

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, JULY 6TH, 2021

TIME:

6:00 PM

Via Video Conference

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Cape Breton Regional Municipality

Council Meeting

Tuesday, July 6, 2021

6:00 pm

AGENDA ITEMS

Land Acknowledgement

Roll Call

1. **APPROVAL OF MINUTES** (Previously Circulated)
 - **Special Council – May 26, 2021**
 - **Special Council – June 3, 2021**
 - **Council – June 15, 2021**

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

3. **PROCLAMATIONS & RESOLUTIONS:**
 - 3.1 **2021 Pride Week:**
Councillor Steve Parsons (See page 7)

 - 3.2 **Hiroshima Memorial Day – August 6th, 2021:**
Councillor James Edwards (See page 8)

 - 3.3 **Equalization:**
Councillor Gordon MacDonald (See page 9)

4. **PRESENTATION:**
 - 4.1 **Northside Business Park – Proposed Policy, Procedures, and Pricing Review:** Tyler Mattheis, Director, Economic Development – CBRM
Regional Enterprise Network (See page 11)

Continued...

**Council Meeting Agenda
July 6, 2021 (Cont'd)**

5. PLANNING ISSUES:

5.1 FINAL APPROVAL – PUBLIC HEARING:

- a) **Case I083: Request for a Three-Unit Apartment at 52 King Street, North Sydney (PID 15024383; District 2):** Kristen Knudskov, Planner
(See page 22)

5.2 APPROVAL TO ADVERTISE: N/A

5.3 STREET RENAMING:

- a) **Renaming of a Portion of Eighth Street, New Waterford:** Kristen Knudskov, Planner (See page 34)

6. BY-LAWS & MOTIONS:

6.1 By-laws:

- a) **Second / Final Reading – Public Hearing:**
- i) **Parking Meter By-law T-5 – Proposed Amendments (Parking Area Request):** Michael Ruus, Director of Planning & Development (See page 37)
- b) **First Reading:** N/A

Continued...

**Council Meeting Agenda
July 6, 2021 (Cont'd)**

7. BUSINESS ARISING:

7.1 Council Meeting – June 15, 2021:

- a) **Sydney Harbour Investment Partners (SHIP) – Formation of Steering Committee:** Marie Walsh, Chief Administrative Officer (See page 48)
- b) **SHIP/Novaporte – Council Actions and Support:** Mayor Amanda M. McDougall (See page 50)

7.2 Nominating Committee – June 23, 2021: Deborah Campbell Ryan,
Municipal Clerk

- a) **Report on Call for Expressions of Interest: Citizen Representatives on Committees:** (See page 51)
- b) **Diversity Committee – Community Member at Large (vacancy)**
(See page 53)

7.3 Audit Committee – July 6, 2021:

- a) **Banking Services RFP:** Jennifer Campbell, Chief Financial Officer
To be circulated prior to the meeting

8. CORPORATE SERVICES ISSUES:

8.1 Harbour Royale Development Limited – Request for Extension of Waterfront Pre-Development Agreement: Mayor Amanda M. McDougall
(See page 55)

8.2 The Kinsmen Club of Sydney/Horizon Achievement Centre: Demetri Kachafanas, QC, Regional Solicitor (See page 57)

Continued...

**Council Meeting Agenda
July 6, 2021 (Cont'd)**

Corporate Services Issues (Cont'd)

8.3 Fees for the Provision of Tax Information: Jennifer Campbell, Chief Financial Officer (See page 63)

a) **Provision of Tax Information By-law (Draft):** (See page 66)
Note: Current Tax Information Policy attached (See page 69)

b) **Tax Certificate Resolution (Proposed Amendment):** (See page 71)

9. COUNCILLOR AGENDA REQUESTS:

9.1 Renaming Indian Beach – North Sydney: Deputy Mayor Earlene MacMullin (See page 72)

10. UPDATE – 2021 Audit: Jennifer Campbell, Chief Financial Officer
(See page 73)

For Information Only.

11. Review of Action Items from the Meeting: Mayor Amanda M. McDougall

ADJOURNMENT

Cape Breton Regional Municipality
Proclamation
2021 Pride Week
“Cape Breton Regional Municipality”

Whereas: Pride Week in the Cape Breton Regional Municipality (CBRM) continues to grow celebrating the history, vitality, and diversity of our Municipality’s Pride community and promotes a society in which all individuals can live freely from discrimination;

And Whereas: Pride Week provides an opportunity to raise awareness about the barriers individuals face in areas such as health care, public safety, employment, education, and the recognition of personal and family relationships;

And Whereas: Pride Week is an important week in the CBRM since individuals identifying as LGBT2SQA+ continue to face prejudice, discrimination, physical, emotional, and psychological violence. To quote the late City Councillor of San Francisco, Harvey Milk “Young people, regardless of sexual orientation or identity deserve a safe and supportive environment in which to achieve their full potential”.

And Whereas: The CBRM is proud to support its strong and ever present Pride community and their many contributions to our municipality and will continue to work toward becoming a more inclusive, supportive, and diverse community;

Be It Therefore Resolved: That Mayor Amanda M. McDougall, Council and staff continue their support for a community where we embrace, recognize, and celebrate diversity, inclusion, respect, and fellowship for all of our residents and recognize August 5th to August 12th, 2021 as Pride Week in the Cape Breton Regional Municipality.

Councillor Steve Parsons – CBRM District 7

July 6th, 2021

Proclamation

Hiroshima Memorial Day – August 6th, 2021

WHEREAS: August 6th, 2021, marks the 76th Anniversary of the atomic bombing of Hiroshima, followed three days later by the atomic bombing of Nagasaki, and;

WHEREAS: Hundreds of thousands of civilians died in these attacks and tens of thousands more have suffered and are suffering from the wounds, radiation sickness and multigenerational genetic disorders triggered by the explosions, and;

WHEREAS: Today's 14,000 nuclear weapons, possessed by nine states, are equal in their destructive power to more than one million Hiroshima's, and;

WHEREAS: In 2013, the Cape Breton Regional Municipality joined the global Mayors for Peace coalition, based in Hiroshima, pledged to work for a nuclear-weapon-free world, and;

WHEREAS: In 2017, 122 states adopted the UN Treaty on the Prohibition of nuclear weapons, also known as the Ban Treaty, and;

WHEREAS: In April 2021, a Nanos opinion poll showed 75% of Canadians in favor of Canada signing the Ban Treaty

**BE IT THEREFORE
RESOLVED:** That Mayor Amanda M. McDougall and Council of the Cape Breton Regional Municipality proclaim August 6th, 2021, as "*Hiroshima Memorial Day*" here in the Cape Breton Regional Municipality. A day to remember the devastation of the Hiroshima in 1945, and to renew our commitment to ensuring freedom from the threat posed by nuclear weapons, here and everywhere.

Councillor James Edwards - CBRM District #8

July 6th, 2021

CBRM RESOLUTION

Equalization

WHEREAS:

At the February 23, 2021 meeting of CBRM Council, representatives from the Nova Scotians for Equalization Fairness (NSEF) made a presentation concerning the distribution of the Federal equalization payments by the Government of Nova Scotia;

AND WHEREAS:

The NSEF stated that before consideration of removing the CAP on assessment, the public has to know all efforts were taken by the CBRM Council to demand both levels of government be accountable and transparent regarding these Equalization transfers, which would also help to establish government compliance with the Constitution Act, 1982;

AND WHEREAS:

The NSEF has asked CBRM Council to officially seek the answers from both the Nova Scotia provincial government and the Federal government to several questions which were presented at the February 23, 2021 Council meeting.

**BE IT THEREFORE
RESOLVED:**

That CBRM Mayor Amanda M. McDougall and Council, on behalf of their over-burdened taxpayers, call upon both the Provincial and Federal Governments to provide answers to the questions put forth by the NSEF at the February 23, 2021 Council meeting regarding the administration of the equalization program which are outlined Appendix "A" attached to this Resolution.

Councillor Gordon MacDonald - District #1 - CBRM

July 6th, 2021

Appendix "A"

- 1). As one of the two government signatories to s.36 of the Constitution Act, 1982, why have five towns dissolved and so many other municipal units in financial trouble - including the second largest in the province, the Cape Breton Regional Municipality – if the constitution is being complied with by both levels of government? How many more municipal units will be sentenced to political death due to the underfunding by the provincial government despite the increasing yearly dollar amount provided through the federal Equalization program?
- 2). And how is this outcome of dissolving towns pursuant to s.36 when over 20% of the yearly billions of dollars (\$2.315 billion – 2021-22) of the total Equalization transfers are generated by the “municipal deficiency in tax capacity related to property and miscellaneous revenues,” but have never been distributed to address this deficiency in tax capacity? Why?
- 3) As one of the two government signatories to s.36 of the Constitution Act, 1982, what is the federal and provincial government’s “factual evidence” from what is actually happening in rural Nova Scotia and in the Cape Breton Regional Municipality that the federal and provincial governments are still insisting both are complying with its constitutional obligation? When asked for this evidence, however, no response is provided.
- 4) After both levels of government’s enshrinement of this Equalization obligation in the Constitution Act, 1982, please cite what is the constitutional reference which legalizes/legalized these “unconditional” transfers?

When this specific practice of the “unconditionality” of these Equalization transfers was being discussed via emails with a former provincial finance minister and I remarked that if the unconditional transfer was for the moment considered legal, does that mean the provincial government is exempt from complying with s.36 of the Constitution Act, 1982? His terse response was the government will take its advice from the N.S. Appeal Court. Well, that lower court decision overruled a 1950 Supreme Court Of Canada decision.



ISSUE PAPER

TO: CBRM Council **DATE:** June 24th, 2021

FROM: Director, Economic Development
CBRM Regional Enterprise Network

RE: **Northside Business Park – Proposed Policy, Procedures, and Pricing Review**

BACKGROUND

The Northside Business Park is receiving increased interest by developers and potential businesses.

Current processes and practices used to sell municipally owned business park land are closely connected to surplus land sales processes and require substantial time and effort for each individual sale to go through a subdivision process. In response, the CBRM REN and CBRM collaborated to accelerate plans to subdivide existing CBRM owned property in the Northside Business Park into parcels that maximized the use of existing land, provide a variety of lot sizes, and enable a more swift and clear sales process.

