

Appendix "A"

**CBRM Policies Requiring Amendments
Re: reference to "General Committee"**

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Cape Breton Regional Municipality Human Resource Services Policy

Category: Workplace Standards

Number: 04-10

Date: July 29, 1997

Approved by Council: September 23, 1997

Page: 1 of 6

Constructive Discipline

It is the policy of the Cape Breton Regional Municipality to promote and ensure appropriate conduct among staff and facilitate the fair and consistent treatment of all employees.

1.0 Specific Objectives

1.1 The objectives of this policy are to:

- a. encourage positive employee/employer relations by providing for the fair and consistent treatment of staff throughout the municipality
- b. encourage the proper conduct of municipal employees
- c. ensure that all employees of the municipality are aware of their obligations and the consequences of disregarding those obligations
- d. ensure that employee misconduct is dealt with in an appropriate manner

2.0 Responsibilities

2.1 Upon the recommendation of the ~~Corporate Service Committee~~ **General Committee**, the Council will:

- a. review, amend, and adopt changes to the Constructive Discipline Policy.

2.2 The Chief Administrative Officer will:

- a. recommend changes to the Constructive Discipline Policy where considered appropriate
- b. take appropriate corrective action in accordance with the Constructive Discipline Policy.

2.3 The Director of Human Resources will:

- a) recommend changes to the Constructive Discipline Policy where considered appropriate
- b) assist and advise departments in the application and monitoring of the Constructive Discipline Policy.
- c) ensure that a thorough investigation of the facts have been carried out.
- d) review case with the regional solicitor and, where necessary, review case law pertinent to the action.
- e) assist in the preparation of the letter for the department head/manager
- f) inform the union executive
- g) ensure that a copy of all correspondence is maintained in the employee file
- h) ensure the collection and maintenance of permanent records of all corrective action which has been taken

2.4 Department heads will:

- a) be responsible to the Chief Administrative Officer for necessary corrective action in their respective departments
- b) ensure that all department employees are familiar with all aspects of the Constructive Discipline Policy
- c) recommend to the Director of Human Resources changes to the Constructive Discipline Policy where considered appropriate
- d) take necessary corrective action as appropriate and in accordance with the Constructive Discipline Policy
- e) assist supervisors in matters pertaining to the Constructive Discipline Policy.

2.5 Supervisors will:

- a) ensure that all employees for which they are directly responsible are aware of the municipality's Constructive Discipline Policy.
- b) assist the department head and/or other department managers in the application of the Constructive Discipline Policy.
- c) take necessary corrective action as appropriate in accordance with the Constructive Discipline Policy.
- d) suggest to the department heads, changes to the Constructive Discipline Policy.

3.0 Procedure

3.1 Disciplinary Action:

There will be a variation of disciplinary action dependent upon the severity, intent and frequency of the offence. The length of employment and the employee's record and position in relation to the violation must be taken in to account.

3.2 Action by the Department Head/Manager

- a) Document and discuss all disciplinary action with the employee as soon as possible.
- b) Send the employee home if the incident warrants the removal of the employee from the workplace
- c) To determine the facts of the case and participate in a thorough investigation
- d) Communicate the decision to the employee in person as soon as possible. The employee may wish to be represented by the union at this meeting.
- e) Inform the employee that a copy of the interview and/or letter are on the personnel file.
- f) Ensure that all written documentation, including documented facts of a verbal warning, are included on the personnel file
- g) If a problem is identified ensure that the employee is referred for appropriate counselling.

3.3 Levels of Progressive Discipline:

The following steps outline progressive discipline or can be discipline stages on their own, subject to circumstances of the infraction.

a) Employee Counselling

It is within the discretion of the department head/manager to decide when to counsel an employee in accordance with Procedure Employee Counselling and when to implement formal discipline.

Counselling is used in situations where the manager feels that discussion, instruction/training will resolve the employees performance or behaviour. Counselling is used to help correct poor performance and not to punish individuals. It ensures that the employee knows what is expected in terms of performance and how it is to be accomplished.

b) Verbal Warning

The manager outlines the circumstances leading to discipline and verbally warns the employee that should the offence reoccur, the employee shall be given a warning letter. A summary of the interview must be prepared and forwarded to the Human Resource Department for inclusion on the personnel file.

c) Written Warning

Should an incident arise that is considered serious enough to warrant immediate delivery of a written warning letter or should a previous offence reoccur in the progressive discipline process, the department head/manager shall meet with the employee and present a letter outlining the circumstances. The employee must be advised that should the offence reoccur the employee shall be subject to further disciplinary action up to and including dismissal. A copy of the letter shall be forwarded to the Human Resource Department for inclusion on the employees personnel file.

d) Suspension

Should a previous offence reoccur in the progressive disciplinary process or should an incident occur that warrants immediate suspension without pay, the department head shall review the number of days suspension with the Human Resource Department. The length of suspension depends on the severity of the offence and must be agreed upon by the Manager, Department Head and Director of Human Resources or designate. The suspension shall be documented and a letter given to the employee advising that should the offence occur again the employee will be dismissed.

e) Termination

If the employees behaviour does not change in the progressive discipline process and all the stages have been followed, a recommendation shall be made to the Chief Administrative Officer for dismissal of the employee. It shall be conveyed to the employee that the employee brought the action on him/herself and left the CAO with no other alternative. Details of the employee's behaviour and culminated offences leading to the dismissal shall be documented in a letter handed to the employee. For Department Heads, the recommendation for termination shall be made by the CAO to Council.

3.4 Records of Workplace Standards

Records of any corrective action taken shall be added to the employee's personnel file and will be reviewed after two years. If the employee has maintained a record of good conduct for that two-year period, all accounts of minor infractions and corrective action shall be removed from the employee's file. The employee shall be informed that their record has been cleared. If any additional corrective action was required during this period, all records of this action shall remain on the employee's file until they complete the necessary two-year period of good conduct. Accounts of corrective action for major infractions shall be retained on the personnel file as a permanent record.

3.5 Corrective Action Records Maintenance

The following points shall be emphasized with respect to records detailing corrective action:

- a. the records describing the incident shall be as complete and as detailed as possible
- b. the records must be dated and signed by the supervisor (i.e. Chief Administrative Officer, department head or manager) and, where appropriate, by the employee affected
- c. the records shall state the action taken by the supervisor to address the situation
- d. the incident(s), as well as the effects or potential effects of the incident(s), shall be recorded
- e. those factors which were considered relevant to the degree of action taken must be specified
- f. any verbal discussion or reprimands given previously must be indicated, as well as specific dates and other relevant material

3.6 Infractions Warranting Progressive Discipline

The following list includes examples, but is not limited to infractions, which warrant progressive discipline up to and including dismissal:

- a) Absence from duty without prior permission from the supervisor.
- b) Unauthorized leaving of the working area at any time without permission from the supervisor.
- c) Tardiness
- d) Creating or contributing to unsanitary or unsafe conditions in the workplace
- e) Harassing other employees
- f) Failure to carry out supervisory instruction
- g) Violation of municipal policy and procedure
- h) Failure to immediately report any personal injury or equipment damage to supervisor
- i) Insubordination
- j) Unsatisfactory work and/or failure to maintain required standards of performance

- a) Making or publishing false or malicious statements concerning any employee, supervisor, the municipality or its operation
- b) Making false claims or misrepresentations in an attempt to obtain sick leave, accident benefits or Workers' Compensation benefits
- c) Theft, damage or destruction of property belonging to the municipality or to other employees
- d) Any proven violation of the municipality's *Sexual Harassment Policy*.

