



## Corporate & Residential Services Committee Executive Committee

November 21, 2023

A meeting of the Corporate & Residential Services Committee was held on the above date in Council Chambers. The meeting was livestreamed and recorded.

Councillor Perry, as Chairperson of the Corporate & Residential Services Committee called the meeting to order at 10:22 a.m. All members of Council were present, with the exception of Deputy Warden Greene who sent regrets.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate Services
- Mr. Wade Tattrie, Director of Finance
- Ms. Kelly Ash, Manager of Development Services
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

### APPROVAL OF MINUTES

CRS23(90)  
November

On the motion of Councillors Mitchell and Hebb:

*Moved that the minutes of the Corporate & Residential Services Committee held on October 17, 2023 be approved.*

**MOTION CARRIED**

### NEW EMPLOYEE INTRODUCTIONS

None for November.

### EMPLOYEE POSITION CHANGES

None for November.

### EMPLOYEE RECOGNITIONS

None until January 2024.

### EAST HANTS SPORTSPLEX - LINE OF CREDIT

The Director of Finance presented the report titled “*Funding of Sportsplex Line of Credit*” dated November 14, 2023. A copy of the report was attached to the agenda and available to all committee members.

CRS23(91)  
November

On the motion of Councillors Tingley and MacPhee:

***Moved that the Corporate and Residential Services Committee recommend that Council approve the use of municipal operational reserves to fund the \$100,000 line of credit (as per motion C21(212) for the East Hants Sportsplex.***

**MOTION CARRIED**

### BREAK

The Corporate & Residential Services Committee adjourned for a brief break. Councillor Perry, as Chairperson, called the meeting back to order at 10:54 a.m.

### SERVICE CAPACITY STUDY - WATER AND WASTEWATER

The Director of Finance presented the report titled “*Service Capacity Study Wastewater & Water*” dated November 2, 2023. A copy of the report was attached to the agenda and available to all committee members. [19:51]

CRS23(92)  
November

On the motion of Councillors Mitchell and Moussa:

***Moved that the Corporate and Residential Services Committee recommend that Council approve finalizing the service capacity study in 2023/2024 for the total of \$70,164 in water and wastewater, to be funded from obligatory reserves.***

**MOTION CARRIED**

### MOUNT UNIACKE STREETLIGHT ADDITIONS

The Director of Finance presented the report titled “*Mount Uniacke Streetlight and Safety Light Additions*” dated November 7, 2023. A copy of the report was attached to the agenda and available to all committee members.

Staff addressed questions from Committee members.

CRS23(93)  
November

On the motion of Warden Roulston and Councillor Mitchell:

***Moved that the Corporate and Residential Services Committee recommends to Council that Council approve a capital expenditure of \$420,000 including non-refundable HST, for the installation of streetlights and related wiring throughout Mount Uniacke. The capital costs will be funded with CCBF Mount Uniacke Reserves. Safety light and Streetlight area rates (L9 and L10) will be amended for operating costs beginning in the 25/26 budget year.***

*Council agrees the local area Councillors may advise staff on servicing decisions should they arise as the project unfolds, providing the approved budget is adhered to; and that, Council directs Staff to bring a report back with related Street Lighting Policy changes.*

**MOTION CARRIED**

**COMFORT CENTRE FUNDING - NOEL FIRE DEPARTMENT & MUNICIPAL GRANT PROGRAM POLICY UPDATE**

The Manager of Development Services presented the report titled “*Comfort Centre Funding Policy Request (Noel Fire Department) & Amendment to Municipal Grant Program Policy*” dated November 9, 2023. A copy of the report was attached to the agenda and available to all committee members. [39:22]

CRS23(94)  
November On the motion of Warden Roulston and Councillor Rhyno:

*Moved that the Corporate & Residential Services Committee recommend to Council that Council approve a grant of \$3,542.72 be awarded to the Noel Fire Department for the purchase of a new generator, to be funded from Comfort Station Reserves.*

**MOTION CARRIED**

CRS23(95)  
November On the motion of Warden Roulston and Councillor Hebb:

*Moved that the Corporate & Residential Services Committee recommend to Council that Council give notice of intent to amend the Municipal Grant Program Policy to permit all future grants under the Comfort Centres and Reception Centres/Shelters Funding Policy to be awarded by Staff in accordance with the policy as outlined in the staff report as attached the Executive Committee Agenda on November 21, 2023.*

