

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

**Minutes of Meeting
January 29, 2018**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Hughie MacDougall
Councilor, Trevor Boudreau
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

Guests

Paul Wall – Food 4 Children Society

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Monday, January 29, 2018 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 Councilor T. Boudreau “to approve the agenda as circulated”. MOTION CARRIED.

4. Presentations

Food 4 Children Society – Paul Wall

The Food 4 Children Society addresses child poverty at the child/family level by providing food daily to children and families from food pantries located inside the school environment and various established child and family agencies. Mr. Wall stated the key to eliminating child poverty is by addressing food insecurity through nutritious food, education and support groups. He discussed programming available for children and families and the *An Apple A Day Fundraising Campaign*. Mr. Wall was commended by Council for his volunteer work on the society. A question and answer period followed. Council will consider Mr. Wall's request for additional food storage space required as well as the Town hosting a child poverty fundraising event.

5. Council Reports

Councilor T. Boudreau – Airport Committee

Governance issues were discussed at the November 30th Airport Committee meeting. An update was provided by Celtic Air Services Limited which included opportunities to increase traffic and awareness of the airport.

Councilor T. Boudreau – Eastern District Planning Commission

The tentative budget was reviewed at the last meeting.

Councilor J. White – Outdoor Rink

The second flooding of the outdoor rink (tennis courts) has taken place. Pending weather conditions, the outdoor rink should be operational in about one week. Councilor White thanked the many volunteers who participated.

Mayor B. Chisholm-Beaton and Councilor M. MacIver – Emergency Measures Operation (EMO)

The last EMO meeting focused on a proactive plan for winter storms to include comfort/warming centres and their location; providing safe conditions to transport individuals from Point A to B; power outage issues, and, the time limit required before opening a comfort/warming centre. Mr. George Muise, Emergency Planning Officer, is able to facilitate March training for Council and committee members. The first draft of the EMO plan is being prepared.

Councilor M. MacIver – Joint Industrial Park Committee

Councilor MacIver requested a meeting scheduled with Richmond County to discuss the Joint Industrial Park. Council was in support of a joint Council meeting with Richmond County to discuss several shared initiatives.

Mayor B. Chisholm-Beaton – ESREN

The January 22nd meeting included discussion on an interactive asset database for all five municipalities; the 2018-2019 business plan; and, board member recruitment from six to eight members with a goal of a twelve member board.

Mayor B. Chisholm-Beaton – Raising the Villages

The Raising the Villages Declaration was signed. Over the next year some pilot locations will be considered to establish welcoming spaces. Financing options will be researched from provincial and public sector grants.

Mayor B. Chisholm-Beaton – Strait Area Transit (SAT)

The SAT charter bookings and usership has increased, particularly in Richmond County. The SAT will move into its new office location at 305 Granville Street within the next couple of months. A presentation to Victoria County Council addressed a pilot project to potentially expand service to Baddeck and other areas in Victoria County.

Mayor B. Chisholm-Beaton – One Cape Breton

Letters from the Towns of Port Hawkesbury and Antigonish and Counties of Guysborough and Antigonish have been sent to Premier McNeil requesting his consideration to add Unama'ki to the *Welcome to Cape Breton* sign at the Canso Causeway. The Mayor anticipates additional support letters being sent to the Premier.

Mayor B. Chisholm-Beaton – Collaborative Environmental Planning Initiative (CEPI) – Youth Conference
Planning for a CEPI youth conference is underway to address ways to retain and attract youth to the Strait Area and Cape Breton.

Mayor B. Chisholm-Beaton – Move Over Campaign

The Town has created educational material that will be distributed and appear in social media and traditional media to draw attention to local drivers who do not always pull over when an emergency vehicle is approaching them.

Director of Finance E. MacEachen – Regional Police Advisory Committee

At the January 26th meeting, S/Sgt. Redl reported that while most calls for services were down overall in the region for the September-December quarter; this was mostly due to a decrease in calls in the Cheticamp district. In Port Hawkesbury, drug offences and impaired driving charges increased. Legalization of cannabis and its impacts were discussed including training required for police dogs. S/Sgt. Redl will be invited to a future meeting of the Committee of the Whole.

6. CAO Reports

i. Engineering and Public Works – CAO, T. Doyle

CAPITAL WORKS

Pitt St. and Napean St. Project – CAO T. Doyle and Project Manager J. MacMillan

Construction activity for the Pitt Street/Napean Street Project has halted for the winter and will begin in the spring. The section of street between the MacLaughlin Street intersection and just past the Philpott Street intersection was not paved due to unfavourable weather conditions. The list of the newly installed infrastructure was reviewed. Meetings continue with the contractor to discuss pricing, small design changes, additions of a catch basin(s) and other issues for the anticipated May construction start.

