

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, JUNE 23, 2020

1:30 P.M.

**VIA
VIDEO/TELECONFERENCING**

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Cape Breton Regional Municipal Council

Council Meeting

Tuesday, June 23, 2020
1:30 p.m.

Via
Video/Teleconferencing

AGENDA ITEMS

Roll Call

1. APPROVAL OF MINUTES: (Previously Distributed)
 - Council Meeting June 9, 2020
2. APPROVAL OF AGENDA: (Motion Required)
3. PLANNING ISSUES:
 - 3.1 REPORT ON PUBLIC PARTICIPATION PROGRAM (Approval to Advertise):
 - a) Municipal Planning Strategy and Subdivision By-law Text Amendment – Application 1073:

Report on Public Participation Program to consider the proposed amendments to the Municipal Planning Strategy and Subdivision By-law as outlined in the staff report dated June 11, 2020. Karen Neville, Senior Planner (See page 5)

Continued...

4. STREET CLOSURE – PUBLIC HEARING:

- 4.1 Request for Street Closure (undeveloped portion) Chisholm Street, Sydney Mines, NS, District #1 – Portion of PID 15725997:** Demetri Kachafanas, QC, Regional Solicitor (See page 16)

5. BY-LAWS & MOTIONS:

5.1 By-laws:

a) Second / Final Reading – Public Hearing:

- i. CBRM Tow Truck Licencing By-law:** Staff Sergeant Joe Farrell
(See page 21)

b) First Reading: N/A

- 6. Planning and Development Department Corporate Planning and Restructure:**
Michael Ruus, Director of Planning and Development (See page 53)

7. BUSINESS ARISING:

7.1 Council Meeting – April 7, 2020:

- a) CBRM Proposed Operating Budget 2020-2021:** Jennifer Campbell,
Chief Financial Officer (See page 57)
(*Budget Binder attached separately*)

ADJOURNMENT

Request for Public Participation Program: Municipal Planning Strategy and Subdivision By-law Text Amendment – Application 1073

Motion:

Moved by Councillor Gillespie, seconded by Councillor Prince, to adopt a Public Participation Program to consider the proposed amendments to the Municipal Planning Strategy and Subdivision By-law as outlined in the staff report dated May 12, 2020; and further that the Public Participation Program include specific consultation with the surveying community; and Notice of the proposed amendments be posted on CBRM's various online platforms requesting public input.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville

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

DATE: June 11th, 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. And 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.

Recommendation

I recommend that Council schedule a Public Hearing to consider this amendment at an upcoming meeting of Council.

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

11.2 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 thereunder

2. be 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 submit 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 submit 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 5 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 5 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 5 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 5 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 5, 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

Excerpt - Draft Council Minutes – June 9, 2020

Request for Street Closure (undeveloped portion) Chisholm Street, Sydney Mines, NS, District #1 – Portion of PID 15725997

Motion:

Moved by Councillor Prince, seconded by Councillor Eldon MacDonald, to direct staff to initiate a formal street closure pursuant to Section 315 of the *Municipal Government Act*, for that portion of the undeveloped section of Chisholm Street, Sydney Mines, with the intention of deeming it **surplus** for sale to Ernest and Lillian Saunders and all cost shall be the responsibility of the purchaser.

Motion Carried.



CAPE BRETON REGIONAL MUNICIPALITY

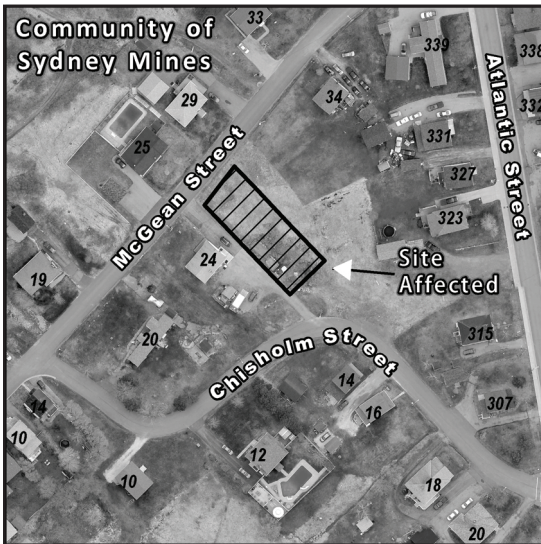
NOTICE - STREET CLOSING

Undeveloped Portion of Chisholm Street

Sydney Mines, Nova Scotia,

Measuring Approximately 7250 square feet +/-

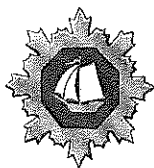
TAKE NOTICE that the Council of the Cape Breton Regional Municipality intends to close a 50 feet wide by 145 feet in depth (more or less) portion of Chisholm Street, Sydney Mines, Nova Scotia, measuring approximately 7250 square feet +/- more or less, which is more particularly delineated on a plan of survey prepared by Northside Surveys, NSLS, dated 12 November 1991.



A public hearing in relation to the closing of a portion of the said Street will be held on Tuesday, the 23rd day of June 2020, at 1:30 p.m. at which time Council will hear those in favor and those opposed to the closing of a portion of this street. The hearing can be viewed by visiting: www.cbrm.ns.ca/cbrm-meeting-and-minutes. Anyone wishing to comment is welcome to submit an email or voicemail no later than 4:00 p.m., Monday June 22, 2020 by:
Voicemail: 902-563-0865; or
Email: spkolanko@cbrm.ns.ca

Signed: Deborah Campbell Ryan
Municipal Clerk
June 20, 2020

Page 17



CBRM

A Community of Communities

ISSUE PAPER

TO: Mayor and Council

FROM: Demetri Kachafanas – Regional Solicitor

SUBJECT: Request for Street Closure
(undeveloped portion) Chisholm Street, Sydney Mines,
NS – Portion of PID 15725997

DATE: June 23rd, 2020

As presented to Council on June 9th, 2020, CBRM received a request from David Iannetti, solicitor on behalf of Ernest and Lillian Saunders, seeking a formal street closing for an unused portion of Chisholm Street, Sydney Mines. The area is identified as PID 15725997 on the attached map (Attachment "A").

At that time council passed a motion directing staff to begin the process required for the closure of a public street. We have been advised by Engineering and Public Works that their department has no issue with supporting the applicant's request.

Pursuant to the Municipal Government Act a public hearing is required at which time Council will hear those in favour and those opposed to the closing of the said alleyway. Notice was advertised in the Cape Breton Post and on social media on June 20th, 2020. I confirm the legal department has not been contacted nor have we received any complaints or objections from the community.

RECOMMENDATION:

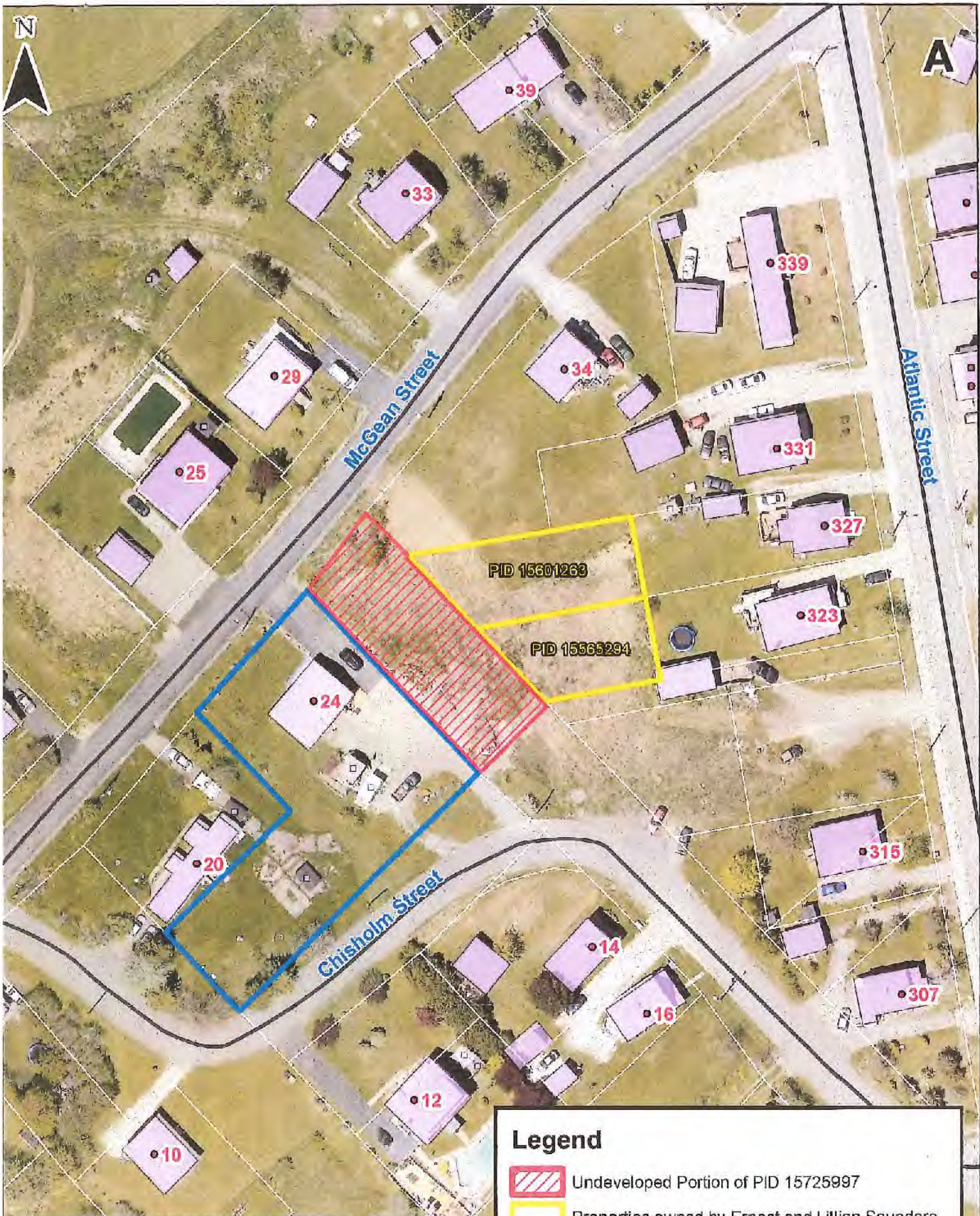
My recommendation to council is as follows:

