

**PORT HAWKESBURY TOWN COUNCIL  
COMMITTEE OF THE WHOLE**

**Minutes of Meeting  
November 21, 2016**

**Present**

Mayor, Brenda Chisholm-Beaton

Deputy Mayor, Trevor Boudreau

Councilor, Hughie MacDougall

Councilor, Mark MacIver

Councilor, Jeremy White

Chief Administrative Officer, Terry Doyle

Director of Finance, Erin MacEachen

Director of Marketing, Recreation, Tourism & Culture, Paula Davis

Director, Eastern District Planning Commission – John Bain

Town Solicitor, Larry Evans

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Monday, November 21, 2016 and called to order by Mayor B. Chisholm-Beaton at 7:00 p.m.

**2. Additions to Agenda**

There were no additions to the agenda.

**3. Approval of Agenda**

**It was agreed by consensus: THAT THE AGENDA BE APPROVED AS CIRCULATED.**

**4. Community Reports and Requests**

Council received correspondence from the following organizations requesting a monetary or a merchandise contribution. E. MacEachen discussed the past practice of these annual requests.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE FOLLOWING CONTRIBUTIONS:**

- a) Christmas Daddies - \$250
- b) SAERC – Operation Share and Care - \$100
- c) Strait Area Evergreen Seniors Club – a contribution will be made in accordance with the Town of Port Hawkesbury Assistance Policy.

Councilor H. MacDougall requested clarification on the interpretation of Consensus of Council and the practice of the Deputy Mayor calling for motions at Council meetings.

**5. Council Reports**

CAO, T. Doyle discussed the regional and local committees requiring Council representation for a two year term. Reassignment of Council on these committees will take place at the end of the two year term. Council will meet with Mayor B. Chisholm-Beaton and CAO, T. Doyle to discuss and identify their committee preferences for ratification at the December 6, 2016 Council Meeting.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE FORMATION OF THE FOLLOWING COMMITTEES COMPRISED OF COUNCILORS, CITIZENS AND STAFF:**

- a) By-Laws and Policy
- b) Emergency Measures Organization
- c) Financial Audit; and,
- d) Planning Advisory

## 6. CAO Reports

CAO T. Doyle reviewed the Town's Organizational Chart with Council. He discussed changes to the staffing complement for the Water and Wastewater Department and the role and responsibilities of the Eastern District Planning Commission (EDPC) to the Town. A monthly report will be provided by Directors E. MacEachen, P. Davis, and J. Bain at each meeting of the Committee of the Whole.

### a) Engineering and Public Works – CAO, T. Doyle

The Town is focusing on four main projects. In depth discussion on the scope of work, total cost, funding sources and the status of each project were discussed by CAO, T. Doyle. Updates will be provided to Council on a regular basis.

- 1) Destination Reeves Street – in partnership with NS Transportation and Infrastructure Renewal (NSTIR), Atlantic Canada Opportunities Agency (ACOA), and Strait Area Chamber of Commerce (SACOC)
- 2) Landrie Lake Water Supply Operation – in partnership with the Municipality of the County of Richmond
- 3) Pitt Street and Napean Street Reconstruction  
Dir. E. MacEachen will provide Council with a breakdown of reserve levels for funding on this project. A motion will be required regarding municipal funding sources for the CWWF.
- 4) Tamarac Booster Station.

### b) Finance – Director, E. MacEachen

An overview of the Town's revenues and expenses as of September 30 was provided by Director E. MacEachen. The general finance information included the priorities over the past number of years of paying down debentures and improving reserve levels. Highlights of the newly adopted Expense Claim Policy and Council's preferences for technology aids were discussed. Council stipend payments will be scheduled the week of the monthly Committee of the Whole following a motion of Council on October 4, 2016. Discussion included Council consideration of using the long term debt affordability model.

### c) Marketing, Recreation, Tourism & Culture – Director P. Davis

A recap of some of the items that are in progress and completed was provided by Director P. Davis. The PHCC and SAERC Auditorium will be playing host to several seasonal events in the upcoming weeks. Corporate Christmas parties and events are scheduled and the PHCC's ticketing system has been upgraded for efficiency and to reduce the risk of potential data loss. P. Davis discussed the Municipal Physical Activity Leader (MPAL) funding initiative, the implementation of recycling education by C. Gillis, Active Living and Green Initiatives Coordinator, the Aquatics Program, work undertaken and in progress by the Strait Area Trails Association for the Port Hawkesbury Community Trails, the Port Hawkesbury Park Development, signage and branding and past events including the Meghan Trainor concert and the upcoming Grand Slam of Curling and Tall Ships.

