



Cape Breton Regional Municipality

Committee of the Whole Agenda

Tuesday, February 3, 2026

10:00 a.m.

Council Chambers
Second Floor, City Hall
320 Esplanade, Sydney, Nova Scotia

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Land Acknowledgement**Roll Call**

1. Approval of Agenda: (Motion required)

2. Presentations

2.1 Catalone Lake Restoration Committee Briefing: Bill Nicholson, P.Eng, Technical Co-chair of the Catalone Lake Restoration Committee (See page 5)

3. Fire and Emergency Services

3.1 Fire and Emergency Services Updates: Mark Bettens, Fire Chief and Director of Fire and Emergency Services (See page 15)

3.2 Manager of Emergency Management Report: Bruce MacDonald, Manager of Emergency Management (See page 16)

3.3 Training, Fleet, Volunteer Operations, and Fire Prevention Report: Craig MacNeil, Deputy Fire Chief (See page 18)

3.4 Fleet List and Fire Underwriters Survey: Craig MacNeil, Deputy Fire Chief (See page 21)

3.5 Average Medical First Response Cost: Chris March, Deputy Fire Chief (See page 57)

3.6 Operations Report: Chris March, Deputy Fire Chief (See page 58)

3.7 Medical First Responder Services: Rod Beresford, Cape Breton Regional Fire Chiefs' Association Chairperson (See page 60)

3.8 Report to CBRM Regarding Fire and Emergency

Services: Rod Beresford, Cape Breton Regional Fire Chiefs' Association Chairperson (See page 63)

3.9 Cape Breton Regional Fire Chiefs' Association Letter: Rod Beresford, Cape Breton Regional Fire Chiefs' Association Chairperson (See page 67)**4. Corporate Services Issues****4.1 Request for Street Closure:** Sheila Kolanko, Property Manager (See page 68)**4.2 Deputy Mayor Policy:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page 72)**4.3 Acceptable Use of Information Technology Policy:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page 77)**4.4 Litter and Illegal Dumping:** John Phalen, Director of Public Works (See page 98)**5. Council Agenda Requests****5.1 Catalone Lake Restoration Update:** Councillor Steven MacNeil (See page 127)**5.2 Policies and Procedures for the Port Site Asset:** Councillor Steven MacNeil (See page 128)**5.3 Street Light Policy:** Councillor Steven MacNeil (See page 129)**5.4 Presentation of Petition – Old Town Post Office Redevelopment:** Councillor Earlene MacMullin (See page 138)**Adjournment**

CBRM Municipal Council Briefing 3 Feb 2026- An Update

Catalone Lake Restoration Committee Email: catalonelakerestoration@gmail.com

The committee briefed CBRM Council on June 03 2025. This briefing is intended to provide a quick review of the situation, activities and milestones achieved since that point, the present situation and where we hope to go from here.

Background: The Committee was formed in November 2024. One of several that have been formed by concerned residents over the last 40 years to address this problem.

(Slide 1) At issue is “Catalone Gut”, which is the confluence of the Catalone Lake Estuary system and Mira Bay. Catalone Lake is not a lake but an estuary, and as such is critically reliant on a healthy tidal exchange of salt ocean water to sustain its wildlife and ecosystems.

(Slide 2) Around the year 1900, the S&L Railway built a causeway across what was historically known as the “Barachois de Mirè”, which had a wide, clear channel connecting the estuary to Mira Bay. This causeway effectively closed the opening and was provided with a small deep 30 meter channel with a trestle over it to provide for drainage and tidal exchange. Obviously no environmental impact studies were done at that time. In the early 1920’s a provincial road and adjacent bridge was constructed on the causeway.

(Slide 3) In the subsequent 125 years, the “gut”, as it has become known, has gradually become increasingly restricted by silt and sand such that the essential tidal exchange has been restricted and sometimes cut off completely. Without this exchange, the consequences are profound.

(Slide 4) Water levels are erratic, with substantial and regular flooding. Erosion along the shoreline has dramatically increased, affecting residents properties, and having a disastrous effect on shoreline nesting birds such as Loons.

(Slide 5) When blocked, without the flushing action of a regular tidal exchange, the chemistry of the water changes from pristine clear salt water, chemically close to identical to the Brasdor Lakes, to black, dead fresh water heavily contaminated with runoff from erosion, development, septic runoff, etc. This water change results in wholesale die off of the estuarial wildlife system, such that the once abundant salmon, cod, hake, flounder, clams, mussels, oysters, etc, etc are no longer existent, replaced by muddy sediment and invasive fresh water weeds and leeches.

(Slide 6) Our committee represents the ratepayers in the area, those who use and appreciate Catalone Lake as the superb recreational attraction it is, and all those with the larger scope of interest in protecting nature and our environment. What we aim to achieve as our goal is to ensure proper tidal flow through “the gut”, reestablishing a healthy estuary ecosystem and thus stop the ongoing environmental degradation occurring. This goal can essentially be accomplished by simply “digging a better ditch”.

Activities and Milestones:

Phase 1 of our activities occurred in the first year, where extensive efforts were made to review the scientific literature, engineering reports, historical data and resident testimony and collate all of this into a central library. Meanwhile, a letter writing campaign was started to describe the issue and enlist the engagement of various government bodies, including this one. Specifically, Councillor McNeil and Mayor Clark, MLA Brian Comer, MP Jiamie Battiste, MP Mike Kelloway, NS Minister of Environment, NS Minister of Public Works, NS Minister of Natural Resources, Federal Department of Fisheries and Oceans (Fish and Fish Habitat Protection Program), Canadian Wildlife Foundation, Ducks Unlimited, CBC News and Information Morning, and Cape Breton Post.

Some milestones:

- several public meetings held in Catalone with Councilor MacNeil and MLA Comer,
- the briefing to this council in June 2025,
- a CBC Radio Information Morning interview in June,
- a scientific water testing program throughout the summer produced by ACAP
- a presentation for Public Works planning staff in Sept 2025
- an interview with Cape Breton post in December

Results:

-Engagement by the various levels we have approached have been mixed. We would like to acknowledge the efforts, interest and support of Councillor MacNeil. Of all the folks we have contacted, he has been our biggest supporter and stands out in his efforts to help us resolve this issue. Thank you Steven.

-The water testing carried out by ACAP through the summer provided us with scientific analysis of the water chemistry for ongoing reference. The “gut” through natural processes like storms, rain events, etc, somewhat cleared this summer, with a deeper channel by about 1.5 feet. This reestablished tidal flow and the results were astounding. An explosion of sea life occurred, water clarity was restored and many of the invasive weed species died, clearing silt and mud and reestablishing clean gravel bottom. Unfortunately, September storms plugged the gut again and we are back to square one. We did, however, with the ACAP testing, establish an excellent baseline analysis of what the water chemistry should look like when we finally get the problem fixed.

-In the spring a new bridge spanning Catalone Gut was announced by MLA Comer. This became an exciting opportunity for the gut remediation as we felt it could be done most efficiently with the bridge project. We were invited to the public works engineering planning session in September with MLA Comer in attendance and made a presentation on what our vision was of the proper fix, specifically, a straight deep armour rocked channel connecting Catalone Lake proper to Mira Bay. Public Works staff seemed supportive, but their mandate and scope was restricted to bridge replacement. They promised to investigate offset funding for an

expanded project. In December we received the initial engineering plan for the bridge replacement. No accommodation whatsoever was made for remediation of the channel. Bridge replacement only.

-We engaged with Samuel Andrews of Ducks Unlimited who have expressed interest in helping with the project. He was provided info to contact the Public Works Engineering Staff to offer support. He did so in October, but has yet to hear back from them. Let's be clear, there is interest in funding partnerships available, but inertia in the provincial bureaucracy is not helping. Samuel continues to liaise with our committee exploring estimates and engineering considerations, but cannot really do much more without the engagement of the provincial team.

-Our federal correspondence to Fisheries met with no results other than they would be regulatory only, and would not provide any funding or initiative. Nor have we heard anything from our Federal MP, despite being copied on all our correspondence.

-Letters to Provincial DNR, ENV, and Public Works were acknowledged, but offered no concrete assistance. Essentially, it is the same multijurisdictional scenario that has played out over the years... "that's the other guy's problem...". We have been contacted by Trevor Vandertuin, provincial funding navigator NSECC Climate Change Team. A meeting in Halifax with him assured us that he would research funding avenues for the project, but we have not heard back from him.

-In November, in response to a request from Councillor MacNeil, we approached industry experts for a cost estimate of a proper solution to the gut. A 180 meter long armour rocked channel extending into Mira Bay by 50 meters, 15 meters wide and 8 meters deep was suggested. Total cost \$5.7 million. The majority of the cost was for the rock and core material, trucking, etc. The cost of the dredging itself is only \$300,000. This info was forwarded to Councillor MacNeil in his search for funding avenues. There is a large scope of accommodation we can consider to reduce the costs if required by minimizing the transport and placing of armour rock and core material. Obviously, engineering expertise must be brought into play for these considerations.

Summary:

As our "Phase 1" closes, we are no further ahead. Indeed, with the announcement of the new bridge replacement, we are in very real danger of never getting this issue fixed at all, as any dredging or remediation work on the channel after a new bridge is installed would enormously increase the cost and complexity of such a project.

It is therefore our stated position as a committee that any initiative to replace the bridge must be coincident with a project to remediate the channel and establish proper tidal flow.

Going Forward: Phase 2 of our initiative involves a more open dialogue with the community by using our facebook page (CATALONE LAKE (ESTUARY) PAST,PRESENT 7 FUTURE). We will

be sharing correspondence etc to keep the community more informed. We will be moving forward with a more aggressive exposure to the press. We will pursue more contact with the post, CBC news, CTV,etc.

We will continue to press the provincial bureaucracy for accountability, responsibility and action. Although not forthcoming thus far, we hope to see some engagement shortly.

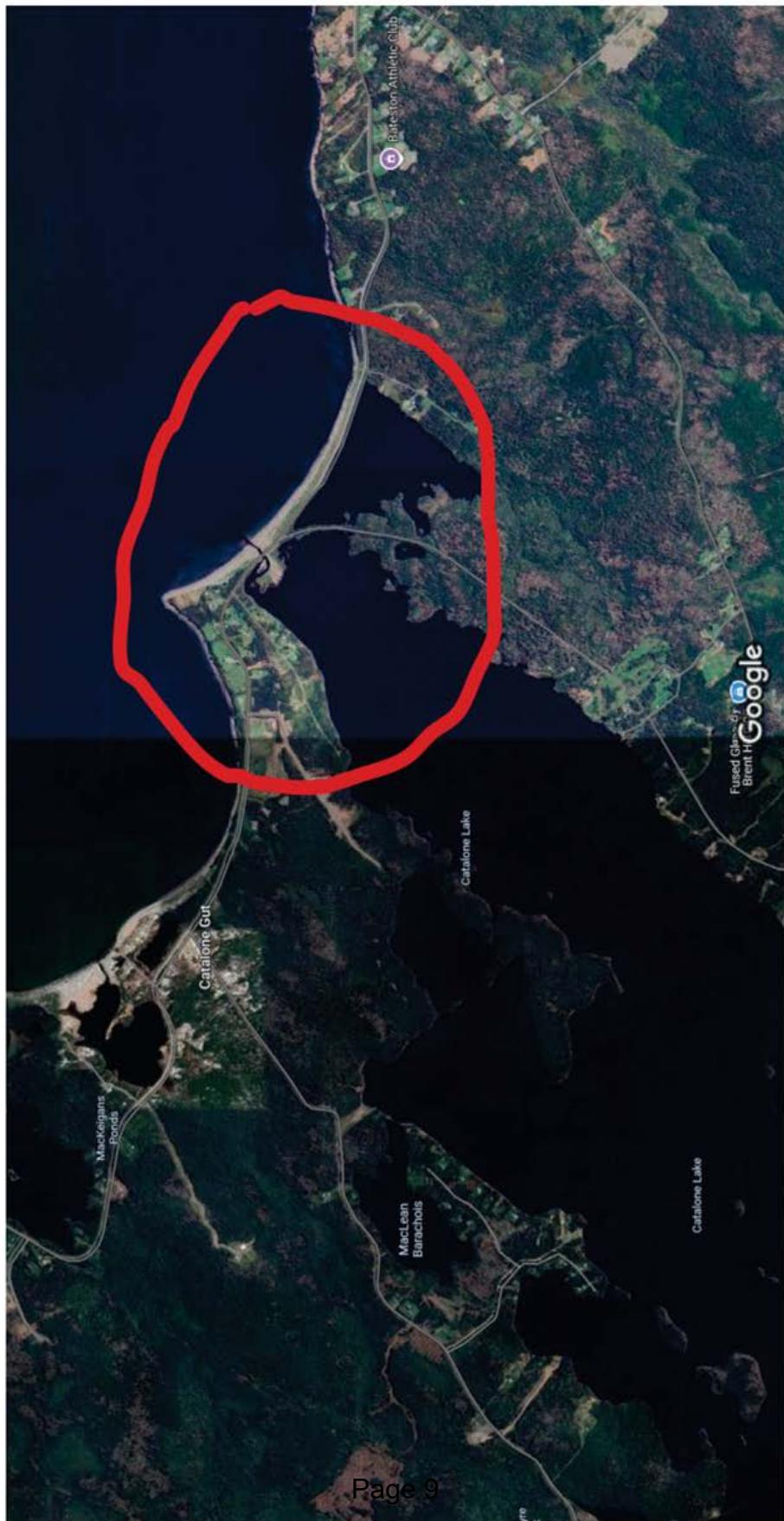
We hope to never progress to phase three, which will explore the legal liability realm of this issue. Now that we have the science, the documentation, the correspondence with all parties, it is impossible for anyone to plead ignorance.

This environmental tragedy is caused by a man made causeway owned by the Provincial Dept of Natural Resources, complicated by an inadequately drained bridge construction owned by the provincial Department of Public Works while supposedly monitored and policed by the provincial Dept of Environment and Climate Change.

..."There is a trend here..."

Google Maps View Of Mira Bay and Catalone Gut

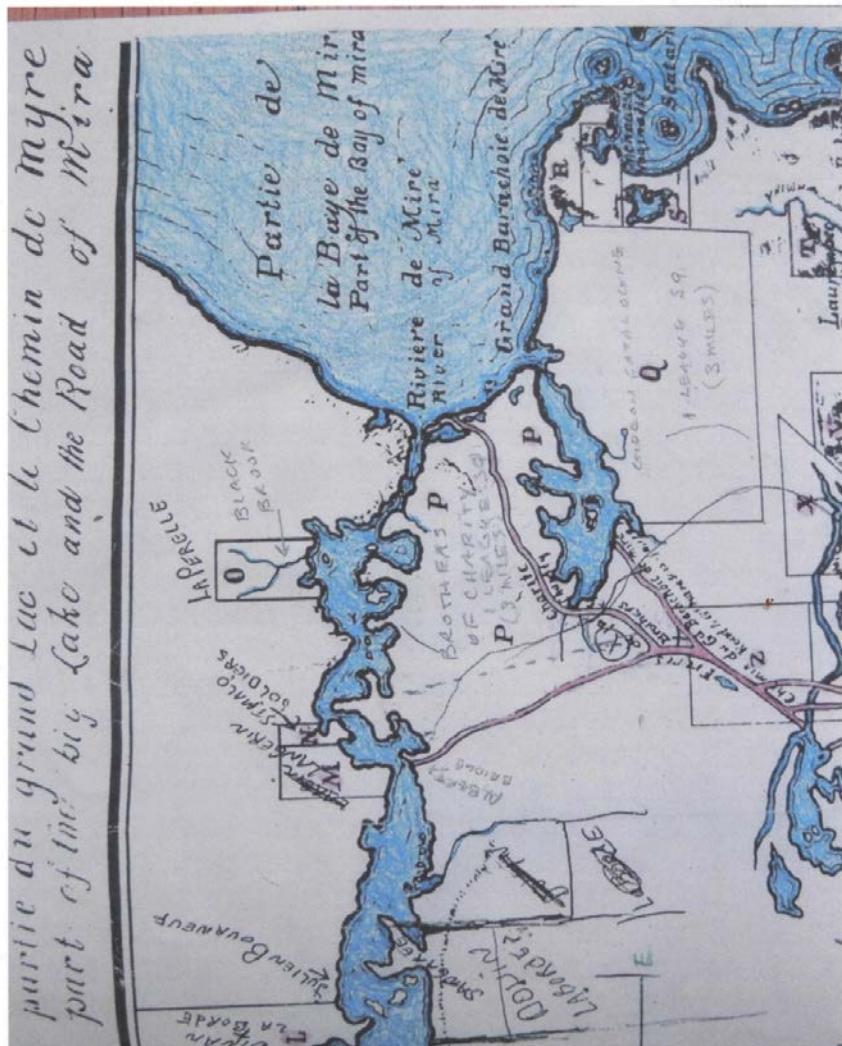
Google Maps Screenshot Of Catalone Lake



Imagery ©2025 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2025

200 m

Early Map of Mira Bay & Catalone

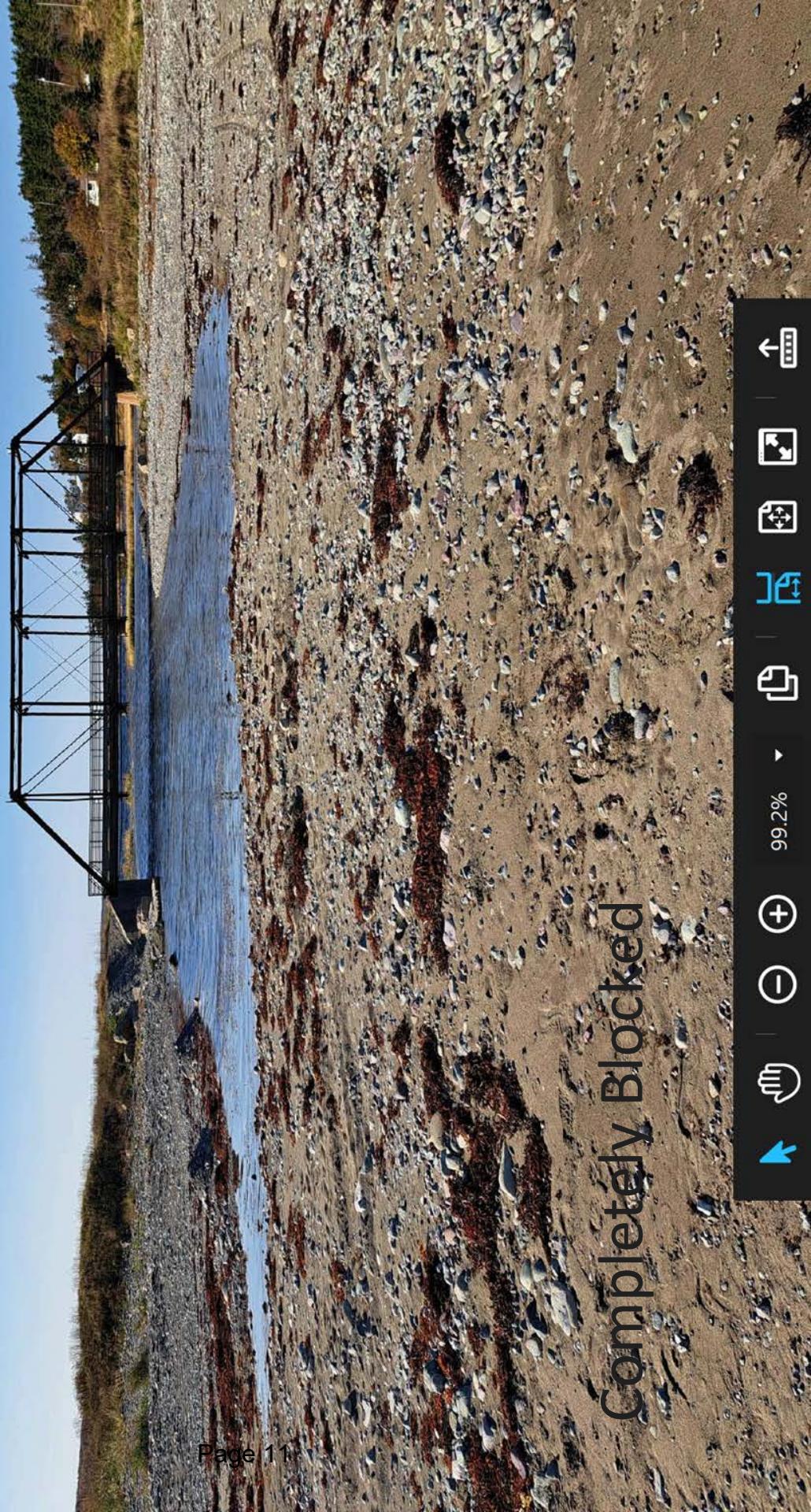




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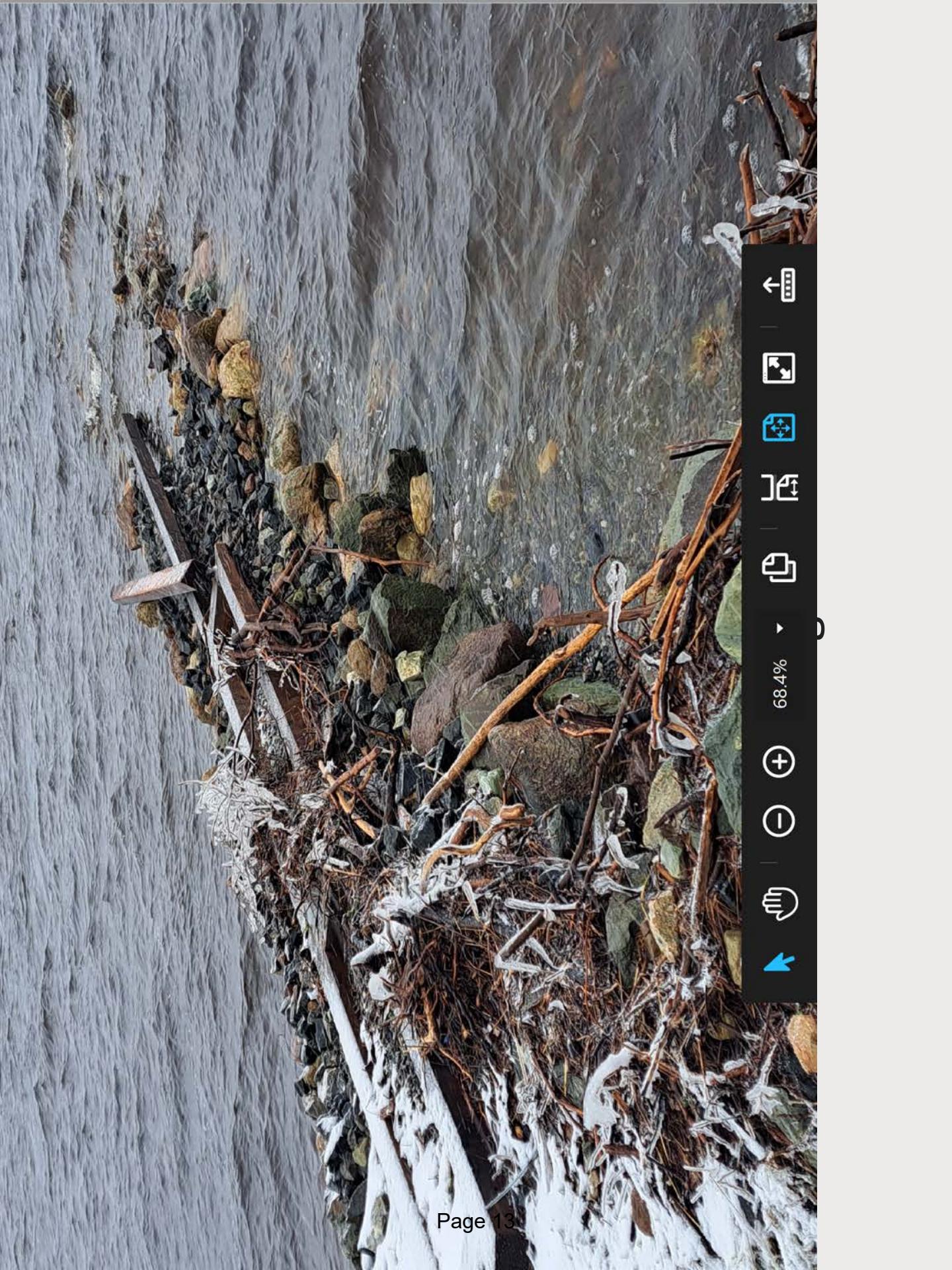


Completely Blocked



Pre Fiona Shoreline Erosion









CBRM

A Community of Communities

Cape Breton Regional Municipality

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To: COTW

February 3rd, 2026

Fire Services Review – Ongoing

Wildland Urban Interface (WUI) training volunteers - Completed

Radios – waiting on Bell for programming

Imperial Oil (ESSO) foam trailer arrived – currently at CBRM Mechanical Depot for deployment.

