

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

**Minutes of Meeting
May 16, 2017**

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
Town Solicitor, Larry Evans

Regrets

Director, Eastern District Planning Commission – John Bain

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, May 16, 2017 and called to order by Mayor B. Chisholm-Beaton at 7:00 p.m.

2. Additions to Agenda

- 2.1 Weekly Garbage Collection – Councilor M. MacIver
- 2.2 Water Quality on Embree Island – Councilor M. MacIver

3. Approval of Agenda

MOVED by Councilor H. MacDougall and SECONDED by Councilor J. White “to approve the agenda with two additions”. MOTION CARRIED.

4. Community Reports & Requests

4.1 Municipal Physical Activity Leadership (MPAL) Program – Corene Gillis

Ms. Gillis provided an overview of the MPAL Program’s Staff responsibilities, its benefits and successes, and the following results of the Town’s Physical Activity Survey:

- 101 telephone interviews were completed in November/December 2016; participants 18 years of age and over resided in the Town;
- Findings – walking and swimming are top priorities; there is minimal bicycling in the Town and a need for non-competitive activities in an organized group;
- Next steps – creating a working group with community partners to develop a physical activity strategy.

Councilor J. White would like information disseminated on the All Access Program at the YMCA that provides reduced rates to those in need. Wayne MacKay, CB Regional Physical Activity Consultant stated surveys were conducted in 40 communities with a report being prepared to look at trends. Walking is a top priority across all communities. Deputy Mayor T. Boudreau requested more information on the walking strategy and asked if all municipal units in Cape Breton have an MPAL Position. Inverness County does not have an MPAL position in Cape Breton.

4.2 Walk the Walk for Autism

The seventh annual *Walk the Walk for Autism* is scheduled Saturday, June 10. A request for the use of PHCC space and facilities was received from the Strait Area Chapter, Autism Nova Scotia.

The consensus of Council was “to bring forward the request by the Strait Area Chapter, Autism Nova Scotia, for the use of the PHCC Bear Head Room, Arena Space and Walking Track for the 2017 Walk the Walk for Autism to be budgeted from the Donation Account”.

5. Council Reports on Assigned Committees

Regional Committees

5.1 *Eastern Strait Regional Enterprise Network (ESREN) – Mayor B. Chisholm-Beaton*

The Mayor attended a meeting for *Start-Up Port Hawkesbury*. The roll out of the project is being determined. Video submissions may be received by the end of September.

5.2 *Joint Industrial Park – Councilor M. MacIver*

A meeting is planned with Richmond County.

5.3 *Pan Cape Breton Food Network – Mayor B. Chisholm-Beaton*

A meeting is planned with Alicia Lake to discuss potential farmers' markets.

5.4 *Port Hawkesbury Airport Committee – Deputy Mayor T. Boudreau*

Celtic Air Services Limited presented to the committee on May 9.

Local Committees

5.5. *Waterfront Committee – Councilor M. MacIver*

The list of Local Committees will be amended to include the Waterfront Committee. Councilor MacIver stated that required repairs on the waterfront include fencing, the boardwalk, roads, parking lot grading, gravel and paint. Councilor H. MacDougall stated it was his understanding that when a committee is struck, it is a committee of Council. A meeting notice will be sent to Council to discuss the Waterfront Committee framework and other issues prior to CAO, T. Doyle drafting a Terms of Reference.

5.6 *Beautification – Councilor M. MacIver*

Planning similar to that of last year is proceeding well. The committee's discussion on the Tamarac sign included the possibility of the Public Works Department removing existing shrubs and creating a new sign.

5.7 *Canada 150 and Festival of the Strait – Councilor H. MacDougall*

The Canada 150 preparations will be addressed in Director P. Davis's report. The Festival of the Strait parade has been declining over the years. Councilor MacDougall and Mayor Chisholm-Beaton will engage the community for interest in someone taking a leadership role in the parade.

5.8 *Emergency Measures Organization – Mayor B. Chisholm-Beaton*

Contact information is currently being identified. Another meeting is slotted for early June.

