



Cape Breton Regional Municipality

Council Meeting Agenda

Tuesday, August 19, 2025

2:00 p.m.

Council Chambers

Second Floor, City Hall

320 Esplanade, Sydney, Nova Scotia

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Land Acknowledgement**Roll Call****O' Canada**

1. **Approval of Agenda:** (Motion required)
2. **Public Hearings**
 - 2.1 **Request for Municipal Heritage Registration – 5 Court Street / 312 Commercial Street, North Sydney:** Karen Neville, Heritage Officer / Senior Planner (See page 6)
 - 2.2 **Request for Municipal Heritage Registration – Bethel Presbyterian Church (9 Brookland Street, Sydney):** Karen Neville, Heritage Officer / Senior Planner (See page 56)
3. **Proclamations and Resolutions**
 - 3.1 **Pride Week** (for ratification)
Councillor Kim Sheppard-Campbell (See page 75)
 - 3.2 **Wetlands Appreciation Week** (for ratification)
Councillor Steven MacNeil (See page 76)
 - 3.3 **Acadian Day / Journée de l'Acadie** (for ratification)
Councillor Darren O' Quinn (See page 77)
 - 3.4 **Indian Independence Day** (for ratification)
Deputy Mayor Eldon MacDonald (See page 79)
 - 3.5 **Atlantic Burn Camp Week** (for ratification)
Councillor Earlene MacMullin (See page 80)
 - 3.6 **World Suicide Prevention Day** (for ratification)
Councillor Paul Nickituk (See page 81)

4. Planning Issues**4.1 Appeal of Site Plan Approval at PID 15025828 (61 Pleasant St, North Sydney) - Scheduled at 6:00 p.m.**

Jarret Gosbee, Development Officer (See page 82)

5. Corporate Services Issues**5.1 Request for Municipal Property PID 15231111, Munroe Street, Reserve Mines (District 8):** Sheila Kolanko, Property Manager (See page 100)**5.2 Drought Update:** Bruce MacDonald, Manager of Emergency Management

General Verbal Update as Situation is Ongoing

5.3 Increased Project Cost – George Street Watermain Replacement: Raymond Boudreau, P.Eng., Director of Water & Wastewater (See page 103)**5.4 Sydney Filter Media Replacement - Funding From Special Reserve Fund:** Raymond Boudreau, P.Eng., Director of Water & Wastewater (See page 105)**5.5 Policy Review Update:** Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page 107)**5.6 Transit Cape Breton Access-A-Bus Policy:** John Phalen, Director of Public Works (See page 150)**5.7 Requests for Proposals - Space:** Demetri Kachafanas, KC, Chief Administrative Officer (See page 179)**6. Council Agenda Requests****6.1 Consideration of Stand-Alone By-law for Recreational Modes of Transportation:** Councillor Kim Sheppard-Campbell (See page 180)

6.2 Litter By-Law: Councillor Kim Sheppard-Campbell (See page 181)

6.3 E-Scooters/Bikes: Councillor Steve Gillespie (See page 182)

6.4 CBRM Land Use Bylaw – Supportive housing exceeding the 9-bed Maximum: Councillor Earlene MacMullin (See page 183)

7. Committee Report

7.1 Police Commission Update June 2025: Glenn Paruch, CBRM Police Commission Chair / Councillor (See page 185)

7.2 REN Liaison Oversight Committee: Cape Breton Partnership (See page 189)

8. Financial Statements

8.1 CBRM Financial Statements to June 30, 2025: Jennifer Campbell, Chief Financial Officer (See page 202)

9. Correspondence

9.1 Welton Street Housing Project: Sheila Kolanko, Property Manager (See page 227)

9.2 CBRM Resolution - Impact of Structural Fires at Abandoned Properties: Mayor Cecil P. Clarke (See page 228)

9.3 NSP Update on Reliability Work in Glace Bay Area: Matt Drover, Senior Director, Energy Delivery (See page 231)

9.4 Efficiency Nova Scotia: Meaghan Mason, Efficiency Specialist – EnergyForward New Homes (See page 233)

Adjournment

Request for Municipal Heritage Registration – 5 Court Street / 312 Commercial Street, North Sydney

Motion

Moved by Councillor MacMullin, seconded by Councillor Paruch, to recommend to Council to initiate the process for registering 5 Court Street / 312 Commercial Street, North Sydney (PID 15028640) as a Municipal Heritage Property.

Motion Carried

Request for Municipal Heritage Registration – 5 Court Street / 312 Commercial Street, North Sydney

Motion

Moved by Councillor MacMullin, seconded by Councillor Gordon MacDonald, to approve the recommendation of Heritage Advisory Committee and initiate the process for registering Court Street/312 Commercial Street, North Sydney (PID 15028640) as a Municipal Heritage Property.

Motion Carried



TO: Mayor and Council **DATE:** July 24, 2025

FROM: Karen Neville

RE: Request for Municipal Heritage Registration - 5 Court Street/312 Commercial Street, North Sydney

Background

A request has been received from Sherry Finney to register 5 Court Street/312 Commercial Street, North Sydney (PID 15028640) as a Municipal Heritage Property (Attachment A). The applicant's submission for Heritage Registration, which was prepared by Emma Lang, Executive Director, Heritage Trust of Nova Scotia, can be found in Attachment B. The unique architectural features along with its cultural significance are cited for the reasons for Municipal Heritage Registration.

This L-shaped structure was originally built in 1939 and comprises two connected units with separate addresses, one which fronts on Court Street (5 Court Street) and the other which fronts on Commercial Street (312 Commercial Street). The building located at 5 Court Street/312 Commercial Street in North Sydney was constructed in 1939 by Melbourne Russell (M.R.) Chappell, who also served as its architect while working for Chappell's Ltd., a well-known local construction and stonemasonry firm. The building was original owned by Richard Jabalee, and served as a warehouse and grocery store and is closely tied to the history of North Sydney's Lebanese and Syrian communities. 312 Commercial Street is part of the original construction and is 84 years old. 5 Court Street and used to function as a warehouse was burned down in 1950 and rebuilt in the same year and is 73 years old.

Architecturally, the structure is notable for its L-shaped design with gabled rooflines. The L-shaped nature of the building, allowed enough space for both the warehouse and grocery store. Aside from the shape and other unique characteristics, this building is typical of warehouses and other industrial buildings of this period, like Pictou Iron Foundry located in Pictou, Nova Scotia, a provincially registered heritage property.¹

The unit facing Court Street retains many original elements. This unit is wood construction with a cement foundation with brick cladding. It is unclear when the red metal siding was installed on upper half of the building face on Court Street. However, when the current property owners purchased the property in 2008, there was a sign painted on the siding reading 'R. Jabalee & Sons', which has since been removed. Wooden dentils separate the exposed brick from the siding. The centrally located windows and two

¹ Canada's Historic Places, "Pictou Iron Foundry," n.d. Historic Places Canada, <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=14796&pid=0&%3A%7E%3Atext=Description%20of%20Historic%20Place%2Cin%20the%20provincial%20designation>

double doors are surrounded by molding. The side of the unit is of brick construction covered with concrete with a series of windows with stone sills. The interior of the unit maintains elements of its original construction including exposed wood beams and brick walls. The current owners have renovated the interior space while ensuring these characteristics remain visible. The Court Street warehouse serves as a visual landmark as it is one of the only industrial style buildings located on the street. This unit is also the tallest building on this street, being two storeys tall.

The unit facing Commercial Street has gable roof with columns on either side. The brick exterior is exposed on the sides of the building with the street face covered in metal siding. There is a cement inlay on centre of the Commercial Street façade reading “1939: R. Jabalee.” The storefronts facing Commercial Street have been altered from its original form. The storefront was formerly entirely glass aside from two recessed entryways. The front façade now features two recessed doors and several display windows covered by metal awnings, all with painted black wood trim.

In addition to its architectural value, the building is a visual and cultural landmark, representing the legacy of Lebanese and Syrian entrepreneurship that shaped the Commercial Street corridor throughout the 20th century. As such, the structure not only illustrates the local economic and architectural history but also preserves the memory of a vibrant immigrant community and its contributions to North Sydney.

As indicated, the applicant is requesting Municipal Heritage Registration based on the unique architectural and cultural significance. The scoring criteria for this property can be found in Attachment C.

Heritage Advisory Committee

During the June 2nd 2025 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On June 10th, Council passed a motion to initiate the process for registration.

Heritage Property Act

In accordance with the *Heritage Property Act*, no registration shall take place until Council has given the owner of the property an opportunity to be heard. Notice of the recommendation to register this property was originally filed at the registry of deeds on July 4, 2025, and notice was sent to the property owner on. No comments were received by the Planning and Development Department at the time this report was prepared.

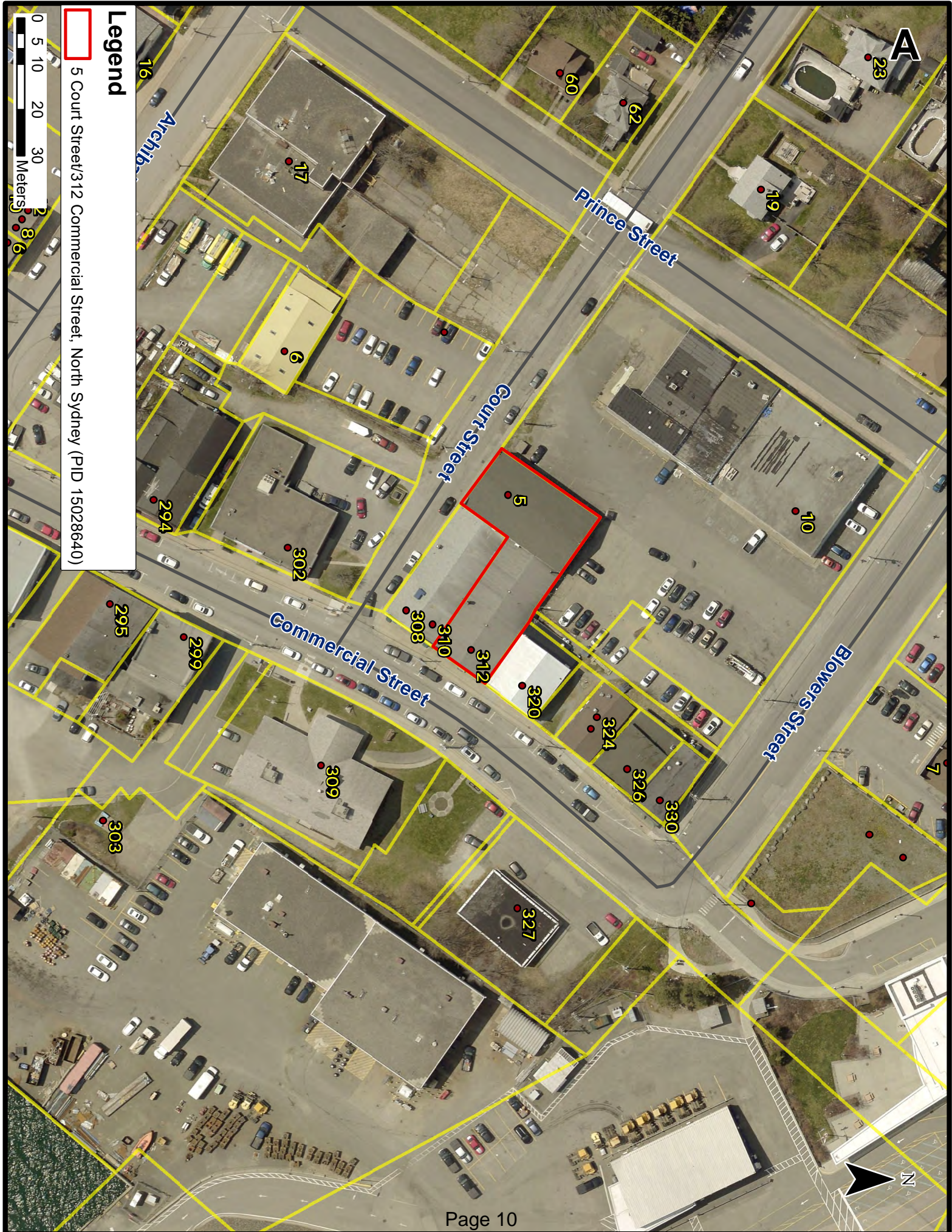
Recommendation

It is recommended Council register 5 Court Street/312 Commercial Street, North Sydney (PID 15028640) as a Municipal Heritage Property.

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department



Applicant Information:**Name:** Sherry Finney**Organization/Company Affiliation:****Address:****Telephone:****Email:** [REDACTED]**Compiled with the help of:****Name:** Heritage Trust of Nova Scotia, Emma Lang, Executive Director**Address:** 55 Ochterloney Street, Dartmouth, Nova Scotia, B2Y 1C3**Telephone:** (902) 423-4807**Email:** contact@htns.ca

Property Information:**Nova Scotia Property Identification Number (PID(s)):** 15028640**Owner(s):** Sherry Finney**Address:** 5 Court Street/312 Commercial Street, North Sydney, B2A 1C2.**Historical Information****1. Age of Property:**

This L-shaped structure was originally built in 1939 and comprises two connected units with separate addresses, one which fronts on Court Street (5 Court Street) and the other which fronts on Commercial Street (312 Commercial Street). 312 Commercial Street is part of the original construction and is 84 years old. 5 Court Street and used to function as a warehouse was burned down in 1950 and rebuilt in the same year and is 73 years old.

2. Source of Information:

The original date of construction, 1939, is present on a cement inlay in the bricks located centrally on the Commercial Street face of the building.

3. Does this property have an association with the life or activities of a person, group, organisation, institution or an event that has made a significant

contribution to the local community, municipality, province, or country? If so, provide details:

Association of the property with the community's economic, social, political, athletic or cultural history:

At the end of the nineteenth and beginning of the twentieth century an abundance of natural resources, like ore and coal, and easily accessible transportation by boat and train made Cape Breton the logical location to establish mines and quarries and their associated plants. These industries attracted thousands of immigrants from a wide range of countries and cultures, including Maronite Catholics from Lebanon and Syria. By 1921, Census records indicate that out of roughly 6,500 occupants there were 103 individuals living in North Sydney with at least one Lebanese or Syrian born parent.¹ Many of these immigrants came to Nova Scotia with little money and found work in the mines and steel industry or jobs that supported the lives of the people in the area, often learning English after their arrival.

The Lebanese and Syrian Immigrants in North Sydney worked in many different industries, but most commonly they were business owners or merchants. Richard Jabalee's family provides an excellent example of one such family. Jabalee arrived, not speaking English, in 1909 and over the course of thirty years went from being an industrial worker and peddler to opening four grocery businesses in North Sydney, one of which was a grocery and warehouse at 5 Court Street/312 Commercial Street (PID 15028640). During the twentieth century, much of North Sydney's main street, Commercial Street, specifically from Court Street to Blowers Street, was made up of businesses owned and operated by the Lebanese and Syrian communities, some of which include the Raheys who owned a grocery business, the Shebibs who ran a shoe repair store, the Kawaja family who had a trading company, and the Balahs who sold ladies' and children's clothing, all in the North Sydney area.² Through their successful businesses and community contributions such as donations to local sports teams the Lebanese and Syrian communities in North Sydney made a memorable impact on the economy of North Sydney and all of Cape Breton.³

¹ This comes from genealogical history collected by the North Sydney Area Lebanese Heritage Society as well as the 1921 Canadian Census.

² This comes from genealogical history collected by the North Sydney Area Lebanese Heritage Society.

³ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol

Richard Jabalee's grocery businesses opened after four years of pedalling goods and working in various jobs in Cape Breton's industrial sphere. His first business, a wholesale grocery store, was run from a rented retail lot on Commercial Street and opened in 1917. In 1932, Jabalee decided to close his first business and purchase and open a different wholesale store on Commercial street as well as The Quality Store (another grocery store). The grocery store and warehouse run from 5 Court street and 312 Commercial Street (PID 15028640) were the last of Richard Jabalee's businesses to open. The building was designed and built in 1939 by Melbourne Russell (M.R.) Chappell, the staff architect at Chappell's Ltd., a well-known Sydney operated construction and stonemasonry company.⁴ Jabalee's grocery businesses were a supplier for most Northside grocers during their operation and opened at a time of population growth in North Sydney, which created a demand for new businesses which would cater to the growing population's needs. Many others belonging to the Lebanese and Syrian communities in North Sydney contemporaneously opened businesses of their own at the beginning of the twentieth century.

While open, these businesses employed numerous people in North Sydney, some of whom were also immigrants from Lebanon and Syria, as warehouse loaders and stockers, grocery clerks, box boys, meat cutters, office workers or delivery drivers. Each of the Jabalee stores employed fifteen to twenty people at a time with the warehouse employing fewer, likely between two and three. Many immigrants from this community worked at Jabalee's stores until they got their own start.⁵ One example of this is the Rahey brothers who were employed at Richard Jabalee's grocery store and went on to become well regarded businessmen and open their own successful grocery chain.⁶

Notably, Richard Jabalee is also known to have aided in the war efforts during World War Two. Jabalee's warehouse and wholesale at 5 Court Street and 312 Commercial Street opened in 1939, the year of the beginning of World War II. Preparations for the onset of World War II also meant a population increase in towns

⁴ Biographical Dictionary of Architects in Canada, Chappell, Melbourne Russell, <http://dictionaryofarchitectsincanada.org/node/907> (Accessed August 11, 2023)

⁵ This comes from oral history given by Charlene Pedersen, head of the North Sydney Area Lebanese Heritage Society.

⁶ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol

like North Sydney, as Canada began to increasingly stress the need for labour in industrial occupations like those at mines and plants. Jabalee's businesses grew with this population, providing employment opportunities and food for those at the home front. Wartime rationing did affect the product sold at Jabalee's stores, Harold Jabalee recounts that during the Second World War Jabalee's grocery stores did not sell their Canadian red brand beef, instead sending it overseas with the three ships he owned to service the convoys that left from Sydney Harbour.⁷ Jabalee's businesses also partook in community aid at home. Much like other grocers and businesses in the twentieth century, Jabalee's businesses provided delivery options to the community and sponsored local sports teams. Harold Jabalee also recalled his father helping members of the community in need stating that "In those days there were no food banks...The merchants were the food banks: those who could pay made up for those who couldn't."⁸

Association of the property with a well-known person locally, provincially or nationally:

Richard Jabalee:

Jabalee was very well known both locally and throughout Atlantic Canada for numerous reasons. Richard Jabalee arrived in Nova Scotia with his father Asad in 1909 at the age of seventeen from Zahle, Lebanon and was followed by his mother and other siblings in 1913.⁹ According to the oral testimony of Jabalee's son Harold, Richard Jabalee did not speak or read English when he arrived.¹⁰ He first worked at a quarry in Georges River, then the local Nova Scotia Steel and Coal Company in Sydney Mines, then at the North Sydney docks and as a peddler before opening his first grocery store in a rented retail space on Commercial Street in 1917.¹¹ The 1917

⁷ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familyys-business-success-21200/> (Accessed August 10, 2023).

⁸ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familyys-business-success-21200/> (Accessed August 10, 2023).

⁹ In total the family included 4 sons and a daughter at the time of immigration. Statistics Canada, "Census of Canada, 1921" (RG31- Statistics Canada, 1921), page 9, <http://central.bac-lac.gc.ca/.redirect?app=census&id=67607754&lang=eng>.

¹⁰ Harold Jabalee, 2019, "Part 2 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, <https://www.youtube.com/watch?v=myGnyeHGhlo>

¹¹ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familyys-business-success-21200/> (Accessed August 10, 2023).

store was the first of a series of such businesses that were owned by Richard Jabalee and his family. After closing the first business, two more opened in 1932, The Quality Store and a wholesale, and finally the last business, a warehouse and grocery store at 5 Court Street and 312 Commercial Street (PID 15028640), opened in 1939.¹² Jabalee's warehouse was a supplier for many of the grocery stores in North Sydney throughout the twentieth century, also providing delivery services. Jabalee was commonly referred to as 'The Boss' by those who knew him in North Sydney.¹³

Richard Jabalee's businesses carried items that could not be found elsewhere and were considered to be high quality by his customers. In particular, Richard's grocery chain, R. Jabalee and Northern Wholesale (later renamed R. Jabalee & Sons Ltd. in 1955) sold beef sourced from the west of Canada, which he labelled Canada's finest Red Brand Beef. Richard's stores sold this product so well that the CEO of Canada Packers, Norman MacLean, travelled from Toronto to North Sydney to meet him in person.¹⁴

In addition to Richard Jabalee's entrepreneurial reputation he was also an avid race horse owner, gaining a particular reputation for one horse named Marjorie M, who was referred to as 'Queen of the Maritimes'.¹⁵ According to the oral testimony of Richard's son Harold Jabalee, his father had always had a love for horses, beginning to purchase race horses in the 1920s and keeping them in Montreal, later moving them to Nova Scotia so that he could be closer to them.¹⁶ Richard Jabalee himself did not race the horses, instead his brother Mike Jabalee or friend Earl Avery from

¹² Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familyys-business-success-21200/> (Accessed August 10, 2023).

¹³ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol

¹⁴ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familyys-business-success-21200/> (Accessed August 10, 2023).

¹⁵ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol; Gordon Sampson, "Hard work allows for quality purchases," *Saltwire*, November 17, 2019, <https://www.saltwire.com/cape-breton/opinion/hard-work-allows-for-quality-purchases-21190/>. (Accessed August 10, 2023).

¹⁶ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol

New Brunswick acted as jockeys.¹⁷ Jabalee was known to travel across America and the Maritimes to purchase horses and compete in horse racing competitions.¹⁸ On one occasion Marjorie M was registered to compete at a race in Charlottetown, but instead the race was cancelled and Richard Jabalee was given the prize money as the organisers recognized that Marjorie would likely win.¹⁹ Richard Jabalee took interest in other sports as well and was a shareholder and one of the original directors of the Northside Forum. He supported hockey and baseball in Cape Breton by attending games throughout the island and sponsoring local sports teams.²⁰ Richard Jabalee's success and reputation in the area is clearly displayed in a 1935 issue of the Sydney Post Record which included his name in a list of 'Leaders of Cape Breton.'²¹

Melbourne Russell Chappell:

Melbourne Russell (M.R.) Chappell of Chappell's Ltd. (or Chappell Brothers & Co.) was the architect and builder of this building. Chappell is a person of note in the history of Nova Scotia, both for the work of his company as well as his purchase of Oak Island in the 1930s, and the treasure hunt there which he was committed to until his death in 1981.²² Chappell also served as the Alderman for Sydney between 1924 and 1928.²³ M.R. Chappell's father William Chappell had founded the construction company Chappell's Ltd. in Sydney Nova Scotia and passed its management to his

¹⁷ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_oI; Gordon Sampson, "Hard work allows for quality purchases," *Saltwire*, November 17, 2019, <https://www.saltwire.com/cape-breton/opinion/hard-work-allows-for-quality-purchases-21190/>. (Accessed August 10, 2023).

¹⁸ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_oI

¹⁹ Gordon Sampson, "Hard work allows for quality purchases," *Saltwire*, November 17, 2019, <https://www.saltwire.com/cape-breton/opinion/hard-work-allows-for-quality-purchases-21190/>. (Accessed August 10, 2023).

²⁰ Gordon Sampson, "Hard work allows for quality purchases," *Saltwire*, November 17, 2019, <https://www.saltwire.com/cape-breton/opinion/hard-work-allows-for-quality-purchases-21190/>. (Accessed August 10, 2023).

²¹ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familys-business-success-21200/> (Accessed August 10, 2023).

²² "Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

²³ "Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

four sons upon his death.²⁴ Chappell's Ltd. was given contracts for several buildings around the province with M.R. Chappell being the staff architect for the firm, He was awarded the contract for 5 Court Street and 312 Commercial Street (PID 15028640) in 1939.²⁵ Some of Chappell's other works included the Isle Royale Hotel (1927), a theatre for a D.P. MacDonald (1938), and the Young Men's Christian Association (1940) in Sydney Nova Scotia, and the Maritime Winter Fair Arena in Amherst, Nova Scotia (1939) all of which have since been demolished.

4. Are there any additional comments regarding the age and history of the structure that you can provide? If so, provide details.

Oral history collected from Harold Jabalee indicates that the warehouse portion of the building burned down around 1950 and was rebuilt soon after.²⁶

In 2008 the property was purchased by Paul Finney, Sherry Finney, Dale Finney and Robert Dickson, who renovated and in part restored the exterior and interior of the building.²⁷ The building continues to be used for commercial purposes, now housing several businesses inside including Breton Print, Bare Envy Skincare, and Trinity's Florals in the 5 Court Street unit and Nathan Ryan Law and Nora's 2 in the 312 Commercial Street unit.

Architectural Information

1. Is the name of the Architect or Building known, if so provide?:

The contract for the construction of the building was awarded to Melbourne Russell Chappell in 1939 and the construction was paid for by Richard Jabalee.²⁸ Melbourne

²⁴ "Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

²⁵ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familys-business-success-21200/> (Accessed August 10, 2023).

²⁶ Harold Jabalee, 2019, "Part 7 - Interview with Harold Jabalee (with Edna Jabalee)," interview by Isabel Rahey-Tobin, October 25, 2019, <https://www.youtube.com/watch?v=-zp7Rls3uww>.

²⁷ Michael Tobin, 2008, "Deed: John Cruickshank Enterprises Limited to Paul Finney, Sherry Finney, Robert Dickson and Dale Finney," *Registry of Deeds*, January 30.

²⁸ Gordon Sampson, "Food behind Jabalee family's business success," *Saltwire*, November 10 2016, <https://www.saltwire.com/cape-breton/opinion/food-behind-jabalee-familys-business-success-21200/> (Accessed August 10, 2023).

Russell Chappell was also the architect for the project as he was the staff architect for Chappell's Ltd..²⁹

2. Was the architect/builder of particular importance at the regional or local level?

Melbourne Russell (M.R.) Chappell and his three brothers ran Chappell's Ltd. out of Sydney NS and were well known in the area as a reputable stonemasonry and construction company. The company was founded by their father William Chappell. Work attributed to Chappell's Ltd. and more specifically M.R. Chappell could be found mainly in Cape Breton but also in Amherst Nova Scotia. Some examples of his work included the Isle Royale Hotel built in 1927, a theatre for a D.P. MacDonald (1938), and the Young Men's Christian Association (1940) in Sydney Nova Scotia, and the Maritime Winter Fair Arena in Amherst (1939), Nova Scotia, all of which have unfortunately been demolished.³⁰ M.R. Chappell is also well-known for purchasing Oak Island in the 1930s and is credited with starting search efforts for treasure there.³¹

3. Does the building exhibit any unusual or unique architectural features? If yes, describe these features:

The building features a cement inlay in the brick on the 312 Commercial Street storefront which reads "1939 R. Jabalee". Additionally, the L-shaped nature of the building, allowing enough space for both the warehouse and grocery store, is also unusual, but allows for the best use of this plot of land. Aside from the shape and other unique characteristics, this building is typical of warehouses and other industrial buildings of this period, like Pictou Iron Foundry located in Pictou, Nova Scotia, a provincially registered heritage property.³²

²⁹ "Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

³⁰ Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

³¹ "Chappell, Melbourne Russell," *Biographical Dictionary of Architects in Canada, 1800-1950*. Accessed August 10, 2023, <http://dictionaryofarchitectsincanada.org/node/907>.

³² Canada's Historic Places, "Pictou Iron Foundry," n.d. *Historic Places Canada*, <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=14796&pid=0#:~:text=Description%20of%20Historic%20Place,included%20in%20the%20provincial%20designation>.

4. Does the architecture have a distinct design unique to the local area? If yes, describe:

Commercial Street in North Sydney (between Blowers Street and Court Street), an area where many of the buildings were owned by members of the Lebanese and Syrian communities throughout the 20th century, is defined by commercial, residential and industrial buildings similar to 5 Court Street/312 Commercial Street. This building is, however, architecturally unique in North Sydney due to its L-shape. This building and those that surround it illustrate the Lebanese and Syrian community's experiences during and contributions to the economic growth of North Sydney throughout the twentieth century.

Construction Information

1. Type of Construction (For example, wood frame, mortar, brick, etc)

5 Court Street:

Exterior:

The unit's exterior is rectangular with a gabled roof which overhangs slightly at the Court Street face. It is of wood frame construction with a cement foundation and with brick cladding. The bricks are painted red. On the southwest face the bricks on the lower half of the wall are exposed and painted red but covered with red metal siding on the upper half. It is not known when the red siding was installed, however, this was done while the warehouse was in business as when the present owners bought the building in 2008 there was a sign painted on the siding reading 'R. Jabalee & Sons.' This has since been removed. Black painted wooden dentils separate the exposed brick from the siding on the upper portion of the unit. The southwest side of the unit also features a rectangular window centrally placed above a three paned display window with two double-doors on either side. The moulding around the windows and doors is wood and is painted black. The sides of the unit are constructed of bricks which are covered in a layer of red painted concrete to provide stability. Windows line the sides of the building and have stone sills. The unit has a gabled roof which meets columns on either end. At the northeast corner of the warehouse on Court Street, the structure connects at a ninety-degree angle with the store on Commercial Street making it one L-shaped building.

Interior:

The top floor of the building retains visible elements of its original construction including exposed wood beams and brick walls. This space was renovated in 2022 and the owners have ensured that these characteristics remain visible and pay tribute to the building as a heritage structure.

312 Commercial Street:

The unit is rectangular with a gabled roof with columns on either side and a slight overhang. The unit has a cement foundation and is constructed of brick which is left exposed on the sides or of the structure. The Commercial Street face of the store features two recessed doors and several display windows covered by metal awnings, all with painted black wood trim. The top section of the Commercial Street storefront is covered with blue vertical metal siding. At the centre of the Commercial Street face there is a cement inlay in the brick which reads '1939: R. Jabalee' indicating the date of construction. Separated from the metal siding by black trim, the bottom half is covered with wooden panelling which is painted light blue. The column on either side of the storefront is covered in white vertical metal siding with black trim. The rear of this unit connects it with the warehouse at a ninety degree angle making it one L-shaped building.

2. Does the building exhibit any interesting construction techniques or particular building technologies (i.e. wooden pegs, mortise and tenon, etc.)?

Not to our knowledge.

3. Present Building Condition

Poor

Fair

Good

Excellent

Alteration Information

1. Has the exterior of the building been structurally altered from its original appearance? If yes, when?

5 Court Street

The exterior of this section of the property has retained many original elements. Numerous restoration and renovations have been completed between 2008 and the

present. The present owners purchased the property in 2008, at this time the warehouse still had a sign painted directly onto the siding reading 'Jabalee and Sons Ltd.' The siding on the lower half of the building was removed shortly following the building's purchase in 2008. This renovation exposed the original brick which is painted red. Along with this change, the present owners also converted a garage door that was formerly centrally placed on Court Street face of the building into a large window with a black painted wooden frame, a change that references the original garage doors and keeps with the style of the building. At the same time as this renovation, they also converted the single doors and windows on either side of the garage door into double doors with black painted wooden frames; this was done to facilitate better access to the multiple retail rental units present inside the warehouse today. The window on the top half of the Court Street face as well as all of the windows on other faces of the unit are original and their frames were repainted black around the time of this renovation. The present owners have also worked to restore the cement coating over the exposed brick and the window sills along the sides of the building.

312 Commercial Street

The storefront on Commercial Street has changed significantly since the business's operation in the twentieth century. The storefront was formerly entirely glass aside from two recessed entryways. At an unknown date this storefront was renovated to then feature one recessed entryway with the remaining wall being made of windows. The present owners have renovated this storefront twice since its purchase in 2008. The first renovation in 2008 resulted in the Commercial Street face having two recessed entryways, placed differently than the original construction, and three windows covered with red cloth awnings and surrounded with black painted trim. During the 2008 renovation the walls were covered with beige metal siding which was over the original brick. In 2020 further exterior renovations took place which changed the colour of the metal siding from beige to blue and changed the awnings over windows from red cloth to white metal.

Contextual Information

1. Does the building serve as a visual landmark? Why?

The building serves as a landmark along Court and Commercial Street because of its size, design, and placement. The Court Street warehouse serves as a visual landmark as it is one of the only industrial style buildings located on the street. The warehouse is also the tallest building on this street, being two storeys tall, and is painted red, making it clearly visible and unique from its surroundings. The Commercial Street storefront also serves as a visual landmark due to its unique appearance. The inclusion of columns on either side of the structure and awnings over the display windows as well as the store's roofline differentiate it from neighbouring buildings. This storefront also serves as a visual landmark due to the cement inlay dating the building to 1939. This element not only helps to identify the age of this specific structure but also helps to place this building and those around it in a time when North Sydney and its Lebanese and Syrian population were economically flourishing, and this part of Cape Breton was a hub of activity. Aside from being a physical landmark this structure also serves as a cultural landmark within the community. The grocery store and warehouse were located in the commercial centre of North Sydney. More specifically they were located in an area of a few blocks which was almost entirely owned by Lebanese and Syrian immigrants, many of whom lived in the residential neighbourhood behind Commercial Street. Children who grew up in this community during the store's operation have memories of going to Jabalee's grocery store after school to pick up candies from Jabalee's warehouse on the way to play games on the field where Ultramar sits today.³³ Others in the community recall family members working for Jabalee at one of his businesses, like the grocery store and warehouse, as they found their place in North Sydney or waited to start their own businesses as many in the Lebanese and Syrian communities did.³⁴

2. How do nearby buildings compare with the subject property?

The grocery store and warehouse on Court Street and Commercial Street stands out from the surrounding buildings. The design of both street facing facades of this building differs from those neighbouring it in shape. The roofline on Court Street and

³³ Harold Jabalee, 2019, "Part 2 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, <https://www.youtube.com/watch?v=myGnyeHGhlo>

³⁴ Harold Jabalee, 2019, "Part 1 - Interview with Harold Jabalee," interview by Isabel Rahey-Tobin, October 25, 2019, https://www.youtube.com/watch?v=amSizJ1d_ol

Commercial Street features a gable met as each side of the facade by columns, while other rooflines on Court and Commercial Street are mostly flat. In addition to this the Court Street warehouse is red in colour compared to two grey buildings which neighbour it. The Commercial Street storefront also features white metal awnings that are not present on other buildings along Commercial Street.

More broadly speaking, the building is not uncharacteristic of this section of Commercial Street, running historically from Blowers Street to Court Street, most of which was owned by the Lebanese and Syrian Community. Many of the buildings on Commercial Street feature similar boomtown facades to 312 Commercial Street / 5 Court Street. This building's registration would help to preserve more than just the memory of Jabalee's family businesses, but also the many other Lebanese and Syrian owned businesses along this street.

Photographs:



Photograph taken around 1950 depicting the fire damage at the warehouse at 5 Court Street. The photograph was taken from Court Street looking towards Blowers Street. The wall connecting the warehouse to the grocery store is to the right of the camera shot.

Source: Charlene Rahey-Pedersen in North Sydney Area Lebanese Heritage Society, "1950 Fire at R. Jabalee Meats and Groceries," Facebook, October 27, 2019,

<https://www.facebook.com/photo/?fbid=10156380440206822&set=oa.2488528464598250>



Photograph taken in 2008 showing the Court Street warehouse storefront before the present owners first renovation.

Source: Photograph taken by Sherry Finney.



Photograph taken before 2012 showing renovation progress at the Court Street warehouse.
Source: Photograph taken by Sherry Finney.



Photograph taken in 2012 of the Court Street storefront as well as its northwestern wall.
Source: Cropped image from Google Street View (5 Court Street, North Sydney, B2A 1C2)



Photograph taken in 2012 of the Court Street storefront of the building.

Source: Cropped image from Google Street View (5 Court Street, North Sydney, B2A 1C2).



Photograph taken in 2016 depicting the storefront on Court Street.

Source: Lou Musgrave in North Sydney Area Lebanese Society's page, 2019, "This building will be familiar to many Northsiders. Located on the lower end of Court Street across from the Vooght Building, it housed the operations of Northern Wholesale also known as Jabalee's Wholesale." Facebook, August 4, 2019.

<https://www.facebook.com/photo/?fbid=1284415465073375&set=gm.2332318270219271>



Photograph taken in 2022 depicting 5 Court Street and 312 Commercial street from Blowers Street.

Source: Cropped image from Google Street View (10 Blowers Street, North Sydney, B2A 2Y2)



Photograph taken before 2022 showing the second floor of the warehouse with original wood frame and exposed brick.

Source: photograph taken by Sherry Finney.



Photograph taken in 2022 showing the 2nd floor of the warehouse with original exposed brick, floors, and wooden frame.

Source: Photograph taken by Sherry Finney.



Photograph taken in 2022 showing the 2nd floor of the warehouse with original floor and exposed wooden frame.

Source: Photograph taken by Sherry Finney.



Photograph taken in the 1950s depicting Richard Jabalee and others in front of his grocery store on Commercial Street.

Source: Charlene Rahey-Pedersen in North Sydney Area Lebanese Heritage Society's page, 2019, "R. Jabalees Meats and Groceries," Facebook, October 27, 2019.

<https://www.facebook.com/photo/?fbid=10156380440481822&set=oa.2488528464598250>.



Photograph taken around the 1950s featuring the Commercial Street storefront of the building.

Source: Charlene Rahey-Pedersen in North Sydney Area Lebanese Heritage Society, "Easter Window at R. Jabalees Meats and Groceries. In the window is Nicholas Rahey and Richard Jabalee," Facebook, October 27, 2019,

<https://www.facebook.com/photo/?fbid=10156380440526822&set=oa.2488528464598250>



Photograph taken in the 1970s depicting Commercial Street with R. Jabalee & Sons Supermarket on the left.

Source: Lou Musgrave in North Sydney Area Lebanese Heritage Society's page, 2021, "Downtown North Sydney, from Court St to Blowers. Coming and going. Look like seventies era photos," Facebook, November 12, 2021,

<https://www.facebook.com/photo/?fbid=1981789132002668&set=oa.589161462133888>



Photograph taken around the 1970s depicting the Commercial Street storefront of R. Jabalee & Sons Supermarket.

Source: Lou Musgrave in North Sydney Area Lebanese Heritage Society's page, 2021, no caption, Facebook, November 12, 2021,

<https://www.facebook.com/photo/?fbid=1981790718669176&set=oa.589161462133888>



Photograph taken between 2008 and 2022 depicting the Commercial Street storefront of the building.

Source: Lou Musgrave in North Sydney Area Lebanese Heritage Society's page, 2019, "The changing face of downtown North Sydney. The black and white is a fifties era photograph of R. Jabalee's Grocery. The other photo shows the building today," Facebook, July 3, 2019, <https://www.facebook.com/photo/?fbid=1260981054083483&set=pcb.2276429512474814>



Photograph taken in 2022 depicting the Commercial Street storefront of the building.

Source: Cropped image from Google Street View (312 Commercial Street, North Sydney, B2A 1C3)



Photograph taken in 2023 of the Commercial Street Storefront, showing the cement inlay reading "1939 R. Jabalee."

Source: photograph taken by Sherry Finney.

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together with all and singular the Buildings, Easements, Tenements, Hereditaments and Appurtenances to the same belonging, or in anywise appertaining, with the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim, property and demand, both at law and in equity of

of, in, to, or out of the same, or any part thereof: **To Have and to Hold** the said Land and Premises with the appurtenances and every part thereof, unto the said

Heirs and Assigns to [redacted] their sole use, benefit and behoof forever,

and the said [redacted] Heirs, Executors and Administrators, hereby covenant, promise and agree to and with the said

Heirs and Assigns, in manner following, that is to say: That it shall be lawful for the said

Heirs and Assigns, from time to time, and at all times hereafter, peaceably and quietly, to enter into the said Land and Premises, and to have, hold, occupy, possess and enjoy the same without the lawful let, suit, hindrance, eviction, denial or disturbance of, from or by the said

or any person or persons whomsoever, lawfully claiming or to claim the same. And also that the said

a good, sure, perfect and indefeasible estate of inheritance, in fee simple in the said Land and Premises, and good right, full power and lawful authority to sell and convey the same in manner and form as they are hereby sold and conveyed and mentioned as intended so to be, and that the same are free from encumbrances.

And lastly that the said

Heirs, the said Land and Premises, and every part thereof, unto the said

Heirs and Assigns against the lawful claims of all persons whomsoever shall and will by these presents **Warrant** and forever defend.

In Witness Whereof, the said parties to these presents have hereunto set their Hands and Seals affixed, the day and year first above written.

Signed, sealed and delivered
in the presence of

[redacted]

[redacted]

PROVINCE OF

County of York

Be it Rem

before me, the

Notary Public

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Indenture, is t

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of the

PROVINCE OF

County of York

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PROVINCE OF NOVA SCOTIA,
County of *Yeggs* *Baton* SS. }

Be it Remembered, that on this *the 18th* day of *October* A. D., 19 *39*
before me, the Subscriber personally came and appeared
Ethel Thompson wife of *Willard S. Thompson* mentioned in the foregoing Indenture,
who, having been by me examined separate and apart from her said husband, did declare and acknowledge that the said
Indenture, is her free act and deed, and that she executed the same freely and voluntarily, without fear, threat or compulsion
of, from or by her said husband, and for a full release of all her claims to the lands and premises mentioned therein.