Two career firefighters and one Airport firefighter completed training in Texas

Provincial Fire review (FSANS) Phase 2

Mark Bettens, Director/Chief
Cape Breton Regional Fire and Emergency Services

MB/kld

Bruce MacDonald
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COMMITTEE OF THE WHOLE

Manager of Emergency Management

REPORT

To: **Mayor and members of CBRM Council**

Date: February 3rd, 2026

END OF DROUGHT RESPONSE TO RESIDENTIAL DRY WELLS

Nova Scotia's drought response to dry wells which began in August of 2025 officially ended on December 31st, 2025.

The program delivered through the NS Department of Emergency was administered by municipalities experiencing issues where the drought affected residential wells.

Approximately 200 civics in CBRM were registered for water support, with over 350 residents assisted.

Any future calls from residents will be referred to their well contractor for support, and to their MLA to investigate if they qualify for the Home Repair Program or any new programs the government of Nova Scotia may stand up to support residents with dry wells due to drought.

It is important to note, we do not expect a water support program next year, as the province has stated that drought is no longer considered an emergency but is now a predictable event for Nova Scotia.

COMMUNITY OUTREACH SESSIONS

Five community outreach sessions were completed since our last meeting on December 2nd.

These sessions focused on Emergency Preparedness for seniors and were presented in collaboration with the CBRM Seniors Navigator and the Cape Breton Regional Police Service.

CBRM EMO would be happy to plan similar sessions with community groups in your district to discuss personal emergency preparedness or other emergency management topics of interest.

INCIDENT COMMAND SYSTEM I 200 TRAINING

CBRM EMO is scheduled to deliver an ICS I-200 Basic Incident Command System course on Feb 21st and 22nd on the northside.

ICS I-200 is a two-day course that defines the unique qualities of ICS as an event or incident management system for use by emergency responders. This course focuses on the management of single resources. I-200 provides training for personnel who are likely to assume a supervisory position within the ICS.

The course will be hosted by the Georges River Volunteer Fire Department.

HAZARD SURVEY

A hazard survey was recently circulated internally to our CBRM emergency management organization, externally to EMO stakeholders, and on our social media for public input.

The survey is one part of the comprehensive Hazard Vulnerability Risk Assessment that includes a climate risk assessment to help inform a prioritized climate adaptation plan and an All-Hazards Plan for Cape Breton Regional Municipality.

This project is carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities under their Climate Ready Plans and Processes funding stream.

Over 100 submissions were received in response to the survey.

This concludes the Manager of Emergency Management's report.

Original signed by:

Bruce MacDonald
Manager of Emergency Management

Cape Breton Regional Fire and Emergency Service

Volunteer Coordinator, Deputy Fire Chief Craig MacNeil
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CBRM Fire and Emergency Service committee meeting February 3, 2026.

TRAINING

- The Training Division will start a new Certified Level one course, on Feb. 2, 2026. This will be hosted three nights a week, one in each division, Emera Center, Center 200 and the Miners Forum, there are 96 CBRM Firefighter signed up for this course.
- The Level one taking place in February is the course we presented to Council. This will be IFSAC - Pro-Board certified and successful candidates will be able to apply anywhere in North America for firefighter employment.
- Firefighters in this level one must be members of a CBRM volunteer Fire Department to enroll. This addresses recruitment and retention as well as morale.
- The job postings for Training Officers are posted and closed internally on Dec. 4, 2025. With no applicants.
- CBRM Fire Training officer positions posted externally and will close on Feb. 5, 2026.
- Training division is starting two MFR courses at the request of Volunteer fire Department with Three more in the future.

- Training division has provided Fire Extinguisher training to the Fortress of Louisburg, this is put on with total cost recovery, including salaries.

FLEET

- Three new pumper/tankers were tendered in Oct. 2024 and are due for delivery in July of 2026.
- One new Ladder truck has been tendered in May of 2025 with delivery in February / March of 2026.
- DC MacNeil and Mechanic Digou will be travelling February 2nd to OHIO for final inspection on the ladder truck due in March.
- Currently CBRM Fire has one major breakdown in the fleet Florence Fire is still waiting on replacement pump Parts. This Department has been given a spare until repairs are completed.

Volunteer Operations

- I have attended two FSANS meetings (Fire Service association of Nova Scotia) and Two Regional Chiefs Meetings.
- The Regional Chiefs have supported CBRM Fires Fleet request.
- Discussion took place about paging problems in Dominion and Bateston. These have been actioned as of this report.

Fire Prevention

- CBRM Fire Prevention Officers, have launched a smoke alarm program with help from our Communications department and most

Volunteer fire Departments. The program was completed just prior to Christmas with all but one department servicing the residents. These residents will have their smoke alarms installed by staff.

This concludes my report to the CBRM Fire and Emergency Service Committee.

Craig MacNeil
Deputy Fire Chief
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CBRM Fire and Emergency Service Committee Meeting February 3, 2026

Dear CBRM Mayor and Council:

Please find attached a copy of the latest active fleet list as well as a briefing note on insurance ratings.

On the right-hand column of the fleet list, you will see the replacement date of the apparatus listed. These are all at 25 years except for aerial ladders which are 20 years. These are the longest allowed times under Fire Underwriters Survey (FUS).

FUS is the only rating used in Canada to help insurance companies quote rates based on fire protection. FUS sets area ratings based on many different criteria in addition to the truck replacement. In theory, the better the rating, the better the insurance rate. However, insurance companies treat their quoting software as proprietary and do not share what rating equates to insurance rate.

In December, on site in CBRM, I met with Robert McGuinness, Technical Director, Fire Underwriters, to discuss improving ratings in CBRM as well as our fleet plan and Superior water shuttle exercise scheduled for Spring 2026. Robert is based in British Columbia and has offered to present to CBRM Council virtually.

I will be available to all Councillors to discuss this as well as at the budget deliberations should Council desire.

In the interim, I have included the FUS website for your review
<https://fireunderwriters.ca>

Respectfully Deputy Chief
Craig MacNeil

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
1	601	CBRM	HAZMAT	R27453	100038199	1HTSDADN71H364737	2001	INTER	SA495	Hazmat / Tac 2
2	604	CBRM	HAZMAT	R28799	100038200	16HPB16214PO36811	2004	HAUL	UTILITY TRAILER	Hazmat gear trailer
3	825	CBRM	LOUISBOURG	R28282	100038204	1HTSDADR11H382914	2001	INT	PUMPER	666 MAIN LINE ENGINE JUNE 2001; MOVED TO LSB FR GLB JULY 2014
4	851	CBRM	NEW WATERFORD	R29067	100038209	1GBHR34K9KF300839	1989	CHEV	HOSE TRUCK	HOSE TRUCK / no need for truck
5	860	CBRM	LOUISBOURG	R29068	100038212	1FDYK84A1JVA31143	1988	FORD	TANKER	TRUCK # 1
6	863	CBRM	LOUISBOURG	R28188	100038213	1FDKE30G1RHA42860	1994	FORD		Rescue Van
7	874	CBRM	DOMINION	R28302	100038215	44KFT428XYWZ19387	2000	HME	PUMPER	find a truck to cascade here
8	892	CBRM	DOMINION	R28187	100038216	44KFT42865WZ20659	2005	HME	PUMPER	P3 FROM SYDNEY TO NWD 2013; MOVED TO DOM NOV/17.
9	905	CBRM	GLACE BAY	R29065	100038219	4ENRAAA8X61001707	2006	E-ONE	PUMPER	P-5 Glace Bay
10	913	CBRM	SYDNEY	R29130	100038223	5NHUCMD258N065109	2008	CARGO MATE TRLR	TRAILER	REHAB/CLASSROOM 28'
11	917	CBRM	SYDNEY	R29135	100038225	1MDAVP32X7A353090	2007	SHORE	BOAT&TRAILER	2008/09/30 BOAT/TRAILER BOUGHT FRM ROSBOROUGH BOATS -GIVEN TO CBRMFS FR
12	918	CBRM	NORTH SYDNEY	R29136	100038226	44KFT42828WZ21263	2008	HME FERRARA	PUMPER	BOUGHT FROM FERRARA FIRE APP - HOLDEN LOUISIANA
13	923	CBRM	TRAINING	R29145	100038229	40LUB16287P137001	2007	PACEA	TRAILER	TRAINING TRAILER MARCH 2009
14	933	SYM	SYDNEY MINES		100038230	4S7CT2B989C071050	2009	SPARTAN	PUMPER	PURCHASED FORT GARRY NOV.30/09, under fleet insurance, owned by SYM
15	938	CBRM	GLACE BAY	R29147	100038232	4WCFC2027A1011175	2010	FRIES	TRAILER	FLOAT TRAILER USED IN PARADES
16	939	CBRM	TRAINING	R29148	100038233	2W9F54279AM0I6436	2010	WELDEX	TRAILER	LIVE FIRE TRAINER DELIVERY SEP.2010
17	940	CBRM	DOMINION	R29149	100035573	1FD0W4HT1BEA39816	2011	FORD	DRW SUPER DUTY	PURCHASED JUNE 2010
18	944	CBRM	SYDNEY MINES	R27452	100038235	3C63D3HL6CG223202	2012	DODGE	RAM 3500	27.05.2015 TRANSFERRED TO SYM. MECH VEH - PO-4500133933 SCOTIA CHR. T98.2011
19	945	CBRM	NORTH SYDNEY	R28324	100038236	4S7AX2E96CC075449	2012	SPARTAN	AERIAL	NEW QUINT -ROSENBAUER AERIAL PO-4500130338. MOVED TO NSY FROM SYD SPRING
20	946	CBRM	TRAINING	R28277	100038411	1GNUKAE00AR226179	2010	CHEV	TAHOE	TAKEN OVER JAN/17 TO PREVENTION. ORIGINALLY PURCHASED FOR PLATOON CHIEFS
21	947	CBRM	GLACE BAY	R28674	100038237	4S7CW2D90CC075718	2012	SPARTAN	AERIAL	NEW QUINT - PO-4500133528 ROCKY MTN PHOENIX LADDER

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
22	948	CBRM	GLACE BAY	R28792	100038238	4S7YT2B97CC075622	2012	SPRTN	PUMPER	PO-4500137894 - DEPENDABLE PUMPER ON SPARTAN CHASIS. TRANSFERRED TO GLACE BAY
23	949	CBRM	SYDNEY MINES	R28670	100038239	4S7ZT2B93DC076109	2013	DEPENDABLE	PUMPER	PO-4500140345 SPARTAN MOTORS
24	953	CBRM	NEW WATERFORD	R28956	100038242	1FT8W3D65FEA05917	2015	FORD	BRUSH TRUCK	BRUSH FIRE PO-4500146354 FR ROCKY MOUNTAIN PHOINIX
25	954	CBRM	Sydney Mines	R28796	100038243	1FT8W3D63FEA05918	2015	FORD	BRUSH TRUCK	transferred to SYD Mines April 2024 from GB ,BRUSH FIRE PO-4500146354 FR ROCKY MOUNTAIN
26	957	CBRM	SYDNEY	R28957	100038245	1C6RR7ST3FS589272	2015	DODGE	RAM 1500	PO-45001510667 -D/C G MACINTYRE'S VEHICLE REC'D JAN.21/15 - PC'S VEHICLE
27	961	CBRM	Sydney River	R29260	100038246	4S7ZT2D97EC078024	2014	DEPENDABLE	SPARTAN PUMPER	PO-4500154880 SYDNEY DELIVERED 08 JULY 2015, moved to Sydney river January 2023
28	962	CBRM	SYDNEY	R29261	100038163	2W935001272085812	2007	WEBER	WCT1272 TRAILER	DONATED TO FS BY EMO NS 2007 UTILITY TRAILER
29	963	CBRM	MIRA ROAD	R27843	100037638	3ALACYCY9FDGR7249	2015	ROSENBAUER	TANKER	PO-4500156421 PURCHASED FOR MIRA ROAD FROM ROCKY MTN. DELIVERED SEP.09/15
30	964	CBRM	NORTH SYDNEY	R29262	100038247	5WFBE1211EW043765	2014	HIGHC	XPRESS 6X12 TRAILER	
31	965	SYM	SYDNEY MINES		100038248	4S7CT2D92EC077563	2014	SPARTAN	METROSTAR PUMPER	HEAVY RESCUE UNIT - CAMIONS CARL THIBAULT, ARRIVED DEC/15 under fleet insurance, owned by
32	966	CBRM	EMO	R29263	100038249	4FGB43631GC140769	2016	FEAT	TRAILER	EMO COMMAND TRAILER, 45', 5TH WHEEL. EXPECTED DELIVERY 2016 MAY FROM TRI-STAR.
33	969	CBRM	GLACE BAY	R29264	100038251	3C7WRNFJ7GG287570	2016	DODGE	RAM 5500 RESCUE	PO-4500161288 LANTZ TRUCK BODY, PICKED UP JUNE 27/16.
34	971	CBRM	NEW WATERFORD	R29265	100038252	4S7ZT2D95GC080826	2016	SPARTAN	METROSTAR PUMPER	PO-4500161079 DEPENDABLE EMERGENCY VEHICLES. DELIVERED AUG. 07/16. MOVED TO
35	974	CBRM	GLACE BAY	R29266	100038070	3C63RRGJ2HG507955	2017	DODGE	BRUSH TRUCK	transferred to glace Bay April 2024 from sydney PO-4500161173 BOUGHT 2016 10 FROM DARTMOUTH
36	975	CBRM	FIRESUPP	R29269	100038255	3C63RRGL7HG507953	2016	DODGE	RAM 3500	PO-4500161086 BOUGHT 2016 10 FROM DARTMOUTH DODGE, MECHANICS TRUCK - JOHN
37	976	CBRM	SYDNEY	R29250	100038116	1C4RDJFG0HC651130	2017	DODGE	DURANGO	GIVEN TO GILBERT JAN/17 -C MARCH NEW , REPLACES # 968-TRAINING, LOST IN 2016 FLOOD
38	977	CBRM	HAZMAT	R29251	100038071	3C6URVHG8GE135077	2016	DODGE RAM	PROMASTER 3500 VAN	NEW HAZMAT VAN REPLACES 605 WRITTEN OFF IN OCT/16 FLOOD. REC'D 2016 11.
39	978	CBRM	TRAINING	T515481	100038256	5WFBE1212HW071983	2017	XPRESS	TRAILER	PO-4500163609 6/ X 12 DL CARGO TRAILER FOR TRAINING EQUIPMENT TRANSPORT. 2016 11 25 CB
40	979	CBRM	ADMIN	R29524	100038150	1C4RDJFGXHC666864	2017	DODGE	DURANGO	JOHN DILNY'S NEW VEHICLE REPLACED BY INSURANCE DUE TO FLOOD. DELIVERED JAN.
41	980	CBRM	ADMIN	R29074	100038257	3C6RR7KT2GG352491	2016	DODGE	RAM 1500	CHRIS MARCH NEW VEHICLE, FLOOD REPLACEMENT FEB./17 REPLACES 902
42	981	CBRM	PREVENTION	R29063	100038258	1C4PJLAB6GW170898	2016	JEEP	CHEROKEE	G O'BRIEN, FIRE PREVENTION OFFICER, NEW VEHICLE REPLACED BY INSURANCE DUE TO

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
43	982	CBRM	PREVENTION	R29062	100038259	1C4PJLABXGW157720	2016	JEEP	CHEROKEE	MARK JESSOME, FIRE PREVENTION OFFICER (2017 12 05) . DELIVERED JAN. 11/17. REPLACES
44	983	CBRM	GLACE BAY	R29071	100038260	5WFBE162XHW072821	2017	XPRESS	TRAILER 7/16	7X16' UTILITY/COMMAND TRAILER PURCHASED FROM CB TRAILER SALES PO-4500163610, \$ 8,842
45	984	CBRM	SYDNEY	R29069	100038261	54F3DF606FWM11276	2015	ROSENBAUER MAVERICK	AERIAL	ROCKY MOUNTAIN \$1,426,775.10 (INC TAX) PO-4500164539
46	985	CBRM	FireVol	R29143	100040412	1C4RDJFG6CC361385	2012	DODGE	DURANGO	transferred back to cbm May 2024, TAKEN OVER FROM GLR FD JAN/17
47	986	CBRM	Training	R29004	100038262	3C63RRGJ0HG605589	2017	DODGE	RAM 3500	Transferred over to Training, EMO COMMAND TRAILER TOW VEHICLE FLOOD REPLACEMENT. REPLACES
48	987	CBRM	GLACE BAY	R28281	100038263	3C63RRGJ5HG605586	2017	DODGE	ram 3500 brush truck	BRUSH FIRE , FLOOD REPLACEMENT, REPLACES # 922
49	988	CBRM	SYDNEY	R29137	100038264	3C63RRG79HG605588	2017	DODGE	ram 3500 brush truck	BRUSH FIRE , FLOOD REPLACEMENT GOING TO PIER- REPLACES # 919
50	989	CBRM	FIRESUPP	R28271	100038282	3C63RRHL5HG762650	2017	DODGE	ram 3500 brush truck	MECHANIC D BOUDREAUS NEW TRUCK, FLOOD REPLACEMENT. REPLACES 959. DELIVERED JUNE
51	990	CBRM	SYDNEY	R28793	100038450	3C6UR5HJ4HG668044	2017	DODGE	RAM 2500 rescue	PC Truck
52	991	CBRM	NORTH SYDNEY	R29259	100038398	4S7ZT2D91HC081859	2017	SPARTAN	METRO STAR pumper	FLOOD REPLACEMENT - REPLACES 956. PURCHASED FROM DEPENDABLE EMERG. HEAVY
53	992	CBRM	Grand Lake Rd	R29258	100038406	4S7ZT2D95GC081538	2017	SPARTAN	METRO STAR pumper	DELIVERED JUNE 22/17, moved to GLR NOV 2022
54	993	CBRM	NORTH SYDNEY	R29257	100038446	3C63R3GJ7HG646587	2017	DODGE	RAM 3500 brush truck	REPLACING VEHICLE SOLD TO MIRA ROAD
55	995	CBRM	GLACE BAY	R29256	100038515	1C4RDJFG8EC349144	2014	DODGE	Durango	GIVEN TO GLB OCT/17 BY POLICE (FORMER 1247)
56	996	CBRM	NORTH SYDNEY	R29255	100038643	3C7WRNEJ4HG721432	2017	DODGE	5500brush truck	ROCKY MOUNTAIN REFIT (DARTMOUTH DODGE) EXPECTED DELIVERY 2018 APR. BRUSH TRUCK
57	997	CBRM	HAZMAT	R29254	100038955	3C7WRNFJ9HG541376	2017	RAM	5500	P15-2018 DARTMOUTH DODGE 29 MARCH 2019
58	998	CBRM	DOMINION	R29253	100038992	1C4RDJFG3HC936940	2017	DODGE	DURANGO	PURCHASED JUNE 2019 CONNELL CHRYSLER - TO TRANSPORT PERSONNEL & RESCUE BOAT.
59	999	CBRM	ADMIN	R29536	100039185	1GKKNLLS2LZ133050	2020	GMC	ACADIA S2T	PURCHASED FROM MACINTYRE CHEF FOR CHIEF SETH RE T09-2020
60	6000	ALB	ALBERT BRIDGE		100038305	1GDP7C1C25F531169	2005	4	TANKER	TANKER
61	6001	CBRM	ALBERT BRIDGE	R27191	100038306	1GDP7C1C71J509854	2001	GMC	PUMPER	FORMER RES VEHICLE GIVEN TO CBRM IN EXCHANGE FOR 936. VEHICLE PLACED IN ALB.
62	6002	BAT	BATESTON		100038307	1HTMKAZRXEH782063	2013	INTL	PUMPER	
63	6003	BAT	BATESTON		100038308	1GDP7C1C84F511698	2004	GMC	TANKER	TANKER # 2

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
64	6004	BIG	BIG POND		100038309	1HTMKAZR26H186351	2005	INTL	PUMPER	FORMER 1061-BIG
65	6006	BIR	BIRCH GROVE		100038311	1GDP7C1C34F521278	2004	GMC	TANKER	PUMPER/TANKER, DIESEL
66	6007	CBRM	BIRCH GROVE	R26185	100038312	1FVABXCS74HN03413	2004	FRHT	MCV PUMPER	BIRCH GROVE BOUGHT FROM STEWIACKE FD MAY 2016. CBRM PAID BIRCH GROVE \$50,000 TO
67	6010	CBRM	FireVol	R28714	100038300	1HTWCADR23J048259	2003	PIERCE INT'L	TANKER	wildland 1800 gallon tanker
68	6012	CBRM	COXHEATH	R28713	100037053	44KFT4283YWZ19392	2000	FORT GARRY	PUMPER	FORMER # 879 SYM TRUCK, GONE TO COX JUNE 2013 (FORMER 1066-COX)
69	6013	COX	COXHEATH		100038316	1HTMKAZR97H480623	2007	INTERNATIONAL	TANKER	TANKER
70	6014	CBRM	DONKIN	R29002	100038301	1FV6JLCB8YHA72350	2000	FRHT	PUMPER	PUMPER FREIGHTLINER - FORMER 878 NSY MOVED TO DONKIN 2016 11
71	6015	CBRM	DONKIN	R29517	100038317	1GDP8JVC23F514273	2003	GMC	TANKER	TANKER, switched over to cbm insurance November 2023
72	6017	CBRM	EAST BAY	R27189	100038319	1HTMKAZR76H186362	2006	INTERNATIONAL	PUMPER	transferred over May 2024 for insurance, PUMPER
73	6018	CBRM	NEW WATERFORD	R29006	100037065	4P1CT02U2TA900215	1996	PIERCE	SABRE PUMPER	FORMER 829 GLB 667 MAIN LINE ENGINE (FORMER 1076-FLO) IN NEW WATERFORD
74	6020	CBRM	FireVol	R28955	100038289	1HTSDADR7XH648722	1999	SUPERIOR INTERNATIONAL	PUMPER	East Spare
75	6021	FRE	FRENCHVALE		100038321	1GDP8J1C43F514811	2003	GMC	TANKER	TANKER
76	6026	GLR	GRAND LAKE ROAD		100038291	4PICT02VXYA000251	2000	PIERCE	SABRE PUMPER	PUMPER
77	6027	CBRM	GABARUS	R28393	100038324	1FVACYC574HM55818	2004	FREIGHTLINER	M2 PUMPER	PUMPER, TRANSFERRED FROM GLR SEPT 22
78	6028	CBRM	HOWIE CENTRE	R29001	100038325	4P1CT02U1YA000154	1999	ENG # 5 PIERCE SABER	PUMPER	Under Fleet Insurance HOWIE CENTRE VEHICLE IN CBRM NAME (ENG # 5) ADDED 2013 JULY
79	6029	CBRM	HOWIE CENTRE	R28959	100038326	1HTMKAAR49H132355	2009	International	TANKER	Under Fleet Insurance HOWIE CENTRE VEHICLE IN CBRM NAME (# 4) ADDED 2013 JULY 10
80	6030	MAR	MARION BRIDGE		100038327	1GDP7H1BXYJ509930	2000	GMC	TANKER	TANKER
81	6032	MAR	MARION BRIDGE		100038329	1HTMKAAR1AH221529	2010	INTERNATIONAL	TANKER	TANKER
82	6034	MIR	MIRA ROAD		100038331	1HTSDADR1YH696895	2000	INTERNATIONAL	PUMPER	PUMPER
83	6036	NVC	NEW VICTORIA		100038333	1HTMKAZRX6H249213	2006	INTERNATIONAL	TANKER	TANKER
84	6037	NVC	NEW VICTORIA		100038334	1HTMKAZR9BH314482	2011	INTERNATIONAL	PUMPER	PUMPER

