

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

**Minutes of Meeting
September 18, 2018**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor H. MacDougall
Councilor, Trevor Boudreau
Councilor, Mark MacIver
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Patrick Lamey

Regrets

Councilor, Jeremy White

Guests

John Beaton, CEO, Eastern Strait Regional Enterprise Network (ESREN)

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, September 18, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Eastern Strait Regional Enterprise Network (ESREN)

3. Approval of Agenda

MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor H. MacDougall “to approve the agenda with one addition”. MOTION CARRIED.

4. Presentations

Eastern Strait Regional Enterprise Network (ESREN)

CEO, J. Beaton’s presentation to Council provided a transitioning model from the Strait-Highlands Regional Development Agency (SHRDA/RDA’s) to the Eastern Strait Regional Enterprise Network (ESREN/REN’s). The differences between structure, governance, reporting, programming and funding of the RDA’s and REN’s were provided. CAO J. Beaton stated the main focus of the REN’s was to align with goals of the The Ivany Report. A video presentation and question and answer period followed. CAO Beaton stated a marketing strategy and campaign plan are being prepared to identify industry gaps in the Strait region and to address the Strait of Canso port development. A video presentation and question and answer period followed.

5. Council Reports

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

Eastern Strait Regional Enterprise Network (ESREN)

September 5-7 - Province-wide ESREN Conference in Digby. A “Creative Island” presentation by Morgan Murray discussed innovation hubs to be piloted in different locations around Cape Breton Island. The conference provided the opportunity to witness the work of other REN’s and to talk to other REN CEOs and Board Members.

Emergency Measures Organization (EMO) Meeting

The EMO Group is coordinating a time to meet at the end of September. The goal is to have a completed EMO draft document to Council for review before the end of the year.

Raising the Villages

An August meeting reviewed potential pilot sites and a strategy to move the Raising the Villages' concept forward. The next meeting is scheduled September 24 in Baddeck.

One Cape Breton – Next Summit

The Mayor participated in several conference calls with Engage NS, the Membertou staff, and Chief Terry Paul, who will be the next host of the One Cape Breton/Unama'ki Summit. The date and details of the Summit which will be held in Membertou should be confirmed in January or February 2019. The Summit is tentative at this stage as it is contingent on the schedules of the participating municipalities and First Nations' communities. The Mayor will provide updates to Council accordingly.

Festival of the Strait

The Festival of the Strait volunteers and organizers have much to be proud of as it was a great success. As the Town contributes \$3000 annually, representatives from the Festival of the Strait committee will provide a presentation to Council in October to include budget discussion.

Port Hawkesbury Ceilidh Market

Mayor B. Chisholm Beaton assisted with social media, public relations and the actual market operations for the summer. The contributions of volunteers and summer students have made the market a success to date. Planning is underway to grow market traffic this fall.

Cape Breton Local Immigration Partnership (CBLIP)

The Mayor attending a September 18 meeting in which strategies to improve Cape Breton as a more welcoming place for new-comers to live and to receive support upon their arrival was discussed. The CBLIP committee typically meets on a monthly basis.

Spring Hockey

Based on interest received from Town residents, the Mayor is exploring the viability of hosting spring hockey in Port Hawkesbury and extending the arena ice season. CAO, T. Doyle is working with staff to determine the cost to extend the ice to the end of May. The Mayor has been in discussion with the Strait Richmond Minor Hockey, Atlantic Hockey Group, the Strait Pirates and other customers. Spring hockey could be a viable option if an extension can occur without a cost to the Town. Deputy Mayor H. MacDougall confirmed his assistance on this project. The Mayor will coordinate a group to include the Deputy Mayor to move forward on this project.

Councilor T. Boudreau provided an update from the August 29 Audit Committee Meeting and stated a Planning Advisory Committee meeting is scheduled next week.

Deputy Mayor H. MacDougall conveyed regrets for the Policy Advisory Committee meeting. As an alternate member, Director of Finance, E. MacEachen provided the meeting update which specifically addressed local Town issues. A two month report noted incidents and calls are trending higher than in 2017. The meeting included discussion on jake brakes and by-law enforcement.

