



### Corporate & Residential Services Committee Executive Committee

September 16, 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 9:30 a.m., and recited the historical acknowledgement. All members of Council were present.

#### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Wade Tattrie, Director of Finance
- Mr. Adam Clarkson, Director of Corporate & Residential Services
- 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. Erin MacIsaac, Business & Legislative Administrator
- Mr. Brian Enfield - Former Collection Officer (guest)
- Mr. Calvin Byard, Manager of Protective Services
- Mr. Greg Hussey, Municipal Compliance Officer

Various employees joined the meeting for the employee introductions and employee recognition awards.

#### APPROVAL OF AGENDA OF ALL SUB-COMMITTEES

CRS25(79)  
September *The agenda of all sub-committees was approved with unanimous consent.*

#### APPROVAL OF MINUTES

CRS25(80)  
September *The minutes of the Corporate & Residential Services Committee held on July 15, 2025, were approved with unanimous consent.*

#### NEW EMPLOYEE INTRODUCTIONS

- Keith Simm, Heavy Equipment Operator (WMC)

### POSITION CHANGE

- Justine Senechal, Finance Clerk (currently term Administrative Services Clerk)

### EMPLOYEE RECOGNITION

Brian Enfield, former Collection Officer - 25 years

Kim Ramsay, CAO - 25 years

### DOG TAG FEES - MUNICIPAL FEE POLCY

The Director of Corporate Services presented a report titled “*Municipal Fee Policy Amendment - Dog Tag Lifetime Fee*” dated September 10, 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(81)  
September

On the motion of Warden Roulston and Deputy Warden MacPhee:

*Moved that the Corporate & Residential Services Committee recommend that Council give notice of intent to approve the addition of a lifetime dog registration fee to the Municipal Fee Policy, as attached to the Executive Committee agenda dated September 16, 2025.*

### **MOTION CARRIED**

CRS25(82)  
September

On the motion of Warden Roulston and Deputy Warden MacPhee:

*Moved that Corporate & Residential Services Committee recommends to Council that Council approve the Municipal Fee Policy, to include the addition of a lifetime dog registration fee, as attached to the Executive Committee agenda dated September 16, 2025.*

### **MOTION CARRIED**

### 2025-2029 STRATEGIC PLAN

The Chief Administrative Officer presented a report titled “*Strategic Plan 2025-2029 - Report #2*”, dated November 1, 2024. A copy of the report was attached to the agenda and available to all committee members.

Discussion ensued and questions were addressed by the CAO.

CRS25(83)  
September

On the motion of Councillors Tingley and Merriam:

*Moved that the Corporate & Residential Services Committee recommends to Council that Council approve the “2025-2029 Strategic Plan - Growing*

*Stronger, Together" as attached to the September 16<sup>th</sup>, 2025 Executive Committee Agenda.*

**MOTION CARRIED**

**(IN CAMERA) CAO PRIORITY SESSION**

Due to time constraints, this item was moved to the end of the day.

**ADJOURNMENT**

CRS25(84)      *The meeting was adjourned with unanimous consent at 11:52 a.m. to be followed by a Nominating Committee meeting and lunch break.*

Approved by: Wade Tattrie, Director of Finance  
Date: September 19, 2025

Approved by: Adam Clarkson, Director of Corporate & Residential Services  
Date: September 19, 2025

/em

---



## Infrastructure & Operations Executive Committee

September 16, 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 3:07 p.m. All members of Council were present.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate & Residential 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
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Erin MacIsaac, Business & Legislative Administrator

### APPROVAL OF MINUTES

IO25(24)      *The minutes of the Infrastructure & Operations Committee held on July 15, 2025  
September      were approved with unanimous consent.*

### MOTION CARRIED

### GRID FUNDING APPLICATION REPORT - ROAD DRAINAGE UPGRADES - TYLER STREET & LACY ANNE AVENUE

The Director of Infrastructure & Operations presented the staff report titled “GRID Funding Application October 2025” dated August 2025. The report was attached to the agenda and available to all committee members.

