

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, JANUARY 18, 2022

6:00 P.M.

Via Video Conference

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Cape Breton Regional Municipality

Council Meeting

Tuesday, January 18, 2022
6:00 p.m.

AGENDA ITEMS

Land Acknowledgement

Roll Call

1. **APPROVAL OF MINUTES:** (Previously Distributed)
 - **Council – December 14, 2021**

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

3. **PROCLAMATIONS AND RESOLUTIONS:**
 - 3.1 **World Wetlands Day**
Deputy Mayor Earlene MacMullin (See page 7)

 - 3.2 **Bell Let's Talk Day**
Councillor Ken Tracey (See page 8)

 - 3.3 **The Day of Black Loyalist Exodus**
Councillor Lorne Green (See page 9)

 - 3.4 **African Heritage Month - 2022**
Councillor Lorne Green (See page 10)

 - 3.5 **Renaming Mackessey Drive Playground to The Cody Burke and Sonya Chiasson Memorial Playground**
Councillor Lorne Green (See page 11)

 - 3.6 **Scotiabank Closures**
Councillor Gordon MacDonald (See page 13)

Continued...

**Council Meeting Agenda
January 18, 2022 (Cont'd)**

PROCLAMATIONS & RESOLUTIONS (Cont'd):

- 3.7 Portable Air Filtration System Contract to Nova Scotia Schools**
Councillor Gordon MacDonald (See page 14)

4. DELEGATIONS:

- 4.1 Cape Breton Regional Hospital Foundation (CBRHF):** (See page 15)
Spokespersons:
- Paula MacNeil, CEO - CBRHF
 - Mike McPhee, Chair - *Cancer Care Here at Home Campaign*
 - Dr. Rex Dunn, Surgeon, Member - *Cancer Care Here at Home Campaign*
 - Stan MacDonald, Chair - CBRHF

5. PLANNING ISSUES:

5.1 FINAL APPROVAL – PUBLIC HEARING:

- a) **Case 1084-Request from Metro Rifle & Pistol Club to Permit an Outdoor Weapon Shooting Range at PID 15198393 (Upper Leitches Creek Road, Upper Leitches Creek, District 3) by Development Agreement:** Kristen Knudskov, Planner (See page 32)

5.2 APPROVAL TO ADVERTISE:

- 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 67)

6. REPORTS:

- 6.1 Downtown Sydney District Energy:** Ken LeBlanc, Community Development Coordinator; Khaled Ibrahim, CBRM – Energy Manager; and Tyler Mattheis, Acting President & CEO – Cape Breton Partnership (See page 73)

Continued...

**Council Meeting Agenda
January 18, 2022 (Cont'd)**

7. BUSINESS ARISING:

7.1 Council – September 14, 2021:

- a) **Parks, Open Space and Sport Field Plan:** Kirk Durning, Manager of Recreation (See page 77)

7.2 Council – December 14, 2021:

- a) **Strategic Vision - Update:** Mike Target, Community Consultation Coordinator (See page 80)

7.3 Nominating Committee – January 17, 2022:

- a) **Report on Call for Expression of Interest – Citizen Representatives on Committees:** Deborah Campbell Ryan, Municipal Clerk **Report to be provided*
- b) **Vacancy on Accessibility Advisory Committee:** Deborah Campbell Ryan, Municipal Clerk **Report to be provided*

7.4 Audit Committee – January 18, 2022:

- a) **Appointment of External Auditors - 2022-2026:** Jennifer Campbell, Chief Financial Officer
**Report to be provided*

8. CORPORATE SERVICES ISSUES:

- 8.1 Request to Deem Property Surplus – Portion of PID 15547292 Off Railroad Street, Sydney:** Sheila Kolanko, Property Manager (See page 102)

- 8.2 Municipal Capacity Grant – One time top up:** Jennifer Campbell, Chief Financial Officer (See page 105)

- 8.3 Land Expropriation, Lot 2021-1 PID 15408867, Glace Bay Wastewater Treatment Plant:** Demetri Kachafanas, QC, Regional Solicitor (See page 110)

Continued...

**Council Meeting Agenda
January 18, 2022 (Cont'd)**

9. BY-LAWS & MOTIONS:

9.1 By-laws:

- a) **Second / Final Reading – Public Hearing:**
- b) **First Reading:**
 - i) **Review of Building By-law:** Paul Burt, Manager of Building, Planning, and Licensing Laws (See page 114)

10. PROTECTIVE SERVICES ISSUE:

- 10.1 Council Authorization to Commence Legal Action:** Paul Burt, Manager of Building, Planning & Licensing Laws (See page 133)

11. COMMITTEE REPORTS:

- 11.1 NSFM Board of Directors:** Councillor Eldon MacDonald (See page 135)
- 11.2 Nova Scotia Solid Waste Resource Management Regional Chairs Committee:** Councillor Cyril MacDonald (See page 140)

12. FINANCIAL STATEMENTS: Jennifer Campbell, Chief Financial Officer

- 12.1 CBRM to November 30, 2021:** (See page 141)

For Information Only.

- 12.2 Port of Sydney Development Corporation to November 30, 2021:**
(See page 165)

For Information Only.

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

ADJOURNMENT

PROCLAMATION

“World Wetlands Day”

Whereas: Nearly 90% of the world’s wetlands have been degraded since the 1700s, and we are losing wetlands three times faster than forests. Yet, wetlands are critically important ecosystems that contribute to biodiversity, climate mitigation and adaptation, freshwater availability, world economies and more.

And Whereas: World Wetlands Day is celebrated each year on February 2 to raise awareness about wetlands. This day also marks the anniversary of the Convention on Wetlands, which was adopted as an international treaty in 1971. This year’s celebration is especially significant — as on August 30, 2021 the UN General Assembly adopted Resolution 75/317 that established February 2 as World Wetlands Day.

And Whereas: It is important that we raise awareness about wetlands in order to reverse their rapid loss and encourage actions to conserve and restore them. World Wetlands Day is the ideal time to increase people’s understanding of these critically important ecosystems.

Be It Therefore Resolved: That Mayor Amanda M. McDougall and Council of the CBRM hereby proclaim Wednesday, February 2nd, 2022, as World Wetlands Day in the Cape Breton Regional Municipality and encourage support of this campaign.

Deputy Mayor Earlene MacMullin - CBRM District #2

January 18th, 2022

PROCLAMATION

“Bell Let’s Talk Day”

Whereas: January 26, 2022, marks the 12th Annual Bell Let’s Talk Day, a day of conversation on mental health;

And Whereas: Bell Let’s Talk Day promotes mental health awareness, acceptance and action built on four key pillars: fighting stigma, improving access to care, supporting world-class research, and leading by example in workplace mental health;

And Whereas: The Cape Breton Regional Municipality raises a flag to celebrate Bell Let’s Talk Day to encourage all residents to join the conversation through calls, texts, and social media interactions to drive Bell’s donation to mental health past \$100 million;

Be It Therefore Resolved: That Mayor Amanda M. McDougall and Council of the CBRM hereby proclaim Wednesday, January 26th, 2022, as Bell Let’s Talk Day in the Cape Breton Regional Municipality and encourage support of this campaign.

Councillor Kenny Tracey - CBRM District #9

January 18th, 2022



PROCLAMATION

The Day of Black Loyalist Exodus

- Whereas:** January 15, 2022 is the 230th anniversary of 15 ships departing the harbour of Halifax in 1792, and that the conditions and causes that led to the exodus of 1,196 self-liberated Black Loyalist were conditions of abject institutionalized racism and that this departure took place at the height of the transatlantic chattel slave trade one of the cruelest chapters in the history of humanity;
- And Whereas:** CBRM recognizes that people of African descent have been a part of Canadian society since the early 1600s and that their enslavement occurred on this land for centuries and that the Black Loyalists departure is linked to the failure of institutional, political and societal will to fulfill the promises that were made to the communities that left for Sierra Leone;
- And Whereas:** CBRM is committed to promote histories such as the 15 Ships to Sierra Leone that often have been left in a vacuum of erasure. The resources provided for well-known monumentation have historically been funded at the expense of those erasures;
- And Whereas:** Continues to recognize the ongoing significance of the UN Decade of African Descent and the importance of recognizing the history of Black Loyalists in Nova Scotia and how all communities in Nova Scotia continue to be affected by the historic rift of the Black community;
- And Whereas:** We recognize that secure housing and land was promised to these early settlers and very few received what was owed. No one received the promised 100 acres of land for each head of household despite petitions ([by Thomas Peters](#)). For many Black Loyalists, shared Mi'kmaq knowledge was key to survival in the first winters;
- Be it Therefore Resolved:** That CBRM Mayor Amanda M. McDougall and Council proclaim January 15, 2022, the Day of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project in the Cape Breton Regional Municipality.

Councillor Lorne Green - CBRM District #2

January 18, 2022

PROCLAMATION

“AFRICAN HERITAGE MONTH - 2022”

- WHEREAS:** February is recognized internationally as African Heritage Month – a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world and here in the CBRM, we celebrate a time of greater understanding;
- AND WHEREAS:** This year’s theme: *Through Our Eyes: The Voices of African Nova Scotians*, recognizes the long-standing history of people of African Descent in the development of Canada;
- AND WHEREAS:** This theme explores and examines the effects of anti-black racism and the voice of African Nova Scotians who blazed the trail for change. The theme also aligns with the United Nations’ International Decade for People of African Descent (DPAD) 2015-2024;
- AND WHEREAS:** We are in the 8th year of the International Decade for People of African Descent. The goal of DPAD is to strengthen global cooperation in support of people of African descent, increase awareness and the passage towards presence in all aspects of society;
- AND WHEREAS:** Nova Scotia has over 50 historic African Nova Scotian communities with a long, deep and complex history dating back over 200 years. African Heritage Month provides us with another opportunity to celebrate our culture, legacy, achievements and contributions of our people – past and present;
- BE IT THEREFORE RESOLVED:** That Mayor Amanda M. McDougall & Council of the Cape Breton Regional Municipality, proclaim the month of February 2022 as African Heritage Month, and encourage all residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia’s vibrant African Nova Scotian Community.

Councillor Lorne Green – District 12, CBRM

January 18th, 2022

RESOLUTION

“RENAMING MACKESSEY DRIVE PLAYGROUND TO THE CODY BURKE AND SONYA CHIASSON MEMORIAL PLAYGROUND”

WHEREAS: Land had been donated by Mrs. Gladys MacKessey to the former County of Cape Breton in the early 1980s for recreation purposes;

AND WHEREAS: The Community along with the Recreation Department of the day decided to establish a playground for the children of the neighbourhood. This was a neighbourhood of young families with a lot of children and a need for outdoor recreation;

AND WHEREAS: The families’ rallied together to fundraise so that they could build a playground for the whole community not just the MacKessey Drive children to enjoy;

AND WHEREAS: One of the community family’s (the Burkes) suffered a great loss when their son, Cody Burke was tragically killed in a motor vehicle accident. He was a student at BEC High School where he played soccer and basketball and had the honour of playing in the famous Coal Bowl Tournament;

AND WHEREAS: The father of Cody, Joe Burke installed a memorial bench in the playground where he and his family could go to remember their son and brother.

AND WHEREAS: In 2020 the community was once again devastated with a loss of another community member, Sony Chiasson after her courageous battle with cancer.

AND WHEREAS: Members of the community established the “Victoria Mines Recreation Association”, to be the Stewarts of the park. They have been fundraising to make improvements to the park. They also continue to take care and maintain the grounds on a daily basis.

AND WHEREAS: Cody Burke and Sonya Chiasson were significant parts of this community and will be remembered for all their kindness, good will, fun loving way, and spirit of their community.

BE IT THEREFORE

RESOLVED: That CBRM Mayor Amanda M. McDougall and Council approve the remaining of the MacKessey Drive playground to the “Cody Burke and Sonya Chiasson Memorial Playground” in memory of these two cherished community members.

Councillor Lorne Green - CBRM District #12

January 18th, 2022

CBRM RESOLUTION

Scotiabank Closures

WHEREAS:

Scotiabank has announced they will be bringing advice and solutions to more customers in more locations across Atlantic Canada;

AND WHEREAS:

They stated this evolution will focus on a new Halifax remote contact Centre, Scotiabank's first virtual branch, and continuing investments in technology.

AND WHEREAS:

With this evolution Scotiabank in Sydney Mines has been scheduled to close by June 9th, 2022 to consolidate with another neighboring branch;

AND WHEREAS:

The community of Sydney Mines and surrounding areas would be devastated having this bank close. This is a lower-income community, which has many seniors without transportation and not knowing how to use or have access to technology to be able to do virtual banking;

**BE IT THEREFORE
RESOLVED:**

That Mayor Amanda M. McDougall and Council request staff write a letter to Scotiabank Head Office, on Council's behalf, requesting Scotiabank to reconsider their decision to close the Sydney Mines branch as it will bring hardship to the residents in this community and surrounding areas.

Councillor Gordon MacDonald - District #1 - CBRM

January 18th, 2022

CBRM RESOLUTION

Portable Air Filtration System Contract to Nova Scotia Schools

WHEREAS:

The Department of Education confirmed that all schools in Nova Scotia with passive ventilation systems, which are those using windows, and doors for air circulation, were getting portable HEPA (High Efficiency Particulate Air) systems;

AND WHEREAS:

About one-tenth of the schools across the province getting a quick upgrade to their air ventilation systems are on Cape Breton Island;

AND WHEREAS:

The systems being used are the Beyond Guardian Air Purifier by Aerus Active Pure; which all three (3) Franchisees in Nova Scotia; Halifax, Yarmouth, and Sydney supply;

AND WHEREAS:

A \$2.3 million dollar contract was awarded to supply air purification systems to schools across the province. Having the three (3) Franchisees in Nova Scotia who distribute this product, the Halifax Franchise was awarded the full contract;

**BE IT THEREFORE
RESOLVED:**

That Mayor Amanda M. McDougall and Council request staff write a letter to the Premier of Nova Scotia and the Nova Scotia Minister of Education and Early Childhood Development on Council's behalf asking what the Procurement Policy is pertaining to this recent contract and when a government contract is awarded, is there consideration applied so it could benefit all areas of the province.

Councillor Gordon MacDonald - District #1 - CBRM

January 18th, 2022



January 7, 2022

Deborah Campbell Ryan, Municipal Clerk
Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9

Dear Ms. Campbell Ryan,

Since 1985, the Cape Breton Hospital Foundation (CBRHF) has provided more than \$55 million in support for the healthcare needs of people of the Island. In December 2021, the Foundation officially launched its largest campaign to-date – a \$10 million capital fundraising initiative to support the new Cape Breton Cancer Centre.

The **Cancer Care Here at Home Campaign** is being chaired by Mike McPhee, originally from Cape Breton and of NHL fame, and the Honorary Chair, nationally recognized Chief Terry Paul of Membertou. A group of dedicated senior-level volunteers, from across the Island, make up the campaign cabinet to include George Unsworth, Dr. Rex Dunn, Martha (Van Zupthen) Campbell, Katherine Van Nostrand, Bob MacEachern, and Dwight Rudderham.

The original Cape Breton Cancer Centre, which supports the Eastern Zone of Nova Scotia Health (Cape Breton, Guysborough, Antigonish) was built in 1998 to sustain 15,000 patient visits per year, it now receives more than 45,000 patient visits in a year.

The Eastern Zone of Nova Scotia Health, which includes Sydney, has the second largest population base in the province, some of the highest rates of cancer in the country, patients who present at later stages in their cancer diagnosis, an aging population, the highest rates of poverty in the province/country and one of the highest mortality rates from cancer in the country. It is important that the people have access to the best possible cancer care support, right here at home.

I am requesting that the Foundation, along with representatives from the campaign cabinet, be permitted to present to council an outline of the Cancer Care Here at Home campaign with a goal of receiving support from the Cape Breton Regional Municipality for this worthy cause.

If you require additional information, please contact Brittany Hopkins at brittany.hopkins@nshealth.ca or by calling the Foundation office at (902) 567-7752.

Sincerely,

Original Signed By

Paula MacNeil, CFRE
Chief Executive Officer





REGIONAL
HOSPITAL FOUNDATION

Cape Breton Regional Municipality

Monday, January 18, 2022
Virtual Presentation

Agenda



REGIONAL
HOSPITAL FOUNDATION

- Introductions
- Meet the CB Regional Hospital Foundation
- Cancer Care in Eastern Zone, NS Health
- Cancer Care Here at Home Campaign



Introductions

- Stan MacDonald, Chair, Cape Breton Regional Hospital Foundation
- Mike McPhee, Chair, Cancer Care Here at Home Campaign
- Dr. Rex Dunn, Surgeon, Committee Member, Cancer Care Here at Home Campaign
- Paula MacNeil, CEO, Cape Breton Regional Hospital Foundation

Meet the Foundation

- Established in 1985 to lobby for the Cape Breton Regional Hospital.
- More than **\$55 million** raised to support healthcare in Cape Breton.
- **\$1.5 million** disbursed yearly throughout the Cape Breton Regional Hospital.





Cape Breton and Cancer

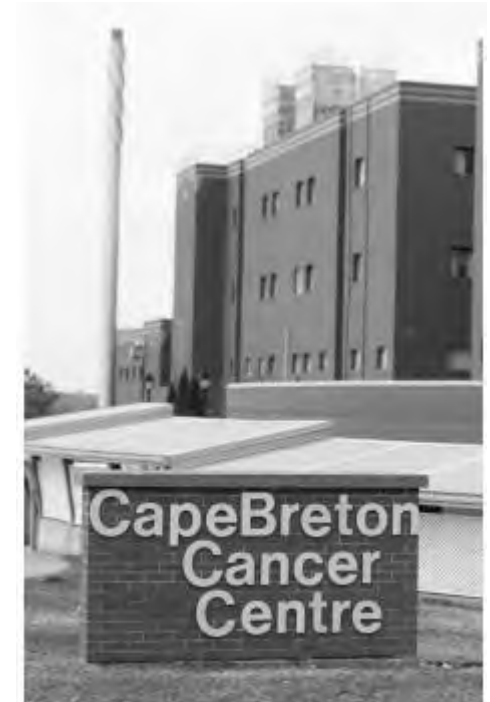
- Since 1998, patient visits have expanded from 15,000 to 45,000 per year.
- Some of the highest rates of Cancer in the Country.
- Cape Bretoners present at later stages in diagnosis.
- Highest rates of poverty in the country.
- An aging population.





Cape Breton and Cancer

In 2021, there were more 2,500 unique patient visits to the Cape to the Cape Breton Cancer Centre from the CBRM



New Cape Breton Cancer Centre





CANCER CARE
AT HOME

\$10 Million Campaign



OUR CAMPAIGN TEAM

The Foundation is joined by a passionate, dedicated and accomplished team of senior volunteers from across the Island. They're supporting the Cancer Care Here at Home campaign for one prominent reason – they do not want Cape Bretoners to be required to leave the Island to receive cancer care.

At the helm of this team is island-born and raised (former) NHL player, Stanley Cup winner, and current investment and wealth adviser with RBC Wealth Management, **Mike McPhee**, as Campaign Chair.



Joining Mike is the nationally recognized and respected **Chief Terrance Paul**, Chief and CEO of the community of Membertou, as Honorary Chair.



“In Cape Breton-Unama'ki, cancer impacts all of us. Whether you're supporting a loved one through a difficult diagnosis, or fighting for your own health, the Cape Breton Cancer Centre's role in that battle is crucial. The support offered by the Cape Breton Cancer Centre is second to none, and now is our time to come together as a community to provide state-of-the-art resources for the future of cancer care on our island.”

Supporting the Chairs is an exemplary cabinet, all familiar with healthcare concerns and major fundraising initiatives.



George Unsworth, FCA



Dr. Rex Dunn



Dwight Rudderham, G.C.



Martha (Van Zutphen) Campbell



Bob MacEachern



Katherine van Nostrand



\$10 Million Campaign

Campaign Causes

- **Vital Equipment**
- **Patient Programs**
- **Research & Innovation**



VITAL EQUIPMENT GOAL \$6.5 million

Greater effectiveness in cancer care and, ultimately, patient quality of life can be attributed to state-of-the-art equipment. The acquisition of the latest in specialized diagnostic imaging equipment will provide healthcare teams with the tools to pinpoint cancers and confirm diagnoses.

The campaign's vital equipment list includes a Varian Identify- Guidance System, Gamma Camera, Image Guided Sinus Surgery System, Radio Frequency Ablation Generator, and more.

This equipment will ensure the new Cape Breton Cancer Centre is equipped to deliver a standard of care now and into the future.



PATIENT PROGRAMS **GOAL \$1.5 million**

It is increasingly recognized that any patients who are diagnosed with cancer will experience depression, anxiety, and as a result of treatments, the possibility for a reduced quality of life.

The campaign's patient programming list includes a Complementary Therapies Program Fund, Exercise in Cancer Program, and the Cancer Patient Care Fund.

Advanced care in programming will offer patients state-of-the-art cancer care, ensuring patients have access to the social and emotional tools to fight cancer, leading to better outcomes.



RESEARCH AND INNOVATION **GOAL \$2 million**

The Cape Breton Regional Hospital is one of two hospitals within the province that has the capacity to conduct clinical research.

The Cancer Care Here at Home campaign will create a Cancer Care Research and Innovation Fund specifically designed to support healthcare professional led research.

The research supported by this Fund has the potential to change cancer care delivery and attract medical professionals from around the world.



Investing in People

SUPPORT US IN OUR EFFORTS AS WE LOOK TO THE FUTURE

**TO BUILD UPON WHAT HAS BEEN, TO CREATE A TOMORROW
FILLED WITH THE POSSIBILITIES OF HOPE FOR WHAT CAN BE
FOR CANCER CARE HERE IN CAPE BRETON**



**CANCER CARE
AT HOME**

**Thank You
Questions?**





TO: CBRM Council

FROM: Kristen Knudskov

SUBJECT: Case 1084 Request from Metro Rifle & Pistol Club to Permit an Outdoor Weapon Shooting Range at PID 15198393 (Upper Leitches Creek Road, Upper Leitches Creek, District 3) by Development Agreement

DATE: January 10, 2022

Background

Mike Kelly of the Metro Rifle & Pistol Club has requested that Council of the Cape Breton Regional Municipality (CBRM) permit the development of an outdoor weapon shooting range at PID 15198393 (see Attachment A). The CBRM Municipal Planning Strategy (MPS) Part 5 Policy 15.b allows Council to consider proposals for outdoor shooting ranges by development agreement.

The Metro Rifle & Pistol Club (the Club) is a registered non-profit society that has been dedicated to the training and safe use of recreational target shooting sports since 1978. Prior to that, they were known as the Sydney Rifle Club. In 2009, the indoor facility at Sydport was decommissioned. Club activity moved to the Nova Scotia Department of Natural Resources (DNR) range on Upper Leitches Creek Road. In 2018, the Club purchased PID 15198393, adjacent to the DNR property, for the development of a new shooting range.

The subject property contains 140 acres fronting onto Upper Leitches Creek Road. A copy of the proposed site plan and renderings are provided in Attachment C. The ranges and parking area will be located towards the DNR ranges, to the southwestern side of the property. It will include a covered “no blue sky” style range with berms and baffles, and a trap and skeet field.

The property is in a rural area, surrounded by a mix of low-density residential dwellings, primary industry, and vacant lands. The existing DNR public shooting range abuts the subject site to the southwest. To the northeast, there are several low-density residential dwellings, with #654 abutting the site. Within a 1-kilometer radius of the subject property, there are 24 total residential buildings.

Pursuant to the Firearms Act (S.C. 1995, c. 39), new shooting ranges require review and approval from the Nova Scotia Department of Justice (DOJ). The proposed range design and operations are evaluated against detailed criteria prior to approval.

Discussion

The CBRM MPS states that outdoor weapon shooting ranges are only to be permitted by development agreement. A development agreement is a legally binding contract entered into between the property owner and the municipality that specifically regulates development on a parcel of land.

Part 52(1)3. of the CBRM Land Use Bylaw indicates that outdoor weapon shooting ranges may be considered in zones in effect in rural CBRM. The subject property is currently zoned Rural CBRM (RCB) and therefore is eligible for a development agreement.

Part 5, Policy 15.b states that “Council will only enter into the development agreement if provisions can be included imposing extensive setback and buffering provisions whereby a combination of distance, topography, and vegetation will protect adjoining properties.”

An outdoor shooting range has the potential to pose a danger to surrounding development if improperly sited and will inevitably produce noise. As discussed above, shooting ranges are strictly regulated by the Province to ensure public safety. Methods to mitigate noise, however, should be considered by the municipality through land use planning. Noise abatement may be achieved through a variety of methods, including a significant setback distance, topography, vegetation, covered firing lines, barriers and/or berms, or the use of baffles.

