Cape Breton Regional Municipality

General Committee Meeting

AGENDA

Monday, November 5th, 2018

1:30 p.m.

***Note new date**

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

Cape Breton Regional Municipality

General Committee Meeting

Monday, November 5th, 2018

1:30 p.m.

AGENDA ITEMS

Roll Call

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

   - General Committee – September 4th, 2018

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

3. **PLANNING ISSUE:**

   3.1 PUBLIC PARTICIPATION PROGRAM:

   a) **Municipal Planning Strategy and Land Use By-law Amendment Application #1048 – Northside Business Park:** Karen Neville, Planner (See page 6)

4. **BUSINESS ARISING:**

   4.1 General Committee – June 6, 2017:

   a) **David Suzuki Blue Dot Movement – The Right to a Healthy Environment:** Wayne MacDonald, Director of Engineering & Public Works and Anthony Mazzocca, Watershed Coordinator (See page 11)

   4.2 General Committee – September 4, 2018:

   a) **Cannabis Use in Public Places:** Malcolm Gillis, Director of Planning and Development (See page 24)

Continued…

5. CORPORATE SERVICES ISSUES:

5.1 **Request from Cape Breton Community Housing Association - PID 15125602, 15125594 & 15653231 - Birch Street, Sydney:** Sheila Kolanko, Senior Paralegal/Property Manager (See page 28)

5.2 **Capped Assessment:** Marie Walsh, Chief Administrative Officer (See page 33)

5.3 **CBRM Regional Enterprise Network:** Marie Walsh, Chief Administrative Officer (See page 42)

5.4 **Elimination of 1/3 Taxable Remuneration Benefit – Elected Officials; Amendments pertaining to Pension Plan Contributions – Elected Officials:** Jennifer Campbell, Chief Financial Officer, and Gordie MacDougall, Director of Human Resources (See page 45)

5.5 **Travel Expense Policy; Hospitality Policy:** Jennifer Campbell, Chief Financial Officer (See page 49)

5.6 **Travel and Related Expense Processing and Reporting:** John MacKinnon, Director of Technology (See page 74)

6. COUNCIL REQUESTS FOR ISSUE PAPERS:

6.1 **Portable Signage (Mobile Signs or Road Signs):** Councillor Steve Gillespie (See page 78)

7. PROTECTIVE SERVICES ISSUE:

7.1 **Statistical Complaint Report – Dangerous and Unsightly Properties:** Paul Burt, Manager of Buildings, Planning & Licensing Laws (See page 81)

8. General Committee on Planning & Economic Development – Proposed Date for Next Meeting and Workshop (*Draft agenda attached*) Malcolm Gillis, Director of Planning & Economic Development (See page 108)

Continued…

9. **<u>FINANCIAL STATEMENTS:</u> For Information Only**
Jennifer Campbell, Chief Financial Officer

9.1 **<u>CBRM to September 30, 2018:</u>** (See page 112)

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

9.2 **<u>Port of Sydney Development Corporation to September 30, 2018:</u>** (See page 137)

<u>ADJOURNMENT</u>

Municipal Planning Strategy and Land Use By-law Amendment Application #1048 – Northside Business Park

Motion:
Moved by Councillor Prince, seconded by Councillor Coombes, to adopt a Public Participation Program at the November General Committee meeting to consider proposed amendments to the Municipal Planning Strategy and Land Use By-law applicable to the Northside Business Park as outlined in the staff report dated October 5, 2018.
Motion Carried.

TO: CBRM Council

FROM: Karen Neville

SUBJECT: Municipal Planning Strategy and Land Use By-law Amendment Application – 1048 Northside Business Park

DATE: October 5th, 2018

Introduction

On September 18th Council passed a motion requesting the Planning Department prepare the necessary changes to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) as it applies to the changes to the Property Management Policy associated with the Northside Business Park. Please consider this issue paper staff's response to that motion.

Amendments to the Municipal Planning Strategy

On October 24th, 2017, Council passed a motion to removing the price of $20,000 per acre of land from the pricing strategy for CBRM lands in the Northside Business Park. This change enabled the CBRM to sell property at market value pursuant to the *Municipal Government Act.* Because the dollar value was removed from the pricing strategy it should also be removed from the text of the Municipal Planning Strategy. It is recommended that introductory text for the Northside Business Park found in Part 3 Port Facilities, Business Industrial Park/Corridors and Nodes of the Municipal Planning Strategy be amended by deleting:

> There is a two-tier real estate sales policy that continues the comparatively low $20,000 per acre retail value for serviced land in the Park to be used to cite a manufacturing industry, but imposes an appraised value for all other types of developments.

The need to supply a detailed site plan and building construction plans prior to the purchase of land within the Northside Business Park is being removed from the Property Management Policy and is being replaced with then need to obtain a zoning confirmation. The requirement for a detailed site plan and building construction plans is also referenced in Policy 10.c, Part 3 of the MPS; as a result, this policy should be deleted. Due of the deletion of Policy 10.c, Policy 10.d must be renumbered (Attachment A).

Amendments to the Land Use By-law

Due the fact that the current restricted covenant for the Northside Business Park is being revised, it is being recommended that the provisions for outdoor display and storage in the Northside Business Park (NBP) Zone be amended. The purposed of the amendment would require all outdoor storage, regardless of what is being stored, to be screened from adjacent properties and any public street/road and where possible, existing vegetation should comprise all or part of the screening. The need to have the landscaped open area be designed and completed by a Certified Horticultural Technician or Architect is being recommended to be removed (Attachment B).

Recommendation

In accordance with the *Municipal Government Act*, Council is required to complete a Public Participation Program prior to considering any amendment to the Municipal Planning Strategy. Planning and Development Department staff recommends that Council pass a motion adopting a Public Participation Program to consider proposed amendments to the Municipal Planning Strategy at the November General Committee of Council meeting. Any comments made during the Public Participation Program will be included in the final report to Council.

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department

A

By-law

of the Cape Breton Regional Municipality
amending the

Cape Breton Regional Municipality's Municipal Planning Strategy

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

THAT: The introductory text for the Northside Business Park found in Part 3 Port Facilities, Business Industrial Park/Corridors and Nodes of the Municipal Planning Strategy is hereby amended by deleting:

There is a two-tier real estate sales policy that continues the comparatively low $20,000 per acre retail value for serviced land in the Park to be used to cite a manufacturing industry, but imposes an appraised value for all other types of developments.

THAT: Part 3 Port Facilities, Business Industrial Park/Corridors and Nodes, Policy 10.c of the Municipal Planning Strategy is hereby deleted.

THAT: Part 3 Port Facilities, Business Industrial Park/Corridors and Nodes, Policy 10.d of the Municipal Planning Strategy is hereby numbered to Policy 10.c.

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

MAYOR **CLERK**

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

Deborah Campbell Ryan, CLERK

By-law

of the Cape Breton Regional Municipality
amending the

Cape Breton Regional Municipality's Land Use Bylaw

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

THAT: Part 29 Northside Business Park (NBP) Zone, Section 3 Outdoor Display and Storage of the Land Use By-law is hereby amended by deleted and replaced with the following:

Section 3 Outdoor Display and Storage

a. Outdoor storage shall be screened from adjacent properties and any public street/road. Where possible, existing vegetation shall comprise all or part of the screening.
b. Where applicable, outdoor storage shall be prohibited in any yard between a main building and a public street/road.
c. Outdoor display is permitted.

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

______________________________ ______________________________

MAYOR **CLERK**

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

____

Deborah Campbell Ryan, CLERK

Blue Dot Movement:

Motion:
Moved by Councillor MacLeod, seconded by Councillor Coombes, to agree, in principle, to a CBRM Declaration of the Right to a Healthy Environment, and that staff be directed to prepare a report to be brought back to a future meeting of the Committee.
Motion Carried.

the bluedot MOVEMENT

Municipal Clerk
Cape Breton Regional Municipality
320 Esplanade
Sydney, Nova Scotia
B1P 7B9

Tuesday, April 25, 2017

Dear Sir or Madam

I would like to request a time with the Cape Breton Regional Municipality in order to present the Blue Dot Movement principle that "Everyone has a right to a healthy environment".

This presentation would include:

- a short (7:12) video https://www.youtube.com/watch?v=D43PJOBLcJI&t=32s called "Today is the Day We Decide"
- a brief follow up statement
- wrapped up by a question and answer period.

Is it possible to have this video already loaded prior to the presentation day/time or should I bring a copy with me?

I would be asking the CBRM for an agreement in principle if they agree followed at a later date by a declaration of their own creation using the examples I have shared as templates if they wish.

Thank you for your consideration in this regard.

Paul Strome
David Suzuki Elder
8 Bay View Lane, P.O. Box 1201
Cheticamp, Nova Scotia
B0E 1H0

THE BLUE DOT MOVEMENT COMES TO CAPE BRETON ISLAND

By Paul Strome

Canada is the second largest nation on earth, home to 20% of the globe's fresh water, 20% of its wilderness, and an incredible diversity of landscapes extending to three oceans. When we sing of our "true north strong and free", images of natural bounty and beauty invariably come to mind. They are a key part of our national identity. It seems that Canadians consistently express deep pride in our natural heritage as well as active concern about any environmental problems that threaten the people and places we love.

However, there is a growing gap between what we say we value and what is actually happening. Canada currently ranks second last out of 25 OECD (Organization for Economic Cooperation and Development) countries in terms of environmental performance. Large industrial projects are too often approved without adequate and publicly transparent environmental assessments; they thus lack the oversight and monitoring to ensure the environmental health and wellbeing of nearby communities. One in two Canadians live in regions with unsafe levels of air pollution and, at any given moment, there are more than one thousand boil water advisories across the nation. It is entirely possible that our current generation of children may have shorter lives than their parents.

There are 110 nations in the world whose citizens have the right to breathe clean air, drink clean water and live in a healthy environment. Canada is not one of them. Two national organizations, EcoJustice (formerly the Sierra Legal Defence Fund) and the David Suzuki Foundation, have now taken up the challenge of rectifying this oversight. Their coast-to-coast-to-coast campaign is known as the Blue Dot Movement, named for the unique way that the Earth is seen from space. The five-year goal of this initiative is an amendment to the Canadian Charter of Rights and Freedoms that will guarantee every Canadian's right to a healthy environment.

In order to build a strong national base and to shift views on a massive scale, the Blue Dot Movement seeks to first engage the grassroots. It wants people across the country to sign petitions urging their local municipalities to issue declarations of the right to a healthy environment. Montreal, Vancouver, Richmond, Hamilton, and 142 other municipalities have already passed such statements. Once enough municipalities have done so, the next step is for each province to include similar wording in an environmental bill of rights. Then, with at least seven of ten provinces representing at least 50% of the population onside, the movement's attention will turn to the Canadian Charter of Rights and Freedoms.

Please consider pitching in with this important initiative, whether it's by adding your personal signature; filling up petition sheets of a dozen names each with friends, neighbours and work colleagues; taking petition forms to libraries and other public places, or helping in many larger ways. We also welcome letters of endorsement from municipal councils, organizations and businesses. It was our goal to have a municipal declaration of the right to a healthy environment passed by the Municipality of the County of Inverness and we are proud to say that took place at the March 2016 meeting.

You can personally sign the petition by going to bluedot.ca. If you would like to help out with the local campaign, please send an email with your name, and contact information to paulstrome@yahoo.com. There will be further action and communication on Facebook (blue dot movement - atlantic canada).

Paul Strome is a David Suzuki Elder and career educator who has taught in Nunavut, the N.W.T. and southern Canada for 31 years. Paul is serving as a lead person for Cape Breton Island's Blue Dot Movement.

An Interpretation by Grant Linney March 20, 2015

Municipal Declarations are not legally binding. They are, however, public statements of principle that ideally serve as guidelines for future municipal decisions concerning universal access to clean air, fresh water, healthy food, and nearby nature as well as the right to know about pollutants released locally and the right to participate in decisions impacting the natural environment.

These six aspects of the right to a healthy environment are stated in broad terms, in language similar to that found in the Canadian Charter of Rights and Freedoms when it speaks to rights such as "freedom of conscience and religion." These broad statements are quite deliberate, leaving it up to citizens and their elected representatives to interpret them more specifically. For example, the right to a healthy environment does not spell out what exactly constitutes "clean air" - this is a standard that we must subsequently determine, just as we flesh out what "freedom of conscience and religion" looks like. As long as the right to a healthy environment remains at the level of a municipal declaration, it can serve only as a guideline. Once such a right becomes part our Constitution (i.e., written into our Charter of Rights and Freedoms, as is the long term goal of the Blue Dot Movement), politicians are legally obliged to respect this right and, if we as citizens disagree with their interpretation, we may then take them to court.

Once a Blue Dot campaign is started in a municipality, it is inevitable that citizens will ask what such a declaration means for specific local, regional, provincial or national issues, e.g.,

- What does Blue Dot have to say about the proposed loss of farmland; a new industry; the expansion of an airport or a railway terminal?
- Does healthy food mean food that is not genetically modified?

While individual citizens can certainly interpret what the principles of Blue Dot means with regard to specific issues, it is not the place of the Blue Dot movement or its supporters to provide such specific answers. We need to focus on the principles.

With care, it is appropriate for a local Blue Dot organization to use its social media (website, Facebook, Twitter, etc.) to inform supporters about non-controversial issues such as the protection of bees and other pollinators. Check **davidsuzuki.org** for a sampling of such issues.

Once a Blue Dot Declaration is passed in a municipality, it becomes a public statement. It is no longer "owned" exclusively by the Blue Dot Movement and its supporters. Different groups now have every right to offer their own particular interpretation of what the Declaration that their Municipal Council has passed means. Over time and through the democratic process, the "right" interpretation will hopefully emerge. Blue Dot supporters need to understand that there will at least initially be a divergence of interpretation. We need to respect this. We need to participate in ensuing discussions as fellow citizens, not as the sole arbiters of what a Blue Declaration means.

Model Municipal Declaration
The Right To A Healthy Environment

Whereas the MUNICIPALITY understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

The MUNICIPALITY finds and declares that:

1. All people have the right to live in a healthy environment, including:

   The right to breathe clean air

   The right to drink clean water

   The right to consume safe food

   The right to access nature

   The right to know about pollutants and contaminants released into the local environment

   The right to participate in decision-making that will affect the environment

2. The MUNICIPALITY has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.

3. The MUNICIPALITY shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the MUNICIPALITY shall take cost effective measures to prevent the degradation of the environment and protect the health of its citizens. Lack of full scientific certainty shall not be viewed as sufficient reason for the MUNICIPALITY to postpone such measures

4. The MUNICIPALITY shall apply full cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the MUNICIPALITY will consider costs to human health and the environment.

5. By XXXXXXXXXX, the MUNICIPALITY shall specify objectives, targets and timelines and actions the MUNICIPALITY will take, within its jurisdiction, to fulfill residents' right to a healthy environment, including priority actions to:

   a. Ensure equitable distribution of environmental benefits and burdens within the municipality, preventing the development of pollution "hot spots";
   b. Ensure infrastructure and development projects protect the environment, including air quality;
   c. Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
   d. Responsibly increase density;
   e. Prioritize walking, cycling and public transit as preferred modes of transportation;
   f. Ensure adequate infrastructure for the provision of safe and accessible drinking water;
   g. Promote the availability of safe foods;

h. Reduce solid waste and promote recycling and composting;
i. Establish and maintain accessible green spaces in all residential neighbourhoods.

The MUNICIPALITY shall review the objectives, targets, timelines and actions every five (5) years, and evaluate progress towards fulfilling this declaration.

The MUNICIPALITY shall consult with residents as part of this process.

6. The MUNICIPALITY shall send a letter to the provincial government calling for a public review of the Ontario Environmental Bill of Rights in order to improve the Act and to include recognition that all people have the right to live in a healthy environment. The MUNICIPALITY will also send a letter to the federal government calling for the development of federal legislation that recognizes that all people have the right to live in a healthy environment.

The Inverness County Council

A Declaration of the Right to a Healthy Environment

Whereas the Municipality of the County of Inverness understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

Whereas the Municipality of the County of Inverness recognizes the mutual importance and interconnectedness of a healthy environment, a vibrant economy and a healthy society;

Whereas the Municipality of the County of Inverness recognizes that environmental protection is a fundamental value held by its citizens;

Whereas the Municipality of the County of Inverness recognizes that our world and all of its inhabitants are faced with the (growing and increasingly urgent impacts) challenge of climate change, air and water pollution, and loss of biodiversity;

Whereas the Municipality of the County of Inverness recognizes the importance of protecting citizens' health from environmental hazards such as air pollution, contaminated food and water, and toxic chemicals;

Whereas the Municipality of the County of Inverness has a structured sphere of influence and a defined jurisdiction;

Whereas in proclaiming this declaration, Council is articulating public policy principles, but not creating or guaranteeing any legal rights or obligations;

Whereas the Municipality of the County of Inverness supports the recognition of the right to a healthy environment in the Canadian Charter of Rights and Freedoms;

Whereas the Municipality of the County of Inverness, through their Community Planning and policies, reflects the values of its citizens and demonstrates a commitment to protecting the environment and moving toward a more (sustainable) healthy and prosperous future;

Now therefore the Council of Municipality of the County of Inverness declares that:

1. All people have the right to live in a healthy environment, including the right to:
    - breathe clean air;
    - drink and access clean water;
    - eat safe and healthy food;
    - access nature;
    - know about pollutants and contaminants released into the local environment; and
    - participate in decision-making that will affect the environment.

2. Within its jurisdiction, the Municipality of the County of Inverness has certain authority to respect, protect, fulfill and promote these rights and commits to encouraging the respect, protection, fulfillment and promotion of these rights.

3. The Municipality of the County of Inverness shall apply the precautionary principle by taking measures to prevent the degradation of the environment and protect the health of its citizens where threats of serious or irreversible damage to human health or the environment exist.

4. The Municipality of the County of Inverness will consider costs to human health and the environment when evaluating reasonably foreseeable costs of proposed actions and alternatives.

5. The Municipality of the County of Inverness has and will continue to work with its community partners to specify objectives, targets and timelines and actions we can all take to address our right to a healthy environment under section 1, including priority actions to:

    a. distribute environmental benefits and burdens within the municipality, preventing the cumulative health impacts of exposure to environmental contaminants;

    b. ensure infrastructure and development projects protect the environment, including air quality;

    c. address climate change by reducing greenhouse gas emissions and implementing adaptation measures;

    d. responsibly increase density;

    e. prioritize walking, cycling and public transit as healthy and economical modes of transportation;

    f. prioritize infrastructure and protected water sources for the provision of safe and accessible drinking water;

    g. promote the availability of safe, local foods;

    h. reduce solid waste and promote recycling, re-use and composting;

    i. establish and maintain accessible green spaces in residential neighbourhoods, and protect and conserve nature in public open spaces;

    j. attract and invest in green businesses, green energy, clean tech and jobs of tomorrow.

    The Municipality of the County of Inverness municipality will review the objectives, targets, timelines and actions every five (5) years, and measure progress towards fulfilling this declaration; and

    The Municipality of the County of Inverness will consult with residents as part of this process.

6. The Municipality of the County of Inverness will send letters to the provincial government and to the federal government calling for the development of provincial and federal legislation that recognizes the right to live in a healthy environment.

CBRM
A Community of Communities

Issue Paper

TO: CBRM Council

October 2018

Issue: David Suzuki Blue Dot Movement – The Right to a Healthy Environment

Background

The David Suzuki Foundation is working with municipalities across Canada to recognize the right to a healthy environment. This campaign, called The Blue Dot Movement, has the ultimate goal of seeing environmental rights enshrined in the Canadian Charter of Rights and Freedoms. Achieving this goal begins with municipal declarations recognizing their citizens' right to a healthy environment, to serve as a call to action for provincial and federal governments to strengthen environmental rights legislation. As of December 2017, 161 Canadian municipalities have made declarations in support of a healthy environment representing almost half of the population. More than 110 countries already recognize the rights of their citizens' to live in a healthy environment leaving Canada among the minority of countries that do not yet recognize the right to a healthy environment.

At the June 6, 2017 General Committee meeting Mr. Paul Strome, David Suzuki Elder and spokesperson for the Blue Dot Movement, presented background information and a video entitled *"Today is the Day we Decide"* (https://www.youtube.com/watch?v=D43PJOBLcJI). Mr. Strome requested that the Cape Breton Regional Municipality consider adopting a resolution supporting the right to live in a healthy environment.

Following the presentation and discussion, a motion was put forward by Councillor MacLeod, seconded by Councillor Coombes, to agree, in principle, to a CBRM Declaration of the right to a healthy environment and that staff be directed to prepare a report to be brought back to a future meeting of the committee.

Conclusion

This declaration would be a positive affirmation that the people of CBRM support the notion that every person has the right to live in a healthy environment with subsequent access to clean air, water, and food.

The declaration does not require new regulations or policy to be adopted at the municipal level and the primary goal of the campaign is to send a message of support to Provincial and Federal levels of government to enact an Environmental Bill of Rights that recognizes an inherent human right to drink clean water, breath clean air, and live in a healthy environment.

This declaration would be a positive move for CBRM and would show a commitment to our community and youth by calling on the Provincial and Federal government to recognize that we have a responsibility today to live in a way that doesn't negatively impact the ability of current and future generations to access clean air, water, food, and nature.

Recommendation

That CBRM Council adopt the resolution attached as Appendix A entitled, Cape Breton Regional Municipality Declaration – The Right to a Healthy Environment.

ORIGINAL SIGNED BY

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

Appendix A

Cape Breton Regional Municipality Declaration – The Right to a Healthy Environment

WHEREAS

the **CAPE BRETON REGIONAL MUNICIPALITY** understands that a healthy environment provides ecosystem services which are essential to ensuring the health and prosperity of current and future generations of human beings;

AND WHEREAS

a healthy environment is inextricably linked to the long term success and well-being of our community;

AND WHEREAS

the **CAPE BRETON REGIONAL MUNICIPALITY** recognizes the cultural and spiritual significance of the environment to indigenous peoples who have historically inhabited Cape Breton (Unama'ki) and have teachings on how to care for planet Earth;

AND WHEREAS

the Bras D'or Lakes UNESCO Biosphere Reserve designation recognizes the unique and globally significant habitat of the Bras D'or Lakes and the Collaborative Environmental Planning Initiative's work initiated by the five Mi'kmaq chiefs in 2003 to protect, preserve, and promote all aspects of the Bras D'or biosphere including water, air, land, forest, aquaculture, agriculture, tourism, and culturally significant sites;

AND WHEREAS

the **CAPE BRETON REGIONAL MUNICIPALITY** recognizes that we have today, a responsibility to live in a way that will not negatively impact the ability of future generations to access clean air, water, food, and nature;

THEREFORE BE IT RESOLVED THAT

1. the **CAPE BRETON REGIONAL MUNICIPALITY** supports that all Canadians have the right to live in a healthy environment, including:

- The right to breathe clean air;
- The right to drink clean water;
- The right to consume safe food;
- The right to access nature;
- The right to know about pollutants and contaminants released into the local environment;
- The right to participate in decision-making that will affect the environment;

2. The **CAPE BRETON REGIONAL MUNICIPALITY**, within its jurisdiction, will respect, protect, and promote these rights while working to conserve and where reasonable, restore the integrity of the environment.

3. The **CAPE BRETON REGIONAL MUNICIPALITY** shall send a letter to the federal Minister of the Environment, Catherine McKenna and Prime Minister Justin Trudeau in support of the Blue Dot Movement principles by the updating of the Canadian Environmental Protection Act and the Canadian Charter of Rights and Freedoms.

4. The **CAPE BRETON REGIONAL MUNICIPALITY** shall send a letter to Nova Scotia Premier Stephen McNeil in support of the need to pass environmental laws for the province of Nova Scotia that are supportive of the principles embedded in the Blue Dot Movement Declaration.

5. A copy of this resolution be sent to the Federation of Canadian Municipalities.

Cannabis Use in CBRM

Motion:

Moved by Councillor Gillespie, seconded by Councillor MacLeod, that staff be directed to provide an Issue Paper around issues related to the legalization and implementation of the Cannabis Act this October to determine what additional amendments are required (if any) to any municipal legislation or bylaws in order to protect the health and safety of CBRM residents.

Discussion:

During discussion, some of the matters raised included:

- Federal Government agreement with the Provinces in regards to tax revenue from the sale of cannabis
- Strengthening the bylaws in terms of cannabis use in public spaces

Motion Carried.

After the motion was passed, the Mayor suggested that staff contact the Halifax Regional Municipality regarding their recent motions on this matter and to tie that into in staff's analysis for the Issue Paper.

TO: **CBRM General Committee of Council**

FROM: **Malcolm Gillis**

SUBJECT: **CANNABIS USE IN PUBLIC PLACES**

DATE: **October 30th, 2018**

Introduction

During its September 4th meeting the General Committee of Council passed a Motion, requested by Councillor Steve Gillespie, for an issue paper from staff. The purpose of the issue paper was to consider the implications of the CBRM introducing more stringent provisions regulating the consumption of cannabis in public places than the Province imposed with its amendments to the Smoke Free Places Act.

On October 17th the cultivation, processing, retailing and consumption of cannabis became legal across Canada. The Federal Government left it up to the Provinces to regulate how it is sold and where it can be consumed. On the question of where it can be consumed, the Province of Nova Scotia amended the Smoke Free Places Act to ban the smoking of cannabis wherever the smoking of tobacco is banned i.e. within buildings generally open to the public and in select outdoor public places. The Legislation doesn't provide a definition for an outdoor public place. Instead it lists the types of outdoor public places where smoking is banned e.g. on or near playgrounds or within Provincial parks except for a rented campsite. For example, you can smoke tobacco and cannabis on the sidewalk, or on the plaza in front of the city hall beyond 4 meters (i.e. 13 ft.) of any of the building entrances.

The Province is on record saying the municipalities have the option to adopt a Bylaw that will more stringently regulate where cannabis, and/or tobacco, may be smoked. However, the Province came to its conclusion after conducting an extensive public consultation process. 73% of the Province's survey respondents were in support of regulating the consumption of cannabis in outdoor public places "... similar to what is in place for tobacco".

