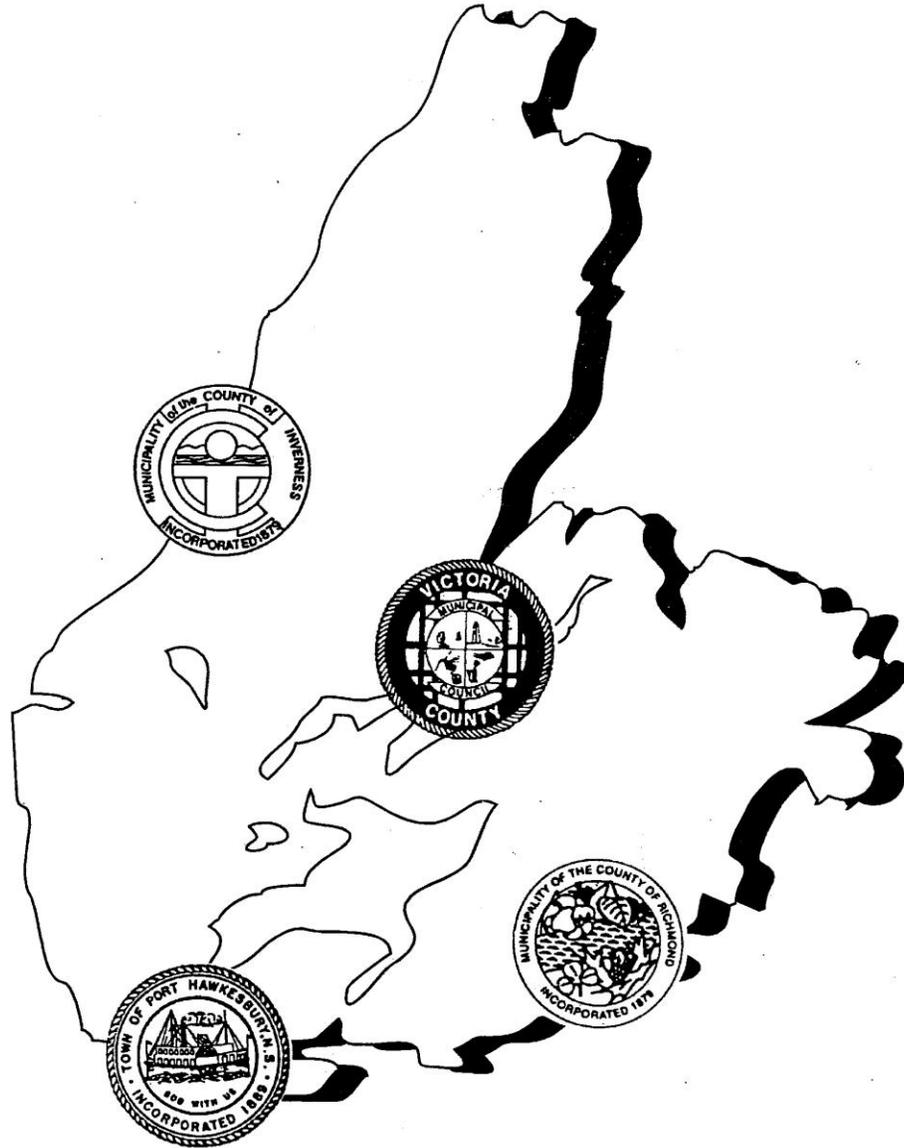


*Rural Cape Breton
District Planning Commission*

1999-2000

Annual Report and Financial Statements



**RURAL CAPE BRETON
DISTRICT PLANNING COMMISSION**

32 PAINT STREET
SUITE #4
PORT HAWKESBURY, NOVA SCOTIA
B9A 3J8

*Rural Cape Breton
District Planning Commission*

1999 - 2000

Annual Report and Financial Statements

May 2000

1. Introduction

This report for the period April 1, 1999 to March 31, 2000 has been prepared in accordance with Section 256 and 257 of the *Municipal Government Act*. Sub-section 256(2) and Section 257 require a Planning Commission submit to the Councils of each of the participating Municipalities, on or before June 30, a financial report and a report setting out its activities for the preceding fiscal year.

From a fiscal point of view the last year was a successful one for the Commission in many regards. The single largest major factor responsible for this was the construction of the seven "Public Private Partnership (P3) Schools". Building permits applications were received for Belle Cote, Mabou, Port Hood, Port Hawkesbury, Louisdale, Ingonish and Dingwall. Also the Commission issued a building permit for a new grocery store in Port Hawkesbury. These eight large buildings added significantly to the revenues of the Commission.

From a staffing point of view we saw some changes in that we hired a new planner. Dawn Sutherland, from Antigonish was hired by the Planning Commission as a replacement for Dan Nicholson. Dawn's family is originally from the St. Peters area of Richmond County. Dawn has had experience working for the Municipality of the County of Antigonish as their Municipal Boundary Project Administrator and as their Planning Intern during the Summer of 1997. Prior to this she was a teacher from 1990 to 1996 after she had received her Bachelor of Education from at St. Francis Xavier University during which time she also received her Master of Education degree from St. Mary's University. Presently she has completed the course work for her Master of Environment Studies (Land Use and Environmental Planning) from York University and is working on her Thesis: An Analysis of the Public Participation Process in Community Planning: Sporting Mountain, Cape Breton.

Janet Porter accepted a contract with the Commission to replace Britt Roscoe who took a position with the Municipality of the County of Annapolis. The Planning Commission has hired Janet Porter to replace Britt Roscoe as Planning and Development Technician. Janet hails from the Anapolis Valley, but comes to us directly from the Cape Breton Regional Municipality where she worked as a Planning Technician. She received her BA from Saint Mary's University in Halifax in 1995, and her diploma in Planning: Land Information Technology from the College of Geographic Sciences in Lawrencetown in 1998. Janet has lived in the Okanagan Valley of British Columbia where she worked as a Planning Technician, and in JeonJu, South Korea where she taught English before attending COGS.

Planning Staff continued to work on the ongoing plan reviews for Baddeck, Chéticamp and West Richmond. Building Inspection and Development staff saw a decrease of 12.2% in the number of permits issued, from 910 permits issued in 1998-99 down to 800 permits issued this last fiscal year. However Building Permit revenues increased significantly by 44.6% from \$91,026 in 1998-99 to \$131,631 in 1999-2000 an increase which can be directly attributed to school construction. The decrease in subdivision activity was equally pronounced, with a decrease in applications of 13.5% from 193 in 1998-99 to 167 applications in 1999-2000 and a decrease in revenues of 7.6% from \$38,850 in 1998-99 to \$35,900 in this last fiscal year.

The remainder of this report summarizes the activities of the Commission completed over the last fiscal year in accordance with Section 255 of the *Municipal Government Act* which enables a Planning Commission to undertake a wide range of planning-related activities.