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
85	6038	CBRM	NORTHSIDE EAST BAY	R28958	100038335	1HTMKAZR57H350905	2007	INTERNATIONAL	TANKER	TANKER. FORMER MIR VEHICLE GIVEN TO CBRM IN EXCHANGE FOR 963. VEHICLE PLACED IN NEB.
86	6039	NEB	NORTHSIDE EAST BAY		100038336	1GDP7H1C7YJ502748	2000	GMC	8500 PUMPER	PUMPER
87	6040	CBRM	Training	R28276	100038337	1GDP7C1JXVJ514972	1997	GMC	TSR PUMPER	PUMPER. FORMER RES VEHICLE GIVEN TO CBRM IN EXCHANGE FOR 936. VEHICLE PLACED IN POR.
88	6041	POR	PORT MORIEN		100038338	1HSHBN6R3PH505971	1993	INTERNATIONAL	TANKER	TANKER
89	6042	CBRM	RESERVE MINES	R28671	100038290	ENRAAA81A10005671	2010	E-ONE	PUMPER	PUMPER. (FORMER 936-GLB) FIRE DAMAGED 2020 01
90	6043	RES	RESERVE MINES		100038339	1GDT7H4C2YJ513909	2000	GMC	C70 TANKER	TANKER
91	6044	SCO	SCOTCHTOWN		100038340	1HTWCAZR65J148084	2005	INTERNATIONAL	PUMPER	PUMPER #11
92	6045	SCO	SCOTCHTOWN		100038341	1HTMKAAR3AH192938	2010	INTERNATIONAL	TANKER	TANKER # 10
93	6046	SCO	SCOTCHTOWN		100038342	1HTSLAAM0YH220438	2000	INTERNATIONAL	RESCUE	RESCUE Owned by Scotchtown
94	6047	SBR	SOUTH BAR		100038343	1GC4K0CG9EF120050	2014	CHEV	BRUSH TRUCK	Owned by South Bar Fire
95	6048	CBRM	SOUTH BAR	R28712	100038296	1HTSDADR1YH235650	2000	E-ONE INTR'L	PUMPER	BRINDLEE MOUNTAIN FIRE APPARATUS (US \$) PAID US WIRE 2016 08 09, DELIVERED 2017 01 17
96	6049	CBRM	SOUTH BAR	R28336	100038344	1HTMKAZR77H394971	2007	INTERNATIONAL	TANKER	OWNED BY SOUTH BAR, UNDER FLEET INSURANCE
97	6050	SSB	SOUTHSIDE BOULARDERIE		100038345	1HTLDTVR7JH569508	1988	INTERNATIONAL	TANKER	SSB kept the truck when new tanker was given to them, not responsible for repairs
98	6051	SSB	SOUTHSIDE BOULARDERIE		100038346	1HTMKAZR2AH188867	2010	INTERNATIONAL	PUMPER	
99	6052	CBRM	SYDNEY	R29008	100038347	44KFT4283YWZ19313	2000	HME	PUMPER	Central Spare
100	6053	CHR	CHRISTMAS ISLAND		100038348	1FDAW57R88EE60361	2008	FORD	F550 RESCUE	SYDR sold truck to CHR ,SYDNEY RIVER VEHICLE ADDED TO OUR INSURANCE JULY 18/13 (FORMER
101	6054	CBRM	SYDNEY RIVER	R28798	100038349	4S7CT2B97BC074236	2011	SPARTAN	TANKER	SYDNEY RIVER TANKER ADDED TO OUR INSURANCE JULY 18/13 (FORMER 1071-SYR) # 3
102	6055	CBRM	CHRISTMAS ISLAND	R28797	100038350	1FVABNCS53HK90606	2003	FREIGHTLINER	FL80 TANKER	placed in Christmas island April 2024 taken over by CBRM April 2024, TOWER ROAD VEHICLE
103	6057	CBRM	PORT MORIEN	R28789	100038352	1FV6JLCB4YHB58268	2000	E-ONE FREIGHTLNR	RESCUE PUMPER	placed in Port Morien May 2024 from Tower rd
104	6058	CBRM	FireVol	R29131	100038288	1HTSDAAR9SH627612	1995	INTERNATIONAL	PUMPER	Sent to East Bay from Gabarus March 2024 ,TANKER MOVED FROM WES TO GAB NOV2020
105	6059	WES	WESTMOUNT		100038353	1HTSDADR5YH696897	2000	INTERNATIONAL	PUMPER	PUMPER

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
106	6060	BIG	BIG POND		100038310	1FTNW21P53ED07943	2003	FORD	F-250	given to Big Pond
107	6061	CBRM	CHRISTMAS ISLAND	R28284	100038495	1FV6JLCB3YHA64964	2000	FREIGHTLINER	E-ONE PUMPER	ORDERED FROM BRINDELL JULY 2017
108	6062	CBRM	GEORGE'S RIVER	R27848	100038576	1HTSDADR91H257806	2001	INTN'L 4000	PIERCE PUMPER	ORDERED FROM BRINDELL JULY 2017 - DELIVERED DEC.25/17 \$85,000
109	6063	HC	HOWIE CENTRE		100038702	3C7WRLEJ0JG185878	2018	DODGE RAM 4500	RESCUE / BRUSH	PURCHASED FROM ROCKY MTN MAY 2018
110	6066	GLR	GRAND LAKE ROAD		100037302	1C6RR7ST6FS560610	2015	DODGE	QUAD CAB	Unnit number 958, given to GLR Feb 2024
111	6067	CBRM	Sydney	R29538	100038952	3C63RRGL8HG609990	2017	RAM 3500		Ownership transferred to CBRM April 2024, PURCHASED APRIL 2019 DARTMOUTH DODGE
112	6068	CBRM	BIG POND	R27463	100038988	3HAEJTAR6KL800482	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER \$408,639.85
113	6069	CBRM	BOISDALE	R27462	100038989	3HAEJTAR4KL800481	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER \$408,639.85
114	6070	CBRM	SOUTHSIDE BOULARDERIE	R27199	100038990	3HAEJTAR8KL800483	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER \$408,639.85
115	6071	BIG	BIG POND		100039227	1C6RR7XT6GS146818	2016	DODGE	RAM 1500	2020 MARCH POLICE DONATED THIS VEHICLE TO BIG POND FD
116	6072	CBRM	SYDNEY RIVER	R27194	100039225	4S7ATZC9X6C053988	2006	SPARTAN	Gladiator	Under Fleet Insurance. SYDNEY RIVER PURCHASED VEH FROM MEADOWMERE PARK FIRE DIST.
117	6073	CBRM	TRAINING	R26196	100039241	53NBE1216J1059995	2018	RED DIAMOND TRAILER	MOD# 6X12 SA 3500	BOUGHT FROM SKETCHLINE JUNE 2020 \$ 5500.
118	6075	CBRM	NEW WATERFORD	R29132	100039250	1FT8W3D60LED55890	2020	FORD	F350 4X4	BRUSH TRUCK - ROCKY MOUNTAIN SEP/2020
119	6076	CBRM	FLORENCE	R29552	100039251	3HAEUTAR7LL865494	2020	INT'N METALFAB	TANKER	DELIVERED OCT.1/20 PO-4500177252 OCTOBER 2020
120	6077	CBRM	MARION BRIDGE	R29078	100039252	3HAEUTAR9LL879252	2020	INT'N METALFAB	PUMPER	DELIVERED OCT.1/20 PO-4500177251 OCTOBER 2020
121	6078	CBRM	WESTMOUNT	R29007	100039253	3HAEUTAR9LL860619	2020	INT'N METALFAB	TANKER	DELIVERED OCT.1/20 PO-4500177252 OCTOBER 2020
122	6079	CBRM	TRAINING	R29009	100039453	3GUKNEC1HG132882	2017	CHEV	SILVERADO 22021	FORMER POLICE #1296; GIVEN TO FIRE JUNE 2021
123	6080	CBRM	GEORGE'S RIVER	R26042	100039546	3HAMSАЗRXFL688261	2015	International		2015 INTERNATIONAL PURCHASED IN US FOR GRVFD
124	6081	CBRM	BOISDALE	R26195	100039562	3HAWCAZR9FL680240	2015	International	ENGINE	2015 INTERNATIONAL DS 999 TANK/PUMPER BOISDALE
125	6082	CBRM	TRAINING	R28790	100039261	53NBE2827M1084186	2021	Diamond	8.5 x 28 TA	RED ENCLOSED 28 FOOT TRAILER
126	6083	CBRM	Glace Bay	R29493	100038225	2NBBT2016M1111679	2021	Excalibur	BT3100-19680	Rescue boat and trailer

CBRFS
2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
127	6084	CBRM	Sydney	R29252	100039870	4S9CU2D92NC560653	2022	Spartan	Metrostar	Sydney Engine 1, In service Sept 1,2022

Public Fire Protection Classification

What is PFPC™?

The **Public Fire Protection Classification (PFPC)** is expressed on a 1 to 10 scale. Commercial Lines property underwriters and risk managers will more easily recognize these classifications as "town grades". Class 1 represents the "ideal" or highest level of public fire protection while Class 10 reflects the absence of any effective public fire protection. Many insurers will subsequently group these "town grades" into Protected, Semi Protected and Unprotected categories, to be used when calculating underwriting capacity. The Grades indicate how well communities are equipped to combat major fires that may be expected to occur in commercial, industrial, institutional and multi-family residential properties and are developed from a comprehensive review of all facets of the fire defense system as it relates to the level of risk present within the community.

Fire Underwriters Survey collects information on public fire protection efforts in communities all across Canada. In each of those communities, FUS analyzes the relevant data using our Classification Standard for Public Fire Protection (CSPFP). The applicable PFPC from 1 to 10 is then assigned to the community.

By classifying communities' ability to suppress fires, Fire Underwriters Survey helps the communities evaluate their public fire protection services. The program provides an objective, national standard that helps fire departments in planning and budgeting for facilities, equipment, and training. With the objective of securing lower fire insurance premiums for communities with better public fire protection, the PFPC program provides incentives and rewards for communities that choose to improve their fire protection levels and thereby the community PFPC classification.

How the PFPC grading system works

How the PFPC grading system works

The PFPC program provides important, up-to-date information about public fire protection services throughout the country. Fire Underwriters Survey's Public Fire Protection Specialists collect information about the quality of public fire protection in all incorporated and unincorporated communities with public fire protection across Canada. In each of those communities, FUS analyzes the relevant data and assigns a Public Fire Protection Classification - a number from 1 to 10. Class 1 represents exemplary fire protection, and Class 10 indicates that the area's fire-suppression program does not meet the minimum criteria of the Classification Standard for Public Fire Protection.

Canadian insurers of "commercial" property use Fire Underwriters Survey's Public Fire Protection Classifications (aka. town grades) in calculating premiums for risks other than "detached dwellings".

A community's PFPC is calculated utilizing calculations of relative classification and benchmarks in the following major areas:

Fire Risk

Adequate response to a fire emergency is generally measured by the speed with which a responding firefighting crew(s) can arrive at the fire emergency with sufficient resources, to have a reasonable degree of opportunity to control or extinguish a fire. Simply put, the response provided by a firefighting crew should equal the potential severity of the fire or fire emergency.

The potential severity of a fire event is generally associated with the fuel load present and exposures to the fire. Factors such as building construction materials; quality of construction; building renovation history; building size, height and age; occupancy and hazards associated with the occupancy, will all contribute to the potential severity of a fire. In addition, other buildings sufficiently exposed to a burning building can contribute to the magnitude of a fire and the resources necessary to be in place to control or extinguish a given fire. Alternatively, building controls and automatic fire protection systems (both active and passive) that limit fire spread will reduce the potential severity of a fire. For building controls to be considered effective, their design, installation and maintenance must also be reviewed as any weak link may result in the system being ineffectual.

Much of the research into fire protection requirements for individual buildings and communities and the corresponding number of Pumper companies and response times has been conducted by FUS and the National Fire Protection Association (NFPA). FUS evaluates adequacy of response by comparing the potential severity of fires that may occur with a rating of the ability of fire crews and their resources responding within a specified time period relative to the fire and life safety risk potential that may be needed.

The base point, within the Classification Standard for Public Fire Protection, for measuring fire risk and the resultant available and adequate response is the determination of Required Fire Flows (RFF).

Required Fire Flows (RFF) may be described as a measurement of the amount and rate of water application, and fire company response, required in firefighting to confine and control the fires possible in a building or group of buildings which comprise essentially the same fire area by virtue of immediate exposures. RFFs are calculated and determined for buildings using the methodology described in the FUS 1999 Guideline ["Water Supply for Public Fire Protection"](#) ([./assets/img/FUS-WaterSupplyforPublicFireProtection2006.pdf](#)).

Fire Department (40% of overall PFPC Grade)

The Fire Department review contributes to approximately 40% of the overall PFPC Grade. Areas of Fire Department review include:

- Type and number of apparatus
- The condition and age of fire apparatus and fire suppression equipment
- Pumping capacity
- The type of staffing (i.e. career Firefighters vs. paid-on-call)
- The distribution of companies relative to fire risk
- Response to alarm protocols
- Management of emergency services
- The quality of training programs for the fire fighter including specialized training
- Pre-incident planning

Water Supply (30% of overall PFPC Grade)

The Water Supply review contributes to approximately 30% of the overall PFPC Grade.

An adequate and reliable water supply is an essential part of the firefighting facilities of a community or municipality. A water supply is considered to be adequate if it can deliver the Basic Fire Flow for the appropriate duration while simultaneously providing domestic water supply at the max day demand; if this delivery is possible under certain emergency or unusual conditions, the water supply is also considered to be reliable.

In most municipalities, due to structural conditions in some areas, the possibility exists that a combination of unfavourable factors, such as the delayed receipt of an alarm of fire, high winds, or an explosion, will result in a fire becoming large enough to tax the ability of the fire service to confine the fire using the normally available water supply.

If, at the same time, the water supply is lacking or is considerably curtailed due to the failure of essential equipment (reliability); any fire, even if relatively small upon the arrival of the fire department, could rapidly expand and extend to adjoining buildings, becoming a conflagration.

In order to provide reliability, duplication of some or all parts of a water supply system is important, the need for duplication being dependent upon the extent to which the various parts may reasonably be expected to be out of service as a result of maintenance and repair work, emergencies, or some

unusual condition. The introduction of storage, either as part of the supply works or on the distribution system, may partially or completely offset the need for duplicating various parts of the system; the value of the storage depends upon its amount, location and availability.

Gravity Systems and Pumping Systems

Gravity systems delivering supply from the source directly to the community or municipality without the use of pumps is advantageous from a fire protection standpoint because of its reliability, but the reliability of a pumping system can be developed to such a high degree through redundancies and back-up power supplies that no distinction is made between the two types.

Storage

In general, storage reduces the requirements of those parts of the system through which supply has already passed. Since storage usually fluctuates, the total normal daily minimum maintained or 80 percent of capacity is the amount that is considered as available.

Pump Capacities

As part of the grading analysis of pumps for Fire Insurance Grading the capacities of pumps are de-rated by 25 percent to factor in age and reliability.

Fire Prevention and Fire Safety Control (20% of overall PFPC Grade)

The Fire Safety Control review contributes to approximately 20% of the overall PFPC Grade.

A substantial degree of safety to life and protection of property from fire should be provided by provincial and municipal control of hazards. Control can be best accomplished by the adoption and enforcement of appropriate codes and standards for manufacture, storage, and use of hazardous materials and for building construction, as well as through training, advisory and education programs for the public.

This grading item reviews the general fire prevention, inspection and investigation activities of the fire department. The official in charge of fire prevention activities, in cooperation with the chief of the fire department, should establish an inspection procedure for correction of: obstructions to exits which interfere with emergency egress or with fire department operations; inadequate or defective

automatic or other fire alarm/fire extinguishing equipment; or conditions in buildings or other structures which create a severe life hazard potential. Provisions should be made for the investigation of fires.

The fire prevention program should include visiting and inspection of dwellings on an occupant voluntary basis and the continuous education of the public. The fire department should maintain a highly visible profile in enforcement, education, training, and advisory services.

While each community will have their own risks and reduction programs, prevention will be more and more viewed as a frontline service and not a support service.

Emergency Communications (10% of overall PFPC Grade)

The Emergency Communications review contributes to approximately 10% of the overall PFPC Grade.

Equipment for the receipt and transmission of alarms should be housed securely and be protected against fire or damage from other sources, including flooding, vandalism, and earthquakes. Emergency communication centres should be of non-combustible construction with one to three hour protection from exposures depending on complexity of the installation. Most importantly, there should be protection from ignition sources and rapid initial fire spread through control of such sources as flammable furnishings and building finish materials.

Benefits of the Grading System

Benefits of the Grading System

The PFPC program recognizes the efforts of communities to provide fire protection services for citizens and property owners. A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Commercial Lines insurers use PFPC information to help establish fair premiums for fire insurance – generally offering lower premiums in communities with better protection. By offering economic benefits for communities that invest in standardized and recognized fire protection and risk reduction programs, the PFPC program provides an important incentive for developing, improving and maintaining public fire protection.

The program also provides measurable benchmarks for fire departments and other public officials to consider as they plan for, budget, and justify improvements.

The most significant benefit of the PFPC program is its effect on fire related property losses. Statistical data on Commercial Lines property losses bears out the relationship between provision of recognized levels of fire protection — as measured by the PFPC program — and reduced fire losses. By assisting communities in planning and organizing fire protection efforts, Fire Underwriters Survey programs reduce property damage resulting from fires and improves life safety in a community.

How the PFPC affects individual insurance policies

How the PFPC affects individual insurance policies

Fire Underwriters Survey's PFPC information plays an important role in the decisions insurers make affecting the availability and price of property insurance. Approximately 85% of all Canadian insurance companies — including the largest ones — use PFPC information in one or more of the following ways:

- to identify opportunities for writing new business
- to achieve a financially manageable concentration of property risks
- to review loss experience in various rating territories
- to price policies, offer coverages, and establish deductibles for individual properties

Each insurance company establishes its own rates/premiums that are charged to policy holders. The methodology each company uses to calculate premiums for property insurance may differ and depends on the individual company's fire-loss experience, underwriting guidelines, and marketing strategy.

Fire Underwriters Survey does not determine how each insurance company incorporates PFPC information into its pricing structure, so it is difficult to generalize how an improvement or deterioration in PFPC will affect individual policies.

General guidelines to the benefits of improved PFPC ratings for property owners of Commercial Lines insured properties:

- PFPC may affect availability, capacity and pricing for a variety of Commercial Lines insurance coverages
- Assuming all other factors are equal, the price of Commercial Lines property insurance in a community with a good PFPC is lower than in a community with a poor PFPC

It is important to stress that insurance rates/premiums are determined by each insurance company's underwriting plans. Note that insurers also take into consideration a number of factors including but not limited, to the following (in no particular order):

- ✓ Location of the risk with respect to distance from recognized water supplies (hydrants, etc.), and distance from the responding fire station
- ✓ Claims history – ex. fire, wind, hail, crime and water damage claims (as relates to policyholder and/or geographic area)
- ✓ Independent Broker's insurance markets and their loss experience for that business demographic
- ✓ Types of coverage such as basic fire; comprehensive "all risks"; etc.
- ✓ Type of construction; exposures; etc.
- ✓ Types of occupancies; contents; etc.
- ✓ Applicable policy deductible and/or policy sub-limits
- ✓ Age of risk building and code compliance with respect to building, fire and electrical codes
- ✓ Alarm systems
- ✓ Specialized content coverage ex. fine arts, scheduled articles, jewellery, etc.
- ✓ Loss Control inspection findings
- ✓ Exposures to natural hazards such as earthquake, wind, snow and flood
- ✓ Prevailing property insurance market conditions

Evaluation Process & Your Community's Grades

Evaluation Process & Your Community's Grades

What Are Your Fire Insurance Grades?

Fire insurance grades have been determined for the vast majority of built-up communities in Canada. Chief Administrative Officers and/or Fire Chiefs should contact [Fire Underwriters Survey](#) ([./contact.html](#)) to determine when the last Survey was conducted and the community's currently published Fire Insurance Grades. In order to initiate a Grading review, or ensure that the fire insurance grades assigned to your community fully credit all apparatus and fire protection systems that are in place, please complete and submit the "Community Update Form (CU4)" and "Fire Station Form (FS4)" located on our [Outreach Program](#) ([./grading/outreach-program.html](#)) page.

Survey Costs

The costs associated with collecting data, calculating and publishing the fire insurance grading index are largely funded by the subscribing property and casualty insurers. However the funding provided by the subscribing insurers includes only the fire insurance grading and does not include deliverables such as reports, analyses, optimization options, etc. Funding provided by subscribing insurers is limited and communities are prioritized based on the length of time since they were last evaluated and the extent to which changes have occurred. Communities that wish to receive additional information and consulting deliverables may request these items separately by the relevant [FUS Regional Office](#) ([..../contact.html](#)).

FUS Community Outreach Program

Every five years, Fire Underwriters Survey requests that all communities complete a Community Outreach Questionnaire and provide an updated map of the fire protection service area in addition to updated hydrant map layer. The questionnaire is used to determine if there have been significant changes in fire-risk and/or fire-protection capabilities since the last comprehensive survey. On the map, changes in fire-district boundaries, locations of fire stations, and other relevant items should be clearly indicated. FUS reviews the information your community provides to determine whether a comprehensive survey would result in a change to the community's PFPC. If so, the appropriate officials will be contacted to request further data or schedule a more comprehensive site survey.

At any time, changes to hydrant locations, fire protection area boundaries, or fire hall locations can be submitted directly to our [GIS department](#) ([..../contact.html](#)).

Miscellaneous Information Sources

Fire Underwriters Survey monitors various news sources for announcements about issues related to fire protection. FUS also receives fire risk and fire protection information from insurance companies, agents, and local citizens. When changes occur that might affect a community's PFPC or DPG, the appropriate officials in the community are contacted for confirmation of published statements. If appropriate, a comprehensive survey is scheduled.

When FUS initiates a survey, the appropriate officials are contacted and an acceptable time frame is set up to conduct the potential survey field work. FUS representatives greatly appreciate the cooperation of public officials and recognize the time constraints of public officials. Fire Underwriters Survey representatives make every effort to conduct surveys as efficiently as possible.

Implications of the PFPC grades

If the Fire Underwriters Survey (FUS) calculates a Public Fire Protection Classification (PFPC) that is a down grade, FUS will notify the community. However, at that stage, FUS will not publish the information to the insurance industry to use for premium calculations. FUS will identify for the community the features that affect the classification. If the community then wishes to maintain its current classification, it will be given a reasonable time frame (up to a maximum of twelve months) to implement and report on an agreeable action plan. During that time, the previous classification will remain as published, however the notation "provisional" may be added to the Fire Insurance Grading Index for the community record with comments explaining the reason for provisional status grade.

FUS also recognizes that communities may not wish to make changes. If the community decides not to improve the classification, or does not notify FUS of any desire to improve, FUS will publish the updated PFPC.

Superior Tanker Shuttle Service

Alternative Water Supplies for Public Fire Protection

Alternative water supplies include water supplies other than those that are defined as pressurized, municipal-type water supply systems. Generally speaking fire fighting operations are dependent on water and/or other extinguishing agents to succeed. In developed areas, water supplies are provided through a network of distribution pipes, storage and pumping facilities.

In areas without municipal-type water supplies, fire fighting presents a significantly greater challenge. Historically various methods have been utilized to deliver water from some source location to the fireground. The bucket line is an example of one of the historical methods of delivering water to a fire. Generally speaking these types of water supply delivery methods were not effective with respect to reducing property damage.

Since the advent of automotive fire apparatus and road infrastructure, the capacity to move water from a source location to the fire ground has improved dramatically. The fundamental steps in a shuttle operation are as follows:

- set up pumper apparatus at fire event and deliver water from temporary storage facility (ex. portable tank) through fire pump to fire;
- draft water (from a location where water supplies are known to be reliable and accessible) into a mobile water supply apparatus
- move water from source location to fire event using mobile water supply apparatus
- dump water into temporary storage facility (ex. portable tank) at fire event location
- repeat shuttle cycle.

