

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, JULY 14, 2020

9:00 A.M.

***NOTE START TIME**

**VIA
VIDEO/TELECONFERENCING**

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Cape Breton Regional Municipal Council

Council Meeting

Tuesday, July 14, 2020
9:00 a.m.

Via
Video/Teleconferencing

AGENDA ITEMS

Roll Call

1. **APPROVAL OF MINUTES:** (Previously Distributed)

- General Committee – March 3, 2020
- Council - June 23, 2020

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

3. **PROCLAMATIONS & RESOLUTIONS:**

3.1 **Hiroshima Day – August 6th, 2020:**

Councillor Amanda McDougall (See page 7)

3.2 **Proclaim the Good:**

Councillor Earlene MacMullin (See page 8)

3.3 **Narcotics Anonymous in person recovery meetings in Nova Scotia:**

Councillor Earlene MacMullin (See page 9)

3.4 **Rededicate the BayPlex as The Miners Forum:**

Councillor Darren Bruckschwaiger (See page 10)

4. **PRESENTATIONS:**

4.1 **Destination Cape Breton Association Update:** Spokesperson Mr. Terry Smith, CEO (See page 11)

4.2 **CBRM / ACAP Cape Breton Eco-Partnership 2020-21 Work Plan:** Spokesperson Ms. Amanda McDougall, CEO (See page 19)

5. **PLANNING ISSUE:**

5.1 **FINAL APPROVAL – PUBLIC HEARING:**

a) **Municipal Planning Strategy and Subdivision By-law Text Amendment – Application 1073:**

Public Hearing to consider the proposed amendments to the Municipal Planning Strategy and Subdivision By-law as outlined in the staff report dated July 7, 2020. Karen Neville, Senior Planner (See page 54)

6. **BUSINESS ARISING:**

6.1 **Council Meeting – June 23, 2020:**

a) **Renaming of Cornwallis Street, Sydney:** Karen Neville, Senior Planner (See page 65)

6.2 **Council Meeting – June 9, 2020:**

a) **Winter Operations Strategy Review:** Ray Boudreau, Senior Manager of Public Works (See page 67)

b) **Renaming Harbourview Drive, Sydney River, District #4:** Kristen Knudskov, Planner (See page 69)

c) **Procurement Policy Changes:** Adam MacNeil, Manager of Finance (See page 74)

Continued...

BUSINESS ARISING (Cont'd):

Council Meeting – June 9, 2020 (Cont'd):

- d) **Proposed Amendments to Various CBRM Policies:**
Deborah Campbell Ryan, Municipal Clerk (See page 99)
 - i. Committees RC4 Policy: (See page 100)
 - ii. Council Agenda Policy: (See page 111)
 - iii. Rules of Order RC1 Policy: (See page 118)

6.3 Council Meeting – May 26, 2020:

- a) **Alternative Voting (electronic) by Telephone or Internet for the 2020 Municipal and CSAP Elections – Updated Report:** Deborah Campbell Ryan, Municipal Clerk/Returning Officer (See page 128)

6.4 Council Meeting – April 7, 2020:

- a) **Homeless and Vulnerable Citizen Supports:**
 - i. Extension Request – Staff Issue Paper: Jennifer Campbell, Chief Financial Officer (See page 132)
 - ii. Letter From Doctor Monica Dutt to CBRM Council – Access to basic services during and after COVID-19: (See page 137)
 - iii. Mayor Clarke’s Response to Doctor Dutt, Community Partners and letters to Minister Porter and Minister Mombourquette: (See page 142)

6.5 General Committee – March 3, 2020:

- a) **Funding Request - East Coast Music Association:** Jennifer Campbell, Chief Financial Officer (See page 145)

7. CORPORATE SERVICES ISSUES:

- 7.1 C.B. Regional Fire & Emergency Services, Fleet Maintenance Facility:** Fire Chief Michael Seth, Director of Fire & Emergency Services (See page 150)
- 7.2 CBRM Public Wi-Fi Initiative:** John MacKinnon, Deputy Chief Administrative Officer (See page 153)
- 7.3 Seton School Repurpose:** Marie Walsh, Chief Administrative Officer (See page 169)

8. COUNCILLOR AGENDA REQUESTS:

- 8.1 Management of Rail Trail by CBRM:** Councillor Darren Bruckschwaiger (See page 170)
- 8.2 Role of Community Stakeholder Committee - Rail Trail:** Councillor Amanda McDougall (See page 171)

ADJOURNMENT

Proclamation

Hiroshima Memorial Day – August 6th, 2020

WHEREAS: August 6th, 2020, marks the 75th Anniversary of the devastation that took place in the city of Hiroshima that was destroyed by atomic bombs, and;

WHEREAS: hundreds of thousands of civilians died in this attack and many more thousands have suffered and are suffering from the burns and diseases resulting from these bombs, and;

WHEREAS: today's nuclear arsenals are equal in their destructive power to more than one million Hiroshima's; and

WHEREAS: the peoples of the world will not be secure until the arms race is halted and threat of nuclear war eliminated;

**BE IT THEREFORE
RESOLVED:**

that Mayor Cecil P. Clarke and Council of the Cape Breton Regional Municipality proclaim August 6th, 2020 as "***Hiroshima Memorial Day***" here in the Cape Breton Regional Municipality. A day to remember the devastation of the Hiroshima in 1945, and to renew our commitment to ensuring freedom from the threat posed by nuclear weapons, here and everywhere.

Councillor Amanda MacDougall – CBRM District #8

July 14th, 2020

Resolution
Proclaim the Good

WHEREAS:

we entered May 2020 with citizens experiencing a lot of stress, grief and despair with the news cycle full of bad news about terrible events; and

WHEREAS:

people needed a reminder of the good that surrounds us so, Proclaim the Good #CBRMProud was born where every day in May a spotlight was put on the positive people, organizations and/or businesses within our community who were contributing positively to our wellbeing and safety during this global pandemic; and

WHEREAS:

the public was asked to nominate those among us doing good deeds and helping people, be they neighbours or strangers; and

WHEREAS:

the response was incredible with more nominations coming in than days in May so, Proclaim the Good wrapped on June 01 being proclaimed Community Spirit Day, to say thank you to all who are making life a little easier and a lot brighter during this difficult time.

**BE IT THEREFORE
RESOLVED:**

that Mayor Cecil P. Clarke, and Council thank citizens for their contributions, actions, and good deeds during the pandemic and proclaim the 32 "Proclaim the Good" #CBRMProud proclamations.

Councillor Earlene MacMullin
Tuesday, July 14, 2020

Resolution

Narcotics Anonymous in person recovery meetings in Nova Scotia

WHEREAS:

On May 29, 2020 the Public Health Agency of Canada stated “there is an increasing concern about a range of unintended negative consequences of the pandemic response. Among these is the impact on the ongoing public health crisis of opioid-related overdose deaths and problematic substance use in Canada” They continue to say, “While it remains vital to keep up public health measures to protect Canadians from COVID-19, we must find ways to maintain lifesaving supports, including treatment and harm reduction services, for loved ones and members of our communities who use drugs.”; and

WHEREAS:

12-step programs like Narcotics Anonymous provide a lifeline to people in recovery. Face-to-face supports and interactions remain a pillar to the success of these programs. Lack of such interactions for individuals have resulted in relapse and in some cases overdose and even death; and

WHEREAS:

There are approximately 102 NA groups within the Atlantic provinces with half of those groups located in Nova Scotia. With the requirements of social distancing these face-to-face interactions, have been forced to cease. With meetings taking place virtually and technology being the answer for some, all people do not have access to these means. Our homeless and vulnerable population once again are left struggling as well as many residents located within areas of our region with no access to internet services or who simply cannot afford it; and

WHEREAS:

Connection and community are imperative to harm reduction for individuals as addiction is very much a disease of isolation leaving individuals to think there is no help and that they really are alone. It is the duty of CBRM to ensure our residents and their families know they are not alone and that we as a municipality are on side.

**BE IT THEREFORE
RESOLVED:**

That Mayor Cecil P. Clarke and CBRM Council write a letter to the Nova Scotia Minister of Health, the Honorable Randy Delorey, copying MLA Bain, MLA Comer, MLA Coombes, MLA Mombourquette and MLA Ryan to advocate for Narcotics Anonymous in person recovery meetings be deemed essential. In addition, request the Province provide these groups with proper guidance on how these meetings can take place as safely as possible on an ongoing basis and as we prepare for the second wave of the pandemic.

Councillor Earlene MacMullin
July 14, 2020

Resolution

Rededicate the BayPlex as The Miners Forum

WHEREAS: a community recreation complex, named the Glace Bay Miners Forum, was opened in the former town in 1939; and

WHEREAS: it was more than a rink that hosted countless hockey practices and games, as residents also flocked there for boxing events, horse shows, concerts, dances, labour rallies and the memorial for the men lost in the number 26 colliery explosion; and

WHEREAS: the old Forum was eventually replaced with the BayPlex in the 1990s and it too was well used by the community, needing significant upgrades by 2017; and

WHEREAS: the Miners Forum meant so much to so many it seems appropriate to pay tribute to its significance and place in Glace Bay history.

**BE IT THEREFORE
RESOLVED:**

that Mayor Cecil P. Clarke, and Council of the Cape Breton Regional Municipality, at the request of the Glace Bay Minor Hockey Association and United Mine Workers of America, rededicate the BayPlex recreation complex as The Miners Forum.

Councillor Darren Bruckschwaiger
Tuesday, July 14, 2020



Presentation to Cape Breton Regional Municipality

Pandemic Initiatives

#CapeBretonTakeOut
Great local eats, delivered.
Get takeout tonight!

CapeBretonTakeOut.ca

66 participating food operators

Cape Breton Island
Sponsored

Looking for a gift for an upcoming birthday or graduation? Purchase Gift Cards today to use when it is safe to do so and look [See More](#)

Give the Gift of Tourism

VISITCAPEBRETON.COM
Give the Gift of Tourism
Covid-19 updates are also availab... [LEARN MORE](#)

33 participating operators

Cape Breton Island
Published by Adam Hill on June 8 at 10:48 AM

Our final Day of Thanks, brought to you by the Cape Breton Regional Municipality.

Thanks to Shauna Marshall! Shauna works every day on the front lines at the Strait Richmond Hospital as an LPN. To show appreciation for everything she does, she is receiving experiences from the Minor's Daughter Restaurant and A Boat to Sea Bed and Breakfast. Thank you for being there for your Island!

Destination Cape Breton and partners will be recognizing essential service providers who work... [See More](#)

'Shauna works everyday on the front lines as an LPN at the Strait Richmond Hospital.'
-Morgan B...

37 essential service providers

Gift cards from 63 operators

The Recovery Picture



Demand

- Pent-up demand with limited options
- Some reluctance to travel for safety reasons



Supply

- Gathering limits and social distancing
- Events cancelled
- Cruise shutdown
- Small number of operators not opening



Economy

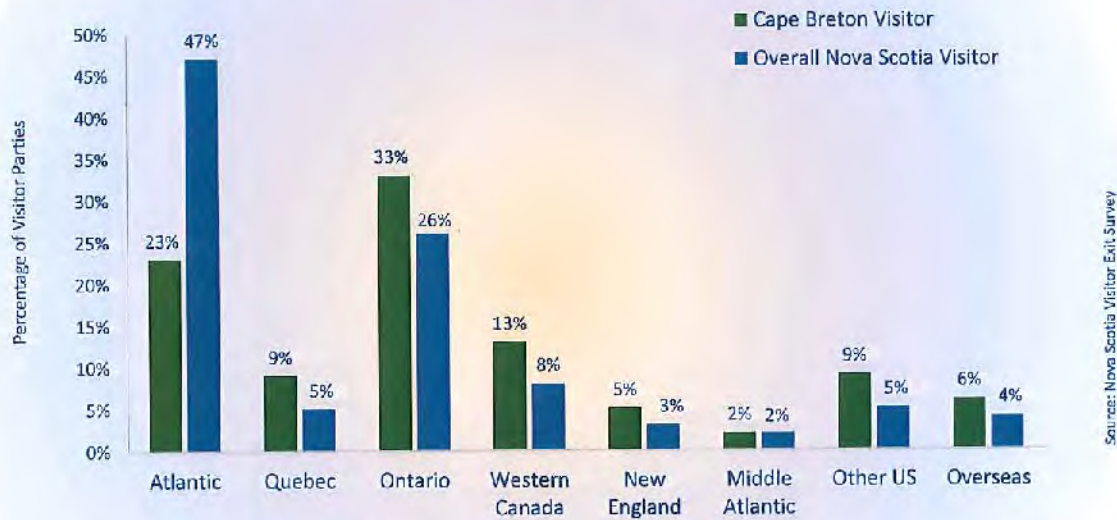
- Impact on disposable income
- Savings impacted

- Atlantic bubble soon; rest of Canada by 3rd week of July
- Nova Scotians spend \$990 M on travel inside province and \$800 M outside province

Major Events & Conferences Calendar 2020-21

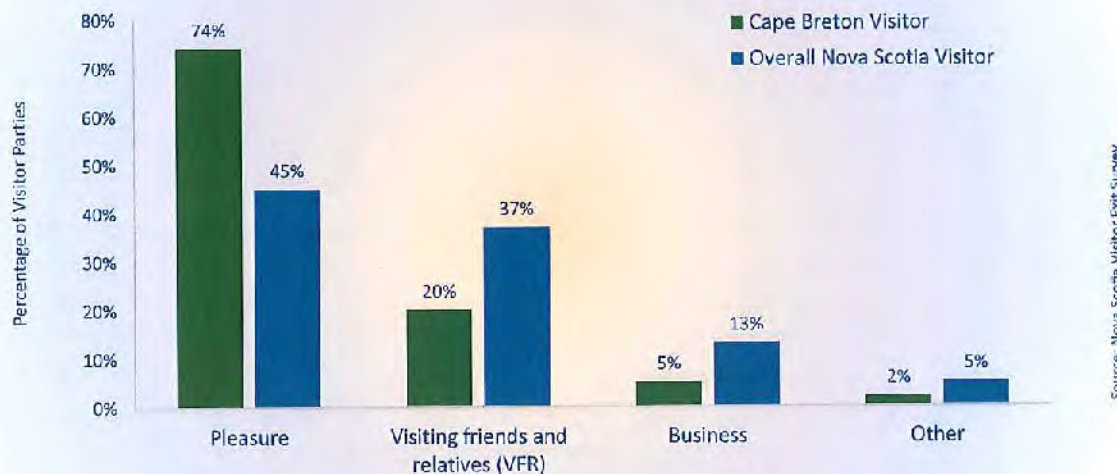
Event	Timing	Est. Room Nights
IIHF Women's Worlds 2020 Japan Training Camp	March 2020 – POSTPONED	150
Canadian National Darts Championships – Youth	May 2020 – CANCELLED	300
Nova Scotia Federation of Municipalities Conference	May 2020 – CANCELLED	400
International Association of Psychology Language Learning Conference	June 2020 – POSTPONED	600
Canadian National Darts Championships – Adult	June 2020 – CANCELLED	1,300
Hike Nova Scotia Summit	June 2020 – POSTPONED	600
Canadian National Senior Little League Baseball Championship	July 2020 – CANCELLED	
Canadian National Senior Men's Baseball Championship	August 2020 – POSTPONED TO 2022	700
Royal Legion National Youth Track & Field	August 2020 – CANCELLED	2,000
Celtic Colours International Festival	October 2020 – ONLINE FOR THIS YEAR	
U SPORTS National Women's Soccer Championship	November 2020	650
Nova Scotia Music Week	November 2020 – POSTPONED TO 2022	800
Vince Ryan Hockey Tournament	March 2021	
Telus Cup	April 2021 – LIKELY POSTPONED to 2022	1,200
East Coast Music Awards	April 2021	1,250
STIHL Timbersports Championships	July-August 2021	225
Mobility Cup International Regatta	August 2021 – LIKELY POSTPONED to 2022	200
Music Tourism Convention	October 2021 – POSTPONED to 2022	1,000
Council for the Development of National Development Officers (CANDO) National Conference	October 2021	1,500

Visitor Origins



77% of our visitors are from out of region in a typical year.
22% of typical market likely not able to visit this year.

Trip Purpose



We are a pleasure travel destination – a good position when there are limited vacation options.

Marketing Strategy



Experience Focus

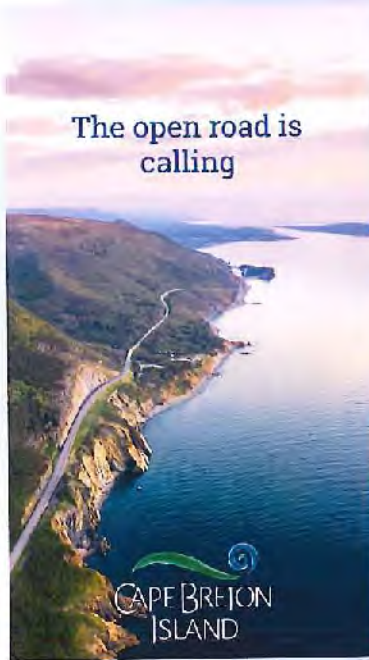
Main Motivators

- Cabot Trail
- Outdoor (Hiking, Kayaking, Biking, Beaches, etc.)
- Culinary
- Eventually: Cultural and Historical Experiences*

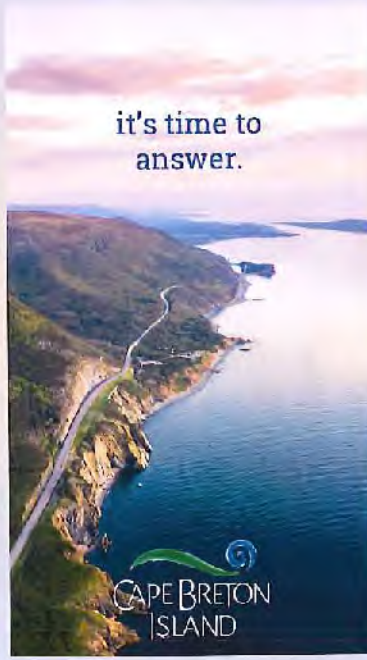
Niche Categories

- Golf
- Motorcycling
- Boating
- Fishing

Maritimes Message



1

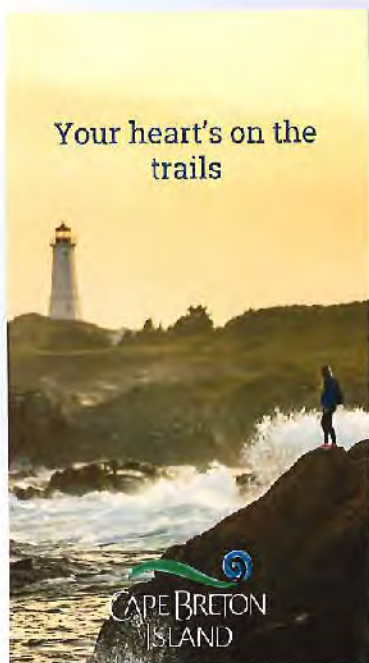


2



3

Staycation Message



1



2



3

The Path to Purchase

DREAMING

Digital Marketing
 Display
 YouTube
 Social

Content (Hero)

Hero video
 Influencers

TV

Regional

PLANNING

Digital Marketing
 Category search
 Re-marketing
 Social

Content (Hub)

Locals blogs
 Experience videos
 List-style content
 Operator listings

BOOKING

Digital Marketing
 Branded search
 Re-marketing
 Social

Content (Help)

Locals blogs
 Itineraries
 Packages
 FAQ

EXPERIENCING

Content

User-generated (UGC)
 Reviews

Collateral Material

Map



Partnership in development with Tourism Nova Scotia – complementary to the provincial strategy.

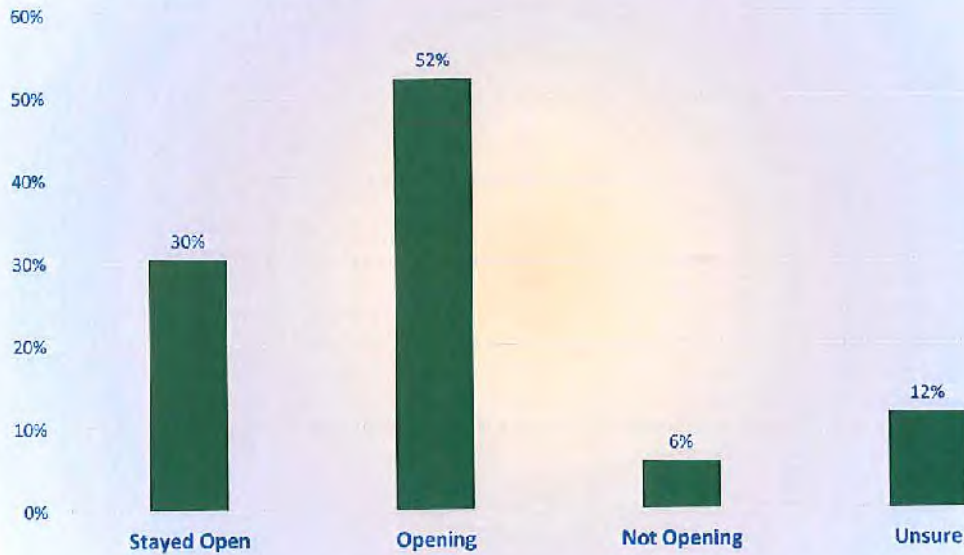


Influencers



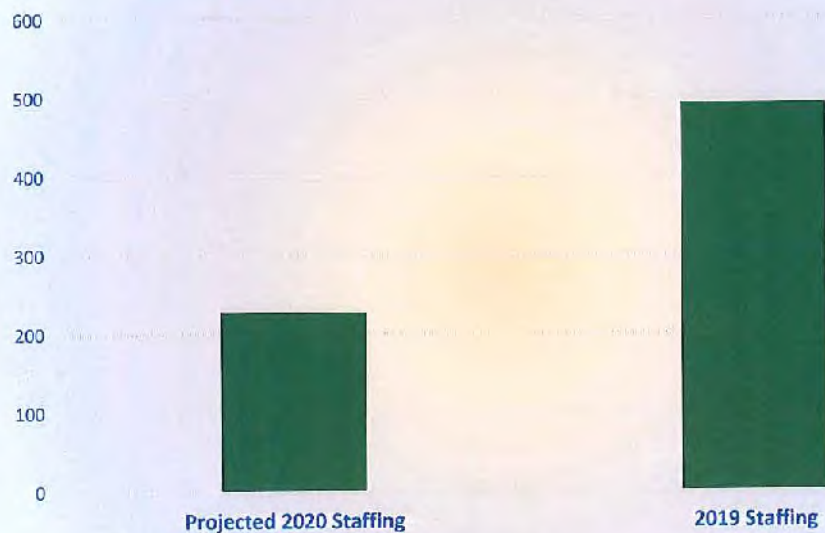
- **Choose Your Adventure** – A for Adventure exploring the Island’s regions, except the Cabot Trail
- **Hidden Gems** – highlighting lesser known places around the Island
- **Alex MacLean / East Coast Lifestyle** – partnership with Breton Air

CBRM Operator Opening Plans



Out of 69 operators surveyed in the CBRM, 82% are planning to be open for the season.

CBRM Operator Employment Projection



Overall, CBRM tourism operators indicated they are forecasting a 54% decline in employment levels.



CBRM Grant to CBRM

Cape Breton Island 2030 Strategy

- Major focus areas in CBRM:
cultural tourism, events, marine tourism, culinary
- Cluster development

Visitor Information Centres

- Sydney
- Louisbourg

Events Cape Breton

- New events strategy
- Focus on creation, innovation and attraction

Product Innovation

- Lobsterlicious
- Experience development



Questions?

CBRM/ ACAP CAPE BRETON ECO-PARTNERSHIP

2020-21 WORK PLAN



ACAP CB/CBRM ECO-PARTNERSHIP 2020

For a close to a decade ACAP Cape Breton and the Cape Breton Regional Municipality have been engaged in a productive and important eco-partnership. The knowledgeable and experienced team at ACAP Cape Breton are leaders in environmental community engagement and education and have successfully delivered 10 years of education and experiences to the residents of CBRM.

Our work plans and deliverables within are carefully developed with CBRM staff to ensure that all material reflects the mandate and goals set out by the CBRM. Because of this work, residents have a stronger sense of why it is important to conserve water, understand the importance of our watersheds, how our drinking water is treated, what happens when you send water down the drain and the implications of litter on our wider environment. We know how much the community values this education and we are truly grateful for this longstanding eco-partnership that allows us to do such meaningful work.

In addition to the Water Conservation, Source Water Protection, Wastewater and Trashformers work plans we have developed with staff for 2020, we are excited to explore how our eco-partnership can expand to deliver community based climate and environmental action and play a role in the review and development of a new CBRM Municipal Planning Strategy. 2020 is definitely the year of action and we are proud to do so alongside our partners at the CBRM.

AMANDA MCDUGALL
Executive Director

WATER CONSERVATION



Water Conservation Eco-Partnership Work Plan 2020-21

By ACAP Cape Breton



ACAP Cape Breton and the CBRM Water Utility have been part of a mutually beneficial eco-partnership for over ten years! Through this partnership, we have increased public awareness of water issues within our municipality. This public knowledge has resulted in changes in the behaviour of residents of all ages in our communities.

Over the last year ACAP has attended numerous events including the annual Water Fun Fair, the Makin' Waves concerts, and the Lumiere Festival. We have visited with schools and community groups such as Girl Guides and Boy Scouts and made many public appearances with our mascot Tappy. We successfully hosted another World Water Day event which was a week long celebration that included Tappy visits to free skates in each community in the CBRM and displays of the annual poster contests posters around the CBRM. We launched our annual I ♥ CBRM Tap Water Poster Contest, an art contest at CBU, created new messaging of "With Water Comes...", accepted many low flow toilet rebates, and shared knowledge across our social media platforms.

