

**Eastern District Planning Commission  
Thursday, May 27, 2021  
Video Conference Meeting  
Minutes**

- PRESENT:** Warden Amanda Mombourquette, Acting Chair  
Councillor Alfred Poirier, Chair  
Warden Bruce Morrison, Vice-Chair  
Councillor Jason Aucoin  
Councillor Mary Farrell  
Councillor Donnie MacInnis  
Councillor Mark MacIver  
Councillor Perla MacLeod  
Councillor Harris McNamara  
Councillor Shawn Samson  
Mr. Terry Doyle, Advisor  
Mr. Glenn Horne, Advisor  
Ms. Leanne MacEachen, Advisor  
Mr. Don Marchand, Advisor
- GUEST:** Ms. Alisha Mombourquette, CPA, CA, Senior Manager, Grant Thornton LLP
- STAFF:** Mr. John Bain, Director  
Ms. Tammy MacLellan
- REGRETS:** Mayor Laurie Boucher  
Warden Laurie Cranton  
Councillor Bill MacFarlane  
Mr. Jeffery Lawrence, Advisor  
Mr. Keith MacDonald, Advisor

**1.0 Call to Order:**

Warden Amanda Mombourquette called the meeting to order at 1:00 p.m.

**2.0 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 Inverness and the Municipality of the County of Victoria are responsible for chair and vice-chair, respectively.

**Motion** to appoint Councillor Alfred Poirier, Municipality of the County of Inverness, as Chairperson; to appoint Warden Bruce Morrison, Municipality of the County of Victoria,

as Vice-Chair, Mr. Keith MacDonald, Municipality of the County of Inverness as Secretary-Treasurer and Mr. Terry Doyle, Town of Port Hawkesbury, as signing officer of the Eastern District Planning Commission. Moved by Councillor Jason Aucoin, seconded by Councillor Mary Farrell. **Motion carried.**

### **3.0 Items Added to the Agenda:**

There were no items added to the agenda.

**Motion** to approve the agenda as presented. Moved by Warden Bruce Morrison, seconded by Councillor Shawn Samson. **Motion carried.**

### **4.0 Review of Minutes:**

The Board reviewed the minutes of March 25, 2021.

**Motion** to accept the minutes as presented. Moved by Councillor Mary Farrell, seconded by Councillor Harris McNamara. **Motion carried.**

### **5.0 Director's Report:**

#### **1.1 Annual Report and Financial Statements**

Ms. Alisha Mombourquette, CPA, CA, Senior Manager of Grant Thornton LLP, reviewed the draft financial statements as of March 31, 2021.

It was noted on page 11, line 3 of the draft financial statements to replace the word "limited" to "limit".

**Motion** to approve the auditor's report as presented by Ms. Alisha Mombourquette, on behalf of Grant Thornton LLP. Moved by Councillor Jason Aucoin, seconded by Councillor Mark MacIver. **Motion carried.**

Ms. Alisha Mombourquette left the meeting 1:25 p.m.

#### **1.2 Town of Antigonish**

All Municipal Councils passed motions to rescind the Inter-Municipal Services Agreement and replace it with a new agreement, effective July 1, 2021. The board reviewed the agreement which included the Town of Antigonish as a regular member of the Eastern District Planning Commission.

**Motion** to approve the new Inter-Municipal Services Agreement regarding the inclusion of the Town of Antigonish as a regular member of the Eastern District Planning Commission, such agreement to replace in its entirety the current Inter-Municipal Services Agreement dated July 1, 2018. Moved by Councillor Harris McNamara, seconded by Councillor Jason Aucoin. **Motion carried.**

### **1.3 Personnel Policy – Proposed Amendments**

The Commission's personnel policy provides full-time permanent employees the ability to contribute to a Registered Retirement Savings Plan. A recent issue arose with a new employee not having enough contribution room to take full advantage of this policy.

It was recommended by Mr. John Bain to add the following clause 5.27 to the Commission's Personnel Policy:

5.27 Notwithstanding, the requirement for staff to contribute to a Registered Retirement Savings Plan, in instances where this is not possible because of Canada Revenue Agency restrictions, in consultation with the Director, staff may contribute to other retirement investment products only during the time these restrictions apply. The Commission will match these contributions in the same manner and to the same amounts as contributions would have been made to the individual's RRSP.

It was the consensus of the board to receive additional information from Mr. John Bain.

### **1.4 Pandemic Impacts on Development**

The board reviewed development statistics from January to April for the last three years. There was an increase in the value of construction.

### **1.5 Ombudsman's Office Complaint (Victoria County)**

In November 2020, under the immediate dangers provision of the *Municipal Government Act*, a residential dwelling was damaged in a structural fire and was ordered for immediate demolition by the Municipality of the County of Victoria. The owners of the building were in British Columbia at the time and due to COVID restrictions, were unable to travel to Nova Scotia. The property owners lodged a complaint with the Nova Scotia Office of the Ombudsman against the Municipality. Mr. John Bain has been working with the Municipality on this complaint.

### **1.6 Municipal Innovation Program – Funding**

The Commission, as part of the Eastern Nova Scotia Regional Planning project, requested funding under the Municipal Innovation Program. The funding was approved. The Department of Municipal Affairs will contribute 75% of the eligible project costs, up to a maximum contribution of \$375,000. The Commission is in the process of issuing RFP's for this work.

**Staff Activity:**

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

**Motion** to accept the Director's Report as presented Moved by Councillor Harris McNamara, seconded by Councillor Alfred Poirier. **Motion carried.**

**6.0 Correspondence and Documentation:**

Correspondence and Documentation were reviewed.

**7.0 Discussion – Items added to the Agenda:**

There were no items added to the agenda.

**8.0 Next Meeting Date:**

Next meeting scheduled on July 22, 2021, at 1:00 p.m.

**9.0 Adjournment:**

**Motion** to adjourn meeting. Moved by Councillor Jason Aucoin, seconded by Councillor Shawn Samson. **Motion carried.**

Meeting adjourned at 1:55 p.m.



Warden Amanda Mombourquette  
Acting Chair



Tammy MacLellan  
Recorder