Now that the subdivision process is nearly complete, the CBRM is in a logical position to revisit and improve sales processes and related policies, to revisit development obligations and prices to ensure adherence to the Municipal Government Act, and to improve the purchasing experience from a buyer's perspective.

DISCUSSION

Growing Demand

CBRM REN and CBRM staff have both seen growing interest in properties in the Northside Business Park, which is what prompted joint action to subdivide the land in an efficient way to ensure maximum economic impact of the park, and avoid “stranding” certain parcels of land.

Marketing and Promotion

CBRM REN staff continue to market and promote both CBRM owned land and privately owned land throughout the municipality, in collaboration with Real Estate professionals, landowners and other agencies such as NSLands.

In particular, the CBRM's Development Assistance Program is featured as a key benefit to buying and developing in the Northside Business Park and other business and industrial parks in the CBRM.

The most recent example is the opportunity the CBRM REN had to promote the CBRM to over 100 Canadian Trade Commissioners in Europe, Asia and the US to ensure not only our business opportunities here, but also our well-priced, shovel-ready commercial properties are property showcased.

These efforts continue with the addition of an interactive commercial property and opportunity database that will be linked to WelcomeToCapeBreton.ca and CapeBretonPartnership.com which will feature all of the CBRM owned commercial properties available at any given time.

Roles and Responsibilities

Currently CBRM and CBRM REN staff work collaboratively to market and sell surplus CBRM property, including property in the Northside Business Park.

Through this process, the roles and procedures will be further clarified, to make the most of this partnership.

Enforcement & Administration

To avoid land speculation, ensure construction and development in a reasonable timeframe, and to ensure investments of adequate sizes are encouraged to achieve the economic development goals of the CBRM, development obligations have usually been required when Northside Business Park land has been sold.

However, such obligations have not always been consistently enforced, and have not always been easily measureable which is a potential source of conflict and disagreement between developers and the CBRM.

Updated construction and/or development obligations that are clear, consistent, and simple to administer are recommended.

Financial Implications

There are positive financial implications for the CBRM with respect to:

- Increased sales of CBRM Commercial Property in the Northside Business Park;
- Increased commercial tax revenue; and
- Increased investment in other areas of the CBRM, due to an improved reputation as a municipality ready for investment.

Recommendation:

The process and policies associated to the sale of CBRM should be clear, consistent and business-friendly to reflect the economic development priorities of the CBRM and build off the progress made to date.

Therefore I recommend that Council pass a motion directing CBRM REN and CBRM staff to review the land sale processes and policies related to the Northside Business Park.

Recommended Motion:

Move that CBRM REN and CBRM staff be directed to review existing land sale processes and policies related to property within the Northside Business Park.

Respectfully submitted by:

Tyler Mattheis
Director, Economic Development
CBRM Regional Enterprise Network



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Northside Business Park – Proposed Policy, Procedures, and Pricing Review



Background

- Increasing interest in the Northside Business Park.
- CBRM REN and CBRM worked together to subdivide existing property into market-ready parcels.
- Further potential efficiencies in the process have been identified.
- Current opportunity to improve sales processes, development obligations, and the purchasing experience from a buyer's perspective.



Northside Business Park Proposed Policy, Procedures, and Pricing Review



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Current vs. Potential Future Process (From a Purchaser’s Perspective)

Current Process (Surplus Land Sales Process)	Possible Future Process (Dedicated to the Northside Business Park)
<p>Timeline: Unclear. Usually at least 16 weeks, many factors that can affect the timeline.</p> <ol style="list-style-type: none"> 1. Determine what properties available in the Northside Business Park, as part of the Surplus Sales process. 2. Submit a Letter of Interest 3. Wait for CBRM Review and Approval 4. Receive a Letter 5. Migration, Title search, Survey 6. Purchase and Sale Agreement development and signature. 7. Complete the Purchase 	<p>Timeline: No more than 8 weeks for “standard process” land sales.</p> <ol style="list-style-type: none"> 1. Select a lot from the current inventory, shown clearly online. 2. Read and review the terms and conditions, including the set price, shown clearly online. 3. Fill out an application to purchase and submit a down payment. 4. Read and Sign the Purchase and Sale Agreement and Buyback and Right of First Refusal (ROFR) Agreement (template available in advance) 5. Complete the Purchase.

Northside Business Park Proposed Policy, Procedures, and Pricing Review



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Roles and Responsibilities

CBRM REN and CBRM Staff will work collaboratively to market, sell, and administer the sale conditions.

Attract Businesses / Marketing	Sell Northside Business Park Land	Monitor Sales Conditions
CBRM REN	CBRM REN	CBRM REN
<p>All inquiries sent for the Northside Business Park and other business inquiries for CBRM land sent through the CBRM REN.</p> <p>Communicate CBRM development obligations, land sale process, promote land for sale.</p> <p>Website marketing, investment attraction, collaboration with NSBI, Invest in Canada, and Real Estate agents.</p>	<p>Work with Purchaser to fully complete paperwork and submit the 10% deposit to CBRM.</p> <p>Continuously update land inventory online.</p> <p>Upon receipt of application via the CBRM REN, complete the sales process as normal, using standardized agreements when possible.</p> <p>Co-ordinate with CBRM REN to ensure good communication and customer services.</p>	<p>Ensure communication between the new landowner and the CBRM.</p> <p>Provide advice to the CBRM as requested or required.</p> <p>Support the purchaser / developer with ongoing business services and programs.</p> <p>Work with the CBRM REN to ensure compliance with development obligations, and proactively identify and work through unforeseen challenges.</p> <p>Remove obligations from land title once fulfilled.</p>



Sale Conditions to be Considered

1. Down Payment
2. Minimum Value of Construction
3. Commencement and Completion of Construction Dates
4. Buyback and Right of First Refusal (ROFR) Agreement
5. Fee as an alternative to Buyback



Is there current demand? Yes!

- There is one preliminary application received from a local investor who likely would have purchased already if the subdivision process and these procedures were in place.
- There are active files with potential purchasers interested in making an investment decision but who are lacking clarity on the process, specific price and available land.
- Surrounding landowners are eager to see CBRM leadership to inform their own plans to develop or sell themselves.

Northside Business Park Proposed Policy, Procedures, and Pricing Review



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Next Step

1. Prepare new policies and/or procedures for Council review,
which could include:
 - a. Business Park Land Pricing and
Sales Conditions Policy
 - b. Application to Purchase (a business park lot) form;
 - c. Business Parks Lot Sales Process; and
 - d. Purchase and Sale Agreement template.

Northside Business Park Proposed Policy, Procedures, and Pricing Review



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Recommendation:

The process and polices associated to the sale of CBRM should be clear, consistent and business-friendly to reflect the economic development priorities of the CBRM and build off the progress made to date.

Therefore I recommend that Council pass a motion directing CBRM REN and CBRM staff update the land sale processes and policies related the Northside Business Park.

Recommended Motion:

Move that CBRM REN and CBRM staff be directed to review existing land sale processes and policies related to property within the Northside Business Park.

Approval to Advertise: Case 1083: Request for a Three-Unit Apartment at 52 King Street, North Sydney (PID 15024383; District 2)

Motion:

Moved by Deputy Mayor MacMullin, seconded by Councillor Gordon MacDonald, approval to advertise Notice of a Public Hearing, to consider the application by Lisa Penny to permit a 3-unit apartment at 52 King Street, North Sydney, by amending the zoning for PID 15024383 from Residential Urban C (RUC) to Residential Urban 3-Unit (RU3).

Motion Carried.



TO: CBRM Council

FROM: Kristen Knudskov

SUBJECT: Case 1083 Request for a Three-Unit Apartment at 52 King Street, North Sydney (PID 15024383; District 2)

DATE: June 25, 2021

Background

The Planning and Development Department has received a zoning amendment application from Lisa Penny requesting permission for a 3-unit apartment at 52 King Street, North Sydney (PID 15024383) [Attachment A]. Mrs. Penny would like the opportunity for an additional rental unit within the existing two-unit building.

The property is zoned Residential Urban C (RUC) which only permits one- and two-unit residential dwellings; as a result, Mrs. Penny has requested the zoning on the property be amended.

Discussion

There are several policies in the Municipal Planning Strategy (MPS) which advocate for higher density residential developments like apartment buildings under a variety of circumstances. When considering a proposed amendment for an apartment building the MPS states that the purpose of zone amendment is to ensure that the apartment building does not adversely affect low density residential development in the vicinity. The MPS also states that the allowable density and scale of an apartment development within a neighbourhood shall be correlated based on:

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

Generally, higher density development is encouraged along higher street levels. The property in question is situated on King Street, which connects North Sydney's downtown and arterial business corridor [Attachment B]. The MPS classifies King Street as a level 2 street (major urban/suburban collector), the second highest urban street class. The property in question also lies directly on a Transit Cape Breton route.

While the surrounding area (outlined in blue on Attachment A) consists of predominantly low-density residential development, there is a mix including some higher-density residential buildings and non-residential uses. According to CBRM records, 61% of buildings in the surrounding area are single detached dwellings and 18% are two-unit dwellings. There are 12 mid-sized apartments (i.e. consisting of three to eight units) and one 40-unit senior's apartment building. According to CBRM records, non-residential uses

include three bed and breakfasts, a contractor, 2 convenience stores, a dentist, electronics repair, a massage therapist, manufacturing and sales, an upholsterer, and a private club.

When the current zoning does not permit the scale of a proposed residential development it is a policy of the MPS to at least consider a zoning amendment. Part 4 Policy 1. d. 9 of the MPS provides a list of six criteria Council must use to evaluate the merits of each application. The criteria are listed below along with an evaluation of this application.

- The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (e.g. *parking spaces, driveways, utility facilities, etc.*)
- An on-site parking and vehicular maneuvering plan which does not exacerbate traffic movement problems along any public street/road abutting the site shall be included;

Three parking spaces must be provided in compliance with parking standards of the CBRM Land Use Bylaw. The driveway and parking area to service the existing two-unit is located on the northeast side of the property. The applicant intends to add an additional driveway and parking area to the west side of the building [Attachment C].

