

Cape Breton Regional Municipality

Council Meeting

AGENDA

TUESDAY, AUGUST 15TH, 2017

1:30 P.M.

***Note Time Change**

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

Cape Breton Regional Municipal Council

Tuesday, August 15th, 2017

1:30 p.m.

AGENDA ITEMS

ROLL CALL

O' Canada

Moment of Silent Reflection

1. APPROVAL OF MINUTES: (Previously Distributed)

- Special Council – July 17th, 2017
- Council - July 18th, 2017

2. PROCLAMATIONS & RESOLUTIONS:

2.1 Burn Care Week:

Deputy Mayor Eldon MacDonald (See page 7)

2.2 National Acadian Day:

Councillor Amanda McDougall (See page 8)

3. APPEAL – Council Decision Re: Sustainability Funding Request:

- ##### 3.1 Lingan Golf Club – Spokespersons Mr. Maurice Brygidyr, President and Mr. Donnie Rowe, Manager (See page 9)

4. PRESENTATION:

4.1 Glace Bay & Area Revitalization Plan 2017: (See page 11)

- Introduction: John Phalen, Manager of Economic Development & Special Projects
- Spokespersons: Mr. Rob LeBlanc, President - Ekistics Plan+Design; and Mr. Tom McGuire, Vice-President - ATN Group.

Continued...

5. PLANNING ISSUES:

5.1 Final Approval – Public Hearings:

a) Annual Review of Land Use By-Law Recommended Amendments - Part One: Application – 1033:

Public Hearing to consider Part 1 of the Annual Review of the Land Use By-law as outlined in the staff report. Malcolm Gillis, Director of Planning & Development (See page 36)

b) Municipal Planning Strategy and Land Use By-Law Amendment - Part Two: Application – 1034:

Public Hearing to consider the amendments to the Municipal Planning Strategy and Land Use By-law as outlined in the staff report. Malcolm Gillis, Director of Planning & Development (See page 54)

c) Parking Requirements for Residential Development in the Downtown Cores: Application – 1035:

Public Hearing to consider eliminating the parking requirements for the Core Area of the Downtown Central Business District (CBD) Zone. Rick McCready, Senior Planner (See page 79)

5.2 Approval to Advertise: N/A

5.3 Request for Staff Report on Permitted Ship Recycling/Breaking – Zoning and Permitted Uses: Councillor Earlene MacMullin (See page 83)

6. HERITAGE PROPERTY ISSUES:

6.1 FINAL APPROVAL: Requests for Municipal Heritage Property Registrations: Rick McCready, Senior Planner (See page 84)

a) 299 Commercial Street, North Sydney: (See page 86)

b) 7563 Main Street, Louishourg: (See page 89)

c) 119 Charlotte Street, Sydney: (See page 95)

Continued...

7. **BUSINESS ARISING:**

7.1 **Council – July 18, 2017:**

a) **CBRM Diversity Committee Governance Policy – Proposed Amendments:**

Recommendation to approve the proposed changes to the Diversity Committee Governance Policy as presented. Scott Thomas, Diversity Manager (See page 102)

b) **Proposed CBRM Breastfeeding Policy:**

Recommendation to approve the proposed CBRM Breastfeeding Policy as presented, and that the Diversity Manager be directed to develop the educational plan/toolkit for staff of the Cape Breton Regional Municipality. Scott Thomas, Diversity Manager (See page 110)

8. **PUBLIC SERVICES ISSUE:**

8.1 **“J-Class Roads” – 2018/2020 Cost Share Paving Agreement:** Bruce Hardy, Manager Engineering Services (See page 114)

(Note: Background information on J-Class Roads – see page 124)

9. **CORPORATE SERVICES ISSUES:**

9.1 **Request for Quit Claim Deed / Michael Strong - Marconi Towers Road, Tower Road District (Portion of PID 15502164):** Sheila Kolanko, Property Manager (See page 126)

9.2 **Amendment to Schedule B of the CBRM Civic Addressing Policy:** Malcolm Gillis, Director of Planning & Development (See page 130)

10. **PROTECTIVE SERVICES ISSUE:**

10.1 **Appointment of Chief Building Official:** Malcolm Gillis, Director of Planning & Development (See page 137)

Continued...

11. BYLAWS:

11.1 Second / Final Reading – Public Hearing:

- a) **Necessary Amendments to the Taxi Bylaw because of the Establishment of the Appeals Standing Committee:**

Proposed amendments to the CBRM Taxi Bylaw outlined in the staff report of June 29, 2017. Malcolm Gillis, Director of Planning & Development (See page 138)

11.2 First Reading: N/A

12. FINANCIAL STATEMENTS:

- 12.1 Cape Breton Regional Municipality to June 30th, 2017:**
Jennifer Campbell, Manager of Finance (See page 173)
For Information Only.

- 12.2 Port of Sydney Development Corporation to June 30th, 2017:**
(See page 199)
For Information Only.

Adjournment

CBRM PROCLAMATION

“Burn Care Week”

- Whereas:** Being a burn victim is a painful and traumatic experience that is witnessed by emergency responders across the province each year;
- And Whereas:** While there are exceptions, many burn patients have suffered their injury either in their home or at their workplace;
- And Whereas:** Atlantic Burn Camp is an exceptional program that is designed for children who have received burn injury and is one of only six camps in Canada and the first of its kind in Atlantic Canada;
- And Whereas:** Severely burned-injured children between the ages of six and seventeen from Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador come together in this unique environment to share stories, coping mechanisms and to simply have fun with children who have faced similar circumstances;
- And Whereas:** Atlantic Burn Camp is free of charge and includes transportation, to the children, thanks to community and corporate support;
- And Whereas:** The Camp is staffed by well trained professionals including, firefighters, police and medical personnel as well as other qualified staff who fill positions including counselor, food service manager and activities coordinator, all of who are carefully screened and selected before being accepted as camp staff;
- Be it Therefore Resolved:** That Mayor Cecil P. Clarke and Council proclaim the week of August 14th to 21st, 2017 as “Burn Care Week” in the Cape Breton Regional Municipality, in recognition of the importance of supporting the Cape Breton Firefighters Burn Care Society in raising public awareness and promotion of community education in regard to burns and burn care.

Deputy Mayor Eldon MacDonald
Cape Breton Regional Municipality

August 15th, 2017

PROCLAMATION

“2017 Acadian Day”

- Whereas:** August 15th is National Acadian Day in observance of the first permanent French settlement in North America in 1607;
- And Whereas:** 2017 marks the 133rd anniversary of the Acadian Flag, designed by Bishop Marcel-François Richard in 1884 as a symbol of Acadian cultural identity;
- And Whereas:** Acadians are the descendants of the seventeenth-century French colonists who settled in Acadia located in the Canadian Maritime provinces – Prince Edward Island, Nova Scotia, New Brunswick, as well as in Quebec and Maine;
- And Whereas:** Acadians, in view of their origin, history and development, constitute the first permanent settlement from France in Canada;
- And Whereas:** The Acadian people have contributed, for some 400 years, to the economic, cultural and social vitality in Canada;
- And Whereas:** It is in the interest of all Canadians to be able to share in the rich historical and cultural heritage of Acadians and to become more familiar with all its aspects, both traditional and contemporary;
- And Whereas:** It is important to encourage Acadians to be proud of their heritage;
- Be It Therefore Resolved:** That Mayor Cecil P. Clarke and Council of the Cape Breton Regional Municipality proclaim Tuesday, August 15th, 2017 as “Acadian Day” and encourage all residents to celebrate the rich heritage and culture of all Acadians in Nova Scotia and Canada.

Councillor Amanda McDougall – District #8 – CBRM

August 15th, 2017



Lingan Golf Club



Deborah Campbell Ryan
Municipal Clerk
Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9

Dear Ms. Campbell Ryan

In the past three years, we, Lingan Golf club, have undertaken a project of creating a golf practice facility with public access. As outlined in our application, we have moved towards this goal in three phases. We have received funding assistance from both Federal (phase 1) and Provincial (phase 2) governments and we are now seeking Municipal available to member assistance to complete our project (phase 3).

While other courses might have a driving range, our facility would offer not only a range, but putting, chipping and bunker practice i.e. all aspects of the game of golf, to the community of CBRM. We see this addition to our facility as a boon to the recreation facilities currently available within the CBRM which are important to help citizens to lead active and healthy lifestyles.

Our geographic location puts us within a 14-km radius of the former communities of Sydney, Westmount, New Waterford, Glace Bay, Reserve, Dominion and former county areas of CBRM. Approximately 60% of our adult membership is made up of Seniors.

We have made application for Capital Sustainability in the past and this is our second rejection. Frankly, while being disappointed, our having received assistance from both Federal and Provincial governments which deemed our project worthy, we are at somewhat of a loss to understand the rationale of our application denial. It is our hope that, given the opportunity of a personal appeal, some new facts and explanation might afford reconsideration by the Council committee members. Our presenters will be Club President and Club Manager Donnie Rowe.

Thank you,

 Maurice Brygidyr
President
Lingan Golf Club

2017-18 Sustainability Requests over Established Limits

Mayor Clarke provided a review of the recommendations of the staff Grants Review Committee regarding Sustainability Funding applications over the established policy limits that were received from various organizations and groups.

Applications over policy limits not recommended by staff for funding in 2017/18:

- Donkin Volunteer Fire Department - Capital \$40,000
- Highland Arts Theatre – Capital \$32,550
- Navy League of Canada Cape Breton Division – Capital \$45,000
- Seaview Golf & Country Club – Capital \$34,069
- Southend Community Development Association – Capital \$170,608
- Sydney Mines Tourism Development Society – Operating \$25,400

Applications over policy limits recommended by staff for funding in 2017/18:

- Coxheath Hills Wilderness Recreation Association – Capital \$15,000
- Sydney Mines Tourism Development Society - Project \$13,750
- The Lingan Country Club – Capital \$10,000
- Coastal Community Radio – Operating \$15,000
- Sydney Mines Community Heritage Society (Fossil Center) – Operating \$25,000
- Two Rivers Development Association – Operating \$25,000

Motion:

Moved by Councillor George MacDonald, seconded by Councillor Gillespie, to approve the staff recommendations for the 2017-18 Sustainability Applications over policy limits, with the exception of the Lingan Country Club request.

Motion Carried.



GLACE BAY & AREA REVITALIZATION PLAN

ekistics plan+design

1.0 Introduction

- A revitalization plan is a broad and encompassing document geared towards manoeuvring from a position of decline and pessimism to a position of optimism and growth.
- There is no one magic bullet that can accomplish this change. Instead, it takes many calculated small incremental steps and a grass roots community effort combined with government and industry to see a vision realized.



Defined Region

- Glace Bay
- Dominion
- Reserve Mines



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revitalization:
the action of imbuing something with new life and vitality

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2.0 Existing Conditions

- Population Decline
- Retaining Youth
- Aging Demographic

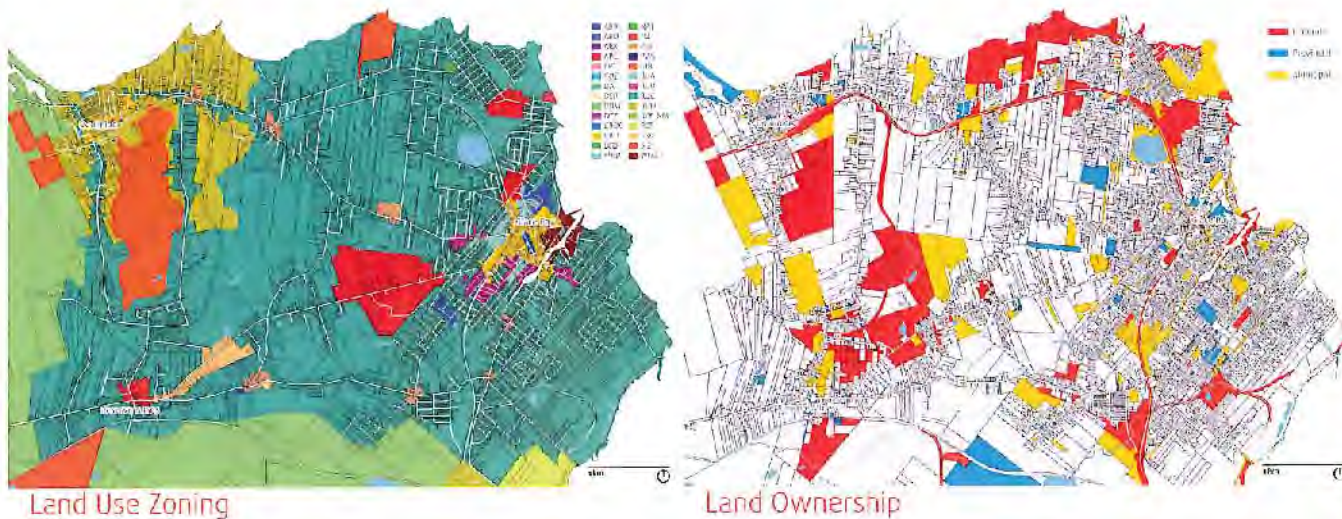
Cohort	1991	1996	2001	2006	2011	2016	2021
Census Population (1991-2006) and Estimated Future Pop (2011-2021)							
0-14	25590	23655	*2695	16655	13910	12050	10375
15-24	18475	17020	*1630	13845	12175	9955	8135
25-64	67560	68710	6740	67910	66610	65745	63315
65+	16195	16925	*7475	16820	20790	26490	28050
TOTAL	120110	117810	109320	*10930	101945	97500	92915
Change		1.9%	7.2%	-3.1%	-3.8%	-4.1%	-4.7%
Proportion of Total Population							
0-14	21.3%	20.1%	16%	15.7%	13.6%	12.4%	11.2%
15-24	15.2%	14.5%	13.3%	13.1%	11.5%	10.2%	8.6%
25-64	56.6%	57.8%	58.5%	59.4%	59.5%	57.2%	53.1%
65+	11.7%	11.4%	10%	11.8%	15.4%	19.8%	20.8%

TABLE 2.1 Population Change Data Based on Census Agglomerations 1991-2021

Then and Now

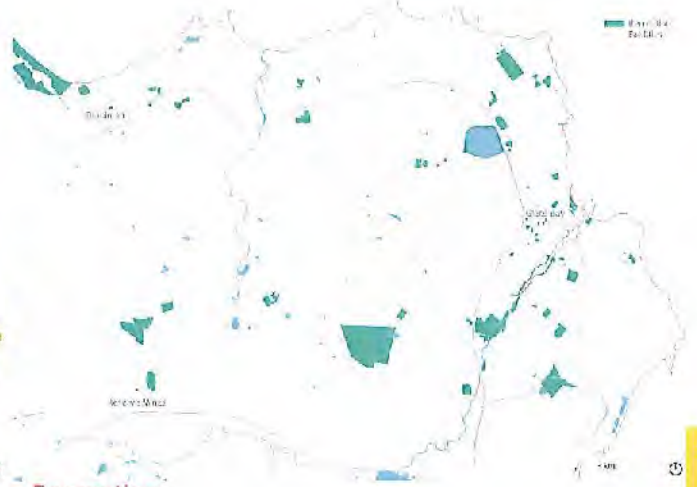


Mapping Existing Conditions





Vacant Land



Recreation

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Roads



Transit

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Core Assets

- The Savoy Theater
- Miners Museum
- Horitage Museum
- Bayplex
- Dominion & Big Glace Bay Beach



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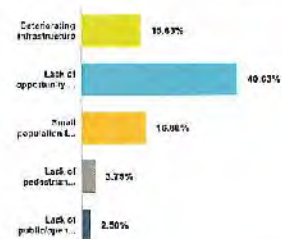
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Community Involvement

- Community Workshop #1 (April 5)
- Community Workshop #2 (April 12)
- Online Survey: 170 Responses
- Interviews (Stakeholders & Gov't)

Q15 What is the biggest challenge for the region?

Answered: 160 (82.1%)



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Workshop & Interview | Synthesis

- » Community **SIGNAGE** & Branding
- » **RAIL TO TRAIL** conversion to active transportation
- » **TWO-WAY COMMERCIAL STREET** for increased visibility
- » **DOWNTOWN** beautification
- » Local **HOTEL** and amenities
- » Existing park **MAINTENANCE** programs
- » Connections to **COASTAL** assets
- » Direct access to Big Glace Bay **BEACH**
- » **COOPERATIVE PROGRAMS** for business
- » Innovative **TAX INCENTIVES** for small business
- » Partnerships and **MENTORING** for sustainable business opportunities
- » Recognizing and celebrating **LOCAL** culture and history
- » **YOUTH** development and mentoring
- » Community **SAFETY** & Policing
- » **TOURISM** Attractions
- » Promote **AUTHENTICITY**



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Survey Synthesis

- | | | |
|--|--|--|
| Q1: Gender | Q7: Neighbourhood | Q13: Recent Development and Growth |
| • Equal representation | • Most vocal Glace Bay and Reserve Mines | • Most negative, stating the lack of recent developments |
| Q2: Age | Q8: Quality of Life | Q14: Community Gathering |
| • Mainly over 40. Where are the YOUTH? | • 3 out of 5 Stars | • Tim Horton's, Glace Bay Firehall, or the Bayplex |
| Q3: Community Relation | Q9: Best Existing Qualities | Q15: Regional Challenges |
| • 100% are/were residents | • Sense of Community | • 41% lack of opportunity for youth/employment was it's the most important. |
| Q4: Occupation | Q10: Top 3 Destinations | Q16: Economic Development |
| • Those with keen interest were business and government | • Savoy Theatre, the Miners Museum, and Beaches | • Majority want Downtown Improvements (42%) |
| Q5: Community Response | Q11: Top 3 Public Spaces | Q17/18: What area of investment |
| • 59% Glace Bay 20% Reserve Mines 12% Dominion | • Renwick Brook, the Bayplex, and Community Parks | • Commercial and Main Streets (Downtown Environments) |
| Q6: Community Members | Q12: Distinguishing Features | |
| • Most identify as LIFETIME community members. | • Sense of Community | |

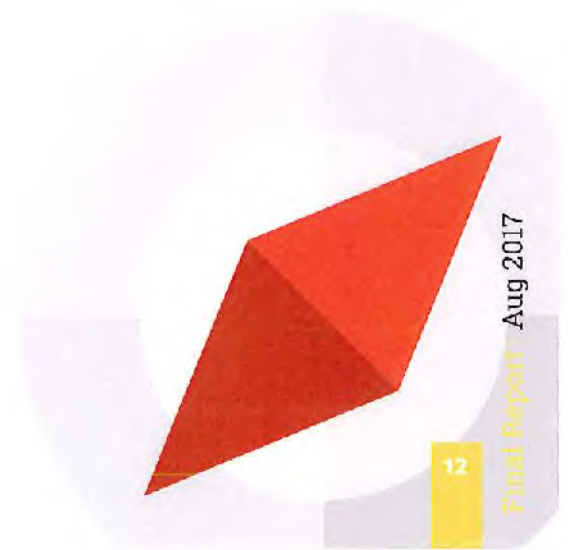
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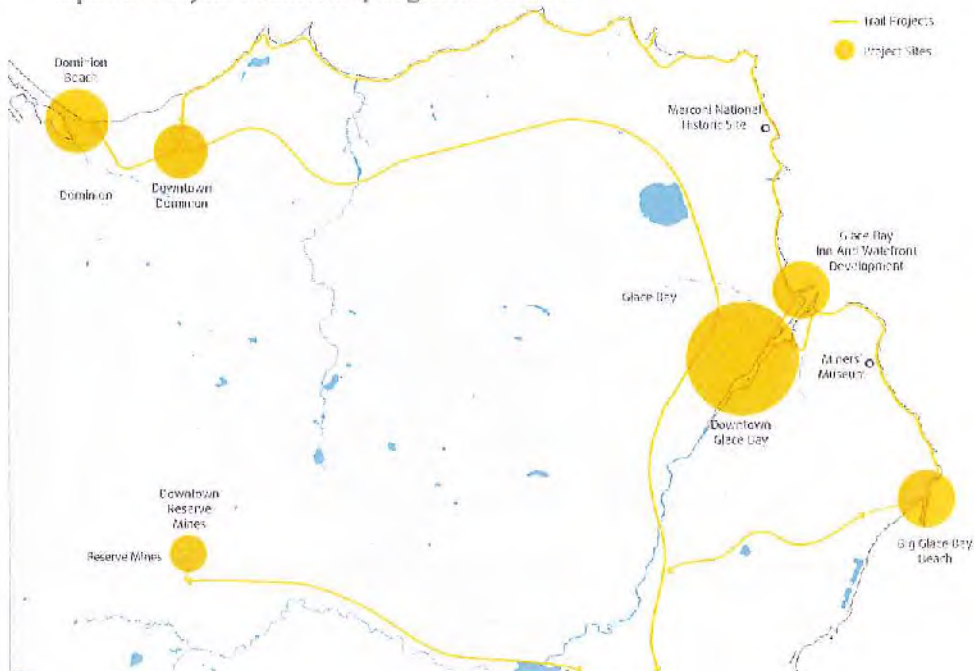
3.0 The Revitalization Plan

3.1 Guiding Principles

- Retain Youth
- Foster local jobs
- Improve the quality of life
- Increase commercial investment
- Build on what's unique
- Fill the Missing Holes



Spatial Project Locations | Regional Balance



Project 1

Downtown Glace Bay Urban Core Revitalization

- » Strategy 1: Organization and Administration of Urban Core Plan
- » Strategy 2: Converting Commercial Street from one-way back to two-way
- » Strategy 3: Commercial Street Streetscape Improvements
- » Strategy 4: Façade Enhancement Program
- » Strategy 5: Waterfront Connection
- » Strategy 6: Mixed Use Infills
- » Strategy 7: Downtown Tax District





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Glace Bay Waterfront

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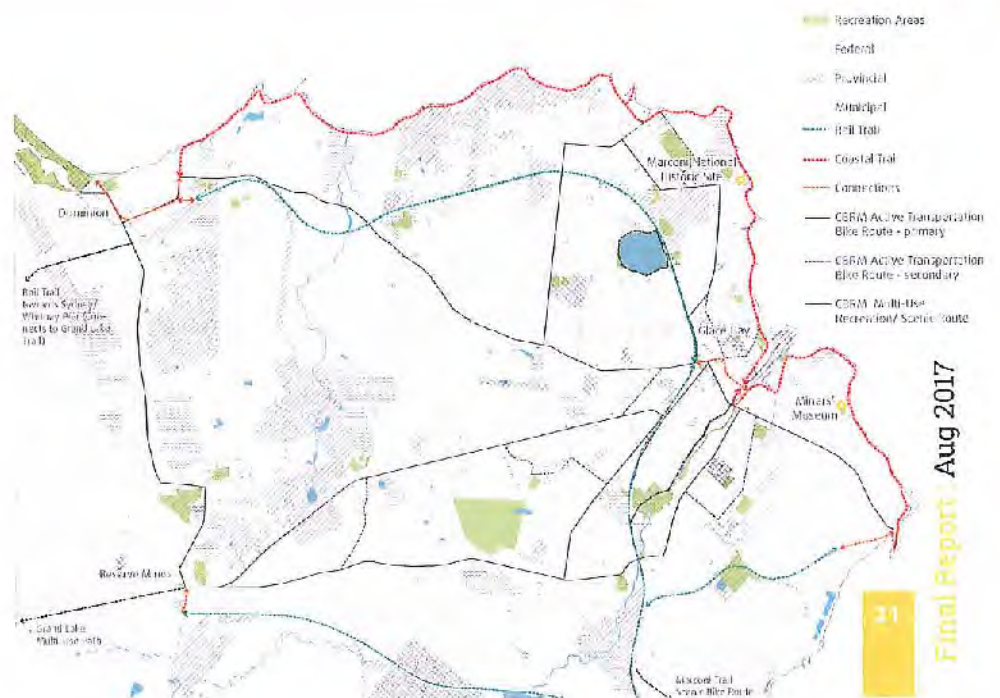




3. Cape Coastal Trail

The goal of the Cape Coastal Trail is to eventually link the entire coastline of CBRM from Louisbourg to Point Aconi on the Victoria County border with a coastal trail linking all the coastal communities of CBRM. The trail would stretch over 100km long, and eventually linking up with the Cabot Trail and other trails in Cape Breton.

The goal of the Rail Trail is to link the communities of Glace Bay, Dominion, and Reserve Mines using the existing network of the abandoned DEVCO rail line, offering active transportation opportunities for both the local community as well as tourists.





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Project 5

Dominion Commercial Street

- » Strategy 1: Commercial Street Plan (BID)
- » Strategy 2: Streetscape Improvements
- » Strategy 3: Facade Enhancements
- » Strategy 4: Infill Development



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DOMINION COMMERCIAL STREET REVITALIZATION



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Project 6

Dominion Beach Improvements

- » Living Breakwater
- » Lower Mitchell Avenue Bump Out for Vendors
- » Relocating and Retrofitting Change Room Facilities
- » Natural Playground
- » Wildlife Watching Stations
- » Sidewalk Connections
- » Park Signage



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Project 7

Big Glace Bay Beach Improvements

- » Enlarging the hospital parking lot to provide another 50-60 cars
- » Adding a drop off loop at the end of the 228
- » Creating a boardwalk extension and birding interpretive station to the east of the drop off area
- » Connecting to the Cape Coastal Trail
- » Room for food truck vehicles and potentially small food kiosks
- » A boardwalk and bridge connection across Big Glace Bay Lake
- » A walking path and boardwalk on the backside of the dune or a simple end at the beach area on the foreshore.
- » Bird watching and watchable wildlife stations



BIG GLACE BAY BEACH DEVELOPMENT



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Project 8

Reserve Mines Commercial Core

Goal:

The goal is to emphasize pedestrian walkability over the car dominated landscape, while also creating a central core that acts as a gateway to Reserve Mines.

- » Central Core and Gateway
- » Mixed Development
- » Pedestrian Streetscapes



RESERVE MINES COMMERCIAL CORE

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Project 9

Branding, Signage and Wayfinding Strategy

Goals:

The goal of a municipal branding strategy is to clearly define how the municipality sees itself and to communicate that vision to people inside and outside of the municipality.

Once the brand has been adopted, it will be important to develop a regional wayfinding and signage strategy to communicate the results of the brand.

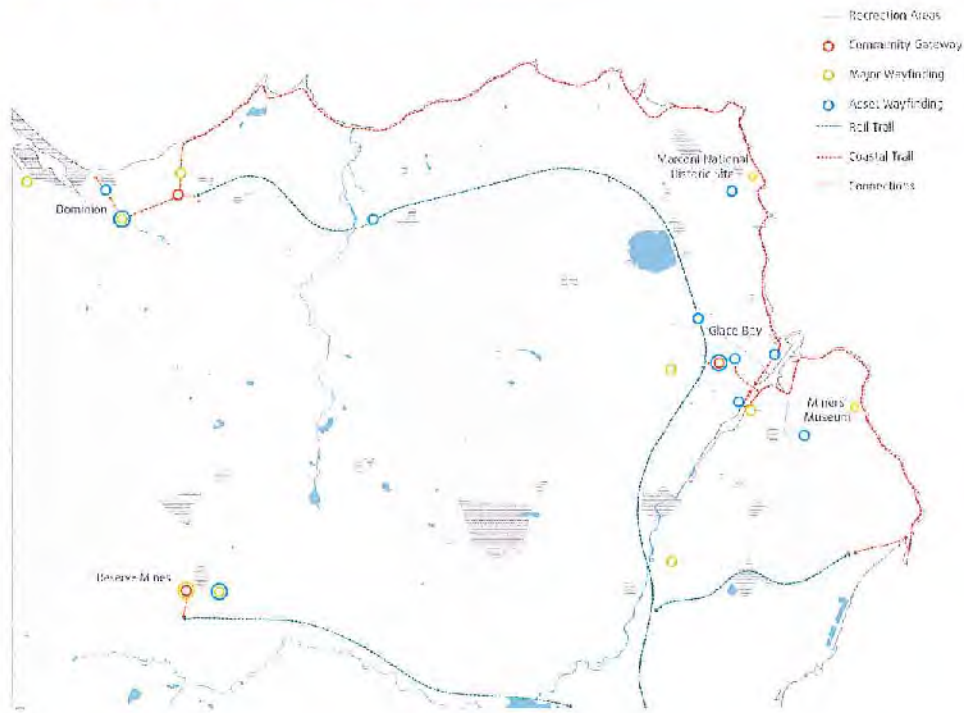
- » Create a CBRM Brand Strategy
- » Develop a Wayfinding and Signage Strategy

I amsterdam.

am **smart** erdam
city

PARIS





Project 10

Business Recruitment Strategy

Goals:

The goal is to actively recruit and support new local businesses and start-ups while still encouraging more chains to locate in the Glace Bay area.

- » Local Business Recruitment
- » New Chain Recruitment



Project 11

Open Space Philanthropy

Goals:

To connect private philanthropists to public and private projects outlined in this revitalization study.

Strategies:

In "Public Spaces/Private Money: The Triumph and Pitfalls of Urban Park Conservancies" the report identifies the outcomes of effective park conservancies as:

- 1. A formal agreement with the city defining the authority and responsibility of both parties;
 - 2. A realistic, broadly supported master plan that sets priorities as to what should be done and when, forestalling future conflict;
 - 3. Transparent operations;
 - 4. A board of directors that is broad-based and representative of the public;
 - 5. Robust fundraising capacity, including money for park maintenance;
 - 6. Respect for public sector partners, and vice versa;
 - 7. Outstanding public outreach and political advocacy; and
 - 8. Entrepreneurial approaches to solving urban park management challenges.
- All the while, a conservancy must generate plenty of donations. In "Public Spaces/Private Money: The Triumph and Pitfalls of Urban Park Conservancies" the report identifies the outcomes of effective park conservancies.

Source: "Public Spaces/Private Money: The Triumph and Pitfalls of Urban Park Conservancies" by Robert Lang, 2014.



Project 12

Maintenance Programs Adopt A Lot/Park

Goals:

The goal of maintenance programs is to provide a positive impression that appeals and attracts residents and visitors, in turn boosting the economy.

- » Adopt-A-Park
- » Adopt-A-Lot



Project 13

Regional Tourism Strategy

Goals:

The overarching goal of the Tourism Strategy would be to identify actions and develop opportunities that will help increase tourism revenues, products, experiences and quality of services, as well as more fully leverage the ongoing efforts of Destination Cape Breton as well as the Tourism Nova Scotia.

- Collect background information: tourism assets, strengths, opportunities and challenges.
- Identify priority projects and issues of importance to CBRVA/the study area.
- Identify opportunities to address within county priorities with a coordinated strategy.
- Generate inventory of all current tourism related activity/strategies at both the island-wide and provincial levels.
- Aggregate capacity and coordinate efforts among partners.
- Provide a business case foundation to approach other funding sources.
- Mobilize partners to move forward and leverage funding opportunities.
- Motivate partners through progress, while building momentum.
- Build confidence among partners and attract new partners.
- Ensure a broad-based and common understanding of the overall direction, and
- Build out the capacity to monitor, measure, and report on social and economic impacts.



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Project 14

Community Policing

Goals:

The goal of community policing program is to increase the visibility of the police or police volunteers on the commercial streets of Glace Bay, Dominion, and Reserve Mines.

- On Street Policing
- Bicycle Units
- Youth Volunteer Program



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Project 15

Youth Mentorship

Goals

The goal is to connect youth to successful businesses within their community through a mentoring and apprenticeship program with the intention of a business succession plan.

Project 16

Immigration Mentorship

Goals

The goal is to increase immigration to Glace Bay and area contribute to the business and professional services of the region.

Project 17

Post Secondary Partnerships

Goals

The goal of this strategy is to financially support the youth of the community to pursue post secondary education in areas and professions of their interest with the stipulation they return to work within their home community.



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4.0 Funding Sources 2017

Identifying Government Funding Programs 2017

	Source	Name	Purpose	Benefit	URL
1	Canada	Connect to Innovate	Rural high speed internet	\$500 million by 2020, to bring high-speed Internet to rural and remote communities in Canada	https://www.cpsul.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html
2	Canada	New FRBC Funding Mechanism	Rural high speed internet	\$550 million over five years (2016 to 2021)	http://news.gc.ca/web/article-0-3021616-11324719
3	Canada	ACOA Atlantic Innovation Fund	Economic development	Encourages partnerships between private sector firms, universities, colleges and other research institutions to develop and commercialize new or improved products and services.	http://www.acoacanada.gc.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html
4	Canada	ACOA Business Development Program	Business development	Help to set up, expand or modernize business, and funding to develop your innovative ideas, improve competitiveness, and develop clean technology projects. Funding is a small- and medium-sized enterprise. This program offers repayable assistance. Non-profit organizations providing support to the business community may also qualify.	http://www.acoacanada.gc.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html
5	Canada	ACOA Canada-wide Community Infrastructure Program	Rehabilitate or build community recreation and cultural facilities	\$35.4 million allocated to Atlantic Canada to fund up to 50% of total eligible project costs to a maximum of \$1 million. Preference may be given to projects that only require one-third funding from the program. Funding is shared with provincial governments and non-profit organizations may also qualify.	http://www.acoacanada.gc.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html
6	Canada	ACOA Innovative Communities Fund	Rural community development	\$75.4 million over five years for non-profit organizations (local development associations, municipalities, educational institutions, etc.) to develop industrial, infrastructure, and economic capacity building in rural communities but urban initiatives that enhance the competitiveness and vitality of rural communities may be considered.	http://www.acoacanada.gc.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html
7	Canada	ACOA Building Canada Fund	Municipal infrastructure development	\$8.8 billion national program providing up to 50% funding (although normally or need to be eligible for investments in public infrastructure owned by provincial, territorial or municipal governments, even in certain cases, private sector and non-profit organizations (maximum 35% funding).	http://www.infrastructure.gc.ca/en/fin-qualifia-cs-nous-avon-nous-developp-ent-programme/compete-innovate-2023/compete-innovate.html

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5.0 Implementation (Timeline)

Phase 1 - Getting Started: (2017-2018)

1. Adopt A Park & Adopt A Lot Programs
2. CBRM Economic Development Department Expansion
3. Open Space Philanthropy Research & Initiation
4. Business Recruitment Strategy
5. Downtown Development District to help realize the Tax Benefits
6. Façade Incentive Program
7. Civic Branding, Signage and Wayfinding Study
8. Detailed Design for Commercial Street 2-way
9. Rail Trail Committee
10. Regional Tourism Strategy under CBRM
11. Volunteer Policing Program
12. CBRM Economic Development Mentorship programs
13. Renovation/Expansion of BayPlex

Phase 2 - Design and Implementation: (2019-2024)

1. Implement Glace Bay's Commercial Street into two-way traffic
2. Implement signage and wayfinding plans
3. Implement the façade program
4. SD design for Waterfront Inn
5. Reserve Mines Commercial Core Design
6. Initiate construction of the Cape Coastal Trail
7. Implement the DEVCO Rail Trail
8. Initiate detailed design for beach improvements to Big Glace Bay Beach and Dominion Beach

Phase 3 - Major Project Construction: (2025-2030)

Construction and Implementation of large capital projects including the Waterfront Inn, Waterfront Development and Mixed Infill Projects.

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Structure



Roles and Responsibilities for Government Agencies

	Project	CBRM	ALB	COU	DNR	NSDCE	PCOR	DDER	QPO	BBPS	Gal	Private	Community	IMAS	CCRM
1	Downtown Glace Bay Urban Core Revitalization														
	2-Way Street Conversion	Eng													
	Commercial Street Improvements	Eng + Plan													
	Façade Enhancement Program	ED	*												
	Mixed Use Infill	Eng + Plan													
2	Glace Bay Waterfront Inn								*	*					
	Renwick Block Improvements	Eng + Plan				*				*					
	Glace Bay Harbour Plan	Eng + Plan							*	*					
	New Waterfront Hotel											*		*	
	Glace Bay Library	CSRL													
3	Cape Coastal Trail	AT													*
4	Rail Trail	Eng + Plan													
5	Dominion Commercial Street Revitalization	Eng + Plan	*												
6	Dominion Beach Improvements				*								*		
7	Big Glace Bay Beach Improvements				*								*	*	
8	Reserve Mines Commercial Core	Eng + Plan													
9	Community Branding, Signage, and Wayfinding														
	CBRM Brand Strategy	ED													
	CBRM Wayfinding Strategy	ED + Eng													
10	Business Recruitment Strategy	ED	*												
11	Open Space Philanthropy	ED													
12	Maintenance Programming: Adopt A Lot/Park	REC											*		
13	Regional Tourism Strategy	ED						*							
14	Community Policing	CBRP													
15	Youth Mentorship	*											*		
16	Immigration Mentorship	*											*		
17	Post-Secondary Partnerships	ED		*											
	* Yellow = Lead Agency(ies)														

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Cost Estimates

Downtown Glace Bay Core Revitalization

Subtotal:	\$1,279,230
Design + Contingency (20%)	\$ 255,846
Total	\$1,535,076

Dominion Commercial Street

Subtotal:	\$ 434,000
Design + Contingency (20%)	\$ 86,800
Total	\$ 520,800

Community Signage

Subtotal:	\$ 191,200
Design + Contingency (20%)	\$ 38,240
Total	\$ 229,440

Glace Bay Waterfront Plan

Subtotal:	\$5,506,000
Design + Contingency (20%)	\$1,101,200
Total	\$6,607,200

Dominion Beach Improvements

Subtotal:	\$4,844,700
Design + Contingency (20%)	\$ 968,940
Total	\$5,813,640

Cape Coastal Trail

Subtotal:	\$1,300,000
Design + Contingency (20%)	\$ 260,000
Total	\$1,560,000

Big Glace Bay Beach Improvements

Subtotal:	\$1,458,500
Design + Contingency (20%)	\$ 291,700
Total	\$1,750,200

Rail Trail

Subtotal:	\$1,996,000
Design + Contingency (20%)	\$ 399,200
Total	\$2,395,200

Reserve Mines Commercial Core

Subtotal:	\$ 199,850
Design + Contingency (20%)	\$ 39,970
Total	\$ 239,820

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Cost Summary

Project Sub Totals:	\$17,209,480
Design + Contingency (20%)	\$ 3,441,896
Total (2017)	\$20,651,376



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Role of Revitalization in Economic Development

- **COMMUNITY BRANDING, SIGNAGE AND WAYFINDING STRATEGY:** important for customers to find their way to a shop and identify that shop by its branding, leveraging the destination appeal of Cape Breton and the marketing resources of DCBA, while increasing the destination identity of Glace Bay
- **BUSINESSES RECRUITMENT STRATEGY:** provide a downtown market assessment toward identification of strategic market opportunities that could support a downtown tenant matching strategy
- **MAINTENANCE PROGRAMMING:** supportive initiative, people need to feel safe in and connected to the environment in which they work and live, increased value of nearby properties, amenities impact on quality of life, role in recruitment and retention

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- **REGIONAL TOURISM STRATEGY:** Ensuring action items are aligned with DCB and NST priorities to attract highest support of go-forward initiatives
- **COMMUNITY POLICING:** Message of confidence and safety for the public is vital to customer attraction and retention. Strategy also seeks to provide economic opportunities to more fully engage residents
- **BUSINESS MENTOR-SHED:** supportive strategy to help aspiring, new, and in some cases established business owners
- **IMMIGRATION MENTORSHIP:** New residents and new business start-ups, succession for existing owners, improving immigration retention rates
- **POST SECONDARY PARTNERSHIPS:** Youth retention, fosters entrepreneurship, succession for existing owners

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GLACE BAY & AREA REVITALIZATION PLAN

Acknowledgements

CBRM Steering Committee
Business Cape Breton

Eileen Lannon Oldford - Business Cape Breton
Wayne Scott - Business Cape Breton
John Phelan - CBRM

Government Interviews

Rodger Guzman - Member of Parliament
Geoff MacLellan - Member of Legislative Assembly
Amanda MacDonald - CBRM Councillor
Darien Bruck-Schwaigen - CBRM Councillor
George MacDonald - CBRM Councillor

Community Associations and Organizations

Cedric Saccary - Glace Bay & Area Business Association
Mike Kelloway - Bay It Forward
Paul Leader - Bay It Forward/Savoy Theatre
Mary Pat Mombourquette - Bay It Forward/Miner's Museum
David MacKeigan - Bay It Forward
Angela Houston - Bay It Forward/Tale
Darien MacDonald - Bay It Forward
Elke Ibrahim - Old Town Hall & Glace Bay Heritage Museum

The Community

All who participated in the community workshops & online survey

Aug 2017

Annual Review of Land Use By-Law Recommended Amendments Part One: Application - 1033

Motion:

Moved by Councillor Bruckschwaiger, seconded by Councillor Paruch, approval to advertise notice of a Public Hearing to be held during the June 2017 meeting of Council, to consider Part 1 of the Annual Review of the Land Use By-law as outlined in the staff report dated March 1st, 2017.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville and Malcolm Gillis

**SUBJECT: Annual review of Land Use By-law
recommended amendments: Part One
Application – 1033**

DATE: August 3rd, 2017

Introduction

The CBRM's first Municipal Planning Strategy (MPS) and Land Use By-law (LUB) were adopted in the summer of 2004, since that time it has been the practise of the Planning and Development Department to undertake an annual review of each document. The purpose of these annual reviews was to put forth amendments initiated by staff at the end of each building season to improve the implementation of planning documents for the next building season beginning in the spring.

Planning documents are not static documents, but rather are meant to evolve as a community grows and changes. Because of this, it is important that these documents are reviewed periodically to ensure they are still achieving the goals of the community. To achieve this staff would like to put forward a series of proposed amendments to the MPS and LUB that should be considered. These amendments are not meant to change the substance or direction of the LUB, but rather make the LUB easier to read for those who administer and those who must comply with its provisions.

Due to the number of proposed amendments to the MPS and LUB, Staff have decided to present the proposed amendments to Council in two parts. Part One only deals with amendments to the Land Use By-law, while Part 2 of the Annual Review will include amendments to the MPS and LUB as well as necessary amendments to the LUB Zone Map.