Information

The Province bans smoking in the locations it chose because second hand smoke (i.e. smoke from the burning cigarette and smoke exhaled by the person smoking) is a proven health hazard. The reason the Province's Liquor Control Act bans the consumption of alcohol over a wider geography than the Smoke Free Places Act isn't as clear. Apparently its because it is an intoxicant. For example, the ban extends to all public places e.g. sidewalks, parking lots etc. However, it is permitted in select buildings where its sale and consumption are permitted (e.g. restaurants, pubs etc.) because it is consumed by drinking it (unlike cigarettes it is not inhaled and exhaled nor are the fumes emanating from an open glass or bottle considered dangerous).

Cannabis smoked is both an intoxicant and an irritant to the throat and lungs but the National Institute on Drug Abuse (NIDA) states "whether smoking marijuana causes lung cancer, as cigarette smoking does, remains an open question". However, smoking tobacco is banned from select public places because of the ill effects from second hand smoke on non-smokers, not the health effects on the smoker. Research conducted by the NIDA supports the claim that a non-smoker of cannabis is not at risk of getting intoxicated from second hand cannabis in a well ventilated outdoor place even if exposed to it over several hours. However, the NIDA claims not enough research has been conducted to conclusively say second hand cannabis smoke is a proven health hazard.

According to Statistics Canada 17.7% of Canadians aged 12 and older smoke tobacco at least occasionally and 12.6 smoke daily. Another Statistics Canada survey found that approximately 14% of Canadians admitted to smoking cannabis at least once during the last 3 months and a little more than 7% used it daily or weekly.

Comments

CBRM Council can take one of three options.

1. Accept the Province's amended Smoke Free Places Act as the regulatory regimen.
   Arguments for
   - When the geography of the CBRM where cannabis smoking is illegal increases, the enforcement responsibility for the police increases. Enforcement of laws intended to regulate activities that last no more than a few minutes at a time is a difficult challenge. It takes minutes to smoke a tobacco or cannabis cigarette. Unless the police are already in proximity, the cigarette will be butted out by the time a police officer will reasonably respond to a complaint.
   - Wait to see if there is a need to regulate before adopting a more stringent Bylaw. The average cannabis smoker does not smoke a cigarette as often as the average tobacco smoker. Also, cannabis, like alcohol, is smoked primarily because of its intoxicating effects. People generally will not "step out" or "take a break" from daily responsibilities (e.g. a job) to smoke cannabis like they will a cigarette because the effects are different. In other words, the smoking of cannabis in public places may not be a problem that requires a Bylaw.
   - There is no evidence to support the fear that second hand cannabis smoke in the outdoors will intoxicate a non-smoker in proximity and, since the evidence is inconclusive that inhaling cannabis smoke is the health risk that tobacco smoke is, prohibiting it where tobacco is banned will only be for other reasons (e.g. it is considered not socially acceptable because it is an intoxicant).
   - The smoking of cannabis is used for medicinal purposes by some. Stringently restricting where cannabis can be smoked will make it difficult for those who take it for medicinal purposes.
   - A ban on smoking cannabis in public would leave marginalized people with nowhere to light up without breaking the rules, making them vulnerable to being over-policed (e.g. the

ban would be almost complete in downtown Sydney if tenants of apartment buildings could not smoke within their apartments).

- People are much more mobile today than ever before. Allowing municipalities to have their own rules on where you can consume a product legalized throughout the Country could result in a confusingly complex range of regulations.

2. Adopt a Bylaw that bans the smoking of cannabis wherever the consumption of alcohol is banned.
   Arguments for
   - Bans that impose setbacks (e.g. 4 meters from an entrance to a place of employment) adds another complexity to the already difficult responsibility of regulating the consumption of a product that takes just minutes to consume.
   - Alcohol is legal but its consumption is not permitted in places where tobacco smoking is permitted because it is considered socially unacceptable to be ingesting an intoxicant in most public places.
   - Evidence suggests when the use of intoxicants is more readily accessible the adverse effects of using them increase for society as a whole.
   - To suddenly allow what was always a banned substance to be consumed in many public places is just too great a change.

3. Adopt a Bylaw that bans the smoking of cannabis in more select public places, but not to the extent of alcohol.
   Arguments for
   - Banning smoking in public places where the general public tend to congregate (e.g. public plazas, beaches, sidewalks in central business districts), or imposing a greater setback from the entrances to public buildings and places of employment, or private playgrounds (smoking on the sidewalk adjacent to the day care playground in the front yard of the YMCA is legal) is a pragmatic solution to a divisive problem.

Recommendation:

Where a community should ban the consumption of a product deemed legal by the Federal Government is a difficult question involving a range of beliefs. Staff recommends that Council choose option 1 i.e. wait to see if the Province's amended Smoke Free Places Act is effective enough. The reasons for doing so are listed in this issue paper.

Submitted by:

ORIGINAL SIGNED BY
Malcolm Gillis
Director of the Planning and Development Department

CBRM *A Community of Communities*

ISSUE PAPER

TO: **GENERAL COMMITTEE**

FROM: **Sheila Kolanko – Property Manager**

SUBJECT: **REQUEST FROM CAPE BRETON COMMUNITY HOUSING ASSOCIATION – PID 15125602, 15125594 & 15653231 BIRCH STREET, SYDNEY, NS**

DATE: **November 5th, 2018**

INTRODUCTION

CBRM is in receipt of a letter from the Cape Breton Community Housing Association (CBCHA) requesting CBRM transfer 3 parcels of land located on Birch Street, Sydney for nominal consideration for housing development on the site. The lots are identified herein (Attachment "A") as PID 15125602; 15125594, 15653231 and outlined in red on the attached map. The properties are currently listed as "surplus" land in CBRM's Property Inventory.

BACKGROUND INFORMATION

CBCHA is a registered non-profit organization that is managed by a volunteer Board of Directors. Their mission is to provide residential services and rehabilitative programs for individuals with mental illness and/or experiencing homelessness.

The association has been approved for funding from the Nova Scotia Department of Community Services to build a new Group Home for individuals living with mental illness which will replace the existing 2 Group Homes located in Sydney. Once the new facility is built, the existing 2 Group Homes will be converted to affordable housing for individuals escaping homelessness.

The association is asking for council to consider conveying the 3 parcels of land for no consideration for their development. The property is currently assessed at $7500 per lot which would equate to $22,500 for the 3 parcels.

Pursuant to Policy 4.8 of CBRM's Property Management Policy and Section 51 of the *Municipal Government Act* a Municipality can sell at a price less than market value to a non-profit organization that Council considers to be carrying on an activity that is beneficial to the Municipality. It also provides that the resolution to sell at less than market value must be passed by at least a two thirds majority of the council present and voting. Furthermore, Section 51(3) requires Council first hold a public hearing if the property is valued at more than ten thousand dollars. Copies of the relevant sections of the Policy and MGA are attached as Attachment "B" and Attachment "C" respectively.

Upon review of this request with our Planning department, the Land Use Bylaw permits such a development in all residential neighbourhoods under the category "community service residence".

In September, 2017, CBRM placed all surplus property, including the 3 parcels noted herein, on CBRM's website entertaining expression of interest from individuals, partners, and companies for proposals for the surplus property throughout the municipality. To date, no other offers have been received by the legal department for the property subject to this issue paper.

Given the content of the CBCHA development proposal; the recognition of their generous work and pursuant to existing policy and legislative authority, it is reasonable for Council to consider the request of the association.

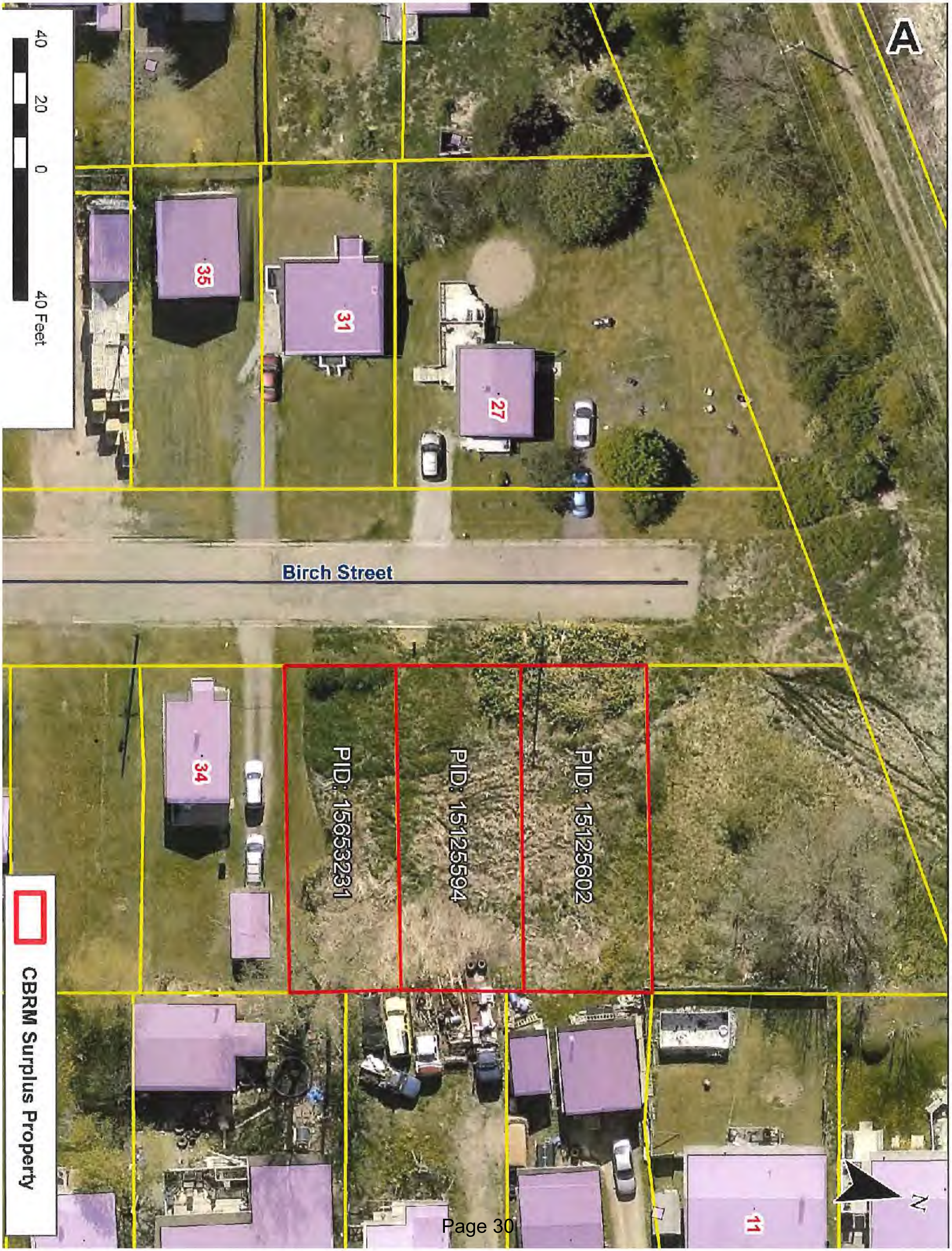
Recommendation

I recommend that General Committee request that Council recognize the Cape Breton Community Housing Association's development proposal as an activity beneficial to the Municipality, and in accordance with Policy 4.8 and the Property Management Policy and Section 51 of the *Municipal Government Act*, hold a Public Hearing with respect to the proposed sale to CBCHA for $1.00 and that any sale be subject to the condition that the association must submit an application for a Building/Development Permit within one year of the date of closing or the property is to revert back to CBRM for $1.00. I further recommend all fees and/or cost associated with the transfer of land(s) shall be the responsibility of Cape Breton Community Housing Association.

Respectively Submitted by:

Orginal Signed By

Sheila Kolanko
Property Manager



A
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31
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Birch Street
34
PID: 15653231
PID: 15125594
PID: 15125602
CBRM Surplus Property
11
N

ATTACHMENT "B"

MUNICIPAL GOVERNMENT ACT

Sale or lease of municipal property

51 (1) A municipality may sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.

(4) The council shall advertise the public hearing at least twice, in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing.

(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale.

ATTACHMENT "C"

CBRM PROPERTY MANAGEMENT POLICY

4.8 Sale To Non-profit Organizations

Section 51 of the Municipal Government Act enables the municipality to sell or lease property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the municipality. The procedures for this process to occur includes a public hearing respecting the sale of property if more than ten thousand dollars less than market value, and a resolution of council passed by at least two-thirds majority of the council present and voting.

ISSUE PAPER

November 5, 2018

To: **Mayor & Council**

RE: Capped Assessment

Background

In April 2005 legislation was enacted in Nova Scotia that places a 'cap' on the amount that residential property assessments can increase year over year. The CAP was originally set at 15% before it moved to 10% and now the amount 'capped' is based on the percentage change in Nova Scotia Consumer Price Index. If you are eligible for the CAP your property notice will reflect a Capped Assessment. CBRM presently has $910 million dollars in capped assessment. The CAP was introduced to protect property tax payers as a result of some Nova Scotians experiencing sudden and dramatic increases in assessment.

The following criteria determine if you are eligible for the CAP:

- At least 50% owned by a Nova Scotia resident
- Residential property with less than four dwelling units or vacant resource
- Annual increase in market value greater than the Nova Scotia Consumer Price Index
- Ownership remained within the family
- Owner occupied condominium
- Manufactured home
- Manufactured home park, co-operative housing, residential or resource portions of commercial farm

Not Eligible

- Majority owned by an out of province resident
- Commercial property
- New construction
- Transfer in ownership during the year unless to a close family member
- Non-owner occupied condominium

Consequences of the CAP

- The CAP has disadvantaged those building new homes or those buying properties. It has caused such dramatic differences in the tax burden that some residents are choosing not to build or buy. I have evidence of the difference of well over one and a half times the current tax bill. Some developers can no longer make the business case for the construction of residential income properties such as duplexes. This will result in a drop in the market value of homes as the market will become stagnant.
- The CAP has caused an arbitrary redistribution among capped and uncapped properties
- The CAP distorts the market value system and results in a complex and inconsistent system
- The CAP reduces the autonomy of Municipalities in their number one revenue source and puts us in a position of being less accountable. Our property tax system is no longer explainable or defendable.
- The CAP does not effectively assist residents on low or fixed incomes and in fact has been shown that it has shifted the burden to home owners with lower assessed properties which often represents those on lower incomes as it simply shifts the tax burden to properties whose market values change at a rate less than or equal to the cap limit.
- Some capped property owners who appear to be benefitting from the program are actually paying more tax under the cap than they would if the cap did not exist.
- The data shows that these inequities are exacerbated the longer a capped assessment program stays in place
- It has created a negative impact on aging and retired residents who want to downsize their properties but are afraid to do so because the next property they purchase may be smaller but taxes will likely be higher

An example of this is data taken from our current tax roll.

Current Year			
Cap Assessment	MKT value	Tax Rate	Tax Bill
121,700	322,800	1.595	1,941
322,800	322,800	1.595	5,149
Cap Assessment	MKT value	Rate	Bill
77,900	128,800	1.40	1,094
128,800	128,800	1.40	1,808

Both have equal market value assessments, however the house that has just been purchased pays $3200 more taxes than another home of equal value. In the next example the difference is less given the market value is significantly less. For me this is hardly explainable and certainly not defendable. This gap, if we allow the CAP to remain will just increase for home sales and new builds. I would expect that even the homeowner who is paying $3200 less that although they would like it, would still agree that this is highly inequitable. We have lost our accountability to this taxpayer. In 2011 the Province came out with a report that cited the CAP gives residents a level of predictability and that although the CAP can "appear" unfair at times, this is balanced by the protection it provides. I'm not sure the resident in this example (there are many more of these examples) would agree that this is balanced by the protection it provides or that it can simply "appear" to be unfair. Other comments in the report talk about the amount of savings residents have. This is extremely misleading as our required levy does not change, it is simply a redistribution causing huge inequities between taxpayers. They do not talk about those who paid more than their fair share and they clearly don't understand that regardless of the levy required someone has to pay. Another comment made was that it gives homeowners the comfort of knowing they won't have to sell their homes due to tax bill increases. I would argue that many new home owners that I heard from in person and in public sessions were shocked when they received their tax bill and can barely, or not, afford their mortgage payment. Is this what the legislation intends?

In 2010 as part of a CAP review, a UNSM-AMA Task Force proposed the following set of principles:

An effective municipal taxation distribution system should:

1. be equitable and consistent

2. protect taxpayers from sudden and dramatic increases in assessment

3. minimize unequal shifts in tax burden, without the benefit of a means test

4. have a mechanism to address taxpayers in need

5. have a neutral or positive impact on the economy

6. retain market value as the primary basis for tax distribution

7. be logical, efficient, and predictable to citizens

8. support and preserve municipal autonomy, accountability and transparency.

The CAP system does not serve to achieve any of the above principles. There are other programs we could put in place to protect homeowners from sudden and dramatic increases. I want to stress that this is not a move by Municipalities to access more revenue. We would have to commit to lowering the Tax rate as part of any solution. Our goal is to have a system that incorporates the key principles listed above.

Solution

- Option 1: Phase out of the CAP over 7-10 years, along with a spike clause with an improved low income tax rebate program. Cease the practice of returning properties to market values that sell immediately and throughout the phase out. Variations of a phase out could be used (See Appendix 1)
  - Year1 - 15%
  - Year 2 - 30%
  - Year 3 - 45%
  - Year 4 - 60%
  - Year 5 - 75%
  - Year 6 - 90%
  - Year 7 - back to full market

- Option 2: Modify the existing program, but increase the rate for the CAP to 10% (or higher). Over time the "cap gap" will become less of an issue. The rate at which it corrects itself will depend on the differential between the actual market value and CAP in the first year and the difference between the 10 % and the rate at which the market value increases every year after that. As you will see this method gradually reduces the tax rate even with a built in lift of 1.5% (See 2 examples in Appendix 2)
- Option 3: Get rid of the CAP all at once and reduce the tax rate by 19% less CPI for 19/20 along with implementing a spike clause and a method to better deal with an improved low income tax rebate program (See Appendix 3) Residents who are currently capped at less than 19% of their Market value believe they are saving on the CAP but this is not the case. If you are capped at less than 19% you are actually paying more.

Recommendation

Council to endorse staff to meet with other municipal officials that have expressed interest along with PVSC to discuss the viable and logistically doable options and to pick one option that will be presented to Minister Porter for consideration of a Pilot project in Cape Breton and quite possibly other Municipalities.

APPENDIX 1

Year	Capped Value	Market Value	Taxable Value
2018/2019	$213,000	235000	
2019/2020		$239,700	$217,005
2020/2021		$244,494	$225,252
2021/2022		$249,384	$236,111
2022/2023		$254,372	$247,067
2023/2024		$259,459	$256,361
2024/2025		$264,648	$263,819
2025/2026		269941	269941

Assume 2% Market growth

APPENDIX 2

Current Year				Year 1				Year 2			
Assess	MKT value	Tax Rate	Tax Bill	Assess	Mkt value	Rate	Tax Bill	Assess	MKT value	Rate	Tax Bill
121,700	322,800	1.595	1,941	133,870	327,642	1.5592	2,087	147,257	332,557	1.5223	2,242
322,800	322,800	1.595	5,149	327,642	327,642	1.5592	5,109	332,557	332,557	1.5223	5,062
444,500			7,090	461,512			7,196	479,814			7,304

Year 3				Year 4				Year 5			
Assessmen	MKT Value	Rate	Tax Bill	Assessme	Mkt Value	Rate	Tax Bill	Assessme	MKT value	Rate	Tax Bill
161,983	337,545	1.4841	2,404	178,181	342,608	1.4449	2,575	195,999	347,747	1.4046	2,753
337,545	337,545	1.4841	5,010	342,608	342,608	1.4449	4,950	347,747	347,747	1.4046	4,885
499,528			7,414	520,789			7,525	543,746			7,638

Year6				Year7				Year8			
Assessme	MKT value	Rate	Tax Bill	Assessme	MKT value	Rate	Tax Bill	Assessment	MKT value	Rate	Tax Bill
215,599	352,963	1.3635	2,940	237,159	358,258	1.3215	3,134	260,875	363,632	1.2789	3,336
352,963	352,963	1.3635	4,813	358,258	358,258	1.3215	4,734	363,632	363,632	1.2789	4,650
568,562			7,752	595,417			7,869	624,507			7,987

Assumptions :1.5% increase in Market value
1.5 % increase in the levy (average CPI in last 9 years)

Current Year				Year 1				Year 2			
Assess	MKT value	Rate	Rev	Assess	Mkt value	Rate	Revenue	Assess	MKT value	Rate	Revenue
77,900	128,800	1.404096	1,094	85,690	130,732	1.3678	1,172	94,259	132,693	1.3305	1,254
128,800	128,800	1.40	1,808	130,732	130,732	1.8545	1,788	132,693	132,693	1.3305	1,765
206,700			2,902	216,422			2,960	226,952			3,020

Year 3				Year 4				Year 5			
Assessmen	MKT Value	Rate	Revenue	Assessme	Mkt Value	Rate		Assessme	MKT value	Rate	
103,685	134,683	1.2921	1,340	114,053	136,704	1.2528	1,429	125,459	138,754	1.2128	1,522
134,683	134,683	1.2921	1,740	136,704	136,704	1.2528	1,713	138,754	138,754	1.2128	1,683
238,368			3,080	250,757			3,142	264,213			3,204

Year6			
Assessme	MKT value	Rate	
138,005	140,835	1.1722	1,618
140,835	140,835	1.1722	1,651
278,840			3,268

APPENDIX 3

Year	Market Value	Capped Value	% Market Value
2007	$2,550,315,800	$2,548,023,847	0.09%
2008	$2,741,250,356	$2,632,084,456	3.98%
2009	$3,025,905,700	$2,772,109,700	8.39%
2010	$3,317,126,900	$2,857,984,500	13.84%
2011	$3,614,097,200	$3,028,965,600	16.19%
2012	$3,868,307,000	$3,218,610,800	16.80%
2013	$4,171,388,300	$3,361,758,500	19.41%
2014	$4,382,427,300	$3,479,777,600	20.60%
2015	$4,542,686,900	$3,610,085,900	20.53%
2016	$4,607,662,000	$3,678,873,800	20.16%
2017	$4,688,875,000	$3,778,828,300	19.41%

APR 2 6 2018

CMBA ACHC nsar NOVA SCOTIA ASSOCIATION OF REALTORS® NOVA SCOTIA REAL ESTATE NSREAA APPRAISERS ASSOCIATION RELANS Real Estate Lawyers Association - Nova Scotia

April 25, 2018

Honourable Derek Mombourquette
Minister of Municipal Affairs
14th Floor North, Maritime Centre
1505 Barrington Street P.O. Box 216
Halifax, Nova Scotia B3J 3K5

Minister

Representatives of the four groups identified above, and listed below, recently met to discuss the Province of Nova Scotia's Capped Assessment Program (CAP) for municipal property tax. Together, these groups represent over 2,000 REALTORS®, appraisers, mortgage brokers, and property lawyers living and working throughout the Province of Nova Scotia.

As a group, we share concerns about the impact to residents and long term sustainability of our property taxation system. The current system, implemented in order to protect homeowners from spikes in property values, has created inequalities for homeowners across the province. Homeowners of adjacent properties with similar value can be paying dramatically different property taxes for identical services, depending on their purchase date. Homeowners who have purchased since the CAP has been put in place can pay thousands of dollars more in taxes than neighbours who purchased prior to 2005.

Additionally, when a home is sold, the CAP is lifted, impacting first-time homebuyers, a catalyst in our growing housing market, as well as young families, who are often buying larger homes to accommodate growing families. Our senior population is gravely impacted as they begin downsizing their homes. Upon downsizing, seniors often discover their new property taxes are higher than previous taxes, even in smaller dwellings. The unintended consequences of the CAP have impacted homeowners, buyers and sellers in our province.

The CAP impacts not only Nova Scotians, but immigrants who we hope to attract and retain. The March 2018 Speech from the Throne stated that:
Our government repeatedly made it a priority to attract new people, launching new immigration streams for international graduates, aggressively recruiting immigrants from around the world, and making it easier for people to move here and start new businesses.

The CAP has made moving to Nova Scotia and buying a home here harder for new immigrants and their families. As professionals in the real estate industry, our members can each share stories of individuals and families delaying a home purchase or considering alternate locations due to unfair programs that place strains on financing, such as the CAP.

The CAP is no longer a viable option for Nova Scotia's property taxation system. We respectfully request a working group be formed by the Minister of Municipal Affairs to examine and recommend changes to the program. We believe that collectively our experience and expertise would be of great benefit to the Province as it embarks on this project.

Please have your representative contact us, email addresses are provided below, and we will provide names of individuals who can assist as you move forward.

Signed by:

Original Signed By

James Shinners
President, CMBA Atlantic
James@CMBAAtlantic.ca

Original Signed By

Mark Turner, AACI
Vice President, NSREAA
markturner@turnerdrake.com

Original Signed By

Aaron Millen
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Original Signed By

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Chairperson, RELANS
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CC: Geoff Stewart, President, Union of Nova Scotia Municipalities
Alain Muise, President, Association of Municipal Administrators Nova Scotia

ISSUE PAPER

November 5, 2018

To: Mayor & Council

RE: CBRM Regional Enterprise Network

Background

Regional Enterprise Networks (RENs) are mandated to oversee the development and implementation of a regional economic development strategy. In July 2012, after the announcement that the federal government would no longer fund regional economic development organizations in Atlantic Canada, the Province of Nova Scotia appointed an independent panel of economic development and business experts to examine the Regional Development Authority (RDA) model and make recommendations for a new approach to promoting economic development in Nova Scotia. This led to the formation of the REN model.

Led by Boards of Directors with extensive business experience, the RENs operate as connectors among economic development partners, support business growth and retention, and provide regional leadership on economic development priorities.

Currently Cape Breton Island has one REN which is known as the Cape Breton REN. It is operated under the umbrella of The Cape Breton Partnership.