Tamarac Booster Station

The project is nearing completion with some mechanical and instrumentation items to be installed this week. Once installed, the remaining work will be typical project close-out items such as testing and flushing of new piping. Operation of the Booster Station is expected in February.

Provincial Asset Management Pilot Project

J. MacMillan provided examples of different types of information that can be acquired with the AM Pilot Geographic Information System (GIS) to provide the Town with the information required to make better decisions about their assets and infrastructure. Examples included water main sections of certain material type and age that can be tracked should the Town want to prioritize replacement dollars. The condition of all manholes can be monitored to estimate repair costs and effectively schedule the work. The asset reports can be broken down into asset value by class and condition.

PUBLIC WORKS

CAO, T. Doyle provided Council with the December Report from the Public Works Department which included a list of water breaks for the month. The Public Works Department was commended for their work during this very busy period in December. A monthly report will be provided to Council.

ii. Finance – Director of Finance – E. MacEachen

Network Speed

As of January 12, 2018, the Civic Centre has moved from a 5 MBPS connection to a 50 MBPS connection. The change was essential in part due to many new software applications.

Budget

The 2017-2018 budget process was reviewed. E. MacEachen encouraged open dialogue and input on the process in preparation for the 2018-2019 fiscal year. She would like to begin budget talks in early March, see more discussions compartmentalized, and have clarification on her role in the process.

Councilor MacIver would like to receive and prioritize the needs from the managers. Council will give thought to the budget process and provide suggestions at the February Public Meeting or the Committee of the Whole.

Preliminary Assessments

A summary of preliminary assessment information was provided by PVSC on the 2018 assessment roll broken down by general assessment, assessments from Grant in Lieu properties, and expenses based on write-offs to charitable organizations and not-for-profits. The preliminary numbers show a \$35,000 negative impact to the upcoming budget. Options to address this reduction will become part of budget discussions.

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

Winter Session

The flyer for the winter session for aquatics and dryland listings has been distributed with programs and events under way this week.

Artists in Residence

The building retrofit drawings at the Wellness Centre have been completed with work scheduled in February.

Strait Area Trails

P. Davis is working with a Geographic Information System specialist and trail representatives to compile new maps for the trails which will be ready for the spring.

Seniors Survey Recap

The results of the Seniors Survey identified effectiveness of existing services and gaps where new services need to be developed for seniors in the Town. Affordable housing, access to health care (a family doctor) and home and yard maintenance services were some of the priorities. The survey results also identified the needs of seniors based on education, income levels and living conditions. A list of next steps was reviewed. P. Davis suggested that the Town begin by selecting a few issues to address the recurring factors and gaps in services facing seniors in our community.

7. Other Business

i. Alzheimer Awareness Month – January

January marks Alzheimer Awareness Month. Mayor B. Chisholm-Beaton shared correspondence received from the Alzheimer Society of Nova Scotia. More information and a schedule of events can be obtained at www.alzheimer.ca.

ii. Tax Adjustment – Tax Accounts #06160832 & #07957483

Council received a request to write-off taxes and accrued interest for tax account #06160832 (\$454.11) and #07957483 (\$1267.34). These accounts have been deactivated by the PVSC and have been removed from our assessment roll.

The consensus of Council was to bring forward the request to write off tax account #06160832 in the amount of \$454.11 and tax account #07957483 in the amount of \$1267.34 at the February 6th Public Meeting.

iii. UNSM Spring Workshop (May 2020) – RFP to Host Event

Events Cape Breton would like to submit a proposal on behalf of the host municipality and chosen venue to bid to host the UNSM Spring Workshop in May 2020. Council was in support of Events Cape Breton submitting a proposal on behalf of the Town of Port Hawkesbury.

The consensus of Council was “to bring forward the request for Events Cape Breton to submit a proposal on behalf of the Town of Port Hawkesbury to bid to host the UNSM Spring Workshop in May 2020”.

iv. Tendering Process

CAO, T. Doyle stated the tendering process for the Town was moved forward for discussion to the By-Laws and Policies Committee to ensure equity with companies in the bidding process. The committee is reviewing the existing purchasing policy and identifying gaps. A further review and comparison of the AMANS Purchasing policy and comparable policies of other NS municipalities has been conducted. A draft Tender/Purchasing Policy is anticipated in February.

8. Approved Additions

There were no additions to the agenda.

9. Future Meetings – CAO T. Doyle

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| • Emergency Measures Organization Meeting | Monday, February 5, 2018 |
| • Public Meeting | Tuesday, February 6, 2018 |
| • By-Laws and Policies Meeting | Monday, February 12, 2018 |
| • Committee of the Whole | Tuesday, February 20, 2018 |

10. Adjournment

MOVED by Deputy Mayor H. MacDougall and SECONDED by Councillor J. White “to adjourn the Committee of the Whole at 8:45 p.m.” MOTION CARRIED.

February 7, 2018

Date



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



Recorded by:
Dawna MacDonald