

PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
Held Virtually

Minutes of Meeting
February 16, 2021

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
Manager, Engineering and Public Works, Jason MacMillan
Town Solicitor, Patrick Lamey

Guests

Jim Mustard, Raising the Villages
Alison Carlyle, Bicycle Nova Scotia

1. Call to Order

A meeting of the Committee of the Whole was held virtually Tuesday, February 16, 2021 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Policies under CAO Reports – Councilor, H. MacDougall

3. Approval of Agenda

MOVED by Councilor M. MacIver and SECONDED by Councilor J. Aucoin “to approve the agenda with one addition”. MOTION CARRIED.

4. Presentations

Raising the Villages, presented by Jim Mustard

The presentation gave an overview of Raising the Villages, since the committee formed in 2017. The presentation also talked about the importance of the early years in childhood development and the overall goal of creating welcoming spaces to connect and belong within communities. Jim stated that 1/3 of the children in the Strait Area are considered to be vulnerable. The Committee is looking to form a multi stakeholder co-operative. The 2021 budget was circulated in the agenda package and Jim will be sending Council a written request for a donation prior to Town of Port Hawkesbury budget planning sessions. There was a Q&A period following the presentation.

Bicycle Nova Scotia, presented by Alison Carlyle

The presentation talked about the Blue Route Provincial Cycling Network across Nova Scotia and how Bicycle Nova Scotia is looking to connect Port Hawkesbury to the Blue Route. Bicycle Nova Scotia is looking to make Port Hawkesbury a hub for cycling tourist by creating safe, comfortable cycling infrastructure for all ages and abilities. Alison talked about the benefits of enabling cycling at the municipal level. The largest benefit would be saving on cost of road maintenance. Council was presented three different route options that were drafted based on a survey that residents and cyclists had completed last fall. Bicycle Nova Scotia is now creating a concept design which will offer two or three different route options and will brought back to be presented to Council once completed. A question and answer period followed the presentation.

5. Council Reports on Assigned Committees

Councilor J. Aucoin

Waiting on the Parks and Recreation Terms of Reference to be developed. Would like for an advertisement to go out to the public seeking volunteer interest.

No other updates to report.

Councilor H. MacDougall

Police Advisory

The Police Advisory Committee meeting was held on Tuesday, February 9, 2021.

Members are reviewing the Terms of Reference and the Code of Conduct. The Committee was asked to consider extending the term from two years to four years. Councilor, H. MacDougall asked Director of Finance E. MacEachen to circulate the Incident Report to Council via email. Items that were discussed were noise pollution, speeding, crosswalks. Terms of Reference will be circulated to Council for approval once finalized.

Deputy Mayor B. MacQuarrie

Waterfront Advisory Committee - Chair, Joan MacDonald

The next Waterfront Advisory Committee meeting is scheduled for Wednesday, February 24th at 6:30pm.

Accessibility Committee

The Accessibility Committee Meeting was held Wednesday, February 10th.

Eastern Counties Regional Library

Next Eastern Counties Regional Library meeting is scheduled for Thursday, February 18, 2021

Councilor M. MacIver

Police Advisory

The Police Advisory Committee is looking for a representative from the Provincial level. Councilor, M. MacIver talked about how the Committee would like to have the Terms of Reference in line with the Municipal Government Act.

Landrie Lake

A Landrie Lake meeting was held on Thursday, February 4th. Financials were approved and the Auditor was selected. Councilor, M. MacIver was appointed as Chair.

Mayor B. Chisholm Beaton

Prior to the meeting Mayor, B. Chisholm-Beaton circulated a report update for the committees she sits on. There were no questions based on her report.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, P. Davis for Recreation, Marketing, Tourism & Culture. The report included:

- Signage,
- Strait Area Trails,
- Community Outreach,
- IIHF Hockey,
- Aquatics,
- Bicycle Nova Scotia,

The Recreation Department is hosting another community dinner that is sponsored by the United Way. The roast beef dinner will be March 11th between 3pm-6pm and will be prepared and delivered by St. Mark's United Church.

There is a Covid-19 Pop-up Rapid testing Clinic Saturday, February 20, 2021 schedule in the Bear Head Room of the Civic Centre.

ii. FINANCE

An update on the project and initiatives in the Finance Department was presented by Director of Finance, E. MacEachen. The updated included:

- Audit Planning,
- Federal PILT,
- Joint IT Project,
- Landrie Lake,

iii. ENGINEERING and PUBLIC WORKS REPORT

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

- Traffic Sign Report,

- Water Treatment Plant Tank Re-Coating Project,
- FCM MAMP CMMS Project,
- Staff Training Summary
- Solid Waste Management

A general overview of Public Works staff monthly tasks was also provided.

iv. FACILITIES, OPERATIONS AND PARKS

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

- Civic Centre,
- Canada Summer Job Program
- Oceans Innovation Centre,
- Strait Area Pool,
- Fire Hall,
- Accessibility,

Department of Labor had performed an onsite inspection on Thursday, February 11, 2021. The inspection checked the Arena, Civic Centre, and meeting rooms. The Inspector was impressed with all spaces and signage and was happy with how the facility was following the current Public Health guidelines.

v. BY-LAWS and POLICIES

CAO T. Doyle reported that the Council Procedural Policy is a fairly large document and asked if Council would consider having a separate meeting to review and discuss.

The consensus of Council was to schedule a separate meeting to review the Council Procedural Policy.

Councilor, H. MacDougall asked that the Town of Port Hawkesbury Staff look at any current Policies that may be outdated. Councilor, H. MacDougall would like to add a policy for both Social Media as well as Active Transportation. CAO, T. Doyle stated that a social media section will be included in the Council Procedural Policy.

7. Other Business

i. Employee Memorial Plaque- CAO, T. Doyle

CAO, T. Doyle reviewed two lists that were compiled going back to the year 2000. The first list was of passed employees who worked with the Town at the time of their death and the second list was of employees who were not Town employees at the time of their death. Staff will circulate the list to Council for their review and additions.

The consensus of Council was to use the time span of 20 years and mount the Employee Memorial Plaque in the Civic Centre.

ii. Economic Development & Housing Terms of Reference - CAO, T. Doyle

CAO, T. Doyle reviewed the goals and mandate for the newly formed Economic Development and Housing Committees. CAO, T. Doyle suggested that bringing the Terms of Reference to the first meetings for the committee members to review for amendments and input from new members.

The consensus of Council was to review the Terms of Reference with the new committee members at the first meetings and bring back to Council for any amendments.

iii. Strait Richmond Minor Hockey Association Donation Request - CAO, T. Doyle

Strait Richmond Minor Hockey is asking for \$2000 donation to help compensate the two week extended hockey season. The Town of Port Hawkesbury has donated \$2000 to the Port Hawkesbury Paper Tournament in the past and Strait Richmond Minor Hockey Association is asking for this request in place of that donation. A request was also sent to the Municipality of the County of Richmond.


8. Future Meetings (Held Virtually)


- Public Meeting March 2, 2021
- Committee of the Whole March 16, 2021

9. Adjournment

MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor M. MacIver to adjourn the February 16, 2021 meeting of the Committee of the Whole at 8:58.pm. MOTION CARRIED.

March 3, 2021
Date


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


Recorded by:
Melissa Warner
Communications and
Administrative Officer