**MOTION CARRIED**

CRS23(96)  
November On the motion of Warden Roulston and Councillor Hebb:

*Moved that the Corporate & Residential Services Committee recommend to Council that Council amend the Municipal Grant Program Policy to permit all future grants under the Comfort Centres and Reception Centres/Shelters Funding Policy to be award by Staff in accordance with the policy as outlined in the staff report as attached to the Executive Committee Agenda of November 21, 2023.*

**MOTION CARRIED**

**SUSTAINABLE COMMUNITIES CHALLENGE FUND**

The Director of Corporate Services presented the report titled “*Sustainable Communities Challenge Fund Application*” dated November 6, 2023. A copy of the report was attached to the agenda and available to all committee members.

Staff addressed questions from Committee members.

CRS23(97)  
November

On the motion of Warden Roulston and Councillor MacPhee:

***Moved that the Corporate and Residential Services Committee recommend that Council direct the CAO to submit an application to the Sustainable Communities Challenge Fund to fund electric vehicle charging infrastructure, with a municipal contribution of \$50,000 to be included in the draft 24/25 budget contingent on a successful grant funding.***

**MOTION CARRIED**

**[CALL FOR APPLICATIONS - MUNICIPAL CAPITAL GROWTH PROGRAM \(MCGP\)](#)**

The Director of Infrastructure & Operations presented the report titled “*Municipal Capital Growth Program (MCGP) -Funding Priorities*” dated November 3, 2023. A copy of the report was attached to the agenda and available to all committee members.

CRS23(98)  
November

On the motion of Warden Roulston and Councillor Tingley:

***Moved that Council prioritize project 16-009, the “Wastewater Collection Upgrade Lantz”, as the Municipality’s first priority for funding applications through the Municipal Capital Growth Program for 2023.***

**MOTION CARRIED**

CRS23(99)  
November

On the motion of Councillors Tingley and Moussa:

***Moved that Council prioritize project 20-017, the “Medical Centre Liftstation Upgrade”, as the Municipality’s second priority for funding applications through the Municipal Capital Growth Program for 2023.***

**MOTION CARRIED**

CRS23(100)  
November

On the motion of Warden Roulston and Councillor Mitchell:

***Moved that Council prioritize project 10-041, the “Sewer Upgrade - Highway 214”, as the Municipality’s third priority for funding applications through the Municipal Capital Growth Program for 2023.***

**MOTION CARRIED**

CRS23(101)  
November

On the motion of Councillors Tingley and Mitchell:

***Moved that Council prioritize project 10-050, the “Barney’s Brook Liftstation Upgrade”, as the Municipality’s fourth priority for funding applications through the Municipal Capital Growth Program for 2023.***

**MOTION CARRIED**

**2024 REGULAR MUNICIPAL ELECTION - STAFF REPORT #1**

The CAO presented the report titled “2024 Municipal Election - Report #1” dated November 7, 2023. A copy of the report was attached to the agenda and available to all committee members. [67:20]

CRS23(102) On the motion of Warden Roulston and Councillor Tingley:  
November

***Moved that the Corporate & Residential Services Committee recommends to Council;***

- 1. That Council authorize expenditures for the October 2024 Municipal Election up to the amount held in reserve for that purpose, including \$10,000 for preliminary expenses which may be expenses prior to March 31, 2024.***
- 2. That Council appoint Kim Ramsay as the Returning Officer for the 2024 Municipal Election, setting the fee for the Returning Officer to a maximum of \$25,000 (based on hours worked and within Municipal HR Policies) with invoices to be approved by the Warden.***
- 3. That Council gives authority to the CAO to determine the Tariff of Fees and Expenses for the 2024 Municipal Election.***
- 4. That Council gives authority to the CAO to appoint Assistant Returning Officer(s).***
- 5. That Council agree to a full electronic method (internet and phone) from Intelivote Systems Inc. for the 2024 Municipal Election.***
- 6. That Council set the dates for the advance polling period from Thursday, October 10, 2024 to the close of voting on Regular Election Poll Day of October 19, 2024. Nomination Day to be held on Tuesday, September 10, 2024.***
- 7. That Council agrees that in addition to the methods mandated by the Municipal Elections Act to notify the public of the preliminary list of electors and revision methods, that it be left to the discretion of the Returning Officer to determine additional notification mechanisms that will improve the accuracy of the electors lists.***
- 8. That Council authorizes election staff to continue to amend the electors’ list database in conjunction with the electronic voting system up to and including Regular Election Poll Day.***
- 9. That Council authorizes the use of the Nova Scotia permanent registry of voters provided by Elections Nova Scotia as the preliminary list of electors for the 2024 Municipal Election for East Hants.***