Levels of Service

Unrecognized Shuttle Service

If the level of shuttle service provided by a community does not meet the minimum benchmarks set out in NFPA 1142, then the level of service will not be recognized for fire insurance grading purposes.

Standard Tanker Shuttle Service

To be recognized, for Standard Tanker Shuttle Service, the fire department must have adequate equipment, training and continuous access to approved alternative water supplies to deliver standard tanker shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting. A formal plan for use of alternative water supplies must be in place and available for review detailing the alternative water supply sources and characteristics. To be credited, fire department access to alternative water supplies must be 24 hours per day and 365 days per year. Refill capacity from alternative water supplies using drafting techniques requires a pump that has a minimum capacity of 450 LPM (100 Igpm) at 275-415 kPa (40-60 psi).

Accredited Superior Tanker Shuttle Service

Accredited Superior Tanker Shuttle Service is a recognized equivalency to hydrant protection. To be accredited, fire departments must commit to maintaining a high standard of organization, and practice delivering the service regularly. The fire department must be able to show through testing and documentation that it can continuously provide water supplies in excess of the minimum required for hydrated municipal-type water supplies.

To be recognized for Accredited Superior Tanker Shuttle Service, the system of delivery of water supplies must be well-designed and well-documented. The system of delivery must meet all of the requirements specified for Standard Tanker Shuttle Service and must exceed the requirements in several key areas:

- The fire department must be able to prove through testing that the specified requirements of Superior Tanker Shuttle Service can be met.
- For personal lines insurance, the fire department must be able to deliver a flow rate of not less than 950 LPM (200 IGPM) within 5 minutes of arriving at the test site with the first major piece of apparatus (wheel stop).
- For commercial lines insurance, the fire department must be able to deliver a flow rate of not less than 1900 LPM (400 IGPM) within 5 minutes of arriving at the test site with the first major piece of apparatus (wheel stop).
- The fire department must be able to deliver the flow rate which will be accredited within 10 minutes of arriving at the test site with the first major piece of apparatus (wheel stop).
- The volume of water available for fire fighting must be adequate to sustain the accredited flow rate for a duration in accordance with the Fire Underwriters Survey Water Supplies for Public Fire Protection

Further Notes

- To be recognized for fire insurance grading purposes, the protected property must be located within:
 - Commercial Lines (PFPC) - 5 km of a fire station AND 2.5 km of an approved water supply point

- Personal Lines (DPG) - 8 km of a fire station AND 5 km of an approved water supply point
- To be recognized for fire insurance grading purposes, the water-delivery system must be available AND accessible 24 hours per day and 365 days per year;
- To be recognized for fire insurance grading purposes, the water capacity of alternative water supply sources must be documented for a 50-year drought cycle and documentation must be available for review. Alternative evidence of reliability of supply will be considered on a case by case basis.
- Fire Underwriters Survey treats dry hydrants with suction points in the same way as it treats standard (pressurized) fire hydrants. Any property within 300 metres of a dry hydrant may be eligible for a Dwelling Protection Grade better than 3B, provided the building is within eight kilometres by road of a responding fire station, the fire department is recognized as meeting the criteria for a Dwelling Protection Grade of 3A or better and the fire department has adequate apparatus to effectively utilize the dry hydrant through suction. Testing of the fire department's capacity to utilize the dry hydrant and documentation of the dry hydrant design and maintenance may also be required.
- Fire Underwriters Survey may extend credit beyond 300 metres of a fire hydrant when the responding fire company uses large-diameter hose, if the fire department can demonstrate a standard procedure for deployment of hose and also establish a relay operation as needed.

Historical Note: Fire Underwriters Survey has completed Superior Tanker Shuttle Service Testing since 1989 when the first such test was completed in Ontario. Past systems for testing were somewhat less formal. See article: 1988 First Accreditation in Canada

Noted changes to Accredited Superior Tanker Shuttle Service

1. Defined coverage areas
2. Formalized requirements for Approved Water Supply Points
3. Publication of accredited flow rates to the Canadian Fire Insurance Grading Index
4. 5 year limit on accreditation period
5. Formalized requirements for documentation
6. Formalized integration of NFPA 1142

For communities that are currently accredited to deliver Superior Tanker Shuttle Service Service, a phase in period of 2 years will be used to allow communities time to prepare for the re-accreditation process.

Note: the full Superior Tanker Shuttle Service Accreditation document can be downloaded here:
[Superior Tanker Shuttle Service Accreditation Protocol \(./assets/img/FUS-AlternativeWaterSupplyAccreditationProtocol2012.pdf\)](#)

Why become Accredited to deliver Superior Tanker Shuttle Service?

Property owners in communities with accredited Superior Tanker Shuttle Service are eligible for improved property insurance rates similar to those in communities with municipal-type water supply systems.

Fire Underwriters Survey does not set property insurance rates, however the organization is responsible for publishing the Canadian Fire Insurance Grading Index which is used by insurers across Canada to base insurance rates upon.

Fire Underwriters Survey is recognized by the Insurance Bureau of Canada as being the only organization authorised to publish fire insurance grades in Canada.

Outside Agencies Testing Tanker Shuttle Service?

Communities that have been tested by agencies other than Fire Underwriters Survey may still be eligible to receive Fire Underwriters Survey accreditation. Documentation of test procedures followed and test results must be submitted to the offices of Fire Underwriters Survey in accordance with the Superior Tanker Shuttle Service Protocol document. Applicants that successfully meet the specified criteria will be accredited and receive certification through the Fire Underwriters Survey' Registry of Accredited Superior Tanker Shuttle Service Services. The Registry is promulgated to the Fire Insurance Grading Index to ensure that the community's fire insurance grades reflect the accreditation.

Dwelling Protection Grade

What is the DPG™?

One of the fire insurance classifications we establish and convey to FUS member companies is the Dwelling Protection Grade. The D.P.G. is a numerical system scaled from 1 to 5. One (1) is the highest grading possible and 5 indicates little or no recognized public fire protection. This grading reflects the ability of a community to handle fires in small buildings (e.g. single family dwellings).

How the Dwelling Protection Grading™ Works

The Dwelling Protection Grade™ program provides important, up-to-date information about municipal fire-protection services throughout the country. The DPG program provides a simple and accurate method of determining whether a fire department meets the necessary benchmarks to effectively fight fires in small buildings such as one and two family dwellings (detached dwellings with not more than two dwelling units).

Fire Underwriters Survey's Certified Fire Protection Specialists collect information about the quality of public fire protection in all built-up communities across Canada. In each of those communities, FUS analyzes the relevant data and assigns a Dwelling Protection Grade - a number from 1 to 5. Class 1 represents exemplary fire protection, and Class 5 indicates that the area's fire-suppression program does not meet the minimum criteria to be recognized for fire insurance grading purposes.

Canadian insurers of one and two family dwellings (Detached Dwellings) use Fire Underwriters Survey's Dwelling Protection Grades in calculating appropriate insurance rates/premiums. In general, the price of insurance in a community with a good DPG is substantially lower than in a community with a poor DPG, assuming all other factors are equal.

[Dwelling Protection Grades - Minimum Requirements per Fire Station](#)

Dwelling Protection Grades - Minimum

Requirements per Fire Station

Dwelling Protection Grade (DPG)	Water Works System	Fire Department		Public Fire Protection Classification (PFPC) ² Minimum Requirements
		Apparatus	Firefighters	
1	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 5 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: <ul style="list-style-type: none">◦ On-duty: 3 career fire fighters, plus◦ Off-duty: fire chief or other officer	Water Supply and Fire Department must grade PFPC Relative Class 5 or better
2	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: <ul style="list-style-type: none">◦ On-duty: 1 career fire fighter, plus◦ Off-duty: fire chief or other officer◦ On-call: 15 auxiliary fire fighters	Water Supply and Fire Department must grade PFPC Relative Class 6 or better
3A	Water supply system designed in accordance with, and meeting the minimum requirements of, Fire Underwriters Survey "Water Supply for Public Fire Protection"	Response from within 8 km by road of a triple combination pumper	15 auxiliary fire fighters	No Public Fire Protection Classification required

	Not required - however fire department must have adequate equipment, training and access to approved water supplies to deliver standard shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper <u>plus</u> a mobile water supply with a combined water carrying capacity of not less than 6820 L (1500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
3B	Not required - however fire department must have adequate equipment, training and access to approved water supplies to deliver shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper <u>plus</u> a mobile water supply with a combined water carrying capacity of not less than 6820 L (1500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
4 ³	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	No Public Fire Protection Classification required

¹ Refer to additional notes and requirements for interpretation

² The P.F.P.C. is a sophisticated municipal fire protection grading system utilized for Commercial Lines insurance. PFPC fire insurance grades are scaled from 1 to 10. One (1) represents a high level of fire protection and 10 indicates little or no recognized fire protection. This system evaluates the ability of a community's fire defences to prevent and control major fires that may occur in commercial, industrial and institutional buildings and/or districts.

³ Dwelling Protection Grade 4 is reserved for communities that contract for fire protection services from fire service agencies with a Dwelling Protection Grade of 3B.

Requirements for Dwelling Protection Grade 4 are the same as for Dwelling Protection Grade 3B, however in some cases, an allowance may be considered for Dwelling Protection Grade 4 where all of the criteria for Dwelling Protection Grade 3B have been met with one exception. If more than one criteria has not been met (ex. less than 15 auxiliary fire fighters and a single pumper apparatus) Dwelling Protection Grade 5 is applied.

Where Dwelling Protection Grade 4 is applied, a signed letter of intent from the community is to be sent to Fire Underwriters Survey indicating that improvements will be made, within an agreed timeframe, to meet the criteria of Dwelling Protection Grade 3B.

It is important to note that the absolute minimum number of auxiliary fire fighters considered within the fire insurance grading is 10 and that maximum age of apparatus that can be considered is 30.

Terms of Reference

Terms of Reference

Standard Pumper A triple combination pumper that is equipped with a major pump, water tank and hose compartment. Fire apparatus should be designed and constructed in accordance with ULC S515, "Standard for Automobile Fire Fighting Apparatus" or NFPA 1901, "Standard for Automotive Fire Apparatus". See notes. Used or rebuilt fire apparatus must be subjected to ULC or Underwriters service tests to be recognized for fire insurance grading purposes.

Standard Tanker Shuttle Service A system that is used to move water from a reliable water source to a fire event. To be recognized for fire insurance grading purposes, the capacity to deliver this service must meet the minimum criteria specified in NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

Accredited Superior Tanker Shuttle Service Service An accredited system that is used to move water from a reliable water source to a fire event. To be accredited for fire insurance grading purposes, the capacity to deliver this service must:

1. meet the minimum criteria specified in NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting; and
2. be tested in accordance with Fire Underwriters Survey Superior Tanker Shuttle Service Procedure;
3. be capable of providing a minimum flow rate of
 - 910 LPM (200 IGPM) for 2 hours, or
 - 1820 LPM (400 IGPM) for 1 hour
5. be accredited and listed as such in the Superior Shuttle Accreditation registry maintained by a registrar appointed by Fire Underwriters Survey.

Fire Fighter, auxiliary A person who is not employed full time, for monetary compensation, for fire fighting, but is trained and equipped as a fire fighter and available to respond to fire calls through a defined arrangement (ex. on-call). Minimum requirements:

1. Training/Fitness: Fire Fighter I per NFPA 1001 (as relates to providing structural fire protection) or equivalent AND trains a minimum of 48 hrs per year (documented),
2. Equipment: Personal Protective Clothing as defined in NFPA

1001.

3. Availability * : lives and works in community and is available to respond to fires

Fire Fighter, career

A person who is employed full time, for monetary compensation, whose primary duty is fire fighting. Minimum requirements:

1. Training/Fitness: Fire Fighter II per NFPA 1001 or equivalent AND trains a minimum of 2 hours per shift (4 hours on 24 hour shifts)
2. Equipment: Personal Protective Clothing as defined in NFPA 1001.
3. Availability:
 - during shifts is in fire station ready to respond
 - off-shift may have arrangement to respond on-call *

Personal Protective Clothing

Personal Protective Clothing (PPC). The full complement of garments fire fighters are normally required to wear while on emergency scene, including turnout coat, protective trousers, fire-fighting boots, fire-fighting gloves, a protective hood, and a helmet with eye protection.

Minimum water supply

Absolute minimum recognized municipal-type water supply system requirements:

1. Storage Volume: 110,000 L (24,000 IG)
2. Delivery: Pipe distribution network with listed fire hydrants
3. Flow Capacity: Maximum Daily Consumption + minimum
 - 910 LPM (200 IGPM) for 2 hours, or
 - 1820 LPM (400 IGPM) for 1 hour
5. Residual Pressure: 20 psi residual pressure during flow

Detached Dwelling

refers to One- and Two-Family Detached Dwellings (buildings containing not more than two dwelling units) in which each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms.

Typical Detached Dwelling

refers to One- and Two-Family Detached Dwellings:

- with no structural exposures (buildings with an area exceeding 9.3 sq.m) within 30 m;
- with no unusual fire risks (such as wood shake roofs); AND
- with an effective area (all storeys excluding basements) not exceeding 334 sq.m (3600 sq.ft).

Fire Hall	An "emergency response facility" where fire department apparatus and equipment are housed, protected against harm, and made readily accessible for use in emergencies. The fire hall is normally the location where fire fighters respond from. Other primary purposes include training and administration of the fire department.
Emergency Response Facility (ERF)	A structure or a portion of a structure that houses emergency response agency equipment or personnel for response to alarms. Examples of ERFs include a fire station, a police station, an ambulance station, a rescue station, a ranger station, and similar facilities.

** To be fully credited, on-call fire fighters (auxiliary or career) should be located within a reasonable travel distance to the fire station.*

Dwelling Protection Grade Criteria

Dwelling Protection Grade Criteria

Notes regarding the Dwelling Protection Grade System:

1. The Dwelling Protection Grade System provides an approximate measure of the fire defense capabilities of a community with respect to providing structural fire response to typical detached dwellings (as defined in Terms of Reference).
2. Recognized response distances are limited to 8km by road of continuously accessible (and appropriately maintained) public roads. Response from within 5km by road is preferred due to reduction in response times. Private roads may be recognized where evidence of maintenance reliability is evaluated and accepted by Fire Underwriters Survey.

3. Response times are expected to be delayed to varying degrees in cases where auxiliary fire fighters are responding due to the increased turn-out time as compared to on-duty fire fighters that respond directly from the Emergency Response Facility (fire station).
4. Fire departments desiring fire insurance grading recognition should be organized on a sound financial basis such as a tax levy. Areas organized on a society or subscription basis will not be recognized because of the difficulty in identifying residents within the protected area who are current members of the society and the lack of guaranteed funds to adequately finance a fire department year round.

Minimum criteria for Dwelling Protection Grade 1

Minimum criteria for Dwelling Protection Grade 1

Public Water Supply

Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 5 or better. In general terms, to achieve a relative classification of 5, the water supply system should be designed to be capable of providing required fire flows simultaneously with Maximum Daily Consumption at a minimum residual pressure of 138 kPa (20 psi) and should be designed with redundancies throughout key components to ensure the capacity to deliver required fire flows is not adversely affected during foreseeable single point failure scenarios.

Fire Department

Apparatus

For each fire hall with a Dwelling Protection Grade 1, fire apparatus must include a minimum of one triple combination pumper rated at not less than 3000 LPM (625 Igpm at 150 psi) and designed in accordance with:

- Underwriters' Laboratories of Canada (ULC) S515 Automobile Fire Fighting Apparatus, or
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus

Credit for fire apparatus will be based on evidence of reliability indicators including the listing of apparatus by ULC, design specifications, fire pump service test records, age, maintenance history, etc. Apparatus is evaluated from the perspective of the capacity to provide structural fire protection.

To be credited, apparatus must be stored in a suitably constructed and arranged fire hall.

Fire Force

For each fire hall with a Dwelling Protection Grade 1, the credited available responding fire force will include at a minimum:

- 3 career fire fighters on duty 24 hrs/day, 365 days/year
- 1 Fire Chief (required to respond but not required to be on-duty)

Emergency Communications

An adequate and reliable means of receiving alarms of fire and dispatching fire fighters is necessary (ex. public fire number, pagers etc.).

Fire Protection Service Area

The boundary of the protected area must be clearly established and registered with the Provincial Government.

Minimum criteria for Dwelling Protection Grade 2

Minimum criteria for Dwelling Protection Grade 2

Public Water Supply

Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better. In general terms, to achieve a relative classification of 6, the water supply system should be designed to be capable of providing required fire flows simultaneously with Maximum Daily Consumption at a minimum residual pressure of 138 kPa (20 psi) and should be designed with redundancies throughout the majority of key components to ensure the capacity to deliver required fire flows is not adversely affected during the majority of foreseeable single point failure scenarios.

Fire Department

Apparatus

For each fire hall with a Dwelling Protection Grade 2, fire apparatus must include a minimum of one triple combination pumper rated at not less than 3000 LPM (625 Igpm at 150 psi) and designed in accordance with:

- Underwriters' Laboratories of Canada (ULC) S515 Automobile Fire Fighting Apparatus, or
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus

Credit for fire apparatus will be based on evidence of reliability indicators including the listing of apparatus by ULC, design specifications, fire pump service test records, age, maintenance history, etc. Apparatus is evaluated from the perspective of the capacity to provide structural fire protection.

To be credited, apparatus must be stored in a suitably constructed and arranged fire hall.

Fire Force

For each fire hall with a Dwelling Protection Grade 2, the credited available responding fire force will include at a minimum:

- 1 career fire fighter on duty 24 hrs/day, 365 days/year
- 1 Fire Chief (required to respond but not required to be on-duty)
- 15 auxiliary fire fighters scheduled to respond

Emergency Communications

An adequate and reliable means of receiving alarms of fire and dispatching fire fighters is necessary (ex. public fire number, pagers etc.).

Fire Protection Service Area

The boundary of the protected area must be clearly established and registered with the Provincial Government.

[Minimum criteria for Dwelling Protection Grade 3A](#)

Minimum criteria for Dwelling Protection Grade

3A

Public Water Supply

Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" must meet all minimum standards specified in the document. In general terms, to meet all minimum standards, the water supply system should be designed to be capable of providing required fire flows simultaneously with Maximum Daily Consumption at a minimum residual pressure of 138 kPa (20 psi), and have not less than 110,000 Litres (24,000 l.gal) in available storage.

Fire Department

Apparatus

For each fire hall with a Dwelling Protection Grade 3A, fire apparatus must include a minimum of one triple combination pumper rated at not less than 3000 LPM (625 Igpm at 150 psi) and designed in accordance with:

- Underwriters' Laboratories of Canada (ULC) S515 Automobile Fire Fighting Apparatus, or
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus

Credit for fire apparatus will be based on evidence of reliability indicators including the listing of apparatus by ULC, design specifications, fire pump service test records, age, maintenance history, etc. Apparatus is evaluated from the perspective of the capacity to provide structural fire protection.

To be credited, apparatus must be stored in a suitably constructed and arranged fire hall.

Fire Force

For each fire hall with a Dwelling Protection Grade 3A, the credited available responding fire force will include at a minimum:

- 1 Fire Chief (required to respond but not required to be on-duty)
- 15 auxiliary fire fighters scheduled to respond

Emergency Communications

An adequate and reliable means of receiving alarms of fire and dispatching fire fighters is necessary (ex. public fire number, pagers etc.).

Fire Protection Service Area

The boundary of the protected area must be clearly established and registered with the Provincial Government.

Minimum criteria for Dwelling Protection Grade 3B

Minimum criteria for Dwelling Protection Grade 3B

Alternative Water Supply

A Public municipal-type water supply is not required for DPG 3B, however fire department must have adequate equipment, training and access to approved alternative water supplies to deliver standard shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting. A formal plan for use of alternative water supplies must be in place and available for review detailing the alternative water supply points and characteristics. To be credited, fire department access to alternative water supplies must be 24 hours per day and 365 days per year. Refill capacity from alternative water supplies using drafting techniques requires a pump that has a minimum capacity of 450 LPM (100 Igpm) at 275-415 kPa (40-60 psi).

Fire Department

Apparatus

For each fire hall with a Dwelling Protection Grade 3B, fire apparatus must include:

- a minimum of one triple combination pumper rated at not less than 3000 LPM (625 Igpm at 150 psi), AND
- a minimum of one mobile water supply apparatus with:
 - a minimum rated water carrying capacity of 4000 L (880 l.gal), AND

For full credit apparatus must be designed in accordance with:

- Underwriters' Laboratories of Canada (ULC) S515 Automobile Fire Fighting Apparatus, or
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus

In addition, the combined water carrying capacity of the 2 units (noted above) must be at least 6800 Litres (1500 l.gal) total and the fire department must have a transfer system capable of supplying the pumper with water as needed. This may be accomplished by pump or dump valve to a portable tank of at least 4550 Litres (1000 l.gal) capacity.

Credit for fire apparatus will be based on evidence of reliability indicators including the listing of apparatus by ULC, design specifications, fire pump service test records, age, maintenance history, etc. Apparatus is evaluated from the perspective of the capacity to provide structural fire protection.

To be credited, apparatus must be stored in a suitably constructed and arranged fire hall.

Fire Force

For each fire hall with a Dwelling Protection Grade 3B, the credited available responding fire force will include at a minimum:

- 1 Fire Chief (required to respond but not required to be on-duty)
- 15 auxiliary fire fighters scheduled to respond in addition to the number of personnel required to conduct mobile water supply shuttle operations

Emergency Communications

An adequate and reliable means of receiving alarms of fire and dispatching fire fighters is necessary (ex. public fire number, pagers etc.).

Fire Protection Service Area

The boundary of the protected area must be clearly established and registered with the Provincial Government.

Minimum criteria for a Dwelling Protection Grade 4

Minimum criteria for a Dwelling Protection Grade 4

Dwelling Protection Grade 4 is reserved for communities that contract for fire protection services from fire service agencies with a Dwelling Protection Grade of 3B.

Requirements for Dwelling Protection Grade 4 are the same as for Dwelling Protection Grade 3B, however in some cases, an allowance may be considered for Dwelling Protection Grade 4 where all of the criteria for Dwelling Protection Grade 3B have been met with one exception.



CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICE

January 29, 2026

Average Medical First Response Cost:

Average Mileage 4 Kilometers Round Trip

Career Staff present 24/7 for suppression purposes, no added labor cost for MFR emergencies. MFR emergencies are routinely "*Unable to Respond*" resulting from required emergency fire responses.

Average MFR Response Cost:

Engine Operating/Fuel p/k \$ 1.79 p/k x 4 Kms.= **\$7.16 (A)**

Total Average Cost:

The above is an average all in cost for a Medical First Response (MFR). All consumables (MFR Supplies) are provided by EHS.

In 2025 Station #1 and Station #2 responded to a combined total of 1,162 **(B)** MFR emergencies. (Station #1 – 960 + Station #2 202 = (B))

Total Average Cost 2025 MFR Emergencies: \$ 8,320 (C) (A X B = C)

Industry Reference:

Running a single axle (6 wheel) Diesel Turbo 300 plus horsepower Straight Truck with an automatic transmission / air brakes with a wheelbase of 276 inches, there are several variables that will change outcomes from time to time and season to season - wind / rain / snow and temperatures in the summer / winter. To run an average distance of 5 kms one way with a return of 5 kms for a total of a 10 km run it's estimated that operating cost to be in the range of \$9.00 (+ or -).

Fuel based on today's pump rate for the total of 10 kms would be \$8.85 (+or-), This rate is based only on a return run with no idle time factored.

Estimated operation cost based on estimates including fuel would fall into a rate of \$17.85 per every 10 km run., or \$1.79 per kilometer.