6. CAO Reports

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

Customs Building

The Customs Building is now in full swing with four artists producing product and retail in the building. Presently, the mediums produced are pottery, jewellery, leather work, and textiles. The artists have travelled from across Canada to participate in this program and have taken up residence in the Town and surrounding communities. The artists will be offering programs this coming summer. The building's brick was repointed, railings replaced, grounds cleaned, and a patio area at the side of the building was developed. An official opening is scheduled October 18.

Granville Green

Granville Green enjoyed large audiences this summer and completed its 24th year of programming. The Town was able to cooperatively market with other festivals in the province and dedicate more time to social media promotion. With the performance of Fred Penner on August 5, we were able to have an official Fred Penner Day. A full day of programming included painting, bouncy tents, inflatable castles, scavenger hunts and geocaching.

Bike Pump Track

A public consultation was held to provide and review the plans for the bike pump track. The plans were presented and information and suggestions from those in attendance were gathered. Children attended and were excited about this initiative. Work on the track should be completed by September 16. An asphalt option is being investigated through business partnerships and funding sources. The official opening and ribbon cutting ceremony is planned for the end of September.

Trails

The Strait Area Trails Association was awarded four summer students this summer to maintain the trails. A report was included outlining this work. New signs are being installed later this month and rack cards will be distributed. P. Davis commended the work and dedication of the volunteers this summer stating our trails are beautiful and something in which to be very proud.

Pedestrian Bridge – Grants Pond

The pedestrian bridge is in the final stages of development with hopes of installation at the end of September. The Public Works Department will be undertaking pieces of this project with installation by Mulgrave Machine Works. A new Trail Head Sign will be located in this area which will provide information on the trail system and its connectivity for the user.

Pool

The Strait Area Pool has opened and Ms. Kara MacEachern was hired as the Aquatics Coordinator. Ms. MacEachern was welcomed and commended for her aquatic experience and the knowledge she will bring to the position. The Town has worked with the PHAST swim team to improve their hours of access to the pool with hopes to grow their registration. The fall flyer was attached for Council's review.

Summer Events

P. Davis reviewed the extensive list of 2018 Summer Events and provided the following list of fall performances:

- Jim Cuddy Trio - September 28
- Brett Kissel – October 8
- Jimmy Rankin – November 17
- Gord Bamford – December 6
- Tis the Season – December 8

Mayor B. Chisholm-Beaton commended P. Davis and staff for a successful summer and many recreational events in the Town.

Finance Report – Director of Finance, E. MacEachen

Audit

The 2018-2019 Town of Port Hawkesbury audit was concluded. The Audit Committee met and approved the Consolidated and Non-Consolidated Financial Statements with recommendation to Council for approval. These financial statements were approved by Council at the September 11, 2018 Public Meeting and will now be submitted to Municipal Affairs.

Reporting to Municipal Affairs

The annual reporting to Municipal Affairs is in process. To date, the Capital Investment Plan and Annual Expenditure Report relating to gas tax funding have been submitted to the appropriate department. The Statement of Estimates (budget report) was also submitted. The Financial Information Return, which represents the financial statements of the Municipality to March 31, 2018, will be submitted to Municipal Affairs within the next week along with the approved audited financial statements.

E-Invoicing

Following the fully implemented e-billing feature for our tax and utility bills, we are now looking at implementing the option for customers to have their invoices from the Municipality emailed as opposed to being mailed. We are currently working with Diamond Municipal Solutions to review our set up to facilitate this process. We anticipate having this ready for customers within the next month.

Time-off Manager

The current process is manually tracking and reporting employees' time benefits which is an onerous task and subject to error regarding employee submission and supervisor oversight. We have purchased a licence for an electronic time tracking program wherein each employee can electronically submit requests for time-off for automatic department head authorization and updates to employees' time banks. This will reduce the possibility for under and over reporting time, make it easier for employees to view their remaining time, and to reduce administrative time with authorizing and tracking time benefits. A training session will take place with employees before the end of the calendar year.

