

**PORT HAWKESBURY TOWN COUNCIL**  
**COMMITTEE OF THE WHOLE**  
*Held in Shannon Studio & Virtually*  
**Minutes of Meeting**  
**November 16, 2021**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Jason Aucoin  
Councilor, Blaine MacQuarrie  
Councilor, Hughie MacDougall  
Councilor, Mark MacIver  
Chief Administrative Officer, Terry Doyle  
Director of Finance, Erin MacEachen  
Director of Marketing, Recreation, Tourism & Culture, Michelle Farrow - Virtually  
Manager, Engineering and Public Works, Jason MacMillan

**Guests**

Port Hawkesbury Volunteer Fire Chief, Donald MacDonald

**Regrets**

General Manager, Facilities and Operations, Gordie Snook

**1. Call to Order**

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

**2. Additions to Agenda**

- Correspondence from Minister Lohr – Mayor, B. Chisholm-Beaton
- Island Restorative Justice Proclamation – Mayor, B. Chisholm-Beaton
- NSCC HEO Class – Councilor, M. MacIver
- Biggest Loser Challenge – Deputy Mayor, J. Aucoin

**3. Approval of Agenda**

**MOVED by Deputy Mayor, J. Aucoin and SECONDED by Councilor, M. MacIver “to approve the agenda as amended”. MOTION CARRIED.**

**4. Presentations**

Port Hawkesbury Volunteer Fire Departments Fire Chief, Donald MacDonald had provided a report to Council of the events that have occurred at the Fire Department throughout 2021. He talked about the Constitution and By-Laws, the new generator and roof installations, the Fireman’s Memorial Service that was held at the Granville Green and various fundraisers and their upcoming major fundraiser that will be held this winter. He also discussed a number of other activities that the fire department was involved in throughout this year and how the department is really focused on community involvement and building partnerships.

**MOVED by Deputy Mayor, J. Aucoin and SECONDED by Councilor, M. MacIver “to recess Committee of the Whole meeting at 7:15p.m. due to technical difficulties”. MOTION CARRIED.**

**MOVED by M. MacIver and Seconded by Deputy Mayor, J. Aucoin “to resume Committee of the Whole meeting at 7:19p.m.” MOTION CARRIED.**

## 5. Council Reports on Assigned Committees

### Councilor J. Aucoin

*Housing Advisory Committee* – A meeting was scheduled for October was rescheduled for November 4<sup>th</sup>. Next meeting is scheduled for November 18<sup>th</sup>.

*Parks, Recreation and Active Transportation* – a number of meetings have been attempted but the committee is struggling to get quorum. Next meeting is scheduled for November 22<sup>nd</sup>.

*Strait Richmond Housing Matters Coalition* – was unable to attend the meeting that was held on November 10<sup>th</sup>. Mayor, B. Chisholm-Beaton filled in.

*Economic Development Advisory* – The November meeting was cancelled.

### Deputy Mayor B. MacQuarrie

*Housing Advisory* – discussions around developing a not-for-profit. CAO, T. Doyle to get in touch with Municipal Affairs to discuss newly announced Community Housing Capacity Program.

### Councilor H. MacDougall

*Wall of Fame* – The Ceremony was held on Sunday November 14<sup>th</sup>. Councilor H. MacDougall was unable to attend but Mayor, Chisholm-Beaton was in attendance along with Deputy Mayor, J. Aucoin.

*Waterfront Advisory Committee* – A meeting was held on November 15<sup>th</sup>.

### Councilor M. MacIver

*Eastern District Planning Commission* – A meeting is scheduled for October 18<sup>th</sup>.

*Waterfront Advisory Committee* – Meeting was held on November 15<sup>th</sup> and a new Chair was appointed. The committee will focus on developing Sunset Park. G. Snook is looking into bench cost of now in response to a request from a past resident that wishes to sponsor one.

### Mayor B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton will circulate her report with Council after the meeting.

## 6. CAO REPORTS

### i. 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,
- Spruce Street Brush Clearing Project,
- Industrial Park- Paint Street Ditching,

- Philpott Street Sidewalk Project,
- Granville Street/Old Sydney Road Intersection Upgrades,
- 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 October. He had reviewed the tenders that have been awarded and one tender wasn't favorable that was not awarded due to one bid received that did not meet criteria. Staff will change the project scope and will issue a tender in the early spring. He talked about the importance of the winter parking ban. He had provided Council with samples of a Ride on hydrostatic vibratory roller and asked for Council to consider the purchase of a used machine, as rental is very costly for the Public Works department yearly during the summer months.