A draft Development Agreement is provided in Attachment D. The agreement includes terms which are intended to reduce the noise impact on nearby properties and to reinforce the public safety measures set out by the DOJ. The draft terms include but are not limited to:

- A minimum required setback distance of 1,200 feet from any point of fire to a dwelling. The setback is reduced to 1,000 feet for weapons which fire only arrows, pellets, or .22 subsonic ammunition (see Attachment B);
- An application for a Building & Development Permit must include a plan demonstrating measures to attenuate noise;
- Hours of operation are limited to between 8:00 a.m. and dusk;

Notice of Public Hearing

The process to consider a development agreement is similar to a zone amendment; a public hearing must be held and notice of the hearing must be provided in accordance with the *Municipal Government Act* (MGA). In keeping with the MGA, notices were published in the January 4th and 10th editions of the Cape Breton Post. In addition, notice was posted to the CBRM Facebook page and mailed to property owners within 1 kilometer of the site in question.

At the time of writing this issue paper, 17 statements for the public hearing have been received. Sixteen are in favor and one is against the proposed development. Attachment E contains full copies of the submissions. Inquiries and concerns were received from eight additional individuals who have not made a formal submission to date. The deadline for public hearing submissions,

being January 14th, has not yet passed. Staff will provide a memo to Council with a written summary of all comments received following the deadline.

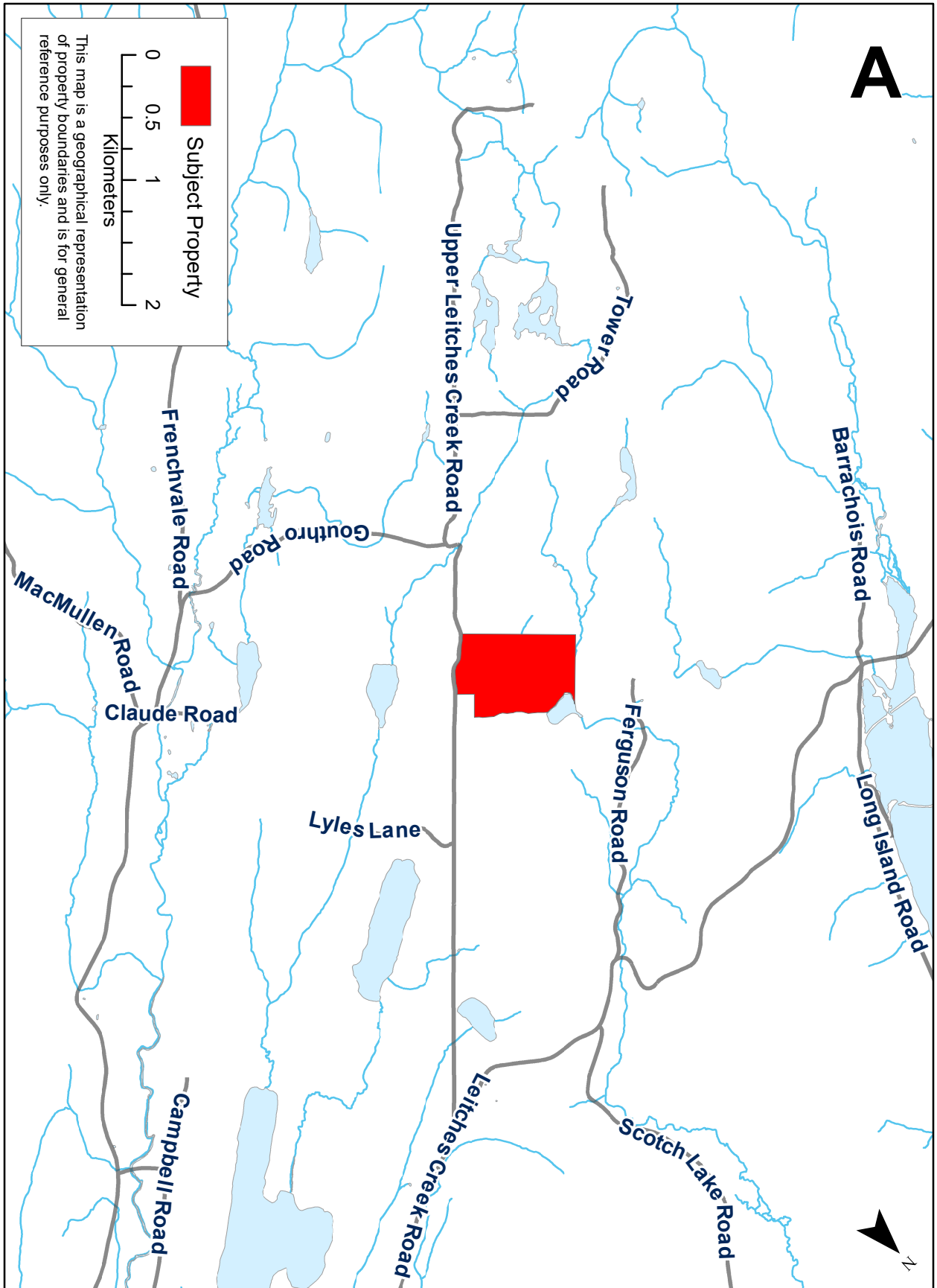
Recommendation

The attached development agreement would require all points of fire to be setback significantly from neighbouring dwellings and requires noise mitigation measures. The terms of the agreement are in keeping with Part 5 Policy 15.b of the Municipal Planning Strategy. For that reason, I recommend that Council pass a motion to approve the development agreement.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department



B

DNR Public Shooting Range

Upper Leitches Creek Road

800

654

652

640

624

626

618

616

621

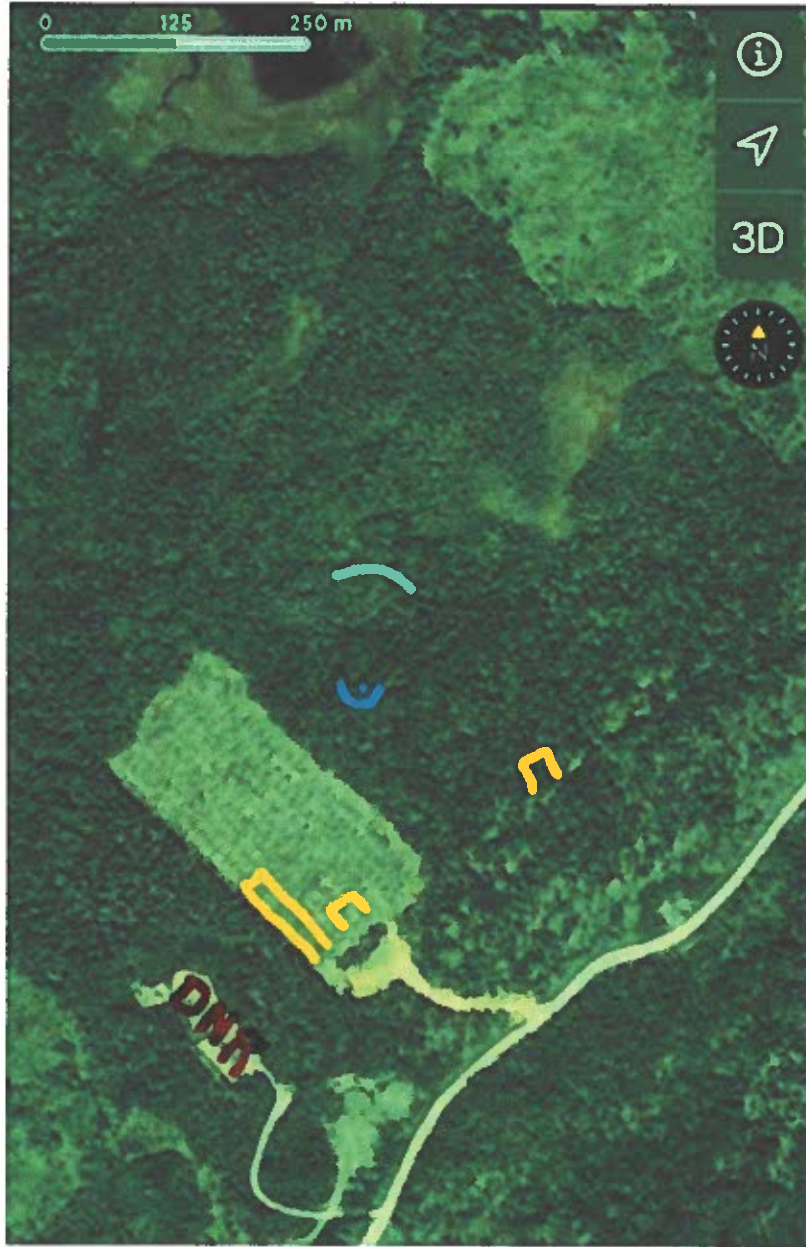
Subject Property
 Area within 1000 ft. of a Dwelling
 Area within 1200 ft. of a Dwelling

0 50 100 200
 Meters

This map is a geographical representation of property boundaries and is for general reference purposes only.



Approximate Layout of Range Metro R&P

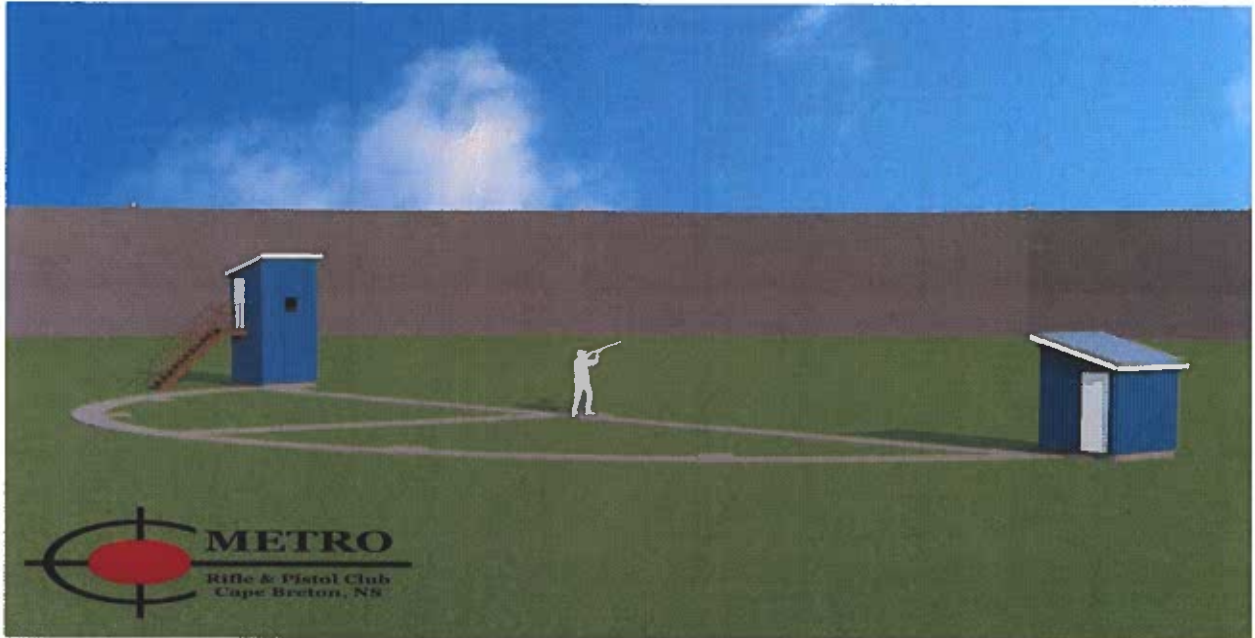


Yellow – Range Outline (Bottom Left 0723336, 5124239)

Blue - Trap and Skeet Field

Grey – Net for Recovering Trap and Skeet Shot

(All Finalized Design Done in Consultation with Chief Firearms Officer)



THIS DEVELOPMENT AGREEMENT

Made and entered into this _____ day of _____, 2021.

BETWEEN:

METRO RIFLE & PISTOL CLUB, of Sydney, in the County of Cape Breton, Province of Nova Scotia

hereinafter referred to as the "Owner"

OF THE ONE PART

AND

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

hereinafter called the "Municipality"

OF THE OTHER PART

WHEREAS Part 5, Policy 15.b of the Cape Breton Regional Municipality's Municipal Planning Strategy enables entering into a Development Agreement to regulate an outdoor weapon shooting range;

AND WHEREAS the Municipality by this Development Agreement, permits the Owner to establish and operate an outdoor weapon shooting range at the property identified as PID 15198393, which lands are shown on Schedule "A," attached, subject to the terms and conditions herein contained;

AND WHEREAS the Owner covenants that it is the Registered Owner of the lands and premises outlined in Schedule "A", attached hereto and more particularly described in a deed to the owners dated the 19th day of December A.D., 2018, and registered in the Land Registration Office at Sydney, Nova Scotia, on the 21st day of December A.D., 2018, as Document Number 113789342.

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

1. To maintain the property identified in the attached Schedule "A", hereinafter described as "the lands and premises" in accordance with the provisions of this Development Agreement.

2. An “outdoor weapon shooting range” is an unenclosed place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions.
3. A “point of fire” is an area where weapons are discharged.
4. All buildings and/or structures must comply with the CBRM Building By-law and Building Code of Nova Scotia. Buildings which are reasonably considered to be supportive of the outdoor weapon shooting range are permitted and may include covered firing ranges, skeet houses, accessory buildings for storage of maintenance equipment and materials, a clubhouse, or restroom facilities.
5. All buildings on the subject site shall be located behind all points of fire.
6. Activity relating to alcohol service is prohibited. No liquor license of any kind shall be issued for the subject property.
7. All points of fire are to be setback a minimum of 1,200 feet from a dwelling existing prior to the adoption of this agreement. The minimum required setback is reduced to 1,000 feet for firearms discharging only arrows, pellets, or .22 subsonic ammunition.
8. Any development permit application for the outdoor weapon shooting range shall include a plan demonstrating measures to attenuate noise emanating from the site.
9. The hours of operation are to be limited to between 8:00 a.m. and dusk.
10. A minimum of 1 parking space per two firing line or skeet shooting spaces must be provided on-site. Any uses other than an outdoor weapon shooting range, permitted subject to Clause 10, shall be subject to the minimum parking space requirements within the Land Use Bylaw. All on-site parking area must be maintained in accordance with the parking area standards of the Land Use Bylaw.
11. The outdoor weapon shooting range design, construction, and operations are subject to all applicable regulations, permits, licenses, and/or approvals pursuant to the Firearms Act, S.C., 1995, c.9.
12. In the event that the outdoor weapon shooting range ceases operation for any reason, or an application is received for another use on the property, the use shall be governed by the requirements of the Rural CBRM (RCB) Zone and applicable General Provisions of the Land Use Bylaw. In the event that the Land Use Bylaw is amended so as to eliminate the RCB Zone, the requirement of the zone for the property lying immediately to the northeast of the subject property shall apply. Building & Development Permit applications received for uses other than an outdoor weapon shooting range, while the range is in operation, shall be referred to the Nova Scotia Department of Justice.

13. Creation of new lots abutting Upper Leitches Creek Road shall be permitted. The plan of subdivision must include a clearly visible note advising that there is an active outdoor weapon shooting range in the area.
14. Upon the breach by the Operator of any of the provisions of this Development Agreement, the Municipality shall be entitled to specific performance by way of remedial Court Order or, after fifteen (15) days notice in writing to the Owner, at its option, enter on the lands and premises and perform any and all covenants or conditions herein contained. Should the Municipality not choose to exercise its option to remedy, this Development Agreement may be terminated by the Municipality upon written notice to the Owner, or their successors-in-title, at which time all licences or permissions hereby granted by the Municipality to the Owner shall absolutely cease to exist.
15. The costs of any and all legal action, of whatever nature incurred by the Municipality in enforcing compliance of this Development Agreement shall be the sole responsibility of the Owner. The Owner agrees to indemnify the Municipality for any and all legal costs incurred.
16. That all reasonable expenses incurred by the Regional Municipality or its successors, agents, or employees, whether arising out of the entry of the said lands and premises or from the performance of the covenants are the responsibility of the Owner, and the Owner agrees to indemnify the Regional Municipality for any of the said costs incurred.
17. That this Development Agreement shall be registered in the Nova Scotia Land Registry office in the County of Cape Breton and shall form a charge or encumbrance upon the said property described in Schedule "A".
18. If any provisions of this Development Agreement shall be found to be or deemed illegal, invalid, or unenforceable, the remainder of this Development Agreement shall not be affected thereby.

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

THIS DEVELOPMENT AGREEMENT and everything contained herein shall ensure to the benefit and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns. The parties hereto declare that the term "Owner" used in this agreement shall be construed to include the plural as well as the singular where the context so requires.

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

SIGNED, SEALED and DELIVERED)
In the presence of:)

Witness)

Metro Rifle & Pistol Club

) Name:
) Title:
)

) Name:
) Title:
)

Cape Breton Regional Municipality

Witness)

) Amanda M. McDougall
) Mayor
)

) Deborah Campbell Ryan
) Municipal Clerk
)

AFFIDAVIT OF AUTHORIZATION

I, _____, of the Cape Breton Regional Municipality,
Province of Nova Scotia, make oath and say that:

1. I am _____ of the METRO RIFLE AND PISTOL CLUB,
the Corporation. Except as otherwise stated I have personal knowledge of the matters to
which I have sworn in this Affidavit.
2. I am authorized to execute this Instrument on behalf of the Corporation and hereby bind
METRO RIFLE AND PISTOL CLUB.
3. This acknowledgement is made for the purpose of registering such Instrument pursuant to
s.31(a) of the *Registry Act*, R.S.N.S. 1989, c.392. or s. 79(1) of the Land Registration Act.

SWORN TO Before me at the Sydney)
County of Cape Breton, Province of)
Nova Scotia this _____ day of)
A.D. 2021, before me,)

A BARRISTER/COMMISSIONER)
OF THE SUPREME COURT OF)
NOVA SCOTIA)

) **Name:**
) **Position:**
)
)

CANADA
PROVINCE OF NOVA SCOTIA

On this day of , 2021, before me, the subscriber personally came and appeared, _____, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **METRO RIFLE AND PISTOL CLUB**, herein, executed the same by affixing its corporate seal thereto and attested by the hands of _____ and _____ its proper officers, duly authorized in its behalf, signed, sealed and delivered the same in their presence.

**A BARRISTER/COMMISSIONER OF
THE SUPREME COURT OF NOVA SCOTIA**

**CANADA
PROVINCE OF NOVA SCOTIA**

AFFIDAVIT OF AUTHORIZATION

I, Amanda M. McDougall, of the Cape Breton Regional Municipality, Province of Nova Scotia, make oath and say that:

1. I am Mayor of the **Cape Breton Regional Municipality**, the *Corporation*. Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. I am authorized to execute this Instrument on behalf of the Cape Breton Regional Municipality and hereby bind Cape Breton Regional Municipality.
3. This acknowledgement is made for the purpose of registering such Instrument pursuant to s.31(a) of the *Registry Act*, R.S.N.S. 1989, c.392. or s. 79(1) of the Land Registration Act.

SWORN TO Before me at the Sydney)
County of Cape Breton, Province of)
Nova Scotia this day of)
A.D. 2021, before me,)

A BARRISTER/COMMISSIONER)
OF THE SUPREME COURT OF)
NOVA SCOTIA)

Name: Amanda M. McDougall
Position: Mayor
)
)
)

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Rifle Range Application
Date: January 10, 2022 12:54:43 PM

Dear Sirs,

I fully support the expansion of the Metro Rifle range.

Yours sincerely , John Chadwick MD , 1429 Coxheath Rd , Sydney, NS, B1L1B3

From: [REDACTED]
To: [PlanningConsult](#)
Subject: New target range
Date: January 10, 2022 12:32:57 PM

My name is Gregory leloup and I live at 1174 leitches creek road. I am emailing to encourage the new construction of the range facility in my area. It's been something I have been looking forward to for a while because of the crowded and poorly maintained outdoor range currently in use. I think it would be a great idea for the new construction so people will have more access to a safe and clean place to take their family's for a great day of recreational shooting fun! I hope everything goes as planned for the new facility.

Best of luck,
Greg leloup

Sent from my iPhone

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Metro rifle and pistol club application
Date: January 10, 2022 12:29:18 PM

As a person who lived in Leitches Creek for over 25 years and a licensed Gun owner I would like to express my support for the Metro Rifle and Pistol Clubs application to open a shooting range on their property in Upper Leitches Creek.

As a long time past resident (25 years) of Leitches Creek in my experience Noise is not a factor as the distance from residents is equal to that of the DNR range which has been operating for half a century and I never heard nor experienced any complaints of this nature personally nor from any of my neighbors.

I hope you will allow the Metro Club to continue with their plans unimpeded. Myself and fellow licensed gun owners are looking forward to be able to use the facility.

Thank you
Jean DuGas
(Formerly 624 Leitches Creek Rd for 25 years)
Address now:
318 Church Road
Little Bras Dor
NS B1y3a1
[REDACTED]

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Metro Rifle and pistol club application
Date: January 10, 2022 12:01:55 PM

Dear committee members,

I am a retired Canadian Armed Forces Weapons Tech, certified CMS Range Master and President of the Highland Highwaymen Cowboy Mounted Shooting Association I also lived in Leitches Creek for many years.

This letter is to express my whole hearted support for the Metro Rifle and Pistol Clubs application to open a shooting range on their property in upper Leitch's Creek.

I realize there may be some concerns regarding public safety and noise with this proposal. I can assure you that such concerns are unwarranted with the Metro proposal.

As a long time past resident of Leitches Creek in my experience Noise is not a factor as the distance from residents is equal to that of the DNR range which has been operating for half a century and I never heard nor experienced any complaints of this nature personally nor from fellow residents.

Regarding public safety, I can attest to the comprehensive and rigorously enforced policies and procedures of the Metro club which meet and often exceed those required under the Canadian Firearms act and provincial regulations. In fact the creation of this range will increase public safety as its existence will afford the Metro club the opportunity to carry out more safety training, practices and competitions which will enhance members proficiency and knowledge.

On behalf of the Highland Highwaymen Cowboy Mounted Shooting Club I urge you to approve the Metro R&P Clubs proposal in the interest of enhancing the sports and recreation opportunities for CBRM's many firearms enthusiasts and improved firearms safety training opportunities.

I remain available should you want further commentary from me on this matter.

Respectfully

Ken Jardine
318 Church Rd
Little Bras Dor, N.S.
B1Y3A1
[REDACTED]

Sent from my iPhone

--

Yours in Straight Shootin Ken "Gun Plumber" Jardine

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Support
Date: January 9, 2022 7:16:55 PM

Please support the new range facility being proposed by the Metro Rifle & Pistol Club. A new, expanded, safer, year round range is much needed for our region. Unfortunately, the current range is old, limited and is not available year round due to weather; and even when accessible many time slots are blocked for law enforcement training. Sadly, some members of the public don't follow the rules for booking or respect the rules of the range so a more secure and safer range is overdue.

Thank you
Dave Lavigne
173 Upper McLean St
Glace Bay
B1A2L4

Sent from my iPhone

From: [REDACTED]
To: [PlanningConsult](#)
Subject: support of the Metro Rifle Club range development permit
Date: January 9, 2022 7:36:38 PM

I am sending you this email to go on record as my support of the Metro Rifle Club range development permit. Ive been made aware of the request for public consultation and I want to be see it approved. Thanks,

Greg Fiander

Address: 28 Dipersio Street Sydney Mines B1V3A4

[REDACTED]

From: [REDACTED]
To: [PlanningConsult](#)
Subject: support of the Metro Rifle Club range development permit.
Date: January 9, 2022 7:28:52 PM

To whom it may concern,

I became aware of the request for public consultation and I want to be on record as recommending approval & support for the development. I support because I believe it will provide a safer alternative to what's available now.

Thank you,

Kelsey L. Fiander (Ley)
Address: 28 Dipersio Street
Sydney Mines, B1V3A4
Phone : [REDACTED]

Get [Outlook for Android](#)

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Re: Public Hearing or Metro Rifle And Pistol Club Development Agreement
Date: January 8, 2022 6:42:43 PM

Good Day,

I read the announcement of a public hearing for a development agreement for the Metro Club to develop a new range with great pleasure. As a recreational target shooter who has been stuck using the DNR range in Leitches Creek for many years because there are no other options locally the option of having another, safer, alternative is very promising.

I have shot all over Canada as a National Level competitor and I can say, the options for a safe place to shoot outdoors in the CBRM are basically non existent. There have been many days I have packed up my gear and left the DNR range rather than deal with the people there and the safety issues they create.

The local DNR range is woefully inadequate and the Provincial Govt has no interest in maintaining it let alone improving it. One Govt official told me several years ago that the range has no actual budget.

The Metro Club has been doing improvements to structures and signage as well as paying to install safety berms for the last several years but are fighting an uphill battle against a public who has little knowledge of how a range should operate safely and who think very little of leaving their garbage behind and a Provincial Govt who seems uninterested in improving the situation if it means it will cost them any money.

Having another option for those of us who are willing to pay for a facility that provides a better and safer shooting experience is a great option. I know the Metro Club has around 600 members in the CBRM and giving these members a facility of their own will certainly decrease the amount of pressure on an already over used public facility next door to the one proposed in this development agreement.

