

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

**Minutes of Meeting
November 20, 2018**

Present

Mayor, Brenda Chisholm-Beaton

Deputy Mayor, Mark MacIver

Councilor, Trevor Boudreau

Councilor, Hughie MacDougall

Chief Administrative Officer, Terry Doyle

Director of Finance, Erin MacEachen

Director of Marketing, Recreation, Tourism & Culture, Paula Davis

Town Solicitor, Patrick Lamey

1. Call to Order

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

2. Additions to Agenda

- i. Special Election Advertising – Mayor B. Chisholm-Beaton
- ii. Physician Recruitment Update – Mayor B. Chisholm-Beaton
- iii. Town Council Committees – Mayor B. Chisholm-Beaton
- iv. In Camera Session – Personnel Issue

3. Approval of Agenda

MOVED by Councilor H. MacDougall and SECONDED by Councilor T. Boudreau “to approve the agenda as amended”. MOTION CARRIED.

4. Presentations

There were no presentations.

5. Council Reports

Mayor B. Chisholm-Beaton – ESREN

A status update on the ESREN will be provided to Council at the In Camera Session preceding the December 4, 2018 Public Meeting.

Deputy Mayor M. MacIver – Joint Industrial Park

Deputy Mayor M. MacIver inquired about the status of discussions with Richmond County on the Joint Industrial Park. CAO, T. Doyle stated Richmond County’s focus is currently on the Landrie Lake Utility and the Joint Industrial Park is not a priority. The Deputy Mayor suggested the Town move forward on the park independent of Richmond County.

Councilor T. Boudreau – Eastern District Planning Commission (EDPC)

A letter was sent to the Province regarding Bill #58. An update will be provided to Council accordingly.

6. CAO Reports

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis.

Dryland Fall 2018

Skating and Swimming

Free public skating will be offered on Saturdays from 12:30pm – 2:00pm and free public swimming will be offered on Sundays from 1:00pm – 2:00pm. There has been a strong turn out, and with the removal of costs for participation, we are seeing many new participants. This initiative is in keeping with the MPAL strategy, and adds another activity to the list of “free” offerings for the community.

Drop-in Recreational Youth Hockey

For the second year, the Department is offering free drop-in recreational youth hockey on Fridays from 5:00p.m. – 6:00 p.m. which provides children the opportunity to learn and play hockey without the commitment or fees of organized hockey. There are 22 registrations with of which 25% are female. Minor hockey has partnered with the department to assist the participants with the required equipment. This program will run through the hockey season, and will be evaluated at the end, to form direction for next year.

Seasonal Events

On December 2 the seasonal offering will begin with the Town of Port Hawkesbury Christmas Parade, Santa’s visit and the Festival of Trees followed by a Gord Bamford concert December 6, and Tis the Season with performances on December 8 and 9. The 3rd Annual First Night Celebration is scheduled December 31 at the Port Hawkesbury Civic Centre which includes a free skate, youth Zumba, face painting, bouncy house, cookie decorating, snacks, dance party and the New Year’s countdown.

MPAL

A physical activity strategy developmental stage is well under way after the initial consultation held with sporting groups and organizations this past spring. Planning is now underway for the follow-up focus group meetings. There are two sub-committees that will meet to gather information for the strategy for the Town. As part of the MPAL initiatives, a multi-sport program is in the developmental stage, to begin in January 2019. This program will provide the opportunity for children in grades Primary to One to try seven different sports in the span of 6 months. Each sport will run for one hour per week for three weeks. The potential sports include soccer, baseball, basketball, skating, racquet sports, cycling and swimming.

Funding

We have received After the Bell Funding through the Nova Scotia Department of Communities, Culture and Heritage. This funding will support free female events which include yoga, zumba, leadership skills and healthy snacks. A free four week learn to run program took place and we are planning an aquatic focused program that will include swimming, pool games, Jr. lifeguard activities and healthy snacks.

