

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, JANUARY 26, 2021

TIME:

1:30 – 4:00 PM

RECESS

RESUME AT 6:00 P.M.

Via Video Conferencing

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

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Cape Breton Regional Municipality

Council Meeting

Tuesday, January 26, 2021

1:30 pm start time

AGENDA ITEMS

Roll Call

O'Canada

Moment of Silent Reflection

1. **APPROVAL OF MINUTES:** (Previously Distributed)
 - Council – November 24, 2020
 - Council – December 8, 2020

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

3. **PROCLAMATIONS & RESOLUTIONS:**
 - 3.1 **Bell Let's Talk Day:**
Deputy Mayor Earlene MacMullin (See page 8)

 - 3.2 **2021 African Heritage Month:**
Councillor Lorne Green (See page 9)

 - 3.3 **Nova Scotia Health Decision to Relocate Health Records:**
Councillor Gordon MacDonald (See page 10)

 - 3.4 **Paid Sick Days:**
Councillor Gordon MacDonald (See page 11)

Continued...

**Council Meeting Agenda
January 26, 2021 (Cont'd)**

4. REPORTS:

- 4.1 **Solid Waste Mobile App:** Francis Campbell, Manager of Solid Waste
(See page 12)
- 4.2 **CBRM Winter Operations:** Ray Boudreau, Senior Manager of Public Works
(See page 13)

5. PROTECTIVE SERVICES ISSUES:

- 5.1 **Staff Appointments:** Paul Burt, Manager of Building, Planning & Licensing
Laws
 - a) **Staff Appointment: Parking–Infraction Ticket Administrator:**
(See page 17)
 - b) **New Staff Appointment – Bylaw Enforcement Officer:**
(See page 18)
 - c) **Appointment of Angelo Canova and Jason MacDonald as CBRM
Building Officials:** (See page 19)

6. CORPORATE SERVICES ISSUES:

- 6.1 **Terms of Reference - Accessibility Advisory Committee:**
Kirk Durning, Manager of Recreation (See page 20)
- 6.2 **Tax Sales Format During the Provincial State of Emergency:** Jennifer
Campbell, Chief Financial Officer (See page 24)
- 6.3 **Proposed Positions within Mayor’s Office:**
Mayor Amanda M. McDougall (See page 26)

Continued...

RECESS AT 4:00 pm

RESUME AT 6:00 pm:

7. PRESENTATIONS:

- 7.1 **Sydney Central Library Study: Service, Programs and Operational Plan**
Mr. Greg Young, CMC, Director - TCI Management Consultants
(See page 28) *via Zoom*
- 7.2 **Update on Federal Initiatives:** Mike Kelloway, Member of Parliament – Cape Breton Canso (See page 38) *via Zoom*

8. PLANNING ISSUES:

8.1 FINAL APPROVAL – PUBLIC HEARINGS:

- a) **Case 1074 – Land Use Bylaw Text and Map Amendment Request from 3264937 Nova Scotia Limited to Allow Motor Vehicle Sales on PID 15046881 (Kings Road, Howie Center, District 4):**

Public Hearing to consider the Land Use Bylaw Text Amendment Request from 3264937 Nova Scotia Limited to Allow Motor Vehicle Sales on PID 15046881, Kings Road, Howie Center; District 4. Kristen Knudskov, Planner (See page 39)

- b) **Case 1077 – Land Use Bylaw Map Amendment Request from John and Theresa MacNeil to Allow a Self-Storage Facility on a Portion of PID 15225733 (Upper Prince Street Area, Grand Lake Road, District 6):**

Public Hearing to consider the Land Use Bylaw Map Amendment from John and Theresa MacNeil to Allow a Self-Storage Facility on a Portion of PID 15225733 in the Upper Prince Street Area of Grand Lake Road, District 6. Kristen Knudskov, Planner (See page 54)

8.2 REPORT ON PUBLIC PARTICIPATION PROGRAM:

- a) **Case 1076 – North End Sydney Secondary Planning Strategy and Land Use Bylaw Text Amendment Request from Kevin Colford to Amend Parking Requirements for 217 George Street, Sydney (PID 15058506; District 5):** Kristen Knudskov, Planner (See page 68)

Continued...

**Council Meeting Agenda
January 26, 2021 (Cont'd)**

Planning Issues (cont'd)

8.3 REQUEST FOR PLANNING STRATEGY AMENDMENTS:

- a) **Case 1078 – Municipal Planning Strategy Amendment to Allow a Medical Clinic at 46 Cottage Road, Sydney (PID 15105133 and 15270382):** Karen Neville, Senior Planner and Kristen Knudskov, Planner (See page 81)

9. HERITAGE PROPERTY ISSUE: Karen Neville, Heritage Officer/Senior Planner

9.1 FINAL APPROVAL - Request for Municipal Heritage Property Registration:

- a) **Lyceum, 225 George Street, Sydney (PID 15058696 and PID 15176761):** (See page 91)

10. BUSINESS ARISING:

10.1 Council – December 8, 2020:

- a) **Mandatory Policy Reviews:** Jennifer Campbell, Chief Financial Officer (See page 98)
- i) **Hospitality Policy:** (See page 120)
- ii) **Travel Expense Policies:**
- **Elected Officials:** (See page 124)
 - **Staff:** (See page 132)
- iii) **Audit Committee Policy:** (See page 140)

11. COUNCIL AGENDA REQUESTS:

11.1 Tax Protection for Low-Income Seniors Who Own Home:
Councillor Gordon MacDonald (See page 143)

11.2 Seeking Higher Office: Councillor Steve Gillespie (See page 144)

Continued...

**Council Meeting Agenda
January 26, 2021 (Cont'd)**

12. FINANCIAL STATEMENTS: Jennifer Campbell, Chief Financial Officer

- a) **CBRM to November 30, 2020:** (See page 145)

For Information Only.

- b) **Port of Sydney Development Corporation to November 30, 2020:**
(See page 169)

For Information Only.

ADJOURNMENT

PROCLAMATION

“Bell Let’s Talk Day”

Whereas: January 28, 2021, marks the 11th Annual Bell Let’s Talk Day, a day of conversation and 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 Thursday, January 28th, 2021, as Bell Let’s Talk Day in the Cape Breton Regional Municipality and encourage support of this campaign.

Deputy Mayor Earlene MacMullin – CBRM District #2

January 26th, 2021

PROCLAMATION

“AFRICAN HERITAGE MONTH - 2021”

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 Decent all over the world and here in the CBRM, we celebrate to a time of greater understanding;

And Whereas: we are in the 7th year of the International Decade for People of African Descent;

And Whereas: this year’s theme: “Black History Matters: Listen, Learn, Share and Act”, recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada;

And Whereas: This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society;

Be It Therefore Resolved: That Mayor Amanda M. McDougall & Council of the Cape Breton Regional Municipality, proclaim the month of February 2021 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 26, 2021

CBRM RESOLUTION

Nova Scotia Health Decision to Relocate Health Records

WHEREAS: The Nova Scotia Health Authority (NSHA) has announced their plan to outsource the work done by hospital employees from the NSHA to a private, American-owned company, located in Halifax;

AND WHEREAS: In late November 2020, employees first heard that their positions would disappear through conference calls with NSHA managers. Most of them work outside the Halifax Regional Municipality;

AND WHEREAS: The company, called Iron Mountain, will be entrusted with scanning patients' records to create digital versions. The work is now being done by 91 NSHA employees at 24 hospitals across the province. They also store and retrieve the documents as needed by physicians and clinicians;

AND WHEREAS: Eighty-four of the workers affected are women. Some people will retire, some will find another job with Nova Scotia Health, some may end up working for Iron Mountain. But these 91 jobs are gone;

**BE IT THEREFORE
RESOLVED:** That Mayor Amanda M. McDougall and Council go on record in opposition to the outsourcing of 91 good-paying jobs within Health Information Services and instruct staff to write a letter to the Nova Scotia Minister of Health and Wellness on Council's behalf calling on that Department to have Nova Scotia Health reverse this decision to outsource and relocate health care records to Halifax in order to protect these jobs and to keep our health record information in the CBRM and rural communities across Nova Scotia.

Councillor Gordon MacDonald – District #1 - CBRM

January 26th, 2021

CBRM RESOLUTION

Paid Sick Days

WHEREAS:

Paid sick days are a critical part of preventing the spread of COVID-19 and other illnesses making it a good public health policy that should be available permanently. As we work to minimize future waves and outbreaks paid sick days will be an important tool;

AND WHEREAS:

Paid sick days would be beneficial to workers in public-facing service roles. It is important that workers stay home when they are ill, however low-income workers can rarely spare the wages;

AND WHEREAS:

People with ten (10) or more paid sick days per year are more likely to use preventive health services, reducing long-term healthcare costs;

AND WHEREAS:

the Nova Scotia Government should update the Labour Standards Code in the next session to enshrine ten (10) paid sick days;

**BE IT THEREFORE
RESOLVED:**

That Mayor Amanda M. McDougall and Council request staff write a letter to the Premier of Nova Scotia, the Minister of Labour and Advanced Education and all CBRM MLAs providing our support to updating the Labour Standard Codes to enshrine ten (10) paid sick days in the next Legislative session.

Councillor Gordon MacDonald - District #1 - CBRM

January 26th, 2021



MEMO

TO: CBRM COUNCIL

January 2021

RE: Solid Waste Mobile App

CBRM solid waste has been working with a developer on a mobile application. The application is now completed and we will be providing a presentation to council outlining the features of the application and plans for the launch of the application to our customers/residents.

Francis Campbell
Manager Solid Waste



1

What is included in Winter Operations?

4 Major Winter Operations

- Roadway Salting
- Roadway Plowing
- Sidewalk Plowing and Ice Control
- Snow Clearing / Removal

• Levels of Service

2



CBRM Road Hierarchy

- **Level 1 – Primary Arterial**
 - Arterial Streets emanating from a central business district and main streets within the CBD. Average 10,000 + vehicles / day (*Kings Rd, Reserve St*)
- **Level 2 – Major Collector**
 - Streets emanating from the core of one of the major urban concentrations that intersects a Level 1 road. Average < 10,000 vehicles / day (*Lingan Rd, Purves St*)
- **Level 3 – Minor Collector**
 - Streets channeling neighbourhood traffic to a Major Collector Road (*Cottage Rd, Sterling Rd*)
- **Level 4 – Neighbourhood Through Streets**
 - Streets mainly used by local traffic that also provide direct link to two or more higher level streets. The main street leading out of a very large subdivision (*Ashby Rd, King Edward St*)
- **Level 5 – Local Street**
 - Streets that only service local traffic. Majority of streets are Level 5 – (*Wesley St, 8th St*)

3



Roadway Salting Level Of Service

- Not all Streets are Salted every storm
- Primary Arterial, Major Collectors, Routes to Emergency Services, Hills are salted before, during and after a storm to achieve bare pavement.
- All other streets salted only after a storm when required to achieve a safe and passable condition.

4

Roadway Plowing Levels of Service



- Primary Arteries (L1), Major Collectors (L2), Routes to Emergency Services plowed during the storm
 - Time to complete: 8hrs
- All other streets (L3,L4, L5) plowed when snowfall has substantially stopped.
 - Time to complete: 12hrs

5

Sidewalk Plowing and Ice Control

- **Priority 1 (24hrs)** – Major Arterial and Collector Roads, CBD, Schools and Hospitals
- **Priority 2 (36 – 48hrs)** – Minor Collector Roads, Transit Routes, High Pedestrian Traffic Sidewalks
- **Priority 3 (3 – 5 days)** – Remaining Transit Routes, Lower volume Local Streets
- **Rural (24 – 48hrs)** – Sidewalks Adjacent to provincially owned roads with high traffic volumes / near schools



6



Snow Clearing and Removal

- Central Business Districts (3 - 5 days)
- School Frontages (1 week)
- Bus Shelters (36 – 48 hrs)
- Fire Hydrants (1 – 2 weeks)
- Catch Basins (1 – 2 weeks)
- Trouble Intersections (As needed)
- Dead Ends / Cul de Sacs (As needed)

7

Additional Information

Municipal (CBRM) Roads – www.cbrm.ns.ca/who-plows-my-road.html

Provincial (NSTIR) Roads – www.novascotia.ca/tran/winter

8



CBRM

A Community of Communities

Cape Breton Regional Municipality

**Paul Burt,
Manager Building, Planning &
Licensing Laws**

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

TO: CBRM Municipal Council

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

DATE: Tuesday, January 19, 2021

RE: Staff Appointment- Parking-Infraction Ticket Administrator

Introduction

With the recent retirement of Mary Ann Vuletich, Assistant Bylaw Manager and the re-classification of her vacant position to Bylaw Enforcement Officer, CBRM still requires a parking-ticket administrator who is a person duly appointed by Municipal Council as the Parking-Infraction Ticket Administrator.

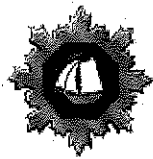
Recommendation

I am requesting that CBRM Municipal Council pass a motion appointing The Manager of Building, Planning & Licensing Laws as the CBRM Parking-Infraction Ticket Administrator responsible for the Administration and Enforcement of the CBRM P-100 Parking Bylaw and the applicable sections of the Motor Vehicle Act pertaining to parking enforcement.

Respectfully Submitted,

Original Signed By

**Paul Burt, QBO2
Manager Building, Planning & Licensing Laws**



CBRM

A Community of Communities

Cape Breton Regional Municipality

**Paul Burt,
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

TO: CBRM Municipal Council

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

DATE: Tuesday, January 19, 2021

RE: New Staff Appointment- Bylaw Enforcement Officer

Introduction

The position of Bylaw Enforcement Officer is responsible for the administration and enforcement of several CBRM bylaws and sections of the Motor Vehicle Act (MVA) relevant to parking. We have recently hired Chris Tobin to replace Mary Ann Vuletich, who recently retired, and who's position we re-classified from Assistant Bylaw Manager to Bylaw Enforcement Officer.

Chris comes to us from the CBRM Solid Waste Department and prior to that from the CBRM Communications Centre where he was a 911 operator. Chris has a degree from St. Mary's University and is fitting in well with the team and has been working diligently with the other By-law Enforcement Officers to learn the position.

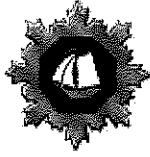
Recommendation

I am requesting that CBRM Municipal Council pass a motion appointing Chris Tobin as a By-Law Enforcement Officer responsible for the Administration and Enforcement of the CBRM P-100 Parking Bylaw, T-100 Taxi Bylaw, V-100 Vending Machine Bylaw, V-200 Vendors Bylaw and the sections of the Motor Vehicle Act pertaining to parking.

Respectfully Submitted,

Original Signed By

**Paul Burt, QBO2
Manager Building, Planning & Licensing Laws**



CBRM

A Community of Communities

Cape Breton Regional Municipality

**Paul Burt,
Manager Building, Planning &
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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: January 19, 2021

RE: Appointment of Angelo Canova and Jason MacDonald as a CBRM Building Officials.

At the March 27, 2018 meeting of CBRM Regional Council a motion was passed appointing our recently hired Assistant Building Officials (ABOs) to administer and enforce various CBRM bylaws as well as the Dangerous and Unsightly provisions of the Municipal Government Act. At that time, I advised the ABOs were hired to work toward obtaining their diplomas as Qualified Building Officials so that they would be eligible for appointment as Building Officials as per the requirements of the Nova Scotia Building Code Regulations.

I am pleased to report that Assistant Building Officials Angelo Canova, as well as Property Maintenance Inspector Jason MacDonald have both successfully completed the Professional Studies Program for a Level 1 Building Official and have received their Diplomas of Qualification as Qualified Building Officials, Level 1.

I am here today to request that CBRM Municipal Council pass a motion appointing both Angelo Canova and Jason MacDonald as CBRM Building Officials responsible for the Administration and Enforcement of the Provincial Building Code and the CBRM Building By-Law in addition to their current duties and responsibilities.

Respectfully Submitted,

Original Signed By

Paul Burt, QBO2
Manager Building, Planning & Licensing Laws

MEMO

Date: January 21, 2021

To: Mayor and Council

From: Kirk Durning – Manager of Recreation

Re: Terms of Reference – Accessibility Advisory Committee

BACKGROUND

As per the Nova Scotia Accessibility Act, municipalities are mandated to establish an Accessibility Advisory Committee and develop a municipal accessibility plan by April 1, 2022. Attached to this memo are the proposed Terms of Reference for the CBRM Accessibility Advisory Committee for Council review.

RECOMMENDATION

Staff recommends that Council approve the Terms of Reference to allow for the process of committee formation and plan development to begin.

Respectfully submitted by:

Kirk Durning
Manager of Recreation

Cape Breton Regional Municipality Accessibility Advisory Committee

Terms of Reference

1.0 Purpose

The Cape Breton Regional Municipality (CBRM) Accessibility Advisory Committee (AAC) provides advice on identifying, preventing, and eliminating barriers to people with disabilities in programs, services, initiatives, facilities and policies for the purpose of improving the municipality's livability, inclusiveness and accessibility for individuals with disabilities. The Committee plays a pivotal role in helping CBRM meet its obligations under Nova Scotia's Accessibility Act.

2.0 Definitions

- 2.1 **"Act"** refers to the Nova Scotia Accessibility Act – Bill No. 59.
- 2.2 **"Barrier"** is any physical, technological, attitudinal, policy or practice that limits a person's participation within society
- 2.3 **"Committee"** means the Accessibility Advisory Committee for Cape Breton Regional Municipality.
- 2.4 **"Council"** means the elected governing body of the municipality.
- 2.5 **"Disability"** means any physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society.

3.0 Scope

- 3.1 The Terms of Reference are applicable to all members appointed to the Cape Breton Regional Municipality Accessibility Advisory Committee.
- 3.2 The work of the Committee will be in accordance of Bill No. 59 – Accessibility Act and Access by Design 2030 – Achieving an Accessible Nova Scotia document.

4.0 Membership and Terms of Appointment

- 4.1 The Accessibility Advisory Committee shall have up to ten (10) voting members who serve without pay.

- 4.2 In accordance with the Act, half of the Committee members must be persons with disabilities or represent organizations that represent persons with disabilities.
- 4.3 The composition of the Committee must include a minimum of two (2) members of Council.
- 4.4 Application of community member representation will be invited by public advertisement and appointed by Council.
- 4.5 The positions of Chair and Vice-Chair will be appointed by the Committee. The Chair will be a two (2) year term and Vice-Chair will be a one (1) year term.
- 4.6 The members of the Accessibility Advisory Committee shall be appointed for a term of two (2) years. Any member of the Committee is eligible for reappointment following the two-year term.
- 4.7 Any member of the Committee who is absent from three (3) consecutive meetings without being authorized by resolution of the Committee will forfeit their position on the AAC.

5.0 Responsibilities

The Accessibility Advisory Committee shall:

- 5.1 Advise on the preparation, implementation, and effectiveness of the Cape Breton Regional Municipality Accessibility Plan. In accordance with the Accessibility Act, the plan must include:
 - 5.1.1 a report on measures the public sector body has taken and intends to take to identify, remove, and prevent barriers.
 - 5.1.2 information on procedures the public sector body has in place to assess the following for their impact on accessibility for people with disabilities: any proposed policies, programs, practices, and services any proposed enactments or by-laws.
 - 5.1.3 any other prescribed information.
- 5.2 Review and update its accessibility plan at least every three years, in accordance with the act.

- 5.3 CBRM will designate staff identified by department directors to form a supplemental staff committee for accessibility. The Accessibility Advisory Committee will consult with this supplemental staff committee for guidance on municipal policies, procedures and organizational work concerning accessibility.
- 5.4 Identify and advise on the accessibility of existing and proposed services and facilities.
- 5.5 Advise and make recommendations about strategies designed to achieve the objectives of the organization's accessibility plan.
- 5.6 Receive and review information from staff and senior leadership, and make recommendations, as requested.
- 5.7 Assist in monitoring compliance with federal and provincial government directives and regulations.
- 5.8 The Committee may establish working groups to explore specific issues related to the accessibility plan and/or other responsibilities. A working group may include members who are not Advisory Committee members; however, the chair of a working group must be a member of the Accessibility Advisory Committee.

6.0 Meetings and Procedures

- 6.1 The Committee shall meet a minimum of six (6) times per year, or as determined by the Chair to fulfill the duties and responsibilities outlined.
- 6.2 Subject to section 22 of the Municipal Government Act, meetings of the Committee are open to the public and will be advertised accordingly.
- 6.3 Quorum is met by the attendance of a majority of the Committee's members.

7.0 Review

- 7.1 The Terms of Reference will be reviewed every three years in conjunction with the Municipal Accessibility Plan review.



CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: January 6, 2021
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Tax Sale format during the Provincial State of Emergency

Due to the pandemic, CBRM had temporarily suspended tax sale procedures. The first planned tax sale was scheduled for January 8, however unexpected Public Health Orders that placed restrictions on gathering limits and activities forced our municipality to defer the sale to a later date.

Due to the unpredictability in changes to public health restrictions, CBRM staff are requesting the option of having tax sales facilitated through a tender process rather than public auction until the Provincial State of Emergency is lifted. CBRM is not the only municipality to bring this issue to their Council. Several other municipal units, including HRM and Inverness are seeking or have already received approvals from their respective Councils to permit calls for tenders in lieu of public property auctions. This request is supported by MGA S.141(1) and (2) which states:

- (1) Unless the arrears of taxes, interest and expenses are paid, the treasurer shall proceed to sell land liable to be sold for taxes at public auction.
- (2) The treasurer may, with the consent of the council, call tenders for property rather than put the property up for sale at public auction

CBRM's Property Auctions Policy previously adopted by Council permits the sale of property by tender; however this is only applicable to properties not attracting bids at previous public auctions. In order to call tenders for other tax sale eligible properties, Council approval is required.

Should Council approve calling tenders for tax sale property, the tender process would follow all legislative requirements of the Municipal Government Act (Part VI – Tax Collection). Tax Sales staff will be the department responsible for specific property tender inquiries and ensuring the legislative rights and responsibilities under the Act are upheld. However because of the public tender format, the tender administration process including bid collection, evaluation and award will be under the care and control of Procurement staff in accordance with CBRM's Procurement Policy.

With a tender format, there exists the possibility of identical bids on the same property. Should this be the case, CBRM's Procurement Policy - Section 13 – Tie Bids shall apply to determine the successful bidder. Section 13 states:

“In the case of a tie bid, the Manager of Finance shall request the tie bidders to submit a final offer. If this is not successful and a tie bid still occurs, the successful bidder will be selected in a draw.”

The preferred method of tax sales continues to be a public auction format. The request is simply to approve a temporary alternative method permissible under the MGA as an interim tax sale solution during the Provincial State of Emergency. As such, staff are not proposing amendments to the Tax Collection or Property Auctions Policies, but rather seeking permissions already available to municipalities under existing legislation.

Requested Motion for Council Consideration:

That Council authorize staff to call for tenders for tax sale-eligible properties under the authority of Section 141(2) of the MGA until such time as the Provincial State of Emergency is lifted.

Respectfully,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA
Chief Financial Officer

Amanda M. McDougall

MAYOR, CAPE BRETON REGIONAL MUNICIPALITY

MEMO

To: All Council, CAO Marie Walsh, Municipal Clerk Deborah Campbell

Date: January 20, 2021

RE: Proposed positions within the Mayor's Office

Intention

For Council consideration to approve two new positions that would work out of the Mayor's Office but serve the greater Cape Breton Regional Municipality. Under the previous administration there were two positions approved in the budget that primarily served work from within the Mayor's Office. I am proposing two positions that fill gaps that I have previously noticed while serving on Council particularly when it comes to Community Engagement and Consultation and meaningful engagement and actions when it comes to Indigenous Consultation.

Hiring Process

I intend to work with the Human Resource Department of the Cape Breton Regional Municipality to fully develop the job descriptions and advertisements. The hiring process will be open to the public and hiring will transpire entirely through HR to ensure the best candidates for these positions are sought in a fair manner.

Overview of Proposed Positions

Municipal Indigenous Advisor

- Conduct review of CBRM practices, policies and meetings and compile recommendations on inclusivity and Indigenous consultation
- Provide Senior Management/Directors/Council policy advice and analysis
- Lead development on Indigenous Consultation Framework
- Act as liaison between CBRM and First Nations/Municipal units in Unama'ki



- Review recommendations from the Truth and Reconciliation Report and advise on implementation plan
- Educate and report to council on regular basis
- Engage with staff and community organizations/businesses on development and projects

Community Consultation Coordinator

- Conduct Community Consultation Policy Research and develop Community Consultation Framework
- Consultation coordinator will advocate for fair and reasonable consultation on municipally led projects
- Review reports and help to negotiate consultation agreements for projects
- Develop a CBRM Consultation Framework
- Educate and report to council on regular basis
- Engage with staff and community organizations/businesses on development and projects
- Consultation coordinator will also organize opportunities for the community to engage with CBRM Council and act as a Community Liaison
- Develop Communications and Outreach plan, oversee implementation
- Liaise with CBRM Communications Department regarding communication and outreach

Budget

Previous salaries budget: approx. \$153,500 + MERCS/benefits

New salaries: \$125,000 + MERCS/benefits (\$62,500 x 2)

Kind regards,

ORIGINAL SIGNED BY

Mayor Amanda M. McDougall

AMD/tfd



Sydney Central Library Study: *Service, Programs and Operational Plan*

TCI Management Consultants
Beth Ross & Associates
Trifos Design Consultants

1

Background

- 2016 study established the need for a new Central Library
- McConnell acknowledged as inadequate to serve future central branch and regional needs
- 40,000 sf identified



2

Since 2016

- *Council approval in principle of waterfront location*
- *Some efficiencies during the study through weeding collections, changing staffing responsibilities*



3

Purpose

- Revisit the assumptions of the 2016 study
- Determine the **future requirements for a library facility**
- Undertake a new **Services, Programs, and Operational Plan**
- Identify **potential partners**
- Provide for a New Central Library **capital and operating costs**
- *Note purpose was **not** to re-assess need, which had already been established*
- *However, through interviews and surveys, the need for a new central facility was **overwhelmingly validated***

4

Research Activities

- Virtual tour of McConnell
- Weekly Steering Committee meetings
- 56 confidential library staff surveys and 15 interviews
- 40+ partner and stakeholder interviews and surveys
- Library standards and guidelines reviews
- Best practices in other jurisdictions
- Space analysis
- Research into operating and construction costs



5

Other Caveats and Assumptions


- **Location:** this assessment is 'agnostic' with respect to location
- **High level assessment:** all capital and operating costs at this point are at a high, order-of-magnitude level;
- **Typical year of operation:** rather than a 5 or 10 year forecast of library operations (far too detailed at this point), a 'typical year of operations' (TYO) was modelled

6

Consultations

Library Board and staff

Stakeholder groups

- Near universal support for a new Central Library 
- Existing facility very dated, temperature control issues, library role has evolved, ability to provide programming restricted, limited space for public and staff
- Certain groups underserved:
 - Youth, teens, 20s, young adults, international students, seniors, new Canadians an emerging audience, entrepreneurs, working professionals, disabled, minorities, First Nations communities
- Good programming:
 - Excellent youth programming, family programming, adult programming on a wide variety of topics, many suggestions for new programming and new spaces to improve usage and inclusivity

7

Partnerships

Some enthusiasm but no funding imminently available






Where the Future Meets the Past
Eskasoni Miikmaw Nation • Essisooqni Wulanimigau

8

December 8, 2020
Mayor, City Council
City of Meriden, Connecticut

Dear Mayor and Council:

We at the Meriden Chapter of the Meriden Senior Center, Inc. (MSSC) and the Meriden Chapter of the Meriden Senior Center, Inc. (MSSC) are pleased to have the opportunity to meet with you and your staff on December 8, 2020. We appreciate your time and the opportunity to discuss the proposed location for the new Meriden Senior Center building.

The proposed location for the new Meriden Senior Center building is located at the waterfront area of Meriden, Connecticut. This location offers a significant benefit to the community by providing a modern and accessible facility for our members and the public. The waterfront location also offers a scenic view of the city and the opportunity for outdoor activities.

We are pleased to have the opportunity to meet with you and your staff on December 8, 2020. We appreciate your time and the opportunity to discuss the proposed location for the new Meriden Senior Center building.

Very truly yours,
Marilyn J. Kelly
Director, Meriden Senior Center, Inc.

cc: Steve Corio, MSSC

December 8, 2020
Mayor, City Council
City of Meriden, Connecticut

Dear Mayor and Council:

I am writing to you regarding the proposed location for the new Meriden Senior Center building. I am pleased to have the opportunity to meet with you and your staff on December 8, 2020. We appreciate your time and the opportunity to discuss the proposed location for the new Meriden Senior Center building.

The proposed location for the new Meriden Senior Center building is located at the waterfront area of Meriden, Connecticut. This location offers a significant benefit to the community by providing a modern and accessible facility for our members and the public. The waterfront location also offers a scenic view of the city and the opportunity for outdoor activities.