2. Structure of the Rural Cape Breton District Planning Commission

2.1	Council	Commission Representative
	Inverness County	Councillor Jim MacLean, Chair Councillor Duart MacAulay, Member Kate Beaton, Secretary Treasurer
	Victoria County	Councillor Bruce Morrison, Vice Chair Councillor Gerald Sampson, Member Councillor Gerald Yetman, Alternate Brian Trask, Advisor
	Port Hawkesbury	Councillor Mark MacIver, Member Councillor John LeBlanc, Member Councillor Ken Anderson, Alternate Colin MacDonald, Advisor
	Richmond County	Councillor Shirley MacNamara, Member Councillor Gerry Bourque, Member Louis Digout, Advisor
2.2	Staff	
	Director	John Bain
	Planners	Jane Sodero Dawn Sutherland Dan Nicholson (to May 28, 1999)
	Development Officers	John Bain Wanda Ryan (Alternate) Dawn Sutherland (Alternate)
	Building Inspectors	Alfred Fougère Cyril Leblanc Paul Burt Leon LeBlanc (Seasonal)
	Planning Technician	Janet Porter Britt Roscoe (to August 6, 1999)
	Secretary/Book Keeper	Wanda Ryan
	Auditors	KPMG Chartered Accountants
	Solicitor	Art Pickup, QC

3. Municipal Planning Strategy and Land Use By-law Processes:

3.1 Baddeck

The review of the Baddeck Strategy and By-law began in May 1998. At that time a decision was made to focus on the problems of the Baddeck sewage treatment plant, as the plant would have a major impact on the growth of the community. Therefore and again over the last year a significant amount of the Planning Advisory Committee's time was dedicated to addressing this issue. The Committee met a number of times with the Steering Committee to address concerns related to the various proposals and finally the study contract was awarded. Victoria County Council then agreed to fund fifty percent of the sewage study out of funds set aside for capital improvements to the system. ECBC has also assured the Commission that they were committed to providing their share of the costs of this study. The Baddeck Area Advisory Committee met in December to set out a time schedule for the completion of the Baddeck Sewer Treatment Study. The Committee and Consultant agreed to implementing "Phase I" of "Option 1" in January and this report "Sewage Treatment Pre-Design Study - Phase 1" was reviewed by the Committee in early March. As part of the pre-design study the Consultant reviewed existing data sources and completed an audit on the existing Sewage Treatment Plant which suggested a number of short term work items which required more immediate attention. The Consultant agreed to estimate costs and prioritize these items as part of the Final Phase 1 Report. A sampling schedule was also proposed which would allow for a some further updates to the Committee prior to the complete six months of sampling.

Given this progress the Committee has focused more on the land use related issues of the Baddeck plan review. Commission staff have also been preparing a draft revised Municipal Planning Strategy and Land Use By-law based on input received at the open houses rather than having the Committee complete a page by page review of the documents.

3.2 Chéticamp

The first Chéticamp Plan Review Open House was held November 23 and 24, 1999 at the Chéticamp Fire Hall. The Open House was very well attended with over 30 visitors during the two days. As expected the most contentious issue was lot frontage requirements. Other issues which were raised were sideyard requirements, Dept. of Environment requirements for on-site septic system and several individual rezonings. The committee has also asked that the document should be available in both French and English. Funding sources and translation services will continue to be investigated. The Area Advisory Committee had two new members appointed by Council, Simon AuCoin, a local surveyor and Jean Chiasson, chair of the Chéticamp Development Commission (CDC). It was identified that it is important to have a member of the CDC on the Committee. Don Feldman from the Dept of Environment made a presentation regarding on-site septic systems in February this was well attended and led to spirited discussion. A study done this year by EDM Consultants identified some areas of future development in Chéticamp this was taken into consideration when completing the MPS and LUB. Information about the Planning Commission and the Plan Review was available at a booth at the first Chéticamp Kinsmen Trade Show to be held April 15th and 16th, 2000. The major changes in the document are with regard to the Historic Residential area which will allow limited commercial uses as of right as well as changes to lot frontage requirements which will allow for expanded subdivision. The committee recommended the new documents for approval on April 26, 2000. On May 1, 2000 the Inverness PAC also recommended the new documents for approval. Council has set a Public Hearing for June 14, 2000.

3.3 West Richmond

The five year review of the West Richmond Land Use By-law and Municipal Planning Strategy began in June, 1998. At this time an Area Advisory Committee was established and a number of issues and concerns were identified. These included the zoning for Bear Head, the Murray Cove Salt Deposits, the use of Development Agreements, and Zoning within the “Village”. The Committee has also reviewed the existing Strategy and Land Use By-law and has given direction for a new zoning map which has been prepared by Commission staff.

With respect to Bear Head the Committee has agreed that it may be advisable to zone this area with a light industrial zone and allow possible more intensive development through a re-zoning process to a heavy industrial zone. This direction also relates to the issue of Development Agreements where concerns had been raised related to development agreements being triggered by environmental impact assessments and potentially slowing down a viable proposal even though it meets the provincial requirements. Also interest in the Murray Cove salt deposits has been ongoing however any use of the salt deposits for storage of petroleum products should not conflict with residential uses on the surface. Therefore the zoning in this are is proposed to stay unchanged. Finally, zoning for the “Village” area of Point Tupper was raised as a primary concern for the Committee members and a number of options were discussed with the preferred option being designating the area residential and zoning the properties residential.

The Municipality of the County of Richmond also completed a major planning study with Environmental Design and Management Limited (EDM) on the West Richmond and Point Tupper Area and it was recognized very early that this report would have significant implications for this plan review process as well as a possible new process in the Evanston area of Richmond County. District Planning Commission staff were involved with this process both sharing information with the consultants and also as a member of the steering committee overseeing the process. The final EDM report was presented publicly at a meeting in Point Tupper in March.

With the completion of the EDM report the Committee was able to incorporate direction established by the EDM report into a final Municipal Planning Strategy and Land Use By-law which will then be subject to Council’s approval. The Area Advisory Committee recommended the new documents for approval on April 17, 2000. On May 18, 2000 the Richmond County PAC also recommended the new documents for approval. Council gave the documents first reading and set a Public Hearing for May 29, 2000.

4. Municipal Planning Strategy and Land Use By-law Amendments:

4.1 Baddeck

4.1.1 Inverary Resort

A hotel expansion (6 units) required a Development Agreement because of concerns about central water and sewer system capacity. As was the case with the application of Auberge Gisele's Inn, the Baddeck Municipal Planning Strategy requires that a Development Agreement be completed for developments where expansions are requested for the major tourist facilities at the west end of the Village of Baddeck. The Village Commission has indicated that because they do not own the sewer system (it is owned by the County of Victoria and operated by the Village Commission) they can not comment on the ability of the sewer system to accommodate additional development. Staff attended a Council meeting to address the issue on February 9, 1999. A decision was made by Council to negotiate an agreement with the Village Commission on the operation and management of the Baddeck sewer system. Staff then completed a staff report and development agreement which was approved by Council November 22, 1999.

Received: January 4, 1999

4.1.2 Accessory Apartments Zone Amendments

Paul MacEachern applied to allow the development of a third unit on his property located on the Old Margaree Road in Baddeck. At the time a conversion to three units would be permitted in the zone as long as the exterior of the building is not changed, except that which is necessary to meet any Building Code requirements. In his letter requesting a change to the requirements Mr. MacEachern states that he could "comply with all yard and height requirements of the bylaw, be smaller in scale than many building in Baddeck and maintain the look of a single family dwelling." Staff therefore proposed allowing such developments through the implementation of site plans which were only recently allowed as a new planning tool in the *Municipal Government Act*. These amendments were approved by Council November 22, 1999.