5.9 *Financial Audit – Deputy Mayor T. Boudreau*

The scope and plan of attack was discussed at the last meeting. The next meeting(s) is tentatively July/August. Julie Marchand is the Chair of the committee. Constructive questions were received from the public members.

5.10 *Planning Advisory Committee – Deputy Mayor T. Boudreau*

A training session was held with Director J. Bain. Community members witnessed a high level planning process.

5.11 *Mayors and Wardens Committee – Mayor B. Chisholm-Beaton*

Mayor Laurie Boucher, Town of Antigonish is the new Chair. The May 4 meeting minutes will be circulated to Council once finalized.

6. CAO Reports

Engineering and Public Works – CAO, T. Doyle

6.1 Destination Reeves Street

Additional presentations have taken place. Director P. Davis is working on collaborations between the NS Transportation and Infrastructure Renewal and the NS Department of Communities, Culture and Heritage.

6.2 Pitt Street and Napean Street – Re-construction

CAO T. Doyle is currently awaiting receipt of the surface design which will be followed by a community engagement process.

6.3 Tamarac Booster Station

The tender submissions have been reviewed. Presently, we are trying to determine if we can get a boost to an additional 20 homes as well as having discussions with CBCL to undertake some modeling on potential impacts this may have on fire protection.

6.4 Street Sweeping

Granville Street and other streets have been completed. There will be a reevaluation on May 18 to determine other focus areas.

6.5 Asphalt

Maps of areas of the Town with asphalt in fair/good condition and streets requiring major replacement were identified. Discussion included resurfacing Pitt and Napean Streets, the NS TIR resurfacing Trunk 4 and priority areas for resurfacing that are not patchable. As part of the Pitt and Napean Streets tender, pricing will be requested on areas noted and a determination of what is affordable. Consideration will be given to completing areas of sidewalks on streets where only sections of the sidewalk were replaced.

Finance – Director E. MacEachen

6.6 Budget

The budget is well underway. Meetings continue with staff and Council and we have an anticipated approval date of June 6.

6.7 Audit

Our auditors will begin field work on May 23. The initial Audit Committee Meeting and Audit Plan presentation by the auditors was held. Julie Boudreau was selected as Audit Committee Chair. A meeting is anticipated to review the audit results in advance of the 2017 financial statements being presented to Council in September.

6.8 Food Services

An Expression of Interest for food services at both the Civic Centre Canteen and the Port Hawkesbury Waterfront has been released. Proposals will be accepted up until 2:00 p.m. Thursday, May 25, 2017.

6.9 E-Billing

A positive response was received from customers to sign up for E-Billing. Customer authorization forms for E-Billing continue to be received as well as advertising and promotion of this method of mail. Currently, 46 accounts have transferred to E-Billing. We may want to explore a prize draw for those customers who have signed up for E-Billing.

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

6.10 Tall Ships

Meetings continue with stakeholders. Approximately 20 Tall Ships will be sailing through NS, perhaps through the causeway. Ms. Davis met with Jon MacNeil (Yacht Club) to discuss a departing parade of sail for those ships arriving in Port Hawkesbury. She will confirm the dates of the arriving Tall Ships for notification to the public.

6.11 Aquatics

The SAERC Pool Attendance/Usership 2016-2017 was presented. Richmond County has the highest percentage of users; Inverness County has the lowest percentage of users.

6.12 Community Gardens

Sobeys has agreed to undertake planting of the raised flower beds. More land is available if community members are interested in planting.

6.13 Save the Date

Events and dates as presented.

6.14 Canada 150

The Town has been awarded \$15,000 for the celebrations and plans are falling into place.

6.15 Granville Green 2017

Work on the performer lineup continues and will be released June 1.

6.16 Trails Committee

Tremendous work has been undertaken. Two students were hired for an eight week placement commencing May 29th.