Chris March BBA, ECFO, C.Mgr., AIFireE
Deputy Chief, Operations
Cape Breton Regional Fire & Emergency Service
Cape Breton Regional Municipality



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CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICE

To: Cape Breton Regional Fire & Emergency Service Committee

Date: January 29 2026

Deputy Chief Operations Report

- Career Operations will be complementing additional Hazmat Safety Training sponsored and the Canadian Government and facilitated by the International Association of Firefighters, IAFF. This training concentrates on common and best practices when responding to hazardous emergencies.
- Career Operations will be providing an Instructor Level Course, a pre-requisite to Fire Officer I Certification, in the coming weeks.
- Career Operations will be offering a Hazmat Technician's Level Course in the coming months.
- Beginning in August 2024 the Career Ops Tactical Support Unit, out of Station #2, has responded to several mutual aid calls, exchanging and/or filling a total of 410 air cylinders (& Air Packs) in support of various CBRFES volunteer fire departments.
- Career Ops has hired ten (10) firefighters to bring our compliment to full staff. All ten firefighters have completed their on boarding new recruit workbooks and are one (1) month away from successful completion of their six (6) month probation period.
- .
- Carrer Operations are currently in the process of implementing and placing into service newly acquired Communications equipment, replacing the borrowed Provincially provided equipment. This new communications equipment will

Chris March BBA, ECFO, C.Mgr., AIFireE
Deputy Chief, Operations
Cape Breton Regional Fire & Emergency Service
Cape Breton Regional Municipality



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greatly enhance the safety and operational abilities of our department and it's members.

On behalf of the *Cape Breton Regional Fire & Emergency Service*, we would like to officially, once again, congratulate Cape Breton Regional Fire & Emergency Service career firefighter, **Ryan O'Shea**, on his receipt of the ***Nova Scotia Medal of Bravery***. Ryan attended The Halifax Legislature, Province House on Thursday, January 15th and was presented with his medal by Nova Scotia Premier, *The Honorable Tim Houston*.

This concludes the C.B. Regional Fire & Emergency Service, Deputy Chief, Operations Report to the C.B. Regional Fire & Emergency Service Committee.

DC C. March

Original signed by:

Chris March BBA, C.Mgr., ECFO, AIFireE
Deputy Fire Chief, Operations
Cape Breton Regional Fire & Emergency Service
Cape Breton Regional Municipality



Cape Breton Regional Fire Chiefs' Association



To: Committee of the Whole, CBRM Mayor and Councillors

From: Rod Beresford, Cape Breton Regional Fire Chiefs' Association

Re: Medical First Responder Services

Date: January 6 2026

Dear Mayor Clarke and CBRM Council,

At the December 2025 COTW meeting, the matter of CBRM Fire offering Medical First Responder (MFR) services was brought forward by Councillor Gordon MacDonald – this same issue has been raised multiple times. At the CBRFCA meeting on December 11 2025 this issue was an agenda item that was discussed at length among the fire stations (composite and volunteer) within CBRM. There are several points that you need to be aware of so that this matter does not continue to consume valuable time and create confusion among yourselves, fire stations, and the communities we serve.

With respect to MFR Services, the following is important to understand:

- The individual station decides whether or not they will provide MFR Services
- The level of MFR Service they offer is a decision the station makes (there are multiple levels)
- Individual members of a station decide if they want MFR training (no one is forced to do the training)
- Individual members decide if they will / are able to attend an MFR call (based on the nature of the call)
- Following MFR calls there are multiple communications with EHS to ensure the call went as planned/expected
- Any consumables (gloves, oxygen, etc.) are replaced by EHS at no cost to the fire station or CBRM Fire Service

Stations that provide MFR services are equipped with AEDs, medical equipment, and training. The equipment is worth well over \$3000 and while it is there because the station provides MFR services, that equipment and training could provide critical life saving measures at emergency calls in the event that a firefighter has a medical event. This equipment, in summary, improves the safety of CBRM firefighters on high risk scenes that can be physically and mentally demanding such as fires, high angle rescue, ice rescue, and vehicle extrication, to name a few.

CBRM firefighters are proud to offer this service and communities are grateful they do. The ongoing discussion in council chambers on this matter has some firefighters and community members questioning the motives of CBRM Council and deteriorates the morale of those members who provide this service. Also, Mr. Jay Walker (Manager for MFR Services) has made it very clear that no fire station across Nova Scotia is paid to provide MFR Services.

It is very apparent, and you are encouraged to reach out to those station chiefs where MFR services are provided, that this effort is making a difference in our community rather than having premature public discussion and debate on this matter without having necessary facts. All councillors need to understand the impact they may have on the perception of this service in communities and within fire stations and so we would ask that questions and concerns be brought to fire administration and/or the Chiefs' Association for clarity and details. Lives have been saved and will be saved because CBRM fire stations are providing MFR Services. Every station at the meeting that provides MFR services agreed that the costs associated with providing this service is not in any way a financial burden to the station. Furthermore, every station at the meeting that provides MFR services agreed that doing so has a positive impact on their community, their membership, the community perception of the station, and it creates a positive impression of the CBRM Fire Service as a whole.



Cape Breton Regional Fire Chiefs' Association



Below you will find a number of correspondence pieces from CBRM Fire Stations and their experience with the MFR program.

John Chant – Glace Bay Volunteer Fire Department

On October 19, 2016, the Glace Bay Volunteer Fire Department applied to become an MFR (Medical First Response) station.

This decision was made in response to the ever-growing needs of our community and its citizens. The driving force behind my recommendation as Chief came from an incident during the summer of 2016—an incident that has stayed with me more than anything I have witnessed in my fire service career.

During a training evening, roughly twenty of us were gathered in the front parking lot of our station on Reserve Street. As we practiced, we saw an ambulance pass by and pull into the Sobeys just a few hundred meters away. What we did not know at the time was that a woman in her thirties was suffering a cardiac event inside the store, and the closest available ambulance was coming from New Waterford—20 minutes away.

The next day, I learned that she had died in a grocery store aisle while we were outside, only seconds away, training on how to save lives. The helplessness of that moment—the *what ifs*—weighed on me deeply. I knew that with the proper training and equipment, we may have been able to help her, or at the very least provide immediate assistance until paramedics arrived from three communities over.

Until that moment, our department had never considered working closely with EHS, nor did we believe there was a need. But that night changed our perspective. We realized that someday it may not be a stranger in a grocery store—it could be a family member, a friend, or one of our own in need of immediate help.

When I brought the idea of becoming an MFR station to our membership, it passed unanimously without hesitation.

From there, I contacted EHS, and together we selected a level of response appropriate for our department—one that would not overburden our firefighters, who were already handling a significant number of fire-related calls. Participation was entirely voluntary; only those who wanted to complete the training and respond to medical calls were asked to do so. No member was ever required to respond to a call they felt uncomfortable with. EHS was requesting our assistance—not mandating it.

It has now been a decade since we began providing Medical First Response in Glace Bay. In that time, we have answered more than 500 life-threatening calls. Our department responds to cardiac arrests, lift assists, and motor-vehicle collisions—often becoming the last and only hope for a victim before it is too late.

I have personally experienced the impact of this decision. One day in Sobeys—the same store where that young woman lost her life—a man approached me with tears in his eyes and thanked me. Only then did I discover that just months earlier, our firefighters had performed chest compressions on him, pulling him back from the edge of death.

On another occasion, a gentleman bought our firefighters a round of drinks at a local establishment as a thank-you for responding quickly and saving his life.

The success stories are not many; there are far more times when, despite our efforts, we cannot change the outcome. For every life we save, there are many we cannot. But that one life—the one we manage to bring back—makes every call, every training night, and every difficult moment worth it.

I firmly believe the fire service makes a meaningful difference by providing medical response. That difference earned me a grateful handshake in the Sobeys produce aisle, and as long as even a small chance exists to help someone in need, the Glace Bay Volunteer Fire Department will continue to offer Medical First Response.

If you have any questions or concerns, I am always available to speak.

Chief John Chant
Glace Bay Fire Department
Station 23



Cape Breton Regional Fire Chiefs' Association



Leonard Doncaster – Marion Bridge Volunteer Fire Department

As discussed at our Regional Fire Chief's meeting on December 11th, Marion Bridge-Station 15 has been delivering the Medical First Responder program since it's inception in Nova Scotia. We have a large coverage area and there can be long wait times for ambulances to reach the outer areas we cover. Our members volunteer to take training as Medical First Responders and be part of our effort. Over the years we have been involved in hundreds of calls of all types. Our members are proud of the contribution we make to our residents and the role we play in helping EHS provide the service they deliver. Almost 100 percent of the time, we arrive at a home, accident scene or workplace prior to an ambulance and provide care and at times, life saving measures if needed. We get really positive feedback from families we assist and this service has enhanced the reputation of our department and the Cape Breton Regional Fire and Emergency Services in ours and many communities. Given that we have a rescue truck that we use for this service, we operate it for literally no incremental cost to CBRM or our residents. Feel free to pass my contact information along to any Council members who might like to discuss the program.

Sincerely,

Leonard Doncaster

Fire Chief

Station 15 Marion Bridge

John Lynk – Dominion Volunteer Fire Department

Just our opinion from our department members we as Chiefs represent. We absolutely love helping out E.H.S. in any way we can and our community as well. We are planning on getting more members certified, it's a great service when E.H. S. is tied up on another call. Thanks John Lynk

Ken Sherwood – Gabarus Volunteer Fire Department

Out here at station 16 as of now we never did much mfr responses over the last three years we had to use our AED on two people waiting for up to 45 minutes plus for an ambulance to arrive is very scary. At our last monthly meeting we talked about taking mfr to help our aging population



Cape Breton Regional Fire Chiefs' Association



To: Mayor Clarke and CBRM Councillors

From: Rod Beresford Chairperson, CBRFCA

Date: January 28 2026

Re: Report to CBRM COTW re Fire and Emergency Services

Dear Mayor Clarke and Councillors,

Below is a short summary of events/issues from the Cape Breton Regional Fire Chiefs' Association.

Training

The Association is excited to see that a Training Manager has been hired (Platoon Chief Wrathall) and that additional training staff will be hired in the near future. PC Wrathall will be presenting the plans for training to the Association at our January meeting at the Port Morien Fire Station.

Fire Service Review

With the provincial review complete and the CBRM Review underway, the Association is looking forward to seeing what overlaps between the two reports. The Association is also hoping and expecting that Council will adopt changes as they are recommended. Members of fire departments within the CBRM have participated in multiple reviews over the last 15 years with very little being adopted. It is time to act on recommendations to improve the fire service for the citizens of CBRM.

Attendance at CBRFCA Meetings

We are pleased to report that attendance at our meetings has increased significantly over the past several years and we feel this is due to tangible progress taking place within the fire service. We would also like to remind you that it is the responsibility of station chiefs in your respective districts to attend or have their station represented in some way (i.e. send someone to the meeting to speak on behalf of the station). Several councillors have attended our meetings and as noted in earlier correspondence, all are welcome to attend.

Fire Service Awards Ceremony

At the last COTW, it was brought up with a motion passed to organize some kind of event around firefighter awards. First, the Association would like to make sure and remind everyone that this event should be for all firefighters, not just volunteer, in the CBRM. Second, this appears to be a continuation/repeat of a previous initiative that fell by the way side. We hope that this materializes to honour those who have contributed so much to the fire service.



Cape Breton Regional Fire Chiefs' Association



Paging Challenges

As noted in correspondence submitted regarding the paging system and Bateson and Dominion Fire Stations, this matter has gone unaddressed for some time and needs your immediate attention. This not only affects those two stations, but it is also an issue for stations with which they have mutual/automatic aid arrangements.

Medical First Responder Issue

You will have received correspondence on this ongoing matter. MFR calls are not an issue for stations that decide if they want to provide MFR services, the level of service, and all other details around this matter. The ongoing discussion at council is creating concern for residents and members of the fire service. We hope that our detailed letter to you will provide clarity on this matter so that it does not continue to be a topic of discussion at CBRM council meetings.

Sincerely,

Rod Beresford, Chairperson

**Excerpt: DRAFT Committee of the Whole Minutes –
December 2, 2025**

Volunteer Coordinator, Training, Prevention, and Fleet

Motion

Moved by Councillor Parsons, seconded by Councillor Sheppard-Campbell, that Committee of the Whole recommend to Council to direct the CAO to direct CBRM Fire Services to organize an internal committee made up of those Volunteer Chiefs and Councillors who would like to participate in the organizing of a service merit awards ceremony with the celebration to be held in the spring of 2026.

Discussion:

- Expressed support for organizing an internal committee

Motion Carried

Excerpt: Fire and Emergency Committee Minutes
March 8, 2023

Service Awards 2023

Motion

Moved by Councillor Parsons, seconded by Councillor Gordon MacDonald, that a committee of staff and volunteers be established for the purpose of planning and organizing a service recognition celebration for those career and volunteer firefighters who meet a service award and merit level. The celebration would be held at a large venue like Centre 200 for a dinner/dance awards celebration.

Motion Carried



Cape Breton Regional Fire Chiefs' Association



January 28, 2026

Dear Mayor Clarke and Councillors,

I am writing to you to request your immediate attention and action related to a communications matter that is negatively impacting the fire and emergency services delivery of several stations within the CBRM. Furthermore, this is an ongoing matter that fails to be addressed.

At the January 22nd CBRFCA meeting Chief Kelly Bates (Station 18 - Bateston) and Chief John Lynk (Station 24 - Dominion) brought forward issues they are having with the current paging system – messages not reaching their members in an effective manner. In short, Chief Bates explained that pages are not received or are full of static and cannot be understood, and due to the lack of cell service in the area, they are unable to rely on FireQ for a backup alarm call system. This also affects Station 14 (Albert Bridge). In Dominion, the presence of the newly installed water towers in Glace Bay create a similar problem and also impacts some members of Station 23 (Glace Bay). In addition to the four stations mentioned previously, this situation also impacts those stations with which they have automatic and/or mutual aid agreements.

This matter has been brought up multiple times at CBRFCA meetings and Chief Bettens and Deputy Chief MacNeil have assured us that the matter was put before the appropriate departments in CBRM, however, nothing has changed. We are asking that you take appropriate action, and if necessary, make necessary investments to address this immediately. Station chiefs have done everything possible to address this, as has fire administration, yet nothing has been resolved. The consequences for this lack of communications services could be significant and the problem needs to be solved. This matter is now your responsibility.

We would appreciate a timely response to what action will be taken and a timeline for that action by February 6, 2026.

Sincerely,

Rod Beresford, Chairperson

STAFF REPORT

To: **MAYOR CLARKE AND CBRM COMMITTEE OF THE WHOLE**
Submitted by: **Sheila Kolanko, Property Manager**
Date: **February 3, 2026**
Subject: **Request for Street Closure**

Origin

A written request has been received from the property owner of a vacant lot located on George Street, Sydney. The applicant's property is identified as PID 15067234 and outlined in blue on the attached Property Online Map (Attachment "A"). The applicant is seeking a street closure for a portion of an undeveloped section of George Street, Sydney lying adjacent to his property. The section the applicant is seeking is the area shown crosshatched yellow on the attached map (Attachment "A").

Recommendation

That the Committee of the Whole recommend to Council to pass a motion directing staff to initiate the process and schedule a public hearing for consideration of the street closure for that portion of the undeveloped section of George Street identified in this report pursuant to the Municipal Government Act

Discussion

In April of 2024, the applicant purchased a vacant parcel of land located on George Street, Sydney, for the purpose of constructing a residential dwelling. Upon having the property surveyed it was determined that the applicant's property is set back from the travel/developed portion of George Street as shown on the attached survey plan dated, August 4th, 2025. This undeveloped portion of George Street is identified as Parcel "B" on the said plan of survey attached (Attachment "B").

Parcel "B" is owned by the municipality. It is currently not actively maintained and supports overgrown trees and vegetation. From the street view, the property does not present as an individual lot within the street but rather appears visually as part of the adjoining property.

Evaluation

An internal staff review was completed. Staff determined that the portion of George Street the applicant is seeking (Parcel “B”) is not constructed or required for public access, traffic movement or service infrastructure. If Parcel “B” is officially closed as a public street and sold to the applicant, it will align property boundaries with the established lot pattern along George Street as well as an opportunity for the land to be maintained.

By way of background information, Council previously approved similar street closures, with two such approvals granted by prior Councils in 2006 and 2010.

Staff found no issue in supporting the request by the applicant.

Financial Implications

All costs will be the responsibility of the applicant. If the property is sold, the conveyance will generate tax revenue.

Legislation and Related Policies

*Section 315 (1) of the *Municipal Government Act**

The council may, by policy, permanently close any street or part of a street and the council shall hold a public hearing before passing the policy.

*Section 315 (6) of the *Municipal Government Act**

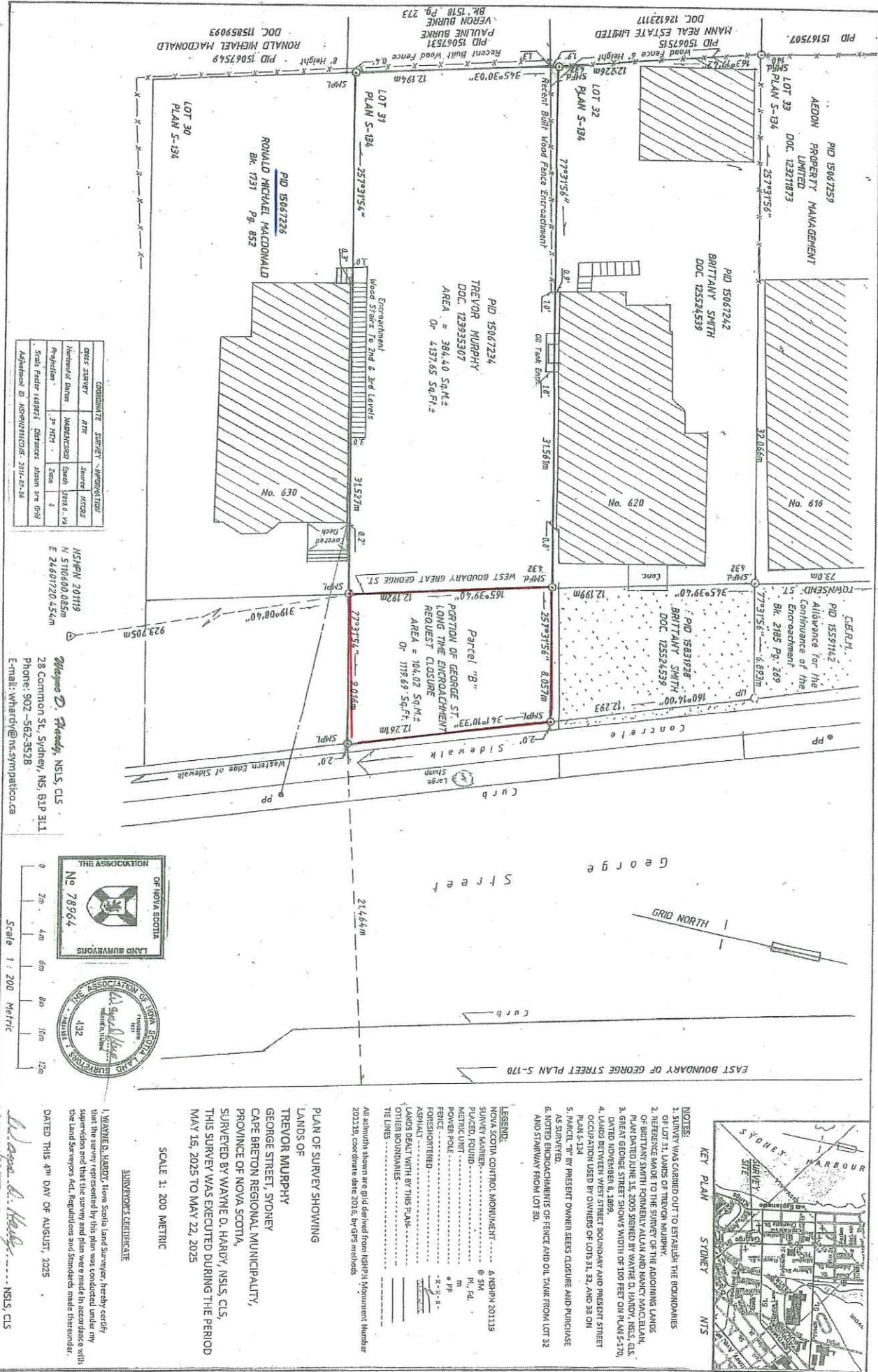
Upon filing the policy in the registry, all rights of public user in the land described in the policy are forever extinguished and the municipality may sell and convey the land or may subsequently reopen the land as a street in the manner required by this Act.

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager



- PID 15591142 - George St Road Parcel, Owner CBRM
- Undeveloped Portion of PID 15591142
- PID 15067234 - Applicant's Property





**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

To: **Mayor & Council**
From: **Christa Dicks, Municipal Clerk / Director of Corporate Information Services**
Date: **February 3, 2026**
Subject: **Deputy Mayor Policy**

Recommendation:

That Committee of the Whole recommend Council repeal of the Policy Respecting the Deputy Mayor (approved on January 20, 1998, and amended on March 11, 2005) to be replaced with the Deputy Mayor Policy.

Purpose:

This report and draft policy have been prepared to reflect current operational practices, legislative requirements, and governance standards.

Background:

As part of Council's previous direction to review existing municipal policies, the Policy Respecting the Deputy Mayor has been reviewed by staff. Through this review, the policy was identified as outdated and no longer fully aligned with the municipality's current procedures or organizational structure.

In response, staff undertook a review of the policy and developed an updated draft policy that modernizes the language, improves clarity, and aligns with current practices. The draft replacement policy is attached to this report for Council's consideration.

Options:

1. Recommend that Council repeal the Policy Respecting the Deputy Mayor and adopt the draft Deputy Mayor Policy at a future meeting of Council.
2. The Policy Respecting the Deputy Mayor remain in effect without adopting the draft Deputy Mayor Policy.
3. Direct staff to amend the draft Deputy Mayor Policy, as identified by Committee of the Whole, and return a revised version for further consideration.

Original signed by:

**Christa Dicks
Municipal Clerk /
Director of Corporate Information Services**



Title	Deputy Mayor Policy
Date	
Revision Date	
Replaces	Policy Respecting the Deputy Mayor, March 11, 2005, January 20, 1998

1. Title

Deputy Mayor Policy

2. Legislative Authorities & Related Policies

Municipal Government Act

Municipal Code of Conduct for Elected Officials

3. Policy Statement

The Cape Breton Regional Municipality has a clear, transparent framework for the selection, appointment, and duties of the Deputy Mayor supporting continuity of municipal leadership, aligning with the *Municipal Government Act*, and promoting good governance.

4. Purpose

This policy establishes the standards and principles that:

- 4.1. Provide a consistent process for appointing a Deputy Mayor.
- 4.2. Define the term of office, eligibility, and reappointment rules.
- 4.3. Outline the Deputy Mayor's powers, responsibilities, and remuneration.
- 4.4. Ensure the CBRM can maintain effective leadership during periods where the Mayor is unavailable.

5. Scope

This policy applies to all members of the CBRM Council and any staff involved in the selection, appointment, or support of the Deputy Mayor.

6. Definitions

Deputy Mayor: The Councillor appointed to act on behalf of the Mayor when directed.

Mayor: The elected head of Council who holds executive authority for the CBRM.

Chief Administrative Officer (CAO): The senior municipal administrator who may preside over the selection process in the Mayor's absence.

Councillor: A member of CBRM Council.

Chair: The person presiding over the selection meeting (Mayor, or CAO/designate when the Mayor is unavailable).

7. General Provisions and Principles

- 7.1. Any sitting Councillor may be nominated.
- 7.2. The Deputy Mayor serves for a twelve-month term that ends at the first regular monthly Council meeting after the twelve-month period expires.
- 7.3. Councillors may serve consecutive terms unless a vacancy occurs mid-term; a replacement is then appointed for the balance of the term.
- 7.4. Councillors are eligible to be renominated and reappointed for two consecutive terms.
- 7.5. All nominations and seconding are conducted openly in Council.
- 7.6. Votes are taken privately on paper ballot, and calculated in the presence of the Clerk, and Solicitor or CAO.
- 7.7. The Chair announces the results of the vote.

8. Roles and Responsibilities

8.1. Mayor

- 8.1.1. Preside over the selection process, announce nominations, and declare the result.

8.2. Chief Administrative Officer (CAO)

- 8.2.1. Implement this policy;
- 8.2.2. Identify and propose revisions to the policy; and
- 8.2.3. May delegate their authority.

