

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

**Minutes of Meeting
April 16, 2019**

Present

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

Regrets

Councilor, Trevor Boudreau

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, April 16, 2019 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton

2. Additions to Agenda

- Letter of Support – Breton Properties – CAO, T. Doyle

3. Approval of Agenda

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

4. Presentations

There were no presentations.

5. Council Reports

Mayor B. Chisholm-Beaton provided the following report. Council will be briefed on the following Initiatives accordingly.

Eastern Strait Regional Enterprise Network

The Liaison and Oversight Committee (LOC) began the process to dissolve the organization after receiving notice from each of the municipal partners of their intention to withdraw from the ESREN. An interim Board of Directors comprised of municipal CAOs will coordinate the dissolution. The chair of the LOC is Mayor Brenda Chisholm-Beaton; the Chair of the interim board is Municipal Clerk Treasurer, Municipality of the County of Antigonish, Glenn Horne.

Emergency Measures (Mayor Brenda Chisholm-Beaton, Chair/Curtis Doucet, Co-chair)

The second draft of the EMO document was amended with information from George Muise, Emergency Planning Officer. More work is needed with the Evacuation Plan to include mapping of entrances/exits to the Town, comfort centre locations, and other details. A May meeting will be scheduled to proceed with the draft document after the Evacuation Plan section is completed.

Raising the Villages (Danna Ferguson, Chair)

The Raising the Villages Group is considering another Expo.

One Cape Breton Summit – Membertou April 4-5th, 2019 (Chief Terry Paul, Membertou, Chair/Danny Graham, Engage Nova Scotia, Facilitator)

The April 4-5 One Cape Breton Summit was a great success and was attended by Mayor Chisholm-Beaton, Councilor MacQuarrie and CAO Doyle. Action items resulting from the summit will be led by the Cape Breton Partnership. Discussion included additional summits to continue to build Island-wide relationships and opportunities for joint actions and projects.

*Festival of the Strait (Danna Ferguson, Chair)
Mayor B. Chisholm-Beaton and Councilor H. MacDougall*

Chair Danna Ferguson, is working with the Executive Committee to frame up the 2019 festival which has grown to a 10-day festival. Council will be updated by the Mayor and Councilor H. MacDougall. The dates are tentatively scheduled June 28 to July 7, 2019.

Ceilidh Market (Kevin MacEachern, Chair & Treasurer/Misty MacDonald, Co-chair)

The 2019 Market Season will begin Thursday July 4 and occur every Thursday until the fall with a Christmas Market and a final market date to be determined.

Housing – Joint Richmond/Port Hawkesbury Group (Chairs, Celeste Gotell and Mayor Brenda Chisholm-Beaton)

The Housing Committee will participate in a May 11 People's School on *Housing Needs: From Research to Action*. The People's School is sponsored by the StFX Extension Department in partnership with the Antigonish Affordable Housing Society and the Strait Richmond Housing Group to explore ways to build the research capacity of community groups and provide evidence about local needs to support their housing goals.

Mayors Wardens and Chiefs of the Strait (Chair, Mayor Laurie Boucher, Town of Antigonish)

The March 11 agenda and past meeting minutes were circulated to Council. Mayor Boucher will not continue past a two year term as Chair and indicated she would like another person to fulfil the role for the remainder of the term.

Cape Breton Local Immigration Pilot

The group is entertaining the idea of hosting a "Welcome to Cape Breton" event that would encompass the entire Island of newcomers to Cape Breton.

Strait Area Transit (SAT)

This SAT group met April 2 and discussed expansion plans to Victoria County and the most effective way to complete bus maintenance. The SAT is growing in numbers and doing well. The strategic business plan and the cooperative structure of SAT will be discussed at the May 8 meeting.

One Nova Scotia – Ivany Report (Next steps)

The Mayor attended the Ivany Report – Next Steps Meeting to discuss the One NS movement, a model that will help drive growth and prosperity and contribute to the demography, attitude and economics in the Province. Other participants included Mayor Pam Mood (Yarmouth), Mayor David Mitchell (Bridgewater), and Mayor Jeff Cantwell (Wolfville).

Techsploration

The Mayor attended, and was a judge, at the Techsploration event hosted by the NSCC, Strait Area Campus. Presentations from eight groups of girls from different schools in Cape Breton and the Strait Region explored career opportunities in the math, science and technology sectors.

Spring Hockey

Nick MacNeil will direct the spring hockey season by the Atlantic Hockey Group. Town Council and staff were thanked for their support of this initiative which has garnered much interest and favorable registration numbers.

Cape Breton-Strait Area Regional Meeting (Gaelic College – St. Ann)

The April 8 meeting served as a formal introduction of Juanita Spencer, CAO, NSFM, and was attended by NSFM President Wayne Mason. The NSFM priorities were discussed.