We are pleased to have the opportunity to meet with you and your staff on December 8, 2020. We appreciate your time and the opportunity to discuss the proposed location for the new Meriden Senior Center building.

Sincerely,
Marilyn J. Kelly
Director, Meriden Senior Center, Inc.

cc: Steve Corio, MSSC

WHILOMING THE WORLD

9

Proposed Waterfront Location Offers Significant Benefits

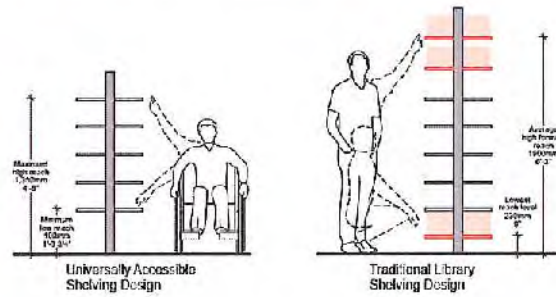


The rendering shows a large, modern building complex situated on a waterfront. The main building is a tall, multi-story structure with a glass facade. In the foreground, there is a large, circular structure with a curved roof, possibly a community center or a public space. A parking lot with several cars is visible to the right. The waterfront area is landscaped with trees and a walkway. The overall scene is bright and sunny, suggesting a pleasant environment.

10

Determinants affecting future library space

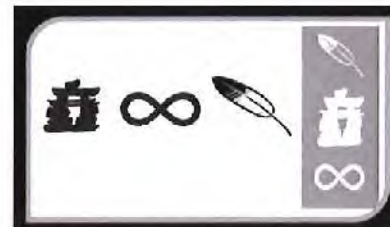
1. An integrated staff operation is highly desirable
2. No immediate partnership capacity is evident
3. First Nations involvement should be evident and encouraged
4. Waterfront or downtown location is desired
5. Current accessibility standards need to be respected under Bill 59, Nova Scotia Accessibility Act



11

Regarding the First Nations Component

- The Canadian Federation of Library Association has produced a *Truth and Reconciliation Report and Recommendations*
- Design of library should be guided by those recommendations
- This report has been endorsed by the Atlantic Provinces Library Association and many others



12

Service review components affecting future library space

- Library as Community Hub
- Operations under one roof
- Program space significantly increased
- Materials collection and retention policies revised
- Weeding of unused collections
- Flexibility in staff roles and assignments

13

Library Space Required		
	2016 Study (sf)	Current Study (sf)
Public Service Areas	21,500	22,998
Public Service Staff Areas	750	1,790
Public Library Functions	22,250	24,788
Administrative Staff Areas	1,360	1,675
Technical Services Areas	5,240	8,246
Regional HQ Functions	6,600	9,921
Total Functional Space	28,850	34,709
Non-Assignable Space (30%)	8,480	10,413
Total Space	37,330	45,122

14

Capital Cost Implications

- Based on capital costs of \$480 to \$500 per square foot, capital costs would be \$31.3 to \$32.5 million including furniture, fixtures and equipment (FFE) and soft costs
- Excludes the \$3 million value of municipal land contribution and any land costs

15

Potential Capital Funding Sources

Infrastructure Canada

Working with all orders of government and key partners to invest in modern public infrastructure and build inclusive, connected and resilient communities across Canada.



Truth and Reconciliation
Commission of Canada



CAPE BRETON
REGIONAL MUNICIPALITY



Indigenous and Northern Affairs Canada
Affaires autochtones et du Nord Canada



16

CBRL Current Operating Cost Snapshot

- CBRL 2020/21 budget is funded mainly by the Province (71%)
- 26% from 'municipal units', and the balance (3%) from the library
- Provincial Funding Formula sets the rules!
- CBRM separately pays for facilities upkeep and maintenance – eg, McConnell \$83,000 last year (and recovers \$74,000 from rent charges for Regional HQ function)

17

Operating Cost Implications to CBRM

- Incremental building operating costs to CBRM would be an additional \$244,000 approximately, but these compare with a suboptimal, 1950's style building

18



Long Term Benefits

- Quality collections and cultural resources
- Community hub for Sydney and the region
- Stimulate economic development
- A space to get together, informally and formally
- A vibrant part of the community infrastructure
- An opportunity to honour First Nations, traditional and newcomer cultures
- A dramatic and iconic civic landmark

19



Thank you

Q & A

20



Mike Kelloway

Member of Parliament / Député
Cape Breton-Canso

DATE:

January 21, 2021

PREPARED FOR:

Cape Breton Regional Municipality Mayor and Council
Deborah Campbell Ryan, CBRM Municipal Clerk

PREPARED BY:

Elizabeth Arsenault, Senior Advisor to Mike Kelloway, M.P.

TOPIC:

January 26, 2021 Council Appearance by Mike Kelloway, Member of Parliament for Cape Breton-Canso

AGENDA:

- Introduction to Mayor and Council
- Update on federal initiatives:
 1. Fall Economic Statement
 2. Highly Affected Sectors Credit Availability Program (HASCAP)
 3. Green Infrastructure
 4. J.A. Douglas McCurdy Airport
 5. Basic Income
 6. Mutual priorities
- Open discussion

Constituency Office

78 Commercial Street
Dorchester, Nova Scotia
B1G 1B4

Ottawa Office

House of Commons
Ottawa, Ontario
K1A 0A6

Case 1074 – Land Use Bylaw Text and Map Amendment Request from 3264937 Nova Scotia Limited to Allow Motor Vehicle Sales on PID 15046881 (Kings Road, Howie Center, District 4)

Motion:

Moved by Councillor Parsons, seconded by Councillor Edwards, approval to advertise Notice of a Public Hearing to consider amending the Land Use Bylaw regarding the request from 3264937 Nova Scotia Limited, to allow motor vehicle sales on PID 15046881, Kings Road, Howie Center, Case 1074.

Discussion:

- Location of proposed development
- Timeline for Public Hearing – possibly January
- Public Forum vs. Public Hearing processes
- Public participation challenges during COVID-19

Motion Carried.



TO: CBRM Council

FROM: Kristen Knudskov

SUBJECT: Case 1074 Land Use Bylaw Text and Map Amendment Request from 3264937 Nova Scotia Limited to Allow Motor Vehicle Sales on PID 1S046881 (Kings Road, Sydney River; District 4)

DATE: January 19, 2021

Background

The Planning & Development Department has received an amendment request from 3264937 Nova Scotia Limited to allow motor vehicle sales on PID 1S046881 (Kings Road, Sydney River) [Maps 1 and 2]. If approved, the site is intended to act as a supplemental location to an existing licensed dealership.

The property is zoned Rural CBRM (RCB). Motor vehicle sales are not permitted within the RCB Zone. However, Part 2, Policy S of the Municipal Planning Strategy (MPS) [Attachment B], identifies corridors with higher traffic volumes where there is already a mix of land uses. Sales and service development proposals on properties which front onto an identified corridor may be considered by zoning amendment.

The applicant provided a proposed site plan for the development [Attachment C]. The site plan includes:

- Three vehicle display areas (total area of 2000 sq. ft)
- Modular 544 sq. ft office building
- New grassed buffer between display area and Kings Road
- Reconfigured access with dedicated ingress and egress
- Retention of existing grass and wooded areas

The property contains a large paved parking area and is occupied by the Louisbourg Seafoods Mira Bay Fish Shack mobile vendor and a shipping container. The lot contains a deciduous wooded area to the rear and several trees along the northeastern property boundary. Access to the parking area is undefined (ie. uncurbed) and is accessible directly from Kings Road along the entire 170-foot-long stretch of parking area. This section of Kings Road is owned by the Nova Scotia Department of Transportation and Infrastructure Renewal.

Much of the surrounding area is zoned RCB. There are two nearby subdivisions zoned Rural Residential Subdivision (RRS), which are largely developed with single detached dwellings [Map 1].

While there are some non-residential uses existing in the wider area, the immediate area is predominantly low-density residential [Map 2].

Abutting Property	Existing Land Use
Northeast	Undeveloped
Southeast	Low-density residential (Rural Residential Subdivision Zone)
Southwest	Low-density residential (RCB Zone)

Under *Dealers' Licenses Regulations, N.S. Reg 11/95* car dealers must provide repair facilities on site. The Department of Motor Vehicles has advised that this requirement would not apply for a supplemental dealership location.

Discussion

In keeping with Policy 17.a of the MPS, the RCB Zone permits a wide range of uses. Limited sales uses are permitted as-of-right but may be considered by zoning amendment (MPS Part 2, Policy 17.e). This policy statement compels Council to allow business developments in Rural CBRM provided that any adverse effects on neighbouring properties can be effectively mitigated.

Motor vehicle repair is permitted as-of-right in the RCB Zone, subject to setback and screening provisions (MPS Part 2, Policy 17.c). The site is entirely within the minimum setback distance of 300 feet and is not eligible for a Development Permit to conduct motor vehicle repair on site. Therefore, a primary dealership may not be operated on the subject site.

As discussed above, Part 2 Policy S of the Municipal Planning Strategy allows Council to consider a site-specific zone to accommodate sales and service uses on properties fronting onto this section of Kings Road. The policy outlines the criteria which Council should use to evaluate such requests.

Full text copies of the relevant policies of the MPS are provided in Attachment B.

MPS Part 2 Policy S Criteria	Discussion
The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (<i>e.g. parking spaces, driveways, utility facilities, etc.</i>)	<p>The site plan includes retention of wooded area along northeast and southeast portions of the property.</p> <p>The applicant has indicated that the property owner is willing to provide screening as deemed appropriate by the Development Officer. Screening is defined as an opaque visual barrier, and may include vegetation, fencing, or some combination of both.</p>
The development proposal must include a traffic plan (<i>both on-site and along the public street/road accessing it</i>) implementing improvements that compensate for the increase in traffic expected. A traffic impact analysis report financed by the developer may be requested by Council, or the planner responsible for reporting to Council in	<p>On-site parking will be assessed for compliance with requirements of the LUB upon the application for a Building & Development Permit.</p> <p>No traffic plan or traffic impact analysis has been requested at this time. The Department of Transportation and Infrastructure Renewal</p>

consultation with the Traffic Authority, to support the development proposal and to ensure this criteria is adhered.	(DOTIR) is the acting Traffic Authority in this area. The application has been referred to DOTIR for comment; DOTIR has no comments at this time but will review proposed entrances upon receipt of an application for a Work Within the Highway Right of Way Permit.
The development proposal must respect the potential adverse affects any significant buildings will have on much smaller scale low density residential buildings.	No adverse impacts are expected due to the scale of the proposed buildings. The proposed office building is of modest scale and has a significantly smaller footprint than a typical single detached dwelling.
MPS Part 2, Policy 17.e Criteria	Discussion
Visual compatibility	See Part 2 Policy 5 above
Dust or fumes emanating from the site	The development is not expected to produce significant amounts of dust or fumes.
Traffic attracted to, and leading from, the site	See Part 2 Policy 5 above
Noise emanating from the development	On-site repair is prohibited due to the minimum 300-foot setback to a dwelling. The development is not expected to produce significant noise.

The proposed development may have adverse impacts on neighbouring properties. The site plan approval process allows the Development Officer additional control of the site design which can help to mitigate such impacts. Matters that may be addressed include screening, signage, location and orientation of lighting, storm and surface water management, access and traffic impacts, retention of vegetation, and maintenance of these aspects.

A draft Amending Bylaw is attached (Attachment D) which would permit motor vehicle sales on PID 15046881 subject to site plan approval criteria. If the Amending Bylaw were adopted, upon receipt of an application for a motor vehicle sales development, the Development Officer would assess the site plan against the site plan approval criteria as well as all applicable provisions of the CBRM Land Use Bylaw. Under site plan approval, neighbouring property owners within 30m of the site have the right to appeal to Council on the grounds that the site plan approval criteria are not adequately met.

Notice of Public Hearing

In accordance with the *Municipal Government Act*, notice of this application was placed in the January 11th and January 18th editions of the Cape Breton Post. Notice was also mailed to assessed property owners in the vicinity of the properties in question and posted to the CBRM Facebook Page. At the time this report was prepared the only written comments received were on behalf of the applicant [Attachment E].

Recommendation

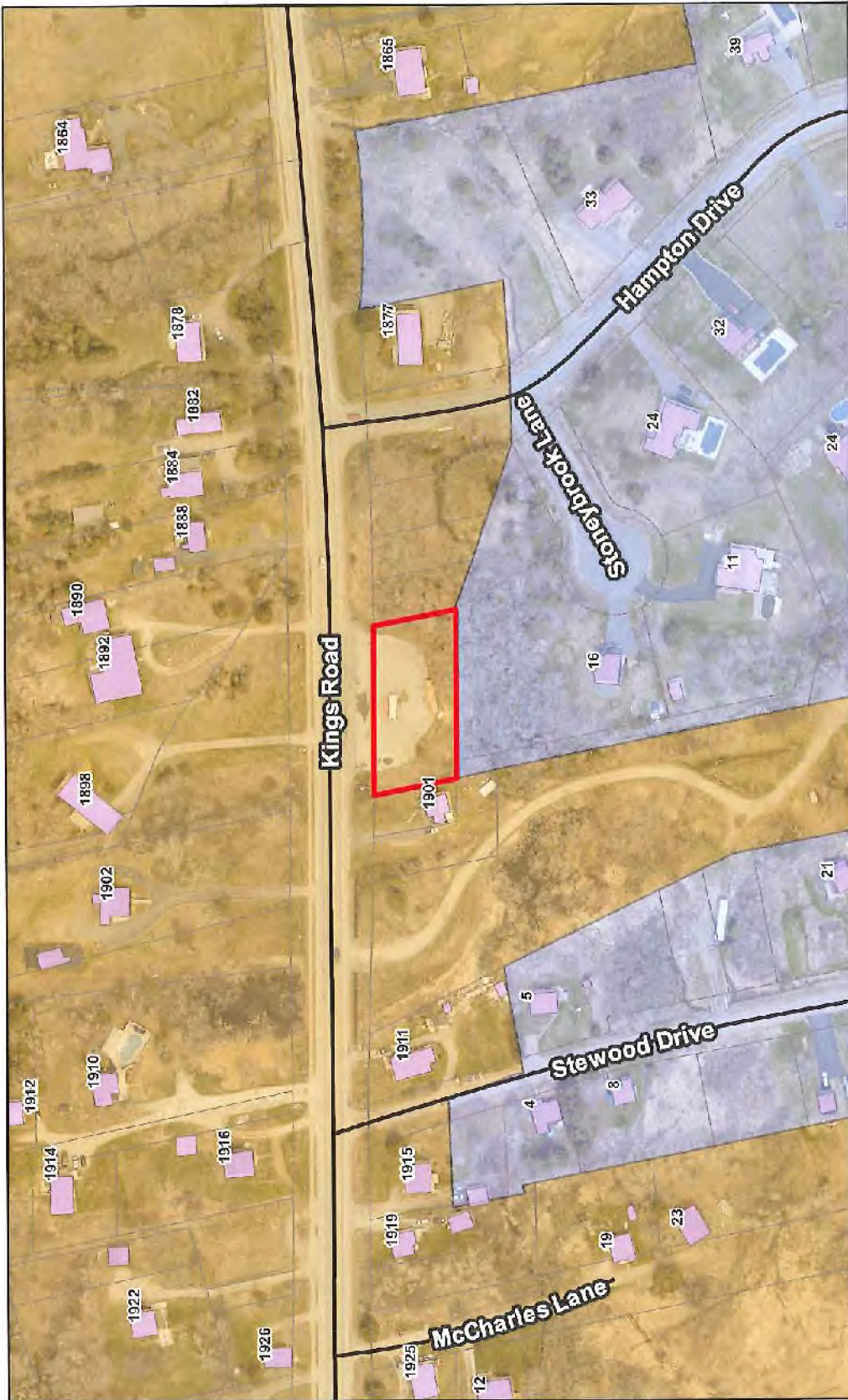
Given the policies referenced above, I recommend that Council amend the CBRM Land Use Bylaw to permit motor vehicle sales on PID 15046881 subject to site plan approval conditions.

A draft of the recommended Amending Bylaw can be found in Attachment D.


Respectfully submitted by:

ORIGINAL SIGNED BY





Kristen Knudskov
Planning & Development Department



Map 1
Case 1074




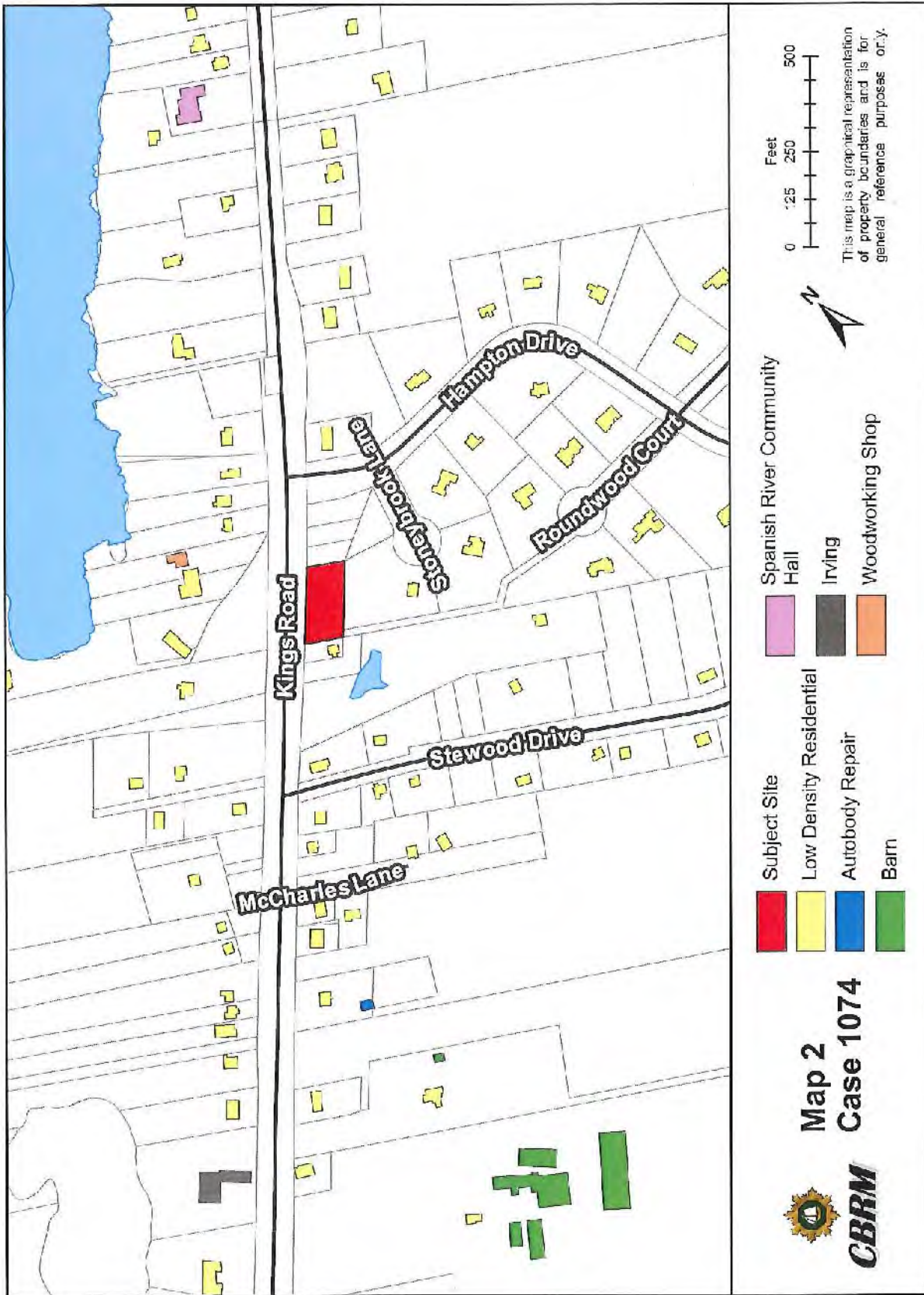
CBRM

-  Subject Site
-  RCB Zone
-  Building
-  RRS Zone

Feet
0 62.5 125 250

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

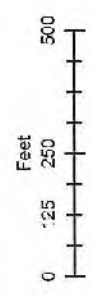




Map 2
Case 1074

- Subject Site
- Low Density Residential
- Autobody Repair
- Barn

- Spanish River Community Hall
- Irving
- Woodworking Shop



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

Municipal Planning Strategy

Part 2, Policy 5

- 5.a Along urban and rural Level 1 and Level 2 public streets/roads, or the central business districts of small urban communities, where there already is a mix of land use types along the streetscape, it shall be a policy of Council to:
- permit the existing sales/service developments and a variety of similar uses, or uses more compatible with the surrounding land uses, at the site presently occupied by these developments and at the scale existing at the time this Municipal Planning Strategy comes into effect; and to
 - permit expansion by site plan approval, including expansion onto adjacent lots to be consolidated into the larger site.

The site plan approval provisions should stipulate that:

adjacent low density residential uses are buffered and screened from the starker

ancillary components of the site (*e.g. parking spaces, driveways, utility facilities, etc.*);

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

an on-site landscaping plan be included that improves the development's compatibility with the streetscape.

This policy directive is implemented in Part 51 of the Land Use By-law.

Any sales/service development not identified in the list of similar or more compatible uses, or any sales/service development proposed to be located elsewhere along these designated corridors shall be by zoning amendment.

The purpose of the zoning amendment shall be to ensure:

the site itself;

the site plan; and

management of the facility

mitigate any adverse affects the development will have on low density residential development in proximity.

Council shall use the following criteria to evaluate such zoning amendment proposals:

The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (*e.g.*

parking spaces, driveways, utility facilities, etc.)

- The development proposal must include a traffic plan (*both on-site and along the public street/road accessing it*) implementing improvements that compensate for the increase in traffic expected. A traffic impact analysis report financed by the developer may be requested by Council, or the planner responsible for reporting to

Council in consultation with the Traffic Authority, to support the development proposal and to ensure this criteria is adhered.
The development proposal must respect the potential adverse affects any significant buildings will have on much smaller scale low density residential buildings.

Municipal Planning Strategy

Part 2, Policy 17

- 17.a Because of the relative sparsity of development in comparison to urban/suburban locales, coupled with the generally less apprehensive attitude of rural constituents about land use and development issues in comparison to urban/suburban residents, policy direction regarding business development in most of rural CBRM is more relaxed. It shall be a policy of Council to permit a wide variety of business developments in most of rural CBRM based on a range of regulatory provisions from as-of-right permission to the requirement for a zoning amendment.
- 17.c It shall be a policy of Council to permit automotive repair service businesses throughout rural CBRM, *except in neighbourhoods subject to Policy 18 of this Part and planned residential subdivisions*, provided all buildings and structures associated with the business are well setback from any residential dwelling and outdoor storage is setback even further with screening provisions in effect to protect residential development, as specified in the Land Use By-law.
- 17.e Unless there is specific policy direction regarding a type and scale of business development elsewhere in this Municipal Planning Strategy, it shall be a policy of Council to permit all other business developments not allowed by policy statements elsewhere in this Part throughout rural CBRM by zoning amendment, *except in neighbourhoods subject to Policy 18 of this Part and planned residential subdivisions*.

A site specific, use specific, zone shall be considered for each zoning amendment application. The purpose of the zone shall be to ensure:

- the site itself;
- the site plan; and
- management of the business development,

mitigate any adverse affects the development will have on low density residential development in proximity. If zone provisions cannot be established that provide reasonable protection to residential development in proximity, the application shall be denied. More specifically, this means evaluating the proposal from the perspective of:

- visual compatibility;
- dust or fumes emanating from the site;
- traffic attracted to, and leading from, the site; and
- noise emanating from the development.

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

Pursuant to Section 210 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Land Use Bylaw in the following manner:

THAT: Council amends the text of the Land Use By-Law by creating the following Zone.

PART 101 KINGS ROAD SALES (KRS) ZONE

Section 1 KRS Uses Permitted

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

- sales - only the following
 - motor vehicle sales *in compliance with provisions of Section 3, and Section 4*
 - All uses permitted in the RCB Zone subject to RCB Zone requirements
-

Section 3 Site Plan Approval

a. The Development Officer shall approve a site plan where the following matters have been addressed. The Development Officer shall measure the degree of stringency in interpreting the criteria so that it correlates with the scale of the development and each and every feature of the development (e.g. buildings, parking area etc.), and the proximity of the development, or any specific feature of it, to any other development or streetscape intended to be protected by the criteria.

1. Utility structures, parking spaces, and outdoor storage and display areas shall be screened (as defined in this By-law) from any adjacent dwellings to soften their starkness.
2. All existing significant vegetation shall be retained except where its removal is necessary for the construction of the development.
3. One ground sign shall be permitted to advertise the business. The ground sign shall be of a scale, style, and so located such that that it will not conflict with the streetscape.
4. Any outdoor lighting shall be directed away from adjacent properties.
5. For new construction and additions, the setbacks shall either meet the setback requirement of 20 ft. or be screened (as defined in this Bylaw) from adjacent lot parcel boundaries to

soften the starkness of the building where the development on the adjacent lot parcel warrants protection e.g. residential development with an attractive façade, or a managed landscaped yard, or a business development that uses either an attractive façade e.g. professional office or a managed landscaped yard to promote their establishment e.g. bed and breakfast establishment.

6. Any new buildings of a significantly larger scale (i.e. either higher or greater floor area) than dwellings on an adjacent lot parcel shall be so located on the lot parcel to lessen the impact on dwellings on an adjacent lot parcel.
7. Measures, including lot parcel grading, shall be required to adequately dispose of storm and surface water.
8. Ingress and egress points where the parking area is to be accessed from any public/street/road shall be designed to ensure that any known significant traffic problem identified by the Traffic Authority is not further exacerbated. The Development Officer may, in consultation with the Traffic Authority, require that a Traffic Impact Analysis for the development be completed by a Licensed Engineer.
9. All of the items required by this Section shall be adequately maintained

Section 4 Motor Vehicle Repair

- a. Motor vehicle repair which is accessory to a motor vehicle sales development shall be setback a minimum of 300 feet from any dwelling, other than the dwelling of the proprietor of the business.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting Rural CBRM (RCB) Zone in effect for the portion of PID 15046881 identified in Schedule A and replacing it with the KRS (KRS) Zone.

THAT: Council rennumbers Part 101 Definitions to Part 102.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on January 26, 2021.

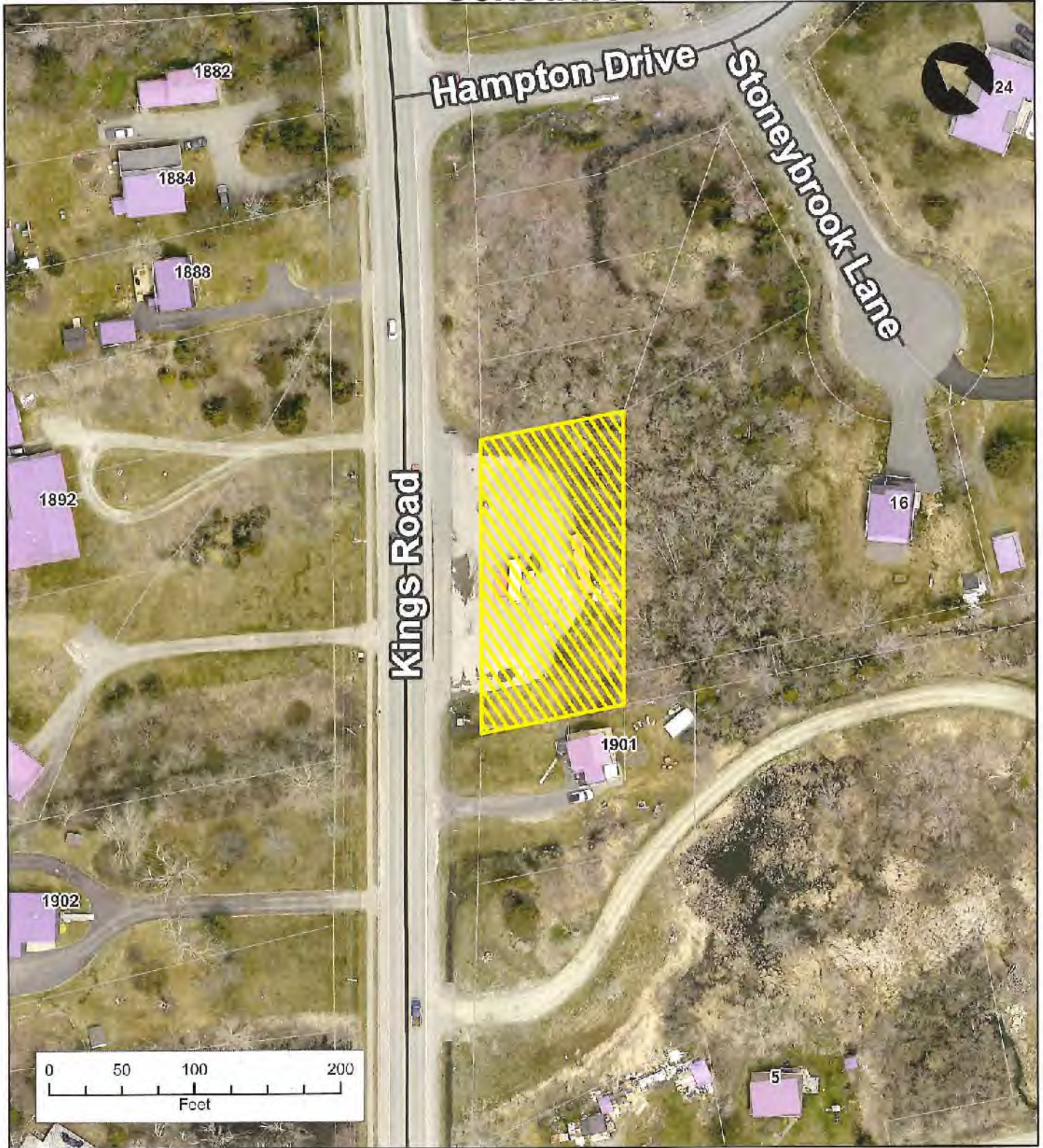
MAYOR

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 January 26, 2021 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

Schedule A



Map illustrating the effect of the January 26, 2021 decision of CBRM Council, deleting the Rural CBRM (RCB) Zone, as highlighted above, and replacing it with the Kings Road Sales (KRS) Zone.