Over the next year, we will aim to bring new energy, creativity, and knowledge to events and continue to be a presence and knowledge base for water conservation efforts in the community. This year we will focus on continuing to strengthen our presence in the community by attending events such as the Water Fun Fair, Makin' Waves, and races around the CBRM. We will continue to highlight the I ♥ CBRM Tap Water and With Water Comes... messages both out in the community and on social media. We will be delivering our newly developed middle school curriculum, and will celebrate Tappy's tenth birthday!

Water in Schools

ACAP will continue to encourage and promote the use of all curricula based educational resources, increase educational reach, and facilitate hands on learning in the classroom on water related topics. All activities will be linked to the N5 Department of Education curriculum. This will include:

- Creating an informational newsletter for teachers and support staff highlighting educational resources and materials – to be sent out twice a year.
- Tap to the Class programming
- Middle school programming promotion and delivery
- Distribution of the new educational resources brochure

Water in Schools	Budget
Resource Distribution	\$1,000
Class Programming	\$4,000

Pre-school & Primary Programming

We will build on the success of the programming and provide ready-to-use resources to pre-school facilities in order to conduct water conservation programming by:

- Delivering the programming to at least 5 pre-school groups
- Distributing Tappy Story Sacks at all pre-school related presentations
- Ordering and distributing the Tappy-themed activity booklets at all presentations

Pre-school & Primary Programming	Budget
Resource Distribution	\$1,500

Water in the Community

Hands-on, experiential learning in relation to water related topics will be facilitated in the community. Thoughtful discussion about local water related issues in the community will also be encouraged. This will be achieved by:

- Facilitating the programming at a minimum of 6 community groups, while ensuring that Girl Guides and Boy Scouts can earn badges within their organization’s frameworks*
- Working with Cape Breton Road Runners and attending some races with our hydration station*
- Developing a Lumiere exhibit to include Water Conservation messaging*
- Having a presence at CBRM Makin’ Waves concert series*
- Having a presence at the Capers in the Community events*
- Sanitation equipment in accordance with Nova Scotia OHS/LAE standards

Water in the Community	Budget
Community Events (Lumiere, Makin’ Waves)*	\$2,000
Sanitation Equipment (dishwasher, dish detergent)	\$1,200

Tappy & I ♥ CBRM Tap Water Branding

The following activities will help to increase the awareness and recognition in the CBRM of Tappy the Water Drop mascot and the I ♥ CBRM Tap Water branding by targeting children and youth with the following activities.

- Tappy appearances at special and community events where children are present*
- Tappy visits to seniors homes and events*
- A mulch event at the South End Community Garden will be planned and held at which the key messaging will focus on water conservation and will include a Tappy appearance*
- New Tappy accessories will be purchased to add to the new Tappy theming (Tappy Gets Active, Tappy’s 10th Birthday, etc.)
- Ordering and distributing Tappy swag items (bookmarks, stickers, tattoos, etc.)
- The “With Water Comes…” messaging will be shared in the community, on social media, and with Tappy visits
- Strengthen the “With Water Comes…” messaging with the new messaging of “Tappy Gets Active”
- Designing and ordering swag items to give away at events such as Canada Day, Makin’ Waves, and World Water Day
- A birthday celebration for Tappy’s 10th birthday, in the form of multiple events and appearances*

Tappy & I ♥ CBRM Tap Water Branding	Budget
Mulch Event*	\$1,500
Tappy Accessories	\$1000
Swag Items	\$6,000
Birthday Celebration events*	\$2,500

10th Annual Canada Day at Petersfield Park – Tappy’s 10th Birthday*

The importance of Water Conservation and ways this can be achieved/practised will be shared with hundreds of attendees. We will also use the event to celebrate Tappy’s 10th Birthday. These objectives will be achieved by:

- Developing new interactive activities to educate attendees on source water issues, water conservation, and Tappy’s birthday celebration to be used at the annual Canada Day celebration at Petersfield Park. Activities will be developed for both indoor and outdoor venues, reflecting on last year.
- Securing space, promotion space in the event flyer, and all other logistics by liaising with the CBRM Rec Department
- Purchasing additional materials, supplies, and other equipment as needed
- Designing and developing signage
- Designing and developing a Tappy-themed item to give away
- Promoting the event through social media

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Ongoing Programs and Value Added

These activities will build on ACAP’s proven track record in public education, event management, and community engagement by incorporating Water Conservation messaging in our everyday activities.

- ACAP CB will act as a water education conduit at relevant community events
- All aspects of the low flow toilet rebate program, including administrative duties, responding to enquiries, maintaining a database of participants, collecting applications, and forwarding applications to CBRM staff
- ACAP will continue to promote and distribute all educational resources that have been developed

Ongoing Programs and Value Added	Budget
Resource Distribution	\$1,500

* - Due to the on-going Covid-19 situation some deliverables may need to be revisited and alternative activities developed.

Budget and Contract Management

Deliverable	Budget
Resource Distribution	\$5,500
Class Programming	\$4,000
Community Events	\$2,000
Sanitation Equipment	\$1,200
Mulch Event	\$1,500
Tappy Accessories	\$1,000
Swag Items	\$6,000
Birthday Celebration Events	\$2,500
Tappy Themed Swag Item	\$4,000
Television Commercial/YouTube Ad	\$4,000
WWD Event	\$1,000
Poster Contest Prizes	\$700
Awards Ceremony	\$500
Calendar	\$3,000
Project management	\$30,500
	Project management Including +2.4% CPI increase
	\$31,232
Total	\$70,732

Quarterly Meetings

To ensure effective communications and fulfilled expectations, quarterly meetings between both parties will be held in the 1st, 2nd and 3rd quarters.

We are open to revisiting our reporting framework to incorporate other means of reporting and accountability.

AMMENDED BUDGET AS PER COVID-19

Because of COVID-19 some deliverables are no longer able to be met due to restrictions, social distancing and the cancellation of public events. Many adjustments are being made to offer educational materials and public engagement via virtual experiences and other creatives methods. We have worked with CBRM staff to reflect those limitations with the following reductions;

Removal of entire community events related budget line.

-\$2,000.00

Cancellation of Community Mulch event that was intended to teach residents how to reduce water usage in lawn and garden upkeep.

-\$1,500.00

Canada Day at Petersfield costs associated with Water Conservation activities removed entirely as event was cancelled.

- 1,500.00

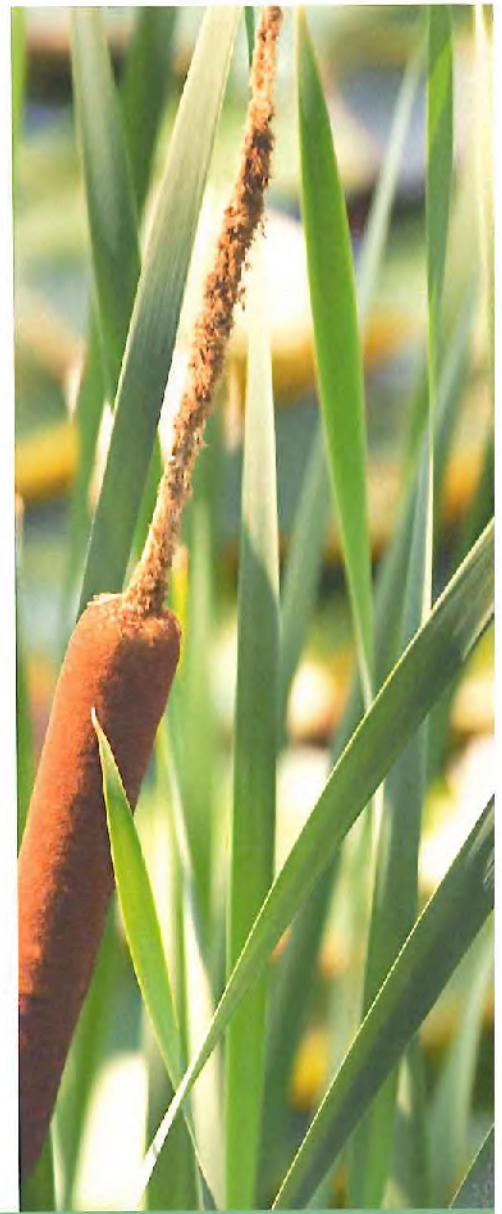
Because of overall cancellation of community events and festivals there is no need to purchase Tappy or other Water Conservation swag and giveaway items for the public.

-\$800.00

Total reduction: **-\$9,000.00**

Revised SWP Budget: \$61,732.00

SOURCEWATER PROTECTION



Eco-Partnership Work Plan 2020-21

For CBRM Water Utility - Source Water Protection
By ACAP Cape Breton



Helping residents make the connection from the source to the tap has been the focus of our eco-partnership and building and maintaining those valuable connections remains our central goal. In our 2020/21 work plan this connection will be promoted through two streams of outreach that get residents of all ages outdoors, whether into their local source water areas or out making discoveries in their schoolyards.

First, to build awareness of the importance of source water protection, six watershed walks will be hosted – one near each water source - under the themes of citizen science and reconciliation. Data sheets will be developed and made available online, and iNaturalist software will be used to record species occurrences in CBRM source watersheds. Outreach to local First Nations communities and elders will aim to have multiple walks hosted by Mi'kmaw knowledge holders.

Watershed Explorers and developed educational resources will be utilized to get students out into source watersheds and schoolyards. Watershed Explorers, *Make a Splash* and *Tap to the Class* programming will continue to be promoted and delivered, with the addition of the newly developed middle school curriculum.

The watershed research portion of this work plan comprises two main branches of effort: forest management and aquatic biomonitoring. Both programs are designed to gather baseline data to inform source watershed management.

As ACAP enters into its 28th year, our focus is on helping people realize their inherent connections with the environment. Immersing individuals in the outdoors allows them become familiar with local ecosystems and helps them to develop a sense of place in the environment. Familiarity and connection are central to nurturing stewardship. It is our goal to encourage CBRM residents to explore their source watersheds so they are motivated to *Protect the Source!*

As we embark on a new year of eco-partnership, the current COVID-19 pandemic presents certain challenges for our education program. The future is uncertain in terms of how long the state of emergency will last, when social distancing and gathering restrictions will be lifted, and when schools will reopen. In light of this uncertainty, we have incorporated some back-up plans into our work plan for this year. They are noted throughout the document by an asterisk*.

Water in Schools

Objectives

The objectives of this deliverable focus on bringing source water protection messaging into classrooms, providing students with hands on learning opportunities in local watersheds, and promoting the use of all curricula-based educational resources developed to date with educators in the CBVRCE. *If necessary, digital content will be prepared to deliver virtual Watershed Explorers experiences, curriculum, and activities to share with classrooms if in-class visits and field trips are not possible.

Activities

- Create an informational newsletter for teachers and support staff highlighting educational resources and materials, including an advertisement for Watershed Explorers.
- Create an end-of-the-year notice for schools in the CBRM to remind teachers to book field trips for the autumn months, and class visits any time during the school year.
- The Watershed Explorers program will continue to be promoted, which includes a field trip to a local water source with on-site, curriculum-based activities.
- The newly developed middle school curriculum, *Healthy Water, Healthy Communities*, will be piloted and delivered.
- The newly developed watershed and wetland Tappy themed educational materials and activities will be piloted and delivered.
- The *Make a Splash* and *Tap to the Class* programs will continue to be delivered.
- The *Geology Lesson Plan* will be further developed and promoted.
- The revamped educational resources brochure will be distributed to schools in the CBRM.

Water in the Schools	Budget - \$4,000.00
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Water in the Community

Objectives

The objectives of this deliverable focus on the facilitation of hands-on, experiential learning in the community on water related topics. This includes ensuring that Girl Guides and Scouts are eligible to earn a badge upon attending a Water in the Community session, encouraging thoughtful discussion about local water-related issues in the community, and introducing residents to their water sources by taking advantage of public interest in physical activities. *Virtual Watershed Walks, video content, interactive activities, and opportunities to earn Guides/ Scout badges will be prepared and shared with the community if gatherings and community group visits are not possible. If restrictions do not allow residents to visit local watersheds, online profiles of organisms and occurrences will be shared to familiarize the public with life in the watersheds.

Activities

- The Watershed Explorers program will be made available to community youth groups such as Girl Guides, The Young Naturalist Society, etc.
- The newly developed watershed and welland Tappy themed educational materials and activities will be made available to community groups.
- Tappy's Birthday celebration in a local watershed! *Can be video event if necessary.
- Six watershed walks will be hosted under the themes of citizen science and reconciliation. One walk will be held at each source – Middle Lake wellfield, Kilkenny Lake, Waterford Lake, Pottle Lake, Kelly Lake, and MacAskills Reservoir. These watershed walks will provide a deep interaction for participants with the source water ecosystem for each community. We will introduce data sheets to help participants become familiar with identification of various organisms and encourage them to post their images on iNaturalist to provide research grade IDs. A "Project" in iNaturalist will be created to house the source watershed areas (iNat. "places") and to collect species data. Data sheets will be available online so that residents or community groups can access them and continue to collect data independently. An additional focus to the watershed walks will be to aid reconciliation by providing a platform for Mi'kmaw knowledge holders to share stories and ways of knowing. In order to build these valued relationships we will reach out local First Nations communities and elders in hopes that we may offer something of value to them in return.
- A debrief document will be sent to the Watershed Coordinator summarizing each Watershed Walk.
- A short film will be produced over the fiscal year (2020- 2021) that documents the year of Watershed Walks in CBRM source water areas (OR a branded social media ad, YouTube video, commercial, etc.).
- ACAP CB will house and maintain WetPro water monitoring equipment and make it available to volunteers.

Water in the Community	Budget - \$12,820
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Source Watershed Monitoring

Objectives

Through the Forest Management program, we aim to assist with monitoring the overall health of the forests that actively filter our municipal drinking watersheds by observing the presence and movement of compounds through the canopy and into the substrate. The Aquatic Biomonitoring program aims to monitor the quality of habitat in streams within source watersheds to inform watershed management efforts.

Activities

- Run Forest Management program within all five municipal watersheds.
- Visit all five watersheds to retrieve rainfall and throughfall samples from established collection points following heavy rainfall events.
- Run the Aquatic Biomonitoring program by carrying out CABIN sampling in wadeable streams within municipal source watersheds to provide baseline data.
- Process water samples (pH, conductivity).
- Deliver data to the Watershed Coordinator at the end of each season.

Source Watershed Monitoring	Budget - \$12,700.00
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Source Water Protection Committees

Objectives

When requested by the Watershed Coordinator, ACAP will attend Source Water Protection committee meetings, both public and private, to increase our understanding of local concerns and issues relating to watersheds. When appropriate, ACAP staff will provide information to the committees outlining their education and awareness initiatives that focus on water source protection.

Activities

- At least one ACAP staff will attend committee meetings as requested by the Watershed Coordinator throughout the 2020-21 fiscal year.
- A presentation, when requested, will be developed for a meeting.
- ACAP CB will promote public meetings through social and traditional media as well as on our website.

Source Water Protection Committees	Budget - \$500.00
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Branding

Objectives

ACAP will continue to provide our popular Protect the Source water bottles to increase awareness of the importance of source water protection, to engage the public to become more familiar with their water sources, and to thank people for participation in events.

Activities

- Order and store Protect the Source water bottles.

Branding	Budget - \$6,500.00
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Ongoing Programs & Value Added

Objectives

To build on ACAP's proven track record in public education, event management, and community engagement, source water and wetland protection messaging will be incorporated into our everyday activities.

Activities

- To incorporate source water protection messaging on the ACAP website and/or social media. At least one source water/ wetland related post will be made per month.
- Promote World Wetlands Day 2021 on social media.
- ACAP will act as a water education conduit at relevant community events.

Ongoing Programs & Value Added	Budget - \$1,700.00
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Budget and Work Plan Management

Program	Budget
Water in Schools	\$4,000
Water in Community	\$12,820
Source Watershed Monitoring	\$12,700
Source Water Protection Committees	\$500
Branding	\$6,500
Ongoing Programs & Value Added	\$1,700
Programs Total	\$38,220
Project Management (including 2.4% CPI increase)	\$20,480
Work Plan Total	\$58,700

Quarterly Meetings

To ensure effective communications and fulfilled expectations, quarterly meetings between both parties will be held in the 1st, 2nd and 3rd quarters.

Note: We are open to revisiting our reporting framework to incorporate other means of reporting and accountability. Some options include but are not limited to;

- Online eco-partner login and monitoring of deliverables on a month by month basis
- Strategic timing based meeting: as needed and dependant on project deliverable dates/outcomes

AMMENDED BUDGET AS PER COVID-19

Because of COVID-19 some deliverables are no longer able to be met due to restrictions, social distancing and the cancellation of public events. Many adjustments are being made to offer educational materials and public engagement via virtual experiences and other creatives methods. We have worked with CBRM staff to reflect those limitations with the following reductions;

Removal of Source Water Video due to inability to bring public together physically in watershed. Will develop high-end short videos that can be used as educational tools on various Source Water topics. Also, reduction for Watershed Explorers amended activities.

-\$2,000.00

In the Source Watershed Monitoring budget line we have removed the wetland CABIN monitoring.

-\$3,000.00

Canada Day at Petersfield costs associated with Source Water Protection activities removed entirely as event was cancelled.

- \$750.00

Due to cancellation of various community events and festivals, budget reduced for Ongoing and Value Added budget line.

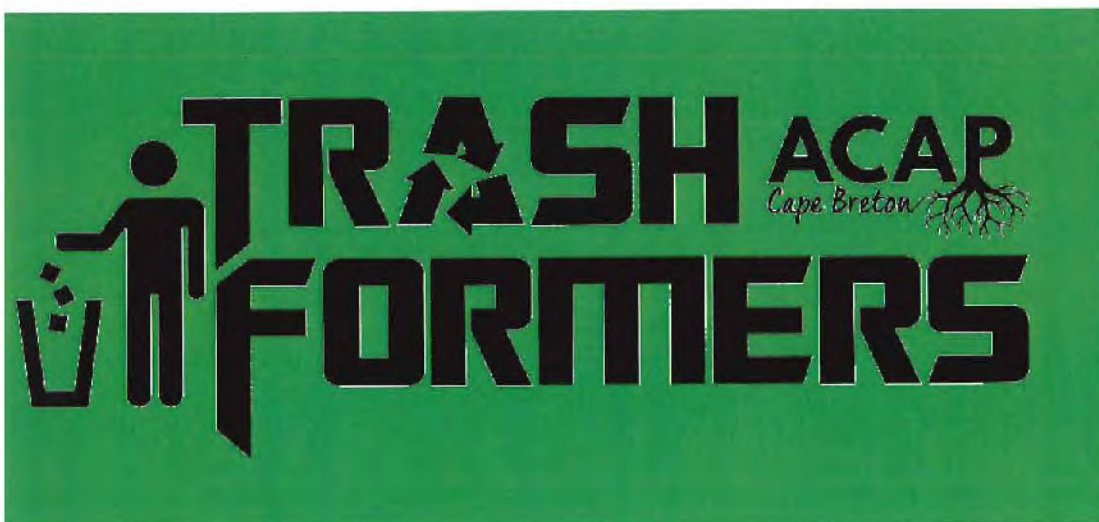
-\$800.00

Total reduction: **-\$6,550.00**

Revised Source Water Protection Budget: \$58,700.00

TRASHFORMERS





Work Plan 2020

Submitted to: CBRM Solid Waste Department



PROPOSED SERVICE 2020

Over the past nine years, the Trashformers have worked persistently in the communities of the Cape Breton Regional Municipality providing the valuable services of litter collection and public outreach and education.

The service that the Trashformers team provides in the CBRM has great worth. In the 2019 season alone, this diligent group of students removed 1,141 bags of litter totaling 5,301 tonnes of waste! The Trashformers collected over 14,000 food-related items (disposable bags, plastic cutlery, straws, fast food wrappers, chip bags, snack wrappers), more than 7,300 disposable cups, over 3,500 cigarette butts, and more than 2,200 refundables! Also safely collected were 156 needles. In addition, almost 20 kilometers of shoreline was cleaned by the Trashformers in 2019!

A season in the field for the Trashformers typically focuses on litter collection out in CBRM communities and clean-ups organized in partnership with community groups, organizations, and businesses. Due to the current COVID-19 pandemic and associated restrictions, this year's season will first focus on litter prevention based research, education, and outreach, with litter collection happening when and where appropriate. Throughout the 2020 season, the Trashformers will showcase the ugliness of litter and get residents thinking about the kind of community they want to live in (i.e. one not degraded by litter).

ACAP Cape Breton proposes to provide CBRM's Solid Waste Management the following service between June and August 2020.



TRASHFORMERS

Continuing the success of the past nine seasons, the Trashformers program will be implemented for the spring-summer of 2020. This year's program will function differently than past years due to the COVID-19 pandemic. ACAP Cape Breton's Trashformer's Coordinator will be hired for thirteen weeks (June 1– August 28, 2020) and will hire all staff, plan the activities, develop schedules, organize all aspects of the project, evaluate the project, and write a final report. The team leader and crew will be hired for a total of eleven weeks (June 8 – August 21, 2020).

One team leader and four crew members will be hired to conduct litter prevention based research, education, and outreach in the CBRM, with litter collection happening when and where appropriate according to social distancing and workplace guidelines. One member of the Trashformers crew will be hired as education leader, possessing the skills necessary to produce high-end videos, social media and design. Data from past years of the program and access to literature through an ACAP partnership with the Verschuren Centre will inform a litter prevention campaign that will be used to develop signage in the community and to create social media campaigns. As well, an outcome of the program will be the creation of a 'toolkit' that CBRM Solid Waste educators can use in meetings and presentations throughout the year.

The Trashformers Program Coordinator will maintain open lines of communication ACAP's executive director and provincial and federal government representatives to ensure public and employee safety.

Under the supervision of the team leader, the team will have access to a rental truck and will travel throughout the municipality to collect litter and act as ambassadors for a clean and healthy CBRM. The Trashformers will conduct cleanups in public spaces (i.e. parks, downtown core, playgrounds, etc.) within each region (central, east, north) of the municipality. The cleanups will be focused on litter collection and will not include heavy garbage removal or cleanup of illegal dumpsites.

Continuing with a theme developed last year, the Trashformers will focus a portion of their energy on litter in watersheds and on shorelines, recovering litter along waterways in public areas that are frequented by members of the community and visitors to the CBRM. This helps eliminate litter before it becomes ocean plastic or debris!

Data collected during litter recovery will be gathered separately for each type of area cleaned, resulting in three data sets which can be compared and contrasted at the end of the season – communities, shorelines, and watersheds. The meters of shoreline cleaned will also be recorded during the season.

The Coordinator will meet with the CBRM Solid Waste Department Education Manager to schedule training (e.g. OHS) and tours at CBRM Solid Waste facilities. Some training and tours may need to be conducted online, as social distancing guidelines and gathering restrictions may prevent in-person work.

PROJECT DELIVERABLES

- The project will entail collaboration with CBRM Solid Waste Education Manager to provide cleanup materials (bags and heavy duty gloves) and to pick up the collected litter.
- The ACAP Trashformer Coordinator will supervise five staff, oversee all aspects of the project, produce the final project report, and report to ACAP's Executive Director.
- All project staff will participate in an occupational health and safety orientation that will be delivered virtually through the CBRM. Project staff will also participate in a virtual Safe Sharps information session hosted by Solid Waste and the Ally Centre.
- The ACAP Trashformer Coordinator will provide weekly activity and litter collection reports to the CBRM Solid Waste Education Manager. These reports will contain information about what took place during the week, the weight and amount of bags collected, the types of litter collected, and any other pertinent information. Litter collection reports will have separate sections for community litter, watershed litter, and shoreline litter so that data sets can be compared and contrasted. Photos will be submitted with weekly reports to help capture the Trashformer's journey through local communities and well-used public spaces and to provide visual updates on outreach and education research.
- One vehicle will be rented for the summer in order to transport the crew to various cleanup sites. Only the team leader, one alternate team driver, and senior ACAP Cape Breton staff will be permitted to drive the truck.
- The Trashformers will conduct an anti-littering campaign (#trashformed) that will utilize social media (Facebook, Twitter, YouTube, websites, etc.). Videos and/ or photos taken in the field by the Trashformers will document their efforts, inform the community of their work, and increase public awareness about the benefits of clean communities. As part of this awareness building, the Trashformers will also record videos that document their impressions of the communities and spaces they clean, capturing their reflections throughout the field season.
- The Trashformers will conduct litter prevention based research, education, and outreach leading to the creation of a 'toolkit' that CBRM Solid Waste educators can use in meetings and presentations throughout the year.
- ACAP will print #TRASHFORMED signs as needed that the Trashformers will post in areas they clean that include information such as the date(s) a site was cleaned and what types of materials were found there.
- The Trashformer Coordinator will provide a thorough final report to the CBRM Solid Waste Educator by September 11, 2020.

