

Cape Breton Regional Municipality

General Committee Meeting

AGENDA

WEDNESDAY, NOVEMBER 1ST, 2017

***NOTE DATE & TIME CHANGE**

6:00 P.M.

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

Cape Breton Regional Municipality

General Committee Meeting

Wednesday, November 1st, 2017

6:00 p.m.

AGENDA ITEMS

Roll Call

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

- General Committee – October 3rd, 2017

2. **DELEGATION:**

- 2.1 **Cape Breton Centre for Arts, Culture and Innovation:** Spokesperson: Erika Shea, Director of Communications and External Relations, New Dawn Enterprises (See page 5)

3. **REPORTS:**

- 3.1 **Briefing Re: Bill C 45 and C 46 – Cannabis Act – Amendments to Criminal Code of Canada:** Peter McIsaac, Chief of Police & Marie Walsh, Chief Administrative Officer & (See page 26)

4. **PLANNING ISSUE:**

4.1 **Approval to Advertise:**

- a) **Zoning Amendment Application – 1037 Chris Skidmore, East Bay Highway, Big Pond (PIDs 15327539, 15327547, 15327554, and 15327562):** Karen Neville, Planner (See page 27)

**General Committee Meeting Agenda
(Continued)
November 1st, 2017**

5. CORPORATE SERVICES:

- 5.1 Review of Procurement Policy and Proposed Amendments:** Jennifer Campbell, Chief Financial Officer (See page 33)
- 5.2 Thomas and Elizabeth Parsons – Request to Purchase Vacant Lot at Convent Street, North Sydney (PID 1503232212):** Sheila Kolanko, Property Manager (See page 57)
- 5.3 Rose Roach – Request to Purchase Land and Dwelling at 201 Victoria Road, Sydney (PID 15129117):** Sheila Kolanko, Property Manager (See page 59)

6. PROTECTIVE SERVICES ISSUE:

- 6.1 Statistical Complaint Report – Dangerous and Unsightly Properties:** Paul Burt, Manager of Buildings, Planning & Licensing Laws (See page 61)

7. FINANCIAL STATEMENTS:

- 7.1 CBRM to September 30, 2017:** Jennifer Campbell, Chief Financial Officer
For Information Only (See page 76)

- | | |
|--------------------------------|-----------------------------------|
| ➤ Legislative | ➤ Police Services |
| ➤ Administration | ➤ Fire Services (Including EMO) |
| ➤ Finance | ➤ Engineering & Public Works |
| ➤ Legal | ➤ Planning |
| ➤ Human Resources | ➤ Facilities: Centre 200 & Arenas |
| ➤ Technology & Communications | ➤ Parks and Grounds Operations |
| ➤ Municipal Clerk | ➤ Buildings |
| ➤ Fiscal Services | ➤ Recreation |
| ➤ Occupational Health & Safety | ➤ Water Utility |

- 7.2 Port of Sydney Development Corporation to September 30, 2017:** (See page 102) **For Information Only.**

ADJOURNMENT



New Dawn Enterprises Ltd

P.O. Box 1055, 75 Prince Street, Sydney, Nova Scotia B1P 6J7

Phone: 539-9560 Fax: 539-7210

Website: www.newdawn.ca

February 21, 2017

Madame Clerk

Phone: (902) 563-5010

E-mail: clerksoffice@cbm.ns.ca

320 Esplanade | Sydney NS

New Dawn is seeking an opportunity to update CBRM Council at a regular Council Meeting on the progress made in the restoration of the former Holy Angels Convent as the Cape Breton Centre for Arts, Culture and Innovation.

Since we last had an opportunity to update Council, we have worked with an architect team (DTAH/Trifos) to finalize a site development plan and capital costs for the project.

At the same time, we have built relationships with three public funders who have expressed an interest in funding the restoration project over the 2017/18 and 2018/19 fiscal years. They are in the process of reviewing a final draft of the business plan, site development plan, and operational projections.

The total project cost is \$12 million and together these three partners anticipate making a \$10 million investment (over two years) in this significant piece of community infrastructure.

New Dawn will contribute at least \$1 million in addition to the \$2 million spent to-date on building acquisition, repairs, and development.

New Dawn is seeking a \$1 million contribution from the CBRM, to be spread, if needed, over two fiscal years.

Our fifteen minutes presentation will include components of the business plan, site development plan, and projections.

Thank you,

Erika Shea

Director of Communications and External Relations

New Dawn Enterprises

erika@newdawn.ca

902-578-9272



- Staff of 110+
- Non-profit social enterprise
- 41 years operating in the CBRM
- Reinvestment of all revenues
- Volunteer board of directors
- Yearly property taxes: \$310,000
- Self-reliant people in a vibrant community
- Community Engagement
- Centre for Social Innovation
- Better Bite Community Kitchen
- New Dawn Meals on Wheels
- New Dawn Guest Home
- New Dawn Real Estate
- New Dawn Homecare
- Centre for Immigration



What is the Centre for Arts, Culture and Innovation?

A centre that provides space for 150 people from throughout the CBRM to work, learn collaborate, grow, create, produce, and further their work in the creative and innovation economy.

A building that provides *affordable space* for young/emerging artists and innovators.

A building that retains its original footprint, heritage façade and presence on George Street but has been re-built inside to include all modern building materials systems, and conveniences.

A \$12 million investment in downtown Sydney.



Wychwood Barns



Aberdeen



Wychwood Barns



401 Richmond



CSI Spadina



Daniels Spectrum

The CBRM Seed

2013 CBRM \$20,000 investment in Future Uses/Feasibility Study



2016 DTAF/Trifos site development and concept design (ACOA)



2017 \$3.2 million investment by the Province of Nova Scotia

2017 \$5 million investment by Canadian Heritage

2017 \$1 million investment by New Dawn



- \$8.2 million in new federal and provincial funding in the CBRM
- Home to Innovacorp's new *CB Momentum Hub* (Bob Pelley)
- A world class model for other projects across the province

CBRM Leading the Way

This project blends the best of Nova Scotia. We are protecting heritage, supporting our culture and allowing innovation to bloom. We want to see even more innovation in our province's cultural sector and growth in the creative economy.

Premiere Stephen McNeil

In the tech sector, entrepreneurs benefit from a start-up culture to nurture new ideas. We need these same networks to grow our creative industries: collaborative spaces where creative entrepreneurs can access training, equipment, tools and mentorship.

That is why we are investing in hubs in Vancouver, Montreal, Toronto, and Cape Breton.

Melanie Jolie, Minister Canadian Heritage

Tenants and Events At a Glance

Corey Katz Photography
Nova Stream Productions
Robyn Carheart Productions
The Art Room
Third Floor Studio
Raylene's School of Music
Lumiere: Cape Breton's art at night festival
Momentum Hub
Navigate Start-Up House
The Clean Foundation
Cape Breton Island Centre for Immigration
Early Childhood Dev. Intervention Services
Language Instruction for Newcomers
Common Good Solutions
CBU Co-operative Study Club
Ubique Networks
Cape Breton Chorale
Solveria

Youth Arts Connection
The Savoy Theater
The Art Room: Art Bait: Year One and Two
ELP: Broadway Songbook Series, Oh My, Mamma Mia, The Laramie Project, A Cape Breton Story
Dozay Christmas
Feis Cape Breton
Second Wind Band Concert
Cabot Trail Writers Festival: Women Writers
Cape Breton Stage Company
IDEAS Youth Arts: Year 1 and Year 2
Bette MacDonald and Maynard Morrison
Las Pimas Joy of Singing
The Carousel Players
Cape Breton Jazz Festival 2017
Lumiere: 2017 eight installations

Corey Katz Photography



Nova Stream Productions



The Third Floor Studio



Robyn Cathcart Productions



The Art Room



Economic Impact of the Creative Economy

In 2014, the cultural sector accounted for 13,874 jobs and \$949 million or 2.7% of our GDP.

CBRM Creative Economy Growth Strategy

Throughout Nova Scotia, towns like Parrsboro, Lunenburg and Annapolis Royal, once dependent on fisheries and other heavy industry, are witnessing transformative growth because of the arts, culture, heritage and their spin-off benefits.

CBRM Creative Economy Growth Strategy

The Ontario government has recently committed to having 50% of its workforce employed in the creative economy by 2030.

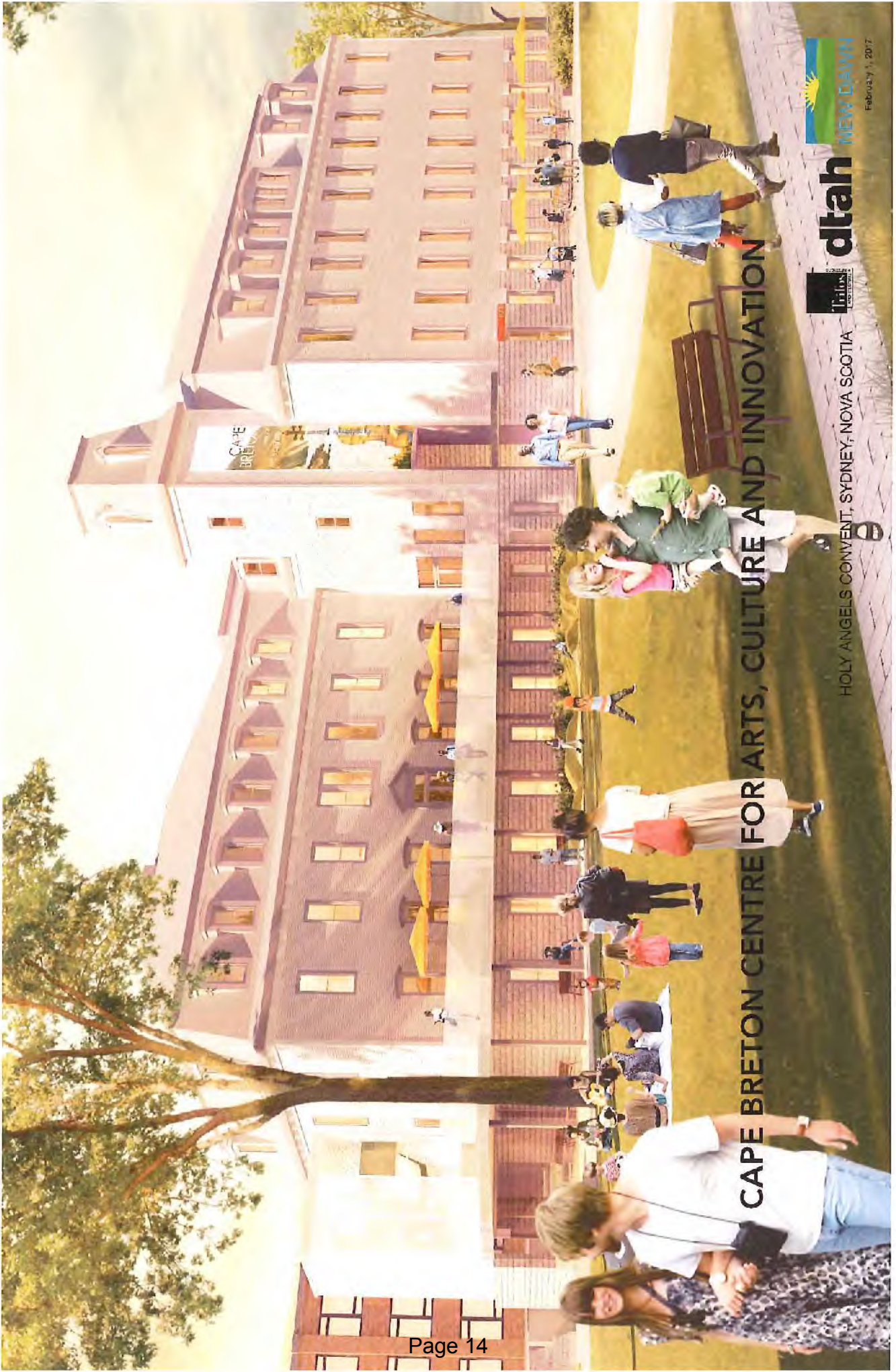
Social and Community Impacts

Arts play a vital role in attracting people, business, and investment, and in distinguishing Cape Breton.

In the coming years, newcomers and tourists will be increasingly looking at the quality of life and vibrancy a community offers before making decisions on places to live and visit.

Arts are a means of bringing people together, engaging with youth, bringing people into downtowns, and processing and thinking about our past and our future.





CAPE BRETON CENTRE FOR ARTS, CULTURE AND INNOVATION



HOLY ANGELS CONVENT, SYDNEY, NOVA SCOTIA

February 1, 2017

Introduction

This document is intended to demonstrate the opportunity that exists to revitalize the historic Holy Angels Convent into the new Cape Breton Centre for Arts, Culture and Innovation

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Location plan

Project Team

DTAH	3
Architecture and Landscape Architecture; Project Design Lead	4
TRIFOS DESIGN CONSULTANTS	6
Architect of Record	8
F. C. O'NEIL, SRIVEN & ASSOCIATES LTD.	10
Mechanical and Electrical Engineering Consultant	
BLACKWELL	
Structural Engineering Consultant	
EXP SERVICES INC.	
Civil Engineering Consultant	
ITC ASSOCIATES	
Building Code Consultant	
MMM GROUP LTD.	
Building Science and Energy Modelling	
DORA CONSTRUCTION	
Cost Consultant	



Historic aerial photograph of Convent with steel mills in background



Historic photograph of Charlotte Street with Convent in background

Vision

In 2013, New Dawn Enterprises purchased the former Holy Angels Convent and High School from the Sisters of Notre Dame. The acquisition was driven by a desire to preserve the buildings that had physically and programmatically contributed a great deal to the spirit and character of the Northend, Sydney, and Cape Breton Island. Through subsequent conversations with the community two distinct needs began to emerge – the need for a centre that could host the Island’s growing innovation community and that of a tangible home for Cape Breton’s deep-rooted tradition of arts and culture.

Since 2013, the former Holy Angels High School has temporarily housed tenants working in both the innovation and the arts and culture sectors. It is our hope that the former convent, it is our hope, will become a vibrant new home to dancers, musicians, writers, theater companies, recording studios, innovators, entrepreneurs and many others driven by the desire to create, collaborate, and change the Island, and the world,.



Aerial photograph from southeast corner



Aerial photograph from northwest corner

History of the Site

Overview

The very green and well-manicured site is wonderfully situated within the north end of Sydney, with a primary site address along George Street. The overall area is approximately 2.7 acres in size and includes the former 'High School', the former Convent, and a separate heritage residence along York Street.

Holy Angels Convent was founded on November 23, 1865 at the request of Father James Quinn for the purpose of providing education to the young women of Cape Breton County. Presently, the High School was known for its fine arts program with instruction in music, drawing, sculpture, speech, and drama.

The Convent building was constructed in 1885 with a Convent Addition constructed in 1906. Both buildings have been subsequently modified in a number of ways over the course of their history.

These undervalued and/or closed spaces present a wonderful opportunity for potential programme partners within the Cape Breton Centre for Arts, Culture and Innovation.



Historic photograph of nuns

Revitalization

The repurposing of one of Sydney's most significant and recognizable heritage buildings represents a pivotal moment for the community. Not only does this repurposing help to preserve the rich history, but the revitalization brings much needed new community life to this historic site.

In finding creative and sustainable ways to reuse an existing built heritage asset, we hope to add to the shift in thinking around the value of the many overlooked heritage properties in

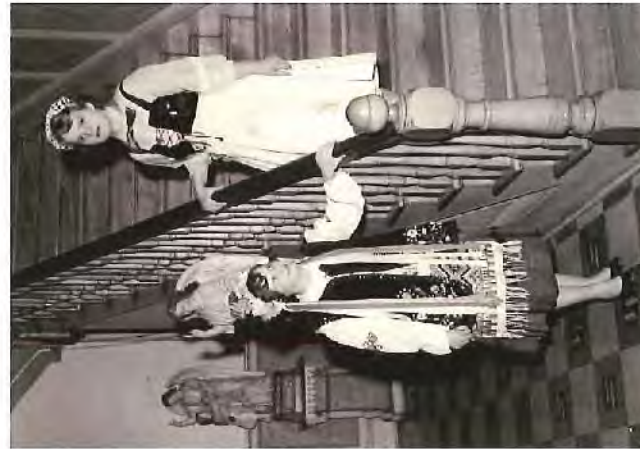
the Cape Breton Regional Municipality. This architecture is amenable to contemporary uses, and it infuses these uses with an inherent energy and physical beauty not found in new buildings.

We envision a Centre with the power to transform the North end and Sydney's downtown core. Part of this transformation involves giving people another exciting and enticing reason to once again visit the area.

We envision bringing people together in a new place and in



Historic photograph of performance



Historic photograph of students in costume at main staircase

CAPE BRETON CENTRE FOR ARTS, CULTURE AND INNOVATION



Historic photograph of Convent, 1885



Historic photograph of Convent with side additions, 1935



Historic postcard with Convent Addition, 1906



Historic photograph of Convent Addition



Historic photograph of turning of sod ceremony for High School, 1959



Historic photograph of Convent Addition



Contemporary photograph of Convent Addition

Overall Site Potential and Site Plan

The Holy Angels Campus is located within Sydney's historic Northend Community. A fixture in the community for over 100 years, the land is one of the symbolic centres for local residents. Bounded by George, Nepean, Charlotte, and York Streets, the site can be understood as a campus – a place at the centre of Northend that effectively serves as a local park for this neighbourhood.

The George Street Common is the front door and moment of arrival to the Holy Angels Campus. The landscape design restores the elegant simplicity of the Front Lawn and its existing mature trees, animated by the Amphitheater, the George Street Forecourt and the Terraces. Together, these spaces create places for day to day activities such as sitting, relaxing and socializing and a series of places for events, gathering and performances. The Workshop Terrace and Gallery Terrace intimately connect to the life and activity of the indoor and outdoor "common spaces" and will complement each other to accommodate constant year-round use. The George Street Forecourt provides improved vehicular and pedestrian access to the York Street Parking Court and main entrances.

