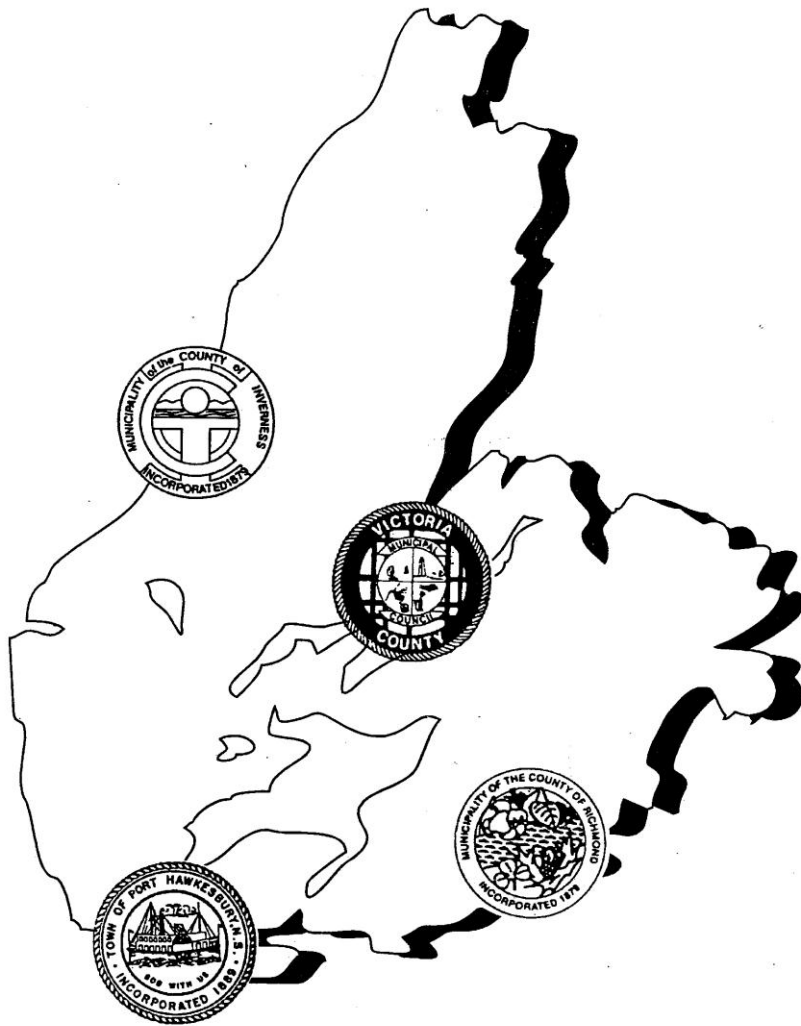


*Rural Cape Breton  
District Planning Commission*

*2000-2001*

*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*

*2000 - 2001*

*Annual Report and Financial Statements*

**June 2001**

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## Introduction

This report for the period April 1, 2000 to March 31, 2001 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.

The fiscal year 2000 - 2001 marks the tenth anniversary of the District Planning Commission. The Commission was first established July 18, 1991 as the Inverness Richmond District Planning Commission. In 1993 the Town of Port Hawkesbury joined the Commission. During this time the Planning Commission was able to respond to a fifty percent budget constraint initiated by the Province and still continue to offer and even expand the services provided to our member units. This we managed through convincing Victoria County of the merits of joining the Commission in 1995, increasing permit fees. We have also during this time opened sub-offices in three small communities in our Counties; taken over the former Provincial responsibility of subdivision administration and E-911 responsibilities. Thus the Rural Cape Breton District Planning Commission with a budget of \$490K, now provides planning services to the largest planning district in Nova Scotia covering an area approximately the size of Prince Edward Island.

From a staffing point of view we saw some changes in that we hired a new planning technician and a new planner. Mark Hebert accepted a contract with the Commission to replace Janet Porter who was accepted into the Master of Environment Studies (Land Use and Environmental Planning) program at York University. Mark is from the Annapolis Valley, and comes to us directly from the Nova Scotia Geomatics Centre (Service Nova Scotia and Municipal Relations) in Amherst, where he worked as a GIS Technician. While in Amherst, he also worked part time for a Seneca College instructor preparing user manuals, technical documents, web pages and multi-media CD-ROMS related to Sprinkler Systems. He received his diploma in Planning: Land Information Technology from the College of Geographic Sciences in Lawrencetown in

1998. Mark worked one summer with the Canadian Coast Guard as a Property Data Technician at Coast Guard Head Quarters in Dartmouth. In addition, he has completed several courses at Mount Allison University to work towards his geography degree. Mark has served on several boards and committees while in school and within the communities in which he resided. Kemp MacDonald, from Sydney was hired by the Planning Commission February 12, 2001 as a replacement for Jane Sodero. Kemp has had experience working for the Municipality of Saanich British Columbia as their Development Planner (Subdivision). Prior to this he was an Assistant Development Officer for the former Cape Breton Metropolitan District Planning Commission. He has a Bachelor of Arts Degree from Mount Allison in Geography and History and received his Bachelor Degree in Urban and Regional Planning from Ryerson University.

Planning Staff continued to work on the ongoing plan reviews for Baddeck, and completed the plan reviews for Chéticamp and West Richmond. A new planning process was started for the Louisdale Well Head Protection Area and a plan review for Inverness was started. Commission staff also completed a Civic Addressing By-law for Richmond County. Building Inspection and Development staff saw the number of permits issued decrease slightly by 2.3% with 800 permits issued in 1999-2000 and 773 permits issued this last fiscal year. However building permit revenues decreased significantly by 35.3% from \$131,631 in 1999-2000 to \$85,174 in 2000-2001; a decrease which can be directly attributed to school construction in the previous fiscal year. The decrease in subdivision activity (which could not be attributed to school discussion) however was only slightly less pronounced, with a decrease in applications of 13.2% from 167 in 1999-2000 to 145 applications in 1999-2000 and a decrease in revenues of 16.2% from \$35,900 in 1999-2000 to \$30,100 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.