3.7 Police Act

Infractions by Police Officers shall be dealt with in accordance with the Police Act of Nova Scotia.



**Cape Breton Regional Municipality
Human Resources Services
Policy/Procedure**

Category: Workplace Benefits

Number: 6-10

Date: July 29, 1997

Page: 1 of 6

Approved by Council: August 26, 1997

Amended: March 21, 2005

Employee Assistance Program

Policy Statement:

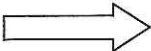
The Cape Breton Regional Municipality (CBRM) recognizes that an employee's personal problems (stress, marital, legal, financial, emotional, family, substance abuse etc.) can seriously affect an individual's health and functioning and may adversely affect job performance. An Employee Assistance Program (EAP) provided by an external provider is available to help employees and their immediate family members deal effectively with personal problems. The EAP will provide a comprehensive range of services to deal with the broadest range of personal issues. This service is professional, confidential and available to all employees across Canada.

1.0 Definition

The provider means an external EAP provider (present provider is FGI – Family Guidance Inc)

2.0 Responsibilities

2.1 EAP Administrator

- 
- The EAP Administrator will advise Council through the ~~Corporate Services Committee~~ **General Committee** of any recommended changes to the EAP Policy.
 - Liaison between CBRM and the external provider.
 - Oversee the implementation and the ongoing operation of the EAP provider contract.
 - Provide information to both employees and management with regard to the services and policies procedures of the EAP, and ensure that management is properly oriented/trained regarding the EAP.
 - Ensuring that confidentiality is maintained.

- Understands the CBRM policies and employee benefit plans as they relate to the EAP and identify for the external provider any changes in policies, procedures, programs, etc. which may affect the EAP.
- Propose any program modifications based on experience and/or information obtained on the job.
- Prepare, sponsor and monitor the budget over the contract year.
- Review reports submitted by the external provider, and submit reports for senior management and the EAP Committee.

2.2 Management

- Understand and support the EAP.
- Participate in training sessions as related to the EAP and provide time for orientation and education for employees.
- Participate in assisted referrals as appropriate.
- Maintain confidentiality and respect privacy of employees.
- Seek advice from the external provider's Program Manager/EAP Administrator on conducting an assisted referral as needed.
- Identify the need for a group debriefing or individual counselling session(s).

2.3 EAP provider (the external provider)

- Provide employees and their immediate families with professional counselling services for a wide range of personal problems.
- Guide, counsel and assist an employee who seeks assistance under the program.
- Refer employees for additional guidance, counselling and assistance to specialists and community resources.
- Assist in the promotion of the EAP to maintain the target utilization rate.
- Ensure that the external provider's professional services will conform to the highest professional standards in the field.

- Provide a Program Manager to implement and manage the program.

Duties Include:

- Liaison between the external provider and EAP Administrator/EAP Advisory;
- assist in designing agendas and carrying out decisions;
- provide statistical data in annual report to EAP Administrator;
- be available on an ad hoc basis to participate in problem solving for program issues which may arise;
- promote, develop and deliver appropriate training and orientation sessions for employees as they relate to the program.

3.0 Referrals

There are three types of referrals: self referrals, assisted referrals and formal referrals. **All referrals are voluntary and confidential.** The three types of referrals are distinguished by who initiates them.

3.1 Self Referrals

These are intended to provide maximum privacy for the distressed employee.

1. The employee directly contacts the EAP provider stating name, company and nature of problem. A 24 hour service is available. If an employee is in crisis, immediate response is available.
2. An appointment will be arranged within a few days of the initial call at a convenient time and location.
3. The employee will receive counselling for their particular problem. If further long term or specialized counselling is required, the EAP provider will recommend the appropriate community resources to be contacted.

3.2 Assisted Referrals

These referrals are identical to the self referrals except that the individuals accessing the program will have been assisted by someone else (e.g. supervisor, colleague, family member). Such assistance may involve simply informing the individual that the program is available or suggesting that they call the program. In some cases, whoever is concerned about a fellow employee may call the EAP for a consultation about how to assist the employee.

3.3 Formal Referrals

Formal referrals may be used for job performance problems at any level of the disciplinary process. If a supervisor or union representative has reason to believe that an employee has a personal problem that may be contributing to unsatisfactory job performance or posing a potential safety risk and further believes that the employee is not taking the necessary steps to deal with the problem, a formal referral to EAP can be requested.

The individual must still make the decision about whether to use the EAP. Provisions regarding the exchange of information in the workplace and documentation are dependent upon the employee signing a consent form. If the client's consent is provided, the information shared with the workplace is generally limited to issues of fitness for work, recommendations regarding work time off which might be required, and overall progress in the program.

It is important that all parties realize that a formal referral, where job performance is an issue, is still voluntary. An employee cannot be dismissed or disciplined for not using the EAP. Discipline can only be contingent upon job performance. It should be made clear to the employee, however, that it is likely to be in their best interest to explore the need for personal counselling. Formal referrals run the risk of employees' feeling their privacy is being invaded. Anyone contemplating a formal referral is encouraged to contact the EAP Administrator or the external provider for consultation.

4.0 Confidentiality

4.1 Specific Client Information

- a. **Strict confidentiality** will be maintained. No personal information will be released to anyone by the external provider's staff unless requested to do so by the employee, and a written, informed and voluntary consent is provided. Statistical information only will be provided to the EAP Administrator.
- b. Anonymity of clients will be protected. The identity of employees who use the EAP will not be shared with anyone without the employee's written, informed and voluntary consent.
- c. The external provider's staff will not provide information about employees using the EAP, nor will they request information from anyone without the employee's informed, voluntary and written consent. The employees' consent may be withdrawn at any time by notifying the external provider's staff in writing. CBRM agrees that no employee or the external provider's staff will be required to release such confidential information.

- d. Sharing of information will be based on a “need to know” basis. The “need to know” principle requires that the consent form specify the nature of the information to be provided or requested, and the individual(s) with whom it is shared.
- e. An employee may have access to his/her personal record by giving the external provider 48 hours notice in writing.
- f. The following do not constitute a breach of confidentiality:
 - communication between the external provider’s staff members
 - information about the EAP in general provided to CBRM (e.g. statistics, community resources);
 - communications between the external provider and appropriate others regarding the perceived danger of an employee to him/herself or others;
 - communications between the external provider and the appropriate authorities regarding any suspected violations of relevant Child Welfare legislation;
 - communications made by the external provider’s staff as a result of being subpoenaed by a court of law.

