



### Corporate & Residential Services Committee Executive Committee

December 9, 2025

A meeting of the Corporate & Residential Services Committee was held on the above date in the 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 9:16 a.m., and recited the historical acknowledgement. All members of Council were present, with the exception of Councillor Perry who joined the meeting at 10:32 a.m.

#### 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
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Erin MacIsaac, HR & Legislative Administrator

#### Staff who joined at various times during the meeting:

- Ms. Jo Swinemer, Community Development Coordinator
- Ms. Corrine Giles, Community Recreation Coordinator
- Mr. Scott Prescott, Manager of Recreation & Facilities
- Mr. Graham Scott, Manager of Economic & Business Development
- Ms. Kelly Ash, Manager of Development Services
- Mr. Gregory Hussey, Municipal Compliance Officer
- Mr. Michael Hatfield, Procurement Officer (joined during the meeting)

#### Guests Present:

- Ashley Copage, East Hants Farmer's Market

#### APPROVAL OF MINUTES

CRS25(101)  
December

*The minutes of the Corporate & Residential Services Committee held on November 18, 2025 were approved with unanimous consent.*

#### PRESENTATION

Ashley Copage, Founder of the East Hants Farmers' Market Cooperative Ltd made a presentation outlining the success of the two (2) pop-up markets that were held at the East Hants Sportsplex and there is a third pop up to be held in December. Ms. Copage is seeking funding opportunities and is making an application to the municipality.

Discussion ensued and questions were addressed by the presenter.

CRS25(102)  
December On the motion of Warden Roulston & Deputy Warden Dixon:

***Moved that the Corporate & Residential Services Committee recommends that Council consider the request from the East Hants Farmers' Market Cooperative Ltd. during budget discussions.***

Warden Roulston assumed the chair at the request of Councillor Garden-Cole.

Discussion continued.

#### **MOTION CARRIED**

Councillor Garden-Cole as Chairperson resumed the chair.

#### **PROCUREMENT APPLICATION PILOT**

The Director of Corporate Services presented a report titled “*Online Procurement Application - Third Party Users*” dated November 14, 2025. A copy of the report was attached to the agenda and available for all Committee members. Mr. Michael Hatfield, Procurement Officer, was also available to address questions.

Councillor Michael Perry joined the meeting at 9:32 a.m.

Discussion ensued and questions were addressed by staff.

CRS25(103)  
December On the motion of Warden Roulston & Councillor Tingley:

***Moved that the Corporate and Residential Services Committee recommends that Council direct staff to negotiate an agreement with Valley Waste to provide the Online Procurement Application service based on an “as is” cost recovery model for the Municipality and provided that the agreement enables the Municipality to exit the agreement for any reason with a reasonable notice period.***

Questions were addressed by staff.

#### **MOTION CARRIED**

#### **TRANSIT ENGAGEMENT PLAN**

The Director of Corporate Services presented a report titled “*Fixed Route Transit Service Public Engagement*” dated December 1, 2025. A copy of the report was attached to the agenda and available for all Committee members. Mr. Graham Scott, Manager of Economic & Business Development was available to address questions.

Discussion ensued and questions were addressed by staff.

CRS25(104)  
December On the motion of Councillors Tingley & MacPhee:

***Moved (later amended) that the Corporate and Residential Services Committee recommends to Council that staff proceed with the engagement plan for a fixed route transit as presented in the December 1, 2025 staff report and if additional funding is required, a maximum of \$5,000 is allocated from the transit project reserve (G306 Municipal Vehicles - Transit Study).***

Discussion continued.

CRS25(105)  
December On the motion of Warden Roulston & Councillor Rhyno:

***Moved to amend Motion CRS25(104) to include a maximum of nine (9) public information meetings (one (1) in Mount Uniacke, four (4) in the rural areas and four (4) in the corridor area) and that Council receive a preview of the survey and it very clearly explains to the public how to get and submit a paper copy if they want one and that the budget be increased accordingly.***

Discussion continued and further questions to clarify the proposed amendment.

#### **AMENDMENT CARRIED**

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

#### **AMENDED MOTION CARRIED**

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

For clarification, Motion CRS25(104) reads as follows:

***Moved that the Corporate and Residential Services Committee recommends to Council that staff proceed with the engagement plan for a fixed route transit as presented in the December 1, 2025 staff report with a maximum of nine (9) public information meetings (one (1) in Mount Uniacke, four (4) in the rural areas and four (4) in the corridor area) and that Council receive a preview of the survey and it very clearly explains to the public how to get and submit a paper copy if they want one and that the budget to be increased accordingly.***

At 10:35 a.m., the Committee took a break prior to the next item of the agenda. Committee reconvened at 10:55 a.m.

#### **COUNCIL PROCEDURAL POLICY UPDATE**

The Chief Administrative Officer presented a report titled "Council Procedural Policy Update" dated December 9, 2025. A copy of the report was attached to the agenda and available for all members of the Committee.

CRS25(106)  
December On the motion of Warden Roulston & Councillor Mitchell:

***Moved that the Corporate & Residential Services Committee recommends to Council, that Council give notice of intent to approve updates to the Council Procedural Policy as attached to the Executive Committee agenda dated December 9, 2025.***

Discussion ensued and questions were addressed by staff.

