

PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
Held Virtually

Minutes of Meeting
October 19, 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

1. Call to Order

A meeting of the Committee of the Whole was held virtually Tuesday, October 19, 2021 and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

2. Additions to Agenda

- Seasonal Services – Mayor, B. Chisholm-Beaton
- Nova Scotia Home Heating Assistance Program – Councillor, M. MacIver

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

There are no presentations for the October 19th Committee of the Whole Meeting.

5. Council Reports on Assigned Committees

Councillor J. Aucoin

Housing Advisory Committee – A meeting was scheduled for September 29th but did not have enough members available to meet quorum.

Parks, Recreation and Active Transportation – A meeting was held on October 7th. There was discussion around potential sites for the skate park. There is a Jason Sanford Baseball Camp going to be held on October 23rd in Port Hawkesbury. The committee is actively seeking funding opportunities.

Strait Richmond Housing Matters Coalition – A meeting was held on October 13th.

Economic Development Advisory – A meeting was held on October 13th. The Committee is looking to create an economic development plan.

Deputy Mayor B. MacQuarrie

Planning Advisory Committee – Deferred until October 28th.

Eastern County Regional Library – No updates to report

Strait Richmond Housing Matters Coalition - A meeting was held on September 8th.

Accessibility Committee – A meeting was scheduled for October, but was cancelled due to not having enough members available to meet quorum.

Cape Breton South Recruiting for Health – A meeting was held on September 23rd. There are new health care initiatives that have been introduced by Nova Scotia Works. The initiatives are to assist the Health Navigator with recruitment efforts and organizing events. There was a subcommittee formed to help hire a replacement for the Health Recruitment Navigator. There were 19 applicants and the Committee should have the hiring process completed by November.

Councilor H. MacDougall

Wall of Fame – There were no updates to report.

The Police Advisory Board – A meeting was held in Port Hood on September 28th.

Landrie Lake Board – There were no updates to report.

Festival of the Strait Committee – The committee is currently seeking a new chair. Hughie will schedule a meeting with Kevin MacEachen.

Inverness County Home Support - A meeting was held on October 13th. Members from the Province were in attendance. The major concerns for Inverness County are insufficient funding and staff support.

Councilor M. MacIver

Landrie Lake Board – There were no updates to report.

The Police Advisory Board – A meeting was held in Port Hood on September 28th.

Eastern District Planning Commission – A meeting was held on September 23rd.

Audit Committee – There were no updates to report.

Waterfront Advisory Committee – Meeting being planned for the end of October or the first part of November.

Mayor B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton had circulated her Report prior to the meeting (see attached).

There is a newly formed "Accessibility in Port Hawkesbury" Facebook Page that member, Cathy Cooke has created. The group had 112 members join on Facebook in the first day. Mayor, B. Chisholm-Beaton will share the page with Council.

Allan J. MacEachen Regional Airport Committee – There was a meeting held on September 22nd. The consensus of the Committee was to contact the Cape Breton Partnership to ask for assistance with developing a strategic plan. The Warden of Richmond County, A. Mombourquette and Mayor, B. Chisholm-Beaton met with Carla Arsenault with the Cape Breton Partnership on October 7th to discuss how the Board can develop a multi-year approach post Covid-19 recovery plan for the airport.

Mayor, B. Chisholm-Beaton had informed Council that they may receive letters from TEC students in the near future. She had a classroom visit with the Grade 8's to talk about Municipal government and her role as Mayor.

6. CAO REPORTS

i. 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,
- Fields and Parks
- Strait Area Pools,
- Town Beautification,
- Fire Hall,
- Yacht Club,
- Accessibility,

General Manager G. Snook had indicated that the Town's beautification program has finished up for the season. The new generator has been installed at the Fire Hall and the new roof has been complete. Phase-5 reopening plan began on October 5th and has been going well in the building. Food and beverages are now allowed in the Civic Centre. Break-away Barykin is now open for canteen services.

ii. 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,
- Proof of Vaccination,
- Recreation Programming,
- Upcoming Events,
- Marketing and Communications

Director, M. Farrow gave a detailed overview of the Recreation department. The Strait Area Trails team has applied for funding to assist with trail upgrades. The Strait Area Pool opened on October 12th and will be opened 4 days a week. Registration for all programs began on October 4th. 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 16th. Michelle is currently working on Granville Green 2022 sponsorship packages. The new arena sponsorship packages were circulated in the agenda packages.

iii. FINANCE

The following report was presented by Director, E. MacEachen:

