



Corporate & Residential Services Committee Executive Committee

June 17, 2025

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

Councillor Garden-Cole, as Chairperson of the Corporate & Residential Services Committee called the meeting to order at 10:35 a.m., and recited the historical acknowledgement. All members of Council were present.

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. John Woodford, Director of Planning
- 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 AGENDA OF ALL SUB-COMMITTEES

CRS25(62)
June *The agenda of all sub-committees, was approved with unanimous consent.*

APPROVAL OF MINUTES

CRS25(63)
June *The minutes of the Corporate & Residential Services Committee held on May 13, 2025, were approved with unanimous consent.*

NEW EMPLOYEE INTRODUCTIONS

- Jade Robinson, Development Control Clerk (Term)
- Rachel Edgett, Tax Administrator (Term)
- Anna Banzhaf, Planning & Development Technician
- Amy Matheson, Corporate Services Administrator
- Greg Hussey, Municipal Compliance Officer

COUNCIL PROCEDURAL POLICY UPDATE

The Chief Administrative Officer presented a report titled “*Council Procedural Policy Update*” dated June 12, 2025. A copy of the report was attached to the agenda and available to all committee members.

Discussion was held and questions were addressed.

CRS25(64)
June On the motion of Councillor Merriam and Warden Roulston:

Moved that the Corporate and Residential Services Committee direct the CAO to include the following clarification in Section 4.1.9 - that the intent of the section be modified to make clear that the Warden serving as Ex-Officio on a Committee that their presence would not constitute a quorum; "Where the Warden may attend as an ex-officio, attendance is not counted towards quorum".

MOTION CARRIED

CRS25(65)
June On the motion of Warden Roulston and Councillor Mitchell:

Moved that the Corporate and Residential Services Committee recommends to Council, that Council give notice of intent to approve updates to the Council Procedural Policy as attached to and amended at the Executive Committee meeting dated June 17, 2025.

MOTION CARRIED

Nine (9) voting in favour and two (2) voting against, with Councillors Moussa and Rhyno voting nay.

CRS25(66) On the motion of Warden Roulston and Councillor Mitchell:

Moved that the Corporate and Residential Services Committee recommends to Council, that Council approve updates to the Council Procedural Policy as attached to and amended at the Executive Committee meeting dated June 17, 2025.

MOTION CARRIED

Nine (9) voting in favour and two (2) voting against, with Councillors Moussa and Rhyno voting nay.

CRS25(67)
June ***The Meeting was adjourned with unanimous consent at 10:54 a.m.***

Approved by: Wade Tattrie, Director of Finance
Date: June 18, 2025

Approved by: Adam Clarkson, Director of Corporate Services
Date: June 18, 2025

/ar



Infrastructure & Operations Executive Committee

June 17, 2025

A meeting of the Infrastructure & Operations Committee was held on the above date in Council Chambers. The meeting was livestreamed and recorded.

Councillor Perry, as Chairperson of the Infrastructure & Operations Committee called the meeting to order at 11:53 a.m. All members of Council were present.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate Services
- Mr. Wade Tattrie, Director of Finance
- Mr. John Woodford, Director of Planning & Development
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Juliann Cashen, Communications Officer (Morning Session)
- Ms. Erin Taylor, Communications Coordinator (Afternoon Session)
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

APPROVAL OF MINUTES

IO25(12) *The minutes of the Infrastructure & Operations Committee held on April 15, 2025, June were approved with unanimous consent.*

MOTION CARRIED

ROAD DRAINAGE UPGRADES - TYLER STREET & LACY ANNE AVE

The Director of Infrastructure & Operations presented the staff report titled “Road Drainage Upgrades - Tyler Street & Lacy Anne Ave” dated June, 2025. The report was attached to the agenda and available to all committee members.