This proposed facility is right next door to the only legal outdoor range in the CBRM so the amount of noise coming from this range will be no different that what is currently occurring since every legal shooter in the CBRM is already shooting withing 100m of where this facility is proposed. The only real difference here, from what is currently happening next door, is that it will be happening on a range designed to modern safety standards and the people using it will be safety trained to a higher standard than the general public that is shooting next door. Both are better for the CBRM and the people living in the area.

In conclusion, I would encourage you to approve this development agreement and allow

Metro to create a safer facility to better serve the residents of the CBRM.

Henry Maxwell
46 Braemar Dr
Sydney NS
B1R 1V9

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Re: Metro Rifle development permit
Date: January 9, 2022 10:16:12 PM

Hello,

I recently noticed that the Metro Rifle Club had requested a development agreement to develop a private shooting range in Leitches Creek.

I want to indicate my support for this project.

As a woman who is interested in learning how to shoot the thought of going to the public range is very intimidating. The opportunity to go to a private facility and learn one on one from a qualified instructor would be great. I'm sure there are other ladies out there who feel the same way. Having been to the public DNR range, CBRM could certainly use a better facility!

Thanks,
Lisa Kyte
46 Braemar Dr
Westmount NS
B1R 1V9

Sent from my iPhone

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Public hearing on range
Date: January 9, 2022 7:58:18 PM

My name is Bill Fennell and I am a member of the Sydney metro rifle & pistol club. I have been an avid shooter for 40 years and a member of the club for 5 years now. I was also a member, in my younger days, back in the early 90's before moving away for university and then work. Since returning to Cape Breton I have taken up the sport again and consider myself lucky to have a well organized and safety oriented club in our municipality. The club members are friendly, responsible, and well trained in firearm safety. My wife, son, and daughter, have all accompanied me to the range on numerous occasions. While the club members are trained in how to behave and operate a safe range, not all others who attend are as well instructed. A new club facility will increase members safety and allow us to grow our sport. It will have little new effect on any adjoining properties as the DNR range is right next door. Club members, who already use that range, will simply switch to the new range. This means no significant increase in noise or traffic. All that a new range will do is provide us with a safe environment to practice our sport. Thank you for your time and consideration.

Bill Fennell
50 Islandview Drive
Millville, NS
B1Y 2H9

From: [REDACTED]
To: [PlanningConsult](#)
Subject: public hearing
Date: January 9, 2022 1:57:12 PM

Charlene Lothier-Ranni
325 Leitches creek Rd
Leitches Creek
B2A 3Z4

Dear Council,

I am writing this letter in response to the public hearing dated January 18th 2022 regarding the proposed firing range located in upper Leitches creek. I recently purchased a property on Leitches creek road and my water supply comes from Leitches creek. All rivers lead to the ocean. Most of the properties in Upper Leitches creek rely on ground water ie drilled wells for their water supply. I am worried about lead leaching into my drinking water if this shooting range is allowed to go ahead.

As I sit down to write this email I can't help but think of all the Health issues one of my good friends is going through due to lead poisoning. It has affected every aspect of her life. Even health Canada is worried about lead in our drinking water.

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/what-about-lead.html>

“It is important to reduce exposure to lead as much as possible because health effects of lead may occur even at low concentrations.”

- **The use of leaded ammunition is the biggest contributor to lead releases to land.**

<https://www.canada.ca/en/environment-climate-change/services/national-pollutant-release-inventory/tools-resources-data/lead.html>

Keeping lead out of our environment as much as possible is the responsible thing to do to keep us all safe and healthy. It is increasingly important that we do not pollute the environment any more than is absolutely necessary and I do not believe that a recreational shooting range is a necessity!

Thank you for your time

Charlene Lothier Ranni

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Proposed Rifle Range
Date: January 9, 2022 10:27:32 AM

Dear Mayor and Council Members,

I am writing this note to express my thoughts on the new rifle range being planned for Upper Leitch's Creek adjacent to the existing DNR Public Range.

I have been a target shooter for over thirty years and shoot regularly at the DNR range and used to shoot at the indoor range in Sydport before it's unfortunate loss in a tax sale. I have been a member of the Metro Rifle and Pistol Club for decades. We are an organization that puts safety first in all of our range activities. We require individual training and supervision by certified range officers to shoot. In my thirty years in the club I have never seen or heard of a member being injured or injuring anyone else.

This new range would give the members a safe and improved place to shoot. Residents would notice no increase in noise as it abuts the DNR range. It would be safer as it would be members only. The club along with DNR has invested much time and money in the existing range but it is not supervised at all times which leads to abuse of the facility. Untrained shooters cause damage to the target hangers (shoot poles down) and leave broken glass and garbage behind. You never know if the person next to you at the DNR range even has permission to be there, let alone training. I have left my booked sessions there when another shooter has made me feel unsafe. Signs placed by DNR and the club concerning the safe operation of the range are ignored by some members of the public.

Despite the recent political climate, sport shooting is a safe and fun sport. This new range would be a worthwhile project. It would allow members to have a safe place to shoot and would lower numbers at the DNR range, which would make it safer and easier to supervise.

Thank you,

Peter Campbell
P.O. Box 447
Sydney, NS
B1P6H2
[REDACTED]

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Outdoor Weapon Shooting Range
Date: January 9, 2022 5:30:04 PM

I am writing to express my 100% agreement with the above proposal. I think it would be a great facility for support and enjoy shooting sports.

Regards

Bernie McVeigh

--

Sent from Gmail Mobile

Address:
6425 Seaside Drive
Gardiner Mines, NS
B1H 5M3

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Metro Rifle and Pistol Club Range Application
Date: January 9, 2022 3:44:54 PM

Re: Metro Rifle and Pistol Club Range Application

To Whom It May Concern,

As a resident of the CBRM and an interested recreational target shooter, I would like to inform you of my ardent support for the creation of a new and updated outdoor range built to the latest safety standards.

As I hope you are aware, the current DNR range is the only place to shoot outdoors in the CBRM. The DNR range is outdated, poorly maintained and often crowded not to mention that it is inaccessible half the year due to snow or bookings for law enforcement.

To create a new facility with upgraded standards would greatly enhance safety, reduce crowding making it less likely for the public to shoot in unsafe areas and would not affect current noise levels since the proposed facility is only a few hundred meters from the DNR range.

Approval of the new range can only benefit the CBRM by vastly improving existing conditions and strengthening public safety.

Sincerely yours,

John P. White

15 Russett Street, Coxheath,NS, B1L 1C8

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Metro Rifle and Pistol club Gun Range
Date: January 9, 2022 10:04:48 PM

I am sending this e-mail in support of the new gun range facility that Metro Rifle and Pistol club is planing to build in leaches creak.

A few points in support of this range:

- The new range will be a safe and secure environment for the clubs hunters and sports shooters, many times the DNR range is over crowded or not avaiable due to RCMP training, snow, and many other factors leading people to go shoot in unauthorized areas which is a big saftey concern which this new range will correct.
- Since this range is very close to the DNR range there should be no more noise than there is now.
- The DNR range is old and not up to the new saftey standards as our new range will be up to the latest saftey standards avaiable.

I hope this will convince anyone who is not in favor of this range to let it be built and maintained by Metro Rifle and Pistol club.

Regards

Christopher Bernard Bonnar

17 Stacey ave, North Sydney, Nova Scotia

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Metro Rifle and Pistol Club development application
Date: January 9, 2022 4:11:16 PM

To Whom it May Concern.

I understand that there is a public hearing on the subject development application on January 18th, 2022. I am writing this email to support approval of the development application and my reasons why CBRM should approve this are listed below.

- 1) This new range facility will provide a safe, controlled access multi sport range to support rifle and pistol shooting, biathlon training and practice area, trap and skeet shooting and archery, including a youth archery program
- 2) the proposed area is adjacent to an existing approved “public” range so there will be no noticeable difference in noise to neighbours down the road.
- 3) it will be a safer controlled access facility versus the public range to which anyone with a wildlife card can book and shoot at, irregardless of their level of safety training. In fact during hunting season sighting in times, the existing public range can be downright dangerous. It is not monitored or controlled.
- 4) as a condition of membership, EVERY Metro member has to undergo a range safety briefing/orientation before their membership is approved. Leads to a much safer operation at the range.
- 5) the new range will be built and constructed to the newest regulatory requirements whereas the public range is an outdated facility. In fact, the majority of existing improvements to the public range have been undertaken by the Metro Rifle and Pistol Club at the club’s expense.
- 6) the existing “public” range is not maintained and inaccessible for up to half a year due to no road maintenance in winter, law enforcement training, public sight in bookings etc
- 7) the new range will provide Metro members a place to go safely participate in their chosen sport, also taking much of the pressure off the public range.

In short, CBRM should be approving this development permit to allow this facility to be constructed and provide a safe, controlled access facility for all Metro Rifle and Pistol Club members

Gary Latimer
Certified Range Safety Officer(NFA)
Canadian Firearms Safety Course Instructor
165 Musgraves Lane
North Sydney, NS. B2A2B6
[REDACTED]

From: [REDACTED]
To: [PlanningConsult](#)
Subject: Leitches Creek gun range development permit
Date: January 10, 2022 8:14:25 AM

Good day, I just wanted to pass on my support for the proposed range at Leitches Creek. The completion of this new range will allow better and safe access for gun range members and their families. Having another facility will reduce the likelihood of illegal shooting in the woods and areas close to populated centers in CBRM. Minimal impact should occur with residents as the new facility will be very close to an existing range. Thank you.

Dan Duchesne
159 MacMillan Rd
Coxheath, NS
B1L1B1



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 15026313; District 2)

DATE: January 10, 2021

Background

Rob Smith is requesting that CBRM Council rezone 98 Caledonia Street, North Sydney (PID 15026313) to allow a 3-unit apartment. 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 5). 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 19th and early 20th century. However, the area is not identified for heritage conservation. The zone currently in effect does not include architectural controls.

Next Steps

If Council wishes to consider an amendment to the Land Use Bylaw, a public hearing must be held prior to making a decision on the matter.

If Council agrees to proceed to a public hearing, notices would be placed in the Cape Breton Post in accordance with requirements of the *Municipal Government Act*, mailed to property owners in the vicinity of the site, and posted to CBRM social media.

Recommendation

The proposed development would result in minimal impacts on surrounding low-density residential development. Further, zone provisions can ensure that any future redevelopment of the lot respects the scale of existing buildings in the area. A draft Amending Bylaw is included as Attachment C.

Therefore, I recommend that Council pass a motion to proceed to a public hearing.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department

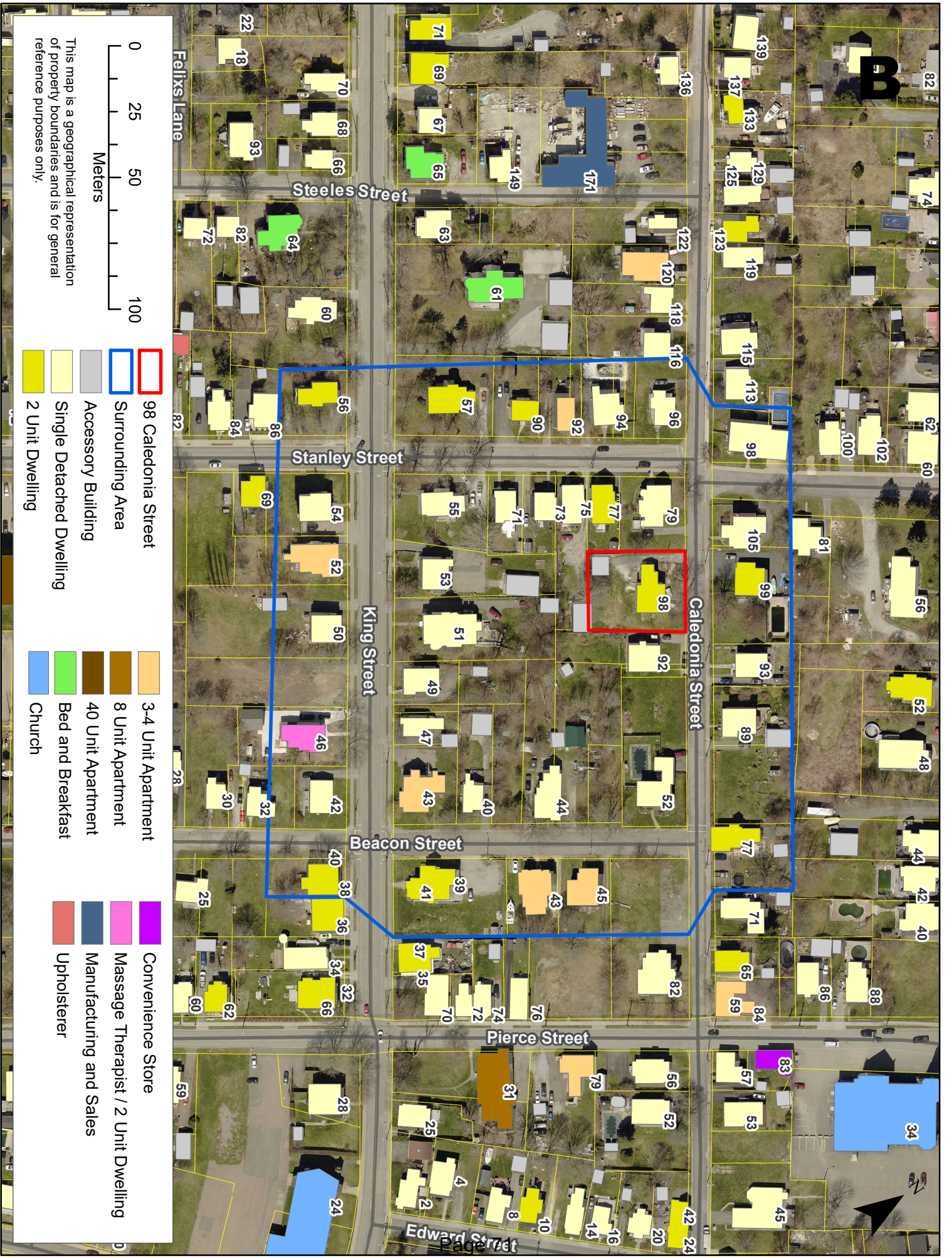
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This map is a geographical representation of property boundaries and is for general reference purposes only.

0 50 100 200
Meters

98 Caledonia Street
Downtown North Sydney



0 25 50 100
Meters

This map is a geographical representation of property boundaries and is for general reference purposes only.

 98 Caledonia Street	 3-4 Unit Apartment	 Convenience Store
 Surrounding Area	 8 Unit Apartment	 Massage Therapist / 2 Unit Dwelling
 Accessory Building	 40 Unit Apartment	 Manufacturing and Sales
 Single Detached Dwelling	 Bed and Breakfast	 Upholsterer
 2 Unit Dwelling	 Church	

By-law 78
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



1

 The slide has a white background with a green geometric pattern on the right side. The title 'Downtown Sydney District Energy' is at the top left in a large green font, followed by the subtitle 'Background' in a smaller green font. Below the subtitle is a bulleted list of four points. On the right side, there are three logos: the Cape Breton Regional Municipality logo, the Cape Breton Partnership logo, and the efficiency Nova Scotia logo.

Downtown Sydney District Energy

Background

- District Energy (DE) is a system of underground pipes used to pump water, used for heating and cooling, to multiple buildings in an area such as a downtown district
- First identified as a potential opportunity for CBRM in the Municipal Climate Change Adaptation Plan (2014)
- Preliminary study in 2019 showed that DE could be financially viable and have positive environmental impacts, but further analysis required for investment
- CB Partnership commissioned detailed study in 2020/21, with work recently completed

2

Downtown Sydney District Energy

Project Details

- Wastewater energy recovery from effluent being treated at Battery Point Treatment Facility.
- Free, easily accessible, and abundant energy source under direct control of CBRM
- Fully electric system eliminates or greatly reduces fossil fuel combustion at customer buildings; reducing GHG emissions by approximately 75%
- System will utilize renewable electricity generation and storage
- Phased 4-year construction plan in place to connect large and committed end-users first.



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efficiency

3

Downtown Sydney District Energy

Capital Cost and Funding

- Full Class D budget estimate of **\$37,920,000** (includes HST and contingency)
- Department of Natural Resources and Renewables are reviewing an application for 73.33% funding through the Investing in Canada Infrastructure Program
 - ICIP Contribution: \$27,806,736
 - CBRM Contribution: \$10,112,264
- CBRM four year capital plan:
 - 2022/2023 : \$2,667,000
 - 2023/2024 : \$3,258,582
 - 2024/2025 : \$2,474,884
 - 2025/2026 : \$1,713,051
- Revenue from sales will be used to service debt



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efficiency

4

Downtown Sydney District Energy

Value Proposition

- Greater efficiency in central generation facility
- Stable, long-term, alternative revenue generation for CBRM
- Easy to integrate renewable technologies into generation mix
- Reduced or eliminated GHG emissions
- Mechanical space savings in buildings
- Reduces operations & maintenance costs to building owner
- Offloads energy expertise to a district energy provider



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efficiency

5

Downtown Sydney District Energy

Recommendation

Before making a funding decision, The Nova Scotia Department of Natural Resources & Renewables require evidence of CBRM council's support for this project

Also, because the Investing in Canada Fund is a "claims-based" funding program, CBRM must show they have capacity to incur short term project costs

Therefore, we recommend that Council pass a motion directing CBRM to include annual capital costs for a district energy system in CBRM's 5-year capital plan which is subject to an annual capital budget approval process.

Recommended Motion:

Move that CBRM council support the funding application to Nova Scotia Department of Natural Resources & Renewables for a Sydney District Energy System, and that staff be directed to include the Sydney District Energy System in CBRM's 5-year capital plan.



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efficiency

6

Downtown Sydney District Energy Q&A



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Cape Breton
Partnership

efficiency



CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: January 18, 2022

To: Mayor and Council

From: Kirk Durning – Manager of Recreation

Re: Parks, Open Space and Sport Field Plan

Background

As per the motion passed by Council at the September 14th meeting, staff was directed to provide:

- An issue paper on how to move forward with a Parks, Open Space, and Sport Field Plan.
- An up-to-date list of parks, outdoor facility, and sport field stakeholders
- Organize conversations with stakeholder on our move forward.

Over the last two years, staff and council have seen an increase in requests for the renaming of municipal assets and the development of new or revitalization of municipal parks and sport fields. There has also been an increase in concern over the access and maintenance of outdoor recreational facilities such as sport fields, skateparks, tennis courts, playgrounds, and walking tracks. CBRM currently maintains over 400 sites and 70 ballfields throughout the municipality and the ballfield/sport field policy was last updated in 2005.

Discussion

In 2017, Council approved the Recreation Master Plan, which is inclusive of an outdoor recreation facility inventory and classification model. Although this provides an overview and list of essential parks and recreation facilities, CBRM does not have relevant or

updated procedures or policies to guide staff and Council decisions regarding planning, developing, or implementing parks, open space, and other recreational facilities. It is not uncommon for municipalities to support their recreation masterplan with a comprehensive park plan to support the overall recreational mandate for the municipality.

Municipal parks, open spaces, and sport fields are important locations that contribute to making a community a more vibrant place to live and the physical, social, and mental health of residents. Consideration should be given to the rationalization of the parks system within the municipality to ensure equitable access for residents while understanding the threshold for maintenance and service under current staffing levels.

The process for the development of the plan will include a thorough consultation with stakeholders and community members, which would meet the secondary requests of the original motion.

Recommendation

Staff recommends that Council authorize hiring a consultant through Request for Proposal (RFP) to carry out the development of a Parks, Open Space and Sport Field Plan for the municipality with the scope of work to include, but not limited to:

- A long-term plan that identifies community interests and needs, and establishes priorities, recommendations, and actions for developing and maintaining a rationalized and high-quality park, sport field and open space system across the municipality
- An updated sport field policy
- A naming policy for municipal assets
- Decision criteria for development, decommission and maintenance level of parks that allow for adjustments according to municipal and council strategic priorities
- Determination of service level threshold for current and future parks, open space, and sport fields with respect to staff levels and structure.
- Standardized stewardship partnership agreement process for parks and sport fields

Respectfully submitted by:

Kirk Durning
Manager of Recreation

8.2 Stakeholders meeting of CBRM field users:

Councillor Steve Gillespie reviewed his Memo and provided background information on the issue. He indicated that over the past year he has heard from many parents, organizers, coaches, volunteers, fellow Councillors, and users of CBRM maintained outdoor recreation facilities such as baseball and soccer fields, tennis courts, skateboard parks and walking tracks. He shared his opinion that CBRM should engage users and give them the opportunity to express their concerns and ideas and for CBRM staff and management to explain their plan for the future use of these facilities.

Councillor Gillespie advised that it is his understanding that some CBRM outdoor facilities operate under a partnership with users while others do not, and maybe there is an opportunity to use a Benchmarking Model for those partnerships and use it for other facilities. Some outdoor facilities in CBRM have been either decommissioned or not maintained, and maybe there is an opportunity to have stakeholders more involved in these locations.

Kirk Durning, Manager of Recreation, advised that he agrees in terms of engaging stakeholders, but believes that a Parks and Open Space and Sport Field Plan that works in unison with the information that was identified in the Recreation Master Plan be considered. The Master Plan provided an inventory that identified facilities that would be essential non-essential or decommissioned in the future.

Mr. Durning advised that over the last number of months there have been requests for new parks and renamings and presently there is no decision criteria or a renaming policy in the municipal plan.

After discussion on the issue, the following motion was put forward.

Motion:

Moved by Councillor Gillespie, seconded by Deputy Mayor MacMullin, that staff be directed to complete the following prior to calendar year-end:

- Obtain an up-to-date list of stakeholders
- Hold a workshop with Council and staff on the Recreation Master Plan
- Organize conversations with stakeholders on our move forward
- Prepare an Issue paper on how to move forward with a Parks and Open Space Plan

Motion Carried.

1. Economic Development [1/3]

Item:

1.1 – Modernize the CBRM Planning Strategy (CBRM Forward).

- a) Refer to regular milestones as outlined in the planning strategy.
- b) After implementation, review level of bylaw amendments Council is receiving.
- c) Track number of complaints.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

Planning & Development

Details/Description:

Council may want to broaden this from modernization of the Planning Strategy to “Regulatory Modernization” in general – to encompass the larger effort to reduce regulatory burden wherever possible. This includes reviewing and identifying priority bylaws for repeal and/or update (complete), and updating bylaws as prioritized in the Portside Law report.

CBRM Forward, in particular, includes a comprehensive update to the CBRM Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw; and aligns this regulatory framework with the new CBRM Economic Development Strategy (and Eastern District Planning Commission).

b,c) The new Municipal Planning Strategy will have a mechanism for reviewing the number of amendments Council is receiving as an indicator of whether a regulation is outdated or not meeting public expectations. [MR]

1. Economic Development [2/3]

Item:

1.2 – Refresh branding & website (along with wayfinding/signage)

- a) Within one year (March 2022), have a new refreshed, accessible website.
- b) Include public in consultation of a renewed brand.
- c) Measure continuity in use of branding and implement clear criteria around usage.

Status:

Requires Development

Lead Person/Department:

CAO’s Office (supported by Communications / Community Consultation Coordinator)

Details/Description:

a) The website modernization piece will form part of the issue paper on the Municipal Capacity Grant [aka “equalization”] top-up which hopefully will be considered at budget deliberations.

a,c) The website and way-finding signage will likely be eligible for leveraged funding (potentially up to 75% funded by the Provincial government). [JC]

This is also identified as an objective in the Municipal Planning Strategy. [MR]

1. Economic Development [3/3]

Item:

1.3 – Develop a new CBRM Economic Development Strategy

- a) ~~Work with~~ Support [MR] the Cape Breton Partnership through the CBRM REN to begin the implementation of the CBRM Economic Development Strategy.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

REN (supported by Planning & Development)

Details/Description:

Currently underway through CBRM Forward.

2. CBRM Charter [1/3]

Item:

2.1 – Build relationship with Municipal Affairs about the CBRM Charter

- a) Completion of the preliminary meetings.
- b) Define next steps determined for the working relationship between the Province and CBRM on the Charter.

Status:

Requires Development

Lead Person/Department:

CAO's Office (cross-departmental)

Details/Description:

A directive was given to postpone meetings of the Charter Ad Hoc Committee until after the Viability Study was completed. However, there were no subsequent meetings of the CBRM Charter Ad Hoc Committee: Councillor Kendra Coombes, who was the Chair and champion of that Committee, resigned from Council following her by-election win as MLA; and COVID hit a few months after the Viability Study report went to Council (September 2019). [DCR]

When Municipal Affairs staff met with the Charter Ad Hoc Committee a number of years ago, they indicated that CBRM must decide what powers they want under a Charter that are not already in the MGA. [DCR]

Therefore, 2.2 appears to be a starting point for any discussion around MGA amendments or a Charter (if needed). [MR]

Not sure a Charter is necessary. (HRM's Charter is largely a duplication of the MGA.) A Charter would be necessary if the Province preferred to give specific tools to specific municipalities vs amending the MGA for all. Province indicates their preference would be to explore MGA amendments. [MR]

There was a provincial committee a few of years ago looking into possible amendments to the MGA (and former CAO Michael Merritt was on that Committee) – they never finalized those amendments. But my understanding is that they will be soon looking at it again. [DCR]

2. CBRM Charter [2/3]

Item:

Define what CBRM wants to accomplish through the Charter

- a) Conduct best practice research globally to determine the contents and implementation of a Municipal Charter.
- b) Complete a historical review of issues with Municipal Government Act.
- c) Begin drafting legislation to accomplish the ultimate vision of Mayor and Council.