Discussion ensued and questions were addressed by staff.

IO25(25)      On the motion of Councillors Garden-Cole and Dixon:  
September

*Moved that the Infrastructure & Operations Committee recommend that Council endorse the “Road Draining Upgrades - Tyler St, Lacy Anne Ave” capital project 24-017, as the Municipality’s priority project submission to the Provincial Growth and Renewal for Infrastructure Development (GRID) funding program, October 2025.*

**MOTION CARRIED**

**PALEY BROOK FLOOD MITIGATION STUDY REPORT**

The Director of Infrastructure & Operations presented the staff report titled “*Paley Brook Flood Mitigation Study*” dated August 2025. The report was attached to the agenda and available to all committee members.

Discussion ensued and questions were addressed by staff.

I&O25(26) On the motion of Councillors Tingley and Dixon:

September

*Moved that Council instruct staff to immediately share the CBCL report regarding Paley Brook Flood Risk Mitigation Strategy dated April 2025 with the unnamed NSPW personnel mentioned in the staff's report and also share the CBCL report with:*

- *Fred Tilley, Minister of Public Works*
- *John Lord, Minister of Municipal Affairs*
- *Aminur Shah, Flood Management and Adaptation Lead, Province of NS*
- *Jillanna Brown, Stormwater Engineer, Province of NS*
- *John MacDonald, MLA East Hants (Resident of Paley Brook watershed area)*
- *Kody Blois, MP East Hants (Resident of Paley Brook watershed area)*

*And that, Council instruct staff to include with the above letter, a request that the province identify a plan of action for the culverts identified in the CBCL of April 2025 to mitigate the risk of flooding for residents residing in the Paley Brook Watershed area, per the Nova Scotia Mitigation Framework.*

**MOTION CARRIED**

**ADJOURNMENT**

I025(28) *The Infrastructure & Operations Committee meeting was adjourned with unanimous consent 3:20 p.m.*

Approved By: Jesse Hulsman, Director of Infrastructure & Operations  
Date: September 19, 2025

/em



### Planning Advisory Committee Executive Committee

September 16, 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 1:38 p.m. All members of Council were present with the exception of Councillor Perry who arrived at 1:43 p.m. and Councillor Rhyno who arrived at 2:07 p.m., both Councillors provided advance notice.

#### Staff Present:

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

#### Regrets:

- Pamela Harvie

#### Public Members:

- Mr. Sam Balcom

### APPROVAL OF MINUTES

PAC25(92)  
September *The minutes of the Planning Advisory Committee held on July 15 2025 were approved with unanimous consent.*

### FBM - LANTZ SECONDARY PLANNING STRATEGY PRESENTATION

Kieron Hunt, Partner & Planning Lead, FBM and James Coons, Associate & Senior Planner, FBM presented a presentation titled “Lantz Secondary Planning Strategy” dated September 16, 2025. The report was attached to the agenda and available to all committee members.

Discussion was held and questions were addressed.

The Chair thanked the presenter.

**PROPOSED AMENDMENTS TO THE OFFICIAL COMMUNITY PLAN REGARDING  
LANTZ SPS**

The Manager of Planning presented a report and presentation titled “Lantz Secondary Planning Strategy” dated September 3, 2025. The report was attached to the agenda and available for all committee members.

Discussion was held and questions were addressed by staff.

PAC25(93)  
September

On the motion of Councillor Tingey and Deputy Warden MacPhee:

*Moved that the Planning Advisory Committee recommend that Council authorize staff to schedule a public information meeting to consider amendments to the Municipal Planning Strategy and Land Use Bylaw relating to the Lantz Second Planning Strategy.*

**MOTION CARRIED**

**CLAYTON DEVELOPMENT AMENDMENT TO THE DEVELOPMENT AGREEMENT**

The Manager of Planning presented a report titled “Clayton Development Ltd. Development Agreement Amendment” dated August 8, 2025. The report was attached to the agenda and available for all committee members.

