

**PORT HAWKESBURY TOWN COUNCIL
PUBLIC MEETING**

**Minutes of Meeting
October 3, 2017**

Present

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

Regrets

Deputy Mayor, Trevor Boudreau
Director, John Bain – Eastern District Planning Commission

Guests

Russ Adams, VP, Compliance and Enterprise Risk Services – PVSC
Ben Buckwold – Blue Route, Bicycle Nova Scotia

1. A Public Meeting of the Port Hawkesbury Town Council was held in Shannon Studio, PHCC, Tuesday, October 3, 2017 and called to order by Mayor Brenda Chisholm-Beaton at 7:00 p.m.
2. Additions / Approval of Agenda
 - i. Halloween – Councilor H. MacDougall
 - ii. In Camera – Personnel Issue – Mayor B. Chisholm-Beaton
 - iii. In Camera – Personnel Issue – Councilor H. MacDougall

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to approve the agenda with three additions”. MOTION CARRIED

3. Gallery Presentations

- i. Property Valuation Services Corporation – Russ Adams

The Property Valuation Services Corporation (PVSC) is responsible for assessing all property in NS as mandated under the NS Assessment Act, produces assessment notices, and provides assistance to property owners in the appeal process. The PVSC provided notice to the Town to terminate their lease in February 2018 as part of continuous fiscal management and upon review of leases as they came due. The Port Hawkesbury assessment staff will now work from home.

Mr. Adams addressed questions from Council. He stated the measurement of the Port Hawkesbury office walk-ins totalled 24 from April to September and that these services are available through their service centre and do not require a physical presence. There were no statistics for walk-ins from September to March for the Port Hawkesbury office which is a busier period. Mr. Adams could not provide statistics for other offices but noted Town walk-ins would be less than the Truro office. He stated various avenues are available to reach assessment resources; therefore, visits to offices are declining.

Assessors from PVSC offices located in Pictou, Antigonish County and Sydney will provide services to property owners in those regions. Property owners can access the service centre and appointments can be made should an assessor be required. As the Town staff use PVSC services on a regular basis, arrangements will be made to transition this support. Various cycles, valuation, and the appeal period create a more intensive volume of work. As leases come due in other offices, they will be assessed for renewal.

Mr. Adams will provide Council with statistics on the number of Town walk-ins from September to March but stated decisions are not solely based on site visits but the number of accounts. The PVSC will notify other municipalities of the closure in Port Hawkesbury before February 2018. PVSC staff residing across the region will be available to property owners currently serviced by the Port Hawkesbury office. Residents and staff would not be required to travel to Truro or Sydney for assistance.

The PVSC Administration, not the Board of Directors, made the decision to close the Port Hawkesbury office. The Board was involved in the budget process as part of their fiscal management. Funding is provided by the provincial municipalities and is based on a formula on uniform assessment and the number of accounts. There is a small portion of funding from Statistics Canada and other services but the majority (\$17.1 million) is from municipal units. An annual financial report is provided at UNSM's annual conference for information purposes to funding partners but not for feedback.

CAO, T. Doyle thanked Mr. Adams for his presentation to Council and stated closure of regional offices is something that we have seen happening in our region, and it is difficult. This closure will create losses – in relationships with assessors and managers, the loss of a service centre, and, the loss of revenue to the Town of Port Hawkesbury. Mr. Adams will convey the Town's concerns to the PVSC.

ii. Blue Route, Bicycle Nova Scotia

Mr. Buckwold stated the vision of Blue Route is to create a cycling network that connects communities and important destinations across NS. There is a large growing demand for active transportation in our communities and NS is well positioned to become a bicycling destination. As initiatives like Blue Route continue, we will see business growth around this development. Approximately 320 kms of route network has been developed to date.

The potential to incorporate this initiative into our Destination Reeves Street project was discussed. Mr. Buckwold stated the intent of the TIR is to increase shoulder width on new roads that are part of the Blue Route network. The largest barrier to cycling is our current infrastructure which makes it inconvenient and sometimes dangerous. The goal of Blue Route is to educate and help improve current infrastructure.

4. Acknowledgements

Sherman Family – L. Evans

Town Solicitor, L. Evans stated Mr. Carl Sherman, Manager of Gulf Oil, passed away two weeks ago in Halifax. Mr. Sherman was a member of Town Council in the 1970's and was instrumental in building the Port Hawkesbury Curling Club. A moment of silence was held in memory of Mr. Sherman and his contributions to the Town.

5. Approval of Council Minutes

Public Meeting – September 5, 2017
There were no errors or omissions.

6. Business Arising from the Minutes

Public Meeting – September 5, 2017 – Strait Area Sting Midget AA Baseball – Certificate of Achievement
Councilor H. MacDougall thanked staff for sending a letter of congratulations to the Strait Area Sting Midget AA Baseball Team in recognition of their achievement in the Provincial and Atlantic championships.