7. Other Business

7.1 Vending By-law Fees Policy (Draft)

Mayor B. Chisholm-Beaton declared a conflict of interest and vacated the Chair. Deputy Mayor T. Boudreau assumed the Chair. The draft Vending Fees Policy is a result of a By-law and Policy Committee review and follows the AMA policy manual recommendation. L. Evans reviewed the draft Vending Fees Policy with suggested changes incorporated. Based upon the recommendation of the By-Laws and Policies Committee, changes were made to the Mobile Canteen Fees only. Discussion included changing the Mobile Canteen Seasonal Permit (less than six months) from \$700 to \$750.

Councilor H. MacDougall stated that typically a vendor would receive a discount when buying a permit for a longer period of time. Deputy Mayor T. Boudreau suggested a review of the policies on a regular basis – perhaps every three years and inquired about placing an inflationary amount on fees. L. Evans stated that would not typically be part of the policy. Councilor MacIver inquired if the mobile stand or peddle cart fees were too high for students and if there was an opportunity to amend the by-law to adjust the price for a returning student(s).

CAO, T. Doyle suggested creating a Fees Policy to include all fees from by-laws and then set up a review schedule for that policy. He recommended that the Vending By-Law go back to the By-Laws and Policies Committee as there are components of that by-law that are not mentioned (e.g. services provided via a trailer that are not from a mobile canteen).

The consensus of Council was “to bring forward 1) Approval of the Vending Fees Policy with the suggested amendments to the Mobile Canteen Seasonal Permit: \$1,400 (One Year Permits); \$750 (Seasonal Permits); \$200 (Occasional Permits); and 2) The Vending By-Law will be reviewed at the June Public Meeting.

7.2 Affordable Housing/Seniors Housing

Council discussed opportunities to address the shortage of affordable housing and seniors housing which included:

- The role of and assistance from the Cape Breton Housing Authority
- The determination of suitable areas for development and/or affordable housing within the Town
- The status of a senior’s home in the event of relocating to a smaller home
- How best to encourage development and make our community more affordable and approachable
- Consideration to begin conversation with developers who have expertise in affordable housing/seniors’ housing in other locations. What attracts tenants? Should we proceed with an expression of interest?

- Consideration to involve a Co-operative Council utilizing CEDIF to handle the sale of homes being vacated
- A senior coalition is conducting housing surveys and would like an additional 200 surveys completed
- Consideration of establishing a Housing Think Tank
- The availability of Pine Ridge lots for sale and the potential to reduce lot prices and increase the tax base
- Consideration to have New Dawn present to Council on housing options and CEDIF financing

Moving forward, Affordable Housing/Seniors Housing will be added to future agendas. A representative(s) from the Cape Breton Housing Authority will be invited to attend the June Public Meeting. The Town will be moving forward with an expression of interest for the former CRVS property.

7.3 June Meeting – Committee of Whole

The consensus of Council was “to bring forward the recommendation to reschedule the next Committee of the Whole to June 13”.

7.4 Council Summer Recess

The consensus of Council was “to bring forward the recommendation to recess for July and August with meetings called on an as needed basis”.

8. Additions

8.1 Weekly Garbage Collection

Each residence is permitted a weekly collection total of six bags (in any combination of solid waste and recyclables) bundled cardboard. Councilor MacIver stated six bags seem sufficient but more awareness should be placed on reduce, reuse, and recycle. Councilor White noted that if recycling was unlimited, more citizens may not use the landfill site.

8.2 Embree Island

Jim Dorton visited the Embree Island property and water samples were collected. Councilor MacIver spoke with the resident who confirmed the issue was resolved.

9. Future Meetings

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| ▪ Public Meeting | Tuesday, June 6, 2017 |
| ▪ Committee of the Whole | Tuesday, June 13, 2017 |
| ▪ Public Meeting | Tuesday, September 5, 2017 |
| ▪ Committee of the Whole | Tuesday, September 19, 2017 |

10. Adjournment

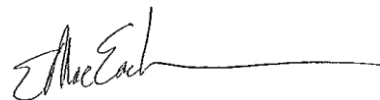
MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “to adjourn the Committee of the Whole at 9:04 p.m. MOTION CARRIED.

June 14, 2017

Date



Approved by:
Terry Doyle, P.Eng., CAO



Recorded by:
Erin MacEachen, Director of Finance