J. S. Hackett, a Commissioner
of the Supreme & County Court in and for the Province of Nova Scotia,
PROVINCE OF NOVA SCOTIA,
County of *Yeggs* *Baton* SS. }

On this *18th* day of *October* A. D., 19 *39* before me, the
subscriber, personally came and appeared *Primrose Sheffield and Thelma Miller*, subscribing Witness to the foregoing
Indenture, who having been by me duly sworn, made oath and said that
Willard S. Thompson, Ethel Thompson and Theresa Miller
the parties hereto signed, sealed and delivered the same in his presence.

J. S. Hackett, a Commissioner
of the Supreme & County Court in and for the Province of Nova Scotia,

Entered on record at nine o'clock forenoon, on the twentieth day of October
A.D. 1939, on faith of the foregoing certificate by Me. Jno R. S. Lewis
Regr

A.C.O.Y.

Pg. 494, No. 2913

This is the last Will and testament of me, Richard Jabalee, of North Sydney in the County of Cape Breton Merchant. I hereby revoke all former Wills or other testamentary dispositions by me at any time heretofore made.

1. I appoint my son, George Jabalee, to be Executor of this my Will.
2. I direct my Executor to pay all my just debts funeral and testamentary expenses as soon as conveniently may after my decease.
3. I direct my Executor to use the sum of Two Hundred Dollars for Mass Offerings for the repose of my soul and the soul of my late wife, Edna Jabalee.
4. I give and bequeath to St. Joseph's Parish, North Sydney, the sum of Five Hundred Dollars.
5. I direct my Executor to pay to the male parent of my grandchildren (three in number) the sum of Two Thousand Dollars for each child of said parent. I would like this sum to be used towards the education of such children but if it is not so used it is to be paid over to such children when each becomes of legal age.
6. I give and bequeath to my daughter, Rose Marie Jabalee, all my household furniture and effects and all articles

8. I give and bequeath to my daughter, Rose Marie Jabalee, the sum of Twenty-five Thousand Dollars (\$25,000.00).

9. I give and bequeath to my daughter, Rose Marie Jabalee, one thousand of my shares of the common stock of The Royal Bank of Canada.

10. I give and bequeath to my sister-in-law, Mary Kasouf, the sum of Fifteen Thousand Dollars (\$15,000.00).

11. I give and bequeath to my sister-in-law, Mary Kasouf, five hundred of my shares of the common stock of The Royal Bank of Canada.

12. I give and bequeath to my daughter, Rose Marie Jabalee, and to my sister-in-law, Mary Kasouf, in equal shares the proceeds of my two life insurance policies with the New York Life Insurance Company, together with any additions or accretions thereof.

13. I give and bequeath to my daughter-in-law, Edna Jabalee, wife of my son Harold, the sum of Five Thousand Dollars (\$5,000.00).

14. I give and bequeath to my son, George Jabalee, all of my Preference Shares (Preferred Shares) of the capital stock of R. Jabalee & Sons Limited.

15. I give and bequeath to my son, George Jabalee, sixty (60) percent of my common shares of the capital stock of R. Jabalee & Sons Limited.

16. I give and bequeath my remaining shares of the common stock of R. Jabalee & Sons Limited to my son George Jabalee in Trust to hold the same as trustee for a period of ten years after my death. At the end of the ten year period he is to

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business is carried on if it is not continued for ten years after my death. If only one of my said two sons continues to be engaged in the operation of the said business for the said period of ten years then the shares which were to go to the other son shall also go to the son who continued to be engaged in the operation of the said business. If neither my son Harold or my son Joseph continues to be engaged in the operation of the said business then all of the remaining shares are to go to my son, George Jabalee. Temporary absences due to ill health or for any reason acceptable to George Jabalee as Trustee are not to be considered as being absent. If either my son Harold or my son Joseph should die during the ten year period then other terms of this my Will shall come into effect.

17. Notwithstanding the provisions of Clause 16 above of this my Will if my son George Jabalee in his sole discretion considers it advisable or desirable or in the interest of the business or for any other reason to terminate the Trust by which he hold the said shares he may do so in whole or in part and deliver to his brother or brothers the shares he holds in trust for each of them or any part of the said shares, either at one time or at different times, regardless whether they or either of them are engaged in the operation of the said business or were so engaged at the time of my death or if they were so engaged from time to time though not continuously.

18. During the time my son George Jabalee is holding the said shares mentioned in Clause 16 hereof in trust he may, if the company declares a dividend in any year, pay the said dividend to his brothers on the shares he hold in trust for

shares and divide the proceeds of such sale or sales between his brothers in the same proportion as he is to divide the shares at the end of the ten year period provided they are actively engaged in the operation of the said business.

19. If either of my sons Harold or Joseph should die before the expiration of the ten year period while being actively engaged in the operation of the said business but leaving a child or children him surviving then the shares which would have gone to the father had he lived are to go to such child or children at the end of the ten year period or at such earlier time as my son George Jabalee as Trustee may think advisable or desirable.

In the event that a child or children living at the time of the death of the male parent should die before the end of the ten year period without a brother or sister surviving then the shares which would have gone to the male parent had he lived are to go to my other children then living in equal shares.

In the event that my son George Jabalee should die before the expiration of the said ten year period then the trust shall terminate at his death and the shares so held by him in trust shall become the property of my sons Harold and Joseph Jabalee in the proportions hereinbefore mentioned provided they are engaged in the operation of the said business and if only one is so engaged the said shares are to go to him. If neither of them are so engaged in the operation of the business then the said shares are to go to my children then living in equal shares.

20. I give and devise all my real estate, except that left to my daughter, Rose Marie by Clause 7 of this my Will to my son, George Jabalee, absolutely.

498.
22.

I give, devise and bequeath all the rest, residue and remainder of my estate to my sons in the following manner and proportion:

70 percent to my son, George Jabalee,

15 percent to my son, Joseph Jabalee,

15 percent to my son, Harold Jabalee,

and if any of my said sons should die before me then the share of the residue of my estate which was to have gone to such son had he lived is to go to his children in equal shares.

In the event that my son, George Jabalee, should die before me then I appoint my other living children to be Executors of this my Will.

In Witness Whereof I have hereunto set my hand at North Sydney, Nova Scotia this 9th. day of January, A. D. 1981.

Signed, published and declared by Richard Jabalee as his last Will in the presence of us both being present at the same time who at his request and in his presence and in the presence of each other have signed hereunder as Witnesses:

THIS WARRANTY DEED made this 30th day of
January, A.D. 2008.

BETWEEN: JOHN CRUIKSHANK ENTERPRISES LTD. a body corporate.

hereinafter called the "GRANTOR"

OF THE ONE PART

AND: PAUL FINNEY and his wife, SHERRY FINNEY, and ROBERT DICKSON, all
of Sydney Mines, Cape Breton Regional Municipality, Province of Nova Scotia; and
DALE FINNEY, of Oshawa, Province of Ontario.

hereinafter called the "GRANTEES"

OF THE OTHER PART

WITNESSETH that in consideration of One Dollar (\$1.00) and other good and
valuable consideration:

THE GRANTOR hereby conveys to the Grantee the lands described in Schedule "A"
to this Warranty Deed and hereby consents to this disposition, pursuant to the Matrimonial Property
Act of Nova Scotia, as Joint Tenants and not as Tenants-in-Common.

THE GRANTOR covenants with the Grantee that the Grantee shall have quiet
enjoyment of the lands, that the Grantor has a good title in fee simple to the lands and the right to
convey them as hereby conveyed, that they are free from encumbrances and that the Grantor will
procure such further assurances as may be reasonably required and it is agreed and declared that the
terms "Grantor" and "Grantee" used in this Deed shall be construed to include the plural as well as
singular and the masculine, feminine or neuter genders where the context so requires.

IN WITNESS WHEREOF, the party to these presents has hereunto set his hand and seal on the day and year first above written.

SIGNED, SEALED AND DELIVERED)

in the presence of:



Michael A. Todd
A Barrister of the Supreme Court
of Nova Scotia

) JOHN CRUICKSHANK ENTERPRISES LTD

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Per: 

**PROVINCE OF NOVA SCOTIA
CAPE BRETON REGIONAL MUNICIPALITY**

I CERTIFY that on this 21st day of June, 2007, **John Cruickshank Enterprises Limited**, one of the parties in the foregoing Indenture, caused the same to be executed in its name and on its behalf ~~and its Corporate Seal to be thereunto affixed~~, and I have signed as a witness to such execution.



A BARRISTER OF THE SUPREME COURT
OF NOVA SCOTIA

AFFIDAVIT OF STATUS

**PROVINCE OF NOVA SCOTIA
TOWN OF NORTH SYDNEY**

I, John Cruickshank, of Sydney, Province of Nova Scotia, make oath and say
as follows:

1. **THAT** I am the authorized signatory of John Cruickshank Enterprises Limited and as such have a personal knowledge of the matters herein deposed to.

2. **THAT** no signing officer of John Cruickshank Enterprises Limited occupies the above referred to lands as set out in Schedule "A" annexed hereto as a matrimonial home.

SWORN TO at North Sydney,
Province of Nova Scotia, this 30th
day of January, A.D. 2008, before me:



**A BARRISTER OF THE SUPREME
COURT OF NOVA SCOTIA**

Michael A. Tobin
A Barrister of the Supreme Court
of Nova Scotia



JOHN CRUICKSHANK

2008-01-25 10:00:43

PDCA: NOTIFICATION OF APPROVAL

This is to confirm that we have approved a Parcel Description Certification Application for the following parcel:
15028640

The Type of Application is EXISTING PARCEL.

The Application Number is 263758.

The User Supplied Reference is CRUICHSHANK

Parcel Description:

All that certain lot, piece or parcel of land and premises situate, lying and being in the Town of North Sydney, in the County of Cape Breton and Province of Nova Scotia, bounded and described as follows:

BEGINNING at a point on the northern side of Commercial Street, said point being the southeastern corner of the lot formerly owned and occupied by Mary Gentle;

THENCE running north at right angles to Commercial Street one hundred and forty five (145) feet to the northern boundary line of Lot No. 8 in Block Letter K on the C.M. Odell plan of the Brelfitt Estate;

THENCE westwardly along the northern boundary line of said Lot No. 8 a distance of (84) eighty-four feet, more or less to the eastern boundary line of Court Street;

THENCE southerly along the said eastern side line of Court Street fifty (50) feet to the northwest corner of Lot No. 17 in said Block K now owned and occupied by Joseph Naddaf;

THENCE at right angles eastwardly along the said northern boundary line of said Lot No. 17, forty (40) feet;

THENCE at right angles southwardly along the eastern boundary line of said Lot No. 17, ninety-five (95) feet to the northern side line of Commercial Street;

THENCE eastwardly along the said last named street line forty-six (46) feet to the POINT OF BEGINNING.

The description for this parcel originates with a Deed dated October 17, 1939, registered in the Registration District of Cape Breton County in Book 379 at Page 103 and the subdivision is validated by Section 291 of the Municipal Government Act.

CAPE BRETON COUNTY Land Registration Office

Property Requesting Registration: 5 Court Street/312 Commercial Street, North Sydney (PID 15028640)

Historic Significance		
Age of Property 1939 & 1950	30 points	20 points
Association of the property with the community's economic, social, political, athletic or cultural history	20 points	10 points
Association of the property with a well-known person locally, provincially or nationally	10 points	5 points
Association of the property with a significant event in a community's history (such as incorporation of a former municipal unit, a famous labour dispute, a famous court case)	10 points	0 points
Architectural Significance		
Presence of rare or unique architectural features on the exterior (such as stained glass windows, Scottish dormers, turrets, unique pre-fabricated features on modern buildings, etc.)	20 points	10 points
Exceptional example of a particular architectural style; in order to score high in this category a structure need not be old or elaborately designed [(a modern building that is unique or is a particularly good example of a particular style could score high in this category, as could a modest, relatively unornamented structure if it is a very good example of a particular style (such as a semi-detached coal company house)]	50 points	20 points
Exterior is wood, clay brick or natural stone	10 points	5 points
Has been very substantially altered in recent years; most or all original features (dormers, windows, doors, verandahs, etc.) have been changed in size and/or style or have been removed	-25 points	-10 points
Property is in a deteriorated state, requiring major repairs	-15 point	0 points
Presence of unique interior features (such as a Casavant Freres organ, exceptional interior wood work, unique light fixtures) - <i>points to be awarded only in cases where the building is open to the public on a regular basis (places of faith, theatres, public buildings)</i>	5 points	0 points
Cultural Significance		
Association of the property with the history of a particular religious or ethnic group in the CBRM	25 points	15 points
Association of the property with social or sports events within a community over a long period of time	25 points	0 points
*Total	165 points	75 points

*** It is intended that this scoring criteria will be used as a guide; it is not recommended that a specific score in each category would be required in order for registration to proceed. However, it is assumed that in order to be registered a property should score at least 50 points overall.**

Request for Municipal Heritage Registration – Bethel Presbyterian Church (9 Brookland Street, Sydney)

Motion

Moved by Councillor Paruch, seconded by Councillor MacMullin, to recommend to Council to initiate the process for registering Bethel Presbyterian Church located at 9 Brookland Street, Sydney (PID 15066780) as a Municipal Heritage Property.

Motion Carried

Request for Municipal Heritage Registration – Bethel Presbyterian Church (9 Brookland Street, Sydney)

Motion

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Paruch, to approve the recommendation of Heritage Advisory Committee and initiate the process for registering Bethel Presbyterian Church located at 9 Brookland street, Sydney (PID 15066780) as a Municipal Heritage Property.

Motion Carried



TO: Heritage Advisory Committee **DATE:** July 24, 2025

FROM: Karen Neville

RE: Request for Municipal Heritage Registration – Bethel Presbyterian Church (9 Brookland Street, Sydney)

Background

A request has been received from Brad Gillespie, Elder of the Bethel Presbyterian Church, to register 9 Brookland Street, Sydney (PID 15066780) as a Municipal Heritage Property (Attachment A). The applicant's submission for Heritage Registration can be found in Attachments B through L. The unique architectural features along with its cultural significance are cited for the reasons for Municipal Heritage Registration.

Completed in 1926, the Bethel Presbyterian Church has served as a continuous place of worship for nearly a century and holds significant historical, architectural, and cultural value within the community. Architecturally, the church is an example of Old Colonial design, featuring large white columns, a distinctive rosette window, and four floor-to-ceiling stained glass windows (Attachments F, G, H, I, and J). The church's steeple, still one of the tallest structures in downtown Sydney, remains a visual landmark, easily visible to those entering Sydney via George Street. The building was designed by architect William F. Sparling and Company of Toronto. Construction was led by Chappells Limited which was operated by M.R. Chappell, who was a Sydney Alderman during the time of construction.

The building incorporates innovative construction methods for its time, including steel roof trusses and columns, chosen for their fire-retardant properties in response to earlier church fires. The structure remains in good condition, with the original wooden clapboard preserved beneath aluminum siding added before 1970. The historic bell, cast in 1857 and previously used in two earlier Presbyterian churches, continues to ring from Bethel's steeple, making it the oldest bell in use in Sydney. In addition, the sanctuary houses a Casavant Brothers Organ, installed in 1966 and still in use today (Attachment K and L).

As indicated, the applicant is requesting Municipal Heritage Registration based on the unique architectural and cultural significance. While the combination of architecture features and cultural significance supports the request for Municipal Heritage Registration of the property, the scores associated with architectural significance are the main reasons for considering this property as a Municipal Heritage Property. The scoring criteria for this property can be found in Attachment M.

Heritage Advisory Committee

During the June 2nd 2025 Heritage Advisory Committee Meeting, the Heritage Advisory Committee passed a motion advising Council to initiate the process for registering this property as a Municipal Heritage Property. On June 10th, Council passed a motion to initiate the process for registration.

Heritage Property Act

In accordance with the *Heritage Property Act*, no registration shall take place until Council has given the owner of the property an opportunity to be heard. Notice of the recommendation to register this property was originally filed at the registry of deeds on July 4, 2025, and notice was sent to the property owner on. No comments were received by the Planning and Development Department at the time this report was prepared.

Recommendation

It is recommended Council register the Bethel Presbyterian Church located at 9 Brookland Street, Sydney (PID 15066780) as a Municipal Heritage Property.

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department

Information to Support a Municipal Registration Request

B

Please accept the information presented below and attached as the formal request by Bethel Presbyterian Church, Sydney, to have its Church Building at the Corner of Brookland and George Streets, Sydney, registered as a Municipal Heritage Property. Thanks for your consideration.

Historical Information

1. Age of Property:

Building completed 99 years ago in 1926.

2. Source of Information:

Sydney Record Newspaper, November 1926, Original Church Bulletin from the Dedication Service in 1926 and Session Meeting notes. Images of all these sources are attached.

3. Does this property have an association with the life or activities of a person, group, organization, institution or an event that has made a significant contribution to the local community, municipality, province, or country? If so, provide details.

Home of this congregation since 1926, it was constructed due to a split within the Presbyterian Church in Canada (30%) that formed the United Church of Canada (70%) in 1925 and has been a continuous place of worship for our Congregation ever since. In addition to being a place of worship, Bethel holds yearly fundraisers for Loaves and Fishes in Sydney, Camp MacLeod in Mira, and distributes almost \$10,000 in food vouchers every year to the local community.

4. Are there any additional comments regarding the age and history of the structure that you can provide? If so, provide details.

The Church bell was originally installed in the first Presbyterian Church built in Sydney on Charlotte St., then moved to the 2nd Church built on Pitt St., but was presented to Bethel upon completion of construction. The bell is inscribed "Menellys, West Troy, N.Y. 1857", making it the oldest still in use in Sydney. In addition to this, Bethel's Casavant Brothers Organ (No. 415) was installed in 1966. (Photo of installation plaque attached)

Architectural Information

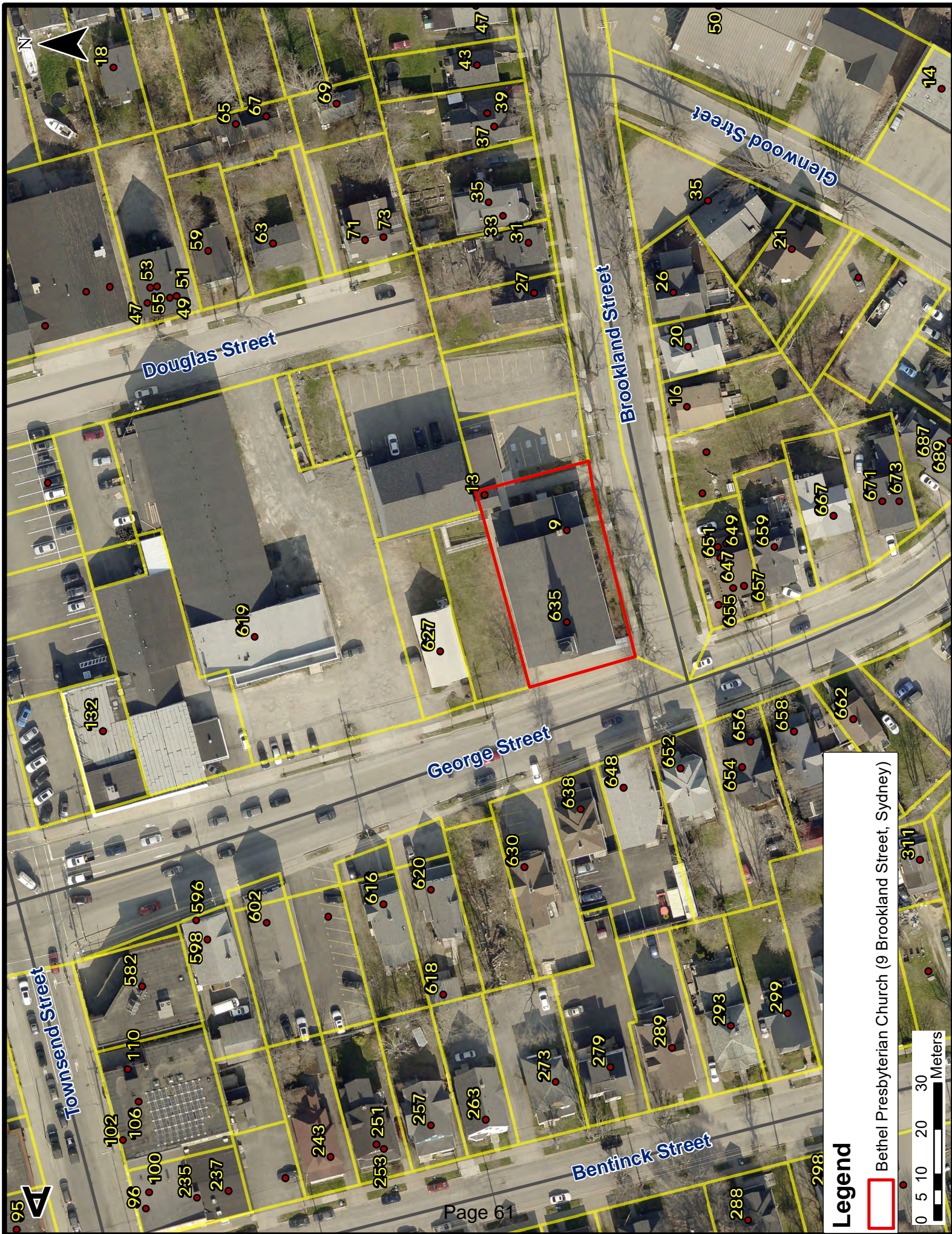
1. Is the name of the Architect or Building known, if so provide?

Architect: Wm. F. Sparling Co. Toronto. Chappells Limited, General Contractor

2. Was the architect/builder of particular importance at the regional or local level?

--In 1924, the year prior to beginning construction Bethel Church, W.F. Sparling Co. completed The Metropolitan Building in Toronto. At the time, the skyscraper was the tallest building in the British Empire at 21 storeys.

--Chappells Limited (Sydney) was operated by M.R. Chappell, who was a Sydney Alderman (1924-28) during the time of construction. Shortly thereafter he purchased Oak Island to search for treasure. Other local projects M.R. worked on and/or helped design were a hotel on the corner of Dorchester and The Esplanade and the YMCA on Charlotte Street (1940).



3. Does the building exhibit any unusual or unique architectural features? If yes, describe these features: The large white columns on the front are unusual for the area. The large rosette window, located above the columns and below the steeple, allows late afternoon sun to illuminate the Sanctuary. The south (street) side and north (lawn) side of the Sactuary each boast two floor to ceiling stained glass windows. The scenes depicted (attached) are Christ as "The Good Shepherd" (stained glass 1), "...Stand at the Door and Knock" (Stained Glass 2), "...Preach the Gospel" (Stained Glass 3) and "Christ Healing the Sick" (Stained Glass 4).
4. Does the architecture have a distinct design unique to the local area? If yes, describe:
Yes. Built in the "Neo-Classical Style", it is very unique to the City of Sydney. Also, the Church Steeple, housing the bell, serves as a landmark for most that enter Sydney via George St. Original to the building, the steeples' height still eclipses most local buildings, which allows the sound of the bell on Sundays to still be heard throughout the city.

Construction Information

1. Type of Construction (For example, wood frame, mortar, brick, etc.)
Structural Steel Roof Trusses and Columns. Foundational Steel and Iron. Originally clad in wooden siding that remains today under the aluminum.
(All steel was forged at the Sydney Foundry & Machine Works, per Sydney Record attached)
2. Does the building exhibit any interesting construction techniques or particular building technologies (i.e. wooden pegs, mortise and tenon, etc.)?
Steel Roof Trusses and Columns were unique at the time and were seen as a more fire-retardant solution than traditional wood framing. Unfortunately, some previous churches burned, and this decision may have been made in reaction to those tragedies.
3. Present Building Condition
 - ☐ Poor
 - ☐ Fair
 - ☒ Good
 - ☐ Excellent

Alteration Information

1. Has the exterior of the building been structurally altered from its original appearance? If yes, when? Blue aluminum siding was added to the wooden clapboard exterior pre-1970. The original clapboard remains under the siding.

Contextual Information

1. Does the building serve as a visual landmark? Why?
Yes. Due to its height, the Church steeple can be spotted from almost anywhere downtown.
2. How do nearby buildings compare with the subject property?
Mostly updated residential 2-3 storey homes surround on 3 sides.
North of Bethel is the start of commercial downtown.

Photographs

If possible, please include photographs of all sides of the building and any unusual architectural features. If you have access to any historical photos of the property, please include in your submission. These photos will be retained by the Committee for future reference.

Please feel free to provide any additional information that you feel could support your request to have this property registered as a Municipal Heritage Property.

2

Opening and Dedication of
New Presbyterian Church at the
Corner of George and Brooklands Streets
Sydney, Nova Scotia. November 21
1926.

Historical Sketch

1. Why Church was built.
2. Those who built it.
3. Short summary of the Congregational activities from the disruption of the former Presbyterian Congregation to date.

There was manifested in Canada within the last twenty years, through a group of people in the Presbyterian Church in Canada, the idea that denominationalism in religion is wrong, that resulting from it were monetary loss, duplication of effort, loss of efficiency and the delaying of that day when Righteousness and Peace will kiss each other.

To right this condition or situation, the remedy proposed by this group was, that the people of the denominations concerned consent to enter into one organization. Recognizing at the first that the people was the church, votes were taken to determine the question. The results of the votes in the Presbyterian Church made it clear that a majority of that church's membership did not approve of the idea of this group, or the remedy suggested. Wisdom at this juncture would have counselled delay.

The next step was to propagate the conception or idea, in the Presbyterian Church that the

Sydney Presbyterians Enter New Church Home

Battleship Linoleum

The heavy cork floor covering—known as Battleship Linoleum.

The covering for the floors of this new church was supplied by

Crowell's Limited

Wholesale Agents Dominion Oilcloth and Linoleum Co., Ltd.

BAYER & CO.

SANITARY PLUMBERS AND HEATING ENGINEERS

A fair sample of the work we instal is to be seen in the new Presbyterian Church.

THIS HEATING SYSTEM

is a Durham Low Pressure Steam Automatic Mechanical Return with Gurney Boilers and Radiators.

The Plumbing Work is done with Cast Iron Enamelled Fixtures throughout.

WE GUARANTEE SATISFACTION.

Estimates Quoted On Any Job.

We Have The Insurance On This New Church Building. We shall be pleased to insure you also for fire, automobile, plate glass, life, sickness, and accident, or any other form of insurance. See us first.

MACS LIMITED

The Interior Plastering

of the new Presbyterian Church at the corner of George and Brookland Streets is an outstanding example of the class of workmanship done by our skilled staff.

Our 26 years of experience in Sydney has taught us that quality alone counts and that permanent work can be produced only by utilization of the best material and high class labor.

The Plaster Finish on the new church is from the Cymum Products and speaks for itself.

WE QUADLY FURNISH quotations on any job, large or small.

JOBBING receives our prompt and careful attention.

H. M. ISRAEL
MASON CONTRACTOR

Office and Warehouse
128 Brookland St.

P. O. Box 581,
Telephone 205-W.



Handsome Edifice in Old Colonial Style Awaits Dedication on Sunday

The new Presbyterian church, which is to be dedicated on the coming Sunday, is a substantially built edifice designed by W. F. Sparling & Company, of Toronto, in the Old Colonial style and will cost, apart from pews and furniture, in the vicinity of \$60,000.

The structure is 61 feet over all on George street, and runs back 115 feet on Brookland street. Entrance from George street is by three main doors of massive design, opening upon a spacious vestibule. The main entrance is on the north side, and is reached by a flight of steps. The interior is finished with a fine plaster, and the walls are covered with a heavy coat of Battleship Linoleum. The floor is of polished oak, and the ceiling is of painted wood. The church is a fine example of the Old Colonial style, and is a credit to the architects and builders.

On the Brookland street side, toward the rear, there is an entrance to a small hall, from which opens off the pastor's study. On the opposite side is the choir room.

The choir room is 14 feet long by 26 feet deep, and is at present arranged to seat 36 singers.

The flash throughout is American quartered oak. The church has received many gifts from friends within and without the congregation and will open its services furnished practically complete.

Beautiful Design. When struck even the casual observer is the simplicity of the design of the church—an impression much deepened by the quiet dignity of the interior. The palette of the interior is useful and effective.

Chappell's Limited had the main contract for the work and have done their work well.

Other firms which, with Chappell's, have aided a church building of the sort, of which the congregation and citizens generally may be proud, are Bayer & Company, plumbers and heating; H. M. Israel, plastering; O'Callaghan & MacKenzie, painting and decorating.

OFFICERS AND COMMITTEES

Presbyterian Church, Sydney, 1920

Rev. Wm. McCallum, Thos. McCallum, M. A. B. D.

Session.—Graham, Colquhoun, H. P. McCallum, Gordon Kerr, Arch. McKinnon, A. J. McKinnon, George McKay, Angus Lammie, Dr. J. R. McLeod, Dr. W. McK. McLeod, John McCallum, Mr. W. Leach, A. W. McKie, R. McKinnon, Dr. Wm. McKinnon, R. McKinnon, C. McKinnon, Hugh Ross, H. McKinnon, Board of Trustees.—Neil A. MacPherson, Hugh Ross, E. T. MacRae, Murdoch Morrison, Graham Colquhoun.

Board of Missions.—Term expires 1921. Ward, McKinnon, Dr. John McKinnon, N. A. McKinnon, Neil Ferguson, J. R. McKinnon, Term expires 1922. W. J. McKinnon, H. P. McKinnon, J. J. McKinnon, W. McKinnon, C. McKinnon, Term expires 1923. A. W. Macdonald, C. P. Routledge, G. Colquhoun, W. Ross, P. E. Baper.

Chairman, W. McKinnon, Secretary, A. W. Macdonald.

Secretary of the Congregation, C. McKinnon.

Treasurer of the Congregation, Neil McKinnon.

Assistant Treasurer of the Congregation, Neil McKinnon.

Committee of Orders, composed of the congregation.—Dr. W. McKinnon, E. McKinnon, E. McKinnon, Superintendent of Sunday School.—Dr. W. McKinnon, Assistant Superintendent, H. McKinnon, C. McKinnon, Grey McKinnon, Treasurer of Sunday School, J. R. McKinnon.

Superintendent of Ashby Sunday School.—H. McKinnon.

Superintendent, Whitlock, Port Sydney School.—A. Lammie.

Officers, W. M. S.—Hon. president, Mrs. P. McKinnon, president, Mrs. P. McKinnon, 1st vice-president, Mrs. D. McKinnon, 2nd vice-president, Mrs. M. McKinnon, Home Mission treasurer, Mrs. A. McKinnon, treasurer, Mrs. P. McKinnon, secretary, Mrs. J. McKinnon, Officers of the Ladies Auxiliary.—President, Mrs. J. R. McKinnon, vice-president, Mrs. G. E. McKinnon, 2nd vice-president, Mrs. D. E. McKinnon, treasurer, Mrs. N. McKinnon, secretary, Mrs. K. McKinnon.

Officers of the Presbyterian Guild.—President, Mrs. M. McKinnon, vice-president, Mrs. D. E. McKinnon, treasurer, Mrs. H. McKinnon, secretary, Mrs. A. W. McKinnon.

Officers of the Young Ladies Club.—President, Mrs. Stewart Gray, vice-president, Miss Christine McKinnon, treasurer, Mrs. Robert McKinnon, secretary, Miss Irene McKinnon.

Officers of the Young People's Society.—President, W. J. R. McKinnon, vice-president, Miss Irene McKinnon, treasurer, Miss Marion McKinnon, secretary, Albert McKinnon.

Officers of the Choir.—President, Arthur McKinnon, chairman executive committee, W. J. R. McKinnon, treasurer, L. G. McKinnon, secretary, E. W. McKinnon, organist, Mrs. G. M. McKinnon, choir leader, James Calder.

Chappell's Limited Have Done Fine Job Inside Contract Time

Committee in charge of the construction of the new church are unanimous in the opinion that Chappell's Limited have done a fine job and done it in good time.

The building, in fact, has gone up in much less time than was allowed the builders under the contract.

Except for the sub-contract mentioned elsewhere on the page all the work has been done by Chappell's Limited.

Painting and Decorating

The painting and decorating on the new Presbyterian Church at the corner of George and Brookland Streets was done by Sydney's leading house painters and interior decorators

O'Callaghan & MacKenzie

The interior woodwork, which is of quartered oak, is finished in a matt finish to match the imported furniture in the building, the plastered walls and ceiling being done in a handsome shade of buff and white and reflects great credit on this firm's ability as painters and decorators.

All Structural Steel Roof

Trusses, Columns, Foundation Steel and Iron Work

in the construction of this

Church were fabricated and

supplied by

The Sydney Foundry & Machine Works Ltd.

Electrical Work and Fixtures

in the New Presbyterian Church installed by

MacKay Electric Co.

Established in Sydney 1902.

Estimates on wiring work furnished.

Electrical Supplies, Lamps, etc., always in stock.

Telephone 366. 219 Charlotte St.

General Contracting

Is a department of our business that has the same careful management as our general supply business.

See us for prices on Cement, Lime, Plaster, Crock Pipe, Flue Lining, lumber of any and all kinds, Cabinet Work, Sash, Doors.

Our prices are always right, our stocks are well assorted and we give value.

Our work speaks for itself.

Chappell's Limited

Engineers, Contractors, Lumber Merchants and Manufacturers.

Wm. F. Sparling Company ARCHITECTS

Specializing in Public Buildings

Also Assists in Arranging Financing.

—Address—

METROPOLITAN BUILDING, TORONTO.

From WRIGHT'S

The Wilton Hugs for the pastor's study.

Desks, chairs and wardrobe for study.

Wilton Hugs for pulpit and platforms.

Rubber stair treads and brass stair plates for steps.

For the new Presbyterian Church

were supplied by

WRIGHT'S, Limited.

The New Presbyterian Church

All Sheet and Ornamental Copper Work including Finial and Weather Vane manufactured and installed by

SHAW & MASON LTD.

SYDNEY, N. S.

Founders, Roofers and Sheet Metal Workers.

Dedication Services
Presbyterian Congregation
Sydney, N. S.

November 21, 1926



Minister:

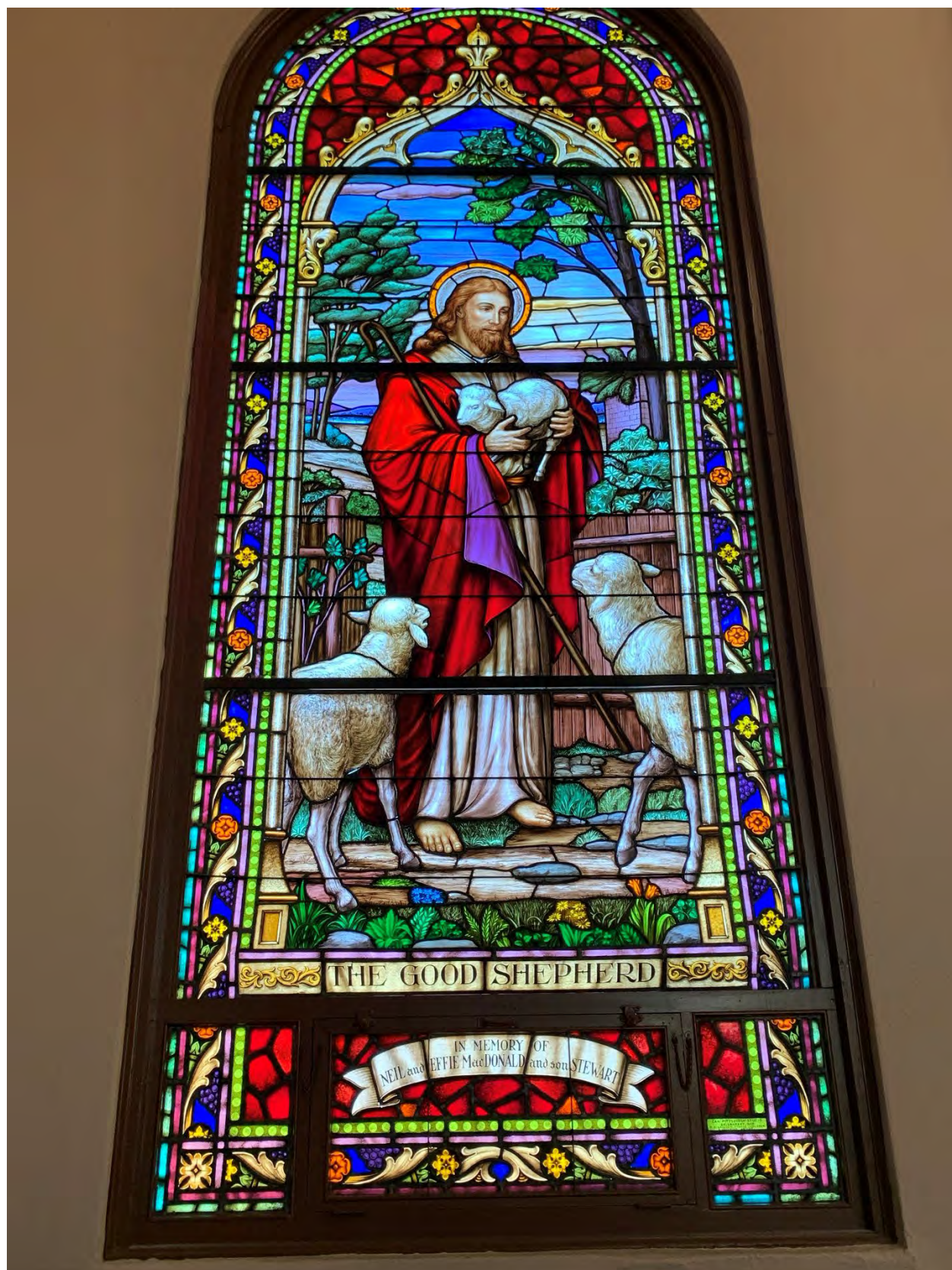
REV. W. MACCULLOCH THOMSON, M. A., B. D.