### d) Planning and Development – Director J. Bain

Dir. J. Bain discussed the roles and responsibilities of the Eastern District Planning Commission (EDPC) for the Town. Dangerous or Unsightly Premises form a significant piece of work for the EDPC. The Dangerous and Unsightly Premises Policy, which follows the Municipal Government Act (MGA), complaint form, and aspects of its by-law which are provided on the Town's website were clarified. The goal of the EDPC is to resolve complaint issues carefully, with compassion and through compliance

rather than the issuance of orders. An overview of the complaint process, appeal process, timelines of orders, the role of Council and the awareness of potential conflicts of interest were discussed.

## 7. Other Business

### a) Town Solicitor Report – L. Evans

L. Evans clarified the structure of Council meetings in accordance with the MGA and Council awareness to procedure as set forth by the Roberts Rules of Order. He explained Council's ability to set policy, the requirement of a quorum, the process and timelines for calling meetings, the etiquette of Council meetings, Council voting, points of order and conflicts of interest. He stated the MGA provides clarity on the definition, purpose, procedure and issues pertaining to In Camera Meetings with motions only to be adopted in public meetings.

### b) Repeal of Licenses and Permits By-law – Town Solicitor, L. Evans

The Licenses and Permit By-law was repealed with the newly adopted Vending By-law on October 12, 2016. L. Evans noted that permit fees are dealt with through a policy of Council and the Chief Administrative Officer.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE FIRST READING OF THE REPEAL OF THE LICENSES AND PERMITS BY-LAW AT THE DECEMBER 6, 2016 TOWN COUNCIL MEETING.**

### c) Format of the Committee of the Whole and Council Meetings – CAO, T. Doyle

Draft templates for the proposed format for both meetings were provided for Council review. CAO, T. Doyle stated that pending approval, draft agendas will be provided to Council at least two days prior to the Thursday agenda package distribution. Council were asked to notify the Mayor and CAO should they have additions. This process would contribute to Council and staff preparedness at meetings. Discussion included incorporation of reports and updates from community groups, the RCMP and Curtis Doucet, Fire Chief, PHVFD.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE PROPOSED TIMELINES AND AGENDA FORMATS FOR THE COMMITTEE OF THE WHOLE AND TOWN COUNCIL MEETINGS.**

### d) Christmas Holiday Schedule – Director E. MacEachen

E. MacEachen reviewed the proposed 2016-17 Christmas Holiday Schedule. Traditionally the Town Administration Offices close during the Christmas holidays. With Council approval, the offices would close the week of December 26 to December 30. Employees are eligible for two holidays during this week and would use vacation or time in lieu for the remaining three days. For customer bill payments due December 31, a grace period would be granted to January 3. The Regular Council meeting date in January will also be impacted.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE PROPOSED CHRISTMAS HOLIDAY SCHEDULE AS PRESENTED AND THAT THE JANUARY TOWN COUNCIL MEETING WILL BE HELD MONDAY, JANUARY 9, 2017.**

### e) Bridge Assessments – Councilor Mark MacIver

Councilor M. MacIver received concerns from residents regarding Reeves Street safety during the November 11<sup>th</sup> Remembrance Day Ceremony. He discussed the potential of making an application to close a portion of Reeves Street for a defined period of time during the ceremony and diverting traffic through Granville Street. He inquired about an engineering report to review weight restrictions for

the Granville Street Bridge. CAO, T. Doyle will research and provide an update to Council at the next Committee of the Whole meeting. Discussion included contacting Port Hawkesbury Paper regarding their truck schedules each year at this time.

**8. Future Meetings – CAO T. Doyle**

Council was asked for their consideration to change the Committee of the Whole to the third Tuesday each month. Regular Council meetings are scheduled on the first Tuesday of each month. The establishment of meetings on the first and third Tuesday would promote consistency and potentially encourage more gallery attendance and community involvement.

**It was agreed by consensus: THAT THE TOWN OF PORT HAWKESBURY APPROVE THE SCHEDULE OF MONTHLY MEETINGS OF THE COMMITTEE OF THE WHOLE ON THE THIRD TUESDAY OF EACH MONTH.**

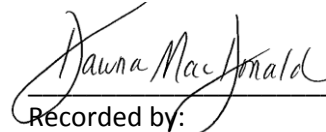
**9. The Committee of the Whole adjourned at 9:48 p.m.**

December 7, 2016

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Date



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Approved by:  
Terry Doyle P.Eng.  
Chief Administrative Officer



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Recorded by:  
Dawna MacDonald