

**PORT HAWKESBURY TOWN COUNCIL
PUBLIC MEETING**

**Minutes of Meeting
December 5, 2017**

Present

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

Regrets

Director, John Bain – Eastern District Planning Commission

1. A Public Meeting of the Port Hawkesbury Town Council was held in Shannon Studio, PHCC, Tuesday, December 5, 2017 and called to order by Mayor Brenda Chisholm-Beaton at 7:00 p.m.
2. Additions / Approval of Agenda
 - i. Seniors Christmas Luncheon – Mayor B. Chisholm-Beaton
 - ii. Roberts Rules of Order Workshop – Mayor B. Chisholm-Beaton
 - iii. Contractual Issue – In Camera – Mayor B. Chisholm-Beaton

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves the agenda with three additions”. MOTION CARRIED.

MOVED by Deputy Mayor H. MacDougall and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury moves in camera at 7:05 p.m. to discuss agenda addition iii. Contractual Issue”. MOTION CARRIED.

The Public Meeting reconvened at 7:15 p.m. In accordance with In Camera discussion, CAO, T. Doyle will enter into lease negotiations for a potential new lease holding property on Granville Street.

3. Gallery Presentations

There were no gallery presentations.

4. Acknowledgements

- i. Passing of J. Atchison – father-in-law of Jason MacMillan.
- ii. Town staff and volunteers of Christmas Parade – Thanks and commendations to all.
- iii. Passing of Grand Chief Sylliboy – Condolences to family and community.

5. Approval of Council Minutes

- i. Public Hearing – November 6, 2017
There were no errors or omissions.
- ii. Public Meeting – November 6, 2017
There were no errors or omissions.

6. Business Arising from the Minutes

There was no business arising from the minutes.

7. Council Committee Reports

i. Report of Committee of the Whole – November 21, 2017

a) Civic Centre Refresh

MOVED by Councilor J. White and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury approves the funding request of \$65,000 for the Civic Centre Refresh to be funded from the Gas Tax Fund”. MOTION CARRIED.

b) Project Approval Request – Artists in Residence Project

MOVED by Councilor T. Boudreau and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves moving forward with the Artists in Residence Project”. MOTION CARRIED.

c) Funding Request – SAERC Operation Share & Care

MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury approves a donation of \$100 to SAERC Operation Share & Care”. MOTION CARRIED.

d) Christmas Holiday Schedule

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves the Christmas Holiday Schedule and that the January Public Meeting is scheduled January 9, 2018”. MOTION CARRIED.

ii. Approval of Minutes: Committee of the Whole – November 21, 2017

MOVED by Councilor M. MacIver and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury approves the November 21, 2017 minutes of the Committee of the Whole”. MOTION CARRIED.

8. CAO Reports

i. Engineering and Public Works – Update on Infrastructure Projects – CAO T. Doyle

a) Pitt Street & Napean Street Project

Curb and sidewalk are installed on most of Napean Street in areas constructed this year. The final grading of gravels has started in preparation of paving which will begin this week. Driveway reinstatements are underway to fully open the street to residents as soon as possible. The second project newsletter has been mailed and construction of outstanding work will continue to late December.

b) Tamarac Booster Station

Installation of all pump mechanical components is underway. The installation of the electrical service meter is scheduled early December. Final tie-ins and commissioning are expected mid-December.

c) Provincial Asset Management Pilot Project

All known records, drawings and digital data were reviewed December 1st. The data capture work will be completed mid-December. The consultant interviewed Public Works staff and toured the water treatment and sewer treatment plants. The end product of this pilot project will tell the Town what assets we own relating to water, sewer, storm, streets, sidewalk and street lighting and their

applied value given their age and general condition. Council will be provided an update on all of the above projects. The Town has much raw data to translate into the capital plan. The goal is to provide this information in advance of budget discussions for Council to be informed in their decision process.

ii. Finance – Director E. MacEachen

- a) Audit Request for Proposals (RFP)
The Audit RFP closed November 24th with results communicated in the report from the Audit Committee.
- b) Wireless and Network Speed
Through conversations with Bell Aliant, we have been reviewing installation of a series of licensed and cloud controlled access points in the building to replace a failed wireless controller and to improve our network speed. Both projects are within the IT budget. A late 2017/early 2018 timeframe is expected. Council will be updated once timing is finalized.
- c) E-Scribe
Staff has been provided with E-Scribe application demos with interest in moving forward to create efficiencies in Council meeting preparation, tracking tasks from Council meetings, minute preparation, and the visibility of Council agenda items and information during Council meetings. Pricing is being negotiated with the vendor as well as electronic devices for Council, both to be within budget and a goal of implementation in the first two months of 2018. E. MacEachen will provide Council with information on the E-Scribe package.

iii. Recreation and Civic Centre – Director P. Davis

- a) Town of Port Hawkesbury Outdoor Skating Rink Proposal
Several location options in the Town are being considered for an outdoor skating rink. Criteria include relatively level ground with suitable access and limited encumbrances, adequate lighting levels, storage, and location to a municipal water source. Depending on weather, the surface could be open from January to March with anticipation of attracting children and families. Flooding would be maintained by the community with some start up assistance from the Town. P. Davis included information on an application to Health and Wellness to help defray start-up costs, the schedule for flooding and snow removal, signage, a meeting scheduled to determine an adequate volunteer base, and, volunteer and municipal responsibilities.
- b) Civic Centre Seasonal Events
A list of some key activities, parties and meetings at the Civic Centre for the month of December was provided to Council. The complete list of December activities has been circulated through schools and regular marketing outlets.

iv. Planning and Development – Director J. Bain

Mr. Bain was not in attendance.

