

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

**Minutes of Meeting
March 19, 2019**

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

Regrets

Councilor, Blaine MacQuarrie

Guests

Darren Blundon, Area Manager, NS Department of Transportation and Infrastructure Renewal (NS TIR)

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, March 19, 2019 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor M. MacIver “to approve the agenda as distributed”. MOTION CARRIED.

4. Presentations

Mr. Blundon provided an overview of his role with the NS TIR and the services provided by the Port Hawkesbury office. A question and answer period followed regarding the servicing, maintenance and timing of lights at various intersections, the potential to have a left turning signal light at the Reeves Street intersection, and the numerous potholes along Reeves Street. Mayor B. Chisholm-Beaton thanked Mr. Blundon for his presentation and prompt attention to restoration of a sign at the entrance to the Town.

5. Council Reports

Mayor B. Chisholm-Beaton

Eastern Strait Regional Enterprise Network

A letter requesting Port Hawkesbury to join the Cape Breton Regional Enterprise Network was submitted to the Liaison and Oversight Committee (LOC) (Warden of Victoria Co, Bruce Morrison, Chair). The LOC requested each Council to take the request to their membership for a motion to accept/decline the request. Each of the CBREN partnering municipalities will need to approve the request. In the event one (only) municipality denies the request, the Town of Port Hawkesbury will no longer have this option and can explore other alternatives.

Emergency Measures (Mayor Brenda Chisholm-Beaton, Chair/Curtis Doucet, Deputy Chair)

At the February 26 meeting, the committee reviewed and made some amendments to the EMO Document. George Muise, Emergency Planning Officer, assisted with the core structure of the document and offered to move forward some materials for a more complete and comprehensive final draft document. The intent is to incorporate Mr. Muise's suggestions, meet again in April and send the amended draft document to Mr. Muise for a final review, then to EMO stakeholders, and to hopefully have a draft document ready for Council to review.

Raising the Villages (Danna Ferguson, Chair)

This group met to discuss hosting another *Welcoming our Youngest Citizens Event*, the needs of pre-teens and teens in our communities and the role of the Raising the Villages Group.

One Cape Breton Summit – Membertou April 4-5th, 2019 (Chief Terry Paul, Membertou, Chair/Danny Graham, Engage Nova Scotia, Facilitator)

A series of meetings were held in February and March to plan the logistics for the event, confirm panel guests and the agenda. Mayor B. Chisholm-Beaton encouraged Council to attend the summit to support Membertou who will host the summit and their efforts to bring our Island together.

Festival of the Strait (Danna Ferguson, Chair)

Mayor B. Chisholm-Beaton and Councilor H. MacDougall

The planning is well underway and Danna Ferguson, Chair, is working with the Executive Committee on the sponsorship work. A meeting was rescheduled due to inclement weather.

Ceilidh Market (Kevin MacEachern, Chair & Treasurer/Misty MacDonald, Co-chair)

The March 14 meeting discussion included scouting for volunteers for the 2019 Market Season which will begin in July and the duration of the market season. Last year the market was each Thursday until the week of Celtic Colours. A Christmas Market was included.

Housing – Joint Richmond/Port Hawkesbury Group (Chairs, Celeste Gotell and Mayor Brenda Chisholm-Beaton)

Meetings were held in February and March. The group is tentatively exploring hosting another housing think tank session in the spring and positioning themselves to participate in future housing projects.

Mayors, Wardens, and Chiefs of the Strait (Mayor Laurie Boucher, Chair)

At the March meeting, Mayor B. Chisholm-Beaton addressed the health care crisis and presented the Town's letter that was sent to the Premier. A motion was made for the partnering municipalities to bring this letter to each of their councils for consideration, and for each municipality to send respective letters on behalf of their councils to the province. Other discussion topics included municipal updates; a new Terms of Reference for the Mayors Wardens and Chiefs group that will lead to an official motion to amend the name of the group; and the following three presentations:

- Strait Area Ground Search and Rescue regarding a fair cost-sharing formula for their search district/areas
- Strait Superport Corporation (Tim Gilfoy) regarding port development
- Economic Development Zone Working group regarding the Port Investment Readiness Project

ii. **FINANCE**

The following report was presented by Director, Erin MacEachen:

Budget

The first draft of the operating budget was provided to Council in advance of the March 19 meeting of the Committee of the Whole. Council will be polled to determine availability for the next budget meeting.

Pitt/Napean Debenture

The Town approved a temporary borrowing resolution on April 3, 2018 for the Pitt/Napean Project in the amount of \$750,000. E. MacEachen stated we are at the point in time where the project is substantially completed, and we are able to exercise our ability to finance the unfunded cost through the debenture process. A full review and summary of additional costs were provided to Council. The Town is required to finance \$660,000 for the project. Borrowing resolutions and commitment letters required to be filed with the Municipal Finance Corporation were provided to Council for review. Several terms and repayment options were provided to Council for consideration. The deadline to submit spring debenture packages to the Municipal Finance Corporation is April 18th, 2019.

The consensus of Council was “to bring forward to the April 2 Public Meeting, approval to move forward with the Pitt/Napean debenture in the amount of \$660,000 with a 15 year repayment term and as presented by Director E. MacEachen”.

iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by CAO, Terry Doyle:

Radar Speed Sign Monthly Reports/Charts

The following reports were provided to Council for review:

- Statistics Summary Report from the Town’s radar speed sign currently located on Reeves Street Hill
Period: February 4, 2019 to March 3, 2019.
- Weekly Speed and Vehicle Count Statistics Report
Period: November 27, 2018 to March 15, 2019.
- Count by Speed Range Chart
Period: November 11, 2018 – March 15, 2019

The RCMP is provided with this information to assist in targeting speed offenders. The radar speed sign has been moved to Granville Street in advance of the Granville Street Traffic Study.