Warden Roulston to assume the chair the request of Councillor Garden-Cole.

Discussion continued.

#### **MOTION CARRIED**

CRS25(107)  
December On the motion of Warden Roulston & Councillor Mitchell:

***Moved that the Corporate & Residential Services Committee recommends to Council, that Council approve updates to the Council Procedural Policy as attached to the Executive Committee Agenda dated December 9, 2025.***

**MOTION CARRIED**

#### **COUNCIL RENUMERATION AND TRAVEL REIMBURSEMENT POLICY**

The Director of Finance presented a report titled “Revision to Council Remuneration and Travel Reimbursement Policy” dated December 4, 2025. A copy of the report and supporting documents were attached to the agenda and available to all Committee members.

CRS25(108)  
December On the motion of Warden Roulston & Councillor MacPhee:

***Moved that the Corporate and Residential Services Committee recommend that Council give notice of intent to approve an amendment to the Council Remuneration and Travel Reimbursement Policy to reflect new wording to section 5 dealing with a meal allowance for lunch on Executive Committee meeting days, as attached to the Executive Committee Agenda on December 9, 2025.***

**MOTION CARRIED**

CRS25(109)  
December On the motion of Warden Roulston & Councillor MacPhee:

***Moved that the Corporate & Residential Services Committee recommend that Council approve the amendment to the Council Remuneration and Travel Reimbursement Policy as attached to the Executive Committee agenda dated December 9, 2025.***

**MOTION CARRIED**

Seven (7) in favour and four (4) against, with Deputy Warden Dixon, Councillors Merriam, Perry and Moussa voting nay.

#### **DOG CONTROL PROGRAM**

The Manager of Development Services presented a report titled “Termination of dog control services - Nova Scotia SPCA” dated November 3, 2025. A copy of the report and supporting documents were attached to the agenda and were available to all committee members.

Discussion ensued and questions were addressed by staff.

CRS25(110)  
December On the motion of Councillor Perry & Warden Roulston:

***Moved that the Corporate & Residential Services Committee recommend that Council approve an increase in the 25/26 operating budget of \$15,000 for dog control supplies to be funded from the GTR Contingency Reserve.***

**MOTION CARRIED**

CRS25(111)  
December On the motion of Councillors Merriam & Hebb:

***Moved that the Corporate & Residential Services Committee recommend that Council approve an increase in capital project 23-019 to \$96,000 for the purpose of purchasing a vehicle and required upgrades, with funding to come***

***from Municipal Vehicles Reserve (G006). And that this purchase be authorized for fiscal 2025-2026 to be ready for an April 1, 2026 operational start.***

**MOTION CARRIED**

**ADJOURNMENT**

CRS25(112)  
December

***The Corporate & Residential Services Committee was adjourned with unanimous consent at 11:39 a.m.***

Approved by: Adam Clarkson, Director of Corporate Services  
Date: December 11, 2025

Approved by: Wade Tattrie, Director of Finance  
Date: December 12, 2025

/em

Title of Minutes - Date



## Planning Advisory Committee Executive Committee

**December 9, 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 9:00 a.m. All members of Council were present, with the exception of Councillor Tingley who arrived at 9:05 a.m. and Councillor Perry who arrived at 9:32 a.m. during the Corporate & Residential Services Committee.

### Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Director of Corporate Services
- Mr. John Woodford, Director of Planning & Development
- Mr. Wade Tattrie, Director of Finance
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Alana Tapper, Director of Parks, Recreation & Culture
- Ms. Debbie Uloth, Community Planner II
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Erin MacIsaac, Legislative & HR Administrator

### Public Members:

- Mr. Sam Balcom

### Regrets:

- Ms. Pamela Harvie

### APPROVAL OF OR AMENDEMENTS TO THE AGENDA

PAC25(133)  
December

***The agenda was approved with unanimous consent.***

### APPROVAL OF MINUTES

PAC25(134)  
December

***The minutes of the Planning Advisory Committee held on November 18, 2025, were approved with unanimous consent.***

### PL-25-008 - CASEY CONCRETE - FINAL REPORT

The Community Planner II presented a report titled “PLN25-008 Casey Concrete - Development Agreement for a Concrete Plant” dated December 3, 2025. A copy of the report and supporting documentation were attached to the agenda and available to all members of the committee.

Discussion ensued and questions were addressed by staff.

PAC25(135)  
December

On the motion of Councillors Merriam & MacPhee:

***Moved that the Planning Advisory Committee recommends that Council require that the vegetative buffer remain in place on the North Eastern boundary of the yard (Casey Concrete).***

**MOTION CARRIED**

Discussion continued.

PAC25(136)  
December On the motion of Councillors Hebb & Merriam:

***Moved that the Planning Advisory Committee recommends that Council give final consideration and approve entering into a development agreement for a pre-mix concrete batch plant use located on property identified as PID 45177128, 57 Lohnes Street, Hardwood Lands, signed within one year of Council's approval.***

**MOTION CARRIED**

#### **ADJOURNMENT**

PAC25(137)  
December ***The Planning Advisory Committee Meeting adjourned at 9:14 a.m. to be followed by the Corporate & Residential Services Committee.***

Approved by: John Woodford, Director of Planning and Development  
Date: December 10, 2025

/em





