

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

Held Virtually

**Minutes of Meeting
June 24, 2020**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Blaine MacQuarrie
Councilor, Hughie MacDougall
Councilor, Mark MacIver
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
General Manager, Facilities and Operations, Gordie Snook
Manager, Engineering and Public Works, Jason MacMillan
Town Solicitor, Patrick Lamey

Guests

Tim Gilfoy, CEO, Strait of Canso Superport Corporation

1. Call to Order

A meeting of the Committee of the Whole was held virtually Wednesday, June 24, 2020 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

i. Letter from Mark Farrow Re Signage – Mayor B. Chisholm-Beaton

3. Approval of Agenda

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor H. MacDougall “to approve the agenda with one addition”. MOTION CARRIED.

4. Presentations

Strait of Canso Superport Corporation Update

Tim Gilfoy CEO of the Strait of Canso Superport Corporation provided an overview of the Strait of Canso Port and the Corporation. The presentation included information on the;

- Current industrial base
- Background of the Strait of Canso Superport Corporation, and
- Future challenge

Mr. Gilfoy’s presentation is attached

5. Council Reports on Assigned Committees

Mayor Chisholm-Beaton provided a detailed written report on committees and other ongoing initiatives. The report is attached. Councilor MacDougall reported on the busy Waterfront Advisory Meeting schedule and updated Council on the first meeting of the Landrie Lake Water Utility Board which included the appointment of the executive including Warden Marchand as Chair and Councilor MacIver

as Vice Chair. Councilor MacIver advised that an organizational meeting of EDC was held which included the appointment of new executive and the approval of the audited financial statements. Councilor MacQuarrie provided updates on the Waterfront Advisory Committee, Cape Breton South Recruiting for Health and Strait Area Transit's preparations for resuming service.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

Director, Paula Davis advised that a Connect 2 application was submitted with a response expected by the end of June. The areas that will be addressed as part of the Destination Reeves Street Project are:

- Bain St. Connector Path
- MacLeod Street Connector Path
- Paving of AT Lane
- Purchasing of Hybrid and E-bikes

Paula provided information on Canada Day celebrations, planned summer recreation programs and provided an update on the Strait Area Trails enhancements completed and planned for the summer. She also advised that we have now delivered 120 hampers to members of the community to brighten their day. This was made possible with the funding from United Way, Recreation staff, and was been very well received. A second delivery of 60 hampers is scheduled in July as part of this project.

ii. FINANCE

The following report was presented by Director, Erin MacEachen.

Audit Fieldwork

Grant Thornton has completed their audit fieldwork remotely and we are responding to inquiries at this point in time from senior management. The audit fieldwork seemed to work well remotely from the Town's perspective and the timing was consistent with previous years. There was an additional audit this year, as we now are responsible to oversee and report on the finances of Landrie Lake, which requires a separate audit and separate set of financial statements, but overall, the entire process worked well.

E-Bill Contest Winners

We are finalizing our list for inclusion in our E-billing contest draw, and winners will be announced next week.

Civic Centre Balloon Refinancing

The Municipal Finance Corporation has priced the debenture that we are participating in for the Civic Centre Balloon payment, and the all-in costs for the 5 year debenture is 1.27%, which is their lowest interest ratings in their 40 year history. Loan documents should be received by the end of the week.

iii. ENGINEERING and PUBLIC WORKS REPORT

Manager of Engineering and Public Works Jason MacMillan provided a detailed update on many of the projects and initiatives ongoing in his department including:

- Traffic Sign Report,
- Town infrastructure record drawings digitization,
- Landrie Lake record drawing project,
- Provincial Capital Assistance Program Applications,
- Reeves Street Upgrades Project, and
- Beautification Signage Project.

An update was provided on street improvements including asphalt patching and reinstatement and an explanation of the methods of repair, progress and schedule as well as associated line painting and traffic signage installation.

iv. FACILITIES, OPERATIONS AND PARKS

The General Manager, Facilities, Parks and Operations, Gordie Snook provided a report on the many initiatives ongoing in his department including;

- Civic Centre COVID 19 measures and facility improvements,
- Oceans Innovation Centre retrofit (Creamery),
- Food Bank support,
- Pools repair projects,
- Fields/Parks upgrades and maintenance,
- Fire Hall improvement, and
- Airport runway milling and paving.

v. BY-LAWS and POLICIES

Policy Discussion – Draft Council Procedural Policy

- i. Elected Officials Code of Conduct
- ii. Procedural Motions
- iii. Flag Policy

CAO T. Doyle indicated that a significant amount of work has been completed over the past several months on reviewing by-laws and policies. Significant work has been completed on the large Council Procedural Policy which includes an Elected Officials Code of Conduct. A draft of the Code of Conduct has been prepared and is ready for review however the DMAH is in the process of drafting a template for Municipalities to adopt. It is the recommendation of staff to wait until the new template is produced prior to review and adoption of the draft Code.

A flag policy has been drafted for Councils consideration. It is recommended the policy be distributed to Council over the summer for review at the September Committee of Whole.

7. Other Business

- i. Strait of Canso Yacht Club – Lease Renewal with Town of Port Hawkesbury

Council has reviewed the draft lease agreement and the CAO will be reaching out to the Club to discuss some specific clauses. Council is prepared to meet again shortly to complete a final review.

ii. COVID-19 Update

CAO, T. Doyle provided Council with an update on COVID-19 related issues that included the opening of the Splash Pad and Playground/Sports Fields washrooms on July 6, and the PHCC Fitness Centre on August 4, 2020.

8. Approved Additions

i. Letter from Mark Farrow Regarding Signage

Planning restrictions are in place to restrict this specific request. John Bain the EDPC Director will be requested to review the request and attend a Council meeting to discuss this issue and other outstanding planning issues.

9. Future Meetings (Held Virtually)

- Public Meeting September 1, 2020
- Committee of the Whole September 15, 2020

Special Public Meetings will be scheduled as required.

10. Adjournment

MOVED by Deputy Mayor B. MacQuarrie and **SECONDED** by Councilor M. MacIver to adjourn the June 24, 2020 meeting of the Committee of the Whole at 8:45 p.m. **MOTION CARRIED.**

September 18, 2020
Date

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