

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

**Minutes of Meeting
February 21, 2017**

Present

Brenda Chisholm-Beaton, Mayor
Trevor Boudreau, Deputy Mayor
Hughie MacDougall, Councilor
Mark MacIver, Councilor
Terry Doyle, Chief Administrative Officer
Erin MacEachen, Director of Finance
Paula Davis, Director of Marketing, Recreation, Tourism & Culture
Larry Evans, Town Solicitor

Regrets

John Bain, Director, Eastern District Planning Commission

Guests

Lori Burke, Executive Director, Cape Breton Centre of Craft and Design

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, February 21, 2017 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to approve the agenda as circulated”. MOTION CARRIED.

4. Community Reports and Requests

Lorie Burke, Executive Director, Cape Breton Centre of Craft and Design

Ms. Burke provided an overview of the Centre’s function, facility, courses and workshops. The Centre is a leader in cultural tourism in Cape Breton serving over 240,000 visitors since its opening in 2007 and promotes over 80 Cape Breton artisans. Ms. Burke discussed Artist in Residence, Craft Incubator Spaces, and Artist Relocation Programs – three initiatives to support and grow our communities through creative industries. She asked for the Town’s consideration to assist emerging artists by contributing space with provisions of electricity, a kiln, sink and stove, and a loom. Ms. Burke offered assistance to the Town to grow this development should space be available.

5. Council Reports

Councilor H. MacDougall

Tall Ships Committee – Councilor H. MacDougall and Director P. Davis met with the Tall Ships Committee regarding ongoing discussion for the ships’ arrival this summer. As a member of the NSP Liaison Committee, the last meeting discussions included implementing a process to address power outages. Contact information for this issue will be provided to staff and council. Councilor M. MacIver will speak with Fire Chief Curtis Doucet regarding membership on the NSP Liaison Committee.

Deputy Mayor T. Boudreau

Planning Advisory Committee – The last meeting included budget review and discussion of the Eastern District Planning Commission.

Airport Committee – The Airport Committee Meeting will meet on a monthly basis with plans to increase elected officials and business and industry membership and to develop a Terms of Reference.

6. CAO Reports

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

Reeves Street Project

CAO Doyle discussed the three phase proposal which includes an active transportation component that will improve Reeves Street's safety and functionality, enhance aesthetics, inspire façade improvements to existing businesses, encourage economic development and attract investors, and, improve tourism. The funding proposal for this project has been submitted.

Pitt Street and Napean Street Reconstruction Project

The scope of this project includes reconstructing and replacing all underground utilities, reestablishing road beds and asphalt, and constructing new curb, gutter and sidewalk. Work is scheduled to begin during the summer and be completed by the end of December 2017. This project will tie into the Reeves Street Project.

Granville Street Bridges

Council was provided photos of the existing conditions of the North and South Granville Street Bridges with recommendations, priorities and options from Steve MacDonald, STE-MAC Engineering Ltd. The priority bridge was the North Bridge with a recommendation to place armour rock and pier bracing. Councilor M. MacIver will meet with CAO Doyle to look at options and a complete costing of repairs for the bridges.

Port Hawkesbury Airport

The first meeting took place February 2. Discussion included the requirement for new navigational aids and airfield lighting aids. General statistics including financial statistics were provided to the committee. A Terms of Reference will be established for the next Airport Committee meeting.

CAO Doyle was thanked for his in depth Engineering and Public Works Report and his timely update on the Granville Street Bridges Report from Deputy Mayor T. Boudreau and Councilor M. MacIver respectively.

b) Finance Report – E. MacEachen, Director

Civic Centre Equipment

Due to damage of ten speakers in January, E. MacEachen asked for a motion of Council to approve a request of \$14,075 to replace the speakers in preparation for the Grand Slam Elite 10 Curling event. Based on projections at this time, there should be adequate resources within the current operational accounts to finance the purchase. In order to ensure this doesn't create a deficit, a motion of Council was requested to finance this through the capital reserve, should projected positive variances not be realized.

MOVED by Councilor H. MacDougall and SECONDED by Councilor J. White “to bring forward a request for the approval of \$14,075 for the purchase of ten speakers to be financed through the capital reserve should projected positive variances in the operational accounts not be realized.”

