



## Corporate & Residential Services Committee Executive Committee

April 20, 2021

A meeting of the Corporate & Residential Services Committee was held on the above date, the meeting was livestreamed and recorded.

Warden Roulston called the meeting to order at 9:00 a.m. All members of Council were present.

Councillor Greene arrived 9:01 a.m.

Deputy Warden MacDonald arrived 9:02 a.m.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Ms. Kate Friars, Deputy Chief Administrative Officer
- Mr. Adam Clarkson, Director of Parks, Recreation & Culture
- Ms. Sue Surette, Director of Finance
- Mr. John Woodford, Director of Planning & Development
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Jody MacArthur, Communications Officer
- Mr. Tom Gignac, Manager of Information Services
- Mr. Graham Scott, Manager of Economic and Business Development
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Mosher, Administrative Assistant

### APPROVAL OF AGENDA

CRS21(43) On the motion of Councillors Moussa and Perry:  
April

*Moved that the Agenda of all sub-committee meetings held April 20, 2021 be approved.*

**MOTION CARRIED**

### APPROVAL OF MINUTES

CRS21(44) On the motion of Councillors Hebb and Mitchell:  
April

00:01:13

*Moved that the minutes of the Corporate & Residential Services Committee meeting held March 9, 2021 be approved.*

**MOTION CARRIED**

### NEW EMPLOYEE ANNOUNCEMENT

**New Employees:** 00:02:55

Alana Mosher, Administrative Assistant (CAO/EBD)

The CAO introduced Alana Mosher, Administrative Assistant (CAO/EBD) for the Municipality of East Hants.

### EMPLOYEE RECOGNITION

Sheralee Mitchell-MacEwan, Assistant Municipal Clerk - 15 years 00:04:22  
Tom Gignac, Manager of Information Services - 20 years

### COUNCIL PROCEDURAL POLICY - ANNUAL REVIEW

The Assistant Municipal Clerk and Communications Officer presented the staff report titled "*Council Procedural Policy - Annual Review*", dated April 13, 2021. A copy of the report was attached to the agenda and available to all committee members. 00:17:45

CRS21(45) On the motion of Councillors Greene and Moussa: 00:24:00  
April

*Moved that the Corporate & Residential Services Committee recommends to Council that Council give notice of intent to approve the Council Procedural Policy as attached to the April 20, 2021 Executive Committee agenda.*

**MOTION CARRIED**

CRS21(46) On the motion of Councillors Greene and Moussa:  
April

*Moved that the Corporate & Residential Services Committee recommends to Council that Council approve the Council Procedural Policy as attached to the April 20, 2021 Executive Committee agenda.*

**MOTION CARRIED**

### TERMS OF REFERENCE TEMPLATE

The Assistant Municipal Clerk presented the staff report titled "*Terms of Reference - Template Development*", dated April 13, 2021. A copy of the report was attached to the agenda and available to all committee members. 00:24:25

CRS21(47) On the motion of Warden Roulston and Councillor Greene:  
April

*Moved that the Corporate & Residential Services Committee recommend that Council direct staff to prepare a standard Committee Terms of Reference template including:*

**1. Setting a limit or cap on consecutive terms held by public members and find a balance by going to public every term to ensure openness, accountability and transparency vs. setting hard terms limits.**

**2. Setting an attendance requirement and consequences if not upheld. Example: A Committee member, without leave of the Committee, is absent from three consecutive meetings of the Committee, ceases to be qualified to serve.**

**MOTION CARRIED**

**UNIACKE BUSINESS PARK - PHASE 2 - CAPITAL BUDGET INCREASE**

The Manager of Economic and Business Development presented the staff report titled “*Uniacke Business Park - Phase 2 - Capital Budget Increase*”, dated April 9, 2021. A copy of the report was attached to the agenda and available to all committee members. 00:33:00

CRS21(48) On the motion of Councillors Greene and Perry:  
April

***Moved that Corporate and Residential Services Committee recommend to Council to set a Capital Budget of \$875,000 for Capital Project# 20-005 to be funded from Business Park Lot Sales Reserves.***

**MOTION CARRIED**

**PLANNING - STAFFING RESOURCES**

The Director of Planning & Development presented the staff report titled “*Planning & Development Department Staffing vs Workload*”, dated April 15, 2021. A copy of the report was attached to the agenda and available to all committee members. 00:46:05

