

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

**Minutes of Meeting
June 13, 2017**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Trevor Boudreau
Councilor, Hughie MacDougall
Councilor, Mark MacIver
Councilor, Jeremy White
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Director Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Patrick Lamey (Alternate)

Regrets

Director, John Bain – Eastern District Planning Commission
Town Solicitor, Larry Evans

Guests

Doreen Beaton, Marian Graham, Alfred LeBlanc – Strait Region Society for Children, Youth and Families
Dave Morgan, President – Celtic Air Services Limited
Stephen Hines, Program Manager – Cape Breton Housing Services
Fred Gillis, Applications Manager – Cape Breton Housing Authority

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, June 13, 2017 and called to order by Mayor B. Chisholm-Beaton at 6:00 p.m.

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

MOVED by Councilor J. White and SECONDED by Councilor M. MacIver “to approve the agenda with no additions”. MOTION CARRIED.

4. Community Reports & Requests

4.1 Strait Region Society for Children, Youth and Families

The Community Child Welfare Boards now fall under the mandate of the Department of Community Services (DCS). The Strait Region Society for Children, Youth and Families Board has formed a partnership with the Community Foundation of NS to leverage their expertise and experience in conducting a Vital Signs Project to gain a common understanding of the challenges of children, youth and families in the Strait Region. The Vital Signs Project is a community check-up that measures the vitality of our communities and identifies trends and gaps in a range of areas critical to quality of life. Presentations will be made to Inverness and Richmond Counties, the DCS and community partners to raise project funding for staffing and research. On behalf of the Board, Ms. Beaton requested a contribution of \$1000. General questions about the Strait Region Society for Children, Youth and Families followed. Ms. Beaton, Marian Graham, and Alfred LeBlanc were thanked for their presentation. Council will consider this request for funding.

4.2 Celtic Air Services Limited – Dave Morgan, President

Celtic Air Services Limited entered into a Letter of Intent with the Town to provide additional services and take over operation of the Port Hawkesbury Airport. The company has invested in ground power units, air conditioning units, and tugs to make use of available space. Shuttle service will be provided to Town. The employment drive has begun with over 100 resumes received to date. The company is looking to build infrastructure in the community and to publicize the airport. A private investment of approximately \$1 million dollars is anticipated prior to Christmas.

4.3a Cape Breton Island Housing Services – Stephen Hines, Program Manager

The Cape Breton Island Housing Services is comprised of two sectors of business; 1) the delivery of grants, loans and mortgages for housing services and; 2) administering and managing affordable housing units owned by the Province. Their primary role is to provide housing repairs to those eligible (low to moderate incomes). An annual review of landlords is conducted to ensure they are providing housing the required clientele. Mr. Hines' presentation included information on Housing Repair Programs, Household Income and Program Funding Limits, and the Down Payment Assistance Program.

Mr. Hines addressed Council's questions. He will provide information on the gap for rural housing income for 2-3 bedroom homes. Program advertising is through word of mouth as there is not enough funding for extensive advertising. Discussion included advertising the Cape Breton Island Housing Services numbers on tax bills, viewing this issue as a regional approach to housing, and young families in need of family dwellings.

4.3b Cape Breton Island Housing Authority – Fred Gillis, Applications Manager

The Cape Breton Island Housing Authority manages applications and placements. There are four offices in Cape Breton, including an office in Port Hawkesbury. The Housing Authority is responsible for 1282 family units and 2076 seniors' units on the Island. Affordable housing is first offered to seniors and then those over the income limits. The Housing Authority can provide a rent supplement of up to \$400 per month to remove applicants from a wait list. Mr. Gillis's presentation included information on Public Housing Program Eligibility and annual Household Income Limits, Residency Criteria, and the Rent Supplement Program.

Council questions were addressed. Developers do contact the Housing Authority regarding the number of applicants on waitlists. Two storey buildings are not ideal and there are accessibility issues due to an aging population. Mr. Gillis stated the CBIHA was in the business of building. The private sector is now the driver with investment from the Province. The CBIHS and the CBIHA have discussions on specific situations, collaborations, and joint meetings. The Town could facilitate a meeting of local developers with representation from the CBIHS and the CBIHA.

5. Council Reports on Assigned Committees

5.1 *FCM Conference: Shaping Canada's Future – June 1-4 – Ottawa*

Mayor Chisholm-Beaton and Councilor MacDougall attended the FCM Conference participating in various workshops, presentations, and study tours. The conference provided opportunities for education and valuable peer connections from coast to coast.

5.2 *Eastern Counties Regional Library (ECRL)*

CAO T. Doyle presented the ECRL audited financial statements.