Received: May 21, 1999

4.1.3 Tourist Commercial Uses

The Baddeck AAC asked staff to review inequities in the Baddeck MPS with respect to Tourist Commercial because in some areas development agreements are used as a means of addressing concerns related to sewer servicing while in other areas such development agreements are not required. The Committee realized that the preservation and protection of the Bras d'Or Lakes for their inherent value as well as for their impact on the local economy is integral to Baddeck's role as a service center and tourism destination and that tourism plays a very important role in the local economy. Staff noted that continuing with the policy and bylaws in their present state adds to the degradation of the natural environment as well as to adverse conditions for continued development and growth and as well raised issues of fairness, therefore a recommendation was forwarded that all commercial developments be subject to the same policies for expansions and new developments. These amendments were approved by Council November 22, 1999.

Received: August 10, 1999

4.2 Chéticamp

4.2.1 La Congrégation des Filles de Jésus

La Congrégation des Filles de Jésus applied to rezone the land of the old hospital and residence from Residential General (R-1) to Commercial Highway (C-2) to allow potential purchasers of the property a wider range of permitted uses. Concerns about water supply to the site were raised by the Department of Environment, which maintains water servicing in Chéticamp and is not entering into new, or transferring existing, contracts. Also, the question of whether the residence should be rezoned were raised since this would make the building a legal non-conforming use. After a number of discussions with staff and the various parties this application was withdrawn by the applicant in June 1999.

Received: August 28, 1998

4.2.2 Daniel LeFort Rezoning

Daniel LeFort applied to rezone his property from C-3 to R-1 as he had purchased the former CDC property to use as a residence and then proposed to construct a garage, however under the provisions of the Chéticamp Land Use By-law neither the residence nor a garage are a permitted use therefore the property must be rezoned. The staff report recommended for the rezoning and the Chéticamp Area Advisory Committee recommended the approval to Inverness County PAC. A Public Hearing was held August 3, 1999. The appeal period for the application expired on August 25, 1999 without appeal.

Received: May 21, 1999

4.2.3 Claude Bourgeois Rezoning

Claude Bourgeois applied to rezone his property from Residential General (R-1) to Commercial Highway (C-2). Mr. Bourgeois had been operating a trucking garage in this location for several years as a home-based business and a trucking business had been in that location since the original plan was written. Mr. Bourgeois desired to rezone the property so as not to be in contravention of any by-laws. While the zoning by-law did not make provision for a trucking garage the Municipal Planning Strategy made specific mention of the business therefore staff recommended in favour of this rezoning. A Public Hearing was held on March 8, 2000 where the rezoning was approved.

Received: September 21, 1999

4.3 Inverness

4.3.1 The Inverness Historical Society

The Society has plans to expand the range of commercial uses at the site of the Inverness Miners Museum. This requires an amendment to the Inverness Strategy and By-law, as the Miners Museum was inadvertently left off the list of commercial uses permitted in the R-1 zone. A staff report was prepared outlining several options for changing the planning documents to permit commercial uses on the site. The Area Advisory Committee recommended approval of these amendments May 10, 1999 and Planning Advisory Committee recommended approval May 18, 1999. The amendments were then approved by Council June 14, 1999.

Received: July 13, 1998

4.4 Port Hastings

4.4.1 Brenda Cooper Tourist Cabins

Brenda Cooper has applied for a development agreement to allow for the a small cafe restaurant and a approximately six (6) cottages. Her property is located in Port Hastings along Route 19. After initial discussions with staff Ms. Cooper is now in the process of revising her proposal to comply with the evaluation criteria for development agreements.

Received: December 15, 1999

4.5 Port Hawkesbury

4.5.1 John Mansley

John Mansley requested that his property at the corner of Church and Pitt Streets in Port Hawkesbury be rezoned from R-2 to R-3. At the time of the Plan Review the zoning was changed without his knowledge. At this time, it was felt that to grant the change in zoning was inappropriate since many of the setback and parking requirement are not met on site. Therefore Council decided that this should remain zoned as R-2 under which it would be considered a legal non-conforming use. Under the new *Municipal Government Act* more leniency is provided to residential legal non-conforming uses than under the old Planning Act. Mr. Mansley's chief concerns about devaluation of the property and obtaining permits for repairs to the building have been addressed.

Received: March 4, 1999

4.5.2 P-3 School Rezoning (Tamarac Drive)

Mr. David Jenkins of Meridian/PCL made a second application to allow for the construction of a "Public Private Partnership P3" school. The proposed school would have an enrolment of 730 students, 31 teaching classrooms, and a building size of 90,525 square feet. The lot for the South Inverness Education Centre is currently designated Residential and zoned Residential Rural (R-5). Schools are permitted in such areas pending a rezoning to Institutional (I). The lot abuts a Residential Two Unit (R-2) zone to the east along Tamarac Drive and to the south along lands currently owned by Nova Scotia Housing and Municipal Affairs. The entire Tamarac Heights Subdivision is zoned Residential Two Unit (R-2). The construction of the South Inverness Education Centre commenced without the proper zoning or building permits.

After much negotiation between the Commission and Town of Port Hawkesbury with Meridian/PCL and their contractors, the building permit was issued conditional upon Meridian/PCL successful application for the rezoning of the affected lot to Institutional (I). This application went to Public Hearing on March 7, 2000 and was approved by Council the same evening. The appeal period for the application expired on March 27, 2000 without appeal.

Received: October 8, 1999

4.5 Port Hawkesbury (Continued)

4.5.3 Tamarac Extension

In 1995 the Town of Port Hawkesbury commissioned the *Port Hawkesbury Infrastructure and Transportation Master Plan* as a means of addressing historical concerns regarding the limited growth within the Town limits. This study confirmed that there is very little serviced vacant land available within the Town and that infrastructure and roads must be extended into the Northwest sector of the Town or development will increasingly occur outside of the Town limits. As the Town was in the process of making an extension to the Tamarac Subdivision and servicing these properties with central services the Town requested that the Commission prepare amendments to reflect this new servicing.

Also in conjunction with this staff were requested to review the Town's Subdivision By-law specifically with respect to the permitted length of cul-de-sacs as it was suggested that the Town's requirement may be overly restrictive. Staff completed a study into the length of cul-de-sacs by completing a random sampling of subdivision design standards by using a standard Internet Search Engine using the key words "Subdivision Design" and "Cul-de-sac". Also Planning Staff measured all of the existing cul-de-sacs in Town and found that the majority of these streets presently exceed this by-law requirement. Therefore, it was proposed that the Town's Subdivision by-law be amended. These amendments were presented at a Public Hearing on March 7, 2000 and were approved by Council the same evening. The appeal period expired on March 27, 2000 without appeal.

Received: January 7, 2000

4.5.4 Outdoor Storage in Residential Areas

At the October Planning Advisory Committee meeting, staff were directed to investigate how different Municipalities deal with issues of outdoor storage in residential areas. This request was initiated as a result of complaints received from residents in the Grants Pond Subdivision. Staff reviewed various provisions and recommended that the present Municipal Planning Strategy and Land Use Bylaw should not be amended as there were sufficient provisions to address the residents concerns about safety and aesthetics with respect to outdoor storage in residential areas.

