

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

**Minutes of Meeting
November 21, 2017**

Present

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

Guests

Beth Gillis, Public Health, NSHA
Jenna MacQueen, Mental Health and Addictions, NSHA

Regrets

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

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, November 21, 2017 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Outdoor Rink – Councilor J. White

3. Approval of Agenda

MOVED by Deputy Mayor H. MacDougall and SECONDED by Councilor T. Boudreau “to approve the agenda with one addition”. MOTION CARRIED.

4. Presentations

Municipal Alcohol Policy (MAP) – Beth Gillis and Jenna MacQueen

The Municipal Alcohol Policy Guide was developed in 2015 at the request of municipal leaders as a resource to address alcohol-related harms through local alcohol policy development. The presentation by Ms. Gillis and Ms. MacQueen cited Nova Scotian’s as among the heaviest drinkers in Canada with an average age of first alcohol use at 13.4 years of age vs. the national average of 15.6 years of age. Discussion issues included the goal of the MAP, alcohol related health harms, direct costs, the role of municipal governments, and the upcoming legalization of cannabis. A question and answer period followed.

5. Council Reports

Deputy Mayor H. MacDougall – Sports Wall of Fame Ceremony

Deputy Mayor H. MacDougall commended the Sports Wall of Fame Committee and acknowledged the success of the Sports Wall of Fame Ceremony, November 19.

6. CAO Reports

i. Engineering and Public Works – CAO, T. Doyle

- *Pitt St. and Napean St. Project – CAO T. Doyle and Project Manager J. MacMillan*
Construction is still in full swing and Allsteel Coatings have been making steady progress. On a daily basis, crews continue to install water main, sanitary sewer main, storm sewer main, manholes, catch basins, rebuild the roadway and prepare of the installation of curb and sidewalk. CAO T. Doyle provided a brief summary of the estimated project statistics at the December winter break. The Town has applied for an extension to the project deadline from the Infrastructure Canada CWWF Funding Program. No construction activity is planned for intact sections of Napean Street and Pitt Street until the spring of 2018. Public consultation efforts have been ongoing with regular advertising through radio, social media, the Town website and an upcoming second project newsletter.
- *Tamarac Booster Station*
Dora Construction has made great progress with the Tamarac Booster Station building site. The building envelope is complete along with the interior roughed in electrical, insulation, sheathing and painting. The site buried piping has been installed and tied in to the existing mains. Building components have been ordered and will be installed in proper sequence once delivered to the site. The project is progressing on time and on budget and is scheduled for completion and commissioning in late December. CAO, T. Doyle commended J. MacMillan on his work with the Pitt St. and Napean St. project and the Tamarac Booster Station Project.
- *Water Tower Inspections*
Due to a maintenance issue with the aerial drone, this work has been postponed until the equipment undergoes repairs. The expectation is to have the inspections completed by the end of the year.
- *Provincial Asset Management Pilot Project*
The Province's project management consultant HATCH Engineering has awarded the data capture work to Opus International Consultants Limited. A project initiation meeting with the Town will take place in the next few weeks in which Opus and the Town will review all available relevant information and conduct staff interviews. The project will focus on the location and condition assessment of assets related to water, sewer, storm, streets, sidewalk and street lighting. The goal is to create a province wide data base of assets with useful attributes to be used to make decisions on creating funding programs. The project will tell the Town what assets we own and the applied value of those assets given their age and general condition.
- *Low Water Pressure in Residential Areas*
The situation of some homes in the Tamarac area experiencing low water pressure was discussed as well as an option of offering a rebate program to homeowners who have less than 35 lbs of water pressure and who may wish to purchase a booster pump to increase their water pressure. Discussion included the rebate program process with the UARB, the determining factors of low water pressure, and confirming the standard amount of pressure required to operate these homes. The consensus of Council was that CAO T. Doyle and Project Manager, J. MacMillan continue researching the rebate program as a potential option for these homeowners to increase their water pressure with the installation of a booster pump.

- *Destination Reeves Street Project – CAO, T. Doyle and Project Coordinator E. Fraser*
The project continues to progress with options for lane reconfiguration and active transportation alternatives being explored. Requests for proposals have been received and evaluated for a façade design and contract award is pending approval of our funding partners. A Memorandum of Understanding is being drafted between the Town and the NSTIR to formally establish the areas of responsibility in the project. A public consultative forum is being organized for the first week in December with representation from NSTIR engineering staff.
 - *Staffing Update*
A total of 63 applications were received for the Water/Wastewater Operator position. Evan Hanley, a Mechanical Engineering Technologist with a degree in applied engineering from CBU was selected as the successful candidate.
 - *Creamery Building*
Work is being completed on the Creamery Building improvements. Heating system installation is underway awaiting fabrication of ducting, a new sewer line has been installed, insulation and drywall have been installed and ready for painting, and a new washroom is being constructed in the shipping and receiving area.
 - *Cardeil Trailer Court Exterior Stairs*
The exterior stairs on provincial land adjacent to the Cardeil Trailer Court that are no longer maintained by the owner are in a state of disrepair and do not meet current building code requirements. Discussion included safety, legal and liability issues, removing the stairs, and providing an alternate and safe access to Reeves Street for residents, Staff will research the ownership, Town responsibilities, if any, and liability issues.
- ii. Finance – Director, E. MacEachen
- *Audit RFP*
The Audit RFP was publically advertised on the Provincial tendering website with a closing date of November 24. Submissions will be reviewed with a forthcoming recommendation to the Audit Committee to present to Council at the December 5 Public Meeting.
 - *Salt Hauling*
A public call for quotations closed on November 9, 2017 resulting in five submissions. Kilkare Transport was the successful proponent with the lowest price.
 - *Food Services*
A public call for quotations for provision of food services for the One Cape Breton conference closed November 14, 2017 resulting in three submissions. Cape Breton Catering was the successful proponent.
 - *Provincial Reporting*
All provincial reports due for the fiscal 2017-2018 year have been submitted.