Proposed Land Use By-law Amendments**Part 3 Downtown Central Business District (CBD) Zone**

The Downtown Central Business District (CBD) Zone permits a wide range of sales and service uses; however an assembly hall is not one of them. An assembly hall is a reasonable use to be included within the CBD zone and should be added to list of permitted service uses in this zone.

It is recommended that assembly hall be added to the list of service uses in the CBD zone.

An inquiry was made to establish a crematorium for a property zoned CBD. While the a crematorium is considered to be a permitted accessory use to a funeral home, which is a permitted use in the CBD zone, a crematorium is not listed as a permitted main use within the CBD zone. Although a crematorium may not be an appropriate use in the Core Area of a CBD zone, it is reasonable for it to be a permitted use elsewhere in this zone.

It is recommended that the list of service uses within the CBD Zone be amended by adding 'crematorium except within the Core Area as illustrated on the Land Use By-law Map'.

Section 2 CBD Lot Parcel Development Requirements of the CBD Zone outlines the development requirements for the CBD Zone. The Minimum Building Setback for the CBD Zone is NIL with clarifying text of how this setback should be interpreted in the CBD Core Area. In this text there is an extra * which can lead to confusion when interpreting this Section and should be deleted.

It is recommended that the third * be removed from Part 3 Downtown Central Business District (CBD) Zone, Section 2 CBD Lot Parcel Development Requirements.

Part 7 Harbourside Kings Road Business Corridor (HBC) ZONE

Lot parcel development standards within the HBC zone require a minimum public street frontage of 150ft. While this 150ft public street frontage is not intended to apply to a single unit dwelling or a two unit dwelling within the HBC zone, this intention is not clear; because of this Subsection 2 b. 1 should be amended.

It is recommended that Subsection 2 b.1 of the Harbourside Kings Road Business Corridor (HBC) Zone be amended to state that the minimum 150ft public street frontage does not apply to a single unit dwelling or a two unit dwelling.

Part 51 Sales and Services Subject to Part 2, Policy 5 of the Municipal Planning Strategy

The MP5 has a policy that permits existing sales/service developments and a variety of similar uses along 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. These developments and the range of similar uses are found in Part S1 of the LUB. 1370 Victoria Road, Whitney Pier (PID 15151889) is identified in Part 51. However, a site specific zone [1370 Victoria Road (1370VR) Zone] applies to this property; as a result it does not need to be included in Part S1.

It is recommended that 1370 Victoria Road (PID 15151889) be deleted from the list of properties identified in Part 51 Sales and Services Subject to Part 2, Policy 5 of the Municipal Planning Strategy.

Part 52 Development Agreements

The Municipal Planning Strategy contains a policy that states Council shall continue to retain a select list of Development Agreements adopted prior to the Municipal Planning Strategy coming into effect.

On February 21st, 2017 Council discharged the Development Agreement for 1507 Long Island Road, Georges River (PID 15190648); for that reason, reference to this Development Agreement should be removed from Part S2 of the LUB.

On September 15, 2015, Council discharged a portion the Development Agreement associated with 166 Langan Road, Whitney Pier; therefore Part 52 of the LUB should be amended to reflect the partial discharge of this Development Agreement.

It is recommended that Part 52 Development Agreements should be amended to reflect the changes made by Council on September 15, 2015 and February 2017.

Part 54 Existing Developments

The LUB acknowledges the legitimacy of a range of sale/service businesses that existed prior to its adoption in locations either isolated from the established business districts (e.g. downtown Sydney) or business corridors (e.g. Reserve Street, Glace Bay). Unless there is a history of land use controversy, all such businesses are considered permitted uses, regardless of the zoning in effect in their respective neighbourhoods provided the assessment category is consistent with the development.

It is recommended that there be two amendments to this Part to clarify and implement MPS policy.

1. The reference to tax assessment is to be strengthened to mean the site must have been assessed correctly since the inception of the Bylaw and is currently assessed correctly.
2. The use of the word “existing” shall mean existing as of the date the Bylaw originally came into effect and continues to currently exist.

Part 2 General Provisions for All Zones: Existing

As a result of the proposed changes to Part 54 Existing Developments, it is proposed the Sections of Part 2 General Provisions for All Zones that use the term ‘existing building’ should also be amended.

It is recommended Section 9 Existing Buildings and Non-compliance with Lot parcel development Requirements – Repair, Reconstruction and Additions, and Section 10 Existing Buildings and Non-compliance with Lot Parcel Development Requirements – *Change of Use* of Part 2 General Provisions For All Zones of the LUB be amended include ‘as defined by the By-law’ as it applies to existing buildings.

Part 88 Louisbourg Mini Home (LMH) Zone

Louisbourg Mini Home (LMH) Zone has special provisions for mobile homes. One of these provisions speaks of the front façade of the mobile, but it is not clear what is meant by front façade.

It is recommended that Section 2 Special Provisions for Mobile Homes of LMH zone be amended to clarify the front façade is the longest exterior wall where the main entrance to the dwelling is located.

Campground Developments in Sales and Service Zones

The MPS encourages that campgrounds be located in rural areas of the CBRM. However, many of the sales and service zones throughout the CBRM permit ‘all recreational uses’. Because of this, amendments should be made to the sales and service zones where a campground would not be appropriate. In addition to clarifying which sales and service zones should permit campgrounds, the definition for campground should be amended to reference campgrounds being licenced under the *Tourist Accommodations Act* and *Regulations*.

It is recommended that the definition for campground be amended to include the requirement of a licence under the *Tourist Accommodations Act* and *Regulations* and that following sales and service zones exclude campgrounds from the list of permitted recreational uses:

- Downtown Central Business District (CBD) Zone
- Arterial Business Corridor (ABC) Zone
- Boularderie Island Business Corridor
- Keltic Drive Business Corridor (KBC) Zone
- New Dawn Retirement Village (NRV) Zone
- Northside Business Park (NBP) Zone
- Sydney Harbour Port (SHP) Zone,
- Coke Ovens Site Reserve (COR) Zone,
- Lingan Corridor Comprehensive Development District (LCD) Zone
- The Florence – Bras d’Or Business District (FBZ) Zone
- Harbourside Business Park (HBZ) Zone

Recreational Vehicles and Travel Trailer

The terms recreational vehicle and travel trailer are used throughout the LUB interchangeably. For clarity of interpretation the term travel trailer should be replaced throughout the LUB with the term recreational vehicle. In addition the definitions of travel trailer and recreational vehicle should be combined into one definition.

It is recommended that the term 'travel trailer' be replaced with 'recreational vehicle' throughout the LUB and the definition of recreational vehicle should be amended.

A recreational vehicle is considered to a residential dwelling, and there are many zones within the LUB that permit 'all residential uses'. It was not intended that recreational vehicles be a permitted use in many of the zones that permit 'all residential uses' and therefore recreational vehicles should be excluded from the list of permitted residential uses in those zones.

It is recommended that recreational vehicle be excluded from the list of residential uses in the Downtown Central Business District (CBD) Zone, Sydney River Service (SRS) Zone and New Dawn Retirement Village (NRV) Zone.

Density Requirements for Apartments and Townhouses

There are several zones throughout the CBRM that permit both apartment buildings and townhouses. Some of these zones include a density requirement for both apartment buildings and townhouses; however the density requirements are not always the same for an apartment building and a townhouse within a given zone. For example, the Arterial Business Corridor (ABC) Zone permits an apartment building at a density of 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel while townhouses are permitted at a density of 1 dwelling unit per 2,000 sq. ft. of land on the lot parcel. Apartment buildings and townhouses are both residential buildings containing three or more dwelling units and there is no reason for having different density requirements. It is suggested that for zones that permit apartment buildings and townhouses, that the density requirements for each be the same in a given zone.

It is recommended that the density requirement for apartment buildings and townhouse be amended in the following zones:

- | | |
|---|--|
| • Arterial Business Corridor (ABC) Zone | • Trans Canada Highway Intersection (TCH) Zone |
| • Harbourside Kings Road Business Corridor (HBC) Zone | • Service Business/Residential Corridor (SBR) Zone |
| • Sydney River Service (SRS) Zone | • Central Urban Neighbourhood (NCU) Zone |
| • Keltic Drive Business Corridor (KBC) Zone | |
| • Residential Urban A (RUA) Zone | |

Part 96 Definitions

For the purposes of clarification several definitions are proposed to be added or revised to the LUB. In addition to those definitions previously identified in this issue paper, it is proposed that the following definitions found in the LUB be revised:

Floor Area
Landscaped Open Area
Screen

Storey
Tourist Cottage
Tourist Cottage Complex

To review the definitions in their entirety please see the Draft LUB Amending By-law found in Attachment A.

Recommendation

I recommend Council approve the Amending By-laws associated with Part 1 of the Annual Review of the Land Use By-law found in Attachment A.

Submitted by:

Originally Signed By

**Karen Neville and Malcolm Gillis
Planning and Development Department**

By-law

of the Cape Breton Regional Municipality amending the

Cape Breton Regional Municipality's Land Use Bylaw

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

THAT: Part 2 General Provisions For All Zones, Section 9 Existing Buildings and Non-compliance with Lot Parcel Development Requirements – *Repair, Reconstruction and Additions* of the Land Use By-law is hereby deleted and replaced with the following:

Unless there is a specific section in the text of a zone regulating public street/road frontages, where an existing main building on a lot parcel having less than the minimum:

- frontage; and/or
- setback from any lot parcel boundary or waterbody; and/or
- lot parcel area;

required by this Bylaw, the building may be:

- enlarged;
- reconstructed;
- repaired; or
- renovated;

provided that:

- the enlargement, reconstruction, repair or renovation does not further reduce the building setback that does not conform to this Bylaw;
- all other provisions of this Bylaw are met.

THAT: Part 2 General Provisions For All Zones, Section 10 Existing Buildings and Non-compliance with Lot Parcel Development Requirements – *Change of Use* of the Land Use By-law is hereby deleted and replaced with the following:

Unless there is a specific section in the text of a zone regulating public street/road frontages for conversions and new construction, the use of an existing building on a lot parcel having less than the minimum:

- public street/road frontage; and/or
- setback from any lot parcel boundary or waterbody; and/or
- lot parcel area;

required by this Bylaw may be changed to a use listed as permitted in the zone in effect, provided all other requirements of this By-law are satisfied.

THAT: Part 2 General Provisions For All Zones, Section 16 Frontage on a Public Street/Road of the Land Use By-law is hereby amended by deleting Subsection b.1. and replacing it with the following:

1. The replacement or addition to an existing building, unless there is a specific section in the text of a zone regulating public street/road frontages; or

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 1 CBD Uses Permitted of the Land Use By-law is hereby amended by deleting 'recreational – (all) both public and business establishment except racetracks for motor vehicles' and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 1 CBD Uses Permitted of the Land Use By-law is hereby amended by deleting 'residential – all except mobile homes' and replacing it with 'residential – all except mobile homes and recreational vehicles'.

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 1 CBD Uses Permitted of the Land Use By-law is hereby amended by adding assembly halls to the list of uses under 'service – only the following'.

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 1 CBD Uses Permitted of the Land Use By-law is hereby amended by adding the following to the list of uses under 'service – only the following'.

crematorium except within the Care Area as illustrated on the Land Use By-law Map

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 2 CBD Lot Parcel Development Requirements of the Land Use By-law is hereby deleted and replaced with the following:

The lot parcel development requirements for all permitted uses in the CBD Zone are as follows:

MINIMUM PUBLIC STREET/ROAD FRONTAGE	The lot parcel shall abut and front along a public street/road, but no minimum is established unless the lot parcel abuts and fronts along any public street/road with a width of less than 40 ft., in which case a minimum setback of 5 ft. is required
MINIMUM BUILDING SETBACK	NIL*
PARKING REQUIREMENTS	NIL, unless referenced specifically in the list of permitted uses

** Within the CBD Care Area, as illustrated on the Land Use By-law Map, no main building shall be setback from the boundary shared with a public street/road more than 5 feet, except where a plaza is established as an integral part of the site plan. For this zone, building setbacks are measured from an exterior wall. Regardless of compliance with this provision, building encroachments into or over adjacent parcels shall be considered a violation of this Section (e.g. eaves, and/or veranda roofs, footings, etc.)*

THAT: Part 5 Arterial Business Corridor (ABC) Zone, Section 1 ABC Uses Permitted of the Land Use By-law is hereby amended by deleting 'recreational – (all) both public and business establishment except racetracks for motor vehicles' and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 5 Arterial Business Corridor (ABC) Zone, Section 4 Apartments and Townhouses of the Land Use By-law is hereby amended by deleting the second bullet and replacing it with the floor:

- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.

THAT: Part 6 Boularderie Island Business Corridor (BBC) Zone, Section 1 BBC Uses Permitted of the Land Use By-law is hereby amended by deleting ‘recreational – (all) both public and business establishment except racetracks for motor vehicles’ and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 7 Harbourside Kings Road Business Corridor (HBC) Zone, Section 1 HCB Uses Permitted of the Land Use By-law is hereby amended by deleting ‘residential – all except mobile homes’ and replacing it with ‘residential – all except mobile homes and recreational vehicles’.

THAT: Part 7 Harbourside Kings Road Business Corridor (HBC) Zone, Section 3 Apartments and Townhouses of the Land Use By-law is hereby amended by deleting the second bullet and replacing it with the floor:

- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.

THAT: Part 7 Harbourside Kings Road Business Corridor (HBC) ZONE, Section 2 HBC Lot Parcel Development Requirements, Subsection b. Conversions and New Construction of the Land Use By-law is hereby amended by deleting Subsection b.1 and replacing it with the following:

1. The 150 foot minimum public street/road frontage provision is in effect for the following types of development if any driveway access is to be provided to the public streets/roads listed at the end of this Section:

- the conversion* of existing residential buildings into an apartment building or any other non-residential use; or
- the construction of any new main buildings, with the exception of a one single unit dwelling and one two-unit dwelling, unless it is the reconstruction of an existing building in compliance with the relevant general provision; or
- the establishment of any new business development land use (e.g. car sales lot, paid parking lot); and
- the expansion of any other non-residential use, except very minor extensions to comply with Building Code, Fire Code and building accessibility improvements.

* For purposes of this Section, when used to describe a change in the scale of a non-residential use within a multi-use building where the main use is residential, the word “conversion” shall mean when a non-residential use will exceed the floor area devoted to the residential use.

- THAT:** Part 9 Sydney River Service (SRS) Zone, Section 1 SRS Uses Permitted of the Land Use By-law is hereby amended by deleting 'residential – all except mobile homes' and replacing it with 'residential – all except mobile homes and recreational vehicles'.
- THAT:** Part 9 Sydney River Service (SRS) Zone, Section 3 Apartments and Townhouses of the Land Use By-law is hereby amended by deleting the second bullet and replacing it with the floor:
- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.
- THAT:** Part 10 Keltic Drive Business Corridor (KBC) Zone, Section 1 KBC Uses Permitted of the Land Use By-law is hereby amended by deleting 'recreational – (all) both public and business establishment except racetracks for motor vehicles' and replacing it with the following:
- recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds**
- THAT:** Part 10 Keltic Drive Business Corridor (KBC) Zone, Section 5 Apartments and Townhouses of the Land Use By-law is hereby amended by deleting the second bullet and replacing it with the floor:
- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.
- THAT:** Part 11 Trans Canada Highway Intersection (TCH) Zone, Section 3 Apartments and Townhouses of the Land Use By-law is hereby amended by deleting the second bullet and replacing it with the floor:
- 1 dwelling unit per 1,000 sq. ft. of land on the lot parcel for a townhouse.
- THAT:** Part 14 Service Business/Residential Corridor (SBR) Zone, Section 1 SBR Permitted Uses of the Land Use By-law hereby amended by deleting the density requirement for townhouse and hereby replacing it with 1 dwelling unit per 1,500 sq ft.
- THAT:** Part 15 Central Urban Neighbourhood (NCU) Zone, Section 1 NCU Permitted Uses of the Land Use By-law hereby amended by deleting the density requirement for townhouse and hereby replacing it with 1 dwelling unit per 1,000 sq ft.
- THAT:** Part 16 Residential Urban A (RUA) Zone, Section 1 RUA Permitted Uses of the Land Use By-law hereby amended by deleting the density requirement for townhouse and hereby replacing it with 1 dwelling unit per 1,500 sq ft.
- THAT:** Part 27 New Dawn Retirement Village (NRV) Zone, Section 1 NRV Uses Permitted of the Land Use By-law is hereby amended by deleting 'residential – all except mobile homes' and replacing it with 'residential – all except recreational vehicles'.
- THAT:** Part 27 New Dawn Retirement Village (NRV) Zone, Section 1 NRV Uses Permitted of the Land Use By-law is hereby amended by deleting 'recreational – (all) both public and business establishment except racetracks for motor vehicles' and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 29 Northside Business Park (NBP) Zone, Section 1 NBP Uses Permitted of the Land Use By-law is hereby amended by deleting ‘recreational – (all) both public and business establishment except racetracks for motor vehicles’ and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 30 Sydney Harbour Port (SHP) Zone, Section 1 SHP Uses Permitted of the Land Use By-law is hereby amended by deleting ‘recreational – (all) both public and business establishment except racetracks for motor vehicles’ and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 32 Coke Ovens Site Reserve (COR) Zone, Section 1 COR Uses Permitted of the Land Use By-law is hereby amended by deleting ‘recreational in compliance with Section 3 - (all) both public and business establishment except racetracks for motor vehicles’ and replacing it with the following:

recreational in compliance with Section 3 - (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 3S Lingan Corridor Comprehensive Development District (LCD) Zone, Section 2 LCD Uses Permitted by Development Agreement of the Land Use By-law is hereby amended by deleting ‘recreational- all except racetracks for motor vehicles’ and replacing it with the following:

recreational- all except racetracks for motor vehicles and campgrounds

THAT: Part 39 Service Industrial (SIZ) Zone, Section 4 Motor Vehicle Public street/road Access – New Land Uses of the Land Use By-law is hereby deleted and replaced with the following:

All new land uses, other than expansion of existing uses or those land uses permitted as a General Provision, located on lot parcels within the community of Glace Bay shall be required to provide motor vehicle access to the site directly via Connaught Avenue only.

THAT: Part 49 Public Water Supply Watershed (PWS) Zone, Section 1 PWS Uses Permitted of the Land Use By-law is hereby amended by deleting ‘existing agricultural buildings housing or impounding animals highlighted on the Land Use By-law Map’ and replacing it with the following:

existing agricultural buildings housing or impounding animals

THAT: Part S1 Sales and Services Subject to Part 2, Policy S of the Municipal Planning Strategy Part 27 is hereby amended by deleting the List of Existing Uses, Addresses, and Permitted Optional Conversion Uses under the title Victoria Road Whitney Pier – outside the CBD Zone with the following:

1. convenience store 1117 Victoria Road PID# 15161698

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- laundromat
- medical clinics
- pharmacies
- restaurant

2. post office 1191 Victoria Road PID# 15161243

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- medical clinics
- pharmacies
- restaurant

3. ship chandler 1291 Victoria Road PID# 15160559

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- general merchandise sales
- medical clinics
- pharmacies
- restaurant

4. take-out restaurant 1301 Victoria Road PID# 15160237

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- medical clinics
- motor vehicle sales, repair and fuel service
- pharmacies
- restaurant

5. motor vehicle fuel service and repair 1453 Victoria Road PID# 15159981

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio

- boutiques
- business offices
- medical clinics
- motor vehicle sales, repair and fuel service
- pharmacies
- restaurant

6. convenience store 1467 Victoria Road PID# 15156946 and 15156938

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- laundromat
- medical clinics
- pharmacies
- restaurant

7. business office 1539 Victoria Road PID# 15156102

- animal (domestic) grooming
- artist/artisan establishment
- arts/entertainment studio
- boutiques
- business offices
- laundromat
- medical clinics
- personal service business
- pharmacies
- restaurant

THAT: Part 52 Development Agreements, Section Development Agreements to Remain in Effect of the Land Use By-law is hereby amended by deleting the second G-907.

THAT: Part 52 Development Agreements, Section Development Agreements to Remain in Effect of the Land Use By-law is hereby amended by deleting the second G-UNKNOWN with the following

G-UNKNOWN
PID# 15141658 15141666 and 15141872
166 Langan Road, Sydney
Welding shop and motor vehicle repair etc. There is an original Development Agreement and a supplementary Development Agreement

THAT: Part 54 Existing Development, Section 1 Land Uses Deemed Permitted of the Land Use By-law is hereby deleted and replaced with the following:

Section 1 Land Uses Deemed Permitted

Pursuant to Policy 14 of Part 2 in the Municipal Planning Strategy, any existing development that:

- is not included in the Uses Permitted Section of the Zone within which it is located; or
- if it is permitted, only as an optional use, and it does not meet the specific conditions referenced in that Zone;
- or any land use not permitted throughout all Zones as a General Provision (refer to the Sections of Part 2)

is deemed to be a permitted use subject to:

- the provisions of any relevant section of the General Provisions Part; and
- any other relevant section of the Zone in effect;

provided it meets the test of legitimacy based on the following criteria:

- the assessment category is currently consistent with the development alleged and has been since the adoption of this By-law; or
- it meets the test of existing as defined by this By-law and was established prior to the adoption of the By-law*; and
- it is not included in the list in Section 2 of this Part identifying developments that are not to be deemed permitted uses.

* It is the applicant's responsibility to provide incontrovertible evidence or documentation to substantiate the existence of the development or building prior to the adoption of the By-law and in compliance with the timeline identified in the definition.

Any existing development deemed to be a permitted use subject to the criteria above may also be:

a) Expanded

Subject to the Site Plan Approval provisions below, unless the proposed expansion will equal less than a 10% increase in the floor area of the building and less than a 10% increase in the area occupied by outdoor storage, outdoor display, the parking area, and any other land use. Such expansions may be onto adjacent lot parcels, provided the lot parcel on which the expansion occurs is consolidated with the existing lot parcel.

a) Changed to a Similar or Comparatively Innocuous Use

Any change to a similar use, or to a comparatively innocuous use shall not be subject to the Site Plan Approval provisions below if no expansion is proposed. However, any existing development deemed not to be a permitted use according to the Table in the following Section may only be changed to a relatively innocuous use subject to the Site Plan Approval provisions below. In determining if any change in use is similar, the Definitions Part of this By-law should be referred to. In determining if any change in use is relatively innocuous in comparison to the use to be replaced, the following criteria should be used.

A change in use is not comparatively innocuous if the following describe what is proposed:

- an increase in the scale
- an increase in traffic generated
- introducing outdoor storage or display or an increase in the area used as outdoor storage or display
- introducing noise generating equipment or an increase in the use of noise generating equipment.

Measures that could be taken to make a change in use relatively innocuous in comparison to the former business development:

- improvements to the façade of any main buildings
- improvements to the front yard of the lot parcel affected
- a reduction in the scale
- a reduction in traffic generated
- introducing landscaping into the site plan or expansion of the landscaped area of the lot parcel affected
- eliminating outdoor storage or display, or a reduction in the area used as outdoor storage or display
- introducing or improving screening provisions to mollify the effect of potentially obnoxious aspects of the development that previously existed
- eliminating noise generating equipment or a reduction in the use of noise generating equipment.

As well, the Zone on the Land Use By-law Map for each of these sites subject to this Part is also in effect.

Site Plan Approval provisions

The Development Officer shall approve a site plan where the following matters have been addressed. The Development Officer shall measure the degree of stringency in interpreting the criteria so that it correlates with the scale of the development to be changed or the scale of an expansion. In other words, the larger the development proposed to be changed, and/or the greater the scale of the expansion, the more stringent the criteria should be interpreted.

- a. Any new or expanded parking area and utility structures shall be screened from any dwellings on adjacent lot parcels or lot parcels directly across the public street/road to soften their starkness by a combination of vegetation types (e.g. groundcover, bushes, shrubs, hedges or trees) and/or vegetation and fencing. If fencing is used, it must be a type of fence that would complement the streetscape and not be a stark and imposing structure.
- b. All existing significant vegetation shall be retained except where its removal is necessary for the construction, or expansion of the development.
- c. Measures, including lot parcel grading, shall be required to adequately dispose of storm and surface water.
- d. Any new or expanded buildings shall be so located on the lot parcel to lessen the impact on dwellings on an adjacent lot parcel.
- e. Signs advertising the business shall be of a scale and style and so located that they will not conflict with the streetscape.
- f. Ingress and egress points where the parking area is to be accessed from any public/street/road shall be designed to ensure that any known significant traffic problem identified by the Traffic Authority is not further exacerbated.
- g. Landscaping measures shall be incorporated to blend the site plan into the immediately surrounding streetscape.

THAT: Part S8 The Florence – Bras d’Or Business District (FBZ) Zone, Section 1 FBZ Uses Permitted of the Land Use By-law is hereby amended by deleting ‘recreational – (all) both public and business establishment except racetracks for motor vehicles’ and replacing it with the following:

recreational – (all) both public and business establishment except racetracks for motor vehicles and campgrounds

THAT: Part 82 Harbourside Business Park (HBZ) Zone, Section 1 HBZ Uses Permitted of the Land Use By-law is hereby amended by deleting *‘recreational – all public and business recreational establishments, with the exception of racetracks for motor vehicles, are permitted in both the HBZ-1 and HBZ-2 sub-zone. Racetracks for motor vehicles are prohibited throughout the HBZ Zone.’* and replacing it with the following:

‘recreational – all public and business recreational establishments, with the exception of racetracks for motor vehicles and campgrounds, are permitted in both the HBZ-1 and HBZ-2 sub-zone. Racetracks for motor vehicles and campgrounds are prohibited throughout the HBZ Zone

THAT: Part 88 Louisbourg Mini Home (LMH) Zone, Section 2 Special Provisions for Mobile Homes of the Land Use By-law is hereby amended by deleting Subsection a. and replacing it with the following:

The front façade of the mobile home must face Main Street or Wolfe Street at an angle no greater than 20% of being perpendicular to the Street. The front façade is defined as the longest exterior wall and must also be the location of the main entrance to the dwelling.

THAT: Part 92 Ellsworth Ave Retail (EAR) Zone, Section 1 EAR Uses Permitted of the Land Use By-law is hereby amended by deleting ‘repair service in compliance’ and replacing it with ‘repair service’.

THAT: The Land Use By-law is hereby amended by deleting all uses of the term ‘travel trailer’ and replacing it with ‘recreational vehicle’.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Campground and replacing it with the following:

Campground means a recreational business establishment, which is licenced under the *Tourist Accommodations Act* and *Regulations*, where designated spaces/plots are provided for tents, and recreational vehicles for overnight accommodation or seasonal accommodations and where the accessory uses could include an administrative office, assembly hall, convenience store, swimming pool, and recreational facilities. A campground provides sanitary and waste disposal facilities, laundry facilities.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Existing and replacing it with the following:

Existing means a building or development that was established prior to the adoption this By-law, or a building or development that was established after the adoption of the By-law for which a Development Permit was issued, unless:

- a specific statement in the By-law defines it in another manner for purposes of interpreting that statement ; or
- the Land Use By-law map is referenced in which case the present date is applicable.

If such a development ceases to operate, it will still be deemed to be existing if the development was in operation five years less a day prior to the date an application for a Development Permit

is submitted. However, if the building occupied by the use is demolished, this sunset clause is only in effect for one year after the demolition date.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Floor Area and replacing it with the following:

Floor Area means the enclosed area of the first floor of a building measured to the outside face of exterior walls times the number of storeys (as defined by this Bylaw). For clarification, when determining the floor area for a part of a building, floor area shall mean the enclosed area of the part of a building measured within the finished wall surface.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Landscape Open Area and replacing it with the following:

Landscaped open area means space on the lot parcel generally covered by any combination of grass, trees, shrubs, flowers, other vegetative ground cover, landscaping mulch, decorative stone, or structures used to embellish the overall design but does not include asphalt or compacted gravel. Exposed soil is permitted in shrub beds and gardens only. Landscaped open area shall not include parking area and shall not be used for the parking of motor vehicles.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Recreational Vehicle and replacing it with the following:

Recreational Vehicle means a vehicle designed for travel on public streets/roads for purposes of short term occupancy to be used for travel, recreation and vacation:

- providing kitchen, sanitary and living accommodations;
- capable of either being towed behind a motor vehicle or self-propelled; and/or
- with a maximum width of 8.5 feet; and
- which is constructed to a C.S.A. standard.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Screen and replacing it with the following:

Screen means a continuous opaque visual barrier formed by evergreen shrubs, trees, fences, masonry walls or any combination of these or like materials which effectively conceals the property which it encloses or the building, structure, or land use specified in a provision that references this definition.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Storey and replacing it with the following:

Storey means the space of a building between a floor and a ceiling or between the floor and the roof where more than 90% of the space between the floor and the ceiling or roof is at least 2 metres (6.6 feet) in height. Any portion of a building partly below grade level shall not be deemed a Storey unless its ceiling is at least 2 metres (6.6 feet) in height above grade.

- ½ Storey means a storey where the habitable area (i.e. with a height between the floor and the ceiling or roof of at least 2 metres) is equal to at least 50% of the habitable area of the 1st

storey. If a storey has at least 90% of the habitable area of the 1st storey, it shall be deemed a full storey.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Tourist Cottage and replacing it with the following:

Tourist cottage means a building, or part of a building within a tourist cottage complex designed to provide temporary accommodations for the travelling public which are built as an independent and separate housekeeping establishment with separate culinary and sanitary facilities.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Tourist Cottage Complex establishment and replacing it with the following:

Tourist cottage complex means a service accommodations establishment, licenced under the *Tourist Accommodations Act and Regulations*, comprised of two or more tourist cottages used to accommodate the travelling public for gain or profit by supplying them with temporary sleeping accommodations and where the accessory uses could include an administrative office, assembly hall, convenience store, swimming pool, and recreational facilities.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting travel trailer.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on August 15th, 2017.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Land Use Bylaw amendment Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on August 15th, 2017 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

**Municipal Planning Strategy and Land Use By-law Amendment Part Two: Application 1034
– Annual Review 2017:**

Motion:

Moved by Councillor McDougall, seconded by Councillor MacMullin, that Council schedule a Public Participation Program for the May meeting of the General Committee to consider the amendments to the Municipal Planning Strategy; and schedule a Public Hearing to be held at the June 2017 meeting of Council to consider the amendments to the Municipal Planning Strategy and Land Use By-law as outlined in the staff report dated April 5th, 2017.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville and Malcolm Gillis

**SUBJECT: Municipal Planning Strategy and Land Use By-law Amendment: Part Two
Application – 1034
Annual Review 2017**

DATE: August 3rd, 2017

Introduction

The CBRM's first Municipal Planning Strategy (MPS) and Land Use By-law (LUB) were adopted in the summer of 2004, since that time it has been the practise of the Planning and Development Department to undertake an annual review of each document. The purpose of these annual reviews was to put forth amendments initiated by staff at the end of each building season to improve the implementation of planning documents for the next building season beginning in the spring.

The proposed amendments are not meant to change the direction of these documents, but rather make them easier to read for those who administer and those who must comply with their policies and provisions. Part One of the Annual Review was presented in detail to the General Committee of Council on March 7th. Part Two of the Annual Review includes amendments to the MP5 and LUB as well as necessary amendments to the LUB Zone Map.

Proposed Municipal Planning Strategy Amendments**Grand Lake Road/Sydney Road**

The CBRM and the Department of Transportation and Infrastructure Renewal jointly commissioned a traffic study of Grand Lake Road/Sydney Road. As a result of this study, the MPS has policy related to development for the sector of Grand Lake Road/Sydney Road just west of Grand Lake Road's intersection with the Junction Road in the community of Grand Lake Road to the western extremity of the Reserve Mines sewer main. Part 2, Policy 5.b identifies this sector of Grand Lake Road/Sydney Road as the sector within the jurisdiction of the 80 kilometres per hour speed limit. The Department of Transportation and Infrastructure Renewal has reduced the speed limit for a portion of this sector of Grand Lake Road/Sydney Road; therefore the Policy should be amended to reflect this change.

It is recommended that Part 2, Policy 5.b.3 of the MP5 be amended by deleting '80 kilometre per hour speed limit' and replacing it with 'a speed limit greater than 60 kilometres per hour'.

Provisions in the LUB which implement Policy 5.b also reference the 80 kilometre per hour speed limit and should also be amended.

It is recommended that Part 18 Residential Urban C (RUC) Zone, Section 7 Special Provision for Grand Lake Road/Sydney Road, Part 42 Rural CBRM (RCB-NM) Zone, Section 10 Special Provision for Grand Lake Road/Sydney Road and Part 51 Sales and Services Subject to Part 2, Policy S of the Municipal Planning Strategy be amended by deleting reference to the 80 kilometres per hour speed limit and replacing it with a speed limit greater than 60 kilometres per hour.

Conversion of Community and Educational Service Buildings

As the result of changing economic, demographic, and social conditions many community and educational service buildings are no longer being used for the purposes for which they were originally intended. To prevent these buildings from remaining empty, the MPS has several policies that state the LUB should have provisions to allow these buildings to be converted to a range of optional uses.

During last year's annual review of the LUB, it was recommended that municipally owned buildings should be considered similar to community and educational service buildings and therefore have the same opportunity for conversion as those buildings. As a results, amendments were approved for Part 2 of the LUB; however, the related policies with in the MPS were not amended to reflect this change.

It is recommended that Part 2, Policy 9.d, Part 4, Policy 1.d.7, and Part 4, Policy 1.d.10 of the MPS be amended to include municipal buildings.

In addition, Part 4, Policy 1.d.10 of the MPS has a ratio requirement for the conversion of these buildings into apartments which should be included in the affected zones of the LUB.

It is recommended that Section 1 Permitted Uses of Part 41 Rural CBRM (RCB) Zone, Part 42 Rural CBRM (RCB-NM) Zone, and Part 43 Rural Gravel Deposit (GDR) Zone of the LUB be amended by adding apartments in a converted community, educational or municipal service building at a ratio of 1 apartment per 1,000 sq. ft. of floor space.

Development Permits

In many cases, the focus of a Development Permit is the construction of a structure. However, there are other aspects of a development associated with a Development Permit in addition to the construction of a structure. These aspects can include the installation of a driveway, paving of a parking area, landscaping requirements, and screening requirements. A development is not deemed to be in compliance with the LUB until all of the aspects associated with a Development Permit, in particular those identified on a site plan, are completed. A policy should be added to Part 10 of the MPS requiring a provision within the LUB establishing a timeline for the completion of all aspects of a development associated with a Development Permit.

It is recommended that a policy be added to Part 10 of the MPS which speaks to establishing a timeline for the completion of all aspects of a development associated with a Development Permit.

In addition to adding a provision to Part 2 General Provisions for all Zones, a landscaping provision should be added to the zones that are predominantly residential.

It is recommended that a provision for such timeline be added to Part 2 of the LUB.

It is recommended that a landscaping provision be added to Part 15 Central Urban Neighbourhood (NCU), Part 16 Residential Urban A (RUA) Zone, Part 17 Residential Urban B (RUB) Zone, Part 18 Residential Urban

C (RUC) Zone, Part 19 Residential Urban D (RUD) Zone, Part 20 Residential Heritage Dwelling (RHD) Zone, Part 21 Waterfront Neighbourhood (WNZ) Zone, Part 23 Wolfe Street Neighbourhood (WSN) Zone, Part 44 Rural Residential Subdivision (RRS) Zone, and Part 4S Rural Country Estate (RCE) Zone.

Proposed Land Use By-law Amendments

Part 2 General Provisions for All Zones

Section 1 Accessory Buildings

The provisions associated with accessory buildings are some of the most implemented in the LUB. Section 1 Accessory Buildings states that an accessory building shall not meet the definition of a dwelling unit. The LUB states that a dwelling unit has one or more habitable rooms designed or intended for use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided. To aid implementation of Section 1 and the distinction between an accessory building and a dwelling unit, it is suggested that the definition of accessory building be amended to limit the number of plumbing fixtures it can contain.

It is recommended that the definition of accessory building be amended to limit the number of plumbing fixtures it can contain.

Section 16 Frontage on a Public Street/Road

According to the LUB, Development Permits shall not be issued unless the lot parcel has frontage on a public street. That being said, the LUB does identify a number of exceptions to that rule. While the LUB does permit exceptions, it is still important for an existing landlocked parcel of land to have clear legal access to a public street. Because of this, Subsection 16. b. 2 should be amended include the requirement for an expressly granted right-of-way or easement to landlocked parcels.

It is recommended that Subsection 16 b. 2 be amended to include the need for an existing landlocked parcel to have an expressly granted right-of-way or easement prior to the issuance of a Development Permit.

Section 27 One Main Residential Building on a Lot Parcel

The LUB has provisions which regulate the number of main residential buildings on a lot parcel. In addition to having provisions for conventional residential development, Section 27 recognizes condominium developments. That being said, it is not clear how condominium development are regulated in unserved areas therefore Section 27 should be amended.

It is recommended that Section 27 One Main Residential Building on a Lot Parcel be amended to articulate how the number of residential buildings is to be regulated on a lot parcel, in particular those within a condominium development.

Section 31 Parking of Motor Vehicles Owned by Business Development

The LUB currently regulates the parking of motor vehicles owned by a business development. Subsection a. regulates business vehicles in zones that do not permit business development; however, this provision does not apply to large vehicles not associated with a business. It is recommended that a provision be added Section 31 to specifically limit the number of large vehicles (no more than 2 axles, or a length exceeding 23 of feet) in zones with 'Residential' in their tile. As a result of this change, it is also recommended that the title of Section 31 be amended to include the term 'Large Motor Vehicles'.

It is recommended that a provision regulating large vehicles on lot parcels within zones with 'Residential' in their title be added to Section 31 and the title of Section 31 be amended to 'Parking of Motor Vehicles Owned by Business Development and Large Motor Vehicle'.

Part 41 Rural CBRM (RCB) Zone

In recent months Staff have had inquiries from the Georges River Boat Club and the Mira River Boat Club regarding new developments associated with their existing operations. Both boat clubs are zoned Rural CBRM (RCB) and were in operation prior to the adoption of the By-law in 2004. A boat club would be considered a marina under the LUB, and a marina is not permitted under the RCB. Since both boat clubs have been existence prior to the adoption of the LUB it is reasonable to recognize them by PID number in the list of permitted uses in the RCB zone.

It is recommended that the list of service uses within the RCB Zone be amended by adding 'marina at PID 15190614 (Long Island Road, Georges River) and PIDs 15634462 and 15289390 (Hillside Road, Albert Bridge)'.

Part 41 Rural CBRM (RCB) Zone and Part 42 Rural CBRM (RCB-NM) Zone

Part 41 Rural CBRM (RCB) Zone and Part 42 Rural CBRM (RCB-NM) Zone permits a range of uses provided that they are not serviced by a CBRM sanitary sewer main. To clarify the intent of the provisions within these zones, it is suggested this wording be amended to read 'provided the development is not capable of being serviced by a CBRM sanitary sewer main'.

It is recommended that Part 41 Rural CBRM (RCB) Zone and Part 42 Rural CBRM (RCB-NM) Zone of the LUB be amended by replacing 'serviced by a CBRM sanitary sewer main' with 'capable of being serviced by a CBRM sanitary sewer main'.

Part 96 Definitions

For the purposes of clarification several definitions are proposed to be added or revised to the LUB. It is proposed a definition for Micro Brewery, Distillery or Winery be added to the LUB.

The LUB recognizes alcohol processing as a manufacturing use and limits the location where such use is permitted. Micro breweries have become increasingly popular in recent years, responding to changing consumer demands and tastes. Micro breweries are small scale and often have retail uses and a tasting room associated with their operation. Based on proposed definition for 'Micro Brewery, Distillery or Winery' it is reasonable that this use be permitted in zones that also permits restaurants and alcohol beverage establishments.

It is proposed that the following definitions found in the LUB be revised:

Accommodation Business	Day Care Facility
Arena	Hotel
Art/entertainment Studio	Motel
Boathouse	Recycling facility
Convenience Store	Unlisted Road

To review the definitions in their entirety please see the LUB Amending By-law found in Attachment C.

Land Use By-law Zone Map

Convenience Store and Optional Use Zone (COZ)

At one time, the convenience store was common place in most residential neighbourhoods. However, since the inception of the CBRM in 1995, not one permit has been issued to establish a new convenience store. In fact, most of the permits associated with convenience stores have been for their conversion or demolition. Staff have reviewed all of the properties with the zoning Convenience Store and Optional Use (COZ) and have determined that 14 properties no longer contain convenience store. All of the affected property owners were contacted offering them the opportunity to provide input on the possible change in zoning for their property. As a result of this consultation, the zoning on several properties should be changed from Convenience Store and Optional Use Zone (COZ) to the surrounding zone.

It is recommended that PID 15080484 (402 Alexandra Street, Sydney) be rezoned from Convenience Store and Optional Use to Residential Urban A (RUA).

It is recommended that the following PIDs be rezoned from Convenience Store and Optional Use to Residential Urban C (RUC).

PIDS	Civic Address
15090533	226 St. Peters Road, Sydney
15552508, 15654742 and 15441843	Corner of West Avenue and Connaught Avenue, Glace Bay
15481898	King Street and Hinchey Avenue, New Waterford
15681547	Stanley Street, North Sydney
15205545	56 Fulton Avenue, Westmount
15022007	121 Brook Street, North Sydney
15414303	162 Seaview Street, Glace Bay
15120496	Corner of St. Peters Road and Upper Prince Street, Sydney
15295819	182 Kenwood Drive, Sydney

It is recommended that the following PIDs be rezoned from Convenience Store and Optional Use to Residential Urban D (RUD).

PIDS	Civic Address
15247042	485 Main Street, Florence
15273154	Corner of Emerald Street and Catherine Street, New Waterford
15180920	Property between 17 and 25 Convent Street, Sydney Mines

It is recommended that PID 15087877 (356 Townsend Street, Sydney) be rezoned from Convenience Store and Optional Use to Service Business/Residential Corridor (SBR).

Rural Zones with Municipal Water and Sewer

Overtime, municipal water and sewer mains have been extended in areas that have Rural zoning. Areas with municipal water and sewer should not be located in a rural zone, but rather an urban residential zone.

It is recommended that area that are zoned Rural CBRM (RCB) identified on Schedule A-1 and Schedule A-2 that have Municipal sewer mains be replaced with the adjacent Urban Residential Zone.

