

**CAPE BRETON REGIONAL MUNICIPALITY**  
*Special Council Meeting – Minutes*

**Monday,  
May 4, 2020  
1:31 p.m.**

**Mayor Cecil P. Clarke called the meeting to order and noted the following participants in the Video/Teleconferencing:**

**Council:** Mayor Cecil P. Clarke  
Councillor Clarence Prince  
Councillor Earlene MacMullin  
Councillor Esmond Marshall  
Councillor Steve Gillespie  
Councillor Eldon MacDonald  
Deputy Mayor Ivan Doncaster  
Councillor Amanda McDougall  
Councillor George MacDonald  
Councillor Darren Bruckschwaiger  
Councillor Jim MacLeod

**Staff:** Marie Walsh, Chief Administrative Officer  
Jennifer Campbell, Chief Financial Officer  
John MacKinnon, Deputy Chief Administrative Officer  
Deborah Campbell Ryan, Municipal Clerk  
Demetri Kachafanas, Regional Solicitor  
Wayne MacDonald, Director of Engineering & Public Works  
Bill Murphy Director of Recreation, Parks, Grounds & Buildings  
Robert Walsh, Acting Police Chief  
Christa Dicks, Manager of 911/311 Communications  
John Dilny, Acting EMO Coordinator  
Sheilah MacDonald, Communications Officer – Mayor’s Office  
Sharon MacSween, Senior Administrative Assistant  
Tanya Nicholson, Recording Secretary

**Absent:** N/A

**Summary of Decisions**

**1. APPROVAL OF MINUTES:**

**Motion** to approve Minutes from:

- **Council Meeting – April 22, 2020**

**Carried.**

**2. APPROVAL OF AGENDA:**

**Motion** to approve the May 4, 2020 Council Agenda and Addendum as circulated.

**Carried.**

**3. PRESENTATION:**

**3.1 COVID-19 Property Tax Financing Model Policy:**

Deputy Chief Administrative Officer provided a PowerPoint presentation on COVID-19 Property Tax Financing Model Policy.

**Staff was directed to provide a breakdown of the calculation for the \$42 million loan requirement at the May 12, 2020 Council meeting.**

**For Information Only.**

**4. Property Tax Financing Program:**

**Motion** that staff be directed to:

- Draft a Property Tax Financing Plan Policy for Council consideration at the May 12, 2020 meeting; and
- Initiate the process for a Temporary Borrowing Resolution to support the application for the Property Tax Financing Loan offered through the Municipal Finance Corporation. **Carried.**

**ADDENDUM:**

**5. Effect of Lifting Certain Restrictions by the Province – Verbal Update:**

Verbal updates from staff were provided on the matter.

**For Information Only.**

**Adjournment**

**Roll Call**

**1. APPROVAL OF MINUTES:**

**Motion:**

Moved by Councillor MacLeod, seconded by Councillor MacMullin, approval of the Minutes from:

- **Council Meeting – April 22, 2020**

**Motion Carried.**

**2. APPROVAL OF AGENDA:**

**Motion:**

Moved by Councillor McDougall, seconded by Councillor Prince, to approve the May 4, 2020 Council Meeting Agenda and Addendum as circulated.

**Motion Carried.**

**3. PRESENTATION:**

**3.1 COVID-19 Property Tax Financing Model Policy:**

Deputy CAO reviewed the PowerPoint presentation included in the agenda package. During Council discussion, some of the issues raised included:

- Criteria for approval
- Timelines for disbursement of funds to municipalities by Municipal Finance Corp. (MFC)
- CBRM's anticipated loan requirements (\$42 million)
- Non-resident property owners – list maintained by PVSC
- MFC loan to municipalities addresses cash flow issues resulting from uncollectible taxpayers
- Administration fee is a Council decision – percentage is added to interest rate on loan (not percentage of taxes owing)

**Staff was directed to provide a breakdown of the calculation for the \$42 million loan requirement at the May 12, 2020 Council meeting.**

**For Information Only.**

**4. Property Tax Financing Program:**

Chief Financial Officer Jennifer Campbell noted that the issue paper on this matter was included in the agenda package and the contents were covered in the Deputy CAO's presentation and Council discussion.

**Motion:**

Moved by Councillor George MacDonald, seconded by Councillor Prince, that staff be directed to:

- Draft a Property Tax Financing Plan Policy for Council consideration at the May 12, 2020 meeting; and
- Initiate the process for a Temporary Borrowing Resolution to support the application for the Property Tax Financing Loan offered through the Municipal Finance Corporation.

**Motion Carried.**

**ADDENDUM:****5. Effect of Lifting Certain Restrictions by the Province – Verbal Update:**

Mayor Clarke introduced the issue and asked the following staff to provide a verbal update on any effects their Departments may have experienced over the weekend as a result of the Province lifting certain COVID-19 restrictions last Friday, May 1<sup>st</sup>.

a) Robert Walsh, Acting Chief of Police:

- The Police Service received notification of the lifting of restrictions at the same time as the public;
- Information received from the Premier/Dr. Strang, and supplementary material from the Department of Justice, was shared with members of the Police Service and CBRM Comm. Centre;
- After the announcement, there was a spike in calls on Friday, however there was a decrease in the number of COVID-related calls over the weekend;
- No summary offence tickets were issued over the weekend.

b) Christa Dicks, Manager of 911/311 Communications:

- Immediate coordination with Police and Parks & Grounds was required when announcement released;
- Following an initial spike in calls for clarification on what restrictions were lifted, as noted by the Acting Police Chief there were a reduced number of COVID-related calls over the weekend;
- Most calls on the weekend related to outdoor activities.

**Continued...**

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**ADDENDUM: Effect of Lifting Certain Restrictions by the Province – Verbal Update (Cont'd):**

- c) Bill Murphy, Director of Recreation, Parks, Grounds & Buildings:
- With the poor weather on Saturday, there was not a great increase in park use;
  - Parks remain open for walking and exercise only – with signage to that effect still posted.
- d) John Dilny, Acting EMO Coordinator:
- Assisted with clarification through the PPC (Provincial Command Centre), which was disseminated to staff

During the Council discussion, questions were raised regarding:

- Visiting relatives outside your home;
- Directional arrows for Sydney Boardwalk and Vendors along Boardwalk;
- Common sense approach to social distancing in public areas.

The Mayor thanked the staff for their updates.

**For Information Only.**

**Meeting adjourned at 2:46 p.m.**

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**Mayor Cecil P. Clarke**

/tcn

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**Deborah Campbell Ryan  
Municipal Clerk**