

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, NOVEMBER 9TH, 2021

6:00 PM

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

Cape Breton Regional Municipality

Council Meeting

Tuesday, November 9, 2021

6:00 pm

AGENDA ITEMS

Land Acknowledgement and Smudge Ceremony: David Meuse, Membertou Cultural Ambassador for Membertou First Nation

Roll Call

O' Canada

Moment of Silent Reflection

1. **APPROVAL OF MINUTES** (Previously Circulated)
 - Special Council – September 28, 2021
 - Special Council – September 29, 2021
 - Council – October 12, 2021

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

3. **PROCLAMATIONS & RESOLUTIONS:**
 - 3.1 **International Day for the Elimination of Violence Against Women:**
Deputy Mayor Earlene MacMullin (See page 7)

 - 3.2 **Restorative Justice Week - 2021:**
Councillor Cyril MacDonald (See page 8)

 - 3.3 **Crohn's and Colitis Awareness Month:**
Councillor Steve Gillespie (See page 9)

 - 3.4 **Project Red Ribbon Day - 2021:**
Councillor Steve Gillespie (See page 10)

Continued...

**Council Meeting Agenda
November 9, 2021 (Cont'd)**

PROCLAMATIONS & RESOLUTIONS (Cont'd):

3.5 James Delorey Day – 2021:

Councillor Lorne Green (See page 11)

3.6 Nova Scotia Housing: Homeowner Residential Rehabilitation Assistance Program – Review:

Councillor James Edwards (See page 12)

4. PRESENTATIONS:

4.1 Port of Sydney Development Corporation:

a) **Port of Sydney Update:** James Kerr, Chair; Marlene Usher, CEO, Port of Sydney Development Corporation; and Richard Morykot, CBCL (See page 13)

b) **Waterfront Project:** Marlene Usher, CEO, Port of Sydney Development Corporation (See page 21)

4.2 Deferral from Special Council Meeting - October 26, 2021

a) **ACAP Cape Breton: Eco-Partnership with CBRM:** Kathleen Aitkens, Executive Director; and Jen Cooper, Habitat Restoration Lead - ACAP Cape Breton (See page 41)

5. PLANNING ISSUES:

5.1 APPROVAL TO ADVERTISE:

a) **Zoning Amendment Application – 1085: Harbourside Business Park Zone, Sydney:** Karen Neville, Senior Planner (See page 49)

5.2 CBRM Signage Strategy Update: Michael Ruus, Director of Planning and Development (See page 55)

Continued...

**Council Meeting Agenda
November 9, 2021 (Cont'd)**

6. BUSINESS ARISING:

6.1 Council Meeting – July 6, 2021:

a) Northside Business Park:

- i) Northside Business Park Land Pricing and Sales Conditions Policy: Tyler Mattheis, Director of Economic Development – CBRM Regional Enterprise Network (See page 57)**
- ii) Property Management Policies (Amendment): Sheila Kolanko, Property Manager (See page 79)**

6.2 Council Meeting – October 12, 2021:

- a) COVID-19 Mandatory Vaccination Policy: Demetri Kachafanas, QC, Regional Solicitor (See page 91)**

7. CORPORATE SERVICES ISSUES:

7.1 Former East Bay School (PID 15334170) 3546 East Bay Hwy, East Bay (District 7) Request to Deem Surplus: Sheila Kolanko, Property Manager (See page 95)

7.2 Request to Purchase CBRM Land: Portion of PID 15009723 – Keltic Drive, CBRM (District 4): Sheila Kolanko, Property Manager and Michael Ruus, Director of Planning and Development (See page 98)

8. COUNCILLOR AGENDA REQUESTS:

8.1 Renaming the MacKessey Drive Playground: Councillor Lorne Green (See page 104)

8.2 Proceeds of Sale – Former Foodbank Building: Deputy Mayor Earlene MacMullin (See page 105)

Continued...

**Council Meeting Agenda
November 9, 2021 (Cont'd)**

9. COMMITTEE REPORTS:

9.1 Nova Scotia Solid Waste Resource Management Regional Chairs

Committee: Councillor Cyril MacDonald

(To be circulated prior to the meeting)

10. FINANCIAL STATEMENTS: Jennifer Campbell, Chief Financial Officer

10.1 CBRM to September 30, 2021: (See page 106)

For Information Only.

10.2 Port of Sydney Development Corporation to September 30, 2021:

(See page 131)

For Information Only.

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

ADJOURNMENT

Proclamation

International Day for the Elimination of Violence Against Women

WHEREAS: As the world retreated inside houses due to the lockdown measures introduced to curb the COVID-19 pandemic, reports from around the world showed an alarming increase in the already existing pandemic of violence against women, and;

WHEREAS: November is an important month for the United Nations and for those working on the issue of combating violence against women and girls. November 25th marks the International Day for the Elimination of Violence Against Women, a U.N. day designated to highlight the issue of violence against women and girls and call for more action to combat it. Over time, the day has evolved into a global, widespread initiative that now incorporates 16 Days of Activism, and;

WHEREAS: The 2021 theme for the International Day for the Elimination of Violence Against Women is “Orange the World: End violence against women now!” As in previous years, this year’s International Day will mark the launch of 16 days of activism concluding on December 10th, 2021, which is International Human Rights Day;

**BE IT THEREFORE
RESOLVED:** That CBRM Mayor Amanda M. McDougall and Council proclaim November 25th, 2021, as “*International Day for the Elimination of Violence Against Women*” in the Cape Breton Regional Municipality and will participate in the be “organged” campaign on this day by illuminating City Hall – orange to help spread awareness to combating violence against women and girls.

Deputy Mayor Earlene MacMullin – CBRM District #2

November 9, 2021

Cape Breton Regional Municipality

PROCLAMATION
Restorative Justice Week - 2021

WHEREAS: In the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships; and

AND WHEREAS: Restorative justice approaches strive to provide support and opportunities for the voluntary participation and communication between those affected by crime and conflict (victims, offenders, community) to encourage accountability, reparation and movement towards understanding, feelings of satisfaction, healing and sense of closure; and

AND WHEREAS: Restorative Justice Week provides an opportunity to learn about restorative justice and to educate and celebrate along with other communities across the country during the week;

BE IT THEREFORE That CBRM Mayor Amanda M. McDougall and Council
RESOLVED: the week of November 21st to 28th, 2021 as **Restorative Justice Week** in the Cape Breton Regional Municipality.

Councillor Cyril MacDonald - CBRM District #3

November 9th, 2021

Proclamation

Crohn's and Colitis Awareness Month

WHEREAS: Crohn's and Colitis Canada, is a national, volunteer-based charity supporting the 270,000 Canadians living with inflammatory bowel disease (IBD), a chronic autoimmune disease that causes the body to attack healthy tissue, leading to inflammation of all or part of the digestive system, and;

WHEREAS: People living with IBD routinely endure abdominal pain, cramping, fatigue, internal bleeding, and frequent and urgent bowel movements – in some cases over 20 times a day, and;

WHEREAS: While more than 5 million people globally live with IBD, Canada has one of the highest prevalence rates in the world. By 2030, experts predict the number of Canadians living with IBD will rise to 400,000 – one percent of the population.; and

WHEREAS: The Maritime region has the highest reported incidence of IBD in the country and over 11,600 residents of Nova Scotia live with the disease and currently, there is no cure,

BE IT THEREFORE

RESOLVED: That CBRM Mayor Amanda M. McDougall and Council proclaim the month of November 2021 as “*Crohn's and Colitis Awareness Month*” in the Cape Breton Regional Municipality and join and spread awareness to better understand these diseases to find a cure.

Councillor Steve Gillespie – CBRM District #4

November 9, 2021

Cape Breton Regional Municipality

PROCLAMATION
Project Red Ribbon Day - 2021

WHEREAS: Project Red Ribbon is a commitment made by Canadians to drive safe and sober. It is a highly visible, community public awareness campaign which depends on volunteer participation to promote the message that deaths and injuries resulting from impaired driving are needless tragedies and totally preventable;

AND WHEREAS: Each year from the beginning of November until the first Monday after New Year's, MADD Canada volunteers across the country to distribute red ribbons and ask Canadians to display a ribbon on their vehicle and/or key chain, or on a personal item like their purse, briefcase or backpack;

AND WHEREAS: The MADD Canada red ribbon is a powerful symbol. By displaying the ribbon, you are making a personal commitment to drive sober. A red ribbon is also used to pay tribute to the thousands of Canadians who have lost their lives or who have been injured as a result of impaired driving. The red ribbon also reinforces the message to drive sober throughout the holidays and throughout the year;

**BE IT THEREFORE
RESOLVED:** That CBRM Mayor Amanda M. McDougall and Council proclaim November 1st, 2021 as *Project Red Ribbon day* in the Cape Breton Regional Municipality.

Councillor Steve Gillespie - CBRM District 4

November 9th, 2021

PROCLAMATION

James Delorey Day - 2021

- Whereas:** On the afternoon of December 5th, 2009, seven-year-old James Delorey wandered and became lost in the wilderness behind his family's home in South Bar;
- And Whereas:** James lived with autism and was non-verbal, but you could always hear him giggling when he was near;
- And Whereas:** Throughout the two days and nights that included the first blizzard of the season, young James and his loyal dog Chance survived while a massive search was underway receiving unwavering support from the entire community;
- And Whereas:** On December 7th, Chance returned home, leaving behind a trail of paw prints in the snow. Shortly after, searchers located James just over 1 kilometer from his home, he was curled up under a tree with an obvious impression in snow where Chance laid beside him;
- And Whereas:** While the community hoped and prayed for James' recovery, tragically, he peacefully passed away;
- And Whereas:** Young James will continue to live forever in the hearts of his family and of those within our community,
- And Whereas:** Since 2010, in James' honour with collaboration and support from his family, fundraising efforts have been coordinated under the guidance and support of Nick Burke and Andrew Petrie, and have raised almost \$20,000 in donations and which have gone to support the Autism Society of Cape Breton, Cape Breton Search and Rescue for both Project Lifesaver and their Building Fund, Cape Breton Branch of the SPCA, Cape Breton Regional Hospital Cancer Patient Care Fund and Whitney Pier Youth Club. Beginning in 2011, the first Saturday of December, has been dedicated as the "James Delorey Annual Fundraising Day" in his honour while supporting one of our local charities;
- Be It Therefore Resolved:** That Cape Breton Regional Municipality Mayor Amanda M. McDougall and Council declare December 4th, 2021 as James Delorey Day in the CBRM.

Councillor Lorne Green – CBRM District #12

November 9th, 2021

CBRM RESOLUTION

Nova Scotia Housing: Homeowner Residential Rehabilitation Assistance Program - Review

WHEREAS: The Homeowner Residential Rehabilitation Assistance Program (RRAP) provided through Nova Scotia Housing is a program equally funded by the federal and provincial governments;

AND WHEREAS: The RRAP provides financial assistance to people who own and occupy homes that do not meet minimum levels of health and safety;

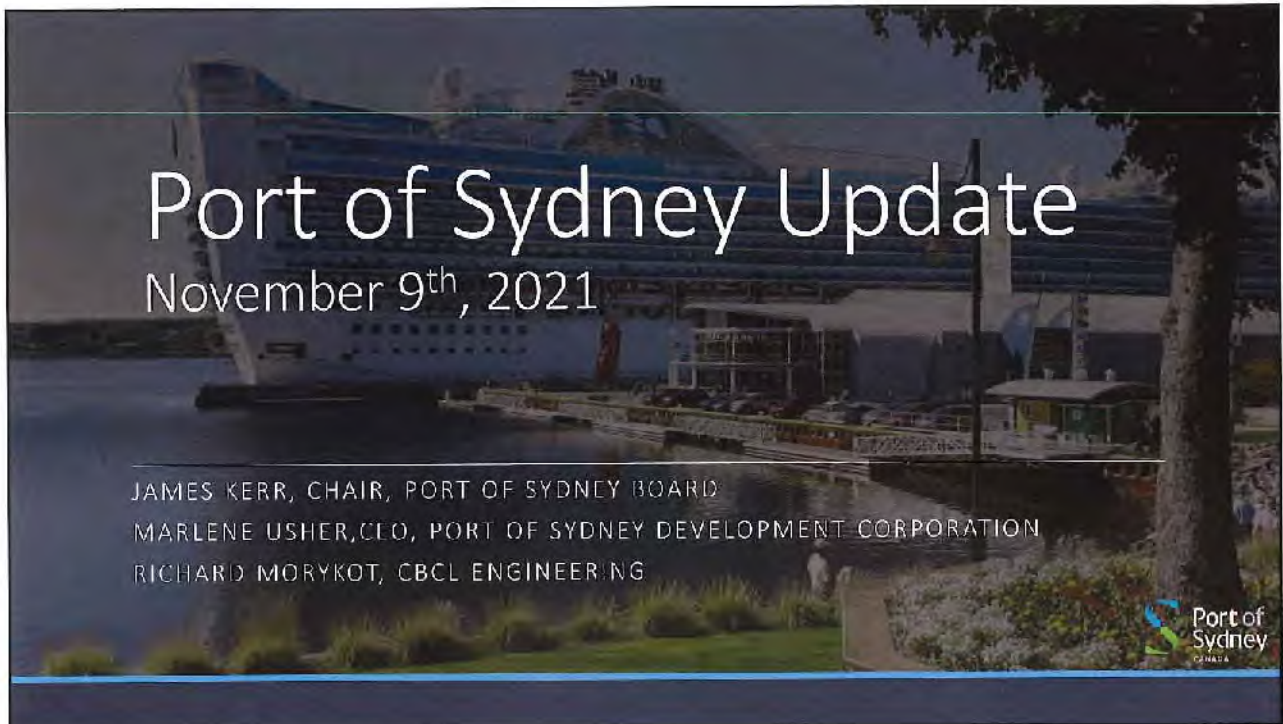
AND WHEREAS: Homeowners are eligible to apply if the total assessed value of your residential property is at or below \$250,000 in Halifax Regional Municipality or \$175,000 in the rest of the province. Also, your household income must be below a certain amount based on where you live and the size of your household.

AND WHEREAS: Council has been informed that residents who reside in the Richmond and/or Inverness Counties (both of which boarder the CBRM) the household combined maximum income cannot exceed \$46,500.00 to be eligible. However, residents who reside within the CBRM the maximum combined household income cannot exceed \$28,000.00. That is an \$18,000.00 difference;

BE IT THEREFORE RESOLVED: That CBRM Mayor Amanda M. McDougall and Council request staff write a letter to the Honourable John Lohr, Minister of Municipal Affairs and Housing, requesting a review of the Policy regarding the household income eligibility for the Homeowner Residential Rehabilitation Assistance Programs and to provide rationale for such a large discrepancy in combined income for this program.


Councillor James Edwards - District #8 - CBRM

November 9th, 2021




1

2022 Cruise Season (As of October 27th)	
90 Ships	
First double cruise ship day May 23 rd , 2022	
Break down of number of calls per cruise line	
Holland America (Carnival Corporation)	21
NCL (Norwegian Cruise Line Holdings)	11
Princess (Carnival Corporation)	10
Celebrity (Royal Caribbean Group)	10
Royal Caribbean (Royal Caribbean Group)	7
Regent (Norwegian Cruise Line Holdings)	7
Oceania (Norwegian Cruise Line Holdings)	6
Silversea (Royal Caribbean Group)	5
Carnival (Carnival Corporation)	4
Cunard (Carnival Corporation)	1
Phoenix	2
TUI (Royal Caribbean Group)	2
Conij	2
Ambassador	1
P. B. O. (Carnival Corporation)	1
Fred O'sen	1
Total	90
Passengers (approx.)	180,000



- ⊘ Anticipate changes to schedule for sale of vessels, changes of itineraries, government/vaccine regulations
- ⊘ Mandatory Canadian regulations VS. Cruise lines
- ⊘ Calls are anticipated to be down in the region *if* there are restrictions on length of itinerary.



2

ACPA PORT PROTOCOLS DEVELOPMENT

Key Deliverables

- To identify, explore, and collectively advocate on areas of focus within the Canadian cruise sector, including protocols for the safety and security of crews and passengers.
- Adoptations: COVID-19 guidelines for gangway-to-gangway, cruise terminal operations, and finalized emergency response plans.

Tactics

- The ACPA Cruise Committee is working with industry stakeholders to develop and integrate consistent safety protocols for a new report for the resumption of cruise across Canada.

Timeline

- September 2020 to November 2021.

Notes

- Transit of Canada to send a cross-Canada advisory group's position. Transport Canada has not been prescriptive however they do want to see protocols, passenger flow, port agreements, and possible impacts to the health care system.
- Working towards Transport Canada's November 1 deadline. Want driver health and safety protocols to operate as of October 15.

ATLANTIC CANADA PORT PROTOCOL DEVELOPMENT

Key Deliverable

- Develop COVID-19 specific health and safety protocols for Atlantic Canada partner and niche ports.

Considerations

- Determining if cruise port operation is to occur with the engaged and providing direction as it relates to port of call and turnaround operations.
- Best operational health and safety protocols must be approved by all necessary levels of government and local health officials.
- Risk mitigation is not the same as emergency response. Must plan for both.
- Emergency communications (all-out plan) is critical.
- Share ownership and responsibility, assess federal jurisdiction from regional and local health authorities.
- Community engagement and communication is key. Important to be proactive providing locals with the necessary education and awareness of operations and health and safety protocols.
- Option to complete inspection back in person.

Timeline

- September to December 2021 and is dependent on approval of new national health and safety guidelines for cruise in the ports.

PREPARING OUR COMMUNITIES FOR CRUISE IN 2022

Key Deliverable

- Government and stakeholder education and awareness.
- Facilitate workshop series for cruise resumption readiness in Atlantic Canada.

Tactics


- Research, presentation development, and delivery.
- Work with ACPA's Partner Ports to create and make local business communities.
- Facilitate regional workshops preparing communities for the safe resumption of cruising.
- Develop and facilitate workshop series for ACPA's Partner Ports and ACCA's Niche Ports Stakeholder Group.

Timeline


- May to November 2021.

Status

- Report on the Impact of the Cruise in Atlantic Canada since 2015 and the requirements for a successful return will have been reviewed by the ACPA Partnership and will be presented to the ACCA Board on September 22.
- Second regional workshop is being planned for October 15. One-on-one meetings with ACCA's Niche Ports Stakeholder Group is scheduled for September 21.



3




CRUISE RECOVERY DASHBOARD

Last Refresh: November 1, 2021


BERTHS SAILING IN NOVEMBER

● In Operation ● Pending Resumption



PORT / COUNTRY CRUISE RESUMPTION STATUS

● Closed ● Open (Rescheduled May 2022)



STATISTICS

(Last resumption)

239

COVID Cases (Peak)

3.5M

Estimated Post-Sailing

0.007%

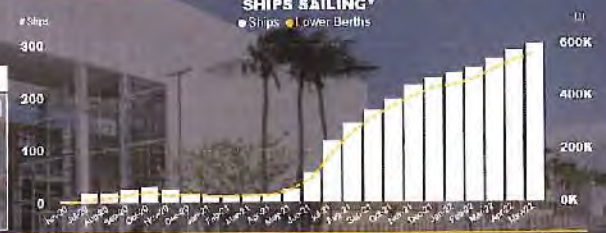
Port Infection Rate

RESUMPTION OPERATIONS TIMELINE

In Service	2021	2022 / TBA	CDC ✓
<ul style="list-style-type: none"> • AIBA Cruises • Aramoiki Cruises • Ariva • Expeditions • Freedom • Lohamee • Paradise • Black Star • Cruise 	<ul style="list-style-type: none"> • Poseidon • Expeditional (US) 	<ul style="list-style-type: none"> • PSU Aus Tech • Amkangid PR • Cruise Line (US) • Blue Cruise (May) • Arctic Ocean (TBA) 	<ul style="list-style-type: none"> • Post-Embarkation • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship • Cruise Ship


SHIPS SAILING*

● Ships ● Lower Berths



For more information, please contact maritime@bernellcojamil.com

*Data used from report will be BA's data and include any open or publicly released information. If any other data is used, it will be from the BA's data and include any open or publicly released information.