Arterial Business Corridor (ABC) Zone – Sydney Road, Reserve Mines

The property located at 2248 Sydney Road is zoned Residential Urban C but a case can be made that it should have been zoned Arterial Business Corridor (ABC). At the time the LUB was adopted in 2004, a take-out restaurant (Reserve Drive-in) was in operation on this property. While the restaurant is no longer in operation, inquiries have been made to reopen. Given that the property immediately adjacent as well as for the Tim Horton's directly across the street are zoned ABC and the fact a restaurant was in operation in until at least 2013, the zoning for PID 15241623 should be ABC.

It is recommended that PID 15241623 be rezoned from Residential Urban C (RUC) Zone to Arterial Business Corridor (ABC) Zone.

Recommendation

I recommend Council approve the Amending By-laws associated with Part 2 of the Annual Review of the Municipal Planning Strategy and Land Use By-law found in Attachments A, B, and C.

Submitted by:**Originally Signed By**

Karen Neville and Malcolm Gillis
Planning and Development Department

By-law

of the Cape Breton Regional Municipality amending the

Cape Breton Regional Municipality's Municipal Planning Strategy

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

THAT: Part 2, Policy S.b of the Municipal Planning Strategy is hereby amended by deleting Subsection 3. and replacing it with the following:

3. The sector of Grand Lake Road/Sydney Road within the jurisdiction of a speed limit greater than 60 kilometres per hour (i.e. just west of Grand Lake Road's intersection with the Junction Road in the community of Grand Lake Road to the western extremity of the Reserve Mines sewer main). The CBRM and the Nova Scotia Department of Transportation and Infrastructure Renewal jointly commissioned a traffic study of Grand Lake Road/Sydney Road by a consultant specializing in traffic management. The purpose of the corridor study was to make recommendations on how the both levels of Government can manage the flow of motor vehicle traffic along Grand Lake Road between Sydney and Glace Bay because of the two conflicting uses of this corridor i.e.

- as a commuter route between the two largest urban communities in the CBRM; and
- as a highly sought out business development corridor because of its significant volumes of motor vehicle traffic.

The following recommendations of that study are to be implemented as provisions in the CBRM Land Use Bylaw.

- Minor expansions, or an additional use, and/or a change in use, may be permitted at the sites of existing business developments provided there is no significant increase in traffic volumes generated;
- No new business developments on previously undeveloped sites, or sites unoccupied with business development, shall be permitted, unless the site can be accessed via a signalized intersection;
- No residential developments large enough to generate more than a minimum use generation of motor vehicle traffic, unless the site can be accessed via a signalized intersection.
- Flag shaped lot development is banned.
- Although the above mentioned consultant recommended a minimum lot parcel public street/road frontage of 150 meters, this Municipal Planning Strategy is advocating a significantly reduced frontage requirement in the Land Use Bylaw.

THAT: Part 2, Policy 9.d of the Municipal Planning Strategy is hereby deleted and replaced with the following:

It shall be a policy of Council to facilitate the re-use of abandoned community, educational, or municipal service buildings located in urban/suburban neighbourhoods outside business

districts/corridors. The building and site of these former facilities may be converted, by site plan approval, into one or more of the following service businesses (also refer to Part 4, Policy 1.d.7):

- studios of artists or artisans;
- business offices; and
- personal care and service businesses.

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.

THAT: Part 2 of the Municipal Planning Strategy hereby is amended by adding the following:

9.e. It shall be a policy of Council that if a community, educational, or municipal service building located in an urban/suburban neighbourhood outside business district/corridor is converted to a use permitted within the zone in effect, it is no longer eligible to be converted in accordance with Part 2, Policy 9.d.

THAT: Part 4, Policy 1.d.7 of the Municipal Planning Strategy is hereby deleted and replaced with the following:

Apartment building development shall also be a permitted optional use for abandoned community, educational, or municipal service buildings. In rural areas such conversions are permitted pursuant to Policy 1.d.10 below. In urban/suburban neighbourhoods outside business districts/corridors the building and site of these former facilities may be so converted by site plan approval. 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.

THAT: Part 4, Policy 1.d.10 of the Municipal Planning Strategy is hereby deleted and replaced with the following:

Apartment building development shall be prohibited in all areas of the CBRM not serviced with a Municipal piped sanitary sewer main, except for the following two scenarios. To facilitate the re-use of abandoned, community, educational, or municipal service buildings, their conversion into an apartment building shall be permitted at the ratio of 1 apartment per 1,000 sq. ft. of floor space. This Municipal Planning Strategy supports the mandate of the Province of Nova Scotia to provide public housing for seniors. Such projects shall be permitted even in rural service areas.

THAT: Part 10. General Provision Policies of the Municipal Planning Strategy is hereby amended by deleting the text associated with 'Development Permits' and replacing it with the following:

Development Permits

A Development Permit is the authority to proceed with a particular development proposal from the Cape Breton Regional Municipality because it has been deemed to be in compliance with the Land Use By-law by the Development Officer. The Development Officer is the employee of the CBRM appointed by Council to administer the Land Use By-law. Unless specifically excluded from this requirement in the By-law, a Development Permit must be obtained before any development begins.

In many cases, the focus of a Development Permit is the construction of a structure. However, there are other aspects of a development associated with a Development Permit in addition to the construction of a structure. These aspects can include the installation of a driveway, paving of a parking area, landscaping requirements, and screening requirements. A development is not deemed to be in compliance with the Land Use By-law until all of the aspects associated with a Development Permit, in particular those identified on a site plan, are completed.

Policy

15. It shall be a policy of Council to include a provision in the Land Use By-law establishing a timeline for the completion of all aspects of a development associated with a Development Permit.

THAT: Part 10. General Provision Policies of the Municipal Planning Strategy is hereby amended renumbering Policy 15, Policy 16, and Policy 17 to Policy 16, Policy 17, and Policy 18 respectively.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on August 15th, 2017.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on August 15th, 2017 to amend the CBRM's Municipal Planning Strategy.

Deborah Campbell Ryan, CLERK

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

Pursuant to Section 219 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the Cape Breton Regional Municipality's Land Use Bylaw in the following manner:

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by adding the following:

Section 40 Timeline for Completion of Aspects Associated with a Development Permit

Unless there is a specific section in the text of a zone, all aspects of development required for the development to conform with this By-law, including but not limited to the installation of a driveway, paving of a parking area, landscaping requirements, and screening requirements, must be completed:

- within one year of receiving Final Occupancy Permit which is issued when all phases of the construction project have been completed in compliance with the Building Code; or
- if no Final Occupancy Permit is required, before the expiration of the Development Permit (i.e. two years from the date of issuance).

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by renumbering Section 40 Temporary Use Permitted to Section 41.

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by renumbering Section 41 Traffic Impact Study to Section 42.

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by renumbering Section 42 Utility Scale Wind Turbines to Section 43.

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by renumbering Section 43 Utility Transmission and Treatment Facilities to Section 44.

THAT: Part 2 General Provisions For All Zones of the Land Use By-law is hereby amended by renumbering Section 44 Vendors Subject to the Vendors By-law to Section 45.

THAT: Part 1S Central Urban Neighbourhood (NCU) of the Land Use By-law hereby amended by adding the following:

Section 6 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 16 Residential Urban A (RUA) Zone of the Land Use By-law hereby amended by adding the following:

Section 5 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 16 Residential Urban A (RUA) Zone of the Land Use By-law hereby amended by adding the following:

Section 5 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 17 Residential Urban B (RUB) Zone of the Land Use By-law hereby amended by adding the following:

Section 5 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 18 Residential Urban C (RUC) Zone, Section 7 Special Provision for Grand Lake Road/Sydney Road of the Land Use By-law is hereby amended by deleting Subsection a. and replacing it with the following:

a. The existing business developments and the properties they are located on which are mutually:

- in this Zone; and along the sectors of Grand Lake Road and Sydney Road where the speed limit is greater than 60 kilometres per hour;

are listed in Part 51 of this Bylaw under the title “Grand Lake Road/Sydney Road Corridor Greater than 60 Kilometres Per Hour”. Pursuant to Policy 5.b.3 of Part 2 of the Municipal Planning Strategy, Development Permits for the expansion of these business developments, or change in the use of the property, shall only be permitted in compliance with the provisions in Part 51 specific to each site. However, no Development Permits shall be issued for any of the types of land uses listed below on lot parcels on which are not identified in Part 51 as referenced above:

- all sales
- all service
- recreational business establishment
- all manufacturing
- sales as an accessory use to an agricultural use, forestry, or fishery.

THAT: Part 18 Residential Urban C (RUC) Zone of the Land Use By-law hereby amended by adding the following:

Section 8 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 19 Residential Urban D (RUD) Zone of the Land Use By-law hereby amended by adding the following:

Section 5 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT Part 20 Residential Heritage Dwelling (RHD) Zone of the Land Use By-law is hereby amended by adding the following:

Section 7 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 21 Waterfront Neighbourhood (WNZ) Zone of the Land Use By-law hereby amended by adding the following:

Section 7 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 23 Wolfe Street Neighbourhood (WSN) Zone of the Land Use By-law hereby amended by adding the following:

Section 6 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part 42 Rural CBRM (RCB-NM) Zone, Section 10 Special Provision for Grand Lake Road/Sydney Road of the Land Use By-law is hereby amended by deleting Subsection a. and replacing it with the following:

a. The existing business developments and the properties they are located on which are mutually:

- in this Zone; and
- along the sectors of Grand Lake Road and Sydney Road where the speed limit is greater than 60 kilometres per hour;

are listed in Part 51 of this Bylaw under the title "Grand Lake Road/Sydney Road Corridor Greater than 60 Kilometres Per Hour". Pursuant to Policy 5.b.3 of Part 2 of the Municipal Planning Strategy, Development Permits for the expansion of these business developments, or change in the use of the property, shall only be permitted in compliance with the provisions in Part 51 specific to each site. However, no Development Permits shall be issued for any of the types of land uses listed below on lot parcels on which are not identified in Part 51 as referenced above:

- all sales
- all service
- recreational business establishment
- all manufacturing

- sales as an accessory use to an agricultural use, forestry, or fishery.

THAT Part 44 Rural Residential Subdivision (RRS) Zone of the Land Use By-law is hereby amended by adding the following:

Section 4 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT Part 4S Rural Country Estate (RCE) Zone of the Land Use By-law is hereby amended by adding the following:

Section 2 Landscaping Provisions

There is no requirement to provide a minimum landscaped open area. However, all exposed ground shall comply with the definition of this By-law for landscaped open area.

THAT: Part S1 Sales and Services Subject to Part 2, Policy 5 of the Municipal Planning Strategy, List of Existing Uses, Addresses, and Permitted Optional Conversion Uses of the Land Use By-law is hereby amended by deleting "Grand Lake Road/Sydney Road 80 kilometer per hour corridor" and replacing it with the following:

Grand Lake Road/Sydney Road Corridor Greater than 60 kilometres per hour

THAT: Part 41 Rural CBRM (RCB) Zone, Section 1 RCB Uses Permitted of the Land Use By-law is hereby amended by deleting 'apartments in a converted community or educational service building' and replacing it with the following:

apartments in a converted community, educational or municipal service building at a ratio of 1 apartment per 1,000 sq. ft. of floor space

THAT: Part 42 Rural CBRM (RCB-NM) Zone, Section 1 RCB Uses Permitted of the Land Use By-law is hereby amended by deleting 'apartments in a converted community or educational service building' and replacing it with the following:

apartments in a converted community, educational or municipal service building at a ratio of 1 apartment per 1,000 sq. ft. of floor space

THAT: Part 43 Rural Gravel Deposit (GDR) Zone, Section 1 GDR Uses Permitted of the Land Use By-law is hereby amended by deleting 'apartments in a converted community or educational service building' and replacing it with the following:

apartments in a converted community, educational or municipal service building at a ratio of 1 apartment per 1,000 sq. ft. of floor space

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on August 15th, 2017.

MAYOR

CLERK

THIS IS TO CERTIFY that the above text amendments and Land Use Bylaw map amendments on the next page referencing this amending Bylaw are a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on August 15th, 2017 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

By-law

of the Cape Breton Regional Municipality
amending the

Cape Breton Regional Municipality's Land Use Bylaw

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

THAT: Part 2 General Provisions For All Zones, Section 1 Accessory Buildings of the Land Use By-law is hereby amended by deleting Subsection f. and replacing it with the following:

- f. In addition to those provisions listed above, an accessory building to a residential use:
 1. shall not be, or have been originally, a motor vehicle, a mobile home, a construction trailer, bulk shipping containers, a trailer from a semi-trailer (a.k.a. 18-wheeler), or similar prefabricated structure converted used for such purposes, unless the conversion incorporates more than one of these structures as construction materials in the design of the residential accessory building prepared by an architect;
 2. the total floor area of a detached accessory building to a residential use shall not exceed the greater of 576 sq. ft. in total area or 10% of the lot parcel area, except for a swimming pool, or a residential accessory building in a Zone with the word "Industrial" in its title. The dimensions of all detached accessory buildings, even those 100 sq. ft or less, will be used to calculate the total floor area;
 3. an accessory building attached to a dwelling shall be considered part of the dwelling for purposes of this Section and shall be used to calculate maximum lot parcel coverage and measuring setbacks; and
 4. shall not exceed 300ft² when it is accessory to a recreational vehicle.

THAT: Part 2 General Provisions For All Zones, Section 16 Frontage on a Public Street/Road of the Land Use By-law is hereby amended by deleting Subsection b.2. and replacing it with the following:

2. in a zone with the word rural in its title, a Development Permit for a single detached dwelling, mobile home (where permitted in the Zone), recreational vehicle, 1 two-unit dwelling, including accessory buildings or home business, any primary industry land use, or any recreational use permitted in the Zone the lot parcel is located in, in compliance with all other provisions of this By-law may be issued on a lot parcel:
 - existing before April 16, 1987 which has access to a public street/road by means of: frontage on an unlisted road as identified in the CBRM centerline database; or an expressly granted right-of-way or easement filed in the Land Registry Office or proof from a solicitor licensed to practice in Nova Scotia that the applicant has a permanent right-of-way to a public street/road, except over property owned by a railway in which case no proof of permission is required; or
 - which fronts along a private road approved in a plan of subdivision; or
 - in a rural zone created in a plan of subdivision approved in compliance with the Section of the Subdivision By-law which allows for the altering of boundaries of an existing landlocked

parcel of land with frontage on an unlisted road identified in the CBRM centerline database or an expressly granted right-of-way or easement filed in the Land Registration Office or proof from a solicitor licensed to practice in Nova Scotia that the applicant has a permanent right- of- way to a public street/road, except over property owned by a railway in which case no proof of permission is required; or;

- a lot parcel in a rural zone approved by the Development Officer in accordance with the Subdivision By-law for this Municipality to approve the creation of a maximum of one lot parcel that does not meet the frontage requirements of the Land Use By-law because it is either:
 - severed by a railway with or without a private crossing agreement from the owner of the railway; and/or
 - it is so far from a public street/road (as determined in the Subdivision By-law) that an extension of the public street/road to service the lot parcel is impractical;provided in all cases the lot parcel is accessible by means of an easement granted by deed, filed in the Land Registry Office from the lot parcel to the public street/road with the exception of the railway right-of-way; or
- Lot parcels created pursuant to the waiver provision for extremely large lot parcels in Section 268 (2) of the *Municipal Government Act* with frontage on an unlisted road identified in the CBRM centerline database; or with an expressly granted right-of-way or easement filed in the Land Registration Office or proof from a solicitor licensed to practice in Nova Scotia that the applicant has a permanent right- of- way to a public street/road, except over property owned by a railway in which case no proof of permission is required or;
- Lot parcels created by will executed prior to the year 2000 with frontage on an unlisted road identified in the CBRM centerline database or with an expressly granted right-of-way or easement filed in the Land Registration Office or proof from a solicitor licensed to practice in Nova Scotia that the applicant has a permanent right- of- way to a public street/road, except over property owned by a railway in which case no proof of permission is required; or

THAT: Part 2 General Provisions For All Zones, Section 16 Frontage on a Public Street/Road of the Land Use By-law is hereby amended by adding the following to Subsection b.:

11. the expansion of existing developments (as defined by this By-law) with frontage on an unlisted road identified in the CBRM centerline database or with an expressly granted right-of-way or easement filed in the Land Registry Office or proof from a solicitor licensed to practice in Nova Scotia that the applicant has a permanent right- of- way to a public street/road, except over property owned by a railway in which case no proof of permission is required.

THAT: Part 2 General Provisions For All Zones, Section 27 One Main Residential Building on a Lot Parcel of the Land Use By-law is hereby deleted and replaced with the following:

- a. Conventional Development:
 - i. No single detached dwelling shall be permitted on the same lot parcel as any other dwelling, except within a Mobile Home Park Zone.
 - ii. 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.

- iii. 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*.

THAT: Part 2 General Provisions For All Zones, Section 31 Parking of Motor Vehicles Owned by Business Development of the Land Use By-law is hereby amended by deleted and replaced with the following:

Section 31 Parking of Motor Vehicles Owned by Business Development and Large Motor Vehicles

a. Parking of Motor Vehicles Owned by Business Development

- i. Unless the type of business is a permitted use within the zone, no motor vehicle associated with a business development shall be kept in a zone except for one vehicle with a total of no more than two axles, one of which is the front axle (e.g. this excludes the trailer from a semi-trailer truck colloquially known as an 18-wheeler), which is used by the owner or occupant of the lot parcel and does not include a refrigeration unit or other noise producing equipment.
- ii. No more than two business vehicles associated with the home business shall be kept on, or be dispatched from the residential lot where the home business is located.

b. Parking of Large Motor Vehicles in Residential Neighbourhoods

- i. In a zone with the word "Residential", "neighbourhood", or "estate" in its title, no more than one motor vehicle with more than 2 axles, or a length exceeding 23 feet shall be permitted to be parked, or stored, on a lot parcel provided the one motor vehicle is not operating a refrigeration unit or other noise producing equipment. This provision is in effect whether or not the motor vehicle is used in the operation of a business development or for personal use.

THAT: Part 2 General Provisions For All Zones, Section 33 Prohibited Conversions of Pre-fabricated Structures of the Land Use By-law is hereby amended by deleting Subsection b. and replacing it with the following:

b. Other pre-fabricated structures

The conversion/use of construction trailers, bulk shipping containers, recreational vehicles, a trailer from a semi-trailer (a.k.a. 18-wheeler), or any other motor vehicle accessory converted for such purposes, are prohibited from being used as a place of residence or a main building of a place of business throughout the jurisdiction of this Bylaw, unless the conversion of the pre-fabricated structure to a main building is designed by an architect.

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 1 CBD Uses Permitted of the Land Use By-law is hereby amended by adding 'micro brewery, distillery or winery' to the list of uses under 'service – only the following'.

THAT: Part 4 Downtown Sydney Waterfront (DWZ) Zone, Section 1 DWZ Uses Permitted of the Land Use By-law is hereby amended by adding 'micro brewery, distillery or winery' to the list of uses under 'service – only the following'.

THAT: Part 7 Harbourside Kings Road Business Corridor (HBC) Zone, Section 1 HBC Uses Permitted of the Land Use By-law is hereby amended by adding 'micro brewery, distillery or winery' to the list of uses under 'service – only the following'.

THAT Part 20 Residential Heritage Dwelling (RHD) Zone, Section 4 Performance Zoning Provisions of the Land Use By-law is hereby amended by deleting the introductory text and replacing it with the following:

For **1½ and 2 storey main buildings**, the roof designs, ornamental embellishments, protuberances, or adjuncts on the main building or single detached dwelling must = a minimum of **5 points** by incorporating any combination of the types of protuberances, embellishments, or adjuncts listed below into the overall main building/dwelling design.

For **two-unit dwellings**, the roof designs, ornamental embellishments, protuberances, or adjuncts on the dwelling must = a per building minimum average of **6 points** by incorporating any combination of the types of protuberances, embellishments, or adjuncts listed below into the overall dwelling design.

THAT: Part 41 Rural CBRM (RCB) Zone, Section 1 RCB Uses Permitted of the Land Use By-law is hereby amended by deleting the introductory text and replacing it with the following:

Development Permits shall only be issued in the RCB Zone for one or more of the following uses in compliance with any relevant section of the General Provisions Part, and any specific section of this Part devoted to the use, **provided the development is not capable of being serviced by a CBRM sanitary sewer main**. Developments capable of being serviced by a CBRM sanitary sewer main shall be subject to the provisions of the Zone in effect from where the sanitary sewer main is being extended, or subject to any General Provision that would otherwise come into effect.

THAT: Part 41 Rural CBRM (RCB) Zone, Section 1 RCB Uses Permitted of the Land Use By-law is hereby amended by adding the following to 'service – only the following':

- marina at PID 15190614 (Long Island Road, Georges River) and PIDs 15634462 and 15289390 (Hillside Road, Albert Bridge)

THAT: Part 41 Rural CBRM (RCB) Zone, Section 10 Provisions when development is serviced by CBRM Sewer of the Land Use By-law is hereby deleted and replaced with the following:

Section 10 Lot Parcels Capable of Being Serviced by CBRM Sewer

A Development Permit to permit any of the uses listed as permitted in Section 1 of this Zone shall only be issued if the use proposed is not capable of being serviced by a CBRM sanitary sewer main. Any proposed development in this Zone capable of being serviced by a CBRM sanitary sewer

main must also be a permitted use in the adjacent urban zone from which the sanitary sewer main is being extended, or it is permitted as a General Provision in all zones.

THAT: Part 42 Rural CBRM (RCB-NM) Zone, Section 1 RCB Uses Permitted of the Land Use By-law is hereby amended by deleting the introductory text and replacing it with the following:

Development Permits shall only be issued in the RCB-NM Zone for one or more of the following uses in compliance with any relevant section of the General Provisions Part, and any specific section of this Part devoted to the use, **provided the development is not capable of being serviced by a CBRM sanitary sewer main.** Developments capable of being serviced by a CBRM sanitary sewer main shall be subject to the provisions of the Zone in effect from where the sanitary sewer main is being extended, or subject to any General Provision that would otherwise come into effect.

THAT: Part 42 Rural CBRM (RCB-NM) Zone, Section 11 Provisions when development is serviced by CBRM Sewer of the Land Use By-law is hereby deleted and replaced with the following:

Section 11 Lot Parcels Capable of Being Serviced by CBRM Sewer

A Development Permit to permit any of the uses listed as permitted in Section 1 of this Zone shall only be issued if the use proposed is not capable of being serviced by a CBRM sanitary sewer main. Any proposed development in this Zone capable of being serviced by a CBRM sanitary sewer main must also be a permitted use in the adjacent urban zone from which the sanitary sewer main is being extended, or it is permitted as a General Provision in all zones.

THAT: Part 44 Rural Residential Subdivision (RRS) Zone, Section 1 RRS Uses Permitted of the Land Use By-law is hereby amended by adding boathouse to the list of uses under 'recreational – only the following'.

THAT: Part 58 The Florence – Bras d'Or Business District (FBZ) Zone, Section 1 FBZ Uses Permitted of the Land Use By-law is hereby amended by adding 'micro brewery, distillery or winery' to the list of uses under 'service – only the following'.

THAT: Part 82 Harbourside Business Park (HBZ) Zone of the Land Use By-law is hereby amended by deleting the use of 'HBC' and replacing it with 'HBZ'.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by adding the following:

Micro Brewery, Distillery or Winery means a small brewery, winery or distillery operated in conjunction with an alcohol beverage service establishment or restaurant where beer, wine or liquor produced onsite may be consumed on the premises, or sold or distributed.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Accessory Building and replacing it with the following:

Accessory Building means a building or structure that:

- (a) is not used for overnight accommodation or as a place of residence and is not a dwelling unit as defined by this Bylaw;
- (b) is located on the same lot as the main building;

- (c) is naturally and normally incidental, subordinate and exclusively devoted to the main use of the land or the main building;
- (d) does not contain more than two plumbing fixtures and these fixtures shall only be permitted on the main floor of the building; and
- (e) is separate from a main building (i.e. does not share a common wall) or is only connected by a pedway, breezeway, carport, mudroom or other similar indoor corridor with dimensions less than either the main building or the accessory building.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Accommodations Business and replacing it with the following:

Accommodations business means a service providing overnight or temporary lodging within a building and may include hotels, motels, inns, bed and breakfast establishments, tourist cottages, and hostels, but does not include property used to provide outdoor facilities for overnight or temporary lodging (i.e. campgrounds, camper trailer hookups). An accommodations business, other than a bed & breakfast establishment, may include complementary uses such as restaurants, meeting rooms, pools, and fitness centres.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Arena and replacing it with the following:

Arena means a recreation building containing one or more ice surfaces used primarily for purposes of skating, hockey and other sports activities and which may include complementary uses such as spectator seating, assembly halls, concession booths for the provision of food and refreshments to the general public, and other recreational uses considered to be complementary thereto (e.g. walking track, fitness center, etc.).

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Arts/entertainment studio and replacing it with the following:

Arts/entertainment studio means a service facility used by artists or broadcasters to conduct their work for purposes of public consumption either by direct broadcast from the studio, or by mass production (e.g. compact disc, books).

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Boathouse and replacing it with the following:

Boathouse means a personal private recreational building which does not contain a toilet, shower room or kitchen facilities and which is used for the shelter or storage of boats, watercraft and associated marine accessories and equipment, but not for the accommodation of persons or animals, or for commercial purposes and does not include a garage. The boathouse must be erected on a lot parcel with frontage on a navigable body of water or on lot parcel adjacent to or directly across the street from the lot parcel with frontage on a navigable body of water which is held in common ownership.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Convenience Store and replacing it with the following:

Convenience store means a business outlet offering a wide variety of primarily grocery goods and prepared food in limited quantities for sale with a floor area less than 200 sq. meters.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Day Care Facility and replacing it with the following:

Day care facility means a community service establishment which provides nursery and/or pre-school care for all children and also for adults who are mentally and/or physically debilitated to a level which requires a care provider. A day care facility is operated on a daily or hourly basis during all or part of the day but does not provide overnight accommodation.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Hotel and replacing it with the following:

Hotel means an accommodations business providing en-suite rental rooms where access to the rooms is primarily from within the building.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Motel and replacing it with the following:

Motel means an accommodations business where rental rooms having their own en-suites are provided direct access from a parking area.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Recycling Facility and replacing it with the following:

Recycling facility means a service establishment, the primary purpose of which is to accept used materials, equipment, machinery and parts thereof to be either sold on-site or shipped elsewhere to be processed into new products. There are three broad types of recycling facilities:

- **recycling facility collection depot** means an establishment which only collects used goods, materials, products, etc. and ships them to another facility for processing into other products (e.g. Enviro depots, bottle exchange).
- **recycling facility and parts separation** means an establishment where used materials, equipment, machinery, motor vehicles etc. are accepted and parts are separated on-site to be either sold on-site or shipped to another establishment for processing.
- **recycling facility using outdoor storage** means a recycling facility incorporating any combination of the two above types which uses an impound yard to store the used materials, equipment, machinery. For clarification auto salvage yard is a recycling facility using outdoor storage.

THAT: Part 96 Definitions of the Land Use Bylaw is hereby amended by deleting Unlisted Road and replacing it with the following:

Unlisted road means any existing road, street, avenue, drive, lane, walk, place, or extension which is NOT:

- a public street/road as defined in this Bylaw;
- owned by the CBRM or the Province and subject to Schedule B of the Subdivision Bylaw; or
- a private road as defined by this Bylaw;

but it is used to provide motor vehicle access to lot parcels from its intersection with a public street/road with a range of civic addresses assigned to it for 911 purposes. Unlisted roads may not have a defined right-of-way reserve, may or may not be receiving Public Works services from CBRM, and the range of services can vary from one unlisted road to another.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Convenience Store and Optional Use (COZ) Zone for PID 150B0484 and replacing it with the Residential Urban A (RUA) Zone.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Convenience Store and Optional Use (COZ) Zone for PIDs 15090533, 1555250B, 15654742, 15441843, 154B1B98, 156B1547, 15205545, 15022007, 15414303, 15120496, and 15295819 and replacing it with the Residential Urban C (RUC) Zone.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Convenience Store and Optional Use (COZ) Zone for PIDs 15247042, 15273154, and 15180920 and replacing it with the Residential Urban D (RUD) Zone.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Convenience Store and Optional Use (COZ) Zone for PID 15087877 and replacing it with the Service Business/Residential Corridor (SBR) Zone.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Residential Urban C (RUC) Zone for PID 15444359 and replacing it with the Convenience Store and Optional Use (COZ) Zone.

THAT: Council amends the CBRM's Land Use Bylaw map by deleting the Residential Urban C (RUC) Zone for PID 15241623 and replacing it with the Arterial Business Corridor (ABC) Zone.

THAT: The Land Use Bylaw map is hereby amended by deleting and replacing the Rural CBRM with the zones identified on Schedule A-1 to Schedule A-2 inclusive.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on August 15th, 2017.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Land Use Bylaw amendment Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on August 15th, 2017 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK

SCHEDULE A-2



Map illustrating the effect of the June 20, 2017 decision of CBRM Council, deleting the Rural CBRM Zone, as highlighted above, and replacing it with Residential Urban C Zone.

SCHEDULE A-1



Map illustrating the effect of the June 20, 2017 decision of CBRM Council, deleting the Rural CBRM Zone, as highlighted above, and replacing it with Residential Urban D Zone.

Parking Requirements for Residential Development in the Downtown Cores

Motion:

Moved by Deputy Mayor Eldon MacDonald seconded by Councillor Coombes, approval to advertise notice of a Public Hearing to be held at the next scheduled meeting of Council to consider eliminating the parking requirements for the Core Area of the Downtown Central Business District (CBD) Zone.

Motion Carried.



TO: CBRM Council

FROM: Karen Neville

SUBJECT: Parking Requirements for Residential Development in the Downtown Cores

DATE: August 3, 2017

Introduction

On June 6th, 2017 at the General Committee on Planning and Economic Development a motion was passed requesting staff to prepare an Issue Paper and an amending by-law addressing the residential parking requirements in the Core Area of the Downtown Central Business District Zone (CBD). Please consider this Issue Paper to be staff's response to that motion.

A key ingredient for creating a diverse downtown district is to have major destinations that draw people to downtown for reasons other than employment. One way to do this is to increase the number of people living downtown, having reduced parking requirements for residential development in our central business districts is one method to encourage people to live in our downtowns. In recognition of this, the Municipal Planning Strategy already has a policy which significantly reduces the parking requirements for residential development throughout the central business districts of the CBRM in the hopes of facilitating residential development back into our downtowns.

Although many of the ground floor spaces of buildings within our traditional downtown cores are occupied, much of their higher storeys are vacant. A possible reason for their vacancy, in terms of residential development, is inability to meet the reduced residential parking requirements. Therefore, the elimination of the residential parking requirements within the Core Area may further entice residential development on the second storey and higher of existing buildings within our downtown Core Areas.

This proposed change will only apply to existing and new buildings within the Core Areas and the current reduced parking requirements will remain in the areas of the CBD zone outside of the Core Area. The Core Areas of the CBD zone includes properties adjacent Commercial Street in North Sydney, Commercial Street in Glace Bay and Charlotte Street in Sydney. There are a variety of services and employment opportunities within walking distance of these Core Areas which could mean many potential tenants may not need or want a car.

The suggested change provides flexibility to a property owner who wishes to develop residential units in the downtown Core Area. As a result, each property owner has the ability to decide whether or not they want to provide parking for their tenants, and if they do voluntarily decided to provide residential parking spaces, they can either be on or off-site.

Recommendation

I recommend Council approve the By-law eliminating the residential parking requirements for the Core Area of the Downtown Central Business District (CBD) Zone. The Amending Land Use By-law can be found in Attachment A.

Submitted by:**Originally Signed by**

Karen Neville
Planning and Development Department

By-law

of the Cape Breton Regional Municipality
amending the

Cape Breton Regional Municipality's Land Use Bylaw

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

THAT: Part 3 Downtown Central Business District (CBD) Zone, Section 4 Residential Development of the Land Use By-law is hereby amended by deleting Subsection e. and replacing it with the following:

e. Parking standards

- i. Residential development within the Core Area shall not be obligated to provide off-street parking.
- ii. Parking standards for residential development outside the Core Area shall be:
 - 1 parking space per dwelling unit for single detached dwellings; and
 - 1 parking space per 2 dwelling units or apartments.

There is no obligation to provide the required number of parking spaces on the same lot parcel occupied by the apartments or apartment building. However, the so-designated parking spaces shall be a maximum of 150 meters from the entrance to the building in which the apartments are located.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on August 15th, 2017.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Land Use Bylaw amendment Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on August 15th, 2017 to amend the Cape Breton Regional Municipality's Land Use By-law.

Deborah Campbell Ryan, CLERK



M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5777

To: CBRM Council
From: Councillor Earlene MacMullin
Date: August 9, 2017
Subject: Request for Staff Report on Permitted Ship Recycling/Breaking
– Zoning and Permitted Uses

I am writing in response to recent media reports and inquiries I have received as Councillor for District 2 on the marine service sector; particularly ship recycling/breaking.

The expansion of the CME facility within the North Sydney Waterfront Business District and the announced Federal ship recycling program at Sydport, in addition to other port/industrial sites within the CBRM, require clarity as differing types of work are underway or planned. These differing types of activity can, and have, raised some questions and concerns over zoned and permitted uses.

The Port of North Sydney, Sydport, Sydney Marine Terminal, former Sysco site and other inland parcels of property that can directly or indirectly be involved with ship recycling/breaking should be detailed in a report for Council, as well as community, knowledge and awareness.

I therefore request a staff report that identifies and includes, but is not limited to:

- all zones, parcels or areas that marine services can be provided; and
- which zones, parcels or areas that ship recycling/breaking is zoned and permitted; and
- details of the Port of North Sydney Waterfront Business District zoned and permitted uses, as well as whether or not ship recycling/breaking is zoned, permitted or restricted/prohibited; and
- any other relevant information or background or supporting documentation about the marine service sector as well as zoned and permitted uses within the CBRM.

Thank you.

Original signed by:

Earlene MacMullin,
Councillor -District 2



CBRM

A Community of Communities

Cape Breton Regional Municipality

Rick McCreedy
Planning Department

June 14, 2017

MEMO TO: Mayor and Council

FROM: Rick McCreedy, Senior Planner/Heritage Officer

RE: Various requests for registration as municipal heritage properties

Background

The Heritage Advisory Committee met on May 29th, 2017 and reviewed a number of requests from property owners to have their properties registered as municipal heritage properties. At this time the Committee is recommending that Council initiate the process of registering three properties. The properties are as follows:

PID # 15029473 299 Commercial Street, North Sydney (Paul and Sherry Finney)

PID # 15458292 7563 Main Street, Louisbourg (Mike Mondor)

PID # 15054448 119 Charlotte Street, Sydney (Wardens of St George's Church)

In the case of 119 Charlotte Street in Sydney (St. George's Church and Graveyard) and 7563 Main Street in Louisbourg (the former Navy League Hall), the properties have already been registered as provincial heritage properties. Extensive research has been carried out on the historical and architectural attributes of the properties. I have attached this information as appendices A and B.

With respect to 299 Commercial Street in North Sydney, the property scored quite high using the evaluation criteria CBRM staff uses to evaluate potential heritage properties. Its masonry construction (quite rare in North Sydney) and its association with the town's past as a former bank and library were the main reasons for the high score. It should be noted that this building is a good example of adaptive re-use of a heritage building, as it is now occupied by Escape Outdoors, a sporting goods store and café.

Copies of the requests by the property owners, pictures of the properties and other information are attached.

Recommendation

Staff supports the Committee's recommendation that the three properties reference above be registered as municipal heritage properties. If Council is in agreement, a motion should be passed at the June 19 meeting indicating Council's intention to register the properties. Final approval of the registrations will take place at a future Council meeting.

Yours very truly,

ORIGINAL SIGNED BY

Rick McCready, MCIP, MURP
Senior Planner/Heritage Officer

Requests for Municipal Heritage Property Registrations – 299 Commercial Street, North Sydney

Motion:

Moved by Councillor MacMullin, seconded by Councillor Prince, that the process of registering 299 Commercial Street, North Sydney, as a Municipal Heritage Property be initiated.

Motion Carried.

299 Commercial Street, North Sydney

Rick McCready

From: Paul & Sherry Finney <
Sent: August-18-16 3:51 PM
To: Rick McCready
Subject: RE: Heritage Designation - North Sydney Buildings

Thank you, Rick. Please keep us posted on when the meeting may occur. Enjoy the rest of your summer.

Sherry & Paul

From: Rick McCready
Sent: June 30, 2016 10:05 AM
To: Paul & Sherry Finney <
Subject: RE: Heritage Designation - North Sydney Buildings

Thank you...unfortunately it now appears that there may not be a meeting of the Heritage Advisory Committee until after the election. If that is the case I will ensure that your request goes on the agenda for the committee's first meeting after the election.

Rick

From: Paul & Sherry Finney
Sent: June-30-16 10:00 AM
To: Rick McCready <
Subject: Heritage Designation - North Sydney Buildings

Hi Rick,

Thanks for meeting with us Friday and for information on the Heritage designation program. We are interested in pursuing this and have gathered some pictures and history of both buildings discussed.

Please advise if there is any further details you would require. We look forward to the results of the committee review.

Regards,

Paul & Sherry Finney

299
303 Commercial St North Sydney



Requests for Municipal Heritage Property Registrations – 7563 Main Street, Louisbourg

Motion:

Moved by Councillor McDougall, seconded by Councillor Doncaster, that the process of registering 7563 Main Street, Louisbourg, as a Municipal Heritage Property be initiated.

Motion Carried.

