

**Cape Breton Regional Municipality**

**Council Meeting**

**AGENDA**

**TUESDAY, NOVEMBER 24, 2020**

**6:00 P.M.**

Centre 200  
Main Concourse  
481 George Street, Sydney, NS



# Cape Breton Regional Municipality

## Council Meeting

Tuesday, November 24, 2020

6:00 p.m.

### **AGENDA ITEMS**

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#### Roll Call

#### O'Canada

#### Moment of Silent Reflection

1. Administration of Oath of Office and Allegiance: Steve Gillespie – Councillor, District 4: Her Worship, Mayor Amanda M. McDougall
2. APPROVAL OF MINUTES: (Previously Distributed)
  - **Special Council – September 28, 2020**
3. APPROVAL OF AGENDA: (Motion Required)
4. Election of Deputy Mayor: Deborah Campbell Ryan, Municipal Clerk (See page 6 )
5. PROCLAMATIONS & RESOLUTIONS:
  - 5.1 Pancreatic Cancer Awareness:  
Councillor Lorne Green (See page 9 )
  - 5.2 James Delorey Day:  
Councillor Lorne Green (See page 10 )
  - 5.3 Fung Loy Kok Institute of Taoism 50<sup>th</sup> Anniversary:  
Councillor Earlene MacMullin (See page 11 )
  - 5.4 Restorative Justice Week - 2020:  
Councillor Cyril MacDonald (See page 12 )

Continued...

**Council Meeting Agenda  
November 24, 2020 (Cont'd)**

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**PROCLAMATIONS & RESOLUTIONS (Cont'd):**

**5.5 Centre for Discovery and Innovation - CBU:**  
Councillor Darren Bruckschwaiger (See page 13 )

**5.6 Term Limits for Municipal Mayor and Council:**  
Councillor Steve Gillespie (See page 15 )

**6. PLANNING ISSUES:**

**6.1 APPROVAL TO ADVERTISE:**

a) **Case 1074 - Land Use Bylaw Text and Map Amendment Request from 3264937 Nova Scotia Limited to Allow Motor Vehicle Sales on PID 15046881 (Kings Road, Howie Center; District 4):** Kristen Knudskov, Planner (See page 16 )

**6.2 REQUEST FOR PLANNING STRATEGY AMENDMENTS:**

a) **Case 1075 - Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw Amendment Request by Carlene Scaffidi to Allow More than One Main Residential Building on a Lot:** Kristen Knudskov, Planner (See page 24 )

b) **Case 1076 – North End Sydney Secondary Planning Strategy and Land Use Bylaw Text Amendment Request from Kevin Colford to Amend Parking Requirements for 217 George Street, Sydney (PID 15058506; District 5):** Kristen Knudskov, Planner (See page 29 )

**6.3 Naming of Glace Bay Rail to Trail:** Michael Ruus, Director of Planning & Development (See page 33 )

**7. BUSINESS ARISING:**

**7.1 Council – May 26, 2020:**

a) **Municipal Grants Policy:** Marie Walsh, Chief Administrative Officer (See page 37 )

Continued...

**Council Meeting Agenda  
November 24, 2020 (Cont'd)**

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**BUSINESS ARISING (Cont'd):**

**7.2 In Camera Council – November 24, 2020:**

- a) **Food & Beverage Operations – Glace Bay Arena:**  
Jennifer Campbell, Chief Financial Officer  
\* *Motion to follow*

**8. REPORTS: For Information Only**

**8.1 CBRM Financial Statements to September 30, 2020:** Jennifer Campbell, Chief Financial Officer (See page 41 )

**8.2 Port of Sydney Development Corporation Financial Statements to September 30, 2020:** Marlene Usher, CEO PSDC (See page 66 )

**9. CORPORATE SERVICES ISSUES:**

**9.1 Trust Fund Amendment – Port of Sydney:** Marlene Usher, CEO – Port of Sydney Development Corporation (See page 67 )

**9.2 Request to Deem CBRM Property Surplus (PID I5879190) – MacQueen’s Lane, Round Island:** Sheila Kolanko, Senior Paralegal/Property Manager (See page 78 )

**9.3 COVID-19 Property Tax Financing Program Policy - Amendments:** Jennifer Campbell, Chief Financial Officer (See page 81 )

**9.4 Appointment of Nominating Committee:** Deborah Campbell Ryan, Municipal Clerk (See page 87 )

**ADJOURNMENT**



# M·E·M·O

**To:** Mayor Amanda M. McDougall and Regional Councillors  
**From:** Deborah Campbell, Municipal Clerk  
**Date:** November 17, 2020  
**Subject:** Election of Deputy Mayor

Each year, the CBRM Council elects/selects a Deputy Mayor for a one year term commencing November 1<sup>st</sup>.

As per the Deputy Mayor Policy (copy attached), all Councillors are eligible to run for the office on an annual basis, however the Deputy Mayor shall serve no more than two consecutive years.

This issue is on the agenda for the November 24<sup>th</sup> meeting of Council, at which time the Mayor will call for nominations from the floor.

**ORIGINAL SIGNED BY**

Deborah Campbell Ryan  
Municipal Clerk

Attachment

## **Policy Respecting the Deputy Mayor**

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### **STATEMENT OF POLICY:**

- It is the policy of the Cape Breton Regional Municipality (CBRM) to select a Deputy Mayor on an annual basis.

### **1.0 TERM OF OFFICE:**

- The term of office for the Deputy Mayor shall be for one year running from November 1<sup>st</sup> to October 31<sup>st</sup> and all Council members are eligible to run for the office on an annual basis. The Deputy Mayor shall serve no more than two consecutive years (for clarity, an example in a four year term, a Councillor could serve as Deputy Mayor in year one and two, but would be ineligible for the third consecutive year, and would be eligible again thereafter.)

### **2.0 REMUNERATION:**

- The remuneration for the office of Deputy Mayor shall be \$5,000 per year.

### **3.0 ROLES AND RESPONSIBILITIES:**

The Deputy Mayor, in addition to filling in when the Mayor is absent or incapacitated, shall:

- ◆ Be apprised of ongoing labour relations issues;
- ◆ May be Chairman of the Audit Committee;
- ◆ Be responsible for bringing the annual budget forward for Council perusal;
- ◆ Chair special committees as assigned by the Mayor or Council and report findings back to Council;

- ◆ Assume other duties assigned by the Mayor or Council.

**Approved by Council:      January 20, 1998**  
**Amended by Council:      March 11, 2005**



## **PROCLAMATION**

### ***Pancreatic Cancer Awareness***

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- Whereas:** In 2020, an estimated 5,800 people will be diagnosed with pancreatic cancer in Canada and 92% will eventually die from the disease;
- And Whereas:** Pancreatic cancer has the lowest survival rate of all major cancers and just 8% of those diagnosed will survive 5 years or longer;
- And Whereas:** Pancreatic cancer is now the third leading cause of cancer-related death in Canada;
- And Whereas:** It is estimated that by 2025, 557,6880 new cases will be diagnosed globally;
- And Whereas:** The good health and well-being of the residents of Cape Breton Regional Municipality are enhanced as a direct result of increased awareness about the risks and symptoms of pancreatic cancer, and research into early detection, causes and effective treatments;
- Be it Therefore Resolved:** That CBRM Mayor Amanda M. McDougall and Council proclaim the November as National Pancreatic Cancer Awareness Month and November 19<sup>th</sup>, 2020, as World Pancreatic Cancer Day in the Cape Breton Regional Municipality.

***Councillor Lorne Green***  
*CBRM District #12*

November 24<sup>th</sup>, 2020

# Proclamation

## James Delorey Day

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- Whereas:** On the afternoon of December 5<sup>th</sup>, 2009, seven-year-old James Delorey wandered and became lost in the wilderness behind his family's home in South Bar;
- And Whereas:** James lived with autism and was non-verbal, but you could always hear him giggling when he was near;
- And Whereas:** Throughout the two days and nights that included the first blizzard of the season, young James and his loyal dog Chance survived while a massive search was underway receiving unwavering support from the entire community;
- And Whereas:** On December 7<sup>th</sup>, Chance returned home, leaving behind a trail of paw prints in the snow. Shortly after, searchers located James just over 1 kilometer from his home, he was curled up under a tree with an obvious impression in snow where Chance laid beside him;
- And Whereas:** While the community hoped and prayed for James' recovery, tragically, he peacefully passed away;
- And Whereas:** Young James will continue to live forever in the hearts of his family and of those within our community,
- And Whereas:** Since 2010, in James' honour with collaboration and support from his family, fundraising efforts have been coordinated under the guidance and support of Nick Burke and Andrew Petrie, and have raised almost \$20,000 in donations and which have gone to support the Autism Society of Cape Breton, Cape Breton Search and Rescue for both Project Lifesaver and their Building Fund, Cape Breton Branch of the SPCA, Cape Breton Regional Hospital Cancer Patient Care Fund and Whitney Pier Youth Club. Beginning in 2011, the first Saturday of December, has been dedicated as the "James Delorey Annual Fundraising Day" in his honour while supporting one of our local charities;
- Be It Therefore Resolved:** That Cape Breton Regional Municipality Mayor Amanda M. McDougall and Council declare December 7<sup>th</sup>, 2020 as James Delorey Day in the CBRM.

*Councillor Lorne Green*  
District #12 – CBRM

November 24<sup>th</sup>, 2020

# Proclamation

## FUNG LOY KOK INSTITUTE OF TAOISM

### 50<sup>th</sup> ANNIVERSARY

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**Whereas:** 2020 is the 50<sup>th</sup> anniversary of the Taoist Tai Chi arts in Canada that promote the ancient practices of Taoism, which enrich mental, spiritual, and physical well-being. Many people who practice these arts share their experience of this practice which enhanced their social and spiritual connections, helped relieve pain, reduced stress, improved posture, circulation, and balance; and

**And Whereas:** 50 years ago, in 1970, Master Moy Lin Shin, A Taoist monk, began teaching the Taoist Tai Chi path in Toronto, Canada; and

**And Whereas:** today, Fung Loy Kok Institute of Taoism, together with its affiliates around the world, have trained volunteer instructors offering Taoist Tai Chi practice continuously for 50 years, and currently, to more than 40,000 participants in numerous locations throughout 26 countries including 11,016 participants in over 330 locations in Canada with 1200 instructors; and

**And Whereas:** Fung Loy Kok Institute of Taoism and its affiliates practice the Taoist Tai Chi arts as a path to ultimate transformation, using the guiding principles of compassion, virtue, and wisdom, in all we do. The practice works to alleviate pain and suffering to the individual, thereby reducing the financial burden on health services in the communities where Taoist Tai Chi practice is offered; and

**And Whereas:** it is altogether fitting and proper that Canada, with its diverse population and appreciation for all cultures moving together in harmony, and its commitment to improving the wellness of its workforce and all residents, should set aside a day to recognize the Fung Loy Kok Institute of Taoism in its endeavor to bring these arts which promote good health, the richness of Chinese culture, and a greater understanding and respect among all peoples;

#### **BE IT THEREFORE**

**RESOLVED:** That CBRM Mayor Amanda M. McDougall and Council hereby proclaim November 7<sup>th</sup>, 2020 as **Taoist Tai Chi** arts 50<sup>th</sup> Anniversary Day in the CBRM, in recognition of Fung Loy Kok's remarkable journey of 50 years.

*Councillor Earlene MacMullin – CBRM District #2*  
*November 24, 2020*

*Cape Breton Regional Municipality*

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**PROCLAMATION**  
**Restorative Justice Week - 2020**

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

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

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

**BE IT THEREFORE RESOLVED:** That CBRM Mayor Amanda M. McDougall and Council proclaim the week of November 15<sup>th</sup> to 21<sup>st</sup>, 2020 as “**Restorative Justice Week**” in the Cape Breton Regional Municipality.

*Councillor Cyril MacDonald – CBRM District 3*

November 24<sup>th</sup>, 2020

# **RESOLUTION**

## **Centre for Discovery and Innovation - CBU**

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**Whereas:** Cape Breton University is an Atlantic Canadian post-secondary leader, with a growing national and international reputation. Currently home to nearly 5500 students, CBU's vision of post-secondary education allows students to pursue dynamic fields of study that are ideally suited for success in liberal arts, business, health, education, science and technology;

**And Whereas:** CBU's President, David Dingwall announced plans for the Centre for Discovery and Innovation at CBU, a project that will sustain the University well into the future and have significant impacts on Cape Breton Island;

**And Whereas:** This will be a modern research and instructional facility featuring cutting-edge design and clean technology, it will enable CBU to attract the brightest minds from Cape Breton Island and around the world;

**And Whereas:** Having state-of-the-art research and research training laboratories, with innovation space to facilitate industry partnerships that create local solutions for global problems, the Centre will transform Cape Breton Island through collaboration and cooperation, and help stimulate the local economy;

**And Whereas:** It is no secret that the population in Cape Breton has been in decline for decades, and then in 2019 Cape Breton saw its first population increase in more than twenty years as a result of international student growth at CBU, a trend that can continue with the investment of the Centre for Discovery and Innovation;

**And Whereas:** As of January 2020, international students contribute \$165 million per year to the Cape Breton Island economy. In addition to the economic benefits resulting from CBU's enrollment success, local services such as transit have improved, labour shortage gaps across the Island have been filled, communities have been infused with expanded cultural diversity and businesses have benefited from international perspectives;

Continued...

**Be It Therefore Resolved:** That Mayor Amanda M. McDougall and CBRM Council go on record supporting CBU with their initiative for the Centre for Discovery and Innovation, and request that staff to write a letter on behalf of Mayor and Council to the local MPs and MLAs asking them to act and support this project.

*Councillor Darren Bruckschwaiger*

November 24<sup>th</sup>, 2020

# **Resolution**

## ***“Term Limits for Municipal Mayor and Council”***

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**Whereas:** During the 2016 Municipal Election it was brought up, why there is not term limits for Municipal Mayor and Council;

**And Whereas:** In that same time period a local media outlet did a poll asking the general public: “Would you support term limits for Municipal Mayor and Council, the results were Undecided 8%, No 9%, and Yes 83%;

**And Whereas:** Whether you agree or disagree with the idea of term limits, when 83% of residents agree with an idea, we as a Council should investigate;

**And Whereas:** There is no current Policy in place on a Municipal level regarding term limits, it is incumbent upon us as a Council to reach out to the proper governing authority for advice;

**Be It Therefore Resolved:** That Mayor Amanda M. McDougall & Council request staff to write a letter on behalf of Mayor and Council to Municipal Affairs asking them to advise Council on the best course of action going forward.