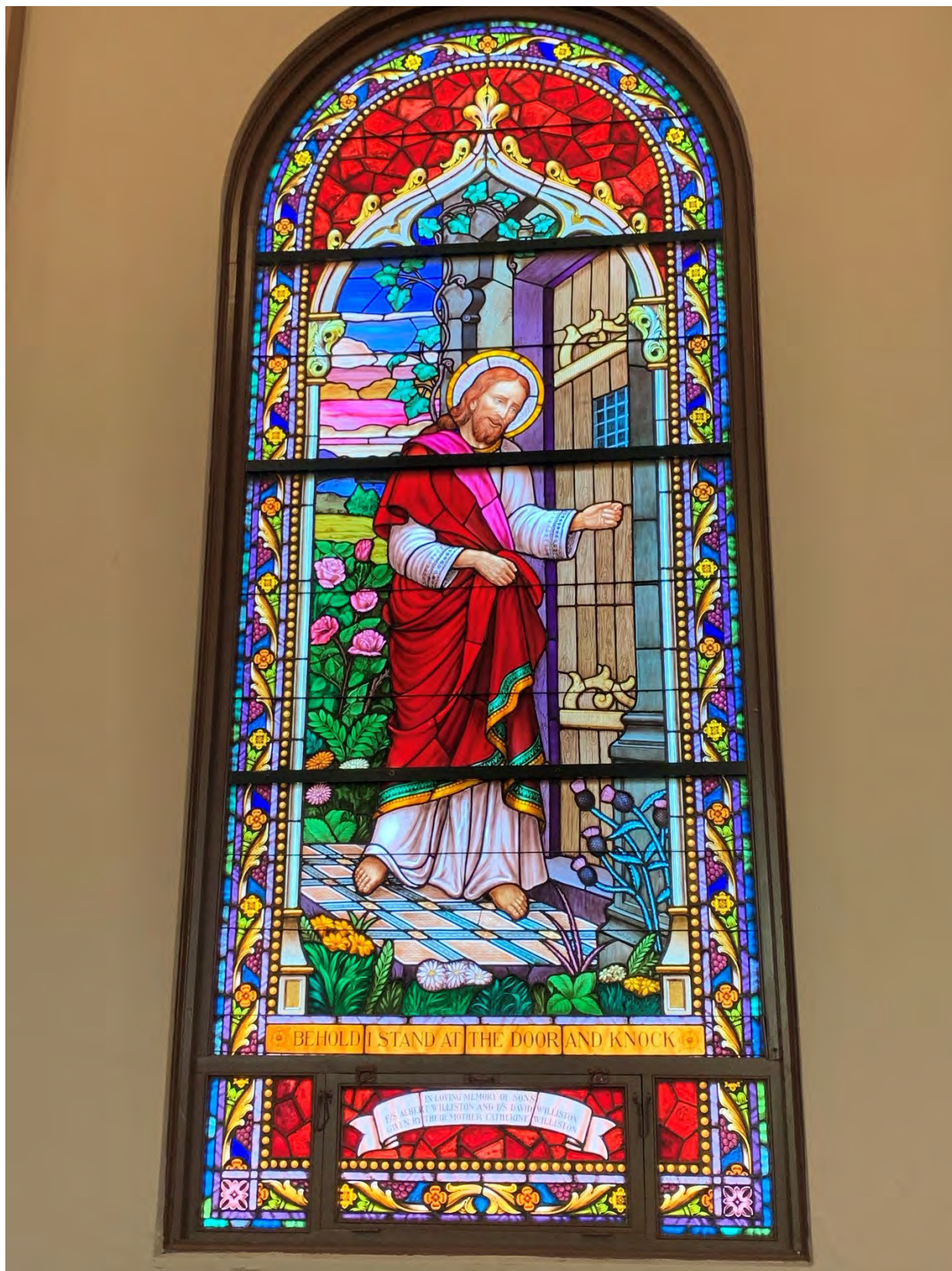
Moderator of Synod of the Maritime Provinces

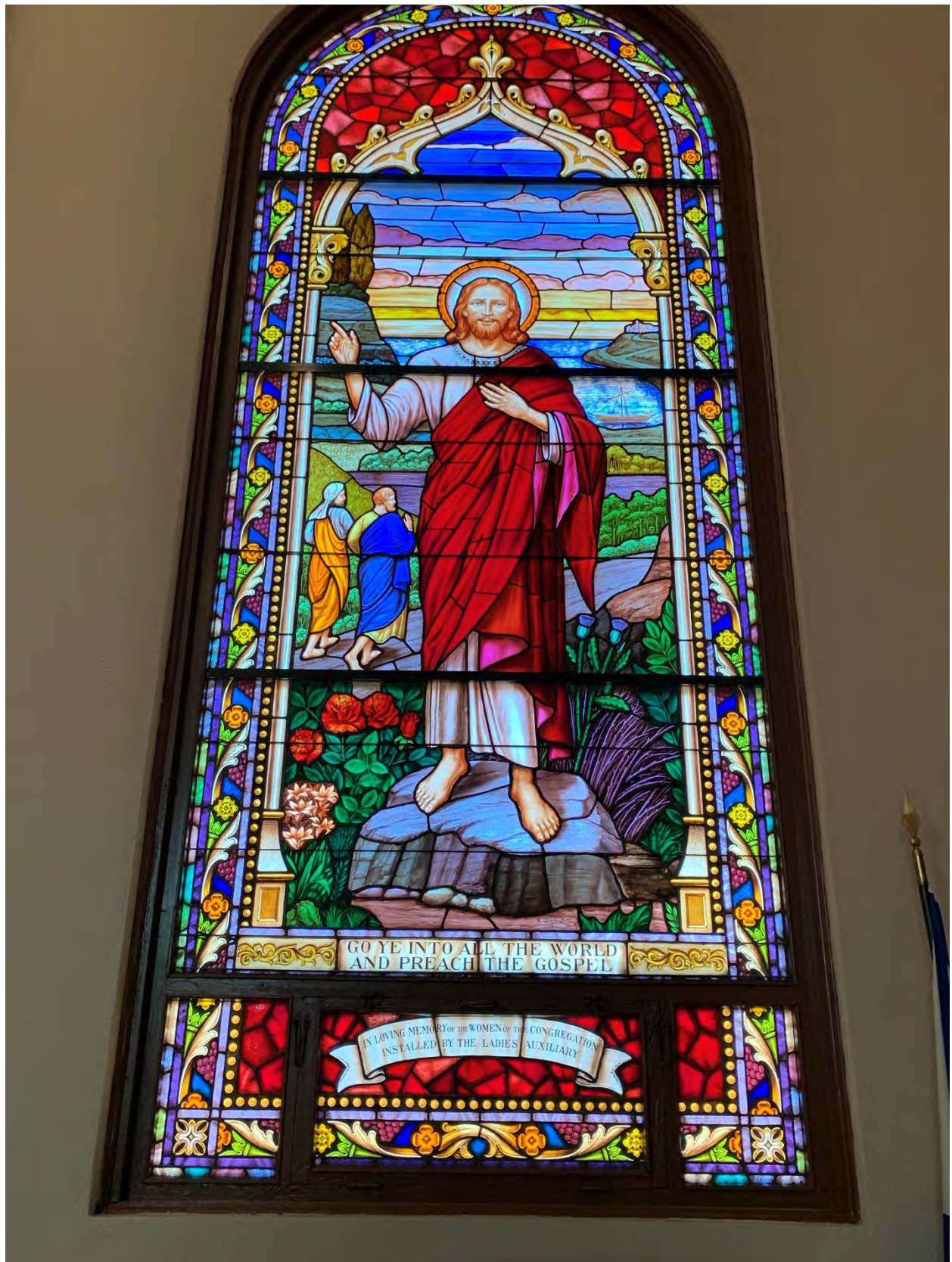
Clerk of Session:

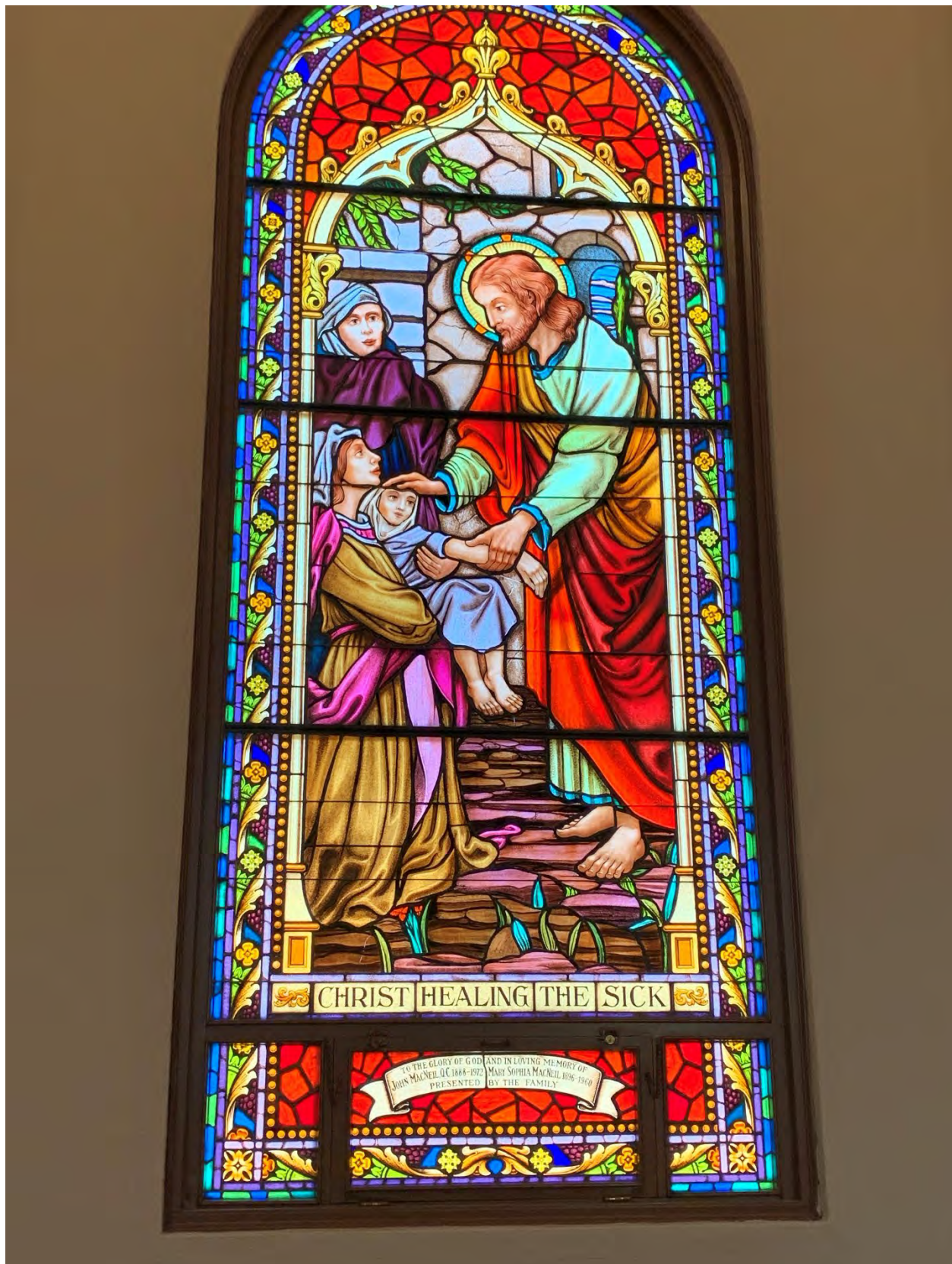
MR. RONALD McVICAR, LL.B.















M

Property Requesting Registration: Bethel Presbyterian Church located at 9 Brookland Street, Sydney (PID 15066780)

Historic Significance		
Age of Property 1926	30 points	25 points
Association of the property with the community's economic, social, political, athletic or cultural history	20 points	10 points
Association of the property with a well-known person locally, provincially or nationally	10 points	5 points
Association of the property with a significant event in a community's history (such as incorporation of a former municipal unit, a famous labour dispute, a famous court case)	10 points	0 points
Architectural Significance		
Presence of rare or unique architectural features on the exterior (such as stained glass windows, Scottish dormers, turrets, unique pre-fabricated features on modern buildings, etc.)	20 points	10 points
Exceptional example of a particular architectural style; in order to score high in this category a structure need not be old or elaborately designed [(a modern building that is unique or is a particularly good example of a particular style could score high in this category, as could a modest, relatively unornamented structure if it is a very good example of a particular style (such as a semi-detached coal company house)]	50 points	25 points
Exterior is wood, clay brick or natural stone	10 points	0 points
Has been very substantially altered in recent years; most or all original features (dormers, windows, doors, verandahs, etc.) have been changed in size and/or style or have been removed	-25 points	0 points
Property is in a deteriorated state, requiring major repairs	-15 point	0 points
Presence of unique interior features (such as a Casavant Freres organ, exceptional interior wood work, unique light fixtures) - <i>points to be awarded only in cases where the building is open to the public on a regular basis (places of faith, theatres, public buildings)</i>	5 points	5 points
Cultural Significance		
Association of the property with the history of a particular religious or ethnic group in the CBRM	25 points	20 points
Association of the property with social or sports events within a community over a long period of time	25 points	0 points
*Total	165 points	100 points

*** It is intended that this scoring criteria will be used as a guide; it is not recommended that a specific score in each category would be required in order for registration to proceed. However, it is assumed that in order to be registered a property should score at least 50 points overall.**



PROCLAMATION

Pride Week

WHEREAS:

the Cape Breton Regional Municipality is a community that values diversity, inclusion, and equality for all people, regardless of sexual orientation, gender identity, or gender expression; and

WHEREAS:

Pride Week in CBRM has grown over the past 25 years into a meaningful celebration of the 2SLGBTQIA+ community bringing together individuals, families, organizations, and allies in support of equality, dignity, and visibility; and

WHEREAS:

the 25th anniversary of Pride in CBRM offers a moment to honour the past, acknowledging the pioneers, activists, and community members whose courage laid the foundation for progress; and

WHEREAS:

this year's theme, "*Honouring our Past, Celebrating our Present, Shaping our Future*," reflects a continued commitment to unity, advocacy, and the pursuit of a future where everyone can live authentically and free from discrimination.

**BE IT THEREFORE
RESOLVED:**

that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim August 8th to 17th, 2025 as **Pride Week** in the Cape Breton Regional Municipality, and encourage all residents to show their support, participate in local Pride events, and continue to build a community where everyone is welcome, respected, and celebrated.

Councillor Kim Sheppard-Campbell - District #12

August 19, 2025



PROCLAMATION

Wetlands Appreciation Week

WHEREAS:

wetlands are among the most productive ecosystems on Earth, providing essential habitat for wildlife, improving water quality, storing carbon, and protecting communities from flooding and erosion; and

WHEREAS:

the Cape Breton Regional Municipality recognizes the ecological, cultural, and economic importance of wetlands across Unama'ki-Cape Breton, and supports efforts to conserve and restore these vital landscapes; and

WHEREAS:

local organizations such as ACAP Cape Breton, Ducks Unlimited Canada, and the Ecology Action Centre play a key role in promoting wetland conservation and community engagement throughout the region.

**BE IT THEREFORE
RESOLVED:**

that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim the week of August 9 to August 17, 2025, as Wetlands Appreciation Week in the Cape Breton Regional Municipality and encourage all residents to participate in events and initiatives that protect our wetlands.

Councillor Steven MacNeil - CBRM District #8

August 19th, 2025



PROCLAMATION

Acadian Day / Journée de l'Acadie

<u>WHEREAS:</u>	August 15 th is National Acadian Day in observance of the first permanent French settlement in North America in 1607; and
<u>ATTENDU QUE:</u>	Le 15 août est la journée nationale de l'Acadie afin de commémorer le premier établissement français en Amérique du nord en 1607, et
<u>WHEREAS:</u>	2025 marks the 141st anniversary of the Acadian Flag, designed by Bishop Marcel-François Richard in 1884 as a symbol of Acadian cultural identity; and
<u>ATTENDU QUE:</u>	2025 souligne le 141e anniversaire du drapeau Acacien, dessiné pour l'évêques Marcel-François Richard en 1884 comme symbole de l'identité culturelle Acadienne, et
<u>WHEREAS:</u>	Acadians are the descendants of the seventeenth-century French colonists who settled in Acadia located in the Canadian Maritime provinces – Prince Edward Island, Nova Scotia, New Brunswick, as well as in Quebec and Maine; and
<u>ATTENDU QUE:</u>	Les Acadiens sont les descendant des colons français du 17e siècle qui se sont établis en Acadie situé dans les provinces maritimes du Canada – l'île du Prince Édouard, la Nouvelle Écosse, le Nouveau Brunswick de même qu'au Québec et le Maine.
<u>WHEREAS:</u>	Acadians, in view of their origin, history and development, constitute the first permanent settlement from France in Canada; and
<u>ATTENDU QUE:</u>	Les Acadiens, de par leur origine, histoire et leur développement constitue le premier établissement Français au Canada.

<u>WHEREAS:</u>	The Acadian people have contributed, for some 400 years, to the economic, cultural and social vitality in Canada; and
<u>ATTENDU QUE:</u>	Les Acadiens contribuent depuis 400 ans à la vitalité économique, culturelle et sociale du Canada.
<u>WHEREAS:</u>	It is in the interest of all Canadians to be able to share in the rich historical and cultural heritage of Acadians and to become more familiar with all its aspects, both traditional and contemporary; and
<u>ATTENDU QUE:</u>	Il est dans l'intérêt de tous les Canadiens de partager l'héritage historique et culturelle des Acadiens et de se familiariser avec l'Acadie d'aujourd'hui, et
<u>WHEREAS:</u>	It is important to encourage Acadians to be proud of their heritage.
<u>ATTENDU QUE:</u>	Il est important d'encourager les Acadiens d'être fier de leur héritage.
<u>BE IT THEREFORE RESOLVED:</u>	That CBRM Mayor Cecil P. Clarke and Council proclaim Friday, August 15 th , 2025, as "Acadian Day" and encourage all residents to celebrate the rich heritage and culture of all Acadians in Nova Scotia and Canada.
<u>DONC:</u>	Je, le maire Cecil P. Clarke et le conseil de la municipalité régionale du Cap Breton déclarons que vendredi le 15 août 2025 est la journée de l'Acadie et encourageons tous les résidents de célébrer le riche héritage et culture Acadienne en Nouvelle Écosse et au Canada.

Councillor Darren O'Quinn - District #11
Conseiller Darren O'Quinn - District #11

August 19th, 2025
19 août 2025



PROCLAMATION

Indian Independence Day

WHEREAS:

Indian Independence Day is celebrated annually on the 15th Day in the month of August, commemorating the nation's Independence from the British Raj on August 15, 1947; and

WHEREAS:

Indian Independence Day is marked throughout India and across the world where fellow Indians reside, with flag-raising ceremonies, followed by the singing of the Indian national anthem. Many places celebrate by showcasing diverse culture of India and through patriotic performances; and

WHEREAS:

the young India has made astronomical advances in science, technology, education, and health in its 78 years since independence. Indians have been a valuable part of Canada for decades and have made significant contributions to all walks of Canadian life. Canada and India – has always been a melting pot of cultures and Cape Breton has benefited from this wealth of diversity; and

WHEREAS:

diversity is one of the biggest strengths of this island and we are proud to be home to a large community of Indian population who contribute greatly to the social, economic, and civic health of this municipality.

**BE IT THEREFORE
RESOLVED:**

that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim Friday, August 15th, 2025, as India's Independence Day in Cape Breton Regional Municipality. It is our honour to extend best wishes to all the Indians celebrating the 79th anniversary of India's Independence.

Councillor Eldon MacDonald – District #5

August 19th, 2025



PROCLAMATION

Atlantic Burn Camp Week

- WHEREAS:** the Atlantic Burn Camp provides a safe, supportive, and empowering environment for young burn survivors from across Atlantic Canada to heal, grow, and connect with others who share similar experiences; and
- WHEREAS:** the camp fosters resilience, confidence, and lifelong friendships through recreational activities, peer support, and mentorship, helping children and youth overcome the physical and emotional challenges of burn injuries; and
- WHEREAS:** the Cape Breton Regional Municipality recognizes the importance of raising awareness about burn prevention, recovery, and the incredible strength of burn survivors and their families, and
- WHEREAS:** the dedicated volunteers, medical professionals, and community partners who make Atlantic Burn Camp possible deserve recognition and gratitude for their compassion and commitment.
- BE IT THEREFORE
RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim the week of August 17 to August 24, 2025, as Atlantic Burn Camp Week in the Cape Breton Regional Municipality and encourage all residents to support burn survivors and the life-changing work of the Atlantic Burn Camp.

Councillor Earlene MacMullin - CBRM District #2

August 19th, 2025



PROCLAMATION

World Suicide Prevention Day

WHEREAS:

many loved ones in our Cape Breton communities have been lost to suicide—often through overwhelming feelings of depression, hopelessness, and helplessness; and

WHEREAS:

suicide prevention requires a shared community commitment to education, awareness, compassion, and action. By talking openly, fostering connection, and investing in support services, we can reduce stigma and create hope; and

WHEREAS:

World Suicide Prevention Day, observed annually on September 10th, promotes the global message that suicide is preventable, and encourages communities to work together to support those affected, remember those lost, and advocate for life-saving mental health resources.

**BE IT THEREFORE
RESOLVED:**

that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim September 10, 2025, as World Suicide Prevention Day in the Cape Breton Regional Municipality, and urge all citizens to join in raising awareness, supporting those who are struggling, and promoting healing, hope, and community resilience.

Councillor Paul Nickituk - District #10

August 19th, 2025



CAPE BRETON
REGIONAL MUNICIPALITY

TO: CBRM Mayor and Council

SUBMITTED BY: Demetri Kachafanas, Chief Administrative Officer

DATE: August 12th, 2025

SUBJECT: **Appeal of Site Plan Approval at PID 15025828 (61 Pleasant Street, North Sydney)**

Origin

Initiated by landowner within 30 metres of subject property during 14-day appeal period.

Recommendation

It is recommended that Council uphold the Site Plan Approval granted by the Development Officer to allow for the development of Supportive Housing at PID 15025828 (61 Pleasant Street, North Sydney).

Legislative Authority

Section 231 of the *Municipal Government Act* grants municipalities the ability to consider Site Plan Approvals through provisions laid out in the Land Use By-law (Attachment A).

The Development Officer shall grant Site Plan Approval if they determine that the proposed development:

- Meets the criteria for Site Plan Approval set out in the Land Use By-law;
- Complies with the requirements of the Land Use By-law; and
- Is otherwise consistent with the requirements of the Land Use By-law.

Background

Site Plan Approval

Under CBRM's previous Land Use By-law, Supportive Housing was categorized under multiple definitions, including Community Service Residence, Residential Care Dwelling, and Correctional Dwelling. Of these, only Correctional Dwelling was not permitted in residential zones, whereas Community Service Residence and Residential Care Dwelling were permitted as-of-right within residential areas.

At the September 13, 2022, Council meeting, representatives from the Elizabeth Fry Society delivered a presentation to Council highlighting the serious housing challenges facing the community. They also emphasized how existing zoning regulations limited the locations where they could operate. During Council's discussion, it was noted that similar facilities already existed in various communities without issue, and there was general support for expanding housing options. Concerns were raised that the previous definitions were overly restrictive and potentially

discriminatory. As a result, there was a consensus that the terms should be consolidated into a single, more inclusive definition to reduce stigmatization and regulatory barriers.

In response to Council's direction and the feedback received through the CBRM Forward public consultation process, a unified definition for Supportive Housing was developed. While Council aimed to encourage this form of housing, it was also important to ensure an appropriate level of planning oversight. It was therefore determined that facilities with more than nine beds would be subject to Site Plan Approval. This approach was presented to Council and shared during public engagement sessions.

The Site Plan Approval process was further discussed at a Council workshop in March 2023. At which time the consultants provided Council with an overview of the Site Plan Approval process, including its purpose, scope, and application. This ensured that Council was familiar with the concept and its role during the adoption of the new planning documents. The process of Site Plan Approval is administrative in nature and falls under the authority of the Development Officer, with Council only involved in instances where an appeal is filed.

It is important to note that Site Plan Approval is not a new concept. It existed in the previous Land Use By-law and has been carried forward into the CBRM Forward planning framework. A notable example was the amendment approved by Council in 2021 which permits medical clinics in all residential zones, subject to Site Plan Approval. As a result, the previous Council would have been exposed to the Site Plan Approval process. The supportive housing framework established through CBRM Forward was also reviewed with newly elected Council members during their orientation in March of this year.

The threshold of nine beds was selected based on a review of common planning practices and local housing needs. It strikes a balance between allowing small-scale supportive housing as-of-right and requiring additional review for larger developments that may have greater impacts on surrounding neighbourhoods due to building size, parking needs, or service delivery. This is not a cap on the number of beds, but a trigger for assessing a project's design, scale, and compatibility with the surrounding neighbourhood. The focus remains on land use and built form.

In addition, during the development of the new planning documents, both the public and Council expressed a desire for greater efficiency in the planning process. This directive guided many of the changes in CBRM Forward, including the use of Site Plan Approval versus Zone Amendments and/or Development Agreements.

Previous Site Plan Approval from 2015

In 2015 an application was made to convert the Knights of Columbus building on the subject property into an office building. This approval was granted subject to the Site Plan Approval provision in from the 2004 Land Use By-law. A copy of the Site Plan Approval Provisions along with a copy of the approved site plan can be found in Attachment B and C. As shown on Attachment C, an additional parking area was proposed and assessed as part of the application and approval. At the time of this approval, no appeals were filed. It should be noted, the appellant of the current application was a property owner within 30m at the time of this approval and would have received notice. Despite approval, this development did not proceed.

Current Application

The Planning and Development Department received an application from the John Howard Society to convert an existing office building to Supportive Housing on PID 15025828 (Attachment D). The proposed development would contain 16 beds, comprised of 4 suites (One 3-bed/1-bath,

Two 2-bed/2 bath and one 5-bed/2-Bath), a common kitchen/dining area, shared amenities (gym, media, rec room), 3 offices and community space area. The property lies within the UR3 zone (medium density urban residential). Section 4.24 of the CBRM Land Use By-law provides the provisions regarding Supportive Housing:

4.24. Supportive Housing

Where permitted in this By-law, a dwelling may contain or be completely converted to, supportive housing subject to the following:

- a) Supportive Housing shall be limited to a maximum of nine beds;
- b) Notwithstanding Subsection (a), Supportive Housing in excess of 9 beds, may be permitted by Site Plan Approval in accordance with the following:
 - c) The Development Officer shall approve a site plan where the following matters have been addressed. The Development Officer shall measure the degree of stringency in interpreting the criteria so that it correlates with the scale of the development and each and every feature of the development (e.g. buildings, parking area etc.), and the proximity of the development, or any specific feature of it, to any other development or streetscape intended to be protected by the criteria.
 - i. Parking shall be provided on the lot parcel and shall be screen from abutting residential uses by an opaque vegetive buffer or fence or a combination thereof;
 - ii. All existing vegetation shall be retained except where its removal is necessary for the construction of the development;
 - iii. Signs advertising the business shall be of a scale and style and so located that they will not conflict with the streetscape;
 - iv. The location and orientation of any main buildings on the lot parcel must be carefully selected to prevent buildings that are significantly larger than any one unit or two unit dwellings in the vicinity (i.e. greater than 3 times the floor area, and/or twice the height, and/or three times the length from looming over any such residential dwellings or their yards);
 - v. Measures, including lot parcel grading, shall be required to adequately dispose of storm and surface water;
 - vi. A minimum equivalent to 1/3rd of the floor area of the building shall be in compliance with the definition for landscaped open area. That percentage may be reduced to as low as 1/10th where the Development Officer is satisfied with the design of a Certified Horticultural Technician or Architect;
 - vii. Ingress and egress points where the parking area is to be accessed from any public/street/road shall be designed to ensure that any known significant traffic problem identified by the Traffic Authority is not further exacerbated.
 - d) No bed and breakfast, backyard suite, home daycare, home occupation or secondary suite is permitted in any building on the lot.

e) There shall not be any change to the exterior appearance of the building that would indicate supportive housing is in the building, other than signs permitted in this By-law.

f) The Development Officer shall notify assessed owners of properties within 30 metres of the proposed subject site of:

- i. Their decision to approve the development; and
- ii. To allow them to provide feedback on the proposed site plan.

Evaluation

The Development Officer reviewed the applicant's request and found that the proposed development satisfied the criteria for Site Plan Approval based on the following:

- Parking is existing on the lot and unchanged. A wood fence currently exists along with trees along the property line. A new privacy fence will be constructed
- Existing vegetation to the Southwest will be maintained. Vegetation was removed from the Northeast portion of the lot parcel but would be considered overgrowth.
- The application is to convert an existing single storey building. The building is approximately 72' x 95' (635m²) and occupying 28.9% of the lot parcel. While the building does not meet front/rear yard setbacks, it existed prior to the adoption of the 2004 Land Use By-law and would be subject to Subsection 2.8.7 Existing Buildings and Non-compliance with Lot Zone Standards of the 2023 Land Use By-law. The proposed development does not increase the size of the building.

Neighboring properties to the Southeast include two single unit dwellings, one is a two-storey with lot coverage percentage of about 24% and does not appear to meet front yard setback. The other is a single story with lot coverage of 29%, also does not appear to meet setbacks, is about 19m from the subject property and 32m from the subject building, separated by their yard, fence/vegetive screening, and parking area. Directly adjacent to the North is a vacant property. To the Northwest, abutting Pleasant Street, are a series of three duplexes (Civic 9-to-19 Edward Street) with lot coverage percentages of approximately 32%, measuring 28' x 64'. Abutting Prince Street to the Southeast is a series of three duplexes (Civic 28-to-38 George Street) with lot coverage percentages that range from 28-36% and measure 44' x 52'. The property is in proximity with downtown North Sydney and several other larger buildings including St John's Anglican Church (Attachment E).

- Approximately 996m² of the lot parcel meets the definition of landscaped open area, satisfying the requirement of 1/3rd of the floor area of the building (217m²).
- Comment was sought from CBRM Public Works regarding ingress and egress points of the parking area. No issues with the existing entrance or exits were identified (Attachment F).

Pursuant to Sections 232 and 236 of the *Municipal Government Act*, the Development Officer is obliged to notify each assessed property owner within 30 metres of the development property of their decision to grant Site Plan Approval. Property owners have 14 days in which to formally lodge an appeal of the Development Officer's decision to grant Site Plan Approval to Council (Attachment A). Appeals must be:

- in writing,
- sent to the Municipal Clerk,
- clearly state the grounds for appeal (explaining why it is believed the Development Officer's decision to grant Site Plan Approval was incorrect), and
- specify of which site plan evaluation criteria it is believed the Development Officer's interpretation was inconsistent with the requirements of (or a reasonable application of) the Land Use By-law.

In hearing an appeal concerning a Site Plan Approval, Council may make any decision that the Development Officer could have made.

The Municipal Clerk received one written request for appeal of the Development Officer's decision to grant Site Plan Approval (attachment G). The appeal was received from Lisa Lee. Their grounds for appeal were based on ingress/egress from the parking area. The Development Officer contacted the appellant via email and telephone to confirm their grounds for appeal. The Development Officer informed the appellant that advice was sought from CBRM Public Works, the Traffic Authority having jurisdiction, and that no concerns were raised.

Conclusion

As the existing building is not expanding and the use is deemed permitted, Planning and Development Staff are of the opinion that the site plan meets the criteria set out for Site Plan Approval in the CBRM Land Use By-law.

Alternative

Council may choose to grant the appeal and refuse the approval of the site plan; however, in doing so, they must clearly state how the site plan does not comply with the criteria as outlined in the Land Use By-law.

Attachments

Attachment A: Excerpts from the *Municipal Government Act*
 Attachment B: Site Plan Approval provisions form 2004 CBRM Land Use By Law
 Attachment C: 2015 Site Plan from Site Plan Approval
 Attachment D: Current Application Site Plan
 Attachment E: Location Map
 Attachment F: Comments from CBRM Public Works
 Attachment G: Appellant Notice of Appeal
 Attachment H: Medium Density Urban Residential (UR3) Zone Provisions

Report Prepared By



Jarret Gosbee
 Development Officer

Attachment A: Excerpts from the *Municipal Government Act*

- Section 231: Site-plan approval

(1) Where a municipal planning strategy so provides, a land-use by-law shall identify

- (a) the use that is subject to site-plan approval;
- (b) the area where site-plan approval applies;
- (c) the matters that are subject to site-plan approval;
- (d) those provisions of the land-use by-law that may be varied by a site-plan approval;
- (e) the criteria the development officer shall consider prior to granting site-plan approval;
- (ea) the notification area;
- (f) the form and content of an application for site-plan approval.

(2) repealed 2003, c. 9 s. 61.

(3) No development permit shall be issued for a development in a site-plan approval area unless

- (a) the class of use is exempt from site-plan approval as set out in the land-use by-law and the development is otherwise consistent with the requirements of the land-use by-law; or
- (b) the development officer has approved an application for site-plan approval and the development is otherwise consistent with the requirements of the land-use by-law.

(4) A site-plan approval may deal with

- (a) the location of structures on the lot;
- (b) the location of off-street loading and parking facilities;
- (c) the location, number and width of driveway accesses to streets;
- (d) the type, location and height of walls, fences, hedges, trees, shrubs, ground cover or other landscaping elements necessary to protect and minimize the land-use impact on adjoining lands;
- (e) the retention of existing vegetation;
- (f) the location of walkways, including the type of surfacing material, and all other means of

pedestrian access;

(g) the type and location of outdoor lighting;

(h) the location of facilities for the storage of solid waste;

(i) the location of easements;

(j) the grading or alteration in elevation or contour of the land and provision for the management of storm and surface water;

(k) the type, location, number and size of signs or sign structures;

(ka) security or performance bonding;

(l) provisions for the maintenance of any of the items referred to in this subsection.

- Section 232: Site-plan approval

(1) A development officer shall approve an application for site-plan approval, unless the

(a) matters subject to site-plan approval do not meet the criteria set out in the land-use bylaw;

or

(b) applicant fails to enter into an undertaking to carry out the terms of the site plan.

(2) Where a development officer approves or refuses to approve a site plan, the process and

notification procedures and the rights of appeal are the same as those that apply when a development officer grants or refuses to grant a variance.

(2A) Notwithstanding subsection (2), council may require a larger notification distance for site-plan approvals in its land-use by-law where the municipal planning strategy so provides.

(3) The council, in hearing an appeal concerning a site-plan approval, may make any decision that the development officer could have made.

(4) A council may by resolution provide that any person applying for approval of a site plan shall pay the municipality the cost of

(a) notifying affected land owners;

(b) posting a sign.

(5) A development officer may, with the concurrence of the property owner, discharge a siteplan,

in whole or in part.

- Section 236: Variance procedures

(1) Within seven days after granting a variance, the development officer shall give notice in writing of the variance granted to every assessed owner whose property is within the greater

of thirty metres and the distance set by the land-use by-law or by policy of the applicant's property.

(2) The notice shall

(a) describe the variance granted;

(b) identify the property where the variance is granted; and

(c) set out the right to appeal the decision of the development officer.

(3) Where a variance is granted, a property owner served a notice may appeal the decision to the council within fourteen days after receiving the notice.

(4) Where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal, by giving written notice to the clerk who shall notify the development officer.

(5) Where an applicant appeals the refusal to grant a variance, the clerk or development officer shall give seven days written notice of the hearing to every assessed owner whose property is within thirty metres of the applicant's property.

(6) The notice shall

(a) describe the variance applied for and the reasons for its refusal;

(b) identify the property where the variance is applied for; and

(c) state the date, time and place when council will hear the appeal.

Attachment B – 2004 Land Use By-law Site Plan Approval Provisions

Section 6 Conversion of former community or educational service buildings

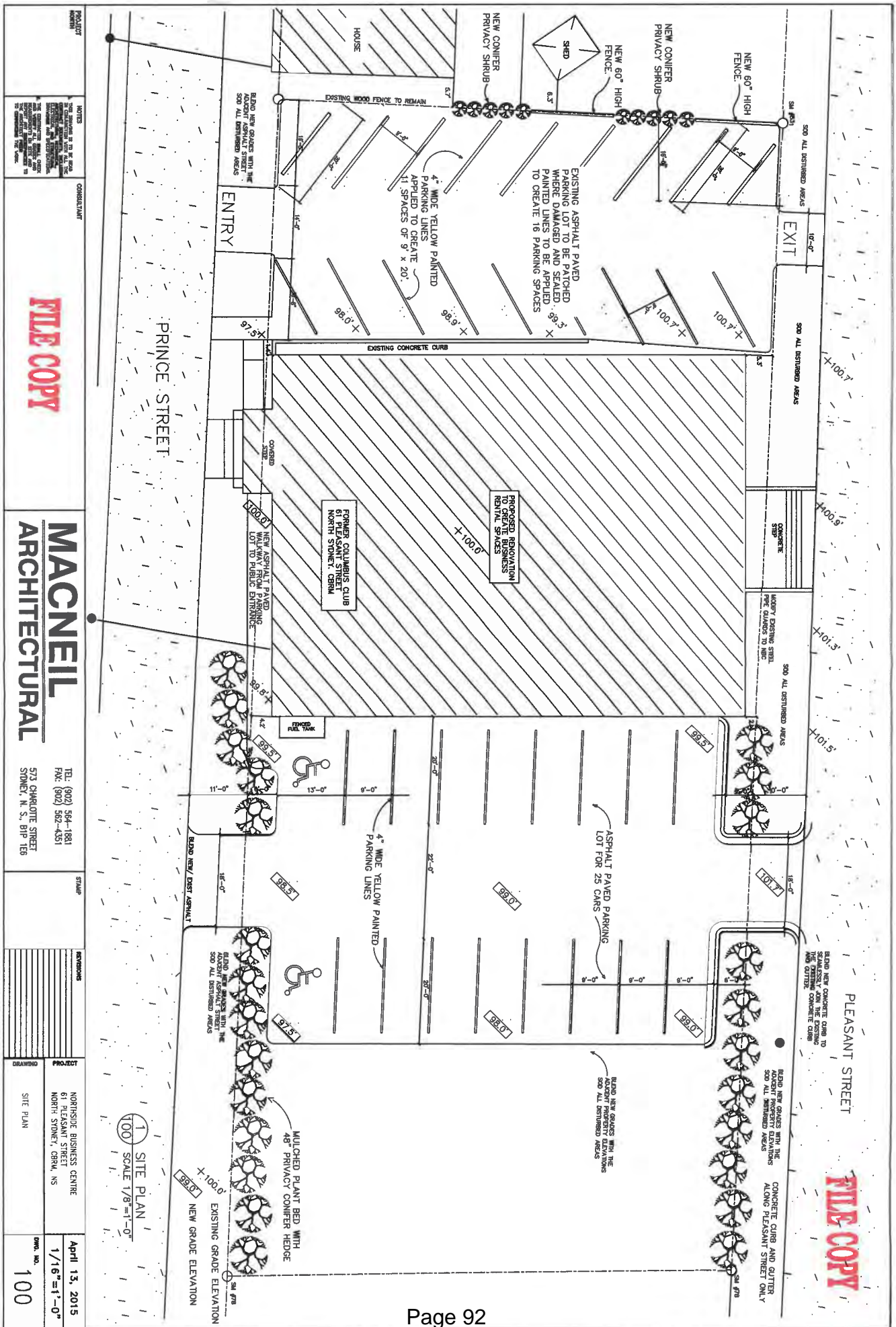
- a. The conversion of a former community or educational service building into any combination of the uses listed below by site plan approval (pursuant to Sections 231 and 232 of the Municipal Government Act) shall be permitted in any zone where the uses themselves are not included in the list of uses permitted.

- apartment buildings
- artist/artisan establishment
- arts/entertainment studio
- business hall
- business office
- clothes cleaning business
- day care facility
- dwelling units within a mixed use building
- funeral home
- hotel
- indoor recreational business establishment
- medical clinic
- nursing home
- personal service business
- repair service
- scientific establishment
- tourist information center

- b. The Development Officer shall approve a site plan where the following matters have been addressed. The Development Officer shall measure the degree of stringency in interpreting the criteria so that it correlates with the scale of the development and each and every feature of the development (e.g. buildings, parking area etc.), and the proximity of the development, or any specific feature of it, to any other development or streetscape intended to be protected by the criteria.

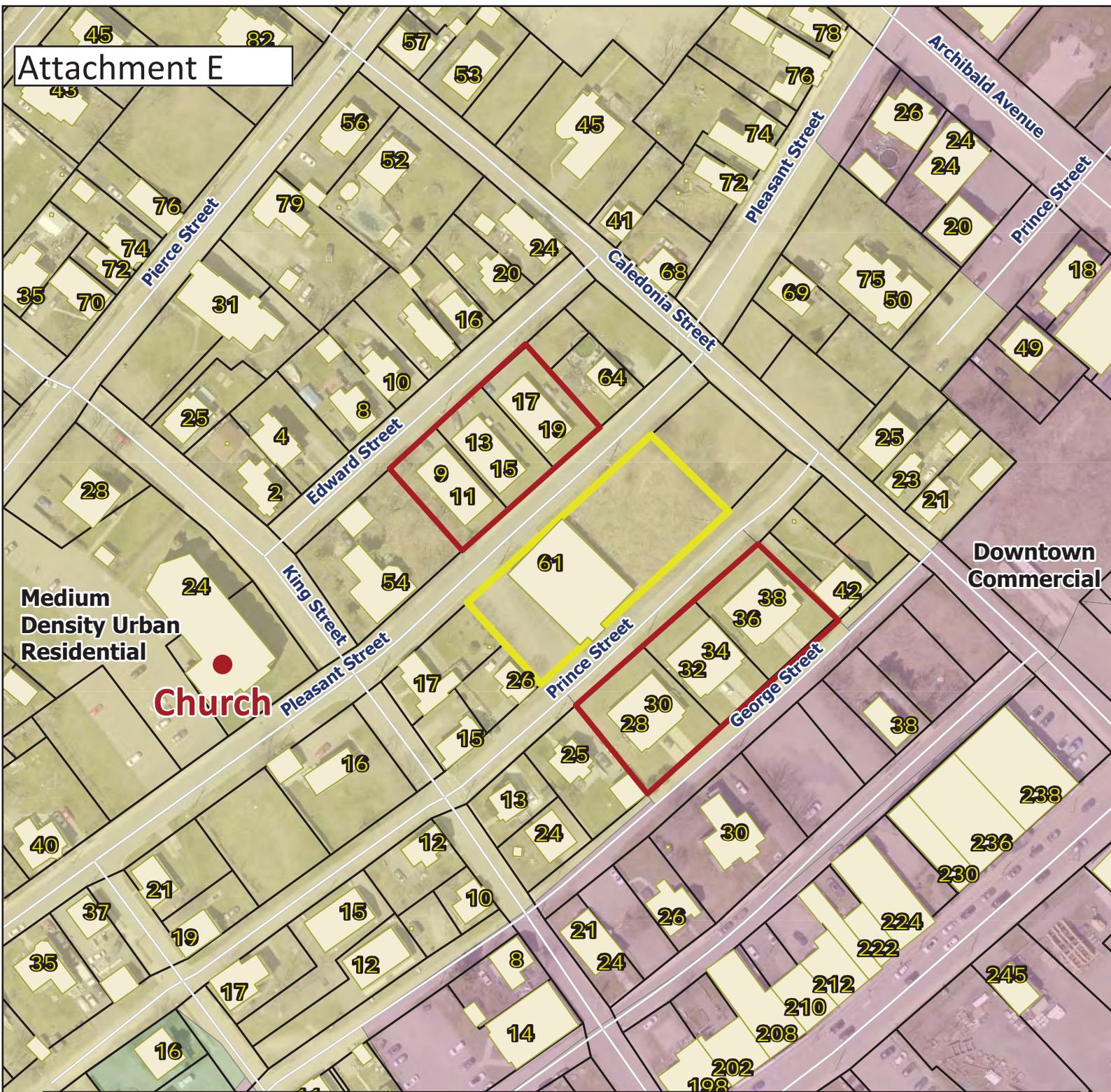
- Utility structures and the parking spaces of a new parking area to be constructed shall be screened from a public street/road and any single detached dwellings to soften their starkness by a combination of vegetation and fencing. Where there is land available, landscaping that meets the definition of landscaped open space in this Bylaw, or fencing improvements, shall be introduced between existing parking spaces and any abutting yard on an adjacent property occupied by a residential use to soften the starkness of the parking spaces from that yard.
- All existing significant vegetation shall be retained except where its removal is necessary for the construction of the development.
- Signs advertising the business shall be of a scale and style and so located that they will not conflict with the streetscape.





- c. To facilitate the inclusion of additions demanded by other regulations or by-laws, and/or design improvements volunteered by the conversion proponent, for purposes of interpreting this Section, the construction work involved in the conversion may include an addition no greater than 5% of the floor area of the building.