All parties involved in the EAP (including managers, supervisors, Human Resources and other CBRM staff) have a responsibility to ensure that any form of information related to an employee’s use of the EAP (whether such information be written or verbal) will be held in confidence.

No personal details of the employee’s situation will be provided by the EAP provider, and managers/supervisors should not expect such information. Maintaining confidentiality protects both the employee’s privacy, and the manager’s/ supervisor’s ability to maintain a working relationship and avoid embarrassment in their personal interactions.

5.0 Eligibility

Employees of CBRM and their dependents as defined by CBRM’s benefit program are eligible.

If the employment of any CBRM staff member ends, for whatever reason, that individual will no longer be eligible for the EAP. However, if the staff member or eligible dependent is using the EAP at the point of termination, the EAP will continue providing service to the individual(s) and attempt to link the individual(s) with appropriate community resources in an expeditious and professional manner.

6.0 Reporting Format and Procedures

Formal EAP reports will be made available by the external provider on an annual basis to the EAP Administrator. These reports are statistical summaries of the program's utilization by CBRM eligible employees, and include information about client satisfaction with the EAP and client goal attainment. All data is anonymous.

7.0 Safety Sensitivity

When safety sensitivity is a concern, it is recommended that organizations set policies which address the issue. These policies may include items such as alcohol/drug use (identifying the safety sensitive positions) and drug testing. To ensure employee commitment, it is beneficial to form a working committee to establish the policies. Once completed, the policies must be communicated to all employees.

If a safety sensitive situation is brought to the attention of the EAP counsellor, she/he would encourage the client to sign a release of information. If the client refuses, the counsellor would assess the level of risk, discuss the situation with the Program Manager and the Client Services Manager, then the external provider would inform the workplace if it was deemed that the client was risking the safety of others.



Cape Breton Regional Municipality Human Resource Services Policy

Category: Workplace Benefits

Number: 6-20

Date: July 29, 1997

Page: 1 of 3

Approved by Council: August 26, 1997

Amended: March 21, 2005

Reporting of Accidents WCB

Employees of the Municipality are provided coverage under the Workers' Compensation Act, a statute of the Province of Nova Scotia and are protected for personal injury caused by accident arising out of and in the course of, employment with the municipality.

Employees shall report work related injuries to their immediate supervisor prior to leaving work on the day of the injury. A report must be filed with the Workers' Compensation Board in the case of any work related injury where an employee loses earnings, time from work, or seeks medical attention within 5 days of the injury.

Failure to comply with the reporting requirement shall result in financial penalties charged by the Workers' Compensation Board of \$100 for each reporting violation and an additional \$25 for each day that an accident report form is filed late, to a maximum of \$500.

1.0 Specific Objectives

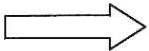
1.1 The objectives of this policy are to:

- a. ensure that all municipal employees are aware of their requirements and responsibilities regarding the reporting of all work related injuries.
- b. ensure that all documentation is completed in accordance with the requirements of the Workers' Compensation Board and the municipality.

2.0 Responsibilities

2.1 Upon the recommendation of the ~~Corporate Services Committee~~ **General Committee**, Council shall:

- a. review, amend, and adopt changes to the Reporting of Accidents Policy



2.2 The Management Committee which comprises the CAO and Department Heads shall:

- a. recommend changes to the Reporting of Accidents Policy where considered appropriate
- b. ensure that provincial legislation pertaining to Workers' Compensation is followed
- c. promote healthy and safe work practices throughout the municipality
- d. ensure that all accidents are investigated and that unsafe practices and conditions are corrected immediately.

2.3 Managers and Supervisors shall:

- a. recommend changes to the Accident Reporting Policy to their Department Head to ensure efficient reporting in accordance with WCB requirements.
- b. ensure that all employees are well acquainted with the reporting requirements in accordance with this policy and shall ensure that these requirements are enforced.
- c. ensure that WCB posters and other documentation are displayed in the work place.
- d. keep their Department Head informed of the number of work related injuries in their departments.
- e. ensure that all accidents are investigated and that unsafe practices and conditions are immediately corrected.

3.0 Procedure

3.1 Employees shall:

- a. report the accident to their immediate supervisor without delay and prior to leaving work.
- b. if necessary, get immediate attention from their doctor. The doctor should be requested to send in a medical report to the Workers' Compensation Board as soon as possible.

- c. complete WCB Accident Report pages 1 and 2 of the accident. If medical attention is required immediately, the form shall be completed within 24 hours of the accident.
- d. assist in any investigation of the accident.

Failure by an employee to report an accident and to complete a WCB Accident Report shall result in disciplinary action in accordance with Policy 04.10

3.2 The immediate Supervisor/Department Head shall:

- a. assist the employee with completion of a WCB Accident Report;
- b. if there is disagreement with any of the facts of the accident, note disagreement on an additional sheet of paper and give a copy of this to the employee and attach original to the WCB Accident Report, and sign;
- c. forward completed WCB Accident Report to the Human Resource Department together with any statement of disagreement within 24 hours of the incident;
- d. advise the Human Resource Department if there it is a lost time injury. If the employee is a shift worker, attach a copy of the employees schedule.
- e. if there is lost time, on the payroll time sheet, record the employee as being absent on WCB.

3.3 The Human Resource Department shall:

- a. for lost time injuries complete page 3 of the WCB Accident Report;
- b. review Pages 1 and 2 for completeness;
- c. fax completed WCB Accident Report to the Workers' Compensation Board no later than 24 hours after the form is received in the department;
- d. maintain a record of all WCB cases and forms filed;
- e. keep Department Heads informed of WCB experience and late filing of reports in their departments.

CBRM Civic Addressing Policy

**Approved by CBRM Council
June 26, 2007**

Amended October 15, 2013

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Preamble

1. Accurate civic addressing is essential to the Municipality not only for proper functioning of the emergency response system (E-911) but also to ensure that tax and water billing, voter registration, building permit administration, and other municipal responsibilities are carried out in a timely, efficient and cost effective manner. The purpose of this policy is to ensure that civic addressing in the CBRM meets the highest possible standards. Each civic address has three components:
 - A unique community name with clearly defined boundaries
 - A street name which is unique within the community and which may be part or all of a street within a defined address range
 - A unique civic number, within the unique street address range, on the unique street, within the unique community

Street Names

2. Official street names for all streets and roads in the Cape Breton Regional Municipality shall appear in the CBRM road centreline file. Where a conflict exists between the CBRM dataset and another database, the CBRM database shall prevail. The CBRM centreline file may include trunk and route numbers assigned by the Nova Scotia Department of Transportation and Public Works as an alias in addition to the official street name.

Naming New Streets and Renaming Existing Streets

3. The naming of new streets and of any previously unnamed existing streets and any changes to existing street names shall comply with the procedures and criteria for Street Naming found in Schedule A.

