

## **Cape Breton Regional Municipality**

Council Meeting Minutes

September 16, 2025

2:01 p.m. at City Hall Council Chambers

### **Council**

Mayor Cecil P. Clarke

Councillor Gordon MacDonald

Councillor Earlene MacMullin

Councillor Esmond "Blue" Marshall

Councillor Steve Gillespie

Councillor Glenn Paruch

Councillor Steve Parsons

Councillor Steven MacNeil

Councillor Dave MacKeigan

Councillor Paul Nickituk

Councillor Darren O'Quinn

Councillor Kim Sheppard-Campbell

### **Staff**

Demetri Kachafanas, KC, Chief Administrative Officer

Christa Dicks, Municipal Clerk / Director of Corporate Information Services

Robert Sampson, KC, Solicitor

Tyson Simms, Director of Planning and Development

John Phalen, Director of Public Works

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

Travis Radtke, Housing Coordinator

Scott Parker, Supervisor Bylaw Services

Mark Bettens, Fire Chief and Director of Fire and Emergency Services

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

Karen Neville, Senior Planner

Sheila Kolanko, Property Manager

Kathy Donovan, Transit Manager

Sean Tobin, Chief of Staff

Matthew Viva, Senior Manager of Engineering Services

Toni Delorenzo, Principal Secretary, Mayor's Office

Christina Lamey, Communications Manager

Spencer Merrill, Information Technology Technician

Kelly McDonald, Administrative Assistant, Clerk's Office

Yuecong Cao, Recording Secretary

### **Absent**

Deputy Mayor Eldon MacDonald (Regrets)

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

**Mayor Cecil P. Clarke called the meeting to order.**

**Land Acknowledgement**

**Roll Call**

**O' Canada**

**1. Approval of Agenda**

**Motion**

Moved by Councillor Parsons, seconded by Councillor O'Quinn, to approve the September 16, 2025, council agenda and addendum as presented.

**Motion Carried**

**2. Approval of Minutes: (Previously Circulated)**

**Motion**

Moved by Councillor Paruch, seconded by Councillor Sheppard-Campbell, to approve the CBRM minutes from:

- Council – June 10, 2025

**Motion Carried**

**3. Proclamations & Resolutions**

**3.1 National Tree Day**

**Motion**

Moved by Councillor O' Quinn, seconded by Councillor Paruch, that Mayor Cecil P. Clarke and Council proclaim September 24<sup>th</sup>, 2025, as National Tree Day in the Cape Breton Regional Municipality.

**Motion Carried**

### **3.2 National British Home Children's Day**

#### **Motion**

Moved by Councillor MacMullin, seconded by Councillor Gordon MacDonald, that Mayor Cecil P. Clarke and Council proclaim September 28<sup>th</sup>, 2025, as National British Home Child Day in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.3 Arthritis Awareness Month**

#### **Motion**

Moved by Councillor Gordon MacDonald, seconded by Councillor Paruch, that Mayor Cecil P. Clarke and Council proclaim September 2025, as Arthritis Awareness Month in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.4 Dystonia Awareness Month**

#### **Motion**

Moved by Councillor Gillespie, seconded by Councillor MacMullin, that Mayor Cecil P. Clarke and Council proclaim September 2025, as Dystonia Awareness Month in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.5 Fetal Alcohol Spectrum Disorder Awareness Month**

#### **Motion**

Moved by Councillor O' Quinn, seconded by Councillor Gordon MacDonald, that Mayor Cecil P. Clarke and Council proclaim September 2025, as Fetal Alcohol Spectrum Disorder Awareness Month in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.6 Celebration of Nigerian Independence Day**

#### **Motion**

Moved by Councillor Sheppard-Campbell, seconded by Councillor Nickituk, that Mayor Cecil P. Clarke and Council proclaim October 1<sup>st</sup>, 2025, as Celebration of Nigerian Independence Day in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.7 Wrongful Conviction Day**

#### **Motion**

Moved by Councillor Nickituk, seconded by Councillor MacNeil, that Mayor Cecil P. Clarke and Council proclaim October 2<sup>nd</sup>, 2025, as Wrongful Conviction Day in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.8 Fire Prevention Week**

#### **Motion**

Moved by Councillor MacNeil, seconded by Councillor Parsons, that Mayor Cecil P. Clarke and Council proclaim October 5<sup>th</sup> to 11<sup>th</sup>, 2025, as Fire Prevention Week in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.9 Green Sports Day**

#### **Motion**

Moved by Councillor Paruch, seconded by Councillor MacNeil, that Mayor Cecil P. Clarke and Council proclaim October 6<sup>th</sup>, 2025, as Green Sports Day in the Cape Breton Regional Municipality.