Attachment E



-  PID 15025828- Subject Property
 -  Two Unit Dwellings
 -  Medium Density Urban Residential Zone
 -  Downtown Commercial

Attachment F

From: [Robert L. MacDougall](#)
To: [Jarret A. Gosbee](#)
Subject: Re: Permit BD015164
Date: June 23, 2025 12:35:57 PM

Good Morning,

We were able to look at the site this morning. Public Works has no issues with using the existing entrance or exits to the parking area.

Thanks,
Rob

From: Jarret A. Gosbee <jagosbee@cbrm.ns.ca>
Sent: June 19, 2025 3:11 PM
To: Mary Lynn MacPhee <mlmacphee@cbrm.ns.ca>; Robert L. MacDougall <rlmacdougall@cbrm.ns.ca>
Subject: Permit BD015164

Greetings,

We received a permit for a 16 bed supportive housing development. This would require site plan approval by a development officer.

Section 4.24(c)(vii) states: Ingress and egress points where the parking area is to be accessed from any public/street/road shall be designed to ensure that any known significant traffic problem identified by the Traffic Authority is not further exacerbated.

The parking lot is existing and won't change, but I wanted to follow up in case we had any issues regarding traffic problems.

Comments appreciated.

Regards,
Jarret Gosbee
Development Officer
CBRM, Suite 200, 320 Esplanade
Sydney, Nova Scotia B1P 7B9
W: (902) 563-5134
jagosbee@cbrm.ns.ca

Attachment G



Attn: Christa S
Clerk of CBRM
320 Esplanade
Sydney, NS
B1P 7B9

Tuesday, July 11, 2025

Dear Christa,

I am writing an appeal to the council for the conversion of the office building to 16 supportive housing unit at 61 Pleasant Street, North Sydney (former KOC).

My house is within the 30 meters of the above building.

I believe that the Development Officers decision to grant this plan approval is incorrect due to the following reasons:

The streets of the front and back of the building (Pleasant and Prince Streets) are narrower roads and to have constant traffic of new staff members and residents will pose a concern with new flow of oncoming traffic. Such as, with the winter months, these streets are the last to be ploughed and there is not enough space for cars to pass each other.

Not only that, I'm concerned with the level of safety for my neighborhood. It's a currently a quiet street with hardly any foot traffic except for the locals.

I also have a child who lives with me and I'm concerned with the type of residents that the building will house.

This neighborhood is also home to many who are seniors or of elderly age. To have an upsurge of people coming back and forth for the supportive housing will cause stress to what is currently a peaceful community.

I urge you to take my letter into consideration of this appeal.

Yours sincerely,

Lisa Lee



UR3

5.3. MEDIUM DENSITY URBAN RESIDENTIAL

The Medium Density Residential (UR3) zone supports a variety of housing types at a range of densities. This zone provides for a transition from less dense, more suburban development format to the higher density, urban format common of downtowns and commercial centres or corridors. The UR3 zone accomplishes this through a mixture of townhouses and apartments of various sizes. One and two unit dwellings are permitted. In effort to create complete communities, retail and restaurant uses are permitted, but limited in size.

The Medium Density Urban Residential zone is directed by policy in CBRM Forward, the Municipal Planning Strategy:



Regional Structure

- *Regional Centre*
- *Local Centre*
- *Mixed Use Centre*
- *Intensification Areas*

Land Use Designations

- *Downtown Sydney*
- *Local Centre*
- *Mixed Use Centre*
- *Medium to High Density Residential*
- *Low to Medium Density Residential*

5.3.1 Permitted Uses

One or more of the following uses are permitted in the **UR3** zone subject to all applicable requirements of this By-law:

RESIDENTIAL

- Dwelling, One-Unit
- Dwelling, Two-Unit
- Dwelling, Townhouse, *up to twelve dwelling units*
- Dwelling, Apartment, *up to twelve dwelling units*
- Dwelling, Townhouse, more than twelve dwelling units subject to Section 2.13 and Section 5.3.2
- Dwelling, Apartment, *more than twelve dwelling units subject to Section 2.13 and Section 5.3.2*
- Dwelling, Shared
- Dwelling Unit

SERVICE

- Community Service
- Cultural Service
- Day Care Facility, *subject to Section 4.4*
- Educational Service
- Protective (*only coast guard, fire, judicial, police*)
- *Supportive Housing, subject to Section 4.24*
- Restaurant, *subject to Section 2.13 and Section 5.3.2*

RECREATIONAL

- Public Indoor and Outdoor

SALES

- Retail Use, *subject to Section 2.13 and Section 5.3.2*

5.3.2 Permitted Uses by Site Plan Approval

Notwithstanding relevant zone standards in Subsection 5.3.3, the following uses are permitted through Site Plan Approval:

- a) **Dwelling, Apartment or Dwelling Townhouse with more than six dwelling units**, subject to the following:
 - i. Screening of parking areas and any outside storage areas from adjacent properties and a public street by an opaque vegetive buffer or fence or combination thereof of at least 1.2m high or landscaped equivalent;
 - ii. Provision of landscaping consisting of a combination of trees, shrubs, plants, grass, or retention of existing vegetation at a minimum of 25% of the total land area.
- b) **Restaurant and Retail Use**, *subject to the following*:
 - i. Maximum allowable gross floor area is limited to 75m²;
 - ii. Screening of parking areas and any outside storage areas from adjacent properties and a public street by an opaque vegetive buffer or fence or combination thereof of at least 1.2m high or landscaped equivalent.
 - iii. Be located on a Level 3 or higher street.

5.3.3 Zone Standards

a)	Minimum Lot Area	
	Apartment Dwelling, with more than six dwelling units, the greater of	540 m² or
	<i>For each dwelling unit having 3 or more bedrooms</i>	150 m²
	<i>For each dwelling unit having 2 or more bedrooms</i>	100 m²
	<i>For each Bachelor or dwelling unit having 1 bedroom</i>	75 m²
	All other uses	225 m²
b)	Minimum Lot Frontage	
	Dwelling, Apartment, or Dwelling Townhouse with more than twelve dwelling units	18 m
	All other uses	9 m
c)	Minimum Front Yard Setback	3 m
d)	Minimum Side Yard Setback	1.25 m

	<i>A nil setback is provided for common walls</i>	
e)	Minimum Rear Yard Setback	1.25 m
f)	Minimum Flankage Yard Setback	1.25 m
g)	Maximum Building Height	15 m or 5 storeys
h)	Maximum Lot Coverage	60%



A Community of Communities

MEMO

TO: Mayor and Council

FROM: Sheila Kolanko – Property Manager

SUBJECT: REQUEST FOR MUNICIPAL PROPERTY
PID 15231111
Munroe Street, Reserve Mines (District 8)

DATE: August 19th, 2025

REQUEST:

To deem municipal property surplus for sale at market value.

BACKGROUND INFORMATION:

CBRM received a Letter of Interest requesting the municipality sell a property located on Munroe Street, Reserve Mines (“subject property”). The subject property is outlined in yellow on the attached map (Attachment “A”) and identified as PID 15231111. The applicant’s property lies adjacent to the subject property and identified as 16 Munroe Street, Reserve Mines, (PID 15231103) and outlined in blue.

The applicant is seeking to purchase the subject property for the purpose of building a garage on the said land next to his existing property. The subject property also encompasses the applicant’s driveway.

PID 15231111 is currently assessed at Four Thousand Eight Hundred Dollars (\$4,800.00).

The subject property is currently deemed essential in the Property Inventory database and identified for a municipal sewer line.

INTERNAL REVIEW/EVALUATION:

An internal review was completed, and Public Works East confirmed a portion of an existing sewer line crosses the parcel. However, there is a plan in place to relocate the line in the near future. As such, staff confirmed there is no issue with the sale of the subject property to the applicant. Development on this property would be subject to the CBRM Municipal Planning Strategy and Land Use By-Laws.

LEGISLATIVE AUTHORITY

Section 50 (5)(b) of the *Municipal Government Act* states that

A municipality may sell property at market value when the property is no longer required for the purposes of the municipality.

FINANCIAL IMPLICATIONS:

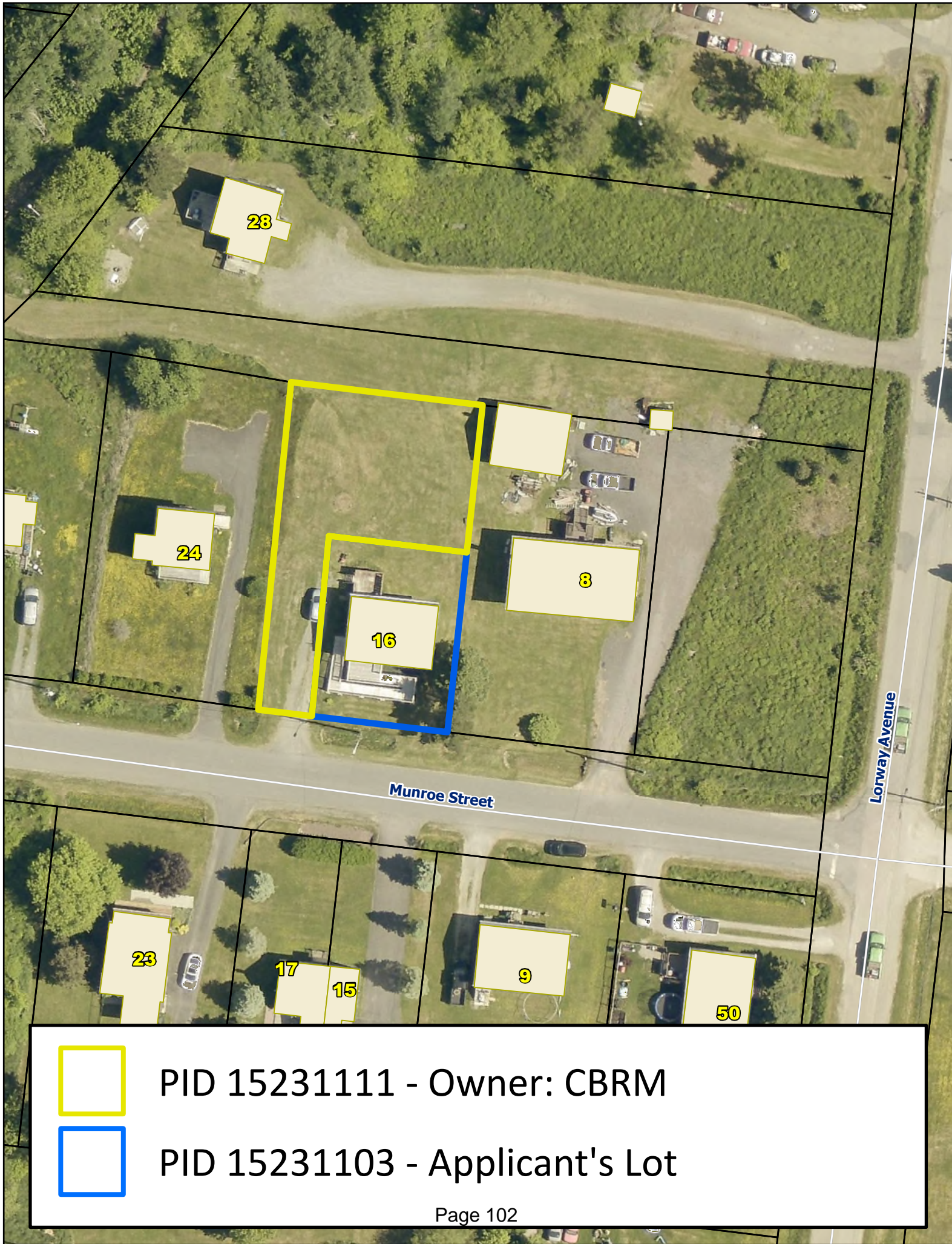
The applicant will be required to pay market value for the subject property, and all costs shall be the responsibility of the applicant.

RECOMMENDATION:

It is the recommendation of staff that Council pass a motion to deem the subject property surplus and sell to the applicant subject to an existing sewer line easement until such time it can be released with a relocated sewerline.

Respectfully submitted,

Sheila Kolanko
Property Manager



PID 15231111 - Owner: CBRM



PID 15231103 - Applicant's Lot



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

To:	Mayor Clarke and Council
Submitted by:	Raymond Boudreau, P.Eng., Director of Water & Wastewater
Date:	August 19, 2025
Subject	Increased Project Cost – George St Watermain Replacement

Purpose

To seek Council's approval of an increase in the capital budget for the George Street Water Main Replacement project and to obtain direction to submit a request to the Nova Scotia Regulatory and Appeals Board (NSRAB) for approval of the revised cost.

Discussion

The George Street Water Main Replacement project (Shandwick Street to Byng Avenue) was previously approved by Council and the NSRAB with an estimated cost of \$1,300,000. This project includes replacement of aging 250 mm and 500 mm water mains and installation of a pressure reducing valve in accordance with the Sydney Water System Master Plan.

The project has since gone to tender, and the lowest compliant bid received was \$2,006,149, exceeding the approved estimate by \$706,149. In accordance with the NSRAB Accounting and Reporting Handbook, Utility Board approval is required when the actual cost exceeds the approved estimate by more than \$250,000.

Financial Implications

The Utility proposes to fund the shortfall through reallocation of \$565,550 in savings realized from the Cost Shared Watermain project, and additional borrowing in the amount of \$140,600. Current water rates will not be impacted by this change.

Recommendation:

CBRM Water Utility Staff recommend a Council motion to:

1. **Approve** the revised project cost of \$2,006,149 for the George Street Water Main Replacement;
2. **Approve** the proposed funding plan, reallocating available savings from the Cost Shared Watermain project; and additional borrowing; and

3. **Direct staff** to apply to the Nova Scotia Regulatory and Appeals Board for approval of the revised project cost in accordance with the Accounting and Reporting Handbook.



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

To:	Mayor Clarke and Council
Submitted by:	Raymond Boudreau, P.Eng., Director of Water & Wastewater
Date:	August 19, 2025
Subject	Sydney Filter Media Replacement – Funding From Special Reserve Fund

Background

The Sydney Water Treatment Plant utilizes Greensand*Plus* filter media for the removal of iron and manganese. The existing media has reached the end of its useful life and requires full replacement to ensure continued treatment efficiency and regulatory compliance.

The total estimated cost of the work is \$864,395.

Discussion

This project was not originally scheduled for the current fiscal year. However, the condition of the filter media and its importance to maintaining water quality warrant advancing the replacement work to ensure uninterrupted treatment performance and regulatory compliance.

The Water Utility maintains a Special Reserve Fund for Future Capital Expenditure, with a current balance of \$943,926. This reserve is intended to support infrastructure renewal and major capital needs. Accordingly, staff recommend funding the project cost from the Special Reserve Fund.

This funding strategy allows the Utility to:

- Advance a high-priority project essential to water quality;
- Avoid debt financing and associated interest costs

Water Utility expenditures greater \$250,000 and the use of the reserve fund is subject to Nova Scotia Regulatory and Appeals Board (NSRAB) approval, and staff will apply for this as part of the Board's capital oversight process.

Financial Implications

Source of Funds	Amount
Special Reserve Fund	\$864,395
Total Project Cost	\$864,395

Remaining Reserve Balance after drawdown: \$79,531

There are no impacts to water rates associated with this Project.

Recommendation:

CBRM Staff recommend a Council motion to:

1. Approve the use of \$864,395 from the Water Utility's Special Reserve Fund to advance the replacement of Greensand*Plus* filter media at the Sydney Water Treatment Plant to the current fiscal year; and
2. Direct staff to apply to the Nova Scotia Regulatory and Appeals Board (NSRAB) for approval of the project and for approval to access reserve funds to cover the cost.

CBRM Policies

Motion

Moved by Councillor Gillespie, seconded by Councillor Sheppard-Campbell, to direct staff to initiate a review of all CBRM policies; and to develop a policy framework for Council's consideration.

Motion Carried



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

INFORMATION REPORT

To: Mayor Clarke and Council
Submitted by: Demetri Kachafanas, K.C.
Date: August 19, 2025
Subject: Policy Review Update

PURPOSE

To provide Council with an update on policies currently being prepared for consideration, as well as those in progress for future meetings.

DISCUSSION

The following policies are being finalized, are included in this package, and are being presented for your review and subsequent approval at an upcoming meeting of Council.

- Communications Policy and Communications Strategy
- Information and Records Management Policy
- Commemorations and Celebrations Policy
- Municipal Events Attendance Policy
- Transit Cape Breton Access-A-Bus Policy

Note: The Information and Records Management Policy will result in a retention schedule that will guide staff in the maintenance and disposal of records. The schedule is being completed with input from all departments, then approved and distributed by the CAO. This work will be continuous, and in alignment with applicable legislation and best practices.

Policies Upcoming

The following policies remain in development and will be brought forward to a future meeting for consideration:

- Council Policies and Procedures – Draft complete and prepared for review.
- Streetlights Policy – Draft under preparation.
- Municipal Grants Update – Updates underway.
- Bylaws Development Policy – Initial reviews underway.

Next Steps

The overall policy review is ongoing, with several policies currently being drafted or revised. As discussed at the June 2024 meeting and as part of the Council Policies and Procedures update, Committee Terms of Reference and related policies are also under review. These will be considered at respective committees, then to Council. The initial review will focus on the Police Commission at the September meeting, followed by updates for other committees requiring revisions.

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: Christa Dicks, Municipal Clerk/Director Corporate Information Services



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

Title	Communications Policy
Date	
Revision Date	
Replaces	

1. Title

Communications Policy

2. Legislative Authorities & Related Policies

Municipal Government Act, Part XX

CBRM Code of Conduct for Elected Officials

Municipal Event Protocol and Communications Policy

3. Policy Statement

The Cape Breton Regional Municipality supports accurate, timely, and accessible communication.

4. Purpose

This policy establishes the standards and principles that directs all communications, and provides specific direction for a variety of communications-related activities for the purpose of fostering:

- 4.1. A well-informed, connected and engaged community
- 4.2. Awareness of and support for municipal priorities and objectives
- 4.3. Alignment of municipal and community strategic interests and priorities
- 4.4. Responsive and informed municipal decision-making and service delivery

5. Scope

This policy applies to all internal and external communications of the CBRM, and applies to all Councillors and employees.

6. General Provisions and Principles

- 6.1. In all communications, the values of accurate, timely, and accessible communications is embodied and reflected.
- 6.2. All communications promote inclusion, diversity, equity and accessibility and as such are accessible, gender neutral, and non-discriminatory, and exclude words and images that connote stereotypes, negative or passive language relating to physical appearances, and excludes cliches, slang and jargon.
- 6.3. Communications use plain language, and a variety of methods are used to reach target audiences effectively.
- 6.4. Designated communication channels are the official CBRM website, CBRM Facebook page, and the department will collaborate with local print and broadcast media, as appropriate, to disseminate information and support public awareness.

7. Roles and Responsibilities

7.1. Mayor & Council

- 7.1.1. The Mayor is designated spokesperson for the municipality.
- 7.1.2. Mayor and Council ensure the municipality has a current and comprehensive policy for communications; and
- 7.1.3. Review and amend this policy as required.

7.2. Chief Administrative Officer (CAO)

- 7.2.1. Implement this policy;
- 7.2.2. Identify and propose revisions to the policy; and
- 7.2.3. May delegate their authority.

7.3. Communications Department

- 7.3.1. Serve as policy owners
- 7.3.2. Escalate issues or policy recommendations to the Director; and
- 7.3.3. Educate and inform other departments, and the public on matters relating to communications.

7.4. All Employees

- 7.4.1. Adhere to the principles and directives within the policy
- 7.4.2. Liaise with the Communications Department on internal and external communications as necessary

8. Brand

- 8.1. Corporate communications will use the municipality's brand as appropriate and usage of the municipality's brand outside of corporate communications is at the discretion of the CAO.
- 8.2. Branding is inclusive of all CBRM logo/badge variations and colors and departments must use brands within the approved identity guides.

9. Freedom of Information and Protection of Privacy

- 9.1. In all communications, the municipality, Councillors, and employees are subject to applicable Freedom of Information and Protection of Privacy legislation, and with any related CBRM policies.

10. Communications Strategy

- 10.1.1. The communications department will develop a Communications Strategy to be reviewed every two years after adoption and amended as necessary. The strategy includes measurable outcomes related to external and internal communications and propose actions that respond to evolving needs of audiences, emerging trends, and proven practices.

11. Communications Support Provided to the Mayor

- 11.1. Where the Mayor is the spokesperson for Council, the communications department may, in consultation with the CAO, provide communications support to the Mayor.

12. Communications from Councillors

In all communications from Councillors, including the use of social media, the following is considered:

- 12.1.1. Obligations under the Code of Conduct.
- 12.1.2. Obligations under *Municipal Government Act*, Part XX as it applies to the information and privacy.
- 12.1.3. The accuracy of the information provided.
- 12.1.4. If the communication could bring disrepute to or expose the municipality to legal action.
- 12.1.5. Ensure the communication is not prohibited by a law, by-law, or municipal policy.
- 12.1.6. Whether Council has taken a particular position, by way of a motion, on a topic.
- 12.1.7. Where the issues are CBRM-wide, it is referred to the Office of the Mayor as the Mayor is the designated spokesperson for the municipality.
- 12.1.8. The municipality will endeavour at every chance to have Councillors respond to and engage with media inquiries on district-specific matters, and wherever possible Councillors advise the municipality when engaging with media.
- 12.1.9. Individual Councillors reflect the position of Council in their communications, or clearly state they are providing a personal opinion.
- 12.2. Where a member of Council is communicating as an individual, they may include the following statement in written correspondence where appropriate:
"The information contained in this correspondence reflects the views of an individual member of Council, and not those of Council as a whole or the Cape Breton Regional Municipality."

12.3. Communications from Councillors Serving as Committee Chairs

- 12.3.1. With respect to communicating the business of Committees of Council, the member of Council serving as Chair consults, where they deem necessary, the Communications Department, the CAO and/or the Mayor.

12.4. Written Correspondence

- 12.4.1. The municipality makes available personalized letterhead for each member of Council to use at their discretion.
- 12.4.2. Where a Councillor wishes to have their formal written correspondence acknowledged on Council agendas, Councillors provide a copy of the correspondence to the Office of the Mayor. Correspondence is subject to agenda review and includes but is not limited to copies of letters of support, commendations, and responses to communications issues but excludes emails, social media posts, or routine correspondence with constituents.

13. Corporate Communications

- 13.1. The municipality maintains a website to provide the public with information regarding municipal services, Council decisions, Council and committee meeting schedules, minutes and agendas, by-laws, policies, activities, events, and ongoing government business.
- 13.2. The CAO is the official spokesperson for all matters related to the administration of the municipality.
- 13.3. If authorized by the CAO, an employee may serve as the designated spokesperson for matters related to their position, skills, and expertise.

13.4. All media inquiries are redirected to the communications department immediately upon receipt.

14. Online Presence & Publications

14.1. The CAO, or their designate, is responsible for oversight of the primary social media channels as well as the official website, representing the municipality as a corporation.

14.2. Only employees authorized by the CAO may write in the voice of the municipality on social media.

14.2.1. A list of authorized personnel will be kept by the Communications Department

14.3. Social media and website content requires the approval of the communications department (as delegated by the CAO) prior to their publication.

14.4. CBRM social media platforms and activities must be reflective of the municipality's values and will continually strive to protect the organization's credibility and meet the information needs of citizens.

14.5. The municipality including individual employees or Councillors acting on behalf of the municipality will not engage with communication that is discriminatory, espouses hatred, harassment, violence or racism, or is abusive, defamatory, or derogatory.

14.6. While the municipality respects the right to freedom of expression, this right must be exercised responsibly and in a manner that does not undermine the integrity, reputation, or safety of the municipality, its employees, or the public. Speech that constitutes harassment, discrimination, or hatred directed at the municipality, its employees, elected officials or representatives is not tolerated.

15. Police Communications

15.1. External communications related to investigations will be at the discretion of the Chief of Police with the following parameters:

15.1.1. The Chief of Police is the designated spokesperson for police operations.

15.1.2. Communications are in line with the principles of this policy and any non-investigative communications or correspondence are coordinated in tandem with the CAO.

15.1.3. External communications related to emergencies or other events which are otherwise not routine in nature, are provided to the Council as follows:

15.1.3.1. Messages are provided to the Corporate Communications Department, and the CAO for review and dissemination.

15.1.3.2. Messages are then provided by the Communications Department to members of Police Commission and where appropriate all Council, and other required parties using email BCC.

15.1.4. Routine communications e.g. road closures, having been approved by the Chief of Police, are further coordinated in conjunction with the Communications Department and the Police Communications Officer, and where necessary with other department Directors and/or CAO.

15.2. A standing meeting between the Communications Department and the Police Communications Officer occurs every second month, and such meetings will be coordinated by the Communications Manager.

16. Emergency Communications

16.1. During emergencies, the municipality endeavors to communicate necessary information to protect the health, safety, security, residents, and their property.

- 16.2. A variety of communications channels may be used, including the provincial alerting system.
- 16.3. Communications are provided by the Cape Breton Regional Municipality's Emergency Coordination Center, Police as outlined in section 15, or the Cape Breton Regional Fire Service or other department personnel as authorized and/or delegated by the CAO.

17. Departmental Communications

- 17.1. The Communications Department provides messaging and design support to departments, assisting in identifying communications needs, selecting appropriate communications channels, and ensuring messages are accurate, timely and accessible.
- 17.2. The Communications Department reviews and disseminates information to CAO, Mayor and Council, internal departments, stakeholders, and/or the public as appropriate.
- 17.3. Departments provide updates on projects, disruptions, and changes in service delivery to the Communications Department at least two weeks in advance.
- 17.4. Departments must also provide service delivery information to 311 to support internal and external inquiries including any changes to service, or service disruption, and notification should be provided to all relevant stakeholders e.g. transit, police for their awareness, coordination, and adjustments to their respective services.
- 17.5. Communications that require graphic design elements should be submitted three weeks in advance of the intended release date.
- 17.6. Where possible, departments should share seasonal or project-based information with other service departments in writing to support proactive planning and minimize potential service disruptions.
- 17.7. Broader communication is expected for projects that occur on main roads or high traffic areas, take place near essential service facilities, involve changes in service delivery, or have the potential to impact multiple departments or the public's access to municipal services.
- 17.8. Routine or low-impact activities such as small-scale work on residential side streets where all affected residents have been directly notified, do not require public notices or formal communication through the Communications Department.

18. Standards and Guidelines

- 18.1. The municipality may establish standards and guidelines in addition to this policy for the purpose of commenting and engagement with its social media content which include, but are not limited:
- 18.1.1. Responding to posts or comments;
- 18.1.2. Moderating discussions;
- 18.1.3. When posts or comments are removed such as in instances of:
- 18.1.3.1. Racist, hateful, sexist, violent, obscene, or pornographic content;
 - 18.1.3.2. Offensive or threatening comments directed at an individual or an organization
 - 18.1.3.3. Content posted for the sake of advertising or self-promotion;
 - 18.1.3.4. Unintelligible, repetitive, or spam content;
 - 18.1.3.5. Misleading, untruthful or misinformation; or
 - 18.1.3.6. Are in any way contrary to law.

18.2.To further support policy compliance, the municipality will establish and maintain complementary policies and procedures on subjects including but not limited to:

- 18.2.1. Visual identity (brand and coat of arms)
- 18.2.2. Media relations, public relations, and customer service
- 18.2.3. Website governance
- 18.2.4. Community engagement
- 18.2.5. Internal communications
- 18.2.6. Social media use

19. Policy Review Requirements

- 19.1.Annually

20. Communication

- 20.1.This policy will be provided to all Department Heads, and posted on the CBRM website upon Council approval.
- 20.2.Department Heads will issue the policy to their respective departments, and ensure the policy has been read and understood.

21. Compliance

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

A COMMUNICATIONS STRATEGY
for the Cape Breton Regional Municipality



Communications Vision

We envision a future where every conversation ignites collaboration and builds lasting trust. At the heart of our vision is the belief that effective communication begins internally. By fostering a culture of transparent and proactive dialogue, we empower every department to share accurate, timely, and accessible information. Our standardized approach to communications not only enhances interdepartmental collaboration but also sets the stage for meaningful engagement with external audiences, ensuring that our words and actions consistently build respect and trust.

Principles

Communications are accurate, timely, and accessible.

Purpose

Empower CBRM to deliver citizen-centric communications that are accessible, timely, and accurate. By doing so, we foster a sense of community, build enduring trust, and reinforce the core values of the municipality.

Communication Goals – External

GOAL 1

Enhance the municipality's standing as a reliable source of relevant, accurate, timely, and accessible information all CBRM audiences – citizens, stakeholders, individuals, businesses, communities, and media organizations.

OUTCOME

Achieve greater consistency in messaging and increased engagement among citizens and communities interacting with municipal communications.

STRATEGIES

Implement a Collaborative Communications Process: Develop and deploy an efficient process that guides the proactive co-creation of content and media releases. This process will emphasize accuracy, timeliness, and accessibility, drawing on the expertise of subject matter experts and that of communications personnel.

Launch, implement, and maintain an Opt-In E-Communication Program: Introduce and manage an e-communication initiative that offers subscribers regular updates from the municipality, ensuring they receive pertinent and accessible information.

Communications Officer/Senior & Vulnerable Persons Navigator: Hire the approved communications officer and develop a specialized portfolio that addresses the unique needs of our senior and vulnerable community members.

GOAL 2

Promote civic pride and municipal awareness by using citizen-centered storytelling and narratives that deliver accurate, timely, and accessible content to illuminate how municipal services and facilities support citizens and communities throughout the CBRM.

OUTCOME

Improve interactions with citizens and followers online, and cultivate an audience that engages with compelling, relatable, respectful and accurate, timely, and accessible content—instilling a deeper sense of community and belonging.

STRATEGIES

Share Positive Narratives: Regularly highlight “good news” stories that celebrate successes, boosting positive social media engagement while encouraging audiences to share the municipality’s posts.

Expand and Diversify Content Production: Increase both the frequency and variety of content, ensuring all messaging remains accurate, timely, and accessible, while tracking performance metrics such as website traffic to refine our approach and further drive community engagement.

GOAL 3

Develop and implement best practices to effectively reach and serve audiences with diverse information needs, ensuring communications are accurate, timely, and accessible.

OUTCOME

Increased inclusivity and improved accessibility for all municipal communications channels.

STRATEGIES

Accessible Website: Launch a municipal website designed around a citizen-centric approach, ensuring a fully accessible and user-friendly experience for all residents and visitors.

Diversity Collaboration: Work within diversity strategies and the HR department to inform and co-create respectful, inclusive, and welcoming communications materials.

Accessible Communications Guidelines: Work with the Accessibility Advisory Committee and HR Department to adopt comprehensive guidelines that empower staff to continuously assess and remove obstacles limiting the reach of municipal communication materials.

GOAL 4

Enhance the municipality’s digital communications by integrating multimedia content, innovative storytelling methods, and performance analytics, while ensuring information remains accurate, timely, and accessible.

OUTCOME

Deliver compelling messaging that resonates with external audiences through proven and emerging platforms.

STRATEGIES

Accessible Digital Communications: Adopt citizen-friendly, accessible approaches for all digital content. Tailor communications to meet the diverse needs of our audience while maintaining accuracy and timeliness.

Optimized Digital User Experience: Continually review and enhance the municipality's website to increase the use of e-services and improve the user experience.

GOAL 5

Raise public understanding of the roles and work of our Municipal Council, its Councillors, and the Mayor, and how their decisions shape our community.

OUTCOME

Citizens and communities gain a clearer, more practical understanding of how municipal Council work positively impacts their lives.

STRATEGIES

Engage Online and In-Person: Continue to invite social media followers to join online broadcasts or attend live Council and Committee meetings to see local decision-making in action.

Clear and Timely Meeting Overviews: Work with the Clerk's Department for accessible materials that can be shared on social media, and post easy-to-access links to agenda packages and minutes.

Accessible Video Broadcasts: Broadcast videos of Council meetings, including segments featuring the Mayor, to help citizens effortlessly follow the discussions on platforms they use.

Innovative Approaches: Explore new multimedia features that can connect citizens with Council members and the Mayor, enhancing ongoing dialogue.

Published Materials: Use traditional methods such as mail, written publications and other materials to reach audiences who prefer alternative approaches to online platforms.

GOAL 1: STRENGTHEN AND CLARIFY THE COMMUNICATIONS DEPARTMENT’S ROLE

Enhance the effectiveness and impact of the Communications Department by establishing efficient operating practices, policies, and procedures that streamline routine tasks, ensure consistency across the organization, reduce response times, and free up resources for high-value, innovative projects.

OUTCOME

Achieve streamlined processes, uniformity in messaging, faster response times, and increased capacity for innovative, high-impact projects.

STRATEGIES

Standardized Request Process: Implement a Standard Operating Procedure for internal communications requests. This system will be operated through the internal Help Desk to ensure that all requests are handled consistently and efficiently, reducing delays and clarifying expectations across departments.

Communications Toolkit: Develop and manage a comprehensive Communications Toolkit that serves as a one-stop shop. The toolkit will include materials to assist staff with creating effective communications material, shareable content calendars and templates, Communications Plans, updates, and reporting tools developed in collaboration with HR, Finance, and Clerk’s and other Departments e.g. report templates.

Centralized Location: Work with IT to provide a ‘space’ for easy access and efficient management of all communications resources.

GOAL 2: ENHANCE ORGANIZATIONAL AWARENESS

Increase internal awareness of organizational events and priorities to drive a culture of transparency and engagement, resulting in improved internal communications.

OUTCOME

Employees are consistently informed about key events and developments, leading to higher engagement and satisfaction with internal communications.

STRATEGIES

Timely Communication Updates: Share monthly summaries of Council activities to keep staff informed on important external and internal developments.

Support Regular CAO Updates: Collaborate with the CAO to produce regular and engaging updates about organizational initiatives, ensuring leadership communication reaches all staff efficiently.

GOAL 3: A UNIFIED MUNICIPAL BRAND APPROACH

Empower all departments with the necessary tools to implement municipal brand—leveraging both the existing brand and official municipal milestone elements, such as anniversaries—to enhance credibility and ensure consistent, recognizable branding.

OUTCOME

Achieve enhanced credibility and increased public awareness through the consistent use of Municipal branding, in line with established guidelines, resulting in stronger external recognition.

STRATEGIES

Develop a Comprehensive Branding Toolkit: Populate a toolkit with templates, guidelines, and assets that incorporate the existing Municipal brand along with potential 30th anniversary branding elements. This toolkit will promote the consistent use of logos, color schemes, and design specifications across all Municipal operations.

Provide Professional Design Support: Engage professional graphic design support to offer expert assistance and ensure that all branding materials meet high-quality standards. This support will facilitate a seamless integration of existing branding elements and municipal milestone brands help maintain consistency across various platforms.

Ensure Full Staff Engagement and Consistency: Develop training videos and support initiatives to achieve cooperation. This approach will reinforce the importance of adhering to branding guidelines, improving overall brand recognition and ensuring that every departmental communication is on-brand and used appropriately.

Communication Targets

COMMUNICATIONS CHANNELS	Daily	Weekly	Monthly	Quarterly	Bi-annual	As Needed
Social Media (no less than)		•				•
Municipal Website						•
Media Releases						•
Council Recaps			•			
Storm Updates						•
Tax/Water/Wastewater Mailouts				•	•	
Opt-in External E-Communication						•
Internal Mailout from CAO/Mayor including Council activities			•			•

Media Communications

Traditional and modern media e.g. tv, radio, print, blogs, v-logs, influencer channels, podcasts, etc. play a crucial role in sharing the municipality's stories, supporting transparency, fostering community, and disseminating vital information throughout the CBRM. To ensure effective media interactions, the municipality's Communications Department is responsible for managing all facets of media relations, including events, monitoring, and releases.

Media Relations Responsibilities

Centralized Management: **All interview requests received by staff must be immediately forwarded to the Communications Department for review.** This process ensures that media inquiries are handled consistently and effectively.

Support Provided by the Communications Department

On an as-needed basis, the Communications Department will provide:

- Spokesperson Identification: Assist in identifying the appropriate spokesperson or subject matter expert for interviews.
- Message Development: Help develop key messages or responses tailored to the situation.
- Interview Preparation: Offer support in preparing for interviews, including providing detailed background information or backgrounders.
- Multimedia Support: Develop or source supplementary multimedia elements to enhance communication.
- Credential Verification: Verify media credentials of reporters to ensure secure and proper media engagement.

Social Media

The municipality primarily uses Facebook, and Youtube to share information and content with external audiences. Social media protocols are being developed and will be included as part of the Communications Toolkit.

Interview Preparation Best Practices

It is always best to thoroughly prepare for an interview rather than responding immediately. Request that media provide a deadline and contact information. Then, work closely with the Communications Department to ensure that all responses and messages are prepared and reviewed in time.

Communications Policy Connection

According to the municipality's Communications Policy:

- Chief Spokesperson for Council: The Mayor serves as the chief spokesperson for the municipality, unless another member is designated.
- Administrative Spokesperson: The Chief Administrative Officer, or their designate through the Communications Department, acts as the Administrative Spokesperson for the municipality.
- Designated Departmental Spokespersons: Service area managers, supervisors, and other designated departmental spokespersons are authorized to speak on behalf of the municipality regarding their specific programs, services, initiatives, and policies.
 - *The Communications Department, CAO and Mayor are to be made aware of the request to speak **prior** to the speaking engagement.*

Requests for Communications Support

Beginning in April 2025, employees can file a ticket for communications support through the Help Desk and selecting "Communications" from the drop-down menu.

Requests for communications support from a member of Council are directed to the Department Director **and** the Communications Department.

Responsibilities of the Communications Department:

The Communications Department is responsible for managing a variety of tasks, including:

- Emergency and routine external communications
- Providing strategic communications advice to senior leadership
- Coordinate and support internal communications
- Development and execution of communications and marketing campaigns
- Management of social media channels
- Editing and template support
- Handling media relations

- Issuing public service announcements
- Media event coordination
- Municipal promotion
- Monitoring brand consistency and reputation
- Supporting multimedia content creation
- Providing **basic** graphic design services
- Developing special interest stories
- Assisting with elections communications
- Website management
- Imagery sourcing e.g. photo, video, copyright
- Communications advice on issues management and initiatives
- Coordinating and supporting funding announcements or other announcements from the Office of the Mayor as directed by the Chief Administrative Officer.

Advertising

There is no one-size-fits-all approach to reaching every community within the Cape Breton Regional Municipality. While digital channels continue to grow in importance, the municipality remains committed to proven, traditional media to ensure that essential information reaches all citizens.

The CBRM website will remain the primary platform where news and other materials are shared onto the site and then relayed to social media channels.

The municipality will engage local radio stations, produce printed materials including pamphlets and mail-outs, and will publish articles, ads and information as necessary in local newspapers. Wherever possible, the municipality will leverage complimentary radio and television broadcasts for public service announcements.

For statutory advertising, all efforts are conducted in accordance with the *Municipal Government Act*. In cases where non-urgent matters can benefit from digital outreach, the municipality prioritizes boosted social media posts to cost-effectively target clearly defined audiences.

The municipality recognizes advertising opportunities in areas of transit, bus shelters, and CBRM properties and seek to capitalize on these opportunities internally and externally.

Audience Counts

Residents: 109,000

Residential Tax Accounts: 52000

Commercial Accounts: 2500

Utility Accounts: 35000

Municipal Employees: 850

Numbers are approximate and may be adjusted as conditions change.

1 Mayor and 12 Municipal Council members

The Cape Breton Regional Municipality is organized into distinct districts, each encompassing communities with diverse information needs determined by factors such as geographic location, population density, local amenities, and internet connectivity.

Municipal staff operate from various locations across the region, including City Hall, as well as operational facilities in North, East and Central regions.



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

Title	Records and Information Management Policy
Implementation Date	
Revision Date	
Replaces	

1. Title

Records and Information Management Policy

2. Legislative Authorities

Municipal Government Act

3. Policy Statement

It is the policy of the CBRM to achieve efficient and effective information management.

4. Purpose

The purpose of this policy is to:

- Provide direction on the retention and disposal of records.
- Establish standards by which records may be destroyed, alienated, or otherwise removed from the custody or control of the Municipality
- Effectively and efficiently manage Municipal information assets throughout their lifecycle to:
 - Support municipal operations;
 - Promote accountability
 - Meet legal and legislative requirements; and
 - Preserve corporate memory
- Provide for the comprehensive and accurate description, classification, retention, and disposition of corporate records; and
- Maintain a municipal archival program to identify, acquire, preserve, and promote access to archival records from municipal and community sources documenting the history of the CBRM.

5. Scope

The policy applies to all records and information assets in custody or under the control of the Municipality, including those of former municipal units. Records may be classified as archival records, corporate records, and non-corporate or transitory records.

Where this policy conflicts with another enactment or contract, the enactment or contract shall prevail to the extent of the conflict.