One purpose of the criteria is to screen unsightly components from view of neighbouring properties. This criteria is more applicable to large parking areas. Many of the properties in the surrounding area have unscreened parking areas which can accommodate three or more vehicles.

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

The applicant is requesting one additional unit which would not result in a significant increase in traffic onto King Street. The criteria to evaluate increased traffic is more relevant when considering a zone amendment for a much larger apartment building.

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

No additions are proposed to accommodate the third unit; from the exterior, the building will appear unchanged. The scale of the existing building is relatively comparable to buildings in the streetscape (the area in yellow on Attachment A); it consists of 2 stories and approximately 2,450 sq. ft. of living space. Most buildings in the streetscape have two stories and the average living space is approximately 2,150 sq. ft. Zone provisions can be implemented to ensure that if the site is redeveloped in the future, the scale of the building is limited.

While the area consists of predominantly single unit dwellings there is a range of higher density residential buildings as well as non-residential uses in the area. Mrs. Penny is requesting to convert an existing two-unit dwelling to contain an additional unit. After the conversion the building will appear unchanged and will remain in keeping with the scale of the surrounding buildings. Based on the above discussion, the

proposed zone amendment to permit a three-unit building on PID 15024383 would meet the intent of the MPS.

Notice of Public Hearing

Notice of the Public Hearing was advertised in accordance with the *Municipal Government Act*. In addition, notices were mailed to property owners in the vicinity of the site and posted to the CBRM Facebook Page.

At the time this report was written, the only Public Hearing submission was received. The submission was provided by the applicant (see Attachment F). Staff did receive one phone call regarding the 4-unit apartment building located at 43 King Street, North Sydney. The 4-unit apartment building was established prior to the adoption of the Land Use Bylaw and is considered an existing development. They did not provide comments or concerns regarding the proposed amendment.

Recommendation

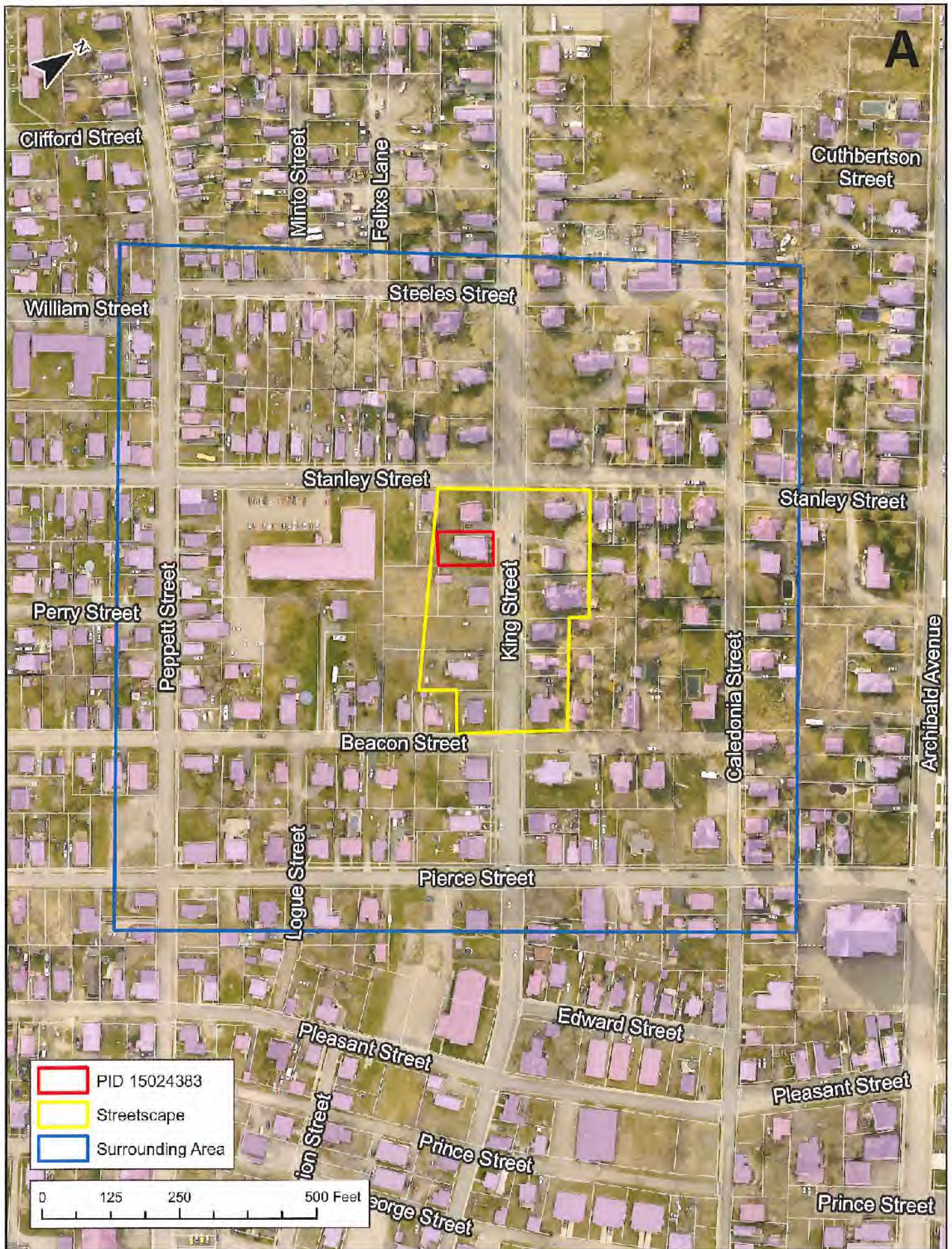
As discussed above, the proposed amendment is in keeping with Part 4 Policy 1.d.9 of the MPS. For that reason, I recommend that Council amend the zoning for PID 15024383 from Residential Urban C (RUC) to Residential Urban 3-Unit (RU3).

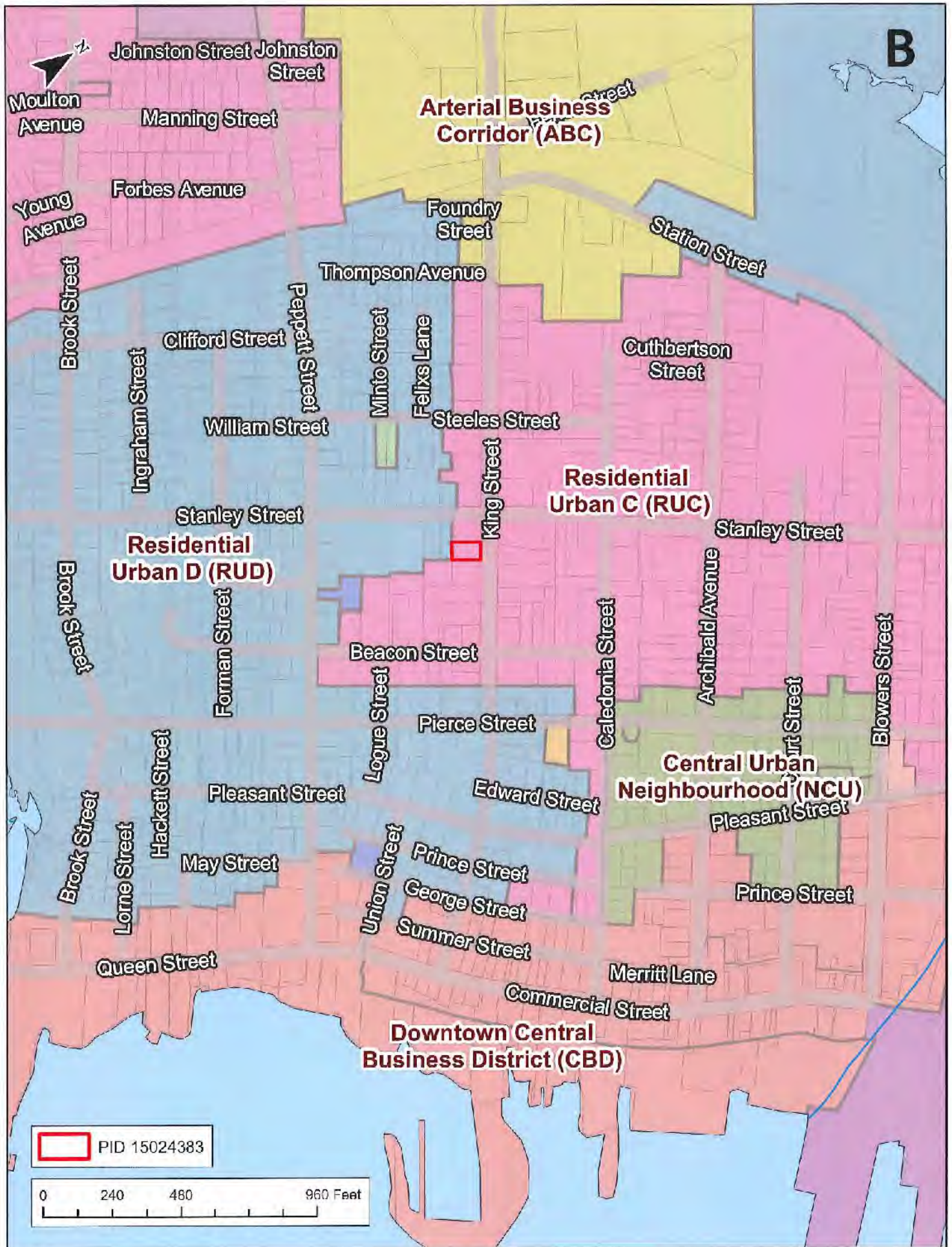
The Amending By-law can be found in Attachment E.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department







Stanley Street

Existing parking area

King Street

New driveway and parking area to be added

PID 15024383

0 25 50 100 Feet

Municipal Planning Strategy

Part 4 Policy 1

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

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

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

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

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

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

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

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

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

that allows for increasingly higher densities as:

- the level of the public street/road increases in the CBRM's road network hierarchy; combined with
- the higher the existing density of the neighbourhood; and
- the variety of land use types in the vicinity.

