

**Cape Breton Regional Municipality**

**Council Meeting**

**AGENDA**

**TUESDAY, FEBRUARY 8, 2022**

**6:00 P.M.**

Via Video Conference

**This page is blank for copying purposes.**

# Cape Breton Regional Municipality

## Council Meeting

Tuesday, February 8, 2022

6:00 p.m.

### **AGENDA ITEMS**

---

#### Land Acknowledgement

#### Roll Call

#### Moment of Silent Reflection

1. **APPROVAL OF MINUTES:** (Previously Distributed)
  - Special Council – November 22, 2021
  - Special Council – December 17, 2021
  
2. **APPROVAL OF AGENDA:** (Motion Required)
  
3. **Introduction/Role of Municipal L'nu Advisor – Tanya Johnson MacVicar:**  
Mayor Amanda M. McDougall
  
4. **HERITAGE PROPERTY ISSUES:**
  - 4.1 **Municipal Heritage Registration Requests – Public Hearings:**  
Karen Neville, Senior Planner / Heritage Officer
    - Excerpt: Council Minutes – December 14, 2021 (See page 6 )
    - i) Menelik Hall (88 Laurier Street, Whitney Pier) (See page 7 )
    - ii) The Cedars Club (30 MacKenzie Street, Sydney) (See page 12 )
    - iii) 8399 Grand Narrows Highway, Christmas Island (See page 15 )

Continued...

**Council Meeting Agenda  
February 8, 2022 (Cont'd)**

---

**5. PLANNING ISSUES:**

**5.1 FINAL APPROVAL – PUBLIC HEARING:**

- a) **Case 1086 -Request from Rob Smith for a 3-Unit Apartment at 98 Caledonia Street, North Sydney (PID 15026313; District 2):**  
Kristen Knudskov, Planner (See page 23)

**5.2 APPROVAL TO ADVERTISE: N/A**

- 5.3 Temporary Sign Survey: What We Heard Report:** Kristen Knudskov,  
Planner (See page 32)

**6. CORPORATE SERVICE ISSUE:**

- 6.1 Request for Street Closure: Portion of PID 15583164 - Portion of Undeveloped Road Parcel Off Main Street, Reserve Mines (District 9):**  
Sheila Kolanko, Property Manager (See page 55)

**7. BUSINESS ARISING:**

**7.1 Special Council – January 25, 2022:**

- a) **CBRM District Boundary Review:** Michael Ruus, Director of  
Planning and Development (See page 58)

**7.2 Council – January 18, 2022:**

- a) **Public Report: Citizen Appointments to Various Committees:**  
Deborah Campbell Ryan, Municipal Clerk (See page 66)

**8. COMMITTEE REPORTS:**

- 8.1 Nova Scotia Solid Waste Resource Management Regional Chairs Committee:** Councillor Cyril MacDonald (See page 67) (*deferred from January 18, 2022 Council meeting*)

**Continued...**

**Council Meeting Agenda  
February 8, 2022 (Cont'd)**

---

9. **FINANCIAL STATEMENTS**: Jennifer Campbell, Chief Financial Officer

9.1 **CBRM to December 31, 2021**: (See page 68)

**For Information Only.**

9.2 **Port of Sydney Development Corporation to December 31, 2021**:  
(See page 93)

**For Information Only.**

10. **Review of Action Items from this Meeting**: Mayor Amanda M. McDougall

**ADJOURNMENT**

**Municipal Heritage Registrations**

**Motion:**

Moved by Councillor Green, seconded by Councillor O’Quinn, to initiate the process for registering Menelik Hall (88 Laurier Street, Whitney Pier) as a Municipal Heritage Property.

**Motion Carried.**

**Motion:**

Moved by Councillor Paruch, seconded by Councillor Eldon MacDonald, to initiate the process for registering the Cedars Club (30 MacKenzie Street, Sydney) as a Municipal Heritage Property.

**Motion Carried.**

**Motion:**

Moved by Councillor Cyril MacDonald, seconded by Councillor Paruch, to initiate the process for registering 8399 Grand Narrows Highway, Christmas Island as a Municipal Heritage Property.

**Discussion**

- Deregistering versus demolition process of a Heritage Property

**Motion Carried.**



**To: Heritage Advisory Committee**

**FROM: Karen Neville**

**SUBJECT: Request for Municipal Heritage Registration – Menelik Hall (Laurier Street, Whitney Pier)**

**DATE: January 31<sup>st</sup>, 2022**

---

The Menelik Hall, located on Laurier Street in Whitney Pier, was constructed between 1935 and 1936 by people of African descent who had recently immigrated to Cape Breton to work in the coal and steel industries (Attachment A). After its construction, the hall became the focal point for the social life of the community, hosting dances, recreational events, and children’s activities.

The drive to build the hall can be linked to the impact that activists such as Marcus Garvey had on people of African descent in Cape Breton. Marcus Garvey was a Jamaican political activist, publisher, journalist, entrepreneur, and orator. He was the founder and first President-General of the Universal Negro Improvement Association and African Communities League. In 1937, Mr. Garvey gave a famous speech at the Menelik Hall.

The building is a typical hall configuration with an off-set front door facing the street. The value of the hall is not in its architectural design, but rather the impact it has had on the community. The Menelik Hall is valued for its associations with the history of the Universal Negro Improvement Association and the African Nova Scotian community of Whitney Pier; and the continued role it plays in the social fabric of the African Nova Scotian community in Whitney Pier, and across the Cape Breton Regional Municipality.

The photo found in Attachment B is the earliest photo available from the Beaton Institute. The scoring criteria for this property can be found in Attachment C

During the November 24<sup>th</sup>, 2021 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On December 14<sup>th</sup>, 2021, Council passed a motion to initiate the process for registration. In addition to the noticed filed at the Land Registry Office, the property owner was notified of their opportunity to address Council at the Public Hearing. No comments were received by the Planning and Development Department at the time this report was prepared.

**Recommendation**

I recommend Council register the Menelik Hall (88 Laurier Street, Whitney Pier) as a Municipal Heritage Property.

**Submitted by:**

**Originally Signed by**

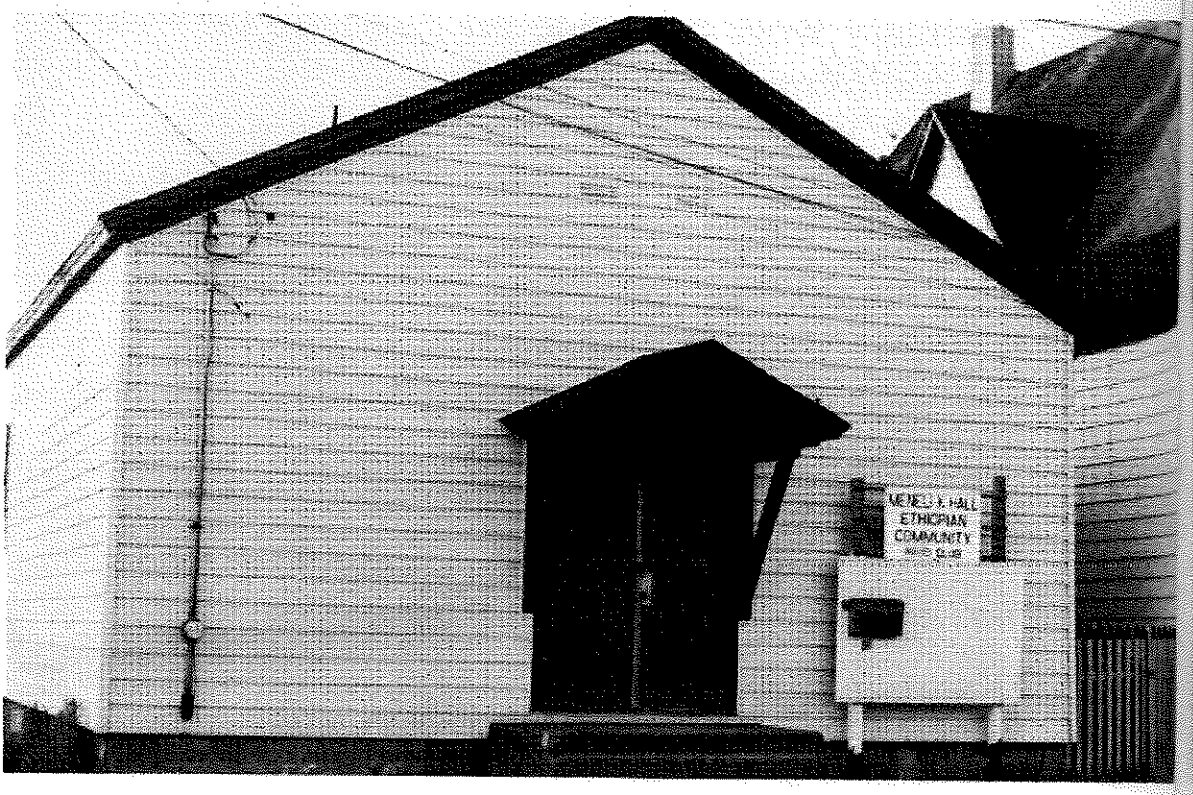
**Karen Neville  
Heritage Officer**

A



Menelik Hall Location

B



## Property Requesting Registration: Menelik Hall, Whitney Pier

<b>Historic Significance</b>		
Age of Property (1935)	30 points	15 points
Association of the property with the community's economic, social, political, athletic or cultural history	20 points	20 points
Association of the property with a well-known person locally, provincially or nationally	10 points	10 points
Association of the property with a significant event in a community's history (such as incorporation of a former municipal unit, a famous labour dispute, a famous court case)	10 points	10 points
<b>Architectural Significance</b>		
Presence of rare or unique architectural features on the exterior (such as stained glass windows, Scottish dormers, turrets, unique pre-fabricated features on modern buildings, etc.)	20 points	0 points
Exceptional example of a particular architectural style; in order to score high in this category a structure need not be old or elaborately designed (a modern building that is unique or is a particularly good example of a particular style could score high in this category, as could a modest, relatively unornamented structure if it is a very good example of a particular style (such as a semi-detached coal company house)	50 points	15 points
Exterior is wood, clay brick or natural stone	10 points	0 points
Has been very substantially altered in recent years; most or all original features (dormers, windows, doors, verandahs, etc.) have been changed in size and/or style or have been removed	-25 points	-10 points
Property is in a deteriorated state, requiring major repairs	-15 point	0 points
Presence of unique interior features (such as a Casavant Freres organ, exceptional interior wood work, unique light fixtures) - <i>points to be awarded only in cases where the building is open to the public on a regular basis (places of faith, theatres, public buildings)</i>	5 points	0 points
<b>Cultural Significance</b>		
Association of the property with the history of a particular religious or ethnic group in the CBRM	25 points	25 points
Association of the property with social or sports events within a community over a long period of time	25 points	0 points
*Total	165 points	85 points

\* It is intended that this scoring criteria will be used as a guide; it is not recommended that a specific score in each category would be required in order for registration to proceed. However, it is assumed that in order to be registered a property should score at least 50 points overall.



**To: Heritage Advisory Committee**

**FROM: Karen Neville**

**SUBJECT: Request for Municipal Heritage Registration  
– The Cedars Club (30 MacKenzie Street,  
Sydney)**

**DATE: January 31<sup>st</sup>, 2022**

---

The St. Joseph's Lebanese and Syrian Benevolent Society of Sydney is requesting Municipal Heritage Registration for the Cedars Club located at 30 MacKenzie Street, Sydney (Attachment A)

In the early 1900's, many Lebanese families immigrated to Sydney and settled in the Townsend Street area of Sydney. Around 1910 the St. Joseph's Lebanese and Syrian Benevolent Society was organized. Their original club was located on the site of the present Cedars Club on MacKenzie Street in Sydney. Since its establishment, the St. Joseph's Lebanese and Syrian Benevolent Society and the Cedars Club has fostered a pride and an awareness of Lebanese and Syrian culture in Cape Breton through their many cultural events.

While the building is not an exceptional example of a particular architectural style, the Cedars Club scores high on historical and cultural significance. Therefore, it is reasonable to consider this building for Municipal Heritage Designation.

The scoring criteria for this property can be found in Attachment B.

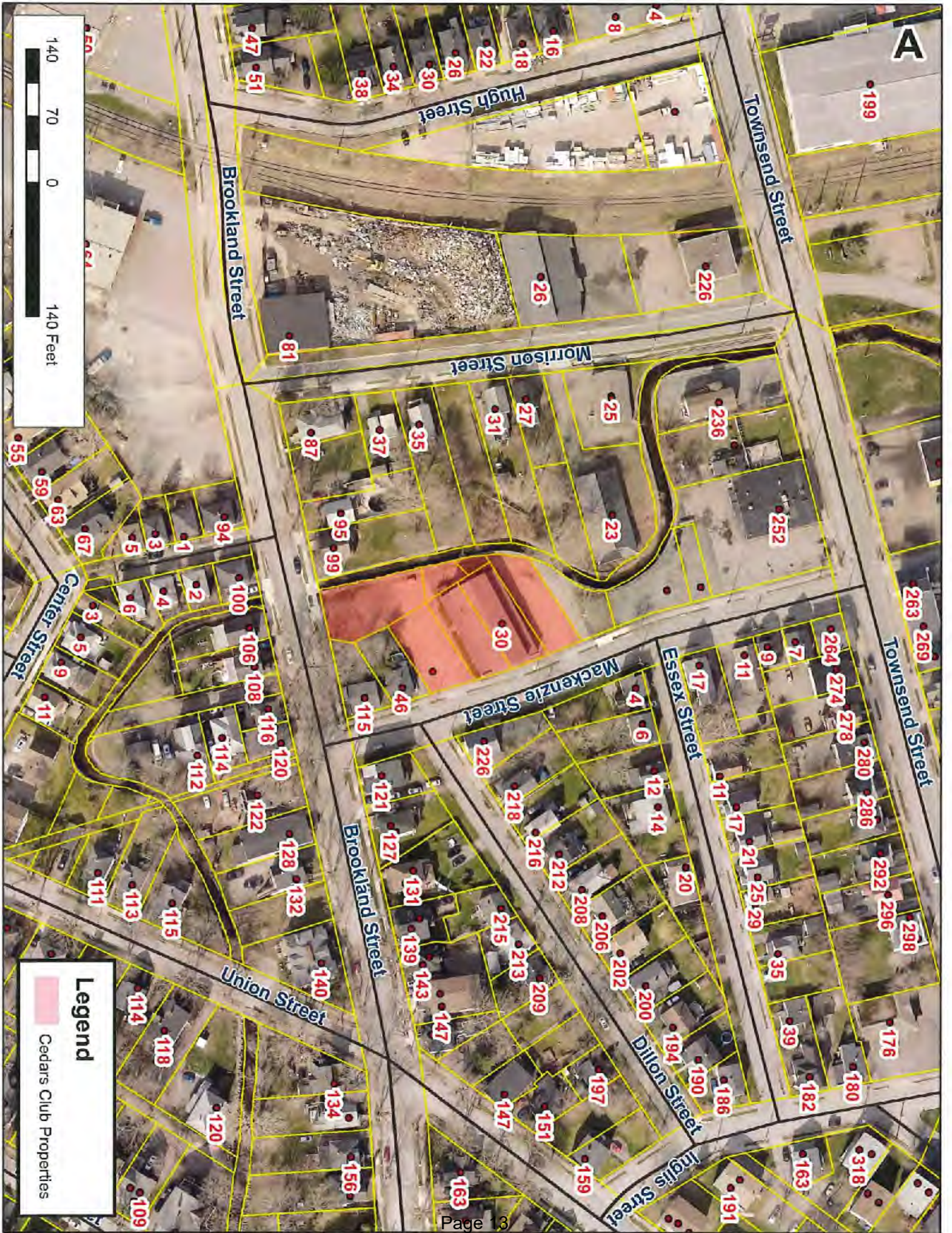
During the November 24<sup>th</sup>, 2021 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On December 14<sup>th</sup>, 2021, Council passed a motion to initiate the process for registration. In addition to the noticed filed at the Land Registry Office, the property owner was notified of their opportunity to address Council at the Public Hearing. No comments were received by the Planning and Development Department at the time this report was prepared.

**Recommendation**

I recommend Council register the Cedars Club (30 MacKenzie Street, Sydney) as a Municipal Heritage Property.

