

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

**Minutes of Meeting**  
**September 21, 2021**

**Present**

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

**1. Call to Order**

A meeting of the Committee of the Whole was held virtually Tuesday, September 21, 2021 and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

**2. Additions to Agenda**

CAO, T. Doyle had mentioned that Deputy Mayor, B. MacQuarrie had asked for strategic planning updates added to the agenda. Mayor, B. Chisholm-Beaton had suggested that T. Doyle provide a strategic planning update under CAO Reports.

**3. Approval of Agenda**

**MOVED by Councillor, H. MacDougall and SECONDED by Councillor, J. Aucoin “to approve the agenda as amended”. MOTION CARRIED.**

**4. Presentations**

Sports Wall of Fame – Mr. John Davis and Councillor, Hughie MacDougall

The Wall of Fame Committee held a meeting on September 20<sup>th</sup> 2021 .They reviewed applications and had finalized 3 recipients for this year’s awards ceremony. The committee has decided to keep the same event format as in previous years. John and Hughie had thanked all of the committee members for their dedication and hard work over the past number of months. The Committee has asked Council for their support to start planning the awards ceremony event. J. Davis will be in contact with the Mayor about contacting the recipients and a press release will go out to the public. There was a Q&A following the presentation.

**The consensus of Council was to move forward with event planning and preparation of the 2021 Sports Wall of Fame awards ceremony which will be held on Sunday, November 14<sup>th</sup> at 2pm.**

Economic Development Committee – Iaian Langley & Kevin MacEachern

Iaian and Kevin provided a detailed presentation about wind energy and the opportunities that Brezo Energy and other off shore wind energy companies could bring to the Strait Area. The presentation talked about the Strait Regions Assets, the economic spinoff of offshore wind and the next steps; for Nova Scotia to create regulations around off shore wind. Iaian had notified Council of a library of documents that will be available at the Town office should any members wish to learn more on the Wind Energy file. Both Kevin and Iaian had suggested that Council push Strait Area MLA's and MP's to help start the regulatory process as soon as possible. There was a Q&A session following the presentation.

## 5. Council Reports on Assigned Committees

### Councilor J. Aucoin

The Housing Advisory Committee meeting was held in June and the next meeting is set for September 29<sup>th</sup>.

A *Parks, Recreation and Active Transportation* meeting was held on June 17<sup>th</sup>. The September meeting was cancelled due to low attendance.

*Planning Advisory Committee* meeting was held on June 17<sup>th</sup> and again on September 16<sup>th</sup> and there was a motion that will be brought forward to Council at the October Public meeting regarding close proximity advertising.

*Strait Richmond Housing Matters Coalition* meeting will be held on September 8<sup>th</sup>.

*Allan J. MacEachern Regional Airport* Meeting is being held on September 22.

There was a welcoming event held on September 14<sup>th</sup> at the Port Hawkesbury Community Park.

### Deputy Mayor B. MacQuarrie

*Planning Advisory Committee* – A meeting was held on September 16<sup>th</sup>. There was discussion on zoning changes to allow for Garden Suites. A motion will be coming to Council regarding close proximity advertising to drive-thru establishments.

*Eastern County Regional Library* – held a meeting and discussed vaccination policies, Phase 5 and what that means for the staff members. Long-term service rewards were also discussed and staff is looking at developing a policy. There is a novelist automated book dispensary that will be installed at the Civic Centre and Director; Laura Emery had positive comments regarding the support she had received from the Town of Port Hawkesbury staff members as well as IT staff that has been assisting with the install. ECRL would like to present to Council within the next couple of months.

*Strait Richmond Housing Matters Coalition* meeting was held on September 8<sup>th</sup>.

Councilor H. MacDougall

*Wall of Fame* meeting was held on September 20th.

*The Police Advisory Board* meeting is being held on September 28<sup>th</sup> and the Town of Port Hawkesbury has two new town representatives to welcome to the committee; Archie MacLaughlin and Gerard Livingston.

*Landrie Lake Board Meeting* was held on September 10<sup>th</sup>. The financial statements were approved.

*Audit Committee* meeting is being held on September 29<sup>th</sup>.

Councilor M. MacIver

*Landrie Lake Board Meeting* was held on September 10<sup>th</sup>. The financial statements were approved.

*The Police Advisory Board* meeting is being held September 28<sup>th</sup>

*Eastern District Planning Commission Meeting* will be held on September 23<sup>rd</sup>.