Numbering

4. Civic numbers shall be assigned by the Civic Addressing Coordinator in accordance with the Civic Numbering Guidelines found in Schedule B.

Re-numbering

5. The Civic Addressing Coordinator may initiate renumbering of a structure or of structures where existing numbering is invalid or creates confusion.
6. When considering the renumbering of all or part of a street, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and minimizes the disruption to the affected residents and property owners.

7. Numbering changes are discouraged where there is no public safety issue involved.
8. All numbers assigned in accordance with Policies 5 and 6 shall conform with the Civic Numbering Guidelines in Schedule A.
9. Decisions of the Civic Addressing Coordinator shall be final.

Community Renaming\Redelineation

10. Community boundaries are intended to be very stable over time and as a result changes in community boundaries are discouraged. Any change in community boundaries, including the elimination of communities or the creation of new communities, shall be subject to approval by the CBRM Council, unless the change does not involve any properties with a civic address. Communities affected by changes in community boundaries shall be informed, and consulted before, during and after the process.
11. Notwithstanding Policy 10, the Civic Addressing Coordinator shall ensure that where a road is built or extended across a community boundary and the sole access is through a single community, the boundary of the latter community shall be redelineated to include the street and all lots accessing it as shown in a Final Plan of Subdivision. In such cases the decision of the Civic Addressing Coordinator shall be final and approval by the Council shall not be required.

Notification

12. The Civic Addressing Coordinator shall be responsible for notifying property owners and occupants of civic address changes, as specified in the Civic Addressing Bylaw. The Civic Addressing Coordinator shall also ensure that the following departments or agencies are notified of all civic address changes:
 - CBRM Finance
 - CBRM Engineering and Public Works
 - CBRM Water Utility
 - CBRM Communications Centre
 - CBRM Citizen Service Centre Supervisor
 - CBRM Fire Services
 - Nova Scotia Land Information Centre
 - Nova Scotia Assessment officials
 - Nova Scotia E911 officials
 - Canada Post

Interpretation of Policy

13. When necessary, the Civic Addressing Coordinator may use the *Nova Scotia Civic Address Users Guide*, and any similar publications that may be published in the future, to assist with interpretation of this policy.

Application of Policy

14. For clarification purposes, it is recognized that this policy does not apply to lands within the Eskasoni First Nation reserve or to lands within the Membertou First Nation reserve. However, it is the intent of CBRM Council that CBRM officials will cooperate to the greatest extent possible with First Nations officials on civic addressing matters to the benefit of all residents.

Schedule A

Street Naming

General Principles

- simplicity and logic
- minimization of error in emergency response situations
- uniformity and consistency throughout the region to the greatest extent possible
- ability to incorporate mechanisms for continuing review
- coordination with the civic addressing system
- coordination with the regional Geographic Information System
- coordination with Canada Post

The following matters are included in this Schedule:

- the CBRM centreline file
- procedures for the review and approval of new road names
- procedures for the changing or confirmation of existing road names
- steps to be followed upon approval of new street names
- street signage
- community identification signage

CBRM centreline file

- A1. The Planning Department will maintain a CBRM centreline file for the region; in cases where there is a dispute over the proper name of a road or the spelling of the name the CBRM centreline file will prevail.
- A2. All roads (municipal, provincial, and private) will be included in the centreline file.
- A3. Roads will be identified in the centreline file based on the community within which they are located.
- A4. The Planning Department will be responsible for the maintenance and updating of the centreline file.

Assigning names for new streets and existing unnamed streets

- A5. There shall be no duplication of names in the CBRM.
- A6. There shall be no similar sounding names, ie., “MacDonald” and “MacDonnell”.
- A7. If the above conditions are satisfied, the developer of the street may choose the name providing that it is consistent with all other policies in this Schedule.
- A8. Should there not be a name forwarded by a developer, the Civic Addressing Coordinator will select one suitable for the community from a pool of possible road names to be compiled from the names of CBRM residents who lost their lives serving in the Canadian Armed Forces or while serving as an emergency response official; for some communities, pools of names may be developed based on other criteria.
- A9. Where a new road is a continuation of an existing road, the new road will be given the same name as the existing road wherever possible; where a new road is not a continuation of an existing road different names must be used.
- A10. Suffixes to be used are listed in Table One.
- A11. Road names, including unabbreviated suffixes, shall have no more than 24 characters.
- A12. Use of the word “extension” in a name is prohibited, and use of any word commonly considered vulgar, racist or sexist is prohibited. The Civic Addressing Coordinator may seek the advice of the CBRM ~~Affirmative Action~~ **Diversity** Committee in determining the suitability of words proposed to be used in street names.
- A13. The decision of the Civic Addressing Coordinator shall be final, EXCEPT where a new public street is created by means other than by plan of subdivision. In the latter case the Civic Addressing Coordinator shall forward a recommendation to the ~~Planning Advisory Committee~~ **General Committee** for approval.

Renaming of existing streets and roads

- A14. Renaming of existing streets shall be discouraged unless the renaming will reduce the likelihood of confusion in the event of an emergency.
- A15. There shall be no similar sounding names, ie., “MacDonald” and “MacDonnell” within a community or adjacent communities. Similar sounding names should be avoided altogether if possible.
- A16. Where the road to be renamed is the continuation of another road the same name should apply wherever possible; applying different names to different sections of the same road is discouraged. Where the road to be renamed is not a continuation of another road the two roads should have different names.
- A17. Road renamings are subject to the approval of the ~~Planning Advisory Committee~~ **General Committee** and may be initiated by the Civic Addressing Coordinator, the ~~Planning Advisory Committee~~ **General Committee**, or by residents of affected properties.

- A18. New names may be suggested by residents providing that any suggested name complies with all other policies in this Schedule; if no name is suggested, the Committee will select one based on the same criteria as new streets.
- A19. Renamings to take place only following a public meeting in the affected area; notice of the meeting to be circulated beforehand to residents, municipal councillor, and in the case of roads maintained by the Province, the Department of Transportation and Public Works.
- A20. Renamings should reduce the likelihood of confusion or error in the event of an emergency
- A21. Confirmations of existing names (where confusion exists) will follow the same procedure as a renaming.
- A22. Suffixes to be used are listed in Table One. Where an existing street has a suffix not found in Table One, it may be used in the CBRM centreline file but shall not be abbreviated.
- A23. Road names, including unabbreviated suffixes, shall have no more than 24 characters.
- A24. Suffix changes alone will not require public meeting.
- A25. Use of the word “extension” in a name is prohibited, and use of any word commonly considered vulgar, racist or sexist is prohibited. The Civic Addressing Coordinator may seek the advice of the CBRM Affirmative Action **Diversity** Committee in determining the suitability of words proposed to be used in street names.
- A26. Where there are two unconnected sections of street with the same name, the section of street with the fewest addresses will be renamed.
- A27. The decision of the ~~Planning Advisory Committee~~ **General Committee** shall be final.
- A28. When considering renaming a public street or private road, the ~~Planning Advisory Committee~~ **General Committee** shall choose a solution that addresses public safety concerns and shall also have regard for the following:
- (a.) the potential confusion created for emergency and other municipal services, commercial delivery services, and the travelling public by renaming the street;
 - (b.) the number of residential units affected and potential costs to residents\owners;
 - (c.) the number and type of businesses affected and potential costs to owners\occupiers;
 - (d.) the costs of replacing street and traffic signs; and
 - (e.) the historical significance, if any, of the existing street name.

