

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

**Minutes of Meeting  
April 17, 2018**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Hughie MacDougall  
Councilor, Trevor Boudreau  
Councilor, Mark MacIver  
Chief Administrative Officer, Terry Doyle  
Director of Finance, Erin MacEachen  
Director of Marketing, Recreation, Tourism & Culture, Paula Davis  
Town Solicitor, Larry Evans

**Regrets**

Councilor, Jeremy White  
Director, Eastern District Planning Commission – John Bain

**Guests**

Chief Executive Officer, Eastern-Strait Regional Enterprise Network (ESREN) – John Beaton  
Economic Development Officer, ESREN – Misty MacDonald  
Board Member, Strait Area Chamber of Commerce – Kevin MacEachern  
NSCC Strait Campus – Chad Kelly, Natural Resources and Environmental Technology Student

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, April 17, 2018 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

**2. Additions to Agenda**

- i. Town of Port Hawkesbury Spring Recreation/Aquatics Flyer – Mayor B. Chisholm-Beaton
- ii. UNSM Letter – Re Amendment to Chapter 18, MGA – Mayor B. Chisholm Beaton
- iii. Raising the Villages Welcoming Community Expo – Mayor B. Chisholm-Beaton

**3. Approval of Agenda**

**MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor H. MacDougall to approve the agenda with three additions. MOTION CARRIED.**

**4. Presentations**

*Eastern-Strait Regional Enterprise Network (ESREN) – John Beaton, CEO*

Mr. Beaton provided an overview of the RENs as part of the provincial economic strategy, creating conditions for business growth, and tackling issues of the Ivany agenda. The presentation addressed the ESREN strategy of engaging and cooperating with First Nations; port development; export and industrial development; investment readiness; entrepreneurship; post-secondary engagement; and tourism development. Mr. Beaton provided an update from ESREN's business plan and its targets for next year. He addressed Council's questions regarding identifying a focus on a small budget, clarification between an RDA and a REN, how best to promote the Strait, and the ESREN's response to Bill 85, MGA.

*Port Hawkesbury Ceilidh Market – Misty MacDonald, EDO, ESREN and Kevin MacEachern, Board Member, SACOC*

The Mission of the Port Hawkesbury Ceilidh Market is to provide a cooperative and collaborative market place for today's modern consumer by maintaining a physical and digital market place. Ms. MacDonald and Mr. MacEachern addressed the new market model which will have a two-tiered governance structure that will work towards a long term vision and sustainability. The presentation included the objectives for the first year, market certification and the benefits for producers, consumers, the environment and the local economy. Council was asked for contribution of support in-kind by providing market space at the PHCC for the first year and to encourage community participation. A question and answer period followed.

## 5. Council Reports

Mayor B. Chisholm-Beaton provided a report from the following meetings and training she attended:

*Eastern Strait Regional Enterprise Network*

- A meeting is scheduled April 24<sup>th</sup>. An update will be provided to Council regarding the future directions of the funding partners that have provided notice for the end of March 2019.

*Emergency Measures Organization Training Session – April 14<sup>th</sup> (Joint Update with Councilor M. MacIver)*

- George Muise provided important information to the committee which will be circulated to Council.

*Raising the Villages Meeting*

- Welcoming Community Expo – May 4th – the event is geared towards bringing together a wide-array of service and program providers, organizations, and groups who can offer assistance at no charge to families of all ages, students, and others.

*Strait Area Transit Meeting*

- New internal governance structure is in process
- Funding is stable and ridership is increasing, especially in Richmond
- Bus maintenance challenges continue
- SAT will relocate to new PHCC office space

*One Cape Breton Update*

- Awaiting update from Premier's office regarding the request to add Unama'ki to the Welcome to Cape Breton sign at the Canso Causeway
- A meeting is being explored to continue the dialogue and determine the next host for the One Cape Breton initiative

*Vibrant Active Nova Scotia Symposium*

- The March conference focused on the health and economic benefits of active vibrant communities. The reoccurring theme was that communities commit to being more active, more walkable, and more bike-able.

*Festival of the Strait Committee Meeting – April 11<sup>th</sup>*

- The 2018 Festival of the Strait is scheduled July 1-8<sup>th</sup>. Partnerships are growing and include Strait of Canso Yacht Club, the Town of Port Hawkesbury Recreation staff, Minor Ball, the Evergreen Club, and various youth sports teams.