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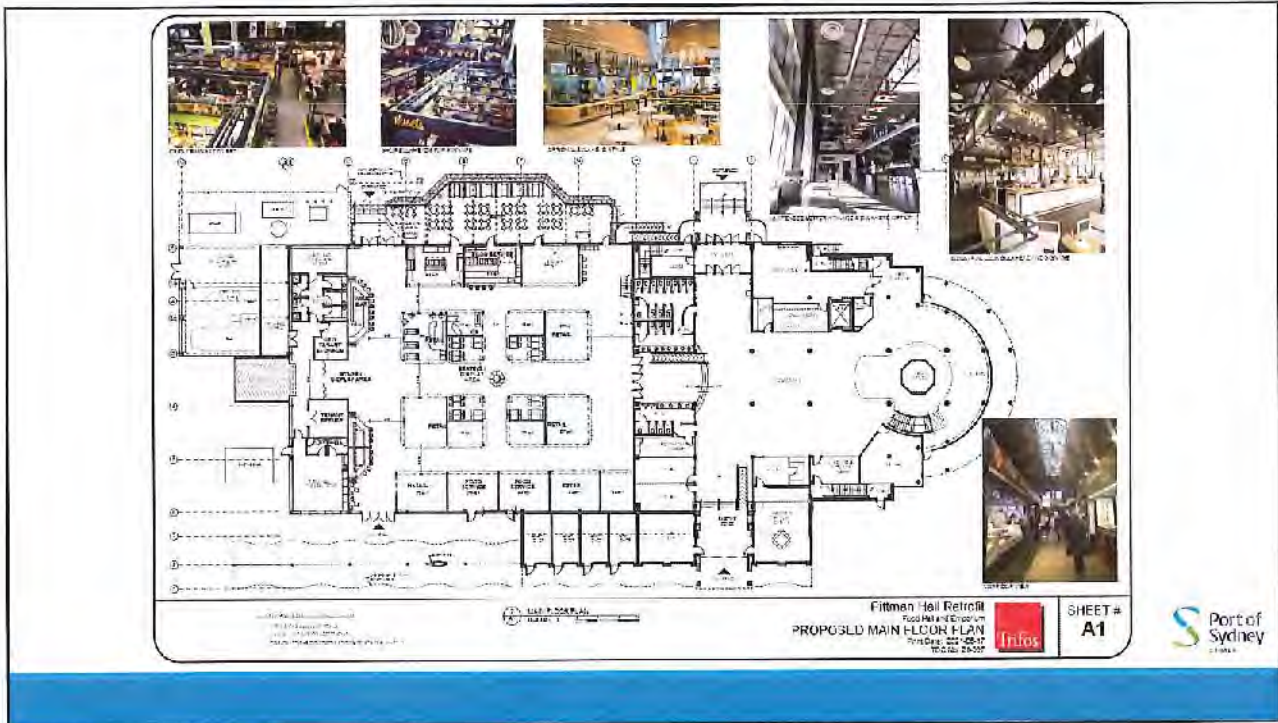


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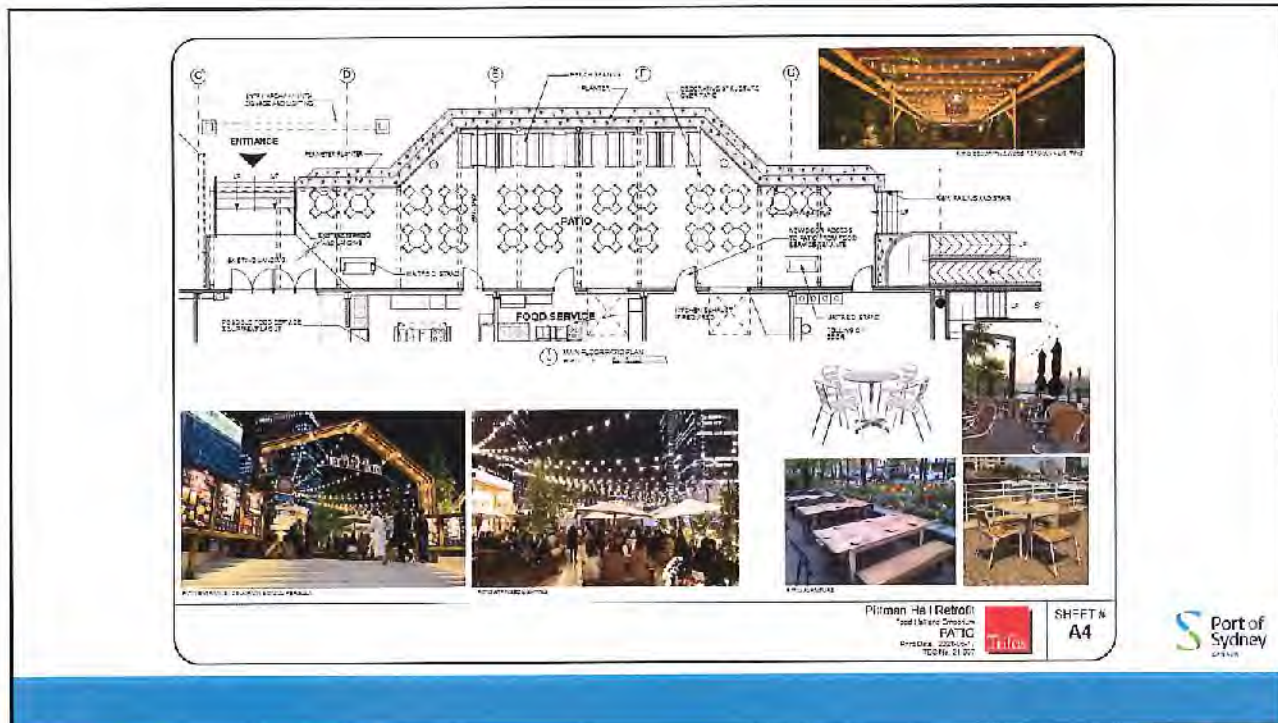
ESTIMATED CAPITAL COST	
Fishermen's Cove	\$5,227,000
Class B Estimate	
Urban Market	\$850,000
Architectural Statement of Probable Cost	
South Dock Repair	\$1,620,000
Class B Estimate	
Total	\$7,697,000



6



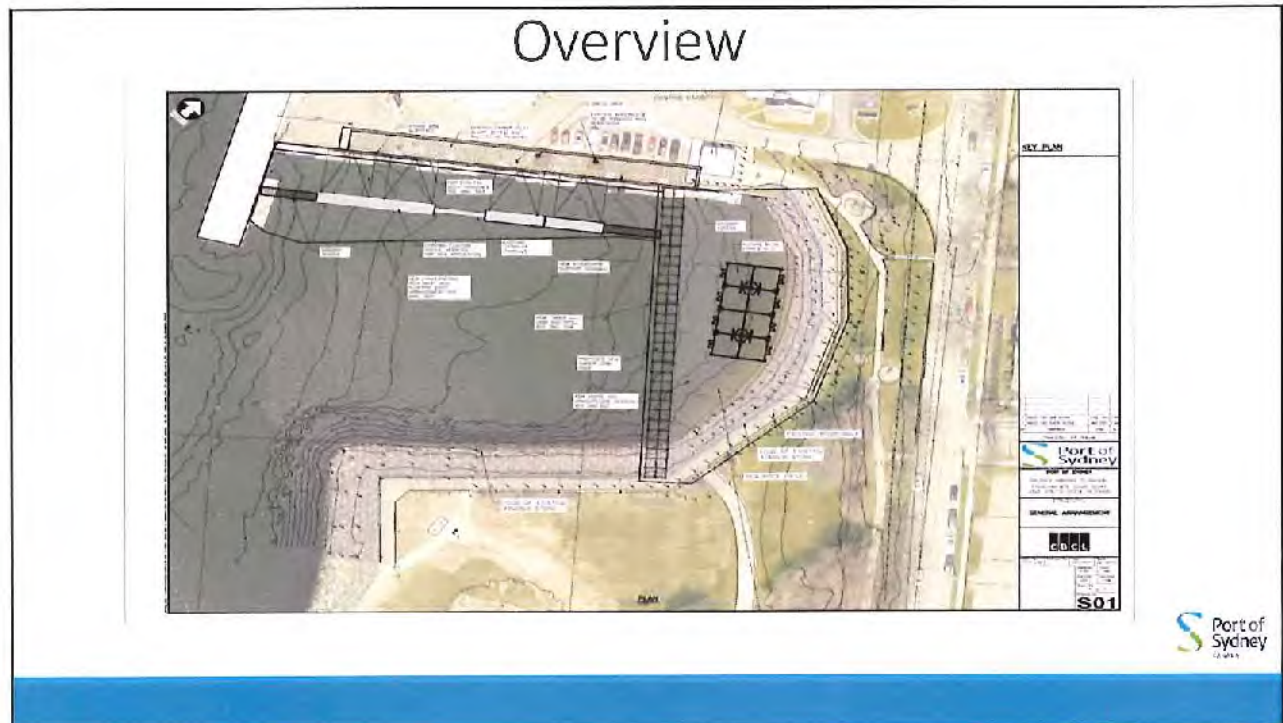
7



8



9



10

Hole In Asphalt



11

Investigation



12

Deck is Failing



13

Timber Pile Cap (Deck Support)



14

Wooden Piles (foundation)

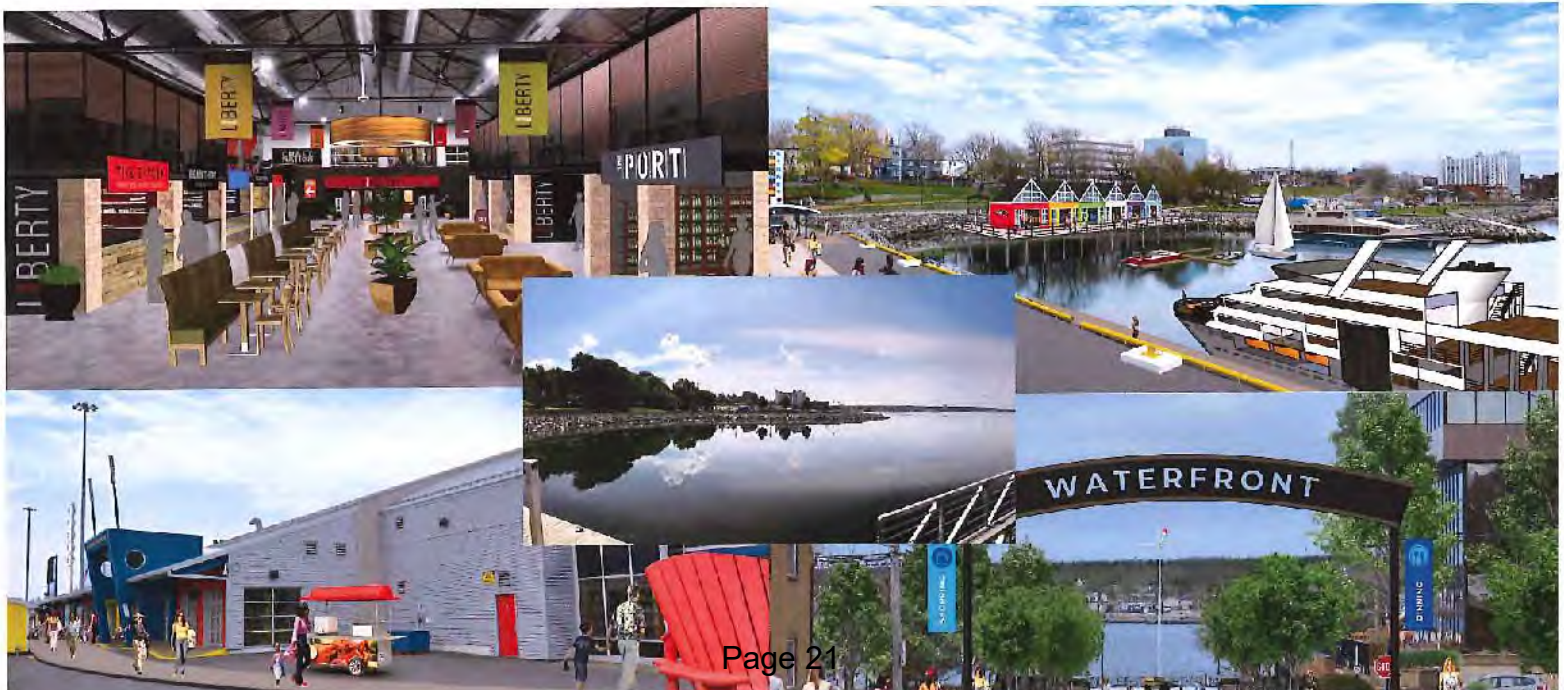




THE PORT OF SYDNEY DEVELOPMENT CORPORATION

Waterfront Project

NOVEMBER 2021



Context for a Growing Waterfront in a Growing City

Downtown Sydney and the surrounding area are about to see a construction and development boom. Several projects have started or are planned in the coming year. Examples of growth include:

1. NSCC downtown Sydney campus - this project will see a \$200 million construction project over 4 years. Upon completion, there will be 1,700 students plus instructors going to the campus each day and many of them will live and work downtown.
2. Apartment buildings construction - there are currently projects by private developers to build hundreds of apartment units. Some of this construction has begun and other projects are in the planning stages.
3. New businesses, food, and retail - several buildings have been acquired with a plan to develop a business (either retail or restaurant) in downtown Sydney.
4. Charlotte Street improvements - there is a plan in the process to invest in the downtown. Major improvements in the walkways, parking, roadway, and building facades will take place. Downtown and the waterfront will together become a destination.

Post-Covid

Resumption of Cruise traffic – all indications, based on current events in the US (United States) and local cruise bookings, is that Cruise tourism will come back with vigor. Cruise lines have indicated that there is demand and they have implemented new protocols to keep passengers, crew, and the port community safe. It will take a couple of years to reach the record numbers that Sydney has enjoyed; however, we are confident that we will. The 2022 cruise season is looking positive based on current bookings.

This planned development will only enhance the cruise visitor experience and promote walking traffic to the downtown through an expanded boardwalk connecting the Port and downtown shops through a proposed walkway, improved signage, and passageways.

In addition to Cruise, visitor traffic from outside of NS is expected to be strong. Because of travel restrictions during Covid-19, there is a pent-up demand for travel, and Cape Breton is seen by many as a scenic, safe, and fun destination. The growth in tourism post-pandemic is expected for next season with the potential for broader visitation from the rest of Canada and International.

Engaging the Community

Our vision includes all three levels of government coming together with the Port to contribute to a plan that will generate economic prosperity to the downtown waterfront. A committee is established to ensure comprehensive consultation and cooperation among different stakeholders.

Central to successful growth and inviting destinations is engaging the community to create authentic, local places for everyone to enjoy. Extensive dialogue and feedback have been obtained from key groups such as Downtown development, Cape Breton Regional Municipality Mayor, Council, and Senior Management, Develop Nova Scotia, Atlantic Cruise, Chamber of Commerce, and the Cape Breton Partnership. We are expanding our focus to work with our community to build places that attract people and investment, many of which are at the water's edge. There is recognition that the waterfront is planned to create multiple public experiences including shopping, dining, walking, recreation, boating, special events, and children's attractions.

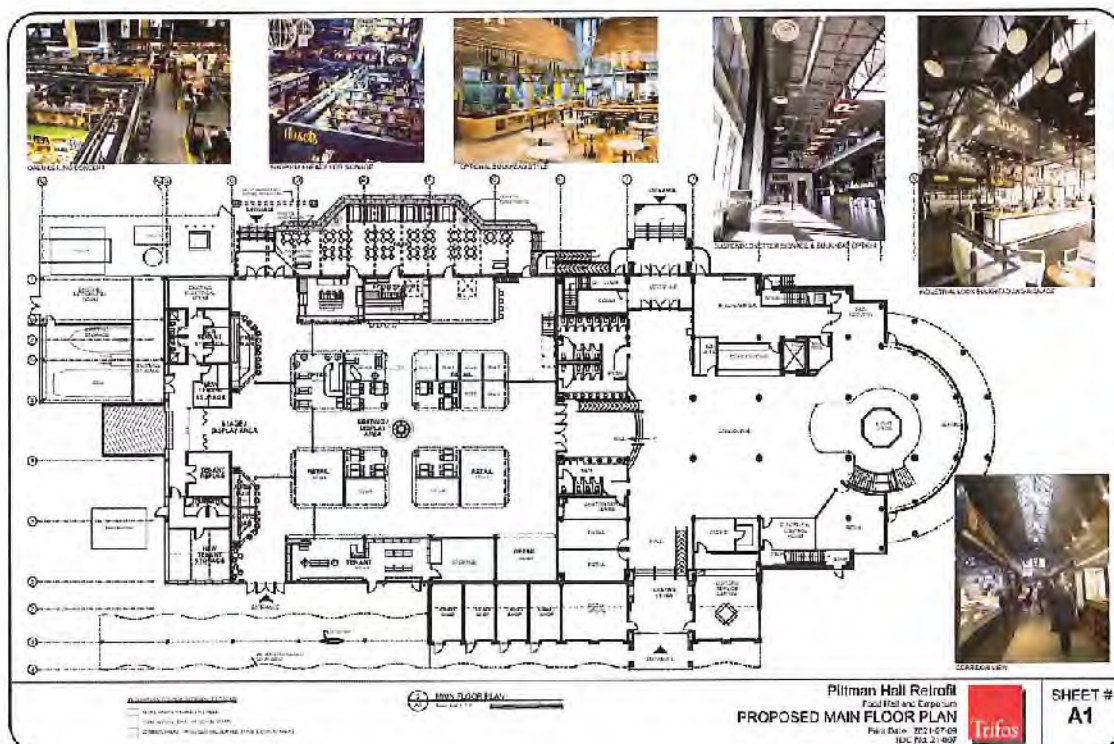
Urban Market


The current event space in Pittman Hall is impressive but is underutilized as a prime real estate asset. There are competing event spaces that will provide this capacity for events requiring this type of venue. By converting this space to an open urban-style market, the venue not only becomes sustainable but creates incremental economic activity for old and new tenants and will draw the public as well as tourists to the waterfront. Any operating surplus from this venture will be reinvested into Port assets through marketing and Capital.

The desired outcome is to create a waterfront tied together with welcoming places to visit, activities for adults and children, including disabled access. Shops will be unique and offer products that will attract the public. Food and retail will be the mix and include local and international products. Examples include a specialty wine store, deli, stone-fired pizza, bakery, nova scotia merchandise store, and a coffee shop. These are proposed ventures; however, the actual shops will be brought to life with individual entrepreneurs investing in leasehold improvements and by signing a market value lease with the PSDC.

There will also be ten smaller pod-type spaces for local crafters that can be rented daily, weekly, or monthly. There will be a large patio on the Esplanade side of the pavilion. This patio will be well lit at night and therefore be highly visible from the street and is designed to attract people to the area.

We have met with a few entrepreneurs to discuss a concept for the Royal Cape Breton Room. This space is ideal for a microbrewery or pub. We are in conversation with potential tenants to produce a plan for the space.



 Pittman Hall Retrofit Sydney, Nova Scotia OPINION OF PROBABLE COST		July 8, 2021 TDC Project No.: 21-007
BUILDING COMPONENT	(Total Renovation Area = 11,220 sq ft)	TOTAL
A. RENTAL KIOSKS		
1	DEMOLITION - Concrete Removals, Patch and Repair, Prepare for Kiosks Areas	\$26,000
2	PLUMBING - New Water, Waste and Venting Allowance	\$30,000
3	RETAIL & RENTAL STRUCTURE GRID & SIGNAGE BULKHEADS - Steel Columns, Beams & Bulkhead Framing, Etc	\$144,000
4	INTERIOR RENTAL KIOSKS PARTITIONS - Metal Stud Partitions c/w GWB, Taped, Filled and Painted	\$33,000
5	FLOORING - New Resilient Sheet Flooring and Patch and Repair to Match Existing and Rubber Base (Allowance)	\$12,000
6	ELECTRICAL DISTRIBUTION TO RENTAL UNITS ALLOWANCE	\$25,000
A. Retail Kiosks Sub-Total		\$269,000
B. ENTRANCES		
1	DEMOLITION - Demolition for New Doors	\$9,000
2	EXTERIOR DOORS - Exterior Aluminum Doors and Metals Overhead Doors	\$42,000
3	MISCELLANEOUS FRAMING & TRIMS	\$3,000
4	LIGHTING/POWER ALLOWANCE	\$5,500
B. Entrances Sub-Total		\$59,500
C. COMMON AREAS		
1	SEATING - Common Area Seatings - Metal Tables and Stackable Chairs	\$18,000
2	DISPLAY AREA SEATING & TREE FEATURE - Decorative Tree & Circular Seating	\$28,000
3	STAGE AREA - Prepare Area for New Stage, Power & Lighting	\$15,000
4	LIGHTING/POWER ALLOWANCE	\$5,000
C. Common Areas Sub-Total		\$66,000
D. NEW STORAGE AND REFUSE ROOMS		
1	CONVERSION OF GREEN ROOMS TO STORAGE & REFUSE, RECYCLING ROOMS	\$10,000
2	LIGHTING/POWER ALLOWANCE	\$7,500
3	MECHANICAL VENTILATION ALLOWANCE	\$8,500
D. New Storage and Refuse Rooms Sub-Total		\$26,000
E. PATIO AND DECORATIVE ARCHWAY		
1	PATIO SUB STRUCTURE - Site Preparation, Concrete Post/Pile Structures c/w Structural Lumber & Stair Framing	\$74,000
2	PATIO PERGOLA STRUCTURE - Stained Wood Lumber Framing With Decorative Rafter Tails, Ornamental Straps	\$59,000
3	PATIO DECK AND PLANTER WALLS - Composite Decking, Framing, Planter Boxes, Railings at Stairs, Plantings	\$36,000
4	DECORATIVE WOOD CLAD ARCHWAY - Wood Clad Steel Framed Structure With Concrete Piers, Signage & Lighting	\$52,000
5	PATIO FURNITURE - New Outdoor Patio Furniture, Tables, Chairs	\$55,000
E. Patio and Decorative Archway Sub-Total		\$275,000
F. EXISTING WASHROOM REFURBISHMENT		
1	REFRESH EXISTING WASHROOMS - New Flooring and Paint Finishes	\$5,000
F. Existing Washroom Refurbishment Sub-Total		\$5,000
TOTAL EXISTING BUILDING RETROFIT OPINION OF PROBABLE COST		\$699,500
NOTE: The following items are not included in the above opinion of probable cost: Soft Costs: (Architect, Engineer, Survey, Testing), Tenant Fit-up, Retail Furnishings, Retail Furniture & Equipment, HST, Expenses, Etc.		

(additional \$150,000 for engineering consultation and contingency)

Looking Ahead

By developing the Port to create community places, the destination can be transformed into a year-round centre of active living and commerce. This project will diversify the customer space so that shop owners are not solely relying on Cruise traffic but rather a centre to complement the downtown. Shops will be unique, niche offerings that complement rather than compete with downtown. It has been well established that the boardwalk provides the public with an opportunity for walking in all seasons. With enhanced infrastructure, this can only grow.

Officials from Holland America Line have suggested that beautifying the downtown and waterfront district and bringing more attractions to the area will be advantageous and will allow for better ratings which in turn will attract more cruise lines. This is important for all cruise stakeholders as it will increase our appeal as a cruise destination.

By transforming the Pavilion to the Urban Market, the space becomes more functional and sustainable. Also, this space will provide affordable commercial footage for 15 or more entrepreneurs. As the downtown population expands, so too will the demand for goods and services.

Inspiring Entrepreneurs and Strategic Tenant Selection

The development of the Urban Market and the Fishermen's Cove will inspire budding entrepreneurs. Discussions with existing tenants and a select group of businesses have shown us that the interest is strong and the potential for growth within the waterfront district is high. Bringing an eclectic mix to the waterfront will help to keep customers in the downtown and waterfront center. It will also help to keep tourists in the center and entice them to come back.