CRS21(49) On the motion of Councillors Greene and Hebb:  
April

00:59:10

***Moved that The Corporate & Residential Services Committee recommend to Council that Council approve a \$140,000 budget (over two years, beginning in 2021) to address the current and anticipated increase in development activity, to be funded through savings in vacant positions during 2020- 2021.***

**MOTION CARRIED**

**ADJOURNMENT**

CRS21(50) On the motion of Councillors Greene and Perry:  
April

***Moved that the Corporate & Residential Committee adjourn at 10:03 a.m.***

**MOTION CARRIED**

Approved by: Kate Friars, Deputy Chief Administrative Officer  
Date: April 21, 2021

Approved by: Sue Surrette, Director of Finance  
Date: April 21, 2021

/AM



## Parks, Recreation & Culture Executive Committee

April 20, 2021

A meeting of the Parks, Recreation & Culture Committee was held on the above date, the meeting was livestreamed and recorded.

Councillor Rhyno called the meeting to order at 10:15 a.m. All members of Council were present.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Ms. Kate Friars, Deputy Chief Administrative Officer
- Ms. Sue Surette, Director of Finance
- Mr. Adam Clarkson, Director of Parks, Recreation & Culture
- Mr. John Woodford, Director of Planning & Development
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Jo Swinemer, Community Development Coordinator
- Ms. Jody MacArthur, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Mosher, Administrative Assistant

### APPROVAL OF MINUTES

PRC21(16) On the motion of Councillor Perry and Deputy Warden MacDonald:  
April

*Moved that the minutes of the Parks Recreation & Culture Committee meeting held March 9, 2021 be approved.*

### MOTION CARRIED

### COVID GRANTS

The Community Development Coordinator presented the staff report titled “COVID-19 Relief Grant”, dated April 8, 2021. A copy of the report was attached to the agenda and available to all committee members.

00:03:30

PRC21(17) On the motion of Councillors Perry and Knockwood:  
April

*Moved that the Parks, Recreation, and Culture Committee recommend to Council that Council approve Community Recreation Facilities COVID-19 Relief Grant funding Streams B & C totalling \$37,000 as follows:*

- *Enfield Elmsdale Lions Club, \$2,500*
- *East Gore Community Hall, \$2,500*

- *Gore Fire Department, \$2,500*
- *Hardwood Lands Community Hall, \$2,500*
- *Maitland Fire Department, \$2,500*
- *Noel Road Community Club, \$2,000*
- *Tenecape Community Hall, \$2,500*
- *Upper Nine Mile River Community Hall, \$2,500*
- *Walton Fire Department, \$2,500*
- *Hants North Recreation Association, \$5,000*
- *Milford Recreation Association, \$10,000*

PRC21(18) On the motion of Councillor Moussa and Deputy Warden MacDonald:  
April

***Moved an amendment to motion PRC21(17) to double the Community Recreation Facilities COVID-19 Relief Grant from \$500 to \$1,000.***

Discussion was held.

Eight (8) voting against. Two (2) voting in favour. Councillors Moussa and Knockwood voting yay.

**AMENDMENT DEFEATED**

**MOTION CARRIED**

#### **TOURISM GRANTS 2021**

The Tourism Development Officer presented the staff report titled “2021 Tourism Grant Applications”, dated April 13, 2021. A copy of the report was attached to the agenda and available to all committee members.

00:25:42

PRC21(19) On the motion of Deputy Warden MacDonald and Councillor Greene:  
April

***Moved that the Parks, Recreation and Culture Committee recommends to Council that the Tourism Grants, totaling \$39,500, be awarded to the following groups, and that funds in excess of the \$30,000 budget be funded from the Tourism Grant Reserve:***

- *CHArt Society - \$4,000*
- *East Hants Historical Society - \$12,000*
- *East Noel Heritage Schoolhouse Society - \$4,000*
- *Maitland District Development Association - \$13,000*
- *Walton Area Development Association - \$6,500*

***And that, Staff release approved funds as confirmation of external funding proposed project is received from each group.***

***And that, the 2022/2023 draft budget include \$40,000 instead of \$30,000 for Tourism Grants.***

**MOTION CARRIED**

**(IN CAMERA) CONTRACTUAL ISSUE & CAO PRIORITY SESSION**

PRC21(20) On the motion of Councillors Mitchell and Deputy Warden MacDonald: 00:01:05  
April

*Moved that Council move to an In-Camera Session regarding a contractual matter at 10:47 a.m.*

**MOTION CARRIED**

The Council returned to an open meeting at 12:25 pm.