- To pass a motion to close that portion of the undeveloped section of Chisholm Street as crosshatched and outlined in red on the attached map);
- To deem the property surplus for sale to Ernest and Lillian Saunders pursuant to MGA and Property Management Policy.




Respectively Submitted,

Demetri Kachafanas
Regional Solicitor

Attachment (1)



Legend

-  Undeveloped Portion of PID 15725997
-  Properties owned by Ernest and Lillian Saunders
-  PID 15185374

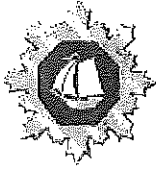
Excerpt - Draft Council Minutes – June 9, 2020

CBRM Tow Truck Licencing By-law

Motion:

Moved by Councillor MacLeod, seconded by Councillor Gillespie, to approve for first reading the proposed CBRM Tow Truck Licencing By-law as presented.

Motion Carried.



**CAPE BRETON REGIONAL MUNICIPALITY
NOTICE**

By-Law for Second (Final) Reading by Council

TAKE NOTICE that the following By-Law will be brought to Council for second (final) reading on **Tuesday, June 23, 2020 at 1:30 p.m.** **The Public Hearing will be held online via video conferencing** and can be viewed on YouTube: <https://www.youtube.com/c/CapeBretonRegionalMunicipality/live>

By-Law	Intent
Tow Truck Licensing By-Law	<ul style="list-style-type: none">• To establish a system to regulate towing of vehicles for CBRM

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

Anyone wishing to comment on the proposed By-law is welcome to submit a statement by email or voicemail to the CBRM Legal Department at 902-563-0865 or e-mail spkolanko@cbrm.ns.ca no later than Friday, June 19, 2020 at 4:00 pm, which shall include the name and address of the submitter.

**Signed: Deborah Campbell Ryan
Municipal Clerk
June 9, 2020**

7928473

CAPE BRETON REGIONAL **POLICE**

"SERVING WITH YOU - FOR YOU"

865 Grand Lake Road
Sydney, Nova Scotia
B1P 6W2



MEMO

To: CBRM Council
From: Staff Sergeant Joe Farrell
Date: June 18, 2020
Subject: Towing Bylaw Update

Since the initial reading of the Towing Bylaw at the council meeting on June 9, 2020, I have since contacted the owners of each towing company to inform them of the bylaw and emailed them a copy of same, but to date have not received any input in response to the notice of public hearing on the second and final reading of the bylaw.

S/Sgt. Joe Farrell
Cape Breton Regional Police Service

*The Cape Breton Regional Police Service, in partnership with the people,
is committed to serve and protect our community.*



CBRM

A Community of Communities

Cape Breton Regional Municipality

Issue Paper

Date: June 4 , 2020

To: CBRM Council

From: Staff Sgt. J. Farrell

Re: CBRM Tow Truck Licencing By-Law

Purpose

A meeting was held in March 2019 in relation to the CBRM getting out of the Towing tender and administration. Currently the CBRPS has been administering the Towing Tender, invoices and storage fees for collisions over the past number of years which consumes a great deal of time for the Traffic Safety Unit Sergeant and clerical staff which in turn translates into administrative costs.

This meeting was attended by the CAO, CBRM Legal, CFO, Deputy Chief of Police and Purchasing.

The threshold for cost of the tender for the CBRM is currently \$10,000 and therefore no tender is required for Towing services and has since been removed. However with no tender in place there would be no policies and procedures in place or penalties for contravening any rules or regulations since there are no current violations under the NS Motor Vehicle Act pertaining to Towing vehicles.

At that time a committee was formed to create a Towing By-Law to regulate towing and storage fees for the general public and to create a Central CBRPS storage compound at CBRPS headquarters to reduce the cost of storage fees for Police for vehicles requiring further investigation.

Background : Towing issues

The CBRPS facilitated the Towing Tender since 2005. Over the years, the CBRPS has been overcharged for towing of vehicles, overcharged for storage, not informed of vehicles that have been in storage and had been stolen and resold.

The towing industry has drastically changed in the last couple of decades. At one time it was the local service station providing services for the police. Now towing is an industry of its own. At one time, tow operators could operate free from government compliance such as environmental regulations, OHS, vehicle compliance rules and Department of Labour requirements. This is no longer the case.

At that time there were no policy and procedures in place. The companies were placed on a rotation on a call by call basis. This had resulted in one tow operator with one business establishment receiving multiple spots on the rotation making it infeasible for the others to participate. So the Tender was formed in an attempt to combat this issue.

Another issue is that Towing companies are submitting payment for towing and storage services into the insurance companies and to the court because in many cases it is next to impossible to strike a valid contract agreement with a vehicle owner at an accident scene for various reasons. For example, a vehicle towed under the Tender is towed from a collision scene for the tender price of \$45.00. However due to the lack of regulations, the tow from the Towing compound to the body shop for repair can be upward of \$1500.00, which basically affects whether the vehicle will be repaired or not and is considered salvage.

The insurance industry also use this legislation for their own advantage when they forget to pick up a vehicle at an impound yard and they don't want to pay for the accumulated storage, or the vehicle is beyond repair and worthless.

Analysis

There is an immediate need to create policies and procedures for established towing operators to work with the police to avoid accident chasing and price gouging

Conclusion

There needs to be guidelines and procedures within the CBRM as a result of the towing fees because we presently have some of the highest insurance rates in the Province. Not only are local residents effected but it also has a direct effect on Insurance rates for the Province of Nova Scotia.

Recommendation

A By Law should be passed requiring licencing for Towing company owners, their vehicles and operators as well as requirements for Owner and Operators including all duties. In addition, there should be prohibitions on certain behaviors or actions that are not permitted and penalties for contravening the by bylaw with a set fine schedule. Finally, a set amount should be established for towing and storage fees that is consistent with the Roadside Association of Nova Scotia, who took an average of all towing services within the Province.

Staff Sgt. J. Farrell.

CAPE BRETON REGIONAL MUNICIPALITY

By-Law No: T-_____

Tow Truck Licencing By-law

1. DEFINITION

(1) In this by-law:

"*CBRM*" means the Cape Breton Regional Municipality;

"*Collision*" means the unintended contact resulting from the motion of a Motor Vehicle and/or its load;

"*Collision Scene*" means the general location or place where a Collision occurred;

"*Collision Towing*" means the towing of a disabled Vehicle as the result of a Collision;

"*Commercial Motor Vehicle*" means a Motor Vehicle having permanently attached thereto a truck or delivery body and includes an ambulance, hearse, casket wagon, fire apparatus, bus and tractors used for hauling purposes on the highway;

"*Council*" means the Council for CBRM;

"*Dolly*" means a four-wheeled carriage used in towing to support the trailing end of the Towed Vehicle;

"*Driver*" means any Person who Drives or operates a Tow Truck;

"*Drop Fee*" means any fee or commission paid to the Owner or Driver of a Tow Truck or to a Tow Truck Broker in return for the towing or otherwise conveying of a Vehicle to a particular place, which fee is in addition to the amount which the Owner or Driver of the Tow Truck is authorized to charge to the Hirer;

"*Flatbed*" means a platform body with a winch for loading;

"*Gross Vehicle Weight Rating (GVWR)*" means the maximum total Vehicle rated capacity, measured at the tire ground interface, as rated by the chassis manufacturer;

"*Hirer*" means the Registered Owner of a Vehicle, to be towed or being towed, his/her agent or any Person lawfully in possession of the Vehicle to be towed or being towed;

"*Inspector*" means an inspection officer duly appointed by Council;

"*Licence*" means the certificate issued under this by-law as proof of licensing under this by-law;

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

"*Licence Renewal Sticker*" means the coloured consecutively numbered sticker issued with the renewal of the Owner's Licence, to be attached to the Owner's Plate. The sticker indicates the expiry year of the Owner's Licence;

"*Licence Sticker*" means the stamp or seal issued to an Owner under this by-law;

"*Manager*" means the Manager responsible for administration and enforcement of this By-law, as appointed by Council, and includes his or her designates.