*Councillor Steve Gillespie - CBRM District # 4*

November 24,2020



**TO:** CBRM Council

**FROM:** Kristen Knudskov

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

**DATE:** November 17, 2020

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### Background

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

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

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

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

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

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

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

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

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

#### Discussion

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

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

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

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

MP5 Part 2 Policy 5 Criteria	Discussion
The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (e.g. <i>parking spaces, driveways, utility facilities, etc.</i> )	<p>The site plan includes retention of wooded area along northeast and southeast portions of the property.</p> <p>The applicant has indicated that the property owner is willing to provide screening as deemed appropriate by the Development Officer. Screening is defined as an opaque visual barrier, and may include vegetation, fencing, or some combination of both.</p>
The development proposal must include a traffic plan ( <i>both on-site and along the public street/road accessing it</i> ) implementing improvements that compensate for the increase in traffic expected. A traffic impact analysis report financed by the developer may be requested by Council, or the planner responsible for reporting to Council in	<p>On-site parking will be assessed for compliance with requirements of the LUB upon the application for a Building &amp; Development Permit.</p> <p>No traffic plan or traffic impact analysis has been requested at this time. The Department of Transportation and Infrastructure Renewal</p>

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

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

#### **Recommendation**

Given the policies referenced above, it is reasonable for Council to hold a public hearing to consider amendments to the Land Use Bylaw which would accommodate the proposed development.

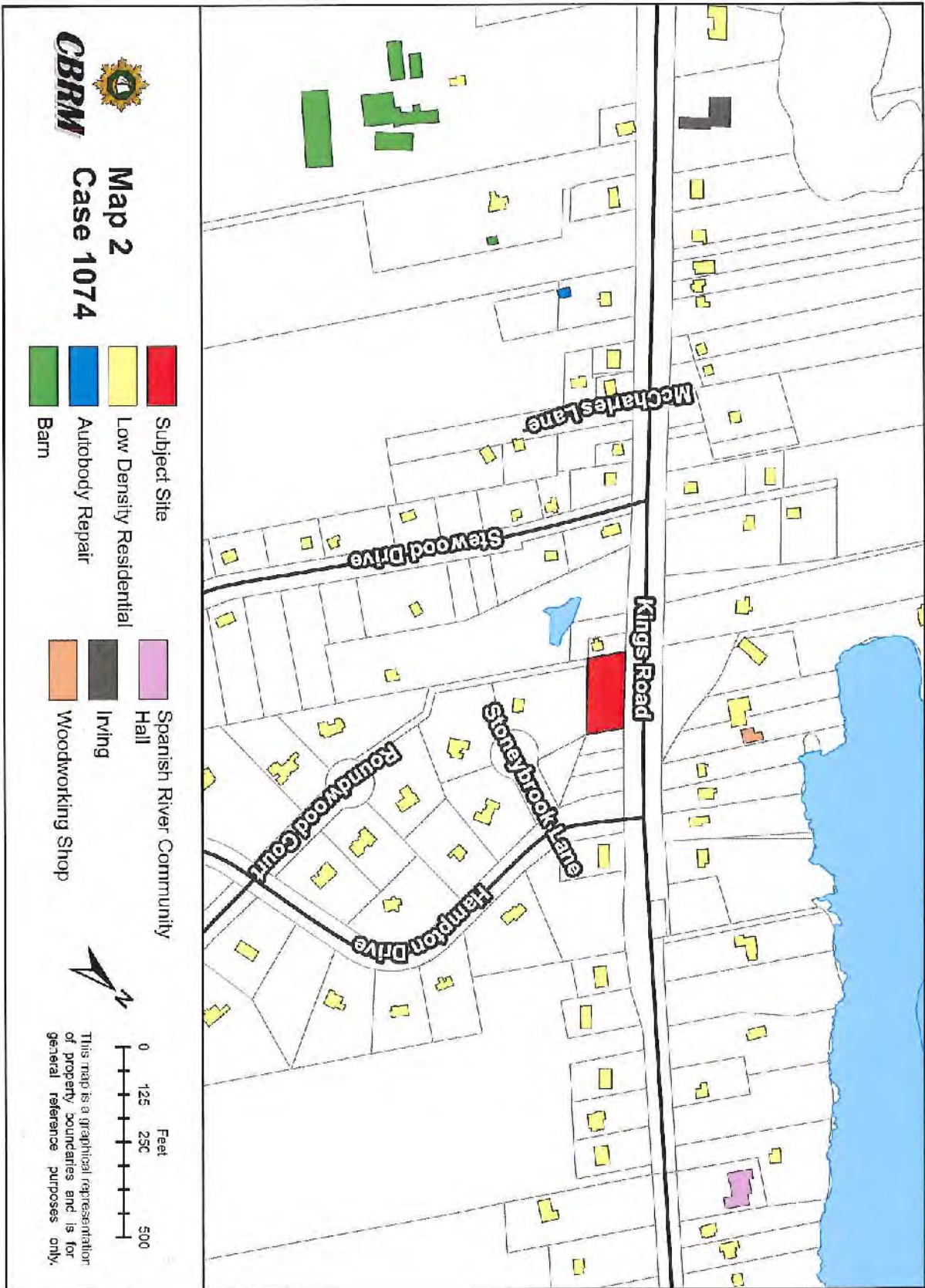
I recommend that Council give first reading to the *Bylaw of the Cape Breton Regional Municipality amending the Land Use Bylaw* and direct Staff to schedule a Public Hearing at an upcoming meeting of Council.

**Respectfully submitted by:**

#### **ORIGINAL SIGNED BY**

Kristen Knudskov  
Planning & Development Department





**Municipal Planning Strategy**  
**Part 2, Policy 5**

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

The site plan approval provisions should stipulate that:  
 adjacent low density residential uses are buffered and screened from the starker ancillary components of the site (*e.g. parking spaces, driveways, utility facilities, etc.*);  
 an on-site parking and vehicular maneuvering plan which does not exacerbate traffic movement problems along any public street/road abutting the site be included;  
 an on-site landscaping plan be included that improves the development's compatibility with the streetscape.

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

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

The purpose of the zoning amendment shall be to ensure:  
 the site itself;  
 the site plan; and  
 management of the facility  
 mitigate any adverse affects the development will have on low density residential development in proximity.

Council shall use the following criteria to evaluate such zoning amendment proposals:  
 The development proposal must include a landscaping plan to buffer and screen low density residential uses from the starker ancillary components of the site (*e.g. parking spaces, driveways, utility facilities, etc.*)

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

Council in consultation with the Traffic Authority, to support the development proposal and to ensure this criteria is adhered.

The development proposal must respect the potential adverse affects any significant buildings will have on much smaller scale low density residential buildings.

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## **Municipal Planning Strategy**

### **Part 2, Policy 17**

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

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

the site itself;

the site plan; and

management of the business development,

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

visual compatibility;

dust or fumes emanating from the site;

traffic attracted to, and leading from, the site; and

noise emanating from the development.





**TO:** CBRM Council

**FROM:** Kristen Knudskov

**SUBJECT:** Case 1075 Municipal Planning Strategy, Land Use Bylaw Text, and Subdivision Bylaw Amendment Request by Carlene Scafidi to Allow More than One Main Residential Building on a Lot

**DATE:** November 17, 2020

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**Background**

The Planning and Development Department has received an amendment request from Carlene Scafidi to allow more than one main residential building on a lot. The property is currently occupied by a two-unit dwelling addressed 21-23 MacLeod Street, South Bar [Map 1]. The accessory building to the rear of the dwelling has been converted into a single detached dwelling without a Building & Development Permit.

Under Part 2, Section 27 of the CBRM Land Use Bylaw (LUB), a single detached dwelling is not permitted on the same lot as any other dwelling, except within a Mobile Home Park Zone or under a condominium development [Attachment B]. Therefore, Ms. Scafidi has requested that Council consider amendments which would permit the additional unit on the subject property.

Permitting more than one single detached dwelling on a lot has the potential for major impacts on the supply, form, and location of housing across CBRM. Any amendments should be considered with the addition of a supporting policy to the MPS, following robust public consultation.

Additionally, Part 10, Policy 4 of the Municipal Planning Strategy (MPS) [Attachment B] addresses situations where multiple main residential buildings were constructed on a lot prior to any Municipal Bylaws. The preamble states that "Such scenarios are rife with title, mortgage, and property insurance problems for subsequent generations of owners." The policy allows lots which do not meet certain minimum requirements of the CBRM Subdivision Bylaw to be divided to resolve the 'One Main Residential Building' issue. If Council wishes to adopt amendments to the 'One Main Residential Building' provision, this policy and the ensuing Subdivision Bylaw provision should be updated to maintain consistency.

**Discussion**

Part 8, Section 205 of the *Municipal Government Act* provides Council the authority to amend the MPS. If Council wishes to consider policy amendments, a Public Participation Program (PPP) must first be conducted to gather public input on the proposed changes. However, Council may choose to uphold plan policy and decline the request.

The Planning & Development Department has initiated the comprehensive review of planning policies and bylaws, including the MPS, LUB, and Subdivision Bylaw. The project is expected to be completed in 2022.

It may be reasonable to defer the request and consider the issue during the comprehensive review. For that reason, **Option 4** is provided below.

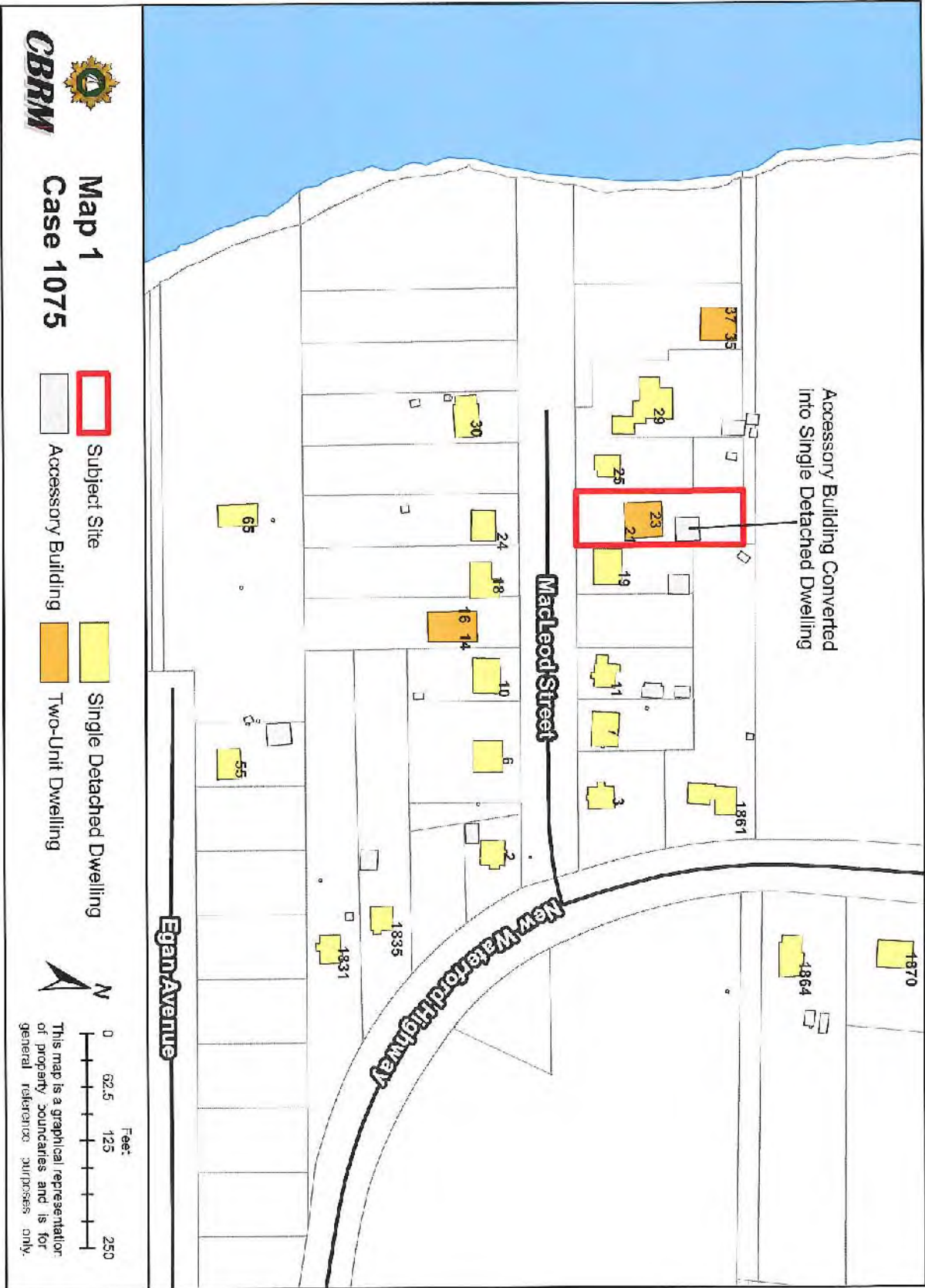
**Options**

1. Direct Staff to submit a detailed issue paper to a subsequent meeting of Council which would include a recommendation on how to proceed.
2. If Council determines further information is not required, direct Staff to conduct a PPP.
3. Uphold policy and decline the request.
4. Defer the application and direct Staff to consider the request as part of the comprehensive review of planning policy and bylaws.

Respectfully submitted by:

**ORIGINAL SIGNED BY**

Kristen Knudskov  
Planning and Development Department



## **Municipal Planning Strategy**

### **Part 10, Policy 4**

#### CREATING UNDERSIZED LOTS TO COMPLY WITH THE ONE MAIN BUILDING ON A LOT PROVISION

Ownership of a building requires ownership of the lot occupied by the building. Except for a complex of residential dwellings owned and operated by a landlord, it is rare for more than one single detached dwelling to be on a building lot. However, development has been occurring for several generations in Cape Breton County. Only during contemporary history has Municipal Government developed the sophisticated regulatory tools to ensure that only one main building is constructed on a building lot.

There are examples in the Municipality where more than one main building exists on one building lot. Usually it is only a 2<sup>nd</sup> dwelling and usually the 2<sup>nd</sup> dwelling was constructed on the lot by one generation of a family (*e.g. son*) while an older generation relative (*e.g. parent*) had title to the property. Such scenarios are rife with title, mortgage, and property insurance problems for subsequent generations of owners.

The obvious solution is to subdivide the parcel into two building lots with each lot encompassing only one of the dwellings. Often in circumstances like this, however, the lot occupied by the two dwellings does not have enough area or public street/road frontage for such a division to comply with the present standards of the Land Use By-law. If it can be shown the problem originated prior to any Municipal By-law prohibiting such a development, it is reasonable to relax the normally pertinent provisions in effect as a legitimate attempt to rectify the situation.

