

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

**Minutes of Meeting  
February 19, 2019**

**Present**

Deputy Mayor, Mark MacIver  
Councilor, Trevor Boudreau  
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**

Mayor, Brenda Chisholm-Beaton

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, February 19, 2019 and called to order at 7:00 p.m. by Deputy Mayor M. MacIver.

**2. Additions to Agenda**

- i. MLA Alana Paon – Invitation by Council to Discuss Health Care Crisis – Councilor B. MacQuarrie
- ii. Mining Association of Nova Scotia (MANS) – Letter of Support – Councilor B. MacQuarrie

**3. Approval of Agenda**

**MOVED by Councilor B. MacQuarrie and SECONDED by Councilor T. Boudreau “to approve the agenda as amended”. MOTION CARRIED.**

**4. Presentations**

There were no presentations.

**5. Council Reports**

*Councilor H. MacDougall*

*Inverness County Home Support Society (ICHSS)*

Discussion included staffing issues, a long client waitlist, and the shortage of service providers available to seniors residing in their homes. Councilor MacDougall inquired if there is support for the ICHSS.

Councilor T. Boudreau noted that overworked/shortage of nursing home/home care support providers was referenced in the draft health care letter to the province.

*Councilor B. MacQuarrie*

*Strait Area Transit Meeting*

Regrets were conveyed.

*Strait Richmond Housing Group Meeting – February 13, 2019*

Discussion issues included an overview of programs and budgets available through Housing NS; negotiation of a new National Housing Strategy; a Canada Summer Jobs Program funding application for a Research Assistant Project Coordinator; review of the Shelburne County Housing Coalition terms of reference; and, an official title of the group. Mr. Rene Babin will be in attendance at the March 12 meeting to discuss options on how the CMHC can provide support to the Housing Group.

## 6. CAO REPORTS

### i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis:

#### **Dryland Winter 2019**

##### **Multi-Sport**

Current registrations are at 30 with interest to warrant a waitlist. The skating sessions received positive feedback. The next sessions include soccer, tennis, baseball, swimming and basketball.

##### **After the Bell**

Jennifer MacDonnell facilitated a Girl's Workshop which included Zumba, yoga, crafts, facials and meditation. A spring Girl's Workshop is planned to include a swimming event.

##### **Facility Access**

The following purchases were made from funding from the Department of Communities, Culture and Heritage Facility Access Program: 4 skate aids and 2 sledges for the arena; 2 sets of floor curling equipment for the Evergreen Club and St. Joseph's Parish; and, chair yoga equipment.

##### **Aquatics**

The January attendance for the public swims, water exercises, swim team and swimming lessons was provided. A new member's swim and an additional water exercise class have been added to Thursday mornings.

The Aflex inflatable playground arrived from New Zealand. Funding was offset by a grant from the Community Recreation Capital Grant Program. The March Break has many pool activities including three camps, inflatable use times and free swims. The 4H will also be present during the March Break.

##### **Upcoming Events**

- Planning for another swim meet in April
- Participation with Richmond County with the After the Bell Program funding
- Working with the NS Mi'kmaq Summer Games Committee to host the swim component of their event at the pool in late August
- Pool rentals in conjunction with ongoing work with schools, Autism NS, the ROC Society, and the Mawita'mk Society

##### **Doctor Recruitment**

Registration for the Society of Rural Physicians of Canada Conference has been confirmed. The Town is working to secure two individuals to represent the Town at the sessions. Collateral material and promotional pieces are being developed for the event.

##### **Aaron Johnson**

Work has begun on an Aaron Johnson rendering with Robert Currie, Form Media. Three concepts and a potential location were discussed. Ms. Davis reached out to the Johnson Family for any input they would like to have considered for the development of this piece. A draft will be provided to Council. Councillor MacDougall commended Ms. Davis on this work.

##### **Walk ability**

Five walkability signs were installed in the indoor walking track and will be reinstalled outside once the weather breaks. Approximately 50 participants use the track each day.

### **Waste Management**

Ms. Davis attended a regional waste management meeting to review the plans for the upcoming year. She will meet with Cathy Hannigan, Municipality of the County of Inverness, to discuss a green cart program.

