

*Rural Cape Breton
District Planning Commission*

2001-2002

Annual Report and Financial Statements



**RURAL CAPE BRETON
DISTRICT PLANNING COMMISSION**

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

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2001 - 2002

Annual Report and Financial Statements

June 2002

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This report for the period April 1, 2001 to March 31, 2002 has been prepared in accordance with Section 256 and 257 of the *Municipal Government Act* which require that a District 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 from the preceding fiscal year.

Planning Staff continued to work on plan reviews for Baddeck and Inverness and completed the Shannon Lake (formerly Louisdale) Wellhead Protection Plan. A new planning process has just been started for the River Inhabitants area and staff completed an extensive review of building permit fees in Nova Scotia. This report was used to amend all four *Building By-laws* administered by the Commission. Also staff completed seventeen development related reports, rezonings and policy amendments and participated in the Eastern Region Inter Municipal Agreement on Planning and the Federal Sustainable Communities Initiative.

Building Inspection and Development staff saw the number of permits issued again decrease slightly by

3.2% with 773 permits issued in 2000-2001 and 749 permits issued this last fiscal year. However building permit revenues decreased significantly by 12.3% from \$85,174 in 2000-2001 to \$75,815 in 2001-2002. Subdivision activity however remained relatively stable, with a minimal decrease of 1.4% from 145 to 143 applications and a decrease in revenues of 3.7% from \$30,000 in to \$28,925 in this last fiscal year. There is some optimism however for the coming year as Inverness County figures offset loses in the other units with an increase in permit revenue 15.8% and subdivision revenues of 19.6% which may suggest an improving economic picture.

Finally E-911 addressing activities took a significant amount of staff time and resources with Commission staff participating in both improvements to the Nova Scotia Civic Address file and the review of E-911 General Service Areas.

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.



Inverness Plan Review



Baddeck Plan Review



**New EDS Call Centre
Constructed 2001**



**New Shannon Lake
Plan and Bylaw**

2. Structure of the Rural Cape Breton District Planning Commission

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

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

3.1 Baddeck

The Baddeck Area Advisory Committee spent most of the last year discussing issues related to Sewage treatment. Specifically the staff proposal of removing the special provisions requiring the evaluation of new commercial and industrial development prior to the issuance of a development permit was reviewed and the Committee decided that the amendments should not be considered until the sewer treatment plant was commissioned. Concerns were also raised regarding the issue of water supply. The Committee therefore passed a motion that “the Planning Commission’s staff report and recommendation: *That the Baddeck Municipal Planning Strategy and Land Use By-law be amended to remove special provisions requiring the evaluation of new commercial and industrial development prior to the issuance of a development permit.* Be tabled until September or until funding is in place.”

On October 5th 2001 after many years of work by the Village of Baddeck, the Municipality of the County of Victoria, the Baddeck Area Advisory Committee and the District Planning Commission it was announced that the Village of Baddeck will receive a \$2.2-million upgrade to its sewage treatment plant in a project funded by the Canada/Nova Scotia Infrastructure Program. Joint federal-provincial funding of \$1,483,266 was announced by Angus MacIsaac, Minister of Service Nova Scotia and Municipal Relations, and Mark Eyking, MP for Sydney-Victoria, on behalf of Robert Thibault, Minister of State for the Atlantic Canada Opportunities Agency. The Municipality of the County of Victoria is to fund the balance of the project. To this end the District Planning Commission helped with the drafting and implementation of a Sewer Connections By-law; a Sewer Discharges By-law and a Sewer Services Charges By-law.

The \$2,224,900 project is designed to increase the Baddeck sewage plant’s treatment capacity and improve the collection system. The enhancement of the system will treat sewage to levels that will greatly reduce the risk of harm to the Bras d’Or Lakes. This project addresses and accommodates Baddeck’s expected growth in both year-round residency and tourism facilities in the next 15 to 20 years.

3.2 Shannon Lake

The Louisdale Area Advisory Committee completed Shannon Lake Wellhead Protection plan over this last fiscal year. The documents were forwarded to the Richmond County Planning Advisory Committee in November for discussion and review. The P.A.C. then authorized staff to hold a open house January 14, 2002 in Louisdale, advertised with mail-outs, newspaper ads and in church bulletins. As a result of input received the plan and by-law were revised and again reviewed by Planning Advisory Committee. PAC expressed concerns that those who may have been approved of the documents without changes may have concerns about the changes made. Planning Advisory Committee therefore directed staff to circulate a second summary of the Plan and By-law prior to the Public Hearing. This was done and Council held a public Hearing on the Plan and By-law and gave second reading to the documents, March 11, 2002. These documents are now in place and being administered by the staff of the District Planning Commission.

3.3 Inverness

Since the approval of the current Municipal Planning Strategy and Land Use By-law in 1992, there have been many changes to the proposed new planning documents. To accommodate orderly growth, the plan area boundary has been expanded. The Commercial Mixed Use has been proposed for the north side of Central Avenue from Lower Railway Street and then running on both sides of the street from Cabot Street ending before MacLeod’s camping and cottage development. Such zoning recognizes the present residential nature of the area but it will be open to commercial development along Central Avenue as well. The frontage requirements for the R-2 zone have been brought closer to those of the Inverness subdivision by-law in order to better meet the needs of the rural residents. The proposed reduction in frontage is from 100 to 20 feet which will provide for more effective and efficient use of land. Architectural controls for height, roof shape and siting of buildings on the lot are proposed for commercial area. As residents of Inverness have had and continues to have problems with availability, turbidity and discolouration of their municipal water, there will be a well-head protection zone proposed.

3.4 River Inhabitants

As a result of requests for planning documents from the community, the Planning Advisory Committee of Richmond County has called upon the Commission to initiate a planning process that would cover Evanston, Whiteside, Walkerville, Grantville, Hureauville, Lower River Inhabitants and surrounding areas. Preliminary mapping of possible plan area boundary delineation has been generated and will be reviewed by affected municipal councilors. A draft advertisement soliciting new AAC members has been forwarded to the Chair of the PAC. Once the map and advertisement are reviewed, the Commission will be soliciting new AAC members. The process will begin with an initiation for AAC members on the value of planning, roles and responsibilities of AAC members, review of impacting legislation, and outline of planning process procedures.

3.5 Building Permit Fees Review

Over the last year the Director was asked to review building permit fees in relation to other municipalities and evaluate the cost of providing this service to the Municipal Units. Building Permit Fees have remained unchanged since April 1st, 1995 when they were first changed in response to the Provincial Municipal Service Exchange. In December of 1997 staff proposed a permit fee increase to address the then recent changes to the provincial *Building Code Act* requiring additional inspections. At that time the proposed increase was defeated therefore the present fee structure is still based on providing three mandatory inspections and not the five now required. Also the division of fees, based on residential, commercial, and industrial is not as clear as would be National Building Code divisions.