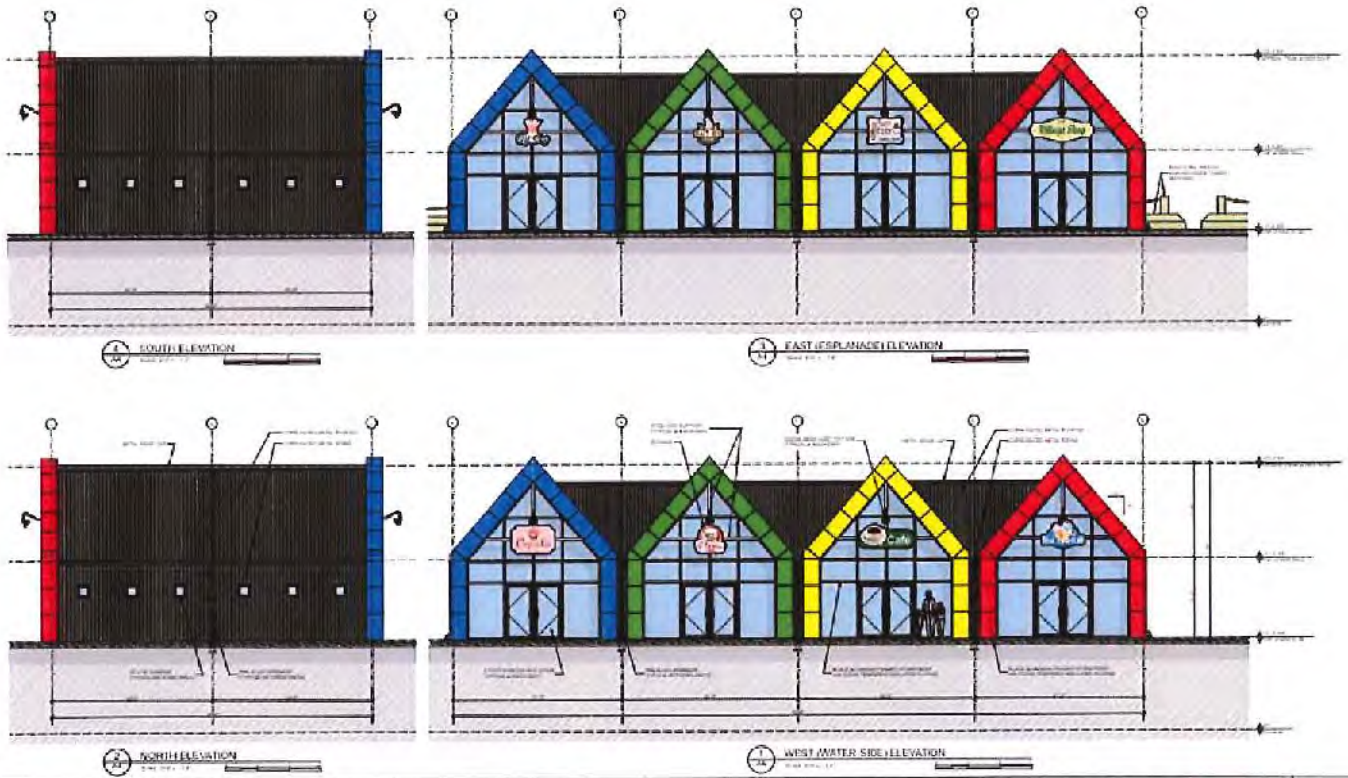
When attracting local businesses, the goal will be to have businesses that complement rather than compete with current downtown businesses. For that reason, consultation with existing businesses is an essential element of our development plan. It is important to consult the business community to ensure a tenant mix that will work best. The Port of Sydney will be cognisant of existing land uses in the area and will bring a mix of uses that will benefit the entire community. It should be noted that we will start to build a critical mass of shops and it is recognized that a certain level of competition is good for business.

South Cove

Fisherman's Cove is not a new concept. Like the Urban Market, it is designed to entice people both local community residents and tourists to the waterfront. There are many harbor destinations that have designed their waterfronts to attract local residents and give tourists another reason to visit the city. Look at Charlottetown, Halifax, and St John as prime examples. When visitors come to those cities they invariably venture down to the waterfront. The Port currently offers shack-like kiosks for rent and we have a waiting list from other individuals who would like to establish a shop on the waterfront.

The platform structure would be at the waters edge extending out far enough to give the visitor an on-water experience. Nearby floating docks, superyachts, cruise vessels, and other watercraft will enhance the experience. Sydney's waterfront has space for this type of development and with the current boardwalk, the configuration will boost the foot traffic along the waterfront.







OPINION OF PROBABLE CONSTRUCTION COST
 Port of Sydney
 Timber Fishermans Cove
 Project Name: Fisherman's Cove Wooden Deck Option

DATE:	September 27, 2021
CBCL PROJECT No.:	212414.00
PREPARED BY:	RJM
PST. DESCRIPTION:	Class B

No.	Description	UoM	Quantity	Unit Price	ELEMENT COST	TOTAL COST (\$)
1.0	MOBILIZATION, BONDS, INSURANCE, Pre-Construction Management					\$ 169,000.00
1	Mobilization, Bonds & Insurance	LS	1	\$ 169,020.00	\$ 169,020.00	
2.0	DREDGING & ARMOUR STONE REMOVAL					\$ 175,000.00
1	Armour Stone Removal	tonne	730	\$ 35.00	\$ 25,550.00	
2	Dredging	m ³	1,500	\$ 100.00	\$ 150,000.00	
3.0	EARTHWORKS					\$ 97,000.00
1	Armour Stone (replaced as crib scour protection)	tonne	730	\$ 35.00	\$ 25,550.00	
2	Rock Mattress Material	tonne	500	\$ 25.00	\$ 12,500.00	
3	Core stone	tonne	2,365	\$ 25.00	\$ 59,125.00	
4.0	TIMBER CRIBWORK					\$ 1,677,000.00
1	New Timber Crib structures (15.24m x 4.88m x 4.88m)	m ³	2,177	\$ 450.00	\$ 979,650.00	
2	Ballast material (included in item 4.1)					
3	Timber Deck Beams	m ³	30	\$ 2,500.00	\$ 75,000.00	
4	Timber Decking and Wheel Guard	m ³	240	\$ 2,500.00	\$ 600,000.00	
5	Timber fender piles	m ³	9	\$ 2,500.00	\$ 22,500.00	
5.0	FENDERS, BOLLARDS & LADDERS					\$ 13,000.00
1	Mooring Rings (Fisherman's Cove)	Ea	10	\$ 250.00	\$ 2,500.00	
2	Timber Ladders (Fisherman's Cove)	Ea	5	\$ 2,000.00	\$ 10,000.00	
6.0	CONCRETE WORKS					\$ 50,000.00
1	Concrete Stairs (Transition from Boardwalk to Infill)	LS	1	\$ 50,000.00	\$ 50,000.00	
7.0	SITE GRADING & FINISHES					\$ 519,000.00
	Fisherman's Cove					
1	Sub-Base Gravels - Type 1 (200mm)	tonne	672	\$ 24.00	\$ 20,916.00	
2	Sub-Base Gravels - Type 2 (300mm)	tonne	1,307	\$ 24.00	\$ 31,374.00	
3	Decking and Stringers	m ²	2,075	\$ 225.00	\$ 466,875.00	
8.0	SITE SERVICES					\$ 40,000.00
1	Portable water line	m	50	\$ 250.00	\$ 15,000.00	
2	Sanitary Lines	m	50	\$ 175.00	\$ 10,500.00	
3	Reinstatements	m	50	\$ 240.00	\$ 14,400.00	
9.0	PROPOSED BUILDING					\$ 1,184,000.00
1	Building	m ²	320	\$ 3,700.00	\$ 1,184,000.00	
TOTAL DIRECT and INDIRECT CONSTRUCTION COSTS (Excluding Contingencies and Allowances)						\$ 3,925,000
10.0	CONTINGENCIES and ALLOWANCES					\$ 982,000
1	Contingency			25%	\$982,000	
TOTAL DIRECT and INDIRECT CONSTRUCTION COSTS (With Contingencies and Allowances)						\$ 4,907,000
11.0	ENGINEERING SERVICES					\$ -
1	Engineering & Environmental Design			3.0%	\$ 147,000	
2	Fisheries offsetting Allowance			LS	\$ 75,000	
3	Project & Construction Management			2.0%	\$ 98,000	
TOTAL DESIGN and CONSTRUCTION BUDGET without HST						\$ 5,227,000

This opinion of probable costs is presented on the basis of experience, qualifications, and best judgment. It has been prepared in accordance with acceptable principles and practices. Sudden market trends, changes, non-competitive bidding situations, unforeseen labour and material adjustments and other like are beyond the control of CBCL Limited. We cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

- Note 1: A Design Development Contingency is so necessary design changes impacting construction costs can be made as the design is developed.
 Note 2: A Construction Contingency is to allow for Change Order costs of additional work over and above the contract awarded price.
 Note 3: The Escalation/Inflation allowance is for increases in construction costs from time the budget to Tender Call.
 Note 4: The Location Factor is for variances between construction costs at the location of the project & historical costs data.

201414.00 Boardwalk - Class B (665) v16x 2021-09-27

CBCL Form 034.0





OPINION OF PROBABLE CONSTRUCTION COST
Port of Sydney
Armourstone Revetment
Project Name: South Dock Repair

DATE:	September 27, 2021
CBCL PROJECT No.:	212414.00
PREPARED BY:	RJM
EST. DESCRIPTION:	Class B

No.	Description	UoM	Quantity	Unit Price	ELEMENT COST	TOTAL COST (\$)
1	MOBILIZATION, BONDS, INSURANCE, Pre-Construction Management					\$ 50,000.00
1	Mobilization, Bonds & Insurance	LS	1	\$ 50,220.00	\$ 50,220.00	
2.0	DEMOLITIONS					\$ 94,000.00
1	Relieving Platform	LS	1	\$ 42,500.00	\$ 42,500.00	
2	Steel Removals (SSP, Curb)	LS	1	\$ 6,500.00	\$ 6,500.00	
3	Fender Removals	LS	1	\$ 5,500.00	\$ 5,500.00	
4	Excavation	LS	1	\$ 9,360.00	\$ 9,360.00	
5	Aluminum Gangway Landing Platform	LS	1	\$ 5,000.00	\$ 5,000.00	
6	Moorng Cleat removals (including concrete base)	LS	1	\$ 25,000.00	\$ 25,000.00	
3.0	EARTHWORKS					\$ 640,000.00
1	Armour Stone	tonne	4,949	\$ 65.00	\$ 321,685.00	
2	Rock Fill	tonne	10,604	\$ 30.00	\$ 318,120.00	
4.0	FLOATING DOCKS					\$ 147,000.00
1	Modifications to existing floating docks	Ea	4.00	\$ 8,000.00	\$ 32,000.00	
2	Steel framed anchorage (galvanized)	tonne	7.20	\$ 13,220.00	\$ 95,184.00	
3	Existing Gangway Modifications	Ea	2.00	\$ 5,000.00	\$ 10,000.00	
4	New Gangways (transition dock to dock)	m	10.00	\$ 1,000.00	\$ 10,000.00	
5.0	FENDERS, BOLLARDS & LADDERS					\$ 4,000.00
1	Moorng Cleats 15 tonne (South Face)	Ea	5	\$ 750.00	\$ 3,750.00	
6.0	CONCRETE WORKS					\$ 195,000.00
1	Concrete Retaining Wall (South Face)	m ³	45	\$ 1,500.00	\$ 67,500.00	
2	Concrete Moorng Blocks (Moorng cleat foundation)	m ³	24	\$ 1,500.00	\$ 36,000.00	
3	Concrete Anchor Blocks (Floating dock anchorage)	m ³	30	\$ 1,500.00	\$ 45,000.00	
4	Concrete Walkway (South Face)	m ³	46	\$ 1,000.00	\$ 46,000.00	
7.0	SITE GRADING & FINISHES					\$ 36,000.00
1	Sub-Base Gravels - Type 1 (200mm)	tonne	189	\$ 24.00	\$ 4,536.00	
2	Sub-Base Gravels - Type 2 (300mm)	tonne	284	\$ 24.00	\$ 6,804.00	
3	Asphalt	m ²	450	\$ 55.00	\$ 24,750.00	
TOTAL DIRECT and INDIRECT CONSTRUCTION COSTS (Excluding Contingencies and Allowances)						\$ 1,166,000
8.0	CONTINGENCIES and ALLOWANCES					\$ 292,000
1	Contingency			25%	\$292,000	
TOTAL DIRECT and INDIRECT CONSTRUCTION COSTS (With Contingencies and Allowances)						\$ 1,458,000
9.0	ENGINEERING SERVICES					\$ -
1	Engineering & Environmental Design			4.0%	\$ 58,000	
2	Fisheries offsetting Allowance			LS	\$ 75,000	
3	Project & Construction Management			2.0%	\$ 29,000	
TOTAL DESIGN and CONSTRUCTION BUDGET without HST						\$ 1,620,000

This opinion of probable costs is presented on the basis of experience, qualifications, and best judgement. It has been prepared in accordance with acceptable principles and practices. Sudden market trend changes, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited. We cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

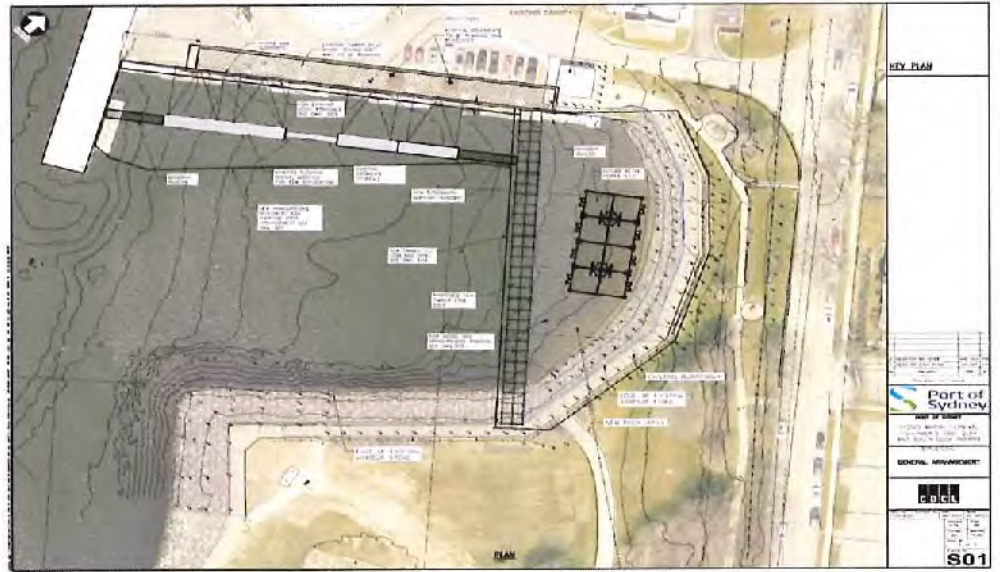
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Note 2 A Construction Contingency is to allow for Change Order costs of additional work over and above the contract Awarded price.

Note 3 The Escalation/Inflation allowance is for increases in construction costs from time the budget to Tender Call.

Note 4 The Location Factor is for variances between construction costs at the location of the project & historical costs data.

212414 - South Face Mix 2021-09-27



Boardwalk Extension

Boardwalk Extension includes an extension of the boardwalk down along the south dock and past the fiddle into the Pavilion. Walkers typically walk to the end of the boardwalk and turn; therefore, the extension will likely draw these walkers to the Pavilion and market where they may choose to shop.

This part of the project includes the repair of the south dock. This sinkhole has been identified as a key risk by the Port of Sydney Development Corporation. CBCL has identified the design and cost for this project and it will be included as part of the overall project cost.



Signage

Signage in strategic locations uptown, waterfront, civic center

- Directional Signage
- Boardwalk
- Downtown Sydney
- Playground
- Wentworth and Civic Centre
- Boardwalk storyboards
- Large road sign at the top of the port
- Archways on Wentworth and entrance to the boardwalk near fiddle



Marketing Plan

Historically the Port may have been viewed by some community residents as unwelcoming on cruise ship days due to the required controlled access to the port and presence of security guards. This barrier may have prevented them from shopping and or visiting the port on cruise ship days. One solution to remove this impediment is to reposition "Gate 1" which is located on the main thruway to the Joan Harriss Cruise Pavilion. This will allow for both a secure port and for pedestrian and vehicular traffic unimpeded access to the facilities. The port would reposition gate 1 (located near the boardwalk) to be closer to the cruise pavilion which would visually help the community feel welcome. This plan depends on community presence and therefore these changes are important for the success of this redevelopment plan.

Collaborating with Downtown Sydney and eventually changing the boundaries of the downtown to include the Port of Sydney, New Dawn's the Convent, Island Folk Cider House, and other businesses to the south of downtown Sydney such as Dillan's at Wentworth will allow for a stronger destination with more offerings for the visitor. A collaborative social media campaign to target Islander's and tourists will promote the critical mass of enterprises that are available and create a reason to head downtown.

The bringing together of the waterfront and the downtown district can be enhanced in three ways:

1. Build a visual gateway with an archway to draw people to the area (Charlotte St. to boardwalk and boardwalk to Charlotte St.).
2. Place attractive signage on Charlotte St. and the boardwalk to give individuals a snapshot of the shops downtown, the boardwalk, and the Port area including shops north and south as referenced above.
3. Consider a "Free Ride Everywhere Downtown" (FRED) during peak season, where a bus is making a continual loop from the Convent to Wentworth Park and hitting the various retail and food offerings.

With the construction of Fishermen's Cove, Urban Market and Wentworth streetscape accompanied with directional signage and the Charlotte Street revitalization, this will be a gamechanger for our local residents and local business. Connecting the Sydney Downtown with the waterfront and providing attractions, shops, and services will also enhance the experience of tourist, cruise passengers and give a sense of pride to residents.

For more information contact

Marlene Usher

CEO

**Port of Sydney Development
Corporation**

902-564-0800

musher@portofsydney.ca

www.sydneyport.ca

[@portofsydney](#)





Dr. Kathleen Aikens
Executive Director

Jen Cooper
Habitat Restoration Lead

Eco-partnerships with the CBRM

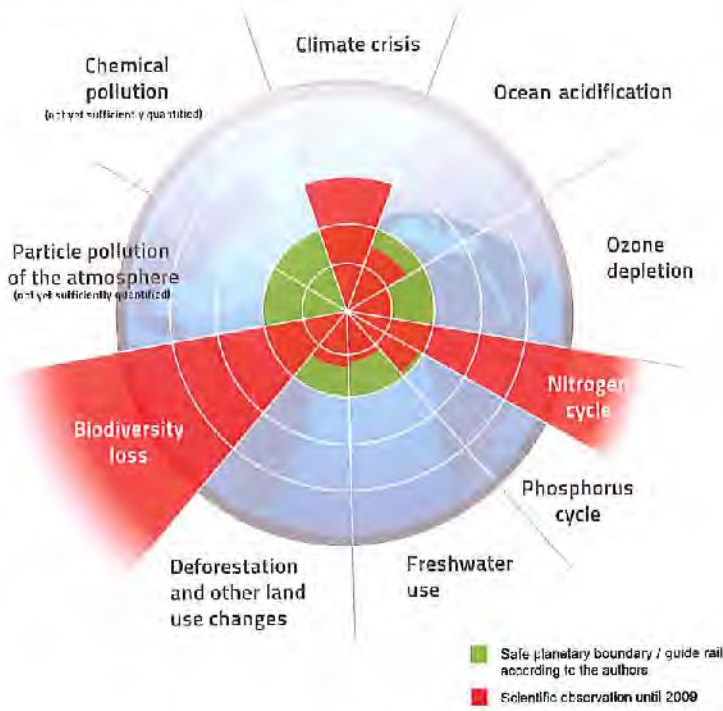


ACAP Cape Breton is an environmental non-profit organization that offers the knowledge that Cape Bretoners need to make greener choices, and works directly on **practical solutions that help protect and restore our natural environment.**

Since its beginning in 1992, ACAP Cape Breton has evolved into a dynamic group that integrates environmental, social and economic factors into projects focusing on **action, education and ecosystem planning.**

Planetary Boundaries

Global environmental and climate change issues

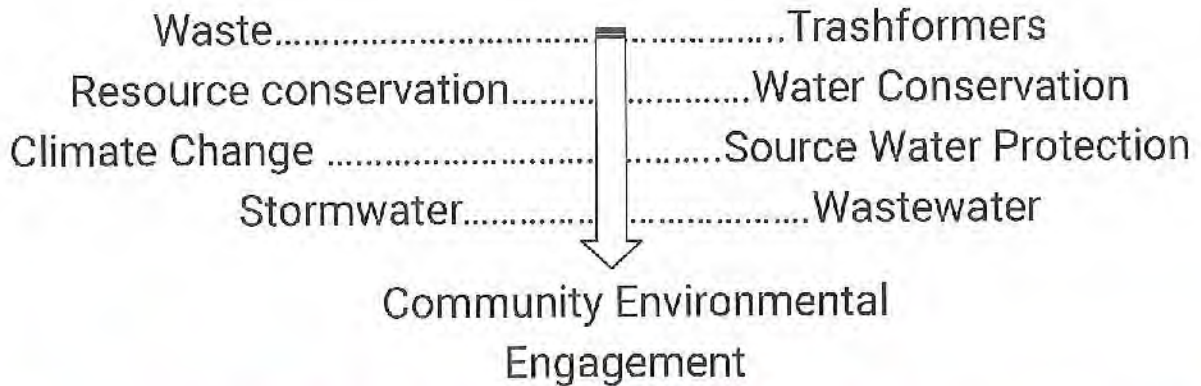


Regenerative solutions



Challenge

Ecopartnerships



Engagement through ReConnecting

Reconnecting people with their place in nature: fosters belonging and instills a sense of stewardship; increases civic participation; provides capacity-building opportunities (training) & citizen science.

- Trashformers - Community clean-ups
- WC - Water conservation experiments with students
- SWP - Community watershed walks
- WW - Stormwater education demonstrating how to effect change from your own yard.



The Trashformers

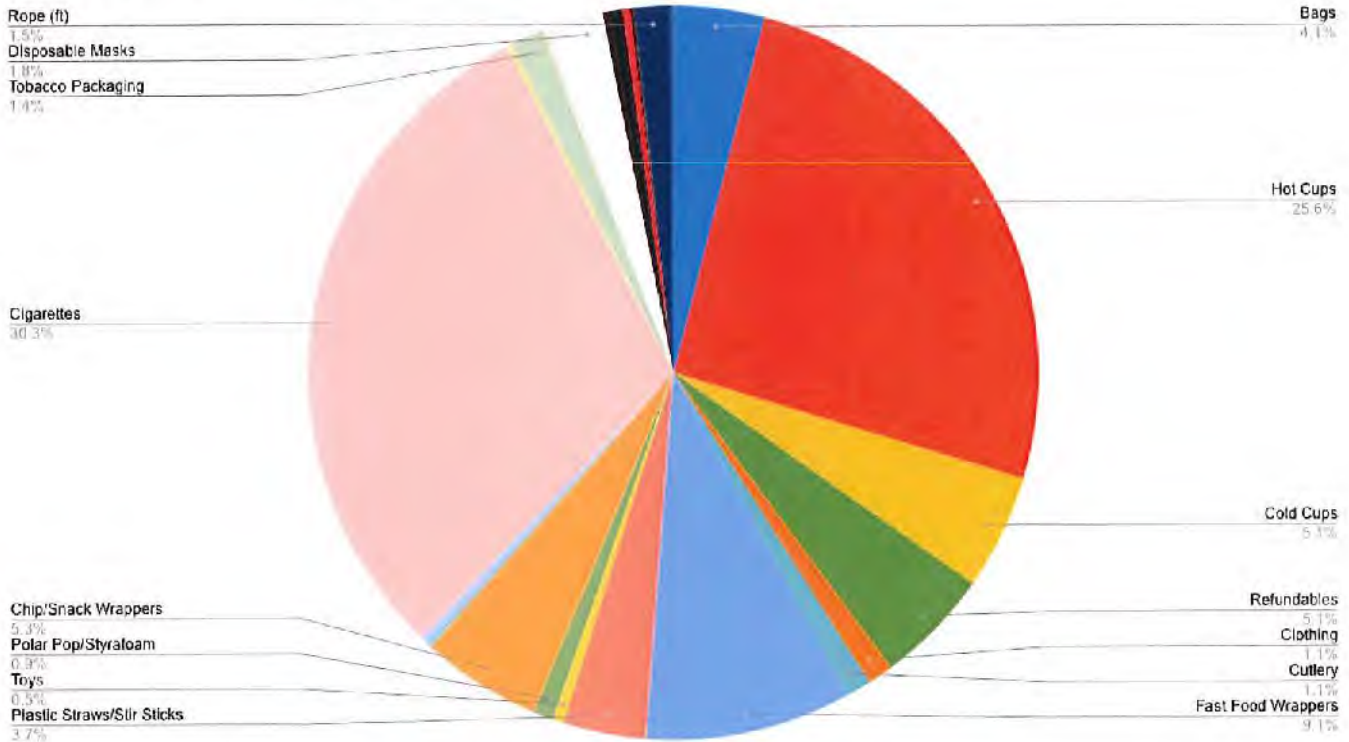
Waste: A 7 tonne problem in the CBRM

- Accidental and incidental
- Deliberate
- Misconceptions

Clean-up + education



TOTAL COLLECTED TRASHFORMERS 2021



'Pee bottles' dubbed most shocking item collected in 2021 by ACAP Cape Breton's Trashformers

Nearly 15,000 pounds of trash collected this year

Jessica Smith | Posted: Sept. 24, 2021, 2:10 p.m. | Updated: Sept. 24, 2021, 5 p.m. | 9 Min Read



'It's just insane': Food packaging, PPE litter skyrockets in Cape Breton during pandemic

Jessica Smith | Posted: July 6, 2021, 1:10 a.m. | Updated: July 8, 2021, 4:56 p.m. | 9 Min Read



NSEN Coffee House Event
Summary
Community-led Environmental Action!
With Ally Chant and Jessica Frenette!