#### *POLICY*

4. *Where more than one main building is located on a lot that does not have enough area or public street/road frontage to permit dividing the lot into two or more lots in compliance with the pertinent provisions of the Land Use By-law, it shall be a policy of Council to have provisions in the Subdivision By-law and the Land Use By-law permitting the creation of the same number of lots as main buildings, provided there is reasonable evidence the buildings were erected prior to the coming into effect of any Municipal By-law prohibiting two or more dwellings on a lot.*

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## **Land Use Bylaw**

### **Part 2, Section 27**

#### Section 27                      One Main Residential Building on a Lot Parcel

a. Conventional Development:

No single detached dwelling, residential care dwelling, or community service residence shall be permitted on the same lot parcel as any other dwelling, except within a Mobile Home Park Zone.

- i. Two or more two-unit dwellings, apartment buildings or townhouses, or any combination of these three residential land use types, shall be permitted on the same lot parcel provided they are serviced by both a CBRM water main and a sanitary sewer main.
- ii. A recreational vehicle used as a dwelling shall only be permitted on a lot parcel with another dwelling for a continuous period not exceeding 30 days within a 365 day period.

b. Condominium Development

- i. Two or more single detached dwellings, two-unit dwellings, apartment buildings or townhouses, or any combination of these residential land use types, shall be permitted on the same lot parcel provided they are serviced by both a CBRM water main and a sanitary sewer main and they are within a condominium development registered pursuant to the *Condominium Act*.
- ii. Two or more single detached dwellings and/or two-unit dwellings shall be permitted on the same lot parcel in partially serviced, or unserviced areas when they are within a condominium development registered pursuant to the *Condominium Act*.



**TO:** CBRM Council

**FROM:** Kristen Knudskov

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

**DATE:** November 17, 2020

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**Background**

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

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

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

The Sacred Heart Church is, however, currently a municipally registered heritage property. Mr. Colford has therefore requested that Council consider extending the above exemption to municipally registered heritage properties. To do so, the NESSPS and NESSLUB text would need to be amended. If Council chooses to proceed, Staff may offer additional policy alternatives for Council's consideration which would also accommodate the proposed development.

**Discussion**

Part 8, Section 205 of the *Municipal Government Act* provides Council the authority to amend the NESSPS. If Council wishes to consider policy amendments, a Public Participation Program (PPP) must first be conducted to gather public input on the proposed changes. However, Council may choose to uphold plan policy and decline the request.

The Planning & Development Department has initiated the comprehensive review and update of various planning policies and bylaws, including the NESSPS and NESSLUB. The project is expected to be completed in 2022. It may be reasonable to defer the request and consider the issue during the comprehensive review. For that reason, Option 4 is provided below.

**Options**

1. Direct Staff to submit a detailed issue paper to a subsequent meeting of Council which would include a recommendation on how to proceed.
2. If Council determines further information is not required, direct Staff to conduct a PPP.
3. Uphold policy and decline the request.
4. Defer the application and direct Staff to consider the request as part of the comprehensive review of planning policy and bylaws.





Respectfully submitted by:

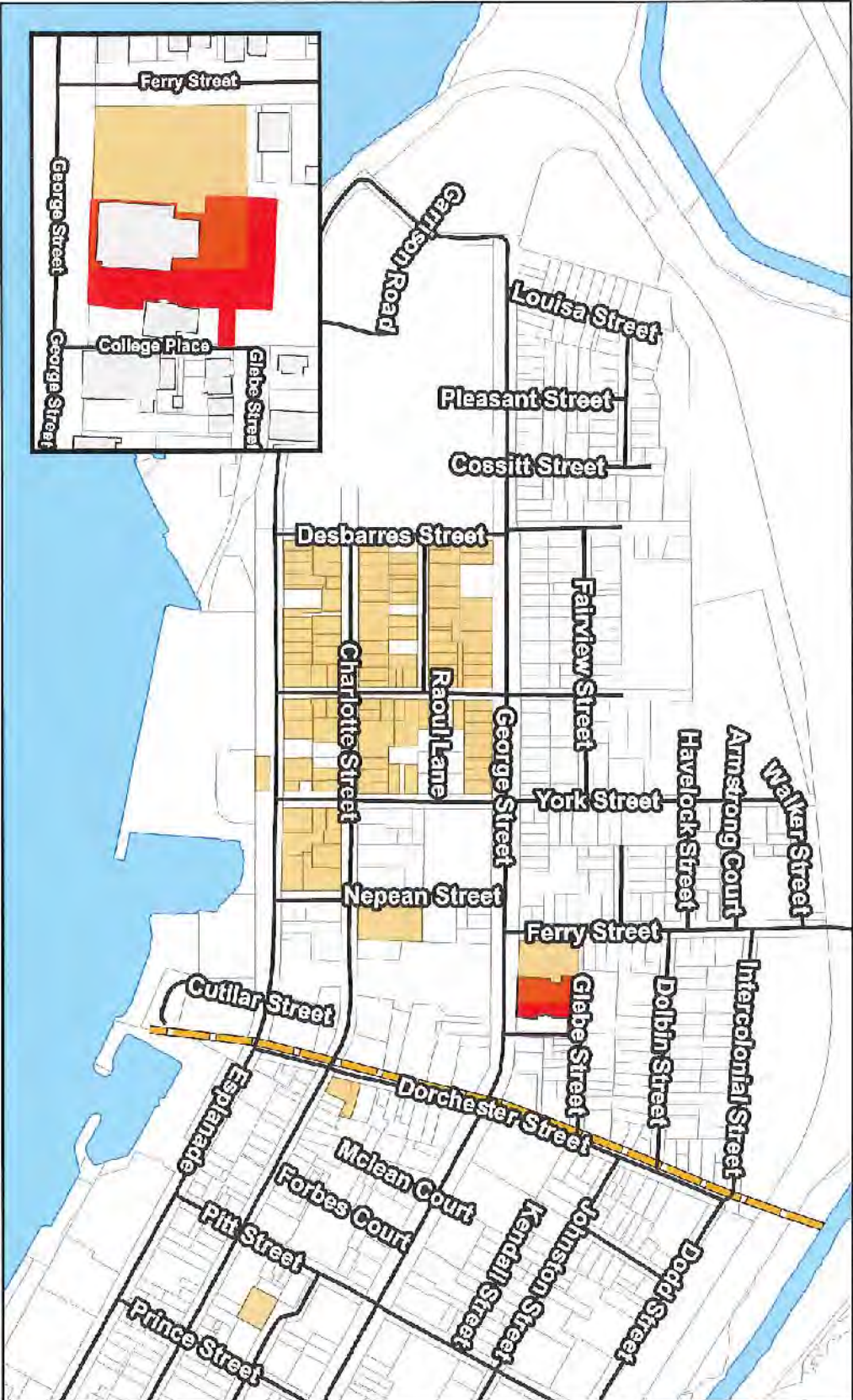
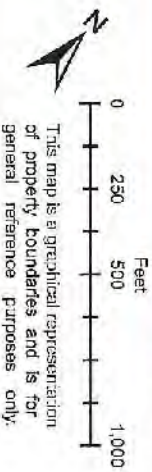
**ORIGINAL SIGNED BY**

Kristen Knudskov  
Planning and Development Department



# Map 1 Case 1076

-  Subject Site
-  North End Boundary
-  Buildings
-  Municipally Registered Heritage Property



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

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

*Policy 8*

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



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## **ISSUE PAPER**

**TO:** CBRM Council

**DATE:** November 16, 2020

**FROM:** Director, Planning and Development

**RE:** NAMING OF GLACE BAY RAIL TO TRAIL

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### **BACKGROUND**

CBRM originally expressed interest in the acquisition of properties, making up the former rail corridor between Gardiner Road and Tower Road in August 2017. This collection of properties makes up an active transportation corridor which had been previously identified in the 2008 Active Transportation Plan. A MOU was signed between Public Services and Procurement (PSPC) and CBRM on October 9, 2019 to outline necessary improvements and the property transfer process.

Since that time, PSPC and CBRM have undertaken substantial work to improve the quality of the trail including chipping of vegetation, grading, and placing crusher fines. Further improvements such as signage and safety improvements, are planned in partnership with Bicycle Nova Scotia and the local Trail Advisory Group. To move forward with these, the group is requesting the naming of the trail.

### **DISCUSSION**

CBRM has no policy for naming trails or active transportation corridors, however the Civic Addressing Policy does provide general guidance on naming such as consultation within the community.

The Trail Advisory Group (made up of representatives of the communities, Velo Cape Breton, and the Marconi Trailblazers ATV Club), released a public survey from October 30<sup>th</sup> to November 13<sup>th</sup> to seek public input on a shortlist of potential names to reflect the history and culture of the area (**APPENDIX A**). With over 400 participants in the survey, the public preference was to name the trail the “Coal Town Trail”, in reference to the Coal Mining Communities connected by the former rail line.

This group has also discussed proposed trail rules to mitigate nuisance concerns and promote health and safety on the trail (**APPENDIX B**).

With this consultation complete and without a formal policy, Council may consider this naming request. In the future, Council should also consider a formal naming policy for infrastructure falling outside of the Civic Addressing Policy.

**RECOMMENDATION**

That Council pass a motion to choose a name from the list below:

- Old 42 Tail;
- Coal Town Trail; or
- Coal Town Heritage Trail.

Respectfully submitted by:

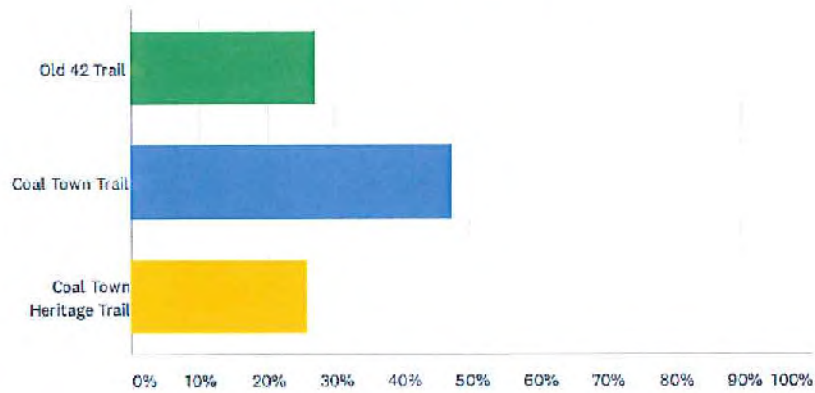
**ORIGINAL SIGNED BY**

Michael Ruus  
Director, Planning and Development

**APPENDIX A**

Q1 Please select your top choice for the name of the new Rail Trail from the following 3 options.

Answered: 429 Skipped: 0



<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Old 42 Trail	27.04%	116
Coal Town Trail	47.32%	203
Coal Town Heritage Trail	25.64%	110
<b>TOTAL</b>		<b>429</b>

## **APPENDIX B**

### **TRAIL ETIQUETTE**

The best way for all users to have a safe and enjoyable experience on the trail is to be polite and courteous to each other.

The trail is open to pedestrians, cyclists, horses and Off Highway Vehicles (this includes ATVs, snowmobiles and dirt bikes).

Respect the trail, adjacent landowners and businesses

Always be aware of other trail users. Remember that Wheels yield to Hooves and Heels.

Travel on the right and pass on the left.

Obey all posted signs.

Pick up after pets and pack out what you carry in.

Walkers can't always hear someone approaching from behind. A friendly "hello" or ding of your bell is appreciated.

Horses are easily spooked, all wheeled traffic should stop, remove helmets and ask the rider how to proceed.

Off-highway vehicles should always be extra cautious when meeting another trail user, preferably by pulling over to the side of the trail and stopping while the other person passes by.

### **TRAIL RULES**

You are responsible for your own safety while on the trail, therefore exercise caution at all times. Please keep in mind the following rules while using the trail:

Motorcycles, automobiles, trucks, sport utility vehicles and amphibious vehicles are not permitted at any time.

Maximum speed is 30 kilometres per hour by any mode of transportation. Speed limit in quiet zones is 20 kilometres per hour

No person shall use the trail between 11:00 PM and 6:00 AM the following day.

All pets must be on a leash.

No hunting or trapping is permitted.

No person shall have in their possession or discharge a loaded firearm or bow unless permitted by the Wildlife Act.

In case of emergency, Call 911, there is cell service along the Trail. To report problems call xxxxx(what's the new central number for all issues)

Above all have fun and enjoy!



# **CBRM**

*A Community of Communities*

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**Cape Breton Regional Municipality**

## **Issue Paper**

**Date:** November 18, 2020  
**To:** Mayor and Council  
**From:** Marie Walsh, CPA, CGA Chief Administrative Officer  
**Re:** Municipal Grants Policy

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In May of this year I came to Council to recommend we deviate from our current Municipal Grants Policy to allow for nonprofit and charitable organizations to apply for funding to address shortfalls in their operating funds given their inability to fundraise with the pandemic. One stipulation was that the Province of Nova Scotia provide matching funds. Unfortunately, the Province did not come through for several organizations. Particularly, there were 5 organizations that met the criteria outlined in terms of need and provided the appropriate financial information. There were 3 others who we are still waiting for information.

I recommend that CBRM provide our share (50%) of the ask to these organizations to help with their basic operating costs. The total cost of this would be \$21,000 for those already approved and \$15,000 for the 3 that are pending information. These amounts fall within the remaining budget of the fund. I would also recommend that only those who have already applied would be eligible as applications are now closed.

Respectfully submitted,

**ORIGINAL SIGNED BY**

Marie Walsh, CPA, CGA  
Chief Administrative Officer

**Municipal Grants Policy:**

Ms. Marie Walsh, Chief Administrative Officer, presented her Issue Paper for Council.

**Motion:**

Moved by Councillor MacLeod, seconded by Councillor Eldon MacDonald, that for the purposes of the budget year 2020/21, Council deviate from the Municipal Grants Policy in the following areas:

1. There will be no requirement or expectation for active fundraising efforts
2. Grants will not be limited to just the not for profit and charitable organizations who are providing services generally delivered, or complementing a service otherwise provided by CBRM
3. Evaluations will be based on a demonstrated need for funding using prior year financial statements along with current up to date financial information
4. That the evaluation of need will not be based on lost revenue or for wage subsidies but strictly to address shortfalls in operating costs
5. Matching funding from the Province will be required

**Discussion:**

Clarification was provided on application deadlines and funding sources.