**7563 Main Street, Louisbourg
(Navy League Hall)**

~~~~~

**Rick McCready**

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**From:** mike mondor  
**Sent:** October-18-16 9:47 AM  
**To:** Rick McCready  
**Subject:** Re: Navy League Building Louisbourg

Good morning Rick , as per our conversation this morning , please consider this as a formal request to have the Navy League Building in Louisbourg , situated at Main Street for municipal heritage designation. Many thanks Mike

Sent from my iPhone

On Oct 17, 2016, at 11:58 AM, Rick McCready wrote:

9 am here in my office in Sydney would be best for me. 2<sup>nd</sup> floor, Civic Centre ( 320 Esplanade, next door to the Cambridge Suites Hotel).

Rick

-----  
**From:** mike mondor  
**Sent:** October-17-16 11:51 AM  
**To:** Rick McCready  
**Subject:** Re: Navy League Building Louisbourg

Hi Rick , I can meet you Tuesday morning , let me know what time and where

Sent from my iPhone

On Oct 16, 2016, at 8:40 PM, Rick McCready wrote:

Hi, Mike, I did not hear back from you....if you cannot meet tomorrow I could meet you Tuesday morning. I am leaving on a 2 pm flight Tuesday and will not return until the 26<sup>th</sup>.

Rick

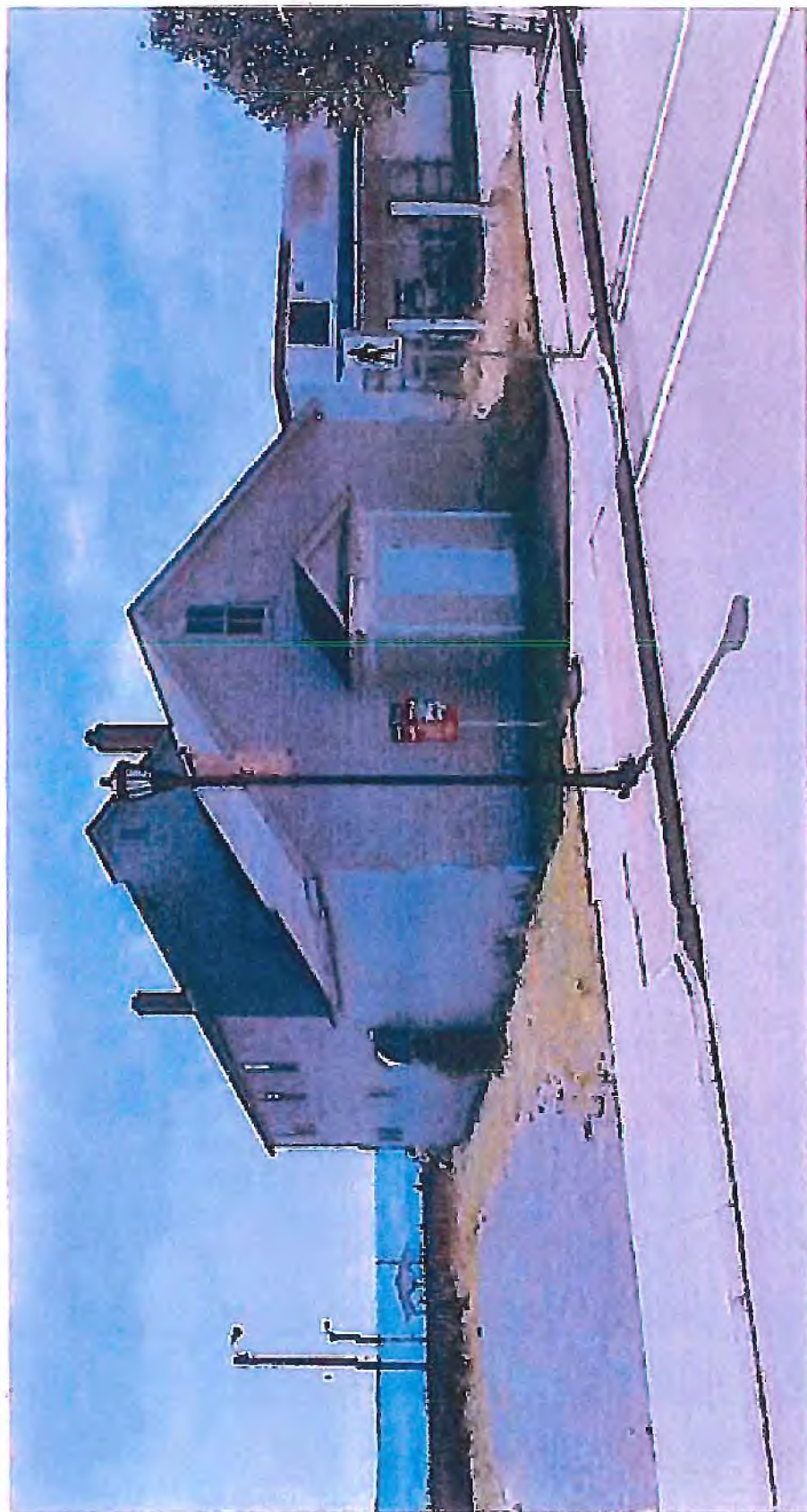
-----  
**From:** Rick McCready  
**Sent:** October-03-16 9:39 AM  
**To:** 'mike mondor'  
**Subject:** RE: Navy League Building Louisbourg

Hi, Mike...I am going to be out of town for most of that period, although I will be here in the office on the 17<sup>th</sup> if that works for you. I am available any time on the 17<sup>th</sup>.

Rick

-----  
**From:** mike mondor  
**Sent:** September-30-16 7:56 AM

7560 Main St Louisville



## **DESCRIPTION OF HISTORIC PLACE**

The Louisbourg Navy League Building is located on the harbour side of Main Street in Louisbourg, Nova Scotia. This two-and-a-half storey wood frame building was built in 1941. The building and property are included in the provincial designation.

## **HERITAGE VALUE**

The Louisbourg Navy League Building is valued because it is among the very few surviving examples in the nation of a building erected during the Second World War by the Navy League of Canada to serve as a hostel for merchant seaman and members of the Armed Forces.

Louisbourg Harbour has been a destination of seafarers since the sixteenth century. In 1842, its significance was marked by the erection of a lighthouse. At the end of the eighteenth century, the harbour became the focus of industrial activity as the terminus of the Sydney & Louisbourg Railway. During both World Wars, the harbour played an important role as a safe haven, a staging area for small convoys and a fuelling stop for ships.

The increased wartime activity in and around the harbour was anticipated by a women's group in Louisbourg, the Louisbourg Community Club. In September 1941, they called a meeting to discuss a way to provide entertainment for the increasing number of men who would be visiting Louisbourg. The Community Club invited the Sydney branch of the Navy League of Canada to send a delegation to Louisbourg.

The Navy League had its beginning in the United Kingdom in 1895 as a society whose primary aim was to ensure adequate naval defence. The first Canadian branch was formed that same year and was soon active in making submissions to the Dominion Government on the need for maritime defence and a naval reserve training program. During the First World War, the League involved itself in recruiting naval and merchant navy personnel, the operation of hostels for seafaring men, the provision of services to the dependents of seamen and, in the final stages of the war, the rehabilitation of naval veterans. Between the wars, the League continued to support a Canadian merchant marine and maintained hostels. During the Second World War, the league operated twenty-four hostels in various ports on both the Atlantic and Pacific coasts.

The 1941 meeting with the Navy League was successful. The Louisbourg Navy League was officially organized in October 1941. The Navy League of Canada provided the costs for a building and furnishings. The contract was awarded to J.W. Stephens of Sydney. When the building was completed, it contained a kitchen, dry canteen, two showers, three toilets, a reading and writing room and a main room for dancing and entertainment.

The Louisbourg Navy League Building became the focal point during the war for Louisbourg and many local civilians participated in the operation of the facility. After the war, the Navy League Building continued to be used by merchant seaman. In 1955 the building became the base for the Royal Canadian Sea Cadet Corps in

Louisbourg. The building was also used for many community activities including Brownies and eighteenth-century military drumming instruction for the Fortress of Louisbourg Volunteers. In 1986 the Navy League sold the building to the Louisbourg Lions Club. The building has since been sold and is now owned privately.

The Navy League Building is a two-and-a-half storey wood frame structure, with a one-and-a-half storey rear addition, both with gable roofs. There is a small entrance porch with a pedimented gable as well. Sitting on the harbour side of Main Street, this building is an excellent example of a Second World War era Navy League hostel.

Source: Provincial Heritage Program property files, no. 188, 1747 Summer Street, Halifax, NS.

#### **CHARACTER-DEFINING ELEMENTS**

Character-defining elements of the Louisbourg Navy League Building include:

- two-and-a-half storey wood frame construction;
- one-and-a-half storey wood frame rear addition;
- entrance porch with pedimented gable;
- wood cladding;
- prominent location on the harbour side of Main Street.

#### **RECOGNITION**

##### **JURISDICTION**

Nova Scotia

##### **RECOGNITION AUTHORITY**

Province of Nova Scotia

##### **RECOGNITION STATUTE**

Heritage Property Act

##### **RECOGNITION TYPE**

Provincially Registered Property

##### **RECOGNITION DATE**

1994/05/24

#### **HISTORICAL INFORMATION**

##### **SIGNIFICANT DATE(S)**

n/e

##### **THEME - CATEGORY AND TYPE**

Expressing Intellectual and Cultural Life

Sports and Leisure

Governing Canada

Military and Defence

**FUNCTION - CATEGORY AND TYPE**  
**CURRENT**

Commerce / Commercial Services

Warehouse

**HISTORIC**

Community

Social, Benevolent or Fraternal Club

Defence

Residential Facility

Defence

Military Support

**ARCHITECT / DESIGNER**

n/a

**BUILDER**

J.W. Stephens

**Requests for Municipal Heritage Property Registrations – 119 Charlotte Street, Sydney**

**Motion:**

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Gillespie, that the process of registering 119 Charlotte Street, Sydney, as a Municipal Heritage Property be initiated.

**Motion Carried.**

119 Charlotte Street, Sydney  
(St. George's Church)

maker fax server For more information, visit: <http://www.gli.com>

## **The Parish of the Resurrection**

Box 801 Sydney, N.S. B1P 6J1

Phone (902) 564-6919 Parish E-mail: [anglican@ns.anglican.ca](mailto:anglican@ns.anglican.ca)

St. Bartholomew's, Louisbourg

Church of Christ the King, Sydney

April 1, 2017

CBRM Heritage Advisory Committee (HAC)

C/O Rick McCready

Senior Planner/Heritage Officer

320 Esplanade, Sydney N.S.

B1P 7B9

RE: Registration of St. George's Anglican Church as a Heritage Property in CBRM

Dear Members of the CBRM Heritage Advisory Committee:

We the Warden's of the Parish of the Resurrection have been directed by both the Parish Council and the Bishop of the Anglican Diocese of Nova Scotia and Prince Edward Island to seek Historic Registration for St. George's Church located at the corner of Charlotte and Nepean Street in Sydney

The Church itself was constructed in 1785 and stands as the oldest building in Sydney and the oldest standing church on Cape Breton Island. It has Provincial Historic Designation and a Royal Foundation as it was built with funds from King George III. The church is consecrated and hosts a service of evensong every three months along with opening each day that cruise ships are in port for tours. Last year approximately 25,000 visitors toured the church.

The church is no longer heated and is in need of some repair which we hope to evaluate through a Building Condition Assessment in the near future. Having the church registered with the HAC along with our Provincial designation will allow us to move forward with this important next step.

Thank you for your time and attention to this important manner.

Parish of the Resurrection

Original Signed by

Della MacDonald Warden

Original Signed by

John Bond Warden

Original Signed by

Priest in Charge: Rev Reg MacDonald

Original Signed by

Barbara Miller Warden

Rev Reg MacDonald Priest in Charge

Parish of the Resurrection  
Sydney, Nova Scotia



## **DESCRIPTION OF HISTORIC PLACE**

St. George's Anglican Church is located in downtown Sydney, Nova Scotia, at the corner of Charlotta and Nepean Streets. The stone Gothic Revival style church, built between 1785 and 1791, is a local landmark. St. George's architecture is a simple, clean expression of dignity and solidness. The building and the graveyard are included in the provincial designation.

## **HERITAGE VALUE**

St. George's Anglican Church is valued as the oldest Anglican Church in Cape Breton; the oldest building in Sydney; for the property's long history; and as a representation of the important role its parish council played in colonial Cape Breton. Many of Sydney's early and prominent citizens are buried in its cemetery.

Building of St. George's Church began in 1785 by engineers of the British 33rd Regiment of Foot, concurrently with the founding of Sydney and its designation as the capital of the new Colony of Cape Breton; however, it was not completed and designated as a parish until 1791.

### **Architectural Value**

Part of the heritage value of St. George's Church relates to its many changes since its construction. The original building was a simple stone Gothic Revival styled structure, approximately eighteen by twelve meters with three circular windows on the north and south walls. In 1853, a chancel and vestry was added. Starting in 1859, and continuing into the early 1860s, the church was rebuilt from its foundations in the Gothic Revival style, with an open roof and pointed windows, which were slightly ornamented with stained glass. In 1888 a stone tower and spire replaced a wooden tower, which had been destroyed by a gale in 1873. With the exception of a crypt constructed in 1974, St. Georges is much the same as it appeared in 1873 after its last major renovation. The interior of the church features: memorial tablets and memorial stained-glass windows dedicated to prominent individuals; wall-hung headstones; and a Casavant organ. The church's stone Gothic Revival styling is valued as a visible expression of the missionary ideals of its period and of an expansive period in the history of English Christianity. Examples of this style, executed in stone, are rare in Nova Scotia.

St. George's Graveyard is valued for its early sandstone and limestone grave markers. These markers are good examples of: large concentration of early grave markers that have a design and folk-art significance; unusual styles (a high concentration of large tomb-style markers); and locally-significant markers that were produced by local monument makers.

### **Historical and Spiritual Value**

For almost two-hundred and twenty years St. George's Church has been a place of worship, serving the people of Sydney. Originally, the Parish included the whole of Cape Breton Island, and St. George's served as the

British garrison chapel. As a garrison chapel until 1854, it was granted a Royal Pew and became the official place of worship for members of the Royal Family, if they should ever visit; a role that it still retains.

St. George's Church also played an integral part in Cape Breton's history as an Independent colony. During the Island's Colonial Period (1784-1820), the colony's House of Assembly was never called to sit. As a result, the vestry and warden positions at St. George's were the only elected positions in Cape Breton Island during its colonial period. Many prominent local figures made their bid for the vestry in the hopes that it would further their political interests. Many of Sydney's prominent citizens from the Colonial Period onwards are buried in St. George's Graveyard. Memorials, such as a memorial tablet to Judge A. C. Dodd, the first Chief Magistrate of the Island of Cape Breton, are situated inside the church.

The church chancel contains a memorial window to Bishop Hibbert Binney, who was born in Sydney and was the fourth Church of England Bishop of Nova Scotia; while the nave contains a memorial window to the Honourable John Bourinot, father of Sir John Bourinot, who wrote the rules of order for the Parliament of Canada.

Source: Provincial Heritage Property Files, No. 026

#### **CHARACTER-DEFINING ELEMENTS**

Character-defining elements of the exterior of St. George's Church relate to its simple Gothic Revival architecture and include:

- gabled roof;
- diagonal stepped buttresses at front corners;
- central stone tower with stepped angle buttresses and spire;
- lancet arch windows with slight stained glass decoration;
- elements of original foundation.

Character-defining elements of the interior of St. George's Church include:

- memorial tablets;
- memorial stained-glass windows;
- royal pew;
- headstones hanging on the walls of the altar of people buried under the chancel and vestry;
- Casavant organ.

Character-defining elements of the St. George's Graveyard include:

- eighteenth and nineteenth century sandstone and limestone grave markers;
- early markers, with a design and folk-art influence;

- large tomb-style markers;
- markers produced by local carvers.

Character-defining elements of the site as a whole include:

- continued use as a church;
- cemetery containing tombstones of early settlers;
- central keystone location in the Sydney's North End, the oldest section of the city.

## **RECOGNITION**

### **JURISDICTION**

Nova Scotia

### **RECOGNITION AUTHORITY**

Province of Nova Scotia

### **RECOGNITION STATUTE**

Heritage Property Act

### **RECOGNITION TYPE**

Provincially Registered Property

### **RECOGNITION DATE**

1984/04/04

## **HISTORICAL INFORMATION**

### **SIGNIFICANT DATE(S)**

1785/01/01 to 1791/01/01

1859/01/01 to 1888/01/01

1853/01/01 to 1853/01/01

### **THEME - CATEGORY AND TYPE**

Building Social and Community Life

Religious Institutions

### **FUNCTION - CATEGORY AND TYPE**

CURRENT

HISTORIC

Religion, Ritual and Funeral

Religious Facility or Place of Worship

Religion, Ritual and Funeral

Mortuary Site, Cemetery or Enclosure

### **ARCHITECT / DESIGNER**

n/a

**BUILDER**

Engineers, 33rd Regiment of Foot



**ADDITIONAL INFORMATION**

**LOCATION OF SUPPORTING DOCUMENTATION**

Provincial Heritage Program, Property files, 1747 Summer Street, Halifax, Nova Scotia

**CROSS-REFERENCE TO COLLECTION**

**FED/PROV/TERR IDENTIFIER**

00PNS0026

**STATUS**

Published

**CBRM Diversity Committee Governance Policy – Proposed Amendments**

**Motion:**

Moved by Councillor Bruckschwaiger, seconded by Councillor George MacDonald, to approve the proposed changes to the Diversity Committee Governance Policy as recommended in the staff Issue Paper dated May 31, 2017.

**Motion Carried.**

**The Mayor noted that the proposed amendments to the Diversity Committee Governance Policy and the proposed Breastfeeding Policy would be coming back to the August 2017 Council meeting for final approval.**

# ISSUE PAPER

May 31<sup>st</sup>, 2017

To: Mayor and Council

---

RE: Cape Breton Regional Municipality Diversity Committee Policy

**Issue:**

The paper is written in response to changes to the Cape Breton Regional Municipality's Diversity Committee.

**Knowledge:**

The Committee was changed from Affirmative Action to Diversity in May of 2011 to reflect the current approach to Human Rights. The Committee make-up was designed to reflect the community in which we service, with reflection of the *Human Rights Act* of Nova Scotia.

The purpose of the Committee was to advise, make aware and educate the greater community around the issue of diversity.

The Committee has not met since changes were made to the committee structures at the CBRM.

**Recommendation:**

As Diversity Manager for the Cape Breton Regional Municipality, I am recommending Council approve the changes to the governance policy for the Diversity Committee. This Committee would act as a community-driven committee electing their own recording secretary and chair. The major changes to the policy are replacing the two elected council seats with two members at large from the greater community.

**ORIGINAL SIGNED BY**

---

Scott Thomas  
CBRM Diversity Manager


**CBRM**
*A Community of Communities*
**Cape Breton Regional Municipality**

## Cape Breton Regional Municipality Diversity Committee Governance Policy

### 1.0 MEMBERSHIP:

The Cape Breton Regional Municipality Diversity Committee shall consist of twelve voting members:

| # of Members    | Committee Structure                        | Term (years) |
|-----------------|--------------------------------------------|--------------|
| 1               | African Nova Scotia Community              | 2            |
| 1               | Mental Health Community                    | 2            |
| 1               | New Comer Community                        | 2            |
| 1               | First Nation Community                     | 2            |
| 1               | Women's Group                              | 2            |
| 1               | Disability Community                       | 2            |
| 1               | Gay, Lesbian and Transgendered Community   | 2            |
| 1               | Cape Breton University                     | 2            |
| 1               | Cape Breton Victoria Regional School Board | 2            |
| 3               | Community Member at Large                  | 2            |
| <b>TOTAL 12</b> |                                            |              |

### 2.0 METHOD OF APPOINTMENT:

All representatives shall be appointed by the Council following a publication of a notice calling for members to fill these positions. Members may reapply for the representative positions. Members may be appointed as individuals or as representatives of a registered non-profit organization.

### 3.0 MEETINGS:

The Cape Breton Regional Diversity Committee shall meet monthly if possible. Agendas should be circulated one week prior to the meeting.

The Committee shall designate one of the meetings as an Annual Meeting. This meeting could be used for such things as an annual report of activities or committee work over the past year, setting goals for the upcoming year and as a time to recognize outgoing members.

→ The committee will be responsible to elect both a chair and a recording secretary.

### 4.0 ROLE:

→ The Cape Breton Regional Municipality Diversity Committee will work in partnership with the community as a whole. The committee will embrace and promote diversity and understanding within economic, social and cultural development of the community.

The Committee will bring to light issues relating to diversity within the community; ensure information relating to the community is brought to the Committee which will present the information to the greater community; and develop advocacy approaches to issues relating to the community.

The Committee shall:

- Commit to the principle that everyone is equal in dignity and rights,
- Promote the principle of equal opportunity and mutual exchange of feelings, ideas and opinions,
- Create an enduring atmosphere of diversity and all that it encompasses by increasing accessibility, employment equity and human rights awareness.

### 5.0 RESOURCE STAFF:

The CBRM Director of Human Resources or designate will be the CBRM staff resource for this committee.

The following government departments and agencies shall be invited to attend the meetings to assist on issues arising within the committee i.e.:

- Cape Breton District Health Authority
- Cape Breton Regional Police Services
- Nova Scotia Human Rights Commission

---

## **6.0 CHAIR OF THE COMMITTEE:**

The Chair should be appointed at the annual general meeting by election or acclamation. The chair may serve multi year terms with a maximum of three consecutive years.

## **7.0 QUORUM:**

The quorum of the Cape Breton Regional Municipality Diversity Committee shall be five (5) members.

## **8.0 RULES OF ORDER:**

The procedural rules of the Committee shall be the same as the rules of order used by the CBRM Council and its committees.

## **9.0 GENERAL RULES OF ORDER:**

In all cases where procedure is in question, the Committee shall be governed by Robert's Rules of Order.

Approved by Council: May 17, 2011  
Amended: \_\_\_\_\_, 2017


**CBRM**
*A Community of Communities*
**Cape Breton Regional Municipality**

## Cape Breton Regional Municipality Diversity Committee Governance Policy

### 1.0 MEMBERSHIP:

The Cape Breton Regional Municipality Diversity Committee shall consist of twelve voting members:

| # of Members    | Committee Structure                        | Term (years) |
|-----------------|--------------------------------------------|--------------|
| 1               | African Nova Scotia Community              | 2            |
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| 1               | First Nation Community                     | 2            |
| 1               | Women's Group                              | 2            |
| 1               | Disability Community                       | 2            |
| 1               | Gay, Lesbian and Transgendered Community   | 2            |
| 1               | Cape Breton University                     | 2            |
| 1               | Cape Breton Victoria Regional School Board | 2            |
| 1               | Community Member at Large                  | 2            |
| 2               | Council                                    | 2            |
| <b>TOTAL 12</b> |                                            |              |

### 2.0 METHOD OF APPOINTMENT:

All representatives shall be appointed by the Council following a publication of a notice in the Cape Breton Post calling for members to fill these positions. Members may reapply for the representative positions. Members may be appointed as individuals or as representatives of a registered non profit organization.

### **3.0 MEETINGS:**

The Cape Breton Regional Diversity Committee shall meet monthly if possible. Agendas should be circulated one week prior to the meeting.

The Committee shall designate one of the meetings as an Annual Meeting. This meeting could be used for such things as an annual report of activities or committee work over the past year, setting goals for the upcoming year and as a time to recognize outgoing members.

### **4.0 ROLE:**

The Cape Breton Regional Municipality Diversity Committee will work in partnership with the community as a whole. The committee will embrace and promote diversity and understanding within economic, social and cultural development of the community.

The Committee shall: advise Council about issues relating to diversity within the community; focus on diversity within the community; ensure information relating to the community is brought to the Committee which will present the information to the greater community; and develop advocacy approaches to issues relating to the community.

The Committee will advise Council as required on issues arising in the community. Sub committees within the Committee must report back to the full Cape Breton Regional Municipality Diversity Committee.

The Committee shall:

- Commit to the principle that everyone is equal in dignity and rights,
- Promote the principle of equal opportunity and mutual exchange of feelings, ideas and opinions,
- Create an enduring atmosphere of diversity and all that it encompasses by increasing accessibility, employment equity and human rights awareness.

### **5.0 RESOURCE STAFF:**

The CBRM Director of Human Resources or designate will be the CBRM staff resource for this committee.

The following government departments and agencies shall be invited to attend the meetings to assist on issues arising within the committee i.e.:

- Cape Breton District Health Authority
- Cape Breton Regional Police Services
- Nova Scotia Human Rights Commission

**6.0 CHAIR OF THE COMMITTEE:**

The Chair should be appointed at the annual general meeting by election or acclamation. The chair may serve multi year terms with a maximum of three consecutive years.

**7.0 QUORUM:**

The quorum of the Cape Breton Regional Municipality Diversity Committee shall be five (5) members.

**8.0 RULES OF ORDER:**

The procedural rules of the Committee shall be the same as the rules of order used by the CBRM Council and its committees.

**9.0 GENERAL RULES OF ORDER:**

In all cases where procedure is in question, the Committee shall be governed by Robert's Rules of Order.

**Approved by Council:      May 17, 2011**

**Proposed CBRM Breastfeeding Policy**

**Motion:**

Moved by Councillor Coombes, seconded by Councillor Marshall, to approve the proposed CBRM Breastfeeding Policy as presented; and that the Diversity Manager be directed to develop and educational plan/toolkit for staff of the Cape Breton Regional Municipality

**Motion Carried.**

**The Mayor noted that the proposed amendments to the Diversity Committee Governance Policy and the proposed Breastfeeding Policy would be coming back to the August 2017 Council meeting for final approval.**

# ISSUE PAPER

August 27, 2014

**To: Mayor and Council**

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**RE: Breastfeeding Policy for CBRM**

|               |
|---------------|
| <b>Issue:</b> |
|---------------|

The paper is written in response to Council's request to develop a Breastfeeding Policy for the Cape Breton Regional Municipality.

|                   |
|-------------------|
| <b>Knowledge:</b> |
|-------------------|

On February 18, 2000 the Nova Scotia Human Rights Act defined breastfeeding as a human right and stated that women cannot be discriminated against based on sex or family status. In 2005 the provincial government adopted a breastfeeding policy supporting the Baby-Friendly Initiative™ (BFI).

The Baby-Friendly Initiatives; an international initiative that helps organizations adopt practices that protect, promote and support breastfeeding. It has been created by the World Health Organization and UNICEF to support breastfeeding and its importance for the baby, the mother, families and the community. This initiative is also supported by the federal and provincial governments.

Throughout Nova Scotia, committees exist that provide leadership for the protection, promotion, and support of breastfeeding in local communities. The goal is for communities to become baby friendly, with breastfeeding becoming the cultural norm for infant feeding. Although it is recognized that breastfeeding is not an option for all women, by developing supportive spaces within our communities, barriers are removed that may influence a woman's decision to begin and/or continue breastfeeding their babies.

|                    |
|--------------------|
| <b>Conclusion:</b> |
|--------------------|

This policy speaks to the values outlined by the Nova Scotia Human Rights Act as well as the World Health Organization; offering a supportive and welcoming environment for all families and staff in the CBRM.

|                        |
|------------------------|
| <b>Recommendation:</b> |
|------------------------|

As Diversity Officer for the Cape Breton Regional Municipality, I am recommending council approve this policy. Along with the approval of this policy I will develop an educational plan/ toolkit for staff of the Cape Breton Regional Municipality.

**ORIGINAL SIGNED BY**

Scott D. Thomas

# **Cape Breton Regional Municipality Policy Baby/Family Friendly (Breastfeeding) Policy**

## **1.0 Policy Statement**

The Cape Breton Regional Municipality is an organization that supports breastfeeding mothers and the right to breastfeed undisturbed in public places. The Municipality also recognizes that breast milk is the optimal food for healthy growth and development of infants.

## **2.0 Purpose**

To support breastfeeding mothers to breastfeed within Cape Breton Regional Municipality facilities. Also when requested to provide the conditions, time, space and support necessary to facilitate breastfeeding by both the public and employees.

## **3.0 Definitions**

1.1 *Breastfeeding*-Includes pumping or expressing milk, as well as nursing directly from the breast

1.2 *Employee*-Refers to any individual hired by the Cape Breton Regional Municipality

1.3 *Municipal Facilities*- Refers to the buildings owned by the Municipality

## **4.0 Applications Cape Breton Regional Municipality**

1.1 The Cape Breton Regional Municipality promotes and supports breastfeeding and the expression of breastmilk by employees who are breastfeeding when they return to work.

1.2 Staff of the Cape Breton Regional Municipality shall work with breastfeeding employees to determine mutually agreeable hours of work, assignments and breaks, which support breastfeeding practices and are compatible with other policies (accommodation) where possible.

## **Public**

1.3 The Cape Breton Regional Municipality promotes and supports breastfeeding and the expression of breastmilk by the public who are breastfeeding when they are visitors to Municipal facilities

1.4 Staff of the Cape Breton Regional Municipality upon request shall provide assistance to visitors who wish to breastfeed their baby by providing a location comfortable to both baby and mother, where space is available.

1.5 Pursuant to the Human Rights Act, staff will not ask a mother to leave the premises, cover up or suggest using a restroom to breastfeed an infant.



*A Community of Communities*

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## **Issue Paper**

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**TO: Combined Council Meeting & General Committee**

**August 15, 2017**

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**RE: "J-Class Roads" – 2018/2020 Cost Share Paving Agreement**

The Cape Breton Regional Municipality's current "J-Class" Subdivision Roads cost share paving agreement with the Nova Scotia Department of Transportation and Infrastructure Renewal expires on March 31<sup>st</sup>, 2018.

Nova Scotia Department of Transportation and Infrastructure Renewal are now requesting Cape Breton Regional Municipality confirm their "*expression of interest*" in continuing to participate in the cost share paving of "J-Class" Subdivision Roads Program.

There is no funding commitment under this "*expression of interest*". Funding for this program is approved by annual CBRM General Capital Budget.

Nova Scotia Department of Transportation & Infrastructure Renewal correspondence July 24, 2017 - "*Signing the outline agreement in no way commits the municipality to the cost sharing of the paving of any ("J-Class") sub-division roads, unless an approved list is accepted in any fiscal year of the agreement. However, not having a signed agreement on file will prevent the municipality from requesting any sub-division ("J-Class") paving under this program for the next three fiscal years.*"

**Recommendation:**

|                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Council approve a "motion of Council" to authorize the Mayor & Municipal Clerk to sign the three (3) Year Provincial "Cost Share Agreement for the Paving of "J-Class" Subdivision Streets, noting that the CBRM funding for the same will be subject to annual budget approval. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

We respectfully request a motion of Council to adopt the "*J-Class Roads*" – 2018/2020 Cost Share Paving Agreement" recommendation.

**Respectfully submitted:**

**ORIGINAL SIGNED BY**

Bruce Hardy, c.e.t.,  
Manager Engineering Services



Department of Transportation  
& Infrastructure Renewal  
*Capital Programs*  
Highway Engineering and  
Construction

Johnston Building, 4<sup>th</sup> Floor  
1672 Granville Street  
PO Box 186  
Halifax, Nova Scotia  
B3J 2N2

Bus: 902-424-0897  
Fax: 902-424-0571  
E-mail:  
laura.cunningham@novascotia.ca

July 24, 2017

RECEIVED

JUL 27 2017

Ms. Marie Walsh  
Chief Administrative Officer  
Cape Breton Regional Municipality  
320 Esplanade  
Sydney, NS B1P 7B9

Dear Ms. Walsh:

**RE: THREE YEAR COST SHARE AGREEMENT FOR SUBDIVISION STREETS**

The current three-year agreement for the paving of subdivision streets expires March 31, 2018. Attached are two copies of the new three year agreement to be entered into with the Minister of Transportation and Infrastructure Renewal in order to continue this program.

The document will cover the terms of the agreement but will not list any specific subdivision roads that are to be paved. For each of the three years covered by the agreement, the Municipality will be asked to submit a prioritized list of roads for the next fiscal year. The Minister will return a letter advising of the approved roads for that fiscal year. Once the Municipality agrees to the approved list, it will become part of the agreement.

Please complete and affix Municipal Seal on the Resolution of Council authorizing the Mayor and a designate to sign the agreements, then have the Mayor and the designate sign both copies of the agreement, have witnessed, and affix the Municipal Seal. Please return all documents to me on or before September 15, 2017.

The Department requests that the Municipality return the attached agreement, whether or not you currently intend to submit subdivision roads for the program. Signing the outline agreement in no way commits the Municipality to the cost-sharing of the paving of any subdivision roads, unless an approved list is accepted in any fiscal year of the agreement. However, not having a signed agreement on file will prevent the Municipality from requesting any subdivision paving under this program for the next three fiscal years.

Yours truly,

**ORIGINAL SIGNED BY**

Laura Cunningham  
Capital Program Administration Officer



**NOVA SCOTIA**  
**Transportation and  
Infrastructure Renewal**  
**Province of Nova Scotia**

**COST SHARE AGREEMENT NO. 2018-005**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**HER MAJESTY THE QUEEN** in Right of the Province of Nova Scotia, represented in this behalf by the Minister of Transportation and Infrastructure Renewal for the Province of Nova Scotia (hereinafter called the "**Province**"),

OF THE ONE PART

- and -

**CAPE BRETON REGIONAL MUNICIPALITY**, a body corporate under the laws of the Province of Nova Scotia (hereinafter called the "**Municipality**").

OF THE OTHER PART

**WHEREAS** the Province is of the opinion that certain Village and Subdivision Streets, under the jurisdiction of the Province, and located within the Municipality, are necessary and in the public interest;

**AND WHEREAS** by Memorandum to the Cabinet Number MH1104 dated May 12, 1988 the Executive Council approved a cost sharing paving program on these Village and Subdivision Streets;

**AND WHEREAS** the April 1996 Provincial-Municipal Service Exchange Agreement specified cost-sharing on Village and Subdivision Streets is set at a uniform 50-50% basis.

**NOW THIS AGREEMENT WITNESSETH** that in consideration of the covenants, promises and agreements herein contained to be by them observed, performed and paid, the parties mutually agree as follows:

## **1. INTERPRETATION**

1.1 In this Agreement, unless something in the subject matter or context is inconsistent therewith, the following terms shall have the meanings set forth below:

- (a) **"Agreement"** means this Agreement.
- (b) **"Business Day"** means any day other than a Saturday, Sunday or a statutory holiday in the Province of Nova Scotia.
- (c) **"Fiscal Year"** means the 12-month period beginning on April 1 and ending on March 31;
- (d) **"Paving"** means the work of grading, gravelling, culvert work and required upgrading of Village and Subdivision Street to meet paving standard specifications. "Paving" also means the paving, repaving, or double chip sealing of the Village and Subdivision Streets. "Paving" shall also include pre-engineering, and/or design costs on site engineering supervision and inspection and incidental costs from the edge of the roadway to the limit of the right of way. The work **DOES NOT INCLUDE** feasibility studies, the construction, reconstruction, relocation, repairs or adjustments of sidewalks, water lines, fire hydrants, sanitary sewers, sanitary sewer manholes, utility poles, street lighting or similar work
- (e) **"Village and Subdivision Street"** means the village and subdivision streets constructed prior to April 1, 1995 under the administration and control of the Province.

1.2 In this Agreement, unless something in the subject matter or context is inconsistent therewith, words importing the singular number shall include the plural and *vice versa*; words importing a gender shall include the masculine, feminine and neutral genders; and words importing persons shall include individuals, partnerships, companies, associations, trusts, government agencies and any other form of organization or entity whatsoever.

1.3 This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

1.4 This Agreement, constitutes the entire Agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior agreements, understandings, representations or warranties, negotiations and discussions, whether oral or written, among the parties hereto with respect thereto, entered into prior to the date hereof, which are hereby terminated.

1.5 No amendment of this Agreement shall be binding unless in writing and signed by all of the parties hereto.

1.6 No waiver by any party hereto of any breach of any of the provisions of this Agreement shall take effect or be binding upon such party unless in writing and signed by such party. Unless otherwise provided therein, such waiver shall not limit or affect the rights of such party with respect to any other breach.

1.7 Time shall be of the essence of this Agreement.

## **2. TERM OF AGREEMENT**

2.1 This Agreement shall be effective for each of the following Fiscal Years:

(a) 2018-19

(b) 2019-20

(c) 2020-21

## **3. DESIGNATION AND ACCEPTANCE OF STREETS**

3.1 In fiscal year 2018-19; on or before October 31 prior to the start of each Fiscal Year to which this Agreement applies, the Municipality shall provide to the Province a notice stating if it intends to participate in the Paving program for the Fiscal Year in question, and if so, which streets it wishes to be considered for Paving.

3.2 Starting fiscal year 2019-2020 and any subsequent year of the agreement; if the Municipality chooses to participate in the program and uses a petitioning process to determine which Village and Subdivision Streets will be cost shared under this Agreement, **the petition must be completed prior to submitting the list, as per the timelines noted in 3.3.** If the Municipality requires a high-level estimate (i.e. dollar per kilometre (\$/KM)), the Municipality may request from the Province such an estimate to complete the petitioning process. **Only roads that have a successful petition are to be submitted to the Province.**

3.3 On or before October 31 prior to the start of each Fiscal Year to which this Agreement applies, the Municipality shall provide to the Province a notice stating if it intends to participate in the Paving program for the Fiscal Year in question, and if so, which streets it wishes to be considered for Paving.

3.4 If the Province receives a notice under section 3.1 or 3.3 that the Municipality wishes to participate in the Paving program for a Fiscal Year, the Province shall review the request and notify the Municipality of the streets the Province accepts for Paving and the anticipated cost of such Paving ("**Cost Estimate**").

3.5 Within 20 Business Days after the delivery of the Cost Estimate to the Municipality, the Municipality shall notify the Province whether or not it accepts the list of approved streets and the related Cost Estimate.

3.6 If the Municipality does not provide a notice to the Province under sections 3.1 or 3.3 by the specified times, it shall be deemed to be notification that the Municipality does not wish to participate in the Paving program for the Fiscal Year in question.

3.7 The parties acknowledge that the extent to which the Province can accept streets for the program in any Fiscal Year is contingent upon the amount of funding the Paving program receives for the Fiscal Year and the number of municipalities that wish to participate in the Paving program.

#### **4. ADDITIONAL WORK**

4.1 If an approved street for the Paving program requires that the Province make adjustments to manholes, catch basins or water valves, the Province shall make adjustments as part of the Municipalities request for Paving ("**Additional Work**"). Additional Work will be undertaken at the cost of the Municipality for which it agrees to make payment to the Province. The Municipality will be invoiced by the Province at the standard unit price for the required Additional Work.

#### **5. MUNICIPALITY'S OBLIGATIONS**

5.1 The Municipality shall be responsible for acquiring, at its sole expense, all additional land required for Paving and Additional Work, including any necessary licenses or leases.

5.2 The Municipality agrees to indemnify and save harmless the Province and its officers, employees and agents from all liabilities, fines, suits, claims, demands and actions, of any kind and nature for which the Province or its officers, employees or agents shall or may become liable or suffer by reason of any breach, violation or non-performance by the Municipality of any covenant, term or provision hereof or by reason of any death or injury of any person or any damage or destruction of any property resulting from any act, neglect or default on the part of the Municipality or any of its servants, employees, agents, invitees or licensees whatsoever.

#### **6. PROVINCE'S OBLIGATIONS**

6.1 Where the Municipality has accepted the list of approved streets under section 3.5 and the related Cost Estimate under section 3.4, the Province shall be responsible for tendering the Paving and any Additional Work and for all construction oversight and management of the Paving and any Additional Work.

6.2 The Province shall notify the Municipality in writing of any cost overruns in excess of ten (10%) percent of the Cost Estimate (the "**Cost Overrun**") within 10 Business Days of becoming aware of such Cost Overruns.

6.3 The Province shall provide the Municipality with statements of account for Paving and any Additional Work upon completion of the contract (the "**Statement of Accounts**").

## **7. CONTRIBUTION AND PAYMENT**

7.1 The Municipality shall pay to the Province, within 60 days of submission of accounts by the Province to the Municipality:

- (a) fifty percent (50%) of the total amount of the statement of account for Paving; and
- (b) one hundred percent (100%) of the amount of the statement of account for Additional Work.

## **8. NOTICES**

8.1 All notice, demand or other communication to be given in connection with this Agreement shall be in writing and shall be given by personal delivery, registered mail or by electronic means of communication addressed to the recipient as follows:

- (a) to the Municipality at

Ms. Marie Walsh  
Chief Administrative Officer  
Cape Breton Regional Municipality  
320 Esplanade  
Sydney, NS B1P 7B9  
Tel (902) 563-5005  
Fax (902) 564-0481

- (b) to the Province at

Laura Cunningham  
Capital Program Administration Officer  
Johnston Building, 1672 Granville St.  
P.O. Box 186  
Halifax, NS B3J 2N2  
Tel (902) 424-0897  
Fax (902) 424-0571

- (c) or, to such other address, individual or electronic communication number as may be designated by notice given by either party to the other in accordance herewith. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to be given on the day of actual delivery thereof and, if given by registered mail, on the fifth business day following the deposit thereof in the mail and if given by electronic communication, on the day of transmittal thereof if given during normal business hours of the recipient and on the business day during which such normal business hours next occur if not given during such hours on any day. If the party giving any demand, notice or other communication knows or ought reasonable to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or communication shall not be mailed but shall be given by personal delivery or by electronic communication.

**IN WITNESS WHEREOF** the Province has hereunto subscribed its hand and affixed its seal and the Municipality has set and affixed its corporate seal authenticated by the signatures of the Mayor and the witness hereunto duly authorized.

**SIGNED, SEALED and DELIVERED** in  
The presence of:

Her Majesty the Queen, in Right of the  
Province of Nova Scotia as represented  
by the Minister of Transportation and  
Infrastructure Renewal

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lloyd P. Hines, Minister  
Department of Transportation & Infrastructure  
Renewal

Cape Breton Regional Municipality

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor Cecil Clarke

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Resolution of Council Designate

## Resolution of Council

Cost Share Agreement No. 2018-005

The following Resolution was passed at a meeting of the Council of the Cape Breton Regional Municipality on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2017.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

*"That the Mayor and \_\_\_\_\_ be authorized to sign Cost Share Agreement No. 2018-005"*

Motion Carried.

I certify that the above Resolution was passed at the duly called meeting of the Cape Breton Regional Municipal Council on \_\_\_\_\_ A.D., 2017.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

Municipal Seal



*"A Community of Communities"*

Wayne MacDonald, P.Eng.  
Director of Engineering & Public Works

320 Esplanade  
Sydney, Nova Scotia

### **Re: Cost Shared Initial Paving of J-Class Subdivision Streets 2018**

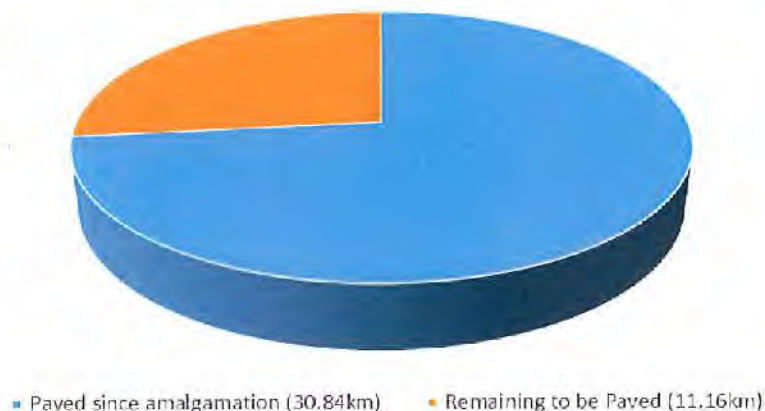
Since the early 2000's CBRM has entered into 50-50 cost share agreement with the Province of Nova Scotia for the initial asphalt paving of "J-Class" roads. Originally when the cost share program began there were 42 km of J-Class roads that were not paved and since the cost share program began 30.84 km of roads have been provided with initial paving. This leaves 11.16 km of roads left to be completed.

Every 3 years CBRM is asked to sign a new "*expression of interest*" agreement with the province which allows for subsequent participation in the cost share program. The Program is subject to Province committing to the program and CBRM budget approval in any given year. The current "*2015 / 2017 J-Class Paving Program*" agreement was approved by CBRM Council on November 18, 2014 and expires March 31, 2018.

The Cape Breton Regional Municipality selects & prioritizes the roads to be paved in the program. The road selection is based on consultation with District Councilors on a cycling basis through each district which incorporates "J-Class" roads. The CBRM is currently working from a 2015 Council approved list. Current list has 7 roads remaining, involving approximately 2.0 kms.

The Provincial "J-Class" Roads Paving Program is a Province wide initiative. The CBRM's funding allotment within the program in a given year is determined by & subject to both the Provincial allotment to the budget as well as the interest expressed by other municipalities whom wish to participate.

42.0km Original Un-Paved Roads



| <b>Priority</b> | <b>Road</b>                                               | <b>District</b> |
|-----------------|-----------------------------------------------------------|-----------------|
| 1               | Country Lane (Completed 2015)                             | 8               |
| 2               | Egan Ave, Cooks Lane (Completed 2015)                     | 12              |
| 3               | Berthelot Crescent, Stanley Brea (Completed 2016)         | 3               |
| 4               | Carmichael Drive, Johnson Crescent (Completed 2015)       | 4               |
| 5               | O'Neil's Road (Completed 2016)                            | 4               |
| 5               | Posure St., Killarney Crest, Kristen Ct. (Completed 2017) | 7               |
| 6               | Hanna Street, Karen Lynn Court, Nearingdale Drive         | 11              |
| 7               | Harrietha Road                                            | 2               |
| 8               | Wilfred Place, Earl's Lane, Gowrie Street                 | 8               |



# ***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 for Quit Claim Deed / Michael Strong  
Marconi Towers Road, Tower Road District  
(Portion of PID 15502164)

**DATE:** August 15th, 2017

---

The legal department received a request from Michael Tobin, solicitor for Michael Strong, together with supporting documents for a Quit Claim Deed from CBRM to Michael Strong for property located at Marconi Towers Road, District of Tower Road, in the Cape Breton Regional Municipality. It has been discovered through a recent survey (see Attachment A) that Mr. Strong's boundary line is conflicting with the description contained in his deed. Based on the survey, Mr. Strong and his predecessors in title have been occupying the lands shown on the survey since title was originally conveyed in 1963. Mr. Strong is in the process of purchasing a mobile home to place on the property. Unfortunately he is unable to secure financing until his title/boundary issue is resolved

### **BACKGROUND INFORMATION:**

In September of 2015, Michael Strong purchased property identified on the attached map as PID 15283427 (Attachment B). At that time he removed the old dwelling located on the property with intentions of putting a new mobile home and garage on the land. The survey confirmed the legal description contained in the deed did not described all the lands that were intended to be conveyed to Mr. Strong. It was further confirmed by his lawyer that the boundary of his property extended over lands presently owned by CBRM (PID 15502164). The subject area is identified and outlined in yellow on the attached plan of survey as Parcel B and C (see Attachment A). Mr. Tobin has advised the information on the Provincial website, known as Property Online, is incorrect and the search of title and survey confirmed CBRM is the present owner of the property identified as PID 15502164.