In our 2000 - 2001 fiscal year, with wages, expenses, administration and mileage it cost us approximately \$108.00 per inspection. For a new house there are five (5) mandatory inspections. Therefore the cost to the Commission to do a complete set of building inspections is approximately \$430.00 to \$540.00. For a standard house we charge a building permit fee of \$144.60. Given these costs vs. revenues the Board directed staff to present amending documents to the four Municipal Units. These changes were incorporated by each of the units and came into effect, April 1, 2002.

4. Amendments

4.1 Baddeck

4.1.1 *Repeal of Amendments to Municipal Planning Strategy and Land Use By-law*

The Baddeck Municipal Planning Strategy was amended in 1999 to allow new, or additions to existing, commercial and industrial development by development agreement only. This resulted from the Baddeck Pollution Control Study of August 1997 which concluded that the sewer system was operating beyond its capacity and required proponents to prove that their proposed development would not adversely impact the existing centralized services. The final report of Rawdon Technologies and ABL Environmental Consultants was completed in December 2000 and funding for the majority of the Phase I diversions to upgrade the system was imminent. As a result, land use controls over commercial or industrial developments appeared to be no longer necessary and Staff prepared a report to repeal these measures anticipating a six month process. Baddeck PAC considered the repeal of these amendments at their June 26, 2001 meetings but tabled the report pending the final resolution of funding, tendering, and plant management issues.

Received: April 9, 2001

4.1.2 *Commercial Architectural Controls*

At the June 26, 2001 Baddeck Planning Advisory Committee meeting Staff were requested to prepare a report on possible architectural and site plan controls for new commercial development along Main Street. The report was considered at the December 4, 2001 PAC meeting presenting two options for architectural control: a development agreement process or by an architectural control area. The second option vested final architectural approval in planning staff. In consideration of time lines and costs Baddeck PAC favoured the latter method, applied to all Commercial Zones in the Village. An amended report proposed a policy covering items such as architectural style, height, roof shape, cladding, and window to wall ratios relating to built design. In response to concerns raised at PAC requirements for commercial uses abutting residential uses were also included for consideration. A Public Hearing was held April 2, 2002 dealing with this issue, and the amendments adopted by Council afterwards. The amendments will come into effect pending Ministerial Approval.

Received: June 27, 2001

4.1 Baddeck (Continued)

4.1.3 Heidi's Bed and Breakfast Expansion, 64 Old Margaree Road.

Lloyd Murdock requested a development agreement to permit a one storey addition, consisting of three bedrooms with en suite bathrooms, to the existing bed and breakfast he operates at 64 Old Margaree Road. Residential Urban (R-1) Zoning permits bed and breakfasts and tourist homes provided that the use contains no more than six (6) sleeping rooms for overnight accommodation. The 1508 sq/ft. addition to the rear and west side of the dwelling would bring the number of rooms for bed and breakfast occupancy to a total of 5. Due to the combined size of the proposed addition and the existing bed and breakfast, this development required a development agreement to comply with current policies found in the Baddeck Plan Area Municipal Planning Strategy and Land Use By-law limiting the size of a bed and breakfast in a residential zone. These were instituted in 1998 to ensure that the capacity of the central sewer services of Baddeck were not exceeded and that such uses were compatible with adjacent residential dwellings. The application was reviewed by Baddeck PAC February 26, 2002 and approved by Council after a Public Hearing held April 2, 2002. The agreement was signed May 2002.

Received: January 22, 2002



Heidi's Bed and Breakfast, Baddeck

4.2 Chéticamp

4.2.1 Amendments to the Waterfront (W) Zone

Mr. Andre Poirier requested an amendment to both the Chéticamp Plan Area Municipal Planning Strategy and Land Use Bylaw to permit multi-unit dwellings with more than two units within the Waterfront (W) Zone without the requirement that the main floor of the structure be devoted to commercial use. This change was required to permit the conversion of an existing commercial/residential structure located at 15337 Cabot Trail into a three unit apartment building. In order to promote and protect this area as a tourism resource the Waterfront Zone permitted only the following residential uses: 1) existing residential dwellings, 2) two unit apartments where the main floor is for commercial use, and, 3) multi-use structures including multi unit dwellings with more than two units by development agreement where the main floor is devoted to commercial use. At a Council meeting immediately following a Public Hearing held on January 14, 2002, Council approved an amendment to permit multiple unit dwellings of up to three units by right and over three units by development agreement in the Waterfront (W) Zone, removing the requirement that the main floor of the structure be devoted to commercial use. The amendment came into effect with the publication of notice on February 27, 2002.

Received: August 13, 2001

4.2.2 Proposed Plan Amendment and Rezoning - 15268 Cabot Trail

Nicola Hasse and Dirk Eberling have applied to have their property redesignated on the Chéticamp Generalized Future Land Use Map from Urban Residential to Highway Commercial and rezoned from Residential General (R-1) to Commercial Highway (C-1) in order to convert part of an existing dwelling to a take-out restaurant and cafe. The subject site fronts the east side of the Cabot Trail near a block of lands to the south zoned Commercial Highway comprising a variety of commercial uses including an Irving Oil service station and fuel storage depot, Post Office, and Liquor Commission retail outlet. The matter was reviewed by the Chéticamp Area Advisory Committee on April 23, 2002 who approved it for further consideration by Inverness County PAC.

Received: March 5, 2002

4.2 Chéticamp (Continued)

4.2.3 Mr. André Roach

The Commission received a letter of intent from Mr. Roach of Point Cross to enter into a development agreement to locate a motel development on 7.67 acres on the Old Cabot Trail. The Commission has not received any particulars as to size, scale, number of units, servicing provisions, access/egress, or siting on lot. The Commission requested that a site plan be provided as per policy and has forwarded a large scale diagram of the property to aid Mr. Roach in the completion of his site plan. In addition, the Commission has extended an invitation for a planner and building inspector to meet collectively with Mr. Roach in Chéticamp should he have any questions regarding his application.

Received: 12 March 2002

4.3 Inverness

4.3.1 "Arts and Culture Centre" amendment.

To allow the Inverness County Council of the Arts (ICCA) to construct an arts and culture centre on property owned by the Municipality of Inverness County fronting Central Avenue, the Inverness Plan Area Municipal Planning Strategy and Land Use By-law was amended to include "Arts and Culture Centre" as a permitted use in the Residential Rural (R-2) Zone. At its May 31, 2001 meeting, the Inverness Plan Area Advisory Committee approved a motion to amend the Municipal Planning Strategy and Land Use By-law to permit this development, and directed planning staff to forward a report to the Inverness Planning Advisory Committee. The report recommended an amendment to the strategy and by-law to include "Arts and Culture Centre" as a permitted use in the Special Use (SU) Zone and rezoning the site to the Special Use designation. This was considered at the July 9, 2001 Planning Advisory Committee meeting. The Committee rejected this in favour of a motion to amend the Inverness Plan Area Municipal Planning Strategy and Land use By-Law to include "Arts and Culture Centre" as a permitted use in the Residential Rural (R-2) Zone. A Public Hearing was held August 7, 2001 to consider the amended report and was approved by Council on this same date. The amendment came into effect September 19, 2001.