**Submitted by:****Originally Signed by**

**Karen Neville**  
**Heritage Officer**



## B

### Property Requesting Registration: Cedars Club, Sydney

<b>Historic Significance</b>		
Age of Property (original hall 1910, new hall 1954)	30 points	15 points
Association of the property with the community's economic, social, political, athletic or cultural history	20 points	20 points
Association of the property with a well-known person locally, provincially or nationally	10 points	0 points
Association of the property with a significant event in a community's history (such as incorporation of a former municipal unit, a famous labour dispute, a famous court case)	10 points	10 points
<b>Architectural Significance</b>		
Presence of rare or unique architectural features on the exterior (such as stained glass windows, Scottish dormers, turrets, unique pre-fabricated features on modern buildings, etc.)	20 points	0 points
Exceptional example of a particular architectural style; in order to score high in this category a structure need not be old or elaborately designed (a modern building that is unique or is a particularly good example of a particular style could score high in this category, as could a modest, relatively unornamented structure if it is a very good example of a particular style (such as a semi-detached coal company house)	50 points	0 points
Exterior is wood, clay brick or natural stone	10 points	4 points
Has been very substantially altered in recent years; most or all original features (dormers, windows, doors, verandahs, etc.) have been changed in size and/or style or have been removed	-25 points	0 points
Property is in a deteriorated state, requiring major repairs	-15 point	0 points
Presence of unique interior features (such as a Casavant Freres organ, exceptional interior wood work, unique light fixtures) - <i>points to be awarded only in cases where the building is open to the public on a regular basis (places of faith, theatres, public buildings)</i>	5 points	0 points
<b>Cultural Significance</b>		
Association of the property with the history of a particular religious or ethnic group in the CBRM	25 points	25 points
Association of the property with social or sports events within a community over a long period of time	25 points	0 points
<b>*Total</b>	<b>165 points</b>	<b>74 points</b>

**\* It is intended that this scoring criteria will be used as a guide; it is not recommended that a specific score in each category would be required in order for registration to proceed. However, it is assumed that in order to be registered a property should score at least 50 points overall.**



**To:** Heritage Advisory Committee

**FROM:** Karen Neville

**SUBJECT:** Request for Municipal Heritage Registration  
– 8399 Grand Narrows Highway, Christmas  
Island

**DATE:** January 31<sup>st</sup>, 2022

---

The Planning and Development has received a request from Kaitlyn Sheppard to register the single unit dwelling located at 8399 Grand Narrows Highway, Christmas Island, as a Municipal Heritage Property (Attachment A).

Based on information from community and family members, the applicant estimates the house was built between 1870-1890. It is thought the house was built by local ship builder turned merchant and farmer Michael McDougall. Nova Scotia's eighth premier, George H. Murray, is believed to have owned the property 1892-1904, but it is unclear if Murray lived on the property.

At the time of their request, the house was vacant and need of repair. The exterior of the house cedar shingled and contains some decorative shingles (Attachment B). The front of the house contains a bay window (Attachment C). A cross-gabled roof can be found on the west side of the house along with bay windows on both stories (Attachment D). There are windows located on the attic level of house. The foundation is believed to be made with sand and rock from Christmas Island Beach.

The scoring criteria for this property can be found in Attachment E.

During the November 24<sup>th</sup>, 2021 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On December 14<sup>th</sup>, 2021, Council passed a motion to initiate the process for registration. In addition to the noticed filed at the Land Registry Office, the property owner was notified of their opportunity to address Council at the Public Hearing. No comments were received by the Planning and Development Department at the time this report was prepared.

#### **Recommendation**

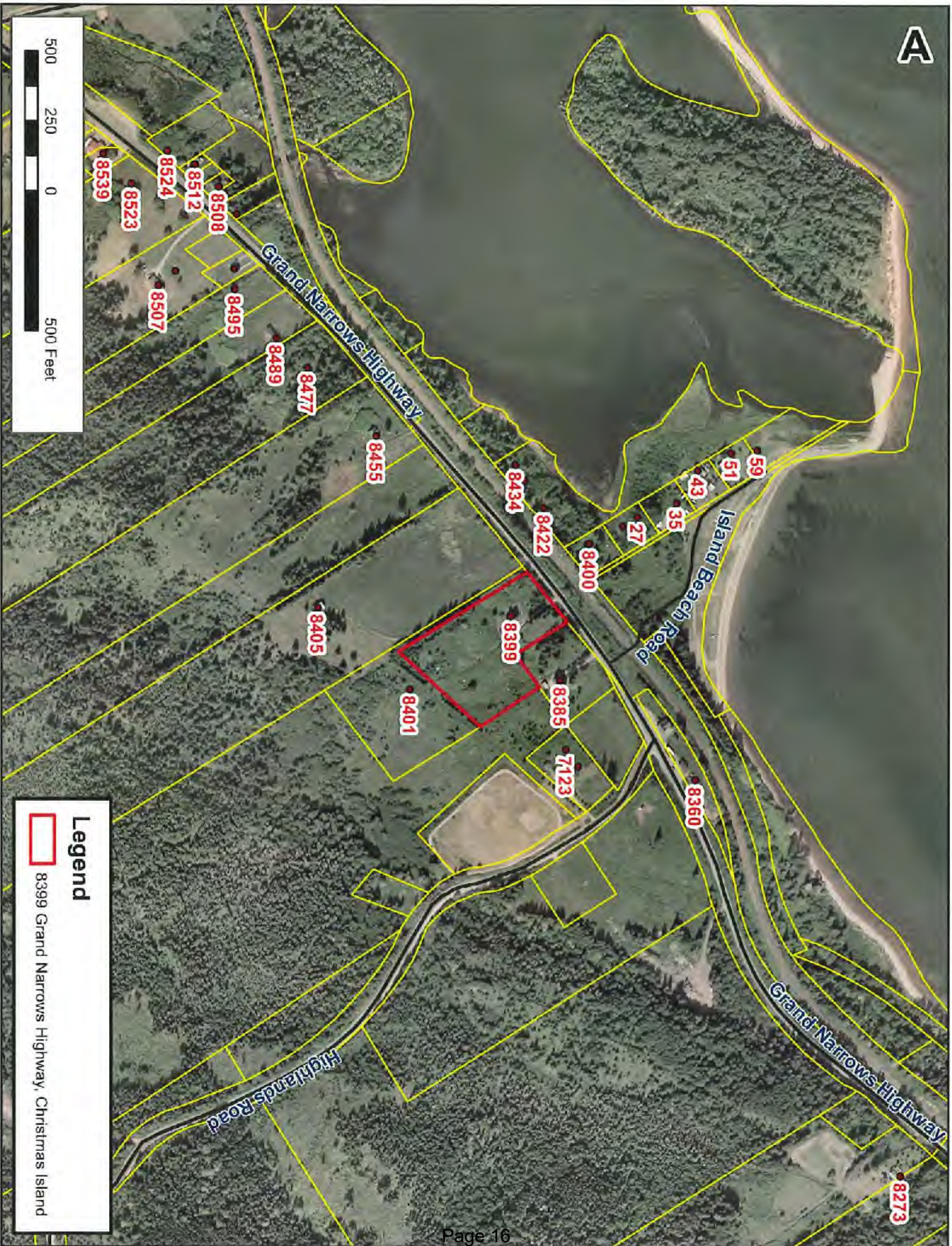
I recommend Council register 8399 Grand Narrows Highway, Christmas Island as a Municipal Heritage Property.

**Submitted by:**

**Originally Signed by**

**Karen Neville  
Heritage Officer**

A



**B**

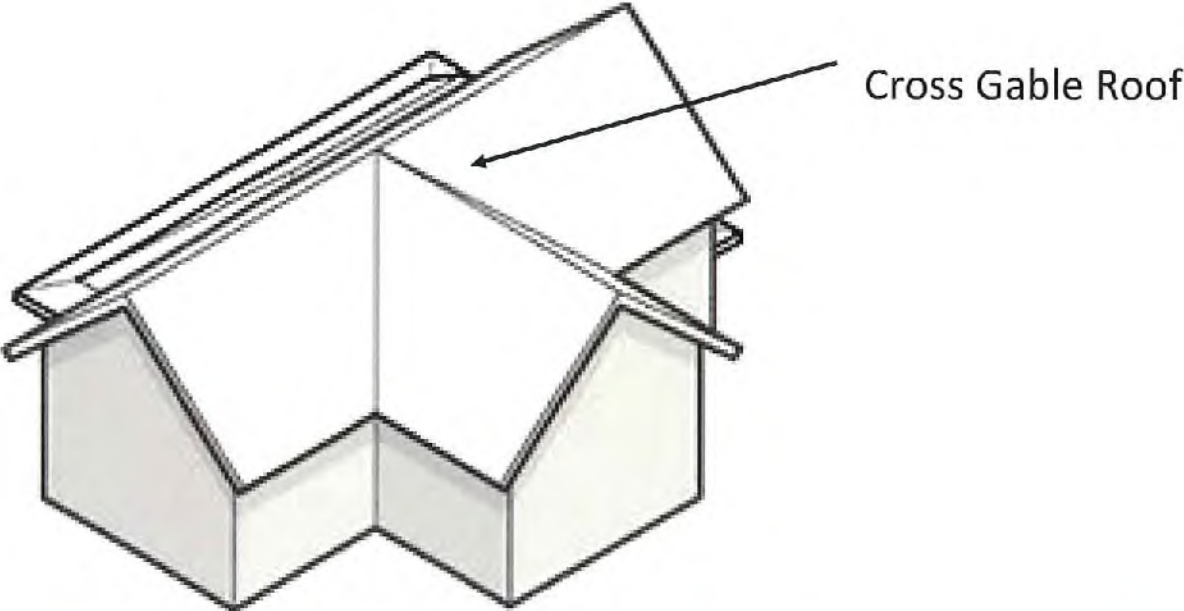


**B**





D



D



# E

## Property Requesting Registration: 8399 Grand Narrows Highway, Christmas Island

<b>Historic Significance</b>		
Age of Property (1870-1890)	30 points	25 points
Association of the property with the community's economic, social, political, athletic or cultural history	20 points	10 points
Association of the property with a well-known person locally, provincially or nationally	10 points	5 points
Association of the property with a significant event in a community's history (such as incorporation of a former municipal unit, a famous labour dispute, a famous court case)	10 points	0 points
<b>Architectural Significance</b>		
Presence of rare or unique architectural features on the exterior (such as stained glass windows, Scottish dormers, turrets, unique pre-fabricated features on modern buildings, etc.)	20 points	10 points
Exceptional example of a particular architectural style; in order to score high in this category a structure need not be old or elaborately designed [(a modern building that is unique or is a particularly good example of a particular style could score high in this category, as could a modest, relatively unornamented structure if it is a very good example of a particular style (such as a semi- detached coal company house)]	50 points	20 points
Exterior is wood, clay brick or natural stone	10 points	10 points
Has been very substantially altered in recent years; most or all original features (dormers, windows, doors, verandahs, etc.) have been changed in size and/or style or have been removed	-25 points	0 points
Property is in a deteriorated state, requiring major repairs	-15 point	-15 points
Presence of unique interior features (such as a Casavant Freres organ, exceptional interior wood work, unique light fixtures) - <i>points to be awarded only in cases where the building is open to the public on a regular basis (places of faith, theatres, public buildings)</i>	5 points	0 points
<b>Cultural Significance</b>		
Association of the property with the history of a particular religious or ethnic group in the CBRM	25 points	0 points
Association of the property with social or sports events within a community over a long period of time	25 points	0 points
<b>*Total</b>	<b>165 points</b>	<b>65 points</b>

**\* It is intended that this scoring criteria will be used as a guide; it is not recommended that a specific score in each category would be required in order for registration to proceed. However, it is assumed that in order to be registered a property should score at least 50 points overall.**

**Case 1086 – Request from Rob Smith for a 3-Unit Apartment at 98 Caledonia Street, North Sydney (PID 15026313; District 2)**

**Motion:**

Moved by Deputy Mayor MacMullin, seconded by Councillor Gordon MacDonald, approval to advertise Notice of a Public Hearing to consider the application by Rob Smith to permit a 3-unit apartment at 98 Caledonia Street, North Sydney, by amending the zoning for PID 15026313 from Residential Urban C (RUC) to Residential Urban 3-Unit (RU3).

**Motion Carried.**



**TO:** CBRM Mayor & Council

**FROM:** Kristen Knudskov

**SUBJECT:** Case 1086 Request from Rob Smith for a 3-unit Apartment at 98 Caledonia Street, North Sydney (PID 1S026313; District 2)

**DATE:** January 28, 2021

---

### Background

Rob Smith is requesting that CBRM Council rezone 98 Caledonia Street, North Sydney (PID 1S026313) to allow a 3-unit apartment. The site is currently zoned Residential Urban C (RUC). The RUC zone permits single detached and two-unit dwellings, but a 3-unit apartment is not permitted.

The site lies on the south side of Caledonia Street on the block between Stanley Street and Beacon Street (see Attachment A). The parcel area is 12,000 sq. ft., or just over a quarter of an acre. The parcel is occupied by a vacant 2-unit dwelling with approximately 2,400 sq. ft. of living area.

In July of 2021, Council approved a similar request to allow an additional unit within an existing two-unit dwelling located approximately 400 ft. southeast of the subject site.

### Discussion

There are several policies in the Municipal Planning Strategy (MPS) which advocate for higher density residential developments under a variety of circumstances. The MPS 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;

Higher density development is generally encouraged along higher ranked streets in the MPS public street network hierarchy. The site in question fronts onto Caledonia Street, a local road (Level S). Apartments would typically not be encouraged along local roads. However in this case the request is only for one additional unit.

The surrounding area consists solely of residential development and one home business (see Attachment B). Approximately 80% of the main buildings in the surrounding area are single or two-unit dwellings. The same percentage are owner-occupied. The remaining main buildings consist of three 3-unit apartments, two 4-unit apartments, and one home business (a massage therapist).

The subject site is within a 5-minute walk of North Sydney's Downtown Central Business District. To the southeast of the site, near the downtown area, a greater mix of uses are present including higher density apartment buildings and a variety of commercial developments.

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. Part 4 Policy 1. d. 9 of the MPS provides a list of six criteria Council must use to evaluate the merits of each application. 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.

- 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;

The Land Use Bylaw outlines minimum parking space requirements according to land use type. For a 3-unit apartment, the property owner would be required to provide three on-site parking spaces. There is an existing gravel driveway on the northeast side of the property. If necessary, there is adequate space to either extend the driveway towards the rear lot line or add parking area to the rear of the building.

- 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.*)

This criteria is intended to require screening of unsightly components from view of neighbouring properties. This criterion is more applicable to new and larger scale parking areas.

- 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 applicant is seeking one additional unit which would not result in a significant increase in traffic onto Caledonia Street.

- 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.

In the surrounding area, the average home has approximately 2,000 sq. ft. While the building in question is 400 sq. ft. larger than the average, there are no proposed additions. From the exterior, the building will appear unchanged. Zone provisions can be incorporated to ensure that if the site is redeveloped in the future, the scale of the building is limited.

Many of the buildings in the area were constructed in the late 19<sup>th</sup> and early 20<sup>th</sup> century. However, the area is not identified for heritage conservation. The zone currently in effect does not include architectural controls.

**Notice of Public Hearing**

In keeping with the *Municipal Government Act*, notice of the public hearing was advertised in the January 21<sup>st</sup> and 28<sup>th</sup> editions of the Cape Breton Post. Notice was also mailed to property owners in the vicinity of the site and posted to the CBRM Facebook page.

Due to the ongoing pandemic, anyone wishing to comment on the proposed amendment was invited to submit a written statement or a voicemail which would be transcribed.

At the time this issue paper was written, one submission of opposition was received (see Attachment E).

**Recommendation**

In keeping with Part 4, Policy 1.d.9 of the Municipal Planning Strategy, zone provisions can be implemented to mitigate the impact of the proposed development on surrounding residential development. Further, zone provisions can ensure that any future redevelopment of the lot respects the scale of existing buildings in the area.