Status:

Requires Development

Lead Person/Department:

CAO's Office (cross-departmental)

Details/Description:

Consideration of what a potential Charter could accomplish should come before item 2.1. [MR]

Council/Staff should identify existing issues where the municipality would want additional tools added via a CBRM Charter vs via amendments to the MGA. [MR]

2. CBRM Charter [3/3]

Item:

2.3 – Re-engage Charter Committee

- a) Set parameters and expectations for Charter Committee, and create terms of reference.
- b) Create a schedule of meetings and actions that are reported back on.

Status:

Requires Development

Lead Person/Department:

CAO's Office (cross-departmental)

Details/Description:

See 2.1 and 2.2

3. Development of Harbours [1/5]

Item:

3.1 – Ongoing communications with Develop Nova Scotia

- a) Community Development Coordinator, with assistance from the CBRM REN, will work as a liaison between harbour communities and Develop Nova Scotia to identify opportunities and leverage Municipal resources. CBRM Administration and CBRM REN to engage Develop NS. [MR]
- b) Set at least 4 meetings per year with Develop NS.

Status:

Requires Development

Lead Person/Department:

Planning & Development, Port of Sydney, CBRM REN

Details/Description:

Recommendations from CBRM Forward will inform this. [TM]

a) Reason for replacing “Community Development Coordinator” with “CBRM Administration” is to keep it general: depending on the type of work, it may be better suited to one of CBRM’s Planners. [MR]

3. Development of Harbours [2/5]

Item:

3.2 – Ongoing and open communication with Port of Sydney Development Corporation

a) Quarterly communications between CBRM Corporate and Port of Sydney Development Corporation.

Status:

Currently Underway

Estimate % Progress to Date:			
<input type="checkbox"/> < 25%	<input type="checkbox"/> 25—50%	<input type="checkbox"/> 50—75%	<input type="checkbox"/> > 75%

Lead Person/Department:

CFO, Port of Sydney

Details/Description:

The Port of Sydney Development Corporation currently reports to CBRM *monthly* on financial information (via the CFO); and currently reports to CBRM *annually* at the AGM (February). Regular meetings *quarterly* between CBRM Administration and Port management to discuss common issues would be useful. [PC]

3. Development of Harbours [3/5]

Item:

3.3 – Stronger marketing and communications

a) Work with CBRM REN to develop marketing and communications for commercialization, development, and enhancing experience for harbours within the next year (March 2022).

Status:

Currently Underway

Estimate % Progress to Date:			
<input type="checkbox"/> < 25%	<input type="checkbox"/> 25—50%	<input type="checkbox"/> 50—75%	<input type="checkbox"/> > 75%

Lead Person/Department:

CBRM REN, Port of Sydney

Details/Description:

Currently underway:

Development of a strategy to expand the Cruise Pavilion to a year-round community asset.

Working with Sydney Downtown Development Association to market downtown and waterfront as a year-round destination.

Working with CBRM, Provincial Government, and Federal Government to develop infrastructure on the waterfront. [PC]

3. Development of Harbours [4/5]

Item:

3.4 – Engage Membertou and Eskasoni in their role in harbour development

- a) Increased engagement with Indigenous partners that interact with CBRM harbours.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

Port of Sydney, Cape Breton Partnership

Details/Description:

Recommendations from CBRM Forward will inform this. [TM]

Note: Port of Sydney has representation from both Membertou and Eskasoni. Cape Breton Partnership board has representation from both Membertou and Eskasoni – and the Partnership also serves Membertou and Eskasoni through the CB REN (Cape Breton’s other REN).

3. Development of Harbours [5/5]

Item:

3.5 – Transport infrastructure: Rail development & twinned highway

- a) Continue regular communications with Provincial and private sector stakeholders on improving rail and highway access.

Status:

Done

Currently Underway

Estimate % Progress to Date:

< 25%

25–50%

50–75%

> 75%

Recommend Begin Immediately

Estimate Time to Complete:

< 1 month

1–6 months

6–12 months

> 1 year

Requires Development

Lead Person/Department:

Details/Description:

4. Population Growth & Inclusivity [1/6]

Item:

4.1 – Work closely with CBRM REN to maximize use of all Federal and Provincial immigration pathways, increase retention, and participate in Municipal Nominee Program **when it is released**

- a) CBRM REN will notify CBRM when Municipal Nominee Program criteria is released by IRCC. If eligible, CBRM REN will support CBRM in applying to participate in the program and explain the process after policy review.
- b) Increase retention by engaging newcomers and recent immigrants in community events and political life.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

CBRM REN

Details/Description:

a) CBRM REN continues to monitor.

b) Currently underway through the Cape Breton Local Immigration Partnership (a project of CBRM REN).

Currently seeing high level of retention rates from the province, without Cape Breton broken out. Biennial (every two years) “Newcomer Survey” by the CB-LIP may be a source of measurement for the future. Some idea of trackable date is here:

<https://lipdata.ca/wp-content/uploads/sites/28/2020/02/Cape-Breton-Economic-Profile-2019.pdf>

4. Population Growth & Inclusivity [2/6]

Item:

4.2 – Review hiring policies to accommodate participation in the various Provincial and Federal immigration programs as well as foreign worker recruitment when needed

- a) Work with the CBRM REN's ~~Labour Market Development & Immigration Officer~~ Staff [TM] in reviewing current hiring practices, talent pipeline and expected shortages to address them efficiently.

Status:

Requires Development

Lead Person/Department:

Human Resources (supported by CBRM REN)

Details/Description:

Human Resources Department is the lead and will be pursuing this in the future. [DA]

Note: this is a service that the CBRM REN will be developing for local businesses to access as well. [TM]

4. Population Growth & Inclusivity [3/6]

Item:

4.3 – Continued and increased long-term partnerships with CBRM’s educational institutions

- a) Partner with educational institutions (private & public), the Connector Program, Settlement Providers, and other relevant stakeholders in creating events and initiatives to retain graduates to the CBRM and support their labour market entry.

Status:

Requires Development

Lead Person/Department:

Details/Description:

Recommendations from CBRM Forward will inform this.

Connector Program is currently available to CBRM Businesses.

CBRM REN 2022/23 Business Plan can include initiatives to support this goal. [TM]

4. Population Growth & Inclusivity [4/6]

Item:

4.4 – Focus on promoting services and amenities we currently have and strengthening services and amenities with a focus on the attraction and retention of residents

- a) See Economic Development point: refresh branding and website along with wayfinding/signage.
- b) Align CBRM Communication efforts with CBRM REN communication efforts, campaigns, and assets like WelcomeToCapeBreton.com, to promote current services and amenities in the CBRM.
- c) Strengthen and Grow.... (this would be CBRMs input directly - transit, e-services, etc.)

Status:

Requires Development

Lead Person/Department:

Details/Description:

Recommendations from CBRM Forward will inform this.

b) CBRM REN 2022/23 Business Plan can include tactics to support this goal. [TM]

4. Population Growth & Inclusivity [5/6]

Item:

4.5 – Support a campaign to try to bring back Cape Bretoners

- a) Work with the Cape Breton Partnership to create a long-term attraction and repatriation campaign that promotes current resources and services available for starting a business, finding employment, buying property, and settling in the CBRM.

Status:

Requires Development

Lead Person/Department:

CBRM Administration, Cape Breton Partnership

Details/Description:

Data collected for the Economic Development Plan would support this. Existing residents reported the following reasons for choosing to live in CBRM:

- b) Pace of life
- c) Cost of living
- d) Low crime rate
- e) Good place to raise a family
- f) Employment
- g) Clean environment

[MR]

Recommendations from CBRM Forward will inform this.

CBRM REN 2022/23 Business Plan can include tactics to support this goal. [TM]

4. Population Growth & Inclusivity [6/6]

Item:

4.6 – Implement a workforce-based strategy on diversification at the CBRM, with appropriate training and creation of opportunities to increase representation at the organization

- a) CBRM HR department, in collaboration with the CBRM REN, will develop a workforce-based strategy, and measure and report on its effectiveness.

Status:

Recommend Begin Immediately

Estimate Time to Complete:

< 1 month

1–6 months

6–12 months

> 1 year

Lead Person/Department:

Human Resources (supported by CBRM REN)

Details/Description:

CBRM HR department, in collaboration with the CBRM REN, will develop a workforce-based strategy, and measure and report on its effectiveness. Deanna Evely will be the lead for the department, and Tyler MacKeigan, HR Generalist, will be involved. HR is in contact with the Cape Breton Partnership to work on some initiatives and are setting up times to discuss in the coming weeks. [DE]

Recommendations from CBRM Forward will inform this.

This is a service that the CBRM REN will be developing for local businesses to access as well.

CBRM REN 2022/23 Business Plan can include tactics to support this goal. [TM]

5. Diversified Revenue Sources [1/5]

Item:

5.1 – Strengthen partnerships with different levels of government, access new funds

a) Administrative quarterly meetings with Minister of Municipal Affairs and Federal MPs.

Status:

Currently Underway

Estimate % Progress to Date:			
<input type="checkbox"/> < 25%	<input type="checkbox"/> 25—50%	<input type="checkbox"/> 50—75%	<input type="checkbox"/> > 75%

Lead Person/Department:

Engineering & Public Works (working closely with CAO/CFO in consultation with other departments)

Details/Description:

This is always ongoing. To leverage CBRM capital funds, and to address infrastructure deficits, CBRM Administration routinely communicates its funding needs to Provincial and Federal governments. And as new funding sources, new funds, and new opportunities arise, CBRM Staff determine how to best match those opportunities to the needs of the CBRM.

Continued development of Asset Management tools and information will ensure that Capital funding programs are applied for at the right time and for the right purpose, therefore continued Corporate and Council commitments to asset management development are essential.

Quarterly or semi-yearly scheduled meetings to discuss capital funding with Provincial and Federal government could help strengthen the partnership moving forward, by providing the opportunity for those levels of government to clearly understand the CBRM’s needs. [WM]

Recommendations from CBRM Forward will inform this.

CBRM REN 2022/23 Business Plan can include tactics to support this goal.

CBRM REN meets regularly with Federal MP’s and the Department of Economic Development. [TM]

5. Diversified Revenue Sources [2/5]

Item:

5.2 – Investigate the feasibility to develop new sources of revenue related to waste disposal (e.g. medical waste disposal systems; international waste disposal; port-related waste; bio-solids; and waste-to-energy processes)

- a) Engage consultants and outside experts to determine feasibility.
- b) Consult with Municipal colleagues across Nova Scotia for best practices in this regard.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

Engineering & Public Works, Port of Sydney, Verschuren Centre

Details/Description:

a) Currently, CBRM offers no disposal options for these types of waste. Research is ongoing. (Please see addendum, forthcoming, for more details.) [WM]

Recommendations from CBRM Forward will inform this.

CBRM REN 2022/23 Business Plan can include tactics to support this goal. [TM]

b) Access to the Nova Scotia REN Network may be useful here. [TM]

5. Diversified Revenue Sources [3/5]

Item:

5.3 – Administer a Municipal/home lotto approach to fund non-profits and community groups

- a) Determine legal questions and logistics.
- b) Consider the use of an arms-length, separate entity (with separate board).
- c) Consult public interest (support or not).

Status:

Done

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Recommend Begin Immediately

Estimate Time to Complete:

< 1 month

1—6 months

6—12 months

> 1 year

Requires Development

Lead Person/Department:

Details/Description:

5. Diversified Revenue Sources [4/5]

Item:

5.4 – Analyze fee for services that we are providing but not currently collecting and begin to collect

- a) Jurisdictional scan of other Municipalities.
- b) Task Directors to look at their departments to determine if new fees need to be implemented.
- c) Budget 2022 for implementation of new fees-for-service.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

CFO (cross-departmental)

Details/Description:

CBRM Administration is discussing this leading up to budget deliberations.

Certain departments have identified services that are currently provided at no charge, for which other municipalities charge a fee.

Council will need to approve any changes to fee-for-service/cost-recovery policies. The Finance Department has proposed some of these changes which are already in effect. Others will be proposed at regularly scheduled Budget Workshops for consideration in the 2022/23 budget, and future budget years. (Fire Services, for example, has identified some areas of cost recovery – however, there are other aspects of the Fire Services review that need to happen first so this likely won't be ready for this budget.) [JC]

Most fees are currently included in bylaws which require 3 months to amend. [MR] For any amendments brought to Council mid-year, i.e., outside the regularly scheduled Budget Workshops, it is proposed that these wouldn't go into effect until the subsequent annual Budget. [JC]

5. Diversified Revenue Sources [5/5]

Item:

5.5 – Conduct a review and comparison of services versus cost recovery

- a) Within the next year (March 2022), have a completed review of fees and bring to Council.

Status:

Currently Underway

Estimate % Progress to Date:

< 25%

25—50%

50—75%

> 75%

Lead Person/Department:

CFO (cross-departmental)

Details/Description:

Currently underway. Please see 5.4.



CBRM

A Community of Communities

ISSUE PAPER

TO: Mayor and Council

FROM: Sheila Kolanko – Property Manager

SUBJECT: REQUEST TO DEEM PROPERTY SURPLUS
Portion of PID 15547292
Off Railroad Street, Sydney

DATE: January 18th, 2022

REQUEST:

CBRM received a letter of interest asking CBRM to consider selling a portion of CBRM property located in Sydney that is currently deemed essential municipal property. The CBRM property is outlined in yellow on the attached map and identified as PID 15547292 (Attachment A). The subject area the applicant is seeking is outlined in red on the said map.

INFORMATION:

The applicant, Ms. Dale Providence, recently purchased property located at 21 Ironside Drive, Sydney and placed a new mobile mini home on her land. Her property is identified as PID 15547409 and outlined in blue on attached map. Ms. Providence is requesting CBRM sell her a small portion of land so that she can consolidate it with her existing property to build a garage on the property.

The CBRM property (PID 15547292) contains approximately 3.6 acres and is currently deemed essential for CBRM infrastructure which includes portion of Railway Street and water and sewer lines.

EVALUATION/REVIEW:

An internal staff review determined that while CBRM requires a large portion of this property for municipality purposes, staff found no reason not to consider conveying the small section of the lot to Ms. Providence for her intention use.

Staff concluded a small lot containing approximately xxx square more or less in the rear of the applicant's property (PID 15547409) is not required for municipal purposes and as such, can be deemed surplus for sale. The estimated area is shown in red on attached map (Attachment "A"). Any proposed sale would be subject to lot consolidation with existing lands of Ms. Providence and compliance with Land Use By-law and all other applicable legislative and government regulations.

RECOMMENDATION:

It is my recommendation to council to pass a motion declaring that portion of PID 15547292, as shown outlined in red on the attached map, surplus to the needs of the municipality and be sold at market value to the applicant, Dale Providence.

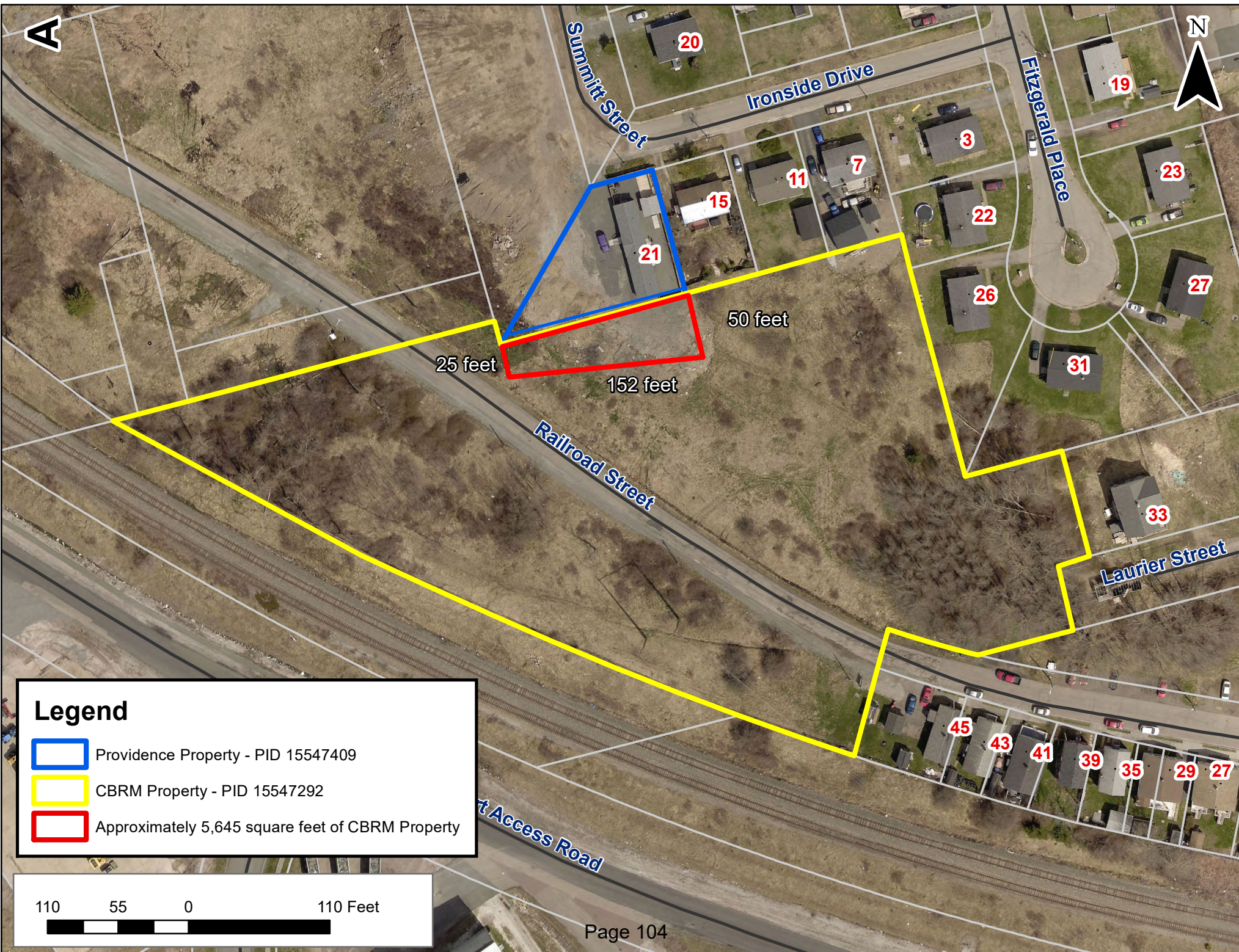
All costs will be the responsibility of the proposed purchaser and subject to lot consolidation and compliance with Land Use By-law and other applicable legislative and government regulations.

Respectively Submitted by:




Original signed by

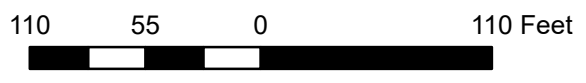
Sheila Kolanko
Property Manager

A



Legend

-  Providence Property - PID 15547409
-  CBRM Property - PID 15547292
-  Approximately 5,645 square feet of CBRM Property





CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: January 12, 2021

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Municipal Capacity Grant – One time top up

During the October 21, 2021 meeting of Council, a staff issue paper was requested detailing options and recommendations concerning the one-time doubling of the Municipal Capacity Grant. For CBRM, this represents a lump sum unconditional transfer of \$15,335,838.

From a legislative or regulatory perspective, there are no stipulations imposed by the Province on what or how the municipality may use these funds. However, until the formula for the Municipal Capacity Grant is reviewed and finalized, and the future unconditional transfer for CBRM can be reasonably estimated, it is imperative that any planned use of funds not result in future permanent increases in operating costs or permanent loss of revenues. Priority should be given to those initiatives whose costs can be leveraged by other levels of Government. After several discussions with the senior management team and review of our financial situation, I offer the following.

The use of funds should encompass at least one of these objectives:

1. Align with the priority areas in Councils Strategic Vision:
 - Economic Development
 - CBRM Charter
 - Development of Harbours
 - Population Growth and Inclusivity
 - Diversified Revenue Sources
2. Contribute to one-time Capital costs to alleviate pressure on future capital budgets
3. Reduce future operating costs to take pressure off future operating budgets

1. Align with the priority areas in Councils Strategic Vision

Modernizing or enhancing service delivery processes

The past 18 months under public health restrictions that resulted in the closure of municipal buildings has forced the municipality to reassess delivery of day-to-day services and business processes, particularly those that require in-person signatures, applications, forms or payments. Modernizing these processes to an online platform has been long overdue, however the municipality has not had the financial resources to invest in this technology. Identified processes and services that could be and should be delivered through an on-line or e-delivery technology include:

- Website development/on-line citizen portal
 - On-line payment portal (facilities, tipping fees, permits, bus passes, etc)
 - All applications (permit, grants, job applications)
 - “Where’s my bus” app
 - Facility booking
 - Account balance inquiries
 - Other Public Communications and Consultation tools
- Electronic vendor payments
- e-Delivery solution for tax and water account bills/statements
- Modernized infrastructure for parking enforcement
- Human resource process management
- E-Procurement Solution
- Meeting management software
- Fire data collection software/storage

The projects noted above may qualify for leveraged funding from the Province of Nova Scotia’s Municipal Innovation Fund or other government grant programs. Staff recommend that a one-time investment in municipal modernization initiatives be undertaken for the development of online tools that offer expanded and more convenient options for the public to conduct business with the municipality, as well as software and web-based applications that would result in greater departmental efficiencies and operational capacity. By increasing efficiency for businesses, this initiative aids in **economic development** and will provide tools to help with **diversified revenue sources**.

Regional Library

A Library that is modernized and addresses the needs of the community can attract residents and visitors and aid in the revitalization of the downtown. CBRM Council and staff are strong proponents for a new/renewed Regional Library and work is ongoing to explore viable options and to secure funding. In order to keep our overall debt and annual debt service costs at a manageable level, staff recommend Council set aside \$3M specifically for CBRM’s share of the Sydney Library project which would be leveraged to

access funding from other levels of government. The funds should be invested in a high interest investment account until a location and funding partners can be secured. By having these funds set aside for the library, Council will demonstrate to potential funding partners and the public, its commitment to the project as a community and Council priority while taking pressure off future capital budgets. This initiative supports **Population Growth and Inclusivity** and **Economic development**.

C200 Expansion

Council has provided approval for a feasibility study on a possible expansion of C200 for a multisport facility. With the feasibility study reaching its conclusion, the next steps will be to secure funding for a detailed design and future construction. This project builds on CBRM's historic success in hosting events that showcase CBRM on the world stage; and an expanded building footprint is needed to be successful in future bids for event attraction. In addition, with the growing popularity of court sports and the lack of an accessible and available regional venue, the expansion would provide a facility enabling growth and capacity building for a variety of sports at the regional level.

Staff recommend Council set aside funds to assist with CBRM's portion of funding for the future expansion of C200. This initiative supports **Population Growth and Inclusivity** and **Economic development**.

Outdoor recreation and community spaces

COVID has shown us the importance of being outdoors for both mental and physical health. This is also important in attracting newcomers to the area as it enhances the quality of life for CBRM residents. CBRM parks, playgrounds, and community spaces throughout CBRM are now in greater demand, with many in disrepair.

It is recommended that Council authorize staff to commence community consultation to identify potential projects throughout CBRM, and that funds be leveraged to access funds for new or improved outdoor recreational spaces. This initiative is key to the strategic vision for **Population Growth and Inclusivity, Economic Development, and Development of Harbors**.

2. Contribute to one-time Capital costs to alleviate pressure on future capital budgets

OH&S HVAC System and equipment upgrades

The HVAC system at City Hall is stretched well beyond its service life and is long overdue for replacement. This has been identified as a need in the past several capital budgets, however has been deferred each year due to the capital replacement cost, lack of cost

sharing opportunity, and limited borrowing capacity. In addition, the Lock-Up at Police Headquarters requires a retrofit, as there has been ongoing issues with air quality, paint and other equipment that poses various safety risks.

Staff recommend that \$1.25M be allocated for a one-time investment in a new HVAC system that would provide a more reliable and energy efficient solution for air quality at City Hall, and for Police Lockup upgrades. Funding the capital costs out of top up funds now will preserve borrowing capacity for other capital priorities and will also result in immediate operational savings through energy reduction and provide a safer environment at the Lock Up facility.

Completion of J-Class Roads Program

CBRM and Province of NS jointly participate in a J-class roads initial paving program. The province ultimately approves which roads and maximum cost sharing, with CBRM's portion funded out of operations ranging from \$130K-\$300K annually.

There are approximately 21 roads (7kms) remaining to complete Council's approved Phase 6 list, of which CBRM's cost is approximately \$1.4M. Setting aside a portion of these funds will mean existing budget funds can be eliminated or redirected to other necessary road/sidewalk maintenance or other operating needs.