Engineering and Public Works Report – CAO, T. Doyle

Capital Works

Pitt / Napean Reconstruction

The following water, sewer and storm mains have been installed to date: Napean Street total (980m), Pitt Street (350m). Of the total of 1350m of installation, 85% has been completed. There are 14 homes and businesses remaining to be serviced. Napean Street is completely paved and prepared for sidewalk installation. The MacSween Street intersection duct bank and unknown rock along Pitt Street were challenges encountered over the summer months.

Water Treatment Plant

- **Oil Tank Replacement**

A new above ground oil tank is in place, filled, and ready for commissioning. The existing buried oil tank could not be removed and had to be abandoned on site because of its proximity to the water treatment plant septic tanks and raw water main from the Landrie Lake Pumping Station. Tank abandonment procedures were completed as per Nova Scotia Environment regulations.

- **Motor Control Centre Removal**
The tender closing deadline for this work was August 9, 2018; three bid submissions were received. This work has not yet been awarded as staff is assessing budget availability for the project.
- **Dissolved Air Flotation (DAF) Saturator Tank Replacement**
The replacement saturator tank has been ordered and delivery is expected in late fall. LYNK will be completing the installation, connections and programming work on a time and material approach for the RAWDON Technologies Limited designed tank. RAWDON Technologies Limited is the original designer of the water treatment plant DAF treatment system. The estimated project budget is \$45,000.

Capital Paving Project - 2018

Ocean Paving Limited was awarded the Town Capital Paving Tender for 2018. The work will include milling and paving of 3,200m² of asphalt on Reynolds Street, replacement of sections of curb/gutter and sidewalk, and the Incubator Mall and Port Hawkesbury Volunteer Fire Hall parking lots. Additionally, the tennis court was resurfaced, new safety netting was installed in the arena, and a bike pump track was constructed. CAO, T. Doyle addressed questions from Council regarding ballfield fencing, the MacSween and Granville Street sidewalks, and curb to be repaired between Sydney Road and Hwy 104.

Installation of Radar Speed Sign's

In cooperation with NSCC Strait Area Campus, the Town will install two radar speed signs on the north and south approaches to the NSCC entrance in an effort to help reduce the number of accidents in the area. The NSCC Strait Area Campus will purchase the radar signs and the Town will provide the installation at the end of October. The Town has been in consultation with the NSTIR relating to the sign locations and equipment to be used. A third sign was purchased with the ability to be relocated periodically throughout our streets.

Asset Management Pilot Project

The Town received data for review from Municipal Affairs for the Asset Management Pilot Project. Staff will participate in the Asset Management Cohort Program through the Atlantic Infrastructure Management AIM Network later this month. The program is designed as a series of workshops to provide guidance and resources to assist Municipalities' progress with their respective programs and to share this knowledge with neighboring Municipalities.

Destination Reeves Street

September 2018

Facade

Four plazas have signed up to be a part of the Destination Reeves Street Façade Program; The Causeway Shopping Centre, The Town Centre, Nima Vani Enterprises and Island Gateway. B and B Furniture, Strait Car Care, Cape Breton Realty, the Carriage House, Pickup MacDowell, and the Professional Building received their final drafts and are now eligible to apply for funding in the Destination Reeves Street Façade Program.

Streetscape

Strait Engineering completed a topographical survey for lands adjacent to Reeves Street. Brian Anderson and Associates Ltd. surveyed the complete length of Reeves Street to establish right of way. WSP developed a concept design of the Active Transportation trail from NSCC to the TD Bank. WSP's design team was able to bring the grade down on the trail making it more manageable for walking and cyclists. Their concept design has been reviewed and approved by the Destination Reeves Street Committee, NSCC and the Port Hawkesbury Community Trails

Committee. WSP is currently in the process of detailed engineering for this portion of the Active Transportation Trail in preparation of tender this fall.