Deborah Campbell Ryan, Clerk

E



LOUISBOURG SEAFOODS LTD.

January 18, 2021

VIA EMAIL ONLY

**For the attention of: CBRM Council
Cape Breton Regional Municipality
320 Esplanade, Room 200
Sydney, NS B1P 7B9**

Dear Council:

Re: Upcoming Public Hearing to Consider Zone Amendment for PID 15046881

Please accept the following submissions on behalf of the owner of the above noted property, 3264937 Nova Scotia Limited, in support of the proposed Land Use Bylaw amendment.

The owner has a lease agreement in place with a local car dealership to establish a motor vehicle sales area on the subject property, subject to the approval of the zone amendment application before you.

This property is currently used for commercial purposes already and has been historically used for same. As such, even though the nature of the business being undertaken on site will be different, the fact remains that there will be no significant change to the use of the subject property. The owner is not seeking to amend a use from residential to commercial; rather it is seeking to change the nature of the commercial activity allowed there.

A clear plan has been submitted in relation to the proposed use and the impact on neighboring properties will be minimal, if any. The owner will of course abide by any and all recommendations made by CBRM planning to eliminate any impact or disturbance to neighboring properties, if any are identified. Kings Rd. is a high traffic area as it stands, and the proposed use will not make any significant changes to the level of motor vehicle traffic in the immediate area.

More importantly, the proposed land use will create at minimum, three (3) new employment positions, namely a salesperson, a business manager and a lot manager. In addition to this, the proposed use will involve improvements to the subject property as well as the construction of a small sales office on site. This in turn will create investment in the local community in electrical, plumbing, signage and lighting work on the lot to make it ready for use. The proposed tenant will be using local companies wherever feasible to perform this work. In addition to this, the proposed tenant will also be engaging local marketing companies to market and advertise the new motor vehicle sales area.

In conclusion, we are currently in the middle of an ongoing global pandemic, with no clear end in sight. The proposed land use amendment will help to generate and stimulate much needed economic activity in the local





LOUISBOURG SEAFOODS LTD.

community, create new employment positions, as well as generate much needed revenue for local suppliers and companies in the initial set up stage and when fully operational also.

Sincerely,



Damien Barry
General Counsel
3264937 Nova Scotia Limited



Case 1077 – Land Use Bylaw Map Amendment Request from John and Theresa MacNeil to Allow a Self-Storage Facility on a Portion of PID 15225733 (Upper Prince Street area, Grand Lake Road; District 6)

Motion:

Moved by Councillor Paruch, seconded by Councillor Parsons, to approve for first reading the Land Use Bylaw Map Amendment request to allow a self-storage facility on a portion of PID 15225733 located in the Upper Prince Street area, Grand Lake Road, and to advertise notice of Public Hearing at an upcoming meeting of Council.

Discussion:

Discussion took place regarding buffering for houses on Green Road, screening and street access to the proposed development.

Motion Carried.



TO: CBRM Council

FROM: Kristen Knudskov

SUBJECT: Case 1077 Land Use Bylaw Map Amendment Request from John and Theresa MacNeil to Allow a Self-Storage Facility on a Portion of PID 15225733 (Upper Prince Street area, Grand Lake Road; District 6)

DATE: January 19, 2021

Background

The Planning & Development Department has received a zone amendment request from John and Theresa MacNeil for a portion of PID 15225733 (the subject site) to allow the development of a self-storage facility [Map 1]. If Council approves the amendment, the subject site would be purchased and consolidated with PID 15515414 and PID 15165285.

The existing 24' by 24' accessory building located on the subject site would be converted for storage, security, maintenance, and restroom facilities. The applicants have indicated that their intent is to install one 3,600 sq. ft self-storage building with a second building to follow [Attachment C].

Discussion

As shown on Map 2, PID 15515414 and PID 15165285 are zoned Arterial Business Corridor (ABC) but the subject site is zoned Residential Urban A Mobile Home (RUAM). While the ABC Zone permits self-storage facilities, the RUAM Zone does not. Part 10, Policy 17 of the Municipal Planning Strategy (MP5) [Attachment B] allows Council to consider a zone amendment to the zone immediately adjacent provided the intent of all other policies are satisfied. Therefore, Council may consider rezoning the subject site to ABC zoning.

The surrounding area is mixed-use in nature [Map 2]. Properties along Green Road and MacGuire Drive are zoned RUAM and are developed with low-density residential dwellings. Properties along Upper Prince Street are zoned ABC and include a mix of light-industrial, commercial, and low- to mid-density residential uses.

If Council approves the rezoning, any development on the property would need to comply with the provisions of the ABC zone as well as all other applicable provisions of the CBRM Land Use By-law. The ABC Zone contains a provision which requires that non-residential developments be screened from adjacent non-residential zones [Attachment B]. Compliance with the screening provisions will be evaluated when an application for a Building Development Permit is received.

During the December 8, 2020 meeting of Council, Council asked where the proposed driveway would be located. In keeping with the General Provisions of the CBRM Land Use Bylaw, the proposed development

would require driveway access from Upper Prince Street. Access from Green Road would not be permitted pursuant to Part 2, Section 29.c.15 of the Land Use Bylaw:

15. excepting the TCH Zone only, any driveway accessing parking spaces from a public street/road shall be in the same zone as the land use serviced by the parking area or, if not, the driveway must be in a zone that permits the land use.

Notice of Public Hearing

In accordance with the *Municipal Government Act*, notice of this application was placed in the January 11th and January 18th editions of the Cape Breton Post. Notice was also mailed to assessed property owners in the vicinity of the properties in question and posted to the CBRM Facebook Page. At the time this report was prepared no written comments were received by the Planning and Development Department.

Recommendation

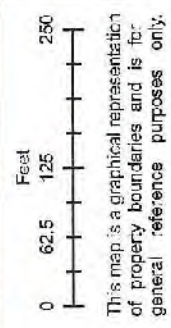
Given that the area is mixed-use in nature, the screening provisions of the ABC Zone, and that the request is in keeping with MPS Part 10 Policy 17:

I recommend that Council rezone the subject site as identified in Schedule A of the attached Amending Bylaw [Attachment D] to Arterial Business Corridor (ABC).

Respectfully submitted by:

ORIGINAL SIGNED BY

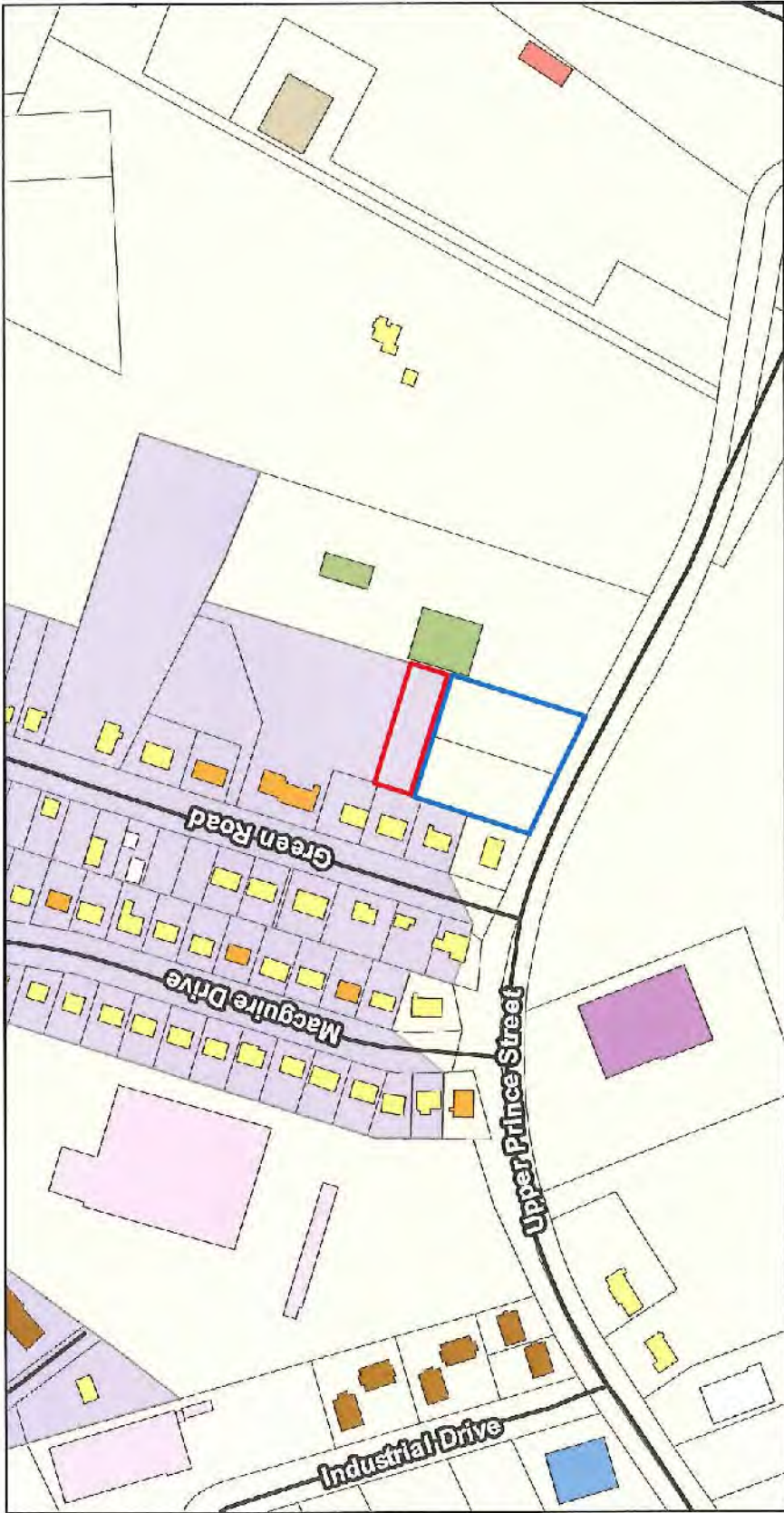
Kristen Knudskov
Planning & Development Department




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

-  Subject Site
-  PID 15225733
-  PID 15515414 & PID 15165285

 **Map 1**
Case 1077



Map 2
Case 1077



Subject Site
 Subject Site
 PID 15515414 & PID 15165285
 ABC Zone
 RUAM Zone

Single Detached Dwelling

Two-unit Dwelling

Four-unit Dwelling

Building Supply

Contractor

Courier Service

Equipment Sales/Rental

Trucking Firm

Mail Sorting Facility

Vacant

Scale:
 Feet: 0, 100, 200, 400

North Arrow:
 N

Disclaimer:
 This map is a graphical representation of property boundaries and is for general reference purposes only.

Municipal Planning Strategy

Part 10, Policy 17

ZONING BOUNDARY AMENDMENTS

POLICY

17. Areas immediately adjacent to a given land use designation on the Municipal Planning Strategy Map may be considered for rezoning to a use permitted in the given designations without requiring an amendment to this Strategy, provided that the intent of all other policies of the Strategy are satisfied.

Land Use Bylaw

Part 5, Arterial Business Corridor (ABC) Zone

PART 5

ARTERIAL BUSINESS CORRIDOR (ABC) ZONE

Section 1 ABC Uses Permitted

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

- **agricultural uses on the same site as an agricultural products manufacturer**
- **manufacturing - only the following**
 - agricultural products processing
 - alcohol processing
 - assembly
 - bakeries
 - building supplies manufacturing
 - garment manufacturing
 - manufacturing chemicals
- **recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds**
- **residential development – (all)**
 - apartment buildings *only in areas serviced with both Municipal water and sewer*
 - apartments within a mixed used building *only in areas serviced with both Municipal water and sewer*
 - mobile homes
 - single detached dwellings
 - two unit dwellings
 - townhouses *only in areas serviced with both Municipal water and sewer*
- **sales – (all)**
- **service all except**

- animal shelters are not permitted in areas serviced with both Municipal water and sewer
- recycling facility using outdoor storage
- **transportation – (all) except coal retail distribution facilities**

Section 2 ABC Lot Parcel Development Requirements

a. All permitted uses in the ABC Zone are subject to the higher of either:
 the lot parcel development requirements in the General Provision Part; or
 the lot parcel development requirements in the Table below

Minimum public street/road required boundary	150 feet (see Conversions and New Construction below for explanation of provisions)
Minimum building setback for conversion to, new construction of, or additions to non-residential developments	10 feet from a boundary shared with a property within the ABC Zone where the main use is residential. Refer to Section B if the residential property is in another Zone.

b. Conversions and New Construction

1. The 150 foot minimum public street/road frontage provision is in effect for the following types of development if any driveway access is to be provided to the public streets/roads listed at the end of this Section:

- the conversion* of existing residential buildings into an apartment building or any other non-residential use; or
- the construction of any new main buildings, with the exception of a one single unit dwelling and one two-unit dwelling, unless it is the reconstruction of an existing building in compliance with the relevant general provision; or
- the establishment of any new business development land use (e.g. car sales lot, paid parking lot); and
- the expansion of any other non-residential use, except very minor extensions to comply with Building Code, Fire Code and building accessibility improvements.

* For purposes of this Section, when used to describe a change in the scale of a non-residential use within a multi-use building where the main use is residential, the word “conversion” shall mean when a non-residential use will exceed the floor area devoted to the residential use.

2. Exception to this Provision

The 150 ft. provision of this Section may be waived where two or more adjacent lot parcels share the same entrance/exit ramps provided:

- the boundaries of the lot parcels affected that are shared with the public street/road boundary shall have a combined length of at least 150 ft.;
- an easement describing the entrance/exit ramp and any driveway leading to the adjacent lot parcel(s) serviced by the entrance/exit ramp is included in the deed description of the lot parcel(s) on which the easement is/are over; and

- the present owners of the lot parcels benefiting from this provision provide an affidavit or restrictive covenant relinquishing any rights for additional public street/road entrance/exit ramps to their property.

3. Public streets/roads affected by the conversions and new construction frontage provisions

Kings Road Sydney and Sydney River

Prince Street Sydney

Welton Street Sydney

Grand Lake Road

Keltic Drive

Reserve Street Glace Bay; and

King Street North Sydney

Section 3 Off-site/off-public street/road parking

The parking requirements correlated to the type and scale of any sales or service may be met at an off-site/off-public street/road site for any development located on a lot parcel fronting along the **sector of Prince Street between Disco and Mechanic Streets** provided:

it is within 500 feet of the pedestrian entrance to the sales or service building being served; and the distance traveled from the parking lot to the business being served does not require crossing a Level 1 or Level 2 public street/road in the CBRM hierarchy. These public streets/roads are listed in Schedule "A".

Section 4 Apartments and Townhouses

The density requirement correlating the number of apartments with the size of the lot parcel on which the development is to be located in shall be:

- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for an apartment building or mixed use building with apartments; and
- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.

Section 5 Outdoor Display and Storage

- Outdoor display is permitted.
- Outdoor storage shall only be permitted to the rear of all main buildings and screened from any pedestrian sidewalk.

Section 6 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

Section 7 Special Provisions for Reserve Street in Glace Bay

A Development Permit for a non-residential use shall only be issued in the sector of Reserve Street within the ABC Zone after the Development Officer has received the following:

- a site plan illustrating motor vehicle off-public street/road cross connections between adjacent properties in the parking area;
- a site plan illustrating no more than one driveway unless a report is included prepared by a traffic engineer advocating that two driveways are warranted based on traffic volumes; and
- in the opinion of the Traffic Authority, no other aspect of the proposed development compromises the CBRM's ability to implement the recommendations of the Reserve Street Traffic Study (December 2003).

Section 8 Screening Provision adjacent Residential Zones

Any:

- new construction of a business development or its accessory parking area; or
- expansion of existing business development including buildings and/or parking area on a parcel of land:
 - a. abutting a parcel of land occupied by a residential development; or
 - b. on the directly opposite side of a Level 5 public street/road from a lot parcel with a residential development ;

where scenario "a" or "b" is within a zone with the word "Residential" in it, shall be screened (as defined in the Definitions Part of this By-law) from the residential property unless all aspects of the business development are more than 100 feet from the boundary of either the abutting residential lot parcel, or the residential lot parcel directly across the public street/road.

Section 9 Prohibiting the use of mobile homes for any use in this Zone

Pursuant to Part 4, Policy 3.b of the Planning Strategy, the use of a mobile home converted to operate any use permitted in this Zone is banned throughout the jurisdiction of this Zone.

Section 10 Special Provisions for Site of Truck Repair Business on Richmond Street, Sydney

- a. The site subject to this Section comprises the property parcel consolidated from the property identification numbers listed below and highlighted in red on the map on the next page.
15009301 15562366 15128382 15128366 (i.e. 10 Cape Breton Street, and 151/121 Richmond Street)
- b. Other than the residential uses listed in the Uses Permitted Section of this Zone (i.e. Section 1) the only other permitted use at the site subject to this Section shall be the operation of a motor vehicle repair and parts retail business development in compliance with the following provisions and Sections 6 and 8 of this Zone, and any relevant section of the General Provisions Part.

- c. The use of this site is comprised of three main functions; the main building where repairs take place and the storage of parts, equipment and material used to repair motor vehicles, the building housing the business office, and the yard where motor vehicles waiting for repairs and staff motor vehicles are parked.
- d. No Development Permit to expand the main building at this site and/or the conversion of the dwelling at 15128366 into a business office without the written confirmation from the owner that the pre-fabricated modular building in existence at the site on the date this zoning provision came into effect is to be removed and the business office is to be re-located within the building occupying PID# 15128366. The above mentioned pre-fabricated modular building shall be removed within 6 months of the date the Development Permit to expand the main building is issued.
- e. No expansion of the main building shall result in the demolition, or the reduction in size of the building existing on 15128366 as of the date this amendment came into effect.
- f. No buildings, structures or parking area shall be within 10 ft. of any boundary shared with PID# 15128358 (i.e. 121 Richmond Street). The purpose of this 10 ft. buffer is to screen the buildings and parking area from the view plane at 15128358 (121 Richmond) by a combination of vegetation and fencing. This 10 ft. buffer/screen shall include an opaque wooden or masonry fence at least 5 ft. in height. All other exposed ground on the site not occupied by a building or the parking area shall comply with the definition of this By-law for landscaped open area.
- g. Outdoor display of products or advertising signage is prohibited in any yard or on the wall of a building facing Richmond Street. Outdoor display is permitted elsewhere on the lot parcel.
- h. No pedestrian or motor vehicle entrance to the main building shall be permitted using the wall facing Richmond Street.
- i. Outdoor storage of goods, materials, used bodies or parts of motor vehicles, or used bodies or parts of other vehicles, machinery or equipment, or miscellaneous dumped debris, whether used in the operation of a business or not shall be prohibited. Any such outdoor storage in existence prior to the issuance of a Development Permit to expand the main building shall be removed within one month of the issuance of the Final Occupancy Permit for the expansion of the main building.
- j. All parts of the parking area, as defined in this By-law, shall be covered with a permanent hard surface (asphalt pavement or similar material) within 6 months of the issuance of the Final Occupancy Permit for any expansion of the main building. The limits of the parking area shall be defined by a curb of concrete or rolled asphalt or other suitable obstruction designed to provide a neat appearance and safe ingress and egress.
- k. The parking area shall be in compliance with all provisions of Part 2, Section 27 of this By-law with the exception of Section "a" and sub-sections "c.9" "c.11". The parking area shall be divided into two parts; where motor vehicles are being stored while awaiting repairs; where motor vehicles are parked and not intended to be repaired (e.g. staff's and visitor's motor vehicles). The sector of the parking area where motor vehicles awaiting repairs are stored is not subject to sub-section "c.12" of Part 2.



Section 11 Special provisions for PID# 15394521 along Devison Lane

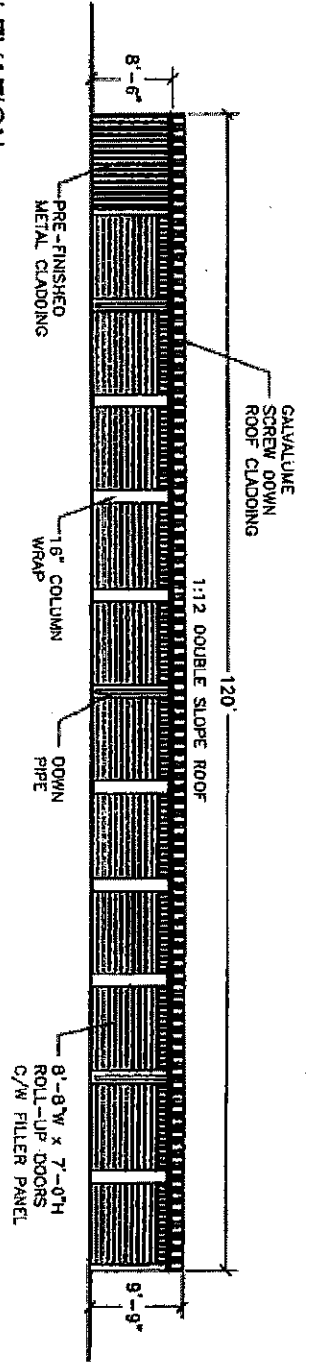
No Development Permit shall be issued for a development that would not otherwise be permitted in the RUC Zone (i.e. the Zone in effect along the rest of Devison Lane) except in compliance with the following:

- When the sector of Sterling Road directly in front of McFadgen's bakery is both re-designed and re-constructed in a way that improves the intersection of Devison Lane with Sterling Road enough that the Traffic Authority for CBRM has once again designated and marked the Lane for two-way motor vehicle traffic; and
- the Traffic Authority imposes a ban on truck traffic along the Lane beyond PID# 15394521 except for trucks making deliveries to the dwellings along the Lane;
- the use of pre-fabricated industrial style buildings is prohibited to contain any land use;
- outdoor storage of any kind is prohibited;
- a warehouse as defined by this Bylaw or a storage building for the bakery of non-refrigerated products are the only land uses permitted;
- an inspection by a Property Inspector of the CBRM verifies PID# 15394521 is maintained in compliance with the dangerous and unsightly premises provisions of the Municipal Government Act;
- the fence erected along the boundary between the McFadgen bakery ingredient delivery yard and PID# 15394422 as shown in photographic evidence presented to CBRM Council on February 21st, 2012 is in a state of repair to the extent all posts are within 10 degrees of being perpendicular with the ground and all necessary slats or boards are in place between the posts and in a state of repair to generally act as an opaque screen with the exception of the spaces between the boards and the boards and posts, and any natural openings (e.g. wood knots), or has been replaced by an opaque wooden fence at least as high as the current fence.

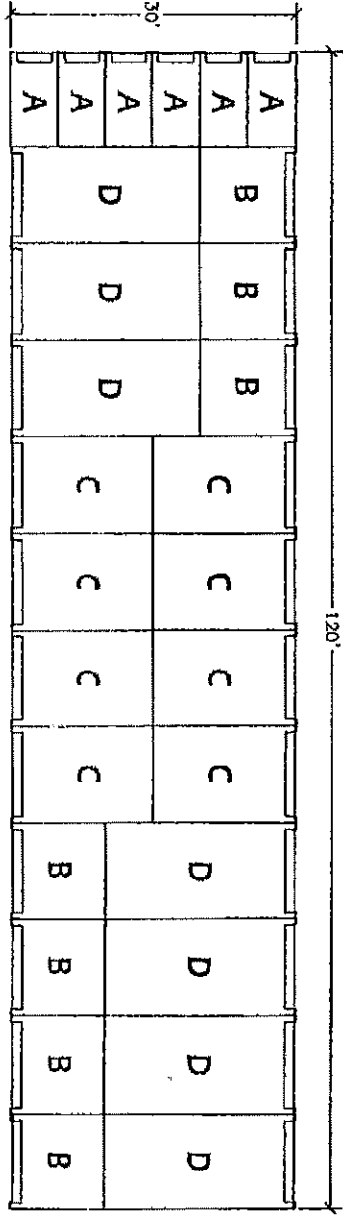
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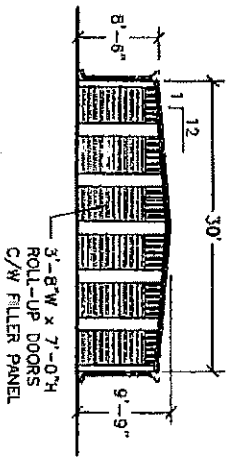
1 SOUTH ELEVATION
SK1 NTS



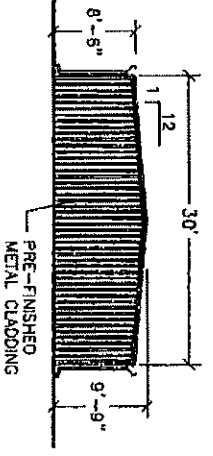
2 PLAN VIEW
SK1 NTS



3 WEST ELEVATION
SK1 NTS



4 EAST ELEVATION
SK1 NTS



BUILDING UNIT SCHEDULE					
UNIT	WIDTH	LENGTH	AREA	# UNIT	TOTAL AREA
A	5 FT	10 FT	50 SF	6	300 SF
B	10 FT	10 FT	100 SF	7	700 SF
C	10 FT	15 FT	150 SF	8	1200 SF
D	10 FT	20 FT	200 SF	7	1400 SF
TOTAL				28	3600 SF

PROJECT NAME:

MCNEIL
STORAGE
& ELEVATIONS

DWG NAME:

BUILDING PLAN VIEW

DATE: SEPT 02, 2020

REVISION: 00

DRAWN BY: Q.R.

CHECKED BY: D.L.

PROJECT NO: M7795

DWG NO: SK1

BUILDING COMPONENTS

D

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

Pursuant to Section 210 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Land Use Bylaw in the following manner:

THAT: Council amends the CBRM's Land Use Bylaw map by deleting Residential Urban A Mobile Home (RUAM) Zone in effect for the portion of PID 15225733 identified in Schedule A and replacing it with the Arterial Business Corridor (ABC) Zone.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on January 26, 2021.

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 January 26, 2021 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

Schedule A



Map illustrating the effect of the January 26, 2021 decision of CBRM Council, deleting the Residential Urban A Mobile Home (RUAM) Zone, as highlighted above, and replacing it with the Arterial Business Corridor (ABC) Zone.

Deborah Campbell Ryan, Clerk

Case 1076 – North End Sydney Secondary Planning Strategy and Land Use Bylaw Text Amendment Request from Kevin Colford to Amend Parking Requirements for 217 George Street, Sydney (PID 15058506); District 5

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Green, to request staff to conduct a Public Participation Program for Case 1076 – North End Sydney Secondary Planning Strategy and Land Use Bylaw Text Amendment Request from Kevin Colford to Amend Parking Requirements for 217 George Street, Sydney (PID 15058506).

Discussion:

- If provincial heritage property status was granted, a permit for 80 parking spots would not be required
- The application for the provincial heritage property designation status could take up to 2 years to process
- Text Amendment must be approved before the permit is issued
- Stop work order was issued in March 2020
- Planning Department to provide next steps to Council after the Public Participation Program

Motion Carried.



TO: CBRM Council

FROM: Kristen Knudskov

SUBJECT: Case 1076 North End Sydney Secondary Planning Strategy and Land Use Bylaw Text Amendment Request from Kevin Colford to Amend Parking Requirements for 217 George Street, Sydney (PID 15058506; District 5)

DATE: January 20, 2021

Background

The Planning and Development Department has received a request from Kevin Colford to amend parking requirements in the North End of Sydney. Mr. Colford has applied to convert the Sacred Heart Church, located at 217 George Street, Sydney (PID 15058506) [Map 1] into a business hall to host events including weddings, conferences, dinner theatre, concerts, and other similar events. While the conversion is permitted, the proposed development is unable to meet the parking requirements of the North End Sydney Secondary Land Use Bylaw (NESSLUB). Therefore, a Building & Development Permit cannot be issued.