Meeting with Juanita Specter – NSFM

On April 10, Richmond County representatives and the Town of Port Hawkesbury were invited to meet with Juanita Spencer, CAO, NSFM for an informal meeting to review next steps. Mayor B. Chisholm-Beaton, Councillor B. MacQuarrie and CAO, T. Doyle attended and discussed potential opportunities.

Deputy Mayor M. MacIver and Councillor H. MacDougall

Police Advisory Committee Meeting

The statistical report for January, February and March discussed at the April 16 meeting was provided to Council. S/Sgt. Greg Redl will be invited to attend the June meeting of the Committee of the Whole.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis:

Upcoming Events

Madison Violet	April 26 (sold out)
Coig	May 11
Gerry Dee	July 3
Cape Breton Summertime Revue	July 31

Trails Summer Positions

The Town was awarded one position through Canadian Parks Association, and two positions through the Provincial summer employment strategy for the summer trail maintenance, work with the established volunteer, and for outdoor programming to provide active living opportunities for the community.

Jump Start

The national office for Canadian Tire will host its Jumpstart event at the Port Hawkesbury Arena on June 4. The funds generated will assist individuals participating in physical activity programs held within the Town.

2019 Granville Green

The programming and sponsorship drive for the 25th Granville Green is underway. Marketing material is anticipated for the May 1 announcement. Work continues to secure onsite food vendors.

School Signs

A mock-up of the school sign dedication will be circulated to Council once received from Maple Signs and Engraving. The work provided by Mulgrave Machine Works will be completed by April 26 with a tentative installation date of May 1.

Strait Area Pool

Registration is taking place for the spring swimming sessions.

MPAL Initiatives

- Move into Spring Girl's Event- Saturday April 13
- Youth Learn to Run Program is continuing with a Fun Run scheduled for April 17
- The annual Easter Egg Hunt - Saturday April 20
- Community Litter Clean-Up is scheduled for Saturday May 11
- Last day of school blast scheduled for Friday June 28 at the Strait Area Pool.
- The final Physical Activity Strategy Meeting is scheduled for Wednesday April 17

ii. **FINANCE**

The following report was presented by Director, Erin MacEachen:

Budget

Two budget meetings have occurred. Council and staff have reviewed preliminary operating and capital plans. Balanced budgets were presented and new revenue streams and additional expenditures are being considered. Council and staff will meet again on April 17. Councilor H. MacDougall commended staff on the budget process.

Sewer Charge

A draft Sewer Charge Bylaw was provided to Council. If the by-law is approved, existing properties that are taxable will have the general rate and sewer rate broken out; the rate will not impact the overall taxes being levied on the property. The approach to implementing the sewer charge will be based on assessment. The draft sewer bylaw allows for a rate to be levied on properties not currently taxed who are receiving the services of wastewater treatment. Should Council approve the draft bylaw, advertising requirements could take place with First Reading scheduled for the May Public Meeting. Deputy Mayor M. MacIver recommended that a consensus of Council be reached on implementing a sewer charge before moving forward with adopting a Sewer Charge Bylaw. E. MacEachen stated discussion will take place on those affected by the sewer charge. Council will review the draft Sewer Charge Bylaw.

Banking Resolutions

As required by the Town's banking institution, Scotiabank, E. MacEachen requested approval of two resolutions relating to the Town's \$1,000,000 operating line of credit, and the \$25,000 credit card facility. These are the same resolutions that have been passed on a bi-annual basis, to permit the Town to continue to access credit through our banking institution. The Town has not been required to use the operating line of credit in recent years however it does provide some flexibility in times when operating cash requirements are significant.

The consensus of Council was "to bring forward to the May 7 Public Meeting, approval of a \$1,000,000 operating line of credit banking resolution and a \$25,000 credit card facility banking resolution as presented by E. MacEachen".

iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by CAO, Terry Doyle:

Radar Speed Sign Monthly Reports/Charts

The following reports and observations were provided to Council:

- Statistics Summary Report from the Town's radar speed sign currently located on Granville Street
Period: March 3 to April 12, 2019.
 - Summary Report of data captured in 'stealth mode'
Period: March 19 to April 8, 2019
 - Summary Report of data captured on Granville Street since the sign was in normal operation
Period: April 8 to April 12, 2019
-
- The average traffic volume over the 24 day period is 1,081 vpd in one direction
 - The average speed and 85th percentile speed data is similar in both while the sign was in stealth mode and normal operation.
 - There was a slight increase in the percentage of vehicles respecting the speed limit since the sign has been in normal mode.
 - The sign will be moved along other sections of Granville Street to aid with gathering data for the Granville Street Traffic Study.

PUBLIC WORKS

Council was provided with the March 2019 Report from the Public Works Department which lists a breakdown of the department's work for the month.

