

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

**Minutes of Meeting
May 21, 2019**

Present

Mayor, Brenda Chisholm-Beaton

Deputy Mayor, Mark MacIver

Councilor, Trevor Boudreau

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

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, May 21, 2019 and called to order at 7:04 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- Town By-Laws – CAO, T. Doyle
- Strait Area Theatre Society Presentation – Mayor B. Chisholm-Beaton
- Cape Breton Island Housing Authority – Councilor H. MacDougall
- Committees – Councilor H. MacDougall (Retracted – discussed during In Camera Session May 21, 2019)

3. Approval of Agenda

MOVED by Councilor B. MacQuarrie and SECONDED by Councilor H. MacDougall “to approve the agenda as amended”. MOTION CARRIED.

4. Presentations

i. Rural and Remote Physician Conference – Councilor Trevor Boudreau and Sarah Boudreau
Councilor T. Boudreau and Sarah Boudreau attended the Rural and Remote Physician Conference, April 4-6 in Halifax. Of the 45 booths representing regions across Canada, 11 booths were designated to NS and sponsored by the NS Health Authority, municipalities, health foundations, and local businesses and community partnerships. The Town of Port Hawkesbury booth provided information to introduce delegates to Port Hawkesbury and the surrounding area. The presentation highlighted the challenges facing NS and steps necessary for successful physician recruitment and retention including a regional strategy, government lobbying and bringing awareness to our Town and area. A question period followed. Councilor and Mrs. Boudreau were thanked by the Mayor and Council for their time and efforts in representing the Town at the Conference.

ii. Strait Area Theatre Society Presentation
The background and plans for the Strait Area Theatre Society were introduced by Adam Cooke, Taylor Linloff, and Melissa Hiscock who see the Society as more than a means of entertainment but as an avenue for its members to participate in team building experiences and to improve their communication skills. The Society was awarded a contract for three performances during the Thanksgiving Holiday weekend to tie in with the Celtic Colours International Festival. Mr. Cooke asked Council’s consideration to waive rental fees at the PHCC and/or SAERC Auditorium for meetings and rehearsals. A question period followed.

The consensus of Council was “to bring forward to the June 11 Public Meeting, approval for the request to waive rental fees at the PHCC and /or SAERC Auditorium for meetings and rehearsals of the Strait Area Theatre Society”.

5. Council Reports

Mayor B. Chisholm-Beaton provided the following report. Council will be provided updates on the following initiatives accordingly.

Eastern Strait Regional Enterprise Network

Interim Chair, Glenn Horne provided an update on May 3. The winding down of the ESREN continues.

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

The Mayor and Deputy Mayor MacIver serve jointly on this committee

George Muise met with the committee for one final review of the document which focused on the Town of Port Hawkesbury Evacuation Plan. After some minor revisions, next steps include sending the Evacuation section of this document to the RCMP and the PHVFD for feedback. Mr. Muise suggested providing stakeholders with sections of the plan for which they are directly involved. Neighboring fire departments can be contacted with regard to drafting an MOU to provide locations to establish evacuation centres and similar services should a Town-wide evacuation be required. Council should expect to see the draft Municipal Emergency Management Plan for the Town of Port Hawkesbury at the June Public Meeting as well as a presentation by Emergency Management Coordinator, Curtis Doucet, and the opportunity to provide feedback and accept the Emergency Management Community Advisory Committee (EMCAC). The 2019 Municipal Emergency Management Plan (MEMP) for the Town of Port Hawkesbury can be exercised via tabletop annually, and/or amended/updated annually, as per need/changes). Once accepted, the MEMP the EMCAC will meet to discuss the future needs of this committee, including meeting frequency, how the plan will be exercised, and a plan for annual reviews.

Raising the Villages (Danna Ferguson, Chair)

The Raising the Villages Group is in conversation with other organizations regarding a Welcoming Event and a Strait Area Expo on Services.

Festival of the Strait (Danna Ferguson, Chair/ Kevin MacEachern, Treasurer/ Christine Bland, Secretary)

Mayor B. Chisholm-Beaton and Councilor H. MacDougall

The planning continues and the festival dates remain as June 28 to July 7, 2019. The committee plans to submit a funding application to Destination Cape Breton Association and is working with the Ceilidh Market to hire three students to act as coordinators for both entities.