Under Policy 8 of the North End Sydney Secondary Municipal Planning Strategy (NESSPS) [Attachment B], provincially registered heritage buildings are exempt from parking, lot development, and site plan approval requirements. Many of these properties are located on small parcels which may limit their potential for redevelopment. The stated intent of Policy 8 is to encourage retention of these properties through creative redevelopment by providing development requirement exemptions.

The applicant is pursuing provincial heritage status for the Sacred Heart Church. At this time, provincial representatives are unable to provide any assurances to the Planning Department regarding the expected outcome of the application.

The Sacred Heart Church is, however, currently a municipally registered heritage property. Mr. Colford has therefore requested that Council consider extending the above exemption to municipally registered heritage properties. This would remove the requirement to provide on-site parking. To do so, the NESSPS and NESSLUB text would need to be amended.

Public Participation Program

Part 8, Section 205 of the *Municipal Government Act* provides Council the authority to amend the NESSPS. To amend policy, Council is obliged to hold a Public Participation Program (PPP) to gather input on a possible amendment. On December 8, 2020, Council passed a motion directing Staff to proceed with a PPP.

Given the ongoing COVID-19 pandemic, a survey format was selected. The survey was available online or by hard copy between January 4th and January 17th. Flyers to all North End Sydney properties and a CBRM Facebook post advertised the survey. There were 426 total survey responses received. Fifty-eight (13.6%) of those were from North End residents. A full copy of the survey and breakdown of responses is provided in Attachment C.

1. Do you live, work, or own property in the North End of Sydney? Please select all that apply.

Response	
Live	58 (14%)
Work	100 (23%)
Own Property	45 (11%)
None of the above	277 (65%)

2. Are you currently facing parking problems in the North End?

	Yes	No
All responses	52 (12%)	394 (88%)
North End residents only	14 (24%)	44 (76%)

When asked when parking becomes a problem, 67% (237) of respondents stated that parking is not an issue at any time. Weekdays during the day was the most cited time to face parking issues, due to the influx of workers to the area.

Of North End residents who responded, 15% (8) said that parking is an issue daily, 12% (7) said weekly, and 3% (2) said monthly; 69% (40) said that they do not experience parking problems regularly.

Some responses stated that parking is a problem because:

- Demand for parking is already increasing due to recent or upcoming developments and events in the area
- Some parking lots in the area are no longer accessible for public parking
- Winter parking restrictions reduce availability
- Some streets are too narrow to accommodate parking

The common themes raised by those concerned about the proposed development included:

- There is already not enough parking in the North End
- Increased traffic and congestion
- Safety concerns
 - Vehicles blocking crosswalks, driveways, hydrants, etc.
 - Restricting maneuverability for emergency vehicles, garbage trucks, etc.

Other responses stated that parking is not a problem because:

- People will use modes such as walking, taxis, and carpooling to visit the proposed development
- In the past, many people attended Sacred Heart Church and parking was not a problem

From those who support the proposed development, common themes included:

- Parking is not an issue in the North End
- Supporting development is more important than parking
- Value of retaining the building's historic value
- More employment opportunities
- Increased vibrancy and activity in the North End and downtown Sydney
- Increase in property values in the area
- More opportunities for tourism, art, music, event, shuttle, rideshares, and taxi industries

Many respondents offered suggestions to reduce parking pressures. Staff responses are provided in italics.

1. Add parking to the rear of the Church

The applicant has indicated that no additional parking will be made available on site.

2. Arrange to use nearby office building parking lots during evenings and weekends

The NESSPS (Policy 34) allows Staff to consider a nearby off-site parking lot for a sales or service development in the North End Planning Area, provided the business being served is reasonably close to the parking lot. The applicant has indicated that this is not an option for the proposed development.

3. Introduce angled parking in front of the proposed development

The Engineering and Public Works Department has explored angled parking along George Street and has raised traffic safety concerns.

4. Increase transit service
5. Develop a parking garage, or a park and ride shuttle
6. Introduce residential parking permits
7. Add more bike lanes
8. Increase parking enforcement and improve metering

The remaining suggestions above would require additional resources. If Council wishes to consider the above options, discussions should take place during upcoming budget deliberations.

While there is no clear consensus, the survey responses were generally supportive of the proposed development even when considering the responses from those who live in the North End only. Given the above discussion, it is reasonable that Council schedule a Public Hearing to consider amendments to parking requirements for the proposed development.

Next Steps

If Council agrees to schedule a Public Hearing at an upcoming meeting of Council, Staff would return with an evaluation including options for Amending Bylaws.

Notice of the Public Hearing would be distributed by:

- Two advertisements in the Cape Breton Post, in accordance with the *Municipal Government Act*;
- Direct mail to properties in the vicinity of the site;
- Post to the CBRM Facebook Page
- Email to survey respondents who requested such notice

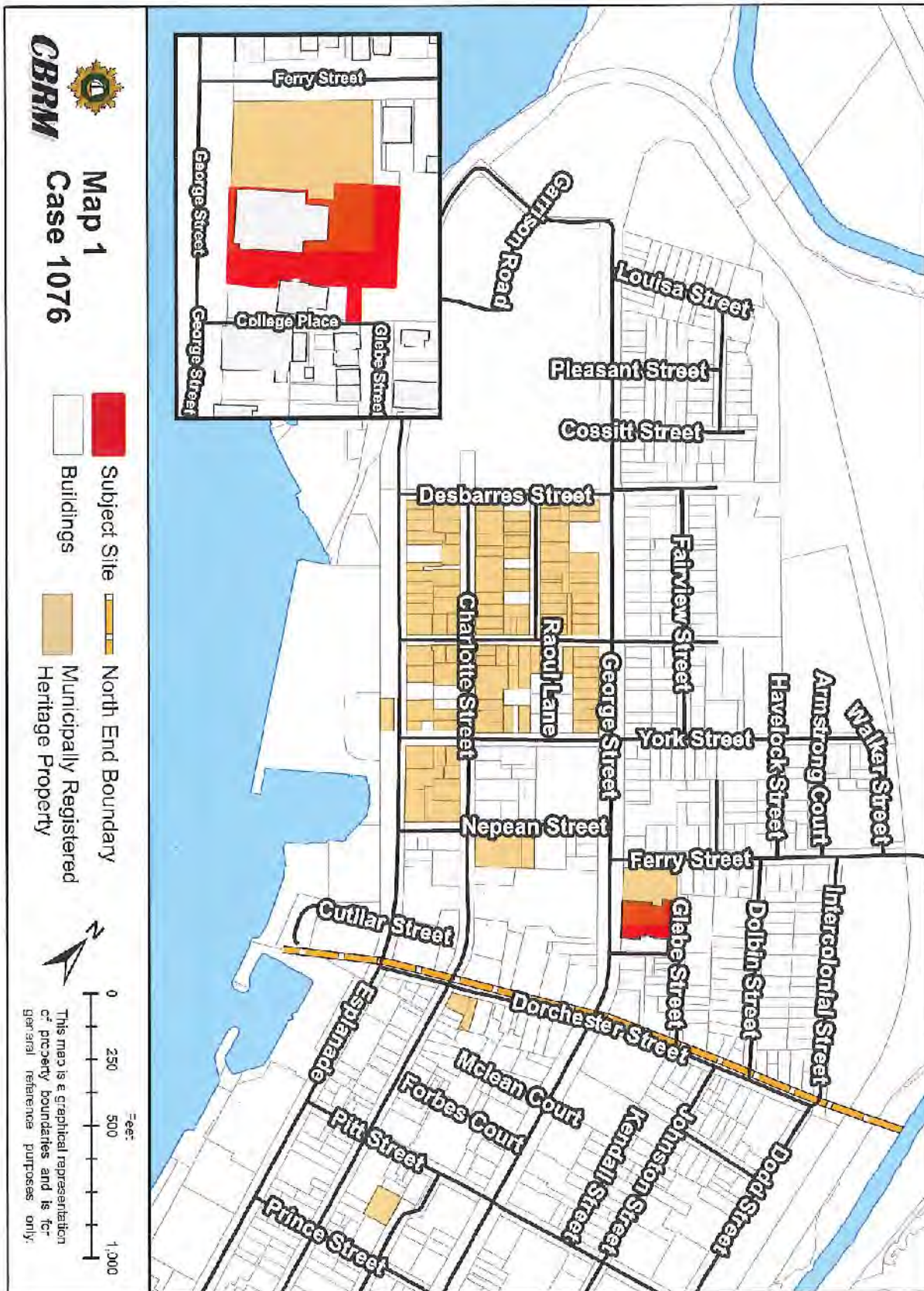
Recommendation

Given the comments received from the survey, I recommend that Council pass a motion to schedule a Public Hearing to consider this amendment application during an upcoming meeting of Council.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department



North End Sydney Secondary Planning Strategy (NESSPS)**Section 3, Policy 8**

The CBRM recognizes that there are several provincially registered heritage properties in the North End, and that registration at the provincial level places a significant encumbrance on an individual property owner. In addition, most provincially registered properties are located on very small parcels of land with very few options available if the property is to be redeveloped. In order to encourage retention of these properties through creative redevelopment, the Land Use Bylaw includes a provision that exempts them from all lot development, site plan approval and parking requirements.

Policy 8

It shall further be the intention of Council to encourage creative redevelopment of properties registered by the Province of Nova Scotia under the Heritage Property Act by exempting these properties from lot development, parking and site plan approval requirements.

North End Sydney Secondary Planning Strategy (NESSPS)**Section 9, Policy 33 and 34****PARKING REQUIREMENTS**

The provision of adequate parking is a fundamental component of any development. To ensure the public street/road travelways are not congested, the CBRM is obliged to impose off-street parking requirements on most developments in proportion to the need created by each land use. The condoned exception to the general rule are the central business districts where curb side on-street parking spaces are a vital element in the downtown landscape.

However, one of the fundamental drawbacks to business development expansionary endeavours in the densely developed urban core is the inability to set aside enough land for on-site customer parking, whether or not the Land Use By-law requires it. Rather than squeezing them out to suburban locations, and therefore adversely affecting the vitality of the urban core, the CBRM wants to facilitate the expansion of business development in urban communities. Flexible parking requirements that permit off-site/off-street parking lots serving a business development is one way to help make this possible.

Policy 33

The Land Use By-law adopted to implement the policy direction of this Secondary Planning Strategy shall include off-street parking requirements for all developments in proportion to the need created by each land use. Where the Traffic Authority allows it, on-street parking spaces immediately abutting the site affected may be included in calculating the number of parking spaces required by non-residential development.

Policy 34

The Land Use By-law shall also permit, by site plan approval, the establishment of off-site/off-street parking lots servicing, and accessory to, a sales or service development located within the North End Planning Area, provided the business being served is reasonably close to the parking lot.

North End Sydney Amendment Survey

The CBRM has received a proposal to convert the Sacred Heart Church, located at 217 George Street (see below), into a business hall to host weddings, conferences, dinner theatre, concerts, and other similar events. While a business hall is a permitted use for this property, the proposed development is unable to provide the minimum number of required on-site parking spaces in order to obtain a Building & Development Permit. The applicant has provided further detail on the proposal, available here.

Therefore, CBRM Council has been asked to consider an amendment to municipal policy which would remove the minimum parking requirements for the proposed development.

The purpose of this survey is to gather input from the North End community to assist Council in making their decision.

Your contact information and answers will remain confidential and will be used only in the evaluation of the above-noted development.

Do you have questions or need a paper copy of the survey?

Phone: 902-563-5072

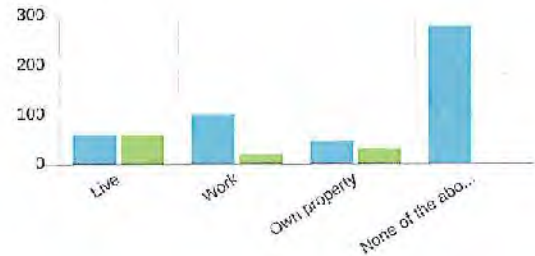
Email: planningconsult@cbrm.ns.ca

COMPARISONS

All Data

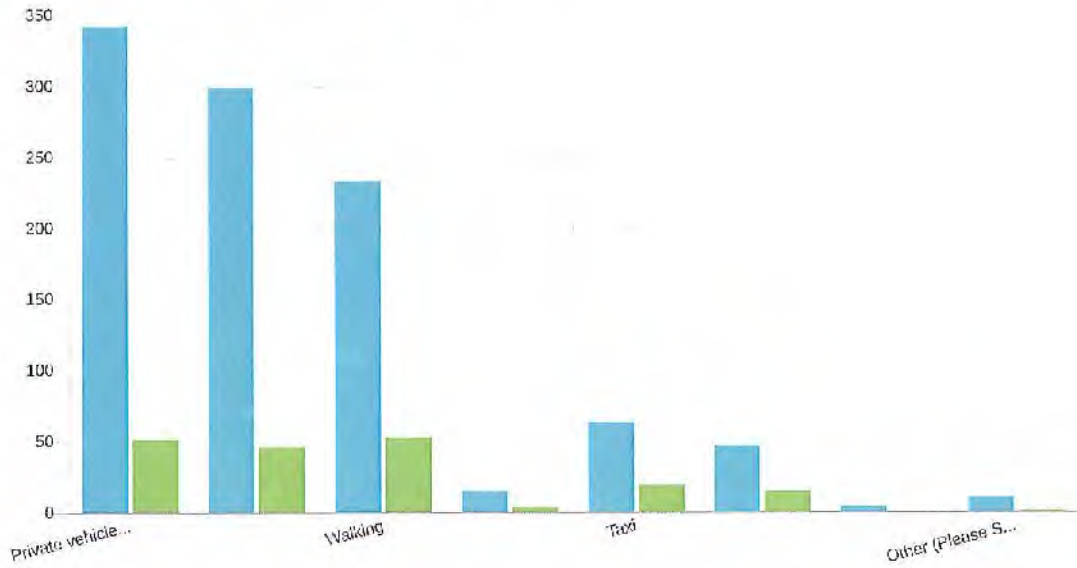
Qu: Do you live, work, o... : 'Live'

1 Do you live, work, or own property in the North End of Sydney? Please select all that apply.



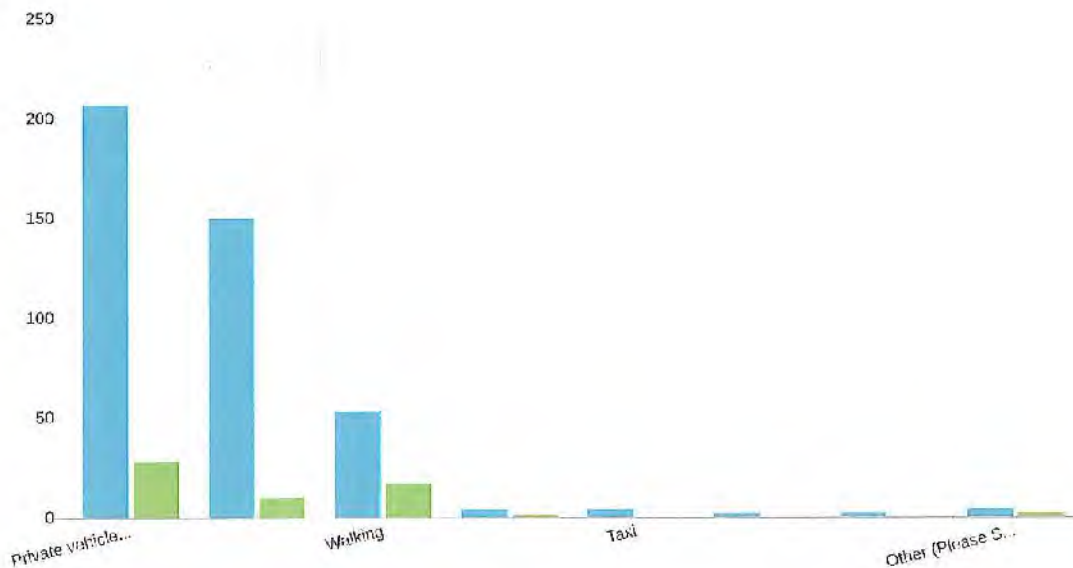
	Live	Work	Own property	None of the above	Responses
All Data	58 (14%)	100 (23%)	45 (11%)	277 (65%)	480
Qu: Do you live, work, o... : 'Live'	58 (100%)	20 (34%)	30 (52%)	0 (0%)	108

2 Within the last year, which of the following methods have you used to travel to places within the North End? Please select all that apply.



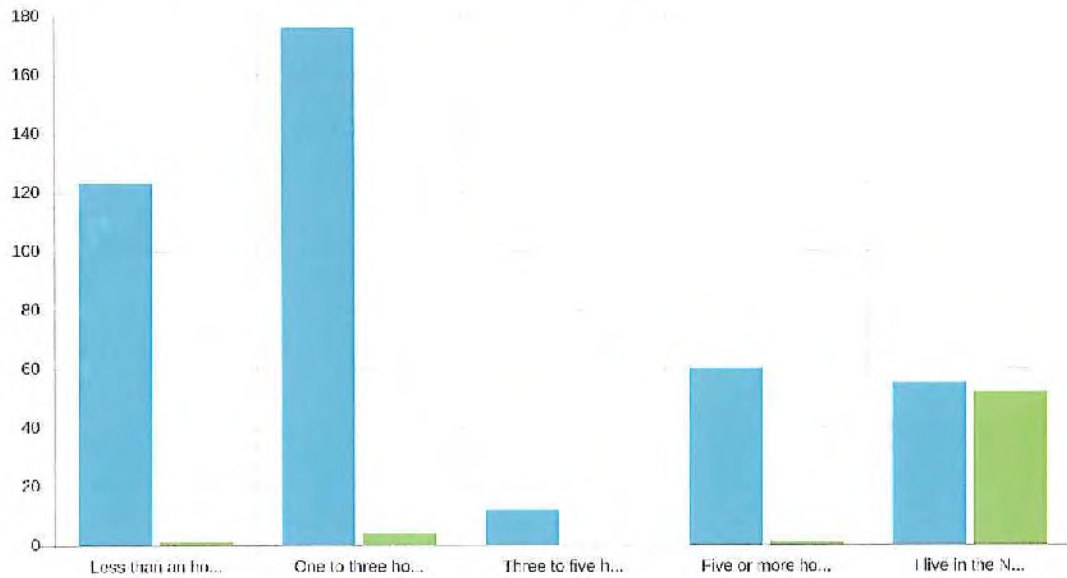
	Private vehicle, alone	Private vehicle, with others	Walking	Bus	Taxi	Bike	I don't travel to the North End	Other (Please Specify)	Responses
All Data	342 (80%)	299 (70%)	233 (55%)	15 (4%)	63 (15%)	47 (11%)	4 (1%)	10 (2%)	1013
Qu: Do you live, work, o... : 'Live'	51 (88%)	46 (79%)	53 (91%)	4 (7%)	19 (33%)	15 (26%)	0 (0%)	1 (2%)	189

3 How do you most often travel to places within the North End? Please select all that apply.



	Private vehicle, alone	Private vehicle, with others	Walking	Bus	Taxi	Bike	I don't travel to the North End	Other (Please Specify)	Standard Deviation	Responses
All Data	207 (49%)	150 (35%)	53 (12%)	4 (1%)	4 (1%)	2 (0%)	2 (0%)	4 (1%)	75.44	426
Qu: Do you live, work, o... : 'Live'	28 (48%)	10 (17%)	17 (29%)	4 (2%)	0 (0%)	0 (0%)	0 (0%)	2 (3%)	9.73	58

4 When you visit the North End, do you typically stay:

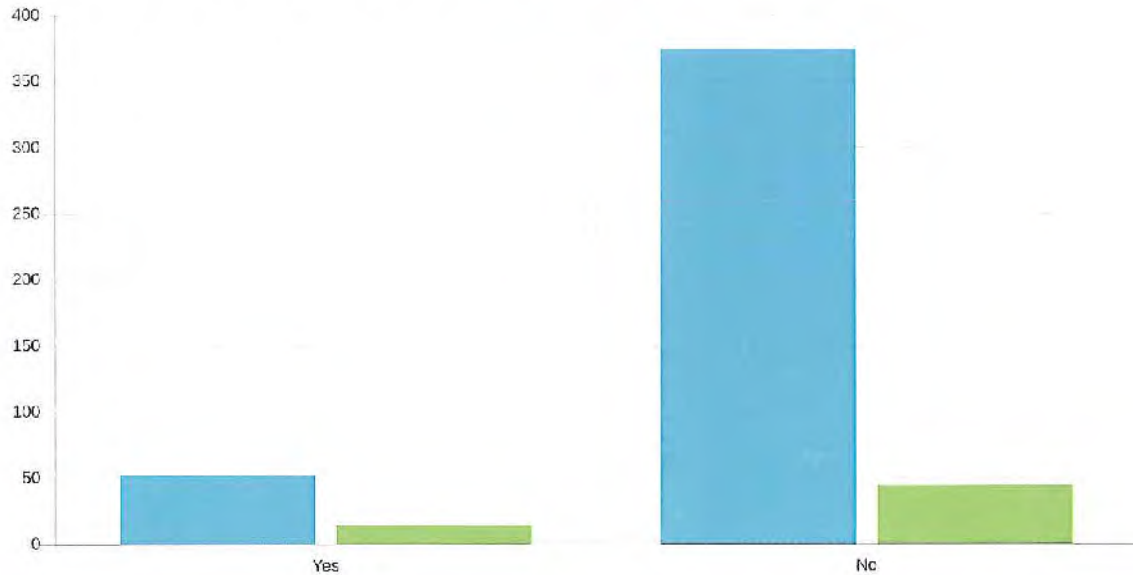


	Less than an hour	One to three hours	Three to five hours	Five or more hours	I live in the North End	Standard Deviation	Responses
All Data	123 (29%)	176 (41%)	12 (3%)	60 (14%)	55 (13%)	57.58	426
Qu: Do you live, work, o... : 'Live'	1 (2%)	4 (7%)	0 (0%)	1 (2%)	52 (90%)	20.24	58

5 How do you feel about the current state of parking in your neighbourhood?

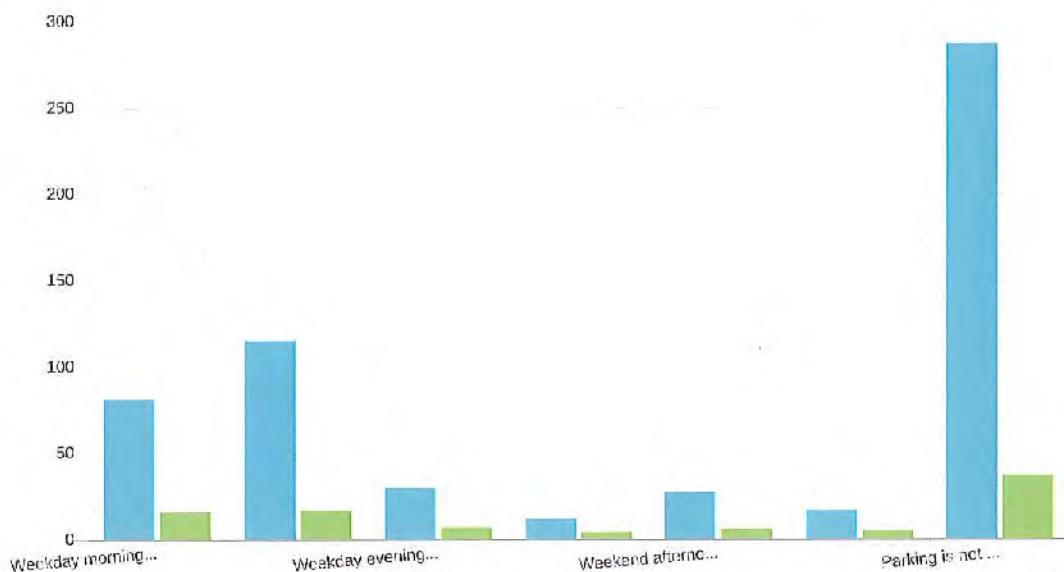
See summary found in Public Participation Program section of Staff issue paper.

6 Are you currently facing parking problems in the North End?



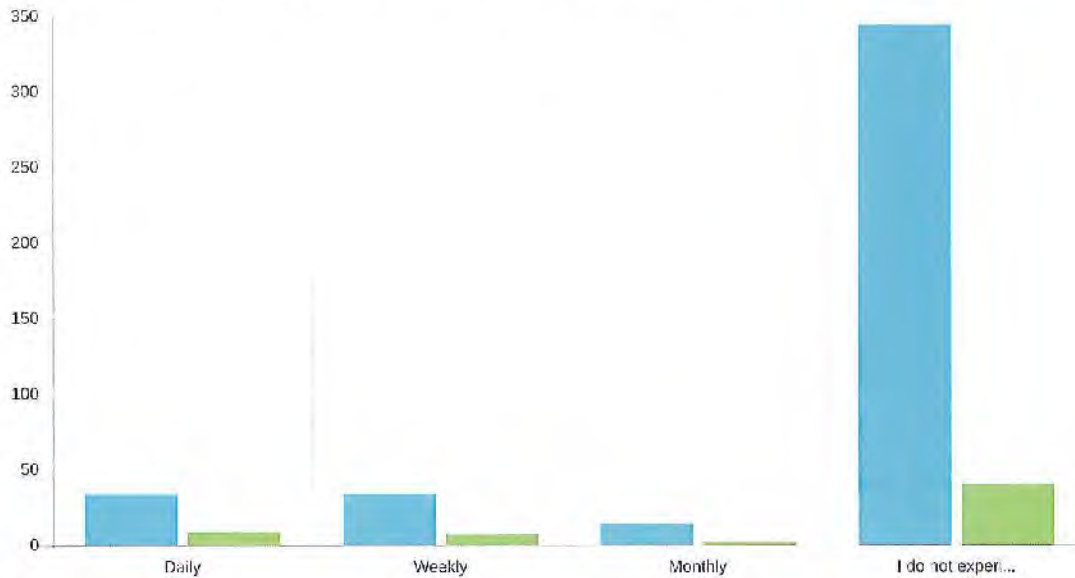
	Yes	No	Standard Deviation	Responses
All Data	52 (12%)	374 (88%)	161	426
Qu: Do you live, work, o... : 'Live'	14 (24%)	44 (76%)	15	58

7 Which of the following times do you frequently experience parking problems? (Please tick all which apply)



	Weekday mornings	Weekday afternoons	Weekday evenings	Weekend mornings	Weekend afternoons	Weekend evenings	Parking is not an issue at any time	Responses
All Data	81 (19%)	115 (27%)	30 (7%)	12 (3%)	27 (6%)	17 (4%)	287 (67%)	569
Qu: Do you live, work, o... : 'Live'	16 (28%)	17 (29%)	7 (12%)	4 (7%)	6 (10%)	5 (9%)	37 (64%)	92

8 If you experience parking problems, how frequently is it an issue?



	Daily	Weekly	Monthly	I do not experience parking problems regularly	Standard Deviation	Responses
All Data	34 (8%)	34 (8%)	14 (3%)	344 (81%)	137.36	426
Qu: Do you live, work, o... : 'Live'	9 (16%)	7 (12%)	2 (3%)	40 (69%)	14.94	58

9 What positive or negative impacts, if any, do you believe the proposed development will have on parking in the North End?

See summary found in Public Participation Program section of Staff issue paper.

10 Is there anything else you would like to add about parking in the North End, or parking for the proposed development?

See summary found in Public Participation Program section of Staff issue paper.

11 A formal Public Hearing must be held prior to approval of any amendments. If you would like to be notified by email of an upcoming Public Hearing, please provide your email address below.

See summary found in Public Participation Program section of Staff issue paper.



TO: CBRM Council

FROM: Karen Neville and Kristen Knudskov

SUBJECT: Case 1078 Municipal Planning Strategy Amendment to allow a Medical Clinic at 46 Cottage Road, Sydney (PID 15105133 and 15270382)

DATE: January 19, 2020

Background

Dr. Margaret Fraser would like to establish a business development at 46 Cottage Road, Sydney (PID 15105133 and 15270382) [Attachment A]. The applicant would like to operate a medical clinic at this location. Initially, the proposed development would consist of their family practice, but over time could include other physicians. The properties in question are zoned Residential Heritage Dwelling (RHD) Zone. While the RHD zone does permit some non-residential uses, it does not permit a medical clinic. The list of permitted uses in the RHD zone can be found in Attachment B.

Part 2, Policy 16 of the MPS states that a zone amendment is not an option for any business development proposal in an urban or suburban neighbourhood [Attachment B]. Therefore, both the Municipal Planning Strategy (MPS) and the Land Use Bylaw (LUB) would need to be amended to permit a medical clinic on this property. Currently, the MPS does not contain policy which would support a medical clinic in a residential area.

