Cape Breton Regional Municipality

Committee of the Whole Agenda

Tuesday, June 3, 2025
10:00 a.m.

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

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Land Acknowledgement

Roll Call

1. Approval of Agenda: (Motion Required)

2. Presentations

2.1 Catalone Lake Restoration Committee: Kevin McNeil, Co-Chair; and Bill Nicholson, Technical and Engineering, Catalone Lake Restoration Committee (See page _6_)

2.2 Cow Bay Environmental Coalition – Protecting Community Health, Addressing the Donkin Mine Noise: Catherine Fergusson, Founding Member of the Cow Bay Environmental Coalition (See page _22_)

3. Corporate Services Issues

3.1 Compost Facility Future Planning: John Phalen, Director of Public Works (See page _26_)

3.2 Operation of our Solid Waste Recycling Facility: John Phalen, Director of Public Works (See page _28_)

3.3 Extended Producer Responsibility - Collection of Recyclables: John Phalen, Director of Public Works (See page _30_)

3.4 Main-a-Dieu Community Development Association / Coastal Discovery Centre Lease Renewal: Demetri Kachafanas, KC, Chief Administrative Officer (See page _41_)

3.5 Housing Accelerator Fund (HAF) Update: Housing Strategy and Fast-Tracked Housing Plans: Tyson Simms, Director of Planning and Development
Circulated Separately

3.6 Water and Wastewater Billing - Update: Ray Boudreau, Director of Water and Wastewater (See page _51_)

3.7 CBRM Policies: Christa Dicks, Municipal Clerk (See page _53_)

4. Fire and Emergency Services

4.1 Cape Breton Search & Rescue: Sharon MacSween, President of Cape Breton Search & Rescue (See page _65_)
For Information Only

4.2 Report - Cape Breton Regional Fire Chiefs' Association to CBRM: Rod Beresford, CBRFCA Chairperson (See page _82_)

4.3 Fire and Emergency Services Updates: Mark Bettens, Fire Chief and Director of Fire and Emergency Services (See page _86_)

4.4 Station 23 Glace Bay Budget Error: Mark Bettens, Fire Chief and Director of Fire and Emergency Services (See page _87_)

4.5 Self-Contained Breathing Apparatus Standard Operating Procedure for New Breathing Apparatus: Chris March, Fire Deputy Chief (See page _88_)
For Information Only

4.6 Fleet Replacement: Craig MacNeil, Fire Deputy Chief (See page _107_)

4.7 Report – Training: Craig MacNeil, Fire Deputy Chief (See page _150_)

4.8 Report - Operations: Chris March, Fire Deputy Chief (See page _152_)

4.9 Report – All Hazards Plan Update: Bruce MacDonald, Manager of Emergency Management (See page _154_)

4.10 Correspondence:

a) Rod Beresford – Paging Protocol for Possible or Working Structure Fires (See page 160)

b) Chief Adrian Langlois – Grand Lake Road Volunteer Fire Department (See page 161)

5. Council Agenda Request

5.1 Exploration of Amendments to Planning Documents Related to Single Access Communities and Subdivisions: Councillor Steve Parsons (See page 162)

5.2 Open Air Burning Bylaw (B-400): Councillor Earlene MacMullin (See page 163)

5.3 Cape Breton Regional Municipality Burning Bylaw B400: Councillor Dave MacKeigan (See page 164)

5.4 Discarded Needles: Councillor Gordon Macdonald (See page 165)

6. Correspondence

6.1 Boundary for Reinstament of French Road Area into CBRM District 7: Christa Dicks, Municipal Clerk (See page 166)

6.2 Traffic Safety Act Consultation Process: Christa Dicks, Municipal Clerk (See page 168)

6.3 Request for a Regional Transportation Strategy for Eastern Nova Scotia: Christa Dicks, Municipal Clerk (See page 169)

6.4 Federal-Provincial Equalization Transfer Payments in Cape Breton Regional Municipality: Christa Dicks, Municipal Clerk (See page 170)

Adjournment

From: Catalone Lake Restoration Committee
Sent: May 10, 2025 2:59 PM
To: ClerksOffice <ClerksOffice@cbrm.ns.ca>
Subject: [EXTERNAL]- Catalone Lake Restoration Committee Council presentation

To whom it may concern;

The Catalone Lake Restoration Committee was formed in fall of 2024 by a large group of concerned residents who are municipal ratepayers in the Catalone Lake-Bateston- Main a Dieu area. It was formed to give voice to the grave concerns local residents have surrounding flooding, pollution, erosion and loss of habitat in the Catalone Lake Estuary system.

In 1895 the Sydney and Louisbourg Railway construction was completed. As part of the construction, a causeway was constructed across the open channel that fed ocean water into the Catalone Lake estuary system. The original size of the channel was reduced from almost a kilometer wide to a small bridged opening of 50 feet, or 15 meters. Obviously, given the historical period and economic mandates of the time, there were no environmental impact studies nor any other ecological considerations involved in the decision.

In the subsequent 130 years, this small opening has been subjected to repeated blockages due to silting, erosion, ocean beach dynamics and numerous other factors. The situation today is that the opening is often plugged completely.

The result of this man-made interference with natural ocean tidal flow is that the area has been subjected to increasing flooding of the estuary shorelines, affecting all the residents of the area. The flooding has increased erosion, damaged properties, destroyed the water quality of the lake and has wreaked devastation on the natural ecosystem existing prior to the blockage.

Several public meetings have been arranged and well attended, and contacts established with all three levels of government with the aim of clearly identifying the problem and establishing responsibility for the resolution going forward. Non-government agencies such as environmental groups (Ducks Unlimited) and media (CBC) have expressed interest and have opened files on the issue.

Throughout the process, our municipal councillor, Mr Steven MacNeil has been very supportive and helpful in our efforts, and remains engaged in our quest to find a solution. To that end, it was suggested that a short presentation to city council in the whole would be warranted to familiarize the entire council with the issue. As the Catalone Lake area is an extremely popular regional recreational location and has many seasonal residents who live in other areas around the municipality, we feel that a general knowledge of the situation for all councillors is warranted on behalf of their constituents who may also be ratepayers in this area for seasonal dwellings, etc.

So we would like to request time for a short 10 minute presentation to council in either June or July to achieve this goal. The timing is rather pressing as it has been recently established that the provincial government will be replacing the bridge in the coming year. This would be the perfect opportunity to also address the environmental degradation occurring because of the ongoing blockage and restore the ecosystem to what it was before the man made damage.

We thank you, and Councillor McNeil, for your assistance and consideration in this matter. If possible, we would appreciate the opportunity to address the council sometime between 9 and 20 June if there is availability. If not, perhaps sometime in July or even May depending on council scheduling and commitments.

Kevin Mcneil, for

Catalone Lake Restoration Committee

Catalone Lake Restoration Committee

Email: catalonelakerestoration@gmail.com

Introduction and Overview

The Catalone Lake Restoration Committee was formed in fall of 2024 by a large group of concerned residents who are municipal ratepayers in the Catalone Lake-Bateston- Main a Dieu area. It was formed to give voice to the grave concerns local residents have surrounding flooding, pollution, erosion and loss of habitat in the Catalone Lake Estuary system.

At issue is a pristine tidal estuary that is being choked by a very old, poorly designed causeway/bridge construction leading to destruction of the estuary's ecosystem. A drastic decline in water quality from what was once clear, clean, salt water has been replaced with muddy, silted, stagnant fresh water that can no longer support the many species of fish and wildlife once abundant. This is due to the continuing, and worsening, lack of tidal exchange with the ocean.

The erratic water levels now resulting from poor drainage at the tidal boundary have dramatically increased shoreline erosion causing damage to properties and loss of shoreline habitat for waterfowl. The increased silting further exacerbates the ongoing problems with water quality.

The solution sought by residents and backed by engineering reports and scientific studies is that the opening at the "gut" must be straightened and deepened to allow for a free tidal exchange of sea water that would reflect what it was historically, before the man made constructions were introduced.

Discussion

Slide 1: Catalone Map Historical

History

The existence of a large opening and healthy tidal flow at Catalone Gut still lingers in folklore and elder testaments. As can be seen in the map, Slide 1, the tidal opening during the Fortress Louisbourg era was immense and much further inland, spanning a distance of nearly one thousand meters.

Around 1900, the Sydney and Louisbourg Railway established a line that crossed the mouth of what is now Catalone Lake. In order to accomplish this, a large causeway was run across the tidal opening and a small bridge approximately 15 meters wide was placed about midpoint, decreasing the tidal opening to 1.5% of its original size. Obviously, environmental impact studies were not on the menu.

The Present Situation

Slide 2: Photo of Gut in 1923

When originally constructed, the channel connecting the lake with the ocean was made so that the water flowed in a straight run, and was quite deep so that tidal flow was consistently maintained. As can be seen in the photo, the opening, while drastically smaller than the original natural one, was wide, cribbed and straight, enabling adequate communion with the ocean.

Slide 3: Aerial View of Catalone Gut Today

The subsequent 125 years has seen a tremendous buildup of silt, beach gravel and detritus in and around the original opening which has essentially rendered any sustained tidal flow negligible. In addition to restricting inflow of salt water, the sinuous shallow channel also is now acting as an ever rising dam, which in turn is causing the flooding and destruction of water quality to accelerate yearly.

There are no salmon, cod, hake, flounder nor any other species of salt water fish once abundant. Where once was a clean sand bottom populated by vast beds of clams and mussels, there is now two to six inches of dead mud silt. Invasive freshwater plant species such as Perfoliate Pondweed and various algaes choke the shorelines rendering any recreational boating or swimming difficult at best, dangerous at its worst. Freshwater leeches are now affecting swimming in the upper reaches of the lake.

Slide 4: Shoreline erosion

Slide 5 and 6: Flooding Damage

Slide 7: Loons Nest Flooding

Slide 8: Blocked Gut

The shorelines are now a tangled mess of fallen spruce, pine, maple, etc as continual flooding cycles have raised the water levels well past any historical levels. Bank erosion is impacting

property owners, increasing silting, and opening up great concern for pollution from the flooded properties affected.

Real estate development surrounding the lake is increasing rapidly, including the expansion of high density mobile home parks. Many new homes, cottages and campsites have appeared requiring land clearing. The potential drainage, erosion and pollution impacts of this can no longer be expected to be ameliorated by a healthy tidal flushing each day, so whatever impacts arise, they simply accumulate.

Occasional contracts have been allowed to let a local backhoe clean a small channel out to allow drainage when it is totally blocked and flooding damage is occurring. The last instance that cycle was repeated was October 2024. The gut was plugged, the channel was cleared by backhoe, the flooded lake was drained somewhat. The solution lasted only 8 days. Clearly an ineffective and arguably dangerous stopgap measure.

Solutions

The nature and role of estuaries throughout the world have become a topic of intense interest in the scientific community because of their value as nurseries for many valuable fish and wildlife species, and their benefit in ameliorating climate degradation. An estuary is defined as the interface between freshwater drainage, in our case Catalone Watershed 1FJ-4, and the ocean, in our case, Mira Bay. Numerous scientific studies have established the fact that it is essential for a full and free tidal exchange of salt water to enter these bodies of water in order to function naturally and efficiently. To be clear, Catalone Lake is not, and never has been a lake, but is a natural estuary, which we are now attempting to ensure remains a fact.

Slide 9: Engineering Report Leblanc Engineering

Slide 10: Engineering report 2013

The solution to this issue is simple in scope and abundantly clear. It is backed up by numerous scientific studies of similar ecosystems, as well as specific engineering reports done on the area in question.

All of these sources, as well as the clear desire of residents attending the multiple public meetings surrounding the issue, agree on the following:

a. The Catalone Gut Channel must be straightened
b. The Catalone Gut channel must be deepened, to at least the level of the ocean tidal datum (low tide level)
c. The channel must be made large enough to permit a design flow rate (Q) that would exceed 210 cubic meters per second so as to ensure flooding control and tidal exchange.

The Way Ahead

Ownership of the Issue, …is an Issue

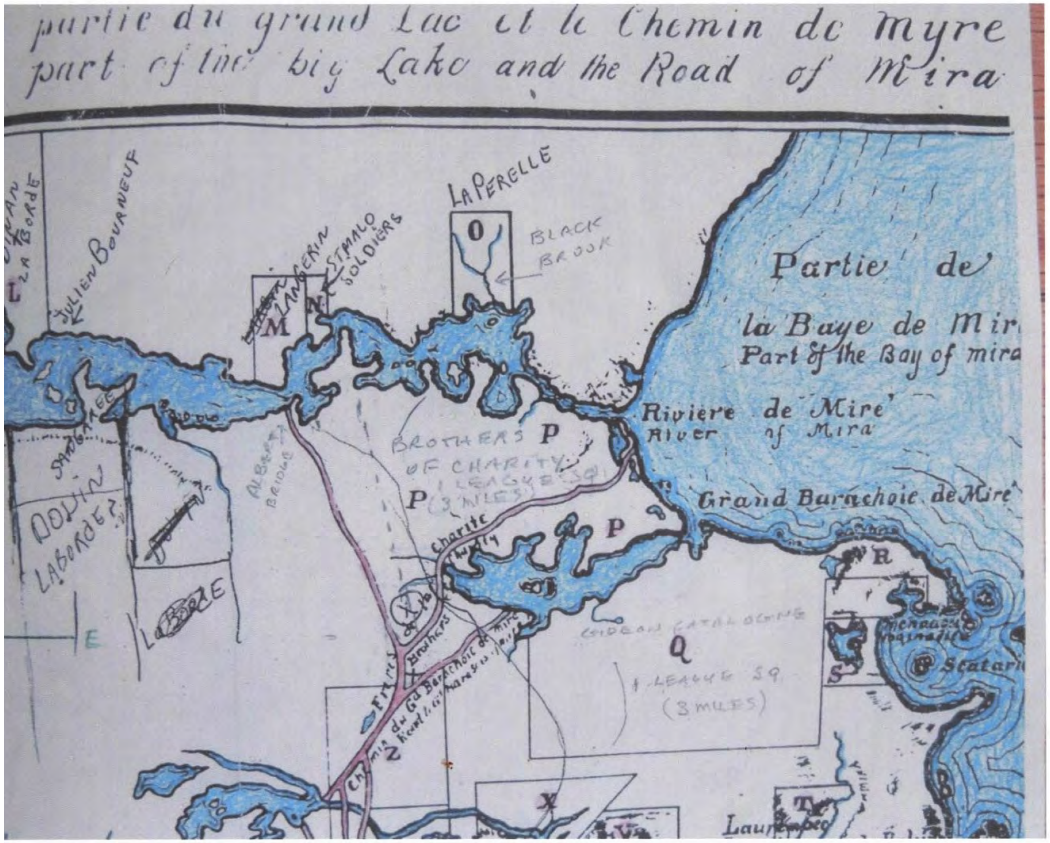
The provincial Department of Public Works has responsibility for and has announced replacement of the bridge will be occurring by 2026. They have not acknowledged nor addressed the problem with the clogged channel flow underneath which is the issue we seek to address. We have requested to be inserted into the design team, but have had no results so far.

The provincial Department of Natural resources owns the man made causeway constructed in 1900 as it is now termed crown land. They have stated they have regulatory control over any solution but have not come forward with any of their own.

The federal Department of Fisheries and Oceans have jurisdiction over the salt water. The Fish and Fish Habitat Protection Agency of DFO was contacted. Once again, they will act as a regulatory body over any solution enacted, but will not execute any solution on their own authority.

The multi jurisdictional aspect of this issue is and has always been the largest impediment to action. Similar initiatives occurred in the 1990’s and 2010’s with no results. Meanwhile the situation continues to deteriorate.

Slide 11: Present Aerial View of Catalone Lake and Gut

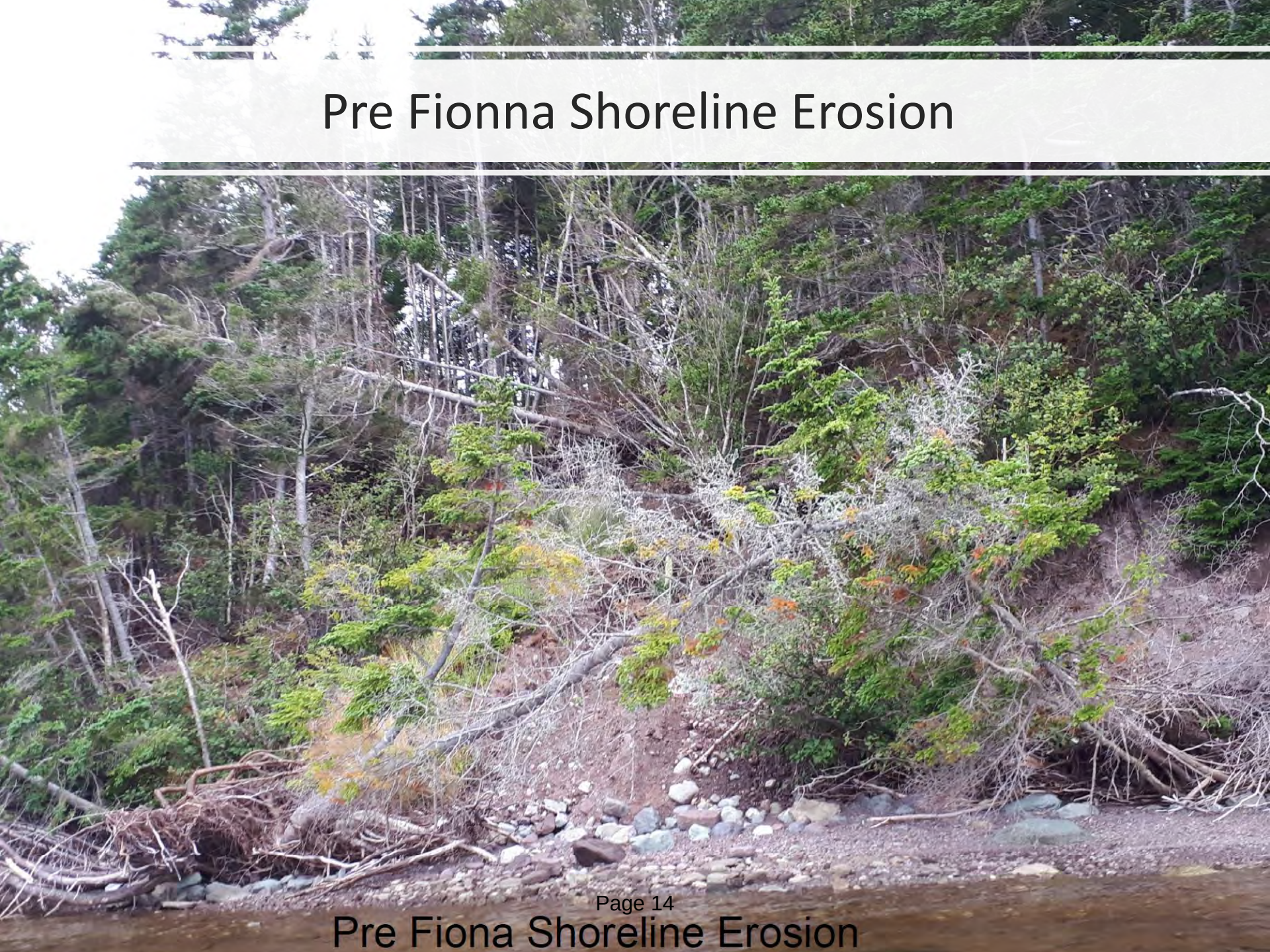


Early Map of Mira Bay & Catalone

CATALONE GUT 1923 CENTRAL CHANNEL VISIBLE

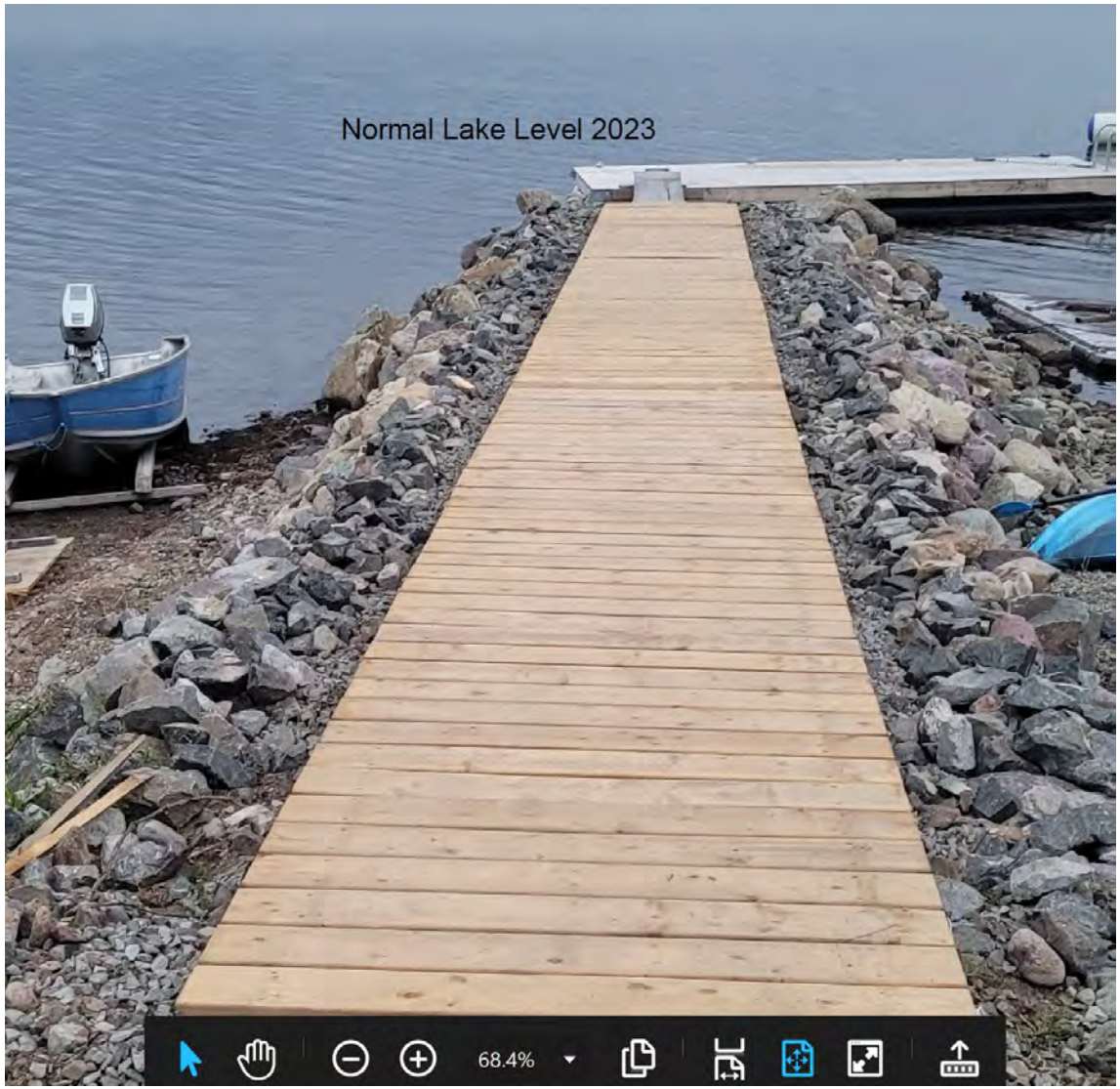
Google Maps View Of Mira Bay and Catalone Gut

