



Corporate & Residential Services Committee Executive Committee

September 15, 2026

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 9:28 a.m. All members of Council were present, with the exception of Councillor Perry who sent regrets.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Deputy CAO
- Ms. Alana Tapper, Director of Corporate Services
- Mr. Graham Scott, Manager Economic and Business Development
- Ms. Jillian MacGillivray, Asset Coordinator
- Ms. Amanda Hatfield, Information Management Coordinator
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Mr. Wade Tattrie, Director of Finance
- Mr. Geoff MacDonald, Manager of Accounting
- Ms. John Woodford, Director of Planning
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Legislative & HR Administrator

APPROVAL OF MINUTES

The minutes of the Corporate & Residential Services Committee meeting held on July 21, 2026 were approved with unanimous consent.

NEW EMPLOYEE ANNOUNCEMENTS

The CAO informed the committee that Morgan Fleet has commenced her role as Community Engagement Coordinator, and Shelby Sharpe has filled the term position of Administrative Services Clerk.

POSITION CHANGES

The CAO informed the committee that Jonathan Higgins has been hired as the Operations and Maintenance Supervisor (Sportsplex); previously he has held various other municipal roles; Corrine Giles has been hired as Facility Rentals & Catering Coordinator, Corrine was previously the Community Recreation Coordinator; and John Piek has been hired as the Operations & Maintenance Coordinator, and will continue for another year as Chief Engineer.

RESCHEDULE THE OCTOBER 1ST CAO PRIORITIES SESSION

The CAO requested that the October 1st CAO Priorities Session be rescheduled due to her upcoming leave of absence. Discussion was held and the following motion resulted:

- CRS26(69)
September
- On the motion of Councillors Rhyno and Mitchell:
Moved that the Corporate & Residential Services Committee recommend to Council that the CAO Priorities Session be rescheduled on the return of the CAO from her leave of absence.

MOTION CARRIED

2026 NSFM FALL CONFERENCE - SELECTION OF DELEGATION

The CAO presented a report titled “Nova Scotia Federation of Municipalities (NSFM) Fall Workshop 2026 - Selection of Delegation” dated September 2, 2026. A copy of the report was attached to the agenda and available to all Committee members.

- CRS26(70)
September
- On the motion of Warden Roulston and Councillor Merriam:
Moved that the Corporate & Residential Services Committee, recommend to Council, that Council appoint the following delegates for the 2026 NSFM Fall Conference:

1. ***Warden Eleanor Roulston***
2. ***Councillor Carl MacPhee***
3. ***Councillor Craig Merriam***
4. ***Another Councillor at the approval of the Warden***
5. ***Assistant Municipal Clerk Sheralee MacEwan***

MOTION CARRIED

PROPOSED REVISIONS TO THE MTAP (MUNICIPAL TAX ASSISTANCE PROGRAM) POLICY

The Director of Finance presented a report titled “Proposed Revisions to Council Policy - Municipal Tax Assistance Program” dated September 9, 2026. A copy of the report was attached to the agenda and available to all Committee members.

- CRS26(71)
September
- On the motion of Councillors Tingley and MacPhee:
Moved (later amended) that the Corporate and Residential Services Committee recommend that Council give notice of intent to approve amendments to Council Policy “Municipal Tax Assistance Program” as attached to the Executive agenda dated September 15th, 2026.

Discussion was held.

CRS26(72) On the motion of Councillors Tingley and MacPhee:
September ***Moved (later amended) that the Corporate & Residential Services Committee recommend that Council approve the amendments to Council Policy “Municipal Tax Assistance Program” as attached to the Executive agenda dated September 15, 2026.***

Discussion continued. A suggestion to go in-camera was deemed to be out of order.

CRS26(73) On the motion of Warden Roulston and Councillors MacPhee:
September ***Moved to amend Motion CRS26(71) and CRS26(72) to add “excluding changes to Section 2.5”***

AMENDMENT CARRIED

Question was called on the amended motion.

Nine (9) voting in favor, one (1) voting against. Councillors Tingley voting nay.

AMENDED MOTION CARRIED

For clarification, Motion CRS26(71) is as follows:

On the motion of Councillors Tingley and MacPhee:
Moved that the Corporate and Residential Services Committee recommend that Council give notice of intent to approve amendments to Council Policy “Municipal Tax Assistance Program” (excluding changes to Section 2.5) as attached to the Executive agenda dated September 15th, 2026.

