020 TRAINING/EDUCATION	6,928	7,490	562	10,000	3,072
6030 TRAVEL/CONFERENCES	533	1,748	1,215	2,500	1,967
6040 PROF MEM/DUES & FEES	-	-	-	100	100
6050 OFFICE SUPPLIES	1,701	1,875	174	2,000	299
6060 OFFICE EQUIPMENT	2,214	2,648	433	3,700	1,486
6110 TELEPHONE/FAX	6,177	6,097	(80)	8,150	1,973
6130 COMPUTER HARDWARE	1,747	2,796	1,049	4,000	2,253
6140 COMPUTER SOFTWARE	10,011	8,000	(2,011)	8,000	(2,011)
6150 MEETING EXPENSE	36	-	(36)	-	(36)
7000 HEAT	56,434	73,650	17,216	105,000	48,566
7010 ELECTRICAL	354,237	337,292	(16,945)	462,500	108,263
7020 WATER	21,339	21,663	324	23,550	2,211
7030 BLDG/FACILITY MAINT	2,914	23,417	20,502	33,500	30,586
7040 BLDG/VACILITY REPAIR	4,449	-	(4,449)	-	(4,449)
7050 BLDG/FACILITY INS	194,571	120,000	(74,571)	160,000	(34,571)
7060 BLDG/FACILITY RENOV	130,995	132,550	1,555	271,400	140,405
7070 BLDG/FACILITY RENTAL	-	2,936	2,936	4,200	4,200
7080 PLANT MAINTENANCE	-	12,932	12,932	18,500	18,500
7100 MAINT. TOOLS/EQUIP	30,747	3,500	(27,247)	3,500	(27,247)
7110 SECURITY	78,597	89,775	11,178	119,700	41,103
7540 VEH/EQUIP RENTAL	-	3,000	3,000	4,000	4,000
7570 VEH/EQUIP TOOLS	-	338	338	450	450
8000 OPERATIONAL EQUIP	3,065	6,447	3,381	9,000	5,935
8010 OPERATIONAL MAT/SUPP	97,266	82,364	(14,902)	100,000	2,734
8020 MAINTENANCE EQUIP	-	2,796	2,796	4,000	4,000
8040 COMM EQUIP LINES (GPS)	3,708	-	(3,708)	-	(3,708)
8090 UNIFORMS/CLOTHING	14,577	3,845	(10,733)	5,500	(9,077)
8100 PROFESSIONAL SERVICE	56,986	54,350	(2,636)	70,000	13,014
8110 CONTRACTS/AGREEMENTS	118,660	187,500	68,840	250,000	131,340
8150 GRANTS/SUBS TO ORG	45,000	45,000	-	60,000	15,000
Total expended to date	\$ 2,528,087	\$ 2,478,224	\$ (49,863)	\$ 3,374,564	\$ 846,477

ORIGINAL SIGNED BY

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

December 31, 2018

Recreation/Cultural Services	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 988,955	\$ 951,393	\$ (37,561)	\$ 1,158,084	\$ 169,129
6020 TRAINING/EDUCATION	6,276	7,045	769	16,000	9,724
6030 TRAVEL/CONFERENCES	14,225	14,750	525	35,000	20,775
6040 PROF MEM/DUES & FEES	685	1,500	815	3,500	2,815
6050 OFFICE SUPPLIES	1,559	6,474	4,916	8,000	6,441
6060 OFFICE EQUIPMENT	1,987	8,000	6,013	8,000	6,013
6080 ADVERTISING	38,512	48,805	10,293	70,000	31,488
6110 TELEPHONE/FAX	7,421	8,250	829	11,000	3,579
6120 PUBL./SUBSCRIPTIONS	-	169	169	200	200
6130 COMPUTER HARDWARE	7,027	7,000	(27)	7,000	(27)
6160 LIABILITY INSURANCE	9,243	7,500	(1,743)	10,000	757
7070 BLDG/FACILITY RENTAL	28,827	34,500	5,673	46,000	17,173
8000 OPERATIONAL MAT/SUPPLY	120,398	121,250	852	175,000	54,602
8025 COMMUNITY EVENTS	236,247	236,961	714	334,615	98,368
8150 SCHOLORSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	331,110	356,562	25,452	356,562	25,452
8170 OPERATING GRANTS POLICY	404,011	380,500	(23,511)	380,500	(23,511)
Total expended to date	\$ 2,216,483	\$ 2,210,659	\$ (5,824)	\$ 2,639,461	\$ 422,978

Departmental

Finance

Recreation /
Cultural Services

Statement of Revenue

December 31, 2018

Recreation/Cultural Services	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	\$ 24,000	\$ 24,000	\$ -	\$ 30,000	\$ 6,000
5034 FACILITY RENTALS	8,507	7,500	1,007	10,000	1,493
5526 STUDENT FUNDING	-	-	-	-	-
Total Revenue To Date	\$ 32,507	\$ 31,500	\$ 1,007	\$ 40,000	\$ 7,493