IO25(13) On the motion of Warden Roulston and Councillor Merriam:
June

Moved that the Infrastructure & Operations Committee recommend to Council to approve the revised project scope for Capital Project 24-017, “Road Drainage Upgrades - Tyler Street, Lacy Anne Avenue,” as per the design recommendations made by engineering consultant, DesignPoint, that is listed in this report titled “Tyler Street & Lacy Anne Avenue Project Scope Update”, attached to the Executive Committee agenda dated June 17, 2025.

MOTION CARRIED

ADJOURNMENT

IO25(14) ***The Meeting was adjourned with unanimous consent at 11:57 a.m. to reconvene***
June ***after Planning Advisory Committee.***

Councillor Perry, as Chairperson of the Infrastructure & Operations Committee called the meeting back to order at 4:05 p.m. All members of Council were present.

PRIVATE ROAD STANDARDS BACKGROUND C25(148)

The Director of Infrastructure & Operations presented the staff report titled “*Private Road Standards Background*” dated June, 2025. The report was attached to the agenda and available to all committee members.

IO25(15) On the motion of Warden Roulston and Councillor Dixon:
June

Moved that the Infrastructure & Operations Committee recommend to Council that Council add discussion of private driveways & laneways as well as possible standards as part of the next Plan Review.

MOTION CARRIED

Ten (10) voting in favour, and one (1) voting in against, with Councillor Hebb voting nay.

ADJOURNMENT

IO25(16) ***The Meeting was adjourned with unanimous consent at 4:40 p.m.***
June

Approved By: Jesse Hulsman, Director of Infrastructure & Operations

Date: June 18, 2025

/ar



Planning Advisory Committee Executive Committee

June 17, 2025

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.

Staff Present:

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

Public Members:

- Mr. Sam Balcom
- Ms. Pamela Harvie

APPROVAL OF MINUTES

PAC25(74) *The minutes of the Planning Advisory Committee held on May 13, 2025,*
June *were approved with unanimous consent.*

PRESENTATION FROM KEVIN NEATT, CLAYTON DEVELOPMENTS REGARDING KILN CREEK, LANTZ

Kevin Neatt from Clayton Developments presented a presentation titled “Proposed Kiln Creek Housing Diversity Changes” dated June 17, 2025. The document was attached to the agenda and available to all committee members.

Discussion was held and questions were addressed by Clayton representatives.

The Chair thanked the presenter.

PLN24-015 - CLAYTON DEVELOPMENTS AMENDMENT TO DA FOR KILN CREEK, LANTZ

The Manager of Planning presented the staff report titled “*Clayton Development Ltd. - Development Agreement Amendment*” dated June 5, 2025. The report was attached to the agenda and available to all committee members.

PAC25(75)
June

On the motion of Councillor Tingley and Merriam:

Moved that Planning Advisory Committee lift Motion PAC25(23) from the table.

Twelve (12) voting in favour, and one (1) voting in against, with Councillor Rhyno voting nay.

PAC25(23)
February

On the motion of Councillor Tingley and Councillor Merriam:

Moved that Planning Advisory Committee recommends that Council give initial consideration to amendments to the existing Shaw Group Limited development agreement for a mixed-use master planned development in Lantz, for the purpose of enabling a public hearing to be scheduled; and authorize staff to schedule a public hearing.

Discussion was held and questions were addressed by staff.

MOTION CARRIED

Twelve (12) voting in favour, and one (1) voting in against, with Councillor Rhyno voting nay.

PLN25-004 - REZONING AND REDESIGNATION FOR HAVENWOOD DRIVE, SHUBENACADIE

The Planning Intern & Community Planner presented a report titled “*RYC Property Ltd. Application: MPS and LUB Mapping Amendments*” dated May 29, 2025. The report was attached to the agenda and available to all committee members.

PAC25(76)
June

On the motion of Deputy Warden MacPhee and Councillor Rhyno:

Moved that Planning Advisory Committee recommends that Council authorize staff to schedule a public information meeting to consider an application from RYC Property Ltd. for mapping amendments to the GFLUM and LUB maps for portions of PID 45097227, Havenwood Drive, Shubenacadie.

Discussion was held and questions were addressed by staff.