PROGRAM BUDGET

Revenue

CBRM Solid Waste Department \$49,937.55 *program is one week shorter

Expenses

Decal application & removal (truck)	\$ 1,500.00
Overhead & administration	\$ 6,075.33
Parking	\$ 260.00
Supplies, uniforms, & equipment	\$ 2,750.00
Wages & MERC	<u>\$40,502.22</u>

Total Expenses

\$49,937.55

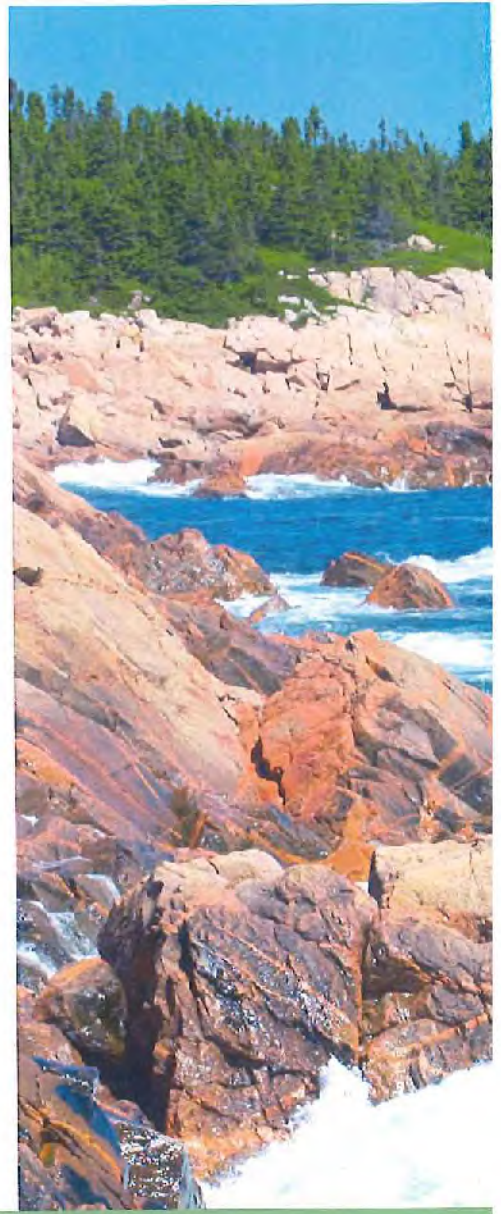
Budget Notes:

- Gas: estimated at \$125/week for 12 weeks. The Trashformers' truck would obtain gas from the CBRM's filling station on Mossey Drive. This expense would be covered by the CBRM Solid Waste Department in addition to the operating expenses above.
- Supplies: The supplies list includes: t-shirts (3 per Trashformer), hats, first aid kit, traffic cones, bags, heavy duty gloves, and garbage pickers (2 per Trashformer). ACAP will purchase t-shirts, hats, first aid kit, and traffic cones – the Solid Waste will provide bogs, heavy duty gloves, safety vests, and garbage pickers, masks, sanitizer, wipes
- Vehicle Rental: Please note that the vehicle would be rented in the CBRM's name, would include full insurance coverage, and Enterprise would be paid directly by the CBRM Solid Waste Department as an additional expense.
- Wages & MERC:
 - Team leader and four crew members for 11 weeks; Coordinator for 13 weeks
 - All staff would work 35 hours/week

AMMENDED ACTIVITIES AS PER COVID-19

As restrictions have eased over the past number of weeks we are grateful that this very successful and recognized program is able to operate status quo. The only notable change in the 2020 program is the time frame in which the program operates. We typically begin in May and finish in July to ensure the communities are cleaned up prior to cruise ship season getting into full swing. We are able to commence immediately once the work plan is approved and hire students to work through the end of August and early September if needed.

WASTEWATER



2020/21 Eco-partnership Work Plan

Outreach and Action

For Wastewater Operations

By ACAP Cape Breton



As we move into year three of *Soak It In*, the stormwater program of our contract, we stand firmly on two years of research and resource production, ready to build on a strong foundation and rise into action. In the past two years we have created blogs, a podcast, multiple events and interviews, radio ads, an informative website, and the Homeowner's Guide to Flood Prevention and Recovery. Together, we have literally written the book on stormwater mitigation!

It is time to use our resources to build resilient communities in this era of climate change and shifting convention toward more sustainable practices.

As ACAP enters into its 28th year, our focus is on building hands on skills to strengthen communities. We aim to put tools in children's hands, to show communities how to rebuild the ecological landscape, and to face challenges with global thinking and local action.

Soak It In

Outreach

ACAP will facilitate promotion of the Soak It In resources with social media, and a video series. Outreach will be designed to deliver Wastewater messaging and promote the availability of the stormwater booklet and website.

Online Videos

An informative video series will be developed to clearly demonstrate and build upon information in the booklet and website, including potential messaging such as:

- a) Sump pumps: how to properly size, install and direct discharge away from the home.
- b) How to disconnect your downspouts and weeping tile along with a discussion of why this is necessary.
- c) Redirecting stormwater with lot grading, bioswales and prepared soaks such as rain gardens, rain barrels or trees.
- d) How to install and maintain a rain barrel.
- e) Turning stormwater into a resource.

Demonstration Rain Garden

The King's Road lift station rain garden will be used in resource promotion with how-to videos and social media posts such as demonstrating how to build a rain garden, how to use a bioswale, what to plant, how to plant, live streaming water movement, using native plants to soak water in, etc.

Social Media

Social media posts will be designed and submitted for CBRM outlets, delivering messaging such as: No Drainers (including challenges during a pandemic), managing stormwater in your yard, YouTube video promotion and resource promotion. These resources will also be shared on ACAP's social media platforms.

Action

Rain Barrel Give Away – Divert 4 million litres!

ACAP will facilitate a program with a goal of turning over 4 million litres of stormwater run-off into a resource.

A single home can produce over 2,650 litres of run off during a single 15mm storm. With Sydney's average annual rainfall of 1,212 mm that means a single home can produce 214,120 litres of run off per year. If we make 20 rain barrels available to the community then this project could divert 4,282,400 litres of stormwater run-off from within a year. It could conserve as much, too, if the water is used in ways that conserve tap water.

- ACAP will develop, promote, and coordinate the diversion program. Rain barrels will be sourced, ordered, and distributed to the community.

Repurposing Program Development

There is a great opportunity to reuse CBRM barrels by converting them into rain barrels for giveaway. The Water Utility and Wastewater Operations both use barrels in their operations. ACAP will explore the possibility of reusing those barrels with departments and organize transportation, storage and cleaning.

Resource Distribution

ACAP will manage promotion and distribution of Soak It In resources.

Flood prevention booklet

ACAP will facilitate the distribution of the Homeowner's Guide to Flood Prevention and Recovery booklet. The PDF will be published on CBRM and ACAP websites and shared on social media. Hardcopies will be made accessible.

Stormwater Website

ACAP will continue to maintain, host, advertise, and update the stormwater website.

Ecological services

Plant/substrate rescue

ACAP will plan and execute the rescue and preservation of plant material and substrate at the Wash Brook construction site. This includes research into best practices, support in planning, on-site direction, and distribution of materials to suitable locations for plant success and seedbed preservation.

Ecological advising

ACAP will be at the table for meetings regarding the implementation of the Wash Brook flood mitigation project and offer ecological advising as required.

Biomonitoring

ACAP ecologists will monitor the Wash Brook construction site to ensure plant success and ecological integrity based upon the needs of the Wash Brook flood mitigation project. Monitoring programs such as:

- plant success rates and diversity
- invasive species

Invasive species control

Based upon invasive species assessment ACAP will organize invasive species control methods.

- Removal of invasive species around construction site on a case by case basis
- Volunteers will be trained to identify, remove, and dispose of invasive species responsibly and effectively

I Comply

Program Management

- Maintain and update the content of the icomplycbrm.ca website
- Facilitate I Comply visits as needed
- Close down the sticker incentive program
- Generate a report on the I Comply program and the current state of interceptor use in the CBRM

Community Engagement

Habour Hop

ACAP staff will organize, promote, and deliver the fifth annual winter birdwatching event to highlight our connection to coastal ecosystems via wastewater. ACAP will liaise with local birding experts, Nova Scotia Bird Society, Cape Breton Birders, Cape Breton Naturalists Association and community for promotion and delivery of this popular event.

Butt Stop

The butt stop will continue to be cleaned and maintained with fresh questions printed and replaced throughout the year.

Educational Resources

Education and outreach

Wastewater and stormwater messaging will continue to be incorporated in community presentations and presence throughout the year.

Bursary competition

ACAP will facilitate planning, organizing, promotion and implementation of a contest for students in grade 12 in the CBRM to achieve a bursary. The contest will be open to students entering a course of study related to water and wastewater such as Science, Engineering, Engineering Technology, or Trades such as Plumbing, Power Engineering or Electrical. 2020 Criteria: Complete an essay of 500 words or less outlining your knowledge of both the water and wastewater field and how your career path could fit into these careers. Tell us a bit about yourself, future plans, volunteer work, extracurricular activities, etc. The grand prize will be a \$1,000 bursary with a second place prize of \$500.

Community Science

ACAP will develop a simple data sheet for monitoring stormwater at home. This data sheet will help residents identify where water is coming from, how the downspout discharges, water movement and pooling. Based on the results users will be directed to *Soak It In* resources for mitigation. This program will be available to schools as well as on our website as part of our upcoming Community Science project.

Budget and Contract Management

Program	Budget
Soak It In	\$16,600
I Comply	\$1,000
Community Engagement	\$500
Educational Resources	\$3,000
Project management (Including +2.4% CPI increase)	\$35,840
Total	\$56,940

Table 1. 2020/21 draft expenses

Accountability and Reporting

Quarterly reports will be submitted digitally, and report meetings will organized basis throughout the contract year.

AMMENDED BUDGET AS PER COVID-19

Because of COVID-19 some deliverables are no longer able to be met due to restrictions, social distancing and the cancellation of public events. Many adjustments are being made to offer educational materials and public engagement via virtual experiences and other creatives methods. We have worked with CBRM staff to reflect those limitations with the following reductions;

Removal of Community Science program entirely. This cut allowed larger costs deliverables such a the proposed Rain Barrel programs to remain economically feasible in work plan.

Number of videos produced on various Waste Water topics decreased but allowance for high-level production and transition of current public education materials to virtual experiences and other methods of delivery.

Review of the IComply program that accompanies CBRM By-Law W#100 (for service stations, restaurants and long term care facilities)

Total reduction: **-\$4,400.00**

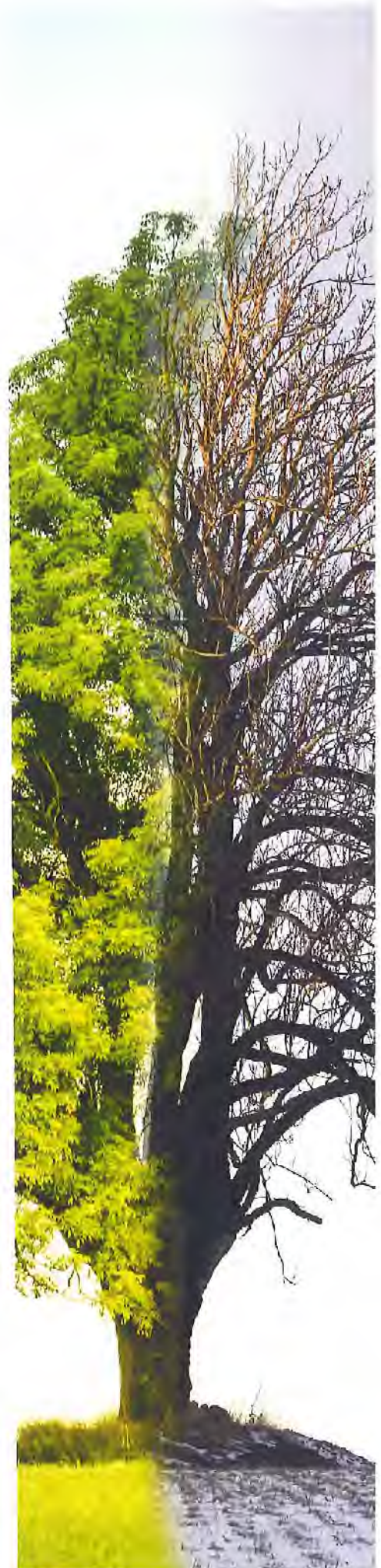
Revised Wastewater Budget: \$52,500.00

CLIMATE CHANGE & PLANNING

We were asked to inquire with the Federation of Canadian Municipalities (FCM) as to what funding opportunities are available to further the mandate set out in the CBRM Municipal Climate Change Action Plan (MCCAP, 2013). Based on preliminary communication with FCM we have identified the following opportunities that CBRM and ACAP Cape Breton can pursue in partnership:

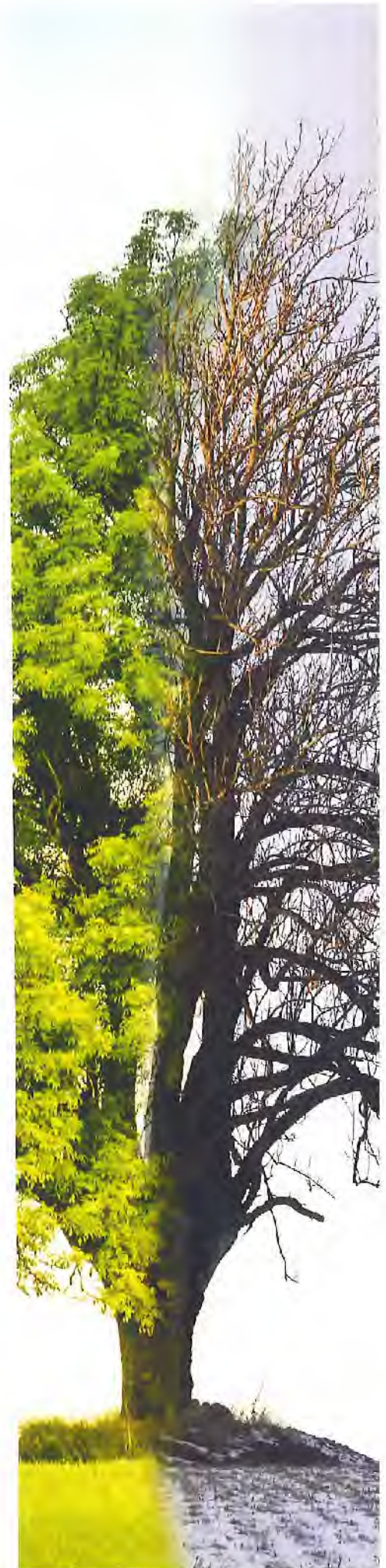
- **Stomwater Quality:** Community based projects. There is opportunity obtain capital money for such projects.
- **Plan Development:** Building sustainable neighborhoods
- **Project:** reducing fossil fuels in fleets
- **Retrofit:** Community based projects
- **Study:** Water conservation -- potential of 20% reduction in potable water waste
- **Study:** Waste diversion
- **Capital and Pilot:** Transportation Networks and commuting options

Because FCM no longer has the fund available to complete a Community Based Climate Action Plan, it would make sense to use the existing MCCAP and identify priority areas where project specific funding could be sought out while leveraging the projects and work being outlined in the CBRM/ACAP Cape Breton Workplans.



CLIMATE CHANGE & PLANNING

Taking a large document such as the MCCAP and developing short and long-term community based goals accompanied by a detailed work plan would be very beneficial to the municipality and the communities within it. It had been suggested at the Climate Action Plan Update Workshop that a Steering Committee of community stakeholders be struck to help develop and implement such a plan. ACAP Cape Breton is well suited to undertake such a role in overseeing this development but would require staff funding as our current staff each have an extensive list of deliverables as identified in the various work plans in existing departmental agreements. We anticipate this to be a full-time position and would like to explore the option with CBRM of obtaining funding to hire a new graduate for a potential internship position. We have extensive knowledge and experience in applying for and facilitating such positions.



Approval to Advertise: Municipal Planning Strategy and Subdivision By-law Text Amendment – Application 1073

Motion:

Moved by Councillor Gillespie, seconded by Councillor Prince, approval to advertise notice of a Public Hearing to be held during an upcoming meeting of Council to consider the proposed amendments to the Municipal Planning Strategy and Subdivision By-law as outlined in the staff report dated June 11, 2020.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville

**SUBJECT: MUNICIPAL PLANNING STRATEGY AND
SUBDIVISION BYLAW TEXT AMENDMENT –
APPLICATION 1073**

DATE: July 7th, 2020

Introduction

In light of recent events, the staff of the Planning Development Department have been making every effort to continue to provide uninterrupted service. One way in achieving this, is the acceptance of digital applications. Staff would like to continue this process moving forward; as result, it is necessary for Council to consider amendments to the Municipal Planning Strategy (MPS) and Subdivision By-law.

Subsection 271(2)(a) of the *Municipal Government Act* (MGA) states:

A subdivision by-law shall include

- (a) any requirements prescribed by the provincial subdivision regulations applicable to the municipality unless
- (i) the municipality adopts more stringent requirements, or
 - (ii) the municipal requirements implement the municipal planning strategy;

Currently, the *Provincial Subdivision Regulation* does not acknowledge the submission of digital subdivision plans; therefore, if Council would like to continue the practise of accepting digital subdivision plans, a policy must be added to the MPS. A copy of the proposed policy can be found in Attachment A.

In addition to the proposed amendment to the MPS, several sections of the Subdivision By-law will need to be amended to include the option of digital plan submission. The Subdivision By-law will still permit the submission of paper plans and applications. A copy of the proposed amendments to the Subdivision By-law can be found in Attachment B.

The Registry Office still requires the municipality to submit paper copies of approved subdivision plans for registration; for that reason, it is being proposed the fees associated with subdivision applications be increased to cover the necessary printing costs (Attachment B).

During the development of the proposed amendments, staff have had discussions with staff of other CBRM department, staff at Nova Scotia Environment, staff at the Department of Transportation and

Infrastructure Renewal, staff at the Registry Office, other municipal jurisdictions, and members of the local surveying community. However, in accordance with the MGA, Council is required to complete a formal Public Participation Program prior to considering any amendment to the Municipal Planning Strategy and Subdivision By-law.

Public Participation Program

A motion was passed by Council on May 26, 2020 to adopt a Public Participation Program. Notice was posted on CBRM's website and Facebook page on May 29, 2020 seeking comments from the general public on the proposed amendments to the MPS and Subdivision By-law. At the time this report was prepared, no comments were received.

Due to the fact surveyors are the group most impacted by the proposed amendments, notice was sent directly to those surveyors who commonly practice within the CBRM. In addition, notice of the proposed amendments was sent to the Association of Nova Scotia Land Surveyors (ANSLS) requesting they circulate information to their members.

Comments were received from Eric Whyte, ANSLs Zone 4 Councillor, which can be found in Attachment C. Mr. Whyte indicated at a meeting held June 8th, 2020, the land surveyors and other attendees voted unanimously to support and endorse the proposed amendments.

Evaluation

The proposed amendments provide an opportunity for an applicant to make a completely digital submission while still permitting the acceptance of paper subdivision applications and plans in compliance with the Subdivision By-law. The local surveying community is supportive of the proposed amendments. Therefore, it is reasonable for Council to consider the proposed amendments to the Municipal Planning Strategy and Subdivision By-law.

Notice to Neighbours

In accordance with the *Municipal Government Act*, notice of this application was placed in the June 27th and July 4th editions of the Cape Breton Post. Notice was also posted on the CBRM's Website and Facebook page. The local surveying community was also notified of the Public Hearing and of their opportunity to provide additional comments. At the time this report was prepared no written comments were received by the Planning and Development Department.

Recommendation

I recommend Council approve the proposed amendments to the Municipal Planning Strategy and Subdivision By-law to permit the acceptance of digital subdivision plans.

The draft Amending By-law to the Municipal Planning Strategy can be found in Attachment A.

The draft Amending By-law to the Subdivision By-law can be found in Attachment B.

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department

By-law
of the Cape Breton Regional Municipality
amending the

**Cape Breton Regional Municipality's
Municipal Planning Strategy**

Pursuant to Section 205 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Municipal Planning Strategy in the following manner:

THAT: The text of Part 10 entitled "Subdivision and Development with Lot Frontage and Area Variances" along with Policy 11 of the Municipal Planning Strategy is hereby deleted and replaced with the following:

SUBDIVISION

Subdivision Application Submission

To achieve internal operation and distribution efficiencies, the CBRM will provide the option of digital submission of completed subdivision applications as well as the continued acceptance of traditional paper submissions. The submission of digital information will expedite application processing timelines. Application fees will be adjusted to cover the printing costs associated with the review and filing of documentation.

POLICY

11.1 It shall be a policy of Council to continue to support improved efficiencies around the distribution and acceptance of subdivision applications by allowing applicants to submit digital applications and accompanying plans. The process and associated fees for subdivision approval, both digital and paper, shall be outlined in CBRM's Subdivision By-law.

Subdivisions and Development with Lot Frontage and Area Variances

While it is important to uniformly interpret the minimum lot frontage and area requirements in effect in each zone under the Land Use By-law, there are circumstances where a variance of these provisions would be reasonable without compromising the integrity of these minimum lot development provisions. A variance provision does exist in the CBRM's Subdivision By-law that permits the creation of no more than two building lots which do not quite meet the minimum lot frontage and area requirements of the zone in effect for the property to be subdivided. The provision ensures the variance is not less than 90% of the minimum provisions as stipulated in the Land Use By-law. The CBRM continues this policy directive in this Municipal Planning Strategy.

POLICY

11.1.2 It shall be a policy of Council to continue to support the provisions in the Subdivision By-law, and to insert provisions in the CBRM's Land Use By-law, that give the Development Officer the authority to grant subdivision approval creating no more than two (2) building lots having less than the minimum lot frontage and area requirements of the zone in effect for the property to be subdivided (*and subsequently issue Development Permits*) provided:

- the lots created have at least 90% of the minimum lot frontage and area requirements of the zone in effect; and
- the lots are in compliance with all other provisions of the Land Use By-law.

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

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on _____ to amend the CBRM's Municipal Planning Strategy.

Deborah Campbell Ryan, CLERK

By-law

of the Cape Breton Regional Municipality

amending the

Cape Breton Regional Municipality's Subdivision By-law

Pursuant to Section 271(9) of the *Municipal Government Act* of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the text of the Cape Breton Regional Municipality's Subdivision By-law in the following manner:

THAT: Part 3 Preliminary Plans of Subdivision, Section 1 Submission of completed application of the Subdivision By-law is hereby repealed and replaced with the following:

Section 1 Submission of completed application

- a. Application for approval of a Preliminary plan of subdivision shall be made to the Development Officer by using the Form specified in Schedule A of this Bylaw, together with one digital copy of the Preliminary plan of subdivision. If the applicant elects to submit a paper Form, they will be required to submit six (6) paper copies of the Preliminary plan of subdivision along with one digital copy of the Preliminary plan of subdivision. The submission of an application for approval of a Preliminary plan of subdivision will be subject to the application fee outlined in Schedule K.
- b. A Preliminary plan of subdivision shall be:
 1. drawn to a scale or scales sufficient for clarity of all particulars on the Preliminary plan of subdivision;
 2. based on a description of the lot parcel(s) to be subdivided, preferably but not necessarily as surveyed; and
 3. if in paper format, on one piece of paper folded to approximately 20 x 30 cm. with the face of the folded print being the title block which is located in the lower right-hand corner of the Preliminary plan of subdivision.

THAT: Part 4 Tentative Plans of Subdivision, Section 1 Submission of completed application of the Subdivision By-law is hereby repealed and replaced with the following:

Section 1 Submission of completed application

- a. Application for approval of a Tentative plan of subdivision shall be made to the Development Officer by using the Form specified in Schedule A of this Bylaw, together with one digital copy of the Tentative plan of subdivision. If the applicant elects to submit a paper Form, they will be required to submit eight (8) paper copies of the Tentative plan of subdivision along with one digital copy of the Tentative plan of subdivision. The submission of an application for approval of a Tentative plan of subdivision will be subject to the application fee outlined in Schedule K.
- b. A Tentative plan of subdivision shall be:

1. drawn to a scale or scales sufficient for clarity of all particulars on the Tentative plan of subdivision;
2. based on a description of the lot parcel (s) to be subdivided, preferably but not necessarily as surveyed; and
3. if in paper format, folded to approximately 20 x 30 cm. with the face of the folded print being the title block which is located in the lower right-hand corner of the Tentative plan of subdivision.

THAT: Part 4 Tentative Plans of Subdivision, Section 2 What is to be shown on the Tentative plan of subdivision of the Subdivision By-law is hereby amended by deleting Subsection B and replacing it with the following:

- b. In addition to what is required in sub-section "a" above, where the proposed lot parcels front on a proposed new **public street/road**, or private road, or a proposed extension of a public street/road, or a private road, a Tentative plan of subdivision shall also:
 1. show a boundary survey of the lot parcel(s) proposed to be subdivided, excluding the remainder lot, certified and stamped by a Nova Scotia Land Surveyor in the manner required by the Nova Scotia Land Surveyors Act and the regulations made thereunderbe accompanied by:
 - i. one digital copy of a plan showing*:
 - contours at 2 meter intervals, and drainage patterns;
 - the width and location of proposed public streets/roads, or private roads, and their intersections with existing public street/roads and private roads; and
 - the location of existing and proposed CBRM sanitary sewer, storm sewer, and/or water system and proposed connections thereto; and
 - ii. one digital copy of centerline profiles of proposed public streets/roads, or private roads, or extensions to existing public streets/roads, or private roads. Where the profile indicates a finished public street/road elevation change (from existing) of greater than 3 meters, cross sectional drawings are required.*

* If the applicant elects to submits a paper Form referenced in Section 1, they will be required to submit four (4) paper copies of a plan referenced in Subsections (i) above along with one digital copy and submit two (2) paper copies of the centerline profiles referenced in Subsections (ii) above along with one digital copy.

THAT: Part 5 Final Plans of Subdivision, Section 1 Submission of completed application of the Subdivision By-law is hereby repealed and replaced with the following:

Section 1 Submission of completed application

- a. Application for approval of a Final plan of subdivision shall be made to the Development Officer by using the Form specified in Schedule A of this Bylaw, together with one digital copy of the Final plan of subdivision. If the applicant elects to submits a paper Form, they will be required to submit twelve (12) paper copies of the Final plan of subdivision along with one digital copy of the Final plan of subdivision. The submission of an application for approval of a Final plan of subdivision will be subject to the application fee outlined in Schedule K.
- b. A Final plan of subdivision shall be:
 1. drawn to a scale or scales sufficient for clarity of all particulars on the Final plan of subdivision;

2. certified (by means of the surveyor's original signature) and stamped by a Nova Scotia Land Surveyor that all of the lot parcels for which approval is requested have been surveyed in the manner required by the Nova Scotia Land Surveyor's Act and the Regulations made thereunder; and; and
3. if in paper format, folded to approximately 20 x 30 cm. with the face of the folded print being the title block which is located in the lower right-hand corner of the Tentative plan of subdivision.

THAT: Part S Final Plans of Subdivision, Section 3 Engineering Construction Package for public streets/roads of the Subdivision By-law is hereby repealed and replaced with the following:

Where the proposed lot parcels front on a proposed public street/road, or on a proposed extension of an existing public street/road, an Engineering Construction Package shall be required, which includes:

- one digital copy of the Engineering Design Drawings issued for construction. If the applicant elects to submit paper drawings, they will be required to submit three (3) paper copies of the Engineering Design Drawings along with one digital copy; and
- Approval from Nova Scotia Environment for construction.

