

**Eastern District Planning Commission  
Thursday, November 18, 2021  
Video Conference Meeting  
Minutes**

**PRESENT:** Councillor Alfred Poirier, Chair  
Warden Bruce Morrison, Vice-Chair  
Deputy Mayor Jason Aucoin  
Councillor Mary Farrell  
Councillor Bill MacFarlane  
Councillor Mark MacIver  
Warden Amanda Mombourquette  
Councillor Shawn Samson  
Mr. Glenn Horne, Advisor  
Mr. Don Marchand, Advisor

**STAFF:** John Bain, Director  
Tammy MacLellan

**REGRETS:** Mayor Laurie Boucher  
Warden Laurie Cranton  
Councillor Perla MacLeod  
Councillor Harris McNamara  
Mr. Terry Doyle, Advisor  
Mr. Jeffery Lawrence, Advisor  
Mr. Keith MacDonald, Advisor  
Ms. Leanne MacEachen, Advisor

**1.0 Call to Order:**

Councillor Alfred Poirier called the meeting to order at 1:06 p.m.

**2.0 Items Added to the Agenda:**

- a. Personnel Committee – Re-appointment in Victoria County
- b. Retirement of Councillor Alfred Poirier

**Motion** to approve the agenda with additions. Moved by Warden Amanda Mombourquette, seconded by Warden Bruce Morrison. **Motion carried.**

**3.0 Review of Minutes:**

The Board reviewed the minutes of September 23, 2021.

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

#### 4.0 Director's Report:

##### 1.1 2022 – 2023 Operating Estimates

Mr. John Bain explained the *Municipal Government Act* requires the Commission to have the 2022 – 2023 fiscal year budget submitted to the municipality's on or before January 15, 2022.

The 2021 – 2022 projection to year-end was reviewed.

It was recommended the Commission review the Rick Hansen Foundation Accessibility Certification for its building inspectors prior to the January Board meeting.

It was recommended for the Director to meet with the CAO's and/or Municipal Clerks to discuss and review the budget prior to the January Board meeting.

**Motion** for the Director to take financial recourse to the appropriate CAO's as recommended. Moved by Warden Bruce Morrison, seconded by Deputy Mayor Jason Aucoin. **Motion carried.**

##### 1.2 Manager of Planning Services (Proposal)

Due to the increase in active files for rezoning, development agreements and other amendments, Mr. John Bain is interested in pursuing the possibility of adding another position to the Commission: Manager of Planning Services.

It was recommended to have the Director review further with the Commission's Personnel Committee the possibility of adding a Manager of Planning Services position to the Commission at the same pay-scale as the Manager of Building Services and bring back a recommendation to the Board.

**Motion** to have the Director explore further on this item. Moved by Warden Amanda Mombourquette, seconded by Councillor Mary Farrell. **Motion carried.**

##### 1.3 Plan Eastern Nova - Updates

Mr. John Bain provided an update on the Plan Eastern Nova. The progress reports for September and October were provided to the Board. Open houses were held with a positive attendance; with additional open houses scheduled for the Counties of Inverness, Richmond and Victoria in the coming weeks.

The Commission received funding from the Municipal Innovation Program to cover approximately 75% of the costs of this project. The remaining 25% of costs will come out of the Commission's surplus; with further discussions to be held with the CAO's and Municipal Clerk.

It was noted that Mr. John Bain received a letter from a resident in Baddeck wondering why there was no meeting planned in Baddeck. Mr. Bain responded to the letter.

#### **1.4 Virtual Meetings**

Mr. John Bain reviewed clause 1 of Bill 98 that amended the *Municipal Government Act* to allow for virtual meetings. It was Mr. Bain's understanding that Commissions were left out of that consideration. If a Committee Meeting of Council is interpreted as a District Planning Commission, the Commission will need to advertise virtual meetings in newspapers in the area, for a total of three and post it in five conspicuous places within the district; meaning, posting it in 30 places. The Commission's board meetings are open to the public and advertised on their website.

As an alternative, the Commission may amend the inter-municipal services agreement to address virtual meetings. The agreement is silent on providing details on what kind of notice should be given. Board meetings are public meetings so a member of the public can attend unless the board goes to in-camera to discuss such issues like personnel, buying and selling property (which the Commission does not do) or legal opinions.

Mr. Bain is looking into the issue further to see exactly what kind of notification would be acceptable for a virtual meeting.

It was noted that some board members accepted driving to Port Hawkesbury for meetings while others felt with busy schedules, along with being financially and environmentally responsible, a virtual option would be more acceptable.

It was also noted that board meetings are about relationship building, while meeting in person.

Mr. John Bain will review further the requirements for notification to hold virtual meetings or a hybrid meeting, that is, an in-person meeting with an option to join virtually. Mr. Bain will, perhaps, reach out to the Department of Municipal Affairs as to what notification is expected for a virtual meeting.

#### **1.5 Vaccination and Testing Policy**

All municipal units have adopted a COVID-19 vaccination and testing policy. A draft policy for the Commission was reviewed with the board. The Commission is approved to participate in the COVID-19 workplace rapid screening program with the Province. The Province will provide testing kits.

To host a board meeting at the Port Hawkesbury Civic Centre, the Commission is responsible to collect ID's and proof of vaccinations from all board members as per provincial regulations.

**Motion** to approve the COVID-19 vaccination and testing policy as presented with amendments to add board members for in-person meetings showing proof of vaccination and to clarify that the testing when available would be a requirement for staff. Moved by Councillor Mark MacIver, seconded by Councillor Mary Farrell. **Motion carried.**

Warden Amanda Mombourquette left the meeting 1:42 p.m.

**Staff Activity:**

Staff Activity – Major Projects, 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 Bill MacFarlane, seconded by Councillor Shawn Samson. **Motion carried.**

**5.0 Correspondence and Documentation:**

Correspondence and Documentation were reviewed.

**Coastal Protection Act Consultation**

Letters written by John Bain, EDPC, Warden Amanda Mombourquette (Richmond County) and Deputy Clerk Beth Schumacher (Antigonish County) to the Department of Environment re: *Coastal Protection Act* consultation were reviewed.

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

a. Personnel Committee – Re-appointment in Victoria County

- A request was received from Victoria County to replace Councillor Perla MacLeod with Warden Bruce Morrison.

**Motion** to appoint Warden Bruce Morrison to the Personnel Committee. Moved by Councillor Shawn Samson, seconded by Deputy Mayor Jason Aucoin. **Motion carried.**

b. Retirement of Councillor Alfred Poirier

- On behalf of the staff and board of the Commission, congratulations were extended to Councillor Alfred Poirier on his retirement.

**7.0 Next Meeting Date:**


Next meeting scheduled on January 13, 2022, at 1:00 p.m.

**8.0 Adjournment:**

**Motion** to adjourn meeting. Moved by Councillor Bill MacFarlane, seconded by Councillor Mark MacIver. **Motion carried.**

Meeting adjourned at 1:52 p.m.

Councillor Alfred Poirier  
Chair



Alfred Poirier  
Chair



Tammy MacLellan  
Recorder