The Nepean Street Entry Court is framed by the Convent and the former High School. The landscape plan provides additional grooming, distinctive paving, improved

pedestrian circulation, parking, seating and an improved accessible grade level connection between the Convent and the former High School. New interventions are located at the edges of the Courtyard to allow flexibility for both day to day parking of 24 cars and a unique setting for events. An overhead system of suspended 'catalytic' lights creates a night-time datum of illumination and intimacy. Bollards and a change in paving treatment create a new pedestrian path linking to George Street Common and Nepean Street.

The Charlotte Street Frontage is an extension of social life and function of the campus. The vehicular entrance off Charlotte Street is improved and 36 car parking spaces are located adjacent to the existing mature trees. The Growing Court capitalizes on the south-facing sun exposure with the location of movable vegetable planters, picnic tables, and pergola, providing an opportunity for food production associated with community or campus events. New elements are located along the outer edges to enable opportunities for overflow parking. A series of rain gardens incorporate a range of sustainable techniques such as bioswales, native plantings, and infiltration galleries to assist in providing improved stormwater management and opportunities for education, and demonstrate an ecological stewardship.



Contemporary photograph of Charlotte Street



Historic photograph of procession on George Street



Historic photograph of ceremony on lawn.



Historic photograph of turning of sod official ceremony



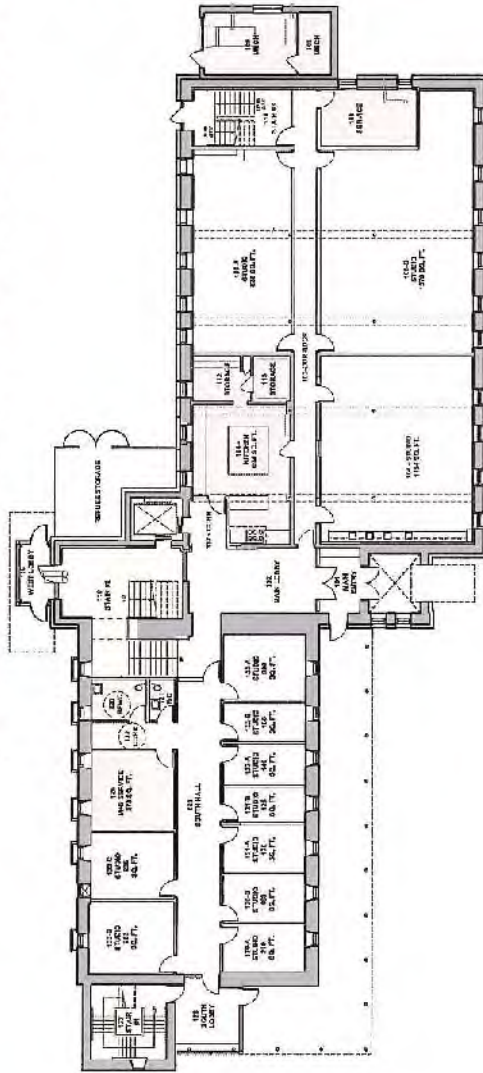
Historic photograph of student call stencils



Contemporary photograph of George and Nepean Streets



Spaces Available - Levels 1 and 2



LEVEL 1

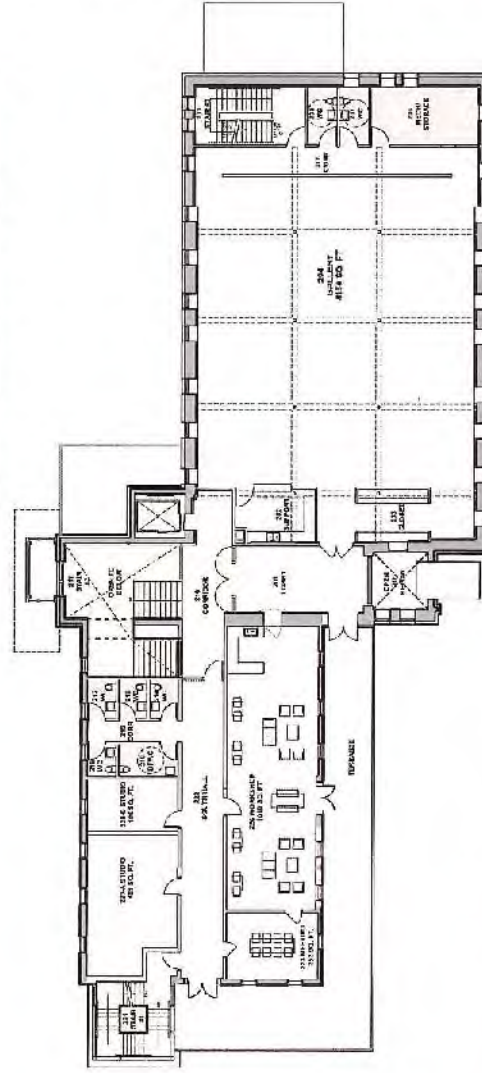
Building access is from the George Street Common or the Nepan Street Entry Court. Formerly occupied by the home economics programme for the school, three large studios are available. Studios facing the Common may also be used as galleries.

Area Breakdown

Studios	5,144 sq.ft.
Kitchen	694 sq.ft.
Other	3,979 sq.ft.
Total GFA	9,817 sq.ft.



Historic photograph of home economics room

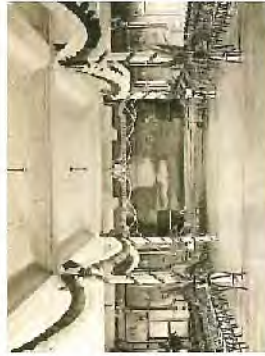


LEVEL 2

The Gallery Space was previously a chapel & has a capacity for 150 people for receptions. A Workshop Space for building users and the greater community opens onto an exterior terrace. Additional studios are available on this level.

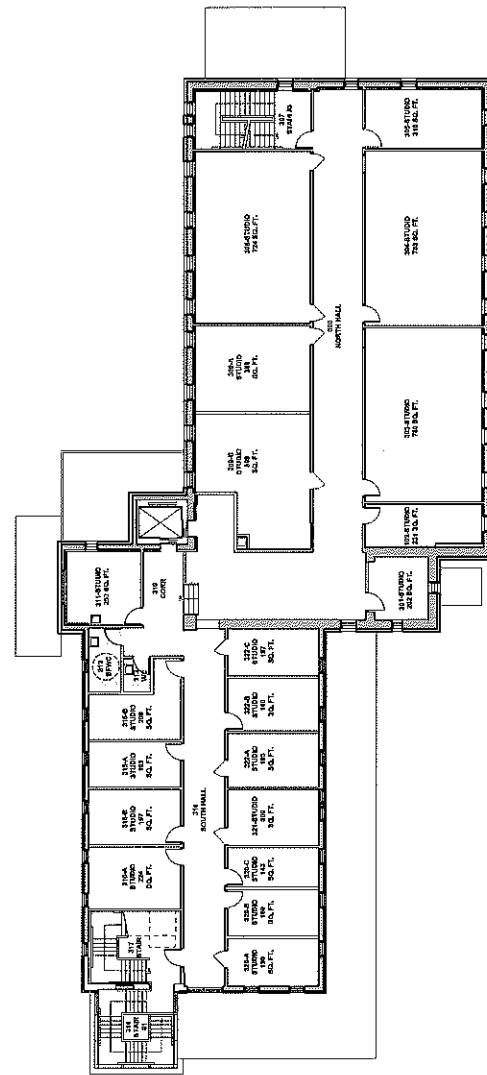
Area Breakdown

Gallery	4,157 sq.ft.
Workshop Space	1,271 sq.ft.
Studios	677 sq.ft.
Other	3,181 sq.ft.
Total GFA	9,286 sq.ft.



Historic photograph of chapel

Spaces Available - Levels 3 and 4



Historic photograph of students in classroom

LEVEL 4

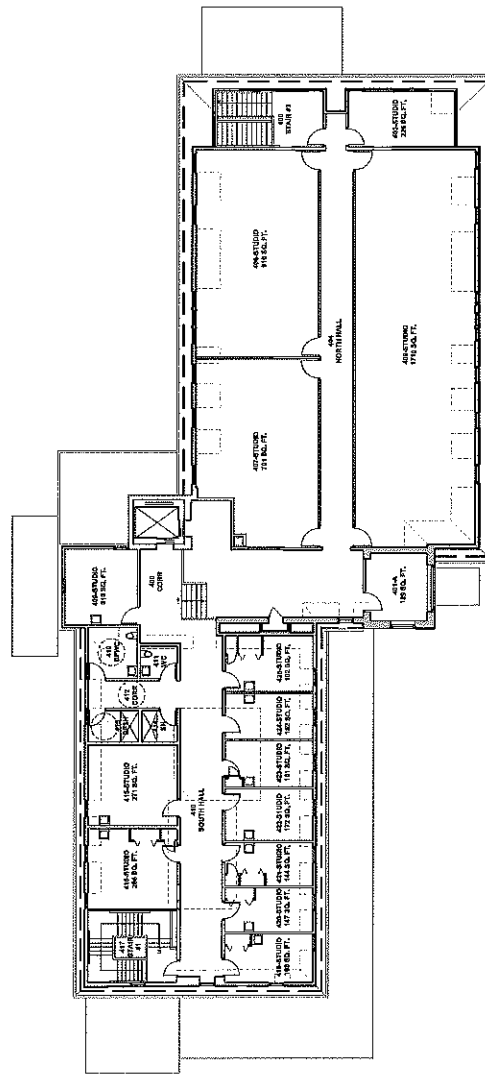
The uppermost level was for the nuns' sleeping quarters and has been reworked as studio spaces. The three large studios are within the Convent Addition.

Area Breakdown

Small Studios	1,875 sq.ft.
Large Studios	3,802 sq.ft.
Other	2,603 sq.ft.
Total GFA	8,280 sq.ft.



Photograph of a nun's sleeping quarter



George Street Common



Nepean Street Entry Court





dtah

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CAPE BRETON REGIONAL **POLICE**

"SERVING WITH YOU - FOR YOU"

865 Grand Lake Road
Sydney, Nova Scotia
B1P 6W2



MEMO

To: Sharon MacSween
Clerk's Office

From: Chief Peter J. McIsaac, M.O.M., BTech (EM Mgmt.)

Date: October 26, 2017

Subject: **Briefing by Chief Peter McIsaac and CAO Marie Walsh – Re: Bill C 45 and C 46 – Cannabis Act – Amendments to Criminal Code of Canada**

Please be advised that Chief Peter McIsaac and CAO Marie Walsh will present a power point presentation to General Committee meeting on Wednesday, November 1, 2017.

The presentation will cover many aspects of Bill C 45 and C46, Cannabis Act including the impacts municipalities will and can expect to face when the legislation comes into law in July 2018.

Sincerely,

ORIGINAL SIGNED BY

Chief Peter J. McIsaac, M.O.M., BTech (EM Mgmt.)

/emc

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



TO: CBRM General Committee of Council

FROM: Karen Neville

**SUBJECT: ZONING AMENDMENT APPLICATION – 1037
Chris Skidmore
East Bay Highway, Big Pond
(PIDs 15327539, 15327547, 15327554, and
15327562)**

DATE: October 24th, 2017

Introduction

Chris Skidmore has submitted a request to the Planning and Development Department to amend the Land Use By-law for to allow for the development of a campground in Big Pond. The site occupies approximately 102.5 acres and is comprised of four separate lot parcels (Attachment A).

Description of the campground

It is the applicant's intention to develop the campground in phases, the overall concept plan can be found in Attachment B. The first phase will include 211 serviced RV sites (Attachment C) and phase two and three have the potential to include an additional 330 RV sites with 64 tenting sites. In total, the applicant is proposing of 541 RV sites, 64 tenting sites, and a variety of amenities.

Amenities could include:

- Office for administration
- Convenience store
- Liquor store
- Restaurant
- Propane depot
- Recreational Activities (such as Ziplines, Mini Golf, Mountain Bike Trails, Water Play Area, ATV Trails, Snowmobile Trails, Cross Country Ski Trails/Snowshoeing, and Hiking and Walking Trails)
- Amphitheatre

The applicant intends on designing the campground to respect the existing natural conditions with clusters of campsites to create a sense of community. The site will contain significant open space and

communal gathering places to encourage a variety of passive and active recreational pursuits including a contiguous pathway for pedestrians and bicycles.

Why a zoning amendment is necessary for this development?

Campgrounds congregate groups of unrelated people in a relatively densely concentrated landscape. These are people who are generally on vacation i.e. no time schedule and relaxed. A poorly sited campground in the midst of rural residential development could adversely affect the privacy of the permanent residents. It is for this reason that campgrounds are not permitted as-of-right in Rural CBRM (RCB) Zone.

The Authority to consider this application

Part 2, Policy 17e. of the Municipal Planning Strategy (MPS) indicates Council may consider a zone amendment to permit business developments throughout rural CBRM. In this case, the property is located in a rural zone, and therefore the request is in keeping with the MPS.

What Council has to Consider

Part 2, Policy 17e. of the MP5 states that a site specific/use specific zone should be created that ensures the site itself, the site plan, and management of the business development will mitigate any adverse effects on low density residential development in the vicinity. The criteria from the MP5 that must be considered are:

1. Visual Compatibility and Noise

It is the applicant's intention to retain existing vegetation as well as plant additional trees, shrubs, and other vegetation throughout the project area. The applicant is proposing a ten metre (33 feet) buffer zone on both the east and west perimeters of the property. The proposed landscaping plan will aid to soften the proposed development from the surrounding development as well as buffer noise generated from the site. The site specific zone for the proposed development can include specific buffering and screening provisions.

2. Dust or Fumes Emanating from the Site

The internal road network and parking areas for the campground will be covered in asphalt. There is no reason to believe that fumes emanating from the site would be a problem.

3. Traffic attracted to, and leading from, the site

The East Bay Highway (Route 4) is a Level 1 regional route in the CBRM public street/road hierarchy and is a controlled access highway leading to the Canso Causeway. The volume of motor vehicle traffic emanating from the proposed development will be low in comparison to the volume of traffic traversing the East Bay Highway already. That being said, because the East Bay Highway is a Provincial owned road, access locations will need to be approved by Department of Transportation and Infrastructural Renewal (TIR). TIR Staff has indicated that traffic impact study will be required prior to the approval of access.

A more detailed evaluation of this policy will be presented at an upcoming meeting of Council.

Recommendation

Given the content of Part 2, Policy 17e. of the Municipal Planning Strategy, it is reasonable for Council to at least consider the request to permit a campground on PIDs 15327539, 15327547, 15327554, and

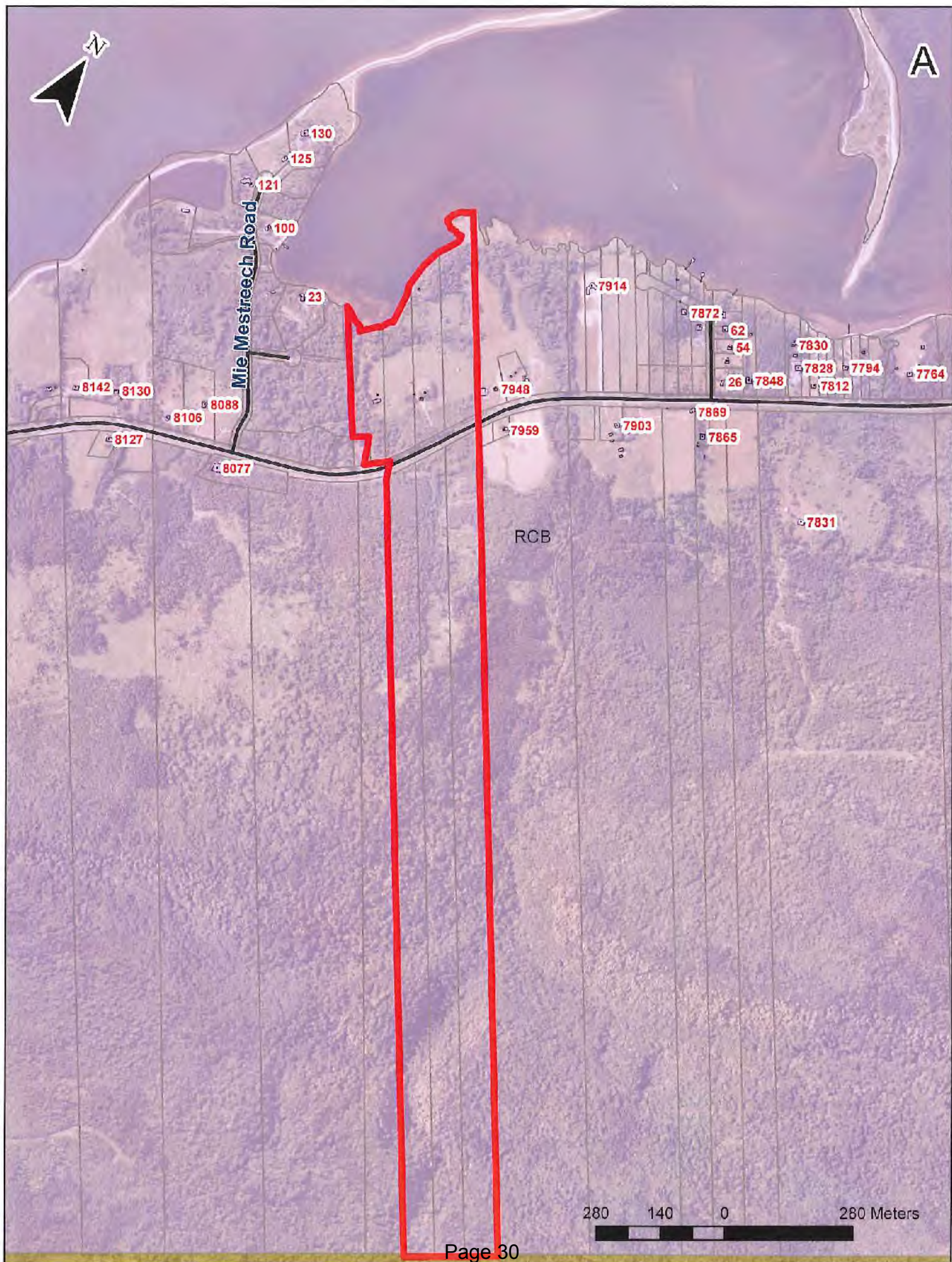
15327562. I recommend that the General Committee of Council advise Council to schedule a Public Hearing to consider this amendment at the January Council Meeting.