The Warden reported that Council met In-Camera to discuss a contractual matter and CAO Priorities. Staff was given direction. No motions resulted.

PRC21(21) On the motion of Councillors Greene and Perry: 00:00:19  
April

*Moved that the Parks, Recreation & Culture Committee adjourn at 12:30 p.m.*

**MOTION CARRIED**

Approved By: Adam Clarkson, Director of Parks, Recreation & Culture

Date: April 22, 2021

/AM



## Planning Advisory Committee Executive Committee

April 20, 2021

A meeting of the Planning Advisory Committee was held on the above date, the meeting was livestreamed and recorded.

Councillor Greene called the meeting to order at 1:30 p.m. All members of Council were present.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Ms. Kate Friars, Deputy Chief Administrative Officer
- Mr. Adam Clarkson, Director of Parks, Recreation & Culture
- Mr. John Woodford, Director of Planning & Development
- Ms. Sue Surette, Director of Finance
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Rachel Gilbert, Manager of Planning
- Ms. Debbie Uloth, Project Planner
- Ms. Jody MacArthur, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Mosher, Administrative Assistant

### Public Members:

- Mr. Sam Balcom
- Ms. Candace Stephens

### APPROVAL OF MINUTES

PAC21(21) On the motion of Councillors Mitchell and Deputy Warden MacDonald:  
April

*Moved that the minutes of the Planning Advisory Committee meeting held March 9, 2021 be approved.*

### MOTION CARRIED

### FH DEVELOPMENT - WCDD APPLICATION - INITIAL REPORT

The Manager of Planning presented the report titled “FH Development Group - 00:00:15  
WCDD development agreement application” dated April 9, 2021. A copy of the report and supporting documents was attached to the agenda and available to all committee members.



PAC21  
(22)  
April

On the motion of Deputy Warden MacDonald and Councillor Knockwood:

*Moved that the Planning Advisory Committee recommends that Council give initial consideration to enter into a Development Agreement for a WCDD development on properties identified as PID# 45244225, PID 45084399 and PID 45083581, Elmsdale; and authorize staff to schedule a public information meeting.*

**MOTION CARRIED**

**[DR. DAVID SHEEHY - MPS AND LUB AMENDMENTS - INITIAL REPORT](#)**

The Manager of Planning presented the report titled “Application by Dr. David Sheehy to enable building to be residential” dated April 8, 2021. A copy of the report and supporting documents was attached to the agenda and available to all committee members. 00:19:50

PAC21  
(23)  
April

On the motion of Deputy Warden MacDonald and Councillor Hebb:

*Moved that the Planning Advisory Committee recommend that Council authorize staff to schedule a public information meeting to consider the proposal from Dr. David Sheehy to amend the MPS and LUB to enable an existing building to be used as an alternative use.*

**MOTION CARRIED**

**[PORTREE JACC - MPS AND LUB AMENDMENTS - FIRST READING](#)**

The Director of Planning presented the report titled “Portree JACC Enterprise Inc. - MPS and LUB Mapping Amendments” dated April 14, 2021. A copy of the report and supporting documents was attached to the agenda and available to all committee members. 00:21:00

PAC21  
(24)  
April

On the motion of Councillor Perry and Deputy Warden MacDonald:

*Moved that the Planning Advisory Committee recommends to Council to Give First Reading to amendments to the MPS & LUB that would change a portion of PID 45141496 from Rural Use (RU) to Established Residential Neighbourhood (ER) designation and from Rural Use (RU) to Two Dwelling Unit Residential (R2) zone for the purpose of authorizing a public hearing; and Authorize staff to schedule a public hearing;*

*And that, notice be given to residents within 500 metres.*

**MOTION CARRIED**

**[WM FARES ARCHITECTS ON BEHALF OF MONK MOBILE - FIRST READING OF AMENDMENTS AND INITIAL CONSIDERATION OF DEVELOPMENT AGREEMENT](#)**

The Project Planner presented the report titled “WM Fares Architects Proposed Municipal Planning Strategy & LUB Mapping Amendments and Development Agreement Consideration” dated April 9, 2021. A copy of the report and 00:26:20

supporting documents was attached to the agenda and available to all committee members.