Received: May 31, 2001

4.4 Port Hastings

4.4.1 Chisholm's Tourist Cabins

The Nova Scotia Utility and Review Board dismissed the appeal of Mr. Timmons over Council's decision to approve Joan and Martin Chisholm's development agreement. The development agreement involved the development of tourist cottages, a Bed and Breakfast establishment, light manufacturing and equipment repair facility, laundry facility, small confectionery store and a horse barn with related facilities. The site is located on the west side of Highway 19 overlooking Long Pond and the Strait of Canso. The home and lawn are located at the northern portions of the properties on Highway 19. The majority of the lands remain treed thus reducing the risk for sedimentation from run off as the site is developed.

Mr. Timmons is the owner of an aquaculture operation (mussels) that is located north of the site in Long Pond. Mr. Timmons was concerned over potential contamination from the on site sewage disposal system and run off. The Chisholm's lots were approved via the subdivision approval process where the Departments of the Environment and Transportation and Labour as well as other agencies submit an evaluation of the lots. In addition, the proposed cluster systems for the cottages was to be designed by a professional engineer. The engineer will design disposal systems that are in keeping with the characteristics of a particular lot. The on-site disposals are subject to the Department of the Environment approval for on-site sewage disposal.

The Board questioned the horse barn in the residential area but it was argued that the area is not densely populated being rural in nature and thereby easily accommodated a small horse barn. Additionally, the MPS recognized this area for its tourism potential and it was put forth that the entire development, including the small horse barn with wooded paths for trail riding and hiking, would be filling a void in the tourism capability of the Port Hastings area and southern portions of Highway 19. By early December, the Utility and Review Board found that Council's decision had reasonably carried out the intent of the Municipal Planning Strategy. The development agreement was allowed to proceed. Mr. Timmons has taken no further action to date.

Decision: December 2001

4.4 Port Hastings (Continued)

4.4.2 Brenda Cooper's Tourist Cabins

Brenda Cooper has contacted the Commission to have her file requesting the Municipality of the County of Inverness to enter into a development agreement to site tourist cottages and a small café on Route 19 reopened. The file had been closed due to inactivity. Municipal sewer services are in the vicinity but the line does not extend to the proposed site. As such, Ms. Cooper would have to go to considerable expense to test soil suitability, hire an engineer to design on site sewage disposal systems, and then install the systems. After discussions with the Municipality over servicing issues, Ms. Cooper determined it best to proceed with the application for the tourism development contingent upon the provision of municipal sewer service. In this way, the development agreement process could go forward with construction permitted only when the site is connected to a sewer system. Ms. Cooper is in the process of revising her site plan at the present time.

Reopened: April 2, 2002

4.5 Port Hawkesbury

4.5.1 Apartment Building Policy Review

At the request of Mr. Eddy MacKay the Planning Advisory Committee asked the Commission's staff to investigate ways of allowing in-fill apartment developments on properties which are presently zoned with the R-3 Multiple Unit Zone but which are not located on a collector or arterial Street.

Staff reviewed all twenty-seven parcels of land presently zoned Residential Multiple Unit (R3) in the Town of Port Hawkesbury, and noted that eleven, including the subject site, did not abut an arterial or collector road. Eight of these are built out to their maximum density under the R3 Zone provisions while the remaining two parcels are both vacant with areas of seven and five acres respectively. Multiple unit construction over six units on either of these relatively large parcels would be subject to the development agreement provisions. Staff therefore found that the remaining Policy would give Council ample control over multiple unit development beyond six units on either of these large properties, however Council disagreed with the staff assessment and rejected the application after hearing the public at two public hearings.

Received: April 17, 2001

4.5.2 MacKichan Street Closure and Purchase

Mr. Carl MacKichan proposed purchasing from the Town of Port Hawkesbury the southernmost portion of the existing undeveloped Bain Street road right-of-way extending between Reeves and Church Streets. Mr. MacKichan planned to consolidate the three parcels and construct either an office development or strip mall on the site, uses permitted under the Commercial Highway (C3) designation which applies to all of these properties. This proposal was reviewed at the April 26, 2001 meeting of the Town Planning Advisory Committee and a report prepared by Staff recommending against it was considered and agreed to at a June 25, 2001 meeting of Council.

Received: April 17, 2001

4.5.3 Permitted Home Occupations

As the result of dealing with a complaint regarding the operation of an auto body repair shop in an accessory building within the Residential Two Unit (R2) Zone, the Town Planning Advisory Committee reviewed current provisions for home occupations. Staff prepared a report examining in particular home occupations permitted in accessory buildings. Removal of the provision allowing home occupations in accessory buildings would significantly curtail this avenue of employment opportunity. However, prohibition of certain types of home occupations, specifically those involving food services, video/DVD rental outlets, and possibly automobile repair shops may improve the current situation. From an administrative perspective, it was also suggested that it may also be advisable to remove the provision which specifies not more than fifty percent of the total floor area may be used due to monitoring difficulties. A Public Hearing was held May 7, 2002 and the amendments were approved by Council.

Received: April 17, 2001

4.5.4 MacKay Street Closure and Purchase

The Town of Port Hawkesbury received a request from Mr. Eddy MacKay to purchase a portion of the undeveloped Bain Street right-of-way between Bernard and Queen Streets. The right-of-way abuts a vacant parcel of land owned by Mr. MacKay which is zoned Residential Multiple Unit (R3) along its western boundary. Mr. MacKay proposed constructing a twelve unit apartment building on his property, which is permitted by development agreement in the R3 Zone. However, one of the criteria under the Port Hawkesbury Municipal

4.5 Port Hawkesbury (Continued)

4.5.4 MacKay Street Closure and Purchase (Continued)

Planning Strategy and Land Use By-Law to construct an apartment building over six units is that the development abuts an arterial or collector street. In order to fulfill the criteria, Mr. MacKay proposed purchasing the northern portion of the Bain Street right-of-way which fronts Queen Street, a minor collector road, and consolidate it with the vacant lot. This was considered at the November 29, 2001 meeting of the Town's Planning Advisory Committee. Staff prepared a report recommending against the sale which was approved at a March 5, 2002 meeting of Council.