***10. That the RO do public education on the upcoming election and offer information session(s) for potential candidates.***

**MOTION CARRIED**

Nine (9) voting in favor, one (1) voting against. Councillor Rhyno voting nay.

**ADJOURNMENT**

CRS23(103) On the motion of Councillor Mitchell and Warden Roulston:  
November

***Moved that the Corporate & Residential Services Committee adjourn at 12:04 p.m.***

**MOTION CARRIED**

Approved by: Wade Tattrie, Director of Finance

Date: November 24, 2023

Approved by: Adam Clarkson, Director of Corporate Services

Date: November 24, 2023



## Planning Advisory Committee Executive Committee

November 21, 2023

A meeting of the Planning Advisory Committee was held on the above date in Council Chambers. The meeting was livestreamed and recorded.

Councillor Mitchell, as Chair of the Committee, called the meeting to order at 1:30 p.m. All members of Council were present, with the exception of Deputy Warden Greene who sent regrets, and Councillor Perry arrived at 1:42 p.m. Regrets were also received from public member, Candace Stephens.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate Services
- Mr. Wade Tattrie, Director of Finance
- Ms. Lee-Ann Martin, Planner/Development Officer
- Ms. Debbie Uloth, Community Planner II
- Ms. Rachel Gilbert, Manager of Planning
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

### Public Member:

- Mr. Sam Balcom

### Regrets:

- Ms. Candace Stephens, Public Member

### PLN23-008 THE TIRE MAN - REDESIGNATION AND REZONING - FINAL REPORT

The Planner/Development Officer presented the report titled “*The Tire Man - MPS and LUB Mapping Amendments*” dated November 8, 2023. A copy of the report was attached to the agenda and available to all committee members.

PAC23(58)  
November

On the motion of Warden Roulston and Councillor Moussa:

*Moved that the Planning Advisory Committee recommends that Council give Second Reading and approve a proposal for a portion of PID 45337722 to change the designation from Rural Use (RU) to Regional Commercial (RC) and the zone from Rural Use (RU) to Regional Commercial (RC).*

**MOTION CARRIED**

**MOUNT UNIACKE SECONDARY PLANNING STRATEGY SCOPING REPORT**

The Community Planner II presented the report titled “*Mount Uniacke Secondary Planning Strategy Scoping*” dated November 7, 2023. A copy of the report was attached to the agenda and available to all committee members.

PAC23(59) On the motion of Councillors Moussa and Hebb:  
November

*Moved that the Planning Advisory Committee recommends that Council direct staff to initiate the Mount Uniacke Secondary Planning Strategy as outlined in the scoping report dated November 7, 2023, and presented to Planning Advisory Committee on November 21, 2023.*

**MOTION CARRIED**

**HOUSING STRATEGY**

The Manager of Planning presented the report titled “*Municipal Housing Strategy - Initial Report*” dated November 8, 2023 A copy of the report was attached to the agenda and available to all committee members.

PAC23(60) On the motion of Councillors Tingley and MacPhee:  
November

[23:28]

*Moved that the Planning Advisory Committee recommend that Council authorize staff to begin the preparation of a terms of reference for a municipal housing working group; authorize staff to begin recruiting for a municipal housing working group; and invite Max Chauvin, HRM Director of Housing & Homelessness to present to PAC.*

Discussion was held and questions were addressed by staff.

**MOTION CARRIED**

Six (6) voting in favor, five (5) voting against. Warden Roulston, Public Member Balcom and Councillors Moussa, Rhyno and Garden-Cole voting nay.

**HERITAGE INCENTIVE PROGRAM**

The Manager of Planning presented the report titled “*Heritage Incentive Program*” dated November 8, 2023. A copy of the report was attached to the agenda and available to all committee members.

Discussion was held and staff addressed questions from Committee members.