**1. Structure of the Rural Cape Breton District Planning Commission**

<b>2.1 Council</b>	<b>Commission Representative</b>
Victoria County	Councillor Bruce Morrison, Chair Councillor Gerald Sampson, Member Brian Trask, Secretary Treasurer
Port Hawkesbury	Deputy Mayor Joe Janega, Vice Chair Councillor Steven MacDougall, Member Jim King, Alternate Colin MacDonald, Advisor
Richmond County	Councillor Malcolm Beaton, Member Councillor Gerry Bourque, Member Louis Digout, Advisor
Inverness County	Councillor Jim MacLean, Member Councillor Duart MacAulay, Member Kate Beaton, Advisor
<b>2.2 Staff</b>	
Director	John Bain
Planners	Dawn Sutherland Kemp Macdonald Jane Sodero (to July 28, 2000)
Development Officers	John Bain Wanda Ryan (Alternate) Dawn Sutherland (Alternate)
Building Inspectors	Alfred Fougère Cyril Leblanc Paul Burt Leon LeBlanc (Seasonal)
Planning Technician	Mark Hebert Janet Porter (to September 13, 2000)
Secretary/Book Keeper	Wanda Ryan
Auditors	KPMG Chartered Accountants
Solicitor	Art Pickup, QC

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

### 3.1 Baddeck

Over the last fiscal year Commission staff and the Baddeck Area Advisory Committee continued to address sewage issues in the Village. The Committee discussed proposed sewer connection, discharge and charges bylaws; continued to work with ABL Environmental to discuss upgrades to Sewage Treatment Plant; and continued to follow-up on funding initiatives.

The Committee reviewed the first consultant's report "Sewage Treatment Pre-Design Study - Phase 1" and discussed a sampling schedule based on the new SCADA system installed by the Consultants. 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 prior to the complete six months of sampling.

During the Summer Commission staff completed an application for funding from the Federation of Canadian Municipalities' Green Municipal Investment Fund; met with the Minister of Municipal Affairs and Housing with other Victoria County representatives regarding potential provincial funding; and followed up on the Commission's November 1999 presentation to Cape Breton Island Economic Adjustment Panel with Rick Beaton from ECBC

In November the Committee received the Draft report of the Phase II & III Sewage Treatment Pre-design study and held a public information session for the presentation of the final report on December 7, 2000. The consultants, presented three options at the Public Meeting including an Extended Aeration Option, a Sequencing Batch Reactor and a Biofilm - Dissolved Air Flotation Process. The public meeting was well attended and between staff, other government officials and the consultants present, all the questions raised by the public were answered. As a result of the progress being made to date on the Study as well as during the Phase I diversions Commission staff ended the fiscal year by brining forward amendments to the MPS and Land Use By-law to address the "moratorium" on commercial development in the Village.

### 3.2 Chéticamp

The administrative and statutory requirements completing the Chéticamp Plan review occurred towards the start of this fiscal year. The Local Area Advisory 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 then held a Public Hearing on June 14, 2000 in Chéticamp to finalize and approve the documents. Ministerial approval was received from the Minister of Service Nova Scotia and Municipal June 30, 2000 and the Plan and By-law were published and came into effect July 5, 2000.

### 3.3 West Richmond

The statutory requirements completing the West Richmond Plan review occurred towards the start of this fiscal year. 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 held a Public Hearing on May 29, 2000 in the Point Tupper Community hall. Ministerial approval was received from the Minister of Service Nova Scotia and Municipal June 20, 2000 and the Plan and By-law were published and came into effect June 30, 2000.



### 3.4 Louisdale Wellhead Protection Plan

A 1999 study by Jacques Whitford (*Aquifer Protection Plan for Municipality of Richmond County Louisdale, Nova Scotia Project No. 14273*, October 26, 1999) recommended that Wellhead Protection zones be established to control land use in the area surrounding the wellheads thus “reduc[ing] the risk of contamination to the well’s groundwater supply” (Jacques Whitford, 27). Therefore, at the request of Municipal Council the District Planning Commission drafted a Municipal Planning Strategy and Land Use By-law which serves to limit the development of land use activities such as storage of petroleum, chemical and related products and industrial activities.

Recently also the Province has released a *Local Government Resource Handbook* which identifies Provincial Interest Statements including Guidelines for watershed areas and groundwater recharge areas which are the existing or identified future sources of drinking water for municipally owned/operated water utilities. These guidelines were also therefore incorporated into the document for the Committee’s review.

As a follow up to the Jacques Whitford study the Municipality contracted with Dillon Consulting to better delineate the boundaries of the draw down area for the production wells. Jacques Whitford had difficulty calibrating a model to determine this boundary because of a lack of geodetic survey data and water level data and as a result recommended further study in this area. Because of these calibration concerns the County commissioned a second report from Porter Dillon to more accurately delineate a boundary for such protection zoning. A draft of the Porter Dillon study was released March 30<sup>th</sup> 2001.

Also the Director attended the Planning and Water Quality Conference May 10<sup>th</sup> and 11<sup>th</sup> with the intention of implementing suggestions and recommendations from the Conference into the final documents. One area in which preliminary follow-up has already been taken relates to the Deputy Minister Stonehouse’s lunch time presentation where he noted that the Province would be making \$150,000 available to Municipalities to help fund Municipal Planning Strategy and Land Use By-laws addressing water quality issues. It is hoped that the Commission will be able to help the Municipality access some of this funding.

A first draft of the Planning Strategy and Land Use By-law has been released to the local Area Advisory Committee review and recommendation.

### 3.5 Richmond County Civic Addressing By-law

Emergency service providers have experienced difficulties locating buildings due to the lack of civic numbers posted and/or inadequate signage for private road ways. The objective of the Civic Addressing By-law is to standardize the assignment, approval, and posting of civic numbers and private road names in an effort to aid emergency providers. The Civic Addressing By-law was granted PAC approval on 20 March 2001 and proceeded to First Reading on 14 May 2001. The Public Hearing and Second Reading is scheduled for 18 June 2001 with an expected publication date of 22 June 2001.