2021 Impacts

Media: CB Post articles, Radio interviews, Podcast participation, Documentary interview, Invited webinar

Social media: **115,000** impressions

Community clean-ups

Water conservation



Education Legacy: impact on thousands of children + youth (700+ in Fall 2021 alone)

Capacity-building: training the next generation



Water conservation



Developing new curriculum & piloting water conservation action projects

- Opportunities to integrate climate education
- Mentoring & workforce training for youth





2019: a powerful report analysing the benefits of environmental education

20 years of research and 119 articles, 98% of the studies documented positive outcomes.

Environmental knowledge = the tip of the iceberg

Achievement, Creativity, Wellbeing, Civic Engagement, STEM skills

Climate Change and Source Water Protection



Monitoring to inform adaptation



Creating avenues for people to engage with their water source



Stormwater



SPECIAL REPORT

TD Economics



June 9, 2014

URBAN FORESTS: THE VALUE OF TREES IN THE CITY OF TORONTO

Highlights

- Urban forests are made up of the trees, shrubs and other flora and fauna that line the streets, parks and ravines of our cities.
- Urban forests do more than beautify the scenery. They represent an important investment in environmental condition, human health and the overall quality of life.
- The trees in the City of Toronto's urban forest are worth an estimated \$7 billion, or about \$700 per tree.

<https://www.td.com/document/PDF/economics/special/UrbanForests.pdf>



Legacy

"We have allowed through silence the capacity for nature to cleanse to be compromised."

- Albert Marshall at The People of the Lakes Speak conference, 2017



Moving forward together

Planetary Boundaries



The Intact Foundation

We know municipalities play a critical role in protecting communities from the impacts of climate change. And we want to help.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

- Potential to amplify impacts & funding
- Education & community action
- Collaboration with other organizations
- Nature-based solutions & intact ecosystems (resilience & regeneration)

Thank you!

Questions?



TO: CBRM Council

FROM: Karen Neville

**SUBJECT: ZONING AMENDMENT APPLICATION – 1085
Harbourside Business Park Zone
Sydney**

DATE: October 27th, 2021

Introduction

The Planning and Development Department has received an amendment request from Nova Scotia Lands Inc. for land within the Harbourside Commercial Park (Attachment A). Nova Scotia Lands Inc. has requested an amendment to boundaries of the subzone categories of the Harbourside Business Park (HBZ) zone to facilitate the sale of property.

Discussion

At the time the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) were adopted, the vision for the Harbourside Commercial Park was for sales and service uses to be permitted in the southern area of the park and more industrial uses in the northern portion of the park. As a result, two subzones were created in the Harbourside Business Park (HBZ) Zone (Attachment B and C). To achieve the vision of the park, sales and service use as stand-a-alone uses (main uses) are directed to HBZ-2 subzone, while the sales and service can only be established in the HBZ-1 subzone when they are accessory to a permitted main use. This means a permit cannot be issued for a stand-a-alone service use in the HBZ-1 zone.

Nova Scotia Lands has an opportunity to sell property in the HBZ-1 subzone of the park; however, the intended purchasers want to establish service uses. The HBZ-1 subzone only permits services uses accessory to a permitted main use; therefore, Nova Scotia Lands Inc. is requesting Council consider amending the subzone boundaries. Part 10, Policy 17, of the Municipal Planning Strategy Policy (MPS) allows Council to consider a zone amendment to the zone immediately adjacent provided the intent of all other policies are satisfied. In this case, the applicant is requesting to amend the boundary lines of the subzones within the (HBZ) zone; therefore, the request is in keeping with the Part 10, Policy 17.

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.

Next Step

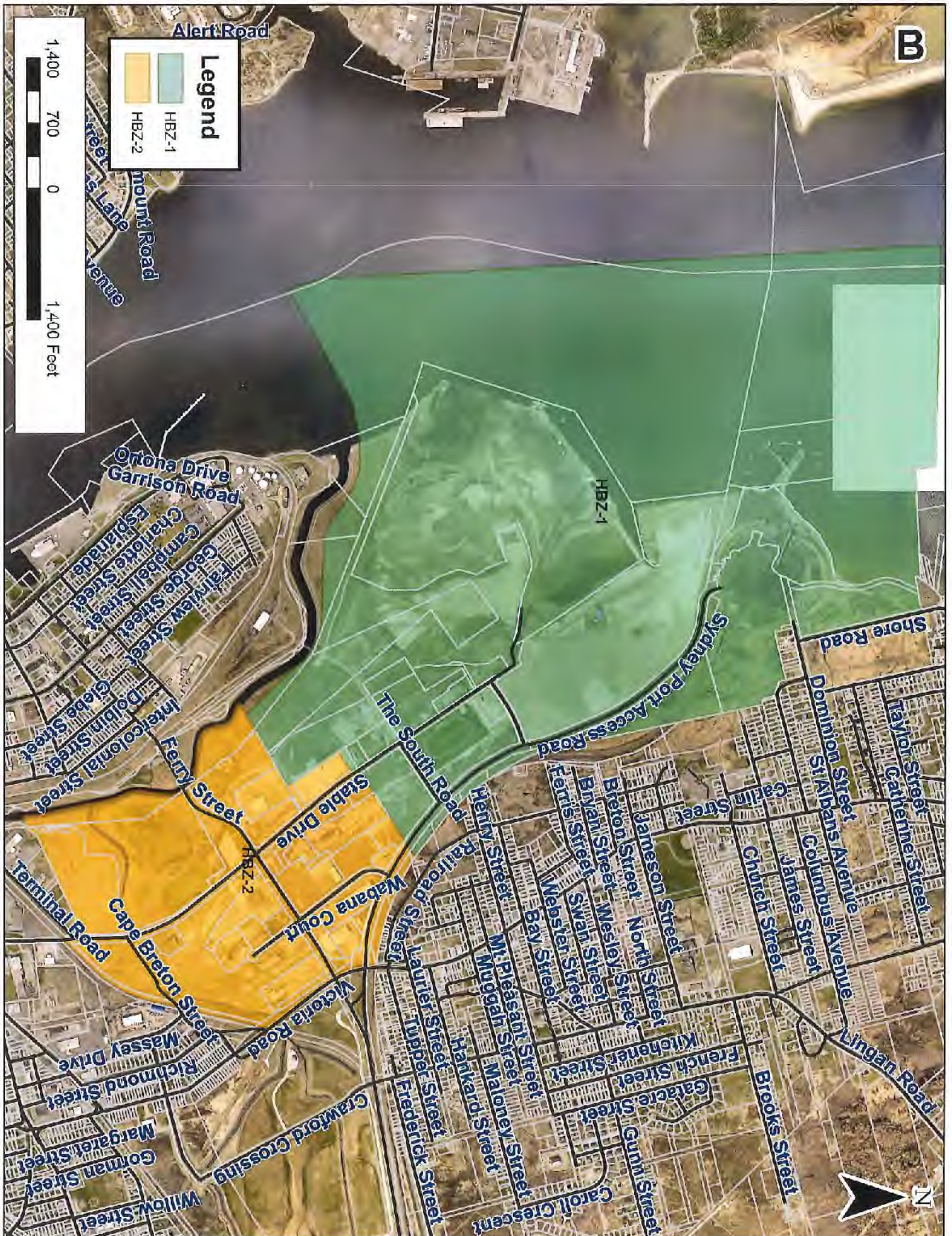
If Council agrees to schedule the necessary Public Hearing, notice will be published in the Cape Breton Post in accordance with the *Municipal Government Act (MGA)*. In addition, notice would be mailed to assessed property owners in the vicinity of the amendment request and posted on the CBRM Facebook page and webpage.

Recommendation

Based on Part 10, Policy 17, of the Municipal Planning Strategy Policy, it is reasonable for Council to consider the proposed amendment. I recommend Council pass a motion to schedule a Public Hearing to consider this zoning amendment application during an upcoming meeting of Council.

Submitted by:**Originally Signed by**

Karen Neville
Planning and Development Department



Legend

■	HBZ-1
■	HBZ-2



B



PART 82 HARBOURSIDE BUSINESS PARK (HBZ) ZONE

Section 1 HBZ Uses Permitted

The HBZ Zone shall be divided into two sub-zones; HBZ-1 and HBZ-2. Development Permits shall only be issued in the HBZ 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**
- **fishery uses subject to Section 3** - *all fishery uses are only permitted as a main use in the HBZ-1 sub zone.*
- **manufacturing** – *all in both the HBZ-1 and HBZ-2 sub-zones*
- **marine related assembly and repair** - *all in both the HBZ-1 and HBZ-2 sub-zones*
- **recreational** – *all public and business recreational establishments, with the exception of racetracks for motor vehicles and campgrounds, are permitted in both the HBZ-1 and HBZ-2 sub-zone. Racetracks for motor vehicles and campgrounds are prohibited throughout the HBZ Zone*
- **sales** – *all sales business developments are only permitted as a main use in the HBZ-2 sub zone. All sales business developments are only permitted in the HBZ-1 sub-zone as an ancillary use to a main use.*
- **service** – *all service business developments are only permitted as a main use in the HBZ-2 sub zone. All service business developments are only permitted in the HBZ-1 sub-zone as an ancillary use to a main use.*
- **transportation** – *all in both the HBZ-1 and HBZ-2 sub-zones*
- **utility** – *all in both the HBZ-1 and HBZ-2 sub-zones*

Section 2 Outdoor Display and Storage

Outdoor display and storage shall be permitted.

Section 3 Fish Offal Reduction Plants

Fish offal reduction plants shall only be permitted in the HBZ Zone by development agreement in compliance with the criteria of Part 6, policy 3.c of the Municipal Planning Strategy.

Section 4 Hard Services

For the purposes of this Part, and in addition to their normal meaning, piped water, sanitary sewer system and public street/road shall mean those owned and maintained by a Federal, or Provincial Crown Corporation.

Section 5 HBZ Lot Parcel Development Requirements

- a. All permitted uses in the HBZ 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 <i>Conversions and New Construction</i> below for explanation of provisions)
--	--

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 construction of any new main buildings; or
- the establishment of any new business development land use (e.g. car sales lot, paid parking lot), and
- the expansion of any other use, except very minor extensions to comply with Building Code, Fire Code and building accessibility improvements.

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 in this Zone affected by the conversions and new construction frontage provisions:

- Inglis Street from its intersection with Ferry Street south to its intersection with Terminal Road and the railway crossing;
- Ferry Street.



MEMO

TO: CBRM Council

DATE: November 02, 2021

FROM: Director, Planning and Development

RE: CBRM SIGNAGE STRATEGY UPDATE

BACKGROUND

In June of 2019, CBRM Council passed a motion directing staff to proceed with enforcement measures for unauthorized signage on utility poles and also to initiate the bylaw development process for a new sign bylaw (outlined in CBRM's Bylaw Development Policy). Members of Council and their constituents, at the time, identified on-going problems with visual clutter and potential safety hazards because of a lack of restrictions on signage in CBRM.

This project was initiated, forming a working group of internal and external stakeholders to collaboratively identify community issues and test ideas for possible solutions. With the sudden onset of the COVID-19 Pandemic, this work was put on hold to dedicate staff resources to the response and due to public gathering limitations impacting our ability to proceed with an equitable consultation process.

With restrictions on business and the public easing, staff are prepared to continue work on this project and have reconvened the working group.

DISCUSSION

With community issues identified as part of the preliminary community scan and working group representatives, staff are now preparing to enter the first phase of public engagement. At this time, public engagement will focus specifically on mobile signage. The public will have an opportunity to provide input on permanent signage during upcoming phases of CBRM Forward.

This phase will help to identify the community's expectation on key issues with differing views from stakeholders such as:

- Number of permitted signs on commercial properties;
- Permitted duration of signs on properties;
- Separation distances for signs; and
- Locations where signs are permitted.

Public input in this phase of consultation will help to form the collective community understanding of the issues. This will allow staff to identify and test possible regulatory tools for effective and efficient solutions.

NEXT STEPS

Following this initial round of consultation:

- A report will be provided to Council, at a future meeting, summarizing community input from this phase of consultation;
- A second round of consultation will be hosted with the public and stakeholders for feedback on a draft bylaw and applicable licenses, permits, and fees; and
- A review of the bylaw and implementation strategy by administration and Council for approvals.

Respectfully submitted by:

Original Signed By

Michael Ruus
Director, Planning and Development

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

Motion:

Moved by Deputy Mayor MacMullin, seconded by Councillor Gordon MacDonald, that CBRM REN and CBRM staff be directed to review existing land sale processes and policies related to property within the Northside Business Park.

Discussion:

- Clean up strategy for unsightly properties
- Transportation network and the effects of construction will be included in future discussion

Motion Carried.

ISSUE PAPER

Northside Business Park Land Pricing and Sales Conditions Policy



CAPE BRETON
REGIONAL MUNICIPALITY

TO: CBRM Council **DATE:** November 2nd, 2021

FROM: Director, Economic Development
CBRM Regional Enterprise Network

RE: Northside Business Park Land Pricing and Sales Conditions Policy

BACKGROUND

In July, Council directed CBRM REN and CBRM staff to review existing land sale processes and policies related to property within the Northside Business Park.

ALIGNMENT WITH COUNCIL'S ECONOMIC DEVELOPMENT STRATEGY

This policy has been created to support two other initiatives:

- 1) Council's Strategic Plan, which emphasised economic development as a priority; and
- 2) CBRM's Economic Development Strategy through the CBRM Forward project.
 - a. The first draft of the CBRM Economic Development Strategy is not yet complete, however ensuring adequate inventories of "employment lands", reducing barriers to investment, and creating policies favouring appropriate development over speculation activities are expected to be part of that first draft.
 - b. The larger planning strategy development is also expected to follow with specific recommendations to clarify and update land-use regulations in the Northside Business Park to complement this proposed policy.

DISCUSSION

Research and Input

CBRM REN and CBRM staff worked to produce a policy that enables efficient collaboration between the CBRM and the CBRM REN, in a way that reflects best practices of other jurisdictions, while acknowledging and learning from the expertise and experience of the CBRMs legal, planning, building and public works staff in previous sales of Northside Business Park land.

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.

In this policy, the roles and responsibilities have been further clarified, to make the most of this partnership.

Marketing and Promotion

CBRM REN staff will 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 NSBI.

The proposed policy specifically directs CBRM REN staff to develop and maintain “marketing material, forms and processes to allow the sale of business park lots that are clear, understandable, and comprehensive”. This is in addition to the obligation of the CBRM to ensure the creation and regular updates of “Purchase and Sale and other Agreements, processes, forms, and other items” to ensure that marketing materials and legal documents complement each other, and remain clear and understandable for potential purchasers.

Upon Council’s adoption of this policy, work will begin to produce both marketing and legal documents and materials to reflect this direction.

Pricing

The CBRM is obligated to sell land at fair market value to comply with the Municipal Government Act, therefore a per-acre professional commercial appraisal of the newly subdivided Northside Business Park has been ordered. Once received, the prices determined by the appraiser will be applied to this policy (if adopted).

In certain circumstances, this policy will permit the CAO discretion to negotiate with respect to items not in specific conflict with the policy, and also discretion to determine a fair market price in more complicated scenarios such as when a subdivision is required, when there are environmental constraints, or if services aren’t available.

Upon adoption of this policy by Council, CBRM Staff will regularly update Schedule A of the policy to ensure that it:

- (a) Continues to reflect fair market rates in compliance with the *Municipal Government Act*; and
- (b) Articulates instances where the Municipality will consider proposals and negotiate a fair market sale or lease price in compliance with the *Municipal Government Act*.

Council will be notified whenever updates to Schedule A occur.

Minimum Construction Value

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 measurable which is a potential source of conflict and disagreement between developers and the CBRM.

Therefore, a clear construction value based obligation has been applied in this policy, which leverages the CBRM's existing building permit process and produces a consistent and simple-to-administer measure for both the CBRM and future owners of Northside Business Park properties.

A minimum construction value of \$150,000 per acre included in this policy. This value is lower than most developments seen in the area, with the exception of businesses solely focused on outdoor storage and yard space, which are developments that are less desirable in the Northside Business Park and also developments that rarely require full municipal water and wastewater services that all Northside Business Park lots enjoy. Staff believe this value ensures that actual construction occurs in a timely fashion, but is not too high as to pose a barrier to smaller entrepreneurs and business ventures.

Enforcement & Administration

This policy makes two options available in the event of non-compliance, which enables the CBRM to have flexibility to allow the new owners to complete their development.

In the event that the new owner does not comply with their development obligations, this policy gives the CBRM clear tools to utilize to make the land available to other purchasers.

Purchasers can enter into a purchase agreement with the CBRM with full knowledge of their obligations, and the options available to the CBRM if the development does not proceed as originally planned.

Financial Implications

It is expected that the market-determined prices and the clear development obligations in this policy will have long-term 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.

Impact on Other Policies

The sale of land in the Northside Business Park has historically been guided by the Surplus Land policy. If Council adopts this policy, updates to the Surplus Land Policy will be required, and will be brought forward to Council for consideration as well.

RECOMMENDATION:

Staff recommend that Council pass a motion adopting the Northside Business Park Land Pricing and Sales Conditions Policy as presented.

RECOMMENDED MOTION:

Move that the Northside Business Park Land Pricing and Sales Conditions Policy be adopted as a Council Policy of the CBRM.

Respectfully submitted by:

Tyler Mattheis
Director, Economic Development
CBRM Regional Enterprise Network



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Cape Breton
Partnership

Northside Business Park

Land Pricing and Sales Conditions Policy

Northside Business Park Land Pricing and Sales Conditions Policy

Background

- In June, Council Directed CBRM REN and CBRM staff to review existing land sale processes and policy related to property within the Northside Business Park.
- In response to this direction, staff now present a new policy.
- This policy will guide the implementation of new sales processes and marketing material to improve and shorten the purchasing experience from a buyer's perspective.



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Northside Business Park Land Pricing and Sales Conditions Policy

Alignment with Council's Economic Development Strategy



This proposed policy has been created to support other strategic initiatives of Council:

1. Council's Strategic Plan, which emphasised economic development as a priority; and
2. CBRM's Economic Development Strategy through the CBRM Forward project.



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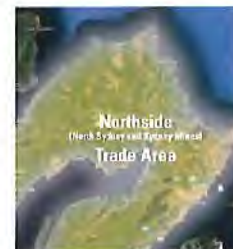
Cape Breton
Partnership

Northside Business Park Land Pricing and Sales Conditions Policy

Discussion – Research and Input

In creating this policy, staff took into account various information including:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1) Existing Sales Processes and Economic Information in the CBRM; 2) Sales processes in other Municipalities; 3) Buyer expectations, and the private sales processes; | <ol style="list-style-type: none"> 4) The experience and expertise of CBRMs legal, planning, building, economic development and public works staff; and 5) Marketing, promotion, and reputation of other commercial properties and locations. |
|---|---|



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Northside Business Park Land Pricing and Sales Conditions Policy

Discussion – Roles and Responsibilities

CBRM REN

CBRM Economic Development Team

- 1) Business and Investment Attraction;
- 2) Marketing and Promotion; and
- 3) Client Relations and initial communications

CBRM

CBRM Legal, Planning and Development Staff

- 1) Sales Process;
- 2) Pricing and minimum development standards;
- 3) Enforcement and Administration of obligations; and
- 4) Land Use and Building regulations.



Northside Business Park Land Pricing and Sales Conditions Policy

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

Northside Business Park Land Pricing and Sales Conditions Policy Discussion – Marketing and Promotion



Northside Business Park Land Pricing and Sales Conditions Policy Discussion – Marketing and Promotion



Northside Business Park Land Pricing and Sales Conditions Policy

Discussion - Pricing and Fair Market Value

- CBRM obligated to sell land at Fair Market Value
- A per acre professional appraisal has been ordered;
- If adopted by Council, the appraised per acre prices will be applied to Schedule A of the policy.
- Policy gives the CAO flexibility to negotiate a fair market price in circumstances not explicitly covered by this policy
Example: Sales where subdivision is required, properties with environmental constraints, or when municipal services are not available.



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Northside Business Park Land Pricing and Sales Conditions Policy

Discussion - Minimum Construction Value

- Clear, construction value-based obligation implemented in this policy
- Leverages CBRM's existing expertise and processes
- Simple and easy to administer
- \$150,000 per acre minimum construction value
 - *Lower value than most commercial developments in the area*
 - *ensures actual construction occurs in a timely fashion*
 - *not too high as to pose a barrier to smaller entrepreneurs and businesses*



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Northside Business Park Land Pricing and Sales Conditions Policy

Discussion - Enforcement and Administration

- Two clear options available in the event of non-compliance
 - *Buy back Option*
 - *Fee Option*
- Full knowledge for both buyer and seller



Northside Business Park Land Pricing and Sales Conditions Policy

Discussion - Financial Implications

It is expected that the market-determined prices and the clear development obligations in this policy will have long-term 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.



Northside Business Park Land Pricing and Sales Conditions Policy

Discussion - Impact on Other Policies

- The sale of land in the Northside Business Park has historically been guided by the Surplus Land policy.
- If Council adopts this policy, updates to the Surplus Land Policy will be required, and will be brought forward to Council for consideration as well.