THAT: Part S Final Plans of Subdivision, Section 4 Application of the Subdivision By-law is hereby repealed and replaced with the following:

When the application for Final Approval of a plan of subdivision is submitted to the Development Officer the subdivider shall include the Fee specified on the in Schedule K of this Bylaw. This specified Fee includes the CBRM's processing Fee and the Fees charged by the Province under the Costs and Fees Act for filing an approved plan of subdivision in the Registry of Deeds.

THAT: Part S Final Plans of Subdivision, Section 8 When a new public street/road is proposed for public streets/roads of the Subdivision By-law is hereby amended by deleting the first bullet of Subsection c.4. and replacing it with the following:

Engineering package for acceptance of services including:

- One digital copy of As Built Drawings for circulation to various departments. If the applicant elects to submit paper drawings, they will be required to submit three (3) paper copies of As Built Drawings along with one digital copy.

THAT: Part S Final Plans of Subdivision, Section 10 Who gets a copy of the approved Final plan of subdivision of the Subdivision By-law is hereby amended by deleting Subsection a. and replacing it with the following:

- a. The Development Officer shall forward endorsed copy(s) of the Final plan of subdivision to the Registry of Deeds in accordance with the *Municipal Government Act*.

THAT: Schedule A Application for Subdivision Approval of the Subdivision By-law is hereby amended by repealed and replaced with the following:

Application Type Preliminary Tentative Final

Submitted Subdivision Plans Digital Paper Both

Land Owner(s) Information	
Name (s): _____	
Address: _____ Postal Code: _____	

Surveyor Information	
Name: _____	
Address: _____ Postal Code: _____	
Phone #: _____	Email Address: _____

Correspondent Information	
All Correspondence & Documents to be Sent to:	
Name: _____	
Address: _____ Postal Code: _____	
Phone #: _____	Email Address: _____

Property Information								
Property Location: _____					Community: _____			
All PID's involved in this application: _____								
Approval Request for Lot(s) # _____								
Is there a remainder lot?		<input type="checkbox"/> Yes		<input type="checkbox"/> No				
<u>Water Services</u>			<u>Sewer Services</u>			<u>Access</u>		
	Existing	Proposed		Existing	Proposed		Existing	Proposed
Municipal	<input type="checkbox"/>	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	<input type="checkbox"/>	Public Street	<input type="checkbox"/>	<input type="checkbox"/>
Drilled Well	<input type="checkbox"/>	<input type="checkbox"/>	On-Site	<input type="checkbox"/>	<input type="checkbox"/>	Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	<input type="checkbox"/>	Mun Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify): _____		
Other (Specify): _____			Other (Specify): _____			Other (Specify): _____		

Applicant's Signature*: _____ Date: _____

***By signing this application, I certify that I am the owner of the area of land proposed to be subdivided or am acting with the owner's written consent.**

"Statement of Plan Registration Form Must Accompany this Application"

THAT: : Schedule D Specifications for Design and Construction of Public Streets/Roads, Section 7 Listing Procedure of the Subdivision By-law is hereby amended by deleting Subsection b. and replacing it with the following:

- a. **Listing Procedures.** When the preceding specifications have been satisfactorily adhered to, the subdivider may then officially request CBRM take over the street/road system in the subdivision. The request shall be accompanied a final plan showing the entire subdivision, its boundaries, street/road and drainage layout as outlined in Part 4 of this By-law. The subdivider will also have a deed prepared deeding all street/road reserves to CBRM. At this time CBRM will require record plans and profiles as per Part S, Section 8.c.4

THAT: The Subdivision By-law is hereby amended by adding the following:

SCHEDULE K FEES

Application Type	Fee
Preliminary Plan of Subdivision	\$50.00
Tentative Plan of Subdivision	\$70.00
Final Plan of Subdivision	\$300.00

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

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Subdivision By-law amendment Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on _____ to amend the Cape Breton Regional Municipality's Subdivision By-law.

Deborah Campbell Ryan, CLERK

From: [Eric Whyte](#)
To: [Karen M. Neville](#)
Subject: Nova Scotia Land Survey Association - Zone 4
Date: June-10-20 4:14:48 PM

Good Afternoon Karen,

The ANSLs Zone 4 meeting was held June 8th 2020 (On Line). One of the key topics related to new CBRM initiated, digital subdivision application process.

The land surveyors and other attendees voted unanimously to support and endorse the project. Visiting members were impressed with the new technology and process.

Local members were particularly enthusiastic and want to encourage your Department and the CBRM to continue using the this system.

The CBRM is a leader in this area and hopefully other municipalities will take notice and follow suit.

Kind Regards

Eric Whyte, Zone 4 Councillor ANSLs

Cornwallis Street, Sydney, District 6

Motion:

Moved by Councillor MacLeod, seconded by Councillor Gillespie, that Planning staff be directed to initiate the process for the renaming of Cornwallis Street, Sydney, and that the current residents have full participation and engagement in the renaming recommendation to Council.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville

SUBJECT: Renaming of Cornwallis Street, Sydney

DATE: July 7th, 2020

Introduction

On June 23rd, CBRM Council passed a motion directing the staff of the Planning and Development Department to initiate the process for the renaming of Cornwallis Street in Sydney with the current residents of Cornwallis Street. A letter was sent to residents and property owners of Cornwallis Street requesting their feedback on the renaming of Cornwallis Street. Recipients were asked to provide their feedback via email or phone by July 13th, 2020 at 4:00pm.

Names submitted that meet the criteria outlined in the Civic Address Policy will be compiled and circulated to Council for their consideration prior to the July 14th Council meeting.

Recommendation

I recommend Council pass a motion to circulate the list of names presented by staff to the residents and property owners of Cornwallis Street requesting they select one name from the list. A name will be selected at random from the top three names as chosen by residents and property owners during the second circulation.

Next Steps

Once final name is chosen, notice will be mailed to residents and property owners notifying them of the decision. According to the Civic Addressing By-law, this notification must give the owner of a property a minimum of 60 days notice of any changed civic address unless a shorter notice period is agreed to by the owner of the structure.

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department

Winter Operations Strategy Review

Mr. Ray Boudreau, Senior Manager of Public Works, provided a review of the Winter Operations Strategy, highlighting the following:

- Revised strategy is in draft form
- Updated strategy maintains the same level of service (Exception – 3.8 km of additional sidewalks on Transit Routes)
- More clearly defined criteria for Roadway and sidewalk maintenance priorities
- Appendices added to more clearly define levels of service
- Additional mapping will be completed and made available to the public through CBRM website including:
 - Roadway plowing priorities and routes
 - Sidewalk plowing priorities and routes
 - Designated areas for snow clearing/removal
- All changes intended to add transparency on how winter operations decisions are made.

Following the review, Council discussion included:

- Provide access to parcel finder and provide street and sidewalk lists on GIS maps
- Cost to plow all CBRM sidewalks
- CBRM Surplus Property Mapping feature

Mayor Clarke noted that more detailed lists and maps for the North, Central and East Divisions will be provided to Council, depending on scheduling at the June 23rd Council meeting.

**DISCUSSION PAPER****TO: Mayor and Council****From: Ray Boudreau, Senior Manager Public Works****RE: Winter Operations Strategy Review****Date: July 14, 2020****BACKGROUND**

On June 9th, 2020, a revised and updated Winter Operations Strategy was presented to Council. At that time, mapping of street and sidewalk plowing priorities were not available for review. These maps have since been completed and the purpose of today's discussion paper is to inform Council on where and how to view these maps.

The maps are web based. An email with a URL link was sent to all Councilors to access the map viewer. After some time for review, the maps will be made available to the public through a link on CBRM's homepage.

Respectfully submitted by:

ORIGINAL SIGNED BY

Raymond Boudreau, P.Eng.**Senior Manager of Public Works**

Excerpt - Council Minutes – June 9, 2020

Renaming Harbourview Drive, Sydney River, District #4

Motion:

Moved by Councillor Gillespie, seconded by Councillor Eldon MacDonald, to approve Option 2 as outlined in the staff report dated June 9, 2020 to rename Harbourview Drive, Sydney River, and three names will be identified at the June 23rd, 2020 meeting of Council, and then forwarded to Department of Transportation and Infrastructure Renewal for their consideration.

Discussion:

The Mayor requested that staff contact the Westmount Legion for street name suggestions in honour of veterans or soldiers who have passed away.

Motion Carried.



TO: General Committee

FROM: Kristen Knudskov

SUBJECT: RENAMING HARBOURVIEW DRIVE, SYDNEY RIVER

DATE: June 16, 2020

Background

The Planning and Development Department has received a request to rename Harbourview Drive, Sydney River. The request is from Justin MacDonald, who has obtained Building & Development Permits to develop nine duplexes on PID 1S497332 (outlined in blue on Attachment A) which fronts onto the street segment.

Another street segment also named Harbourview Drive is located approximately 1.5 (one-and-one-half) kilometer away in Sydney (see Attachment B).

Evaluation

Renaming of existing streets shall be discouraged unless the renaming will reduce the likelihood of confusion in the event of an emergency. Under the CBRM Civic Addressing Policy and Nova Scotia Civic Address User Guide, duplication of street names should be avoided to reduce the likelihood of confusion in the event of an emergency. Thus, one of the two Harbourview Drive street segments should be renamed.

The proposed renaming was circulated to representatives of CBRM Police Communications and Fire Protective Services. CBRM Police Communications have indicated support for the proposed renaming. No concerns were raised by the Sydney River Fire Department.

Where there are two unconnected sections of street with the same name, the section of street with the fewest addresses will be renamed. Currently, there are no civic addresses assigned along Harbourview Drive, Sydney River. There are currently 32 residential units addressed off of Harbourview Drive, Sydney. Thus, the renaming process was initiated for the street segment in Sydney River.

Harbourview Drive, Sydney River is owned by the Department of Transportation and Infrastructure Renewal (DOTIR). Notice of the proposed renaming was provided to the DOTIR. The DOTIR has indicated that Harbourview Drive, Sydney River is to be closed off at the railway tracks and should not be accessible via Lewis Drive, and therefore should have a unique name.

In accordance with Civic Addressing Policies A8 and A19, the following suggestions were received:

- Abigail;
- Shannon;
- Trestle; and
- Barss.

All four names meet the criteria of the Civic Addressing Policy.

Next Steps

While street renaming is subject to approval by General Committee of Council, because Harbourview Drive, Sydney River is a provincially-owned road, DOTIR must approve the new street name. According to the Nova Scotia Road Naming Policy, municipalities are encouraged to submit several names for DOTIR's consideration. If General Committee approves the renaming, notice of this decision will be forwarded to DOTIR with a request that they begin their approval process.

Options

Street renaming is subject to approval by General Committee. General Committee may:

1. Approve the request to rename Harbourview Drive, Sydney River (outlined in red on Attachment A), forward the names Abigail, Shannon, Trestle, and Barss to DOTIR for consideration;
2. Request that Staff initiate the renaming process for Harbourview Drive, Sydney (outlined in green on Attachment B); or
3. Refuse the request.

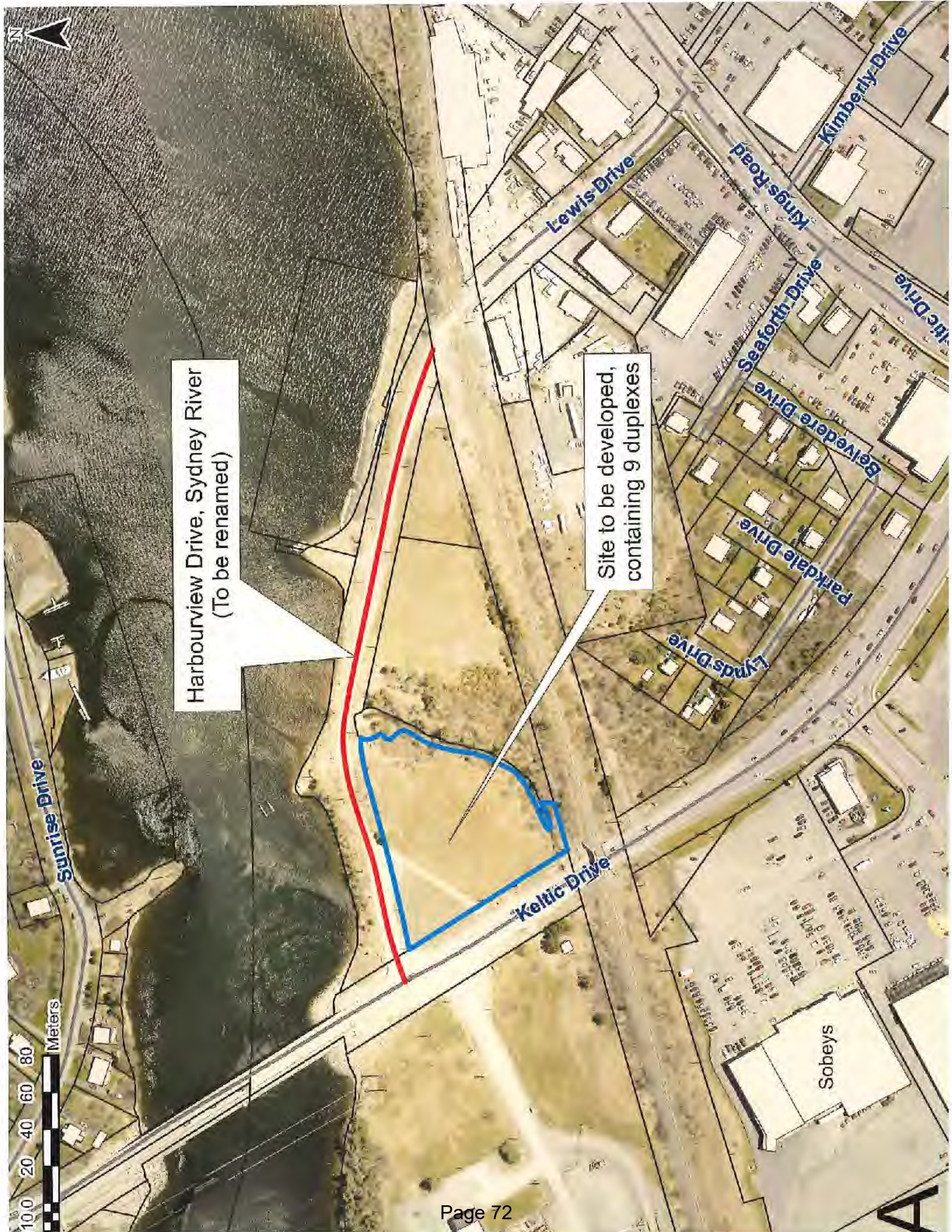
Recommendation

I recommend that Council pass a motion to rename Harbourview Drive, Sydney River and forward the names Abigail, Shannon, Trestle, and Barss to the Department of Transportation and Infrastructure Renewal for their approval.

Respectfully submitted by:

ORIGINAL SIGNED BY

Kristen Knudskov
Planning and Development Department



Harbourview Drive, Sydney River
(To be renamed)

Site to be developed,
containing 9 duplexes

0 10 20 40 60 80
Meters

A



Harbourview Drive, Sydney River
(To be renamed)

Harbourview Drive, Sydney

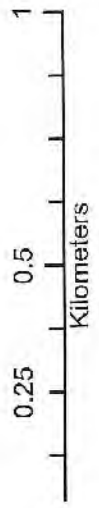
Travelodge

Alexandra Street

Kings Road

Highway 125 WB
Highway 125 EB

Value Check Plaza



B

Excerpt - Council Minutes – June 9, 2020

Procurement Policy Changes

Mr. Adam MacNeil, Manager of Finance, introduced and reviewed the proposed Procurement Policy changes and advised this matter will be brought back to the June 23rd, 2020 Council meeting for consideration.



CBRM

"A Community of Communities"

CAPE BRETON REGIONAL MUNICIPALITY

320 Esplanade, Sydney, N.S. B1P 7B9

To: Mayor & Council

From: Adam MacNeil, Manager of Finance

Subject: Procurement policy changes

Date: June 3, 2020

For the last several months, even prior to COVID, Procurement staff have been researching potential improvements to CBRM's Procurement Policy. An update to certain sections of the policy was required due to the changes in domestic trade agreement regulations however, it also provides an opportunity to review all aspects of the policy and recommend improvements.

The CBRM is often criticized for the amount of goods, services and contracts sourced off-island. In reviewing the provincial protocols, trade agreements and procurement thresholds for other Municipal Units throughout NS, CBRM's policy imposes procurement thresholds that are far more strict than what is required. We felt it important to bring forward a revised policy as quickly as possible so that CBRM can further support the private sector's economic recovery efforts post-covid by increasing thresholds to limits that will continue to ensure the best value for money while maintaining compliance with procurement regulations. The listing of proposed changes are as follows:

Threshold Changes (See chart on page 2)

The thresholds in the current policy have not changed in many years and require revision to align with business needs. Smaller MU's including East Hants (\$5,000) and Lunenburg (\$2,500) have thresholds that are greater than our current limits for low value purchases. CBRM's current thresholds require the procurement sections involvement for purchases that could be considered routine. The increases outlined below would increase the autonomy of the user department for items with minimal budgetary impact.

- **Section 6.1** - Departments may now purchase goods and services with a value of up to \$7,500, increased from the prior limit of \$2,000.

- **Section 6.1** - A minimum of three quotes are required on purchases exceeding \$2,000, increased from the prior requirement of two quotes on purchases over \$500.
- **Section 6.2** – Removed
- **Section 6.3** - At least three quotations solicited by the procurement section for any good/services exceeding \$7,500, but less than \$20,000, increased from prior range of \$2,000 to \$10,000. *(Section 6.2 in proposed policy)*
- **Section 6.4** - An advertised request for public submissions will be required for all purchases in excess of \$20,000, increased from the prior limit \$10,000. *(Section 6.3 of proposed policy)*
- **Section 7.6** – All requests for quotations (RFQ's) exceeding \$7,500 must be in writing, increased from the prior limit \$2,000.

Threshold Reference Chart

Threshold	Departments Involved	Quotes Required?	Public Request for Submissions?	Description
\$0 - \$2,000	User Department	N	N	User department can acquire goods/services without keeping record of quotes. (only in absence of a standing offer or availability at the warehouse)
\$2,001 - \$7,500	User Department	Y	N	User department can acquire goods/services and must retain record of three quotations.
\$7,501 - \$20,000	User Department - Procurement Section	Y	N	Three quotations must be solicited by the procurement section in consultation with the user department.
Exceeding \$20,000	User Department - Procurement Section	Y	Y	The procurement section in consultation with the user department will advertise a public request for submissions.

Other Changes

Section 6.4 – Public openings will no longer be required and have been discontinued by most MU's and replaced by posting results online. Procurement advisory groups have recommended the change to limit the risk of vendor influence on the process, such as vendor collusion, intimidation etc. *(Section 6.3 of proposed policy)*

Section 7.8 – Sole source purchases to include any scenario presented on the Alternative Procurement Practices list outlined in the Nova Scotia Procurement Protocols document.

Section 12.4 – General banking services will be acquired when management, in consultation with the audit committee identify the need. The revision removes the requirement to change banking at a regular five-year interval, which would cause unnecessary disruption to operations at a significant cost. HRM is in the process of changing their policy to remove the requirement to solicit these services at regular intervals. Additionally, East Hants has opted to make banking services a permanent exemption to their regular procurement for services. Banking services is explicitly noted as an exception in the Canada Free Trade Agreement.

Section 13 & 14 - Local bidder preference has been removed in accordance with changes in procurement regulations. However, the proposed increases in procurement thresholds provide user departments with greater flexibility to obtain competitive pricing from local suppliers before having to issue a public call for tender.

A draft copy of the original policy with proposed amendments is attached to this issue paper. At this time, the draft policy is presented for feedback, with a final policy for council consideration to be presented at the June 23 Council Meeting.

Cape Breton Regional Municipality

Procurement Policy

Procurement Policy

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1. Policy Statement

The Cape Breton Regional Municipality Council directs the operation of the Regional Municipality through its approved programs and policy. The purpose of this policy is to establish guidelines to ensure the best value in the purchase goods and services for the Regional Municipality in the manner approved by Council.

2. Guiding Principles

The following principles will guide the procurement practices of the Cape Breton Regional Municipality:

- Procurement policy provides a direction for the expenditure of funds to complete the programs approved by Council in the annual Operating and Capital Budget.
- Procurement policy and procedures must provide the best value in the purchase and disposal of all goods and services for operations of the Cape Breton Regional Municipality.
- The procurement process is to be open, fair and consistent.
- The total cost of acquisition is to be considered which includes the initial investment and costs incurred throughout the life cycle. (Repair costs, staff training, operation cost, and disposal are to be considered rather than just the lowest initial price).
- Procurement methods are to encourage competitive bidding for the supply of goods and/or services.
- To use suppliers, who are expected to provide satisfactory performance, based on:
 - Performance
 - Previous contracts
 - Financial and other resources to complete the contract bid upon
 - References
- To encourage opportunities to collaborate with the business community to provide services to and for the Cape Breton Regional Municipality at the best possible value.

3. Definitions

Bid - refers to a competitive bid received from either a Request for Quotation, Tender or Request for Proposal.

Contract – a written instrument or electronic document containing the elements of offer, acceptance and consideration to which an agency is a party.

Request for Proposals – a solicitation in which it is not advantageous to set forth the actual detailed requirements at the time of the solicitation and responses may be subject to negotiation. Price must be a factor in the award, but not the sole factor.

Procurement Section – refers to the Procurement Section of the Finance Department under the direction of the Manager of Financial Services.

Public Request for Submission - refers to Tenders, Requests for Proposals, Two Phase Bids etc. over the value of \$~~20,000~~**10,000**.

Lowest Total Cost (best value) – shall be the bid price and may also include costs such as repair cost, staff training, operation cost, and disposal. These are to be considered rather than just the lowest price, when deemed appropriate and when they can be substantiated by the user department.

Responsible Bidder – refers to a bidder whose reputation, past performance, and business and financial capabilities as such that the bidder would be judged by an appropriate authority as capable of satisfying an organization's needs for a specific contract.

4. General

4.1 This policy applies to all Departments, Agencies, Boards and Commissions over which the Cape Breton Regional Municipality has jurisdiction.

4.2 The procurement of goods and services will be facilitated by the Procurement Section according to this policy.

4.3 The Cape Breton Regional Municipality will be under no obligation to accept the lowest bid or any bid received in response to a verbal or written request.

4.4 The Cape Breton Regional Municipality may remove a supplier name from consideration for a contract for up to three years based on poor performance or non-performance on a contract or conviction for a violation of any CBRM By-Laws or the Dangerous and Unsanitary Premises Provisions of the *Municipal Government Act*. It is the responsibility of the department for whom the goods or service are provided to provide the supplier written notification (copied to the Purchasing Dept) of poor or

substandard work, failure to complete work as contracted, inferior or defective goods etc., before any supplier may be disqualified under this clause.

4.5 The Procurement Section shall work with the user departments to combine requirements where possible and encourage overall standardization of items, to reduce the overall cost to the Municipality.

4.6 The Procurement Section shall work with other levels of government, other agencies, boards and commissions, associations such as the F.C.M. (Federation of Canadian Municipalities) and the U.N.S.M. (Union of Nova Scotia Municipalities) to encourage standardization of items and reduce overall cost to the Municipality.

5. Authority of the Chief Administrative Officer

5.1 The duties of the Chief Administrative Officer are governed by the *Municipal Government Act* which states in Part II:

Paragraph 30 (1):

“The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by council.”

And Paragraph 31 (2) (d):

“subject to the policies adopted by council

- (i) make or authorize expenditures, and enter into contracts on behalf of the municipality, for anything required for the municipality where the amount of the expenditure is budgeted or within the amount determined by the council by policy, and may delegate this authority to employees of the municipality,*
- (ii) sell personal property belonging to the municipality that, in the opinion of the chief administrative officer, is obsolete, unsuitable for use, surplus to the requirements of, or no longer needed by the municipality, and may delegate this authority to the employees of the municipality,*
- (iii) personally, or by an agent, negotiate and execute leases of real property owned by the municipality, that are for a term not exceeding one year, including renewals,”*

5.2 The Chief Administrative Officer has the authority to award or purchase all goods and/or services that are within the budgets approved by Council and as guided by the Procurement Policy as approved by Council.

5.3 The C.A.O. may authorize procedures consistent with this policy and may

delegate authority under this policy.

6. Purchasing Process

The following guidelines will be followed for the purchase of goods and services for the Cape Breton Regional Municipality:

General: All purchases of goods and most services (Professional Services excluded) must be covered by a CBRM Purchase Order (Order# structure 4500xxxxxx), issued before the acquisition of the goods or service, or by a Purchase Card (in compliance with the Purchase Card Policy). Anyone procuring goods or services by other means will be personally responsible for payment to the supplier.

6.1 Up to \$7,5002,000 the department in accordance with the principles set out in this policy may purchase goods and services having a value up to \$7,5002,000, not covered by a Price Agreement or supplied by Central Stores. The department shall obtain a minimum of ~~three~~ quotes on all purchases over \$2,000500 and maintain a record of these quotes.

~~6.2 For all bids in excess of \$2,000, the user department will be required to advise the Procurement Section in writing of any requests that are not contained in their budget. All purchases shall be made by authority of the Department Director or his/her delegate, being a Manager or Supervisor and subject to all conditions of this policy.~~

~~6.2~~ ~~6.3~~ More than \$7,5002,000 but less than \$20,00010,000

~~6.3~~ **6.2.1 Contained in Budget** - For the acquisition of goods and services with a value of at least \$7,5002,000 but less than \$20,00010,000, at least three (3) quotations will be solicited by the Procurement Section in consultation with the user department. These quotations shall be in written form, Requests for Quotations will be advertised weekly in the Cape Breton Post Classified Section, or other publication or media as deemed necessary, except in cases of insufficient time or when public safety or protection of property is deemed a factor. Quotations will be accepted by FAX or EMAIL, purchase@cbrm.ns.ca.

