

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

**Minutes of Meeting
May 15, 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
Planner, Paul Dec, Eastern District Planning Commission
Town Solicitor, Larry Evans

Guests

Board Member, Jim Mustard – Raising the Villages
Lieutenant-Colonel Keith Rudderham – Canadian Army Reserve

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, May 15, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, June 19, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

3. Additions to Agenda

There were two additions to the agenda from the In Camera Session:

- i. Inter-Municipal Services Agreement – Eastern District Planning Commission
- ii. Sale of Property – PID #50303437

4. Approval of Agenda

MOVED by Councilor J. White and SECONDED by Councilor T. Boudreau to approve the agenda with two additions. MOTION CARRIED.

5. Presentations

Raising the Villages – Mawiomi w'jit Mijuwajjik Declaration

With a focus on early child development, the Raising the Villages movement provides welcoming communities across western Cape Breton Island where citizens are able to gather, grow and share a rich and inclusive culture. As one of the five signatories on the declaration (We'komaq First Nation, Wagmatcook First Nation, Inverness Co., Victoria Co., Town of Port Hawkesbury), the Mayor and Council were thanked for their role in raising awareness of this movement. An official presentation of the signed declaration by Jim Mustard to the Mayor B. Chisholm-Beaton followed.

5. Council Reports

Mayor B. Chisholm-Beaton provided her report from the following meetings she attended:

Eastern Strait Regional Enterprise Network

April 24, 2018 Meeting – The ESREN contract was discussed. Meetings are planned for the spring and Summer and updates will be provided to Council.

Emergency Measures Organization Meeting – May 7, 2018 (Joint Update with Councilor M. MacIver)

Various chapters of the provincial template were shared with the EMO members for edits to the working EMO Document. The committee will meet again June 4 to have a draft document ready for Council to review for a fall meeting of the Committee of the Whole. The goal is to have a completed EMO document before the end of 2018.

Raising the Villages Meeting – May 4, 2018

Council was thanked for their support of the Welcoming Community Expo. The Mayor provided attendance numbers and participant feedback. The Expo was well attended by partners and service provider participants. Danna Ferguson, Chair, Raising the Villages, was acknowledged for her contributions to this successful event.

One Cape Breton Update

A meeting is scheduled May 18 with the Cape Breton Chiefs, Mayors and Wardens. The agenda will include updates on joint projects and the Unama'ki renaming request for the Welcome sign at the Causeway. The meeting will also appoint the next host of the One Cape Breton initiative.

Festival of the Strait & Ceilidh Market

Student interviews were conducted for the Festival of the Strait and the Market committees. Mya McHugh was hired as the Market Coordinator, and Danielle Martell as the Festival Coordinator. Both students will be assisting each other with both projects for a 12 week term.

Strait Area Mayors and Wardens Meeting – May 9, 2018

A motion resulted to send a letter by the Chair to UNSM President Geoff Stewart regarding UNSM's support of Bill 85 without receiving feedback from the municipalities. The committee also discussed the potential of working collaboratively on a Strait Regional Charter to achieve economic development tools and other opportunities. CAOs were tasked to explore other shared service ideas as well as the potential for a joint charter.

Warden Bruce Morrison and Chief P.J. Prosper, Paqtnkek, were welcomed to the Strait Area Mayors and Wardens Committee. Chief Norman Bernard, Chief Rod Googoo, and Chief Wilbert Marshall conveyed regrets for the May 9 meeting. A new name will be considered for the committee to signify its evolving representation.

UNSM Municipal Modernization Meeting – May 8, 2018

The presentation provided by Municipal Affairs included round table discussions. The subject of removing district systems from municipalities was discussed.

Councilor T. Boudreau provided a report from the following meeting he attended:

Airport Committee

The Air Show is scheduled May 30, 2018.

Councilor M. MacIver

Councilor MacIver inquired if Richmond County responded to an invitation to meet to discuss the Joint Industrial Park. CAO, T. Doyle stated an invitation has been extended but there is no confirmed date as yet as Richmond County has been focused on budget discussions.

6. CAO Reports

Engineering and Public Works Report – CAO, T. Doyle

CAPITAL WORKS

Pitt / Napean Reconstruction Project

Work will resume May 14 with an expectation for total project completion in October 2018. Activity will begin on Napean Street and proceed toward the MacSween Street intersection. Work is scheduled to begin on Pitt Street in early July. Notification to residents on the start date, schedule, traffic control and FAQs have been provided by a Project Newsletter #3, the Town website, social media, The Reporter, The Hawk, and door to door visits.