Discussion was held and questions were addressed by staff.

PAC25(94)  
September

On the motion of Councillors Perry and Tingley:

*Moved that the Planning Advisory Committee recommend to Council that Council give final consideration and approve amendments to the existing Shaw Group Limited development agreement for a mixed-use master planned development in Lantz.*

**MOTION CARRIED**

Ten (10) in favour and two (2) voting against, with Councillor Rhyno and Garden-Cole voting nay.

**SUBDIVISION BYLAW AMENDMENTS - STORMWATER MANAGEMENT - FINAL REPORT**

The Community Planner II presented a report titled “Motion C23(346): Stormwater Management - Un-serviced Areas” dated September 9, 2025. A copy of the report was attached to the agenda and available to all committee members.

Discussion ensued and questions were answered by staff.

PAC25(95)  
September

On the motion of Councillors Tingley and Merriam:

***Moved that the Planning Advisory Committee recommend that Council give second reading and approve the proposal to amend the Municipal Planning Strategy and Subdivision Bylaw to require stormwater management plans in un-serviced areas of the Municipality.***

**MOTION CARRIED**

Eight (8) in favour and four (4) voting against, with Councillors Hebb, Moussa, Rhyno and Garden-Cole voting nay.

**ACCESSORY DWELLING UNITS - C25(28), C24(414), C25(159)**

The Planner & Development Officer presented a report titled “Motion C25(28), C24(414), C25(159)” dated August 27, 2025. The report was attached to the agenda and available for all committee members.

Discussion ensued and questions were addressed by staff.

PAC25(96)  
September

on the motion of Warden Roulston and Councillor Moussa:

***Moved that the Planning Advisory Committee recommends that Council give second reading and approve amendments to 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.***

**MOTION CARRIED**

Eleven (11) in favour and one (1) voting against, with Councillor Dixon voting nay.

**ADJOURNMENT**

PAC25(97)    *The Planning Advisory Committee Meeting adjourned at 2:53 p.m.*  
September

**MOTION CARRIED**

Approved By: John Woodford, Director of Planning and Development  
Date: September 19, 2025

/em



### Police Advisory Committee Executive Committee

September 16, 2025

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 9:30 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
- Mr. John Woodford, Director of Planning & Development
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Erin MacIsaac, Legislative & HR Administrator
- Mr. Calvin Byard, Manager Protective Services

**Guests Present:**

- S/Sgt. Mike Balmaceda, RCMP
- Sgt. Scott McRae, RCMP
- Cst. Mike Woolcock, RCMP
- Cpl. Jody Simpson, RCMP

**Public Members Present:**

- Mr. Timothy McDermott (arrived at 9:46 a.m.)
- Ms. JoAnn Pelley
- Mr. Greg Densmore (arrived at 9:53 a.m.)

**Public Members Absent:**

- Nicole Cluett

**APPROVAL OF MINUTES**

PA25(10)  
September

*The minutes of the Police Advisory Committee meeting held May 13, 2025  
were approved with unanimous consent.*

### RCMP QUARTERLY REPORT

S/Sgt. Balmaceda and Sgt. MacRae presented a report titled “*East Hants District Municipal Quarterly Report*” dated September 2025. A copy of the report was attached to the agenda and available to all Committee members.

The report included follows-up to previous meeting, HR update and APP priorities update. The guests answered questions from committee members throughout their presentation.

Councillor Rhyno turned the chair over to Warden Roulston to ask questions that were addressed by the guests.

Councillor Rhyno resumed the chair.

Further discussion ensued and questions continued to be addressed by the guests. A Committee member, Councillor Eldon Hebb, requested that future reports contain the solvency or clearance rates. Councillor Roulston also made a motion to receive shift data that had been requested post Spring 2025 Police Advisory.