Procedure upon approval of new names

- A29. Notification of the new name shall be sent to E911 officials, Canada Post, Nova Scotia Geomatics Centre, Councillor for the affected area, CBRM fire and police officials, and CBRM Public Works (CBRM and private roads) or NSDOT (for

- provincial roads). In the case of Canada Post and 911 officials, the written notification shall include a revised civic addressing scheme if applicable.
- A30. The new name shall be added to CBRM centreline file; old name shall be deleted if applicable.
- A31. CBRM GIS shall be updated with the street in question identified by its new name.
- A32. Required signage shall be erected
- A33. The Civic Addressing Coordinator shall be responsible for ensuring that all of the above tasks are completed in a timely manner

Signage for streets and roads

- A34. Every intersection shall have signs identifying all streets which appear in the CBRM centreline file. Exceptions to this rule are as follows:
- (a) The Area Manager for CBRM Public Works may waive the requirement where a collector street intersects a number of minor streets in close proximity to each other. In these cases a street sign for the collector street shall not be required at every intersection.
- (b) Streets or roads that are located on lands owned by the Government of Canada or an agency thereof are not required to be identified with street signage as outlined in this policy unless the street was maintained by a former town or city prior to 1995 and is currently maintained by the CBRM, in which case it shall be treated for signage purposes as if owned by the CBRM. For other federal streets or roads signage shall be at the discretion of the appropriate federal department or agency, although Council, through this policy, encourages the installation of signage consistent with this policy to the greatest extent possible.
- A35. Signs for all CBRM streets, private streets and any other streets not owned by the provincial government will be erected by CBRM Public Works at the expense of CBRM.
- This shall include the installation and maintenance of signs on private property where necessary. Roads owned by the Province shall have signs erected by the Nova Scotia Department of Transportation and Public Works.
- A36. All signs shall display the correct spelling and suffix, as shown in the CBRM centreline file. If necessary, Public Works Staff shall check with the Civic Addressing Coordinator to confirm the name and verify the correct spelling and suffix. Streets existing prior to the adoption of this policy may have a sign displaying a suffix not shown in Table One or no suffix at all (for example, Esplanade).
- A37. Street suffixes may be abbreviated as shown in the Table One "Street Suffixes". Any suffixes not shown in Table One may be displayed on signs but must be unabbreviated.
- A38. Where a street has been named after a veteran of the Canadian Armed Forces a poppy may be added to the sign.
- A39. (a) All street signs for roads owned by CBRM shall display reflective white letters

on a reflective green background. The size and font of the lettering on the signs shall be standardized throughout the CBRM. In order to clarify that the road is owned by CBRM, the abbreviation “CBRM” shall appear in very small letters in the lower right hand corner of the sign.

(b) All street signs for roads owned by the Province of Nova Scotia shall use a design and colour scheme approved by the Province.

(c) All other street signs shall use black lettering on a white background.

(d) Legibility of the signs to motorists and pedestrians at night or in adverse weather shall be the most important consideration in the design and construction of all street signs.

- A40. Variations from the standards identified in A39(a) and A39(c) shall be permitted on request for specific business districts, neighbourhoods or communities, providing that the cost of designing and constructing the signage for such a district is borne by the organization making the request, and providing that the Civic Addressing Coordinator approves the design in accordance with all other relevant CBRM civic addressing policies. These non-standard signs shall be erected by CBRM Public Works.

Community Identification Signage

- A41. Community signs shall be erected at the entrance to each community at the community boundary. Each community shall have at least one sign, and there may be additional signs erected wherever major roads cross a community boundary. All community signs shall incorporate the official name of the community as approved by CBRM Council.

- A42. (a) Community signs may include words other than the official name, providing that the official name is larger than any other words (other than the translation of the official name into any other language). Any additional wording must be approved by the Civic Addressing Coordinator.

(b) Community signs may be bilingual (for example, English/Gaelic or English/Mi'kmaq), if approved by Planning Advisory Committee **General Committee**, providing that one of the languages used is English.

(c) Where a translation of an official community name appears on the sign, the official name must be closer to the top of the sign than the translation, and must be larger or the same size as the translation.

(e) Easy recognition of the community's official name by motorists shall be the priority when a sign is to be erected which incorporates words other than the official name.

- A43. Community signs may be erected by CBRM Public Works or, along roads owned and maintained by the Province, by the Nova Scotia Department of Transportation and Public Works.

Table One: Street Suffixes

Acceptable Suffix	Abbreviation
CONNECTOR	CONNECTOR
STREET	ST
CLOSE	CLOSE
WAY	WAY
BOULEVARD	BLVD
ROAD	RD
HEIGHTS	HTS
CRESCENT	CRES
COURT	CRT
DRIVE	DR
LANE	LN
PLACE	PL
HIGHWAY	HWY
AVENUE	AVE

Schedule B

Civic Numbering Guidelines

General Principles

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

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

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

Guidelines

General

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

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

Water Access

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

More Than One Building or Unit On A Lot

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

Posting of Numbers required by bylaw

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



CBRM

A Community of Communities

Cape Breton Regional Municipality

Get Well and Bereavement Acknowledgement Policy

STATEMENT OF POLICY:

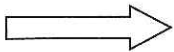
- It is the policy of the Cape Breton Regional Municipality (CBRM) to provide “get well” and “bereavement” acknowledgements to CBRM staff/Council members and their families.

1.0 OBJECTIVES:

- 1.1 It is the objective of this policy to ensure that appropriate acknowledgement is provided while avoiding duplication of same within the organization.

2.0 RESPONSIBILITIES:

- 2.1 The CBRM Council will approve the Get Well and Bereavement Acknowledgement Policy.
- 2.2 The maximum amount to be expended for each acknowledgement would normally be \$50 and may be amended from time to time by the ~~Corporate Services Committee~~ **General Committee**.
- 2.3 The office of the Mayor shall be responsible for the administration of this policy as it relates to Council members.
- 2.4 a) The office of the Chief Administrative Officer (CAO) shall be responsible for the administration of this policy as it relates to staff members.



- b) The directors/managers shall be responsible for notification to the CAO's office when such acknowledgements may be necessary.

- 2.5 Departmental acknowledgements, if made, are to be done at the expense of the individual employees and are not to be made through the CBRM purchasing system.