### **Anti- Racism Workshop**

The workshop was held at the Civic Centre with seven Town staff in attendance. It was well received and positions the Town for policy development.

### **Correspondence**

The S'Mores Night Trail Walk (March 2, 2019) and 2019 Winterfest Flyers were distributed to Council.

## ii. **FINANCE**

The following report was presented by Director, Erin MacEachen:

### **E-Billing**

The Town's accounting system is now configured to allow for E-Billing for facility invoices in conjunction with tax and water bills. Authorization forms will be sent to facility users with invoices to encourage our renters to go paperless and to sign up to have their invoices e-delivered.

### **Budget 2020**

A Strategic Priority Budget session was scheduled February 19 to provide initial direction on budget priorities for the upcoming year. There will be an opportunity for staff to present initiatives they want to pursue in the upcoming year to determine if these initiatives meet Council's vision, and if they warrant further investment of resources. Council will have the opportunity to discuss any operating or capital areas for staff to research and to determine if there are budget opportunities to pursue.

### **Audit Planning**

Grant Thornton was on site in January to begin their Audit Plan for the 2019 fiscal year. Upon completion, a meeting will be scheduled to review the plan with the Audit Committee.

### **Fire Rate**

A draft Fire Protection Policy was provided for Council's review. The policy will allow the Town to break out its fire rate and charge fire protection rates to all properties who receive this benefit, including properties that are provincially exempt from taxation.

## iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by CAO, Terry Doyle and Jason MacMillan, Project Manager, Infrastructure:

### **Radar Speed Sign Monthly Report**

A Statistics Summary Report from the Town's radar speed sign currently located on Reeves Street Hill was provided to Council for the period January 7, 2019 to February 3, 2019 (28 days). A weekly Speed and Vehicle Count Statistics Report was also provided for November 27, 2018 to February 15, 2019.

### **Landrie Lake Watershed Advisory Committee**

In cooperation with neighboring municipalities, NSTIR, Nova Scotia Environment and FracFlow Consulting, Town staff hosted a meeting to reactivate the Landrie Lake Watershed Advisory Committee. FracFlow Consulting provided a review of the past work completed by the committee and the current state of the Source Water Protection and Enforcement Plan that was completed in 2015. A Watershed planner from Nova Scotia Environment was in attendance and reviewed his role in assisting water utilities with watershed protection and Nova Scotia's Drinking Water Strategy.

### **Street Light Survey**

Staff scheduled a complete street light survey of all NSP maintained fixtures within Town limits. A total of 18 poles were malfunctioning. Requests for repairs have been sent to NSP.

### **Destination Reeves Street Project – Streetscape Design**

Staff has been collaborating daily with project stakeholders (WSP Consulting, NSTIR engineers, Nova Scotia Power, TOPH Beautification Committee and the DRS Steering Committee) and have been involved with streetscape planning. Landscaping plans for the east and west end of the project, and tender timelines for the streetscape and the AT lane were reviewed. The Town's contractor and NSTIR will need to coordinate planning. J. MacMillan stated there is ample work, primarily surface work required at the west end of Reeves Street prior to work beginning at the east end of the street.

### **PUBLIC WORKS**

Council was provided with the January 2019 Report from the Public Works Department which lists the department's work for the month.

## **7. Other Business**

### **i. Eastern Strait Regional Enterprise Network (ESREN) – February 2019 Report**

The following report was presented by Economic Development Officer, Misty MacDonald:

#### *Strait of Canso Economic Zone Project*

The project's initial goals to provide a development plan for the Strait of Canso Economic Zone have been completed. A list of stakeholders is expected in March. The committee is working on the third goal – a focused strategy for business recruitment.

#### *Regional Tourism*

Work is ongoing on a strategic document for a Guysborough Tourism Strategy with intentions to carry into the Towns of Port Hawkesbury and Antigonish. A draft strategic document is expected to be completed by spring 2019 with implementation of initial action steps.