Ceilidh Market (Kevin MacEachern, Chair / Doreen Livingston, Secretary) – May 16

A strong committee was formed for the 2019 market season.

Peoples' School on Housing Needs (Pauline MacIntosh/Celeste Gotell, Co-chairs) – May 11

Mayor Brenda Chisholm-Beaton and Councilor B. MacQuarrie were in attendance.

The presentation included a thorough review of housing needs; research to identify a community's housing needs; present housing stock, populations experiencing gaps in housing, and the potential for future housing projects. The work of the People's School and its sponsors is an important step in building local capacity to improve and support our future housing goals.

Housing Meeting – New Dawn Enterprises (Sydney, NS) – April 29

The group discussed the potential of New Dawn Enterprises and the TOPH partnering with other stakeholders to engage in future housing projects. The present housing situation and gaps in Port Hawkesbury, data gathering, and a potential collaborative housing project model for the Town was discussed. Council was invited to assist the Mayor on this file.

Housing – Joint Richmond/Port Hawkesbury Group (Co-chairs, Celeste Gotell and Mayor Brenda Chisholm-Beaton) – May 15

Discussion included the group's vision, mission, terms of reference and the outcomes of the People's School for Housing held May 11. The group was unable to secure a summer student to assist assembling appropriate housing data but plan to explore the submission for SEED funding to CHMC. The Mayor (and/or Councilor Blaine MacQuarrie) will continue to update Council members on this committee.

*Mayors, Wardens and Chiefs of the Strait – Terms of Reference Sub-Committee
Chair, Mayor Laurie Boucher
(Sub-Committee Chair, Mayor Brenda Chisholm-Beaton)*

Subcommittee Membership – Chief P. J. Prosper, Paqtnkek First Nation; Warden Owen MacCarron, Antigonish County; Warden Bruce Morrison, Victoria County; Chief Rod Googoo, Waycobah First Nation.

Conversations were initiated with the membership that was stricken at the last Strait Area Mayors Wardens and Chiefs of the Strait meeting. The goal of this sub-committee is to draft a new TOR for this regional group, confirm an official name that better reflects the broad membership of leaders at the table, and, to welcome our First Nation partners.

Strait Area Transit (SAT) – Chair, John Dowling, Inverness County – May 8

The next SAT meeting will review the strategic business plan and the cooperative structure. The CTAP funding has been signed and submitted.

Oceans Innovation Initiative (Port Hawkesbury Waterfront) – May 1

The stakeholders' meeting and brainstorming session included partners from the Cape Breton Partnership, NSCC, TOPH Council and staff, Waycobah Council, Mawi'tamk, SACC, Develop Nova Scotia, Innovacorp, CBU, StFX, and the Port Hawkesbury Waterfront Advisory Committee. The meeting included a tour of the creamery and discussion on ocean safety and next steps.

One Nova Scotia – Iwany Report (Next steps)

The meeting addressed next steps for the One NS movement.

Spring Hockey

Spring hockey has not yet wrapped up for the season. Remaining practices will take place at the available ice surfaces in Antigonish and at tournaments in the Halifax Regional Municipality. To date, our Atom AAA Minor Team and our Peewee Tier 1 Team brought home bronze medals. Council and staff were thanked for supporting this initiative. The Mayor noted many parents are supportive of this program and will continue to register their children in subsequent Spring Hockey Programs.

Town Caucus Meeting – Truro, NS (Chair, Jeff Cantwell, Mayor, Wolfville) – May 8

Guest speakers CAO, Juanita Spencer and NSFM President Wayne Mason reviewed NSFM priorities and addressed questions and comments from the gallery.

NSFM Spring Convention - May 8-10

Attended by Mayor B. Chisholm-Beaton, Councilor H. MacDougall and Councilor B. MacQuarrie

The convention topics included Collaborative Municipal Success Stories, Bill 55, best Practice for In-Camera session, Housing Strategies, LPPANS, navigating Social Media, Climate Change, and presentations by Minister Casey, Elizabeth Smith-McCrossin, Lisa Edwards, and Rick Hanson.

