

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

**Minutes of Meeting
September 17, 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
Project Manager, Jason MacMillan
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, September 17, 2019 and called to order at 7:00 p.m. by Deputy Mayor M. MacIver.

2. Additions to Agenda

- i. Emergency Services Committee – Councilor B. MacQuarrie
- ii. Council Letter to Minister Hines – Councilor B. MacQuarrie
- iii. Deferred Agenda Items for Mayor B. Chisholm-Beaton

3. Approval of Agenda

MOVED by Councilor H. MacDougall and SECONDED by Councilor B. MacQuarrie “to approve the agenda as amended”. MOTION CARRIED.

4. Presentations

There were no presentations.

5. Council Reports

Mayor Brenda Chisholm-Beaton

Regrets were conveyed for Mayor B. Chisholm-Beaton who will provide her report electronically to Council.

Councilor B. MacQuarrie

Meeting at Strait Richmond Hospital – August 9, 2019

The meeting discussion included a strategy for collaboration between the Town and the Strait Richmond Hospital to address emergency room closures, shortage of nursing staff, and physician recruitment challenges.

Waterfront Advisory Committee Meeting – September 3, 2019

The committee is working on a plan for a public consultation in October. A future meeting will be dedicated to the public consultation which will be open to the public for suggestions on their vision for the waterfront. Staff was asked to consider assisting the committee with the public consultation.

Councilor T. Boudreau

Airport Committee Meeting – August 30, 2019

The committee discussed marketing, signage and reviewed the Terms of Reference that were brought forward to Council for review.

Audit Committee Meeting – August 26, 2019

The committee met on May 13, 2019 and again on August 26, 2019 to review the audit plan and results of the audit with recommendations for the March 31, 2019 Consolidated and Non-consolidated financial statements.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis:

Pump Track

The hydro-seeding was completed and the trees are thriving. An opening was held and featured some of the top trick cyclists in the province. Work continues with the physical education department at SAERC who use the pump track as part of their training to ensure that cycling plays a role in active living for students.

School Sign Dedication

The signs are ready for installation. Site locations have been chosen at the Civic Centre and the former CRVS property. A new standard and sign has been installed for the Ann Hughes Memorial Dedication.

Aaron Johnson

The sign has been designed, fabricated and received. An official unveiling event will take place in 2020 in coordination with Aaron Johnson.

Pool

The pool opened September 16 and the fall flyer will be distributed in the upcoming week. An interim pool coordinator will be hired. The public swim schedule has been announced and staff scheduling is complete.

Cultural Programming

J. Franklin Wright Gallery

A new six week exhibition by Eveline Klamt was installed. This past summer the gallery hosted the work of Ann Laborie.

Fall Performances 2019

Dave Gunning	September 21
Celtic Colours	October 13
Celtic Colours	October 19
Jenn Grant	October 26
Lennie Gallant	November 23
Tis the Season	December 7
George Canyon and Aaron Pritchett	December 1

Trails

Work continued on the Hemlock Trail and the summer students and volunteers made great headway this summer. Ditching, gravel spreading, bridge construction, and sign and bench installation have been completed. Trails' Tuesdays continued throughout the summer. There is progress with the clearing as a result of Hurricane Dorian. Ms. Davis commended the summer students and legion of volunteers for their work.

Granville Green

Granville Green marked its 25th year with some of the best talent available in Atlantic Canada. There were larger crowds, more food truck vendors and more children in attendance. The sponsorship value increased and great feedback was received on the lineup. The summer students assisted with the setup and the roll out of the Sunday shows.

Sports Wall of Fame

Applications will be received until September 21 for anyone interested in making a submission.

Promotional Video

The Town's promotional video is in its final stages of editing. Great footage was captured and its viewing is anticipated at the October meeting.

A question and answer period followed with Council.

ii. FINANCE

The following report was presented by Director, Erin MacEachen:

Year End Audit

The year-end audit was completed and presented to the Audit Committee on August 26. The staff was pleased with the audit results and the Town was able to add 347k to its operating reserve. The Financial Statements and Report to the Audit Committee were provided to Council via email on August 30, 2019.

Provincial Reporting

The Town is in the process of completing and submitting our required reports to the Province including the Statement of Estimates, Financial Information Return and Capital Investment Plan. The Annual Expenditure Report was submitted and accepted. Director E MacEachen did not anticipate any issues with meeting the September 30, 2019 deadline for submission.