MOTION CARRIED

PLN25-003 - SERENITY LODGE AMENDMENTS TO OFFICIAL COMMUNITY PLAN

The Community Planner presented the report titled “PLN25-003 Serenity Lodge: MPS and LUB Amendments and Substantial Development Agreement Amendment” dated June 6, 2025. A copy of the report was attached to the agenda and available to all committee members.

Discussion was held and questions were addressed by staff.

PAC25(77)
June On the motion of Warden Roulston and Councillor Dixon:

Moved that Planning Advisory Committee recommend to Council that Council authorize staff to schedule a public information meeting to consider a proposal to amend the MPS and LUB by adopting policies that will permit Council to consider entering into a development agreement on lands zoned Two Dwelling Unit Residential (R2) Zone to permit Institutional Use (IU) Zone uses to be subdivided on an existing right-of-way easement in a Growth Management Area.

MOTION CARRIED

C25(159) & C25(28) ACCESSORY DWELLING UNITS

The Planner and Development Officer presented the staff report titled “Motion C25(28) and C25(159)” dated June 2, 2025. The report was attached to the agenda and available to all committee members.

Discussion was held and questions were addressed by staff.

PAC25(78)
June On the motion of Councillors Hebb and Dixon:

Moved (later amended) that Planning Advisory Committee recommends that Council give first reading to amend the Land Use Bylaw section 3.14- Accessory Dwelling Units to amend the minimum lot sizes and design requirements; and authorize staff to schedule a Public Hearing.

PAC25(79)
June On the motion of Councillors Perry and Rhyno:

Moved that Planning Advisory Committee recommends that Council give first reading to amend the Land Use Bylaw section 3.14- Accessory Dwelling Units to amend the minimum lot sizes and design requirements and where there is no net increase of lot coverage for lots under 600 sqm a Garage Suite could be permitted; and authorize staff to schedule a Public Hearing.

MOTION CARRIED

LOT GRADING AND DRAINAGE

The Community Planner presented the report titled “*Motion C24(89) and C24(161): Lot Grading and Drainage Unserved Areas*” dated June 6, 2025 and available to all committee members.

Councillors Moussa and Perry declared a conflict of interest with respect to the Public Information Meeting and both signed the Book of Disclosure, and moved to the Gallery until after the vote

PAC25(80)
June On the motion of Councillors Rhyno and Hebb:

Moved that Planning Advisory Committee recommend that Council direct staff to remain with the status quo regarding Bylaw P-1200, Lot Grading and Drainage Bylaw.

MOTION CARRIED

Nine (9) voting in favour, and two (2) voting against, with Councillors Mitchell and Tingley voting nay.

AMENDMENTS TO VILLAGE CORE ZONE

The Community Planner presented the report titled “*HAF Initiative - Village Core (VC) Zone Density Increase*” dated June 6, 2025. A copy of the report was attached to the agenda and available to all committee members.

PAC25(81)
June On the motion of Councillors Tingley and Moussa:

Moved that Planning Advisory Committee recommends to Council to give second reading and approve the proposal to amend the Municipal Planning Strategy and Land Use Bylaw to increase the Village Core (VC) Zone density to a maximum of 16 dwelling units permitted as-of-right, through site plan approval, with a ground floor commercial component.

MOTION CARRIED

Seven (7) voting in favour, and six (6) voting against, with Councillors Dixon, Hebb, Rhyno, Garden-Cole, public member Balcom and Warden Roulston voting against.

ADJOURNMENT

PAC25(82)
June ***The Planning Advisory Committee Meeting adjourned at 3:47 p.m.***

MOTION CARRIED

Approved By: John Woodford, Director of Planning and Development

Date: June 18, 2025

/ar



Parks, Recreation & Culture Committee Executive Committee

June 17, 2025

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

Councillor Rhyno, as Chairperson of the Parks, Recreation & Culture Committee called the meeting to order at 11:01 a.m. All members of Council were present.