PAC23(61) On the motion of Councillor Tingley and Warden Roulston:  
November

[42:45]



*Moved that the Planning Advisory Committee, acting as Heritage Advisory Committee, recommend to Council, that Council gives notice of intent to approve the amendments to the Heritage Incentive Program Policy as outlined in the staff report dated November 8, 2023.*

**MOTION CARRIED**

Ten (10) voting in favor, one (1) voting against. Councillor Keith Rhyno voting nay.

PAC23(62)  
November On the motion of Councillor Tingley and Warden Roulston:

*Moved that the Planning Advisory Committee, acting as Heritage Advisory Committee, recommend to Council that Council approves the amendments to the Heritage Incentive Program Policy as outlined in the staff report dated November 8, 2023.*

**MOTION CARRIED**

Ten (10) voting in favor, one (1) voting against. Councillor Keith Rhyno voting nay.

**ADJOURNMENT**

PAC23(63)  
November On the motion of Councillors Perry and Hebb:

*Moved that the Planning Advisory Committee Meeting adjourn at 2:35 p.m.*

**MOTION CARRIED**

Approved By: Rachel Gilbert, for John Woodford, Director of Planning & Development

Date: November 23, 2023



## Police Advisory Committee Executive Committee

November 21, 2023

A meeting of the Police Advisory Committee was held on the above date in Council Chambers. The meeting was livestreamed and recorded.

Councillor Rhyno called the meeting to order at 9:02 a.m. All members of Council were present, with the exception of Deputy Warden Greene who sent regrets.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate Services
- Mr. Wade Tattrie, Director of Finance
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

### Guests Present:

- S/Sgt. Mike Balmaceda, RCMP
- Sgt. Scott MacRae, RCMP

### Public Members:

- Ms. Pearl Robinson
- Mr. Timothy McDermott
- Ms. Ruth Anne Greenough (arrived at 9:08 a.m.)

### Absent:

- Public Member Greg Densmore

### LAND ACKNOWLEDGEMENT

Councillor Rhyno respectfully acknowledged that East Hants is in Mi'kma'ki and the District of Sipekne'katik, the ancestral and unceded territory of the Mi'kmaq people. East Hants further acknowledges the 50 African Nova Scotian communities whose 400-year history have contributed to the provinces culture, history and legacies. We are all Treaty people.

### APPROVAL OF AGENDA

PA23(11)  
November

On the motion of Warden Roulston and Councillor Mitchell:

*Moved that the Agenda of all sub-committee meetings held November 21, 2023 be approved, with the addition of a discussion regarding the tour of Division H Headquarters.*

**MOTION CARRIED**

**APPROVAL OF MINUTES**

PA23(12) On the motion of Councillors Mitchell and Perry:  
November

*Moved that the minutes of the Police Advisory Committee meetings September 19, 2023 be approved.*

**MOTION CARRIED**

**NEW MEMBER INTRODUCTIONS & SWEARING OF OATHS**

Councillor Rhyno introduced the new Police Advisory Public Members. Public Members Robinson and McDermott both stood and repeated the Police Advisory Committee Oath of Office, signed the Oath document and returned it to the Assistant Municipal Clerk for the record.

**RCMP QUARTERLY REPORT**

S/Sgt. Balmaceda and Sgt. MacRae presented a report titled East Hants District Municipal Quarterly Report dated November 21, 2023. A copy of the report was attached to the agenda and available to all Committee members.

The report included an HR Update, 24-Hour Model, Community Policing, East Hants Operations Update, and Calls for Service Data.

Councillor Rhyno opened the floor to comments or questions from members of the committee, which were addressed by S/Sgt. Balmaceda, and Sgt. Scott MacRae. Warden Roulston assumed the Chair to allow for Councillor Rhyno to ask questions. Councillor Rhyno resumed the Chair.

Discussion was held regarding a possible H Division RCMP Headquarters tour in the future.