"*Motor Vehicle*" includes an automobile, truck, trailer, motorcycle and any other Vehicle propelled or driven otherwise than by muscular power, but does not include a motorized snow Vehicle or motor-assisted Vehicle;

"*Municipal Boundary*" means the boundary encompassing CBRM;

"*Nuisance*" means:

(a) the obstruction or interference with Persons involved in a Motor Vehicle Collision or otherwise in need of the service of a Tow Truck,

(b) the obstruction or interference with emergency services personnel responding to a Motor Vehicle Collision, which personnel would include, but not be limited to peace officers, members of a fire department and members of an ambulance service, and

(c) the obstruction or interference with other Tow Truck Drivers or Owners and pedestrian or vehicular traffic;

"*Owner*" means the holder of the plate portion of the Permit issued under the *Motor Vehicle Act*;

"*Owner's Plate*" means a number plate issued to an Owner Licenced under this by-law;

"*Permission to Tow a Vehicle Form*" means a form supplied to a Driver or Owner by CBRM which must be completed and signed by the Tow Truck Driver and the Hirer prior to a tow commencing in CBRM where such tow is requested by the Hirer;

"*Permit*" means the Licence or certificate issued under this by-law;

"*Person*" includes a firm or Corporation to whom the context can apply;

"*Registered Owner*" means the Person shown to be the Owner of a Motor Vehicle according to the records maintained by the Registrar of Motor Vehicle for the Province of Nova Scotia;

"*Tow Bar*" means a device for positioning a Towed Vehicle behind a towing Vehicle;

"*Tow Sling*" means a device used for lifting and towing Vehicles with a partial load supported on rubber belts;

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

"Tow Truck" means a Vehicle used for towing or otherwise conveying Vehicle(s) which shall include a Wrecker Body;

"Tow Truck Broker" means a Person who in pursuance of a trade, calling business or occupation arranges for the provision for hire to a Hirer of the services of a Tow Truck not owned by such Person;

"Towed Vehicle" means a Vehicle or any part thereof towed or otherwise conveyed by a Tow Truck, under an agreement between the Owner of the Vehicle to be towed and the Driver or Owner of a Tow Truck;

"Underlift" means a device used for towing Vehicles by lifting one end of the Towed Vehicle from under the axle or structural member of the Towed Vehicle;

"Vehicle" includes a Motor Vehicle, or Commercial Motor Vehicle;

"Vehicle Pound Facility" means land, buildings or structures or part thereof, used for the temporary storage of impounded Vehicles within a secure area which is fenced and gated or inside a building and where a storage fee is charged and may include property held under police or other government authority. An office shall be located on the property;

"Wheel lift" means a device used for towing Vehicles by lifting one end of the Towed Vehicle by the wheels;

"Work Order" includes any for, order, invoice, written authorization or any other document that when signed by a Hirer provides authorization to any Person, Vehicle Pound Facility, Licenced Automobile Service Station, or any other business or Person, to carry out any work to the Hirer's Vehicle, which includes any repair or maintenance to the Vehicle;

"Wrecker Body" means a manufacturer's box designed to be attached to the frame of a cab and chassis and used with an Underlift, Tow Bar or Tow Sling or Wheel lift or flat bed carrier or other similar device and which is equipped with a winching and hoisting mechanism and maintained in a manner to ensure the safe lifting and conveying of a Vehicle to be towed;

(2) (a) For the purposes of this by-law a Person shall be acting as the Driver or Owner of a Tow Truck if that Person conveys or seeks to convey, for hire, or holds himself out, by his actions or words, as being available to convey, for hire, a Vehicle from a point within the municipality of CBRM, to either a point also within the municipality of CBRM or to any point beyond its limits whether such conveyed Vehicles are intact or inoperable;

(b) Section 1 (2) does not apply where a Vehicle is towed from a point within the municipality of CBRM to a point beyond its limits with the prior consent of the Owner of the Vehicle or that Person's authorized agent;

(c) In the absence of any evidence to the contrary, the tow will be deemed to originate in CBRM.

2. MANAGER

(1) The Manager shall:

(a) receive, establish the material to be filed in support of an application for, and process all applications for Licences and for the renewal of Licences to be issued under this by-law;

(b) issue Licences to and renew Licences for Persons who meet the requirements of this by-law;

(c) impose terms and conditions on a Licence where the Manager is of the opinion that a term or condition of a Licence should be imposed;

(d) refuse to issue, renew a Licence or revoke or suspend a Licence, where the Manager is of the opinion that the Applicant is disentitled to a Licence under Section 10;

(e) enforce the provisions of this by-law;

(f) generally perform all the administrative functions conferred upon it by this by-law.

(g) issue a conditional Licence for a term of not more than six (6) months, to be reviewed by the Manager with the possibility of renewal, when an applicant has met all the requirements of Section 4 of this by-law and is awaiting decision from the Parole Board of Canada for a record suspension in accordance with Subsection 4(3)(d).

(2) When an Owners Plate is defaced, destroyed or lost, the Licenced Owner shall apply to the Manager for a replacement and on payment of the appropriate fee under Schedule 1 the Manager shall issue a replacement Owner's Plate as required.

3. LICENSING

(1) No Person shall act as or be the Owner of a Tow Truck in CBRM unless he/she is licenced as an Owner under this by-law.

(2) No Person shall drive, or act as the Driver of a Tow Truck in CBRM unless he is licenced as a Driver under this by-law.

(3) Unless provided otherwise in this by-law a Person who is the Owner of more than one Vehicle shall take out a separate Licence for each Vehicle owned by him/her which is to be used in CBRM.

4. AREAS OF JURISDICTION

The jurisdiction of this Towing By-law is the Cape Breton Regional Municipality. CBRM shall be divided into zones for the purpose of this By-Law as set out in Schedule II. A Driver's Licence is valid throughout the Municipality, but an Owner's Licence is only valid for one zone. No Driver's Licence and/or Vehicle Owner's Licence shall be issued unless the business address of the towing business to be hiring the applicant, or owning the tow truck, is in the service area intended to be served by the driver or towing business.

S. REQUIREMENTS TO OPERATE A TOW TRUCK BUSINESS

Every person engaged in the business of operating a tow truck or owning a tow truck vehicle shall be in the employ of a towing business:

- a. which has a separate address and phone number other than the proprietor's place of residence;
- b. which has a place of business that allows for off-street parking or storage of all tow trucks operated by the business and that is in compliance with the provisions of the CBRM Land Use By-law in effect for the property on which the place of business is located;
- c. which is registered in good standing with the Nova Scotia Registry of Joint Stock Companies.

6. LICENCE

(1) (a) No person shall be licenced under this by-law unless he/she:

(i) has at least five years driving experience after completing the requirements of a full Nova Scotia Class 4 driver's licence;

(ii) is a citizen of Canada or a landed immigrant, or has a valid employment authorization issued by the Government of Canada to work as a Driver; and

(iii) has a working knowledge of English.

(b) Any Driver who does not meet the requirements as stated in subsection 6(1)(a) of this By-law on or before the date that subsection 6(1)(a) was enacted and passed shall be grandfathered, provided that they maintain a clear driver abstract until they have fulfilled the requirements of subsection 6(1)(a).

(2) The provisions of subsection 1 do not apply to a Corporation.

(3) No Person shall be Licenced under this by-law as a Driver unless:

(a) He/she has a current valid Class 4 Driver Licence issued by the Province of Nova Scotia;

(b) He/she produces a criminal record search issued within the past thirty (30) days by the Cape Breton Regional Police Service, or other police service in Nova Scotia, which contains no convictions for five (5) years prior to the date of application or renewal.

(c) He/she produces a driver's abstract issued within the past thirty (30) days which contains not more than six (6) demerit points or any one *Nova Scotia Motor Vehicle Act* conviction with a value of four (4) or more demerit points or similar convictions from outside of the Province of Nova Scotia.

(d) If applicable, he/she produces documentation proving a current application to the Parole Board of Canada for a record suspension in accordance with the *Criminal Records Act*, is actively being pursued.

(e) he/she has his/her photograph taken by the Manager.

