



Cape Breton Regional Municipality

Council Meeting Addendum

**Tuesday, December 9, 2025
2:00 p.m.**

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

Corporate Services Issues

**Previous Appointment of Assistant Building Official -
Administration and Enforcement of CBRM By-laws:**

Tyson Simms, Director of Planning and Development

(See page ____)



TO: Mayor Clarke and CBRM Council

SUBMITTED BY: Demetri Kachafanas, Chief Administrative Officer

DATE: December 5, 2025

SUBJECT: **Previous Appointment of Assistant Building Official - Administration and Enforcement of CBRM By-laws**

ORIGIN

This report originates from staff.

RECOMMENDATION

It is recommended that Cape Breton Regional Municipality (CBRM) Council:

- 1) Acknowledge their previous appointment, on March 4, 2025, of Kyle Reynolds as Assistant Building Official, responsible for the administration and enforcement of the CBRM Minimum Standards By-law (M-100), the CBRM Vacant and Derelict Building By-law (V-300), the CBRM Swimming Pool Fences By-law (S-600), the CBRM Licensing By-law for Shared Dwellings (L-100), and Part XV of the Municipal Government Act dealing with Dangerous or Unsightly Premises; and
- 2) Appoint Kyle Reynolds as also responsible for the administration and enforcement of the CBRM Building By-law, also known as By-law No. B-300.

BACKGROUND

On March 4, 2025, at a Special Meeting of CBRM Council, Kyle Reynolds was appointed as an Assistant Building Official. A record of Council's motion is included as Attachment A. As part of the appointment, Council identified the by-laws for which the Assistant Building Official would be responsible for administering and enforcing. These included the CBRM Minimum Standards By-law (M-100), the CBRM Vacant and Derelict Building By-law (V-300), the CBRM Swimming Pool Fences By-law (S-600), the CBRM Licensing By-law for Shared Dwellings (L-100), and Part XV of the Municipal Government Act relating to Dangerous or Unsightly Premises.

DISCUSSION

Staff have identified that the CBRM Building By-law, also referred to as By-law No. B-300, was absent from the list of by-laws referenced in the March 4, 2025, appointment. This omission represents a minor oversight. Administration and enforcement of the Building By-law form a standard component of the responsibilities and duties of an Assistant Building Official and should have been included in the original list presented to Council.

Following Council's approval of the recommendation, a record of the motion will be forwarded to the Department of Justice (DOJ). Upon receipt, the DOJ will formally recognize the Building By-law as part of the Assistant Building Official's by-law responsibilities for administration and enforcement under the terms of their appointment as a special constable.

FINANCIAL IMPLICATIONS

There are no budget implications associated with this report. Staff time required for the preparation of this report has been accommodated within the approved 2025–2026 Planning and Development operating budget.

LEGISLATIVE AUTHORITY

Building Code Act, Administration and Enforcement of Act in Municipality, Subsection 5(2).

ATTACHMENTS

Attachment A – Record of CBRM Council Motion, March 4, 2025

Report Prepared by: Tyson Simms, Director, Planning and Development 902.574.1936



M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Tyson Simms, Director of Planning and Development
From: Christa Dicks, Municipal Clerk
Date: March 6, 2025
Subject: New Staff Appointment – Assistant Building Official

At the Special Council meeting held on March 4, 2025, the following motions were passed:

Motion

Moved by Councillor Gillespie, seconded by Councillor Parsons, to appoint Kyle Reynolds as Assistant Building Official responsible for the Administration and Enforcement of the CBRM Minimum Standards By-law (M-100), the CBRM Vacant and Derelict Building By-law (V-300), the CBRM Swimming Pool Fences By-law (S-600), the CBRM Licensing By-law for Shared Dwellings (L-100), and Part XV of the Municipal Government acct dealing with Dangerous and Unsightly Premises.

Motion Carried

I would ask that you please take the action noted in the above motion.

Thank you.

Christa Dicks
Municipal Clerk
/slm