

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

**Minutes of Meeting
January 22, 2019**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Mark MacIver
Councilor, Hughie MacDougall
Councilor, Blaine MacQuarrie
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Patrick Lamey

Regrets

Councilor, Trevor Boudreau

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, January 22, 2019 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Crosswalks – Councilor B. MacQuarrie
- ii. Policing – Councilor B. MacQuarrie
- iii. Streets – Deputy Mayor M. MacIver (deferred to CAO Report)
- iv. Water Issue on Prince Street – Deputy Mayor M. MacIver
- v. Waterfront Committee – Mayor B. Chisholm-Beaton

3. Approval of Agenda

MOVED by Deputy Mayor M. MacIver and SECONDED by Councilor B. MacQuarrie “to approve the agenda as amended”. MOTION CARRIED.

4. Presentations

There were no presentations.

5. Council Reports

Mayor B. Chisholm-Beaton asked Council to provide a short report from each meeting they attend. Reports from Council will be effective with the February meeting of the Committee of the Whole and are due on the Friday before each meeting in order to be distributed with the agenda package.

Mayor B. Chisholm-Beaton – Strait Area Transit (SAT)

The SAT is engaged in a new business plan process. A board meeting is scheduled in the next few days.

Councilor B. MacQuarrie – Eastern Counties Regional Library (ECRL)

Councilor B. MacQuarrie was commended for his detailed written report. He attended an ECRL meeting on January 17. Two new positions were approved and an announcement for the Provincial funding formula was scheduled for January 19.

Councilor H. MacDougall - Policing

Due to a Special Public Meeting of Council, Councilor H. MacDougall and Deputy Mayor M. MacIver were unable to attend the recent Policing Committee meeting.

Councilor H. MacDougall – Inverness County Home Support Society (ICHSS)

Councilor H. MacDougall will attend an ICHSS meeting tomorrow and provide an update in February.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis.

Anti-Racism Session

As a member of RFANS and in partnership with the Tripartite Forum and the Sport & Recreation Working Group, an Anti-Racism Signage Program and a policy will be implemented at the Civic Centre. We will be hosting an information session on the program in February (dates to follow). A description of the Anti-Racism Session was provided by Ms. Davis.

Upcoming Performances

March 9	Evans and Doherty
April 26	Madison Violet
May 11	Coig

Pool Equipment

A 'Hurdles Run 15' was purchased to continue with initiatives to increase participation in the programming and public swims at the Strait Area Pool. An application was made to Health and Wellness with approval for \$4,406.00 towards the purchase of this item. Training and in servicing will be in place prior to this being available to the public.

Active Living Campaign

With spring right around the corner, we are working on an active living campaign. A series of signs are being developed and will be distributed throughout the Town as well as in the media. Samples will be available at the next meeting of the Committee of the Whole for Council review.

ii. FINANCE

The following report was presented by Director, Erin MacEachen.

A financial report to December 31, 2018 and a summary page containing a detailed record of accounts to December 31, 2018 compared to anticipated budget was provided to Council. Budget figures presented and used for comparison purposes are based on the anticipated use of the annual budget as at December 31, 2018. Where variances were significant or unusual, relevant comments were provided by E. MacEachen.

REVENUE

Assessable Property taxes – Trending slightly higher than budget due to a higher deed transfer tax than budgeted by 19k, resulting primarily from the deed transfer tax received relating to a sale of a large commercial property in Town.

Grant in Lieu – Trending significantly under budget due to timing of receipt of Provincial GIL. Received in January - budgeted in December.

Sales of Services – Airport revenues trending higher than budget due to continuing increased traffic (23k). Ice rentals have increased over budget (12k). Civic Centre revenues are trending 25k above budget in

various rental accounts, but in most instances, have not exceeded annual budgets. There were many successful endeavours in the Civic Centre in the fall of 2018, including concerts and rentals.

EXPENDITURES

General Government Services – Trending lower than budgeted, but primarily due to timing variances relating to hosting services, consulting and conference fees. Some permanent variances are the allowance of assessment fees (30k) and Clerks pension funding (12k).

Protective Services – Trending lower than budget due to timing of payment to RCMP (257k) and timing of expenditures in the PHFD for equipment (13k).

Transportation and Public Works – Trending below budget due to lower spending on asphalt to date than anticipated (37k), however, paving of Prince Street (26k) expensed in January. There are other smaller variances in materials and R&M accounts, but no material amounts. Spending typically is greater in the winter months in this class of accounts.