Received: November 29, 2001

4.5.5 Definition Review - "Mobile Home"

Staff received a development permit request for an addition to a single unit dwelling consisting of a mobile home, as defined by the Town's Land Use By-law. The proposal involved providing a second unit on the property by attaching a mobile home to the rear of the dwelling with a breezeway,. Although the Town's Municipal Planning Strategy states "mobile homes fulfill a housing need for a number of the Town's residents" and "mobile homes will continue to be permitted to locate in town providing they locate in a mobile home park", a recent Nova Scotia Utility and Review Board decision (later confirmed by the Supreme Court) allowed a similar development to occur in the Cape Breton Regional Municipality (CBRM) based on a definition of "Mobile Home" similar to the one currently found in the Port Hawkesbury Land Use By-law. While the Port Hawkesbury proposal was subsequently abandoned, Staff believe that in light of these judicial decisions they would have been obligated to issue a development permit. In order to prevent any such possibility arising in the future, Staff recommended following the example of the CBRM in dealing with a similar situation and amending the definition of mobile home in the Land Use By-law.

Received: January 16, 2002

4.5.6 Mobile Home Park – Lot Standard Review

Shamrock Homes and Hearth of Antigonish approached the Planning Commission regarding the possibility of rezoning a site in the Town to the Mobile Home Park Zone. One of the major impediments in bringing about this type of development in the Town is a minimum lot size requirement of 10 acres in the R4 (Mobile Home Park) Zone. As a result, Staff initiated a report which proposed reducing the minimum lot size for the zone from 10 acres to 40,000 sq/ft. At their March 4, 2002 meeting, the Port Hawkesbury Planning Advisory Committee recommended that Town Council give consideration to amending the Land Use By-law by reducing the minimum lot size required in the R4 (Mobile Home Park) Zone from 10 acres to 5 acres.

Received: January 28, 2002

4.6 Port Hood

4.6.1 Mary Greenaway

Mary Greenaway, owner of property fronting the north side of Highway 19 directly across from the Dunmore Road, requested an amendment to the Port Hood Municipal Planning Strategy and Land Use By-law to allow "Restaurants" and "Retail shops including gift shops" as permitted uses in the Commercial General (C-4) Zone and a rezoning of the property from R-1 to C-4. This was intended to permit her to refurbish and expand the existing structure to operate a restaurant. This was approved by Council after a Public Hearing June 4, 2002 and came into effect August 1, 2001.

Received: March 2, 2001

4.6.2 Frontage in the Residential Rural Zone

Staff proposed reducing the frontage requirement for the Residential Rural (R-2) Zone from 100 feet to 20 feet as the result of a subdivision application in Port Hood which proposed creating a lot with 66 feet of frontage. Approval of this lot was not possible and the Port Hood Plan does not allow exemptions to frontage requirements. The did have the option of constructing a private road but this was cost prohibitive to create a single lot. Retaining this standard reduced the development potential of large tracts of land with limited frontage in the R-2 Zone. Council approved this amendment April 2, 2002, and it came into effect April 24, 2002.

Received: December 19, 2001

Development Control

5.1 Inverness County

5.1.1 Building Permits (April 1, 2001 - March 31, 2002)

	Permits	Value
Residential Buildings		
New	52	\$4,843,000
Mobile Homes	35	\$1,151,500
Cottages	7	\$202,000
Additions, Alterations and Renovations	71	\$627,460
Garages and Accessory Buildings	95	\$1,571,100
Multiple Units	2	\$115,000
	<u>262</u>	<u>\$8,510,060</u>
Commercial and Industrial Buildings		
New	22	\$1,549,120
Additions and Alterations	33	\$3,764,000
	<u>55</u>	<u>\$5,313,120</u>
Institutional Buildings		
New	2	\$20,000
Additions and Alterations	10	\$320,200
	<u>12</u>	<u>\$340,200</u>
Other	1	\$15,000
Total	330	\$14,178,380

5.1.2 Subdivision Activity (April 1, 2001 - March 31, 2002)

	Applications	Lots	Fees
Final Plan	67	108	\$13,175
Extra Lots	n/a	14	\$350
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<u>67</u>	<u>122</u>	<u>\$13,525</u>

Development Control (Continued)

5.2 Richmond County

5.2.1 Building Permits (April 1, 2001 - March 31, 2002)

	Permits	Value
Residential Buildings		
New	29	\$3,526,100
Mobile Homes	17	\$797,500
Cottages	0	\$0
Additions, Alterations and Renovations	80	\$1,074,900
Garages and Accessory Buildings	67	\$405,740
	193	\$5,804,240
Commercial and Industrial Buildings		
New	4	\$260,500
Additions and Alterations	8	\$740,000
	12	\$1,000,500
Institutional Buildings		
New	0	\$0
Additions and Alterations	5	\$81,500
	5	\$81,500
Other	1	\$0
Total	211	\$6,886,240

5.2.2 Subdivision Activity (April 1, 2001 - March 31, 2002)

	Applications	Lots	Fees
Final Plan	35	67	\$7,650
Extra Lots	n/a	6	\$150
Tentative Plan	1	3	\$50
Preliminary Plan	0	0	\$0
	36	76	\$7,850

5. Development Control (Continued)

5.3 Victoria County

5.3.1 Building Permits (April 1, 2001 - March 31, 2002)

	Permits	Value
Residential Buildings		
New	27	\$2,260,000
Multiple Unit	1	\$80,000
Mobile Homes	19	\$460,000
Cottages	2	\$39,000
Additions, Alterations and Renovations	54	\$830,500
Garages and Accessory Buildings	27	\$224,500
	<u>130</u>	<u>\$3,894,000</u>
Commercial and Industrial Buildings		
New	6	\$1,250,000
Additions and Alterations	10	\$247,000
Other	3	\$3,500
	<u>19</u>	<u>\$1,500,500</u>
Institutional Buildings		
New	1	\$270,000
Additions and Alterations	2	\$26,000
	<u>3</u>	<u>\$296,000</u>
Other	8	\$10,000
Total	160	\$5,700,500

5.3.2 Subdivision Activity (April 1, 2001 - March 31, 2002)

	Applications	Lots	Fees
Final Plan	35	67	\$6,250
Extra Lots	n/a	6	\$150
Tentative Plan	1	3	\$50
Preliminary Plan	0	0	\$0
	<u>36</u>	<u>76</u>	<u>\$6,450</u>

5. Development Control (Continued)

5.4 Port Hawkesbury

5.4.1 Building Permits (April 1, 2001 - March 31, 2002)

	Permits	Value
Residential Buildings		
New	4	\$667,000
Mobile Homes	8	\$370,800
Cottages	0	\$0
Additions, Alterations and Renovations	17	\$189,300
Garages and Accessory Buildings	6	\$56,200
	35	\$1,283,300
Commercial and Industrial Buildings		
New	1	\$20,000
Additions and Alterations	10	\$349,500
Other	1	\$125,000
	12	\$494,500
Institutional Buildings		
New	1	\$13,000
Additions and Alterations	0	\$0
	1	\$13,000
Other	0	\$0
Total	48	\$1,790,800

