Cape Breton Regional Municipality
Committee of the Whole Meeting Minutes
January 13, 2026
2:01 p.m. at City Hall Council Chambers

Council
Mayor Cecil P. Clarke
Councillor Gordon MacDonald
Councillor Esmond “Blue” Marshall
Councillor Steve Gillespie
Councillor Eldon MacDonald
Deputy Mayor Glenn Paruch
Councillor Steven MacNeil
Councillor Dave MacKeigan
Councillor Darren O’Quinn
Councillor Kim Sheppard-Campbell

Staff
Christa Dicks, Municipal Clerk / Director of Corporate Information Services
Demetri Kachafanas, KC, Chief Administrative Officer
Tyson Simms, Director of Planning and Development
Toni Delorenzo, Principal Secretary, Mayor’s Office
Sean Tobin, Chief of Staff
Nancy Dove, Chief Financial Officer
Kathy Donovan, Transit Manager
Warren O’Neill, Supervisor of Financial Services
John Phalen, Director of Public Works
Bruce MacDonald, Manager of Emergency Management
Christina Lamey, Communications Manager
Jenna MacQueen, Communications Advisor
Evan Baillie, Manager of Finance
Robert Nearing, Manager of Public Works East
Kelly McDonald, Administrative Assistant, Clerk’s Office
Yuecong Cao, Recording Secretary

Absent
Councillor Earlene MacMullin (Regrets)
Councillor Steve Parsons (Regrets)
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.

Mayor Cecil P. Clarke called the meeting to order.

Land Acknowledgement

Roll Call

1. Approval of Agenda

Motion

Moved by Deputy Mayor Paruch, seconded by Councillor O'Quinn, to approve the January 13, 2026, committee of the whole agenda as presented.

Motion Carried

2. Presentations

2.1 Community Transportation Solutions: A More Connected, Inclusive, and Mobile CBRM

Mayor Clarke introduced Lynne McCarron, Executive Director from United Way Cape Breton to provide a presentation titled, "Community Transportation Solutions (CTSA): A More Connected, Inclusive, And Mobile CBRM". Discussion took place regarding the transportation needs, CTSA structure, transportation pilot projects, proposed fare structure and the option of offering subsidies for students and low-income users. Council requested to receive the CTSA business plan. Councillors discussed the financial model, noting that community consultation is needed before considering any new taxation, and emphasized the importance of cost-effectiveness and working well with existing taxi and transit services. The following motion was then put forward:

Motion

Moved by Deputy Mayor Paruch, seconded by Councillor Marshall, that Committee of the Whole recommend to Council to defer discussion to the 2026-2027 budget consideration process.

Discussion:

- Intended to allow discussion
- No commitment implied

Motion Carried

2.2 PVSC 2026 Assessment Roll

Mayor Clarke introduced the representatives from Property Valuation Services Corporation (PVSC) to provide a presentation titled, “PVSC 2026 Assessment Roll”. The presentation included topics such as who is PVSC, what PVSC does and doesn’t do, market value, mass appraisal, three approaches to determining value, sales data, the capped assessment program, and CBRM 2026 assessment roll. Discussion took place regarding commercial and residential property tax rates and the factors used to calculate them. The appeals process was discussed, Council inquired whether PVSC is communicating with the Province of Nova Scotia regarding a review of the *Assessment Act*.

For Information Only

3. Corporate Services Issues

3.1 Appointment of Special Constables and Assignment of Duties

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 Gillespie, that Committee of the Whole recommend to Council to appoint Troy Baker and Shannen Kinnon as Special Constables, in accordance with their required

duties as Property Maintenance Officers, to enforce and administer Part XV of the *Municipal Government Act*, respecting Dangerous or Unsightly Premises, all by-laws of the Cape Breton Regional Municipality, and Sections 138 to 160 of the *Nova Scotia Motor Vehicle Act*; and appoint Ronald Mullin as a Special Constable, in accordance with their required duties as a By-law Enforcement Officer, to enforce and administer all by-laws of the Cape Breton Regional Municipality and Sections 138 to 160 of the *Nova Scotia Motor Vehicle Act*; and amend the existing Special Constable appointment for Scott Parker, in accordance with their required duties as Supervisor of By-Law Enforcement, to enforce and administer Part XV of the *Municipal Government Act*, respecting Dangerous or Unsightly Premises, all by-laws of the Cape Breton Regional Municipality, and Sections 138 to 160 of the *Nova Scotia Motor Vehicle Act*.

Discussion:

- Status of municipal vehicles
- Clarified the distinction between Property Maintenance Officers and Bylaw Enforcement Officers' roles

Motion Carried

3.2 City Hall Emergency Coordination Centre Update

Bruce MacDonald, Manager of Emergency Management, provided a verbal update regarding the Emergency Coordination Center (ECC) located at City Hall. The ECC is a dedicated space for planning, coordination, and decision-making during large incidents or disasters, equipped with redundant communication systems, emergency power, and additional resources. Renovations and equipment were funded through the Atlantic Canada Opportunities Agency's Hurricane Fiona Relief Fund. The ECC is nearing completion and is now in a state of readiness.

For Information Only

3.3 Property Transfer to CBRM – Portion of PID 15887177, Simpson Lane, Glace Bay, NS

Robert Nearing, Manager of Public Works East, reviewed the staff report and recommendation included in the agenda package. Discussion took place regarding the proposed land acquisition and road turnaround development. The property transfer itself would be at no cost to the municipality; there would be associated costs to develop the cul-de-sac for future maintenance and solid waste access. The property owner would need to complete a subdivision application to separate the parcel. Discussion also addressed current operational challenges, including snowplows and garbage trucks having to reverse due to the lack of a proper turnaround, creating safety and service level issues. The following motion was then put forward:

Motion

Moved by Deputy Mayor Paruch, seconded by Councillor Sheppard-Campbell, that Committee of the Whole recommend to Council to pass a motion authorizing the acquisition of property by CBRM from Mr. Ryan Yates, as identified in the plan of subdivision, shown outlined as LOT 2025-R1 on the attached plan, which is included in the agenda package, at no cost to the municipality.

Motion Carried

4. Council Agenda Requests

4.1 Community Litter Update

Councillor Steven MacNeil reviewed the council agenda request form and recommendation included in the agenda package. The following motion was then put forward:

Motion

Moved by Councillor MacNeil, seconded by Councillor Gillespie, that Committee of the Whole recommend to Council to request an update from

CAO and staff on the review of by-laws, policies, and resource requirements to improve enforcement and enhance anti-litter policies and by-laws within the Cape Breton Regional Municipality.

Discussion:

- Business and individual responsibilities
- Illegal dumping
- Enforcement
- Enhance public education

Motion Carried

Meeting adjourned at 4:21 p.m.

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Cecil P. Clarke
Mayor

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Christa Dicks
Municipal Clerk
/yc