MOTION CARRIED

For clarification, Motion CRS26(72) is as follows:

On the motion of Councillors Tingley and MacPhee:
Moved that the Corporate & Residential Services Committee recommend that Council approve the amendments to Council Policy “Municipal Tax Assistance Program” (excluding changes to Section 2.5) as attached to the Executive agenda dated September 15th, 2026.

MOTION CARRIED

PROPOSED PILOT OF THE ANNUAL PROPERTY TAX SALE VIA A TENDER PROCES

The Director of Finance presented a report titled “*Proposed Pilot of Annual Property Tax Sale via a Tender Bidding Process*” dated September 9, 2026. A copy of the report was attached to the agenda and available to all Committee members.

Discussion was held.

- CRS26(74) On the motion of Warden Roulston and Councillor Rhyno:
September ***Moved that the Corporate and Residential Services Committee recommend that Council continue with the in-person tax sale process.***

Discussion was held.

MOTION CARRIED

Seven (7) voting in favor, three (3) voting against. Councillors Merriam, MacPhee and Tingley voting nay.

BREAK

The committee took a break between 10:35 a.m. and 10:50 a.m.

NON-RESIDENTIAL MARKET ANALYSIS

The Manager of Economic and Business Development presented the “Non-Residential Market Analysis” dated September 9, 2026. A copy of the report was attached to the agenda and available to all Committee members.

Discussion was held.

- CRS26(75) On the motion of Councillors MacPhee and Mitchell:
September ***Moved that the Corporate and Residential Services committee recommend that Council receive the report dated May 2026 and titled “Non-Residential Market Analysis” for informational purposes to support future decision making.***

MOTION CARRIED

RECOGNITION POLICY (MUNICIPAL LONG SERVICE AWARDS FOR FIREFIGHTERS - UNDRESSED RIBBONS)

The Information Management Coordinator presented the “Recognition Policy Amendment - Undressed Ribbons for Firefighters” dated September 2, 2026. A copy of the report was attached to the agenda and available to all Committee members.

Discussion was held.

- CRS26(76) On the motion of Warden Roulston and Councillor Rhyno:
September ***Moved that the Corporate & Residential Services Committee recommend to Council that this issue be sent back to the Fire Advisory Committee for feedback.***

MOTION CARRIED

ASSET MANAGEMENT PROGRAM - INFORMATION UPDATE

The Asset Coordinator presented the “*Asset Management Program Update - Linear Water and Wastewater Assets*” dated August 17, 2026. A copy of the report was attached to the agenda and available to all Committee members.

Discussion ensued and questions were addressed by staff.

- CRS26(77) On the motion of Councillor Mitchell and Deputy Warden Dixon:
September ***Moved that the Corporate and Residential Services Committee recommends to Council that they receive and file the “Asset Management Program Update - Linear Water and Wastewater” report dated August 17, 2026.***

MOTION CARRIED

(IN CAMERA) PUBLIC SAFETY

- CRS26(78) On the motion of Councillors Mitchell and Deputy Warden Dixon:
September ***Moved that the Corporate and Residential Services Committee go in camera at 11:32 a.m.***

Councillor Rhyno left the meeting at 11:44 a.m.

Committee returned to open meeting at 12:00 p.m. Councillor Garden-Cole reported the committee went in-camera to discuss a public safety issue, and there were no motions coming forward as a result.

ADJOURNMENT

The meeting adjourned at 12:01 p.m.

Approved by: Adam Clarkson, Deputy CAO
Date: September 17, 2026

Approved by: Wade Tattrie, Director of Finance
Date: September 17, 2026

Approved by: Alana Tapper, Director of Corporate Services
Date: September 16, 2026
/ar



Infrastructure & Operations Executive Committee

September 15, 2026

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

Councillor Moussa, as Vice Chairperson of the committee, called the meeting to order at 4:31 p.m. All members of Council were present, with the exception of Councillor Perry, who sent regrets.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Deputy CAO
- Ms. Alana Tapper, 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. Andrea Trask, Manager of Solid Waste
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Legislative & HR Administrator

APPROVAL OF MINUTES

The minutes of the Infrastructure & Operations Committee held on July 21, 2026 were approved with unanimous consent.