### 3.6 Inverness

The review of the Inverness Planning Strategy and Land Use By-law commenced early this year. The A.A.C. members include Councillor Ned MacDonald (Chair), Rankin MacDonald, Doug Cameron, Lloyd Gillis, Vincent MacMaster and Tom Ryan. One of the main goals of the review is to plan for the siting and subsequent impacts of the proposed golf course to be located beside the shore on lands owned by the Inverness Development Association. The open house that is held to give opportunities for public participation is tentatively scheduled for September. Barring any delays, the new planning documents should go before Council in the early fall.





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

#### 4.1 Chéticamp

##### 4.1.1 Ocean View Motel

Mr. Guillaume LeBlanc, of Ocean View Motel Limited, gave notification of his intent to enter into a development agreement to allow for the construction of nine additional two-unit cottages and an accessory building his property located at the intersection of Chemin de l'Anse Bois Marie and the Cabot Trail. There was an office and two two-unit cottages existing on the site. These lands were designated Waterfront and zoned Waterfront (W). Council approved the development agreement on December 4<sup>th</sup> 2000.

Received: September 13, 2000

##### 4.1.2 *La Pirogue* Fisheries Museum

On August 31, 2000 Mr. Jeff Feigin P.Eng. on behalf of the Chéticamp Development Commission forwarded draft plans for *La Pirogue* Fisheries Museum on a portion of a property located on a in-fill lot on the Cabot Trail. After a preliminary review the CDC was informed of the necessity of negotiating a development agreement with the Municipality. The application was then circulated for input prior to drafting a development agreement. By the end of October comments were received from all agencies. On November 7<sup>th</sup> the CDC made application to enter into a development agreement. The CDC then withdrew their application when they decided to lease their property. As the development was to be located on Federal Crown lands it was exempt from Municipal by-laws.

Received: November 7, 2000

##### 4.1.3 Chéticamp Island Resort

Sandra Oxner submitted an application for a development agreement for lands of Mary Woodland Gould, Chemin du Phare, Chéticamp Island. The development agreement would permit the construction of rental cottages, an eight bedroom house with meeting rooms, and a restaurant and lounge building having three bedrooms. The preliminary site plan was circulated to outside agencies and comments were received. The process has been placed on hold at Ms. Oxner's request.

Received: November 30, 2000

#### 4.2 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 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. During the year staff have discussed the proposal with Ms. Cooper on a number of occasions but have not received revised plans. Ms. Cooper however has requested that the Commission keep her application open.

Received: December 15, 1999

**4.2 Port Hastings (Continued)**

**4.2.2 Kings Auto Sales**

Mr. Stephen King submitted an application to amend the Municipal Planning Strategy and Land Use By-law to permit a small scale used automobile dealership on his properties located along Highway 4 in Port Hastings. The Residential Designation and Residential (R-1) Zoning did not permit automobile dealerships. The area has a mix of commercial, institutional, industrial, and higher density residential uses in close proximity to King's lots and has a history of commercial activity. Mr. King submitted his application so that his business located beside his house may be in conformance with municipal by-laws. The approved amendments deal with larger scale home businesses in the Residential (R-1) Zone allowed home businesses located on the same or adjacent lot as the residence, with no more than 50% lot coverage or a maximum of 12 vehicles for an automobile sale and service use. The lots being used for the home occupation shall front on Highway 4.

Received: March 24, 2000

**4.2.3 Chisholm's Tourist Cabins**

The Chisholms made application to enter into a development agreement for a tourism development. The proposed development is to consist of tourist cottages, a Bed and Breakfast establishment, light manufacturing use and building, equipment repair facility, laundry facility, small confectionery store and a horse barn with related facilities. These lands are currently designated Residential and zoned Residential (R-1) and are located along Highway 19. The MPS recognizes the potential of lands along Highway 19 to be

used commercially in businesses as well as tourism related activities. In this way, Council's

policy is to allow Mixed Use (C-1) Zone permitted uses via development agreement on lands in the Residential (R-1) Zone which are located along Highway 19. The development agreement was approved by Council on 24 April 2001. The decision of Council has been appealed to the Nova Scotia Utility and Review Board by the owner of a mussel farm operation which is located north of the Chisholms' property. The Utility and Review Board has yet to set a date for the hearing.

Received: May 24, 2000

**4.3 Port Hawkesbury**

**4.3.1 Bed and Breakfast Establishments**

Staff reviewed the Town's bed and breakfast policy. The review was prompted by Embree Island residents' concerns over a new establishment in the area. The former provisions in the Residential zones allowed bed and breakfast establishments to a maximum of six units as of right while the Granville Street/Waterfront Development has no limit on the number of guestrooms. The policies were amended to restrict Bed and Breakfast establishments to a maximum of four (4) units as of right in the Residential Two Unit (R-2), Residential Rural (R-5) and Granville Street/Waterfront Development (C-2) zones provided that they are located on minor or major collector roadways. The current R-2 Bed and Breakfast special requirements for alteration/additions and parking were extended to the R-5 and C-2 zones.

Received: June 5, 2000

### 4.3 Port Hawkesbury (Continued)

#### 4.3.2 Apartment Buildings Amendment

Staff reported to PAC that the former *MPS* and *Land Use By-law* allowed for more than one main building per lot. Under this provision a second apartment building was permitted on the corner of Bernard and Reynolds Street which generated a number of complaints and partly as a response to these the *MPS* and *Land Use By-law* was amended such that the R-3 zone permits “Multiple unit dwellings with six (6) or fewer units”. For building in excess of six units a developer would be required to proceed through the development agreement process, however the new *Land Use By-law* still allowed for more than one building on a lot. Therefore an applicant would not require a development agreement for two, six unit building but would for one, twelve unit building. Staff therefore asked the intent of the By-law be clarified.