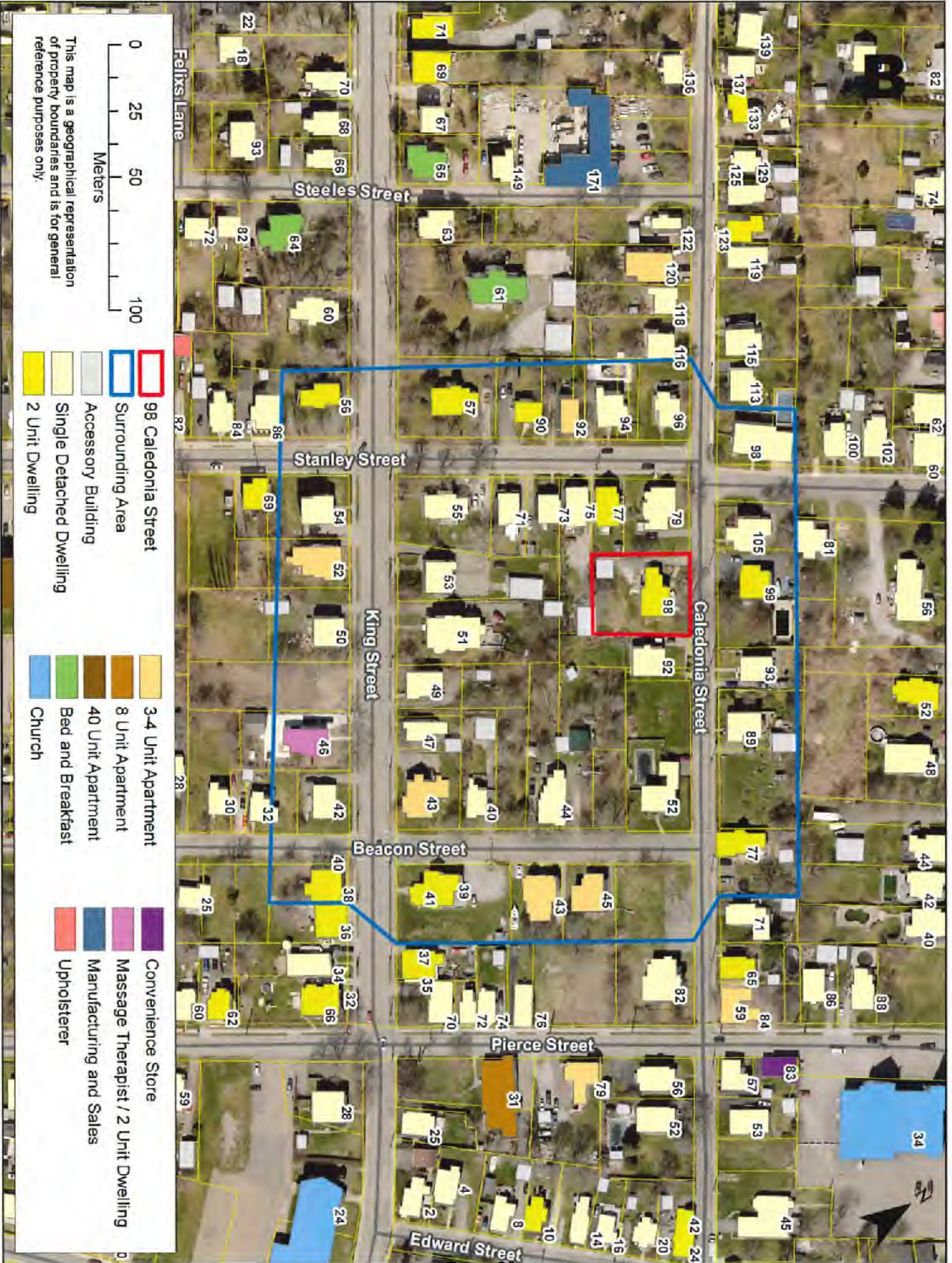
The attached Amending Bylaw (Attachment C) would amend the subject site zoning to Residential Urban Three-Unit (RU3) and includes site-specific provisions. For these reasons outlined above, I recommend that Council approve the Amending Bylaw as presented in Attachment C.

**Respectfully submitted by:**

**ORIGINAL SIGNED BY**

Kristen Knudskov  
Planning and Development Department





By-law  
of the  
Cape Breton Regional Municipality  
amending the  
Land Use By-law

Pursuant to Section 210 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:** Council inserts the following into the Residential Urban 3-Unit (RU3) Zone:

**Section 3 Special Provisions for PID # 15026313**

Development Permits shall only be issued on this lot parcel in compliance with the following provisions.

- The maximum floor area shall be 2,600 sq. ft.
- If four or more parking spaces are provided, any new parking area shall be screened from any single detached dwellings to soften their starkness by a combination of vegetation and fencing.
- Notwithstanding Section 2, the maximum number of stories shall be two and one-half (2.5).

**THAT:** Council amends the zoning of PID 15026313 from Residential Urban C (RUC) to Residential Urban 3-Unit (RU3).

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THIS IS TO CERTIFY** that the above amendments are 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 **DATE** to amend the Cape Breton Regional Municipality's Land Use By-law.

\_\_\_\_\_  
Deborah Campbell Ryan, CLERK

---

**PART 102 RESIDENTIAL URBAN 3-UNIT (RU3) ZONE**

---

**Section 1 RU3 Uses Permitted**

Development Permits shall only be issued in the RU3 Zone for one or more of the following uses in compliance with any relevant section of the General Provisions Part, and any specific section of this Part devoted to the use.

- One three-unit apartment building *in compliance with the provisions of Section 2*
  - All uses permitted in the RUC Zone subject to the RUC Zone requirements
- 

**Section 2 Three-Unit Apartment Building**

- The maximum number of storeys shall be two;
  - The total maximum lot parcel coverage for all main uses in this zone shall be 1/3rd (i.e. 33%) of the lot parcel area. The part of a building used to calculate this maximum lot parcel coverage is the roof to the edge of the eave (i.e. dripline).
  - Notwithstanding the total maximum lot parcel coverage provision, to facilitate the inclusion of additions demanded by other regulations or by-laws, and/or voluntary design improvements, the construction work involved in a conversion may include an addition no greater than 5% of the floor area of the building;
  - All areas of the lot parcel subject to this Zone not occupied by the building footprint, parking area, or deck shall be in compliance with the definition for landscaped open area in this Bylaw.
-

**From:** [REDACTED]  
**To:** [PlanningConsult](#)  
**Subject:** 98 Caledonia St North Sydney re zoning  
**Date:** January 29, 2022 1:03:57 PM

---

To Whom it May Concern,

I oppose amending the zoning of 98 Caledonia to permit a 3 unit apartment building. It is a residential neighbourhood with a very narrow street and a 2 unit is more than enough. My understanding was that the current two units would be renovated and not that a third would be added. The home was built as a single family dwelling and the majority of the homes in that area remain single family dwellings. Although it is zoned as a two unit the house was most recently lived in by one extended family.

Thank you,  
Janet Briggs  
99 Caledonia St.  
North Sydney, N.S.  
B2A 2V4

**CBRM Temporary & Permanent Signage Strategy**

**Motion:**

Moved by Councillor MacLeod, seconded by Councillor Gillespie, that a recommendation be made to Council for the following:

1. CBRM proceed with enforcement measures for any unauthorized signage on utility poles on CBRM property within 30 days of a Council motion and upon receiving permission from the Utility companies. These signs may be removed and disposed of by the respective utility pole owners, CBRM or any 3<sup>rd</sup> Party.
2. CBRM proceed with enforcement of our Streets Bylaw to remove any portable signs from all other CBRM property within 30 days of a Council motion and notification to all the Sign companies.
3. Examine options for a new bylaw to regulate signage. Staff will initiate the Bylaw Development Process (outlined in *CBRM's Bylaw Development Policy*). This includes:
  1. Identify and consult with internal/external stakeholder groups;
  2. Review the Municipal Planning Strategy for required changes;
  3. Draft preliminary strategy for review with internal & external clients;
  4. Establish applicable licenses, permits, and fees;
  5. Identify associated internal costs for the strategy; and
  6. Administration and Council review final strategy.

**Discussion:**

During the discussion, some of the issues raised included:

- Signage on Municipal property
- Signage for small businesses
- Election signs
- Business owners involved in creating bylaw
- Regulating the bylaw

**Motion to Amend:**

Moved by Councillor MacMullin, seconded by Councillor Coombes, that the motion be amended by removing recommendation number 2 noted above.

**Discussion on the Amendment:**

During the discussion, some of the issues raised included:

- Regulation vs. banning signs
- Work with the Sign Companies
- Recommendation #3 must be completed before considering recommendation #2.

**Motion to Amend Carried.**

**Discussion on Main Motion as Amended:**

- Create bylaw in a timely manner
- Consider providing advertisement space on CBRM website for non-profit organizations
- Free advertising is available for non-profits on all radio stations, newspapers, and television
- Include a time limit in sign permit

**Main Motion as Amended Carried.**

## Excerpt – Council Minutes – November 9, 2021

---

### **CBRM Signage Strategy Update:**

Michael Ruus, Director of Planning and Development, provided background information on the issue, noting that a motion of Council in June 2019 regarding CBRM Signage Strategy was passed regarding the enforcement measures for unauthorized signage on utility poles. The bylaw development process was put on hold due to the onset of COVID-19.

Director Ruus advised that with restrictions easing, staff have reconvened the working group. The process going forward and next steps were discussed as outlined in the staff Issue Paper dated November 2, 2021.

Following the presentation, Council discussion included the following:

- Signage on non-commercial properties
- Effects on small business
- CBRM Forward and Wayfinding

Mayor McDougall thanked Director Ruus for the update.

**For Information Only.**



# **Memo**

**TO: CBRM Mayor and Council**

**FROM: Kristen Knudskov, Planning & Development Department**

**DATE: January 26, 2022**

**RE: Temporary Sign Survey: What We Heard Report**

---

Staff have conducted a survey to identify the community expectation for temporary signs and their regulation. The results of the survey are summarized in the attached report.

The next step is to collaborate with the stakeholder group to create a draft Bylaw, guided by the survey feedback. A plan for the implementation, enforcement, associated costs, and evaluation of the Bylaw will also be addressed. Additional next steps for consultation and decision-making are outlined within the report.

Prior to considering adoption of a new bylaw, alternative policy options and budget considerations will be provided to Council.



# Temporary Sign Survey: What We Heard

## Contents

<b>1. Introduction .....</b>	<b>2</b>
1.1 Background .....	2
1.2 Temporary Sign Bylaw Survey .....	2
<b>2. Who We Heard From .....</b>	<b>2</b>
<b>3. What We Heard.....</b>	<b>3</b>
3.1 Public Safety .....	3
3.2 Appearance .....	4
3.3 Business Impact .....	5
3.4 Role of the CBRM .....	5
3.5 Other Recurring Points.....	6
3.6 Mobile Sign Variations .....	6
3.7 Regulation Questions .....	7
3.8 Other Types of Mobile Signs .....	8
<b>4. Next Steps .....</b>	<b>8</b>
<b>Appendix A: Copy of Survey .....</b>	<b>9</b>
<b>Appendix B: Regulation Question Charts.....</b>	<b>18</b>

# 1. Introduction

## 1.1 Background

In June of 2019, CBRM Council raised concerns regarding signage in the municipality. Members of Council and their constituents, at the time, identified on-going problems with visual clutter and potential safety hazards because of a lack of restrictions on signage in CBRM. As a result, Council passed a motion to proceed with enforcement measures for unauthorized signage on utility poles and to initiate the process of developing a new sign bylaw.

Community and stakeholder consultation is a vital component of the bylaw development process. To date, a working group of internal and external stakeholders have collaborated to identify signage issues and to test ideas for possible solutions. Wider community consultation will ensure that the efforts of the Working Group correctly capture the vision of CBRM residents when it comes to signage.

## 1.2 Temporary Sign Bylaw Survey

A survey format was selected due to its broad reach – temporary signage is used across the CBRM’s jurisdiction. The intent of the survey was to pinpoint the citizen perspectives on temporary signage, identify the nature of any concerns, and to ultimately ask if the CBRM should consider regulating them.

The survey was promoted in the newspaper, in social media, on the CBRM website, and through stakeholder networks.

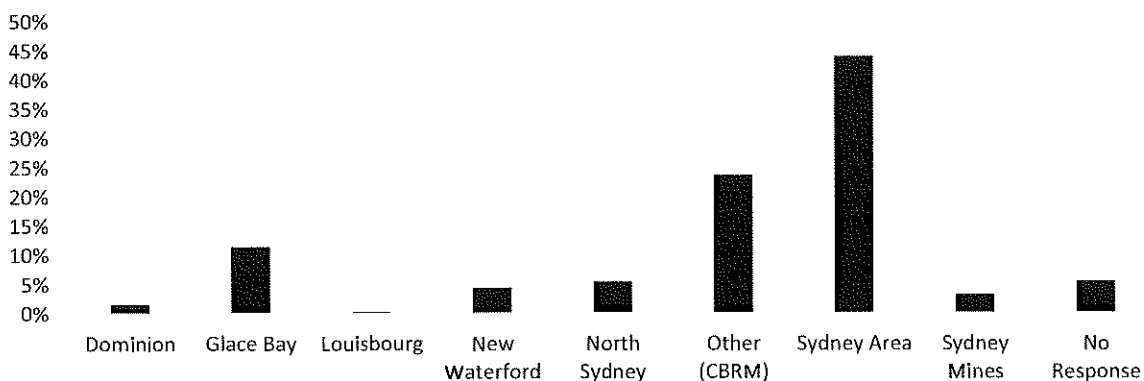
Responses were accepted between December 3<sup>rd</sup> and December 17<sup>th</sup>, 2021.

# 2. Who We Heard From

**910**  
Total responses

In total, 910 individuals responded to the Temporary Sign Survey. Respondents were asked to indicate the community that they reside in. The chart below breaks down how many responses came from various areas within the Regional Municipality.

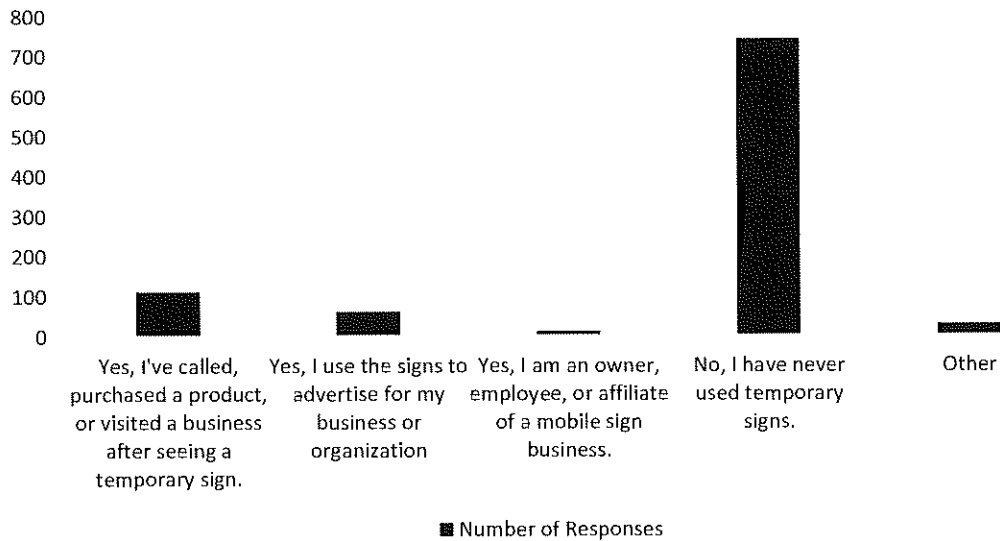
## 2.1 Percentage of Survey Responses by Community



The “Sydney Area” includes responses from residents of the communities of Sydney, Sydney River, and Westmount. “Other Within CBRM” references all areas which aren’t otherwise referenced. Fifty individuals did not provide a community (“No Response”) and seven listed a residence outside of the CBRM.

The survey asked about the usage of temporary signs. More than one option could be selected. Below is a breakdown of the number of times each option was selected:

## 2.2 Use of Temporary Signs



Of those who entered an alternate response, the use ranged from owning their own sign, having advertised with them in the past, considering using them in the future, to using them to advertise personal messages.

## 3. What We Heard

Preliminary discussions with the Working Group predicted that comments from CBRM citizens would fall into a few key categories. The responses did in fact reflect these four predominant themes: public safety, appearance, business impact, and the role of the CBRM.

### 3.1 Public Safety

One of the most common themes among responses was that temporary signs are a public safety concern for a variety of reasons. When asked how strongly they agree or disagree with the statement “The location of some temporary signs can be a safety hazard,” 60% of responses strongly agreed; sign company owners and businesses that use temporary signs to advertise were less likely agree (see below). There were three main public safety concerns:

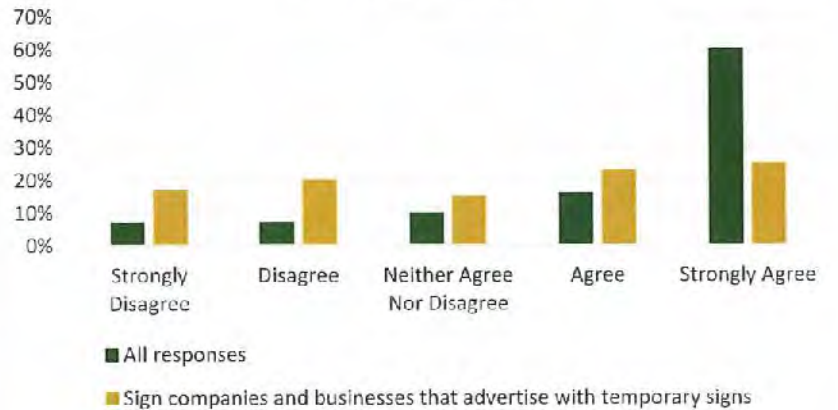
Some signs are positioned in a manner that blocks the sightlines of drivers. Responses noted this is a particular issue when signs are located in the road right-of-way or near street intersections.