CBRM REN

A number of economic development options for the CBRM were identified and reviewed for their fit and best potential for success. They included doing economic development in-house, joining CB REN, and creating a CBRM REN using the Cape Breton Partnership to provide the service. The issue with doing economic development in house was the inability to create a structure where the private sector was significantly involved in charting the direction of economic development within the CBRM. Joining the CB REN also had issues. It became obvious that, though there are similarities with the economic development needs of the other municipalities in the CB REN, there were significant differences that existed. Most other municipalities in the CB REN were rural where the CBRM was more urban in nature. Because of this, it was felt that it would be more of a challenge to insure the CBRM's needs were a priority. The option of creating our own CBRM REN and using the Cape Breton Partnership to administer allows the

CBRM to have the best of both worlds. It does provide the vehicle where the private sector is involved in helping us chart the course for economic development in the CBRM, provides synergies with the CB REN where the CBRM REN can participate in island wide initiatives that impact the entire island. It also provides economies of scale where the Cape Breton Partnership can provide shared services such as HR and accounting to both the CB REN and the CBRM that are more cost effective then doing ourselves.
I would, therefore, propose that the CBRM REN also operate under the umbrella of the Cape Breton Partnership, as our own REN but with a coordinated approach having shared initiatives in areas such as small business supports, Immigration, and the Creative Economy to provide this Island wide approach. The Partnership could hit the ground running and are very aware of available programs; they are involved in stakeholder conversations which would keep us in the loop and they could leverage additional funds.

To begin the process of setting up a REN, we need first to set up an oversight committee with 2 CBRM staff, 2 staff from DMA and 2 Council as determined by the Nominating Committee. For ease of Governance, continuity and cooperation, the Board could be a 6-member Board that would be comprised of 6 of the current board members of the Partnership provided they are from CBRM. Alternatively, it could be a completely separate board. Both would be comprised of private sector Business leaders. This should be determined by the oversight Committee.

The Province has indicated that they have $80,000 left for this fiscal year to fund our REN. This would be matched by CBRM. I would recommend we work from the remaining budget for this year and develop a plan and budget for next year based on available funding. It will be important to develop the Strategic Direction for Economic development for the CBRM REN. The information gathered in our stakeholder workshop would be a source to aid in setting the strategic direction. The possible structure of our REN would include staff in the area of Economic Development, Marketing/communications, Small Business Support, Creative Economy staff, immigration and Business Retention.

Other options for the REN could be explored at a later time once we have had time to measure the outcomes and success of this structure.

RECOMMENDATION

Council motion to approve the start of the process of forming the CBRM REN with the following steps:

1. Form the Oversight committee comprised of 2 CBRM staff, 2 DMA staff and 2 Council members.
2. Presentation from Cape Breton Partnership on short term plan for 2018/19 given $160,000 budget.
3. Pending approval of the plan, appoint a 6 member board of CBRM business leaders either from the current partnership board or a separate board
4. Creation of the Strategic Economic Direction for the REN

5. Formation of the structure and budget in concert with the Partnership and the Board for 2019/20 based on estimated funding from DMA to be approved by the oversight committee

Respectfully Submitted,

Marie Walsh, CPA, CGA
Chief Administrative Officer

CBRM *A Community of Communities*

Cape Breton Regional Municipality

Issue Paper

Date: **November 5, 2018**

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer
Gordie MacDougall, Director of Human Resources

Re: Elimination of 1/3 non-taxable remuneration benefit – Elected Officials
Amendments pertaining to Pension Plan Contributions – Elected Officials

Elimination of 1/3 non-taxable remuneration benefit – Elected Officials

As you are aware, the Federal Government has announced that the 1/3 taxable exemption on remuneration for elected officials is to be removed effective January 1, 2019.

On July 3, 2018, the Nova Scotia Federation of Municipalities issued a press release on this issue, recommending that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the 2019 laws take effect. Staff have calculated revised salaries based on this recommendation as follows:

Cape Breton Regional Municipality
Elimination of 1/3 non-taxable - Elected officials remuneration

Effective January 1, 2019	1/3 non-taxable Annual	Fully taxable Annual
Mayor Total Salary*	**115,884**	**143,838**
1/3 non-taxable weekly salary	38,628	
2/3 taxable salary	77,256	
Income Tax on taxable salary	19,999	47,953
CPP (Max 2593.80; $55,900 salary)	2,594	2,594
Net Pay - Mayor	**93,291**	**93,291**
Deputy Mayor Total Salary*	**47,074**	**56,030**
1/3 non-taxable weekly salary	15,691	
2/3 taxable salary	31,383	
Income Tax on taxable salary	4,321	12,063
CPP (Max 2593.80; $55,900 salary)	1,380	2,594
Net Pay - D. Mayor	**41,373**	**41,373**
Council Total Salary*	**41,872**	**49,202**
1/3 non-taxable weekly salary	13,957	
2/3 taxable salary	27,915	
Income Tax on taxable salary	3,409	9,686
CPP (Max 2593.80; $55,900 salary)	1,208	2,263
Net Pay - Council	**37,254**	**37,254**

*Adjusted to reflect CBRM Inside Bargaining Unit retroactive and current negotiated wage increases.

The above proposed salaries are based on compensation and income tax rates in effect as of the date of this Issue Paper. The above salary increases will result in an additional cost of approximately $35,000 for the 2018-19 fiscal year, and an annual increase in salary and benefits going forward of $140,000. The CBRM Inside Bargaining Unit contract expired October 31, 2017, however the tentative negotiated increases, pending council approval that would be in effect November 1, 2017 and November 1, 2018, have been reflected in the revised salaries above.

It is our understanding that the vast majority of municipalities across the province that have met on this issue have accepted the NSFM's recommendation above. Therefore, staff recommend that Council approve the proposed salaries for elected officials as noted above in accordance with NSFM's recommendation.

Amendments pertaining to Pension Plan Contributions – Elected Officials

The current policy references a pension contribution rate of 8%. As a result of the transfer to the Public Service Superannuation Plan, it is staff's recommendation that the policy be updated to reference the rates in the PSSP document.

Additional consideration respecting Pension Plan Contribution – Elected Officials

Canada Revenue Agency's age restriction on contributions to pension plans result in some elected officials not qualifying for employer contributions that would otherwise be paid if eligible to contribute. Council could consider a policy amendment that would pay a taxable benefit equal to the calculation for pension contributions for those affected by this age restriction. Such a policy amendment would not impact our operating budget, as our budget is based on the assumption that all elected officials are eligible to contribute.

A draft of the proposed amended policy reflecting the changes noted above is attached for council consideration. Key policy changes are summarized as follows:

SUMMARY OF POLICY AMENDMENTS		Previous	Amended November 2018
REMUNERATION			
Annual Remuneration	Mayor	106,016.56	143,838.24
	Deputy Mayor	43,305.80	56,030.00
	Councillor	38,305.80	49,202.40
Reference to 1/3 expense allowance		Section 81 (3) ITA	removed
Inside Bargaining Unit rate increases		01-Apr-14	01-Nov-18
BENEFITS			
Pension Plan employer contributions		8%	as per stipulated rates in the PSSP
CRA Restrictions on Pension Contributions		silent	Employer pension contributions otherwise entitled to in the absence of CRA restristions to be added to remuneration as a taxable benefit

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer

Gordie MacDougall
Director of Human Resources

Council Remuneration Policy

REMUNERATION

The annual remuneration paid to members of Council, effective January 1, 2019 shall be:

MAYOR	**$143,838.24**
DEPUTY MAYOR	**$ 56,030.00**
COUNCILLOR	**$ 49,202.40**

Any member of Council who is absent more than three committee meetings in any calendar year shall have his remuneration reduced by $200 for each unexcused committee meeting in excess of three meetings.

The Mayor may excuse or refuse to excuse a member of Council for their absence upon presentation of an explanation from the absent member. Acceptable explanations include illness, other municipal business, vacation or such other explanations that the Mayor may deem appropriate.

The decision of the Mayor to accept or refuse to excuse a member's absence may be appealed to the full Council pursuant to the rules of CBRM Council.

The remuneration amounts will be increased annually in accordance with the negotiated wage increase established by a CBRM Inside Bargaining Unit. This provision will be effective November 1, 2018. Each increase thereafter will align with the effective date as found in the Inside Collective Agreement.

BENEFITS

Each member of Council is eligible for inclusion under the Pension and Benefit Plans offered by CBRM.

Members of Council who chose to be enrolled in the Pension Plan will make an equal contribution to the plan as per stated in the Public Service Superannuation Plan (PSSP). CBRM will make a matching contribution to the plan.

For members of Council not qualifying for employer contributions to a pension plan because of Canada Revenue Agency age restrictions, CBRM shall pay as a taxable benefit, an amount calculated on the same basis as the pension contributions of other council members.

The Benefit Program shall also be an option that each Council member may choose. Premiums to the plan will be paid on a 60/40 basis, with CBRM contributing 60% and the Council member contributing 40%.

Approved:	**CBRM Council June 27th, 2001**
Amended:	**CBRM Council November 20th, 2001**
Amended:	**CBRM Council May 24, 2007**
Amended:	**CBRM Council January 15, 2008**
Amended:	**CBRM Council April 16, 2013**
Amended:	**CBRM Council July 2, 2014**
Amended:	**CBRM Council *November __, 2018***

Municipal Clerk Deborah Campbell-Ryan

CBRM *A Community of Communities*

Cape Breton Regional Municipality

Issue Paper

Date: **October 11, 2018**

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Travel Expense Policy, Hospitality Policy

The revisions to the Municipal Government Act following the passing of Bill 10, An Act to amend Chapter 18 of the MGA, requires a Municipality to adopt an expense policy and a hospitality policy. Specifically, with relevance to the CBRM, the expense policies are required to:

- Prohibit the reimbursement of alcohol purchase by an individual;
- Identify the persons who have signing authority to authorize the reimbursement of an expense.

The Municipality is also required to adopt a hospitality policy which must:

- Establish the expenditures, including alcohol purchase, that may be a hospitality expense;
- Establish the approval process for authorizing hospitality expenses;
- Establish the scope and applicability of the policy.

As such, the Travel Expense policies for both Elected Officials and Staff have not been reviewed in some time. The requirement to amend our policies to adhere to the specifications of Bill 10 afford the opportunity to review, refine and amend other sections of these policies keeping in mind the current environment and standard of accountability and transparency that exists and should exist with respect to travel and travel-related expenditures. Respecting Hospitality, CBRM does not have an existing Policy and as such, Council must adopt one.

The following chart provides a summary of travel expense policy changes:

SUMMARY OF POLICY AMENDMENTS - ELECTED OFFICIALS & STAFF
Airfare
• Notes upgrade fees as a non-reimbursable personal expense unless continuous air travel exceeds 9 hours or due to physical requirements including but not limited to ergonomics.
• Restricts the # of baggage fees claimed
• Incorporates the purchase and use of flight passes as a form of travel advance and the process for reporting usage.
Lodging
• Limits the room type to a standard room.
• Specifies utilization of hotels with negotiated rates and exceptions.
• Notes upgrade costs and additional accommodation expenses for accompanying guests as non-reimbursable personal expenses.
• Adds a per diem of a $40/night for private out of town accommodation in lieu of hotel rates.
Meals
• Meal per diems replace receipts unless explicitly approved by the CAO
• Specifies when per diems for Breakfast and Dinner are applicable.
• Updates per diem rates to correspond to NSFM rates (adjusted annually)
• Adds a provision of an incidental per diem for overnight travel.
• Prohibits meal reimbursements when meals are provided in conference/meeting itinerary.
Mileage
• Amends mileage claim to the lesser of distance from regular place of work vs residence to the travel destination.
• Updates per diem rates to correspond to NSFM rates (adjusted annually)
• Notes circumstances when the use of vehicle rentals is preferred
Travel Advances
• Notes conditions that must be met to obtain a travel advance.
• Specifies a minimum dollar threshold to obtain a travel advance.
• Requires subsequent claim submission to reconcile travel advances against actual costs of travel.
• Unreconciled advances to be recovered via payroll deduction.
Non-allowable items
• Identifies specific expenses considered personal in nature and therefore the sole responsibility of the employee.
• Specifically identifies alcohol as an ineligible expense.
Other
• Notes requirement to identify on claim forms any costs attributed to other individuals.
• Requirement to submit detailed/itemized receipts as only accepted receipt vs debit/credit card transaction receipts.
Reporting Requirements - NEW
• Notes the timelines and reporting requirements for travel expenses.
• Defines reportable employees as all elected officials and the CAO (as per Bill 10)

Review Requirements - NEW
• Notes the requirement for frequency of review and adoption of expense policy.
ADDITIONAL POLICY AMENDMENTS - ELECTED OFFICIALS ONLY
Statement of Policy
• Amends FCM/NSFM convention delegation to not exceed one half of council membership (previously 8 when Council size was 16)
• CAO to approve travel outside of Province.
• **Kilometer Allowance**
• Prohibits the daily local travel allowance ($140/week) from being claimed on days where Council members are out of town or unavailable to fulfill municipal duties.

CBRM's existing policy documents, HRM expense policy, and Model policy documents provided by the Association of Municipal Administrators of NS have been used as a resource in developing the proposed amended Policies for both Staff and Elected Officials. The draft Hospitality Policy is essentially a carbon copy of that proposed by the AMA. Any changes to the model document are noted in red. These policies are attached for Council review and consideration.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer

~~(Council)~~ Travel Expense Policy for Elected Officials

1. Legislative Authority

a. This policy derives its authority from Section 65(r) and (s) of the ***Municipal Government Act*** of the Province of Nova Scotia.

2. Statement of Policy:

a. It is the policy of the municipality to reimburse elected officials ~~Council~~ for approved reasonable and necessary expenditures incurred ~~by elected officials~~ on official municipal business.

b. Actual kilometers travelled will be reimbursed at the kilometer rate set by Council or the appropriate committee.

c. All other allowable expenses are on an actual cost basis; or per diem rate set by Council or the appropriate committee. ~~or per diem rate set by Council or the appropriate committee.~~

d. Claims for reimbursement of actual travel expenses, other than for kilometers or per diems, must be accompanied by detailed invoices and/or receipts showing proof of payment with all taxes detailed.

e. All expense claims are subject to review and internal audit verification.

f. Travel is subject to budget restrictions.

g. Any travel outside of Canada must be approved in advance by the Chief Administrative Officer.

h. The purpose of the travel, destination, kilometers (if applicable) and dates must be recorded on the expense claim form.

i. The distribution of travel funds for non-local conferences and meetings will be allotted in the following manner:

   i. Each member of Council will be assigned an annual budget based on past experience and available budget. Each member of Council must be personally accountable for the usage of this funding and must make travel decisions based on their individual total budget available.

j. FCM/NSFM convention fund entitlement is authorized by Council. Delegates attending ~~for~~ the annual FCM convention shall not ~~will be~~ exceed one half of council membership ~~eight Councillors~~, noting that priority will be given to Council members who have not attended the conference in the previous year.

k. Emergency Travel Non budgeted travel will only be authorized by the Mayor when it is deemed necessary to have Council representation present at some unforeseen event, despite the lack of individual councillor(s) budget.

l. *Income Tax Act* – Reporting requirements include some items as taxable income or taxable benefits.

3. Travel While on Municipal Business

i) Airfare

(1) Air travel should be booked at the advanced purchase excursion rates on commercial airlines using the most efficient and direct route.

(2) Any differentials from the excursion rate or stop-over costs must be explained and approved on the expense claim when submitted.

(3) Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled flight departure time, and ends with the arrival at destination terminal or with an overnight stop or layover equivalent to an overnight stop.

(4) For all other travel, airfare upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheel chair accessibility. Reimbursement for upgrade costs must be received at the time of billing.

(5) Additional charges for baggage fees shall be limited to 1 item per claimant unless authorized in advance.

(6) The purchase and use of flight passes constitutes a travel advance and must be reported on an expense claim with 10 days of use.

ii) **Lodging**

~~(1)~~ Hotel and motel expenses will be reimbursed on completion of travel upon submittal of proper "Expense Claim" forms. ~~A reasonable class of accommodation shall be selected where choice is available.~~

(2) Hotel accommodations shall not exceed the cost of a standard room, double occupancy.

(3) Other than for conferences/conventions offering group rates, hotel accommodations shall be booked at a hotel with a negotiated price agreement whenever possible or offering reduced government rates.

(4) Hotel upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheel chair accessibility.

(5) Additional accommodation expenses for an accompanying guest will not be reimbursed and are the personal responsibility of the claimant.

(6) Private accommodation may be authorized in lieu of hotel accommodation for non-local travel and shall receive a per diem of $40.00 per night.

iii) **Meals**

~~(1) Meal reimbursements are to be itemized on proper "Expense Claim" forms accompanied by receipts.~~

(2) ~~Per Diem:~~ Meal per diem reimbursements are to be itemized on proper "Expense Claim" forms.

(3) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy. Reimbursement in excess of daily maximum meal per diem will only be made if the actual expenses are reasonable and approved by the CAO.

(4) Approved meal reimbursements are to be itemized on proper "Expense Claim" forms accompanied by detailed receipts.

(5) Breakfast may be claimed only when the council member has been travelling on municipal business for more than one hour before the recognized time for the start of the day's work. Dinner may only be claimed when the council member is not expected to return to his/her residence before 6:30pm.

(6) Meal costs will not be reimbursed where the cost is included in the airfare or in registration fees at conventions, conferences, or training events. (Conference itineraries should be attached to the expense claim form).

iv) **Kilometer Allowance**

(1) Members of Council who utilize their personal vehicles on travel assignments will be reimbursed ~~allowed~~ the approved rate per kilometer.

(2) Mileage will be reimbursed from the regular place of work, or from the Council member's residence, whichever is **less**.

(3) Local travel of an elected official to Council or Committee meeting is an allowable claim, but restricted to only one claim per day. Alternatively, Council members may opt for a daily per diem for local travel.

(4) If an elected official is out of town or otherwise unavailable to fulfill municipal duties, the elected official shall forfeit the travel allowance for days absent, either through payroll deduction or as an offset to expenses being claimed.

(5) Non local travel - No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the economy rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

~~(6)~~ When two or more Council members are attending the same seminar, convention, or meeting, reasonable efforts to share a vehicle shall be made ~~car pooling shall be practiced~~ whenever possible. ~~Claimed kilometers will be based on the approved kilometer schedule.~~

(7) If an elected official, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

v) **Vehicle Rentals**

(1) Council members are encouraged to rent a vehicle from an agency with a negotiated price agreement wherever possible in instances where:
(2) The aggregate costs of renting a vehicle are more cost effective to the Municipality than paying a per diem.
(3) Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or

(4) Two or more employees are travelling for the same purpose, and it is more economical than the combined cost of other reasonable transportation.

(5) Compact, economical vehicles must be used unless three (3) or more persons travelling together, the bulk weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

vi) Parking Fees

(1) Parking fees will be reimbursed for actual cost when receipts are provided.

vii) Travel Advances

(1) Advances will only be issued where an overnight stay is required.

~~(2)~~ Travel advances will be issued by the Finance Department based on ~~at a~~ reasonable estimated costs. ~~Reimbursement or refunds will be handled by the Council Assistant after the "Expense Claim" form is turned in.~~

(3) Advances will not be paid for less than **$200**.

(4) Travel advances must be reconciled against actual costs incurred by submitting an expense claim accompanied by any repayment of advance owing within **10** days of completing the travel. Any travel advance not reconciled in this time frame shall be reclaimed through payroll deduction.

~~viii)~~ **Non-allowable items ~~(Additional Expenses)~~**

(1) Claims for loss of personal effects, for medical and hospital treatment, for purchase of hand luggage, clothing, and other personal equipment, or for other personal expenses such as laundry, valet parking will not be reimbursed.

(2) If the duration of travel exceeds 1 week or for extenuating circumstances, then laundry services may be reimbursed for reasonable amounts with receipts.

(3) Fines for parking or traffic violations are the direct responsibility of the employee and will not be reimbursed.

(4) Additional expenses incurred as a result of non-council member accompaniment are the direct responsibility of the council member.

(5) Purchases of alcohol will not be reimbursed.

4. Other

i. Expenses incurred by one individual on behalf of another must be attributed to the individual(s) for whom those expenses were incurred.

ii. Debit/Credit card transaction records are not acceptable as receipts and will not be reimbursed. Only detailed/itemized receipts are accepted.

5. Reporting requirements

i. Pursuant to Section 65A of the Municipal Government Act, the CAO shall ensure that:

ii. Within 90 days of the end of each fiscal quarter, the expense report for elected officials is prepared and posted on the Municipal website.

iii. Reportable expenses include Travel and travel related expenses, including transportation accommodation and incidentals, meals, and training and education.

iv. The annual summary report on expenses for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Framework is prepared and submitted to the Minister of Municipal Affairs by September 30th of each year.

6. Review requirements

i. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion of Council, either re-adopt or amend the policy.

7. Procedures

a. Reservations

i. All reservations for air travel, accommodation and rental vehicles will be coordinated by the Council Assistant.

ii. Accommodation and rental vehicles shall be reserved using negotiated price agreements whenever possible in order to ~~This will~~ provide the municipality a preferred level of service at competitive rates.

b. Travel Advances

i. The travel advance will be submitted to the Finance Department by the Council Assistant.

ii. The travel advance must be approved by the Chief Financial Officer. ~~Director of Finance~~.

iii. The Council Assistant should receive the travel advance form from the Councillor no earlier than five working days prior to the required date.

c. Expense Claims

i. Local Travel ~~Kilometers Travelled~~

1. Travel claims are to be submitted to the Council Assistant on approved claim form the 1st working day of each month for the prior month.
2. Claims are to be processed and payment made on or before mid month.

ii. Travel Reimbursement

1. All expense claims or advance repayments are to be submitted to the Council Assistant on the 1st and 15th of each month. (First working day following – if weekend or holiday.)
2. All travel expenditures relating to the Mayor will be ~~are processed through~~ authorized by ~~the Office of~~ the Chief Administrative Officer. ~~Director of Finance~~.
3. Payments shall be processed ~~made~~ the week following submission date if supported by proper documentation.

iii. MEAL PER DIEM and KILOMETER ALLOWANCE

1. Meal and incidental per diems and per-kilometer allowances shall be that of the Nova Scotia Federation of Municipalities (NSFM) established rates, adjusted annually, effective the first day of the fiscal year – April 1. Incidental per diem shall only

be paid on travel dates requiring overnight accommodation in hotels.

2. Private accommodation per diem shall be set at $40.00 per night.
   - ~~a. Morning 10.00~~
   - ~~b. Noon 15.00~~
   - ~~c. Evening 25.00~~

   - ~~d. Daily Maximum $50.00~~

~~3. KILOMETER ALLOWANCE~~

   - ~~a. Rate for kilometers traveled will be that of the Province of Nova Scotia, adjusted annually, effective the first day of the fiscal year April 1.~~

4. Rates in USA are the same as in Canada but paid in US funds.

Approved by Council: **June 12, 1996**
Amended **June 27, 2001, March 11, 2005, June 8, 2006, November XX, 2018**

~~APPENDIX 1~~

~~Kilometer Schedule Between Sydney/Return~~

City/Town	Km	City/Town	Km
Amherst	904	Lunenburg	1060
Annapolis	1176	Middleton	1084
Antigonish	444	New Glasgow	542
Baddeck	178	New Waterford	40
Berwick	1022	North Sydney	62
Bridgetown	1128	Pictou	590
Canso	546	Port Hawkesbury	356
Dartmouth	862	Shelburne	1298
Digby	1240	Springhill	868
Dominion	36	Stellarton	558
Glace Bay	41	Sydney Mines	72
Halifax	882	Trenton	562
Hantsport	926	Truro	676
Ingonish	248	Windsor	904
Kentville	980	Wolfville	956
Liverpool	1150	Yarmouth	1438
Lockport	1278	Louisbourg	102

Travel Expense Policy for ~~Management~~ Staff ~~Policy~~ Policy No.

1. Legislative Authority

a. This policy derives its authority from Section 65(r) of the ***Municipal Government Act*** of the Province of Nova Scotia.

2. Statement of Policy:

a. It is the policy of the municipality to reimburse employees for reasonable and necessary expenditures incurred by individuals on official municipal business.

b. Actual kilometers travelled will be reimbursed at the kilometer rate set by Council or the appropriate committee.

c. All other allowable expenses are on an actual cost basis; or per diem rate set by Council or the appropriate Committee.

d. Claims for reimbursement of actual travel expenses, other than for kilometers or per diems, must be accompanied by detailed invoices and/or receipts showing proof of payment with all taxes detailed.

e. All expense claims are subject to review and internal audit verification.

f. The purpose of the travel, destination, kilometers (if applicable) and dates must be recorded on the expense claim form.

3. Travel While on Municipal Business

a. Overnight Trips

i. Airfare

1. Air travel should be booked at the advanced purchase excursion rates on commercial airlines using the most efficient and direct route.

2. Any differentials from the excursion rate or stop-over costs must be explained and approved on the expense claim when submitted.

3. Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled flight departure time, and ends with the arrival at destination terminal or with an overnight stop or layover equivalent to an overnight stop.

4. For all other travel, airfare upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheel chair accessibility. Reimbursement for upgrade costs must be received at the time of billing.

5. Additional charges for baggage fees shall be limited to 1 item per claimant unless authorized in advance.

6. The purchase and use of flight passes constitutes a travel advance and must be reported on an expense claim with 10 days of use.

ii. **Lodging**

1. Hotel and motel expenses will be reimbursed on completion of travel upon submittal of proper "Expense Claim" forms. ~~A reasonable class of accommodation shall be selected where choice is available.~~

2. Hotel accommodations shall not exceed the cost of a standard room, double occupancy.

3. Other than for conferences/conventions offering group rates, hotel accommodations shall be booked at a hotel with a negotiated price agreement whenever possible or offering reduced government rates.

4. Hotel upgrades shall be at the personal expense of the claimant unless there are ergonomic necessities attributable to physical requirements of the employee including, but not limited to, wheel chair accessibility.
5. Additional accommodation expenses for an accompanying guest will not be reimbursed and are the personal responsibility of the claimant.

6. Private accommodation may be authorized in lieu of hotel accommodation for non-local travel and shall receive a per diem of $40.00 per night.

iii. **Meals**

1. ~~Per Diem:~~ Meals per diem reimbursements are to be itemized on proper "Expense Claim" forms.

2. Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy. Reimbursement in excess of daily maximum meal per diem will only be made if the actual expenses are reasonable and approved by the CAO.

