

**Eastern District Planning Commission**  
**Thursday, January 12, 2023**  
**Minutes**

**PRESENT:** Warden Bruce Morrison, Chair  
Councillor Bill MacFarlane, Vice-Chair  
Councillor 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. Keith MacDonald, Advisor  
Ms. Leanne MacEachen, Advisor

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

**REGRETS:** Mr. Terry Doyle, Advisor  
Mr. Glenn Horne, Advisor  
Mr. Jeffery Lawrence, Advisor  
Mr. Troy MacCulloch, Advisor

**1.0 Call to Order:**

Warden Bruce Morrison called the meeting to order at 1:06 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 Jason Aucoin, seconded by Councillor Mary Farrell. **Motion carried.**

**3.0 Review of Minutes:**

The Board reviewed the minutes of November 30, 2022.

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

#### 4.0 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 of each fiscal year. The January date was associated with provincial funding received by the Commission, which funding no longer exists.

Mr. John Bain met with the CAO's and advisors to the Commission on Monday, January 9, 2023. They had concerns with the budget as presented and asked Mr. Bain to review the salary and building permit revenue estimates.

It was recommended by the CAO's to table this item early to mid-February with Mr. Bain circulating electronically a revised budget to the CAO's and then to the board for approval.

The Board accepts the recommendation of the CAO's.

##### 1.2 Plan Eastern Nova - Updates

Mr. John Bain, together with the CAO's, reviewed a revised plan put forward by Upland for additional consultations to the ongoing mandatory planning requirements, at the request of various sectors in each county. The additional consultations came in at a cost of \$21,600.

It was recommended by the CAO's for the board to approve the hiring of Upland Consultants to complete an additional engagement plan as proposed.

**Motion** to accept the recommendation of the CAO's to approve the hiring of Upland Consultants for additional consultations. Moved by Councillor Mark MacIver, seconded by Councillor Harris McNamara. **Motion carried.**

##### 1.3 New Building Inspector – Luke Ross

The Commission hired Luke Ross as an Assistant Building Inspector, working full-time out of the Port Hood and Cheticamp offices.

##### 1.4 Lease – 606 Reeves Street

Conversations with the Town of Port Hawkesbury for a lease renewal are ongoing.

##### 1.5 Salary Review

Mr. John Bain prepared a revised RFP for a review on salaries and job descriptions for 14 employees. He reached out to Davis Pier Consulting, Grant Thornton and Gerald Walsh Associates. The RFP closed on January 11, 2023.

Gerald Walsh Associates submitted their proposal at \$12,500. Davis Pier Consulting decided not to put forward a quote as the timelines were too short. Grant Thornton submitted a proposal for \$24,000.

It was the consensus of the Board to proceed with Gerald Walsh Associates.

It was suggested, in addition to the wage review, to have the CAO's meet with the Director to develop a 3 – 5 year succession plan.

**Motion** to have Mr. John Bain meet with the CAO's to develop a 3 – 5 year succession plan. Moved by Deputy Warden Catherine Gillis, seconded by Councillor Jason Aucoin. **Motion carried.**

**Staff Activity:**

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

**5.0 Correspondence and Documentation:**

Correspondence and Documentation were reviewed.

It was recommended to delete j) Port Hawkesbury Chicken By-law as this was reviewed by Town Council.

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

There were no items added to the agenda.

**7.0 Next Meeting Date:**

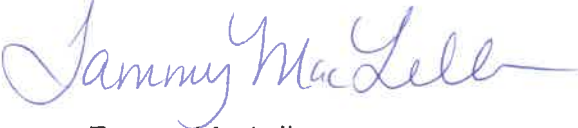
Next meeting scheduled on March 23, 2023, at 1:00 p.m.

**8.0 Adjournment:**

**Motion** to adjourn meeting. Moved by Councillor Jason Aucoin, seconded by Councillor Mark MacIver. **Motion carried.**

Meeting adjourned at 1:26 p.m.

  
Warden Bruce Morrison  
Chair

  
Tammy MacLellan  
Recorder