3.0 CRITERIA:

- 3.1 The following shall constitute the form, recipient and qualification for get well and bereavement acknowledgements:

Acknowledgement	Form	Recipient	Qualification
Get Well	Flowers, Fruit Baskets, etc.	Staff and/or Council Member, Spouse, Children	➤ Hospitalization (other than over night) ➤ Lengthy Illness
Bereavement	Flowers, "In Memoriam" Donations	Death of Employee and/or Council Member, Spouse, Child, Mother, Father	

Approved by Council: August 18, 1998



CBRM

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Cape Breton Regional Municipality

Meeting Rooms Usage Policy

STATEMENT OF POLICY:

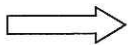
- It is the policy of the Cape Breton Regional Municipality (CBRM) that the usage of the Civic Centre Council Chambers and Second Floor Boardroom (Meeting Rooms) be restricted to Council and Committee meetings, as well as selected CBRM staff meetings.

1.0 OBJECTIVE:

- 1.1 It is the objective of this policy to regulate the usage of the Meeting Rooms while ensuring security of the room, furniture and related equipment.

2.0 RESPONSIBILITIES:

- 2.1 The CBRM Council will approve the Meeting Rooms Usage Policy.
- 2.2 The Guidelines herein may be amended from time to time by the ~~Corporate Services Committee~~ **General Committee**.
- 2.3 The Clerk's office shall be responsible for the booking of the Meeting Rooms, with limited key access to be coordinated through the Clerk's office.
- 2.4 The staff member who reserves the Meeting Rooms must attend the meeting and is responsible for the room during that meeting.
- 2.5 Staff personnel who are members of outside community groups who are requesting meeting space may be given permission to use



the Second Floor Boardroom, but must take responsibility for the room and be in attendance at those meetings.

3.0 GUIDELINES:

3.1 COUNCIL CHAMBERS:

- 3.1.1. Usage shall be restricted to Council and Committee meetings, as well as CBRM staff meetings only when numbers are larger than can be accommodated in other available areas (ie. boardrooms).
- 3.1.2. Staff usage shall be limited to the gallery section only; councillor desks will be reserved, to the extent possible, for councillor usage only.
- 3.1.3. Council and Committee meetings will take precedence over staff meetings, even if the staff meeting was booked in advance.
- 3.1.4. There shall be no food or drink permitted in the Council Chambers, except for drinking water at the desks.
- 3.1.5. Outside groups and organizations will not be permitted to use the Council Chambers.
- 3.1.6. The Council Chambers shall be locked when not in use.
- 3.1.7. Casual (Non-Religious) headwear such as baseball caps are prohibited and cellular telephones are to be switched off inside the Council Chambers.

3.2 SECOND FLOOR BOARDROOM:

- 3.2.1. Usage shall be restricted to Council and Committee meetings, as well as CBRM staff meetings. Government visitors and other V.I.P.'s may also utilize this space.
- 3.2.2. Council and Committee meetings will take precedence over staff meetings, even if the staff meeting was booked in advance.
- 3.2.3. This space is not an appropriate meeting room for small meetings (ie. 10 people or less).

-
- 3.2.4. The Boardroom shall be locked when not in use.
 - 3.2.5. Meetings in this Boardroom can include luncheon meetings, but this room is not to be used as a substitute for the lunchroom. When a meeting is scheduled through the lunch hour, it is suggested that the buffet lunch be set up in the second floor staff lunchroom.
 - 3.2.6. Casual (Non-Religious) headwear such as baseball caps are prohibited and cellular telephones are to be switched off inside the Board Room.

Approved by Council: February 19th, 2002
Amended by Council: March 18, 2005



CBRM

A Community of Communities

Cape Breton Regional Municipality

Policy Respecting Photocopier Service

STATEMENT OF POLICY:

- Recognizing the contribution of charitable and not-for-profit organizations to the community, it shall be a policy of the Cape Breton Regional Municipality (CBRM) to provide limited photocopier service to these organizations.

1.0 DEFINITION:

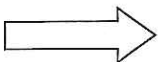
- For the purpose of this policy, charitable and not-for-profit organizations are defined as groups and organizations performing community, social or health services to the community or providing a service that could be considered a municipal service.

2.0 OBJECTIVES:

- 2.1 It is the objective of this policy to ensure that this service is provided without interrupting the daily activities within CBRM departments or negatively impacting the CBRM operating budget or building security.

3.0 RESPONSIBILITIES:

- 3.1 The CBRM Council will approve the Photocopier Service Policy.
- 3.2 The criteria outlined herein may be amended from time to time by the Corporate Services Committee **General Committee**.



- 3.3 This service shall be provided by the staff in the CBRM Recreation Departments and Citizen Service Centres (CSC) and it shall be the responsibility of those staff to insure that the criteria and procedure outlined herein are adhered to.

4.0 CRITERIA:

- 4.1 The following shall constitute the criteria for the provision of photocopier service:

Maximum/Year	Additional Charges	
	Copy only	CBRM paper & copy
500 copies (single sided) no charge	\$0.12 per copy (includes HST) (organization uses own paper supply)	\$0.23 per copy (includes HST)

5.0 PROCEDURE:

- 5.1 This service shall be provided based on the following procedure:
- The organization must complete the Request for Photocopying Service Form (Appendix A) and submit it to the CBRM staff member.
 - The staff member will advise the organization's representative as to when the work can be completed and arrange pick up of same.
 - Only CBRM staff shall be permitted to operate the photocopier equipment for security reasons and to avoid equipment breakdown.
 - CBRM staff will be required to maintain a record of the photocopier service provided to these organizations.
 - Any photocopier usage over and above the annual allotment shall be paid for before completion of the work.

Approved by Council: September 15, 1998

APPENDIX "A"

**CBRM***A Community of Communities***Cape Breton Regional Municipality****REQUEST FOR PHOTOCOPIER SERVICE**

NOTE: The photocopier is shared with other departments and same day service may not be available. Please ensure that your request is submitted well in advance to allow sufficient time to process same.

DATE OF REQUEST: _____

DATE WORK TO BE COMPLETED: _____

NAME OF GROUP/ORGANIZATION:

CONTACT: _____ TEL: _____

POSITION IN ORGANIZATION: _____

ADDRESS: _____

NUMBER OF COPIES REQUIRED: _____

SINGLE SIDED:

☐

DOUBLE SIDED:

☐

SIGNATURE: _____

OFFICE USE ONLY

METER READING START _____ END _____

DEPARTMENT AUTHORIZATION: _____



CBRM Planning Fees (Zoning Amendment/Development Agreement/Municipal Planning Strategy) and Planning Advertisements

FEES

Municipal Planning Strategy Amendments

No fee

Land Use Bylaw Amendments/Development Agreements

No set fee is imposed. The applicant is responsible for:

- all costs of the public notification of the Council Public Hearing; and
- public notice of Council's decision to adopt the amendment or approve the Development Agreement.