PAC21  
(25)  
April

On the motion of Deputy Warden MacDonald and Councillor Mitchell:

00:36:26

***Moved that Planning Advisory Committee recommend that Council give first reading to an application from WM Fares Architects to amend the MPS and LUB by changing the land use designation and zone to Walkable Comprehensive Development District (WCDD); Give initial consideration to entering into a development agreement with the applicant, to permit a mixed-use development, including townhouses and mixed-use capable buildings on lands identified as PID 45329901, PID 45379864, and PID 45410503, Enfield; Enable a public hearing and authorize staff to schedule a public hearing; and Discharge the 2009 development agreement regarding the neighbouring childcare facility.***

Twelve (12) voting yay. One (1) voting against. Councillor Rhyno voting nay.

**MOTION CARRIED**

**COMMUNITY PLAN UPDATE - PROPOSED COMMUNITY ENGAGEMENT AND PLAN TIMELINE**

The Project Planner presented the report *titled “Plan Update - Community Engagement”* dated April 13, 2021. A copy of the report and supporting documents was attached to the agenda and available to all committee members.

00:39:47

PAC21  
(26)  
April

On the motion of Deputy Warden MacDonald and Councillor Perry:

***Moved to adopt the Plan Update - Community Engagement report dated April 13, 2021.***

**MOTION CARRIED**

**ADJOURNMENT & BREAK**

PAC21  
(27)  
April

On the motion of Deputy Warden MacDonald and Councillor Mitchell:

***Moved that the Planning Advisory Committee Committee adjourn at 2:25 p.m.***

**MOTION CARRIED**

Approved By: John Woodford, Director of Planning & Development  
Date: April 22, 2021

/AM



### Infrastructure & Operations Executive Committee

April 20, 2021

A meeting of the Infrastructure & Operations Committee was held on the above date, the meeting was livestreamed and recorded.

Councillor Moussa called the meeting to order at 2:39 p.m. All members of Council were present.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Ms. Kate Friars, Deputy Chief Administrative Officer
- Mr. Adam Clarkson, Director of Parks, Recreation & Culture
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Sue Surette, Director of Finance
- Mr. John Woodford, Director of Planning & Development
- Ms. Jody MacArthur, Communications Officer
- Mr. Fred Whynot, Manager of Engineering & Technical Services
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Mosher, Administrative Assistant

#### APPROVAL OF MINUTES

IO21(15) On the motion of Councillors Greene and Perry: 00:00:20  
April

*Moved that the minutes of the Infrastructure & Operations Committee meeting held February 16, 2021 be approved.*

**MOTION CARRIED**

#### (IN CAMERA) LEGAL ISSUE

IO21(16) On the motion of Deputy Warden MacDonald and Councillor Perry: 00:00:33  
April

*Moved that Committee move to an In-Camera Session regarding a legal matter at 2:41 p.m.*

**MOTION CARRIED**

The Committee returned to an open meeting at 3:00 p.m.

The Warden reported that Committee met In-Camera to discuss a Legal Issue. Staff was given direction. The following motion was brought forward:

IO21(17) On the motion of Councillors Hebb and Knockwood:  
April

00:00:58

*Moved that The Infrastructure and Operations Committee recommends to Council that the Municipality proceed with the installation of monitoring infrastructure to monitor the structural integrity of the South Maitland Viewing Platform substructure, which includes adding \$10,000 to Capital Project 20-009, to be funded by \$6,000 from special reserves (TED Fund) and \$4,000 from the "Tourism Operating & Capital Reserve".*

**MOTION CARRIED**

**ADJOURNMENT**

IO21(18) On the motion of Deputy Warden MacDonald and Councillor Greene:  
April

*Moved that the Infrastructure & Operations Committee adjourn at 3:06 p.m.*

**MOTION CARRIED**

Approved By: Jesse Hulsman, Director of Infrastructure & Operations  
Date: April 21, 2021

/AM