Received: October 28, 1999

4.6 St. Peters

4.6.1 Canada Adventure Resort Mobile Home Park

Strait Engineering Ltd. on behalf of Canada Resort Limited applied for a rezoning of the former St. Peters Campground from C-2 (Mixed Use Commercial) Zone to MHP (Mobile Home Park Zone) Zone to allow for the development of a fifteen unit mobile home park. A staff report was completed and presented to the Area Advisory Committee on April 12, 2000 before being forwarded to Planning Advisory Committee for recommendation to Council. When preparing the staff report input was requested from the traffic authorities (the RCMP and the Department of Transportation) and the Village Commission. As a result of these comments the applicant revised his plans to address concerns raised and the rezoning based on the revised plans was recommended to Council. The public hearing on this rezoning is scheduled for June 5, 2000 at the St. Peters Fire hall.

5. Development Control

5.1 Inverness County

5.1.1 Building Permits (April 1, 1999 - March 31, 2000)

	Permits	Value
Residential Buildings		
New	75	\$5,812,500
Mobile Homes	21	\$329,500
Renovations	80	\$1,350,875
Cottages	10	\$363,440
Garages and Accessory Buildings	44	\$408,900
	<u>230</u>	<u>\$8,265,215</u>
Commercial and Industrial Buildings		
New	21	\$1,301,500
Additions and Alterations	20	\$356,000
	<u>41</u>	<u>\$1,657,500</u>
Institutional Buildings		
New	5	\$21,934,000
Additions and Alterations	4	\$57,000
	<u>9</u>	<u>\$21,991,000</u>
Other	9	\$0
Total	289	\$31,913,715

5.1.2 Subdivision Activity (April 1, 1999 - March 31, 2000)

	Applications	Lots	Fees
Final Plan	55	82	\$11,000
Extra Lots	n/a	5	\$125
Tentative Plan	1	32	\$50
Preliminary Plan	0	0	\$0
	<u>56</u>	<u>119</u>	<u>\$11,175</u>

6. Development Control (Continued)

5.2 Richmond County

5.2.1 Building Permits (April 1, 1999 - March 31, 2000)

	Permits	Value
Residential Buildings		
New	38	\$3,143,300
Mobile Homes	18	\$312,000
Renovations	102	\$1,325,705
Cottages	10	\$697,400
Garages and Accessory Buildings	62	\$589,920
	230	\$6,068,325
Commercial and Industrial Buildings		
New	5	\$158,000
Additions and Alterations	15	\$502,000
	20	\$660,000
Institutional Buildings		
New	2	\$7,820,000
Additions and Alterations	4	\$170,200
	5	\$7,990,200
Other	14	\$0
Total	269	\$14,718,525

5.2.2 Subdivision Activity (April 1, 1999 - March 31, 2000)

	Applications	Lots	Fees
Final Plan	57	123	\$11,400
Extra Lots	n/a	117	\$650
Tentative Plan	1	20	\$50
Preliminary Plan	1	6	\$0
	59	266	\$14,375

5. Development Control (Continued)

5.3 Victoria County

5.3.1 Building Permits (April 1, 1999 - March 31, 2000)

	Permits	Value
Residential Buildings		
New	33	\$2,897,000
Mobile Homes	18	\$576,000
Renovations	61	\$728,600
Cottages	0	\$0
Garages and Accessory Buildings	24	\$188,900
	<u>136</u>	<u>\$4,390,500</u>
Commercial and Industrial Buildings		
New	6	\$899,000
Additions and Alterations	20	\$363,650
	<u>26</u>	<u>\$1,262,650</u>
Institutional Buildings		
New	4	\$6,300,000
Additions and Alterations	1	\$100,000
	<u>5</u>	<u>\$6,400,000</u>
Other	8	\$0
Total	175	\$12,053,150

5.3.2 Subdivision Activity (April 1, 1999 - March 31, 2000)

	Applications	Lots	Fees
Final Plan	47	70	\$9,400
Extra Lots	n/a	0	\$0
Tentative Plan	1	5	\$50
Preliminary Plan	0	0	\$0
	<u>48</u>	<u>75</u>	<u>\$9,450</u>

5. Development Control (Continued)

5.4 Port Hawkesbury

5.4.1 Building Permits (April 1, 1999 - March 31, 2000)

	Permits	Value
Residential Buildings		
New	11	\$740,550
Mobile Homes	4	\$218,723
Renovations	14	\$202,279
Cottages	0	\$0
Garages and Accessory Buildings	7	\$43,000
	<hr/> 36	<hr/> \$1,204,352
Commercial and Industrial Buildings		
New	5	\$2,751,000
Additions and Alterations	5	\$719,973
	<hr/> 10	<hr/> \$3,470,973
Institutional Buildings		
New	1	\$7,800,000
Additions and Alterations	0	\$0
	<hr/> 1	<hr/> \$7,800,000
Other	12	\$0
Total	58	\$12,475,325

5.4.2 Subdivision Activity (April 1, 1999 - March 31, 2000)

	Applications	Lots	Fees
Final Plan	4	5	\$800
Extra Lots	n/a	0	\$0
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<hr/> 4	<hr/> 5	<hr/> \$800

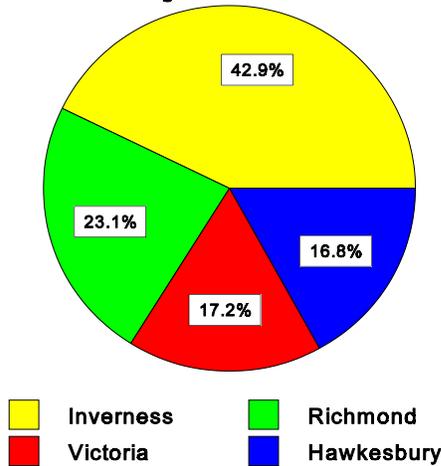
5. Development Control (Continued)

5.5 Development Summary

5.5.1 Building Permits (April 1, 1999 - March 31, 2000)

	Port Hawkesbury	Inverness	Richmond	Victoria
Construction Value	\$12,475,325	\$31,913,715	\$14,718,525	\$12,053,150
Fees	\$22,169	\$56,634	\$30,395	\$22,432
Permits Issued	58	289	269	175