8.3. Deputy Mayor

8.3.1. In addition to duties assigned by the Mayor:

- 8.3.1.1. Be apprised of ongoing labour relation issues;
- 8.3.1.2. May Chair the Audit Committee;
- 8.3.1.3. Introduce the annual budget for Council review;
- 8.3.1.4. May Chair Fire and Emergency Services Committee;
- 8.3.1.5. May Chair special committees as assigned by the Mayor and report findings back to Council; and
- 8.3.1.6. Assume other duties assigned by the Mayor.

8.4. Municipal Clerk

- 8.4.1. With the Regional Solicitor or the CAO, scrutinize ballot votes and maintain official record of the appointment.

8.5. Regional Solicitor

- 8.5.1. With the Municipal Clerk, scrutinizes ballot votes.

8.6. Councillors

- 8.6.1. Nominate, second, and if interested, present a brief statement of interest.

9. Timing of Appointment

- 9.1. The appointment occurs at the first Council meeting after any of the following:
- 9.2. A municipal election and swearing-in of new Councillors.
- 9.3. Expiry of the previous Deputy Mayor's term.
- 9.4. Receipt of a resignation notice.

9.5. Any other vacancy.

10. Nomination Procedure

- 10.1. The Chair announces the business of electing a Deputy Mayor.
- 10.2. Nominations are made openly by a request to speak; the nominee must be seconded by a Councillor other than the nominator or the nominee.
- 10.3. The Chair seeks the nominee's unconditional consent.
- 10.4. If a nominee declines or lacks a seconder, the name is excluded.
- 10.5. The Chair repeats the call for nominations until three consecutive calls receives no new nominations; then nominations close.

11. Acclamation

- 11.1. If only one Councillor is nominated and consents, the Chair may declare an acclamation by resolution.

12. Competitive Selection

- 12.1. When multiple nominees exist:
 - 12.1.1. A secret ballot is conducted, scrutinized by the Municipal Clerk and the CAO or Regional Solicitor.
 - 12.1.2. The candidate receiving a majority of votes is appointed by Council resolution.

13. Tie Breaking & Revote

- 13.1. If no candidacy receives a majority of votes:
 - 13.1.1. A new ballot is prepared by the Municipal Clerk excluding the candidate with the fewest votes (unless the exclusion would leave only one candidate.)
 - 13.1.2. If a tie persists, the Chair invites any candidate to withdraw.
 - 13.1.3. Should a deadlock remain after a second vote, the CAO or designate conducts a random draw of equal size paper slips to select the Deputy Mayor.

14. Vacancy & Replacement

- 14.1. Should the Deputy Mayor resign, be removed, or otherwise vacate the office, Council follows the same nomination and voting procedure, per Sections 10-13 of this policy, appoint a replacement for the remainder of the term.

15. Term Expiry & Renewal

- 15.1. The Deputy Mayor serves until the first regular Council meeting after the twelve-month term ends.
- 15.2. Prior to expiry, Council initiates the nomination process for the next term as in Sections 10-13.

16. Remuneration

- 16.1. The remuneration for the office of the Deputy Mayor will be set during the annual budget process.

17. Policy Review Requirements

17.1. Annually

18. Communication

- 18.1. This policy will be provided to all Department Heads and posted on the CBRM website upon Council approval.
- 18.2. Department Heads will issue the policy to their respective departments and ensure the policy has been read and understood.
- 18.3. New Councilors will receive an orientation briefing that covers the Deputy Mayor selection process.

19. Compliance

- 19.1. CBRM personnel failing to comply with this policy can result in disciplinary action up to and including dismissal.
- 19.2. Elected officials are subject to provisions with the Code of Conduct for Elected Officials.



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

To: **Mayor & Council**
From: **Christa Dicks, Municipal Clerk / Director of Corporate Information Services**
Date: **February 3, 2026**
Subject: **Acceptable Use of Information Technology Policy**

Recommendation:

That Committee of the Whole recommend Council to consider the repeal of the Email Policy (approved on February 16, 2010) to be replaced with the Acceptable Use of Information Technology Policy.

Purpose:

This report and draft policy have been prepared to reflect current operational practices, technological changes, security implementation, and governance standards.

Background:

As part of Council's previous direction to review existing municipal policies, the Email Policy has been reviewed by staff. Through this review, the policy was identified as outdated and no longer fully reflects the municipality's current information technology environment, security practices, or user responsibilities.

Since the adoption of the Email Policy, there have been significant changes in technology use, including increased reliance on mobile devices, remote access, cloud-based systems, and heightened cybersecurity risks. In response, staff have undertaken a review of the Email Policy and developed a draft Acceptable Use of Information Technology Policy that modernizes the language, clarifies expectations for acceptable use, and strengthens guidance related to information security and responsible use of municipal technology resources.

Options:

1. Recommend that Council repeal the Email Policy and adopt the draft Acceptable Use of Information Technology Policy at a future meeting of Council.
2. The Email Policy remain in effect without adopting the draft Acceptable Use of Information Technology Policy.

3. Direct staff to amend the draft Acceptable Use of Information Technology Policy, as identified by Committee of the Whole, and return a revised version for further consideration.

Original signed by:

Christa Dicks
Municipal Clerk /
Director of Corporate Information Services



Title	Acceptable Use of Information Technology Policy
Date	
Revision Date	
Replaces	Email Policy, 2010

1. Title

Acceptable Use of Information Technology Policy

2. Legislative Authorities and Related Policies

Municipal Code of Conduct for Elected Officials

Municipal Government Act, Part XX

CBRM Ethical Conduct Policy

CBRM Records and Information Management Policy

3. Policy Statement

Use of the CBRM's Information Technology (IT) resources is a privilege that is extended to CBRM staff, elected officials, volunteers, consultants, and contractors.

Users of these services and facilities have access to valuable organizational resources, to sensitive and critical data, and internal and external networks.

4. Purpose

The *Acceptable Use of Information Technology* Policy establishes specific requirements to support efficient, cost-effective, and secure use of major IT infrastructure and resources.

5. Scope

This policy applies to all CBRM staff including elected officials, volunteers, consultants and contractors, and the Cape Breton Regional Police Service (CBRPS), and excludes members of the public using publicly available Wi-Fi or internet access.

6. Definitions

Artificial Intelligence (AI): The theory and development of computer systems capable of performing tasks that typically require human intelligence. AI systems leverage machine learning, deep learning, and other advanced algorithms to simulate human cognitive functions.



Authentication Token: A physical device that an authorized User is given to ease authentication or to provide multi-factor authentication.

Cardholder Data: At a minimum, cardholder data consists of the full Primary Account Number (PAN), but may also appear in the form of the full PAN plus any of the following: cardholder name, expiration date, or service code.

CBRM Record: Any documented Information, regardless of form, that is in the custody or control of the CBRM. CBRM Records can be divided into the following categories:

- **Corporate Record:** A record that has been created or received as evidence by the CBRM in support of legal obligations, transactions, or the continuation of CBRM business.
- **Transitory Record:** A temporary record, such as a working document, that has little sustained value to the CBRM.

Cloud Storage: A cloud computing model in which data is stored on remote servers and is made available over the Internet. It is maintained, operated, and managed by a cloud storage service provider.

Corporate Computing and Telecommunications Devices: Any device owned by the CBRM that is used to access, store, process or transmit corporate Information. This includes computers, servers, and embedded systems, as well as mobile devices such as laptops, smartphones, and tablets.

Corporate Information Services: Department of the CBRM that includes the Clerk, Communications, and Technology.

Corporate Computing and Telecommunications Devices: Any mobile device owned and issued by the CBRM that is used to facilitate or fulfill corporate job requirements.

Generative Artificial Intelligence (Gen AI): A class of artificial intelligence tools and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and are capable of generating new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting User input and translating that input into another form, such as text-to-code systems.

Human-in-the-Loop (HITL): The active participation of human beings in the development, training, implementation, and evaluation of AI systems (including Gen AI). This process involves



providing feedback to and exercising professional judgement on AI systems in order to improve their accuracy and reliability, minimize bias, and improve the transparency and interpretability of outputs.

Information: Data that gains value when processed (e.g., through analysis, interpretation, or organization) and is applied to fulfill a practical purpose, convey understanding, or support decision-making.

Information Technology (IT): The use of computer systems and software to manage, process, retrieve, exchange, and protect Information.

Intellectual Property (IP): Work that is the result of creativity, such as design, to which someone has the rights of ownership to their creation.

Multi-Factor Authentication (MFA): A security method that requires Users to provide more than one type of identification to verify their identity. This could be something the User knows (like a Password or PIN), something the User has (like a security token or card), an application (like entering a specific number into a specified application) or something the User is (like a fingerprint or other biometric method).

Password: The individual personal password or security code assigned to the User's User ID, which the User may update from time-to-time.

Personal Information: Defined by Section 461(f) of Part XX the *Municipal Government Act* as recorded information about an identifiable individual including such things as their name, address, telephone number, age, health-care history, personal views, etc.

Removable Electronic Media: Any device that can store data in an electronic format and can be attached to various electronic devices, examples of removable electronic media include optical discs (Blu-ray discs, DVDs, CDs), memory cards (CompactFlash card, memory stick), zip disks, floppy disks, magnetic tapes, etc.

Shortened URL: A compact representation of a longer URL (Uniform Resource Locator), which is the web address of a particular webpage or file on the internet.

Technology: Division of Corporate Information Services tasked with managing corporate IT systems and resources.



Teleconference: Any audio, visual or web conferencing product that is synchronous in nature and supports interactions between participants in a meeting or presentation format. Such conferencing consists of real-time content delivery and can include screen and application sharing, text chat, and group document markup with electronic whiteboarding, augmented by audio, data, and video.

User(s): Any individual within the scope of this policy, including Municipal staff, elected officials, volunteers, consultants and contractors, who uses CBRM-issued computing or telecommunications devices.

User ID: The individual User identification name or code assigned by Technology.

VPN (Virtual Private Network) / ZTNA (Zero Trust Network Access): Technologies that create safe connections to the CBRM network or specific areas of access. These technologies enable remote Users to access corporate resources securely.

7. General Provisions and Principles

- 7.1. Users ensure the use of Information Technology resources comply with all applicable laws, regulations, policies and bylaws.
- 7.2. Users do not allow any unauthorized third parties to access CBRM's network and IT resources.
- 7.3. All corporate IT solutions are architected, deployed, configured, and operated according to corporate IT security requirements.
- 7.4. CBRM will undergo and respond to regular cyber security and physical security audits.
- 7.5. Passwords have a standard nomenclature set by Technology with length and complexity requirements to meet IT security requirements.
- 7.6. Passwords are kept confidential and never shared amongst users
- 7.7. Users will not copy, destroy, or alter any data, documentation, records or Information belonging to the CBRM or any other business entity without authorization or as approved in the Records and Information Management Policy, or other related CBRM approved policies.
- 7.8. Key access cards are to only be used only as authorized and not shared.
- 7.9. Multi-factor authentication and/or other verification processes are an IT security requirement.
- 7.10. Technological equipment is secure when the authorized user is not present e.g. computers locked when user not available; external storage devices password protected and in locked areas.



8. Roles and Responsibilities

8.1. Chief Administrative Officer:

- 8.1.1. Ensures that all CBRM employees comply with this policy.
- 8.1.2. Provides written authorization for Users to keep possession of Removable Electronic Media or other technological equipment after end of an employee's tenure.
- 8.1.3. May delegate any of their roles and responsibilities for the policy.

8.2. Clerk's Department:

- 8.2.1. Responsible for recording and transcribing (as deemed necessary) all meetings of Council, Committees of Council, Statutory Public Meetings, and all public meetings of Council appointed Committees.

8.3. Director of Corporate Information Services:

- 8.3.1. Maintains and enforces the provisions of this policy.
- 8.3.2. Authorizes port scanning, security scanning, network mapping and network packet capture activities.
- 8.3.3. Sets corporate IT Security Standards in alignment with international frameworks such as the NIST Cybersecurity Framework including but not limited to:
 - 8.3.3.1. Corporate tools authorized for secure file encryption;
 - 8.3.3.2. Standard encryption methods;
 - 8.3.3.3. Corporate systems authorized for secure information exchange;
 - 8.3.3.4. Password complexity requirements;
 - 8.3.3.5. Authorized mobile application sources; and
 - 8.3.3.6. Exceptions and risk management standards.
- 8.3.4. Consults with the Manager of Technology to approve artificial intelligence systems and other emerging technologies as standard tools for use in the CBRM.

8.4. Manager of Technology:

- 8.4.1. Monitors and audits the use of Removable Electronic Media and Cloud Storage Devices
- 8.4.2. Manages and monitors the use of Corporate Computing and Telecommunications Devices, including Corporate Mobile Devices.
- 8.4.3. Manages and monitors User accounts and Internet traffic on the CBRM's network.
- 8.4.4. Maintains corporate IT resources by regularly deploying software updates and updating security standards.
- 8.4.5. Conducts corporate security awareness training, including by running simulated phishing campaigns.
- 8.4.6. Oversees the acquisition/development and use of corporate standard Gen AI systems and coordinates corporate Gen AI training programs.



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

8.4.7.Approves technology systems and applications as standard tools for use in CBRM, in consultation with the Director of Corporate Information Services.

8.5. Department Directors:

8.5.1.Review and approve the use of personal Computing and Telecommunications Devices for corporate business.

8.5.2.Document the steps their department takes to evaluate AI-generated content.

8.6. Manager and Supervisors of a Department:

8.6.1.Provides guidance to employees under their supervision on the acceptable use of systems and applications.

8.7. Users:

8.7.1.Follow the Information Technology use requirements as outlined in this policy.

9. Computing And Telecommunications Devices

9.1. Acceptable Use:

9.1.1.Users will take all reasonable steps to protect and keep secure all physical, intellectual and Information assets accessed through CBRM-issued Computing and Telecommunications Devices.

9.1.2.Devices that require User authentication, such as desktops, laptops, smartphones, etc. are locked when unattended.

9.1.3.Users utilize Computing and Telecommunications Devices for the conduct of the CBRM's business activities and as required by their specific job functions or compliant personal use.

9.1.4.Users do not store personal pictures or other personal information on network drives including but not limited to the user's U:/ drives, or V:/drives.

9.1.5.Users do not use or install any software for which they have not been granted the appropriate license or authorization.

9.1.6.Users do not establish peer to peer file sharing connections.

9.1.7.Users do not establish remote connections to the CBRM's network from systems without functioning, up-to-date endpoint protection and operating system.

9.1.8.Users do not use remote access or screen-sharing tools not explicitly authorized by Technology, including but not limited to TeamViewer, Virtual Network Computing, etc.

9.1.9.The CBRM's public Wi-Fi is not recommended for personal devices, as devices connected to the CBRM's corporate networks create bandwidth issues and slow speeds for other Users.



Cape Breton Regional Municipality

320 Esplanade

Sydney, NS B1P 7B9

- 9.1.10. Users do not attempt to enter restricted domains or computer system(s) of Technology or any entity related to or affiliated with the CBRM or perform functions which the User is not authorized to perform.
- 9.1.11. Port scanning, security scanning, network mapping and network packet capture activities are all expressly prohibited, unless pre-authorized by the Director of Corporate Information Services.
- 9.1.12. All CBRM Records should be created, received or stored on a CBRM issued Computing Device.
- 9.1.13. Users must ensure that any CBRM Records created or modified on a non-CBRM device are transferred to an appropriate corporate system as soon as possible and removed from personal devices.
- 9.1.14. If a personal device has been approved by a Department Director for use in creating, receiving, or storing CBRM Records, the User must ensure that the requirements specified in this policy are met.
- 9.1.15. Cardholder Data (purchase card information) must not be stored on portable storage media, mobile devices, smartphones, shared drives, corporate websites, OneDrive for business or any other storage system.
- 9.1.16. Any changes in ownership of Computing Devices and monitors assigned to Users by Technology must be immediately reported to the IT Service Desk.
- 9.1.17. When no longer required by a department, all Computing Devices and monitors and Telecommunications devices must be returned to the Manager of Technology.
- 9.1.18. User accounts assigned to specific individuals, including accounts with administrative privileges, are not used for automation, scripting, or any other method of programmatically accessing IT systems; A service account must be created.
- 9.1.19. Upon retirement, layoff, resignation, or termination of employment contract the User must promptly return (without duplicating or summarizing), all CBRM Records, as well as all electronic devices issued by or paid for by the CBRM, including but not limited to laptops, smartphones, portable hard-drives, memory sticks.
- 9.1.20. CBRM does not provide extracts of User's personal data stored on any of the Corporate Computing or Telecommunication devices upon termination of employment.
- 9.1.21. Users are solely responsible for backup and maintenance of all personal, non-business-related records.

9.2. Enforcement and Monitoring:

- 9.2.1. The CBRM may monitor, audit and report on User activity to ensure compliance with corporate policies as well as in the event of an authorized audit or investigation.



9.2.2. The Manager of Technology may deny network access to any Computing or Telecommunications Device upon detection of unauthorized activity to enforce this policy and protect corporate Information assets.

9.2.3. Access to various CBRM IT resources will be limited outside of Canada and the United States. A temporary exception can be made upon request to the IT Service Desk, with written approval from the employee's Director.

9.2.4. Any content stored on the corporate infrastructure or devices found to be in violation of licensing agreements or copyright laws will be removed.

9.2.5. The Freedom of Information Administrator can, at any point and without additional authorization, request any electronic Information processing records, reports, files or property belonging to or used by the CBRM that are believed to be necessary for an access request.

10. Digital Identity

10.1. Acceptable Use:

- 10.1.1. Users designated as administrators of Internet-facing applications must enable Multi-Factor Authentication, if it is supported.
- 10.1.2. All Users with remote access to CBRM computing and telecommunications devices, including CBRM's cloud infrastructure, must enable Multi-Factor Authentication (MFA).
- 10.1.3. Users must use a User ID specifically assigned to them by the Manager of Technology.
- 10.1.4. Users must not share their Passwords or any other Authentication Tokens assigned to them with any other person.
- 10.1.5. Users must ensure all Passwords meet corporate standard complexity requirements.
- 10.1.6. In the event that a User forgets their Password or believes that it has become compromised, the User must inform IT Service Desk immediately.

10.2. Enforcement and Monitoring:

- 10.2.1. The Manager of Technology, in consultation with the Director of Corporate Information Services, may suspend a User's access to Corporate Computing and Telecommunications Devices by deactivating or deleting account(s) if unauthorized or suspicious activity is detected.
- 10.2.2. The Manager of Technology may suspend or limit a User's access to Corporate Computing and Telecommunications Devices if multi-factor authentication (MFA) is not enabled.



11. Corporate Mobile Devices

11.1. Acceptable Use:

- 11.1.1. Issuance of Corporate Mobile Devices require approval from the department head.
- 11.1.2. Users of Corporate Mobile Devices are responsible for ensuring adequate physical security of the device.
- 11.1.3. Confidential corporate data and Information must not be stored in an unencrypted form on any non-Corporate Mobile Device or smartphone.
- 11.1.4. Users must not subvert any Corporate Mobile Device's security controls instituted by Technology via hacks, jailbreaks, software changes and/or security setting alterations.
- 11.1.5. Users must regularly install software updates deployed by Technology, device manufacturers, and software vendors.
- 11.1.6. Users must immediately report lost or stolen devices to the IT Service Desk.
- 11.1.7. Users must not host open (non-Password-protected) Wi-Fi hotspots on corporate mobile devices.
- 11.1.8. Users are prohibited from installing any smartphone applications from unauthorized sources.
- 11.1.9. CBRM Records should only be processed and stored on corporate computing devices. If a personal device is used temporarily for CBRM business (unless otherwise sanctioned by the Department Director and the Manager of Technology), the User ensures that the following requirements are met:
 - 11.1.9.1. Documented business need exists;
 - 11.1.9.2. Up-to-date and functioning endpoint protection is installed;
 - 11.1.9.3. Operating system is up-to-date;
 - 11.1.9.4. Storage encryption is deployed; and
 - 11.1.9.5. Password protection is deployed.

11.2. Personal Use:

- 11.2.1. Limited and reasonable personal use of Corporate Mobile Devices is allowed, provided that the use does not:
 - 11.2.1.1. Have a negative impact on User productivity or efficiency;
 - 11.2.1.2. Interfere with CBRM business operations;
 - 11.2.1.3. Exceed reasonable time limits or duration;
 - 11.2.1.4. Cause expense in the form of storage, financial or network overhead to the CBRM;
 - 11.2.1.5. Compromise the integrity and security of the CBRM's resources or assets; or
 - 11.2.1.6. Violate any policies, procedures, by-laws, regulations or laws.



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

11.3. Enforcement and Monitoring:

- 11.3.1. All Corporate Mobile Devices are centrally managed by the Technology Department.

12. Removable Electronic Media And Cloud Storage

12.1. Acceptable Use:

- 12.1.1. Users consider all legislative and regulatory requirements, policies, guidelines, and by-laws prior to placing corporate data on Removable Electronic Media or Cloud Storage.
- 12.1.2. Users do not copy personally identifiable, sensitive or confidential Information to Removable Electronic Media unless absolutely necessary.
- 12.1.3. If copying personally identifiable, sensitive or confidential data cannot be avoided, the data must be protected with corporate standard encryption, available to all Users of corporate standard desktops and laptops.
- 12.1.4. Once corporate Information is placed on a storage device, the device must not be used for personal data storage.
- 12.1.5. All owners of Removable Electronic Media must employ reasonable physical security measures to prevent loss and theft.
- 12.1.6. Users must permanently erase (simple delete does not qualify) all corporate data when the Removable Electronic Media is no longer required or deliver the device to the Technology Department for proper disposal.
- 12.1.7. Use of corporate Cloud Storage is only allowed for conducting CBRM business activities and as required by the User's specific job functions.
- 12.1.8. Corporate Cloud Storage must only be accessed from systems that are Password protected, have an up-to-date endpoint protection and operating system (all corporate computing and telecommunications devices automatically qualify).
- 12.1.9. Users do not configure synchronization of corporate Cloud Storage to non-corporate devices.
- 12.1.10. Corporate Information is not shared with the "public" or "everyone" using Cloud Storage; specific people or groups must be used.
- 12.1.11. Microsoft OneDrive, when accessed using a corporate account (@cbrm.ns.ca), is currently the only authorized secure Cloud Storage provider suitable for the storage of corporate Information.
- 12.1.12. Users do not copy corporate data to any of the other third-party Cloud Storage providers (e.g., Google Drive, Dropbox, Amazon Cloud Drive, etc.) unless authorized by the Department Head and the Director of Corporate Information Services.
- 12.1.13. Users are responsible for managing permissions of their corporate Cloud Storage to ensure security of corporate data.



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

- 12.1.14. Users must consider the sensitivity of Information being placed on corporate Cloud Storage and, if required, protect it with encryption.
- 12.1.15. Users must only use systems authorized for secure Information exchange when sharing personally identifiable or sensitive Information with other organizations.
- 12.1.16. All corporate Removable Electronic Media must be returned to the CBRM upon termination of employment, unless authorized in writing by the Chief Administrative Officer.

12.2. Enforcement and Monitoring:

- 12.2.1. Technology may restrict the use of USB connectivity on any client PCs that it deems to be particularly sensitive. Technology also may disable this feature on PCs used by Users in specific roles.
- 12.2.2. Corporate Information Services, may, through policy enforcement and any other technical means, limit the ability of Users to transfer data to and from specific resources on the corporate networks.
- 12.2.3. In specific situations, Corporate Information Services may establish audit trails to track the attachment and utilization of external storage devices.
- 12.2.4. Corporate Information Services may monitor, audit and report on activities and Information being accessed, stored and transmitted to and from Cloud Storage and/or other storage spaces e.g. common drives to ensure compliance with corporate policies.

13. Internet

13.1. Acceptable Use:

- 13.1.1. Users of CBRM corporate Internet may use the Internet only to complete their corporate duties, under the purview of the CBRM's business objectives.
- 13.1.2. Permissible, acceptable, and appropriate Internet-related work activities include:
 - 13.1.2.1. Researching, accumulating, and disseminating any information related to the accomplishment of the User's assigned responsibilities.
 - 13.1.2.2. Collaborating and communicating with other Users, business partners, and customers of the CBRM, according to the User's job requirements and responsibilities.
 - 13.1.2.3. Conducting professional development activities (e.g., news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the Users' job requirements and responsibilities.
- 13.1.3. Users do not download files from the Internet unless their use is required for the purposes of conducting corporate business or compliant personal use.
- 13.1.4. Users do not engage in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.



