

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

**Minutes of Meeting
October 17, 2017**

Present

Deputy Mayor, Trevor Boudreau
Councilor, Hughie MacDougall
Councilor, Mark MacIver
Councilor, Jeremy White
Chief Administrative Officer, Terry Doyle
Town Solicitor, Patrick Lamey (Alternate)

Regrets

Mayor, Brenda Chisholm-Beaton
Director of Finance, Erin MacEachen
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
Director, Eastern District Planning Commission – John Bain
Town Solicitor, Larry Evans

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, October 17, 2017 and called to order at 7:00 p.m. by Deputy Mayor T. Boudreau who extended regrets for Mayor B. Chisholm-Beaton.

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to approve the agenda as circulated”. MOTION CARRIED.

4. Presentations

There were no presentations.

5. Council Reports

Councilor H. MacDougall – Eli Mina Workshops – September 21 & 22, 2017

The two day workshops for elected officials, senior management and support staff were facilitated by Eli Mina, Registered Parliamentarian. He provided training on the principles and process in recording minutes, agenda preparation, and efficient and effective meetings in accordance with Roberts Rules of Order. Councilor MacDougall suggested conducting a short presentation to Council regarding his attendance.

Councilor H. MacDougall – Police Advisory Committee Meeting – October 12, 2017

The meeting included discussion on the Canso Causeway in the event of an emergency and respective jurisdiction, a squatter issue relating to property on Granville Street, and providing a contact list for Town personnel to the RCMP.

Councilor H. MacDougall attended the *Mock Tear Down* of the old arena and commended G. Snook for conducting this valuable emergency preparedness exercise. He asked that a letter of thanks be sent to the NSCC in recognition of the participation of both students and faculty in the exercise.

Councilor J. White – Planning Advisory Committee Meeting – October 12, 2017

The PAC Committee discussed consideration to amend the Town's Land Use By-Law with respect to accessory buildings.

Councilor M. Maclver – Emergency Measures Organization Committee Meeting – October 10, 2017

Planning and preparation for the Town in the event of an emergency were discussed. Councilor Maclver met with CAO, T. Doyle to discuss training and planning on this issue.

Strait Area Transit Meeting – October 12, 2017

Mayor B. Chisholm-Beaton attended a Strait Area Transit Meeting (as noted by Councilor J. White).

Deputy Mayor T. Boudreau – on behalf of Mayor B. Chisholm-Beaton

Deputy Mayor T. Boudreau provided Her Worship's report from the Strait Area Mayors & Wardens Committee Meeting – October 12, 2017:

Ground Search and Rescue

The committee asked that the Strait Region municipalities consider funding .05% of one cent on the tax rate to help fund Ground Search and Rescue.

Property Valuation Services Corporation (PVSC)

The Strait Area Mayors & Wardens were unanimous in support of approving a letter from the Strait Area Mayors and Wardens Committee to UNSM and to the PVSC Board opposing the closure of the PVSC office in Port Hawkesbury and requesting that the office remain open.

Provincial Health Board

A motion was made and passed to endorse a letter to the Provincial Health Board asking for a Board position representative of the interests of the Strait Region, the Strait Area Mayors and Wardens, and their respective councils.

Invitation to Victoria County and to First Nations

An invitation will be extended to Victoria County and to First Nations' Leaders to join the Strait Area Mayors & Wardens Committee. The intent is to draft a new Terms of Reference and to change the committee name.

Emergency Measures Organization

Mr. George Muise, Emergency Management Planning Officer will be invited to a future Strait Area Mayors & Wardens Committee Meeting to discuss Canso Causeway issues in the event of an emergency and potential partnerships to create a regional emergency measures plan with the Province and other stakeholders.

Port Development

The Regional Enterprise Networks will be invited to a meeting to discuss their progress on strategic priorities for Port Development.

6. CAO Reports

i. Engineering and Public Works – CAO, T. Doyle

- *Pitt St. and Napean St. Project – CAO T. Doyle and Project Manager J. MacMillan*

Construction has been ongoing and Allsteel Coatings have been making progress. Updates on the project to date included the work locations of Crews "A" and "B" on storm sewer installation, service laterals and layout, catch basins, storm man holes and the new water and sewer main. All project

related stakeholders meet bi-weekly to review activity, schedule, safety matters, budget, payments, etc. Public consultation efforts have been ongoing with regular advertisements.

- *Tamarac Pressure Booster Station*

Dora Construction has made great progress with the Tamarac Booster Station building site. The building envelope is nearing completion and most of the site buried piping has been installed. Building components have been ordered and final tie-ins will take place upon receipt of equipment. The project is on schedule and on-budget.