#### **Motion Carried**

### **3.10 National Dental Care Day**

#### **Motion**

Moved by Councillor Parsons, seconded by Councillor Gillespie, that Mayor Cecil P. Clarke and Council proclaim October 10, 2025, as National Dental Care Day in the Cape Breton Regional Municipality.

#### **Motion Carried**

#### **Addendum**

### **3.11 Nova Scotia Polish Heritage Month**

#### **Motion**

Moved by Councillor Sheppard-Campbell, seconded by Councillor Paruch, that Mayor Cecil P. Clarke and Council proclaim September 2025, as Polish Heritage Month in the Cape Breton Regional Municipality and encourage all residents to experience the warmth, hospitality, and special sites of Cape Breton's Polish community.

#### **Motion Carried**

## **4. Public Hearings – Scheduled for 5:30 p.m.**

### **4.1 Request for Street Closure (PID 15750912) Undeveloped Road Reserve of Maple Street, New Waterford (District 11)**

This item proceeded at 5:30 p.m. as scheduled.

## **5. Planning Issues**

### **5.1 Parking Management Study and Proposed Amendments to By-law P-100 (Parking Meter By-law T-5):**

Tyson Simms, Director of Planning and Development, reviewed the staff report and recommendations included in the agenda package. The following motion was then put forward:

**Motion**

Moved by Councillor Gillespie, seconded by Councillor O'Quinn, to approve for first reading the Parking By-law and schedule a public hearing to consider amendments to the Parking By-law, as generally set out in Attachment A, included in the agenda package, at an upcoming meeting of Council; and direct staff to proceed with implementation of consolidation projects, expansion and modernization of parking payment systems, implementation of time limits, and associated enforcement practices as recommended and outlined in the CBRM Parking Management Study; and direct staff to review residential exemptions, signage for private lots, and off-street parking expansion and return to Council with recommendations for consideration.

**Motion Carried****5.2 Supportive Housing More than Nine Beds**

Tyson Simms, Director of Planning and Development, introduced Karen Neville, Senior Planner, to provide a presentation titled, "Supportive Housing More than Nine Beds". The presentation included topics such as the origin of Supportive Housing More than Nine Beds, Municipal Planning Strategy, Land Use By-law, site plan approval provisions, Land Use By-law amendment, development agreement, and *Municipal Government Act*. Director Simms clarified the legislative requirements regarding Council's role in the planning process. He reviewed the staff recommendation and the alternatives included in the agenda package, noting that Council's decision-making authority occurs later in the process, such as through site plan approval appeals or public hearings related to development agreements or Land Use By-law amendments. Discussion took place regarding community input, alternative approval pathways, and site plan processes. The following motion was then put forward:

**Motion**

To recommended that CBRM Council uphold the current provisions related to Supportive Housing, as outlined in the Municipal Planning Strategy and Land Use By-law.

**Amended Motion**

Moved by Councillor MacMullin, seconded by Councillor Sheppard-Campbell, to defer to the next council meeting the decision regarding upholding the current provisions related to Supportive Housing, as outlined in the Municipal Planning Strategy and Land Use By-law.

**Main Motion Withdrawn**

**Amended Motion Carried**

**6. Business Arising – Council Meeting - August 19, 2025**

**6.1 Policy Review Update**

Christa Dicks, Municipal Clerk / Director of Corporate Information Services, reviewed the staff report and recommendation included in the agenda package. Discussion took place regarding support and gratitude for a newly updated set of municipal policies. The following motion was then put forward:

**Motion**

Moved by Councillor Gordon MacDonald, seconded by Councillor Gillespie, to rescind previous policy iterations and adopt the new policies as presented, modernizing policy language, ensuring compliance with legislation, and providing consistent governance direction.

**Motion Carried**

## **6.2 Transit Cape Breton Access-A-Bus Policy**

John Phalen, Director of Public Works, reviewed the staff report and recommendation included in the agenda package. The following motion was then put forward:

### **Motion**

Moved by Councillor Paruch, seconded by Councillor Gordon MacDonald, to adopt the Transit Cape Breton Access-A-Bus Policy and Procedures.

Discussion:

- Expressed support for a new transit policy initiative.