13.2. Personal Use:

- 13.2.1. Limited and reasonable personal use of Internet access is defined as any personally conducted online activity or Internet usage for purposes other than those listed in this policy. Personal use is limited to the following parameters, and does not:
 - 13.2.1.1. Have a negative impact on User productivity or efficiency;
 - 13.2.1.2. Interfere with corporate business operations;
 - 13.2.1.3. Exceed reasonable time limits or duration;
 - 13.2.1.4. Cause expense or network overhead to the Municipality;
 - 13.2.1.5. Compromise the integrity and security of the CBRM's resources or assets; or
 - 13.2.1.6. Violate any policies, procedures, by-laws, regulations or laws.
- 13.2.2. Users of accounts associated with the CBRM must include a disclaimer with any statements of personal opinion that asserts that such opinions are not necessarily those of the CBRM.

13.3. Enforcement and Monitoring

- 13.3.1. The assigned Network Administrator may monitor and log internet traffic for the purpose of enforcing acceptable use policies and may block access to certain websites for which access is deemed to be a contravention of corporate policies.

14. Email

14.1. Acceptable Use:

- 14.1.1. Users should not use CBRM emails to sign up for personal sites e.g. shopping, subscriptions.
- 14.1.2. All corporate business email communications must be conducted through @cbrm.ns.ca email accounts.
- 14.1.3. Users' email communications must be conducted professionally and meet all approved corporate standards.
- 14.1.4. Users are responsible for managing their corporate mailbox permissions to ensure security of corporate data.
- 14.1.5. Email communication with external organizations is not considered a secure method of information exchange.
- 14.1.6. Prior to opening any attachments or links included in email, Users must inspect the email contents for the following risk indicators:
 - 14.1.6.1. Poor formatting, spelling and grammatical mistakes;
 - 14.1.6.2. [External] tag in the subject line and "CAUTION!" banner in the email body;
 - 14.1.6.3. Sender who does not typically send such emails;
 - 14.1.6.4. Generic greetings;



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

- 14.1.6.5. Request for personal, confidential or sensitive Information.
- 14.1.6.6. Marked as High Urgency;
- 14.1.6.7. Lack of appropriate corporate branding in the email or linked webpages;
- 14.1.6.8. Presence of Shortened URLs; and
- 14.1.6.9. URLs where the displayed text differs from the URL shown when hovered over.
- 14.1.7. Emails exhibiting several risk indicators must be submitted to the IT Service Desk and deleted immediately.
- 14.1.8. The CBRM does not provide extracts of Users' personal or corporate data stored in the corporate email system upon termination of the employment relationship.
- 14.1.9. Following an employment termination, a User's account may be held open by the Manager of Technology for a period up to 5 years or until authorized by the Director of Corporate Information Services and CAO for deletion.
- 14.1.10. Users are solely responsible for the backup and maintenance of all personal records not related to any corporate business activities.

14.2. Enforcement and Monitoring:

- 14.2.1. The Manager of Technology may monitor, audit and report on Users email activity and Information being sent or received using a corporate email system to ensure compliance with corporate security and privacy obligations.
- 14.2.2. The Manager of Technology may periodically conduct simulated email phishing campaigns as part of the security awareness training program. This may include capturing User responses, such as:
 - 14.2.2.1. Clicking links;
 - 14.2.2.2. Downloading files; or
 - 14.2.2.3. Providing credentials.
- 14.2.3. The Manager of Technology may mandate follow-up security awareness training.

15. Teleconferencing

15.1. Acceptable Use:

- 15.1.1. The corporate standard Teleconferencing solution is Microsoft Teams (MS Teams), recognizing there may be requirements to engage in other teleconferencing platforms from time to time.
- 15.1.2. Other outbound Teleconferencing systems must be approved by the Manager of Technology, as they might not include industry standard security and privacy controls or possess necessary meeting controls to prevent misuse.
- 15.1.3. While conducting Teleconferencing sessions with any corporate standard teleconferencing or other solution, Users must employ appropriate risk mitigation controls, including but not limited to:



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

- 15.1.3.1. Enabling Password protection for meetings when appropriate;
- 15.1.3.2. Providing links only to specific people and avoid advertising on social media or other publicly available forums, unless absolutely necessary;
- 15.1.3.3. Ensuring screen sharing and file sharing permissions are managed to prevent any unauthorized person(s) from access or viewing content;
- 15.1.3.4. Always using the latest version of the teleconferencing client;
- 15.1.3.5. Only sharing Teleconference access details (such as PINs or meeting links) with authorized individuals.

15.2. Transcription:

- 15.2.1. The recording or automatically transcribing a Teleconference meeting or the use of the automated transcription function in a Teleconference meeting is permitted as follows:
 - 15.2.1.1. Virtual training and/or staff information sessions;
 - 15.2.1.2. Community workshops;
 - 15.2.1.3. Town hall meetings; or
 - 15.2.1.4. Focus group sessions.
- 15.2.2. The Office of the Municipal Clerk is solely responsible for recording and transcribing (as deemed necessary) all meetings of Council, Committees of Council, and all public meetings of Council appointed Committees.
- 15.2.3. The meeting organizer must provide Notice and Consent of recording and/or transcription to those in attendance.
- 15.2.4. Where IT support is needed, a request to record or automatically transcribe a Teleconference meeting must be made at least three business days prior to the Teleconference meeting.
- 15.2.5. Most of the recordings or transcriptions created and maintained using MS Teams should be deemed Transitory Records (non-official records) that are required only for a limited period of time, in order to prepare subsequent records (e.g. Meeting minutes or training records).
- 15.2.6. Once a subsequent draft or final Corporate Record is effectively documented and approved by the responsible unit, the Transitory audio and/or video recording may be deleted.
- 15.2.7. Any MS Teams audio and/or video recordings that are stored and not used to prepare a subsequent record are deemed to be the Official Record and subject to the relevant legislated e.g. FOIP, and CBRM's Records and Information Management Policy requirements.



16. Alternative Work Arrangements

16.1. Acceptable Use:

- 16.1.1. Users must not connect any Removable Electronic Media or computing devices to corporate PCs, laptops or smartphones, unless explicitly authorized by The Manager of Technology.
- 16.1.2. Users must not use Virtual Private Network (VPN) services not explicitly authorized by the Manager of Technology, such as Express VPN, IPVanish, NordVPN, etc. while using any corporate services such as Cloud Storage, productivity applications, email, etc.
- 16.1.3. Users must ensure that any home wireless being used is Password protected and that any default wireless router Passwords have been changed.
- 16.1.4. Configuration that includes any personal devices will not be assessed or supported. Upon engaging IT Service Desk to troubleshoot any problems, Users will be asked to remove any personal devices that might be affecting an application or service.
- 16.1.5. Any printing required should be done at the User's designated building workspace. Personal peripheral devices (e.g., printer) that are connected to corporate laptops are not supported by the Technology Department.
- 16.1.6. Corporate Passwords must not be used for personal accounts (e.g., banking, personal email, social media) and vice versa; personal Passwords are not used for corporate accounts.

17. Generative Artificial Intelligence

17.1. Acceptable Use:

- 17.1.1. Users utilize approved corporate standard Gen AI tools for business purposes on Corporate Computing and Telecommunications Device.
- 17.1.2. Users must be logged in with their corporate-issued User ID at all times when using approved corporate standard AI tools.
- 17.1.3. The use of personal (or free) Gen AI accounts is used with extreme caution and users do not enter any information that is not publicly available including but not limited to personal information, or identifiers.

17.2. Acquisition of Gen AI Tools:

- 17.2.1. The CBRM will conduct thorough due diligence when selecting Gen AI system providers, ensuring that they meet relevant legal and ethical criteria, such as data security, ethical practices, adherence to all relevant legal requirements and an assessment of whether the Gen AI system is subject to open-source licenses and whether there are any limitations on use.
- 17.2.2. The Manager of Technology, in consultation with the Director of Corporate Information Services, may approve a Gen AI system as a standard tool for use in the CBRM.



**Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9**

17.2.3. For software packages or applications with Gen AI extensions, tools or add-ons, the Manager of Technology reviews requests from the Department Heads to enable or turn on AI functions if use is deemed consistent with this policy.

17.3. Development of Corporate Gen AI Tools:

17.3.1. CBRM may develop its own Gen AI tools and systems, at the direction of the Chief Administrative Officer.

17.3.2. CBRM developed tools and systems may be trained on municipal-specific data and information sets. The following guidelines must be observed:

17.3.2.1. **Data Sources:** the tools/systems may be trained on policies, bylaws, plans and strategies, electronic records, property files, PAC files and records, departmental documents, drawings, and knowledge base articles.

17.3.2.2. **Data Control and Privacy:** Information contained in, used to train, and data input into the tools/systems must only be accessible by the CBRM and no external parties.

17.3.2.3. **Document Citation:** The tools/systems must cite internal corporate records used in generated responses so that they can be referenced and verified by staff as part of the Human-in-the-Loop (HITL) review of the output.

17.3.2.4. **Quality Assurance and Testing:** Extensive testing for accuracy and quality assurance must be completed prior to any Gen AI tools and systems being made available for public use to ensure the risks of misinformation, inaccuracies, or biases are mitigated appropriately.

17.4. Use of Gen AI and Gen AI Outputs:

17.4.1. Gen AI content or outputs undergo HITL review prior to use or dissemination of any kind.

17.4.2. HITL review processes are documented by the relevant department and shall demonstrate how the HITL review was conducted to adhere to the principles outlined in this document.

17.4.3. Documentation of HITL reviews are retained according to the CAO approved Records Retention Schedule.

17.4.4. Each Municipal department director or their designee reviews and document steps taken to evaluate AI-generated content to ensure accuracy, maintain privacy, mitigate bias or discrimination against based on prohibited grounds.

17.4.5. All content must be reviewed and approved before disseminating internally or publicly.

17.4.6. Use of Gen AI tools by external parties to record, transcribe, summarize, or otherwise interact with CBRM staff during virtual or in-person meetings is generally not permitted.



17.5. Intellectual Property:

- 17.5.1. Users must comply with all copyright, patent, trademark, trade secret and other applicable intellectual property rights when using Gen AI, including among other things, by not using Gen AI to generate content that infringes upon the intellectual property rights of others.
- 17.5.2. Users who are unsure whether a particular use of Gen AI constitutes infringement must ask their supervisor for guidance and employees obtain express permission from the author before incorporating any property that is or may be subject to copyright, patent or other protection under intellectual property laws into their own work product.

17.6. Attributions, Accountability, and Transparency of Ownership:

- 17.6.1. The CBRM is transparent and accountable in its use of Gen AI technology for any product or service.
- 17.6.2. The CBRM identifies requirements of any third parties (including legislative bodies) relating to identification and attribution of output generated by Gen AI, to ensure compliance with any obligations.
- 17.6.3. Any content created by Gen AI is attributed to the appropriate Gen AI system or tool that created it. Where feasible, attributions and citations to the CBRM should be embedded in the image or video (e.g., via digital watermark). Attributions should include the name of the AI system used along with a HITL assertion, indicating the department or group that reviewed or edited the content.
- 17.6.4. Any consultant, contractor or other vendor under contract with the CBRM discloses the use of Gen AI in any publicly funded work product or service and follows all applicable policies and procedures described within this policy.

17.7. Reducing Bias and Harm:

- 17.7.1. Gen AI systems may produce output based on stereotypes or use data that is historically biased against protected classes, and Municipal departments should document the steps the department will take to evaluate AI-generated content to ensure that its output is accurate and free of discrimination and bias.

17.8. Data Privacy

- 17.8.1. Use of Gen AI tools is consistent with the principles and standards described in this policy, Part XX of the *Municipal Government Act*, and any other relevant CBRM privacy and security policy documents.
- 17.8.2. Unless suitable enterprise controls and privacy/data protection mitigations are in place (approved AI tools), employees do not submit Personal Information, or data that is sensitive or confidential to Gen AI systems.



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- 17.8.3. No CBRM corporate data or records, including inputs or prompts, are to be used for training or parameter-tuning for Gen AI models outside the CBRM's control.
- 17.8.4. AI technologies that cannot prevent corporate data or records from contributing to their language models may not be used by CBRM Users.

17.9. Corporate Records and Access to Information

- 17.9.1. Records generated, used or stored by Gen AI vendors or solutions may be considered public records and as such subject to requirements of the following:
 - 17.9.1.1. The CBRM's Records and Information Management Policy; and
 - 17.9.1.2. Access to Information requests through Part XX of the *Municipal Government Act*
- 17.9.2. All Gen AI solutions and/or vendors approved for corporate use support retrieval and export of all outputs, either through application features or vendor contract assurances.

17.10. Training and Awareness:

- 17.10.1. All users complete Gen AI training prior to using AI tools.
- 17.10.2. The goal of this training is to ensure there is an understanding of the opportunities, challenges and risks of Gen AI systems, by understanding how different types of Gen AI systems process data and produce an output, and to understand the role of HITL reviews to apply their judgement to address Gen AI system challenges.
- 17.10.3. Training is also incorporated into new employee onboarding.
- 17.10.4. Ongoing training programs are provided to educate CBRM employees on Gen AI ethics, discrimination, requirements of Human Rights legislation, compliance requirements, and best practices.
- 17.10.5. The Manager of Technology, in collaboration with Human Resources, provides or organizes Gen AI training and ensures training content adheres to the principles herein.

17.11. Governance and Oversight:

- 17.11.1. Corporate Information Services monitors and assesses how Gen AI systems are being used after deployment, whether that aligns with the original intent of its outputs and whether development of further training modules is necessary. Periodic audits and reviews of Gen AI systems will be conducted to ensure ongoing compliance and identify areas for improvement.
- 17.11.2. The CBRM engages with and seeks feedback from relevant stakeholders to improve Gen AI policies and practices.



17.12. Incident Response and Remediation:

- 17.12.1. The CBRM establishes and publishes clear procedures for handling incidents related to Gen AI, including reporting mechanisms and steps for investigation and resolution.
- 17.12.2. Confidential reporting mechanisms will be provided for stakeholders to express concerns related to ethical violations or misuse of Gen AI.

18. Policy Review

Annual.

19. Communication

- 19.1. All employees of the CBRM are to be notified and advised of this policy and their roles and responsibilities.
- 19.2. Corporate Information Services disseminates information to department directors regarding updates to this policy, related standards, and any new or emerging issues that may affect CBRM IT resources.
- 19.3. The Manager of Technology periodically conducts security awareness campaigns to communicate the importance of digital security to CBRM employees.

20. Compliance

- 20.1. The Chief Administrative Officer is responsible for ensuring compliance with this policy.
- 20.2. This policy directs the Municipality to be compliant with the *Municipal Government Act*, as well as other laws applicable to information management and privacy accountabilities.
- 20.3. Failure to comply with this policy and the directives therein may result in disciplinary action up to and including dismissal.
- 20.4. Councillors are subject to the Code of Conduct.

Litter and Illegal Dumping

Council Update 2026

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CBRM Solid Waste Department

Agenda

- School Education Program
- Business Engagement Program
- Community Engagement Program
- Litter Cleanup Promotion
- Litter Prevention Initiatives
- Community-Driven Litter Cleanups
- Student Programs
- Safe Sharps Drop-Off Program
- Illegal Dumping Program
- Curbside Non-Compliance Program
- Reducing Roadside Litter & Debris
- Drive-Thru Monitoring Program



Who Are We?

CBRM Solid Waste Department

- Manager
- 2 Supervisors
- Regional Education Coordinator
- Waste Reduction Educator
- Police Constable (CBRMPS)
- Administration
- Working Forepersons
- Utility service and Heavy Equipment Operators
 - Operation of the landfill, transfer station and solid waste collection



School Education Program

April to December School Presentations:

- 31 classroom presentations
- 4 presentations with only classroom teachers, support staff and school principals
- Over 786 students, teachers, principals & support staff engaged.
- Topics covered: ocean plastics, litter, climate change, illegal dumping & food waste, Divert NS curriculum resources.



Business Engagement Program



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April to December Business Visits:

Total number of drop-in visits to merchants, restaurants and businesses in downtown communities to discuss litter and dumping concerns: 52

Issues identified:

- Needles
- Litter and debris
- Public dumping in dumpsters
- Public garbage cans in downtown areas



Community Engagement

April to December Community Group & Community Organization Presentations:

Page 103

These sessions focus on waste management, litter prevention, and illegal dumping.

- 10 community presentations
- Approximately 250 participants engaged



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Community Engagement

April to December Community Displays:

- 8 information displays

- Approximately 540 discussions about waste management, littering and illegal dumping with attendees.



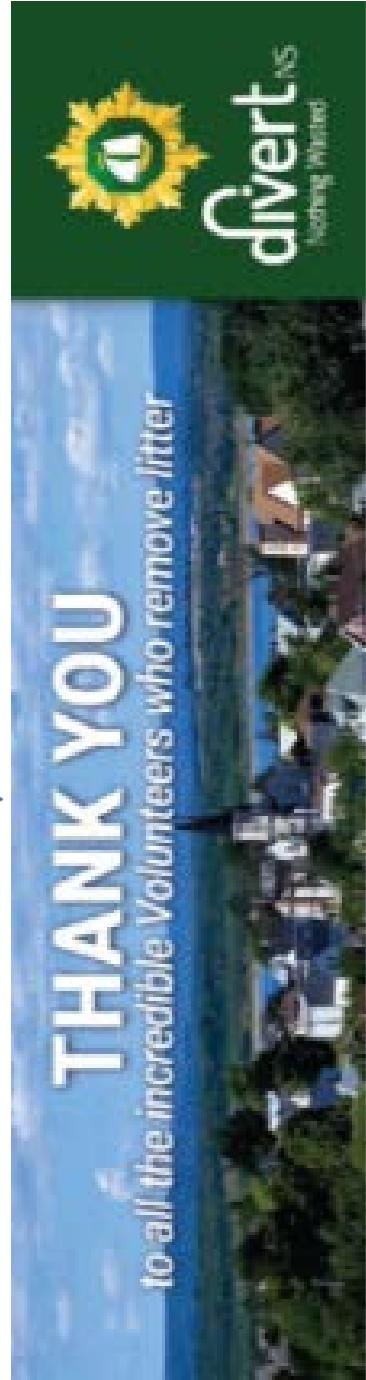
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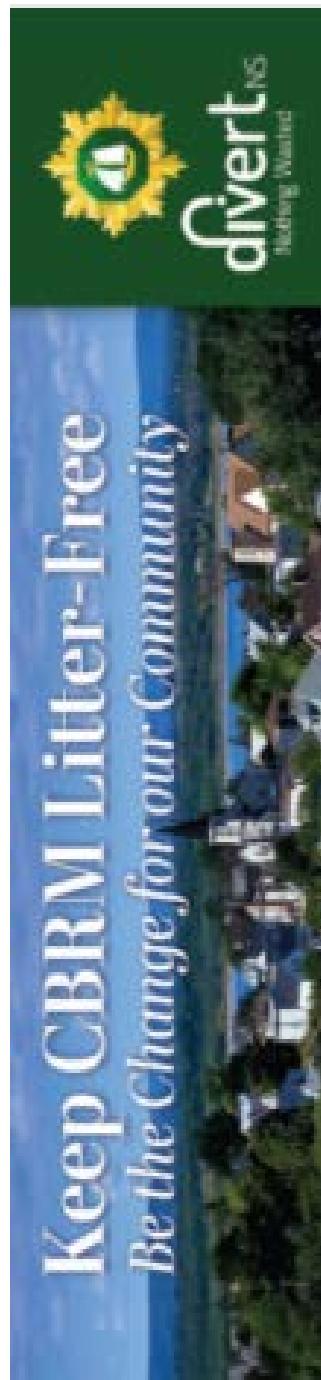
Litter Cleanup Promotion



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Litter focused Banner Ads were promoted on Transit Buses during the Fall.



Litter Prevention Initiatives

The purchase of 4 Cigarette Butt Bins.



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Litter Prevention Initiatives

The development of anti-littering signs to deter littering across CBRM.



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Keep our Downtown Areas Litter-Free



Be the Change for our Community



Keep our Parks & Trails Litter-Free



Be the Change for our Community



Keep our Beaches and Lakes Litter-Free



Be the Change for our Community



Litter Prevention Initiatives

Promotional Banners



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Community-Driven Litter Cleanups

April to December Litter Cleanups:

Over 65 community-driven litter cleanups were organized by individuals, businesses, and groups.

Solid Waste Support Provided:

- Litter kits (gloves, bags and litter cleanup stickers)
- Made sure removal plan was in place for filled bags.
- When required, arranged to remove filled bags.



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Student Programs

Collaborative litter engagement programs focusing on litter education, awareness, prevention and clean ups.

- In 2025, programs included public engagement, with more emphasis on education through youth and community events.



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Transformer Program

Highlights from the 2025 Program

- 1,730kg (1,950kg estimated including tires) of litter removed from communities.
- 11 community events attended/organized by the Transformer, including 5 organized community clean ups.
- 22,700 total impressions on social media.
- 31 cleanups completed, including 8 shoreline cleanups.



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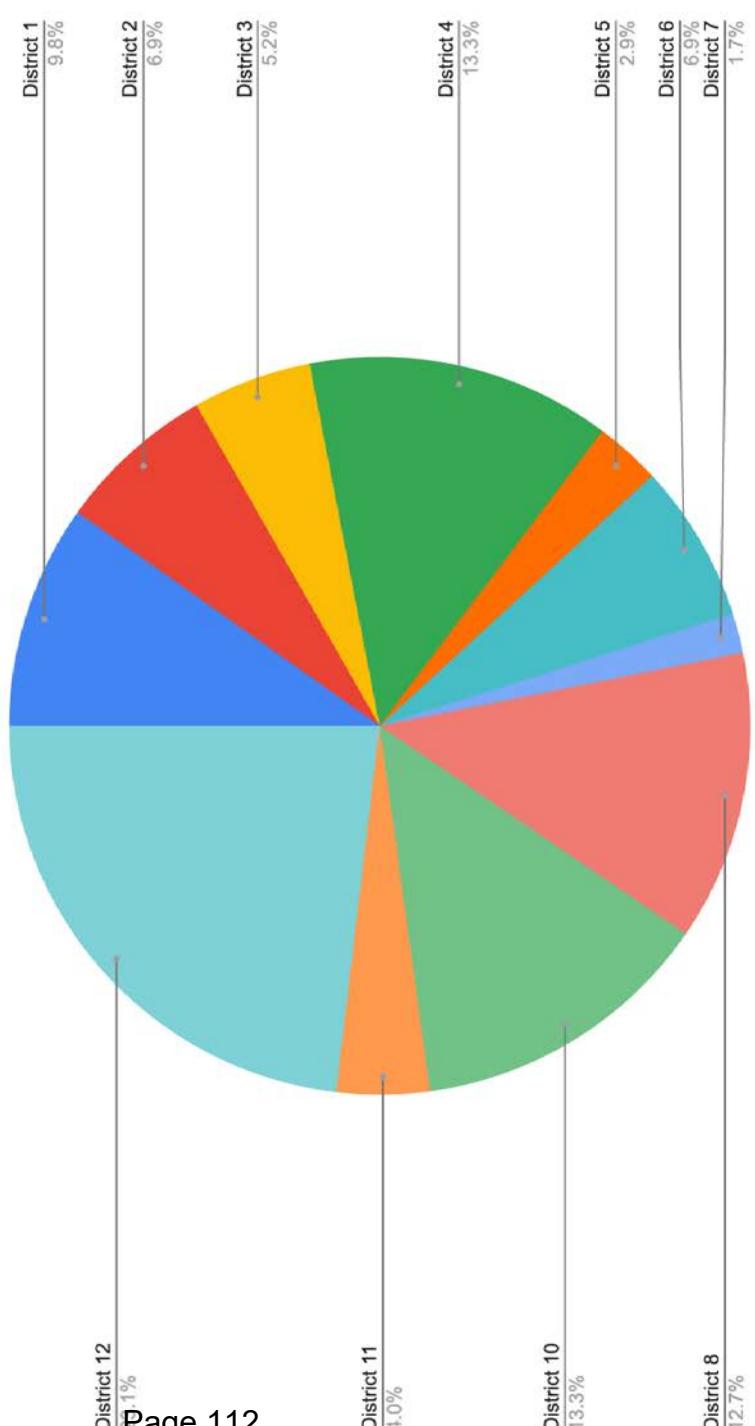
Student Programs



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By-District Clean-Up Distribution

May 14, 2025-August 19, 2025



Top 4 Litter Items Removed from
the community this season

1. Fast Food Packaging
2. Cigarette Butts
3. Single-Use Packaging
4. Hot and Cold Beverage Cups

Community-Driven Litter Cleanups



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Total number of litter cleanups organized by community individuals, businesses, or groups	Total number of bags supplied to individuals, businesses, or groups	Total number of gloves supplied to individuals, businesses or groups	Total number of litter stickers handed out to groups	Total number of litter cleanups the solid waste department assisted with the removal of filled bags
65	4375 bags were supplied	Over 2500 pairs of gloves were supplied	150 stickers supplied	45

Safe Sharps Drop-Off Program

9 safe sharp drop-offs were held to assist with the proper disposal of needles.

