

**Eastern District Planning Commission
Thursday, September 22, 2022
Minutes**

PRESENT: Warden Bruce Morrison, Chair
Councillor Bill MacFarlane, Vice-Chair
Deputy Mayor Jason Aucoin
Mayor Laurie Boucher
Deputy Warden Catherine Gillis (via video)
Councillor Mark MacIver
Councillor Harris McNamara
Warden Amanda Mombourquette
Councillor Claude Poirier

STAFF: John Bain, Director
Tammy MacLellan

REGRETS: Councillor Mary Farrell
Councillor Perla MacLeod
Councillor Shawn Samson
Mr. Terry Doyle, Advisor
Mr. Glenn Horne, Advisor
Mr. Jeffery Lawrence, Advisor
Mr. Keith MacDonald, Advisor
Ms. Leanne MacEachen, Advisor
Mr. Troy MacCulloch, Advisor

1.0 Call to Order:

Warden Bruce Morrison called the meeting to order at 1:05 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 Deputy Mayor Jason Aucoin, seconded by Mayor Laurie Boucher. **Motion carried.**

3.0 Review of Minutes:

The Board reviewed the minutes of May 26, 2022.

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

4.0 Director's Report:

1.1 Plan Eastern Nova - Updates

The board reviewed the May, June and July 2022 progress reports received from Upland.

The CAO's and Municipal Clerk requested to meet with senior Upland personnel to discuss engagement efforts. Those meeting is still to be scheduled.

Planning Advisory Committee meetings have been held in Richmond County and Victoria County recently. Upcoming meetings will be held in Inverness County and Antigonish County.

1.2 New Employees – Kristen Knudskov and Mikayla Tait

The Commission hired Kristen Knudskov, Planner, with a full-time position.

The Commission hired Mikayla Tait, Planner, with a one-year contract.

1.3 Lease – 606 Reeves Street

The Commission's lease for office space expires March 31, 2023.

John Bain met with Terry Doyle, CAO, and Erin MacEachen, Director of Finance to discuss concerns regarding the offices air quality and lighting. The Town will examine those concerns.

If the Commission is to renew the existing lease for another five years, notice has to be given to the town by September 30, 2022, subject to any outstanding concerns being addressed and a renegotiated lease.

1.4 Building Permit Fees

All municipal units adopted the new building permit fees effective July 1, 2022.

1.5 Salary and Organizational Review

A salary and organizational review was discussed at the Personnel Committee meeting held prior to the board meeting.

Due to the high turnover of staff, it was recommended that an outside agency review the Commission's salaries and organization and bring a report back to the board. The Personnel Committee could meet prior to the November board meeting.

Concerns were raised as to the cost of hiring an outside agency, the cost-of-living comparison of communities and jobs and the potential increase in pay of 14% - 20%.

Motion to accept the Personnel Committee's recommendation for a salary and organizational review. Moved by Councillor Mark MacIver, seconded by Deputy Mayor Jason Aucoin. **Motion passed.**

Staff Activity:

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

Coastal Protection Act

Consultation of the *Coastal Protection Act* is ongoing among the Province and the Nova Scotia Federation of Municipalities. It was recommended that the Director send a note to the Minister responsible, indicating the Act should be enforced and administered by provincial jurisdiction and staff.

Motion to send a note to the Minister that the *Coastal Protection Act* should be administered by provincial staff. Moved by Deputy Mayor Jason Aucoin; seconded by Councillor Harris McNamara. **Motion passed.**

1.6 Personnel Committee Recommendation (In Camera)

Motion that the meeting proceed to in camera session at 1:28 p.m. Moved by Mayor Laurie Boucher, seconded by Councillor Harris McNamara. **Motion passed.**

Motion that the meeting come out of in camera session at 1:36 p.m. Moved by Deputy Mayor Jason Aucoin, seconded by Councillor Claude Poirier. **Motion passed.**

Motion to accept three recommendations from the Personnel Committee: 1) that Warden Morrison, Mayor Boucher and Councillor MacFarlane complete a performance appraisal of John Bain, Director; 2) that correspondence be sent to Mr. and Mrs. MacDonald informing them we have closed the file on their complaint; and 3) that correspondence be sent to Ms. Callahan respectfully denying her request to make a verbal complaint as contrary to our complaint policy. Moved by Deputy Mayor Jason Aucoin, seconded by Councillor Harris McNamara. **Motion passed.**

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 17, 2022 at 1:00 p.m.

8.0 Adjournment:

Motion to adjourn meeting. Moved by Deputy Mayor Jason Aucoin. **Motion carried.**

Meeting adjourned at 1:38 p.m.



Warden Bruce Morrison
Chair



Tammy MacLellan
Recorder