

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

**Minutes of Meeting  
June 19, 2018**

**Present**

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

**Regrets**

Deputy Mayor, Hughie MacDougall  
Director of Finance, Erin MacEachen  
Planner, Paul Dec, Eastern District Planning Commission

**Guests**

Kara MacEachern, Waste Management Coordinator and Educator

**1. 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.

**2. Additions to Agenda**

There were two additions to the agenda.

- i. Train Whistle Blowing – Noise Complaints
- ii. Port Hastings Historical Society

**3. Approval of Agenda**

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

**4. Presentations**

There were no presentations.

**5. Council Reports**

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

*Emergency Measures Organization (EMO) Meeting*

June 6, 2018 Meeting - The EMO reviewed the work achieved to date and made amendments to the EMO document. The next document steps include reviewing the appendix section and sending the draft document to George Muise, Emergency Management Planning Officer for review followed by distribution to EMO stakeholders. The EMO are hopeful to have a draft document for Council review during a fall Committee of the Whole. The goal is to have a completed EMO document before the end of 2018.

*Eastern Strait Regional Enterprise Network*

June 8, 2018 Meeting – the Town of Mulgrave was welcomed as a member of the ESREN. A new governance model was discussed. The ESREN Liaison Oversight Committee agreed to meet with the executive to discuss this new model and coordinate a meeting with Minister Mombourquette.

### *Raising the Villages*

The Welcoming Family Expo was featured in the Raising the Villages Newsletter. Other Raising the Villages groups are interested in hosting their own expo.

### *One Cape Breton – Shortage of Doctors*

June 16, 2018 Meeting – Municipal representatives from Cape Breton met with Dr. Margaret Fraser in Membertou to discuss the doctor shortage mainly in areas of primary and emergency care in hospitals. It was suggested and agreed upon by the municipal representatives to request a meeting with Minister Delorey to discuss its impact on the Island and potential solutions to this crisis. A press release outlining the doctor shortage crisis and the need for solutions with the Minister will also be considered. Chief Terry Paul, Mayor Clarke and Mayor Chisholm-Beaton were tasked with action steps preceding the meeting and to keep the One Cape Breton leaders updated who in turn will update their respective councils.

### *Festival of the Strait*

Planning is underway for both the Festival and the Ceilidh Market. Students Danielle Martell and Mya McHugh are working to ensure the success of both events. The Festival brochure with listing of events will be distributed on social media, to tourist bureaus, museums, stores, the Civic Centre and other key locations.

### *Ceilidh Market*

Progress continues with approximately 20 vendors interested in participating to date. Interested vendors can contact [ceilidhmarket@gmail.com](mailto:ceilidhmarket@gmail.com) for more information.

### *FCM – 2018 Annual Conference and Trade Show - Halifax*

May 30 – June 4, 2018 – The Mayor, Deputy Mayor, Councilor T. Boudreau, CAO T. Doyle, travelled to Halifax to participate in the 2018 FCM Conference. Sessions attended included growing revenues in municipalities, affordable housing, and high speed internet and cell phone accessibility in rural areas. The conference provided an opportunity for networking with elected officials from municipalities across Canada.

### *FCM Vietnamese Delegates*

June 11, 2018 – Six delegates from the Association of Cities of Vietnam (the Vietnam equivalent to the FCM) toured Point Tupper industries, the Civic Centre and attended a meeting with Amanda Mombourquette, SACOC, culminating with a visit to the Friendship United Centre in Cleveland. The delegates enjoyed their visit to Cape Breton and look forward to a return visit.

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

#### *Planning Advisory Committee (PAC)*

The Eastern District Planning Commission will be relocating to the PHCC. Councilor T. Boudreau assumed the role of Chair of the PAC.

#### *Councilor M. MacIver*

##### *Joint Industrial Park*

Councilor MacIver inquired about the status of the Joint Industrial Park. He indicated Misty MacDonald, ESREN Development Officer volunteered to work with colleagues to provide recommendations for the park. Additionally, the Mayor has discussed this issue with Richmond County CAO, Kent MacIntyre.