Mr. Tobin further advised his client and the predecessors in title have had long term use and occupation of the property identified as Parcel B and C on the said plan of survey. He has provided 2 sworn affidavits, by longtime residents of the area, supporting long term use and occupation for a period in excess of 50 years.

Michael Strong and his predecessors in title have paid the property taxes on the property they believe to be theirs since 1963.

An internal staff exchange was circulated seeking comments and recommendations to determine if this request would create any potential problems for CBRM. We have been advised by all departments that the conveyance for the property outlined on a plan of survey prepared by Dennis Prendergast NSLS, dated, May 9<sup>th</sup>, 2017 would not have any direct effect on CBRM.

Following our review of the facts as presented to the legal department the issuance of a Quit Claim Deed to Michael Strong would be in order. To that end, the legal department is seeking a Motion authorizing the Mayor and Clerk to execute a Quit Claim Deed, provided CBRM does not absorb any fees or costs associated with the conveyance.

Thank you.

Sincerely,

*Original Signed By*

**SHEILA KOLANKO**  
**Sr. Paralegal/Property Manager**

Attachments (2)



CBRM Lot Parcel  
PID 15502164

(B)

Birch Grove Road

Marconi Towers Road

Strong Lot Parcel  
PID 15283427



**TO: CBRM General Committee of Council**

**FROM: Malcolm Gillis**

**SUBJECT: AMENDMENT TO SCHEDULE B OF THE CBRM CIVIC ADDRESSING POLICY**

**DATE: August 8<sup>th</sup>, 2017**

---

**Introduction**

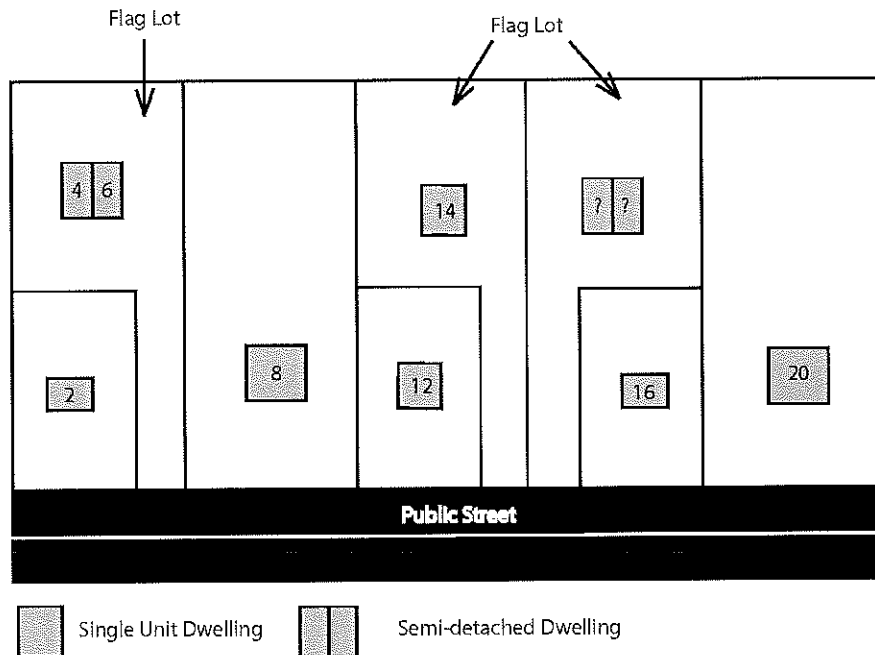
Accurate civic addressing is essential to the Municipality not only for proper functioning of the emergency response system (E-911) but also to ensure that tax and water billing, voter registration, building permit administration, and other municipal responsibilities are carried out in a timely, efficient and cost effective manner.

The purpose of the CBRM Civic Addressing Policy is to ensure that civic addressing in the CBRM meets the highest possible standards. Each civic address has three components:

- A unique community name with clearly defined boundaries
- A street name which is unique within the community and which may be part or all of a street within a defined address range
- A unique civic number, within the unique street address range, on the unique street, within the unique community

Infill development means the use of land within a built-up area for further construction. Infill development is an effective way of achieving growth and increasing density while utilizing existing municipal services (water and sewer). Infill development often occurs with the creation of a flag lot. A flag lot is a lot with the majority of its area separated from the street by another lot or lots, which gains access from the street by a narrow corridor of property.

In some older more established areas of the CBRM, where there are infill opportunities for lots, there may not be an adequate supply of reserved addresses for newly created lot(s); this is especially true when this infill development is in the form of semi-detached dwellings (company house). In such instances, based on policy the Civic Addressing Coordinator has instituted the renumbering of all or part of a street.



According to Policy 6 of the Civic Addressing Policy, when considering the renumbering of all or part of a street, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and minimizes the disruption to the affected residents and property owners. Guideline B7. of Schedule B Civic Numbering Guidelines states that where a new number cannot be assigned within an existing range of civic numbers, the renumbering of all or part of the street shall be required.

Often when the Civic Addressing Coordinator initiates a civic address change individual property owners question why the semi-detached dwelling cannot simply be assigned an Alpha Suffix (an A/B). According Guideline B16. of Schedule B of the Civic Numbering Guidelines, each dwelling unit within a semi-detached having its own external entrance should be assigned its own civic address. In an attempt to address this issue, in February of 2015 Council approved an amendment to allow for the issuance of a civic address with an alpha suffix under specific circumstances.

Guideline B7. of Schedule B states that where a new number cannot be assigned within an existing range of civic numbers, the renumbering of all or part of the street shall be the preferred option, however, an alpha suffix may be assigned and all properties sharing the same number shall be assigned a different sequential suffix to a maximum of four subject to the following:

- The lot parcel does not have the potential to be further subdivided;
- Only one driveway intersects with the public street/road; and
- The lot parcel is an irregular shaped lot.

At the time, it was thought that this amendment would deal with many of the civic address issues associated with semi-detached dwellings. However, we are seeing an increase in infill

development comprised of semi-detached dwellings in existing neighbourhoods that do not meet the provisions of B7. which have resulted in the Civic Addressing Coordinator continuing to renumbering existing developments. In 2016, 35 permits were issued for the construction of new or conversion of existing buildings to semi-detached dwellings.

Nova Scotia Emergency Management Office (EMO), Nova Scotia Civic Address File (NSCAF), and Canada Post were contacted to get their feedback on the use of an Alpha Suffix in conjunction with civic addresses. Nova Scotia EMO is not against the use of an Alpha Suffix; however they would prefer that this option apply in limited scenarios. Nova Scotia EMO would rather that each unit be given their own civic address minus the use of an Alpha Suffix, their concern is that it can sometime cause errors in the 911 mapping system. While NSCAF can accommodate historical addresses containing fraction or letters, they would prefer civic addresses to be unique numbers. In cases where there are no numbers left to issue NSCAF would prefer the street be renumbered. They believe this would help ensure residents/businesses have a unique number and would also help reduce the risk of confusion during a 911 call. Canada Post also prefers municipalities strictly use numerical civic addresses, but indicates that it is up to each municipality to determine how civic addresses are assigned. Canada Post can facilitate civic addresses with an Alpha Suffix, such as 29A, if that is the only civic addressing option available.

### **Rationale**

The option to use of an Alpha Suffix should be the exception and not the rule. However, both CBRM's Planning Strategy and Service Delivery Policy advocate for facilitating infill development where CBRM infrastructure already exists. Over the last two years, almost 50% of all dwelling units constructed were in buildings of two or more dwelling units, and the majority of those were built in central urban neighbourhoods with an old, established civic address regimen. Much of the new construction occurs on vacant lots after the original building was demolished. So there isn't a problem with those scenarios.

The inability to provide a civic address often occurs when infill development is the result of an intensification of density in an established neighbourhood when parcels of land already occupied by residential development are further subdivided, or a large tract of land formerly occupied by an abandoned and eventually demolished institutional edifice is replaced with a complex of dwelling units, often (in this landscape of company housing) with a complex of semi-detached dwellings. It is with scenarios like this where we want to have the option to use the alpha suffix rather than oblige neighbourhood properties up and/or down the street to change their civic address (and all of the other changes they are then obliged to make e.g. mailing address, legal documents such as driver's licence, health card etc.)

In order to have the authority to use this option the Civic Addressing Policy Guidelines of the Civic Addressing Policy would need to be amended. According to the Municipal Government Act, a schedule of a Bylaw is not considered the same as the body of the document i.e. an amendment to it does not require two readings as per Section 168 of the Act, but it does require a Motion of Council.

**Recommendation**

While the renumbering of all or part of the street shall be the preferred option, I recommend that Council pass a Motion during its August 15<sup>th</sup> meeting to amend Schedule B of the Civic Addressing Policy to permit the use of an Alpha Suffix, but only when one or more semi-detached dwellings are to be constructed in an urban infill scenario which would require changing the civic addresses of two or more properties if only numbers could be used.

A draft of Schedule B 7 with the recommended amendment is included with this issue paper.

**Submitted by:**

**ORIGINAL SIGNED BY**

**Malcolm Gillis**  
**Director of the Planning and Development Department**

**Motion**  
of the Cape Breton Regional Municipality  
amending  
**Schedule B of the CBRM Civic Addressing Policy**

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Pursuant to Section 48 of the Municipal Government Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends Schedule B of the Cape Breton Regional Municipality's Civic Addressing Policy by amending B.7 to read as follows.

- B.7 Where a new number cannot be assigned within an existing range of civic numbers, the renumbering of all or part of the street shall be the preferred option, with the exception of the following two options, in which case an alpha suffix may be assigned and all buildings sharing the same number shall be assigned a different sequential suffix.
- a. A maximum of four alpha suffixes per building may be used under the following circumstances:
    - the lot parcel does not have the potential to be further subdivided;
    - only one driveway intersects with the public street/road; and
    - the lot parcel is an irregular shaped lot.
  - b. Where a development would result in the re-numbering of two or more civic addresses, an A and B alpha suffix per building may be used when one or more semi-detached dwellings are to be constructed as infill development (i.e. in an urban service streetscape where development exists on either side of the proposed semi-detached dwelling(s).

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**PASSED AND ADOPTED:** by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on September, 2017.

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**MAYOR**

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**CLERK**

**THIS IS TO CERTIFY** that the attached is a true and correct copy of the Civic Addressing Policy amendment. Amending Policy of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on September, 2017 to amend the Cape Breton Regional Municipality's Civic Addressing Policy.

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Deborah Campbell Ryan, CLERK

## Schedule B

### Civic Numbering Guidelines

#### General Principles

Sequentiality - numbering should generally start from the lowest numbered intersection and numbers should be assigned in ascending order.

Uniformity - numbers should be proportionately spaced along the entire length of a street to help in finding the general location of structures.

Uniqueness - each individual dwelling unit or commercial/industrial establishment having its own external entrance should have its own whole civic number.

#### Guidelines

##### General

- B1. Civic numbers shall be assigned every twenty (20) feet of frontage along new public streets and private roads. Along existing streets where a civic addressing scheme is already in place a higher interval between numbers may be used providing the interval is no greater than thirty (30) feet. In areas where structures are located unusually close together the interval may be reduced to less than 20 ft. if necessary.
- B2. Even numbers shall be on the right hand side and odd numbers on the left hand side of street in ascending order from the numbering origin including on culs-de-sac and other dead end streets.
- B3. Where lot frontage is more than twenty (20) feet, a number shall in most cases be assigned to correspond with the approximate centre of the front main wall of the structure.
- B4. A structure on a corner lot or other lot having more than one frontage may be assigned a number on either street, based on the location of the front entrance.
- B5. When the entrance to a structure is obscured or if the structure is best reached for emergency purposes by the driveway, the civic number may be assigned to the driveway.
- B6. All principal buildings shall be assigned a civic number. Numbers may also be assigned to other structures (such as telephone booths, trailhead signs, and recreational sites) by the Civic Addressing Coordinator if deemed advisable from an emergency response perspective.
- B7. Where a new number cannot be assigned within an existing range of civic numbers, the renumbering of all or part of the street shall be the preferred option, however, an

alpha suffix may be assigned and all properties sharing the same number shall be assigned a different sequential suffix to a maximum of four subject to the following:

- The lot parcel does not have the potential to be further subdivided;
- Only one driveway intersects with the public street/road; and
- The lot parcel is an irregular shaped lot.

- B8. Where a new number is assigned within an existing range of civic numbers, the number shall be applied to maintain consistency in the existing numbering sequence.
- B9. Fractions shall not be used as part of a civic number.
- B10. Only the first four characters of the alphabet shall be permitted as part of a civic number.

#### **Water Access**

- B11. Where access to a property is by water only, the street name shall be deemed to be the name of the island or waterbody as listed in the Nova Scotia Gazetteer.
- B12. Where access to a property on an island or waterbody is by water only, the numbers shall be assigned along the entire waterfront and the numbering origin shall be the most southerly point.
- B13. Odd numbers shall be on the east side and even numbers on the west side of the island or waterbody in ascending order from the numbering origin.
- B14. Civic numbers shall be assigned every 20 feet of frontage around an island or waterbody

#### **More Than One Building or Unit On A Lot**

- B15. Every principal building or structure on a lot shall have its own civic number.
- B16. Each dwelling unit in a semi-detached, duplex, triplex, or townhouse building and each anchor establishment within a commercial/industrial building having its own external entrance shall be assigned its own civic number unless the provisions of B7. and B10. can be met. In structures where individual units use a common entrance (such as apartment buildings) the structure will be assigned one civic number in accordance with this policy but individual units may have unit numbers.

#### **Posting of Numbers required by bylaw**

- B17. Owners of structures shall be required to post civic numbers that have been assigned to their structures, as specified in the Civic Addressing Bylaw.

**ISSUE PAPER****TO: Council****From: Malcolm Gillis****RE: APPOINTMENT OF CHIEF BUILDING OFFICIAL****Date: July 18<sup>th</sup>, 2017**

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Paul Burt, CBRM's Manager of Building, Planning, and Licencing Laws, has recently successfully completed the necessary courses to be given his Diploma of Level 2 certification in the Province of Nova Scotia. This is the highest level of certification for a building official practicing in the Province. Although the position of building official is a union position, because only one current building official employed with the CBRM is so qualified, it is important that Paul can be called upon to conduct the work of a Level 2 building official *if and when it is necessary to provide good customer service* e.g. vacations, sick leave, away on course etc. For example, I have been appointed by Council as development officer under the same circumstances.

The Building Code Act of the Province states that all building officials must be appointed by the Council of the Municipality. Since the Building Bylaw of the CBRM references the title Chief building official and Paul is the manager our building officials report to, I believe it is appropriate to ask Council that he be appointed as Chief building official of the CBRM.

**Recommendation:**

For the reasons explained above, I recommend that Council pass a Motion appointing Paul Burt as Chief building official of the Cape Breton Regional Municipality.

Submitted by:

**ORIGINAL SIGNED BY**

Malcolm Gillis  
Planning and Development Department

**Necessary Amendments to the Taxi Bylaw because of the Establishment of the Appeals Standing Committee**

**Motion:**

Moved by Councillor MacLeod, seconded by Deputy Mayor Eldon MacDonald, to approve for first reading the proposed amendments to the Taxi Bylaw as outlined in the staff Issue Paper dated June 29, 2017.

**Motion Carried.**



## **ISSUE PAPER**

**TO: Council**

**From: Malcolm Gillis**

**RE: NECESSARY AMENDMENTS TO THE TAXI BYLAW  
BECAUSE OF THE ESTABLISHMENT OF THE  
APPEALS STANDING COMMITTEE**

**Date: June 29<sup>th</sup>, 2017**

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During its June 19<sup>th</sup> meeting, Council passed a Motion to establish an Appeals Standing Committee. One of the responsibilities of this Committee is to hear all appeals under the CBRM Taxi Bylaw. The Taxi Bylaw currently states that all such appeals should be heard by either a Taxi Steering Committee or the General Committee of Council.

The Taxi Bylaw therefore needs to be amended to:

- delete any reference to the Taxi Steering Committee or the General Committee of Council;
- state all appeals shall be heard by the Appeals Standing Committee of Council; and
- delete any clauses in the Bylaw or its schedules that describe the composition of the Taxi Steering Committee.

By adopting the Amending Bylaw with this issue paper, the necessary amendments to the Taxi Bylaw will be made.

**Recommendation:**

For the reasons explained above, I recommend that Council pass a Motion to adopt the Amending Bylaw included with this report in the agenda.

Submitted by:

**ORIGINAL SIGNED BY**

Malcolm Gillis  
Planning and Development Department

**By-law**  
**of the**  
**Cape Breton Regional Municipality**  
**amending the**  
**Taxi Bylaw**

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Pursuant to Section 305 of the Motor Vehicle Act of Nova Scotia, the Council of the Cape Breton Regional Municipality hereby amends the text and map of the Cape Breton Regional Municipality's Land Use By-law in the following manner:

**THAT:** the Taxi Bylaw is amended in the following manner:

- Section 5.e is amended by replacing the words "Steering Committee" with the words "Appeals Standing Committee".
- Section 5.1.e is amended by replacing the words "Steering Committee" with the words "Appeals Standing Committee of the Municipality".
- Section 5.2.c.j. is amended by replacing the words "General Committee" with the words "Appeals Standing Committee of the Municipality".
- Section 9.e is amended by replacing the words "General Committee" with the words "Appeals Standing Committee".
- Section 20.c is amended by replacing the words "General Committee" with the words "Appeals Standing Committee of the Municipality".
- Schedule F is amended by replacing the words "Taxi Steering Committee" in the first and last bulleted clauses under the heading "Basic Principles" with the words "Appeals Standing Committee of the Municipality".
- Schedule "F" is also amended by replacing the heading "Taxi Steering Committee" on the last page with the words "Appeals Standing Committee of the Municipality" and by deleting the 3<sup>rd</sup> paragraph under this newly named heading which begins with the words 'The Committee will comprise ...'

**PASSED AND ADOPTED:** by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on 2017.

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**MAYOR**

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**CLERK**

***THIS IS TO CERTIFY that the attached is a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality which was adopted by Regional Council during a meeting held on 2017.***

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**DEBORAH CAMPBELL RYAN, CLERK**

# Taxi By-law

of the

## Cape Breton Regional Municipality

*Pursuant to Section 305 of the Motor Vehicle Act, Chapter 293 of the Revised Statutes of Nova Scotia, 1995*

**WHEREAS** the Motor Vehicle Act of the Province of Nova Scotia enables a municipality to adopt a by-law regulating and licencing persons transporting passengers for hire by means of any vehicle; and

**WHEREAS** the Cape Breton Regional Municipality intends to regulate the taxi business in the Regional Municipality to ensure:

- vehicles are adequately maintained;
- vehicles and drivers are adequately insured;
- vehicles are easily identifiable;
- drivers are legitimately qualified to operate a taxi;
- the high profile taxi business becomes an exemplary ambassador for the Regional Municipality;
- passengers receive a high degree of service; and
- a fair and equitable schedule of rates is imposed.

The Council of the Cape Breton Regional Municipality hereby adopts this Taxi By-law, pursuant to the Motor Vehicle Act.

### 1. Definitions

**By-law Enforcement Officer** means an employee of the Cape Breton Regional Municipality under the direction of the Manager responsible for this By-law who is sworn in under the Police Act as a Special Constable with authority to administer and enforce this By-law.

**Cape Breton Regional Municipality** means the Cape Breton Regional Municipality established pursuant to the Cape Breton Regional Municipality Act, Bill 63 S.N.S. 1994, c.3 as amended by 1994-95, c.7 and includes the area over which that body corporate has jurisdiction.

**Limousine** means a stretch limousine or any of the four-door, full size luxury class vehicles identified in Schedule "E" having a standard seating capacity for at least 5 persons exclusive of the driver and furnished with top quality interior appointments, being of leather or other plush upholstery as well as a minimum of 4 of the following features:

- glass partition separating the front and rear seats;
- power windows;
- one-way tinted glass;
- television;
- stereo system;
- cellular telephone; and
- air conditioning.

**Municipality** means the Cape Breton Regional Municipality, in the County of Cape Breton, Province of Nova Scotia.

**Peace Officer** means as defined in the Criminal Code of Canada, R.S.C. 1985, Chapter C-46.

**Local Shuttle Service** means a van, limo or bus used to transport individuals or organizational groups of people collected at a given point, such as the Government Wharf, and dropped off at pre-determined destinations within CBRM (For Tourism Purposes Only). If a fee is charged to the individual being transported, then the owner of the service will require a licence; otherwise, the service provided will be a courtesy service.

**Taxi** means a motor vehicle used to transport passengers and goods for compensation:

- equipped with an engine of at least 4 cylinders;
- 4-door sedan or a 4-door station wagon excluding hatchbacks
- which has a height from the top of the floor to the underneath side of the roof of at least 44.5 inches; and
- an interior width where passengers are to be seated of at least 51 inches with a capacity, determined by the number of seat belts, of not more than 6 passengers.

**Van** for the purposes of this By-law means a motor vehicle used to transport 7 to 14 passengers.

**Bus** for the purposes of this By-law means a motor vehicle used to transport up to 14 passengers.

**Local Tour** means a predetermined service contract commencing in CBRM with designated locations along the route. Fees applicable within CBRM. Local Tours shall include vans, Limos, buses and taxis.

**Operator's Licence** means the licence issued to a person pursuant to the By-law authorizing the person to drive a vehicle such as a Taxi, Limo, Local Shuttle or Local Tour vehicle in the Cape Breton Regional Municipality.

**Owner's Licence** means a licence for a vehicle such as a Taxi, Limo, Local Shuttle or Local Tour issued pursuant to this By-law.

**Traffic Authority** means the Chief of the Regional Police and/or the representative of the office of the Manager responsible for the By-Law delegated by the Chief of the Regional Police to administer and enforce this By-law, pursuant to Section 305 of the Motor Vehicle Act, Chapter 293 of the Revised Statutes of Nova Scotia, 1989.

**Vehicle** means a motor vehicle as defined in the Motor Vehicle Act.

## **2. Licencing Control**

- a. The Manager responsible for this By-law shall be responsible for the administration and enforcement of this By-law.
- b. The By-law Enforcement Officers under the direction of the Manager responsible for this By-law and any Peace Officer shall have authority to enforce any and all provisions of this By-law.

### 3. Areas of Jurisdiction

The jurisdiction of this Taxi By-law is the Cape Breton Regional Municipality. Within the Municipality there shall be five service areas. A Taxi Driver's Licence is valid throughout the Municipality, but a Taxi Vehicle Owner's Licence is only valid for one service area. The boundaries of the service areas are as described in Schedule "A" of this By-law. No Taxi Driver's Licence and/or Taxi Vehicle Owner's Licence shall be issued unless the business address of the taxi business to be hiring the applicant, or owning the taxi vehicle, is in the service area intended to be served by the driver or taxi vehicle.

#### 4.1 Requirements to Operate a Taxi Business

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

- a. which has a separate address and phone number other than the proprietor's place of residence;
- b. for which the taxi stand depot(s) shall be in compliance with the provisions of the Land Use By-law of the Regional Municipality in effect for the property on which the stand depot is located on *unless the stand depot existed at the site prior to the coming into effect of the Taxi By-law; (amendment April 21<sup>st</sup>, 1998)*
- c. which is registered in good standing with the Nova Scotia Registry of Joint Stock Companies; and
- d. which operates a 24 hour service, unless the taxi business is listed in Schedule "D" of this By-law, or the address and depot of the taxi business is a minimum of 20 kilometers from the boundary of any of the five service areas illustrated in Schedule "A" of this By-law;
- e. which operates a dispatch-to-taxi two-way radio system only, or the address and depot of the taxi business is a minimum of 20 kilometers from the boundary of any of the five service areas illustrated in Schedule "A" of this By-law;
- f. which is primarily operating a fleet of taxi vehicles providing passengers with a *one call - one direct route to the point of destination service*, except for limousine services. Specialized services such as a shuttle service within the Municipality shall only be permitted as a subsidiary use to the primary operation.

#### 4.2 Requirements to Operate a Local Shuttle Business

Every person engaged in the business of operating a local Shuttle Service with reference to the Cruise Industry shall, if applicable, require the following:

- a. name of the business and phone number of business;
- b. registered in good standing with the Nova Scotia Registry of Joint Stock companies;
- c. must have a fee schedule on file, if applicable;
- d. must have a route schedule available
- e. General information course requirement for operators – Sydney Ports Corp.

### 4.3 Requirements to Operate a Local Tour Business

Every person engaged in the business of operating a local Tour business shall require the following:

- a. name of the business and phone number of business;
- b. which is registered in good standing with the Nova Scotia Registry of Joint Stock Companies;
- c. must have a fee schedule on file, if applicable;
- d. must have a route schedule available
- e. General tour information course requirement for operators – Sydney Ports Corp.

### 5. Taxi Vehicle Owner's Licence Requirements

- a. No person shall own and operate a taxi for the purpose of transporting persons for hire in the Cape Breton Regional Municipality unless that person has a valid Taxi Vehicle Owner's Licence in respect of the vehicle issued pursuant to this By-law.
- b. A Taxi Vehicle Owner's Licence is required with respect to each Vehicle used as a taxi in the Cape Breton Regional Municipality.
- c. Every application for a Taxi Vehicle Owner's Licence shall be made in writing to the Traffic Authority by the owner. An application for a Taxi Vehicle Owner's Licence shall contain:
  1. the name, address and telephone number of the applicant;
  2. the business address, business mailing address (if different from the business address) and business telephone number of the taxi business to be hiring, or owned by, the applicant;
  3. a description of the Vehicle sufficient to identify it;
  4. information regarding the insurance policy in effect for the vehicle to be used sufficient to ensure the vehicle is adequately insured in compliance with this By-law, and that the Cape Breton Regional Municipality will be notified by the insurance company if and when the insurance policy on the vehicle in effect with respect to the vehicle to be used has expired;
  5. proof the vehicle to be used has been inspected by the Motor Vehicle Branch of the Department of Transportation or someone delegated with the authority to inspect vehicles;
  6. identification of the service area for which the licence is required (see Section 3); and
  7. if the Taxi Vehicle Owner is not also applying for a Taxi Driver's Licence, they are obliged to comply with Part 9, Section c, sub-section 6 of this By-law.
- d. After receiving a completed application for a Taxi Vehicle Owner's Licence, the Traffic Authority shall refuse to issue a licence if:
  1. the amount of insurance required by this By-law is not in effect for the vehicle to be licenced;
  2. the vehicle is not in good condition in accordance with Section 7 of this By-law;
  3. the vehicle, if to be operated as a taxi in the Sydney Service Area, is not equipped with a properly operating taximeter in accordance with Section 13 of this By-law;
  4. the vehicle has not been issued a valid vehicle inspection certificate by, or on behalf of, the Motor Vehicle Branch of the Department of Transportation and the verification sticker issued by the Municipality is not displayed in the front windshield.

- e. Notice of refusal by the Traffic Authority to issue a Taxi Vehicle Owner's Licence shall be by letter sent by certified mail to the applicant. The letter shall state that the applicant has the right to appeal to the Steering Committee of the Municipality. The Steering Committee may confirm the decision of the Traffic Authority or order that a licence be issued subject to compliance with the provisions of Section 5.d. of this By-law.
- f. A Taxi Vehicle Owner's Licence issued under this By-law shall be valid until the last day of April next following its issue, unless sooner revoked or suspended.
- g. A Taxi Vehicle Owner's Licence shall be issued for one vehicle only, a description of the vehicle shall be given on the licence, provided that if the owner wishes to discontinue the use of that vehicle and to substitute another, the Traffic Authority shall, if the latter vehicle complies with this By-law, authorize the use of the licence for such vehicle instead of for the one with respect to which it was originally issued, and endorse the licence accordingly.
- h. A Taxi Vehicle Owner's Licence may be revoked at any time if it has been determined that the applicant has falsified any provision of the application.

### **5.1 Local Shuttle Vehicle Owner's Licence Requirements**

- a. No person shall own and operate a shuttle for the purpose of transporting persons for hire in the Cape Breton Regional Municipality (for Tourism purposes) unless that person has a valid Local Shuttle Vehicle Owner's Licence in respect of the vehicle issued pursuant to this By-law.
- b. A Local Shuttle Vehicle Owner's Licence is required with respect to each vehicle used as a shuttle ( for Tourism purposes, if applicable) in the Cape Breton Regional Municipality.
- c. Every application for a Local Shuttle Vehicle Owner's Licence shall be made in writing to the Traffic Authority by the owner. An application for a Shuttle Vehicle Owner's shall contain:
  - 1. the name, address and telephone number of the applicant;
  - 2. the business address, business mailing address (if different from the business address) and business telephone number of the shuttle business to be hiring, or owned by, the applicant;
  - 3. a description of the Vehicle sufficient to identify it;
  - 4. information regarding the insurance policy in effect for the vehicle to be used sufficient to ensure the vehicle is adequately insured in compliance with this By-law, and that the Cape Breton Regional Municipality will be notified by the insurance company if and when the insurance policy on the vehicle in effect with respect to the vehicle to be used has expired;
  - 5. proof the vehicle to be used has been inspected by the Motor Vehicle Branch of the Department of Transportation or someone delegated with the authority to inspect vehicles;
  - 6. if the Shuttle Vehicle Owner is not also applying for a Shuttle Operator's Licence, they are obliged to comply with Part 9, Section c, sub-section 6 of this By-law.

- d. After receiving a completed application for a Local Shuttle Vehicle Owner's Licence, the Traffic Authority shall refuse to issue a licence if:
  - 1. the amount of insurance required by this By-law is not in effect for the vehicle to be licenced;
  - 2. the vehicle is not in good condition in accordance with Section 7 of this By-law;
  - 3. the vehicle has not been issued a valid vehicle inspection certificate by, or on behalf of, the Motor Vehicle Branch of the Department of Transportation and the verification sticker issued by the Municipality is not displayed in the front windshield.
- e. Notice of refusal by the Traffic Authority to issue a Local Shuttle Vehicle Owner's Licence shall be by letter sent by certified mail to the applicant. The letter shall state that the applicant has the right to appeal to the Steering Committee. The Steering Committee may confirm the decision of the Traffic Authority or order that a licence be issued subject to compliance with the provisions of Section 5.d. of this By-law.
- f. A Local Shuttle Vehicle Owner's Licence issued under this By-law shall be valid until the last day of April next following its issue, unless sooner revoked or suspended.
- g. A Local Shuttle Vehicle Owner's Licence shall be issued for one vehicle only, a description of the vehicle shall be given on the licence, provided that if the owner wishes to discontinue the use of that vehicle and to substitute another, the Traffic Authority shall, if the latter vehicle complies with this By-law, authorize the use of the licence for such vehicle instead of for the one with respect to which it was originally issued, and endorse the licence accordingly.
- h. A Local Shuttle Vehicle Owner's Licence may be revoked at any time if it has been determined that the applicant has falsified any provision of the application.

## **5.2 Local Tour Vehicle Owner's Licence Requirements**

- a. No person shall own and operate a vehicle for the purpose of transporting persons for hire in the Cape Breton Regional Municipality (for Tourism purposes only) unless that person has a valid Local Tour Vehicle Owner's Licence in respect of the vehicle issued pursuant to this By-law.
- b. A Local Tour Vehicle Owner's Licence is required with respect to each vehicle used as a limo, taxi or bus in the Cape Breton Regional Municipality.
- c. Every application for a Local Tour Vehicle Owner's Licence shall be made in writing to the Traffic Authority by the owner. An application for a Local Tour Vehicle Owner's Licence shall contain:
  - a. the name, address and telephone number of the applicant;
  - b. the business address, business mailing address (if different from the business address) and business telephone number of the shuttle business to be hiring, or owned by, the applicant;
  - c. a description of the Vehicle sufficient to identify it;
  - d. information regarding the insurance policy in effect for the vehicle to be used sufficient to ensure the vehicle is adequately insured in compliance with this By-law, and that the Cape Breton Regional Municipality will be notified by the insurance company if and when the insurance policy on the vehicle in effect with respect to the vehicle to be used has expired;
  - e. proof the vehicle to be used has been inspected by the Motor Vehicle Branch of the Department of Transportation or someone delegated with the authority to inspect vehicles;

- f. if the Local Tour Vehicle Owner is not also applying for a Local Tour Operator's Licence, they are obliged to comply with Part 9, Section c, sub-section 6 of this By-law.
- g. A Local Tour Vehicle Owner's Licence shall be issued for one vehicle only, a description of the vehicle shall be given on the licence, provided that if the owner wishes to discontinue the use of that vehicle and to substitute another, the Traffic Authority shall, if the latter vehicle complies with this By-law, authorize the use of the licence for such vehicle instead of for the one with respect to which it was originally issued, and endorse the licence accordingly.
- h. A Local Tour Vehicle Owner's Licence may be revoked at any time if it has been determined that the applicant has falsified any provision of the application.
- i. After receiving a completed application for a Local Tour Vehicle Owner's Licence, the Traffic Authority shall refuse to issue a licence if:
  - i. the amount of insurance required by this By-law is not in effect for the vehicle to be licenced;
  - ii. the vehicle is not in good condition in accordance with Section 7 of this By-law;
  - iii. the vehicle has not been issued a valid vehicle inspection certificate by, or on behalf of, the Motor Vehicle Branch of the Department of Transportation and the verification sticker issued by the Municipality is not displayed in the front windshield.
- j. Notice of refusal by the Traffic Authority to issue a Local Tour Vehicle Owner's Licence shall be by letter sent by certified mail to the applicant. The letter shall state that the applicant has the right to appeal to the General Committee. The General Committee may confirm the decision of the Traffic Authority or order that a licence be issued subject to compliance with the provisions of Section 5.d of this By-law.
- k. A Local Tour Vehicle Owner's Licence issued under this By-law shall be valid until the last day of April next following its issue, unless sooner revoked or suspended.

## 6. Insurance

The owner of a taxi, local shuttle, limo and local tour licenced under this By-law shall at all times while engaging in the taxi, local shuttle, local tour or limo business or driving a taxi, local shuttle, tour vehicle, or limo for compensation have in force on the vehicle licenced and operated:

- 1. public liability;
- 2. property damage; and
- 3. cargo or passenger hazard insurance

in the amount of \$1,000,000 without any limit on any particular claim up to the herein mentioned amount, regardless of the number of persons involved or the nature of the damage.

## 7. Condition of Vehicle and Inspections

- a. Every vehicle licenced under this By-law shall be kept in a clean, sanitary condition and in good repair at all times when in use and has no visible body fillers, rust, primer paint, accidental damage or similar defects.
- b. The owner of every vehicle in respect of which:
  - 1. an application is being made; or
  - 2. a licence has been issued;

- shall, when required by a By-law Enforcement Officer or Peace Officer, forthwith submit the vehicle for examination to determine compliance with Section 7.a. of this By-law and the Motor Vehicle Act.
- c. A minimum of 2 vehicle inspections conducted by, or on behalf of, the Motor Vehicle Branch of the Department of Transportation of the Province of Nova Scotia shall be required for each vehicle licenced under this By-law. The inspections shall be coordinated to ensure no vehicle licenced under this By-law is operating without a valid vehicle inspection certificate issued by, or on behalf of, the Motor Vehicle Branch of the Department of Transportation with an inspection date older than 6 months.
  - d. Vehicle Owners shall be permitted to choose a mechanic of their choice in their local area. Additional vehicle inspections to be carried out at a CBRM designated location at the vehicle owner's expense.
  - e. Should the vehicle not meet the requirements of Section 7.a. or fail an inspection conducted under the Motor Vehicle Act, the Traffic Authority may notify the owner of the vehicle to cease operating the same as a vehicle licenced under the authority of this By-law, until such time as the same has been put in a clean, sanitary condition and/or in good repair.

## 8. Vehicle Identification

Every taxi licenced under this By-law shall have a sign affixed upon the roof of such vehicle which is *illuminated*:

1. when the meter is operating in all areas of jurisdiction which require a taximeter in each vehicle; and
2. as the headlights of the vehicle are turned on in accordance with the provisions of the Motor Vehicle Act.
3. The roof light shall be removed or covered by opaque material when the vehicle is not in service as a taxi.

The sign shall identify the name of the taxi business and the identification number of the vehicle. The name of the taxi business shall be placed on the sign so that it can be read while standing to the front or rear of the vehicle. The identification number of the vehicle shall be placed on the sign so that it can be read while standing adjacent both sides of the vehicle. The sign shall be of such size, color, design and style which ensures the name of the taxi business and the identification number of the vehicle can be identified within 50 feet of the sign.

## 9. Taxi Driver's Licence Requirements

- a. No person shall drive a taxi for the purpose of transporting persons for hire in the Cape Breton Regional Municipality unless the person has a valid Taxi Driver's Licence issued pursuant to this By-law.
- b. No person issued a valid Taxi Driver's Licence shall drive a vehicle in the Cape Breton Regional Municipality other than a vehicle with a licence to be used as a taxi in the Municipality.
- c. Every application for a Taxi Driver's Licence shall be made in writing to the Traffic Authority. An application for a Taxi Driver's Licence shall contain:
  1. the name, address and telephone number of the applicant;
  2. the residence address, residence mailing address (if different from the residence address) and home telephone number of the applicant;
  3. the business address, business mailing address (if different from the business address) and business telephone number of the taxi business to be hiring, or owned by, the applicant;

4. the age of the applicant;
5. the number and classification of the applicant's driver's licence then in force; and
6. for the first time applicant, a statement of record of any convictions against the applicant in the 5 years preceding the date of the application under the Criminal Code of Canada and the Motor Vehicle Act.

|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| Operators/Owners Licence | Criminal record statement for last 5 years required |
|--------------------------|-----------------------------------------------------|

*Criminal Records checks will be conducted with new drivers and owners initially. These checks will also be conducted for any licenced taxi driver upon the expiration of a Province of Nova Scotia driver's licence. Criminal Records checks are only processed through the CBRM By-law office via Police Central.*

- d. After receiving a completed application for a **Operator's Licence**, the Traffic Authority shall refuse to issue a licence if:
  1. the applicant is not in possession of a Class 1, 2, 3, or 4 Driver's Licence issued by the Province of Nova Scotia;
  2. the applicant does not hold a valid, current Motor Vehicle Licence from the Province of Nova Scotia required under the Motor Vehicle Act for a person operating a taxi;
  3. in the judgment of the Traffic Authority, the applicant is not a fit and proper person to hold such a licence.
- e. Notice of refusal by the Traffic Authority to issue an **Operator's Licence** shall be by letter sent by certified mail to the applicant. The letter shall state that the applicant has the right to appeal to the General Committee of the Municipality **within 30 days of the decision**. The General Committee may confirm the decision of the Traffic Authority or order that a licence be issued subject to compliance with the provisions of Section 9.d. of this By-law.
- f. A Taxi Driver's Licence issued under this By-law shall be valid until the last day of April next following its issue, unless sooner revoked or suspended.
- g. No Taxi Driver's Licence under this By-law may be transferred from one person to another.

## 10. Driver - Dress Code and Conduct

- a. When engaged in the operation of a taxi for hire licenced under this By-law, every driver issued a Taxi Driver's Licence under this By-law shall:
  1. wear a shirt or blouse;
  2. wear ankle length cuffed or hemmed trousers, or cuffed or hemmed shorts; female drivers shall also have the option to wear a skirt or dress;
  3. have on footwear;
  4. wear the required clothing in a neat and tidy condition;
  5. conduct himself/herself in an orderly manner with no solicitation of any kind.
- b. Every person licenced under this By-law shall notify the office of the Manager responsible for this By-law of a change of address within 7 days.

## 11. Customer Service

- a. Every licenced driver shall proceed by the most direct route to the point of destination, unless otherwise directed by the passenger.
- b. A licenced driver shall only convey the person or persons engaging his vehicle and shall not pick up other passengers, unless agreed to by the person or persons who engaged the licenced driver's services.

- c. The owner or driver of a licenced vehicle shall not refuse or neglect to convey any orderly, fare paying, person, or persons upon request, unless previously engaged, or unable to or prohibited by the provisions of this By-law. A licenced driver may refuse to drive a person whose conduct is disorderly or when such person's conduct may cause the driver to fear for his/her safety.
- d. Every licenced driver shall offer assistance to the passenger:
  - 1. entering and exiting the taxi; and
  - 2. carrying luggage or any goods to and from the taxi.

## 12. Rates

- a. The rates as set out in the Resolution of the Council of the Municipality as per Schedule "C" attached to this By-law will be those established annually by Resolution of the General Committee or, from time to time, at any regularly scheduled meeting thereof. The rates shall be charged for conveyance in a licenced vehicle used for transporting passengers for hire, from point to point within the Municipality.
- b. Copies of the Schedule of Fares shall be furnished by a By-law Enforcement Officer to every person issued a Taxi Driver's Licence or Taxi Vehicle Owner's Licence and a copy of such schedule shall be kept available for perusal by a passenger in every motor vehicle for which a Taxi Vehicle Owner's Licence has been issued. The fare schedule established by Committee shall be affixed to the rear passenger window of each vehicle.
- c. Every taxi vehicle owner or taxi driver who receives or demands a fare greater than or less than that required by the Schedule of Fares shall be guilty of an offence under this By-law.

## \*13. Local Shuttles

Local Shuttle Service means a van, limo or bus used to transport individuals or organizational groups of people collected at a given point, such as the Government Wharf, (for Tourism purposes only), and dropped off at predetermined destinations within CBRM. If a fee is charged to the individual being transported, then the owner of the service will require a licence; otherwise the service provided will be a courtesy service.

\*

- a. *A shuttle shall carry no more than 7 to 14 persons;*
- b. *Vans, limos and buses are permitted;*
- c. *Cars are excluded;*
- d. *Taxis are excluded from a shuttle business;*
- e. *Magnetic Signage required;*
- f. *No deck light or meter is required;*
- g. *A general information course is a requirement of operators – Sydney Ports Corp.*

**\*14. Local Tours**

A local tour means a predetermined service contract commencing in the Cape Breton Regional Municipality with designated locations along the route. Fees applicable within CBRM.

\*

- a. *Local Tours shall include Limos, taxis, vans and buses;*
- b. *No deck light or meter necessary;*
- c. *Service contracts will be predetermined;*
- d. *Tours to commence in CBRM;*
- e. *Signage on site shall be required and will include:*
  - 1. *Listing of tour area, price, duration of tour;*
  - 2. *Minimum size of 30" x 40";*
  - 3. *Signage on side of vehicle 1" in height to include company name, Phone #, CBRM licence # (magnetic type);*
- f. *General tour information course requirement for operators – Sydney Ports Corp.*

**\*15. Taxi**

Taxi means a motor vehicle used to transport passengers and goods for compensation.

\*

- a. *Shall not be more than 6 passengers and be a licenced vehicle;*