3. Reduce future operating costs to take pressure off future operating budgets

As Council is aware, CBRM carries its share of capital costs in short-term borrowing for approximately 18 months prior to converting to long term debenture. For example, March 31, 2021, capital projects resulted in required borrowing of \$7.6M which will be carried in our line of credit (interest payments only) until Fall 2022 when converted to debenture. This practice was established back when our debt levels were exceedingly high in order to manage cash flow.

This practice is looked at unfavorably by DMAH and has been a contentious issue for the past several years when requesting temporary borrowing resolutions. Recently, it has triggered a mandatory review of debt affordability. Just this past month the Department "highly recommended" that CBRM pay down its line of credit or convert it to long term debt.

Using this one-time top up to pay down the line of credit associated with March 31, 2021 completed projects will immediately save the municipality \$100,000 in short term interest, and approximately \$900,000/year annually in debt service costs over the 10 year amortization period of the loan. Further, CBRM's overall debt will be immediately reduced from \$70M to approximately \$61M as of March 31, 2022 and debt service costs will be well within the low risk threshold.

Summary

In summary, Council may want to engage the public, either during community budget sessions or through an alternative consultation process to identify other potential priorities that are of upmost important to residents. While the above recommendations provide solutions to few of the municipality's many challenges, staff feel it provides a balance of being fiscally prudent, making us more financially sustainable, while still advancing the Strategic Vision of Council.

This issue paper has been prepared for discussion purposes. Staff will be seeking direction from Council on the various recommendations presented during budget workshops in February 2022.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer



CBRM

A Community of Communities

ISSUE PAPER

TO: Mayor and Council

FROM: Demetri Kachafanas

SUBJECT: Land Expropriation, Lot 2021-1PID 15408867, Glace Bay Wastewater Treatment Plant

DATE: January 18th, 2022

Background

On May 17, 2021, we received the final results of a geotechnical assessment that determined that the best site for the new Glace Bay Wastewater Treatment Plant was on lands located at the east side of Nower North Street, Glace Bay, colloquially known as “Fisherman's Park”. A 6,427 square metre portion of the site is located on property identified as PID #15408867, which is currently owned by H. Hopkins Ltd. This portion of the site is shown on the attached map and identified as “Lot 2021-1” on the attached survey plan. In order to proceed with construction of the Wastewater Treatment Plant at this site, it is necessary for CBRM to acquire title to this portion of the site.

An appraisal report prepared by Mackey Appraisals Ltd. on July 10, 2020 valued Lot 2021-1 at a market value of \$90,000. Attempts have been made to negotiate purchase of the property from H. Hopkins Ltd. during 2020 and 2021. However, the property owner has refused to sell the property to CBRM for an amount lower than two million dollars. Because of this, it has been determined that the best option for obtain title to the property is

expropriation. The above-noted appraisal report shall be used for the final market value of the subject property.

Recommendation:

That Council passes a motion directing staff to proceed with the expropriation of Lot 2021-1 from PID #15408867 in order to proceed with the construction of the Glace Bay Wastewater Treatment Plant.

Respectively Submitted by:

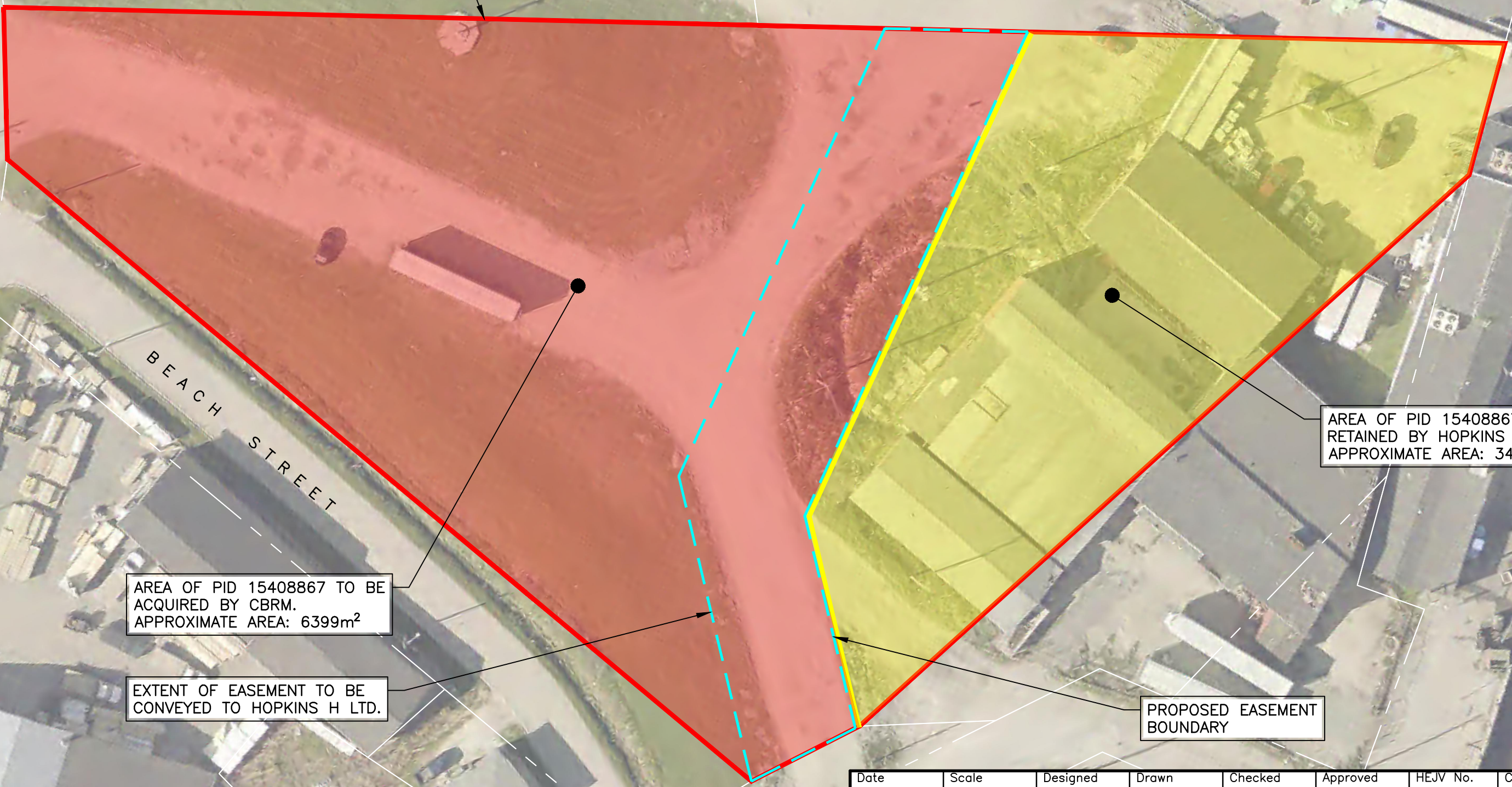
Original signed by

**Demetri Kachafanas
Regional Solicitor**

DRAWING NAME: \\SYDSERV3\SHARED\WPDGCS\2020\2024\39.01 GLACE BAY AND PORT MORIEN WASTEWATER TASK 02-PUBLIC COMMUNICATION\20 CAD\01 CIVIL\SITE WORKS PLAN HOPKINS.DWG LAYOUT NAME: SK1 PLOT DATE: July 23, 2020 1:47:31 PM CAD_OPERATOR:



PID 15408867 BOUNDARY (APPROX.)



AREA OF PID 15408867 TO BE ACQUIRED BY CBRM.
APPROXIMATE AREA: 6399m²


EXTENT OF EASEMENT TO BE CONVEYED TO HOPKINS H LTD.

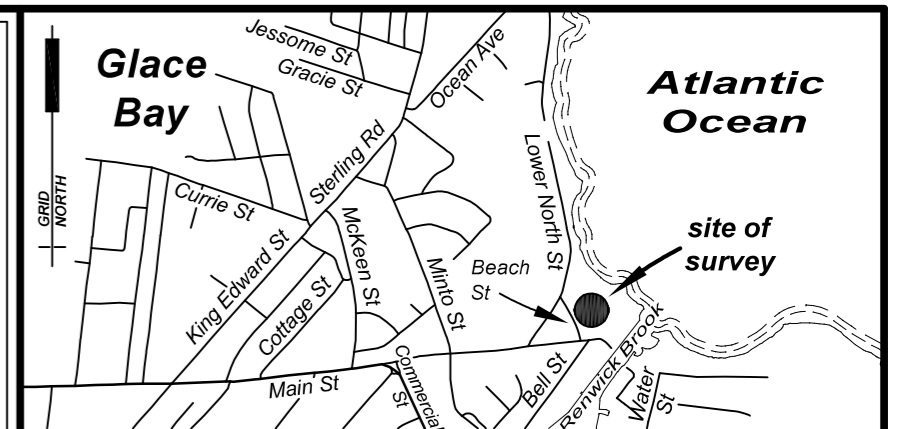
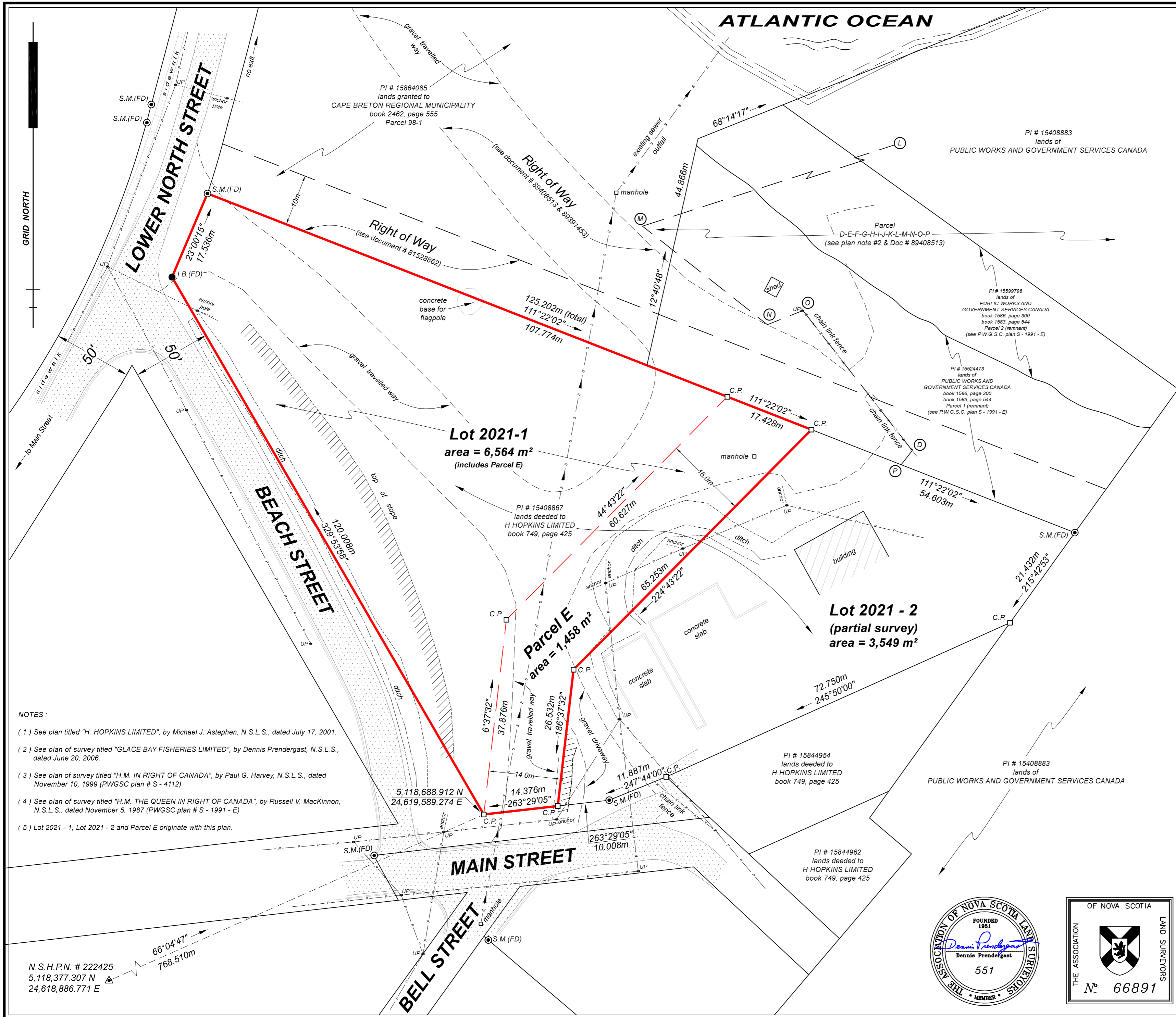
AREA OF PID 15408867 TO BE RETAINED BY HOPKINS H LTD.
APPROXIMATE AREA: 3407m²

PROPOSED EASEMENT BOUNDARY

BEACH STREET

MAIN STREET

Date JUL 2020	Scale 1:500m	Designed -	Drawn AMA	Checked -	Approved -	HEJV No. 2024.39.01	Contract -
						GLACE BAY WASTEWATER TREATMENT PLANT	
						PROPOSED PROPERTY ACQUISITION AND EASEMENT ON PID 15408867	
No.	Description		Page 112				



KEY PLAN SCALE 1 : 20,000

LEGEND:

NOVA SCOTIA HIGH PRECISION NETWORK MONUMENT	NSHPN
SURVEY MARKER SET	S.M.S.
SURVEY MARKER FOUND	S.M.(FD)
IRON BAR FOUND	I.B.(FD)
IRON PIPE FOUND	I.P.(FD)
UTILITY POLE	UP
ENCROACHMENT	(E)
FENCE	---
STREAM	~~~~~
BOUNDARIES DEALT WITH BY THIS PLAN	---
OTHER BOUNDARIES	---
ORDINARY HIGH WATER MARK	OHWM
CALCULATED POINT	C.P.
TIE LINE	---
TREELINE	~~~~~
PROPERTY IDENTIFICATION NUMBER	PI # 12345678

COORDINATE SYSTEM AND SURVEY INFORMATION

GNSS SURVEY TYPE:	NRTK	SOURCE:	BRANDNET	NSHPN BASE:	222425
HORIZONTAL DATUM:	NAD83 (CSRS)	EPOCH:	2010.0	PROJECTION:	3° MTM
SCALE FACTOR:	1.000075	DISTANCES REFERRED TO ON PLAN:	GRID	ZONE:	4
UNITS:	IMPERIAL	ADJUSTMENT METHOD:	NOT APPLIED		

All azimuths are grid, derived from GPS observations on Nova Scotia High Precision Network Monument # 222425 and are based on 3° modified transverse mercator projection, Zone 4, central meridian 61°30' west longitude.

This survey was executed during the period:
October 30th, 2020 to December 3rd, 2021.

Ties shown are to siding of buildings unless otherwise noted.

SURVEYOR'S CERTIFICATE:

I, Dennis Prendergast, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the Land Surveyors Act, Regulations and Standards made there under.

Dated this 3rd day of December, 2021.

Dennis Prendergast
NOVA SCOTIA LAND SURVEYOR No. 551

PRENDERGAST SURVEYS LIMITED
646 MAIN STREET, GLACE BAY,
CAPE BRETON REGIONAL MUNICIPALITY, N.S.,
PHONE: (902) 849-7228 FAX: (902) 842-1057
WEBSITE: www.nslandsurveyor.com

PLAN OF SURVEY SHOWING EXPROPRIATION OF LOT 2021 - 1 BEING AREA REQUIRED BY C.B.R.M. FOR SEWAGE TREATMENT FACILITY FROM, H HOPKINS LIMITED AND SHOWING PARCEL E BEING A RIGHT OF WAY IN FAVOR OF LOT 2021 - 2

LOWER NORTH STREET, BEACH STREET, MAIN STREET, GLACE BAY, CAPE BRETON REGIONAL MUNICIPALITY NOVA SCOTIA

SCALE: 1 : 500

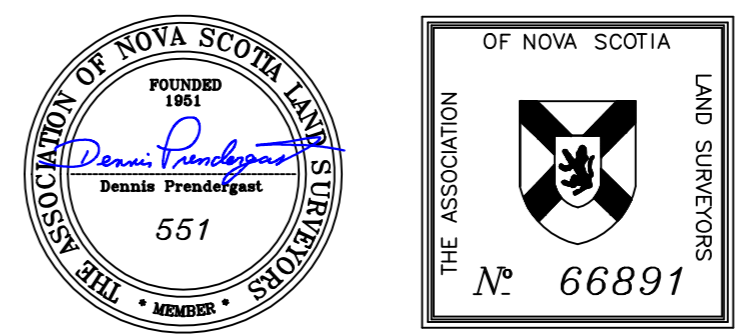
10 m 0 m 10 m 20 m 30 m 40 m

GRAPHIC SCALE - METERS

Drawn By:	Scale:	Date:
Rory Roach	1 : 500	December 3, 2021

- NOTES :**
- (1) See plan titled "H. HOPKINS LIMITED", by Michael J. Astephen, N.S.L.S., dated July 17, 2001.
 - (2) See plan of survey titled "GLACE BAY FISHERIES LIMITED", by Dennis Prendergast, N.S.L.S., dated June 20, 2006.
 - (3) See plan of survey titled "H.M. IN RIGHT OF CANADA", by Paul G. Harvey, N.S.L.S., dated November 10, 1999 (PWGSC plan # S - 4112).
 - (4) See plan of survey titled "H.M. THE QUEEN IN RIGHT OF CANADA", by Russell V. MacKinnon, N.S.L.S., dated November 5, 1987 (PWGSC plan # S - 1991 - E)
 - (5) Lot 2021 - 1, Lot 2021 - 2 and Parcel E originate with this plan.

N.S.H.P.N. # 222425
5,118,377.307 N
24,618,886.771 E





TO: CBRM Council **DATE:** December 7, 2021

FROM: Manager of Building, Planning & Licensing By-Laws

RE: **Review of Building By-law**

BACKGROUND

Staff of the Planning and Development is putting forward a series of house keeping amendments to the CBRM's Building By-law. The purpose of these amendments is to improve the implementation of the Building By-law. These amendments are not meant to change the substance or direction of the By-law, but rather make the By-law easier to read for those who administer and those who must comply with its provisions.

In the spring of 2019, the Province of Nova Scotia, through the Office of Regulatory Affairs and Service Effectiveness, and the five municipalities on Cape Breton Island entered into a pilot partnership to improve the regulatory environment to make operation and expansion easier for Island Businesses. As a part of this partnership, Portside Law reviewed all CBRM's By-laws for issues of clarity, relevance, and enforceability. In addition to the amendments referenced above, the Building By-law will also be amended in conjunction with recommendations made by Portside Law as a part of their regulatory review of CBRM's By-laws.

DISCUSSION

CBRM is experiencing an increase in individuals commencing work on buildings prior to obtaining a permit. The intention of the Building Code is to ensure that construction meets a minimum standard for health, safety, and fire protection. Staff wants to discourage construction from occurring without a permit; therefore, it is recommended that a fee for commencing constructing prior to obtaining a permit be added to the Fee Schedule of the Building By-law (Attachment A). As you can see from the jurisdictional reference several other municipalities have fees for work without permits (Attachment B).

To support the proposed fee to address work commenced without a permit, it is being suggested the By-law be amended to clarify the issuance of Occupancy Permits. The proposed wording is also in keeping the Provincial Building Code Regulations.

The Province recently amended the *Nova Scotia Building Code Regulation*. In particular, amendments were made related to the requirements for non-structural material repairs and maintenance. Staff is recommending the Building By-law be amended to be more consistent with Provincial Regulations.

When an individual proposes to locate a mobile/mini home that does not have a valid Canadian Standards Association (CSA) number, the Building By-law requires an applicant submit a Mini/Mobile Home Information Sheet. Rather than including the information sheet in Schedule B of the By-law, staff is suggesting Schedule B be removed and replaced with a list of specific information, found in Subsection 3.5 of the By-law (Attachment A), that must be submitted with every application for a mobile home that does not contain a CSA number.

It is being proposed that By-law be reformatted in compliance with recommendations from Portside Law's regulatory review of CBRM's By-laws.

AUTHORITY

Council's authority to regulate the construction and demolition of a building comes from Section 7 of the *Building Code Act*.

Options

1. Maintain the current Building By-law.
2. Council give First Reading of the new Building By-law found in Attachment A and pass a motion to schedule a Public Hearing to consider repealing By-Law S4 (BUILDING BY-LAW) and replacing it with the new Building By-law found in Attachment A.

Sincerely,

Originally Signed by

Paul Burt
Manager of Building, Planning & Licensing By-Laws
Planning and Development

Cape Breton Regional Municipality

Building By-law

By-law No. B-300

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

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

This Bylaw shall be known as the “Building By-law” and may be cited as the “Building By-Law, No. B-300, 2022”.

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

Section 1. Definitions

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

- (a) “architect” means a member or licensee of the Nova Scotia Association of Architects;
- (b) “building area” means the total area of all floors in a building based on the gross exterior dimensions of a building or addition;
- (c) “building official” means those qualified individuals appointed by Council of the Cape Breton Regional Municipality to administer and enforce the requirements of the *Nova Scotia Building Code Act* and Regulations.
- (d) “construct” means to do anything in the erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere;
- (e) “demolition” means the doing of anything in the removal of a building or any material part thereof;
- (f) “full bathroom”, in the case of a single detached dwelling, means a room containing three or more plumbing fixtures;

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

Section 2. Interpretation

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

Section 3. Permits

- 3.1 A building permit shall be in accordance with the form approved by the Manager of Building Services.
- 3.2 Every application for a permit shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made.

- 3.3 Every application for a building permit shall be accompanied by three complete sets of building plans in either paper or PDF formats containing sufficient information to show that the proposed work will conform to the Building Code.
- 3.4 Building plans shall be drawn to scale and indicate the nature and extent of the work proposed in enough detail so as to determine compliance with the National Building Code of Canada.
- 3.5 Building plans that must be submitted include (but are not limited to):
- site plan
 - foundation plan
 - floor plans
 - elevations
 - structural plans
 - mechanical plan including heating, air conditioning, plumbing, electrical and fire protection
- 3.6 In addition to Subsection 3.5, every application for a mobile home that does not contain a Canadian Standards Association number must include
- Manufacture information
 - Model number
 - Serial number
 - Year Built
 - Heating type
 - Number of Bedrooms
 - Number of plumbing fixtures
 - Floor area
- 3.7 Site plans required for new construction or additions should describe the land on which the work is to be done by an up-to-date plan of the lot certified by a Nova Scotia Land Surveyor that the lot has been surveyed in the manner required by the *Nova Scotia Land Surveyors Act* and the regulations made hereunder, adequate to identify and locate the lot and determine setback lines, building separations, and building locations, and containing the following information.
- (a) the Land Information Management Service Property Identity Number of the lot;
 - (b) the name of the owner of the land;
 - (c) a location map, drawn to a scale not smaller than 1:50,000 with the same orientation as the lot;
 - (d) the length of the boundary lines of the lot including the length of arcs and chords, points of curvature and radius in the case of curved lines;
 - (e) the dimensions and total area of the lot;
 - (f) the location of the proposed and existing buildings on the lot and the relationship between the proposed building or structure and other buildings on the same or adjacent properties,

- indicating the distance from all property lines, the distances between buildings and the heights of the buildings;
- (g) the width, location and nature of any easements or rights-of-way affecting the lot;
 - (h) if a lot is on a registered plan of subdivision, the date on which the final plan of subdivision was certified with all revisions to be identified, dated and initialed;
 - (i) north point;
 - (j) the scale to which the plan is drawn;
 - (k) the names of existing and proposed public streets or highways or private roads shown on the plan;
 - (l) the civic address number for the property and adjacent properties;
 - (m) location of all existing and proposed curb cuts.
- 3.7 The survey plan may be waived and substituted by a Land Information property map with the lot number when, by calculation of the building official, spatial separation distances are complied with and property is more than one (1) acre in area.
- 3.8 Prior to the approval of any foundation for new construction or additions beyond the footing stage, and before foundation work begins, a plan showing the location of the building footings on the lot, certified by a Nova Scotia Land Surveyor that the installed footings have been surveyed in relation to the lot in the manner required by the *Nova Scotia Land Surveyors Act* and Regulations hereunder, must be provided.
- 3.9 An application for building permit shall include plans and specifications as required by the Building Code and show the occupancy of all parts of the building including existing conditions for change of use or renovations.
- 3.10 An application shall state the valuation and area in square feet of the proposed work and be accompanied by the required fee.
- 3.11 An application shall state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and the constructor.
- 3.12 An application shall show a drainage plan indicating the surface drainage pattern for the proposed site.
- 3.13 An application for a building permit for the construction of a building requiring a new private sewage disposal system shall require a copy of a valid on-site sewage disposal system, before the application for building permit may be accepted for approval.

