

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

**Minutes of Meeting
October 22, 2018**

Present

Mayor, Brenda Chisholm-Beaton

Deputy Mayor, Hughie 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

Director, Eastern District Planning Commission – John Bain

Town Solicitor, Patrick Lamey

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Monday, October 22, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Aaron Johnson – Deputy Mayor H. MacDougall
- ii. Halloween – Mayor B. Chisholm-Beaton

3. Approval of Agenda

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

4. Presentations

Municipal Government Act (MGA) – Bill 58

Director J. Bain stated Bill 58 was passed amending the Municipal Government Act and Halifax Regional Municipality Charter regarding minimum planning strategies and requirements in municipalities in Nova Scotia. Within the Eastern District Planning Commission (EDPC) there are areas within four counties lacking comprehensive planning strategies. There are concerns with the EDPC that District Planning will not have the necessary resources regarding these planning strategies and requirements. Discussion included the impact on municipalities that do not meet the EDPC standards, confirming the minimum planning requirements in rural areas for this legislation, and timelines to have these documents in place for these four counties. Councilor T. Boudreau suggested letters from the EDPC, the Town, and the Mayors and Wardens Committee be sent to government to express concerns and advocate for proper consultation to be used in preparing regulations to the Act.

5. Council Reports

Councilor T. Boudreau – Eastern District Planning Commission (EDPC)

Bill #58 was discussed at the last EDPC meeting.

Mayor B. Chisholm-Beaton – ESREN

The Mayor in partnership with the ESREN staff, will be presenting “Start-up Port Hawkesbury” at the upcoming NSFPM conference November 6-9, 2018.

Mayor B. Chisholm-Beaton – Emergency Measures Operation (EMO) - October Meeting

The working draft (past the half-way mark) has been sent to George Muise for review and then provided to Council for review. Based on feedback from Mr. Muise, the EMO group is hoping to complete the final draft by the end of the year.

Mayor B. Chisholm-Beaton – Raising the Villages

The Port Hawkesbury Group has been meeting regularly and is planning another event. The details will be provided to Council accordingly.

Mayor B. Chisholm-Beaton – One Cape Breton

The Mayor will meet October 23 with the Memebertou Council and Engage staff. Presently, the event is scheduled in February 2019.

Mayor B. Chisholm-Beaton – Port Hawkesbury Ceilidh Market

The regular Market season has concluded with the Christmas Market to be held November 24, 2018. The Mayor invited Council to show their support by attending and volunteering at this last market.

Spring Hockey

The Mayor is attempting to coordinate a meeting with the Atlantic Hockey Group with Minor Hockey in the Strait and the West, the Town, and some coaching staff. We don't have a date set as of yet.

6. CAO Reports

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

Pump Track

The pump track has been enjoyed by many children, parents, and cycling enthusiasts over the past weeks. Some initial ground work has taken place but there is a need for sodding/hydro seeding and to protect the integrity of the base of the track next spring. Planting of trees, landscaping and adding a few picnic tables and benches will make this a destination for outdoor play. The application for funding to Health and Wellness has been submitted and we should hear in April if we have been successful.

Trails

The volunteers of the Strait Area Trails Association have started the installation of the new trail signs. The trail head signs are in the process of being constructed with installation in the next few weeks. Trail rack cards outlining the trail wayfinding system have been produced and will be distributed to all households once the trail head signs have been installed.

Fall Programs

The Fall programming has been well received with a great deal of interest in participation. A full slate of swim lessons has started, and several waiting lists for programs have been organized. Two leadership courses will be offered this fall with hopes of addressing the instructor shortage. We have also been working with the Cape Breton Centre for Craft and Design to offer classes both at the Customs building and the Civic Centre. Another highlight is the free learn to play hockey program, instructed by volunteer Paul Kehoe is offered at the Civic Centre. Minor Hockey is helping with the provision of equipment, and has received positive feedback.

Events

This fall has been a busy month with meetings and large events including Celtic Colours, Port Hawkesbury Paper Celebration, and the Strait Region Education professional development session. Several sold out events include two Brett Kissel concerts, Jim Cuddy, and the Celtic Octoberfest. The conversion of the facility to host these events requires the cooperation of traditional users of the facility including the Strait Pirates and Minor Hockey, and additional demands of maintenance staff. This has all occurred seamlessly, and it has been a great experience for the building and participants. Staff commendation

Upcoming Events

November 17 Jimmy Rankin sold out

December 6 Gord Bamford

December 8 Tis the Season

ii. Finance – Director of Finance – E. MacEachen – Report

E. MacEachen's financial reports as of September 30, 2018 included the Financial Report on Capital Projects, Quarterly Financial Review, Detailed Financial Update and a Summary Financial Update.