6. Definitions

Record	Includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records as per the <i>Municipal Government Act</i> Section 461(h).
Archival Records	Is a record no longer required for current administrative, legal or financial needs, but which has been appraised by the Inspector responsible for archiving as having enduring historical, informational, evidential or research value.
Retention	A requirement to retain a record or which there are two types of requirements: <ul style="list-style-type: none">• A requirement to retain a record for a specified time period e.g. income tax act requiring specific records be kept until 6 years after the last taxation year to which the records relate• A requirement to retain a record for an unspecified time period.
Records Management	The efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of, and information about, business activities and transactions.
Records Schedule	means a comprehensive description and classification of the records of one or more public bodies, and includes a plan governing the life cycle of the records from creation or receipt to disposition.
Active Record	Files that are stored in a manner that are readily available for access by authorized personnel.
Archived Records	Files that are no longer active but that have not reached their destruction date. Storage for physical files may be in alternate storage sites.
Historical Records	Files that have historical significance to CBRM. Operational files are stored in hardcopy and in the central repository. Administrative files of historical value will be kept in the Clerk's Office and in the central repository. A record may be of historical value if it concerns: <ul style="list-style-type: none">• Policies, procedures and various reasons for their adoption• The organization and administrative history of the CBRM or CBRPS• A specific individual transaction which established a legal status of any kind or value that protects the rights of the records creator or individual citizens

- Major changes concerning the issuing of clothing, equipment or the opening of buildings

7. General Provisions and Principles

- 7.1. Records created/received and maintained by employees or volunteers are municipal property.
- 7.2. Departments, divisions, and sections are responsible for managing records in their custody and control as outlined in Section 8.
- 7.3. Records are subject to management throughout their lifecycle according to the requirements of the Records Retention Schedule.
- 7.4. Records may be identified for additional retention or transferred to legal counsel as deemed necessary.
- 7.5. Non-corporate/transitory records are destroyed as soon as they serve their purpose.
- 7.6. Electronic records are stored in a repository assigned by the designated information officer in collaboration with the IT Department.
- 7.7. Electronic documents will be named, labelled, and save using a standardized naming convention e.g. **A01_YYMMDD_Document Title_Author's Initials_Version#**

8. Roles and Responsibilities

- 8.1. Chief Administrative Officer:
 - 8.1.1. Oversees the management of all records and information assets of the Municipality in accordance with information management, access to information, and protection of privacy principles.
 - 8.1.2. Approves the Records Retention Schedule.
 - 8.1.3. Considers for approval all information management policies, procedures, guidelines, and standards necessary to carry out the intent and purpose of this policy; and
 - 8.1.4. May delegate any of their roles and responsibilities of this policy to the Director responsible for information management.
- 8.2. Regional Solicitor:
 - 8.2.1. Provides legal advice to departments related to the management of corporate records and information assets
 - 8.2.2. Reviews records retention schedules and any subsequent revisions as found in the Records Retention Schedule for compliance with legal and legislative requirements;
 - 8.2.3. Is a signatory for authorizing the disposition of corporate records; and
 - 8.2.4. Establishes a legal hold process to prevent the destruction or alteration of records or information assets that are subject to a subpoena, pending or actual litigation, or another legal or legislative purpose.
- 8.3. Designated information officer:
 - 8.3.1. Oversee the management of all corporate records and information assets in digital formats so they are:
 - (a) Usable, legible, and accessible;
 - (b) Organized and captured in a recordkeeping system, according to Corporate Information Management standards; and

- (c) Protected against unauthorized access or destruction;
 - (d) In collaboration with information technology personnel, incorporate information management standards in the planning and design of all existing, new, and modified information technology systems
- 8.3.2. Maintains the Records Retention Schedule including the creation and routine revisions of individual records retention schedules for all corporate records.
- 8.3.3. Coordinates the process for approving the Records Retention Schedule and any subsequent revisions.
- 8.3.4. Coordinates the process for authorizing the disposition of corporate records.
- 8.3.5. Participates in the planning and design of information technology systems to ensure their compliance with information management principles and practices.
- 8.3.6. Authorizes the acquisition of archival records from community sources and other material of archival value.
- 8.3.7. Recommends the Chief Administrative Officer approve policies, procedures, guidelines, and services as necessary to operate.
- 8.4. The Chief Financial Officer:
 - 8.4.1. Provides advice to departments on the management of financial corporate records and information assets; and
 - 8.4.2. Reviews records retention schedules and any subsequent revisions as found in the Records Retention Schedule for compliance with financial and audit requirements.
- 8.5. The Municipal Clerk:
 - 8.5.1. Maintains the municipality's Records Retention Plan, including the creation and routine revision of individual records retention schedules for all CBRM records;
 - 8.5.2. Coordinates the process for approving the Records Retention Plan and any subsequent revisions;
 - 8.5.3. Coordinates the process for approving the Records Retention Schedule and any subsequent revisions;
 - 8.5.4. Coordinates the process for authorizing the disposition of CBRM records;
 - 8.5.5. Is a signatory for authorizing the disposal of CBRM records;
 - 8.5.6. Participates in the planning and design of information technology systems to ensure their compliance with information management principles and practices;
 - 8.5.7. Authorizes the acquisition of archival records from community sources and other material of archival value;
 - 8.5.8. Recommends for approval to the Chief Administrative Officer policies, procedures, guidelines, and services as necessary to operate an effective information management program for the Municipality;
 - 8.5.9. Recommends approval to the Chief Administrative Officer policies, procedures, guidelines, and services as necessary to operate an effective archival management program for the Municipality;
 - 8.5.10. Identifies records, information assets, and other material of archival value;
 - 8.5.11. Identifies and makes recommendations for the acquisition of archival records and other material of archival value from community sources; and

8.5.12. Authorizes the decommissioning of archival records and material of archival value from the Municipal Archives.

8.6. Department Directors:

- 8.6.1. Have responsibility for the management of all records and information assets in custody or under the control of the department;
- 8.6.2. Manage the department's records and information assets in accordance with the Records Retention Plan and other information management standards established by the Municipality;
- 8.6.3. Are signatories for authorizing the disposition of CBRM records in the custody or control of the department;
- 8.6.4. Notify the Clerk when the creation or revision of records retention schedules is required due to legal, legislative, or operational changes; and
- 8.6.5. Review applicable records, retention schedules and any subsequent revisions to ensure they are adequate for the department's operational record keeping requirements.

8.7. Manager and supervisors of a Department:

- 8.7.1. Ensure their area of responsibility creates, manages, and maintains records that are:
 - (a) Useable, legible, and accessible;
 - (b) Organized and captured in a recordkeeping system according to information management standards established by the Municipality;
 - (c) Protected against unauthorized access or destruction; and
- 8.7.2. Manage CBRM records in their area of responsibility in accordance with the Records Retention Schedule.

8.8. Employees of a Department:

- 8.8.1. Create, manage, and maintain records that are
 - (a) Useable, legible, and accessible;
 - (b) Organized and captured in a recordkeeping system, according to information management standards established by the Municipality;
 - (c) Protected against unauthorized access or destruction;
- 8.8.2. Manage their respective CBRM records in accordance with the Records Retention Plan; and
- 8.8.3. Dispose of non-corporate/transitory records when no longer required for operational purposes.

**9. Records of Elected Officials
Included**

- Records related to the duties of elected officials
- Records created in connection with municipal business e.g. official Council/Committee records; information relating to expenses

Excluded

- Personal records (unrelated to Council's mandate or services or the Mayor's role as a member of Council)
- Records related to the elected official's interactions with constituents as these records are considered personal property.

Note: if any excluded record is copied or forwarded to municipal staff and shared within the corporate structure e.g. Mayor, all Council, it becomes included and must be considered in accordance with the Records Retention Schedule.

10. Records Ownership

All records created or maintained by CBRM employees and reportable individual carrying out CBRM business, regardless of format, are the property of the CBRM and are subject to this policy.

Employees or other reportable individuals leaving their positions with the CBRM will leave all records for their successors as outlined in onboarding and offboarding guidelines.

11. Records Retention Plan

- 11.1. The Records Retention Schedule, as approved by the Chief Administrative Officer, acts as the Municipality's approved retention schedule for CBRM records.
- 11.2. The Clerk may adjust the Records Retention Schedule with the approval of the Chief Administrative Officer without amending this policy.
- 11.3. Where substantive changes have been made to the Records Retention Schedule, the Clerk will advise Council during the annual review of the policy and its related documents.
- 11.4. The Records Retention Schedule is completed in collaboration with all Department Directors.
- 11.5. Records are classified, retained and destroyed in accordance with the Records Retention Plan.
- 11.6. Records classifications in the Records Retention Schedule apply equally to paper and electronic inactive records which may be stored in databases, shared drives, servers or SharePoint sites.
- 11.7. No records retention schedule is acceptable without the approval of the Chief Administrative Officer.
- 11.8. The Records Retention Plan and subsequent revisions are reviewed by:
 - 11.8.1. The Department Director having custody and control over the records;
 - 11.8.2. The Municipal Clerk;
 - 11.8.3. The designated information officer;
 - 11.8.4. The Chief Financial Officer;
 - 11.8.5. The Regional Solicitor; and
 - 11.8.6. The Chief Administrative Officer
- 11.9. The Clerk establishes a process for the review and revision of the retention schedules as found in the Records Retention Plan.

- 11.10. A Department Director notifies the Clerk when legal, legislative, or operational changes require changes to the Records Retention Schedule.

12. Retention Schedule Exceptions

- 12.1. A record whose retention period has expired under an approved records retention and disposition schedule must be destroyed unless:
- (a) There is a pending Freedom of Information and Protection of Privacy request.
 - (b) The subject matter of the record is relevant to pending legislation or audit;
 - (c) The record is related to important or unusual cases that have attracted provincial or national attention.
- 12.2. The Clerk or designate may designate records as having historical significance which are retained in the CBRM archival storage area in perpetuity.
- 12.3. In the absence of a legislated requirement or penalty, the recommended minimum total retention period is based on best practices.
- 12.4. Legal Hold:
- (a) A legal hold is intended to initiate the preservation and suspension of destruction of any records related to certain legal matters.
 - (b) Legal services will advise affected department(s) if there is a formal legal hold.
- 12.5. Non-corporate/transitory records can be destroyed when no longer needed and in the course of regular business.

13. Records Storage & Maintenance

- 13.1. Corporate records and information assets stored in controlled and secure environments in each department.
- 13.2. Personal drives including external drives, and desktops are not used for the storage of corporate records.
- 13.2.1. Email e.g. Outlook accounts, are not used as record keeping systems.
- 13.2.2. Emails classified as corporate documents should be named and stored in a centralized repository.
- 13.2.3. Organized in recordkeeping systems so they are accessible, legible, useable, and authentic.
- 13.2.4. Maintained in formats, media, and conditions that ensure their retention and preservation.
- 13.2.5. Transferable throughout their lifecycle.
- 13.2.6. Available for inclusion in a digital preservation system where such CBRM records are in digital formats and constitute archival records.
- 13.2.7. Municipal Archives is the storage repository for corporate records in physical formats which are no longer needed for active use, but which must be retained for further operational, archival, legislative, or financial purposes, as specified in the Records Retention Plan.
- 13.2.8. Municipal Archives will provide access to departments as needed for records that are in physical custody of the Clerk's Department.

14. Disposal of Records

- 14.1. Records may only be destroyed, alienated (transferred) or otherwise removed from the custody or control of the Municipality with an approved disposition authorization.
- 14.2. Records and information assets that are identified as non-corporate or transitory records are not subject to the Records Retention Schedule and may be destroyed without an approved disposition authorization.
- 14.3. Records that have deteriorated beyond legibility or which have been damaged to the extent they cannot reasonably be salvaged may be destroyed outside of the retention schedules with an approved disposition authorization.
- 14.4. The Chief Administrative Officer may alienate (transfer) CBRM records and information assets to a third party not governed by the policy where such alienation is required as a component of an asset transfer, service, or service exchange agreement and may consider the retention of duplicate records in the custody of the Municipality.
- 14.5. The disposal of CBRM records is authorized by:
 - (a) The Department Director having control of the record;
 - (b) The Municipal Solicitor;
 - (c) The designated information officer;
 - (d) The Clerk; and
 - (e) The Chief Administrative Officer
- 14.6. The Clerk will coordinate and document the disposal of records.
- 14.7. Where a department or function has ceased and custody or control of its records and information assets is not transferred to another department, the Municipal Clerk will have custody or control of the records unless otherwise directed by the Chief Administrative Officer.

15. Disposal Methods

- 15.1. Records are to be shredded through confidential shredding processes.
- 15.2. Electronic records are purged through CBRM Information Technology Department on an assigned schedule.
- 15.3. Personal information is disposed in accordance with legislation.
- 15.4. Outside suppliers of transportation and disposal services are bonded with security provisions included in the service contract.

16. Disposal Security

- 16.1. Records containing personal information must be secured and are not unattended in unprotected areas while waiting for transfer to archives e.g. boxes in lobby.
- 16.2. Rooms used for storage of manual and computer records are locked, secure, and with restricted access e.g. access cards, controlled keys
- 16.3. Access to storage areas is monitored and records retrieval and return are documented.

17. Policy Review Requirements

- 17.1. Annually

18. Communications

- 18.1. This policy will be provided to employees through the Department Directors
- 18.2. The designated information officer will meet and coordinate retention information and schedules with each department.

19. Compliance

- 19.1. 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.
- 19.2. Individuals who willfully disclose personal information in contravention to legislations, or who alter, conceal, or destroy a record, or cause any other person to do so, with the intention of denying a right under the *Municipal Government Act Part XX* to access the record or information contained in the record, is guilty of an offence.
- 19.3. Failure to comply with this policy may result in disciplinary action up to and including dismissal.



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

Title	Commemorations and Celebrations Policy
Date	
Revision Date	
Replaces	Mayor's Citation Policy, 1998 Distribution of Civic Pins and Flags Policy, amended March 14, 2005

1. Title

Commemorations and Celebrations Policy

2. Legislative Authorities & Related Policies

Municipal Events Attendance Policy
Council Policies and Procedures

3. Policy Statement

The Cape Breton Regional Municipality (CBRM) is committed to encouraging community participation and civic pride through various forms of commemorations and celebrations in a consistent and efficient manner, while protecting outdoor municipal properties.

4. Purpose

The purpose of this policy is to provide administrative guidelines for flag flying, Proclamations, recognition awards, commemorative recognition, illumination/light up of City Hall, and other municipal festivities.

5. Scope

This policy applies to municipally owned properties and activities.

6. Definitions

Commemoration: an intentional act of acknowledging or celebrating the memory of a significant person, group, event or cause; or honoring local history, natural feature or geography.

Commemoration Recognition: is a certificate, key to the CBRM, plaque, proclamation or other award as a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honor contributions of significant individuals or groups.

Illumination/Light Up: is the lighting feature of City Hall that permits the selection of color and timing cycles.

Proclamation: an official public announcement or delegation given by the Mayor and/or Council to formally recognize a special event or cause which is deemed to be of interest and/or benefit to the community.

7. General Provisions

- 7.1. Commemorations comply with federal, provincial, and municipal laws and policies.
- 7.2. The administration and management of flag flying, proclamations, illuminations, civic recognition award requests
- 7.3. Any commemoration is automatically disqualified if the request:
 - 7.3.1. Is contrary to the municipality's policies or by-laws; or
 - 7.3.2. Attempts to influence government policy or is intended for profit making.
- 7.4. Commemorations do not carry with them any substantive contribution of goods, services, or monies to the individual or organizations that requested them.

8. Flag Raising

- 8.1. All flags will be flown at masthead or at half-mast in accordance with the protocols set by the Government of Canada, Government of Nova Scotia and this policy.
- 8.2. Half-masting denotes a period of official mourning or Commemoration.
- 8.3. On municipally owned properties, the National Flag will be flown at half-mast:
 - 8.3.1. On Remembrance Day, November 11 occurring at 11 a.m.
 - 8.3.2. On special circumstances as issued by the Federal or Provincial Government.
 - 8.3.3. Upon the death of:
 - 8.3.3.1. The Sovereign or member of the Royal family related in the first degree (husband, wife, son, daughter, father, mother, brother or sister);
 - 8.3.3.2. The current or former Governor General or Prime Minister;
 - 8.3.3.3. A current or former Lieutenant Governor of Nova Scotia, the Premier of Nova Scotia or another person similarly honored by the Province of Nova Scotia; or a local member of Provincial Parliament.
 - 8.3.4. On municipally owned properties, the Cape Breton Regional Municipality Flag is flown at half-mast upon the death of:
 - 8.3.4.1. A current or former Mayor, member of Council, or staff;
 - 8.3.4.2. A citizen at large of the CBRM at the discretion of the Mayor;
 - 8.3.4.3. An active or retired municipal firefighter or police officer; or
 - 8.3.4.4. To mark significant events as deemed appropriate by the Mayor or Council.
 - 8.3.5. When the National Flag of Canada is flown at half-mast, all other flags must also be flown at half-mast and at no time should the National Flag of Canada be flown lower than any other flag.
 - 8.3.6. Flags are flown at half-mast from the notification of death until the end of the day of the funeral or until such time as determined by the Mayor, with recommendation from the CAO if necessary.
 - 8.3.7. The Communications Department ensures half-masting is posted on the municipal website and social media accounts, with respect to the location e.g. CBRM Hall, CBRPS Headquarters, Fire Services stations, etc., the reason and the duration that the flag will be flown at half-mast.

8.4. Community Flags

- 8.4.1. The CBRM has a designated community flagpole at CBRM Hall, 320 Esplanade, Sydney.
- 8.4.2. All requests to fly a flag at the community flagpole are made in conjunction with a proclamation and such request must be included with the original submission.
- 8.4.3. Where a proclamation is initiated by the CBRM through this policy, the appropriate community flag may be flown at the location as stated above.
- 8.4.4. The number of days that a community flag will be flown is based on the request. If multiple requests are received for the same time period, the Mayor determines the time period each flag is flown.
- 8.4.5. Requests for proclamations and flag raisings are coordinated by the Council Office in conjunction with the Office of the Mayor.
- 8.4.6. Community flags will only be raised and lowered on those business days that municipal offices are open.
 - 8.4.6.1. Requesters are responsible for:
 - 8.4.6.1.1. Submitting flag flying requests on an annual basis, and approvals are based on a first come first served basis;
 - 8.4.6.1.2. An organization's flag will only be flown once in a calendar year;
 - 8.4.6.1.3. Providing the flag in good condition, e.g. no discolouration or tears;
 - 8.4.6.1.4. Organizing activities and all associated costs including providing the flag to be flown and notifications to media
 - 8.4.6.1.5. The CBRM is not responsible for damaged or lost flags.

9. Illumination Request

- 9.1. Only lighting requests from charitable or non-profit organizations who maintain a presence within the municipal boundaries of CBRM may be considered
- 9.2. No lighting requests from a charitable or non-profit organization, which promotes or espouses hatred, violence, or racism is considered.
- 9.3. City Hall is not illuminated for requests that are contrary to municipal legislation or policies including but not limited to for-profit organizations or commercial purposes.
- 9.4. City Hall is illuminated no more than once per calendar year, per eligible organization.
- 9.5. Lighting may be requested for up to one week, or for the duration of the associated event, whichever is less; noting that conflicts between two or more eligible charitable or non-profit organizations would be settled in favour of the organization which first made its request, with municipal events taking precedence in all instances.
- 9.6. The lighting period will begin and end only business days where municipal offices are open and staff resources are available to program the lighting.
- 9.7. City Hall's multi-colour lighting is illuminated only as existing programming permits.
- 9.8. Charitable or non-profit organizations will be required to submit lighting requests on an annual basis in writing no less than 30 days prior to the requested start date.

10. Proclamations

- 10.1. Proclamations are issued to charitable and non-profit organizations for a variety of reasons, such as increasing public awareness of a particular cause, promoting major sporting events, supporting cultural entertainment programs, promoting the health and well-being of the community or promoting CBRM initiatives of significance to residents.

- 10.2. Proclamations are intended to help meet the objectives or causes and activities which interest the community as a whole. Recognition of individuals, similar-subject Proclamations and not-for-profit events sponsored by for-profit organizations and commercial or business enterprises are sometimes considered, however, subjects of a commercial or partisan nature do not qualify.
- 10.3. Where an interest to the community as a whole is not clearly demonstrated or where a new issue is presented, the Mayor may direct a request for Proclamation to Council for approval.
- 10.4. In cases where requests for proclamations duplicate the same cause, groups will be urged to work together.
- 10.5. At the discretion of the Mayor, consideration will be given to offering letters of recognition, messages or certificates to groups which do not receive a Proclamation but are worthy of recognition.
- 10.6. Proclamations are made in writing at least four (4) weeks prior to the event.
- 10.7. A Proclamation may be issued for a day, week or month, and there may be multiple Proclamations at the same time.
- 10.8. Proclamations are posted on the CBRM website and will remain listed for a period ending December 31st of the year in which the Proclamation was endorsed.
- 10.9. The CBRM does not incur any expenses related to the advertising or promotion of Proclamations unless the Proclamation is initiated by the CBRM.

11. Awards of the Office of the Mayor

- 11.1. Annually and on occasion, at the discretion of the Mayor, Medallion Awards are presented in Council which include:

11.1.1. Bravery

- 11.1.1.1. The Bravery Medallion Award is presented to individuals who have demonstrated exceptional courage in the face of danger or adversity. This award recognizes acts of bravery that go above and beyond ordinary expectations, highlighting individuals who have risked their personal safety or well-being to protect others, demonstrate heroism, or contribute to the safety of the community in a time of crisis.

11.1.2. Honour

- 11.1.2.1. The Honour Medallion Award is given to individuals who have demonstrated outstanding integrity, ethical conduct, and dedication to the public good. This award recognizes those who have made significant contributions to their community through their actions, leadership, and commitment to upholding the values of fairness, respect, and justice in their professional and personal endeavors.

11.1.3. Service

- 11.1.3.1. The Service Medallion Award is presented to individuals who have shown exceptional dedication and long-term commitment to serving their community or organization. This award recognizes individuals who have consistently contributed their time, efforts, and resources to community service, positively

impacting the well-being of others and enhancing the community's overall quality of life through their sustained volunteerism or professional contributions.

11.2. *Key to the City*

11.2.1. The practice of presenting a key to an individual is a symbol of free entry stemming back to the 1800s and as such carries significance of perpetual welcome.

11.2.2. Keys of the City are awarded at the discretion of the Office of the Mayor to distinguished persons, and honoured guests of the CBRM.

11.3. The recipient of an Award of the Office of the Mayor may be nominated by the municipality to any applicable awards or orders through the Province of Nova Scotia.

11.4. *Citations*

11.4.1. **Birthdays:** 75th birthday and thereafter in 5-year increments

11.4.2. **Wedding Anniversaries:** 25th, 40th, and 50th and thereafter in 5-year increments.

11.4.3. **Retirements:** Municipal employees only.

11.4.4. **Clubs and Organizations:** 25th 50th, and thereafter in 5-year increments for anniversaries, as well as special achievements or recognitions from a provincial, national, or international body.

11.5. *Volunteer Recognition Awards*

11.5.1. The CBRM seeks to recognize noteworthy contributions and achievements of community groups, organizations, and individual that provide volunteer benefit to the community by bestowing volunteer recognition awards.

11.5.2. The volunteer awards program is operated through the Recreation Department, with recognition being awarded at a meeting of Council on or near the national volunteer week in April/May each year as agreed upon by the Agenda Review Group.

11.5.3. The Recreation Department coordinates and manages all duties related to the receipt of nomination packages and preparing for the presentation of the award.

11.5.4. Awards are not intended to interfere with any of the current or future recognitions being made by any organization in the CBRM including internal CBRM awards. If applicable, the CBRM may recognize the same recipients.

12. *Civic Promotional Materials*

12.1. Civic promotional materials are issued by the Council Office to groups, organizations, and individuals with the exclusion of commercial or personal use purposes.

- 12.2. Civic pins are made available to groups, organizations and individuals representing the municipality at a provincial or national functions upon written requests.
- 12.3. Where requests are significant, pens or other promotional materials may be provided at the discretion of the Mayor.
- 12.4. Requests for CBRM Flags are provided at the discretion of the Mayor.
- 12.5. Department promotional items are at the discretion of the Department Director.

13. Virtual Honour Book

- 13.1. Beginning in 2025, recognizing the 30th Anniversary of the CBRM, the name of each award recipient is added to the CBRM's recognition virtual "Honour Book" and posted to the CBRM's website identifying the date and recognition of their achievement.

14. Exclusions

- 14.1. Graduations, get wells, welcome home, Happy New Year, Congratulations for achievements, and religious based holidays, are not identified within this policy.

15. Policy Review Requirements

- 15.1. Annually

16. Communication

- 16.1. Upon its approval, this policy will be provided by the CAO to all Council, and all Directors who will disseminate to their respective departments.

17. Compliance

- 17.1. Failure to comply with this policy can result in disciplinary action up to and including dismissal.

Appendix A - Application Information & Forms for Commemorations and Celebrations

Flag Raising Request Form

Purpose: This form is used to request permission for the flying of flags on municipal properties.

Applicant Information:

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Flag Information:

Flag Type (Community/Other): _____

Requested Dates for Flag Flying: _____

From: _____ To: _____

Reason for Request:

Event or Commemoration Name: _____

Description of Event: _____

Acknowledgments:

The organization acknowledges that the municipality will not be responsible for any damages or losses to the flag.

The organization agrees to comply with all guidelines as set out in the Celebrations and Commemorations Policy.

Signature of Applicant: _____

Date: _____

Proclamation Request Form

Purpose: This form is used to request a formal proclamation from the Mayor and Council to recognize special events, causes, or initiatives.

Applicant Information:

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Proclamation Information:

Requested Proclamation Date(s): _____

From: _____ To: _____

Name of Proclamation Event/Initiative: _____

Description of the Event/Initiative: _____

Attachments:

Please attach any relevant documents supporting your request e.g. proclamation wording, background information, program details.

Acknowledgments:

Proclamation requests must be submitted at least **4 weeks** in advance of the event date.

Proclamations are not granted for commercial or political purposes.

The organization agrees to comply with all guidelines set out in the Celebrations and Commemorations Policy.

Signature of Applicant: _____

Date: _____

Mayor's Medallion Awards Nomination Form

Purpose: This form is used to nominate individuals for the annual Mayor's Awards presented in Council.

Nominee Information:

Name of Nominee: _____

Organization (if applicable): _____

Contact Information (Phone/Email): _____

Nomination Category (please check the appropriate box):

☐ Bravery Medallion

☐ Honour Medallion

☐ Service Medallion

Instructions:

In each of the criterion areas, please provide a detailed account and examples of the nominee's contributions that support this nomination. Attach any letters of support, recommendations, commendations, and include any measurable impacts where possible.

Bravery Medallion Criteria

Criterion	Description	Provide Notes
Courage in Danger	Demonstrated courage in the face of personal risk or adversity	_____
Impact of Action	Positive outcome of the act (e.g., saved lives, prevented harm)	_____
Initiative	Act was voluntary, not a duty or expectation	_____
Context	Nature and severity of danger or adversity faced	_____
Supporting Evidence	Are there witness statements, media coverage, reports?	_____

Honour Medallion Criteria

Criterion	Description	Provide Notes
Ethical Conduct	Demonstrates integrity and ethical decision-making	_____
Leadership	Inspires others through example and character	_____
Public Good	Actions contributed to justice, fairness, or equity	_____
Community Impact	Broader effect on public trust or wellbeing	_____
Supporting Evidence	Testimonials, records, awards, etc.	_____

Service Medallion Criteria

Criterion	Description	Provide Notes
Length of Service	Sustained commitment over time (years of service)	_____
Scope of Contribution	Breadth and diversity of volunteer or service roles	_____
Impact on Community	Tangible positive outcomes or improvement in lives	_____
Consistency	Demonstrated reliability and dedication over time	_____
Supporting Evidence	Endorsements, metrics, records	_____

Supporting Documentation

- ☐ Letters of Support
- ☐ Media Articles
- ☐ Photos/Videos (if applicable)
- ☐ Witness Statements
- ☐ Organizational Endorsements

Nominator Information

Full Name:

Contact Email/Phone:

Relationship to Nominee:

Date of Submission:

City Hall Light Up Requests

Purpose: This form is used to request the illumination of municipal buildings for commemorations or special events.

Applicant Information:

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Light Up Information:

Date(s) of Light up: _____

From: _____ To: _____

Color(s) Requested: _____

Reason for light up: _____

Acknowledgments:

The applicant understands that all illumination requests are subject to availability and approval.

Signature of Applicant: _____

Date: _____



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

Title	Municipal Events Attendance Policy
Date	
Revision Date	
Replaces	

1. Title

Municipal Events Attendance Policy

2. Legislative Authorities & Related Policies

CBRM Celebrations and Commemorations Policy

CBRM Communications Policy

3. Policy Statement

The Cape Breton Regional Municipality (CBRM) creates, invites, and hosts events that demonstrate a unified and professional approach which includes the presence of municipal elected officials.

4. Purpose

The purpose of this policy is to provide direction to CBRM employees and elected officials on governmental etiquette, decorum, and practice while ensuring coordinated, consistent approaches to events, activities, programs and services that enhance the reputation and image of the CBRM.

5. Scope

This policy applies to events hosted by the CBRM including partnered events. For non-CBRM hosted events, this policy should be used as a guideline of acceptable protocol.

This policy applies to all municipal departments, the Office of the Mayor, and Council.

6. Roles and Responsibilities

6.1. Mayor and Council

6.1.1. The Mayor and Council decide on their own attendance at municipal and community events.

6.1.2. At official CBRM events, may address audience as outlined in this policy.

6.2. Chief Administrative Officer (CAO)

6.2.1. Ensures staff comply with protocol and that appropriate internal coordination occurs.

6.2.2. Directs staff, including the Communications Department, on participation and support for official events.

6.3. Director of Corporate Information Services

6.3.1. Ensures coordinated communications, public messaging, and branding at events.

6.3.2. Advises on etiquette, official titles, flag protocols, and seating arrangements, etc.

6.4. Organizing Departments

6.4.1. Responsible for planning logistics and collaborating with Communications and the Mayor's Office.

6.4.2. Submit formal requests for the Mayor's attendance at least four weeks in advance where possible.

6.5. Communications Department

6.5.1. Performs Communications duties and tasks in alignment with the Communications Policy.

7. Official CBRM Events

7.1. Coordinating departments sends invitations to the Communications Department, Office of the Mayor and Chief Administrative Officer (CAO) for official CBRM events of municipal significance where there will be more than 100 members of the general public, or where the event can be defined as having local, regional, national, international, historical or cultural significance, or builds awareness of diversity, equity and inclusion, or benefits the CBRM at large.

7.2. All requests for the Mayor's attendance at, or participate in, functions must be submitted in writing by the appropriate CBRM department or external organization sponsoring or hosting the activity, wherever possible, a minimum of four weeks prior to the event.

7.3. Mayor and/or Council representation at events of municipal significance is at the discretion of the Mayor, however, Councillors may always attend and should be recognized by the Emcee, or designate as being present.

7.4. District-level event invitations will be sent from the coordinating department to the Communications Department, the Council Office with copy to the Office of the Mayor and the CAO.

7.5. All members of council will be sent a calendar invitation from the Communications Department.

7.5.1. From Communications for official CBRM events;

- 7.5.2. Or from the Council Office or the Clerk's Office for protocol related events including flag raisings, openings, ceremonies, and visiting delegations.
- 7.6. Staff invitations will be sent by the Office of the Mayor, or the Communications Department upon direction from the CAO.

7.7. *Mayor's Attendance*

- 7.7.1. If the Mayor is unable to attend an event, the Mayor may
 - 7.7.1.1. Ask the Deputy Mayor to attend in their place
 - 7.7.1.1.1. If the Deputy Mayor is unable to attend, the Mayor may ask the most appropriate member of Council to attend e.g. the District Council; or
 - 7.7.1.1.2. The relevant committee chair where the nature of the event is related to the committee and has a CBRM-wide impact e.g. heritage; or
 - 7.7.1.1.3. Staff representative

7.8. *Titles of Address*

- 7.8.1. The Mayor and Members of Council must be addressed formally by their elected office titles.
- 7.8.2. For Mayor: His/Her/Their Worship first, followed by Mr. or Madam Mayor (name).
- 7.8.3. For Councillor: Councillor (name)

8. *Master of Ceremonies*

- 8.1. The Emcee (Master of Ceremony) for CBRM events and ceremonies will be determined by the organizing department in consultation with the Communications Department. In most cases, a CBRM elected representative including the relevant committee chair or staff representative will be considered for the role of the Emcee at corporate events including ceremonial events such as ground breakings, ribbon cuttings, and openings.
- 8.2. For tourism or festival focused events, the Recreation Department, in collaboration with the Communications department can request to bring in a professional Emcee or host e.g. Canada Day, New Year's Eve, Making Waves.
- 8.3. If the Mayor or Deputy Mayor are not available to bring official remarks on behalf of the CBRM, then a relevant committee chair, or staff representative may emcee and provide official remarks.

9. *Processions & Parades*

- 9.1. Elected officials appear in parades or processions organized or supported by the CBRM in the following order
 - 9.1.1. Mayor or Deputy Mayor
 - 9.1.2. Councillors (appearing in the order of the districts they represent)
 - 9.1.3. Guest(s) of Honour (may include foreign or religious dignitaries)
 - 9.1.4. Federal government representatives

9.1.5. Other government representatives

10. Official Seating

10.1. Reserved seating and VIP areas at CBRM events will be determined by the organizing department in consultation with the Communications Department and the Office of the Mayor and will include the Mayor and Councillors.

10.2. Other official representatives may be included in specific events as determined by the Communications Department in consultation with the Office of the Mayor.

11. Flags

11.1. The Flags of Canada, Nova Scotia, the Cape Breton Regional Municipality, and the Mi'kmaq are displayed at all official functions, weather and available space permitting. In consultation with the Council Office and consistent with the Celebrations and Commemorations Policy, flags of other nations or provinces may also be displayed where appropriate.

12. Intergovernmental Events

12.1. Should His Majesty the King or Official Representative, the Prime Minister of Canada, the Premier of Nova Scotia, the Governor General, the Lieutenant Governor, or other visiting dignitary request a visit with the Mayor, the Office of the Mayor will advise the Communications Department and other departments as required e.g. Police.

12.2. All Members of Council and other relevant CBRM staff will be notified by the Communications Department.

12.3. The official protocols established by the respective offices noted above take precedence over the CBRM's procedures. Staff from respective offices will work with Communications Department and the Office of the Mayor to identify any special requirements and proper arrangements for the visit.

12.4. Where the Cape Breton Regional Police Service have been a first point of contact for an intergovernmental event, the Chief of Police will notify the Communications Department and the CAO.

13. Events with External Funding Partners

13.1. External Funding Partner events may celebrate a facility/site groundbreaking or opening or promote programs, which were constructed, developed, or significantly funded through a partnership with an outside organization or other levels of government.

13.2. Where the CBRM is the host of a partnership event, the Mayor will bring greetings from the CBRM or perform in a formal role as required. A representative of the partner organization will speak after the Mayor.

13.3. A formal Communications Plan of a partnership agreement or transfer payment agreement takes precedence over this section of policy.

13.4. The Communications Department with the Office of the Mayor coordinates with external partners to coordinate a partnership event and initiate a cross-departmental rapid response team when necessary.

14. Community Event

- 14.1. Community events are organized by an external organization where the Mayor and Members of Council are invited guests.
- 14.2. Generally, the Mayor brings greetings from the CBRM and speaks immediately after the Emcee's opening remarks and introductions, followed by the Councillors, if applicable, and then other speaking guests.
- 14.3. The program agenda is at the discretion of the community event organizer.

15. Events During Municipal Election Campaign

- 15.1. During the municipal election campaign period, current Members of Council will fulfill their role at events as required.
- 15.2. Direct political campaigning by an elected official or candidate at an Official CBRM Event is prohibited.

16. Transition Period for Members-Elect

- 16.1. During the period between being elected and officially sworn in, the CBRM acknowledges that members-elect may wish to attend Official CBRM Events or other events to celebrate, recognize, and show support to CBRM residents.
- 16.2. The role of members-elect is limited to being a guest or public participant with no formal role.
- 16.3. The current term Members of Council will fulfill any formal role at Official CBRM Events or other events held after a municipal election and before a new term's Members of Council are sworn in following the protocols outlined herein.

17. Policy Review Requirements

- 17.1. Annually

18. Communication

- 18.1. Upon its approval, this policy will be provided by the CAO to all Council, and all Directors who will disseminate to their respective departments.

19. Compliance

- 19.1. Failure to comply with this policy can result in disciplinary action up to and including dismissal.



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

To: Mayor Clarke and Council

Submitted by: John Phalen, Director of Public Works

Date: July 6, 2025

Subject: Transit Cape Breton Access-A-Bus Policy

Background

- Transit Cape Breton is a service fully funded by the Cape Breton Regional Municipality and operated by the Public Works Transit Department
- Transit Cape Breton operates a shared ride, curb to curb, transit service for persons who are unable to use the conventional transit system.
- The service is designed to provide a replacement of existing regular transit services provided.
- The current service is outdated and staff have been working to modernize the service to make it available to those that need it.
- The service is overwhelmed with persons using and looking to use the outdated operation

The Go Forward

- CBRM needs a new policy to bring the service into today's increased needs and balance the operation to meet our resources.
- Staff have been developing a new policy and procedures. We have carefully looked at many other municipal jurisdictions, and we feel we have developed a fair and consistent policy that matches CBRM's unique needs.
- Most importantly, the policy enables the service to grow and meet our needs of the future as new programs become available, and resources are attained.

RECOMMENDATION

CBRM staff recommend a motion to accept the Transit Cape Breton Access-A-Bus Policy and Procedures.



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

Title	Access-A-Bus Policy
Date	
Revision Date	
Replaces	

1. Title

Access-A-Bus Policy

2. Legislative Authorities & Related Policies

Municipal Government Act, Sections 47 and 49(1)

Accessibility Act

3. Policy Statement

The municipality is committed to providing reliable, accessible transportation services for residents living with physical or cognitive impairments.

4. Purpose

This policy establishes clear guidelines for the operation, maintenance, and administration of the Access-A-Bus service. It ensures that the service is delivered safely, equitably, and efficiently, while meeting the needs of eligible riders.

5. Scope

This policy applies to all municipal staff, contractors, or others involved in the scheduling, dispatch, maintenance, or oversight of the Access-A-Bus program.

6. General Provisions and Principles

- 6.1. Accessibility First: All policy decisions and updates will prioritize removing barriers and improving equitable access for eligible users.
- 6.2. Fairness and Consistency: Policy provisions are applied uniformly to all staff, contractors, and service users to ensure fair and consistent service administration.
- 6.3. Transparency: The policy, its revisions and related processes are documents and communicated to staff and made accessible to the public.

7. Roles and Responsibilities

7.1. Chief Administrative Officer (CAO)

- 7.1.1. Provide strategic oversight and ensure programs align with municipal priorities and accessibility legislation.

7.1.2. Approve all revisions and submission to Council.

7.2. Director of Public Works

7.2.1. Review operational and performance reports, and policy updates before submission to CAO.

7.2.2. Ensure departmental staff comply with policy and procedures.

7.3. Transit Manager

7.3.1. Lead the annual Access-A-Bus policy review and submit recommendations to Director.

7.3.2. Draft proposed policy and procedure amendments and present to the Director.

7.3.3. Maintain a copy of the Access-A-Bus policy and ensure all staff have received, and understood the policy and procedures.

7.3.4. Coordinate staff training on policy changes.

7.3.5. Monitor policy and procedures for compliance with safety regulations, and accessibility standards.

7.3.6. Maintains records in accordance with the Access-A-Bus Policy and Procedures.

7.4. Drivers and Other Employees

7.4.1. Comply with requirements as set out in the Access-A-Bus policy.

7.4.2. Provide feedback to the Transit Manager on policy-related operational issues.

7.4.3. Participate in training on new or revised policy provisions.

7.4.4. Maintain records as required.

8. Processes or other requirements

8.1. Rider policies are outlined in the Access-A-Bus Program Policy and Procedures.

9. Policy Review Requirements

The Access-A-Bus Policy is reviewed annually to ensure it reflects best practices, user feedback, and changes to legislation or municipal priorities.

10. Communication

10.1. This policy will be made available to all Directors, who will distribute to their respective units.

10.2. Once approved, the policy and related procedures will be made available publicly on the CBRM website, and in print upon request through the Clerks Office.

10.3. Staff will be trained on policy updates within 30 days of each approval.

11. Compliance

11.1. Failure to comply with this policy may result in corrective action, up to and including termination of employment or contract.

11.2. Compliance will be monitored through periodic service audits and incident reviews.



Access-A-Bus

Access-A-Bus Program
Policies & Procedures
Draft January 2025

Prepared By:
Transit Cape Breton

Objectives

Transit Cape Breton is a service funded by the Cape Breton Regional Municipality and operated by the Transit Department, Transit Cape Breton, under the Cape Breton Regional Transit Authority, a public transit agency. Our objective is to provide transportation for citizens with disabilities within the geographical limits of CBRM. This service is designed to provide a replacement of existing regular transit services provided by Transit Cape Breton.

Access-A-Bus service will provide transportation with wheelchair accessible buses and/or vehicles. Access-A-Bus may also provide transportation using accessible vehicles operated under a contracted vendor.

Eligibility Standards

Access-A-Bus service application is available to any person whose mobility or cognitive ability prevents them from using regular fixed route transit services, because of physical, mental, or cognitive limitations. Only residents within the boundaries of the Cape Breton Regional Municipality are eligible to apply for this service.

Neither age nor financial need is considered a reason for eligibility.

Registration

All information collected, with regards to registration, will be confidential and reviewed only by those directly involved in approving the application. Applicants will be notified of their eligibility upon approval of application.

Final approval or rejection of applications will be at the discretion of Transit Cape Breton. An appeal process for denied applications is available.

Interested applicants may apply to register with Access-A-Bus. Applications will be reviewed by a qualified 3rd party professional. Applications and registrations will be kept on file, confidentially, pending further review, if required.

