

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

**Minutes of Meeting
September 19, 2017**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Trevor Boudreau
Councillor, Hughie MacDougall
Councillor, Mark MacIver
Councillor, Jeremy White
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Larry Evans

Regrets

Director, Eastern District Planning Commission – John Bain

Guests

Matt Delorme, HATCH
Ahmad Shahwan and Jennifer Duncan, Municipal Affairs
Carla Arsenault, Cape Breton Partnership
Bruce Morrison, Warden, Municipality of Victoria County
Elva Zhou, Connector Program, Cape Breton Partnership

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, September 19, 2017 and called to order by Mayor B. Chisholm-Beaton at 7:05 p.m.

2. Additions to Agenda

- 2.1 Remembrance Day – Councillor M. MacIver
- 2.2 Waterfront Committee – Councillor M. MacIver
- 2.3 Mayor, Council and Staff Travel – Notification to Council – Deputy Mayor T. Boudreau
- 2.4 Sports Wall of Fame Nominating Committee – Nominee Eligibility – Councillor H. MacDougall

3. Approval of Agenda

MOVED by Deputy Mayor T. Boudreau and SECONDED by Councillor J. White “to approve the agenda with four additions”.

4. Presentations

4.1 Asset Management Pilot Project – Matt Delorme, HATCH

Mr. Delorme stated HATCH was retained by the province to manage an independent pilot project to ascertain the Town’s assets among categories of water, sewer, storm, streets, sidewalk, street lights. The province is attempting to develop a template for asset management to apply to various sizes of municipal units with an ultimate goal of creating a province wide data base of assets that can be used to make decisions on creating funding programs. HATCH is currently developing an RFP for data collection services and will manage the collection process with an end product of confirming the Town’s assets and value. The presentation included information on the current state of public infrastructure and the definition and characteristics of assets. An overview of the asset management’s process, working group, mapping prioritization mapping, and next steps were discussed. A question and answer period followed on issues relating to an aging population and the financial challenges facing the Town with present tax base revenue. The Town of Port Hawkesbury was chosen as the Nova Scotia Town representative for the pilot project.

4.2 Vietnam Trip – Partnerships of Municipal Innovation – Local Economic Development (PMI-LED) Carla Arsenault, Cape Breton Partnership

The PMI-LED initiative is coordinated by the Federation of Canadian Municipalities (FCM) to conduct 2 two-week missions per year and host two study visits over four years with delegations from overseas partners to work together on LED technical assistance, knowledge sharing, and Canadian community engagement. Travel, accommodation and meal expenses were covered by Global Affairs Canada. The contingent from Cape Breton, Mayor Brenda Chisholm-Beaton, Warden Bruce Morrison, Councilor Perla MacLeod (both from Victoria County), and Carla Arsenault, met with the Association of Cities of Vietnam representing 117 cities and towns in Vietnam. They travelled to Hanoi and Can Tho meeting people and experiencing all facets of the Vietnamese culture. Next steps include communicating to partners; completing the project plan, a second trip to Vietnam (November 2017), and a Vietnam mission to Canada scheduled May/June 2018. A question and answer period followed.

4.3 Connector Program – Elva Zhou

The Connector Program matches community and business leaders (Connectors) with immigrants, international and local graduates, as well as other work-ready professionals (Connectees) in their industry of expertise. The Connector Program is a simple and effective networking program that connects driven individuals with industry leaders who can help facilitate the growth of their careers here in Cape Breton. Ms. Zhou's presentation included the qualification of participants, the Connector Program process and its benefits, partners, the first year goal and program's outcomes to date. A question and answer period followed.

5. Council Reports on Assigned Committees

Regional Committees

There were no committee reports from the ECRL, EDPC, ESREN, Joint Industrial Park, Pan Cape Breton Network, Port Hawkesbury Airport Committee, Regional Policing, Source Water Protection Committee, the SAT or the Mayors and Wardens Committee. Deputy Mayor T. Boudreau indicated he would like to schedule a Port Hawkesbury Airport Committee meeting soon. Meetings for the Regional Committees will resume in the coming weeks.

Local Committees

Beautification Committee – G. Snook

The committee was commended for their great work throughout the Town this summer which included planting and weeding.