- b. *Must be a vehicle (4 door car – minimum 4 doors excluding hatchbacks);*
- c. *Mid-size or larger;*
- d. *4 cylinder or larger;*
- e. *Limo can be a taxi maximum 6 passengers;*
- f. *Deck light and meter required;*
- g. *General tour information course requirement of operators.*

**16. Limousines**

- a. No person shall own and operate a Limousine service for the purpose of transporting persons for hire within the Municipality unless a Limousine Licence in respect of the vehicle has been issued pursuant to this By-law.
- b. An application for a Limousine Licence shall contain all of the information required for an application for a Taxi Vehicle Owner's Licence except for the identification of a service area.
- c. All of the provisions regulating taxi vehicles are applicable for a Limousine except the requirements to:
  - 1. be properly equipped with a taxi meter;
  - 2. have an illuminated sign affixed upon the roof; and
  - 3. schedule of fares affecting taxis.
- d. Limousines are prohibited from:
  - 1. parking at common taxi stand depots;
  - 2. being held out as being available for the conveyance of persons in a public place except at an airport or wharf where a cruise ship is about to be (or is) docking.

## **17. Exemptions**

- a. Outside Tours
- b. Charter Buses – 15 persons or more.

## **18. Taximeters - Sydney Service Area**

- a. Every owner of a motor vehicle in the Sydney Service Area, as described in Schedule "A" of this By-law, shall provide such vehicle with a taximeter of a model approved by the General Committee. Such taximeter shall:
  - 1. be at all times in full view of the passengers;
  - 2. be kept sealed and intact;
  - 3. be operated from one of the front wheels of the motor vehicle or from the transmission; and
  - 4. illuminated by a suitable light while in operation after dark.
- b. A By-law Enforcement Officer or Peace Officer of the Municipality may at any time inspect any taximeter which is installed in a motor vehicle, and no Taxi Vehicle Owner's Licence shall be issued or renewed unless the taximeter is in compliance with Section 13.a. of this By-law.
- c. Every owner or driver of a taxi licenced in the Sydney Service Area who transports for hire passengers without causing the taximeter in such vehicle to operate shall be guilty of an offence against this By-law.
- d. Any passenger who has used a taxi in the Sydney Service Area who refused to pay the tariff rates as shown on a properly operating taximeter shall be guilty of an offence against this By-law.

## **19. Emergency Call Number**

No taxi licence shall be issued with the number 13. This number shall be available to all taxi driver's when calling dispatch to notify of an emergency situation requiring immediate police help.

## **20. Penalties**

- a. Every person who contravenes or fails to comply with any provisions of this By-law shall, for each offence, be liable to a penalty of not less than \$100.00 and not more than \$200.00; and, in default of payment, the Manager responsible for this By-law may cancel or suspend the licence of such person.
- b. Every person who does not have a valid Owner's Licence or Operator's Licence in compliance with this By-law who contravenes or fails to comply with any provisions of this By-law shall, for each offence, be liable to a penalty of not less than \$200.00 and not more than \$500.00. Every proprietor of a taxi business who knowingly:
  - 1. hires an individual to operate a taxi who is not properly licenced in compliance with Part 9 of this By-law; and/or
  - 2. allows an independent Taxi Vehicle Owner to operate from their taxi stand/depot using a vehicle which is not properly licenced in compliance with Part 5 of this By-law;shall also be liable to a penalty of not less than \$200.00 and not more than \$500.00 per individual offence.

- c. Any person whose licence has been canceled or suspended may appeal to the General Committee which may confirm or disallow the action of the Manager responsible for this By-law.

## 21. Previous By-laws Repealed

All Taxi By-laws of the former municipalities of Cape Breton County adopted pursuant to the Motor Vehicle Act to regulate the transporting of persons for hire by means of a motor vehicle are hereby repealed and the provisions of this By-law substituted therefore.

**PASSED AND ADOPTED** by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipality held on September 23<sup>rd</sup>, 1997 and as amended on November 17, 1998, October 19, 1999, May 20, 2003, July 8, 2003, February 17, 2004 and May 17, 2016.

\_\_\_\_\_  
MAYOR CECIL P. CLARKE

\_\_\_\_\_  
DEBORAH CAMPBELL, CLERK

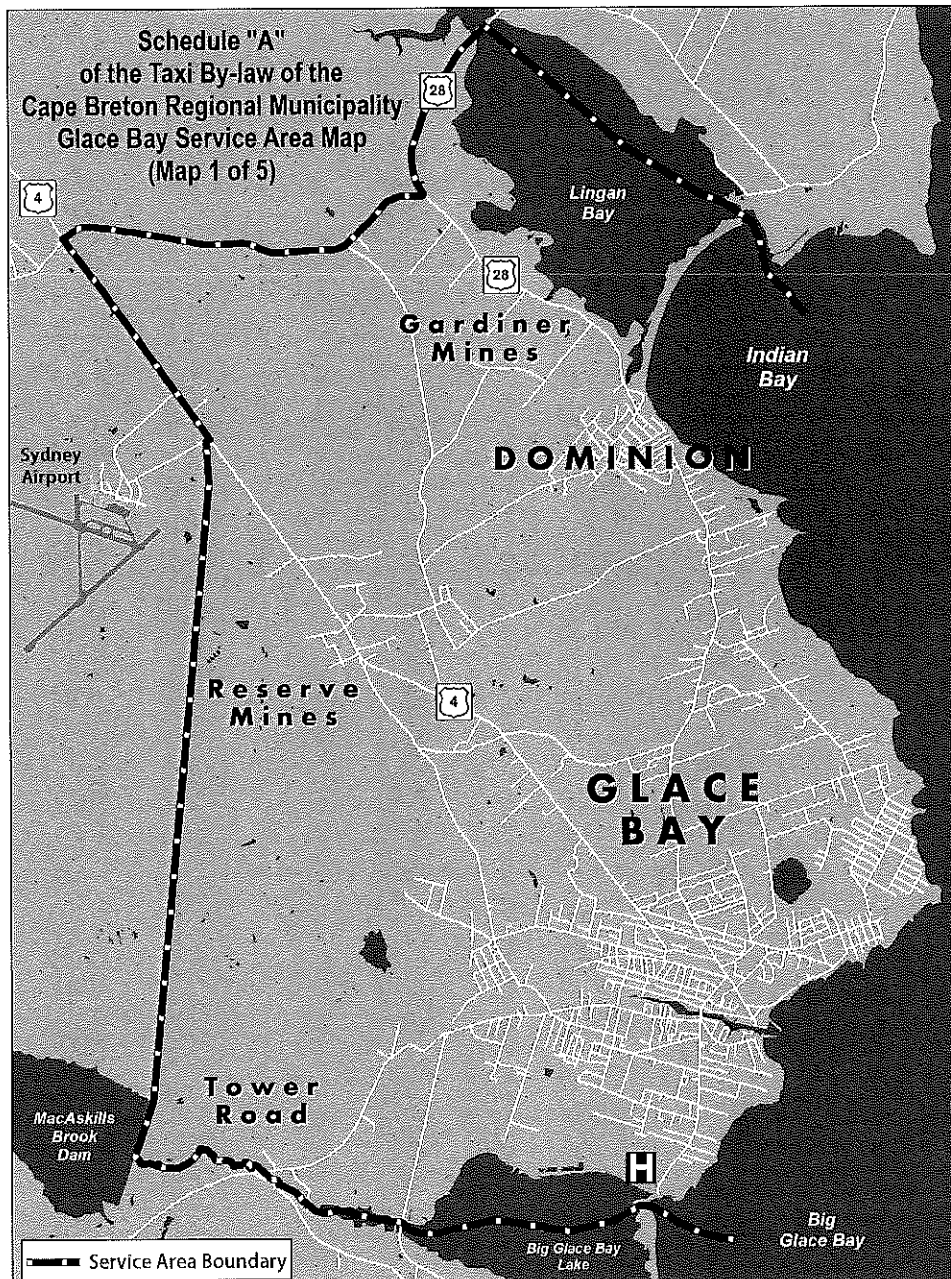
***THIS IS TO CERTIFY** that the attached is a true and correct copy of the Taxi By-law of the Cape Breton Regional Municipality adopted on September 23<sup>rd</sup>, 1997 and as amended on November 17, 1998, October 19, 1999, May 20, 2003, July 8, 2003, February 17, 2004 and May 17, 2016.*

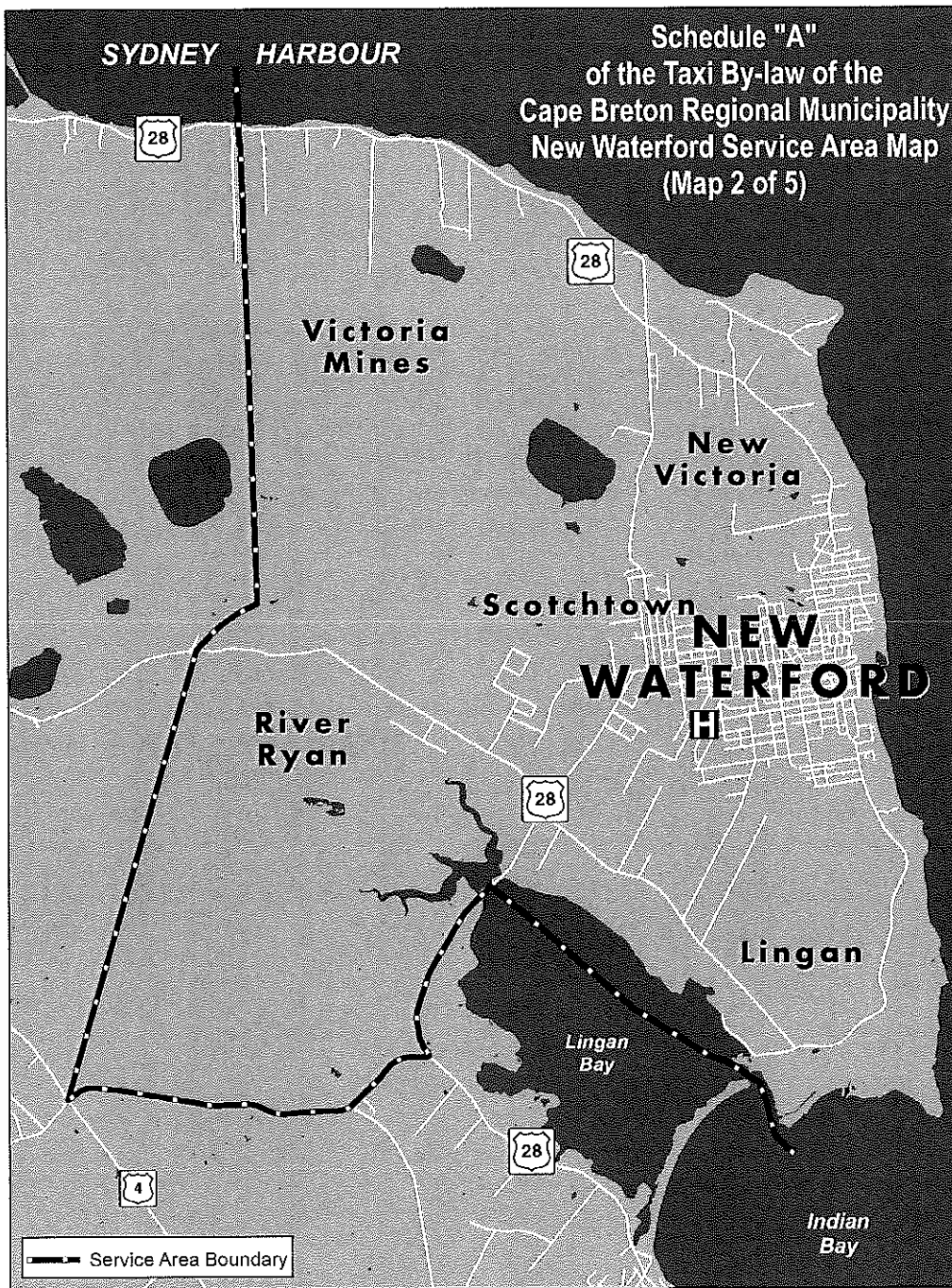
\_\_\_\_\_  
DEBORAH CAMPBELL, CLERK

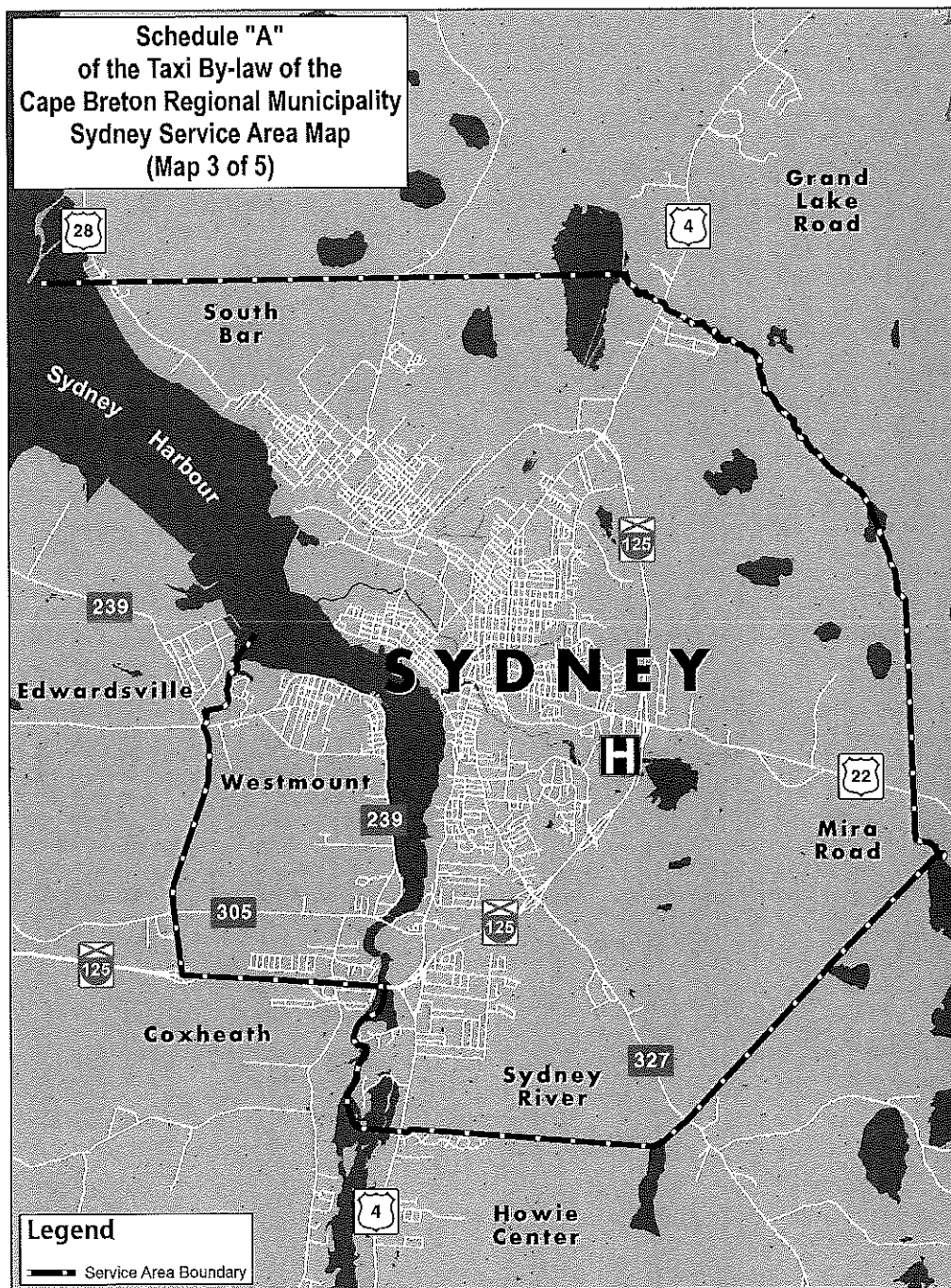
**Publication Date: February 25, 2004; May 26, 2016**

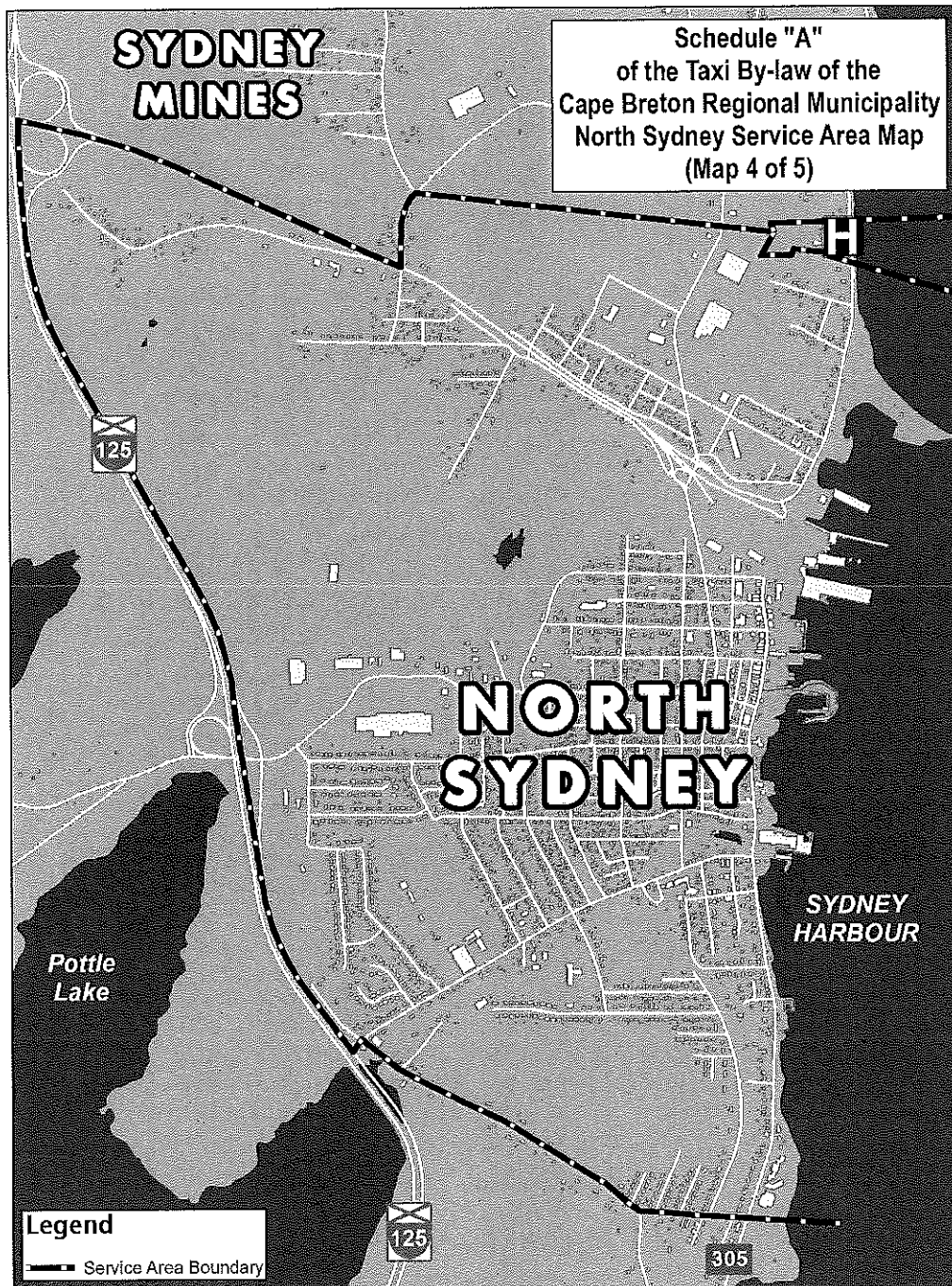
**Schedule "A"**  
**of the**  
**Taxi By-law**  
**of the**  
**Cape Breton Regional Municipality**

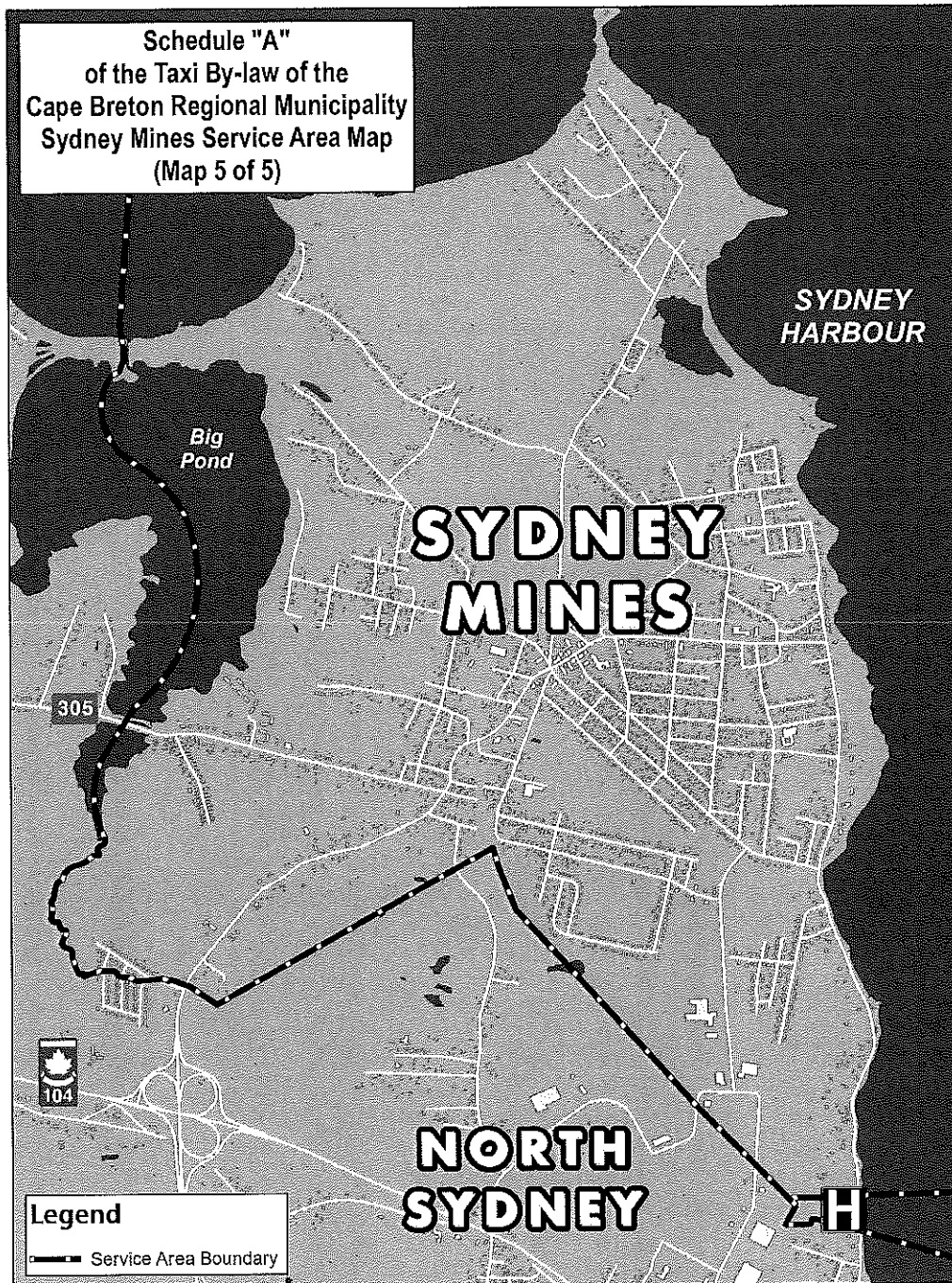
Schedule "A" includes the Glace Bay, New Waterford, Sydney, North Sydney and the Sydney Mines Service Areas Maps.











## Schedule "B"

**THAT:** the Table of licencing fees in Schedule "B" of the Taxi By-law is amended to read as follows:

### "Licencing Fees"

| ALL OPERATOR LICENCE FEES ARE PRO-RATED FOR CBRM FISCAL YEAR   |      |  |
|----------------------------------------------------------------|------|--|
| Operator's Licence (Taxi, Shuttle, Tour)<br>- Annual Licence   | \$45 |  |
| Owner's Licence (Taxi)<br>- Annual Licence                     | \$45 |  |
| Limo Operator's Licence<br>- Annual Licence                    | \$30 |  |
| Limo Owner's Licence<br>- Annual Licence                       | \$30 |  |
| Local Shuttle Licence (Owner)<br>- Annual Licence              | \$30 |  |
| - An add on (e.g. Limo & Local Shuttle Licence – same vehicle) | \$10 |  |
| Local Tour Licence (Owner)<br>- Annual Licence                 | \$25 |  |
| - An add on (e.g. Taxi & Local Tour Licence – same vehicle)    | \$10 |  |

Criminal Record Check As Per Police Central Fee Schedule.

1. When a licenced vehicle is transferred from one owner to another within the same licencing year. Fee = \$45
2. Any vehicle that is replaced will be subjected to a fee.  
Fee = \$15 outside a metered area - Taxi      Fee = \$30 within a metered area – Taxi
3. Fees can be amended from time to time via the General Committee.
4. If an application is either rejected or withdrawn, an administrative processing fee of 10% will be applied as part of the Refund Policy.

**Schedule "C"**  
of the  
**Taxi By-law**  
of the  
**Cape Breton Regional Municipality**

**Schedule of Fares Within Service Areas**

| <b>All Fares include H.S.T.</b>                                                                                                                                                     | <b>Sydney (metered)</b> | <b>Sydney Mines (non-metered)</b> | <b>North Sydney (non-metered)</b> | <b>New Water. (non-metered)</b> | <b>Glace Bay (non-metered)</b>                                                                    | <b>Florence (non-metered)</b> | <b>Whitney Pier (metered)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|-----------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| Local Rate*                                                                                                                                                                         | \$3.00                  | \$4.50                            | \$4.50                            | \$4.50                          | \$4.50                                                                                            |                               |                               |
| Additional Charge per passenger over 1                                                                                                                                              | initial charge          | flat rate                         | flat rate                         | flat rate                       | rate within Glace Bay; within Dominion; or Reserve Mines as described below this table            |                               |                               |
| Tendered Rates & Special Rates for the conveyance of groups may be made by private arrangement with the owner of the taxi business, owner of the vehicle, or driver of the vehicle. | (\$1.75 per mile)       | 0.50 cents (per person after 2)   | 0.50 cents (per person after 2)   | 0.50 cents (per extra person)   | \$5.50 flat rate between any two of the above communities<br><br>0.50 cents (per extra passenger) |                               |                               |
| Rate for Fares outside the service area                                                                                                                                             | \$1.15 per kilom.       | \$1.15 per kilom.                 | \$1.15 per kilom.                 | \$1.15 per kilometer            | \$1.15 per kilometer                                                                              |                               |                               |
| Waiting Time                                                                                                                                                                        | \$16.00 per hour        | \$30.00 per hour                  | \$30.00 per hour                  | \$30.00 per hour                | \$30.00 per hour                                                                                  |                               |                               |
| Limousine Rate per hour                                                                                                                                                             | \$57.50                 | \$57.50                           | \$57.50                           | \$57.50                         | \$57.50                                                                                           |                               |                               |
| Sydney                                                                                                                                                                              |                         | \$24.00                           | \$24.00                           | \$20.00                         | \$20.00                                                                                           | \$24.00                       |                               |
| Glace Bay                                                                                                                                                                           | \$20.00                 | \$45.00                           | \$45.00                           | \$15.00                         | \$ 4.50                                                                                           | \$45.00                       |                               |
| New Waterford                                                                                                                                                                       | \$20.00                 | \$45.00                           | \$45.00                           | \$ 4.50                         | \$15.00                                                                                           | \$45.00                       | \$16.00                       |
| North Syd.                                                                                                                                                                          | \$24.00                 | \$ 7.00                           | \$ 4.50                           | \$45.00                         | \$45.00                                                                                           | \$ 7.00                       |                               |
| Syd Mines                                                                                                                                                                           | \$24.00                 | \$ 4.50                           | \$ 7.00                           | \$45.00                         | \$45.00                                                                                           | \$ 7.00                       |                               |
| Florence                                                                                                                                                                            | \$25.00                 | \$ 7.00                           | \$ 7.00                           | \$45.00                         | \$45.00                                                                                           | \$ 4.50                       |                               |

Rates are current based on travel within and between communities noted above. Glace Bay and New Waterford - additional charges for extra passengers .50 cents per person; North Sydney and Sydney Mines additional charges for 3<sup>rd</sup> passenger or more .50 cents per person.

- - In the Sydney service area the metered rate is in effect within the area bounded by:
  - the Sydney River bridge along Keltic Drive;
  - Highway 125 by-pass intersecting King's Road, Alexandra Street, George Street and Grand Lake Road;
  - up to and including the properties fronting MacLeod Street in South Bar which intersects Victoria Road. (Briands and City Wide request) \*
- - In the Sydney Mines and North Sydney service areas the local rate is in effect throughout the service areas.
- - In the New Waterford service area the local rate is in effect in New Waterford and Scotchtown. This local area is bounded by:
  - the Lingan/Phalen Colliery to the east along Hinchey Avenue;
  - Hulme's Lane to the east along Roach's Road;
  - the intersection of Ryan Street and Route 28 to the south;
  - the railroad right-of-way along May Street to the west; and
  - MacNeil's and Webb's Lane along Ellsworth Avenue to the west.
- - In the Glace Bay service area the local rate is in effect for fares where the passenger(s) *are picked up and delivered*
  - *within* the boundary of the former Town of Glace Bay;
  - *within* the boundary of the former Town of Dominion; and
  - *within* Reserve Mines, bounded by the boundaries of the former towns of Glace Bay, Dominion, and the intersection of the Old Airport Road and the Sydney-Glace Bay Highway.

**Schedule "D"**  
**of the**  
**Taxi By-law**  
**of the**  
**Cape Breton Regional Municipality**

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Taxi Businesses in operation prior to the coming into effect of the Cape Breton Regional Municipality Taxi By-law which were not operating a 24 hour a day service.

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**Schedule "E"**  
**Of the**  
**Taxi By-law**  
**Of the**  
**Cape Breton Regional Municipality**

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Other than a stretch limousine, only the following makes of vehicle shall be considered a limousine, as defined in the Taxi By-law:

- Cadillac;
- Lincoln;
- Rolls Royce;
- Jaguar;
- Mercedes-Benz;
- Bentley;
- Royal Princess.
- Luxury SUV

**Schedule “F”  
of the  
Taxi By-Law  
of the  
Cape Breton Regional Municipality**

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**CBRM TAXI BY-LAW  
LICENSING STANDARDS**

**BASIC PRINCIPLES**

THE FOLLOWING ARE GUIDELINES TO BE USED BY THE TRAFFIC AUTHORITY AND BY THE CAPE BRETON REGIONAL TAXI BY-LAW ENFORCEMENT OFFICERS WHILE EXERCISING THEIR AUTHORITY UNDER THE BY-LAW TO SUSPEND, REFUSE OR HEAR AN APPEAL REGARDING THE SUSPENSION, CANCELLATION OR REFUSAL OF A TAXI, LIMOUSINE, LOCAL SHUTTLE, LOCAL TOUR OWNER'S OR OPERATOR'S LICENCE.

- It is acknowledged that each case must be reviewed to determine whether the application of the guidelines is appropriate in all of the circumstances. The ultimate decision continues to rest with the Traffic Authority, subject to the applicant's right of appeal to the Taxi Steering Committee.
- Repeated offences may result in greater suspension lengths, at the discretion of the Enforcement Officer. However, steps voluntarily taken by the individual to correct or improve his conduct (for example, completion of the Driver Education Course, regular attendance at Alcoholic Anonymous meetings, completion of a recognized defensive driving course) may result in a shorter suspension.
- In the case of criminal or ordinance charges, provided there is no potential risk to the public safety, suspensions are to commence upon conviction for the offence, regardless of the filing of an appeal.
- Where there has been a suspension prior to conviction, such suspension shall be reviewed by the Enforcement Officer upon a “not guilty” finding by the Courts.
- Where applicable, the suspension is to commence at the completion of any sentence or penalty, including probation, parole or the carrying out of a period of community service.

- In cases where no charges are laid, the suspension shall commence upon the Enforcement Officer notifying the operator or owner that he is satisfied that acts have been committed which render the operator or owner an unfit and improper person to hold a taxi license.
- Offences, which occur while a person is engaged in the operation of a taxi or limousine, may be treated with greater severity than other offences.
- The Enforcement Officer may, at his discretion and where circumstances warrant, suspend the operation of a suspension pending the outcome of an appeal before the Taxi Steering Committee.

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**REFUSED OR SUSPENSION WITHOUT RENEWAL**

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The following offences may result in the immediate refusal to grant or suspension of both the operator and owner's licenses. A license will not be renewed or issued where these offences have occurred. The operator's license will be suspended upon the operator being charged. The owner's license will be suspended upon conviction.

- ABDUCTION
- ACTS OF TERRORISM (i.e., hijacking, hostage taking, pirating)
- ATTEMPTED MURDER
- MURDER
- IMPAIRED DRIVING (second offence)
- LIVING OFF THE AVAILS OF PROSTITUTION
- MANSLAUGHTER
- SEXUAL OFFENCES (i.e., sexual assault, child molestation)
- DRUG TRAFFICKING/ALCOHOL – BOOTLEGGING

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## **10 YEAR SUSPENSION**

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The following offences shall result in the suspension of the operator and owner's license for a period of ten (10) years or refusal to grant a licence for a (10) year period from the completion of any sentence or suspended sentence, including parole, probation, time spent performing commuoiy service, or the payment of any time.

Unless otherwise stated, the suspension of the operator's license is to commence upon the charge, the suspension of the owner's license upon conviction.

- ASSAULT CAUSING BODILY HARM
- ROBBERY

### **5 YEAR SUSPENSION**

The following offences shall result in the suspension of the owner's and operator's license for a period of five (5) years or refusal to grant a licence for (5) years from the completion of any sentence or suspended sentence, including parole, probation, time spent performing community service, or the payment of any fine.

Unless otherwise stated, the suspension shall take place upon conviction.

- **BREAK AND ENTER**
- **CRIMINAL NEGLIGENCE CAUSING DEATH**  
(Motor vehicle-related)
- **POSSESSION OF FIREARMS**

## **2 YEAR SUSPENSION**

The following offences shall result in the suspension of the operator's license for a period of two (2) years or refusal to grant a licence for a period of (2) years from the completion of any sentence or suspended sentence, including parole, probation, time spent performing community service, or the payment of any fine.

Unless otherwise stated, the suspension shall take place upon conviction.

- **INDECENT EXPOSURE** (while on duty as a taxi operator)
- **POSSESSION OF WEAPONS** (other than firearms)
- **FRAUD**

## **I YEAR SUSPENSION**

The following offences shall result in the suspension of the operator's license for a period of one (1) year or refusal to grant a licence for a period of (1) year from the completion of any sentence or suspended sentence, including parole, probation, time spent performing community service, or the payment of any fine.

Unless otherwise stated, the suspension shall take place upon conviction.

- CARELESS AND IMPRUDENT DRIVING
- DANGEROUS DRIVING (Criminal Code Charges)
- IMPAIRED DRIVING (first offence)
- POSSESSION OF DRUGS
- THEFT UNDER \$1,000
- POSSESSION OF STOLEN GOODS
- PROSTITUTION

### **4 WEEK SUSPENSION**

The following offences shall result in the suspension of the operator and/or owner's licenses for a period of four (4) weeks or refusal to grant a licence for a (4) week period from the completion of any sentence or suspended sentence, including parole, probation, time spent performing community service or the payment of any fine.

- **DRIVING WITHOUT INSURANCE AS REQUIRED IN THE BY-LAW** (suspension is to continue for four weeks Following proof of reinstatement of insurance)
- **DRIVING WHILE TAXI OPERATOR'S LICENSE IS SUSPENDED** (suspension is to continue for four weeks after reinstatement of license)

## **TAXI STEERING COMMITTEE**

**There will be a Taxi Steering Committee set up to review the by-law from time to time and to hear disputes between drivers/ owners and enforcement officers.**

**This committee will have authority to rule on issues regarding suspensions and refusals.**

**The committee will comprise of one taxi business owner, one taxi driver who is not an owner, one citizen at large, representative from police services, CBRM by-law staff person, other individuals, group or organization appointed by the manager responsible for this by-law.**

## **APPEAL PROCESS**

**All appeals to actions of the Enforcement Officer shall be in writing. Forms are to be made available at the office of the manager responsible for this by-law. Prescribed written form will be as developed by the taxi steering committee from time to time and must be signed by both the Complainant and the Enforcement Officer.**

**A fee of \$25.00 will accompany all applications for appeal. No appeal will be heard without both the prescribed form and fee submitted. Fees submitted with applications for appeal will be refunded should the applicants appeal be upheld.**

**The Taxi Steering Committee will develop a guideline for setting up and hearing such disputes that may arise and attached as Appendix A of the taxi by-law.**

# Summary

## Statement of Revenue

June 30, 2017

| Revenue                                                                 | Year To Date<br>Assigned | 3 Month<br>Budget    | 3 Month<br>Budget<br>Variance | Annual<br>Budget      | Annual<br>Budget<br>Remaining |
|-------------------------------------------------------------------------|--------------------------|----------------------|-------------------------------|-----------------------|-------------------------------|
| Total Taxes                                                             | \$ 26,978,460            | \$ 26,766,892        | \$ 211,568                    | \$ 107,067,569        | \$ 80,089,109                 |
| Total Federal Government                                                | 769,462                  | 769,462              | -                             | 3,077,849             | 2,308,387                     |
| Total Federal Government Agencies                                       | 192,496                  | 192,496              | -                             | 769,983               | 577,487                       |
| Total Provincial Government                                             | 502,206                  | 502,206              | -                             | 2,008,825             | 1,506,619                     |
| Total Provincial Government Agencies                                    | 727,450                  | 727,450              | -                             | 2,909,799             | 2,182,349                     |
| Total Services to Other Local Government                                | 152,520                  | 152,520              | -                             | 610,078               | 457,559                       |
| Total Transit                                                           | 128,284                  | 166,000              | (37,716)                      | 664,000               | 535,716                       |
| Total Environmental Development Services                                | 67,852                   | 51,843               | 16,009                        | 207,370               | 139,518                       |
| Total Licenses & Permits                                                | 41,523                   | 37,000               | 4,523                         | 148,000               | 106,477                       |
| Total Fines & Fees                                                      | 136,066                  | 138,343              | (2,277)                       | 553,370               | 417,304                       |
| Total Rentals                                                           | 137,946                  | 170,020              | (32,074)                      | 680,079               | 542,133                       |
| Total Concessions & Franchises                                          | 72,562                   | 91,479               | (18,916)                      | 365,915               | 293,353                       |
| Total Interest on Taxes                                                 | 395,221                  | 330,775              | 64,446                        | 1,323,098             | 927,877                       |
| Total Finance Revenue                                                   | 8,190                    | 8,372                | (182)                         | 33,489                | 25,299                        |
| Total Solid Waste Revenue                                               | 630,422                  | 575,000              | 55,422                        | 2,300,000             | 1,669,578                     |
| Total Recreation & Cultural Service Programs                            | 305,620                  | 250,876              | 54,744                        | 1,862,000             | 1,556,380                     |
| Total Water Utility Charges                                             | 1,237,877                | 1,237,878            | (1)                           | 4,951,510             | 3,713,633                     |
| Total Unconditional Transfers                                           | 3,961,238                | 3,961,238            | -                             | 15,844,951            | 11,883,713                    |
| Total Conditional Transfers                                             | 865,740                  | 865,740              | -                             | 3,512,960             | 2,647,220                     |
| <b>Year To Date Assigned Before Cost Recovery<br/>2016 Flood Claims</b> | <b>\$ 37,311,135</b>     | <b>\$ 36,995,588</b> | <b>\$ 315,547</b>             | <b>\$ 148,890,845</b> | <b>\$ 111,579,710</b>         |
| <b>Cost Recovery 2016 Flood Claim</b>                                   | <b>60,519</b>            | <b>-</b>             | <b>60,519</b>                 | <b>-</b>              | <b>(60,519)</b>               |
| <b>Year To Date Assigned After Cost Recovery<br/>2016 Flood Claims</b>  | <b>\$ 37,371,653</b>     | <b>\$ 36,995,588</b> | <b>\$ 376,066</b>             | <b>\$ 148,890,845</b> | <b>\$ 111,519,192</b>         |

ORIGINAL SIGNED RV

ORIGINAL SIGNED BY

Departmental

Reviewed

# Summary

## Statement of Expenditures

June 30, 2017

| Expenditures                                             | Year to date<br>Expended | 3 Month<br>Budget    | 3 Month<br>Budget<br>Variance | Annual<br>Budget      | Annual<br>Budget<br>Remaining |
|----------------------------------------------------------|--------------------------|----------------------|-------------------------------|-----------------------|-------------------------------|
| Legislative                                              | \$ 383,303               | \$ 414,952           | \$ 31,648                     | \$ 1,470,936          | \$ 1,087,633                  |
| Administration                                           | 396,223                  | 444,904              | 48,681                        | 1,233,343             | 837,120                       |
| Finance                                                  | 632,587                  | 677,791              | 45,205                        | 2,897,017             | 2,264,430                     |
| Legal                                                    | 176,904                  | 175,708              | (1,195)                       | 664,515               | 487,611                       |
| Human Resources                                          | 379,375                  | 433,783              | 54,409                        | 1,650,262             | 1,270,887                     |
| Technology & Communications                              | 282,747                  | 313,057              | 30,310                        | 1,244,687             | 961,940                       |
| Municipal Clerk                                          | 84,037                   | 108,488              | 24,450                        | 527,594               | 443,557                       |
| Fiscal Services                                          | 5,789,954                | 5,898,610            | 108,655                       | 35,570,603            | 29,780,649                    |
| Occupational Health & Safety                             | 54,763                   | 57,446               | 2,682                         | 222,183               | 167,420                       |
| Police Services                                          | 7,183,860                | 7,326,031            | 162,171                       | 28,231,264            | 19,067,404                    |
| Fire Services (Incl EMO)                                 | 4,614,106                | 4,936,856            | 322,750                       | 17,977,844            | 13,363,738                    |
| Engineering & Public Works                               | 10,290,895               | 10,990,138           | 699,243                       | 44,367,637            | 34,076,742                    |
| Planning                                                 | 793,701                  | 804,137              | 10,436                        | 2,599,518             | 1,805,817                     |
| Facilities C200 & Arenas                                 | 771,182                  | 838,628              | 67,446                        | 3,306,912             | 2,535,730                     |
| Parks & Grounds                                          | 832,752                  | 847,566              | 14,814                        | 2,893,786             | 2,061,034                     |
| Buildings                                                | 747,592                  | 819,337              | 71,745                        | 3,346,211             | 2,598,619                     |
| Recreation                                               | 985,782                  | 1,026,119            | 40,337                        | 2,686,533             | 1,700,751                     |
| <b>Total expended to date excluding 2016 Flood Costs</b> | <b>\$ 34,379,764</b>     | <b>\$ 36,113,552</b> | <b>\$ 1,733,788</b>           | <b>\$ 148,890,845</b> | <b>\$ 114,511,081</b>         |
| 2016 Flood Costs                                         | 60,519                   | -                    | (60,519)                      | -                     | (60,519)                      |
| <b>Total expended to date including 2016 Flood Costs</b> | <b>\$ 34,440,283</b>     | <b>\$ 36,113,552</b> | <b>\$ 1,673,269</b>           | <b>\$ 148,890,845</b> | <b>\$ 114,450,562</b>         |

ORIGINAL SIGNED BY

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Departmental

Reviewed

| Legislative                                                  | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 248,416               | \$ 241,583        | \$ (6,834)                    | \$ 926,330          | \$ 677,914                    |
| 6010 BENEFITS                                                | 29,999                   | 33,975            | 3,976                         | 145,900             | 115,901                       |
| 6030 TRAVEL/CONFERENCES                                      | 59,139                   | 78,255            | 19,116                        | 210,000             | 150,861                       |
| 6040 PROF MEM/DUES & FEES                                    | 14,545                   | 14,545            | -                             | 55,931              | 41,386                        |
| 6050 OFFICE SUPPLIES                                         | 5,327                    | 5,785             | 457                           | 20,000              | 14,673                        |
| 6060 OFFICE EQUIPMENT                                        | 1,255                    | 5,050             | 3,795                         | 6,650               | 5,295                         |
| 6080 ADVERTISING                                             | 1,675                    | 6,282             | 4,607                         | 14,500              | 12,825                        |
| 6100 COURIER                                                 | 284                      | 188               | (96)                          | 375                 | 91                            |
| 6110 TELEPHONE/FAX                                           | 6,785                    | 11,302            | 4,517                         | 39,600              | 32,815                        |
| 6120 PUBL./SUBSCRIPTIONS                                     | 219                      | 438               | 219                           | 1,750               | 1,531                         |
| 6130 COMPUTER HARDWARE                                       | 1,342                    | 1,960             | 618                           | 5,000               | 3,658                         |
| 6150 MEETING EXPENSES                                        | 6,090                    | 10,090            | 4,000                         | 23,000              | 16,910                        |
| 6170 PROMOTION                                               | 8,582                    | 5,500             | (3,082)                       | 22,000              | 13,418                        |
| 6180 COST RECOVERY                                           | (356)                    | -                 | 356                           | -                   | 356                           |
| 8010 OPERATIONAL MAT/SUPP                                    | -                        | -                 | -                             | -                   | -                             |
| 8100 PROFESSIONAL SERVICES                                   | -                        | -                 | -                             | -                   | -                             |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 383,303</b>        | <b>\$ 414,952</b> | <b>\$ 31,648</b>              | <b>\$ 1,470,936</b> | <b>\$ 1,087,633</b>           |
| 8165 2016 FLOOD COSTS                                        | -                        | -                 | -                             | -                   | -                             |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 383,303</b>        | <b>\$ 414,952</b> | <b>\$ 31,648</b>              | <b>\$ 1,470,936</b> | <b>\$ 1,087,633</b>           |

ORIGINAL SIGNED BY

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 Departmental

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 Finance

| Administration                                               | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 90,146                | \$ 88,878         | \$ (1,268)                    | \$ 355,513          | \$ 265,367                    |
| 6010 BENEFITS                                                | 14,244                   | 14,254            | 10                            | 57,017              | 42,773                        |
| 6020 TRAINING/EDUCATION                                      | -                        | 1,644             | 1,644                         | 4,800               | 4,800                         |
| 6030 TRAVEL/CONFERENCES                                      | 2,997                    | 11,834            | 8,837                         | 36,500              | 33,503                        |
| 6040 PROF MEM/DUES & FEES                                    | 263                      | 513               | 250                           | 1,675               | 1,412                         |
| 6050 OFFICE SUPPLIES                                         | 73                       | 356               | 283                           | 2,800               | 2,727                         |
| 6060 OFFICE FURNITURE                                        | -                        | -                 | -                             | -                   | -                             |
| 6100 COURIER                                                 | 21                       | -                 | (21)                          | -                   | (21)                          |
| 6110 TELEPHONE/FAX                                           | 583                      | 850               | 267                           | 3,400               | 2,817                         |
| 6120 PUBL./SUBSCRIPTIONS                                     | -                        | 50                | 50                            | 200                 | 200                           |
| 6130 COMPUTER HARDWARE                                       | -                        | -                 | -                             | -                   | -                             |
| 6140 COMPUTER SOFTWARE                                       | -                        | 250               | 250                           | 1,000               | 1,000                         |
| 6150 MEETING EXPENSES                                        | 805                      | 730               | (75)                          | 2,920               | 2,115                         |
| 6170 PROMOTION                                               | 830                      | 4,284             | 3,454                         | 20,000              | 19,170                        |
| 8010 OPERATIONAL MAT/SUPP                                    | -                        | -                 | -                             | -                   | -                             |
| 8100 PROFESSIONAL SERVICES                                   | 22,500                   | 57,500            | 35,000                        | 280,000             | 257,500                       |
| 8150 GRANTS/SUBS TO ORG                                      | 263,760                  | 263,760           | -                             | 467,518             | 203,758                       |
| <b>Total expended to date excluding<br/>2016 Flood Costs</b> | <b>\$ 396,223</b>        | <b>\$ 444,904</b> | <b>\$ 48,681</b>              | <b>\$ 1,233,343</b> | <b>\$ 837,120</b>             |
| 8165 FLOOD COSTS                                             | -                        | 0                 | 0                             | 0                   | 0                             |
| <b>Total expended to date including<br/>2016 Flood Costs</b> | <b>396,223</b>           | <b>\$ 444,904</b> | <b>\$ 48,681</b>              | <b>\$ 1,233,343</b> | <b>\$ 837,120</b>             |

ORIGINAL SIGNED BY

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 Departmental

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 Finance

| Finance                                                      | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 450,631               | \$ 487,488        | \$ 36,857                     | \$ 1,949,952        | \$ 1,499,321                  |
| 6010 BENEFITS                                                | 83,992                   | 89,163            | 5,170                         | 356,650             | 272,658                       |
| 6020 TRAINING/EDUCATION                                      | 175                      | 5,823             | 5,648                         | 23,290              | 23,115                        |
| 6030 TRAVEL/CONFERENCES                                      | 7,224                    | 6,275             | (949)                         | 25,100              | 17,876                        |
| 6040 PROF MEM/DUES & FEES                                    | 3,113                    | 3,294             | 181                           | 5,175               | 2,062                         |
| 6050 OFFICE SUPPLIES                                         | 4,794                    | 3,875             | (919)                         | 15,500              | 10,706                        |
| 6060 OFFICE EQUIPMENT                                        | 5,449                    | 6,000             | 551                           | 14,000              | 8,551                         |
| 6080 ADVERTISING                                             | 10,528                   | 10,662            | 134                           | 42,650              | 32,122                        |
| 6090 POSTAGE                                                 | 59,284                   | 55,950            | (3,334)                       | 161,200             | 101,916                       |
| 6100 COURIER                                                 | 6,322                    | 5,950             | (372)                         | 23,800              | 17,478                        |
| 6110 TELEPHONE/FAX                                           | 3,705                    | 4,675             | 970                           | 18,700              | 14,995                        |
| 6130 COMPUTER HARDWARE                                       | 497                      | 4,950             | 4,453                         | 19,800              | 19,303                        |
| 6140 COMPUTER SOFTWARE                                       | 1,022                    | 2,000             | 978                           | 57,000              | 55,978                        |
| 6160 LIABILITY INSURANCE                                     | 81,696                   | 83,663            | 1,967                         | 334,650             | 252,954                       |
| 6180 COST RECOVERY                                           | (111,462)                | (119,000)         | (7,538)                       | (322,150)           | (210,688)                     |
| 8010 OPERATIONAL MAT/SUPP                                    | 596                      | 2,125             | 1,529                         | 8,500               | 7,904                         |
| 8100 PROFESSIONAL SERVICE                                    | -                        | -                 | -                             | 55,000              | 55,000                        |
| 8110 CONTRACTS/AGREEMENTS                                    | 20,075                   | 20,000            | (75)                          | 56,600              | 36,525                        |
| 8120 LEASES                                                  | 2,946                    | 2,900             | (46)                          | 11,600              | 8,654                         |
| 8180 TAX EXEPT/WRITE OFF                                     | 2,000                    | 2,000             | -                             | 40,000              | 38,000                        |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 632,587</b>        | <b>\$ 677,791</b> | <b>\$ 45,205</b>              | <b>\$ 2,897,017</b> | <b>\$ 2,264,430</b>           |
| 8165 2016 FLOOD COSTS                                        | -                        | -                 | -                             | -                   | -                             |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 832,587</b>        | <b>\$ 677,791</b> | <b>\$ 45,205</b>              | <b>\$ 2,897,017</b> | <b>\$ 2,264,430</b>           |

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 Departmental

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 Finance

| Legal                                                        | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget  | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|-------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 92,564                | \$ 95,218         | \$ 2,654                      | \$ 380,873        | \$ 288,309                    |
| 6010 BENEFITS                                                | 19,814                   | 18,211            | (1,604)                       | 72,842            | 53,028                        |
| 6020 TRAINING/EDUCATION                                      | 350                      | 3,360             | 3,009                         | 6,500             | 6,150                         |
| 6030 TRAVEL/CONFERENCES                                      | 1,368                    | 2,125             | 757                           | 8,500             | 7,132                         |
| 6040 PROF MEM/DUES & FEES                                    | 4,674                    | 6,648             | 1,974                         | 7,100             | 2,426                         |
| 6050 OFFICE SUPPLIES                                         | 1,308                    | 875               | (433)                         | 3,500             | 2,192                         |
| 6060 OFFICE EQUIPMENT                                        | -                        | 1,400             | 1,400                         | 4,200             | 4,200                         |
| 6070 PHOTOCOPIER LEASE                                       | 1,019                    | 775               | (244)                         | 3,100             | 2,081                         |
| 6080 ADVERTISING                                             | -                        | 250               | 250                           | 1,000             | 1,000                         |
| 6100 COURIER                                                 | -                        | 800               | 800                           | 1,000             | 1,000                         |
| 6110 TELEPHONE/FAX                                           | 670                      | 1,350             | 680                           | 5,400             | 4,730                         |
| 6120 PUBL./STATUTES                                          | 3,033                    | 3,846             | 813                           | 10,000            | 6,967                         |
| 6130 COMPUTER HARDWARE                                       | 295                      | 750               | 455                           | 3,000             | 2,705                         |
| 6140 COMPUTER SOFTWARE                                       | -                        | -                 | -                             | 2,500             | 2,500                         |
| 6150 MEETING EXPENSE                                         | 85                       | 125               | 40                            | 500               | 415                           |
| 6180 COST RECOVERY                                           | (150)                    | -                 | 150                           | -                 | 150                           |
| 8100 PROFESSIONAL SERVICE                                    | 51,874                   | 39,976            | (11,897)                      | 154,500           | 102,626                       |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 176,904</b>        | <b>\$ 175,708</b> | <b>\$ (1,195)</b>             | <b>\$ 664,515</b> | <b>\$ 487,611</b>             |
| 8165 2016 FLOOD COSTS                                        | -                        | -                 | -                             | -                 | -                             |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 176,904</b>        | <b>\$ 175,708</b> | <b>\$ (1,195)</b>             | <b>\$ 664,515</b> | <b>\$ 487,611</b>             |

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 Departmental

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 Finance

| Human Resources                                              | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 143,733               | \$ 149,981        | \$ 6,248                      | \$ 599,922          | \$ 456,189                    |
| 6010 BENEFITS                                                | 193,484                  | 193,940           | 456                           | 741,760             | 548,276                       |
| 6020 TRAINING/EDUCATION                                      | 6,891                    | 6,000             | (891)                         | 6,000               | (891)                         |
| 6030 TRAVEL/CONFERENCES                                      | 585                      | 6,500             | 5,915                         | 16,250              | 15,665                        |
