

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

**Minutes of Meeting
June 25, 2019**

Present

Mayor Brenda Chisholm-Beaton
Deputy Mayor, Mark MacIver
Councilor, Hughie MacDougall
Councilor, Blaine MacQuarrie
Chief Administrative Officer, Terry Doyle
Town Solicitor, Patrick Lamey

Regrets

Councilor, Trevor Boudreau
Director of Finance, Erin MacEachen

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, June 25, 2019 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. 100 Women Who Care Rural Cape Breton in Port Hawkesbury - Request for In Kind Space
Mayor B. Chisholm-Beaton
- ii. Proclamation – Innovation Week – September 9-17, 2019 – Mayor B. Chisholm-Beaton
- iii. Meetings of Council – Deputy Mayor M. MacIver

3. Approval of Agenda

MOVED by Councilor B. MacQuarrie and SECONDED by Deputy Mayor M. MacIver “to approve the agenda as amended”. MOTION CARRIED.

4. Presentations

- i. RCMP Update – Sgt. David Morin
Sgt. David Morin conveyed thanks and best wishes from S/Sgt. Gregory K. Redl who is relocating to Alberta. A statistics report for the period April 2, 2018 to March 31, 2019 was presented to Council as well as an update on staffing changes and an annual performance plan. Sgt. Morin will send correspondence to Council and staff requesting the Town’s policing priorities to assist with shaping the detachment’s initiatives. A question period followed addressing the Reeves Street radar speed sign, jake brakes and the detachment’s plans to foster a relationship with the community. Sgt. Morin will provide Council with a study relating to speed violation on Reeves Street and will reexamine the jake brake issue.

5. Council Reports

Councilor H. MacDougall

Festival of the Strait Meeting

An update was provided. Councilor H. MacDougall stated there were changes to the schedule of the festival which begins on June 28.

Councilor B. MacQuarrie

Waterfront Advisory Committee Meeting – June 12

The meeting discussion included the scope, a vision for development, plans to present to Council at a September/October Public Meeting, and, a Request for Proposals to establish an ice cream operation on the waterfront area.

Strait Richmond Housing Coalition Meeting – June 19 (Also attended by Mayor B. Chisholm-Beaton)

A presentation was conducted by Greg Serroul, Client Services Supervisor, regarding a rent supplement program. Coalition members met to review funding options for research and planning projects through CMHC for consideration of a funding request which would cover a large geographic area.

Mayor B. Chisholm-Beaton provided the following report. Council will be provided updates on the following initiatives accordingly.

Eastern Strait Regional Enterprise Network

The wind-down process is complete.

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

The Mayor and Deputy Mayor MacIver serve jointly on this committee

Fire Chief and Town EMC, Curtis Doucet, presented the Emergency Measures Plan to Council. Pending approval, the plan could be adopted at the next public meeting.

*Festival of the Strait (Danna Ferguson, Chair/ Kevin MacEachern, Treasurer/ Christine Bland, Secretary)
Mayor B. Chisholm-Beaton and Councilor H. MacDougall*

The 2019 Festival of the Strait will be a 10 day event. The Mayor thanked the festival committee and extended best wishes for a successful festival.

Ceilidh Market (Kevin MacEachern, Chair)

The Ceilidh Market will commence July 4 and take place each Thursday until the Celtic Colours Festival in October.

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

The Mayor reached out to each leader with a request for their councils to consider a letter of support for the Allan J. MacEachern Regional Airport and to weigh in on the Cabot Links Airport proposal. The request will also be extended to CBRM. Most municipalities agreed to send letters to the Prime Minister's Office and/or Premier McNeil's Office with the exception of Inverness County. The Municipality of the District of St. Mary's is considering the request.

Strait Area Transit (SAT) – Chair, John Dowling

The SAT Annual General Meeting is scheduled June 27, 2019.

Allan J. MacEachern Regional Airport

The Mayor has dedicated much time to this file. Council has and will continue to be updated on a regular basis from the Mayor.