Submitted by:

Originally Signed by

Karen Neville

Planning and Development Department



B



C



RV Site Example



MEMO

Date: October 17, 2017
To: Mayor & Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Review of Procurement Policy and proposed amendments

CBRM's procurement policy was last amended on October 19, 2010. Since this time, a number of issues have arisen that warrant a review and amendment to certain sections of the policy in order for the policy to continue to be "open, fair and consistent" and continue to provide "best value in the purchase and disposal of all goods and services" in a manner that protects the best interests of both the Municipality as well as other prospective bidders.

The sections I would like to bring to your attention are noted below.

1) Section 14.2 Local Bidder Preference

"Regional suppliers qualify for the 5% price preference if they are a commercial taxpayer in the Cape Breton Regional Municipality. They may be either a commercial property owner, from where the business must operate or they may be paying business occupancy tax for a rented or leased space from which the business operates."

Issue:

Methods of conducting business have evolved since the drafting of this policy. The new reality is that many business owners conduct their business out of their homes or garages, for example, which are residential properties. These businesses are disadvantaged by the wording of this policy, as the policy stipulates that in order to receive the price preference, they must be a commercial tax payer.

In addition, business occupancy taxes have been phased out of the tax structure, therefore should be removed from this section.

Recommended change:

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

2) Section 14.3 Local Bidder Preference

"The 5% preference may not exceed \$12,500 regardless of the tender amount. This limit is in effect as a result of the Atlantic International Trade Agreement, which imposes restrictions on the MUSH (Municipalities, universities, school boards, hospitals) sector within the Province of Nova Scotia."

Issue:

There are a few errors that require correction in this section. As you know, many local businesses rely on government as a means of sustainability. CBRM cannot afford to lose businesses in our struggling economy. The Local Bidder Preference gives the municipality a tool to support local business, however that has been impeded by the Atlantic Procurement Agreement's supplier thresholds, capping the price spread at \$5,000, rather than \$12,500 as noted in our policy.

The restrictions for local bidder preference apply only to goods, services, and construction over the thresholds noted below.

Recommended change:

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

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

The proposed changes are not intended to create any barriers to doing business with CBRM or to instill undue hardship on any prospective bidder. They are solely intended to correct inconsistencies that have been revealed to exist within our current policy as well as update our policy to be consistent with public procurement regulations.

Respectfully submitted,

Jennifer Campbell, CPA, CA Chief Financial Officer

Cape Breton Regional Municipality

Procurement Policy

Procurement Policy

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1. Policy Statement

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

2. Guiding Principles

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

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

To encourage opportunities to partner with the business community to provide services to and for the Cape Breton Regional Municipality at the best possible value.

3. Definitions

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

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

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

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

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

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

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

4. General

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

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

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

4.4 The Cape Breton Regional Municipality may remove a supplier name from consideration for a contract for up to three years based on poor performance or non-performance on a contract or conviction for a violation of any CBRM By-Laws or the Dangerous and Unsightly Premises Provisions of the *Municipal Government Act*. It is

the responsibility of the department for whom the goods or service are provided to provide the supplier written notification (copied to the Purchasing Dept) of poor or substandard work, failure to complete work as contracted, inferior or defective goods etc., before any supplier may be disqualified under this clause.

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

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

5. Authority of the Chief Administrative Officer

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

Paragraph 30 (1):

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

And Paragraph 31 (2) (d):

“subject to the policies adopted by council

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

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

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

6. Purchasing Process

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

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

6.1 Up to \$2,000 – the department in accordance with the principles set out in this policy may purchase goods and services having a value up to \$2,000, not covered by a Price Agreement or supplied by Central Stores. The department shall obtain a minimum of two quotes on all purchases over \$500 and maintain a record of these quotes.

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

6.3 More than \$2,000 but less than \$10,000 and contained in the Budget – For the acquisition of goods and services with a value of at least \$2,000 but less than \$10,000 (budgeted), at least three (3) quotations will be solicited by the Procurement Section in consultation with the user department. These quotations shall be in written form. Requests for Quotations will be advertised weekly in the Cape Breton Post Classified Section, or other publication or media as deemed necessary, except in cases of insufficient time or when public safety or protection of property is deemed a factor. Quotations will be accepted by FAX.

6.4 More than \$10,000 and contained in the Budget – For the acquisition of goods and services with a value greater than \$10,000 (budgeted) the Procurement Section in consultation with the user department will issue a public request for submissions. These requests will be advertised weekly in the Cape Breton Post Classified Section, or other publication or media as deemed necessary. All

contracts with a value greater than \$100,000 for goods and services and greater than \$250,000 for construction will be advertised on the Provincial Bulletin Board. This will comply with the requirements of the Agreement on Internal Trade. All submissions must be in writing and subject to any or all requirement contained in this policy. These submissions shall be acknowledged at a public opening at a designated date and time, except as directed by the C.A.O in special circumstances, where public safety or protection of property is deemed a factor.

6.5 More than \$2,000 but less than \$10,000, not contained in the Budget – For the acquisition of goods and services with a value of at least \$2,000 but less than \$10,000 (not budgeted), at least three (3) quotations will be solicited by the Procurement Section in consultation with the user department. These quotations shall be in written form. Requests for Quotations will be advertised weekly in the Cape Breton Post Classified Section, or other publication or media as deemed necessary, except in cases of insufficient time or when public safety or protection of property is deemed a factor. Quotations will be accepted by FAX. Written approval, by the C.A.O will be required prior to the acceptance of any offer received.

6.6 More than \$10,000 not contained in the Budget – For the acquisition of goods and services with a value greater than \$10,000 (not budgeted) the Procurement Section in consultation with the user department will issue a public request for submissions. These requests will be advertised weekly in the Cape Breton Post Classified Section, or other publication or media as deemed necessary. All contracts with a value greater than \$100,000 for goods and services and greater than \$250,000 for construction will be advertised on the Provincial Bulletin Board. This will comply with the requirements of the Agreement on Internal Trade. All submissions must be in writing and subject to any or all requirement contained in this policy. These submissions shall be acknowledged at a public opening at a designated date and time, except as directed by the C.A.O in special circumstances, where public safety or protection of property is deemed a factor. Written approval by Council or Committee of Council will be required prior to the acceptance of any offer received.

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

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

7.1 Low Value: Purchases that are random in nature and not included in a Price Agreement or available through Central Stores, under the value of \$2,000 may be purchased by the user department using Purchase Order, Purchase Card or Cheque.

7.2 Price Agreements: In order to guarantee a continuous supply of various goods and services which are required on a day to day basis, while at the same time assuring that the competitive bidding system is followed, the Procurement Section shall establish Price Agreements. These arrangements between the Regional Municipality

and the supplier, commits the seller to provide goods and services at a specific price for a specific period of time. These agreements reduce the number of individual bids and reduce overall cost due to higher volume gained by combining the requirements of a number of departments. User departments can then draw supplies directly from these agreements. Price agreements are governed by the purchasing guidelines listed in this policy.

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

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

- **Phase One:** one or more steps in which bidders submit proposals, for evaluation without prices. All Two Phase Tender calls must include an evaluation criteria that will be used to score the respondents proposals.
- **Phase Two:** Only those bidders whose bids were determined to be acceptable will be entitled to have priced bids considered. Those respondents not meeting the criteria of phase one shall have their price bids returned to them unopened.
- **Award:** Award shall be made based on combined scoring of phase one and phase two bids at the following ratios, one of which has been set out in the Tender call:

90%/10%

85%/15%

80%/20%

7.5 Request for Proposal:

7.5.1 A Request for Proposal is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of

the municipality. It is used when a supplier is invited to propose a solution to a problem, requirement or objective. Unlike tenders, Request for proposals are compared to each other or to a stated criteria to assess the best proposal. All RFPs must include an evaluation criteria that will be used to score the respondents proposals.

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

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

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

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

7.6 Request for Quotation:

7.6.1 Request for quotation is an informal request for prices for goods and services is normally used where bid deposit and performance bonds are not required and where the cost of the work does not warrant the time and level of effort required for a formal tender process. All quotations must be in writing when the value exceeds \$2,000. For lesser amounts verbal quotations may be obtained. Where verbal quotations are received the individual obtaining the quotation is responsible for recording and retaining a record of quote including the supplier name, name of the person providing the quote and the price.

7.7 Negotiation:

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

- Due to market conditions, goods and/or services are in short supply

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

7.8 Sole Source Purchases:

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

- Where the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a single source;
- Where an item is purchased for testing or trial use;
- Where the municipality purchases supplies for resale;
- Where the municipality has a rental contract with a purchase option, and such purchase option could be beneficial to the municipality;
- Notwithstanding anything in this policy, where a purchase is determined by council to be fair and reasonable and is made from a nonprofit corporation supported by the municipality, it may make such a purchase as a single source purchase;
- Where items are offered for sale by tender, auction or negotiation such purchase will be deemed to be a single source purchase and the C.A.O. may authorize the submission of a bid or conduct of negotiations where the C.A.O. determines the purchase to be clearly in the best interest of the municipality;

- For matters involving security, municipal emergencies (EMO), police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the municipality. Such purchases may be made as a single source purchase. Purchases of this nature must be approved by the C.A.O. Contracts over the value of \$10,000 must be reported to council.

7.9 Emergency Purchases:

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

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

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

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

8. Award of Contracts

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

8.2 Cape Breton Regional Council would award contracts:

- When the procurement will result in an over expenditure of the entire budget
- Where the award is subject of dispute best dealt with by Council

- The Council has requested a report prior to award
- For the contracting of Audit Services
- For leases of real property owned by the Regional Municipality that are, either directly or by right of renewal, for a term exceeding one year
- For Non-Profit organizations as a sole source purchase
- When recommended by the C.A.O.

9. Supplier Performance and By-Law Compliance

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

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

The Procurement Section will maintain supplier performance files. The user departments, stores clerks or procurement staff shall supply information in this file. Suppliers may be evaluated based on competitive price, quality of product, contract adherence and performance, after sales service and replies to invited tenders. Suppliers must be notified in writing of any deficiencies as indicated above and a copy of the notification placed in their file. Upon reasonable notice in writing to the supplier involved, and after a 30 day period in which to respond in

writing, a supplier may be disqualified for a period not exceeding three (3) years from participation in a solicitation for goods and services.

9.2 Suppliers may be disqualified when:

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

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

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

10. Disposal of Surplus Equipment

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

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

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

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

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

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

12. Special Services

12.1 Legal Services (External)

- General External Legal Services - A Request for Proposals for external legal services will be advertised, at a minimum, every three (3) years. The selection of a lawyer from the respondent firm(s), in each individual case shall be made by the Regional Solicitor based upon the particular expertise required for that case. Work will be assigned and monitored by the Regional Solicitor, based upon work requirements, qualifications, experience, services offered, past performance, proposed fees and other relevant considerations as deemed necessary in the particular case.
- Specialized Legal Services maybe assigned by the Regional Solicitor in consultation with the CAO, to provincially or nationally recognized law firms specializing in a particular field.
- Legal services as per collective agreements – Where a collective agreement provides for legal services for employees, these services shall be obtained in accordance with the terms of the collective agreement.

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

12.3 Architectural, Engineering, Surveying and Real Estate Services:

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

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

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

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

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

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

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

13. Tie Bids

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

14. Local Bidder Preference

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

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

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

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

15. Purchases from/by CBRM Employees

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

15.2 Employees or immediate family members (husband, wife, son, daughter) of employees of the Cape Breton Regional Municipality are not permitted to

purchase personal use items through the purchasing system except where employee purchase plans are being offered, nor are they permitted to purchase surplus items which may be for sale under the terms of this policy.

16. Suppliers/Contractors indebted to CBRM

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

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

SCHEDULE “A”

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

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

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

Witness

Bidder

SCHEDULE “B”

TRADE AGREEMENTS ACKNOWLEDGEMENT

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

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

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

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

TABLE A – Domestic Agreements

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

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

Witness

Bidder

APPENDIX “A”

CONSULTANT, CONTRACTOR, SUPPLIER HEALTH & SAFETY QUESTIONNAIRE

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

GENERAL INFORMATION:

Company Name: _____

Company Address: _____

Telephone Number: _____

INSURANCE/WORKERS’ COMPENSATION COVERAGE:

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

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

If no, please explain

SAFETY PERFORMANCE:

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

* Yes * No

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

SAFETY PROGRAM:

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

* Yes * No

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

How do you communicate your safety policies and procedures?

How often do managers/ executive officers visit the worksite?

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

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

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

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

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

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

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

Please Describe:

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

* Yes * No

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

* Yes * No

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

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

NOTE:

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

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

Signature

Date

Position/ Title



CBRM

A Community of Communities

ISSUE PAPER

TO: General Committee

FROM: Sheila Kolanko – Property Manager

SUBJECT: Thomas and Elizabeth Parsons
Vacant lot at Convent Street, North Sydney (PID 15032212)

DATE: November 1st, 2017

The legal department received a letter of interest from Thomas and Elizabeth Parsons to purchase from CBRM a parcel of vacant land which lies adjacent to their property on Convent Street (see Attachment “A”). They wish to acquire the proposed 43’x 110’ lot to be consolidated with their existing adjoining lots for future residential development.

The property is currently listed as “essential” to the needs of the municipality as it was previously considered to be kept as an alternate access route to the Northside Business Park. Since that time, lots have been sold and the configuration of the park changed. A staff review was carried out by various departments and it was determined CBRM no longer requires this for an access route.

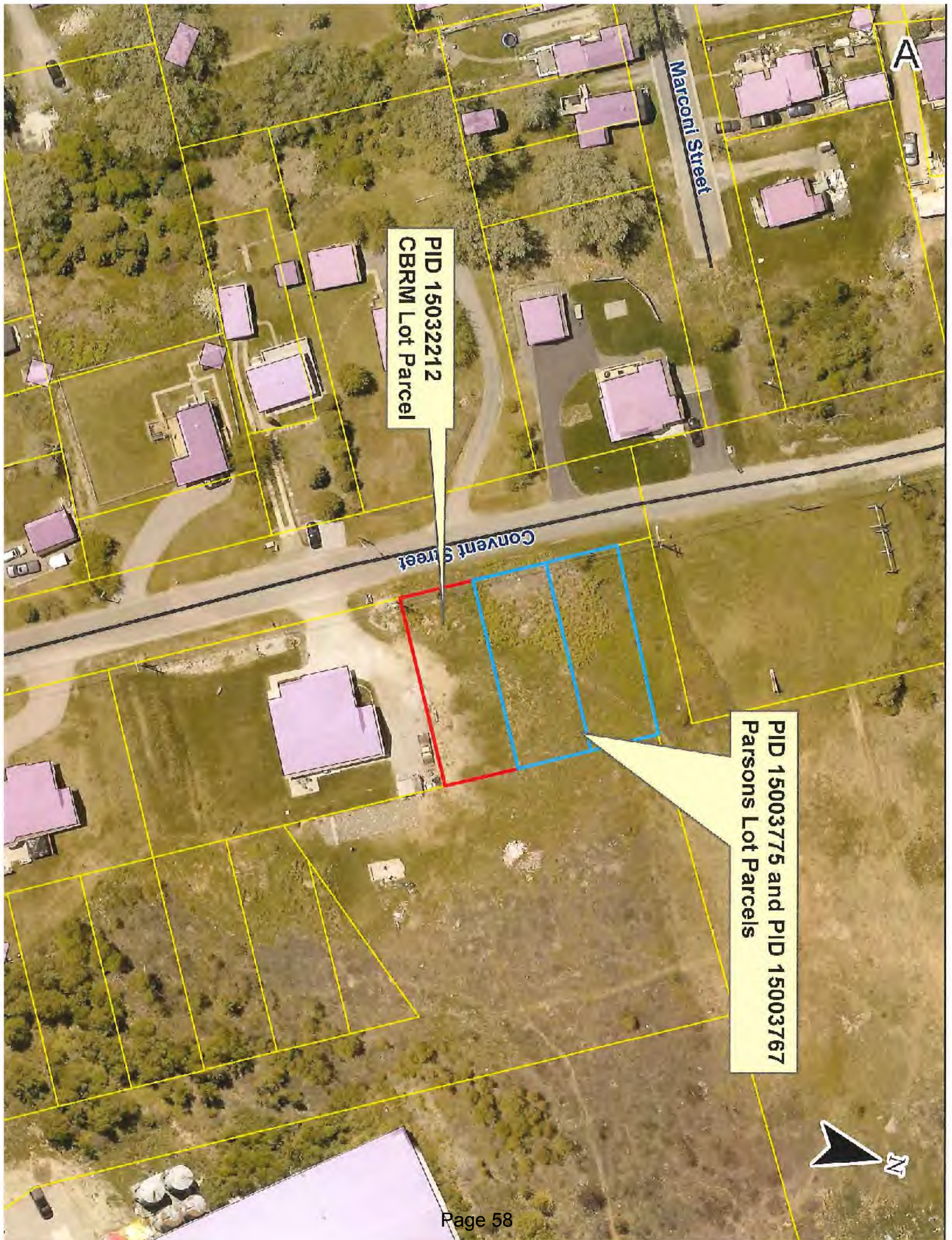
For this reason, I recommend that the General Committee of Council pass a Motion to declare this property surplus to the needs of the Municipality and be sold to Thomas and Elizabeth Parsons.