A financial report to September 30, 2021 as well as a summary page and detailed record of accounts compared to budget were provided to Council. The report included information on the annual approved budget and addressed any variances that were significant or unusual which were primarily attributed to timing variances. The Town of Port Hawkesbury is still seeing effects of Covid-19 however; the Safe Restart grant received should cover any revenue deficits. At this time, there are no financial concerns but the finances will continue to be closely monitored and reported on.

iv. 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,
- Fall Water Main & Hydrant Flushing Program,
- Reeves Street Project Tree Replacements,
- Philpott Street Sidewalk Project,
- Landrie Lake Intake Inspection,
- Operations Facilities Security Camera System Installations,
- Tenders and Procurement,
- Winter Control Policy,
- Public Works Activity Report,
- Summary of Storm Events, Upset Conditions, Major Repair,
- Toolbox Safety Talk,

Manager, J. MacMillan provided an overview of activities in the Public Works Department that took place in September. He had stated that Staff has been successful with their PCAP application for 2021. There were a number of trees along Reeves Street that have been replaced. He also provided the most recent data from the traffic sign report. J. MacMillan also reviewed the current tenders and procurement. Public Works staffs are scheduled to start the hydrant flushing program the week of October 17th. He asked if Council had any questions on the Winter Control Policy that was provided in their September packages.

The consensus of Council was to move the Winter Control Policy forward to the November 2nd Public Meeting for approval.

The consensus of Council was to approve the purchase of a backhoe plow attachment.

CAO T. Doyle had notified Council that there are a number of contracts that are coming up for renewal; security, legal and real estate.

7. Other Business

i. Advisory Committee Meetings – CAO, T. Doyle

CAO, T. Doyle had provided Council with an update on the Advisory Committees and stated that many of the meetings have had to be cancelled or rescheduled due to low attendance of committee members.

ii. Virtual/In Person Meetings – CAO, T. Doyle

There was a discussion around the format of future Council meetings.

The consensus of Council was to move the item forward to the November 2nd Public Meeting.

iii. Backyard Hens – Mayor, B. Chisholm-Beaton

The consensus of Council was for staff to research this item and make a staff recommendation on the request.

iv. NSCC 25th Anniversary Flag Raising – Mayor, B. Chisholm Beaton

Mayor, B. Chisholm-Beaton reviewed a request that came forward to Council for consideration to raise the NSCC flag in support of NSCC's 25th anniversary.

The consensus of Council was to move this item forward to the November 2nd Public Meeting.

v. Biggest Loser Challenge – Mayor, B. Chisholm-Beaton

Councilor, J. Aucoin had asked Council if they would like to participate in a biggest loser challenge with the HAWK. Body 'N' Soul⁺ would create weekly challenges and the program could run 8-10 weeks.

The consensus of Council was to have Councilor, J. Aucoin coordinate with Body 'N' Soul⁺ and the Hawk.

vi. Elm Court Zoning Amendment Letter – CAO, T. Doyle

Mayor, B. Chisholm-Beaton had asked for Council to comment on Council's comments on the drafted letter that will be sent to Minister Lohr. Deputy Mayor, B. MacQuarrie had asked CAO, T. Doyle to read the drafted letter of clarification for the benefit of Council and the gallery.

Councilor, J. Aucoin had mentioned there was an error of calling Elm Court 'Elm Street' and would like to change to prevent confusion.

The consensus of Council was to make grammatical changes to the drafted letter and send back to Council for review.

8. Approved Additions

- Seasonal Services – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton had stated that December 19th will be the delivery day for the annual Seasonal Services boxes at 7am. The Seasonal Services team is currently looking for volunteers to assist in delivering the boxes on that morning.

- Nova Scotia Home Heating Assistance Program – Councilor, M. MacIver

Councilor, M. MacIver would like to help promote the Nova Scotia Home Heating Assistance Program by posting on the Town Website and Social Media's website.

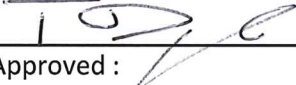
9. Future Meetings

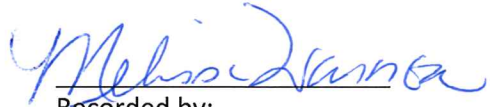
- Public Hearing November 2nd, 2021
- Public Meeting October 5th, 2021
- Committee of the Whole October 19th, 2021

10. Adjournment

MOVED by Deputy Mayor, B. MacQuarrie and **SECONDED** by Councilor, J. Aucoin to adjourn the October 19, 2021 meeting of the Committee of the Whole at 8:31.p.m. **MOTION CARRIED.**

November 3 2021
Date


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


Recorded by:
Melissa Warner
Communications and
Administrative Officer