**Motion Carried.**



# CBRM

*A Community of Communities*

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**Cape Breton Regional Municipality**

## Issue Paper

**Date:** May 12, 2020  
**To:** Mayor and Council  
**From:** Marie Walsh, CPA, CGA Chief Administrative Officer  
**Re:** Municipal Grants Policy

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Non-Profit and Charitable organizations are on the front lines of our communities in good times and in times like these. They play a vital role in building healthy communities by providing critical services that contribute to economic stability. Keeping programs going and being sustainable into the recovery period will be a challenge for this sector given their inability to fundraise at this time. The current supports for this group include wage subsidies, and monies to address supports to seniors and vulnerable groups. There are currently no programs that help support basic operating costs. I believe this is a gap that the Municipality can help fill. Our current Municipal Grants Policy allows funding for a limited type of operating cost. I am recommending for the purposes of the 2020/2021 budget year we go outside of Council Policy by changing the following:

1. No requirement or expectation for active fundraising efforts
2. Grants will not be limited to just the not for profit and charitable organizations who are providing services generally delivered, or complementing a service otherwise provided by CBRM
3. Applicants must demonstrate the need for funding by providing prior year financial statements along with current up to date financial information
4. This is not a replacement for lost revenue or for wage subsidies but strictly to address shortfalls in operating costs
5. The Province of Nova Scotia provide matching funding

All other requirements and eligibility criteria in the Policy shall remain the same along with the limit of \$10,000.

**Recommended motion:**

For the purposed of the budget year 20/21 Council deviate from the Municipal Grants Policy in the following areas:

1. There will be no requirement or expectation for active fundraising efforts

2. Grants will not be limited to just the not for profit and charitable organizations who are providing services generally delivered, or complementing a service otherwise provided by CBRM
3. Evaluations will be based on a demonstrated need for funding using prior year financial statements along with current up to date financial information
4. That the evaluation of need will not be based on lost revenue or for wage subsidies but strictly to address shortfalls in operating costs
5. Matching funding from the Province will be required

Respectfully submitted,

**ORIGINAL SIGNED BY**  
Marie Walsh, CPA, CGA  
Chief Administrative Officer

Revenue	Year To Date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	\$ 56,912,686	\$ 56,194,487	\$ 718,200	\$ 112,388,973	\$ 55,476,287
Total Federal Government	1,575,263	1,575,263	-	3,150,525	1,575,263
Total Federal Government Agencies	385,584	385,584	-	771,168	385,584
Total Provincial Government	1,150,142	1,150,142	(0)	2,300,284	1,150,142
Total Provincial Government Agencies	1,657,741	1,657,741	0	3,315,481	1,657,740
Total Services to Other Local Government	479,208	479,208	0	958,415	479,207
Total Transit	41,011	38,625	2,386	165,000	123,989
Total Environmental Development Services	223,100	123,100	100,000	246,200	23,100
Total Licenses & Permits	58,004	75,500	(17,496)	151,000	92,996
Total Fines & Fees	353,886	329,609	24,277	754,218	171,987
Total Rentals	290,973	293,581	(2,608)	587,162	296,189
Total Concessions & Franchises	3,348	-	3,348	650,000	228,345
Total Interest on Taxes	534,638	757,500	(222,862)	1,949,700	1,415,062
Total Finance Revenue	15,458	11,250	4,208	22,500	7,042
Total Solid Waste Revenue	1,406,016	1,175,000	231,016	2,050,000	643,984
Total Recreation & Cultural Service Programs	31,530	26,500	5,030	494,000	1,109,121
Total Water Utility Charges	2,475,755	2,475,755	(0)	4,951,510	2,475,755
Total Unconditional Transfers	7,894,559	7,917,919	(23,361)	15,835,838	7,941,280
Total Conditional Transfers	-	-	-	3,474,797	3,474,797
<b>Year To Date Assigned</b>	<b>\$ 75,488,901</b>	<b>\$ 74,666,762</b>	<b>\$ 822,139</b>	<b>\$ 154,216,771</b>	<b>\$ 78,727,870</b>

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

Departmental

Reviewed

Summary

Statement of Expenditures

September 30, 2020

Expenditures	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 597,465	\$ 691,397	\$ 93,933	\$ 1,417,019	\$ 819,554
Administration	226,871	229,171	2,300	454,909	228,038
Finance	1,187,087	1,308,950	121,863	2,805,328	1,618,241
Legal	1,621,853	1,703,533	81,680	2,045,519	423,666
Human Resources	532,894	656,395	123,501	1,312,790	779,896
Technology & Communications	1,519,924	1,568,496	48,572	3,216,010	1,696,086
Municipal Clerk	360,550	367,460	6,910	868,632	508,082
Fiscal Services	10,877,065	11,013,163	136,098	33,356,695	22,479,630
Police Services	12,029,278	12,932,295	903,017	25,765,802	13,736,524
Fire Services (Incl EMO)	9,805,406	9,851,362	45,956	17,982,995	8,177,589
Engineering & Public Works	22,029,194	23,139,743	1,110,550	49,785,036	27,755,842
Planning	1,476,031	1,706,392	230,361	3,319,283	1,843,252
Facilities C200 & Arenas	970,198	1,398,014	427,816	3,084,608	2,114,410
Parks & Grounds	1,358,866	1,483,821	124,955	2,899,912	1,541,046
Buildings	1,419,921	1,615,206	195,284	3,275,411	1,855,490
Recreation	1,231,086	1,364,198	133,112	2,626,822	1,395,736
<b>Total expended to date</b>	<b>\$ 67,243,688</b>	<b>\$ 71,029,595</b>	<b>\$ 3,785,908</b>	<b>\$ 154,216,771</b>	<b>\$ 86,973,083</b>

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Departmental

Reviewed

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Legislative	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 471,769	\$ 507,374	\$ 35,605	\$ 1,014,748	\$ 542,979
6010 BENEFITS	59,945	67,907	7,961	135,813	75,868
6030 TRAVEL/CONFERENCES	7,755	39,485	31,729	78,969	71,214
6040 PROF MEM/DUES & FEES	20,724	18,999	(1,725)	72,342	51,618
6050 OFFICE SUPPLIES	6,017	7,700	1,683	15,400	9,383
6060 OFFICE EQUIPMENT	2,408	2,500	92	5,000	2,592
6080 ADVERTISING	1,412	7,250	5,838	14,500	13,088
6100 COURIER	-	125	125	250	250
6110 TELEPHONE/FAX	10,034	12,280	2,246	24,560	14,526
6120 PUBL./SUBSCRIPTIONS	903	919	15	1,837	934
6130 COMPUTER HARDWARE	-	3,360	3,360	6,600	6,600
6150 MEETING EXPENSES	3,909	12,500	8,591	25,000	21,091
6170 PROMOTION	12,588	11,000	(1,588)	22,000	9,412
<b>Total expended to date</b>	<b>\$ 597,465</b>	<b>\$ 691,397</b>	<b>\$ 93,933</b>	<b>\$ 1,417,019</b>	<b>\$ 819,554</b>

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Departmental

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\_\_\_\_\_  
Finance

**Administration (CAO)**

**Expenditures**

**September 30, 2020**

CAO	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 135,577	\$ 138,422	\$ 2,844	\$ 276,843	\$ 141,266
6010 BENEFITS	19,060	23,596	4,536	47,191	28,131
6020 TRAINING/EDUCATION	-	3,300	3,300	3,300	3,300
6030 TRAVEL/CONFERENCES	-	1,429	1,429	5,000	5,000
6040 PROF MEM/DUES & FEES	636	1,800	1,164	1,800	1,164
6050 OFFICE SUPPLIES	580	1,400	820	2,800	2,220
6080 ADVERTISING	11,064	-	(11,064)	-	(11,064)
6110 TELEPHONE/FAX	951	1,500	549	3,000	2,049
6120 PUBL./SUBSCRIPTIONS	338	475	137	475	137
6130 COMPUTER HARDWARE	5,227	-	(5,227)	-	(5,227)
6150 MEETING EXPENSES	1,225	2,250	1,025	4,500	3,275
6170 PROMOTION	1,045	2,500	1,455	5,000	3,955
8010 OPERATIONAL MAT/SUPP	6,456	-	(6,456)	-	(6,456)
8100 PROFESSIONAL SERVICE	44,713	52,500	7,787	105,000	60,287
<b>Total expended to date</b>	<b>\$ 226,871</b>	<b>\$ 229,171</b>	<b>\$ 2,300</b>	<b>\$ 454,909</b>	<b>\$ 228,038</b>

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Departmental

**ORIGINAL SIGNED BY**

Finance

Finance	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 950,201	\$ 990,679	\$ 40,478	\$ 1,981,358	\$ 1,031,157
6010 BENEFITS	196,185	191,928	(4,258)	383,855	187,670
6020 TRAINING/EDUCATION	3,015	8,075	5,060	16,290	13,275
6030 TRAVEL/CONFERENCES	159	7,224	7,065	12,500	12,341
6040 PROF MEM/DUES & FEES	4,364	4,425	61	6,625	2,261
6050 OFFICE SUPPLIES	4,365	7,390	3,025	14,500	10,135
6060 OFFICE EQUIPMENT	1,675	5,250	3,575	10,500	8,825
6080 ADVERTISING	9,883	14,878	4,994	28,150	18,267
6090 POSTAGE	84,297	85,000	703	170,000	85,703
6100 COURIER	6,982	11,950	4,968	23,900	16,918
6110 TELEPHONE/FAX	8,155	8,050	(105)	16,100	7,945
6130 COMPUTER HARDWARE	6,204	5,200	(1,004)	10,900	4,696
6140 COMPUTER SOFTWARE	-	-	-	48,000	48,000
6180 COST RECOVERY	(165,372)	(113,928)	51,443	(173,000)	(7,629)
8010 OPERATIONAL MAT/SUPP	1,822	2,250	428	4,500	2,678
8100 PROFESSIONAL SERVICE	49,385	50,000	615	50,000	615
8110 CONTRACTS/AGREEMENTS	17,859	23,920	6,061	47,850	29,991
8120 LEASES	5,431	6,660	1,229	13,300	7,869
8180 TAX EXEMPT/WRITE OFF	2,475	-	(2,475)	140,000	137,525
<b>Total expended to date</b>	<b>\$ 1,187,087</b>	<b>\$ 1,308,950</b>	<b>\$ 121,863</b>	<b>\$ 2,805,328</b>	<b>\$ 1,618,241</b>

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Finance

Legal	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 196,459	\$ 206,453	\$ 9,993	\$ 412,905	\$ 216,446
6010 BENEFITS	42,335	41,667	(668)	83,334	40,999
6020 TRAINING/EDUCATION	-	2,750	2,750	3,250	3,250
6030 TRAVEL/CONFERENCES	-	708	708	2,125	2,125
6040 PROF MEM/DUES & FEES	11,756	12,300	544	13,100	1,344
6050 OFFICE SUPPLIES	1,189	1,750	561	3,500	2,311
6060 OFFICE EQUIPMENT	2,478	4,200	1,722	4,200	1,722
6070 PHOTOCOPIER LEASE	1,819	1,550	(269)	3,100	1,281
6080 ADVERTISING	-	500	500	1,000	1,000
6100 COURIER	463	400	(63)	800	337
6110 TELEPHONE/FAX	1,484	1,700	216	3,400	1,916
6120 PUBL./STATUTES	7,809	5,000	(2,809)	10,000	2,191
6130 COMPUTER HARDWARE	-	1,500	1,500	3,000	3,000
6140 COMPUTER SOFTWARE	-	1,250	1,250	2,500	2,500
6150 MEETING EXPENSE	47	250	203	500	453
6160 LIABILITY INSURANCE	1,347,077	1,344,305	(2,772)	1,344,305	(2,772)
8100 PROFESSIONAL SERVICE	8,937	77,250	68,313	154,500	145,563
<b>Total expended to date</b>	<b>\$ 1,621,853</b>	<b>\$ 1,703,533</b>	<b>\$ 81,680</b>	<b>\$ 2,045,519</b>	<b>\$ 423,666</b>

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Departmental

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Finance

Human Resources	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 387,958	\$ 387,367	\$ (591)	\$ 774,734	\$ 386,776
6010 BENEFITS	88,376	84,941	(3,436)	169,881	81,505
6020 TRAINING/EDUCATION	400	3,500	3,100	7,000	6,600
6030 TRAVEL/CONFERENCES	175	8,750	8,575	17,500	17,325
6040 PROF MEM/DUES & FEES	631	1,150	519	2,300	1,669
6050 OFFICE SUPPLIES	6,394	7,500	1,106	15,000	8,606
6060 OFFICE EQUIPMENT	188	1,250	1,062	2,500	2,312
6080 ADVERTISING	2,321	1,500	(821)	3,000	680
6110 TELEPHONE/FAX	4,385	6,688	2,302	13,375	8,990
6120 PUBL./SUBSCRIPTIONS	-	2,000	2,000	4,000	4,000
6130 COMPUTER HARDWARE	779	3,000	2,221	6,000	5,221
6140 COMPUTER SOFTWARE	-	250	250	500	500
6150 MEETING EXPENSE	2,108	2,250	142	4,500	2,392
8100 PROFESSIONAL SERVICE	37,364	140,000	102,636	280,000	242,636
8110 CONTRACTS/AGREEMENTS	1,815	6,250	4,435	12,500	10,685
<b>Total expended to date</b>	<b>\$ 532,894</b>	<b>\$ 656,395</b>	<b>\$ 123,501</b>	<b>\$ 1,312,790</b>	<b>\$ 779,896</b>

**ORIGINAL SIGNED BY**

Departmental

**ORIGINAL SIGNED BY**

Finance

**Technology Including  
911 Comm Centre**

**Statement of Expenditures**

**September 30, 2020**

<u>Technology/Communications</u>	<u>Year to date Expended</u>	<u>6 Month Budget</u>	<u>6 Month Budget Variance</u>	<u>Annual Budget</u>	<u>Annual Budget Remaining</u>
6000 WAGES/SALARIES	\$ 859,935	\$ 883,109	\$ 23,174	\$ 1,789,089	\$ 929,154
6010 BENEFITS	177,263	183,726	6,463	377,562	200,299
6020 TRAINING/EDUCATION	250	4,875	4,625	9,750	9,500
6030 TRAVEL/CONFERENCES	4,101	2,725	(1,376)	5,625	1,524
6040 PROF MEM/DUES & FEES	688	500	(188)	1,000	312
6050 OFFICE SUPPLIES	4,286	2,500	(1,786)	5,000	715
6060 OFFICE EQUIPMENT	1,799	6,500	4,701	13,000	11,201
6080 ADVERTISING	2,193	4,000	1,807	8,000	5,807
6100 COURIER	-	150	150	300	300
6110 TELEPHONE/FAX	62,999	76,700	13,701	153,400	90,401
6120 PUBL./SUBSCRIPTIONS	-	500	500	1,000	1,000
6130 COMPUTER HARDWARE	70,880	73,500	2,620	135,000	64,120
6140 COMPUTER SOFTWARE	248,422	250,342	1,920	368,830	120,408
6150 MEETING EXPENSE	115	500	385	1,000	885
7010 ELECTRICAL	4,362	4,825	463	9,650	5,288
7070 BLDG/FACILITY RENTAL	29,079	22,450	(6,629)	44,900	15,821
8010 OPERATIONAL MAT/SUPP	2,163	-	(2,163)	-	(2,163)
8040 COMM EQUIPMENT LINES	2,244	3,750	1,506	7,500	5,256
8100 PROFESSIONAL SERVICES	8,972	5,000	(3,972)	10,000	1,028
8110 CONTRACTS/AGREEMENTS	40,172	42,844	2,673	57,000	16,828
8120 LEASES SAP	-	-	-	108,243	108,243
8130 LICENSES/PERMITS	-	-	-	110,161	110,161
<b>Total expended to date</b>	<b>\$ 1,519,924</b>	<b>\$ 1,568,496</b>	<b>\$ 48,572</b>	<b>\$ 3,216,010</b>	<b>\$ 1,696,086</b>