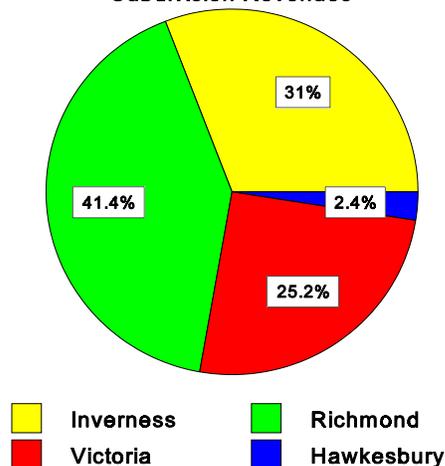
Building Permit Revenues



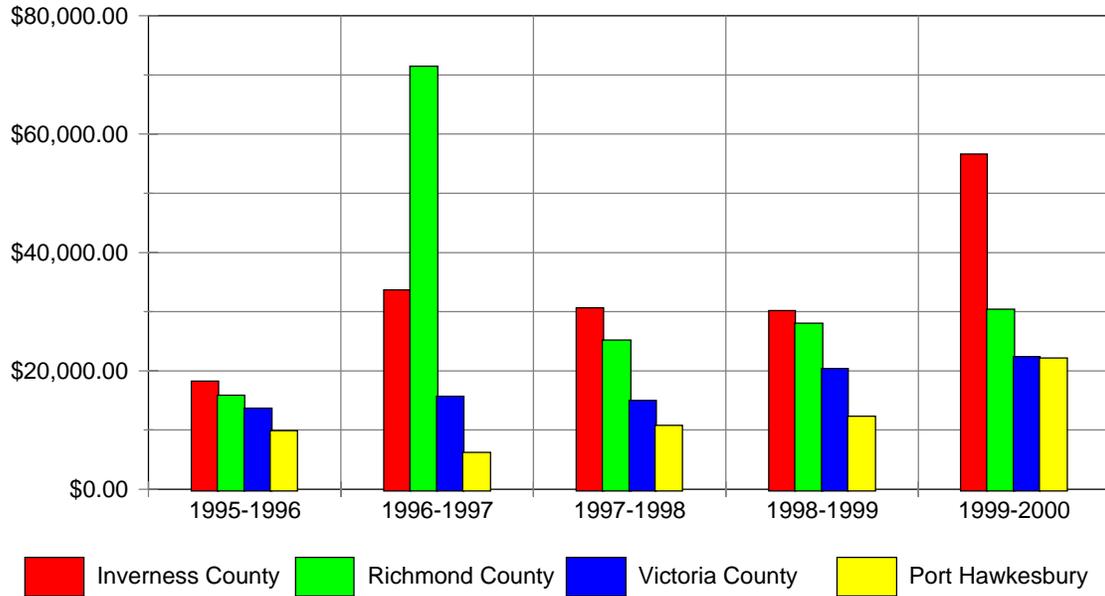
5.5.2 Subdivision Activity (April 1, 1999 - March 31, 2000)

Port Hawkesbury		Inverness	Richmond	Victoria
Final and Tentative Plans	4	56	58	48
Proposed Final Lots	5	87	240	70
Total Subdivision Fees	\$800	\$11,175	\$14,375	\$9,450

Subdivision Revenues

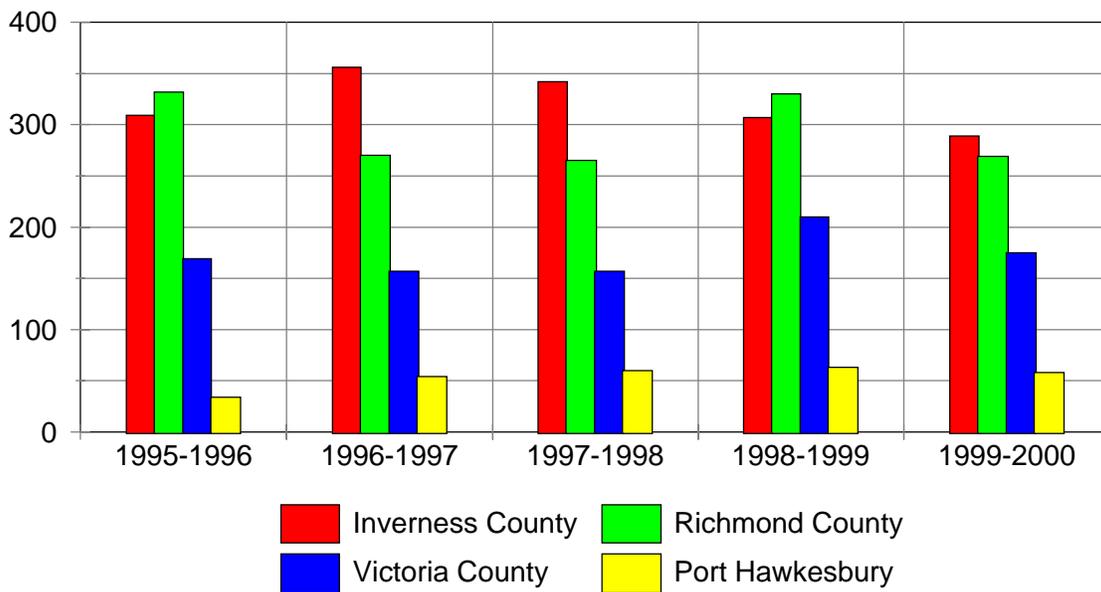


5.5.3 Figure 1



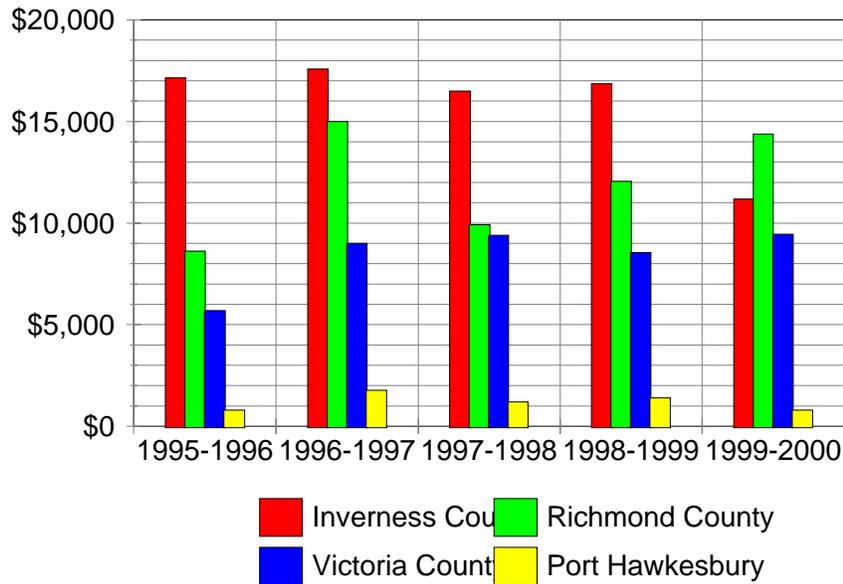
5.5.4 Figure 2

**Number of Building Permits
1995-2000**



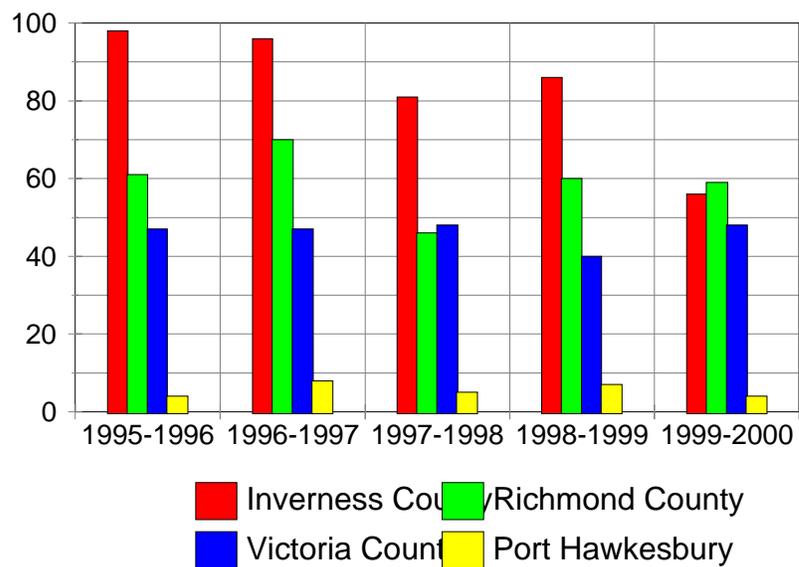
5.5.5 Figure 3

Subdivision Fee Revenue 1995-2000



5.5.6 Figure 4

1995-2000



Other Related Activities

6.1 911 - Civic Addressing (Road Name Changes)