3. Approved meal reimbursements are to be itemized on proper "Expense Claim" forms accompanied by detailed receipts.

4. Breakfast may be claimed only when the employee has been travelling on municipal business for more than one hour before the recognized time for the start of the day's work. Dinner may only be claimed when the employee is not expected to return to his/her residence before 6:30pm.

5. Meal costs will not be reimbursed where the cost is included in the airfare or in registration fees at conventions, conferences, or training events. (Conference itineraries should be attached to the expense claim form).

iv. **Kilometer Allowance**

1. Employees who utilize their personal vehicles on travel assignments will be allowed the approved rate per kilometer. Each employee who drives a private vehicle on municipal business must have liability insurance on said vehicle.

2. Mileage will be reimbursed from the regular place of work, or from the employee's residence, whichever is **less.**

3. No reimbursement for mileage shall exceed the dollar amount of round trip air fare at the economy rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

4. When two or more employees are attending the same seminar, convention, or meeting, reasonable efforts to share a vehicle shall be made ~~car pooling shall be practiced~~ whenever possible. ~~Claimed kilometers will be based on the approved kilometer schedule.~~

5. If an employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the employee ~~councillor~~ shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

v. Vehicle Rentals

a. Employees are encouraged to rent a vehicle from an agency with a negotiated price agreement wherever possible in instances where:

b. The aggregate costs of renting a vehicle are more cost effective to the Municipality than paying a per diem.

c. Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or

d. Two or more employees are travelling for the same purpose, and it is more economical than the combined cost of other reasonable transportation.

2. Compact, economical vehicles must be used unless three (3) or more persons travelling together, the bulk weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

vi. Parking Fees

1. Parking fees will be reimbursed for actual cost when receipts are provided.

vii. Travel Advances

1. Advances will only be issued where an overnight stay is required.

2. Travel advances will be issued by the Finance Department based on reasonable estimated costs. ~~Reimbursement or refunds will be handled by the Finance Department after the "Expense Claim" form is turned in.~~

3. Advances will not be paid for less than $200.

4. Travel advances must be reconciled against actual costs incurred by submitting an expense claim accompanied by any repayment of advance owing within **10** days of completing the travel. Any travel advance not reconciled in this time frame shall be reclaimed through payroll deduction.

viii. **Non-allowable items ~~(Additional Expenses)~~**

1. Claims for loss of personal effects, for medical and hospital treatment, for purchase of hand luggage, clothing, and other personal equipment, or for other personal expenses such as laundry, valet parking will not be reimbursed.

2. If the duration of travel exceeds 1 week or for extenuating circumstances, then laundry services may be reimbursed for reasonable amounts with receipts.

3. Fines for parking or traffic violations are the direct responsibility of the employee and will not be reimbursed.

4. Additional expenses incurred as a result of non-employee member accompaniment are the direct responsibility of the employee.

5. Purchases of alcohol will not be reimbursed.

b. Local Travel and Expenses

i. Local Kilometers

1. No travel expense will be paid for commuting from an employee's personal residence to place of work during regular business hours.

ii. Local Meals

1. Reimbursement for meals will be allowed when the employee is attending a seminar or conference, a business

meeting, and/or where the employee's attendance will directly benefit the municipality.

4. Other

i. Expenses incurred by one individual on behalf of another must be attributed to the individual(s) for whom those expenses were incurred.

ii. Debit/Credit card transaction records are not acceptable as receipts and will not be reimbursed. Only detailed/itemized receipts are accepted.

5. Reporting requirements

i. Pursuant to Section 65A of the Municipal Government Act, the CAO shall ensure that:

ii. Within 90 days of the end of each fiscal quarter, the expense report for reportable employees is prepared and posted on the Municipal website.

iii. Reportable employees include the Chief Administrative Officer, and any other employees as deemed by Council.

iv. Reportable expenses must report all travel and travel related expenses, including transportation accommodation and incidentals, meals, and training and education.

v. The annual summary report on expenses for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Framework is prepared and submitted to the Minister of Municipal Affairs by September 30th of each year.

6. Review requirements

i. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion of Council, either re-adopt or amend the policy.

7. Procedures

a. **Reservations**

i. All reservations for air travel, accommodation and rental vehicles will be coordinated by a designated staff person in each department.

ii. Accommodation and rental vehicles shall be reserved using negotiated price agreements whenever possible in order to ~~This will~~ provide the municipality a preferred level of service at competitive rates.

b. **Travel Advances**

i. The travel advance is to be initiated on approved form by the individual travelling.

ii. The travel advance must be approved by the appropriate authorization levels.

iii. The Finance Department must receive the travel advance form no earlier than five working days prior to the required date.

iv. Travel advances for the Chief Administrative Officer will be authorized by the Chief Financial Officer.~~Director of Finance.~~

c. **Expense Claims**

i. **Local Travel ~~Kilometers Travelled~~**

1. Travel claims are to be submitted to the Finance Department on approved claim form the 1st working day of each month for the prior month.

2. Claims are to be processed and payment made on or before mid month.

d. **Travel Reimbursement**

1. All expense claims or advance repayments are to be submitted to the Finance Department on the 1st and 15th of each month. (First working day following – if weekend or holiday.)

2. Payment shall be processed ~~made~~ the week following submission date if supported by proper documentation.

~~APPENDIX 1~~

8. AUTHORIZATION LEVELS

Staff

Travel within Cape Breton:	**Immediate Supervisor/Manager**
Travel within ~~Atlantic~~ Canada:	**Appropriate Director**
Travel outside ~~Atlantic~~ Canada:	**Chief Administrative Officer**

i. ~~**Kilometer Schedule Between Sydney/Return**~~

City/Town	Km	City/Town	Km
Amherst	904	Lunenburg	1060
Annapolis	1176	Middleton	1084
Antigonish	444	New Glasgow	542
Baddeck	78	New Waterford	40
Berwick	1022	North Sydney	62
Bridgetown	1128	Pictou	590
Canso	546	Port Hawkesbury	356
Dartmouth	862	Shelburne	1298
Digby	1240	Springhill	868
Dominion	36	Stellarton	558
Glace Bay	41	Sydney Mines	72
Halifax	882	Trenton	562
Hantsport	926	Truro	676
Ingonish	248	Windsor	904
Kentville	980	Wolfville	956
Liverpool	1150	Yarmouth	1438
Lockport	1278	Louisbourg	102

9. MEAL PER DIEM AND KILOMETER ALLOWANCE

a. Meal and incidental per diems and per-kilometer allowances shall be that of the Nova Scotia Federation of Municipalities (NSFM) established rates, adjusted annually, effective the first day of the fiscal year – April 1. Incidental per diem shall only be paid on travel dates requiring overnight accommodation in hotels.

b. Private accommodation per diem shall be set at $40.00 per night.

1. ~~Morning 10.00~~
2. ~~Noon 15.00~~
3. ~~Evening 25.00~~

4. ~~Daily Maximum $50.00~~

~~c. KILOMETER ALLOWANCE~~

~~d. Rate for kilometers traveled will be that of the Province of Nova Scotia, adjusted annually, effective the first day of the fiscal year – April 1.~~

e. Rates in USA are the same as in Canada but paid in US funds.

APPROVED: JUNE 27, 2001 **AMENDED: NOVEMBER XX, 2018**

Cape Breton Regional Municipality
Hospitality Policy

Policy Statement

1. The **Municipality** recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.

2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer ("CAO") and **Municipality** employee hospitality claims.

Policy Objectives

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the **Municipality**'s objectives.

4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.

5. To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Hospitality and Hospitality Events

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the **Municipality**. Hospitality may be offered under the following circumstances in accordance with this policy:

   (1) Hosting foreign dignitaries;

   (2) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;

   (3) Sponsoring or hosting conferences;

   (4) Hosting ceremonies / recognition events; and

   (5) Other official functions, as approved by the CAO, their designate or Council.

Signing Authority

7. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of Council	CAO or designate
CAO	**Mayor** or designate
Directors and Senior Staff	CAO or designate

8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

Prior Authorization

10. Subject to this policy, all hospitality events which costs are expected to exceed $500 require prior authorization.

11. A request for prior authorization for hospitality events requires the following information:

    a) rationale/purpose of the event;
    b) estimated numbers of attendees and their respective affiliations;
    c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
    d) estimated itemized costs including gratuities and supplementary expenses.

12. Requests for hospitality events shall be reviewed by either the CAO or their designate~~, or Council,~~ who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

Serving of Alcohol

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate~~, or Council~~.

15. The **Municipality**, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.

16. The **Municipality** will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

17. If alcohol is provided at a hospitality event, food must be served.

~~Gifts~~

~~18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed [$40.00]) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.~~

Claims for Reimbursement of Hospitality Expenses

19. Claims for reimbursement of hospitality expenses must be submitted on the form provided ~~from time to time~~ by the **Municipality** and shall be signed by the Claimant.

20. Hospitality expense claims must include the following:

    (1) A copy of the signed prior authorization for the hospitality event for which the expense was incurred;

    (2) The names and positions of the guests at the hospitality event;

    (3) The business objective for the expense;

    (4) A detailed itemized receipt for the expense.

21. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph **[11]** and an explanation of why prior approval was not possible.

22. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

23. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

24. No hospitality expense claim shall be paid unless the claim is first approved for payment by ~~two Signing Authorities who have~~ those noted in this policy as having signing authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

(1) the claim is consistent with this policy;

(2) the expenses claimed were necessarily incurred in the performance of municipal business;

(3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;

~~(4)~~ the expenses claimed have appropriate justification; ~~and~~

~~(5) all requirements, as determined by the **[municipal audit committee]**, have been fulfilled.~~

25. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense which did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.

~~26. The use of petty cash to pay a hospitality expense claim is prohibited.~~

Reporting Requirements

27. Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the **Municipality** does the following:

    (1) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the **Municipality** website that describes all of the hospitality expenses incurred by the **Municipality**, including purchases of alcohol, during the quarter;

    (2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

~~28. The **Municipality** Audit Committee shall review the hospitality annual summary report by October 31st of each year.~~

29. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt or amend the policy.

Cape Breton Regional Municipality

ISSUE PAPER

October 30, 2018

To: Mayor and Council

Travel and Related Expense Processing and Reporting

BACKGROUND:

In response to the recommendations of the Joint Municipal Accountability and Transparency Committee (JMATC) in April 2017, the Province of Nova Scotia committed to requiring municipal elected officials and Chief Administrative Officers (CAO) to post their expenses online.

Subsequent to the recommendations outlined in JMATC, the Province of Nova Scotia introduced a bill (Bill 10) on September 28, 2017 requiring municipal elected officials to implement online expense reporting. Bill 10 passed the legislature and received Royal Assent on October 26th, 2017 but is yet to be proclaimed into law. The bill contained the framework for posting expense reports, hospitality expense reports, and annual summary reports online as well as improving municipal audits and strengthening audit committees and expense policies/practices. Details on when municipalities will be required to post expenses online is still to be determined. As stated, the legislation has not been proclaimed into law. Regulations associated with the legislation is still outstanding but is expected to be introduced in the fall. Once regulation is approved, municipalities will be given a period (to be determined by the province) to comply with the regulation.

The purpose of this Issue Paper will be to discuss how the CBRM will process and implement expenses in advance of the regulation.

Travel and Related Expense Processing and Reporting

ISSUE

Currently, the CBRM does not have a defined process for publishing elected officials expenses online. The intent of this Issue Paper is to identify the options for online posting and develop timelines for when reporting will commence.

In advance of the actual publishing of travel expenses, significant changes needed to be made in how the CBRM processes travel expense claims. Currently, the CBRM processes travel expenses for reimbursement through an Excel spreadsheet but does not contain the necessary intelligence to properly collate expenses and easily report. In some instances, the spreadsheet is printed out and claim details are handwritten on the printout for reimbursement.

Recognizing that it was necessary to enhance our processing of expense claims and with the pending expense claim legislation, the CBRM began developing an online CBRM expense claims portal. The portal is a "one stop shop" for expense claim requests, approval, and reimbursement. It incorporates electronic approvals at each stage of the process for future review and auditing purposes. The information contained in the expense claims is published to a secure relational database and gives the CBRM ability to publish expense information easily, efficiently, and accurately.

<u>Who is required to have expenses published online?</u>

The language is very clear in the legislation that all elected officials, as well as the CAO are required to publish their expenses online. The CBRM will be required to publish as legislated. The list of reportable employees needs to be determined and added to the expense policy as "reportable employees".

<u>How will it be reported online?</u>

The expense legislation is particularly vague regarding how the expenses should be reported online. It only references that the CBRM *"prepares and posts an expense report on the municipality websites."* It doesn't provide any specific recommendations on format, what specific information to publish, and what platform to publish on other than "website."

Travel and Related Expense Processing and Reporting

The CBRM is a member of the Joint Municipal/PVSC Open Data Consortium, The datazONE (www.thedatazone.ca). A number of CBRM data sets are published into open data through The datazONE and is continuing to grow. Open Data is the excellent vehicle for the dissemination of travel expenses data as it is fully open, intelligent, and easy to automate for efficient distribution. The public will be able to slice and dice the data as the information is stored within an open database structure.

What should be reported?

The legislation has identified the information that is required to be reported. It is to include:

A. Travel and travel related expenses, including transportation, accommodation and incidentals;

B. Meals;

C. Training and education.

It is suggested that the CBRM comply with the required items (Travel and travel related expense, meals, and training/education and publish the following within Open Data:

- Name (Character)
- From Date (Date)
- To Date (Date)
- Travel Expense (Currency)
- Meals Expense (Currency)
- Training and Education Expense (Currency)

Name	From Date	To Date	Tavel Expense	Meals Expense	Training and Education Expense
Tom MacDonald	01-Apr-18	30-Apr-18	$ 254.45	$ 65.00	$ -
Fred Appleton	01-Apr-18	30-Apr-18	$ 103.45	$ 200.00	$ -
Sara Waterman	01-Apr-18	30-Apr-18	$ 623.65	$ 125.00	$ 250.00
Linda MacPhee	01-Apr-18	30-Apr-18	$ 80.35	$ 65.23	$ -
Tom MacDonald	01-May-18	31-May-18	$ 117.56	$ 88.90	$ 374.00
Fred Appleton	01-May-18	31-May-18	$ 331.67	$ 145.23	$ -
Sara Waterman	01-May-18	31-May-18	$ 291.12	$ 30.00	$ 250.00
Linda MacPhee	01-May-18	31-May-18	$ 50.23	$ 15.00	$ 250.00

Travel and Related Expense Processing and Reporting

Timing of reporting

Section 65A of the Municipal Government Act stipulates that municipalities post expense reports on the municipality's website within 90 days of the end of the fiscal quarter. The CBRM will comply with the 90 day requirement and will report the expenses monthly.

The CBRM will also prepare an annual summary report due by September 30th of each year to the Minister of Municipal Affairs that summarizes the expense reports for the preceding fiscal year as stipulated in the Financial Reporting and Accounting Manual.

It is anticipated that the new CBRM expense reimbursement portal will be complete and fully tested by the end of November with the ability to publish to Open Data to soon after. This will ensure the CBRM is fully compliant to the new regulations in advance of the provincial requirement.

RECOMMENDATION:

Council endorse the recommendations in this Issue Paper for the online reporting of travel and related expenses and identify the "Reportable Employees" required for inclusion in the Expense Policy.

ORIGINAL SIGNED BY

John MacKinnon, P.Eng.
Director of Technology
CBRM

CBRM

City Hall
320 Esplanade
Sydney, NS B1P 7B9

Item No.

Council Agenda Request Form

x **Included on Agenda** (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	☐ **Late Item** (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	☐ **Request from the Floor: (New Business)** - **Announcement** - **Referral** - **Submit Petition** - **Notice of Motion**

Date of Council Meeting: October 15, 2018

Subject: portable signage (mobile signs or road signs)

Motion for Council to Consider:

Request for an issue paper from staff to look at all possible scenarios to start regulating the use of portable signs (also called mobile and road signs) in the CBRM specifically the placement of these signs on municipally and provincially owned land.

Reason:

After consultation with CBRM Public Works, CBRPS, CBRM Fire Service, CBRM Planning Department and many residents it seems to me there needs to be a set of rules, by-laws or policies in place to regulate where these signs can be placed and for how long.
Similar municipalities in Atlantic Canada have policies in place, see attached.
DOTIR has a policy, see attached

Outcome Sought:

Possible regulations for placement such as number feet from a stop sign, from an intersection, how close to a sidewalk should they be, licencing or fees, should they be permanent, how are they constructed…see attachment A "general rules"

Councillor: Steve Gillespie	*District:* 4
Date: October 5, 2018	*Received by Clerk's Department (Date):*

Cape Breton Regional Municipality
Received
OCT 09 2018
CLERK'S OFFICE

Here's the link to the HRM policy:
http://www.halifax.ca/legislation/bylaws/hrm/documents/By-LawS-801.pdf

Here's the link to the Charlottetown, PEI policy:
https://www.charlottetown.ca/UserFiles/Servers/Server_10500298/File/Resident%20Services/Bylaws%20and%20Regulations/Bylaw%20Index/Zoning%20and%20Development%20Bylaw%20(Amended%20January%2024,%202017)/Zoning%20%20Development%20Bylaw%2024%20September%202018.pdf

Here's the link to the Saint John, NB policy:
http://www.saintjohn.ca/site/media/SaintJohn/ZoningBy-law2014.pdf

Here's the link to the St. John's, NL policy:
http://www.stjohns.ca/ByLaws.nsf/nwByLawNum/1471

Here's the link to the Nova Scotia DOTIR policy
https://nslegislature.ca/legc/bills/61st_3rd/1st_read/b051.htm

General Rules

1. A Person must not place a Sign on a Street/Highway which:
(a) obstructs a Traffic Control Device;
(b) has a position, shape, colour, format or illumination which is similar to a Traffic Control Device;
(c) is a hazard, obstructs or is dangerous to vehicular or pedestrian traffic;
(d) is attached to or within 2 metres of a fire hydrant;
(e) is permanently affixed;
(f) is lit or electrified;
(g) is inflatable;
(h) is supported by string, rope, or metal guide-wire to add stability to the freestanding structure;
(i) is unsightly, damaged or in disrepair or becomes unsightly, damaged or in disrepair;
(j) is attached to any Traffic Signal Pole;
(k) is attached to any street light pole;
(l) is attached to any Sound Attenuation Wall placed by the City;
(m) is attached on or within a bridge;
(n) causes or could cause any damage to Municipal Property;
(o) is attached to any Transit Sign, Sign pole or structure; or
(p) is:
(i) within 30 metres of; and
(ii) on the same side of the Street/Highway as;
a City bus shelter, transit bench, bus zone, Light Rail Transit Station, or Light Rail Transit platform

2. A Person must not place a Sign on a Street/Highway which:
(a) has a Sign face that is larger than 0.6 square metres; or
(b) is higher than 0.92 metres when measured from grade to the highest part of the sign

3. A Person must not place a Sign on a Street/Highway:
(a) within 15 metres of an Intersection;
(b) within 2 metres of a curb or edge of any Roadway;
(c) on or within any Traffic Island or Median;
(d) within a Playground Zone or School Zone;
(e) within 10 metres of a Crosswalk that is not located at an Intersection; or
(f) that is:
(i) within 20 metres of; and
(ii) on the same side of the Highway as;
a Sign that is posted by the same Owner and depicts, advertises or promotes the same idea

4. A Person must not allow a Sign to remain on a Street/Highway:
(a) for more than fourteen consecutive days; or
(b) for more than 24 hours following the date any advertised event concludes;
whichever is sooner.

5. A Person who places a Sign on a Street/Highway must legibly state on the Sign:
(a) the name of an Owner of the Sign and the address and phone number of the Owner; and
(b) the date the Sign was placed.

Paul Burt,
Manager Building, Planning &
Licensing Laws

CBRM *A Community of Communities*

Cape Breton Regional Municipality

320 Esplanade, Room 103
Sydney, NS B1P 7B9
Phone: 902-563-5175
Fax: 902-563-0833
Email: pdburt@cbrm.ns.ca

Memo

TO: CBRM General Committee

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

DATE: September 25, 2018

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 January 9th, 2018 meeting of General Committee.

Respectfully Submitted,

Original signed by

Paul Burt,
Manager Building, Planning & Licensing Laws

Dangerous & Unsightly Premises

Report to Council

Jan 05, 2018 - Sep 25, 2018

FILE #	Date Received	PID	District	Property Address	Inspector	Complaint Category	Status
10449	Jan 24, 2018	15773781	5	60 Esplanade, Sydney, B1P1A1	Ian O'Neill	Unsightly Premises	Closed
10454	Jan 05, 2018	15054588	5	75 Dorchester Street, Sydney, B1P5Z2	Angelo Canova	Unsightly Premises	Closed
10455	Jan 05, 2018	15373954	8	1535 Birch Grove Road, Birch Grove, B1B1M3	Jason MacDonald	Unsightly Premises	Active
10456	Jan 05, 2018	15024748	2		Angelo Canova	Unsightly Premises	Closed
10457	Jan 08, 2018	15533276	4	837 Westmount Road, Westmount, B1R1K3	Angelo Canova	Unsightly Premises	Active
10458	Jan 09, 2018	15090806	6	166 Royal Avenue, Sydney, B1P4M6	Ian O'Neill	Unsightly Premises	Closed
10459	Jan 12, 2018	15162316	12	3 Cameron Street, Sydney, B1N1E2	Angelo Canova	Minimum Standards	Closed
10460	Jan 12, 2018	15185663	1	84 Hankin Street, Sydney Mines, B1V2A5	Angelo Canova	Unsightly Premises	Closed
10461	Jan 12, 2018	15091192	6	210 Columbia Street, Sydney, B1P4J3	Ian O'Neill	Unsightly Premises	Closed
10462	Jan 15, 2018	15103864	5	73 Hillside Street, Sydney, B1P6L7	Ian O'Neill	Unsightly Premises	Closed
10463	Jan 15, 2018	15132434	12	236 Henry Street, Sydney, B1N2H6	Ian O'Neill	Unsightly Premises	Closed
10465	Jan 15, 2018	15286198	3	506 Seaview Drive, Upper North Sydney, B2A3N8	Angelo Canova		Closed
10466	Jan 15, 2018	15437098	10	118 Fifth Street, Glace Bay, B1A4H7	Jason MacDonald	Unsightly Premises	Closed
10467	Jan 15, 2018	15619034	7	857 Trout Brook Road, Marion Bridge, B1K2G7	Greg MacPhee	No Building Permit	Closed

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10468	Jan 16, 2018	15704711	6	121 Brookland Street, Sydney, B1P5B5	Ian O'Neill	Unsightly Premises	Active
10469	Jan 16, 2018	15276439	11	5642 Union Highway, River Ryan, B1H5K1	Jason MacDonald	Structure Fire	Closed
10470	Jan 16, 2018	15560535	11	3083 Roaches Road, New Waterford, B1H1N5	Jason MacDonald	Unsightly Premises	Closed
10471	Jan 17, 2018	15233034	10	755 Neville Street, Reserve Mines, B1E1G7	Jason MacDonald		Closed
10472	Jan 17, 2018	15399645	9	675 Main Street, Glace Bay, B1A4Y2	Jason MacDonald	Unsightly Premises	Closed
10473	Jan 17, 2018	15016504	2	30 Young Avenue, North Sydney, B2A1Y6	Angelo Canova	Minimum Standards	Active
10474	Jan 18, 2018	15399645	9	695 Main Street, Glace Bay, B1A4Y2	Jason MacDonald	Unsightly Premises	Closed
10475	Jan 19, 2018	15430879	8	150 Mansfield Street, Glace Bay, B1A3N7	Jason MacDonald	Unsightly Premises	Active
10476	Jan 22, 2018	15619034	7	857 Trout Brook Road, Marion Bridge, B1K2G7	Jason MacDonald	Unsightly Premises	Closed
10477	Jan 23, 2018	15416217	9	103 School Street, Glace Bay, B1A1J6	Jason MacDonald	Unsafe Pool	Closed
10478	Jan 23, 2018	15275142	11	16 Catherine Street, Scotchtown, B1H3B6	Jason MacDonald	Unsightly Premises	Active
10479	Jan 24, 2018	15088735	6	245 Park Street, Sydney, B1P4X1	Ian O'Neill	Unsightly Premises	Active
10480	Jan 25, 2018	15436967	10	109 Fourth Street, Glace Bay, B1A4H2	Jason MacDonald	Unsightly Premises	Closed
10481	Jan 25, 2018	15430721	8	93 Dorchester Street, Glace Bay, B1A3P3	Jason MacDonald	Unsightly Premises	Closed
10482	Jan 26, 2018	15302920	2	1368 Highway 105, Groves Point, B1Y2B2	Angelo Canova	Unsightly Premises	Closed
10483	Jan 29, 2018	15404098	9	3 May Street, Glace Bay, B1A3G7	Jason MacDonald	Minimum Standards	Closed

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10484	Jan 31, 2018	15152465	12	1400 Victoria Road, Sydney, B1N1M5	Ian O'Neill	Minimum Standards	Closed
10485	Feb 02, 2018	15165467	1	979 Main Street, Sydney Mines, B1V2M8	Angelo Canova	Unsightly Premises	Active
10486	Feb 06, 2018	15251812	2	104 Church Road, Little Bras D'Or, B1Y2Y2	Angelo Canova	Unsightly Premises	Closed
10487	Feb 06, 2018	15186877	1	382 Pitt Street, Sydney Mines, B1V1S7	Angelo Canova	Unsightly Premises	Closed
10488	Feb 06, 2018	15239783	9	13 Glenesk Trailer Park Road, Reserve Mines, B1E1B7	Jason MacDonald	Unsightly Premises	Closed
10489	Feb 07, 2018	15427453	8	5 Edina Street, Glace Bay, B1A1G6	Greg MacPhee	No Building Permit	Closed
10490	Feb 07, 2018	15427461	8	7 Edina Street, Glace Bay, B1A1G6	Greg MacPhee	No Building Permit	Closed
10491	Feb 07, 2018	15392244	10	1 Argyle Street, Glace Bay, B1A3Z4	Jason MacDonald	Unsightly Premises	Closed
10492	Feb 07, 2018	15392236	10	3 Argyle Street, Glace Bay, B1A3Z4	Jason MacDonald	Unsightly Premises	Active
10493	Feb 07, 2018	15600422	10	5 Argyle Street, Glace Bay, B1A3Z4	Jason MacDonald	Unsightly Premises	Closed
10494	Feb 09, 2018	15107535	9	20 Drew Street, Glace Bay, B1A1A7	Jason MacDonald	Unsightly Premises	Active
10495	Feb 09, 2018	15281991	8	46B Donkin Highway, Donkin, B1A6X2	Jason MacDonald	Unsightly Premises	Closed
10496	Feb 09, 2018	15034275	2	142 Gannon Road, North Sydney, B2A3H2	Angelo Canova	Unsightly Premises	Closed
10497	Feb 12, 2018	15199151	3	524 Scotch Lake Road, Scotch Lake, B1Y3W4	Duncan MacQueen	No Building Permit	Closed
10498	Feb 12, 2018	15490311	11	3743 St Agnes Avenue, New Waterford, B1H4L7	Jason MacDonald	Unsightly Premises	Closed