**ORIGINAL SIGNED BY**

Departmental

**ORIGINAL SIGNED BY**

Finance

Municipal Clerk	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 137,101	\$ 137,443	\$ 341	\$ 274,885	\$ 137,784
6010 BENEFITS	29,148	29,224	76	58,447	29,299
6020 TRAINING/EDUCATION	-	1,375	1,375	2,750	2,750
6030 TRAVEL/CONFERENCES	-	813	813	1,625	1,625
6040 PROF MEM/DUES & FEES	636	650	14	750	114
6050 OFFICE SUPPLIES	311	2,000	1,689	4,000	3,689
6060 OFFICE EQUIPMENT	514	2,000	1,486	4,000	3,486
6070 PHOTOCOPY SUPPLIES	5,427	6,375	948	12,750	7,323
6080 ADVERTISING	-	375	375	750	750
6100 COURIER	615	375	(240)	750	135
6110 TELEPHONE/FAX	1,194	1,750	556	3,500	2,306
6120 PUBL./SUBSCRIPTIONS	1,542	1,563	21	1,800	258
6130 COMPUTER HARDWARE	3,600	3,600	0	6,500	2,900
6140 COMPUTER SOFTWARE	10,177	10,500	323	12,500	2,323
6150 MEETING EXPENSES	2,678	1,813	(865)	3,625	947
8110 CONTRACTS/AGREEMENTS	167,606	167,606	-	480,000	312,394
<b>Total expended to date</b>	<b>\$ 360,550</b>	<b>\$ 367,460</b>	<b>\$ 6,910</b>	<b>\$ 868,632</b>	<b>\$ 508,082</b>

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Departmental

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Finance

Fiscal Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 59,664	\$ 200,000	\$ 140,336	\$ 746,500	\$ 686,836
9020 INT ON DEBT	715,207	715,263	56	1,430,526	715,319
9051 PRINC ON DEBT	-	-	-	10,089,869	10,089,869
9052 DEBT/CAP BOND DISC	-	-	-	94,000	94,000
9090 BANK CHARGES	29,293	25,000	(4,293)	50,000	20,707
9200 ALLOWANCE FOR UNCOL. TAXES	-	-	-	800,000	800,000
9420 APPROP TO CAPITAL FUND	45,000	45,000	-	90,000	45,000
9430 APPROP TO B.I.D.C.	79,191	79,191	-	158,382	79,191
9600 PROV. CORRECTIONS	535,233	535,233	-	1,070,466	535,233
9610 CB REG. HOUSING	922,725	922,725	-	1,845,449	922,725
9620 REGIONAL LIBRARY	351,000	351,000	-	702,000	351,000
9630 CB/VIC. SCHOOL BOARD	7,435,830	7,435,830	-	14,871,660	7,435,830
9640 PROPERTY ASSESSMENT	703,922	703,922	-	1,407,843	703,922
<b>Total expended to date</b>	<b>\$ 10,877,065</b>	<b>\$ 11,013,163</b>	<b>\$ 136,098</b>	<b>\$ 33,356,695</b>	<b>\$ 22,479,630</b>

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Departmental

ORIGINAL SIGNED BY

Finance

**Police Services**

**Statement Expenditures**

**September 30, 2020**

Police Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010 , & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 10,397,247	\$ 11,283,206	\$ 885,959	\$ 22,669,362	\$ 12,272,115
6020 TRAINING/EDUCATION	13,420	42,505	29,085	85,010	71,590
6030 TRAVEL/CONFERENCES	2,763	10,938	8,175	21,875	19,112
6040 PROF MEM/DUES & FEES	995	2,500	1,505	5,000	4,005
6050 OFFICE SUPPLIES	13,151	22,500	9,349	45,000	31,849
6060 OFFICE EQUIPMENT	40,579	30,000	(10,579)	30,000	(10,579)
6070 PHOTOCOPY SUPPLIES	6,304	9,000	2,696	18,000	11,696
6080 ADVERTISING	771	2,500	1,729	5,000	4,229
6090 POSTAGE & 6100 COURIER	5,116	6,000	884	12,000	6,884
6110 TELEPHONE/FAX	113,588	91,400	(22,188)	182,800	69,212
6120 PUBL./SUBSCRIPTIONS	1,813	3,000	1,187	6,000	4,187
6130 COMPUTER HARD/SOFTWARE	145,282	162,000	16,718	324,000	178,718
6150 MEETING EXPENSES	4,155	5,750	1,595	11,500	7,345
6170 PROMOTION	1,491	5,500	4,009	11,000	9,509
7000 HEAT	5,539	25,000	19,461	50,000	44,461
7010 ELECTRICAL	47,874	55,175	7,301	110,350	62,476
7020 WATER	2,581	5,000	2,419	10,000	7,419
7030 BLDG/FACILITY MAINT	36,558	41,500	4,942	83,000	46,442
7040 BLDG/FACILITY REPAIR	8,304	7,500	(804)	15,000	6,696
7060 BLDG/FACILITY RENOV	3,241	8,750	5,509	17,500	14,259
7070 BLDG/FACILITY RENTAL	9,507	12,500	2,993	25,000	15,493
7110 SECURITY	469	1,850	1,381	3,700	3,231
7500 VEH/EQUIP MAINT	48,433	10,000	(38,433)	10,000	(38,433)
7505 GASOLINE & DIESEL	135,706	172,125	36,419	344,250	208,544
7510 VEH/EQUIP REPAIRS	185,767	143,859	(41,909)	287,717	101,950
7530 VEH/EQUIP REPLACEMENT	356,869	356,869	-	580,000	223,131
7540 VEH/EQUIP RENTAL	26	1,000	974	2,000	1,974
7550 VEH/EQUIP TOWING	1,521	2,500	979	5,000	3,479
8000 OPERATIONAL EQUIP	93,775	60,000	(33,775)	120,000	26,225
8010 OPERATIONAL MAT/SUPP	98,692	78,000	(20,692)	156,000	57,308
8020 MAINTENANCE EQUIP	5,278	3,785	(1,493)	7,570	2,292
8090 UNIFORMS/CLOTHING	61,495	87,500	26,005	175,000	113,505
8100 PROFESSIONAL SERVICE	65,602	65,000	(602)	130,000	64,398
8110 CONTRACTS/AGREEMENTS	13,843	28,000	14,157	28,000	14,157
8125 MAJOR INVESTIGATIONS	74,095	64,584	(9,511)	129,168	55,073
8150 GRANTS/SUBS TO ORG	27,428	25,000	(2,428)	50,000	22,572
<b>Total expended to date</b>	<b>\$ 12,029,278</b>	<b>\$ 12,932,295</b>	<b>\$ 903,017</b>	<b>\$ 25,765,802</b>	<b>\$ 13,736,524</b>

**ORIGINAL SIGNED BY**

Departmental

**ORIGINAL SIGNED BY**

Finance

Police Services Revenue	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 33,477	\$ 35,000	\$ (1,523)	\$ 70,000	\$ 36,523
5151 FINES	135,395	68,750	66,645	137,500	2,105
<b>Total Revenue to date</b>	<b>\$ 168,872</b>	<b>\$ 103,750</b>	<b>\$ 65,122</b>	<b>\$ 207,500</b>	<b>\$ 38,628</b>

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Departmental

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Finance

**Fire Services**

**Statement of Expenditures**

**September 30, 2020**

Fire Services Including EMO	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 3,202,181	\$ 3,000,209	\$ (201,972)	\$ 6,000,418	\$ 2,798,237
6010 BENEFITS	588,366	593,338	4,972	1,186,676	598,310
6011 MISC. BENEFITS	65,374	67,083	1,709.38	134,166	68,792
6020 TRAINING/EDUCATION	5,540	64,421	58,880	128,841	123,301
6030 TRAVEL/CONFERENCES	8,236	18,595	10,359	27,175	18,939
6040 PROF MEM/DUES & FEES	1,560	5,651	4,090	11,732	10,172
6050 OFFICE SUPPLIES	3,855	6,050	2,195	12,100	8,245
6060 OFFICE EQUIPMENT	-	6,475	6,475	12,950	12,950
6080 ADVERTISING	1,361	2,675	1,314	5,350	3,989
6110 TELEPHONE/FAX	16,985	22,500	5,514	44,999	28,014
6120 PUBL./SUBSCRIPTIONS	181	1,350	1,169	2,700	2,519
6130 COMPUTER HARDWARE	10,734	11,507	773	11,507	773
6140 COMPUTER SOFTWARE	-	8,000	8,000	16,006	16,006
6150 MEETING EXPENSES	1,425	2,202	777	4,404	2,979
6170 PROMOTION	6,886	16,250	9,364	32,500	25,614
7000 HEAT	17,539	51,176	33,636	102,351	84,812
7010 ELECTRICAL	18,082	32,268	14,186	64,536	46,454
7020 WATER	12,457	12,704	246	25,407	12,950
7030 BLDG/FACILITY MAINT	21,384	31,865	10,481	63,729	42,345
7040 BLDG/FACILITY REPAIR	2,700	11,127	8,427	22,253	19,553
7060 BLDG/FACILITY RENOV	-	5,000	5,000	10,000	10,000
7500 VEH/EQUIP MAINT.	103,127	96,275	(6,852)	192,550	89,423
7505 GASOLINE/DIESEL	21,939	35,743	13,804	71,486	49,547
7510 VEH/EQUIP REPAIRS	121	2,000	1,879	4,000	3,879
7530 VEH/EQUIP REPLACEMENT	50,462	61,250	10,788	87,500	37,038
7550 VEH/EQUIP TOWING	482	1,000	518	2,000	1,518
7560 VEH/EQUIP GEN SUPPLY	6,800	8,000	1,200	16,000	9,200
8000 OPERATIONAL EQUIP	177,536	185,119	7,583	370,238	192,702
8010 OPERATIONAL MAT/SUPP	25,933	52,974	27,040	105,870	79,937
8020 MAINTENANCE EQUIP	38,154	26,300	(11,854)	52,599	14,445
8040 COMM EQUIPMENT LINES	2,190	-	(2,190)	-	(2,190)
8090 UNIFORMS/CLOTHING	45,462	42,639	(2,823)	85,277	39,815
8100 PROFESSIONAL SERVICE	1,483	4,269	2,786	8,538	7,055
8110 CONTRACTS/AGREEMENTS	36,517	45,319	8,802	90,638	54,121
8120 LEASES	63,335	64,465	1,130	128,929	65,594
8130 LICENSES/PERMITS	121	8,667	8,546	17,335	17,214
8150 GRANTS/SUBS TO ORG	1,708,709	1,708,709	-	1,753,851	45,142
8195 WATER SUPPLY & HYDR	3,538,192	3,538,192	-	7,076,384	3,538,192
<b>Total expended to date</b>	<b>\$ 9,805,406</b>	<b>\$ 9,851,362</b>	<b>\$ 45,956</b>	<b>\$ 17,982,995</b>	<b>\$ 8,177,589</b>

**ORIGINAL SIGNED BY**

Departmental

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Finance

**Fire Services**

**Statement of Revenue**

**September 30, 2020**

<b>Fire Services Revenue</b>	<b>Year to date Assigned</b>	<b>6 Month Budget</b>	<b>6 Month Budget Variance</b>	<b>Annual Budget</b>	<b>Annual Budget Remaining</b>
4776 PROV NS FIRE PROTECTION GRANT	\$ 81,708	\$ 80,118	\$ 1,591	\$ 160,235	\$ 78,527
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	397,499	399,090	(1,591)	798,180	400,681
<b>Total Revenue to date</b>	<b>\$ 479,208</b>	<b>\$ 479,208</b>	<b>\$ 0</b>	<b>\$ 958,415</b>	<b>\$ 479,207</b>

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Departmental

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Finance

**Engineering and Public Works Actuals to September 30, 2020**

REVENUE	Actual & Committed		Budget		Variance		Total Annual		Annual Budget		% of Annual	
	Y-T-D	Sept 30, 2020	Y-T-D	Sept 30, 2020	Y-T-D	Sept 30, 2020	Budget	Budget	Remaining	Budget	Remaining	Budget
TRANSIT		\$41,011		\$38,625		\$2,386		\$165,000		-\$123,989		24.36%
SOLIDWASTE TIP FEES		1,041,470		875,000		166,470		1,750,000		-708,530		59.31%
SOLIDWASTE COST RECOVERIES		364,546		300,000		64,546		\$300,000		84,546		121.52%
SEWER PERMIT FEES		43,480		50,000		-6,520		\$100,000		-56,520		43.48%
WATER UTILITY ADMIN FEE		2,475,755		2,475,755		0		\$4,951,510		-2,475,755		50.00%
<b>TOTAL PW REVENUES</b>		<b>\$3,966,262</b>		<b>\$3,739,380</b>		<b>\$226,882</b>		<b>\$7,266,510</b>		<b>-\$3,300,248</b>		<b>54.56%</b>
<b>EXPENDITURES</b>												
ADMINISTRATION		1,976,906		2,059,446		82,540		4,478,168		2,501,262		44.15%
ENGINEERING		389,018		409,259		20,240		766,525		377,507		50.75%
CENTRAL DIVISION		3,607,534		3,756,629		149,095		7,754,882		4,147,348		46.52%
EAST DIVISION		3,160,021		3,344,797		184,776		6,959,394		3,799,373		45.41%
NORTH DIVISION		1,510,760		1,560,088		49,328		3,304,667		1,793,907		45.72%
SOLID WASTE		6,099,354		6,136,010		36,655		14,066,881		7,967,527		43.36%
MECHANICAL FLEET		1,253,622		1,816,926		563,304		3,637,152		2,383,530		34.47%
TRANSIT		2,789,596		2,789,490		-106		5,712,480		2,922,884		48.83%
QUALITY CONTROL		1,242,382		1,267,099		24,717		3,104,887		1,862,505		40.01%
<b>TOTAL PW EXPENDITURES</b>		<b>\$22,029,194</b>		<b>\$23,139,743</b>		<b>\$1,110,550</b>		<b>\$49,785,036</b>		<b>\$27,755,842</b>		<b>44.25%</b>