As part of the Administration of the 911 civic address system there must be a more defined system of road name changes. A meeting was held in mid-March, 1999 including representatives from each county, Emergency Measures, Dept of Transportation and the RCBDDPC. From this meeting it was proposed that each county should adopt the same procedure, this would make things uniform for the agencies which deal with all three areas. Each County representative took the proposal back to Council to be adopted. By October, 1999, it was adopted by all three counties. The basic outline is that a petition from the residents would be tabled by Council until comments were received from both Dept. of Transportation and the RCBDDPC. If both responses were favourable a motion to make the change would be made and letters to the residents, the RCBDDPC and the Dept of Transportation would inform them of the official change

6.2 Island-wide Coastal Network of Community Infrastructure Steering Committee

The RCBDDPC was asked to participate in a project initiated by the Cities and Environment Unit at DalTech which would bring together communities to develop economic development strategies based on the environment and sustainability. Also known as the pathways initiative, a conference will be held in November including individuals from across the island with an environmental focus/concern.

The project to link Cape Breton communities through trailways and other resources was launched at a Workshop was held on November 20, 1999 at the Gaelic College in St Ann's. A follow-up Workshop was held on February 26, 2000. The purpose of this second gathering was to determine the next steps in developing the network and to set a steering committee of interested individuals.

6.3 Bras d'Or Stewardship Society

The Bras d'Or Stewardship Society is a non-profit organization which is working toward protecting, conserving and restoring the Bras d'Or Lakes. Pat Bates, President of the Stewardship Society, asked the Planning Commission to attend a meeting of representatives of the various government agencies which have jurisdiction in the Bras d'Or Lakes and do a brief presentation on the Planning Commission and the role of land use Planning. John Bain made a presentation at the Bras d'Or Symposium on October 15, 1999 in which he outlined the role which land use planning could potentially play in addressing concerns over development on the Bras d'Or Lakes.

6.4 E-911 Civic Addressing

We are continuing to issue new civic addresses as well as assisting in the correction of existing mistakes. The entire database has been transferred to the Microsoft Access database. It is hoped that eventually the civics can be linked to the building permits, subdivision applications and PID numbers. In the fall of 1999, there was an effort to eliminate the private road numbers in favour of proper names. Canada Post contacted the office in August 1999. They plan to adopt 911 civic addressing for mailing addresses in the Cape Breton Regional Municipality by July 2000. This affects some areas of Richmond and Victoria counties which are served by offices in CBRM. By July 2001 this new system should be in place across the Island. The RCBDDPC has been asked to assist in this changeover by providing database information directly to Canada Post.

6.5 Cape Breton Island Economic Adjustment Fund

The Federal and Provincial governments initiated a public consultation process in the Winter of 1999 as a means of receiving input on economic development ideas for the Island. The Victoria County Planning Advisory Committee and Baddeck Village Commission asked that the District Planning Commission make a presentation to the Board related to the issue of Community Infrastructure, specifically sewer and water services. The Director made a presentation at the Hearing held in Ingonish on November 9, 1999.

6.6 Whycomagh Intersection Open House

On March 1, 2000 a Public Open House was held at Cameron Hall in Whycomagh by the Dept of Transportation. Four options for changing the structure of the intersection were proposed although none of these options are final. Over 70 Whycomagh residents attended the Open House most took a lot of time review the proposals and make comments. At this time there have been no funds have been allocated to the project and it is still very much in the planning stages.

6.7 Planning Commission Information Brochures

A review of the existing brochures on the Commission, Building Permits and Rezonings and Development Agreements was completed. New information reflecting changes in the *Municipal Government Act* is now included in the brochures. In addition, a new brochure about the Subdivision process was prepared.

6.8 Commission Databases

Over the past year we having been working towards putting all of our Subdivision, Building Permit and Civic Addressing information for each county on the Access database. This a step towards having all of this information available through our mapping program. The following chart shows the number of records we have in the system at this time:

	<i>Permits</i>	<i>Subdivision</i>	<i>Civics</i>	
<i>Victoria</i>	919	841	5474	7211
<i>Richmond</i>	1205	1025	5876	8062
<i>Inverness</i>	2859	1674	9535	14038
<i>Port Hawkesbury</i>	295	143	1787	2225
	5219	3658	22659	31536

6.9 Summer Student - Charlene MacPhail

Through the StudentWorks grant program a summer student was hired from June through August. Ms. MacPhail is from River Denys and entered her first year of a Surveying program at the College of Geographic Sciences in September, 1999. Ms. MacPhail spent the summer entering our subdivision data into the Microsoft Access program and conducting a salary survey. She also became familiar with MapInfo, web page management and civic addressing.

Appendix A. 2000 - 2001 Operating Estimates

Operating Estimates
Rural Cape Breton District Planning Commission
2000 - 2001

	2000-01
Staff	
Wages	\$323,600
UIC, CPP, Group Insurance	\$29,667
Pension Plan	\$16,180
Membership Dues and Fees	\$2,000
	<hr/> \$371,447
Administrative Overhead	
Advertising	\$1,000
Bank Charges	\$2,000
Insurance	\$7,000
Library	\$2,500
Misc. Operating Costs	\$1,000
Office Rent	\$21,374
Office Supplies	\$3,500
Photocopying	\$3,500
Postage	\$5,000
Telephone and Fax	\$10,000
	<hr/> \$56,874
Travel and Training	
Mileage Compensation	\$30,000
Conference Fees and Expenses	\$10,000
	<hr/> \$40,000
Additional Fees	
Legal	\$1,000
Auditor	\$3,450
Technical and Mapping	\$2,000
Commission Expenses	\$3,000
	<hr/> \$9,450
TOTAL	<hr/> \$477,771 <hr/>

Operating Estimates 2000 - 2001
continued: Page 2

1999-00	
	\$477,771
Building Permits	
Building Permits Fees	(\$105,000)
Subdivision Fees	(\$40,000)
Miscellaneous Revenues	(\$5,000)
Deficit (1998 - 1999)	\$1,908
Portion of Surplus (1999 - 2000)	(\$15,228)
Net Budget	\$314,451
Total Contributions	
Inverness County	\$96,352
Richmond County	\$100,655
Victoria County	\$73,307
Port Hawkesbury	\$44,137
Total	\$314,451