NSFM Spring Convention - May 8-10 continued

Awards and congratulations were extended to the Town of Wolfville, the Municipality of the County of Inverness and Halifax Regional Municipality.

Meeting with Minister Bernadette Jordan (Halifax) – May 3

The Mayor met with Federal Minister Jordan in Halifax to discuss the potential for the Town and the Strait Area and focused on major transportation infrastructure that requires investment for long-term growth and sustainability. The Reeves Street Project, Oceans Innovation and Marine Safety concept, and funding challenges with the Allan J. MacEachen Regional Airport were also discussed. The Mayor requested Minister Jordan to keep the Town informed of any future programs that would help in developing our airport, our port, and the Strait Region generally.

Destination Cape Breton Association (DCBA) – Director, Terry Smith – April 24

Tourism numbers in Cape Breton continue to be strong with upward trends. The Mayor made a request of Director, Terry Smith to have conversations with our Strait of Canso Yacht Club regarding small port development and that NSCC (Marconi and Strait Campuses) be included in the DCBA stakeholder list.

We are Stronger Together Conference (Paqtnkek First Nation) – May 14

The meeting highlighted the relationship and partnership that has developed between Antigonish County and the Paqtnkek First Nation Band Council. Warden McCarron and Chief P. J. Prosper co-hosted the event and discussed fostering relationships and becoming economic development partners. Strategic planning sessions explored future partnerships between First Nation Communities and First Nation Communities.

Councilor H. MacDougall

Festival of the Strait Meeting – May 21

An update was provided and the committee was commended for their efforts.

Councilor T. Boudreau

Audit Committee Meeting – May 20

Grant Thornton has begun the Town's audit with reporting taking place over the summer.

Councilor B. MacQuarrie and Councilor H. MacDougall

Waterfront Advisory Committee Meetings

April 24

The guidelines for the Town advisory committees and the Terms of Reference were discussed. CAO, T. Doyle invited the committee to attend the Oceans Innovation Initiative Meeting on May 1 (attended by Councilor MacQuarrie and two committee members).

May 15

The committee elected Phillip Jennex as Chair and Joan MacDonald as Vice-Chair. Discussion included initiatives carried out by the previous Waterfront Development Corporation and the Waterfront Development Society and their focus of making improvements and beautifying the waterfront. Discussion included a new vision for the waterfront and an agreement for public consultation in September. A waterfront walk through is scheduled May 22.

Councilor B. MacQuarrie

Housing Committee Meeting – April 17

The Terms of Reference were reviewed as well as the goals, vision, mission and name – Strait Richmond Housing Matters: A Coalition of Community Partners.

Airport Committee Meeting – April 30

The Terms of Reference were reviewed and will be brought forward to Municipal Councils for review and adoption. The budget and capital projects were discussed.

Beautification Committee Meeting – May 6, 2019

The committee and staff discussed plans and scheduling to begin their work in May/June – weather dependent. Council and staff were invited to assist with the committee's efforts.

Strait Area Transit (SAT) – May 8

A new service will begin in June in Victoria County. Funding (\$190,000) was received through the NS Communities, Culture and Heritage for two new six seat buses which can accommodate wheelchairs. President and CEO, Dianne Kelderman, NS Cooperative Council will discuss governance at the next meeting.

6. CAO REPORTS

MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis:

Granville Green 2019

The 25th year for the Granville Green series will feature the following Juno award winners, East Coast music award winners and nominees:

Sunday, July 7	Wintersleep/Villages
Sunday, July 14	Ria Mae/Rachel Beck
Sunday, July 21	Matt Mays/Carmen Townsend Band
Sunday, July 28	Joel Plaskett Emergency/Beech Hill
Sunday, August 4	Tim Baker/Weather Station
Sunday, August 11	East Pointers/Dave Sampson

P. Davis extended thanks to the 2019 sponsors (NuStar, Bear Head LNG, Exxon Mobil, TD Bank, Port Hawkesbury Paper, Kitchenfest, Atlantic Lottery, Nova Scotia Power, Maritimes Northeast, Destination Cape Breton, Province of Nova Scotia, Canadian Heritage, Maritime Inn Port Hawkesbury, WSP, Eastern Sanitation, SoundSource, The Reporter, and 1015 The Hawk). She acknowledged the businesses, government and the municipality for their continued support and belief in the importance of community and culture and the coming together promoted by this annual series.