6.2.2 ~~6.5~~ **Not contained in Budget** - All details in 6.3.1 apply. Additionally, written approval by the C.A.O will be required prior to the acceptance of any offer received.

6.3.4 More than \$20,000

6.3.1 Contained in the Budget For the acquisition of goods and services with a value greater than \$20,000 the Procurement Section in consultation with the user department will issue a public request for submissions. These requests will be advertised weekly in the Cape Breton Post Classified Section, the NS tenders website and other publications or media as deemed necessary. ~~These submissions shall be acknowledged at a public opening at a designated date and time, except as directed by the C.A.O in special circumstances, where public safety or protection of property is deemed a factor.~~ All submissions must be in writing and subject to any or all requirements contained in this policy.

6.3.2 Not contained in the Budget – All details in 6.4.1 apply. Additionally, written approval by Council or Committee of Council will be required prior to the acceptance of any offer received.

7. Methods of Procurement (see also Section 12 for exceptions)

The following are the Methods of Procurement to be used under this policy:

7.1 Low Value: Purchases that are random in nature and not included in a **Standing Offer/Price Agreement** or available through Central Stores. They are under the value of \$7,500 and may be purchased by the user department using Purchase Order, or Cheque.

7.2 Standing Offers/Price Agreements: In order to guarantee a continuous supply of various goods and services, which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed, the Procurement Section shall establish Standing Offers. These arrangements between the Regional Municipality and the supplier, commits the seller to provide goods and services at a specific price for a specific period of time. These agreements reduce the number of individual bids and reduce overall cost due to higher volume gained by combining the requirements of a number of departments. User departments can then draw supplies directly from these agreements. Standing Offers are governed by the purchasing guidelines listed in this policy.

7.3 Tenders: An invitation to tender solicits competitive bids. It is used when detailed specifications are available that permit the evaluation of tenders against clearly stated criteria and specifications. A request for tenders is a formal, competitive, sealed bidding process. It is normally used for the procurement of goods, services, equipment and construction. Normally, bid deposits and performance security are required. The bids and prices are provided without condition or reservation and where an award can be made without negotiation. Submissions are compared to a specification and requirements contained in the tender documents. The award is normally to the lowest total cost bid received from a responsible bidder meeting the requirements of the tender. Where lowest total cost is not the sole

determining factors on which the award will be made, the tender documents will contain a description of the method to be used to evaluate the bids as well as the weighted scale of each factor to be assessed.

7.4. Two Phase (Envelope) Proposal Tender: Where detailed specifications are not available, it is impractical to prepare a specification based on price, a two phase bid may be issued, inviting bids as follows:

- **Phase One:** one or more steps in which bidders submit proposals, for evaluation without prices. All Two Phase Tender calls must include evaluation criteria that will be used to score the respondents proposals.
- **Phase Two:** Only those bidders whose bids were determined to be acceptable will be entitled to have priced bids considered.
- **Award:** Award shall be made based on combined scoring of phase one and phase two bids at the ratios set out in the Proposal call.

7.5 Request for Proposal:

7.5.1 A Request for Proposal is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of the municipality. It is used when a supplier is invited to propose a solution to a problem, requirement or objective. Unlike tenders, Request for proposals are compared to each other or to stated criteria to assess the best proposal. All RFPs must include an evaluation criteria that will be used to score the respondents proposals.

7.5.2 Negotiations may be conducted with bidders after the date for receipt of proposals provided such discussions, negotiations are conducted to:

- Award equitable treatment to each acceptable offeror with respect to an opportunity for discussion and the revision of the proposal.
- Prevent the disclosure of the content of the discussion or negotiation with one offeror to another offeror.

7.5.3 Proposals submitted in response to a Request for Proposal need not be opened in public, but may be opened in the presence of at least one witness. A list of submissions (excluding pricing) will be available to the public and the proponents of the request. ~~In cases where a public opening is held, pricing information shall not be read at the opening.~~ Pricing information of the awarded proponent will only be released to the public following award of the proposal.

7.5.4 An award of a contract based upon a Request for Proposal will be made to the supplier, whose proposal is determined to be the most advantageous and/or the best value to the municipality based upon the criteria for evaluation set out in the Request for Proposal and equitably applied to all proposals.

7.6 Request for Quotation: an informal request for prices for goods and services, normally used where bid deposit and performance bonds are not required and where the cost of the work does not warrant the time and level of effort required for a formal tender process. All quotations must be in writing when the value exceeds **\$7,5002,000**. For lesser amounts verbal quotations may be obtained. Where verbal quotations are received the individual obtaining the quotation is responsible for recording and retaining a record of quote including the supplier name, name of the person providing the quote and the price.

7.7 Negotiation: conducted with one or more suppliers for the supply of goods and/or services would take place when any of the following conditions exist:

- Due to market conditions, goods and/or services are in short supply
- There is only one source of the goods or service
- Efforts at breaking identical bids have previously been unsuccessful and the same goods or services are required again
- None of the bids received are acceptable or exceed the amounts budgeted for the purchase and there is not sufficient time to re-draft specifications and/or call for proposals
- The extension, or reinstatement of, and existing contracts would be more cost effective or beneficial to the municipality. The extension or reinstatement of existing contracts are subject to the approvals listed in section 8.0, Award of Contracts
- When authorized by council

7.8 Sole Source Purchases:

Sole source purchases occur when there is only one available supplier of a required product or service that meets the needs of the municipality. Negotiation is the method of purchase used to complete the terms and conditions for this purchase. A single source purchase occurs:

- Where the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a single source;

- Where an item is purchased for testing or trial use;
- Where the municipality purchases supplies for resale;
- Where the municipality has a rental contract with a purchase option, and such purchase option could be beneficial to the municipality;
- Notwithstanding anything in this policy, where a purchase is determined by council to be fair and reasonable and is made from a nonprofit corporation supported by the municipality, it may make such a purchase as a single source purchase;
- Where items are offered for sale by tender, auction or negotiation such purchase will be deemed to be a single source purchase and the C.A.O. may authorize the submission of a bid or conduct of negotiations where the C.A.O. determines the purchase to be clearly in the best interest of the municipality;
- For matters involving security, municipal emergencies (EMO), police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the municipality. Such purchases may be made as a single source purchase. Purchases of this nature must be approved by the C.A.O. Contracts over the value of -\$10,000 must be reported to council.
- **Where the purchase falls under one of the Alternative Procurement Practices outlined under the Nova Scotia Procurement Protocols document.**

7.9 Emergency Purchases:

7.9.1 An emergency purchase occurs when a situation creates immediate and serious need, which may not be reasonably met by any other procedure and includes without limitation:

- A condition where lack of supplies or services may adversely affect the functioning of civic government, threaten public or private property or the environment, or jeopardize the health and safety of the public;
- Interim contractual arrangements following the expiration; or breach of contract; or receipt of unacceptable or uncompetitive bids

7.9.2 Emergency purchases are completed using the most expedient method, but will take economy into consideration.

7.9.3 Limits for emergency purchases by personnel shall be as indicated in Section 6. However, in each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority.

8. Award of Contracts

8.1 All publicly advertised tenders and request for proposals shall be presented to the department Director or his/her designate for review, recommendation (Recommend to Council/Committee/CAO where appropriate based on the policy and where not applicable, to Purchasing as administrators of the policy.) and approval in accordance with the conditions of this policy, except as noted below. A report shall be prepared and submitted to the Procurement Section prior to the award notification being issued. Award shall be subject to conditions contained in Section 6.1 as it related to Budget approval.

8.2 Cape Breton Regional Council would award contracts:

- When the procurement will result in an over expenditure of the entire budget
- Where the award is subject of dispute best dealt with by Council
- The Council has requested a report prior to award
- For the contracting of Audit Services
- For leases of real property owned by the Regional Municipality that are, either directly or by right of renewal, for a term exceeding one year
- For Non-Profit organizations as a sole source purchase
- When recommended by the C.A.O.

9. Supplier Performance and By-Law Compliance

9.1 Suppliers may be subject to disqualification if there is sufficient evidence of consistent failure to meet the standards required by the Cape Breton Regional Municipality and those set out under the Nova Scotia Occupational Health & Safety Act, or where the supplier has been found to be in violation of any CBRM By-Laws or the Dangerous and Unsightly Premises provisions of the *Municipal Government Act*. All Bidders will be required to fill out CBRM's Occupational Health & Safety Questionnaire and the Successful Bidder will be required to submit a copy of their Occupational Health & Safety Policy prior to Tender/Proposal award.

All Bidders for contract to be in effect for a specified period of time to provide a primary service which the CBRM could provide directly (e.g. garbage collection) or an ancillary service that supports a primary service provided by the CBRM (e.g. motor vehicle towing service to support public street/road snow removal) shall provide confirmation of compliance with the current provisions of the CBRM Land Use By-law in effect for the site of any of their business operations within CBRM. For the purposes of interpreting this Policy, any such sites on lands owned by either the Province of Nova Scotia, or the Federal Government shall not be considered in compliance solely by virtue of the fact they are located on Provincial or Federal Government land. Bidders awarded a contract with CBRM are not permitted to relocate to a new site within the CBRM unless the new site is appropriately zoned in compliance with the CBRM Land Use By-law in effect.

The Procurement Section will maintain supplier performance files. The user departments, stores clerks or procurement staff shall supply information in this file. Suppliers may be evaluated based on competitive price, quality of product, contract adherence and performance, after sales service and replies to invited tenders. Suppliers must be notified in writing of any deficiencies as indicated above and a copy of the notification placed in their file. Upon reasonable notice in writing to the supplier involved, and after a 30 day period in which to respond in writing, a supplier may be disqualified for a period not exceeding three (3) years from participation in a solicitation for goods and services.

9.2 Suppliers may be disqualified when:

- Conviction for a criminal offence of a person or a director or official or such person relating to or attempting to obtain a contract or sub-contract; Indication of lack of business integrity or honesty which directly and seriously effects the responsibility of the contractor;
- Breach of contract indicating an unwillingness to perform a contract in accordance with the terms and conditions or specifications or unsatisfactory performance of one or more contracts or portions thereof, in accordance with the terms and conditions thereof or in accordance with its specifications or both;
- The offer of any gratuity to an official or employee of the municipality by a supplier or contractor for consideration
- Convicted of a violation of:
 - a) any By-Laws of the CBRM; and/or
 - b) the Dangerous and/or Unsightly Premises provision of the *Municipal Government Act*, 1999, as amended to date.

9.3 A written decision shall be issued to the person or business disqualified or suspended, setting out the reasons for disqualification or suspension, to the usual business address of that person or business as in the records of the Procurement Section.

9.4 Disqualification or suspension will be approved by the C.A.O.

10. Disposal of Surplus Equipment

10.1 The Procurement Section shall accumulate surplus assets from the user departments. Items that are likely to be of use to other departments of the municipality may be transferred, after notice is given to all departments of the availability of these items. A cost factor, based on wholesale value of the item transferred may be assigned by the department disposing of the equipment.

10.2 Surplus assets shall be disposed of by trade in (vehicles & equipment), request for quotation, by public tender or by public auction. Sale shall be to the highest bidder, meeting all qualifications of the quotation, tender or auction.

10.3 The C.A.O. may award the disposal of surplus material without competition to any non-profit corporation, association, or entity, or any Municipality, Crown Corporation, School Board or level of government. Disposal shall be at market or appraised value.

11. Tender and Contract Documents, Bid and Performance Securities and Specifications

11.1 The C.A.O. may from time to time approve such standard forms including bids and performance securities if any, for purchases by Invitation to Tender, Request for Proposals, Request for Quotations, single sources or emergency purchases as well as forms of contract for types of purchases including but not limited to construction, supplies and installation or service as they may deem advisable.

11.2 Bid bonds, Performance bonds and other securities including Labour and materials bonds shall be required for such purchases in such form and in such amounts, as the C.A.O. deems advisable. (SEE: CBRM Contract Security Policy approved May 1996)

12. Special Services

12.1 Legal Services (External)

- General External Legal Services - A Request for Proposals for external legal services will be advertised, at a minimum, every three (3) years. The selection of a lawyer from the respondent firm(s), in each individual case

shall be made by the Regional Solicitor based upon the particular expertise required for that case. Work will be assigned and monitored by the Regional Solicitor, based upon work requirements, qualifications, experience, services offered, past performance, proposed fees and other relevant considerations as deemed necessary in the particular case.

- Specialized Legal Services may be assigned by the Regional Solicitor in consultation with the CAO, to provincially or nationally recognized law firms specializing in a particular field.
- Legal services as per collective agreements – Where a collective agreement provides for legal services for employees, these services shall be obtained in accordance with the terms of the collective agreement.

12.2 Insurance Services – All insurance requirements will be acquired by public advertisement. Insurance services shall be contracted for a one-year term renewable on an annual basis up to a five (5) year maximum on term satisfactory to the Cape Breton Regional Municipality.

12.3 Architectural, Engineering, Surveying and Real Estate Services:

Value less than \$50,000: Consultants will be acquired by staff from a roster of consultants selected through a publicly advertised Request for Proposal. Consultants will be selected, by project, based upon qualifications, experience, service offered, past performance, proposed fees, and other relevant considerations. A request for Proposal for these services will be publicly advertised, at a minimum, every three (3) years.

When the scope of a project is sufficiently detailed, the contracting department will establish criteria in order to select or short list prospective consultants from the list. The contracting department will then apply the criteria to identify one or more consultants from the list. Where more than one firm meets the criteria for the identified project, one of the following shall be used to complete the evaluation process:

- Request for additional information (RFI)
- Request for Price Quote (RFQ)
- Request for Proposal (RFP)

When the project estimated value is less than \$10,000 or when only one consulting firm conforms to the selection criteria, the department may award the work on a sole source basis with the written approval of the appropriate Director.

Value greater than \$50,000: Required services over the value of \$50,000 will be publicly advertised as a Standard Tender (Section 7.3), a Two Phase or Two Envelope Tender (Section 7.4), or an RFP. (Section 7.5).

12.4 Banking Services – General Banking services will be acquired ~~at the discretion of management in consultation with the audit committee by public advertisement at intervals not greater than every five (5) years. These services shall be contracted for a one-year term renewable on an annual basis up to a five (5) year maximum on term satisfactory to the Cape Breton Regional Municipality.~~

12.5 Auditing Services – Services of External Auditors will be acquired by public advertisement at intervals not greater than every five (5) years. These services shall be contracted for a one-year term renewable on an annual basis up to a five (5) year maximum on term satisfactory to the Cape Breton Regional Municipality. Selection of an auditor shall be completed by the Audit Committee of Council who will recommend the selection of an Auditor to Council. Annual renewal of the contract for audit services will be made by the Audit Committee.

13. Tie Bids

In the case of a tie bid, the Manager of Financial Services is to request the tie bidders submit a final offer. If this is not successful and a tie bid still occurs, ~~the contract will be awarded to the local bidder. Where both bidders are either local or non-local, both will be invited to a meeting where~~ the successful bidder will be selected in a draw.

14. Local Bidder Preference

~~14.1 When bids are received from suppliers/contractors located outside the boundaries of the Cape Breton Regional Municipality, as well as from within its boundaries, these regional suppliers may be entitled to a 5% preference over the suppliers outside the region.~~

~~14.2 Regional suppliers qualify for the 5% price preference if they are a commercial or residential taxpayer registered with the Registry of Joint Stocks of Nova Scotia whose primary business address is within the district boundaries of the Cape Breton Regional Municipality and the assessed property is the registered business address of the bidder.~~

~~14.3 Due to restrictions imposed by the Atlantic Procurement Agreement on the MASH (Municipalities, academic institutions, school boards, hospitals) sector within the Province of Nova Scotia, local Bidder preference may only be applied on goods, services and construction whose price does not exceed the following thresholds:²~~

Type	Amount	5% LBP limit
Goods:	\$ 25,000	\$1,250
Services:	\$ 50,000	\$2,500
Construction:	\$100,000	\$5,000

145. Purchases from/by CBRM Employees

145.1 The Cape Breton Regional Municipality shall not purchase any goods or services from any employee, any employee operating as a sole proprietorship, or any employee who is in a partnership. Purchases may be made from limited companies in which employee hold shares.

145.2 Employees or immediate family members (husband, wife, son, daughter) of employees of the Cape Breton Regional Municipality are not permitted to purchase personal use items through the purchasing system except where employee purchase plans are being offered, nor are they permitted to purchase surplus items which may be for sale under the terms of this policy.

156. Suppliers/Contractors indebted to CBRM

Any supplier/contractor having a customer account with the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from any payments due the supplier/contractor. Such deduction may be waived by the Manager of Financial Services, where the supplier/contractor has entered into a payment arrangement suitable to the Financial Services Department.

Approved by CBRM Council – September 23, 1997;
 amended March 10, 2005; November 21, 2006; April 15, 2008; February 16, 2010;
 October 19, 2010, November 28, 2017.

SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated in to the Tender. Bidders convicted of violations of any By-Laws of the Cape Breton Regional Municipality, or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any By-Laws of the Cape Breton Regional Municipality or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any By-Laws of the Cape Breton Regional Municipality, and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all By-Laws of the Cape Breton Regional Municipality and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of the aforementioned by-laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

Bidder

SCHEDULE "B"

TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among others things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement and the Atlantic Procurement Agreement (APA). The CFTA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The APA is an agreement among Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador and their respective MASH sectors and Crown Corporations. The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the APA. Table A outlines the thresholds for these two agreements.

TABLE A – Domestic Agreements

Agreement	Coverage	MASH
Atlantic Procurement Agreement (APA) Signed 1992; updated 1996 & 2008	Equal access to Atlantic suppliers. Includes NS, NB, PEI, & Nfld, their respective MASH and Crowns	Goods: \$25K+ Services: \$50K+ Construction: \$100K+
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government.	Goods: \$100K+ Services: \$100K+ Construction: \$250K+

_____ (hereinafter referred to as "The Bidder") does hereby acknowledge the understanding that this tender falls under the Domestic Trade Agreements, Atlantic Procurement Agreement (APA) and Agreement on Internal Trade. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated in to the Tender.

Witness

Bidder

APPENDIX "A"

**CONSULTANT, CONTRACTOR, SUPPLIER HEALTH & SAFETY
QUESTIONNAIRE**

Consultants, Contractors or Suppliers wishing to submit proposals to the Cape Breton Regional Municipality must complete this questionnaire and submit it to CBRM Finance Department with their bid information.

GENERAL INFORMATION:

Company Name: _____

Company Address: _____

Telephone Number: _____

INSURANCE/WORKERS' COMPENSATION COVERAGE:

Is your company covered by general liability insurance, automotive insurance umbrella policies, etc., that would cover the cost of damages to, and incidents involving third parties? * Yes * No

Is your company in good standing with the Workers' Compensation Board for the Province of Nova Scotia? * Yes * No

If no, please explain

SAFETY PERFORMANCE:

Does your company have any non compliance or outstanding issues with the Nova Scotia Labour and Workforce Development, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines?

* Yes * No

If yes, please attach a note explaining the details, including current status or resolution.

SAFETY PROGRAM:

Does your company have a written health and safety policy signed by management?

* Yes * No

Does your company have written safety policies, procedures and safe work practices applicable to the scope of work to be performed, including clearly defined safety responsibility for managers, supervisors and workers? * Yes * No

How do you communicate your safety policies and procedures?

How often do managers/ executive officers visit the worksite?

Please explain how you conduct on site inspections, including how often they are conducted, what they cover and who conducts them?

Does your company have a risk assessment procedure? * Yes * No

Does your company have a procedure in place for investigating incidents, accidents and near misses? * Yes * No

Please attach a list and contact information of all supervisors you will be using on site, as well as any safety coordinator or persons responsible for job site safety.

Do you provide on the job training to all employees? * Yes * No

Please indicate how you inform your workers, other workers or persons at or near the workplace of any workplace hazards to which they may be exposed.

Do you have a disciplinary policy in place for anyone committing health and safety violations? * Yes * No

Please Describe:

Do you have a Joint Occupational Health and Safety Committee or Representative?

* Yes * No

Do you have a preventative maintenance program for tools and machinery?

* Yes * No

Do you have a health and safety policy in place for incorporating sub contractors into the workplace? * Yes * No

Please provide any other information relating to other programs or activities that you believe demonstrate your company conducts their projects safely and in accordance with all health and safety requirements.

NOTE:

PLEASE BE ADVISED THAT DURING THE TENDERING PROCESS OR AT ANYTIME DURING THE CONTRACTED WORK, CBRM MAY REQUEST COPIES OF POLICIES, PROCEDURES, RECORDS OR DOCUMENTATION OF PROOF FOR ANY QUESTIONS ANSWERED ON THIS QUESTIONNAIRE.

DO YOU AGREE TO PROVIDE THIS INFORMATION IF REQUESTED? * Yes * No

Signature

Date

Position/ Title

Excerpt - Council Minutes – June 9, 2020

Proposed Amendments to Various CBRM Policies

Ms. Deborah Campbell Ryan, Municipal Clerk, highlighted and introduced the proposed amendments to the following CBRM policies that will be brought to the June 23rd, 2020 meeting for consideration:

- Committees RC4 Policy
- Council Agenda Policy
- Rules of Order Policy

CBRM

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: CBRM Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: June 16, 2020
Subject: Committees RC4 Policy – Proposed Amendments

Further to my Memo submitted at the June 9, 2020 Council meeting, attached is the CBRM Committees RC4 Policy with the proposed amendments highlighted in yellow. Below is a summary of the changes:

- **Delete Section 22 – Pension (Retirement) Committee:** Associated By-law has been repealed by Council, thus this Committee is no longer required. The remaining sections are then renumbered.
- **Appeals Standing Committee - Terms of Reference (Renumbered Section 23):** updating this section to include appeals pursuant to the Tow Truck Licencing By-law.

Recommendation:

I recommend that Council approve the proposed amendments to the Committees RC4 Policy as presented.

Yours truly,

ORIGINAL SIGNED BY

**Deborah Campbell Ryan,
Municipal Clerk**

Attachment

CAPE BRETON REGIONAL MUNICIPALITY

Resolution RC4

COMMITTEES

1. Standing Committees

The following standing committees shall be appointed every two years:

Fire and Emergency Services Committee
Audit Committee
Heritage Advisory Committee

2. Police Commission

Some members of the CBRM Council will also be sworn as Police Commissioners for a two year term. The Police Commission will act autonomous of Council and will carry out the prescribed responsibilities as outlined in the Cape Breton Regional Municipality By-laws governing the operation of its Police Commission and the Nova Scotia *Police Act*. The Commission shall meet on a quarterly basis (i.e. March, June, September and December), with the proviso that a special meeting could be called by the Chair should a pressing issue arise. (Police Commission – February 25, 2014). The Chair shall be selected by the Commission at the December meeting for a term of two consecutive years. The Chair shall also represent CBRM on the Nova Scotia Association of Police Boards.

3. General Committee

Following a trial period utilizing a Committee of the Whole system, the General Committee replaced the Protective Services, Public Services, Water Utility, Planning Advisory and Corporate Services Committees (Council - February 19, 2013). General Committee membership is comprised of all members of Council and chaired by the Mayor. The General Committee was empowered with certain decision-making powers as per Section 23(1)(c) of the *Municipal Government Act* (MGA) (Council – April 16, 2013). The delegated powers include:

- a. Declaring CBRM property as surplus to the needs of the Municipality in accordance with the CBRM Property Management Policies;
- b. Building Inspection;

- c. Development;
- d. Animal Control
- e. Non-service delivery revenue i.e. licenses, permits, etc.
- f. Public Works;
- g. Engineering;
- h. Transit;
- i. Solid Waste Collection and Disposal;
- j. Parks and Recreation;
- k. Oversight of the CBRM Water Utility operation, including Regulatory Responsibility, Service Procedures, Rate Structure, Budget Preparation for Council consideration, and recommendations on Capital Projects;
- l. will make decisions on all issues pertaining to the legislative branches of government, including:
 - i. The Chief Administrative Officer's Department
 - ii. The Clerk's Department
 - iii. Solicitor
 - iv. Finance Department
 - v. Human Resources
 - vi. Economic Development Initiatives
- m. Issues relating to fiscal services;
- n. Oversight of the business operation of Centre 200 and the Northside Industrial Park;
- o. Advise the Council in the preparation, amendment or revision of planning strategies, land-use by-laws, and subdivision by-laws and on land use matters generally, and to carry out the functions of a Planning Advisory Committee pursuant Sections 200-203 of the *MGA*;
- p. The General Committee will report to Council periodically during the year concerning:
 - financial status, actual vs. budget
 - to seek approval for deviation from approved policy
 - departmental performance issues.

4. Residual Power

In recognition of the ultimate power of the Council, especially on occasions when it would be prudent to retrieve an issue from the General Committee, CBRM Council reserves the right to require an issue to be returned to Council in formal session.

5. Committee Chair

The position of Chair of each standing committee shall be rotated annually unless otherwise directed in this or another CBRM Policy.

6. Policies, By-Laws and Budgets

Council shall approve policies, by-laws and budgets for each of its standing committees which will govern the action of the standing committees.

7. Members of Standing Committees

Except when otherwise provided by these By-laws or any statute, all standing committees consist of a minimum of three councillors who shall be appointed for a two year term. It shall be a guideline to strive for at least one half of the membership of committees to rotate off every second year to maintain continuity.

8. Mayor

The Mayor is an ex-officio voting member of all Committees except the Audit Committee and the Police Commission.

9. Special Committees

- (1) Special or select committees may be appointed on motion, by recorded resolution, at any time.
- (2) Upon presenting its final report to Council on matters referred to it, a special or select committee is dissolved.

10. Citizen Advisory Committees

The Council may from time to time appoint citizen advisory committees to advise the Council on the subjects and at the times set out in the resolution establishing the committee.

11. No Additional Remuneration

No member of a committee is entitled to remuneration for serving on the committee.

12. Nominating Committee

(1) At the first regular meeting of Council held, after the Election, and at the first regular meeting of Council held in October and every two years thereafter, the Council shall appoint, or authorize the Mayor to appoint, the Nominating Committee. The Committee shall consist of the Mayor and at least five (5) Councillors.