9. Correspondence – Funding Requests

- a) Richmond Cheer Athletics Club – NCA Nationals Competition – CAO, T. Doyle
A request has been made to the Richmond Cheer Athletics Club for more information in consideration of their funding request.
- b) Cheer Fusion All-Stars

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury approves the Cheer Fusion All-Stars’ request for the use of the Bear Head Room for their upcoming comedy event to raise funds for new team uniforms”. MOTION CARRIED.

10. Proclamations/Resolutions

Proclamation – Restorative Justice Week

The Restorative Justice Week Proclamation was read at the Port Hawkesbury Justice Centre during the One Cape Breton Summit. Mayor B. Chisholm-Beaton reread the proclamation for Council and members of the gallery.

11. Other Business

- i. Revised Appointment 2017-2018 – Eastern District Planning Commission – CAO, T. Doyle

MOVED by Councilor J. White and SECONDED by Councilor T. Boudreau “that the Town of Port Hawkesbury approves Paul Dec as alternate Development Officer for various municipal positions in the Town of Port Hawkesbury”. MOTION CARRIED.

- ii. Waterfront Committee – Citizen Appointment – CAO, T. Doyle
There has been some response to the Waterfront Committee citizen appointment advertisement. CAO, T. Doyle would like to re-advertise in the New Year and provide Council with a list of interested persons at the January or February Public Meeting.

- iii. Audit Committee Report & Appointment of External Auditor – Director, E. MacEachen

MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “that the Town of Port Hawkesbury approves the recommendation of the Audit Committee to appoint Grant Thornton as the Town of Port Hawkesbury Auditor based on their response to the Request for Proposal for a period of five years”. MOTION CARRIED.

- iv. One Cape Breton Summit – Mayor B. Chisholm-Beaton
Mayor B. Chisholm-Beaton provided a brief update on the summit’s success of engaging conversation and reaching a better level of understanding among leaders and government officials of the Island’s First Nations and municipalities, and stakeholders. The Mayor thanked staff for their contributions to the summit.
- v. Raising the Villages Draft Declaration – Mayor B. Chisholm-Beaton
Mayor B. Chisholm-Beaton read the draft declaration and indicated that the intent is to have the declaration signed by all participating communities in the very near future. At that time, she will ask Council’s consideration to make a motion in support of this declaration.
- vi. Urban Development Update – Mayor B. Chisholm-Beaton
The Mayor provided a summary from a meeting facilitated by Don Mills and attended by the nine largest municipalities and Chambers of Commerce. The focus was Nova Scotia’s economic future and the need for a new economic strategy. A January meeting will take place on these issues.
- vii. Outdoor Rink – Councilor J. White
Councilor White was in support of the report on the outdoor rink as presented by Director P. Davis.
- viii. Port Hawkesbury Airport – Consideration of Name Change – Councilor T. Boudreau
At the November 30th Airport Committee Meeting, it was agreed that Councilor T. Boudreau would bring to Council for consideration a change of the name of the Port Hawkesbury Airport. Further, the suggested name put forward was *The Hon. Allan J. MacEachen Regional Airport*. Discussion included the appetite for a regional airport and the impact made by Hector MacInnis and Allan J. MacEachen in the airport’s establishment.

MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor H. MacDougall “that the Town of Port Hawkesbury approves the suggested name change of the Port Hawkesbury Airport to *The Hon. Allan J. MacEachen Regional Airport*”. MOTION CARRIED.

ix. Expense Report– November
CAO, T. Doyle reviewed the Expense Report of the Mayor, Council and CAO for the month of November. The total expenses were \$4,115.16. Expense reports are posted on the Town website.

12. Approved Additions

i. Seniors’ Christmas Luncheon – Mayor B. Chisholm-Beaton

The annual seniors Christmas luncheon provides seniors with a traditional Christmas meal, entertainment and gifts at no cost. The Mayor asked Council’s consideration to provide the Bear Head Room, sound equipment, kitchen facilities and staff labour required to facilitate this event. The Mayor thanked in advance the many volunteers and those providing gift donations and support for this event.

MOVED by Councilor J. White and SECONDED by Deputy Mayor H. MacDougall “that the Town of Port Hawkesbury approves the use of the Bear Head Room, sound equipment, kitchen facilities, and staff labour required to facilitate the Seniors Christmas Luncheon”. MOTION CARRIED.

ii. Roberts Rules of Order Workshop – Mayor B. Chisholm-Beaton

Inverness County Council has arranged for Bernie White, Elections NS to facilitate a workshop on Roberts Rules of Order at the PHCC, January 11th. The Mayor, Council and staff were invited to take part in this workshop.

iii. Contractual Issue – In Camera – Mayor B. Chisholm-Beaton (Discussed In Camera)

13. Future Meetings

The next meetings of Town Council are scheduled:

- i. Public Meeting Tuesday, January 9, 2017
- ii. Committee of the Whole Tuesday, January 23, 2018

14. Public Question Period

There were no questions from the gallery.

15. Adjournment

Mayor B. Chisholm-Beaton extended Happy Holidays to Council and staff.

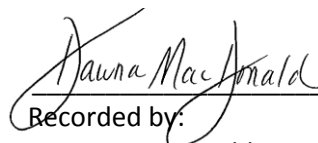
MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “that the Town of Port Hawkesbury adjourns the December 5, 2017 Public Meeting at 8:05 p.m.”. MOTION CARRIED.

January 9, 2018

Date



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



Recorded by:
Dawna MacDonald