Trails – Summer Positions

Interviews were conducted for trails' positions to complete the connection from the fish ladder trail to Grants Pond. Once completed, there will be a connected pathway from Tamarac Education Centre to the new bridge at Grants Pond.

Aaron Johnson

Pictures have been forwarded to the designers with an anticipated draft in the next few days. The intention remains to have an *Aaron Johnson* dedication this summer.

Pump Track

Seeding is planned for the first week of June with the assistance of the Town Works Department. Groundwork was started to establish a path from the pump track to the playground. Thanks were extended to the Port Hawkesbury Girl Guides who once again will carry out the planting in the raised vegetable boxes.

Strait Area Pool

The Strait Area Pool remains busy with several Swim to Survive Programs and party rentals. Lessons are in their third week and are progressing well. The pool's last day of operation this year is June 29.

Community Cleanup

Many volunteers turned out for the Community Cleanup, Saturday, May 11. The accumulated garbage was collected by Canso Ford. Refreshments followed for the volunteers.

MPAL Update

- A Beginner/Intermediate Pickle Ball Clinic is scheduled for the last week of May at the SAERC Gym
- An MPAL meeting is scheduled regarding the first draft of the Physical Activity Strategy for the Town of Port Hawkesbury.
- The last day of school blast is scheduled June 28 at the Strait Area Pool with swimming and treats.
- The Town was awarded a \$3000 Recreation Nova Scotia Walkability Grant to create walking maps of safe walking routes through the Town.

ii. **FINANCE**

The following report was presented by Director, Erin MacEachen:

Budget

DRAFT # 2 of the operating and capital budgets was presented to Council. Staff and Council will meet again on May 23.

Audit Committee

The Audit committee met May 13 with a presentation of the Audit Plan to the Committee. No changes to the audit plan were noted by the committee. The annual audit begins May 21.

Municipal Report

The Department of Municipal Affairs Municipal Profile and Financial Condition Indicator reports for 2018 will be released to the public next week. The link to the report is <https://beta.novascotia.ca/documents/municipal-indicators-municipality-reports-2018>. E. MacEachen provided a hard copy to Council and reviewed highlights of the report.

iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by CAO, T. Doyle and Project Manager J. MacMillan:

Radar Speed Sign Monthly Reports/Charts

Statistics Summary Report from the Town's radar speed sign currently located on Granville Street
Period: April 12 to May 17, 2019 (35 days)

Jason MacMillan addressed questions from Deputy Mayor MacIver and Councilor MacQuarrie. The radar speed sign will be relocated accordingly and a vehicle count is ongoing with NS TIR.

Landrie Lake Water Utility

Town staff has been operating the pumping station full time since April 1 with periodic support from NSTIR during a transition period. All necessary provincial approvals and regulatory requirements are in place. The Town and the Municipality of the County of Richmond (MOCR) met to discuss upcoming maintenance tasks and planning.

Mitchelmore Engineering Consulting was on-site to conduct inspections of the Landrie Lake main dam and auxiliary dam as part of a dam safety review exercise. They were engaged and compensated by NSTIR as part of an update exercise to the Landrie Lake Source Water Protection Plan currently being conducted by FracFlow Consulting.

Interviews were conducted April 25 by the hiring committee from the MOCR and TOPH to fill the Water/Wastewater Operator position. A recommendation was provided to senior management. An offer of employment was made to the successful candidate who will begin work on May 27.

Destination Reeves Street Project

A project meeting was held with representatives from Dexter Construction, NSTIR and the Town. Dexter Construction submitted a schedule for the project and intends to start construction in mid-June. Dexter Construction, WSP and TOPH staff scheduled a project walk-through on May 30.

The NSTIR Reeves Street tender closed on May 10 with no formal contract awarded to date. At the May 2 Destination Reeves Street Steering Committee meeting, the committee provided an update on the construction project as well as an update from the Façade Program designer.