There were no committee reports from the By-Laws and Policy Committee, Emergency Measures Organization, Financial Audit Committee, Planning Advisory Committee, or the Waterfront Committee. The Canada 150, Festival of the Strait and Tall Ships Committee events will be provided in Director P. Davis's Report.

6. CAO Reports

6.1 Engineering and Public Works – CAO, T. Doyle

Facilities and Operations – G. Snook, General Manager of Facilities & Operations

Summer Students

Five summer students and one casual/seasonal person were hired to complement existing summer operations, mowing and maintenance on the sports fields, the splash pad, tennis and multi-purpose courts, and completion of work at the Creamery.

Town Properties

The Creamery

HVAC and a garage section will be completed to allow for temporary users.

305 Granville Street

The Port Hawkesbury Literacy Council is occupying space in the lower level.

420 Granville Street

Town Management continues to work with the Cape Breton Centre for Craft and Design for a potential artisan's residency and partnership.

Waterfront Business Office Building

Renovations began in June with some siding, a new roof, painting and trim work.

Old Arena – 429 Reynolds Street

A mock disaster (building collapse) exercise is spearheaded by the provincial government and scheduled October 4. It will include First Responders, the PHVFD, EHS, the RCMP, EMO groups and possibly Life Flight helicopters.

Oakley Field

New dugouts were installed in late June allowing for minor ball to host a number of quality events.

Councilors MacDougall and MacIver commended G. Snook and his staff on maintaining the ballfields and dugout on field #5 and work with the Beautification Committee. Mr. Snook was asked to either repair or remove the sign at the entrance to Tamarac as well as clear shrubbery at the sign location.

Capital Works – CAO, Terry Doyle and Jason MacMillan, Project Manager

Pitt Street / Napean Street Reconstruction

A public information session took place August 23 to keep residents engaged throughout the reconstruction process. Mr. MacMillan thanked the Public Works Department for their experience and assistance. Work commenced September 7. Allsteel Coatings is making good progress and is on schedule removing existing asphalt, curb, gutter and sidewalks, installing traffic control signage, and, a temporary water system while the new mains are installed. J. MacMillan has been conducting home visits to affected residents receiving generally positive feedback. The Public Works Department has been ensuring the isolation of certain sections of the existing water mains for the tie-ins of new mains as well as conducting water main valve maintenance activities to confirm the reliability of the water distribution system. Council will be provided regular updates on this project. Timelines may be affected to ensure the quality of the project.

Tamarac Booster Station

Work will begin on the building foundation and yard piping this week. Building components and materials have been ordered. Dora Construction expects to complete the building envelope quickly. Final tie-ins and equipment installation are driven based on the delivery time of the booster pump package which can be installed anytime once the building is complete. Completion is scheduled mid to late December. The existing water tower is structurally sound and will remain intact until the Town decides to dismantle it.

Destination Reeves Street

Mayor Chisholm-Beaton, CAO T. Doyle and senior staff travelled to Shediac, Moncton, Riverview and Dieppe, NB to see examples of lane configurations and active transportation regarding the Destination Reeves Street Project.

The design phase of the Destination Reeves Street Project is progressing well. Eirinn Fraser was retained as the Project Coordinator and is working with the Steering Committee to move the project forward. An RFP has been advertised for a designer for the Façade Program. Submitted proposals will be evaluated by the end of next week. Another RFP is being prepared for Street Scape Design and expected to be released next week. Work continues with research and road way configuration options with engineering staff from the NS TIR. The Town is waiting for release of a date to conduct a public consultative process. CAO T. Doyle addressed questions from Council regarding funding and partners and the date and process of the public consultative process.

Public Works – CAO, T. Doyle

A significant amount of asphalt patching was completed over the summer months to 20 town streets, roads and drives. Additional asphalt work has been identified at the PHVFD Hall parking lot and on various streets. Productivity and quality appears to have been increased with the rental of a heavy compaction roller and additional experience and efforts from the Public Works Department. A total of \$62,500 of the \$75,000 budget for asphalt repairs has been expended. A new federal/provincial infrastructure program is eagerly anticipated to continue with substantive improvements. The Public Works Department was commended for their work on asphalt patching.