Northside Business Park Land Pricing and Sales Conditions Policy

Next Steps

- If Council adopts this policy, staff will continue work to:
- a) Finalize new procedures and documents;
 - b) Work to develop new marketing material;
 - c) Re-engage with clients currently interested in purchasing land in the Northside Business Park.



Northside Business Park Land Pricing and Sales Conditions Policy

Recommendation

Staff recommend that Council pass a motion adopting the Northside Business Park Land Pricing and Sales Conditions Policy as presented.

Recommended Motion:

Move that the Northside Business Park Land Pricing and Sales Conditions Policy be adopted as a Council Policy of the CBRM.



COUNCIL POLICY

Northside Business Park Land Pricing and Sales Conditions



CAPE BRETON
REGIONAL MUNICIPALITY

1. Policy Title: Northside Business Park Land Pricing and Sales Conditions Policy.

2. Legislative Authority

This policy derives its authority from Section 50 or Section 218 of the *Municipal Government Act* of the Province of Nova Scotia.

3. Short Title

This Policy may be cited as the *Business Park Pricing Policy*.

4. Purpose

(1) The Northside Business Park was created and continue to be managed and developed to foster job creation, investment, and commercial development to contribute to the economy of the CBRM.

(2) The purpose of the Northside Business Parks Land Pricing and Sales Conditions Policy is to ensure the sale of land in the Northside Business Park clearly and directly supports the strategic economic development goals of the CBRM.

5. Objectives

The objectives of the Northside Business Parks Land Pricing and Sales Conditions Policy are to:

(1) Ensure land in the Northside Business Parks is sold and managed in congruence with Municipal Council direction.

(2) Ensure openness, consistency and fairness in land prices in Northside Business Park.

(3) Provide direction for the creation and regular updates of:

(a) Schedule A – Northside Business Park Land Prices

(i) A document that sets annual Business Park Land Prices, Lease Rates, and articulates circumstances in which deviations from the set prices may occur.

(b) CBRM Application to Purchase (a Northside Business Park Lot) form;

(c) CBRM Northside Business Park Lot Sales Process; and

(d) The Purchase and Sale Agreement template.

(4) Ensure the CBRM sells land in its Business Parks in a manner conforming to the *Municipal Government Act*.

COUNCIL POLICY

Northside Business Park Land Pricing and Sales Conditions



CAPE BRETON
REGIONAL MUNICIPALITY

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The objectives of the Northside Business Parks Land Pricing and Sales Conditions Policy are to:

(1) Ensure land in the Northside Business Parks is sold and managed in congruence with Municipal Council direction.

(2) Ensure openness, consistency and fairness in land prices in Northside Business Park.

(3) Provide direction for the creation and regular updates of:

(a) Schedule A – Northside Business Park Land Prices

(i) A document that sets annual Business Park Land Prices, Lease Rates, and articulates circumstances in which deviations from the set prices may occur.

(b) CBRM Application to Purchase (a Northside Business Park Lot) form;

(c) CBRM Northside Business Park Lot Sales Process; and

(d) The Purchase and Sale Agreement template.

(4) Ensure the CBRM sells land in its Business Parks in a manner conforming to the *Municipal Government Act*.

6. Scope

- (1) Land owned by CBRM within the Northside Business Park falls within the scope of this policy.
- (2) All CBRM and CBRM REN employees and contracted professionals involved in the sale of Northside Business Park land fall within the scope of this policy.

7. Definitions

CAO means Chief Administrative Officer of the Cape Breton Regional Municipality.

CBRM REN means the CBRM Regional Enterprise Network or equivalent organization, charged with conducting economic development promotion activities on behalf of the CBRM.

Commencement of Construction means the pouring of the footings and foundations for the Development.

Completion of Construction means complete the development, including building, required inspections and approvals, and additional items such as landscaping, paving and curbing, and fencing as required.

Date of Closing means the date of the purchase of the lot parcel.

Development means any erection, construction, alteration, demolition, replacement, relocation, or addition to any structure, and any change or alteration in the use of land or structures.

Director of Economic Development means the Director of Economic Development for the CBRM Regional Enterprise Network (CBRM REN) or equivalent position.

Minimum Construction Value means the minimum construction value that the CBRM requires Purchaser's of land in the Northside Business Park to commit to achieving.

Public Street Any street or highway owned and maintained by the CBRM or the Province of Nova Scotia, including all deemed and common public highways pursuant to the Public Highways Act, excluding designated controlled access highways pursuant to said Act.

Senior Paralegal means the Senior Paralegal of the Cape Breton Regional Municipality, or equivalent position.

8. Statements of Policy

- (1) **Lot Pricing:** CBRM Staff will create and regularly update Schedule A of this policy to ensure that it:
 - (a) Reflects fair market rates in compliance with the Municipal Government Act; and
 - (b) Articulates instances where the Municipality will consider proposals and negotiate a fair market sale or lease price in compliance with the *Municipal Government Act*.
- (2) **Forms and Processes:** CBRM will create, regularly update marketing material, forms and processes to allow the sale of business park lots that are clear, understandable, and comprehensive.
- (3) **Legal Agreements:** CBRM will create and regularly update Purchase and Sale and other Agreements, processes, forms, and other items to ensure the following items are addressed:
 - (a) Deposit
 - (i) A deposit in the amount of ten percent (10%) is required as part of the purchasing process.
 - (ii) The deposit shall be returned to the Purchaser, without interest, in the event that:
 1. A Purchase and Sale Agreement is not signed; or
 2. The CBRM fails to fulfil the Terms of the Agreement.
 - (iii) The deposit shall be forfeited should the Purchaser fail to complete the sale in accordance with the terms of the agreement of purchase and sale in addition to any other rights, costs or damages that the CBRM may otherwise be entitled to.
 - (b) Minimum Construction Value
 - (i) The Purchaser must commit to a site development with a minimum construction value (not including the value of the land alone) determined appropriate to ensure the Municipality's interests in return on investment on business park operations and other economic goals are achieved.
 - (ii) Notwithstanding Subsection (i), the CAO, while maintaining the spirit of addressing return on investment, is permitted flexibility to interpret what constitutes the total value of the investment required by a purchaser of lots in the Northside Business Park. Factors for consideration include employment creation, long term growth potential, compatible nature of the business, and related matters. The determination of value for purposes of Section 8 (Statements of Policy) shall be in the sole discretion of the CAO.
 - (iii) Minimum Construction Value targets are to be required by a Purchaser and reflected in the Legal Agreements associated with any individual sale of Business Park Land.

(iv) Minimum Construction Value will be included in Schedule A of this policy and will be reviewed and updated by the CAO as required.

(c) Construction Dates

(i) CBRM will compel any Purchaser to commit to a timeline for Commencement of Construction (see definition) for the entire Development, and Completion of Construction for the entire Development.

(d) Options Available in the event of Non-Compliance

(i) CBRM will ensure options in the Purchase and Sale and/or other Agreements that allow reasonable recourse in the event of Non-Compliance with the obligations listed above. These options must include at least one of the following conditions unless the CAO determines such options are not to the benefit of the Municipality:

1. A “buy-back option” whereby the Municipality can buy back the land in the event of non-compliance and/or
2. A “fee option” whereby the landowner pays a fee equal to the sum of all commercial taxes levied on the property as if it had complied with the original Minimum Construction Value.

(ii) CAO approval is required to proceed with re-purchasing the land or for any changes to Purchase and Sale Conditions as laid out in a Purchase and Sale Agreement.

1. The CBRM may re-purchase the land if:
 - Construction dates are not met;
 - Minimum construction value is not met; and/or
 - Other situation-specific requirements are not met.

(iii) If CBRM exercises the buyback option, the price paid for the lot will be equivalent to the purchase price less administration costs and any costs to return the lot to its original pre-purchased condition.

(e) Release of Terms and Conditions of Sale

(i) The purchaser may request to be released from the terms of the buyback agreement when the proposed building is roof tight (as confirmed by a CBRM building inspector).

(4) CAO Discretion: CBRM will delegate negotiating authority to the CAO with respect to items not in specific conflict with this policy.

(a) The CAO may negotiate and include additional items not in conflict with the specific provisions determined by Council above and determined appropriate for an individual Purchase and Sale Agreement after consideration of:

- (i) Legal advice;
- (ii) The best interest of the Municipality;
- (iii) The needs of the potential purchaser; and/or

- (iv) The spirit of Council’s intent for the sale of Northside Business Park Lots.
- (b) The CAO may determine a fair market sale or lease price different than those shown in the Schedule A after receiving a proposal for use of the lands when lands:
 - (i) Require a subdivision process prior to the sale; and/or
 - (ii) Are more than 2 acres in size; and/or
 - (iii) Do not front on a Public Road; and/or
 - (iv) Do not have water and/or wastewater services available to the lot line when within the Serviceable Boundary; and/or
 - (v) Have development constraints such as
 - 1. Delineated wetland;
 - 2. Geotechnical challenges; and/or
 - 3. Other environmental challenges restricting the development potential of the site.

9. Roles and Responsibilities

- (1) The CAO retains ultimate responsibility for all Purchase and Sale Agreements and the conditions and obligations contained within them.
- (2) The Senior Paralegal will maintain adherence to this policy in all purchase and sale agreements and provide recommendations to the CAO with respect to individual agreements and the application of this policy.
- (3) All other Directors and Supervisors will:
 - (a) Ensure adherence to this policy in all purchase and sale agreements.
 - (b) Ensure advice from Legal Counsel is obtained as required.
- (4) The CBRM REN will:
 - (a) Advise and support the Senior Paralegal and CAO; and
 - (b) Ensure the policy is accurately reflected in all purchase processes, communications and marketing material produced by the CBRM REN for Northside Business Park Lots,
- (5) The Policy Owner (see Version Log in Schedule A) is responsible for reviewing the policy as required for relevancy and potential updates, and sharing any updates with all those utilizing the policy.

10. Schedules

- (1) Schedule A – Land Prices and Minimum Construction Values

Schedule A to the CBRM Business Park Pricing Policy: Land Prices and Minimum Construction Values

Northside Business Park – Land Prices

Lot Information			Lot Size		Price			Minimum Construction Value			
Lot #	PID	Location	Description	Square Meters	Square Feet	Acres	Price Per Sq. Ft.	Price Per Acre	Total Price	Const'n Value per Acre	Total Minimum Construction Value
2-20	15895980	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	10,926.522	117612	2.7	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$405,000
3-20	15895998	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	13,354.638	143748	3.3	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$495,000
4-20	15896004	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	10,521.836	113256	2.6	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$390,000
5-20	15896012	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	7,589.034	82764	1.9	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$285,000
6-20	15896020	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	9,307.778	100188	2.3	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$345,000
7-20	15896038	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	8,093.72	87120	2.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$300,000
8-20	15896046	Eveleigh Drive, 2021 Subdivision	Treed Eveleigh Drive Frontage.	8,093.72	87120	2.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$300,000
9-20	15894884	Memorial Drive, 2021 Subdivision	Treed, Memorial Drive Frontage.	8,093.72	87120	2.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$300,000

10-20	15895053	Memorial Drive, 2021 Subdivision	Treed, Memorial Drive Frontage, Flag Lot	2,4281.16	261360	6.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$900,000
13-20	15895972	Memorial Drive, 2021 Subdivision	Treed, Memorial Drive Frontage,	3,642.174	39204	0.9	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$135,000
14-20	15895964	Memorial Drive, 2021 Subdivision	Treed, Memorial Drive Frontage,	3,642.174	39204	0.9	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$135,000
15-20	15895956	Memorial Drive, 2021 Subdivision	Treed, Memorial Drive Frontage,	3,642.174	39204	0.9	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$10,000	\$135,000
16-20	15895949	Memorial Drive, 2021 Subdivision	Treed, Corner Lot, Memorial Drive and Hillier Avenue Frontage,	2,832.802	30492	0.7	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$105,000
17-20	15895931	Memorial Drive, 2021 Subdivision	Treed, Hillier Avenue Frontage	8,093.72	87120	2.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$300,000
18-20	15895923	Memorial Drive, 2021 Subdivision	Treed, Hillier Avenue Frontage	8,093.72	87120	2.0	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$300,000
19-20	15895915	Memorial Drive, 2021 Subdivision	Partially cleared, Hillier Avenue Frontage	5,260.918	56628	1.3	Subject to Market Value Appraisal	Subject to Market Value Appraisal	Subject to Market Value Appraisal	\$150,000	\$195,000
20-20	15896061	Memorial Drive, 2021 Subdivision	Treed, Hartigan Drive and Eyeleigh Drive Intersection Frontage. Large lot with wet areas.	95,101.21	1,023,661	23.5	Price and development obligations to be negotiated. The Cape Breton Regional Municipality is open to receiving proposals to use this land enable the highest and best use for regional economic benefit.				

Pleasant Street Ext.	15793631	Eveleigh Drive and Hartigan Drive Frontage	Bulk Land, including Rail Spur. Reserved for Rail and Similar Strategic Business and Industrial Development.	368,264.26	3,963,960	91	Price and development obligations to be negotiated. The Cape Breton Regional Municipality is open to receiving proposals to use this land enable the highest and best use for regional economic benefit.
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NORTHSIDE BUSINESS PARK – Bulk Land and Land with Development Constraints Prices

Bulk Land or Land with Development Constraints Description		Per Sq. Ft.	Price Per Acre
Delineated Wetland lands		To be Negotiated	To be Negotiated
Delineated Watercourse lands		To be Negotiated	To be Negotiated
Bulk Land (4 or more acres)		To be Negotiated	To be Negotiated

VERSION LOG - Schedule A - Land Prices and Sale Conditions Policy

Version Number	Amendment Description	Proposed by (Policy Owner / Owners):	Approved by (CAO)	Date of CAO Approval	Date of Council Notification
1.1	<ul style="list-style-type: none"> Initial Policy based on research from other business parks and best practice across Nova Scotia. Initial Pricing to be determined by an independent appraisal. 	(1) Tyler Mattheis, CBRM REN Director of Economic Development (2) Sheila Kolanko, Senior Paralegal, CBRM	Marie Walsh	Will be set for the date of Council's adoption of this policy.	Will be set for the date of Council's adoption of this policy.



TO: Mayor and Council

FROM: Sheila Kolanko – Property Manager

SUBJECT: PROPERTY MANAGEMENT POLICIES (Amendment)

DATE: November 9th, 2021

Introduction

As presented to Council, the Cape Breton Partnership is proposing Council adopt a policy specifically related to property within the Northside Business Park. As a result of this request, staff is recommending Council amend policies within CBRM's Property Management Policies which address the Northside Business Park.

In addition to those amendments related to the Northside Business Park, staff is putting forward a series of house keeping amendments to the Property Management Policies. The purpose of these amendments is to improve the implementation of Property Management Policies and facilitate the sale of CBRM property in an efficient manner.

The proposed 7 amendments are as follows:

1. **Wording of General Committee of Council:** Throughout the policies the approval authority references the General Committee of Council. CBRM no longer has a standing General Committee; therefore, the approval authority should be Council.

Recommendation

It is recommended the term 'General Committee' be replaced with 'Council'.

2. **Pronouns:** The Property Management Policies use male pronouns or both gender pronouns (his/her) when referencing designates of the Chief Administrative Office. When drafting policy, gender neutral pronouns should be used.

Recommendation

It is recommended the Property Management Policies contain gender neutral pronouns.

3. **Policy 4.9 Community-Based Surplus Property** : This policy includes a statement related to the review process of all submissions for a community-based property by a Property Review Committee. Under the current practise, an internal review is done by all departments and staff makes a recommendation to Council. Staff wants to ensure the current practise is reflected in policy; as a result, it is being suggested that making a recommendation to Council be added to Policy 4.9 of the Property Management Policies

Recommendation:

It is recommended that Policy 4.9 Community-Based Surplus Property be amendment by adding a recommendation be made to Council after staff's review of submissions to purchase a community-based property.

4. **Policy 5.3 Exceptions to the Policy:** This policy enables exemptions be applied to Industrial Park Lands and not specific to Business Park Lands. As a result of the policy be presented by the Cape Breton Partnership, the term 'Business Park Lands' should be added.

Recommendation

It is recommended the term 'Business Park Lands' be added to Policy 5.3 Exceptions to Policy.

5. **Policy 5.6 Letters of Request:** Policy 5.6 b) states all letters of request shall be dated and time stamped and initialed by the Chief Administrative Officer, or his designate, as received. To improve processing times, it is being suggested that the requirement for the request to be initialed be removed. The requirement for dating and time stamping the request will be maintained to ensure the request will be processed on a first come first serve basis.

Recommendation

It is recommended that the letters of request initialed by the Chief Administrative Officer, or his designate,' be removed from Policy 5.6 b).

6. **Policy 5.6** : The letter sequence of the subsections of Policy 5.6 are mislabeled There are two subsections identified as 'a'; therefore these subsections should be relabelled.

Recommendation

It is recommended that Policy 5.6 Letters of Request be relabelled to include subsection a), b), and c).

7. **Policy 6:** This policy relates to the design scheme of the Northside Business Park. If council approves the recommendation of a separate policy for the Northside Business Park, this Policy should be removed from the current Property Management Policies.

Recommendation:

It is recommended the Policy 6 should be removed from current Property Management Policies.

Recommendation

I recommend Council approve the Amendments associated with Property Management Policies outlined above and found in Attachment A.

Respectfully Submitted by:

Original Signed By

Sheila Kolanko

Property Manager

Attachment A

PROPERTY MANAGEMENT POLICIES

Adopted by Council on September 19th, 2000

Amendments:

February 20th, 2001
October 28th, 2003
August 25th, 2004
September 24, 2013
March 15, 2016
October 15, 2018

Introduction

The Cape Breton Regional Municipality intends to take a more proactive approach to property management. This overall goal would:

- inventory municipally owned land in cooperation with other departments to assess the usefulness of property which may be declared surplus and deemed marketable
- identify land, in cooperation with other departments, which should be a priority for acquisition for capital works, watershed protection or other municipal priorities.
- prioritize a list of surplus properties now owned by CBRM to be disposed of using some or all of the following methods:
 - direct sale on the open market
 - sale by public tender
 - sale by listing agents
 - sale by proposal call
 - sale by land exchange
 - direct sale to abutting owners
 - unsolicited proposals
 - sale under Section 51 of the MGA for non-profit organizations
 - community-based surplus property

Prior to being declared a surplus property for sale and approved by ~~the General Committee Council~~, all lots will be evaluated by the appropriate CBRM departments' to ensure that the properties are in fact surplus and nonessential to CBRM. Surplus lots for sale are then categorized under a particular sales disposal method(s). The Chief Administrative Officer, or ~~his~~ ~~their~~ designate will then be authorized to approve the sale of a surplus property in accordance with a procedure for each disposal method. In most instances, surplus properties will be listed by advertisement in the local newspaper, and 'For Sale' signs placed on the individual properties.

Statement Of Policy

1. In taking a more proactive approach to a CBRM Land Management Program, it is the policy of Council to:
 - incorporate an on going inventory of municipally owned land in cooperation with other departments to assess the usefulness of property holdings which may be declared surplus and deemed a marketable commodity
 - identify land acquisition in cooperation with other departments for acquisition for capital works, watershed protection or other municipal priorities
 - prioritize a list of surplus properties now owned by CBRM to be disposed of using various property disposal methods.

2. It is a policy of Council to sell surplus property in a fair and impartial manner, which takes into account the highest financial return to CBRM balanced with economic and social development objectives of CBRM.
3. It is a policy of Council that the Chief Administrative Officer, or ~~his~~-their designate, be authorized to approve the sale of a surplus property in accordance with recognized procedures for a list of property disposal methods, when all of the following conditions are met:
 - ~~the~~ the property has been declared surplus, as approved by ~~the~~-General Committee Council;
 - the property is not sold for less than market value (*as determined by the Municipal Government Act regarding CBRM property); and
 - the value of the property is less than \$100,000.
4. In order to have a diverse strategy for the disposal of surplus properties owned by CBRM, it is a policy of Council to use one or all of the following property disposal methods:

4.1 Direct Sale On The Open Market

Surplus properties with high market potential shall be disposed of by direct sale. Direct sale on the open market shall involve the listing of these properties at a predetermined price, and advertised in the local newspaper by CBRM. Offers to purchase at the specified price shall be received in writing, and accepted on a first come first serve basis. Pricing shall be set at the assessed value of property, as specified by the most current Provincial Assessment Department records. However, the prospective buyer will have the option of presenting a current appraisal, as opposed to the assessed value.

4.2 Sale By Public Tender

This method of divesting property is a select way of attracting interest in surplus properties that may not otherwise have high demand or value but marketable none the less. To avoid speculation, all building lots shall carry a time limit for construction to be completed, not in excess of 18 months, along with an option for the Cape Breton Regional Municipality to repurchase at the original purchase price, should the property be offered for resale. Properties of this status shall be listed by advertisement in the local newspaper.

4.3 Sale By Listing Agent

Building lots that do not achieve a satisfactory sale by a public tender process, or surplus properties which have buildings located on them shall be submitted for sale by a Real Estate Agency. Any or all Real Estate Agents are invited to work on CBRM's behalf for the selling of surplus properties. (Feb. 20th, 2001, Amendment)

4.4 Sale By Proposal Call

Properties identified as having special development potential shall be the subject of an approval process before a property is sold. As a general rule, the sale of surplus properties listed under this disposal method would be of a commercial or industrial nature. A prospective purchaser shall be required to provide a proposal that has a potentially viable economic impact on the municipality in terms of structure(s) erected and/or the number of people employed. An independent appraiser should determine the value of the property, but property assessment values may also be used if deemed to be within an acceptable price range. The final selling price of the property is negotiable and may be sold for less than market value (***as determined by the Municipal Government Act regarding CBRM property**). Approval of any proposal shall be based on staff recommendations and brought back to the ~~General Committee~~ Council for acceptance.

4.5 Sale By Land Exchange

Wherever possible, direct land exchange of surplus properties shall be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

4.6 Direct Sale To Abutting Owner(s)

This method of disposal shall be used in situations where surplus property has no apparent value to anyone but the abutting property owner, or owners. Generally, this particular disposal method will be used to dispose of properties which do not meet minimum development standards. There may be times when more than one abutting property owner will have an interest in acquiring the adjoining surplus property for consolidation. In these situations, the property shall be sold to the highest bidder, unless a settlement is reached by all parties involved. Given limited demand, Council shall consider the sale of properties in these cases at less than actual market value (***as determined by the Municipal Government Act regarding CBRM property**).

4.7 Unsolicited Proposals

There are times when the Municipality will receive requests to purchase properties which have yet to be declared surplus for public sale. In these situations, once the proposed property is reviewed and deemed surplus, it can be sold at the assessed value listed by the most current Provincial Assessment Department records. The prospective buyer will have the option of presenting a current appraisal if the assessed value is brought into question. The costs of a current appraisal, survey, legal fees, or any other necessary processing fees to purchase any property shall be the responsibility of the purchaser. A public tender process shall be initiated if the purchaser offers to buy the property for less than the assessed or appraised market value (***as determined by the Municipal Government Act regarding CBRM property**).