5.3 Eastern District Planning Commission (EDPC)

Deputy Mayor Boudreau attended a meeting last week in which the financial statements were approved. He provided updates on ongoing projects.

5.4 Eastern Strait Regional Enterprise Network (ESREN)

Mayor Chisholm-Beaton provided an update on the upcoming June 20 AGM.

5.5 Pan Cape Breton Food Network

Mayor Chisholm-Beaton stated there was significant interest locally with new members.

5.6 Strait Area Transit

Mayor Chisholm-Beaton indicated that there was a presentation to Richmond County Council regarding funding support from municipal units.

5.7 Beautification

Councilor MacIver stated work has taken place at the Reeves Street intersection, maintenance of plantings around the water fountain and safety training for volunteers is being considered.

5.8 By-Laws and Policies

Councilor White stated the June 9 meeting was cancelled as there was no quorum.

5.9 Canada 150 Celebrations – Tall Ships – Festival of the Strait

Councilor MacDougall and Director P. Davis provided updates on these events that were well attended.

5.10 Emergency Measures

A meeting is scheduled June 18.

5.11 Financial Audit Committee

A meeting will be scheduled in July to review the results of the audit.

6. CAO Reports

6.1 Engineering and Public Works – CAO, T. Doyle

PUBLIC WORKS

Asphalt Patching

Priority patching areas on the waterfront will take place first due to the arrival of the Tall Ships and waterfront activities. A heavier ride on roller is being rented to help improve the quality and the time spent on repairs. The repair crew will work throughout the summer and address the worst areas of Town streets and parking areas. Areas identified for road surface replacement will not be addressed immediately.

Sidewalks

Sections of sidewalks have been identified for replacement to commence later in the summer into fall and is contingent on the progress of asphalt repairs.

Water Meters

Water meters measuring consumption will be installed in all remaining sites by October 2017 to achieve 100% coverage. In addition to individual homes, a project to install a single meter to serve all of Cardeil Trailer Court is being planned to start construction in July 2017.

WATER UTILITY

Capital work has been identified to be completed this fall including the replacement of an underground fuel storage tank and the Granville St. valve chamber building replacement. Progress is being made on the creation of a water utility to assume ownership of the Landrie Lake water shed area. A meeting with the Province is scheduled July 5 2017.

FACILITIES, PARKS and RECREATION

Summer students have started earlier in preparation for the Tall Ships event and demands of maintaining sports fields. The Oakley Field will see improvements with the installation of new dugout facilities. Modern fenced shelters are being installed.

Waterfront Upgrades

Repair of siding, repainting and roof replacement of 3 Water Street; grading of gravel parking lots; asphalt repairs and repairs to the boardwalk are being completed.

Community Playground

Twenty-one pallets of sod have been ordered to improve the grass area at the playground.

CAPITAL WORKS

Reeves Street Project

The project proposal is complete. Applications have been submitted with the Proposal Document, the Concept Development Plan and the WSP Traffic Study to ACOA, NSTIR and the NS Recreation Facilities Development Program. Once funding is approved, a meeting with the community business owners, NSTIR and the Project Steering Committee will be held to discuss detailed design. A meeting is planned Thursday, June 15 with the Steering Committee and design and management staff from the NSTIR.

Tamarac Pressure Boost Station

This project is progressing in accordance with schedule. Strait Engineering Limited has been retained to complete the design and construction phase services for the project. A low bid for the tender was received from Dora Construction. CBCL Engineering Limited have been retained to complete water modeling to determine if additional homes can be included in the design with minor modifications.

Pitt Street and Napean Street – Reconstruction

The project is progressing well. Strait Engineering Limited has completed detailed design and is in the process of integrating the surface concepts into their documents. Public Works staff has been working closely with the designers in identifying the current as-built conditions and providing recommendations for installations and specified materials.

6.2 Finance – Director E. MacEachen

E. MacEachen presented a high level overview of the budget to council. She indicated that considerable effort was put forward by both Council and Staff in creating the budget. Preparations began with individual meetings with every supervisor to review the needs of all business areas for the upcoming year. Those needs were considered with respect to if the item could be covered within normal operating budgets, or if a capital expenditure or additional operating funds were required. A detailed list of those items was included in the list of potential areas of new expenditures referred to as Budget Consideration Points. That list was reviewed at the subsequent budget meetings with Council. She indicated that over and above the meetings with

supervisors, there were a total of six formal meetings, four of which included both staff and Council plus discussions at working committee meetings. The process included; creation of a draft budget, circulation of the draft budget for review, meeting to discuss concerns, and, redrafting the budget to address those concerns. That process was repeated three times. The process also included a meeting to discuss capital requirements only.