7. Council Committee Reports

- i. Report from Committee of the Whole
 - a) Funding Request – The Determination Ride

MOVED by Councilor H. MacDougall and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves a donation of \$500 for The Determination Ride and to challenge municipal neighbors to match the donation”. MOTION CARRIED.

- b) Funding Request – Strait Regional Society for Children, Youth and Families

MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury approves a donation of \$500 for the Strait Regional Society for Children, Youth and Families”. MOTION CARRIED.

- c) Waterfront Committee – Advertising for Committee Members
Previous Council minutes were reviewed. Motions were made for committees for the Tall Ships and Canada 150 but not for a Waterfront Committee. Council agreed to move forward with the creation of a Waterfront Committee, to advertise for membership and to frame a Terms of Reference.

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves the creation of a Waterfront Committee, to advertise for membership, and to frame a Terms of Reference”. MOTION CARRIED.

On the question, Councilor H. MacDougall inquired if there are a set number of people for the committee. This will be addressed in the draft terms of reference prepared by staff and provided to Council for review along with a draft advertisement. Councilor M. MacIver asked Council to encourage anyone interested in joining the committee to put forward their name.

- d) Sports Wall of Fame – Eligibility Guidelines

The guidelines for the Sports Wall of Fame were reviewed and were determined they required updating. The current practices in place require clarification. Staff will prepare amended guidelines for Council and the Board of Directors, Sports Wall of Fame Committee for review. The amended guidelines will be brought back to Council for review and consideration.

- ii. Approval of Minutes: Committee of the Whole – September 19, 2017

MOVED by Councilor M. MacIver and SECONDED by Councilor H. MacDougall “to approve the September 19, 2017 minutes of the Committee of the Whole”. MOTION CARRIED.

8. Correspondence

There was no correspondence.

9. Proclamations/Resolutions

There were no proclamations or resolutions.

10. Other Business

i. Expense Reports – September

CAO, T. Doyle reviewed the Expense Report of the Mayor, Council and CAO for the month of September. The total expenses were \$2310.38. Expense reports are posted on the Town website.

Councilor H. MacDougall stated he will provide detail on his expenses of September 21-22 at the next Committee of the Whole. CAO, T. Doyle stated it is a policy of Council to review expenses of the Mayor, Council and CAO. All staff expenses are reviewed in detail by respective supervisors and the CAO in accordance with the Travel Policy.

11. Approved Additions

i. Halloween

Councilor H. MacDougall inquired about the procedures in place for Halloween regarding masks and protection of the PHCC and other Town properties. P. Davis stated the facilities are usually lit up as best as possible and the normal curfew is 8:00 p.m. Staff will confirm the procedures and curfew time for advertising to residents.

12. Future Meetings

The future meetings of Town Council are scheduled as follows:

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|-----------------------------|----------------------------|
| i. Committee of the Whole | Tuesday, October 17, 2017 |
| ii. Public Meeting | Tuesday, November 7, 2017 |
| iii. Committee of the Whole | Tuesday, November 21, 2017 |

Councilor H. MacDougall asked for consideration to reschedule the November Public Meeting to Monday, November 6 to accommodate the Mayor and Council's attendance at the UNSM Fall Conference, November 7-10 in Halifax. Council will be polled for their availability for November 6.

13. Public Question Period

John Gillis, The Oran

Mr. Gillis inquired about the amount of rental revenue received by the Town from the PVSC.

E. MacEachen stated it was approximately \$42,000 per year.

14. In Camera Session

**MOVED by Councilor M. MacIver and SECONDED by Councilor J. White "to recess In Camera at 7:58 p.m. to discuss: 1) a property issue; 2) a contractual issue; and, 3) and two personnel issues".
MOTION CARRIED.**

The Public Meeting reconvened at 8:50 p.m. with the following motions from Council:

- i. Property Issue

MOVED by Councilor H. MacDougall and SECONDED by Councilor M. MacIver "that the Town of Port Hawkesbury approves a draft letter be prepared by Town Solicitor, L. Evans to staff regarding this property issue and in accordance with In Camera discussions.

ii. Contractual Issue

There was no motion resulting from discussion of the contractual issue.

iii. Personnel Issue – Strait of Canso Superport Corporation, Board of Directors

MOVED by Councilor H. MacDougall and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves to designate Harold MacIsaac as an alternate member of the Strait of Canso Superport Corporation, Board of Directors”. MOTION CARRIED.

iv. Personnel Issue – Wall of Fame

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves the recommendation of the Wall of Fame nominations in accordance with In Camera discussions”. MOTION CARRIED.

15. Adjournment

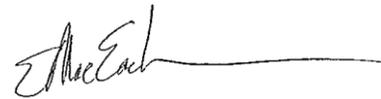
MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury adjourns the October 3, 2017 Public Meeting at 8:50 p.m.”. MOTION CARRIED.

November 7, 2017

Date



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



Recorded by:
Erin MacEachen, Director of Finance