SCALE REPLACEMENT PROJECT AT WASTE MANAGEMENT CENTRE

The Manager of Solid Waste presented a report titled “Scale Replacement Project at Waste Management Centre” dated August 5, 2026. A copy of the report was attached to the agenda and available to all Committee members.

IO26(26)
September

On the motion of Warden Roulston and Councillor MacPhee:

Moved that the Infrastructure and Operations Committee recommends to Council, that Council approve the addition of \$99,000 towards Capital Project 14-016 - Scale Replacement, with a total budget of \$229,000 funded from Waste Management Heavy Equipment Reserve (G500).

MOTION CARRIED

TIPPING FEE CLARIFICATION - ENFIELD EARTHKEEPERS

The Manager of Solid Waste presented a report titled “*Tipping Fee Clarification - Enfield Earthkeepers*” dated August 7, 2026. A copy of the report was attached to the agenda and available to all Committee members.

Discussion was held and questions were answered by the Manager of Solid Waste.

IO26(27) On the motion of Deputy Warden Dixon and Councillor Tingley:
September

Moved that the Infrastructure and Operations Committee recommends to Council, that Council direct staff to write a letter outlining the Tipping Fees to Enfield Earthkeepers, advising there will be no reduction in fees.

MOTION CARRIED

ADJOURNMENT

The Infrastructure & Operations Committee adjourned at 4:20 p.m.

Approved by: Jesse Hulsman, Director of Infrastructure & Operations

Date: September 17, 2026

/ar



Planning Advisory Committee Executive Committee

September 15, 2026

A meeting of the Planning Advisory Committee was held on the above date in the Council Chamber.

Councillor Mitchell, as Chairperson of the Committee, called the meeting to order at 1:31 p.m. All members of Committee were present with the exception of Councillors Perry and Rhyno who sent regrets. Councillor Rhyno joined the meeting at 2:18 p.m.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Deputy CAO
- Ms. Alana Tapper, Director of Corporate Services
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Mr. Wade Tattrie, Director of Finance
- Mr. John Woodford, Director of Planning & Development
- Ms. Darby Sullivan, Community Planner I
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Legislative & HR Administrator

Public Members:

- Mr. Sam Balcom
- Ms. Pamela Harvie

APPROVAL OF MINUTES

The minutes of the Planning Advisory Committee meeting held July 21, 2026 were approved with unanimous consent.

PRESENTATION - SIRAVISTA DEVELOPMENTS LTD. (PINEHILL DRIVE, ELMSDALE)

The Committee received a presentation from James Coons from FBM Architecture Ltd. on behalf of Siravista Developments Ltd., regarding their application on Pine Hill Drive (R2-T Rezoning). Discussion was held and questions were answered by the owner of Siravista Developments and Mr. Coons. A copy of the presentation was attached to the agenda and available to all Committee members.

PRESENTATION - ELT PROPERTIES (KALI LANE, ELMSDALE)

The Committee received a presentation from Leno Ribahi of ELT Properties, regarding their application on Kali Lane. Discussion was held and questions were answered by ELT Properties.

ADJOURNMENT

The meeting adjourned at 2:27 p.m.

The meeting will reconvene on Thursday, September 17, 2026.

Approved By: John Woodford, Director of Planning & Development

Date: September 18, 2026

/ar

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Police Advisory Committee Executive Committee

September 15, 2026

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

All members of Council were present, with the exception of Councillor Perry, who sent regrets.

Public Members:

- JoAnn Pelley
- Heidi Penning
- Nicole Cluett

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Deputy CAO
- Ms. Alana Tapper, Director of Corporate Services
- Mr. Calvin Byard, Manager of Protective Services
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Mr. Wade Tattrie, Director of Finance
- Ms. John Woodford, Director of Planning
- Mr. Tom Gignac, Manager of Information Systems
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Legislative & HR Administrator

Guests:

- S/Sgt. Mike Balmaceda, RCMP
- Sgt. Phil Joudrey, RCMP

CALL TO ORDER AND HISTORICAL ACKNOWLEDGEMENT

Councillor Rhyno called the meeting to order at 9:01 a.m. and recited the historical acknowledgement.

APPROVAL OF AGENDA OF ALL SUB-COMMITTEES

The agenda of all sub-committees was approved as presented with unanimous consent.

APPROVAL OF MINUTES

The minutes of the Police Advisory Committee meeting held on May 19, 2026 were approved with unanimous consent.