Received: July 24, 2000

#### 4.3.3 St. Joseph’s Parish

Rev. William Burke, Parish Priest, and Mr. John Boyle, Chairperson Parish Council, of St. Joseph’s Parish submitted an application to rezone two lots on MacLaughlin Drive from Institutional (I) to Residential Single Unit (R-1). The rezoning permitted the construction of a single unit detached dwelling on each lot. With the exception of the Church lands, all adjoining lands were zoned Residential Two Unit (R-2). The Parish wished to rezone to R-1 before sale of the lots to ensure that only private residences would be built. The R-1 zoning was more restrictive in terms of permitted uses than an R-2 zone.

Received: June 19, 2000

#### 4.3.4 EDS Call Centre

A February 9, 2001 joint announcement from the Federal Government, the Nova Scotia Department of Economic Development, EDS Canada, and the Town of Port Hawkesbury outlined the establishment of a proposed E Customer Interaction Centre or Call Centre on provincially and Town owned property located on Queen Street Extension in the Town of Port Hawkesbury. The operation will be accommodated within a new 55,000 square foot structure and is projected to provide up to 450 jobs. In order to permit this proposed land use, the Town’s Municipal Planning Strategy and Land Use By-law were amended to: change the plan designation of this site from Residential/Open Space to Commercial, and, include the new Commercial Restricted (C-4) Zone which includes “Telephone Customer Service Call Centre” as a permitted use. The land was also rezoned from Mobile Home Park (R-4)/Open Space (O-1) to the new Commercial Restricted (C-4) Zone. A previous staff report, recommending designation of the site as Industrial and rezoning it to Mixed Use (M-1) to allow this use, was rejected at the March 8, 2001 meeting of the Planning Advisory Committee. A resolution was then carried requesting the creation of a new zone specifically to accommodate the proposed call centre. The amendments were published and came into effect April 27, 2001.

Received: February 5, 2001

#### 4.4 Port Hood

##### 4.4.1 North End Building Supplies

Mr. John R. MacDonald, President of North End Building Supplies requested an amendment be made to the Municipal Planning Strategy. The amendment would allow for automobile service and repair stations including a car wash (may be as an accessory use conducted on the same lot as the main building, coffee shop and/or food drive through establishment, and a convenience store in the C-2 Commercial Highway Zone. The North End Building Supplies Limited lot is located at the corner of Highway 19 and Main Street (PID 50187939). The amendment applies to all lots in the C-2 zone. The public hearing is scheduled for 4 June 2001.

Received: November 3, 2000



#### 4.6 St. Peters

##### 4.6.1 Canada Adventure Resort

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 was held June 5, 2000 at the St. Peters Fire hall. Because of substantial opposition Council referred the application back to the St. Peters AAC. After this the applicant withdrew their application.

Received: January 24, 2000

#### 4. Development Control

##### 5.1 Inverness County

###### 5.1.1 Building Permits (April 1, 2000 - March 31, 2001)

	Permits	Value
<b>Residential Buildings</b>		
New	41	\$4,078,459
Mobile Homes	48	\$1,526,440
Renovations	82	\$1,260,320
Cottages	8	\$432,000
Garages and Accessory Buildings	59	\$817,400
	<u>238</u>	<u>\$8,114,619</u>
<b>Commercial and Industrial Buildings</b>		
New	16	\$1,052,600
Additions and Alterations	29	\$947,090
	<u>45</u>	<u>\$1,999,690</u>
<b>Institutional Buildings</b>		
New	1	\$70,000
Additions and Alterations	1	\$5,000
	<u>2</u>	<u>\$75,000</u>
<b>Other</b>	0	\$0
<b>Total</b>	<b>290</b>	<b>\$10,285,309</b>

###### 5.1.2 Subdivision Activity (April 1, 2000 - March 31, 2001)

	Applications	Lots	Fees
Final Plan	54	95	\$10,800
Extra Lots	n/a	3	\$75
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<u>54</u>	<u>98</u>	<u>\$10,875</u>

**5. Development Control (Continued)**

**5.2 Richmond County**

**5.2.1 Building Permits (April 1, 2000 - March 31, 2001)**

	Permits	Value
<b>Residential Buildings</b>		
New	34	\$3,615,000
Mobile Homes	25	\$900,100
Renovations	107	\$1,349,688
Cottages	2	\$18,300
Garages and Accessory Buildings	66	\$483,020
	234	\$6,366,108
 <b>Commercial and Industrial Buildings</b>		
New	11	\$399,000
Additions and Alterations	12	\$303,900
	23	\$702,900
 <b>Institutional Buildings</b>		
New	1	\$100,000
Additions and Alterations	0	\$0
	5	\$100,000
 <b>Other</b>	 2	 \$0
 <b>Total</b>	 <b>260</b>	 <b>\$7,169,008</b>

**5.2.2 Subdivision Activity (April 1, 2000 - March 31, 2001)**

	Applications	Lots	Fees
Final Plan	47	80	\$9,000
Extra Lots	n/a	5	\$125
Tentative Plan	1	128	\$50
Preliminary Plan	1	2	\$0
	49	215	\$9,175

## 5. Development Control (Continued)

### 5.3 Victoria County

#### 5.3.1 Building Permits (April 1, 2000 - March 31, 2001)

	Permits	Value
<b>Residential Buildings</b>		
New	41	\$2,967,800
Mobile Homes	14	\$302,000
Renovations	46	\$1,058,500
Cottages	0	\$0
Garages and Accessory Buildings	25	\$228,000
	<u>126</u>	<u>\$4,556,300</u>
<b>Commercial and Industrial Buildings</b>		
New	11	\$2,366,000
Additions and Alterations	27	\$1,295,500
	<u>38</u>	<u>\$3,661,500</u>
<b>Institutional Buildings</b>		
New	0	\$0
Additions and Alterations	1	\$20,000
	<u>1</u>	<u>\$20,000</u>
<b>Other</b>	6	\$0
<b>Total</b>	<b>171</b>	<b>\$8,237,800</b>