[\(A link to users guide and registration application will be located here\)](#)

Hours of Service

Regular Office Hours (Including Dispatch & Scheduling) 902-539-4336

Monday – Friday 8:30 a.m. – 4:00 p.m. (excluding holidays)

Cancellation Line 902-539-4336

This line is voice mail only and is monitored.

24 Hours a day/7 Days a Week (excluding holidays)

Comments or Complaints (CBRM Services) 311

24 Hours a day/7 Days a Week

Access-A-Bus Service Hours

Monday - Saturday 7:00 am – 10:00 pm (excluding holidays)
Sunday - 9:00 am – 7:00 pm (excluding holidays)

Hours of service are assessed on a regular basis and adjustments made as required.

Fares

Access-A-Bus one-way fare is \$1.75 under 15 km (within 1 community), \$3.50 between 15km – 30km (within 2 communities) and \$6.50 over 30 km (rural areas). The maximum 1-way charge is \$6.50. This fare is to be paid to the operator upon boarding. Please have exact change (drivers' do not provide change), tickets or Transit Cape Breton bus pass, ready when boarding. **Clients unable to provide fare upon boarding will not be granted the scheduled trip.** There will be no charging, account-based systems, etc. for Access-A-Bus trips or service.

For the convenience of our clients, a book of tickets valued at \$13.75 is available for purchase for \$12.50 at the CBRM Civic Center and Shoppers Drug Marts, within the municipality. Transit Cape Breton bus passes are also available \$75.00 per month. Student and Senior Passes available at discounted price of \$60 per pass.

Access-A-Bus, Transit Cape Breton reserves the right to alter fares.

Trip Bookings

Advance Bookings

Advance trips are booked on a first-come, first-served basis, with priority given for medical trips. Registered Users are asked to call the Dispatch/Scheduler between 8:30-4:00, Monday to Friday to make their advance bookings.

Advance bookings can be made up to seven (7) days (i.e book Monday for the following Monday) and up to one (1) day in advance with a maximum of 2 bookings made daily. **Additional bookings must be made at a later date.**

Continued Subscription Usage Policy (50%)

Registered Users can book trips using subscription type bookings. If the Registered User requires a trip with Access-A-Bus, at least three (3) times per week to the same destination, they can be booked as a subscriber for an indefinite period subject to seating and bus availability. Registered Users who have regularly scheduled medical appointments can use this service. Registered Users attending an educational facility, for the duration of the course are eligible for Subscription Service provided the schedule to attend classes from week to week is repetitive in nature and occurs three (3) times a week or more. Registered Users having to work shift work are also eligible for Subscription Service provided the shift schedule is consistent and is easily understood due to the repetitive nature of the shifts. Once this is established, they are provided with a trip at their requested pick-up window.

The Registered Subscription User does not have to confirm each trip but must call the Dispatcher or call the Cancellation Line, as soon as possible in the event of a ride cancellation. Please note that the Subscription User is responsible for their own transportation when a “Statutory Holiday” falls on their workday.

Successive ride cancellations, “Late Cancellations” or “No-Shows” may result in the Registered Subscription user being removed from the subscriber listing.

Please note that your request for subscription service might take an extended period before being granted. Transit Cape Breton tries to maintain a 50/50 balance between Subscription and Advanced Bookings, as a result there is limited Subscription Service available.

Responsibilities of Registered Subscription Users

- Registered Subscription Users are required to use a minimum of 75% of their subscription trips each month to continue being eligible for subscription service. For example, a subscriber who uses Subscription Service to travel twenty times a month will be required to use a minimum of fifteen of those trips per month.
- Registered Subscription Users who have not maintained the 75% usage policy will no longer be eligible for Subscription Service and will be removed from this service for a period of one month. It will be necessary to call scheduling to book for each day's trips. After one month the Registered Subscription User can reapply for Subscription Service.
- An address change will result in having to reapply for subscription service.
- Registered Subscription Users are bound by the same rules with regards to Cancellations, No-Show or Late Cancellation policies and face the same results with regards to offenses within these policies.

Service Standards

Clients will be limited to 2 trips per day, to a maximum of 6 trips per week. This is to ensure all clients have equal opportunity for booking trips. Additional trips may be an option if a spot is available on the requested day.

Access-A-Bus trips are booked on a first come first service basis. On occasions when demand for transportation exceeds available capacity, it may be necessary to assign the trips based upon medical priorities.

Every attempt will be made to minimize the waiting time and on-board traveling time. Vehicle routing will attempt to ensure that no individual passenger will spend more than one hour on a one-way trip within the service area. Scheduling will be arranged so that pick up and drop off times will usually be within 15 minutes of the booked times. Access-A-Bus bookings will be maximized by scheduling multiple clients per trip, whenever possible.

Access-A-Bus has a schedule to maintain, therefore, passengers are requested to be ready fifteen (15) minutes prior to the scheduled pick-up time. When the Access-A-Bus vehicle arrives for a scheduled pick-up, but the client is not ready within the pick-up window, the Access-A-Bus driver is permitted to

continue with their schedule after a four (4) minute wait period. If the bus does not arrive within fifteen (15) minutes of the scheduled time, the client should notify Access-A-Bus 902-539-4336 immediately (*leave voicemail as line is monitored*).

It is a clients' responsibility to manage their time regarding pick-up and drop-off times indicated with their bookings. Access-A-Bus is a scheduled system and has to maintain timing to adhere to schedules. Access-A-Bus cannot pick up clients earlier or later than indicated with their booking as resources and time do not permit changes to scheduling on the fly.

Access-A-Bus trips will be to and from pick-up and drop off locations specified during bookings. Access-A-Bus service will not make additional stops in between specified pick-up and drop off locations. Access-A-Bus has a schedule to maintain and therefore additional stops are not permitted.

Access-A-Bus service is a "curb to curb" and in approved specific instances a "door to door" service. Access-A-Bus drivers or drivers of our contracted supplemental service, shall only be responsible to assist passengers into, and out of, the vehicle and/or including up to a clients doorway, if approved. Drivers will not assist passengers into or inside their homes due to liability and risk of injury. It is also the responsibility of the Registered User to ensure that they have the appropriate equipment, facilities and/or attendants in place to access their homes, workplace or any other destination. It is the user's responsibility to ensure that the proper access to destination points is maintained, including snow removal.

If a client's mobility is of a level that an attendant's assistance is required to use the Access-A-Bus service, that attendant will travel at no charge. An attendant must travel to and from the address as the client and be physically able to assist the client when required.

At any time, if a registered user's condition deteriorates or changes in such a manner that his/her safety, that of the Access-A-Bus driver or other clients' are threatened, Management at Transit Cape Breton shall reserve the right to revoke transportation privileges or impose conditions on continued use of the service, including, but not limited to, requiring a personal assistant at all times.

Service Interruptions

If circumstances dictate that a scheduled trip cannot be made whether due to mechanical failure, inclement weather or any other reason, every effort will be made to contact the client as soon as possible. Clients are encouraged to contact Access-A-Bus immediately if a scheduled pickup does not occur within their pick-up window. In the case of a missed pickup, the dispatcher will attempt to reschedule the trip with a minimum of inconvenience to the client.

Personal Care Attendant

A Personal Care Attendant is a person who takes care of a Registered User's special needs and must accompany the registered user on each trip. At the time of registration, the need for a Personal Care Attendant must be identified.

For trip purposes, once identified, the Personal Care Attendant is automatically booked, and the Personal Care Attendant will not be required to pay a fare to accompany the Access-A-Bus passenger.

To be eligible for this exemption, the Access-A-Bus client must have this indicated at the time of application or be required to provide Transit Cape Breton with a written recommendation from a physician and receive approval for the personal attendant by Transit Cape Breton.

If a client identifies a Personal Care Attendant requirement for travel at the time of application, the client is required to always have this attendant with them, while travelling. Please note that persons travelling with an Access-A-Bus passenger without a physician's recommendation will be subject to the appropriate fare.

Client Wheelchair/PowerChair/Scooter Code

Buses are equipped with wheelchair lifts, wheelchair tie downs, seat belts, and handrails. Clients will be secured by wheelchair tie downs while travelling. For passenger safety, all units are equipped with two-ray radios, fire extinguishers and first aid kits. The units and equipment are maintained in accordance with the appropriate Provincial regulations. Clients must comply with all procedures regarding of lifts, tie downs and seatbelts. All clients using power chairs must allow their chair to be rendered inoperable as follows:

Boarding

- Passenger may power onto the lift
- Chair is rendered inoperable
- Driver raises lift and maneuvers chair onto the bus
- Passenger may power into position

Exiting

- Passenger may maneuver to the lift door.
- Chair is rendered inoperable
- Lift is lowered to horizontal position
- Driver maneuvers chair onto the lift and lowers the lift to the ground level
- Passenger may power off the lift when safely at ground level.

Chair may be rendered inoperable by either disengaging the clutch or turning off the power supply. If the client is unable to render the chair inoperable, they must allow the driver to assist. Under no circumstances will a client be allowed to board without rendering the chair inoperable.

Passenger Code of Conduct

For the comfort, convenience and safety of others, passengers are required to follow our Code of Conduct while using our service:

Note: Abuse of service privileges and/or ignoring the Passenger Code of Conduct may be grounds for a temporary or permanent suspension or cancellation of Access-A-Bus eligibility.

- Passengers are not permitted to smoke while on Transit Cape Breton vehicles.

- No food or drink permitted on Transit Cape Breton vehicles for purpose of consumption during transport.
- Seat belts must be always used unless medically exempt.
- No Passengers are allowed to stand while using Access-A-Bus service.
- Passengers are required to be fully clothed while using Transit Cape Breton services.
- Transit Cape Breton has a scent free policy on all vehicles used in Transit service.
- Passengers are not permitted to operate any of the Access-A-Bus equipment, including but not limited to safety belts, wheelchair tie downs or radio equipment.
- Passengers are asked to refrain from using any radio's, cell phones, music devices or similar technology on transit vehicles unless headphones are used and volume adjusted as not to disturb other passengers or Transit operators.
- Passengers are cautioned when exiting a transit vehicle not to move out in front of the vehicle without checking for oncoming traffic.
- For safety reasons wheelchairs and scooters must be backed onto ramp.
- Passengers are to refrain from using profanity when communicating with staff or while travelling on Transit Cape Breton vehicles.

Child Safety Standard Policy

Safety standards are set by the Nova Scotia Utilities and Review Board and Senior Management Staff of Transit Cape Breton. Passengers less than 15 years of age cannot be transported in an adult ambulatory seat or travel on the Access-A-Bus held in the arms or on the lap of a parent or guardian. They may ride in a properly designed wheelchair for young children, suitably secured by Access-A-Bus "Q" restraints or a CSA approved infant/child seat.

Supplemental Service

Transit Cape Breton has a contract with a supplemental vendor to provide transportation for registered clients that can transfer between vehicles. By using the contracted vendor to transport these clients more accessible trips are available for Registered Users. Vehicles used by the vendor shall meet the standards of safety and operation established in the contract.

For clients using the supplemental service, any mobility aid (e.g. walker, crutches or wheelchair) must fit or fold to fit in the vehicle trunk.

Registered User Responsibilities

For the comfort, convenience and safety of others, passengers are requested to follow the following rules:

- Have the exact fare or ticket ready when boarding the bus.
- Have your sidewalks and steps CLEAR. It is the responsibility of the passengers to keep steps, ramps, lifts, driveways at their residence clear of debris, snow and ice. Operators, at their own discretion, may refuse to transport passengers from a pickup location if, in their opinion, it may be dangerous to do so (In reference to the Nova Scotia Occupational Safety Act).

- Consult with the Dispatcher/Scheduler about the best times for booking a trip for medical appointments, shopping, etc.
- Keep your packages to a minimum. Buses are not designed to carry large amounts of groceries, parcels or luggage. Registered users of Access-A-Bus may bring parcels on the bus only if they are capable of handling and securing them while travelling, or if their parcels are secured to their equipment. They may also do so if their travelling companion can handle or secure their items. Operators have the right to refuse to carry packages.
- Call Registration, Dispatch/Scheduler for any changes to your address or telephone number.
- Do not ask the Operators to perform any duties which would be considered unsafe.
- Operators have been instructed not to back out of driveways or alleys. Instead, the vehicle enters and turns around enabling it to drive out forward. When this is not possible it is backed in so the Operator can safely drive out forward.
- With the exception of working dogs in a harness, animals are not allowed on Transit Cape Breton vehicles.
- For safety reasons, carriages, strollers or wagons are not permitted on Transit Cape Breton buses unless they can be folded, so as not to interfere with other passengers or the safe operation of the bus.
- Passengers are cautioned when disembarking from a transit bus not to step out in front of the bus without checking for oncoming traffic.

Cancellation Policy

Last minute cancellations often make reassignment of the time to another client impossible. To aid the dispatcher in redistribution of available bus capacity, the cancellation of any booked trip should be made forty-eight (48) hours in advance. Clients are responsible to provide a reason for cancelling.

Except in Extreme circumstances, as determined by the Manager of Transit Cape Breton, rides cancelled less than twenty-four (24) hours in advance will be charged as having been provided. Consistent failure to comply may lead to suspension of Access-A-Bus services.

Failure to cancel a trip less than twenty-four (24) hours in advance of your scheduled pick-up time will result in a "Late Cancellation".

As the demand continues to grow for this service, these policies and procedures ensure equal and fair access to the system for all registered clients. Flexibility within this service is limited and further affected when confirmed trips are later cancelled, quite often resulting in the space going unutilized. Minimizing these situations would greatly benefit all registered clients.

No-Show/Late Cancellation Suspension Policy

A No-Show occurs when an Access-A-Bus driver arrives for a scheduled pick up and the client cancels or does not show. This No-Show will result in a trip charged as having been provided.

When a client is a no-show for the first part of a trip, The return portion of the trip will automatically be cancelled by Access-A-Bus Dispatch unless the client has contacted Access-A-Bus to re-book.

The standard fare will be charged for each Client no-show on a monthly basis, invoiced by Cape Breton Regional Municipality.

Tracking Procedure for a No-Show and/or Late Cancellation

An electronic record is kept of all No-Show and Late Cancellations. The individual record tracks the number of incidents per month.

No-Show and Late Cancellations will be reviewed regularly to determine if any patterns are present.

First Offence:

On the first offence (violation of the No-Show/Late Cancellation Policy 3 times or more in a calendar month), the Registered User will receive an "Advisory phone call" of warning that a policy violation has been recorded. They will also receive an advisory letter from Transit Cape Breton. The letter will include a copy of the No-Show/Cancellation Policy, a record of the client's cancellation history and advise that a second offence within 6 months of the first offence will result in an "Second Offense Phone Call" followed by an "Advisory Letter and Invoice" from Transit Cape Breton.

Second Offence:

A registered User that has received a Second Offense will receive an "Advisory Phone Call" followed by an "Advisory Letter and Invoice" from Transit Cape Breton. The phone call will be to determine the causes for the client to be repeatedly in violation of the No-Show/Late Cancellation Policy. The call will also explain that an invoice will be issued for the trips missed including the ones following the notification since the last letter. A third offence within 6 months of the second offence will result in a "Review Committee" meeting and a fourteen (14) day suspension of service.

Third Offence:

A third offence within a calendar year of the first offence will result in a minimum fourteen (14) day service suspension. The Registered User will also be required to attend a "Review Committee". This "Review Committee" will try to help the user to reduce the number of No-Shows/Late Cancellations that they client is experiencing. A fourth offence within 6 months of the third offence will result in a month suspension of services

**NOTE – refusing to meet with the "Review Committee" or failure to honour the appointment without advisement will result in the appropriate suspension.*

Fourth Offence:

The Registered User will receive a month's suspension of service. Additional offences within 6 months of the fourth offence will result in additional penalties up to and including indefinite suspension of service.

Additional Offences:

In additional offences occur, the client will be called back before the “Review Committee” and may face additional suspensions if they continue to be in violation of the No-Show/Late Cancellation Policy. Additional suspensions would include a possible indefinite suspension of Access-A-Bus service.

Note:

The Registered User may continue to accumulate violations to the No-Show/Late Cancellation Policy while waiting for notification of violation of the policy and/or for the period waiting to appear before the “Review Committee”.

Visitors to the Cape Breton Regional Municipality

The service can be used, subject to availability, by persons who are visiting CBRM in the short term. Visitors must register and adhere to the policies and procedures of Access-A-Bus, Transit Cape Breton.

Access-A-Bus Eligibility Appeal Process

If your application for Access-A-Bus service has been denied on the basis of eligibility, the Access-A-Bus Eligibility Appeal Process offers you the opportunity to appeal the decision. You may appeal a decision regarding eligibility, level of eligibility or type of assistance required.

The Eligibility Appeal Process includes:

1. Filing a notice of Appeal form with Access-A-Bus.
2. Meeting with the Access-A-Bus Eligibility Appeal Panel.

The appeal process is intended to ensure that applications are dealt with in a fair and transparent manner, and decisions are made in accordance with established criteria.

To appeal the eligibility decision a Notice of Appeal form must be completed. This form is available through the Access-A-Bus office or at (web address) for download.

The submission must meet the following conditions in order to be accepted:

1. The form must be filed by the applicant or a representative of the applicant
2. The form must be fully completed

If you have documentation related to your disability and/or why you are unable to use conventional transit you can bring it to the hearing. An example of the documentation would be a physician’s note.

Please send your Notice of Appeal to:

**Access-A-Bus
c/o Transit Cape Breton
227 Welton Street
Sydney, NS
B1P 5R9**

Upon receipt of your completed Notice of Appeal form, your original Access-A-bus Application and Notice of Appeal form will be sent to the Review Committee. You will then be advised of your hearing date.

If you cannot attend your hearing date, please contact Access-A-Bus at 902-539-4336. If you do not attend your meeting without contacting Access-A-Bus, you will not have another opportunity to meet with the panel for a hearing. You would then need to reapply to Access-A-Bus to start the process again.

The Review Committee hears appeals from applicants who have been deemed ineligible to receive Access-A-Bus service. The Panel will consider any new information pertaining to eligibility provided the information as filed with the appeal.

Clients are welcome to bring people with them to the hearing for support. They may also bring updated medical documentation and other resources to support your appeal.

The decision of the Review Committee will be final. The Panel will aim to attain decisions by consensus; however, if consensus cannot be reached, a decision will be determined by a majority vote.

Decisions will be made within 30 days of receiving the appeal request. The decision will be without further appeal for one year unless the Review Committee receives additional information affecting the person's ability to access conventional transit (e.g. accident, surgery, dialysis, etc.) or there is a change in medical status that may affect the person's eligibility.

A record shall be maintained of all Eligibility Appeal Panel meetings and decisions taken.

Access-A-Bus Future Improvement Service Strategy

A future commitment is in place for a Access-A-Bus Continuous Service Plan. This plan will set the strategic framework and define the specific activities to be undertaken by Transit Cape Breton in order to ensure ongoing improvements to Access-A-Bus service.

Access-A-Bus [Future Improvement Service Strategy \(PDF\)](#)

Transit Cape Breton

Access-A-Bus

Policies & Procedures

Transit Cape Breton Access-A-Bus Policies & Procedures

OBJECTIVES

Transit Cape Breton is a service funded by the Cape Breton Regional Municipality and operated by the Transit Department, Transit Cape Breton, under the Cape Breton Regional Transit Authority, a public transit agency. Our objective is to provide a shared ride, curb to curb, transit service for persons who are unable to use the conventional transit system due to physical or cognitive disabilities. This service is designed to provide a replacement of existing regular transit services provided by Transit Cape Breton.

Access-A-Bus service will provide transportation with wheelchair accessible buses and/or vehicles. Access-A-Bus may also provide transportation using accessible vehicles operated under a contracted vendor .

ELIGIBILITY STANDARDS

Access-A-Bus service application is available to any person whose mobility or cognitive ability prevents them from using regular fixed route transit services, because of physical, mental, or cognitive limitations . Only residents within the boundaries of the Cape Breton Regional Municipality are eligible to apply for this service.

Neither age nor financial need is considered a reason for eligibility.

REGISTRATION

- All information collected, with regards to registration, will be confidential and reviewed only by those directly involved in approving the application. Applicants will be notified of their eligibility upon approval of application.
- Interested applicants may apply to register with Access-A-Bus. Applications will be reviewed by a qualified 3rd party professional.
- Final approval or rejection of applications will be at the discretion of Transit Cape Breton.
- An appeal process for denied applications is available.

FARES

- \$1.75 under 15 km (within 1 community)
- \$3.50 between 15km – 30km (within 2 communities)
- \$6.50 over 30 km (rural areas)
- The maximum 1 way charge is \$6.50
- Student & Senior Discounted Fares Available.

ACCESS-A-BUS SERVICE HOURS

Monday – Saturday	7:00 am – 10:00 pm (excluding holidays)
Sunday	9:00 am – 7:00 pm (excluding holidays)

Hours of service are assessed on a regular basis and adjustments made as required.

ACCESS-A-BUS ELIGIBILITY APPEAL PROCESS

If an application for Access-A-Bus service has been denied on the basis of eligibility, the Access-A-Bus Eligibility Appeal Process offers the opportunity to appeal the decision. You may appeal a decision regarding eligibility, level of eligibility or type of assistance required.

The Eligibility Appeal Process includes:

1. Filing a notice of Appeal form with Access-A-Bus.
2. Meeting with the Access-A-Bus Eligibility Appeal Panel.

The appeal process is intended to ensure that applications are dealt with in a fair and transparent manner, and decisions are made in accordance with established criteria.

To appeal the eligibility decision a Notice of Appeal form must be completed. This form is available through the Access-Bus office or at (web address) for download .

TRIP BOOKINGS

ADVANCE BOOKINGS

Advance trips are booked on a first-come, first-served basis, with priority given for medical trips.

Advance bookings can be made up to 3 weeks **(with new software)** and (1) day in advance with a maximum of 2 bookings made daily. **Additional bookings must be made at a later date.**

CONTINUED USAGE SUBSCRIPTION POLICY (50%)

Registered Users can book trips using subscription type bookings. If the Registered User requires a trip with Access-A-Bus, at least three (3) times per week to the same destination, they can be booked as a subscriber for an indefinite period subject to seating and bus availability.

Transit Cape Breton tries to maintain a 50/50 balance between Subscription and Advanced Bookings , as a result there is limited Subscription Service available. We are currently at 65% subscription and 35% advanced booking.

SERVICE STANDARDS

- Clients will be limited to 2 trips per day, maximum of 6 trips per week, which allows for equal opportunity for booking.
- Access-A-Bus trips are booked on a first come first service basis. On occasions when demand for transportation exceeds available capacity, it may be necessary to assign the trips based upon medical priorities.
- Every attempt will be made to minimize the waiting time and on-board traveling time. Vehicle routing will attempt to ensure that no individual passenger will spend more than one hour on a one-way trip within the service area . Pickup and drop off windows will usually be within 15 minutes of the booked times. Access-A-Bus bookings will be maximized by scheduling multiple clients per trip, whenever possible.
- Access-A-Bus has a schedule to maintain therefore buses will continue along route after a four (4) minute wait period if client is a no show.
- Access-A-Bus cannot pick up clients earlier or later than indicated with their booking as resources and time do not permit changes to scheduling on the fly.
- Access-A-Bus service does not permit additional stops in between specified booked pick-up and drop off locations.
- Access-A-Bus service is a “curb” to “curb” and in some instances a “door” to “door” service. Operators shall be responsible to assist passengers into, and out of the vehicle, as well in approved situations, door to door, due to liability and risk of injury. It is the responsibility of the Registered User to ensure that they have the appropriate equipment, facilities and/or attendants in place within their homes, workplace or any other destination. It is the user’s responsibility to ensure that the access to pickup and destination points is maintained, including snow removal.
- If an attendant’s assistance is required to use the Access-A-Bus service, that attendant will travel at no charge. An attendant must travel to and from the same address as the client and be physically able to assist the client when required.
- Management at Transit Cape Breton shall reserve the right to revoke transportation privileges or impose conditions on continued use of the service, including, but not limited to, requiring a personal assistant at all times.

SERVICE INTERRUPTIONS

If circumstances dictate that a scheduled trip cannot be made whether due to mechanical failure, inclement weather or any other reason, every effort will be made to contact the client as soon as possible.

PERSONAL CARE ATTENDANT

A Personal Care Attendant is a person who takes care of a Registered User's special needs and must accompany the registered user on each trip. At the time of registration, the need for a Personal Care Attendant must be identified. If a client identifies a Personal Care Attendant requirement for travel at the time of application, the client is required to have this attendant with them, while travelling, at all times. Please note that persons travelling with an Access-A-Bus passenger without a physician's recommendation will be subject to the appropriate fare.

SUPPLEMENTAL SERVICE– (FUTURE PLANNED SERVICE)

Transit Cape Breton has a planned future service contract with a supplemental vendor to provide transportation for registered clients that can be serviced using vehicles. By using the contracted vendor to transport these clients more accessible trips are available for Registered Users. Vehicles used by the vendor shall meet the standards of safety and operation established in the contract.

CANCELLATION POLICY

Last minute cancellations often make reassignment of the time to another client impossible. To aid the dispatcher in redistribution of available bus capacity, the cancellation of any booked trip should be made twenty-four (24) hours in advance. Clients are responsible to provide a reason for cancelling.

Except in Extreme circumstances, as determined by the Manager of Transit Cape Breton, rides cancelled less than twelve (12) hours in advance will be charged as having been provided. Consistent failure to comply may lead to suspension of Access-A-Bus services. Failure to cancel a trip less than twenty-four (24) hours in advance of your scheduled pick-up time may result in a “Late Cancellation”.

As the demand continues to grow for this service, these policies and procedures ensure equal and fair access to the system for all registered clients. Flexibility within this service is limited and further affected when confirmed trips are later cancelled, quite often resulting in the space going unutilized. Minimizing these situations would greatly benefit all registered clients.

NO SHOW/LATE CANCELLATION SUSPENSION POLICY

A No-Show occurs when an Access-A-Bus driver arrives for a scheduled pick up and the client cancels or does not show. This No-Show will result in a trip charged as having been provided.

TRACKING PROCEDURE FOR A NO-SHOW AND/OR LATE CANCELLATION

An electronic record is kept of all No-Show and Late Cancellations. The individual record tracks the number of incidents per month and will be reviewed regularly to determine if any patterns are present.

First Offence:

On the first offence (violation of the No-Show/Late Cancellation Policy) 3 times or more in a calendar month), the Registered User will receive an “Advisory phone call” of warning that a policy violation has been recorded. They will also receive an advisory letter from Transit Cape Breton. The letter will include a copy of the No-Show/Cancellation Policy, a record of the client’s cancellation history and advise that a second offence within 6 months of the first offence will result in an “Second Offense Phone Call” followed by an “Advisory Letter and Invoice” from Transit Cape Breton.

Second Offence:

A registered User that has received a Second Offense will receive an “Advisory Phone Call” followed by an “Advisory Letter and Invoice” from Transit Cape Breton. The phone call will be to determine the causes for the client to be repeatedly in violation of the No-Show/Late Cancellation Policy. The call will also explain that an invoice will be issued for the trips missed including the ones following the notification since the last letter. A third offence within 6 months of the second offence will result in a “Review Committee” meeting and a fourteen (14) day suspension of service.

Third Offence:

A third offence within a calendar year of the first offence will result in a minimum fourteen (14) day service suspension. The Registered User will also be required to attend a “Review Committee”. This “Review Committee” will try to help the user to reduce the number of No-Shows/Late Cancellations that the client is experiencing. A fourth offence within 6 months of the third offence will result in a month suspension of services.

Fourth Offence:

The Registered User will receive a month’s suspension of service. Additional offences within 6 months of the fourth offence will result in additional penalties up to and including indefinite suspension of service.

Additional Offences:

In additional offences occur, the client will be called back before the “Review Committee” and may face additional suspensions if they continue to be in violation of the No-Show/Late Cancellation Policy. Additional suspensions would include a possible indefinite suspension of Access-A-Bus service.

Note:

- *The Registered User may continue to accumulate violations to the No-Show/Late Cancellation Policy while waiting for notification of violation of the policy and/or for the period waiting to appear before the “Review Committee”.*
- *Refusing to meet with the “Review Committee” or failure to honour the appointment without advisement will result in the appropriate suspension.*

ACCESS-A-BUS FUTURE IMPROVEMENT SERVICE STRATEGY

A future commitment is in place for an Access-A-Bus Continuous Service Plan. This plan will set the strategic framework and define the specific activities to be undertaken by Transit Cape Breton to ensure ongoing improvements to Access-A-Bus service.

VISITORS TO THE CAPE BRETON REGIONAL MUNICIPALITY

The service can be used, subject to availability, by persons who are visiting CBRM in the short term. Visitors must register and adhere to the policies and procedures of Access-A-Bus, Transit Cape Breton.

ACCESS-A-BUS REVIEW COMMITTEE

Mandate

The Access-A-Bus Review Committee's role is to offer recommendations on the quality and quantity of accessible bus services from the perspective of Registered Users, collaborating with Transit Cape Breton management and staff. The committee advises, assists, and provides recommendations on all matters concerning accessible transportation services provided by Transit Cape Breton.

Committee Composition:

- The committee is composed of **6 selected members**. These members will consist of 2 Transit Cape Breton staff members (1 management and 1 Access-A-Bus staff) 1 CBRM council member, 1 medical professional and 2 members of the public who are either Access-A-Bus users or advocates for accessibility.
- Members are **elected annually** in **September** to serve a **two-year term**. To run for election, a nominee must be nominated by a registered user.
- **Meetings:** Held **every two months** at the CBRM Civic Center.
- This committee may or may not also include decisions regarding client reviews and client appeals.

TRANSIT CAPE BRETON ACCESS-A-BUS

New Application Process

- Eligibility is not based on age, income or the availability of others to travel with the applicant on regular fixed route transit. Any individual who is unable to use regular Transit Cape Breton service, due to a cognitive or functioning disability, may apply to use the Access-A-Bus service. Eligibility is established by comparing the client's real needs with the capacities of Access-A-Bus service. Each application will be considered by reference to the Eligibility Criteria, Restriction Criteria and Parts A, B and C of the application. In addition to providing information in the application forms, the applicant may be required to attend a personal interview.

Eligibility Criteria for use of Access-A-Bus

A person may qualify for Access-A-Bus service for the following reasons:

- Requires the use of a medically prescribed wheelchair or scooter
- Unable to step up or down (3) - 35 cm steps unassisted.
- Unable to walk more than 175 meters outside without the aid of a medically prescribed mobility aid or without assistance.
- Has 20/200 vision or less (legally blind)
- Unable to utilize conventional transit due to a cognitive disability

Transit Cape Breton must have all required information before it can rule on the eligibility of the applicant and grant the appropriate level of approval. The new Access-A-Bus application will be a three (3) part process:

Part A – Declaration

This form will be completed by the applicant or agent of the applicant and will verify that the applicant understands and agrees to the requirements of Access-A-Bus including eligibility requirements, policies and procedures, rules and regulations and restrictions.

Part B – Access-A-Bus Application

This form will be completed by the applicant or agent of the applicant and will provide all the information required from the applicant to determine the client's real needs in relation with the services provided. This information includes client personal identification information including civic address information, nature of the disability, mobility device information, medical information, personal assistant, and conventional transit information with relation to the client.

Part C – Professional Declaration

This form will be completed by the applicants Attending Professional Care Provider. This document will provide confidential medical information about the client that relates to their needs in relation to the Access-A-Bus service. This will include detailed information regarding a clients physical or cognitive disabilities, severity of disability, mobility devices or aids required and personal attendant information.

ACCESS-A-BUS RE-BRANDING

Transit Cape Breton has been providing Handi-Trans service to accessibly challenged individuals in the CBRM since 1979. It was formed through the initial leadership of its Manager Ron Kanary along with the help of community activist Marcie Schwery-Stanley. Marcie was part of Management staff of Handi-Trans during the 1980's. She was the person behind the Handi-Trans name and the unique blue color of the handi-trans buses. At this time Marcie's efforts were to provide a unique name and color to the system to ensure it stood out for the awareness and safety of the drivers and clients of Handi-Trans.

In June of 2025 Transit Cape Breton will rebrand its Handi-Trans Service. Our new service will be called Access-A-Bus and the former blue buses will see a change in color to bring them inline with the current color of conventional Transit service. This change will reflect acceptable modern parlance and provide a politically correct brand name to the accessible service that Transit Cape Breton provides. The new color of the bus, which will be very similar to that of conventional buses, will align with the recently rebranded Transit Cape Breton color scheme and logo. This will integrate the entire fleet and not distinguish between the fleet of conventional and Access-A-Bus.





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

MEMO

To: Mayor and Council
Submitted by: Demetri Kachafanas, K.C., CAO
Date: August 19, 2025
Subject: Requests for Proposals - Space

All Council:

This memo is to inform Council of recent developments related to the procurement of space to support our operational requirements.

An Expression of Interest (EOI) was recently issued to explore available options for space that could meet our identified needs. One response was received, and as a result the scope of the requirements were reevaluated to meet requirements for functionality, suitability, or value.

We have taken this opportunity to refine and clarify our space requirements. A formal Request for Proposals (RFP) will be issued to secure suitable space for staff through a competitive process. This next step will allow us to better align proposals with our specific operational needs.

In addition, as part of our due diligence and commitment to fiscal responsibility, the new space proposals will be evaluated not only for function but also for cost-effectiveness. We will concurrently review all currently leased spaces to assess whether consolidation or reallocation opportunities exist that could optimize space use and reduce overall costs.

We will continue to keep Council informed as this process advances as required.

Respectfully,

Demetri Kachafanas, K.C.



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Councillor Agenda Request Form

X

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: July 29 or August 19 Council Meeting

Subject: Consideration of Stand-Alone By-law for Recreational Modes of Transportation

Motion for Council to Consider: That Council direct staff, in collaboration with the Police Traffic Department, to investigate and draft a stand-alone By-law addressing the safe operation of bicycles, skateboards, electric scooters, and off-road recreational vehicles on municipal roads.

Rationale: Currently, regulations for recreational modes of transportation are included under By-Law S-100 (Sidewalk By-law), which does not adequately address safety concerns for operators or the public when sharing municipal roadways. While Off-Highway Vehicle (OHV) legislation exists, there are no specific municipal By-laws governing these vehicles on municipal roads.

Outcome Sought: Development of a By-law that clearly prioritizes safety for all users of recreational transportation on municipal roads, including requirements for helmet use and adherence to rules of the road and sidewalks.

Date: July 27/25

Received by Clerk's Department (date):



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Councillor Agenda Request Form

X

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: August 19 Council Meeting

Subject: Litter By-Law

Motion for Council to Consider: I would like to motion that a new stand-alone Litter By-law be created.

Rationale: Currently, there is no dedicated By-law addressing litter in CBRM; language is included within the Solid Waste By-law but does not include any action around litter. This By-law does not highlight the importance of tackling the litter problem in our municipality.

Outcome Sought: I am seeking a direct and focused approach to address the ongoing litter issues in CBRM. Specifically, I propose that a new By-law will:

- Require businesses in CBRM to maintain their properties free of litter on a daily basis and implement a formal garbage management policy.
- Establish clear repercussions, including fines, for businesses that fail to comply with the By-law.
- Introduce penalties for individuals caught littering within the municipality.

This By-law will emphasize the importance of maintaining a clean environment and warrant accountability for both businesses and individuals.

Date: July 27/25

Received by Clerk's Department (date):



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Councillor Agenda Request Form – Staff Report		
<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	<input type="checkbox"/> Request from the Floor: (New Business) <ul style="list-style-type: none">- Announcement- Referral- Submit Petition- Notice of Motion
Date of Council/Committee Meeting: August 19, 2025		
Subject: E-Scooters / Bikes		
<p>Motion for Council to Consider: That CBRM Council direct the Chief Administrative Officer to direct staff to explore the potential development of new regulations and supporting implementation tools, to manage and regulate the use of e-scooters, e-bikes, and other forms of micromobility, and to report back to Council within 5 months of this motion with a staff report outlining potential recommendations.</p> <p>Rationale: Since late summer of 2024 the CBRM has witnessed a new business start up in Sydney renting E-Scooters. This company is operating over 100 units just in the greater Sydney area. These E-Scooters use a software program that allows for controls while operating the vehicle from payment for use, non-travel areas, operational restrictions and usage agreements. But CBRM does not have a bylaw or policy to licence or oversee the operation for this industry. All types of vendors must have approval from CBRM to operate from taxis to chip trucks so it would be prudent for bylaws and planning to look at what other municipalities in Canada deal with this conveyance for rental businesses and personal use. It would be a good idea to look at but not limit to age of operation, helmet use, travel area and time restrictions, licencing and service fee for use.</p> <p>Outcome Sought: Report back to council with recommendations within 54 months thus giving council the ability to implement suggested ideas for the 2026 spring season.</p>		
Name: Councillor Gillespie Date: August 10, 2025		Received by Clerk's Department (date): August 10, 2025



City Hall
320 Esplanade
Sydney, NS B1P 7B9

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)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)	<input type="checkbox"/> Request from the Floor: (New Business) <ul style="list-style-type: none">- Announcement- Referral- Submit Petition- Notice of Motion
Date of Council Meeting: August 19, 2025		
Subject: CBRM Land Use Bylaw – Supportive housing exceeding the 9-bed maximum		
Motion for Council to Consider: An amendment be drafted and brought back to Council for the CBRM Land Use Bylaw to include Council and senior staff input when an application is made to expand beyond the maximum of nine beds.		
Reason: The CBRM Land Use Bylaw permits the Supportive Housing to a maximum of 9 beds to which I completely support. However, permission to increase that number may be permitted subject to the provisions of Site Plan Approval by the Development Officer with no input from Council or outside department staff. To be clear, there is no limit to the number of beds exceeding the 9 if the site plan meets the criteria and is approved by the Development Officer. I was made aware when I was copied on a response to a resident which stated: <i>The decision to grant site plan approval is based solely on the site plan's compliance with the criteria for site plan approval (Parking screening, ingress/egress of parking area, existing vegetation, etc). Appeals must relate specifically to those criteria, not to the broader question of whether the land use itself is appropriate.</i> My question is who addresses the broader question of whether the land use itself is appropriate to permit occupancy outside of the maximum of 9? I believe that this was an oversight in the development of the Land Use Bylaw allowing a Development Officer the ability to grant approval for increased capacity based solely on parking, vegetation etc. with no consideration of the appropriation of the type of supports and logistics of the surrounding area. It is my opinion that this is a disservice to residents and needs to be rectified.		
Outcome Sought: Council and Sr. Staff input be required on all applications for supportive housing looking to exceed the 9-bed maximum before further applications are considered.		
Councillor Earlene MacMullin		District 2

<i>Date:</i> <i>August 13, 2025</i>	<i>Received by Clerk's Department (date):</i>
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Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9

REPORT TO COUNCIL

To: Mayor and Council
Submitted by: Police Commission Chair Glenn Paruch
Date: August 19, 2025
Subject: Police Commission Update June 2025

Dear Council :

This report is submitted to Council on behalf of CBRM Police Commission and is for information only. It is worth noting there have been recent developments with recommendations for policing in Nova Scotia. These recommendations were not available during the June meeting. As information becomes available it will be brought to Council and Commission as necessary.

The following is a synopsis of the last Commission meeting.

Impaired Driving Enforcement Recognition Awards

Chief Walsh introduced special guests from the Cape Breton Chapter of Mothers Against Drunk Driving (MADD) Canada, including the Chapter President and Vice-President.

Deputy Chief MacKinnon spoke about the importance of the awards, which are named in memory of Constable Heidi Stevenson, a respected 23-year RCMP veteran. The awards recognize police officers across Nova Scotia for their contributions to removing impaired drivers from roadways:

Bronze Coin Awards: 6–14 impaired driver removals annually.

Recipients from CBRPS:

- Constable Logan Aucoin – Bronze Award
- Constable Dallas Symes – Bronze Award
- Constable Ron Popwell (not present) – Bronze Award

This ceremony recognized the officers' ongoing efforts to enhance road safety and prevent tragedies related to impaired driving.

In-Camera Session: Wellness Survey

The Commission entered an in-camera session at 10:09 a.m. under Section 22(2)(c) of the Municipal Government Act to review a staff wellness survey and associated matters. The session concluded at 11:25 a.m., and the Board reconvened in open session.

Presentations

Downtown Cameras

Chief Walsh introduced Brad MacConnell, former Chief of Police in Charlottetown and current CBRM CAO, to present on the use of surveillance cameras across the municipality. The cameras are intended for investigative purposes only and support:

- Crime deterrence and detection
- Public safety initiatives
- Community partnerships
- E-Watch program development
- Funding and implementation planning

This item was presented for information only.

Senior Safety Navigator

Barry Gordon, retired CBRPS Sergeant, delivered an informative presentation on the Senior Safety Navigator Program. Highlights included:

- Support services for vulnerable seniors
- Community outreach events to promote awareness
- Partnerships with local organizations and public agencies
- Benefits to both the CBRPS and the broader community, including crime prevention and increased reporting
- Concerns about fraud targeting seniors and transportation challenges were also discussed.