In cases like this Council has two options:

- uphold its policy and reject the applicants' request outright, or
- direct staff to proceed with a public participation program

History

The property was once a clergy residence for St. Joseph's Catholic Church. However, the Roman Catholic Church sold the property in 1999. Since that time, the building has been considered a single unit dwelling, which is a permitted use in the RHD zone.

Prior to purchasing the properties, the applicant's real estate agent contacted the Planning and Development Department to inquire about the zoning on the property. At the time, they were informed the zoning did not permit a medical clinic and that policy did not support a zone amendment.

Surrounding Land Uses

The area surrounding the property in question is predominantly residential. Within a 100m radius of the building there are twenty-six single unit dwellings and 14 two-unit dwellings. Of the twenty-six single unit dwellings, three contain permitted home businesses including a daycare, bed and breakfast,

and personal service business (Aesthetician Shop). There are also four small scale multi-unit apartments, all of which existed prior to the adoption of the LUB in 2004.

Of the 500 main buildings within the RHD zone, 336 are single unit dwellings (67%) and 99 are two unit-dwellings (20%). This would mean that 87 percent of the zone is comprised up of low-density residential development.

Municipal Planning Strategy

Policies within the MPS set out the general rules of land development which enables Council and Staff to consider development proposal in an impartial manner. To achieve this, policies in the MPS use several factors to establish a hierarchy of site compatibility for development. These factors include public street/road level, proximity to important public street/road intersections, geographic positioning, land use conflict potential, and the unique characteristics of a neighbourhood or streetscape. As a result, commercial development is discouraged in residential areas with low density development.

It is important to note, that while amendments to the MPS and LUB could permit the applicants' proposed development, the approval of those amendments would have a wider impact than just this development. Presently the applicants are requesting a medical clinic in an urban residential zone; however, if this business type is permitted to be established in an area with urban residential zoning the precedence for this type of development along with other sales and service uses in a residential area will be set. It would be best to re-evaluate residential neighbourhood functions and their range of uses within the context of CBRM as a whole, as part of the comprehensive review of CBRM's planning documents.

From Staff's perspective, it is difficult to support this request for two reasons. Allowing scattered sales and service developments may have long-term impacts on commercial districts within the CBRM. Secondly, one function of the MPS is to provide a legal tool which provides potential purchasers and property owners a reasonable expectation of the uses that may develop in the surrounding area.

Authority to Amend Plan Policy

Authority for Council to amend the MPS is provided under the *Municipal Government Act* (P. 8, S. 20S). Council is not obligated to consider amendments to plan policy. If Council does wish to consider policy amendments, conducting a Public Participation Program is the next required step.

Options

1. Uphold policy and decline the request.
2. Direct Staff to conduct a Public Participation Program.

Respectfully submitted by:

ORIGINAL SIGNED BY

Karen Neville
Senior Planner
Planning & Development Department












ORIGINAL SIGNED BY

Kristen Knudskov
Planner
Planning & Development Department



N

Case 1078

	Subject Properties		5 - 6 Unit Dwelling		Day Care Facility\Single Residential Unit
	100m Buffer		Aesthetics Shop\Single Unit Dwelling		Residential Care Facility
	2 Unit Dwelling		Bed and Breakfast\Single Residential Unit		Single Detached Dwelling
	3 Unit Dwelling				
	4 Unit Dwelling				

0 75 150 300
Feet

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

**MUNICIPAL PLANNING STRATEGY
PART 2, POLICY 16**

A zoning amendment is not an option for any business development proposal in an urban or suburban area that is not permitted pursuant to the previous 15 policies in this Part, unless it meets the scenario described in Policy 20 of this Part, or Policy 16 of Part 10.

**MUNICIPAL PLANNING STRATEGY
PART 2, POLICY 20**

It shall be a policy of Council to permit a variety of sales and service business development on abandoned or vacant properties in urban and suburban residential neighbourhoods by zoning amendment under the following circumstances. There must be a history of business development at the site, the Province of Nova Scotia still assesses the property as commercial and, the present owner is still paying commercial taxes.

A site specific, use specific, zone shall be considered for each zoning amendment application.

The purpose of the zone shall be to ensure:

- the site itself;
- the site plan; and
- management of the business development,

mitigate any adverse affects the development will have on low density residential development in proximity. If zone provisions cannot be established that provide reasonable protection to residential development in proximity, the application shall be denied. More specifically, this means evaluating the proposal from the perspective of:

- visual compatibility;
- dust or fumes emanating from the site;
- traffic attracted to, and leading from, the site; and
- noise emanating from the development.

**Municipal Planning Strategy
Part 10, Policy 17***

Areas immediately adjacent to a given land use designation on the Municipal Planning Strategy Map may be considered for rezoning to a use permitted in the given designations without requiring an amendment to this Strategy, provided that the intent of all other policies of the Strategy are satisfied.

* Policy 16, Part 10 was renumbered after an amendment to the MPS, Policy 16, Part 2 of the MPS was not amended to reflect this number change.

Land Use Bylaw

Part 2 General Provisions

Section 17 Home Businesses

The service uses listed in sub-section "a" below are permitted as home businesses accessory to a dwelling unit on a lot parcel in all zones where the type of business is not a permitted main use. The use of a

dwelling unit, or a building accessory to a dwelling unit, for the purpose of conducting one or more of the service uses listed in sub-section "a" below, shall be permitted in compliance with the criteria listed in sub-section "b".

a. List of Permitted Home Businesses

- animal (domestic) grooming
- artist/artisan establishment
- bed & breakfast accommodations
- boarding homes
- business offices
- catering business
- food processing cottage industry
- personal service business
- repair service

b. List of Criteria

1. The dwelling unit is occupied as a residence by the owner of the business and the external appearance of the dwelling unit is not changed by the home business.
2. Where the home business is to be operated from a dwelling, the owner of the home business must be a resident in the same dwelling unit. Where the home business is to be operated from a residential accessory building, the owner of the home business must reside in a dwelling unit on the same lot parcel as the residential accessory building.
3. Other than the owner of the business, there shall not be more than 1 assistant employed in the business.
4. Unless the business is a bed & breakfast accommodation or boarding home:
 - i. the floor area devoted to a home business in a dwelling unit shall not exceed the lesser of 25% of the floor area of the dwelling unit or 50m² (538ft); or
 - ii. the floor area devoted to a home business in an accessory building shall not exceed the lesser of 50% of the floor area of the accessory building or 50m² (538ft²).
5. Unless parking requirements are listed specifically for the type of use in the Section of this Part titled "Parking Requirements" one on-site parking space, other than that required for the dwelling unit, is provided for every 200 sq. ft. of floor space occupied by the business.
6. There shall be no advertising other than a business identification plate or sign which has a maximum sign area of 5 sq. ft.
7. No mechanical equipment is used except that reasonably consistent with the business use.
8. No open storage, outdoor display, or outdoor activity associated with the business shall be permitted.
9. The following retail sales are permitted:
 - merchandize used in the business as an accessory use;
 - goods fabricated in an artist/artisan establishment;
 - goods repaired in a repair service.
10. The home business may be operated from within an accessory building, but the general provisions for accessory buildings found elsewhere in this Part shall apply.
11. A catering business operated as a home business will require a license from the Province of Nova Scotia in compliance with its Eating Establishments Regulations.
12. No more than two business vehicles associated with the home business shall be kept on, or be dispatched from the residential lot where the home business is located.

13. The business vehicles permitted under 12 may display the name, address, telephone number and occupation, profession or trade of the proprietor of the home business, but this information shall not be illuminated;
14. An animal (domestic) grooming business operated as a home business does not include animal sitting.

Part 20 Residential Heritage Dwelling (RHD)

Part 20 Residential Heritage Dwelling (RHD) Zone

Section 1 RHD Uses Permitted

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

- **recreational - only the following**
 - public indoor and outdoor
- **residential - only the following**
 - single detached dwellings *that do not have the dimensions of a mobile home as defined by this By-law*
 - two unit dwellings
- **service - only the following**
 - community service *in compliance with the site plan approval provisions of Section 5 (except day care facilities and community service residences which are listed below as not subject to the referenced Site Plan Approval provisions).*
 - community service residences
 - day care
 - educational *in compliance with the provisions of Section 6*
 - inns *in compliance with the site plan approval provisions of Section 5*
 - protective *only the following*
 - coast guard stations
 - fire
 - judicial
 - police
 - residential care dwelling

Section 2 % Lot Coverage Provision for all Uses Permitted in this Zone

- a. The total maximum lot parcel coverage for all main uses in this Zone shall be 1/3rd (i.e. 33%) of the lot parcel area.
- b. The part of a building used to calculate this maximum lot parcel coverage is the roof to the edge of the eave (i.e. dripline)

Section 3 Lot Parcel Development Requirements

a. No standard minimum lot parcel area requirement is imposed. The minimum lot parcel area will be determined by a combination of the size of the building footprint and compliance with the setback and yard area requirements.

b. Main building setback* from a public street/road

- **10 foot minimum** (refer to exception below)
- **20 foot maximum** (refer to exception below)

The above listed main building setback may be waived to preserve any tree with a minimum height of 15 feet, provided no more than 49% of the building is located within the rear half of the lot parcel. On a corner lot parcel the rear half of the lot parcel shall be closest to the property boundary furthest from the tree.

*The minimum setback for buildings on a corner lot parcel shall only be applicable for the yard where the main entrance to the building is facing.

c. minimum height = storey and ½ with the following three exceptions:

- where a garage is attached to the main building; or
- provided no more than 25% of the total floor area of the main building is on the part of the first floor with no second floor above it; or
- the height of the first floor exceeds 20 ft.

d. The roof of each main building (excluding an attached garage or veranda) must have a minimum of two slopes.

e. Any detached accessory building, including a motor vehicle garage, shall be located in the rear yard. The floor area of any detached accessory building shall not exceed 30% of the floor area of the main building it is accessory to. **A motor vehicle garage may be attached to the main building provided:**

- **the footprint of the garage does not exceed 25% of the floor area of all floors of the main building (excluding the garage) above grade and the footprint of the garage does not exceed 50% of the footprint of the main building.**
- **the minimum setback of the garage from the public street/road shall be equal to the setback of the front wall of the main building plus 1 foot (e.g. if the front wall of the main building is setback 10 ft. from the public street/road, the garage must be setback at least 11 ft. from the public street/road)**

f. Driveway or parking spaces shall be prohibited from the part of the front yard directly between the front wall of the main building (excluding an attached garage) and the public street/road, except by means of site plan approval provisions (pursuant to Sections 231 and 232 of the Municipal Government Act) that incorporate a landscaping plan that buffers the driveway or parking space from the public street/road.

g. Fire escapes are not permitted along the exterior wall of a building facing a Street.

h. All main buildings shall be oriented on the lot parcel within 85% of being parallel with the Street except for:

- corner lot parcels;
- lot parcels with at least 50% of their frontage along a cul-de-sac; and
- lot parcels with an area equal to or greater than 15,000 sq.ft. to take maximum benefit of passive solar energy by orienting the widest side of the main building in a southerly direction. However, the exterior wall of any main building with a length of 45 ft. or more on lot parcels greater than 15,000 sq.ft. shall be setback from the property boundary it is facing a minimum of 8 ft.

Section 4 Performance Zoning Provisions

For **1½ and 2 storey main buildings**, the roof designs, ornamental embellishments, protuberances, or adjuncts on the main building or single detached dwelling must = a minimum of **5 points** by incorporating any combination of the types of protuberances, embellishments, or adjuncts listed below into the overall main building/dwelling design.

For **two-unit dwellings**, the roof designs, ornamental embellishments, protuberances, or adjuncts on the dwelling must = a per building minimum average of **6 points** by incorporating any combination of the types of protuberances, embellishments, or adjuncts listed below into the overall dwelling design.

ROOF DESIGNS

A dwelling with four or more roof slopes, excluding the roof over a dormer	2 points
--	----------

PROTUBERANCES AND ADJUNCTS

verandas attached to either the front or side of the dwelling which are at least 3 times the width of the front door facing a Street, supported by pillars, with at least one step between the floor of the veranda and the established grade. A 2 nd storey veranda on a duplex dwelling cannot be used to calculate Performance Zoning points.	2 points
verandas extending the entire width of the exterior wall of the dwelling facing a Street, supported by pillars, with at least one step between the floor of the veranda and the established grade. A 2 nd storey veranda on a duplex dwelling cannot be used to calculate Performance Zoning points.	3 points
Domed turrets	3 points
Bay, dormer, and oriel windows that can be seen from a Street the dwelling's lot parcel fronts	1 point per protuberance

ORNAMENTAL EMBELLISHMENTS

Embellished arches over a door facing a street	1 point per arch
Roof domes	1 point per dome
Transoms over a door facing a Street with a shape other than a square or rectangle	1 point per transom
Widow's walk	1 point
Windows on an exterior wall facing a Street with a shape other than a square or rectangle having a glass area measuring at least 4 square feet each	1 point per window
Exterior cladding other than metal or vinyl siding	2 points

Section 5 Inns and community Services– site plan approval

All new inns and community service uses that reference this Section, and expansions of existing inns and community service uses that increase the floor area by more than 10%, are subject to approval of a site plan. The Development Officer shall measure the degree of stringency in interpreting the criteria so that it correlates with the scale of the development and each and every feature of the development (e.g.

buildings, parking area etc.), and the proximity of the development, or any specific feature of it, to any other development or streetscape intended to be protected by the criteria.

- a. Utility structures and the parking spaces of a new parking area to be constructed shall be screened from a public street/road and any single detached dwellings to soften their starkness by a combination of vegetation and fencing. Where there is land available, landscaping that meets the definition of landscaped open space in this Bylaw, or fencing improvements, shall be introduced between existing parking spaces and any abutting yard on an adjacent property occupied by a residential use to soften the starkness of the parking spaces from that yard.
- b. All existing significant vegetation shall be retained except where its removal is necessary for the construction of the development.
- c. Measures, including lot parcel grading, shall be required to adequately dispose of storm and surface water.
- d. A minimum equivalent to 1/3rd of the floor area of the building shall be in compliance with the definition for landscaped open area. That percentage may be reduced to as low as 1/10th where the Development Officer is satisfied with the design of a Certified Horticultural Technician or Architect.
- e. For new construction and additions, the setbacks shall either meet the setback requirement of 20 ft. or be screened (as defined in this Bylaw) from adjacent lot parcel boundaries to soften the starkness of the building where the development on the adjacent lot parcel warrants protection e.g. residential development with an attractive façade, or a managed landscaped yard, or a business development that uses either an attractive façade e.g. professional office or a managed landscaped yard to promote their establishment e.g. bed and breakfast establishment. For existing buildings proposed to be converted because of a change in use and development on the adjacent lot parcel warrants protection for the reasons given above, only the setback is waived.
- f. Signs advertising the business shall be of a scale and style and so located that they will not conflict with the streetscape.
- g. Ingress and egress points where the parking area is to be accessed from any public/street/road shall be designed to ensure that any known significant traffic problem identified by the Traffic Authority is not further exacerbated.

Section 6 Storage and Use of Equipment Outdoors

Storage and use of equipment and machinery outdoors which is associated with the educational instruction other than playground equipment shall not be permitted within 200 ft. of a dwelling.

Section 7 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

Land Use Bylaw

Part 101 Definitions

Business office means property where persons are employed in the management, direction or conducting of a business service on behalf of clients. Although not limited to the following, a business office may include the office of a financial institution (e.g. bank, insurance agency, brokerage, loans etc.), a professional office (e.g. engineer, architect), government office, telecommunications and digital

technology, printing/publication establishment, call center, and may include the business office of a non-profit charitable organization, but does not include a medical clinic.

Medical clinic means a service establishment where members of the medical profession, including dentists, chiropractors, physiotherapists, osteopaths, optometrists, provide diagnosis and treatment to the general public without overnight accommodations. For purposes of clarification, any patient service for which a referral could be made by or from a member of the medical profession shall be deemed an accessory use.

Excerpt – Council Minutes – February 19, 2019

The Lyceum, 225 George Street, Sydney (PID 15058696 and PID 15176761)

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Prince, that Council begin the process of registering The Lyceum at 225 George Street, Sydney, (PID 15058696 and PID 15176761) as a Municipal Heritage Property.

Motion Carried.



To: CBRM Council

FROM: Karen Neville

SUBJECT: Request for the Lyceum, 225 George Street, Sydney (PID 15058696 and PID 15176761)

DATE: January 15th, 2020

Former Heritage Office and Senior Planner, Rick McCready, presented a request for Municipal Heritage Registration for the Lyceum located at 225 George Street, Sydney (PID 15058696 and PID 15176761) [Attachment A]. The memo prepared and presented to the Heritage Advisory Committee and Council by Mr. McCready can be found in Attachment B. While both the Heritage Advisory Committee and Council endorsed Mr. McCready's recommendation to proceed with registration of the Lyceum, the request did not continue to the hearing stage due to an issue with property ownership.

Although both properties were transferred from the Lyceum Heritage Society to the city of Sydney in June of 1995, and subsequently to the CBRM after amalgamation, until recently, Land Registry Officer was still identifying the Lyceum Heritage Society as the owner of PID 15176761. With assistance from Sheila Kolanko, Property Manager, the ownership issue has been resolved, and now both properties are shown to be owned by the CBRM. This means that the hearing for registration can proceed.

In addition to the request for Municipal Heritage Registration, the properties in question were registered as Provincial Heritage Properties in March 1983.

Heritage Advisory Committee

During the January 11th, 2019 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On February 19th, 2019, Council passed a motion to initiate the process for registration.

Heritage Property Act

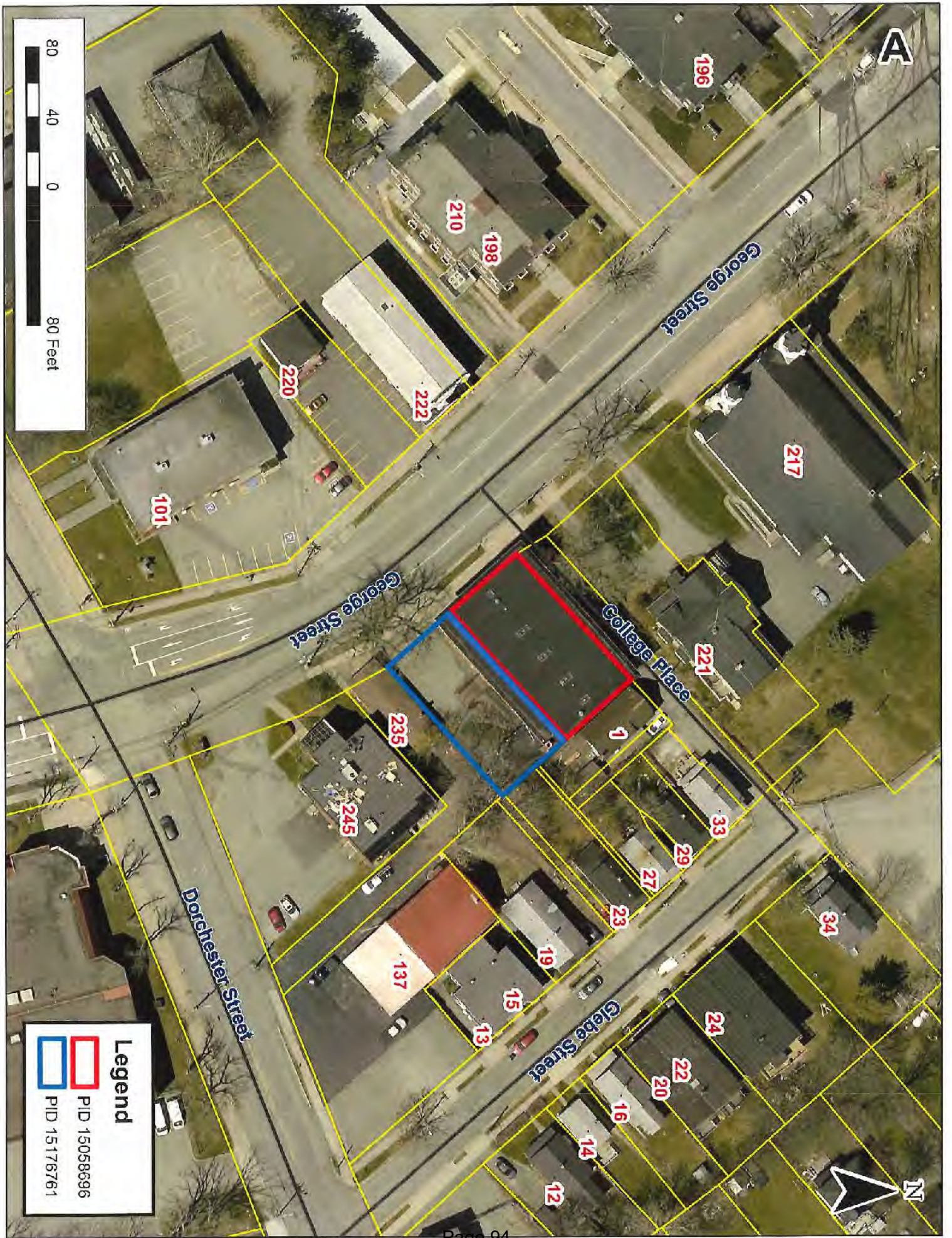
In accordance with the *Heritage Property Act*, no registration shall take place until Council has given the owner of the property an opportunity to be heard. Notice of the recommendation to register these properties was filed at the registry of deeds on December 18th, 2020. CAO, Marie Walsh and Director of Recreation, Parks, Grounds & Buildings, Bill Murphy were informed this request would be placed on January agenda of Council and were notified of their opportunity to provide written comments on behalf of the CBRM during the hearing. No comments were received by the Planning and Development Department.

Recommendation

Based on the memo from former Heritage Officer and Senior Planner, Rick McCready, as well as the recommendation for the Heritage Advisory Committee, I recommend Council register the Lyceum located at 225 George Street, Sydney (PID 1505896 and PID 1S176761) as a Municipal Heritage Property.

Submitted by:**Originally Signed by**

Karen Neville
Heritage Officer



A



Legend

	PID 15058696
	PID 15176761



**CBRM***A Community of Communities***Cape Breton Regional Municipality****Rick McCready**
Planning Department

January 31, 2019

MEMO TO: Chairman and members, Heritage Advisory Committee**FROM: Rick McCready, Senior Planner/Heritage Officer****RE: Proposed Heritage Registration: The Lyceum, 225 George Street, Sydney. (PID 15058696 and PID 15176761)****Background**

The CBRM is the owner of the Lyceum, a provincially registered heritage property, located at 225 George Street in Sydney. The Lyceum was until recently the site of the Cape Breton Centre for Heritage and Science, which was operated by the Old Sydney Society. Since the Old Sydney Society relocated to the former Bank of Montreal building on Charlotte Street, the Lyceum has been mostly vacant (a Tae Kwon Do club is leasing space on the third floor).

The Lyceum Society, a registered non-profit organization which has been leasing the building from the CBRM, is pursuing the possible redevelopment of the Lyceum as the Nova Scotia Music Centre, and a feasibility study exploring this concept is expected to get underway soon. There has also been some interest from other parties in establishing possible uses within the building. As a result, the CBRM may in the future be in a position where it would make sense to transfer the ownership of the building to another party.

As the building has great heritage value and has never been registered municipally, it is my opinion as Heritage Officer that it would be appropriate for Council to register the building at this time. Information on the historical significance of the Lyceum is attached.

Recommendation

I would recommend that the HAC endorse the proposed registration of the Lyceum at 225 George Street as a municipal heritage property and forward the matter to Council for its consideration.

Yours very truly,

Rick McCready, MCIP, MURP
Senior Planner/Heritage Officer



Lyceum

25 George Street, Sydney, Nova Scotia, B1P, Canada

Formally Recognized: 1983/03/11



Lyceum, early 20th century



West elevation, Lyceum



Front elevation, Lyceum

OTHER NAME(S)

Lyceum

LINKS AND DOCUMENTS

[Lyceum Web site](#)

CONSTRUCTION DATE(S)

1904/01/01 to 1904/12/31

LISTED ON THE CANADIAN REGISTER: 2007/06/18

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

The Lyceum is located on George Street in Sydney, Nova Scotia. This large three-storey, Colonial Revival, pressed brick and firestone structure was built in 1904. It was designed as a multi-purpose cultural centre and in its heyday was considered the best equipped theatre in Eastern Canada. The building and surrounding property are included in the provincial designation.

HERITAGE VALUE

The Lyceum is valued as a symbol of an era of large scale growth and economic optimism in Sydney's history. The Lyceum's Greek name, meaning a place of learning, concerts and discussion, reflected the city's interest in becoming a cultural centre. It is valued for its continued fulfilment of this function for in excess of a hundred years. Its architectural elements of the Colonial Revival style embody the optimism prevalent at the turn of the beginning of the twentieth century.

The Lyceum was designed by George E. Hutchinson, of Chappel Bros. & Co. Ltd., Sydney, for the Catholic Episcopal Corporation of Antigonish and was constructed by a Mr. Farlinger. When built, the four-storey Lyceum Theatre was considered the best equipped theatre in Eastern Canada, and boasted

complete, which was a large sum for 1904.

Touring theatrical companies from Britain, the United States and Canada performed at the Lyceum during the first two decades of the twentieth century. From 1923 to 1924, the Scottish Catholic Society sponsored a "Gaelic School," with three teachers and three classes (adults, preschoolers and a grammar class) in the Sydney Lyceum. During the following two decades vaudeville and silent movies dominated the productions at the Lyceum until competition from new theatres brought a decline in business for the Lyceum.

In 1950, the newly formed Xavier College (now Cape Breton University) acquired the building. A fire completely gutted the interior and the top storey collapsed. The College rebuilt the interior, although the building was reduced in height to three storeys. In addition to educational uses, the College maintained a small theatre in the building. In 1977, the well known revue, "The Rise and Follies of Cape Breton Island," had its first performances in this building.

In 1980, the School of Crafts moved in and continues to occupy a portion of the building as the Cape Breton Centre for Craft and Design. In 1982, the building was purchased by the Old Sydney Society in order to secure both the preservation of the building and its function as a multi-purpose cultural centre for the City of Sydney. As of 2007, the Lyceum remains home to the Cape Breton Centre for Craft and Design, the Lyceum Museum, the Museum Shop, visiting exhibits and a small public stage.

Source: Provincial Heritage Program property files, no. 2, 1747 Summer Street, Halifax, NS.

CHARACTER-DEFINING ELEMENTS

Character-defining elements of the Lyceum include all those elements that convey the association of the building with the cultural development of the City of Sydney and industrial Cape Breton, as well as key elements of the Colonial Revival style, including

- three-storey pressed brick and firestone structure;
- rectangular symmetrical façade;
- foundation to entablature brick pilasters;
- two symmetrically placed entrances;
- rectangular transoms over entrances;
- ornate broken Tuscan style pediment with truncated paired pilasters over each entrance;
- symmetrically placed round windows;
- ground floor quoins;
- rounded keystone arch windows with eyebrows;
- any remaining interior structural elements relating to the use of the building as a theatre;
- location in the heart of Sydney.

RECOGNITION

JURISDICTION

Nova Scotia

RECOGNITION AUTHORITY

Province of Nova Scotia

RECOGNITION STATUTE

Hospitality Policy, Travel Expense Policies for Elected Officials and Staff, Audit Committee Policy

Motion:

Moved by Councillor Gillespie, seconded by Councillor Parsons, that a recommendation be made to the January Council meeting to re-adopt/approve the Travel Expense Policy for Elected Officials, the Travel Expense Policy for Staff, the Cape Breton Regional Municipality Hospitality Policy, and the Audit Committee Policy as presented.

Motion Carried.



CBRM

A Community of Communities

Cape Breton Regional Municipality

MEMO

Date: November 17, 2020

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Mandatory Policy Reviews

It is a legislative requirement that certain policies be reviewed for re-adoption or amendment following every regular municipal election. These policies are as follows:

MGA	FRAM	CBRM Policies
23(4)	3(3)(b)(ii.)	Travel Expense Policy for Elected Officials; Travel Expense Policy for Staff
23(5)	3(3)(c)(ii.)	CBRM Hospitality Policy
44	3(5)(c)(v.)	Audit Committee Policy

Each of these policies is attached to this memo for reference, with proposed amendments highlighted in yellow. A presentation of the legislative requirements for each, and how they integrate into CBRM policy has been prepared to educate and guide Council in their review process.

Staff request Council approve/re-adopt the Travel, Hospitality, and Audit Committee policies as presented.

Sincerely,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA Chief Financial Officer



CAPE BRETON
REGIONAL MUNICIPALITY

Mandatory Policy Review

- Hospitality Policy
- Travel Expense Policies
- Audit Committee Policy

1

Cape Breton Regional Municipality MGA – S. 23(7)

“By the January 31st immediately following a regular election held under the *Municipal Elections Act*, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.”