Signature: ORIGINAL SIGNED BY \_\_\_\_\_

Director of Engineering & Public Works

Signature: ORIGINAL SIGNED BY \_\_\_\_\_

Chief Financial Officer

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Planning / ByLaw / Fire Inspection</b>					
6000 WAGES/SALARIES	\$ 653,106	\$ 719,480	\$ 66,374	\$ 1,438,959	\$ 785,853
6010 BENEFITS	145,496	151,137	5,641	302,274	156,778
6020 TRAINING/EDUCATION	5,873	8,250	2,377	16,500	10,627
6030 TRAVEL/CONFERENCES	5,252	6,500	1,248	13,000	7,748
6040 PROF MEM/DUES & FEES	1,137	4,200	3,063	8,400	7,263
6050 OFFICE SUPPLIES	4,746	9,750	5,004	19,500	14,754
6060 OFFICE EQUIPMENT	3,464	7,250	3,786	14,500	11,036
6080 ADVERTISING	3,250	12,250	9,000	24,500	21,250
6110 TELEPHONE/FAX	8,762	10,250	1,488	20,500	11,738
6120 PUBL./SUBSCRIPTIONS	-	650	650	1,300	1,300
6130 COMPUTER HARDWARE	7,764	7,750	(14)	10,500	2,736
6140 COMPUTER SOFTWARE	9,869	8,000	(1,869)	9,000	(869)
6150 MEETING EXPENSE	170	975	805	1,950	1,780
6170 PROMOTION	845	20,000	19,155	40,000	39,155
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	1,428	16,500	15,072	33,000	31,572
8010 OPERATIONAL MAT/SUPP	1,027	2,000	973	4,000	2,973
8090 UNIFORMS / CLOTHING	326	4,250	3,925	8,500	8,175
8100 PROFESSIONAL SERVICE	2,782	65,500	62,718	131,000	128,218
8110 CONTRACTS/AGREEMENTS	193,200	210,700	17,500	421,400	228,200
8130 LICENSES/PERMITS	77,041	74,500	(2,541)	74,500	(2,541)
8135 REGULATORY FEES	32,973	34,000	1,027	41,000	8,027
8150 GRANTS /SUBS TO ORG	317,520	332,500	14,980	565,000	247,480
<b>Total expended to date</b>	<b>\$ 1,476,031</b>	<b>\$ 1,706,392</b>	<b>\$ 230,361</b>	<b>\$ 3,319,283</b>	<b>\$ 1,843,252</b>

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Departmental

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Finance

	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
<b>Bylaw Revenue</b>					
5112 Vendor Licenses	\$ 5,275	\$ 7,250	\$ (1,975)	\$ 14,500	\$ 9,225
5113 Animal Licenses	1,700	5,500	(3,800)	11,000	9,300
5114 Taxi Licenses	7,279	9,000	(1,721)	18,000	10,721
5115 Vending Machine Licenses	270	3,750	(3,480)	7,500	7,230
5301 Parking Meter Revenue	51,655	92,500	(40,845)	280,000	228,345
Total Bylaw Revenue	\$ 66,179	\$ 118,000	\$ (51,821)	\$ 331,000	\$ 264,821
<b>Development / Planning Revenue</b>					
5496 Mapping Sales	\$ -	\$ 1,050	\$ (1,050)	\$ 2,100	\$ 2,100
5495 Other Sales	1,605	2,050	(445)	4,100	2,495
5101 Building Permits	203,650	100,000	103,650	200,000	(3,650)
5102 Subdivision Fees	17,845	20,000	(2,155)	40,000	22,155
5103 Development Permits	-	-	-	-	-
Total Develop / Planning Rev	\$ 223,100	\$ 123,100	\$ 100,000	\$ 246,200	\$ 23,100
<b>Total Bylaw / Dev / Planning Revenue</b>	<b>\$ 289,278</b>	<b>\$ 241,100</b>	<b>\$ 48,178</b>	<b>\$ 577,200</b>	<b>\$ 287,922</b>

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Departmental

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Finance

Facilities (C200 / Arenas) Statement of Expenditures

September 30, 2020

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 509,772	\$ 691,172	\$ 181,399	\$ 1,382,343	\$ 872,571
6010 BENEFITS	114,998	132,133	17,134	264,265	149,267
6020 TRAINING	-	1,750	1,750	3,500	3,500
6030 TRAVEL/CONFERENCES	547	2,000	1,453	4,000	3,453
6040 PROF MEM/DUES & FEES	1,215	1,750	535	2,000	785
6050 OFFICE SUPPLIES	408	2,250	1,842	4,500	4,092
6060 OFFICE EQUIPMENT	1,454	1,000	(454)	2,000	546
6080 ADVERTISING	9	3,750	3,741	7,500	7,491
6100 COURIER	255	500	245	1,000	745
6110 TELEPHONE/FAX	9,554	9,500	(54)	19,000	9,446
6130 COMPUTER HARDWARE	4,454	2,500	(1,954)	2,500	(1,954)
6140 COMPUTER SOFTWARE	750	1,250	500	2,500	1,750
6150 MEETING EXPENSES	43	500	457	1,000	957
7000 HEAT	6,310	26,750	20,440	52,500	46,190
7010 ELECTRICAL	83,380	202,500	119,120	405,000	321,620
7020 WATER	14,132	14,250	118	28,500	14,368
7030 BLDG/FACILITY MAINT	13,099	38,000	24,901	76,000	62,901
7040 BLDG/FACILITY REPAIR	26,735	32,500	5,765	65,000	38,265
7080 PLANT MAINTENANCE	16,257	30,750	14,493	61,500	45,243
7110 SECURITY	20,614	22,500	1,886	90,000	69,386
7510 VEH/EQUIP REPAIRS	9,597	5,250	(4,347)	10,500	903
7540 VEH/EQUIP RENTAL	-	3,250	3,250	6,500	6,500
8000 OPERATIONAL EQUIPMENT	13,750	2,500	(11,250)	2,500	(11,250)
8010 OPERATIONAL MAT/SUPP	46,748	56,710	9,962	227,000	180,252
8050 COST OF SALES	54,854	68,750	13,896	275,000	220,146
8090 UNIFORMS/CLOTHING	699	4,250	3,551	8,500	7,801
8100 PROFESSIONAL SERVICE	10,780	13,750	2,970	27,500	16,720
8110 CONTRACTS/AGREEMENTS	9,784	26,250	16,466	52,500	42,716
<b>Total expended to date</b>	<b>\$ 970,198</b>	<b>\$ 1,398,014</b>	<b>\$ 427,816</b>	<b>\$ 3,084,608</b>	<b>\$ 2,114,410</b>

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Departmental

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Finance

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 6,530	\$ -	\$ 6,530	\$ 310,500	\$ 303,970
GL 5002 Public Skating	-	-	-	2,500	2,500
GL 5004 Arena Rental	-	-	-	105,000	105,000
GL 5005 Gym Rental	-	-	-	5,000	5,000
GL 5006 Canteen Sales	3,048	-	3,048	362,500	359,452
GL 5009 Major Events	-	-	-	5,000	5,000
GL 5010 Other Revenue	300	-	300	282,500	282,200
GL 5033 Program Equipment	-	-	-	24,250	24,250
GL 5034 Facility Rentals	1,000	-	-	11,750	10,750
<b>Total Revenue To Date</b>	<b>\$ 10,879</b>	<b>\$ -</b>	<b>\$ 9,879</b>	<b>\$ 1,109,000</b>	<b>\$ 1,098,121</b>

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Departmental

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Finance

**Parks and Grounds  
Operations**

**Statement of Expenditures**

**September 30, 2020**

Parks & Grounds	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 746,875	\$ 796,016	\$ 49,141	\$ 1,592,031	\$ 845,156
6010 BENEFITS	190,021	172,691	(17,330)	345,381	155,360
6011 MISC BENEFITS	2,970	1,250	(1,720)	2,500	(470)
6020 TRAINING/EDUCATION	232	2,500	2,268	5,000	4,768
6030 TRAVEL/CONFERENCES	2,746	6,365	3,619	12,750	10,004
6040 PROF MEM/DUES & FEES	62	100	38	200	138
6050 OFFICE SUPPLIES	80	750	670	1,500	1,420
6060 OFFICE EQUIPMENT	368	200	(168)	400	32
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	4,110	3,600	(510)	7,200	3,090
6130 COMPUTER HARDWARE	361	250	(111)	250	(111)
7000 HEAT	709	2,675	1,966	5,350	4,641
7010 ELECTRICAL	28,320	38,750	10,430	77,500	49,180
7020 WATER	4,355	12,500	8,145	25,000	20,645
7030 BLDG/FACILITY MAINT	2,036	2,500	464	5,000	2,964
7040 BLDG/FACILITY REPAIR	107	-	(107)	-	(107)
7060 BLDG/FACILITY RENOV	41	-	(41)	-	(41)
7080 PLANT MAINTENANCE	380	-	(380)	-	(380)
7110 SECURITY	-	-	-	-	-
7510 VEH/EQUIP REPAIRS	-	675	675	1,350	1,350
7530 VEH/EQUIP REPLACEMENT	30,452	25,000	(5,452)	25,000	(5,452)
7540 VEH/EQUIP RENTAL	12,617	7,500	(5,117)	7,500	(5,117)
8000 OPERATIONAL EQUIP	10,836	14,000	3,164	28,000	17,164
8010 OPERATIONAL MAT/SUPP	119,636	175,000	55,364	350,000	230,364
8020 MAINTENANCE EQUIP	33,832	35,000	1,168	35,000	1,168
8040 COMM EQUIP LINES (GPS)	5,229	3,000	(2,229)	6,000	771
8080 STREET LIGHTS	3,119	-	(3,119)	-	(3,119)
8090 UNIFORMS/CLOTHING	9,047	6,000	(3,047)	12,000	2,953
8100 PROFESSIONAL SERV	-	2,500	2,500	5,000	5,000
8110 CONTRACTS & AGRMNT	150,329	175,000	24,671	350,000	199,671
<b>Total expended to date</b>	<b>1,358,866</b>	<b>\$ 1,483,821</b>	<b>\$ 124,955</b>	<b>\$ 2,899,912</b>	<b>\$ 1,541,046</b>

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Departmental

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Finance

**Building Operations**

**Statement of Expenditures**

**September 30, 2020**

Buildings	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 672,020	\$ 695,016	\$ 22,996	\$ 1,390,032	\$ 718,012
6010 BENEFITS	160,019	154,140	(5,880)	308,279	148,260
6020 TRAINING/EDUCATION	947	2,125	1,178	4,250	3,303
6030 TRAVEL/CONFERENCES	-	625	625	1,250	1,250
6040 PROF MEM/DUES & FEES	-	-	-	-	-
6050 OFFICE SUPPLIES	52	500	448	1,000	948
6060 OFFICE EQUIPMENT	157	1,250	1,093	2,500	2,343
6110 TELEPHONE/FAX	3,919	3,900	(19)	7,800	3,881
6130 COMPUTER HARDWARE	3,756	1,500	(2,256)	3,000	(756)
6140 COMPUTER SOFTWARE	-	3,250	3,250	6,500	6,500
7000 HEAT	13,923	22,500	8,577	90,000	76,077
7010 ELECTRICAL	183,680	235,500	51,820	471,000	287,320
7020 WATER	11,224	11,825	601	23,650	12,426
7030 BLDG/FACILITY MAINT	13,837	20,500	6,663	41,000	27,163
7040 BLDG/VACILITY REPAIR	568	-	(568)	-	(568)
7060 BLDG/FACILITY RENOV	1,195	50,000	48,805	100,000	98,805
7070 BLDG/FACILITY RENTAL	99,565	89,475	(10,090)	178,950	79,385
7080 PLANT MAINTENANCE	476	7,750	7,274	15,500	15,024
7100 MAINT. TOOLS/EQUIP	2,747	1,750	(997)	3,500	753
7110 SECURITY	56,897	60,750	3,853	121,500	64,603
7540 VEH/EQUIP RENTAL	354	1,250	896	2,500	2,146
8000 OPERATIONAL EQUIP	-	1,250	1,250	2,500	2,500
8010 OPERATIONAL MAT/SUPP	73,247	60,250	(12,997)	120,500	47,253
8020 MAINTENANCE EQUIP	-	1,500	1,500	3,000	3,000
8040 COMM EQUIP LINES (GPS)	1,722	1,600	(122)	3,200	1,478
8090 UNIFORMS/CLOTHING	622	2,250	1,628	4,500	3,878
8100 PROFESSIONAL SERVICE	3,065	30,000	26,935	60,000	56,935
8110 CONTRACTS/AGREEMENTS	85,252	122,500	37,248	245,000	159,748
8120 LEASES	678	1,250	572	2,500	1,822
8130 LICENSES/PERMITS	-	1,000	1,000	2,000	2,000
8150 GRANTS/SUBS TO ORG	30,000	30,000	-	60,000	30,000
<b>Total expended to date</b>	<b>\$ 1,419,921</b>	<b>\$ 1,615,206</b>	<b>\$ 195,284</b>	<b>\$ 3,275,411</b>	<b>\$ 1,855,490</b>

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Departmental

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Finance

**Recreation Cultural Services**

**Statement of Expenditures**

**September 30, 2020**

Recreation/Cultural Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 652,417	\$ 667,530	\$ 15,113	\$ 1,105,060	\$ 452,643
6020 TRAINING/EDUCATION	2,429	8,000	5,571	16,000	13,571
6030 TRAVEL/CONFERENCES	3,400	12,500	9,100	25,000	21,600
6040 PROF MEM/DUES & FEES	637	1,750	1,113	3,500	2,863
6050 OFFICE SUPPLIES	1,280	4,000	2,720	8,000	6,720
6060 OFFICE EQUIPMENT	2,804	8,000	5,196	8,000	5,196
6080 ADVERTISING	11,628	35,000	23,372	70,000	58,372
6110 TELEPHONE/FAX	4,022	5,500	1,478	11,000	6,978
6120 PUBL./SUBSCRIPTIONS	34	100	66	200	166
6130 COMPUTER HARD/SOFTWARE	3,046	3,500	454	7,000	3,954
7070 BLDG/FACILITY RENTAL	20,599	23,000	2,401	46,000	25,401
8000 OPERATIONAL MAT/SUPPLY	66,400	75,000	8,600	150,000	83,600
8025 COMMUNITY EVENTS	92,073	150,000	57,927	300,000	207,927
8150 SCHOLORSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	104,636	104,636	-	356,562	251,926
8170 OPERATING GRANTS POLICY	245,682	245,682	-	500,500	254,818
<b>Total expended to date</b>	<b>\$ 1,231,086</b>	<b>\$ 1,364,198</b>	<b>\$ 133,112</b>	<b>\$ 2,626,822</b>	<b>\$ 1,395,736</b>