A Council question and answer period followed. Water pressure testing will be conducted and assessed on those individual homes on Tamarac Drive which may not see increased water pressure. These reports will be brought back to Council for review.

- *Water Tower Inspections*

The Town of Port Hawkesbury has engaged Huntley's SubAqua from Kentville to conduct interior and exterior inspections of the Town's two water towers via a remote operated underwater vehicle for interior inspection and an aerial drone for exterior inspection. Upon completion, a video and report of the condition of the towers' components will be provided. This information can be used to assess if further inspections and maintenance are required for the aging towers.

- *Destination Reeves Street Project – CAO, T. Doyle and Project Coordinator E. Fraser*

The project continues to progress with options for lane reconfiguration and active transportation alternatives being explored. Requests for proposals have been received and evaluated for a façade design and contract award is pending approval of our funding partners. The Steering Committee is waiting for the NSTIR to conduct a community consultation on access management and lane reconfiguration options. A community stakeholders' meeting is scheduled October 19.

E. Fraser's presentation provided video clips on the NSCC Student Walk-a-Thon. Students commented on their safety concerns relating to the lack of safe access along Reeves Street to the NSCC campus. A question and answer period followed regarding the project's final design, the criteria for businesses interested in and who qualify for funding for the façade/streetscape design, and, the project's public consultation process.

- *Staffing Update*

A total of 62 applications were received for the Water/Wastewater Operator position. Screening is scheduled this week with the position appointment the end of this month.

- *Creamery Building*

The Creamery Building improvements are underway with the heating system installation, construction of a new sewer line, insulation, and drywall installation in the shipping and receiving area.

- *Halloween*

CAO, T. Doyle provided Council with information for Halloween, Tuesday, October 31. As in past years, 'Trick or Treating' will be permitted from 5:00 p.m. to 8:00 p.m. No masks are permitted after 8:00 p.m. A 10:00 p.m. curfew will be in effect for ages 16 years and under. The PHCC, ball fields and community park will remain lit for the evening. Advertising will be in The Reporter, The Hawk and on the Town website.

- ii. Finance – Director, E. MacEachen

The Finance Report was postponed to the November Committee of the Whole due to the absence of Director E. MacEachen.

- iii. Marketing, Recreation, Tourism & Culture – Director P. Davis

- Civic Centre Refresh*

On behalf of Director P. Davis, CAO T. Doyle asked Council's consideration for *Civic Centre Refresh* funding relating to arena seating, audio and technology requirements, and *soft goods* (tables, chairs, etc.). After 13 years of use, the Port Hawkesbury Civic Centre is in need of a 'refresh' to maintain its current standard and promotion of events, concerts and meetings. Additional items for consideration were discussed. The refresh project would consist of funding from ACOA (up to 70%), the Gas Tax and the Town (30%). This item will be brought forward to the November Committee of the Whole.

As follow up to a meeting of the Festival of the Strait, Councilor H. MacDougall asked Council's consideration to permit organizations, such as the Strait Pirates, to operate bar services in the arena during the summer which could potentially promote more events and increase rental revenue. The revenue derived from rental income vs bar sales for the PHCC was discussed. This issue will be brought forward for discussion at the November Committee of the Whole.

- Artists in Residence Project*

The Town of Port Hawkesbury has been partnering with the Cape Breton Centre for Craft and Design on Developing an *Artist(s) in Residence* located in the Wellness Centre on Granville Street. The Province, ACOA, Coastal Business Development Corporation and the Town would contribute to the project funding. A coordinator would be hired for a three year commitment to assist three artists working on site who would provide retail space and conduct outreach to schools and the community. This issue will be brought forward for discussion at the November Committee of the Whole.

- iv. Planning and Development – Director J. Bain

Director J. Bain was absent from the Committee of the Whole.

7. Other Business

- i. Craft Business Incubator Development Application

This item was deferred to the November Committee of the Whole.

- ii. Urban Development

- a) Growth Strategy for Nova Scotia (Don Mills)

- b) Population Retention and Attraction

This item was deferred to the November Committee of the Whole.

8. Approved Additions

There were no additions to the agenda.

9. Future Meetings – CAO T. Doyle

- i. Public Meeting November 7, 2017
Council agreed to reschedule the November 7 Public Meeting to Monday, November 13 due to the Mayor and Council attendance at the UNSM Fall Conference, November 7-10 in Halifax.

- ii. Committee of the Whole Tuesday, November 21, 2017

10. In Camera Session

There was no In Camera Session.

11. Adjournment

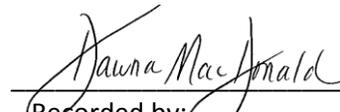
MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to adjourn the Committee of the Whole at 8:30 p.m.” MOTION CARRIED.

November 7, 2017

Date



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



Recorded by:
Dawna MacDonald