- 3.14 An application for a building permit for the construction of a building requiring a Road Access Permit from the Province of Nova Scotia, shall require a copy of a valid Access Permit, before the application for building permit may be accepted for approval.
- 3.15 When an application for a permit has not been completed in conformance with the requirements of the By-Law within (30) days after it is filed, the application may be deemed to have been abandoned by the Building Official.
- 3.16 A building permit for a residential building project shall be valid for (12) twelve months only from the date of issuance and a non-residential permit shall be valid for (24) months only from the date of issuance.
- 3.17 A permit that has expired in accordance with Subsection 3.15 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in Subsection 3.18 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.
- 3.18 A permit that is renewed pursuant to Subsection 3.17 is provisional and subject to the following conditions:
- (a) Work on the subject property must begin within thirty (30) days from the time the permit is renewed and shall reasonably and seriously continue until completion.
 - (b) A person applying for a permit to be renewed shall provide to the building official a progress schedule which includes the completion date of the work.
 - (c) Any revised plans deemed necessary or required as a result of any change in the scope of the work are to be submitted to and approved by the Building Official prior to commencement of any work.
 - (d) A fee for renewal of the permit is paid in accordance with this By-law.
- 3.19 If any of the above conditions are not met or having been met are subsequently violated, the renewed permit may be suspended or cancelled at the sole discretion of the Building Official.
- 3.20 In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:
- (a) all accessory buildings greater than 100 Sq/ft in area; *and*
 - (b) non-structural alterations and repairs in excess of \$10,000 in value as may be determined by the Building Official for any of the following:
 - (i) removing and replacing roofing with similar materials,
 - (ii) removing and replacing cladding with similar materials,
 - (iii) replacement or repair of drywall or other interior finish,
 - (iv) installation of additional insulation or replacement of insulation,
 - (v) replacement of a furnace or boiler,
 - (vi) installation or replacement of an air-conditioning unit or heat pump,

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

- 3.21 Before issuing a building permit, a complete application shall be filed with the Chief Building Official.
- 3.22 Before issuing a building permit, where required, the Chief Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.
- 3.23 Before issuing a building permit or a demolition permit the Chief Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

Section 4. Inspections

- 4.1 The authority having jurisdiction shall be notified and given an opportunity to inspect:
- (a) the footings prior to placement of the foundation;
 - (b) the foundation before backfilling, and before a superstructure is placed on a foundation;
 - (c) basement floor slab insulation
 - (d) the framing, roof, underground and rough plumbing, heating, ventilation
 - (e) insulation before interior wall coverings is installed, and
 - (f) before occupancy.

Section 5 Plumbing Permits

- 5.1 No connection shall be made with a common public sewer, and no construction, reconstruction, or extension of any plumbing or private sewage disposal system or any part thereof shall be commenced until a permit to do so have been obtained from the building official.
- 5.2 Plumbing permits are required for all plumbing work covered under the scope of the *Nova Scotia Building Code Act* and Regulations and shall be done in accordance with the National Plumbing Code of Canada.

- 5.3 Applications for permits and all work carried out may only be made by a qualified licenced journeyman plumber on the forms prescribed.
- 5.4 Plumbing permits are not required to repair or replace any old fixture, tap or drain with a new one (to be used for the same purpose), to force out stoppages, to repair leaks or to relieve frozen pipes or fittings.
- 5.5 Every application with respect to both commercial and residential projects of four (4) units or greater) shall be accompanied by a plumbing working drawing of the proposed work, showing the size and location of the house drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and water pipe with the size and location of branch connections and all necessary pipes and traps. Drawings for single detached dwellings and two-unit dwellings not required.
- 5.6 No deviation from a working drawing, as accepted, shall be made without the approval in writing of the Chief Building Official of the CBRM.

Section 6 Other Permits

- 6.1 A permit for a tent, air supported or other types of structures when intended for temporary use:
 - (a) shall state the date after which and the conditions under which the permit is no longer valid;
 - (b) may be extended in writing by the chief building official;
 - (c) shall be posted on the building.
- 6.2
 - (1) A permit may be issued by the Building Official of the Cape Breton Regional Municipality at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
 - (2) The permit shall be clearly marked "At Owner's Risk".
- 6.3
 - (1) Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
 - (2) Any permit issued for part only of a building shall be clearly marked as for part only, and shall also indicate that a permit for the entire building is not assured.
- 6.4
 - (1) A permit for a whole project may be issued by the Building Official of the CBRM conditional upon the submission of additional information prior to commencing the work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
 - (2) The condition shall be set out on the face of the permit.

- 6.5 (1) A final occupancy permit, as well as an inspection and approval, shall be required to allow the initial occupancy in accordance with the requirements of the *Nova Scotia Building Code Act*. Such permit shall be issued within twelve (12) months of substantial completion of the building as determined by the building official.
- (2) The Building Official may issue an occupancy permit, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part thereof for the accepted use, prior to commencement or completion of the construction work where the application is of such a nature that no unsafe condition exists and that withholding of the permit would be unreasonable.

Section 7 Demolition Permits

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

Section 8 Permit Fees

- 8.1 The Scale of Fees for permits shall appear in this By-Law as Appendix "A."
- 8.2 Fees for plumbing work are in addition to other fees.
- 8.3 Fees shall be refunded in situations and proportions as follows:
- (a) Application never completed; permit denied;
 - (b) Permit revoked or abandoned before work commenced; (Fee minus \$20.00) X 70%
 - (c) Permit revoked or abandoned after work commenced – no refund.

Section 9 Severability

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

Section 10 Previous By-laws Repealed

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

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

MAYOR AMANDA M. MCDOUGALL

**DEBORAH
MUNICIPAL**

**CAMPBELL
CLERK**

RYAN

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

DEBORAH CAMPBELL RYAN, MUNICIPAL CLERK

Publication Date:

First Reading:

Second (Final) Reading:

APPENDIX – A – Permit Fees

1. Plan Review

- a. Residential - \$ 30.00
- b. Commercial - \$70.00.

2. Residential:

- a. Mobile Home and Modular Home - \$200.00
- b. New Single Family Residential - \$400.00
- c. New Multiple Residential - \$200.00 per unit
- d. Addition – greater than 576 sq. ft.- \$150.00
less than 576 sq. ft. - \$20 + \$0.25 per sq. ft.
- e. Residential Renovations Change of Use - \$1.50 per \$1000 of project cost
- f. Residential Plumbing - \$50.00 per dwelling unit
- g. Residential Accessory Building/Shed, one story up to 576 sq. ft. - \$50
- h. Residential Accessory Building, two story and/or greater than 576 sq. ft. - \$100
- i. Power Connect, Pool / Fence, or Deck - \$50.00

3. Tent - \$50.00

4. Demolition - \$50.00

5. Renewal of Building Permit- \$50.00 per year

6. Commercial and all other, excluding residential:

- a. Commercial New Construction and Additions - \$20.00 plus \$0.25 per square foot of total Building Area
- b. Industrial, Institutional, Agricultural or Recreational New Construction and Additions - \$20.00 plus \$0.15 per square foot of total building Area.
- c. Commercial, Industrial, Institutional, Recreational or Agricultural Repairs and Alterations - \$20.00 plus - \$1.50 per \$1,000 of value of work
- d. Plumbing - \$15.00 per fixture
- e. Any Non-Residential Accessory building- \$150

7. Work commenced without an approved building permit – double the permit fee

Note: Additional fee where construction has been started prior to issuance of building permit does not preclude prosecution for non-compliance and does not prevent the Building Official from requiring construction work to be undone in whole or in part in order to inspect conditions not otherwise observable

Building Permit Fees – Other Jurisdictions

Eastern District Planning Commission

Development Permit (zoned areas only)	\$40.00
Residential Construction: Including Modular and Mobile Homes (Part 9 National Building Code)	\$40.00 + \$0.16 per sq. ft. (Each Floor including basement)
Commercial/Institutional/Industrial Construction (Assembly Buildings - Part 3 National Building Code)	\$40.00 + \$0.20 / sq. ft.
Agricultural Buildings	\$40.00 + \$0.10 per sq. ft.
Additions and Alterations	\$40.00 + \$2.75 per \$1000
Accessory Buildings (One storey in height and less than 55 sq. m)	\$50.00 flat fee
Demolition Permit	\$40.00
Occupancy Permit	nil
Refund for Unused Permit (within 30 days of issuance only)	50% of permit fee
Permit Renewal Fee	\$40.00
All Construction/Repairs/Alterations commenced without benefit of permit	double the standard fee

Truro

Administration Fee		\$25.00*
Construction	Residential	\$0.06 per ft ²
	Non-Residential	\$0.10 per ft ²
Renovation Residential	Less than 1000 ft ²	\$25.00
	Over 1000 ft ²	\$50.00
	Over 5000 ft ²	\$250.00
Renovation Non-Residential	Less than 1000 ft ²	\$100.00
	Over 5000 ft ²	\$250.00
Demolition	Residential	\$25.00
	Non-Residential	\$100.00
Repair		\$25.00
Sign Requiring Building Permit		\$25.00
Occupancy Deposit	Residential up to 4 units	\$100.00**
	Non-Residential up to 600m ²	\$100.00**
	Residential-5 Units or more	\$500.00**
	Non-Residential 600m ² or more	\$500.00**
Temporary Structure		\$50.00
Minimum Fee		\$25.00
Permit Cancellation		75% of fee refunded

***New Construction Only**

****Returned upon issuance of Occupancy Permit**

New Glasgow

PERMIT	FEE	PARTICULARS
Administration Fee	\$25.00	
New Residential Construction	\$25.00	Plus \$0.14/sf/fl & \$0.08/sf (b)
Mobil Homes	\$75.00	
Swimming Pools	\$50.00	
Commercial, Institutional and Industrial construction	\$25.00	Plus \$0.18/sf
Agricultural Buildings	\$25.00	Plus \$0.08/sf
Building Renovations	\$25.00	Plus \$2.50/\$1,000 estimated value of construction
Building Additions, Residential	\$25.00	Plus \$0.14/sf
Building Renovations, Commercial, Institutional, Industrial	\$25.00	Plus \$0.18/sf
Accessory Buildings	\$50.00	
Demolition	\$25.00	
Permit Renewal fee	\$25.00	
Unavailability or Not prepared for Inspections	\$25.00	
All construction, repairs, alterations commenced without permit	Double to required permit fee	
Fee refund Provisions	If not issued, \$25.00 fee retained If permit issued, no refund	

Stellarton

Fees for Building Permits shall be as Follows	\$25.00 plus \$0.10 (10 cents) per square foot for new construction plus additions excluding unfinished basements for residential buildings, community centers and churches.
	\$25.00 plus \$0.14(14 cents) per square foot of new construction plus additions for commercial, industrial and other buildings not otherwise specified.
	\$25.00 plus \$0.04 (4 cents) per square foot for the sheds, garages, barns and other accessory buildings
	\$25.00 plus \$2.00 per \$1,000.00 of estimated value for repairs, alterations, and renovations to all existing buildings.
	\$75.00 flat fee for location or relocation of an existing structure or mobile home.
	\$50.00 flat fee for construction or location of swimming pools, including required fencing.
	\$15.00 flat fee for the renewal of an approved permit
Occupancy Permit	NIL
Demolition Permit	\$25.00

Pictou

BUILDING PERMITS		
Administration Fee	\$25.00	
New Residential Construction	\$25.00	plus \$0.14 per sq. ft. (per floor) plus \$0.08 per sq. ft. (basement)
Mobile Homes	\$75.00	
Swimming Pools	\$50.00	
Commercial, Institutional and Industrial Construction	\$25.00	plus \$0.18 per sq. ft.
Agricultural Buildings	\$25.00	plus \$0.08 per sq. ft.
Building Renovations	\$25.00	plus \$2.50 per \$1,000 of estimated value of construction
Building Additions		
Residential	\$25.00	plus \$0.14 per sq. ft.
Commercial/Institutional /Industrial	\$25.00	plus \$0.18 per sq. ft.
Accessory Buildings	\$50.00	
Demolition Permit	\$25.00	
Permit Renewal Fee	\$25.00	
Unavailable or Not Prepared for Inspection	\$25.00	
All Construction/Repairs/Alterations		
Begun Without a Permit	Double the Required Fee	
Fee Refund Provisions	Not Issued	\$25 Fee Retained
	Permit Issued	No Refund

Trenton

Administration Fee	\$25.00	
New Residential Construction	\$25.00	plus \$0.14 per sq. ft. (per floor) plus \$0.08 per sq. ft. (basement)
Mobile Homes	\$75.00	
Swimming Pools	\$50.00	
Commercial, Institutional & Industrial Construction	\$25.00	plus \$0.18 per sq. ft.
Agricultural Buildings	\$25.00	plus \$0.08 per sq. ft.
Building Renovations	\$25.00	plus \$2.50 per \$1000 of estimated value of construction
Building Additions		
Residential	\$25.00	plus \$0.14 per sq. ft.
Commercial/Institutional/Industrial	\$25.00	plus \$0.18 per sq. ft.
Accessory Buildings	\$50.00	
Demolition Permit	\$25.00	
Permit Renewal Fee	\$25.00	
Unavailable or Not Prepared for Inspection All	\$25.00	
Construction/Repairs/Alterations		
Begun Without a Permit	Double the Required Fee	
Fee Refund Provisions	Not Issued	\$25 Fee Retained
	Permit Issued	No Refund

Westville

Administration Fee	\$25.00	
New Residential Construction	\$25.00	plus \$0.14 per sq. ft. (per floor) plus \$0.08 per sq. ft. (basement)
Mobile Homes	\$75.00	
Swimming Pools	\$50.00	
Commercial, Institutional & Industrial Construction	\$25.00	plus \$0.18 per sq. ft.
Agricultural Buildings	\$25.00	plus \$0.08 per sq. ft.
Building Renovations	\$25.00	plus \$2.50 per \$1000 of estimated value of construction
Building Additions		
Residential	\$25.00	plus \$0.14 per sq. ft.
Commercial/Institutional/Industrial	\$25.00	plus \$0.18 per sq. ft.
Accessory Buildings	\$50.00	
Demolition Permit	\$25.00	
Permit Renewal Fee	\$25.00	
Unavailable or Not Prepared for Inspection All Construction/Repairs/Alterations	\$25.00	
Begun Without a Permit	Double the Required Fee	
Fee Refund Provisions	Not Issued	\$25 Fee Retained
	Permit Issued	No Refund

Windsor/West Hants/Hantsport

New Construction of, and additions to:	
Residential buildings, community centres, cottages, and churches	\$25.00 + \$0.12ft ²
Commercial, industrial and other building not otherwise specified	\$50.00 + \$0.15ft ²
Sheds, decks, storage buildings, garages, barns, and other farm, forestry, or fishing buildings not designed for human occupancy	\$25.00 + \$0.06ft ²
Repairs, renovations, or alterations to all existing buildings	\$25.00 + \$2.50 per \$1,000 of value of construction except that for non-structural repairs, renovations, or alterations where the estimated value of construction is less than \$5,000 the fee is \$25.00
Relocation of mobile homes and mini-homes where there is not finished basements	\$50.00
Additional fee where construction has been started prior to issuance of building permit. Note: It does not preclude prosecution for non-compliance and does not prevent the Building Official from requiring construction work to be undone in whole or in part in order to inspect conditions not otherwise observable	\$50.00 + applicable building permit fees
Tents or air support structures	\$50.00
Pools	\$25.00
Demolition of building/structure	\$25.00
Renewal or amendment of an approved permit, whether construction has commenced	\$25.00

Yarmouth

Commercial Development	\$0.20 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.
Residential Development	\$0.10 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.
Demolition Permit	\$50.00 + \$10.00 (non-refundable processing fee) = \$60.00
Occupancy Permit	\$25.00 + \$10.00 (non-refundable processing fee) = \$35.00

HRM

Building Fees	
Building Fees Minimum Fee \$25.00 For new construction or addition to existing buildings; fees are based on the floor area.	
Description	Fee
All floors at or above the average finished grade surrounding the building (Residential, 4 units or less)	\$3.23 per square metre (\$0.30 a square foot)
All floors below the average finished grade, not more than 1.67 meters (5.5 ft) (Residential, 4 units or less)	\$2.69 per square metre (\$0.25 a square foot)
Basements - finished/unfinished at greater than 1.67 meters (5.5 ft) (Residential, 4 units or less)	\$1.08 per square metre (\$0.10 a square foot)
Attached and detached garages (Residential, 4 units or less)	\$1.08 per square metre (\$0.10 a square foot)
All Renovations and Repairs	\$5.50 per \$1000.00 of the estimated value of construction
Mobile Home Application Fee (Private or Park Lots)	Mobile Home Application Fee \$25, Residential Development Permit Fee \$200
Sheds & Accessory Buildings	\$1.08 per square metre (\$0.10 a square foot) - \$50 Development Permit fee Depending on the complexity of your project, additional fees may be required. If the property is located in Bedford, a Grade Alteration Permit is required. A \$200 Engineering Review fee may also apply.
Demolition Permit	\$50.00 (engineering related fees may apply)
Swimming Pools	\$5.50 per \$1000.00 of the estimated value of the project with a minimum \$25.00 fee Development Permit fee of \$50.00. Depending on the complexity of your project, additional fees, including engineering related fees, may be required.
Decks	\$5.50 per \$1000.00 of the estimated value of your project with a minimum fee of \$25.00, Development Permit fee of \$50.00 and depending on the complexity of your project, additional fees, including engineering related fees, may be required. If the property is located in Bedford a lot grading permit is required.
Solar (Roof & Ground Mounted Collectors)	\$150.00 (engineering related fees may apply)
Other Residential and All Commercial Construction	\$5.50 per \$1000.00 of the estimated value of construction (engineering related fees may apply)

HRM

Plumbing Fees	
Description	Fee
New residential construction to contain four units or less	\$50.00 per unit
Other multiple unit residential buildings	\$25.00 per unit
Additions or renovations to residential buildings (no new units)	\$25.00
Non-residential buildings - 5 or less fixtures	\$25.00
Non-residential buildings - 6 or more fixtures	\$50.00
Development fees	
Description	Fee
Residential: New Res-up to 2 units, enclosed adds, Res or Multi-use, Ind, Comm or Institutional (MICI) renovations, and leasehold improvements)	\$200.00
Commercial Development Permit Fee (includes: Multi-use, Industrial, Commercial or Institutional (MICI))	\$500.00
Basic Development Permit Fee(includes: Home Occupation, Occupancy Only and Accessory Structures such as Decks, Pools, Sheds, and Fence)	\$50.00

Town of Wolfville

New Construction of and addition to residential buildings, community centres and churches.	\$50.00 plus 15 cents per sq. ft.
New construction of and additions to commercial, industrial and other buildings not otherwise specified.	\$75.00 plus 20 cents per sq. ft.
New construction of and additions to sheds, decks, shell storage buildings, garages, barns, and other farm, forestry or fishing buildings not designed for human occupancy.	\$25.00 plus 10 cents per sq. ft.
Repairs, renovations, or alterations to all existing buildings.	\$50.00 plus \$4.00 per \$1000 of estimated value of construction work.
Location or relocation of an existing structure.	\$75.00
Construction or location of a swimming pool including required fencing.	\$100.00
Renewal of an approved permit.	\$25.00
Erection of a business or general sign.	\$50.00
Building or structure demolition.	\$50.00
Development Permit Only (i.e. signage)	\$50.00

Town of Digby

Application for a Development Permit pursuant to the Town of Digby's Land Use By-law (change of Use, small buildings, accessory uses)	\$50 per application
Application for a Development Permit pursuant to the Town of Digby's Land Use By-law (Residential/Commercial activities to 2500 Sq. Ft)	\$100 per application
Application for a Development Permit pursuant to the Town of Digby's Land Use By-law (All uses 2500 Sq. Ft and over)	\$150 per application
New construction & Additions to Residential, buildings, community centres, cottages and churches	\$20 processing charge plus \$0.10 per sq.ft. based on all usable floor area of the new construction or addition
New construction & Additions to Commercial, Industrial and other buildings not otherwise specified.	\$20 processing charge plus \$0.14 per sq.ft. based on all usable floor area of the new construction or addition
Sheds, Decks , Shell Storage buildings, garages, barns and forestry or fishing buildings not designed for human occupancy	\$10 processing charge plus \$0.05 per sq.ft. based on all usable floor area of the new construction or addition
Repairs, Renovations or Alterations to all Existing buildings	\$25 processing charge plus \$2.00 per \$1000 of estimated value of construction work
Location or Relocation of an existing structure or mobile home	\$75
Building or Structure Demolition	\$30

Municipality of Cumberland

Demolition	\$10.00 total fee
Residential	
Minimum Fee	\$10.00
New Dwelling	\$0.06 per square foot
New Decks	\$0.02 per square foot
New Sheds	\$0.02 per square foot
New Garages	\$0.02 per square foot
Renovations	\$1.00 per \$1,000.00 of Value
Commercial	
Minimum Fee	\$10.00
New Construction	\$2.00 per \$1,000.00 of Value (.2% of Value)
Renovations	\$2.00 per \$1,000.00 of Value (.02% of Value)



CBRM

A Community of Communities

Cape Breton Regional Municipality

Paul Burt, QBO2
Manager Building, Planning &
Licensing Laws

320 Esplanade, Room 103
Sydney, NS B1P 7B9
Phone: 902-563-5175
Fax: 902-563-0833
Email: pdhurt@cbrm.ns.ca

Memo

TO: CBRM Municipal Council

FROM: Paul Burt, Manager Building, Planning & Licensing Laws

DATE: Monday, January 10, 2022

RE: Council Authorization to Commence Legal Action

Introduction

My department is dealing with several properties which are in contravention of the Nova Scotia Building Code Act, The Nova Scotia Building Code Regulations, The CBRM Building Bylaw and the CBRM Land Use Bylaw. As a result of these contraventions Orders to Comply have been issued to the registered property owners and to date these property owners have not complied with said orders.

Because of this inaction by the property owners and the liability these properties pose to CBRM if we do not take action to uphold these orders, I am requesting that CBRM Municipal Council authorize my department to take legal action in the Supreme Court of Nova Scotia against the properties specified below.

Section 20(1) of the Building Code Act reads as follows:

20 (1) In addition to any other remedy provided for by this Act, the council of the municipality, or a standing committee thereof, may authorize an action or other legal proceeding to be brought in the Supreme Court of Nova Scotia for any or all of the remedies provided by this Section.

As required by section 20(1) of the Nova Scotia Building Code Act I am requesting authorization to commence action against the following properties as they have done work without the required municipal building permit and for which a municipal building permit cannot be issued:

- 81 York Street, Sydney, Nova Scotia. A personal accessory building was converted into a dwelling unit without the required Building and Development permits.
- 21/23 MacLeod Street, South Bar. A third dwelling unit was constructed on the property without the required Building and Development Permits.
- 50 Charlotte Street, Sydney. An accessory building was located on the premises without the required Building and Development Permits.
- 41 Third Street, Glace Bay. Garages/Additions constructed without the required Building and Development Permits.

Recommendation

These properties are currently in contravention of the applicable Acts, Regulations and Bylaws that would regulate their construction and use. We have had numerous discussions with each of the affected property owners and/or their representatives and there are several factors why the required permits cannot be issued. We subsequently issued formal Orders to Comply in accordance with Section 12 of the Nova Scotia Building Code Act which the owners have not complied with leaving us with no alternative other than to seek orders from the Supreme Court of Nova Scotia for their removal.

The process for the owners to object to these orders will be in front of the Supreme Court of Nova Scotia and not CBRM Municipal Council. If council authorizes this action each owner will be served with a Legal Notice advising them of the action being taken against them and giving them the opportunity to respond and be heard before the Court Order is considered therefore I am requesting that council provides authorization to commence legal action as requested.

Respectfully Submitted,

Original Signed By

Paul Burt, QBO2

Manager Building, Planning & Licensing Laws

NSFM Report to Council

The follow is a summary of some of the work the NSFM board of directors worked on during the 2021.

Covid-19: NSFM members received various updates on the status of the virus, the rollout around long term care facilities, fire, police, as well as other departments that require direct person interactions with the public such as masking on transit. The strategy for vaccines, and the rationale behind the plan. Discussions involved testing and focusing on the context of the vaccination, the expected numbers, the difficulties in the rollout, and getting Nova Scotians vaccination appointment booked as quickly as possible. The economic impacts of covid-19, and what the future economic forecast will be mid and post-pandemic were discussed, unemployment, and the measures taken by the provincial government to assist businesses in surviving the duration of the pandemic.

Housing Commission:

Numerous meetings took place involving NSFM members, provincial Ministers, Deputy Minister, and staff regarding housing issues across the province. NSFM Board Members discussed concerns related to the absence of NSFM on Housing Commission Committee and the lack of involvement. NSFM staff wrote a letter to then Premier MacNeil's office requesting NSFM to be included on the Commission to no avail. Other concerns raised regarding housing were the impact of short-term rentals on supply of affordable rental housing, make unused land available for affordable housing development, use taxation to reduce pressure on rental markets and the lack of developers with interest in building new affordable rental housing in rural areas. Limited power under the Municipal Government Act/HRMC to partner with private sector to undertake affordable developments, as well as restrictive zoning and regulations being a barrier to new affordable rental supply were also discussed. Discussions also took place regarding housing costs related to municipalities and the potential of downloading, the need to review the MGA/HRMC, based on ability, give municipalities authority to support housing opportunities but avoid unintended consequences. Provide municipalities with the proper tools and adequate financial resources to support affordable housing.