5.4.2 Subdivision Activity (April 1, 2001 - March 31, 2002)

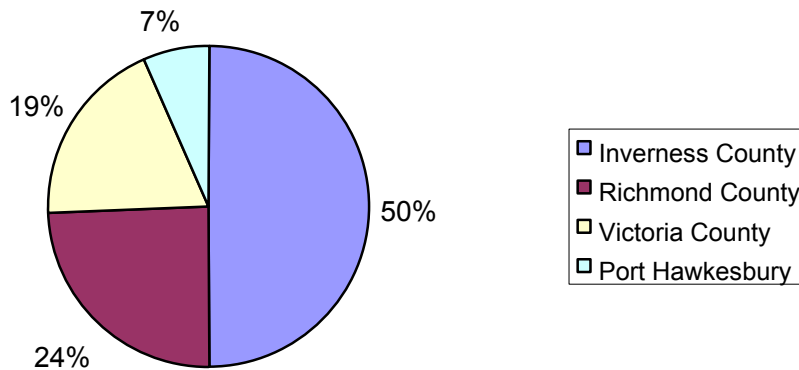
	Applications	Lots	Fees
Final Plan	6	12	\$1,000
Extra Lots	n/a	0	\$0
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	6	12	\$1,000

5. Development Control (Continued)

5.5 Development Summary

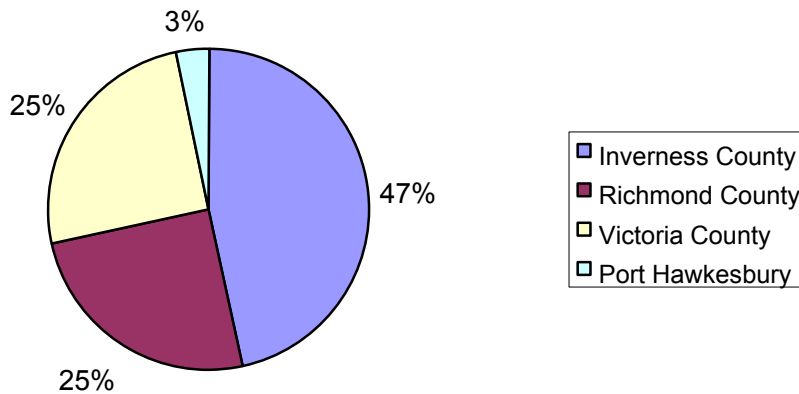
5.5.1 Building Permits (April 1, 2001 - March 31, 2002)

	Port Hawkesbury	Inverness	Richmond	Victoria
Construction Value	\$1,790,800	\$14,178,380	\$6,886,240	\$5,700,500
Fees (See Chart)	\$5,151	\$37,935	\$18,518	\$14,210
Permits Issued	48	330	211	160