1.d A scale of acceptability is established based on the suppositions and criteria above.

1.d.9 In all other urban neighbourhoods or scenarios not referenced in Policy 1.d.1 through 1.d.8 apartment building development shall only be permitted by zoning amendment. The purpose of the zoning amendment process shall be to ensure the apartment building development does not adversely affect low density residential development in the vicinity. With each successful application, a site specific zone shall be established. Therefore, performance standards or bonus zoning incentives may be used to blend the apartment building development into the neighbourhood. Council shall use the following criteria to evaluate such zoning amendment applications:

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

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

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

THAT: Council inserts the following:

PART 102 RESIDENTIAL URBAN 3-UNIT (RU3) ZONE

Section 1 RU3 Uses Permitted

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

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

Section 2 Three-Unit Apartment Building

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

THAT: Council amends the zoning of PID 15024383 from Residential Urban C (RUC) to Residential Urban 3-Unit (RU3).

THAT: Council renumbers Part 102 Definitions to Part 103.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on July 6, 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 July 6, 2021 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

Re: Application to turn current Duplex into a Triplex
52 King St.
North Sydney
PID #15024383

Date: May 11, 2021

To whom it may concern,

My name is Lisa and together with my husband Dave and our daughter Kiersten we respectfully request permission to turn our current newly purchased duplex into a triplex. On April 21st, 2021 we became the proud owners of 52 King St North Sydney. It is a beautiful old home that needs some love and attention. We plan on cleaning up the property as well as updating with a fresh coat of paint, Kitchen appliances, lighting, storage and overall general upkeep to bring this home back to its former glory. We wish to paint the outside and clean up the landscaping on the property. The apartment in the downstairs area currently has 3 bedrooms. The largest of the rooms is approximately 440 sq feet. This is the area which we would like to convert into a bachelor suite, complete with its own entrance. This will be my daughter and soon to be son-in-laws first home and will not only be a source of pride for them both but we feel will also be appreciated by tenants and neighbors alike.

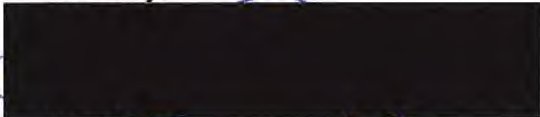
This property is centrally located in the town with proximity to both the mall and the downtown core and is on the major bus route.

We have provided a plot plan showing the location of the house and all major structures (steps, verandas and shrubs) which identifies there is sufficient space for the extra parking needed to support this third apartment.

Should you have any questions, concerns, or require additional information, please contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,



Lisa Penny





TO: General Committee

FROM: Kristen Knudskov

SUBJECT: Renaming of a Portion of Eighth St, New Waterford

DATE: June 21, 2021

Background

On June 15, 2021, CBRM Council passed a motion to close the portion of Eighth Street, New Waterford identified in blue on Attachment A. The street closure will result in two street segments, both named Eighth Street, which do not connect to one another (i.e. a “Discontinuous Road”). Having one name assigned to distinct street segments could result in delay by emergency responders. For that reason, each street segment should have a unique name. The street segment with the fewest addresses should be renamed. The shorter segment of Eighth Street is the portion identified in red on Attachment A.

Affected residents have been invited to suggest a new name. The Beaton Institute has also provided a list of names of several Cape Breton Highlander veterans, who served during World War I, from the New Waterford area. If no name is suggested, the Civic Addressing Coordinator will select a name from the list. The street renaming was initiated prior to the summer schedule of Council meetings being set. The deadline for street name suggestions is June 30th. A memo with the suggested name(s) will be circulated to Council on July 2nd.

Next Steps

Staff will coordinate with the province on the expected street closure date to ensure that civic addressing policy timelines are met and that affected residents have adequate time to carry out their change of address.

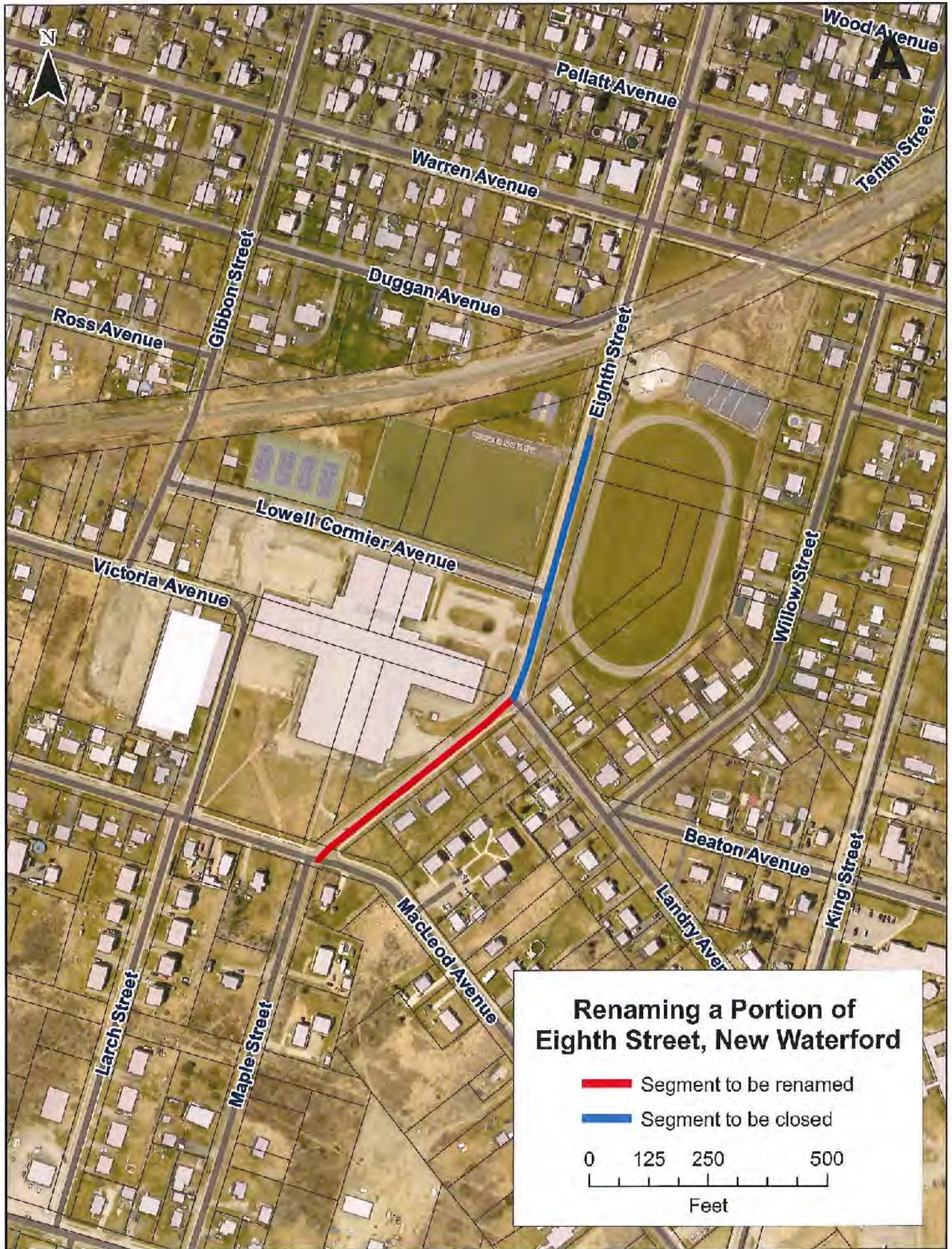
Recommendation

I recommend that Council rename the portion of Eighth Street, New Waterford, as identified in red on Attachment A, to a name as provided in the upcoming July 2nd memo.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department



Request for Street Closure – District #11 - Portion of Eighth Street, New Waterford, NS (New Waterford Hub Project)

Motion:

Moved by Councillor O’Quinn, seconded by Councillor Tracey, approval of the closure of a portion of Eighth Street, New Waterford, and to deem that portion of Eighth Street (as outlined in red on the map attached to the staff report dated June 15, 2021) surplus and convey to the Province of Nova Scotia as part of the transfer of land required for the New Waterford Hub Project.

Public Hearing:

The Property Manager noted there were three (3) email submissions received in favour, three (3) email submissions received against the street closure and one (1) voice mail that was a general inquiry related to future traffic flow and parking.

Motion Carried.



CAPE BRETON REGIONAL MUNICIPALITY

NOTICE

**By-Law for Second (Final) Reading
by Council**

TAKE NOTICE that the following By-Law will be brought to Council for second (final) reading on **Tuesday, July 6th, 2021** at 6:00 p.m.

Due to the ongoing pandemic, the meeting will be closed to in-person public attendance. The meeting can be viewed live on the CBRM YouTube channel: www.youtube.com/c/CapeBretonRegionalMunicipality/live

By-Law	Intent
By-law amending the Parking Meter By-law P-100	<ul style="list-style-type: none">• To allow designated parking spaces to be assigned to manufacturing uses for the purpose of loading/unloading of goods.

A copy of the proposed Amending By-law can be obtained by contacting the Municipal Clerk's Department at 902-563-5010 or emailing: clerksoffice@cbrm.ns.ca

Anyone wishing to comment on the proposed By-Law amendments is welcome to submit a statement to the CBRM Planning Department no later than 4:00 p.m. on July 2nd, 2021, either by email: PlanningConsult@cbrm.ns.ca; voicemail 902-563-5088; by Canada Post Mail or hand delivered to City Hall, 320 Esplanade, Sydney, NS B1P 7B9, and all comments must include the name and address of the submitter.

Signed: Deborah Campbell Ryan
Municipal Clerk
June 18, 2021

Parking Area Request – CBRM Parking Meter By-law T-5

Motion:

Moved by Councillor Parsons, seconded by Councillor Eldon MacDonald, to approve for first reading the proposed amendments to the Parking Meter By-law T-5, as presented.

Motion Carried.