Uniform Assessment Sharing Base (99-00)

Municipality	Assessment	Percentage
Inverness	\$500,525,398	33.27%
Richmond	\$530,711,306	35.28%
Victoria	\$338,873,168	22.53%
Hawkesbury	\$134,246,453	8.92%
	\$1,504,356,325	1.00

Appendix B. Ministerial Order

ORDER TO RESCIND AND REPLACE PREVIOUS MINISTERIAL ORDERS

WITH RESPECT TO THE

INVERNESS RICHMOND DISTRICT PLANNING COMMISSION

AND TO ESTABLISH THE

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

WHEREAS the Inverness Richmond District Planning Commission was established by Order of the Minister of Municipal Affairs dated July 18, 1991;

AND WHEREAS by Order dated March 24, 1993 the Minister of Municipal Affairs, with the approval of all participating municipalities and upon the request of the Town of Port Hawkesbury, rescinded and replaced the previous Order of the Minister of Municipal Affairs by making the Town of Port Hawkesbury a participating municipality in the Inverness Richmond District Planning Commission, effective April 1, 1993;

AND WHEREAS, with the approval of all participating municipalities and upon the request of the Municipality of the County of Victoria, the Municipality of the County of Victoria is to be made a participating municipality in the District Planning Commission effective April 1, 1995 upon certain terms and conditions, effective April 1, 1995;

AND WHEREAS the following Order is intended to rescind and replace the Order of the Minister of Municipal Affairs dated March 24, 1993;

NOW THEREFORE under the authority of the *Planning Act*, Revised Statutes of Nova Scotia 1989, c.346, as amended, Section 16, and by all other authority vested in the Minister of Municipal Affairs, the Rural Cape Breton District Planning Commission is hereby established in accordance with the following terms and conditions:

1. In this Order:
 - (a) "Commission" means the Rural Cape Breton District Planning Commission;
 - (b) "Minister" means the Minister of Municipal Affairs;
 - (c) "Participating municipality" means the Municipality of the County of Inverness, the Municipality of the County of Richmond, the Municipality of the County of Victoria, and the Town of Port Hawkesbury; and
 - (d) "District" means the geographical areas of the Municipality of the County of Inverness, including the Town of Port Hawkesbury, the Municipality of the County of Richmond, and the Municipality of the County of Victoria.
2. There shall be a Commission which shall be called the Rural Cape Breton District Planning Commission.

3. The area with respect to which the Commission shall exercise its powers is the District.
4. The municipalities to be represented on the Commission are the Municipality of the County of Inverness, the Municipality of the County of Richmond, the Municipality of the County of Victoria, and the Town of Port Hawkesbury.
5. The Commission shall consist of 8 members as follows:
 - (a) 2 members to be appointed by the Municipal Council of the County of Inverness;
 - (b) 2 members to be appointed by the Municipal Council of the County of Richmond;
 - (c) 2 members to be appointed by the Municipal Council of the County of Victoria; and
 - (d) 2 members to be appointed by the Town Council of the Town of Port Hawkesbury.
6.
 - (1) Each participating municipality shall be entitled to appoint one person as an alternate member of the Commission who, in the absence of the regular member appointed by that municipality, shall be entitled to exercise all of the powers, privileges and responsibilities of the regular member for whom the person is alternate.
 - (2) Each participating municipality shall advise the Commission of the names of all regular and alternate members appointed by that participating municipality as soon as possible after their appointments.
 - (3) All regular and alternate members of the Commission shall be members of a Municipal Council and shall hold office subject to the provisions of subsection 17(2) and (3) of the *Planning Act*.
7. Each member of the Commission regular and alternate, shall hold office for a term of one year from their effective date of that member's appointment or until a successor is appointed.
8.
 - (1) At the first meeting of the Commission after each participating municipality has appointed regular members, the Commission shall elect a Chairperson from amongst its members.
 - (2) Thereafter, the chairmanship of the Commission shall alternate annually among the participating municipalities.
9. The Commission shall elect a Vice-Chairperson in the same manner, for the same term and at the same meeting as the Chairperson, who shall perform the functions of the Chairperson in the absence of the Chairperson.
10.
 - (1) The Commission shall appoint a Secretary-Treasurer from the staff of one of the participating municipalities who, with the consent of the employer municipality, shall hold office until a successor is appointed.
 - (2) The Secretary-Treasurer shall not be a member of the Commission or have a vote at any Commission meeting.
11. There shall be at least four meetings of the Commission per annum to be held quarterly, one of which shall be the annual meeting; and such other meetings as may be called from time to time by the Chairperson or by any two members of the Commission.
12. Five members of the Commission shall constitute a quorum.

13. Each member shall be entitled to one vote on any voting matter of the Commission.
14. A passing vote shall be a majority of votes at a properly constituted meeting where the majority vote includes a vote cast by a representative of each of the participating municipalities.
15. The Chairperson shall be entitled to vote on all questions arising before the Commission, however should the Chairperson not vote at the time of the call for the question the Chairperson's vote shall be lost.
16.
 - (1) Unless the participating municipalities otherwise agree, the proportion in which each participating municipality shall contribute to provide the funds required to meet expenses of the Commission shall be at a fixed base rate with the remainder of the budget contributed to in the same proportion as their respective contributions to other objects of joint expenditure for their joint benefit and the operations of the Commission shall be deemed to be an object of joint expenditure by the participating municipalities.
 - (2) Notwithstanding Subsection (1) the Municipality of the County of Victoria shall not make any payment to the Commission representing a proportional share of capital assets acquired by the Commission between September 1, 1991 and March 31, 1995 inclusive, and further the Municipality of the County of Victoria shall not have any claim to these assets in the case where the Commission is dissolved according to Section 27(2) of the *Planning Act*.
17.
 - (1) The Commission shall provide building inspection services to the participating municipalities in return for which each of the participating municipalities shall pay to the Commission, in addition to their regular contributions pursuant to Section 16., the amounts received from fees charged for building permits.
 - (2) In the event that a participating municipality does not charge fees for building permits at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 16., an amount equal to the building permit fees that would have been receivable had such participating municipality charged fees based on the Commission's scale of fees.
 - (3) The Commission shall staff three sub-offices, one in Inverness County, one in Richmond County and one in Victoria County, for the purpose of providing building inspection services.
18.
 - (1) The Commission shall provide subdivision services to the participating municipalities in return for which each of the participating municipalities shall pay to the Commission, in addition to their regular contributions pursuant to Section 16., the amounts received from fees charged for subdivision applications.
 - (2) In the event that a participating municipality does not charge fees for subdivision applications at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 16., an amount equal to the subdivision application fees that would have been receivable had such participating municipality charged fees based on the Commission's scale of fees.

19. The participating municipalities shall each pay their respective contributions, required to be paid pursuant to Sections 16, 17 and 18, to the Commission in twelve equal monthly installments, on the first day of each month, in advance, commencing on a date to be determined by the Commission and continuing on the first day of each month thereafter throughout the year and every year thereafter.
20. This Order shall have effect on, from and after April 1, 1995.
21. The Order of the Minister of Municipal Affairs dated March 24, 1993 establishing the Inverness Richmond District Planning Commission with three participating municipalities, namely, the Municipality of the County of Inverness, the Municipality of the County of Richmond and the Town of Port Hawkesbury is rescinded effective immediately before the coming into effect of this Order.