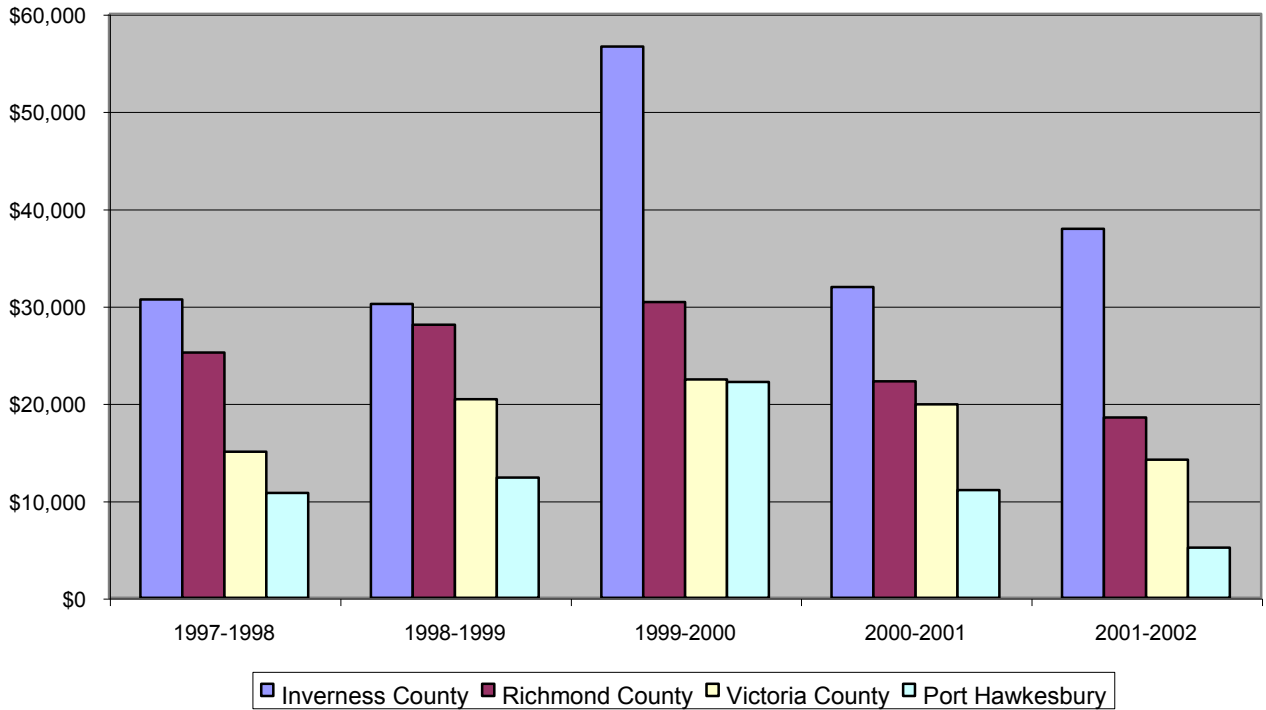


5.5.2 Subdivision Activity (April 1, 2001 - March 31, 2002)

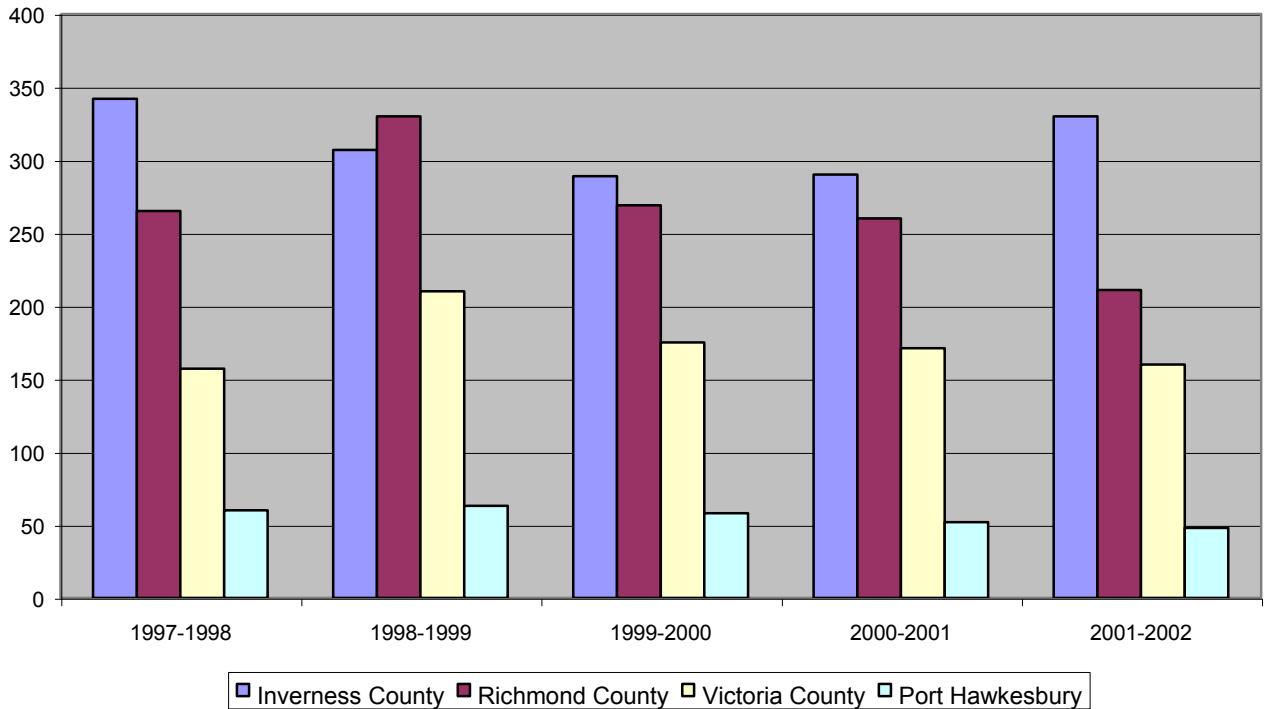
	Port Hawkesbury	Inverness	Richmond	Victoria
Final and Tentative Plans	6	67	36	36
Proposed Final Lots	12	122	76	76
Total Subdivision Fees (See Chart)	\$1,000	\$13,525	\$7,200	\$7,200



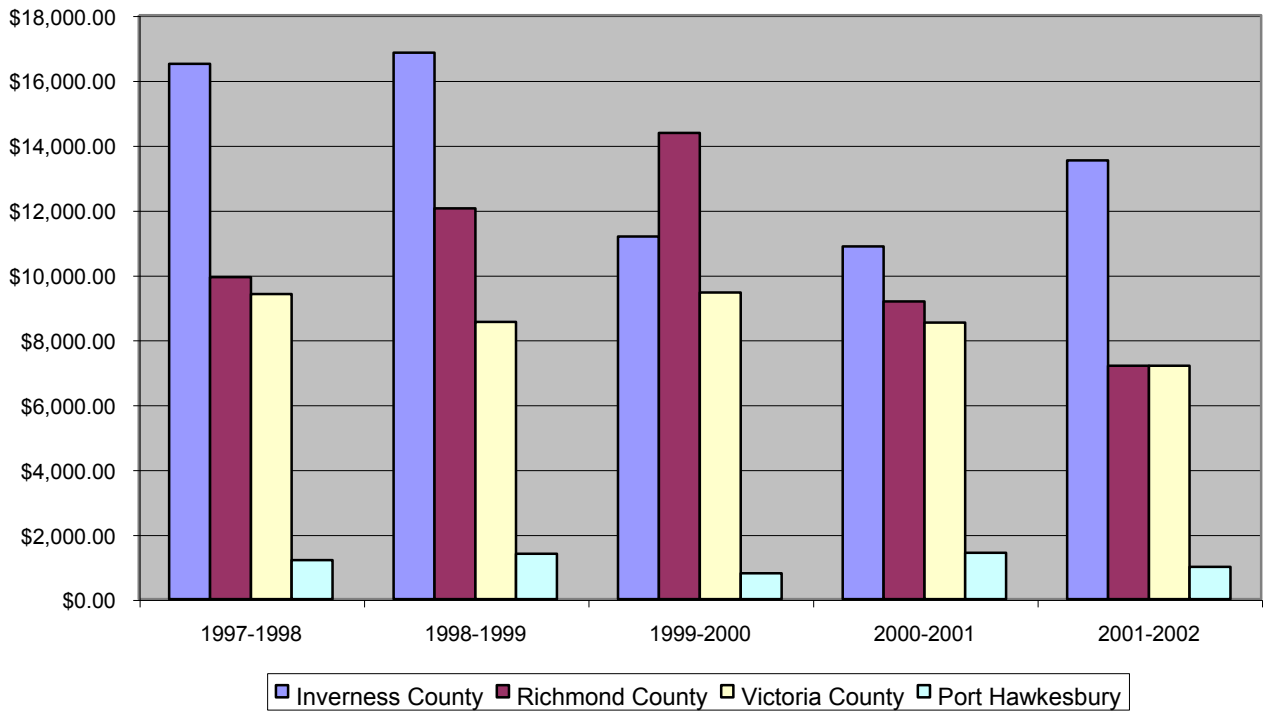
5.5.3 Figure 1: Building Permit Revenues 1997 - 2002



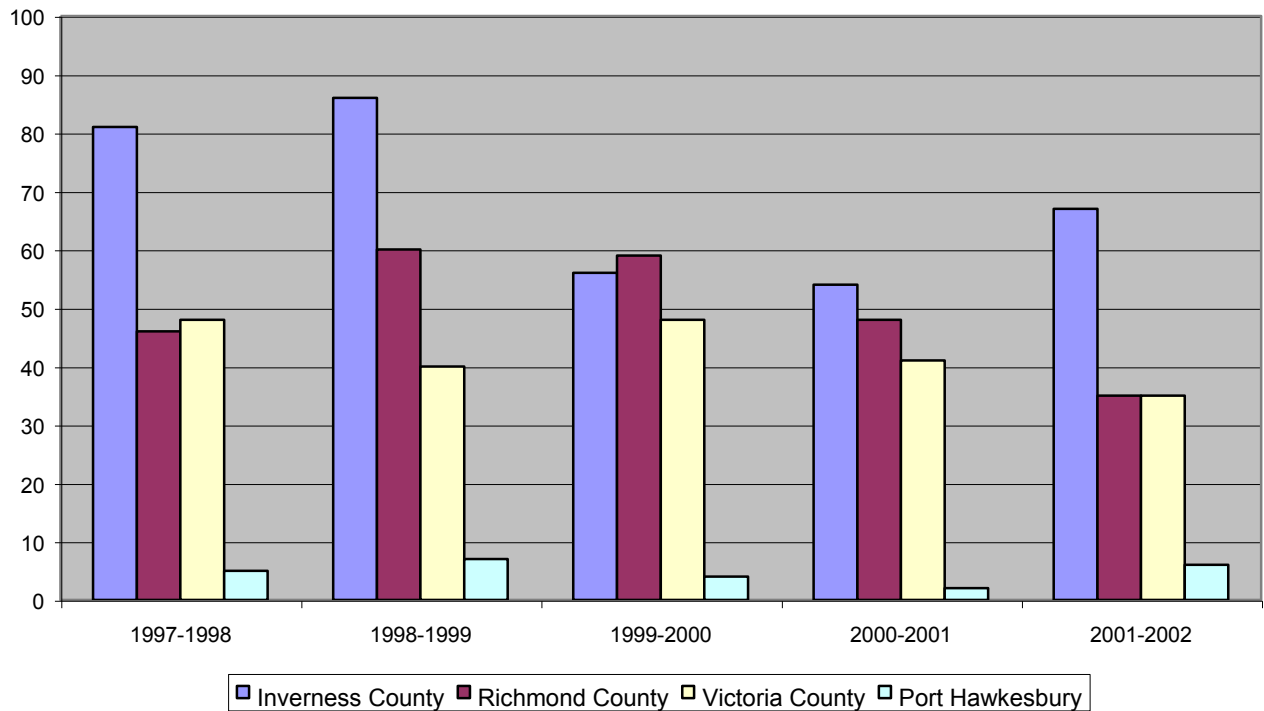
5.5.4 Figure 2: Number of Building Permits 1997 - 2002