CAPE BRETON
REGIONAL MUNICIPALITY

TO: CBRM Council

DATE: June 07, 2021

FROM: Director, Planning and Development

RE: Parking Area Request – CBRM Parking Meter Bylaw T-5

BACKGROUND

Breton Brewing is currently evaluating options for a potential location in downtown Sydney. The applicant has indicated that due to the nature of their business and lack of dedicated parking spaces, they would require dedicated on-street parking spaces from 8-11am (Monday-Friday) in front of the building for the purpose of loading and unloading. The by-products from the production of beer require removal daily to avoid pests and potential odour.

At the Council meeting on May 18th, 2021 a motion was passed by council directing staff to amend CBRM's Parking Meter Bylaw for the designation of parking spaces or property owners.

DISCUSSION

With the number of existing buildings located within CBRM's downtown cores, it may be reasonable to consider a mechanism to provide limited spaces for the purpose of accommodating operational challenges. This would practically need to be balanced against public/customer parking requirements during business hours which are posted on CBRM's downtown parking meters currently (8am-6pm).

The bylaw amendment drafted by staff (Appendix A), to the Parking Meter Bylaw T-5, creates a process to designate specific parking spaces for property owners. It prescribes:

- A fee for space(s) - CBRM charges \$220/month, prorated, for the designation of parking spaces associated with a specific property.
- Criteria for eligible properties – Properties which house a manufacturing use which require daily access to the building for the purpose of loading/unloading of goods.
- Limits for time designated – Spaces are to be designated for specific hours of weekdays, no more than three hours daily.

The proposed amendment was discussed with the Sydney Downtown Development Association. The Association wishes to have a larger conversation about parking and loading within the Sydney Downtown at a future date.

RECOMMENDATION

That Council give first reading and proceed to give notice of an upcoming public hearing of the proposed amendment.

Respectfully submitted by:

Original Signed By

Michael Ruus
Director, Planning and Development

AMENDING BYLAW

By-law
of the Cape Breton Regional Municipality
amending the

**Cape Breton Regional Municipality's
Parking Meter Bylaw T-5**

Pursuant to Section 168 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Vendor's Bylaw in the following manner:

THAT: Council amends the Section 2A. Definition of the Parking Meter Bylaw T-5 by deleting 'parking pass' and replacing it with the following:

"parking permit" means a card authorized and approved for daily, weekly, monthly and yearly parking by the bylaw enforcement division and displayed on the vehicle while in effect;

THAT: Council amends the Parking Meter Bylaw T-5 by deleting Section 8 When in Effect and replacing it with the following:

Each parking meter shall bear thereon directions indicating the days and hours when the requirement to deposit coins or use a parking permit therein shall apply, the value of the coins to be deposited and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates.

THAT: Council amends the Parking Meter Bylaw T-5 by adding the following:

Section 19 Designated Parking Spaces for a Manufacturing Use

- (1) An authorized officer may designate a parking space or spaces for the use of the owner of a manufacturing use for the purpose of loading/unloading of goods subject to the following conditions:
 - a. This designation shall be for specific hours and days of the week and shall not be assigned for longer than a three hour period daily.
 - b. Payment shall be prorated in compliance with the monthly rate of \$220.
 - c. Payment must be submitted annually.
- (2) Upon approval of a designated space(s), the authorized officer will ensure the necessary signage is posted and states the days and times when the designation is in effect.
- (3) The enforcement of unauthorized vehicles occupying any designated space during an approved period shall be the sole responsibility of the owner of the manufacturing use.

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

MAYOR

CLERK

THIS IS TO CERTIFY that the 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 _____ to amend the Cape Breton Regional Municipality's Parking Meter Bylaw T-5 by.

Deborah Campbell Ryan, CLERK

Bylaw
of the
Cape Breton Regional Municipality
Amending the
Parking Meter Bylaw T-5

Bylaw T-5, the Parking Meter Bylaw of the Cape Breton Regional Municipality, is hereby repealed and replaced with the following bylaw by the Council of the Cape Breton Regional Municipality in the following manner:

BE IT ENACTED by the Council of the Cape Breton Regional Municipality pursuant to Section 153 of the Motor Vehicle Act as follows:

1. Short Title

This By-law shall be known as Bylaw No. T-5 and may be cited as the *“Parking Meter Bylaw.”*

2. Application

The public streets and highways in the Cape Breton Regional Municipality and parts thereof to which this bylaw applies are those upon which, under the traffic authority, parking meters have from time to time been installed.

2A. Definition

In this Bylaw,

- (a) **“commercial vehicle”** means a type of vehicle that is used for carrying goods or passengers;
- (b) **“ parking meter”** means an apparatus designed to receive payment of fees for parking, indicating whether any fee for parking has been paid, fix the period of parking allowed for any fee paid, and indicate whether the period for which any such fee has been paid has elapsed, and includes any pay and display parking meter;
- (c) **“parking pass”** means a card authorized and approved for daily, weekly, monthly and yearly parking by the bylaw enforcement division and displayed on the vehicle while in effect;

(d) “**roadway**” for the purpose of this bylaw roadway means:

1. the whole of any land which is within the Cape Breton Regional Municipality and which is laid out by council as a road, street or public highway;
2. land which is vested in the Cape Breton Regional Municipality for the purposes of a road street and includes any access way or service lane under the control of the Cape Breton Regional Municipality;
3. every parking place, square or place intended for use of the general public and any private parking areas delegated to Cape Breton Regional Municipality for parking enforcement.

(e) “**traffic authority**” means the individual appointed to manage, supervise and enforce this Bylaw

3. Placing of Parking Meters

A parking meter installed in the Cape Breton Regional Municipality roadway, as laid out by council as a road or street, shall be placed on the sidewalk, near the curb or edge of the *roadway or building*, and shall designate the parking space associated with it as hereinafter set forth.

4. Parking Spaces

The parking space provided with each meter shall be of sufficient size to be accessible and accommodate one standard passenger automobile. The placing of vehicles shall be as follows:

- (1) When parking is parallel to the curb or edge of the roadway, the foremost part of the vehicle shall be placed within a space measured along the curb not more than 101 millimeters beyond the parking meter nor more than one meter in measurement to the rear of the parking meter.
- (2) When the parking is established at an angle to the edge of the roadway, this shall be appropriately marked or signed, and unless otherwise clearly indicated, a vehicle parked at an angle where parking meters have been installed shall be placed in contact with the curb immediately to the right of the parking meter which applies to the vehicle.
- (3) When two meters are supported by one standard, a vehicle shall be parked wholly within the parking space provided for each meter in a manner that no portion of the vehicle projects beyond the space.

5. Marking of Space

- (1) Notwithstanding anything contained in this bylaw, special limitations of a parking space may be clearly marked and where so marked, will govern the permissible

location of a vehicle. It shall be an offence and a violation of the bylaw for any person to park or leave standing any vehicle beyond such line or marking, except as provided in Section 6.

- (2) Not more than one motor vehicle shall be parked in each parking space described in Sections 4 and 5 above.

6. Large Vehicles

In the case of parallel parking, where the dimensions of a large vehicle are such that the vehicle extends into an adjacent parking space, the vehicle shall be considered to occupy all spaces so affected, and the driver shall be responsible for coin deposit in all applicable meters.

7. Indication of Time

Each parking meter installed shall have thereon an appropriate sign stating the parking time permitted in the individual parking space to which it relates. When in operation, each parking meter shall indicate by a digital display the period of time acquired by coin deposit or parking card during which parking is permitted in the parking space to which such meter relates. Upon the expiration of the period of time permitted for parking, the parking meter shall indicate that parking in such space is in violation of this Bylaw.

8. When in Effect

Each parking meter shall bear thereon directions indicating the days and hours when the requirement to deposit coins or use a parking pass therein shall apply, the value of the coins to be deposited and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates.

9. Coins

When used in directions on a parking meter, the required coins shall refer only to lawful money of Canada.

10. Parking Rates

The rate for parking meters within the Cape Breton Regional Municipality shall be set by the Traffic Authority of the Municipality from time to time and as approved by the General Committee.

11. Parking in Excess of Time Allowed

- (1) It shall be an offence and a violation of this Bylaw for the driver of a vehicle to park or leave the same standing in any parking space regulated by a parking meter for a period of time in excess of the maximum period allowed by the direction set forth on

such parking meters regardless of the number of coins deposited or whether the word “expired” is visible in the observation window of the parking meter or where the meter has a digital display reading “00:00”.

- (2) When the driver of any vehicle has parked or left standing in any parking space for a period of time in excess of the maximum period of time allowed by the directions set forth on such parking meter, it shall be a new and separate offence for each additional hour that an offence continues.

12. Commercial

The driver of a commercial motor vehicle may park or leave such commercial motor vehicle standing in any parking space for the purpose of loading or unloading goods, wares, merchandise, materials or passengers for any period of time not exceeding thirty minutes, without depositing any coin or coins in the parking meter relating to such parking space. It shall be an offence and a violation of this Bylaw for the driver of a commercial motor vehicle to park or leave same standing in any parking space for any period of time in excess of thirty minutes and fail to comply with the direction set forth on the parking meter relating to such parking space.

13. Unlawful to Permit Parking With “Expired” Visible on Meter

It shall be an offence and a violation of this Bylaw for the driver of a vehicle to permit the same to be parked or left standing in any parking space while the word “Expired” is visible in the observation window of the parking meter relating to such parking space or where the meter has a digital display reading “00:00”, unless such vehicle is parking pursuant to the provisions of Section 12 herein or the phase “Out of Order” is visible in the observation window of the parking meter relating to the parking space.

14. Unlawful to Deposit

It shall be an offence and a violation of this Bylaw for any person to deposit or cause to be deposited in any parking meter in the Cape Breton Regional Municipality any device, slug, dice, metallic substance, or other substitute for the coins permitted to be deposited in accordance with this Bylaw.

15. Traffic Authority to be in Charge of Parking Meters

The operation, maintenance, regulation and use of all parking meters installed in the Cape Breton Regional Municipality shall be under the authority management, supervision, and direction of the Traffic Authority appointed for the purpose to enforce this Bylaw.

