

**Eastern District Planning Commission**  
**Tuesday, March 29, 2022**  
**Minutes**

**PRESENT:** Councillor Catherine Gillis, Chair  
Warden Bruce Morrison, Vice-Chair  
Deputy Mayor Jason Aucoin  
Councillor Mary Farrell  
Councillor Bill MacFarlane  
Councillor Mark MacIver  
Councillor Perla MacLeod  
Councillor Harris McNamara  
Councillor Shawn Samson  
Mr. Jeffery Lawrence, Advisor  
Mr. Keith MacDonald, Advisor  
Mr. Don Marchand, Advisor

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

**REGRETS:** Mayor Laurie Boucher  
Warden Amanda Mombourquette  
Mr. Terry Doyle, Advisor  
Mr. Glenn Horne, Advisor  
Ms. Leanne MacEachen, Advisor

**1.0 Call to Order:**

Councillor Catherine Gillis called the meeting to order at 1:09 p.m.

**2.0 Moment of Silence – Former Warden Laurie Cranton**

A moment of silence was observed for Warden Laurie Cranton.

**3.0 Items Added to the Agenda:**

There were no items added to the agenda.

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

**4.0 Review of Minutes:**

The Board reviewed the minutes of January 13, 2022.

**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 Personnel Committee Recommendations

The Personnel Committee met prior to the board meeting to discuss staff merit increases. Mr. John Bain presented salary scales to the Board for their review. A recommendation was made by the Personnel Committee to accept the merit increases of staff and salary scales.

The Personnel Committee met and discussed the Commission's Wellness Policy 5.40. A recommendation was made by the Personnel Committee to amend the Wellness Policy from "The Commission upon receipt of proof of payment for an annual individual or an annual family membership to a gym will rebate to the employee 50% of the paid membership to a maximum of \$300.00." to the following:

5.40 "The Commission upon receipt of proof of payment will rebate an employee a maximum of \$200 for annual physical wellness action(s) including, but not limited to, fitness equipment (e.g., tennis racquet, treadmill, walking or running shoes), memberships (e.g., dance, yoga, skiing, gym, pool), and participation in programs (e.g., personal trainer, Weight Watchers, TOPS, digital wellness programs)."

The Personnel Committee reviewed the mileage and meal allowances at the current rate provided by the Province and felt the rates were sufficient.

The Personnel Committee discussed two personnel issues and recommended those issues be dealt with in accordance to the personnel policy. Warden Bruce Morrison will administer the complaint process for one of the issues and the Director will respond to the second.

**Motion** to accept the recommendations of the Personnel Committee. Moved by Warden Bruce Morrison, seconded by Councillor Mark MacIver. **Motion carried.**

### 1.2 Plan Eastern Nova - Updates

The board reviewed the January and February progress reports received from Upland. For the next phase of the public engagement process, Upland is drafting the document and plans to take it to the communities.

Mr. John Bain will request a timeline from Upland and when ready, a copy of the draft document. He will provide this information to the CAO's and Municipal Clerk.

### 1.3 Vaccination and Testing Policy – Recommendation to Rescind

The Vaccination and Testing Policy was created to deal with the pandemic, specifically related to the Province's State of Emergency. The State of Emergency is no longer in place and most of the provincial health restrictions have been lifted while the Province is experiencing an increase in positive COVID-19 cases. Masking is not included in the policy,

It was recommended the Board revoke the Commission's Vaccination and Testing Policy effective immediately.

**Motion** to revoke the Commission's Vaccination and Testing Policy effective immediately. The policy would be reinstated upon the Province declaring a State of Emergency related to the pandemic. Moved by Warden Bruce Morrison, seconded by Councillor Bill MacFarlane. **Motion carried.**

### 1.4 Manager of Planning Services

Mr. John Bain continues to research this item.

### 1.5 Building Permit Fees

Mr. John Bain continues to research this item.

### 1.6 Municipal Flood Line and Mapping Project

The Province received funding, from the federal *National Disaster Mitigation Program*, in the amount of \$146,850. The funding is to map the flood areas in and around the Town of Antigonish and the County of Antigonish. The Commission will sign an agreement with the Province. The Commission will administer these funds and oversee the mapping project in the coming fiscal year.

### 1.7 Lease – Port Hawkesbury Civic Centre

The lease for premises located in the Port Hawkesbury Civic Centre expires on March 31, 2023. John Bain will contact Terry Doyle for a draft renewal lease for the board to review.

#### **Staff Activity:**

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

It was directed that John Bain reinstate the *Coastal Protection Act* – Regulations in his Directors' Report.

At the request of the Ombudsman's Office, John Bain is drafting procedures and a policy to deal with an immediate dangerous and unsightly property.

**Motion** to accept the Director's Report as presented. Moved by Councillor Shawn Samson, seconded by Councillor Perla MacLeod. **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 May 26, 2022, at 1:00 p.m.


**9.0 Adjournment:**

**Motion** to adjourn meeting. Moved by Councillor Jason Aucoin. **Motion carried.**

Meeting adjourned at 1:32 p.m.



Councillor Catherine Gillis  
Chair



Tammy MacLellan  
Recorder