(4) No Person shall be licenced as an Owner unless:

(a) he/she produces for each Tow Truck to be used, a current valid Motor Vehicle Permit issued by the Registry of Motor Vehicles issued in the applicant's name; or if a Tow Truck is a leased Vehicle, provides a copy of the lease agreement for the Tow Truck;

(b) he/she produces and files with the Manager either:

(i) a Nova Scotia Motor Vehicle Inspection report showing that the Tow Truck has been accepted within the previous sixty (60) days of this submission; or

(ii) a Safety Standard Certificate issued under the *Motor Vehicle Act* within sixty (60) days of this submission.

(c) he/she produces and files with the Manager a copy of the certificate of insurance for the Tow Truck for which he/she is the Owner endorsed to provide that the Manager shall be given at least ten (10) days' notice in writing of the cancellation or expiration or variation in the amount of the policy and insuring each such Tow Truck in at least the following amounts:

(i) in respect to any one claim, in the amount of at least two million (\$2,000,000) exclusive of interest and costs, against liability resulting from bodily injury to or the death of one or more Persons and loss or damage to property;

(ii) in respect of any one claim, in the amount of at least \$100,000 against liability for damage to a customer's Motor Vehicle while in his/her care, custody or control and caused by Collision, upset, fire, lightning, theft or attempt thereat, malicious mischief, windstorm, hail, explosion, riot, civil commotion or rising water; and

(iii) in respect of any one claim, cargo liability insurance in the amount of at least \$50,000 to indemnify the applicant against loss by reason of his/her legal liability indirect physical loss or damage to Vehicles and other items of property accepted by the applicant for towing or conveyance;

(d) he/she states in writing whether he/she has any interest either directly or indirectly, in a Vehicle pound, yard or building used for the storage or impounding of Vehicles, a Vehicle body shop or other kind of public garage or any other yard, shop, building or place used for the storage, repair or servicing of Vehicles, provide and filed with the Manager full information as to the location and the type of facilities in which he/she has an interest and the nature and extent of the interest.

7. REPRESENTATION

No Person shall publish or cause to be published any representation that he/she is licenced under this by-law if he/she is not.

B. SUBMISSION OF APPLICATION TO MANAGER

(1) Every Person applying to obtain or renew for a Licence under this By-law shall file with the Manager a duly completed application form provided by the Manager, in which the applicant shall provide all information sought in such application form.

(2) The applicant shall, at the time of the filing of the application form required under subsection (1), deliver to the Manager the following:

(a) a non-refundable payment in the amount of ten (10) per cent of the total Licence fee prescribed in Schedule I to this By-law. The minimum payment due at the time of filing a Licence application shall be ten (10) dollars. The maximum payment due at the time of filing a Licence application shall be one hundred and fifty (150) dollars;

(b) The balance of the fee prescribed in Section 1 to Schedule 1 of this By-law, that is the total Licence fee minus the deposit made at the time of filing the Licence application, plus all other applicable charges as established by Section 2 of Schedule 1 shall become due and payable prior to the issuance of the Licence;

(c) if the applicant is a Corporation, a copy of the incorporating document and a copy of the last annual information return which has been filed with the appropriate government department; and,

(d) if the applicant is a registered partnership, a copy of the registered declaration of partnership.

(3) Every application/renewal form shall include a requirement that the applicant provide at least the following information:

(a) the name and address of the applicant;

(b) the address of the applicant to which CBRM or its Manager may send or deliver any notice or other document required or authorized by this by-law

(c) any trade or business description to be used in relation to the business;

(d) the address and telephone number used in connection with such business;

(e) a record of all offences under any by-law provincial statute or federal statute of which the applicant; if the applicant is an individual; any of the partners, if the applicant is a partnership; or any of the directors, shareholders and officers of a Corporation, if the applicant is a Corporation, has or have been convicted.

(f) a Driver's History from the Registry of Motor Vehicles at the applicant's expense.

(4) In addition to the above requirements, on an application for renewal of a Licence the previous year's Licence and, when required by the Manager, the Owner's Plate, shall be returned to the Manager.

(5) If the applicant is not an individual, the application form shall be completed and updated from time to time as this By-law requires, by an individual duly authorized by the applicant to execute such form on behalf of the applicant and binding upon it, and the individual completing such form shall sign the form, certifying the truth and completeness of the information provided therein.

(6) The provisions of this by-law relating to an application for a Licence shall apply, with necessary modifications, to an application for the renewal of a Licence or to amend a Licence or a condition of such Licence, except that where the applicant notifies the Manager that the information on file with the Manager has not changed, the applicant shall not be required to complete a new application form or amendment thereto in respect of an application for renewal.

9. THE MANAGERS POWER TO REFUSE TO ISSUE, RENEW A LICENCE OR REVOKE OR SUSPEND A LICENCE

(1) The powers and authority to refuse to issue or renew a Licence, to cancel, revoke or suspend a Licence, or to impose terms and conditions on a Licence, are hereby delegated to the Manager and his or her delegates.

(2) Where the Manager is of the opinion that:

(a) an application for a licence ore renewal of a licence should be refused.

(b) a reinstatement should not be made,

(c) a licence should be revoked,

(d) a licence should be suspended, or

(e) a term or condition of a licence should be imposed, he or she shall make that decision

(3) After a decision is made by the Manager, written notice of that decision shall be given to the Applicant or Licencee advising the Applicant or Licencee of the Manager's decision with respect to the application or licence.

(4) The written notice to be given under subsection (1) shall:

(a) set out the grounds for the decision;

(b) give reasonable particulars of the grounds;

(c) be signed by the Manager; and

(d) state that the Applicant or Licencee is entitled to a hearing by the Appeals Standing Committee if the Applicant or Licencee delivers to the Manager, within seven (7) days after the Notice under subsection (1) is served, a notice in writing requesting a hearing by the Appeals Standing Committee and the appeal fee as set out in Schedule 1 of this By-law. The Manager shall forward the request for appeal to the Clerk.

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

(5) Where no appeal is registered within the required time period, the decision of the Manager shall be final.

(6) No Person shall re-apply with the Manager to obtain or renew a Licence for a minimum of one year from the later of:

(a) the date of the Manager's decision to refuse to issue, renew or revoke a Licence; or

(b) where the decision of the Manager is appealed, the date of the Appeals Standing Committee's decision if the Appeals Standing Committee upholds the decision to refuse to issue, renew or revoke a Licence.

(7) An applicant for a Licence who complies with the provisions of this By-law is, subject to the provisions of this By-law, entitled to be issued a Licence, except where:

(a) there are reasonable grounds for belief that any application or other document provided to the Manager by or on behalf of the applicant contains a false statement or provides false information; or

(b) the past or present conduct of the applicant, or of any partner, in the case of an applicant which is a partnership, or of any director, shareholder or officer of the Corporation, if the applicant is a Corporation, affords reasonable grounds for belief that the business in respect of which the application is made will not be carried on in accordance with the law and with integrity and honesty; or

(c) there are reasonable grounds for belief that the carrying on of the said business will result in a breach of this By-law or any other law, including any applicable requirement of the CBRM Land Use By-Law; or

(d) the financial position of the applicant affords reasonable grounds to believe that the business will not be carried on in a financially responsible manner; or

(e) there are reasonable grounds for belief that the application does not meet all the requirements of this By-law, or that the business is carried on or intended to be carried on in area of CBRM where such business is prohibited by this By-law from being carried on, or in respect of which the issuing of a Licence in respect of the business is not permitted by this By-law; or

(f) the conduct of the applicant or of one or more of the Persons referred to in paragraph (2) of this section affords reasonable grounds for belief that the carrying on of the business in respect of which the Licence is sought would infringe the rights, or endanger the health or safety, of one or more members of the public; or

(g) the amount payable in respect of the Licence applied for has not been paid; or

(h) the applicant has failed to pay the fine or fines imposed by a court as a sentence arising from convictions for breach of a By-law enacted by CBRM.

(i) the applicant has failed to pay a penalty imposed by CBRM arising from a contravention of a By-law.

(j) Any driver's abstract which indicates more than six (6) demerit points or contains any one (1) conviction with a value of four (4) or more demerit points will not be approved to be Licenced.

10. THE HEARING BEFORE THE APPEAL COMMITTEE

(1) The powers and authority to conduct appeal hearings under this By-law are hereby delegated to the Appeals Standing Committee.

(2) When the Applicant or Licencee who has been given written notice of the hearing does not attend at the appointed time and place, the Appeals Standing Committee may proceed with the hearing in his absence and the Applicant or Licencee shall not be entitled to any further notice of the proceedings.

(3) At the conclusion of a hearing, the Appeals Standing Committee may give its decision orally or reserve its decision, but in any case it shall provide its decision in writing within fourteen (14) days of the hearing to the Applicant or Licencee and the Manager.