- *E-Scribe*
We are currently reviewing through webinars, demos, and discussions with other municipalities a Council meeting software that automates the entire Council meeting preparatory process through to minute preparation and publically posting meeting documents to our website to help make the Council meeting preparation and processes more efficient and fluent.
- *Tendering Services*
E. MacEachen reviewed approximately 80 transactions from April 2016 regarding the Town's tendering services. She stated the AMANS Procurement Policy needs to be reviewed and revised and suggested it be referred to the By-Laws and Policies Committee. CAO, T. Doyle stated we are abiding by the AMANS Procurement Policy but that it is time to change, review our policies, and to move forward with a more efficient process.
- *Financial Report – As of October 31, 2017*
E. MacEachen provided a detailed report of the Town's revenue and expenditure accounts to October 31, 2017 compared to anticipated budget.

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

- *Seniors Survey*
The seniors' survey will be completed by the end of November. P. Davis will present findings to Council and also provide the results to the media.
- *Cultural Asset Map*
P. Davis will provide Council with the results of the cultural asset map which was conducted by the Province.
- *Civic Centre Refresh*
 - Arena – 700 industry padded arena seats will be purchased to accommodate the centre's hosting of the Celtic Colours International Festival, trade shows, farmer's markets and other events. In addition, the installation of curtain and tracking will allow the arena to be flexible for side setups that will allow seating of 700.
 - Audio & Technology – The need for clear sound and video is imperative. We will be upgrading equipment used for meetings, events and concerts.
 - Soft Goods – Tables and chairs used for conferences, meetings and special events require replacement in order to be at par with the rest of the building.

Council agreed to “to bring forward the funding request of \$65,000.00 for the Civic Centre Refresh to be funded by the Gas Tax Fund at the December 5, 2017 Public Meeting”.

- *Artists in Residence Project*
Council agreed to “to bring forward approval to proceed with the Artists in Residence Project at the December 5, 2017 Public Meeting”.
- *MPAL, Pool and Events Update*
P. Davis circulated a flyer which provided updates on upcoming Holiday activities.

iv. Planning and Development – Director J. Bain

Director J. Bain was absent from the Committee of the Whole.

7. Other Business

- i. Funding Request – SAERC Operation Share & Care

Council agreed to “to bring forward the funding request from SAERC Operation Share & Care at the December 5, 2017 Public Meeting”.

- ii. Bar Services, PHCC - External Rentals

Deputy Mayor H. MacDougall inquired about the potential to permit organizations to rent the PHCC arena for fundraising opportunities. CAO, T. Doyle discussed the insurance and liability issues associated with sale of alcohol, safety issues for patrons, lost revenue and liquor license suspensions for the PHCC. Options for contributions to organizations were discussed. This issue will be brought forward for additional discussion at the December 5 Public Meeting.

- iii. Urban Development Meeting Update

Mayor B. Chisholm-Beaton provided Council with *The Need for a New Economic Strategy*. An update will be provided at the December 5 Public Meeting.

- iv. UNSM Fall Convention Update

Mayor B. Chisholm-Beaton and Deputy Mayor H. MacDougall attended the UNSM Fall Convention November 7-10 in Halifax. They provided updates on the various workshops attended.

- v. Leaf & Yard Waste Site – Closure Date

Staff will ensure the extension of the Leaf and Yard Waste Site closure date to December 2, 2017 from the existing budget.

- vi. Christmas Holiday Schedule

Council agreed to “to bring forward the Christmas Holiday Schedule for approval at the December 5, 2017 Public Meeting”.

8. Approved Additions

Outdoor Rink

Council agreed to “to bring forward discussion on an outdoor rink at the December 5, 2017 Public Meeting”.

9. Future Meetings – CAO T. Doyle

Public Meeting - Tuesday, December 5, 2017

10. Adjournment

MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to adjourn the Committee of the Whole at 9:40 p.m.” MOTION CARRIED.

December 6, 2017

Date



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



Recorded by:
Dawna MacDonald