

Cape Breton Regional Municipality

Special Council Meeting Minutes

February 18, 2025

9:30 a.m. at City Hall Council Chambers

Council

Mayor Cecil P. Clarke

Councillor Gordon MacDonald

Councillor Earlene MacMullin

Councillor Esmond "Blue" Marshall

Councillor Steve Gillespie

Deputy Mayor Eldon MacDonald

Councillor Glenn Paruch

Councillor Steven MacNeil

Councillor Dave MacKeigan

Councillor Paul Nickituk

Councillor Darren O'Quinn

Councillor Kim Sheppard-Campbell

Staff

Demetri Kachafanas, KC, Interim Chief Administrative Officer

Christa Dicks, Municipal Clerk

Robert Sampson, KC, Solicitor

Jennifer Campbell, Chief Financial Officer

Kirk Durning, Director of Recreation, Parks and Grounds, and Buildings and Facilities

Wayne MacDonald, Director of Engineering and Public Works

Deanna Evely, Director of Human Resources

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

Sean Tobin, Chief of Staff

Robert Walsh, Chief of Police

Bruce MacDonald, Manager of Emergency Management

Craig MacNeil, Deputy Fire Chief

Alex MacAuley, Communications Manager 911

Spencer Merrill, Information Technology Technician

YueCong Cao, Administrative Assistant, Clerk's Department

Kelly McDonald, Recording Secretary

Absent

Councillor Steve Parsons (Regrets)

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

Mayor Cecil P. Clarke called the meeting to order.

Land Acknowledgement

Roll Call

1. Approval of Agenda

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Paruch, to approve the February 18, 2025, special council agenda as presented.

Motion Carried

At 9:32 a.m., Council met in camera in accordance with Section 22(2)(c)(g) and (e) of the *Municipal Government Act*.

Council reconvened in open session at 1:11 p.m.

The Mayor advised that the next two agenda items have been referred to open session.

Business Arising – In Camera Session

2.4 Modernization Plan

The Interim CAO provided the recommendation to approve the management portion of the modernization plan as presented to Council.

Motion

Moved by Councillor Paruch, seconded by Councillor MacMullin, to approve the CBRM modernization plan regarding senior management positions.

Discussion:

- Realignment of management positions

Motion Carried

2.3 Legal Advice

The Mayor provided a proposed motion stemming from the in-camera legal advice, that the Solicitor refer the matter of corporate credit card irregularities to the municipality's police agency of jurisdiction for review.

Motion

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Paruch, to direct the Solicitor to refer the corporate credit card irregularities matter to the Municipality's Police Agency of Jurisdiction for review.

Discussion:

- Processes and timelines
- Request for this vote to be recorded

Motion Carried

3. 911/311 Service Overview

Alex MacAulay, Manager of 911/311, provided a presentation with an overview on the 911 and 311 communication centers.

Deputy Mayor assumed Chair at 1:40 p.m.

Discussion on the presentation included information on Next Generation 911, call volumes and call processes for 311, the differences between 911 centers, and staffing levels.

For information only.

4. Update to Emergency Coordination Centre (ECC) Plan

Bruce MacDonald, Manager of Emergency Management, provided a presentation updating Council on the Emergency Coordination Center (ECC) Plan.

Mayor assumed Chair at 2:00 p.m.

Discussion on the presentation included the ECC location, the use of and training in Incident Command Systems 300 and 400, and recent power outages.

For information only.

5. CBRM Policies

Christa Dicks, Municipal Clerk, reviewed the report included in the agenda package relating to an organization-wide policy review.

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

6. Records Management

Christa Dicks, Municipal Clerk, reviewed the report included in the agenda package related to CBRM's records and information management.

Motion

Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Gillespie, to direct staff to coordinate and draft a Records and Information Management Policy to address the maintenance and destruction of CBRM controlled records; and to direct staff to issue an Expression of Interest for

work related to the transition of digital documents to a centralized repository including design and build of the repository and tagging for documents.

Discussion:

- Current information storage
- Budgetary process

Motion Carried

7. Communications and Municipal Events Policy

Christa Dicks, Municipal Clerk, reviewed the report regarding a policy on public communications and municipal events.

Motion

Moved by Councillor Paruch, seconded by Deputy Mayor Eldon MacDonald, to direct staff to coordinate and draft a policy on public communications and municipal events.

Motion Carried

A **Point of Privilege** was raised by Councillor Gordon MacDonald to request to have the media report regarding the corporate credit card matter included in the next council meeting.

8. Expression of Interest – Physical Space

Demetri Kachafanas, Interim Chief Administrative Officer, reviewed the report related to issuing an expression of interest for physical space.

Motion

Moved by Councillor MacMullin, seconded by Councillor Gordon MacDonald, to direct staff to issue an Expression of Interest for physical space for a variety of municipal purposes.

Discussion:

- Purpose to explore options for physical space
- Current space challenges

Motion Carried

Meeting adjourned at 2:31 p.m.

Cecil P. Clarke
Mayor

Christa Dicks
Municipal Clerk
/km