11. COMMITTEE DECISION FINAL

(1) In making its decision the Appeals Standing Committee may uphold or vary the decision of the Manager, or make any decision that the Manager was entitled to make in the first instance. The decision of the Appeals Standing Committee issued under this By-law is final.

(2) A Licence issued under this By-law is personal to the licencee, and cannot be transferred.

(3) Where a Licence has been revoked, the licencee is entitled to a refund of a part of the licence fee proportionate to the unexpired part of the term for which it was granted.

12. NOTICE

(1) Any notice required to be given by CBRM under this By-law is sufficiently given if delivered personally or sent by registered mail addressed to the Person to whom delivery is required to be made at the last address for delivery appearing on the records of the Manager.

(2) Where service is effected by registered mail, it shall be deemed to be made on the third day after the date of mailing, unless the Person on whom service is being made establishes that he/she did not, acting in good faith, through absence, accident, illness or other cause beyond his or her control, receive the notice or order until a later date.

13. CHANGES IN INFORMATION

(1) Every licencee shall notify the Manager in writing within seven days after the event, of any change in any of the information contained in the application form.

(2) Where a change has occurred in the name or business name of a licencee, the licencee shall attend within seven days of the date of the change at the office of the Manager, to have the Licence and Licence records amended accordingly.

14. ISSUE OF LICENCE

(1) Where an application for an Owner's Licence is made in accordance with the provisions of this By-law and the applicant meets all the requirements of this By-law, the Manager shall issue a Licence and an Owner's Plate both of which shall set out the expiry date of the Licence and the applicant shall thereby be licenced.

(2) Where an application for a Driver's Licence is made in accordance with the provisions of this By-law and the applicant meets all the requirements of this By-law, the Manager shall issue a Licence which shall set out the expiry date of the Licence and the applicant shall thereby be licenced.

15. RENEWAL OF LICENCE

(1) Every application for renewal of a Driver's Licence, or an Owner's Licence must be delivered to the Manager before the expiry of the term of Licence.

(2) Where a Driver's Licence is renewable, the Manager shall issue a Licence which shall set out the expiry date of the Licence and the Driver's Licence is thereby renewed.

(3) Where an Owner's Licence is renewable, the Manager shall issue a Licence and an Owner's Plate or if applicable a Licence Sticker, all of which shall set out the expiry date of the Licence and the Owner's Licence is thereby renewed.

(4) No Licence may be renewed more than sixty (60) days after the date upon which it expires.

16. OWNER LESSEE FROM MOTOR VEHICLE DEALER OR LEASING COMPANY

Where the applicant for an Owner's Licence has leased a Vehicle to be used as a Tow Truck from a Motor Vehicle dealership or leasing company, the Owner's Licence shall be issued in the applicant lessee's name provided that a copy of the lease has been filed with the Manager and the applicant shall thereby be licenced.

17. TERM OF LICENCE

(1) Every Licence issued to a Tow Truck Driver, shall be valid for a period of one year effective from his/her birthday except where:

(a) the initial Licence issued to a Driver, is issued within ninety-one (91) days prior to his/her birthday, such Licence shall be valid until the next following birthday; or

(b) the initial Licence issued to a Driver, is issued on a date which is greater than ninety-one(91) days prior to his/her birthday, such Licence shall be valid until the next birthday; or

(c) the Driver's birthday is February 29th, the expiry date for such Driver's Licence shall be February 28th, for licensing purposes only.

(2) Section 21(1) does not apply to a Driver who is also the Owner of a Tow Truck, such Driver's Licence shall expire on the same date as the Owner's Licence.

(3) Where the Licenced Owner is a Corporation, the individual Person holding the shares carrying at least 51% of the voting rights attached to all shares of the Corporation, shall be deemed to be the Owner and his/her Driver's Licence shall expire on the same date as the Corporation's Owner's Licence.

23. Every Licence issued to an Owner of a Tow Truck shall be valid for a period of one year effective from the first (1st) day of July up to and including the last day of June of the following year.

18. RETURN OF THE LICENCE AFTER REVOCATION OR SUSPENSION

(1) When a Licence has been revoked, deemed unrenovable, cancelled or suspended, the holder of the Licence shall return the Licence to the Licensing Unit within twenty four (24) hours of service of written notice of the decision of the Manager or, where an appeal has been filed, the decision of the Appeals Standing Committee, and the Manager may enter upon the business Premises of the Licencee for the purpose of receiving, taking, or removing the said Licence.

(2) When a Person has had his or her Licence revoked or suspended under this by- law, he or she shall not refuse to deliver up or in any way obstruct or prevent the Manager from obtaining the Licence in accordance with subsection (1).

19. RIGHT OF INSPECTION OF LICENCED PREMISES OR VEHICLES

(1) An Inspector or the Manager may at any reasonable time enter upon and inspect the business premises or Vehicles of any licencee to insure that the provisions of this By-law have been complied with, and an Inspector on completion of an inspection shall complete and file with the Manager a written report on the inspection.

(2) Upon an inspection under subsection (1), the Person inspecting is entitled access to the invoices, vouchers, appointment books or trip sheets or like documents of the Person being inspected provided such documents are relevant for the purposes of the inspection and the Person inspecting may remove with the licencee's consent any of the aforementioned documents for the purpose of photocopying provided a receipt is given the licencee and the documents are returned to the licencee within forty-eight (48) hours of removal.

20. VEHICLE INSPECTION

(1) The Manager may require an Owner to submit his/her Tow Truck for inspection at any time and at an appointed place and the Owner shall submit each Tow Truck for inspection when required to do so by the Manager.

(2) When a Tow Truck and its equipment have been examined by the Registry of Motor Vehicles or licenced mechanic and the Tow Truck or its equipment is found to be mechanically defective, the Tow

Truck Owner shall not operate the Tow Truck or Permit it to be operated, until the Tow Truck has been reinspected and approved by the Registry of Motor Vehicles or other inspecting authority.

(3) When a Tow Truck is examined by the Registry of Motor Vehicles or licenced mechanic and a report states that the Tow Truck or equipment is dangerous or unsafe, the Owner shall remove and return to the Manager the Owner's Plate to be held until the Tow Truck and the equipment are certified to be safe by the Registry of Motor Vehicles or licenced mechanic.

(4) When an Owner is unable to obtain a Safety Standard Certificate issued under the *Motor Vehicle Act* for the Tow Truck following an inspection as required under subsection 1, the Owner shall remove and return to the Manager the Owner's Plate and the Owner shall not operate the Tow Truck until he/she obtains and produces a Safety Standard Certificate.

21. LICENCE PRODUCTION

Every Person licenced under this By-law, when requested by an Inspector, the Manager or a peace officer shall produce his/her Licence, photograph and other relevant documents required under this by-law.

22. OWNER AND DRIVER DUTIES

Every licenced Owner and Driver shall:

- (1) take due care of all Vehicles and property delivered or entrusted to him/her for towing;
- (2) comply with all reasonable instructions from the Hirer;
- (3) be civil and behave courteously;
- (4) keep a permanent daily record of work performed by the Tow Truck owned or operated by him/her or his/her behalf either in a continuous log sheet or by consecutively numbered bills or invoices showing:
 - (a) the name and address of every Hirer;
 - (b) a description of the Vehicle towed or conveyed including the Provincial Motor Vehicle Permit number of any such Vehicle;
 - (c) the rate charged, and,
 - (d) the total fee collected.
- (5) keep every Tow Truck and its equipment clean, in good repair, free from exterior body damage with a well maintained exterior paint finish;
- (6) before demanding payment for services, present to the Hirer an itemized bill for the services setting out the cost of all services and equipment provided or to be provided on the basis of the rate set out in

the schedule of rates filed by the Owner with the Manager, or as set out in Schedule 3 under this By-law; (7) convey the Vehicle to the Hirer's Vehicle Pound Facility or the Hirer's home and if the Hirer's desired Vehicle Pound Facility is closed, the Tow Truck Owner or Driver must take the Vehicle to the Hirer's home, if desired by the Hirer, or to the Tow Truck Owner's or Driver's Vehicle Pound Facility and may only charge the general mileage rate as set out in Schedule 3 of the By-law for a re-tow from the Tow Truck Owner's or Driver's Vehicle Pound Facility to the Hirer's desired Vehicle Pound Facility when it opens;

(8) register with the Manager the name of the licenced Vehicle Pound Facility used by the Owner and Driver where a Vehicle is towed when a Hirer has not directed or instructed the Owner and Driver to tow the Vehicle to a specific Vehicle Pound Facility, the Hirer's home or other location.