Tamarac Booster Station

The Booster Package has been in operation since April 12 and is performing as intended without issue. LYNK Automation moved the SCADA panel into the new building to be alarmed and linked with the Water Treatment Plant. The power service was removed from the old building. Additionally, capping off the old water main pipes and building removal are to take place by month's end. Staff was trained in the operation of the equipment and is pleased with the outcome of the project.

Water Treatment Plant Oil Tank Replacement

AH Roy and Associates began the process to produce the detailed design and specification. The scope of work includes the removal of the existing 10,000L buried oil tank which was originally installed in 1990 and installation of a new double wall above ground smaller tank complete with the required protective design features. The expectation is to tender this project in early summer.

Destination Reeves Street

Facade

Design meetings took place with Pickup MacDowell and Boudrot Rodgers. Strait Car Care and B & B Furniture Warehouse received their final draft of the design and are in the process of filing the second part of their application. Work is underway on the Maritime Inn and The Professional Centre's designs. Conversations are taking place with the remaining plazas on Reeves Street.

Streetscape

A topographical survey of the properties adjacent to Reeves Street, north side, from MacSween Street to NSCC has been completed by Strait Engineering. This information was transferred to WSP for the development of active transportation infrastructure. A third meeting took place with NS Power to discuss pole relocation on Reeves Street. A breakdown of the cost associated with the project was presented in a technical report (information of the transmission and distribution of power in Port Hawkesbury). We are currently working with an electrical engineer to review the document and options. A final meeting with NS Power will take place in the near future once the document has been properly interpreted.

NS TIR Consultation

A series of access management meetings with business owners on Reeves Street will take place May 22 and 23. An Emergency Service Providers Committee (Fire Department, RCMP and EHS) has been created to review lane reconfiguration on Reeves Street. The committee will meet May 22 with NS TIR to discuss areas of concern followed by an evening meeting with Reeves Street business owners, Council, and NS TIR to discuss road design.

Public Works

CAO, T. Doyle provided Council with the April Report from the Public Works Department.

Finance Report – Director of Finance, E. MacEachen

Budget

The 2018-2019 budget process is well underway. Numerous meetings were held with staff, and five meetings took place with staff and Council. We are currently proposing a balanced operating budget without any tax increases, and are now focusing efforts on our capital projects for the upcoming year. We are currently deliberating draft capital projects and financing options for these projects. Council are focused on investing in the community, and are putting a strong emphasis on improving road and sidewalk infrastructure as budgets allow. Some infrastructure projects are moving forward into future years when cost sharing possibilities will be available through the newly announced federal infrastructure program. We have and will continue to apply for grants for capital projects that fit funding criteria.

As part of the process, Council reviewed listings of properties that are provincially exempt from taxation and do not provide revenue for services; listings of properties that Council has exemption from taxation through Municipal bylaws; a summary of our tax rate broken down by service area; assessment trends; capital priorities identified by staff; and, a list of potential upcoming capital projects that could be considered in the upcoming five years. The budget will likely be presented at a Special Council meeting for approval. Draft #3 of the budget will be provided to Council with a recommendation for ratification in a Special Public Meeting. Council was asked to contact E. MacEachen individually or as a group in the event of questions.

Audit Committee Meeting

A meeting with the Audit Committee was held April 25 with Grant Thornton in attendance to present the audit plan for the 2018 fiscal year. The audit plan was approved by the committee.

Escribe

We have completed the configuration of the ESCRIBE software, and have attended three training sessions for administrators to allow Town staff to be able to make changes to the templates and reports for Council. The next steps will be to conduct a parallel Council meeting, using our historical methods of preparing agendas and minutes, and using the software. Once issues are resolved arising from this process, we will schedule a mock meeting with Council to allow everyone an opportunity to see how the software works in a meeting setting.

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

Aquatics

Registration is complete with a 10% increase over last year for the *Learn-to-Swim* program. Additionally, *Swim-to-Survive* lessons have begun and will continue until June.

Trails

The first trail cleanup day of the season was held May 5. Work has been taking place on the Crandall Road to Grants Pond Trail. A fish ladder was discovered under Crandall Road which will be of interest to many traveling the path. Signs are in the works and design is underway.