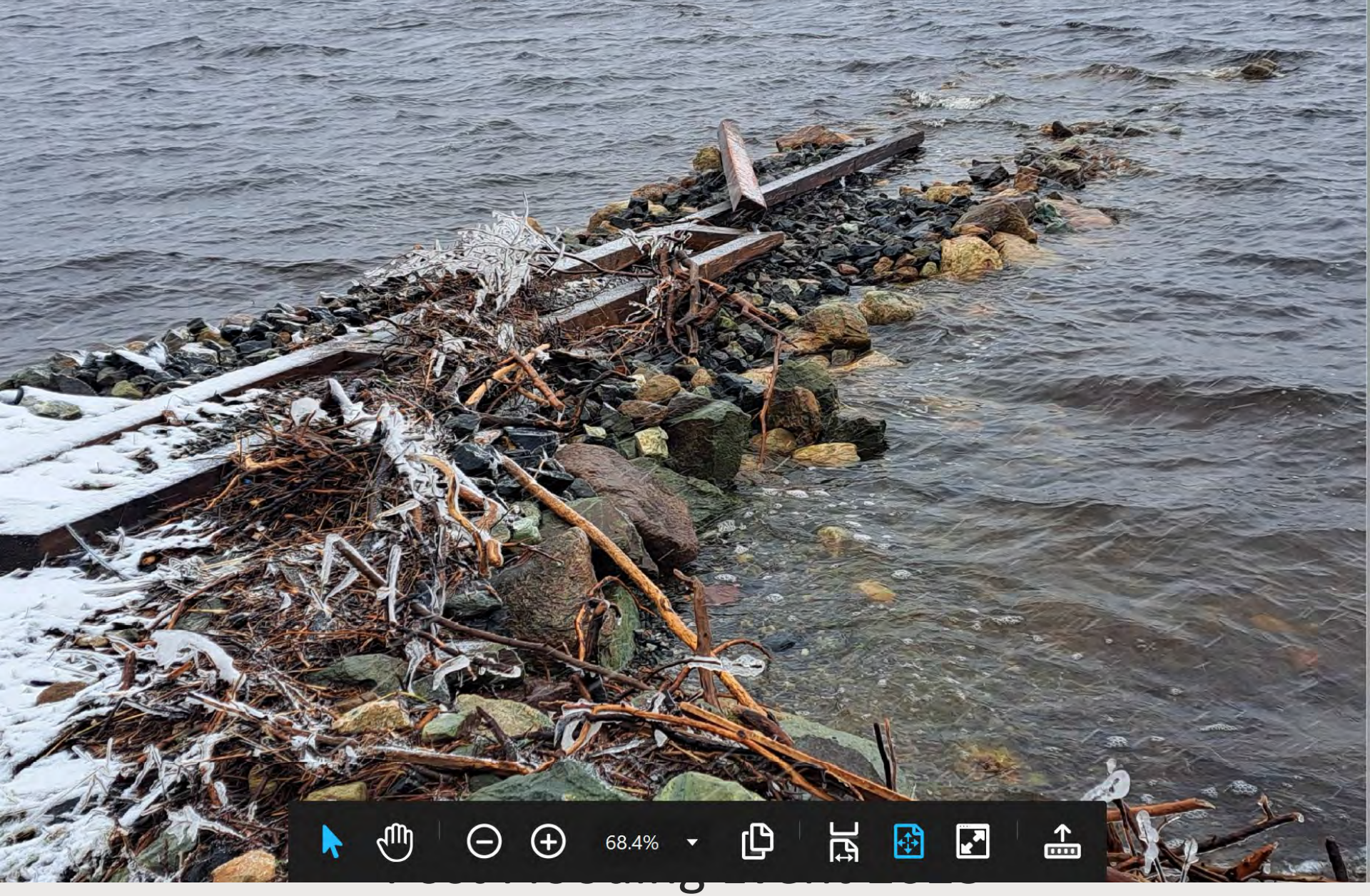
Pre Fionna Shoreline Erosion



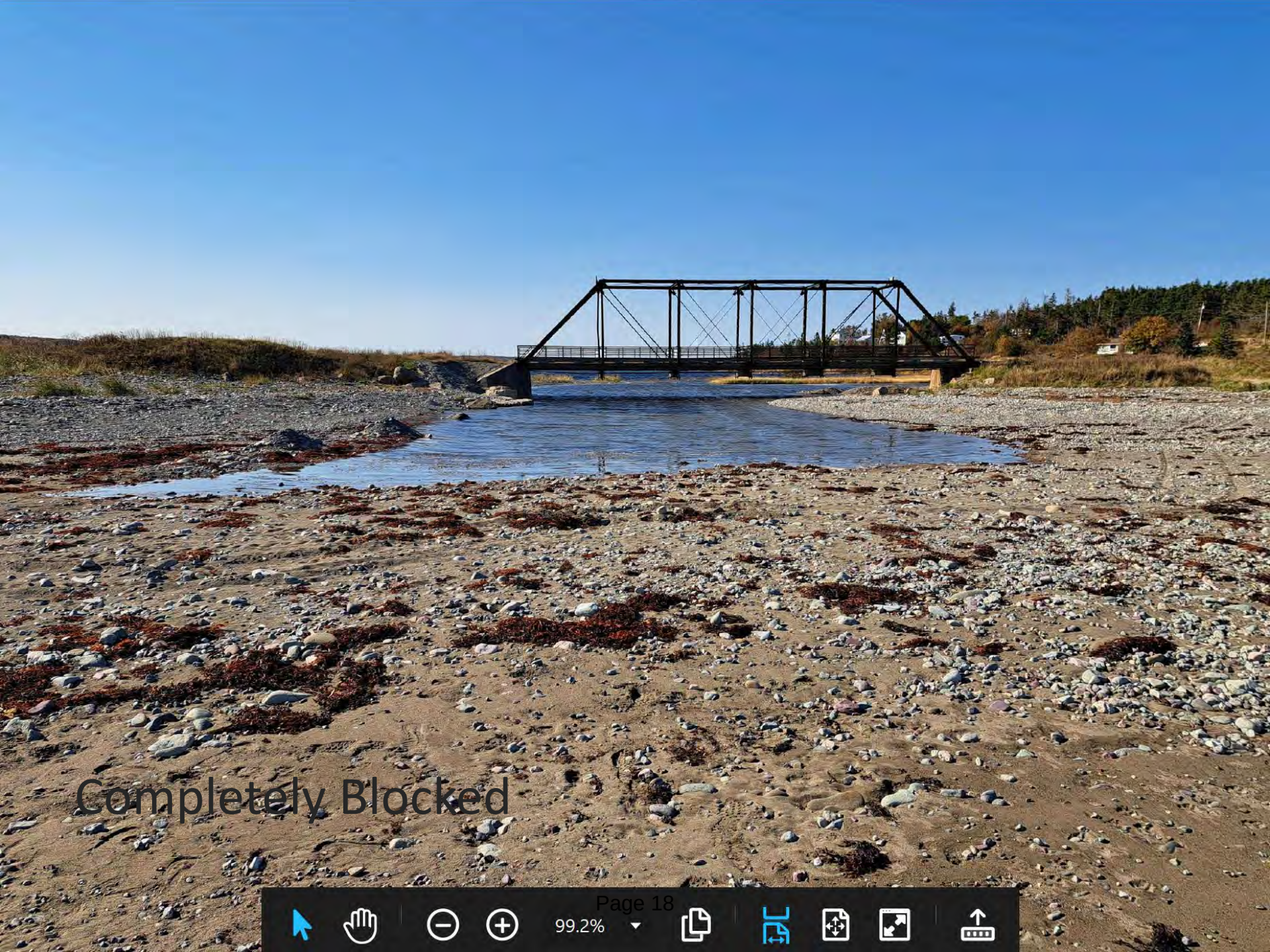
Pre Fiona Shoreline Erosion

Normal Lake Level 2023

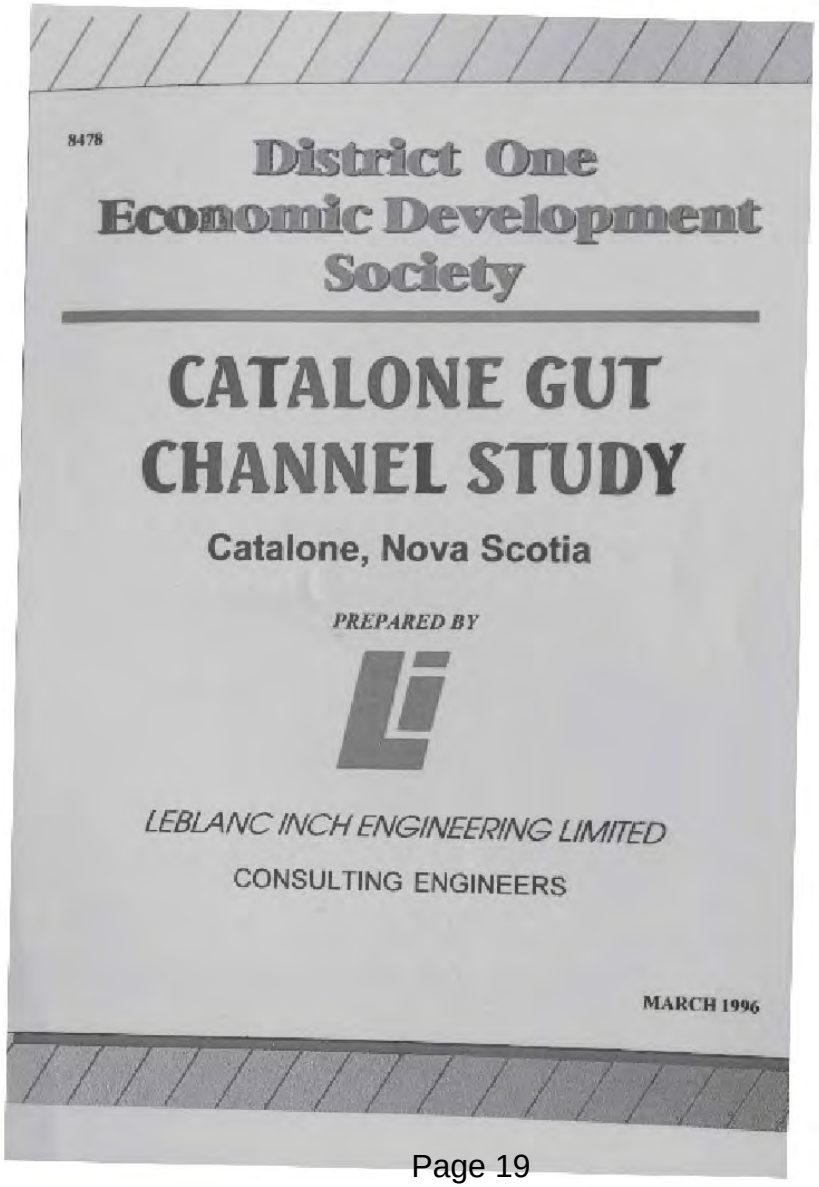



68.4%

Loon Nest before flooding 2020


Completely Blocked

Leblanc Engineering Report 1996 (Document)



8478

District One
Economic Development
Society

CATALONE GUT
CHANNEL STUDY

Catalone, Nova Scotia

PREPARED BY

LEBLANC INCH ENGINEERING LIMITED

CONSULTING ENGINEERS

MARCH 1996

Drainage Report ME 2013-002 (Documents)

REF:

NS DNR Open File Report ME 2013-002

MINERAL RESOURCES BRANCH

High Water Levels and Associated Flooding on the Margins of Catalone Lake, Cape Breton County, Nova Scotia: Coastal Hazard Assessment and Options for Remedial Action

P. W. Finck

Open File Report ME 2013-002

NOVA SCOTIA
Natural Resources

Halifax, Nova Scotia

January 2014

Report prepared by P. W. Finck, P. Geo.

Google Maps

Google Maps Screenshot Of Catalone Lake

Ariel View Modern Gut with Sinuous Channel

From: cat fergusson
Sent: April 28, 2025 9:11 AM
To: ClerksOffice <ClerksOffice@cbrm.ns.ca>
Subject: [EXTERNAL]- Request for Meeting with Mayor and Council – Cow Bay Environmental Coalition

[EXTERNAL] CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the Attention of the Clerks Office,

The Cow Bay Environmental Coalition, a non-partisan community group, has been actively organizing over the past five years to address the serious health impacts caused by tonal noise from the Donkin coal mine.

For years, residents living near the Donkin coal mine have endured noise pollution from its ventilation system. Exposure to this harmful tonal noise has led to chronic sleep deprivation, heightened stress levels, and a decline in overall health and quality of life. No community in the CBRM should have to live under such conditions.

We have engaged with the Provincial government through the appropriate processes. Despite numerous complaints and repeated appeals from those affected, the issue remains unresolved.

We respectfully request the opportunity to present to the Mayor and Council and explore potential ways in which CBRM can advocate to the provincial government to address the noise from the Donkin mine and improve the quality of life of affected residents.

Sincerely,

Catherine Fergusson

Cow Bay Environmental Coalition

Presentation to the CBRM Council

Protecting Community Health: Addressing the Donkin Mine Noise

May 9, 2025

Thank you to the members of the CBRM Council for the opportunity to speak with you today. I appreciate your time and your willingness to hear directly from members of our community.

My name is Catherine Fergusson, and I am a member of the Cow Bay Environmental Coalition (CBEC). I'm here on behalf of many residents whose lives have been deeply affected by the ongoing noise from the Donkin Coal Mine. Today, we respectfully ask for your support in helping us seek a resolution through the provincial government.

I live on the shores of Morien Bay in Cape Breton. For the past five years, my life—and the lives of many in my community—has been seriously disrupted by a persistent, harmful pure tone noise that originates from the Donkin Mine.

This is not ordinary industrial noise. It is a pure tone that creates a hum that travels for kilometres, penetrates walls and windows, and causes a constant vibration inside our homes. It robs us of sleep, affects our mental and physical health, and erodes our quality of life.

Community Response and Findings

In response to this ongoing harm, local residents formed the Cow Bay Environmental Coalition to organize and advocate for our community. We conducted a local survey and found that noise from the mine's ventilation system was adversely affecting more than 130 residents—including children. That's nearly 25% of the population.

We held a well-attended community meeting with more than 60 residents and elected officials from all levels of government. People came forward and shared their lived experiences—stories of sleepless nights, stress, and worsening health conditions.

We also partnered with Dr. Sarah Barnes and Devon Bates who co-author a research report titled: "One Thousand Days and Counting: The Social and Health Impacts of Industrial Noise from the Donkin Mine in Cape Breton." This report documents the long-term health impacts experienced by residents due to ongoing exposure to the Donkin mine noise.

Independent Expert Analysis

Given the unusual nature of the noise—its ability to travel long distances and penetrate walls, windows and wind—we sought independent expert analysis from a Noise and Vibration company in the United Kingdom. We submitted recordings collected by local residents and by Nova Scotia Environment & Climate Change.

The conclusion was alarming: the Donkin Mine emits high levels of pure tonal noise. The pure tone component was measured at 20–30 decibels above ambient levels—a range internationally recognized as hazardous. The firm described it as the worst case of this type of noise pollution they had seen in over 30 years.

The World Health Organization's 1999 Guidelines for Community Noise warn that tonal noise significantly increases the risk of adverse health effects—especially when it is persistent and long-term, as is the case here.

This expert evidence was shared directly with provincial authorities.

Regulatory Inaction

Despite being fully informed of the health impacts, the provincial response has fallen short. When noise guidelines were recently updated, they were weakened—not strengthened. The revised guidelines exempted the company from measuring the pure tone noise, allowing them to use the outdated 1/3 octave band method. This method is widely recognized as inadequate for measuring the community impacts of pure tone noise.

Additionally, during noise monitoring periods, the noise conveniently "disappears," only to return after testing is complete. Without proper tools or protocols, this leaves residents in a constant cycle of harm with no accountability.

December 2022 – Industrial Approval Renewal

In December 2022, Nova Scotia Environment & Climate Change renewed the mine's Industrial Approval, despite being fully aware of the harm being caused.

In response, Sierra Club Canada and a member of the CBEC filed formal appeals. These appeals were backed by expert opinion, legal analysis, and evidence of adverse effects. Despite this, the Minister rejected the appeals, and in doing so, refused to:

1. **Revoke the company's self-reporting privileges**;
2. **Apply the Precautionary Principle—**a standard that requires action in the face of potential harm, even in the absence of full scientific certainty**;**
3. **Mandate spectra frequency analysis** suitable for industrial sources like the Donkin mine.

Our Ask

For five years, our community has endured conditions that would be deemed unacceptable anywhere else. The ongoing noise pollution from the Donkin mine has taken a serious toll on our sleep, our health, and our faith in government systems meant to protect us.

We fully support economic development, safe and sustainable jobs, and a strong future for Cape Breton. But prosperity should not come at the expense of people's well-being.

Today, we are asking CBRM Council to stand with us. Acknowledge the gravity of this issue. Amplify our voices. And advocate to the provincial government for immediate and effective action to stop the Donkin mine noise.

Thank you for your attention and for considering our request.

Sincerely,

Catherine Fergusson
Cow Bay Environmental Association

Resources

Dr. Sarah Barnes' Research Report:
One Thousand Days and Counting: A report on the social and health impacts of industrial noise from the Donkin Coal Mine in Cape Breton, Nova Scotia

Cow Bay Environmental Coalition's Website:
Stop the Donkin Mine Noise: Failure of Regulatory Oversight

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

To:	**Mayor Clarke and Council**
Submitted by:	**John Phalen, Director of Public Works**
Date:	**May 20, 2025**
Subject:	**Compost Facility Future Planning**

History

- Nova Scotia Environmental Regulations require CBRM to divert organics from the solid waste stream.
- CBRM uses a green bin collection program where residents put regulated organics out curbside weekly
- WE currently process the organics at our compost facility at SPAR Road.
- Plant was constructed 2007.
- Intention was/is to divert organics and produce an agricultural grade compost for use/sale.

Present Day

- CBRM has been very successful in doing the diversion of organics and residents comply with Green bin program. Also, we have been successfully operating organic (leaf and yard waste) drop off sites during summer months in the various communities.
- The plant operation has required us to address operational issues and improvements have been made.
- Alterations and a new conveyor system was done in 2021 to make the operation more efficient and increase capacity.
- Operation costs have increased from $ 1,600,000 in 2021 to $ 2,200,000 in 2024.
- Building needs a new roof. Construction cost estimated in 2023 at $ 1,000,000. ($600,000) is budgeted this year.
- Compost production is becoming inefficient. Significant production of “overs” (materials that aren’t processed and inorganics) is in the 40% - 50% range.
- There is no market for the compost
- We are currently trucking up to 50% of the process for landfill. Our current tipping fee is $185 / Tonne., with trucking costs of $ 300,000 annually.
- Due to the location in the middle of the city, odor issues have been a constant concern and will likely require more capital dollars to mitigate. We are still receiving odor complaints, that require constant attention.

What is the Way Forward

Option 1

- We continue with the planned capital expenditure and repairs the roof
- Operating costs for 2025 will be in excess is of $ 2,700,000
- We will continue to work out possible solutions for the persistent odor issues. No solution at present

Option 2 –

- We start a phased close out of the compost facility
- Forego the capital costs planned.
- Truck all organic materials to landfill.
    - With a volume increase we have been able to negotiate a tipping fee reduction
    - Also increased volume we can realize a haulage reduction
- We can realize an operating savings of $ 400,000 – $ 500,000 per year from current operating.
- No reduction in workforce. Employees can be re-allocated in other Solid Waste and Public Works operations, no budgetary impact.
- Frees up supervisory staff for other solid waste initiatives and operations.
- Eliminates odor issue
- No change to the green bin program and no change for CBRM residents. Continue with normal curbside pickup.

RECOMMENDATION

CBRM staff recommend a motion to direct staff to proceed with Option 2 and start a phased close out of the CBRM compost facility.

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

To:	**Mayor Clarke and Council**
Submitted by:	**John Phalen, Director of Public Works**
Date:	**May 20, 2025**
Subject:	**Operation of our Solid Waste Recycling Facility**

Background

- CBRM in response to Nova Scotia Diversion regulations incorporated a blue bag recycling program
- All items are recycled into 2 blue bag streams.
- CBRM picks up curbside blue bags with own in-house forces and local contractors
- Items are processed at our facility at Sydport Industrial Park in Point Edward.
- We own the building and equipment and contract the processing to an operator through the tender process. Current operator is Camdon Recycling Limited. The contract expires December 31st of this year
- Current business model
    - We are the owners
    - Camdon markets the recycled materials and CBRM receives diversion credits
    - CBRM pays for the operating costs and maintenance of the plant.
    - CBRM pays Camdon an operating fee and commission for the operation of the plant
- The operation results in a net loss to CBRM
- From 2021 to 2024 losses went from $ 1,034,000 to 1,189,000.
- CBRM gets complaints from compliance officers at the landfill for recycled materials being discovered in shipments, indicating improper sorting.

The Proposed Go Forward

- We have performed an independent third-party commercial appraisal. The value for the facility is $890,000.
- We have received interest in the form of an unsolicited proposal from a commercial entity to purchase the property and equipment.
- With the sale of the building, the proponent has said they intend to operate it as a going concern as it will better its business case for Atlantic Canada.
- With the sale of the building CBRM:
    - Doesn't have to process the materials
    - We wouldn't have to negotiate with Circular Materials for processing recycled materials as per the upcoming Extended Producer Responsibility Program starting January 1, 2026.

- CBRM would continue to operate our curbside blue bag program, with the Circular Materials contract. Our involvement would end at the recycling site at Sydport.
- No operating cost and eliminates the current and future experienced losses.
- We collect commercial taxes estimated at $ 42,000 annually. (Commercial rate – $ 4.6446 / 100)

RECOMMENDATION

CBRM staff recommend a motion to direct staff to proceed with sale of facility at 345 Gulf Cresent.

Extended Producer Responsibility (EPR) for Packaging, Paper, and Paper-Like Products (PPP) Phase 1

Motion

Moved by Councillor MacMullin, seconded by Councillor Gillespie, that going forward CBRM will opt into EPR (Extended Producer Responsibility) for PPP (Packaging, Paper, and Packaging-Like Products).

Discussion:

- Communication Plan
- Provincial uniform program
- Producer Responsible Organization (PRO) responsible for deciding how to run the program
- PRO responsible for the education of the program
- Savings and revenue opportunities
- Collection time frames
- No immediate requirement for change in equipment

Motion Carried

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

To:	**Mayor Clarke and Council**
Submitted by:	**John Phalen, Director of Public Works**
Date:	**May 20, 2025**
Subject:	**Extended Producer Responsibility – Collection of Recyclables**

Background

- The province has changed its method of processing recyclable materials.
- The change is from a consumer-based responsibility to an Extended Producer Responsibility (EPR)
- In this process, Producers pay to divert the recyclables to a recognized third party. In Nova Scotia, Circular Materials has been selected by the province.
- "Circular Materials is a national not-for-profit producer responsibility organization that represents the evolution to a more circular economy where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging"
- They are currently the EPR company of choice for Nova Scotia, New Brunswick, Ontario and Alberta.
- Founders are 17 of Canada's leading food, beverage and consumer products, restaurants and retailers, Such as Costco, Loblaws, McDonalds, Coca-Cola etc.
- On November 28, 2023 Council passed a motion to opt into EPR.
- Included is the motion and the presentation from the Council session.
- Since that time PW Solid Waste has been working with Circular Materials to implement the EPR collection and processing that comes effective January 1, 2026.

The Go Forward

- CBRM has negotiated a go forward for the collection of our recyclable materials. These are the materials that residents put curbside as part of our blue bag program.
- There is no change in the current regulations as to what and how materials are put out curbside and no change for CBRM residents.
- Circular Materials will pay a yearly fee to CBRM to collect the materials. The fee considers our collection fees and additional payment to provide education.
- The fee that will be paid:
    - Based on 44,462 stops (residential curbside residences)
    - CBRM will be paid $ 4.50 per stop per month for collection
    - CBRM will be paid $ 1.50 per stop per year for education
- These fees will generate $2,532,334 per year.

- Currently CBRM collection costs are generated by a combination of own forces and contracted services.
- PW Solid Waste foresees an operational efficiency of approximately $ 1,800,000 with this change based on our current costs.
- PW Solid waste will benefit approximately $ 65,000 in education credits that we can use to increase education in our solid waste collection programs.
- There will be no change to the current way we collect our recyclables.
- We will continue to use our own forces and continue with our contracted services with no change to our operation or contracts.

RECOMMENDATION

CBRM staff recommend a motion to direct staff to proceed with the collection of recyclables using Circular Materials as per Council Motion of November 28, 2023.

Extended Producer Responsibility

EPR for PPP Phase 1

CBRM Solid Waste Department

November 2023

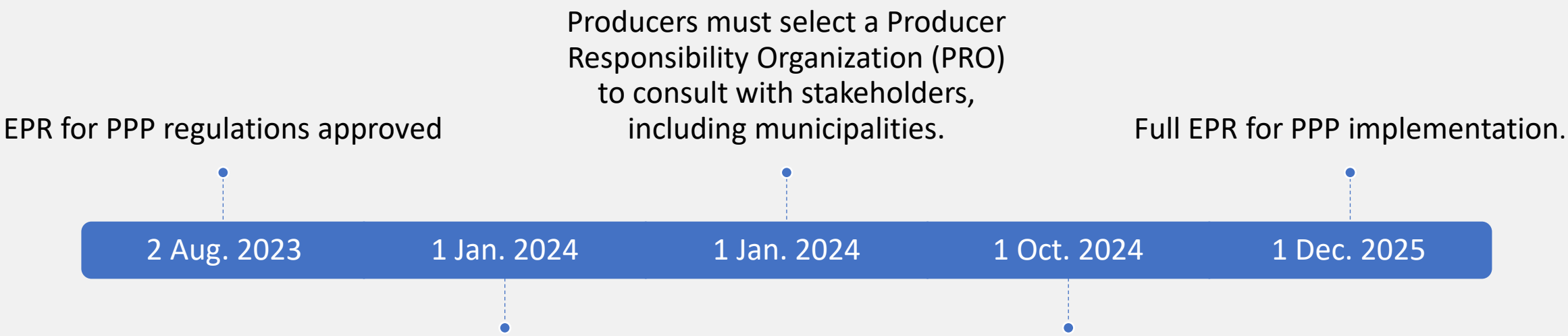
EPR For Packaging, Paper Products and Packaging-Like Products

- Nova Scotia Environment approved regulations August 2, 2023
- CBRM council has consistently been supportive of EPR
- EPR for Packaging, Paper Products, and Packaging-like products (PPP) regulates industry responsibility for both the operational and financial management of certain recyclable materials.
- In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system.

EPR For Packaging, Paper Products and Packaging-Like Products

- Savings from new operational arrangements are estimated between $20-25 million annually for NS municipalities.
- Transitioning to the program will take approximately **two years**
- Program will be fully implemented for January 1, 2026

Program Dates & Deadlines



EPR For Packaging, Paper Products and Packaging-Like Products

What is required of CBRM

- CBRM is required to register by January 1, 2024
  - Provide collection data
  - Opting in to EPR or,
  - Opting out of EPR

OPT IN – OPT OUT

Opting In with EPR for PPP:

- means the cost and responsibility of operating the curbside collection program will be transferred from the municipality to the producers of the packaging, paper, and packaging-like products we currently manage in our program.

Opting Out with EPR for PPP:

- the cost and responsibility of operating the curbside collection program is solely the responsibility of the municipality. CBRM would continue to run a curbside collection program at our own cost with no support from industry to collect, sort and process materials produced by industry. Producers would not be required to financially pay the municipality to collect, sort or process the products they produced.

EPR For Packaging, Paper Products and Packaging-Like Products

Recommendation

Staff recommends the following motion:

- CBRM wish to confirm that going forward they will be opting in to EPR for PPP (Extended Producer Responsibility for Packaging, Paper, and Packaging-Like Products).

Thank You

Questions

Memo

TO: **Committee of the Whole**

FROM: **Colin Fraser**

SUBJECT: **Main-a-Dieu Community Development Association / Coastal Discovery Centre Lease Renewal**

DATE: **May 26, 2025**

BACKGROUND:

The CBRM owns a facility in Main-a-Dieu formerly known as the Main-a-Dieu Elementary School. It is commonly referred to as the Coastal Discovery Center. The facility acts as a tourist destination along the Marconi Trail and a venue for community social and leisure activates.

The existing Lease for the Main-a-Dieu Community Development Association has expired. The Association is seeking to renew for another five year term under the same terms and conditions as the previous lease. A copy of the previous lease is attached. In return for the operation and maintenance of the property, the Associations pays a nominal rent of $1.00 per annum to the CBRM.

We have reviewed this request with internal staff and they have no issues with this request.

RECOMMENDATION:

That the Committee pass a motion to direct Council to approve a five-year lease with the Main-a-Dieu Community Development Association on the same terms as the previous lease.

Submitted by:

Colin Fraser
Legal Researcher

THIS LEASE made this 25th day of July, 2018.

BETWEEN:

THE CAPE BRETON REGIONAL MUNICIPALITY, a body corporate in and for the Province of Nova Scotia

(hereinafter called the "Landlord")

OF THE ONE PART

and

THE MAIN-A-DIEU COMMUNITY DEVELOPMENT ASSOCIATION, a duly registered society, under the *Societies Act* of Nova Scotia

(hereinafter called the "Tenant")

OF THE OTHER PART

WITNESSETH that in consideration of the rents, covenants and agreements herein contained, the Landlord and the Tenant agree as follows:

LEASE

1. The Landlord leases to the Tenant with an option to purchase the premises (the "Demised Premises") consisting of the building (the "Building") known as the former Main-a-Dieu Elementary School, located at Main-a-Dieu.

TO HAVE AND TO HOLD for a term (the "Term") of five (5) years, commencing on the 1st day of August 2018, fully to be complete and ended on the 30th day of July, 2023.

RENTAL

2. a. Yielding and paying, therefore, yearly and every year during the said term unto the Landlord without deduction, set off or abatement (except as herein expressly provided) in lawful money of Canada during the term of this lease:

   i. fixed rent in the annual amount of $1.00 (One Dollar).
   ii. Said rent to be paid in advance, commencing on the occupation date and on the 1st day of each calendar year thereafter during the term.

3. a. The Landlord warrants to the Tenant that it is entitled to enter into this Lease, and that the nature of the Landlord's possession of the building and the land upon which the building is erected enables the Landlord to lease the demised premises under the terms of and for the entire term of this lease.

   b. The Landlord covenants with the Tenant:

i. for quiet enjoyment
ii. to observe and perform all covenants and obligations of the Landlord herein

c. The Tenant covenants with the Landlord:

i. to pay rent
ii. to observe and perform all covenants and obligations of the Tenant herein

LANDLORD'S COVENANTS

4. a. The Landlord covenants with the Tenant that the Tenant shall be permitted to assign or sublet the demised premises and the within lease in whole or in part provided the Tenant first obtains the written consent of the Landlord, such consent not be unreasonably withheld. No such assignment/subletting shall be deemed to relieve the Tenant of its obligations under this lease.

b. In the event that the Tenant desires to assign, sublet or part with possession of all or any part of the demised premises, or to transfer this lease in another manner, in whole or in part of any estate or interest thereunder, then and so often as such event shall occur, the Tenant shall give prior written notice to the Landlord of such desire and the Landlord shall always have the option to cancel this lease within 30 (thirty) days following the receipt by it of such notice from the Tenant.

IMPROVEMENTS

5. The Landlord covenants with the Tenant that the Tenant shall have the right at any time and from time to time during the term of this lease, without being obligated to pay any additional rent to the Landlord, to make any and all repairs to or alterations in and additions within the demised premises that may be deemed convenient for the proper carrying on of its business, but will not be called upon by the Landlord to put the demised premises back in their present condition at the expiration of this lease; provided, however, (1) that nothing shall be done to weaken the building, and (2) that the Tenant shall be responsible for any damage caused to the demised premises thereby. All leasehold improvements and tenant's fixtures for the demised premises shall upon being installed or affixed become the property of the Landlord, but in the case of the Tenant purchasing the building, such improvements shall become the property of the Tenant.

TENANT'S COVENANTS

6. The Tenant covenants that it shall use the demised premises for the purpose of carrying on the business of a bakery and tea shop, credit union, etc., provided, however, that the Tenant may assign or sublet in accordance with Clause 4.

REPAIRS AND MAINTENANCE

7. The Tenant covenants with the Landlord, at its own expense, to make all repairs to and to maintain in good, sound condition, the demised premises including its fixtures and equipment, except for normal wear and tear, damage by fire and other fortuitous events beyond the control of the Tenant, and also such other repairs and maintenance as are herein provided to be made by the Landlord. The Tenant further covenants that it shall be responsible for the payment of

utilities for the use of the building, including heat, electricity and phones, as well as regular general maintenance of the premises.

INSURANCE

8. The Landlord agrees that the Landlord shall take out and maintain:

a. All Risks Direct Damage Property Insurance, including flood and earthquake, for the full replacement cost value of the building and any improvements and installations thereto, except for leasehold improvements and trade fixtures;

b. Comprehensive Direct Damage and Business Interruption Boiler and Machinery Insurance on all boilers, pressure vessels, air-conditioning equipment and miscellaneous electrical apparatus;

c. The policies under which such insurance is effected shall contain waivers of any rights of subrogation as against the Tenant;

d. Upon request of the Tenant from time to time, the Landlord shall furnish a statement as to the perils in respect of which, and the amounts to which, it has insured the building and the improvements and installations thereto, and the Tenant shall be entitled at reasonable times upon reasonable notice to the Landlord to inspect copies of relevant portions of all policies of insurance in effect and a copy of any relevant opinions of the Landlord's insurance advisors.

The Tenant agrees that the Tenant shall take out and maintain:

e. Comprehensive General Liability Insurance including Personal Injury, Bodily Injury, Property Damage and Contractual Liability, all on an occurrence basis; Tenant's Fire/Legal Liability Insurance; and Non-Owned Automobile Liability Insurance; with respect to the business carried on in, or from, the premises and the Tenant's use or occupancy of the premises and any other part of the building, with coverage for any one occurrence or claim of not less than $1,000,000.00 (One Million Dollars). The insurance shall include the landlord as an additional named insured and shall contain a cross-liability clause; and

f. All Risks Direct Damage Property Insurance, including flood and earthquake for the full replacement cost value of the Tenant's leasehold improvements, Tenant's fixtures and contents of every description, which insurance shall contain a waiver of any rights of subrogation as against the Landlord and provide that any proceeds recoverable in the event of loss to leasehold improvements shall be payable to the Landlord and the Tenant as their respective interests may appear (but the Landlord agrees to make available such proceeds towards the repair or replacement of the insured property if this lease is not terminated pursuant to any other provision thereof). The Landlord covenants and agrees that the Tenant shall have an insurable interest in the alterations, improvements and additions made by it or at its expense, whether before or after the date of

the commencement of the term, in and to the premises and that the Tenant shall have the right to insure such alterations, improvements and additions up to the full value thereof, notwithstanding that the same may be affixed to or incorporated with the building.

g. Permission is granted by the Landlord to the Tenant to effect deductibles under its various insurance policies as it may see fit. The Tenant agrees to bear the full cost of losses below such deductible.

h. The Tenant shall furnish to the Landlord, if and whenever requested by it, certificates as to the insurance from time to time effected by the Tenant and its renewal or continuation in force. If the certificate thus submitted indicates to the landlord that the Tenant has failed to insure the premises as required in this sub-clause, then the Landlord may give written notice to the Tenant requiring compliance with this sub-clause. If the Tenant does not, within 30 (thirty) days of such notice, provide appropriate evidence of compliance with this sub-clause the Landlord may obtain some or all of the additional coverage or other insurance which the Tenant has failed to obtain, without prejudice to any other rights of the Landlord under this lease or otherwise, and the Tenant shall pay all premiums or other expenses incurred by the Landlord in that connection.

i. The Tenant covenants with the Landlord that the business to be carried on in the premises will not be of such a nature as to increase the insurance risk of the building or cause the Landlord to pay increased rates of insurance premiums and it is agreed that, in case the business so carried on by the Tenant is such as to increase the insurance risk or cost to the Landlord or occupants of the building, the Tenant will promptly pay to the Landlord the increased amount of insurance premiums upon receipt of notification from the Landlord.

j. The Tenant and the Landlord mutually agree that, except to the extent the same is caused by the negligence or unlawful acts of the Landlord or by the negligence or unlawful acts of any persons form whom and in respect of which the Landlord is in law responsible, the Tenant agrees that the Landlord shall not be liable to the Tenant for any bodily injury or death of, or loss or damage to any property belonging to the Tenant or its employees, agents or servants occurring on the demised premises or in any other part of the building or land.

k. Indemnity of Landlord – except to the extent that the liabilities, claims, damage, losses or expenses referred to in this sub-clause are caused by the negligence or unlawful acts of the Landlord or by the negligence or unlawful acts of any persons for whom and in respect of which the Landlord is in law responsible, the Tenant agrees to indemnify and hold harmless the Landlord from and against all liabilities, claims, damage, loss or expenses arising out of any act or omission of the Tenant or any of its employees, agents or servants for whom and in respect of which the Tenant is in law responsible in and about the demised premises and the said building or arising out of any breach, violation or non-performance by the Tenant of any of the provisions of this lease.

l. Indemnity of Tenant – except to the extent that the liabilities, claims, damage, losses or expenses referred to in this sub-clause are caused by the negligence or unlawful acts of the Tenant or by the negligence or unlawful acts of any other person for whom and in respect of which the Tenant is in law responsible, the Landlord agrees to indemnify and hold harmless the Tenant from and against all liabilities, claims, damage, loss or expenses arising out of any act or omission of the Landlord or any of its employees, agents or servants from whom and in respect of which the Landlord is in law responsible in and about the demised premises and the said building or arising out of any breach, violation or non-performance by the Landlord of any of the provision of this lease.

BUSINESS TAXES

9. The Tenant covenants to pay all business taxes from time to time levied against or payable in respect to the occupancy of the demised premises as well as to pay any and all taxes and assessments that be assessed or levied upon or against any of the Tenant's personal property, fixtures or equipment placed on or in the demised premises.

10. The Tenant will pay, as additional rent, in each year during the term and within the times provided for by the taxing authorities as the Landlord may direct, and discharge all sales taxes, taxes on goods or services, value-added taxes, business transfer taxes or otherwise ("Sales Taxes"), duly levied, assessed or proposed by federal, municipal, provincial or any other public authority in respect of rental paid by the Tenant pursuant to this lease subject to such sales taxes becoming payable under law.

11. The Landlord covenants to pay all real property taxes, rates and charges on the whole of the land and buildings of which the demised premises for a part.

ARBITRATION

12. In the event of any dispute between the Landlord and the Tenant under the within lease, the matter in dispute may be submitted to arbitration if either the Landlord or the Tenant notifies the other of its intention to resort to arbitration. Such arbitration is to be governed by the *Arbitration Act* of the Province of Nova Scotia.

DEFAULT, FORFEITURE AND RE-ENTRY

13. a. The Tenant agrees with the Landlord that non-payment of rent constitutes a default and shall at the Landlord's option render the lease terminated immediately.

b. The Tenant further agrees with the Landlord that, if the term hereby granted or any of the goods and chattels of the Tenant shall be at any time seized or taken in execution or in attachment by any creditor of the Tenant or if a writ of execution shall issue against the goods or chattels of the Tenant or if the Tenant shall execute any chattel mortgage or bill of sale of any of its goods or chattels or if the Tenant shall make any assignment for the benefit of creditors or becoming bankrupt or insolvent shall take the benefit of any Act that may be in force for bankrupt or insolvent debtors or in case the said premises become vacant and so remain for a period of 30 (thirty) days, or in case the Tenant shall attempt to abandon the said premises or

to sell or dispose of its goods and chattels so that there would not in the event of such sale or disposal be, in the opinion of the Landlord, a sufficient distress on the premises for the then accruing rent, then the current month's rent, together with rent for the three (3) months next ensuing shall immediately become due and payable, and the said terms shall, at the option of the Landlord, forthwith become forfeited and determined and the Landlord may re-enter and take possession of the said premises as thought the Tenant was holding-over after expiration of the said term.

c. it is understood and agreed between the Landlord and the Tenant that a default under any other covenant, agreement or condition of this lease, except those specifically detained above, shall not be sufficient cause for the Landlord to exercise any right of the other remedies of non-performance, namely Injunction, Damages and Specific Performance. In the event of any act or omission on the part of the Tenant which would give the Landlord a right to demand termination of this lease, the Tenant shall be entitled to a delay during which it may remedy the default. Such delay shall be 10 (ten) days in the case of non-payment of basic rent and 30 (thirty) days in other cases. Said delays to commence upon receipt of a written notice from the Landlord specifying default.

NOTICE

14. Any written notice provide for in this lease shall be deemed to be effectually given to the Landlord if addressed by registered mail or delivered by hand to the Landlord at its office on the property or at such other address as the Landlord may from time to time designate in writing. Any written notice provided for in this lease shall be deemed to be effectually given to the Tenant if addressed by registered mail or delivered by hand to the Tenant at the demised premises.

OPTION TO PURCHASE

15. The Tenant may, subject to the proviso hereinafter set out and subject to final approval of the Landlord after public hearing on the matter, opt to purchase the building hereby leased at any time during the term of the Lease, or at the end of this Lease, for the sum of $1.00 (One Dollar) of lawful money of Canada, provided that, in the event the Tenant, after having taken ownership of the building, were to propose to part with possession or ownership of the said building, or failed to continue to operate the premises as a community development centre, then, at the sole and exclusive option of the Landlord, the building ownership shall be returned by deed to the Landlord for the sum of $1.00 (One Dollar).

WAIVER

16. No act or omission of a party nor any condonement, excusing or overlooking by a party of any default, breach or non-observance by the other at any time or times in respect of any covenant, provision or condition herein contained, shall operate as a precedent nor as a waiver of that party's rights hereunder in respect of any subsequent default, breach or non-observance, nor so as to defeat or affect in any way the rights of the party of any subsequent default, breach or non-observance.

RELATIONSHIP OR PARTIES

17. No act of the parties hereto nor any other provision contained herein shall create any relationship between the parties hereto other than that of Landlord and Tenant and it is recorded and agreed that neither the Landlord nor the Tenant in any way or for any purpose becomes a partner of the other in conduct of its business, or a joint adventure or a member of joint enterprise with each other.

DESTRUCTION OF PREMISES

18. It is hereby declared and agreed that, in case the demised premises or any part thereof, shall at any time during the term hereby granted be destroyed or damaged by fire, lightening, explosion or tempest or any unavoidable cause so as to render the same unfit for purposes of the Tenant or of its permitted subtenants, then and so often as the same shall happen, the rent hereby reserved or a proportionate part thereof according to the nature and extent of the injury sustained and remedies for recovering the same shall be suspended and abated until the demised premises shall have been rebuilt or made fit for the purposes of the Tenant and upon the demised premises being repaired for the purposed of the Tenant, the Tenant shall thereupon resume payment of the rental as hereinbefore specified; but if in the opinion of the Landlord the demised premises cannot be made reasonably fit for the purposes of the Tenant or of its permitted subtenants within 120 (one hundred twenty) days from the date of the happening of such damage, or if the Landlord does not wish to repair or rebuild the premises, then the Landlord shall have the privilege forthwith of terminating this lease and the same shall thereby be at an end.

TERMINATION BY TENANT

19. This Lease may be terminated by the Tenant giving ninety (90) days written notice to the Landlord of its intention to quit the subject premises, after which this Lease shall be null and void.

TIME

20. Time shall be of the essence.

AMENDMENT

21. This lease shall not be or be deemed or construed to be modified or amended, except by an instrument in writing, signed by the parties hereto, specifically asserting that the lease is thereby amended.

ENTIRE AGREEMENT

22. Subject to the provisions of any written secondary agreements, this lease contains the entire agreement between the parties which is admitted to that they shall be forever stopped from asserting to the contrary that there is any condition precedent or warranty whatsoever to the within lease.

NOTICES

23. In the event that either party is required to give the other notice for the purposes of this lease, the same shall be delivered at the following addresses:

Cape Breton Regional Municipality	Main-a-Dieu Community Development Association
c/o Regional Solicitor	[redacted]
320 Esplanade, Suite 401	Main-a-Dieu, NS
Sydney, NS	B1C 1W5
B1P 7B9	

IN WITNESS WHEREOF the Landlord and the Tenant have executed these presents the day and year first above written.

SIGNED, SEALED AND DELIVERED

CAPE BRETON REGIONAL MUNICIPALITY

[redacted]
Witness

[redacted]
Cecil P. Clarke – Mayor

[redacted]
Deborah Campbell Ryan – Clerk

MAIN-a-DIEU COMMUNITY DEVELOPMENT ASSOCIATION

per [redacted]
Pauline Mesher – President

[redacted]
Witness

per [redacted]
Elizabeth McDougall -Treasurer

AFFIDAVIT OF EXECUTION

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF CAPE BRETON

ON THIS 25th day of July, A.D., 2018, before me the subscriber, personally came and appeared [redacted], the subscribing witness to the foregoing indenture who having been by me duly sworn, made oath and said that Mayor Cecil P. Clarke and Municipal Clerk Deborah Campbell Ryan, on behalf of the Cape Breton Regional Municipality herein, signed, sealed and delivered the same in his/her presence.

[redacted]
A ~~Barrister~~/Commissioner of the
Supreme Court of Nova Scotia

Sheila Kolanko
A Commissioner of the
Supreme Court of Nova Scotia

AFFIDAVIT OF EXECUTION

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF CAPE BRETON

ON THIS day of July, A.D. 2018, before me the subscriber, personally came and appeared _____, the subscribing witness to the foregoing indenture who having been by me duly sworn, made oath and said that Pauline Mesher, President, and Elizabeth A. McDougall the Treasurer, on behalf of the Main-a-Dieu Community Development Association herein signed, sealed and delivered the same in his/her presence

_____
A Barrister/Commissioner of the
Supreme Court of Nova Scotia

Staff Report

To:	**Mayor Clarke and Council**
Prepared by:	**Ray Boudreau, Director of Water & Wastewater**
Date:	**June 3**
Subject	**Water & Wastewater Billing – Update**

Background

Mayor and Council were provided with a detailed review of water and wastewater bills and how the Water Utility recovers costs through a user-pay model. This information included:

- The rationale behind transitioning from taxation to a rate-based approach
- The methodology used to calculate water and wastewater rates
- How the new billing structure appears to customers
- Concerns and questions raised by constituents

Takeaways

Several constructive outcomes emerged from discussions:

1. **Bill Format Improvements**
    - Staff will work with our financial services provider (SAP) to improve clarity and highlight key information.
2. **Targeted Customer Messaging**
    - Two sets of bill inserts will be developed for:
        - **Customers who receive water and wastewater service**
        - **Customers who receive wastewater service only**
    - Messaging will use plain language to explain what services are being charged and how rates are applied.

3. **Updated FAQ Document**
    - A revised Frequently Asked Questions (FAQ) document will be produced.
    - It will address common customer inquiries and reflect feedback.
4. **Educational Video**
    - A short, narrated video walkthrough of the bill format will be developed.
    - The video will be shared on the municipal website and social media to reach a broader audience.

Next Steps

Future check-ins with Council will be scheduled as staff progress on these items.

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

To:	**Committee of the Whole**
Submitted by:	**Demetri Kachafanas, K.C., Interim CAO**
Date:	**June 3, 2025**
Subject:	**CBRM Policies**

Origin
Staff initiated.

Legislation and Related Policies
Municipal Government Act, Sections 47 and 49(1)

Recommendation

That the Committee of the Whole recommend that Council review and consider the draft *Administration of Policies, Procedures and Guidelines Policy* as outlined in the attached draft document at a forthcoming meeting of Council.

Background

During the February 18th, 2025, meeting, Council approved a staff recommendation for staff to initiate a review of all CBRM policies; and to develop a policy framework for Council's consideration.

There are two components to this report. The first component is information related to the draft policy framework titled *Administration of Policies, Procedures, and Guidelines*. The second component is an update on the progress of the policy review provided for information purposes.

1. **Draft Policy Framework: *Administration of Policies, Procedures, and Guidelines***

A comprehensive policy framework document has been drafted and is being provided to Council to review. Within the policy there are proposed overarching guidelines for policy creation, classification, approval, and review. The framework also defines roles and responsibilities for policy authors, reviewers, and approvers. The outcomes related to this policy on policies is to strengthen policy governance, increase organizational consistency, and support strategic development and oversight.

As part of this effort, the following foundational policy principles are proposed within the *Administration of Policies, Procedures, and Guidelines* document.

- Policy informs decision making and contributes to achievement of the outcomes sought from the Council's strategic goals and reflects good governance practices in accordance with legal, environmental, social, and financial requirements.
- Policy is evidence based and includes sound research and analysis, and an understanding of the outcomes achieved of a similar policy.
- Policy is developed in consultation with key stakeholders to broaden input and reflects the variety of expertise from respective fields.
- Decision-making is undertaken in line with policy, and exceptions and amendments are formally approved.
- Policy is easily translated to operating guidelines written with clarity that enables their effective implementation in operations.
- Policy offers consistent and transparent operations of the CBRM's services, programs, and facilities.
- Policy outcomes are measurable and should relate to strategic plans or objectives of Council.

- Policy is readily accessible to Council, employees, and the public.

The development of a standardized policy framework, the *Administration of Policies, Procedures, and Guidelines* is a critical foundation document that supports transparency, accountability, and effective governance. This initiative will ensure all policies are clearly documented, accessible, and aligned with the strategic direction of CBRM. Continued progress and collaboration across departments will be essential to its success.

2. Update on Policy Review

To enhance consistency, accountability, and accessibility of policies across the organization, a broad policy review and framework development process has been initiated and is in progress.

Policy Inventory and Gap Analysis

An organization-wide review of existing policies has commenced to:

- Identify outdated or redundant policies
- Detect gaps requiring the development of new policies
- Highlight overlaps or inconsistencies
- Update naming conventions and classifications

This work is ongoing, and comprehensive updates will come to a future meeting. It is of note that CBRM is reviewing over 150 existing policies reviewing for synergies, opportunities, and gaps through the perspectives of: legislative compliance, operational relevance, strategic alignment, accessibility, digital readiness and information management, and clarity and consistence in communications.

While all of the existing policies are being assessed, the following are being prepared for submission in the short-term. The status of each policy is assigned in relation to the policy development cycle Appendix A.

In progress	Status	Timeline for Notice/Circulation
CBRM Administration of Policies, Procedures, and Guidelines	Step 6	Early June 2025
Council Policies and Procedures	Step 5	Mid June 2025
Commemorations and Celebrations	Step 5	Early June 2025
Communications	Step 5	Early June 2025
CAO Performance Evaluation	Step 6	Referred to a meeting of Council
Vehicle Use	Step 4	Early Fall
Records and Information Management	Step 5	Mid June 2025
Municipal Events Attendance	Step 5	Mid June 2025
Revenue Collections	Step 5	Mid June 2025
Street Light Policy	Step 4	Early Fall
Visual A Policy Development Cycle Alignment		

Step 4	In draft - At the department level
Step 5	Review – Has been or is being circulated for feedback/edits are being made
Step 6	Approval – is at the final stages, may come back to step 5 if changes are needed

Staff Resource Package

A draft Policy Resource Package is in development. It will serve as a staff resource guide and include standardized policy and procedure templates, process flow charts, and necessary forms and/or digital access.

Accompanying visuals located in Appendix A and B do not require formal approval but will form part of the staff resource package and provide a visual guide for where a policy is within its development.

Governance Tools and Structures
Refinements are being made to governance structures to support the implementation of the framework. These include:

- Updating and digitizing the central inventory of all municipal policies and procedures
- Establishing processes for centralized policy storage, access, and version control
- Creating a communications process to notify staff of policy updates or newly adopted policies

Report to Council
A future report to Council will outline:

- Policies requiring Council consideration or repeal
- Identified gaps necessitating new policy development
- Overall improvements to policy accessibility and transparency

Financial Implications
The policy project and coordination function are being undertaken using existing resources.

Options

1. CBRM Council may adopt the recommendation with modifications.

2. CBRM Council may refuse the recommendation in part or in whole.

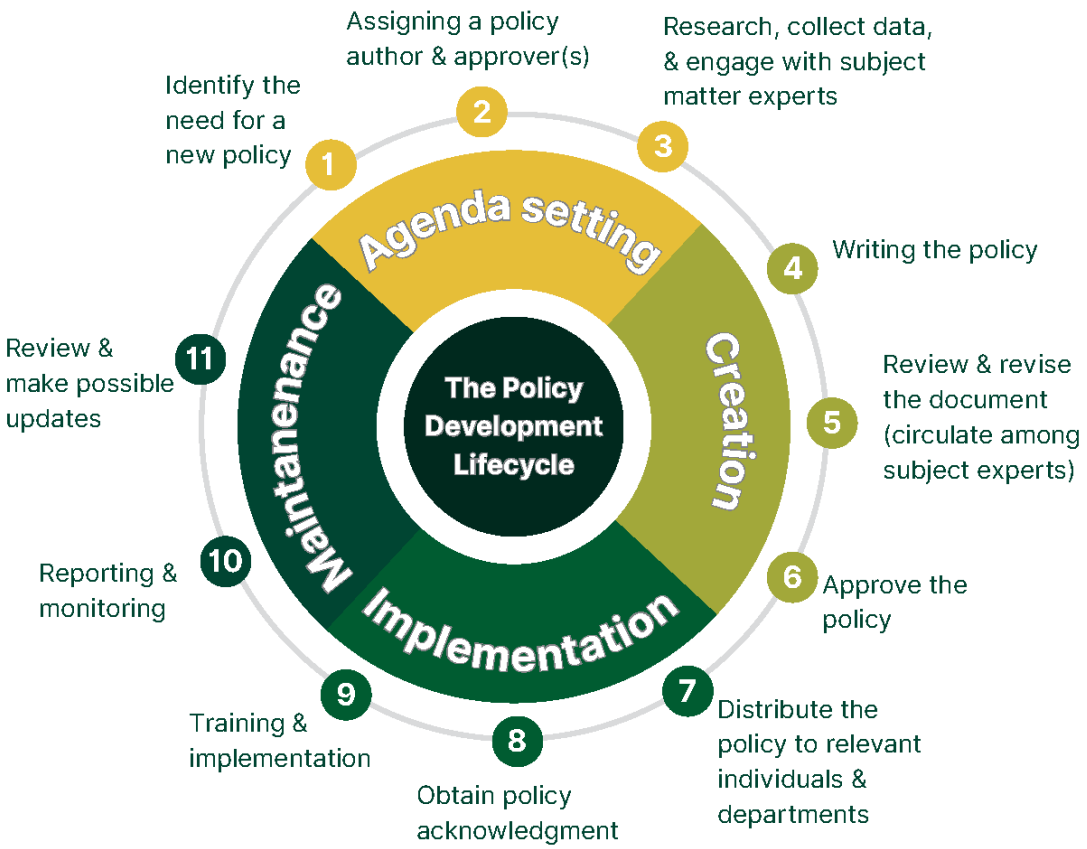
Attachments
Appendix A – Visual Policy Development Cycle
Appendix B – Visual Policy Framework

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 902-563-5021.

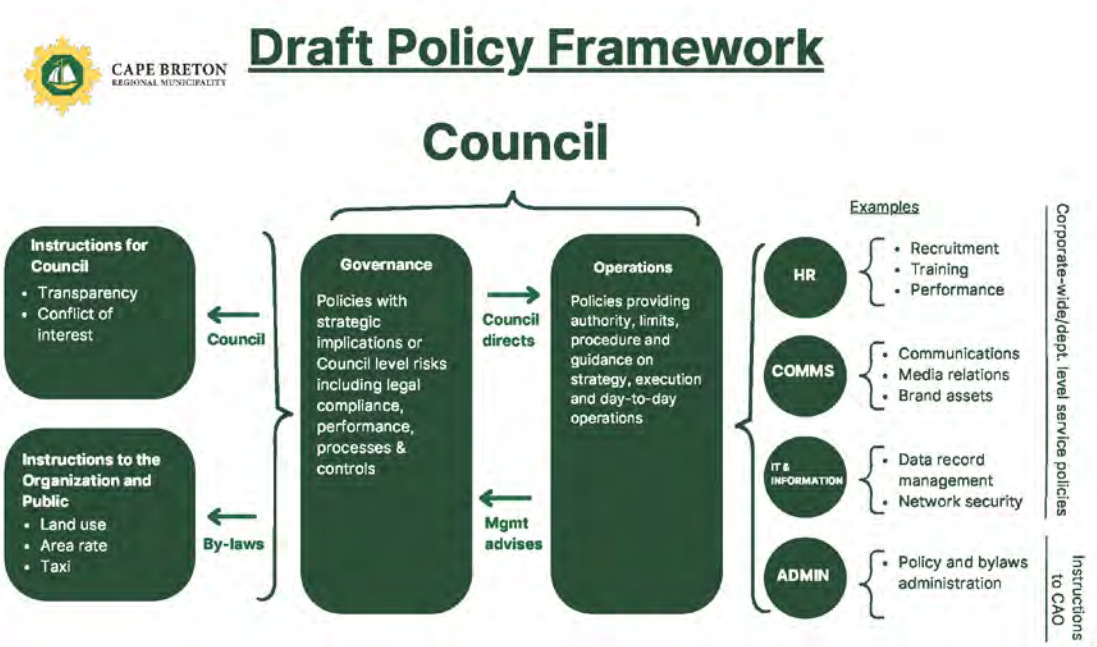
Appendix A – Visual Policy Development

The Policy Development Cycle



Adapted from compliancebridge.com

Appendix B – Visual Draft Policy Framework



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

Title	**Administration of Policies, Procedures, and Guidelines**
Date	
Revision Date	
Replaces	

1. **Title**
   Administration of Policies, Procedures, and Guidelines Policy

2. **Legislative Authorities**
   Municipal Government Act, Sections 47 and 49(1)
   CBRM By-law Development Policy

3. **Policy Statement**
   The Cape Breton Regional Municipality (CBRM) is committed to good governance, and ensuring transparent provision and operations of CBRM programs and services by formalizing and defining a transparent process for the creation, management, retention, and review of its policies.

4. **Purpose**
   The purpose of this policy is to assist Council in its delivery of robust and transparent governance in line with Council's role of setting a municipality's policy and programs as defined under Section 47 and 49(1) of the *Municipal Government Act.* The policy will further facilitate the development, implementation, and review of policies to support the execution of Council's strategic (regional, divisional, district) priorities, and provides a framework for decision making in line with the will of Council.

5. **Scope**
   This policy applies to all policy instruments including: corporate, administrative and departmental policies, procedures, and guidelines of the CBRM and excluding documents pertaining to the CBRPS.

6. **Definitions**
   Policy: A written directive approved by Council that guides internal operations, decision-making, and sets standards for performance and service delivery within CBRM.

   By-law: A legal instrument enacted by Council that delegates authority and imposes obligations on residents or organizations, often linked to financial or compliance matters.

Policy Instrument: Any formal document including policies, procedures, directives, protocols, and guidelines that collectively guide CBRM's governance and operations.

Policy Registry: The centralized record-keeping system that logs the approval, revision history, and categorization of all CBRM policies.

Policy Administration Team: A team consisting of the CAO, Regional Solicitor, Municipal Clerk, and Department Directors (as needed), responsible for policy review, stakeholder consultation, and ensuring effective policy development.

Author: The individual responsible for drafting a policy or policy-related document, consulting with stakeholders, and ensuring alignment with legislation and existing documents.

Clerk's Department: The department responsible for maintaining the central repository of policies, assisting authors in policy development, assigning policy numbers, and tracking review schedules.

Council: The elected municipal body responsible for setting the policies and programs of CBRM, approving policies, and delegating authority where appropriate.

Policy Review: The scheduled evaluation of a policy to ensure its relevance, legal compliance, and alignment with Council's strategic objectives, typically on an annual basis.

7. **General Provisions and Principles**
   - 7.1. Policy informs decision making and contributes to achievement of the outcomes sought from the Council's strategic goals and reflects good governance practices in accordance with legal, environmental, social, and financial requirements.
   - 7.2. Policy is evidence based and includes sound research and analysis, and an understanding of the outcomes achieved of a similar policy.
   - 7.3. Policy is developed in consultation with key stakeholders to broaden input, and reflects the variety of expertise from respective fields.
   - 7.4. Decision-making is undertaken in line with policy, and exceptions and amendments are formally approved.
   - 7.5. Policy is easily translated to operating guidelines written with clarity that enables their effective implementation in operations.
   - 7.6. Policy offers consistent and transparent operations of the CBRM's services, programs, and facilities.
   - 7.7. Policy outcomes are measurable and should relate to strategic plans or objectives of Council.
   - 7.8. Policy is readily accessible to Council, employees, and the public.

8. Roles and Responsibilities

8.1. **Council:**
Is responsible for the review and approval of all policies, delegate authority to the CAO for directives, and to be aware of department protocols.

8.2. **Policy Administration Team:**

Consists of the Chief Administrative Officer, Regional Solicitor, the Municipal Clerk, and where required Department Directors or their delegates. They:

8.2.1. Ensure appropriate consultation and collaboration amongst staff and the community has occurred to create a comprehensive and effective policy instrument

8.2.2. Approves procedures and guidelines.

8.2.3. Reviews and approves policies to proceed to Council.

8.3. **Clerk's Department**

8.3.1. Record keeping and annual reporting of all policies.

8.3.2. Provide assistance to the author in the development, amendment or updating of policies and procedures by facilitating a preliminary review of draft documents.

8.3.3. Supports the overall development and review of policies by supporting the policy administrative team, notifying authors of review days, and maintaining a central repository of policies.

8.3.4. Provide approved policies to the respective Director.

8.3.5. Maintains and makes available a definitions library of key words from all policies to ensure consistent language.

8.4. **Department Directors**

8.4.1. Communicate policies to departmental staff.

8.4.2. Ensure policy acknowledgement forms have been completed and are accessible to division managers.

8.5. **All Employees**

8.5.1. Read, understand, ask questions, and acknowledge their understanding of the policy.

8.6. **Author**

8.6.1. Develops the policy using the established template and process.

8.6.2. For existing policies, provides recommendations on amending, rescinding, reviewing and monitoring to the Policy Administration Team through their respective department head.

8.6.3. Consults with other relevant stakeholders (internal and external) as appropriate.

8.6.4. Liaising with the Clerk's department as required for a policy number and to ensure policy does not conflict with other policies, by-laws or relevant legislation.

8.6.5. Determine the topic of the policy instrument.

8.6.6. Liaises with department head to have policy reviewed with Directors.

9. Policy Instruments

Policy Instrument	Description	Council Approval Required
By-law	Council is delegating responsibility per the MGA and residents are being required to do or not do something, or there is a direct financial requirement of residents or overarching legislation requires matters be dealt with by Bylaw (See CBRM By-law Development Policy)	Yes

Policy	Written directive approved by Council that focuses on the internal operations of the CBRM as a corporation. Administrative policies outline delegations of authority by Council to the Chief Administrative Officer and other municipal officers. Administrative policies impact the work and behaviour of internal staff, contractors and consultants. It can also be a statement of position, intent, or direction that communicates CBRM's priorities, provides guidance for present and future decisions, sets standards for performance and service delivery, and articulates principles of acceptable behaviour and actions. Corporate policies are externally focused, relating to interactions between the CBRM, the public, and other external entities and are applicable to staff and citizens.	Yes
Directive	An issue that could be dealt with by policy, but the authority has been delegated by Council to the Chief Administrative Officer.	No
Department Protocols, Plans, and Standards (rules)	Written directive with respect to activities or services of a department that do not have CBRM-wide application. Departmental protocols impact staff and services within those departments, and are therefore driven by departmental staff needs, or users of municipal services offered by that department.	Depends; and must align with administrative and corporate policies. Protocols and Standards not going to Council must be reviewed and approved by the CAO.
Department Procedures, including manuals, handbooks	Set of step-by-step instructions to help staff carry out routine tasks that operationalize a policy. Procedures aim to achieve efficiency, quality, consistency, and ensure safety while reducing miscommunication and failure to comply with a policy. Procedures identify assigned responsibilities to relevant departments and divisions in order to accomplish the tasks, and therefore apply to city staff.	No
Guidelines including tools, templates, forms, supporting documents	Operational guidance, which may be related to a policy direction, are not subject to the same enforcement as policies. Guidelines include best practices, and general advice on routine matters, and are generated by internal staff to promote knowledge sharing.	No
Policy Registry	A record of approval and review history of each policy to track the official development of policies.	No

10. Policy Registry

All corporate policies including mandatory policies required under the *Municipal Government Act* are numbered and stored under one of the following categories, and in alignment with the *Records and Information Management Policy.*

A	Administration
C	Council and Governance
D	Development & Planning
E	Environmental Services
F	Financial Management
H	Human Resources
L	Legal
M	Media, Communications & Public Relations
O	Operations
P	Public Safety, and Licensing Services
R	Recreation & Culture
T	Transportation Services
V	Vehicles and Equipment

11. Naming Convention

Aa naming convention has been established based on the identified policy categories to standardize the categorization and numbering of policies. Each policy will have a category code, a policy number, and a policy title.

- Category (and # from Records Retention Schedule), space, Originating Dept, space, Policy number
    - A– Administration 09-Document Category from Records Retention Schedule, CAO-originating department, unique policy #007
    - E.g. A09 CAO 007
- Policy titles are at the discretion of the authoring department.

Procedures and guidelines are labelled using the Records Retention Schedule naming convention for documents.

The Clerk's Department will assign a policy number following Council approval of the policy. All policy numbers will be placed into a category, using the *Records and Information Management Policy's* Retention Schedule subcategories, as then the next available policy number.

12. **Development and Approval Process**
    - 12.1 **Notification:** the author is responsible for liaising with the Clerk's department and for consulting with relevant stakeholders. The Clerk's office is notified of the pending policy prior to being drafted or reviewed.
    - 12.2 **Draft Policy:** the author begins to develop the policy, incorporating their functional expertise and liaising with the Clerk's department, to ensure that the appropriate policy instrument is being used (e.g. policy, procedure, protocol).
    - 12.3 **Draft Policy Review:** during this process, the author would liaise first with their Director and then with the Clerk's team to ensure engagement and reviews have taken place with the policy administration team and with any stakeholders as required.
    - 12.4 **Policy Consideration for Approval:** the appropriate decision makers consider the policy instrument for approval.
        - 12.4.1 Policies require Council approval.
        - 12.4.2 Departmental Protocols may require the approval of Council based on the topic and/or implications of the document (this should be discussed with the Clerk's Department and the Policy Administration Team as necessary) otherwise protocols can be approved by the Department Director with the Policy Administration Team.
        - 12.4.3 Procedures and guidelines can be approved by the Department Director.
    - 12.5 **Policy Posted:** Once approved, the policy is posted to the central policy repository.
    - 12.6 **Policy Review:** The policy has an embedded review date. The Clerk's Office will maintain a policy registry and will notify the author one month prior to the date to renew.

13. Policy Review Requirements

- 13.1. A policy is created or reviewed at the request of Council, the Director's group, as identified by the department or as part of a policy review process.
- 13.2. A policy may contain a general overview of the procedures to implement the policy, but not the specific procedural details.
- 13.3. Policies are developed in alignment with the Policy Development Program.

14. Communication

- 14.1. Approved policies will be posted on the CBRM website and a designated internal repository.
- 14.2. Staff are advised of approved policies via distribution to Directors.
- 14.3. The Clerk's Office will maintain the master corporate policy list and manual and assign and organize policy numbers.

15. Policy Review Requirements

- 15.1. Annually

16. Compliance

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

CBRM A Community of Communities
Cape Breton Regional Municipality

Mark Bettens, Director/Chief
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362 George Street
Sydney, Nova Scotia
B1P 1K1
Phone: 902-563-5130

To: Committee of the Whole
Subject: Fire and Emergency Services Update
Date: June 3, 2025

Dear Members of Committee,

CBRM Fire and Emergency Services has requested Cape Breton Search and Rescue to present to CBRM Council regarding their operations and role within our emergency response framework. Ground Search and Rescue plays a critical role in public safety and emergency management within our municipality.

Regards,

_____

Mark Bettens
Fire Chief and Director of FES

Cape Breton Search & Rescue

est. 1969

Cape Breton Search & Rescue

There is ***nothing*** stronger than that of a bond to save lives willingly, asking ***nothing*** in return.

- Anonymous

Cape Breton Search & Rescue

About Us!


CAPE BRETON POST

VOLUNTEER

Searching for 50 years

POLITICS

Parade of concern

Cape Breton Search and Rescue marks major milestone

Cape Breton Search & Rescue

Headquarters

…before

…then

…tomorrow

then…

now…

Cape Breton Search & Rescue

Team Response Area

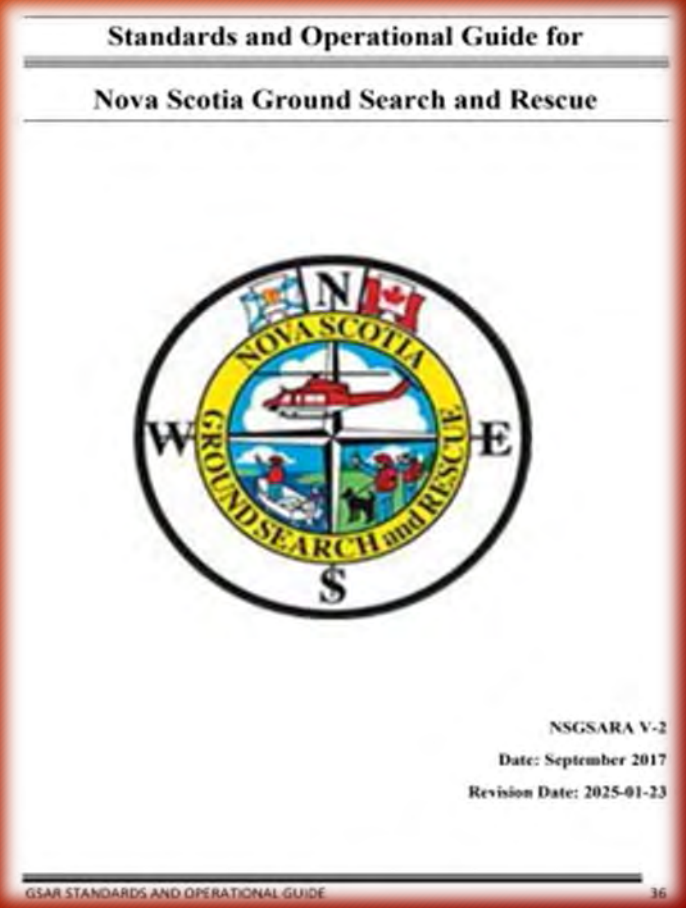
All of Cape Breton Regional Municipality

Portions of:
Victoria County,
Richmond County,
and
Inverness County

Cape Breton Search & Rescue

Training and Standards

ICS



Cape Breton Search & Rescue

Training and Standards

Cape Breton Search & Rescue

Community Involvement

Cape Breton Search & Rescue

Community Support & Partnerships

Cape Breton Search & Rescue

Response, Support Vehicles & Equipment

Cape Breton Search & Rescue

Response, Support Vehicles & Equipment

Cape Breton Search & Rescue

Response, Support Vehicles & Equipment

Cape Breton Search & Rescue

Command

Cape Breton Search & Rescue

Search Response

Cape Breton Search & Rescue

www.cbsar.info

Cape Breton Search & Rescue

www.cbsar.info

Thank you!

Questions?

Cape Breton Regional Fire Chiefs' Association

To: Mayor Clarke and CBRM Councillors

From: Rod Beresford Chairperson, CBRFCA

Date: May 28 2025

Re: Report to CBRM COTW re Fire and Emergency Services

Dear Mayor Clarke and Councillors,

Below you will find highlights of recent activities of the CBRFCA and plans for upcoming initiatives. The CBRFCA has been supportive of the past initiatives and will be an active participant in discussions in future initiatives.

The CBRFCA is collectively working with CBRM Fire Administration to modernize the delivery of fire and emergency services to our community. In doing so, we meet approximately every six weeks at stations throughout CBRM and in between those meetings, as necessary, discussions occur with fire administration to ensure open and clear communication on matters related to our role in the fire service. In short, the role of the CBRFCA is to make recommendations to Fire Administration. I would also like to make sure that everyone understands that the CBRFCA is not the Cape Breton Regional Volunteer Fire Chiefs' Association. Our association represents all stations in the CBRM – career, composite, and volunteer.

SCBA MSA Program

The CBRFCA discussed at multiple meetings over an extended period of time the steps and progress toward this initiative. It was welcomed by the Chiefs' Association and serves as a model for future initiatives of this nature. As of this memo, no station chief has brought forward any issues of concern with this program to the Chiefs' Association and those I have spoken with have only had positive experiences thus far. In the coming weeks there will be new policies and procedures documentation prepared and provided to stations in support of this initiative.

PPE Initiative

At the request of Mayor Clarke and CAO Kachafanas (who kindly came to a recent meeting to explain some details on this initiative), stations have been asked to provide an inventory of their PPE (bunker gear, helmets, boots) so there is a sense of what is needed for immediate and longer-term replacement – part of the overall planning for CBRM Fire and Emergency Services. Mayor Clarke, CAO Kachafanas, Chief Bettens, or DC MacNeil may wish to elaborate on this initiative if needed.

Committees

The Chiefs' Association has struck several working committees that includes representation from fire administration, IAFF, former town stations, and former county stations to try and ensure as many aspects of the fire service are at the table as possible. The committees include the following: Procurement; Training; and Review. In short, these committees will be tasked with specific items of interest so that they can research, assess, and report back to the Association their findings and help to form recommendations on how the fire service takes shape in the coming years.

Policies and Procedures

The implementation of the MSA SCBA program highlighted the need for proper, documented policies and procedures as new programs are initiated and implemented. There are multiple ways these policies and procedures may develop. In some cases, there will be strict policies and procedures in place that may be directed by a manufacturer or related to health and safety (for example) and in some other cases they may come as a best practices recommendation from fire administration with input from the Chiefs' Association or possibly from the Chiefs' Association with input from Fire Administration. The time and place for the development and discussion on these matters will be at CBRFCA meetings. Regardless, once there is a policy and procedure in place, there will be an expectation that each station will follow them as it is in their members' best interest to do so and is what is best for the CBRM Fire Service. Not doing so has the potential to do harm in circumstances where it could have and should have been prevented.

Fleet Support

CBRM Fire and Emergency Services currently has two mechanics who are trained and certified to inspect and repair emergency vehicles. It has been an ongoing concern among members of the Chiefs' Association that two mechanics are not enough to provide the necessary service to the current fleet of fire apparatus. While other aspects of the fire service have taken priority over this matter in recent years, it is raised as a concern and point of discussion several times per year. The current mechanics and fire administration have done everything possible to ensure vehicles are inspected and repaired so that emergency services are not interrupted, however, this topic is still one of concern to the Chiefs' Association and we are hoping it can be addressed in the next fiscal year or internally within the CBRM budget allocations.

Modernization of the Fire Service

Recent steps in the fire service indicate a modernization of the delivery of this service. The SCBA is now standardized and will be maintained in accordance with all safety rules (that responsibility no longer lies with individual stations which was a welcome change), there are plans for a more modern fleet, and with the addition of training personnel, that aspect of the fire service will progress also and provide guidance and delivery to all stations in the fire service. That said, as we modernize the fleet, the equipment, and the personnel, another aspect that needs to be brought online is the functional delivery of emergency response. For several years now there has been discussion around "resource-based response" – it is the most effective and efficient deployment of assets when and where they are needed. This initiative should and could be the next logical step in the fire service path forward. This, in all likelihood, will result in multiple stations providing response to calls (when necessary) but also provides a means whereby even when at an emergency call, residents are provided ongoing protection while the closest station in their community is occupied at an emergency call. There are multiple scenarios to consider how this unfolds, and over the summer I anticipate some engaged discussion on this very matter within one of the committees struck by the Chiefs' Association.

Process

There needs to be an understanding and agreement on what the role of the Chiefs' Association is and is not; similarly, there needs to be a process followed whereby station chiefs have a clear path/process on how their concerns are addressed, diverging from a proper pathway will only cause delays and disruption in the fire service. I would hope that in future, as matters are brought to members of CBRM Council by station chiefs, that you would extend the courtesy of recommending they bring matters to fire administration and/or the Chiefs' Association (whatever is most appropriate) in a respectful and professional manner so that efforts can be made to resolve issues among those who have significant roles in the delivery of CBRM Fire and Emergency Services. Doing so respects process, their colleagues as members of the Chiefs' Association, members of Fire Administration, and you, as members of Mayor and Council.

Summary

The past several years has shown significant progress in CBRM Fire and Emergency Services. This progress is due to responsive, open, honest, and clear communication from all entities within the fire service – fire administration, IAFF, composite station chiefs, and volunteer station chiefs. In order to keep this forward momentum, it will also require open, honest, and clear communication from and with CBRM Mayor and Councillors. At any time, any councillor is welcome to attend a Chiefs' Association meeting (some have attended previously, all we ask is that you send a request beforehand).

Sincerely,

[redacted]

Rod Beresford, Chairperson

Memorandum

To: CBRFCA Members

From: CBRFCA Executive

Date: May 27, 2025

Re: Executive Meeting notes

A meeting was held this morning at Station 1.

Present: M Bettens, C MacNeil, D Graham, L Briand, S Binder, R Beresford

Policies and Procedures

The meeting was initially called to discuss the development of policies and procedures to support existing (MSA SCBA Program) and future (e.g. PPE program). It was agreed that having standardized (where possible) policies in procedures in place will make running stations easier and safer for all members. The impetus for this point of discussion was the SCBA program so that all stations are following the same procedures when checking SCBA with respect to timing, procedures, etc. A document will be coming forward soon from CBRM Fire that is consistent with MSA specific instructions. It was also discussed and agreed that some policies will be directives from manufacturers, some policies will be initiated by Fire Administration with input from the Chiefs' Association, and some will be initiated by the Chiefs' Association with input from Fire Administration. That said, if a station chief identifies a policy or procedure not in place that would help to provide a better fire service, please let one of the executive know, raise it at the Chiefs' Association meeting, or let someone from Fire Administration know. This is an opportunity to continue to make meaningful and workable contributions to the delivery of fire and emergency services.

Communications

There was agreement at the meeting that the majority of stations are attending and supporting initiatives coming forward, largely due to open and honest communication from all parties involved in the delivery of the fire service. However, not all departments attend meetings or bring matters of concern to the Chiefs' Association for discussion among colleagues to what is deemed the bona fide voice of station chiefs in the CBRM fire service. It is important that all stations have a voice at meetings and it is our desire to have all stations in attendance through some level of representation (chief or designate). In keeping with this effort, meetings are rotated throughout the CBRM so there is some level of equal travel for station representatives. Not all stations send representatives, but every effort is made to ensure all members know they are welcome and their input is valued and to be frank, expected. This has been communicated multiple times and also to CBRM Councillors. Ideally, matters of concern are put forward to the Chiefs' Association and/or Fire Administration (as appropriate) and a constructive discussion takes place to resolve the matter or matters. Doing otherwise undermines and disrespects the process that has been put in place for the positive development of the fire service. It is hoped that in future, process can be followed so progress can continue to take place.

CBRM A Community of Communities
Cape Breton Regional Municipality

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mhbettens@cbrm.ns.ca

362 George Street
Sydney, Nova Scotia
B1P 1K1
Phone: 902-563-5130

To: Committee of the Whole
Subject: Fire and Emergency Services Update
Date: June 3, 2025

Dear Members of Committee,

This memorandum serves to provide a brief update on recent developments and ongoing initiatives within Cape Breton Regional Fire and Emergency Services:

1. Self-Contained Breathing Apparatus (SCBA) Program
All Cape Breton Regional Municipality (CBRM) Fire Departments have successfully transitioned to the MSA G1 SCBA units. This standardization enhances firefighter safety, operational consistency, and equipment interoperability across departments.

2. Trunked Mobile Radio (TMR) System
The Province of Nova Scotia is undertaking improvements to the provincial radio communications network. Two sites within the CBRM namely New Waterford and Round Island are currently being upgraded. These enhancements will improve emergency communications coverage and system reliability for fire services and other first responders.

3. Fire Station Infrastructure
Ongoing planning and assessment continue regarding fire station infrastructure in the following areas North Sydney, New Waterford, and Christmas Island

Staff will report back with further information as plans progress and funding opportunities are identified.

4. Nova Scotia Public Safety Field Communications (NSPSFC)
CBRM Fire and Emergency Services is actively working with the NSPSFC on the planning of a joint communications preparedness exercise. This initiative supports regional emergency coordination and enhances our readiness for multi-agency response scenarios.

5. Personal Protection Equipment (PPE) Program
Fire and Emergency Services is gathering information from all fire departments in the municipality to produce a CBRM strategy for universal replacement of PPE.

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

CBRM A Community of Communities
Cape Breton Regional Municipality

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B1P 1K1
Phone: 902-563-5130

To:	Mayor and Council
Prepared By:	Mark Bettens, Chief
Approved By:	Demetri Kachafanas, CAO
Date:	May 28, 2025
Subject:	Error of $50,000 additional in Glace Bay #23 budget.
Recommendation:	Decrease Glace Bay #23 budget by $50,000 and place in Fire Train Cost Centre. GL 6020
Background:	An error of $65,000 extra was placed in Glace Bay budget when it should have been an additional $15,000 for taking on Tower Road area.
Financial Considerations:	None – reallocate funds already approved in budget

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

CBRM A Community of Communities
Cape Breton Regional Municipality

Chris March, Deputy Fire Chief
Cape Breton Regional Fire & Emergency Services

362 George Street
Sydney, Nova Scotia
B1P 1K1
Phone: 902-563-5130

To: Committee of the Whole
Subject: SCBA
Date: June 3, 2025

Dear Members of Committee,

This memorandum serves to provide a brief update on recent developments and ongoing initiatives within Cape Breton Regional Fire and Emergency Services:

Self-Contained Breathing Apparatus (SCBA) Program
All Cape Breton Regional Municipality (CBRM) Fire Departments have successfully transitioned to the MSA G1 SCBA units. This standardization enhances firefighter safety, operational consistency, and equipment interoperability across departments.

Enclosed you will find the Standard Operating Procedure for the maintenance, service and repairs of this equipment.

_____
Chris March, Deputy Fire Chief
Cape Breton Regional Fire and Emergency Services

CAPE BRETON REGIONAL
FIRE & EMERGENCY SERVICES
STANDARD OPERATING GUIDELINE/PROCEDURE

SOP NUMBER: SCBA M-1	AUTHOR: DC MARCH	DATE: 5/23/25
PROCEDURE TITLE: G1 SCBA MAINTENANCE/SERVICE/REPAIRS		

PURPOSE:

To provide the necessary safety information to Cape Breton Regional Fire & Emergency Service's (CBRFES) Fire Departments as to the proper and safe procedure for the use, maintenance, and care of a MSA G1 SCBAs provided through CBRFES as part of the regional SCBA provisional program.

A full User/Maintenance Guide for the MSA G! SCBA is available to CBRFES Departments with a request to CBRFES Volunteer Coordinator, Deputy Chief.

This Procedure shall be strictly adhered to aid in ensuring that the SCBAs, Harnesses. Cylinders, and Face Pieces, are used safely, and according to manufacturers recommendations.

SCOPE: The following procedure is to be followed when CBRFES Fire Departments have been assigned MSA G1 SCBAs and associated equipment by the CBRFES' SCBA provisional program. This procedure is to be followed by CBRFES FDs (members) who are, or have, engaged in the use of a CBRFES provided MSA G1 SCBAs.

This **Standard Operating Procedure (SOP)** has been developed & adopted to ensure the safety and protection of all CBRFES members who may be required to don a CBRFES supplied MSA G1 SCBA for training and/or an emergency response(s).

AUTHORITY: CBRM Fire & Emergency Services Providers/ Volunteer Registration

RESPONSIBILITY:

It **shall** be the responsibility of all Cape Breton Regional Fire & Emergency Service FDs, firefighters, Officers and Chief Officers to be familiar with and comply with this SOP.

The use of any additional SCBAs, SCBA associated equipment, and/or accessories not approved or provided by CBRFES' administration, shall be the **sole responsibility** of said Fire Departments' Chief

Only SCBA equipment and/or accessories provided by CBRFES provisional program shall be covered under the maintenance agreement, therefore only aforementioned equipment will be maintained, monitored, and if required repaired, as part of a MSA G1 SCBA maintenance program.

It is the recommendation of CBRFES Administration that any and all former SCBAs, not G1s supplied by the Regional provision in 2025, be removed from service forthwith.
For CBRFES Fire Departments **failing to abide by this recommendation**, any use of non provided MSA G1s shall be the **sole responsibility of said fire department's Fire Chief.**

Only certified, and tested meeting current standards with written documentation, air fill stations (compressors) **shall** be used when filling CBRFES regionally provided G1 SCBA air cylinders.
Using non certified, non tested systems is prohibited. Filling cylinders with non certified, non tested systems will compromise the integrity of all cylinders in the regional supplied G1 SCBA program.

PROCEDURE

Any and all issue(s), problem(s) or required repair(s) **must** be completed by MSA repair technicians. **For anything that requires service beyond normal visual and functional testing outlined in this SOP, FDs (members) must contact the CBRFES 'Duty Officer'.**

NO repairs are permitted to be completed by CBRFES FDs, repairs shall only be completed after notification to the 'Duty Officer' who arranges repair by an MSA Certified Technician.

If a CBRFES FD has an SCBA that requires service, that department must contact the 'Duty Officer'.

- For non emergencies, the 'Duty Officer' will make arrangements to pick up the SCBA requiring service, reassign and provide a replacement SCBA, or arrangements may be made to have the requesting FD drop the SCBA off at an agreed location.

- If an SCBA is damaged or becomes non operational during an emergency, contact with the 'Duty Officer' shall be made, said pack will be picked up and a replacement pack reassigned immediately.

The following is provided to enable CBRFES FDs the ability to perform regular visual and functional inspections on CBRFES provided MSA G1 SCBAs.

Visual Inspections

Conduct the visual inspections: Upon receipt, and regularly after use.
Inspect the entire SCBA after it is cleaned and disinfected.

WARNING! DO NOT inspect the SCBA before cleaning if there is danger of contacting hazardous contaminants. Clean and disinfect first, then inspect. Failure to follow this warning can cause inhalation or skin absorption of the contaminant and result in serious personal injury or death.

WARNING! If the SCBA exhibits any of the conditions listed in the Visual Inspections section or if the SCBA does not function properly for all tests as described in the Functional Tests section, the SCBA must be removed from service and the condition must be checked and corrected by an MSA trained and certified repair person before using. Failure to follow this warning can result in serious personal injury or death.

WARNING! Never substitute, modify, add, or omit parts. Use only exact replacement parts in the configuration as specified by the manufacturer. Failure to follow this warning can result in serious personal injury or death.

ALL COMPONENTS

- Inspect all components for deterioration, dirt, cracks, debris, tears, holes, stickiness, signs of heat or chemical related damage or other visible signs of damage.

- Inspect all straps (shoulder pads, pull straps, lumbar pad, waist straps, facepiece head harness) for tears, cuts, wear, abrasion, missing buckles or straps.

- Perform all component specific inspections listed below.

FACEPIECE

(1) Inspect the lens for cracks, scratches, deformation, and color change.

(2) Check the facepiece rubber for a tight seal and secure fit to the lens ring.

(3) Ensure the exhalation valve is clean and operates easily. The valve must move off the seat and return when released (from inside the facepiece).

(4) Inspect the facepiece inlet for damage. Ensure the inhalation valve is in place.

(5) Inspect the nose cup to ensure the check valve are in place and the nose cup is secure to the component housing.

REGULATOR

- Ensure that moisture or debris is not present, especially inside the regulator and in the microphone ports.

  Warning! DO NOT use any sharp objects to remove dirt or debris from the microphone ports. Rinse with water to flush ports out. Allow ports to dry fully before placing back into service. Failure to follow this warning could result in serious personal injury or death.

  (2) Ensure the O-ring and seal ring are free of debris and not damaged or missing.

  (3) If the SCBA is equipped with a quick connect hose, inspect the rubber seal for deterioration, dirt, cracks, tears, or tackiness.

  - Inspect the quick connect fittings.
  - Ensure that the openings are clear and free of debris and other contaminants.
  - Ensure that the quick connect fittings operate properly and are secured.

PRESSURE REDUCER

(1) Threaded connect: unthread the handwheel coupling nut from the cylinder valve (if present).

- Inspect the coupling nut for thread damage.
- Before installing the threaded handwheel, check that the O-ring inside the handwheel coupling nut is present and free of damage. If the O-ring is damaged, it must be replaced before the SCBA is used.

(2) Quick connect: Turn the quick connect counterclockwise a quarter of a turn and pull away from cylinder valve to release (if present).

- Before installing ensure there is no dirt or debris on either the male or female end of the coupling.
- Ensure the adapter on the cylinder valve is tight.

(3) Inspect the high-pressure relief valve for damage.

- Ensure the relief valve label is not damaged and that the relief valve ports are not showing.
- If damaged, remove the SCBA from service and replace the relief valve.

(4) Reattach handwheel to the cylinder valve.

Threaded connect:
Thread the handwheel coupling nut onto the cylinder threads. The handwheel should be hand-tight (no tools).

Quick connect:
Push the quick connect coupling onto the cylinder valve adapter until an audible snap is heard. The handgrip will rapidly rotate approx. 45° counterclockwise indicating that the valve is connected to the pressure regulator. 9 grasp the handwheel firmly and pull on it to ensure the handwheel is fully attached.

(5) Ensure that the bell is properly aligned and that the screws are tight. the bell should not be able to be rotated or loose.

- If the bell is loose or can rotate, remove the SCBA from service.

CYLINDER AND VALVE ASSEMBLY

(1) Check the hydrostatic test date on the cylinder approval sticker located on the cylinder neck. Carbon-wrapped cylinders must be tested every five years.

(2) Ensure the needle and gauge face on the cylinder valve gauge are clearly visible and that the gauge stem is not bent.

(3) Ensure the rubber boot is present on the cylinder valve. If the boot is missing, remove from service and until a new one is installed.

(4) For a remote connect cylinder, ensure the dove tail feature is not damaged or cracked. If damaged, remove from service.

It is also essential that the required inspections and tests be performed on all SCBA cylinders in accordance with Department of Transportation (DOT) regulations. DOT regulations require that composite cylinders be retired after the fifteenth year.

CARRIER ASSEMBLY

(1) Operate the latch on the cylinder band to ensure that it opens and closes properly and that it holds the cylinder securely.

(2) Ensure that the lumbar pad is attached securely.

(3) Ensure the power module and pressure reducer are secured to the backplate by the lower cover.

(4) For remote connect cylinders, ensure the dove tail feature on the lower cover is not damaged or broken.

CONTROL MODULE

(1) Check the displays for cracks and other visible damage.

(2) Ensure the buttons are not damaged or missing.

(3) Ensure the hose assembly is securely attached to the control module.

(4) Ensure the needle and gauge face on the gauge are clearly visible and that the gauge stem is not bent.

(5) TIC units only: Ensure that there are no cracks or other visual damage on the Germanium window on the front of the control module

POWER MODULE

(1) Ensure that the power module and battery module are securely attached to the backplate.

(2) Inspect the piezo emitters on both sides of the power module.

- The emitter covers should not be obstructed by dirt or debris.

CONNECTIONS

- Check the battery module for visible damage, ensure that the connection seal is in place and undamaged
- Inspect the Extend Aire II Manifold. Ensure that all roll pins are present.
- Inspect Quick-Connect fitting.
- Ensure that the openings are clear and free of debris and other contaminants
- Ensure that the Quick-Connect fittings operate properly and are secured.

RECORD KEEPING

Following inspection, the date and initials of the designated inspector (FD Member) should be recorded. A more detailed record of the operations performed can be noted on an inspection and maintenance log, available from MSA. When the inspection data has been recorded, the SCBA is ready for functional tests.

SEE: Maintenance Log **Appendix 'B'**

FUNCTIONAL TESTS

WARNING! If the SCBA does not function properly for all tests as described in the Functional Tests section, the SCBA must be removed from service and the condition must be checked and corrected by an MSA trained and certified repair person before using. Failure to follow this warning can result in serious personal injury or death

If the SCBA has passed the visual inspection successfully, conduct the functional tests daily and after each use. If any part of the SCBA fails the functional test, do not use the SCBA and contact the CBRFES 'Duty Officer".

NOTE: The functional checks must be conducted with a full cylinder. Before starting the tests, check the pressure gauge on the cylinder valve to verify that the cylinder is full.

Check that the Regulator and Facepiece Can Hold Negative Pressure

(1) Close the cylinder valve and purge any air from the system using the bypass knob or the purge cover on the regulator

(2) Hold the facepiece against the face to create an effective seal.

(3) Attach regulator to the facepiece and inhale until the facepiece begins to collapse against the face.

(4) Hold breath for approximately 10 seconds.

- Negative pressure should be maintained and the facepiece should remain collapsed against the face for the entire 10 seconds.
  Do not use the SCBA if negative pressure cannot be maintained in the facepiece.

Check Function of Regulator

1) Push the release buttons on the side of the regulator to ensure the regulator is shut off.

(2) If the regulator is equipped with a bypass valve, ensure that the bypass knob is fully closed (clockwise).

(3) Open the cylinder valve and ensure the valve is completely open.

(4) Observe the LED display.

- The LEDs must illuminate in a sequenced pattern. After the sequence is completed, the corresponding system pressure will be displayed.

(5) Open the bypass knob (counterclockwise).

- Ensure that air flows from the regulator.

(6) Close the bypass knob (clockwise).

(7) Attach the regulator to the facepiece.

(8) Ensure proper attachment by pulling on the regulator.

(9) Don the facepiece or hold the facepiece against the face to create an effective seal.

(10) Inhale sharply to start air flow

(11) Breathe normally.

- Ensure proper regulator response.
- The regulator should NOT make any unusual sounds including whistling, chattering, or popping

(12) Remove the facepiece from the face.

(13) Ensure that air flows freely.

(14) Push the regulator release buttons.

- Ensure that air flow stops.

Check Function of the Control Module, Power Module, HUD and Primary Low Pressure Warning Device

WARNING! DO NOT disconnect the coupling nut when pressure is shown on analog pressure gauge. Release all pressure from the SCBA by opening the regulator bypass valve or pressing the purge button. Removing the coupling nut while the SCBA is pressurized can result in serious personal injury, death, or damage to equipment.

SCBAs WITH INTEGRATED PASS:

To make sure that all lights are visible for these checks, align the control module, regulator and SCBA.

When testing the control module, check if the graphical display and the analog gauge are consistent within 5% of the full cylinder pressure 225 psi for 4500 psi system.

Both reset buttons on the control module have the same function. Use one when resetting the motion alarm and the other when testing the manual alarm.

Verify proper function of the HUD, control module, power module, and low-pressure warning device by observing the control module gauge and display when the alarms sound. Perform this test with a full cylinder.

(1) Pressurize the system by opening the cylinder valve.

- Observe the starting sequence of the LEDs on the regulator.
- Listen for the power module to sound and for the primary low pressure warning alarm to sound briefly.
- Ensure that the buddy lights are flashing green.
- Ensure the pressure gauge and LCD display (if configured) show the correct pressure.

(2) Allow the control module to remain motionless for approximately 20 seconds.

- Listen for the power module to sound repeated tones of the PASS pre-alarm.
- Verify that the buddy lights are flashing red.
- Verify that the red LED is flashing in the HUD.

(3) Shake the control module to reset the alarm before the unit goes into full alarm.

(4) Allow the control module to remain motionless until the full alarm sounds (30 seconds).

- Listen for the power module to sound the tones of the PASS full alarm.

- Verify that the buddy lights are flashing red.
- Verify that the red LED is displayed in the HUD.
- Verify that shaking the control module does not reset the full alarm.

(5) Reset the PASS alarm by pressing the left reset button (green) on the side of the control module twice within approximately one second.

(6) To check the manual activation of the PASS alarm, press and hold the alarm button on the front of the control module until the alarm activates.

- Listen for the power module to sound the tones of the PASS full alarm.
- Verify that the buddy lights are flashing red.
- Verify that the red LED is displayed in the HUD.

(7) Reset the PASS alarm by pressing the right reset button (green) on the side of the control module two times within approximately one second.

(8) Close the cylinder valve fully.

(9) Slowly open the bypass valve/keep purge pressed on the regulator to vent the pressure until the control module pressure reading drops below the following values:

1575 psi - approximately (4500 psi system)

A flashing red LED must display in HUD at the appropriate pressure. The primary low pressure warning device should be alarming, all of the buddy lights should be flashing red, and the pneumatic light should illuminate.

The alarms should continue until the air pressure is 200 psi or less.

(10) When the system pressure falls below 200 psi, turn the control module off (sleep mode) by pressing the reset button (green) two times within approximately one second.

(11) Open the bypass valve slowly/keep purge pressed to release any remaining pressure in the system.

(12) Close the bypass valve/release purge. If the primary low pressure warning device, control module, power module, or HUD does not function properly, the SCBA must be removed from service and notify the CBRFES ‘Duty Officer”

SPEAKER MODULE FUNCTION

(1) Pressurize the system and ensure the PASS device and HUD are turned ON.

(2) Attach the regulator to a facepiece and begin breathing air. This will activate the regulator and start the voice amplification.

(3) Talk into the facepiece to ensure the speaker module is operating properly.

(4) Press and hold the ON/OFF button on the speaker module until the audible tone sounds and the unit turns OFF. The LED on the speaker module should be OFF.

(5) Press and hold the on/off button on the speaker module until the audible tone sounds and the unit turns ON.

WARNINGS

- If the SCBA does not function properly as described in this section, the SCBA must be removed from service and must be checked and corrected for proper operation by an MSA trained or certified repairperson before using. FD must contact the CBRFES 'Duty Officer"
- This device may not seal properly with your face if you have a beard, gross sideburns or similar physical characteristics (see NFPA-1500 and ANSI Z88.2). An improper facial seal may allow contaminants to leak into the facepiece, reducing or eliminating respiratory protection. Do not use this device if such conditions exist. The face-to-face piece seal must be tested before each use.
- A nose cup must be installed in the facepiece.
- In order to guarantee a proper fit for those wearing glasses, the G1 spectacle kit must be worn since ordinary glasses cannot be worn under the facepiece.
- Never remove the facepiece except in a safe, non-hazardous, non-toxic atmosphere.
- Users must wear suitable protective clothing, and precautions must be taken so that the device is not exposed to atmospheres that may be harmful to it. Failure to follow these warnings can result in serious personal injury or death.

PREPARATION

The device must have passed **all** visual inspections and functional tests (above) before use.

- Ensure that the cylinder is fully pressurized.

(2) Check cylinder connection:

Threaded connect:

- Check that the coupling nut is hand-tight (no tools).
- Ensure the cylinder valve is correctly seated in the dove tail. Quick connect:
- Ensure secure connection by pull on quick connect coupling.
- Ensure the cylinder valve is correctly seated in the dove tail.

(3) Pull on the cylinder latch assembly to ensure the cylinder latch is attached securely.

(4) Check battery status by pressing and holding both reset buttons until the battery icon appears. The battery icon will shut off after approximately 10 seconds.

(5) Loosen the shoulder straps as far as possible.

(6) Loosen the waist belt straps as far as possible.

WARNINGS Failure to follow these warnings can result in serious injury OR DEATH

- When pressurizing the system, listen for any hiss or pop sounds from the system. If heard, remove the SCBA from service. Contact the CBRFES 'Duty Officer'

- **DO NOT** use the SCBA if the primary low pressure warning device fails to alarm, the power module fails to sound, or the buddy lights or HUD lights fail to illuminate.

- **DO NOT** use the SCBA if the cylinder gauge and control module readings are not within 5% of the full cylinder pressure, 225 psi for 4500 psi system, 275 psi for 5500 psi system).

- **DO NOT** use the SCBA if the pressure drops more than 100 psi in ten seconds. The SCBA must be repaired; otherwise, reduced service life may result

- **DO NOT** use the SCBA if the pressure reducer warning signal fails to sound or fails to continuously sound down to pressures of 200 psi, or if the control module or HUD fails to light properly.
- Ensure that the top of the facepiece seal directly contacts the user's forehead. Ensure that there is no hair between the facepiece's seal and the user's skin.

- **DO NOT** use the SCBA unless the regulator is connected properly. A regulator that is not installed correctly can separate from the facepiece unexpectedly.

- There must be a continuous flow of air when the bypass knob is opened. If not, **do not** use the SCBA

- If the control module displays a "**Do Not** Use" icon during start-up, the SCBA must be removed from service

NOTE: If the SCBA passes all tests, it is ready for use. These tests must be performed every time before entering into a hazardous atmosphere. If the SCBA fails to meet any of the tests, the condition(s) must be corrected before using the SCBA

Although this thermal alarm provides an indication that the temperature/time curve is exceeded, the curve may not represent the threshold to injury due to variations in individuals and the protective clothing worn. Use this alarm as a reference only to increasing temperature/time. Do not use as a substitute for standard operating procedures regarding escape from temperature/time extremes.

Care must be taken to protect the quick connect coupling and adapter from damage, dirt, and debris during cylinder replacement. Dirt and debris can cause the cylinder connection seals to leak. Visually inspect the coupling and adapter prior to connection. If dirt or debris is observed, the material must be removed prior to connecting the cylinder.

QUALITY CONTROL	**SOP SCBA-M1**
Original Issue Date: 5/28/25 **Last Review date:** **Last Change date:**	

REFERENCES: MSA Operating Manual G1 SCBA NIOSH CBRN & NFPA 1981/1982

DISTRIBUTION: All CBRFES FDs

REVISION DESCRIPTION:

APPENDICES: 'A' Cold Air Use **'B'** Log
REVIEW AND APPROVAL SIGNATURE:
CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICES/FIRE CHIEF M. BETTENS

Members will be required to justify deviations from this Procedure.

APPENDIX ‘A’

Cold Weather Operation

(1) Any water inside could turn to ice and restrict airflow. To keep moisture from entering the facepiece mounted regulator, keep the regulator in the regulator keeper when not in use.

(2) When the SCBA is away from heat, water spray can freeze on the regulator surface. Ice can build up and bind the side buttons or the bypass valve. Before entering or re-entering a hazardous atmosphere, ensure the side buttons and bypass valve are ice-free and operating properly.

(3) Periodically check the bypass to be sure it is ice-free.

(4) Moisture can enter through the cylinder valve or coupling nut when cylinders are replaced on the SCBA. When replacing cylinders, ensure moisture or contamination does not enter the system. Remove any ice from these fittings.

(5) Wipe the coupling nut threads and cylinder valve threads before installing a new cylinder. Water can contaminate the system and freeze.

(6) When cleaning the SCBA, ensure water does not enter the facepiece or regulator.

(7) Thoroughly dry the facepiece and facepiece mounted regulator after cleaning and disinfecting. Follow Confidence Plus® Cleaning Solution instructions

(8) The latch can freeze when moist. Clean and dry the latch before storing the SCBA at low temperatures.

(9) If moisture gets on the dove tail, the cylinder could get stuck in the dove tail if it freezes. Clean and dry the dove tail before storing the SCBA at low temperatures.

(10) Ensure that the UAC dust cap is in place before storing the SCBA. Moisture can cause problems in the SCBA if it freezes. However, moisture can cause freezing problems even if the surrounding air is above freezing. Air flowing from the cylinder through the pressure reducer and regulator drops from cylinder pressure to close to atmospheric pressure very quickly. This causes the air to expand and creates a cooling

effect. Although the surrounding temperature may be warmer than 32°F (0°C), the temperature inside the regulator may be lower.

Prior to storage of the SCBA at temperatures below 0°F (-18°C), verify that the alkaline battery module has new batteries, and that the rechargeable battery module is fully charged prior to storage.

CAUTION!

New batteries must be installed in the alkaline battery modules prior to storage of the SCBA at cold temperature for an extended period of time. The rechargeable battery module must be fully charged prior to storage of the SCBA at cold temperature for an extended period of time

APPENDIX 'B'

INSPECTION AND MAINTENANCE CHECKLIST FOR SELF-CONTAINED BREATHING APPARATUS SERIAL NUMBER_____
LOCATION_____IDENTIFICATION_____

WEEKLY INSPECTION											
Date Inspected	Cylinder Pressure	Cylinder Changed	Date Inspected	Cylinder Pressure	Cylinder Changed	Date Inspected	Cylinder Pressure	Cylinder Changed	Date Inspected	Cylinder Pressure	Cylinder Changed

NOTE: All inspections should be made in accordance with ANSI Standard Z88.2 and Z88.5.

MONTHLY INSPECTION							
Date Inspected	Cylinder Pressure	Cylinder Changed	Regulator OK	Facepiece Ok	Cleaned & Sanitized	Entire Apparatus OK	Remarks

INSPECTION AFTER EACH USE									
Date Used	Cylinder Pressure	Cylinder Changed	Facepiece & Breathing Tube Ok	Entire Apparatus OK	Cleaned & Sanitized	Connections OK	Remarks	Inspected by	Date Inspected

NOTE: This checklist is offered only as a general guide for the inspection and maintenance of MSA Pressure Demand Air Masks. Under no circumstances should these products be inspected and maintained except by qualified, trained personnel and not until the instructions, labels, or other literature accompanying the products have been carefully read and the precautions therein set forth are followed. Only they contain the completed and detailed information concerning these products

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

To:	**Committee of the Whole**
Submitted by:	**Chief Mark Bettens, CBRFES**
Date:	**May 28, 2025**
Subject:	**Fleet Replacement**

Origin
Staff initiated.

Legislation and Related Policies
National Fire Protection Agency (NFPA), Fire Underwriters survey (FUS)

Recommendation
That the Committee of the Whole recommend that Council review and consider the purchase of all fire apparatus listed in the following replacement plan for 2025.

Background
A significant number of fire apparatus were purchased either new or used that are the model year 2000 or 2001, as a result CBRM is at a point where more than 20 fire trucks have reached end of service life. This end of service is dictated by NFPA and FUS. Historically, 15 years was the standard for end of service but through municipalities lobbying, the standard has increased to 15, 20 and 25 years depending on location and use. All necessary documents are attached.

Financial Implications

The estimated cost of replacement status quo is 19-20 million dollars . Any apparatus tendered will have a 20-to-24-month delivery schedule and payment is upon receipt.

Options

Option 1 - Fully fund all trucks exceeding Fire Underwriter Survey Specifications and maintain fire insurance ratings.

Option 2 – Make no purchases this year and be derated under Fire Underwriters survey, increasing insurance costs on residents.

Option 3 – Staff review and report back on the feasibility and operational benefits of implementing a resource paging system to support internal communications and emergency response coordination.

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: Craig MacNeil

TECHNICAL BULLETIN

FIRE UNDERWRITERS SURVEY™

A Service to Insurers and Municipalities

LADDERS AND AERIALS: WHEN ARE THEY REQUIRED OR NEEDED?

Numerous standards are used to determine the need for aerial apparatus and ladder equipment within communities. This type of apparatus is typically needed to provide a reasonable level of response within a community when buildings of an increased risk profile (fire) are permitted to be constructed within the community.

Please find the following information regarding the requirements for aerial apparatus/ladder companies from the Fire Underwriters Survey Classification Standard for Public Fire Protection.

Fire Underwriters Survey

Ladder/Service company operations are normally intended to provide primary property protection operations of

1.) Forcible entry;
2.) Utility shut-off;
3.) Ladder placement;
4.) Ventilation;
5.) Salvage and Overhaul;
6.) Lighting.

Response areas with 5 buildings that are 3 stories or 10.7 metres (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15,000 LPM (3,300 IGPM), or any combination of these criteria, should have a ladder company. The height of all buildings in the community, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. When no individual response area/district alone needs a ladder company, at least one ladder company is needed if the sum of buildings in the fire protection area meets the above criteria."

The needed length of an aerial ladder, an elevating platform and an elevating stream device shall be determined by the height of the tallest building in the ladder/service district (fire protection area) used to determine the need for a ladder company. One storey normally equals at least 3 metres (10 feet). Building setback is not to be considered in the height determination. An allowance is built into the ladder design for normal access. The maximum height needed for grading purposes shall be 30.5 metres (100 feet).

Exception: When the height of the tallest building is 15.2 metres (50 feet) or less no credit shall be given for an aerial ladder, elevating platform or elevating stream device that has a length less than 15.2 metres (50 feet). This provision is necessary to ensure that the water stream from an elevating stream device has additional "reach" for large area, low height buildings, and the aerial ladder or elevating platform may be extended to compensate for possible topographical conditions that may exist. See Fire Underwriters Survey - Table of Effective Response (attached).

Furthermore, please find the following information regarding communities' need for aerial apparatus/ladder companies within the National Fire Protection Association.

NFPA

Response Capabilities: The fire department should be prepared to provide the necessary response of apparatus, equipment and staffing to control the anticipated routine fire load for its community.

NFPA *Fire Protection Handbook, 20th Edition* cites the following apparatus response for each designated condition:

HIGH-HAZARD OCCUPANCIES (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies):

*At least four pumpers, **two ladder trucks** (or combination apparatus with equivalent capabilities), two chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 24 firefighters and two chief officers.*

MEDIUM-HAZARD OCCUPANCIES (apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces):

*At least three pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and one chief officer.*

LOW-HAZARD OCCUPANCIES (one-, two-, or three-family dwellings and scattered small businesses and industrial occupancies):

*At least two pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 12 firefighters and one chief officer.*

In addition to the previous references, the following excerpt from the 2012 Building Code is also important to consider when selecting the appropriate level of fire department response capacity and building design requirements with regard to built-in protection levels (passive and active fire protection systems).

Excerpt: National Building Code 2012

A-3 Application of Part 3.

In applying the requirements of this Part, it is intended that they be applied with discretion to buildings of unusual configuration that do not clearly conform to the specific requirements, or to buildings in which processes are carried out which make compliance with particular requirements in this Part impracticable. The definition of "building" as it applies to this Code is general and encompasses most structures, including those which would not normally be considered as buildings in the layman's sense. This occurs more often in industrial uses, particularly those involving manufacturing facilities and equipment that require specialized design that may make it impracticable to follow the specific requirements of this Part. Steel mills, aluminum plants, refining, power generation and liquid storage facilities are examples. A water tank or an oil refinery, for example, has no floor area, so it is obvious that requirements for exits from floor areas would not apply. Requirements for structural fire protection in large steel mills and pulp and paper mills, particularly in certain portions, may not be practicable to achieve in terms of the construction normally used and the operations for which the space is to be used. In other portions of the same building, however, it may be quite reasonable to require that the provisions of this Part be applied (e.g., the office portions). Similarly, areas of industrial occupancy which may be occupied only periodically by service staff, such as equipment penthouses, normally would not need to have the same type of exit facility as floor areas occupied on a continuing basis. It is expected that judgment will be exercised in evaluating the application of a requirement in those cases when extenuating circumstances require special consideration, provided the occupants' safety is not endangered.

The provisions in this Part for fire protection features installed in buildings are intended to provide a minimum acceptable level of public safety. It is intended that all fire protection features of a building, whether required or not, will be designed in conformance with good fire protection engineering practice and will meet the appropriate installation requirements in relevant standards. Good design is necessary to ensure that the level of public safety established by the Code requirements will not be reduced by a voluntary installation.

Firefighting Assumptions

The requirements of this Part are based on the assumption that firefighting capabilities are available in the event of a fire emergency. These firefighting capabilities may take the form of a

paid or volunteer public fire department or in some cases a private fire brigade. If these firefighting capabilities are not available, additional fire safety measures may be required.

Firefighting capability can vary from municipality to municipality. Generally, larger municipalities have greater firefighting capability than smaller ones. Similarly, older, well established municipalities may have better firefighting facilities than newly formed or rapidly growing ones. The level of municipal fire protection considered to be adequate will normally depend on both the size of the municipality (i.e., the number of buildings to be protected) and the size of buildings within that municipality. Since larger buildings tend to be located in larger municipalities, they are generally, but not always, favoured with a higher level of municipal protection.

Although it is reasonable to consider that some level of municipal firefighting capability was assumed in developing the fire safety provisions in Part 3, this was not done on a consistent or defined basis. The requirements in the Code, while developed in the light of commonly prevailing municipal fire protection levels, do not attempt to relate the size of building to the level of municipal protection. **The responsibility for controlling the maximum size of building to be permitted in a municipality in relation to local firefighting capability rests with the municipality. If a proposed building is too large, either in terms of floor area or building height, to receive reasonable protection from the municipal fire department, fire protection requirements in addition to those prescribed in this Code, may be necessary to compensate for this deficiency.** Automatic sprinkler protection may be one option to be considered.

Alternatively, the municipality may, in light of its firefighting capability, elect to introduce zoning restrictions to ensure that the maximum building size is related to available municipal fire protection facilities. This is, by necessity, a somewhat arbitrary decision and should be made in consultation with the local firefighting service, who should have an appreciation of their capability to fight fires.

The requirements of Subsection 3.2.3. are intended to prevent fire spread from thermal radiation assuming there is adequate firefighting available. It has been found that periods of from 10 to 30 minutes usually elapse between the outbreak of fire in a building that is not protected with an automatic sprinkler system and the attainment of high radiation levels. During this period, the specified spatial separations should prove adequate to inhibit ignition of an exposed building face or the interior of an adjacent building by radiation. Subsequently, however, reduction of the fire intensity by firefighting and the protective wetting of the exposed building face will often be necessary as supplementary measures to inhibit fire spread.

In the case of a building that is sprinklered throughout, the automatic sprinkler system should control the fire to an extent that radiation to neighbouring buildings should be minimal. Although there will be some radiation effect on a sprinklered building from a fire in a neighbouring building, the internal sprinkler system should control any fires that might be ignited in the building and thereby minimize the possibility of the fire spreading into the

exposed building. NFPA 80A, "Protection of Buildings from Exterior Fire Exposures," provides additional information on the possibility of fire spread at building exteriors.

The water supply requirements for fire protection installations depend on the requirements of any automatic sprinkler installations and also on the number of fire streams that may be needed at any fire, having regard to the length of time the streams will have to be used. Both these factors are largely influenced by the conditions at the building to be equipped, and the quantity and pressure of water needed for the protection of both the interior and exterior of the building must be ascertained before the water supply is decided upon. Acceptable water supplies may be a public waterworks system that has adequate pressure and discharge capacity, automatic fire pumps, pressure tanks, manually controlled fire pumps in combination with pressure tanks, gravity tanks, and manually controlled fire pumps operated by remote control devices at each hose station.

For further information regarding the acceptability of emergency apparatus for fire insurance grading purposes, please contact:

Western Canada	Quebec	Ontario	Atlantic Canada
Opta Information Intelligence Fire Underwriters Survey 101-8333 Eastlake Drive Burnaby, British Columbia, V5A 4W2 1-800-665-5661	Opta Information Intelligence Fire Underwriters Survey 255, boul. Cremazie E, 2nd Floor Montreal, Quebec, H2M 1M2 1-800-263-5361	Opta Information Intelligence Fire Underwriters Survey 600-175 Commerce Valley Dr. W. Markham, Ontario, L3T 7P6 1-800-268-8080	Opta Information Intelligence Fire Underwriters Survey 220-30 Damascus Road Bedford, Nova Scotia, B3B 1Y2 1-877-634-8564

TECHNICAL BULLETIN

FIRE UNDERWRITERS SURVEY™

A Service to Insurers and Municipalities

APPARATUS ACCEPTANCE TERMS OF REFERENCE FOR FIRE INSURANCE GRADING AND PUBLIC FIRE PROTECTION CLASSIFICATION

Fire Underwriters Survey evaluates the capacity of the fire department to provide required fire flows through the apparatus within the fire department fleet.

- If apparatus is ULC listed[1] and of an appropriate age then it can receive full credit
- If apparatus is designed to meet all of the requirements of NFPA 1901, and has been tested and evaluated for its compliance with NFPA 1901, by an accredited agency[2], then it can also receive full credit.
- If the apparatus does not meet one of the two above criteria, then some credit between 0-100% would be applied to the apparatus within the calculation of fire insurance grades.
    - This credit is based on an analysis of the reliability of the apparatus with respect to its capacity of continuously provide emergency response and all related intended purposes (as specified in ULC S515 and/or NFPA 1901):
        - Apparatus design standard and specifications;
        - Age of apparatus;
        - Results of apparatus acceptance and service testing (including, but not limited to, weight, road and pump performance tests);
        - Accident history;
        - Out of service history;
        - Frequency of testing and indications of apparatus reliability; and
        - Frequency of maintenance and indications of apparatus reliability.

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[1] Listed by ULC means that the apparatus has been tested and certified through "listing" and a ULC plate (indicating listing number) has been applied to the apparatus. The testing and certifying organization must be a Standards Council of Canada accredited agency (ULC is an accredited agency). Listing of the apparatus implies the apparatus meets all of the requirements of the standard ULC S-515.

[2] NFPA 1901, Standard for Automotive Fire Apparatus, lists requirements for third party certification under section 4.7:

4.7 Third-Party Certification of Test Results. Where this standard requires the results of tests to be certified by an independent third-party certification organization, that organization shall meet the requirements of this section.

4.7.1 All certification shall be performed by a certification organization that is accredited for inspection and testing systems on fire apparatus in accordance with ISO/IEC 17020, General criteria for the operation of various types of bodies performing inspection, or ISO/IEC 17065, Conformity Assessment- Requirements for bodies certifying products, processes and services.

4.7.2 The certification organization shall not be owned or controlled by manufacturers or vendors of the product that is being tested.

4.7.3 The certification organization shall be primarily engaged in certification work and shall not have a monetary interest in the product's ultimate profitability.

4.7.4* The independent third-party organization shall witness all required tests by an in-person representative(s) at the test site or by use of verifiable automated data collection and image recording equipment. The third-party organization shall refuse to certify any test results for a system if all components of that system requiring testing do not pass the testing required by this standard.

4.7.5 There shall be no conditional, temporary, or partial certification of test results.

4.7.6* Forms or data sheets shall be provided and used during the testing.

4.7.7 Programs shall be in place for training, proficiency testing, and performance verification of any staff involved with certification.

4.7.8 The certification organization's operating procedures shall provide a mechanism for the manufacturer to appeal decisions. The procedures shall include provisions for the presentation of information from representatives of both sides of a controversy to a designated appeals panel.

TECHNICAL BULLETIN

FIRE UNDERWRITERS SURVEY™

A Service to Insurers and Municipalities

INSURANCE GRADING RECOGNITION OF USED OR REBUILT FIRE APPARATUS

The performance ability and overall acceptability of older apparatus has been debated between municipal administrations, the public fire service and many others for years. Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as the apparatus becomes less reliable with age and use.

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Fire Underwriters Survey lengthy experience in evaluating fire apparatus indicates that apparatus should be designed to an acceptable standard. The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters Laboratories of Canada CAN/ULC-S515-13 titled, "Standard FOR Automobile Fire Fighting Apparatus," which has been adopted as a National Standard of Canada. Alternatively, NFPA 1901, the Standard for Automotive Fire Apparatus is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party.

Fire apparatus should respond to first alarms for the first fifteen years of service. During this period, it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years, it should be held in reserve status for use at major multi-alarm fires, or used as a replacement for temporarily out-of-service first line apparatus. Fire apparatus should be retired from service at twenty years of age. Present practice indicates the recommended service periods and protocols are usually followed by the first purchaser. However, at the end of that period, the apparatus is either traded in on new apparatus, or sold to another fire department. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

a. Inadequate braking system,
b. Slow pick-up and acceleration,
c. Structurally weakened chassis due to constant load bearing and/or overloading,
d. Pump wear,
e. Etc.

FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities apparatus may continue to be recognized for fire insurance grading past twenty years of age, provided the apparatus successfully passes the recommended annual tests and has been deemed to be in excellent mechanical condition. The specified service tests are outlined below under the heading "Recommended Service Tests for Used or Modified Fire Apparatus". Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

Insurance grading recognition may be extended for a limited period of time if documentation verifying that the apparatus has successfully passed the specified tests and other evidence of reliability are submitted and approved by FUS. However, if fire apparatus does not pass required tests or for any reason is deemed to be inadequately reliable for use in emergencies, the apparatus may be required to be replaced or refurbished to retain published fire insurance grades. If reliable apparatus is not in place, fire insurance grading recognition may be revoked which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community.