(9) accept payment (by way of a functioning device where applicable) for any services provided under this By-law using a payment method of the Hirer's choice including credit card, debit, cash or any other prescribed method of payment; and

(10) provide the Hirer (or his/her agent) with access to the Vehicle that is the subject of the tow services, in order to permit the removal of all property contained in the Vehicle, including money, valuables, documents and records, unless otherwise directed by a member of a police force; (39-18)

23. OWNER AND DRIVER PROHIBITIONS

(1) No Licenced Owner or Driver shall operate or Permit to be operated a Tow Truck which lacks any of the following equipment which is in a good state of repair:

(a) a winching or hoisting device of sufficient capacity to safely lift the Vehicle to be towed;

(b) Wheel lift or an Underlift equipped and maintained in a manner to ensure the safe lifting and conveying of a Vehicle to be towed;

(c) one device for securing the steering wheel of a Vehicle;

(d) two dry chemical fire extinguishers having an effective total rating equivalent to at least 4-B C, and at least each weighing 2.27 kg (approximately 5 lbs.);

(e) a minimum of two tow safety chains having a minimum length of 2.7432 metres (approximately 9 feet) each with links of at least 7.9375mm steel (5/16 inches);

(f) four (4) safety pylons;

(g) an intermittent amber warning light system consisting of at least one light which would be clearly visible in all directions for a distance of least 100 metres (approximately 328 feet);

(h) a broom;

(i) a shovel;

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

- (j) a general purpose first aid kit;
 - (k) a crowbar/prybar at least 152.4 cm (60 inches) in length;
 - (l) at least two wheel blocks;
 - (m) flares or reflector kits;
 - (n) wheel wrenches;
 - (o) light bar for a rear extension carrier;
 - (p) and any other provision as may be required under the *Motor Vehicle Act*; and
 - (q) a Dolly.
- (2) No licenced Owner or Driver shall:
- (a) interfere with any contract for hiring of a Tow Truck where a Person has hired or has indicated his/her intention to hire a Tow Truck;
 - (b) induce any Person to employ or hire a Tow Truck by making any false representation to any Person such as the location of or distance to any place or any other matter;
 - (c) use or permit to be used a Tow Truck which has been found to be unsafe or defective after examination and inspection as required under this By- law;
 - (d) demand or request payment for his/her services other than in accordance with the applicable schedule of rates filed with the Manager, or as set out in Schedule 3 under this by-law;
 - (e) demand, request or receive a Drop Fee;
 - (f) charge a Hirer for time lost through defects or inefficiency of the Tow Truck, or the incompetence of the Tow Truck Owner or Driver;
 - (g) suggest or recommend to any Hirer that any Motor Vehicle in respect of which his/her services are to be given or requested, be towed, conveyed, driven or delivered to any particular salvage yard, body shop, storage yard, Vehicle Pound Facility, or any other public garage, building or place, unless he/she has been requested to do so by the Hirer, and may at no time suggest or recommend a salvage yard, body shop, storage yard or any other public garage, building or place located outside of the Municipal Boundary;
 - (h) permit a Person to be a passenger in a Tow Truck, except under the following circumstances;
 - (i) the passenger is the Hirer of the Tow Truck; or
 - (ii) the passenger is either the spouse, son, daughter or parent or similar relation in law of the Tow Truck Driver and in such cases the Driver is not to solicit a tow, engage in any form of towing or have his or her

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

Tow Truck within 200 metres (approximately 653 feet) of the scene of a Collision nor shall the Driver cause or permit his or her passenger to solicit a tow or take any actions to engage in any form of towing while the passenger is in the Tow Truck; or

(iii) the passenger has filed any application with the Manager for a Tow Truck Driver's Licence, or has recently been issued his or her initial Tow Truck Driver's Licence, and in either of these circumstances is receiving instructions on Driver training as to the operation of a Tow Truck while a passenger.

(i) operate or permit to be operated a Tow Truck with a Gross Vehicle Weight Rating of less than 4,536 kg (10,00 lbs.);

(j) operate or permit to be operated a Tow Truck without a Wrecker Body;

(k) operate or permit to be operated a Tow Truck without the Owner's Plate;

(l) operate or permit to be operated a Tow Truck without the Licence Renewal Sticker attached to the Owner's Plate;

(m) keep any Work Orders in the Tow Truck;

(n) provide any Work Orders to a Hirer;

(o) induce, pressure, suggest, recommend or in any way cause a Hirer to sign or agree to a Work Order or otherwise induce, pressure, suggest, recommend or in any way cause a Hirer to agree to any work to the Hirer's Vehicle, which work includes any repairs or maintenance.

(p) operate or permit to be operated a Tow Truck where the windshield or any window to the direct left or right of the driver's seat has been coated with any coloured spray or other coloured or reflective material that substantially obscures the interior of the Tow Truck when viewed from outside the Tow Truck except where the windshield or windows are tinted as per the original manufacturer specifications for the Motor Vehicle;

24. DRIVER'S DUTIES

Every Licenced Driver shall:

(1) drive the Tow Truck which is towing or otherwise conveying a Vehicle by the most direct route to the destination requested by the Hirer, and in the most expeditious manner, unless otherwise directed by the Hirer;

(2) clean up any debris, fragments of glass, Vehicle parts or other materials (excluding loads dumped during the Collision) and which may be a danger to the public from any highway or roadway prior to towing the Vehicle from the Collision Scene;

(3) At all times be neat and clean in personal appearance and properly dressed which must include but is not limited to:

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

(a) a blaze orange, a blaze yellow or a combination of both orange and yellow safety vest with two fluorescent stripes, five centimetres in length in the shape of an "X" on both the front and the back of the vest;

(b) patch green safety boots;

(c) pants with a silver reflective stripe down the side of both legs or a silver reflective band encircling each leg; and

(d) an identification badge showing the Driver's first initial and last name.

(4) (a) retain all signed Permission to Tow a Vehicle Form for at least ninety (90) days from the tow date indicated on the Permission to Tow a Vehicle Form; and

(b) make available to the Manager a copy of all signed Permission to Tow a Vehicle Form to the Manager within thirty (30) days of the date indicated on the Permission to Tow a Vehicle Form and make them available for inspection upon request by a Police Officer, the Manager or an Inspector at any time.

(5) take a minimum of four (4) photographs, digital or otherwise, of every Vehicle before commencing a tow and said photographs shall:

(a) capture all angles of the Vehicle include the front, back and sides of the Vehicle to identify all damage; and

(b) be kept by the Driver for a minimum of six (6) months which shall be made available to the Manager upon request.

(6) where the Hirer refuses to sign the Permission to Tow a Vehicle Form, indicate such on the form and retain the form for the period prescribed in subsection 4 above.

25. DRIVER PROHIBITION

No Licenced Driver shall:

(1) commence to tow or otherwise convey or move any Vehicle, or hook, lift or connect the Vehicle to the Tow Truck, or perform any other services unless first requested so to do by a Hirer, or a peace officer or any member of a municipal fire department, or any Person authorized by law to direct the removal of the Vehicle from private or public property;

(2) where the request to tow a Vehicle outlined in Sub-Section (1) is from a Hirer, and where the tow is required as a result of a Motor Vehicle Collision, the Driver shall not commence to tow or otherwise convey or move any Vehicles, hook, lift or connect the Vehicle to the Tow Truck unless the Tow Truck Driver has a completed Permission to Tow a Vehicle Form and it has been dated and signed by the Hirer and he/she has provided a copy thereof to the Hirer;

(3) alter or provide any information on the Permission to Tow a Vehicle Form;

- (4) stop, or park within 200 metres (approximately 653 feet) of a Collision location but this does not apply where the Tow Truck Driver has been summoned to the location of the Collision by one of the Persons referred to in sub-section (1) or where there are fewer Tow Trucks at the Collision location than Vehicles apparently requiring the services of a Tow Truck;
- (5) ask or seek out a Hirer or allow or direct an agent to ask or seek out a Hirer, at a Collision location or within 200 metres (approximately 653 feet) of a Collision location, where the actions of the Driver or agent constitutes a Nuisance;
- (6) tow or otherwise convey or move any Vehicle which is to be towed outside the Municipal Boundary unless requested by the Owner or operator of the Vehicle or a peace officer or member of the municipal fire department;
- (7) drive or act as a Driver unless the Registered Owner or where applicable, the lessee, of the Tow Truck is licenced under this by-law;
- (8) commence to Drive or act as a Driver for any Registered Owner or, where applicable, any lessee, without first providing the Manager with a letter from that Person stating that the Owner or, where applicable, the lessee consents to the Driver operating their Licenced Tow Truck(s);
- (9) commence to tow or otherwise convey or move any Vehicle or perform any other services unless first disclosing to the Hirer any interest (either direct or indirect) that the Driver has in any location or facility to which a Vehicle may be towed for repair, storage, appraisal or similar purpose in accordance with any prescribed standards.