Council Discussion

Councilor MacQuarrie acknowledged the support received for the Allan J. MacEachen Regional Airport. He inquired on the standpoint taken by the Strait Area Chamber of Commerce and requested an invitation be extended to the Chamber to attend the September Public Meeting.

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, approval for the Town to extend an invitation to the Strait Area Chamber of Commerce to attend a Public/Special Public Meeting to discuss the Allan J. MacEachen Regional Airport and the Inverness Airport Proposal”.

6. **CAO REPORTS** **MARKETING, RECREATION, TOURISM & CULTURE**

The following report was presented by Director, Paula Davis:

Pump Track

Chisholm Hydro-Seeding Ltd. completed the topsoil spreading with hydro-seeding to follow. The remaining trees will be planted on site and picnic tables and benches will be added. Drainage was installed, and the play surface surrounding the pump track is ready for the remaining work to be completed. The Public Works Department diverted water and additional work is required to complete the project. More trees will be planted, and if possible, the building will be painted to enhance the site.

School Sign Dedication

The signs have been completed and are ready for installation. Site locations have been selected at the Civic Centre as well as the former CRVS site with installation planned in the coming weeks.

Aaron Johnson Signage

The designer’s rendering was provided to Council. Pending approval, it will be forwarded for fabrication, and will be installed in the Civic Centre this summer. It is the hope that Aaron Johnson will be home over the summer for an unveiling event.

Pool

The pool will close for the season on June 29 and reopen the first of September. There were challenges this spring due to the lack of availability of daytime coordination and staffing. Staff will work on plans to hopefully alleviate these issues in the fall.

Summer Flyer

The summer flyer will be distributed June 24 and will include a complete listing of events and activities to the end of August that are offered from the Town, various groups, and organizations.

Celtic Colours International Festival

The Celtic Colours International Festival announced its 2019 programming and tickets will be on sale in July. The Town will host two concerts; one at SAERC, October 13, and the closing concert at the Civic Centre, October 19. In addition, there will be several community cultural events.

Upcoming Cultural Events

July 3	Gerry Dee	Bear Head Conference Room
July 20	Maxim and Gervais Cormier-Cape Breton Guitar	Shannon Studio
July 31	Cape Breton Summertime Revue	SAERC Auditorium

Trails

Work continues on the Hemlock Trail. The summer students and volunteers are progressing well with its completion as well as maintenance and repairs to existing trails. An official opening of the Hemlock Trail will be part of the Canada Day celebrations and will introduce the community to this new trail connection. A scheduled *Trails Tuesday* is planned for the remainder of the summer which will provide an opportunity for the community to stay involved with the ongoing trail development and maintenance.

ii. **FINANCE**

Director of Finance, Erin MacEachen will provide her Finance Report consisting of the 2019-2020 Budget at the Special Public Meeting on June 26, 2019.

iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by CAO, T. Doyle and Project Manager J. MacMillan:

Radar Speed Sign Monthly Reports/Charts

A Statistics Summary Report from the Town's radar speed sign currently located on Reeves Street adjacent to the Canadian Tire entrance was provided for the period June 6, 2019 to June 21, 2019 (15 days).

Landrie Lake Water Utility

Alfred Britten, newly hired utility operator, is primarily training at Landrie Lake but also with the Town Water and Wastewater Operations. A meeting with the Landrie Lake Utility Board and the Source Water Protection Advisory Committee is being scheduled. Staff is working with NSTIR's consultant to update a dam safety review report for the Landrie Lake main and auxiliary dams.

Destination Reeves Street Project

Construction on the first section of the Active Transportation trail (approximately 400m) began June 4 and is completed from the NSCC entrance to MacMaster Road. Construction activity will next move to the trail sections at the spillway bridge approaches and to the off road areas from Grants Pond to the TD Bank building. SW Weeks Construction will begin their work soon. Staff will be invited to NSTIR's project initiation meeting(s). The Destination Reeves Street Steering Committee has been working on a Request for Proposals for the wayfinding signage component of the project. Additionally, committee members have scheduled meetings with plaza building owners to discuss the façade program.