## 6. CAO Reports

### Engineering and Public Works Report – CAO, T. Doyle

#### Capital Works

##### *Pitt / Napean Reconstruction Project*

Construction has been ongoing since May 14. Allsteel Coatings Ltd. installed the buried water, sewer and storm mains along Napean St. between the Embree St. intersection and the MacSween St. intersection. The mains have been tested and put into service; new services to the homes have been connected. Work will resume this week at the MacSween/Napean intersection. The contractor is tracking as per the schedule and work is scheduled to start on Pitt Street in mid-July.

##### *Water Treatment Plant Oil Tank Replacement*

The tender submission deadline is June 22. An on-site bidders' meeting was conducted June 12. Addendum #1 was posted on June 14 in response to questions from contractors.

##### *Water Treatment Plant Office/Lab Improvements*

AH Roy and Associates were engaged to perform the engineering and specification related to the removal of an old motor control center (MCC) bank in the office/lab space at the water treatment plant. The existing dated MCC and sections of the original equipment are in use. Work on the MCC was recommended during the plant upgrade project in 2010 but was removed from scope to reduce project costs. It will include the provision of a new panel with enclosed motor starters for the high lift pumps and the tie-in of various miscellaneous feeds.

##### *2018-2109 Capital Projects*

The previously approved 2018-2019 list of capital projects and budget were provided in this report.

#### Destination Reeves Street

##### *Facade*

The Causeway Shopping Centre is the second plaza to join the façade program and have had their initial design meeting with Conrad Taves Design Consulting. To date, the program consists of a total of seven individual buildings and two malls. The inclusion of the malls will enable the tenants to participate in the program. The Professional Centre received their first draft of the design. The Centre's owner has made recommendations to the designer and is currently awaiting the second draft. A meeting is scheduled with the owner of the East Coast Credit Union Plaza to investigate potential opportunities.

##### *Active Transportation*

The topographical survey between MacSween St. and the NSCC driveway has been completed and was transferred to WSP Global for use in detailed design. Their primary focus is the AT lane between NSCC and the PHCC. An in-depth active transportation design will begin once the NSTIR road designs have been finalized.

##### *Streetscape*

Brian Anderson Surveying is working on the identification of the NSTIR right of way along the 2.7 km of roadway involved in the project. This information is critical to enable streetscape design to move forward.

##### *NSTIR Road Improvements*

Positive feedback was received from a series of access management meetings with stakeholders on Reeves Street. NSTIR is currently working on the concept road design with access management changes that have been agreed upon by NSTIR and the building/business owners. The Emergency Measures Agencies met with NSTIR to discuss the concept road design. The meeting provided an opportunity for the various emergency measures

personnel to engage in open dialog on the road design and access management. There was consensus that the project will have a positive impact on the reduction of high speeds and accidents on Reeves Street. The Port Hastings and Port Hawkesbury Fire Departments continue to express concerns with emergency response time and have provided their accident records for 2016 and 2017 for the purpose of a road study.

### **Public Works**

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

### **Finance Report – Director of Finance, E. MacEachen**

#### *Budget*

The 2018-2019 capital and operating budgets were approved June 5, 2018. A copy of the budget publication was provided to Council on June 11.

#### *Audit*

Grant Thornton completed their audit fieldwork from May 22-28. The Financial Statements are now under review by the audit Principal. Potential dates for presentation of the audit results to the Audit Committee and Council are expected in the near future.

#### *IT Shared Service*

E. MacEachen attended a meeting in Guysborough with other regional municipalities facilitated by David Muise, Director, Information Technology for the Municipal Joint Services, Lunenburg Region. Mr. Muise's group oversees the network and IT needs of three municipal units and organizations. Under his guidance, a subcommittee has been created to flesh out this project regarding costing, project next steps and a briefing note for Councils to determine our level of involvement in the project.

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

#### *Summer Events*

The summer events schedule begins in July. There are efforts to partner with several groups and offer activities for all ages. The department will assist and promote events with Minor Baseball, Minor Soccer, Eastern Counties Regional Library, YMCA, J. Franklin Wright Gallery, Strait Area Trails, Festival of the Strait, Port Hawkesbury Basketball Association, Port Hawkesbury Legion, St. Mark's Church, the Rotary Club and the Heart Association.