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Departmental

\_\_\_\_\_  
Finance

Recreation /  
Cultural Services

Statement of Revenue

September 30, 2020

Recreation/Cultural Services					Variance			Remaining
5031 PROGRAM REVENUE	\$ 24,000	\$ 24,000	\$ -	\$ 30,000	\$ 6,000			
5034 FACILITY RENTALS	-	2,500	(2,500)	16,750	16,750			
<b>Total Revenue To Date</b>	<b>\$ 24,000</b>	<b>\$ 26,500</b>	<b>\$ (2,500)</b>	<b>\$ 46,750</b>	<b>\$ 22,750</b>			

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Departmental

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Finance

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

	Actual Sept 30th, 2020	Budget Sept 30th, 2020	Variance Sept 30th, 2020	Total Annual Budget 2020-2021
<b>Revenue</b>				
Operating:				
Metered Sales	9,681,437	9,787,761	(106,324)	19,575,523
Public Fire Protection	3,538,192	3,538,196	(4)	7,078,384
Interest on Overdue Accounts	227,644	175,000	52,644	350,000
Other Operating Revenue	4,053	33,000	(28,947)	66,000
<b>Total Operating Revenue</b>	<b>13,451,326</b>	<b>13,533,957</b>	<b>(82,631)</b>	<b>27,069,907</b>
<b>Expenditures</b>				
Operating Expenses				
Source of Supply	174,839	263,397	88,558	526,793
Power and Pumping	743,951	1,070,456	326,505	2,140,912
Water Treatment	1,976,234	2,131,388	155,154	4,262,776
Transmission & Distribution	2,148,780	2,407,072	258,292	4,814,145
Administration & General	1,230,648	1,539,410	308,762	3,078,819
Depreciation	1,925,000	1,925,000	-	3,850,000
Taxes	993,467	1,000,000	6,533	2,000,000
<b>Total Operating Expenses</b>	<b>9,192,919</b>	<b>10,336,723</b>	<b>1,143,804</b>	<b>20,673,445</b>
<b>Operating Profit/(Loss)</b>	<b>4,258,407</b>	<b>3,197,234</b>	<b>1,061,173</b>	<b>6,396,462</b>

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

	Actual Sept 30th, 2020	Budget Sept 30th, 2020	Variance Sept 30th, 2020	Total Annual Budget 2020-2021
<b>Non Operating Revenue</b>				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amortization of Deferred Capital contribution	143,586	143,586	(0)	287,171
<b>Total Non Operating Revenue</b>	<u>143,586</u>	<u>143,586</u>	<u>(0)</u>	<u>287,171</u>
<b>Non Operating Expenses</b>				
Short term interest charges	100,000	100,000	(0)	200,000
<b>Debt Charges</b>				
Principal	1,782,250	1,782,250	0	3,564,500
Interest	619,576	604,576	(15,000)	1,209,151
Amortization of Debt Discount	16,273	16,000	(273)	32,000
Capital Expenditures out of operations	75,000	75,000	-	150,000
<b>Total Non Operating Expenses</b>	<u>2,593,098</u>	<u>2,577,826</u>	<u>(15,273)</u>	<u>5,155,651</u>
<b>Non-Operating Profit/(Loss)</b>	<b>(2,449,513)</b>	<b>(2,434,240)</b>	<b>(15,273)</b>	<b>(4,868,480)</b>
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	13,594,912	13,677,543	(82,631)	27,357,078
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	11,786,017	12,914,549	1,128,531	25,829,096
<b>CBRM WATER UTILITY PROFIT/(LOSS)</b>	<b>1,808,894</b>	<b>762,994</b>	<b>1,045,900</b>	<b>1,527,982</b>

Prepared by \_\_\_\_\_  
Review by \_\_\_\_\_  
Date \_\_\_\_\_

# Port of Sydney Development Corporation

September 30, 2020 Income Statement

	This Year Actual	This Year Budget	Variance to Budget	Annual Budget
Wharfage and Berthage	148,411.07	372,490.26	(224,079.19)	630,486.90
Event Revenue	7,179.02	45,985.00	(38,755.98)	86,135.00
Miscellaneous Revenue	27,668.99	2,700.00	24,968.99	55,300.00
Storage and Rental	63,786.05	208,153.76	(154,368.71)	309,370.67
Passenger tax	0.00	1,041,355.50	(1,041,355.50)	1,426,130.88
Security/Traffic Control	21,155.18	204,843.50	(183,688.32)	319,081.75
Government Grants	37,108.32	9,000.00	28,108.32	9,000.00
Craft Market Revenue	0.00	62,925.00	(62,925.00)	87,945.00
	295,307.63	1,947,403.02	(1,652,095.39)	2,925,453.20
Wages and Salaries	272,455.00	514,361.76	(241,906.76)	995,793.40
Professional Fees	28,594.95	76,800.00	(48,205.05)	105,800.00
Advertising & Promotions	5,264.54	40,130.00	(34,865.46)	63,930.00
Cruise Activities	300.77	1,285,969.00	(1,285,668.23)	111,550.00
Dues & Membership Fees	1,322.15	23,704.00	(22,381.85)	39,226.00
Event Expense	699.70	500.00	199.70	4,100.00
Insurance	28,364.35	59,500.00	(30,135.65)	107,000.00
Interest & Bank Charges	1,500.84	3,570.00	(2,069.16)	6,870.00
Office & Admin	3,363.52	16,253.00	(12,889.48)	41,245.00
Office Rent	26,160.00	26,160.00	0.00	52,320.00
Miscellaneous	900.00	2,400.00	(1,500.00)	57,800.00
Repairs & Maintenance	55,465.57	283,730.00	(228,264.43)	376,951.00
Repairs -JHCP	13,104.73	343,500.00	(330,395.27)	343,500.00
Travel	0.00	29,445.00	(29,445.00)	45,755.00
Utilities	54,349.46	99,700.00	(45,350.54)	227,200.00
Bad Debts	0.00	1,000.00	(1,000.00)	1,500.00
Security Expense	12,016.00	150,277.00	(138,261.00)	227,460.60
Leasehold Improvements	15,461.15	10,000.00	5,461.15	10,000.00
Transport Canada Marketing	0.00	0.00	0.00	0.00
	520,342.53	2,976,999.76	(2,456,657.23)	2,816,001.00
Less Amortization	(225,034.90)	(1,029,696.74)	804,561.84	107,452.20
	262,503.00	262,503.00	0.00	350,000.00
	(487,537.90)	(1,292,099.74)	804,561.84	(242,547.80)

November 19, 2020

Port of Sydney Development Corporation  
Trust Fund Amendment

- The PSDC has a trust fund which represent funds remaining from the Sydney Harbour Dredge in 2012 that were transferred to the Port by ACOA.
- As at March 31, 2020, there was \$1,112,180 in trust.
- The transfer agreement from ACOA to the Port restricted the use of funds to:
  1. Repair and maintenance of the Confined Disposal Facility
  2. Installation of Navigation Aids
  3. Other Port projects
- In December 2016, ACOA wrote to the Chair of our Board and asked that we keep in trust \$819,000 of the remaining fund specifically for the installation of Navigation Aids.
- In 2020, as a result of Covid-19 and losing 75% of our revenue and receiving no financial assistance, the Chair of our Board wrote to ACOA. The letter requested that the Port be permitted to use the trust fund, including the \$819,000, to fund operating deficits.
- On October 1, 2020, ACOA agreed to this request. ACOA sent a letter of amendment stating that the trust fund can be used for Port operations subject to sign off by the Chair of the Port Board and the Mayor of CBRM.
- As a result of the Pandemic the Port immediately took steps to control spending, cutting expenditures from 2.8 million to 1.1 million. Some staff have voluntarily taken a 20% pay cut and others have foregone any pay increase or annual increment that was due. The remaining staff were laid off.

- The 2021 revised budget is attached. The 2022 budget not yet approved has been prepared with the assumption that cruise traffic will not return.

Respectfully Submitted;

Marlene Usher, CEO

**RECOMMENDATIONS:**

1. That Council authorize the Mayor and Clerk to sign the Enterprise Cape Breton Corporation (ECBC) Grant Amendment dated October 1, 2020, to allow the Port of Sydney Development Corporation to use funds in the Trust Fund for operations.
2. That Council authorize the Port of Sydney Development Corporation to utilize these funds to offset losses from COVID-19 based on the amended Budget for COVID-19 Conditions 31-March-21 as presented.

Port of Sydney Development Corporation  
Trust Fund Amendment

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- As at March 31, 2020, there was \$1,112,180 in trust.
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- The 2021 revised budget is attached. The 2022 budget not yet approved has been prepared with the assumption that cruise traffic will not return.

Port of Sydney Development Corporation  
 Amended Budget for Covid 19 conditions  
 31-Mar-21

Account Name	Total
<b>Revenues</b>	
Wharfage	325,000
Berthage	22,640
Marina Revenue	5,850
Electrical Revenue	10,000
Event Revenue	30,550
Labor Revenue	13,145
Tenant Revenue	66,275
Bar Revenue	9,750
Misc. Revenue	2,350
Passenger Tax	0
Security Revenue	89,293
Water Revenue	16,000
Craft Market Revenue	0
<b>Total Revenues</b>	<b>590,853</b>
<b>Expenses</b>	
Wages & Salaries	471,665
Professional fees and development	112,294
Insurance	77,000
Pavilion operating	352,471
Office supplies and Rent	67,035
Security Expense	60,689
<b>Total Expenses</b>	<b>1,141,154</b>
Deficit	-550,301
Amortization	400,000
<b>Total deficit</b>	<b>-950,301</b>



Cape Breton Office  
70 Crescent Street  
Sydney, N.S.  
B1S 2Z7

Bureau du Cap-Breton  
70, rue Crescent  
Sydney (N.-É.)  
B1S 2Z7

October 1, 2020

Mr. Jerry Gillis  
Port of Sydney Development Corporation  
P.O. Box 327  
Sydney, Nova Scotia  
B1P 6H2

Mayor Cecil Clark  
Cape Breton Regional Municipality  
320 Esplanade, Suite 400  
Sydney, Nova Scotia  
B1P 7B9

Dear Sirs,

**RE: Port of Sydney Development Corporation (formerly Sydney Ports Corporation)  
Project No. 803905 - Dredging of Sydney Harbour**

This letter is in response to your request to clarify and amend the use of grant funds that remain in trust for Project No. 803905 (the "Project").

On March 22, 2011, the former Enterprise Cape Breton Corporation (ECBC) provided financial assistance to the Sydney Ports Corporation (SPC) to cover 51.2 per cent of the total eligible costs to complete the Project (the "Funding Agreement"). The Funding Agreement was between ECBC, SPC, which is now Port of Sydney Development Corporation (PSDC), and the Cape Breton Regional Municipality (CBRM). The full amount of the grant was disbursed in a trust account in accordance with the Funding Agreement.

The Project Completion Date is March 31, 2021, and the eligible costs of the Project are outlined in Annex 1 - Statement of Work of the Funding Agreement. Upon completion of the dredge portion of the Project, there remained an amount of \$2,514,185.64.

Since the dissolution of ECBC in 2014, the Atlantic Canada Opportunities Agency (ACOA) assumed all rights and obligations of ECBC, including the Funding Agreement.

In 2015, it was clarified that the "Contingency" amount of \$3,777,000 in the list of estimated eligible costs of Annex 1 included the construction, installation and transfer of navigational aids, both fixed and floating. It was recently confirmed that the project activities relating to the navigation aids will not be continuing under the Funding Agreement; therefore, costs relating to such project activities will be eligible under the Funding Agreement only to the date of this letter.

Furthermore, an Assumption Agreement dated June 17, 2014 required that the funds remaining in trust were to be used solely in relation to the Port of Sydney in accordance with the intention of the funding parties under the Funding Agreement. The Assumption Agreement also extended PSDC's obligation to use the remaining grant funds for the monitoring and maintenance of the Confined Disposal Facility for a period of not less than eight (8) years from the date of the Assumption Agreement, in accordance with the Environmental Management Plan submitted in relation to the Project. This obligation remains valid and outstanding.

Subject to PSDC's outstanding obligations under the Funding Agreement and the Assumption Agreement, and subject to any approvals and holdbacks required for such purposes, ACOA agrees to amend the Annex 1 – Statement of Work of the Funding Agreement to provide for eligible costs for operating capital currently estimated in the amount of \$1,600,000. For this purpose, an amendment agreement with the amended Annex 1 is attached for execution by PSDC and CBRM.

This letter and all clarifications and amendments herein apply only to funds disbursed by the former ECBC under the Funding Agreement and not to any funds disbursed or contributed by other sources or funding partners as part of the Project or otherwise.

Please confirm your agreement with these clarifications by signing the amendment agreement. If you have any questions, please do not hesitate to contact me at (902) 426-5790.

Yours truly,



Chuck Maillet  
Vice-President, Nova Scotia



Cape Breton Office  
70 Crescent Street  
Sydney, N.S.  
B1S 2Z7

Bureau du Cap-Breton  
70, rue Crescent  
Sydney (N.-É.)  
B1S 2Z7

Project No.: 803905  
**AMENDMENT NO.: 1**

**October 1,**

Mr. Jerry Gillis  
Port of Sydney Development Corporation  
P.O. Box 327  
Sydney, Nova Scotia  
B1P 6H2

Mayor Cecil Clark  
Cape Breton Regional Municipality  
320 Esplanade, Suite 400  
Sydney, Nova Scotia  
B1P 7B9

Dear Sirs,

**Note: Exceptional Circumstances due to the effects of COVID-19**

As part of the Government of Canada's response to the COVID-19 outbreak, ACOA is taking proactive measures to mitigate economic impacts in Atlantic Canada.

ACOA Clients are experiencing unprecedented disruptions affecting their operations, which in turn affect their ability to provide ACOA with required documentation using standard methods. To ensure that program delivery can continue to be done in a timely manner throughout this period, ACOA is implementing temporary measures that will streamline some work processes by providing additional flexibility for electronic signatures, acceptable methods of transmission of information and requirements for initial advance payments. These temporary measures remain at ACOA's discretion and are in addition to all terms and conditions included in the funding agreement.

In regards to document delivery, all delivery methods expressly permitted in the funding agreement continue to be acceptable, including ACOA Direct, which remains the most secure way to transmit protected information. However, it is agreed that, during these exceptional circumstances, email transmission will also be a valid means of sending notices and correspondences to the other party for the purposes of the Notice provisions in the funding agreement. Where a notice or document is communicated to the other party by email, it will be deemed to have been delivered within one (1) working day of being sent.

That said, by proceeding with an electronic signature and/or an electronic imaging and transmission of a handwritten signature, you agree that such is a reliable signature method and is binding on the Recipient, that it will have the same force and effect as an original handwritten signature, and that it will be deemed an original for all purposes. This applies to any new agreement, any amendment to an existing agreement, and any other notice or correspondence contemplated under the agreement.

In each case, you must preserve the original signed document for the entire term of the funding agreement and must provide such original, as well as any further proof of execution and authorization, to the Agency upon request.