### **Motion Carried**

## **7. Business Arising – Committee of the Whole Meeting -**

**September 9, 2025**

### **7.1 Nova Scotia Federation of Municipalities Board Member Nomination (For Ratification)**

Christa Dicks, Municipal Clerk / Director of Corporate Information Services, informed at the committee of the whole meeting which was held on September 9, 2025, the vote had taken place, resulting in Councillor Gordon McDonald being elected as the representative to the Nova Scotia Federation of Municipalities (NSFM). This item was presented for formal ratification. The following motion was then put forward:

### **Motion**

Moved by Councillor Gillespie, seconded by Councillor Parsons, that Council ratify the nomination of Councillor Gordon MacDonald as the CBRM representative to the Nova Scotia Federation of Municipalities (NSFM) Board of Directors for a two-year term, effective upon confirmation by NSFM, and that the Clerk be directed to submit the nomination prior to the October 3, 2025, deadline.

### **Motion Carried**



## **7.2 CBRM Capital Priorities Forecast (DRAFT) 2026 – 2030**

Matthew Viva, Senior Manager of Engineering Services, reviewed the staff report and recommendation included in the agenda package. Discussion took place regarding project timelines, strategies, and projects in rural districts.

The following motion was then put forward:

### **Motion**

Moved by Councillor Paruch, seconded by Councillor MacMullin, to approve the CBRM Capital Priorities Forecast (DRAFT) 2026-2030, and authorize application being made by the CBRM on behalf of the Municipality or community partners as opportunities arise.

Discussion:

- Project timelines and priorities
- Transparency and equitable distribution
- Federal funding

### **Motion Carried**

## **8. Fire and Emergency Services**

### **8.1 Fire and Emergency Services Follow-up**

Mark Bettens, Fire Chief and Director of Fire and Emergency Services, provided follow-up discussion from committee of the whole meeting which was held on September 9, 2025. These reports can be found in the committee of the whole agenda, item number five at

<https://www.cbrm.ns.ca/cbrm-meetings-and-minutes.html>.

Chief Bettens provided an update regarding foam trailer, critical infrastructure, hiring and training. Discussion took place regarding details on the structural protection units, increase support for smaller volunteer departments, areas with single point of ingress and egress. Chief Bettens informed potential for future discussion with the CBRM Planning Department. Council expressed appreciation for the recent wildfire training for volunteers.

For Information Only

## **9. Council Agenda Requests**

### **9.1 Port Morien Wildlife Association**

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

#### **Motion**

Moved by Councillor Gordon MacDonald, seconded by Councillor Gillespie, to direct staff to send a letter of support, on behalf of council to the Province of Nova Scotia and the Department of Fisheries Aquaculture regarding the permit issuances to businesses and allowing residents to draw water under the following conditions listed in the attached letter, included in the package, from the Port Morien Wildlife Association (PMWA); and for CBRM to consider implementing measures that would prevent further damage caused by excessive water extraction in already stressed areas.

#### **Motion Carried**

## **10. Financial Statements**

### **10.1 CBRM Financial Statements to June 30, 2025**

For Information Only

Council recessed at 3:49 p.m.

Council reconvened at 5:30 p.m.

## **4. Public Hearings – Scheduled for 5:30 p.m.**

### **4.1 Request for Street Closure (PID 15750912) Undeveloped Road Reserve of Maple Street, New Waterford (District 11)**

Sheila Kolanko, Property Manager, reviewed the staff report and recommendation included in the agenda package. The Mayor provided an

opportunity for Council to ask clarifying questions; Council had no questions. The Mayor then opened the floor for the public hearing and asked three times if anyone was present to speak, no speakers came forth. The Mayor then closed the public hearing. The following motions were then put forward:

**Motion**

Moved by Councillor Sheppard-Campbell, seconded by Councillor MacMullin, to approve the closure of the undeveloped road parcel identified in staff's report (as shown outlined in red - Attachment "A"), included in the agenda package.

**Motion Carried**

**Motion**

Moved by Councillor Sheppard-Campbell, seconded by Councillor Parsons, to deem the subject area surplus; and to approve the sale of said property to the applicant, subject to compliance with all applicable provisions of the Subdivision and Land Use By-Law requirement.

**Motion Carried**

**Meeting adjourned at 5:34 p.m.**

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**Cecil P. Clarke**  
**Mayor**

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**Christa Dicks**  
**Municipal Clerk**  
/yc