5.5.5 Figure 3: Subdivision Fee Revenues 1997 - 2002



5.5.6 Figure 4: Subdivision Applications 1997 - 2002



6. Other Related Activities:

6.1 E-911 Civic Addressing

Commission staff are continuing to issue new civic addresses as well as assist in the correction of 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 address information and help in the creation of a digital geo-referenced civic address file. During the past year, the Commission has been working in cooperation with the Province, Canada Post and other agencies to maintain and improve the current 911 emergency service.

Over the past year, the Commission has issued 247 new civic numbers in Inverness, Richmond and Victoria Counties. The majority of these would have been issued to new construction projects while others were buildings such as Cottages, Camper Trailers and Businesses established years ago.

In the Municipality of the County of Inverness there was a total of 122 civic numbers issued. In the Municipality of the County of Richmond there was a total of 66 civic numbers issued. In the Municipality of the County of Victoria there was a total of 59 civic numbers issued.

6.2 Assisting the Province of Nova Scotia with the Nova Scotia Civic Address File.

The Commission made a commitment in 2000 to work in cooperation with the Province of Nova Scotia to create the 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, Transportation and Public Works, Emergency Health Services, Emergency Measures Organization, the Nova Scotia Electoral Office and all Municipalities in the Province.

Over the past year, it has cost the Commission an approximate \$20,000 contribution to help create the NSCAF. The majority of this was staff time, travel, paper and ink. However, the Commission hired a Summer Student to help offset the increased work. Steven Munro was hired in June and worked until September. His main role was to resolve "O's" in the NSCAF and prepare maps for meetings.

6.3 Review of E-911 General Service Areas

During the past year, the Commission reviewed the E-911 General Service Areas (GSA) in Inverness, Richmond and Victoria Counties. GSA's are of extreme importance for E-911. The GSA is used as a basis for assigning community names to civic addresses. For example, Canada Post is using civic addresses as a basis for mail delivery in some parts of Rural Cape Breton. The existing GSA boundaries were drawn in 1992 Oldham Engineering. These boundaries were never checked and confirmed by local fire departments, police detachments or EHS representatives. Although in most instances the 1992 GSA's are reasonably correct, there are some issues with the boundaries. These anomalies became evident when Canada Post changed its delivery mode in the southern portion of Inverness County last year. This proved that a more accurate representation of the true boundaries was needed.

The first step in reviewing the boundaries involved mapping community signs in our region. Second, Service Nova Scotia and Municipal Relations moved the existing Oldham Engineering boundaries to match the community signs, properties, rivers and other delineated areas. Once the new set of proposed boundaries were delineated, the Commission plotted maps of each community for review.

Next, meetings were arranged with each Fire Department, RCMP Detachment and representatives from Emergency Health Services. This process proved to be very effective. Not only did we recognize and correct mistakes in the existing boundaries, we were able to add new boundaries for communities that are now of increased significance or which had been missed completely in 1992. In addition, communication between the Commission and the emergency response personnel was initiated. For the first time, the people responding to E-911 calls gave their input. For example, several road naming and civic numbering issues presented by Fire Chiefs and RCMP members were addressed. Finally, all the maps with corrections highlighted were sent to Amherst for review where corrections were made based on input received from the meetings.

The Commission is committed to continue working with the Province to upgrade the NSCAF ensuring the 911 system remains state-of-the-art.

6.4 Civic Address Notification Program

Over the past year, the Commission has continued to communicate civic address changes between various Departments and organization. The Civic Address Notification program has proven to be a huge success.

The program was implemented in 2001. It was intended to improve accuracy of the E-911 system and to ensure there is one known civic address being used for each resident in Rural Cape Breton.

When a new road, address, or road name change occurred, a letter was sent immediately to the resident, EMO, the local Fire Department and the RCMP detachment in that area. Once a month a complete list of database activities is reported to several agencies. These included: Emergency Health Services, the Department of Transportation and Public Works, Canada Post, Elections Canada, Nova Scotia Power and the Land Information Centres.

In addition, when a change occurred to our Master Street Address Guide, our web site is used to post the change and a map of the area. This proved to be very effective when locating the roads in question.

As a result, we have noticed a major decline in the number of inquiries from various Departments and agencies. For example, the Emergency Measures Organization rarely calls to confirm locations of roads and other changes. This has allowed the Civic Address Coordinator to focus on other tasks.

6.5 Fire and Police Boundary Delineation

In an effort to improve the E-911 system, the Commission digitized the 1992 Oldham Engineering Fire and Police Boundaries for Rural Cape Breton in 2001. Up to that date, the boundaries were never confirmed or checked. Last year, during meetings with local Fire Departments, and Police Detachments these boundaries were inspected. In some instances, the Oldham boundaries were incorrect. As a result, we moved the lines to match where the actual boundary is located.

The boundaries indicate the best representation of the true coverage areas. This information will act as a basis for the Civic Address Notification Program and will be used for other related mapping products such as the Nova Scotia Civic Address Project.

6.6 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. Last year, a new section was created containing Electoral, Fire, and Police Boundaries.

The **Maps** section has proven to be very useful and informative. Other maps that appear on this page include: Zoning, and map products available to be purchased from our office.

6.7 Hard Copy Map Products

During the past year, the Commission provided high quality hard copy map products to its clients. For a reasonable fee, citizens were able to contact the office and purchase maps. This has proven to be very successful with \$2220.25 worth of revenues generated. The majority sales were to citizens, however, most of the revenues came from sales to the Provincial and Federal Government, and businesses throughout the area.

