

Eastern District Planning Commission
Wednesday, November 30, 2022
Minutes

PRESENT: Warden Bruce Morrison, Chair
Councillor Bill MacFarlane, Vice-Chair
Deputy Mayor Jason Aucoin
Mayor Laurie Boucher
Deputy Warden Catherine Gillis
Councillor Mary Farrell Councillor Mark MacIver
Councillor Perla MacLeod
Councillor Harris McNamara
Warden Amanda Mombourquette
Councillor Claude Poirier
Councillor Shawn Samson
Mr. Jeffery Lawrence, Advisor
Mr. Keith MacDonald, Advisor
Ms. Leanne MacEachen, Advisor
Mr. Troy MacCulloch, Advisor

STAFF: John Bain, Director
Tammy MacLellan

REGRETS: Mr. Terry Doyle, Advisor
Mr. Glenn Horne, Advisor

1.0 Call to Order:

Warden Bruce Morrison called the meeting to order at 1:12 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 Councillor Mark MacIver, seconded by Deputy Mayor Jason Aucoin. **Motion carried.**

3.0 Review of Minutes:

The Board reviewed the minutes of September 22, 2022.

Motion to accept the minutes as presented. Moved by Deputy Mayor Jason Aucoin, seconded by Mayor Laurie Boucher. **Motion carried.**

4.0 Ombudsman's Report – In Camera

Motion that the meeting proceed to in camera session at 1:14 p.m. Moved by Mayor Laurie Boucher, seconded by Councillor Mary Farrell. **Motion passed.**

Motion that the meeting come out of in camera session at 1:23 p.m. Moved by Councillor Mark MacIver, seconded by Warden Amanda Mombourquette. **Motion passed.**

Motion to accept the recommendations from in-camera: 1. Acknowledgement of receipt of the Ombudsmen's report, and 2. The report was shared with John Bain. Moved by Warden Amanda Mombourquette, seconded by Mayor Laurie Boucher. **Motion passed.**

5.0 Director's Report:

1.1 2023 – 2024 Operating Estimates

Mr. John Bain explained the *Municipal Government Act* requires the Commission to have the 2023 – 2024 fiscal year budget submitted to the municipality's on or before January 15, 2023. A preliminary first draft of a budget for the 2023 – 2024 was reviewed.

The 2022 – 2023 projection to year-end was reviewed.

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 meet with the CAO's to discuss and review the budget prior to the January board meeting. Moved by Councillor Mark MacIver, seconded by Councillor Mary Farrell. **Motion carried.**

1.2 Plan Eastern Nova - Updates

The board reviewed the August, September and October progress reports received from Upland.

1.3 TownSuite

On October 9, 2022, the Commission had a failure of their in-house server which hosts their permit tracking software, TownSuite. John Bain reached out to TownSuite and migrated the data to their Cloud Hosting service. Connections are noticeably faster and more reliable.

The Commission's building inspectors are able to use TownSuite's mobile app on their cell phones to connect directly to TownSuite.

There was a price increase which was placed into next year's budget.

1.4 Resignation – Amanda Esterbrooks

Amanda Esterbrooks tendered her resignation on October 3, 2022. She accepted a position with the Municipality of the District of Lunenburg.

John Bain expects to fill the building inspector position in the near future.

1.5 Lease – 606 Reeves Street

The lease for 606 Reeves Street is still ongoing with the Town of Port Hawkesbury.

1.6 Commission and Municipal Units Liability

The Municipality of the County of Inverness received a legal letter, on behalf of two residents of the County, seeking compensation in the amount of \$20,000 for losses incurred related to a required relocation of their dwelling. The letter was reviewed by the board.

The Municipality of the County of Inverness also received a legal opinion from their legal advisors on who is liable for decisions made by the Commission staff. The legal opinion was reviewed by the board. In the legal opinion recommendations were made as to how to deal with the claim. They recommended a copy of the letter be provided to the Commission and the participating municipalities and to advise their insurers.

Once the Director received a copy of the letter, he advised the Commission's insurer.

If an action is started by the potential complainants, the Commission will review and take appropriate steps in response.

1.7 Salary and Organizational Review

John Bain received a quote from Gerald Walsh Associates for a salary review. The quote came in at \$12,500. Other businesses that provide salary reviews: Grant Thornton (HR) and Davis Pier Consulting.

The units of the Commission offered to provide the 2022 AMANS Salary Survey Report as a resource on provincial salary scales for John Bain's review.

Motion to have John Bain review the provincial salary scales as reported in the 2022 AMANS Salary Survey Report. If there's sufficient information, he can act on that. If not, John Bain can provide an expression of interest to Grant Thornton and Davis Pier Consulting. Quotes received to a maximum of \$12,500. Moved by Warden Amanda Mombourquette, seconded by Councillor Mark MacIver. **Motion passed.**

Staff Activity:

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

6.0 Correspondence and Documentation:

Correspondence and Documentation were reviewed.

A letter received by the Honourable Timothy Halman, MLA, Minister of Environment and Climate Change was reviewed re: *Coastal Protection Act*.

John Bain received a phone call from the Deputy Premier, Honourable Allan MacMaster, Minister of Finance and Treasury Board, being somewhat apologetic as to the harsh tone of Halman's letter.

The letter did not address the issue of staffing or financial remuneration for additional duties for staff and administration.

Motion to have John Bain prepare a response to the Minister's correspondence and send a copy to the Nova Scotia Federation of Municipalities. Moved by Councillor Jason Aucoin, seconded by Councillor Harris McNamara. **Motion passed.**

A letter to the Honourable John A. Lohr, Minister of Municipal Affairs and Housing, was reviewed re: requesting a deadline extension to December 2023. A response has not been received.

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 January 12, 2023 at 1:00 p.m.

9.0 Adjournment:

Motion to adjourn meeting. Moved by Councillor Perla MacLeod, seconded by Deputy Warden Catherine Gillis. **Motion carried.**

Meeting adjourned at 2:02 p.m.


Warden Bruce Morrison
Chair


Tammy MacLellan
Recorder