Many respondents believe that temporary signs are a distraction to drivers. Some responses elaborated on this idea, stating that the overall volume, clustering, and design of the signs contribute to the level of distraction. This idea was rebutted by some respondents, stating that there is no evidence of increased accidents in areas where signs are particularly prolific.

Proper anchoring and installation of signs was also raised frequently. Responses included descriptions of signs which had blown over and block sidewalks or roadways. Many responses note that the frequency

and severity of storms and winds make this a particular issue for the CBRM in comparison to other areas.

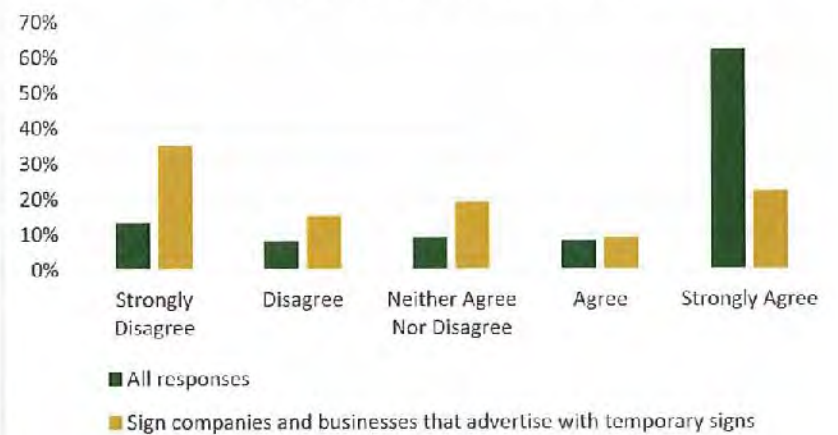
### 3.1 The location of some temporary signs can be a safety hazard.



### 3.2 Appearance

The appearance of signs was also consistently raised within the survey. The terms “unsightly”, “eyesore”, and other visual descriptors were some of the most frequently used words within written responses.

### 3.2 Temporary signs reduce the aesthetic or visual quality of the community.



There was a focus on tourism – many responses identified that they believe temporary signs detract from the impression of the CBRM for visitors. Comparisons were often made to regulations in other municipalities (Prince Edward Island in particular) and their reputations as tourist locales.

The state of repair or maintenance of temporary signs was also highlighted as one aspect that contributes to the negative appearance of many temporary signs.

Finally, the use of bright colors and/or mismatching colored letters was commonly targeted as an unsightly design feature.

### 3.3 Business Impact

The economic value of advertising and temporary signs was another key theme. Temporary signs were described as an affordable alternative for businesses to solicit business. While this sentiment was less prolific through the written responses, one-quarter of all responses strongly agreed that “Temporary signs are an effective and affordable way for businesses and individuals to communicate their message.” A further 20% agreed with this statement.



Some respondents were concerned about the impact that new regulations may have on small businesses. Some believe that temporary signs allow them to compete with larger or “big-box” stores.

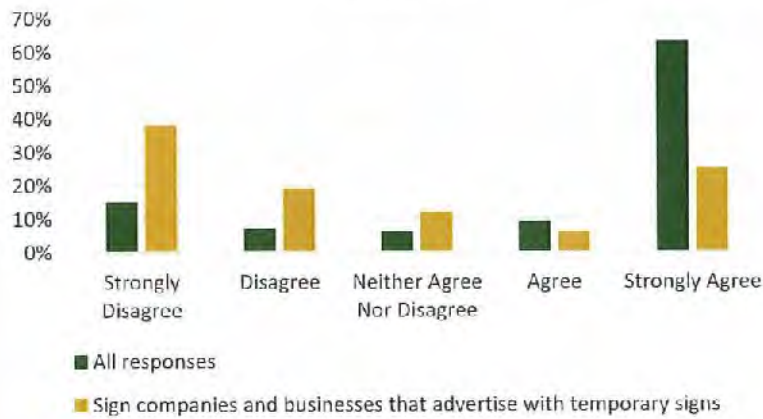
Employment was another point raised in this line of thinking. Some stated that regulating temporary signs would lead to reduced employment opportunities among both sign companies and businesses alike.

### 3.4 Role of the CBRM

Feedback often broached the municipality’s role in regulating signs. Sixty-three percent of all responses indicated they would strongly support the municipality in taking steps to regulate temporary signs (see below). The distribution of responses for sign companies and businesses that advertise with temporary signs was more polarized. Thirty-eight percent said they strongly disagree, while one-quarter strongly agreed. Again, a few key themes emerged.

Many citizens stated that the municipality should only regulate signs on public property, and commercial properties should be permitted to advertise as they see fit. Some raised concerns of municipal jurisdiction or overregulation.

I would support the municipality taking steps to regulate the use of temporary signs.



Issues of enforcement and funding for administration of a new Bylaw were also pointed out. Some responses emphasized that existing sign regulations have not been consistently enforced.

Several respondents stated that they believe the municipality should be focusing on other priorities. They cited affordable housing, equalization, poverty, and infrastructure maintenance, among many others.

### 3.5 Other Recurring Points

There were a couple of other recurring points that recurred through the written responses. The points below were discussed far less often than those previously discussed, but they are noteworthy, nonetheless.

- The location of temporary signs can impede snow removal from streets and sidewalks.
- The messaging of some signs is inappropriate, slanderous, etc.
- Election signs and signs on utility poles are also problematic.
- Illuminated signs are often bright or similarly constitute a public safety hazard.
- Temporary signs create waste or may harm the environment.
- Accessibility should be considered in determining sign locations.
- There are alternatives to temporary sign advertising, such as social media, radio, billboards, etc.

### 3.6 Mobile Sign Variations

The survey asked respondents to describe their perspective on a few variations of temporary signs, including traditional “temporary mobile signs” (Figure 1), “planter box signs” (Figure 2), and “printed mobile signs” (Figure 3).

When asked for comments specifically regarding planter box signs, 67% (611) either provided no comment or indicated their comments would not change in comparison to traditional



Figure 1 Temporary Mobile Sign



Figure 2 Planter Box Sign

temporary mobile signs. Of those that did provide additional comments, the key points were that planter box signs:

- Are a more attractive alternative
- Are more stable or well-anchored
- Tend to be more safely located
- Need upkeep or they would house garbage, rodents, etc.
- Are more costly to implement

When comparing printed mobile signs to temporary mobile signs, 81% (736) respondents either provided no additional comments or indicated that their concerns would not change. Of those that did provide additional comments, the most common points were that they are a more attractive option and that they would be more costly for businesses.



Figure 3 Printed Mobile Sign

### 3.7 Regulation Questions

**76%**  
Yes, CBRM should regulate temporary mobile signs

The survey also asked a series of questions targeting specific types of provisions that are often found in other municipalities in Nova Scotia and other provinces. The following discusses some of the key findings. Charts summarizing the answers to these questions can be found in Appendix B

#### Number of Signs per Property

The greatest consensus was when asked the question of whether there should be a limit to the number of signs that can be placed on a commercial property. Eighty percent of responses indicated that there should be a limit, while only 13% indicated there should not.

#### Off-Site Advertising

Off-site advertising refers to advertising located on a property other than where the business or event is located. While approximately 50% prefer to allow on-site advertising only, about 41% indicated that off-site advertising is acceptable.

#### Separation Distance

A separation distance between signs on the same property is often implemented to reduce clustering. Most responses support either only allowing one sign per property or including a separation distance.

#### Tourist Routes

When asked if signs should be permitted along major tourist routes, about half of the responses said no. A further one-quarter indicated that they should be allowed, but only under specific circumstances.

#### Vacant Lots

Currently, temporary mobile signs can be found on vacant lots within the CBRM. More than half believe these signs should be permitted on vacant lots. Thirty-two percent disagreed with this position.

#### Total Number of Signs

When asked how many signs there should be in the CBRM, most responded that there should be either none or far less than currently displayed. Twenty percent indicated that the current condition is acceptable.

### 3.8 Other Types of Mobile Signs

There are other types of temporary signs, other than those discussed in previous sections of the survey. The survey presented examples of types of temporary signs and asked respondents to consider if they have concerns about other types.

More than half of respondents did not offer any additional comments or concerns regarding these types of signs. Of those that did not have concerns, the reasoning generally included that other temporary signs:

- Serve a specific need or purpose
- Are often located on private property or the property that the message pertains to
- More attractive than temporary mobile signs
- Typically, temporary and are removed after use
- Less likely to be a traffic safety hazard

Of those that expressed any concerns, the recurring themes included that they:

- Block pedestrian paths (sandwich boards in particular)
- Are or can become a traffic safety hazard
- Need to be properly maintained and removed in a timely manner

Signs on telephone poles, election signage, and illuminated signage were mentioned numerous times. Residents expressed concern about the enforcement of signs on telephone poles. Respondents expressed that election signs should also be subject to regulation. The timely removal was of particular concern. Several responses identified that the brightness of illuminated or flashing signs can be a nuisance or a distraction to drivers.

## 4. Next Steps

A Temporary Sign Bylaw will be drafted in consultation with the Working Group. The information gathered by the survey will inform the direction of the draft Bylaw. A strategy for implementation, enforcement, and evaluation of the Bylaw will also be formed.

Temporary sign company owners will be invited to a workshop with two goals. The workshop will present the proposed regulations and its administration. Secondly, it will be an opportunity to fine-tune the provisions of the draft Bylaw.

The draft Bylaw and strategy will then be presented to CBRM Council for review. Council may choose to give first reading to the Bylaw and schedule a public hearing.

Citizens and stakeholders would be invited to address Council directly with any comments on the proposed Bylaw. Following a public hearing on the matter, Council may adopt the Bylaw and bring it into effect.

## Appendix A: Copy of Survey

### Citizen survey on temporary signs

The Cape Breton Regional Municipality (CBRM) is considering how to best address temporary signs within CBRM, and whether to regulate them. We're asking you to share your perspective to help us shape any future regulations. At this time, we're only considering "temporary signs". Temporary signs are signs which are not permanently affixed to a building or the ground and are able to be moved from one location to another.

While the overall results of the survey will be presented to CBRM Council, individual survey responses will be confidential. You are NOT required to sign into Google to complete the survey.

1. Email Address

---

2. What community/area do you live in?

---

3. Do you ever use temporary signs? Select as as many as applicable.



*Check all that apply.*

- Yes, I am an owner, employee or affiliate of a mobile signs business
- Yes, I use the signs to advertise for my business or organization
- Yes, I've called, purchased a product, or visited a business after seeing a temporary sign.
- No, I have never used temporary signs.

Other:  \_\_\_\_\_

Which of the following statements do you agree with? Scale from strongly disagree to strongly agree.

- (1) means you strongly disagree
- (2) means you disagree
- (3) means you neither agree nor disagree
- (4) means you agree
- (5) means you strongly agree

4. A) Temporary signs are an effective and affordable way for businesses and individuals to communicate their message.

*Mark only one oval.*

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly Agree

5. B) The location of some temporary signs can be a safety hazard.

*Mark only one oval.*

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

6. C) Temporary signs reduce the aesthetic or visual quality of the community.

*Mark only one oval.*

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

7. D) I would support the municipality taking steps to regulate the use of temporary signs.

Mark only one oval.

1      2      3      4      5

Strongly disagree                  Strongly agree

Types of Temporary Signs

The following pictures are all examples of temporary signs that can be found in the CBRM. We have a series of questions about your opinion about this type of signage.

Sign type #1 - Temporary mobile signs



8. What kind of concerns, if any, do you have about the type of temporary mobile sign illustrated above?

---

---

---

---

---

Sign type #2 - Planter box signs



9. A planter box sign is an alternative type of temporary mobile sign. This type is similar in appearance but has a constructed base. Are your concerns the same as previously identified? What concerns, if any, do you have about planter box signs?

---

---

---

---

---

Sign type #3 - Printed mobile sign



10. A printed mobile sign is an alternative type of temporary mobile sign. This type is similar in appearance but includes a large format print rather than interchangeable letters. Are your concerns the same as previously identified? What concerns, if any, do you have about printed mobile signs?

---

---

---

---

---

How to regulate

11. If temporary mobile signs are permitted, should there be a limit to the number of signs that can be placed on a commercial property?

*Mark only one oval.*

- Yes  
 No  
 Not sure / No Opinion

12. If temporary mobile signs are permitted on a commercial property, should there be a duration limit?

*Mark only one oval.*

- They should be allowed permanently, for an unlimited amount of time  
 There should be a duration limit  
 Not sure / no opinion

13. Some municipalities require a separation distance between signs to keep them from clustering in a given area. Should temporary mobile signs be required to be placed a certain distance from another sign on the same property?

*Mark only one oval.*

- There should not be a separation distance between signs  
 There should be a separation distance between signs  
 Only one sign per property should be permitted  
 Not sure / no opinion

14. Should temporary mobile signs be limited to advertising on the same property as the business/event or should they also be allowed to advertise at other locations (i.e. "off site advertising")?

*Mark only one oval.*

- Sign placement should be limited to the same property as the business/event being advertised
- Sign placement should be allowed at other locations
- Not sure / no opinion

15. Should temporary mobile signs be permitted on vacant properties (ie. properties without a building on them)?

*Mark only one oval.*

- Yes
- No
- Not sure / No Opinion

16. Should temporary mobile signs be permitted along major tourist routes?

*Mark only one oval.*

- Yes, they should be permitted along major tourist routes.
- Yes, they should be permitted along major tourist routes but for events only and for a specified period.
- No, they should not be permitted along major tourist routes at all.
- Other: .....

17. How many temporary mobile signs should there be in the CBRM?

*Mark only one oval.*

- Far less than currently displayed
- A little less than currently displayed
- About the same
- A little more than currently displayed
- Far more than currently displayed
- None at all

18. Based on your answers above, do you feel that the CBRM should regulate temporary mobile signs?

*Mark only one oval.*

- Yes
- No
- Not sure

19. Is there anything else you would like to tell us about temporary mobile signs? Provide a response here.

---

---

---

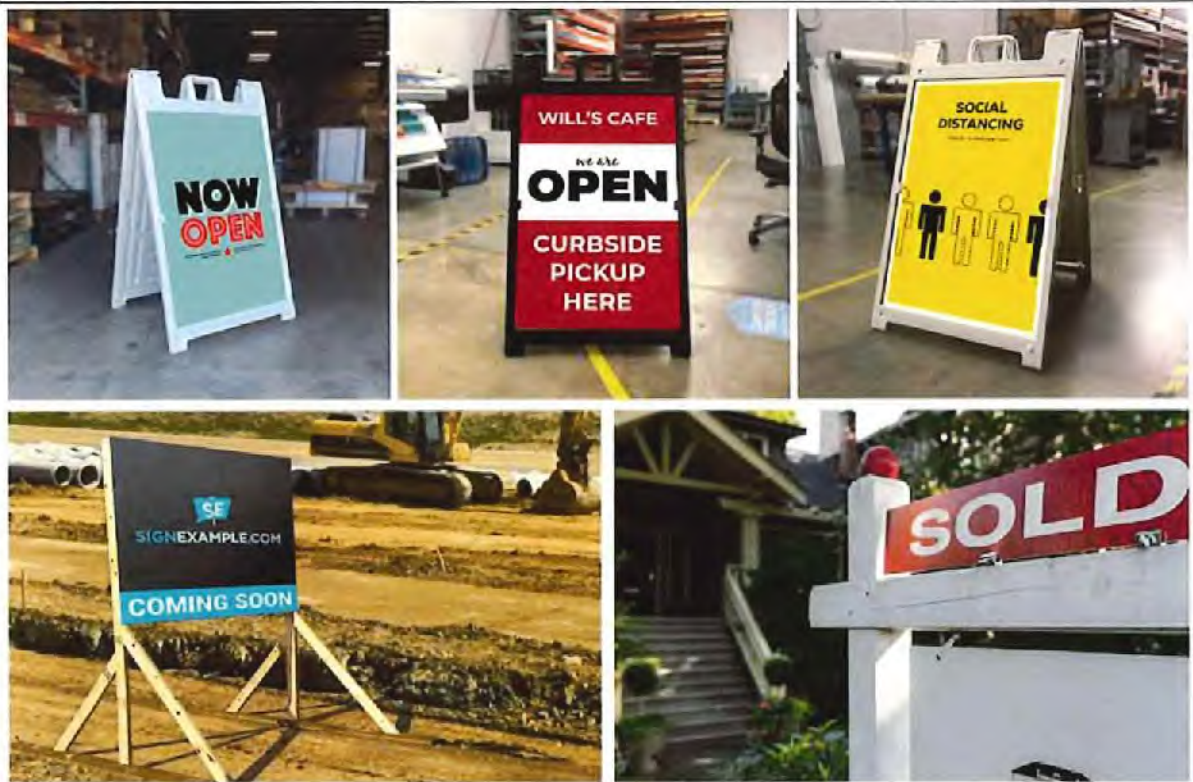
---

---

Final question

Other types of temporary signs.