NOTE: The ~~Planning Advisory Committee~~ **General Committee**, at its discretion, may waive any or all fees in the following cases:

- (1) when the request is made by registered non profit organization and where the amendment will benefit the community in general rather than a specific property
- (2) when the amendment being requested is necessary to correct an inconsistency between a land use bylaw and the applicable Municipal Planning Strategy

ADVERTISING

In addition to MGA requirements, PAC will require that the following steps be taken to ensure information on proposed planning amendments is properly distributed:

- In the case of Municipal Planning Strategy amendments affecting a specific property, flyers will be distributed to homes in affected areas to advertise public participation program meetings (affected area to be identified by staff in consultation with local Councillor)
 - Maps will be included in all newspaper ads related to rezonings, development agreements and Municipal Planning Strategy amendments except in cases where the affected property can be identified by a civic number, in which case a map will not be required. All maps will be a *minimum* of 3" by 3" in size.
 - Where the affected property is located more than a 20km. driving distance from the Civic Centre, a copy of the map showing the affected property will be displayed in a CBRM citizen service centre, community centre or convenience store which is in the vicinity of the affected property, and the location of the map will be identified in the newspaper ad.
-

Approved by Regional Council on March 20, 2001

AMENDED by Regional Council: April 20, 2010

PROPERTY MANAGEMENT POLICIES

Adopted by Council on September 19th, 2000

Amendments:

February 20th, 2001

October 28th, 2003

August 25th, 2004

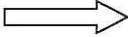
September 24, 2013

Introduction

The Cape Breton Regional Municipality intends to take a more proactive approach to property management. This overall goal would:

- inventory municipally owned land in cooperation with other departments to assess the usefulness of property which may be declared surplus and deemed marketable
- identify land, in cooperation with other departments, which should be a priority for acquisition for capital works, watershed protection or other municipal priorities.
- prioritize a list of surplus properties now owned by CBRM to be disposed of using some or all of the following methods:

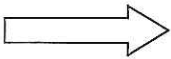
- direct sale on the open market
- sale by public tender
- sale by listing agents
- sale by proposal call
- sale by land exchange
- direct sale to abutting owners
- unsolicited proposals
- sale under Section 51 of the MGA for non-profit organizations
- community-based surplus property



Prior to being declared a surplus property for sale and approved by the ~~Corporate Services Committee~~ **General Committee**, all lots will be evaluated by the appropriate CBRM departments' to ensure that the properties are in fact surplus and nonessential to CBRM. Surplus lots for sale are then categorized under a particular sales disposal method(s). The Chief Administrative Officer, or his designate will then be authorized to approve the sale of a surplus property in accordance with a procedure for each disposal method. In most instances, surplus properties will be listed by advertisement in the local newspaper, and 'For Sale' signs placed on the individual properties.

Statement Of Policy

1. In taking a more proactive approach to a CBRM Land Management Program, it is the policy of Council to:
 - incorporate an on going inventory of municipally owned land in cooperation with other departments to assess the usefulness of property holdings which may be declared surplus and deemed a marketable commodity
 - identify land acquisition in cooperation with other departments for acquisition for capital works, watershed protection or other municipal priorities
 - prioritize a list of surplus properties now owned by CBRM to be disposed of using various property disposal methods.

- 
2. It is a policy of Council to sell surplus property in a fair and impartial manner, which takes into account the highest financial return to CBRM balanced with economic and social development objectives of CBRM.
 3. It is a policy of Council that the Chief Administrative Officer, or his designate, be authorized to approve the sale of a surplus property in accordance with recognized procedures for a list of property disposal methods, when all of the following conditions are met:
 - the property has been declared surplus, as approved by the ~~Corporate Services Committee~~ **General Committee**;
 - the property is not sold for less than market value (***as determined by the Municipal Government Act regarding CBRM property**); and
 - the value of the property is less than \$100,000.
 4. In order to have a diverse strategy for the disposal of surplus properties owned by CBRM, it is a policy of Council to use one or all of the following property disposal methods:

4.1 Direct Sale On The Open Market

Surplus properties with high market potential shall be disposed of by direct sale. Direct sale on the open market shall involve the listing of these properties at a predetermined price, and advertised in the local newspaper by CBRM. Offers to purchase at the specified price shall be received in writing, and accepted on a first come first serve basis. Pricing shall be set at the assessed value of property, as specified by the most current Provincial Assessment Department records. However, the prospective buyer will have the option of presenting a current appraisal, as opposed to the assessed value.

4.2 Sale By Public Tender

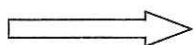
This method of divesting property is a select way of attracting interest in surplus properties that may not otherwise have high demand or value but marketable none the less. To avoid speculation, all building lots shall carry a time limit for construction to be completed, not in excess of 18 months, along with an option for the Cape Breton Regional Municipality to repurchase at the original purchase price, should the property be offered for resale. Properties of this status shall be listed by advertisement in the local newspaper.

4.3 Sale By Listing Agent

Building lots that do not achieve a satisfactory sale by a public tender process, or surplus properties which have buildings located on them shall be submitted for sale by a Real Estate Agency. Any or all Real Estate Agents are invited to work on CBRM's behalf for the selling of surplus properties. (Feb. 20th, 2001, Amendment)

4.4 Sale By Proposal Call

Properties identified as having special development potential shall be the subject of an approval process before a property is sold. As a general rule, the sale of surplus properties listed under this disposal method would be of a commercial or industrial nature. A prospective purchaser shall be required to provide a proposal that has a potentially viable economic impact on the municipality in terms of structure(s) erected and/or the number of people employed. An independent appraiser should determine the value of the property, but property assessment values may also be used if deemed to be within an acceptable price range. The final selling price of the property is negotiable, and may be sold for less than market value (***as determined by the Municipal Government Act regarding CBRM property**). Approval of any proposal shall be based on staff recommendations, and brought back to the Corporate Services Committee **General Committee** for acceptance.



4.5 Sale By Land Exchange

Wherever possible, direct land exchange of surplus properties shall be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

4.6 Direct Sale To Abutting Owner(s)

This method of disposal shall be used in situations where surplus property has no apparent value to anyone but the abutting property owner, or owners. Generally, this particular disposal method will be used to dispose of properties which do not meet minimum development standards. There may be times when more than one abutting property owner will have an interest in acquiring the adjoining surplus property for consolidation. In these situations, the property shall be sold to the highest bidder, unless a settlement is reached by all parties involved. Given limited demand, Council shall consider the sale of properties in these cases at less than actual market value (***as determined by the Municipal Government Act regarding CBRM property**).

4.7 Unsolicited Proposals

There are times when the Municipality will receive requests to purchase properties which have yet to be declared surplus for public sale. In these situations, once the proposed property is reviewed and deemed surplus, it can be sold at the assessed value listed by the most current Provincial Assessment Department records. The prospective buyer will have the option of presenting a current appraisal if the assessed value is brought into question. The costs of a current appraisal, survey, legal fees, or any other necessary processing fees to purchase any property shall be the responsibility of the purchaser. A public tender process shall be initiated if the purchaser offers to buy the property for less than the assessed or appraised market value (***as determined by the Municipal Government Act regarding CBRM property**).