Respectfully Submitted,

Original Signed By

Sheila Kolanko
Property Manager

Attachment (1)



A

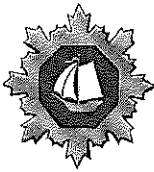
Marconi Street

PID 15032212
CBRM Lot Parcel

Convent Street

PID 15003775 and PID 15003767
Parsons Lot Parcels



**CBRM***A Community of Communities*

ISSUE PAPER

TO: General Committee

FROM: Sheila Kolanko – Property Manager

SUBJECT: Rose Roach
201 Victoria Road, Sydney (PID 15129117)

DATE: November 1st, 2017

The legal department received a letter of interest from Rose Roach inquiring about land and dwelling presently owned by CBRM and located at 201 Victoria Road, Sydney. Ms. Roach's parents are the owners of the adjoining side of the duplex (more commonly referred to as a "company house") at 199 Victoria Road, Sydney. Please see attachment "A" showing the subject property.

The property is currently listed in our inventory as "essential....hold for future improvement program". Our department requested an internal staff review of this property to determine if it could be deemed surplus for sale. We have received confirmation from all departments this property is not required for CBRM purposes and therefore can be sold if deemed surplus by Council.

As such, I recommend the General Committee of Council pass a Motion to have this property declared surplus for sale.

Respectfully Submitted,

Original Signed By

Sheila Kolanko
Property Manager

Attachment (1)

A

199 Victoria Road, Sydney
SULLIVAN

201 Victoria Road, Sydney
CBRM Lot Parcel

PID: 15129117

PID: 15129109

Victoria Road

10 Meters





CBRM

A Community of Communities

Cape Breton Regional Municipality

**Paul Burt,
Manager Building, Planning &
Licensing Laws**

320 Esplanade, Room 103
Sydney, NS B1P 7B9
Phone: 902-563-5175
Fax: 902-563-0833
Email: paul.burt@cbmr.ca

Memo

TO: General Committee

FROM: Paul Burt, Manager Building, Planning & Licensing Laws

DATE: Tuesday, October 24, 2017

RE: Statistical Complaint Report-Dangerous and Unsightly Properties

Attached is the statistical complaint report which outlines all the complaint files opened since the last report that was presented at the June 6, 2017 meeting of General Committee.

Respectfully Submitted,

Original signed by

Paul Burt,
Manager Building, Planning & Licensing Laws

Jun 01, 2017 - Oct 24, 2017

FILE #	Date Received	PID	District	Property Address	Inspector	Complaint Category	Status
10169	Jun 01, 2017	15129380	12	166 Victoria Road, Sydney, B1P2V6	Richard Wadden	Unsanitary Premises	Closed
10170	Jun 01, 2017	15129257	12	212 Victoria Road, Sydney, B1P2V6	Richard Wadden	Unsanitary Premises	New
10171	Jun 01, 2017	15128895	12	107 Victoria Road, Sydney, B1P2V5	Jason MacDonald	Unsanitary Premises	Closed
10172	Jun 01, 2017	15129216	12	226 Victoria Road, Sydney, B1P2V6	Richard Wadden	Unsanitary Premises	Active
10173	Jun 01, 2017	15128648	12	64 Richmond Street, Sydney, B1P2T9	Jason MacDonald	Unsanitary Premises	Closed
10174	Jun 01, 2017	15128549	12	102 Richmond Street, Sydney, B1P2V2	Jason MacDonald	Unsanitary Premises	Closed
10175	Jun 01, 2017	15129034	12	165 Victoria Road, Sydney, B1P2V7	Jason MacDonald	Unsanitary Premises	Closed
10176	Jun 01, 2017	15129026	12	163 Victoria Road, Sydney, B1P2V7	Jason MacDonald	Unsanitary Premises	Closed
10177	Jun 02, 2017	15608961	8	21 Country Lane, Albert Bridge, B1K3G1	Jason MacDonald	Unsanitary Premises	Active
10178	Jun 05, 2017	15181159	1	45 Guy Street, Sydney Mines, B1V2N8	Richard Wadden	Unsanitary Premises	New
10179	Jun 05, 2017	15447568	10	15 Jessome Street, Glace Bay, B1A5J2	Jason MacDonald	Unsanitary Premises	Closed
10180	Jun 05, 2017	15858673	10	7 Grace Street, Glace Bay, B1A5H8	Jason MacDonald	Unsanitary Premises	Closed
10181	Jun 06, 2017	15548787	1	329 Park Road, Florence, B1Y1N3	Richard Wadden	Unsanitary Premises	New
10182	Jun 07, 2017	15468838	11	3015 Poplar Avenue, New Waterford, B1H2B7	Jason MacDonald	Unsanitary Premises	Active

10183	Jun 06, 2017	15468598	11	418 Cockburn Street, New Waterford, 81H4J7	Jason MacDonald	Unsanitary Premises	Active
10184	Jun 06, 2017	15114325	6	461 Atlantic Street, Sydney, 81P3S1	Jason MacDonald	Unsanitary Premises	Closed
10185	Jun 06, 2017	15114333	6	467 Atlantic Street, Sydney, 81P3S1	Jason MacDonald	Unsanitary Premises	Closed
10186	Jun 07, 2017	15069560	5	39 Harrison Avenue, Sydney, 81S2Y3	Richard Wadden	Structure Fire	Active
10187	Jun 07, 2017	15481922	11	3333 Miner Avenue, New Waterford, 81H2J6	Jason MacDonald	Unsanitary Premises	Closed
10188	Jun 07, 2017	15071665	5	92 Argyle Street, Sydney, 81S2V3	Richard Wadden	Unsanitary Premises	New
10189	Jun 08, 2017	15592488	5	440 George Street, Sydney, 81P1K3	Richard Wadden	Unsanitary Premises	New
10190	Jun 08, 2017	15407984	9	3 Catherine Street, Glace Bay, 81A2J7	Jason MacDonald	Unsanitary Premises	Closed
10191	Jun 08, 2017	15207640	4	40 Halliday Street, Westmount, 81R2A9	Richard Wadden	Unsanitary Premises	New
10192	Jun 08, 2017	15229354	12	611 Grand Lake Road, Grand Lake Road	Richard Wadden	Structure Fire	Closed
10193	Jun 09, 2017	15112519	6	361 Columbia Street, Sydney, 81P4K2	Jason MacDonald	Unsanitary Premises	Active
10194	Jun 09, 2017	15112535	6	365 Columbia Street, Sydney, 81P4K2	Jason MacDonald	Unsanitary Premises	Closed
10195	Jun 10, 2017	15183312	1	334 Atlantic Street, Sydney Mines, 81V1X1	Richard Wadden	Structure Fire	Active
10196	Jun 13, 2017	15159957	12	148 Broadway, Sydney, 81N2Y8	Jason MacDonald	Structure Fire	Closed
10197	Jun 14, 2017	15486152	11	3541 Pellatt Avenue, New Waterford, 81H1T1	Jason MacDonald	Unsafe Pool	Closed
10198	Jun 14, 2017	15034077	2	206 Gannon Road, North Sydney, 82A3H2	Richard Wadden	Minimum Standards	Active
10199	Jun 14, 2017	15138340	12	103 Bay Street, Sydney, 81N2J6	Jason MacDonald	Unsanitary Premises	Active

10201	Jun 18, 2017	15172794	1	22 Huron Avenue, Sydney Mines, B1V2H3	Richard Wadden	Structure Fire	Active
10202	Jun 19, 2017	15480197	11	426 Smith Street, New Waterford, B1H3R2	Jason MacDonald	Unsanitary Premises	Closed
10203	Jun 20, 2017	15231384	9	27 Station Street, Reserve Mines, B1E1H9		No Building Permit	New
10204	Jun 20, 2017	15241938	1	62 Oram Drive, Florence, B1Y1M9	Richard Wadden	Unsanitary Premises	New
10205	Jun 20, 2017	15335490	7	1852 Grand Mira South Road, Grand Mira South, B1K1H7	Jason MacDonald	Unsanitary Premises	Closed
10206	Jun 20, 2017	15177629	1	6 Burchell Street, Sydney Mines, B1V2R1	Richard Wadden	Unsanitary Premises	New
10207	Jun 20, 2017	15180078	1	46 Church Street, Sydney Mines, B1V2R9	Richard Wadden	Unsanitary Premises	New
10208	Jun 21, 2017	15037989	7	2556 Kings Road, Sydney Forks, B1L1A1	Richard Wadden	Unsanitary Premises	Active
10209	Jun 21, 2017	15027873	2	25 Archibald Avenue, North Sydney, B2A2W4	Richard Wadden	Unsanitary Premises	New
10210	Jun 21, 2017	15152903	12	220 East Broadway, Sydney, B1N2Z2	Jason MacDonald	Unsanitary Premises	Active
10211	Jun 21, 2017	15159577	12	150 St Anns Street, Sydney, B1N1A7	Jason MacDonald	Unsanitary Premises	Closed
10212	Jun 21, 2017	15159254	12	73 MacLeod Street, Sydney, B1N1B4	Jason MacDonald	Unsanitary Premises	Closed
10213	Jun 22, 2017	15170996	1	18 Brown Street, Sydney Mines, B1V1E8	Richard Wadden	Unsanitary Premises	New
10214	Jun 22, 2017	15087356	6	226 Dillon Street, Sydney, B1P5C2	Richard Wadden	Unsanitary Premises	Closed
10215	Jun 23, 2017	15525371	4	98 Mackenzie Drive, Coxheath, B1R2H2	Duncan MacQueen	No Building Permit	New
10216	Jun 25, 2017	15663727	11	4096 New Waterford Highway, New Victoria	Richard Wadden	Structure Fire	Closed

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10217	Jun 27, 2017	15034275	2	142 Gannon Road, North Sydney, B2A3H2	Richard Wadden	Unsanitary Premises	Active
10218	Jun 27, 2017	15414733	9	29 Murphy Lane, Glace Bay, B1A1W9	Jason MacDonald	Unsanitary Premises	Active
10219	Jun 27, 2017	15609621	3	21 Balmor Drive, Upper North Sydney, B2A3M7	Richard Wadden	Unsanitary Premises	New
10220	Jun 27, 2017	15196264	3	36 Jackson Drive, Upper North Sydney, B2A3M6	Richard Wadden	Unsanitary Premises	New
10221	Jun 27, 2017	15103062	5	36 Colby Street, Sydney, B1P3P8	Richard Wadden	Structure Fire	New
10222	Jun 27, 2017	15148802	12	46 St Lawrence Street, Sydney, B1N1N7	Jason MacDonald	Structure Fire	Closed
10223	Jun 27, 2017	15105521	6	83 Whitney Avenue, Sydney, B1P4Z8	Richard Wadden	Minimum Standards	New
10224	Jun 27, 2017	15480106	11	417 Smith Street, New Waterford, B1H3R3	Jason MacDonald	Unsanitary Premises	Closed
10225	Jun 28, 2017	15174253	1	17 Clyde Avenue, Sydney Mines, B1V2E3	Richard Wadden	Unsanitary Premises	Closed
10226	Jun 29, 2017	15025943	2	10 Edward Street, North Sydney, B2A2V9	Richard Wadden	Unsanitary Premises	New
10227	Jun 29, 2017	15412745	9	26 Pitt Street, Glace Bay, B1A2B7	Jason MacDonald	Unsanitary Premises	Closed
10228	Jun 29, 2017	15138878	12	77 Henry Street, Sydney, B1N2H1	Jason MacDonald	Unsanitary Premises	Closed
10229	Jun 29, 2017	15783202	11	3020 Plummer Avenue, New Waterford, B1H1X8	Jason MacDonald	Structure Fire	Closed
10230	Jun 29, 2017	15055163	5	33 Amelia Street, Sydney, B1P6C3	Richard Wadden	Unsanitary Premises	Active
10231	Jul 04, 2017	15615156	1	147 Park Road, Florence, B1Y1N3	Richard Wadden	Unsanitary Premises	New
10233	Jul 04, 2017	15615164	1	149 Park Road, Florence, B1Y1N3	Richard Wadden	Unsanitary Premises	New

10234	Jul 04, 2017	15467798	11	521 Thompson Street, New Waterford, B1H4C1	Jason MacDonald	Unsanitary Premises	Active
10235	Jul 04, 2017	15467806	11	523 Thompson Street, New Waterford, B1H4C1	Jason MacDonald	Unsanitary Premises	Active
10236	Jul 04, 2017	15443468	10	20 Seventh Street, Glace Bay, B1A4K3	Jason MacDonald	Unsanitary Premises	Closed
10237	Jul 05, 2017	15481922	11	3333 Miner Avenue, New Waterford, B1H2J6	Jason MacDonald	Unsanitary Premises	Closed
10238	Jul 05, 2017	15865538	6	339 Mcconnell Drive, Sydney, B1P3V5	Richard Wadden	Unsanitary Premises	New
10239	Jul 05, 2017	15487242	11	3587 Plummer Avenue, New Waterford, B1H2A4	Jason MacDonald	Unsanitary Premises	Closed
10240	Jul 05, 2017	15030596	2	21 East Street, North Sydney	Richard Wadden	Structure Fire	Active
10241	Jul 05, 2017	15058209	5	9 Dolbin Street, Sydney, B1P1S4	Richard Wadden	Unsanitary Premises	New
10242	Jul 05, 2017	15181167	1	43 Guy Street, Sydney Mines	Richard Wadden	Unsanitary Premises	New
10243	Jul 06, 2017	15391063	10	233 King Edward Street, Glace Bay, B1A3V9	Richard Wadden	Unsanitary Premises	Active
10244	Jul 06, 2017	15570591	2	123 Caledonia Street, North Sydney, B2A2V6	Richard Wadden	Unsanitary Premises	New
10245	Jul 06, 2017	15444839	10	34 Hay Street, Glace Bay, B1A5L9	Jason MacDonald	Unsanitary Premises	Closed
10246	Jul 07, 2017	15386808	10	68 Reservoir Avenue, Glace Bay, B1A4M4	Jason MacDonald	Unsanitary Premises	Closed
10247	Jul 07, 2017	15235484	10	196 Centerville Street, Reserve Mines, B1E1A7	Jason MacDonald	Unsafe Pool	Closed
10248	Jul 10, 2017	15113202	6	222 Lisgard Street, Sydney, B1P2V8	Jason MacDonald	Unsafe Pool	Closed
10249	Jul 10, 2017	15105836	6	27 Park Street, Sydney, B1P4W3	Richard Wadden	Unsanitary Premises	New
10250	Jul 09, 2017	15515257	2	1590 Prince Mine Road, Point Aconi	Richard Wadden	Structure Fire	Active

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10251	Jul 10, 2017	15492952	11	255 Mahon Street, New Waterford, B1H3H2	Jason MacDonald	Unsightly Premises	Active
10252	Jul 10, 2017	15070501	5	40 Kent Street, Sydney, B1S2X6	Richard Wadden	Unsightly Premises	New
10253	Jul 10, 2017	15467319	11	550 George Street, New Waterford, B1H4E3	Jason MacDonald	Unsightly Premises	Active
10254	Jul 10, 2017	15556137	5	10 York Street, Sydney, B1P6B1	Duncan MacQueen	No Building Permit	New
10255	Jul 11, 2017	15015993	2	104 Brook Street, North Sydney, B2A2K1	Richard Wadden	Structure Fire	Closed
10256	Jul 11, 2017	15071400	5	32 School Street, Sydney, B1S2Z5	Richard Wadden	Unsightly Premises	New
10257	Jul 12, 2017	15000508	2	6 High Street, North Sydney, B2A2A4	Richard Wadden	Unsafe Pool	New
10259	Jul 12, 2017	15224710	6	40 Macguire Drive, Grand Lake Road, B1P3E3	Richard Wadden	Unsafe Pool	New
10260	Jul 12, 2017	15173503	1	2 Huron Avenue, Sydney Mines, B1V2H1	Richard Wadden	Unsightly Premises	Active
10262	Jul 14, 2017	15473911	11	3451 Ross Avenue, New Waterford, B1H1M7	Jason MacDonald	Unsightly Premises	Active
10263	Jul 17, 2017	15245079	1	29 Third Avenue, Florence, B1V1S1	Richard Wadden	Unsightly Premises	New
10264	Jul 18, 2017	15428972	8	90 Maple Avenue, Glace Bay, B1A2H8	Jason MacDonald	Unsightly Premises	Closed
10265	Jul 18, 2017	15179559	1	47 Convent Street, Sydney Mines, B1V1K1	Richard Wadden	Unsightly Premises	New
10266	Jul 18, 2017	15126006	12	25 Beech Street, Sydney, B1P3B5	Jason MacDonald	Unsightly Premises	Active
10267	Jul 19, 2017	15076920	5	66B Alexandra Street, Sydney, B1S2G8	Richard Wadden	Unsightly Premises	New
10268	Jul 19, 2017	15173693	1	14 Oxford Avenue, Sydney Mines, B1V2H9	Richard Wadden	Unsafe Pool	New
10269	Jul 19, 2017	15173701	1	16 Oxford Avenue, Sydney Mines, B1V2H9	Richard Wadden	Unsafe Pool	New

