

Cape Breton Regional Municipality

Committee of the Whole Meeting Minutes

September 9, 2025

10:01 a.m. at City Hall Council Chambers

Council

Mayor Cecil P. Clarke

Councillor Gordon MacDonald

Councillor Earlene MacMullin

Councillor Esmond "Blue" Marshall

Councillor Steve Gillespie

Deputy Mayor Eldon MacDonald

Councillor Glenn Paruch

Councillor Steven MacNeil

Councillor Dave MacKeigan

Councillor Darren O'Quinn

Councillor Kim Sheppard-Campbell

Staff

Demetri Kachafanas, KC, Chief Administrative Officer

Christa Dicks, Municipal Clerk / Director of Corporate Information Services

Tyson Simms, Director of Planning and Development

John Phalen, Director of Public Works

Kirk Durning, Director of Parks, Recreation, Building and Facilities

Raymond Boudreau, P.Eng., Director of Water and Wastewater

Wayne MacDonald, P.Eng., Chief Engineer / Director of Strategic Partnerships

Chris March, Deputy Fire Chief

Toni Delorenzo, Principal Secretary, Mayor's Office

Sean Tobin, Chief of Staff

Karen Neville, Senior Planner

Christina Lamey, Communications Manager

Travis Radtke, Housing Coordinator

Scott Parker, Supervisor Bylaw Services

Will Roy, Community Development Coordinator

Spencer Merrill, Information Technology Technician

Kelly McDonald, Administrative Assistant

Yuecong Cao, Recording Secretary

Absent

Councillor Steve Parsons (Regrets)

Councillor Paul Nickituk (Regrets)

The following does not represent a word for word record of the proceedings of this meeting. The agenda, reports, supporting documents, information items circulated, and video (if available) are online at www.cbrm.ns.ca.

Mayor Cecil P. Clarke called the meeting to order.

Land Acknowledgement

Roll Call

1. Approval of Agenda

Motion

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Gordon MacDonald, to approve the September 9, 2025, committee of the whole agenda.

Motion Carried

2. Approval of Minutes

Moved by Councillor Paruch, seconded by Councillor MacNeil, to approve the CBRM minutes from:

- Committee of the Whole Minutes – June 3, 2025

Motion Carried

3. Presentations

3.1 Municipal Conflict of Interest Act

Ross MacDonald, Municipal Advisor, Nova Scotia Department of Municipal Affairs, provided a presentation titled, "Municipal Conflict of Interest Act".

Ross MacDonald provided information regarding overview the act, what is a conflict of interest, what actions should be taken, and what is redress.

Discussion took place regarding clarification and scenario examples.

For information only

3.2 Skateboard Amenities Strategy

Representatives of Island Skateboard Association provided a presentation titled, "Skateboard Amenities Strategy". The representatives provided information regarding their past and current projects and the importance of skate parks. Discussion took place regarding Council's support for the initiative and commended the association for their dedication to the community and skateboarding.

For information only

4. Planning Issues

4.1 Parking Management Study and Proposed Amendments to By-law P-100 (Parking Meter By-law T-5)

Travis Radtke, Housing Coordinator and Scott Parker, Supervisor Bylaw Services, provided a presentation titled, "Parking Bylaw and Study and Update", and reviewed the recommendations included in the agenda package. Discussion took place regarding parking garage assessment, and the scope of parking meter locations and durations. The following motion was then put forward:

Motion

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Gordon MacDonald, that Committee of the Whole recommend to Council to approve for first reading to the Parking By-law and schedule a public hearing to consider amendments to the Parking By-law, as generally set out in Attachment A of this report, at an upcoming meeting of Council; and direct staff to proceed with implementation of consolidation projects, expansion and modernization of parking payment systems, implementation of time limits, and associated enforcement practices as recommended and outlined in the CBRM Parking Management Study; and, direct staff to review residential exemptions, signage for private lots, and off-street parking

expansion and return to Council with recommendations for consideration.

Discussion:

- Implementation timelines
- Residential parking permit strategy
- Parking management plan

Motion Carried

Councillor Sheppard-Campbell assumed the Chair at 11:52 p.m.

Mayor Clarke resumed the Chair at 11:55 p.m.

5. Fire and Emergency Services

5.1 Fire and Emergency Services Updates

Chris March, Deputy Fire Chief, reviewed the staff report included in the agenda package.

For Information Only

5.2 Emergency Services Updates

This item was postponed until Bruce MacDonald, Manager, Regional Operations, Region1, is available to attend a future meeting.

5.3 Report – Training

Chris March, Deputy Fire Chief, reviewed the training report included in the agenda package.

Information Only

5.4 Report – Operations

Chris March, Deputy Fire Chief, reviewed the operations report, and introduced the training and hiring process included in the agenda package.

