

PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
Held Virtually

Minutes of Meeting
November 17, 2020

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Blaine MacQuarrie
Councilor, Jason Aucoin
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
Waste Coordinator – Nicole Latimer
Town Solicitor, Patrick Lamey

Regrets

Manager, Engineering and Public Works, Jason MacMillan

Guests

1. Call to Order

A meeting of the Committee of the Whole was held virtually Tuesday, November 17, 2020 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Christmas Holiday Schedule – Mayor B. Chisholm-Beaton
- ii. Reeves Street Signage – Councilor J. Aucoin

3. Approval of Agenda

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor J. Aucoin “to approve the agenda with two additions”. MOTION CARRIED.

4. Presentations

No presentations

5. Council Reports on Assigned Committees

Mayor B. Chisholm-Beaton asked permission of Council to forgo the reports on committees to a future meeting, after the newly elected Councilors are re-assigned to local and regional committees. Council was in agreement to defer the item.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

Director, Paula Davis provided report on the following items.

- Fitness Centre,
- Strait Area Pool,
- Strait Area Trails,

- Community Outreach,
- Seasonal Planning,
- Activities & Events,
- Outdoor Arena,
- J. Franklin Wright Gallery,
- Fall Programs, and
- Park.

ii. FINANCE

An overview of financials to Sept 30, 2020 was provided. Significant reductions in revenue around sales of service and other revenues were noted. Update provided on safe restart funding received from the Federal government through the Department of Municipal Affairs and Housing.

iii. ENGINEERING and PUBLIC WORKS REPORT

CAO T. Doyle provided an update on the projects and initiatives ongoing in the Engineering and Public Works department including:

- Traffic Sign Report,
- Staff Training,
- Tenders and Procurement,
- Beautification and Signage Project,
- Reeves Street Upgrades Project,
- Leaf & Yard Waste Site,
- Winter Parking Restriction Notice, and
- Public Works Upgrades.

Council asked question regarding the winter parking restrictions, and the response when the restrictions are not followed. CAO T. Doyle stated that infractions can lead to ticketing and potentially towing of vehicles.

Further information was requested by Council on recorded speed data in Town, and Council was particularly interested in speeds compared to one year ago, as well as pre road improvements

An update was provided by Nicole Latimer on the Green Cart Roll out. Since the roll out, the Town has seen waste diversion of over 7 tonnes per week. The Town of Port Hawkesbury Website and social media pages have been updated with promotional and educational material. Public outreach has occurred with local retailers, apartment owners, and schools on the changes to the waste collection process.

Council asked questions about the availability of the smaller carts. CAO T. Doyle stated that if persons requesting the smaller cart have mobility issues or are seniors, the smaller cart is provided. We are doing what we can to help in this transition, and can look at additional smaller carts if necessary.

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,
- Oceans Innovation Centre (Creamery),
- Pools,
- Fields/Park,
- Fire Hall,
- Allan J. MacEachen Regional Airport, and
- Accessibility.

An update on the installation of the sun shelter at the park was provided following questions from Council. The base for the shelter was in place, and a contractor scheduled for installation of the structure.

v. BY-LAWS and POLICIES

CAO T. Doyle presented an overview of the plan for updating bylaws and policies as of October 1, 2019, and requested direction from Council on continuing forward with that plan. If continuing with this plan, the suggestion was to bring forward the Council Procedural By-Law to the December Committee of Whole, and then continue based on the list presented. Council supported the planned approach to the updating of By-Laws and Policies. It was agreed that if the time required on the review and update was lengthy, a meeting specific to By-Law and Policy could be scheduled.

7. Other Business

i. Elm Court Re-Zoning, CAO, T. Doyle

CAO T. Doyle advised that a request has been made to the Eastern District Planning Commission to commence a staff report. A review of the next steps on the re-zoning of the Elm Court properties was provided.

ii. NSCC Letter re: AT Lane, Mayor, B. Chisholm-Beaton

Mayor B. Chisholm-Beaton stated a response from the Nova Scotia Community College (NSCC) was circulated in the agenda package where NSCC responded to media reports of the Town Council requesting an update on their construction of an active transportation lane to the campus. The letter confirmed their intention to complete the construction, and provided context around the delay of the project. The Mayor and CAO had a meeting scheduled with the college Principal, and an update of the meeting would be provided to Council.

Discussion occurred on the motion that was passed to send a letter to the President of the college, and why that action did not occur. It was explained that the Mayor had discussed the concern with the President of the NSCC, and was told that a response would be coming for the local Principal. As the response was received within one week of the meeting, a letter would be redundant. A letter could be circulated if that was Council's decision, however was deemed to be unnecessary.

- iii. Cape Breton Island Housing Authority Update, CAO, T. Doyle
CAO T. Doyle reviewed an update provided by the Cape Breton Island Housing Authority on the list of concerns previously provided by council. The CAO would follow up on the dryer vent location concern.
- iv. Yacht Club Lease, Director, E. MacEachen
Director E. MacEachen provided an update on the lease negotiations with the Strait of Canso Yacht Club. The yacht club have recently provided information for inclusion in the lease agreement giving context of the history between the club and the Town. The review and inclusion of the relevant aspects of the information would be completed shortly, and an updated draft document provided to the club.
- v. Station House Roof Replacement, Director, E. MacEachen
Director E. MacEachen provided an update on the quotations received for replacement of the Station House roof. Quotes received were \$10,000 above the amount allotted in the 2020/2021 Capital Budget. Council agreed to move forward with an additional \$10,000 allocation from the Operating Reserve to be able to complete the work in the current year.
- vi. Future Meetings, Mayor, B. Chisholm-Beaton
Mayor B. Chisholm-Beaton asked Council to consider the format of meetings moving forward, and whether Council wanted to continue in a virtual format, or plan to begin meeting in person. Although Council see value in having in person meetings, given the current potential second wave of COVID-19, the general consensus was to continue to meet virtually, and to reassess at the January Public meeting.

8. Approved Additions

- i. Christmas Holiday Schedule
CAO T. Doyle presented a DRAFT Christmas Holiday schedule to Council for consideration. The schedule includes a closure of the administrative offices where staff use vacation or banked time of 3 days, and interest is waived on outstanding amounts until January 6th. Council was supportive of the schedule and process for interest application.
- ii. Reeves Street Signage
Councilor J. Aucoin asked to address concerns with signage on Reeves Street regarding lack of advanced warning of upcoming lane changes on the approach to the Pitt/Reeve intersection. It was proposed that additional signage at strategic locations would eliminate some confusion around the road re-design. It was suggested that Councilor J. Aucoin be provided an invitation for an upcoming meeting with the Department of Transportation and Infrastructure Renewal where the re-design would be evaluated, so these concerns could be expressed.

9. Future Meetings (Held Virtually)

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

10. Adjournment

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor M. MacIver to adjourn the November 17, 2020 meeting of the Committee of the Whole at 8:45 p.m. MOTION CARRIED.

Dec. 7, 2020
Date

TDO
Approved:
Terry Doyle, P.Eng.
Chief Administrative Officer

EMacEachen
Recorded by:
Erin MacEachen
Director of Finance