10499	Feb 12, 2018	152297B4	12	455 Grand Lake Road, Grand Lake Road, B1P5T2	Ian O'Neill	Structure Fire	Active
10500	Feb 13, 201B	15391964	10	680 Main Street, Glace Bay, B1A4Y1	Jason MacDonald	Unsightly Premises	Closed
10501	Feb 14, 2018	15281025	B	196 Donkin Highway, Port Caledonia, B1A6V9	Jason MacDonald	Unsightly Premises	Closed
10502	Feb 14, 2018	15481443	11	346 Tenth Street, New Waterford, B1H3W6	Jason MacDonald	Unsightly Premises	Active
10503	Feb 16, 2018	15839038	3	342 Leitches Creek Road, Leitches Creek, B2A3Z5	Duncan MacQueen	No Building Permit	Closed
10504	Feb 16, 2018	15105836	6	27 Park Street, Sydney, B1P4W3	Ian O'Neill	Minimum Standards	Closed
10505	Feb 16, 2018	15413727	9	9 McPherson Street, Glace Bay, B1A2A6	Greg MacPhee	No Building Permit	Closed
10506	Feb 16, 2018	15068661	5	388 Bentinck Street, Sydney, B152Y4	Ian O'Neill	Unsightly Premises	Closed
10507	Feb 20, 2018	15245707	1		Angelo Canova	Structure Fire	Closed
10508	Feb 20, 2018	15393457	10	18 Sterling Road, Glace Bay, B1A3X5	Jason MacDonald	Unsightly Premises	Closed
10509	Feb 21, 2018	15649999	10	156 Neville Street, Dominion, B1G1P6	Jason MacDonald	Unsightly Premises	Closed
10510	Feb 22, 2018	15085236	5	206 South Bentinck Street, Sydney, B1P1X6	Ian O'Neill	Unsightly Premises	Closed
10511	Feb 22, 2018	15107121	6	122 Brookland Street, Sydney, B1P5B4	Ian O'Neill	Unsightly Premises	Closed
10512	Feb 22, 2018	15107204	6	106 Brookland Street, Sydney, B1P5B4	Ian O'Neill	Unsightly Premises	Closed
10513	Feb 22, 2018	15277882	8	54 South Street, Donkin, B1A6S8	Jason MacDonald	Unsightly Premises	Active
10514	Feb 26, 2018	15174220	1	23 Clyde Avenue, Sydney Mines, B1V2E3	Angelo Canova	Minimum Standards	Closed

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10515	Feb 26, 2018	15405863	9	14 Marconi Street, Glace Bay, B1A2P3	Jason MacDonald	Minimum Standards	Closed
10516	Feb 26, 2018	15416621	9	15 Winona Street, Glace Bay, B1A2C3	Jason MacDonald	Minimum Standards	Closed
10517	Feb 27, 2018	15472798	11	3454 Baker Avenue, New Waterford, B1H1X7	Jason MacDonald	Unsightly Premises	Closed
10518	Feb 27, 2018	15103641	5	297 Rotary Drive, Sydney, B1P6L5	Ian O'Neill	Minimum Standards	Closed
10519	Mar 01, 2018	15379530	10	34 Dominion Street, Dominion, B1G1C4	Jason MacDonald	Unsightly Premises	Active
10520	Mar 01, 2018	15062656	10	45 Tanya Drive, Glace Bay, B1A5Z7	Jason MacDonald	Unsightly Premises	Closed
10521	Mar 02, 2018	15029200	2		Angelo Canova	Unsightly Premises	Closed
10522	Mar 02, 2018	15029192	2	207 Commercial Street, North Sydney, B2A1B5	Angelo Canova	Unsightly Premises	Active
10523	Mar 06, 2018	15399645	9	675 Main Street, Glace Bay, B1A4Y2	Jason MacDonald	Unsightly Premises	Closed
10524	Mar 06, 2018	15246804	1	537 Main Street, Florence, B1Y1L3	Angelo Canova	Unsightly Premises	Active
10525	Mar 06, 2018	15389083	10	53 Hillside Avenue, Glace Bay, B1A4B7	Jason MacDonald	Unsightly Premises	Closed
10526	Mar 06, 2018	15108269	6	409 Park Street, Sydney, B1P4X4	Ian O'Neill	Unsightly Premises	Closed
10527	Mar 07, 2018	15138100	12	853 Victoria Road, Sydney, B1N1J9	Ian O'Neill	Structure Fire	Closed
10528	Mar 07, 2018	15329758	7	314 Glen Albert Drive, Big Pond, B1J1S4	Ian O'Neill	Unsightly Premises	Closed
10529	Mar 08, 2018	15397987	9	40 Concord Street, Glace Bay, B1A3A8	Jason MacDonald	Unsightly Premises	Closed

10530	Mar 08, 2018	15257926	12	1896 New Waterford Highway, South Bar, B1N3H5	Ian O'Neill	Unsightly Premises	Closed
10531	Mar 08, 2018	15630478	12	1900 New Waterford Highway, South Bar, B1N3H5	Ian O'Neill	Unsightly Premises	Closed
10532	Mar 09, 2018	15408354	9	77 Catherine Street, Glace Bay, B1A2K1	Jason MacDonald	Unsightly Premises	Active
10534	Mar 12, 2018	15138159	12	823 Victoria Road, Sydney, B1N1J9	Ian O'Neill	Unsightly Premises	Closed
10535	Mar 12, 2018	15022874	2	97 Peppett Street, North Sydney, B2A2N9	Angelo Canova	Unsightly Premises	Closed
10536	Mar 13, 2018	15257108	12	309 East Broadway, Sydney, B1N3J9	Ian O'Neill	Unsightly Premises	Closed
10537	Mar 13, 2018	15429384	8	463 Donkin Morien Highway, Glace Bay, B1A1N1	Jason MacDonald	Unsafe Pool	Closed
10538	Mar 14, 2018	15161631	12	1169 Victoria Road, Sydney, B1N1L3	Ian O'Neill	Unsightly Premises	Closed
10539	Mar 14, 2018	15296791	2	8 Point Aconi Road, Bras D'Or, B1Y2M6	Angelo Canova	Unsightly Premises	Closed
10540	Mar 14, 2018	15187057	1	2 Campbell Street, Sydney Mines, B1V1T7	Jason MacDonald	Structure Fire	Active
10541	Mar 15, 2018	15063472	5	9 Wentworth Street, Sydney, B1P5H8	Ian O'Neill	Unsightly Premises	Closed
10542	Mar 15, 2018	15395437	10	600 Main Street, Glace Bay, B1A4X8	Angelo Canova	Minimum Standards	Closed
10543	Mar 16, 2018	15488190	11	3523 Plummer Avenue, New Waterford, B1H1Z8	Jason MacDonald	Unsightly Premises	Closed
10544	Mar 16, 2018	15066889	5	51 Brookland Street, Sydney, B1P5B1	Ian O'Neill	Unsightly Premises	Closed
10545	Mar 16, 2018	15010465	2	28 Vale Street, North Sydney, B2A1G9	Angelo Canova	Unsightly Premises	Closed
10546	Mar 16, 2018	15010440	2	24 Vale Street, North Sydney, B2A1G9	Angelo Canova	Unsightly Premises	Closed

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10547	Mar 20, 2018	15561145	1	19 Vickers Lane, Sydney Mines, B1V2V1	Angelo Canova	Unsightly Premises	Closed
10548	Mar 20, 2018	15615164	1	149 Park Road, Florence, B1Y1N3	Angelo Canova	Unsightly Premises	Closed
10549	Mar 20, 2018	15615156	1	147 Park Road, Florence, B1Y1N3	Angelo Canova	Unsightly Premises	Closed
10550	Mar 20, 2018	15253180	1	353 Park Road, Florence, B1Y1N3	Angelo Canova	Unsightly Premises	Closed
10551	Mar 21, 2018	15437338	10	90 Sixth Street, Glace Bay, B1A4J6	Jason MacDonald	Unsightly Premises	Active
10552	Mar 21, 2018	15153141	12	290 East Broadway, Sydney, B1N2Z5	Ian O'Neill	Unsightly Premises	Closed
10553	Mar 22, 2018	15176365	1	526 Main Street, Sydney Mines, B1V2K6	Angelo Canova	Unsightly Premises	Closed
10554	Mar 23, 2018	15081326	5	113 Castle Drive, Sydney	Ian O'Neill	Minimum Standards	Closed
10555	Mar 27, 2018	15031651	2	5 Forrest Street, North Sydney, B2A3B1	Angelo Canova	Structure Fire	Closed
10556	Mar 27, 2018	15138118	12	849 Victoria Road, Sydney	Ian O'Neill	Minimum Standards	Closed
10557	Mar 27, 2018	15679897	1	9 Tobin Road, North Sydney, B2A3K5	Angelo Canova	Unsightly Premises	Closed
10558	Mar 28, 2018	15066921	5	21 Glenwood Street, Sydney, B1P1V8	Ian O'Neill	Unsightly Premises	Closed
10560	Mar 29, 2018	15145675	12	294 Lingan Road, Sydney, B1N1W3	Ian O'Neill	Unsightly Premises	Closed
10561	Apr 03, 2018	15066913	5	15 Glenwood Street, Sydney, B1P1V8	Ian O'Neill	Unsightly Premises	Closed
10562	Apr 03, 2018	15819055	10	27 Hugh Street, Glace Bay, B1A5C7	Jason MacDonald	Unsightly Premises	Closed
10563	Apr 03, 2018	15607054	2	478 Court Street, North Sydney, B2A2X8	Angelo Canova		Closed

10564	Apr 04, 2018	15610710	9	335 Douglas Avenue, Glace Bay, B1A1C2	Jason MacDonald	Unsightly Premises	Closed
10565	Apr 04, 2018	15426729	9	15 Gallant Street, Glace Bay, B1A1T2	Jason MacDonald	Unsightly Premises	Closed
10568	Apr 06, 2018	15879695			Angelo Canova	Unsightly Premises	Closed
10569	Apr 06, 2018	15027238	2	61 Caledonia Street, North Sydney, B2A2V4	Angelo Canova	Minimum Standards	Closed
10571	Apr 09, 2018	15243371	1	83 Shore Road, Florence, B1Y1R2	Angelo Canova	Unsightly Premises	Closed
10572	Apr 05, 2018	15243389	1	75 Shore Road, Florence, B1Y1R2	Angelo Canova	Unsightly Premises	Active
10573	Apr 05, 2018	15243421	1	69 Shore Road, Florence, B1Y1R2	Angelo Canova	Unsightly Premises	Closed
10575	Apr 09, 2018	15646532	11	3237 Nicholson Avenue, New Waterford, B1H1N9	Angelo Canova	Fire Hazard	Closed
10576	Apr 09, 2018	15828783	3		Angelo Canova	Unsightly Premises	Active
10579	Apr 06, 2018	15027980	2	32 Court Street, North Sydney, B2A2X6		Unsightly Premises	New
10580	Apr 12, 2018	15027980	2	32 Court Street, North Sydney, B2A2X6	Angelo Canova	Unsightly Premises	Closed
10583	Apr 06, 2018	15178684	1	7 Notre Dame Street, Sydney Mines, B1V2R6	Angelo Canova	Fire Hazard	Closed
10584	Apr 13, 2018	15442072	10	72 Connaught Avenue, Glace Bay, B1A5S2	Jason MacDonald	Minimum Standards	Closed
10585	Apr 16, 2018	15206188	4	32 Midgley Drive, Westmount, B1R1Z5	Angelo Canova	Unsightly Premises	Active
10586	Apr 17, 2018	15583636	2	100 Peppett Street, North Sydney, B2A2P1		Minimum Standards	New
10588	Apr 19, 2018	15607518	6	80 Rockcliff Crescent, Sydney, B1P4A1	Ian O'Neill	Unsightly Premises	Closed

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10589	Apr 23, 2018	15397987	9	40 Concord Street, Glace Bay, B1A3A8	Jason MacDonald	Unsightly Premises	Closed
10590	Apr 24, 2018	15206188	4	32 Midgley Drive, Westmount, B1R1Z5	Angelo Canova	Unsightly Premises	Closed
10591	Apr 25, 2018	15183387	1	99 Ocean Street, Sydney Mines, B1V1X8	Angelo Canova	Unsightly Premises	Closed
10592	Apr 26, 2018	15654882	10	151 Lower North Street, Glace Bay, B1A3R9	Angelo Canova	Unsightly Premises	Closed
10593	Apr 28, 2018	15436041	9	9 Dominion Street, Glace Bay, B1A1M3	Ian O'Neill	Unsightly Premises	Active
10594	Apr 30, 2018	15204118	4	748 Westmount Road, Westmount, B1R1B7	Angelo Canova	Unsightly Premises	Closed
10596	May 04, 2018	15581267	1	235 Memorial Drive, Sydney Mines	Angelo Canova	Unsightly Premises	Closed
10597	May 04, 2018	15174097	1	56 King Street, Sydney Mines, B1V1L8	Angelo Canova	Minimum Standards	Closed
10598	May 04, 2018	15716517	12		Ian O'Neill	Unsightly Premises	Closed
10599	May 04, 2018	15026362	2	92 Stanley Street, North Sydney, B2A1V6	Angelo Canova	Unsightly Premises	Closed
10600	May 07, 2018	15443443	10	16 Seventh Street, Glace Bay, B1A4K3	Jason MacDonald	Unsightly Premises	Closed
10601	May 07, 2018	15386402	10	29 Railway Street, Glace Bay, B1A5N3	Jason MacDonald	Unsightly Premises	Closed
10602	May 07, 2018	15240393	9	21 Tompkinsville Road, Reserve Mines, B1E1K8	Jason MacDonald	Unsightly Premises	Closed
10603	May 07, 2018	15128713	12		Ian O'Neill	Unsightly Premises	Closed
10604	May 08, 2018	15425879	9	55 South Street, Glace Bay, B1A1T7	Jason MacDonald	Structure Fire	New
10605	May 08, 2018	15425879	9	55 South Street, Glace Bay, B1A1T7	Ian O'Neill	Structure Fire	Closed

10606	May 08, 2018	15382989	10	345 Kings Road, Dominion, B1G1J7	Jason MacDonald	Unsightly Premises	Closed
10607	May 09, 2018	15128721	12		Ian O'Neill	Unsightly Premises	Closed
10608	May 09, 2018	15458185	8	7575 Main Street, Louisbourg, B1C1J9	Jason MacDonald	Unsightly Premises	Closed
10609	May 09, 2018	15458169	8	7579 Main Street, Louisbourg, B1C1J9	Jason MacDonald	Unsightly Premises	Active
10610	May 10, 2018	15103872	5	4 Brookview Drive, Sydney, B1P6N4	Ian O'Neill	Unsightly Premises	Closed
10611	May 10, 2018	15240401	9	15 Tompkinsville Road, Reserve Mines, B1E1K8	Jason MacDonald	Unsightly Premises	Closed
10612	May 10, 2018	15379233	10	28 Union Street, Dominion, B1G1W7	Jason MacDonald	Unsightly Premises	Closed
10613	May 10, 2018	15444185	10	123 West Avenue, Glace Bay, B1A5R2	Jason MacDonald	Unsightly Premises	Closed
10614	May 10, 2018	15630858	10	224 King Edward Street, Glace Bay, B1A3V8	Jason MacDonald	Unsightly Premises	Closed
10615	May 10, 2018	15390586	10	226 King Edward Street, Glace Bay, B1A3V8	Jason MacDonald	Unsightly Premises	Closed
10616	May 10, 2018	15390545	10	214 King Edward Street, Glace Bay, B1A3V8	Jason MacDonald	Unsightly Premises	Closed
10618	May 10, 2018	15469182	11	361 McKay Street, New Waterford, B1H4J2	Jason MacDonald	Unsightly Premises	Active
10619	May 10, 2018	15242613	1	108 Pitt Street, Florence, B1Y1N7	Angelo Canova	Unsightly Premises	Closed
10620	May 10, 2018	15242621	1	110 Pitt Street, Florence, B1Y1N7	Angelo Canova	Unsightly Premises	Closed
10621	May 10, 2018	15084734	5	880 George Street, Sydney, B1P1M1	Ian O'Neill	Unsightly Premises	Closed

10622	May 11, 2018	15165590	1	4 Pero Street, Sydney Mines, B1V2W7	Angelo Canova	Unsightly Premises	Closed
10623	May 11, 2018	15269566	11	115 Mahon Road, Lingan, B1H5J2	Jason MacDonald	Unsightly Premises	Closed
10624	May 11, 2018	15686934	11	134 Mahon Road, Lingan, B1H5J1	Jason MacDonald	Unsightly Premises	Closed
10625	May 11, 2018	15228869	12	8 Junction Road, Grand Lake Road, B1M1A5	Ian O'Neill	Unsightly Premises	Closed
10627	May 11, 2018	15443666	10	157 West Avenue, Glace Bay, B1A5R1	Jason MacDonald	Unsightly Premises	Closed
10628	May 11, 2018	15572704	10	18 Sixth Street, Glace Bay	Jason MacDonald	Unsightly Premises	Closed
10629	May 11, 2018	15208853	4	1175 Westmount Road, Westmount, B1R1C8	Angelo Canova	Unsightly Premises	Closed
10630	May 14, 2018	15240922	9	1980 Sydney Road, Reserve Mines, B1M1A3	Jason MacDonald	Unsightly Premises	Active
10631	May 14, 2018	15331069	7	6114 East Bay Highway, Ben Eoin, B1J1P9	Ian O'Neill	Unsightly Premises	Active
10632	May 14, 2018	15631781	4	1032 Kings Road, Sydney River, B1S1C7	Ian O'Neill	Unsightly Premises	Closed
10633	May 14, 2018	15440704	10	28 Tenth Street, Glace Bay, B1A4L8	Jason MacDonald	Unsightly Premises	Closed
10634	May 14, 2018	15440696	10		Jason MacDonald	Unsightly Premises	Closed
10635	May 14, 2018	15415144	9	25 McKeigan Street, Glace Bay, B1A1P9	Jason MacDonald	Unsightly Premises	Closed
10636	May 14, 2018	15087497	6	6 Essex Street, Sydney, B1P5C4	Ian O'Neill	Unsightly Premises	Closed
10637	May 14, 2018	15087489	6	12 Essex Street, Sydney, B1P5C4	Ian O'Neill	Unsightly Premises	Closed

10638	May 14, 2018	15240955	9	1986 Sydney Road, Reserve Mines, B1M1A3	Jason MacDonald	Unsightly Premises	Active
10639	May 14, 2018	15240948	9		Jason MacDonald	Unsightly Premises	Active
10640	May 14, 2018	15468978	11	354 McKay Street, New Waterford, B1H4J3	Jason MacDonald	Structure Fire	Closed
10641	May 09, 2018	15460967	8	7398 Main Street, Louisbourg, B1C1H1	Jason MacDonald	Unsightly Premises	Active
10642	May 16, 2018	15064959	5	320 Esplanade, Sydney, B1P7B9	Ian O'Neill	Unsafe Pool	Closed
10643	May 16, 2018	15239783	9	12 Glenesk Trailer Park Road, Reserve Mines, B1E1B7	Jason MacDonald	Unsightly Premises	Closed
10644	May 16, 2018	15239783	9	15 Glenesk Trailer Park Road, Reserve Mines, B1E1B7	Jason MacDonald	Unsightly Premises	Closed
10645	May 16, 2018	15052137	4	64 Kenwood Drive, Sydney River, B1S1T6	Ian O'Neill	Unsightly Premises	Closed
10646	May 16, 2018	15239783	9	17 Glenesk Trailer Park Road, Reserve Mines, B1E1B8	Jason MacDonald	Unsightly Premises	Closed
10647	May 16, 2018	15869688		31 Erinmore Drive, Grand Lake Road, B1M1A7	Ian O'Neill	Unsightly Premises	Closed
10648	May 16, 2018	15869670		27 Erinmore Drive, Grand Lake Road, B1M1A7	Ian O'Neill		Closed
10649	May 16, 2018	15044407	7	118 Second Street, Howie Center, B1L1C9	Ian O'Neill	Unsightly Premises	Closed
10650	May 16, 2018	15016504	2	30 Young Avenue, North Sydney, B2A1Y6	Angelo Canova	Unsightly Premises	Active
10651	May 17, 2018	15238868	9	47 Main Street, Reserve Mines	Jason MacDonald	Unsightly Premises	Closed
10652	May 17, 2018	15232267	9	34 Main Street, Reserve Mines, B1E1E5	Jason MacDonald	Unsightly Premises	Active
10653	May 17, 2018	15232507	9	192 Main Street, Reserve Mines, B1E1E5	Jason MacDonald	Unsightly Premises	Active

10654	May 17, 2018	15087596	6	39 Essex Street, Sydney, B1P5C5	Ian O'Neill	Unsightly Premises	Active
10655	May 17, 2018	15016256	2	15 Young Avenue, North Sydney, B2A1Y7	Angelo Canova	Unsightly Premises	Closed
10656	May 17, 2018	15354285	8	5787 Louisbourg Highway, Catalone	Jason MacDonald	Unsightly Premises	Closed
10657	May 18, 2018	15147267	12	109 Church Street, Sydney, B1N2R6	Ian O'Neill	Unsightly Premises	Closed
10658	May 22, 2018	15022585	2		Angelo Canova	Unsightly Premises	Closed
10659	May 22, 2018	15117138	6		Ian O'Neill	Unsightly Premises	Closed
10660	May 22, 2018	15394232	10	105 Ocean Avenue, Glace Bay, B1A3V5	Jason MacDonald	Unsightly Premises	Closed
10661	May 22, 2018	15394224	10	103 Ocean Avenue, Glace Bay, 81A3V5	Jason MacDonald	Unsightly Premises	Closed
10662	May 23, 2018	15285570	5	1341 George Street, Mira Road, B1P1N7	Ian O'Neill	Unsightly Premises	Closed
10663	May 23, 2018	15202823	4	21 Wendy Street, Westmount, B1R1Y1	Angelo Canova	Unsightly Premises	Closed
10664	May 23, 2018	15160393	12	144 Dominion Street, Sydney, 81N2V3	Ian O'Neill	Unsightly Premises	Active
10665	May 23, 2018	15494958	8	36 South Street, Donkin, B1A6S8	Jason MacDonaid	Unsightly Premises	Closed
10666	May 23, 2018	15279565	8	49 South Street, Donkin, B1A6T1	Jason MacDonald	Unsightly Premises	Active
10667	May 24, 2018	15473697	11	3485 Duggan Avenue, New Waterford, B1H1P7	Jason MacDonald	Unsightly Premises	Closed
10668	May 25, 2018	15157589	12	37 Broadway, Sydney, B1N2Y3	Ian O'Neill	Unsightly Premises	Closed

10669	May 25, 2018	15072754	2	27 Rankin Street, Little Bras D'Or, B1Y2Z8	Angelo Canova	Unsightly Premises	Closed
10670	May 28, 2018	15178155	1	18 Convent Street, Sydney Mines, B1V1J7	Angelo Canova	Unsightly Premises	Closed
10671	May 28, 2018	15135296	12	30 Wesley Street, Sydney, B1N2M6	Ian O'Neill	Unsightly Premises	Closed
10672	May 28, 2018	15600844	1	1 Archibald Street, Sydney Mines, B1V1G6	Angelo Canova	Unsightly Premises	Closed
10673	May 29, 2018	15661986	10	20 Dominion Street, Dominion, B1G1C4	Jason MacDonald	Unsightly Premises	Closed
10674	May 29, 2018	15384563	10	20 Cottage Street, Dominion, B1G1C1	Jason MacDonald	Unsightly Premises	Active
10675	May 29, 2018	15163991	1	102 Pond Road, Sydney Mines, B1V2X4	Angelo Canova	Unsightly Premises	Closed
10676	May 30, 2018	15177215	1	23 Cottage Street, Sydney Mines, B1V2N3	Angelo Canova	Unsightly Premises	Active
10677	May 31, 2018	15466139	11	3164 Muise Avenue, New Waterford, B1H1K7	Jason MacDonald	Unsafe Pool	Closed
10678	May 31, 2018	15111826	6	273 Royal Avenue, Sydney, B1P4N1	Ian O'Neill	Unsightly Premises	Closed
10679	May 31, 2018	15111818	6	269 Royal Avenue, Sydney, B1P4N1	Ian O'Neill	Unsightly Premises	Closed
10680	May 31, 2018	15111875	6	297 Royal Avenue, Sydney, B1P4N1	Ian O'Neill	Unsightly Premises	Closed
10681	Jun 01, 2018	15106073	6	118 Union Street, Sydney, B1P4X8	Ian O'Neill	Unsightly Premises	Closed
10682	Jun 01, 2018	15012305	2	5 Allens Drive, North Sydney, B2A2A1	Angelo Canova	Unsightly Premises	New
10683	Jun 04, 2018	15423296	9	9 Grant Street, Glace Bay, B1A1C5	Jason MacDonald	Unsightly Premises	Closed