#### 5.3.2 Subdivision Activity (April 1, 2000 - March 31, 2001)

	Applications	Lots	Fees
Final Plan	41	63	\$8,200
Extra Lots	n/a	13	\$325
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<u>41</u>	<u>76</u>	<u>\$8,525</u>

**5. Development Control (Continued)**

**5.4 Port Hawkesbury**

**5.4.1 Building Permits (April 1, 2000 - March 31, 2001)**

	Permits	Value
<b>Residential Buildings</b>		
New	6	\$715,000
Mobile Homes	5	\$252,382
Renovations	16	\$165,500
Cottages	0	\$0
Garages and Accessory Buildings	5	\$34,240
	32	\$1,167,122
<b>Commercial and Industrial Buildings</b>		
New	4	\$3,780,000
Additions and Alterations	16	\$517,900
	20	\$4,297,900
<b>Institutional Buildings</b>		
New	0	\$0
Additions and Alterations	0	\$0
	0	\$0
<b>Other</b>	0	\$0
<b>Total</b>	<b>52</b>	<b>\$5,465,022</b>

**5.4.2 Subdivision Activity (April 1, 2000 - March 31, 2001)**

	Applications	Lots	Fees
Final Plan	2	7	\$400
Extra Lots	n/a	41	\$1,025
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	2	48	\$1,425



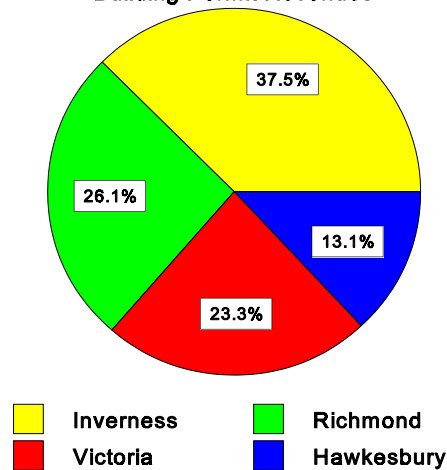
**5. Development Control (Continued)**

**5.5 Development Summary**

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

	Port Hawkesbury	Inverness	Richmond	Victoria
Construction Value	\$5,465,022	\$10,285,309	\$7,169,008	\$8,237,800
Fees	\$11,084	\$31,948	\$22,257	\$19,884
Permits Issued	52	290	260	171

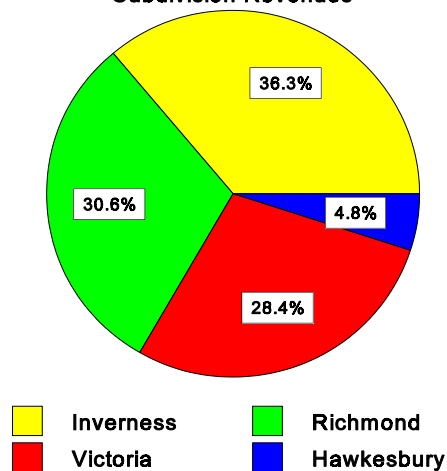
**Building Permit Revenues**



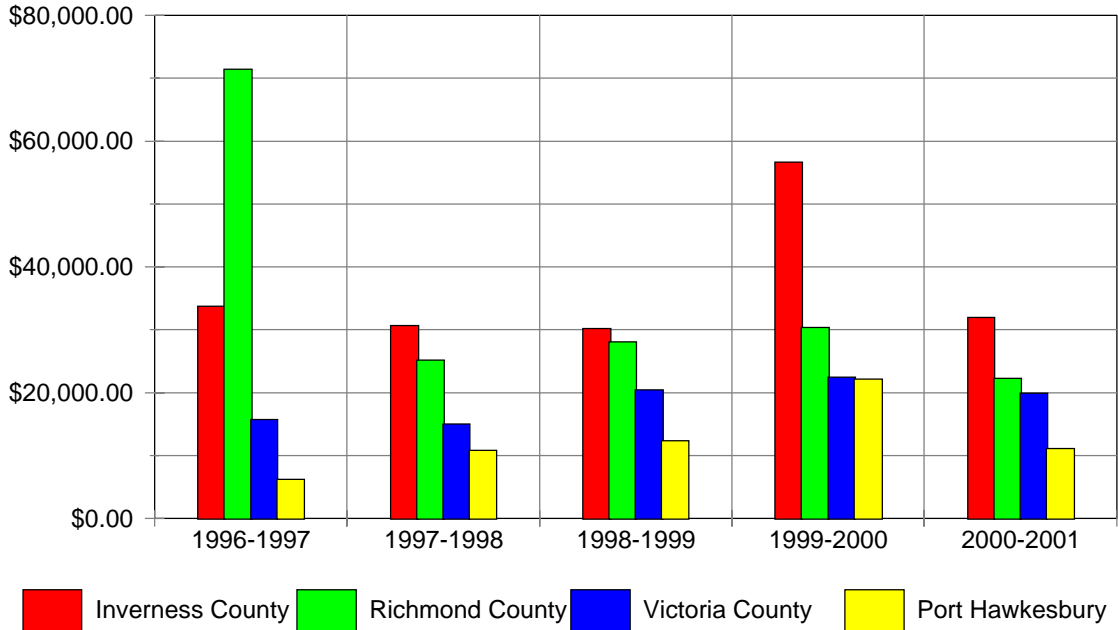
**5.5.2 Subdivision Activity (April 1, 2000 - March 31, 2001)**

Port Hawkesbury	Inverness	Richmond	Victoria	
Final and Tentative Plans	2	54	48	41
Proposed Final Lots	48	98	85	76
Total Subdivision Fees	\$1,425	\$10,875	\$9,175	\$8,525