E-Billing

The Town will be moving forward with promoting E-Billing for delivery of utility bills. The same process will be applied within the taxation module to provide E-Billing for tax bills. The regional municipalities are working collectively to develop a joint authorization form to be filled out by utility and tax owners to address MGA clauses that allow for bills to be electronically mailed, and to provide consent to the municipalities to provide billings via electronic mail. Promotional material for E-Billing to our citizens will be developed and advertised in local newspapers, social media and the Town website.

E. MacEachen will give a presentation on municipal finance to Deputy Minister Kelliann Dean and other Municipal Affairs representatives on February 23 in Halifax.

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

Pool Operations

The Strait Area Pool is following the Canadian Red Cross Swim Program. The Pool has 15 National Lifeguards (4 bronze cross/medallion second guards, and 11 instructors on staff). Water fitness classes have begun. A PHAST swim meet is scheduled February 26, 2017. The pool will close in June and reopen in September with maintenance taken place during this closure. The pool operations report included information on classes, pool membership, and pricing for Pool Punch Passes.

Tall Ships

Three Tall Ships (*The Tree of Life, When and If, and The Spirit of South Carolina*) are confirmed to visit Port Hawkesbury June 30-July 2) with anticipation of an accompanying visit from Theodore Tug Boat. Information on funding from the Waterfront Development Committee is expected within two weeks.

Grand Slam Elite 10 Curling – March 16-19, 2017

Ticket sales are ahead from the last Grand Slam event. Ms. Davis reviewed the entertainment lineup for March 16-18. Organizational meetings are ongoing with the Strait Area Curling Club.

Upcoming Cultural Events

February 25 – Measha Bruggersgosmen

March 11 – Evans and Doherty

April 22 – Joel Plaskett

May – TBD

June 3 – Heather Rankin

Canada 150 Artist Program

Application has been made to this program which would provide an opportunity to present artists receiving support from the Federal Government and allow reduction in ticket prices for those wishing to take in the shows.

7. Other Business

a) Vending By-Law Permit Fees

Mayor B. Chisholm-Beaton declared a conflict of interest and vacated Council Chambers. Deputy Mayor T. Boudreau assumed the role of Chair. A comparison of vending by-law permit fees for NS Towns and municipal units were provided with overall averages for high, average and low permit fees. Discussion included maintaining equity between business owners and vendors in determining permit fees for the Town. A permit fee policy should be created which is more reflective of other similar fees charged around the province.

MOVED by Councilor H. MacDougall and SECONDED by Councilor M. MacIver “to refer the matter to the By-law and Policy Advisory Committee for study and recommendation to a future Committee of the Whole Meeting.”

b) Port Hawkesbury Bypass

Town Council and the public were encouraged to attend a NS Twinning Public Consultation on February 23 at the PHCC hosted by representatives from the Department of NS TIR. A link to the Feasibility Study can be found on the Town’s website. Mayor and Council consider the Province’s Highway Twinning Feasibility Study for the short stretch of highway proposed from Port Hastings to Port Hawkesbury as an unsustainable and unnecessary project. The Destination Reeves Street project is viewed as the best plan moving forward.

c) Granville Street Bridges

This agenda item was discussed in the CAO Engineering and Public Works report.

d) Strategic Planning

Mayor B. Chisholm-Beaton suggested a Strategic Planning Meeting with representatives from NS Municipal Affairs, March 9 or 10. Community engagement and a 5-10 year road map will be part of the planning. An Advisory Committee Orientation meeting will be held March 2. A draft Terms of Reference will be provided to all citizens who were appointed to the various Town committees.

e) Water Utility and Property Tax Adjustments

MOVED by Councilor M. J. White and SECONDED by Councilor H. MacDougall “to bring forward the request to write-off the following utility and tax accounts”:

- **Water Utility Account #020443.00**
- **Property Tax Account #06168728**
- **Property Tax Account #02366355**

8. Future Meetings – CAO T. Doyle

- Public Hearing Tuesday, March 7, 2017
(Rezoning Application – Holy Trinity Church)
- Town Council Meeting Tuesday, March 7, 2017
- Committee of the Whole Tuesday, March 21 2017

9. Adjournment

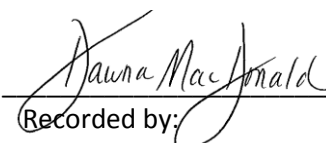
MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to adjourn the Committee of the Whole at 8:40 p.m.”

March 7, 2017

Date



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



Recorded by:
Dawna MacDonald