26. OWNER DUTIES

Every Licenced Owner shall:

- (1) immediately notify the Manager in writing when he/she gives possession and control of the Tow Truck for which he/she is licenced under this By-law to another Person or Permits the use of said Tow Truck by another Person other than through a bona fide contract of hiring for a period greater than one day;
- (2) charge a flat rate for Collision Towing as set out in Schedule 3;
- (3) file with the Manager a schedule of rates to be charged to Hirers for the towing or other conveyance of Vehicles and for other services offered or to be performed by him/her or his/her Driver for towing services other than Collision Towing;
- (4) charge the rates, as set out in the schedule of rates filed with the Manager for towing and services other than Collision Towing;
- (5) keep in the Tow Truck and show to the Hirer a copy of a tariff card showing the Schedule 3 flat rate, the applicable schedule of rates filed with the Manager in accordance with section 35 of this By-law, and

also showing, if applicable that the Hirer may be charged additional fees for storage by the operator of any storage facility or business to which the Hirer's Vehicle is to be towed;

(6) in the carrying out his/her business use only stationery, forms, bills, invoices, statements and any other printed or written advertising material including any published advertisement in a newspaper, periodical, directory or other publication, which has printed therein in clearly legible figures and letters: his/her name, address, phone number and the name of any Tow Truck Broker (as approved by the Manager) offering the services of said Tow Truck.

(7) retain for a period of sixty (60) days copies of all advertising matter used by him/her and shall produce the same to the Manager if and when requested;

(8) have attached to or painted on both sides of the body of the Tow Truck in a location close to the middle of the body panels or as near as possible and as approved by the Manager, the name and telephone number of the business as shown on the Owner's Business Licence. The letters and figures for the name and telephone number shall be:

(a) of solid contrasting colour to the colour of the vehicle;

(b) of material which will be visible in low light conditions from a distance of 15 metres (approximately 50 feet); and

(c) a minimum of eight centimetres (approximately three inches) in height and a minimum of two centimetres (approximately .78 inch) in thickness.

(9) only use the service of a Tow Truck Driver who is licenced as a Driver under this by-law;

(10) have affixed to the Tow Truck rear window, on the driver's side, the Owner's Plate issued for that Tow Truck and have the municipal licence number painted or attached to both front fenders in letters and figures which shall be:

(a) of solid contrasting colour to the colour of the vehicle;

(b) a minimum of eight centimetres (approximately three inches) in height and a minimum of two centimetres (approximately .78 inch) in thickness;

(c) of material which will be visible in low light conditions from a distance of 15 metres (approximately 50 feet); and

(d) include a designation with the letters "ML" as a precursor to the number.

(11) notify forthwith the Manager in writing of the particulars of such agreement or arrangement to transfer possession and control of a Tow Truck for which he/she has an Owner's Plate to another Person and where such agreement or arrangement is in writing shall file it with the Manager;

(12) give written notice of the sale or other disposition of a Tow Truck to the Manager within seven (7) days of any such sale or disposition.

27. OWNER PROHIBITION

No Owner shall:

- (1) permit any Owner's Plate issued to him/her under this by-law to be affixed to any Tow Truck, other than the Tow Truck for which the Licence was issued under this By-law;
- (2) alter or amend the schedule of rates filed with the Manager under Section 35 without first giving at least 30 days written notice to the Manager.

28. SCHEDULE OF RATES

(1) The schedule of rates filed with the Manager for all types of towing, except for those set out in Schedule 3 shall be based only on the following factors or a combination thereof:

(a) Time:

- (i) time required to perform services;
- (ii) standby time;

(b) Distances:

- (i) distance to travel to reach scene after hiring;
- (ii) distance Vehicle is towed or conveyed;

(c) Additional Services:

- (i) changing more than one wheel;
- (ii) disconnecting drive shaft;
- (iii) moving Vehicle to towing position;
- (iv) opening locked Vehicles without keys;
- (v) provision and use of Dolly;
- (vi) other specified services where a fee is charged.

(2) Where rates vary according to time of day or geographical zones or a combination of different factors, the exact formula for determining the rate shall be set out in the schedule of rates filed with the Manager.

(3) Notwithstanding the provisions of any other section of this By-law, where an estimate is given to the Hirer of the cost of services or equipment to be provided by a Tow Truck Owner or Driver, the charge to the Hirer shall not exceed the charges indicated in the schedule of rates filed with the Manager under this By-law or the amount of the estimate, whichever is lower.

(4) The Owner of a Tow Truck may enter into a written agreement with a Tow Truck Broker, an automobile association, motor league, a government, government agency or local board thereof, or any limited Corporation, for the provision of towing services (hereinafter described in this section as a "towing contract") provided that the Tow Truck Owner provides a copy of all such towing contracts to the Manager prior to supplying any services thereunder.

29. NEW AND REPLACEMENT VEHICLE APPROVAL

An applicant for an Owner's Licence or an Owner licenced under this by-law who disposes of the Tow Truck or otherwise ceases to use his/her Tow Truck for the purpose permitted under this By-law, shall before using the newly acquired Tow Truck under this By-law:

- (1) attend at the Manager and produce a copy of the current Motor Vehicle Permit in good standing issued by the Registry of Motor Vehicles issued in the plate Owner's name, Owner's Licence, a copy of the current Motor Vehicle Liability Insurance Card endorsed to show the change of Vehicle;
- (2) if an applicant, submit the newly acquired Tow Truck for inspection and approval by the Manager forthwith;
- (3) if a licenced Owner, submit the newly acquired Tow Truck for inspection by the Manager within 24 hours of replacement;
- (4) produce and file with the Manager either:
 - (i) a Nova Scotia Registry of Motor Vehicles Vehicle Inspection report showing that the Tow Truck has been accepted within the previous sixty (60) days, or
 - (ii) a Safety Standard Certificate issued under the Nova Scotia *Motor Vehicles Act* within thirty-six (36) days of this submission.
- (5) before using the newly acquired Tow Truck, and immediately after obtaining approval from the Manager, file with the Manager all documents required to report the change.

Notwithstanding the provisions of Sections 35, 36 and 37, the Collision Tow Rates as set out in Schedule 3 to the By-law shall be the rate charged for Vehicles being towed from the Collision Scene.

30. PENALTY

- (1) Every person who contravenes or fails to comply with any provisions of this By-law shall, for each offence, be liable to a penalty of not less than \$200.00 and not more than \$600.00 for each offence; and, in default of payment, the Manager responsible for this By-law may cancel or suspend the licence of such person/company and a mandatory Suspension on the third offence.
- (2) Every person who does not have a valid Owner's Licence or Driver's Licence in compliance with this By-law who contravenes or fails to comply with any provisions of this By-law shall, for each offence, be liable to a penalty of not less than \$200.00 and not more than \$600.00.

(3) Every proprietor of a tow truck business who:

(i) hires an individual to operate a tow truck who is not properly licenced in compliance with this By-law;

or

(ii) allows an independent tow truck owner to operate from their place of business using a vehicle which is not properly licenced in compliance with this By-law;

shall be liable to a penalty of not less than \$200.00 and not more than \$600.00 per individual offence.

(4) Any person who commits an offence under this By-Law shall be liable to a penalty as follows:

1st Offence -\$237.50

2nd Offence -\$352.59

3rd Offence -\$582.50

(5) The Manager may cancel or suspend the licence of any person who commits an offence under this By-Law and fails to make payment of the penalty for such offence..

(6) Upon a person's third offence under this By-Law, the Manager shall suspend such person's licence.

(7) Any person whose licence has been canceled or suspended may appeal to the Appeals Standing Committee of the Municipality which may confirm or disallow the action of the Manager responsible for this By-law.

SCHEDULES

All schedules referred to in this by-law and attached to this by-law shall be deemed to be a part of the by-law .

31. SEVERABILITY

Notwithstanding that any section or sections of this By-law, or any part or parts thereof, may be found by any court of law to be invalid or beyond the power of the Council to enact, such section or sections or part or parts thereof shall be deemed to be severable, and all other sections of this By-law, or parts thereof, are separate and independent there from and enacted as such.

32. INTERPRETATION

The provisions of the Interpretation Act RSNS 1989, c 235, shall apply to this By-law as required.

33. SHORT TITLE

This By-law may be known as the Tow Truck Licencing By-law.

PASSED AND ADOPTED by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipality held on the day of , 2020.

Mayor Cecil P. Clarke

Municipal Clerk – Deborah Campbell Ryan

I, Deborah Campbell Ryan, Municipal Clerk of the Cape Breton Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of the Cape Breton Regional Municipal Council on _____ 2020.

Municipal Clerk – Deborah Campbell Ryan

Publication Date: 2020

SCHEDULE II - ZONES

Zone #1 Central Sydney area

Sydney area to Grand Lake Rd at the Lights

Hwy #22 to Louisbourg

Hwy #4 to Irish Vale

Hwy #216 from Hwy #4 to Eskasoni

Hwy #28 up to and including Victoria Mines.