WELCOME OF NEW POLICE ADVISORY COMMITTEE MEETING & OATH OF OFFICE

The Chair welcomed Heidi Penning to the Police Advisory Committee. Heidi Penning repeated the Oath of Office, signed the Oath document and returned to the Assistant Municipal Clerk for the record.

RCMP QUARTERLY REPORT

S/Sgt. Balmaceda and Sgt. Joudrey presented the staff report titled "*East Hants District RCMP Quarterly Report September 2026*". A copy of the report was attached to the agenda and available to all Committee members.

S/Sgt. Balmaceda and Sgt. Joudrey addressed questions from Committee members.

ADJOURNMENT

The meeting adjourned at 9:27 am.

Approved by: Sheralee MacEwan, Assistant Municipal Clerk

Date: September 16, 2026

/ar



Parks, Recreation & Culture Executive Committee

September 15, 2026

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

Councillor Rhyno, as Chairperson of the Committee, called the meeting to order at 2:30 p.m. All members of Council were present, with the exception of Councillor Perry, who sent regrets.

Staff Present:

- Ms. Kim Ramsay, Chief Administrative Officer
- Mr. Adam Clarkson, Deputy CAO
- Mr. John Woodford, Director of Planning & Development
- Ms. Alana Tapper, Acting Director of Recreation & Community Development
- Ms. Aurora Douthwright, Tourism & Events Supervisor
- Ms. Jo Swinemer, Community Development Coordinator
- Mr. Scott Preston, Manager of Recreation & Facilities
- Mr. Jesse Hulsman, Director of Infrastructure & Operations
- Ms. Juliann Cashen, Communications Officer
- Ms. Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
- Ms. Alana Richards, Legislative & HR Administrator

APPROVAL OF MINUTES

The minutes of the Parks, Recreation & Culture Committee held on July 12, 2026 were approved with unanimous consent.

LAWRENCE HOUSE MUSEUM - OPERATING MODEL DISCUSSION

The Community Development Coordinator and Tourism & Events Supervisor presented a report titled “*Lawrence House Museum Operating Models*” dated August 12, 2026. 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.

PRC26(17)
September

On the motion of Councillors Tingley and Deputy Warden Dixon:
Moved (later amended) that the Parks, Recreation and Culture Committee recommends to Council that the Municipality not seek ownership or operations of the Lawrence House Museum but instruct staff to monitor ongoing discussions between the community and province and re- visit this matter further once those discussions are complete.

PRC26(18)
September On the motion of Warden Roulston and Councillor MacPhee:
Moved to amend Motion PRC26(17) to add the words (at this time) after Lawrence House Museum.

AMENDMENT CARRIED

Question was called on the amended motion.

Vote passed unanimously.

AMENDED MOTION CARRIED

For clarification, Motion PRC26(17) is as follows:

On the motion of Warden Roulston and Councillor MacPhee:

Moved that the Parks, Recreation and Culture Committee recommends to Council that the Municipality not seek ownership or operations of the Lawrence House Museum (at this time) but instruct staff to monitor ongoing discussions between the community and province and re-visit this matter further once those discussions are complete.

MOTION CARRIED

SPORTSPLEX FEES - UPDATE TO MUNICIPAL FEE POLICY

The Manager of Recreation & Facilities and Acting Director, Recreation & Community Development presented a report titled “*Sportsplex Fees - Update to Municipal Fee Policy*” dated August 20, 2026. A copy of the report was attached to the agenda and available to all Committee members.

PRC26(19)
September On the motion of Councillors MacPhee and Tingley:
Moved that the Parks, Recreation and Culture Committee recommends that Council gives notice of intent to updating Arena and Field House Rental Fees to the Municipal Fee Policy as per Council motion CRS25(27) and attached to the Regular Meeting of Council (Policy & In Camera) Agenda dated September 15, 2026.

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

MOTION CARRIED

PRC26(20)
September On the motion of Councillors MacPhee and Tingley:
Moved that Council approve the updates to the Municipal Fee Policy as per Council motion CRS25(27) and as attached to the Regular Meeting of Council (Policy & In-Camera) Agenda dated September 15, 2026.

MOTION CARRIED

ADJOURNMENT

The Parks, Recreation & Culture Committee adjourned at 3:41 p.m.

Approved by: Alana Tapper, Acting Director of Recreation & Community Development
Date: September 17, 2026

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