

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

**Minutes of Meeting
January 21, 2020**

Present

Mayor, Brenda Chisholm-Beaton

Deputy Mayor, Blaine MacQuarrie

Councilor, Trevor Boudreau

Councilor, Hughie MacDougall

Councilor, Mark MacIver

Director of Finance, Erin MacEachen (Acting CAO)

Director of Marketing, Recreation, Tourism & Culture, Paula Davis

Town Solicitor, Patrick Lamey

Guests

Stan Johnson, Coordinator, Collaborative Environmental Planning Initiative (CEPI)

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, January 21, 2020 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Island Community Justice Society – Deputy Mayor B. MacQuarrie

3. Approval of Agenda

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

4. Presentations

Collaborative Environmental Planning Initiative (CEPI)

The Collaborative Environmental Planning Initiative is comprised of Mi'kmaq, community, industry and government partners who have come together to devise a management plan for the Bras d'Or Lakes.

Mr. Stan Johnson, Coordinator, CEPI provided its history and vision and information on the various workshops and past projects. Video clips and discussion were provided for the 2018 Youth Conference and the Unama'ki Blue Dot initiative. A question and answer period followed.

5. Council Reports

Mayor B. Chisholm-Beaton

Emergency Measures – January 20, 2020

Curtis Doucet, Town Emergency Measures Coordinator, was approved by motion to sit as the new Chair (past Chair Brenda Chisholm-Beaton). A February 3rd meeting will discuss an EMO stakeholder consultation and a roll-out plan to the citizens of the Town.

One Cape Breton – Island-wide Gateway Strategy

Victoria County will host the next One Cape Breton event. The Counties of Inverness and Richmond expressed support for the Gateway Strategy and the potential to pursue an Island-wide Strait of Canso Gateway Project. Both Councils expressed support. Richmond County passed a motion of support; Inverness County will move it to their next Public meeting. Public presentations were made to Victoria County Council resulting in a unanimous motion of Council to participate in a gateway strategy. Future presentations will be made to CBRM.

NSFM

As Chair, the Mayor will attend Towns' Caucus meetings in February.

CEPI

The Mayor will attend a Senior CEPI Council meeting at the end of January.

Strait Area Transit (SAT)

Ridership is continuing to increase and the new Victoria chapter of SAT is exceeding expectations.

One NS

Potential team members are being assembled for the Regional Entrepreneurial Acceleration Program Nova Scotia (REAP NS) for the Strait/Rural Cape Breton Region representing entrepreneurs, private and corporate sectors, venture capitalists, and government and education sectors. The final team will follow a 12-month REAP program resulting in a regional economic project.

Strait Richmond Housing

Options for research funding will be discussed at the next meeting.

Waterfront Advisory Committee

A report will be provided to Council at the February meeting of the Committee of the Whole.

Cape Breton Local Immigration Pilot (CBLIP)

A welcoming new-comers event for the spring and strategies for their retention and improving services were discussed.

Festival of the Strait Committee

A meeting is planned for the end of January.

Councilor T. Boudreau

Eastern District Planning Commission (EDPC) Committee

The EDPC budget will be provided to Council.

Councilor H. MacDougall

Police Advisory Committee Meeting

Due to inclement weather, the Police Advisory Committee Meeting was rescheduled to the end of January.

Discussion on Council Committee Reassignments

Council unanimously agreed to defer committee reassignment discussion. Council Committee assignments will be brought forward to Council following the 2020 Fall Municipal Election.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis

Holiday Activities

A calendar of events was circulated to households listing the holiday activities and public skates and swims for December 2019. Tis the Season, Lennie Gallant, and George Canyon concerts were well supported by the community; the Port Hawkesbury Rotary Club hosted a New Year's Eve event.

Winter 2020

The 2020 winter schedule was distributed to the community outlining swimming and dryland activities for the winter session.

Pool and Dryland

The Town will continue to offer a free public skate on Saturdays as well as parent/ tot, adult/senior, and after school skating. The free drop-in recreational hockey is continuing until the end of March. Participants are enjoying the new goalie equipment that was purchased through the Sport Nova Scotia's Sport Fund Grant. The SAERC Gym offers drop-in recreational sports that include basketball, badminton and pickle ball. The Town offers snowshoes for loan coordinated through the YMCA. Swim lessons and life guard courses will begin in January.

Upcoming Winter Events

- Sew Cute Stuffies January 28
- Feel the Love – Girls Workshop February 8
- Heart Art Attack February 11
- Ice-citing (Activities with Ice) February 25
- Winterfest 2020 February 23-29
- 4th Annual S'Mores Night Trail Hike February 29

Strait Area Trails provide a great opportunity for walking, cross country skiing and snow shoeing to enjoy the winter. Solar lighting has been installed on the Fish Ladder Trail Head and will be welcomed by those using the trails early in the morning or after dinner during the winter months.

Upcoming Performances

- Evans and Doherty March 21
- Island Girls April 17
- McCartney Years May 2
- Berenstein Bears May 9
- David Francey May 16

ii. FINANCE

The following report was presented by Director and Acting CAO, Erin MacEachen:

Budget Process

The Town is commencing another budget year process. Last year, a preliminary meeting with staff and Council was held February 19 to discuss strategic priorities in advance of providing a detailed draft status quo budget on March 15, 2019. Numerous meetings followed to discuss capital plans, new projects and initiatives, address a new sewer rate, and other general budgetary items. The final budget was approved on June 26, 2019. E. MacEachen requested Council feedback on expectations, items to consider, timelines and target dates for meetings and budget ratification before moving forward with this year's process.