Real Estate Broker Services Request for Proposals (RFP)

The deadline for RFP submission was May 2. As no formal proposals were received, staff approached each of the local real estate companies for a marketing strategy summary and schedule of fees. The Town is organizing a meeting with Cape Breton Realty to discuss their marketing plans and to establish a path forward with the initiative.

Granville Street Traffic Study

Staff recently met with a WSP Traffic Engineer to discuss the study methodology and data gathering. Staff plans to collect traffic and pedestrian volume data over the next few weeks with the assistance of a NSCC student through a work experience program. WSP will review intersections and crosswalks in the study area and prepare concept sketches for recommended modifications as well as a report letter summarizing the study methodology, data set and recommendations.

Articulating Sidewalk Plow Request for Proposals (RFP)

On April 29, staff issued a RFP for the supply of a replacement sidewalk plow machine for the Public Works Department. The current machine is 25 years old and has served the Town well but has experienced breakdowns and is now cost prohibitive to repair. Four submissions were received from potential suppliers. Staff intends to review and evaluate the proposals in the next week and provide a recommendation for purchase to senior management.

PUBLIC WORKS

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

7. Other Business

i. Single Use Plastic Bags

The Mayor stated the reduction of the use of plastic bags remains an ongoing issue at the Urban Mayors' meetings and that Council will be updated accordingly. Discussion included researching the current practices of other provinces, costs, and the public engagement and education campaign that will be needed prior to implementation to residents.

ii. Correspondence from Minister Glavine re Library Funding Formula

Council reviewed the letter from Minister Leo Glavine regarding the new library funding formula. The letter indicated the department will review the feedback from all municipalities before any final decisions are made on the new library funding formula which will take effect 2020-2021.

iii. Donation Request – Potlotek Annual Fishing Derby

Staff will review the donation request and update Council via email.

iv. Pitt Street Parking Restrictions

In past years, guests of the Granville Green Series parked on both sides of Pitt Street. Given last year's construction project which narrowed Pitt Street, Councilor B. MacQuarrie indicated his safety concerns regarding parking. Staff will research the distances required for parking on both sides of Pitt Street and provide an update to Council.

v. Cape Breton Island Housing Authority (CBIHA) Correspondence

A letter was provided to the CBIHA regarding safety concerns at 11 Bourinot Drive and the request for an installation of a fence. Councilor B. MacQuarrie supports the installation of a fence and inquired if the Town received a response from the CBIHA. Additionally he inquired about the funding source for the fence. Councilor MacDougall indicated his concern with the delay and would like the Town to proceed with installing the fence. CAO, T. Doyle stated research is needed regarding pricing and confirming the contractor to install the fence.

The consensus of Council was “to bring forward to the June 11 Public Meeting, approval for the Town to proceed with the installation of a fence at 11 Bourinot Drive”.

vi. Jake Brakes – Councilor B. MacQuarrie

Councilor B. MacQuarrie received complaints from residents about the disruption to their sleep due to the use of compression release engine brakes (Jake brakes) by commercial truck drivers. CAO, T. Doyle provided Council with information from 2016 and the process taken by staff to address this issue including discussions with the RCMP and the NSTIR. The use of jake brakes is illegal on roads designated 50 kilometers or less. Staff will research clarification on signage.

8. Approved Additions

i. Town By-Laws

The Town By-Laws were organized in accordance to schedules for a By-Law Review Project- Phase One received from EMM Law. Council and staff will review the By-Laws and corresponding schedules to determine organization of the Town's By-Laws.

ii. Strait Area Theatre Society Presentation

As presented in Agenda Item 4.ii

iii. Cape Breton Island Housing Authority

As discussed in Agenda Item 7.v.

iv. Committees – Councilor H. MacDougall

Retracted – as discussed in the May 21, 2019 In Camera Session.

9. Future Meetings

- Public Meeting June 11, 2019
- Committee of the Whole June 25, 2019
- Special Public Meeting To be considered

10. Adjournment

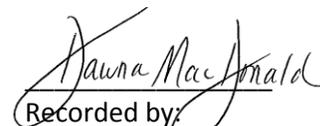
MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor M. MacIver to adjourn the May 21, 2019 meeting of the Committee of the Whole at 9:12 p.m.

June 12, 2019

Date



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



Recorded by:
Dawna MacDonald