4.8 Sale To Non-profit Organizations

Section 51 of the Municipal Government Act enables the municipality to sell or lease property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the municipality. The procedures for this process to occur includes a public hearing respecting the sale of property if more than ten thousand dollars less than market value, and a resolution of council passed by at least two-thirds majority of the council present and voting.

4.9 Community-Based Surplus Property (August 25th, 2004, Amendment)

Various times the Cape Breton Regional Municipality will acquire title to land and/or buildings that have traditionally been seen as a community based entity. The most frequent category is discontinued schools relinquished by the Cape Breton-Victoria Regional School Board. Less common types of community-based properties that can be acquired by the Municipality would be, for example, a community club/hall, or historical worthy sites.

Any property acquired by CBRM is subject to an internal staff review to determine if the land and/or building is considered surplus to the core requirements of the Municipality. If they are not deemed essential, the properties are declared surplus, and can be sold at market value to the general public.

Where a community interests is a factor; as in the case described in the first paragraph above, and the possibility exists that a property may be sold at less than market value to a non-profit or charitable community group, a separate sales approach is required. The Community-Based Property Procedure will request Expressions of Interest to determine the level of interest in the purchase and redevelopment of community-based properties by both non-profit or charitable groups and the private sector. An internal ~~Property Review Committee~~ staff review will evaluate all submissions to purchase a community-based property and make a recommendation to Council. Although the sale of the surplus property on the open market at full market value must always be considered a desirable option, the purpose of this procedure is to allow staff and Council to evaluate all disposal options together and not independently of one another in order to seek the best overall value for the Municipality and the community.

Not for profit organizations that offer expressions of interest will be asked to submit an application and business plan which ~~the Property Review Committee~~ staff will review and make a recommendation to council . The purpose of the application and business plan is to determine the viability and level of support required by both the particular community and/or the Municipality. A not for profit group must have current registration status as a non-profit or charitable organization to be considered under the terms of the Community-Based Property Procedure, in Policy 4.9.1.

If, in the final analysis the decision is made to sell a community-based property to private interests, and there is more than one competing interest, sealed bids would then be requested of those participants interested in purchasing the property at market value. The Municipality would engage the services of a qualified Appraiser to establish a fair market value for the community-based property. The individual with the highest bid shall become the successful purchaser.

4.9.1 Community-Based Property Procedure

The sale of community-based property shall adhere to the following procedures:

- a) After formal notification that a community-based building and/or land has been closed or abandoned, the Property Management Services Division staff conducts an internal staff review to determine if the building and/or land is considered surplus to the core requirements of the Municipality.
- b) Property Management Services Division staff brings a recommendation to the General Committee to have the property declared essential or surplus to the needs of CBRM.
- c) If declared a community-based surplus property, an advertisement is placed in the local newspaper inviting 'Expressions of Interest' from both not for profit and the private sector.
- d) Letters of intent are received up until an established closing date.
- e) Expression of interest packages are sent to the community groups who submit letters of intent. The package will include an 'information form' which must be filled out by the community group. The information on this form will outline the organization's structure, and include details on an operating budget for the property, for example, property taxes, insurance, power, heat, repairs to building, proposed grants, etc. Proposals must be received within 60 days from the letters of intent closing date.
- f) Review of competing proposals (including sale on the open market) is conducted by an inter-departmental Property Review Committee. The review committee would include representatives, as need be, from recreation, finance, property management, economic development, and the district councilor from the area in which the community-based property is located.
- g) If required, a public hearing, information meeting, or a presentation before Council may be called.
- h) Property Management Services Division staff brings back a final recommendation to the General Committee. Depending on the outcome, the General Committee may need Council approval; ie. sale of property

for less than market value to a non-profit organization, as provided for in Policy 4.8.

- i) An Agreement of Purchase and Sale is implemented.

4.9.2 Factors that shall be taken into account when determining a successful purchaser; whether at full market value or at less than market value, are as follows:

- Cost considerations associated in retaining or selling the property;
- Potential adverse affects on the immediately abutting neighborhood associated with a new use on the property;
- Potential positive impact on the particular local neighborhood or community in providing better quality programs or services as a result of a new use on the property.

General Policy Requirements

5.1 Requirement of Purchaser

Any successful tender or approved purchaser will be required to provide the Cape Breton Regional Municipality with the following:

- a) certification of Title signed by a lawyer in good standing with the Nova Scotia Barristers Society;
- b) all necessary survey or subdivision plans;
- c) all necessary processing charges, i.e., G.S.T., Deed Transfer Tax, Registry of Deeds and Administration Fees;
- d) signed schedule of any applicable building restrictions;
- e) where requested to purchase, an appraisal prepared by a licensed appraiser selected by the Cape Breton Regional Municipality if deemed necessary; and
- f) any advertising cost that may result from the tendering procedure over and above the original surplus property listing(s) by CBRM.

5.2 Deposit On Tender

Non-refundable to the successful bidder.
Refundable to the unsuccessful bidder.

5.3 Exceptions To Policy

Lands such as subdivision owned by the Cape Breton Regional Municipality ~~or~~ Industrial Park Lands ~~or~~ Business Park Lands, which have established selling prices or pricing strategy which has been previously approved by Council.

5.4 No Response To Tender

Where no offers are received at the time of the Tender closing, the Cape Breton Regional Municipality will receive sealed offers for thirty days. Where more than one offer has been received, the higher offer will prevail provided that it is not below a fair market value (*as determined by the Municipal Government Act regarding CBRM property).

5.5 Time Limits For Construction (October 15th, 2018, Amendment)

- (a) The Grantee (for self, heirs, administrators, executors, and assigns) covenants and agrees to submit a completed application for a Building and/or Development Permit to develop the said lands within one year (365 days) of the date of closing and to complete all aspects of development subject to this application prior to the expiration of the Permit, unless previous written authorization to delay is received from the Chief Administrative Officer or his/her designate. If the application is not submitted and/or the development is not completed within these periods, the Grantor will have the option to repurchase the said lands at the original selling price without interest.
- (b) This restriction shall not apply where the said lands are to be consolidated with an existing, developed lot, provided that previous written authorization to this effect is received from the Chief Administrative Officer or his/her designate.

5.6 Letter of Request (October 28th, 2003, Amendment)

- a) An offer to purchase CBRM land shall be received in writing, and accepted on a first come first served basis.
- b) The term 'first come first served' shall mean the first letter of request received from an individual, in a situation where more than one person becomes interested in purchasing the same property at market value. All letters of request shall be dated and time stamped ~~and initialed by the Chief Administrative Officer, or his designate,~~ as received.
- ~~a)c)~~ Subsequent letters of request to purchase the same property at market value shall be processed in the order of the date and time received, where the first individual served does not act upon the purchase within the time limited.

6. Northside Business Park Design Scheme (September 24, 2013 - Amendment)
(October 15, 2018 Amendment)

~~———— Prior to signing an Agreement of Purchase and Sale for any lot parcel(s) being conveyed by the CBRM within the Northside Business Park for a proposed development the prospective purchaser shall receive a zoning confirmation letter from the municipality's Development Officer that the proposed use is permitted. Furthermore, it is the wish of Council that lot parcels shall not be conveyed in a~~

~~haphazard random manner that could jeopardize future development of the Park by promoting infilling between and adjacent existing developments.~~

NOTE: (*as determined by the *Municipal Government Act* regarding CBRM property) where shown, indicates that changes to the MGA would be required before we could sell surplus property for less than market value.

CBRM – Workplace Safety Protocol (Vaccination Policy)

Motion:

Moved by Deputy Mayor MacMullin, seconded by Councillor Eldon MacDonald, to request staff to come back to Council with an alternate policy to the current protocol that includes mandatory vaccination.

Discussion:

- Council must take necessary steps to protect everyone in the community and lead by example
- Hybrid model would provide a policy for CBRM staff dealing with vulnerable populations (i.e. police, fire services, transit) and not office staff; therefore it is must option 2 or 3 – not both
- Deputy Chief Administrative Officer to provide survey results from the AMANS list serve regarding municipal vaccination policies
- Report to include suggestions put forth by Council, including exemptions, accommodation, non-compliance, effective date, etc.
- Special Council meeting to be scheduled when Issue Paper is completed

Motion Carried.

**Cape Breton Regional Municipality
Human Resource Services
Policy**

Category: Human Resources/Occupational Health & Safety
Number: _____

Date: _____

Page: 1 of 3

Approved by Council: _____

COVID – 19 Mandatory Vaccination Policy

Policy Statement/Purpose

The health and safety of Cape Breton Regional Municipality (CBRM) employees is a priority. CBRM is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of Municipal Employees against the hazard of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among Municipal Employees as one of the critical control measures for the hazard of COVID-19.

To this end Councillors, Municipal Employees, Contractors, Students, Volunteers, and any other persons working for or providing services in Municipal Buildings, are required to be vaccinated against COVID-19.

Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating.

Given the continuing spread of COVID-19, including the Delta variant, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for Municipal Employees to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues.

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all CBRM Employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Municipal business.

Responsibilities

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

lead by example, and;

ensure Employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees are expected to:

follow all health and safety policies and protocols, and;

complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Vaccination Requirement

All CBRM Employees are required to be fully vaccinated with a COVID-19 vaccine series by December 31st, 2021.

New CBRM Employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the CBRM.

Proof of Vaccination

The CBRM requires proof of vaccination from all employees. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization.

Employees must disclose their vaccination status to the CBRM no later than December 31st, 2021.

Employees will be required to update their vaccination status by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

The CBRM will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Accommodations in Accordance with the Nova Scotia Human Rights Act

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the *Nova Scotia Human Rights Act*, shall be accommodated up to the point of undue hardship, in accordance with the *CBRM's Accommodation Policy*. Each request for an exemption will be reviewed on a case-by-case basis.

All accommodation requests require written proof of the need for accommodation to be submitted to the Occupational Health and Safety Manager and/or Human Resources department along with the required supporting documentation (e.g. in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited).

Employees who remain unvaccinated due to a substantiated *Nova Scotia Human Rights Act* related accommodation request, in accordance with *CBRM's Accommodation Policy*, may be required to take additional infection and prevention control measures, which may include, but not limited to:

- a. An ongoing requirement to wear a mask;
- b. Continued physical distancing;
- c. And/or mandatory twice weekly COVID-19 testing.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The CBRM will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with Nova Scotia Public Health and occupational health and safety experts, the CBRM will continue to assess other available workplace risk mitigation measures.

If it is determined that additional precautions are necessary, the CAO is authorized to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and shall communicate the required precautions to Council and Employees.

Consequences of Non-Compliance with Policy

Unvaccinated Employees without an approved exemption shall be placed on Leave Without Pay until such time that;

- a. The Employee becomes fully vaccinated in accordance with this policy;
- b. Nova Scotia Public Health determines the pandemic has ended and all restrictions have lifted; or
- c. CBRM determines that the unpaid leave is no longer feasible or in the best interest of the Municipality.

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.



TO: Mayor and Council

FROM: Sheila Kolanko – Property Manager

**SUBJECT: Former East Bay School (PID 15334170)
3546 East Bay Hwy, East Bay (District 7)
Request To Deem Surplus**

DATE: November 9th, 2021

REQUEST:

Staff is asking Council to consider deeming the former East Bay School located at 3456 East Bay Highway, East Bay ("subject property") surplus to the needs of the municipality. The said property is identified as PID 15334170 and outlined in yellow on the attached map (Attachment A).

INFORMATION:

On April 12th, 2016, the Cape Breton-Victoria Regional School Board announced their decision to close 17 schools in Cape Breton County. East Bay Elementary School was one of them. The subject property contains approximately 5.06 acres and is located on the shore of East Bay. It is currently assessed at \$236,000.00. CBRM has received considerable interest in the property.

REVIEW/EVALUATION:

An internal review by staff was carried out and concluded the property be brought forward to council asking council to consider deeming the subject property surplus and call for an Expression of Interest to determine the level of interest in the purchase and redevelopment of the property.

Authority:

Section 50 (5)(b):

A municipality may sell property at market value when the property is no longer required for the purposes of the municipality.

Recommendation:

It is a recommendation of staff that council deem the former East Bay School surplus to the needs of the municipality and call for Expression of Interest pursuant to the Property Management Policies.

Respectively Submitted by:

Original Signed By

Sheila Kolanko
Property Manager

Attachment A





TO: Mayor and Council

FROM: Sheila Kolanko – Property Manager

**SUBJECT: Request to Purchase CBRM Land
Portion of PID 15009723
Keltic Drive, CBRM (District 4)**

DATE: November 9th, 2021

REQUEST:

CBRM received a letter of interest from The Crate Escape Doggy Daycare (herein called “the applicant”) asking CBRM to consider selling a portion of CBRM property, (herein called “the subject property”), lying adjacent to the applicant’s existing property. The CBRM property is outlined in blue on the attached map and identified as PID 15009723. (Attachment A). The applicant’s property is identified as PID 15199870 and outlined in yellow on the attached map (‘Attachment “A”). The subject property is outlined and crosshatched in red on the said map (Attachment “A”).

INFORMATION:

The applicant is attempting to subdivide their property for the purpose of selling their Doggy Daycare business. Currently their property includes 2 storage units, The Crate Escape Doggy Daycare and their business known as The Bullet Box.

In order to sell the Doggy Daycare building with land, as part of the subdivision requirement, there is a need for the applicant to acquire approximately 34 feet of road frontage on Keltic Drive to access a newly created lot. The Land Use Bylaw requires a lot to have 50 feet frontage for the KBC Zone. The applicant is seeking to purchase the subject property from CBRM and consolidate with a portion of the applicants existing property for the proposed subdivision. The proposed plan of subdivision is attached herein as Attachment “B”.

The CBRM property is currently deemed essential for CBRM's water line infrastructure. The property the applicant is seeking to purchase from CBRM is identified as Parcel A on the attached proposed subdivision plan and outlined in red (Attachment "B"). Parcel A contains approximately 9151 sq. ft.

REVIEW/EVALUATION:

The internal staff review process has been completed and is now being brought forward to council for consideration of the applicant's request.

Public Works staff located the waterline in question and from their perspective they can support the request by the applicant provided an appropriate easement be retained by CBRM for CBRM's existing infrastructure, together with required easements created between the respective property owners for existing private laterals to the newly created proposed lots identified on the plan outlined in Attachment "B".

The Planning Department confirmed the applicant is currently working to fulfill the paving compliance requirements under existing building permits and provided comments that the compliance issues should be addressed prior to the sale of the subject property. Planning indicated the subdivision application would be subject to approval from Department of Transportation regarding access to the newly created lots as well as approval from Department of Environment.

The applicant's solicitor, Sean MacDonald, Portside Law LLP has provided a letter addressing the above-noted issues raised by Public Works and Planning. A copy is attached in Attachment "C".

Based on a full review of all issues pertaining to the applicant's request, staff does support the sale and subdivision application "in principle", based on the applicant obtaining final subdivision approval (inclusive of access requirements); complete with easements and paving requirements.

Options:

Council has 2 options:

Option #1:

To deem Parcel "A" surplus and offer for sale to the applicant subject to the following conditions:

- a) A waterline easement in favor of CBRM for existing infrastructure;

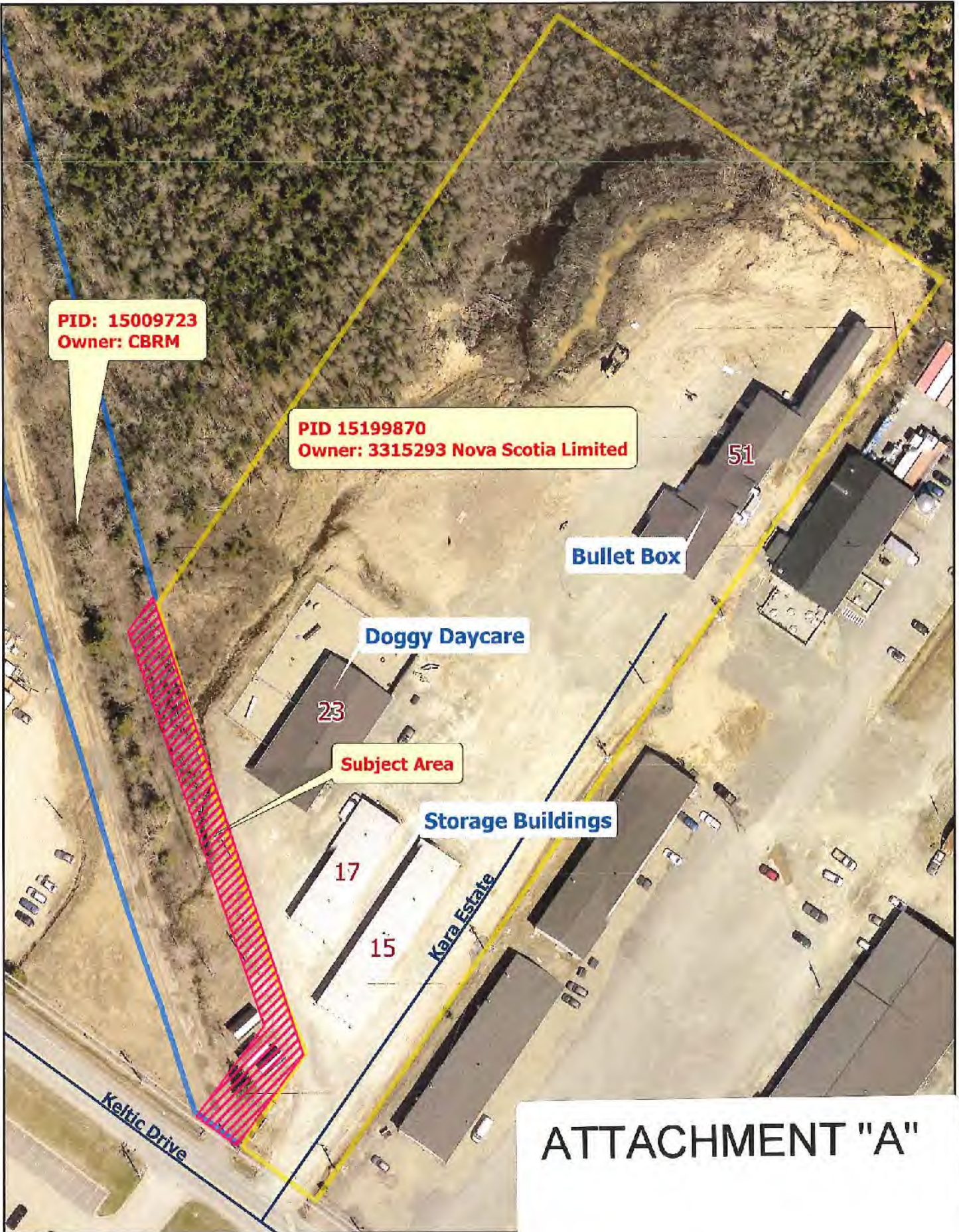
- b) Private sewer/water easements registered between the respective property owners of Lot 2021-1AB and Remainder Lot 2021-2 as depicted on the plan in Attachment "B";
- c) Final Subdivision approval from the Planning Department; Department of Transportation and Department of Environment.
- d) The applicant complies with all paving requirements as outlined in the Land Use By-Law; compliance of existing and new approved permits, including requirements related to the installation of driveway accesses for the proposed subdivided lots on the plan in Attachment "B".

Option #2:

To deny the applicants request and CBRM retain the property.

Respectively Submitted by:

ORIGINAL SIGNED BY
Sheila Kolanko
Property Manager



PID: 15009723
Owner: CBRM

PID 15199870
Owner: 3315293 Nova Scotia Limited

Doggy Daycare

Bullet Box

Subject Area

Storage Buildings

Keltic Drive

ATTACHMENT "A"

November 2nd, 2021

Via Email

Demetri Kachafanas
320 Esplanade, Suite 401
Sydney, NS B1P 7B8

Dear Mr. Kachafanas:

Re: Sale of a portion of PID 15009723

Further to our various correspondences on this matter, and my recent meeting with Sheila Kolanko, Michael Ruus and Karen Neville, please accept this letter on behalf of my client, 3320062 Nova Scotia Limited, dba Crate Escape Doggy Daycare. The purpose of this letter is to confirm that my client will comply with all paving requirements as outlined in the Land Use By-law and approved permits, along with installation of driveway accesses for the future subdivided lots, once such plan for subdivision is approved. My client will also execute any necessary easements and provide notice to the proposed purchaser of the obligations arising under such easements.

I trust the foregoing to be in order. However, if there is anything else you need from me, please feel free to contact me.

Yours truly,

Portside Law LLP

ORIGINAL SIGNED BY

Sean D. MacDonald
SMD/cb

ATTACHMENT "C"

CBRM

City Hall
320 Esplanade
Sydney, NS B1P 7B9

Item No.

Councillor Agenda Request Form – Staff Report		
<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) <ul style="list-style-type: none">- Announcement- Referral- Submit Petition- Notice of Motion
Date of Council/Committee Meeting: Regional Council November 9 th , 2021		
Subject: Renaming the MacKessey Drive Playground		
Motion requesting Staff Report for Council/Committee to Consider: <i>That staff be directed to provide an Issue Paper for the December Council meeting on the renaming of the MacKessey Drive playground located in Victoria Mines to The Cody Burke & Sonya Chiasson Playground, this park will be dedicated to the memory of both individuals.</i>		
Reason: I was advised that CBRM does not have a Policy concerning renaming of playgrounds within the CBRM. I would like to request an issue paper from staff to be brought back to the December Council meeting regarding renaming of the MacKessey Drive playground that is in Victoria Mines.		
Outcome Sought: To have the playground named in honour and memory of two individuals who were an integral part of the community; Cody Burke & Sonya Chiasson.		
<i>Councillor Lorne Green</i>	<i>District 12</i>	
<i>Date: November 3, 2021</i>	<i>Received by Clerk's Department (date):</i>	

Issue has been discussed with Director of Responsible Department



City Hatt
 320 Esplanade
 Sydney, NS B1P 7B9

Item No.