Dated at Halifax, Province of Nova Scotia, July 4, 1995

Original signed by the
Honourable Sandra Jolly
Minister of Municipal Affairs



KPMG LLP
Chartered Accountants

Commerce Tower
15 Dorchester Street Suite 500
PO Box 1
Sydney NS B1P 6G9
Canada

Telephone (902) 539-3900
Telefax (902) 564-6062
www.kpmg.ca

AUDITORS' REPORT

To the Chairperson and Members of
Rural Cape Breton District Planning Commission

We have audited the balance sheets of Rural Cape Breton District Planning Commission as at March 31, 2000 and the statements of operations, surplus (deficit), investment in capital assets and changes in cash flows for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2000 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles adopted for Nova Scotia Municipalities.

KPMG LLP

Chartered Accountants

Sydney, Canada
April 18, 2000



RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Operating Fund Balance Sheet

March 31, 2000, with comparative figures for 1999

	2000	1999
Assets		
Current assets:		
Cash	\$ 25,832	\$ -
Accounts receivable:		
Municipality of the County of Inverness	2,455	3,075
Municipality of the County of Richmond	-	44,466
Municipality of the County of Victoria	-	4,824
Employees	251	325
Goods and services tax	6,479	6,510
Other	2,203	380
Prepaid expenses	1,470	720
	<u>\$ 38,690</u>	<u>\$ 60,300</u>

Liabilities and Operating Surplus (Deficit)

Current liabilities:		
Bank indebtedness	\$ -	\$ 42,699
Accounts payable and accrued liabilities	7,503	19,509
	<u>7,503</u>	<u>62,208</u>
Operating surplus (deficit)	31,187	(1,908)
Commitments (note 2)		
	<u>\$ 38,690</u>	<u>\$ 60,300</u>

See accompanying notes to financial statements.

On behalf of the Commission:

_____ Chairperson

_____ Member

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Statement of Operations

Year ended March 31, 2000, with comparative figures for 1999

	2000		1999
	Budget	Actual	Actual
Revenue:			
Municipality of the County of Inverness	\$ 96,895	\$ 96,895	\$ 95,026
Municipality of the County of Richmond	100,134	100,134	89,740
Municipality of the County of Victoria	73,709	73,709	73,320
Town of Port Hawkesbury	43,712	43,712	43,109
Building permit fees	90,000	131,631	91,026
Subdivision fees	50,000	35,900	38,850
Miscellaneous	5,001	2,668	2,482
	<u>459,451</u>	<u>484,649</u>	<u>433,553</u>
Expenditures:			
Administrative:			
Advertising and promotion	1,000	1,724	2,103
Conferences	10,000	7,741	8,214
Interest and bank charges	-	2,727	3,937
Liability insurance	4,500	6,459	4,704
Maps	2,000	486	451
Membership dues and subscriptions	2,500	4,100	3,301
Miscellaneous	1,000	3,102	5,608
Office supplies and postage	11,000	12,248	8,833
Photography	-	646	834
Professional fees	4,200	4,908	3,434
Salaries and employee benefits	360,377	337,684	347,332
Telephone	10,000	10,167	11,076
Travel and meetings	31,000	37,528	39,642
Occupancy:			
Insurance	500	500	500
Rent	21,374	21,534	21,452
Capital out of revenue	-	-	3,215
	<u>459,451</u>	<u>451,554</u>	<u>464,636</u>
Excess of revenue over expenditures			
(expenditures over revenue)	\$ -	\$ 33,095	\$ (31,083)

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Statement of Operating Fund Surplus (Deficit)

Year ended March 31, 2000, with comparative figures for 1999

	2000	1999
Surplus (deficit), beginning of year	\$ (1,908)	\$ 29,175
Excess of revenue over expenditures (expenditures over revenue)	33,095	(31,083)
Surplus (deficit), end of year	\$ 31,187	\$ (1,908)

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Statement of Cash Flows

Year ended March 31, 2000, with comparative figures for 1999

	2000	1999
Cash provided by (used in):		
Operations:		
Excess of revenue over expenditures (expenditures over revenue)	\$ 33,095	\$ (31,083)
Capital expenditure out of revenue	-	3,215
Decrease (increase) in accounts receivable	48,192	(267)
Increase in prepaid expenses	(750)	-
Decrease in accounts payable and accrued liabilities	(12,006)	(6,006)
	68,531	(34,141)
Investments:		
Investment in capital assets	-	(3,215)
Decrease in cash position	68,531	(37,356)
Cash position, beginning of year	(42,699)	(5,343)
Cash position, end of year	\$ 25,832	\$ (42,699)

Cash position is defined as cash less bank indebtedness.

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Capital Fund Balance Sheet

Year ended March 31, 2000, with comparative figures for 1999

	2000	1999
Assets		
Tangible assets:		
Office furniture and equipment	\$ 45,371	\$ 45,371
Computer equipment	11,243	11,243
Library	12,037	12,037
Maps	5,762	5,762
	\$ 74,413	\$ 74,413

Equity

Investment in capital assets	\$ 74,413	\$ 74,413
------------------------------	-----------	-----------

On behalf of the Commission:

_____ Chairperson
 _____ Member

Statement of Investment in Capital Assets - Capital Fund

Year ended March 31, 2000, with comparative figures for 1999

	2000	1999
Balance, beginning of year	\$ 74,413	\$ 71,198
Capital expenditure out of revenue	-	3,215
Balance, end of year	\$ 74,413	\$ 74,413

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Notes to Financial Statements

Year ended March 31, 2000

Biography:

The Rural Cape Breton District Planning Commission is incorporated under the Planning Act of the Province of Nova Scotia. The object and purpose of the Commission is to provide planning, zoning and building inspection services to the Municipality of the County of Inverness, Municipality of the County of Richmond, Municipality of the County of Victoria and Town of Port Hawkesbury.

1. Significant accounting policies:

(a) Basis of presentation:

These financial statements have been prepared to conform in all material respects to the accounting principles prescribed for Nova Scotia municipalities by the Department of Municipal Affairs.

(b) Operating fund:

Major revenue and expenditure items are recorded on an accrual basis.

Acquisition of tangible assets acquired with operating funds are recorded as an expenditure when incurred.

(c) Capital fund:

Tangible assets are recorded at cost less specific contributions towards these assets. The Commission does not record depreciation on its tangible assets.

2. Commitments:

The Commission rents premises under a long-term lease which expires in 2002, the annual rent for which is \$18,150. The lease provides an option to renew.

The Commission leases office equipment under an operating lease which expires in 2003, the annual lease for which is \$2,400.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Notes to Financial Statements

Year ended March 31, 2000

3. Pension costs and obligations:

The Commission is required to match contributions to a group registered retirement savings plan for all full time employees to a limit of 5% of the yearly maximum pensionable earnings under the Canada Pension Plan. Total contributions during the period by the Commission amounted to \$12,827 (\$15,257 in 1999).