E. MacEachen indicated that it was a 7.8 million dollar budget which is a 1.5% increase over last year. The budget allows both commercial and residential tax rates to remain at the current rate. It includes significant investment in infrastructure spending, improvements to employee benefits plan, investments in active living, and more funding for roads and bridges. The CAO asked that Council consider moving the budget forward to the Public Council Meeting for consideration.

Councilor MacDougall understood *more discussion* would take place at Council meetings but asked for clarification on the definition of consensus to move forward. Solicitor P. Lamey indicated unanimity is not required. Mayor Chisholm-Beaton called for a consensus of Council to move the budget, as presented by E. MacEachen, forward to the Public Meeting for approval. Councilor MacDougall was unsure; a nay was recorded from Councilor MacIver; an aye was recorded each from the Mayor, Deputy Mayor Boudreau and Councilor White.

6.3 Marketing, Recreation, Tourism & Culture – Director, P. Davis

Trails

Two students were hired and are making great progress. Wood chips were spread and stair maintenance and replacement are taking place this week. A volunteer work party through partnership with the Royal Bank was established. The Royal Bank will contribute an honorarium for the Trails.

Granville Green Series

The schedule for Granville Green was released with a July 2 opening show in conjunction with the Tall Ships and fireworks ending the evening.

Highlights of the 2017 Granville Green Series:

- Partnering with Canada 150 and a provincial wide food drive. All are encouraged to bring a non-perishable food item each Sunday that will go to our local food bank.
- Partnering with Kitchen Fest at the Gaelic College to help spread the work of our series and provide additional funding for our event.
- Secured new sponsors this year – K & A Electric, Atlantic Lottery, and Kitchen Fest
- Selected as the top 17 in 17 as an event listing for Destination Cape Breton for the Island.

Tall Ships

The Tall Ships schedule was released and events are organized and ready for the ships' arrival. Daily visitation will be 11:00 a.m. to 4:00 p.m., June 30-July 2.

Summer Events

A well designed flyer was distributed to residents as well as the tourist bureau. It will cover all special events and active living opportunities for the youth in the community.

J. Franklin Wright Art Gallery

As part of the Canada 150 celebrations the J. Franklin Wright Gallery has developed a colouring book highlighting points of interest within the town and will be for sale with all net proceeds going to the Port Hawkesbury Food Bank.

Playground

The grand opening for the basketball courts is July 21. Giant Tiger will be contributing \$5000 towards grounds improvements to complete sodding at the park. TD Bank contributed \$2500 to plant shade trees at the park in September. Sobeys offered to take over the planting and maintenance of the raised beds with the harvest to be given to the food bank. This generous corporate support will have a great impact on the overall enjoyment of the park.

6.4 Planning and Development – Director John Bain, EDPC
Mr. Bain was not in attendance.

7. Other Business

7.1 Commemorative Plaques for Schools – Councillor H. MacDougall
Port Hawkesbury High School celebrated its 40th anniversary. Councillor MacDougall requested approval on costs associated with the purchase of a commemorative plaque and photograph.

The consensus of Council was “to bring forward the request of funding for a commemorative plaque and photograph to celebrate the 40th anniversary of Port Hawkesbury High School”.

7.2 *3 Things for Canada* – Mayor B. Chisholm-Beaton

The *3 Things for Canada* – a ‘pay it forward’ initiative, was started by the Mayor of Calgary to commemorate Canada 150. Mayor Chisholm-Beaton requested consensus for Council to participate in an encourage residents to take part in this initiative.

The consensus of Council was “to bring forward support of the 3 THINGS for CANADA initiative in recognition of Canada 150”.

8. Approved Additions

There were no additions to the agenda.

9. Future Meetings

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| i. | Public Meeting | Tuesday, June 13, 2017 (following Committee of the Whole) |
| ii. | Public Meeting | Tuesday, September 5, 2017 |
| iii. | Committee of the Whole | Tuesday, September 19, 2017 |

10. In Camera Session

i. Contractual Issue

Council agreed to defer this agenda item to the Public Meeting which follows the Committee of the Whole.

11. Adjournment

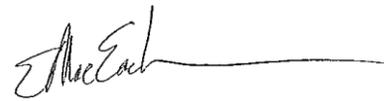
MOVED by Councilor H. MacDougall and SECONDED by Councilor J. White "to adjourn the Committee of the Whole at 8:10 p.m. MOTION CARRIED.

September 6, 2017

Date



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



Recorded by:
Erin MacEachen
Director of Finance