#### *Broadband*

The committee is working with Bell Aliant representatives to discuss coverage in the Eastern Strait Region. Bell Aliant will prepare potential coverage plans for the area based on current infrastructure and need in the coming weeks. Once this information is completed, it will be presented to the Connect Eastern-Strait Committee.

*Regional First Nation/Municipal Economic Development Forum*

A joint economic partnership between P'aqtnkek First Nation, the Municipality of the County of Antigonish, and ESREN, will host an energy fair at the beginning of the forum.

*Investment Readiness*

The website has infrastructure, zoning, and asset management data included in the tool for Port Hawkesbury.

*ESREN Connector Program*

The ESREN Connector Program is administered for the Department of Labour and Advanced Education with a goal to provide a mentor to a new workforce to promote connections/networking.

*Local Projects*

A new operations committee was formed for the Port Hawkesbury Ceilidh Market. Surveys were distributed to vendors and customers who responded with overall satisfaction for the markets.

*Succession Planning*

ESREN will invite business owners to participate in a focus group session in early March to meet with succession planning service providers to identify ways that assistance can be provided.

ii. Aaron Johnson Recognition

This agenda item was addressed in Director P. Davis's Marketing, Recreation, Tourism and Culture Report.

iii. Spring Hockey

There is interest from Atlantic Hockey Group to establish a spring hockey league. Camps were held resulting in six confirmed teams interested in securing ice from April 1 to May 12. Operating costs were reviewed to determine feasibility, rates and hours. The Town will await a response from Atlantic Hockey Group to determine moving forward. Discussion included reaching out to various groups to conduct hockey schools.

iv. Port Development

CAO, T. Doyle provided The Strait of Canso Investment Readiness Proposal. The Strait of Canso Working Group and Lead Stakeholder Group are seeking a \$5000 contribution (each) from the Town of Port Hawkesbury, the Municipality of the County of Richmond and the Municipality of the District of Guysborough toward the cost of a \$140,000 marketing tool as part of a strategy for business recruitment. The next step will involve using this toolbox and to continue to attract investment. A question and answer period followed regarding issues of assembling the toolkit, budget, and funding opportunities. CAO, T. Doyle asked Council's consideration to provide \$5000 to help leverage investment in moving forward the port marketing materials.

**The consensus of Council was "to bring forward to the March 5 Public Meeting, approval of a \$5000 contribution from the Town towards the cost of a \$140,000 marketing tool as part of a strategy for business recruitment in the Strait of Canso. The Town's contribution is contingent on funding from ACOA and other municipal partners".**

**8. Approved Additions**

i. MLA Alana Paon – Invitation by Council to Discuss Health Care Crisis

Councilor B. MacQuarrie commended staff and Council on their efforts to draft a letter to the province regarding the health care crisis. In referencing the ongoing health care professional shortages at the Strait

Richmond Hospital, he stated this is a provincial responsibility and suggested inviting MLA Alana Paon to attend a Council meeting to address the Town's concerns.

**The consensus of Council was "to bring forward to the March 5 Public Meeting, approval of an invitation to MLA Alana Paon to address the Town's concerns relating to the health care crisis in the province and other issues".**

ii. Mining Association of Nova Scotia (MANS) – Letter of Support

Councilor B. MacQuarrie requested a letter of support from Council for the province to conduct a geophysical survey. Council will review and discuss this correspondence at the March meeting of the Committee of the Whole.

**9. Future Meetings – CAO T. Doyle**

Public Meeting	March 5, 2019
Committee of the Whole	March 19, 2019

**MOVED by Councilor T. Boudreau and SECONDED by Councilor B. MacQuarrie to recess in Camera at 8:25 p.m. to discuss contractual and property issues. The meeting of the Committee of the Whole reconvened at 9:03 p.m.**

**10. Adjournment**

**MOVED by Councilor T. Boudreau and SECONDED by Councilor B. MacQuarrie to adjourn the February 19, 2019 meeting of the Committee of the Whole at 9:04 p.m.**

March 6, 2019

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Date



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Approved by:  
Terry Doyle, P.Eng., CAO



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Recorded by:  
Erin MacEachen, Director of Finance