The Destination Reeves Street Steering Committee, Nova Scotia Power, WSP and NSTIR are working together to create an effective construction plan for all three components (road realignment/access management, pole placement and streetscape) of the project for Spring 2019 on Reeves Street from the TD Bank to Trunk 4.

A \$25,000 Beautification and Streetscaping Program grant was awarded to the Town of Port Hawkesbury Destination Reeves Street Project by Hon. Chuck Porter, Minister of Municipal Affairs.

The Grants Pond Bridge design has been approved and completed. The bridge is currently being fabricated and will be ready to install by mid-October.

NSTIR Road Design

Access management and road concept designs have been finalized and are currently in the process of detail engineering is in process.

Facilities, Parks & Operations Report – Manager G. Snook Public Works Report – CAO, T. Doyle

Manager G. Snook and CAO, T. Doyle provided an overview of the reports from Facilities, Parks & Operations and Public Works respectively for the months of June, July and August and addressed questions from Council. CAO, T. Doyle will provide Council with the most recent concept and confidential synopsis of the Active Transportation Streetscape design for the trail from NSCC to the TD Bank. Council will be continually updated and review the final concept prior to the tender process.

7. Other Business

i. Waterfront Development Committee – Terms of Reference (ToR)

The Waterfront Development Committee ToR was provided to Council for review and feedback. The draft ToR mirrors the template used with all Town Advisory Committees ToR's that were approved by Council. Deputy Mayor H. MacDougall stated he could not support this current draft. Discussion included the criteria for membership, mandate wording, and review of the former Waterfront Development Society model. Council was asked to provide recommendations for a revised draft for the next meeting for approval in principle and to distribute to the committee.

ii. Cape Breton & Central Nova Scotia Railway – Excessive Noise

CAO T. Doyle met with Manager John Bourke to discuss the whistle blowing noise complaint received from residents. Alternate options to use lights, bells and crossing arms at Philpott and MacSween Streets and their respective costs were discussed. Town Solicitor P. Lamey addressed the safety requirements, risks and the Town's exposure to liability to be considered. It was noted that the Transport Canada safety rules supersede the Town's Noise By-Law.

iii. Jake Brakes

Mayor B. Chisholm-Beaton met with S/Sgt. Redl who will work with the Department of Motor Vehicles (DMV) and trucking companies to address the use of engine enhanced braking system (jake brakes) which is covered under Section 181A of the DMV and states: *No person shall use a diesel engine enhanced braking system while operating a vehicle on a highway for which the speed limit is fifty kilometres per hour or less unless the use of the braking system is required by an emergency.* CAO, T. Doyle will follow up with S/Sgt. Redl on this issue.

iv. Civic Centre Plaques

Maple Signs provided staff with information and options for the Civic Centre Plaques. CAO, T. Doyle asked that Council provide direction on the information, material, and location of the plaques. The consensus of Council was to begin with a plaque for the Port Hawkesbury High School to be positioned on a pedestal, made of plastic, and to be approximately 4' by 4' in size. Maple Signs will provide a proof for Council's approval.

v. Town Approved Parks

G. Snook provided Council with a list of parks and green spaces within the Town. Discussion included the use of signage and how best to designate these spaces in accordance with the Town's Park By-Law. The consensus of Council was that staff brings back recommendations for signage and park and green space designation for Council's review.

vi. Letter to Chad Kelly re Compost Collection Program

The consensus of Council was to approve and send the letter as presented to Chad Kelly in thanks and appreciation of his work on the municipal compost collection program.

8. Approved Additions

Eastern Strait Regional Enterprise Network (ESREN) – as presented.

9. Future Meetings – CAO T. Doyle

- Public Meeting Tuesday, October 2, 2018
- Committee of the Whole Monday, October 22, 2018

10. Adjournment

MOVED by Councillor M. MacIver and SECONDED by Deputy Mayor H. MacDougall "to adjourn the Committee of the Whole at 9:50 p.m."

October 3, 2018

Date



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



Recorded by:
Dawna MacDonald