20. There are other types of temporary signs, often used by businesses at on site locations. These include real estate signs, sandwich boards, construction site signage, banners on fences or buildings, etc. What concerns, if any, do you have about these types of signs? Examples below:



---

---

---

---

---

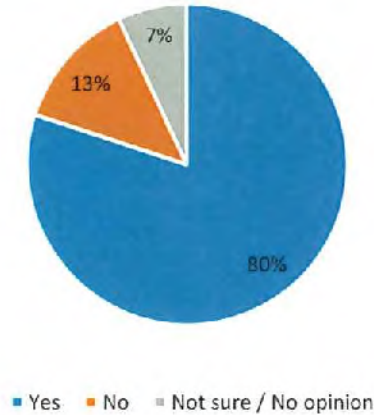
---

This content is neither created nor endorsed by Google.

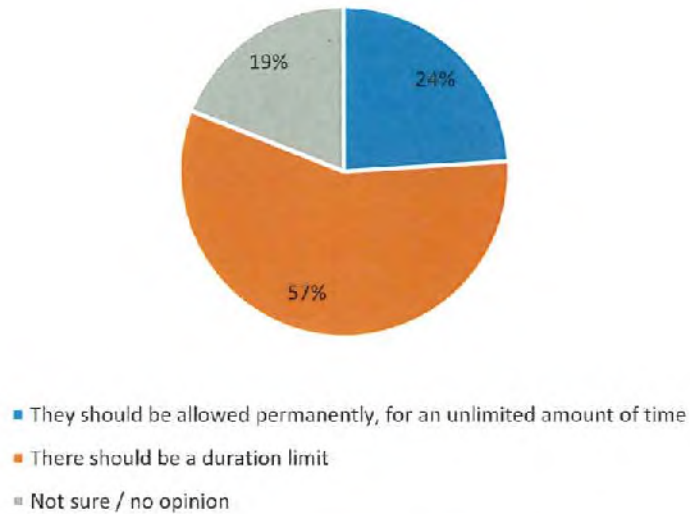
Google Forms

## Appendix B: Regulation Question Charts

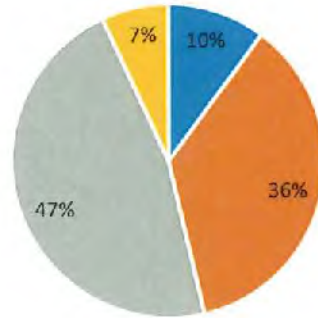
If temporary mobile signs are permitted, should there be a limit to the number of signs that can be placed on a commercial property?



If temporary mobile signs are permitted on a commercial property, should there be a duration limit?

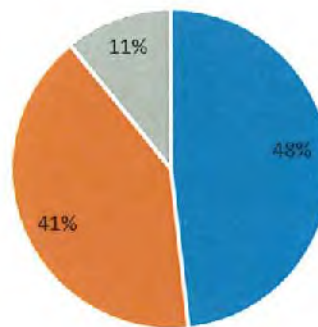


Some municipalities require a separation distance between signs to keep them from clustering in a given area. Should temporary mobile signs be required to be placed a certain distance from another sign on the same property?



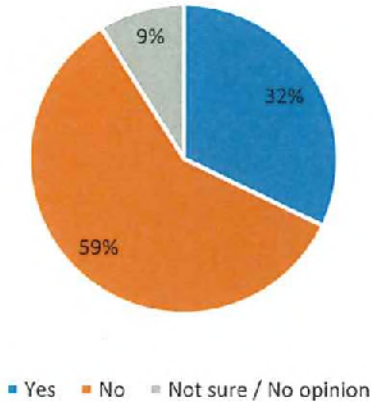
- There should not be a separation distance between signs
- There should be a separation distance between signs
- Only one sign per property should be permitted
- Not sure / No opinion

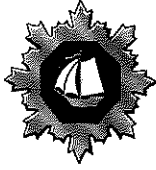
Should temporary mobile signs be limited to advertising on the same property as the business/event or should they also be allowed to advertise at other locations (i.e. "off site advertising")?



- Sign placement should be limited to the same property as the business/event being advertised
- Sign placement should be allowed at other locations
- Not sure / no opinion

Should temporary mobile signs be permitted on vacant properties (ie. properties without a building on them)?





**CBRM**

*A Community of Communities*

---

## ISSUE PAPER

---

**TO:** Mayor and Council

**FROM:** Sheila Kolanko – Property Manager

**SUBJECT:** Request for Street Closure – Portion of PID 15583164  
Portion of undeveloped Road Parcel off Main Street,  
Reserve Mines (District 9)

**DATE:** February 8<sup>th</sup>, 2022

---

### **INTRODUCTION:**

A letter of request was received from Crosby Law Group on behalf of the resident of 75 Main Street, Reserve Mines (“the applicant”) seeking a street closure for a portion of an undeveloped road reserve lying adjacent to the applicant’s property. The area required subject to this Issue Paper is shown outlined and crosshatched in red on the attached map (Attachment “A”).

### **BACKGROUND INFORMATION:**

The property is currently listed in the CBRM inventory as essential land labeled as an undeveloped road reserve. The comments include recognition of a driveway access for the owner of 75 Main Street, Reserve Mines.

In 1988, the Municipality of the County of Cape Breton acquired title to the property from the Cape Breton Development Corporation (“DEVCO”) for the purpose of access to lots in the rear of properties fronting on Main Street. The applicant resides at 75 Main Street, Reserve Mines and their existing driveway encompasses a portion of the undeveloped road reserve. The map indicates there are no other adjacent properties that would require the use of this portion the applicant is seeking.

## **REVIEW**

An internal staff evaluation was requested to determine if CBRM required this portion of the undeveloped road parcel. The results are as follows:

- Engineering and Public Works has no concerns or issues with the request and confirmed CBRM does not intend to construct a public road on the property identified herein.
- Planning reported that currently the applicant's property does not have frontage on a developed road, and it would be reasonable to consider their request. An application for subdivision would be necessary to consolidate the requested parcel with the applicants existing property. Development on this property would be subject to compliance with applicable provisions of the Land Use By-Law and the issuance of a Building Development Permit.
- Water Utility supports the request as their department does not require the property for municipal purposes.
- Recreation/Parks/Grounds & Buildings find no issues with the applicant's request.

## **RECOMMENDATION:**

Staff's recommendation to Council is to pass a Motion directing the Legal Department to initiate a formal street closure pursuant to Section 315 of the Municipal Government Act, for that portion of PID 15583164 outlined and crosshatched red on the attached map (Attachment "A") with the intention of deeming it surplus and to be conveyed to the owner of 75 Main Street, Reserve Mines.

Respectively Submitted,

Original signed by




**Sheila Kolanko**  
Property Manager



A



**Legend**

-  CBRM Property PID 15583164
-  Requested Portion of CBRM Property PID 15583164
-  Commercial Improvement District

**CBRM District Boundary Review – Ad Hoc Committee**

**Motion:**

Moved by Deputy Mayor MacMullin, seconded by Councillor Edwards, that staff be directed to prepare an Issue Paper for Council on the composition and requirements of an Ad Hoc Committee to oversee the Boundary Review process, and to include an estimate on the pricing and expectations of a consultant to carry out the review.

**Discussion:**

Some of the discussion included:

- Terms of Reference for an Ad Hoc Committee;
- Viability Study recommendation re: three-district option;
- Suggestion that the Ad Hoc Committee have minimal Council representation;
- Hire a consultant vs. CBRM Planning staff facilitating the review process, noting that current projects would have to be deferred should Council direct that Planning staff carry out the review.

**Motion Carried.**



**CAPE BRETON**  
REGIONAL MUNICIPALITY

---

## **ISSUE PAPER**

**TO:** CBRM Council

**DATE:** February 2, 2022

**FROM:** Director, Planning and Development

**RE:** CBRM DISTRICT BOUNDARY REVIEW

---

### **BACKGROUND**

Section 369 of the *Municipal Government Act (MGA)* requires municipal councils to conduct a study of polling districts in the municipality every eight years. This study must encompass a review and justification of the number of districts, district boundaries, and ensure equitable distribution of electors.

In December of 2021, the Clerks Office received correspondence from the Nova Scotia Utility and Review Board (the Board) advising that CBRM must apply to the board in 2022 to “confirm or to alter the number and boundaries of polling districts and number of councillors” (**APPENDIX A**).

At the Special Meeting of Council on January 25<sup>th</sup>, 2022 Council requested that staff provide an issue paper outlining recommended options for a Boundary Review Committee, Terms of Reference, and potential budget for the required study.

### **DISCUSSION**

While the *MGA* does not outline the requirements for the study or criteria for districts, the Board directs that the review should be completed in two phases. Additionally, the *Municipal Government Act Rules* provide the requirements for the review submission. Generally, there are two parts to the process:

1. Deciding on the number of councillors – informed by public consultation of an effective and efficient number of councillors, determined by Council.
2. Determining district boundaries and ensuring voter parity – distributing districts based on the number of councillors, balancing the number of electors, parity of voting power, population density, community of interest and geographic size.

### **Public Consultation Considerations**

Council has discretion on how to organize the process, with the opportunity to form a committee overseeing the effort and may also hire a consultant. The type and amount of consultation during the process is determined by Council, but it must give an opportunity for the public to express their views on the two key elements mentioned above.

Both phases of consultation should have a mix of consultation methods (in-person, virtual, etc.) to ensure a representative set of feedback is collected from residents. The on-going COVID-19 pandemic poses significant challenges for public consultation, and contingencies should be planned if in-person gathering restrictions continue.

### **Financial & Capacity Considerations**

The key impact on the organization, when considering if to proceed with a staff led study, is the hours of staff time required to complete the exercise. In addition to day-to-day business activities, planning staff are managing CBRM Forward and the Active Transportation Plan update, while also leading the proposed Temporary Sign By-law, Taxi By-law update, and policy updates related to the Cape Breton Regulatory Modernization Pilot. These projects are all expected to be completed in 2022. If Council wishes to conduct the Boundary Review Study internally, timelines on these projects may need to be extended to accommodate staff hours dedicated to an additional study.

Alternatively, if Council wishes to conduct the Boundary Review Study using a consulting team, an RFP should be prepared and released in February to ensure project delivery before the deadline. Previous work with the same scope was budgeted at \$50,000.

Given the requirement for public consultation and engagement for the study, it may not be necessary for an ad hoc committee to be formed because Council could receive the reports from the consultant similar to the process used during the 2010 Boundary Review (see attached history in **APPENDIX B**). However, as requested, a draft Terms of Reference for an ad hoc committee has been included if Council wishes to proceed (**APPENDIX C**).

**RECOMMENDATION**

That Council allocate \$50,000 to the operating budget for the 2022/23 Boundary Review Study and authorize staff to issue an RFP to begin the project.

Respectfully submitted by:

*Original signed by:*

Michael Ruus  
Director, Planning and Development



## Nova Scotia Utility and Review Board

*Mailing address*

PO Box 1692, Unit "M"  
Halifax, Nova Scotia  
B3J 3S3  
board@novascotia.ca  
<http://nsuarb.novascotia.ca>

*Office*

3rd Floor, 1601 Lower Water Street  
Halifax, Nova Scotia B3J 3P6  
1 855 442-4448 (toll-free)  
902 424-4448 t  
902 424-3919 f

December 10, 2021

[mjwalsh@cbrm.ns.ca](mailto:mjwalsh@cbrm.ns.ca)

Cape Breton Regional Municipality  
c/o Chief Administrative Officer  
320 Esplanade  
Sydney, NS B1P 7B9

Dear Ms. Walsh:

### **S. 369 of the Municipal Government Act – 2022 Municipal Boundary Review**

Section 369 of the *Municipal Government Act* requires councils of every town and municipality to apply to the Nova Scotia Utility and Review Board in 2022 to "confirm or to alter the number and boundaries of polling districts and the number of councillors." All councils must conduct a study into the number of councillors and into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the Board.

Enclosed is a copy of a User Guide prepared by the Board to provide guidance to towns and municipalities in the preparation of their applications. This information is also available on the Board's website: <https://nsuarb.novascotia.ca/> under the Municipal Boundaries page.

Also, enclosed is a copy of Board's *Municipal Government Act Rules (Rules)*. *Rule 27* sets out the information that is required to be filed by towns and municipalities which have polling districts or wards (to be completed on Form C). *Rule 28* sets out the requirements for towns which have no polling districts or wards (Form D).

If you have questions about the application process, please contact the undersigned. Please confirm receipt of this letter.

Yours very truly,

~~Bruce Kiley~~ ~  
Chief Clerk of the Board

Encl.

## APPENDIX B

### CBRM Boundary Review Process – History:

- 1999:
  - Plebiscite directive from 1997 Election was to downsize Council
  - Boundary Review Committee - 12 members (9 Councillors + 3 Citizens)
  - Met 16 times between May 1998 & April 1999 plus 3 public hearings
  - Council size reduced from 21 Councillors to 16 Councillors (plus the Mayor)
  
- 2006:
  - Boundary Review Committee (6 Councillors) Chaired by Councillor Vince Hall
  - Committee met 7 times between November 2005 and September 2006
  - Public Participation Process: 5 community meetings in June 2006
  - Council size maintained at 16 Councillors (plus the Mayor)
  - NSUAR Decision: Flawed process and ordered another study prior to 2010 Election
  
- 2010:
  - Council acted as Boundary Review Committee (Mayor and All 16 Councillors)
  - Council met as Boundary Review Committee on Feb. 9 & Apr. 14, 2010
  - Stantec consultants carried out the Boundary Review
  - Public Participation included blog, telephone & web survey, two focus groups, open house
  - Final Report by Stantec to Council – June 15, 2010 recommending that the Council be downsized to 12
  - Council motion to maintain 16 districts
  - NSUAR Decision/Order to reduce Council size from 16 Districts to 12 Districts (plus the Mayor)
  
- 2014:
  - No Boundary Review Committee appointed: two Council motions (September 23, 2014 and December 16, 2014)
  - Public Consultation included letters to every household
  - Minor changes to boundaries between Districts 3 & 4
  - Council size maintained at 12 Councillors (plus the Mayor)

## Cape Breton Regional Municipality Boundary Review Committee

### Terms of Reference

#### 1.0 Purpose

The Cape Breton Regional Municipality (CBRM) Boundary Review Committee oversees and advises on the preparation of the Cape Breton Regional Municipality 2022 Boundary Review Study. The Committee plays a pivotal role in helping CBRM meet its obligations under Municipal Government Act in justifying municipal districts, boundaries, and ensuring the equitable distribution of electors.

#### 2.0 Definitions

- 2.1 **“Committee”** means the Boundary Review Committee for Cape Breton Regional Municipality.
- 2.2 **“Council”** means the elected governing body of the municipality.

#### 3.0 Scope

- 3.1 The Terms of Reference are applicable to all members appointed to the Cape Breton Regional Municipality Boundary Review Committee.
- 3.2 The work of the Committee will be in accordance with Section 369 of the *Municipal Government Act*.

#### 4.0 Membership and Terms of Appointment

- 4.1 The Boundary Review Committee shall have up to eight (8) voting members who serve without pay.
- 4.2 Preference shall be given to Committee Members with the intent of equally representing North, Central, and East Divisions of CBRM, as defined by the Public Works Boundaries.
- 4.3 The composition of the Committee must include a minimum of two (2) members of Council.
- 4.4 Application of community member representation will be invited by public advertisement and appointed by Council.

- 4.5 The position of Chair will be held by a member of Council and will be appointed by the Committee.
- 4.6 The position of Vice-Chair will be appointed by the Committee.
- 4.7 The members of the Boundary Review Committee shall be appointed for a term of one (1) year.
- 4.8 Any member of the Committee who is absent from three (3) consecutive meetings without being authorized by resolution of the Committee will forfeit their position on the committee.

## 5.0 Responsibilities

The Boundary Review Committee shall:

- 5.1 Advise on the preparation and consultation of the Cape Breton Regional Municipality 2022 Boundary Review Study.
- 5.2 The CBRM Planning & Development Department will designate staff identified by the director to support the committee. The Committee will consult with staff for guidance on municipal policies, procedures and organizational work concerning the boundary review.
- 5.3 Advise and make recommendations about strategies designed to achieve the objectives of the boundary review study.
- 5.4 Receive and review information from staff and senior leadership, and make recommendations, as requested.
- 5.5 Assist in monitoring compliance with provincial government directives and regulations.

## 6.0 Meetings and Procedures

- 6.1 The Committee shall meet as determined by the Chair to fulfill the duties and responsibilities outlined.
- 6.2 Subject to section 22 of the Municipal Government Act, meetings of the Committee are open to the public and will be advertised accordingly.
- 6.3 Quorum is met by the attendance of a majority of the Committee's members.