IT Shared Service

The Town is collecting IT inventory data to be provided as a piece of the IT Shared Service RFP. This includes inventory of all hardware, software, locations with information technology, and associated annual licensing and consulting costs. The RFP will be released publically in early October.

iii. **ENGINEERING and PUBLIC WORKS REPORT**

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

Radar Speed Sign Monthly Reports/Charts

Statistics Summary Reports were provided from the Town's radar speed sign. The data collected will be provided to the local RCMP detachment.

Location: Reeves Street, adjacent to Canadian Tire Store

Date range: June 9/19 to Aug 25/19 = 77 days (11 weeks)

Location: Granville Street / Sydney Road Intersection

Date range: Sept 7/2019 to Sept 11/2019 = 5 days

Landrie Lake Water Utility

Pricing was solicited for required roof repairs to the office trailer and pumping station building. There have been regular dam inspections, brush clearing, and regular maintenance to the site, facility, vehicles and snow plowing equipment. Staff is working on generating a list of spare equipment and repair materials recommended to have in inventory in case of an emergency and with NS TIR's consultant on the update of a dam safety review report and operating and maintenance manuals for the Landrie Lake main and auxiliary dams. In the wake of Hurricane Dorian, there were no changes to water service for utility customers throughout the power outage as the backup generators operated as intended.

Destination Reeves Street

Construction Project

Dexter has been back on the project since September 9, and a concrete installation crew is expected on September 16 to continue work on the connector park areas. The landscaping contractor is expected back late September to finish plantings and grass and trail signs have been installed. The final completion of Phase 1 work is expected in late October and NS TIR and Weeks will begin micro-surfacing of Reeves Street. Many of the access management changes have been completed along with asphalt repairs and crack sealing on Reeves Street. The new entrance for the Econo-Malls Plaza on Reynolds Street will be one of the last components of NS TIR's project. The new three lane line configuration is expected to be completed the week of September 23 with the final date dependent on NS TIR's line painting crew schedule. Bell Aliant and Eastlink plans to have all in service cables switched over and old cables removed were delayed due to Hurricane Dorian's restoration efforts. The local NSP crews have been informed of the cable transfer schedule and will work to remove old poles as soon as possible.

Façade Program

The deadline to submit a construction application and quotes for approval was August 31. Strait Car Care, Cape Breton Realty and the Health Clinic Building (Pearl Realty) are currently working on upgrades. The following businesses submitted applications and quotes for approval: Nima Vani Enterprises; Maritime Inn (sign); Professional Centre Building; and the Carriage House.

Streetscape Signage Design RFP

The TOPH201906 RFP Streetscape Signage Design and Development was issued on September 3 with a deadline for proposal submissions of Thursday, September 26, 2019.

Tamarac Drive Upgrades

Municipal Ready Mix completed the installation of the new street side and median curb and gutter. New catch basin frames and covers are currently being installed and concrete sections tied in. Milling and paving is scheduled October 1 and 2 and driveway and landscaping reinstatements will be completed shortly after paving.

Purchase of New Sidewalk Tractor

Public Works' staff completed delivery and training on a new Trackless MT7 Sidewalk Tractor purchased from Saunders Equipment. The tractor has been cleaning sidewalks on Town streets for the past few weeks.

Sewage Treatment Plant Outfall Repair

The damaged outfall pipe at the sewage treatment plant was repaired and placed in the seabed. A total of 40 new ballast weights were installed on the pipe to provide double the weight than previously installed. Nova Scotia Environment was informed throughout the repair process and the completion of the work.

PUBLIC WORKS

Council was provided with the June, July and August 2019 reports from the Public Works Department which provide a breakdown of the department's work for each month.

A question and answer period followed with Council addressing the new ballast weights at the sewage treatment plant, guard rails on the AT lane, congestion at the McDonalds exit on to Reynolds Street, differences in sidewalk width and the DRS project not including sidewalk installation from "little Tims" to Trunk 4. J. MacMillan will make a request of NS TIR to extend the guard rail sections on the AT Trail.

7. Other Business

i. Council Meetings

Deputy Mayor MacIver asked Council to consider having two monthly Public Meetings and eliminating meetings of the Committee of the Whole (CoW) to allow for timely motions on certain issues. He stated both meetings are open to the public and CoW agenda items requiring motions are delayed by waiting for Public Meetings for ratification. Discussion included the review and discussion opportunities provided by CoW meetings; past Councils' CoW meetings which included motions; the potential to delay motions to allow for more review on issues should CoW meetings be eliminated, and consideration of Special Public Meetings immediately following CoW meetings to allow for ratification of certain issues. Town Solicitor, P. Lamey will research the Deputy Mayor's request regarding having two public meetings and eliminating the meetings of the Committee of the Whole.

ii. November Public Meeting Date

Due to the Mayor and Council attendance at the NSFM Conference, November 5-8 in Halifax, Council agreed to reschedule the Public Meeting to Monday, November 4, 2019.