*Provincial Volunteer Awards Ceremony in Halifax – April 9<sup>th</sup>*

- The Mayor attended the ceremony in which Kelly McIntyre Hayes, the Town's nominee, was formally recognized. A volunteer recognition event is scheduled April 19<sup>th</sup> at the PHCC.

*Arc of the Coast Alliance (East Coast of Cape Breton) Meeting – April 7<sup>th</sup>*

- Stakeholders and advisors from Port Hawkesbury to Glace Bay met for the first time to communicate and collaborate with all sectors to foster mutually beneficial relationships, discuss regional planning and economic development initiatives, and, secure agreements with all relevant municipal, provincial and federal departments regarding infrastructure and technology improvements, tourism and small business development.

Deputy Mayor H. MacDougall provided a report from the following meetings he attended:

*Regional Police Advisory Committee Meeting – April 13<sup>th</sup>*

- S/Sgt. Redl provided a quarterly statistics report. Council was asked to provide any questions or areas of focus to S/Sgt. Redl in advance of his presentation at the May 1st Public Meeting.

*Inverness County Home Support Society Meeting – date*

- Council was thanked for their letter of support. The ICHSS Board continues to seek a representative from the Town of Port Hawkesbury.

Councilor T. Boudreau provided a report from the following meeting he attended:

*Airport Committee Meeting – April 17*

- Drafted a Terms of Reference
- Approved the 2018-2019 budget
- Meetings are scheduled on a regular basis
- Air Show May 30, 2018

## 6. CAO Reports

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

#### CAPITAL WORKS

##### *Pitt / Napean Reconstruction Project*

A start-up meeting was held April 4<sup>th</sup>. Strait Engineering provided Allsteel with documents related to design improvements and change directives. A meeting is scheduled in late April to present and review a new schedule and work plan. Pre-construction information exchanges and preparations are ongoing.

##### *Tamarac Booster Station*

The general contractor repaired flow meter control wire and air intake issues. The booster station has been in service since April 12<sup>th</sup>. The pumps and instrumentation will be operated for the next week to prove out their operation. The work to connect the SCADA panel and removal of the old building will be scheduled mid-May.

##### *Provincial Asset Management Pilot Project*

Ahmad Shahwan and Jennifer Duncan from Nova Scotia Municipal Affairs are scheduled to present at the May 1<sup>st</sup> Public Meeting. Council will be provided with information and examples of the final deliverables for the Asset Management Pilot at this time.

### *Water Treatment Plant Oil Tank Replacement*

The existing oil storage tank was installed in 1990 and is due for replacement. Staff engaged A.H. Roy & Associates Engineering to proceed with the engineering design, specification, and tender documents associated with the replacement of the buried oil storage tank located at the water treatment plant in Point Tupper.

### Destination Reeves Street Project – Eirinn Fraser, Project Coordinator

#### *Facade*

Maritime Inn and Island Gateway Plaza have recently joined the façade program. Initial design meetings have taken place with the Professional Centre, TD Building, Cape Breton Realty, and Maritime Inn. The Carriage House, China King, Strait Car Care and B&B Furniture Warehouse were provided their first draft design for feedback. Initial design meetings are scheduled with Pickup MacDowell, Boudrot and Rodgers, and Island Gateway Plaza later in the month.

#### *Streetscape*

The Town and WSP (Urban Planning, Design and Engineering Consultant Services for Reeves Complete Street) held a series of stakeholder meetings March 22<sup>nd</sup> and 23<sup>rd</sup> and met with Council on April 3<sup>rd</sup> for feedback on the streetscape concept design for the DRS Project. WSP presented the DRS Committee and stakeholders with an additional option for Active Transportation which includes two separate phases for the new design. The alternate AT lane option was presented to NSTIR for consideration.

### PUBLIC WORKS

CAO, T. Doyle provided Council with the March Report from the Public Works Department and notification of the 2018 Spring Hydrant Flushing and Main Program, April 29 – May 11.

#### *Curbside Composting – Chad Kelly, NSCC Strait Campus Student*

The presentation provided education and the benefits to curbside posting. Composting survey results for 100 people in the Town of Port Hawkesbury were reviewed. Cost comparisons from the Towns of Truro and Mulgrave who participate in curbside posting and enforcement funding from Divert Nova Scotia were discussed. A question and answer period followed. Mr. Kelly stated that education is key to roll out a curbside composting program. Information on curbside composting will be provided to Council.