| 6040 PROF MEM/DUES & FEES                                    | 833                      | 900               | 67                            | 1,730               | 897                           |
| 6050 OFFICE SUPPLIES                                         | 3,720                    | 3,925             | 205                           | 15,700              | 11,980                        |
| 6060 OFFICE EQUIPMENT                                        | -                        | 1,500             | 1,500                         | 2,500               | 2,500                         |
| 6080 ADVERTISING                                             | 2,503                    | 2,947             | 444                           | 5,000               | 2,497                         |
| 6110 TELEPHONE/FAX                                           | 1,477                    | 2,500             | 1,023                         | 10,000              | 8,523                         |
| 6120 PUBL./SUBSCRIPTIONS                                     | 829                      | 1,008             | 179                           | 2,400               | 1,571                         |
| 6130 COMPUTER HARDWARE                                       | -                        | 3,333             | 3,333                         | 4,000               | 4,000                         |
| 6150 MEETING EXPENSE                                         | -                        | 500               | 500                           | 2,000               | 2,000                         |
| 8010 OPERATIONAL MAT/SUPP                                    | -                        | -                 | -                             | -                   | -                             |
| 8100 PROFESSIONAL SERVICE                                    | 23,153                   | 57,625            | 34,472                        | 230,500             | 207,347                       |
| 8110 CONTRACTS/AGREEMENTS                                    | 2,167                    | 3,125             | 958                           | 12,500              | 10,333                        |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 379,375</b>        | <b>\$ 433,783</b> | <b>\$ 54,409</b>              | <b>\$ 1,650,262</b> | <b>\$ 1,270,887</b>           |
| 8165 2016 FLOOD COSTS                                        | -                        | -                 | -                             | -                   | -                             |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 379,375</b>        | <b>\$ 433,783</b> | <b>\$ 54,409</b>              | <b>\$ 1,650,262</b> | <b>\$ 1,270,887</b>           |

ORIGINAL SIGNED BY

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 Departmental

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 Finance

**Technology/  
Communications**

**Statement of Expenditures**

**June 30, 2017**

| Technology/Communications                                    | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 103,424               | \$ 122,353        | \$ 18,930                     | \$ 489,413          | \$ 385,989                    |
| 6010 BENEFITS                                                | 23,170                   | 24,244            | 1,073                         | 96,974              | 73,804                        |
| 6020 TRAINING/EDUCATION                                      | 3,896                    | 4,500             | 604                           | 18,000              | 14,104                        |
| 6030 TRAVEL/CONFERENCES                                      | 2,722                    | 5,000             | 2,278                         | 20,000              | 17,278                        |
| 6040 PROF MEM/DUES & FEES                                    | -                        | 250               | 250                           | 1,000               | 1,000                         |
| 6050 OFFICE SUPPLIES                                         | 478                      | 1,300             | 822                           | 3,000               | 2,522                         |
| 6060 OFFICE EQUIPMENT                                        | 935                      | 1,000             | 65                            | 3,000               | 2,065                         |
| 6080 ADVERTISING                                             | 1,027                    | 500               | (527)                         | 500                 | (527)                         |
| 6100 COURIER                                                 | 42                       | 75                | 33                            | 300                 | 258                           |
| 6110 TELEPHONE/FAX                                           | 13,363                   | 16,250            | 2,887                         | 65,000              | 51,637                        |
| 6120 PUBL./SUBSCRIPTIONS                                     | -                        | 250               | 250                           | 1,000               | 1,000                         |
| 6130 COMPUTER HARDWARE                                       | 30,243                   | 30,243            | -                             | 130,000             | 99,757                        |
| 6140 COMPUTER SOFTWARE                                       | 96,115                   | 96,115            | -                             | 175,000             | 78,885                        |
| 6150 MEETING EXPENSE                                         | -                        | 125               | 125                           | 500                 | 500                           |
| 8110 CONTRACTS/AGREEMENTS                                    | 7,330                    | 10,852            | 3,522                         | 42,000              | 34,670                        |
| 8120 LEASES SAP                                              | -                        | -                 | -                             | 100,000             | 100,000                       |
| 8130 LICENSES/PERMITS                                        | -                        | -                 | -                             | 99,000              | 99,000                        |
| <b>Total expended to date excluding<br/>2016 Flood Costs</b> | <b>\$ 282,747</b>        | <b>\$ 313,057</b> | <b>\$ 30,310</b>              | <b>\$ 1,244,687</b> | <b>\$ 961,940</b>             |
| <b>8165 2016 FLOOD COSTS</b>                                 | <b>-</b>                 | <b>-</b>          | <b>-</b>                      | <b>-</b>            | <b>-</b>                      |
| <b>Total expended to date including<br/>2016 Flood Costs</b> | <b>\$ 282,747</b>        | <b>\$ 313,057</b> | <b>\$ 30,310</b>              | <b>\$ 1,244,687</b> | <b>\$ 961,940</b>             |

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

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Departmental

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Finance

| Municipal Clerk                                                  | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget  | Annual<br>Budget<br>Remaining |
|------------------------------------------------------------------|--------------------------|-------------------|-------------------------------|-------------------|-------------------------------|
| 6000 WAGES/SALARIES                                              | \$ 61,815                | \$ 66,620         | \$ 4,805                      | \$ 266,478        | \$ 204,663                    |
| 6010 BENEFITS                                                    | 13,339                   | 13,442            | 103                           | 53,766            | 40,427                        |
| 6020 TRAINING/EDUCATION                                          | 2,254                    | 2,260             | 7                             | 5,500             | 3,246                         |
| 6030 TRAVEL/CONFERENCES                                          | 3,651                    | 3,688             | 37                            | 6,500             | 2,849                         |
| 6040 PROF MEM/DUES & FEES                                        | -                        | 250               | 250                           | 1,000             | 1,000                         |
| 6050 OFFICE SUPPLIES                                             | 397                      | 1,425             | 1,028                         | 5,700             | 5,303                         |
| 6060 OFFICE EQUIPMENT                                            | 1,138                    | 6,111             | 4,973                         | 10,000            | 8,862                         |
| 6070 PHOTOCOPY SUPPLIES                                          | 4,287                    | 5,250             | 963                           | 21,000            | 16,713                        |
| 6080 ADVERTISING                                                 | -                        | 188               | 188                           | 750               | 750                           |
| 6100 COURIER                                                     | -                        | 188               | 188                           | 750               | 750                           |
| 6110 TELEPHONE/FAX                                               | 591                      | 1,000             | 409                           | 4,000             | 3,409                         |
| 6120 PUBL./SUBSCRIPTIONS                                         | 120                      | 480               | 360                           | 1,800             | 1,680                         |
| 6130 COMPUTER HARDWARE                                           | -                        | 1,688             | 1,688                         | 6,750             | 6,750                         |
| 6140 COMPUTER SOFTWARE                                           | (4,805)                  | 2,750             | 7,555                         | 11,000            | 15,805                        |
| 6150 MEETING EXPENSES                                            | 1,251                    | 3,150             | 1,899                         | 12,600            | 11,349                        |
| 8010 OPER. MATERIAL/SUPPLY                                       | -                        | -                 | -                             | -                 | -                             |
| 8110 CONTRACTS/AGREEMENTS                                        | -                        | -                 | -                             | 120,000           | 120,000                       |
| <b>Total expended to date<br/>excluding 2016 Flood</b>           | <b>\$ 84,037</b>         | <b>\$ 108,488</b> | <b>\$ 24,450</b>              | <b>\$ 527,594</b> | <b>\$ 443,557</b>             |
| 8165 2016 FLOOD COSTS                                            | -                        | -                 | -                             | -                 | -                             |
| <b>Total expended to date<br/>including 2016 Flood<br/>Costs</b> | <b>\$ 84,037</b>         | <b>\$ 108,488</b> | <b>\$ 24,450</b>              | <b>\$ 527,594</b> | <b>\$ 443,557</b>             |

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

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 Departmental

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 Finance

## Fiscal Services

## Statement of Expenditures

June 30, 2017

| Fiscal Services                 | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget | Annual<br>Budget<br>Remaining |
|---------------------------------|--------------------------|-------------------|-------------------------------|------------------|-------------------------------|
| 9010 INT SHRT TERM BORROW       | \$ 110,404               | \$ 75,000         | \$ (35,404)                   | \$ 300,000       | \$ 189,596                    |
| 9020 INT ON DEBT                | 846,988                  | 846,988           | -                             | 1,704,972        | 857,984                       |
| 9050 PRINC ON DEBT              | -                        | -                 | -                             | 13,659,145       | 13,659,145                    |
| 9052 DEBT/CAP BOND DISC         | 23,750                   | 23,750            | -                             | 95,000           | 71,250                        |
| 9090 BANK CHARGES               | 20,260                   | 21,500            | 1,240                         | 86,000           | 65,740                        |
| 9200 ALLOWANCE FOR UNCOL. TAXES | 100,000                  | 100,000           | -                             | 400,000          | 300,000                       |
| 9420 APPROP TO CAPITAL FUND     | 22,500                   | 22,500            | -                             | 90,000           | 67,500                        |
| 9430 APPROP TO B.I.D.C.         | 23,456                   | 24,299            | 844                           | 97,197           | 73,741                        |
| 9600 PROV. CORRECTIONS          | 271,111                  | 275,000           | 3,889                         | 1,100,000        | 828,889                       |
| 9610 CB REG. HOUSING            | 455,376                  | 534,000           | 78,624                        | 2,136,000        | 1,680,624                     |
| 9620 REGIONAL LIBRARY           | 165,069                  | 167,500           | 2,431                         | 670,000          | 504,931                       |
| 9630 CB/VIC. SCHOOL BOARD       | 3,411,130                | 3,468,020         | 56,890                        | 13,872,080       | 10,460,950                    |
| 9640 PROPERTY ASSESSMENT        | 339,911                  | 340,052           | 142                           | 1,360,209        | 1,020,298                     |
| Total expended to date          | \$ 5,789,954             | \$ 5,898,610      | \$ 108,655                    | \$ 35,570,603    | \$ 29,780,649                 |

ORIGINAL SIGNED BY

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 Departmental

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 Finance

**Occupational Health /  
Safety**

**Statement of Expenditures**

**June 30, 2017**

| <b>Occupational Health &amp; Safety</b>                      | <b>Year to date<br/>Expended</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|--------------------------------------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 37,189                        | \$ 38,256                 | \$ 1,067                               | \$ 153,025               | \$ 115,836                             |
| 6010 BENEFITS                                                | 8,574                            | 8,775                     | 200                                    | 29,898                   | 21,324                                 |
| 6020 TRAINING/EDUCATION                                      | 2,051                            | 2,063                     | 11                                     | 5,850                    | 3,799                                  |
| 6030 TRAVEL/CONFERENCES                                      | 2,384                            | 2,750                     | 366                                    | 11,000                   | 8,616                                  |
| 6040 PROF MEM/DUES & FEES                                    | -                                | 134                       | 134                                    | 535                      | 535                                    |
| 6050 OFFICE SUPPLIES                                         | 501                              | 750                       | 249                                    | 3,000                    | 2,499                                  |
| 6060 OFFICE EQUIPMENT                                        | -                                | -                         | -                                      | -                        | -                                      |
| 6110 TELEPHONE/FAX                                           | 1,204                            | 844                       | (361)                                  | 3,375                    | 2,171                                  |
| 6120 PUBL/SUBSCRIPTIONS                                      | -                                | 500                       | 500                                    | 2,000                    | 2,000                                  |
| 6130 COMPUTER HARDWARE                                       | 149                              | 500                       | 351                                    | 2,000                    | 1,851                                  |
| 6140 COMPUTER SOFTWARE                                       | -                                | 125                       | 125                                    | 500                      | 500                                    |
| 6150 MEETING EXPENSES                                        | 1,479                            | 625                       | (854)                                  | 2,500                    | 1,021                                  |
| 8010 OPERATIONAL MAT/SUPP                                    | -                                | -                         | -                                      | -                        | -                                      |
| 8100 PROFESSIONAL SERVICE                                    | 780                              | 1,375                     | 595                                    | 5,500                    | 4,720                                  |
| 8120 LEASES                                                  | 451                              | 750                       | 299                                    | 3,000                    | 2,549                                  |
| <b>Total expended to data<br/>excluding 2016 Flood Costs</b> | <b>\$ 54,763</b>                 | <b>\$ 57,446</b>          | <b>\$ 2,682</b>                        | <b>\$ 222,183</b>        | <b>\$ 167,420</b>                      |
| <b>8165 2016 FLOOD COSTS</b>                                 | <b>-</b>                         | <b>-</b>                  | <b>-</b>                               | <b>-</b>                 | <b>-</b>                               |
| <b>Total expended to data<br/>including 2016 Flood Costs</b> | <b>\$ 54,763</b>                 | <b>\$ 57,446</b>          | <b>\$ 2,682</b>                        | <b>\$ 222,183</b>        | <b>\$ 167,420</b>                      |

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

Departmental

Finance

## Police Services

## Statement of Expenditures

June 30, 2017

| Police Services                                             | Year to date<br>Expended | 3 Month<br>Budget   | 3 Month<br>Budget<br>Variance | Annual<br>Budget     | Annual<br>Budget<br>Remaining |
|-------------------------------------------------------------|--------------------------|---------------------|-------------------------------|----------------------|-------------------------------|
| GL 6000, 6010, & 6011 WAGES & BENEFITS NET OF COST RECOVERY | \$ 6,288,068             | \$ 6,253,326        | \$ (34,741)                   | \$ 22,386,035        | \$ 16,097,967                 |
| 6020 TRAINING/EDUCATION                                     | 29,360                   | 56,496              | 27,136                        | 145,927              | 116,567                       |
| 6030 TRAVEL/CONFERENCES                                     | 51,917                   | 26,260              | (25,667)                      | 105,000              | 53,083                        |
| 6040 PROF MEM/DUES & FEES                                   | 491                      | 1,250               | 759                           | 5,000                | 4,509                         |
| 6050 OFFICE SUPPLIES                                        | 13,475                   | 13,725              | 250                           | 53,000               | 39,526                        |
| 6060 OFFICE EQUIPMENT                                       | 10,736                   | 12,500              | 1,764                         | 50,000               | 39,264                        |
| 6070 PHOTOCOPY SUPPLIES                                     | 2,608                    | 4,500               | 1,892                         | 18,000               | 15,392                        |
| 6080 ADVERTISING                                            | -                        | 1,250               | 1,250                         | 5,000                | 5,000                         |
| 6090 POSTAGE & 6100 COURIER                                 | 3,150                    | 1,750               | (1,400)                       | 7,000                | 3,850                         |
| 6110 TELEPHONE/FAX                                          | 68,584                   | 65,210              | (3,374)                       | 260,840              | 192,256                       |
| 6120 PUBL./SUBSCRIPTIONS                                    | 893                      | 1,500               | 607                           | 6,000                | 5,107                         |
| 6130 COMPUTER HARDWARE                                      | 10,871                   | 48,500              | 37,629                        | 200,000              | 189,129                       |
| 6140 COMPUTER SOFTWARE                                      | 65,544                   | 60,250              | (5,294)                       | 115,000              | 49,456                        |
| 6150 MEETING EXPENSES                                       | 5,504                    | 4,250               | (1,254)                       | 17,000               | 11,497                        |
| 6160 LIABILITY INSURANCE                                    | -                        | 1,000               | 1,000                         | 4,000                | 4,000                         |
| 6170 PROMOTION                                              | 3,203                    | 2,750               | (453)                         | 11,000               | 7,797                         |
| 7000 HEAT                                                   | 8,642                    | 12,500              | 3,858                         | 50,000               | 41,358                        |
| 7010 ELECTRICAL                                             | 20,649                   | 24,913              | 4,263                         | 99,650               | 79,001                        |
| 7020 WATER                                                  | -                        | 2,000               | 2,000                         | 8,000                | 8,000                         |
| 7030 BLDG/FACILITY MAINT                                    | 20,083                   | 35,855              | 15,772                        | 71,000               | 50,917                        |
| 7040 BLDG/FACILITY REPAIR                                   | 2,880                    | 12,250              | 9,370                         | 49,000               | 46,120                        |
| 7050 BLDG/FACILITY INSURANCE                                | 3,750                    | 6,313               | 2,563                         | 12,500               | 8,750                         |
| 7060 BLDG/FACILITY RENOV                                    | 1,701                    | 5,000               | 3,299                         | 20,000               | 18,299                        |
| 7070 BLDG/FACILITY RENTAL                                   | 14,511                   | 17,000              | 2,489                         | 68,000               | 53,489                        |
| 7110 SECURITY                                               | 133                      | 925                 | 792                           | 3,700                | 3,567                         |
| 7505 GASOLINE & DIESEL                                      | 86,000                   | 93,750              | 7,750                         | 375,000              | 289,000                       |
| 7510 VEH/EQUIP REPAIRS                                      | 68,262                   | 71,929              | 3,667                         | 287,717              | 219,455                       |
| 7520 VEH/EQUIP INSURANCE                                    | 14,361                   | 15,000              | 639                           | 60,000               | 45,639                        |
| 7530 VEH/EQUIP REPLACEMENT                                  | 39,659                   | 39,659              | -                             | 580,000              | 540,341                       |
| 7540 VEH/EQUIP RENTAL                                       | -                        | 2,250               | 2,250                         | 9,000                | 9,000                         |
| 7550 VEH/EQUIP TOWING                                       | 905                      | 1,250               | 345                           | 5,000                | 4,095                         |
| 7560 VEH/EQUIP GEN SUPPLY                                   | 136                      | 2,500               | 2,364                         | 10,000               | 9,864                         |
| 8000 OPERATIONAL EQUIP                                      | 12,438                   | 48,446              | 36,008                        | 193,784              | 181,346                       |
| 8010 OPERATIONAL MAT/SUPP                                   | 53,328                   | 93,461              | 40,133                        | 181,373              | 128,045                       |
| 8020 MAINTENANCE EQUIP                                      | -                        | 1,696               | 1,696                         | 3,570                | 3,570                         |
| 8030 MAINTENANCE MAT/SUPP                                   | -                        | 4,750               | 4,750                         | 19,000               | 19,000                        |
| 8040 COMM EQUIPMENT LINES                                   | 1,602                    | 2,500               | 898                           | 10,000               | 8,398                         |
| 8090 UNIFORMS/CLOTHING                                      | 26,348                   | 55,000              | 28,652                        | 220,000              | 193,652                       |
| 8100 PROFESSIONAL SERVICE                                   | 46,619                   | 16,701              | (29,918)                      | 95,000               | 48,381                        |
| 8110 CONTRACTS/AGREEMENTS                                   | 31,243                   | 36,075              | 4,832                         | 102,000              | 70,757                        |
| 8120 LEASES                                                 | -                        | -                   | -                             | -                    | -                             |
| 8125 MAJOR INVESTIGATIONS                                   | 19,296                   | 32,292              | 12,996                        | 129,168              | 109,872                       |
| 8130 LICENSES/PERMITS                                       | -                        | 600                 | 600                           | 10,000               | 10,000                        |
| 8150 GRANTS/SUBS TO ORG                                     | 136,911                  | 136,911             | -                             | 170,000              | 33,089                        |
| <b>Total expended to date excluding 2016 Flood Costs</b>    | <b>7,163,860</b>         | <b>7,326,031</b>    | <b>162,171</b>                | <b>26,231,264</b>    | <b>19,067,404</b>             |
| 8166 2016 FLOOD COSTS                                       | 469                      | -                   | (469)                         | -                    | (469)                         |
| <b>Total expended to date including 2016 Flood Costs</b>    | <b>\$ 7,164,329</b>      | <b>\$ 7,326,031</b> | <b>\$ 161,702</b>             | <b>\$ 26,231,264</b> | <b>\$ 19,066,935</b>          |

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

Departmental

Finance

**Police Services****Statement of Revenue****June 30, 2017**

| <b>Police Services Revenue</b> | <b>Year to date<br/>Assigned</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|--------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| 4751 RECORDS INQUIRIES         | \$ 24,378                        | \$ 3,702                  | \$ 20,676                              | \$ 14,808                | \$ (9,570)                             |
| 5151 FINES                     | 66,687                           | 89,641                    | (22,953)                               | 358,562                  | 291,875                                |
| <b>Total Revenue to date</b>   | <b>\$ 91,066</b>                 | <b>\$ 93,343</b>          | <b>\$ (2,277)</b>                      | <b>\$ 373,370</b>        | <b>\$ 282,304</b>                      |

**ORIGINAL SIGNED BY**\_\_\_\_\_  
Departmental**ORIGINAL SIGNED BY**\_\_\_\_\_  
Finance

## Fire Services

## Statement of Expenditures

June 30, 2017

|                                                              | Year to date<br>Expended | 3 Month<br>Budget   | 3 Month<br>Budget<br>Variance | Annual<br>Budget     | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|---------------------|-------------------------------|----------------------|-------------------------------|
| <b>Fire Services Including EMO</b>                           |                          |                     |                               |                      |                               |
| 6000 WAGES/SALARIES                                          | \$ 1,225,004             | \$ 1,412,258        | \$ 183,254                    | \$ 5,649,030         | \$ 4,420,026                  |
| 6010 BENEFITS                                                | 274,327                  | 263,512             | (10,815)                      | 1,054,049            | 779,722                       |
| 6011 MISC. BENEFITS                                          | 33,861                   | 31,021              | (2,840)                       | 123,165              | 89,304                        |
| 6020 TRAINING/EDUCATION                                      | 9,968                    | 47,511              | 37,544                        | 177,539              | 167,571                       |
| 6030 TRAVEL/CONFERENCES                                      | 11,260                   | 10,000              | (1,260)                       | 51,100               | 39,840                        |
| 6040 PROF MEM/DUES & FEES                                    | 6,172                    | 3,244               | (2,928)                       | 11,732               | 5,560                         |
| 6050 OFFICE SUPPLIES                                         | 1,645                    | 3,025               | 1,380                         | 12,100               | 10,455                        |
| 6060 OFFICE EQUIPMENT                                        | 3,456                    | 3,238               | (219)                         | 12,550               | 9,494                         |
| 6070 PHOTOCOPY SUPPLIES                                      | -                        | 125                 | 125                           | 500                  | 500                           |
| 6080 ADVERTISING                                             | 423                      | 1,338               | 914                           | 5,350                | 4,927                         |
| 6100 COURIER                                                 | 93                       | 113                 | 20                            | 451                  | 358                           |
| 6110 TELEPHONE/FAX                                           | 8,926                    | 11,250              | 2,324                         | 44,999               | 36,073                        |
| 6120 PUBL./SUBSCRIPTIONS                                     | -                        | 675                 | 675                           | 2,700                | 2,700                         |
| 6130 COMPUTER HARDWARE                                       | 250                      | 4,132               | 3,882                         | 14,007               | 13,757                        |
| 6140 COMPUTER SOFTWARE                                       | 849                      | 3,877               | 3,027                         | 16,006               | 15,157                        |
| 6150 MEETING EXPENSES                                        | 1,201                    | 1,101               | (100)                         | 4,404                | 3,203                         |
| 6160 LIABILITY INSURANCE                                     | -                        | -                   | -                             | -                    | -                             |
| 6170 PROMOTION                                               | 5,941                    | 9,500               | 3,559                         | 38,000               | 32,059                        |
| 6180 COST RECOVERY                                           | (333)                    | -                   | 333                           | -                    | 333                           |
| 7000 HEAT                                                    | 12,378                   | 23,088              | 10,710                        | 92,351               | 79,973                        |
| 7010 ELECTRICAL                                              | 14,510                   | 16,134              | 1,624                         | 64,536               | 50,026                        |
| 7020 WATER                                                   | 4,771                    | 9,881               | 5,110                         | 24,523               | 19,752                        |
| 7030 BLDG/FACILITY MAINT                                     | 16,850                   | 15,932              | (918)                         | 63,729               | 46,879                        |
| 7040 BLDG/FACILITY REPAIR                                    | 2,540                    | 56,393              | 53,852                        | 225,571              | 223,031                       |
| 7050 BLDG/FACILITY INS                                       | 2,493                    | 2,054               | (439)                         | 8,217                | 5,724                         |
| 7060 BLDG/FACILITY RENOV                                     | -                        | -                   | -                             | -                    | -                             |
| 7070 BLDG/FACILITY RENTALS                                   | -                        | -                   | -                             | -                    | -                             |
| 7080 PLANT MAINTENANCE                                       | -                        | 100                 | 100                           | 400                  | 400                           |
| 7500 VEH/EQUIP MAINT.                                        | 46,698                   | 26,869              | (19,829)                      | 107,476              | 60,778                        |
| 7505 GASOLINE/DIESEL                                         | 16,944                   | 20,190              | 3,246                         | 80,758               | 63,814                        |
| 7510 VEH/EQUIP REPAIRS                                       | -                        | 1,000               | 1,000                         | 4,000                | 4,000                         |
| 7520 VEH/EQUIP INSURANCE                                     | 18,537                   | 15,027              | (3,510)                       | 60,109               | 41,572                        |
| 7530 VEH/EQUIP REPLACEMENT                                   | 1,050                    | 12,500              | 11,450                        | 85,000               | 83,950                        |
| 7540 VEH/EQUIP RENTAL                                        | -                        | -                   | -                             | 204                  | 204                           |
| 7550 VEH/EQUIP TOWING                                        | -                        | 500                 | 500                           | 2,000                | 2,000                         |
| 7560 VEH/EQUIP GEN SUPPLY                                    | 4,773                    | 4,000               | (773)                         | 16,000               | 11,227                        |
| 8000 OPERATIONAL EQUIP                                       | 108,526                  | 88,750              | (19,776)                      | 355,000              | 246,474                       |
| 8010 OPERATIONAL MAT/SUPP                                    | 7,589                    | 11,525              | 3,937                         | 45,870               | 38,281                        |
| 8020 MAINTENANCE EQUIP                                       | 1,351                    | 13,150              | 11,799                        | 52,599               | 51,248                        |
| 8040 COMM EQUIPMENT LINES                                    | 1,883                    | 10,000              | 8,117                         | 40,000               | 38,117                        |
| 8090 UNIFORMS/CLOTHING                                       | 6,189                    | 19,863              | 13,674                        | 79,452               | 73,263                        |
| 8100 PROFESSIONAL SERVICE                                    | 2,337                    | 2,385               | 47                            | 9,538                | 7,201                         |
| 8110 CONTRACTS/AGREEMENTS                                    | 9,907                    | 22,410              | 12,502                        | 89,638               | 79,731                        |
| 8120 LEASES                                                  | 70,527                   | 81,298              | 10,772                        | 325,193              | 254,666                       |
| 8130 LICENSES/PERMITS                                        | 16,656                   | 17,335              | 679                           | 17,335               | 679                           |
| 8135 REGULATORY FEES                                         | -                        | -                   | -                             | -                    | -                             |
| 8140 EASEMENTS/ROW COSTS                                     | -                        | -                   | -                             | -                    | -                             |
| 8150 GRANTS/SUBS TO ORG                                      | 864,638                  | 864,638             | -                             | 1,726,594            | 861,956                       |
| 8195 WATER SUPPLY & HYDR                                     | 1,795,917                | 1,795,917           | 0                             | 7,183,669            | 5,387,752                     |
| <b>Total expended to date excluding<br/>2016 Flood Costs</b> | <b>\$ 4,614,106</b>      | <b>\$ 4,936,856</b> | <b>\$ 322,750</b>             | <b>\$ 17,977,844</b> | <b>\$ 13,363,738</b>          |
| <b>8165 2016 FLOOD COSTS</b>                                 | <b>8,258</b>             | <b>-</b>            | <b>(8,258)</b>                | <b>-</b>             | <b>(8,258)</b>                |
| <b>Total expended to date including<br/>2016 Flood Costs</b> | <b>\$ 4,622,364</b>      | <b>\$ 4,936,856</b> | <b>\$ 314,493</b>             | <b>\$ 17,977,844</b> | <b>\$ 13,355,480</b>          |

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

Departmental

Finance

**Fire Services****Statement of Revenue****June 30, 2017**

| <b>Fire Services Revenue</b>                | <b>Year to date<br/>Assigned</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|---------------------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| 4776 PROV NS FIRE PROTECTION<br>GRANT       | 40,391                           | 40,391                    | -                                      | 161,563                  | 121,172                                |
| 4776 MEMBERTOU MUNICIPAL<br>SERVICES AGRMNT | 112,129                          | 112,129                   | -                                      | 448,515                  | 336,386                                |
| <b>Total Revenue to date</b>                | <b>\$ 152,520</b>                | <b>\$ 152,520</b>         | <b>\$ -</b>                            | <b>\$ 610,078</b>        | <b>\$ 457,559</b>                      |

**ORIGINAL SIGNED BY**\_\_\_\_\_  
Departmental**ORIGINAL SIGNED BY**\_\_\_\_\_  
Finance

Engineering and Public Works Actuals to June 30, 2017 - Including Committed Items

| REVENUE                      | Actual & Committed<br>Y-T-D June 30, 2017 | Budget<br>Y-T-D June 30, 2017 | Variance<br>Y-T-D June 30, 2017 | Total Annual<br>Budget | Annual Budget<br>Remaining | % of Annual<br>Budget |
|------------------------------|-------------------------------------------|-------------------------------|---------------------------------|------------------------|----------------------------|-----------------------|
| TRANSIT                      | \$128,284                                 | \$166,000                     | -\$37,716                       | \$664,000              | -\$535,716                 | 19.32%                |
| SOLIDWASTE TIP FEES          | \$547,560                                 | \$500,000                     | \$47,560                        | \$2,000,000            | -\$1,452,440               | 27.38%                |
| SOLIDWASTE COST RECOVERIES   | \$82,862                                  | \$75,000                      | \$7,862                         | \$300,000              | -\$217,138                 | 27.62%                |
| SEWER PERMIT FEES            | \$22,415                                  | \$25,000                      | -\$2,585                        | \$100,000              | -\$77,585                  | 22.41%                |
| BUILDINGS                    | \$137,946                                 | \$170,020                     | -\$32,074                       | \$680,079              | -\$542,134                 | 20.28%                |
| MISCELLANEOUS REVENUE        | \$0                                       | \$0                           | \$0                             | \$0                    | \$0                        | 0.00%                 |
| WATER UTILITY ADMIN FEE      | \$1,237,877                               | \$1,237,878                   | \$0                             | \$4,951,510            | -\$3,713,633               | 25.00%                |
| <b>TOTAL PW REVENUES</b>     | <b>\$2,156,944</b>                        | <b>\$2,173,897</b>            | <b>-\$16,954</b>                | <b>\$8,695,589</b>     | <b>-\$6,538,645</b>        | <b>24.81%</b>         |
| <b>EXPENDITURES</b>          |                                           |                               |                                 |                        |                            |                       |
| ADMINISTRATION               | \$1,092,577                               | \$1,195,444                   | \$102,868                       | \$4,848,377            | \$3,755,801                | 22.53%                |
| ENGINEERING                  | \$148,479                                 | \$182,820                     | \$34,341                        | \$726,956              | \$578,477                  | 20.42%                |
| CENTRAL DIVISION             | \$1,488,148                               | \$1,355,247                   | -\$132,902                      | \$5,632,216            | \$5,144,068                | 22.44%                |
| EAST DIVISION                | \$1,381,531                               | \$1,563,299                   | \$181,768                       | \$6,392,426            | \$5,010,895                | 21.61%                |
| NORTH DIVISION               | \$603,150                                 | \$769,988                     | \$166,837                       | \$3,128,159            | \$2,525,009                | 19.28%                |
| SOLID WASTE                  | \$3,153,261                               | \$3,378,516                   | \$225,256                       | \$11,997,594           | \$8,844,333                | 26.28%                |
| MECHANICAL FLEET             | \$1,015,310                               | \$1,046,547                   | \$31,238                        | \$4,119,178            | \$3,103,868                | 24.65%                |
| TRANSIT                      | \$787,255                                 | \$924,933                     | \$137,678                       | \$3,677,162            | \$2,889,907                | 21.41%                |
| QUALITY CONTROL              | \$621,183                                 | \$573,344                     | -\$47,840                       | \$2,845,569            | \$2,224,386                | 21.83%                |
| <b>TOTAL PW EXPENDITURES</b> | <b>\$10,290,895</b>                       | <b>\$10,990,138</b>           | <b>\$699,243</b>                | <b>\$44,367,637</b>    | <b>\$34,076,742</b>        | <b>23.19%</b>         |

Signature: ORIGINAL SIGNED BY

ORIGINAL SIGNED BY

Director of Engineering & Public Works

Chief Financial Officer

| Planning / ByLaw / Fire Inspection                           | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 297,870               | \$ 321,978        | \$ 24,108                     | \$ 1,287,913        | \$ 990,043                    |
| 6010 BENEFITS                                                | 67,163                   | 69,788            | 2,625                         | 255,950             | 188,787                       |
| 6020 TRAINING/EDUCATION                                      | 641                      | 4,250             | 3,609                         | 17,000              | 16,359                        |
| 6030 TRAVEL/CONFERENCES                                      | 8,490                    | 9,850             | 1,360                         | 31,000              | 22,510                        |
| 6040 PROF MEM/DUES & FEES                                    | 2,309                    | 2,750             | 441                           | 7,000               | 4,691                         |
| 6050 OFFICE SUPPLIES                                         | 4,600                    | 4,875             | 275                           | 19,500              | 14,900                        |
| 6060 OFFICE EQUIPMENT                                        | 1,935                    | 3,625             | 1,690                         | 14,500              | 12,565                        |
| 6070 PHOTOCOPY SUPPLIES                                      | -                        | -                 | -                             | -                   | -                             |
| 6080 ADVERTISING                                             | 1,463                    | 8,000             | 6,537                         | 32,000              | 30,537                        |
| 6100 COURIER                                                 | -                        | -                 | -                             | -                   | -                             |
| 6110 TELEPHONE/FAX                                           | 4,273                    | 6,000             | 1,727                         | 24,000              | 19,727                        |
| 6120 PUBL./SUBSCRIPTIONS                                     | -                        | 325               | 325                           | 1,300               | 1,300                         |
| 6130 COMPUTER HARDWARE                                       | -                        | 3,250             | 3,250                         | 13,000              | 13,000                        |
| 6140 COMPUTER SOFTWARE                                       | 888                      | 1,750             | 862                           | 7,000               | 6,112                         |
| 6150 MEETING EXPENSE                                         | 438                      | 1,050             | 612                           | 4,200               | 3,762                         |
| 6170 PROMOTION                                               | (0)                      | -                 | 0                             | 30,000              | 30,000                        |
| 7130 DEMOLITIONS                                             | 184,286                  | 120,000           | (64,286)                      | 120,000             | (64,286)                      |
| 7500 VEH/EQUIP MAINT.                                        | -                        | -                 | -                             | -                   | -                             |
| 7505 GASOLINE & DIESEL                                       | -                        | 2,750             | 2,750                         | 11,000              | 11,000                        |