10684	Jun 04, 2018	15278732	8	10 East Street, Donkin, B1A6P6	Jason MacDonald	Unsightly Premises	Closed
10685	Jun 05, 2018	15021736	2		Angelo Canova	Unsightly Premises	Closed
10686	Jun 05, 2018	15021728	2		Angelo Canova	Unsightly Premises	Closed
10687	Jun 05, 2018	15073737	5	15 Beechwood Crescent, Sydney, B1S1V9	Ian O'Neill	Unsafe Pool	Closed
10688	Jun 06, 2018	15632292	8	411 Malcolm's Road, Albert Bridge, B1K2T9	Jason MacDonald	Unsightly Premises	Closed
10689	Jun 07, 2018	15382344	10	421 Kings Road, Dominion, B1G1K1	Jason MacDonald	Unsightly Premises	Closed
10690	Jun 07, 2018	15278633	8	29 East Street, Donkin, B1A6P5	Jason MacDonald	Unsightly Premises	Closed
10691	Jun 07, 2018	15278625	8	31 East Street, Donkin, B1A6P5	Jason MacDonald	Unsightly Premises	Closed
10692	Jun 07, 2018	15445612	10	7 Hill Street, Glace Bay, B1A5K8	Jason MacDonald	Unsightly Premises	Closed
10693	Jun 08, 2018	15144504	12	270 Lingan Road, Sydney, B1N1W1	Ian O'Neill	Unsightly Premises	Closed
10694	Jun 08, 2018	15423759	9	150 Blackett Street, Glace Bay, B1A1E5	Angelo Canova	Unsightly Premises	Closed
10695	Jun 08, 2018	15030547	2	30 Cottage Street, North Sydney, B2A2Z5	Angelo Canova	Minimum Standards	Closed
10696	Jun 11, 2018	15867476	6	105 Whitney Avenue, Sydney, B1P4Z8	Ian O'Neill	Unsightly Premises	Closed
10697	Jun 11, 2018	15880776		12 Villa Drive, Little Bras D'Or, B1Y2X1	Angelo Canova	Unsightly Premises	Active
10698	Jun 11, 2018	15024128	2	52 Pierce Street, North Sydney, B2A1M9	Angelo Canova	Unsightly Premises	Closed

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10699	Jun 11, 2018	15882962		1163 Lingan Road, Lingan Road, B1N3K8	Greg MacPhee	No Building Permit	New
10700	Jun 12, 2018	15619125	9	2278 Sydney Road, Reserve Mines, B1E1K3	Roger Rose	No Building Permit	New
10701	Jun 13, 2018	15273097	11	29 Thomas Street, Scotchtown, B1H1G7	Jason MacDonald	Fire Hazard	Active
10702	Jun 13, 2018	15390396	10	21 Currie Street, Glace Bay, B1A5E2	Angelo Canova	Unsightly Premises	Closed
10703	Jun 13, 2018	15238652	9	165 Main Street, Reserve Mines, B1E1E7	Jason MacDonald	Unsightly Premises	Closed
10704	Jun 14, 2018	15416217	9	103 School Street, Glace Bay, B1A1J6	Jason MacDonald	Unsafe Pool	Closed
10705	Jun 14, 2018	15248388	1	500 Alder Point Road, Alder Point, B1Y1A3	Angelo Canova	Unsightly Premises	Closed
10706	Jun 14, 2018	15107154	6	116 Brookland Street, Sydney, B1P5B4	Ian O'Neill	Minimum Standards	Closed
10707	Jun 14, 2018	15282015	8	2521 Birch Grove Road, Tower Road, B1B1X1	Jason MacDonald	Unsightly Premises	Active
10708	Jun 19, 2018	15263643	11	121 Daley Road, New Victoria, B1H5A1	Jason MacDonald	Unsightly Premises	Closed
10709	Jun 19, 2018	15114325	6	461 Atlantic Street, Sydney, B1P3S1	Ian O'Neill	Unsightly Premises	Closed
10710	Jun 20, 2018	15548787	1	329 Park Road, Florence, B1Y1N3	Angelo Canova	Unsightly Premises	Closed
10711	Jun 20, 2018	15416258	9	60 Pitt Street, Glace Bay, B1A2C1	Jason MacDonald	Unsightly Premises	Active
10712	Jun 20, 2018	15106735	6	67 Lorway Avenue, Sydney, B1P4Z3	Ian O'Neill	Unsightly Premises	Closed
10713	Jun 20, 2018	15272982	11	5 Whitehouse Street, Scotchtown, B1H3G7	Jason MacDonald	Unsightly Premises	Closed
10714	Jun 21, 2018	15024284	2	16 Beacon Street, North Sydney, B2A1P9	Angelo Canova	Unsightly Premises	Closed

10715	Jun 21, 2018	15062516	10	54 Tanya Drive, Glace Bay, B1A5Z8	Jason MacDonald	Unsightly Premises	Closed
10716	Jun 21, 2018	15429236	8	10 Sunset Drive, Glace Bay, B1A6C3	Jason MacDonald	Unsightly Premises	Active
10717	Jun 21, 2018	15033384	2	21 Howe Street, North Sydney, B2A3C8	Angelo Canova	Unsightly Premises	Closed
10718	Jun 22, 2018	15055056	5	8 Campbell Street, Sydney, B1P1E9	Ian O'Neill	Unsightly Premises	Closed
10719	Jun 25, 2018	15478993	11	3476 Spruce Avenue, New Waterford, B1H2C3	Jason MacDonald	Unsightly Premises	Active
10720	Jun 25, 2018	15028962	2	26 Blowers Street, North Sydney, B2A2Y5	Angelo Canova	Structure Fire	Active
10721	Jun 26, 2018	15078728	5	14 Benson Drive, Sydney, B1S2L9	Ian O'Neill	Unsightly Premises	Closed
10722	Jun 27, 2018	15026602	2	25 Caledonia Street, North Sydney, B2A2T7	Angelo Canova	Unsightly Premises	Closed
10723	Jun 27, 2018	15179542	1	53 Convent Street, Sydney Mines, B1V1K2	Angelo Canova	Unsightly Premises	Closed
10724	Jun 27, 2018	15437205	10		Jason MacDonald	Unsightly Premises	Active
10725	Jun 28, 2018	15468762	11	331 Cockburn Street, New Waterford, B1H4J8	Jason MacDonald	Unsightly Premises	Closed
10726	Jun 28, 2018	15026008	2	31 King Street, North Sydney, B2A2S5	Angelo Canova	Unsightly Premises	Closed
10727	Jun 29, 2018	15477201	11	3369 MacLeod Avenue, New Waterford, B1H1K2	Jason MacDonald	Unsightly Premises	Active
10728	Jun 29, 2018	15175599	1	563 Main Street, Sydney Mines, B1V2K5	Angelo Canova	Unsightly Premises	Closed
10729	Jul 03, 2018	15157985	12	36 St Anns Street, Sydney, B1N1A5	Ian O'Neill	Unsightly Premises	Active

10730	Jul 03, 2018	15103310	5	94 Harvey Street, Sydney, B1P3P5	Ian O'Neill	Unsightly Premises	Closed
10731	Jul 03, 2018	15124621	12	205 Vulcan Avenue, Sydney, B1P5X1	Ian O'Neill	Unsafe Pool	Closed
10732	Jul 04, 2018	15437981	10	38 Ninth Street, Glace Bay, B1A4L4	Ian O'Neill	Minimum Standards	Active
10733	Jul 04, 2018	15047079	4	1791 Kings Road, Sydney River, B1L1C5	Ian O'Neill	Unsightly Premises	Closed
10734	Jul 04, 2018	15328529	1	3 Mormac Street, Sydney Mines, B1V3H2	Angelo Canova	Unsightly Premises	Closed
10735	Jul 05, 2018	15263528	11	154 Daley Road, New Victoria, B1H4Z8	Jason MacDonald	Unsightly Premises	Closed
10736	Jul 05, 2018	15263197	11	158 Daley Road, New Victoria, B1H4Z8	Jason MacDonald	Unsightly Premises	Closed
10737	Jul 05, 2018	15188618	1	55 Pitt Street, Sydney Mines, B1V1R7	Angelo Canova	Unsightly Premises	Closed
10738	Jul 05, 2018	15014889	2	22 Margaret Street, North Sydney, B2A2H4	Angelo Canova	Unsightly Premises	Closed
10739	Jul 05, 2018	15103724	5	142 Hillside Street, Sydney, B1P6N8	Ian O'Neill	Unsightly Premises	Closed
10740	Jul 05, 2018	15247976	2	210 Alder Point Road, Bras D'Or, B1Y2K7	Angelo Canova	Unsightly Premises	Closed
10741	Jul 06, 2018	15156680	12	116 Oakville Drive, Sydney, B1N3A4	Ian O'Neill	Unsightly Premises	Closed
10742	Jul 06, 2018	15099211	6	188 Colby Street, Sydney, B1P3R5	Ian O'Neill	Unsightly Premises	Closed
10743	Jul 06, 2018	15140510	12	157 Tupper Street, Sydney, B1N2B2	Ian O'Neill	Unsightly Premises	Closed
10744	Jul 06, 2018	15019730	2	37 Pierce Street, North Sydney, B2A1M7	Angelo Canova	Unsightly Premises	Closed

10745	Jul 09, 2018	15112519	6	361 Columbia Street, Sydney, B1P4K2	Ian O'Neill	Unsightly Premises	Closed
10746	Jul 10, 2018	15181035	1	67 Guy Street, Sydney Mines, B1V2N8	Angelo Canova	Unsightly Premises	Closed
10747	Jul 10, 2018	15443443	10	16 Seventh Street, Glace Bay, B1A4K3	Jason MacDonald	Unsightly Premises	Closed
10748	Jul 10, 2018	15458078	8	52 Riverdale Street, Louisbourg, B1C2J1	Jason MacDonald	Unsightly Premises	Active
10749	Jul 10, 2018	15073257	5	21 Silverwood Drive, Sydney, B1S2Z9	Ian O'Neill	Unsightly Premises	Closed
10750	Jul 11, 2018	15152879	12	1454 Victoria Road, Sydney, B1N1M6	Ian O'Neill	Unsightly Premises	Closed
10751	Jul 11, 2018	15158553	12	76 Taylor Street, Sydney, B1N2W4	Ian O'Neill	Unsafe Pool	Closed
10752	Jul 12, 2018	15069487	5	424 Bentinck Street, Sydney, B1S2Y7	Ian O'Neill	Unsightly Premises	Closed
10753	Jul 12, 2018	15473390	11	3452 Pellatt Avenue, New Waterford, B1H1S8	Jason MacDonald	Unsightly Premises	Closed
10754	Jul 16, 2018	15138340	12	103 Bay Street, Sydney, B1N2J6	Ian O'Neill	Unsightly Premises	Active
10755	Jul 13, 2018	15377658	10	167 Mitchell Avenue, Dominion, B1G1N1	Jason MacDonald	Unsafe Pool	Closed
10756	Jul 16, 2018	15455371	9	20 Fraser Street, Glace Bay, B1A2Z6	Jason MacDonald	Unsightly Premises	Closed
10757	Jul 16, 2018	15174832	1	25 Fraser Avenue, Sydney Mines, B1V2B9	Angelo Canova	Minimum Standards	Closed
10758	Jul 16, 2018	15104201	5	53 Brookview Drive, Sydney, B1P6N3	Ian O'Neill	Unsightly Premises	Closed
10759	Jul 16, 2018	15572191	7	2603 Kings Road, Sydney Forks, B1L1A1	Ian O'Neill	Unsightly Premises	Active
10760	Jul 17, 2018	15510605	7	17 Edgewater Drive, Sydney Forks, B1L1C1	Ian O'Neill	Unsightly Premises	Closed

10761	Jul 17, 2018	15474190	11	343B Warren Avenue, New Waterford, 81H1R4	Jason MacDonald	Unsightly Premises	Closed
10762	Jul 17, 2018	15159833	12	147 Borden Street, Sydney, B1N1G5	Ian O'Neill	Unsightly Premises	Closed
10763	Jul 17, 2018	15071848	5	176 Argyle Street, Sydney, B1S2V7	Ian O'Neill	Unsightly Premises	Closed
10764	Jul 17, 2018	15107543	6	501 Townsend Street, Sydney, B1P5G1	Ian O'Neill	Unsightly Premises	Closed
10765	Jul 17, 2018	15173503	1	2 Huron Avenue, Sydney Mines, B1V2H1	Angelo Canova	Unsightly Premises	Closed
10766	Jul 17, 2018	15180342	1	53 Crescent Street, Sydney Mines, B1V2P2	Angelo Canova	Unsafe Pool	Closed
10767	Jul 18, 2018	15393697	10	315 Upper North Street, Glace Bay, B1A3S3	Jason MacDonald	Unsightly Premises	Closed
10768	Jul 18, 2018	15670003	12		Ian O'Neill	Unsightly Premises	Closed
10769	Jul 18, 2018	15826928	6	1113 Upper Prince Street, Grand Lake Road, B1P5P7	Ian O'Neill	Unsightly Premises	Closed
10770	Jul 18, 2018	15466717	11	610 King Street, New Waterford, B1H3Z3	Jason MacDonald	Unsightly Premises	Closed
10771	Jul 19, 2018	15552961	12	885 Victoria Road, Sydney, B1N1K3	Ian O'Neill	Unsightly Premises	Closed
10772	Jul 19, 2018	15594625	2	55 Brady Drive, Groves Point, B1Y2W5	Angelo Canova	Unsightly Premises	Active
10773	Jul 19, 2018	15113533	6	125 Cornwallis Street, Sydney, B1P2X5	Ian O'Neill	Unsightly Premises	Closed
10774	Jul 19, 2018	15087638	6	29B Townsend Street, Sydney, B1P5E9	Ian O'Neill	Minimum Standards	Closed
10775	Jul 20, 2018	15611122	4	10 Amberwood Crescent, Westmount, B1R2J8	Angelo Canova		Closed
10776	Jul 23, 2018	15229701	12	471 Grand Lake Road, Grand Lake Road, B1P5T2	Ian O'Neill	Unsightly Premises	Active

10777	Jul 23, 2018	15069719	5	30 Harrison Avenue, Sydney, B1S2Y2	Ian O'Neill	Unsightly Premises	Closed
10778	Jul 23, 2018	15069701	5	34 Harrison Avenue, Sydney, B1S2Y2	Ian O'Neill	Unsightly Premises	Closed
10779	Jul 23, 2018	15639214	5	38 Harrison Avenue, Sydney, B1S2Y2	Ian O'Neill	Unsightly Premises	Active
10780	Jul 24, 2018	15083223	5	56 Leonard Street, Sydney, B1S2T5	Ian O'Neill	Unsightly Premises	Active
10781	Jul 24, 2018	15010713	2	14 Park Street, North Sydney, B2A1G1	Angelo Canova	Unsightly Premises	Active
10782	Jul 25, 2018	15160435	12	166 Dominion Street, Sydney, B1N2V3	Ian O'Neill	Unsafe Pool	Closed
10783	Jul 25, 2018	15181167	1	43 Guy Street, Sydney Mines	Angelo Canova	Unsightly Premises	Closed
10784	Jul 25, 2018	15844467	1	528 Main Street, Florence, B1Y1L4	Angelo Canova	Unsightly Premises	Active
10785	Jul 26, 2018	15495419	1	24 Oxford Avenue, Sydney Mines, B1V2J2	Angelo Canova	Unsightly Premises	Closed
10786	Jul 26, 2018	15595135	4	8 Medina Street, Sydney River, B1S3S6	Ian O'Neill	Unsightly Premises	Active
10787	Jul 26, 2018	15142789	12	17 Elmwood Avenue, Sydney, B1N2J3	Ian O'Neill	Unsafe Pool	Closed
10788	Jul 26, 2018	15181381	1	11 Guy Street, Sydney Mines, B1V2N5	Angelo Canova	Unsightly Premises	Active
10789	Jul 26, 2018	15181407	1	7 Guy Street, Sydney Mines, B1V2N5	Angelo Canova	Unsightly Premises	Closed
10790	Jul 26, 2018	15485261	11	717 Mahon Street, New Waterford, B1H3K6	Jason MacDonald	Unsightly Premises	Active
10791	Jul 30, 2018	15133788	12	73 East Street, Sydney, B1N1S7	Ian O'Neill	Unsightly Premises	Closed
10792	Jul 30, 2018	15225097	6	30 Green Road, Grand Lake Road, B1P3E5	Ian O'Neill	Unsightly Premises	Active

10793	Jul 30, 2018	15112519	6	361 Columbia Street, Sydney, B1P4K2	Ian O'Neill	Unsightly Premises	Active
10794	Jul 31, 2018	15080278	5	11 St Bridget Street, Sydney, B152P9	Ian O'Neill	Unsightly Premises	Closed
10795	Aug 01, 2018	15053861	5	44 Charlotte Street, Sydney, B1P1B6	Duncan MacQueen	No Building Permit	New
10796	Aug 01, 2018	15487002	11	475 First Street, New Waterford	Jason MacDonald	Unsafe Pool	Closed
10797	Aug 02, 2018	15489792	11	3792 Ellsworth Avenue, New Waterford, B1H2J2	Jason MacDonald	Unsightly Premises	Closed
10798	Aug 03, 2018	15015381	2	6 Catherine Street, North Sydney, B2A2G7	Angelo Canova		New
10799	Aug 07, 2018	15397078	9	168 Reserve Street, Glace Bay, B1A4W5	Jason MacDonald	Structure Fire	Closed
10800	Aug 07, 2018	15408776	9	6 Catherine Street, Glace Bay, B1A2J6	Jason MacDonald	Unsightly Premises	Closed
10801	Aug 08, 2018	15157993	12	38 St Anns Street, Sydney, B1N1A5	Ian O'Neill	Unsightly Premises	Active
10802	Aug 08, 2018	15411671	9	236 Brookside Street, Glace Bay, B1A1L6	Jason MacDonald	Unsightly Premises	Closed
10803	Aug 08, 2018	15131303	12	85 Hankard Street, Sydney, B1N2C2	Ian O'Neill	Unsightly Premises	Active
10804	Aug 08, 2018	15053861	5	44 Charlotte Street, Sydney, B1P1B6	Duncan MacQueen	No Building Permit	Closed
10805	Aug 09, 2018	15582042	3	54 Bayview Street, Northside East Bay, B1J1B2	Angelo Canova	Fire Hazard	Closed
10806	Aug 10, 2018	15232499	9	186 Main Street, Reserve Mines, B1E1E5	Jason MacDonald	Structure Fire	Closed
10807	Aug 13, 2018	15459688	1		Angelo Canova	Unsightly Premises	Closed
10808	Aug 13, 2018	15167653	1	171 Forrest Street, Sydney Mines, B1V2B6	Angelo Canova	Unsightly Premises	Active
10809	Aug 13, 2018	15170368	1	105 Fraser Avenue, Sydney Mines, B1V2C8	Angelo Canova	Unsightly Premises	Closed

10810	Aug 13, 2018	15476005	11	3336 Wilson Avenue, New Waterford, B1H1W4	Jason MacDonald	Unsafe Pool	Closed
10811	Aug 13, 2018	15015068	2	31 Regent Street, North Sydney, B2A2E7	Angelo Canova	Unsightly Premises	Closed
10812	Aug 13, 2018	15455116	9	62 Mcleods Road, Glace Bay, B1A2Z2	Jason MacDonald	Unsightly Premises	Active
10813	Aug 14, 2018	15689508	10	103 Ocean Avenue, Dominion	Jason MacDonald	Unsightly Premises	Closed
10814	Aug 15, 2018	15137995	12	117 Webster Street, Sydney, B1N2K7	Ian O'Neill	Unsightly Premises	Active
10815	Aug 15, 2018	15188519	1	271 Pitt Street, Sydney Mines, B1V1S4	Angelo Canova	Unsightly Premises	Closed
10816	Aug 16, 2018	15059587	5	27 Kendall Street, Sydney, B1P1S7	Ian O'Neill	Structure Fire	Closed
10817	Aug 17, 2018	15195696	3	82 Seaview Drive, Upper North Sydney, B2A3N2	Duncan MacQueen	No Building Permit	New
10818	Aug 17, 2018	15280191	8	498 Donkin Highway, Donkin, B1A6X2	Jason MacDonald	Unsightly Premises	Active
10819	Aug 20, 2018	15066822	5	27 Brookland Street, Sydney, B1P5B1	Ian O'Neill	Unsightly Premises	Active
10820	Aug 20, 2018	15220619	4	76 Coxheath Road, Coxheath, B1R1R3	Angelo Canova	Unsightly Premises	Active
10821	Aug 20, 2018	15326440	2	696 Point Aconi Road, Point Aconi	Angelo Canova	Structure Fire	Closed
10822	Aug 20, 2018	15148646	12	1192 Victoria Road, Sydney, B1N1L4	Ian O'Neill	Unsightly Premises	Closed
10823	Aug 21, 2018	15158140	12	82 Payne Street, Sydney, B1N2V5	Ian O'Neill	Unsightly Premises	Active
10824	Aug 23, 2018	15376718	10	129 Birch Street, Dominion, B1G1A3	Jason MacDonald	Unsightly Premises	Active
10825	Aug 24, 2018	15619703	7	136 Martina Drive, Howie Center, B1L1H1	Ian O'Neill	Unsightly Premises	Active

10826	Aug 24, 2018	15066210	5	15 Douglas Street, Sydney, B1P1V2	Ian O'Neill	Unsightly Premises	Closed
10827	Aug 24, 2018	15139405	1		Angelo Canova	Unsightly Premises	Active
10828	Aug 24, 2018	15120421	6	491 St Peters Road, Sydney, B1P4R9	Ian O'Neill	Unsightly Premises	Closed
10829	Aug 24, 2018	15099237	6	13 Central Street, Sydney, B1P2A7	Ian O'Neill	Unsightly Premises	Closed
10830	Aug 24, 2018	15057607	5	82 York Street, Sydney, B1P6B4	Ian O'Neill	Unsightly Premises	Active
10831	Aug 27, 2018	15577539	1	1000 Shore Road, Sydney Mines, B1V1B6	Angelo Canova	Minimum Standards	New
10832	Aug 27, 2018	15069396	5	462 Bentinck Street, Sydney, B1S2Y7	Ian O'Neill	Unsightly Premises	Active
10833	Aug 27, 2018	15031362	2	8 Parnell Street, North Sydney, B2A3A1	Angelo Canova	Unsightly Premises	Active
10834	Aug 27, 2018	15654775	8	2275 Trout Brook Road, Albert Bridge	Jason MacDonald	Unsightly Premises	Closed
10835	Aug 28, 2018	15262397	11	3544 New Waterford Highway, New Victoria, B1H5B5	Jason MacDonald	Unsightly Premises	Active
10836	Aug 28, 2018	15137888	12	102 Ferris Street, Sydney, B1N2N2	Ian O'Neill	Unsightly Premises	Active
10837	Aug 28, 2018	15093032	6	17 Hillview Street, Sydney, B1P2H3	Ian O'Neill	Unsightly Premises	Active
10838	Aug 29, 2018	15031636	2	388 Purves Street, North Sydney, B2A1C6	Angelo Canova	Minimum Standards	Closed
10839	Aug 29, 2018	15088669	6	282 Union Street, Sydney, B1P4Y4	Ian O'Neill	Unsightly Premises	Active
10840	Aug 29, 2018	15079908	5	445 Alexandra Street, Sydney, B1S2G7	Ian O'Neill	Unsightly Premises	Closed

10841	Aug 29, 2018	15164965	1	1141 Main Street, Sydney Mines, 81V2M8	Angelo Canova	Unsafe Pool	Closed
10842	Aug 30, 2018	15418049	8	165 Lake Road, Glace Bay, B1A2G8	Jason MacDonald	Unsightly Premises	Active
10843	Sep 04, 2018	15639362	8	10 Strathcona Street, Louisbourg, B1C1M2	Jason MacDonald	Unsightly Premises	Closed
10844	Sep 05, 2018	15194848	1	27 Alecia Drive, North Sydney, B2A3W4	Angelo Canova	Unsightly Premises	Active
10845	Sep 06, 2018	15055205	5	37 Campbell Street, Sydney, B1P1E8	Ian O'Neill	Unsightly Premises	Active
10846	Sep 06, 2018	15856230	2	166 Hillside Boularderie Road, Groves Point, B1Y2X3	Angelo Canova	Minimum Standards	Active
10847	Sep 06, 2018	15245277	1	31 Church Street, Florence, 81Y1E8	Angelo Canova	Unsightly Premises	Active
10848	Sep 06, 2018	15113558	6	113 Cornwallis Street, Sydney, B1P2X5	Ian O'Neill	Unsightly Premises	Closed
10849	Sep 07, 2018	15248107	1	102 Toronto Road, Little Pond, B1Y1S8	Angelo Canova	Structure Fire	Active
10850	Sep 07, 2018	15128705	12	42 Richmond Street, Sydney, 81P2T9	Ian O'Neill	Unsightly Premises	Closed
10851	Sep 11, 2018	15129521	12	108 Victoria Road, Sydney, B1P2V6	Ian O'Neill	Unsightly Premises	Active
10852	Sep 11, 2018	15129604	12	84 Victoria Road, Sydney, B1P2V6	Ian O'Neill	Unsightly Premises	Closed
10853	Sep 11, 2018	15378888	10	33 Royal Avenue, Dominion, B1G1T7	Jason MacDonald	Unsightly Premises	Closed
10854	Sep 11, 2018	15106073	6	118 Union Street, Sydney, 81P4X8	Ian O'Neill	Unsightly Premises	Active
10855	Sep 12, 2018	15428782	8	174 Forest Street, Glace Bay, 81A1G9	Jason MacDonald	Unsightly Premises	Active
10856	Sep 13, 2018	15274731	11	145 Amelia Street, Scotchtown, B1H2Y3	Jason MacDonald	Unsightly Premises	Closed

10857	Sep 13, 2018	15319171	11	478 Thirteenth Street, New Waterford, B1H4B7	Jason MacDonald	Structure Fire	Closed
10858	Sep 13, 2018	15057870	5	44 Intercolonial Street, Sydney, B1P1S6	Ian O'Neill	Unsightly Premises	Active
10859	Sep 14, 2018	15458250	8	41 Commercial Street, Louisbourg, B1C1B5	Roger Rose	No Building Permit	New
10860	Sep 14, 2018	15056682	5	53 Fairview Street, Sydney, B1P1R2	Ian O'Neill	Unsightly Premises	Active
10861	Sep 14, 2018	15019664	2	18 Peppett Street, North Sydney	Angelo Canova	Unsightly Premises	Active
10862	Sep 17, 2018	15458250	8	41 Commercial Street, Louisbourg, B1C1B5	Greg MacPhee	No Building Permit	Closed
10863	Sep 17, 2018	15107964	6	55 Sheriff Avenue, Sydney, B1P2P6	Ian O'Neill	Unsightly Premises	Active
10864	Sep 18, 2018	15683337	11	399 Gibbon Street, New Waterford, B1H3N4	Greg MacPhee	No Building Permit	New
10865	Sep 19, 2018	15188519	1	271 Pitt Street, Sydney Mines, B1V1S4	Angelo Canova	Unsightly Premises	Closed
10866	Sep 19, 2018	15088768	6	237 Park Street, Sydney, B1P4X1	Ian O'Neill	Unsightly Premises	Active
10867	Sep 20, 2018	15121064	6	665 Upper Prince Street, Sydney, B1P5M9	Ian O'Neill	Unsightly Premises	New
10868	Sep 21, 2018	15179559	1	47 Convent Street, Sydney Mines, B1V1K1	Angelo Canova	Unsightly Premises	New
10869	Sep 24, 2018	15088008	6	404 Townsend Street, Sydney, B1P5G4	Ian O'Neill	Unsightly Premises	New
10870	Sep 24, 2018	15399058	9	23 Duke Street, Glace Bay, B1A3A2	Jason MacDonald	Unsightly Premises	New

DRAFT

Cape Breton Regional Municipality

General Committee Meeting

On Planning & Economic Development

<u>AGENDA</u>

DECEMBER 4, 2018

<u>Morning</u>: **Workshop**

<u>Afternoon</u>: **Regular Agenda Items**

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

Cape Breton Regional Municipality

General Committee Meeting
On Planning & Economic Development

December 4, 2018

AGENDA

MORNING: **Workshop:** ***Unlisted Roads and Shared Driveways*** **(*see attached*)**

AFTERNOON: **Regular Agenda Items (*see below*)**

Roll Call

1. **Approval of the Agenda (motion required)**

2. **Municipal Planning Strategy Review: Part 4 Residential Development – Apartment Development Policies:** Karen Neville, Planner (See page _____)

3. **Municipal Planning Strategy Review: Part 4 Residential Development – Introductory Text:** Karen Neville, Planner (See page _____)

4. **One Main Modular Part Manufactured Homes a.k.a. Mini Homes / Mobile Homes:** Malcolm Gillis, Director of Planning and Development (See page _____)

ADJOURNMENT

ISSUE PAPER

TO: Council

From: Malcolm Gillis

RE: REQUESTED COUNCIL WORKSHOP

Date: October 30th, 2018

There are approximately 286 known and named unlisted roads or shared driveways in the CBRM. An unlisted road or shared driveway is a motor vehicle travelway servicing more than 2 developed lot parcels under separate ownership that is not owned by the Province or the Regional Municipality. Their total aggregate length is 98 kilometers. 51 kilometers of these unlisted roads/shared driveways are receiving some level of maintenance from CBRM Public Works. As far as the Planning and Development Department is aware, this maintenance service was inherited by the CBRM from the former Municipality of Cape Breton County i.e. CBRM Public Works has not added to it its list of maintained unlisted roads/shared driveways since the inception of the Regional Municipality. The former Municipality assumed responsibility due to lobbying from property owners serviced by the unlisted road or shared driveway. It's not that lobbying efforts have ceased. Rather they have been consistently rejected. Lot parcel owners ask the Regional Municipality to maintain their unlisted roads/shared driveways either because of the cost of maintenance or because they can't agree amongst themselves on the level of maintenance.