Police Services Updates

Body-Worn, In-Car, and Stationary Cameras

Chief Walsh provided a detailed status report on the development and phased implementation of camera systems across the department. Discussion included:

- Officer and public safety considerations
- Evidence gathering and storage
- Legislative and privacy frameworks
- Integration into daily operations

Strategic Plan Review

- Desiree Magnus, Communications/Public Relations Advisor, presented a mid-term review of the CBRPS 2022–2025 Strategic Plan. She emphasized:
- Commissioner involvement in goal-setting and review
- Measurement of service efficiency and community impact
- Four strategic priorities:
 - Service Delivery
 - Valued Human Resources

- Strong Partnerships
- Financial Sustainability

Collision Reporting Centre

Chief Walsh and Olivia Boudreau, Corporate Business Manager, explained the operation of the new Collision Reporting Centre, including:

- Public access and reporting workflows
- Towing procedures
- Reduction in front-line officer time for minor collisions
- Enhanced reporting for insurance purposes

Safer CBRM Initiatives

Road Safety

Chief Walsh provided an update on ongoing traffic and road safety initiatives, including:

- Increased enforcement in key areas
- Fines and public awareness campaigns
- Officer training
- The importance of community reporting
- Recruitment strategies to support safe driving enforcement

Division and Operations Reports

Divisional Report – Staff Sergeant Erin Donovan provided updates on:

- Patrol operations and training
- K-9 Unit deployments
- Prisoner care and Membertou activities
- School Liaison and Community Officers
- Senior Safety initiatives

Operational Support – Staff Sergeant Keith Power highlighted developments in:

- Traffic Safety, Street Crime, and Drug Units
- Major Crime and Domestic Violence investigations
- Internet Child Exploitation (ICE) and Forensics
- Marine Unit operations
- Mental Health Liaison, Polygraph services, and Solid Waste issues

Communications Center – Alex MacAulay

Provided an update on dispatch services and staff training, focusing on maintaining high performance and public trust in emergency communications.

Commissioner Agenda Requests

Expansion of Alcohol Sales

This item was requested by three commissioners and based on a public consultation launched by the Government of Nova Scotia exploring the expansion of retail alcohol sales. Chief Walsh noted that further consultation and policy development will follow as part of the provincial decision-making process. The Board will continue to monitor developments in this area.

Correspondence

Three items were received for information:

- Commissioner Noelle Gouthro's term conclusion
- Notice regarding Provincial Appointee to the Board
- Letter discussing adapting the Additional Officer Program

Respectfully submitted,

Councillor Glenn Paruch
CBRM Police Commission Chair

Information and Activity Report

CBRM Regional Enterprise Network

Q1 – FY 2025/26
(April - June 2025)

Subject:CBRM REN Information and Activity Report
To:Cape Breton Regional Municipality
Date Prepared: August 5th, 2025
Prepared by: Tyler Cole, Economic Development Officer, CBRM
..... Lan Zheng, Economic Development Officer, CBRM

Background:

The Cape Breton Partnership (CBP) provides economic development support to the Cape Breton Regional Municipality under the Regional Enterprise Network (REN) model in partnership with the Province of Nova Scotia.

The Cape Breton Regional Municipality Regional Enterprise Network (CBRM REN) serves all of the communities of the CBRM from the CBP offices in Sydney.

The CBRM REN is part of a larger network of Regional Enterprise Networks across Nova Scotia.

The CBP maximizes the value of the CBRM REN's funding partners, leverages that investment to have a greater impact, and collaborates with other partners, funders, and projects that it is responsible for (like the Cape Breton Local Immigration Partnership) to deliver operational synergies across Unama'ki – Cape Breton and to benefit the CBRM.



2024/25 CBRM REN Board of Directors

- **Chair:** Ron Blinkhorn - Casino Nova Scotia
- Tracey Boutilier - Vibe Creative Group
- Shaowei Xu - SW East Trading & Consulting
- Howie Doiron - Lindsay Construction
- Darrell Gallant - Marine Atlantic
- Nicole Morrison - Mabel Systems
- Mary Jane Morrison - Cape Breton University

Other Invited CBRM REN Board Meeting Attendees:

- LOC Co-Chair Steve Gillespie
- LOC Co-Chair Jennifer Campbell

2024/25 CBRM REN Liaison Oversight Committee:

- **Co-Chair:** Steve Gillespie – CBRM Councillor
- Dave MacKeigan – CBRM Councillor
- **Co-Chair:** Jennifer Campbell – CBRM Chief Financial Officer
- Tyson Simms – CBRM Director of Planning and Development
- Evan Williams - Nova Scotia Department of Growth and Development
- Donald Ferguson - Nova Scotia Department of Labour, Skills & Immigration

Other Invited CBRM REN LOC Meeting Attendees:

- CBRM REN Board Chair, Ron Blinkhorn
- CBRM CAO Demetri Kachafanas

Additional information about the CBRM REN

Full information on the CBRM REN, including the CBRM Forward Strategic Plan, annual business plan, quarterly reports and more is located on the [CBRM REN webpage](#).

Reporting Period

Your CBRM REN team and the CBP are pleased to share highlights, milestones achieved, and metrics from **April 1 – June 30, 2025**.

Highlights and Events

- **Presentation to CBRM Council on US-Canada Tariff Situation: April 1** – The CBRM REN, using information from local industry organizations and experts, made a presentation to CBRM Council outlining the then-latest on the evolving tariff spat between the US and Canada, impacts and opportunities for local businesses, and the response from the Government of Nova Scotia.
- **Sydney Job Fair: April 8** – Hosted at the Port of Sydney, this job fair featured 28 employers and 176 job seekers.
- **Advantage 2025: April 10**– Hosted by the Cape Breton Regional Chamber of Commerce, this annual event celebrates the strength, creativity, and resilience of women in business. It offers a day of empowerment, networking, and inspiration, while highlighting the remarkable contributions of women who are driving change in their industries and communities.
- **Smart Energy Halifax: April 14-15** – This conference, attended by members of the CBRM REN team and the Green Energy Engagement Coordinator, highlighted opportunities in the emerging green energy and clean technology sectors for the CBRM.
- **Nova Scotia Association of Realtors Meet & Greet: April 25** – This event hosted in downtown Sydney offered an opportunity for the CBRM REN team to connect with Realtors, property developers, and folks involved in the local real estate sector.
- **Around the World in One Kitchen: April 26 & June 16** – These cultural cooking workshop events were hosted by the Cape Breton Welcome Network and the Cape Breton Connector Program at the Whale House Café in Sydney.
- **Nova Scotia Partners for Progress Conference: April 29-30** – The annual conference for Nova Scotia RENs was hosted in 2025 at Fox Harb’r Resort in Cumberland County. Sessions featured collaborative opportunities for EDOs from across the province to connect, discussions on the US tariff impact on Nova Scotia businesses, housing development opportunities, and highlighting emerging sectors in the province. The event was attended by both CBRM REN EDOs, the Green Energy Engagement Coordinator, the Creative Economy Development Officer, the President & CEO, and other Cape Breton Partnership staff. The CBRM REN is due to host the next edition of the conference here in the CBRM in Spring 2026.
- **Better Building for Unama’ki: The Promise of Social Enterprise: May 1** - The CBRM REN team joined a one-day workshop at New Dawn to exploring how social enterprise can help build vibrant, healthy communities in Unama’ki, Cape Breton Island.
- **Housing Matters Richmond County: May 14** – Members of the CBRM REN team, on behalf of the CBRM Housing Coordinator, attended this event in Louisdale which aimed to discuss housing challenges and solutions in Richmond County. There was great interest in the soon-to-be-announced Fast Tracked Housing Designs from the CBRM, with Richmond County and community organizations interested in making use of them.
- **Safety First Symposium: May 14** – This annual event, hosted at the Membertou Trade & Convention Centre, featured 223 attendees and vendors from the construction safety industry.
- **Mukk Nqa’Itultuk Community Connections Conference: May 22-23** – Hosted by Kwilmu’kw Maw-klusuaqn (KMK), the Mi’kmaq rights and benefits organization, this conference was the first of its kind in bringing EDOs from the Nova Scotia RENs together with Mi’kmaq economic development and employment organizations to

make connections and find opportunities to better work towards economic reconciliation. The Cape Breton Partnership was the only non-Indigenous economic development organization invited to participate in the event.

- **Sydney Ports Day: May 28** – This annual gathering at the Port of Sydney brought together key organizations from around Sydney Harbour to learn about opportunities for harbour development and regional marine-focused sectors. The event was attended by members of the CBRM REN team, the Green Energy Engagement Coordinator, and other Cape Breton Partnership staff. This year's Ports Day theme was a focus on offshore wind development and opportunities in the marine industry, and was attended by members of the CBRM REN team.
- **Downtowns Atlantic Canada Conference: May 28-30** – Hosted by Downtown Dartmouth, this conference brought together thought leaders and Business Improvement District staff from across Canada to highlight downtown development opportunities. Members of the CBRM REN team attended alongside representatives from the Sydney Downtown Development Association.
- **CBRM Fast-Track Housing Designs Launch Event: June 16** – The CBRM REN team supported a launch event for the CBRM's new Fast-Track Housing Designs, which seek to make building more homes in the CBRM easier. We helped promote the event on social media and invited a few interested developers along to the event.
- **Cape Breton Regional Chamber of Commerce "Business Over Breakfast" event with Mayor Cecil Clarke: June 25** – The CBRM REN team attended a Chamber of Commerce event with the Mayor as a guest speaker, discussing future initiatives to make the CBRM more business-friendly.
- **Fisheries & Aquaculture Loan Board Presentation: June 26** – The CBRM REN made a presentation to the Fisheries & Aquaculture Loan Board as part of their annual meeting in the CBRM, highlighting the supports that the CBRM REN can offer to businesses in the marine sector.

Select Project Updates

Economic Development Project Updates:

- **Women+ Microloan Program** - The CBRM REN staff supported two women entrepreneurs applied for this program and assisted one women entrepreneur in successfully securing funding from the Sydney Credit Union in Q1. This initiative offers vital financial support, empowering these women to expand their businesses and bolster the regional economy.
- **Northside Business Park Land Sales** - In Q1, the CBRM REN staff received two applications for available lots and supported one business in successfully completing the purchase of a lot. This contributes to strategic business development and investment growth in the region.
 - The CBRM REN team has been working with the CBRM's Planning Department to update the criteria for processing lot sales, to ensure the remaining lots are being purchased by individuals who seek to utilize them to generate maximum economic and employment impact for the park.
- **Sydney Harbour Economic Development Initiative** – Building upon a direction from CBRM Council, a preliminary framework has been established with leadership and collaboration from CBRM Staff, the Port of Sydney, CBU, NSCC, the Membertou and Eskasoni corporate divisions, and the Cape Breton Regional Chamber of Commerce. The goal is to better collaborate and promote the harbour's opportunities to a wider audience. Consultations with all parties are underway to finalize a scope and terms of reference.
- **Design Cube Project – Nova Scotia Community Economic Development Fund** – A funding agreement has been secured with the Nova Scotia Department of Growth and Development to deploy 5 "Design Cubes" - a portable design platform which includes a 3D printer, laser cutter, and other similar equipment, with virtual support from experts to guide users through prototyping and producing widgets. These cubes will be deployed to the public in community-accessible spaces across Cape Breton later in 2025, with 1 cube located at a location to-be-determined in the CBRM.
- **The Unama'ki – Cape Breton Business Insights Program (BIP)** was launched in April, and aims to gather insights into the challenges and opportunities faced by businesses across Cape Breton. The program involves conducting in-depth interviews with businesses and will culminate in an annual report of the interview findings. Each Economic Development Officer is committed to conducting at least one monthly interview with businesses, seeking to meet with a wide variety of businesses in the community. Currently, 9 BIP interviews have been completed in CBRM.
- **Second Community Solar Garden in Sydney** – The Government of Nova Scotia's Community Solar Program has approved a proposed 1.7 MW community solar project, which will power around 200 homes in the community. The announcement was made on May 5. The CBRM REN staff have been assisting the project developers to secure the development permit from the CBRM, and assisting this out-of-town developer make meaningful connections in the community. [Read more here.](#)
- **Succession Planning** – CBRM REN staff have been supporting private business owners who are planning to retire by providing succession planning assistance and helping to connect them with potential buyers.
- **Sydney Public Market: May 24** - CBRM REN staff supported the Multicultural Association of Cape Breton (MACB) in opening the new Sydney Public Market (SPM) in Downtown Sydney. CBRM REN staff have been connecting the MACB team to the CBRM's Planning Department and Building Inspectors to assist with their occupancy

permit, and sharing potential vendors with the market. SPM is a space to support both newcomers and locals by fostering connections and celebrating culture, creativity, and entrepreneurship.¹

Green Energy Sector:

- **2025 What We Heard Report** - Release of the What We Heard Report for the second series of Offshore Wind Community Information Sessions with Net Zero Atlantic. The report highlights the key themes that were identified in feedback obtained from communities, the top five being fisheries co-existence, marine species and habitat impacts, siting, technology, and supply chain.
 - The WWH Report is available [here](#).
- **Electricity Sector Climate Change Adaptation Implementation Team** - Ongoing participation in the Electricity Sector Climate Adaptation Strategy Implementation Team, including working on public engagement pieces related to adaptation activities connected to the electricity sector (general storm preparedness, hurricane preparedness, winter storm preparedness, spring flooding, and heatwaves) which can be circulated once released publicly.
- **Mukk Naq'itultuk: Community Connections Conference: May 22-23** - Attended and exhibited at Kwilmu'kw Maw-klusuaqn's (KMK) Community Connections Symposium in Truro. The event brought together First Nations' Economic Development Officers, Indigenous Employment Offices and Industry partners to connect, share ideas, and explore the opportunities in procurement, energy, mining, and tourism.
- **Marine Renewables Canada Supply Chain Session: May 28** - Co-hosted an event with Marine Renewables Canada and the Port of Sydney to bring information about the Atlantic Canada Wind Energy Supply Chain Assessment Report to CBRM. The event was hosted in conjunction with Sydney Ports Day, and provided participants with an opportunity to discuss the recommendations related to supply chain, workforce, policy, leadership and communication, and innovation in both onshore and offshore wind sectors.
- **Community of Practice with Department of Energy** - Connected to their project funding, the Green Energy Engagement Coordinator is part of a Community of Practice hosted by the Nova Scotia Department of Energy, for organizations who are undertaking engagement activities in the energy sector. The group is composed of Department representatives, the Cape Breton Partnership, Net Zero Atlantic, COVE, the Atlantica Centre for Energy, the Discovery Centre, and Skills Canada.
- **Indigenous Engagement Internship** - Recruitment and hiring process was undertaken for a 15-week internship to undertake Indigenous Engagement activities related to the energy transition. This culminated in hiring Kelly Paul, as our Indigenous Engagement Intern, who will work with the Green Energy Engagement on relationship development and a needs assessment for engagement activities with Mi'kmaw Communities in Unama'ki – Cape Breton.
- **OffshoreWind4Kids with COVE** - Planning and collaboration on co-hosting two sessions with COVE in Cape Breton. These will be held in July and provide families with an opportunity to build and launch model turbines to

¹ Note that CBRM REN staff are also contributing their own personal volunteer efforts to the Whale House project. The Cape Breton Partnership / CBRM REN is pleased to support its employees in their volunteer efforts, and CBRM REN staff work diligently to ensure clarity between their volunteer and paid position roles to both internal and external partners whenever necessary.

learn about renewable energy during beach demos. Events are July 19 at Point Michaud Provincial Park (Richmond) and July 20 at Dominion Beach (CBRM).

- **Canada – Scotland Collaboration: Coastal Futures Luncheon** - Discussion with Aros Na Mara, professors/researchers from Scotland and Dalhousie, the Bras d'Or Lake Biosphere Association, and community members in Victoria County to identify opportunities for research initiatives in the Bras d'Or Lake. This included research but also the idea of research tourism and other economic opportunities for coastal protection, coastal tourism, and blue carbon sequestration.

DOTCAN-WYTEC

- Official agreement signed by the Cape Breton Partnership to be the partner hub for the Women and Youth Technical Capacity for the Blue Economy (WYTEC) program.
- WYTEC focuses on trans-Atlantic innovative training co-designed, co-developed, and co-delivered by partner hubs. It's supported through GoC/DFO and endorsed by the UN Decade Action.
- The goal of the program is to identify and assemble a network of local stakeholders in Nova Scotia and West African partnering countries. The work would identify key topics in ocean technology and maritime safety/security that are of common interest in all participating countries and will prepare women and youth for sustainable livelihoods in the ocean economy space. Curricula is co-developed by subject matter experts and co-delivered at knowledge exchange hubs in Halifax, Unama'ki – Cape Breton (Sydney), Nigeria, and Sierra Leone.
- We are creating a database of Blue Economy organizations and businesses in Unama'ki – Cape Breton and will be sending out a survey online that focuses on workforce gaps.

Creative Economy Projects and Sector Initiatives:

- **Louisbourg Playhouse** – The CEDO is working alongside CBRM District 8 Councillor Steven MacNeil and Mayor Cecil Clarke's team, Cape Breton University's Todd Hiscock, and the Savoy Theatre in Glace Bay. The Cape Breton Partnership is providing consultation, support, and assistance to the beloved and artistically unique Louisbourg Playhouse. New board members are being brought on, with valuable experience in theatre programming, accounting, and marketing. The Savoy Theatre will be supporting the Playhouse by using their existing e-ticketing system for shows at the Louisbourg Playhouse. Councillor MacNeil has credited the work of the CEDO on this file thus far: "I'm having fantastic experiences with the Cape Breton Partnership. Bill has been most helpful regarding the Louisbourg Playhouse!"
- **"Doors Open" Museum & Cultural Centre Project** - Initiated by Will Roy at CBRM, this project aims to connect and promote local museums and cultural centres. The Cape Breton Partnership CEDO is working in conjunction with Heritage Cape Breton and member base of museum/heritage buildings, Destination Cape Breton, and the Beaton Institute.
- **The Death Coast TV Series Launch Party: April 15** - Working in conjunction with CBRM Mayor Cecil Clarke's team, Destination Cape Breton, and show producers Forte Entertainment, the Cape Breton Partnership co-hosted a sold-out premiere event at Centre 200 celebrating the exciting new TV series *The Death Coast*, filmed in Louisbourg/Sydney, and broadcast on History Channel USA and Crave TV Canada.
 - The event also celebrated the contributions to the community from series star Captain Jeff MacKinnon, with CBRM declaring "Jeff MacKinnon Day" in front of a cheering crowd. After the first episode was

screened for attendees, Louisbourg-based entrepreneurs and owners of the North Star, Colin and Justin, commented that their hotel was already receiving bookings from viewers of the show who wanted to come and experience Louisbourg. During the 2024-2025 filming season, the cast/crew of *The Death Coast* stayed at the Simon Hotel in Sydney, and every effort was made to utilize local resources in the production of the show. The Cape Breton Partnership provided an office suite for the series producers to download their daily shoots and also provided connections to local resources for the production.

- **Starmaker Academy TV Series Premiere: June 15-** The Cape Breton Partnership CEDO worked alongside the CBRM Mayor's Office and the Sydney Holiday Inn hosting an exciting, sold-out premiere event featuring the local cast/crew of the new Bell Fibe comedy series including local comedic legend Bette MacDonald, writer Ed MacDonald, and Executive Producers Top Sail Entertainment. Attendees at the event also included municipal councillors Steven MacNeil, Dave MacKeigan, and Deputy Mayor Eldon MacDonald.
- **Creative Nova Scotia Leadership Council Community Outreach Session: DATE -** The Cape Breton Partnership CEDO provided support and island-wide connections to the Creative Nova Scotia Leadership Council (CNSLC) and the Nova Scotia Department of Communities, Culture, Tourism and Heritage for a successful and well-attended "Community Outreach Session" to the arts/culture/creative sector across Cape Breton. The CEDO worked with the province on the itinerary, and helped the province to invite attendees from Membertou, Eskasoni, Potlotek, Wagmatcook, We'koqma'q, Richmond County, Port Hawkesbury, Inverness County, Victoria County, and CBRM. The event was hosted at the Eltuek Arts Centre in Sydney. Invitees expressed their enthusiasm for meeting with both the province and with creative sector individuals from different parts of the island.

People and Labour Force Attraction:

Cape Breton Local Immigration Partnership (CBLIP) Updates:

- The CBLIP Council held its quarterly meeting in Inverness on June 12, with a guest speaker from IRCC Outreach on Francophone immigration. Some key highlights from the CBLIP in Q1:
- One new working group formed in Q1 with a focus on Building Partnerships.
- The Immigrant Advisory Table (IAT) is made up of people born outside Canada with lived experience in the process of immigration. This group ensures that a newcomer perspective is always central to the work of the CBLIP. A new IAT Alumni group for outgoing members formed in Q1, and recruitment of new IAT members in rural Cape Breton is underway. The IAT currently has 12 members.
- Planning for the 2025 Immigrant Survey is underway. The survey will open in Fall 2025 and will gather insights from people born outside of Canada who now live on the Island. Learn more about the survey on our website: welcometocapebreton.ca/immigrant-survey

Connector Program Updates:

- The 2025-2026 fiscal year has seen some adjustments to the mandate of the Connector Program. While still aimed at newcomers, the program is also targeting skilled trades and high school students. The goal is to connect youth to opportunities in an area of labour shortages.
- In Q1, the Connector Program facilitated 25 matches, with an additional 30 in progress.

Community Engagement:

- The program was active in the community through events, workshops, and outreach. These efforts contributed to building a more welcoming and connected community for newcomers, students, and professionals in the region.
- Major presence at job fairs, roundtables, and community events, including:
 - Sydney Job Fair: April 8
 - NSCC Resource Fair: April 26
 - ISANS Skilled Trades Presentation: June 24
- Hosted community-focused events in the CBRM:
 - Around the World in One Kitchen: April 26 and June 13
 - Tennis and Togetherness: June 28
- Active collaboration with Cape Breton Language Centre, NPower, ISANS, and local trades groups and councils.
- High attendance at unique networking events such as “Try Tennis” and “Coffee & Connect” in Sydney.

Immigration Services Updates:

- The Cape Breton Partnership continues to support employers and newcomers through both *Immigration Advisory* and *Immigration Representation* services.
- The Partnership officially launched "Immigration Access +" during Q1. This program will offer our comprehensive representation services to Investors for a fee.
- Dani Mombourquette, our Immigration Engagement Coordinator, has successfully become a licensed RCIC. This adds a much-needed capacity to our small immigration team. Currently on provincial funding, we have received clearance for Dani to offer representation services on federal programming. Our services were signed to three new employers during Q1.

Immigration Metrics, at end of Q1:

- Completed 23 applications, with a total of 11 accompanying dependants. 9 applications are currently in progress.
- A total of 17 immigration advisory files were supported, with 43 quick supports in the CBRM.

Community Engagement:

- The team was also active in community and employer engagement, delivering sessions to raise awareness about provincial pathways to permanent residency:
- Targeted priority immigration in the construction sector at the Safety First Symposium on May 14
- Hosted a “Recent Trends in Immigration” session on June 18, in response to changing immigration policies and fear among employers and newcomers

- Hosted an AIP education session at CBU on June 18
- Presented to skilled trades in the CBRM on June 24

Cape Breton Welcome Network Updates:

- The Buddy Program was initially launched internally and is now in the process of being launched more broadly to grow the program. While there are volunteers that have expressed interest that live outside of the CBRM, all newcomers that have expressed interest thus far reside within the CBRM.

Community Engagement

- The Welcome Network continued to collaborate with the Connector Program to host Coffee & Connect sessions, prioritizing local venues and businesses to enhance community ties. These initiatives reinforced the importance of informal, welcoming spaces for newcomers to engage with their communities.
- The Welcome Network Coordinator continues to meet virtually bi-monthly with other Welcome Networks and similar programs across the Island.

Labour Market Supports

- The Cape Breton Partnership began distributing a summary of news and policy updates. This grew from sharing highlights with a few colleagues to all staff and numerous partners. This resulted in the creation of "On Our Radar," a brief publication sharing updates and trends in immigration and labour. This is only distributed through email at this time.

Cape Breton Job Board

- In Q1, 22 new organization accounts were created, bringing the total to 498. 112 job-seekers created accounts, and 37 applications were submitted directly through the Cape Breton Job Board.
- There were 105 new job posts in the CBRM.
- Currently, 292 organizations in CBRM are registered and active on the Cape Breton Job Board.

Job Fairs & People Attraction Missions

- A total of 6 job fairs in the CBRM were attended by our team.
 - We set up booths at a variety of events to target various audiences and ensure our services are promoted to those who need them.

Upcoming Events in Q2 of 2025-26:

- Unlock the Power of AI for Entrepreneurs and Small Business Owners: **July 14**
- OffshoreWind4Kids Beach Demo Day with COVE - Dominion Beach: **July 20**
- Cape Breton Partnership Partners Day – Glenora Inn & Distillery: **July 29**
- **MORE EVENTS** - To be kept informed of all upcoming events as they unfold, follow the Cape Breton Partnership's social channels or [subscribe to the Pulse Newsletter](#).

Metrics Overview:

(Full Metrics are available in Addendum 1: CBRM REN Metrics (April 1 – June 30, 2025))

Your Economic Development Officers, and CBRM REN team members, continue to provide business support and advisory services to entrepreneurs, business clients, and individuals throughout the CBRM. These projects are reflected in the Addendum below.

Additional Information:



CBRM REN Website: Additional information on the CBRM REN, including the CBRM Forward Strategic Plan, annual business plan, quarterly reports and more is located on the [CBRM REN webpage](#).



Welcome to Cape Breton Website: Additional Information on Living, Working, Investing, Studying and Moving to the CBRM - including community profiles and economic data - can be found on the [Welcome to Cape Breton website](#).

- **News and Updates** – Elevate Magazine, and articles from Pulse Newsletter, new podcasts, news releases and more can be found on the [Partnership News section of our website](#).



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Signatures:

Respectfully submitted by:

Tyler Cole
Economic Development Officer - CBRM
CBRM REN, Cape Breton Partnership

Lan Zheng (Aug 5, 2025 10:47:23 AOT)

Lan Zheng
Economic Development Officer - CBRM
CBRM REN, Cape Breton Partnership

Tyler Mattheis
President and CEO
CBRM REN, Cape Breton Partnership

Addendum(s):

- **CBRM REN Metrics (April 1 – June 30, 2025)**

---end report---

Addendum I - CBRM REN Metrics: April 1 – June 30, 2025

	Q1 Metrics Q1 April 1st - June 30th, 2025		YTD Since April 1
Activities	In Progress	Completed	Total Completed
Business Support, Sustainability, & Growth	Total: 54	Total: 24	Total: 24
Business Retention & Expansion (BRE) Surveys Completed		9	9
Continuous Improvement & Business Advisory Services	8	8	8
Business Quick Support		4	4
Succession Planning & Support	1	0	0
New Businesses Supported in Navigating Resources	45	1	1
Microloan Participants	0	2	2
Other Business Support Services	0	0	0

Major Projects & Strategic Sector Support	Total: 19	Total: 4	Total: 4
Sector Development Projects	19	1	1
Major Economic Development Projects	0	3	3

Addressing Talent Needs (Labour & Population)	Total: 45	Total: 191	Total: 191
Projects Assessing Local Labour Market	0	0	0
Cape Breton Job Board Advertisements		105	105
Immigration Advisory Services	33	29	29
Immigration Applications Submitted	12	14	14
Business Immigration Quick Support		43	43

Newcomer & Talent Retention Programs	Total: 30	Total: 186	Total: 186
Connector Program Matches	30	25	25
Newcomers Welcomed Through the Welcome Network	0	51	51
Local Immigration Partnership Members		71	71
Events Aimed at Talent Attraction & Retention		39	39
Other Activities Addressing Talent Needs	0	0	0

Note on Addendum 1: The data provided is sourced from our Insightly CRM software and, at times, CBRM REN metrics may not be complete due to data availability from all programs and projects at the time of report preparation. Year-to-date data will be adjusted accordingly in subsequent quarterly reports to ensure accuracy.












FY25-26 CBRM REN Q1 Report - FINAL

Final Audit Report

2025-08-05

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Summary

Statement of Expenditures

June 30, 2025

Expenditures	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	445,336	469,436	24,100	1,700,066	1,254,730
Administration	90,655	102,285	11,629	481,627	390,972
Finance	608,328	741,933	133,605	3,871,331	3,263,003
Legal	2,302,828	2,666,106	363,278	3,309,483	1,006,655
Human Resources	380,351	471,302	90,951	1,867,656	1,487,305
Technology & Communications	704,398	763,666	59,268	2,667,644	1,963,246
Municipal Clerk	164,704	163,682	(1,022)	665,585	500,881
Fiscal Services	8,934,673	8,934,085	(588)	41,982,024	18,513,332
Police Services	9,061,861	9,071,317	9,456	36,114,294	26,891,633
Fire Services (Incl EMO)	3,796,157	3,840,005	43,849	14,255,649	10,459,492
Engineering & Public Works	15,113,321	14,961,611	(151,710)	61,084,243	45,970,922
Planning	1,244,543	1,341,415	96,871	4,495,883	3,251,340
Facilities C200 & Arenas	1,145,211	1,183,525	38,313	4,753,430	3,608,219
Parks & Grounds	807,955	905,587	97,631	3,610,306	2,802,351
Buildings	1,009,151	1,035,570	26,419	3,937,806	3,020,233
Recreation	807,754	800,012	(7,742)	3,053,686	2,245,932
Total expended to date	\$ 46,617,227	\$ 47,451,535	\$ 834,308	\$ 187,850,713	\$ 126,630,245

Departmental

Reviewed

Summary

Statement of Revenue

June 30, 2025

Revenue	Year To Date Assigned	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	33,468,629	33,287,058	181,571	133,148,233	99,679,604
Total Federal Government	912,500	912,500	-	3,650,000	2,737,500
Total Federal Government Agencies	215,249	215,249	-	860,996	645,747
Total Provincial Government	515,750	515,750	-	2,063,000	1,547,250
Total Provincial Government Agencies	1,035,851	1,065,281	(29,430)	4,261,126	3,225,275
Total Services to Other Local Government	233,569	233,569	-	934,275	700,706
Total Transit	391,580	503,500	(111,920)	3,614,000	3,222,420
Total Environmental Development Services	128,988	75,125	53,863	300,500	171,512
Total Licenses & Permits	18,140	12,125	6,015	48,500	30,360
Total Fines & Fees	305,147	300,000	5,147	1,200,000	704,055
Total Rentals	126,444	129,944	(3,500)	519,777	393,333
Total Concessions & Franchises	184,685	192,901	(8,216)	945,000	198,911
Total Interest	345,552	378,750	(33,198)	1,515,000	1,169,448
Total Finance Revenue	12,189	8,750	3,439	35,000	22,811
Total Solid Waste Revenue	712,244	750,000	(37,756)	4,125,000	3,412,756
Total Recreation & Cultural Service Programs	206,251	192,050	14,201	1,694,500	2,248,564
Total Water Utility Charges	3,168,742	3,168,742	-	12,674,968	9,506,226
Total Unconditional Transfers	3,958,960	3,958,960	-	15,835,838	11,876,879
Total Conditional Transfers	52,422	52,422	-	425,000	372,578
Total Extraordinary Revenue	-	-	-	-	-
Year To Date Assigned	\$ 45,992,891	\$ 45,952,675	\$ 40,216	\$ 187,850,713	\$ 141,865,934

Departmental

Reviewed

Legislative

Statement of Expenditures

June 30, 2025

Legislative	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	280,250	288,007	7,757	1,152,026	871,776
6010 BENEFITS	43,862	57,661	13,799	230,843	186,781
6030 TRAVEL/CONFERENCES	26,227	26,227	-	90,000	63,773
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	61,313	61,313	-	97,263	35,950
6050 OFFICE SUPPLIES	3,223	3,252	29	12,400	9,177
6060 OFFICE EQUIPMENT	1,318	1,375	57	5,500	4,182
6080 ADVERTISING	2,074	3,625	1,551	14,500	12,426
6100 COURIER	-	62	62	250	250
6110 TELEPHONE/FAX	7,531	8,359	827	33,434	25,903
6120 PUBL./SUBSCRIPTIONS	620	638	17	2,550	1,930
6130 COMPUTER HARDWARE	-	-	-	8,000	8,000
6150 MEETING EXPENSESS	6,955	6,955	-	27,500	20,545
6170 PROMOTION	11,963	11,963	-	26,000	14,037
Total expended to date	\$ 445,336	\$ 469,436	\$ 24,100	\$ 1,700,066	\$ 1,254,730

Departmental

Finance

CAO		Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000	WAGES/SALARIES	74,561	77,447	2,887	309,789	235,228
6010	BENEFITS	11,629	14,859	3,231	59,438	47,809
6020	TRAINING/EDUCATION	-	825	825	3,300	3,300
6030	TRAVEL/CONFERENCES	983	4,500	3,517	18,000	17,017
6040	PROFESSIONAL MEMBERSHIP/DUES & FEES	1,328	1,328	-	1,800	472
6050	OFFICE SUPPLIES	279	700	421	2,800	2,521
6110	TELEPHONE/FAX	400	625	225	2,500	2,100
6150	MEETING EXPENSES	475	1,000	525	4,000	3,525
6170	PROMOTION	1,000	1,000	-	5,000	4,000
8100	PROFESSIONAL SERVICES	-	-	-	75,000	75,000
Total expended to date		\$ 90,655	\$ 102,285	\$ 11,630	\$ 481,627	\$ 390,972

Departmental

Finance

Finance

Statement of Expenditures

June 30, 2025

	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
Finance					
6000 WAGES/SALARIES	484,318	589,200	104,882	2,356,799	1,872,481
6010 BENEFITS	111,059	132,616	21,557	530,465	419,406
6020 TRAINING/EDUCATION	349	2,125	1,776	8,500	8,151
6030 TRAVEL/CONFERENCES	2,780	4,625	1,845	18,500	15,720
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	706	1,138	431	4,550	3,844
6050 OFFICE SUPPLIES	2,449	2,975	526	11,900	9,451
6060 OFFICE EQUIPMENT	1,824	3,250	1,426	13,000	11,176
6080 ADVERTISING	7,459	9,585	2,126	38,340	30,881
6090 POSTAGE	76,822	76,822	-	214,000	137,178
6100 COURIER	6,643	5,162	(1,481)	20,850	14,007
6110 TELEPHONE/FAX	3,857	4,375	518	17,500	13,643
6130 COMPUTER HARDWARE	4,665	4,665	-	15,000	10,335
6140 COMPUTER SOFTWARE	-	-	-	71,175	71,175
6180 COST RECOVERY	(123,989)	(123,989)	-	(360,000)	(236,011)
8010 OPERATIONAL MATERIALS/SUPPLIES	1,784	1,784	-	5,000	3,216
8100 PROFESSIONAL SERVICES	1,916	1,916	-	82,000	80,084
8110 CONTRACTS/AGREEMENTS	21,310	21,310	-	69,200	47,890
8120 LEASES	4,374	4,374	-	14,752	10,378
8180 TAX EXEMPT/WRITE OFF	-	-	-	740,000	740,000
Total expended to date	\$ 608,328	\$ 741,933	\$ 133,606	\$ 3,871,331	\$ 3,253,003

Departmental

Finance

Legal

Statement of Expenditures

June 30, 2025

Legal	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	137,292	138,550	1,258	554,200	416,908
6010 BENEFITS	28,722	32,946	4,224	131,783	103,061
6020 TRAINING/EDUCATION	-	1,625	1,625	6,500	6,500
6030 TRAVEL/CONFERENCES	-	1,125	1,125	4,500	4,500
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	6,230	6,230	-	18,000	11,770
6050 OFFICE SUPPLIES	738	875	137	3,500	2,762
6060 OFFICE EQUIPMENT	1,025	1,025	-	2,200	1,175
6070 PHOTOCOPYING SUPPLIES	423	875	452	3,500	3,077
6080 ADVERTISING	393	1,000	607	4,000	3,607
6100 COURIER	230	230	-	800	570
6110 TELEPHONE/FAX	803	1,000	197	4,000	3,197
6120 PUBLICATIONS/SUBSCRIPTIONS	2,470	5,500	3,030	22,000	19,530
6130 COMPUTER HARDWARE	-	-	-	4,000	4,000
6150 MEETING EXPENSES	-	125	125	500	500
6160 LIABILITY INSURANCE	2,099,911	2,450,000	350,089	2,450,000	350,089
8100 PROFESSIONAL SERVICES	24,591	25,000	409	100,000	75,409
Total expended to date	\$ 2,302,828	\$ 2,666,106	\$ 363,279	\$ 3,309,483	\$ 1,006,555

Departmental

Finance

Human Resources

Statement of Expenditures

June 30, 2025

Human Resources		Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000	WAGES/SALARIES	253,863	323,982	70,118	1,295,927	1,042,064
6010	BENEFITS	66,775	78,720	11,945	314,879	248,104
6020	TRAINING/EDUCATION	1,102	2,462	1,360	9,850	8,748
6030	TRAVEL/CONFERENCES	3,870	4,375	505	17,500	13,630
6040	PROFESSIONAL MEMBERSHIP/DUES & FEES	654	654	-	3,500	2,846
6050	OFFICE SUPPLIES	8,693	3,750	(4,943)	15,000	6,307
6060	OFFICE EQUIPMENT	83	625	542	2,500	2,417
6080	ADVERTISING	1,055	1,055	-	3,000	1,945
6110	TELEPHONE/FAX	1,987	2,500	513	10,000	8,013
6120	PUBLICATIONS/SUBSCRIPTIONS	-	750	750	3,000	3,000
6130	COMPUTER HARDWARE	1,734	1,734	-	6,000	4,266
6150	MEETING EXPENSES	5,695	5,695	-	6,500	805
8100	PROFESSIONAL SERVICES	33,223	42,500	9,277	170,000	136,777
8110	CONTRACTS/AGREEMENTS	1,616	2,500	884	10,000	8,384
Total expended to date		\$ 380,351	\$ 471,302	\$ 90,950	\$ 1,867,656	\$ 1,487,305

Departmental

Finance

**Technology Including
911 Comm Centre**

Statement of Expenditures

June 30, 2025

Technology/Communications	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	260,783	314,656	53,872	1,258,623	997,840
6010 BENEFITS	65,357	72,275	6,919	289,102	223,745
6011 MISCELLANEOUS BENEFITS	(27,241)	(27,290)	(48)	(109,158)	(81,917)
6020 TRAINING/EDUCATION	-	5,625	5,625	22,500	22,500
6030 TRAVEL/CONFERENCES	1,853	1,853	-	6,500	4,647
6040 PROFESSIONAL MEMBERSHIP/DUES	-	250	250	1,000	1,000
6050 OFFICE SUPPLIES	1,438	1,533	95	2,850	1,412
6060 OFFICE EQUIPMENT	268	1,000	732	4,000	3,732
6080 ADVERTISING	729	750	21	3,000	2,271
6110 TELEPHONE/FAX	7,955	12,500	4,545	50,000	42,045
6130 COMPUTER HARDWARE	-	-	-	180,000	180,000
6140 COMPUTER SOFTWARE	325,547	327,449	1,902	475,000	149,453
6150 MEETING EXPENSES	297	297	-	1,000	703
7070 BLDG/FACILITY RENTAL	7,093	5,500	(1,593)	22,000	14,907
8040 COMM EQUIPMENT LINES	623	625	2	2,500	1,877
8100 PROFESSIONAL SERVICES	3,093	3,093	-	60,000	56,907
8110 CONTRACTS/AGREEMENTS	56,603	43,550	(13,053)	174,200	117,597
8120 LEASES SAP	-	-	-	116,184	116,184
8130 LICENSES/PERMITS	-	-	-	108,343	108,343
Total expended to date	\$ 704,398	\$ 763,666	\$ 59,268	\$ 2,667,644	\$ 1,963,246

Departmental

Finance

Municipal Clerk

Statement of Expenditures

June 30, 2025

Municipal Clerk	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	85,418	87,415	1,997	349,660	264,242
6010 BENEFITS	21,759	19,481	(2,277)	77,925	56,166
6020 TRAINING/EDUCATION	521	1,375	854	5,500	4,979
6030 TRAVEL/CONFERENCES	19	1,250	1,231	5,000	4,981
6040 PROFESSIONAL MEMBERSHIP/DUES	1,273	1,273	-	1,400	127
6050 OFFICE SUPPLIES	296	750	454	3,000	2,704
6060 OFFICE EQUIPMENT	207	500	293	2,000	1,793
6070 PHOTOCOPYING SUPPLIES	11,111	6,640	(4,471)	23,500	12,389
6080 ADVERTISING	-	375	375	1,500	1,500
6100 COURIER	93	50	(43)	100	7
6110 TELEPHONE/FAX	485	1,050	565	4,200	3,715
6120 PUBLICATIONS/SUBSCRIPTIONS	1,345	1,345	-	1,800	455
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	37,909	37,909	-	42,500	4,591
6150 MEETING EXPENSES	4,269	4,269	-	14,500	10,231
8110 CONTRACTS/AGREEMENTS	-	-	-	130,000	130,000
Total expended to date	\$ 164,704	\$ 163,682	\$ (1,022)	\$ 665,585	\$ 500,881