16. Enforcement

It shall be the duty of any Police Officer of the Cape Breton Regional Municipality or Special Constable delegated by the traffic authority responsible for this bylaw to enforce this Bylaw.

17. Penalty

- (1) A person who contravenes any section of this Bylaw is liable upon summary conviction to a penalty of not less than that approved under the terms of the Nova Scotia Summary Proceeding Act and Summary Offence Tickets Regulations, Twenty five dollars (\$25.00) and as amended from time to time and in default of payment, to imprisonment for a term not less than seven (7) days.
- (2) Any person alleged to have violated the Bylaw shall be given notice by a ticket left on the vehicle for each offence. The ticket shall set a penalty of twenty five dollars (\$25.00) for each hour of violation which maybe paid to the Cape Breton Regional Municipality) if paid within sixty days of the ticket issuance date (specifying the place and manner of payment), or \$55.00 after sixty days, however provide that such payment is made within a period of (7) days following the day on which the alleged violation was committed, then such payment shall be reduced to twenty dollars (\$20.00) for each hour of violation.
- (3) The traffic authority may cause to be removed from any roadway, parking space or transportation station, a vehicle using same in breach of this bylaw, and require payment of the reasonable costs of its removal to a place of safety.

17A. Liability of Owner and Driver

- (1) The owner of a motor vehicle shall incur the fine provided for any violation of this bylaw unless at the time of such violation the motor vehicle was in the possession of some person other than the owner without the owner's consent, either expressed or implied, and the driver of a motor vehicle not being the owner shall also incur the penalties or other consequences provided for any such violation.
- (2) Any person alleged to have violated the Bylaw shall be given notice by a ticket left on the vehicle for each offence. The ticket shall set out that if a penalty of twenty-five dollars (\$25.00) is paid within sixty days of the ticket issuance date (specifying the place and manner of payment) or said amount plus court costs after sixty days, prosecution will be avoided.

18. Parking Permit

- (1) For the facilitation of operation in the construction industry or operation of utilities (including drainage, electrical, road construction and maintenance services, telecommunications operations, water supply and similar services) ,an authorized officer may, subject to such conditions as are considered appropriate in the

circumstances and on payment of the prescribed fee, grant an exemption know as a “Parking Permit” to specified persons generally in respect of specific vehicles or conditions, whether owned by that person or otherwise, form some or all of the provisions of this bylaw.

- (2) Without limiting the generality of section18 (1) of this bylaw, conditions imposed under that clause may include the following:
 - (a) a requirement to show on any vehicle or vehicles to which the exemption applies , a sticker, label or similar document setting out the days and times when the exemption has effect: and a limitation to specific geographic areas and or meter numbers.
 - (b) the closure of the meter or meters in effect by way of bagging or no parking signage as approved and installed by the enforcement body of this bylaw.

MAYOR CECIL P. CLARKE

**DEBORAH CAMPBELL
MUNICIPAL CLERK**

***THIS IS TO CERTIFY** that the attached is a true and correct copy of the Parking Meter By-law of the Cape Breton Regional Municipality including amendments to May 17, 2016.*

DEBORAH CAMPBELL, MUNICIPAL CLERK

Publication Date: April 15, 2011; May 26, 2016



M·E·M·O

To: Mayor Amanda M. McDougall & Council
From: Marie Walsh, CPA, CGA - Chief Administrative Officer
Date: June 30, 2021
Subject: Sydney Harbour Investment Partners (SHIP) – Formation of Steering Committee

At the June 15, 2021 meeting of Council, a motion was passed approving the three-year extension of the current Option and Development Agreement with Sydney Harbour Investment Partners Inc. (SHIP), as well as the formation of a CBRM Steering Committee to assist in the advocacy and work required to move the project forward. Copy of motion attached.

The next step for Council is to decide on the composition of the Steering Committee. Staff can then follow through on that recommendation. Options for composition of the Steering Committee can include some Council and staff; some Council and no staff; or all of Council. Staff could include REN staff also.

Thank you.

Yours truly,

Original signed by:

Marie Walsh, CPA, CGA
Chief Administrative Officer

Option & Development Agreement - Request for Extension of Term

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Bruckschwaiger, to approve the extension of the current contract for three years beyond the end date of the contract as referenced in the terms of the Option and Development Agreement with Sydney Harbour Investment Partners Inc. (SHIP), and the formation of a CBRM Steering Committee to assist in the advocacy and work required to move the project forward.

Motion Carried.

MEMO



To: CBRM Council and Staff
From: Mayor Amanda McDougall
Date: June 30th, 2021
Re: SHIP/Novaport – Council Actions and Support

Council colleagues,

Following up from our meeting where CBRM Council agreed to extend the Development and Options Agreement with Sydney Harbour Investment Partners (SHIP), there have been two requests made of Council to extend support in advancing the project:

- 1.) Provide a letter of support to the Canadian Infrastructure Bank supporting a loan request from SHIP.
- 2.) Send correspondence to the Premier of Nova Scotia offering general support for container terminal development and the need for investment support towards rail reconstruction.

A motion of Council with direction for each of these requests is required. If the motion is to proceed with the letters they will be penned and sent immediately.

Respectfully submitted,

Original signed by:

Amanda McDougall
Mayor – Cape Breton Regional Municipality



M·E·M·O

To: Mayor Amanda M. McDougall & Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: June 28, 2021
Subject: Report on Call for Expressions of Interest – Citizen Representatives on Committees

At its June 23, 2021 meeting, the Nominating Committee reviewed the citizen applications for various Committees and attached are the motions with the recommendations by candidate number for Council's consideration.

In terms of process, Council should deal with each Committee separately, and after Council passes the motions approving the citizen nominations by candidate number, the citizens will be contacted. Once they have accepted the positions and any required background checks have been completed, the names of the successful candidates will be publicly released at a future Council meeting.

Thank you.

Yours truly,

Original signed by:

**Deborah Campbell Ryan,
Municipal Clerk**

Report on Call for Expressions of Interest – Citizen Representatives on Committees

Cape Breton Island Housing Authority:

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Paruch, that a recommendation be made to Council to refer the following citizens to the Nova Scotia Minister of Community Services for appointment to the Cape Breton Island Housing Authority Board as CBRM's representatives for a three-year term:

- Candidate #1
- Candidate #3
- Candidate #4

Motion Carried.

Port of Sydney Development Corporation:

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Gillespie, that a recommendation be made to Council to appoint the following citizens to the Port of Sydney Development Corporation Board for a three-year term:

Expertise in Marketing

- Candidate #6

Expertise in Business and Commerce

- Candidate #8

Motion Carried.

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Mayor Amanda M. McDougall & Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: June 28, 2021
Subject: Diversity Committee – Community Member at Large (vacancy)

At the June 23, 2021 meeting of the Nominating Committee, an addendum was circulated advising that the Clerk's office had just received email correspondence from Susan McDonald advising that due to an unexpected increase in their travel requirements, it is not possible to continue as a member of the Diversity Committee and therefore has resigned from the Committee.

It was pointed out at the June 23rd Nominating Committee meeting that of those applicants who were not selected during a recent recruitment process, there is a potential candidate that could serve on the Diversity Committee as a Community Member at Large.

The Committee recommended that staff contact that individual and ask if they would be interested in re-offering to serve on the Diversity Committee as a Community Member at Large. (Note: Their application is circulated separately). However, if they decline, then the vacant position should be included in the upcoming advertisement on social media calling for citizen volunteers.

This applicant was contacted, and I am pleased to report that they have indicated they want to re-offer, thus it is recommended that they be appointed to the Diversity Committee as a Community Member at Large for a two-year term. Once Council approves the appointment, their name will be publicly released at a future Council meeting.

Yours truly,

Original signed by:

**Deborah Campbell Ryan,
Municipal Clerk**

Report on Call for Expressions of Interest – Citizen Representatives on Committees

Diversity Committee – Community Member at Large (vacancy)

Motion:

Moved by Councillor Parsons, seconded by Councillor Gordon MacDonald, that staff be directed to reach out to the potential candidate as referenced in the staff Memo dated June 22, 2021 and ask if they would be interested in putting their name forward to serve on the Diversity Committee as a Community Member at Large. However, if they decline, then the vacant position will be included in the fourth call for the vacancies on the Diversity Committee.

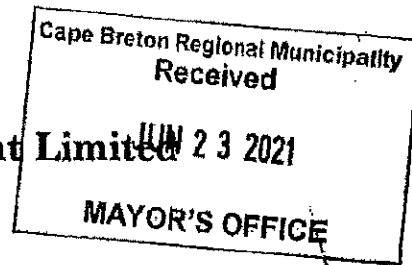
Discussion:

In response to a question, it was clarified by the Clerk that if the potential candidate is not interested in putting their name forward for the Member at Large vacancy, that this position will be included in the expression of interest on social media.

Motion Carried.



Harbour Royale Development Limited



Dear Mayor and Council,

June 23, 2021

Re: HRDL-CBRM Waterfront Pre-Development Agreement (Agreement)

As you are aware, the Agreement is under threat of expiration pursuant to Agreement section 5 (v). In her June 2nd, 2021 email to me, Mayor McDougall encouraged HRDL to seek an extension of the contract and to continue to advance the development work associated with this important and potentially transformative project for CBRM (the Proposal). The lack of clarity regarding CBRM's intentions with respect to the waterfront library have delayed our response to that request.

The entire vision embodied in the CBRM approved Proposal was built around a new waterfront central library. HRDL continues to believe that the best and highest use of the waterfront lands includes the new central library. It is not alone in its assessment, as evidenced by the strong level of support from advocacy groups, First Nations and members of the public.

Based on HRDL's now three year involvement and countless discussions with funding partners at both the political and staff level, its assumption continues to be that with a \$7M cash contribution from CBRM, and the planned community library capital campaign, CBRM can realize the most important piece of civic infrastructure in a generation on the waterfront, as a catalyst to private sector investment and downtown revitalization, and should it chose to embrace the opportunity presented by First Nations at a time when Reconciliation in the aftermath of the Residential School experience is firmly in the national discourse, an important statement about how the community sees itself in Unama'ki.