2

2



CAPE BRETON
REGIONAL MUNICIPALITY

Mandatory Policy Review

- Hospitality Policy
- Travel Expense Policies
- Audit Committee Policy

3

Cape Breton Regional Municipality Hospitality Policy

Requirements (s. 23(5)):

- Establish eligible expenditures (including alcohol)
- Establish the approval process for authorizing expenditures
- Establish scope and applicability
- Comply with regulations (FRAM):
 - * *Prohibit a person from authorizing his/her own claim*
 - * *Require pre-authorization*
 - * *Claim submission/support*
 - * *Reporting/disclosure*
- * *Additional regulations Imposed under FRAM*

4

4

Cape Breton Regional Municipality Hospitality Policy

Establish eligible expenditures (including alcohol)

- *Serving of Alcohol*
 - Acceptable only for reasons of diplomacy, protocol, business development or promotional advocacy
 - Prior approval by CAO required
 - Requirement to act responsibly in:
 - *the use of public funds*
 - *the care and well being of all persons*
 - Demonstrate good judgement in reasonableness of quantity and expense of alcoholic beverages
 - If alcohol is provided, food must be served

5

5

Cape Breton Regional Municipality Hospitality Policy

Establish the approval process for authorizing expenditures

- Signing authority – CAO (or CAO's designate)
 - (exception – Mayor approves CAO's)
- Preapproval required for events where costs are to exceed \$500
 - Rationale/purpose
 - # of attendees and their affiliations
 - Reason for providing alcohol (if applicable)
 - Estimated itemized costs
- Must demonstrate value and benefit in relation to cost
- If prior approval was not obtained, explanation as why prior approval was not possible.

6

6

Cape Breton Regional Municipality Hospitality Policy

Establish scope and applicability

- Reception, ceremony, conference or other event that involves hosting individuals from outside CBRM.
 - Hosting foreign dignitaries
 - Engaging in official public matters with representatives from other gov'ts, business, industry, labour or community leaders.
 - Sponsoring/hosting conferences, ceremonies, recognition events.
 - Other as approved by CAO, their designate or Council

7

7

Cape Breton Regional Municipality Hospitality Policy

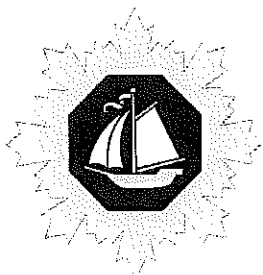
- Comply with regulations
 - ✓ *Prohibit a person from authorizing his/her own claim*
 - ✓ *Require pre-authorization*
 - *Claim submission/support*
 - A copy pre-approval
 - Names/titles of guests
 - Business objective of expense
 - Detailed accounting and itemized receipts
 - *Reporting/disclosure*
 - Hospitality expense reports posted online with 90 days of each fiscal quarter
 - Annual summary report filed with DMAH by Sept 30

Claims will only be approved if:

- Consistent with policy
- Necessary and justified
- Documentation appropriate

8

8



CAPE BRETON
REGIONAL MUNICIPALITY

Mandatory Policy Review

- Hospitality Policy
- Travel Expense Policies
- Audit Committee Policy

9

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

Requirements (s. 23(4)):

- Prohibit claims for alcohol by individuals (s. 3(viii.)(5))
- Establish approval process for authorizing expenditures (s. 2(e), 2(g), 2(l), 2(k); 3(iii)(2); 3(iv)(5), 5 (b)(ii), 5(c)(ii)(2)),
- Use of corporate credit cards
- Establish applicability to reportable individuals (*FRAM extends this to all municipal employees*) (s. 2)
- Comply with regulations (FRAM):
 - * Outline individual responsibility (s. 2, s. 5)
 - * Establish reimbursable expenses and restrictions (s. 3(i) – (vii))
 - * Prohibit reimbursing expenses for those not reportable or not employees of the Municipality
 - * Prohibit expenses submitted on behalf of others (s. 2 (l))
 - * Claim submission/support including form, per diems, and business purpose (s. 5(a)-(c))
 - * Advances (s. 3(vii); 5(b))
 - * Consequences for fraudulent irregularity, misuse or misappropriation
 - * Policy/process for reporting suspicious activity/misuse of funds
 - * Reporting/disclosure (s. 3)

10

10

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

1. Legislative Authority

- This policy derives its authority from Section 65(r) and (s) 23(3) and (4) of the Municipal Government Act

11

11

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

2. Statement of Policy

- Reimbursement for reasonable and necessary expenses incurred on official municipal business
- Mileage to be reimbursed at the \$/km rate set by Council
- Other expenses to be reimbursed on an actual costs basis or per diem rate set by Council
- Detailed invoices/receipts required
- Subject to review/internal audit verification
- Subject to budget restrictions
- CAO to pre-approve travel outside of Canada
- Claims for travel to include destination, kms, and dates.

12

12

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

2. Statement of Policy (continued)

- Non-local travel budget for conferences/meetings allotted by assignment and are personally accountable for usage of funding.
- FCM/NSFM convention attendance limited to ½ of council membership, with priority given to council members not attending in the previous year.
- Non-budgeted travel may be authorized by the Mayor when deemed necessary (ie. due to an unforeseen event), despite lack of individual councillor's budget.

13

13

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business

Airfare

- Booked using most efficient/direct route
- Differentials from excursion rate to be justified/approved.
- Business class prohibited unless continuous air travel >9 hours.
- Upgrades are a personal expense unless physical requirement
- Limit of 1 baggage fee
- Flight passes are an advance; use is reportable within 10 days of travel.

14

14

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued)

Lodging

- Reimbursed on completion of travel
 - (direct-bill option usually available)
- Standard room/double occupancy only
- Halifax reservations shall be at the hotel with a negotiated price agreement in effect as of the date of travel
- Costs for accompanying guests are not reimbursable
- Per diem rate of \$40/night is available in lieu of hotel accommodation for overnight non-local travel

15

15

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued)

Meals

- Reimbursed on a per diem basis
 - CAO may approve exceptions – receipts required
- Breakfast only eligible if departure from residence is 1 hour before recognized time for start of work day
- Dinner not eligible if back at residence by 6:30pm
- Per diems not claimable for meals provided

16

16

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued) Kilometer Allowance (local)

Eligible	Ineligible
Council/Committee Meetings	Political activities associated with elections
Board meetings where councillor was appointed by Council	Meetings with constituents/complainants
Public hearings/public meetings	Board meetings where councillor was not appointed by Council
Council workshops/training/conventions	Travel related to unofficial business
Meetings with reps from other gov'ts	
Municipal hosted events	
Public events where invited as a member of council	

- Reimbursed on a per/km basis from lesser of place of work or personal residence
- Consideration may be granted by CAO for other justifiable situations

17

17

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued) Kilometer Allowance (non-local)

- Reimbursement cannot exceed cost of round trip airfare at economy rate, plus car rental/taxi fare
- Car pooling encouraged
- Direct/economical route reimbursement only

18

18

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued)

Vehicle rentals

- Encouraged when more cost effective than per diem
- Use agency with active price agreement
- Eligible if other ground transportation is not available/reliable
- Two or more travelling for same purpose - shared rentals/car pooling encouraged
- Compact/economical vehicles only (exception if 3 or more travelling together)

19

19

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued)

Parking fees – eligible with receipt

Travel advances

- Only issued for overnight stays and calculated at >\$200.
- Require reconciliation through claim submission within 10 days of return
- Unused portion to be repaid

20

20

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

3. Travel while on municipal business (continued)

Non-allowable items

- Claims for loss of personal effects
- Medical/hospital treatment
- Purchase of luggage, clothing, other personal items
- Personal services (valet/laundry service*)
 - * Laundry a reasonable expense if travel duration >1 week.
- Fines (parking tickets/traffic violations)
- Additional costs for non-council member accompaniment
- Alcohol

21

21

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

4. Other

- Expenses to be split amongst individuals (not combined)
- Detailed receipts required (not debit/credit receipts)
- **Expenses incurred by non-municipal officials will not be reimbursed unless approved in advance by CAO.**
- Eligible travel expenses may be purchased on corporate credit card, so long as the purchases are consistent with this policy and may not be used for cash advances or personal expenses.

22

22

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

5. Reporting Requirements (S.65A S.65D)
 - travel, meals, training and education posted quarterly (within 90 days)
 - Annual report for reportable individuals filed with the province by Sept 30.
6. Review Requirements
 - Policy to be reviewed by January 31 following any regular election.

23

23

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

7. Procedures
 - **Reservations**
 - Council assistant will coordinate all reservations for air travel, accommodation, rental vehicles
 - **Travel Advances**
 - Submitted to Finance through Council assistant and approved by CFO
 - Will not be processed/released earlier than 5 days prior to travel date.
 - **Expense Claims – Local**
 - To be submitted monthly on 1st business day of month through Council Assistant

24

24

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

7. Procedures (continued)
- **Travel Reimbursement**
 - To be submitted through the Council Assistant on the 1st and 15th of each month.
 - CAO (or designate) approves Mayor's; CAO or CFO (or designate) approves Council
 - Claims only reimbursed when:
 - Claim is consistent with policy
 - Expenses claimed were necessarily incurred in the performance of municipal business
 - Appropriate receipts are provided and support the claim, and claim documentation is appropriately filed.
 - In considering an expense claim for payment, the CAO, CFO or designate may request additional explanations or justifications from the claimant and may refuse to approve any claim or expense they deem as unreasonable or not in compliance with this policy.

25

25

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

8. Fraud, misuse or misappropriation of municipal funds
- Fraudulent irregularity, misuse or misappropriation of funds may result in disciplinary or legal action.
 - Suspicious activity and potential misuse of funds shall be reported to Council for determination of further action.

26

26

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

9. Authorization Levels

- *Section added summarizing authorization levels:*

<u>Claimant</u>	<u>Authorized Signatory</u>
Mayor:	CAO or designate
Council:	CAO, CFO or designate
Travel outside Canada:	CAO

27

27

Cape Breton Regional Municipality Travel Expense Policy – Elected Officials

10. Meal Per Diem and Kilometer Allowance

- Per diem and km rates follow NSFM, adjusted annually on April 1.
- Per diem for incidentals only available on dates for overnight accommodations in hotels.
- Per diems for US travel are the same as in Canada, but paid in US funds.

28

28

Cape Breton Regional Municipality FRAM – S. 3(5)(c)(v.)

“By January 31st immediately following a regular election council shall review the audit committee policy; either re-adopt or adopt an amended policy.”

31

31

Cape Breton Regional Municipality Audit Committee Policy

Requirements (s. 44):

- Detailed review of financial statements with auditor
- Evaluate internal controls (management letter) with auditor
- Review conduct and adequacy of audit
- Other items arising from audit that require investigation
- Other items deemed to be the duties of the audit committee
- Other items requested by Council

32

32

Cape Breton Regional Municipality Audit Committee Policy

Requirements (s. 44): (continued)

- Meet at least twice per year
- Must include a minimum of 1 citizen at large
 - *If this requirement is not met, committee shall continue to meet and perform its duties but must continue to advertise for the position at least once every 6 months until filled.*
- FRAM: minimum of 3 committee members
 - Minimum of 1 member have a financial designation or relevant financial management experience.
 - Complete audit committee training

CBRM's policy
requires 2!

CBRM requires 7!

33

33

Cape Breton Regional Municipality Audit Committee Policy

CBRM'S Policy:

1.0 Purpose

The Audit Committee assists Municipal Council in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council. In particular, the Committee assists Council by reviewing:

- a. Key financial information that will be provided to the Province or made public;
- b. External and/or internal audit activities
- c. The system of internal controls, risk management and financial information technology;
- d. Cash and investment management activities;
- e. Insurance coverage and significant risks and uncertainties;
- f. Financial Condition Indicators.

34

34

Cape Breton Regional Municipality Audit Committee Policy

CBRM'S Policy:

2.0 Scope

- all serving members of CBRM's Audit Committee

3.0 References – MGA (S.44)

4.0 Definitions

- Independent: not an employee, council member or immediate family, or an employee of an agency funded in whole or part by CBRM.

35

35

Cape Breton Regional Municipality Audit Committee Policy

5.1 Composition

- Independent, financially literate members, with knowledge of CBRM's operations, economics and financial risks, who are willing to challenge management when necessary.
- oversight function of committee vs management of operations
- 7 members
 - Deputy mayor (Chair) + 4 council members
 - 2 citizen appointees
 - CBRM residents
 - professional accounting designation
 - 2 year terms (rotating in opposite years)
- All members serve without pay

36

36

Cape Breton Regional Municipality Audit Committee Policy

5.1 Composition (continued)

5.1.4 Citizen appointments will serve 2 year terms and will rotate off in opposite years to maintain continuity. In the first year, or in any year where both positions are vacated at or prior to term expiry, one of the members at large will sit for a two year term with an option to extend for an additional 1 year term.

37

37

Cape Breton Regional Municipality Audit Committee Policy

5.2 Audit

- Review qualifications, independence, quality of service, performance and fees of auditors annually
- Recommends appointment of auditor to Council
- Review with management and/or auditors:
 - Audited financial statements and recommend approval to Council
 - Management letter and recommend any changes to Council
 - Other matters arising from the audit or requested by council
 - Fraud or illegal/unethical acts/transactions
 - Reasonableness of reportable travel and hospitality expenses

38

38

Cape Breton Regional Municipality Audit Committee Policy

5.3 Finance & Risk Management (continued)

- Monitoring of current financial results and forecasts
- Review financial policies, internal controls, use/adequacy of surplus funds
- Adequacy of insurance coverage
- Periodically assess banking services and make recommend changes to council

39

39

Cape Breton Regional Municipality Audit Committee Policy

5.3 Administration

- Staff support provided by CAO, CFO
- Chair, CAO, CFO set meeting agenda
- Shall meet at least twice per fiscal year (or more often as called by the Chair or as deemed necessary)
 - May meet with auditors without staff
 - initiated by either committee or auditor
- May call on subject matter experts to assist with committee business

40

40

Cape Breton Regional Municipality

Hospitality Policy

Policy Statement

1. The **Municipality** recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer (“CAO”) and **Municipality** employee hospitality claims.

Policy Objectives

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the **Municipality**’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

Hospitality and Hospitality Events

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the **Municipality**. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (1) Hosting foreign dignitaries;
 - (2) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (3) Sponsoring or hosting conferences;
 - (4) Hosting ceremonies / recognition events; and
 - (5) Other official functions, as approved by the CAO, their designate or Council.

Signing Authority

7. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of Council	CAO or designate
CAO	Mayor or designate
Directors and Senior Staff	CAO or designate

8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

Prior Authorization

10. Subject to this policy, all hospitality events which costs are expected to exceed \$500 require prior authorization.
11. A request for prior authorization for hospitality events requires the following information:
- a) rationale/purpose of the event;
 - b) estimated numbers of attendees and their respective affiliations;
 - c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
 - d) estimated itemized costs including gratuities and supplementary expenses.
12. Requests for hospitality events shall be reviewed by either the CAO or their designate who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

Serving of Alcohol

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate.

15. The **Municipality**, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The **Municipality** will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

Claims for Reimbursement of Hospitality Expenses

18. Claims for reimbursement of hospitality expenses must be submitted on the form provided by the **Municipality** and shall be signed by the Claimant.
19. Hospitality expense claims must include the following:
 - (1) A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - (2) The names and positions of the guests at the hospitality event;
 - (3) The business objective for the expense;
 - (4) A detailed itemized receipt for the expense.
20. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph [11] and an explanation of why prior approval was not possible.
21. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
22. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
23. No hospitality expense claim shall be paid unless the claim is first approved for payment by those noted in this policy as having signing authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;

(4) the expenses claimed have appropriate justification;

24. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense which did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.

Reporting Requirements

25. Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the **Municipality** does the following:

- (1) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the **Municipality** website that describes all of the hospitality expenses incurred by the **Municipality**, including purchases of alcohol, during the quarter;
- (2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

26. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt or amend the policy.

Travel Expense Policy for Elected Officials

1. Legislative Authority

- 1) This policy derives its authority from Section 65(r) and (s) 23(3) and (4) of the *Municipal Government Act* of the Province of Nova Scotia.

2. Statement of Policy

- 1) It is the policy of the municipality to reimburse elected officials for reasonable and necessary expenditures incurred on official municipal business.
- 2) Actual kilometers travelled will be reimbursed at the kilometer rate set by Council or the appropriate committee.
- 3) All other allowable expenses are on an actual cost basis; or per diem rate set by Council or the appropriate committee.
- 4) Claims for reimbursement of actual travel expenses, other than for kilometers or per diems, must be accompanied by detailed invoices and/or receipts showing proof of payment with all taxes detailed.
- 5) All expense claims are subject to review and internal audit verification.
- 6) Travel is subject to budget restrictions.
- 7) Any travel outside of Canada must be approved in advance by the Chief Administrative Officer ("CAO").
- 8) The purpose of the travel, destination, kilometers (if applicable) and dates must be recorded on the expense claim form.
- 9) The distribution of travel funds for non-local conferences and meetings will be allotted in the following manner:
 - (a) Each member of Council will be assigned an annual budget based on past experience and available budget. Each member of Council must be personally accountable for the usage of this funding and must make travel decisions based on their individual total budget available.
 - (b) FCM/NSFM convention fund entitlement is authorized by Council. Delegates attending the annual FCM convention shall not exceed one half of council membership, noting that priority will be given to Council members who have not attended the conference in the previous year.

- (c) Emergency Travel – Non budgeted travel will only be authorized by the Mayor when it is deemed necessary to have Council representation present at some unforeseen event, despite the lack of individual councillor(s) budget.

3. Travel While on Municipal Business

1) Airfare

- (a) Air travel should be booked at the advanced purchase excursion rates on commercial airlines using the most efficient and direct route.
- (b) Any differentials from the excursion rate or stop-over costs must be explained and approved on the expense claim when submitted.
- (c) Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled flight departure time and ends with the arrival at destination terminal or with an overnight stop or layover equivalent to an overnight stop.
- (d) For all other travel, airfare upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheelchair accessibility. Reimbursement for upgrade costs must be received at the time of billing.
- (e) Additional charges for baggage fees shall be limited to 1 item per claimant unless authorized in advance.
- (f) The purchase and use of flight passes constitute a travel advance and must be reported on an expense claim within 10 days of use.

2) Lodging

- (a) Hotel and motel expenses will be reimbursed on completion of travel upon submittal of proper "Expense Claim" forms.
 - (b) Hotel accommodations shall not exceed the cost of a standard room, double occupancy.
 - (c) Other than for conferences/conventions offering group rates, hotel accommodations shall be booked at a hotel with a negotiated price agreement whenever possible or offering reduced government rates.
 - (d) Hotel upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheelchair accessibility.
-

- (e) Additional accommodation expenses for an accompanying guest will not be reimbursed and are the personal responsibility of the claimant.
- (f) Private accommodation may be authorized in lieu of hotel accommodation for non-local travel and shall receive a per diem of \$40.00 per night.

3) Meals

- (a) Meal per diem reimbursements are to be itemized on proper "Expense Claim" forms.
- (b) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy. Reimbursement in excess of daily maximum meal per diem will only be made if the actual expenses are reasonable and approved by the CAO.
- (c) Approved meal reimbursements are to be itemized on proper "Expense Claim" forms accompanied by detailed receipts.
- (d) Breakfast may be claimed only when the council member has been travelling on municipal business for more than one hour before the recognized time for the start of the day's work. Dinner may only be claimed when the council member is not expected to return to his/her residence before 6:30pm.
- (e) Meal costs will not be reimbursed where the cost is included in the airfare or in registration fees at conventions, conferences, or training events. (Conference itineraries should be attached to the expense claim form).

4) Kilometer Allowance

- (a) Members of Council who utilize their personal vehicles on travel assignments will be reimbursed the approved rate per kilometer.
- (b) Mileage will be reimbursed from the regular place of work, or from the Council member's residence, whichever is less.
- (c) Members of Council are eligible for reimbursement of actual kilometers travelled for official municipal business pertaining to the following:
 - Council/Committee meetings
 - Board/Agency meetings where a councillor was appointed by Council to the Board
 - Public meetings/hearings
 - Council Workshop/Training seminars/Conventions
 - Meetings with representatives of other levels of government
 - Municipal hosted events

- Public events where a councilor has been officially invited as part of their role as a member of Council.

(d) Members of Council shall not be reimbursed for travel expenses related to:

- Political activities associated with election or re-election
- Meetings with constituents, individual electors, or complainants
- Meetings/conferences related to organizations or Boards of which the Councilor is not appointed by Council
- Other costs incurred for unofficial municipal travel.

(e) Notwithstanding 3(iv)(3) and 3(iv)(4), consideration may be granted for other community events / meetings as approved by the CAO or designate.

(f) Non local travel - No reimbursement for mileage shall exceed the dollar amount of round-trip airfare at the economy rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

(g) When two or more Council members are attending the same seminar, convention, or meeting, reasonable efforts to share a vehicle shall be made whenever possible.

(h) If an elected official, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

5) Vehicle Rentals

(a) Council members are encouraged to rent a vehicle from an agency with a negotiated price agreement wherever possible in instances where:

- i. The aggregate costs of renting a vehicle are more cost effective to the Municipality than paying a per diem.
- ii. Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
- iii. Two or more employees are travelling for the same purpose, and it is more economical than the combined cost of other reasonable transportation.

(b) Compact, economical vehicles must be used unless three (3) or more persons travelling together, the bulk weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

6) Parking Fees

- (a) Parking fees will be reimbursed for actual cost when receipts are provided.

7) Travel Advances

- (a) Advances will only be issued where an overnight stay is required.
- (b) Travel advances will be issued by the Finance Department based on reasonable estimated costs.
- (c) Advances will not be paid for less than **\$200**.
- (d) Travel advances must be reconciled against actual costs incurred by submitting an expense claim accompanied by any repayment of advance owing within 10 days of completing the travel. Any travel advance not reconciled in this time frame shall be reclaimed through payroll deduction.

8) Non-Allowable Items

- (a) Claims for loss of personal effects, for medical and hospital treatment, for purchase of hand luggage, clothing, and other personal equipment, or for other personal expenses such as laundry, valet parking will not be reimbursed.
- (b) If the duration of travel exceeds 1 week or for extenuating circumstances, then laundry services may be reimbursed for reasonable amounts with receipts.
- (c) Fines for parking or traffic violations are the direct responsibility of the employee and will not be reimbursed.
- (d) Additional expenses incurred as a result of non-council member accompaniment are the direct responsibility of the council member.
- (e) Purchases of alcohol will not be reimbursed.

4. **Other**

- 1) Expenses incurred by one individual on behalf of another must be attributed to the individual(s) for whom those expenses were incurred.
 - 2) Expenses incurred by non-municipal officials will not be reimbursed. Consideration may be granted in exceptional circumstances but must be approved in advance by CAO.
 - 3) Debit/Credit card transaction records are not acceptable as receipts and will not be reimbursed. Only detailed/itemized receipts are accepted.
 - 4) Eligible travel expenses may be purchased on corporate credit card, so long as the purchases are consistent with this policy and may not be used for cash advances or personal expenses.
-

5. Reporting Requirements

- 1) Pursuant to Section 65A 65D of the Municipal Government Act, the CAO shall ensure that:
 - (a) Within 90 days of the end of each fiscal quarter, the expense report for elected officials is prepared and posted on the Municipal website.
 - (b) Reportable expenses include travel and travel related expenses, including transportation accommodation and incidentals, meals, and training and education.
 - (c) The annual summary report on expenses for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Framework is prepared and submitted to the Minister of Municipal Affairs by September 30th of each year.

6. Review Requirements

- 1) By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion of Council, either re-adopt or amend the policy.

7. Procedures

- 1) Reservations
 - (a) All reservations for air travel, accommodation and rental vehicles will be coordinated by the Council Assistant.
 - (b) Accommodation and rental vehicles shall be reserved using negotiated price agreements whenever possible in order to provide the municipality a preferred level of service at competitive rates.
 - 2) Travel Advances
 - (a) The travel advance will be submitted to the Finance Department by the Council Assistant.
 - (b) The travel advance must be approved by the Chief Financial Officer.
 - (c) The Council Assistant should receive the travel advance form from the Councillor no earlier than five working days prior to the required date.
 - 3) Expense Claims
 - (a) *Local Travel*
-

- i. Travel claims are to be submitted to the Council Assistant on approved claim form the 1st working day of each month for the prior month.
- ii. Claims are to be processed and payment made on or before mid month.

(b) Travel Reimbursement

- i. All expense claims or advance repayments are to be submitted to the Council Assistant on the 1st and 15th of each month. (First working day following – if weekend or holiday.)
- ii. All travel expenditures relating to the Mayor will be authorized by the CAO or designate.
- iii. All travel expenditures relating to Council will be authorized by the CAO, CFO or designate.
- iv. Claims will only be reimbursed when the following conditions are met:
 - Claim is consistent with policy
 - Expenses claimed were necessarily incurred in the performance of municipal business
 - Appropriate receipts are provided when required and support the claim and claim documentation is appropriately filed.
- v. In considering an expense claim for payment, the CAO, CFO or designate may request additional explanations or justifications from the claimant and may refuse to approve any claim or expense they deem as unreasonable or not in compliance with this policy.
- vi. Payments shall be processed the week following submission date if supported by proper documentation.

8. Fraud, Misuse or Misappropriation of Municipal Funds

- 1) Fraudulent irregularity, misuse or misappropriation of funds may result in disciplinary action.
- 2) Suspicious activity and potential misuse of funds shall be reported to Council for determination of further action.

3)

9. Authorization Levels

<u>Claimant</u>	<u>Authorized Signatory</u>
Mayor:	CAO or designate
Council:	CAO, CFO or designate
Travel outside Canada:	CAO

10. Meal Per Diem and Kilometer Allowance

- 1) Meal and incidental per diems and per-kilometer allowances shall be that of the Nova Scotia Federation of Municipalities (NSFM) established rates, adjusted annually, effective the first day of the fiscal year – April 1. Incidental per diem shall only be paid on travel dates requiring overnight accommodation in hotels.
- 2) Private accommodation per diem shall be set at \$40.00 per night.
- 3) Rates in USA are the same as in Canada but paid in US funds.

APPROVED BY COUNCIL: JUNE 12, 1996

AMENDED: JUNE 27, 2001
MARCH 11, 2005
JUNE 8, 2006
NOVEMBER 20, 2018
FEBRUARY 18, 2020

Travel Expense Policy for Staff

1. Legislative Authority

- 1) This policy derives its authority from Section 65(r) 23(3) and (4) of the *Municipal Government Act* of the Province of Nova Scotia.

2. Statement of Policy

- 1) It is the policy of the municipality to reimburse employees for reasonable and necessary expenditures incurred by individuals on official municipal business.
- 2) Actual kilometers travelled will be reimbursed at the kilometer rate set by Council or the appropriate committee.
- 3) All other allowable expenses are on an actual cost basis; or per diem rate set by Council or the appropriate Committee.
- 4) Claims for reimbursement of actual travel expenses, other than for kilometers or per diems, must be accompanied by detailed invoices and/or receipts showing proof of payment with all taxes detailed.
- 5) All expense claims are subject to review and internal audit verification.
- 6) The purpose of the travel, destination, kilometers (if applicable) and dates must be recorded on the expense claim form.

3. Travel While on Municipal Business

Overnight Trips

- 1) Airfare
 - a) Air travel should be booked at the advanced purchase excursion rates on commercial airlines using the most efficient and direct route.
 - b) Any differentials from the excursion rate or stop-over costs must be explained and approved on the expense claim when submitted.
 - c) Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the

scheduled flight departure time and ends with the arrival at destination terminal or with an overnight stop or layover equivalent to an overnight stop.

- d) For all other travel, airfare upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheelchair accessibility. Reimbursement for upgrade costs must be received at the time of billing.
- e) Additional charges for baggage fees shall be limited to 1 item per claimant unless authorized in advance.
- f) The purchase and use of flight passes constitute a travel advance and must be reported on an expense claim with 10 days of use.

2) Lodging

- a) Hotel and motel expenses will be reimbursed on completion of travel upon submittal of proper "Expense Claim" forms.
- b) Hotel accommodations shall not exceed the cost of a standard room, double occupancy.
- c) Other than for conferences/conventions offering group rates, hotel accommodations shall be booked at a hotel with a negotiated price agreement whenever possible or offering reduced government rates.
- d) Hotel upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheelchair accessibility.
- e) Additional accommodation expenses for an accompanying guest will not be reimbursed and are the personal responsibility of the claimant.
- f) Private accommodation may be authorized in lieu of hotel accommodation for non-local travel and shall receive a per diem of \$40.00 per night.

3) Meals

- a) Meals per diem reimbursements are to be itemized on proper "Expense Claim" forms.

- b) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy. Reimbursement in excess of daily maximum meal per diem will only be made if the actual expenses are reasonable and approved by the CAO.
- c) Approved meal reimbursements are to be itemized on proper "Expense Claim" forms accompanied by detailed receipts.
- d) Breakfast may be claimed only when the employee has been travelling on municipal business for more than one hour before the recognized time for the start of the day's work. Dinner may only be claimed when the employee is not expected to return to his/her residence before 6:30pm.
- e) Meal costs will not be reimbursed where the cost is included in the airfare or in registration fees at conventions, conferences, or training events. (Conference itineraries should be attached to the expense claim form).