Airport – There was a cost recovery for snow removal attained this year that was paid for in the prior year. Other expenses are on track. Any surplus or deficit regarding the Airport is deferred for the Airport Committee, and no impact on the Town's net income.

Wastewater – Trending under budget due to timing of Nova Scotia Power invoices, and lower than anticipated R&M accounts. Majority of variance is timing differences and not permanent variances.

Civic Centre – Costs are trending lower than anticipated budget due to various R&M and operational accounts trending lower than anticipated budget. Most significant account variance is power at 17k and is a timing variance only.

Education – Trending lower than budget due to timing of invoicing.

Fiscal Services – Trending above budget due to recording deferral of surpluses in the Airport and for the Literacy Council, as these surpluses should not impact our bottom line.

Overall, majority of variances noted in review are timing variances, and overall, departments are working within their set budgets. At this time, there are no concerns of significant over expenditure.

OTHER ITEMS FOR CONSIDERATION

BUDGET DELIBERATION

E. MacEachen provided an overview of the 2017-2018 budget process and asked Council for feedback to prepare for the 2019-2020 budget process. Councillor H. MacDougall stated last year's process was better than in previous years as there was more time allotted for discussion. He would like Council and staff to get together early as a group for budget discussions. Deputy Mayor M. MacIver agreed adding appreciation for staff providing their list of budget items last year for Council prioritization. E. MacEachen was in support of Council and staff working together as a group to prioritize budget items and suggested meeting in the next two weeks to begin the process and direction to staff. She anticipated a draft budget will be provided late February with deliverables early to mid-March. She will poll Council for their availability for meetings.

FIRE/SEWER RATE

Information will be shared on separating our Fire and Sewer charges from the general tax rate in anticipation of the upcoming budget year and Council direction moving forward into our 2019/2020 tax rate structure. A question and answer period followed.

iii. ENGINEERING and PUBLIC WORKS REPORT

The following report was presented by CAO, Terry Doyle

Granville Street Traffic Study / West Side Granville Street Park Area - Open House

Staff hosted an open house on December 5 seeking comments and concerns from residents related to traffic issues on Granville Street. The event was well received with approximately 30 residents in attendance. Staff facilitated small group discussion on a separate section of Granville Street and the Granville Street Park area. The focus of the event was to engage residents and their safety concerns relating to speed, intersections, lines of sight, stop signs, crosswalks, accessibility, school bus stops and potential for the west side Granville Street park area. The information gathered will be used as the basis for generating the scope of work for a traffic engineering consultant to conduct a study this spring on potential safety improvements. A speed radar sign will be moved to Granville Street to collect the initial traffic survey information.

Installation of Radar Speed Sign's

The solar powered radar signs owned by NCCC have been installed. Power supply issues were experienced due to our short days and lack of sun. The Town-owned radar sign was installed on Reeves Street. A summary of information collected from late November to early January was provided to Council. Discussion included speed violations noted in the school zone during school hours. The data collected will be provided to the NS TIR and to the local RCMP (monthly basis) as well as to Council at the monthly meetings of the Committee of the Whole. J. MacMillan will provide Council with information on a request for statistical data. A question and answer period followed.

Investing in Canada Infrastructure Program (ICIP)

Staff prepared funding applications for the Investing in Canada Infrastructure Program in accordance with a motion of Council at the January 15, 2019 Special Public Meeting. The applications are prioritized as: #1 Water Distribution System Upgrades and, #2 Rehabilitation of Underground Infrastructure on Prince Street. The Green Environmental Quality Stream of the funding program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater and storm water, as well as reductions to soil and air pollutants through solid waste diversion and remediation. The Town submitted the maximum of two applications for this stream of funding.

Landrie Lake Water Utility

In partnership with the Municipality of the County of Richmond, the project proposes to assume ownership and operation of the Landrie Lake water supply system. The process of takeover will be in accordance with provincially established legal procedures with review and rulings by the UARB. We have been working with the Province's hydrogeological consultant to update the 2015 version of the Landrie Lake Watershed Source Water Protection Monitoring and Enforcement Plan (SWP-MEP) as well as reactivate the Watershed Advisory Committee. The Watershed Advisory Committee is made up of representatives from Provincial departments, Municipal staff and council, consultants, and a citizen appointment. The intention is to schedule a kick-off meeting for late January.

ESREN – January 2019 Report – Misty MacDonald, Economic Development Officer

The ESREN January 2019 Report provided information on the following regional significant projects: Strait of Canso Economic Zone Project, Tourism, Investment Readiness, Broadband Regional First Nation/Municipal Economic Development Forum and the Eastern-Strait Connector Program. Ms. MacDonald stated ESREN's next report will provide more information on a marketing strategy and work plan regarding port development. ESREN will provide a monthly report at each meeting of the Committee of the Whole.