*Audit Committee* meeting is being held on September 29<sup>th</sup>.

Mayor B. Chisholm-Beaton

*Economic Development Committee* - held a meeting on September 14<sup>th</sup>. The committee is working hard on the wind file and also other developing opportunities.

*Housing Advisory Committee* - was rescheduled until September 29th due to scheduling conflicts.

*Allan J. MacEachen Regional Airport* - is being held on September 22.

A welcoming event for Newcomers was held on September 14<sup>th</sup>. The event was held in partnership with Yreach, Raising the Villages, Rotary Club and a number of volunteers. There were about 200 participants that had attended and there was really positive feedback received about it.

There will be Truth and Reconciliation Events held on September 22. The events included an orange ribbon ceremony and a blanket exercise. There are still some spaces available if anyone would like to attend.

## 6. CAO REPORTS

### i. MARKETING, RECREATION, TOURISM & CULTURE

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

- Trails,
- Strait Area Pool,
- Sports Wall of Fame,
- Art Gallery,

- Tunes on the Trails,
- Recreation Programming,
- Performances,
- Upcoming Events,
- Granville Green 2022,
- Marketing and Communications

Director, M. Farrow gave a detailed overview of the Recreation department. The Strait Area Pool is set to open October 12<sup>th</sup>. Registration for all programs will begin on October 4<sup>th</sup>. M. Farrow had said that the fall flyer is now on the website and will be sent in the mail boxes by the end of the week. The J. Franklin Wright Gallery has opened a new show that started on September 15, featuring the works of Dr. Edward Arenson and Aura Cordero de Arenson. The department had hosted Tunes on the Trails (4 of 5 events to date). The event overall was well received by all in attendance, but was not well attended. Events had an average of 160 tickets out, with only about 20-30 people actually attending. There will be a Comedy Show held on October 21 (rental), Tis the Season (Bette MacDonald) December 11 (and possibly a second show Dec 12) and Lennie Gallant Christmas is scheduled for December 16<sup>th</sup>. Granville Green 2022 will take place July 3<sup>rd</sup> until August 7<sup>th</sup>.

## ii. FINANCE

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

- Balloon Debenture Refinancing – Waste Water Plant,
- Landrie Lake Board Meeting,
- Police Advisory Board,
- Audi Committee Meeting,
- Mandatory Provincial Reporting,
- Shared IT Project,
- Nova Scotia Municipal Clerk's Pension,

Director, E. MacEachen notified Council that all of the documents for the Waste Water Plant's debenture balloon payment have been submitted to the Municipal Finance Corporation with the proceeds expected later in the fall. The Audit Committee will be meeting the week of September 27<sup>th</sup> to review the results of the Audit. E. MacEachen shared with Council that The Inter-Municipal agreement for shared IT services has been executed by all parties. In following the recommended roadmap from IMP, Knightsbridge Robertson Surette has been engaged to assist with the recruitment of a shared IT Director. Advertising for the position will be released shortly through a number of channels, including the Town's website and social media. The Port Hastings Historical Society is requesting financial assistance from the Town of Port Hawkesbury to assist with a decking project costing approximately \$1,700.

There was a discussion around how much Council would like to contribute. E. MacEachen had notified Council that they have spent approximately \$7,000 of the \$18,000 donation budget for this fiscal year.

**The consensus of Council was to donate 1,000\$ to the Port Hastings Historical Society and move forward to October 5<sup>th</sup> Public Meeting for a motion.**

### **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,
- Provincial Capital Assistance Program Application,
- Asphalt Repairs and Reinstatement,
- Sidewalk Upgrades,
- Crosswalk Upgrades and Pavement Markings,
- Leaf and Yard waste Site,
- Winter Control Policy,
- Tamarac Connection at AT Trail,
- Public Works Activity Report,

Manager, J. MacMillan provided an overview of activity in the Public Works Department that took place over the summer months. He had stated that staff is still waiting on a response back from the PCAP application for 2021. He mentioned the areas that have had asphalt repairs, sidewalk updates, crosswalk upgrades along with pavement markings. He also provided data from the use of the Leaf and Yard Waste site along with the traffic sign report data. J. MacMillan also talked about the Tamarac Connection AT Trail and the reasoning why the work had been delayed. Staff should receive the final design from the consultants by the end of the month. He had also circulated a draft version of the Winter Control Policy for Council to review and provide comments on. There were some questions regarding yield signs, stop signs and temporary crosswalks.