An application was submitted to the Department of Communities, Culture and Heritage for Facility Access Funding. If successful, the funds will be used for floor curling equipment for the Evergreen Senior Citizens Club, skate aids for the Civic Centre Arena, and chair yoga equipment for the YMCA.

Aquatics' Participants Scan

The aquatic department staff has made strategic efforts to gather aquatic user ship by municipality. This data will continue to be gathered for the year. The following percentages represent programming from September 6 to October 31: Port Hawkesbury (28%); Inverness Co. (26%); Richmond Co. (29%); Antigonish Co. (14%); Guysborough Co. (3%).

J. Franklin Wright Art Gallery – November 25-February 17

The J. Franklin Wright Gallery Committee in partnership with the Art Gallery of Nova Scotia is pleased to present a solo exhibition, of Halifax-based artist and editorial cartoonist Bruce MacKinnon of his suite of caricature-portraits of Canada's prime ministers past and present. The public is invited to attend the opening which will be held, Sunday, November 25 at 2:00 p.m. in the Shannon Studio of the Port Hawkesbury Civic Centre and will continue until February 17.

ii. FINANCE

The following report was presented by Director, Erin MacEachen.

Updated FRAM Manual

The quad counties municipal staff was presented with an update from Municipal Affairs on the changes to the Financial Reporting and Accounting Manual, which has been updated based on recent legislative changes coming forward from the Joint Municipal Accountability and Transparency Committee. Highlights of the November 5 meeting include the Municipality requiring an expense Policy, a Hospitality Policy, and an Audit Committee with at least one independent member. E. MacEachen provided Council with a report of these changes. The Town will be required to conduct some minor amendments to our Travel Expense Policy and create a Hospitality Policy as a result of these changes. These draft policies will be presented to Council for review in the upcoming months with an implementation goal of June 2019.

Bell Aliant Hosted Exchange Migration

Bell Aliant is migrating our hosted exchange email from version 2010 to version 2013 on November 20, 2018. This will impact Council who have their Town email synced to a mobile device or laptop. This will have some other impacts within the organization such as accessing email through the web application, and scanning to email.

Time Off Manager

Our new system for tracking staff's time benefits has been populated and tested, and we are developing some training presentations for staff that should be rolled out in the next couple of weeks. The training will allow staff to monitor their own time benefits, and make their requests to supervisors through an email process as opposed to a paper process. Christine Bland was commended for her efforts in spear-heading this project.

Wireless Access Points

The Town is in the process of updating the wireless network at the Civic Centre through Bell Aliant as a result of failure of the wireless controller. The access points are on sit and there has been configuration discussion with Bell Aliant's Consultant. The existing 150 MB connection will be used and specifically dedicated to wireless, as opposed to sharing the LAN bandwidth that comes into our offices with the wireless users.

iii. ENGINEERING and PUBLIC WORKS REPORT

The following report was presented by CAO, Terry Doyle.

CAPITAL WORKS

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

All curb/gutter and underground piping work is installed, tested and in service. All services to homes and businesses are connected and in service. The base layer of asphalt is installed on Pitt Street, the top layer is installed from Queen St to Granville St. A small section of sidewalk remains to be installed on Pitt Street, and a top layer of asphalt needs to be installed before this work is completed. Landscaping, newly planted trees, and driveway reinstatement work are ongoing. The contractor expects to have a small force in the area until the second week of December.

Capital Paving Project – 2018

The Incubator Mall parking lot repaving has been completed. Reynolds Street repaving has been completed along with many sections of curb/gutter and sidewalk. The Port Hawkesbury Fire Hall front parking lot is in progress and additional milling and paving have been completed on Prince Street. Milling was completed on Hiram St in front of the Fire Hall and set for paving shortly. A 300ft section of curb and sidewalk is planned for completion this year. The section is from the Summit Drive intersection to the gate at the Town Park.

Destination Reeves Street

Staff has been working with NSPI regarding utility pole movements along Reeves Street, property procurement matters, and the addition of street light fixtures required for the active transportation lane to NSCC, and access management specifically potential storm water changes and the realignment of Old Sydney Road.