The consensus of Council was "to bring forward to the October Public Meeting a motion to reschedule the November Public Meeting to Monday, November 4, 2019".

iii. Emergency Management Plan – Process for Introduction to the Public – Deferred

iv. By-Laws and Policies Review

Council was provided a summary of schedules and recommendations for the Town's By-Laws. The Town's website requires updating to add new by-laws, and remove, repeal or replace by-Laws that are redundant and/or replaced by policies as per schedules determined by EMM Law. CAO, T. Doyle provided an overview of by-laws recommended for Council action and those recommended for review.

The following three by-laws were determined by staff to be repealed because of their replacement by policies or by-laws: Destruction of Documents; Garbage Collection; and Subdivision. CAO T. Doyle stated staff are not making changes but is adhering to existing Council-approved policies and by-laws. Council requested more time to review these by-laws and the policies/by-laws that replaced them. P. Lamey will review the status of the by-laws for discussion at the October Public Meeting.

The consensus of Council was "to bring forward to the October Public Meeting consideration to repeal the Destruction of Documents By-Law; the Garbage Collection By-Law; and the Subdivision By-Law subject to Council approval and review by Town Solicitor P. Lamey".

Low Income Tax Exemption Policy

Councilor H. MacDougall referenced Sections 2.2.3 (Principal Residence) of the policy and #6 of the Municipal Tax Exemption Form. He requested that the Low Income Tax Exemption Policy be brought forward for discussion at the October Public Meeting.

The consensus of Council was "to bring forward to the October Public Meeting discussion on the Low Income Tax Exemption Policy".

Dangerous and Unsightly Premises Policy/By-Law

Councilor H. MacDougall would like the policy amended to reflect the wording used in the Dangerous and Unsightly Premises Policy used by Richmond and Victoria Counties which states:

"In the instance where a complaint of allegations of dangerous or unsightly premises contrary to the Municipal Government Act is submitted by a municipal Councilor, the Councilor shall declare a conflict of interest and remove themselves from all discussion and/or Council decisions relative to the complaint".

Councilor MacDougall discussed this issue with John Bain, Director, EDPC. CAO, T. Doyle stated the 2007-2008 minutes reflect approval of a policy that cannot be located. Staff will move forward with amending the policy by adding Section 4 and inserting the above clause as per the EDPC.

The consensus of Council was "to bring forward to the October Public Meeting discussion on the Dangerous and Unsightly Premises By-Law with amendments as per discussion and upon review of the Dangerous and Unsightly Premises Policies of Inverness and Richmond Counties.

v. Personnel Performance Reviews – CAO, T. Doyle

Staff conducted research on this issue. This agenda item will be brought forward to the October meeting of the Committee of the Whole.

vi. Terms of Reference (ToR) – Doctor Recruitment Committee – Director, P. Davis

A draft Terms of Reference for a Doctor Recruitment Committee was circulated to Council. P. Davis asked Council to provide their comments and edits. The ToR will be brought forward for discussion at the October meeting of the Committee of the Whole.

8. Approved Additions

i. Emergency Services Committee – Councilor B. MacQuarrie

CAO, T. Doyle will approach NS TIR staff to schedule a meeting of the Emergency Services Committee for the evaluation of the Destination Reeves Street Project.

ii. Council Letter to Minister Hines

A draft letter to Minister Hines requesting NS TIR's reconsideration of the decision made to not improve signal lights at Reeves Street intersections (Reynolds Street and Pitt Street) was circulated to Council. As there were no amendments, it was agreed by Council to send this letter on September 18, 2019.

iii. Deferred Agenda Items – Re Mayor B. Chisholm-Beaton

Agenda Item 7.iii - Emergency Management Plan – Process for Introduction to the Public

The consensus of Council was “to bring forward to the October meeting of the Committee of the Whole discussion on the process to introduce the Emergency Management Plan to the Public”.

9. Future Meetings

Public Meeting	October 1, 2019
Committee of the Whole	October 15, 2019

10. Adjournment

MOVED by Councilor B. MacQuarrie and SECONDED by Councilor H. MacDougall to adjourn the September 17, 2019 meeting of the Committee of the Whole at 8:35 p.m.

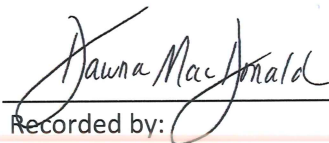
October 2, 2019

Date



Approved by:

Terry Doyle, P.Eng.
Chief Administrative Officer



Recorded by:

Dawna MacDonald