| 8000 OPERATIONAL EQUIPMENT                                   | -                        | 5,750             | 5,750                         | 23,000              | 23,000                        |
| 8010 OPERATIONAL MAT/SUPP                                    | 102                      | 1,000             | 898                           | 4,000               | 3,898                         |
| 8090 UNIFORMS / CLOTHING                                     | 1,298                    | 2,125             | 827                           | 8,500               | 7,202                         |
| 8100 PROFESSIONAL SERVICE                                    | 1,228                    | 3,250             | 2,022                         | 53,000              | 51,772                        |
| 8110 CONTRACTS/AGREEMENTS                                    | 96,656                   | 109,199           | 12,543                        | 436,795             | 340,139                       |
| 8130 LICENSES/PERMITS                                        | 74,166                   | 73,860            | (306)                         | 73,860              | (306)                         |
| 8135 REGULATORY FEES                                         | 28,682                   | 31,500            | 2,818                         | 45,000              | 16,318                        |
| 8150 GRANTS /SUBS TO ORG                                     | 17,213                   | 17,213            | -                             | 80,000              | 62,788                        |
| <b>Total expended to date excluding<br/>2016 Flood Costs</b> | <b>\$ 793,701</b>        | <b>\$ 804,137</b> | <b>\$ 10,436</b>              | <b>\$ 2,599,518</b> | <b>\$ 1,805,817</b>           |
| <b>8165 2016 FLOOD COSTS</b>                                 | <b>-</b>                 | <b>-</b>          | <b>-</b>                      | <b>-</b>            | <b>-</b>                      |
| <b>Total expended to date including<br/>2016 Flood Costs</b> | <b>\$ 793,701</b>        | <b>\$ 804,137</b> | <b>\$ 10,436</b>              | <b>\$ 2,599,518</b> | <b>\$ 1,805,817</b>           |

ORIGINAL SIGNED BY

Departmental

ORIGINAL SIGNED BY

Finance

|                                             | Year to date<br>Assigned | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget  | Annual<br>Budget<br>Remaining |
|---------------------------------------------|--------------------------|-------------------|-------------------------------|-------------------|-------------------------------|
| <b>Bylaw Revenue</b>                        |                          |                   |                               |                   |                               |
| 5112 Vendor Licenses                        | \$ 11,141                | \$ 3,250          | \$ 7,891                      | \$ 1,859          | \$ (9,283)                    |
| 5113 Animal Licenses                        | 2,811                    | 1,750             | 1,061                         | 4,189             | 1,377                         |
| 5114 Taxi Licenses                          | 5,155                    | 4,500             | 655                           | 12,845            | 7,690                         |
| 5115 Vending Machine Licenses               | -                        | 2,500             | (2,500)                       | 10,000            | 10,000                        |
| 5301 Parking Meter Revenue                  | 72,562                   | 91,479            | (18,916)                      | 293,353           | 220,790                       |
| Total Bylaw Revenue                         | \$ 91,670                | \$ 103,479        | \$ (11,809)                   | \$ 322,245        | \$ 230,575                    |
| <b>Development / Planning Revenue</b>       |                          |                   |                               |                   |                               |
| 5496 Mapping Sales                          | -                        | 500               | (500)                         | 2,000             | 2,000                         |
| 5495 Other Sales                            | 2,213                    | 700               | 1,513                         | 587               | (1,627)                       |
| 5101 Building Permits                       | 55,359                   | 42,643            | 12,716                        | 115,211           | 59,853                        |
| 5102 Subdivision Fees                       | 10,280                   | 8,000             | 2,280                         | 21,780            | 11,500                        |
| Total Develop / Planning Rev                | \$ 67,852                | \$ 51,843         | \$ 16,009                     | \$ 139,578        | \$ 71,726                     |
| <b>Total Bylaw / Dev / Planning Revenue</b> | <b>\$ 159,522</b>        | <b>\$ 155,321</b> | <b>\$ 4,201</b>               | <b>\$ 461,823</b> | <b>\$ 302,301</b>             |

ORIGINAL SIGNED BY

Departmental

ORIGINAL SIGNED BY

Finance

**Facilities  
(C200, County/  
Centennial / CBU Arenas)**

**Statement of Expenditures**

**June 30, 2017**

|                                                              | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|--------------------------------------------------------------|--------------------------|-------------------|-------------------------------|---------------------|-------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 372,598               | \$ 364,542        | \$ (8,056)                    | \$ 1,218,168        | \$ 845,570                    |
| 6010 BENEFITS                                                | 59,869                   | 57,986            | (1,883)                       | 211,944             | 152,275                       |
| 6020 TRAINING                                                | 475                      | 1,500             | 1,025                         | 6,000               | 5,525                         |
| 6030 TRAVEL/CONFERENCES                                      | 3,044                    | 3,200             | 156                           | 8,000               | 4,956                         |
| 6040 PROF MEM/DUES & FEES                                    | 260                      | 1,125             | 865                           | 1,500               | 1,240                         |
| 6050 OFFICE SUPPLIES                                         | 2,770                    | 2,850             | 80                            | 5,000               | 2,230                         |
| 6060 OFFICE EQUIPMENT                                        | -                        | 500               | 500                           | 2,000               | 2,000                         |
| 6080 ADVERTISING                                             | 6,310                    | 2,500             | (3,810)                       | 10,000              | 3,690                         |
| 6100 COURIER                                                 | -                        | 375               | 375                           | 1,500               | 1,500                         |
| 6110 TELEPHONE/FAX                                           | 4,586                    | 6,125             | 1,539                         | 24,500              | 19,914                        |
| 6120 PUBL./SUBSCRIPTIONS                                     | -                        | -                 | -                             | -                   | -                             |
| 6130 COMPUTER HARDWARE                                       | -                        | 1,000             | 1,000                         | 4,000               | 4,000                         |
| 6140 COMPUTER SOFTWARE                                       | 2,137                    | 2,150             | 13                            | 3,000               | 863                           |
| 6150 MEETING EXPENSES                                        | -                        | 250               | 250                           | 1,000               | 1,000                         |
| 6160 LIABILITY INSURANCE                                     | -                        | 7,000             | 7,000                         | 28,000              | 28,000                        |
| 7000 HEAT                                                    | 15,444                   | 15,475            | 31                            | 41,500              | 26,056                        |
| 7010 ELECTRICAL                                              | 82,194                   | 90,000            | 7,806                         | 520,000             | 437,806                       |
| 7020 WATER                                                   | 4,825                    | 11,000            | 6,175                         | 44,000              | 39,175                        |
| 7030 BLDG/FACILITY MAINT                                     | 14,100                   | 22,500            | 8,400                         | 90,000              | 75,900                        |
| 7040 BLDG/FACILITY REPAIR                                    | 10,212                   | 18,000            | 7,788                         | 60,000              | 49,788                        |
| 7050 BLDG/FACILITY INS                                       | 6,174                    | 4,925             | (1,249)                       | 19,700              | 13,526                        |
| 7060 BLDG/FACILITY RENOV                                     | 175                      | 6,250             | 6,075                         | 25,000              | 24,825                        |
| 7070 BLDG/FACILITY RENTAL                                    | -                        | -                 | -                             | 45,000              | 45,000                        |
| 7080 PLANT MAINTENANCE                                       | 7,783                    | 16,250            | 8,467                         | -                   | (7,783)                       |
| 7100 MAINT. TOOLS/EQUIP                                      | -                        | -                 | -                             | -                   | -                             |
| 7110 SECURITY                                                | 13,788                   | 16,250            | 2,462                         | 65,000              | 51,212                        |
| 7500 VEH/EQUIP MAINT                                         | 126                      | 250               | 124                           | 1,000               | 874                           |
| 7505 GAS/DIESEL                                              | -                        | -                 | -                             | -                   | -                             |
| 7510 VEH/EQUIP REPAIRS                                       | 450                      | 3,125             | 2,675                         | 12,500              | 12,050                        |
| 7520 VEH/EQUIP INSURANCE                                     | -                        | 900               | 900                           | 3,600               | 3,600                         |
| 7530 VEH/EQUIP REPLACEMENT                                   | -                        | -                 | -                             | -                   | -                             |
| 7540 VEH/EQUIP RENTAL                                        | (2,347)                  | 2,500             | 4,847                         | 2,500               | 4,847                         |
| 7570 VEH/EQUIP TOOLS                                         | -                        | -                 | -                             | -                   | -                             |
| 8000 OPERATIONAL EQUIPMENT                                   | 1,567                    | 1,250             | (317)                         | 5,000               | 3,433                         |
| 8010 OPERATIONAL MAT/SUPP                                    | 23,176                   | 24,725            | 1,549                         | 142,500             | 119,324                       |
| 8020 MAINT. EQUIP                                            | -                        | -                 | -                             | -                   | -                             |
| 8025 COMMUNITY EVENTS                                        | -                        | -                 | -                             | -                   | -                             |
| 8030 MAINT. MAT/SUPP                                         | -                        | -                 | -                             | -                   | -                             |
| 8050 COST OF SALES                                           | 126,153                  | 141,250           | 15,097                        | 565,000             | 438,847                       |
| 8090 UNIFORMS/CLOTHING                                       | 1,260                    | 1,875             | 615                           | 7,500               | 6,240                         |
| 8100 PROFESSIONAL SERVICE                                    | 6,070                    | 2,500             | (3,570)                       | 2,500               | (3,570)                       |
| 8110 CONTRACTS/AGREEMENTS                                    | 8,183                    | 8,500             | 317                           | 130,000             | 121,817                       |
| 8130 LICENSES/PERMITS                                        | -                        | -                 | -                             | -                   | -                             |
| 8150 GRANTS/SUBS TO ORG                                      | -                        | -                 | -                             | -                   | -                             |
| 8160 SUSTAINABILITY EVENTS                                   | -                        | -                 | -                             | -                   | -                             |
| 8170 SUSTAINABILITY                                          | -                        | -                 | -                             | -                   | -                             |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 771,182</b>        | <b>\$ 838,628</b> | <b>\$ 67,446</b>              | <b>\$ 3,306,912</b> | <b>\$ 2,535,730</b>           |
| <b>8165 2016 FLOOD COSTS</b>                                 | <b>-</b>                 | <b>-</b>          | <b>-</b>                      | <b>-</b>            | <b>-</b>                      |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 771,182</b>        | <b>\$ 838,628</b> | <b>\$ 67,446</b>              | <b>\$ 3,306,912</b> | <b>\$ 2,535,730</b>           |

**ORIGINAL SIGNED BY**

**Departmental**

**ORIGINAL SIGNED BY**

**Finance**

**Facilities (C200,  
County /  
Centennial Arenas)**

**Statement of Revenue**

**June 30, 2017**

|                              | <b>Year to date<br/>Expended</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| GL 5001 Ice Rentals          | \$ 26,671                        | \$ 92,429                 | \$ (65,758)                            | \$ 758,000               | \$ 731,329                             |
| GL 5002 Public Skating       | 791                              | -                         | 791                                    | -                        | (791)                                  |
| GL 5004 Arena Rental         | 7,904                            | -                         | 7,904                                  | -                        | (7,904)                                |
| GL 5005 Gym Rental           | -                                | -                         | -                                      | -                        | -                                      |
| GL 5006 Canteen Sales        | 71,326                           | 82,658                    | (11,332)                               | 870,000                  | 798,674                                |
| GL 5009 Major Events         | 19,325                           | 45,789                    | (26,464)                               | 75,000                   | 55,675                                 |
| GL 5010 Other Revenue        | 95,027                           | 20,250                    | 74,777                                 | 120,000                  | 24,973                                 |
| GL 5033 Program Equipment    | 11,520                           | -                         | 11,520                                 | -                        | (11,520)                               |
| GL 5034 Facility Rentals     | 66,935                           | -                         | 66,935                                 | -                        | (66,935)                               |
| GL 4808 Advertising Revenue  | 3,000                            | -                         | 3,000                                  | -                        | (3,000)                                |
| <b>Total Revenue To Date</b> | <b>\$ 302,500</b>                | <b>\$ 241,126</b>         | <b>\$ 61,374</b>                       | <b>\$ 1,823,000</b>      | <b>\$ 1,520,500</b>                    |

**ORIGINAL SIGNED BY**

Departmental

**ORIGINAL SIGNED BY**

Finance

**Parks and Grounds  
Operations**

**Statement of Expenditures**

**June 30, 2017**

| <b>Parks &amp; Grounds</b>                                   | <b>Year to date<br/>Expended</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|--------------------------------------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| 6000 WAGES/SALARIES                                          | \$ 359,916                       | \$ 416,645                | \$ 56,729                              | \$ 1,666,580             | \$ 1,306,664                           |
| 6010 BENEFITS                                                | 86,502                           | 86,369                    | (134)                                  | 345,475                  | 258,973                                |
| 6020 TRAINING/EDUCATION                                      | 12,092                           | 2,387                     | (9,705)                                | 2,387                    | (9,705)                                |
| 6030 TRAVEL/CONFERENCES                                      | 2,714                            | 2,026                     | (688)                                  | 8,104                    | 5,390                                  |
| 6040 PROF MEM/DUES & FEES                                    | -                                | 20                        | 20                                     | 200                      | 200                                    |
| 6050 OFFICE SUPPLIES                                         | (164)                            | 689                       | 853                                    | 2,153                    | 2,317                                  |
| 6060 OFFICE EQUIPMENT                                        | -                                | 150                       | 150                                    | 500                      | 500                                    |
| 6080 ADVERTISING                                             | -                                | 105                       | 105                                    | 300                      | 300                                    |
| 6110 TELEPHONE/FAX                                           | 1,683                            | 1,380                     | (303)                                  | 5,750                    | 4,067                                  |
| 6130 COMPUTER HARDWARE                                       | -                                | 63                        | 63                                     | 250                      | 250                                    |
| 7000 HEAT                                                    | 1,187                            | 928                       | (259)                                  | 3,866                    | 2,679                                  |
| 7010 ELECTRICAL                                              | 22,164                           | 23,093                    | 929                                    | 75,000                   | 52,836                                 |
| 7020 WATER                                                   | 2,311                            | 5,424                     | 3,113                                  | 22,600                   | 20,289                                 |
| 7030 BLDG/FACILITY MAINT                                     | 386                              | 2,550                     | 2,164                                  | 5,100                    | 4,714                                  |
| 7040 BLDG/VACILITY REPAIR                                    | (97)                             | -                         | 97                                     | 7,750                    | 7,847                                  |
| 7060 BLDG/FACILITY RENOV                                     | -                                | 1,753                     | 1,753                                  | 7,303                    | 7,303                                  |
| 7080 PLANT MAINTENANCE                                       | -                                | 50                        | 50                                     | 1,664                    | 1,664                                  |
| 7100 MAINT. TQQLS/EQUIP                                      | -                                | -                         | -                                      | 7,100                    | 7,100                                  |
| 7110 SECURITY                                                | -                                | 1,183                     | 1,183                                  | -                        | -                                      |
| 7500 VEH/EQUIP MAINT.                                        | -                                | -                         | -                                      | -                        | -                                      |
| 7505 GASOLINE & DIESEL                                       | -                                | -                         | -                                      | -                        | -                                      |
| 7510 VEH/EQUIP REPAIRS                                       | 274                              | 338                       | 63                                     | 1,350                    | 1,076                                  |
| 7520 VEH/EQUIP INSURANCE                                     | -                                | -                         | -                                      | -                        | -                                      |
| 7530 VEH/EQUIP REPLACEMENT                                   | -                                | 6,250                     | 6,250                                  | 25,000                   | 25,000                                 |
| 7540 VEH/EQUIP RENTAL                                        | -                                | 3,750                     | 3,750                                  | 15,000                   | 15,000                                 |
| 8000 OPERATIONAL EQUIP                                       | 8,745                            | 9,347                     | 603                                    | 25,423                   | 16,678                                 |
| 8010 OPERATIONAL MAT/SUPP                                    | 151,899                          | 124,864                   | (27,035)                               | 345,000                  | 193,101                                |
| 8020 MAINTENANCE EQUIP                                       | 9,477                            | 8,000                     | (1,477)                                | 32,000                   | 22,523                                 |
| 8080 STREET LIGHTS                                           | 439                              | -                         | (439)                                  | -                        | (439)                                  |
| 8090 UNIFORMS/CLOTHING                                       | 3,003                            | 3,590                     | 588                                    | 12,283                   | 9,280                                  |
| 8100 PROFESSIONAL SERV                                       | -                                | 78                        | 78                                     | 313                      | 313                                    |
| 8110 CONTRACTS & AGRMNT                                      | 170,220                          | 146,534                   | (23,686)                               | 275,335                  | 105,115                                |
| <b>Total expended to date<br/>excluding 2016 Flood Costs</b> | <b>\$ 832,752</b>                | <b>\$ 847,566</b>         | <b>\$ 14,814</b>                       | <b>\$ 2,893,786</b>      | <b>\$ 2,061,034</b>                    |
| 8165 2016 FLQD COSTS                                         | 40,091                           | -                         | (40,091)                               | -                        | (40,091)                               |
| <b>Total expended to date<br/>including 2016 Flood Costs</b> | <b>\$ 872,843</b>                | <b>\$ 847,566</b>         | <b>\$ (25,277)</b>                     | <b>\$ 2,893,786</b>      | <b>\$ 2,020,943</b>                    |

**ORIGINAL SIGNED BY**

**Departmental**

**Finance**

| Buildings                  | Year to date<br>Expended | 3 Month<br>Budget | 3 Month<br>Budget<br>Variance | Annual<br>Budget | Annual<br>Budget<br>Remaining |
|----------------------------|--------------------------|-------------------|-------------------------------|------------------|-------------------------------|
| 6000 WAGES/SALARIES        | \$ 312,401               | \$ 346,197        | \$ 33,796                     | \$ 1,384,787     | \$ 1,072,386                  |
| 6010 BENEFITS              | 74,546                   | 78,749            | 4,202                         | 314,994          | 240,448                       |
| 6011 MISC BENEFITS         | -                        | -                 | -                             | -                | -                             |
| 6020 TRAINING/EDUCATION    | 198                      | 690               | 492                           | 2,500            | 2,302                         |
| 6030 TRAVEL/CONFERENCES    | -                        | 690               | 690                           | 2,500            | 2,500                         |
| 6040 PROF MEM/DUES & FEES  | -                        | 28                | 28                            | 100              | 100                           |
| 6050 OFFICE SUPPLIES       | 264                      | 208               | (56)                          | 800              | 536                           |
| 6060 OFFICE EQUIPMENT      | -                        | 990               | 990                           | 3,700            | 3,700                         |
| 6080 ADVERTISING           | -                        | -                 | -                             | -                | -                             |
| 6110 TELEPHONE/FAX         | 2,093                    | 2,045             | (48)                          | 8,150            | 6,057                         |
| 6130 COMPUTER HARDWARE     | 1,659                    | 1,704             | 45                            | 4,000            | 2,341                         |
| 6140 COMPUTER SOFTWARE     | 173                      | 1,000             | 827                           | 4,000            | 3,827                         |
| 7000 HEAT                  | 24,829                   | 27,600            | 2,771                         | 100,000          | 75,171                        |
| 7010 ELECTRICAL            | 124,474                  | 87,500            | (36,974)                      | 465,000          | 340,526                       |
| 7020 WATER                 | 2,537                    | 4,911             | 2,374                         | 17,980           | 15,443                        |
| 7030 BLDG/FACILITY MAINT   | 251                      | 3,760             | 3,509                         | 14,000           | 13,749                        |
| 7040 BLDG/FACILITY REPAIR  | -                        | 15,493            | 15,493                        | 56,250           | 56,250                        |
| 7050 BLDG/FACILITY INS     | 46,173                   | 38,625            | (7,548)                       | 154,500          | 108,327                       |
| 7060 BLDG/FACILITY RENOV   | 14,842                   | 27,600            | 12,758                        | 100,000          | 85,158                        |
| 7070 BLDG/FACILITY RENTAL  | 43,617                   | 43,844            | 227                           | 175,000          | 131,383                       |
| 7080 PLANT MAINTENANCE     | 112                      | 6,106             | 5,994                         | 22,500           | 22,388                        |
| 7100 MAINT. TOOLS/EQUIP    | 739                      | 875               | 136                           | 3,500            | 2,761                         |
| 7110 SECURITY              | 22,777                   | 31,464            | 8,687                         | 114,000          | 91,223                        |
| 7120 PROPERTY TAX          | -                        | -                 | -                             | -                | -                             |
| 7500 VEH/EQUIP MAINT.      | -                        | -                 | -                             | -                | -                             |
| 7505 GASOLINE & DIESEL     | -                        | 1,104             | 1,104                         | 4,000            | 4,000                         |
| 7510 VEH/EQUIP REPAIRS     | -                        | 500               | 500                           | 2,000            | 2,000                         |
| 7520 VEH/EQUIP INSURANCE   | -                        | -                 | -                             | -                | -                             |
| 7530 VEH/EQUIP REPLACEMENT | -                        | -                 | -                             | -                | -                             |
| 7540 VEH/EQUIP RENTAL      | -                        | 188               | 188                           | 750              | 750                           |
| 7570 VEH/EQUIP TOOLS       | -                        | 750               | 750                           | 3,000            | 3,000                         |
| 8000 OPERATIONAL EQUIP     | 1,520                    | 996               | (525)                         | 3,650            | 2,130                         |
| 8010 OPERATIONAL MAT/SUPP  | 29,156                   | 18,045            | (11,111)                      | 80,500           | 51,344                        |
| 8020 MAINTENANCE EQUIP     | -                        | 1,104             | 1,104                         | 4,000            | 4,000                         |
| 8030 MAINTENANCE MAT/SUPP  | -                        | 1,794             | 1,794                         | 6,500            | 6,500                         |
| 8080 STREET LIGHTS         | -                        | -                 | -                             | -                | -                             |
| 8090 UNIFORMS/CLOTHING     | 198                      | 1,311             | 1,113                         | 4,750            | 4,552                         |
| 8100 PROFESSIONAL SERVICE  | -                        | 13,469            | 13,469                        | 48,800           | 48,800                        |
| 8110 CONTRACTS/AGREEMENTS  | 30,031                   | 45,000            | 14,969                        | 180,000          | 149,969                       |
| 8150 GRANTS/SUBS TO ORG    | 15,000                   | 15,000            | -                             | 60,000           | 45,000                        |

Total expended to date  
excluding 2016 Flood Costs

\$747,592 \$819,337 \$71,745 \$3,346,211 \$2,598,619

8165 2016 FLOOD COSTS

363 - (363) - (363)

Total expended to date including  
2016 Flood Costs

\$ 747,955 \$ 819,337 \$ 71,382 \$ 3,346,211 \$ 2,598,256

ORIGINAL SIGNED BY

Departmental

ORIGINAL SIGNED BY

Finance

## Recreation Cultural Services

## Statement of Expenditures

June 30, 2017

| Recreation/Cultural Services                                     | Year to date<br>Expended | 3 Month<br>Budget   | 3 Month<br>Budget<br>Variance | Annual<br>Budget    | Annual<br>Budget<br>Remaining |
|------------------------------------------------------------------|--------------------------|---------------------|-------------------------------|---------------------|-------------------------------|
| GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students | \$ 245,851               | \$ 262,649          | 16,797                        | \$ 1,145,956        | \$ 900,105                    |
| 6020 TRAINING/EDUCATION                                          | 5,944                    | 6,000               | 56                            | 16,000              | 10,056                        |
| 6030 TRAVEL/CONFERENCES                                          | 5,078                    | 8,750               | 3,672                         | 35,000              | 29,922                        |
| 6040 PROF MEM/DUES & FEES                                        | 3,381                    | 3,500               | 119                           | 3,500               | 119                           |
| 6050 OFFICE SUPPLIES                                             | 2,379                    | 2,000               | (379)                         | 8,000               | 5,621                         |
| 6060 OFFICE EQUIPMENT                                            | 1,416                    | 3,708               | 2,292                         | 8,000               | 6,584                         |
| 6080 ADVERTISING                                                 | 4,360                    | 4,898               | 538                           | 75,000              | 70,640                        |
| 6110 TELEPHONE/FAX                                               | 2,449                    | 3,750               | 1,301                         | 15,000              | 12,551                        |
| 6120 PUBL./SUBSCRIPTIONS                                         | -                        | 221                 | 221                           | 400                 | 400                           |
| 6130 COMPUTER HARDWARE                                           | 2,604                    | 5,133               | 2,529                         | 7,000               | 4,396                         |
| 6140 COMPUTER SOFTWARE                                           | -                        | -                   | -                             | -                   | -                             |
| 6160 LIABILITY INSURANCE                                         | -                        | 2,500               | 2,500                         | 10,000              | 10,000                        |
| 6180 COST RECOVERY                                               | -                        | -                   | -                             | -                   | -                             |
| 7010 ELECTRICAL                                                  | -                        | -                   | -                             | -                   | -                             |
| 7070 BLDG/FACILITY RENTAL                                        | 8,912                    | 11,500              | 2,588                         | 46,000              | 37,088                        |
| 8000 OPERATIONAL MAT/SUPPLY                                      | 86,032                   | 86,750              | 718                           | 175,000             | 88,968                        |
| 8025 COMMUNITY EVENTS                                            | 88,770                   | 96,154              | 7,384                         | 384,615             | 295,845                       |
| 8150 SCHOLORSHIPS                                                | 20,000                   | 20,000              | -                             | 20,000              | -                             |
| 8160 SPECIAL EVENTS & FESTIVALS                                  | 253,860                  | 253,860             | -                             | 356,562             | 102,702                       |
| 8170 OPERATING GRANTS POLICY                                     | 254,746                  | 254,746             | -                             | 380,500             | 125,754                       |
| <b>Total expended to date excluding 2016 Flood Costs</b>         | <b>\$ 985,782</b>        | <b>\$ 1,026,119</b> | <b>\$ 40,337</b>              | <b>\$ 2,686,533</b> | <b>\$ 1,700,751</b>           |
| 8165 2016 FLOOD COSTS                                            | -                        | -                   | -                             | -                   | -                             |
| <b>Total expended to date including 2016 Flood Costs</b>         | <b>\$ 985,782</b>        | <b>\$ 1,026,119</b> | <b>\$ 40,337</b>              | <b>\$ 2,686,533</b> | <b>\$ 1,700,751</b>           |

ORIGINAL SIGNED BY

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 Departmental

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 Finance

**Recreation /  
Cultural Services**

**Statement of Revenue**

**June 30, 2017**

| <b>Recreation/Cultural Services</b> | <b>Year to date<br/>Assigned</b> | <b>3 Month<br/>Budget</b> | <b>3 Month<br/>Budget<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Annual<br/>Budget<br/>Remaining</b> |
|-------------------------------------|----------------------------------|---------------------------|----------------------------------------|--------------------------|----------------------------------------|
| 5031 PROGRAM REVENUE                | \$ -                             | \$ 6,000                  | \$ (6,000)                             | \$ 24,000                | \$ 24,000                              |
| 5034 FACILITY RENTALS               | 6,120                            | 3,750                     | 2,370                                  | 15,000                   | 8,880                                  |
| <b>Total Revenue To Date</b>        | <b>\$ 6,120</b>                  | <b>\$ 9,750</b>           | <b>\$ (3,630)</b>                      | <b>\$ 39,000</b>         | <b>\$ 32,880</b>                       |

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Departmental

\_\_\_\_\_  
Finance

Cape Breton Regional Municipality Water Utility  
Statement of Operations to June 30, 2017

|                              | Actual<br>Y-T-D June 30, 2017 | Budget<br>Y-T-D June 30, 2017 | Variance<br>Y-T-D June 30, 2017 | Total Annual<br>Budget 2017-2018 |
|------------------------------|-------------------------------|-------------------------------|---------------------------------|----------------------------------|
| <b>Revenue</b>               |                               |                               |                                 |                                  |
| Operating:                   |                               |                               |                                 |                                  |
| Metered Sales                | \$ 3,818,119.00               | 4,522,236.00                  | \$ 704,117.00                   | 18,088,943.00                    |
| Public Fire Protection       | \$ 1,795,917.00               | 1,795,919.00                  | \$ 2.00                         | 7,183,675.00                     |
| Interest on Overdue Accounts | \$ 93,638.00                  | 83,281.00                     | \$ (10,357.00)                  | 333,125.00                       |
| Other Operating Revenue      | \$ 35,762.00                  | 52,044.00                     | \$ 16,282.00                    | 208,178.00                       |
|                              |                               |                               |                                 |                                  |
| Total Operating Revenue      | \$ 5,743,436.00               | \$ 6,453,480.00               | \$ 710,044.00                   | 25,813,921.00                    |
|                              |                               |                               |                                 |                                  |
| <b>Expenditures</b>          |                               |                               |                                 |                                  |
| Operating Expenses           |                               |                               |                                 |                                  |
| Source of Supply             | \$ 75,882.00                  | 141,250.00                    | \$ 65,368.00                    | 565,000.00                       |
| Power and Pumping            | \$ 328,186.00                 | 510,633.00                    | \$ 182,447.00                   | 2,042,530.00                     |
| Water Treatment              | \$ 712,398.00                 | 931,048.00                    | \$ 218,650.00                   | 3,724,190.00                     |
| Transmission & Distribution  | \$ 967,670.00                 | 1,145,341.00                  | \$ 177,671.00                   | 4,581,366.00                     |
| Administration & General     | \$ 1,257,574.00               | 736,818.00                    | \$ (520,756.00)                 | 2,947,273.00                     |
| Depreciation                 | \$ 968,495.00                 | 968,495.00                    | \$ -                            | 3,873,980.00                     |
| Taxes                        | \$ 251,086.00                 | 561,687.00                    | \$ 310,601.00                   | 2,246,750.00                     |
|                              |                               |                               |                                 |                                  |
| Total Operating Expenses     | \$ 4,561,291.00               | \$ 4,995,272.00               | \$ 433,981.00                   | 19,981,089.00                    |
|                              |                               |                               |                                 |                                  |
| Operating Profit/(Loss)      | \$ 1,182,145.00               | \$ 1,458,208.00               | \$ 276,063.00                   | 5,832,832.00                     |

| Non Operating Revenue                       | Actual<br>Y-T-D June 30, 2017 | Budget<br>Y-T-D June 30, 2017 | Variance<br>Y-T-D June 30, 2017 | Total Annual<br>Budget 2017-18 |
|---------------------------------------------|-------------------------------|-------------------------------|---------------------------------|--------------------------------|
| Debt Charge Income                          |                               |                               |                                 |                                |
| Interest Income                             |                               |                               |                                 |                                |
| Transfer from Depreciation                  |                               |                               |                                 |                                |
| Total Non Operating Revenue                 |                               |                               |                                 |                                |
| <b>Non Operating Expenses</b>               |                               |                               |                                 |                                |
| Short term interest charges                 | \$ 32,031.00                  | \$ 32,031.00                  | \$ -                            | 128,125.00                     |
| <b>Debt Charges</b>                         |                               |                               |                                 |                                |
| Principal                                   | \$ 974,458.00                 | \$ 974,458.00                 | \$ -                            | 3,897,833.00                   |
| Interest                                    | \$ 406,216.00                 | \$ 406,216.00                 | \$ -                            | 1,624,874.00                   |
| Amortization of Debt Discount               | \$ 8,000.00                   | \$ 8,000.00                   | \$ -                            | 32,000.00                      |
| Capital Expenditures out of operations      | \$ 37,500.00                  | \$ 37,500.00                  | \$ -                            | 150,000.00                     |
| Appropriation - Rolling stock -Fleet        |                               |                               | \$ -                            |                                |
| Total Non Operating Expenses                | \$ 1,458,205.00               | \$ 1,458,205.00               | \$ -                            | \$ 5,832,832.00                |
| Non- Operating Profit/Loss                  | \$ 1,458,205.00               | \$ 1,458,205.00               | \$ -                            | \$ 5,832,832.00                |
| TOTAL UTILITY REVENUES (OPERATING & NON-OPE | \$ 5,743,436.00               | \$ 6,453,480.00               | \$ 710,044.00                   | \$ 25,813,921.00               |
| TOTAL UTILITY EXPENSES (OPERATING & NON-OPE | \$ 6,019,496.00               | \$ 6,453,477.00               | \$ 433,981.00                   | \$ 25,813,921.00               |
| <b>CBRM WATER UTILITY PROFIT/(LOSS)</b>     | \$ (276,060.00)               | \$ 3.00                       | \$ 276,063.00                   | \$ -                           |

Original Signed By

Prepared by Judy Sampson

Review by Greg Penny

Date 10-Jul-17

## Port of Sydney Development Corporation

### Income Statement June 30, 2017

|                                | YTD Actual            | YTD Budget            | Variance to Budget    |
|--------------------------------|-----------------------|-----------------------|-----------------------|
| Wharfage & Berthage            | 89,335.34             | 96,785.00             | -7,449.66             |
| Event Revenue                  | 12,665.84             | 10,733.34             | 1,932.50              |
| Miscellaneous                  | 1,188.38              | 3,300.00              | -2,111.62             |
| Storage & Rental               | 58,989.84             | 52,681.75             | 6,308.09              |
| Passenger tax                  | 101,996.00            | 103,291.20            | -1,295.20             |
| Security/Traffic Control       | 19,095.25             | 21,625.26             | -2,530.01             |
| Craft Market Revenue           | 12,099.08             | 12,320.00             | -220.92               |
| Business Development - Harbour | 33,055.69             | 51,000.00             | -17,944.31            |
| <b>\$</b>                      | <b>328,425.42</b>     | <b>\$ 351,736.55</b>  | <b>-\$ 23,311.13</b>  |
| Wages & Salaries               | 184,016.95            | 206,868.75            | -22,851.80            |
| Professional Fees              | 3,644.68              | 24,333.00             | -20,688.32            |
| Advertising & Promotions       | 13,167.15             | 20,364.00             | -7,196.85             |
| Cruise Activities              | 14,313.90             | 10,620.00             | 3,693.90              |
| Dues & Membership Fees         | 12,976.66             | 14,380.00             | -1,403.34             |
| Insurance                      | 14,821.97             | 14,907.00             | -85.03                |
| Interest & Bank Charges        | 1,359.94              | 1,140.00              | 219.94                |
| Office & Admin                 | 10,668.29             | 17,443.20             | -6,774.91             |
| Miscellaneous                  | 4,779.79              | 19,900.00             | -15,120.21            |
| Repairs & Maintenance          | 37,935.64             | 167,060.34            | -129,124.70           |
| Travel                         | 4,453.57              | 17,650.00             | -13,196.43            |
| Utilities                      | 31,980.33             | 40,305.00             | -8,324.67             |
| Business Development - Harbour | 33,055.69             | 51,000.00             | -17,944.31            |
| Transport Ca                   | 5,587.86              | 0.00                  | 5,587.86              |
| Security Expense               | 26,058.28             | 33,496.73             | -7,438.45             |
| Ports Day Expenses             | 49,403.73             | 65,000.00             | -15,596.27            |
| Leasehold Improvements         | 5,300.00              | 50,000.00             | -44,700.00            |
| <b>\$</b>                      | <b>453,524.43</b>     | <b>\$ 744,468.02</b>  | <b>-\$ 290,943.59</b> |
| Defecit                        | <b>-\$ 125,099.01</b> | <b>-\$ 392,731.47</b> | <b>\$ 267,632.46</b>  |