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10270	Jul 19, 2017	15399900	9	36 Reserve Street, Glace Bay, B1A4V8	Greg MacPhee	No Building Permit	Active
10271	Jul 20, 2017	15594450	10	19 Turnbull Street, Dominion, B1G1WS	Jason MacDonald	Unsafe Pool	Closed
10272	Jul 20, 2017	15210420	4	221 Hospital Road, Edwardsville, B2A4R9	Richard Wadden	Unsanitary Premises	Closed
10273	Jul 21, 2017	15446610	10	37 David Street, Glace Bay, B1A3Y7	Jason MacDonald	Unsanitary Premises	Closed
10274	Jul 21, 2017	15420714	9	307 Douglas Avenue, Glace Bay, B1A1C2	Jason MacDonald	Unsanitary Premises	Active
10275	Jul 21, 2017	15446537	10	26 David Street, Glace Bay, B1A3Y9	Jason MacDonald	Unsanitary Premises	Closed
10276	Jul 21, 2017	15303126	2	36 Cox Lane, Groves Point, B1Y2X6	Duncan MacQueen	No Building Permit	New
10277	Jul 21, 2017	15086952	5	87 Brookland Street, Sydney, B1P5B3	Richard Wadden	Minimum Standards	Active
10278	Jul 25, 2017	15559974	1	41 Barrington Street, Sydney Mines, B1V1R1	Richard Wadden	Structure Fire	Closed
10279	Jul 28, 2017	15180516	1	42 Crescent Street, Sydney Mines, B1V2P3	Richard Wadden	Unsanitary Premises	New
10280	Jul 28, 2017	15128895	12	107 Victoria Road, Sydney, B1P2V5	Jason MacDonald	Unsanitary Premises	Closed
10281	Jul 31, 2017	15245319	1	9 Church Street, Florence, B1Y1E8	Richard Wadden	Unsanitary Premises	New
10282	Jul 31, 2017	15133853	8	115 North Street, Dorkin, B1A6R8	Jason MacDonald	Unsanitary Premises	Active
10283	Jul 31, 2017	15157399	12	73 Broadway, Sydney, B1N2Y4	Jason MacDonald	Unsanitary Premises	Closed
10284	Jun 27, 2017	15571391	2		Richard Wadden	Unsanitary Premises	Closed
10285	Jun 07, 2017	15069701	5	34 Harrison Avenue, Sydney, B1S2Y2	Richard Wadden	Unsanitary Premises	Active

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10286	Aug 02, 2017	15138159	12	823 Victoria Road, Sydney, B1N1J9	Jason MacDonald	Unsanitary Premises	Closed
10287	Aug 02, 2017	15371511	8	35 Birch Street, Port Morien, B1B1A4	Jason MacDonald	Unsanitary Premises	Active
10288	Aug 03, 2017	15076953	5	688 Alexandra Street, Sydney, B1S2G8	Richard Wadden	Unsanitary Premises	New
10289	Aug 03, 2017	15481344	11	381 King Street, New Waterford, B1H3Y3	Jason MacDonald	Unsanitary Premises	Active
10290	Aug 04, 2017	15440902	10	28 Eleventh Street, Glace Bay, B1A4M1	Jason MacDonald	Unsanitary Premises	Active
10291	Aug 04, 2017	15181514	1	16 Guy Street, Sydney Mines, B1V2N6	Duncan MacQueen	No Building Permit	Closed
10292	Aug 04, 2017	15481336	11	383 King Street, New Waterford, B1H3Y3	Jason MacDonald	Unsanitary Premises	Active
10293	Aug 05, 2017	15172992	1	36 Oxford Avenue, Sydney Mines, B1V2J2	Richard Wadden	Structure Fire	Active
10294	Aug 07, 2017	15014327	2	15 Regent Street, North Sydney, B2A2E3	Richard Wadden	Structure Fire	New
10295	Aug 08, 2017	15122054	6	150 Lorne Street, Sydney, B1P4H6	Richard Wadden	Unsanitary Premises	New
10296	Aug 08, 2017	15133275	12	2 South Street, Sydney, B1N2M2	Jason MacDonald	Unsanitary Premises	Closed
10297	Aug 08, 2017	15438302	10		Jason MacDonald	Unsanitary Premises	Closed
10298	Aug 08, 2017	15438310	10		Jason MacDonald	Unsanitary Premises	Closed
10299	Aug 09, 2017	15019029	2	160 Queen Street, North Sydney, B2A1B3	Richard Wadden	Unsanitary Premises	Active
10300	Aug 09, 2017	15026313	2	98 Caledonia Street, North Sydney, B2A2V5	Richard Wadden	Unsanitary Premises	New
10301	Aug 09, 2017	15165475	1	975 Main Street, Sydney Mines, B1V2M8	Richard Wadden	Unsanitary Premises	New

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10302	Aug 10, 2017	15103674	5	361 Rotary Drive, Sydney, 81P456	Richard Wadden	Unsafe Pool	Active
10303	Aug 10, 2017	15163355	1	19 MacNamara Street, Sydney Mines, 81V2W3	Richard Wadden	Unsightly Premises	Active
10304	Aug 10, 2017	15181407	1	7 Guy Street, Sydney Mines, 81V2N5	Richard Wadden	Unsightly Premises	Active
10305	Aug 10, 2017	15430721	8	93 Dorchester Street, Glace Bay, 81A3P3	Jason MacDonald	Unsightly Premises	Closed
10306	Aug 11, 2017	15275340	11	42 King Street, Scotchtown	Jason MacDonald	Unsightly Premises	Closed
10307	Aug 11, 2017	15067168	5	662 George Street, Sydney, 81P1K9	Richard Wadden	Structure Fire	Active
10308	Aug 12, 2017	15016405	2	112 Brook Street, North Sydney, 82A2K1	Richard Wadden	Structure Fire	Active
10309	Aug 12, 2017	15016405	2	114 Brook Street, North Sydney, 82A2K1	Richard Wadden	Structure Fire	Active
10310	Aug 14, 2017	15093172	6	205 Cottage Road, Sydney, 81P2E7	Richard Wadden	Unsightly Premises	New
10311	Aug 14, 2017	15010465	2	28 Vale Street, North Sydney, 82A1G9	Richard Wadden	Unsightly Premises	New
10312	Aug 14, 2017	15160682	12	47 Matilda Street, Sydney, 81N2T3	Jason MacDonald	Unsightly Premises	Closed
10313	Aug 15, 2017	15649999	10	156 Neville Street, Dominion, 81G1P6	Jason MacDonald	Unsightly Premises	Active
10314	Aug 15, 2017	15288426	8	145 Hills Road, Albert Bridge, 81K3E4	Roger Rose	No Building Permit	New
10315	Aug 15, 2017	15478191	11	768 Mahon Street, New Waterford, 81H3K9	Jason MacDonald	Structure Fire	Closed
10316	Aug 15, 2017	15481518	11	382 Tenth Street, New Waterford, 81H3W6	Jason MacDonald	Unsightly Premises	Active
10317	Aug 15, 2017	15481526	11	384 Tenth Street, New Waterford, 81H3W6	Jason MacDonald	Unsightly Premises	Active
10318	Aug 15, 2017	15406234	9	246 York Street, Glace Bay, 81A2M2	Jason MacDonald	Unsightly Premises	Closed

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10319	Aug 15, 2017	15137995	12	117 Webster Street, Sydney, B1N2K7	Jason MacDonald	Unsightly Premises	Active
10320	Aug 17, 2017	15430721	8	93 Dorchester Street, Glace Bay, B1A3P3	Greg MacPhee	No Building Permit	Closed
10321	Aug 18, 2017	15177793	1	947 Shore Road, Sydney Mines, B1V1B2	Richard Wadden	Unsightly Premises	New
10322	Aug 21, 2017	15141054	12	178 Maloney Street, Sydney, B1N2C8	Jason MacDonald	Unsafe Pool	Closed
10324	Aug 21, 2017	15133952	12	35 East Street, Sydney, B1N1S5	Jason MacDonald	Minimum Standards	Closed
10325	Aug 21, 2017	15558158	4		Richard Wadden	Unsightly Premises	New
10326	Aug 21, 2017	15107055	6	115 Union Street, Sydney, B1P4X7	Richard Wadden	Unsightly Premises	New
10327	Aug 21, 2017	15467517	11	573 St Joseph Street, New Waterford, B1H4G3	Jason MacDonald	Unsightly Premises	Active
10328	Aug 23, 2017	15437817	10	9B Centre Avenue, Glace Bay, B1A5R4	Jason MacDonald	Unsightly Premises	Active
10329	Aug 23, 2017	15437825	10	100 Centre Avenue, Glace Bay, B1A5R4	Jason MacDonald	Unsightly Premises	Active
10330	Aug 23, 2017	15437627	10	64 Centre Avenue, Glace Bay, B1A5R5	Jason MacDonald	Unsightly Premises	Active
10331	Aug 23, 2017	15069487	5	424 Bantick Street, Sydney, B1S2Y7	Richard Wadden	Unsightly Premises	New
10332	Aug 24, 2017	15302920	2	32 Hillside Boulevard Road, Groves Point, B1Y2X7	Richard Wadden	Unsightly Premises	New
10333	Aug 25, 2017	15142185	12	251 Bay Street, Sydney, B1N2K4	Jason MacDonald	Structure Fire	Active
10334	Aug 25, 2017	15093032	6	17 Hillview Street, Sydney, B1P2H3	Richard Wadden	Minimum Standards	Active
10335	Aug 25, 2017	15406382	9	24 Lower McLean Street, Glace Bay, B1A2K7	Jason MacDonald	Minimum Standards	Closed

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10336	Aug 28, 2017	15398480	9	364 King Edward Street, Glace Bay, B1A3W6	Jason MacDonald	Unsanitary Premises	Active
10337	Aug 28, 2017	15140767	12	74 Langan Road, Sydney, B1N1V1	Greg MacPhee	No Building Permit	New
10338	Aug 29, 2017	15595135	4	8 Medina Street, Sydney River, B1S3S6	Richard Wadden	Unsanitary Premises	New
10339	Aug 29, 2017	15484058	11	3469 Elm Avenue, New Waterford, B1H2P5	Jason MacDonald	Unsanitary Premises	Active
10340	Aug 29, 2017	15019235	2	24 May Street, North Sydney, B2A1H6	Richard Wadden	Unsanitary Premises	New
10341	Aug 30, 2017	15010713	2	14 Park Street, North Sydney, B2A1G1	Richard Wadden	Unsanitary Premises	New
10342	Aug 31, 2017	15083660	5	7 Warne Street, Sydney, B1S2S7	Richard Wadden	Unsanitary Premises	New
10343	Sep 05, 2017	15572191	7	2603 Kings Road, Sydney Forks, B1L1A1	Richard Wadden	Unsanitary Premises	New
10344	Sep 06, 2017	15413248	9	42 Dragatis Street, Glace Bay, B1A2B5	Jason MacDonald	Unsanitary Premises	Active
10345	Sep 08, 2017	15067481	5	243 Bentinck Street, Sydney, B1P1H1	Richard Wadden	Minimum Standards	New
10346	Sep 12, 2017	15475015	11	3447 Wilson Avenue, New Waterford, B1H1W8	Greg MacPhee	No Building Permit	New
10347	Sep 12, 2017	15142268	12	60 Kitchener Street, Sydney, B1N1X5	Jason MacDonald	Unsanitary Premises	Closed
10348	Sep 09, 2017	15457914	8	40 Riverdale Street, Louisbourg, B1C2J1	Richard Wadden	Structure Fire	Closed
10349	Sep 17, 2017	15183395	1	97 Ocean Street, Sydney Mines, B1V1X8	Richard Wadden	Structure Fire	Active
10350	Sep 18, 2017	15183387	1	99 Ocean Street, Sydney Mines, B1V1X8	Richard Wadden	Unsanitary Premises	Active
10351	Sep 18, 2017	15103765	5	174 Hillside Street, Sydney, B1P6N8	Richard Wadden	Unsanitary Premises	New

Jun 01, 2017 - Oct 24, 2017

10352	Sep 18, 2017	15129117	12	201 Victoria Road, Sydney, B1P2V7	Jason MacDonald	Unsanitary Premises	Active
10353	Sep 18, 2017	15072325	5	51 Old Kings Road, Sydney, B1S2B4	Richard Wadden	Unsanitary Premises	New
10354	Sep 18, 2017	15107840	6	22 Sheriff Avenue, Sydney, B1P2P5	Jason MacDonald	Unsanitary Premises	Closed
10355	Sep 18, 2017	15463474	8	22 Lorway Street, Louisbourg, B1C2K1	Jason MacDonald	Unsanitary Premises	Active
10356	Sep 19, 2017	15014889	2	22 Margaret Street, North Sydney, B2A2H4	Richard Wadden	Unsanitary Premises	New
10357	Sep 19, 2017	15014525	2	64 Brook Street, North Sydney, B2A2J5	Richard Wadden	Unsanitary Premises	New
10358	Sep 20, 2017	15492119	11	285 Curran Street, New Waterford, B1H2Z9	Jason MacDonald	Unsanitary Premises	New
10359	Sep 20, 2017	15404643	9	7 Amelia Street, Glace Bay, B1A3E9	Jason MacDonald	Unsanitary Premises	Closed
10360	Sep 20, 2017	15440613	10	13 Ninth Street, Glace Bay, B1A4L2	Jason MacDonald	Unsanitary Premises	Active
10362	Sep 20, 2017	15031651	2	5 Forrest Street, North Sydney, B2A3B1	Richard Wadden	Unsanitary Premises	Active
10363	Sep 21, 2017	15234578	10	784 Neville Street, Reserve Mines, B1E1G6	Greg MacPhee	No Building Permit	New
10364	Sep 22, 2017	15465446	11	683 George Street, New Waterford, B1H4E7	Jason MacDonald	Structure Fire	Active
10365	Oct 02, 2017	15114440	6	519 Atlantic Street, Sydney, B1P3S4	Jason MacDonald	Unsanitary Premises	Closed
10366	Oct 03, 2017	15168404	1	88 Fraser Avenue, Sydney Mines, B1V2C5	Richard Wadden	Unsanitary Premises	New
10367	Oct 05, 2017	15594369	11	471 Tenth Street, New Waterford, B1H3W9	Jason MacDonald	Unsanitary Premises	New

10368	Oct 06, 2017	15174220	1	23 Clyde Avenue, Sydney Mines, B1V2E3	Richard Wadden	Unsightly Premises	New
10369	Oct 10, 2017	15128895	12	107 Victoria Road, Sydney, B1P2V5	Jason MacDonald	Unsightly Premises	Closed
10370	Oct 10, 2017	15110810	6	22 Kane Street, Sydney, B1P2Z3	Jason MacDonald	Unsightly Premises	Active
10371	Oct 10, 2017	15160393	12	144 Dominion Street, Sydney, B1N2V3	Jason MacDonald	Unsightly Premises	Active
10372	Oct 10, 2017	15181357	1	17 Guy Street, Sydney Mines, B1V2N5	Richard Wadden	Unsightly Premises	New
10373	Oct 10, 2017	15062235	5	243 Charlotte Street, Sydney, B1P1C4	Roger Rose	No Building Permit	New
10374	Oct 11, 2017	15384365	10	43 Wilsons Lane, Dominion, B1G1X2	Jason MacDonald	Unsightly Premises	New
10375	Oct 12, 2017	15071962	5	186 Kings Road, Sydney, B1S1A1	Richard Wadden	Structure Fire	New
10376	Oct 12, 2017	15061625	5	322 George Street, Sydney, B1P1J9	Richard Wadden	Structure Fire	Active
10377	Oct 12, 2017	15260383	12	13 Kennel Lane, South Bar, B1N3J2	Jason MacDonald	Unsightly Premises	New
10378	Oct 12, 2017	15717747	12	15 Kennel Lane, South Bar, B1N3J2	Jason MacDonald	Unsightly Premises	New
10379	Oct 13, 2017	15245707	1		Duncan MacQueen	No Building Permit	Active
10380	Oct 16, 2017	15199573	3	189 Scotch Lake Road, Georges River, B1Y3V3	Jason MacDonald	Structure Fire	Closed
10381	Oct 17, 2017	15407265	9	156 Upper McLean Street, Glace Bay, B1A2L3	Jason MacDonald	Unsightly Premises	New
10382	Oct 17, 2017	15390586	10	226 King Edward Street, Glace Bay, B1A3V8	Jason MacDonald	Unsightly Premises	New
10383	Oct 17, 2017	15168305	1	16 Cherry Street, Sydney Mines, B1V3C2	Richard Wadden	Unsightly Premises	New
10384	Oct 18, 2017	15373095	8	20 Sixth Street, Birch Grove, B1B1K5	Jason MacDonald	Fire Hazard	Active

Protective Services
October 24, 2017

Dangerous & Unsightly Premises

Report to Council

Jun 01, 2017 - Oct 24, 2017

Cape Breton Regional Municipality
Inspection & By-law Division

10385	Oct 18, 2017	15627227	11	226 Oceanview Boulevard, New Waterford, B1H4X2	Jason MacDonald	Unsightly Premises	New
10386	Oct 18, 2017	15382344	10	421 Kings Road, Dominion, B1G1K1	Jason MacDonald	Structure Fire	Active
10387	Oct 18, 2017	15087505	6	4 Essex Street, Sydney, B1P5C4	Richard Wadden	Unsightly Premises	New
10388	Oct 20, 2017	15116056	6	284 Ashby Road, Sydney, B1P2T2	Richard Wadden	Minimum Standards	New
10389	Oct 23, 2017	15401813	9	42 Mechanic Street, Glace Bay, B1A2T1	Jason MacDonald	Unsightly Premises	New
10390	Oct 23, 2017	15401821	9	44 Mechanic Street, Glace Bay, B1A2T1	Jason MacDonald	Unsightly Premises	New
10391	Oct 23, 2017	15401839	9	46 Mechanic Street, Glace Bay, B1A2T1	Jason MacDonald	Unsightly Premises	New
10392	Oct 23, 2017	15352545	8	1335 Terra Nova Road, Louisbourg, B1C2H7	Jason MacDonald	Structure Fire	Active
10393	Oct 23, 2017	15870009		340 Musgraves Lane, North Sydney, B2A2C1	Richard Wadden	Unsightly Premises	New