## M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

**To:** Mayor Amanda M. McDougall and Members of Council  
**From:** Deborah Campbell Ryan, Municipal Clerk  
**Date:** February 1, 2022  
**Subject:** Public Report: Citizen Appointments to Various Committees

At the January 18, 2022 Council meeting, motions were passed approving the recommendations of the Nominating Committee for the appointment of citizens to the vacant positions on the Audit Committee, Cape Breton Regional Library Board, and the Port of Sydney Development Corporation Board.

I would note that the successful applicants for these Committees and Boards have accepted the positions and any required background checks are complete and in order.

Therefore I am now providing Council with a public report on the successful candidates, as follows:

- **Audit Committee:**
  - *Rakesh Kochhar* (for a 2-year term)
- **Cape Breton Regional Library Board:**
  - *Kathy MacIntyre* (for the balance of a 2-year term – to February 2023)
- **Port of Sydney Development Corporation Board of Directors:**
  - *Professional Accounting Designation:*
    - > Sylvie Gerbasi (for a 3-year term)
  - *Expertise in Business and Commerce:*
    - > James Kerr (for a 3-year term commencing April 1, 2022)

This is for information purposes only.

Thank you.

*Original signed by:*

---

**Deborah Campbell Ryan,  
Municipal Clerk**

Nova Scotia Solid Waste Resource Management- Regional Chairs  
Committee

December 10, 2021

Minister Halman

Minister Halman attended the December 10<sup>th</sup> meeting to share his governments plans to implement a plan on EPR for paper and packaging. The government will begin a 90 consultation and proceed accordingly. This is a huge step in the right direction for solid waste in our province.

Divert NS Update

Divert provided a high level update on their recent work. Diversion credits were the main topic of discussion and the Chairs left the meeting to decide on how to proceed, through discussions with staff.

Respectfully submitted,

Cyril MacDonald

CBRM Councillor, District 3

Summary

Statement of Revenue

December 31, 2021

Revenue	Year To Date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	88,769,515	86,231,541	\$ 2,537,974	\$ 114,975,389	\$ 26,205,874
Total Federal Government	2,383,067	2,476,009	(92,942)	3,301,346	918,279
Total Federal Government Agencies	572,051	572,051	0	762,734	190,683
Total Provincial Government	1,608,138	1,608,138	-	2,144,184	536,046
Total Provincial Government Agencies	2,535,343	2,542,893	(7,550)	3,390,524	855,181
Total Services to Other Local Government	717,514	717,514	-	956,685	239,171
Total Transit	461,168	811,250	(350,082)	1,255,000	793,832
Total Environmental Development Services	189,809	184,650	5,159	246,200	56,391
Total Licenses & Permits	117,867	113,250	4,617	151,000	33,133
Total Fines & Fees	436,618	641,302	(204,684)	855,070	186,923
Total Rentals	439,633	439,633	0	586,177	146,544
Total Concessions & Franchises	190,976	508,500	(317,524)	1,017,000	231,529
Total Interest on Taxes	1,160,896	1,136,250	24,646	1,515,000	354,104
Total Finance Revenue	31,196	16,875	14,321	22,500	(8,696)
Total Solid Waste Revenue	2,124,488	1,931,250	193,248	2,450,000	325,502
Total Recreation & Cultural Service Programs	433,026	733,500	(300,474)	1,071,000	1,463,998
Total Water Utility Charges	3,713,632	3,713,632	-	4,951,510	1,237,878
Total Unconditional Transfers	23,381,922	11,876,879	11,505,043	15,835,838	(7,546,084)
Total Conditional Transfers	97,307	97,307	0	125,000	27,693
Total Extraordinary Revenue	-	1,312,500	(1,312,500)	1,750,000	1,750,000
<b>Year To Date Assigned</b>	<b>\$ 129,364,176</b>	<b>\$ 117,664,924</b>	<b>\$ 11,699,251</b>	<b>\$ 157,362,157</b>	<b>\$ 27,997,982</b>

Departmental

Reviewed

Summary

Statement of Expenditures

December 31, 2021

Expenditures	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 907,133	\$ 1,134,331	\$ 227,198	\$ 1,505,992	\$ 598,859
Administration	299,995	346,619	46,624	459,094	159,099
Finance	1,712,824	1,915,555	202,731	2,654,307	941,483
Legal	1,978,023	2,030,868	52,844	2,206,286	228,263
Human Resources	852,457	1,015,452	162,995	1,353,103	500,646
Technology & Communications	2,190,475	2,640,959	450,485	3,710,255	1,519,780
Municipal Clerk	293,966	321,276	27,310	523,783	229,817
Fiscal Services	16,636,125	16,940,498	304,373	32,662,089	16,025,964
Police Services	19,223,644	20,147,991	1,440,059	26,836,654	8,128,722
Fire Services (Incl EMO)	14,039,143	14,127,987	88,844	18,260,025	4,220,882
Engineering & Public Works	36,530,493	37,005,148	474,655	50,899,990	14,369,497
Planning	2,464,197	2,618,296	154,099	3,392,070	927,873
Facilities C200 & Arenas	2,313,859	2,819,548	505,689	3,724,475	1,410,616
Parks & Grounds	2,377,341	2,342,899	(34,442)	2,976,699	599,358
Buildings	2,229,752	2,590,547	363,229	3,441,674	1,211,922
Recreation	1,558,638	1,874,396	316,622	2,755,661	1,096,380
<b>Total expended to date</b>	<b>\$ 105,608,065</b>	<b>\$ 109,872,369</b>	<b>\$ 4,783,314</b>	<b>\$ 157,362,157</b>	<b>\$ 52,169,162</b>

Departmental

Reviewed

**Legislative**

**Statement of Expenditures**

**December 31, 2021**

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Legislative</b>					
6000 WAGES/SALARIES	\$ 691,761	\$ 791,384	\$ 99,623	\$ 1,049,929	\$ 358,168
6010 BENEFITS	108,883	138,258	29,375	184,344	75,461
6030 TRAVEL/CONFERENCES	21,216	59,227	38,011	78,969	57,753
6040 PROF MEM/DUES & FEES	21,224	60,000	38,776	80,000	58,776
6050 OFFICE SUPPLIES	2,102	9,300	7,198	12,400	10,298
6060 OFFICE EQUIPMENT	4,297	4,250	(47)	5,000	703
6080 ADVERTISING	3,912	10,875	6,963	14,500	10,588
6100 COURIER	21	188	166	250	229
6110 TELEPHONE/FAX	12,585	18,675	6,090	24,900	12,315
6120 PUBL./SUBSCRIPTIONS	1,431	1,575	144	2,100	669
6130 COMPUTER HARDWARE	4,282	5,350	1,068	6,600	2,318
6150 MEETING EXPENSES	19,043	18,750	(293)	25,000	5,957
6170 PROMOTION	16,377	16,500	123	22,000	5,623
<b>Total expended to date</b>	<b>\$ 907,133</b>	<b>\$ 1,134,331</b>	<b>\$ 227,198</b>	<b>\$ 1,505,992</b>	<b>\$ 598,859</b>

**Departmental**

**Finance**

Administration (CAO)

Statement of Expenditures

December 31, 2021

CAO	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 206,217	\$ 210,757	\$ 4,540	\$ 279,612	\$ 73,395
6010 BENEFITS	29,581	36,455	6,874	48,607	19,026
6020 TRAINING/EDUCATION	-	2,475	2,475	3,300	3,300
6030 TRAVEL/CONFERENCES	5,153	5,000	(153)	5,000	(153)
6040 PROF MEM/DUES & FEES	636	1,350	714	1,800	1,164
6050 OFFICE SUPPLIES	197	2,100	1,903	2,800	2,603
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	1,342	2,250	908	3,000	1,658
6120 PUBL./SUBSCRIPTIONS	370	356	(14)	475	105
6130 COMPUTER HARDWARE	-	-	-	-	-
6150 MEETING EXPENSES	4,001	3,375	(626)	4,500	499
6170 PROMOTION	670	3,750	3,080	5,000	4,330
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	51,828	78,750	26,922	105,000	53,172
<b>Total expended to date</b>	<b>\$ 299,995</b>	<b>\$ 346,619</b>	<b>\$ 46,624</b>	<b>\$ 459,094</b>	<b>\$ 159,099</b>

Departmental

Finance

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Finance</b>					
6000 WAGES/SALARIES	\$ 1,322,780	\$ 1,467,652	\$ 144,872	\$ 1,955,897	\$ 633,117
6010 BENEFITS	279,800	\$ 285,589	5,789	380,785	100,985
6020 TRAINING/EDUCATION	8,825	\$ 11,625	2,800	15,500	6,675
6030 TRAVEL/CONFERENCES	4,690	\$ 5,250	560	7,000	2,310
6040 PROF MEM/DUES & FEES	3,171	\$ 3,994	823	5,325	2,154
6050 OFFICE SUPPLIES	5,055	\$ 10,875	5,820	14,500	9,445
6060 OFFICE EQUIPMENT	2,329	\$ 7,875	5,546	10,500	8,171
6080 ADVERTISING	19,044	\$ 31,988	12,943	42,650	23,606
6090 POSTAGE	148,191	\$ 147,750	(441)	181,000	32,809
6100 COURIER	22,406	\$ 25,013	2,607	33,350	10,944
6110 TELEPHONE/FAX	13,596	\$ 12,075	(1,521)	16,100	2,504
6130 COMPUTER HARDWARE	5,252	\$ 5,500	248	13,050	7,798
6140 COMPUTER SOFTWARE	278	\$ 333	55	50,000	49,722
6180 COST RECOVERY	(316,079)	\$ (303,334)	12,745	(325,000)	(8,921)
8010 OPERATIONAL MAT/SUPP	4,084	\$ 3,375	(709)	4,500	416
8100 PROFESSIONAL SERVICE	51,008	\$ 51,017	9	52,000	992
8110 CONTRACTS/AGREEMENTS	34,885	\$ 34,267	(618)	44,200	9,315
8120 LEASES	9,363	\$ 9,713	350	12,950	3,587
8180 TAX EXEMPT/WRITE OFF	94,148	\$ 105,000	10,852	140,000	45,852
<b>Total expended to date</b>	<b>\$ 1,712,624</b>	<b>\$ 1,915,555</b>	<b>\$ 202,731</b>	<b>\$ 2,654,307</b>	<b>\$ 941,483</b>

Departmental

Finance

Legal

Statement of Expenditures

December 31, 2021

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Legal</b>					
6000 WAGES/SALARIES	\$ 307,502	\$ 312,776	\$ 5,274	\$ 417,034	\$ 109,532
6010 BENEFITS	61,013	64,588	3,574	86,117	25,104
6020 TRAINING/EDUCATION	-	4,875	4,875	6,500	6,500
6030 TRAVEL/CONFERENCES	2,530	3,375	845	4,500	1,970
6040 PROF MEM/DUES & FEES	10,844	10,844	0	13,500	2,656
6050 OFFICE SUPPLIES	1,533	2,625	1,092	3,500	1,967
6060 OFFICE EQUIPMENT	1,968	3,150	1,182	4,200	2,232
6070 PHOTOCOPIER LEASE	1,434	2,625	1,191	3,500	2,066
6080 ADVERTISING	466	2,250	1,784	3,000	2,534
6100 COURIER	212	600	388	800	588
6110 TELEPHONE/FAX	2,452	2,550	98	3,400	948
6120 PUBL./STATUTES	13,556	13,000	(556)	13,000	(556)
6130 COMPUTER HARDWARE	43	2,625	2,582	3,500	3,457
6140 COMPUTER SOFTWARE	-	-	-	-	-
6150 MEETING EXPENSE	85	375	290	500	415
6160 LIABILITY INSURANCE	1,489,236	1,488,735	(501)	1,488,735	(501)
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	88,098	115,875	27,777	154,500	66,402
<b>Total expended to date</b>	<b>\$ 1,978,023</b>	<b>\$ 2,030,868</b>	<b>\$ 52,844</b>	<b>\$ 2,206,286</b>	<b>\$ 228,263</b>

Departmental

Finance

Human Resources

Statement of Expenditures

December 31, 2021

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Human Resources</b>					
6000 WAGES/SALARIES	\$ 634,161	\$ 656,969	\$ 22,807	\$ 875,958	\$ 241,797
6010 BENEFITS	143,706	142,346	(1,360)	189,795	46,089
6020 TRAINING/EDUCATION	4,693	7,388	2,695	9,850	5,157
6030 TRAVEL/CONFERENCES	2,846	13,125	10,279	17,500	14,654
6040 PROF MEM/DUES & FEES	1,196	1,500	304	2,000	804
6050 OFFICE SUPPLIES	9,852	11,250	1,398	15,000	5,148
6060 OFFICE EQUIPMENT	978	1,875	897	2,500	1,522
6080 ADVERTISING	-	2,250	2,250	3,000	3,000
6110 TELEPHONE/FAX	7,762	7,500	(262)	10,000	2,238
6120 PUBL./SUBSCRIPTIONS	-	2,250	2,250	3,000	3,000
6130 COMPUTER HARDWARE	-	4,500	4,500	6,000	6,000
6140 COMPUTER SOFTWARE	-	375	375	500	500
6150 MEETING EXPENSE	4,939	4,000	(939)	4,500	(439)
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	38,417	154,500	116,083	206,000	167,583
8110 CONTRACTS/AGREEMENTS	3,907	5,625	1,718	7,500	3,593
<b>Total expended to date</b>	<b>\$ 852,457</b>	<b>\$ 1,015,452</b>	<b>\$ 162,995</b>	<b>\$ 1,353,103</b>	<b>\$ 500,646</b>

Departmental

Finance

**Technology Including  
911 Comm Centre**

**Statement of Expenditures**

**December 31, 2021**

Technology/Communications	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,363,325	\$ 1,640,030	\$ 276,705	\$ 2,186,707	\$ 823,382
6010 BENEFITS	257,152	336,935	79,783	449,246	192,094
6020 TRAINING/EDUCATION	2,820	16,500	13,680	22,000	19,180
6030 TRAVEL/CONFERENCES	10,109	8,125	(1,985)	10,625	516
6040 PROF MEM/DUES & FEES	1,758	1,200	(558)	1,450	(308)
6050 OFFICE SUPPLIES	6,155	4,350	(1,805)	5,800	(355)
6060 OFFICE EQUIPMENT	4,532	9,750	5,218	13,000	8,468
6080 ADVERTISING	701	2,250	1,549	3,000	2,299
6100 COURIER	-	-	-	-	-
6110 TELEPHONE/FAX	85,935	110,400	24,465	147,200	61,265
6120 PUBL./SUBSCRIPTIONS	-	-	-	-	-
6130 COMPUTER HARDWARE	77,723	103,500	25,777	138,000	60,277
6140 COMPUTER SOFTWARE	288,530	281,383	(7,148)	375,177	86,647
6150 MEETING EXPENSE	93	750	657	1,000	907
7010 ELECTRICAL	5,741	7,238	1,496	9,650	3,909
7060 BLDG/FACILITY RENOV	4,797	-	(4,797)	-	(4,797)
7070 BLDG/FACILITY RENTAL	37,364	48,675	11,311	64,900	27,536
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8040 COMM EQUIPMENT LINES	537	5,625	5,088	7,500	6,963
8100 PROFESSIONAL SERVICES	3,368	11,250	7,882	15,000	11,632
8110 CONTRACTS/AGREEMENTS	39,835	50,750	10,915	62,000	22,165
8120 LEASES SAP	-	-	-	95,000	95,000
8130 LICENSES/PERMITS	-	2,250	2,250	103,000	103,000
<b>Total expended to date</b>	<b>\$ 2,190,475</b>	<b>\$ 2,640,959</b>	<b>\$ 450,485</b>	<b>\$ 3,710,255</b>	<b>\$ 1,519,780</b>

**Departmental**

**Finance**

Municipal Clerk

Statement of Expenditures

December 31, 2021

Municipal Clerk	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 208,626	\$ 213,980	\$ 5,354	\$ 285,307	\$ 76,681
6010 BENEFITS	46,180	46,276	96	61,701	15,521
6020 TRAINING/EDUCATION	2,220	2,063	(158)	2,750	530
6030 TRAVEL/CONFERENCES	1,490	1,875	385	2,500	1,010
6040 PROF MEM/DUES & FEES	636	633	(3)	725	89
6050 OFFICE SUPPLIES	1,020	2,250	1,230	3,000	1,980
6060 OFFICE EQUIPMENT	909	3,000	2,091	4,000	3,091
6070 PHOTOCOPY SUPPLIES	14,218	18,000	3,782	24,000	9,782
6080 ADVERTISING	-	563	563	750	750
6100 COURIER	98	563	465	750	652
6110 TELEPHONE/FAX	1,746	2,250	504	3,000	1,254
6120 PUBL./SUBSCRIPTIONS	1,574	1,575	1	1,800	226
6130 COMPUTER HARDWARE	4,041	4,875	834	6,500	2,459
6140 COMPUTER SOFTWARE	10,049	12,500	2,451	12,500	2,451
6150 MEETING EXPENSES	1,159	10,875	9,716	14,500	13,341
8110 CONTRACTS/AGREEMENTS	-	(0)	0.00	100,000	100,000
<b>Total expended to date</b>	<b>\$ 293,966</b>	<b>\$ 321,276</b>	<b>\$ 27,310</b>	<b>\$ 523,783</b>	<b>\$ 229,817</b>