Departmental

Finance

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending December 31, 2018

	Actual December 31, 2018	Budget December 31, 2018	Variance December 31, 2018	Total Annual Budget 2018-2019
Revenue				
Operating:				
Metered Sales	13,284,723	13,900,103	(615,380)	18,533,470
Public Fire Protection	5,348,266	5,348,267	(1)	7,131,023
Interest on Overdue Accounts	336,742	256,090	80,652	341,453
Other Operating Revenue	1,010	52,500	(51,490)	70,000
Total Operating Revenue	18,970,740	19,556,960	(586,219)	26,075,946
Expenditures				
Operating Expenses				
Source of Supply	271,261	394,875	123,614	526,500
Power and Pumping	1,090,507	1,551,757	461,250	2,069,009
Water Treatment	2,915,317	2,752,304	(163,013)	3,669,738
Transmission & Distribution	3,178,374	3,493,355	314,981	4,657,806
Administration & General	2,420,963	2,244,644	(176,319)	2,992,859
Depreciation	3,007,710	3,007,710	-	4,010,280
Taxes	1,480,035	1,727,189	247,154	2,302,919
Total Operating Expenses	14,364,166	15,171,834	807,668	20,229,111
Operating Profit/(Loss)	4,606,575	4,385,126	221,449	5,846,835

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending December 31, 2018

	Actual December 31, 2018	Budget December 31, 2018	Variance December 31, 2018	Total Annual Budget 2018-2019
Non Operating Revenue				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amortization of Deferred Capital contribution	106,632	52,500	54,132	70,000
Total Non Operating Revenue	<u>106,632</u>	<u>52,500</u>	<u>54,132</u>	<u>70,000</u>
Non Operating Expenses				
Short term interest charges	102,813	102,821	7	137,094
Debt Charges				
Principal	2,685,107	2,673,375	(11,732)	3,564,500
Interest	1,243,953	1,112,431	(131,523)	1,483,241
Amortization of Debt Discount	24,003	24,000	(3)	32,000
Capital Expenditures out of operations	112,500	112,500	-	150,000
Total Non Operating Expenses	<u>4,168,376</u>	<u>4,025,126</u>	<u>(143,250)</u>	<u>5,366,835</u>
Non- Operating Profit/(Loss)	(4,061,744)	(3,972,626)	(89,118)	(5,296,835)
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	19,077,372	19,609,460	(532,087)	26,145,946
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	18,532,542	19,196,960	664,418	25,595,946
CBRM WATER UTILITY PROFIT/(LOSS)	544,830	412,499	132,331	550,000

Prepared by Amanda Carroll
Review by _____
Date _____

Port of Sydney Development Corporation
Income Statement for 9 Month Period Ended December 31, 2018

	YTD Actual	YTD Budget	Variance to Budget	Annual Budget
Wharfage & Berthage	461,643.69	386,331.58	75,312.11	475,529.08
Event Revenue	63,735.20	54,300.00	9,435.20	57,450.00
Miscellaneous Revenue	18,401.92	4,750.00	13,651.92	5,500.00
Storage & Rental	262,384.94	236,136.72	26,248.22	258,817.72
Passenger tax	1,036,816.00	936,880.00	99,936.00	936,880.00
Security/Traffic Control	167,883.62	150,472.11	17,411.51	160,212.21
Transport Canada Marketing Rev.	24,672.11	35,000.00	(10,327.89)	35,000.00
Craft Market Revenue	83,108.71	83,780.00	(671.29)	83,780.00
	<u>2,118,646.19</u>	<u>1,887,650.41</u>	<u>230,995.78</u>	<u>2,013,169.01</u>
Wages & Salaries	550,323.35	647,317.63	(96,994.28)	846,816.13
Professional Fees	31,841.56	65,000.00	(33,158.44)	78,500.00
Advertising & Promotions	39,461.00	51,380.00	(11,919.00)	54,680.00
Cruise Activities	63,874.37	44,980.00	8,894.37	54,105.00
Dues & Membership Fees	43,632.70	44,101.00	(468.30)	45,591.00
Event Expense	10,527.67	14,000.00	(3,472.33)	14,085.00
Insurance	62,558.24	43,811.00	18,747.24	67,311.00
Interest & Bank Charges	8,107.54	4,720.00	3,387.54	6,220.00
Office & Admin	30,754.44	58,419.00	(27,664.56)	72,165.00
Miscellaneous	3,075.67	6,000.00	(2,924.33)	7,500.00
Repairs & Maintenance	165,244.93	162,551.00	2,693.93	212,398.00
Capital Repairs	16,776.49	80,000.00	(63,223.51)	100,000.00
Travel	11,448.84	29,196.65	(17,747.81)	40,040.00
Utilities	147,214.62	152,989.00	(5,774.38)	200,464.00
Bad Debts	1,212.82	250.00	962.82	500.00
Security	175,291.35	159,461.47	15,829.88	168,988.33
Bus Development Transport Can	16,791.20	0.00	16,791.20	0.00
Leasehold Improvements	629.00	10,000.00	(9,371.00)	10,000.00
	<u>1,368,765.79</u>	<u>1,574,176.75</u>	<u>(205,410.96)</u>	<u>1,979,363.46</u>
	749,880.40	313,473.66	436,406.74	33,805.55
ACOA Marina Proceeds	150,446.00	0.00	150,446.00	0.00
Less Amortization	(220,806.00)	(220,806.00)	0.00	(294,405.00)
Net Income (Loss)	<u>679,520.40</u>	<u>92,667.66</u>	<u>586,852.74</u>	<u>(260,599.45)</u>

