

## **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](http://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.**

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**Cecil P. Clarke**

**Mayor**

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**Christa Dicks**

**Municipal Clerk**

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