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. John Woodford, Director of Planning
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Mr. Evan MacDougall, Manager of Parks and Buildings
- Ms. Jo Swinemer, Community Development Coordinator
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Business & Legislative Administrator

APPROVAL OF MINUTES

PRC25(11) *The minutes of the Parks, Recreation & Culture Committee meeting held on*
June *April 15, 2025, were approved with unanimous consent*

BELNAN PARK PLAYGROUND

The Manager of Parks and Buildings and Director of Parks, Recreation & Culture presented the staff report titled “*Belnan Park - Playground Options*” dated May 15, 2025. A copy of the report was attached to the agenda and available to all committee members.

PRC25(12) On motion of Councillors Hebb and Dixon:
June
Moved that Parks, Recreation and Culture Committee recommends to Council that Council approve Option 1 to plan to add a new playground project as part of 2026/2027 budget discussions and if approved, construct in the summer of 2026 with funding options to be determined.

MOTION CARRIED

DISTRICT RECREATION FUND, 2ND INTAKE

The Community Development Coordinator presented the staff report titled “District Recreation Fund Application 2025 - Intake 2” dated May 27, 2025. A copy of the report was attached to the agenda and available to all committee members.

PRC25(13) On motion of Warden Roulston and Councillor Perry:
June

Moved that Parks, Recreation and Culture Committee recommends to Council that Council approve District Recreation Funding 2025-2026 (Intake 2):

| Applicant | Funding Amount |
|--|-----------------|
| Noel Road Willing Workers Community Club | |
| District 5 | \$5,761 |
| District 11 | \$5,761 |
| Total: | \$11,522 |

MOTION CARRIED

Councillor Garden-Cole declared a conflict of interest with respect to her Board position with the E.H. Horne School Preservation Society signed the Book of Disclosure, and moved to the Gallery until after the vote.

PRC25(14) On motion of Councillor Tingley and Merriam:
June

Moved that Parks, Recreation and Culture Committee recommends to Council that Council approve District Recreation Funding 2025-2026 (Intake 2):

| Applicant | Funding Amount |
|--------------------------------------|------------------|
| EH Horne School Preservation Society | |
| District 1 | \$3,156 |
| District 2 | \$2,000 |
| District 3 | \$1,000 |
| District 4 | \$1,000 |
| District 6 | \$1,000 |
| District 7 | \$3,156 |
| District 10 | \$12,682 |
| Total: | \$ 23,994 |

MOTION CARRIED

PRC25(15) On motion of Warden Roulston and Deputy Warden MacPhee:

June

Moved that Parks, Recreation and Culture Committee recommends to Council that Council approve District Recreation Funding 2025-2026 (Intake 2):

| Applicant | Funding Amount |
|------------------------------------|-----------------|
| Stanley Sport Aviation Association | |
| District 11 | \$10,000 |
| Total: | \$10,000 |

MOTION CARRIED

EAST HANTS MULTI-USE TRAIL ASSOCIATION REQUEST - TEMPORARY MAINTENANCE AGREEMENT

The Manager of Parks and Buildings and Director of Parks, Recreation & Culture presented the staff report titled “EHMUTA - Temporary Maintenance Agreement Request” dated May 8, 2025. A copy of the report was attached to the agenda and available to all committee members.

PRC25(16)
June On motion of Councillors Hebb and Deputy Warden MacPhee:

Moved that Parks, Recreation and Culture Committee recommends to Council to give the CAO direction to enter into discussions with the East Hants Multi-Use Trail Association, in collaboration with the Driftclimbers Snowmobile Club, to establish a 6-month temporary maintenance agreement to conduct maintenance work on an approximately 9km section of the former DAR line from Kennetcook to Trenholm Road, PIDs 45225190 and 45225182.

MOTION CARRIED

ADJOURNMENT

PRC25(17)
June ***The Meeting was adjourned with unanimous consent at 11:51 a.m.***

Approved by: Alana Tapper, Director of Parks, Recreation & Culture
Date: June 18, 2025
/ar