Council Agenda Request Form		
<p>Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</p>	<p><input checked="" 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 Meeting: November 9, 2021</p>		
<p>Subject: Proceeds of Sale – Former Foodbank Building</p>		
<p>Motion for Council to Consider:</p> <p>Staff prepare an issue paper for the next meeting of Council (special or regional) outlining the current appraisal of the Station Street foodbank property, the financial capacity of the CBRM to provide the Society with the appraised amount as we await the status of sale and provide any additional information on available avenues of timely financial commitment on behalf of the CBRM.</p> <p>Reason: In 2018 Council and staff worked with the Province to transfer the property of the old Seton School to the North Sydney Foodbank Society. Like other community projects within the municipality, it was my intent to bring to staff and council the ask of deeming old building surplus and putting it up for sale with all proceeds being transferred to the society to help with their relocation. The Society has relocated, expanded the foodbank, added additional programming and are working diligently with their partners on the planning and development of an urgently needed, fully accessible, new market and affordable housing project.</p> <p>The current foodbank structure is attached to an old wing of the school that can not be rehabilitated and requires hazardous material abatement and demolition. The society could utilize the funds from the sale to aid in this cost. Staff has since been preparing the old foodbank building to bring to Council but have run into some planning issues which could have a negative affect on being able to sell the building for future use. Although this issue still requires much discussion, the building has been appraised with an understanding it would not be able to be sold reducing its value. It is my hope that Council will consider transferring the current appraised value of the building to the group with the understanding that if/when the Station Street building does go up for sale, any additional proceeds outside of the original amount, also be transferred to the society.</p> <p>Outcome Sought: Follow through on support for North Sydney Food Bank Society and partners on their foodbank upgrades and affordable housing initiative.</p>		
<p><i>Councillor Earlene MacMullin</i></p>	<p><i>District 2</i></p>	
<p><i>Date:</i> <i>November 3, 2021</i></p>	<p><i>Received by Clerk's Department (date):</i></p>	

Summary

Statement of Revenue

September 30, 2021

Revenue	Year To Date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	59,307,217	57,487,694	1,819,523	114,975,389	55,668,172
Total Federal Government	1,650,673	1,650,673	-	3,301,346	1,650,673
Total Federal Government Agencies	381,367	381,367	-	762,734	381,367
Total Provincial Government	1,072,092	1,072,092	-	2,144,184	1,072,092
Total Provincial Government Agencies	1,690,220	1,695,262	(5,042)	3,390,524	1,700,304
Total Services to Other Local Government	478,343	478,343	-	956,685	478,343
Total Transit	284,454	477,500	(193,046)	1,255,000	970,546
Total Environmental Development Services	134,901	123,100	11,801	246,200	111,299
Total Licenses & Permits	78,013	75,500	2,513	151,000	72,987
Total Fines & Fees	297,294	427,535	(130,241)	855,070	294,703
Total Rentals	293,089	293,088	0	586,177	293,088
Total Concessions & Franchises	29,996	33,500	(3,504)	1,017,000	263,073
Total Interest on Taxes	764,263	757,500	6,763	1,515,000	750,737
Total Finance Revenue	19,781	11,250	8,531	22,500	2,720
Total Solid Waste Revenue	1,514,194	1,412,500	101,694	2,450,000	935,806
Total Recreation & Cultural Service Programs	127,085	243,500	(116,415)	1,071,000	1,930,920
Total Water Utility Charges	2,475,755	2,475,755	-	4,951,510	2,475,755
Total Unconditional Transfers	15,587,948	7,917,919	7,670,029	15,835,838	247,890
Total Conditional Transfers	16,237	16,237	-	125,000	108,763
Total Extraordinary Revenue	-	875,000	(875,000)	1,750,000	1,750,000
Year To Date Assigned	\$ 86,202,920	\$ 77,905,315	\$ 8,297,606	\$ 157,362,157	\$ 71,159,237

Departmental

Reviewed

Summary

Statement of Expenditures

September 30, 2021

Expenditures	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 588,286	\$ 746,072	\$ 157,786	\$ 1,505,992	\$ 917,706
Administration	173,979	228,949	54,970	459,094	285,115
Finance	976,574	1,220,987	244,413	2,654,307	1,677,733
Legal	1,813,283	1,853,110	39,827	2,206,286	393,003
Human Resources	556,804	676,552	119,748	1,353,103	796,299
Technology & Communications	1,469,459	1,856,866	387,406	3,710,255	2,240,796
Municipal Clerk	191,980	217,504	25,523	523,783	331,803
Fiscal Services	11,397,908	11,411,655	13,747	32,662,089	21,264,181
Police Services	12,355,311	13,225,777	870,466	26,836,654	14,481,343
Fire Services (Incl EMO)	8,808,292	9,135,409	327,117	18,260,025	9,451,733
Engineering & Public Works	24,301,882	24,234,020	(67,862)	50,899,990	26,598,108
Planning	1,771,582	1,926,569	154,987	3,392,070	1,620,488
Facilities C200 & Arenas	1,254,218	1,639,987	385,770	3,724,475	2,470,257
Parks & Grounds	1,625,107	1,685,600	60,493	2,976,699	1,351,592
Buildings	1,445,490	1,744,387	300,826	3,441,674	1,996,184
Recreation	1,200,125	1,277,434	77,310	2,755,661	1,454,030
Total expended to date	\$ 69,930,279	\$ 73,080,876	\$ 3,152,525	\$ 157,362,157	\$ 87,330,372

Departmental

Reviewed

Legislative Statement of Expenditures September 30, 2021

Legislative	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 453,145	\$ 517,090	\$ 63,945	\$ 1,049,929	\$ 596,784
6010 BENEFITS	71,222	92,172	20,950	184,344	113,122
6030 TRAVEL/CONFERENCES	13,696	39,485	25,788	78,969	65,273
6040 PROF MEM/DUES & FEES	21,224	40,000	18,776	80,000	58,776
6050 OFFICE SUPPLIES	1,225	6,200	4,975	12,400	11,175
6060 OFFICE EQUIPMENT	3,345	3,400	55	5,000	1,655
6080 ADVERTISING	2,888	7,250	4,362	14,500	11,612
6100 COURIER	21	125	104	250	229
6110 TELEPHONE/FAX	5,408	12,450	7,042	24,900	19,492
6120 PUBL./SUBSCRIPTIONS	1,103	1,100	(3)	2,100	997
6130 COMPUTER HARDWARE	1,516	3,300	1,784	6,600	5,084
6150 MEETING EXPENSES	9,561	12,500	2,939	25,000	15,439
6170 PROMOTION	3,931	11,000	7,069	22,000	18,069
Total expended to date	\$ 588,286	\$ 746,072	\$ 157,786	\$ 1,505,992	\$ 917,706

Departmental

Finance

Administration (CAO)

Statement of Expenditures

September 30, 2021

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
CAO					
6000 WAGES/SALARIES	\$ 125,860	\$ 137,709	\$ 11,849	\$ 279,612	\$ 153,752
6010 BENEFITS	19,001	24,303	5,302	48,607	29,606
6020 TRAINING/EDUCATION	-	1,650	1,650	3,300	3,300
6030 TRAVEL/CONFERENCES	4,072	4,000	(72)	5,000	928
6040 PROF MEM/DUES & FEES	636	900	264	1,800	1,164
6050 OFFICE SUPPLIES	197	1,400	1,203	2,800	2,603
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	789	1,500	711	3,000	2,211
6120 PUBL./SUBSCRIPTIONS	-	237	237	475	475
6130 COMPUTER HARDWARE	-	-	-	-	-
6150 MEETING EXPENSES	2,786	2,250	(536)	4,500	1,714
6170 PROMOTION	97	2,500	2,403	5,000	4,903
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	20,542	52,500	31,958	105,000	84,458
Total expended to date	\$ 173,979	\$ 228,949	\$ 54,970	\$ 459,094	\$ 285,115

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Finance					
6000 WAGES/SALARIES	\$ 878,257	\$ 976,490	\$ 98,233	\$ 1,955,897	\$ 1,077,640
6010 BENEFITS	191,885	190,393	(1,492)	380,785	188,900
6020 TRAINING/EDUCATION	6,993	7,750	757	15,500	8,507
6030 TRAVEL/CONFERENCES	2,388	3,500	1,112	7,000	4,612
6040 PROF MEM/DUES & FEES	3,171	3,171	0	5,325	2,154
6050 OFFICE SUPPLIES	1,897	7,250	5,353	14,500	12,603
6060 OFFICE EQUIPMENT	1,709	5,250	3,541	10,500	8,791
6080 ADVERTISING	13,755	21,325	7,570	42,650	28,895
6090 POSTAGE	81,680	81,680	0	181,000	99,320
6100 COURIER	16,368	16,675	307	33,350	16,982
6110 TELEPHONE/FAX	9,113	8,050	(1,063)	16,100	6,987
6130 COMPUTER HARDWARE	1,202	1,202	(0)	13,050	11,848
6140 COMPUTER SOFTWARE				50,000	50,000
6180 COST RECOVERY	(291,382)	(162,500)	128,882	(325,000)	(33,618)
8010 OPERATIONAL MAT/SUPP	1,621	2,250	629	4,500	2,879
8100 PROFESSIONAL SERVICE	32,941	33,000	59	52,000	19,059
8110 CONTRACTS/AGREEMENTS	19,027	19,027	0	44,200	25,173
8120 LEASES	5,951	6,475	524	12,950	6,999
8180 TAX EXEMPT/WRITE OFF	-	-	-	140,000	140,000
Total expended to date	\$ 976,574	\$ 1,220,987	\$ 244,413	\$ 2,654,307	\$ 1,677,733

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legal					
6000 WAGES/SALARIES	\$ 199,074	\$ 208,517	\$ 9,443	\$ 417,034	\$ 217,960
6010 BENEFITS	44,075	43,058	(1,016)	86,117	42,042
6020 TRAINING/EDUCATION	-	3,250	3,250	6,500	6,500
6030 TRAVEL/CONFERENCES	1,289	2,250	961	4,500	3,211
6040 PROF MEM/DUES & FEES	9,655	9,750	95	13,500	3,845
6050 OFFICE SUPPLIES	979	1,750	771	3,500	2,521
6060 OFFICE EQUIPMENT	1,968	2,100	132	4,200	2,232
6070 PHOTOCOPIER LEASE	891	1,750	859	3,500	2,609
6080 ADVERTISING	466	1,500	1,034	3,000	2,534
6100 COURIER	51	400	349	800	749
6110 TELEPHONE/FAX	1,585	1,700	115	3,400	1,815
6120 PUBL./STATUTES	9,075	9,100	25	13,000	3,925
6130 COMPUTER HARDWARE	43	1,750	1,707	3,500	3,457
6140 COMPUTER SOFTWARE	-	-	-	-	-
6150 MEETING EXPENSE	-	250	250	500	500
6160 LIABILITY INSURANCE	1,489,236	1,488,735	(502)	1,488,735	(501)
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	55,797	77,250	21,453	154,500	98,703
Total expended to date	\$ 1,813,283	\$ 1,853,110	\$ 39,827	\$ 2,206,286	\$ 393,003

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Human Resources					
6000 WAGES/SALARIES	\$ 411,919	\$ 437,979	\$ 26,060	\$ 875,958	\$ 464,039
6010 BENEFITS	101,187	94,898	(6,290)	189,795	88,608
6020 TRAINING/EDUCATION	2,113	4,925	2,812	9,850	7,737
6030 TRAVEL/CONFERENCES	1,509	8,750	7,241	17,500	15,991
6040 PROF MEM/DUES & FEES	631	1,000	369	2,000	1,369
6050 OFFICE SUPPLIES	6,975	7,500	525	15,000	8,025
6060 OFFICE EQUIPMENT	780	1,250	470	2,500	1,720
6080 ADVERTISING	-	1,500	1,500	3,000	3,000
6100 COURIER	-	-	-	-	-
6110 TELEPHONE/FAX	4,936	5,000	64	10,000	5,064
6120 PUBL./SUBSCRIPTIONS	-	1,500	1,500	3,000	3,000
6130 COMPUTER HARDWARE	-	3,000	3,000	6,000	6,000
6140 COMPUTER SOFTWARE	-	250	250	500	500
6150 MEETING EXPENSE	2,103	2,250	147	4,500	2,397
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	22,752	103,000	80,248	206,000	183,248
8110 CONTRACTS/AGREEMENTS	1,899	3,750	1,851	7,500	5,601
Total expended to date	\$ 556,804	\$ 676,552	\$ 119,748	\$ 1,353,103	\$ 796,299

Departmental

Finance

Technology Including
911 Comm Centre

Statement of Expenditures

September 30, 2021

Technology/Communications	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 819,805	\$ 1,093,354	\$ 273,548	\$ 2,186,707	\$ 1,366,902
6010 BENEFITS	172,624	224,623	51,999	449,246	276,622
6020 TRAINING/EDUCATION	64	11,000	10,936	22,000	21,936
6030 TRAVEL/CONFERENCES	5,950	6,325	375	10,625	4,675
6040 PROF MEM/DUES & FEES	1,758	1,450	(308)	1,450	(308)
6050 OFFICE SUPPLIES	5,077	4,800	(277)	5,800	723
6060 OFFICE EQUIPMENT	2,791	6,500	3,709	13,000	10,209
6080 ADVERTISING	643	1,500	857	3,000	2,357
6100 COURIER	-	-	-	-	-
6110 TELEPHONE/FAX	50,410	73,600	23,190	147,200	96,790
6120 PUBL./SUBSCRIPTIONS	-	-	-	-	-
6130 COMPUTER HARDWARE	71,511	73,000	1,489	138,000	66,489
6140 COMPUTER SOFTWARE	275,678	275,689	11	375,177	99,499
6150 MEETING EXPENSE	34	500	466	1,000	966
7010 ELECTRICAL	3,505	4,825	1,320	9,650	6,145
7060 BLDG/FACILITY RENOV	4,797	-	(4,797)	-	(4,797)
7070 BLDG/FACILITY RENTAL	26,155	32,450	6,295	64,900	38,745
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8040 COMM EQUIPMENT LINES	351	3,750	3,399	7,500	7,149
8100 PROFESSIONAL SERVICES	3,668	7,500	3,832	15,000	11,332
8110 CONTRACTS/AGREEMENTS	24,639	34,500	9,861	62,000	37,361
8120 LEASES SAP	-	-	-	95,000	95,000
8130 LICENSES/PERMITS	-	1,500	1,500	103,000	103,000
Total expended to date	\$ 1,469,459	\$ 1,856,866	\$ 387,406	\$ 3,710,255	\$ 2,240,796

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Municipal Clerk					
6000 WAGES/SALARIES	\$ 135,506	\$ 142,653	\$ 7,148	\$ 285,307	\$ 149,801
6010 BENEFITS	32,767	30,851	(1,916)	61,701	28,934
6020 TRAINING/EDUCATION	-	1,375	1,375	2,750	2,750
6030 TRAVEL/CONFERENCES	501	1,250	749	2,500	1,999
6040 PROF MEM/DUES & FEES	636	725	88	725	89
6050 OFFICE SUPPLIES	606	1,500	894	3,000	2,394
6060 OFFICE EQUIPMENT	213	2,000	1,787	4,000	3,787
6070 PHOTOCOPY SUPPLIES	4,871	12,000	7,129	24,000	19,129
6080 ADVERTISING	-	375	375	750	750
6100 COURIER	98	375	277	750	652
6110 TELEPHONE/FAX	1,089	1,500	411	3,000	1,911
6120 PUBL./SUBSCRIPTIONS	1,574	1,600	26	1,800	226
6130 COMPUTER HARDWARE	4,041	4,050	9	6,500	2,459
6140 COMPUTER SOFTWARE	9,964	10,000	36	12,500	2,536
6150 MEETING EXPENSES	116	7,250	7,134	14,500	14,384
8110 CONTRACTS/AGREEMENTS	-	-	-	100,000	100,000
Total expended to date	\$ 191,980	\$ 217,504	\$ 25,523	\$ 523,783	\$ 331,803

Departmental

Finance

Fiscal Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 283,379	\$ 291,464	\$ 8,085	\$ 582,927	\$ 299,548
9020 INT ON DEBT	572,117	572,117	0	1,328,944	756,827
9050 PRINC ON DEBT	-	-	-	8,756,070	8,756,070
9052 DEBT/CAP BOND DISC	-	-	-	98,000	98,000
9090 BANK CHARGES	26,231	30,000	3,769	60,000	33,769
9200 ALLOWANCE FOR UNCOL. TAXES	-	-	-	800,000	800,000
9420 APPROP TO CAPITAL FUND	45,000	45,000	-	90,000	45,000
9430 APPROP TO B.I.D.C.	88,120	88,119	(0)	176,239	88,119
9600 PROV. CORRECTIONS	533,340	535,233	1,893	1,070,466	537,126
9610 CB REG. HOUSING	1,161,344	1,161,344	-	2,322,687	1,161,343
9620 REGIONAL LIBRARY	351,900	351,900	-	703,800	351,900
9630 CB/MIC. SCHOOL BOARD	7,641,045	7,641,045	0	15,282,089	7,641,044
9640 PROPERTY ASSESSMENT	695,433	695,433	-	1,390,867	695,434
Total expended to date	\$ 11,397,908	\$ 11,411,655	\$ 13,747	\$ 32,662,089	\$ 21,264,181

Departmental

Finance

Police Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 10,195,335	\$ 11,541,115	\$ 1,345,780	\$ 23,082,229	\$ 12,886,894
6010 BENEFITS	2,216,390	2,282,718	66,328	4,565,436	2,349,046
6011 WAGE RECOVERY	(1,306,514)	(1,952,636)	(646,122)	(3,905,272)	(2,598,758)
6180 OTHER COST RECOVERY - MEMBERTOU	-	(73,782)	(73,782)	(147,564)	(147,564)
GL 6000, 6010, & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 11,105,211	\$ 11,797,415	\$ 692,204	\$ 23,594,829	\$ 12,489,618
6020 TRAINING/EDUCATION	9,558	50,000	40,442	100,000	90,442
6030 TRAVEL/CONFERENCES	2,983	35,000	32,017	70,000	67,017
6040 PROF MEMDUES & FEES	2,033	2,100	67	2,500	467
6050 OFFICE SUPPLIES	17,483	20,000	2,517	40,000	22,517
6060 OFFICE EQUIPMENT	17,107	22,500	5,393	45,000	27,893
6070 PHOTOCOPY SUPPLIES	3,645	4,000	355	18,000	14,355
6080 ADVERTISING	-	2,500	2,500	5,000	5,000
6090 POSTAGE & 6100 COURIER	5,154	7,500	2,346	15,000	9,846
6110 TELEPHONE/FAX	93,971	94,500	529	225,000	131,029
6120 PUBL/SUBSCRIPTIONS	68	3,000	2,932	6,000	5,932
6130 COMPUTER HARDWARE	68,233	77,500	9,267	155,000	86,767
6140 COMPUTER SOFTWARE	16,800	20,000	3,200	130,000	113,200
6150 MEETING EXPENSES	4,206	5,750	1,544	11,500	7,294
6170 PROMOTION (422)	4,583	5,005	500	11,000	11,422
7000 HEAT	3,473	10,417	6,944	25,000	21,527
7010 ELECTRICAL	40,739	45,979	5,240	110,350	69,611
7020 WATER	3,899	5,000	1,101	10,000	6,101
7030 BLDG/FACILITY MAINT	33,387	34,583	1,196	83,000	49,613
7040 BLDG/FACILITY REPAIR	3,907	7,500	3,593	15,000	11,093
7060 BLDG/FACILITY RENOV	9,121	9,000	(121)	15,000	5,879
7070 BLDG/FACILITY RENTAL	26,582	25,000	(1,582)	25,000	(1,582)
7110 SECURITY	-	1,000	1,000	2,000	2,000
7500 VEH/EQUIP MAINT	1,647	24,010	22,363	48,020	46,373
7505 GASOLINE & DIESEL	196,604	202,500	3,896	405,000	206,396
7510 VEH/EQUIP REPAIRS	165,740	165,750	9	287,717	121,977
7530 VEH/EQUIP REPLACEMENT	108,320	110,000	3,680	580,000	473,680
7540 VEH/EQUIP RENTAL	-	1,000	1,000	2,000	2,000
7550 VEH/EQUIP TOWING	652	2,500	1,848	5,000	4,348
8000 OPERATIONAL EQUIP	58,128	67,500	9,372	135,000	76,872
8010 OPERATIONAL MAT/SUPP	75,900	76,000	100	135,000	59,100
8020 MAINTENANCE EQUIP	7,658	7,570	(88)	7,570	(88)
8090 UNIFORMS/CLOTHING	116,159	116,500	341	175,000	58,841
8100 PROFESSIONAL SERVICE	46,772	56,250	9,478	135,000	88,228
8110 CONTRACTS/AGREEMENTS	13,211	14,000	789	28,000	14,789
8125 MAJOR INVESTIGATIONS	77,096	77,084	(12)	129,168	52,070
8150 GRANTS/SUBS TO ORG	20,287	20,287	(0)	50,000	29,713
Total expended to date	\$ 12,355,311	\$ 13,225,777	\$ 870,466	\$ 26,836,654	\$ 14,481,343

Departmental

Finance

Police Services

Statement of Revenue

September 30, 2021

Police Services Revenue	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 58,633	\$ 52,500	\$ 6,133	\$ 105,000	\$ 46,367
5151 FINES	99,199	112,500	(13,301)	225,000	125,801
Total Revenue to date	\$ 157,832	\$ 165,000	\$ (7,168)	\$ 330,000	\$ 172,168

Departmental

Finance

Fire Services Including EMO	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 3,018,466	\$ 3,080,584	\$ 62,118	\$ 6,161,170	\$ 3,142,704
6010 BENEFITS	632,039	632,476	437	1,264,950	632,911
6011 MISC. BENEFITS	4,438	13,447	9,009	26,892	22,454
6020 TRAINING/EDUCATION	9,298	82,558	73,259	165,115	155,817
6030 TRAVEL/CONFERENCES	1,398	21,300	19,902	42,600	41,202
6040 PROF MEM/DUES & FEES	9,612	9,612	0	12,082	2,470
6050 OFFICE SUPPLIES	9,351	9,350	(1)	12,100	2,749
6060 OFFICE EQUIPMENT	5,737	6,475	738	12,950	7,213
6080 ADVERTISING	722	2,675	1,953	5,350	4,628
6110 TELEPHONE/FAX	18,138	20,054	1,916	40,108	21,970
6120 PUBL./SUBSCRIPTIONS	-	1,350	1,350	2,700	2,700
6130 COMPUTER HARDWARE	5,569	1,350	185	11,507	5,938
6140 COMPUTER SOFTWARE	278	1,203	925	2,406	2,128
6150 MEETING EXPENSES	3,098	3,052	(46)	4,104	1,006
6170 PROMOTION	6,037	11,950	5,913	23,900	17,863
7000 HEAT	24,896	40,563	15,666	97,351	72,455
7010 ELECTRICAL	27,478	32,267	4,789	64,535	37,057
7020 WATER	15,102	15,113	11	29,727	14,625
7030 BLDG/FACILITY MAINT	33,463	33,415	(48)	53,729	20,266
7040 BLDG/FACILITY REPAIR	6,049	9,272	3,223	22,253	16,204
7060 BLDG/FACILITY RENOV	-	2,500	2,500	5,000	5,000
7500 VEH/EQUIP MAINT.	133,381	133,375	(6)	192,550	59,169
7505 GASOLINE/DIESEL	19,323	28,650	9,327	57,300	37,977
7510 VEH/EQUIP REPAIRS	5,691	4,000	(1,691)	4,000	(1,691)
7530 VEH/EQUIP REPLACEMENT	1,328	36,458	35,130	87,500	86,172
7550 VEH/EQUIP TOWING	-	8,250	-	16,000	7,702
7560 VEH/EQUIP GEN SUPPLY	8,298	168,432	31,683	404,238	267,489
8000 OPERATIONAL EQUIP	136,749	52,935	14,415	105,870	67,350
8010 OPERATIONAL MATS/SUPP	38,520	21,382	14,539	51,316	44,473
8020 MAINTENANCE EQUIP	6,843	2,190	177	4,380	2,357
8040 COMM EQUIPMENT LINES	2,013	39,888	6,326	79,777	46,215
8090 UNIFORMS/CLOTHING	33,562	4,269	2,664	8,538	6,933
8100 PROFESSIONAL SERVICE	1,605	46,319	4,222	90,638	49,541
8110 CONTRACTS/AGREEMENTS	41,097	59,411	(73)	110,821	51,938
8120 LEASES	59,483	5,187	(12,258)	5,187	(12,259)
8130 LICENSES/PERMITS	17,446	952,498	18,908	1,904,997	971,406
8150 GRANTS/SUBS TO ORG	933,591	3,538,195	(0)	7,076,384	3,538,189
8195 WATER SUPPLY & HYDR	3,538,195	-	-	-	-
Total expended to date	\$ 8,808,292	\$ 9,135,409	\$ 327,117	\$ 18,260,025	\$ 9,451,733