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 then 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.

4.9 **Community-Based Surplus Property** (August 25th, 2004, Amendment)

Various times the Cape Breton Regional Municipality will acquire title to land and/or buildings that have traditionally been seen as a community based entity. The most frequent category is discontinued schools relinquished by the Cape Breton-Victoria Regional School Board. Less common types of community-based properties that can be acquired by the Municipality would be, for example, a community club/hall, or historical worthy sites.

Any property acquired by CBRM is subject to an internal staff review to determine if the land and/or building is considered surplus to the core requirements of the Municipality. If they are not deemed essential, the properties are declared surplus, and can be sold at market value to the general public.

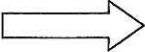
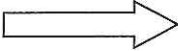
Where a community interests is a factor; as in the case described in the first paragraph above, and the possibility exists that a property may be sold at less than market value to a non-profit or charitable community group, a separate sales approach is required. The Community-Based Property Procedure will request Expressions of Interest to determine the level of interest in the purchase and redevelopment of community-based properties by both non-profit or charitable groups and the private sector. An internal Property Review Committee will evaluate all submissions to purchase a community-based property. Although the sale of the surplus property on the open market at full market value must always be considered a desirable option, the purpose of this procedure is to allow staff and Council to evaluate all disposal options together and not independently of one another in order to seek the best overall value for the Municipality and the community.

Not for profit organizations that offer expressions of interest will be asked to submit an application and business plan which the Property Review Committee will review. The purpose of the application and business plan is to determine the viability and level of support required by both the particular community and/or the Municipality. A not for profit group must have current registration status as a non-profit or charitable organization to be considered under the terms of the Community-Based Property Procedure, in Policy 4.9.1.

If, in the final analysis the decision is made to sell a community-based property to private interests, and there is more than one competing interest, sealed bids would then be requested of those participants interested in purchasing the property at market value. The Municipality would engage the services of a qualified Appraiser to establish a fair market value for the community-based property. The individual with the highest bid shall become the successful purchaser.

4.9.1 Community-Based Property Procedure

The sale of community-based property shall adhere to the following procedures:

- 
- a) After formal notification that a community-based building and/or land has been closed or abandoned, the Property Management Services Division staff conducts an internal staff review to determine if the building and/or land is considered surplus to the core requirements of the Municipality.
 - b) Property Management Services Division staff brings a recommendation to the ~~Corporate Services Committee~~ **General Committee** to have the property declared essential or surplus to the needs of CBRM.
 - c) If declared a community-based surplus property, an advertisement is placed in the local newspaper inviting 'Expressions of Interest' from both not for profit and the private sector.
 - d) Letters of intent are received up until an established closing date.
 - e) Expression of interest packages are sent to the community groups who submit letters of intent. The package will include an 'information form' which must be filled out by the community group. The information on this form will outline the organization's structure, and include details on an operating budget for the property, for example, property taxes, insurance, power, heat, repairs to building, proposed grants, etc. Proposals must be received within 60 days from the letters of intent closing date.
 - f) Review of competing proposals (including sale on the open market) is conducted by an inter-departmental Property Review Committee. The review committee would include representatives, as need be, from recreation, finance, property management, economic development, and the district councilor from the area in which the community-based property is located.
 - g) If required, a public hearing, information meeting, or a presentation before Council may be called.
 - h) Property Management Services Division staff brings back a final recommendation to the ~~Corporate Services Committee~~ **General Committee**. Depending on the outcome, the ~~Corporate Services Committee~~ **General Committee** may need Council approval; ie. sale of
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property for less than market value to a non-profit organization, as provided for in Policy 4.8.

- i) An Agreement of Purchase and Sale is implemented.

4.9.2 Factors that shall be taken into account when determining a successful purchaser; whether at full market value or at less than market value, are as follows:

- Cost considerations associated in retaining or selling the property;
- Potential adverse affects on the immediately abutting neighborhood associated with a new use on the property;
- Potential positive impact on the particular local neighborhood or community in providing better quality programs or services as a result of a new use on the property.

General Policy Requirements

5.1 Requirement of Purchaser

Any successful tender or approved purchaser will be required to provide the Cape Breton Regional Municipality with the following:

- a) certification of Title signed by a lawyer in good standing with the Nova Scotia Barristers Society;
- b) all necessary survey or subdivision plans;
- c) all necessary processing charges, i.e., G.S.T., Deed Transfer Tax, Registry of Deeds and Administration Fees;
- d) signed schedule of any applicable building restrictions;
- e) where requested to purchase, an appraisal prepared by a licensed appraiser selected by the Cape Breton Regional Municipality if deemed necessary; and
- f) any advertising cost that may result from the tendering procedure over and above the original surplus property listing(s) by CBRM.

5.2 Deposit On Tender

Non-refundable to the successful bidder.
Refundable to the unsuccessful bidder.

5.3 Exceptions To Policy

Lands such as subdivision owned by the Cape Breton Regional Municipality or Industrial Park Lands, which have established selling prices or pricing strategy which has been previously approved by Council.

5.4 No Response To Tender

Where no offers are received at the time of the Tender closing, the Cape Breton Regional Municipality will receive sealed offers for thirty days. Where more than one offer has been received, the higher offer will prevail provided that it is not below a fair market value (*as determined by the Municipal Government Act regarding CBRM property).

5.5 Time Limits For Construction

- a) the grantee for self, heirs, administrators, executors, and assigns, covenants and agree to start erection of a residential dwelling on the said lands purchased within three hundred and sixty five (365) days of the date of closing and to complete such building within five hundred and forty eight (548) days of starting construction unless previous written authorization to delay such construction is received from CBRM.

5.6 Letter of Request (October 28th, 2003, Amendment)

- a) An offer to purchase CBRM land shall be received in writing, and accepted on a first come first served basis.
- b) The term 'first come first served' shall mean the first letter of request received from an individual, in a situation where more then one person becomes interested in purchasing the same property at market value. All letters of request shall be dated and time stamped and initialed by the Chief Administrative Officer, or his designate, as received.
- b) Subsequent letters of request to purchase the same property at market value shall be processed in the order of the date and time received, where the first individual served does not act upon the purchase within the time limited.

6. Northside Business Park Design Scheme (September 24, 2013 Amendment)

Prior to signing an Agreement of Purchase and Sale for any lot parcel(s) being conveyed by the CBRM within the Northside Business Park for a proposed development the prospective purchaser shall submit a site plan and building design that illustrates a façade that respects the existing site and building construction design standards prevalent in the Park. An approved site plan and building design shall be incorporated into an Agreement of Purchase and Sale for any lot parcel(s) being conveyed within the Park. Furthermore, it is the wish of Council that lot parcels shall not be conveyed in a haphazard random manner that could jeopardize future development of the Park by promoting infilling between and adjacent existing developments.

NOTE: (*as determined by the *Municipal Government Act* regarding CBRM property) where shown, indicates that changes to the MGA would be required before we could sell surplus property for less than market value.