Accessibility Legislation:

Municipal accessibility committees have been established across the province made up of various levels of government, councillors, staff, and citizen appointees. Mandatory legislation and the downloading of accessibility costs is a major concern to municipalities, businesses, and property owners with limited capacity, especially in a time of unprecedented economic uncertainty with covid-19. Discussions involved the Province cost sharing a minimum of 50/50 in all municipal projects required to comply with the Accessibility Act if those projects do not receive other funding opportunities.

Provincial Election Strategy:

The NSFM establish an election committee, providing pre-election communication to membership for insight to creating a strategy, review party platforms and aligned NSFM objectives for our approach and strategic rollout of the various aspects of the plan over the duration of the four-week campaign.

Cannabis: The NSFM continues to advocate to the provincial government to establish a fair and equitable distribution formula for cannabis revenue. Discussions involved the province's previous position of revenue as being limited during the introductory year of cannabis legalization and the difficulty in identifying direct costs to the province and municipalities related to cannabis legalization. The legalization of cannabis is creating a new revenue source for both the federal and provincial governments, yet municipalities are incurring a significant portion of the associated costs with no compensation. Numerous new cannabis stores are planned to open across Nova Scotia and the province has estimated an increase in revenues, yet they refused to share any revenue. NSFM will continue the advocacy approach that cannabis is a new source of revenue and that the Province provide municipalities with a substantial share of all the related tax revenues being generated through the sale of cannabis. The province needs to collaborate with municipalities in establishing a fair and equitable funding formula ensuring all municipalities receive their fair share of the new revenue stream.

Capped Assessment Program:

The NSFM has and will continue to raise the issue of the CAP program with the provincial government at every opportunity made available. It remains the view of the NSFM that the property CAP distorts the property tax system, the CAP is detrimental to new growth and the success of municipalities across the province. The negative impacts of the program continue to affect municipalities across the province, one notable example in CBRM is a few years ago had two developers who wanted to develop a major multi-million-dollar housing initiative but walked away based on the CAP system. Not only was this a financial impact it prevented a much need housing opportunity to be built in our community. A study was completed on Municipal Property Taxation in Nova Scotia, by academic experts Harry Kitchen and Enid Slack recommending a phase-out of the CAP program. It is not clear the homeowners most in need of property tax relief are the ones benefitting from the CAP program; municipalities are willing to offer pilot programs that will continue to meet the original objectives of the CAP program though a different approach. The pilot program can be evaluated to determine intended and unintended impacts of changes. Opportunities are available for the Province to work with municipalities and other stakeholders to phase out the CAP program and provide better alternatives to protect low-income homeowners and those experiencing significant increases in residential property assessments.

Extender Producer Responsibility:

The NSFM has developed a proposed model for Extender Producer Responsibility (EPR) for printed, paper, packaging (PPP) in cooperation with municipalities; municipalities' residential blue-bag recycling programs cost over \$25 million per year and are paid for primarily by municipal taxpayers. Nova Scotia consumers are already paying the national product prices that support PPP programs in other provinces but receive none of the benefits because Nova Scotia has no EPR program. The implementation of the EPR program will significantly decrease both costs and risks associated with municipal curbside recycling programs. The NSFM believes the work completed on this file will see the current government pass legislation for the EPR program for PPP in the near future.

MUNICIPAL FUNDING:

The NSFM continues to advocate for the fair distribution of various government funding programs as referenced earlier with Cannabis revenue. NSFM has and will continue to advocate for the fair distribution of the Provincial Capacity Grant, formerly known as Equalization. It remains the position of the NSFM that the Province increase its annual funding for the municipal equalization program by a minimum of \$20 million over three years. Operational costs continue to rise due to factors beyond municipal control, and provincial financial support has not kept pace, and one in five property tax dollars collected by municipalities are transferred to the Province. The NSFM has advocated to all political parties during previous elections over the years including this past election that his program needs to be reviewed. The current government of Tim Houston has allotted 15 million new dollars to this year's program and committed to an in-depth review to identify a fair funding level and distribution formula. The NSFM has also advocated to the Federal government for the continuation of the doubling of the gas tax funding formula to assist municipalities in addressing their infrastructure deficits. The Association of Municipal Administrators has established the Gas Tax Funding Formula Review Committee that NSFM participates on with the goal of evaluating the current program and possible alternatives to the current gas tax funding formula that would allocate funding to municipalities on a fair and equitable basis in a manner that facilitates long-term planning.

Code of Conduct:

NSFM has done a substantial review of their code of conduct and has finalized the document, enabling the current provincial government to have the changes approved through the current legislature.

Road Funding:

The NSFM continues to advocate for the Province to provide equitable funding to towns and municipalities containing former towns for shared arterial and collector roads. Rural municipalities make financial contributions to the Province for the maintenance of J-Class roads, and there is insufficient provincial funding to maintain these roads. Towns are responsible for the cost of maintenance and capital improvements with respect to all roads within their municipal boundaries, including roads of joint benefit to the Province and towns, such as arterial and collector roads, for which the Province does not share costs. The NSFM will continue to advocate the Province increase its transportation budget to build a strong road network which is essential to the Province and its residents for economic, social, educational, and health reasons, and increased investment in these roads is require. It is encouraging to see the current government has committed to funding for the Gravel Road Reconstruction Program and the Rural Impact Mitigation Fund, which will be doubled this year. More permanent funding arrangements will be determined by the mandated renegotiation of a Memorandum of Understanding (MOU) and review of the Municipal Government Act (MGA). The provincial/municipal Roads Committee has been meeting since 2018 and has produced a Municipal-Provincial Roads Handbook and new funding proposals to reformulate current cost-sharing arrangements. The work of this committee will support informed and forward-thinking proposals in the aforementioned renegotiation and review.

Respectfully Submitted, Councillor Eldon MacDonald

Conclusion

There are clear signs that NSFIM priorities are on the radar of the new government. As this government sets out to make a positive impact on Nova Scotia as whole, NSFIM is already directing attention to how our priorities are a necessary part of this process. The big

conversations ahead, regarding the MOU and MGA, hold promise of collaborative responses to long-running concerns. NSFAM will continue to advocate, facilitate, and collaborate in the interest of all municipalities as these conversations unfold.

Nova Scotia Solid Waste Resource Management- Regional Chairs
Committee

December 10, 2021

Minister Halman

Minister Halman attended the December 10th 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

November 30, 2021

Revenue	Year To Date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	78,947,031	76,650,259	\$ 2,296,772	\$ 114,975,389	\$ 36,028,358
Total Federal Government	2,200,897	2,200,897	-	3,301,346	1,100,449
Total Federal Government Agencies	508,489	508,489	-	762,734	254,245
Total Provincial Government	1,429,456	1,429,456	-	2,144,184	714,728
Total Provincial Government Agencies	2,253,636	2,260,349	(6,714)	3,390,524	1,136,888
Total Services to Other Local Government	637,790	637,790	-	956,685	318,895
Total Transit	424,362	730,000	(305,638)	1,255,000	830,638
Total Environmental Development Services	178,658	164,133	14,524	246,200	67,542
Total Licenses & Permits	102,884	100,667	2,217	151,000	48,116
Total Fines & Fees	407,845	570,047	(162,202)	855,070	204,822
Total Rentals	390,785	390,785	0	586,177	195,392
Total Concessions & Franchises	151,164	435,857	(284,693)	1,017,000	242,403
Total Interest on Taxes	1,001,393	1,010,000	(8,607)	1,515,000	513,607
Total Finance Revenue	28,171	15,000	13,171	22,500	(5,671)
Total Solid Waste Revenue	1,939,921	1,758,333	181,588	2,450,000	510,079
Total Recreation & Cultural Service Programs	360,489	588,000	(227,511)	1,071,000	1,576,348
Total Water Utility Charges	3,301,007	3,301,007	-	4,951,510	1,650,503
Total Unconditional Transfers	20,783,930	10,557,225	10,226,705	15,835,838	(4,948,092)
Total Conditional Transfers	97,307	97,307	-	125,000	27,693
Total Extraordinary Revenue	-	1,166,667	(1,166,667)	1,750,000	1,750,000
Year To Date Assigned	\$ 115,145,213	\$ 104,572,268	\$ 10,572,945	\$ 157,362,157	\$ 42,216,944

Departmental

Reviewed

Summary

Statement of Expenditures

November 30, 2021

Expenditures	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 825,562	\$ 1,027,689	\$ 202,127	\$ 1,505,992	\$ 680,430
Administration	275,621	311,804	36,182	459,094	183,473
Finance	1,537,406	1,669,849	132,442	2,654,307	1,116,901
Legal	1,927,679	1,975,294	47,616	2,206,286	278,607
Human Resources	765,477	909,401	143,923	1,353,103	587,626
Technology & Communications	1,969,383	2,407,114	437,731	3,710,255	1,740,872
Municipal Clerk	263,902	289,448	25,546	523,783	259,881
Fiscal Services	14,789,548	15,024,834	235,286	32,662,089	17,872,541
Police Services	16,955,248	18,010,075	1,054,827	26,836,654	9,881,406
Fire Services (Incl EMO)	12,739,640	12,808,041	68,401	18,260,025	5,520,385
Engineering & Public Works	32,747,944	32,983,951	236,007	50,899,990	18,152,046
Planning	2,345,138	2,393,664	48,526	3,392,070	1,046,932
Facilities C200 & Arenas	1,993,444	2,332,677	339,233	3,724,475	1,731,031
Parks & Grounds	2,134,488	2,135,732	1,244	2,976,699	842,211
Buildings	1,998,592	2,312,314	321,785	3,441,674	1,443,082
Recreation	1,450,499	1,698,977	248,478	2,755,661	1,203,656
Total expended to date	\$ 94,719,572	\$ 98,290,862	\$ 3,579,353	\$ 157,362,157	\$ 62,541,079

Departmental

Reviewed

Legislative	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 618,503	\$ 711,832	\$ 93,328	\$ 1,049,929	\$ 431,426
6010 BENEFITS	97,746	124,078	26,332	184,344	86,598
6030 TRAVEL/CONFERENCES	20,729	52,646	31,917	78,969	58,240
6040 PROF MEM/DUES & FEES	21,224	53,333	32,109	80,000	58,776
6050 OFFICE SUPPLIES	1,921	8,267	6,346	12,400	10,479
6060 OFFICE EQUIPMENT	3,979	3,933	(46)	5,000	1,021
6080 ADVERTISING	2,888	9,667	6,779	14,500	11,612
6100 COURIER	21	167	146	250	229
6110 TELEPHONE/FAX	22,382	22,600	218	24,900	2,518
6120 PUBL./SUBSCRIPTIONS	1,289	1,400	111	2,100	811
6130 COMPUTER HARDWARE	1,621	4,933	3,313	6,600	4,980
6150 MEETING EXPENSES	18,279	20,167	1,888	25,000	6,721
6170 PROMOTION	14,980	14,667	(313)	22,000	7,020
Total expended to date	\$ 825,562	\$ 1,027,689	\$ 202,127	\$ 1,505,992	\$ 680,430

Departmental

Finance

Administration (CAO)

Statement of Expenditures

November 30, 2021

CAO	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 185,162	\$ 189,571	\$ 4,409	\$ 279,612	\$ 94,450
6010 BENEFITS	26,767	32,715	5,948	48,607	21,840
6020 TRAINING/EDUCATION	-	2,200	2,200	3,300	3,300
6030 TRAVEL/CONFERENCES	5,153	5,000	(152)	5,000	(153)
6040 PROF MEM/DUES & FEES	636	1,200	564	1,800	1,164
6050 OFFICE SUPPLIES	197	1,867	1,670	2,800	2,603
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	1,259	2,000	741	3,000	1,741
6120 PUBL./SUBSCRIPTIONS	370	317	(53)	475	105
6130 COMPUTER HARDWARE	-	-	-	-	-
6150 MEETING EXPENSES	3,580	3,600	20	4,500	920
6170 PROMOTION	670	3,333	2,664	5,000	4,330
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	51,828	70,000	18,172	105,000	53,172
Total expended to date	\$ 275,621	\$ 311,804	\$ 36,182	\$ 459,094	\$ 183,473

Departmental

Finance

Finance	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,217,395	\$ 1,317,423	\$ 100,028	\$ 1,955,897	\$ 738,502
6010 BENEFITS	254,376	256,298	1,922	380,785	126,409
6020 TRAINING/EDUCATION	8,825	10,333	1,508	15,500	6,675
6030 TRAVEL/CONFERENCES	4,690	4,690	(0)	7,000	2,310
6040 PROF MEM/DUES & FEES	3,171	3,550	379	5,325	2,154
6050 OFFICE SUPPLIES	4,772	9,667	4,895	14,500	9,728
6060 OFFICE EQUIPMENT	2,144	7,000	4,856	10,500	8,356
6080 ADVERTISING	17,010	28,433	11,423	42,650	25,640
6090 POSTAGE	132,271	132,272	0	181,000	48,729
6100 COURIER	22,406	22,233	(172)	33,350	10,944
6110 TELEPHONE/FAX	12,482	10,733	(1,748)	16,100	3,618
6130 COMPUTER HARDWARE	5,252	5,252	(0)	13,050	7,798
6140 COMPUTER SOFTWARE	278	333	55	50,000	49,722
6180 COST RECOVERY	(313,405)	(303,334)	10,071	(325,000)	(11,595)
8010 OPERATIONAL MAT/SUPP	3,734	3,000	(734)	4,500	766
8100 PROFESSIONAL SERVICE	51,008	51,017	8	52,000	992
8110 CONTRACTS/AGREEMENTS	34,284	34,267	(18)	44,200	9,916
8120 LEASES	8,664	8,633	(31)	12,950	4,286
8180 TAX EXEMPT/WRITE OFF	68,048	68,048	0	140,000	71,952
Total expended to date	\$ 1,537,406	\$ 1,669,849	\$ 132,442	\$ 2,654,307	\$ 1,116,901

Departmental

Finance

Legal	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 276,187	\$ 280,696	\$ 4,509	\$ 417,034	\$ 140,847
6010 BENEFITS	56,437	57,963	1,526	86,117	29,680
6020 TRAINING/EDUCATION	-	4,333	4,333	6,500	6,500
6030 TRAVEL/CONFERENCES	2,530	3,000	470	4,500	1,970
6040 PROF MEM/DUES & FEES	10,844	10,844	0	13,500	2,656
6050 OFFICE SUPPLIES	1,230	2,333	1,104	3,500	2,270
6060 OFFICE EQUIPMENT	1,968	2,800	832	4,200	2,232
6070 PHOTOCOPIER LEASE	1,427	2,333	906	3,500	2,073
6080 ADVERTISING	466	2,000	1,534	3,000	2,534
6100 COURIER	149	533	384	800	651
6110 TELEPHONE/FAX	2,330	2,267	(63)	3,400	1,070
6120 PUBL./STATUTES	12,081	12,081	(0)	13,000	919
6130 COMPUTER HARDWARE	43	2,042	2,000	3,500	3,457
6140 COMPUTER SOFTWARE	-	-	-	-	-
6150 MEETING EXPENSE	85	333	249	500	415
6160 LIABILITY INSURANCE	1,489,236	1,488,735	(501)	1,488,735	(501)
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	75,017	103,000	27,983	154,500	79,483
Total expended to date	\$ 1,927,679	\$ 1,975,294	\$ 47,616	\$ 2,206,286	\$ 278,607

Departmental

Finance

Human Resources

Statement of Expenditures

November 30, 2021

Human Resources	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 568,624	\$ 589,587	\$ 20,963	\$ 875,958	\$ 307,334
6010 BENEFITS	131,522	127,747	(3,775)	189,795	58,273
6020 TRAINING/EDUCATION	4,693	6,567	1,874	9,850	5,157
6030 TRAVEL/CONFERENCES	2,816	11,667	8,850	17,500	14,684
6040 PROF MEM/DUES & FEES	891	1,333	443	2,000	1,109
6050 OFFICE SUPPLIES	8,818	10,000	1,182	15,000	6,182
6060 OFFICE EQUIPMENT	780	1,667	887	2,500	1,720
6080 ADVERTISING	-	2,000	2,000	3,000	3,000
6110 TELEPHONE/FAX	6,626	6,667	41	10,000	3,374
6120 PUBL./SUBSCRIPTIONS	-	2,000	2,000	3,000	3,000
6130 COMPUTER HARDWARE	-	3,500	3,500	6,000	6,000
6140 COMPUTER SOFTWARE	-	333	333	500	500
6150 MEETING EXPENSE	4,007	4,000	(7)	4,500	493
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	33,755	137,333	103,578	206,000	172,245
8110 CONTRACTS/AGREEMENTS	2,945	5,000	2,055	7,500	4,555
Total expended to date	\$ 765,477	\$ 909,401	\$ 143,923	\$ 1,353,103	\$ 587,626

Departmental

Finance

**Technology Including
911 Comm Centre**

Statement of Expenditures

November 30, 2021

Technology/Communications	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,196,452	\$ 1,471,823	\$ 275,371	\$ 2,186,707	\$ 990,255
6010 BENEFITS	231,045	302,376	71,332	449,246	218,201
6020 TRAINING/EDUCATION	2,820	14,667	11,847	22,000	19,180
6030 TRAVEL/CONFERENCES	8,538	7,655	(882)	10,625	2,087
6040 PROF MEM/DUES & FEES	1,758	1,450	(308)	1,450	(308)
6050 OFFICE SUPPLIES	5,890	5,134	(756)	5,800	(90)
6060 OFFICE EQUIPMENT	5,188	8,667	3,479	13,000	7,812
6080 ADVERTISING	701	2,000	1,299	3,000	2,299
6100 COURIER	-	-	-	-	-
6110 TELEPHONE/FAX	79,380	98,133	18,753	147,200	67,820
6120 PUBL./SUBSCRIPTIONS	-	-	-	-	-
6130 COMPUTER HARDWARE	76,747	92,000	15,253	138,000	61,253
6140 COMPUTER SOFTWARE	277,471	288,842	11,372	375,177	97,706
6150 MEETING EXPENSE	53	667	614	1,000	947
7010 ELECTRICAL	4,973	6,433	1,461	9,650	4,677
7060 BLDG/FACILITY RENOV	4,797	-	(4,797)	-	(4,797)
7070 BLDG/FACILITY RENTAL	33,627	43,267	9,639	64,900	31,273
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8040 COMM EQUIPMENT LINES	485	5,000	4,515	7,500	7,015
8100 PROFESSIONAL SERVICES	3,162	10,000	6,838	15,000	11,838
8110 CONTRACTS/AGREEMENTS	36,298	47,000	10,702	62,000	25,702
8120 LEASES SAP	-	-	-	95,000	95,000
8130 LICENSES/PERMITS	-	2,000	2,000	103,000	103,000
Total expended to date	\$ 1,969,383	\$ 2,407,114	\$ 437,731	\$ 3,710,255	\$ 1,740,872

Departmental

Finance

Fiscal Services

Statement of Expenditures

November 30, 2021

Fiscal Services	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 150,717	\$ 388,618	\$ 237,902	\$ 582,927	\$ 432,210
9020 INT ON DEBT	572,117	572,117	(0)	1,328,944	756,827
9050 PRINC ON DEBT	-	-	-	8,756,070	8,756,070
9052 DEBT/CAP BOND DISC	-	-	-	98,000	98,000
9090 BANK CHARGES	39,129	40,000	871	60,000	20,871
9200 ALLOWANCE FOR UNCOL. TAXES	-	-	-	800,000	800,000
9420 APPROP TO CAPITAL FUND	60,000	60,000	-	90,000	30,000
9430 APPROP TO B.I.D.C.	123,503	117,493	(6,010)	176,239	52,736
9600 PROV. CORRECTIONS	711,120	713,644	2,524	1,070,466	359,346
9610 CB REG. HOUSING	1,548,458	1,548,458	(0)	2,322,687	774,229
9620 REGIONAL LIBRARY	469,200	469,200	-	703,800	234,600
9630 CB/VIC. SCHOOL BOARD	10,188,059	10,188,060	0	15,282,089	5,094,030
9640 PROPERTY ASSESSMENT	927,245	927,245	-	1,390,867	463,622
Total expended to date	\$ 14,789,548	\$ 15,024,834	\$ 235,286	\$ 32,662,089	\$ 17,872,541

Departmental

Finance

Police Services

Statement Expenditures

November 30, 2021

Police Services	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010 , & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 15,171,461	\$ 15,882,081	\$ 710,620	\$ 23,594,829	\$ 8,423,368
6020 TRAINING/EDUCATION	39,736	66,667	26,931	100,000	60,264
6030 TRAVEL/CONFERENCES	9,725	46,667	36,941	70,000	60,275
6040 PROF MEM/DUES & FEES	2,175	2,175	0	2,500	325
6050 OFFICE SUPPLIES	21,402	26,667	5,265	40,000	18,598
6060 OFFICE EQUIPMENT	26,920	30,000	3,080	45,000	18,080
6070 PHOTOCOPY SUPPLIES	5,154	12,000	6,846	18,000	12,846
6080 ADVERTISING	-	3,333	3,333	5,000	5,000
6090 POSTAGE & 6100 COURIER	7,848	10,000	2,152	15,000	7,152
6110 TELEPHONE/FAX	139,306	139,500	194	225,000	85,694
6120 PUBL./SUBSCRIPTIONS	2,457	4,000	1,543	6,000	3,543
6130 COMPUTER HARDWARE	119,422	119,333	(88)	155,000	35,578
6140 COMPUTER SOFTWARE	36,983	36,983	0	130,000	93,017
6150 MEETING EXPENSES	6,411	7,667	1,256	11,500	5,089
6170 PROMOTION	(272)	7,333	7,605	11,000	11,272
7000 HEAT	5,935	16,667	10,731	25,000	19,065
7010 ELECTRICAL	59,631	73,567	13,935	110,350	50,719
7020 WATER	3,718	6,667	2,949	10,000	6,282
7030 BLDG/FACILITY MAINT	50,458	55,333	4,875	83,000	32,542
7040 BLDG/FACILITY REPAIR	8,164	10,000	1,836	15,000	6,836
7060 BLDG/FACILITY RENOV	17,403	15,000	(2,403)	15,000	(2,403)
7070 BLDG/FACILITY RENTAL	16,137	16,667	529	25,000	8,863
7110 SECURITY	235	1,333	1,099	2,000	1,765
7500 VEH/EQUIP MAINT	4,049	32,013	27,964	48,020	43,971
7505 GASOLINE & DIESEL	269,632	270,000	368	405,000	135,368
7510 VEH/EQUIP REPAIRS	198,033	197,811	(222)	287,717	89,684
7530 VEH/EQUIP REPLACEMENT	228,731	386,667	157,936	580,000	351,269
7540 VEH/EQUIP RENTAL	-	1,333	1,333	2,000	2,000
7550 VEH/EQUIP TOWING	2,659	3,333	674	5,000	2,341
8000 OPERATIONAL EQUIP	60,542	90,000	29,458	135,000	74,458
8010 OPERATIONAL MAT/SUPP	94,514	90,000	(4,514)	135,000	40,486
8020 MAINTENANCE EQUIP	3,109	5,047	1,937	7,570	4,461
8090 UNIFORMS/CLOTHING	140,108	116,667	(23,442)	175,000	34,892
8100 PROFESSIONAL SERVICE	69,686	90,000	20,314	135,000	65,314
8110 CONTRACTS/AGREEMENTS	18,016	18,667	651	28,000	9,984
8125 MAJOR INVESTIGATIONS	82,972	86,112	3,140	129,168	46,196
8150 GRANTS/SUBS TO ORG	32,787	32,787	0	50,000	17,213
Total expended to date	16,955,248	\$ 18,010,075	\$ 1,054,827	\$ 26,836,654	\$ 9,881,406

Departmental

Finance

Police Services

Statement of Revenue

November 30, 2021

Police Services Revenue	Year to date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 87,259	\$ 70,000	\$ 17,259	\$ 105,000	\$ 17,741
5151 FINES	103,399	150,000	(46,601)	225,000	121,601
Total Revenue to date	\$ 190,658	\$ 220,000	\$ (29,342)	\$ 330,000	\$ 139,342