**ADJOURNMENT**

PA23(13) On the motion of Councillors Moussa and Hebb:  
November

*Moved that the Police Advisory Committee adjourn at 10:20 a.m.*

**MOTION CARRIED**

Approved by: Sheralee MacEwan, Assistant Municipal Clerk

Date: November 23, 2023  
/AR



## Parks, Recreation & Culture Committee Executive Committee

November 21, 2023

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

Councillor Rhino, as Chairperson of the Parks, Recreation & Culture Committee called the meeting to order at 2:37 p.m. All members of Council were present with the exception of Councillor Greene who sent regrets.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Wade Tattrie, Director of Finance
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Mr. Evan MacDougall, Manager of Parks and Buildings
- Ms. Jo Swinemer, Community Development Coordinator
- Ms. Kelly Ash, Manager of Development Services
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

### APPROVAL OF MINUTES

PRC23(47)  
November On the motion of Councillors Mitchell and Hebb:

***Moved that the minutes of the Parks, Recreation & Culture Committee held October 17, 2023 be approved.***

**MOTION CARRIED**

### NOT-FOR-PROFIT INSURANCE GRANT UPDATE

The Community Development Coordinator presented the staff report titled “Not-For-Profit Insurance Grant Policy Update” dated October 30, 2023. A copy of the report was attached to the agenda and available to all committee members.

PRC23(48)  
November On the motion of Warden Roulston and Councillor Garden-Cole:

***Moved that the Parks, Recreation and Culture Committee recommend to Council that \$9500 from General Government Reserve be added to the Not-for-Profit Insurance Grant Program to meet the demand of this new grant program in 2023/2024.***

**MOTION CARRIED**

[MEADOWVIEW WAY OPEN SPACE SECONDARY ENTRANCE/EXIT](#)

The Manager of Parks and Buildings presented the report titled “*Meadow View Way Open Space Parcel PID 45354677*” dated October 31, 2023. A copy of the report was attached to the agenda and available to all committee members.

Discussion was held and staff addressed questions from Committee members.

PRC23(49)  
November On the motion of Councillors Tingley and Perry:

***Moved that the Parks, Recreation and Culture Committee recommend to Council to declare surplus the section of PID 45354677 required for the future public road between Meadow View Way and the proposed development on PID 45333333.***

**MOTION CARRIED**

Eight (8) voting in favor, two (2) voting against. Councillors Rhyno and Garden-Cole voting nay

[BREAK](#)

The Parks, Recreation and Culture Committee adjourned for a brief break. Councillor Rhyno, as Chairperson called the meeting back to order at 3:43 p.m.

[TRAIL AGREEMENT & NAMING, COTTAGE COUNTRY DEVELOPMENT](#)

The Manager of Parks and Buildings presented the report titled “*Trail Agreement & Naming, Cottage Country Development, Long Lake, East Uniacke*” dated October 23, 2023. A copy of the report was attached to the agenda and available to all committee members. [32:22]

PRC23(50)  
November On the motion of Councillors Moussa and Garden-Cole:

***Moved that the Parks, Recreation and Culture Committee recommend that Council authorize the CAO to enter into an agreement with the Tony Borovsky Memorial Trails Association for the operations and maintenance of trails on PID 45392578 in accordance with the Cottage Country Development Agreement and Open Space Agreement; and, that Council authorize the CAO to approve naming of the trails on PID 45392578 in alignment with the guidelines in Council’s Park Naming Policy.***

**MOTION CARRIED**

[CONTRACTUAL ISSUE](#)

PRC23(51)  
November On the motion of Councillors Mitchell and Perry:

***Moved that the Parks, Recreation & Culture Committee go in camera to***

*discuss two contractual issues at 3:48 p.m.*

**MOTION CARRIED**

Committee returned to open session at 5:06 p.m. Councillor Rhyno, as Chairperson reported that committee met in camera to discuss two contractual issues. The following motion is coming forward as a result.

**FORMER DAR RAIL LINE UPDATE**

PRC23(52)  
November

On the motion of Councillors Hebb and MacPhee:

*Moved that the Parks, Recreation and Culture Committee recommend that Council give the CAO direction to engage in discussions with the Fundy ATV Club or newly formed entity representing multi-modal groups to entertain a longer-term management and maintenance agreement that would be brought back to Council for the 8 km section of the former DAR Line lands from Kennetcook to Trenholm Road.*

**MOTION CARRIED**

**ADJOURNMENT**

PRC23(53)  
November

On the motion of Councillors Perry and Moussa:

*Moved that the Parks, Recreation & Culture Committee adjourn at 5:07 p.m.*

**MOTION CARRIED**

Approved by: Alana Tapper, Director of Parks, Recreation & Culture

Date: November 23, 2023