

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

**Minutes of Meeting  
December 20, 2016**

**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 of Marketing, Recreation, Tourism & Culture, Paula Davis  
Director, Eastern District Planning Commission – John Bain  
Town Solicitor, Larry Evans

**Guests**

CEO, Keith MacDonald, Cape Breton Partnership  
CEO, John Beaton, Eastern Strait Regional Enterprise Network (ESREN)  
Economic Development Officer, Paul Paon, Eastern Strait Regional Enterprise Network (ESREN)

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, December 20, 2016 and called to order by Mayor B. Chisholm-Beaton at 7:00 p.m.

**2. Additions to Agenda**

a) In Camera Item – Contractual Item – CAO, T. Doyle

**3. Approval of Agenda**

**MOVED by Councilor J. White and SECONDED by Councilor H. MacDougall “to approve the agenda with one addition”. MOTION CARRIED.**

**4. Community Reports and Requests**

a) Cape Breton Partnership – Keith MacDonald

K. MacDonald provided an Activity Update to Council which included information on the CORE Partnership Activities, Prosperity Framework, Workforce Projects, Events, Workplace Initiatives and CBREN Services. The Cape Breton Partnership’s goal is to develop a united approach to addressing economic issues and growth opportunities; identify challenges of existing businesses and foster private and public partnerships. Discussion included clarification and comparisons of the Partnership to the ESREN and the former RDA.

b) ESREN – Paul Paon

P. Paon is the Economic Development Officer and Town representative for the ESREN. His current work includes setting up a Port Hawkesbury Office, attending numerous business and connector events and a RFP for website development. His three year strategy includes engaging First Nations and post-secondary institutions, port development, support of and enabling industry development utilizing the BRE Program, investment readiness, creation of land asset data bases, broadband assessments, and entrepreneurial promotion.

c) ROC Society

The ROC Society is seeking community support from individuals, businesses and organizations to improve and expand their existing facility to increase services for people with disabilities in the Strait Region. The expansion would enable the ROC to become an attractive destination for the Strait Area attracting further partnerships, fostering community development and increasing ROC sustainability.

**MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to bring forward for Council consideration a letter of support for the ROC Society at the January 9, 2017 Public Meeting”.**  
**MOTION CARRIED.**

**5. Council Reports**

a) Eastern District Planning Commission (EDPC) – Councilor J. White

Councilor J. White’s update included a rezoning request from the Holy Trinity Anglican Church from Institutional (I) zone to Highway Commercial (C-3) to accommodate the mobile fish truck which sells food during the summer months from the church parking lot. A staff report will be prepared regarding this request and a Planning Advisory Committee meeting will be scheduled.

b) Mayors and Wardens Update – Mayor B. Chisholm-Beaton

Mayor B. Chisholm-Beaton stated the Mayors and Wardens were in support of the proposed Energy East Pipeline and addressing and promoting port development in the Strait of Canso. The Mayor will provide Council with the minutes of meetings from the Mayors and Wardens as well as updates on port development planning and action steps. A press release from the Mayors and Wardens on the Energy East Pipeline and port development will be issued in the next few days.

**6. CAO Reports**

a) Engineering and Public Works – CAO, T. Doyle

The following updates were provided:

The Reeves Street Project, Pitt Street and Napean Street Reconstruction Projects, and Tamarac Pressure Boost Station projects are progressing well and in accordance with schedules. A review of the Granville Street bridges and a proposal to prepare bridge condition reports is underway. Snow clearing operations, the Town’s winter season routes, a prioritization plan and emphasis on sidewalks are in development. The Public Works employees were commended on a job well done on water main breaks and repairs to a Granville Street water main.

b) Finance – Director, E. MacEachen

The following updates were provided:

- E-Billing – As part of the Inter-Municipal accounting group, The Town is moving in the direction of providing and enticing citizens to sign up for E-Billing in the new year
- Assessments – PVSC has provided a preliminary indication of anticipated roll numbers for residential and commercial assessments. Further information will be provided once the final roll is received in January
- Records Management – The inter-municipal group is exploring rates and services from Ricoh and Thinkdox for an efficient records management system. Presently, municipal user numbers and the best value product are being reviewed and will be presented to Council during budget deliberations
- A new ATM was installed to provide better service for customers

c) Marketing, Recreation, Tourism & Culture – Director P. Davis

- Recreation – the December calendar of events was developed with a goal for family interest and involvement in collaboration with community groups, organizations and active living opportunities
- Culture and Technology – the PHCC website is complete and online ticketing is more streamline strengthening our relationship with Strathespy Place.
- Trails – a new boardwalk and bridge were constructed and installed
- Tall Ships – an update from ongoing discussions to increase the number of Tall Ships to Port Hawkesbury from June 30 – July 2 will be provided to Council at the next Committee of the Whole
- Grand Slam of Curling (March 16-19, 2017) – a sponsorship drive has begun and Early Bird packages are on sale until the end of December followed by the introduction of weekend packages

d) Planning and Development – Director J. Bain

Port Hawkesbury Building Permits for January 1-December 31, 2015 and January 1-December 19, 2016 were consistent with what is happening across the region. Mr. Bain discussed the roles and responsibilities of a Planning Advisory Committee, the process involved in rezoning applications, and public participation in accordance with the Municipal Government Act. Until a new Planning Advisory Committee is established with a public component that has expertise in the community, any new issues arising can be dealt with by the current committee composed of Council and staff. Mr. Bain recommended a training session for the new committee members.