**Subdivision Revenues**

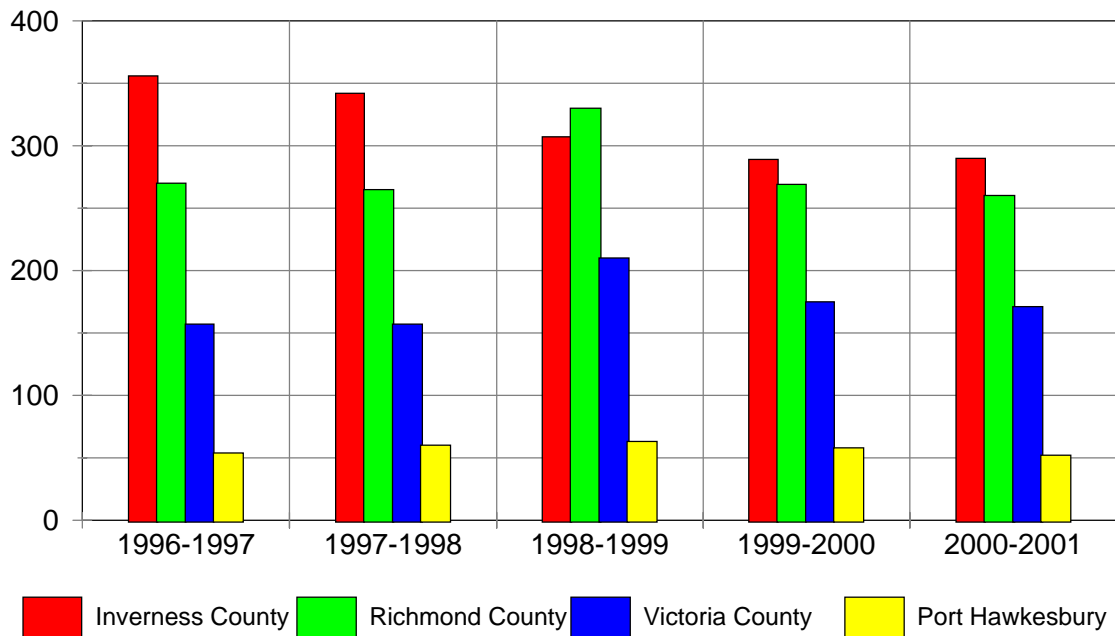


5.5.3 Figure 1

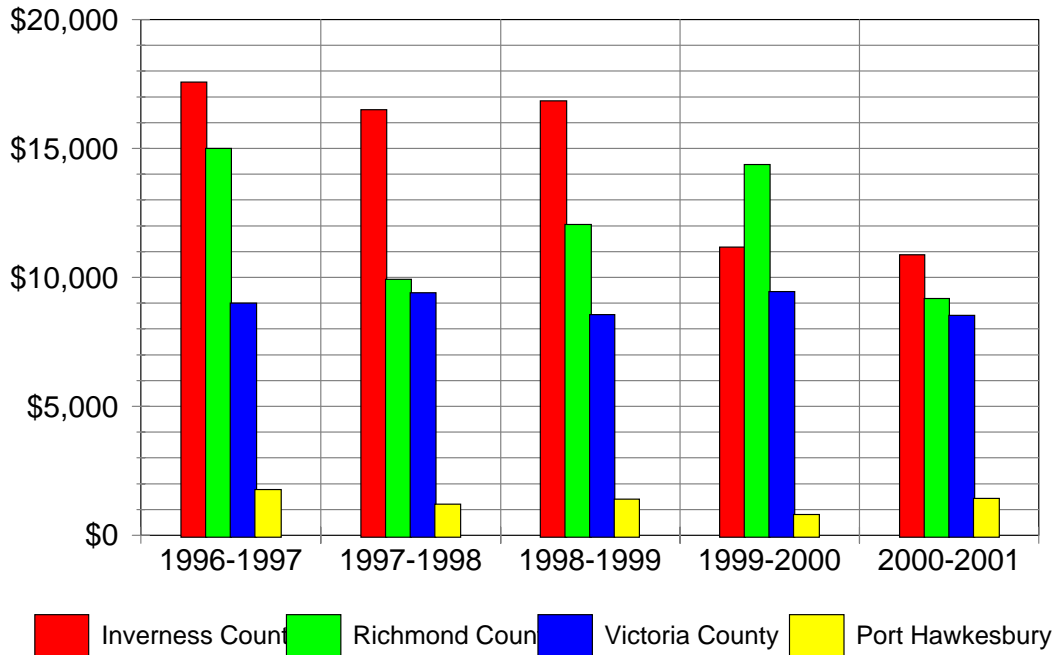


5.5.4 Figure 2

**Number of Building Permits 1996-2001**

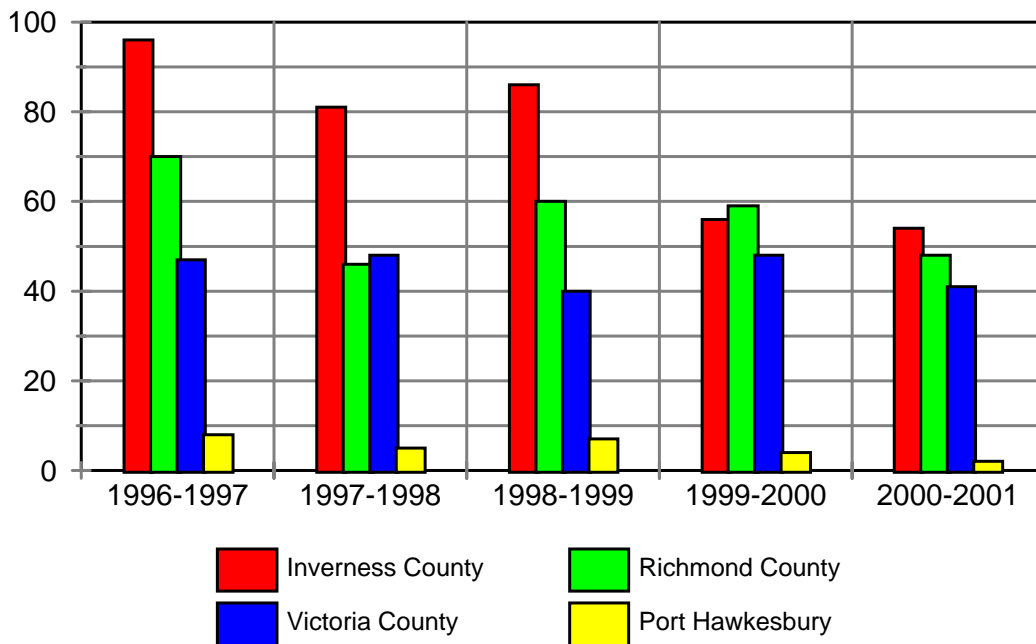


5.5.5 Figure 3



5.5.6 Figure 4

**Subdivision Applications 1996 - 2001**



## 6. Other Related Activities

### 6.1 E-911 and Civic Addressing

We are continuing to issue new civic address as well as assisting in the correction existing mistakes. The E-911 database has been modified to include Property Identifiers (PID) and the Modified dates of records. These two sources of information act as a basis for notifying several key agencies requiring civic addressing information and to help in the creation of a digital geo-referenced civic address file. During the past year, the Commission has been working in co-operation with the Province of Nova Scotia, Canada Post and other agencies to maintain and improve the current 911 emergency service.

*6.1.1 Canada Post:* During the past year, the Commission has worked closely with Canada Post in improving its mode of mail delivery in Southern Inverness County. Canada Post approached the Commission to provide assistance in regards to mapping, information, advice, and to correct errors that existed in the E-911 database. The area with the most changes occurred in Port Hawkesbury, where about 530 addresses were effected.

*6.1.2 The NS Civic Address File.* The Province is working to create a province wide Nova Scotia Civic Address File (NSCAF). The NSCAF is essentially a computerized map that will pinpoint the location of roads, homes, business and other facilities across our region. The Civic Address Project includes several stakeholders, including: Service Nova Scotia and Municipal Relations, the Department of Transportation and Public Works, Emergency Health Services, Emergency Measures Organization, The Nova Scotia Electoral Office and all Municipalities in the Province. To date, the Commission has assisted in mapping community signs in our region and helped to geo-reference our E-911 civic address database.

*6.1.3 Civic Address Notification Program* In an effort to improve the E-911 system currency, the Commission has implemented a civic address notification program. Previously, EMO and the resident were the only stakeholders notified. Now, there is a new system in place to help ensure that

key agencies and departments are included. When a new road, address, or road name change occurs, notification is sent immediately to the resident, EMO, the local Fire Department and the RCMP detachment in that area. Also once a month, a complete list of database activities is reported to Emergency Health Services, the Department of Transportation and Public Works, Canada Post, Elections Canada, NSPC, and the Land Information Centres.

*6.1.4 Fire & Police Boundaries:* In an effort to improve the E-911 system the Commission has digitized the 1992 Oldham Engineering Fire and Police Boundaries for Rural Cape Breton. To date, these boundaries are unchecked and unconfirmed by local fire chiefs, but meetings to be held later this year will mark these as the best representation of the “true boundaries”. This information will act as a basis for the Civic Address Notification Program and will be used for other related mapping products.

