

**Eastern District Planning Commission**  
**Thursday, January 15, 2020**  
**Minutes**

**PRESENT:** Warden Brian Marchand, Deputy-Chair  
Councillor Trevor Boudreau  
Councillor Neil Corbett  
Councillor William Cormier  
Councillor John Dowling  
Councillor Bill MacFarlane  
Councillor Mark MacIver  
Councillor Perla MacLeod  
Deputy Warden Alfred Poirier  
Mr. Terry Doyle, Advisor  
Mr. Jeffery Lawrence, Advisor  
Mr. Keith MacDonald, Advisor  
Ms. Leanne MacEachen, Advisor  
Mr. Don Marchand, Advisor

**STAFF:** Mr. John Bain, Director  
Mrs. Tammy MacLellan

**REGRETS:** Mayor Laurie Boucher, Chair  
Councillor Jason MacLean  
Warden Bruce Morrison  
Mr. Glenn Horne, Advisor

**1.0 Call to Order:**

Warden Brian Marchand called the meeting to order at 1:07 p.m.

**2.0 Items Added to the Agenda:**

- Timely confirmation of meeting attendance.

Agenda approved with addition by consensus.

**3.0 Review of Minutes:**

The Board reviewed the minutes of November 21, 2019. The following amendments were noted:

- Page 2; change "Councillor" and "Deputy Warden" Bruce Morrison to "Warden Bruce Morrison".

**Motion** to approve the minutes as amended. Moved by Councillor Bill MacFarlane, seconded by Councillor Trevor Boudreau. **Motion carried.**

#### 4.0 Director's Report:

##### 1.1 2020 – 2021 Operating Estimates

Mr. John Bain met with the CAO's and Municipal Clerk on January 7, 2019. The 2019 – 2020 projection to year-end and 2020 – 2021 draft budget was reviewed.

It was recommended to change the 'conference fees' account to 'conference / training fees' account.

The Commission's surplus was reviewed. The surplus is used to create a buffer in the eventuality that building permit revenues come in low or used for other potential items, such as the *Municipal Government Act's* new amendments for minimum planning standards.

**Motion** to accept the 2020 – 2021 budget as presented. Moved by Councillor Bill MacFarlane, seconded by Councillor Neil Corbett. **Motion carried.**

##### 1.2 Personnel

Paul Dec gave his notice to leave the Commission; his last day will be January 31, 2020. It was recommended a letter of appreciation be sent to him, on behalf of the board.

##### 1.3 Employee Recognition Awards

In accordance with the Personnel Policy, employee recognition awards were given out as follows:

- Cyril LeBlanc – retirement and over twenty-five years of service,
- Bryne Butts – over fifteen years of service,
- Harry Martell - over ten years of service, and
- Andrew Jones – over ten years of service.

##### **Staff Activity:**

Staff Activity – Major Projects and Municipal Planning Processes, Plan Amendments, Policy Changes and Miscellaneous Projects, Rezoning, Agreements and Zone Amendments were reviewed.

**Motion** to approve the Director's Report as presented. Moved by Councillor John Dowling, seconded by Councillor William Corbett. **Motion carried.**

#### 5.0 Correspondence and Documentation:

Correspondence and Documentation were reviewed.

#### 6.0 Discussion – Items added to the Agenda:

- Timely confirmation of meeting attendance. It was recommended board members confirm meeting attendance twenty-four hours before the start of the meeting, to ensure a quorum is reached.

**7.0 Next Meeting Date:**

Next meeting scheduled on March 12, 2020, at 1:00 p.m.

**8.0 Adjournment:**

**Motion** to adjourn. Moved by Councillor John Dowling, seconded by Councillor Mark MacIver. **Motion carried.**

Meeting adjourned at 1:30 p.m.

~~Deputy~~ Warden Brian Marchand  
Deputy-Chair

*Brian Marchand*

*Tammy MacLellan*

Tammy MacLellan  
Recorder