Please accept this letter as a formal request for a second 18-month extension of the HRDL-CBRM Waterfront Pre-Development Agreement. This letter will be followed later this week by a Development Plan Application (DPA) that will include a new central library and a multi-residential apartment building. The DPA is being submitted to cover the eventuality that this extension request is refused, providing an alternative means of keeping the Agreement alive.

If the decision is made to proceed with a new central library on the waterfront, and to seek design development funding as a stepping stone to a capital funding proposal as your prospective funding partners have requested, then as your contractual development partner selected through a competitive process that has met all its obligations and owns of all of the relevant design development data, HRDL expects to continue to lead the design development exercise and to be appropriately compensated in accordance with the applicable industry standards used to establish the design development budget. Should CBRM go on to achieve project funding and eventually tender for library construction, it could determine at that time whether there was any further role for HRDL in this part of the waterfront development.

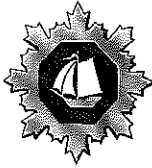
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HRDL wishes to continue to work on this important waterfront development site with CBRM, in a renewed spirit of cooperation and collaboration, and believes it is entitled to do so whether or not CBRM has changed its mind about the inclusion of a new library. It is time for candour and decisions from CBRM as to its intentions regarding the library.

Yours truly,

Original Signed By

Martin Chernin, C.M., President



CBRM

A Community of Communities

ISSUE PAPER

TO: CAPE BRETON REGIONAL COUNCIL

FROM: DEMETRI KACHAFANAS, QC – REGIONAL SOLICITOR

**SUBJECT: THE KINSMEN CLUB OF SYDNEY/HORIZON
ACHIEVEMENT CENTRE**

DATE: JUNE 25, 2021

Background

In 1983 the former City of Sydney transferred land on Upper Prince Street in Sydney to the Kinsmen Club of Sydney, A copy of the Deed is attached.

The building on the land was used to house the Horizon Achievement Centre. There was a condition in the deed that the lands can only be used for community betterment and cannot be conveyed to a third party. The Horizon Achievement Centre is moving out of the building into newly constructed premises. The Kinsmen Club of Sydney have no use for the building and CBRM staff have determined the Municipality has no use for the building and does not want the property reconveyed to the Municipality.

The Kinsmen Club of Sydney have requested that the condition in the deed be released so that they can sell the property. The intention is to use the proceeds of the sale toward the building of the new Horizon Achievement Centre.

Recommendation

Given the good work done by the Horizon Achievement Centre and its importance to the community, staff recommends granting the request to release the condition in the deed so that the Kinsmen Club of Sydney can sell the property and use the funds toward the construction of the new Horizon Achievement Centre.

Respectively Submitted,

ORIGINAL SIGNED BY

 Demetri Kachafanas, QC
Regional Solicitor

Page 1048, Sec # 6607

This Indenture made this 10th

day of *June*, A. D., 19 83.

Between

THE CITY OF SYDNEY
in the County of Cape Breton, Province of Nova Scotia,
a body corporate and politic

hereinafter called the "GRANTOR "

of the One Part

— and —

THE KINSMEN CLUB OF SYDNEY, a body corporate
with head office in the City of Sydney,
Province of Nova Scotia

hereinafter called the "GRANTEE "

of the Other Part

Witnesseth that in consideration of - One - Dollar

The Grantor hereby conveys to the Grantee the lands described in the Schedule marked "A" hereto annexed.

1049

SCHEDULE "A"

ALL that certain piece, parcel, or lot of land lying, situate and being in the City of Sydney, in the County of Cape Breton, and bounded and described as follows:

BEGINNING at the intersection of the southwestern side of Prince Street with the eastern side of Birch Hill Drive, said point being the most northerly corner of a lot of land conveyed to John MacPherson by Isaac Bagnell and wife by deed dated March 13th, 1918, and recorded in the Registry of Deeds at Sydney, N.S., in Book 221, at page 509;

THENCE in a southerly direction along the eastern margin of Birch Hill Drive a distance of three hundred and thirty-five (335') to a point;

THENCE at right angles in an easterly direction a distance of 116 feet to a point;

THENCE in a northerly direction and running parallel to Birch Hill Drive a distance of two hundred (200') feet more or less to the southwestern side of Prince Street;

THENCE in a northwesterly direction along the southwestern side of Prince Street to the place of beginning;

BEING the lots described as the lands of Elizabeth MacPherson on a plan drawn by John S. Pope, P.L.S., on October 26, 1959, and filed in the Registry of Deeds at Sydney, N.S., as number S-184.

1050

THE GRANTOR
covenants with the Grantee that the Grantee shall have quiet enjoyment of the lands, that the said Grantor has a good title in fee simple to the lands and the right to convey them as hereby conveyed, that they are free from encumbrances and that the said Grantor will procure such further assurances as may reasonably required.

THIS DEED is made upon the condition that the said lands will be used by the Grantee only for the purposes of the said Grantee for development that will result in community betterment, and for no other purpose (s) and upon the further condition that the Grantee will not reconvey the said lands to any third party, and that these conditions shall be enforceable at the instance of the Grantor. It is the express understanding and intention of the parties hereto, their successors and assigns, that the conditions set forth in this paragraph shall be construed and interpreted as conditions and not as covenants to the end that, in addition to any right or remedy arising in the event of any breach thereof, the Grantor shall have the right of re-entry in respect of the said lands.

IN WITNESS WHEREOF The City of Sydney has caused it corporate seal to be affixed hereto, and these presents to be executed and authenticated by the hands of Manning MacDonald Mayor, and Paul J. Roach, City Clerk, respectively of the said City of Sydney, the day and year first above written. They being thereunto duly authorized by the City Council of the City of Sydney.

IN THE PRESENCE OF

Rita M. Shaheen

CITY OF SYDNEY
Manning MacDonald Mayor
Paul J. Roach City Clerk
(25)

1051

Province of Nova Scotia Office of Registry of Deeds
 Cape Breton S.S. Sydney JUN 21 1983
 I certify that the within instrument was registered
 in this office 10:00 this day
 in Book 1345 pages 1048 on faith of the
 foregoing certificate. *Manning Macdonald*
 Registrar of Deeds

10:00 A.M.
 JUN 21 1983

S. J. B.

READ

THE KINSMEN CLUB OF SYDNEY

AND

THE CITY OF SYDNEY

Dated 10 June 1983
 6:07

PROVINCE OF NOVA SCOTIA
 COUNTY OF CAPE BRETON
 CITY OF SYDNEY

SS.

On this 12th day of June, A.D., 1983
 before me, the subscriber, personally came and appeared *Rita W. Shaban*
 a subscribing Witness to the foregoing Indenture, who having been duly sworn, made oath
 and said that he was present and did see the corporate seal of the City of Sydney duly
 affixed thereto by the hand of Paul J. Roach, the
 City Clerk-Treasurer of the City of Sydney, and that the said Indenture was duly signed
 and authenticated in his presence for and on behalf of the City of Sydney by
 Manning MacDonald and Paul J. Roach
 Mayor and Clerk-Treasurer respectively of said City and the same was also thereupon duly
 delivered in his presence.

Manning MacDonald
Paul J. Roach

M. G. Whalley

A BARRISTER OF THE SUPREME COURT OF NOVA SCOTIA
 M. G. WHALLEY, Q.C.



CBRM

A Community of Communities

Cape Breton Regional Municipality

ISSUE PAPER

Date: June 25, 2021
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Fees for the Provision of Tax Information

The Municipality receives a large number of requests for information regarding the status of property taxes. These include requests for tax certificates, bill reprints, account statements, and balance inquiries. CBRM's "Provision of Tax Information Policy" outlines approved fees for providing this information, however the fees have not been updated since the policy was initially adopted in 2003.

CBRM's current policy notes a nominal cost recovery fee for the provision of written tax account information. The costs associated with providing this information increase annually with respect to staff costs, postage, equipment costs and licensing fees for software, however the cost recovery fees have remained static. In order to arrive at a revised fee structure for council consideration, staff reached out to other municipal units to compare fees charged for like-information.

Financial Institutions:

Municipalities charge a fee per tax billing for the provision of tax information to financial institutions in relation to the payment of tax accounts in which they have a mortgage interest. In reviewing fee policies of Municipal units across the province, rates charged range from \$7 to \$20 per account per billing. CBRM's fee is \$6. **Staff are proposing a fee increase to \$15 per account per billing for the provision of tax information to financial institutions in order to align with fees charged by other municipalities.**

CBRM has on average 11,443 accounts whose tax payments are managed by mortgage companies. The fee increase would result in \$103,000 in additional cost recovery for CBRM in 2021/22 (effective September billing). Subsequent year's billings would result in additional cost recoveries of approximately \$206,000 annually thereafter.

Reprints/Account Statements:

Some municipalities' tax information policies specify fees for account statements and bill reprints. The intent of the fee is to prescribe a charge for services to persons who use or benefit from the service.

Such fees range from \$5 - \$30 per account. It is unclear whether the remaining municipal units simply do not charge a fee or simply require a tax certificate for this information.

CBRM is seeing an increase in the number of bill reprints, statements of account and professional firms requesting the same on behalf of their clients due to misplacement or poor record keeping. Currently there is no fee charged for these reproductions. While the majority are single account holders and not particularly time intensive, some requests can tie up staff resources for a significant amount of time and detract from their daily work.

CBRM issues tax bills twice per year and arrears notices after the due date of the final tax bill. The cost of tax bill distribution and arrears notices is in excess of \$137,000 annually. A reprint fee would ensure those requesting reproduction and redistribution bear the cost of that service, while encouraging retention of the original documents.

Staff are requesting Council approve a statement and bill reprint fee of \$10 per reprint for distribution via mail, email, fax or pickup. One-time fee exceptions may apply for property owners who did not receive their original bill, whether it be due to a change in address, changes in ownership, or returned/undeliverable mail. For every other instance, the \$10 fee would apply. The \$10 fee is limited to individual property owners or their representatives who are in a position to participate in the management of the account. Other parties requesting this information, must apply for and be issued a tax certificate or are subject to the alternative tax information fee described below.