If you do not agree with the above or have questions or concerns with any of the items outlined herein, please communicate with your program officer. If any changes are made to these temporary measures or if additional measures are implemented in the context of the COVID-19 pandemic, they will be communicated to you.

**Re: ENTERPRISE CAPE BRETON CORPORATION (ECBC) GRANT – Amendment Approved**

As per your request dated July 17, 2020, the Atlantic Canada Opportunities Agency ("the Agency") hereby agrees to the following amendment:

**Annex I - Statement of Work**, is to be replaced by the attached revised **Annex 1 - Statement of Work**, dated September 18, 2020.

All other terms and conditions of our Letter of Offer, accepted by you on March 25, 2011, remain unchanged.

This amendment will become effective upon receipt of your written acceptance, **no later than thirty (30) days from the date appearing on this letter. Please sign and date one copy of this amendment letter and return it to the above address.**

If you have any questions pertaining to our procedures and requirements, please contact Lauri Gallaway, the officer assigned to your project, at 1-800-705-3926 or 902-564-7327 or via e-mail at [lauri.gallaway@canada.ca](mailto:lauri.gallaway@canada.ca).

Yours truly,

**Fraser,**

Janine Fraser  
Director General, Regulatory Operations

**Janine**

Digitally signed by  
Fraser, Janine  
DN: c=CA, o=GC,  
ou=ACOA-APECA,  
cn=Fraser, Janine  
Date: 2020.09.18  
15:03:48 -03'00'

Attachment

**IN WITNESS WHEREOF** the parties hereto have executed this amendment agreement through duly authorized representatives.

**Project No. :** 803905

The foregoing amendment agreement is hereby signed and accepted by the Recipient this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Port of Sydney Development Corporation**

\_\_\_\_\_  
**Signature**

**Name:** \_\_\_\_\_  
*(please print)*

**Title/Position:** \_\_\_\_\_  
*(please print)*

\_\_\_\_\_  
**Signature**

**Name:** \_\_\_\_\_  
*(please print)*

**Title/Position:** \_\_\_\_\_  
*(please print)*

**Cape Breton Regional Municipality**

\_\_\_\_\_  
**Signature**

**Name:** \_\_\_\_\_  
*(please print)*

**Title/Position:** \_\_\_\_\_  
*(please print)*

\_\_\_\_\_  
**Signature**

**Name:** \_\_\_\_\_  
*(please print)*

**Title/Position:** \_\_\_\_\_  
*(please print)*

**STATEMENT OF WORK**

September 18, 2020

**Project Description:**

The Applicant has requested financial assistance to complete dredging of the Sydney Harbour, including development of an access road/lay down area, completion of habitat restoration, dredging of the Sydney Harbour channel, deposit of the dredge material into a near shore confined disposal facility, post construction monitoring and maintenance and related costs.

**Project Location:** Sydney, Nova Scotia

**Project and Financing:**

<b><u>Estimated Eligible Costs</u></b>		<b><u>Financing</u></b>	
Dredging Contractor Cost	\$25,779,000	ECBC Grant	\$19,000,000
Access Road/Lay Down Area	900,000	Province of Nova Scotia	15,080,000
Environmental – HADD/Wetland/ Lobster-Crab Locate	3,975,000	Cape Breton Regional Municipality	2,000,000
Post Construction Monitoring and Maintenance	1,000,000	Private Sector	1,000,000
Project Engineer	616,000		
Miscellaneous	1,033,000		
Contingency	2,177,000		
Operating	1,600,000		
	_____		_____
<b>TOTAL ESTIMATED ELIGIBLE COSTS</b>	<b><u>\$37,080,000</u></b>	<b>TOTAL FINANCING</b>	<b><u>\$37,080,000</u></b>

**Expected Results From the Project**

Dredging of approximately 4.2 million cubic metres of sediment from the entry channel and south arm of Sydney Harbour, to a minimum depth of 16.5 metres below normal low tide. Deposit of the dredge material into a near shore confined disposal facility adjacent to the lands of Laurentian Energy Corporation at Point Edward.



**CBRM**

*A Community of Communities*

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## ISSUE PAPER

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**TO:** Mayor and Council

**FROM:** Sheila Kolanko – Property Manager

**SUBJECT:** REQUEST TO DEEM PROPERTY SURPLUS  
PID 15879190 – MacQueen’s Lane, Round Island

**DATE:** November 24<sup>th</sup>, 2020

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**REQUEST:**

CBRM received a letter of interest asking CBRM to consider selling a parcel of vacant land located at Round Island. The property owned by CBRM is outlined in red on the attached map and identified as PID 15879190 (Attachment A).

**INFORMATION:**

The property subject to this Issue Paper is not currently listed in CBRM’s inventory. A search of the records at the Land Registration Office confirm CBRM is the registered owner to this parcel of vacant land. The former County of Cape Breton acquired paper title through a 1952 tax sale. At that time the property was not redeemed within the one-year period of redemption. For that reason, the property was vested in the Municipality.

The property contains 2 acres more or less and is currently assessed at \$30,000.00. The party of interest owns the adjacent lot identified as PID 15876733.

An internal staff review concluded the property is not required for municipal purposes and should be deemed surplus for sale.

**RECOMMENDATION:**

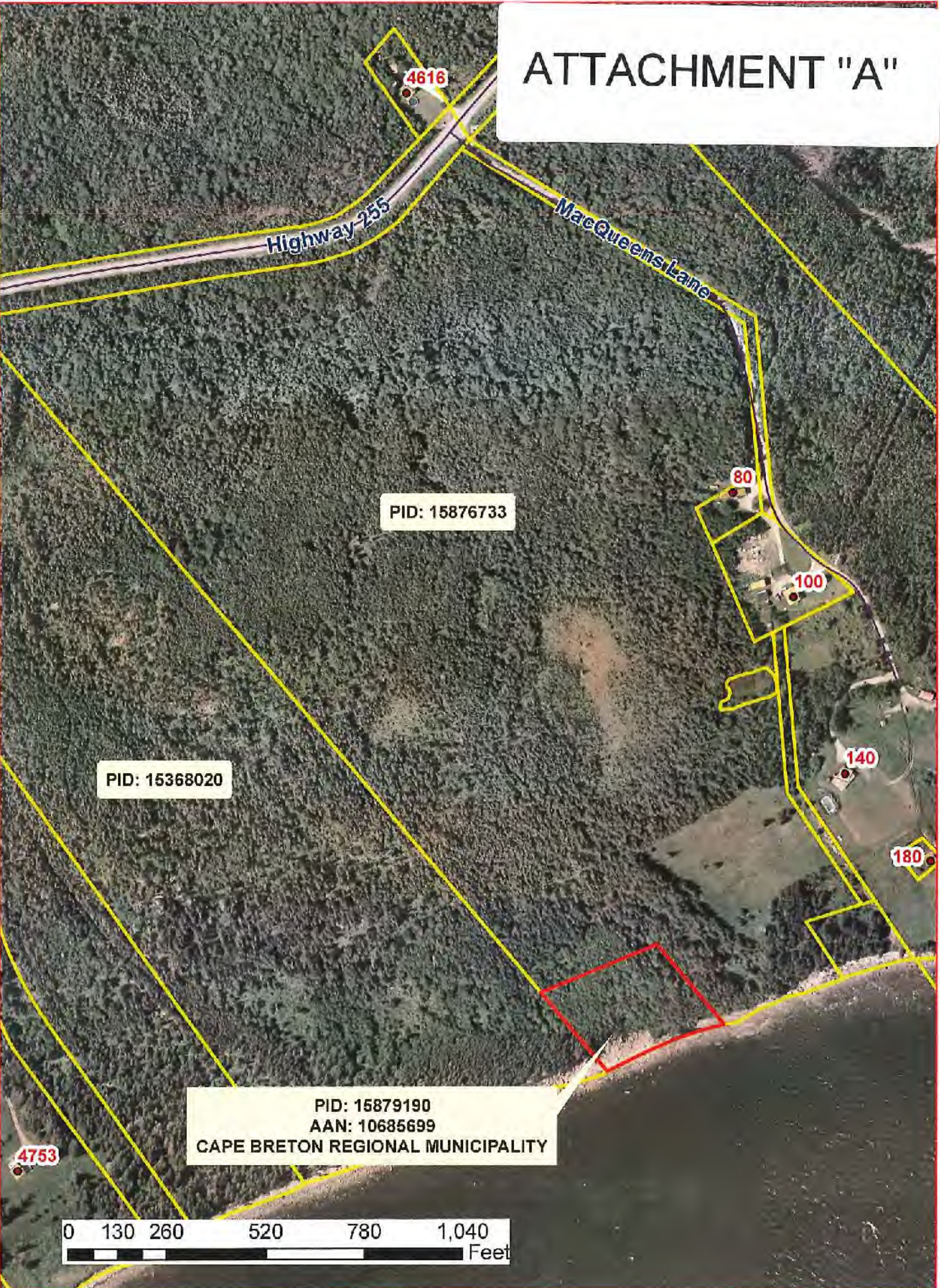
It is staff's recommendation to council to pass a motion declaring PID 15879190 surplus to the needs of the municipality.

**Respectively Submitted by:**

**ORIGINAL SIGNED BY**

**Sheila Kolanko  
Property Manager**

# ATTACHMENT "A"





**CBRM**

*A Community of Communities*

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**Cape Breton Regional Municipality**

## **Issue Paper**

**Date:** October 29, 2020  
**To:** Mayor and Council  
**From:** Jennifer Campbell, CPA, CA Chief Financial Officer  
**Re:** Property Tax Financing Program

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Earlier this year, Council approved the COVID-19 Property Tax Financing Program Policy to assist eligible taxpayers experiencing financial difficulties in paying their 2020 tax bill in light of Covid-19. Section 4.4.3 states that the application deadline to participate in the Program is June 30, 2020.

With concerns looming on the second wave and uncertainty surrounding the continuance and/or accessibility of provincial and federal financial assistance programs, many taxpayers continue to face financial stress. With little uptake to the program based on the June 30, 2020 application deadline, there remains more than adequate funds remaining in the tax financing program loan to accommodate a second round of applications. Finance has received subsequent requests for tax financing since the program deadline expired, however under the current policy, we are unable to process further applications.

Staff are recommending that Council approve amending section 4.4.3 of the policy to change the application deadline from June 30, 2020 to December 31, 2020. A copy of the policy reflecting the proposed change is attached for reference.

Respectfully,

**ORIGINAL SIGNED BY**

Jennifer Campbell, CPA, CA  
Chief Financial Officer

Recommended motion:

Council approve the revised COVID-19 Property Tax Program Policy as amended.

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# COVID-19 Property Tax Financing Program Policy

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## Title

1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”

2. **Objective:**

**The Cape Breton Regional Municipality (CBRM)** is concerned about the health and safety of residents. **CBRM** recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for eligible owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**

4.1 Residential - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner’s primary residence **including secondary cottage/summer home** , where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, a Record of Employment (ROE) demonstrating layoff from employment after March 15, 2020, **or signed affidavit acceptable to the Cape Breton Regional Municipality that clearly describes financial hardship ;**

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);

**4.1.3 An owner of a residential property that is rented to one or more tenants, where the owner has experienced a significant reduction in rental income from the property due to the State of Emergency, demonstrated through the following:**

**4.1.3.1 Signed affidavit acceptable to the Cape Breton Regional Municipality that clearly explains financial hardship and relevant provincial/federal and other documentation.**

4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than **\$5,000,000** and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated through the following:

**4.2.1.1 Signed affidavit acceptable to the Cape Breton Regional Municipality that clearly explains financial hardship and relevant provincial/federal and other documentation.**

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);

4.2.2.2 The owner of the property carries on the business of an automotive or leisure/recreational vehicle dealership on the property;

4.2.2.3 The owner of the property uses the property as a private or non-profit recreation facility (e.g., golf courses, indoor playgrounds, campgrounds, racing venues);

4.2.2.4 The owner of the property carries on a business on the property in the hospitality industry, including bars, cafes, and coffee shops;

4.2.2.5 The owner of the property carries on a business on the property in the service industry, including hairdressers, nail salons, gyms, tattoo parlours;

4.2.2.6 The owner of the property carries on a business on the property as a health care provider (including, but not limited to, dentists, naturopaths, chiropractors, physiotherapists, physicians and other doctors), where that business has been required to reduce hours as a result of the State of Emergency.

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

- 4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;
- 4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;
- 4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;
- 4.3.4 Properties used for landfill, pipeline, managed forest, parking, and vacant land;
- 4.3.5 Properties for which there is an active tax agreement with the Municipality through legislation or bylaw;
- 4.3.6 Properties owned by non-profit organizations that are funded by the Municipality or that are partially exempted from property tax;
- 4.3.7 All properties managed under payment-in lieu-programs.

#### 4.4 General Requirements

- 4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.
- 4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

#### 4.5 Application

- 4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Municipality an application in the form attached as Schedule "A" to this policy.
- 4.4.3 The application deadline to participate in the Program is ~~June 30<sup>th</sup>, 2020~~ December 31, 2020.

## 5. Administration

### 5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally issued between April 1st, 2020 and September 30<sup>th</sup>, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.

5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

### 5.2 Terms of the Program

5.2.1 The Chief Financial Officer, or his or her designate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the municipality throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and

5.2.3.2 The outstanding taxes and interest then owing will become subject to the municipality's regular rate of interest for overdue taxes of 10%.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program are due on their normal dates and any amounts not paid when due will be subject to the municipality's regular rate of interest for overdue taxes of **10%**

5.2.5 Payments received by the municipality from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the municipality.

6. **Responsibilities**

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The **Chief Administrative Officer** will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

7. **General Provisions**

Payments received by mail are deemed to be paid on the date received by the Municipality.

**Approved by Council May 12, 2020**



# M·E·M·O

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320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

**To:** Mayor Amanda M. McDougall and Regional Councillors

**From:** Deborah Campbell, Municipal Clerk

**Date:** November 17, 2020

**Subject:** Appointment of the Nominating Committee

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There is an annual requirement to appoint the Nominating Committee in accordance with Section 12 of Policy RC4 Committees (excerpt attached). Upon appointment, or soon thereafter, the Nominating Committee shall convene and nominate persons to serve on the standing committees and external agencies/committees.

Thus Council should appoint at least five Councillors to sit on the Nominating Committee with the Mayor and the Committee meeting should be scheduled as soon as possible in order to have the Committee appointments in place for the new year.

**Recommendation:**

It is recommended that Council appoint five Councillors to sit on the Nominating Committee with the Mayor, and that the Committee meeting should be scheduled as soon as possible in order to have the Committee appointments in place for the new year.

**ORIGINAL SIGNED BY**

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Deborah Campbell Ryan  
Municipal Clerk

Attachment

**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.