### **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,
- Fields and Parks
- Strait Area Pool,
- Fire Hall,
- Accessibility,

General Manager G. Snook had said the Port Hawkesbury Civic Centre had hosted the high school graduation in June. The ice plant has been on since August and we are one month into the hockey season. The Town hosted a provincial ball tournament in September, which was very successful. There is a New Kubota tractor, and ride on lawn mower. Deep scrubbing and maintenance has taken place at both pools over the summer. All students have finished up their summer terms and they were well utilized in various departments. The new generator has been installed at the Fire Hall and the roof replacement has begun. There were new highway signs installed at the airport facing both directions. There are new accessible parking stalls and walkways at the community park.

There was a question from Deputy Mayor, B. MacQuarrie on whose responsibility it will be to check proof of vaccinations. G. Snook had said that there is no definitive answer, as the policy is not complete. In the past, contact tracing was on the responsibility of the user groups. He had also said that checking proof of vaccines may be mandated by the Province to be a responsibility of the town or the responsibility of the user groups. More information will be released as soon as we have the final regulations from the Province and the plans will be circulated to Council for review and comment.

#### **v. Strategic Priorities Update**

CAO, T. Doyle had provided Council with an update on the three strategic priorities Waterfront development, Marine Innovation Centre, and Marketing. The plans are 92-95% complete and all studies are being developed by the same consultant. Council has seen a presentation on Wind Energy and Town staff is working with two developers. Staff is also looking for key resources from these developing industries and looking to advocate for regulatory approval. Now is the time to add this new emerging industry to these three plans. T. Doyle will keep Council up-to-date on developments or changes with the plans and will share once they are complete.

### **7. Other Business**

#### **i. Gender Affirming Care in Nova Scotia - Mayor, B. Chisholm-Beaton**

Mayor, B. Chisholm-Beaton had circulated a link prior to the meeting for information purposes to Council.

#### **ii. Signage – Councilor, H. MacDougall**

Councilor H. MacDougall had said that there was a signage request that was submitted by business owner, Mark Farrow over a year ago. He was looking for an update from the Planning Advisory Committee meeting. CAO, T. Doyle had said that there was a staff report that was completed by the EDPC staff regarding close proximity signage and a recommendation was made. There was a recommendation coming from EDPC staff and approval from the Planning Advisory Committee and can be considered for first reading at the October Public Meeting. Melissa will circulate the staff report following the meeting. Mayor, B. Chisholm-Beaton had asked the question as to who will follow up with the applicant.

#### **iii. Vandalism/Security Cameras – Mayor, B. Chisholm-Beaton**

There was a discussion around adding security cameras around the Town to help prevent vandalism. Councilor, M. MacIver suggested adding a policy, and making sure that the cameras are high quality with good resolution. G. Snook will get a quote for a 4-camera system that would work well at both the community park and the water fountain areas, and will forward the results to Council for review.

#### **iv. Covid-19 Protocols - CAO, T. Doyle**

CAO, T. Doyle had said that we are still waiting for more information from the Province and will send to Council as soon as a plan is complete.

#### **v. Public, COW, Advisory Committee Meetings/In Person Meetings – CAO, T. Doyle**

CAO, T. Doyle asked how Council will like to proceed with future meetings as the Province moves into Phase 5.

The consensus of Council is to resume virtual meetings and discuss at the October Committee of the Whole Meeting.

**8. Approved Additions**

There were no approved additions.

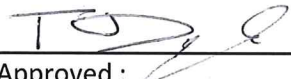
**9. Future Meetings (Held Virtually)**

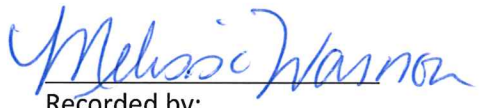
- Public Meeting October 5th, 2021
- Committee of the Whole October 19th, 2021

**10. Adjournment**

**MOVED** by Deputy Mayor, B. MacQuarrie and **SECONDED** by Councilor, J. Aucoin to adjourn the September 21st, 2021 meeting of the Committee of the Whole at 9:24.p.m. **MOTION CARRIED.**

October 6 2021  
Date

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

  
Recorded by:  
Melissa Warner  
Communications and  
Administrative Officer