It is difficult to estimate the incremental cost recovery associated with the reprint charge as it is dependent on volume, however an estimated 400 reprints annually would generate \$4,000 – a nominal recovery given the demand on staff time associated with 400 reproductions. As mentioned, however, the desired outcome is for the fee to deter careless misplacement rather than a revenue/recovery source.

Other:

CBRM's Provision of Tax Information Policy stipulates a fee of \$25 for "the provision of tax information under any other circumstance". Typically, this is for instances where information is sought from parties other than the property owner, such as legal representatives who, after consideration, do not feel that they require the certainty of a tax certificate. The fee was implemented when the policy was initially adopted in 2003, and has not been increased since its inception. **It is recommended that this fee be increased to \$30, bringing CBRM's fee in line with other regional municipalities.**

Tax Certificates:

"Tax certificate" is an instrument issued by municipalities that includes the property descriptors, assessment information, the current taxes on the property, total taxes due by the owner to the municipality including arrears, and any liens that have been levied on the property. The fees for tax certificates vary considerably across municipalities ranging from \$10-\$75. CBRM's fee for tax certificates is \$65 and was last increased by Council in 2008.

Given the length of time that has passed since the fee was reviewed, **staff propose increasing the fee for tax certificates to \$75 to bring CBRM's fees in line with those charged by other regional municipalities.**

CBRM processes an average of 400 tax certificates annually. The proposed fee increase would result in additional revenues of \$4,000 per year.

Section 79 of the Municipal Government states “subject to the approval of the Board for those services that are subject to the Public Utilities Act, the council may, by By-Law, prescribe charges for the services for persons who use or benefit from the service, on a basis to be set out in the By-Law”. Therefore the policy details contained in the Provision of Tax Information Policy must be transitioned to a Provision of Tax Information Bylaw, which is included as part of the issue paper for review. Subsequent to bylaw approval, the Provision of Tax Information Policy will need to be repealed.

Summary of Recommendations:

1. Increase the fee to \$15 per account per billing for the provision of tax information to financial institutions in order to align with fees charged by other municipalities;
2. Approval of a statement and bill reproduction fee of \$10 per reprint;
3. Increase the fee for the provision of tax information other than those described above to \$30, bringing CBRM’s fee in line with other regional municipalities.
4. Increase the fee for tax certificates to \$75 per account to bring CBRM’s fees in line with those charged by other regional municipalities;

In order for the above changes to take effect, the following steps are required:

- 1) Approve the proposed By-law in accordance with the Municipal Government Act;
- 2) Repeal the current “Provision of Tax Information Policy” upon approval of the proposed ByLaw;
- 3) Pass resolution approving the revised Tax Certificate fee of \$75.

Requested motion:

That Council approve the proposed increases in tax information fees and pass first reading of “T-300 Provision of Tax Information By-Law.”

Council approve by resolution the revised fee for the issuance of Tax Certificates of \$75.00.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer



CBRM

A Community of Communities

Cape Breton Regional Municipality

T-300 - Provision of Tax Information By-Law

PREAMBLE:

- WHEREAS Section 79 of the Municipal Government Act provides that subject to the approval of the Board for those services that are subject to the Public Utilities Act, the council may, by By-Law, prescribe charges for the services for persons who use or benefit from the service, on a basis to be set out in the By-Law; and
- **WHEREAS** the Cape Breton Regional Municipality (CBRM) receives a large number of requests for information regarding the status of property taxes from parties whom, after consideration, do not feel that they require the certainty of a tax certificate.
- **BE IT THEREFORE ENACTED** by the Council of the CBRM as follows.

1. SHORT TITLE

1.1. This bylaw shall be cited as the “Tax Information Bylaw”.

2. DEFINITIONS

- (a) “financial institution” means a an institution that provides financial services for its clients or members; includes banks, credit unions, trust companies, mortgage loan companies, insurance companies, pension fund companies, brokerage firms.
- (b) “mortgage interest” means to be the holder of a loan that is secured against the property.
- (c) “tax account statement” is a listing of all invoices and payments applied to the account during a defined period of time.
- (d) “tax bill reprint” is a copy of the actual bill that was issued.
- (e) “tax certificate” is an instrument issued by the Municipality that includes the property descriptors, the current taxes on the property, the total taxes due by the owner to the municipality and the liens have been levied on the property (i.e. local improvement loans, unsightly charges, etc.).

3. TAX INFORMATION

3.1—CBRM Staff will provide reasonable account information to taxpayers as requested over the telephone or in person at no charge. **No tax account information shall be given to any person other than the assessed owner, its officers or directors except upon payment of fees in accordance with the proposed structure above-below).**

3.2 A nominal cost recovery fee will be charged for the provision of tax account information asked for by any party (in writing) in the following amounts:

- a) A fee of \$15.00 per tax account, per tax billing for the provision of tax information to financial institutions in relation to the payment of tax accounts in which they have a mortgage interest;
- b) A fee of \$10.00 for the provision of a tax bill reprint; this fee may be waived at the discretion of the Manager of Finance.
- c) A fee of \$10.00 for the provision of a tax account statement; this fee may be waived at the discretion of the Manager of Finance.
- d) A fee of \$30.00 for the provision of tax information under any other circumstance.

3.3 Information received through this process is not warranted (expressed or implied) nor certified by the CBRM.

3.4 Information pertaining specifically to the value of outstanding taxes and penalties on an account will only be provided, in these formats, to individual property owners and/or their financial/legal representatives who are in a position to participate in the management of the account. Other parties requiring this information, must apply for and be issued a Tax Certificate.

3.5 It is the sole responsibility of the party seeking the information to determine whether a Tax Certificate is necessary to suit their purposes.

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

THIS IS TO CERTIFY that the attached is a true and correct copy of the Tax Information By-Law of the Cape Breton Regional Municipality as adopted by Council on _____.

Deborah Campbell-Ryan, Clerk

Publication Date: _____



CBRM

A Community of Communities

Cape Breton Regional Municipality

Provision of Tax Information Policy

PREAMBLE:

- **WHEREAS** the Cape Breton Regional Municipality (CBRM) receives a large number of requests for information regarding the status of property taxes from parties who, after consideration, do not feel that they require the certainty of a tax certificate.
- **BE IT THEREFORE ENACTED** by the Council of the CBRM as follows.

1.0 FEES

- A nominal cost recovery fee will be charged for the provision of written tax account information asked for by any party in the following amounts:
 - A fee of \$6.00 per tax account, per tax billing, for the provision of tax information to financial institutions in relation to the payment of tax accounts in which they have a mortgage interest.
 - A fee of \$25.00 for the provision of tax information under any other circumstance.

2.0 TAX ACCOUNT INFORMATION

- By Telephone: CBRM Staff will provide reasonable account information to taxpayers as requested. **No tax account information shall be given to any person other than the assessed owner, its officers or directors**

except upon payment of fees in accordance with the proposed structure above).

- **In Person:** CBRM Staff will provide reasonable account information to taxpayers as requested. **No tax account information shall be given to any person other than the assessed owner, its officers or directors except upon payment of fees in accordance with the proposed structure above).**

Approved by Council: April 15, 2003

To be Reproduced



RESOLUTION
of the
Cape Breton Regional Municipality

Pursuant to Section 132, Subsections (1) and (2) of the Municipal Government Act (MGA).

THAT the fee payable for tax certificates issued pursuant to the MGA shall be ~~\$65.00~~
\$75.00.

PASSED AS A RESOLUTION by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on April 15, 2008 and amended on _____.



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: July 6, 2021		
Subject: Renaming Indian Beach - North Sydney		
Motion for Council to Consider: An issue paper be provided to council outlining steps and consultation requirements to begin the process of changing the name of "Indian Beach".		
Reason: Many local groups and individuals have reached out over the last few weeks to discuss the issue. Although, at one time, the name did not mean to offend but to acknowledge indigenous culture that time has passed. To begin the process of renaming the beach will provide us an opportunity to learn more and understand the historic, indigenous importance of the area. These last few weeks have been a very difficult and the intent of this ask is to show our commitment to the pursuit of achieving vibrant and inclusive communities throughout the CBRM.		
Outcome Sought: The name "Indian Beach" be replaced.		
<i>Councillor Earlene MacMullin</i>	<i>District 2</i>	
<i>Date: June 28, 2021</i>	<i>Received by Clerk's Department (date):</i>	



CBRM

A Community of Communities

Cape Breton Regional Municipality

Memo

Date: June 29, 2021

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Update – 2021 Audit

I wish to advise of the following updates and timelines with respect to our year end reporting and monthly financial statements.

- | | |
|------------------|---|
| April – July | Staff prepare for year end and process adjustments impacting year end operating results. <ul style="list-style-type: none">• Ensuring proper cut off (items posted to correct fiscal year)• Review and analyze accounts for errors or omissions• Prepare year end reconciliations• Respond to preliminary information requests from auditors• Draft year end financial statement workbooks for audit. |
| Late July-August | Audit fieldwork: <ul style="list-style-type: none">• On-site testing of internal controls and recorded amounts• Audit of documentation and financial statement reports prepared by staff. |
| September | Audit Committee Meeting (to coincide with date of Regional Council Meeting in September) <ul style="list-style-type: none">• Staff will prepare and present 2020/21 Financial Report and draft Financial Condition Indicators (FCI's)• Presentation of draft audited statements and audit findings report by MNP. |
| September 30 | Audited Financial Statements and Provincial Financial Reports due to Municipal Affairs. <ul style="list-style-type: none">• Consolidated Financial Statements• Management letter and Audit Findings Report• Financial Information Return |

In April, our Senior Accountant retired leaving a key vacancy in finance, affecting the progress of year end preparation. This, compounded by public health orders forcing our offices to close in May, has slightly delayed the progress of year end. The position was filled as of 2 weeks ago, however the successful candidate was an existing member of the finance team (also responsible for year end work), therefore our team remains short-staffed. That position is posted, but not yet filled. Despite the staff disruption, year end is progressing well and we anticipate no issues in meeting the above timelines.

In conjunction with year end work, we expect to have financial statements prepared for the August Council Meeting for the period of April – June, with monthly statements following thereafter.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer

