

**Cape Breton Regional Municipality**

**Special Council Meeting**

**AGENDA**

**TUESDAY, MARCH 4, 2025**

**IMMEDIATELY FOLLOWING COMMITTEE OF  
THE WHOLE**

Council Chambers  
2<sup>nd</sup> Floor, City Hall  
320 Esplanade, Sydney, NS

# Cape Breton Regional Municipality

## Special Council Meeting

Tuesday, March 4, 2025  
Immediately Following Committee of the Whole

### **AGENDA ITEMS**

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#### **Land Acknowledgement**

#### **Roll Call**

1. **APPROVAL OF AGENDA:** (Motion Required)

2. **BUSINESS ARISING:**

2.1 **In Camera Committee of the Whole – March 4, 2025:**

- a) **Vacancies on Various Committees:** Christa Dicks, Municipal Clerk  
(See page 3)

Recommendation to be circulated separately

2.2 **Committee of the Whole – March 4, 2025:**

- a) **Recommendation for Pre-Authorization of Ladder Truck Purchase in April 2026:** Craig MacNeil, Deputy Fire Chief (See page 5)

Recommendation to be circulated separately

#### **ADJOURNMENT**



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320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

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**To: Mayor Clarke and Committee of the Whole**

**From: Christa Dicks, Municipal Clerk**

**Date: March 4, 2025**

**Subject: Vacancies on Various Committees**

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### **Background**

As directed by Council at its December 2024 meeting, expressions of interest for citizen positions on various internal and external committees were publicly advertised in the Cape Breton Post. Notice was also placed on the CBRM website, and social media. The deadline for submissions was February 3, 2025, with the exception of Diversity, Equity, and Inclusion and Accessibility which have been extended.

At the February 4<sup>th</sup>, 2025, meeting, COTW recommended Council:

- Defer all applications for the Library Board for additional time for review
- Defer all applications for Police Commission for additional time for review

Applications for Police Commission and Library Board were as follows:

<b>Committee</b>	<b>Positions Available</b>	<b>Applications</b>
Police Commission	Three	6
Library Board	Two	9

A confidential matrix with applications was provided to Committee of the Whole on February 4, 2025, and an overview of applications occurred during an in-camera session for protection of personal and confidential information, and the above applications were deferred for further review.

### **Next Steps:**

An overview of the applications will be conducted confidentially for protection of personal information. COTW can then defer the applications or refer the applications to Council. Determination of the appointments will be made in open session, and applicants will be

advised of their approved appointment. Following their acceptance, the appointments will be made public.

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A copy of this report can be obtained online at [www.cbrm.ns.ca](http://www.cbrm.ns.ca) or by contacting the Office of the Municipal Clerk at 902-563-5010.

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Report Prepared by: Christa Dicks, Municipal Clerk 902-563-5010

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# Cape Breton Regional Fire and Emergency Service

Deputy Fire Chief, Craig MacNeil  
362 George Street  
Sydney, Nova Scotia  
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To: Mayor and Committee of the Whole  
From: Craig MacNeil, DC  
Date: March 4, 2025  
Subject: Recommendation for Pre-Authorization of Ladder Truck Purchase in April 2026

## Recommendation:

That Committee of the Whole recommend to Council to pre-approval the purchase of a new ladder truck for the 2026 budget year.

## Background

The acquisition of a new ladder truck was being requested as part of this year's budget. However, due to the extended delivery timelines associated with such specialized equipment, actual delivery is not anticipated until at least a year after placing the order. This action is crucial to secure the necessary vehicle within the allocated budgetary constraints and to take advantage of the current fiscal year's pricing.

## Discussion:

Pre-approval is essential for the following reasons:

**Letter of Intent and Purchase Order:** To initiate the manufacturing process, a letter of intent and a subsequent purchase order are required. These documents are necessary to formalize a transaction and begin the procurement process and are contingent on Council's pre-approval of the purchase.

**Cost Containment:** By securing purchasing at this year's pricing, we will avoid any potential price increases that could arise in the next fiscal year, effectively managing and optimizing our budget allocations.

**Budgetary Planning:** This pre-authorization will ensure that the financial impact is accounted for in this year's budget, providing clarity and stability in future fiscal planning.

## Timeline for Purchase

The timeline for the purchase process is as follows:

February 2025: Issue RFP as required  
March 2025: Approval of specifications and order  
April 2026: Processing of purchase

This strategic decision will safeguard against unforeseen cost escalations and align with our budgetary commitments.

Thank you for considering this crucial procurement strategy that ensures both fiscal responsibility and operational readiness.

Thank You,  
Sincerely,  
DC MacNeil