Sponsorship

Sponsorship is finalized for the Granville Green concert series and we are awaiting the status of two grant applications. The following list of the supporters make this series possible: Title sponsors: NuStar and Bear Head LNG; Performance sponsors: Canadian Heritage, Province of Nova Scotia, TD Bank, Port Hawkesbury Paper, NS Power Point Tupper Generating Station, Kitchen Fest, DCBA, Atlantic Lottery, A1 Pizza, Kent Building Supplies, The Reporter, Sound Source, Maritime Inns, and 1015 The Hawk.

Community Cleanup

A community cleanup is scheduled May 12. It is being coordinated with Divert Nova Scotia and supported by The Medicine Shoppe, 1015 The Hawk, and the Recreation Department.

Community Market

The PHCC will be the new home for the Port Hawkesbury Ceilidh Market. Organizers hope that the spirit of the market will create a welcoming atmosphere where the community will buy local produce and crafts, engage in workshops and demonstrations, and, develop a local *foodie culture*. The first market for 2018 is scheduled July 19 and will run weekly until October 11, with a Christmas Market in December.

Basketball

Work has begun with the Port Hawkesbury Basketball Association for the development of both a Junior and senior summer league on the outdoor courts. Games will get underway June 18. Supplies and a score keeping clock have been purchased to help with this initiative.

Events

- Student Art Exhibit May 17
- Matt Minglewood May 26
- Neil Diamond Tribute June 1

Planning and Development – Paul Dec, Planner, EDPC

Municipal Planning Strategy Updates – In Support of Destination Reeves Street

Planning staff is working on updates to the Municipal Planning Strategy and Land Use By-law to make the municipal planning documents compatible with the Destination Reeves Street objectives. The three main challenges with the current planning documents are: 1) residential/commercial mixed use development is not permitted; 2) parking requirements constrain development opportunities; and, 3) there are no design guidelines or requirements. Mr. Dec addressed these challenges by proposing and providing information on a new 'Commercial Main Street (C5) Zone' to increase commercial activity in the central section of Reeves St. between Philpott St. and MacDonald St. He also provided examples on flexibility for parking, design requirements, and guidelines for a C5 zone. Additionally, there would be corrections to planning documents regarding outdated information and errors.

CAO T. Doyle's recommendation to Council was consideration of First Reading to amend the Municipal Planning Strategy and Land Use By-Law to permit a Commercial Main Street (C5) Zone on Reeves Street.

7. Other Business

i. Army Reserve Employment Opportunities

Lieutenant-Colonel Keith Rudderham provided an overview of a recruitment initiative that the Canadian Forces Primary Reserves are conducting in Cape Breton and its benefits for students, soldiers and the Town of Port Hawkesbury's economy. Summer student recruitment for full time positions would begin May 1 to August 31. Scheduling, remuneration, tuition assistance and benefits were discussed. A question and answer period followed. Lieutenant-Colonel Rudderham asked Council's assistance with signage and to bring awareness of these recruitment opportunities to residents and students within the Town. A national open house is scheduled September 29, 2018.

ii. Ceilidh Market – Donation Request

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves the support of the Ceilidh Market and Festival of the Strait initiatives and that office space be provided for administrative purposes and that rent of \$50 per market event be charged for the use of the concourse area and adjacent space if required”.

iii. Royal Canadian Legion – Donation Request

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves a donation of \$200 for the Royal Canadian Legion 23rd Annual Show N’ Shine Car Show, June 17, 2018”.

8. Approved Additions

i. Inter-Municipal Services Agreement – Eastern District Planning Commission

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves the change in the Eastern District Planning Commission Inter-Municipal Agreement as distributed at the May 1, 2018 Public Meeting and as discussed at the May 15, 2018 meeting of the Committee of Whole.

ii. Sale of Property – PID #50303437

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves the subdivision and sale of 0.97 acres of land at PID # 50303437 as identified on survey drawing Plan No. 2018-13, distributed, to That Dog Place Inc.”

9. Future Meetings – CAO T. Doyle

- Public Meeting June 5, 2018
- Committee of the Whole June 19, 2018
- Special Public Meeting (Tentative) June 19, 2018

10. Adjournment

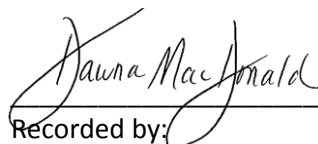
MOVED by Councilor M. MacIver and SECONDED by Councilor J. White to adjourn the Committee of the Whole at 8:45 p.m.” MOTION CARRIED.

June 7, 2018

Date



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



Recorded by:
Dawna MacDonald