Departmental

Finance

Fiscal Services

Statement of Expenditures

June 30, 2025

Fiscal Services					
	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
8195 WATER SUPPLY & HYDRANTS	1,769,098	1,769,096	(2)	7,076,384	5,307,286
9010 INTEREST ON SHORT TERM BORROWING	-	-	-	400,000	400,000
9020 INTEREST ON LONG TERM DEBT	830,974	830,974	-	1,794,276	963,302
9050 PRINCIPLE ON LONG TERM DEBT	880,814	880,814	-	8,395,561	7,514,747
9052 DEBT/CAPITAL BOND DISC	-	-	-	63,000	63,000
9090 BANK CHARGES	22,978	21,250	(1,728)	85,000	62,022
9200 ALLOWANCE FOR UNCOLLECTABLE TAXES	-	-	-	600,000	600,000
9420 APPROPRIATION TO CAPITAL FUND	-	-	-	1,840,000	1,840,000
9430 APPROPRIATION TO B.I.D.C.s	58,938	57,251	(1,687)	229,004	170,066
9620 REGIONAL LIBRARY	175,950	175,950	-	703,800	527,850
9630 CAPE BRETON/VICTORIA SCHOOL BOARD	4,844,673	4,844,673	-	19,378,692	-
9640 PROPERTY ASSESSMENT COSTS	351,249	354,077	2,828	1,416,307	1,065,058
Total expended to date	\$ 8,934,673	\$ 8,934,085	\$ (588)	\$ 41,982,024	\$ 18,513,332

Departmental

Finance

Police Services

Statement Expenditures

June 30, 2025

Police Services		Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 WAGES & BENEFITS NET OF COST RECOVERY		7,848,455	7,867,787	19,332	31,471,149	23,622,694
6020 TRAINING/EDUCATION		113,336	113,336	-	192,500	79,164
6030 TRAVEL/CONFERENCES		17,219	17,219	-	63,000	45,781
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES		3,483	3,483	-	5,000	1,517
6050 OFFICE SUPPLIES		7,732	12,188	4,455	48,750	41,018
6060 OFFICE EQUIPMENT		12,927	19,750	6,823	79,000	66,073
6070 PHOTOCOPYING SUPPLIES		-	2,500	2,500	10,000	10,000
6080 ADVERTISING		311	1,500	1,189	6,000	5,889
6100 COURIER		3,631	3,631	-	13,000	9,369
6110 TELEPHONE/FAX		72,326	73,750	1,424	295,000	222,674
6120 PUBLICATIONS/SUBSCRIPTIONS		262	1,500	1,238	6,000	5,738
6130 COMPUTER HARDWARE		98,112	98,112	-	270,000	171,888
6140 COMPUTER SOFTWARE		53,941	53,941	-	710,000	656,059
6150 MEETING EXPENSES		6,712	6,712	-	11,000	4,288
6170 PROMOTION		3,028	3,028	-	10,000	6,972
7000 HEAT		4,177	8,000	3,823	32,000	27,623
7010 ELECTRICAL		30,862	31,000	138	124,000	93,138
7020 WATER		1,701	2,131	431	8,525	6,824
7030 BUILDING/FACILITY MAINTENANCE		16,447	23,250	6,803	93,000	75,553
7040 BUILDING FACILITY REPAIR		24	3,750	3,726	15,000	14,976
7060 BUILDING/FACILITY RENOVATION		8,082	8,082	-	15,000	6,918
7070 BUILDING/FACILITY RENTAL		30,456	25,250	(5,206)	101,000	70,544
7110 SECURITY		234	500	266	2,000	1,766
7500 VEHICLE/EQUIPMENT MAINTENANCE		6,291	7,500	1,209	30,000	23,709
7505 GASOLINE & DIESEL		114,854	125,000	10,146	500,000	385,146
7510 VEHICLE/EQUIPMENT REPAIRS		124,790	81,250	(43,540)	325,000	200,210
7530 VEHICLE/EQUIPMENT REPLACEMENT		125,992	125,992	-	580,000	454,008
7540 VEHICLE/EQUIPMENT RENTAL		-	500	500	2,000	2,000
7550 VEHICLE/EQUIPMENT TOWING		-	1,000	1,000	4,000	4,000
8000 OPERATIONAL EQUIPMENT		106,161	108,800	839	150,000	43,539
8010 OPERATIONAL MATERIALS/SUPPLIES		109,350	109,500	150	150,000	40,650
8020 MAINTENANCE EQUIPMENT		2,736	2,736	-	6,070	3,334
8040 COMMUNICATION EQUIPMENT LINES		394	125	(269)	500	106
8090 UNIFORMS/CLOTHING		31,037	43,750	12,713	175,000	143,963
8100 PROFESSIONAL SERVICES		66,644	37,500	(29,144)	150,000	83,356
8110 CONTRACTS/AGREEMENTS		15,392	23,750	8,358	95,000	79,608
8120 LEASES		-	-	-	157,800	157,800
8125 MAJOR INVESTIGATIONS		24,763	24,763	-	180,000	155,238
8130 LICENSES/PERMITS		-	750	750	3,000	3,000
8150 GRANTS/SUBSIDIES TO ORGANIZATIONS		-	-	-	25,000	25,000
Total expended to date		\$ 9,061,861	\$ 9,071,317	\$ 9,455	\$ 36,114,294	\$ 26,891,633

Departmental

Finance

Police Services

Statement of Revenue

June 30, 2025

Police Services Revenue	Year to date Assigned	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	34,885	50,000	(15,115)	200,000	165,115
5151 FINES	98,560	75,000	23,560	300,000	201,440
Total Revenue to date	\$ 133,445	\$ 125,000	\$ 8,445	\$ 500,000	\$ 366,555

Departmental

Finance

Fire Services

Statement of Expenditures

June 30, 2025

Fire Services Including EMO					
	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,812,242	1,813,000	758	7,251,998	5,439,756
6010 BENEFITS	477,866	449,760	(28,106)	1,799,040	1,321,174
6011 MISCELLANEOUS BENEFITS	810	11,406	10,596	45,626	44,816
6020 TRAINING/EDUCATION	14,241	14,241	-	237,200	222,959
6030 TRAVEL/CONFERENCES	23,574	23,574	-	60,000	36,426
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	-	2,825	2,825	11,300	11,300
6050 OFFICE SUPPLIES	1,409	2,750	1,341	11,000	9,591
6060 OFFICE EQUIPMENT	841	2,375	1,534	9,500	8,659
6080 ADVERTISING	-	375	375	1,500	1,500
6110 TELEPHONE/FAX	10,998	10,998	-	41,348	30,350
6120 PUBLICATIONS/SUBSCRIPTIONS	-	150	150	600	600
6130 COMPUTER HARDWARE	-	-	-	11,500	11,500
6140 COMPUTER SOFTWARE	30,159	30,159	-	35,500	5,341
6150 MEETING EXPENSES	1,178	1,178	-	4,500	3,322
6170 PROMOTION	3,787	6,825	3,038	27,300	23,513
7000 HEAT	19,277	24,500	5,223	98,000	78,723
7010 ELECTRICAL	16,815	25,193	8,378	100,773	83,958
7020 WATER	9,762	10,000	238	40,000	30,238
7030 BUILDING/FACILITY MAINTENANCE	10,296	17,450	7,154	69,800	59,504
7040 BUILDING/FACILITY REPAIR	40	7,513	7,473	30,053	30,013
7060 BUILDING/FACILITY RENOVATION	87	1,250	1,163	5,000	4,913
7500 VEHICLE/EQUIPMENT MAINTENANCE	122,084	112,500	(9,584)	450,000	327,916
7505 GASOLINE & DIESEL	14,430	22,916	8,487	91,865	77,235
7530 VEHICLE/EQUIPMENT REPLACEMENT	-	-	-	50,500	50,500
7560 VEHICLE/EQUIPMENT GENERAL SUPPLIES	6,741	6,741	-	20,000	13,259
8000 OPERATIONAL EQUIPMENT	151,546	154,890	3,344	519,560	468,014
8010 OPERATIONAL MATERIALS/SUPPLIES	24,173	24,173	-	52,000	27,827
8020 MAINTENANCE EQUIPMENT	-	-	-	50,000	50,000
8040 COMMUNICATION EQUIPMENT LINES	-	1,088	1,088	4,350	4,350
8090 UNIFORMS/CLOTHING	26,979	26,979	-	70,125	43,146
8100 PROFESSIONAL SERVICES	500	3,125	2,625	12,500	12,000
8110 CONTRACTS/AGREEMENTS	19,746	31,063	11,316	124,250	104,504
8120 LEASES	14,382	14,382	-	298,047	283,665
8130 LICENSES/PERMITS	24	4,456	4,432	17,825	17,801
8150 GRANTS/SUBSIDIES TO ORGANIZATIONS	982,170	982,170	-	2,503,289	1,521,118
Total expended to date	\$ 3,796,157	\$ 3,840,005	\$ 43,848	\$ 14,255,649	\$ 10,459,492

Departmental

Finance

**Municipal Services
Agreement**

Statement of Revenue

June 30, 2025

Fire Services Revenue	Year to date Assigned	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	101,938	101,938	-	407,750	305,813
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	131,631	131,631	-	526,525	394,894
Total Revenue to date	\$ 233,569	\$ 233,569	\$ -	\$ 934,275	\$ 700,706

Departmental

Finance

Engineering and Public Works Actuals to June 30, 2025

REVENUE	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	391,580	503,500	(111,920)	3,614,000	(3,222,420)	0.11
SOLIDWASTE TIP FEES	712,244	750,000	(37,756)	3,000,000	(2,287,756)	0.24
SOLIDWASTE COST RECOVERIES		-	-	1,125,000	(1,125,000)	0.00
WATER UTILITY ADMIN FEE	3,168,742	3,168,742	0	12,674,968	(9,506,226)	0.25
TOTAL PW REVENUES	4,272,566	4,422,242	(149,676)	20,413,968	(16,141,402)	0.21
EXPENDITURES						
ADMINISTRATION	935,770	990,349	54,579	4,915,520	3,979,750	0.19
ENGINEERING	189,481	240,810	51,329	1,095,208	905,727	0.17
CENTRAL DIVISION	2,304,947	2,172,081	(132,866)	9,333,068	7,028,121	0.25
EAST DIVISION	1,883,110	1,826,242	(56,868)	8,192,278	6,309,168	0.23
NORTH DIVISION	759,774	775,960	16,186	3,820,216	3,060,442	0.20
SOLID WASTE	5,556,455	5,101,261	(455,194)	17,309,927	11,753,472	0.32
MECHANICAL FLEET	1,260,344	1,373,408	113,064	6,239,651	4,979,307	0.20
TRANSIT	2,223,440	2,481,501	258,061	10,178,375	7,954,935	0.22
TOTAL PW EXPENDITURES	15,113,321	14,961,611	(151,710)	61,084,243	45,970,922	0.25

Signature:

Chief Engineer of Engineering & Public Works

Chief Financial Officer

Director of Engineering & Public Works

Planning

Statement of Expenditures

June 30, 2025

Planning Department		Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES		441,482	500,236	58,754	2,000,946	1,559,464
6010 BENEFITS		120,660	125,740	5,081	502,961	382,301
6011 MISCELLANEOUS BENEFITS		(24,318)	(27,961)	(3,643)	(111,844)	(87,526)
6020 TRAINING/EDUCATION		1,702	5,125	3,423	20,500	18,798
6030 TRAVEL/CONFERENCES		17,596	17,596	-	44,500	26,904
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES		1,361	2,513	1,151	10,050	8,689
6050 OFFICE SUPPLIES		1,802	4,250	2,448	17,000	15,198
6060 OFFICE EQUIPMENT		2,363	6,175	3,812	24,700	22,337
6080 ADVERTISING		722	5,675	4,953	22,700	21,978
6110 TELEPHONE/FAX		3,906	4,750	844	19,000	15,094
6120 PUBL./SUBSCRIPTIONS		-	100	100	400	400
6130 COMPUTER HARDWARE		2,368	2,368	-	67,000	64,632
6140 COMPUTER SOFTWARE		-	-	-	15,500	15,500
6150 MEETING EXPENSES		22	1,050	1,028	7,200	7,178
6170 PROMOTION		561	8,500	7,939	30,000	29,439
7130 DEMOLITIONS		-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT		1,814	8,500	6,686	34,000	32,186
8010 OPERATIONAL MATERIALS/SUPPLIES		9	1,625	1,616	6,500	6,491
8090 UNIFORMS / CLOTHING		70	2,750	2,680	11,000	10,930
8100 PROFESSIONAL SERVICES		34,758	34,757	-	43,750	8,992
8110 CONTRACTS/AGREEMENTS		115,000	115,000	-	920,000	805,000
8130 LICENSES/PERMITS		78,952	78,952	-	106,020	27,068
8135 REGULATORY FEES		36,212	36,212	-	44,000	7,788
8150 GRANTS /SUBS TO ORG		407,501	407,501	-	540,000	132,499
Total expended to date		\$ 1,244,543	\$ 1,341,415	\$ 96,871	\$ 4,495,883	\$ 3,251,340

Departmental

Finance

	Year to date Assigned	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 7,425	\$ 3,625	\$ 3,800	\$ 14,500	\$ 7,075
5113 Animal Licenses	810	2,000	(1,190)	8,000	7,190
5114 Taxi Licenses	9,905	6,250	3,655	25,000	15,095
5115 Vending Machine Licenses	-	250	(250)	1,000	1,000
5301 Parking Meter Revenue	59,202	62,500	(3,298)	250,000	190,798
Total Bylaw Revenue	\$ 77,342	\$ 74,625	\$ 2,717	\$ 298,500	\$ 221,158
Development / Planning Revenue					
5496 Mapping Sales	\$ -	\$ 125	\$ (125)	\$ 500	\$ 500
5495 Other Sales	4,980	1,250	3,730	5,000	20
5497 Lun Amendment Fees	1,250	1,250	(0)	5,000	3,750
5101 Building Permits	111,658	62,500	49,158	250,000	138,342
5102 Subdivision Fees	11,100	10,000	1,100	40,000	28,900
Total Develop / Planning Rev	\$ 128,988	\$ 75,125	\$ 53,863	\$ 300,500	\$ 171,512
Total Bylaw / Dev / Planning Revenue	\$ 206,330	\$ 149,750	\$ 56,580	\$ 599,000	\$ 392,670

Departmental

Finance

Facilities (C200 / Arenas)

Statement of Expenditures

June 30, 2025

	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	457,145	486,119	28,974	1,944,476	1,487,331
6010 BENEFITS	98,440	108,676	10,236	434,704	336,264
6020 TRAINING	-	1,750	1,750	7,000	7,000
6030 TRAVEL/CONFERENCES	2,054	2,250	196	9,000	6,946
6040 PROFESSIONAL MEMBERSHIP/	66	1,250	1,184	5,000	4,934
6050 OFFICE SUPPLIES	854	1,375	521	5,500	4,646
6060 OFFICE EQUIPMENT	-	500	500	2,000	2,000
6080 ADVERTISING	-	1,250	1,250	5,000	5,000
6110 TELEPHONE/FAX	8,134	8,134	-	32,250	24,116
6130 COMPUTER HARDWARE	-	1,250	1,250	5,000	5,000
6140 COMPUTER SOFTWARE	7,159	625	(6,534)	2,500	(4,659)
6150 MEETING EXPENSES	892	892	-	3,000	2,108
7000 HEAT	23,700	26,250	2,550	105,000	81,300
7010 ELECTRICAL	153,753	153,753	-	895,000	741,247
7020 WATER	29,226	29,226	-	74,500	45,274
7030 BLDG/FACILITY MAINT	51,649	51,649	-	125,000	73,351
7040 BLDG/FACILITY REPAIR	33,981	33,981	-	85,000	51,019
7080 PLANT MAINTENANCE	37,502	37,502	-	95,000	57,498
7110 SECURITY	37,048	35,250	(1,798)	141,000	103,952
7510 VEH/EQUIP REPAIRS	1,052	5,625	4,573	22,500	21,448
8000 OPERATIONAL EQUIPMENT	22,516	4,500	(18,016)	18,000	(4,516)
8010 OPERATIONAL MATERIALS/SUF	43,274	43,274	-	170,000	126,726
8050 COST OF SALES	114,444	114,444	-	431,000	316,556
8090 UNIFORMS/CLOTHING	745	4,625	3,880	18,500	17,755
8100 PROFESSIONAL SERVICE	10,559	625	(9,934)	2,500	(8,059)
8110 CONTRACTS/AGREEMENTS	11,018	28,750	17,732	115,000	103,982
Total expended to date	\$ 1,145,211	\$ 1,183,525	\$ 38,314	\$ 4,753,430	\$ 3,608,219

Departmental

Finance

	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 4808 Advertising Revenue	7,518	10,000	(2,482)	40,000	32,482
GL 5001 Ice Rentals	53,635	53,635	-	1,115,000	1,061,365
GL 5002 Public Skating	297	500	(203)	2,000	1,703
GL 5005 Gym Rental	-	-	-	-	-
GL 5006 Canteen Sales	172,776	172,776	-	864,500	691,724
GL 5010 Other Revenue	11,909	20,125	(8,216)	80,500	68,591
GL 5033 Program Equipment	1,040	1,040	-	30,000	28,960
GL 5034 Facility Rentals	136,011	117,500	18,511	470,000	333,989
Total Revenue To Date	\$ 383,186	\$ 375,575	\$ 7,611	\$ 2,602,000	\$ 2,218,814

Departmental

Finance

Parks and Grounds Operations

Statement of Expenditures

June 30, 2025

Parks & Grounds		Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000	WAGES/SALARIES	394,361	456,775	62,414	1,827,100	1,432,739
6010	BENEFITS	89,856	114,064	24,208	456,256	366,400
6011	MISCELLANEOUS BENEFITS	2,980	625	(2,355)	2,500	(480)
6020	TRAINING/EDUCATION	1,558	2,500	942	10,000	8,442
6030	TRAVEL/CONFERENCES	-	2,500	2,500	10,000	10,000
6040	PROFESSIONAL MEMBERSHIP/DUES & FEES	-	50	50	200	200
6050	OFFICE SUPPLIES	-	300	300	1,200	1,200
6110	TELEPHONE/FAX	4,332	2,500	(1,832)	10,000	5,668
6130	COMPUTER HARDWARE	442	750	308	3,000	2,558
7000	HEAT	509	3,000	2,491	12,000	11,491
7010	ELECTRICAL	21,484	21,484	-	84,500	63,016
7020	WATER	4,731	9,688	4,957	38,750	34,019
7030	BUILDING/FACILITY MAINTENANCE	2,804	2,804	-	9,500	6,696
7110	SECURITY	-	-	-	10,200	10,200
7510	VEHICLE/EQUIPMENT REPAIRS	4,991	275	(4,716)	1,100	(3,891)
7530	VEHICLE/EQUIPMENT REPLACEMENT	-	-	-	100,000	100,000
7540	VEHICLE/EQUIPMENT RENTAL	12,255	12,255	-	25,000	12,745
8000	OPERATIONAL EQUIPMENT	4,487	11,250	6,763	45,000	40,513
8010	OPERATIONAL MATERIALS/SUPPLIES	94,036	100,000	5,964	400,000	305,964
8020	MAINTENANCE EQUIPMENT	14,700	16,250	1,550	65,000	50,300
8040	COMMUNICATION EQUIPMENT LINES	2,644	2,750	106	11,000	8,356
8080	STREET LIGHTS	1,378	1,378	-	50,000	48,622
8090	UNIFORMS/CLOTHING	2,059	3,250	1,191	13,000	10,941
8100	PROFESSIONAL SERVICES	8,460	1,250	(7,210)	5,000	(3,460)
8110	CONTRACTS/AGREEMENTS	139,889	139,889	-	420,000	280,111
Total expended to date		807,955	905,587	97,632	3,610,306	2,802,351

Departmental

Finance

Building Operations

Statement of Expenditures

June 30, 2025

	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
Buildings					
6000 WAGES/SALARIES	355,319	416,415	61,096	1,665,658	1,310,339
6010 BENEFITS	91,889	103,041	11,152	412,163	320,274
6020 TRAINING/EDUCATION	1,094	2,500	1,406	10,000	8,906
6030 TRAVEL/CONFERENCES	-	2,500	2,500	10,000	10,000
6050 OFFICE SUPPLIES	-	250	250	1,000	1,000
6060 OFFICE EQUIPMENT	1,405	1,405	-	4,000	2,595
6110 TELEPHONE/FAX	3,800	3,250	(550)	13,000	9,200
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	-	-	-	6,500	6,500
6150 MEETING EXPENSE	-	62	62	250	250
7000 HEAT	22,743	32,500	9,757	130,000	107,257
7010 ELECTRICAL	178,374	178,374	-	589,210	497,735
7020 WATER	12,667	14,144	1,476	56,575	43,908
7030 BLDG/FACILITY MAINT	985	985	-	42,500	41,515
7060 BLDG/FACILITY RENOV	20,470	20,470	-	100,000	79,530
7070 BLDG/FACILITY RENTAL	58,861	57,500	(1,361)	230,000	171,139
7080 PLANT MAINTENANCE	7,339	7,339	-	15,000	7,661
7100 MAINT. TOOLS/EQUIP	602	875	273	3,500	2,898
7110 SECURITY	15,315	14,375	(940)	57,500	46,863
7120 PROPERTY TAXES	13,927	13,927	-	28,000	14,073
7540 VEH/EQUIP RENTAL	791	1,750	959	7,000	6,209
8000 OPERATIONAL EQUIP	55,441	625	625	2,500	2,500
8010 OPERATIONAL MATERIALS/SUPPLIES	-	55,441	-	121,350	65,909
8020 MAINTENANCE EQUIP	-	500	500	2,000	2,000
8040 COMM EQUIP LINES (GPS)	1,081	1,100	19	4,400	3,319
8090 UNIFORMS/CLOTHING	581	2,000	1,419	8,000	7,419
8100 PROFESSIONAL SERVICES	25,568	25,568	-	100,000	74,432
8110 CONTRACTS/AGREEMENTS	125,897	63,425	(62,472)	253,700	127,803
8130 LICENSES/PERMITS	-	250	250	1,000	1,000
8150 GRANTS/SUBS TO ORG	15,000	15,000	-	60,000	45,000
Total expended to date	\$ 1,009,151	\$ 1,035,570	\$ 26,420	\$ 3,937,806	\$ 3,020,233

Departmental

Finance

Recreation Cultural Services

Statement of Expenditures

June 30, 2025

Recreation/Cultural Services	Year to date Expended	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	371,953	356,606	(15,347)	1,426,424	1,054,471
6020 TRAINING/EDUCATION	1,520	4,000	2,480	16,000	14,480
6030 TRAVEL/CONFERENCES	3,377	6,250	2,873	25,000	21,623
6040 PROFESSIONAL MEMBERSHIP/DU	711	1,000	289	4,000	3,289
6050 OFFICE SUPPLIES	4,638	4,638	-	6,000	1,362
6060 OFFICE EQUIPMENT	2,077	2,077	-	8,000	5,923
6080 ADVERTISING	21,024	21,024	-	70,000	48,976
6110 TELEPHONE/FAX	1,656	2,250	594	9,000	7,344
6120 PUBLICATIONS/SUBSCRIPTIONS	812	50	(762)	200	(612)
6130 COMPUTER HARDWARE	-	1,750	1,750	7,000	7,000
7070 BUILDING/FACILITY RENTAL	11,619	12,500	881	50,000	38,381
8000 OPERATIONAL EQUIPMENT	19,643	19,643	-	195,000	175,357
8025 COMMUNITY EVENTS	117,634	117,634	-	360,000	242,366
8150 GRANTS/SUBSIDIES TO ORGANIZ	20,500	20,000	(500)	20,000	(500)
8160 SUSTAINABILITY EVENTS	153,955	153,956	-	356,562	202,607
8170 SUSTAINABILITY	76,635	76,635	-	500,500	423,865
Total expended to date	\$ 807,754	\$ 800,012	\$ (7,743)	\$ 3,053,686	\$ 2,245,932

Departmental

Finance

Recreation/Cultural Services	Year to date Assigned	3 Month Budget	3 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	7,500	7,500	-	30,000	22,500
5034 FACILITY RENTALS	250	1,875	(1,625)	7,500	7,250
Total Revenue To Date	\$ 7,750	\$ 9,375	\$ (1,625)	\$ 37,500	\$ 29,750

Departmental

Finance

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending June 30, 2025

	Actual June 30, 2025	Budget June 30, 2025	Variance June 30, 2025	Total Annual Budget 2025-26
Revenue				
Operating:				
Metered Sales	5,063,005	5,204,074	(141,069)	20,816,295
Public Fire Protection	1,769,098	1,769,989	(892)	7,079,957
Interest on Overdue Accounts	139,799	87,500	52,299	350,000
Other Operating Revenue	<u>7,115</u>	<u>16,500</u>	<u>(9,385)</u>	<u>66,000</u>
Total Operating Revenue	6,979,016	7,078,063	(99,047)	28,312,252
Expenditures				
Operating Expenses				
Source of Supply	90,502	146,847	56,345	587,388
Power and Pumping	402,787	523,736	120,949	2,094,945
Water Treatment	1,299,146	1,378,694	79,548	5,514,775
Transmission & Distribution	1,436,896	1,342,088	(94,808)	5,368,351
Administration & General	854,417	1,049,969	195,552	4,199,876
Depreciation	1,058,966	1,058,966	-	4,235,865
Taxes	<u>941,654</u>	<u>1,051,323</u>	<u>109,669</u>	<u>2,102,645</u>
Total Operating Expenses	6,084,368	6,551,622	467,254	24,103,844
Operating Profit/(Loss)	894,648	526,441	368,208	4,208,408

Cape Breton Regional Municipality Water Utility
Statement of Operations - period ending June 30, 2025

	Actual June 30, 2025	Budget June 30, 2025	Variance June 30, 2025	Total Annual Budget 2025-26
Non Operating Revenue				
Debt Charge Income	-	-	-	-
Interest Income	-	-	-	-
Amorization of Deferred Capital contribution	-	-	-	-
Total Non Operating Revenue	-	-	-	-
Non Operating Expenses				
Short term interest charges	-	25,000	-	150,000
Debt Charges				
Principal	752,417	752,417	-	3,043,196
Interest (Interest on Debentures)	30,052	30,052	-	898,001
Amortization of Debt Discount	-	-	-	-
Capital Expenditures out of operati	37,500	37,500	-	200,000
Total Non Operating Expenses	819,969	844,969	25,000	4,291,197
Non- Operating Profit/(Loss)	(819,969)	(844,969)	25,000	(4,291,197)
TOTAL UTILITY REVENUES (OPERATING &	6,979,016	7,078,063	(99,047)	28,312,252
TOTAL UTILITY EXPENSES (OPERATING &	6,904,337	7,396,591	492,254	28,395,041
CBRM WATER UTILITY PROFIT/(LOSS)	74,680	(318,528)	393,208	(82,789)

Prepared by Issa A. Adekunle

Review by Jennifer Campbell

Date August 14th, 2025

From: Sheila P. Kolanko
Date: Wednesday, July 23, 2025 at 4:02 PM
To: Cecil P. Clarke , All Council
Cc: Demetri Kachafanas, Tara N. Olsvik
Subject: Welton Street Housing Project

Good afternoon, Mayor and Councillors,

I am writing to provide an update related to the proposed “Welton Street Housing Development Project” that was approved by council. Unfortunately, CBRM has been advised by the purchaser, 2738789 Ontario Limited, that the board of the company no longer wants to proceed with the project. They have indicated that they completed their due diligence and determined the project no longer satisfies their anticipated risk/rewards limits.

CBRM staff is now working on putting together an Expression of Interest seeking proposals from qualified and experienced developers for the development of the fully serviced vacant property. The EOI is hoping to attract a commercial and/or mixed-use development that will contribute to the economic development goals of the municipality.

Our office will continue to keep you inform and when the EOI is expected to go out to the public.

Thank you.

Sheila

Sheila P. Kolanko | Senior Paralegal/Property Manager
Regional Solicitor's Office | Cape Breton Regional Municipality
320 Esplanade. Suite 401 Sydney, NS B1P 7B9



CAPE BRETON REGIONAL MUNICIPALITY
OFFICE of the MAYOR

July 23, 2025

Hon. John Lohr, Minister
NS Department of Municipal Affairs
PO Box 216
Halifax, NS B3J 2M4
E-mail: dmamin@novascotia.ca

Dear Minister:

Re: CBRM Resolution – Impact of Structural Fires at Abandoned Properties

Attached please find a Resolution from Council requesting we meet to discuss and seek a resolve to the impact of structural fires at abandoned properties.

This is a matter, as noted in the Resolution, that the Municipality has recognized as not just dangerous and unsightly but costly and unmanageable with the resources available. Furthermore, the current Performance Audit by KPMG will hopefully identify this impact on the Municipality's ability to mitigate risk and improve safety.

I would welcome the opportunity to meet at your convenience to discuss this and other matters such as the CBRM Capital Priorities, long-term borrowing capacity, and the CBRM Charter.

Warm and kind regards,

Cecil P. Clarke
Mayor

CPC/tfd
Attachment - 1
c: All Council, CBRM
Demetri Kachafanas, CAO, CBRM



RESOLUTION

Structural Fires

WHEREAS:

The two major structure fires the second week of July, 2025, within 8 hours of each other, in Glace Bay, demonstrated the outstanding response capacity of the Cape Breton Regional Fire Service, volunteer and career; and

WHEREAS:

the training, professionalism and experience of all Fire & Emergency personnel and resources, first responders and CBRM staff resulted in no loss of life, impact on adjacent properties and maintained public safety; and

WHEREAS:

the Glace Bay Volunteer Fire Department led a three-year response plan in anticipation of such a large fire event utilizing limited and stretched resources; and

WHEREAS:

these fires of an undetermined nature, to date, highlight the risk of vacant and abandoned properties throughout the CBRM, especially large structures like the two in Glace Bay; and

WHEREAS:

the CBRM is under resourced to deal with the largest inventory of dangerous and unsightly premises per capita in Nova Scotia, both commercial and residential; and

WHEREAS:

the CBRM has responded with improved capital & operational supports for Fire & Emergency Services, including equipment, training and fleet, it does not address the significant impact of fire response, demolition and recovery costs; and

.../2

WHEREAS:

the CBRM has been proactive in establishing two new By Law positions to properly identify, classify and address dangerous and unsightly premises, the municipality does not have adequate financial resources to manage improved outcomes; and

**BE IT THEREFORE
RESOLVED:**

that CBRM Council direct the Mayor to write to the Minister of Municipal Affairs outlining the severity of the position the CBRM finds itself in and to request a meeting to proactively respond and initiate a joint response plan, with resources, to address this pressing public matter.

Councillor Dave MacKeigan - District #9

July 15th, 2025

August 8, 2025

Mayor Cecil Clarke
320 Esplanade - Suite 400
Sydney, NS B1P 7B9

Dear Mayor Clarke:

Re: NSP update on reliability work in Glace Bay area

Thank you for the opportunity to provide you with a summary of our ongoing efforts and investments to improve reliability for customers in the Glace Bay area as part of your upcoming Council correspondence update in August.

Safely providing reliable power to our customers is our most important job. Storms and challenging weather are here to stay and to respond to that we are making significant strides in strengthening our power system. That's why we are investing \$1.3 billion through our 5-Year Reliability Plan to support reliability-focused projects and solutions that modernize the grid and enhance the resiliency of the power system.

Glace Bay is a part of that plan, and our community engagement meeting on February 10 which included residents, stakeholders, and government officials, provided our team with valuable insights. We heard the community's frustrations firsthand and emphasized our strong commitment to improving the reliability of power service in the Glace Bay area.

I am pleased to share the following summary as outlined below:

GLACE BAY RELIABILITY UPGRADES – JANUARY 2025 TO PRESENT

Completed Work

- Replaced 150+ poles across 7 feeders originating from the Reserve Street substation (81S).
- Addressed multiple system deficiencies, including:
 - Insulator and transformer replacements.
 - Re-sagging of neutral and secondary conductors.
 - Splice replacements.
 - Re-tying of neutral and secondary lines.

Resources and Collaboration

- Dedicated 5,500+ powerline technician (PLT) hours to Glace Bay reliability improvements.
- Continued collaboration with Bell Aliant and CBRM to:
 - Receive and respond to coordination work requests for power poles.
 - Coordinate underground locates to ensure timely and safe execution of work.

Total Investment: Approximately \$4 million.

We take our commitment to the Glace Bay community and our customers very seriously. That includes ensuring they have a reliable power service and a trusted point of contact for any reliability-related matters. Colin Walker is the Reliability Advisor for Cape Breton and would be happy to speak with you or any Council member about any concerns they may have at colin.walker@nspower.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Drover', with a stylized, cursive script.

Matt Drover
Senior Director, Energy Delivery

Cc Emily MacNeil
Colin Walker

From: Dan McAfee
Sent: February 27, 2025 1:59 PM
Cc: Meaghan Mason ; Dan McAfee
Subject: An exciting offer from Efficiency Nova Scotia!

Hello there,

I am writing to introduce myself and let your office know about an exciting offer from Efficiency Nova Scotia. I'm the program manager of our **New Home Research Project** which aims to collect valuable information on the energy efficiency of newly built homes to help improve future building codes in Nova Scotia. There are numerous benefits to participants, and it's FREE!

We've successfully collaborated with other municipalities, and we hope to bring the same benefits to your community and residents. We need your help connecting with owners of newly built homes to raise awareness of this fantastic offer.

Key Program Benefits:

- **Free Energy Assessment of the home:** Eligible homeowners receive a complimentary Energy Assessment and EnerGuide home label to better understand their home's energy usage.
- **Potential Insurance Savings:** Participants may qualify for a partial home insurance premium refund through the Canadian Mortgage and Housing Corporation's Eco Plus program.
- **Support for the Building Industry:** By participating, homeowners contribute to shaping the future of energy savings in new homes across the province.

Eligibility Criteria:

- The home must be a newly constructed single-family home within 6 months of the occupancy permit date.
- The home must be located outside a core Halifax urban zone (specific postal codes are ineligible).

For more information about the program and eligibility, please visit our [New Home Research Project](#) page.

We can support your municipality with marketing materials, social media content, or other targeted assistance to promote this program to owners of newly built homes in your region.

We believe it will greatly benefit new homeowners and your community, and we'd appreciate your help in spreading the word.

Thank you for your time and consideration. I'd love to schedule a brief meeting to let you know more about the program and to address any questions you may have.

Best regards,

Dan McAfee, PMP
Program Manager
Direct (902) 470.3556
Main (877) 999.6035
Efficiency Nova Scotia
230 Brownlow Avenue, Suite 300 | Dartmouth, NS | B3B 0G5
efficiencyns.ca

From: Meaghan Mason
Sent: June 17, 2025 11:17 AM
To: ClerksOffice
Cc: Dan McAfee
Subject: Re: An exciting offer from Efficiency Nova Scotia!

Hi there,

I'm reaching out to follow-up on our request below that was put in the pending file. My name is Meaghan, and I work with Dan McAfee, Program Manager, on the New Homes team at Efficiency Nova Scotia. We're excited to introduce our latest initiative, the **EnergyForward New Homes Program**, along with the **New Home Research Project**.

Both programs are designed to promote energy efficiency in residential new home construction and offer valuable insights into building practices. **EnergyForward New Homes** provides incentives to support the construction of new single-family homes. Participants will get expert advice from an Energy Advisor to help design a more energy-efficient home and can receive up to \$25,000 in incentives for reaching annual energy bill targets of \$1000 or less. The **New Home Research Project** aims to collect information on the energy efficiency of newly built homes to help improve future building codes in Nova Scotia. Eligible homeowners receive a free energy assessment, providing helpful insights about their home's energy use.

We've successfully collaborated with other municipalities, and we hope to bring the same benefits to your community and residents. You'll find more information on each program and eligibility in the attached overviews. We'd appreciate your support in sharing this with your network to help raise awareness. To help promote the programs in your region, we can also supply marketing materials and social media content.

I'd be happy to schedule a brief meeting to share more details and answer any questions you may have. Please let us know if this is something you would be interested in.

Thank you for your time and consideration.

Meaghan Mason
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EnergyForward New Homes

Social Media

Building a new home? With Efficiency Nova Scotia's EnergyForward New Homes program, you can:

- ✓ Receive up to \$25,000 in incentives
- ✓ Get expert advice from Energy Advisors
- ✓ Cut energy bills to under \$1,000/year

Learn more [insert link: <https://www.efficiencyns.ca/programs-rebates/energyforward-new-homes>]



Imagine energy bills under \$1,000 a year in your brand new home!

With Efficiency Nova Scotia's EnergyForward New Homes program, builders and home buyers can get expert advice and up to \$25,000 in incentives to build in energy-efficient upgrades.



Learn more [insert link: <https://www.efficiencyns.ca/programs-rebates/energyforward-new-homes>]

Ready to build your dream home? Enjoy year-round comfort and energy bills under \$1,000 a year! With Efficiency Nova Scotia's EnergyForward New Homes program, builders and home buyers will get:



Up to \$25,000 in incentives



Expert advice from Energy Advisors



An EnerGuide label to help enhance home value

Learn more [insert link: <https://www.efficiencyns.ca/programs-rebates/energyforward-new-homes>]

Newsletter Content

Build Smart, Save More: Up to \$25,000 Toward Your New Energy Efficient Home

Through Efficiency Nova Scotia's EnergyForward New Homes program, you can get up to \$25,000 in incentives to help make it more efficient from the ground up.

With expert guidance from Energy Advisors, you'll enjoy year-round comfort and energy bills under \$1,000 a year!

Learn how to get started [insert link: <https://www.efficiencyns.ca/programs-rebates/energyforward-new-homes>]

Ready to save big on energy costs in your brand new home? Imagine keeping your energy bills under \$1,000 a year – year after year!

Efficiency Nova Scotia's EnergyForward New Homes program makes this possible by offering builders and home buyers up to \$25,000 in incentives, along with expert advice from certified Energy Advisors.

Learn more [insert link: <https://www.efficiencyns.ca/programs-rebates/energyforward-new-homes>]

Supporting Images



New Home Research Project

Social Media



Have you just moved into a newly built home?

If it's within the last 6 months and in an eligible postal code, you could qualify for a FREE energy assessment through Efficiency Nova Scotia's new pilot program!

See if you're eligible today [insert link: <https://www efficiencyns.ca/programs-rebates/new-home-research-project>]



Bought a newly built home in the last 6 months?

You may qualify for a FREE energy assessment through Efficiency Nova Scotia's pilot program!

If your home is in an eligible postal code, this is your chance to learn how your new build is performing and uncover ways to save even more on your energy bills.



Find out if you're eligible [insert link: <https://www efficiencyns.ca/programs-rebates/new-home-research-project>]

Newsletter Content

Get a Free Energy Assessment for Your New Home

If you moved into a newly built home in the last six months and are within the eligible postal codes, you may qualify for a free energy assessment through Efficiency Nova Scotia's new pilot program!

See how your home performs and where you could save even more.

Check your eligibility [<https://www efficiencyns.ca/programs-rebates/new-home-research-project>]

Have you just moved into a newly built home?

If it's within the last six months and you live in an eligible postal code, you may qualify for a free energy assessment through Efficiency Nova Scotia's pilot program.

Find out how efficient your home is and uncover ways to save on energy costs.

Learn more [<https://www efficiencyns.ca/programs-rebates/new-home-research-project>]

Supporting Images



Make the most of where you live with **The New Home Research Project.**

efficiency
NOVA SCOTIA

Efficiency Nova Scotia wants to collaborate with you to collect energy efficiency data on newly built homes!

Take part in this exciting new no charge pilot program, and you can...



Get a **FREE** Energy Assessment.



Gain insight about your home's energy usage.



Help build a more energy efficient future and better building codes.

Plus, eligible homes may qualify for a partial refund on home insurance through the Canadian Mortgage and Housing Corporation's Eco Plus program.

Ready to take part? The New Home Research Project is open to:

■ **Newly constructed single-family homes.**

- Eligible single-family homes must be within 6 months of the occupancy permit date to be considered new construction.

■ **Homes located outside the Halifax urban core.**

- Ineligible postal codes include B2R, B2T, B2V, B2W, B2X, B2Y, B2Z, B3A, B3B, B3E, B3G, B3H, B3J, B3K, B3L, B3M, B3N, B3P, B3R, B3S, B3T, B3V, B3Z, B4A, B4B, B4C, B4E, B4G.



Scan the QR code to learn more or visit efficiencyns.ca/research-project to check your eligibility.

NOVA SCOTIA

Funded in part by:
Financé en partie par :

Canada

BUILD SINGLE-FAMILY HOMES THAT SAVE ENERGY.



Are you a home buyer, or a builder planning to build a new home?
This exciting new program is for **you!**

The **EnergyForward New Homes Program** offers incentives to support the construction of new single-family homes. Enhance home performance and achieve long-term savings with **annual energy bills of \$1,000 or less**.



You'll receive expert advice from an Energy Advisor on energy-saving improvements to include in your home design, and you can get **incentives up to \$25,000** to help offset the costs of your upgrades.

■ Here's how it works:

- 1** Register with one of our Service Organization Partners within 30 days of receiving a building permit (or before construction begins). Our Service Organization Partners are **AmeriSpec Inspection Services, Homesol Building Solutions, and ThermalWise**.
- 2** Pay the registration fee of \$199 + HST. This covers your energy evaluations and guidance to reach your energy bill goals.
- 3** An Energy Advisor will model your home's energy performance using building plans and key details, then offer detailed upgrade recommendations.
- 4** Integrate the recommendations into the build and complete construction within 18 months of your initial registration, then book a final evaluation. You'll get an EnerGuide label to showcase the new home's energy performance and determine your final incentive amount.



Scan the QR code or visit efficiencyns.ca/newhomes to contact one of our Service Organization Partners and confirm your project's eligibility.