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Summary

Statement of Revenue

September 30, 2017

Revenue	Year To Date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	\$ 53,152,727	\$ 53,533,785	\$ (381,057)	\$ 107,067,569	\$ 53,914,842
Total Federal Government	1,538,925	1,538,925	0	3,077,849	1,538,924
Total Federal Government Agencies	384,992	384,992	0	769,983	384,992
Total Provincial Government	1,004,412	1,004,413	(0)	2,008,825	1,004,413
Total Provincial Government Agencies	1,526,540	1,454,900	71,640	2,909,799	1,383,259
Total Services to Other Local Government	305,039	305,039	(0)	610,078	305,039
Total Transit	303,357	332,000	(28,643)	664,000	356,643
Total Environmental Development Services	131,663	103,685	27,978	207,370	75,707
Total Licenses & Permits	86,927	74,000	12,927	148,000	61,073
Total Fines & Fees	290,542	276,685	13,857	553,370	262,828
Total Rentals	277,847	259,145	18,702	680,079	402,232
Total Concessions & Franchises	197,065	182,958	14,108	365,915	168,850
Total Interest on Taxes	801,150	661,549	139,601	1,323,098	521,948
Total Finance Revenue	14,950	16,745	(1,795)	33,489	18,539
Total Solid Waste Revenue	1,343,446	1,150,000	193,446	2,300,000	956,554
Total Recreation & Cultural Service Programs	436,154	284,011	148,143	1,862,000	1,429,846
Total Water Utility Charges	2,475,755	2,475,755	(0)	4,951,510	2,475,755
Total Unconditional Transfers	7,930,141	7,922,476	7,666	15,844,951	7,914,810
Total Conditional Transfers	1,731,480	1,731,480	-	3,512,960	1,781,480
Year To Date Assigned Before Cost Recovery 2016 Flood Claims	\$ 73,933,113	\$ 73,692,539	\$ 240,574	\$ 148,890,845	\$ 74,957,732
Cost Recovery 2016 Flood Claim	181,557	-	181,557	-	(181,557)
Year To Date Assigned After Cost Recovery 2016 Flood Claims	\$ 74,114,670	\$ 73,692,539	\$ 422,132	\$ 148,890,845	\$ 74,776,175

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Summary

Statement of Expenditures

September 30, 2017

Expenditures	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	\$ 764,061	\$ 796,138	\$ 32,077	\$ 1,470,936	\$ 706,875
Administration	724,262	726,845	2,583	1,233,343	509,081
Finance	1,253,423	1,402,136	148,713	2,897,017	1,643,594
Legal	380,296	333,692	(46,604)	664,515	284,219
Human Resources	773,674	838,388	64,714	1,650,262	876,588
Technology & Communications	479,378	514,322	34,943	1,244,687	765,309
Municipal Clerk	196,486	205,731	9,245	527,594	331,108
Fiscal Services	10,664,315	10,950,231	285,916	35,570,603	24,906,288
Occupational Health & Safety	106,167	110,474	4,307	222,183	116,016
Police Services	14,468,240	14,023,657	(464,583)	26,231,264	11,743,024
Fire Services (incl EMO)	9,317,742	9,721,620	403,878	17,977,844	8,660,102
Engineering & Public Works	21,302,860	21,817,073	514,213	44,367,637	23,064,777
Planning	1,470,764	1,223,807	(246,958)	2,599,518	1,128,754
Facilities C200 & Arenas	1,555,779	1,471,175	(84,604)	3,306,912	1,751,133
Parks & Grounds	1,657,938	1,645,167	(12,771)	2,893,786	1,235,848
Buildings	1,558,170	1,629,490	71,319	3,346,211	1,788,041
Recreation	1,966,700	1,954,260	(12,439)	2,686,533	719,833
Total expended to date excluding 2016 Flood Costs	\$ 68,660,254	\$ 69,364,205	\$ 703,950	\$ 148,890,845	\$ 80,230,591
2016 Flood Costs	183,278	-	(183,278)	-	(183,278)
Total expended to date including 2016 Flood Costs	\$ 68,843,532	\$ 69,364,205	\$ 520,672	\$ 148,890,845	\$ 80,047,313

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Legislative	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 506,544	\$ 478,000	\$ (28,544)	\$ 926,330	\$ 419,786
6010 BENEFITS	58,356	52,950	(5,406)	145,900	87,544
6030 TRAVEL/CONFERENCES	86,687	138,472	51,784	210,000	123,313
6040 PROF MEM/DUES & FEES	58,113	55,931	(2,182)	55,931	(2,182)
6050 OFFICE SUPPLIES	8,870	10,000	1,130	20,000	11,130
6060 OFFICE EQUIPMENT	1,794	5,550	3,756	6,550	4,756
6080 ADVERTISING	5,751	8,450	2,699	14,500	8,749
6100 COURIER	281	250	(31)	375	94
6110 TELEPHONE/FAX	11,170	19,800	8,630	39,600	28,430
6120 PUBL./SUBSCRIPTIONS	486	876	389	1,750	1,264
6130 COMPUTER HARDWARE	1,342	3,360	2,018	5,000	3,658
6150 MEETING EXPENSES	10,860	11,500	640	23,000	12,140
6170 PROMOTION	13,806	11,000	(2,806)	22,000	8,194
Total expended to date excluding 2016 Flood Costs	\$ 764,061	\$ 796,138	\$ 32,077	\$ 1,470,936	\$ 706,875
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 764,061	\$ 796,138	\$ 32,077	\$ 1,470,936	\$ 706,875

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Finance

Administration	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 183,193	\$ 178,757	\$ (4,437)	\$ 355,513	\$ 172,320
6010 BENEFITS	27,300	29,209	1,909	57,017	29,717
6020 TRAINING/EDUCATION	725	1,475	750	4,800	4,075
6030 TRAVEL/CONFERENCES	12,836	18,250	5,414	36,500	23,664
6040 PROF MEM/DUES & FEES	1,244	1,325	81	1,675	431
6050 OFFICE SUPPLIES	954	1,400	446	2,800	1,846
6100 COURIER	21	-	(21)	-	(21)
6110 TELEPHONE/FAX	2,065	1,700	(365)	3,400	1,335
6120 PUBL./SUBSCRIPTIONS	292	200	(92)	200	(92)
6140 COMPUTER SOFTWARE	-	500	500	1,000	1,000
6150 MEETING EXPENSES	2,822	1,460	(1,362)	2,920	98
6170 PROMOTION	19,542	19,302	(240)	20,000	458
8100 PROFESSIONAL SERVICES	45,747	45,747	-	280,000	234,253
8150 GRANTS/SUBS TO ORG	427,520	427,520	-	467,518	39,998
Total expended to date excluding 2016 Flood Costs	\$ 724,262	\$ 726,845	\$ 2,583	\$ 1,233,343	\$ 509,081
8165 FLOOD COSTS	-	0	0	0	0
Total expended to date including 2016 Flood Costs	\$ 724,262	\$ 726,845	\$ 2,583	\$ 1,233,343	\$ 509,081

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Finance

Finance	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 906,203	\$ 974,976	\$ 68,773	\$ 1,949,952	\$ 1,043,749
6010 BENEFITS	165,339	178,325	12,986	356,650	191,311
6020 TRAINING/EDUCATION	2,354	11,645	9,291	23,290	20,936
6030 TRAVEL/CONFERENCES	8,917	12,550	3,633	25,100	16,183
6040 PROF MEM/DUES & FEES	4,486	5,175	689	5,175	689
6050 OFFICE SUPPLIES	7,782	7,750	(32)	15,500	7,718
6060 OFFICE EQUIPMENT	5,552	8,350	2,798	14,000	8,448
6080 ADVERTISING	17,670	21,325	3,655	42,650	24,980
6090 POSTAGE	104,436	122,290	17,854	161,200	56,764
6100 COURIER	12,828	11,900	(928)	23,800	10,972
6110 TELEPHONE/FAX	7,122	9,350	2,228	18,700	11,578
6130 COMPUTER HARDWARE	564	900	336	19,800	19,236
6140 COMPUTER SOFTWARE	1,088	1,500	412	57,000	55,912
6160 LIABILITY INSURANCE	149,217	167,325	18,108	334,650	185,433
6180 COST RECOVERY	(215,775)	(211,075)	4,700	(322,150)	(106,375)
8010 OPERATIONAL MAT/SUPP	1,679	4,250	2,571	8,500	6,821
8100 PROFESSIONAL SERVICE	31,286	31,500	214	55,000	23,714
8110 CONTRACTS/AGREEMENTS	33,779	34,300	521	56,600	22,821
8120 LEASES	5,770	5,800	30	11,600	5,830
8180 TAX EXEPT/WRITE OFF	3,125	4,000	875	40,000	36,875
Total expended to date excluding 2016 Flood Costs	\$ 1,253,423	\$ 1,402,136	\$ 148,713	\$ 2,897,017	\$ 1,643,594
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 1,253,423	\$ 1,402,136	\$ 148,713	\$ 2,897,017	\$ 1,643,594

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Finance

Legal	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 192,248	\$ 190,437	\$ (1,812)	\$ 380,873	\$ 188,625
6010 BENEFITS	38,481	38,121	(360)	72,842	34,361
6020 TRAINING/EDUCATION	350	394	43	6,500	6,150
6030 TRAVEL/CONFERENCES	5,440	6,250	810	8,500	3,060
6040 PROF MEM/DUES & FEES	6,091	6,648	557	7,100	1,009
6050 OFFICE SUPPLIES	1,689	1,750	61	3,500	1,811
6060 OFFICE EQUIPMENT	-	-	-	4,200	4,200
6070 PHOTOCOPIER LEASE	2,068	1,550	(518)	3,100	1,032
6080 ADVERTISING	571	500	(71)	1,000	429
6100 COURIER	75	1,000	925	1,000	925
6110 TELEPHONE/FAX	1,425	2,700	1,275	5,400	3,975
6120 PUBL./STATUTES	6,253	6,284	30	10,000	3,747
6130 COMPUTER HARDWARE	525	1,500	975	3,000	2,475
6140 COMPUTER SOFTWARE	-	758	758	2,500	2,500
6150 MEETING EXPENSE	104	250	146	500	396
6180 COST RECOVERY	-	-	-	-	-
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	124,975	75,552	(49,423)	154,500	29,525
Total expended to date excluding 2016 Flood Costs	\$ 380,296	\$ 333,692	\$ (46,604)	\$ 664,515	\$ 284,219
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 380,296	\$ 333,692	\$ (46,604)	\$ 664,515	\$ 284,219

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Finance

Human Resources	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 300,826	\$ 301,961	\$ 1,135	\$ 599,922	\$ 299,096
6010 BENEFITS	378,171	378,545	374	741,760	363,589
6020 TRAINING/EDUCATION	6,891	6,000	(891)	6,000	(891)
6030 TRAVEL/CONFERENCES	3,327	8,125	4,798	16,250	12,923
6040 PROF MEM/DUES & FEES	1,334	1,365	31	1,730	396
6050 OFFICE SUPPLIES	7,087	7,850	763	15,700	8,613
6060 OFFICE EQUIPMENT	1,512	1,600	88	2,500	988
6080 ADVERTISING	2,503	3,631	1,128	5,000	2,497
6110 TELEPHONE/FAX	3,620	5,000	1,380	10,000	6,380
6120 PUBL./SUBSCRIPTIONS	829	1,611	782	2,400	1,571
6130 COMPUTER HARDWARE	151	200	49	4,000	3,849
6150 MEETING EXPENSE	-	1,000	1,000	2,000	2,000
8010 OPERATIONAL MAT/SUPP	-	-	-	-	-
8100 PROFESSIONAL SERVICE	63,049	115,250	52,201	230,500	167,451
8110 CONTRACTS/AGREEMENTS	4,374	6,250	1,876	12,500	8,126
Total expended to date excluding 2016 Flood Costs	\$ 773,674	\$ 838,388	\$ 64,714	\$ 1,650,262	\$ 876,588
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 773,674	\$ 838,388	\$ 64,714	\$ 1,650,262	\$ 876,588

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Finance

**Technology/
Communications**

Statement of Expenditures

September 30, 2017

Technology/Communications	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 223,846	\$ 244,707	\$ 20,861	\$ 489,413	\$ 265,567
6010 BENEFITS	46,989	48,487	1,498	96,974	49,985
6020 TRAINING/EDUCATION	5,828	6,000	172	18,000	12,172
6030 TRAVEL/CONFERENCES	3,268	4,000	732	20,000	16,732
6040 PROF MEM/DUES & FEES	344	500	156	1,000	656
6050 OFFICE SUPPLIES	635	1,867	1,232	3,000	2,365
6060 OFFICE EQUIPMENT	935	2,200	1,265	3,000	2,065
6080 ADVERTISING	1,027	500	(527)	500	(527)
6100 COURIER	64	150	86	300	236
6110 TELEPHONE/FAX	26,632	32,500	5,868	65,000	38,368
6120 PUBL./SUBSCRIPTIONS	-	500	500	1,000	1,000
6130 COMPUTER HARDWARE	55,910	56,000	90	130,000	74,090
6140 COMPUTER SOFTWARE	99,206	99,500	294	175,000	75,794
6150 MEETING EXPENSE	99	250	151	500	401
8110 CONTRACTS/AGREEMENTS	14,595	17,162	2,566	42,000	27,405
8120 LEASES SAP	-	-	-	100,000	100,000
8130 LICENSES/PERMITS	-	-	-	99,000	99,000
Total expended to date excluding 2016 Flood Costs	\$ 479,378	\$ 514,322	\$ 34,943	\$ 1,244,687	\$ 765,309
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 479,378	\$ 514,322	\$ 34,943	\$ 1,244,687	\$ 765,309

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Finance

Municipal Clerk	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 130,404	\$ 133,239	\$ 2,835	\$ 266,478	\$ 136,074
6010 BENEFITS	26,148	26,883	735	53,766	27,618
6020 TRAINING/EDUCATION	2,254	2,938	684	5,500	3,246
6030 TRAVEL/CONFERENCES	6,336	6,500	164	6,500	164
6040 PROF MEM/DUES & FEES	636	650	14	1,000	364
6050 OFFICE SUPPLIES	810	2,850	2,040	5,700	4,890
6060 OFFICE EQUIPMENT	5,382	5,400	18	10,000	4,618
6070 PHOTOCOPY SUPPLIES	7,134	10,500	3,366	21,000	13,866
6080 ADVERTISING	-	-	-	750	750
6100 COURIER	-	-	-	750	750
6110 TELEPHONE/FAX	1,142	2,000	858	4,000	2,858
6120 PUBL./SUBSCRIPTIONS	1,267	1,313	46	1,800	533
6130 COMPUTER HARDWARE	94	200	106	6,750	6,656
6140 COMPUTER SOFTWARE	5,287	5,500	213	11,000	5,713
6150 MEETING EXPENSES	8,134	6,300	(1,834)	12,600	4,466
8010 OPER. MATERIAL/SUPPLY	-	-	-	-	-
8110 CONTRACTS/AGREEMENTS	1,458	1,458	(0)	120,000	118,542
Total expended to date excluding 2016 Flood	\$ 196,486	\$ 205,731	\$ 9,245	\$ 527,594	\$ 331,108
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 196,486	\$ 205,731	\$ 9,245	\$ 527,594	\$ 331,108

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Finance

Fiscal Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
9010 INT SHRT TERM BORROW	\$ 195,231	\$ 150,000	\$ (45,231)	\$ 300,000	\$ 104,769
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	47,500	47,500	-	95,000	47,500
9090 BANK CHARGES	56,875	43,000	(13,875)	86,000	29,125
9200 ALLOWANCE FOR UNCOL. TAXES	200,000	200,000	-	400,000	200,000
9420 APPROP TO CAPITAL FUND	45,000	45,000	-	90,000	45,000
9430 APPROP TO B.I.D.C.	48,873	48,599	(275)	97,197	48,324
9600 PROV. CORRECTIONS	542,221	550,000	7,779	1,100,000	557,779
9610 CB REG. HOUSING	910,752	1,068,000	157,248	2,136,000	1,225,248
9620 REGIONAL LIBRARY	330,013	335,000	4,987	670,000	339,987
9630 CB/VIC. SCHDOL BOARD	6,761,040	6,936,040	175,000	13,872,080	7,111,040
9640 PROPERTY ASSESSMENT	679,821	680,105	283	1,360,209	680,388
Total expended to date	\$ 10,664,315	\$ 10,950,231	\$ 285,916	\$ 35,570,603	\$ 24,906,288

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Departmental

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Finance

**Occupational Health /
Safety**

Statement of Expenditures

September 30, 2017

Occupational Health & Safety	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 77,239	\$ 76,513	\$ (727)	\$ 153,025	\$ 75,786
6010 BENEFITS	16,752	16,649	(103)	29,898	13,146
6020 TRAINING/EDUCATION	2,599	2,925	326	5,850	3,251
6030 TRAVEL/CONFERENCES	4,139	5,500	1,361	11,000	6,861
6040 PROF MEM/DUES & FEES	-	-	-	535	535
6050 OFFICE SUPPLIES	609	1,500	891	3,000	2,391
6110 TELEPHONE/FAX	1,571	1,688	117	3,375	1,804
6120 PUBL/SUBSCRIPTIONS	-	-	-	2,000	2,000
6130 COMPUTER HARDWARE	149	200	51	2,000	1,851
6140 COMPUTER SOFTWARE	-	-	-	500	500
6150 MEETING EXPENSES	1,479	1,250	(229)	2,500	1,021
8100 PROFESSIONAL SERVICE	707	2,750	2,043	5,500	4,793
8120 LEASES	923	1,500	577	3,000	2,077
Total expended to date excluding 2016 Flood Costs	\$ 106,167	\$ 110,474	\$ 4,307	\$ 222,183	\$ 116,016
 8165 2016 FLOOD COSTS	 -	 -	 -	 -	 -
Total expended to date including 2016 Flood Costs	\$ 106,167	\$ 110,474	\$ 4,307	\$ 222,183	\$ 116,016