Departmental

Finance

**Fiscal Services**

**Statement of Expenditures**

**December 31, 2021**

Fiscal Services	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 127,893	\$ 437,196	\$ 309,303	\$ 582,927	\$ 455,034
9020 INT ON DEBT	581,191	581,191	0	1,328,944	747,753
9050 PRINC ON DEBT	100,000	100,000	-	8,756,070	8,656,070
9052 DEBT/CAP BOND DISC	0	0	0	98,000	98,000
9090 BANK CHARGES	46,760	45,000	(1,760)	60,000	13,240
9200 ALLOWANCE FOR UNCOL. TAXES	-	-	-	800,000	800,000
9420 APPROP TO CAPITAL FUND	67,500	67,500	-	90,000	22,500
9430 APPROP TO B.I.D.C.	138,190	132,179	(6,010)	176,239	38,049
9600 PROV. CORRECTIONS	800,010	802,850	2,840	1,070,466	270,456
9610 CB REG. HOUSING	1,742,015	1,742,015	0	2,322,687	580,672
9620 REGIONAL LIBRARY	527,850	527,850	-	703,800	175,950
9630 CB/MIC. SCHOOL BOARD	11,461,567	11,461,567	0	15,282,089	3,820,522
9640 PROPERTY ASSESSMENT	1,043,150	1,043,150	-	1,390,867	347,717
<b>Total expended to date</b>	<b>\$ 16,636,125</b>	<b>\$ 16,940,498</b>	<b>\$ 304,373</b>	<b>\$ 32,662,089</b>	<b>\$ 16,025,964</b>

Departmental

Finance

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Police Services</b>					
GI 6000, 6010, & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 17,175,714	\$ 17,696,122	\$ 1,036,120	\$ 23,594,829	\$ 6,934,827
6020 TRAINING/EDUCATION	50,236	75,000	24,764	100,000	49,764
6030 TRAVEL/CONFERENCES	10,938	52,500	41,562	70,000	59,062
6040 PROF MEM/DUES & FEES	2,195	1,875	(320)	2,500	305
6050 OFFICE SUPPLIES	24,885	30,000	5,115	40,000	15,115
6060 OFFICE EQUIPMENT	31,011	33,750	2,739	45,000	13,989
6070 PHOTOCOPY SUPPLIES	5,154	13,500	8,346	18,000	12,846
6080 ADVERTISING	661	3,750	3,089	5,000	4,339
6090 POSTAGE & 6100 COURIER	8,543	11,250	2,707	15,000	6,457
6110 TELEPHONE/FAX	146,460	168,750	22,290	225,000	78,540
6120 PUBL./SUBSCRIPTIONS	2,471	4,500	2,029	6,000	3,529
6130 COMPUTER HARDWARE	132,067	120,500	(11,567)	155,000	22,933
6140 COMPUTER SOFTWARE	96,904	97,500	596	130,000	33,096
6150 MEETING EXPENSES	8,434	8,625	191	11,500	3,066
6170 PROMOTION	(272)	8,250	8,522	11,000	11,272
7000 HEAT	8,792	18,750	9,958	25,000	16,208
7010 ELECTRICAL	67,915	82,763	14,847	110,350	42,435
7020 WATER	3,718	7,500	3,782	10,000	6,282
7030 BLDG/FACILITY MAINT	57,641	62,250	4,609	83,000	25,359
7040 BLDG/FACILITY REPAIR	10,290	11,250	960	15,000	4,710
7060 BLDG/FACILITY RENOV	17,839	15,000	(2,839)	15,000	(2,839)
7070 BLDG/FACILITY RENTAL	17,722	18,750	1,028	25,000	7,278
7110 SECURITY	235	1,500	1,265	2,000	1,765
7500 VEH/EQUIP MAINT	4,049	36,015	31,966	48,020	43,971
7505 GASOLINE & DIESEL	300,215	303,750	3,535	405,000	104,785
7510 VEH/EQUIP REPAIRS	228,191	215,788	(12,403)	287,717	59,528
7530 VEH/EQUIP REPLACEMENT	228,731	435,000	206,269	580,000	351,269
7540 VEH/EQUIP RENTAL	-	1,500	1,500	2,000	2,000
7550 VEH/EQUIP TOWING	3,332	3,750	418	5,000	1,668
8000 OPERATIONAL EQUIP	62,224	101,250	39,026	135,000	72,776
8010 OPERATIONAL MAT/SUPP	102,703	101,250	(1,453)	135,000	32,297
8020 MAINTENANCE EQUIP	3,109	5,678	2,568	7,570	4,461
8090 UNIFORMS/CLOTHING	158,489	131,250	(27,239)	175,000	16,511
8100 PROF/ESSONAL SERVICE	93,483	101,250	7,767	135,000	41,517
8110 CONTRACTS/AGREEMENTS	20,253	21,000	747	28,000	7,747
8125 MAJOR INVESTIGATIONS	88,063	96,876	8,813	129,168	41,105
8150 GRANTS/SUBS TO ORG	51,250	50,000	(1,250)	50,000	(1,250)
<b>Total expended to date</b>	<b>\$ 19,223,644</b>	<b>\$ 20,147,991</b>	<b>\$ 1,440,059</b>	<b>\$ 26,836,654</b>	<b>\$ 8,128,722</b>

Departmental

Finance

**Police Services**

**Statement of Revenue**

**December 31, 2021**

Police Services Revenue	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 96,245	\$ 78,750	\$ 17,495	\$ 105,000	\$ 8,755
5151 FINES	108,100	168,750	(60,650)	225,000	116,900
<b>Total Revenue to date</b>	<b>\$ 204,345</b>	<b>\$ 247,500</b>	<b>\$ (43,155)</b>	<b>\$ 330,000</b>	<b>\$ 125,655</b>

Departmental

Finance

Fire Services Including EMO	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 4,837,877	\$ 4,620,878	\$ (217,000)	\$ 6,161,170	\$ 1,323,293
6010 BENEFITS	841,282	948,713	107,430	1,264,950	423,668
5011 MISC. BENEFITS	7,536	20,168	12,633	26,882	19,356
6030 TRAINING/EDUCATION	28,868	123,836	94,967	165,115	136,246
6030 TRAVEL/CONFERENCES	8,976	31,950	22,974	42,600	33,624
6040 PROF MEM/DUES & FEES	10,302	9,062	(1,240)	12,082	1,780
6060 OFFICE SUPPLIES	13,828	9,075	(4,753)	12,100	(1,728)
6060 OFFICE EQUIPMENT	7,260	9,713	2,453	12,850	5,690
6080 ADVERTISING	5,965	4,013	(1,953)	5,350	(616)
6110 TELEPHONE/FAX	28,015	30,081	2,066	40,108	12,093
6120 PUBL./SUBSCRIPTIONS	12,135	2,025	(2,025)	2,700	2,700
6130 COMPUTER HARDWARE	278	8,630	(3,506)	11,507	(628)
6140 COMPUTER SOFTWARE	5,301	1,805	(1,527)	2,406	2,128
6150 MEETING EXPENSES	12,098	3,078	(2,223)	4,104	(1,197)
6170 PROMOTION	48,330	17,925	(5,827)	23,900	11,802
7000 HEAT	23,165	73,013	24,683	97,361	48,021
7010 ELECTRICAL	46,832	48,401	3,265	64,535	19,369
7020 WATER	11,089	22,295	(670)	29,727	6,562
7030 BLDG/FACILITY MAINT	17	16,680	(6,535)	53,729	6,897
7040 BLDG/FACILITY REPAIR	219,826	3,750	5,581	22,253	11,154
7060 BLDG/FACILITY RENOV	32,982	144,413	(75,413)	192,550	(27,276)
7505 GASOLINE/DIESEL	6,117	42,975	9,993	57,300	24,318
7510 VEH/EQUIP REPAIRS	41,417	3,000	(3,117)	4,000	(2,117)
7530 VEH/EQUIP REPLACEMENT	-	55,625	24,208	87,500	46,063
7550 VEH/EQUIP TOWING	8,815	-	-	-	-
7560 VEH/EQUIP GEN SUPPLY	179,175	12,000	3,185	16,000	7,185
8000 OPERATIONAL EQUIP	113,588	303,179	124,003	404,238	225,063
8010 OPERATIONAL MATS/SUPP	6,843	79,403	(34,186)	105,870	(7,718)
8020 MAINTENANCE EQUIP	2,920	38,487	31,644	51,316	44,473
8040 COMM EQUIPMENT LINES	42,669	3,265	365	4,380	1,460
8090 UNIFORMS/CLOTHING	2,268	59,833	17,163	79,777	37,108
8100 PROFESSIONAL SERVICE	110,451	6,404	4,135	8,538	6,270
8110 CONTRACTS/AGREEMENTS	92,604	67,979	(42,482)	90,638	(19,823)
8120 LEASES	17,446	83,116	(9,488)	110,821	18,217
8130 LICENSES/PERMITS	1,860,419	5,187	(12,259)	5,187	(12,259)
8150 GRANTS/SUBS TO ORG	5,307,293	1,860,419	(0)	1,904,987	44,578
8195 WATER SUPPLY & HYDR	-	5,307,286	(6)	7,076,384	1,769,091
<b>Total expended to date</b>	<b>\$ 14,039,143</b>	<b>\$ 14,127,987</b>	<b>\$ 88,844</b>	<b>\$ 18,260,025</b>	<b>\$ 4,220,882</b>

Departmental

Finance

**Municipal Services Agreement**

**Statement of Revenue**

**December 31, 2021**

<b>Fire Services Revenue</b>	<b>Year to date Assigned</b>	<b>9 Month Budget</b>	<b>9 Month Budget Variance</b>	<b>Annual Budget</b>	<b>Annual Budget Remaining</b>
4776 PROV NS FIRE PROTECTION GRANT	\$ 116,659	\$ 116,659	\$ -	\$ 155,545	\$ 38,886
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	600,855	600,855	-	801,140	200,285
<b>Total Revenue to date</b>	<b>\$ 717,514</b>	<b>\$ 717,514</b>	<b>\$ -</b>	<b>\$ 956,685</b>	<b>\$ 239,171</b>

**Departmental**

**Finance**

**Engineering and Public Works Actuals to December 31, 2021**

REVENUE	Actual & Committed		Budget		Variance		Total Annual Budget	Annual Budget Remaining	% of Annual Budget
	Y-T-D Dec 31, 2021	Y-T-D Dec 31, 2021	Y-T-D Dec 31, 2021	Y-T-D Dec 31, 2021	Y-T-D Dec 31, 2021	Y-T-D Dec 31, 2021			
TRANSIT	\$461,085	\$811,250			-\$350,165		\$1,255,000	-\$793,915	36.74%
SOLIDWASTE TIP FEES	1,784,498	1,556,250			228,248		2,075,000	-290,502	86.00%
SOLIDWASTE COST RECOVERIES	340,000	375,000			-35,000		\$375,000	-35,000	90.67%
SEWER PERMIT FEES	86,070	75,000			11,070		\$100,000	-13,930	86.07%
WATER UTILITY ADMIN FEE	3,713,632	3,713,632			0		\$4,951,510	-1,237,878	75.00%
<b>TOTAL PW REVENUES</b>	<b>\$6,385,285</b>	<b>\$6,531,132</b>			<b>-\$145,847</b>		<b>\$8,758,510</b>	<b>-\$2,371,225</b>	<b>72.92%</b>
<b>EXPENDITURES</b>									
ADMINISTRATION	3,086,048	3,215,708			129,660		4,510,505	1,424,457	68.42%
ENGINEERING	539,637	584,916			45,279		773,086	233,449	89.80%
CENTRAL DIVISION	5,614,126	5,431,245			-182,881		7,621,751	2,007,525	73.66%
EAST DIVISION	4,949,136	5,144,711			195,575		6,981,988	2,032,852	70.88%
NORTH DIVISION	2,248,550	2,407,758			159,208		3,294,402	1,045,852	68.25%
SOLID WASTE	10,187,973	10,663,885			475,912		14,518,711	4,330,738	70.17%
MECHANICAL FLEET	2,847,700	2,667,400			-180,300		3,648,634	800,934	78.05%
TRANSIT	5,046,739	4,691,603			-355,136		8,276,317	1,229,578	80.41%
QUALITY CONTROL	2,010,584	2,197,922			187,338		3,274,596	1,264,012	61.40%
<b>TOTAL PW EXPENDITURES</b>	<b>\$36,530,493</b>	<b>\$37,005,148</b>			<b>\$474,655</b>		<b>\$50,899,990</b>	<b>\$14,369,497</b>	<b>71.77%</b>

Signature: \_\_\_\_\_

Director of Engineering & Public Works

Chief Financial Officer

Planning Department	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,035,139	\$ 1,110,198	\$ 75,059	\$ 1,480,264	\$ 445,125
6010 BENEFITS	223,737	239,823	16,086	319,764	96,027
6020 TRAINING/EDUCATION	7,797	13,825	5,828	17,500	9,703
6030 TRAVEL/CONFERENCES	6,916	8,250	1,334	11,000	4,084
6040 PROF MEM/DUES & FEES	2,126	6,725	4,599	8,800	6,674
6050 OFFICE SUPPLIES	9,547	13,125	3,579	17,500	7,954
6060 OFFICE EQUIPMENT	7,490	10,875	3,385	14,500	7,010
6080 ADVERTISING	7,493	16,125	8,632	21,500	14,007
6110 TELEPHONE/FAX	9,889	14,625	4,736	19,500	9,611
6120 PUBL./SUBSCRIPTIONS	-	600	600	800	800
6130 COMPUTER HARDWARE	10,840	9,125	(1,715)	10,500	(340)
6140 COMPUTER SOFTWARE	6,972	10,875	3,903	14,500	7,528
6150 MEETING EXPENSE	754	1,463	709	1,950	1,196
6170 PROMOTION	13,779	30,000	16,221	40,000	26,221
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	5,166	24,750	19,584	33,000	27,834
8010 OPERATIONAL MAT/SUPP	2,212	3,000	788	4,000	1,788
8090 UNIFORMS / CLOTHING	5,264	6,000	736	8,000	2,736
8100 PROFESSIONAL SERVICE	172,655	129,500	(43,155)	131,000	(41,655)
8110 CONTRACTS/AGREEMENTS	289,664	324,744	35,080	432,992	143,328
8130 LICENSES/PERMITS	78,431	78,267	(164)	79,000	569
8135 REGULATORY FEES	39,358	37,633	(1,725)	41,000	1,642
8150 GRANTS /SUBS TO ORG	528,968	528,968	(0)	565,000	36,032
<b>Total expended to date</b>	<b>\$ 2,464,197</b>	<b>2,618,296</b>	<b>\$ 154,099</b>	<b>\$ 3,392,070</b>	<b>\$ 927,873</b>

Departmental

Finance

	Year to date Assigned	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Bylaw Revenue</b>					
5112 Vendor Licenses	\$ 4,962	\$ 10,875	\$ (5,913)	\$ 14,500	\$ 9,538
5113 Animal Licenses	5,279	8,250	(2,971)	11,000	5,721
5114 Taxi Licenses	15,251	13,500	1,751	18,000	2,750
5115 Vending Machine Licenses	-	5,625	(5,625)	7,500	7,500
5301 Parking Meter Revenue	48,471	210,000	(161,529)	280,000	231,529
<b>Total Bylaw Revenue</b>	\$ 73,963	\$ 248,250	\$ (174,287)	\$ 331,000	\$ 257,037
<b>Development / Planning Revenue</b>					
5496 Mapping Sales	\$ -	\$ 1,575	\$ (1,575)	\$ 2,100	\$ 2,100
5495 Other Sales	2,990	3,075	(85)	4,100	1,110
5101 Building Permits	139,961	150,000	(10,039)	200,000	60,039
5102 Subdivision Fees	41,380	27,000	14,380	36,000	(5,380)
5497 LUB Ammendment Fees	5,478	3,000	2,478	4,000	(1,478)
<b>Total Develop / Planning Rev</b>	\$ 189,809	\$ 184,650	\$ 5,159	\$ 246,200	\$ 56,391
<b>Total Bylaw / Dev / Planning Revenue</b>	\$ 263,772	\$ 432,900	\$ (169,128)	\$ 577,200	\$ 313,428