The budget figures presented and used for comparison purposes were based on the anticipated use of the annual budget as at September 30, 2018. She stated that overall, the majority of variances noted in review are timing variances and that departments are working within their set budgets and at this time there were no concerns of significant over expenditure

Capital Projects and General Fund

The Town of Port Hawkesbury is in the midst of a significant year for capital work. E. MacEachen stated there were many projects undertaken to improve both the quality of life for residents, as well as the essential pieces of infrastructure we provide. She provided highlights of the following projects:

Capital Projects

Water Utility (Tamarac Booster Station, Water Meter – Cardeil, Underground Storage Tank Solution, Air Saturation Tank, Office and Lab Update)

General Fund

Destination Reeves Street, Public Works Building – Damage; Pitt and Napean Streets Reconstruction; Generator Enclosure; Arena Safety Netting; Arena Lighting Upgrades; Recreation Department Shed Roof; Tennis Courts Resurfacing; Pump Track; Pool Umbrella; Brick Repointing – Customs Building; YMCA Elliptical; Fire Hall Parking Lot; Incubator Mall Parking Lot; Paving and Sidewalks.

Financial Report to September 30, 2018

REVENUE

Assessable Property Taxes – Trending slightly higher than budget due to timing of receipt of Bell Grant in Lieu, which is a temporary timing variance. There is a higher deed transfer tax than budgeted by 18k, resulting primarily from the deed transfer tax received relating to a sale of a large commercial property in Town.

Sales of Services – Airport revenues trending higher than budget due to continuing increased traffic (17k). Revenue from performances at the Civic Centre have been very successful, including Brett Kissel and Jim Cuddy (25k), which will be offset slightly by the costs relating to the performances as invoices

are submitted. There is a positive timing variance regarding ice sales in September, as minimal September rentals were budgeted however the account is trending in line with prior year actuals.

EXPENDITURES

General Government Services – Trending lower than budgeted, but primarily due to timing variances relating to assessment fees, hosting services, and conference fees.

Protective Services – Trending lower than budget due to timing of payment to RCMP (257k) and timing of expenditures in the PHFD for equipment (18k).

Transportation and Public Works – Trending below budget due to lower spending on asphalt to date than anticipated (60k), however, other paving projects are currently being considered. There are other smaller variances in materials and R&M accounts, but no material amounts. Spending is typically greater in the winter months in this class of accounts.

Airport – There was a cost recovery for snow removal attained this year that was paid for in the prior year. Other expenses are on track. Any surplus or deficit regarding the Airport is deferred for the Airport Committee, with no impact on the Town's net income.

Wastewater – Trending under budget due to timing of Nova Scotia Power invoices, and lower than anticipated R&M accounts. Majority of variance is timing differences and not permanent variances.

Recreation and Cultural – Trending below budget due to a number of small variances throughout recreation accounts. Some more significant variances relate to Aquatics accounts trending below budget due to timing of equipment purchases, and lower general operating costs. As there were only 4 operational months during this reporting period, these are likely timing related.

Civic Centre – Costs are trending lower than anticipated budget due to various R&M and operational accounts trending lower than anticipated budget. Most significant account variance is power at 16k and is a timing variance only.

Education – Trending lower than budget due to timing of invoicing.

Fiscal Services – Trending above budget due to recording deferral of surpluses in the Airport and for the Literacy Council, as these surpluses should not impact our bottom line.

iii. CAPITAL WORKS

Engineering and Public Works Report – CAO, T. Doyle

Pitt / Napean Reconstruction Project

Water, sewer and storm main installation (the storm sewer and sanitary sewer installations are complete; water main installation is 95% complete). Sections of Pitt Street are prepared for sidewalk and most of the curb and structural gravels are installed. Landscaping and driveway reinstatement work are ongoing. Bell Canada has committed to cost share the extra work associated with the MacSween Street intersection duct bank.

Water Treatment Plant Oil Tank Replacement

New equipment is in place and in service. This project has been completed.

Water Treatment Plant DAF Saturator Tank Replacement

The replacement saturator tank has been ordered and delivery is expected in late October.

Capital Paving Project - 2018

The Incubator Mall parking lot repaving has been completed. Reynolds Street repaving has been completed along with many sections of curb/gutter and sidewalk and the Port Hawkesbury Fire Hall front parking lot is in progress. Additional milling and paving have been completed on Prince Street. As budget limitations permit, other areas may be considered for milling and paving. Ocean Paving plans to complete the majority of the Reynolds Street work by early October and the parking lots will be completed shortly after.

Installation of Radar Speed Sign's

In cooperation with NSCC Strait Area Campus, we will be installing two new 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 Town has purchased a third sign which we will be able to be relocated throughout town streets. The sign equipment is on order.

Asset Management

Staff had the initial workshop with participating Municipalities and the (Atlantic Infrastructure Management) AIM Network for the Asset Management Cohort Program. The GIS technician from the EDPC has been engaged to participate with data preparation and technical support for the "infrastructure prioritization" function of the program and additional workshops are scheduled for November. Staff is also participating in an e-learning course offered through NAMS Canada, Professional Certificate in Asset Management Planning.