Departmental

Finance

Fire Services Including EMO	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 4,356,151	\$ 4,136,848	\$ (219,303)	\$ 6,161,170	\$ 1,805,019
6010 BENEFITS	780,423	849,290	68,867	1,264,950	484,527
6011 MISC. BENEFITS	5,971	17,929	11,958	26,892	20,921
6020 TRAINING/EDUCATION	21,452	110,077	88,625	165,115	143,663
6030 TRAVEL/CONFERENCES	7,029	28,400	21,371	42,600	35,571
6040 PROF MEM/DUES & FEES	10,031	10,030	(0)	12,082	2,051
6050 OFFICE SUPPLIES	10,798	8,067	(2,731)	12,100	1,302
6060 OFFICE EQUIPMENT	6,054	8,633	2,579	12,950	6,896
6080 ADVERTISING	3,211	3,567	356	5,350	2,139
6110 TELEPHONE/FAX	26,025	26,738	714	40,108	14,083
6120 PUBL./SUBSCRIPTIONS	-	1,800	1,800	2,700	2,700
6130 COMPUTER HARDWARE	11,752	11,507	(245)	11,507	(245)
6140 COMPUTER SOFTWARE	278	1,604	1,326	2,406	2,128
6150 MEETING EXPENSES	4,136	2,736	(1,400)	4,104	(32)
6170 PROMOTION	11,301	15,933	4,632	23,900	12,599
7000 HEAT	36,226	64,901	28,675	97,351	61,125
7010 ELECTRICAL	41,684	43,023	1,339	64,535	22,851
7020 WATER	22,401	19,817	(2,584)	29,727	7,326
7030 BLDG/FACILITY MAINT	42,036	35,821	(6,215)	53,729	11,693
7040 BLDG/FACILITY REPAIR	8,341	14,835	6,495	22,253	13,913
7060 BLDG/FACILITY RENOV	-	3,333	3,333	5,000	5,000
7500 VEH/EQUIP MAINT.	184,311	128,367	(55,944)	192,550	8,239
7505 GASOLINE/DIESEL	23,435	38,199	14,765	57,300	33,865
7510 VEH/EQUIP REPAIRS	6,075	4,000	(2,075)	4,000	(2,075)
7530 VEH/EQUIP REPLACEMENT	62,274	58,333	(3,941)	87,500	25,226
7550 VEH/EQUIP TOWING	-	-	-	-	-
7560 VEH/EQUIP GEN SUPPLY	8,688	10,667	1,979	16,000	7,312
8000 OPERATIONAL EQUIP	153,527	269,492	115,964	404,238	250,711
8010 OPERATIONAL MAT/SUPP	89,415	70,580	(18,835)	105,870	16,455
8020 MAINTENANCE EQUIP	6,843	34,211	27,367	51,316	44,473
8040 COMM EQUIPMENT LINES	2,920	2,920	-	4,380	1,460
8090 UNIFORMS/CLOTHING	40,950	53,185	12,235	79,777	38,827
8100 PROFESSIONAL SERVICE	2,251	5,692	3,442	8,538	6,287
8110 CONTRACTS/AGREEMENTS	74,644	60,425	(14,219)	90,638	15,994
8120 LEASES	81,605	73,881	(7,724)	110,821	29,216
8130 LICENSES/PERMITS	17,446	5,187	(12,259)	5,187	(12,259)
8150 GRANTS/SUBS TO ORG	1,860,419	1,860,419	(0)	1,904,997	44,578
8195 WATER SUPPLY & HYDR	4,717,594	4,717,594	0	7,076,384	2,358,790
Total expended to date	\$ 12,739,640	\$ 12,808,041	\$ 68,401	\$ 18,260,025	\$ 5,520,385

Departmental

Finance

**Municipal Services
Agreement**

Statement of Revenue

November 30, 2021

Fire Services Revenue	Year to date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	\$ 103,697	\$ 103,697	\$ -	\$ 155,545	\$ 51,848
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	534,093	534,093	-	801,140	267,047
Total Revenue to date	\$ 637,790	\$ 637,790	\$ -	\$ 956,685	\$ 318,895

Departmental

Finance

REVENUE	Actual & Committed Y-T-D Nov 30, 2021	Budget Y-T-D Nov 30, 2021	Variance Y-T-D Nov 30, 2021	Total Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	\$424,362	\$730,000	-\$305,638	\$1,255,000	-\$830,638	33.81%
SOLIDWASTE TIP FEES	1,596,000	1,383,333	212,667	2,075,000	-479,000	76.92%
SOLIDWASTE COST RECOVERIES	343,921	375,000	-31,079	\$375,000	-31,079	91.71%
SEWER PERMIT FEES	79,765	66,667	13,098	\$100,000	-20,235	79.77%
WATER UTILITY ADMIN FEE	3,301,007	3,301,007	0	\$4,951,510	-1,650,503	66.67%
TOTAL PW REVENUES	\$5,745,055	\$5,856,007	-\$110,952	\$8,756,510	-\$3,011,455	65.61%

EXPENDITURES

ADMINISTRATION	2,745,902	2,824,425	78,523	4,510,505	1,764,603	60.88%
ENGINEERING	497,514	520,533	23,019	773,086	275,572	64.35%
CENTRAL DIVISION	5,064,768	4,846,156	-218,612	7,621,751	2,556,983	66.45%
EAST DIVISION	4,422,436	4,733,528	311,092	6,981,988	2,559,552	63.34%
NORTH DIVISION	1,879,166	2,111,755	232,589	3,294,402	1,415,236	57.04%
SOLID WASTE	9,328,037	9,483,599	155,562	14,518,711	5,190,674	64.25%
MECHANICAL FLEET	2,597,317	2,346,807	-250,510	3,648,634	1,051,317	71.19%
TRANSIT	4,408,109	4,181,081	-227,028	6,276,317	1,868,208	70.23%
QUALITY CONTROL	1,804,695	1,936,066	131,371	3,274,596	1,469,901	55.11%
TOTAL PW EXPENDITURES	\$32,747,944	\$32,983,951	\$236,007	\$50,899,990	\$18,152,046	64.34%

Signature:

Director of Engineering & Public Works

Chief Financial Officer

Planning Department	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 924,116	\$ 996,331	\$ 72,215	\$ 1,480,264	\$ 556,148
6010 BENEFITS	204,265	215,226	10,961	319,764	115,499
6020 TRAINING/EDUCATION	7,698	12,334	4,636	17,500	9,802
6030 TRAVEL/CONFERENCES	6,422	7,932	1,510	11,000	4,578
6040 PROF MEM/DUES & FEES	2,079	6,434	4,355	8,800	6,721
6050 OFFICE SUPPLIES	8,068	11,667	3,599	17,500	9,432
6060 OFFICE EQUIPMENT	6,010	9,667	3,657	14,500	8,490
6080 ADVERTISING	6,926	14,333	7,408	21,500	14,574
6110 TELEPHONE/FAX	9,382	13,000	3,618	19,500	10,118
6120 PUBL./SUBSCRIPTIONS	-	533	533	800	800
6130 COMPUTER HARDWARE	10,827	8,667	(2,160)	10,500	(327)
6140 COMPUTER SOFTWARE	6,972	9,667	2,694	14,500	7,528
6150 MEETING EXPENSE	484	1,300	816	1,950	1,466
6170 PROMOTION	13,779	26,667	12,888	40,000	26,221
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	5,166	22,000	16,834	33,000	27,834
8010 OPERATIONAL MAT/SUPP	1,515	2,667	1,151	4,000	2,485
8090 UNIFORMS / CLOTHING	5,264	5,333	70	8,000	2,736
8100 PROFESSIONAL SERVICE	162,009	129,000	(33,008)	131,000	(31,009)
8110 CONTRACTS/AGREEMENTS	257,464	288,661	31,198	432,992	175,528
8130 LICENSES/PERMITS	78,431	78,267	(164)	79,000	569
8135 REGULATORY FEES	37,635	37,633	(1)	41,000	3,365
8150 GRANTS /SUBS TO ORG	496,346	496,346	(1)	565,000	68,654
Total expended to date	\$ 2,250,858	2,393,664	\$ 142,806	\$ 3,392,070	\$ 1,141,212

Departmental

Finance

	Year to date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 4,762	\$ 9,667	\$ (4,904)	\$ 14,500	\$ 9,738
5113 Animal Licenses	5,149	7,333	(2,184)	11,000	5,851
5114 Taxi Licenses	13,208	12,000	1,208	18,000	4,793
5115 Vending Machine Licenses	-	5,000	(5,000)	7,500	7,500
5301 Parking Meter Revenue	37,597	186,667	(149,070)	280,000	242,403
Total Bylaw Revenue	\$ 60,716	\$ 220,667	\$ (159,951)	\$ 331,000	\$ 270,284
Development / Planning Revenue					
5496 Mapping Sales	\$ -	\$ 1,400	\$ (1,400)	\$ 2,100	\$ 2,100
5495 Other Sales	\$ 2,890	\$ 2,733	157	4,100	1,210
5101 Building Permits	\$ 132,509	\$ 133,333	(824)	200,000	67,491
5102 Subdivision Fees	\$ 37,780	\$ 24,000	13,780	36,000	(1,780)
5497 LUB Ammendment Fees	\$ 5,478	\$ 2,667	2,812	4,000	(1,478)
Total Develop / Planning Rev	\$ 178,658	\$ 164,133	\$ 14,524	\$ 246,200	\$ 67,542
Total Bylaw / Dev / Planning Revenue	\$ 239,373	\$ 384,800	\$ (145,427)	\$ 577,200	\$ 337,827

Departmental

Finance

Facilities (C200 / Arenas)

Statement of Expenditures

November 30, 2021

	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 890,695	\$ 1,050,626	\$ 159,931	\$ 1,560,930	\$ 670,235
6010 BENEFITS	173,573	200,944	27,371	298,545	124,972
6020 TRAINING	69	2,333	2,264	3,500	3,431
6030 TRAVEL/CONFERENCES	2,232	4,000	1,768	6,000	3,768
6040 PROF MEM/DUES & FEES	1,500	2,000	500	3,000	1,500
6050 OFFICE SUPPLIES	2,403	4,000	1,597	6,000	3,597
6060 OFFICE EQUIPMENT	-	1,333	1,333	2,000	2,000
6080 ADVERTISING	451	4,000	3,549	6,000	5,549
6100 COURIER	942	942	(0)	1,000	58
6110 TELEPHONE/FAX	13,625	13,667	41	20,500	6,875
6130 COMPUTER HARDWARE	3,123	3,000	(123)	3,000	(123)
6140 COMPUTER SOFTWARE	995	1,667	672	2,500	1,505
6150 MEETING EXPENSES	1,450	1,000	(450)	1,000	(450)
7000 HEAT	38,638	44,000	5,362	66,000	27,362
7010 ELECTRICAL	294,881	366,667	71,786	550,000	255,119
7020 WATER	19,217	28,333	9,116	42,500	23,283
7030 BLDG/FACILITY MAINT	18,119	56,667	38,548	85,000	66,881
7040 BLDG/FACILITY REPAIR	80,241	55,000	(25,242)	55,000	(25,241)
7060 BLDG/FACILITY REOV					
7070 BLDG/FACILITY RENTAL					
7080 PLANT MAINTENANCE	69,504	69,500	(4)	81,000	11,496
7110 SECURITY	90,065	73,333	(16,732)	110,000	19,935
7510 VEH/EQUIP REPAIRS	11,233	10,500	(733)	10,500	(733)
7540 VEH/EQUIP RENTAL	-	-	-	-	-
8000 OPERATIONAL EQUIPMENT	17,669	2,500	(15,169)	2,500	(15,169)
8010 OPERATIONAL MAT/SUPP	66,328	123,333	57,005	215,000	148,672
8050 COST OF SALES	147,459	153,333	5,875	507,500	360,041
8090 UNIFORMS/CLOTHING	9,524	9,000	(524)	9,000	(524)
8100 PROFESSIONAL SERVICE	19,967	17,667	(2,301)	26,500	6,533
8110 CONTRACTS/AGREEMENTS	19,542	33,333	13,791	50,000	30,458
Total expended to date	\$ 1,993,444	\$ 2,332,677	\$ 339,233	\$ 3,724,475	\$ 1,731,031

Departmental

Finance

	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 290,913	\$ 315,000	\$ (24,087)	\$ 630,000	\$ 339,087
GL 5002 Public Skating	1,590	667	924	1,000	(590)
GL 5004 Arena Rental	5,000	20,000	(15,000)	30,000	25,000
GL 5005 Gym Rental	-	13,333	(13,333)	20,000	20,000
GL 5006 Canteen Sales	111,145	214,286	(103,141)	500,000	388,855
GL 5009 Major Events	-	40,000	(40,000)	60,000	60,000
GL 5010 Other Revenue	40,019	221,571	(181,552)	517,000	476,981
GL 5033 Program Equipment	1,274	16,667	(15,393)	25,000	23,726
GL 5034 Facility Rentals	34,339	158,333	(123,994)	237,500	203,161
Total Revenue To Date	\$ 484,280	\$ 999,857	\$ (515,576)	\$ 2,020,500	\$ 1,536,220

Departmental

Finance

**Parks and Grounds
Operations**

Statement of Expenditures

November 30, 2021

Parks & Grounds	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 986,837	\$ 1,083,251	\$ 96,415	\$ 1,609,402	\$ 622,565
6010 BENEFITS	234,233	239,681	5,448	356,097	121,864
6011 MISC BENEFITS	9,584	1,667	(7,917)	2,500	(7,084)
6020 TRAINING/EDUCATION	642	4,333	3,691	6,500	5,858
6030 TRAVEL/CONFERENCES	6,322	8,500	2,178	12,750	6,428
6040 PROF MEM/DUES & FEES	-	133	133	200	200
6050 OFFICE SUPPLIES	832	1,000	168	1,500	668
6060 OFFICE EQUIPMENT	-	667	667	1,000	1,000
6080 ADVERTISING	200	-	(200)	-	(200)
6110 TELEPHONE/FAX	5,962	5,667	(295)	8,500	2,538
6130 COMPUTER HARDWARE	-	167	167	250	250
7000 HEAT	2,472	3,600	1,128	5,400	2,928
7010 ELECTRICAL	32,895	51,667	18,772	77,500	44,605
7020 WATER	18,200	16,667	(1,533)	25,000	6,800
7030 BLDG/FACILITY MAINT	3,062	3,333	271	5,000	1,938
7040 BLDG/VACILITY REPAIR	-	-	-	-	-
7060 BLDG/FACILITY RENOV	-	-	-	-	-
7080 PLANT MAINTENANCE	-	-	-	-	-
7110 SECURITY	-	(0)	(0)	8,500	8,500
7510 VEH/EQUIP REPAIRS	146	733	588	1,100	954
7530 VEH/EQUIP REPLACEMENT	10,220	16,667	6,447	25,000	14,780
7540 VEH/EQUIP RENTAL	7,850	10,000	2,150	15,000	7,150
8000 OPERATIONAL EQUIP	52,191	28,000	(24,191)	28,000	(24,191)
8010 OPERATIONAL MAT/SUPP	312,570	233,333	(79,237)	350,000	37,430
8020 MAINTENANCE EQUIP	56,430	40,000	(16,430)	40,000	(16,430)
8040 COMM EQUIP LINES (GPS)	7,125	6,667	(458)	10,000	2,875
8080 STREET LIGHTS	1,936	3,667	1,730	5,500	3,564
8090 UNIFORMS/CLOTHING	6,054	8,000	1,946	12,000	5,946
8100 PROFESSIONAL SERV	45	3,333	3,288	5,000	4,955
8110 CONTRACTS & AGRMNT	378,681	365,000	(13,681)	365,000	(13,681)
Total expended to date	2,134,488	\$ 2,135,732	\$ 1,244	\$ 2,976,699	\$ 842,211

Departmental

Finance

Building Operations

Statement of Expenditures

November 30, 2021

Buildings	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 893,914	\$ 944,864	\$ 50,950	\$ 1,403,798	\$ 509,884
6010 BENEFITS	211,800	213,417	1,617	317,076	105,276
6020 TRAINING/EDUCATION	3,286	2,833	(452)	4,250	964
6030 TRAVEL/CONFERENCES	0	833	833	1,250	1,250
6040 PROF MEM/DUES & FEES	-	-	-	-	-
6050 OFFICE SUPPLIES	225	667	441	1,000	775
6060 OFFICE EQUIPMENT	1,693	2,000	307	2,500	807
6110 TELEPHONE/FAX	11,521	200	(5,555)	8,800	(2,721)
6130 COMPUTER HARDWARE	793	2,000	1,207	3,000	2,207
6140 COMPUTER SOFTWARE	-	4,333	4,333	6,500	6,500
7000 HEAT	38,273	66,667	28,393	100,000	61,727
7010 ELECTRICAL	273,783	338,333	66,847	507,500	233,717
7020 WATER	23,976	19,000	(4,976)	28,500	4,524
7030 BLDG/FACILITY MAINT	10,411	28,333	17,923	42,500	32,089
7040 BLDG/VACILITY REPAIR	-	-	-	-	-
7060 BLDG/FACILITY RENOV	25,198	66,667	41,468	100,000	74,802
7070 BLDG/FACILITY RENTAL	131,216	135,333	4,117	203,000	71,784
7080 PLANT MAINTENANCE	14,553	10,333	(4,220)	15,500	947
7100 MAINT. TOOLS/EQUIP	2,661	2,333	(328)	3,500	839
7110 SECURITY	76,108	82,667	6,559	124,000	47,892
7120 PROPERTY TAXES	28,526	36,500	7,974	36,500	7,974
7540 VEH/EQUIP RENTAL	786	1,667	880	2,500	1,714
8000 OPERATIONAL EQUIP	-	1,667	1,667	2,500	2,500
8010 OPERATIONAL MAT/SUPP	81,541	80,333	(1,208)	120,500	38,959
8020 MAINTENANCE EQUIP	95	2,000	1,905	3,000	2,905
8040 COMM EQUIP LINES (GPS)	2,504	2,667	162	4,000	1,496
8090 UNIFORMS/CLOTHING	3,152	4,333	1,182	6,500	3,348
8100 PROFESSIONAL SERVICE	48,632	53,333	4,701	80,000	31,368
8110 CONTRACTS/AGREEMENTS	73,944	166,667	92,722	250,000	176,056
8120 LEASES	-	1,667	1,667	2,500	2,500
8130 LICENSES/PERMITS	-	667	667	1,000	1,000
8150 GRANTS/SUBS TO ORG	40,000	40,000	-	60,000	20,000
Total expended to date	\$ 1,998,592	\$ 2,312,314	\$ 321,785	\$ 3,441,674	\$ 1,443,082

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

November 30, 2021

Recreation/Cultural Services	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 718,466	\$ 812,111	\$ 93,645	\$ 1,206,566	\$ 386,594
6020 TRAINING/EDUCATION	30	10,667	10,636	16,000	15,970
6030 TRAVEL/CONFERENCES	8,364	16,667	8,303	25,000	16,636
6040 PROF MEM/DUES & FEES	1,107	2,333	1,226	3,500	2,393
6050 OFFICE SUPPLIES	2,376	4,000	1,624	6,000	3,624
6060 OFFICE EQUIPMENT	3,659	5,333	1,674	8,000	4,341
6080 ADVERTISING	18,147	46,667	28,520	70,000	51,853
6110 TELEPHONE/FAX	5,165	7,333	2,168	11,000	5,835
6120 PUBL./SUBSCRIPTIONS	54	133	79	200	146
6130 COMPUTER HARD/SOFTWARE	3,123	4,667	1,544	7,000	3,877
7070 BLDG/FACILITY RENTAL	24,757	15,333	(9,424)	15,333	(9,424)
8000 OPERATIONAL MAT/SUPPLY	76,387	116,667	40,279	175,000	98,613
8025 COMMUNITY EVENTS	155,131	223,333	68,202	335,000	179,869
8150 SCHOLARSHIPS	20,000	20,000	0	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	55,999	55,999	0	356,562	300,563
8170 OPERATING GRANTS POLICY	357,734	357,734	(0)	500,500	142,766
Total expended to date	\$ 1,450,499	\$ 1,698,977	\$ 248,478	\$ 2,755,661	\$ 1,203,656

Departmental

Finance

**Recreation /
Cultural Services**

Statement of Revenue

November 30, 2021

Recreation/Cultural Services	Variance				Remaining	
5031 PROGRAM REVENUE	\$ 24,000	\$ 24,000	\$ -	\$ 30,000	\$ 6,000	
5034 FACILITY RENTALS	3,372	5,000	(1,628)	7,500	4,128	
Total Revenue To Date	\$ 27,372	\$ 29,000	\$ (1,628)	\$ 37,500	\$ 10,128	

Departmental

Finance

**Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending November 30th, 2021**

	Actual November 30th, 2021	Budget November 30th, 2021	Variance November 30th, 2021	Total Annual Budget 2021-2022
Revenue				
Operating:				
Metered Sales	13,295,157	12,812,413	482,744	19,218,619
Public Fire Protection	4,717,594	4,717,594	-	7,076,391
Interest on Overdue Accounts	403,171	233,333	169,837	350,000
Other Operating Revenue	3,467	44,000	(40,533)	66,000
Total Operating Revenue	18,419,389	17,807,340	612,049	26,711,010
 Expenditures				
Operating Expenses				
Source of Supply	308,294	354,760	46,466	532,140
Power and Pumping	1,118,349	1,308,428	190,079	1,962,642
Water Treatment	2,801,620	3,233,363	431,742	4,850,044
Transmission & Distribution	3,376,239	3,242,005	(134,233)	4,863,008
Administration & General	1,728,902	2,218,885	489,983	3,328,327
Depreciation	2,566,667	2,566,667	-	3,850,000
Taxes	1,325,464	1,346,867	21,403	2,020,300
Total Operating Expenses	13,225,535	14,270,974	1,045,440	21,406,462
Operating Profit/(Loss)	5,193,855	3,536,366	1,657,489	5,304,548

**Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending November 30th, 2021**

	Actual November 30th, 2021	Budget November 30th, 2021	Variance November 30th, 2021	Total Annual Budget 2021-2022
Non Operating Revenue				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amorization of Deferred Capital contribution	210,878	187,447	23,431	281,171
Total Non Operating Revenue	210,878	187,447	23,431	281,171
Non Operating Expenses				
Short term interest charges	134,687	134,687	0	202,030.00
Debt Charges				
Principal	2,376,333	2,376,333	0	3,564,500.00
Interest	722,838	710,561	(12,277)	1,065,842.00
Amortization of Debt Discount	21,697	21,333	(363)	32,000.00
Capital Expenditures out of operations	833,333	833,333	(0)	1,250,000.00
Total Non Operating Expenses	4,088,888	4,076,248	(12,640)	6,114,372
Non- Operating Profit/(Loss)	(3,878,010)	(3,888,801)	10,791	(5,833,201)
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	18,630,268	17,994,787	635,480	26,992,181
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	17,314,423	18,347,222	1,032,800	27,520,834
CBRM WATER UTILITY PROFIT/(LOSS)	1,315,845	(352,435)	1,668,280	(528,653)

Prepared by Amanda R. Carroll

Review by _____

Date _____

Port of Sydney Development Corporation

November 30, 2021 Income Statement

	This Year Actual	This Year Budget	Variance to Budget	Annual Budget
Wharfage and Berthage	256,494.42	215,846.20	40,648.22	360,941.00
Event Revenue	43,093.48	46,450.00	(3,356.52)	48,400.00
Miscellaneous Revenue	6,893.16	1,350.00	5,543.16	4,850.00
Storage and Rental	109,791.46	100,995.48	8,795.98	133,817.00
Passenger tax	0.00	0.00	0.00	0.00
Security/Traffic Control	44,700.28	35,998.75	8,701.53	57,465.00
Government Grants	57,012.45	10,000.00	47,012.45	20,000.00
Craft Market Revenue	0.00	0.00	0.00	0.00
	<u>517,985.25</u>	<u>410,640.43</u>	<u>107,344.82</u>	<u>625,473.00</u>
Wages	326,171.42	347,245.00	(21,073.58)	515,906.89
Benefits	61,011.11	67,904.79	(6,893.68)	100,887.11
Professional Fees	116,261.55	24,775.00	91,486.55	35,200.00
Advertising & Promotions	4,500.67	7,710.00	(3,209.33)	10,610.00
Cruise Activities	(896.36)	12,400.00	(13,296.36)	17,650.00
Dues & Membership Fees	3,883.93	25,864.00	(21,980.07)	39,226.00
Event Expense	1,970.01	2,500.00	(529.99)	2,600.00
Insurance	30,427.62	27,200.00	3,227.62	53,300.00
Interest & Bank Charges	2,681.80	2,270.00	411.80	3,270.00
Office & Admin	2,947.24	5,221.00	(2,273.76)	7,787.00
Office Rent	34,880.00	34,880.00	0.00	52,320.00
Miscellaneous	905.00	2,800.00	(1,895.00)	4,200.00
Repairs & Maintenance	58,795.37	72,887.00	(14,091.63)	124,331.00
Repairs -JHCP	5,245.80	10,000.00	(4,754.20)	10,000.00
Travel	5,801.58	3,000.00	2,801.58	4,000.00
Utilities	78,927.07	94,420.00	(15,492.93)	157,880.00
Bad Debts	1,610.00	500.00	1,110.00	1,000.00
Security Expense	30,448.17	29,321.00	1,127.17	43,326.00
Leasehold Improvements	0.00	10,000.00	(10,000.00)	10,000.00
	<u>765,571.98</u>	<u>780,897.79</u>	<u>(15,325.81)</u>	<u>1,193,494.00</u>
	(247,586.73)	(370,257.36)	122,670.63	(568,021.00)
Less Amortization	<u>(266,666.64)</u>	<u>(266,666.64)</u>	<u>0.00</u>	<u>(400,000.00)</u>
	<u>(514,253.37)</u>	<u>(636,924.00)</u>	<u>122,670.63</u>	<u>(968,021.00)</u>