Departmental

Finance

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,024,065	\$ 1,170,698	\$ 146,633	\$ 1,560,930	\$ 536,865
6010 BENEFITS	192,561	223,909	31,348	298,545	105,984
6020 TRAINING	69	2,625	2,556	3,500	3,431
6030 TRAVEL/CONFERENCES	2,232	4,500	2,268	6,000	3,768
6040 PROF MEM/DUES & FEES	1,500	2,250	750	3,000	1,500
6050 OFFICE SUPPLIES	2,549	4,500	1,951	6,000	3,451
6060 OFFICE EQUIPMENT	-	1,500	1,500	2,000	2,000
6080 ADVERTISING	991	4,500	3,509	6,000	5,009
6100 COURIER	1,608	942	(666)	1,000	(608)
6110 TELEPHONE/FAX	14,361	15,375	1,014	20,500	6,139
6130 COMPUTER HARDWARE	3,136	2,250	(886)	3,000	(136)
6140 COMPUTER SOFTWARE	995	1,875	880	2,500	1,505
6150 MEETING EXPENSES	1,450	1,000	(450)	1,000	(450)
7000 HEAT	60,714	49,500	(11,214)	66,000	5,286
7010 ELECTRICAL	350,336	412,500	62,164	550,000	199,664
7020 WATER	28,769	31,875	3,106	42,500	13,731
7030 BLDG/FACILITY MAINT	21,637	63,750	42,113	85,000	63,363
7040 BLDG/FACILITY REPAIR	90,319	55,000	(35,319)	55,000	(35,319)
7060 BLDG/FACILITY REOV	-	-	-	-	-
7070 BLDG/FACILITY RENTAL	-	-	-	-	-
7080 PLANT MAINTENANCE	70,467	69,500	(967)	81,000	10,533
7110 SECURITY	90,066	82,500	(7,566)	110,000	19,934
7510 VEH/EQUIP REPAIRS	11,909	10,500	(1,409)	10,500	(1,409)
7540 VEH/EQUIP RENTAL	-	-	-	-	-
8000 OPERATIONAL EQUIPMENT	27,348	2,500	(24,848)	2,500	(24,848)
8010 OPERATIONAL MAT/SUPP	76,050	161,250	85,200	215,000	138,950
8050 COST OF SALES	188,713	380,625	191,912	507,500	318,787
8090 UNIFORMS/CLOTHING	9,524	6,750	(2,774)	9,000	(524)
8100 PROFESSIONAL SERVICE	22,574	19,875	(2,699)	26,500	3,926
8110 CONTRACTS/AGREEMENTS	19,917	37,500	17,583	50,000	30,083
<b>Total expended to date</b>	<b>\$ 2,313,859</b>	<b>\$ 2,819,548</b>	<b>\$ 505,689</b>	<b>\$ 3,724,475</b>	<b>\$ 1,410,616</b>

Departmental

Finance



**Parks and Grounds  
Operations**

**Statement of Expenditures**

**December 31, 2021**

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Parks &amp; Grounds</b>					
6000 WAGES/SALARIES	\$ 1,090,226	\$ 1,207,052	\$ 116,825	\$ 1,609,402	\$ 519,176
6010 BENEFITS	255,419	267,073	11,654	356,097	100,678
6011 MISC BENEFITS	11,010	1,875	(9,135)	2,500	(8,510)
6020 TRAINING/EDUCATION	4,562	4,875	313	6,500	1,938
6030 TRAVEL/CONFERENCES	7,012	9,563	2,551	12,750	5,738
6040 PROF MEM/DUES & FEES	-	150	150	200	200
6050 OFFICE SUPPLIES	896	1,125	229	1,500	604
6060 OFFICE EQUIPMENT	-	750	750	1,000	1,000
6080 ADVERTISING	200	-	(200)	-	(200)
6110 TELEPHONE/FAX	6,717	6,375	(342)	8,500	1,783
6130 COMPUTER HARDWARE	-	188	188	250	250
7000 HEAT	5,131	4,050	(1,081)	5,400	269
7010 ELECTRICAL	37,892	58,125	20,233	77,500	39,608
7020 WATER	19,255	18,750	(505)	25,000	5,745
7030 BLDG/FACILITY MAINT	3,694	3,750	56	5,000	1,306
7040 BLDG/FACILITY REPAIR	-	-	-	-	-
7060 BLDG/FACILITY RENOV	-	-	-	-	-
7080 PLANT MAINTENANCE	-	-	-	-	-
7110 SECURITY	10,249	8,500	(1,749)	8,500	(1,749)
7510 VEH/EQUIP REPAIRS	146	825	679	1,100	954
7530 VEH/EQUIP REPLACEMENT	13,864	18,750	4,886	25,000	11,136
7540 VEH/EQUIP RENTAL	8,632	11,250	2,618	15,000	6,368
8000 OPERATIONAL EQUIP	53,005	28,000	(25,005)	28,000	(25,005)
8010 OPERATIONAL MAT/SUPP	327,554	262,500	(65,054)	350,000	22,446
8020 MAINTENANCE EQUIP	57,321	40,000	(17,321)	40,000	(17,321)
8040 COMM EQUIP LINES (GPS)	7,125	7,500	375	10,000	2,875
8080 STREET LIGHTS	2,081	4,125	2,044	5,500	3,419
8090 UNIFORMS/CLOTHING	8,165	9,000	835	12,000	3,835
8100 PROFESSIONAL SERV	45	3,750	3,705	5,000	4,955
8110 CONTRACTS & AGRMNT	447,139	365,000	(82,139)	365,000	(82,139)
<b>Total expended to date</b>	<b>\$ 2,377,341</b>	<b>\$ 2,342,899</b>	<b>\$ (34,442)</b>	<b>\$ 2,976,699</b>	<b>\$ 599,358</b>

Departmental

Finance

**Building Operations**

**Statement of Expenditures**

**December 31, 2021**

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Buildings</b>					
6000 WAGES/SALARIES	\$ 995,943	\$ 1,052,849	\$ 56,905	\$ 1,403,798	\$ 407,855
6010 BENEFITS	233,709	237,807	4,098	317,076	83,367
6020 TRAINING/EDUCATION	5,093	3,188	(1,905)	4,250	(843)
6030 TRAVEL/CONFERENCES	0	938	937	1,250	1,250
6040 PROF MEM/DUES & FEES	-	-	-	-	-
6050 OFFICE SUPPLIES	225	750	525	1,000	775
6060 OFFICE EQUIPMENT	1,847	2,041	194	2,500	653
6110 TELEPHONE/FAX	12,357	6,600	(5,757)	8,800	(3,557)
6130 COMPUTER HARDWARE	793	2,250	1,457	3,000	2,207
6140 COMPUTER SOFTWARE	-	4,875	4,875	6,500	6,500
7000 HEAT	54,776	75,000	20,224	100,000	45,224
7010 ELECTRICAL	288,495	380,625	94,564	507,500	219,005
7020 WATER	27,419	21,375	(6,044)	28,500	1,081
7030 BLDG/FACILITY MAINT	13,365	31,875	18,510	42,500	29,135
7040 BLDG/VACILITY REPAIR	-	75,000	75,000	100,000	72,565
7060 BLDG/FACILITY RENOV	27,435	152,250	4,759	203,000	55,509
7070 BLDG/FACILITY RENTAL	147,491	11,625	(2,952)	15,500	923
7080 PLANT MAINTENANCE	14,577	2,625	(36)	3,500	839
7100 MAINT. TOOLS/EQUIP	2,661	93,000	4,115	124,000	35,115
7110 SECURITY	88,885	36,500	7,974	36,500	7,974
7120 PROPERTY TAXES	28,526	1,875	(8,885)	2,500	(8,260)
7540 VEH/EQUIP RENTAL	10,760	1,875	1,875	2,500	2,500
8000 OPERATIONAL EQUIP	-	90,375	(450)	120,500	29,675
8010 OPERATIONAL MAT/SUPP	90,825	2,250	2,155	3,000	2,905
8020 MAINTENANCE EQUIP	95	3,000	496	4,000	1,496
8040 COMM EQUIP LINES (GPS)	2,504	4,875	1,604	6,500	3,229
8090 UNIFORMS/CLOTHING	3,271	60,000	11,368	80,000	31,368
8100 PROFESSIONAL SERVICE	48,632	187,500	102,432	250,000	164,932
8110 CONTRACTS/AGREEMENTS	85,068	1,875	1,875	2,500	2,500
8120 LEASES	-	750	750	1,000	1,000
8130 LICENSES/PERMITS	-	45,000	-	60,000	15,000
8150 GRANTS/SUBS TO ORG	45,000	-	-	-	-
<b>Total expended to date</b>	<b>\$ 2,229,752</b>	<b>\$ 2,590,547</b>	<b>\$ 363,229</b>	<b>\$ 3,441,674</b>	<b>\$ 1,211,922</b>

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

December 31, 2021

	Year to date Expended	9 Month Budget	9 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Recreation/Cultural Services</b>					
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 777,543	\$ 904,924	\$ 128,243	\$ 1,206,566	\$ 328,380
6020 TRAINING/EDUCATION	353	12,000	11,647	16,000	15,647
6030 TRAVEL/CONFERENCES	9,040	18,750	9,710	25,000	15,960
6040 PROF MEM/DUES & FEES	1,107	2,625	1,518	3,500	2,393
6050 OFFICE SUPPLIES	2,408	4,500	2,092	6,000	3,592
6060 OFFICE EQUIPMENT	4,091	6,000	1,909	8,000	3,909
6080 ADVERTISING	18,477	52,500	34,023	70,000	51,523
6110 TELEPHONE/FAX	5,165	8,250	3,085	11,000	5,835
6120 PUBL./SUBSCRIPTIONS	54	150	96	200	146
6130 COMPUTER HARD/SOFTWARE	3,123	5,250	2,127	7,000	3,877
7070 BLDG/FACILITY RENTAL	28,162	11,500	(16,663)	15,333	(12,829)
8000 OPERATIONAL MAT/SUPPLY	107,367	131,250	23,883	175,000	67,633
8025 COMMUNITY EVENTS	136,300	251,250	114,950	335,000	198,700
8150 SCHOLARSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	127,714	127,714	0	356,562	228,848
8170 OPERATING GRANTS POLICY	317,734	317,734	(0)	500,500	182,766
<b>Total expended to date</b>	<b>\$ 1,558,638</b>	<b>\$ 1,874,396</b>	<b>\$ 316,622</b>	<b>\$ 2,755,661</b>	<b>\$ 1,096,380</b>

Departmental

Finance

Recreation /  
Cultural Services

Statement of Revenue

December 31, 2021

Recreation/Cultural Services			Variance		Remaining
5031 PROGRAM REVENUE	\$	24,000	\$	30,000	\$ 6,000
5034 FACILITY RENTALS		3,372	(2,253)	7,500	4,128
<b>Total Revenue To Date</b>	<b>\$</b>	<b>27,372</b>	<b>\$ (2,253)</b>	<b>\$ 37,500</b>	<b>\$ 10,128</b>

Departmental

Finance

Cape Breton Regional Municipality Water Utility  
Statement of Operations - period ending December 31st, 2021

	Actual December 31st, 2021	Budget December 31st, 2021	Variance December 31st, 2021	Total Annual Budget 2021-2022
<b>Revenue</b>				
Operating:				
Metered Sales	14,657,234	14,413,964	243,270	19,218,619
Public Fire Protection	5,307,293	5,307,293	-	7,076,391
Interest on Overdue Accounts	458,822	262,500	196,322	350,000
Other Operating Revenue	4,197	49,500	(45,303)	66,000
	<u>20,427,547</u>	<u>20,033,257</u>	<u>394,290</u>	<u>26,711,010</u>
<b>Total Operating Revenue</b>				
<b>Expenditures</b>				
Operating Expenses				
Source of Supply	330,867	399,105	68,239	532,140
Power and Pumping	1,260,606	1,471,982	211,376	1,962,642
Water Treatment	3,082,089	3,637,533	555,444	4,850,044
Transmission & Distribution	3,701,357	3,647,256	(54,101)	4,863,008
Administration & General	2,346,088	2,496,245	150,158	3,328,327
Depreciation	2,887,500	2,887,500	-	3,850,000
Taxes	1,491,147	1,515,225	24,078	2,020,300
	<u>15,099,654</u>	<u>16,054,846</u>	<u>955,193</u>	<u>21,406,462</u>
<b>Total Operating Expenses</b>				
<b>Operating Profit/(Loss)</b>	<b>5,327,893</b>	<b>3,978,411</b>	<b>1,349,482</b>	<b>5,304,548</b>

Cape Breton Regional Municipality Water Utility  
Statement of Operations - period ending December 31st, 2021

	Actual December 31st, 2021	Budget December 31st, 2021	Variance December 31st, 2021	Total Annual Budget 2021-2022
<b>Non Operating Revenue</b>				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amortization of Deferred Capital contribution	223,877	210,878	12,998	281,171
<b>Total Non Operating Revenue</b>	<b>223,877</b>	<b>210,878</b>	<b>12,998</b>	<b>281,171</b>
<b>Non Operating Expenses</b>				
Short term interest charges	151,522	151,523	0	202,030.00
<b>Debt Charges</b>				
Principal	2,673,375	2,673,375	0	3,564,500.00
Interest	826,101	799,382	(26,719)	1,065,842.00
Amortization of Debt Discount	24,409	24,000	(409)	32,000.00
Capital Expenditures out of operations	937,500	937,500	(0)	1,250,000.00
<b>Total Non Operating Expenses</b>	<b>4,612,907</b>	<b>4,585,779</b>	<b>(27,128)</b>	<b>6,114,372</b>
<b>Non- Operating Profit/(Loss)</b>	<b>(4,389,030)</b>	<b>(4,374,901)</b>	<b>(14,130)</b>	<b>(5,833,201)</b>
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	20,651,424	20,244,136	407,288	26,992,181
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	19,712,561	20,640,625	928,065	27,520,834
<b>CBRM WATER UTILITY PROFIT/(LOSS)</b>	<b>938,863</b>	<b>(396,489)</b>	<b>1,335,352</b>	<b>(528,653)</b>

Prepared by Amanda R. Carroll

Review by \_\_\_\_\_

Date \_\_\_\_\_

## Port of Sydney Development Corporation

December 31, 2021 Income Statement

	This Year Actual	This Year Budget	Variance to Budget	Annual Budget
Wharfage and Berthage	299,210.24	248,409.00	50,801.24	360,941.00
Event Revenue	49,243.35	47,500.00	1,743.35	48,400.00
Miscellaneous Reveue	7,742.91	1,550.00	6,192.91	4,850.00
Storage and Rental	119,639.92	109,513.48	10,126.44	133,817.00
Passenger tax	0.00	0.00	0.00	0.00
Security/Traffic Control	51,621.17	47,674.75	3,946.42	57,465.00
Government Grants	68,974.95	10,000.00	58,974.95	20,000.00
Craft Market Revenue	0.00	0.00	0.00	0.00
	<u>596,432.54</u>	<u>464,647.23</u>	<u>131,785.31</u>	<u>625,473.00</u>
Wages	394,887.54	386,930.15	7,957.39	515,906.89
Benefits	69,398.47	75,665.34	(6,266.87)	100,887.11
Professional Fees	121,586.39	29,475.00	92,111.39	35,200.00
Advertising & Promotioi	4,908.95	7,810.00	(2,901.05)	10,610.00
Cruise Activities	1,135.62	12,400.00	(11,264.38)	17,650.00
Dues & Membership Fe	5,556.41	37,601.00	(32,044.59)	39,226.00
Event Expense	2,045.51	2,500.00	(454.49)	2,600.00
Insurance	33,775.79	30,600.00	3,175.79	53,300.00
Interest & Bank Charge	2,981.18	2,520.00	461.18	3,270.00
Office & Admin	3,775.91	5,904.00	(2,128.09)	7,787.00
Office Rent	39,240.00	39,240.00	0.00	52,320.00
Miscellaneous	933.74	3,150.00	(2,216.26)	4,200.00
Repairs & Maintenance	65,893.62	84,648.00	(18,754.38)	124,331.00
Repairs -JHCP	8,265.59	10,000.00	(1,734.41)	10,000.00
Travel	3,769.60	3,000.00	769.60	4,000.00
Utilities	92,738.31	112,910.00	(20,171.69)	157,880.00
Bad Debts	1,610.00	1,000.00	610.00	1,000.00
Security Expense	35,648.66	37,147.00	(1,498.34)	43,326.00
Leasehold Improvemen	0.00	10,000.00	(10,000.00)	10,000.00
	<u>888,151.29</u>	<u>892,500.49</u>	<u>(4,349.20)</u>	<u>1,193,494.00</u>
	(291,718.75)	(427,853.26)	136,134.51	(568,021.00)
Less Amortization	<u>(299,999.97)</u>	<u>(299,999.97)</u>	<u>0.00</u>	<u>(400,000.00)</u>
	<u>(591,718.72)</u>	<u>(727,853.23)</u>	<u>136,134.51</u>	<u>(968,021.00)</u>