(2) Upon appointment, or soon thereafter, the Nominating Committee shall convene and nominate persons to serve for the next two years on the standing committees and external agencies/committees.

(3) The Nominating Committee shall also meet as required to deal with citizen appointments and any vacancies on Committees.

(4) With respect to the appointments of citizens to Committees, the following selection process shall be used:

- While the meetings of the Nominating Committee are open to the public, the proceedings will not be live streamed or videotaped when dealing with citizen appointments.
- The background information for the applicants will not be attached to the public agenda.
- A matrix of the applicants identified by name and number, noting their qualifications and experience in the related field, will be provided to the Nominating Committee.
- Discussion by the Committee will be non-specific, referring to the candidates by number and not by name.

- Recommendations to Council will refer to the candidate number, and once the citizens have accepted the positions and any required background checks have been completed, their names will be released at a subsequent open meeting.
- (5) The Council may ratify the report of the nominating committee or may substitute the name of any person instead of the person nominated by the committee.

13. Non-Committee Council Members

Council members not serving on Committees will not be permitted to participate in the Committee debate or the vote, but are authorized to make comments, presentations and participate at Committee meetings.

14. Committee Procedure

- (1) Unless otherwise determined by statute or by-law, the members of a committee shall at their first meeting following the appointment of the committee choose a chair and a vice-chair from among their number.
- (2) The Clerk shall call the first meeting of any committee after its appointment on the request of the Mayor or a majority of the members of the committee.
- (3) The procedures to be followed by any committee are those prescribed by the rules of order resolution.
- (4) A majority of the members of a committee is a quorum.
- (5) All meetings of a committee are public except meetings to discuss matters related to personnel, land acquisition, legal opinions and other similar matters as outlined in Section 22(2) of the Nova Scotia *Municipal Government Act*.

15. Vacancies in Committees

- (1) A councillor appointed to a committee ceases to be a member of the committee upon ceasing to be a councillor.
- (2) The Council may by majority vote remove any member from a committee, remove any committee, or remove any member of a board or commission appointed by the Council.
- (3) The Council shall fill any vacancy occurring in any committee or with respect to any person appointed by the Council as soon as practicable after the vacancy occurs.

16. Council Authority

The Council may confirm, alter, modify or annul any act, requirement or direction of any committee.

17. Committee Reports

- (1) The report of a committee shall be in writing and signed by the Chair.
- (2) When there is a difference of opinion among the members of the committee, the minority may report their views in writing to the Council, if they see fit.

18. Duties of Standing Committees

It is the general duty of all standing committees:

- (a) to report to the Council from time to time, whenever desired by the Council and as often as the interests of the Regional Municipality may require, on all matters connected with the duties imposed on them;
- (b) to carry out action in relation to those matters connected with their duties as may be deemed necessary;
- (c) to draft and introduce for Council consideration and adoption of the by-laws, policies and budgets necessary to empower Committees to carry out their mandate;
- (d) to consider and report on any and all matters referred to them by the Council or the Mayor;

19. Fire and Emergency Services Committee

The Terms of Reference for the Fire and Emergency Services Committee is as follows: (Council - August 19, 2014):

Mission

The mission of the Fire and Emergency Services Committee is to manage community risk through a system of engineering, enforcement, education and consultation; and to provide a standard of emergency response meeting the defined needs of the CBRM.

Committee Structure

The Committee shall consist of five (5) members of Council. The Deputy Mayor is to serve as Chair with the annual election of a Vice Chair. Half of the Committee members are replaced every two years to maintain Committee continuity.

Committee Duties

The Committee is to report to Council, carry out the requests of Council, conduct research, create draft bylaws, policies and budgets for Council's consideration, and provide an annual report to Council on the state of service delivery including recommended service direction.

Areas of Responsibility

The Fire and Emergency Services Committee will accomplish their mission through their oversight and recommendations to Council pertaining but not limited to the delivery of:

1. Registration of Fire Services;
2. Registration of Emergency Service;
3. Volunteer Support;
4. Fire Service Operations;
5. Fire - Emergency Services;
6. Fire Service Prevention;
7. Fire Service Training;
8. Emergency Management; and
9. Budget.

Proposed Meeting Schedule

Meetings will be held **bi-monthly** or more frequently as determined by the Chair. When possible, meetings will be held on the second Wednesday of the month commencing at 10:00 a.m.

20. Audit Committee

The Audit Committee shall be appointed in accordance with the provisions of the Audit Committee Policy to perform the duties and exercise the powers prescribed by the Audit Committee Policy in accordance with the *Municipal Government Act*.

21. Heritage Advisory Committee

The Heritage Advisory Committee shall be appointed in accordance with the provisions of the Heritage Property By-Law to perform the duties and exercise the powers prescribed by the Heritage Property By-Law and the *Heritage Property Act*.

22. Pension (Retirement) Committee

The Pension (Retirement) Committee members shall be appointed in accordance with the provisions of Section XIII of the Cape Breton Regional Municipality By-law Respecting Pension Plan to perform the duties, exercise the powers and report to Council as prescribed in the said By-law.

23. 22. External Agencies and Committees

While Council supports the efforts of external agencies and committees within CBRM and acknowledge the exemplary service provided to the community, it is the Policy of CBRM that direct representation by Council members will not be provided, with the exception of the following organizations (or by future motion of Council), to which the required number of Councillors will be appointed for a two year term unless otherwise stated:

- Cape Breton Regional Library Board (3 members);
- Pitu'paq (one member);
- Nova Scotia Solid Waste-Resource Management Regional Chairs Committee (one member);

Members of Council are at liberty to offer their service to community organizations as a citizen of the Municipality (Council - June 18, 2013).

24. 23. Appeals Standing Committee

The Terms of Reference for the Appeals Standing Committee shall be as follows:

Purpose:

- a. The purpose of the Appeals Standing Committee is to provide a single forum for the hearing of certain appeals of decisions by staff of the Municipality and other duties as assigned.

Composition:

- b. The Appeals Standing Committee shall consist of all members of Council.
- c. The Mayor will be the Chair and the Deputy Mayor will be the Vice-Chair of the Appeals Standing Committee.

Duties and Responsibilities:

- d. To hear appeals as delegated to the Committee by the Council, including, **but not limited to**, appeals in accordance with the dangerous and unsightly premises provisions in Part XV of the *Municipal Government Act*; appeals in accordance with the CBRM Taxi By-law (as authorized under Section 305 of the *Motor Vehicle Act*); **and** to issue demolition orders in accordance with the dangerous and unsightly premises provisions in Part XV of the *Municipal Government Act*; **and appeals in accordance with the CBRM Tow Truck Licencing By-law.**

Administration and Procedures:

- e. The Appeals Standing Committee shall meet as required to fulfil its duties and responsibilities, and within sixty (60) days from the date the Clerk is in receipt of:
- an appeal of a decision of staff; or
 - a Notice of Staff Intent to Request an Order to Demolish; or
 - a request by an owner to appear and be heard pursuant to Section 346(3) of the *Municipal Government Act*.
- f. While the meetings of the Appeals Standing Committee are open to the public, the proceedings will not be live streamed or videotaped, and the background information for the agenda items will not be posted on the CBRM website.

Approved by Council August 1, 1995

As amended by Council:

- **May 21, 1996**
- **Occupational Health and Safety Committee deleted as per motion of Council**
- **December 17, 1996**
- **November 28, 2000**
- **December 18, 2001 (quorum at Planning Advisory)**
- **February 17, 2004 (creation of Water Utility Committee)**
- **March 11, 2005 (various amendments)**
- **January 19, 2010 (re: Police Commission)**
- **October 20, 2015 (General Committee and other amendments)**
- **June 19, 2017 (Appeals Standing Committee)**
- **July 18, 2017 (meeting date for Fire and Emergency Services Committee)**
- **June 26, 2018 (Council appointment term 2 years)**
- **March 12, 2019 (Fire & Emergency Services Committee – changes to schedule)**
- **May 21, 2019 (Nominating Committee procedure – citizen appointments)**

- _____ 2020 (Deletion of Pension Committee)

CBRM

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: CBRM Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: June 16, 2020
Subject: Council Agenda Policy – Proposed Amendments

Further to my Memo submitted at the June 9, 2020 Council meeting, attached is the CBRM Council Agenda Policy with the proposed amendments highlighted in yellow. Below is a summary of the changes:

- **Councillor Agenda Request Form:** Title change, with clarification regarding the purpose of this Form, which is to request a staff report regarding a municipal-related issue, and a notation that Councillors are encouraged to discuss matters with the Director of the responsible Department prior to submitting their agenda request so that further insight into the issue may be obtained.
- **Resolutions:** Requests for action by Council on matters that are within the jurisdiction of the Provincial or Federal Government shall be submitted in Resolution format.
- **Review of Draft Agendas:** The agenda review working group comprised of the Presiding Officer, Chief Administrative Officer, Clerk, Solicitor and Deputy Mayor (or their delegates) may attend the agenda consultation meeting to review and approve the draft agendas.
- **Petitions:** New section regarding the process for Petitions submitted to Council.

Recommendation:

I recommend that Council approve the proposed amendments to the Council Agenda Policy as presented.

Yours truly,

ORIGINAL SIGNED BY

Deborah Campbell Ryan, Municipal Clerk



CBRM

A Community of Communities

Cape Breton Regional Municipality

Council Agenda Policy

1. PREAMBLE:

It is the Policy of Council that draft agendas for monthly Council and Committee meetings are reviewed during the agenda consultation meeting. **completed by the Agenda Review Committee.**

2. OBJECTIVE:

It is the objective of this Policy to outline a process for submitting items for Agendas and to ensure that the business requiring Council/Committee direction proceeds in a methodical and timely manner.

3. Key Points:

- i. Agendas are constructed during any given month using a pending file.
- ii. Council members and staff are invited to submit issues to the Clerk's Office prior to the agenda consultation meeting.
- iii. Resource or appropriate background materials i.e. Issue Papers must be provided for distribution with the draft agenda package.
- iv. **For matters within the jurisdiction of CBRM, Council members shall submit their agenda requests for staff reports using the Council Councillor Agenda Request Form – Staff Report as outlined in Appendix "A" attached to this Policy. Councillors are encouraged to discuss matters with the Director of the responsible Department prior to submitting their agenda request.**
- v. **Requests from Council members for action by Council regarding matters that are within the jurisdiction of the Provincial or Federal Government shall be submitted in the form of a Resolution.**

- vi. The deadline for agenda submissions to the Clerk's Office is 4:30 p.m. seven (7) days prior to the meeting.
- vii. *Approval of the Agenda* shall be included in the agenda Order of Business for regular Committee and Council meetings, as well as In Camera meetings. Any items added to or deleted from an agenda during the meeting will require a motion with **simple** majority vote. This includes New Business items as provided for in this Policy.
- viii. The **agenda review working group Committee** ~~shall~~ consisting of the presiding officer, **Chief Administrative Officer (CAO)**, Clerk, Solicitor and the Deputy Mayor, or their delegates, **may attend the agenda consultation meeting**.
- ix. For those instances when requested agenda items may be outside the jurisdiction of the Municipality, require more research or should be dealt with in a different forum, the **agenda review working group Committee** shall have the authority to delete, defer or refer such agenda requests. With respect to such deletion, deferral or referral, the Deputy Mayor shall report to the respective Council members, the CAO shall advise staff, and the Clerk shall notify citizens regarding delegation requests.
- x. In all cases possible, agendas for regularly scheduled meetings would be pre-distributed to Council Members approximately 5 days prior to a meeting. For special meetings, these timelines may be reduced.
- xi. All agendas for regular meetings are distributed to all Members of Council whether they are members of a Committee or not.
- xii. In Camera materials that are pre-distributed are only sent to Committee Members, however non-Committee Council members are invited to attend in camera meetings.
- xiii. In Camera agenda topics and corresponding sections of the *Municipal Government Act* will be included in the public meeting notice and listed on the CBRM website.
- xiv. Once an issue has been dealt with by Council, it should not be put before Council again for at least 6 months, unless by proper motion of reconsideration, **or** rescindment or to amend something previously adopted.

4. PETITIONS:

- (1) Every Petition for Council consideration shall:
 - i) Be legibly written, typed or delivered electronically (Note: it is the responsibility of the individual initiating and submitting the Petition to verify that an electronically-generated Petition is from a reliable petition source);
 - ii) Not contain any impertinent or improper matter/language;
 - iii) Be signed by at least one person, or be received from an electronic address which clearly identified the person sending the Petition;
 - iv) State the reasons for the Petition and the remedy sought by Council;
 - v) The date the Petition was commenced;
 - vi) Include the name, civic address and either the telephone number or email address of the person(s) who started the Petition;
 - vii) The name and civic address of every person who signed or electronically submitted their name to the Petition;
 - viii) Be submitted to a member of Council and/or filed with the Clerk.
- (2) A digital copy of the Petition may be circulated to all members of Council if requested by the petitioner.
- (3) Once received by the Clerk, the Petition will be reviewed by the agenda review working group prior to inclusion on a meeting agenda. Once approved, receipt of the Petition will be duly noted on the agenda, highlighting the operative clause, and be included under the "Approval of Agenda" order of business.
- (4) Where an individual wishes to speak to a Petition before Council, any member of Council may move a motion that the individual be heard.

4. 5. LATE ITEMS:

If an issue arises after the Council package goes out and up to noon on the day before a Council meeting, a Council member can submit the additional item to the Clerk for review by the agenda review working group ~~an agenda committee made up of the Mayor/Chair, the CAO and the Clerk~~ for a decision on inclusion as an added item.

These late items require an issue paper or some kind of background information for distribution before the meeting.

A “new” item received on Council Day or without supporting documentation, will not be permitted.

Council shall not vote on a motion arising out of an item added to the agenda until a staff report and recommendation is received by Council. Any motion so made shall be deemed to be deferred until such reports and recommendation is received.

5. 6. NEW BUSINESS:

New Business in the context of this policy is simply:

- Announcements (substantive)
- Referrals/questions
- Submission of Petition
- Notice of Motion

All are subject to a strict adherence to a 1 minute time limit. No debate.

This Policy replaces earlier policies dealing with agenda issues.

This Policy is Councils’ provision for the process of Agenda composition and New Business matters and supercedes Robert’s Rules of Order.

It is noted that the MGA in Section 19(3) sets out the procedure on how a Council can deal with an emergency issue.

Section 19(3) Where the Mayor or Warden determines that there is an emergency, the Council may meet without notice or with such notice as is possible in the circumstances.

Approved by Council: September 19, 2006
Amended: June 26, 2018
February 19, 2019
_____, 2020

Appendix "A"



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Item No.

Council Councillor Agenda Request Form – Staff Report	
<input type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)
<input type="checkbox"/> Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion	
<p>Date of Council/Committee Meeting:</p>	
<p>Subject:</p>	
<p>Motion requesting Staff Report for Council/Committee to Consider:</p> <p><i>(Note: when drafting the motion, please ensure that it reflects everything that is being requested to be included in the request for a staff report.) – Please ensure this text is deleted in the final version of this form.</i></p>	
<p>Reason:</p>	
<p>Outcome Sought:</p>	
<p><i>Councillor</i></p>	<p><i>District</i></p>
<p>Date:</p>	<p><i>Received by Clerk's Department (date):</i></p>

Issue has been discussed with Director of Responsible Department

CBRM

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: CBRM Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: June 16, 2020
Subject: Rules of Order RC1 Policy – Proposed Amendments

Further to my Memo submitted at the June 9, 2020 Council meeting, attached is the CBRM Rules of Order RC1 Policy with the proposed amendments highlighted in yellow. Below is a summary of the changes:

- **Section 2(11):** inclusion of reference to the web-streamed broadcast, with rewording regarding paper copies of the recorded vote.
- **Section 4(1):** inclusion of reference to the digital record system for Minutes.
- **Section 4(2)(b):** delete reference to “accepted reports at length” being entered in the Minutes.
- **New Section 7 – Rescind; Amend Something Previously Adopted:** Outlines the process to rescind or amend something previously adopted as contained in Roberts Rules of Order, which complements Section 6 - Reconsideration. The remaining sections are also renumbered.
- **New Sections 9 & 10:** Reference to the agenda review working group in the Council Agenda Policy.

Recommendation:

I recommend that Council approve the proposed amendments to the Rules of Order RC1 Policy as presented.

Yours truly,

ORIGINAL SIGNED BY

Deborah Campbell Ryan, Municipal Clerk

Attachment

Cape Breton Regional Municipality

Recorded Resolution RC1

RULES OF ORDER

1 Order

- (1) The Mayor or other presiding officer shall preserve order and decorum at all Council meetings and shall decide all questions of order, subject to appeal to the Council.
- (2) When the Mayor or presiding officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Mayor shall briefly cite the rule or authority applicable to the case.
- (3) The Mayor may, before ruling on a point of order, consult the solicitor of the Regional Municipality as to the applicable law.
- (4) It is the right of a member to call another member to order.
- (5) Where a member calls another member to order, the member must state the point of order clearly and succinctly and it will be for the presiding officer to decide whether the point is well taken.
- (6) An appeal may be taken from the decision of the presiding officer by any member of the Council.
- (7) When an appeal is taken from the decision of the presiding officer, the presiding officer shall first state the decision and ad, "The question is: Shall the decision of the Chair stand?"
- (8) When any question of order or practice is raised, it must be decided before further proceeding with the question in discussion.
- (9) When any matter of privilege arises, it must be considered immediately.
- (10) If the Mayor desires to leave the chair for the purpose of taking part in the debate or otherwise, the Deputy Mayor or another member of the Council shall fill the Mayor's place until the Mayor resumes the Chair.

Recorded Resolution RC1
Rules of Order

- (11) If any member of the Council or any other person in attendance at a meeting of the Council persists in disturbing the conduct of the meeting, the Mayor or other presiding officer may (subject to an appeal to the Council) require that person to leave the meeting and may direct a police officer of the Regional Municipality to carry out the order.
- (12) If the Mayor or other presiding officer determines that it is not possible to maintain order at any meeting of the Council, the Mayor or other presiding officer shall adjourn the meeting.

2 Rules of Conduct and Debate

- (1) Every member shall, in speaking to any question or motion, address the Chair.
- (2) When two or more members evidence an intention to speak, the presiding officer shall call upon the member who first showed such an intention, subject to a motion to hear another member.
- (3) No member shall use offensive words in or against the Council or any member thereof, nor shall the member speak beside the question in debate.
- (4) No member shall infringe the rules of the Council or disobey the decision of the presiding officer or of the Council on any question of order or practice, or upon the interpretation of the rules of the Council.
- (5) Where a member infringes the rules of the Council or disobeys the decision of the presiding officer or of the Council, the member may be ordered by the presiding officer or by resolution of the Council to leave that meeting, but if the Council accepts an apology by the offender, the member may be permitted to remain.
- (6) A member called to order by the presiding officer shall immediately cease speaking, except to explain, and the Council if appealed to shall decide the matter without debate.
- (7) No member shall pass between any member who is speaking and the presiding officer, nor shall a member interrupt any member who is speaking except to raise a point of order.

Recorded Resolution RC1
Rules of Order

- (8) Any member may require the question or motion in discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (9) (a) Council members are permitted to speak up to two times to the same question without leave of the Council; the first time for a maximum of five (5) minutes and the second time for two (2) minutes, except for significant issues at special meetings during which Council members will be permitted to speak up to fifteen (15) minutes. Staff responses to questions by Councillors shall be counted in the speaking time.
- (b) A reply is allowed to a member who has made a substantive motion to the Council, but not to any member who has moved an amendment.
- (c) If a Council member exceeds the speaking time, any Council member can call a point of order and the Mayor will uphold the ruling that the speaking times be adhered to.
- (10) Every question shall be decided by a vote of yeas and nays and the presiding officer shall state whether the motion has been carried or defeated.
- (11) Every public vote on a motion is a recorded vote and is to be released as part of the televised **and/or web-streamed** broadcast. A **hard paper** copy of the results of a recorded vote is to be made available upon request. The staff will make such requests for **hard paper** copies available in as reasonably and timely manner as possible and a copy of the recorded vote will be available upon request.



The above process does not apply to the limited type of motions made in closed or in camera sessions duly called under provisions noted in Section 22 of the *Municipal Government Act*.

- (12) When the question in consideration contains distinct propositions, upon request of any member, a vote upon each proposition shall be taken separately.
- (13) Every member of the Council present when a question is put shall vote unless:
- (a) the member has declared a conflict of interest in the subject of the question pursuant to the *Municipal Conflict of Interest Act*, or
- (b) the Council has excused the member from voting.

Recorded Resolution RC1
Rules of Order

- (c) Refusal to vote shall be recorded as voting in the negative, as per the *Municipal Government Act*.
 - (d) Council will not excuse members from voting unless in Conflict of Interest situations.
- (14) Subject to the *Municipal Conflict of Interest Act*, the Mayor shall vote on all questions before Council.
- (15) After the question is put, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared; the decision of the presiding officer as to whether the question has been put is conclusive.
- (16) Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council the presiding officer shall apprise the members immediately without putting the question and shall cite the rule or authority applicable to the case without argument or comment.
- (17) The Mayor or presiding officer may, at the beginning of any meeting or at any time except when a question is actually under debate, bring any matters as the Mayor or presiding officer may have in charge or may consider desirable before the Council.

3 **Motions**

- (1) Any member of Council may require that a motion be in writing except a motion to adjourn, to lay on the table, to postpone to a certain time, to refer or to move the previous question.
- (2) A motion shall be seconded before being debated or put to the questions.
- (3) A motion may be withdrawn by the mover with the consent of the seconder at any time before decision or amendment.
- (4) When a question is under consideration, no motion shall be received except:
 - 1. To adjourn.
 - 2. To lay on the table.
 - 3. To postpone to a certain time.

Recorded Resolution RC1
Rules of Order

4. To refer.
5. To amend.
6. To move the previous question.

These several motions shall have precedence in the order in which they are named.

- (5) A motion to adjourn shall always be in order, except:
 1. When a member is in possession of the floor.
 2. When the ayes and nays are being called.
 3. While the members are voting.
 4. When "to adjourn" was the last preceding motion.
- (6) No expression of opinion or qualification shall be made with a motion to adjourn the Council or the debate.
- (7) The following questions shall be decided without debate or amendment:
 1. A motion to reconsider.
 2. All motions as to priority of business or as to the suspension of the general order of the day.
 3. An application to speak more than the prescribed number of times.
 4. A motion to allow any person other than a member of the Council to address the Council.
 5. The previous question.
 6. A motion to adjourn.
 7. A motion to postpone to a certain day.
 8. A motion to lay on the table.
- (8) An amendment may only be amended once.

Recorded Resolution RC1
Rules of Order

- (9) Amendments shall be put in the reverse order to that in which they are moved.

4 Minutes

- (1) The Clerk shall keep Minutes of the procedures of every meeting of the Council in a properly indexed Minute Book **and/or digital record system**.
- (2) The Minutes shall:
- (a) contain all resolutions and motions passed, with the names of the movers and seconders, and
- (b) mention reports, petitions and other papers submitted to the Council by their respective titles only, or by a brief description of their purport, **but accepted reports shall be entered at length**.
- (3) The Minutes shall not include any lengthy report of any debate in the Council, but a summary of the main points raised for and against the question may be included at the discretion of the Clerk.
- (4) The first order of business at any regular meeting of Council shall be the passing of the Minutes of the preceding regular meeting and any special meetings held since the last regular meeting of the Council.
- (5) The Minutes as approved or as corrected and approved shall be signed by the Mayor and the Clerk.

5 Resolutions Involving Extraordinary Expenditures

All resolutions involving and expenditure not definitely arranged for in the estimates shall be laid on the table as a Notice of Motion to be discussed at a subsequent meeting. No such resolution shall be voted upon at the same meeting at which it is introduced unless the Chief Administrative Officer recommends in favour of the expenditure and the Council by a two-thirds vote of the members then present approved the expenditure.

6 Reconsideration

- (1) After any question has been decided either in the affirmative or negative, any member may, at the same meeting, or at the first meeting thereafter,

Recorded Resolution RC1
Rules of Order

move for a reconsideration thereof. No discussion of the main question shall be allowed unless the motion to reconsider has passed.

- (2) No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

7 Rescind; Amend Something Previously Adopted

-
- (1) The Council can change an action previously taken or ordered by:
- (a) Motion to rescind can be used to strike out an entire main motion that has been adopted at some previous time; or
 - (b) Motion to amend something previously adopted can be used if it is desired to change only a part of the text, or to substitute a different version.
- (2) Two-thirds majority vote is required on a motion to rescind or motion to amend something previously adopted. However, a simple majority vote is only required if notice of intent to make the motion, stating the complete substance of the proposed change, has been given at a previous meeting.
- (3) Motions to rescind or amend something previously adopted are not in order under the following circumstances:
- (a) When it has been previously moved to reconsider the vote on the main motion, and the question can be reached by calling up the motion to *Reconsider*;
 - (b) When something has been done, as a result of the vote on the main motion, that is impossible to undo. The unexecuted part of the motion, however, can be rescinded or amended.

7.8 Adjournments

The Council shall always adjourn at the hour of 10:00 p.m. if in session at that hour unless otherwise determined by vote of two-thirds of the members present.

8-9 Agenda

→ (1) The Clerk, in consultation with the Mayor agenda review working group, shall prepare an agenda for all matters that are to come before any meeting of Council in the sequence in which they should arise in accordance with the Council Agenda Policy.

(2) The agenda shall be distributed before each meeting of the Council.

(3) No matter not on the agenda may be considered at a meeting except as notice for the next succeeding meeting of the Council.

9-10 Persons Not Members of Council

(1) The Clerk, the Solicitor, or other officer of the Regional Municipality may address the Council on the request of the Mayor or other presiding officer or of any member of the Council.

(2) No other person who is not a member of the Council shall be heard without the permission of the Council.

(3) The permission of the Council may be extended by the Mayor or other presiding officer subject to the objection by a majority of the members of the Council present.

→ (4) Any matter brought to the Council by petition or public representation shall be considered by the Council at its next regular meeting agenda review working group.