**The consensus of Council is for the Manager of Public Works to seek out pricing of purchasing a new machine and report back to Council at the December Public Meeting.**

## ii. 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,
- Fire Hall,
- Accessibility,

General Manager G. Snook was unable to attend the November 16<sup>th</sup> Committee of the Whole Meeting.

## iii. 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,
- Recreation Programming,
- Upcoming Events,
- Marketing and Communications

Director, M. Farrow gave a detailed overview of the Recreation department. The Strait Area Trails team had received a donation from Martin Marietta. The committee is looking for signage for keeping dogs on leash. A number of events are coming up in December; Annual Christmas Parade, Christmas Lights Contest, Annual Festival of the Trees, First Night Celebration. A second show for Tis the Season has just

been added which will be held on December 12th and tickets are on sale now. There was a question from Councilor, B. MacQuarrie regarding the dogs off leash in the trails and a request for staff to look into this subject further and bring back for discussion at the December Committee of the Whole. Deputy Mayor, J. Aucoin will bring the item forward to the next Parks, Recreation and Active Living meeting and will bring back a recommendation to Council.

## **FINANCE**

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

- Debenture Balloon Refinancing – Waste Water Plant
- Mandatory Provincial Reporting
- Assessment Appeals
- Shared IT Project
- Tax Collection
- Strait Area Transit

Director E. MacEachen will reach out to the Executive Director of Strait Area Transit to request for a presentation to Council.

Deputy Mayor J. Aucoin declared conflict and left the meeting at 8:17p.m

## **By-Law and Policies**

CAO T. Doyle had reviewed the draft of the Taxi Bylaw that was circulated to Council in the agenda packages for review and comment. He had stated that the items that are subject to change such as fees will be included in the Taxi Policy. A policy can be amended in seven days. CAO T. Doyle will check license requirements.

## **Consensus of Council is to have first reading of the Taxi By Law at the December Public Meeting**

Deputy Mayor returned to the Committee of the Whole Meeting at 8:32p.m

## **7. Other Business**

### **i. Bottled Water**

Deputy Mayor, J. Aucoin had asked Council to sell bottled water in the Civic Centre on a temporary basis. CAO, T. Doyle had reviewed past history of the banning of use of bottled water which occurred between 2008-2010.

**The consensus of Council was for staff to research what other Municipalities policies are and Council will continue discussion at the December Committee of the Whole Meeting.**

ii. **2021 Holiday Schedule**

CAO, T. Doyle had reviewed a draft of the requested 2022 Holiday Schedule.

**The consensus of Council was to move the item forward to the December 7th Public Meeting.**

**8. Approved Additions**

- Correspondence from Minister Lohr – Mayor, B. Chisholm-Beaton  
**The consensus of Council was for CAO, T. Doyle to reach out to Municipal Affairs asking for clarification on the most recent Elm Court response letter.**
- Restorative Justice Week – Mayor, B. Chisholm-Beaton  
**The consensus of Council is to move this item forward to the December Public Meeting.**
- Nova Scotia Community College’s HEO class – Councilor, M. MacIver  
Councilor, M. MacIver was approached by the Heavy Equipment Operator Instructor to seek if the Town would be interested in developing trails with the HEO class on Unity drive in the Industrial Park.  
CAO, T. Doyle reminded Council that Unity Drive is a shared service space and any development would need to be include Richmond County.
- Biggest Loser Challenge – Mayor, B. Chisholm-Beaton  
Deputy Mayor, J. Aucoin notified Council that Victoria County has accepted the challenge. He will update Council with a plan in December.

**9. Future Meetings**

- Public Meeting December 7th, 2021
- Committee of the Whole December 21st, 2021

**10. Adjournment**

**MOVED by Councilor, B. MacQuarrie and SECONDED by Deputy Mayor, J. Aucoin to adjourn the November 16th, 2021 meeting of the Committee of the Whole at 9:36.p.m. MOTION CARRIED.**

December 8<sup>th</sup> 2021

Date



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



Recorded by:  
Melissa Warner  
Communications and  
Administrative Officer