During the past year, the Commission has worked hard to generate new hard copy mapping products. These include:

The Municipality of Richmond County;

Addressed Roads of Richmond County

Communities of Richmond County

The Municipality of Victoria County

Addressed Roads of Northern Victoria County

Addressed Roads of Southern Victoria County

Communities of Victoria County

Addressed Roads of Northern Inverness County

Addressed Roads of Southern Inverness County

Communities of Inverness County

The Town of Port Hawkesbury

Appendix A. 2002 - 2003 Operating Estimates

Operating Estimates
Rural Cape Breton District Planning Commission
2002 - 2003

	2002-03
Staff	
Wages	\$350,000
UIC, CPP, Group Insurance	\$34,269
Pension Plan	\$17,500
Membership Dues and Fees	\$2,000
	<hr/> \$403,769
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	\$7,500
	<hr/> \$54,374
Travel and Training	
Mileage Compensation	\$35,000
Conference Fees and Expenses	\$10,000
	<hr/> \$45,000
Additional Fees	
Legal	\$1,000
Auditor	\$3,450
Technical and Mapping	\$2,000
Commission Expenses	\$4,500
	<hr/> \$10,950
TOTAL	<hr/> \$514,093 <hr/>

Operating Estimates 2002 - 2003
continued: Page 2

	2002-03
	\$514,093
Building Permits	
Building Permits Fees	(\$95,000)
Subdivision Fees	(\$35,000)
Miscellaneous Revenues	(\$5,000)
Deficit (2001 – 2002)	\$29,522
E-911 Funding	(\$10,000)
Net Budget	\$398,615
 Total Contributions	
Inverness County	\$116,134
Richmond County	\$145,481
Victoria County	\$87,448
Port Hawkesbury	\$49,553
Total	\$398,615

Uniform Assessment Sharing Base (02-03)

Municipality	Assessment	Percentage
Inverness	\$526,199,353	30.52%
Richmond	\$695,643,787	40.35%
Victoria	\$360,565,844	20.91%
Hawkesbury	\$141,765,234	8.22%
	\$1,724,174,218	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

Financial Statements of

**RURAL CAPE BRETON DISTRICT
PLANNING COMMISSION**

Year ended March 31, 2002

AUDITORS' REPORT

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

We have audited the balances sheet of Rural Cape Breton District Planning Commission as at March 31, 2002 and the statements of operations, surplus, investment in capital assets and 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, 2002 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.

Original signed by KPMG

Chartered Accountants

Sydney, Canada
May 6, 2002

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Operating Fund Balance Sheet

March 31, 2002, with comparative figures for 2001

	2002	2001
Assets		
Current assets:		
Accounts receivable:		
Municipality of the County of Inverness	\$ -	\$ 326
Municipality of the County of Victoria	-	4,051
Employees	294	217
Goods and services tax	9,634	12,635
Other	4,632	10,441
Prepaid expenses	1,441	720
	<u>\$ 16,001</u>	<u>\$ 28,390</u>

Liabilities and Operating Surplus (Deficit)

Current liabilities:		
Cheques issued in excess of funds on deposit	\$ 7,930	\$ 91
Bank indebtedness (note 2)	18,000	-
Accounts payable and accrued liabilities	13,821	11,464
	<u>39,751</u>	<u>11,555</u>
Operating surplus (deficit)	(23,750)	16,835
Commitments (note 3)		
	<u>\$ 16,001</u>	<u>\$ 28,390</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, 2002, with comparative figures for 2001

	2002		2001
	Budget	Actual	Actual
Revenue:			
Municipality of the County of Inverness	\$ 99,415	\$ 99,415	\$ 96,352
Municipality of the County of Richmond	119,587	119,587	100,655
Municipality of the County of Victoria	74,431	74,431	73,307
Town of Port Hawkesbury	44,202	44,202	44,137
Building permit fees	90,000	80,890	85,174
Subdivision fees	40,000	28,725	30,100
Miscellaneous	5,000	4,743	3,104
Emergency 911	18,000	-	-
HST Adjustment	-	-	3,921
	<u>490,635</u>	<u>451,993</u>	<u>436,750</u>
Expenditures:			
Administrative:			
Advertising and promotion	1,000	1,126	1,173
Conferences	10,000	4,760	7,642
Interest and bank charges	2,000	2,218	2,268
Liability insurance	6,500	6,781	6,588
Maps	2,000	956	254
Membership dues and subscriptions	2,500	3,770	5,142
Miscellaneous	1,000	3,304	2,934
Office supplies and postage	12,000	11,372	19,673
Photography	-	996	419
Professional fees	4,450	3,406	3,299
Salaries and employee benefits	385,311	385,740	338,316
Telephone	7,500	8,354	7,914
Travel and meetings	34,500	37,397	33,169
Occupancy:			
Insurance	500	745	660
Rent	21,374	21,653	21,652
	<u>490,635</u>	<u>492,578</u>	<u>451,103</u>
Excess of expenditures over revenue	\$ -	\$ (40,585)	\$ (14,353)

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Statement of Operating Fund Surplus

Year ended March 31, 2002, with comparative figures for 2001

	2002		2001	
Surplus, beginning of year	\$	16,835	\$	31,188
Excess of expenditures over revenue		(40,585)		(14,353)
Surplus (deficit), end of year	\$	(23,750)	\$	16,835

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Statement of Cash Flows

Year ended March 31, 2002, with comparative figures for 2001

	2002	2001
Cash provided by (used in):		
Operations:		
Excess of expenditures over revenue	\$ (40,585)	\$ (14,353)
Capital expenditure out of revenue	-	7,838
Decrease (increase) in accounts receivable	13,110	(16,282)
Decrease (increase) in prepaid expenses	(721)	750
Increase in accounts payable and accrued liabilities	2,357	3,962
	(25,839)	(18,085)
Financing and investing:		
Investment in capital assets	-	(7,838)
Increase in bank indebtedness	18,000	-
	18,000	(7,838)
Decrease in cash position	(7,839)	(25,923)
Cash position, beginning of year	(91)	25,832
Cash position, end of year	\$ (7,930)	\$ (91)

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Capital Fund Balance Sheet

Year ended March 31, 2002, with comparative figures for 2001

	2002	2001
Assets		
Capital assets:		
Office furniture and equipment	\$ 45,371	\$ 45,371
Computer equipment	19,081	19,081
Library	12,037	12,037
Maps	5,762	5,762
	\$ 82,251	\$ 82,251

Equity

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

_____ Chairperson

_____ Member

Statement of Investment in Capital Assets - Capital Fund

Year ended March 31, 2002, with comparative figures for 2001

	2002	2001
Balance, beginning of year	\$ 82,251	\$ 74,413
Capital expenditure out of revenue	-	7,838
Balance, end of year	\$ 82,251	\$ 82,251

See accompanying notes to financial statements.

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

Notes to Financial Statements

Year ended March 31, 2002

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. Bank indebtedness:

Bank indebtedness bears interest at prime plus 2.5%. The Commission has an agreement with its banker providing for an operating credit facility of up to \$20,000. Bank indebtedness is secured by a general security agreement covering all the Commission's assets.

3. 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, 2002

4. 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 \$14,933 (\$13,962 in 2001).