Destination Reeves Street (DRS)

Facade

Boudrot Rodgers received the first draft of their design. Strait Car Care and B and B Furniture Warehouse have submitted their final design and application to the Destination Reeves Street Steering Committee for façade approval. Their design has been approved and construction will begin as early as this fall.

Streetscape

WSP presented their first draft of the detailed engineered tender documents for the AT lane from the NSCC to the TD bank. The DRS committee reviewed the documents and WSP is implementing the desired changes. A second draft will be presented to the committee within the next couple of weeks and the AT lane (NSCC to TD) will be ready for tender in November. Discussions have begun on the streetscape portion of the project from the Active Transportation lane from Pitt Street to Trunk 4.

A subcommittee was created for the beginning phase of the streetscape wayfinding and signage for the DRS project and the Town of Port Hawkesbury. The subcommittee identified ideal locations for wayfinding and a common theme for the signage to complement the Towns branding, the Port Hawkesbury Trail Association, and the Destination Reeves Street design guidelines. The recommendation was submitted to the Streetscape designer WSP and will be utilized to aid in their design. The committee's recommendations include new mapping that identifies the Towns' three key areas/districts; commercial corridor (Reeves Street, 104 and Business Park), waterfront, recreation and cultural district and additions to the legend with key locations.

The committee provided recommendations for signage for both vehicular and pedestrian travel including main gate signage, Business Park and directional signage. It is the desire of the committee that the signage stands out throughout all four seasons and is durable, functional, interesting and economical. The addition of wayfinding and banners will not only make the Town more appealing to visitors but will help citizens and tourists navigate throughout the Town and aid in the economics of the business community.

Council Discussion on the Destination Reeves Street (DRS) Project

Councilor M. MacIver inquired about a business whose application was denied consideration for the façade program. The Mayor stated that CAO, T. Doyle has approached the DRS Committee to reconsider this request. A report will be brought back to Council. Councilor MacIver also requested a copy of the original motion that approved the DRS Project be read aloud by CAO, T. Doyle at the November 6 Public meeting.

E. MacEachen stated that the DRS project was part of the capital plan that would have been approved at budget time. The DRS project like most capital projects, was part of the capital plan that was provided to Council for their consideration during budget deliberations. If Council approves the capital budget, then the capital projects are approved within the limits set by Council.

CAO, T. Doyle stated he is coordinating a meeting with NSTIR engineers to meet with Council to address their questions and concerns. Council will be polled for their availability.

Deputy Mayor H. MacDougall raised concerns about some posts on social media that named him and another Councilor who were in opposition to the project. The Deputy Mayor clarified that he was in support of the façade project and the active transportation lane but not in support at this time for the road diet component reducing four lanes to three lanes. He has serious concerns regarding safety of the bicycle lane near the highway and would consider supporting this component of the project if a bypass could also be considered to allow for the heavy truck traffic.

CAO, T. Doyle stated that the entire DRS project is based on leveraging funding and a funding formula. By removing one component of the project, it affects funding for the other components.

Councilor T. Boudreau stated he will provide more feedback at the November 6 Public Meeting. He stated this is a divisive issue in the community, that more discussion is needed on the DRS project and that the project will be a very important issue in the upcoming election. Councilor MacIver added that the community has concerns about this project and their concerns need to be addressed. The Mayor stated that not all of the community is opposed to this project and that more information has to be provided, especially to those who do not have a full understanding of road dieting on Reeves Street.

PUBLIC WORKS

CAO, T. Doyle provided Council with the September Report from the Public Works Department. He commended the department for their work during this very busy period with the ongoing capital improvements throughout the Town.

7. Other Business

There were no items for discussion.

8. Approved Additions

i. Aaron Johnson

Deputy Mayor H. MacDougall asked staff to research the minutes for discussion on a sign that was to be erected at the entrance to Port Hawkesbury in recognition of Aaron Johnson. Staff will conduct this research. This issue will be brought forward for further discussion.

ii. Halloween

CAO, T. Doyle provided Council with information for Halloween, Wednesday, October 31. As in past years, 'Trick or Treating' will be permitted from 5:00 p.m. to 8:00 p.m. No masks are permitted after 8:00 p.m. A 10:00 p.m. curfew will be in effect for ages 16 years and under. The PHCC, ball fields and community park will remain lit for the evening. Advertising will be in The Reporter, The Hawk and on the Town website. The consensus of Council was "to approve the Notice to the Public for Halloween as presented".

9. Future Meetings – CAO T. Doyle

Public Meeting Tuesday, November 6, 2018
Committee of the Whole Tuesday, November 20, 2018

10. Adjournment

MOVED by Councilor T. Boudreau and SECONDED by Councilor M. MacIver "to adjourn the Committee of the Whole at 8:55 p.m." MOTION CARRIED.

November 7, 2018

Date



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



Recorded by:
Dawna MacDonald