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Departmental

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Finance

Police Services

Statement of Expenditures

September 30, 2017

Police Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 WAGES & BENEFITS NET OF COST RECOVERY	\$ 12,554,580	\$ 12,064,507	\$ (490,073)	\$ 22,386,035	\$ 9,831,455
6020 TRAINING/EDUCATION	61,669	86,303	24,634	145,927	84,258
6030 TRAVEL/CONFERENCES	77,299	52,500	(24,799)	105,000	27,701
6040 PROF MEM/DUES & FEES	1,561	2,500	939	5,000	3,439
6050 OFFICE SUPPLIES	26,816	26,725	(91)	53,000	26,184
6060 OFFICE EQUIPMENT	28,508	25,000	(3,508)	50,000	21,492
6070 PHOTOCOPY SUPPLIES	5,691	9,000	3,309	18,000	12,309
6080 ADVERTISING	-	2,500	2,500	5,000	5,000
6090 POSTAGE & 6100 COURIER	5,438	3,500	(1,938)	7,000	1,562
6110 TELEPHONE/FAX	139,613	130,420	(9,193)	260,840	121,227
6120 PUBL./SUBSCRIPTIONS	1,728	3,000	1,272	6,000	4,272
6130 COMPUTER HARDWARE	51,092	56,000	4,908	200,000	148,908
6140 COMPUTER SOFTWARE	114,141	115,000	859	115,000	859
6150 MEETING EXPENSES	9,773	8,500	(1,273)	17,000	7,227
6160 LIABILITY INSURANCE	2,990	2,000	(990)	4,000	1,010
6170 PROMOTION	7,276	5,500	(1,776)	11,000	3,724
7000 HEAT	10,747	25,000	14,254	50,000	39,254
7010 ELECTRICAL	45,662	49,825	4,163	99,650	53,988
7020 WATER	2,536	4,000	1,464	8,000	5,464
7030 BLDG/FACILITY MAINT	33,246	47,570	14,324	71,000	37,754
7040 BLDG/FACILITY REPAIR	3,734	24,500	20,766	49,000	45,266
7050 BLDG/FACILITY INSURANCE	7,500	8,375	875	12,500	5,000
7060 BLDG/FACILITY RENOV	4,536	10,000	5,464	20,000	15,464
7070 BLDG/FACILITY RENTAL	29,073	34,000	4,927	68,000	38,927
7110 SECURITY	478	1,850	1,372	3,700	3,222
7505 GASOLINE & DIESEL	204,043	187,500	(16,543)	375,000	170,957
7510 VEH/EQUIP REPAIRS	134,713	143,859	9,146	287,717	153,004
7520 VEH/EQUIP INSURANCE	28,722	30,000	1,278	60,000	31,278
7530 VEH/EQUIP REPLACEMENT	368,826	368,826	-	580,000	211,174
7540 VEH/EQUIP RENTAL	-	4,500	4,500	9,000	9,000
7550 VEH/EQUIP TOWING	1,030	2,500	1,470	5,000	3,970
7560 VEH/EQUIP GEN SUPPLY	136	5,000	4,864	10,000	9,864
8000 OPERATIONAL EQUIP	25,552	26,892	1,340	193,784	168,232
8010 OPERATIONAL MAT/SUPP	84,321	87,754	3,432	181,373	97,052
8020 MAINTENANCE EQUIP	502	2,321	1,819	3,570	3,068
8030 MAINTENANCE MAT/SUPP	-	9,500.00	9,500	19,000	19,000
8040 COMM EQUIPMENT LINES	3,021	5,000	1,979	10,000	6,979
8090 UNIFORMS/CLOTHING	37,637	40,000	2,363	220,000	182,363
8100 PROFESSIONAL SERVICE	81,417	43,062	(38,355)	95,000	13,583
8110 CONTRACTS/AGREEMENTS	86,749	58,050	(28,699)	102,000	15,251
8125 MAJOR INVESTIGATIONS	68,909	68,909	-	129,168	60,259
8130 LICENSES/PERMITS	66	5,000	4,934	10,000	9,934
8150 GRANTS/SUBS TO ORG	136,911	136,911	-	170,000	33,089
Total expended to date excluding 2016 Flood Costs	\$ 14,488,240	\$ 14,023,657	\$ (464,583)	\$ 26,231,264	\$ 11,743,024
8165 2016 FLOOD COSTS	469	-	(469)	-	(469)
Total expended to date including 2016 Flood Costs	\$ 14,488,709	\$ 14,023,657	\$ (465,053)	\$ 26,231,264	\$ 11,742,555

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Departmental

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Finance

Police Services Revenue	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	\$ 52,566	\$ 7,404	\$ 45,162	\$ 14,808	\$ (37,758)
5151 FINES	147,977	179,281	(31,304)	358,562	210,585
Total Revenue to date	\$ 200,542	\$ 186,685	\$ 13,857	\$ 373,370	\$ 172,828

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Departmental

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Finance

Fire Services

Statement of Expenditures

September 30, 2017

Fire Services Including EMO	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 2,557,739	\$ 2,824,515	\$ 266,776	\$ 5,649,030	\$ 3,091,291
6010 BENEFITS	545,598	600,025	54,427	1,054,049	508,451
6011 MISC. BENEFITS	102,252	102,252	-	123,165	20,913
6020 TRAINING/EDUCATION	24,958	25,854	896	177,539	152,581
6030 TRAVEL/CONFERENCES	26,043	30,062	4,019	51,100	25,057
6040 PROF MEM/DUES & FEES	6,516	6,651	134	11,732	5,216
6050 OFFICE SUPPLIES	2,955	6,050	3,095	12,100	9,145
6060 OFFICE EQUIPMENT	3,456	6,475	3,019	12,950	9,494
6070 PHOTOCOPY SUPPLIES	-	250	250	500	500
6080 ADVERTISING	673	2,675	2,002	5,350	4,677
6100 COURIER	93	226	133	451	358
6110 TELEPHONE/FAX	16,605	22,500	5,894	44,999	28,394
6120 PUBL./SUBSCRIPTIONS	-	1,350	1,350	2,700	2,700
6130 COMPUTER HARDWARE	250	250	-	14,007	13,757
6140 COMPUTER SOFTWARE	849	849	-	16,006	15,157
6150 MEETING EXPENSES	1,796	2,202	406	4,404	2,608
6170 PROMOTION	18,693	19,000	307	38,000	19,307
6180 COST RECOVERY	(1,057)	-	1,057	-	1,057
7000 HEAT	15,527	46,176	30,648	92,351	76,824
7010 ELECTRICAL	28,100	32,268	4,168	64,536	36,436
7020 WATER	11,581	14,762	3,181	24,523	12,942
7030 BLDG/FACILITY MAINT	35,251	31,865	(3,386)	63,729	28,478
7040 BLDG/FACILITY REPAIR	6,334	12,786	6,451	225,571	219,237
7050 BLDG/FACILITY INS	4,986	4,109	(878)	8,217	3,231
7080 PLANT MAINTENANCE	-	200	200	400	400
7500 VEH/EQUIP MAINT.	74,774	53,738	(21,036)	107,476	32,702
7505 GASOLINE/DIESEL	33,577	40,379	6,802	80,758	47,181
7510 VEH/EQUIP REPAIRS	-	2,000	2,000	4,000	4,000
7520 VEH/EQUIP INSURANCE	37,074	30,055	(7,020)	60,109	23,035
7530 VEH/EQUIP REPLACEMENT	1,657	1,657	-	85,000	83,343
7540 VEH/EQUIP RENTAL	-	204	204	204	204
7550 VEH/EQUIP TOWING	-	1,000	1,000	2,000	2,000
7560 VEH/EQUIP GEN SUPPLY	10,425	8,000	(2,425)	16,000	5,575
8000 OPERATIONAL EQUIP	222,929	177,500	(45,429)	355,000	132,071
8010 OPERATIONAL MAT/SUPP	20,633	22,974	2,340	45,870	25,237
8020 MAINTENANCE EQUIP	2,730	26,300	23,570	52,599	49,869
8040 COMM EQUIPMENT LINES	4,986	20,000	15,014	40,000	35,014
8090 UNIFORMS/CLOTHING	34,166	39,726	5,560	79,452	45,286
8100 PROFESSIONAL SERVICE	4,579	4,769	190	9,538	4,959
8110 CONTRACTS/AGREEMENTS	24,222	44,819	20,597	89,638	65,416
8120 LEASES	144,846	162,597	17,751	325,193	180,347
8130 LICENSES/PERMITS	16,722	17,335	613	17,335	613
8150 GRANTS/SUBS TO ORG	1,683,386	1,683,386	-	1,726,594	43,208
8195 WATER SUPPLY & HYDR	3,591,835	3,591,835	-	7,183,669	3,591,835
Total expended to date excluding 2016 Flood Costs	\$ 9,317,742	\$ 9,721,620	\$ 403,878	\$ 17,977,844	\$ 8,660,102
8165 2016 FLOOD COSTS	8,258	-	(8,258)	-	(8,258)
Total expended to date including 2016 Flood Costs	\$ 9,326,000	\$ 9,721,620	\$ 395,620	\$ 17,977,844	\$ 8,651,844

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Departmental

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Finance

Fire Services**Statement of Revenue****September 30, 2017**

Fire Services Revenue	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	80,781	80,781	(0)	161,563	80,782
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	224,258	224,258	(0)	448,515	224,258
Total Revenue to date	\$ 305,039	\$ 305,039	\$ (0)	\$ 610,078	\$ 305,039

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Finance

Engineering and Public Works Actuals to September 30, 2017

REVENUE	Actual & Committed Y-T-D Sept 30, 2017	Budget Y-T-D Sept 30, 2017	Variance Y-T-D Sept 30, 2017	Total Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	\$303,357	\$332,000	-\$28,643	\$664,000	-\$360,643	45.69%
SOLIDWASTE TIP FEES	\$1,038,684	\$1,000,000	\$38,684	\$2,000,000	-\$961,316	51.93%
SOLIDWASTE COST RECOVERIES	\$304,762	\$150,000	\$154,762	\$300,000	\$4,762	101.59%
SEWER PERMIT FEES	\$48,830	\$50,000	-\$1,170	\$100,000	-\$51,170	48.83%
BUILDINGS	\$277,847	\$259,142	\$18,706	\$680,079	-\$402,232	40.86%
WATER UTILITY ADMIN FEE	\$2,475,755	\$2,475,755	\$0	\$4,951,510	-\$2,475,755	50.00%
TOTAL PW REVENUES	\$4,449,236	\$4,266,897	\$182,339	\$8,695,589	-\$4,246,353	51.17%

EXPENDITURES

ADMINISTRATION	\$2,129,423	\$2,442,288	\$312,865	\$4,848,377	\$2,718,954	43.92%
ENGINEERING	\$346,278	\$366,291	\$20,012	\$726,956	\$380,678	47.63%
CENTRAL DIVISION	\$3,352,953	\$2,975,270	-\$377,683	\$6,632,216	\$3,279,263	50.56%
EAST DIVISION	\$3,007,257	\$3,091,858	\$84,601	\$6,392,426	\$3,385,169	47.04%
NORTH DIVISION	\$1,452,502	\$1,609,575	\$157,073	\$3,128,159	\$1,675,657	46.43%
SOLID WASTE	\$6,253,142	\$6,166,818	-\$86,324	\$11,997,594	\$5,744,452	52.12%
MECHANICAL FLEET	\$1,766,864	\$2,074,613	\$307,750	\$4,119,178	\$2,352,314	42.89%
TRANSIT	\$1,667,451	\$1,836,951	\$169,500	\$3,677,162	\$2,009,711	45.35%
QUALITY CONTROL	\$1,326,989	\$1,253,408	-\$73,581	\$2,845,569	\$1,518,580	46.63%
TOTAL PW EXPENDITURES	\$21,302,860	\$21,817,073	\$514,213	\$44,367,637	\$23,064,777	48.01%

Signature: **ORIGINAL SIGNED BY**

Director of Engineering & Public Works

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Chief Financial Officer

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Planning / ByLaw / Planning Inspection					
6000 WAGES/SALARIES	\$ 616,419	\$ 643,957	\$ 27,537	\$ 1,287,913	\$ 671,494
6010 BENEFITS	132,092	132,975	883	255,950	123,858
6020 TRAINING/EDUCATION	3,832	6,000	2,168	17,000	13,168
6030 TRAVEL/CONFERENCES	12,431	13,700	1,269	31,000	18,569
6040 PROF MEM/DUES & FEES	2,653	3,550	897	7,000	4,347
6050 OFFICE SUPPLIES	6,878	9,750	2,872	19,500	12,622
6060 OFFICE EQUIPMENT	4,047	7,250	3,203	14,500	10,453
6080 ADVERTISING	4,257	12,000	7,743	32,000	27,743
6110 TELEPHONE/FAX	7,840	12,000	4,160	24,000	16,160
6120 PUBL./SUBSCRIPTIONS	-	650	650	1,300	1,300
6130 COMPUTER HARDWARE	1,217	4,000	2,783	13,000	11,783
6140 COMPUTER SOFTWARE	5,112	5,500	388	7,000	1,888
6150 MEETING EXPENSE	671	2,100	1,429	4,200	3,529
6170 PROMOTION	(0)	-	0	30,000	30,000
7130 DEMOLITIONS	323,615	-	(323,615)	120,000	(203,615)
7505 GASOLINE & DIESEL	-	500	500	11,000	11,000
8000 OPERATIONAL EQUIPMENT	-	11,500	11,500	23,000	23,000
8010 OPERATIONAL MAT/SUPP	287	2,000	1,713	4,000	3,713
8090 UNIFORMS / CLOTHING	4,631	4,850	219	8,500	3,869
8100 PROFESSIONAL SERVICE	6,515	9,800	3,285	53,000	46,485
8110 CONTRACTS/AGREEMENTS	202,203	204,432	2,229	436,795	234,592
8130 LICENSES/PERMITS	74,166	73,860	(306)	73,860	(306)
8135 REGULATORY FEES	32,405	33,940	1,535	45,000	12,595
8150 GRANTS /SUBS TO ORG	29,493	29,493	-	80,000	50,508
Total expended to date excluding 2016 Flood Costs	\$ 1,470,764	\$ 1,223,807	\$ (246,958)	\$ 2,599,518	\$ 1,128,754
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 1,470,764	\$ 1,223,807	\$ (246,958)	\$ 2,599,518	\$ 1,128,754

Departmental

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Finance

	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 14,591	\$ 6,500	\$ 8,091	\$ (1,591)	\$ (16,183)
5113 Animal Licenses	8,911	3,500	5,411	(1,911)	(10,823)
5114 Taxi Licenses	10,795	9,000	1,795	7,206	(3,589)
5115 Vending Machine Licenses	3,800	5,000	(1,200)	6,200	2,400
5301 Parking Meter Revenue	197,065	182,958	14,108	168,850	(28,216)
Total Bylaw Revenue	\$ 235,163	\$ 206,958	\$ 28,205	\$ 178,752	\$ (56,410)
Development / Planning Revenue					
5496 Mapping Sales	-	1,000	(1,000)	2,000	2,000
5495 Other Sales	4,133	1,400	2,733	(1,333)	(5,467)
5101 Building Permits	109,510	85,285	24,225	61,060	(48,449)
5102 Subdivision Fees	18,020	16,000	2,020	14,080	(3,940)
Total Develop / Planning Rev	\$ 131,663	\$ 103,685	\$ 27,978	\$ 75,807	\$ (55,856)
Total Bylaw / Dev / Planning Revenue	\$ 366,825	\$ 310,643	\$ 56,183	\$ 254,560	\$ (112,266)