Streets

Deputy Mayor M. MacIver stated that work is needed on MacInnis Road from Trunk 4 and at north Granville Street towards the bridge (near the exit). CAO, T. Doyle will address this with the Public Works Department.

7. Other Business

i. Aaron Johnson Recognition

CAO, T. Doyle suggested deferring this item to the Destination Reeves Street subcommittee which includes members of the Town's Beautification Committee to come back to Council with formal designs. Councillor H. MacDougall indicated this file has been in place since 2004 and he had concerns with an additional delay should the file be deferred. He preferred the design be agreed upon by Council and Staff. Staff will move forward to develop design options for Council review and approval.

ii. Sidewalk Clearing

CAO, T. Doyle stated the sidewalk snow removal equipment is not as effective this year in part due to the season's heavy snowfall and freezing rain. Efforts will be made to attach a plow on the trackless, alter the blower direction and carry out sidewalk snow removal on weekends subject to snowfall. New equipment will have to be considered for proper snow removal. Deputy Mayor M. MacIver suggested prioritizing areas; he commended the Public Works Department and stated snow removal has improved over the past two winters. Discussion included homeowners plowing snow on sidewalks. CAO, T. Doyle has been in touch with the RCMP regarding violations to the Town of Port Hawkesbury Traffic Authority regulations. Discussion included implementing fines/tickets and the process of towing vehicles in violation of these regulations.

iii. Budget Deliberation – Process and Scheduling

This item was included in Director E. MacEachen's Finance Report.

iv. Granville Street Public Consultation

CAO, T. Doyle provided a recap of the consultation from his Engineering Report. Staff facilitated in the information gathering which will be summarized and provided to Council. Staff will be looking at similarities and opposing arguments. Radar signs will be moved to Granville Street in the spring. The Waterfront Committee will be engaged for contributions which will be provided to the traffic safety engineer for the study.

v. Doctor Recruitment

Mayor B. Chisholm-Beaton stated this issue will be discussed at the February meeting of the Mayors, Wardens and Chiefs. A prospectus has been compiled and the Town will participate in the Rural and Remote Medicine Course in April in Halifax. The Mayor will draft a letter(s) for Council review and approval. Senior Director of Medical Affairs, NSHA will address Council and Staff at the March 5 Public Meeting regarding doctor/health care professional recruitment and retention. Discussion included striking developing a Terms of Reference and striking a committee. P. Davis will compile information on housing as part of an information package.

Council Recessed at 9:05 p.m. The meeting reconvened at 9:15 p.m.

vi. Waste Diversion

CAO, T. Doyle will provide information on waste diversion to Council.

8. Approved Additions

i. Crosswalks

Councilor B. MacQuarrie stated that NS TIR should be contacted to reevaluate the crosswalk lights as the current timeline for lights does not allow enough time for pedestrians to cross. CAO, T. Doyle will contact NS TIR and invite Darren Blundon, Area Manager, Department of Transportation to attend a meeting to address this and other questions relating to crosswalk lights. Council was asked to prepare a list of questions in advance for Mr. Blundon.

ii. Policing

Councilor B. MacQuarrie stated there needs to be conversation about a greater visibility of the RCMP on Reeves Street. As members of the Policing Committee, Deputy Mayor M. MacIver and Councilor H. MacDougall will convey this message at the next meeting. S/Sgt. Redl will be invited to a meeting of Council. Staff will prepare a schedule of meetings to send to the RCMP and to the PHVFD to provide regular updates to Council.

iii. Streets – (deferred to CAO Report)

iv. Water Issue on Prince Street

J. MacMillan will assess a resident's drainage concern. An update will be provided to Council.

v. Waterfront Committee – Mayor B. Chisholm-Beaton

Mayor B. Chisholm-Beaton stated the draft Waterfront Committee Terms of Reference will be sent to Council for review and feedback. The ToR will be sent to the Committee to schedule a meeting and appoint a Chair. Advertising will take place for members for the Parks and Recreation Committee and other committees.

9. Future Meetings – CAO T. Doyle

Public Meeting	Tuesday, February 5, 2019
Committee of the Whole	To be confirmed

10. Adjournment

MOVED by Deputy Mayor M. MacIver and SECONDED by Councilor B. MacQuarrie to adjourn the January 22, 2019 meeting of the Committee of the Whole at 9:30 p.m.

February 6, 2019

Date



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



Recorded by:
Dawna MacDonald