

**PORT HAWKESBURY TOWN COUNCIL
EMERGENCY MEETING**

**Minutes of Meeting
Sunday, March 15, 2020**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Blaine MacQuarrie
Councilor, Trevor Boudreau
Councilor, Hughie MacDougall
Councilor, Mark MacIver
Chief Administrative Officer, Terry Doyle
Director, Marketing, Recreation, Tourism & Culture, Paula Davis
General Manager, Facilities and Operations, Gordie Snook
Manager, Public Works and Engineering, Jason MacMillan
Fire Chief, Port Hawkesbury Volunteer Fire Department – Curtis Doucet
EMPO Coordinator, George Muise

Regrets

Director, Finance, Erin MacEachen
Town Solicitor, Patrick Lamey

1. Call to order

An Emergency Meeting of the Port Hawkesbury Town Council was held in Shannon Studio, PHCC, Sunday, March 15, 2020 and called to order by Mayor Brenda Chisholm-Beaton at 2:00 p.m.

2. Additions to the agenda

- i. Council Meetings
- ii. Pandemic Preparedness Plan
- iii. Letter of Support

3. Approval of the agenda

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury approves the agenda as distributed”. MOTION CARRIED.

4. Pandemic Preparedness Plan (PPP) Review

Staff has been working on a Pandemic Preparedness Plan over the past two weeks. Following the directives from the Premier’s Office, a ToPH PPP was developed to address business continuity planning based on the principles of ICS planning and to implement a model for action planning in the future. The main priority and focus of the plan is the health and safety of residents of the ToPH and staff. CAO, T. Doyle provided an overview of the plan’s key considerations and activation, the planning committee, and critical operations and communications. The departments and plans for the continuation of essential operations during a pandemic were discussed. Modifications will be made to the PPP plan and posted on the ToPH website. A situation report will be provided to Council on a daily basis and a dedicated telephone line and link for the PPP plan will be available to address inquiries and provide information to the public.

5. Current Status of Programs and Facilities

P. Davis reviewed the list of programs, events, meetings and facilities that were cancelled and closed. At this time, the Canadian Blood Donor Clinic is ongoing and the status of a small number of meetings will be determined tomorrow.

6. Fitness Centre Operations

Facilities have ramped up the cleaning and the stock of products in the fitness centre. Staff have reached out to NSCC regarding cleaning protocols. Council was in support of closing the fitness centre.

MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor B. MacQuarrie “that the Town of Port Hawkesbury closes the fitness centre. Fit passes will be honored to extend to the length of time of the closure.” MOTION CARRIED.

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury closes the walking track.

7. Arena Operations

Hockey Canada closed operations last week and many arenas closed across the country. The PHP Tournament is cancelled and the status of the April spring hockey league games on April 6 is unknown at this time. Discussion included the costs associated with removing and reinstalling the ice and the daily arena operating costs.

Council returned to the main motion.

MOVED by Councilor T. Boudreau and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury amends the motion to include closure of the entire space associated with the walking track, the arena and authorizes staff to remove the arena ice.” MOTION CARRIED.

8. Approved Additions

8.1 Council Meetings

MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor B. MacQuarrie “that the Town of Port Hawkesbury approves live streaming of both Public Meetings and Committee of the Whole Meetings. The gallery and media will be not be permitted to attend. The Mayor will be available to address questions from the media.” MOTION CARRIED.

8.2 Pandemic Preparedness Plan Implementation

MOVED by Councilor M. MacIver SECONDED by Deputy Mayor B. MacQuarrie “that the Town of Port Hawkesbury accepts the Pandemic Preparedness Plan as presented and authorizes staff to carry out its initiatives in accordance with the plan.” MOTION CARRIED.

The PPP plan is a fluid document and will be made available online for the public.

Emergency Meeting Discussion included:

- The Town will follow the recommendations and directives of the Province and the NS Department of Health and Wellness;
- Options were discussed for screening processes and customer bill payments;
- The PHVFD will cancel events, bingos and consider options for member training sessions;
- Determination of safe work practices for the Town’s essential service workers;
- Consideration will be given to create a policy to address Council meeting virtually in pandemic situations or other situations deemed appropriate;
- Consideration of identifying a location as a primary assessment centre. The NS Department of Health and Wellness would take the lead in managing the primary assessment centre.

Staff were commended and thanked for their work on the Pandemic Preparedness Plan.

8.3 Sobeys – Letter of Support

MOVED by Councilor H. MacDougall and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury sends a letter in support of Sobeys or other grocery stores altering their hours of operation to mitigate health risks and accommodate shopping by senior citizens.” MOTION CARRIED.

9. Adjournment

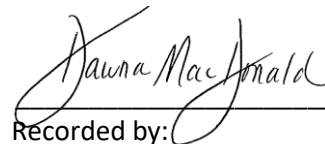
MOVED by Councilor T. Boudreau and SECONDED by Councilor H. MacDougall “that the Town of Port Hawkesbury adjourns the Emergency Meeting at 4:00 p.m.” MOTION CARRIED.

April 8, 2020

Date



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



Recorded by:
Dawna MacDonald