

Cape Breton Regional Municipality

Council Meeting Minutes

December 9, 2025

2:02 p.m. at City Hall Council Chambers

Council

Mayor Cecil P. Clarke
Councillor Gordon MacDonald
Councillor Earlene MacMullin
Councillor Esmond "Blue" Marshall
Councillor Steve Gillespie
Councillor Eldon MacDonald
Deputy Mayor Glenn Paruch
Councillor Steve Parsons
Councillor Steven MacNeil
Councillor Dave MacKeigan
Councillor Darren O'Quinn
Councillor Kim Sheppard-Campbell

Staff

Demetri Kachafanas, KC, Chief Administrative Officer
Christa Dicks, Municipal Clerk / Director of Corporate Information Services
Tony Mozvik, KC, Director of Legal Services
Tyson Simms, Director of Planning and Development
Nancy Dove, Chief Financial Officer
Raymond Boudreau, P.Eng., Director of Water and Wastewater
Scott Parker, Supervisor of Bylaw Services
Craig MacNeil, Deputy Fire Chief
Evan Baillie, Finance Manager
Travis Radtke, Housing Coordinator
Karen Neville, Senior Planner
Peter Vandermeulen, Planner
Sean Tobin, Chief of Staff
Toni Delorenzo, Principal Secretary, Mayor's Office
Spencer Merrill, Information Technology Technician
Kelly McDonald, Administrative Assistant, Clerk's Office
Yuecong Cao, Recording Secretary

Absent

Councillor Paul Nickituk (Leave of absence)

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.

Council met in camera in accordance with section 22(2)(e) and 22(2)(a) of the Municipal Government Act for item number ten.

Mayor Cecil P. Clarke called the meeting to order.

Land Acknowledgement

Roll Call

O' Canada

1. Approval of Agenda

Motion

Moved by Councillor Parsons, seconded by Councillor O'Quinn, to approve the December 9, 2025, council agenda and addendum as presented.

Motion Carried

2. Approval of Minutes

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor MacMullin, to approve the CBRM minutes from:

- Special Council – October 16, 2025

Motion Carried

3. Proclamations & Resolutions

3.1 Salvation Army Week

Motion

Moved by Councillor Gillespie, seconded by Councillor Eldon MacDonald, that Mayor Cecil P. Clarke and Council proclaim the week December 8th to 14th, 2025, as Salvation Army Week in the Cape Breton Regional Municipality.

Discussion:

- Flag raising
- Introduction of members

Motion Carried

4. Public Hearings

4.1 Land Use By-law Zone Map Amendment, Dominion

Peter Vandermeulen, Planner, provided a presentation titled, "Land Use By-law Zone Map Amendment, Neville Street - Dominion". The presentation included topics such as the applicant's request, legislative authority, history of zone boundary, and recommendation included in the agenda package.

The Mayor provided an opportunity for Council to ask clarifying questions; Councillor MacKeigan reported receiving one phone call from a resident regarding the project. The resident inquired whether it would be industrial zoning and was advised it is residential. The resident expressed satisfaction with the response and was complimentary of the public notification process. Council had no more questions. The Mayor then opened the floor for the public hearing and asked three times if anyone was present to speak, no speakers came forth. The following motions were then put forward:

Motion

Moved by Councillor MacMullin, seconded by Deputy Mayor Paruch, to close the public hearing.

Motion Carried

Motion

Moved by Councillor Eldon MacDonald, seconded by Councillor O'Quinn, to give second reading of Amending By-law found Attachment A, included in the agenda package, and move a motion to adopt the proposed boundary adjustment of the adjacent Light Industrial (LI) and Low Density Urban Residential (UR2) Zone boundaries for PIDs 15875289, 15875271, 15875297, 15875305, and 15381601 as shown in Schedule A of the Amending By-law, which is included in the agenda package.

Motion Carried

4.2 Parking By-law

Travis Radtke, Housing Coordinator, reviewed the staff report and recommendations included in the agenda package. The Mayor provided an opportunity for Council to ask clarifying questions. Discussion took place regarding existing Parking Meter By-law is recommended to be amended to the Parking By-law, digital payment methods, enforcement signage and provincial winter bylaw polices. The Mayor then opened the floor for the public hearing and asked three times if anyone was present to speak, no speakers came forth. The following motions were then put forward:

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Eldon MacDonald, to close the public hearing.

Motion Carried

Motion

Moved by Councillor Gillespie, seconded by Councillor Eldon MacDonald, to give second and final reading to the Parking By-law (By-law No: P-100); and repeal the Parking Meter By-law T-5 and replace it with Parking By-law (By-law No: P-100).

Motion Carried

5. Business Arising – Committee of the Whole – Fire and Emergency Services – December 2, 2025

5.1 Fire Services Review Update

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

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Gillespie, to direct the Cape Breton Regional Fire Service (CBRFS) and Department of Finance to review forms part of the overall modernization mandate of the municipality; and the review will take into account policy and procedures for procurement and professional services in support of the overall fire service; and the municipality has a wealth of experienced individuals who serve within the volunteer and career services collaborating more and more for improved fire service delivery and protection measures; and a policy is timely to allow for the engagement of members of the fire service, volunteer and career, on a service procurement basis for professional services whether short term, contract or longer-term service support services. Therefore, be it resolved that the CBRFS and the Department of Finance prepare and recommend a policy and procedures to enable the active engagement of qualified fire service personnel, volunteer and career, within the CBRFS.