*6.1.5 General Service Area Maps:* The E-911 General Service Areas (GSA) are used as a basis for assigning community names to civic addresses. For example, Canada Post is using GSAs as a basis for mail delivery in some areas of Rural Cape Breton. Since this type information is of extreme importance, the Commission has been working to create a series of GSA maps. The GSA boundaries shown on these maps are drawn from 1992 Oldham Engineering mapping. To date, these boundaries are unchecked and unconfirmed by local fire departments, police detachments and EHS representatives. However, new mapping completed by the Commission and the Province in the Spring will be reviewed at meetings later this year. This information will act as a basis for the Civic Address Notification Program and will be used for other related mapping products, such as Fire Department civic address maps and NSCAF.

## 6.2 Bras d'Or Lake Field Team

The Bras d'Or Lake field team is an extension of the Federal Sustainable Communities Initiative. The mission of the Field Team is to, in a collaborative manner, support individuals and organizations throughout the Bras d'Or Lake watershed in their efforts to make their communities more sustainable. The Field Team is comprised of representatives from federal, provincial, municipal and First Nations.

In keeping with the themes of community sustainability and co-ordinated government support, Dawn Sutherland has actively participated by acting as co-chair for the field team as well as being a member of a task teams, attending monthly meetings in a community on the Bras d'Or, attending the Community Asset Mapping and Collaboration course by Haggart Consulting Group (April 2001) and attended the Conference on Sustainability hosted and funded by the Federation of Canadian Municipalities in Ottawa (February 2001).

## 6.3 Web Page Enhancements

The Commission continues to change, upgrade and improve the state of its web-site. The changes to page content and the addition of interactive Zoning, and other types of maps continues to be the Commissions main focus in maintaining the site. A new section, not officially released, contains Electoral, Fire, and Police Boundaries. This "Maps" page should prove to be very useful and informative. Other maps that will appear on this page, include: Zoning, Generalized Future Land Use and any map products available to be purchased from our office.

## 6.4 Hard Copy Map Products

With the purchase of its new plotter, the Commission is now able to provide high quality hard copy map products to its clients. Some of the new maps available for purchase include: *The Counties of Cape Breton Island; Inverness Fire Departments and RCMP Detachments and Inverness County*



Appendix A. 2000 - 2001 Operating Estimates

**Operating Estimates**  
**Rural Cape Breton District Planning Commission**  
**2001 - 2002**

	<b>2001-02</b>
<b>Staff</b>	
Wages	\$333,530
UIC, CPP, Group Insurance	\$33,105
Pension Plan	\$16,677
Membership Dues and Fees	\$2,000
	<hr/> \$385,311 <hr/>
<b>Administrative Overhead</b>	
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	\$7,500
	<hr/> \$54,374 <hr/>
<b>Travel and Training</b>	
Mileage Compensation	\$30,000
Conference Fees and Expenses	\$10,000
	<hr/> \$40,000 <hr/>
<b>Additional Fees</b>	
Legal	\$1,000
Auditor	\$3,450
Technical and Mapping	\$2,000
Commission Expenses	\$4,500
	<hr/> \$10,950 <hr/>
<b>TOTAL</b>	<hr/> <b>\$490,635</b> <hr/>