 Departmental

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 Finance

**Facilities
(C200, County/
Centennial / CBU Arenas)**

Statement of Expenditures

September 30, 2017

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 625,166	\$ 609,084	\$ (16,082)	\$ 1,218,168	\$ 593,002
6010 BENEFITS	109,433	105,972	(3,461)	211,944	102,511
6020 TRAINING	851	3,000	2,149	6,000	5,149
6030 TRAVEL/CONFERENCES	4,032	4,000	(32)	8,000	3,968
6040 PROF MEM/DUES & FEES	964	1,250	286	1,500	536
6050 OFFICE SUPPLIES	4,590	2,500	(2,090)	5,000	410
6060 OFFICE EQUIPMENT	288	1,000	712	2,000	1,712
6080 ADVERTISING	4,522	5,000	478	10,000	5,478
6100 COURIER	270	750	480	1,500	1,230
6110 TELEPHONE/FAX	9,228	12,250	3,022	24,500	15,272
6130 COMPUTER HARDWARE	-	2,000	2,000	4,000	4,000
6140 COMPUTER SOFTWARE	2,137	1,500	(637)	3,000	863
6150 MEETING EXPENSES	412	500	88	1,000	588
6160 LIABILITY INSURANCE	7,746	14,000	6,254	28,000	20,254
7000 HEAT	20,573	21,350	777	41,500	20,927
7010 ELECTRICAL	160,797	112,719	(48,078)	520,000	359,203
7020 WATER	8,996	22,000	13,004	44,000	35,004
7030 BLDG/FACILITY MAINT	32,518	45,000	12,482	90,000	57,482
7040 BLDG/FACILITY REPAIR	17,406	32,000	14,594	60,000	42,594
7050 BLDG/FACILITY INS	12,348	9,850	(2,498)	19,700	7,352
7060 BLDG/FACILITY RENOV	322	12,500	12,178	25,000	24,678
7080 PLANT MAINTENANCE	61,488	22,500	(38,988)	45,000	(16,488)
7110 SECURITY	27,184	32,500	5,316	65,000	37,816
7500 VEH/EQUIP MAINT	326	500	174	1,000	674
7510 VEH/EQUIP REPAIRS	1,024	6,250	5,227	12,500	11,477
7520 VEH/EQUIP INSURANCE	1,386	1,800	414	3,600	2,214
7540 VEH/EQUIP RENTAL	(2,347)	2,500	4,847	2,500	4,847
8000 OPERATIONAL EQUIPMENT	1,997	2,500	503	5,000	3,003
8010 OPERATIONAL MAT/SUPP	60,397	80,650	20,253	142,500	82,103
8050 COST OF SALES	353,775	282,500	(71,275)	565,000	211,225
8090 UNIFORMS/CLOTHING	2,618	3,750	1,132	7,500	4,882
8100 PROFESSIONAL SERVICE	14,942	2,500	(12,442)	2,500	(12,442)
8110 CONTRACTS/AGREEMENTS	10,393	15,000	4,607	130,000	119,607
Total expended to date excluding 2016 Flood Costs	\$ 1,555,779	\$ 1,471,175	\$ (84,604)	\$ 3,306,912	\$ 1,751,133
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 1,555,779	\$ 1,471,175	\$ (84,604)	\$ 3,306,912	\$ 1,751,133

Departmental

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Finance

**Facilities (C200,
County /
Centennial Arenas)**

Statement of Revenue

September 30, 2017

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	\$ 47,790	\$ 75,000	\$ (27,210)	\$ 758,000	\$ 710,210
GL 5002 Public Skating	791	-	791	-	(791)
GL 5004 Arena Rental	13,806	-	13,806	-	(13,806)
GL 5006 Canteen Sales	98,941	90,158	8,783	870,000	771,059
GL 5009 Major Events	30,459	56,842	(26,383)	75,000	44,541
GL 5010 Other Revenue	124,206	42,511	81,695	120,000	(4,206)
GL 5033 Program Equipment	12,286	-	12,286	-	(12,286)
GL 5034 Facility Rentals	80,553	-	80,553	-	(80,553)
GL 4808 Advertising Revenue	4,000	-	4,000	-	(4,000)
Total Revenue To Date	\$ 412,832	\$ 264,511	\$ 148,321	\$ 1,823,000	\$ 1,410,168

Departmental

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Finance

**Parks and Grounds
Operations**

Statement of Expenditures

September 30, 2017

Parks & Grounds	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 806,366	\$ 833,290	\$ 26,924	\$ 1,666,580	\$ 860,214
6010 BENEFITS	178,131	182,738	4,607	345,475	167,344
6020 TRAINING/EDUCATION	12,467	2,387	(10,080)	2,387	(10,080)
6030 TRAVEL/CONFERENCES	4,824	4,802	(22)	8,104	3,280
6040 PROF MEM/DUES & FEES	-	80	80	200	200
6050 OFFICE SUPPLIES	645	861	217	2,153	1,508
6060 OFFICE EQUIPMENT	-	250	250	500	500
6080 ADVERTISING	-	105	105	300	300
6110 TELEPHONE/FAX	3,348	3,030	(317)	5,750	2,402
6130 COMPUTER HARDWARE	-	125	125	250	250
7000 HEAT	1,255	2,037	782	3,866	2,611
7010 ELECTRICAL	48,383	32,161	(16,222)	75,000	26,617
7020 WATER	5,277	11,910	6,633	22,600	17,323
7030 BLDG/FACILITY MAINT	3,371	2,550	(821)	5,100	1,729
7040 BLDG/FACILITY REPAIR	2,054	-	(2,054)	7,750	5,696
7060 BLDG/FACILITY RENOV	210	3,849	3,638	7,303	7,093
7080 PLANT MAINTENANCE	310	555	244	1,664	1,354
7100 MAINT. TOOLS/EQUIP	-	-	-	7,100	7,100
7110 SECURITY	-	3,550	3,550	-	-
7510 VEH/EQUIP REPAIRS	274	675	401	1,350	1,076
7530 VEH/EQUIP REPLACEMENT	-	-	-	25,000	25,000
7540 VEH/EQUIP RENTAL	639	7,500	6,861	15,000	14,361
7560 VEH EQUIP SUPPLY	365	-	(365)	-	(365)
8000 OPERATIONAL EQUIP	20,656	12,711	(7,945)	25,423	4,767
8010 OPERATIONAL MAT/SUPP	260,707	244,918	(15,789)	345,000	84,293
8020 MAINTENANCE EQUIP	22,245	16,000	(6,245)	32,000	9,755
8080 STREET LIGHTS	1,317	-	(1,317)	-	(1,317)
8090 UNIFORMS/CLOTHING	5,106	3,590	(1,516)	12,283	7,177
8100 PROFESSIONAL SERV	-	157	157	313	313
8110 CONTRACTS & AGRMNT	279,707	275,335	(4,372)	275,335	(4,372)
8140 EASEMENTS/ROW COST	280	-	(280)	-	(280)
Total expended to date excluding 2016 Flood Costs	\$ 1,657,938	\$ 1,645,167	\$ (12,771)	\$ 2,893,786	\$ 1,235,848
8165 2016 FLOOD COSTS	162,621	-	(162,621)	-	(162,621)
Total expended to date including 2016 Flood Costs	\$ 1,820,558	\$ 1,645,167	\$ (175,391)	\$ 2,893,786	\$ 1,073,228

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Buildings	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	\$ 650,237	\$ 692,394	\$ 42,156	\$ 1,384,787	\$ 734,550
6010 BENEFITS	150,865	157,497	6,632	314,994	164,129
6011 MISC BENEFITS	-	-	-	-	-
6020 TRAINING/EDUCATION	323	1,205	882	2,500	2,177
6030 TRAVEL/CONFERENCES	-	1,205	1,205	2,500	2,500
6040 PROF MEM/DUES & FEES	-	48	48	100	100
6050 OFFICE SUPPLIES	726	550	(176)	800	74
6060 OFFICE EQUIPMENT	281	1,805	1,524	3,700	3,419
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	4,189	4,070	(119)	8,150	3,961
6130 COMPUTER HARDWARE	1,794	1,928	134	4,000	2,206
6140 COMPUTER SOFTWARE	173	2,000	1,827	4,000	3,827
7000 HEAT	25,489	48,200	22,711	100,000	74,511
7010 ELECTRICAL	215,019	203,750	(11,269)	465,000	249,981
7020 WATER	9,273	8,702	(571)	17,980	8,707
7030 BLDG/FACILITY MAINT	454	6,820	6,366	14,000	13,546
7040 BLDG/FACILITY REPAIR	3,564	27,135	23,571	56,250	52,686
7050 BLDG/FACILITY INS	92,346	77,250	(15,096)	154,500	62,154
7060 BLDG/FACILITY RENOV	17,967	48,200	30,233	100,000	82,033
7070 BLDG/FACILITY RENTAL	89,558	87,435	(2,123)	175,000	85,442
7080 PLANT MAINTENANCE	221	10,917	10,696	22,500	22,279
7100 MAINT. TOOLS/EQUIP	2,469	1,750	(719)	3,500	1,031
7110 SECURITY	51,369	54,948	3,579	114,000	62,631
7120 PROPERTY TAX	-	-	-	-	-
7500 VEH/EQUIP MAINT.	-	-	-	-	-
7505 GASOLINE & DIESEL	-	1,928	1,928	4,000	4,000
7510 VEH/EQUIP REPAIRS	-	1,000	1,000	2,000	2,000
7520 VEH/EQUIP INSURANCE	-	-	-	-	-
7530 VEH/EQUIP REPLACEMENT	-	-	-	-	-
7540 VEH/EQUIP RENTAL	2,281	750	(1,531)	750	(1,531)
7570 VEH/EQUIP TOOLS	-	1,500	1,500	3,000	3,000
8000 OPERATIONAL EQUIP	1,520	1,767	247	3,650	2,130
8010 OPERATIONAL MAT/SUPP	58,763	33,864	(24,900)	80,500	21,737
8020 MAINTENANCE EQUIP	-	1,928	1,928	4,000	4,000
8030 MAINTENANCE MAT/SUPP	-	3,133	3,133	6,500	6,500
8080 STREET LIGHTS	-	-	-	-	-
8090 UNIFORMS/CLOTHING	1,075	2,290	1,214	4,750	3,675
8100 PROFESSIONAL SERVICE	-	23,522	23,522	48,800	48,800
8110 CONTRACTS/AGREEMENTS	148,213	90,000	(58,213)	180,000	31,787
8150 GRANTS/SUBS TO ORG	30,000	30,000	-	60,000	30,000

Total expended to date
excluding 2016 Flood Costs

\$1,558,170	\$1,629,490	\$71,319	\$3,346,211	\$1,788,041
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8165 2016 FLOOD COSTS

392	-	(392)	-	(392)
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Total expended to date including
2016 Flood Costs

\$ 1,558,562	\$ 1,629,490	\$ 70,927	\$ 3,346,211	\$ 1,787,649
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Finance

Recreation Cultural Services

Statement of Expenditures

September 30, 2017

Recreation/Cultural Services	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	\$ 798,821	\$ 732,978	\$ (65,843)	\$ 1,145,956	\$ 347,135
6020 TRAINING/EDUCATION	10,396	11,168	772	16,000	5,604
6030 TRAVEL/CONFERENCES	9,705	10,000	295	35,000	25,295
6040 PROF MEM/DUES & FEES	3,381	3,500	119	3,500	119
6050 OFFICE SUPPLIES	5,252	4,951	(302)	8,000	2,748
6060 OFFICE EQUIPMENT	2,373	4,000	1,627	8,000	5,627
6080 ADVERTISING	33,246	40,773	7,527	75,000	41,754
6110 TELEPHONE/FAX	5,886	7,500	1,614	15,000	9,114
6120 PUBL./SUBSCRIPTIONS	111	280	168	400	289
6130 COMPUTER HARDWARE	2,741	2,741	-	7,000	4,259
6160 LIABILITY INSURANCE	4,386	5,000	614	10,000	5,614
7070 BLDG/FACILITY RENTAL	17,058	23,000	5,942	46,000	28,942
8000 OPERATIONAL MAT/SUPPLY	158,415	159,000	585	175,000	16,585
8025 COMMUNITY EVENTS	164,440	192,308	27,867	384,615	220,175
8150 SCHOLORSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	335,010	356,562	21,552	356,562	21,552
8170 OPERATING GRANTS POLICY	395,476	380,500	(14,976)	380,500	(14,976)
Total expended to date excluding 2016 Flood Costs	\$ 1,966,700	\$ 1,954,260	\$ (12,439)	\$ 2,686,533	\$ 719,833
8165 2016 FLOOD COSTS	-	-	-	-	-
Total expended to date including 2016 Flood Costs	\$ 1,966,700	\$ 1,954,260	\$ (12,439)	\$ 2,686,533	\$ 719,833

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**Recreation /
Cultural Services**

Statement of Revenue

September 30, 2017

Recreation/Cultural Services	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	\$ 15,000	\$ 12,000	\$ 3,000	\$ 24,000	\$ 9,000
5034 FACILITY RENTALS	8,322	7,500	822	15,000	6,678
Total Revenue To Date	\$ 23,322	\$ 19,500	\$ 3,822	\$ 39,000	\$ 15,678

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Cape Breton Regional Municipality Water Utility
Statement of Operations to September 30, 2017

	Actual Y-T-D Sept 30, 2017	Budget Y-T-D Sept 30, 2017	Variance Y-T-D Sept 30, 2017	Total Annual Budget 2017-2018
Revenue				
Operating:				
Metered Sales	\$ 7,961,235.00	\$ 9,044,471.00	\$ 1,083,236.00	18,088,943.00
Public Fire Protection	\$ 3,591,834.00	\$ 3,591,838.00	\$ 4.00	7,183,675.00
Interest on Overdue Accounts	\$ 189,183.00	\$ 166,562.00	\$ (22,621.00)	333,125.00
Other Operating Revenue	\$ 35,392.00	\$ 104,089.00	\$ 68,697.00	208,178.00
Total Operating Revenue	\$ 11,777,644.00	\$ 12,906,960.00	\$ 1,129,316.00	25,813,921.00
Expenditures				
Operating:				
Source of Supply	\$ 149,063.00	\$ 282,500.00	\$ 133,437.00	565,000.00
Power and Pumping	\$ 710,557.00	\$ 1,021,265.00	\$ 310,708.00	2,042,530.00
Water Treatment	\$ 1,728,805.00	\$ 1,862,095.00	\$ 133,290.00	3,724,190.00
Transmission & Distribution	\$ 2,016,708.00	\$ 2,290,683.00	\$ 273,975.00	4,581,366.00
Administration & General	\$ 1,216,248.00	\$ 1,473,637.00	\$ 257,389.00	2,947,273.00
Depreciation	\$ 1,936,986.00	\$ 1,936,980.00	\$ 4.00	3,873,980.00
Taxes	\$ 986,709.00	\$ 1,123,375.00	\$ 136,666.00	2,246,750.00
Total Operating Expenses	\$ 8,745,076.00	\$ 9,990,545.00	\$ 1,245,469.00	19,981,089.00
Operating Profit/(Loss)	\$ 3,032,568.00	\$ 2,916,415.00	\$ (116,153.00)	5,832,832.00

Non Operating Revenue	Actual Y-T-D Sept 30, 2017	Budget Y-T-D Sept 30, 2017	Variance Y-T-D Sept 30, 2017	Total Annual Budget 2017-18
Debt Charge Income				
Interest Income				
Transfer from Depreciation				
Non Operating Expenses				
Short term interest charges	\$ 62,500.00	\$ 64,063.00	\$ 1,563.00	128,125.00
Debt Charges				
Principal	\$ 1,879,662.00	\$ 1,948,916.00	\$ 69,254.00	3,897,833.00
Interest	\$ 833,195.00	\$ 812,437.00	\$ (20,758.00)	1,624,874.00
Amortization of Debt Discount	\$ 16,002.00	\$ 16,000.00	\$ (2.00)	32,000.00
Capital Expenditures out of operations	\$ 75,000.00	\$ 75,000.00	\$ -	150,000.00
Appropriation - Rolling stock -Fleet			\$ -	
Total Non Operating Expenses	\$ 2,866,359.00	\$ 2,916,416.00	\$ 50,057.00	\$ 5,832,832.00
Non- Operating Profit/Loss	\$ 2,866,359.00	\$ 2,916,416.00	\$ 50,057.00	\$ 5,832,832.00
TOTAL UTILITY REVENUES (OPERATING & NON-OPE	\$ 11,777,644.00	\$ 12,906,960.00	\$ 1,129,316.00	\$ 25,813,921.00
TOTAL UTILITY EXPENSES (OPERATING & NON-OPE	\$ 11,511,435.00	\$ 12,906,961.00	\$ 1,295,526.00	\$ 25,813,921.00
CBRM WATER UTILITY PROFIT/(LOSS)	\$ 166,209.00	\$ (1.00)	\$ (166,210.00)	\$ -

Prepared by Judy Sampson

Review by Jennifer Campbell

Date Oct. 26, 2017

Port of Sydney Development Corporation

Income Statement for 6 Month Period Ended September 30, 2017

	YTD Actual	YTD Budget	Variance to Budget	Annual Budget
Wharfage & Berthage	244,272	268,389	(24,117)	473,752
Event Revenue	32,755	27,360	5,395	66,930
Miscellaneous Revenue	20,359	727	(1,581)	4,200
Storage & Rental	189,149	164,238	24,912	241,984
Passenger tax	562,336	596,261	(33,925)	936,691
Craft Market Revenue	53,886	67,350	(13,464)	102,300
Security Revenue	84,021	80,837	3,184	138,416
Transport Canada Marketing Rev.	51,335	0	51,335	0
Business Development - Harbour	113,420	102,000	11,420	204,000
ACOA Revenue Project 209883	22,475	0	22,475	0
	1,374,007	1,307,161	66,846	2,168,283
EXPENSE				
Wages & Salaries	408,064	455,179	(47,115)	823,821
Professional Fees	21,245	38,999	(17,754)	63,000
Advertising & Promotions	22,296	25,224	(2,928)	49,599
Cruise activities	26,035	20,770	5,265	40,485
Dues & Membership Fees	23,860	24,670	(810)	45,187
Event Expense	72	0	72	3,585
Insurance	28,128	26,814	1,314	63,228
Interest & Bank Charges	2,505	2,480	25	4,760
Office & Admin	17,492	21,265	(3,773)	29,085
Miscellaneous	8,625	26,150	(17,525)	35,400
Repairs & Maintenance	69,402	194,314	(124,912)	275,824
Travel	17,009	28,970	(11,961)	56,090
Utilities	75,563	89,390	(13,827)	199,085
Security Expense	92,541	92,205	336	155,091
Business Development - Harbour	113,420	102,000	11,420	204,000
Transport Ca	7,956	0	7,956	0
Tail Ships 2017 Expense	8,760	0	8,760	0
Leasehold Improvements	5,067	50,000	(43,933)	50,000
TOTAL EXPENSE	949,039	1,198,429	(249,391)	2,098,240
NET INCOME	\$424,968.78	\$108,732.00	\$316,236.78	\$69,543.00

