

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

**Minutes of Meeting  
March 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  
Gordie Snook, General Manager, Facilities, Parks & Operations  
John Bain, Director, Eastern District Planning Commission  
Patrick Lamey, Town Solicitor (Alternate)

**Regrets**

Larry Evans, Town Solicitor

**Guests**

Bryson Syliboy, NSCC Strait Campus

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, March 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 J. White and SECONDED by Deputy Mayor T. Boudreau “to approve the agenda as circulated”. MOTION CARRIED.**

**4. Community Reports and Requests**

i. Truth and Reconciliation Event – March 28, 2017

Mr. Bryson Syliboy and fellow students from the NSCC Strait Campus invited Mayor B. Chisholm-Beaton, Council, Staff and the general public to a *Truth and Reconciliation* event at NSCC Strait Campus on March 28, 2017. The event will bring together all Strait Campus departments and showcase various native cultural events to celebrate the philosophy of two-eyed seeing – a cross cultural exchange to assist in bridging the gap between native and non-native peoples in our area.

ii. Pan Cape Breton Food Hub – Jim Mustard

This agenda item was deferred to the Public Meeting on April 4, 2017.

**5. Council Reports**

Councilor J. White

Provided an update on his attendance at a Strait Area Transit Presentation.

Councilor M. MacIver

Provided an update on his attendance at a Planning Advisory Committee meeting.

Mayor B. Chisholm-Beaton

Provided an update on a Strait Pirates Meeting stating the organization is undergoing restructuring with a focus on community ownership.

## 6. CAO Reports

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

#### Capital Works

CAO, T. Doyle's Capital Works Report to Council provided updates on the Reeves Street Project, the Pitt and Napean Streets Re-construction Project, and the Tamarac Pressure Boost Station Project. All projects are progressing well and in accordance with schedules.

#### Facilities Management

CAO, T. Doyle and G. Snook provided Council with a Facilities Management Review of properties and buildings owned by the Town and managed by Gordie Snook, General Manager, Facilities, Parks and Operations. The status of revenue generating properties and buildings as well as vacant properties and buildings for potential economic development opportunities was discussed.

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

#### Budget

Budget preparations have begun. All departments have their respective budget documents and are preparing their original estimates for both the Operating and Capital budgets. Staff will submit their original estimates to begin building the Fiscal 2017/2018 budget to E. MacEachen who will present information to Council for deliberation in April.

#### Audit

The Town auditors have been through the audit planning process and have been in the field to review internal controls and update their documentation. Grant Thornton will provide E. MacEachen with a date to present their audit plan to the audit committee. Council will be provided with draft fiscal 2017 figures through the budget process and the auditor will present the audited financial statements to Council.

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

#### Age Friendly Community

The Town was awarded \$10,000 provincial funding to implement a community audit to determine opportunities to enhance age friendly experiences with hopes to position the Town as an age friendly community with accessible resources for seniors.

#### Tall Ships

The budget for the Tall Ships planning provided by Waterfront Development and ACOA has been approved. A meeting is planned with a hope to have an approved listing of events by the end of April.

### Canada 150

Plans are underway for the upcoming months while Ms. Davis awaits information on the Canada 150 budget application. A complete listing of events will be released the end of April.

### March Break

The Strait Area Pool and Recreation Department provided many activities during the March Break. Funding from Health and Wellness allowed for free swims, free gym access and outdoor activities which included collaboration with the Trails Association and Recreation Department.

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

The Grand Slam Elite 10 Curling was a great success and realized a 35% increase in participation. The association with Sportsnet provided the Town with national exposure. There was a 53% increase in visitations in the social media sector over last year. A final report will be prepared at the next Committee of the Whole meeting. Ms. Davis recognized and thanked the staff of the Strait Area Pool and the Recreation Department, the Town and the PHCC, and the legion of volunteers for their efforts with this world class event.

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

J. Bain provided an update on the status of rezoning requests from the Holy Trinity Anglican Church and the Roman Catholic Episcopal Corporation of Antigonish. Accessory building sizes for the Town was an agenda item at the last Planning Advisory Committee meeting. Mr. Bain will facilitate an introductory training session to the PAC Committee and staff from different municipal units on issues relating to municipal planning, land use by-laws, rezoning requests, and the public hearing and public consultation process.

## **7. Other Business**

#### a) Terms of Reference – Town Advisory Committees

A number of standing committees, boards and commissions that were annually appointed by Council and are no longer active are contained in the *Committees and Boards By-law*. Councilor H. MacDougall inquired about the status of some of these committees, how new committees are selected, and if this by-law was observed with the creation of the new regional and advisory committees. CAO, T. Doyle stated the *Committees and Boards By-law* was observed with the creation of newly established committees and their terms of reference. He added that some functions of standing committees (e.g. Jury Committee and Board of Health Committee), have changed and are now functions of staff where reports are prepared for Council for their feedback.

A template from the 2012-2016 Council was sent to present Council with a list of all regional and local advisory committees. At the December 6, 2016 Public Meeting, Council approved the list of the Regional and Local Advisory Committees. At the February 6, 2017 Public Meeting, Council approved memberships to these committees. CAO, T. Doyle is recommending approval of the Terms of Reference for these committees. Mayor B. Chisholm-Beaton suggested that the By-law and Policy Advisory Committee review and determine the relevance of the committees, boards and commissions listed in the *Committees and Boards By-law*. Discussion included a review of the *Committees and Boards By-law*, a review of the MGA regarding the role of Municipal Clerks and/or CAO and the role of Council in appointing committees.

**The consensus of Council was “to bring forward discussion on the Terms of Reference to the April 4, 2017 Public Meeting”.**

b) Strategic Planning Update

Council and Staff met with representatives from NS Municipal Affairs to discuss a framework for strategic planning for the Town. Emily Pond, Municipal Affairs will provide staff with a report for Council. A public consultation will be coordinated upon Council approval of the report.

c) FCM Annual Conference & Trade Show Attendance

The 2017 Federation of Canadian Municipalities (FCM) Conference is scheduled May 31-June 1 in Ottawa. Attendance and budget discussion included the Mayor and Deputy Mayor attending. The rotation of Deputy Mayor would allow each Councilor to attend. Councilor H. MacDougall stated this annual conference is important to attend and has benefited the Town regarding funding/grant initiatives. Councilor M. MacIver inquired about the budget line for attendance stating if the budget permits, attendance should be open to all Council wanting to attend. Deputy Mayor T. Boudreau supported representation at this annual conference but indicated that we must be mindful of costs. The approximate cost for Mayor and all members of Council to attend is \$15,000. E. MacEachen stated that there is currently not a budget line established for this conference. Budget estimates are based on an amount per Councilor and Mayor and that providing funding for all Councilors to attend may be challenging.

**The consensus of Council was “to bring forward discussion and determine Council attendance at the 2017 FCM Conference in Ottawa to the April 4, 2017 Public Meeting”.**

**8. Future Meetings – CAO T. Doyle**

- Committee of the Whole Tuesday, April 18, 2017
- Public Meeting Tuesday, May 2, 2017
- Committee of the Whole Tuesday, May 16, 2017

**9. Adjournment**

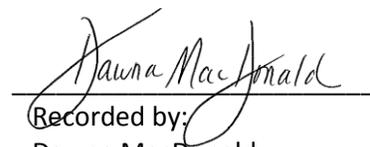
**MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to adjourn the Committee of the Whole at 8:30 p.m.”**

April 5, 2017

Date



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



Recorded by:  
Dawna MacDonald