

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

**Minutes of Meeting  
February 20, 2018**

**Present**

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

**Regrets**

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

**Guests**

Executive Director, Cape Breton Food Hub – Alicia Lake  
Board Member, Cape Breton Food Hub and Councilor, Inverness County – Jim Mustard  
Waste Management Coordinator and Educator – Kara MacEachern

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, February 20, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

**2. Additions to Agenda**

- Inverness County Home Support Society Board of Directors – Citizen Representation  
Deputy Mayor H. MacDougall

**3. Approval of Agenda**

**MOVED by Councilor M. MacIver and SECONDED by Councilor J. White “to approve the agenda with one addition.” MOTION CARRIED.**

**4. Presentations**

Pan Cape Breton Food Hub – Alicia Lake and Jim Mustard

The Pan Cape Breton Food Hub presentation included discussion on Sales Increases (2015-2107) and Producer Revenue (2016-2017); increasing local food consumption awareness; and, options to turn unutilized land into agricultural land to increase food production from local producers for local consumers. A question and answer period followed. Some challenges facing the Food Hub are a lack of processing and cold storage facilities, and shortage of value added processes. An economic impact analysis is being undertaken and more restaurants are anticipated to join the Food Hub.

**5. Council Reports**

*Mayor B. Chisholm-Beaton – Emergency Measures Meeting (February 6, 2018)*

An information poster is in process to proactively prepare citizens for storm measures. The final version will be presented to Council for approval and to be posted on the Town’s website and social media.

*Mayor B. Chisholm-Beaton – Raising the Villages Meeting (Feb 6, 2018)*

An April 2018 event and a list of the event's service providers are in the planning stages to highlight free services to families in the Strait Area. The event will incorporate play activities for children and volunteers to assist with the children to enable parents to speak with the service providers. A pilot location for the Raising the Villages site and funding opportunities are being explored. More information will be forthcoming.

*Mayor B. Chisholm-Beaton – Market Meeting (February 8, 2018)*

Reestablishing a farmers market and consideration of potential partners to steer a new market vision were discussed.

*Councilor M. MacIver – Joint Industrial Park*

Scheduling a meeting with Richmond County regarding the Joint Industrial Park was discussed. Council was supportive of a joint Council meeting with Richmond County Council to discuss shared municipal opportunities.

## **6. CAO Reports**

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

#### **CAPITAL WORKS**

*Pitt St. and Napean St. Project – CAO T. Doyle and Project Manager J. MacMillan*

Over the winter months, the consultant and the Town are reviewing design improvements and constructability plans for the remaining project work. An updated schedule and start-up date will be requested within the next month with construction likely beginning in May.

*Tamarac Booster Station*

The project is nearing completion. The mechanical and electrical work is complete and yard piping has been tested and approved. Once the commissioning work and training schedule are completed, the new pumps will be activated and the existing building will be removed.

*Provincial Asset Management Pilot Project*

Efforts are ongoing to finalize the geographic information system (GIS) and condition assessments for the asset management pilot project. Due to the Town's storm and sanitary piping layout and the limited record drawing data, this work has taken longer than anticipated. The draft GIS report is expected before the end of March.

*Street Light Survey*

A street light survey of all NSP maintained fixtures within Town limits was conducted. In total, 47 poles were found to have fixtures in need of repair. The repair requests were compiled and sent to NSP for scheduling. Many of the lights have been repaired. J. MacMillan will provide Council with the street light survey list.

#### **DESTINATION REEVES STREET PROJECT – Eirinn Fraser, Project Coordinator**

*Facade*

The façade program is underway with information packages distributed to eligible businesses. A presentation was held and the majority of Reeves St. businesses have expressed interest in participating. To date, four businesses have signed on for the program and have met with the façade designer. Meetings and a presentation to plaza owners are planned to discuss their participation in the program.

### *Streetscape*

WSP Global was the successful proponent for the Urban Planning, Design and Engineering Consultant Services contract. A design start-up meeting was held February 16<sup>th</sup> with NSTIR, WSP Global and the Town to discuss the road concept design.

### *Land Development*

The Destination Reeves Street Project has seen steady progress in the New Year. A Request for Expression of Interest for the CRVS site for future mixed use development opportunities was released on January 17<sup>th</sup> with a deadline of March 15<sup>th</sup>, 2018.

## PUBLIC WORKS

CAO, T. Doyle provided Council with the January Report from the Public Works Department.

## ii. Finance – Director of Finance, E. MacEachen

### *Budget*

The 2018-2019 budget process has begun with budget worksheets sent to each department for collection of information. A first draft Council review of this consolidated information is anticipated in mid-March.

### *Audit Planning*

The Town Auditors, Grant Thornton, performed their audit planning and walkthrough procedures on January 25<sup>th</sup>. These procedures assist auditors to identify key areas for investigation during their annual audit review. The audit's focus and risk areas identified are consistent with other municipal units and with previous years. An Audit Committee meeting will be scheduled in March.

### *Escribe*

The Town has entered into a service agreement with Escribe for Council meeting workflow and paperless meeting attendance. The County of Antigonish has recently signed on with Escribe. A schedule will be confirmed for the Town's collaboration with the County of Antigonish on training with this new software.

### *Regional AMANS Meeting*

Some of the strategic priorities for the AMA discussed at the January 23<sup>rd</sup> regional meeting were 1) updating procurement policies and practices, and providing training to Municipal staff, including accessing the Provincial Standing offers; 2) training and policy development around the legalization of Cannabis, primarily in relation to substance abuse; and, 3) updating travel and hospitality policies based on the recent JMAT recommendations.