#### *Strait Area Pool Closure for Summer*

The Strait Area Pool will close for the summer on June 30 and will host a grading day party June 29 to wrap up the season. The plan is to reopen the pool the second week of September with registration the following week.

#### *Artisan Incubator*

Four artists are confirmed and there is interest from an American artist to join the Artisan Incubator. The Custom's House exterior is nearing completion. Studio setup and retail space for the artists' wares should be complete by mid-July. Notification will be provided for an official opening.

#### *Municipal Physical Activity Leadership (MPAL)*

A common vision for addressing physical activity, sedentary behavior, and allowing communities to share their experiences at the population level were discussed at the MPAL Regional Meeting, June 15. Opportunities to enhance community wide approaches to physical activity and required assistance in Nova Scotia were also discussed. The Town of Port Hawkesbury and the Municipality of the County of Richmond are partnering

with Tennis Nova Scotia to host a Community Volunteer Tennis Training, June 14 for ages 16 and over with a goal to build tennis leadership in communities. A Physical Activity Strategy Session with members of community groups and minor sporting organizations will take place June 21. The goal is to receive feedback to assist with a strategy for physical activity in Port Hawkesbury.

#### *Strait Area Trails Association*

The Strait Area Trails Association was approved to hire four students for the summer. Evan Lafford, Coordinator, is developing work plans. The designs for the signs and rack cards have been completed and sent for production. The major focus of work this summer will be opening and completing the Grants Pond Trail.

#### **Planning and Development – John Bain, Director / Paul Dec, Planner, EDPC**

Mr. Bain and Mr. Dec were not in attendance.

### **7. Other Business**

#### i. Funding/PHCC Venue Requests:

##### a) Strait Richmond Palliative Care Society

Staff is conducting research for this funding request. Information will be provided to Council for the June 28 Public Meeting.

##### b) Port Hawkesbury Volunteer Fire Department (PHVFD) – 75<sup>th</sup> Anniversary Gala – October 27, 2018

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves the requests of the PHVFD and the department’s reimbursements to the Town to host the 75<sup>th</sup> Anniversary and Gala in accordance with the May 16, 2018 correspondence”.

#### ii. Volunteer Recognition Plaque

The consensus of Council was to bring forward the request “that the Town of Port Hawkesbury approves the construction of a plaque which will display the names of all winners of the Town’s Volunteer of the Year Award and as recognized at the annual NS Provincial Volunteer Awards Ceremony”.

#### iii. Solid Waste Management – Curbside Residential Organics Collection

Ms. MacEachern provided information on the Speed Eco Products organic cart specifications and costs, a collection plan, and a proposed timeline to roll out to residents. Discussion included operational costs for the program, purchasing options for carts, and the potential to share this service and costs with other municipalities. Ms. MacEachern and staff will compile information for Council for a fall meeting to include a communication piece for residents, compost cart pricing and funding options, and the optimal roll out time for the program. Extensive information is required in consideration of implementing this program. The consensus of Council was “that the Town of Port Hawkesbury approves the development of a Curbside Residential Organics Collection Program to include composting and clear bag usage”.

#### iv. Racquetball Court Request

A request was received from a resident to convert the PHCC racquetball court into a squash court. Staff will research costs associated with this conversion and provide this information to Council for further discussion.

**8. Approved Additions**

i. Train Whistle Blowing – Noise Complaints

Residents expressed concerns about the train whistle blowing noise at crossings in the Town. Installation of lights and barriers at crossings as an alternative to the whistle blowing would be expensive. The Town Solicitor will research correspondence from Transport Canada regarding train whistle blowing in the Town.

ii. Port Hastings Historical Society

Staff is conducting research for this funding request. Information will be provided to Council for the June 28 Public Meeting.

**9. Future Meetings – CAO T. Doyle**

- Public Meeting Tuesday, September 11, 2018
- Committee of the Whole Tuesday, September 18, 2018

**10. Adjournment**

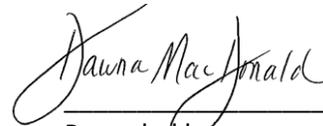
**MOVED by J. White and SECONDED by Councilor T. Boudreau “to adjourn the Committee of the Whole at 8:30 p.m.”**

September 12, 2018

Date



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



Recorded by:  
Dawna MacDonald