## 7. Other Business

a) October and November Council Meeting Issues – Councilor H. MacDougall

The following issues were raised relating to the October and December Town Council Meetings:

1. Vending By-law – October 4, 2016 Town Council Meeting
2. Council Stipends – October 4, 2016 Town Council Meeting
3. Adoption of Council Minutes – December 2,, 2016 Town Council Meeting

With the October 15 Municipal Election, Councilor H. MacDougall stated his concerns about motions passed on the Vending By-Law and Council Stipend agenda items at the October Council meeting. He stated items requiring motions are typically tabled for review and deliberation by the incoming Council and that he was not comfortable adopting these minutes as he was not part of Council at that time. Deputy Mayor T. Boudreau and Councilor M. MacIver agreed. The Deputy Mayor stated he would be happy to review these and any other issues in which Council are uncomfortable. Mayor Chisholm-Beaton stated any of these items can be added to the January Council Meeting agenda.

b) Strategic Planning – Mayor B. Chisholm-Beaton

Mayor B. Chisholm-Beaton stated she was hopeful that the process for Strategic Planning can begin early in the New Year. She asked Council to bring forth some ideas for the January Council Meeting.

c) Televised Meetings, Live Streaming, SAERC TV – CAO, T. Doyle

Council was asked to consider the possibility of televising Council and Committee of the Whole meetings through live streaming and/or SAERC TV. This opportunity is viewed by Mayor B. Chisholm-Beaton and CAO T. Doyle as an opportunity to engage the community. Staff will prepare options and associated costs for Council.

d) Reeves Street Project – CAO, T. Doyle

This item was addressed in agenda item 6a).

e) Meeting Process – CAO, T. Doyle

CAO T. Doyle discussed the changes to the format, structure and process of Council Meetings and the Committee of the Whole. The new format of the Committee of the Whole will reflect the forum where the work of Council takes place. In addition, there will be a larger screen/PowerPoint component in meetings. Discussion included:

1. The report from the CoW will be now provided by the CAO and not the Deputy Mayor
2. The Town Solicitor reinforced that motions of Council cannot be approved at a Committee of the Whole. The motion process can be used at the Committee of the Whole to reflect agreement to have an item brought forward for consideration at a Council meeting.
3. Items of urgency can be heard at a Special Public Meeting the same night as a Council meeting

f) Roberts Rules of Order – Training Opportunity – Mayor B. Chisholm-Beaton

During a session at the UNSM Fall Conference, Bernie White, Municipal Elections Officer, provided a presentation on Roberts Rules of Order. Mayor B. Chisholm-Beaton stated this could be a potential training opportunity for Council and other municipal units and suggested exploring an expression regarding viability and cost sharing.

g) Tax Adjustment – Director, E. MacEachen

An overdue tax account (#02970023) was presented to Council for consideration to write off the amount of \$793.44 as the property is demolished and the owner is not in the area and cannot be located.

**MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor T. Boudreau “to bring forward the request to write off tax account #02970023 in the amount of \$793.44 plus accrued interest at the January 9, 2017 Public Meeting”. MOTION CARRIED.**

h) Parking Tickets – CAO, T. Doyle

CAO, T. Doyle met with RCMP Staff Sgt. Redyl to discuss illegal parking at malls and other areas in Town, enforcement issues, and Town By-Laws in general. Currently, the Town does not have a By-Law Enforcement Officer. Discussion included exploring By-Law enforcement as a shared service with other municipal units, associated costs for a By-Law Enforcement Officer, and winter parking regulations. Staff will work with the Town Solicitor, RCMP and Council to review our current By-Laws and the By-Law Enforcement Officer issue.

i) Coyote Complaints – CAO, T. Doyle

There have been many complaints and concerns raised by residents with coyote sightings in Port Hawkesbury. Council discussed options to ensure safety for residents and forms of coyote control. As this issues falls under the jurisdiction of the Department of Natural Resources, it was agreed that staff will coordinate a meeting with a DNR representative followed by a letter to address the coyote issue in the Town.

**8. Future Meetings – CAO T. Doyle**

The next scheduled meetings of Council are as follows:

- Public Meeting – Monday, January 9, 2017
- Committee of the Whole – Tuesday, January 17, 2017

**MOVED by Deputy Mayor, T. Boudreau and SECONDED by Councilor J. White “to recess In Camera at 8:43 p.m.to discuss a contractual item”. MOTION CARRIED.**

**MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor, T. Boudreau “to reconvene the Committee of the Whole at 9:05 p.m.” MOTION CARRIED.**

**Council was in support of going forward with the contractual item as presented by Director P. Davis.**

**9. Adjournment**

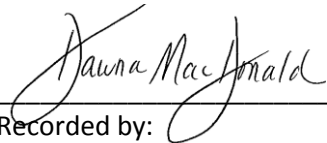
**MOVED by Councilor H. MacDougall and SECONDED by Councilor M. MacIver “to adjourn the Committee of the Whole at 9:05 p.m.” MOTION CARRIED.**

January 10, 2017

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Date



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



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Recorded by:  
Dawna MacDonald