Sharps Removed From the Community:

1000+ safe sharps containers

- 200+ non-program containers
- 3000+ or more loose needles
- 35+ boxes filled with lancets



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Littering and the Law

CBRM ByLaw

- Extensive and deals with littering and illegal dumping
- Developed with summary offenses included
- Penalty of \$697.50 and not exceeding \$ 50,000



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Provincial Littering Laws

- Littering penalties include summary offence tickets (SOTs). As of late 2023, penalties increased to **\$812 for a first offense and \$2,422 for subsequent offenses.**
- Littering from vehicles is prohibited, with fines ranging from \$337.50 to \$2,500.

Illegal Dumping Program

The constable investigates complaints reported to the department involving:

- Dumping
- Curbside non-compliance
- Roadside litter & debris



Illegal Dumping Program

Program Highlights



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Total number of complaints investigated	Total number of cases investigated involving dumping	Total number of cases involving curbside dumping	Total number of complaints connected to roadside dumping	Total number of cases involving curbside non-compliance	Total number of warnings issued	Total number of charges issued	Total number of cleanups
120 complaints were reported to the Solid Waste Department	52 of the 92 cases investigated involve a dumping complaint	27 of the 52 complaints involved illegal dumpsites	15 of the 52 complaints involved curbside dumping.	10 of the 52 complaints involved a curbside non-compliance issue.	40 of the 92 complaints involved a curbside non-compliance issue.	9 charges	All reported sites were cleaned up.
92 cases have been completed.	28 cases remain active.						Curbside Non-Compliance Complaints: 85 warnings were issued

Curbside Non-Compliance Program

Curbside non-compliance can lead to the presence of litter and debris in a neighborhood.

To manage this direct cause, random neighborhoods are selected to visit following an area's collection day.

A neighborhood is visited due to:

- collection reports submitted by collector.
- complaint received from a resident.



Curbside Non-Compliance Program

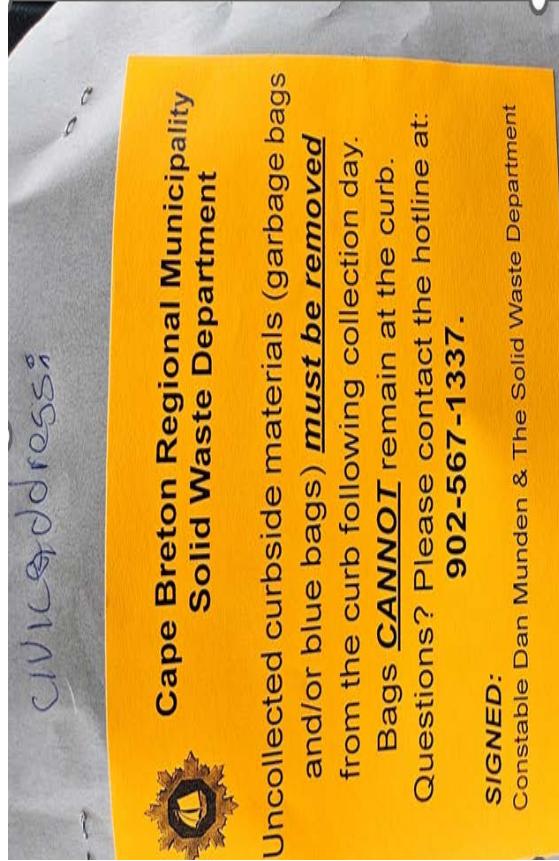


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Non-compliant properties are visited to notify residents any uncollected bags must be removed from the curb after collection has taken place.

An information package containing information to help with sorting is provided.

If a resident is not home, a note is left on the package advising of the visit and the request to remove the bags from the curb.



Your curbside material needs to be removed from the curb when it is tagged or left uncollected by waste collectors. Please remove the bags and follow instructions on back of bag. Remind me to place my bags in bags. The remaining days of the week, the maximum weight of a bag must be clear.

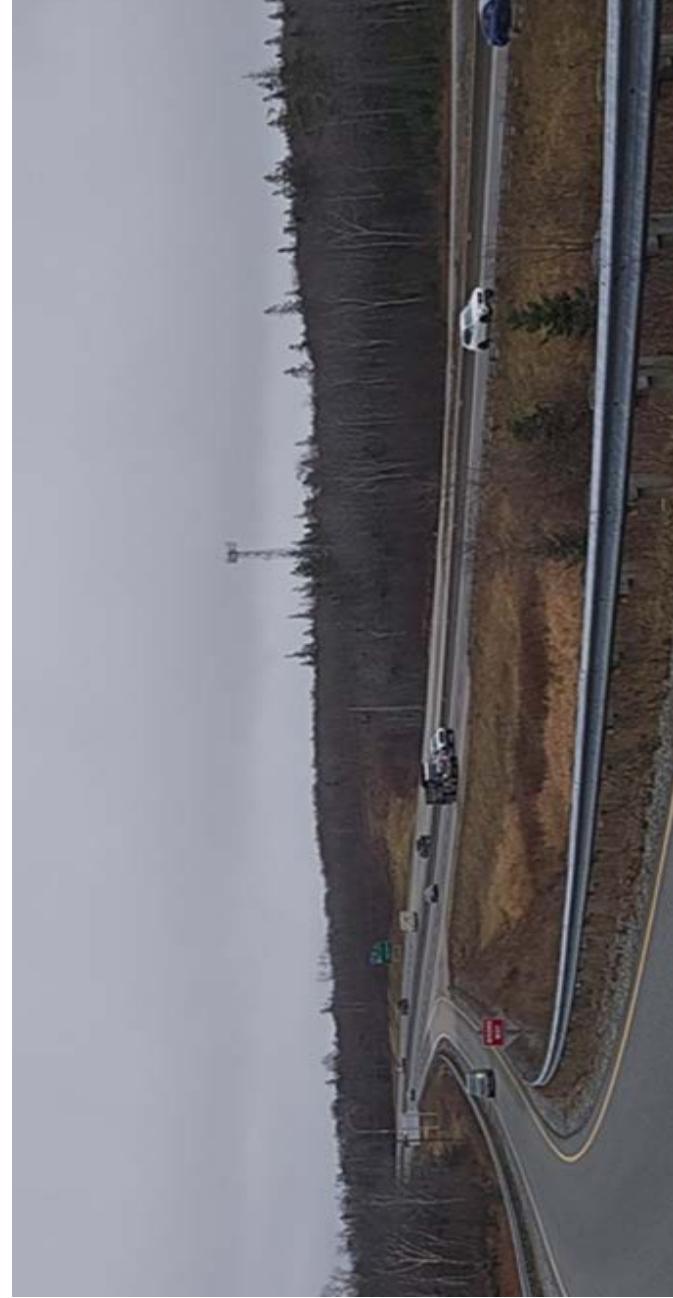
Reducing Roadside Litter and Debris

The constable spends time each month observing traffic on CBRM roadways & highways to make sure trucks and open back vehicles transporting materials are covered and/or properly secure.

He will pull over vehicles if he notices issues. This could lead to a warning and if warranted a charge.



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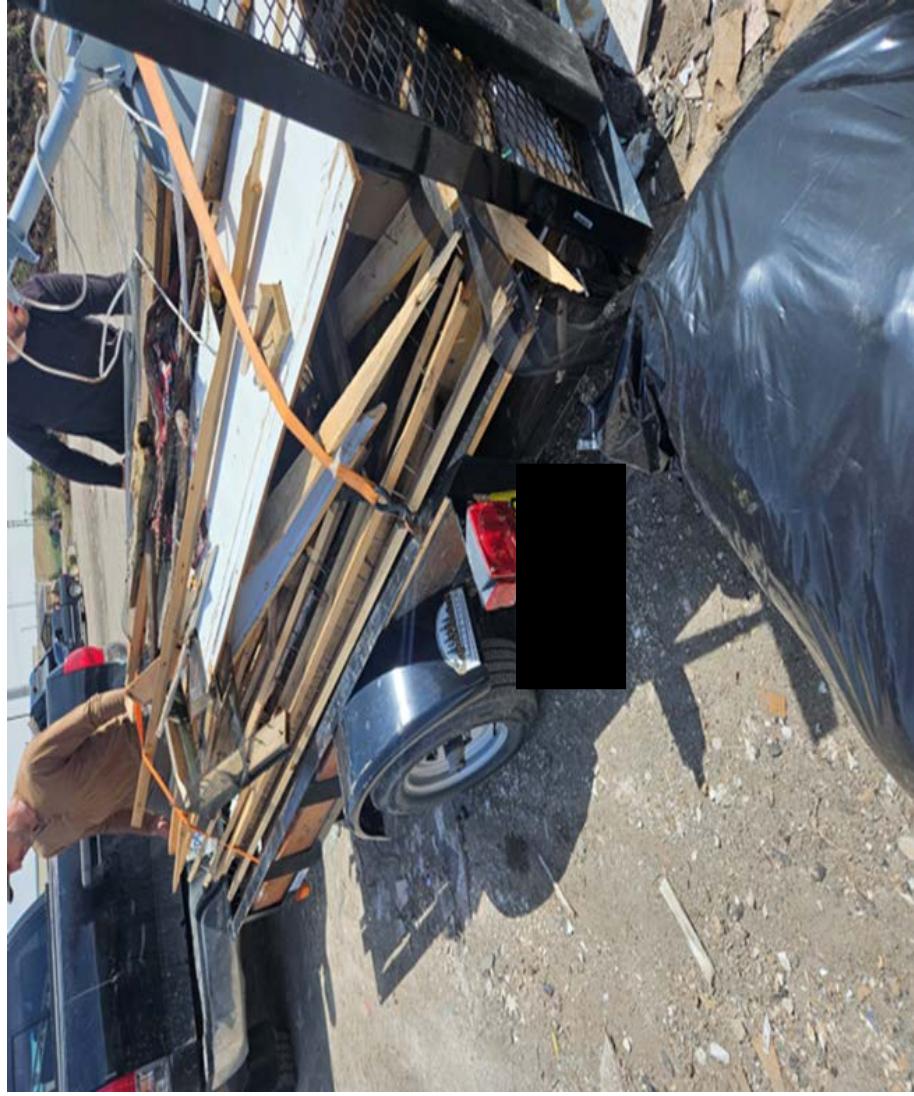


Reducing Roadside Litter and Debris



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The Constable spends 1-4 times a month monitoring trucks and open-back vehicles transporting waste.



Since April over **87,000+** vehicles have been observed.

Results: 30 warnings have been issued

0 tickets were issued.

Drive-Thru Monitoring Program

Drive-thru's are required to have a container installed in their drive-thru lanes.



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To ensure compliance, staff visit the 43 drive-thru's 3 times a year to monitor containers and the presence of litter.



Establishments are aware staff complete 3 random visits a year.

Drive-Thru Monitoring Program

Assessments involve:

- Making sure containers have not been removed from the lanes.

Making sure containers remain accessible for vehicle traffic.

- Monitoring usage.
- Monitoring their larger dumpsters.
- Monitoring for the presence of litter on their property and surrounding areas.



Drive-Thru Monitoring Program

Drive-thru's are contacted following a visit only when there are problems noted.

If no issues are documented, each restaurant will be contacted after all 3 visits have been completed to discuss findings with management.



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The Problem and The Solution



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Litter is an on-going problem that the solid waste department continues to work on.

Page 125

Education and a strong enforcement program are key to change and prevention.



Solid Waste Update

2025



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- Completed the shut down of the Compost Facility and have trucked away the compost remaining
- Compost is now delivered directly to Guysborough after collection
- Completed sale of Municipal Environment Recycling Facility to GFL.
- Blue bag materials are now delivered to GFL after collection
- Started EPR program, CBRM is now receiving payment for blue bag collection
- Completed new contracts for collection and trucking of materials
- Completed long term tipping contracts for Guysborough on all our solid waste materials

- Started hire of collection heavy equipment operators and have secured leases of collection equipment
- Awarded “Call to Haul” program and are preparing roll out
- Solid Waste collection fleet improvements are underway
- Will be bringing new programs and initiatives to solid waste in upcoming budget consultations



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Councillor Agenda Request Form

<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion
Date of Council Meeting: February 3, 2026		
Subject: Catalone Lake Restoration Update		
Motion for Council to Consider: That Committee of the Whole recommend Council to request Mayor to write letters in support of the dredging and restoration of Catalone Lake and Catalone Gut in conjunction with the Catalone Gut bridge project.		
Rationale: Catalone Lake is a vital community asset currently suffering significant environmental degradation due to sediment filling in the channel. The lake and surrounding environment have been greatly impacted, causing a multitude of issues for residents.		
Outcome Sought: CBRM will support the Catalone Lake Restoration Committee by providing letters of support to the Honourable Minister of Public Works, the Honourable Minister of Environment, and the Honourable Premier Tim Houston.		
<i>Steven MacNeil: District 8</i> Date January 27, 2026	<i>Received by Clerk's Department (date):</i>	



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Date of Council Meeting: February 3, 2026

Subject: Policies and Procedures for the Port Site Asset

Motion for Council to Consider: Council direct the CAO to direct staff to organize and schedule a workshop (before the next Committee of the Whole meeting in March 2026) to establish proper procedure and next steps for a potential Request for Proposal (RFP) or expression of interest seeking development of the municipality's port site asset

Rationale: The Cape Breton Regional Municipality currently owns undeveloped property that could serve as an economic. Establishing proper policy and procedures to ensure the municipal port site asset is developed in the best interest of the community.

Outcome Sought: Following the workshop, the CAO will bring forward the proper policies and procedures to move forward with the Port site asset during the March 2026 council meeting.

*Steven MacNeil – District 8 Councillor
Date: January 27, 2026*

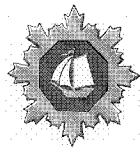
Received by Clerk's Department (date):



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Councillor Agenda Request Form

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Date of Council Meeting: February 3, 2026		
Subject: Street Light Policy		
Motion for Council to Consider: Council direct the CAO to direct staff to review the CBRM's street light policy, perform a jurisdictional scan of best practices, coordinate with Provincial counterpart and report new options back to Council that consider solar lighting as options for lights of convenience and options for areas of inadequate lighting that may be outside the current policy.		
Rationale: The Cape Breton Regional Municipality's current street light policy leaves gaps in service and offers limited adaptability for certain circumstances (example: intersections along Louisbourg Highway) and lights of convenience for residence who may need additional lighting. New technology, like solar lighting, or new cost-sharing agreements could be considered.		
Outcome Sought: Present Council with options for consideration to update the CBRM's street light policy within ten months of this motion passing		
<i>Steven MacNeil District 8 Councillor Date January 27,2026</i>	<i>Received by Clerk's Department (date):</i>	



CBRM

CBRM
STREET LIGHT POLICY

Approved by Council on February 19, 2002

PART 1 INTRODUCTION -----	1
PART 2 OBJECTIVES -----	1
PART 3 SCOPE -----	2
PART 4 AUTHORITY-----	3
PART 5 NEW STREETLIGHT-----	3
PART 6 UPGRADE OF MERCURY VAPOR FIXTURES-----	5
PART 7 REPAIR/REMOVAL OF VANDALIZED STREET LIGHTS-----	6
PART 8 EFFECTIVENESS-----	6
PART 9 STREETLIGHT STANDARD-----	6
PART 10 LIGHTS OF CONVENIENCE -----	6

PART 1 - INTRODUCTION

As a general policy, the Cape Breton Regional Municipality shall manage the illumination of Municipal Public Streets or Roads and Provincial Public Streets or Roads, heretofore referred to as public streets or roads, within the municipality.

Street lighting shall be managed to aid in the safe passage of motor vehicles on public streets or roads and pedestrian traffic at street intersections and other pedestrian infrastructure.

Street lighting shall be managed within the means of the municipality. Therefore, the intent of the policy is to provide a level of street lighting that is both affordable and adequate for vehicular and pedestrian traffic.

PART 2 - OBJECTIVES

1. To provide the community and the CBRM with standard guidelines for the effective and affordable management of lighting of the public streets and roads in the Cape Breton Regional Municipality.
2. To establish consistent warrants to evaluate and respond to requests for new street light installations within the municipality.
3. To establish consistent warrants to evaluate the repair or removal of vandalized lights.
4. To establish consistent warrants to evaluate the upgrading of older less efficient fixtures and subsequent removal of existing lights due to redundancy created by the new fixture.

5. Establish consistent warrants to evaluate the efficiency and effectiveness of existing streetlighting.

PART 3 - SCOPE

A streetlight is intended to provide illumination on the public streets or roads of CBRM in order to aid in the safe and orderly movement of vehicular traffic within the traveled way and pedestrian traffic on municipally maintained pedestrian infrastructure.

CBRM streetlights are installed exclusively to illuminate public streets and roads and pedestrian infrastructure. Any secondary benefit such as perceived personal security; or the lighting of yards, driveways or private property is considered coincidental. Furthermore, it is beyond the capability of CBRM to provide streetlighting on public streets and roads for pedestrian traffic where no pedestrian infrastructure exists.

Inclusions: The scope of this policy is limited to the streetlighting which illuminates public streets and roads and pedestrian infrastructure as defined here:

1. within the public street-right-of-way of Municipal public streets or roads which are owned and fully maintained by the Cape Breton Regional Municipality;
2. within the street-right-of-way of Provincial public streets or roads, with the exception of Provincial 100 series highways.

Exclusions: Excluded from this policy are:

1. streetlights which illuminate Federal 100 series highways and interchanges;
2. lights which illuminate municipal parks, municipal facilities and outdoor space other than a public street or road.

PART 4 - AUTHORITY

It shall be the responsibility of the Engineering and Public Works Department (EPW) to respond to requests for new streetlights. The Director of Engineering and Public Works shall authorize individuals to be responsible to accept, process and respond to such requests.

Further, EPW shall establish a formal relationship with Nova Scotia Power to ensure that streetlight work orders are accepted only through officially authorized persons.

PART 5 - NEW STREETLIGHT

All requests for new streetlights shall be made to authorized individuals. The following criteria must be considered in evaluation of requests for new streetlights:

5.1. BUDGET APPROVAL

All streetlighting expenditures must conform with approved budgets.

5.2. TRAFFIC SAFETY CONDITIONS

5.2.A Roadway structures must be visible to vehicular traffic and shall be evaluated.
example: bridges, railroad crossings and other permanent roadway infrastructure.

5.2.B Roadway geometry can be considered in evaluation of a streetlight request, however, geometry on its own is not a sufficient warrant for approval of a streetlight request. The geometry must pose a specific nighttime traffic hazard. Where signage is posted for

changes in the expected traveled way, and it is deemed by the Authority that signage alone is insufficient for nighttime traffic safety, a request for lighting may be evaluated.

example: intersections, and other significant changes in the expected traveled way.

5.2.C Adjacent infrastructure or street furniture which would increase or significantly alter the nighttime traffic flow shall be evaluated.
example: CBRM Transit Authority bus stops, Canada Post Super boxes.

5.2.D Adjacent land uses which generate vehicular and pedestrian traffic which surpasses the regular volume of nighttime traffic in the area shall be evaluated.
example: schools, churches, fire stations, commercial establishments, municipal recreational areas.

5.2.E Locations of traffic accidents, where the proximate cause of any such accident was apparently, after police investigation, determined to be due, either in whole or in part, to inadequate streetlighting shall be evaluated.

5.2.F Pedestrian infrastructure shall be evaluated.
example: sidewalks, intersections of sidewalks with public streets and roads; pedestrian underpasses, crosswalks.

5.2.G Request for lighting based on density of residential development, in areas serviced by municipal water and sewer, shall be evaluated in the context of Section 5.2.I.

5.2.H Requests for lighting based on density of development, in areas not serviced with municipal sewer and water, shall be evaluated where there is a minimum of three residential dwellings within a radius of 50 meters of the site of the requested light.

Streetlights approved under this provision shall be strategically located to provide the most effective lighting of the public street or road within the area of the specified cluster of residential development.

5.2.I Distribution and density of existing lighting shall be evaluated. No new streetlight shall be installed within a distance of 55 metres (180 feet) of an existing streetlight, as measured along the utility pole line of the road. This criteria will prevent the installation of consecutive lights where they are not warranted by other criteria in this section.

PART 6 - UPGRADE OF MERCURY VAPOR FIXTURES

Where a Mercury Vapor fixture which has reached or exceeded it's life expectancies, the fixture shall be replaced with a minimum 100 watt High Intensity Sodium fixture, as specified in Part 9.

As streetlights are upgraded pursuant to this Part, the distribution and illumination from other lights in the area of the upgrade shall be evaluated in accordance with criteria for a new streetlight, Part 5 of this policy.

PART 7 - REPAIR/REMOVAL OF VANDALIZED STREET LIGHTS

Lights in certain areas are subject to repeated vandalism whereby it is no longer cost effective to absorb the repair costs to reinstate the light as well as bear the rental cost of a light that is no longer providing service. In such cases where a light is vandalized 2 or more times in a 12 month period it shall be considered for removal from service.

PART 8 - EFFECTIVENESS

Lights which were installed for a specific purpose (ie: road hazard, adjacent infrastructure, etc.) whereby the original reason for installation is no longer applicable may be removed from service.

PART 9 - STREETLIGHT STANDARD

As a general rule, all new streetlights installed or replaced under this policy shall be a minimum of a 100W High Pressure Sodium Bulb in a long arm fixture oriented over the public street or road. The existing utility pole infrastructure shall be used.

PART 10 - LIGHTS OF CONVENIENCE

CBRM often receives requests for lighting that has benefit primarily to private property. Requests for installation of a streetlight for the sole purpose of lighting a private residential driveway where it leaves or joins the traveled way shall not be accepted within this policy. Under this policy the illumination of a private driveway is considered to be a "light of convenience" and shall not be the responsibility of the CBRM. People requesting such a light shall be encouraged to investigate the benefits of private light rental.

(Approved by Regional Council on February 19, 2002)



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Item No.

Council Agenda Request Form		
<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion
Date of Council Meeting: February 3, 2026		
Subject: Presentation of Petition – Old Town Post Office Redevelopment		
Motion for Council to Consider: Request Council receive this petition requesting the demolition and redevelopment of 17 Archibald Ave North Sydney, known as the old town post office, as part of the public record and consider the necessary steps and budget implications with community and government stakeholders.		
Reason: This petition calls on Municipal Council—working in partnership with the Provincial and Federal Governments—to act toward the removal of the abandoned structure and work towards the creation of a vibrant downtown community gathering and entertainment space. Over a thousand undersigned residents are asking that this project be given consideration during the municipal budget process, recognizing that planning, coordination, and funding will require collaboration across all levels of government. We ask this with concern for public safety, community pride, economic vitality and to show respect to our cenotaph and those who have served and sacrificed for our community.		
Outcome Sought: The demolition and redevelopment of 17 Archibald Ave, North Sydney, known as the old town post office.		
<i>Councillor Earlene MacMullin</i>	<i>District 2</i>	
<i>Date:</i> January 26, 2026	<i>Received by Clerk's Department (date):</i>	