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities [3]	Medium Sized Cities [4]	Small Communities [5,6] and Rural Areas
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2nd Line Duty	First Line Duty
20 – 25 Years [1]	No Credit in Grading	No Credit in Grading *or* *Reserve*[2]	No Credit in Grading *or* *2nd Line Duty*[2]
26 – 29 Years [1]	No Credit in Grading	No Credit in Grading *Or* *Reserve*[2]	No Credit in Grading *or* *Reserve*[2]
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

[1] All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

[2] Exceptions to age status may be considered in a small to medium sized communities and rural areas conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

[3] Major Cities are defined as communities that have:
- *a total population of 100,000 or greater within the fire protection jurisdiction*

[4] Medium Communities are defined as communities that have:
- *a total population of 30,000 – 99,9999 within the fire protection jurisdiction*

[5] Small Communities are defined as incorporated or unincorporated communities that have:
- *a total population of 1,000 – 29,999 within the fire protection jurisdiction*

[6] Rural Areas are defined as incorporated or unincorporated communities that have:
- *a total population of less than 1,000 within the fire protection jurisdiction*

Table 2 Frequency of Listed Fire Apparatus Acceptance and Service Tests

	Frequency of Test					
	@ Time of Purchase New or Used	**Annual Basis**	**@ 15 Years**	**@ 20 Years** *See Note 4*	**20 to 25 Years (annually)**	**After Extensive Repairs** *See Note 5*
Recommended For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	Service Test	Acceptance Test	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Required For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	No Test Required	No Test Required	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Factor in FUS Grading	Yes	Yes	Yes	Yes	Yes	Yes
Required By Listing Agency	Acceptance Test	No	No	No	N/A	Acceptance Test
Required By NFPA *See Note 6*	Acceptance Test	Annual Service Test	Annual Service Test	Annual Service Test	Annual Service Test	Service Test

Note 1: See: 'Service Tests for Used or Rebuilt Fire Apparatus' for description of applicable tests
Note 2: Acceptance Tests consist of 60 minute capacity and 30 minute pressure tests
Note 3: Service Tests consist of 20 minute capacity test and 10 minute pressure test in addition to other listed tests
Note 4: Apparatus exceeding 20 years of age may not be considered to be eligible for insurance grading purposes regardless of testing. Application must be made in writing to Fire Underwriters Survey for an extension of the grade-able life of the apparatus.
Note 5: Testing after extensive repairs should occur regardless of apparatus age within reason.
Note 6: Acceptance Tests: See NFPA 1901, Standard for Automotive Fire Apparatus
Service Tests: See NFPA 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus, Article 5.1

Superior Tanker Shuttle Service

Alternative Water Supplies for Public Fire Protection

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

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

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

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

Levels of Service

Unrecognized Shuttle Service

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

Standard Tanker Shuttle Service

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

Accredited Superior Tanker Shuttle Service

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

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

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

Further Notes

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

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

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

Noted changes to Accredited Superior Tanker Shuttle Service

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

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

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

Why become Accredited to deliver Superior Tanker Shuttle Service?

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

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

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

Outside Agencies Testing Tanker Shuttle Service?

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

Public Fire Protection Classification

What is PFPC™?

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

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

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

How the PFPC grading system works

How the PFPC grading system works

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

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

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

Fire Risk

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

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

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

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

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

Fire Department (40% of overall PFPC Grade)

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

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

Water Supply (30% of overall PFPC Grade)

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

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

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

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

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

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

Gravity Systems and Pumping Systems

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

Storage

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

Pump Capacities

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

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

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

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

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

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

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

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

Emergency Communications (10% of overall PFPC Grade)

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

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

Benefits of the Grading System +

How the PFPC affects individual insurance policies +

Evaluation Process & Your Community's Grades +

Implications of the PFPC grades +

Standard Pumper

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

Standard Tanker Shuttle Service

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

Accredited Superior Tanker Shuttle Service Service

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

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

Fire Fighter, auxiliary

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

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

1001.
3. Availability * : lives and works in community and is available to respond to fires

Fire Fighter, career

A person who is employed full time, for monetary compensation, whose primary duty is fire fighting. Minimum requirements:
1. Training/Fitness: Fire Fighter II per NFPA 1001 or equivalent AND trains a minimum of 2 hours per shift (4 hours on 24 hour shifts)
2. Equipment: Personal Protective Clothing as defined in NFPA 1001.
3. Availability:
   - during shifts is in fire station ready to respond
   - off-shift may have arrangement to respond on-call *

Personal Protective Clothing

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

Minimum water supply

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

Detached Dwelling

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

Typical Detached Dwelling

refers to One- and Two-Family Detached Dwellings:

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

Fire Hall An "emergency response facility" where fire department apparatus and equipment are housed, protected against harm, and made readily accessible for use in emergencies. The fire hall is normally the location where fire fighters respond from. Other primary purposes include training and administration of the fire department.

Emergency Response Facility (ERF) A structure or a portion of a structure that houses emergency response agency equipment or personnel for response to alarms. Examples of ERFs include a fire station, a police station, an ambulance station, a rescue station, a ranger station, and similar facilities.

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

Dwelling Protection Grade Criteria

Notes regarding the Dwelling Protection Grade System:

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

Dwelling Protection Grade

What is the DPG™?

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

How the Dwelling Protection Grading™ Works

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

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

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

Dwelling Protection Grades - Minimum Requirements per Fire Station

Dwelling Protection Grades - Minimum

Dwelling Protection Grade Criteria

Notes regarding the Dwelling Protection Grade System:

1. The Dwelling Protection Grade System provides an approximate measure of the fire defense capabilities of a community with respect to providing structural fire response to typical detached dwellings (as defined in Terms of Reference).
2. Recognized response distances are limited to 8km by road of continuously accessible (and appropriately maintained) public roads. Response from within 5km by road is preferred due to reduction in response times. Private roads may be recognized where evidence of maintenance reliability is evaluated and accepted by Fire Underwriters Survey.
3. Response times are expected to be delayed to varying degrees in cases where auxiliary fire fighters are responding due to the increased turn-out time as compared to on-duty fire fighters that respond directly from the Emergency Response Facility (fire station).
4. Fire departments desiring fire insurance grading recognition should be organized on a sound financial basis such as a tax levy. Areas organized on a society or subscription basis will not be recognized because of the difficulty in identifying residents within the protected area who are current members of the society and the lack of guaranteed funds to adequately finance a fire department year round.

Minimum criteria for Dwelling Protection Grade 1

Minimum criteria for Dwelling Protection Grade 1

Public Water Supply

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

Fire Department

Apparatus

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

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

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

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

Fire Force

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

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

Emergency Communications

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

Fire Protection Service Area

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

Minimum criteria for Dwelling Protection Grade 2

Minimum criteria for Dwelling Protection Grade 2

Public Water Supply

Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better. In general terms, to achieve a relative classification of 6, the water supply system should be designed to be capable of providing

required fire flows simultaneously with Maximum Daily Consumption at a minimum residual pressure of 138 kPa (20 psi) and should be designed with redundancies throughout the majority of key components to ensure the capacity to deliver required fire flows is not adversely affected during the majority of foreseeable single point failure scenarios.

Fire Department

Apparatus

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

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

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

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

Fire Force

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

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

Emergency Communications

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

Fire Protection Service Area

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

Minimum criteria for Dwelling Protection Grade 3A

Public Water Supply

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

Fire Department

Apparatus

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

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

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

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

Fire Force

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

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

Emergency Communications

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

Fire Protection Service Area

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

Minimum criteria for Dwelling Protection Grade 3B

Alternative Water Supply

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

Fire Department

Apparatus

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

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

For full credit apparatus must be designed in accordance with:

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

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

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

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

Fire Force

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

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

Emergency Communications

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

Fire Protection Service Area

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

Minimum criteria for a Dwelling Protection Grade 4

Minimum criteria for a Dwelling Protection Grade 4

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

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

Requirements per Fire Station

Dwelling Protection Grade (DPG)	Water Works System	Fire Department		Public Fire Protection Classification (PFPC) [2] Minimum Requirements
		Apparatus	Firefighters	
1	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 5 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: ◦ On-duty: 3 career fire fighters, plus ◦ Off-duty: fire chief or other officer	Water Supply and Fire Department must grade PFPC Relative Class 5 or better
2	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: ◦ On-duty: 1 career fire fighter, plus ◦ Off-duty: fire chief or other officer ◦ On-call: 15 auxiliary fire fighters	Water Supply and Fire Department must grade PFPC Relative Class 6 or better
3A	Water supply system designed in accordance with, and meeting the minimum requirements of, Fire Underwriters Survey "Water Supply for Public Fire Protection"	Response from within 8 km by road of a triple combination pumper	15 auxiliary fire fighters	No Public Fire Protection Classification required

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

[1] Refer to additional notes and requirements for interpretation

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

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

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

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

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

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
1	601	CBRM	HAZMAT	R27453	100038199	1HTSDADN71H364737	2001	INTER	SA495	Hazmat / Tac 2
2	604	CBRM	HAZMAT	R28799	100038200	16HPB16214PO36811	2004	HAUL	UTILITY TRAILER	Hazmat gear trailer
3	825	CBRM	LOUISBOURG	R28282	100038204	1HTSDADR11H382914	2001	INT	PUMPER	666 MAIN LINE ENGINE JUNE 2001; MOVED TO LSB FR GLB JULY 2014
4	851	CBRM	NEW WATERFORD	R29067	100038209	1GBHR34K9KF300839	1989	CHEV	HOSE TRUCK	HOSE TRUCK / no need for truck
5	860	CBRM	LOUISBOURG	R29068	100038212	1FDYK84A1JVA31143	1988	FORD	TANKER	TRUCK # 1
6	863	CBRM	LOUISBOURG	R28188	100038213	1FDKE30G1RHA42860	1994	FORD		Rescue Van
7	874	CBRM	DOMINION	R28302	100038215	44KFT428XYWZ19387	2000	HME	PUMPER	find a truck to cascade here
8	892	CBRM	DOMINION	R28187	100038216	44KFT42865WZ20659	2005	HME	PUMPER	P3 FROM SYDNEY TO NWD 2013; MOVED TO DOM NOV/17.
9	905	CBRM	GLACE BAY	R29065	100038219	4ENRAAA8X61001707	2006	E-ONE	PUMPER	P-5 Glace Bay
10	913	CBRM	SYDNEY	R29130	100038223	5NHUCMD258N065109	2008	CARGO MATE TRLR	TRAILER	REHAB/CLASSROOM 28'
11	917	CBRM	SYDNEY	R29135	100038225	1MDAVP32X7A353090	2007	SHORE	BOAT&TRAILER	2008/09/30 BOAT/TRAILER BOUGHT FRM ROSBOROUGH BOATS -GIVEN TO CBRMFS FR
12	918	CBRM	NORTH SYDNEY	R29136	100038226	44KFT42828WZ21263	2008	HME FERRARA	PUMPER	BOUGHT FROM FERRARA FIRE APP - HOLDEN LOUISIANNA
13	923	CBRM	TRAINING	R29145	100038229	40LUB16287P137001	2007	PACEA	TRAILER	TRAINING TRAILER MARCH 2009
14	933	SYM	SYDNEY MINES		100038230	4S7CT2B989C071050	2009	SPARTAN	PUMPER	PURCHASED FORT GARRY NOV.30/09, under fleet insurance, owned by SYM
15	938	CBRM	GLACE BAY	R29147	100038232	4WCFC2027A1011175	2010	FRIES	TRAILER	FLOAT TRAILER USED IN PARADES
16	939	CBRM	TRAINING	R29148	100038233	2W9F54279AMOI6436	2010	WELDEX	TRAILER	LIVE FIRE TRAINER DELIVERY SEP.2010
17	940	CBRM	DOMINION	R29149	100035573	1FD0W4HT1BEA39816	2011	FORD	DRW SUPER DUTY	PURCHASED JUNE 2010
18	944	CBRM	SYDNEY MINES	R27452	100038235	3C63D3HL6CG223202	2012	DODGE	RAM 3500	27.05.2015 TRANSFERRED TO SYM. MECH VEH - PO-4500133933 SCOTIA CHR. T98.2011
19	945	CBRM	NORTH SYDNEY	R28324	100038236	4S7AX2E96CC075449	2012	SPARTAN	AERIAL	NEW QUINT -ROSENBAUER AERIAL PO-4500130338. MOVED TO NSY FROM SYD SPRING
20	946	CBRM	TRAINING	R28277	100038411	1GNUKAE00AR226179	2010	CHEV	TAHOE	TAKEN OVER JAN/17 TO PREVENTION. ORIGINALLY PURCHASED FOR PLATOON CHIEFS
21	947	CBRM	GLACE BAY	R28674	100038237	4S7CW2D90CC075718	2012	SPARTAN	AERIAL	NEW QUINT - PO-4500133528 ROCKY MTN PHOENIX LADDER

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

2021 VEHICLE INSURANCE LIST

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

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

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

2021 VEHICLE INSURANCE LIST

	Unit	CERT OWNR	DEPT		NEW WO	Serial No	Yr	Make	Model	DESC
106	6060	BIG	BIG POND		100038310	1FTNW21P53ED07943	2003	FORD	F-250	given to Big Pond
107	6061	CBRM	CHRISTMAS ISLAND	R28284	100038495	1FV6JLCB3YHA64964	2000	FREIGHTLINER	E-ONE PUMPER	ORDERED FROM BRINDLEE JULY 2017
108	6062	CBRM	GEORGE'S RIVER	R27848	100038576	1HTSDADR91H257806	2001	INTN'L 4000	PIERCE PUMPER	ORDERED FROM BRINDLEE JULY 2017 - DELIVERED DEC.25/17 $85,000
109	6063	HC	HOWIE CENTRE		100038702	3C7WRLEJ0JG185878	2018	DODGE RAM 4500	RESCUE / BRUSH	PURCHASED FROM ROCKY MTN MAY 2018
110	6066	GLR	GRAND LAKE ROAD		100037302	1C6RR7ST6FS560610	2015	DODGE	QUAD CAB	Unnit number 958, given to GLR Feb 2024
111	6067	CBRM	Sydney	R29538	100038952	3C63RRGL8HG609990	2017	RAM	3500	Ownership transferred to CBRM April 2024, PURCHASED APRIL 2019 DARTMOUTH DODGE
112	6068	CBRM	BIG POND	R27463	100038988	3HAEJTAR6KL800482	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER $408,639.85
113	6069	CBRM	BOISDALE	R27462	100038989	3HAEJTAR4KL800481	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER $408,639.85
114	6070	CBRM	SOUTHSIDE BOULARDERIE	R27199	100038990	3HAEJTAR8KL800483	2019	INT'N DEPENDABLE	TANKER	PO-4500172347 DEPENDABLE EMERGENCY VEHICLES DIESEL TANKER $408,639.85
115	6071	BIG	BIG POND		100039227	1C6RR7XT6GS146818	2016	DODGE	RAM 1500	2020 MARCH POLICE DONATED THIS VEHICLE TO BIG POND FD
116	6072	CBRM	SYDNEY RIVER	R27194	100039225	4S7ATZC9X6C053988	2006	SPARTAN	Gladiator	Under Fleet Insurance. SYDNEY RIVER PURCHASED VEH FROM MEADOWMERE PARK FIRE DIST.
117	6073	CBRM	TRAINING	R26196	100039241	53NBE1216J1059995	2018	RED DIAMOND TRAILER	MOD# 6X12 SA 3500	BOUGHT FROM SKETCHLINE JUNE 2020 $ 5500.
118	6075	CBRM	NEW WATERFORD	R29132	100039250	1FT8W3D60LED55890	2020	FORD	F350 4X4	BRUSH TRUCK - ROCKY MOUNTAIN SEP/2020
119	6076	CBRM	FLORENCE	R29552	100039251	3HAEUTAR7LL865494	2020	INT'N METALFAB	TANKER	DELIVERED OCT.1/20 PO-4500177252 OCTOBER 2020
120	6077	CBRM	MARION BRIDGE	R29078	100039252	3HAEUTAR9LL879252	2020	INT'N METALFAB	PUMPER	DELIVERED OCT.1/20 PO-4500177251 OCTOBER 2020
121	6078	CBRM	WESTMOUNT	R29007	100039253	3HAEUTAR9LL860619	2020	INT'N METALFAB	TANKER	DELIVERED OCT.1/20 PO-4500177252 OCTOBER 2020
122	6079	CBRM	TRAINING	R29009	100039453	3GUKNEC1HG132882	2017	CHEV	SILVERADO	FORMER POLICE #1296; GIVEN TO FIRE JUNE 22021
123	6080	CBRM	GEORGE'S RIVER	R26042	100039546	3HAMSAZRXFL688261	2015	International		2015 INTERNATIONAL PURCHASED IN US FOR GRVFD
124	6081	CBRM	BOISDALE	R26195	100039562	3HAWCAZR9FL680240	2015	International	ENGINE	2015 INTERNATIONAL DS 999 TANK/PUMPER BOISDALE
125	6082	CBRM	TRAINING	R28790	100039261	53NBE2827M1084186	2021	Diamaond	8.5 x 28 TA	RED ENCLOSED 28 FOOT TRAILER
126	6083	CBRM	Glace Bay	R29493	100038225	2NBBT2016M1111679	2021	Excalibur	BT3100-19680	Rescue boat and trailer

2021 VEHICLE INSURANCE LIST

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

2025 - 2035 Fleet renewal plan as per ULC requirmements

2025 order, delivery 2027 after April 1

6018	New Waterford Pumper (1996)
6026	Grand Lake Road Pumper (2000)
6028	Howie Center Pumper (1999)
6061	Christmas Island Pumper (2000)
6034	Mira Rd Pumper (2000)
6043	Reserve Mines Tanker (2000)
6012	Coxheath Pumper (2000)
6014	Donkin Pumper (2000)
6059	Westmount Pumper (2000)
601	Hazmat/Tac2 air supply
874	Dominion Pumper (2000)
6039	Northside East Bay Pumper (2000)
6048	South Bar Pumper (2000)
6062	Port Morien Pumper (2000)
825	Louisbourg Pumper (2001)
6062	Georges River Pumper (2001)
6001	Albert Bridge Pumper (2001)
6030	Marion Bridge Tanker (2000)
851	New Waterford Hose Truck(1989)
863	Louisbourg Rescue (1994)
995	Glace Bay Durango (2014)30000km
6057	Port Morien Pumper (2000)

6050	Southside Boulardie tanker (1988)

$19-20million

2026 Order, Delivery after April 1 2028

6010	CBRM Wildland truck (2003)
6015	Donkin Tanker (2003)
6021	Frenchvale Tanker (2003)
6055	Christmas Island Tanker (2003)

6057	Port Morien Pumper (2000)

2027 Order, Delivery after April 1 2029

6003	Bateston Tanker (2004)
6006	Birch Grove Tanker (2004)
6007	Birch Grove Pumper (2004)
6027	Gabarus Pumper (2004)

6094	Sydney Water Rescue (2009)

2028 Order , Delivery after April 1 2030

892	Dominion Pumper (2005)
6000	Albert Bridge Tanker (2005)

6004 Big Pond Pumper (2005)
6044 Scotch town Pumper (2005)
6089 Gabarus Tanker (2005)

2029 Order , Delivery after April 1, 2031

905 Glace Bay Pumer (2006)
6017 East Bay Pumper (2006)
6036 New Victoria Tanker (2006)
945 North Sydney Ladder (2012) 3 year delivey time (due after April 1 2032)
6072 Sydney River Rescue (2006)
940 Dominion Rescue (2006)

2030 order , Delevery after April 1 2032

place holder for Nort Sydney ladder Delivery 2033
6013 Coxheath Tanker (2007)
6038 Northside East Bay Tanker (2007)
6049 South Bar Tanker (2007)
944 Sydney Mines Utility (2012)

2031 Order, Delivery after April 1, 2033

918 North Sydney rescue pumper (2008)

2032 Order, Delivery after April 1, 2034

933 Sydney Mines Pumper (2009)
984 Glace Bay Ladder (2015) 3 year delivery time (due after April 1 2035)
6029 Howie Center Tanker (2009)

2033 Order , Delivery after April 1 2035

6032 Marion Bridge Tanker (2010)
6042 Reserve Mines Pumper (2010)
6045 Scotchtown Tanker (2010)
6051 Southside Boulardrie Pumper (2010)
953 New Waterford utility (2015)
954 Sydney Mines Brush (2015)

2034 Order, Delivery after April 1 2036

6037 New Victoria Pumper (2011)
6054 Sydney River Tanker (2011)
969 Glace Bay Rescue (2016)
977 Hazmat 1 ton panel (2016)

2035 Order ,delivery after April 1 2037

948 Glace Bay Pumper (2012)
6002 Bateston Pumper (2012)

974	Glace Bay Brush (2017)
986	Training 1 Ton (2017)
987	Glace Bay Brush (2017)
988	Sydney Brush (2017)
990	Duty Officer 3/4 ton (2017)
993	North Sydney Brush (2017)
996	North Sydney Brush (2017)
997	CBRM Tactical (2017)
998	Dominion SUV (2017)

Cape Breton Regional
Fire and Emergency Service
Volunteer Coordinator, Deputy Fire Chief Craig MacNeil
362 George Street
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B1P 1K1

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CELL: (902) 574-0916
Email: wcmacneil@cbrm.ns.ca

CBRM Fire and Emergency Service committee meeting June 3, 2025.

TRAINING

- The Training Division is in the end stages of the 2025 Level 1 training course with 40 volunteers enrolled. Expected end date will be July 2025
- The mobile burn is completed with a new generator and propane system installed. We are currently waiting for final inspection from an independent certifying body.
- A mobile propane car fire simulator has been purchased and is ready for use.
- Draft job description for training manager is currently being written.

PREVENTION

- Fire prevention officer Dan Taylor is now trained and working to the full scope of his job description.
- Fire Prevention Officers continue to attend mandatory training to keep up to date on the latest changes.
- Both Fire Prevention Officers are working on a complaint-based model. They are mostly unable to be proactive in inspections due to the backlog of files.

FLEET

- Three new pumper/tankers were tendered in Oct. 2024 and are due for delivery in May of 2026.

- One new Ladder truck has been tendered in May of 2025 with delivery in this fiscal budget.
- The paint scheme has changed from two tone to monotone to save significant cost in purchasing.
- Two vehicles were auctioned from the training division due to age and repair costs.
- Training division currently has one vehicle. I am working on securing a second vehicle capable of towing the multiple trailers in this division.
- Data explaining the fleet renewal is included in this report.
  .

Volunteer Operations

- Fire admin and the Chiefs association have met multiple times over the past year and had unanimous support for, SCBA program, hiring of full-time training staff and the fleet renewal plan to name just a few.
- Glace Bay Fire Station 23 has requested that CBRM take over all financial responsibilities for this station.
- Current number of volunteers in CBRM is 837

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

DC C. C. MacNeil
Deputy Fire Chief
Cape Breton Regional Fire & Emergency Service
Cape Breton Regional Municipality
Email: wcmacneil@cbrm.ns.ca

Chris March BBA, ECFO, C.Mgr., AIFireE
Deputy Chief,Operations
Cape Breton Regional Fire & Emergency Service
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CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICE

To: **Cape Breton Regional Fire & Emergency Service Committee**

Date: May 28, 2025

Deputy Chief Operations Report

- ***The Cape Breton Regional Fire & Emergency Services'*** (CBRFES) career members have successfully completed the High Angle/Crane & Confined Space Rescue Training.

  The necessary equipment for High Angle & Crane Rescue has been tendered, awarded, purchased, certified and is now in service.

- The career service's Water Rescue Caft has been readied, a new inflatable collar has been purchased and is now in service for the 2025 summer season. We currently have several certified operators on staff and the Canadian Coast Guard College will provide us with six (6) additional seats in their next Operators training class this summer.

- The career service is currently active in a hiring process, candidates have performed physical testing and formal interviews. Those moving on have been notified and now will complete the next stage of the hiring process.

- The career service is currently engaged in Contract negotiations. The current Collective Agreement expired November 2024. Negotiations have been going well and are expected to continue throughout the coming months.

- During the last few months, the career service has been requested by additional CBRFES volunteer fire departments to participate in mutual aid, automatically and upon request.