When the CBRM adopted its first (and current) Subdivision Bylaw one of the goals was to prohibit the creation of lot parcels to be serviced by unlisted roads or shared driveways. This was an attempt to:

- prevent an increase of traffic because of new developments along these relatively poorly constructed roads;
- prevent their extension; and
- prevent the creation of new unlisted roads/shared driveways.

This goal was to be achieved by a one-two punch of two provisions in the Bylaw. One bans the creation of new lot parcels fronting only on unlisted roads or shared driveways, even if CBRM Public Works is providing maintenance. A second requires that all lot parcels created in a plan of subdivision must have some frontage on a public street/road and that frontage must be approved by the Traffic Authority having jurisdiction (CBRM or the Province) in compliance with their traffic safety provisions.

However, our current and historical air photography shows us that shared driveways are still occurring in rural CBRM. This is happening primarily because driveways are not being constructed at the approved intersection with the public street/road. The lot parcels are being accessed by means of an extension of an existing shared driveway or the creation of a new shared driveway.

There are two concerns with this. (1) The objective of the Subdivision Bylaw is not being reached i.e. more unlisted roads/shared driveways are being created with the expectation that property owners serviced by them will get along and share maintenance responsibilities and (2) civic address/911 errors are occurring because approved driveway intersections used to assign a civic address are not the eventual route used to get to the dwelling on the lot parcel.

Amendments to the Planning Strategy, the Subdivision Bylaw and the Land Use Bylaw need to be adopted to address this. Staff first want to provide Council with a workshop exclusively devoted to this issue to both inform Council and provide a range of options to consider. At one end of the spectrum would be amendments that more effectively curtail the use of existing unlisted roads/shared driveways while at the other end amendments that recognize shared driveways can be a reasonable alternative to the relatively expensive cost of rural driveways and/or new public streets/roads built to CBRM's engineering specifications.

Recommendation:

Staff is recommending that the General Committee agree to schedule a workshop focused on the issue of unlisted roads/shared driveways in rural CBRM. The purpose of the workshop would be to educate Council on the complex issue of unlisted roads/shared driveway developments in rural CBRM prior to Council beginning the formal process of amending the CBRM Planning Strategy, its implementing Land Use Bylaw and the Subdivision Bylaw to resolve the issue described in this issue paper.

Respectfully submitted by:

ORIGINAL SIGNED BY:

Malcolm Gillis
Director of Planning and Development

Summary

Statement of Revenue

September 30, 2018

Revenue	Year To Date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	$ 54,137,161	$ 53,905,796	$ 231,365	$ 107,811,592	$ 53,674,431
Total Federal Government	1,550,000	1,550,000	(0)	3,100,000	1,550,000
Total Transit	424,471	388,750	35,721	792,500	368,029
Total Environmental Development Services	140,458	123,000	17,458	246,000	105,542
Total Licenses & Permits	78,316	75,250	3,066	150,500	72,184
Total Fines & Fees	312,262	286,426	25,836	572,852	260,590
Total Rentals	263,843	251,815	12,028	503,630	239,787
Total Concessions & Franchises	182,400	182,500	(100)	365,000	182,600
Total Interest on Taxes	797,254	807,002	(9,747)	1,614,003	816,749
Total Finance Revenue	12,400	15,000	(2,600)	30,000	17,600
Total Solid Waste Revenue	1,354,016	1,225,000	129,016	2,300,000	945,984
Total Recreation & Cultural Service Programs	379,522	413,863	(34,341)	2,065,000	1,685,478
Total Water Utility Charges	2,475,755	2,475,755	(0)	4,951,510	2,475,755
Total Unconditional Transfers	7,982,665	7,930,141	52,524	15,860,282	7,877,617
Total Conditional Transfers	-	-	-	-	-
Year To Date Assigned	**73,338,483**	**72,879,265**	459,218	146,860,803	73,522,320

Departmental

Reviewed

Statement of Expenditures

September 30, 2018

Expenditures	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	$ 632,448	$ 741,134	$ 108,686	$ 1,455,969	$ 823,521
Administration	382,855	396,149	13,294	1,083,980	701,125
Finance	1,289,831	1,440,215	150,384	2,860,330	1,570,499
Legal	308,607	319,395	10,788	676,601	367,994
Human Resources	506,518	615,712	109,194	1,374,144	867,626
Technology & Communications	527,967	529,695	1,728	1,301,881	773,914
Municipal Clerk	193,243	206,166	12,923	536,755	343,512
Fiscal Services	11,042,519	11,001,582	(40,937)	31,894,505	20,851,986
Police Services	13,087,369	13,260,746	173,377	26,994,915	13,907,546
Fire Services (Incl EMO)	9,524,088	9,778,504	254,416	18,201,998	8,677,910
Engineering & Public Works	22,082,914	22,413,496	330,582	45,577,824	23,494,910
Planning	1,246,983	1,275,844	28,862	2,656,806	1,409,823
Facilities C200 & Arenas	1,577,004	1,624,605	47,601	3,398,410	1,821,406
Parks & Grounds	1,498,941	1,435,906	(63,035)	2,832,660	1,333,719
Buildings	1,586,797	1,599,568	12,771	3,374,564	1,787,767
Recreation	1,791,489	1,855,014	63,525	2,639,461	847,972
Total expended to date	**$ 67,279,573**	**$ 68,493,732**	**$ 1,214,159**	**$ 146,860,803**	**$ 79,581,230**

Departmental

Reviewed

Legislative	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 446,533	$ 470,057	$ 23,524	$ 940,114	$ 493,581
6010 BENEFITS	53,396	75,643	22,246	151,285	97,889
6030 TRAVEL/CONFERENCES	74,284	98,854	24,571	188,238	113,954
6040 PROF MEM/DUES & FEES	750	21,231	20,481	59,251	58,501
6050 OFFICE SUPPLIES	9,966	10,454	487	18,400	8,434
6060 OFFICE EQUIPMENT	1,140	2,500	1,360	5,000	3,860
6080 ADVERTISING	4,932	8,450	3,518	14,500	9,568
6100 COURIER	103	125	22	250	147
6110 TELEPHONE/FAX	11,833	13,379	1,546	25,549	13,716
6120 PUBL./SUBSCRIPTIONS	974	1,011	37	1,782	808
6130 COMPUTER HARDWARE	3,675	4,160	485	6,600	2,925
6150 MEETING EXPENSES	6,910	16,770	9,860	23,000	16,090
6170 PROMOTION	17,952	18,500	548	22,000	4,048
Total expended to date	$ 632,448	$ **741,134**	$ 108,686	$ 1,455,969	$ 823,521

Departmental

Finance

Administration **Statement of Expenditures** **September 30, 2018**

Administration		Year to date Expended		6 Month Budget		6 Month Budget Variance		Annual Budget		Annual Budget Remaining
6000 WAGES/SALARIES	$	172,209	$	178,794	$	6,585	$	357,588	$	185,379
6010 BENEFITS		29,563		30,190		627		63,779		34,216
6020 TRAINING/EDUCATION		1,095		2,050		955		4,800		3,705
6030 TRAVEL/CONFERENCES		12,403		13,432		1,029		36,500		24,097
6040 PROF MEM/DUES & FEES		2,380		2,400		20		2,600		220
6050 OFFICE SUPPLIES		202		1,472		1,271		2,800		2,598
6110 TELEPHONE/FAX		2,529		2,000		(529)		4,000		1,471
6120 PUBL./SUBSCRIPTIONS		508		538		29		475		(33)
6130 COMPUTER HARDWARE		-		-		-		1,000		1,000
6150 MEETING EXPENSES		1,942		2,460		518		2,920		978
6170 PROMOTION		7,952		10,544		2,592		15,000		7,048
8100 PROFESSIONAL SERVICES		22,267		22,267		-		125,000		102,733
8150 GRANTS/SUBS TO ORG		129,804		130,002		198		467,518		337,714
Total expended to date	**$**	**382,855**	**$**	**396,149**	**$**	**13,294**	**$**	**1,083,980**	**$**	**701,125**

Departmental

Finance

Finance	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 900,519	$ 962,186	$ 61,667	$ 1,924,372	$ 1,023,853
6010 BENEFITS	179,178	183,749	4,571	367,498	188,320
6020 TRAINING/EDUCATION	3,149	3,470	321	18,940	15,791
6030 TRAVEL/CONFERENCES	5,383	5,890	508	25,780	20,398
6040 PROF MEM/DUES & FEES	3,724	3,788	64	5,575	1,851
6050 OFFICE SUPPLIES	5,890	7,250	1,360	14,500	8,610
6060 OFFICE EQUIPMENT	6,885	8,600	1,716	14,500	7,616
6080 ADVERTISING	16,788	17,325	537	42,650	25,862
6090 POSTAGE	129,037	130,600	1,563	161,200	32,163
6100 COURIER	15,450	13,350	(2,100)	26,700	11,250
6110 TELEPHONE/FAX	8,507	7,960	(547)	15,920	7,413
6130 COMPUTER HARDWARE	2,142	2,700	558	15,400	13,258
6140 COMPUTER SOFTWARE	-	-	-	47,000	47,000
6160 LIABILITY INSURANCE	123,198	167,325	44,127	334,650	211,452
6180 COST RECOVERY	(194,220)	(161,075)	33,145	(322,150)	(127,930)
8010 OPERATIONAL MAT/SUPP	737	2,250	1,513	4,500	3,763
8100 PROFESSIONAL SERVICE	46,658	47,500	842	55,000	8,342
8110 CONTRACTS/AGREEMENTS	28,495	27,968	(528)	55,935	27,440
8120 LEASES	5,111	6,180	1,069	12,360	7,249
8180 TAX EXEMPT/WRITE OFF	3,200	3,200	-	40,000	36,800
Total expended to date	**$ 1,289,831**	**$ 1,440,215**	**$ 150,384**	**$ 2,860,330**	**$ 1,570,499**

Departmental

Finance

Legal		Year to date Expended		6 Month Budget		6 Month Budget Variance		Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$	185,128	$	191,548	$	6,420	$	383,096	$ 197,968
6010 BENEFITS		39,680		40,953		1,273		77,905	38,225
6020 TRAINING/EDUCATION		1,385		1,494		108		6,500	5,115
6030 TRAVEL/CONFERENCES		5,665		5,750		85		8,500	2,835
6040 PROF MEM/DUES & FEES		10,845		11,266		420		13,100	2,255
6050 OFFICE SUPPLIES		1,179		1,750		572		3,500	2,322
6060 OFFICE EQUIPMENT		-		-		-		4,200	4,200
6070 PHOTOCOPIER LEASE		1,743		1,550		(193)		3,100	1,357
6080 ADVERTISING		1,000		1,000		0		1,000	0
6100 COURIER		406		400		(6)		800	394
6110 TELEPHONE/FAX		1,508		2,200		692		4,400	2,892
6120 PUBL./STATUTES		6,599		6,284		(316)		10,000	3,401
6130 COMPUTER HARDWARE		-		-		-		3,000	3,000
6140 COMPUTER SOFTWARE		-		-		-		2,500	2,500
6150 MEETING EXPENSE		-		250		250		500	500
8100 PROFESSIONAL SERVICE		53,470		54,952		1,482		154,500	101,030
Total expended to date	**$**	**308,607**	**$**	**319,395**	**$**	**10,788**	**$**	**676,601**	**$ 367,994**

Departmental

Finance

Human Resources	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 346,169	$ 425,576	$ 79,407	$ 851,152	$ 504,983
6010 BENEFITS	74,531	90,984	16,453	181,967	107,436
6020 TRAINING/EDUCATION	1,691	2,425	734	9,850	8,159
6030 TRAVEL/CONFERENCES	4,427	5,143	716	27,000	22,573
6040 PROF MEM/DUES & FEES	327	550	223	2,300	1,973
6050 OFFICE SUPPLIES	4,815	9,000	4,185	18,000	13,185
6060 OFFICE EQUIPMENT	1,283	2,500	1,217	2,500	1,217
6080 ADVERTISING	2,753	2,905	152	4,000	1,247
6110 TELEPHONE/FAX	5,006	6,688	1,682	13,375	8,369
6120 PUBL./SUBSCRIPTIONS	492	843	350	4,000	3,508
6130 COMPUTER HARDWARE	77	100	23	6,000	5,923
6140 COMPUTER HARDWARE	-	-	-	500	500
6150 MEETING EXPENSE	2,944	3,500	556	4,500	1,556
8100 PROFESSIONAL SERVICE	57,775	59,250	1,475	236,500	178,725
8110 CONTRACTS/AGREEMENTS	4,231	6,250	2,019	12,500	8,269
Total expended to date	**$ 506,518**	**$ 615,712**	**$ 109,194**	**$ 1,374,144**	**$ 867,626**

Departmental

Finance

Technology/ Communications | **Statement of Expenditures** | **September 30, 2018**

Technology/Communications	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 280,764	$ 270,768	$ (9,996)	$ 541,536	$ 260,772
6010 BENEFITS	58,729	55,533	(3,196)	111,065	52,336
6020 TRAINING/EDUCATION	2,861	3,400	540	12,000	9,140
6030 TRAVEL/CONFERENCES	13,809	14,000	191	20,000	6,191
6040 PROF MEM/DUES & FEES	654	750	96	1,000	346
6050 OFFICE SUPPLIES	391	1,500	1,109	3,000	2,609
6060 OFFICE EQUIPMENT	-	-	-	3,000	3,000
6080 ADVERTISING	-	250	250	500	500
6100 COURIER	-	150	150	300	300
6110 TELEPHONE/FAX	21,383	30,000	8,617	60,000	38,617
6120 PUBL./SUBSCRIPTIONS	-	-	-	1,000	1,000
6130 COMPUTER HARDWARE	41,239	43,000	1,761	130,000	88,761
6140 COMPUTER SOFTWARE	93,069	93,500	431	175,000	81,931
6150 MEETING EXPENSE	469	500	31	500	31
8110 CONTRACTS/AGREEMENTS	14,599	16,344	1,745	40,000	25,401
8120 LEASES SAP	-	-	-	102,000	102,000
8130 LICENSES/PERMITS	-	-	-	100,980	100,980
Total expended to date	**$ 527,967**	**$ 529,695**	**$ 1,728**	**$ 1,301,881**	**$ 773,914**

Departmental

Finance

Municipal Clerk	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 128,859	$ 134,937	$ 6,078	$ 269,874	$ 141,015
6010 BENEFITS	28,247	28,441	194	56,881	28,634
6020 TRAINING/EDUCATION	2,330	2,938	608	5,500	3,170
6030 TRAVEL/CONFERENCES	1,767	2,692	925	6,500	4,733
6040 PROF MEM/DUES & FEES	654	700	46	1,000	346
6050 OFFICE SUPPLIES	928	2,350	1,422	4,700	3,772
6060 OFFICE EQUIPMENT	283	400	117	10,000	9,717
6070 PHOTOCOPY SUPPLIES	6,526	12,000	5,474	24,000	17,474
6080 ADVERTISING	-	-	-	750	750
6100 COURIER	-	-	-	750	750
6110 TELEPHONE/FAX	1,869	1,750	(119)	3,500	1,631
6120 PUBL./SUBSCRIPTIONS	1,411	1,513	101	1,800	389
6130 COMPUTER HARDWARE	1,596	1,596	-	6,000	4,404
6140 COMPUTER SOFTWARE	10,091	10,100	9	12,000	1,909
6150 MEETING EXPENSES	8,682	6,750	(1,932)	13,500	4,818
8110 CONTRACTS/AGREEMENTS	-	-	-	120,000	120,000
Total expended to date	**$ 193,243**	**$ 206,166**	**$ 12,923**	**$ 536,755**	**$ 343,512**

Departmental

Finance

Fiscal Services		Year to date Expended		6 Month Budget		6 Month Budget Variance		Annual Budget		Annual Budget Remaining
9010 INT SHRT TERM BORROW	$	227,938	$	175,000		(52,938)	$	350,000	$	122,062
9020 INT ON DEBT		698,061		698,061		-		1,396,121		698,060
9051 PRINC ON DEBT		-		-		-		9,891,341		9,891,341
9052 DEBT/CAP BOND DISC		49,000		49,000		-		98,000		49,000
9090 BANK CHARGES		38,009		47,500		9,491		95,000		56,991
9200 ALLOWANCE FOR UNCOL. TAXES		350,000		350,000		-		700,000		350,000
9420 APPROP TO CAPITAL FUND		45,000		45,000		-		90,000		45,000
9430 APPROP TO B.I.D.C.		48,522		48,522		-		97,043		48,522
9600 PROV. CORRECTIONS		541,644		547,643		5,999		1,095,286		553,642
9610 CB REG. HOUSING		934,324		919,860		(14,465)		1,839,719		905,395
9620 REGIONAL LIBRARY		329,951		335,000		5,049		670,000		340,049
9630 CB/VIC. SCHOOL BOARD		7,089,712		7,099,092		9,380		14,198,184		7,108,472
9640 PROPERTY ASSESSMENT		690,360		686,906		(3,454)		1,373,811		683,451
Total expended to date	**$**	**11,042,519**	**$**	**11,001,582**	**$**	**(40,937)**	**$**	**31,894,505**	**$**	**20,851,986**

Departmental

Finance

Police Services	Statement of Expenditures	September 30, 2018

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	$ 11,420,502	$ 11,576,343	$ 155,841	$ 23,152,686	$ 11,732,184
6020 TRAINING/EDUCATION	88,880	90,803	1,923	142,927	54,047
6030 TRAVEL/CONFERENCES	36,901	38,500	1,599	105,000	68,099
6040 PROF MEM/DUES & FEES	2,518	2,500	(18)	5,000	2,482
6050 OFFICE SUPPLIES	19,906	24,225	4,319	48,000	28,094
6060 OFFICE EQUIPMENT	25,402	27,500	2,098	55,000	29,598
6070 PHOTOCOPY SUPPLIES	7,928	9,000	1,072	18,000	10,072
6080 ADVERTISING	913	2,500	1,587	5,000	4,087
6090 POSTAGE & 6100 COURIER	5,791	3,500	(2,291)	7,000	1,209
6110 TELEPHONE/FAX	135,551	137,500	1,949	275,000	139,449
6120 PUBL./SUBSCRIPTIONS	6,637	4,000	(2,637)	4,000	(2,637)
6130 COMPUTER HARDWARE	26,326	32,000	5,674	132,000	105,674
6140 COMPUTER SOFTWARE	156,763	158,000	1,237	240,000	83,237
6150 MEETING EXPENSES	6,818	8,500	1,682	17,000	10,182
6160 LIABILITY INSURANCE	3,099	2,500	(599)	5,000	1,902
6170 PROMOTION	10,445	11,000	555	11,000	555
7000 HEAT	11,981	15,500	3,519	47,000	35,019
7010 ELECTRICAL	49,081	57,500	8,419	115,000	65,919
7020 WATER	2,037	4,000	1,963	8,000	5,963
7030 BLDG/FACILITY MAINT	31,437	47,570	16,133	83,000	51,563
7040 BLDG/FACILITY REPAIR	3,541	7,500	3,959	15,000	11,459
7050 BLDG/FACILITY INSURANCE	10,530	11,578	1,048	17,028	6,498
7060 BLDG/FACILITY RENOV	2,190	10,000	7,810	20,000	17,810
7070 BLDG/FACILITY RENTAL	37,627	32,000	(5,627)	64,000	26,373
7110 SECURITY	1,191	1,850	659	3,700	2,509
7505 GASOLINE & DIESEL	222,308	187,500	(34,808)	375,000	152,692
7510 VEH/EQUIP REPAIRS	173,793	143,859	(29,934)	287,717	113,924
7520 VEH/EQUIP INSURANCE	21,546	28,013	6,467	56,026	34,480
7530 VEH/EQUIP REPLACEMENT	116,718	116,718	-	580,000	463,282
7540 VEH/EQUIP RENTAL	646	1,000	354	2,000	1,354
7550 VEH/EQUIP TOWING	125	2,500	2,375	5,000	4,875
7560 VEH/EQUIP GEN SUPPLY	816	5,000	4,184	10,000	9,184
8000 OPERATIONAL EQUIP	54,107	56,610	2,503	191,220	137,113
8010 OPERATIONAL MAT/SUPP	48,667	50,754	2,086	181,373	132,706
8020 MAINTENANCE EQUIP	8,209	2,321	(5,889)	3,570	(4,639)
8030 MAINTENANCE MAT/SUPP	-	2,000	2,000	4,000	4,000
8040 COMM EQUIPMENT LINES	1,824	3,750	1,926	7,500	5,676
8090 UNIFORMS/CLOTHING	42,696	44,000	1,304	162,000	119,304
8100 PROFESSIONAL SERVICE	38,364	43,062	4,698	95,000	56,636
8110 CONTRACTS/AGREEMENTS	58,116	59,207	1,091	137,000	78,884
8125 MAJOR INVESTIGATIONS	63,389	64,584	1,195	129,168	65,779
8130 LICENSES/PERMITS	(451)	1,500	1,951	3,000	3,451
8150 GRANTS/SUBS TO ORG	132,500	132,500	-	170,000	37,500
Total expended to date	$ 13,087,369	$ 13,260,746	$ 173,377	$ 26,994,915	$ 13,907,546

Departmental

Finance

Police Services Revenue	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	$ 84,385	$ 7,404	$ 76,981	$ 25,000	$ (59,385)
5151 FINES	$ 128,136	$ 179,281	(51,145)	390,000	261,864
Total Revenue to date	**$ 212,521**	**$ 186,685**	**$ 25,836**	**$ 415,000**	**$ 202,479**