**Operating Estimates 2001 - 2002**  
continued: Page 2

	<b>2001-02</b>
	\$490,635
<b>Building Permits</b>	
Building Permits Fees	(\$90,000)
Subdivision Fees	(\$40,000)
Miscellaneous Revenues	(\$5,000)
E-911 Funding	(\$18,000)
Net Budget	\$337,635
 <b>Total Contributions</b>	
Inverness County	\$99,415
Richmond County	\$119,587
Victoria County	\$74,431
Port Hawkesbury	\$44,202
<b>Total</b>	<b>\$337,635</b>

Uniform Assessment Sharing Base (01-02)

<b>Municipality</b>	<b>Assessment</b>	<b>Percentage</b>
Inverness	\$522,371,339	31.31%
Richmond	\$663,970,220	39.80%
Victoria	\$346,993,620	20.80%
Hawkesbury	\$134,794,730	8.08%
	\$1,668,129,909	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

## Appendix C. Auditors Report



**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](http://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, 2001 and the statements of operations, surplus, 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, 2001 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  
May 1, 2001



# RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

## Operating Fund Balance Sheet

March 31, 2001, with comparative figures for 2000

	2001	2000
<b>Assets</b>		
Current assets:		
Cash	\$ -	\$ 25,832
Accounts receivable:		
Municipality of the County of Inverness	326	2,455
Municipality of the County of Victoria	4,051	-
Employees	217	251
Goods and services tax	12,635	6,479
Other	10,441	2,203
Prepaid expenses	720	1,470
	<u>\$ 28,390</u>	<u>\$ 38,690</u>

## Liabilities and Operating Surplus (Deficit)

Current liabilities:		
Bank indebtedness	\$ 91	\$ -
Accounts payable and accrued liabilities	11,464	7,502
	<u>11,555</u>	<u>7,502</u>
Operating surplus	16,835	31,188
Commitments (note 2)		
	<u>\$ 28,390</u>	<u>\$ 38,690</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, 2001, with comparative figures for 2000

	2001		2000
	Budget	Actual	Actual
<b>Revenue:</b>			
Municipality of the County of Inverness	\$ 96,352	\$ 96,352	\$ 96,895
Municipality of the County of Richmond	100,655	100,655	100,134
Municipality of the County of Victoria	73,307	73,307	73,709
Town of Port Hawkesbury	44,137	44,137	43,712
Building permit fees	105,000	85,174	131,631
Subdivision fees	40,000	30,100	35,900
Miscellaneous	5,000	3,104	2,668
HST Adjustment	-	3,921	-
	<u>464,451</u>	<u>436,750</u>	<u>484,649</u>
<b>Expenditures:</b>			
<b>Administrative:</b>			
Advertising and promotion	1,000	1,173	1,724
Conferences	10,000	7,642	7,741
Interest and bank charges	2,000	2,268	2,727
Liability insurance	6,500	6,588	6,459
Maps	2,000	254	486
Membership dues and subscriptions	2,500	5,142	4,100
Miscellaneous	1,000	2,934	3,102
Office supplies and postage	12,000	19,673	12,248
Photography	-	419	646
Professional fees	4,450	3,299	4,908
Salaries and employee benefits	371,447	338,316	337,684
Telephone	10,000	7,914	10,167
Travel and meetings	33,000	33,169	37,528
<b>Occupancy:</b>			
Insurance	500	660	500
Rent	21,374	21,652	21,534
	<u>477,771</u>	<u>451,103</u>	<u>451,554</u>
<b>Excess of revenue over expenditures</b>			
<b>(expenditures over revenue)</b>	\$ (13,320)	\$ (14,353)	\$ 33,095

See accompanying notes to financial statements.

# RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

## Statement of Operating Fund Surplus

Year ended March 31, 2001, with comparative figures for 2000

	2001		2000	
Surplus (deficit), beginning of year	\$	31,188	\$	(1,907)
Excess of revenue over expenditures (expenditures over revenue)		(14,353)		33,095
Surplus, end of year	\$	16,835	\$	31,188

See accompanying notes to financial statements.



# RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

## Statement of Cash Flows

Year ended March 31, 2001, with comparative figures for 2000

	2001	2000
Cash provided by (used in):		
Operations:		
Excess of revenue over expenditures (expenditures over revenue)	\$ (14,353)	\$ 33,095
Capital expenditure out of revenue	7,838	-
Decrease (increase) in accounts receivable	(16,282)	48,192
Decrease (increase) in prepaid expenses	750	(750)
Increase (decrease) in accounts payable and accrued liabilities	3,962	(12,006)
	(18,085)	68,531
Investments:		
Investment in capital assets	(7,838)	-
Increase (decrease) in cash position	(25,923)	68,531
Cash position, beginning of year	25,832	(42,699)
Cash position, end of year	\$ (91)	\$ 25,832

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, 2001, with comparative figures for 2000

	2001	2000
<b>Assets</b>		
Tangible assets:		
Office furniture and equipment	\$ 45,371	\$ 45,371
Computer equipment	19,081	11,243
Library	12,037	12,037
Maps	5,762	5,762
	<b>\$ 82,251</b>	<b>\$ 74,413</b>

## Equity

Investment in capital assets	\$ 82,251	\$ 74,413
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On behalf of the Commission:

\_\_\_\_\_ Chairperson  
\_\_\_\_\_ Member

## Statement of Investment in Capital Assets - Capital Fund

Year ended March 31, 2001, with comparative figures for 2000

	2001	2000
Balance, beginning of year	\$ 74,413	\$ 74,413
Capital expenditure out of revenue	7,838	-
Balance, end of year	<b>\$ 82,251</b>	<b>\$ 74,413</b>

See accompanying notes to financial statements.

# RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Notes to Financial Statements

Year ended March 31, 2001

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## **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, 2001

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### **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 \$13,962 (\$12,827 in 2000).