### **Finance Report – Director of Finance, E. MacEachen**

#### *Budget*

The 2018-2019 budget process and meetings are underway. The Town is moving forward with a status quo budget which, in providing the same levels of service as in past years, will result in a small deficit due to growth in costs and declining assessments. New items Council are asked to consider are \$50,000 in new operating costs and approximately \$200,000 in new capital costs along with the existing long term capital list.

#### *Audit Committee Meeting*

Grant Thornton will provide an update on their Audit Plan to the Audit Committee on April 25<sup>th</sup>. Auditors are scheduled to begin their year-end procedures on May 21<sup>st</sup>, 2018.

#### *Escribe*

Configuration of the new Council meeting software has begun and upcoming joint training with Antigonish County is scheduled April 16<sup>th</sup>. Once training is complete, discussions will take place with Council on improvements and efficiencies that can be accomplished with this new software.

## **Marketing, Recreation, Tourism & Culture Report – Director, P. Davis**

### *Spring Recreation*

The Spring Flyer was circulated throughout the community and includes aquatics swim and leisure programs, dryland offerings and events.

### *Cultural Programming*

The following four concerts are planned in the next two months: Eddie Cummings, Matthew Barber, Matt Minglewood, and a Neil Diamond Tribute.

### *Syrian Refugee Family*

The Recreation Department compiled a listing of community groups and organizations to assist the Syrian refugee family who will arrive in May. One year of free access to the pool will be offered to the family as they transition into our community.

### *Trails*

Directional and trail head signage will be installed late spring. An application for a new Trail Expansion program was submitted to the Province. The entrance area to Grants Pond will be focused upon as it is the last leg of the trail system and will be a highly visible trail asset.

### *Artisan Incubator Project*

Renovations for the Artisan Incubator Project have a projected completion date of mid-May. A local community committee will work with the artists to connect with the community. The Cape Breton Centre of Craft and Design will start their national call for applications in the coming weeks.

## **Planning and Development – Paul Dec, Planner**

### *Land Use Planning for the Central Destination Reeves Street Area*

Planning staff is working on updates to the Municipal Planning Strategy and Land Use By-law to make the municipal planning documents compatible with the Destination Reeves Street objectives. Current land use planning constrains the dense, walkable and vibrant development which the Town envisions for properties abutting the central section of Reeves Street. The preliminary concept will be presented to the public in two engagement sessions on April 24<sup>th</sup> and 26<sup>th</sup>. The objective is to adopt the new rules before development permits for the former CVRS site will be sought. P. Dec's presentation focused on the following main issues with the current planning documents: residential/commercial mixed-use not allowed; parking requirements constrain development opportunities; and, no design guidelines or requirements.

## **7. Other Business**

### *i. Walk the Walk for Autism – Request Use of Bear Head Room – June 16, 2018*

The consensus of Council was to bring forward the request by the Strait Area Chapter, Autism Nova Scotia, for the use of the PHCC Bear Head Room, Arena Space and Walking Track for the 2018 Walk the Walk for Autism to be budgeted from the Donation Account.

### *ii. Potlotek 19<sup>th</sup> Annual Fishing Derby – Donation Request*

The consensus of Council was to bring forward the request by the Potlotek First Nation for a donation to the Potlotek 19<sup>th</sup> Annual Fishing Derby.

**8. Approved Additions**

- i. Town of Port Hawkesbury Spring Recreation and Aquatics Flyer  
The Spring Recreation/Aquatics Flyer was circulated to Council.
- ii. UNSM Letter – Re Amendment to Chapter 18, MGA – Mayor B. Chisholm Beaton  
The UNSM letter was received for discussion. Mayor B. Chisholm-Beaton will bring forward this issue for discussion at the next Mayors and Wardens Committee meeting.
- ii. Raising the Villages Welcoming Community Expo – Mayor B. Chisholm-Beaton  
The consensus of Council was to bring forward the request by Mayor B. Chisholm-Beaton, on behalf of the Raising the Villages Committee, for the use of the Bear Head Room for the Welcoming Expo, May 4, 2018.

**9. Future Meetings – CAO T. Doyle**

- Public Meeting May 1, 2018
- Emergency Measures Organization May 7, 2018
- Committee of the Whole May 15, 2018

**10. Adjournment**

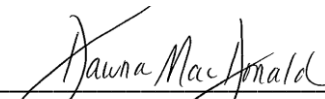
**MOVED by Councilor M. MacIver and SECONDED by Councilor T. Boudreau to adjourn the Committee of the Whole at 9:10 p.m.” MOTION CARRIED.**

May 1, 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