(5) No one may bring any sign, poster, placard, banner or other like device into the Council Chamber without the prior permission of the Mayor or other presiding officer, subject to objection by a majority of the members of Council present.

Recorded Resolution RC1
Rules of Order

10 11 **Suspension of Rules**

The rules and procedures of the Council may be suspended by two-thirds majority vote of the members present.

11 12 **General**

In all cases not provided for, the proceedings of the Council shall be governed by Roberts' Rules of Order.

Approved by Council: August 1, 1995

Amended by Council:

August 15, 2000
November 28, 2000
February 19, 2002
March 14, 2005
_____, 2020

Alternative Voting (electronic) by Telephone or Internet for the 2020 Municipal and CSAP Elections

Ms. Deborah Campbell Ryan, Municipal Clerk/Returning Officer, reviewed her Memo on this issue as a follow up to the report originally brought before the General Committee of Council on March 3, 2020.

During discussion, Council suggested that this matter be postponed to a later date, pending the outcome of further initiatives by the NSFM to postpone the October Elections.

Motion:

Moved by Councillor Prince, seconded by Councillor MacLeod, to postpone the consideration of the staff Memo and recommendations regarding Alternative Voting (electronic) by Telephone or Internet for the 2020 Municipal and CSAP Elections, until the June 23, 2020 meeting of Council.

Discussion:

During Council discussion, it was pointed out that the Chief Medical Officer for the Province of Nova Scotia was not consulted by Minister Chuck Porter in regards to his decision not to postpone the 2020 Municipal Elections.

There was also discussion on the impact of the delay on the contract with the service provider, noting that Council will most likely proceed with some form of electronic voting in the upcoming election. The Clerk indicated she would contact Intelivote to inquire if there would be any issues by delaying this decision until the June 23rd Council meeting, and if so, would report same at the June 9th meeting.

Motion Carried.

It was reiterated that because Council will most likely proceed with some form of electronic voting in the upcoming election, the contract with Intelivote should be approved so that the Clerk's office can proceed with processing same. The Clerk pointed out that the term of the agreement would be 4 years to cover the general election and any subsequent by-elections in that timeframe.

Motion:

Moved by Councillor Gillespie, seconded by Councillor MacMullin, to approve the:

- use of electronic (telephone and internet) voting as a means of voting in the election; and
- authorize the Mayor and Clerk to sign the agreement for electronic (telephone and internet) services with Intelivote Systems Inc. in relation to the recent RFP issued by the Halifax Regional Municipality with respect to electronic voting.

Motion Carried.



M·E·M·O

To: CBRM Council
From: Deborah Campbell Ryan, Municipal Clerk/Returning Officer
Date: June 26, 2020
Subject: Alternative Voting (electronic) by Telephone or Internet for the 2020 Municipal and CSAP Elections – Updated Report

At the May 26, 2020 Council meeting, Council passed a motion to approve the use of electronic (telephone and internet) voting as a means of voting in the 2020 Municipal and CSAP Election, and the Mayor and Clerk were authorized to sign the agreement for electronic (telephone and internet) services with Intelivote Systems Inc.

However, my Memo and recommendations to approve the use electronic voting as the only means of voting in the election were postponed, pending the outcome of further initiatives by the NSFM to postpone the October Elections.

On May 31, 2020, the Minister of the Department of Municipal Affairs and Housing (DMAH) responded on behalf of the Premier to the letter from the NSFM advising that he agrees that consultation between the Election stakeholders is important, and as such the DMAH will be formalizing a working group comprised of members from DMAH, the NSFM, AMANS and the Department of Health and Wellness to assist municipalities in planning for an election during the current pandemic. The Minister also indicated that they will be launching a program designed to help candidates and their teams with resources relevant to campaigning. Minister Porter said that he is confident that if we all work together, municipalities will be able to conduct a safe, fair and democratic election in October.

As stated in my Memo of May 21, 2020, although it appears we are currently approaching the end of the first wave of the pandemic, there are some reports that suggest there may be a second wave around October of this year.

Continued...

In my last report I highlighted some challenges and concerns in proceeding with the October Elections, including:

- Physical Distancing – safety of voters, election workers, municipal staff, and costs associated with same (noting special training would be required to comply with directives from Public Health)
- Recruiting election staff may be difficult because of COVID concerns
- Extra costs associated with PPE including hand sanitizer, wipes, masks, and the limited supply of same
- Space constraints within polling facilities to maintain 6 feet between election workers, voters, voting stations. Although I suggested that additional facilities may be required, I would recommend that the number of polling stations within the facilities be reduced to maintain physical distancing, which may result in longer wait times to vote.
- Additional staff would be required for crowd control at polling locations
- The use of Schools for polling locations: Since my last report, I have reached out to the Cape Breton-Victoria Regional Centre for Education and they advised that while they want to work with the Municipality, subject to any restrictions as a result of COVID-19, use of the schools will require provincial approval and it is probably too early to do that at this time. They did indicate that if we were to use the schools, there may be increased custodial costs because of the additional cleaning requirements.
- Community Halls are also used for voting places – many are closed because of COVID and may not be opening in the Fall
- Mobile Polls in Nursing Homes – may be on lock down if we have a second wave in October
- Concerns of candidates, i.e. campaigning (especially door-to-door canvassing)

As I have mentioned in my earlier report, times have changed – just look at the grocery stores. Physical distancing is not going away. Staff recognizes the importance of facilitating democracy, but we have to concentrate on keeping everyone safe by applying Public Health protocols.

Although the DMAH Working Group will most likely be addressing these challenges, in my opinion it would not be practical to run a traditional paper ballot election while ensuring the safety of the voters. The only way to achieve that is to hold a fully electronic election, with the safety and convenience of voting from home. Many of the COVID-19 concerns can be mitigated with e-voting. Generally everyone has access to a telephone (i.e. a land line) for areas that do not have access to the internet. We are required to send mobile polls to the Nursing Homes, and their staff could be appointed as Deputy Returning Officers and Poll Clerks, especially if they are in lock-down. A

If there ever was a time to roll out the e-vote technology as the only means of voting in an election, it is now! Everyone will have the opportunity to exercise their franchise. At least one e-voting polling station will be available for those who prefer to vote at a poll, and will be staffed with election officials to assist anyone who requires help to vote.

Continued...

The AMANS members recently polled the membership asking what municipalities are using electronic voting for the October Elections. As of June 23rd, 27 municipalities have indicated they will be using e-voting this year; and of those, 19 have responded that they are going fully electronic.

Staff is recommending that Council approve telephone and internet voting as the only means of voting in the upcoming election as it is the safest and most practical method of voting in this era of uncertainty.

RECOMMENDATION:

That Council pass a motion to approve the use of electronic (telephone and internet) voting as the only means of voting in the election, commencing at 8:00 a.m. on Wednesday, October 7, 2020 through to Saturday, October 17, 2020 at 7:00 p.m.

Yours truly,

Original Signed By

Deborah Campbell Ryan
Municipal Clerk/Returning Officer

\$134,000 Homeless and Vulnerable Citizen Support Measures:

Motion:

Moved by Councillor Bruckschwaiger, seconded by Councillor MacLeod, to support the \$134,000.00 funding request and approve a CBRM contribution up to \$67,000.00 towards the Homeless and Vulnerable Citizen Support Services projects as presented, based on matching funding from the Province of Nova Scotia.

Discussion:

The CFO noted that CBRM's contribution would be funded from the Municipal Grants (Sustainability) Program.

Motion Carried.



CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: July 8, 2020
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Extension request – Homeless and Vulnerable Citizen Support Measures

A request has been received from the Ally Centre of Cape Breton to extend the contracts for the Bentinck St. comfort centre as well as the portable toilets in 7 locations as part of the COVID-19 Homeless and Vulnerable Citizen Support Measures previously approved by Council. The project was to run for a 90 day period, which expires later in July. The request is to continue to provide this service for an additional 4 weeks with monies that remain available from the project budget approved.

The budget for this initiative was \$134,000, funded by CBRM and Efficiency Nova Scotia. \$20,000 of the project budget was allocated for portable washrooms. Based on invoicing received to date, it is expected that the total cost for the 90-day contract period will be approximately \$8,400, with funds remaining of \$11,600.

The monthly rental and servicing costs for the 7 portable washrooms is approximately \$2,500 and are located in various communities throughout CBRM. As noted in the attached email from Christine Porter, Executive Director of the Ally Centre of CB, the costs associated with cleaning/maintaining the portable washrooms for 4 weeks is \$8,960 (Ally Centre staff carry out this activity and was previously funded by Reaching Home grant which ends on July 25). The total cost of the 4 week extension of this service is therefore \$11,460 and would deplete the balance of the portable washroom budget. There are no additional funds available to continue to support the operation of the comfort centre.

Staff appreciate the desire to extend the project until allotted funds are expended. Alternatively, given public washrooms are now available in all communities, CBRM could set aside the remaining funds to facilitate an expedient response to the anticipated second wave in the fall.

Staff seek direction from Council on this matter so a response to the request can be provided.

Respectfully,

Jennifer Campbell, CPA, CA
Chief Financial Officer

Jennifer L. Campbell

From: Ken H. Leblanc
Sent: July 6, 2020 1:37 PM
To: jeanmacadamrelays; Jennifer L. Campbell
Subject: FW: portable toilets budget request

From: christine.porter [REDACTED]
Sent: July-06-20 10:59 AM
To: Ken H. Leblanc <khleblanc@cbrm.ns.ca>
Cc: 'Janet Bickerton' [REDACTED]; diane.penny [REDACTED]
Subject: portable toilets budget request

Hi Ken,

I hope you are doing well. I am inquiring about the budget for the portable toilets. I see we have 20,000.00 for rental which was based on a much greater number for portables than we have out there now...it went from 11 to 7 I believe. My calculations show we are approximately 3400.00 into that budget now and we have yet to receive July's bill which will be about 1500.00. If my calculations are correct, that leaves 15,000.00 in the portable budget. Our funding for cleaning the toilets from Reaching Home ends on the 25th. It is 8960.00 a month to employ people to clean the portables 4 times a day, 7 days a week. Our comfort site will close on the 11th. To staff the comfort site is 4224.00 for 4 weeks. We have plenty of cleaning supplies and hygiene products available.

I know we are in this agreement for 90 days, which is about to end for us, however, I was thinking that the 15000.00 left from the portables could be used to keep the portables in place for another month and extend the comfort site at 152 Bentinck for another month. There may be other avenues available in the future to access funding for COVID, however, that is some time away. Please keep in mind that this is the busiest of comfort sites averaging 4 people a day and the portables are being accessed frequently.

Sorry for the short notice, but I just realized that these funds will be available if we stop the portables project on the 25th. Ken, can you please bring this to the Mayor's attention and get back to me as we only have to the end of this week before the comfort site funding runs out, so it is rather urgent. If we were to have to decide which program has the greatest impact, we would say the portables, however, the comfort site has been extremely helpful to the folks using it and we would like to continue this. We know that restrictions have been lifted somewhat, however, folks still aren't allowing people to use their washrooms.

Proposed Budget:

Personnel Portables	8960.00 (4 weeks)
Personnel Comfort Site	4224.00 (4 weeks)
Portable Rental	<u>1500.00</u> (4 weeks)
	14,684.00

Kind regards,

Christine Porter
Executive Director

Ally Centre of Cape Breton
PO Box 177
150 Bentinck Street
Sydney, NS B1P6H1
Phone (902) 567-1766

Harm Reduction Saves Lives!

Toni Delorenzo

From: Monika Dutt <[REDACTED]>
Sent: Wednesday, June 24, 2020 9:44 PM
To: Mayor's Office
Cc: Clarence Prince; Earlene D. MacMullin; Esmond P. Marshall; Eldon MacDonald; Ivan DonCaster; Amanda M. McDougall; George M. MacDonald; Darren R. Bruckschwaiger; Jim MacLeod
Subject: Letter to CBRM council: Access to basic services during and after COVID-19
Attachments: Letter to CBRM_June 25 2020.pdf

Dear Mayor and Council,

Attached a letter from a range of community organizations in CBRM.

Please feel free to contact me with the response to the letter.

Thank-you,
Monika Dutt

--

Monika Dutt, MD
Sydney, NS

Twitter: @Monika_Dutt

Family Physician, [Aly Centre of Cape Breton](#)
Acting Medical Officer of Health, Central and Western Health, Newfoundland and Labrador

Thursday, June 25th, 2020

Dear Mayor Cecil Clarke and Cape Breton Regional Municipality Councillors,

We are writing to you as a group of organizations who work with and for individuals in our communities who have been systematically marginalized. This includes people who experience homelessness and precarious housing, have addictions, have a low income and/or live in poverty, live through violence, and struggle with a range of other challenges. These individuals and groups are experiencing the trials of the COVID-19 pandemic, just as we all are; however, they have been disproportionately impacted by the closing of local services, the increase in social isolation, and lack of adequate supports.

During this stressful time, CBRM has been a key part of ensuring that residents can continue to access municipal services in a safe way. CBRM has been working extremely hard to ensure core functions are maintained and to recognize the needs of those who have been put at higher risk. These actions have included maintaining transit as well as garbage collection. We appreciate these efforts.

In particular, we would like to thank CBRM for their focus on the following areas.

1. Renting portable toilets which were placed throughout the CBRM
2. Funding hygiene spaces throughout the CBRM
3. Working with community groups with a vested interest in vulnerable populations to insure their needs are met.

Now that we are emerging from the first wave of COVID-19, we are reflecting back on the last few months. As we all look at what our future looks like, both with respect to day-to-day activities as well as likely surges of COVID-19, we'd like to consider how we can build stronger and healthier communities.

There is a larger discussion to be had about a recovery plan with a vision of creating a healthier CBRM for all residents. We would like to be part of that conversation. However, with this letter we are focusing primarily on ensuring fundamental basic services are available in the CBRM for community members, during the pandemic and beyond.

We are starting with the premise that all CBRM residents should be able to access toilets, showers, other basic hygiene services, and a safe place to self-isolate if needed, in a way that is respectful and dignified. Through collaboration with CBRM we were able to eventually provide this locally, and those initiatives were extremely important in the lives of the people who utilized them. The hygiene space at 152 Bentinck Street is being used 3 to 4 times daily for showers. The portable toilets are also being well-utilized, with units needing to be serviced before their weekly scheduled time.

Some of the personal stories we heard from users of the services include:

One gentleman who lives in abandoned buildings throughout Sydney came to the site on a couple of occasions but would not shower because it was too cold out and he knew he would feel even colder after a shower when he left the building. On the first warm day, after 42 days without a shower, he got showered. He was so grateful for the service and has been a regular on warm days ever since.

Another gentleman entered the building with sores all over his legs. The staff washed his legs down for him while he had a hot cup of coffee. They contacted a physician at the Ally Centre to see what topical cream they could recommend for his skin and made him an appointment to speak with the physician himself. Not only are folks getting showers, but they are treated with dignity and kindness from the staff. They are given snacks and hot beverages, clean socks and underwear and hygiene products.

With the knowledge of what we accomplished together in mind, we strongly urge CBRM to take the following actions:

1. Create an advisory group consisting of organizational representatives as well as individuals with lived and living experience of poverty to provide input into municipal actions. We offer to take the lead in creating the committee in partnership with CBRM.
2. Develop a municipal pandemic preparedness plan that addresses the needs of marginalized groups and individuals.
3. Work with the province to ensure that funds that are committed by both levels of governments to support basic needs are not delayed in cases where there would be an immediate benefit to residents.
4. Streamline Council's administrative process to allow rapid approval when the basic needs of residents are being considered in order to avoid the delays seen obtaining portable toilets.
5. Explicitly apply an anti-oppression lens to municipal policies related to the pandemic and in general, to ensure that policies address inequities and do not create harms.

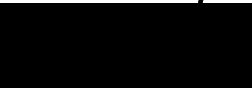
6. Support the need for charitable and non-profit sector stabilization funding at the provincial and federal levels. Many of our organizations function on extremely lean budgets at the best of times and we too are trying to determine how we can survive and ideally be stronger advocates in our communities.

We recognize the hard discussions every municipality is having right now and the even harder decisions that must be made. We would appreciate the opportunity to contribute to those discussions in order to ensure the voices of communities members who have been hardest hit by the pandemic are heard.

We would also like to be allocated time at an upcoming Council meeting to share what has been learned over the past three months. Please let us know when that can be arranged.

Thank-you for considering these requests as we all move forward. We look forward to continuing to work with you.

Sincerely,



Mdnika Dutt
Family Physician and Public Health specialist
Ally Centre of Cape Breton

On behalf of:

Helen Morrison
Executive Director
C.B. Transition House Association

Beth Maccormick
Family Physician
Ally Centre of Cape Breton

Raylene Theriault
Co-Coordinator
Every Woman's Centre

Diane Penny
Coordinated Access
Ally Centre of Cape Breton

Dorothy Halliday
Community CARES Youth Outreach

Christine Porter
Executive Director
Ally Centre of Cape Breton

Inspector Paul E. Muise
Cape Breton Regional Police Service

Janet Bickerton RN BN MEd
Health Services Coordinator
Ally Center of Cape Breton

Tracy Wilson
Coordinator of Community Support
Cape Breton Regional Library

Lynn Rossiter
Mental Health and Addiction Services

Debbie MacInnis
CHB Poverty Reduction working group
Representing Central Cape Breton County CHB

Dorothy Kaiser
CHB Poverty Reduction working group
Representing Central Cape Breton County CHB

Wendy Stevens
CHB Poverty Reduction working group
Representing Central Cape Breton County CHB

Lorraine Pye-Varnes
CHB Poverty Reduction working group
Representing Northside the Lakes CHB

Sharon Ings
CHB Poverty Reduction working group
Representing Northside the Lakes CHB

Gerry Tyne
CHB Poverty Reduction working group
Representing East Cape Breton County CHB

Brenda Moore
Community Health Board Coordinator
Nova Scotia Health Authority
(On behalf of the CHB Poverty Reduction working group with representation from Northside the Lakes, East Cape Breton County, and Central Cape Breton County CHBs)

Catherine Leviten-Reid, Ph.D.
Member, Affordable Housing and Homelessness Working Group

Adam Power
Faculty, Health and Human Services
Nova Scotia Community College

David Sawler
Executive Director of Undercurrent Youth Centres

Darlene MacEachern
Executive Director, Elizabeth Fry Society of Cape Breton

From: Mayor's Office

Sent: Thursday, July 9, 2020 3:14 PM

To: Monika Dutt <[REDACTED]>

Cc: All Council <AllCouncillors@cbrm.ns.ca>; mike.kelloway@parl.gc.ca; jaime.battiste@parl.gc.ca; Derek Mombourquette (info@mombourquette.ca) <info@mombourquette.ca>; maclelgc@gov.ns.ca; MLA Murray Ryan <murray.ryan@novascotia.ca>; Comer, Brian <Brian.Comer@novascotia.ca>; kendrachristinecoombes@gmail.com; Keith Bain <keithbainmla@bellaliant.com>; Alana Paon, MLA (info@alanapaon.com) <info@alanapaon.com>

Subject: RE: Letter to CBRM council: Access to basic services during and after COVID-19

Dear Monika and Community Partners:

Thank you for your correspondence and associated requests. In advance of Council's agenda discussion at our July 14th meeting, CAO Marie Walsh has engaged CBRM officials to consider your requests and reply in an Issue Paper to Council.

In the meantime, several actions are being pursued with our two senior orders of government, particularly the Province of Nova Scotia. They include:

- 1) Seeking written confirmation from the Province that supports for vulnerable populations will be available for the expected second wave of COVID-19 this Fall. Pre-approval of the current, or like, initiatives is being sought. This includes those community action items you've listed. Additionally, the expanded needle kiosk supports by the CBRPS initiative being led on behalf of the CBRM supported by NS Public Health in partnership with the Ally Centre.
- 2) Expanded support for our community Food Bank network and various meal programs. COVID-19 showcased the care, compassion, and action at the community level, yet also identified clear gaps in consistent, supported, delivery for universal access.
- 3) Federal and provincial youth program supports to provide consistent and shared service delivery.
- 4) The CAO is currently conducting the selection process for a new Manager of EMO. Once that new manager is in place, the role will include liaison and engagement on matters identified in your letter.
- 5) The CBRM is pleased to advocate on behalf of our community partners for much-needed and deserving financial supports.

While requirements vary, the need for reliable multi-year funding commitments from the federal and provincial governments facilitates greater and more meaningful municipal-community collaboration and partnerships.

I look forward to advancing the dialogue necessary to address systemic challenges for vulnerable persons within our Municipality.

Warm regards,

Cecil

From: Monika Dutt [REDACTED]

Sent: Wednesday, June 24, 2020 9:44 PM

To: Mayor's Office <mayor@cbrm.ns.ca>

Cc: Clarence Prince <cprince@cbrm.ns.ca>; Earlene D. MacMullin <edmacmullin@cbrm.ns.ca>; Esmond P. Marshall <epmarshall@cbrm.ns.ca>; Eldon MacDonald <emacdonald@cbrm.ns.ca>; Ivan DonCaster <idoncaster@cbrm.ns.ca>; Amanda M. McDougall <ammcdougall@cbrm.ns.ca>; George M. MacDonald <gmmacdonald@cbrm.ns.ca>; Darren R. Bruckschwaiger <drbruckschwaiger@cbrm.ns.ca>; Jim MacLeod <JMACLEOD@cbrm.ns.ca>

Subject: Letter to CBRM council: Access to basic services during and after COVID-19

Dear Mayor and Council,

Attached a letter from a range of community organizations in CBRM.

Please feel free to contact me with the response to the letter.

Thank-you,
Monika Dutt

--

Monika Dutt, MD
Sydney, NS

[REDACTED]
Twitter: @Monika_Dutt

Family Physician, Ally Centre of Cape Breton
Acting Medical Officer of Health, Central and Western Health, Newfoundland and Labrador



CAPE BRETON REGIONAL MUNICIPALITY
OFFICE *of the* MAYOR

July 9, 2020

Honourable Chuck Porter
Minister of Municipal Affairs & Housing
Province of Nova Scotia
Email: dmamin@novascotia.ca

Honourable Derek Mombourquette
Minister of Energy & Mines
Province of Nova Scotia
Email: info@mombourquette.ca

Dear Ministers:

Re: Vulnerable Citizens Needs/Service Gaps

The COVID-19 Coronavirus pandemic identified vulnerable populations' needs/service gaps. The funding supports from all three levels of government assisted community partners to intervene and make a difference in the lives of those most marginalized. Now is the time to prepare for the expected second wave.


The municipal-provincial response resulted in a 50/50 cost-share for vulnerable citizens access to hygiene. In preparation for the second wave, I am writing to ask for confirmation of funding for vulnerable populations once again.

The Nova Scotia Power/Efficiency Nova Scotia program provided the necessary funds to respond to the community request.

A lesson learned from the first wave of the pandemic is that in matters such as these, time is of the essence. Confirmation of provincial commitment, regardless of which department or agency is assigned, is helpful for planning and implementation during the second wave.

Attached you will find related correspondence from advocates to further support my request.

I look forward to your earliest response.

Kind personal regards, 

Original Signed By

Cecil P. Clarke 

CPC/tfd
Attachment - 1

East Coast Music Association

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor McDougall, that the requested municipal contribution in the amount of \$150,000 over two fiscal years from the East Coast Music Association for the East Coast Music Awards to be held in Sydney, NS in May 2021, as outlined in the documentation in the agenda package, be referred to budget consultations.

Motion Carried.



CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: July 8, 2020
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Funding Request – East Coast Music Association

On March 3, 2020, the East Coast Music Association presented to Council plans to host the 2021 ECMA's in Sydney, Nova Scotia. As part of the presentation, the Association requested funding assistance in the amount of \$150,000 from CBRM.

Now that the 2020-21 budget has been approved and the application deadline for Municipal Grants has passed, the Municipal Grants Committee has reviewed the funding request.

The Municipal Grants Committee acknowledges the significant economic impact of an event that casts a national and international spotlight on our region. The timing of the event, which is planned for May 2021 will support the economic recovery efforts of the hospitality and tourism industries in the CBRM; the sector most significantly impacted by the COVID pandemic. The Committee therefore recommends the approval of the funding request of up to \$150,000 (cash and in-kind), based on the budget and event program presented during the March 3, 2020 meeting. Should the event plans change significantly as a result of COVID-19 restrictions, staff will work with event organizers to bring back a revised proposal.

Respectfully submitted,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA
Chief Financial Officer



October 30th, 2019

Cecil Clarke,
Mayor,
Cape Breton Regional Municipality
320 Esplanade,
Sydney, NS B1P 7B9 | Suite 403

RE: The East Coast Music Awards (ECMAs) in Sydney, Cape Breton, NS May 5-9, 2021

Dear Mayor Clarke,

It was a pleasure to meet you in at your office on October 29th, 2019 when we discussed the prospect of the ECMAs returning to Sydney in 2021. Furthermore, I would like to request an opportunity to address Council on the subject of providing municipal funding in support of the 2021 ECMAs taking place May 5-9 in Sydney.

Background

The East Coast Music Awards -- Conference and Festival (ECMAs) are a non-stop music celebration showcasing and recognizing the best of East Coast artists and music. The ultimate goal of this internationally recognized event is to position and promote it as one of the premiere music events for the public and the music industry in Canada and the Buyers Market of choice for artists and industry professionals. Over the last 30 years, the ECMAs has grown from a one-day \$1,000 event staged at a Halifax bar, to a five-day international gathering, with a budget that has exceeded \$1.6 million. At the same time, it has become the premiere event of its kind in Atlantic Canada, attracting millions of dollars in economic spin offs. The event showcases 500 musical artists annually in upwards of 40 public showcase events and attracts hundreds of delegates representing national and international festivals to our host community.

ECMA: Economic Impact on the Host Community

As it relates to local economic stimulus, the ECMAs generate between \$3 and \$6+ million dollars in direct and indirect economic benefit to the host city and province, depending on the event location.