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

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Fax: 902.564.0481
cdmarch@cbrm.ns.ca

- Beginning in August 2024 the career service's Tactical Support Unit, out of Station #2, has responded to nineteen (19) mutual aid calls, exchanging and/or filling a total of 230 air cylinders in support of various CBRFES volunteer fire departments.

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

DC C. March

Original signed by:

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

Bruce MacDonald
Manager of Emergency Managment
Fire & Emergency Services
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COMMITTEE OF THE WHOLE

Manager of Emergency Management

REPORT

To: **Members of CBRM Council**

Date: June 2025

ALL-HAZARDS PLAN UPDATE

A workshop was held with members of the Council, on May 13th, 2025, to provide a high-level overview of the All-Hazards Emergency Management Plan.

Plan Structure

Main Body of the Plan - As discussed during the workshop, the body of the plan will primarily consist of core emergency management duties, structures, and functions that are less likely to change over time.

Plan Appendixes - Plan appendixes include content that may require more frequent update or information that is sourced from outside of the CBRM organization. Examples include emergency management procedures and processes, routinely updated data, and relevant regulations developed by the Government of Nova Scotia.

Annexes to the Plan - Additional emergency management documents including Hazard Specific Plans, plans dependent upon external stakeholders, and other standalone plans will be incorporated within our All-Hazard Emergency Management Plan framework as annexes. Examples include:

- Community Recovery Plan
- Evacuation Plan
- Disaster Debris Management Plan
- Location based Hazard Specific Plans

Suggested Timelines for Review

The proposed timeline will provide the Council with a minimum of 30 days for the review of the draft All-Hazards Emergency Management Plan, before proceeding to a follow-up meeting to answer questions and discuss potential amendments.

As discussed in our workshop, emergency management in Nova Scotia is rapidly evolving with new standards for municipalities currently under development. The draft standards identify new terminology and additional requirements municipalities will be required to follow. As the standards are finalized, any additional requirements for municipalities may result in updates to the proposed CBRM All-Hazards Emergency Management Plan.

EMERGENCY MANAGEMENT STANDARDS FOR MUNICIPALITIES

As previously mentioned, the Nova Scotia Department of Emergency Management has developed draft standards for emergency management in Nova Scotia.

The standards will outline responsibilities for both municipalities and the Province, as provided through the newly established provincial Regional Emergency Operation Centres.

DISASTER DEBRIS MANAGEMENT PLAN (SOLID WASTE LED PROJECT)

CBRM EMO is contributing to the development of a Disaster Debris Management Plan, which provides CBRM with a comprehensive framework for preparing for, responding to and recovering from disaster events that generate substantial volumes of debris.

Plan development is led by CBRM Solid Waste working with Dillon Consulting Limited, and the primary funding for the development of the plan is provided through the Sustainable Communities Challenges Fund.

The DDM Plan provides a document that supports operations to effectively and efficiently respond to debris generating incidents, which exceed their municipality's capacity for normal garbage and recycling operations.

The additional debris generated by a disaster level event is extreme and the costs for handling this debris range from hundreds of thousands to millions. For example:

- **Thanksgiving Flood 2016:** Approximately 4000 tonnes of material.
- **Fiona:** Approximately 40,000 tonnes of debris consisting mainly of trees.

The plan will govern how CBRM manages debris from disastrous events such as a hurricane or flooding and is a complimentary annex to the CBRM Emergency Management Plan.

Planning meetings began in November 2024 with two staff workshops held the week of May 5th, 2025 to further plan development.

The primary objectives of preparing for disaster debris management by creating a DDM Plan prior to an emergency include:

- Strengthening response and recovery times after an emergency;
- Improving the management of expenses associated with debris management; and
- Confirming adherence to criteria for Federal reimbursements.

The Disaster Debris Management Plan is expected to be completed by Oct 2025.

REGIONAL EMERGENCY MANAGEMENT EXERCISE (REX1-25)

CBRM along with other NS EMO Region 1 municipalities have been asked to host and participate in the Nova Scotia Department of Emergency Management's fall regional emergency management exercise REX1-25.

The exercise will be a command level functional exercise at the Emergency Coordination Centre level, however the opportunity to include a boots-on-the-ground full-scale exercise will be explored as part of the exercise planning process.

Exercise REX1-15 is expected to take place November 2025.

TRUNK MOBILE RADIO

New TMR Tower for New Waterford

The Province of Nova Scotia through Public Safety and Field Communications has announced the addition of a new Trunk Mobile Radio tower in the New Waterford area.

The new tower will improve coverage for all emergency responders on the TMR system in the New Waterford area, and will resolve an issue previously raised by first responders and members of Council.

The New Waterford tower is expected to be installed by the end of the calendar year.

Additional New TMR Sites Include

In addition to the New Waterford Site, the Province has announced new sites in several Nova Scotia locations:

- Greenfield (Queens County)
- Marble Mountain (Inverness County)
- Pleasant Bay (Inverness county)
- Framboise (Richmond County)
- Carleton (Yarmouth County)
- New Harbor (Guysborough County)
- Advocate (Cumberland County)
- Giants Lake (Guysborough County)
- Waddens Cove (Cape Breton County)

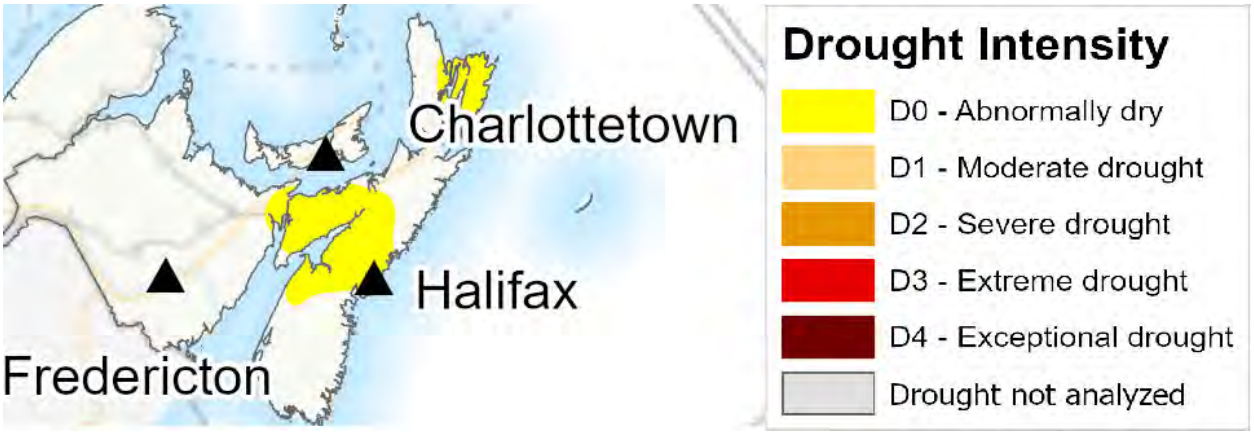
Marine Communications Exercise

A marine exercise is planned between the CBRFES and Nova Scotia Public Safety and Communications, to test communications and to identify opportunities for additional mutual aide support between our agencies.

The exercise is tentatively scheduled for August 2025.

CURRENT DROUGHT CONDITIONS (as of April 30, 2025)

Environment Canada reported CBRM entered spring with a precipitation deficit and as of the April 30th, 2025 update the Abnormally Dry (D0) conditions persisted across central Nova Scotia and eastern Cape Breton due to precipitation deficits.



RESPONDING TO THE INTERFACE TRAINING AND ASSESSMENTS

Responding to the Interface Training

Cape Breton Regional Fire and Emergency Service (CBRFES) supported the training of two career firefighters on the *Responding to the Interface* program. The program is provided through a partnership between the Government of Canada and the International Association of Fire Fighters. The Wildland Urban Interface (WUI) is any area where structures are immediately adjacent to or abutting open/wildland areas.

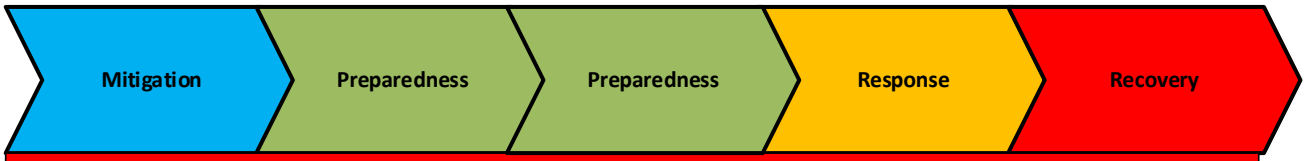
The program provided comprehensive information regarding response, command, strategies, and tactics to operate safely in the WUI.

The *Responding to the Interface* training will be beta-tested with career staff. Additional sessions will be arranged for volunteers as fire services works through scheduling and other course requirements for the delivery of the training under the Government of Canada sponsored program.

Critical Infrastructure WUI Assessments

A career firefighter trained in Wildland Urban Interface risk assessments is performing assessments at various CBRM critical infrastructure locations. Additionally, CBRFES has offered our support to other partner organizations with CI located in the Wildland Urban Interface.

OUTLINE OF WILDFIRE STRATEGY



Wildfire Strategy

Short-Term	Short-Term	Short-Term	Short-Term
• Aerial assessment of areas with known Hurricane deadfall for extent of damage. • Review completion of road buffer clearing previously requested of NS PW June 2024. • Assess CBRM CI at WUI for clearances, Develop recommendations regarding mitigation measures. - Water treatment plants - Waster water facilities - Fire response facilities - Additional CI • Information campaign aimed at prevention of wildfires. - Check before you Burn - Grass burning - FireSmart Info - Non-compliance/fines - Camp fire safety	• Acquisition of all terrain vehicle equipped for FF/Rescue (Quad). • Acquisition of Wildland Tanker and equipment. • Circulation of Situational Awareness regarding precipitation status, other wildland fire indicators. • Annual DNRR equipment dropoff. • Development of CBRM Channel Map for disasters/large emergencies. • Public Awareness Campaign of DIY FireSmart information for homeowners (Facebook) • Triage of CBRM CI with ICS 256 assessment. • Update Fire management response protocols. • Community Specific Contingency Planning (2025). - Marion Bridge - Boisdale - Albert Bridge - Bateston - New Victoria - Georges River - Howie Centre - Christmas Island - Birch Grove - Reserve Mines - Donkin - Big Pond - East Bay - Southside Boularderie - Frenchvale - Northside East Bay - Grand Lake Road - Scotchtown • ICS review and Wildfire Tabletop exercise. • Provision of “Responding to the Interface” Training • Acquisition of TMR stockpile for disaster/large emergency response. • Acquisition of comms equipment (DVRS) for low coverage areas. • Development of large incident comms protocols utilizing new CBRM channel map. • FireSmart focused presentations in communities.	• PC/Duty officer response to large Wildland/brush fire alarms. • Strategic response with whole of CBRFES resource base. • WebEOC NASA Wildfire Map.	• Post incident analysis. • AAR development. • Replace consumable or damaged equipment.
Long-Term	**Long-Term**	**Long-Term**	**Long-Term**
• On-going maintenance of CI WUI buffer. • Implementation of broader FireSmart program.	• On-going public information sessions. • Expanded FireSmart education for the community. • Explore FireSmart Community Grant oppertunities.	• Ongoing risk-based response.	• Implementation of AAR findings. • Additional equipment acquisition.

This concludes the Manager of Emergency Management’s report.

Original signed by:

Bruce MacDonald
Manager of Emergency Management

Westmount Volunteer Fire Department
180 Fulton Avenue, Westmount, Nova Scotia B1R 1K1
902-539-9773

To: Deputy Chief Craig MacNeil, CBRM Fire and Emergency Services

From: Rod Beresford, Chief, Station 7 (Westmount Volunteer Fire Department)

Re: Paging protocol for possible or working structure fires

The Westmount Volunteer Fire Department (Station 7) is requesting the following change to Fire Station paging for possible and/or working structure fires:

At all times, in the coverage area for Station 7, for any possible structure fire or working structure fire emergency call, Station 7, Station 6, Station 8, and Station 1 will be paged simultaneously. In the event that any of the resources stated previously are not required, a request to stand down will be made. Furthermore, in addition to these resources for possible structure fire or working structure fire calls, Station 7 is requesting that the on-duty Platoon Chief respond to the emergency call.

Sincerely,

[redacted]
Rod Beresford
902-322-3448

cc:
Chief Mark Bettens, Director of Fire and Emergency Services
Krista Dove, CBRM Fire Administration
Bill MacLeod, Chief, Station 8
Dave Witzell, Chief, Station 6

GRAND LAKE ROAD VOLUNTEER FIRE DEPARTMENT
850 Grand Lake Road, Suite 1, Sydney, Nova Scotia, B1P 5T9
Hall Phone: (902) 562-3233 Fax: (902) 562-4367
E-mail: glr_chief@cbrmfs.ca

Chief Bettens:

Over the last many months, we have noticed a significant drop in our daytime numbers able to respond to calls.
Our response time is being affected by this delay. As you know we are the first responders for significant pieces of infrastructure important to our community of Grand Lake Rd. Specifically, we cover the growing university (new medical school), Correctional Center and a large amount of commercial space such as the Mall, Home Depot and Walmart to name a few. We have attracted some new members but like all volunteer departments we are seeing an overall decrease in the number of people joining and able to respond. Currently the Engine from Station 2 responds to Structure Fires and MVC's and the Tower from Station 1 responds to the University. Is there any way we might be able to have a talk about providing us some additional assistance at other calls?

We also have noticed that our building needs some significant upgrades after seventeen years in operation.
While our leases locked in, with inflation at an all-time high, it is getting extremely difficult to cover all the cost associated with the repairs and much needed work. We have approximately one hundred thousand in upgrades and repairs needed now. Is there any assistance available from CBRM? Could we discuss the future sustainability of our building and our future needs going forward. We look forward to hearing from you.

Thanks,

Adrian Langlois
Chief GLRVFD

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: June 3rd ,2025

Subject: Exploration of Amendments to Planning Documents Related to Single Access Communities and Subdivisions

Motion for Council to Consider:

That the CAO direct staff to explore potential amendments to planning documents to address concerns related to subdivisions and communities with only one point of ingress and egress. This review should consider public safety, emergency access, traffic flow, and future connectivity. A report outlining potential options and recommendations shall be brought back to Council for consideration.

The above motion was draft based on my understanding of the background/rationale below:

Recent events have highlighted the risks associated with single-access communities and subdivisions, particularly in emergency situations where evacuation or first responder access may be delayed. In addition to the work currently being undertaken by the EMO Manager to assess and enhance emergency preparedness in these areas, there is a growing need to limit further development in communities and subdivisions with only one point of access until appropriate infrastructure or planning solutions are in place.

A review of planning policies is necessary to guide future development in a way that prioritizes public safety, connectivity, and long-term sustainability.

Steve Parsons ***Date May 5th ,2025***	*Received by Clerk's Department (date):*

City Hall
320 Esplanade
Sydney, NS B1P 7B9

Item No.

Council 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: June 3, 2025

Subject: Open Air Burning Bylaw (B-400)

Motion for Council to Consider:
Direct CAO to have staff review the Open-Air Burning Bylaw (B-400) which was passed and adopted by Council May 18th, 1999 with particular attention to Schedule A and Schedule B which outline the areas of CBRM that are permitted and prohibited from participating in open air burning.

Reason:

This has been a topic of irritation for many residents living within the areas outlined in Schedule B which lists the communities that are prohibited to burn in open air. The communities that are not permitted any form of open-air burning, including back yard fires, are North Sydney, Sydney Mines, Sydney, New Waterford, Louisbourg, Glace Bay and Dominion. Some of the areas listed in Schedule A which lists the communities that are permitted open air burning are Sydney River, Coxheath, George's River, Donkin, Florence, Scotchtown, Westmount and all other areas withing CBRM. 25 years ago, there may have been rational due to population, town limits etc. but some of these areas have since experienced significant development. Some of the areas permitted to burn have neighbourhoods like those found inside the old town/city limits, Sydney River and Westmount for example. There are densely populated in areas but are permitted back yard fires yet anyone in the town limits of North Sydney or Dominion are not. It is very difficult to walk up Musgraves Lane in North Sydney and tell the residents on one side of the street they can burn and the residents on the other side of the street they can not. The larger issue is that the bylaw is currently only exercised if a complaint is received which has resulted in its own set of issues giving some the opportunity to burn and others being reported.

Outcome Sought:
Bylaw B-400 be revised to be more inclusive to all areas of CBRM.

Councillor Earlene MacMullin	*District 2*
Date: *April 22, 2025*	*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:

Subject: Cape Breton Regional Municipality Burning Bylaw B400

Motion for Council to Consider:
That staff be directed to conduct a comprehensive review of the current Burning Bylaw B400, and prepare a proposed new bylaw that aligns with and is consistent across all communities within the Cape Breton Regional Municipality. That the enforcement of the Burning Bylaw also be reviewed and addressed to ensure the safety of our firefighters and first responders.

Rationale:
The existing Burning Bylaw B400 no longer adequately addresses the evolving needs, safety standards, and environmental considerations of all communities within the Cape Breton Regional Municipality. Variations in enforcement, interpretation, and local conditions across the region have led to inconsistencies and confusion among residents. A comprehensive review and update of the bylaw will ensure clarity, fairness, and alignment with current best practices in fire safety and environmental protection.

Fire departments are often dispatched to backyard fire pit calls that are non-emergency in nature and where no enforcement action can be taken under the current bylaw. This results in an inefficient use of critical emergency resources and exposes firefighters to unnecessary risk. An updated and clearly enforceable bylaw will not only promote consistency across communities but will also help ensure that fire department resources are focused on high-priority responses, improving overall public safety and operational efficiency.

Outcome Sought:
A fair and consistent Burning Bylaw throughout the Cape Breton Regional Municipality, ensuring that all residents enjoy the same protections, responsibilities, and benefits regardless of where they live

Dave MacKeigan *Date*	*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 Committee of the Whole Meeting: June 3, 2025

Subject: Discarded Needles

Motion for Council to Consider:

To direct staff to provide an staff report at an upcoming meeting of Council regarding what CBRM does to collect discarded needles.

Rationale: They are a safety issue and require a reliable source to get them collected.

Outcome Sought:
To have a discussion on safer communities and proper removal of discarded needles.

Councillor Gordon MacDonald *Date May 23, 2025*	*Received by Clerk's Department (date):* *May 23, 2025*

Boundary Review for Reinstalment of French Road Area in CBRM District 7

Motion

Moved by Councillor Parsons, seconded by Deputy Mayor Eldon MacDonald, to direct staff to open discussion regarding the area of French Road that was recently realigned before the last municipal election be reviewed by the Nova Scotia Utility and Review Board for reinstatement back into CBRM District 7.

Motion Carried

Cape Breton Regional Municipality

Office of Christa Dicks
Municipal Clerk

320 Esplanade
Sydney, Nova Scotia
B1P 7B9
Tel: 902-563-5010
Fax: 902-564-0481
email: clerksoffice@cbrm.ns.ca
www.cbrm.ns.ca

May 28, 2025

Ms. Lisa Wallace
Chief Clerk
Nova Scotia Regulatory and Appeals Board
Box 1692, Unit "M"
Halifax, Nova Scotia B3J 3S3

Re: Request for Reinstatement of French Road Area into District 7

Dear Ms. Wallace:

At a recent meeting of Cape Breton Regional Municipality Council, a resolution was passed to request a review of the French Road area in District 8. This follows the area's realignment prior to the most recent municipal election, and Council seeks to revisit the matter to support effective representation and preserve community cohesion.

As such, it is respectfully asked that the Board advise on the appropriate procedural steps for the consideration of reinstatement.

Thank you for your attention to this matter.

Yours sincerely,

Christa Dicks
Municipal Clerk

cc:
Mayor Cecil P. Clarke
Demetri Kachafanas, K.C., CAO
CBRM Council

From: ClerksOffice
Sent: May 15, 2025 4:50 PM
To: 'TSA@novascotia.ca' <TSA@novascotia.ca>
Subject: Traffic Safety Act Consultation Process

Dear Consultation Team,

We recognize that your teams are already in contact with the Cape Breton Regional Police Service regarding the *Traffic Safety Act* consultation process, however, we did want reiterate the municipality's interest in this process.

The Cape Breton Regional Municipality is committed to proving safe, accessible, and well-regulated transportation networks for all road user across and respectfully request that CBRM be included in all relevant opportunities, stakeholder sessions, or information-sharing forums associated with the consultation process. Any supporting material can be sent to clerksoffice@cbrm.ns.ca for distribution within the organization.

Thank you for your attention to this request and for your commitment to meaningful municipal engagement.

Respectfully,

Christa Dicks

Christa Dicks | **Director Corporate Information Services & Municipal Clerk**
Cape Breton Regional Municipality
320 Esplanade, Suite 405, Sydney, NS B1P 7B9
☎ 902-563-5010

Cape Breton Regional Municipality

Office of Christa Dicks
Municipal Clerk

320 Esplanade
Sydney, Nova Scotia B1P
7B9
Tel: 902-563-5010
email: clerksoffice@cbrm.ns.ca
www.cbrm.ns.ca

May 28, 2025

Ms. Paul LaFleche
Deputy Minister, Department of Municipal Affairs
Deputy Minister, Department of Public Works
Province of Nova Scotia, Halifax, NS

Re: Request for a Regional Transportation Strategy for Eastern Nova Scotia

Dear Deputy Minister LaFleche:

During a recent meeting held on May 13, 2025, the Cape Breton Regional Municipality (CBRM) Council passed a resolution to request that the Province of Nova Scotia, through the Link Nova Scotia initiative, undertake a comprehensive Regional Transportation Strategy for CBRM and the surrounding Eastern Region.

The progress made with the Halifax Regional Municipality's transportation strategy is recognized as a critical opportunity to align planning efforts across the province. A strategy for Eastern Nova Scotia would support balanced development and strengthen our shared vision for a connected and prosperous province.

Thank you for considering this important initiative. We look forward to your response and to working together on advancing transportation equity and resilience across the region.

Yours sincerely,

Christa Dicks
Municipal Clerk

cc:
Mayor Cecil P. Clarke
Demetri Kachafanas, K.C., CAO
CBRM Council

Nova Scotians for Equalization Fairness (NSEF)

Motion

Moved by Councillor Sheppard-Campbell, seconded by Councillor Parsons, that CBRM send a letter to provincial and federal government regarding equalization.

Motion Carried

Cape Breton Regional Municipality

Office of Christa Dicks
Municipal Clerk

320 Esplanade
Sydney, Nova Scotia B1P
7B9
Tel: 902-563-5010
email: clerksoffice@cbrm.ns.ca
www.cbrm.ns.ca

May 28, 2025

Mr. Chris Forbes
Deputy Minister of Finance
Government of Canada
90 Elgin Street
Ottawa, ON K1A 0G5

Ms. Kelliann Dean
Deputy Minister of the Department of Finance and Treasury Board
Province of Nova Scotia
1723 Hollis Street
Halifax, NS B3J 1V9

Subject: Federal-Provincial Equalization Transfer Payments in Cape Breton Regional Municipality

Dear Deputy Minister Forbes and Deputy Minister Dean:

On behalf of the Cape Breton Regional Municipality, please accept this letter as an expression of concern regarding the current structure and distribution of federal-provincial equalization funding, and its ongoing impacts on communities.

At a recent meeting of the Cape Breton Regional Municipal Council, the topic of federal-provincial transfer payments was discussed in depth with a presentation from concerned community members. A motion was passed directing that a formal letter be sent to both the Provincial and Federal governments to express concerns regarding the current structure and distribution of funding, and its ongoing impact on the Cape Breton Regional Municipality (CBRM).

There were concerns about the inadequacy and equity of federal-provincial transfer payments, particularly in light of rising costs of service delivery, constrained municipal revenue sources, and the increasing financial pressures being placed on property taxpayers within the region.

We request that municipal voices, especially those from communities like CBRM with external challenges, be meaningfully included in discussions about transfer funding distribution to ensure it supports sustainable, equitable service delivery for all residents of the province. We appreciate your attention to this matter.

Yours sincerely,

Christa Dicks
Municipal Clerk

cc:
Mayor Cecil P. Clarke
Demetri Kachafanas, K.C., CAO
CBRM Council