PUBLIC WORKS

Council was provided with the February 2019 Report from the Public Works Department which lists a breakdown of the department’s work for the month.

Landrie Lake Water Utility

In cooperation with the Municipality of the County of Richmond, staff have been working closely with provincial officials to facilitate the Asset Transfer Agreement for the Landrie Lake Pumping Station. Staff have also been working with regulators on the transfer of the Water Withdrawal Approval, as well as exchanging information in relation to the operation and maintenance of the facility equipment. A Water/Wastewater Operator position has been advertised with a deadline for applications of March 29, 2019.

AIM Network Asset Management Cohort Group

Gordie Snook, General Manager, Facilities, Parks & Operations and Jason MacMillan, Project Manager, Infrastructure participated in an Asset Management Community Engagement Workshop in Halifax. The workshop focused on strategies for community engagement in relation to asset management through a wide range of engagement levels.

Destination Reeves Street Project

Staff have been working closely with consulting engineers and representatives from NS Transportation and Infrastructure Renewal (NSTIR), NS Power and Bell Aliant in the coordination of various upgrades and tendered projects for Reeves Street. NSTIR is expecting to issue their tender for access management changes, crosswalk upgrades, and Old Sydney Road re-alignment by the end of the March. The Town's tender for Reeves Street Complete Street Upgrades was placed on the Nova Scotia Procurement Website with a closing deadline of March 21, 2019. The goal is to award the contract to the successful bidder by March 29, 2019. Staff have been working with the various business and plaza owners along Reeves Street, the façade designer and steering committee members in relation to the Façade Program.

Real Estate Broker Services RFP

Staff have prepared a request for proposals document to solicit the services of a licensed real estate firm to aid in the sale of vacant residential lots within the Town.

Joint Solid Waste Curbside Collection Tender

Staff have collaborated with officials from the Municipality of the County of Inverness on a solid waste curbside collection tender. The intent is to include the Town of Port Hawkesbury as a separate zone within Inverness County's tender with hopes that more favourable pricing can be received for solid waste collection services.

7. Other Business

- i. Mining Association of Nova Scotia (MANS) – Letter of Support – Councilor B. MacQuarrie

Deferred due to Councilor MacQuarrie's absence.

- ii. Single Use Plastic Bag Reduction – Information Piece – Mayor B. Chisholm-Beaton

An information package was distributed to Council which provided provincial, national and global information on plastic bag reduction and banning. Discussion included the Province's role and the potential for the Town to take a leadership role in moving forward this initiative. As more information is required for residents, the Mayor will provide Council and staff with information updates accordingly.

- iii. Inverness County Home Support Society (ICHSS) – Councilor H. MacDougall

The ICHSS sub office will close and its supervisor will relocate to Port Hood to fill a position left vacant due to a retirement. The closure of the Port Hawkesbury ICHSS sub office has raised concerns with some residents. CAO, T. Doyle will conduct research on the impact of the office closure.

- iv. Eastern Counties Regional Library Funding – Councilor B. MacQuarrie

Deferred due to Councilor MacQuarrie's absence.

- v. Granville Street Traffic Study – Councilor B. MacQuarrie

Deferred due to Councilor MacQuarrie's absence.

vi. Town By-Laws – Plan and Review Process – Councilor B. MacQuarrie
Deferred due to Councilor MacQuarrie’s absence.

vii. Rainbow Crosswalks – Mayor B. Chisholm-Beaton

CAO, T. Doyle and representatives from Strait Regional Centre for Education had preliminary discussions on the location and potential for two rainbow crosswalks in the Town. CAO, T. Doyle stated the implementation of rainbow sidewalks will meet all legal and safety standards as determined by the Transportation Association of Canada (TAC).

viii. Funding/In Kind Requests

a) Children’s Wish Foundation of Nova Scotia – April 6, 2019 Fundraising Event
Request for Use/Donated Rental of Bear Head Room – Mayor B. Chisholm-Beaton

The consensus of Council was “to bring forward to the April 2 Public Meeting, approval to donate the Bear Head Room for the Children’s Wish Foundation of Nova Scotia Fundraising Event on April 6, 2019”.

b) Walk the Walk for Autism – June 22, 2019 – Strait Area Chapter
Request for Use of Bear Head Room/Arena Space – CAO, T. Doyle

The consensus of Council was “to bring forward to the April 2 Public Meeting, approval to donate the Bear Head Room and Arena Space for the Walk the Walk for Autism (Strait Area Chapter) Event on June 22, 2019”.

8. Approved Additions

There were no additions to the agenda.

9. Future Meetings – CAO T. Doyle

Public Meeting	April 2, 2019
Committee of the Whole	April 16, 2019

10. Adjournment

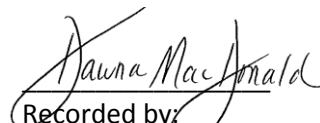
MOVED by Deputy Mayor M. MacIver and SECONDED by Councilor T. Boudreau to adjourn the March 19, 2019 meeting of the Committee of the Whole at 8:25 p.m.

April 3, 2019

Date



Approved by:
Terry Doyle, P.Eng., CAO



Recorded by:
Dawna MacDonald