FINANCE continued

2020 Assessment Notices

PVSC released the 2020 assessment notices. The appeal period is January 13 to midnight February 13, 2020. An assessor will be available at the Civic Centre during the appeal period.

2020 Town of Port Hawkesbury Assessments

The Town of Port Hawkesbury Assessments have declined over last year in our commercial sector, while residential assessments remained relatively flat. Assessment trends will be reviewed during the budget process to determine how this lost revenue can be absorbed.

December 31, 2019

A Full review of the December 31, 2019 operating statement was provided to Council.

A question period followed regarding the budget process. Council was asked to provide information to E. MacEachen by mid-February for a potential initial draft in March.

iii. ENGINEERING and PUBLIC WORKS REPORT

The following report was presented by Project Manager Jason MacMillan:

Radar Speed Sign Monthly Reports/Charts

A Statistics Summary Report was provided to Council from the Town-owned radar speed sign currently located at the former KIA dealership building. The data collected will be provided to the local RCMP detachment. Location: Reeves Street, West Bound, former KIA Building/ Date range: Nov 15/2019 to Jan 16/2020 = 62 days (Average Speed = 48km/hr/85th Percentile Speed = 57km/hr.

Destination Reeves Street

Construction Project

NSTIR was onsite January 7 for the installation of one crosswalk pole for the MacSween/Reeves crosswalk. NSTIR do not have a set schedule for the remaining work but will aim to complete outstanding items as soon as possible and as weather permits.

NSTIR Pilot Project Steering Committee

An NSTIR meeting for the Reeves Street Pilot Project Steering Committee is scheduled February 11. Committee representation is comprised from the EMO, RCMP, PHVFD, NSTIR and Town Council and staff. The committee will review experiences to date with the pilot project and provide a public forum for feedback and suggestions.

Streetscape Signage Design RFP

Town staff and Vibe Creative Group met to conduct a preliminary design review of work completed. A design presentation is scheduled when Vibe will provide examples of the various signage designs and brand refinements. The meeting will involve DRS steering committee members, the beautification committee, waterfront committee representatives, and Town staff.

Granville Street Traffic Study

Staff has been in discussion with WSP who require additional time to review the impacts of Council's recommendations. A more detailed response will be provided at the February meeting of the Committee of the Whole. Staff instructed WSP to proceed with budget cost estimates for potential intersection changes.

Solid Waste Management

A report of the Solid Waste Management program was reviewed. Progress to date includes finalizing educational material for school presentations and the public, and working with a graphic design to determine promotional materials and advertisements. Staff is finalizing a new residential solid waste contract with G. F. L. Environmental Inc. A draft brochure for residents was reviewed containing information on the bi-weekly scheduling, clear bag enforcement, and use of green carts for organic waste collection.

A question and answer period followed addressing the waste management schedule; finalizing all Town zones; the status of the overhead light indicators; and the AT Lane regarding the snow removal process and a potential storage area for snow.

PUBLIC WORKS

Council was provided the December 2019 report from the Public Works Department which provides a breakdown of the department's work for the month.

iv. BY-LAWS and POLICIES

CAO, T. Doyle researched Nova Scotia Towns, Counties and Districts with respect to the use of the Committee of the Whole structure and the number of councils that have two public meetings per month. Most municipalities utilize the Committee of the Whole structure and have one public meeting per month. Victoria County and some municipalities on the South Shore do not hold a Committee of the Whole meeting and have two public meetings per month. The Town of Yarmouth changed their structure to one similar to the Town of Port Hawkesbury. They have introduced a monthly Committee of the Whole meeting and went to one public meeting per month to reduce the number of motions that had to be reconsidered. Council and Town Solicitor discussion followed. Councilor M. MacIver indicated a policy should be implemented to include limitations around motions involving monetary issues. Deputy Mayor B. MacQuarrie stated CAO, T. Doyle's information will be considered and to bring this issue forward to the February CoW meeting for more discussion.

7. Other Business

i. Allan J. MacEachen Regional Airport Ownership Model – Draft Letter

Council reviewed the draft airport letter and was in support of its content to send to First Nation partners and Municipal Councils.

ii. Tax Account – Request to Write-off Balance

The consensus of Council was “that the Town of Port Hawkesbury bring forward to the February Public Meeting a motion to approve the request to write-off the tax account balance of \$2037.93 and accrued interest for 6 Hannah’s Way, Port Hawkesbury”.

8. Approved Additions

i. Island Community Justice Society

Deputy Mayor B. MacQuarrie stated the Island Community Justice Society has interest in presenting to Council. Tentative dates will be provided to the Society's Coordinator to schedule a presentation.

9. Future Meetings

- Public Hearing February 4, 2020
- Public Meeting February 4, 2020
- Committee of the Whole February 18, 2020

10. Adjournment

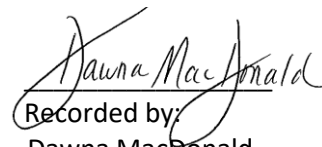
MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor B. MacQuarrie to adjourn the January 21, 2020 meeting of the Committee of the Whole at 9:30p.m.

February 5, 2020

Date



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



Recorded by:
Dawna MacDonald