

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

**Minutes of Meeting
January 17, 2017**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Trevor Boudreau
Councilor, Hughie MacDougall
Councilor, Mark MacIver
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, Patrick Lamey (Alternate)

Regrets

Councilor, Jeremy White
Town Solicitor, Larry Evans

Guests

Health Equity Promoter, Nova Scotia Health Authority, Celeste Gotell

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, January 17, 2017 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

MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor Trevor Boudreau “to approve the agenda as circulated”. MOTION CARRIED.

4. Community Reports and Requests

Celeste Gotell

How Municipalities Can Be Leaders Addressing Positive Health Outcomes in Your Communities

Ms. Gotell’s presentation addressed the roles and responsibilities of municipalities to contribute to healthier communities. She stated that municipalities are more than the services they provide; they are about people, families, hopes and dreams. To achieve lasting impacts, action and a commitment at many levels with multiple stakeholders and strategic partnerships is needed to address health equity and the social determinants of health. Discussion included the social determinants of health, challenges facing communities and ways to engage a community. Deputy Mayor T. Boudreau stated that it was important in Council’s strategic planning to identify the priorities and financial and human resources to move this issue forward.

5. Council Reports

There were no updates on Council Reports.

6. CAO Reports

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

- *Reeves Street Project* – the project is progressing very well. Estimates for the concept design for road dieting and Active Transportation components are currently being refined. Applications to ACOA and the province are in the process of being completed. A meeting with the planner is scheduled January 19, 2017.
- *Pitt Street and Napean Street Reconstruction Project* – the project is progressing as scheduled. Strait Engineering Limited was awarded the design contract through a competition process and will work with Ekistics Plan and Design for the concept design.
- *Tamarac Pressure Boost Station* – the project is progressing in accordance with schedule. Strait Engineering Limited has been retained to complete the design and construction phase services.
- *Granville Street Bridges* – records were not located for previous bridge inspections of the two Granville Street bridges. STE-MAC Engineering Ltd. has been retained to complete a Level 2 bridge inspection for both bridges. The reports are scheduled to be completed by February 15, 2017.
- *Water Utilities – Water Treatment Plant and Waste Water Treatment Plant* – sourcing, treatment processes, and equipment involved with the Town's safe drinking water were discussed. Operators R.Maclnnis and P.Mulholland ensure effective operations through enhancement to plant automation and remote monitoring and operation. Improvements to the water treatment plant building should be considered and include replacement of the underground storage tank, roof repairs/replacement, heating system modifications, and removal of a redundant motor control centre.

b) Finance – Director, E. MacEachen

A financial report to December 31, 2016 was provided to Council. Budget figures presented and used for comparison purposes were based on the anticipated use of the annual budget as of December 31, 2016. E. MacEachen provided a breakdown of the Town's revenue sources (Assessable Property Taxes, Sales of Services, Conditional Transfers from Other Government Sources) and expenditures (General Government Services, Protective Services, Transportation and Public Works, Airport, Wastewater, Solid Waste, Public Health and Welfare, Recreation and Culture, Civic Centre, Education, Fiscal Services). She stated typically the highest amount of expenditures take place from January to March. A snow removal reserve is set up should there be an overage in snow removal costs. Overall, the majority of variances noted are timing variances. Those variances not of timing fall within 2% of the anticipated budget and are a net positive variance. E. MacEachen will provide Council with quarterly updates.

Mayor B. Chisholm-Beaton and Council agreed to receive a question from the gallery regarding how money is distributed for Public Health and Welfare within the municipality. E. MacEachen stated that the Cape Breton Housing Authority looks at the deficit within each municipality which is billed accordingly.

- c) Marketing, Recreation, Tourism & Culture – Director P. Davis
- *Tall Ships* – the community committee submitted their budget and list of events to the Halifax Waterfront for consideration. P. Davis continues to lobby for additional Tall ships and should hear back by January 20.
 - *Aquatics and Recreation* – a list of dryland events and community offerings have been included in the distributed flyer for the winter session of aquatics programs and schedules.
 - *Grand Slam Elite 10 Curling – March 16-19, 2017* – new packages have been developed for ticket sales; individual tickets will be on sale February 1. Sponsorship opportunities continue to be followed.
 - *Trails* – the final presentation from Nathan MacLeod has been received on signage, shelters, benches and way finding markers. The next steps will be to develop a realistic budget on what can be implemented. Trail maintenance continues and an application will be submitted to the Province for two summer students. Mayor B. Chisholm-Beaton commended the work and dedication of the Trails team.
 - *Upcoming Cultural Events* – Measha Bruggergosmen, Evans and Doherty, Joel Plaskett and a new art gallery exhibition on January 20.
 - *Municipal Physical Activity Leadership Program (MPAL)* – Corene Gillis will develop an asset map and evaluation of all recreation infrastructure followed by a plan for increasing use of these facilities. A community board will be developed to provide input on challenges and future developments affecting organizations.

d) Planning and Development – Director J. Bain

The Port Hawkesbury Planning Advisory Committee received a rezoning application from Holy Trinity Anglican Church for the property located at PID #50156090 from Institutional (I) to Highway Commercial (C-3) as the present Institutional zoning restricts fund raising opportunities for the Holy Trinity congregation. The rezoning of the church property from Institutional to Highway Commercial (C-3) zone is consistent with the Town's Municipal Planning Strategy. The recommendation from Staff to Council was to approve the rezoning of lands owned by the Holy Trinity Anglican Church at 329 Reeves Street from Institutional (I) zone to Highway Commercial (C-3) zone to allow for temporary commercial operations to be located on the lot in conformity with any other appropriate Town By-laws.

MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor T. Boudreau “to bring forward First Reading to approve the rezoning of lands owned by the Holy Trinity Anglican Church at 329 Reeves Street (PID #50156090) from Institutional (I) zone to Highway Commercial (C-3)”. MOTION CARRIED.

7. Other Business

a) Councilor Stipends

This agenda item will be brought forward for discussion at the February 21, 2017 Committee of the Whole.

b) Vending By-Law: Fees

Mayor B. Chisholm-Beaton declared a conflict of interest and vacated Council Chambers. Deputy Mayor T. Boudreau assumed the role of Chair. The vendor permit fees resulting from the adoption of the Vending By-Law in October 2016 were discussed. The Deputy Mayor provided vendor permit fees from neighboring and various Nova Scotia towns and municipalities. P. Lamey stated that as per Section 49.1.c. of the MGA, Council has the authority to change permit fees through policy without amending the Vending By-law. Council agreed that more research is needed regarding vendor permit

fees. Staff will prepare a draft policy for Council review at the next public meeting to include vending permit fees in comparison to other towns and municipalities, fee structures and schedules. P. Lamey suggested striking a committee and taking a methodical approach in discussing this issue.

MOVED by Councilor H. MacDougall and SECONDED by Councilor M. MacIver “to bring forward Vending By-Law Permit Fees for further discussion at the February 6, 2017 Town Council Meeting”. MOTION CARRIED.

c) Wildlife Management

CAO, T. Doyle spoke with and will meet S. Murphy, Acting Manager, DNR to discuss options to address coyote sightings and citizens’ safety concerns. A formal letter has been sent to Mr. Murphy with a request for action on this matter. Staff will continue to update Council on this issue.

d) Committee Participation

Recruitment of citizens through advertising in The Reporter, the Town’s website, and Councilor communications has been successful. A number of qualified candidates applied to various committees with space for additional citizen members who fit the criteria. Council was asked to consider the following applicants:

Beautification Committee

- **Andrea Chisholm**

*Existing members are Nancy Cluett, Lynn Gillis and Sharon Ryan,
Appointed Council and Staff: Councilor M. MacIver and Manager G. Snook*

By-Laws and Policy Advisory Committee

- **Danna Ferguson, Jo-Ann O’Neill, John Ouellette**

*Appointed Council and Staff: DM T. Boudreau, Clrs . H. MacDougall and J. White,
CAO T. Doyle, Director E. MacEachen*

Emergency Measures

- **Paul Kehoe, Danny Pelrine**

*Appointed citizen members: Michael Hatt, Ken Richardson, Monica Ryan,
Appointed Council and Staff: Mayor B. Chisholm-Beaton, Clr. M. MacIver, CAO, T. Doyle*

Financial Audit

- **Jim Davis, Larry MacKeigan, Julie Marchand**

Appointed Council and Staff: DM T. Boudreau, Clr. M. MacIver, Director E. MacEachen

Planning Advisory Committee

- **Ken Anderson, Jason MacDonald, Economic Development Officer, ESREN, Paul Paon**

Appointed Council and Staff: DM T. Boudreau, Clr. M. MacIver, CAO, T. Doyle

MOVED by Deputy Mayor T. Boudreau and SECONDED by Councilor H. MacDougall “to bring forward the applicants as presented for approval to their respective committees and the consideration of additional applicants that meet the criteria for appointment”. MOTION CARRIED.

On the question, Councilor H. MacDougall inquired if applications were received for the Tall Ships Committee and the Festival of the Strait Committee. CAO T. Doyle stated that the above five committees are standing advisory committees and that the Tall Ships Committee and the Festival of the Strait Committee will be approved as we move along. The process will involve establishing a Terms of Reference and an orientation for all applicants, Council and Staff (tentatively February 9) to discuss the role of an advisory committee. Council, staff and members will break out into their respective committee groups. An instruction piece will be developed by staff.

e) Citizen Participation

Mayor B. Chisholm-Beaton asked Council's consideration to implement a 10-15 minutes question period for citizens at the end of each monthly public meeting (prior to adjournment). The purpose is to promote community engagement and clarification to citizens on the agenda issues discussed at that particular meeting. Staff will research this issue with other municipalities and prepare a draft list of criteria for Council consideration at the next public meeting.

MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor T. Boudreau "to bring forward for consideration the implementation of a 10-15 minutes question period for citizens at the end of each monthly public meeting". MOTION CARRIED.

8. Future Meetings – CAO T. Doyle

Mayor B. Chisholm-Beaton will be absent at the next regularly scheduled Public Meeting, Tuesday, February 7, 2017. Council was asked to consider rescheduling to Monday, February 6, 2017.

MOVED by Deputy Mayor T. Boudreau and SECONDED by Councilor M. MacIver "to reschedule the Public Meeting to Monday, February 6, 2017 pending a quorum of Council". MOTION CARRIED.

The Committee of the Whole is confirmed for Tuesday, February 21, 2017.

9. Adjournment

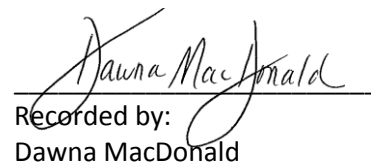
MOVED by Deputy Mayor T. Boudreau and SECONDED by Councilor M. MacIver "to adjourn the Committee of the Whole at 8:45 p.m." MOTION CARRIED.

February 7, 2017

Date



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



Recorded by:
Dawna MacDonald