For Information Only

Following the Fire and Emergency Services items, discussion took place regarding recognition of a fallen firefighter, Imperial Oil foam equipment, and the structure of the Fire Services Committee. Councillors acknowledged the value of positive partnerships and the benefit of training opportunities

through funding from other levels of government. They also expressed interest in enhancing governance and oversight of fire services to ensure continued effectiveness and accountability.

Council recessed at 12:30 p.m.

Council reconvened at 1:03 p.m.

6. Corporate Services Issues

6.1 Nova Scotia Federation of Municipalities Board Member Nomination

Christa Dicks, Municipal Clerk / Director of Corporate Information Services, reviewed the information included in the agenda package, regarding representation on the Nova Scotia Federation of Municipalities (NSFM) Board of Directors, and recommended that Council agree on a nominee during the meeting to ensure continued representation.

Nomination:

- Councillor Paruch nominated Deputy Mayor Eldon MacDonald for the Nova Scotia Federation of Municipalities Board Membership, Deputy Mayor Eldon MacDonald accepted the nomination.
- Councillor MacMullin nominated Councillor Gordon MacDonald for the Nova Scotia Federation of Municipalities Board Membership, Councillor Gordon MacDonald accepted the nomination.

Being there were two nominees, a paper ballot vote took place. The Municipal Clerk, Christa Dicks, circulated the ballots, collected the ballots and counted the ballots; Councillor Gordon MacDonald was elected as the nominee to the NSFM.

Motion

Moved by Councillor MacMullin, seconded by Councillor Paruch, that Committee of the Whole approve Councillor Gordon MacDonald be

nominated as the CBRM representative to the Nova Scotia Federation of Municipalities (NSFM) Board of Directors for a two-year term, effective upon confirmation by NSFM, and that the Clerk be directed to submit the nomination prior to the October 3, 2025 deadline.

Motion Carried

6.2 Temporary Building Closure due to HVAC Replacement

Demetri Kachafanas, KC, Chief Administrative Officer, reviewed the memo to inform Council and public that the HVAC system at City Hall is being replaced this month, an essential upgrade for safety and energy efficiency.

During the approximately 44-day project, staff will work remotely or be temporarily relocated. The building will be open on a limited basis for staff to retrieve items. All departments will remain reachable by phone and email to minimize service disruptions. Updates on the project and reopening will be provided through the CBRM Communications Department and social media outlets. Discussion took place regarding public communication, Customer Service Center (CSC), service continuity, and late payment leniency.

For Information Only

6.3 CBRM Capital Priorities Forecast (DRAFT) 2026 – 2030

Wayne MacDonald, P.Eng., Chief Engineer, and Director of Strategic Partnerships, provided a presentation titled "Five Year Capital Priorities Forecast (DRAFT) 2026-2030", and reviewed the recommendation included in the agenda package. Discussion took place regarding the approval of a multi-year capital plan for the municipality, and regional transportation strategy. The following motion was then put forward:

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor O'Quinn, that a recommendation be made to Council to consider approval of the CBRM Capital Priorities Forecast (DRAFT) 2026-2030, and authorize application

being made by the CBRM on behalf of the Municipality or community partners as opportunities arise.

Discussion:

- Funding Strategy for Sidewalks, J Class Roads, and new infrastructure
- Clarification on Budget
- Securing partnerships for large projects

Motion Carried

7. Council Agenda Request

7.1 Port Morien Wildlife Association

Councillor Gordon MacDonald reviewed the council agenda request and recommendation included in the agenda package. The following motion was then put forward:

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Gillespie, that Committee of the Whole recommend to Council and Senior Staff to consider approval of send a letter of support to the Province of Nova Scotia and the Department of Fisheries Aquaculture regarding the permit issuances to businesses and allowing residents to draw water under the following conditions listed in the attached letter from the Port Morien Wildlife Association PMWA; and for CBRM to consider implementing measures that would prevent further damage caused by excessive water extraction in already stresses areas.

Discussion:

- Protect water resources
- Restrict stream pumping

Motion Carried

8. Committee Report

8.1 Funding Request for CBRM Board of Police Commissioners

Chair Paruch reviewed the funding request report included in the agenda package. The following motion was then put forward:

Motion

Moved by Councillor Paruch, seconded by Councillor Sheppare-Campbell, that a recommendation be made to Council to defer the decision regarding funding for the CBRM Board of Police Commissioners to the upcoming budget process.

Motion Carried

8.2 Engagement of MNP for Financial Statement Preparation

Chair Eldon MacDonald provided a brief overview of the recent audit committee meeting. The committee agreed to engage MNP to assist with completing outstanding documents and files, particularly those related to capital projects. MNP will proceed with finalizing the files and present them to Council at a future date.

For Information Only

9. Correspondence

9.1 Drought Conditions in CBRM to Hon. Kim Masland

For Information Only

Meeting adjourned at 2:36 p.m.

Cecil P. Clarke
Mayor

Christa Dicks
Municipal Clerk
/yc