In advance of our 30th Anniversary in Halifax, 2018, the ECMAs undertook a "STEAM" report economic impact analysis. The results were as follows:

- The combined total of visitor, capital and operational spending as a result of hosting the 2018 East Coast Music Awards are estimated to total \$2,837,505. These expenditures are

East Coast Music Association
2307 Clifton St, Suite 5, Halifax, NS B3K 4T9
www.ecma.com



expected to generate a total of \$6,404,069 of economic activity in the province on Nova Scotia, of which \$4,454,360 will be in Halifax.

- The 2018 East Coast Music Awards are estimated to provide a total of 50.4 jobs for Halifax and an additional 8.6 jobs for the remainder of the province. These jobs will create a total of \$2,282,360 in wages and salaries for Nova Scotia as a whole. The net increase in economic activity in the province as a result of the initial expenditures of the event is \$3,317,541.
- The total level of taxes supported by the 2018 East Coast Music Awards are estimated at \$1,318,970. Of this, \$577,410 is allocated to the federal government, \$603,778 to the provincial government and \$137,783 to municipal governments across Nova Scotia. The level of municipal taxes supported within Halifax is estimated to be \$111,905.

Planning and preparation:

We are actively engaged in a two-year planning period to ensure the pre-requisites necessary for a successful event are in place. A request for provincial funding support was submitted on July 11th, 2019 subsequent to a positive in person meeting. ECMA has already established strong local working relationships with CBMIC and events Cape Breton. Centre 200 is on hold for the Awards Show broadcast and hotels rooms and meeting spaces are being held at downtown facilities as well as Membertou. Ideally, we would like to officially announce Sydney as the 2021 host city during this year's nominee press conference taking place in St John's, NL on January 21st, 2020.

Request for Municipal Support:

The ECMA is seeking municipal support in the form of \$150,000 as either cash or in kind towards a direct cost item for the event. This would be in addition to a federal contribution of \$250,000 and a provincial contribution of \$300,000 towards a total operating budget of \$1.3 million. These amounts are consistent with the level of funding provided for the 2018, 2019 and 2020 ECMA's.

Payment Schedule:

We request that the payment schedule of such funds be as follows:

\$100,000 by May 1st, 2020

\$50,000 by April 1, 2021

Partnership Agreement 2021 City of Sydney, NS and The East Coast Music Association (ECMA)

In return for the City of Sydney's contribution of \$150,000 cash towards the 2021 ECMA's, the ECMA will provide the City with the following entitlements:

ENTITLEMENTS:

- 30 Sponsor all Access Passes to be confirmed by March 29, 2021

East Coast Music Association
2307 Clifton St, Suite S, Halifax, NS B3K 4T9
www.ecma.com



- 3 VIP tables at the 2021 East Coast Music Awards Show, May 6th, 2021 at Center 200.
- Recognition on ECMA website & social media profiles
- Logo placement for City of Sydney logo In ECMA Event Guide, and ECMA generated venue signage
- Presenter of Award: Group Recording of the Year and Pop Recording of the Year (Presenter to be designated by March 15, 2021)
- Full page ad in the ECMA Event Guide
- Speaking Opportunity at 2020 Music Awards broadcast - Thursday, April 30th.
- Speaking Opportunity at 2020 Music and Industry Awards, Sunday May 3.
- Banner placement
- Social media mentions
- Opportunity to walk the Red Carpet
- Invitation to ECMA Sponsor Reception
- Invitation to ECMA Sponsor Summit
- Invitation to the ECMA Premier's Reception

Invitation to the ECMAs 2020: St John's, NL

On behalf of the ECMA staff and Board of Directors, I would like to extend an invitation for you and your colleagues to attend the ECMAs 32nd Anniversary celebrations In St John's, NL, April 29 – May 3rd, 2020 to witness in person the Impact of the event. We would also be pleased to work with your respective team to identify speaking opportunities during the 2020 event to highlight the city's support of the ECMAs 2021 in Sydney, Cape Breton NS

I look forward to hearing back from you at your earliest convenience, and I hope to be working with you and your team to make the 33rd ECMAs in Sydney, Cape Breton NS, 2021 a great success.

Best regards

ORIGINAL SIGNED BY

Andy McLean
Dean Stairs
CEO

ORIGINAL SIGNED BY

Chair of the ECMA Board

East Coast Music Association
2307 Clifton St, Suite S, Halifax, NS B3K 4T9
www.ecma.com



CBRM

A Community of Communities

Cape Breton Regional Municipality

Michael Seth, BAppBus:ES
Fire Chief/Director
Fire & Emergency Services

320 Esplanade
Sydney, Nova Scotia
B1P 7B9

Tel: 902-563-5132
www.cbrm.ns.ca
e-mail: mseth@cbrm.ns.ca

ISSUE PAPER

DATE: June 22, 2020

TO: Mayor and Council

FROM: Michael Seth, Chief/Director of Fire & Emergency Services

RE: C.B. Regional Fire & Emergency Service's Issue Paper, Fleet Maintenance Facility

Purpose

To request a three-year (3) lease renewal with Nova Scotia Power for The Cape Breton Regional Fire & Emergency Service's fleet maintenance facility located at 297 Townsend Street, Sydney Nova Scotia.

Issue

BACKGROUND:

The fleet maintenance facility owned by Nova Scotia Power, is located at 297 Townsend Street, Sydney. We were operating on a three (3) year lease, September 2014 -2017 that has since terminated. We are, and have been, operating on a month-to-month lease since August 2017.

To meet with current Occupational Health & Safety (OH&S) Standards there are leasehold improvements necessary for this facility. Nova Scotia Power, under the terms of the lease, will provide for **no** renovations, equipment upgrades or leasehold improvements.

Our concern was budget expenditures on OH&S required improvements in a facility that the lease agreement was now month-to-month. It would not be financially responsible to spend budget on required safety items with possible lease termination in a little as three months.

Nova Scotia Power has agreed to renew a three-year (3) lease at the same rate and conditions as the previous. The monthly Ground Rent for the three-year term is \$5,500 plus HST.

Currently, we have two mechanics who service 105 fire apparatus and provide emergency support for over 30 utility or support vehicles for the CB Regional Fire Service.

OH&S Required Leasehold Improvements

Item	Cost **
*Emergency decontamination equipment	\$13,800 Emergency eye wash & shower station
* Heating System upgrades	\$14,550 10 heaters @ \$1,455 per heater
*Building & welding ventilation & required sensors *Apparatus ventilation/Direct Capture	\$222,800 1 st & 2 nd stage required ventilation & sensors
*Floor grade improvements/repairs	\$74,550 slope may not exceed 2% for elevating equipment
*Electrical Upgrades	\$13,100 electrical upgrades required for venting equipment
Bay Doors	\$25,000 5 new overhead bay doors @ \$5,000 per door

** indicates OH&S requirements*

*** these prices were provided in 2017/2018 and would be required to be requoted based on today's values. They are meant to provide a basis of estimate of work.*

Conclusion

Signing a long term, three (3) year lease with NS Power for the CB Regional Fire's Fleet Facility on 297 Townsend Street Sydney Nova Scotia, will allow for OH&S leasehold improvements that will be in place for three years. Three years will provide time for investigation, exploration, and planning for options for a more suitable, function specific, centralized, and appropriate location for the CB Regional Fire & Emergency Service's Fleet Facility.

Recommendation

It is the Cape Breton Regional Fire & Emergency Service administration's request/recommendation that *Cape Breton Regional Municipal Council* approve the renewal lease for three (3) years with Nova Scotia Power for the facility on 297 Townsend Street, Sydney, Nova Scotia to be used as the Cape Breton Regional Fire's Fleet Maintenance Facility and authorize the Mayor and Clerk to sign the agreements on behalf of CBRM.

Original signed by:

Michael Seth, BAppBus:ES
Fire Chief/Director of Fire & Emergency Services

CBRM

Cape Breton Regional Municipality

A Community of Communities



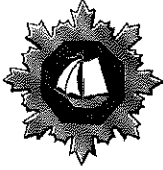
REQUEST FOR PROPOSAL

CBRM_EOI01-2020

CBRM PUBLIC WI-FI INITIATIVE

Closing: THURSDAY, JULY 23, 2020 at 4:00 pm local time

Cape Breton Regional Municipality
Procurement Section
Suite 102, 1st Floor
320 Esplanade
Sydney, NS B1P 7B9



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9
PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

MANDATORY REQUIREMENT CHECK LIST

PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS

- SCHEDULE "A" - MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
SCHEDULE "B" - TRADE AGREEMENTS ACKNOWLEDGEMENT
DUE TO COVID-19 PRECAUTIONS, SUBMISSIONS FOR THIS TENDER WILL ONLY BE ACCEPTED BY EMAIL TO PURCHASE@CBRM.NS.CA & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
RECEIVED ADDENDA NO. ____ TO NO. ____ INCLUSIVE WERE CAREFULLY EXAMINED

DATED THIS ____ DAY OF _____, 2020.

COMPANY NAME: _____

ADDRESS: _____

CITY/ PROVINCE: _____ POSTAL CODE: _____

PHONE NO.: _____ FAX NO.: _____

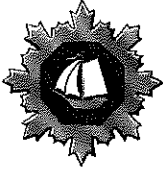
EMAIL ADDRESS: _____

WEBSITE: _____

CONTACT NAME(please print): _____

TITLE (please print): _____ PHONE NO.: _____

THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9
PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL CBRM_EOI01-2020

Closing: Submit to the undersigned up to 3:00 P.M., THURSDAY, JULY 23, 2020, the bid must be returned in a sealed envelope in ~~TRIPPLICATE (3) COPIES~~ and must clearly designate ~~CBRM_EOI01-2020~~ to the Procurement Section, Financial Services Suite 102, 320 Esplanade, Sydney, N. S. B1P 7B9.

~~NOTE: FAXED / ELECTRONIC submissions are NOT acceptable and will not be considered~~

Questions & Clarifications: Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

Withdrawal or Modification of Bid: Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

Addenda: All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities.
<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

Opening: Public opening will occur immediately following the time of closing in the first floor boardroom of the Civic Centre, 320 Esplanade, Sydney, N. S. The determining clock for authentication of date and time is the computer (network time), located in the Procurement Office, Suite 102.

Tenders requiring bid deposit: If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

TENDER CONTENTS:

(Section Applies to: Construction Contracts, Services & Sole of Municipal Property ONLY!)

Bid Security: Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. *Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.*

Performance Security: A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.

Alternate Securities Acceptable: As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9
PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

Accompanying Documents: All bids must include the following documents:

- "Check List" Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule "A"** Municipal By-Law Compliance form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers' Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition(COR) from an authorized institution(East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix "A"** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance.

Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM's Development Officer, prior to award of contract.

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

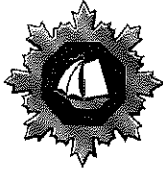
POLICY:

- Canadian Free Trade Agreement (CFTA), Atlantic Procurement Agreement (APA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available from the Financial Services Department, Procurement Section, Suite 102, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015
- Where identical goods and/or services are available, from a Cape Breton Regional Supplier, and a supplier from outside the regional area, the following shall apply:
 - Regional suppliers qualify for the 5% price preference if they are a commercial or residential taxpayer registered with the Registry of Joint Stocks of Nova Scotia whose primary business address is within the district boundaries of the Cape Breton Regional Municipality and the assessed property is the registered business address of the bidder.
 - Due to restrictions imposed by the Atlantic Procurement Agreement on the MASH sector within the Province of Nova Scotia, local Bidder Preference may only be applied on goods, services, and construction whose price does not exceed the following threshold;. \$25,000 on Goods, \$50,000 Services and \$100,000 on Construction.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

Emily Neville

Emily Neville
Procurement Officer
Financial Services



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9
PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated in to the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

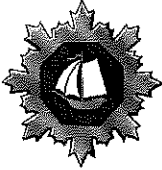
Bidder

CBRM INTERNAL USE ONLY

Approved by: _____

Title: _____

Date: _____



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9
PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "B"

TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among others things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement and the Atlantic Procurement Agreement (APA). The CFTA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The APA is an agreement among Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador and their respective MASH sectors and Crown Corporations. The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the APA. Table A outlines the thresholds for these two agreements.

TABLE A – Domestic Agreements

Agreement	Coverage	MASH
Atlantic Procurement Agreement (APA) Signed 1992; updated 1996 & 2008	Equal access to Atlantic suppliers. Includes NS, NB, PEI, & NFLD, their respective MASH and Crowns	Goods: \$25K+ Services: \$50K+ Construction: \$100K+
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government	Goods: \$100K+ Services: \$100K + Construction: \$250K+

_____ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements, Atlantic Procurement Agreement (APA) and Agreement on Internal Trade. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated in to the Tender.

Witness

Bidder



Cape Breton Regional Municipality

COVID-19 Protocol for Contractors and Suppliers

Date: April 20, 2020

Any contractor or supplier hired by Cape Breton Regional Municipality (CBRM) must adhere to the following protocols while working within and CBRM owned facility, or any CBRM owned property:

- Contractors and Suppliers must have their own COVID-19 Pandemic Plans prior to starting any work for CBRM. It must be available upon request.
- Contractors or suppliers must seek approval prior to visiting and CBRM owned facility or property. Approval will be granted by the Manager/Director responsible for the specific site.
- Contractors and suppliers shall only carry out work in approved areas during approved times. Any changes to work scope, schedule or location of work must be pre-approved by CBRM.
- Anyone who has travelled outside of Canada or **Atlantic** Canada cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health.
- When carrying out work within a CBRM facility, the Supplier or Contractor may only utilize up to 5 individuals to carry out the work. Outdoor construction sites are exempt from this requirement.
- Supplier and Contractors **must** practice physical distancing of 2 meters(6 feet).
- Number of in person meetings should be limited. If required, they should be 5 people or fewer, while maintaining physical distancing protocol. Use of teleconference and videoconference for meetings is encouraged.
- The Supplier or Contractor must supply all employees with necessary materials to carry out regular disinfections of tools, equipment, and work areas. Where work is being carried out in a facility or area or worksite that does not have a washroom, the contractor or Supplier must provide the necessary equipment to allow for regular handwashing.
- Suppliers and Contractors shall follow all guidance/requirements as issued by the Nova Scotia Medical Officer of Health and Public Health.
- All Contractors and Suppliers must, to the best of their ability, closely self-monitor their health, and if their status changes then they must follow Public Health protocols. (e.g. contact 811)

- Should any contractor or supplier exhibit any symptoms of COVID-19 during the period they are providing services to CBRM, or within the 2 weeks following, they must advise CBRM immediately.



Company Name:

Date:

Work Location:

Name(s) of Employee(s):

2020 novel coronavirus (COVID-19) self-assessment

1. Are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?

2. And have experienced any of the following:

- Have you travelled outside of Canada or Nova Scotia in the last 14 days?
- Have you been in close contact (within 2 meters) with someone with a confirmed case of COVID-19?
- Have you been in close contact (within 2 metres) with someone who has returned from another country in the past 14 days and who has a fever higher than 38°C, a new cough or a cough that's getting worse?

If you answered Yes to any of the following, contact 811. CBRM will have to restrict you from entering our buildings to provide service at this time.

If you answered no to all questions above, CBRM requests you to practice the following on our sites:

- Wash your hand with soap and water or hand sanitizer upon entry to our facilities
- Practice social distancing (2m or 6 feet)
- Practice good hygiene practices (coughing into sleeves, etc)

Summary

The CBRM is an amalgamated municipal government consisting of a city (Sydney), 6 former towns (Glace Bay, Sydney Mines, New Waterford, North Sydney, Dominion, and Louisbourg) and the County of Cape Breton. There are several “downtowns” throughout the CBRM. The population of the CBRM is approximately 95,000.

The intent of this document is to invite qualified companies to indicate their interest in the proposed scope of work (SOW) and indicate how they would accomplish the work within. The Cape Breton Regional Municipality (CBRM) may consider changes to the SOW based on responses. The CBRM does not expect to receive a fully developed plan resulting from the Expression of Interest but a more general summary document that will support the details for a potential Request for Proposals (RFP). The CBRM will evaluate the EOIs received and determine a direction forward.

Scope of Work

As part of CBRM's Smart Cities initiative and in an effort to connect more residents and provide enhanced digital access to municipal services, the municipality is interested in providing community “wi-fi” areas for residents to connect, engage, and collaborate. Especially with the Covid-19 crisis and future potential crisis, online access is becoming more and more necessary. Low income residents don't always have access to quality internet and if they do, it can be very expensive. It is the CBRM's hope to provide the infrastructure in strategic locations throughout the municipality to offer free wi-fi access.

The following outlines the proposed scope of work (SOW). The CBRM is seeking:

- Proposals from qualified internet service providers (ISP) or partnership with an ISP and/or service delivery firm who will enter into an agreement with the CBRM to provide free public Wi-fi service to residents and visitors at a variety of public locations (Appendix A for List and Mapping)
- Provide models your company has available for the service provision including municipality run, ISP run, or hybrid models
- Provide options available to the CBRM for reducing or possibly eliminating the installation and operating costs

Vendor Benefits

The service provider will have the opportunity to generate revenue to support the service and reduce municipal expenditures. This is generally done through on-line advertising, digital signage, brand marketing, and analytics.

The CBRM encourages suppliers to outline additional promotional and advertising opportunities that the municipality can offer to further benefit the taxpayer

Expression of Interest (EOI) Deliverables

Please submit a formal Expression of Interest (EOI) document outlining all the following information as well as any other information your company deems necessary. The CBRM reserves the right to accept or reject any and all submissions and to waive any information. Please keep responses to under **10 pages** excluding marketing materials.

Business Experience

- Clearly state your business scope and relevant business qualifications
- Include relevant experience with similar projects with other municipal government agencies.

Methodology and Approach

- State your understanding of the SOW and how you propose to meet the needs of the CBRM as per the outlined SOW
- If applicable, please provide recommended changes to the SOW or alternate approaches to meeting the needs of the CBRM
- General costing intended to get a sense of the scope of the SOW and what is manageable within the CBRM budget constraints
- Indicate project funding options and additional promotional and advertising opportunities that can be offered by the municipality to further benefit the project

EIO Submission

EOI submissions will be received up to

Four (4) copies of the submission clearly marked **CBRM_EOI01-2020** shall be mailed or delivered to:

Cape Breton Regional Municipality
Purchasing Department
320 Esplanade
Sydney, NS,

B1P 7B9

If there are question regarding EOI, please contact:

John MacKinnon, P.Eng. Deputy CAO, jfmackinnon@cbrm.ns.ca, 902-563-0839

Due Date : July 23rd, 2020 - 2:00 PM

Acceptance of Expression of Interest (EOI)

This EOI should not be construed as an agreement to purchase goods or services. The CBRM is not bound to enter into a contract with the business who submits the best valuation or with any business submitting an EOI. The CBRM will be under no obligation to receive further information, whether written or oral, from any business. Neither acceptance of an EOI nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, or municipal statute, regulation or bylaw. The CBRM has the right to waive any irregularity or insufficiency in any EOI submitted.

Municipal Rights

The CBRM rights include, but are not limited to:

- The right to take any action deemed most advantageous by retaining any or none of the applicants.
- The right to request further information or clarifications to the documents submitted.
- The right to amend or cancel this request for expressions of interest at any time and at their sole discretion.
- The right to directly enter into contract with an interested party in the event they are the only party to respond to this EOI.
- The right to issue a Request for Proposals or other procurement document for the provision of these services.

Evaluation

Evaluation factors and related scoring points:

- Relevant experience with similar projects with other government agencies (30 points)
- Assessment of the vendor's technology solution (20 points)
- Description of Deliverables Methodology (20 points)
- Ability to fund the expenses through creative model to cover certain installation costs and ongoing operating and maintenance expenses associated with providing the Wi-Fi service (30 points)

Appendix A – Public Wi-Fi Areas

The initial proposed public wi-fi areas are identified in the attached maps and selected based on potential access volume and tourism implications. An area for each of the divisions was identified for Phase 1 and in attached mapping.

Future phases could include areas, and parks, as well as transit locations, effectively where people traditionally congregate. Future phases will depend on funding and other resource requirements.



**Downtown Sydney
WiFi Coverage**



1:5,500





Downtown Glace Bay
WiFi Coverage

1:2,000





TO: Council

FROM: Marie J. Walsh, CAO

SUBJECT: Seton School repurpose

DATE: July 9, 2020

Background

On November 15, 2019 the Municipality received a letter from the Cape Breton-Victoria Regional Center for Education indicating that Seton Elementary School, located at 25 Wilkie Drive, North Sydney, would be surplus to their needs for Education on July 31, 2020. The Education Reform Act enables the Regional Centre for Education to re-convey this property to the Cape Breton Regional Municipality. We have been approached by and have been working with the North Sydney Food Bank Society who have requested that CBRM take ownership of the property and then convey it to them for \$1.00. The Food Bank is currently located at the old train station on Station Street, but they are growing out of this location and of course it is an old building in need of repairs.

The plan for the school is to house a new Food Bank, a community kitchen, community space and, in partnership with Dora Construction, Affordable Housing. The Society have also been working with CMHC for seed funding. Our staff along with staff from the Partnership have been working with the group on funding applications and the development of a Business Plan.

Given there are a lot of pieces to still come together I have requested an extension from the Centre for Education and received confirmation of August 31 and further if need be.

Recommendation

In response to the above request I recommend we accept ownership of Seton School and then immediately turn ownership over to the North Sydney Food Bank Society for \$1.00 provided the following conditions are met:

1. We are provided with a viable business plan that ensures the project is sustainable without a subsidy from CBRM aside from the regular supports provided to other food banks ie tax exemption for the square footage they occupy and lease costs if required.
2. They are approved funding from CMHC for the Food Bank retrofit

Respectfully Submitted,
Marie J. Walsh, CAO



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Item No.

Council Agenda Request Form	
<input type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)
<input type="checkbox"/> Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion	
Date of Council Meeting: July 14, 2020	
Subject: Management of Rail Trail by CBRM	
Reason: Receiving on going calls and concerns from residents and users and the fact that there are no rules in place to date regarding the trail.	
Outcome Sought: verbal update regarding the transition of the all-purpose Trail that runs through Gardiner Mines to Tower Road, from PWGSC to CBRM, and any plans of management and oversight to date, of this trail.	
<i>Councillor Darren Bruckschwaiger</i>	<i>District 10</i>
<i>Date: July 7, 2020</i>	<i>Received by Clerk's Department (date):</i>



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Item No.

Council Agenda Request Form		
<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	<input type="checkbox"/> Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion
<p>Date of Council Meeting: June 30th, 2020</p> <p>Subject: Role of Community Stakeholder Committee: Rail Trail</p>		
<p>Motion to consider: Initiate process of formalizing Community Stakeholder Committee for the CBRM 'Rail Trail'.</p> <p>Reason:</p> <p>Over the past number of years, a dedicated group of community stakeholders have been actively involved in advising on the development of the 'Rail Trail' multiuse pathway. This pathway spans the former rail beds from Gardiner Mines to Tower Road. These lands are currently owned by the Federal Government are in the process of being transferred to the CBRM.</p> <p>This group of stakeholders include, but not limited to, representatives of local ATV groups, the running community, Velo Cape Breton representing the cycling community, BayItForward, CBRM staff, Bicycle NS staff, and elected officials are always invited to participate.</p> <p>If you look at trail management for multiuse pathways in Nova Scotia, exemplary trail management would be the Beechville Lakeside Timberlea Rails to Trail (BLT) pathway. An advisory committee was formalized in the name of the Beechville Lakeside Timberlea Rails to Trail Association, a committee made up of community stakeholders who developed the by-laws, trail rules, a volunteer database and most importantly are key in the monitoring and enforcement of rules regarding use of the multiuse trail system.</p> <p>We will require an oversight plan for our multiuse path upon the transfer of ownership of this land to the CBRM, and I would like to know what the process may be for formalizing the role of the current committee who have given so much of their time and expertise towards the</p>		

development of the trail into an advisory body recognised by the CBRM.

Outcome Sought:

Issue paper detailing the process of formalizing a community stakeholder based advisory body for the 'Rail Trail' multiuse path.

<i>Councillor Amanda McDougall District 8</i>	
<i>June 23rd, 2020</i>	<i>Received by Clerk's Department (date):</i>



BLT Trails

The Beechville Lakeside Timberlea Rails to Trails



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Local Trail Rules

Beechville Lakeside Timberlea Rails to Trails Local Trail Rules in Effect:
(Lakeside Park Drive in Lakeside to Highway 3 crossing in Lewis Lake)

In Summary:

- Speed limit: 20 km/hr
- No motorcycles, motorbikes, dirt bikes, automobiles, trucks, SUVs or amphibious vehicles
- The Trail is closed between 11:00 p.m. and 5:00 a.m.
- Dogs must be on a leash
- Obey all signs posted

Posted Under Authority of the Crown Lands Act, R.S.N.S. 1989 c114. Unless otherwise authorized in writing by the Minister, Nova Scotia Department of Natural Resources:

- No person shall operate a motorcycle, motorbike, dirt bike, automobile, truck, sports utility vehicle, amphibious vehicle, except vehicles used for emergency purposes or for construction and maintenance of the trail.
- No person shall exceed the speed of 20 kilometers an hour by any mode of transportation
- No person shall use or be on the trail between the hours of 11:00 p.m. local time of any day and 5:00 a.m. local time of the immediately following day.
- No person who owns or is in control of a dog shall permit it to be off leash.
- No person shall hunt, trap, take or snare any wildlife or attempt to do the same.
- No person shall have in their possession or discharge a loaded firearm or bow.
- No person shall have in their possession unloaded firearm or bow unless the firearm or bow is permitted to be carried under the Wildlife Act and regulations made thereunder and:
 - is in a case which is properly fastened; or
 - is completely wrapped in a material which is securely tied around the firearm or bow; or
 - is in a case of a firearm, and is rendered inoperable by the attachment of a trigger lock to the firearm

If you see anyone abusing their trail privileges, please report them to:

- Department of Natural resources: 1-800-568-2324
 - Waverley Office: Monday to Friday
 - Phone: 902-851-2560
 - Email: waverleyoffice@gov.ns.ca
- RCMP Tantrallon Detachment: 902-326-3100
- RCMP non-emergency line: 1-800-303-7267

In case of emergency call: 911