Departmental

Finance

Engineering and Public Works Actuals to September 30, 2021

REVENUE	Actual & Committed		Budget		Variance		Total Annual		Annual Budget		% of Annual Budget
	Y-T-D Sept 30, 2021	2021	Y-T-D Sept 30, 2021	2021	Y-T-D Sept 30, 2021	2021	Budget	Budget	Remaining	Budget	
TRANSIT	\$284,454		\$477,500		-\$193,045		\$1,255,000		-\$970,546		22.67%
SOLIDWASTE TIP FEES	1,170,273		1,037,500		132,773		2,075,000		-904,727		56.40%
SOLIDWASTE COST RECOVERIES	343,921		375,000		-31,079		375,000		-31,079		91.71%
SEWER PERMIT FEES	59,495		50,000		9,495		100,000		-40,505		59.49%
WATER UTILITY ADMIN FEE	2,475,755		2,475,755		0		4,951,510		-2,475,755		50.00%
TOTAL PW REVENUES	\$4,333,898		\$4,415,755		-\$81,857		\$8,756,510		-\$4,422,612		49.49%
EXPENDITURES											
ADMINISTRATION	2,013,395		2,083,548		70,153		4,510,505		2,497,110		44.64%
ENGINEERING	371,120		389,747		18,627		773,086		401,966		48.00%
CENTRAL DIVISION	4,007,228		3,462,715		-544,513		7,621,751		3,614,523		52.58%
EAST DIVISION	3,298,119		3,438,974		140,855		6,981,988		3,683,869		47.24%
NORTH DIVISION	1,479,082		1,537,172		58,090		3,294,402		1,815,320		44.90%
SOLID WASTE	6,994,253		7,215,745		221,492		14,518,711		7,524,458		48.17%
MECHANICAL FLEET	1,701,245		1,625,467		-75,778		3,648,634		1,947,389		46.63%
TRANSIT	3,112,215		3,114,349		2,134		6,276,317		3,164,102		49.59%
QUALITY CONTROL	1,325,226		1,366,303		41,077		3,274,596		1,949,370		40.47%
TOTAL PW EXPENDITURES	\$24,301,882		\$24,234,030		-\$67,863		\$50,899,990		\$26,596,108		47.74%

Signature:

Director of Engineering & Public Works

Chief Financial Officer

Statement of Expenditures

Planning

Planning Department	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 666,294	\$ 740,132	\$ 73,837	\$ 1,480,264	\$ 813,970
6010 BENEFITS	154,333	159,882	5,549	319,764	165,431
6020 TRAINING/EDUCATION	2,610	9,550	6,940	17,500	14,890
6030 TRAVEL/CONFERENCES	2,280	6,000	3,720	11,000	8,720
6040 PROF MEM/DUES & FEES	2,079	4,650	2,571	8,800	6,721
6050 OFFICE SUPPLIES	7,394	8,750	1,356	17,500	10,106
6060 OFFICE EQUIPMENT	4,433	7,250	2,817	14,500	10,067
6080 ADVERTISING	6,926	10,750	3,824	21,500	14,574
6110 TELEPHONE/FAX	6,389	9,750	3,361	19,500	13,111
6120 PUBL/SUBSCRIPTIONS	-	400	400	800	800
6130 COMPUTER HARDWARE	7,273	7,750	477	10,500	3,227
6140 COMPUTER SOFTWARE	5,528	7,250	1,722	14,500	8,972
6150 MEETING EXPENSE	195	975	780	1,950	1,755
6170 PROMOTION	22,295	26,000	3,705	40,000	17,705
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	1,524	16,500	14,976	33,000	31,476
8010 OPERATIONAL MAT/SUPP	1,515	2,000	485	4,000	2,485
8090 UNIFORMS / CLOTHING	4,018	5,000	982	8,000	3,982
8100 PROFESSIONAL SERVICE	109,368	112,400	3,032	131,000	21,632
8110 CONTRACTS/AGREEMENTS	192,234	216,496	24,262	432,992	240,758
8130 LICENSES/PERMITS	78,431	78,267	(164)	79,000	569
8135 REGULATORY FEES	33,645	34,000	355	41,000	7,355
8150 GRANTS /SUBS TO ORG	462,817	462,817	(0)	565,000	102,183
Total expended to date	\$ 1,771,582	1,926,569	\$ 154,987	\$ 3,392,070	\$ 1,620,488

Finance

Departmental

	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 4,635	\$ 7,250	\$ (2,615)	\$ 14,500	\$ 9,865
5113 Animal Licenses	4,459	5,500	(1,041)	11,000	6,541
5114 Taxi Licenses	9,425	9,000	425	18,000	8,576
5115 Vending Machine Licenses	-	3,750	(3,750)	7,500	7,500
5301 Parking Meter Revenue	16,927	140,000	(123,073)	280,000	263,073
Total Bylaw Revenue	\$ 35,445	\$ 165,500	\$ (130,055)	\$ 331,000	\$ 295,555
Development / Planning Revenue					
5496 Mapping Sales	\$ -	\$ 1,050	\$ (1,050)	\$ 2,100	\$ 2,100
5495 Other Sales	2,440	2,050	390	4,100	1,660
5101 Building Permits	104,093	100,000	4,093	200,000	95,907
5102 Subdivision Fees	25,760	18,000	7,760	40,000	14,240
5497 LUB Amendment Fees	2,609	2,000	609	-	(2,609)
Total Develop / Planning Rev	\$ 134,901	\$ 123,100	\$ 11,801	\$ 246,200	\$ 111,299
Total Bylaw / Dev / Planning Revenue	\$ 170,347	\$ 288,600	\$ (118,253)	\$ 577,200	\$ 406,853

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 571,778	\$ 780,465	\$ 208,688	\$ 1,560,930	\$ 989,152
6010 BENEFITS	125,055	149,273	24,218	298,545	173,490
6020 TRAINING	69	1,750	1,681	3,500	3,431
6030 TRAVEL/CONFERENCES	796	3,000	2,204	6,000	5,204
6040 PROF MEM/DUES & FEES	1,300	1,500	200	3,000	1,700
6050 OFFICE SUPPLIES	1,359	3,000	1,641	6,000	4,641
6060 OFFICE EQUIPMENT	-	1,000	1,000	2,000	2,000
6080 ADVERTISING	451	3,000	2,549	6,000	5,549
6100 COURIER	-	500	500	1,000	1,000
6110 TELEPHONE/FAX	8,952	10,250	1,298	20,500	11,548
6130 COMPUTER HARDWARE	3,123	3,000	(123)	3,000	(123)
6140 COMPUTER SOFTWARE	995	1,250	255	2,500	1,505
6150 MEETING EXPENSES	1,007	500	(507)	1,000	(7)
7000 HEAT	14,924	33,000	18,076	66,000	51,076
7010 ELECTRICAL	182,002	229,167	47,165	550,000	367,998
7020 WATER	15,734	21,250	5,516	42,500	26,766
7030 BLDG/FACILITY MAINT	14,629	42,500	27,871	85,000	70,371
7040 BLDG/FACILITY REPAIR	46,997	47,000	3	55,000	8,003
7060 BLDG/FACILITY REOV					
7070 BLDG/FACILITY RENTAL					
7080 PLANT MAINTENANCE	43,348	40,500	(2,848)	81,000	37,652
7110 SECURITY	54,945	55,000	56	110,000	55,056
7510 VEH/EQUIP REPAIRS	9,459	9,500	41	10,500	1,041
7540 VEH/EQUIP RENTAL	-	-	-	-	-
8000 OPERATIONAL EQUIPMENT	12,776	2,500	(10,276)	2,500	(10,276)
8010 OPERATIONAL MAT/SUPP	44,145	89,583	45,438	215,000	170,855
8050 COST OF SALES	67,971	68,750	779	507,500	439,529
8090 UNIFORMS/CLOTHING	502	4,500	3,998	9,000	8,498
8100 PROFESSIONAL SERVICE	13,381	13,250	(131)	26,500	13,119
8110 CONTRACTS/AGREEMENTS	18,520	25,000	6,480	50,000	31,480
Total expended to date	\$ 1,254,218	\$ 1,639,987	\$ 385,770	\$ 3,724,475	\$ 2,470,257

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 80,753	\$ 80,000	\$ 753	\$ 630,000	\$ 549,247
GL 5002 Public Skating	801	500	301	1,000	199
GL 5004 Arena Rental	5,000	5,000	-	30,000	25,000
GL 5005 Gym Rental	-	10,000	(10,000)	20,000	20,000
GL 5006 Canteen Sales	18,072	20,000	(1,928)	500,000	481,928
GL 5009 Major Events	-	-	-	60,000	60,000
GL 5010 Other Revenue	11,923	13,500	(1,577)	517,000	505,077
GL 5033 Program Equipment	874	1,500	(626)	25,000	24,126
GL 5034 Facility Rentals	11,805	118,750	(106,945)	237,500	225,695
Total Revenue To Date	\$ 129,228	\$ 249,250	\$ (120,022)	\$ 2,020,500	\$ 1,891,272

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Parks & Grounds					
6000 WAGES/SALARIES	\$ 747,791	\$ 804,701	\$ 56,910	\$ 1,609,402	\$ 861,611
6010 BENEFITS	181,391	178,049	(3,342)	356,097	174,706
6011 MISC BENEFITS	6,705	1,250	(5,455)	2,500	(4,205)
6020 TRAINING/EDUCATION	570	3,250	2,680	6,500	5,930
6030 TRAVEL/CONFERENCES	4,472	6,375	1,903	12,750	8,278
6040 PROF MEM/DUES & FEES	-	100	100	200	200
6050 OFFICE SUPPLIES	262	750	488	1,500	1,238
6060 OFFICE EQUIPMENT	-	500	500	1,000	1,000
6080 ADVERTISING	200	-	(200)	-	(200)
6110 TELEPHONE/FAX	3,653	4,250	597	8,500	4,847
6130 COMPUTER HARDWARE	-	125	125	250	250
7000 HEAT	1,550	2,700	1,150	5,400	3,850
7010 ELECTRICAL	27,293	38,750	11,457	77,500	50,207
7020 WATER	6,274	12,500	6,226	25,000	18,726
7030 BLDG/FACILITY MAINT	2,682	2,500	(182)	5,000	2,319
7040 BLDG/FACILITY REPAIR	-	-	-	-	-
7060 BLDG/FACILITY RENOV	-	-	-	-	-
7080 PLANT MAINTENANCE	-	-	-	-	-
7110 SECURITY	-	4,250	4,250	8,500	8,500
7510 VEH/EQUIP REPAIRS	146	550	404	1,100	954
7530 VEH/EQUIP REPLACEMENT	10,220	12,500	2,280	25,000	14,780
7540 VEH/EQUIP RENTAL	1,962	7,500	5,538	15,000	13,038
8000 OPERATIONAL EQUIP	50,202	28,000	(22,202)	28,000	(22,202)
8010 OPERATIONAL MAT/SUPP	238,244	238,250	6	350,000	111,756
8020 MAINTENANCE EQUIP	49,207	40,000	(9,207)	40,000	(9,207)
8040 COMM EQUIP LINES (GPS)	5,344	5,000	(344)	10,000	4,656
8080 STREET LIGHTS	1,648	2,750	1,102	5,500	3,852
8090 UNIFORMS/CLOTHING	2,821	6,000	3,179	12,000	9,179
8100 PROFESSIONAL SERV	45	2,500	2,455	5,000	4,955
8110 CONTRACTS & AGRMNT	282,426	282,500	74	365,000	82,574
Total expended to date	\$ 1,625,107	\$ 1,685,600	\$ 60,493	\$ 2,976,699	\$ 1,351,592

Departmental

Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Buildings					
6000 WAGES/SALARIES	\$ 649,511	\$ 701,899	\$ 52,387	\$ 1,403,798	\$ 754,287
6010 BENEFITS	158,897	158,538	(359)	317,076	158,179
6020 TRAINING/EDUCATION	2,843	2,825	(18)	4,250	1,407
6030 TRAVEL/CONFERENCES	-	625	625	1,250	1,250
6040 PROF MEM/DUES & FEES	-	-	-	-	-
6050 OFFICE SUPPLIES	180	500	320	1,000	820
6060 OFFICE EQUIPMENT	1,305	1,550	245	2,500	1,195
6110 TELEPHONE/FAX	7,922	4,550	(3,372)	8,800	878
6130 COMPUTER HARDWARE	-	1,500	1,500	3,000	3,000
6140 COMPUTER SOFTWARE	-	3,250	3,250	6,500	6,500
7000 HEAT	23,263	50,000	26,737	100,000	76,737
7010 ELECTRICAL	182,431	253,750	73,247	507,500	325,069
7020 WATER	17,614	18,250	635	28,500	10,886
7030 BLDG/FACILITY MAINT	7,278	21,250	13,972	42,500	35,222
7040 BLDG/VACILITY REPAIR	-	-	-	100,000	76,217
7060 BLDG/FACILITY RENOV	23,783	50,000	26,217	203,000	104,333
7070 BLDG/FACILITY RENTAL	98,667	102,250	3,583	15,500	947
7080 PLANT MAINTENANCE	14,553	14,500	(53)	3,500	1,091
7100 MAINT. TOOLS/EQUIP	2,409	2,400	(9)	124,000	64,543
7110 SECURITY	59,457	62,000	2,543	36,500	7,974
7120 PROPERTY TAXES	28,526	28,500	(26)	2,500	2,233
7540 VEH/EQUIP RENTAL	267	1,250	983	2,500	2,500
8000 OPERATIONAL EQUIP	-	1,250	1,250	120,500	70,192
8010 OPERATIONAL MAT/SUPP	50,308	60,250	9,942	3,000	2,905
8020 MAINTENANCE EQUIP	95	1,500	1,405	4,000	2,122
8040 COMM EQUIP LINES (GPS)	1,878	2,000	122	6,500	3,511
8090 UNIFORMS/CLOTHING	2,989	3,250	261	80,000	49,419
8100 PROFESSIONAL SERVICE	30,581	40,000	9,419	250,000	199,268
8110 CONTRACTS/AGREEMENTS	50,732	125,000	74,268	2,500	2,500
8120 LEASES	-	1,250	1,250	1,000	1,000
8130 LICENSES/PERMITS	-	500	500	60,000	30,000
8150 GRANTS/SUBS TO ORG	30,000	30,000	-	-	-
Total expended to date	\$ 1,445,490	\$ 1,744,387	\$ 300,826	\$ 3,441,674	\$ 1,996,184

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

September 30, 20201

Recreation/Cultural Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 621,097	\$ 603,282	\$ (17,815)	\$ 1,206,566	\$ 483,963
6020 TRAINING/EDUCATION	17	8,000	7,983	16,000	15,983
6030 TRAVEL/CONFERENCES	6,383	12,500	6,117	25,000	18,617
6040 PROF MEM/DUES & FEES	1,107	1,750	643	3,500	2,393
6050 OFFICE SUPPLIES	1,865	3,000	1,135	6,000	4,135
6060 OFFICE EQUIPMENT	1,882	4,000	2,118	8,000	6,118
6080 ADVERTISING	18,002	35,000	16,998	70,000	51,998
6110 TELEPHONE/FAX	3,803	5,500	1,697	11,000	7,197
6120 PUBL./SUBSCRIPTIONS	54	100	46	200	146
6130 COMPUTER HARD/SOFTWARE	3,123	3,500	377	7,000	3,877
7070 BLDG/FACILITY RENTAL	17,512	15,333	(2,179)	15,333	(2,179)
8000 OPERATIONAL MAT/SUPPLY	68,836	87,500	18,664	175,000	106,164
8025 COMMUNITY EVENTS	125,975	167,500	41,525	335,000	209,025
8150 SCHOLARSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	39,999	39,999	0	356,562	316,563
8170 OPERATING GRANTS POLICY	270,470	270,470	0	500,500	230,030
Total expended to date	\$ 1,200,125	\$ 1,277,434	\$ 77,310	\$ 2,755,661	\$ 1,454,030

Departmental

Finance

Recreation/Cultural Services			Variance		Remaining
5031 PROGRAM REVENUE	\$ 24,000	\$ 24,000	\$ -	\$ 30,000	\$ 6,000
5034 FACILITY RENTALS	3,758	3,750	8	7,500	3,742
Total Revenue To Date	\$ 27,758	\$ 27,750	8	\$ 37,500	\$ 9,742

Departmental

Finance

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

	Actual September 30th, 2021	Budget September 30th, 2021	Variance September 30th, 2021	Total Annual Budget 2021-2022
Revenue				
Operating:				
Metered Sales	9,787,928	9,609,309	178,619	19,218,618.97
Public Fire Protection	3,538,196	3,538,196	-	7,076,391.00
Interest on Overdue Accounts	297,829	175,000	122,829	350,000.00
Other Operating Revenue	2,933	33,000	(30,067)	66,000.00
Total Operating Revenue	13,626,886	13,355,505	271,381	26,711,010
Expenditures				
Operating Expenses				
Source of Supply	233,277	266,070	32,793	532,140.18
Power and Pumping	813,534	981,321	167,787	1,962,642.17
Water Treatment	2,056,608	2,425,022	368,414	4,850,044.00
Transmission & Distribution	2,474,008	2,431,504	(42,504)	4,863,008.15
Administration & General	1,449,568	1,664,164	214,595	3,328,327.00
Depreciation	1,925,000	1,925,000	-	3,850,000.00
Taxes	994,098	1,010,150	16,052	2,020,300
Total Operating Expenses	9,946,093	10,703,231	757,137	21,406,462
Operating Profit/(Loss)	3,680,793	2,652,274	1,028,519	5,304,548

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

Non Operating Revenue	Actual September 30th, 2021	Budget September 30th, 2021	Variance September 30th, 2021	Total Annual Budget 2021-2022
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amorization of Deferred Capital contribution	164,016	140,586	23,431	281,171
Total Non Operating Revenue	164,016	140,586	23,431	281,171
Non Operating Expenses				
Short term interest charges	101,015	101,015	0	202,030.00
Debt Charges				
Principal	1,782,250	1,782,250	0	3,564,500.00
Interest	516,313	532,921	16,608	1,065,842.00
Amortization of Debt Discount	16,273	16,000	(273)	32,000.00
Capital Expenditures out of operations	625,000	625,000	(0)	1,250,000.00
Total Non Operating Expenses	3,040,850	3,057,186	16,336	6,114,372
Non- Operating Profit/(Loss)	(2,876,834)	(2,916,601)	39,766	(5,833,201)
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	13,790,903	13,496,090	294,812	26,992,181
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	12,986,944	13,760,417	773,473	27,520,834
CBRM WATER UTILITY PROFIT/(LOSS)	803,959	(264,326)	1,068,285	(528,653)

Prepared by Amanda R. Carroll
Review by _____
Date _____

Port of Sydney Development Corporation

September 30, 2021 Income Statement

	This Year Actual	This Year Budget	Variance to Budget	Annual Budget
Wharfage and Berthage	196,240.95	158,220.60	38,020.35	360,941.00
Event Revenue	19,851.16	37,500.00	(17,648.84)	48,400.00
Miscellaneous Revenue	5,293.16	1,150.00	4,143.16	4,850.00
Storage and Rental	87,422.94	84,409.48	3,013.46	133,817.00
Passenger tax	0.00	0.00	0.00	0.00
Security/Traffic Control	28,549.34	26,689.25	1,860.09	57,465.00
Government Grants	76,022.42	10,000.00	66,022.42	20,000.00
Craft Market Revenue	0.00	0.00	0.00	0.00
	<u>413,379.97</u>	<u>317,969.33</u>	<u>95,410.64</u>	<u>625,473.00</u>
Wages	242,693.02	257,953.42	(15,260.40)	515,906.89
Benefits	47,335.23	50,443.56	(3,108.33)	100,887.11
Professional Fees	91,390.00	22,750.00	68,640.00	35,200.00
Advertising & Promotions	4,492.11	6,560.00	(2,067.89)	10,610.00
Cruise Activities	(1,283.48)	10,900.00	(12,183.48)	17,650.00
Dues & Membership Fees	3,648.95	23,704.00	(20,055.05)	39,226.00
Event Expense	89.76	0.00	89.76	2,600.00
Insurance	23,731.28	20,400.00	3,331.28	53,300.00
Interest & Bank Charges	1,931.88	1,770.00	161.88	3,270.00
Office & Admin	1,950.81	4,021.00	(2,070.19)	7,787.00
Office Rent	26,160.00	26,160.00	0.00	52,320.00
Miscellaneous	905.00	2,100.00	(1,195.00)	4,200.00
Repairs & Maintenance	43,728.85	58,345.00	(14,616.15)	124,331.00
Repairs -JHCP	5,245.80	10,000.00	(4,754.20)	10,000.00
Travel	4,353.98	2,000.00	2,353.98	4,000.00
Utilities	52,503.81	70,440.00	(17,936.19)	157,880.00
Bad Debts	1,610.00	500.00	1,110.00	1,000.00
Security Expense	18,733.69	21,997.00	(3,263.31)	43,326.00
Leasehold Improvements	0.00	10,000.00	(10,000.00)	10,000.00
	<u>569,220.69</u>	<u>600,043.98</u>	<u>(30,823.29)</u>	<u>1,193,494.00</u>
	(155,840.72)	(282,074.65)	126,233.93	(568,021.00)
Less Amortization	<u>(199,999.98)</u>	<u>(199,999.98)</u>	0.00	<u>(400,000.00)</u>
	<u>(355,840.70)</u>	<u>(482,074.63)</u>	<u>126,233.93</u>	<u>(968,021.00)</u>