PA25(11)      On the motion of Warden Roulston and Deputy Warden MacPhee:  
September

*Moved that, at the next Police Advisory Committee meeting, members receive a report on the shifts and number of our 28 officers who are actually on shift. A report of actual shifts and number of officers reporting between September 1<sup>st</sup> and November 30<sup>th</sup> which can be supplemental information provided to Committee in confidence and does not need to be presented publicly.*

### **MOTION CARRIED**

Twelve (2) In favour, and two (2) voting against, with Councillor Moussa and Councillor Perry voting nay.

### ADJOURNMENT

PA25(12)      Warden Roulston declared the meeting adjourned at 10:28 a.m.  
September

Approved by: Sheralee MacEwan, Assistant Municipal Clerk  
Date: September 18, 2025

/em



### Parks, Recreation & Culture Committee Executive Committee

September 16, 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 3:23 p.m. All members of Council were present.

#### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- 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. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Erin MacIsaac, Business & Legislative Administrator

#### APPROVAL OF MINUTES

PRC25(24) *The minutes of the Parks, Recreation & Culture Committee meeting held on September June 17, 2025, were approved with unanimous consent.*

#### SHUBENACADIE CENOTAPH

The Chief Administrative Officer presented a report titled “Shubenacadie Cenotaph” dated July 24, 2025. The report was attached to the agenda and available for all committee members.

Discussion ensued and questions were addressed by staff.

PRC25(25) On motion of Deputy Warden MacPhee and Councillor Perry:  
September

*Moved (later amended and defeated) that the Parks, Recreation and Culture Committee recommend that Council keep the cenotaph at its current location at the Shubenacadie Legion and install an interpretive panel near the original train station site to acknowledge and communicate its historical significance to the Shubenacadie community with cost estimates and final designs to be brought back to Council;*

*And that, Council commit to providing support to the Legion if that property ever becomes surplus. Future funding of \$50,000 to be established in a Reserve from the General Tax Rate Contingency Reserve.*

Further discussion ensued.

PRC25(26) On the motion of Warden Roulston and Councillor Moussa:

September

*Moved to amend Motion PRC25(25) to remove “future funding of \$50,000 to be established in a Reserve from the General Tax Rate Contingency Reserve” and replace with “from source to be determined.”*

#### **AMENDMENT CARRIED**

Eight (8) in favour and three (3) against, with Councillors Rhyno, Garden-Cole and Tingley voting nay.

#### **AMENDED MOTION DEFEATED**

Five (5) in favour and six (6) against, with Councillors Dixon, Rhyno, Merriam, Moussa, Garden-Cole and Tingley voting nay.

Further discussion ensued and questions addressed.

PRC25(27) On the motion of Councillors Garden-Cole and Moussa:

September

*Moved (later defeated) that the Parks, Recreation and Culture Committee recommend that Council relocate the cenotaph to its original location with an estimated cost of \$42,000 to be funded from a source to be determined.*

Further discussion ensued and further questions were addressed by the CAO.

#### **MOTION DEFEATED**

Five (5) in favour and six (6) against, with Deputy Warden MacPhee, Warden Roulston, Councillors Dixon, Merriam, Perry and Hebb voting nay.

PRC25(28) On the motion of Councillors Merriam and Tingley:

September

*Moved that the Parks, Recreation and Culture Committee recommend that Council relocate the cenotaph to a prominent site to be determined within the parking lot location with an estimated cost of \$40,000 to be funded from General Tax Rate Contingency Reserve and that public consultation take place before a final move is made.*

Further discussions took place and questions addressed by staff.

#### **MOTION CARRIED**

Seven (7) in favour and four (4) against, with Warden Roulston, Deputy Warden MacPhee, Councillors Hebb and Perry voting nay.

**ADJOURNMENT**

PRC25(29)    ***The Meeting was adjourned with unanimous consent at 4:45 p.m.***  
July

Approved by: Alana Tapper, Director of Parks, Recreation & Culture  
Date: September 19, 2025

/em