Staffing – CAO, T. Doyle

Patrick Mulholland, Water Plant Operator tendered his resignation to assume a supervisory role in the Town of Amherst. The Town is currently advertising for his replacement. The successful candidate will require certifications and qualifications in order to work in both the water treatment plant and the wastewater facilities plant. Casual assistance is in place until a replacement can be found.

6.2 Finance – Director E. MacEachen

Audit

The Town had its March 31, 2017 audit completed and received an unqualified audit opinion and a recommendation from the Audit Committee for approval of the Financial Statements. The Financial Statements were approved by Council on September 5, 2017.

Final Tax Bills

Tax bills were mailed the first week of August and are due for payment October 1, 2017. The mail out included a document highlighting the Fiscal 2017-2018 budget.

E-Billing

The final 2017 tax bills were successfully emailed to those who have selected email as their delivery option. Email for delivery of information to residents when appropriate, will continue to be promoted. Incentives will be considered to acknowledge those who have signed up and encourage those who have yet to sign up for e-billing.

Reporting

The 2017-2018 budget capital investment plan and the annual expenditure report were submitted to the province. E. MacEachen is working on submission of the financial statements.

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

The summer of 2017 was a busy one, starting with the Tall Ships visit to our port. More than 4000 people participated in our planned activities. P. Davis provided updates on the Canada Day events, the Basketball Court Opening and Tournament, Family and Active Living Events, the Giant Tiger funding and staff contributions to beautification at the community park, increased sponsorship and varied programming of the Granville Green series, Special Projects including the Senior Needs Assessment Survey; Colour Port Hawkesbury colouring books; the Cultural Asset Mapping Project and the Artists Incubator Project. The 2017 Music Nova Scotia Awards will be presented November 5 in Truro. The Town of Port Hawkesbury is a nominee for the 2017 Music Nova Scotia Industry Awards.

P. Davis commended and thanked staff as well as partnerships with many service organizations for their contributions and support this summer.

6.4 Planning and Development – Director J. Bain

Director J. Bain was absent from the meeting.

7. Other Business

Funding Requests

7.1 The Determination Ride

The consensus of Council was “to bring forward the recommendation to approve a donation of \$500 for *The Determination Ride* and to challenge municipal neighbors to match this donation”.

A letter will be sent to neighboring municipal units to match or contribute funding to The Determination Ride.

7.2 Strait Region Society for Children, Youth and Families

The consensus of Council was “to bring forward the recommendation to approve a donation of \$500 for the Strait Region Society for Children, Youth and Families”.

8. Additions

8.1 Remembrance Day

As a matter of safety, Councilor M. MacIver requested a permit be obtained from NS TIR to close Reeves Street during the Remembrance Day Ceremony. Mayor Chisholm-Beaton will speak to a representative from the Royal Canadian Legion regarding a joint permit application. As well, a letter will be sent to the Legion notifying of the availability of the PHCC to host the Remembrance Day Ceremony in the event of inclement weather.

8.2 Waterfront Committee

Councilor M. MacIver requested advertising to take place for public interest and participation on the Waterfront Committee. Additional discussion on advertising for the Waterfront Committee will take place at the next public meeting.

8.3 Mayor, Council and Staff Travel – Notification to Council

Email notification will be provided to Council when the Mayor, CAO or Acting CAO are away from the office for a day or more.

8.4 Sports Wall of Fame Nominating Committee – Eligibility

Councilor H. MacDougall requested discussion on the eligibility guidelines for an individual nominee vs nomination of a team or organization at the October 3, 2017 Public Meeting.

9. Future Meetings

- Public Meeting Tuesday, October 3, 2018
- Committee of the Whole Tuesday, October 17, 2017

10. In Camera Session

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to move In Camera at 10:10 p.m. to discuss property issues”

The Committee of the Whole reconvened at 10:30 p.m. with no recommendations to bring forward to the Public Meeting.

11. Adjournment

MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor T. Boudreau “to adjourn the Committee of the Whole at 10:30 p.m. MOTION CARRIED.

October 4, 2017

Date



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



Recorded by:
Dawna MacDonald