Departmental

Finance

Fire Services — Statement of Expenditures — September 30, 2018

Fire Services Including EMO	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 2,780,696	$ 2,874,791	$ 94,095	$ 5,749,582	$ 2,968,886
6010 BENEFITS	552,882	559,150	6,268	1,118,299	565,417
6011 MISC. BENEFITS	66,358	66,230	(128)	132,351.00	65,993
6020 TRAINING/EDUCATION	70,925	72,685	1,760	207,200	136,275
6030 TRAVEL/CONFERENCES	25,729	26,331	602	55,900	30,171
6040 PROF MEM/DUES & FEES	6,824	6,901	77	11,732	4,908
6050 OFFICE SUPPLIES	3,753	6,050	2,297	12,100	8,347
6060 OFFICE EQUIPMENT	1,480	6,475	4,995	12,950	11,470
6070 PHOTOCOPY SUPPLIES	-	-	-	500	500
6080 ADVERTISING	3,357	3,475	118	5,350	1,993
6100 COURIER	147	226	79	451	304
6110 TELEPHONE/FAX	18,335	22,500	4,165	44,999	26,664
6120 PUBL./SUBSCRIPTIONS	724	1,350	626	2,700	1,976
6130 COMPUTER HARDWARE	622	622	-	11,507	10,885
6140 COMPUTER SOFTWARE	-	-	-	16,006	16,006
6150 MEETING EXPENSES	1,972	2,202	230	4,404	2,432
6170 PROMOTION	15,376	15,376	-	39,000	23,624
7000 HEAT	20,317	22,176	1,858	102,351	82,034
7010 ELECTRICAL	29,550	32,268	2,718	64,536	34,986
7020 WATER	13,558	14,762	1,204	24,523	10,965
7030 BLDG/FACILITY MAINT	24,438	24,865	427	63,729	39,291
7040 BLDG/FACILITY REPAIR	12,725	12,786	60	225,571	212,846
7050 BLDG/FACILITY INS	7,008	4,109	(2,900)	8,217	1,209
7060 BLDG/FACILITY RENOV	-	5,000	5,000	10,000	10,000
7080 PLANT MAINTENANCE	-	200	200	400	400
7500 VEH/EQUIP MAINT.	119,376	120,000	624	170,000	50,624
7505 GASOLINE/DIESEL	35,531	39,730	4,198	79,459	43,928
7510 VEH/EQUIP REPAIRS	215	2,000	1,785	4,000	3,785
7520 VEH/EQUIP INSURANCE	27,804	36,527	8,723	84,848	57,044
7530 VEH/EQUIP REPLACEMENT	11,334	11,334	-	85,000	73,666
7540 VEH/EOUP RENTAL	1,201	204	(997)	204	(997)
7550 VEH/EQUIP TOWING	540	1,000	460	2,000	1,460
7560 VEH/EQUIP GEN SUPPLY	4,960	8,000	3,040	16,000	11,040
8000 OPERATIONAL EQUIP	123,301	179,500	56,199	359,000	235,699
8010 OPERATIONAL MAT/SUPP	23,468	22,974	(495)	45,870	22,402
8020 MAINTENANCE EQUIP	20,262	26,300	6,038	52,599	32,337
8040 COMM EQUIPMENT LINES	3,298	20,000	16,702	40,000	36,702
8090 UNIFORMS/CLOTHING	26,384	50,226	23,842	100,452	74,068
8100 PROFESSIONAL SERVICE	1,799	9,669	7,870	19,338	17,539
8110 CONTRACTS/AGREEMENTS	32,712	117,210	84,498	234,420	201,708
8120 LEASES	145,332	62,521	(82,811)	125,041	(20,291)
8130 LICENSES/PERMITS	16,348	17,335	987	17,335	987
8150 GRANTS/SUBS TO ORG	1,707,939	1,707,939	-	1,711,051	3,112
8195 WATER SUPPLY & HYDR	3,565,510	3,565,510	-	7,131,023	3,565,513
Total expended to date	**$ 9,524,088**	**$ 9,778,504**	**$ 254,416**	**$ 18,201,998**	**$ 8,677,910**

Departmental

Finance

Fire Services | Statement of Revenue | September 30, 2018

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	$ 80,153	$ 80,153	$ -	$ 160,306	$ 80,153
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	224,258	224,258	-	448,515	224,258
Total Revenue to date	**$ 304,411**	**$ 304,411**	**$ -**	**$ 608,821**	**$ 304,411**

Departmental

Finance

Engineering and Public Works Actuals to September 30, 2018

REVENUE	Actual & Committed Y-T-D Sept 30, 2018	Budget Y-T-D Sept 30, 2018	Variance Y-T-D Sept 30, 2018	Total Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	$424,471	$388,750	$35,721	$792,500	-$368,029	53.56%
SOLIDWASTE TIP FEES	$1,070,588	$1,000,000	$70,588	$2,000,000	-$929,412	53.53%
SOLIDWASTE COST RECOVERIES	$238,078	$225,000	$13,078	$300,000	-$61,922	79.36%
SEWER PERMIT FEES	$48,600	$50,000	-$1,400	$100,000	-$51,400	48.60%
BUILDINGS	$263,843	$251,815	$12,028	$503,630	-$239,787	52.39%
WATER UTILITY ADMIN FEE	$2,478,755	$2,475,755	$3,000	$4,951,510	-$2,472,755	50.06%
TOTAL PW REVENUES	$4,524,335	$4,391,320	$133,015	$8,647,640	-$4,123,305	52.32%

EXPENDITURES						
ADMINISTRATION	$2,068,232	$2,168,901	$100,669	$4,342,402	$2,274,170	47.63%
ENGINEERING	$380,655	$377,092	-$3,563	$743,283	$362,628	51.21%
CENTRAL DIVISION	$3,193,468	$3,294,287	$100,818	$7,116,467	$3,922,999	44.87%
EAST DIVISION	$3,184,341	$3,229,769	$45,427	$6,495,118	$3,310,777	49.03%
NORTH DIVISION	$1,396,544	$1,525,837	$129,293	$3,183,761	$1,787,217	43.86%
SOLID WASTE	$6,413,027	$6,514,398	$101,371	$12,658,643	$6,245,616	50.66%
MECHANICAL FLEET	$2,119,677	$2,014,190	-$105,487	$4,180,336	$2,060,659	50.71%
TRANSIT	$1,919,898	$1,918,851	-$1,048	$3,941,501	$2,021,603	48.71%
QUALITY CONTROL	$1,407,071	$1,370,174	-$36,898	$2,916,317	$1,509,246	48.25%
TOTAL PW EXPENDITURES	$22,082,914	$22,413,496	$330,582	$45,577,828	$23,494,914	48.45%

Signature:

Director of Engineering & Public Works

Chief Financial Officer

Planning/Bylaw/Fire Inspection | Statement of Expenditures | September 30, 2018

Planning / ByLaw / Fire Inspection	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 654,739	$ 674,932	$ 20,193	$ 1,349,864	$ 695,125
6010 BENEFITS	142,122	145,071	2,949	280,542	138,420
6020 TRAINING/EDUCATION	12,204	8,000	(4,204)	14,000	1,796
6030 TRAVEL/CONFERENCES	24,381	17,500	(6,881)	33,000	8,619
6040 PROF MEM/DUES & FEES	1,677	2,400	723	7,500	5,823
6050 OFFICE SUPPLIES	6,680	9,750	3,070	19,500	12,820
6060 OFFICE EQUIPMENT	4,227	5,250	1,023	12,500	8,273
6080 ADVERTISING	8,210	10,700	2,490	26,500	18,290
6110 TELEPHONE/FAX	7,012	9,750	2,738	19,500	12,488
6120 PUBL./SUBSCRIPTIONS	445	500	55	1,300	855
6130 COMPUTER HARDWARE	1,196	1,196	-	10,500	9,304
6140 COMPUTER SOFTWARE	151	151	-	6,500	6,349
6150 MEETING EXPENSE	965	1,600	636	3,200	2,236
6170 PROMOTION	19,087	19,087	-	30,000	10,913
7130 DEMOLITIONS	1,658	1,658	0	120,000	118,342
8000 OPERATIONAL EQUIPMENT	14,366	16,500	2,134	33,000	18,634
8010 OPERATIONAL MAT/SUPP	1,539	2,000	461	4,000	2,461
8090 UNIFORMS / CLOTHING	6,553	5,500	(1,053)	8,500	1,947
8100 PROFESSIONAL SERVICE	21,321	23,500	2,179	53,000	31,679
8110 CONTRACTS/AGREEMENTS	193,200	193,200	0	421,400	228,200
8130 LICENSES/PERMITS	65,700	65,700	-	74,500	8,800
8135 REGULATORY FEES	32,649	35,000	2,351	43,000	10,351
8150 GRANTS /SUBS TO ORG	26,900	26,900	-	85,000	58,100
Total expended to date	$ 1,246,983	$ 1,275,844	$ 28,862	$ 2,656,806	$ 1,409,823

Departmental

Finance

	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	$ 10,600	$ 7,000	$ 3,600	$ 8,000	$ (2,600)
5113 Animal Licenses	3,310	5,500	(2,190)	-	(3,310)
5114 Taxi Licenses	10,406	9,000	1,406	18,000	7,594
5115 Vending Machine Licenses	6,770	3,750	3,020	10,000	3,230
5301 Parking Meter Revenue	182,400	182,500	(100)	366,517	184,117
Total Bylaw Revenue	$ 213,486	$ 207,750	$ 5,736	$ 402,517	$ 189,031
Development / Plannning Revenue					
5496 Mapping Sales	$ 230	$ 1,000	$ (770)	$ 2,000	$ 1,770
5495 Other Sales	1,804	2,000	(196)	2,800	996
5101 Building Permits	115,124	100,000	15,124	210,595	95,471
5102 Subdivision Fees	23,300	20,000	3,300	44,773	21,473
Total Develop / Planning Rev	$ 140,458	$ 123,000	$ 17,458	$ 260,168	$ 119,710
Total Bylaw / Dev / Planning Revenue	$ 353,943	$ 330,750	$ 23,193	$ 662,685	$ 308,742

Departmental **Finance**

Facilities (C200, County / Centennial Arenas) — Statement of Expenditures — September 30, 2018

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 659,959	$ 673,607	$ 13,648	$ 1,347,213	$ 687,254
6010 BENEFITS	129,280	131,749	2,468	241,497	112,217
6020 TRAINING	3,869	4,000	131	6,000	2,131
6030 TRAVEL/CONFERENCES	11,182	8,000	(3,182)	8,000	(3,182)
6040 PROF MEM/DUES & FEES	630	750	120	1,500	870
6050 OFFICE SUPPLIES	3,228	2,750	(478)	5,500	2,272
6060 OFFICE EQUIPMENT	1,405	1,000	(405)	2,000	596
6080 ADVERTISING	6,293	5,000	(1,293)	5,000	(1,293)
6100 COURIER	278	500	222	1,000	722
6110 TELEPHONE/FAX	10,175	10,250	75	20,500	10,325
6130 COMPUTER HARDWARE	-	-	-	2,500	2,500
6140 COMPUTER SOFTWARE	2,137	2,250	113	2,500	363
6150 MEETING EXPENSES	1,315	500	(815)	1,000	(315)
6160 LIABILITY INSURANCE	6,258	14,000	7,742	28,000	21,742
7000 HEAT	16,176	24,400	8,224	48,000	31,824
7010 ELECTRICAL	200,658	205,000	4,342	500,000	299,342
7020 WATER	17,076	17,500	424	35,000	17,924
7030 BLDG/FACILITY MAINT	42,680	42,500	(180)	85,000	42,320
7040 BLDG/FACILITY REPAIR	20,623	34,500	13,877	65,000	44,377
7050 BLDG/FACILITY INS	17,352	10,850	(6,502)	21,700	4,348
7060 BLDG/FACILITY RENOV	853	-	(853)	-	(853)
7080 PLANT MAINTENANCE	12,918	20,500	7,582	71,000	58,082
7110 SECURITY	59,145	32,500	(26,645)	65,000	5,855
7510 VEH/EQUIP REPAIRS	6,467	6,250	(217)	12,500	6,033
7520 VEH/EQUIP INSURANCE	1,038	1,000	(38)	2,000	962
7540 VEH/EQUIP RENTAL	1,002	2,500	1,498	2,500	1,498
8000 OPERATIONAL EQUIPMENT	10,593	5,000	(5,593)	5,000	(5,593)
8010 OPERATIONAL MAT/SUPP	59,851	71,000	11,149	130,000	70,149
8050 COST OF SALES	250,530	277,500	26,970	615,000	364,470
8090 UNIFORMS/CLOTHING	5,953	4,250	(1,703)	8,500	2,547
8100 PROFESSIONAL SERVICE	8,963	5,000	(3,963)	10,000	1,037
8110 CONTRACTS/AGREEMENTS	9,120	10,000	880	50,000	40,880
Total expended to date	**$ 1,577,004**	**$ 1,624,605**	**$ 47,601**	**$ 3,398,410**	**$ 1,821,406**

Departmental

Finance

Facilities (C200, County / Centennial Arenas) | **Statement of Revenue** | **September 30, 2018**

	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 5001 Ice Rentals	$ 49,212	$ 118,571	$ (69,360)	$ 830,000	$ 780,788
GL 5002 Public Skating	438	-	438	-	(438)
GL 5004 Arena Rental	6,443	18,571	(12,128)	130,000	123,557
GL 5005 Gym Rental	7,717	-	7,717	-	(7,717)
GL 5006 Canteen Sales	58,065	122,143	(64,078)	855,000	796,935
GL 5009 Major Events	68,552	94,737	(26,185)	125,000	56,448
GL 5010 Other Revenue	91,954	30,840	61,113	85,000	(6,954)
GL 5033 Program Equipment	20,221	-	20,221	-	(20,221)
GL 5034 Facility Rentals	47,158	833	46,325	10,000	(37,158)
GL 4808 Advertising Revenue	16,317	5,000	11,317	-	(16,317)
Total Revenue To Date	**$ 366,078**	**$ 390,696**	**$ (24,619)**	**$ 2,035,000**	**$ 1,668,922**

Departmental

Finance

Parks and Grounds Operations

Statement of Expenditures

September 30, 2018

Parks & Grounds	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 770,714	$ 758,538	$ (12,176)	$ 1,517,075	$ 746,361
6010 BENEFITS	147,844	145,410	(2,434)	334,819	186,975
6011 MISC BENEFITS	-	1,400	1,400	2,800	2,800
6020 TRAINING/EDUCATION	2,915	3,067	152	10,000	7,085
6030 TRAVEL/CONFERENCES	5,664	6,250	586	12,500	6,836
6040 PROF MEM/DUES & FEES	-	-	-	200	200
6050 OFFICE SUPPLIES	842	800	(42)	2,000	1,158
6060 OFFICE EQUIPMENT	-	250	250	500	500
6080 ADVERTISING	-	105	105	300	300
6110 TELEPHONE/FAX	4,040	3,030	(1,010)	5,750	1,710
6130 COMPUTER HARDWARE	-	-	-	250	250
7000 HEAT	1,846	2,037	191	3,866	2,020
7010 ELECTRICAL	48,403	35,377	(13,026)	82,500	34,097
7020 WATER	26,432	22,600	(3,832)	22,600	(3,832)
7030 BLDG/FACILITY MAINT	2,612	2,500	(112)	5,000	2,388
7040 BLDG/VACILITY REPAIR	3,806	-	(3,806)	-	(3,806)
7060 BLDG/FACILITY RENOV	104	-	(104)	-	(104)
7080 PLANT MAINTENANCE	3,618	-	(3,618)	-	(3,618)
7110 SECURITY	-	3,550	3,550	7,100	7,100
7500 VEH/EQUIP MAINT.	143	-	(143)	1,350	1,207
7510 VEH/EQUIP REPAIRS	89	675	586	-	(89)
7530 VEH/EQUIP REPLACEMENT	-	-	-	25,000	25,000
7540 VEH/EQUIP RENTAL	2,115	7,500	5,385	15,000	12,885
8000 OPERATIONAL EQUIP	11,145	3,667	(7,478)	27,500	16,355
8010 OPERATIONAL MAT/SUPP	244,878	223,410	(21,468)	362,000	117,122
8020 MAINTENANCE EQUIP	20,806	22,000	1,194	32,000	11,194
8040 COMM EQUIP LINES (GPS)	6,915	-	(6,915)	-	(6,915)
8080 STREET LIGHTS	2,263	-	(2,263)	-	(2,263)
8090 UNIFORMS/CLOTHING	4,288	3,566	(722)	12,200	7,912
8100 PROFESSIONAL SERV	-	175	175	350	350
8110 CONTRACTS & AGRMNT	187,458	190,000	2,542	350,000	162,542
Total expended to date	**$ 1,498,941**	**$ 1,435,906**	**$ (63,035)**	**$ 2,832,660**	**$ 1,333,719**

Departmental

Finance

Buildings	Year to date Expended	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	$ 683,288	$ 667,101	$ (16,187)	$ 1,334,202	$ 650,914
6010 BENEFITS	133,360	130,556	(2,804)	297,112	163,752
6020 TRAINING/EDUCATION	6,630	6,820	190	10,000	3,370
6030 TRAVEL/CONFERENCES	-	-	-	2,500	2,500
6040 PROF MEM/DUES & FEES	-	48	48	100	100
6050 OFFICE SUPPLIES	1,669	973	(696)	2,000	331
6060 OFFICE EQUIPMENT	1,692	1,806	113	3,700	2,008
6080 ADVERTISING	-	-	-	-	-
6110 TELEPHONE/FAX	4,264	4,070	(194)	8,150	3,886
6130 COMPUTER HARDWARE	1,601	1,928	327	4,000	2,399
6140 COMPUTER SOFTWARE	10,011	8,000	(2,011)	8,000	(2,011)
6150 MEETING EXPENSE	36	-	(36)	-	(36)
7000 HEAT	23,596	50,700	27,104	105,000	81,404
7010 ELECTRICAL	202,387	202,500	113	462,500	260,113
7020 WATER	12,898	11,487	(1,411)	23,550	10,652
7030 BLDG/FACILITY MAINT	1,231	16,147	14,916	33,500	32,269
7040 BLDG/VACILITY REPAIR	3,818	-	(3,818)	-	(3,818)
7050 BLDG/FACILITY INS	129,714	80,000	(49,714)	160,000	30,286
7060 BLDG/FACILITY RENOV	92,450	88,900	(3,550)	271,400	178,950
7070 BLDG/FACILITY RENTAL	4,704	2,024	(2,680)	4,200	(504)
7080 PLANT MAINTENANCE	-	-	-	18,500	18,500
7100 MAINT. TOOLS/EQUIP	11,159	1,750	(9,409)	3,500	(7,659)
7110 SECURITY	51,400	59,850	8,450	119,700	68,300
7540 VEH/EQUIP RENTAL	-	2,000	2,000	4,000	4,000
7570 VEH/EQUIP TOOLS	-	225	225	450	450
8000 OPERATIONAL EQUIP	1,999	4,187	2,188	9,000	7,001
8010 OPERATIONAL MAT/SUPP	58,647	59,818	1,171	100,000	41,353
8020 MAINTENANCE EQUIP	-	1,928	1,928	4,000	4,000
8040 COMM EQUIP LINES (GPS)	2,847	-	(2,847)	-	(2,847)
8090 UNIFORMS/CLOTHING	4,125	2,651	(1,474)	5,500	1,375
8100 PROFESSIONAL SERVICE	36,317	39,100	2,783	70,000	33,683
8110 CONTRACTS/AGREEMENTS	76,954	125,000	48,046	250,000	173,046
8150 GRANTS/SUBS TO ORG	30,000	30,000	-	60,000	30,000
Total expended to date	**$ 1,586,797**	**$ 1,599,568**	**$ 12,771**	**$ 3,374,564**	**$ 1,787,767**

Departmental **Finance**

Recreation Cultural Services **Statement of Expenditures** **September 30, 2018**

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	$ 687,988	$ 739,042	$ 51,054	$ 1,158,084	$ 470,096
6020 TRAINING/EDUCATION	4,860	5,168	309	16,000	11,140
6030 TRAVEL/CONFERENCES	11,062	11,500	438	35,000	23,938
6040 PROF MEM/DUES & FEES	425	500	75	3,500	3,075
6050 OFFICE SUPPLIES	5,069	4,951	(118)	8,000	2,931
6060 OFFICE EQUIPMENT	1,677	8,000	6,323	8,000	6,323
6080 ADVERTISING	31,166	38,055	6,888	70,000	38,834
6110 TELEPHONE/FAX	5,524	5,500	(24)	11,000	5,476
6120 PUBL./SUBSCRIPTIONS	262	200	(62)	200	(62)
6130 COMPUTER HARDWARE	2,229	2,229	-	7,000	4,771
6160 LIABILITY INSURANCE	6,162	5,000	(1,162)	10,000	3,838
7070 BLDG/FACILITY RENTAL	18,026	23,000	4,974	46,000	27,974
8000 OPERATIONAL MAT/SUPPLY	106,435	87,500	(18,935)	175,000	68,565
8025 COMMUNITY EVENTS	155,482	167,308	11,825	334,615	179,133
8150 SCHOLORSHIPS	20,000	20,000	-	20,000	-
8160 SPECIAL EVENTS & FESTIVALS	331,110	356,562	25,452	356,562	25,452
8170 OPERATING GRANTS POLICY	404,011	380,500	(23,511)	380,500	(23,511)
Total expended to date	**$ 1,791,489**	**$ 1,855,014**	**$ 63,525**	**$ 2,639,461**	**$ 847,972**

Departmental

Finance

Recreation / Cultural Services

Statement of Revenue

September 30, 2018

Recreation/Cultural Services	Year to date Assigned	6 Month Budget	6 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	$ 24,000	$ 24,000	$ -	$ 30,000	$ 6,000
5034 FACILITY RENTALS	7,075	5,000	2,075	10,000	2,925
Total Revenue To Date	**$ 31,075**	**$ 29,000**	**$ 2,075**	**$ 40,000**	**$ 8,925**

Departmental

Finance

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending September 30,2018

	Actual September 30,2018	Budget September 30,2018	Variance September 30,2018	Total Annual Budget 2018-2019
Non Operating Revenue				
Debt Charge Income	-	-	-	
Interest Income	-	-	-	
Amorization of Deferred Capital contribution	71,088	35,000	36,088	70,000
Total Non Operating Revenue	71,088	35,000	36,088	70,000
Non Operating Expenses				
Short term interest charges	68,540	68,547	7	137,094
Debt Charges				
Principal	1,796,328	1,782,250	(14,078)	3,564,500
Interest	829,302	741,621	(87,682)	1,483,241
Amortization of Debt Discount	16,002	16,000	(2)	32,000
Capital Expenditures out of operations	75,000	75,000	-	150,000
Total Non Operating Expenses	2,785,172	2,683,418	(101,755)	5,366,835
Non- Operating Profit/(Loss)	**(2,714,084)**	**(2,648,418)**	**(65,667)**	**(5,296,835)**
TOTAL UTILITY REVENUES (OPERATING & NON-OPERATING)	12,569,783	13,072,973	(503,190)	26,145,946
TOTAL UTILITY EXPENSES (OPERATING & NON-OPERATING)	11,933,371	12,797,975	864,604	25,595,946
CBRM WATER UTILITY PROFIT/(LOSS)	636,412	**274,999**	**361,413**	550,000

Prepared by ____________________

Review by ____________________

Date ____________________

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending September 30,2018

	Actual September 30,2018	Budget September 30,2018	Variance September 30,2018	Total Annual Budget 2018-2019
Revenue				
Operating:				
Metered Sales	8,716,823	9,266,735	(549,912)	18,533,470
Public Fire Protection	3,565,510	3,565,512	(1)	7,131,023
Interest on Overdue Accounts	216,362	170,727	45,635	341,453
Other Operating Revenue	-	35,000	(35,000)	70,000
Total Operating Revenue	12,498,695	13,037,973	(539,278)	26,075,946
Expenditures				
Operating Expenses				
Souce of Supply	178,413	263,250	84,837	526,500
Power and Pumping	701,068	1,034,505	333,437	2,069,009
Water Treatment	1,835,603	1,834,869	(734)	3,669,738
Transmission & Distribution	2,155,441	2,328,903	173,462	4,657,806
Administration & General	1,185,511	1,496,430	310,919	2,992,859
Depreciation	2,005,140	2,005,140	-	4,010,280
Taxes	1,087,023	1,151,460	64,437	2,302,919
Total Operating Expenses	9,148,199	10,114,557	966,358	20,229,111
Operating Profit/(Loss)	**3,350,496**	**2,923,416**	**427,080**	**5,846,835**

Port of Sydney Development Corporation

Income Statement for 6 Month Period Ended September 30, 2018

	YTD Actual	YTD Budget	Variance to Budget	Annual Budget
Wharfage & Berthage	300,609.84	251,816.64	48,793.20	475,529.08
Event Revenue	28,950.01	31,950.00	(2,999.99)	57,450.00
Miscellaneous Revenue	16,828.38	4,000.00	12,828.38	5,500.00
Storage & Rental	184,371.23	178,303.66	6,067.57	258,817.72
Passenger tax	641,136.00	567,072.00	74,064.00	936,880.00
Security/Traffic Control	97,984.40	97,671.18	313.22	160,212.21
Craft Market Revenue	46,052.20	53,515.00	(7,462.80)	83,780.00
Transport Canada Marketing Rev.	0.00	35,000.00	(35,000.00)	35,000.00
	1,315,932.06	1,219,328.48	96,603.58	2,013,169.01
Wages & Salaries	390,250.23	446,395.74	(56,145.51)	846,816.13
Professional Fees	50,131.46	55,000.00	(4,868.54)	78,500.00
Advertising & Promotions	20,454.16	28,580.00	(8,125.84)	54,680.00
Cruise Activities	43,560.88	31,650.00	11,910.88	54,105.00
Dues & Membership Fees	19,265.10	25,204.00	(5,938.90)	45,591.00
Event Expense	8,969.03	12,240.00	(3,270.97)	14,085.00
Insurance	46,113.98	30,311.00	15,802.98	67,311.00
Interest & Bank Charges	3,486.68	3,220.00	266.68	6,220.00
Office & Admin	4,555.75	23,173.00	(18,617.25)	36,165.00
Miscellaneous	2,206.77	4,500.00	(2,293.23)	7,500.00
Repairs & Maintenance	99,421.00	128,964.00	(29,543.00)	212,398.00
Capital Repairs	16,776.49	40,000.00	(23,223.51)	100,000.00
Travel	7,290.97	21,599.97	(14,309.00)	38,000.00
Utilities	80,535.54	87,714.00	(7,178.46)	200,464.00
Bad Debts	0.00	250.00	(250.00)	500.00
Security Expense	115,496.98	116,866.03	(1,369.05)	168,988.33
Business Development - Harbour	797.50	60,000.00	(59,202.50)	0.00
Transport Ca	12,433.96	0.00	12,433.96	0.00
Office Rent	10,191.00	18,000.00	(7,809.00)	36,000.00
Fuel for Truck	499.50	1,020.00	(520.50)	2,040.00
Propane for Forklift	1,584.24	0.00	1,584.24	0.00
Leasehold Improvements	629.00	10,000.00	(9,371.00)	10,000.00
	934,650.22	1,144,687.74	(210,037.52)	1,979,363.46
	381,281.84	74,640.74	306,641.10	33,805.55
ACOA Marina Proceeds	150,446.00	0.00	150,446.00	0.00
Less Amortization	(147,204.00)	(147,204.00)	0.00	(294,405.00)
Net Income (Loss)	384,523.84	(72,563.26)	457,087.10	(260,599.45)