

**Eastern District Planning Commission
Thursday, September 10, 2020
Video Conference Meeting
Minutes**

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

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

REGRETS: Mayor Brenda Chisholm Beaton
Councillor Bill MacFarlane
Councillor Jason MacLean
Mr. Glenn Horne, Advisor
Mr. Jeffery Lawrence, Advisor

1.0 Call to Order:

Warden Brian Marchand called the meeting to order at 1:18 p.m.

2.0 Items Added to the Agenda:

There were no items added to the agenda.

Motion to approve the agenda as presented. Moved by Mayor Laurie Boucher, seconded by Councillor John Dowling. **Motion carried.**

3.0 Review of Minutes:

The Board reviewed the minutes of May 28, 2020.

Motion to approve the minutes as presented. Moved by Mayor Laurie Boucher, seconded by Councillor Perla MacLeod. **Motion carried.**

4.0 Director's Report:

1.1 Annual Report and Financial Statements

The annual report and financial statements were provided to all municipal units on June 30, 2020 in accordance with the *Municipal Government Act*.

1.2 Personnel – Manager of Inspection Services

The Director held an internal competition for the Manager of Inspection Services position within the Commission. Three employees applied and were interviewed by Gerald Walsh Associates. Sean Donovan was offered the position and accepted this new role effective August 3, 2020.

1.3 Covid-19 Protocols

Staff at the Commission have been following the same protocols similar to all other municipal offices. The Commission offices opened June 1, 2020. Staff are meeting the public by appointment/drop-ins and having them complete a covid-19 questionnaire prior to entering each office. A meeting space has been set up in the Port Hawkesbury office.

The Nova Scotia Building Officials Association has resumed training for the building inspectors and assistant building inspectors.

1.4 Construction Trends in Region

The board reviewed permit revenues (January to August 2018 - 2020) and value of construction (January to August 2018 - 2020). Overall, there is a decrease of 10.8% and 10.7% respectively.

The 2020 – 2021 operating estimates and projection to the end of the fiscal year were reviewed.

Staff Activity:

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

5.0 Correspondence and Documentation:

Correspondence and Documentation were reviewed.

6.0 Discussion – Items added to the Agenda:

There were no items added to the agenda.

7.0 Next Meeting Date:

Next meeting scheduled on November 19, 2020 at 1:00 p.m.

8.0 Adjournment:

Meeting adjourned at 1:40 p.m.

Motion to adjourn meeting. Moved by Councillor Neil Corbett, seconded by Councillor John Dowling. **Motion carried.**

For 
Warden Brian Marchand
Chair


Tammy MacLellan
Recorder