Motion Carried

6. Business Arising – Committee of the Whole – December 2, 2025

6.1 Land Use By-law Zone Map Amendment, Ferry Street

Peter Vandermeulen, Planner, briefed and presented an alternative recommendation included in the agenda package. Discussion took place regarding an environmental assessment, soil sampling, and safety. The following motion was then put forward:

Motion

Moved by Councillor Gordon MacDonald, seconded by Councillor Parsons, to give first reading of the Amending By-law found in Attachment A, which is included in the agenda package. However, not proceed to schedule a public hearing until Council is in receipt of a report from an environmental consulting firm with expertise in remediation of contaminated industrial sites indicating that the site of the proposed development has been adequately remediated and is safe for residential use.

Motion Carried**6.2 Code Acceleration Fund – Updates to Fast-Track
Housing Plans**

Tyson Simms, Director of Planning and Development, reviewed the staff report included in the agenda package.

For Information Only

**6.3 Site Access and Data Sharing Agreement with the
National Research Council of Canada (NRC) –
Installation of Pipeline Sensors**

Raymond Boudreau, Director of Water and Wastewater, reviewed the staff report and recommendations included in the agenda package. The following motion was then put forward:

Motion

Moved by Councillor Eldon MacDonald, seconded by Councillor MacKeigan, to approve the Site Access and Data Sharing Agreement between CBRM and the National Research Council of Canada (NRC) to allow installation of corrosion-monitoring sensors on the new water transmission main; and authorize the Mayor and Clerk to execute the Agreement on behalf of the Municipality.

Motion Carried

6.4 Committee / Councillor Vacancies

Christa Dicks, Municipal Clerk / Director of Corporate Information Services, reviewed the staff report and recommendations included in the agenda package.

The Mayor called for nominations for the Port of Sydney Development Corporation Board. Deputy Mayor Paruch nominated Councillor Gordon MacDonald and Councillor Gordon MacDonald accepted the nomination.

Mayor asked three times if anyone has nomination, no further nominations come forward. Councillor Gordon MacDonald was declared the Port of Sydney Development Corporation Board. The following motion was then put forward:

Motion

Moved by Councillor Gillespie, seconded by Councillor MacMullin, to direct the CAO to appoint a staff member to represent CBRM on the Cape Breton Regional Enterprise Network Board of Directors.

Motion Carried

The Mayor called for nominations for the CBRM Audit Committee. Councillor Sheppard-Campbell nominated Councillor O'Quinn, and Councillor O'Quinn accepted the nomination. Mayor asked three times if anyone has nomination. Hearing no further nominations, Councillor O'Quinn was appointed to the CBRM Audit Committee.

6.5 Police Commission Update November 2025

Glenn Paruch, CBRM Police Commission Chair / Deputy Mayor, reviewed the report and recommendations included in the agenda package. Discussion took place regarding timeline for installation of downtown cameras and best wishes to Police Chief Walsh on retirement.

6.6 Performance Review

The Mayor reviewed the motion excerpt included in the agenda package. The following motion was then put forward:

Motion

Moved by Councillor Parsons, seconded by Councillor Eldon MacDonald, to direct the CAO for the implementation of the performance review policy.

Motion Carried

7. Business Arising – Heritage Advisory Committee – December 2, 2025

7.1 Deregistration of 2645 Point Edward Highway (PID 15211824) – Mitchell Island Union Church

Karen Neville, Heritage Officer / Senior Planner, reviewed the staff report and recommendation included in the agenda package. Discussion took place regarding the church closing due to inability to maintain and preserving historical pieces. The following motion was then put forward:

Motion

Moved by Councillor Gillespie, seconded by Councillor Eldon MacDonald, to approve the applicant’s request to demolish the Mitchell Island Union Church, subject to the issuance of a demolition permit, and initiate the process to deregister 2645 Point Edward Highway (PID 15211824) as a Municipal Heritage Property.

Discussion:

- Monument installation timeline
- External community committee developing a long-term property plan

Motion Carried

Addendum

Corporate Services Issues

**Previous Appointment of Assistant Building Official -
Administration and Enforcement of CBRM By-laws:**

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

Motion

Moved by Councillor Eldon MacDonald, seconded by Councillor Parsons, to acknowledge their previous appointment, on March 4, 2025, of Kyle Reynolds as Assistant Building Official, responsible for the administration and enforcement of the CBRM Minimum Standards By-law (M-100), the CBRM Vacant and Derelict Building By-law (V-300), the CBRM Swimming Pool Fences By-law (S-600), the CBRM Licensing By-law for Shared Dwellings (L-100), and Part XV of the *Municipal Government Act* dealing with dangerous or unsightly premises; and appoint Kyle Reynolds as also responsible for the administration and enforcement of the CBRM Building By-law, also known as By-law No. B-300.

Motion Carried**8. Committee Reports****8.1 Cape Breton Regional Library Board Update**

Councillor O'Quinn presented highlights from the Cape Breton Regional Library's report included in the agenda package, noting significant growth in usage and strong community engagement, and the need for a new provincial funding formula. Discussion took place regarding the Florence Library infrastructure and the provincial funding formula.

For Information Only

9. Financial Statements**9.1 CBRM Financial Statements to October 31, 2025**

For Information Only

Council welcomed Nancy Dove as CBRM'S new Chief Financial Officer

Council recessed at 2:58 p.m. to go in camera session

10. In Camera Council

10.1 Personnel Matters

(In accordance with section 22(2)(e) of the *Municipal Government Act*.)

10.2 Library Update

(In accordance with section 22(2)(a) of the *Municipal Government Act*.)

Cecil P. Clarke

Mayor

Christa Dicks

Municipal Clerk

/yc