### *IT Shared Services*

The group of 9 Municipalities in our Inter-Municipal Services Corporation (Diamond Group) was approached by a consulting company to offer a shared IT solution to provide online services to our citizens. Each municipal unit identified a need for IT services that are strategic, immediate, and efficient for our IT infrastructure and networks. The group is working with the Department of Municipal Affairs to identify their IT needs and solutions.

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

*Winter Activities*

Registration was conducted for aquatics and dryland activities. The pool is busy with two extra, and potentially a third senior swim added to the schedule. Drop-in recreational hockey began January 19<sup>th</sup>. In partnership with minor hockey, we have assisted a number of youth with acquiring the proper gear in order to play. We are hoping to run this free program until the end of the ice season.

A Girls Summit was held February 10<sup>th</sup> and included, Zumba, yoga, meditation, a mini spa session, positive affirmation diaries and healthy snacks for girls ages 11-14. Positive feedback was received from the attendees and their parents. It will be continued as a 4 week, hour long program beginning February 21<sup>st</sup>.

*Winterfest 2018*

A schedule of Winterfest 2018 activities was distributed to Council.

*Civic Centre Refresh*

The refresh for the Civic Centre will be completed by the end of March. The RFP has closed and submissions will be reviewed next week.

*Granville Green 2018 – July 1<sup>st</sup> to August 5<sup>th</sup>*

The Granville Green Sponsorship drive is now in full swing for the 2018 season. Concurrently, the securing of the artists will be ongoing for the next few weeks. It is hoped that the series will be launched by mid-May.

*Waste Management Update*

Through the collaborative efforts and pooled resources of the counties of Inverness, Victoria, Richmond and the Town of Port Hawkesbury, Kara MacEachern was hired as a Waste Management Coordinator and Educator for the region. Ms. MacEachern provided an overview of her role and responsibilities and an update on the inroads made on this initiative.

*Trail Mapping*

Trail mapping and the designing of our trail heads are in the final stages. This project will also include rack cards that will be distributed in the spring.

iv. Planning and Development

CAO T. Doyle stated a Planning Advisory Committee meeting is scheduled in early March to draft changes to the Land Use By-Law regarding rezoning issues for Reeves Street.

**7. Other Business**

i. Hydraulic Fracking – Letter from Warden V. Pitts, Guysborough County

Council would like more information on the request from Warden Pitts to support a motion to write Premier McNeil urging the Province to create regulations and legislation that remove the ban on fracking in NS and design a program that provides strict guidelines and parameters under which a pilot project can be initiated to determine whether this resource can be safely developed for the benefit of all Nova Scotians. Mayor B. Chisholm-Beaton will request information from the Strait Area Chamber of Commerce and other municipal units on this issue. Additionally, a representative from Guysborough County Council will be invited to a future meeting of the Committee of the Whole.

ii. Regional Centres

Mayor B. Chisholm-Beaton stated the intent of the 10 economic hub leaders is to continue to lead and promote regional partnerships while influencing provincial policy to support regional collaboration and to properly address a regional strategy to grow the province's economy. The Mayor will continue to inform Council on this initiative.

The consensus of Council was "to bring forward the request for the Mayor to continue to work with the mayors of the 10 economic hubs and in principal, that our Province's future economic strategy acknowledges these hub regions and the important role these play in the provincial economy".

iii. Cannabis Distribution – Letter to Minister Furey

The consensus of Council was "to support a letter to Minister Furey requesting information on the selection of the nine cannabis distribution sites and what future plans may be forthcoming for a cannabis distribution site in the Strait area".

iv. Funding/In Kind Requests

a) Richmond Cheer Athletics

The consensus of Council was "to approve a donation of \$200 to Richmond Cheer Athletics to be used toward travel to the NCA Nationals Competition in Orlando, Florida in March 2018".

b) Food 4 Children Society

Council discussed requests from Pall Wall, President, Food 4 Children Society for financial support; a permanent storefront/warehouse location; a drop-off location for donations; and, venue space for future funding and promotional events. Information on the society's budget will be requested and location options for a permanent storefront/warehouse and drop-off location for donations will be explored. The request for PHCC venue space for funding and promotional events will be considered upon a formal request with event details. Staff will research avenues for partnership with the Food 4 Children Society.

c) Fun Time Kindergarten Association

The consensus of Council was "to approve a contribution to Fun Time Kindergarten for their May fundraiser event in accordance with the Active Living Opportunities Application".

d) Strait Richmond Minor Hockey Association – re Port Hawkesbury Paper Tournament

The consensus of Council was "to approve a contribution of \$2,000 to the Port Hawkesbury Paper Tournament". This contribution could be through a cash donation or through providing free ice rental up to the value of \$2,000.

**8. Approved Additions**

*Inverness County Home Support Society*

The Inverness County Home Support Society Board of Directors is seeking citizen representation. Advertising will be provided in The Reporter and on the Town website to include membership and application criteria.

**9. Future Meetings – CAO T. Doyle**

- Public Meeting March 6, 2018
- Emergency Measures Organization Meeting March 10, 2018
- Committee of the Whole March 20, 2018

**10. Adjournment**

**MOVED by Councilor T. Boudreau and SECONDED by Councilor J. White "to adjourn the Committee of the Whole at 8:50 p.m." MOTION CARRIED.**

March 7, 2018

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Date



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



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Recorded by:  
Dawna MacDonald