Installation of Radar Speed Signs

The radar signs owned by NCCC have been received and will be installed shortly. The Town owned radar sign equipment is on order.

Asset Management (AM)

Staff met with representatives from Nova Scotia Municipal Affairs to conduct a feed-back session in relation to the AM Pilot Project. Staff will continue to attend workshops and training sessions as part of the Asset Management Cohort Program as well as participate with the e-learning course offered through NAMS Canada, Professional Certificate in Asset Management Planning. NAMS Canada is a not-for-profit association working collaboratively with associations and communities of practice in Canada to provide access to IPWEA's AM tools, publications & training. NAMS.PLUS provides your pathway & online tools to develop Asset Management Plans.

7. Other Business

i. Christmas Holiday Schedule

The consensus of Council was “to bring forward the Christmas Holiday Schedule as presented for approval at the December 4 Public Meeting”.

ii. Rotary Club – Request for Use of Bear Head Room

The consensus of Council was “to bring forward to the December 4 Public Meeting, approval of the Rotary Club Request for use of the Bear Head Room and to waive its rental fee for the New Year’s Eve fundraiser event in aid of the Rotary Club and the James Daniel Poirier Memorial Basketball Tournament”.

iii. Granville Street

i. Traffic Study

CAO, T. Doyle stated the public will be invited to an open house on December 6 for discussion on traffic safety on Granville Street and the North Granville Street Property. The Town has engaged a traffic safety engineer to price a traffic study resulting from specific issues brought forward from the open house and issues already known to the Town. This item will be brought forward for discussion at the December 4 Public Meeting.

Deputy Mayor M. MacIver noted it was his understanding staff and Council would first meet prior to the December 4 Public Meeting to discuss options for the North Granville Street property. Council will be polled on their availability to meet prior to the Public Meeting to discuss this issue.

iv. Aaron Johnson Recognition

Councilor H. MacDougall spoke with residents and Maple Signs on the status of an Aaron Johnson sign. Aaron Johnson was one of the first recipients of the Town's Sports Wall of Fame and the Town is in possession of his New York Islanders' hockey jersey. Discussion included appropriate signage with low maintenance, funding for this sign as part of the DRS Streetscape signage and branding component, and the option to locate this sign within the PHCC.

The consensus of Council was "to bring forward discussion on a sign in recognition of Aaron Johnson for discussion at the December 4 Public Meeting".

8. Approved Additions

i. Special Election Advertising

The consensus of Council was "to bring forward for approval the methods of advertising for the Special Election as presented by CAO, T. Doyle and D. MacDonald, Returning Officer, to the December 4 Public Meeting.

ii. Physician Recruitment

P. Davis met with staff from Vibe to develop the draft physician prospectus that was circulated to Council. Ms. Davis spoke NS Health Authority staff to coordinate a meeting to discuss provincial and municipal incentives to recruit physicians. Contact information for physicians at the provincial level will be included in the prospectus. Discussion included the development of a team to collect information on office space, promoting the Town of Port Hawkesbury, the need for collaborative care, employment options for physicians' spouses, and identifying the province's prospective on physician recruitment. P. Davis will provide updates to Council accordingly.

iii. Town Council Committees

As a result of the Special Election, **the consensus of Council was "to bring forward to the December 4 Public Meeting approval to defer discussion on Council Committee assignments to the January 8, 2019 Public Meeting".**

9. Future Meetings – CAO T. Doyle

Public Meeting	Tuesday, December 4, 2018
Committee of the Whole	Tuesday, December 18, 2018

Town Solicitor, P. Lamey vacated the meeting of the Committee of the Whole at 8:20 p.m.

MOVED by Deputy Mayor M. MacIver and SECONDED by Councilor T. Boudreau to move In Camera at 8:20 p.m. The Committee of the Whole reconvened at 8:40 p.m.

10. Adjournment

The November 20 Committee of the Whole adjourned at 8:40 p.m. with no items to be brought forward for discussion at the December 4 Public Meeting.

December 5, 2018

Date



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



Recorded by:
Dawna MacDonald