Keltic Drive to Frenchvale Road

Lingan Road to the Sydney Side of the tracks

Zone#2 East #1 Glace Bay area

Glace Bay /Dominion /Reserve and surrounding areas. Including

Grand Lake Rd at Gardiner Road

Seaside Drive Gardiner Mines to the bridge.

Zone#3 East #2 New Waterford area

New Waterford , Scotchtown, Lingan

HWY 28 up to and including New Victoria

Lingan Rd to the New Waterford side of the tracks.

Union Hwy to the bridge.

Zone#4 Northside area

North Sydney, Sydney Mines

Bras d'Or , Florence , Boularderie

Hwy #105 to St James Road

Hwy #223 to Christmas Island.

Hwy #216 to Eskasoni.

Fee structure

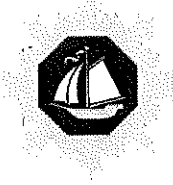
SCHEDULE III - Fees –Maximum Rates permitted to charged

Towing Recovery, Storage.	Light Duty under 3000kg	Medium Duty 3000-6300kg	Heavy Duty 6300kg -9072	Heavy Duty 9073kg
Towing within 5 km	\$105.30	\$142.90	\$230.38	263.84
Mileage over 5k	\$2.50 per km	\$2.65 per km	\$4.73 per km	\$5.00 per km
Winching	\$104.70 per hour	157.65 per hour	\$250 per hour	\$260.39 per hour
Dollies	\$40.25	\$40.25	Nil	Nil
Flatbed Fee	\$50.00	\$50.00	\$50.00	\$50.00
Daily Storage rate	\$30.00	\$30.00	\$45.00	\$45.00
Administration fee	\$35.00	\$35.00	\$35.00	\$35.00
Disposal Fee	\$123.64	\$123.64	\$440.00	\$440.00

CBRM By-Law No. T-_____
Tow Truck Licencing By-law

Fees (cont'd)

Motor Vehicle collisions	Light Duty under 3000kg	Medium Duty 3000-6300kg	Heavy Duty 6300kg -9072	Heavy Duty 9073kg
Towing Single unit within 5k	\$254.17	270.25	\$278.75	\$293.34
Mileage over 5km	\$2.61 per km	\$2.75 per km	\$5.00 per km	\$5.23 per km
Winching per 30min	\$148.24	\$176.25	\$189.07	\$189.07
Debris clean up	\$60	\$60	\$60	\$60
Dollies	\$30	\$30	\$30	\$30
Flatbed	\$50.00	\$50.00	\$50.00	\$50.00
Storage per calendar day	\$30.00	\$30.00	\$45.00	\$45.00
Administration fee	\$36.67	\$36.67	\$36.67	\$36.67
Disposal fee	\$120.00	\$120.00	\$120.00	\$120.00



CAPE BRETON
REGIONAL MUNICIPALITY

ISSUE PAPER

TO: CBRM Council

DATE: June 17, 2020

FROM: Director, Planning and Development

**RE: PLANNING AND DEVELOPMENT DEPARTMENT CORPORATE
PLANNING & RESTRUCTURE**

BACKGROUND

With the retirement of a number of staff within CBRM's Planning & Development Department over the past year and completion of the Viability Study, the Planning and Development Department has evaluated our future service delivery. Currently the Planning and Development Department delivers planning; building and development; civic addressing; by-law and licencing; and community development services for CBRM. As the department continues to evolve to deliver new projects and services to the community, changes are required to mobilize for additional capacity to tackle the increasing number of pressures.

DISCUSSION

In 2020, the Planning and Development Department will have a compliment shown in **Appendix A**. This existing structure delivers the following services:

- Planning Team (Reporting to Senior Planner) – Long range planning (policy), heritage, GIS, and civic addressing;
- Building, Planning & Licensing Laws – Current planning (development services), building services and inspection, property maintenance, licensing, and bylaw enforcement; and
- Community Development – Community capacity building and community economic development.

To meet the priorities set out by the Viability Study and Council Priorities for 2020-2021, in a lean environment, we are recommending a change to the structure of the department shown in **Appendix B**.

This includes:

- A re-class of the existing Assistant By-Law Manager to a By-Law Officer; and
- A re-class of the existing Property Maintenance Officers (2) to Building Officials.

These proposed changes are an investment in:

- Increasing capacity for development review and licensing to increase efficiency and reduce wait times for approvals;
- Increasing capacity for building inspections to increase efficiency and reduce wait times for building inspections;
- Increasing capacity for bylaw enforcement, including future sign regulations and land use issues; and
- Ensure business continuity and succession planning in the case of staff turnover.

These changes result in no new FTE's, but rather a restructure of the department to increase capacity in a number of roles, flexibly taking on a very diverse number of services. Future service requests by CBRM Council (bylaws and new regulation) will be evaluated on a case-by-case basis, but may require new resources.

RECOMMENDATION

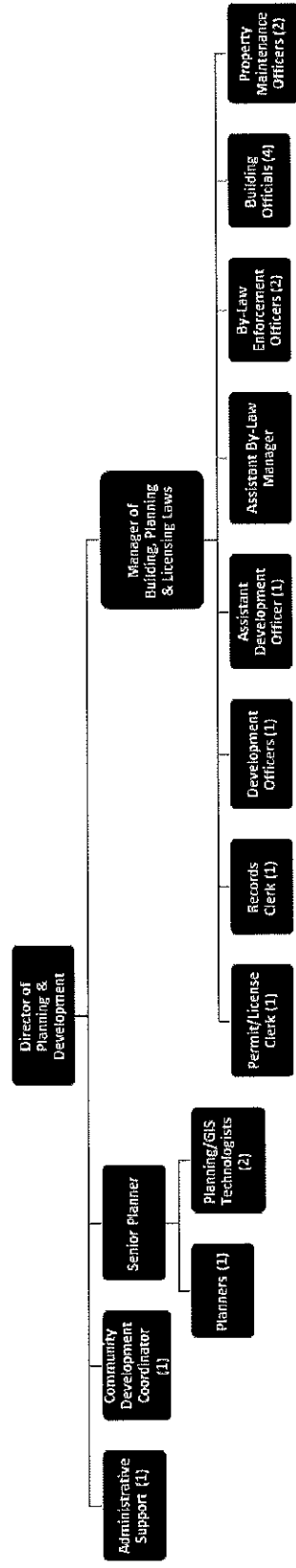
That Council approve the proposed changes to the Planning and Development Department structure as indicated in **Appendix B** and associated budget as presented in the 2020-2021 budget.

Respectfully submitted by:

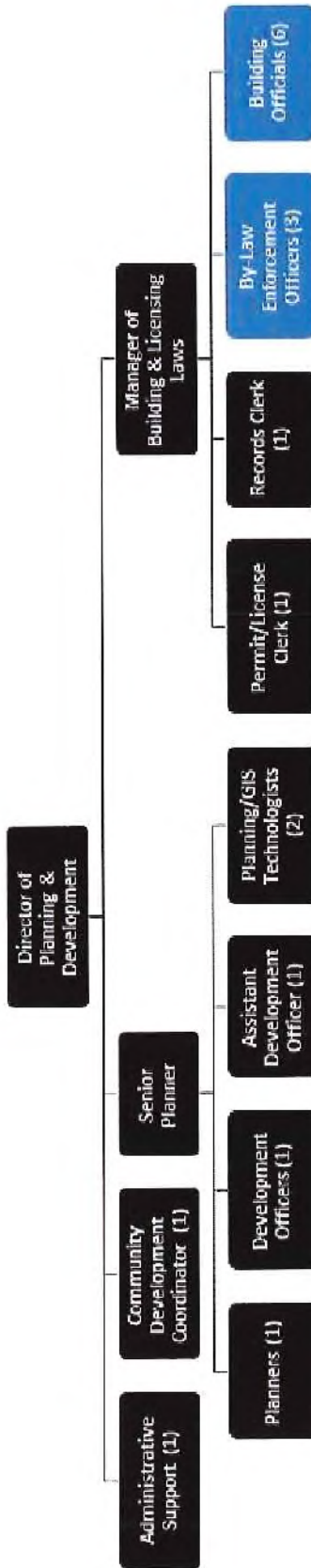
Original Signed By

Michael Ruus
Director, Planning and Development

APPENDIX A: 2020 Planning and Development Department Organizational Structure (Existing)



APPENDIX B: 2020 Proposed Planning and Development Department Organizational Structure



Resolution re: CBRM Proposed Operating Budget 2020-2021:

Motion:

Moved by Councillor MacLeod, seconded by Councillor Prince, that the CBRM Mayor and Council approve essential operating expenditures necessary to maintain the Municipality's operating capacity and core service delivery, including necessary procurement or service agreements until such time that the Province of Nova Scotia has declared the pandemic to be over and CBRM officials are able to present a revised budget for the remainder of the 2020/21 fiscal year. The Chief Financial Officer shall provide monthly budget updates to Council.

Motion Carried.