4) Kilometer Allowance

- a) Employees who utilize their personal vehicles on travel assignments will be allowed the approved rate per kilometer. Each employee who drives a private vehicle on municipal business must have liability insurance on said vehicle.
- b) Mileage will be reimbursed from the regular place of work, or from the employee's residence, whichever is less.
- c) No reimbursement for mileage shall exceed the dollar amount of round-trip air fare at the economy rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.
- d) When two or more employees are attending the same seminar, convention, or meeting, reasonable efforts to share a vehicle shall be made whenever possible.
- e) If an employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

5) Vehicle Rentals

- a) Employees are encouraged to rent a vehicle from an agency with a negotiated price agreement wherever possible in instances where:

- i) The aggregate costs of renting a vehicle are more cost effective to the Municipality than paying a per diem.
 - ii) Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
 - iii) Two or more employees are travelling for the same purpose, and it is more economical than the combined cost of other reasonable transportation.
- b) Compact, economical vehicles must be used unless three (3) or more persons travelling together, the bulk weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

6) Parking Fees

- a) Parking fees will be reimbursed for actual cost when receipts are provided.

7) Travel Advances

- a) Advances will only be issued where an overnight stay is required.
- b) Travel advances will be issued by the Finance Department based on reasonable estimated costs.
- c) Advances will not be paid for less than **\$200**.
- d) Travel advances must be reconciled against actual costs incurred by submitting an expense claim accompanied by any repayment of advance owing within **10** days of completing the travel. Any travel advances not reconciled in this time frame shall be reclaimed through payroll deduction.

8) Non-Allowable Items

- a) Claims for loss of personal effects, for medical and hospital treatment, for purchase of hand luggage, clothing, and other personal equipment, or for other personal expenses such as laundry, valet parking will not be reimbursed.
 - b) If the duration of travel exceeds 1 week or for extenuating circumstances, then laundry services may be reimbursed for reasonable amounts with receipts.
 - c) Fines for parking or traffic violations are the direct responsibility of the employee and will not be reimbursed.
-

- d) Additional expenses incurred as a result of non-employee member accompaniment are the direct responsibility of the employee.
- e) Purchases of alcohol will not be reimbursed.

Local Travel and Expenses

9) Local Kilometers

- a) No travel expense will be paid for commuting from an employee's personal residence to place of work during regular business hours.

10) Local Meals

- a) Reimbursement for meals will be allowed when the employee is attending a seminar or conference, a business meeting, and/or where the employee's attendance will directly benefit the municipality.

4. Other

- 1) Expenses incurred by one individual on behalf of another must be attributed to the individual(s) for whom those expenses were incurred.
- 2) Expenses incurred by non-municipal officials will not be reimbursed. Consideration may be granted in exceptional circumstances but must be approved in advance by CAO.
- 3) Debit/Credit card transaction records are not acceptable as receipts and will not be reimbursed. Only detailed/itemized receipts are accepted.
- 4) Eligible travel expenses may be purchased on corporate credit card, so long as the purchases are consistent with this policy and may not be used for cash advances or personal expenses.

5. Reporting Requirements

- 1) Pursuant to Section 65D of the Municipal Government Act, the CAO shall ensure that:
 - a) Within 90 days of the end of each fiscal quarter, the expense report for reportable employees is prepared and posted on the Municipal website.
 - b) Reportable employees include the Chief Administrative Officer, Directors, staff in council employment, and any other employees as deemed reportable by Council.
-

- c) Reportable expenses must report all travel and travel related expenses, including transportation accommodation and incidentals, meals, and training and education.
- d) The annual summary report on expenses for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Framework is prepared and submitted to the Minister of Municipal Affairs by September 30th of each year.

6. Review Requirements

- 1) By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion of Council, either re-adopt or amend the policy.

7. Procedures

1) Reservations

- a) All reservations for air travel, accommodation and rental vehicles will be coordinated by a designated staff person in each department.
- b) Accommodation and rental vehicles shall be reserved using negotiated price agreements whenever possible in order to provide the municipality a preferred level of service at competitive rates.

2) Travel Advances

- a) The travel advance is to be initiated on approved form by the individual travelling.
- b) The travel advance must be approved by the appropriate authorization levels.
- c) The Finance Department must receive the travel advance form no earlier than five working days prior to the required date.
- d) Travel advances for the Chief Administrative Officer will be authorized by the Chief Financial Officer.

3) Expense Claims

- (a) *Local Travel*

- i) Travel claims are to be submitted to the Finance Department on approved claim form the 1st working day of each month for the prior month.
- ii) Claims are to be processed and payment made on or before mid-month.

(b) Travel Reimbursement

- i) All expense claims or advance repayments are to be submitted to the Finance Department on the 1st and 15th of each month. (First working day following – if weekend or holiday.)
- ii) Claims will only be reimbursed when the following conditions are met:
 - Claim is consistent with policy
 - Expenses claimed were necessarily incurred in the performance of municipal business
 - Appropriate receipts are provided when required and support the claim and claim documentation is appropriately filed.
- iii) In considering an expense claim for payment, additional explanations or justifications from the claimant may be requested and claims may be refused in part or totality if a claim or expense is deemed unreasonable or not in compliance with this policy.
- iv) Payment shall be processed the week following submission date if supported by proper documentation.

8. Fraud, Misuse or Misappropriation of Municipal Funds

- 1) Fraudulent irregularity, misuse or misappropriation of funds may result in disciplinary action up to and including termination of employment.
- 2) Suspicious activity and potential misuse of funds must be reported to the CAO.

9. Authorization Levels

Staff

Travel within Cape Breton:	Immediate Supervisor/Manager
Travel within Canada:	Appropriate Director
Travel outside Canada:	Chief Administrative Officer

10. Meal Per Diem and Kilometer Allowance

- 1) Meal and incidental per diems and per-kilometer allowances shall be that of the Nova Scotia Federation of Municipalities (NSFM) established rates, adjusted annually, effective the first day of the fiscal year – April 1. Incidental per diem shall only be paid on travel dates requiring overnight accommodation in hotels.
- 2) Private accommodation per diem shall be set at \$40.00 per night.
- 3) Rates in USA are the same as in Canada but paid in US funds.

APPROVED BY COUNCIL: APRIL 16, 1996

**AMENDED: JUNE 27, 2001
 NOVEMBER 20, 2018**



CBRM

A Community of Communities

Cape Breton Regional Municipality

Cape Breton Regional Municipality Audit Committee Policy

1.0 PURPOSE:

The Audit Committee assists Municipal Council in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council. In particular, the Committee assists Council by reviewing:

- a. Key financial information that will be provided to the Province or made public;
- b. External and/or internal audit activities
- c. The system of internal controls, risk management and financial information technology;
- d. Cash and investment management activities;
- e. Insurance coverage and significant risks and uncertainties;
- f. Financial Condition Indicators.

2.0 SCOPE:

This Policy is applicable to all serving members of the Cape Breton Regional Municipality's Audit Committee.

3.0 REFERENCES:

- 3.1 **S. 44** *Nova Scotia Municipal Government Act (MGA).*

4.0 DEFINITIONS:

4.1 **CAO** means the Chief Administrative Officer for the Cape Breton Regional Municipality.

4.2 **CFO** means the Chief Financial Officer of the Cape Breton Regional Municipality.

4.2 **Independent** means not an employee, council member or immediate family member; and not an employee of an agency funded in whole or in part by CBRM.

5.0 POLICY, DUTIES AND RESPONSIBILITIES:

5.1 Composition

It is the responsibility of Council to ensure that audit committee members are independent, financially literate, and have the skills to serve as effective audit committee members:

- a general understanding of the Municipality's major economic, operating, and financial risks;
- a broad awareness of the interrelationship of the Municipality's operations and its financial reporting;
- understand the difference between the oversight function of the Committee and the decision making function of management; and
- a willingness to challenge management, when necessary.

5.1.1 The audit committee will consist of 7 members – the Deputy Mayor, 4 Council members and two members at large.

5.1.2 The Chair shall be the Deputy Mayor.

5.1.3 Citizen appointments shall be residents of the Cape Breton Regional Municipality, be independent, and possess a professional accounting designation.

5.1.4 Citizen appointments will serve 2 year terms and will rotate off in opposite years to maintain continuity. In the first year, or in any year where both positions are vacated at or prior to term expiry, one of the members at large will sit for a two year term with an option to extend for an additional 1 year term.

5.1.5 All Committee members serve without pay.

5.2 Audit

5.2.1 Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to Council;

5.2.2 Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act;

- a. Review with Management and the External Auditor, the annual audited financial statements and recommend the approval to Council;
 - b. Review with Management, the internal control management letter received from the auditors and recommend any changes to Council, as required;
 - c. Review of such matters arising out of the audit as may appear to the audit committee to require investigation;
 - d. Inquire into any activities or transactions that may be illegal, questionable or unethical;
 - e. Review the overall reasonableness of CAO, Mayor and Council travel and hospitality expenses;
 - f. Such other matters as may be determined by Council to be the duties of an audit committee.
-

5.2.3 Recommend approval of the audited financial statements to Council.

5.3 Finance and Risk Management

5.3.1 Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making;

5.3.2 Review with Management annually all financial policies including those used in the preparation of the external financial statements;

5.3.3 Review with Management the adequacy of internal controls;

5.3.4 Review with Management the adequacy and use of reserve and surplus funds;

5.3.5 Review with Management annually risk management practices including adequacy of insurance coverage for significant risks and uncertainties.

5.3.6 Periodically assess banking services, oversee the procurement of these services in accordance with Council policy, and recommend any changes to Council.

5.4 Administration

5.4.1 The Committee shall meet at least twice during each fiscal year.

5.4.2 Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

5.4.3 The CAO and CFO will provide staff support to the Committee.

5.4.4 The agenda will be agreed upon by the Committee Chair, CAO, and CFO.

5.4.5 The Committee shall meet with the external auditors as it deems appropriate to consider any matter the Committee or auditors determine should be brought to the attention of Council;

5.4.6 There may be an occasional need for the auditor to meet with the Committee without staff present. This can be initiated by either party.

5.4.7 The Committee may also call upon the expertise from external sources (e.g. actuaries, finance professionals) to assist with committee business as required.

Approved by Council: March 7, 2018



City Hall
320 Esplanade
Sydney, NS, B1P 7B9

Item No.

Councillor Agenda Request Form – Staff Report	
<p><input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</p>	<p><input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)</p>
<p><input type="checkbox"/> Request from the Floor: (New Business)</p> <ul style="list-style-type: none"> - Announcement - Referral - Submit Petition - Notice of Motion 	
<p>Date of Council/Committee Meeting: January 26, 2021</p>	
<p>Subject: Tax Protection for Low-Income Seniors who own home</p>	
<p>Motion requesting Staff Report for Council/Committee to Consider:</p> <p><i>Direct staff to develop an Issue Paper to investigate the options available to help low-income seniors with the potential increase in tax burden if the Province of Nova Scotia amends or removes the legislation on Assessment CAP.</i></p>	
<p>Reason:</p> <p>The CBRM is one of the highest taxed regions in the country and has a high number of low-income seniors, who own their own homes and have lived in their home. Seniors, who are homeowners are struggling on fixed incomes, to pay for the basic needs of life, food, medications, heat, electricity, and taxes. Seniors are very concerned about the removal of the tax CAP and how that will affect their budget, and the tax CAP removal would cause a further erosion for seniors on a fixed income that own their own homes. Seniors, who are homeowners in the CBRM have spent a lifetime contributing to the tax base and have shown their desire to remain and continue to contribute to the CBRM. It is important that any provincial legislative change not negatively affect their ability to stay in their homes.</p>	
<p>Outcome Sought:</p> <p>Creation of an Issue Paper that will look into the potential options to support low-income seniors with the negative effects of CAP removal by the Province of Nova Scotia to ensure they are not taxed out of their home.</p>	
<p><i>Councillor Gordon MacDonald</i></p>	<p><i>District 1</i></p>
<p><i>Date: January 16, 2021</i></p>	<p><i>Received by Clerk's Department (date):</i></p>

Issue has been discussed with Director of Responsible Department



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Item No.

Council Agenda Request Form		
<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	<input type="checkbox"/> Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion
Date of Council Meeting: January 2021 meeting of Council		
Subject: Seeking Higher Office		
Motion for Council to Consider: Request an Issue Paper		
<p>Reason: If a member of municipal council decides to seek nomination for higher office such as but not limited to Member of the Provincial Legislative Assembly (MLA), Member of Federal Parliament (MP) or leadership of a provincial or federal party; what should their obligations be to the taxpayer? Should that councillor declare their intentions, should they request a leave of absence, should that leave be unpaid or paid. There was discussion by the province in November of 2019 when I first brought up this topic to enact province wide municipal legislation but since then nothing has been done.</p>		
Outcome Sought: Discussion on issue and recommendation to council in order to set in place rules or guidelines		
<i>Councillor: Steve Gillespie</i>	<i>District: 4</i>	
<i>Date: January 18, 2021</i>	<i>Received by Clerk's Department (date):</i>	

Discussed issue with Ross MacDonald of Municipal Governmental Affairs

Revenue	Year To Date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	76,092,052	74,925,982	\$ 1,166,070	\$ 112,388,973	\$ 36,296,921
Total Federal Government	2,100,350	2,100,350	-	3,150,525	1,050,175
Total Federal Government Agencies	514,112	514,112	-	771,168	257,056
Total Provincial Government	1,533,523	1,533,523	(0)	2,300,284	766,761
Total Provincial Government Agencies	2,210,321	2,210,321	0	3,315,481	1,105,160
Total Services to Other Local Government	638,943	638,943	0	958,415	319,472
Total Transit	96,096	82,492	13,604	165,000	68,904
Total Environmental Development Services	260,503	164,133	96,370	246,200	(14,303)
Total Licenses & Permits	91,423	100,667	(9,243)	151,000	59,577
Total Fines & Fees	467,359	471,701	(4,342)	754,218	82,109
Total Rentals	388,669	391,441	(2,772)	587,162	198,493
Total Concessions & Franchises	44,732	-	44,732	645,000	204,750
Total Interest on Taxes	928,721	1,299,800	(371,079)	1,949,700	1,020,979
Total Finance Revenue	20,983	15,000	5,983	22,500	1,517
Total Solid Waste Revenue	1,764,765	1,466,667	298,098	2,050,000	285,235
Total Recreation & Cultural Service Programs	184,793	27,333	157,460	499,000	914,475
Total Water Utility Charges	3,301,007	3,301,007	(0)	4,951,510	1,650,503
Total Unconditional Transfers	10,526,078	10,557,225	(31,147)	15,835,838	5,309,760
Total Conditional Transfers	-	-	-	3,474,797	3,474,797
Total Extraordinary Revenue	3,929,632	-	3,929,632	-	(3,929,632)
Year To Date Assigned	\$ 105,094,062	\$ 99,800,697	\$ 5,293,366	\$ 154,216,771	\$ 49,122,709

Departmental

Reviewed

Summary

Statement of Expenditures

November 30, 2020

Expenditures	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 844,368	\$ 923,952	\$ 79,584	\$ 1,417,019	\$ 572,651
Administration	306,811	308,666	1,854	454,909	148,098
Finance	1,742,478	1,897,763	155,284	2,805,328	1,062,850
Legal	1,741,414	1,821,219	79,805	2,045,519	304,105
Human Resources	737,473	881,270	143,798	1,312,790	575,317
Technology & Communications	1,986,845	2,034,729	37,884	3,216,010	1,219,165
Municipal Clerk	630,469	640,606	10,137	868,632	238,163
Fiscal Services	24,998,409	25,250,928	252,519	33,356,695	8,358,286
Police Services	16,162,253	17,294,199	1,131,945	25,765,802	9,603,549
Fire Services (Incl EMO)	12,724,223	12,609,972	(114,251)	17,982,995	5,258,772
Engineering & Public Works	30,638,517	31,537,404	898,887	49,785,036	19,146,519
Planning	2,011,264	2,298,726	287,462	3,319,283	1,308,019
Facilities C200 & Arenas	1,582,410	1,944,109	361,699	3,084,608	1,502,198
Parks & Grounds	1,912,239	2,061,654	149,414	2,899,912	987,673
Buildings	1,965,811	2,114,316	148,505	3,275,411	1,309,600
Recreation	1,744,943	2,036,028	291,085	2,626,822	881,879
Total expended to date	\$ 101,739,928	\$ 105,655,539	\$ 3,915,611	\$ 154,216,771	\$ 52,476,843

Departmental

Reviewed

Legislative	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 653,159	\$ 683,027	\$ 29,868	\$ 1,014,748	\$ 361,589
6010 BENEFITS	81,359	91,416	10,057	135,813	54,454
6030 TRAVEL/CONFERENCES	10,328	52,646	42,318	78,969	68,641
6040 PROF MEM/DUES & FEES	20,724	18,999	(1,725)	72,342	51,618
6050 OFFICE SUPPLIES	8,446	10,267	1,820	15,400	6,954
6060 OFFICE EQUIPMENT	3,263	3,333	71	5,000	1,738
6080 ADVERTISING	10,339	9,667	(673)	14,500	4,161
6100 COURIER	-	167	167	250	250
6110 TELEPHONE/FAX	19,952	16,373	(3,579)	24,560	4,608
6120 PUBL./SUBSCRIPTIONS	1,209	1,225	15	1,837	628
6130 COMPUTER HARDWARE	9,322	5,500	(3,822)	6,600	(2,722)
6150 MEETING EXPENSES	10,279	16,667	6,388	25,000	14,721
6170 PROMOTION	15,988	14,667	(1,321)	22,000	6,012
Total expended to date	\$ 844,368	\$ 923,952	\$ 79,584	\$ 1,417,019	\$ 572,651

Departmental

Finance

Administration (CAO)

Statement of Expenditures

November 30, 2020

CAO	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 187,019	\$ 187,793	\$ 774	\$ 276,843	\$ 89,824
6010 BENEFITS	25,398	31,764	6,366	47,191	21,793
6020 TRAINING/EDUCATION	-	3,300	3,300	3,300	3,300
6030 TRAVEL/CONFERENCES	-	3,333	3,333	5,000	5,000
6040 PROF MEM/DUES & FEES	636	1,800	1,164	1,800	1,164
6050 OFFICE SUPPLIES	629	1,867	1,238	2,800	2,171
6110 TELEPHONE/FAX	1,949	2,000	51	3,000	1,051
6120 PUBL./SUBSCRIPTIONS	338	475	137	475	137
6130 COMPUTER HARDWARE	5,227	-	(5,227)	-	(5,227)
6150 MEETING EXPENSES	2,102	3,000	898	4,500	2,398
6170 PROMOTION	1,460	3,333	1,874	5,000	3,540
8100 PROFESSIONAL SERVICE	82,054	70,000	(12,054)	105,000	22,946
Total expended to date	\$ 306,811	\$ 308,666	\$ 1,854	\$ 454,909	\$ 148,098

Departmental

Finance

Finance	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,282,220	\$ 1,333,652	\$ 51,432	\$ 1,981,358	\$ 699,138
6010 BENEFITS	258,586	258,373	(213)	383,855	125,269
6020 TRAINING/EDUCATION	3,212	12,998	9,786	16,290	13,078
6030 TRAVEL/CONFERENCES	159	11,755	11,596	12,500	12,341
6040 PROF MEM/DUES & FEES	4,365	6,625	2,260	6,625	2,260
6050 OFFICE SUPPLIES	5,512	9,667	4,155	14,500	8,988
6060 OFFICE EQUIPMENT	2,832	7,000	4,168	10,500	7,668
6080 ADVERTISING	12,599	18,767	6,168	28,150	15,551
6090 POSTAGE	133,875	135,000	1,125	170,000	36,125
6100 COURIER	14,231	15,933	1,702	23,900	9,669
6110 TELEPHONE/FAX	10,811	10,733	(78)	16,100	5,289
6130 COMPUTER HARDWARE	8,795	7,266.67	(1,529)	10,900	2,105
6140 COMPUTER SOFTWARE	-	-	-	48,000	48,000
6180 COST RECOVERY	(168,380)	(124,668)	43,712	(173,000)	(4,620)
8010 OPERATIONAL MAT/SUPP	2,598	3,000	402	4,500	1,902
8100 PROFESSIONAL SERVICE	49,385	50,000	615	50,000	615
8110 CONTRACTS/AGREEMENTS	32,225	39,455	7,231	47,850	15,625
8120 LEASES	7,906	8,873	967	13,300	5,394
8180 TAX EXEMPT/WRITE OFF	81,548	93,333	11,785	140,000	58,452
Total expended to date	\$ 1,742,478	\$ 1,897,763	\$ 155,284	\$ 2,805,328	\$ 1,062,850

Departmental

Finance

Legal	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 278,068	\$ 277,926	\$ (142)	\$ 412,905	\$ 134,837
6010 BENEFITS	54,601	56,092	1,491	83,334	28,733
6020 TRAINING/EDUCATION	196	3,000	2,804	3,250	3,054
6030 TRAVEL/CONFERENCES	-	1,063	1,063	2,125	2,125
6040 PROF MEM/DUES & FEES	11,756	13,100	1,344	13,100	1,344
6050 OFFICE SUPPLIES	2,276	2,333	58	3,500	1,224
6060 OFFICE EQUIPMENT	2,478	4,200	1,722	4,200	1,722
6070 PHOTOCOPIER LEASE	2,554	2,067	(488)	3,100	546
6080 ADVERTISING	1,398	667	(732)	1,000	(398)
6100 COURIER	593	533	(60)	800	207
6110 TELEPHONE/FAX	2,003	2,267	263	3,400	1,397
6120 PUBL./STATUTES	10,753	6,667	(4,086)	10,000	(753)
6130 COMPUTER HARDWARE	-	2,000	2,000	3,000	3,000
6140 COMPUTER SOFTWARE	-	1,667	1,667	2,500	2,500
6150 MEETING EXPENSE	47	333	286	500	453
6160 LIABILITY INSURANCE	1,347,077	1,344,305	(2,772)	1,344,305	(2,772)
8100 PROFESSIONAL SERVICE	27,614	103,000	75,386	154,500	126,886
Total expended to date	\$ 1,741,414	\$ 1,821,219	\$ 79,805	\$ 2,046,519	\$ 304,105

Departmental

Finance

Human Resources	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 526,332	\$ 521,473	\$ (4,858)	\$ 774,734	\$ 248,402
6010 BENEFITS	115,274	114,347	(927)	169,881	54,607
6020 TRAINING/EDUCATION	400	4,667	4,267	7,000	6,600
6030 TRAVEL/CONFERENCES	1,852	11,667	9,815	17,500	15,648
6040 PROF MEM/DUES & FEES	891	1,533	643	2,300	1,409
6050 OFFICE SUPPLIES	8,944	10,000	1,056	15,000	6,056
6060 OFFICE EQUIPMENT	188	1,667	1,479	2,500	2,312
6080 ADVERTISING	2,321	2,000	(321)	3,000	680
6110 TELEPHONE/FAX	5,820	8,917	3,096	13,375	7,555
6120 PUBL./SUBSCRIPTIONS	-	2,667	2,667	4,000	4,000
6130 COMPUTER HARDWARE	4,268	4,000	(268)	6,000	1,732
6140 COMPUTER SOFTWARE	-	333	333	500	500
6150 MEETING EXPENSE	1,684	3,000	1,316	4,500	2,816
8100 PROFESSIONAL SERVICE	66,433	186,667	120,234	280,000	213,567
8110 CONTRACTS/AGREEMENTS	3,068	8,333	5,265	12,500	9,432
Total expended to date	\$ 737,473	\$ 881,270	\$ 143,798	\$ 1,312,790	\$ 575,317

 Departmental

 Finance

**Technology Including
911 Comm Centre**

Statement of Expenditures

November 30, 2020

Technology/Communications	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 1,192,987	\$ 1,204,236	\$ 11,249	\$ 1,789,089	\$ 596,102
6010 BENEFITS	228,394	241,137	12,743	377,562	149,168
6020 TRAINING/EDUCATION	4,275	7,750	3,475	9,750	5,475
6030 TRAVEL/CONFERENCES	7,670	3,958	(3,712)	5,625	(2,045)
6040 PROF MEM/DUES & FEES	688	667	(22)	1,000	312
6050 OFFICE SUPPLIES	6,012	3,333	(2,679)	5,000	(1,012)
6060 OFFICE EQUIPMENT	1,799	8,667	6,867	13,000	11,201
6080 ADVERTISING	4,330	5,333	1,003	8,000	3,670
6100 COURIER	-	200	200	300	300
6110 TELEPHONE/FAX	86,289	102,267	15,978	153,400	67,111
6120 PUBL./SUBSCRIPTIONS	-	667	667	1,000	1,000
6130 COMPUTER HARDWARE	94,378	96,000	1,622	135,000	40,622
6140 COMPUTER SOFTWARE	267,419	270,175	2,756	368,830	101,411
6150 MEETING EXPENSE	115	667	552	1,000	885
7010 ELECTRICAL	5,067	6,433	1,367	9,650	4,583
7070 BLDG/FACILITY RENTAL	37,662	29,933	(7,729)	44,900	7,238
8010 OPERATIONAL MAT/SUPP	2,204	-	(2,204)	-	(2,204)
8040 COMM EQUIPMENT LINES	2,693	5,000	2,307	7,500	4,807
8100 PROFESSIONAL SERVICES	9,945	6,667	(3,278)	10,000	55
8110 CONTRACTS/AGREEMENTS	44,918	41,639	(3,279)	57,000	12,082
8120 LEASES SAP	-	-	-	108,243	108,243
8130 LICENSES/PERMITS	-	-	-	110,161	110,161
Total expended to date	\$ 1,996,845	\$ 2,034,729	\$ 37,884	\$ 3,216,010	\$ 1,219,165

Departmental

Finance

Municipal Clerk	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 184,085	\$ 185,025	\$ 940	\$ 274,885	\$ 90,800
6010 BENEFITS	39,242	39,341	98	58,447	19,205
6020 TRAINING/EDUCATION	391	1,833	1,442	2,750	2,359
6030 TRAVEL/CONFERENCES	67	1,083	1,016	1,625	1,558
6040 PROF MEM/DUES & FEES	636	750	114	750	114
6050 OFFICE SUPPLIES	472	2,667	2,195	4,000	3,528
6060 OFFICE EQUIPMENT	1,092	2,667	1,575	4,000	2,909
6070 PHOTOCOPY SUPPLIES	7,795	8,500	705	12,750	4,955
6080 ADVERTISING	-	500	500	750	750
6100 COURIER	729	500	(229)	750	21
6110 TELEPHONE/FAX	1,606	2,333	727	3,500	1,894
6120 PUBL./SUBSCRIPTIONS	1,542	1,800	258	1,800	258
6130 COMPUTER HARDWARE	3,600	4,333	734	6,500	2,900
6140 COMPUTER SOFTWARE	10,177	10,500	323	12,500	2,323
6150 MEETING EXPENSES	2,678	2,417	(261)	3,625	947
8110 CONTRACTS/AGREEMENTS	376,357	376,357	-	480,000	103,643
Total expended to date	\$ 630,469	\$ 640,608	\$ 10,137	\$ 868,632	\$ 238,163

Departmental

Finance

Fiscal Services

Statement of Expenditures

November 30, 2020

Fiscal Services	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 6,514	\$ 266,667	\$ 260,153	\$ 746,500	\$ 739,986
9020 INT ON DEBT	1,430,526	1,430,526	-	1,430,526	0
9051 PRINC ON DEBT	10,089,869	10,089,869	-	10,089,869	-
9052 DEBT/CAP BOND DISC	-	-	-	94,000	94,000
9090 BANK CHARGES	40,967	33,333	(7,634)	50,000	9,033
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.	105,588	105,588	-	158,382	52,794
9600 PROV. CORRECTIONS	713,644	713,644	-	1,070,466	356,822
9610 CB REG. HOUSING	1,230,299	1,230,299	-	1,845,449	615,150
9620 REGIONAL LIBRARY	468,000	468,000	-	702,000	234,000
9630 CB/VIC. SCHOOL BOARD	9,914,440	9,914,440	-	14,871,660	4,957,220
9640 PROPERTY ASSESSMENT	938,562	938,562	-	1,407,843	469,281
Total expended to date	\$ 24,998,409	\$ 25,250,928	\$ 252,519	\$ 33,356,695	\$ 8,358,286