Landrie Lake Water Utility

On April 1, the Landrie Lake Water Utility, a new joint utility between the Municipality of the County of Richmond (MOCR) and the Town of Port Hawkesbury (TOPH), assumed ownership of the assets and operational control of the Landrie Lake Pumping Station. The water withdrawal approval from Nova Scotia Environment has been transferred to the new utility. The UARB approved the utility transfer and a new schedule of rates, and a schedule of rules and regulations. Staff have been working closely with NSTIR on all aspects of the utility's transition process. A hiring committee comprised of staff from the MOCR and the TOPH are working to fill the Water/Wastewater Operator position.

Destination Reeves Street Project

A unit price contract was awarded to Dexter Construction for the Destination Reeves Street Project in the amount of \$1,499,907.00 + HST (Phase 1 total: \$1,190,099.00 + HST / Phase 2 total: \$309,808.00 + HST) The Town negotiated with Dexter Construction to reduce the tender price for Phase 1 by \$320,000. The project reduction did not include any reductions in scope. All changes were as a result of design changes, material changes and changes in the implementation of the work. A meeting is scheduled April 24 with a preliminary schedule to be provided to the contractor at this time. NSTIR is expecting to issue their tender for access management changes, crosswalk upgrades and the Old Sydney Rd re-alignment. Staff have been working with the various business and plaza owners along Reeves Street, the façade designer and the steering committee members in relation to the Façade Program.

Real Estate Broker Services RFP

A request for proposals was issued on April 11 for real estate brokerage services. The goal is to solicit the services of a licensed real estate firm to aid in the sale of vacant residential lots within the Town. In total, 20 lots were identified for inclusion in this exercise. The selected real estate broker/firm will be expected to provide services that may range from providing listing/marketing services only, to full real estate brokerage services as the seller's agent. P. Davis and J. MacMillan were commended for their work on this file.

7. Other Business

i. Cenotaph Committee Formation (Veterans Memorial Park) – Mayor B. Chisholm-Beaton CAO, T. Doyle
Following the transfer of ownership of the Veterans Memorial Park properties and assets from the Port Hawkesbury Veterans Memorial Park Society to the Town, it was agreed to strike an advisory committee to maintain the park. The Mayor asked for Council representation on this committee which will be co-chaired by Gary Burns, President, Royal Canadian Legion Branch #43. Deputy Mayor M. MacIver nominated Councillor H. MacDougall to sit on this committee. The Deputy Mayor will also consider membership.

The consensus of Council was “to bring forward to the May 7 Public Meeting, approval to strike an advisory committee to maintain the Veterans Memorial Park and to approve the nomination of Councillor H. MacDougall as a committee member”.

ii. Funding Request – SAERC Unified Basketball Team – CAO, T. Doyle

The consensus of Council was “to bring forward to the May 7 Public Meeting, approval to donate \$200 and a donation to the online auction for the SAERC Unified Basketball Team’s attendance at the Youth Games and Special Olympics in Toronto in May. The donations are in accordance with the Town Assistance Policy”.

iii. Mining Association of Nova Scotia (MANS) – Letter of Support – Councillor B. MacQuarrie

Councillor B. MacQuarrie indicated that the letter of support was no longer required as the Mining Association of Nova Scotia did not receive funding due to budget constraints.

iv. Town By-Laws – Plan and Review Process – Councillor B. MacQuarrie

Councillor B. MacQuarrie requested an update on the go forward plan for the Town By-Laws that were discussed in January. CAO T. Doyle recommended discussion on by-laws prior to each meeting of the Committee of the Whole. A summary of by-laws will be provided to Council for discussion prior to the May 21 meeting of the Committee of the Whole.

v. Rural and Remote Medicine Event – Councillor T. Boudreau

P. Davis provided an overview of the Rural and Remote Medicine Event in Halifax April 4-6 in Halifax. Councillor T. Boudreau and Sarah Boudreau will provide a presentation to Council at the May 7 Public Meeting.

8. Approved Additions

- Letter of Support – Breton Properties – CAO, T. Doyle

The consensus of Council was “to bring forward to the May 7 Public Meeting, approval of a request for a letter of support from the Town on behalf of Breton Properties for their submission of a funding application to Cape Breton Housing Authority”.

9. Future Meetings

Public Meeting	May 7, 2019
Committee of the Whole	May 21, 2019

10. Adjournment

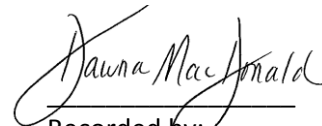
MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor M. MacIver to adjourn the April 16, 2019 meeting of the Committee of the Whole at 7:40 p.m.

May 7, 2019

Date



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



Recorded by:
Dawna MacDonald