

**Eastern District Planning Commission
Thursday, May 28, 2020
Video Conference Meeting
Minutes**

PRESENT: Warden Brian Marchand, Chair
Councillor John Dowling, Vice-Chair
Mayor Laurie Boucher
Mayor Brenda Chisholm Beaton
Councillor Neil Corbett
Councillor William Cormier
Councillor Perla MacLeod
Councillor Mark MacIver
Warden Bruce Morrison
Deputy Warden Alfred Poirier
Mr. Terry Doyle, Advisor
Mr. Glenn Horne, Advisor
Mr. Keith MacDonald, Advisor
Ms. Leanne MacEachen, Advisor
Mr. Don Marchand, Advisor

GUEST: Mr. Gage Burke, CPA, Manager, Grant Thornton LLP

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

REGRETS: Councillor Bill MacFarlane
Councillor Jason MacLean
Mr. Jeffery Lawrence, Advisor

1.0 Call to Order:

Mayor Laurie Boucher called the meeting to order at 12:45 p.m. The meeting continued without quorum for information purposes only.

2.0 Financials – Auditor’s Report

Mr. Gage Burke, CPA, Manager of Grant Thornton LLP, reviewed the draft financial statements as of March 31, 2020.

It was recommended by the board to no longer use the signature stamp of Terry Doyle, CAO, Town of Port Hawkesbury.

Councillor Neil Corbett arrived 12:58 p.m. The meeting continued with quorum.

Motion to approve the auditor's report as presented by Mr. Gage Burke, on behalf of Grant Thornton LLP. Moved by Warden Bruce Morrison, seconded by Councillor William Cormier. **Motion carried.**

Mr. Gage Burke left the meeting 1:05 p.m.

3.0 Appointment of New Officers:

Mr. John Bain explained the appointment of new officers: rotation of chair and vice-chair among the municipalities and towns; the Municipality of the County of Richmond and the Municipality of the County of Inverness are responsible for chair and vice-chair, respectively.

Motion to appoint Warden Brian Marchand, Municipality of the County of Richmond, as Chairperson; to appoint Councillor John Dowling, Municipality of the County of Inverness, as Vice-Chair, and Mr. Terry Doyle, Town of Port Hawkesbury, as Secretary of the Eastern District Planning Commission. Moved by Mayor Brenda Chisholm Beaton, seconded by Councillor Perla MacLeod. **Motion carried.**

4.0 Items Added to the Agenda:

There were no items added to the agenda.

5.0 Review of Minutes:

The Board reviewed the minutes of March 12, 2020.

Motion to approve the minutes as presented. Moved by Warden Bruce Morrison, seconded by Councillor Mark MacIver. **Motion carried.**

6.0 Director's Report:

1.1 Annual Report and Financial Statements

The financial statements were discussed in para. 2.0.

The annual report and financial statements will be provided to the municipal units before June 30, 2020.

1.2 Personnel – Manager of Inspection Services

Prior to the board meeting, the job description for the proposed Manager and Inspection Services position and the Commission's existing and proposed Organization Chart were circulated to all board advisors.

The board reviewed the 2020 – 21 Salary Scales including Group E, Manager of Inspection Services position, its job description and the existing and proposed Organizational Chart.

Motion that the Board amend the Commissions Personnel Policy by adding a revised Organizational Chart, including the addition of a new Manager of Inspection Services position, job description and corresponding salary scale. Moved by Councillor John Dowling, seconded by Councillor William Cormier. **Motion carried.**

Motion that the Director hold an internal competition for the Manager of Inspection Services position. Moved by Mayor Laurie Boucher, seconded by Deputy Warden Alfred Poirier. **Motion carried.**

1.3 Covid-19 Protocols

The board was updated on covid-19 protocols that have been put in place. The Commission's staff will return to work at the civic centre on Monday, June 1. The protocols put in place are a plexiglass barrier to be installed, social distancing will be practiced, scheduling to reduce the number of people in the office, provisions of hand-sanitizer and non-medical masks to each employee, weekly self-assessment questionnaire's for staff, self-assessment questionnaire's for visitors and the continuation of zoom meetings. The priority is to have a safe and healthy environment for the employees.

The Commission's main negative impact was the building inspection training has been suspended by the Nova Scotia Building Officials' Association. This will impact André Samson and Amanda Esterbrooks getting certified as a building inspector.

1.4 Bill 58 Regarding Minimum Planning Requirements

For the minimum planning requirements, staff are working on a Model Rural By-law that will be useful as a discussion document. Funding conversations are ongoing with the Province.

Councillor John Dowling, Deputy Warden Alfred Poirier and Mr. Keith MacDonald left the meeting at 1:30 p.m.

1.5 Murphy Road in Washabuck, Victoria County

In September 2000, a subdivision was approved off of Murphy Road in Washabuck. At that time, the Province owned and maintained the road. It has come to the attention of a developer that the road has since been reclassified as a K-class road, one that is non-developable. The reclassification of the road was done without any consultation or notification of surrounding property owners or the municipality.

By consensus, the board asked John Bain to prepare a letter, on behalf of the board, to the Department of Transportation and Infrastructure Renewal, to

express their concern, discontent and their request to have the department consult with municipalities.

Staff Activity:

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

7.0 Correspondence and Documentation:

Correspondence and Documentation were reviewed.

8.0 Discussion – Items added to the Agenda:

There were no items added to the agenda.

9.0 Next Meeting Date:

Next meeting scheduled on September 10, 2020 at 1:00 p.m.

10.0 Adjournment:

Meeting adjourned at 1:37 p.m.


FOR Warden Brian Marchand
Chair


Tammy MacLellan
Recorder