Departmental

Finance

Police Services

Statement Expenditures

November 30, 2020

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	\$ 14,094,750	\$ 15,247,191	\$ 1,152,442	\$ 22,669,362	\$ 8,574,612
6020 TRAINING/EDUCATION	47,122	56,673	9,551	85,010	37,888
6030 TRAVEL/CONFERENCES	4,686	14,583	9,897	21,875	17,189
6040 PROF MEM/DUES & FEES	995	3,333	2,338	5,000	4,005
6050 OFFICE SUPPLIES	18,829	30,000	11,171	45,000	26,171
6060 OFFICE EQUIPMENT	55,743	30,000	(25,743)	30,000	(25,743)
6070 PHOTOCOPY SUPPLIES	9,678	12,000	2,322	18,000	8,322
6080 ADVERTISING	2,770	3,333	563	5,000	2,230
6090 POSTAGE & 6100 COURIER	8,411	8,000	(411)	12,000	3,589
6110 TELEPHONE/FAX	150,331	121,867	(28,465)	182,800	32,469
6120 PUBL./SUBSCRIPTIONS	4,678	4,000	(678)	6,000	1,322
6130 COMPUTER HARD/SOFTWARE	214,571	216,000	1,429	324,000	109,429
6140 COMPUTER SOFTWARE	-	-	-	-	-
6150 MEETING EXPENSES	5,865	7,667	1,802	11,500	5,635
6170 PROMOTION	1,460	7,333	5,873	11,000	9,540
7000 HEAT	10,039	33,333	23,294	50,000	39,961
7010 ELECTRICAL	59,506	73,567	14,061	110,350	50,844
7020 WATER	5,301	6,667	1,366	10,000	4,699
7030 BLDG/FACILITY MAINT	50,258	55,333	5,075	83,000	32,742
7040 BLDG/FACILITY REPAIR	18,917	15,000	(3,917)	15,000	(3,917)
7060 BLDG/FACILITY RENOV	6,179	11,667	5,488	17,500	11,321
7070 BLDG/FACILITY RENTAL	12,676	16,667	3,991	25,000	12,324
7110 SECURITY	469	2,467	1,997	3,700	3,231
7500 VEH/EQUIP MAINT	47,608	10,000	(37,608)	10,000	(37,608)
7505 GASOLINE & DIESEL	184,360	229,500	45,140	344,250	159,890
7510 VEH/EQUIP REPAIRS	231,932	191,811	(40,120)	287,717	55,786
7530 VEH/EQUIP REPLACEMENT	343,525	343,525	-	580,000	236,475
7540 VEH/EQUIP RENTAL	26	1,333	1,307	2,000	1,974
7550 VEH/EQUIP TOWING	1,849	3,333	1,484	5,000	3,151
8000 OPERATIONAL EQUIP	105,670	80,000	(25,670)	120,000	14,330
8010 OPERATIONAL MAT/SUPP	112,696	104,000	(8,696)	156,000	43,304
8020 MAINTENANCE EQUIP	5,491	5,047	(444)	7,570	2,079
8090 UNIFORMS/CLOTHING	117,265	116,667	(598)	175,000	57,735
8100 PROFESSIONAL SERVICE	92,168	86,667	(5,501)	130,000	37,832
8110 CONTRACTS/AGREEMENTS	15,151	18,667	3,515	28,000	12,849
8125 MAJOR INVESTIGATIONS	80,420	86,112	5,692	129,168	48,748
8150 GRANTS/SUBS TO ORG	40,856	40,856	-	50,000	9,144
Total expended to date	16,162,253	\$ 17,294,199	\$ 1,131,945	\$ 25,765,802	\$ 9,603,549

Departmental

Finance

Police Services

Statement of Revenue

November 30, 2020

Police Services Revenue	Year to data Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 54,740	\$ 46,667	\$ 8,073	\$ 70,000	\$ 15,260
5151 FINES	159,557	91,667	67,891	137,500	(22,057)
Total Revenue to date	\$ 214,297	\$ 138,333	\$ 75,963	\$ 207,500	\$ (6,797)

Departmental

Finance

Fire Services

Statement of Expenditures

November 30, 2020

	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Fire Services Including EMO					
6000 WAGES/SALARIES	\$ 4,529,567	\$ 4,038,881	\$ (490,685)	\$ 6,000,418	\$ 1,470,851
6010 BENEFITS	733,999	798,752	64,753	1,186,676	452,677
6011 MISC. BENEFITS	99,271	100,625	1,353	134,166	34,895
6020 TRAINING/EDUCATION	19,661	85,894	66,233	128,841	109,180
6030 TRAVEL/CONFERENCES	10,249	21,521	11,272	27,175	16,926
6040 PROF MEM/DUES & FEES	9,726	7,821	(1,905)	11,732	2,006
6050 OFFICE SUPPLIES	5,418	8,067	2,649	12,100	6,682
6060 OFFICE EQUIPMENT	-	8,633	8,633	12,950	12,950
6080 ADVERTISING	3,030	3,567	537	5,350	2,320
6110 TELEPHONE/FAX	20,414	29,999	9,585	44,999	24,585
6120 PUBL./SUBSCRIPTIONS	181	1,800	1,619	2,700	2,519
6130 COMPUTER HARDWARE	10,754	10,774	19	11,507	753
6140 COMPUTER SOFTWARE	-	10,671	10,671	16,006	16,006
6150 MEETING EXPENSES	1,984	2,936	952	4,404	2,420
6170 PROMOTION	8,774	21,667	12,892	32,500	23,726
7000 HEAT	24,132	68,234	44,102	102,351	78,219
7010 ELECTRICAL	23,141	41,204	18,064	64,536	41,395
7020 WATER	18,093	16,938	(1,155)	25,407	7,314
7030 BLDG/FACILITY MAINT	24,731	42,486	17,755	63,729	38,998
7040 BLDG/FACILITY REPAIR	3,780	14,835	11,055	22,253	18,473
7060 BLDG/FACILITY RENOV	-	6,667	6,667	10,000	10,000
7500 VEH/EQUIP MAINT.	127,297	128,367	1,070	192,550	65,253
7505 GASOLINE/DIESEL	28,913	47,657	18,744	71,486	42,573
7510 VEH/EQUIP REPAIRS	4,615	4,000	(615)	4,000	(615)
7530 VEH/EQUIP REPLACEMENT	50,847	70,000	19,153	87,500	36,653
7550 VEH/EQUIP TOWING	482	1,333	851	2,000	1,518
7560 VEH/EQUIP GEN SUPPLY	8,567	10,667	2,099	16,000	7,433
8000 OPERATIONAL EQUIP	234,568	246,825	12,257	370,238	135,670
8010 OPERATIONAL MAT/SUPP	47,183	70,967	23,784	105,870	58,687
8020 MAINTENANCE EQUIP	43,559	35,066	(8,493)	52,599	9,040
8040 COMM EQUIPMENT LINES	2,555	-	(2,555)	-	(2,555)
8090 UNIFORMS/CLOTHING	51,275	56,851	5,576	85,277	34,002
8100 PROFESSIONAL SERVICE	1,369	5,692	4,323	8,538	7,169
8110 CONTRACTS/AGREEMENTS	47,187	60,425	13,238	90,638	43,451
8120 LEASES	85,173	85,953	780	128,929	43,756
8130 LICENSES/PERMITS	16,864	17,335	471	17,335	471
8150 GRANTS/SUBS TO ORG	1,709,273	1,709,273	-	1,753,851	44,578
8195 WATER SUPPLY & HYDR	4,717,589	4,717,589	-	7,076,384	2,358,795
Total expended to date	\$ 12,724,223	\$ 12,609,972	\$ (114,251)	\$ 17,982,995	\$ 5,258,772

Departmental

Finance

Engineering and Public Works Actuals to November 30, 2020

REVENUE	Actual & Committed Y-T-D Nov 30, 2020	Budget Y-T-D Nov 30, 2020	Variance Y-T-D Nov 30, 2020	Total Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	\$96,096	\$82,492	\$13,605	\$165,000	-\$68,904	58.24%
SOLIDWASTE TIP FEES	1,400,219	1,166,667	233,552	1,750,000	-349,781	80.01%
SOLIDWASTE COST RECOVERIES	364,546	300,000	64,546	\$300,000	64,546	121.52%
SEWER PERMIT FEES	70,580	66,667	3,913	\$100,000	-29,420	70.58%
WATER UTILITY ADMIN FEE	3,301,007	3,301,007	0	\$4,951,510	-1,650,503	66.67%
TOTAL PW REVENUES	\$5,232,448	\$4,916,832	\$315,616	\$7,266,510	-\$2,034,062	72.01%

EXPENDITURES

ADMINISTRATION	2,730,430	2,804,228	73,798	4,478,168	1,747,738	60.97%
ENGINEERING	516,212	531,574	15,362	766,525	250,313	67.34%
CENTRAL DIVISION	4,877,099	4,989,245	112,146	7,754,882	2,877,783	62.89%
EAST DIVISION	4,232,577	4,525,059	292,482	6,959,394	2,726,817	60.82%
NORTH DIVISION	1,947,189	2,149,927	202,739	3,304,667	1,357,478	58.92%
SOLID WASTE	8,579,411	8,512,566	-66,844	14,066,881	5,487,470	60.99%
MECHANICAL FLEET	2,099,107	2,458,859	359,752	3,637,152	1,538,045	57.71%
TRANSIT	3,845,718	3,775,358	-70,360	5,712,480	1,866,762	67.32%
QUALITY CONTROL	1,810,774	1,790,587	-20,188	3,104,887	1,294,113	58.32%
TOTAL PW EXPENDITURES	\$30,638,518	\$31,537,404	\$898,886	\$49,785,036	\$19,146,518	61.54%

Signature:

ORIGINAL SIGNED BY

Director of Engineering & Public Works

ORIGINAL SIGNED BY

Chief Financial Officer

Planning Department	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 882,908	\$ 968,563	\$ 85,655	\$ 1,438,959	\$ 556,051
6010 BENEFITS	187,588	203,461	15,873	302,274	114,686
6020 TRAINING/EDUCATION	6,656	11,000	4,344	16,500	9,844
6030 TRAVEL/CONFERENCES	5,624	9,667	4,043	13,000	7,376
6040 PROF MEM/DUES & FEES	1,181	5,600	4,419	8,400	7,219
6050 OFFICE SUPPLIES	7,693	13,000	5,307	19,500	11,807
6060 OFFICE EQUIPMENT	5,304	9,667	4,363	14,500	9,196
6080 ADVERTISING	3,789	16,333	12,545	24,500	20,711
6110 TELEPHONE/FAX	11,128	13,667	2,539	20,500	9,372
6120 PUBL./SUBSCRIPTIONS	-	867	867	1,300	1,300
6130 COMPUTER HARDWARE	11,399	10,500	(899)	10,500	(899)
6140 COMPUTER SOFTWARE	9,869	9,000	(869)	9,000	(869)
6150 MEETING EXPENSE	170	1,300	1,130	1,950	1,780
6170 PROMOTION	6,648	26,667	20,019	40,000	33,352
7130 DEMOLITIONS	80,000	80,000	-	120,000	40,000
8000 OPERATIONAL EQUIPMENT	2,541	22,000	19,459	33,000	30,459
8010 OPERATIONAL MAT/SUPP	1,725	2,667	942	4,000	2,275
8090 UNIFORMS / CLOTHING	1,653	5,667	4,014	8,500	6,847
8100 PROFESSIONAL SERVICE	2,531	87,333	84,802	131,000	128,469
8110 CONTRACTS/AGREEMENTS	257,600	280,933	23,333	421,400	163,800
8130 LICENSES/PERMITS	78,147	74,500	(3,647)	74,500	(3,647)
8135 REGULATORY FEES	35,512	36,333	822	41,000	5,488
8150 GRANTS /SUBS TO ORG	411,600	410,003	(1,597)	565,000	153,400
Total expended to date	\$ 2,011,264	\$ 2,298,726	\$ 287,462	\$ 3,319,283	\$ 1,308,019

Departmental

Finance

	Year to date Assigned	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 5,275	\$ 9,667	\$ (4,392)	\$ 14,500	\$ 9,225
5113 Animal Licenses	2,210	7,333	(5,123)	11,000	8,790
5114 Taxi Licenses	13,089	12,000	1,089	18,000	4,912
5115 Vending Machine Licenses	270	5,000	(4,730)	7,500	7,230
5301 Parking Meter Revenue	75,250	155,556	(80,305)	280,000	204,750
Total Bylaw Revenue	\$ 96,094	\$ 189,556	\$ (93,462)	\$ 331,000	\$ 234,906
Development / Planning Revenue					
5496 Mapping Sales	\$ -	\$ 1,400	\$ (1,400)	\$ 2,100	\$ 2,100
5495 Other Sales	2,113	2,733	(621)	4,100	1,987
5101 Building Permits	228,676	133,333	95,342	200,000	(28,676)
5102 Subdivision Fees	29,715	26,667	3,048	40,000	10,285
5103 Development Permits	-	-	-	-	-
Total Develop / Planning Rev	\$ 260,503	\$ 164,133	\$ 96,370	\$ 246,200	\$ (14,303)
Total Bylaw / Dev / Planning Revenue	\$ 356,597	\$ 353,689	\$ 2,908	\$ 577,200	\$ 220,603

Departmental

Finance

Facilities (C200 / Arenas) Statement of Expenditures

November 30, 2020

	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 786,617	\$ 930,455	\$ 143,838	\$ 1,382,343	\$ 595,726
6010 BENEFITS	158,177	177,877	19,700	264,265	106,088
6020 TRAINING	90	2,333	2,243	3,500	3,410
6030 TRAVEL/CONFERENCES	1,088	2,667	1,578	4,000	2,912
6040 PROF MEM/DUES & FEES	3,073	2,000	(1,073)	2,000	(1,073)
6050 OFFICE SUPPLIES	1,174	3,000	1,826	4,500	3,326
6060 OFFICE EQUIPMENT	1,996	1,333	(662)	2,000	4
6080 ADVERTISING	169	5,000	4,831	7,500	7,331
6100 COURIER	320	667	346	1,000	680
6110 TELEPHONE/FAX	13,697	12,667	(1,030)	19,000	5,303
6130 COMPUTER HARDWARE	8,168	2,500	(5,668)	2,500	(5,668)
6140 COMPUTER SOFTWARE	750	1,667	916	2,500	1,750
6150 MEETING EXPENSES	347	667	320	1,000	653
7000 HEAT	17,553	35,278	17,725	52,500	34,947
7010 ELECTRICAL	192,677	270,000	77,323	405,000	212,323
7020 WATER	24,778	19,000	(5,778)	28,500	3,722
7030 BLDG/FACILITY MAINT	26,625	50,667	24,042	76,000	49,375
7040 BLDG/FACILITY REPAIR	38,905	43,333	4,428	65,000	26,095
7080 PLANT MAINTENANCE	25,245	41,000	15,755	61,500	36,255
7110 SECURITY	46,813	60,000	13,187	90,000	43,187
7510 VEH/EQUIP REPAIRS	9,597	7,000	(2,597)	10,500	903
7540 VEH/EQUIP RENTAL	-	4,333	4,333	6,500	6,500
8000 OPERATIONAL EQUIPMENT	24,878	2,500	(22,378)	2,500	(22,378)
8010 OPERATIONAL MAT/SUPP	88,948	94,583	5,634	227,000	138,052
8050 COST OF SALES	87,637	114,583	26,946	275,000	187,363
8090 UNIFORMS/CLOTHING	1,013	5,667	4,654	8,500	7,487
8100 PROFESSIONAL SERVICE	11,010	18,333	7,323	27,500	16,490
8110 CONTRACTS/AGREEMENTS	11,066	35,000	23,934	52,500	41,434
Total expended to date	\$ 1,582,410	\$ 1,944,109	\$ 361,699	\$ 3,084,608	\$ 1,502,198

Departmental

Finance

	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 158,184	\$ -	\$ 158,184	\$ 310,500	\$ 152,316
GL 5002 Public Skating	-	-	-	2,500	2,500
GL 5004 Arena Rental	-	-	-	105,000	105,000
GL 5005 Gym Rental	-	-	-	5,000	5,000
GL 5006 Canteen Sales	43,533	-	43,533	362,500	318,967
GL 5009 Major Events	-	-	-	5,000	5,000
GL 5010 Other Revenue	1,199	-	1,199	282,500	281,301
GL 5033 Program Equipment	534	-	534	24,250	23,716
GL 5034 Facility Rentals	2,075	-	2,075	11,750	9,675
Total Revenue To Date	\$ 205,525	\$ -	\$ 205,525	\$ 1,109,000	\$ 903,475

Departmental

Finance

**Parks and Grounds
Operations**

Statement of Expenditures

November 30, 2020

Parks & Grounds	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 984,904	\$ 1,071,596	\$ 86,692	\$ 1,592,031	\$ 607,127
6010 BENEFITS	245,482	232,476	(13,006)	345,381	99,899
6011 MISC BENEFITS	3,480	2,500	(980)	2,500	(980)
6020 TRAINING/EDUCATION	232	3,333	3,102	5,000	4,768
6030 TRAVEL/CONFERENCES	4,536	8,865	4,329	12,750	8,214
6040 PROF MEM/DUES & FEES	62	133	71	200	138
6050 OFFICE SUPPLIES	80	1,000	920	1,500	1,420
6060 OFFICE EQUIPMENT	899	400	(499)	400	(499)
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	5,456	4,800	(656)	7,200	1,744
6130 COMPUTER HARDWARE	361	250	(111)	250	(111)
7000 HEAT	1,352	3,567	2,215	5,350	3,998
7010 ELECTRICAL	46,084	51,667	5,583	77,500	31,416
7020 WATER	13,133	16,667	3,534	25,000	11,867
7030 BLDG/FACILITY MAINT	2,036	3,333	1,298	5,000	2,964
7040 BLDG/VACILITY REPAIR	179	-	(179)	-	(179)
7060 BLDG/FACILITY RENOV	41	-	(41)	-	(41)
7080 PLANT MAINTENANCE	380	-	(380)	-	(380)
7110 SECURITY	-	-	-	-	-
7510 VEH/EQUIP REPAIRS	-	900	900	1,350	1,350
7530 VEH/EQUIP REPLACEMENT	30,452	25,000	(5,452)	25,000	(5,452)
7540 VEH/EQUIP RENTAL	15,757	7,500	(8,257)	7,500	(8,257)
8000 OPERATIONAL EQUIP	14,277	18,667	4,390	28,000	13,723
8010 OPERATIONAL MAT/SUPP	160,011	233,333	73,323	350,000	189,989
8020 MAINTENANCE EQUIP	43,753	35,000	(8,753)	35,000	(8,753)
8040 COMM EQUIP LINES (GPS)	7,178	6,000	(1,178)	6,000	(1,178)
8080 STREET LIGHTS	3,402	-	(3,402)	-	(3,402)
8090 UNIFORMS/CLOTHING	6,771	8,000	1,229	12,000	5,229
8100 PROFESSIONAL SERV	-	3,333	3,333	5,000	5,000
8110 CONTRACTS & AGRMNT	321,943	323,333	1,390	350,000	28,057
Total expended to date	1,912,239	\$ 2,061,654	\$ 149,414	\$ 2,899,912	\$ 987,673

Departmental

Finance

Building Operations

Statement of Expenditures

November 30, 2020

Buildings	Year to date Expended	8 Month Budget	8 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 920,459	\$ 935,631	\$ 15,171	\$ 1,390,032	\$ 469,573
6010 BENEFITS	212,834	207,503	(5,331)	308,279	95,445
6020 TRAINING/EDUCATION	1,163	2,833	1,670	4,250	3,087
6030 TRAVEL/CONFERENCES	-	833	833	1,250	1,250
6040 PROF MEM/DUES & FEES	-	-	-	-	-
6050 OFFICE SUPPLIES	94	667	572	1,000	906
6060 OFFICE EQUIPMENT	-	1,667	1,667	2,500	2,500
6110 TELEPHONE/FAX	5,207	5,200	(7)	7,800	2,593
6130 COMPUTER HARDWARE	3,919	3,000	(919)	3,000	(919)
6140 COMPUTER SOFTWARE	-	4,333	4,333	6,500	6,500
7000 HEAT	21,416	32,099	10,682	90,000	68,584
7010 ELECTRICAL	258,728	259,518	790	471,000	212,272
7020 WATER	18,801	15,767	(3,034)	23,650	4,849
7030 BLDG/FACILITY MAINT	22,000	27,333	5,333	41,000	19,000
7040 BLDG/VACILITY REPAIR	1,290	-	(1,290)	-	(1,290)
7060 BLDG/FACILITY RENOV	1,531	66,667	65,136	100,000	98,469
7070 BLDG/FACILITY RENTAL	137,348	119,300	(18,048)	178,950	41,602
7080 PLANT MAINTENANCE	476	10,333	9,857	15,500	15,024
7100 MAINT. TOOLS/EQUIP	3,538	3,500	(38)	3,500	(38)
7110 SECURITY	77,393	81,000	3,607	121,500	44,107
7120 PROPERTY TAXES	3,061	-	(3,061)	-	(3,061)
7540 VEH/EQUIP RENTAL	354	1,667	1,313	2,500	2,146
8000 OPERATIONAL EQUIP	-	1,667	1,667	2,500	2,500
8010 OPERATIONAL MAT/SUPP	91,234	80,333	(10,901)	120,500	29,266
8020 MAINTENANCE EQUIP	-	2,000	2,000	3,000	3,000
8040 COMM EQUIP LINES (GPS)	2,296	2,133	(163)	3,200	904
8090 UNIFORMS/CLOTHING	844	3,000	2,156	4,500	3,656
8100 PROFESSIONAL SERVICE	3,065	40,000	36,935	60,000	56,935
8110 CONTRACTS/AGREEMENTS	137,422	163,333	25,912	245,000	107,578
8120 LEASES	1,337	1,667	329	2,500	1,163
8130 LICENSES/PERMITS	-	1,333	1,333	2,000	2,000
8150 GRANTS/SUBS TO ORG	40,000	40,000	-	60,000	20,000
Total expended to date	\$ 1,965,811	\$ 2,114,316	\$ 148,505	\$ 3,275,411	\$ 1,309,600

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

November 30, 2020

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	\$ 712,356	\$ 819,003	\$ 106,647	\$ 1,105,060	\$ 392,704
6020 TRAINING/EDUCATION	3,018	10,667	7,648	16,000	12,982
6030 TRAVEL/CONFERENCES	4,509	16,667	12,158	25,000	20,491
6040 PROF MEM/DUES & FEES	1,223	2,333	1,110	3,500	2,277
6050 OFFICE SUPPLIES	2,750	5,333	2,583	8,000	5,250
6060 OFFICE EQUIPMENT	3,277	8,000	4,723	8,000	4,723
6080 ADVERTISING	12,864	46,667	33,803	70,000	57,136
6110 TELEPHONE/FAX	5,323	7,333	2,010	11,000	5,677
6120 PUBL./SUBSCRIPTIONS	34	133	99	200	166
6130 COMPUTER HARD/SOFTWARE	3,046	4,667	1,620	7,000	3,954
7070 BLDG/FACILITY RENTAL	26,295	30,667	4,371	46,000	19,705
8000 OPERATIONAL MAT/SUPPLY	81,909	100,000	18,091	150,000	68,091
8025 COMMUNITY EVENTS	103,779	200,000	96,221	300,000	196,221
8150 SCHOLARSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	132,845	264,058	131,213	356,562	223,717
8170 OPERATING GRANTS POLICY	631,713	500,500	(131,213)	500,500	(131,213)
Total expended to date	\$ 1,744,943	\$ 2,036,028	\$ 291,085	\$ 2,626,822	\$ 881,879

Departmental

Finance

Recreation/Cultural Services	Variance				Remaining	
5031 PROGRAM REVENUE	\$ 24,000	\$ 24,000	\$ -	\$ 30,000	\$ 6,000	\$ 6,000
5034 FACILITY RENTALS	-	3,333	(3,333)	16,750	16,750	16,750
Total Revenue To Date	\$ 24,000	\$ 27,333	\$ (3,333)	\$ 46,750	\$ 22,750	\$ 22,750

Departmental

Finance

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending November 30th, 2020

	Actual Nov 30th, 2020	Budget Nov 30th, 2020	Variance Nov 30th, 2020	Total Annual Budget 2020-2021
Revenue				
Operating:				
Metered Sales	13,169,520	13,050,349	119,171	19,575,523
Public Fire Protection	4,717,590	4,717,594	(4)	7,078,384
Interest on Overdue Accounts	351,940	233,333	118,607	350,000
Other Operating Revenue	4,453	44,000	(39,547)	66,000
Total Operating Revenue	18,243,503	18,045,276	198,227	27,069,907
Expenditures				
Operating Expenses				
Source of Supply	240,590	351,195	110,605	526,793
Power and Pumping	1,029,811	1,427,275	397,464	2,140,912
Water Treatment	2,691,971	2,841,851	149,880	4,262,776
Transmission & Distribution	2,880,496	3,209,430	328,934	4,814,145
Administration & General	1,673,651	2,052,546	378,895	3,078,819
Depreciation	2,566,667	2,566,667	(0)	3,850,000
Taxes	1,324,623	1,333,333	8,710	2,000,000
Total Operating Expenses	12,407,808	13,782,297	1,374,488	20,673,445
Operating Profit/(Loss)	5,835,695	4,262,979	1,572,716	6,396,462

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending November 30th, 2020

	Actual Nov 30th, 2020	Budget Nov 30th, 2020	Variance Nov 30th, 2020	Total Annual Budget 2020-2021
Non Operating Revenue				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amortization of Deferred Capital contribution	191,447	191,447	0	287,171
Total Non Operating Revenue	191,447	191,447	0	287,171
Non Operating Expenses				
Short term interest charges	133,333	133,333	(0)	200,000
Debt Charges				
Principal	2,376,333	2,376,333	0	3,564,500
Interest	826,101	806,101	(20,000)	1,209,151
Amortization of Debt Discount	21,697	21,333	(363)	32,000
Capital Expenditures out of operations	100,000	100,000	-	150,000
Total Non Operating Expenses	3,457,464	3,437,101	(20,363)	5,155,651
Non- Operating Profit/(Loss)	(3,266,017)	(3,245,653)	(20,363)	(4,868,480)
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	18,434,951	18,236,723	198,227	27,357,078
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	15,865,272	17,219,397	1,354,125	25,829,096
CBRM WATER UTILITY PROFIT/(LOSS)	2,569,678	1,017,326	1,552,353	1,527,982

Prepared by Amanda R. Carroll
Review by _____
Date _____

Port of Sydney Development Corporation

November 30, 2020 Income Statement

	This Year Actual	This Year Budget	Variance to Budget	Annual Budget
Wharfage and Berthage	223,046.82	493,551.52	(270,504.70)	630,489.90
Event Revenue	13,828.86	65,985.00	(52,156.34)	88,135.00
Miscellaneous Revenue	7,250.56	3,200.00	4,050.56	55,300.00
Storage and Rental	70,182.62	272,648.35	(202,465.73)	309,370.67
Passenger tax	0.00	1,426,130.88	(1,426,130.88)	1,426,130.88
Security/Traffic Control	38,727.32	282,435.75	(243,708.43)	319,081.75
Government Grants	41,444.65	9,000.00	32,444.65	9,000.00
Craft Market Revenue	0.00	87,945.00	(87,945.00)	87,945.00
	<u>394,480.63</u>	<u>2,640,896.50</u>	<u>(2,246,415.87)</u>	<u>2,925,453.20</u>
Wages and Salaries	344,051.86	688,606.44	(344,554.58)	995,793.40
Professional Fees	51,009.76	81,300.00	(30,290.24)	105,800.00
Advertising & Promotions	5,467.65	43,580.00	(38,112.35)	63,930.00
Cruise Activities	1,057.23	100,850.00	(99,792.77)	111,550.00
Dues & Membership Fees	12,589.77	25,864.00	(13,274.23)	39,226.00
Event Expense	328.85	5,500.00	(5,173.15)	4,100.00
Insurance	38,697.42	71,500.00	(32,802.58)	107,000.00
Interest & Bank Charges	1,851.78	4,670.00	(2,818.22)	6,870.00
Office & Admin	4,414.23	26,467.00	(22,052.77)	41,245.00
Office Rent	34,880.00	34,880.00	0.00	52,320.00
Miscellaneous	900.00	3,200.00	(2,300.00)	57,800.00
Repairs & Maintenance	72,000.26	311,687.00	(239,686.74)	376,951.00
Repairs -JHCP	13,104.73	343,500.00	(330,395.27)	343,500.00
Travel	0.00	37,615.00	(37,615.00)	45,755.00
Utilities	72,773.22	134,800.00	(62,026.78)	227,200.00
Bad Debts	0.00	1,000.00	(1,000.00)	1,500.00
Security Expense	23,418.42	204,339.20	(180,920.78)	227,460.60
Leasehold Improvements	15,461.15	10,000.00	5,461.15	10,000.00
	<u>692,004.33</u>	<u>2,129,358.64</u>	<u>(1,437,354.31)</u>	<u>2,818,001.00</u>
	(297,523.70)	511,537.86	(809,061.56)	107,452.20
Less Amortization	<u>(320,833.37)</u>	<u>(320,833.37)</u>	<u>0.00</u>	<u>(350,000.00)</u>
	<u>(618,357.07)</u>	<u>190,704.49</u>	<u>(809,061.56)</u>	<u>(242,547.80)</u>