Granville Street Traffic Study

Town staff completed the traffic/pedestrian volume data capture exercise and the data was provided to WSP Consulting. The intersections included were Granville Street-Prince Street; Granville Street-MacSween Street; Granville Street-Pitt Street; and, Granville Street-Old Sydney Road.

WSP began their review and analysis of the information and a report submission is anticipated in the early fall. The study methodology follows:

- TOPH conducting traffic / pedestrian count survey – completed
- WSP will project design hourly volumes at the study area intersections using an applicable growth rate based on local knowledge
- Intersection capacity analysis will be completed using *Synchro 10.0* intersection evaluation software to assess the traffic conditions at the study area intersections with design hourly volumes and existing roadway configuration

- WSP will prepare warrants for left turn lanes, All-Way Stop control, and traffic signaling for the study area intersections, using the *Geometric Design Standards for Ontario Highways*, the *TAC All-Way STOP control warrant*, and the *2005 Canadian Traffic Signal Warrant Matrix*, respectively
- WSP will review existing crosswalks, using the *Pedestrian Crossing Control Guide 3rd Edition, 2018*.
- WSP will prepare concept sketches for the study intersections illustrating the recommended modifications
- The Town will prepare a traffic review summary letter that includes the methodology, summary tables, and study results.

Sewage Treatment Plant Outfall Repair

The Town has been in contact with Nova Scotia Environment to inform them of the issues with the outfall pipe and the plan for repairs. A local diving company was hired to investigate the extent of the problems and gather information for planning repairs and to secure the broken sections. Replacement ballast weights have been ordered and delivery is expected in July. As this work is weather and contractor schedule dependent, staff anticipates repairs in early July.

Parks and Green Spaces

The creation of the Port Hawkesbury Community Park, playground and splash pad, and the multi courts, enable the Town to concentrate on a vision for parks and recreation in one central area, rather than continuing to try and maintain multiple, smaller, outdated, and less used sites throughout the Town. The Parks and Green Spaces Report identified green spaces throughout the Town (Bernard Street, Pirate Ship Park, Prince Street, MacDonald Street, Cardiel Trailer Park, Tamarac, and Church Street) with staff recommendations regarding their safety, equipment and maintenance. Areas such as the Bernard Street green space were cited as potential spaces to return to their natural existence due to challenges for maintenance. Staff suggested allowing this space and other properties to naturalize in sections that are not maintained by residents.

Council Discussion

Deputy Mayor M. MacIver addressed concerns received from residents adjacent to the Bernard Street green space and requested Town staff to assist with maintenance in areas not mowed by residents. He identified priority areas for safety assessments and requested staff to consult residents living adjacent to these green spaces in the event they want to assist with maintenance. Staff will conduct safety assessments on a regular basis and make the determination on which equipment to remove based on safety regulations. Discussion included consideration of divesting some of these green spaces that cannot be maintained by Town staff, future discussions on sustaining some green spaces or focusing on one community park, re-purposing sound equipment, and, transferring plans for the Pirate Ship (Park) to the Waterfront Development Committee.

PUBLIC WORKS

Council was provided with the May Report from the Public Works Department which lists a breakdown of the department's work for the month. CAO, T. Doyle stated there was an emphasis on asphaltting during the month of May.

7. Other Business

i. Fire Services Memorandum of Understanding (MOU)

The Town has an approved Inter Municipal MOU with the Municipality of the County of Richmond to provide fire protection services through the Port Hawkesbury Volunteer Fire Department (PHVFD) to Point Tupper businesses and residential dwellings on behalf of the county for a one year period during which time a fire services study will be conducted. The Town and the County agreed to fully explore a long term, sustainable, shared service model agreement based on industry best practices during this study period. The Province has been notified by Richmond County and the Town has notified 911 services. In the event of a fire at Point Tupper, the PHVFD will be the first responders effective July 15, 2019. Councilor H. MacDougall requested letters be sent to all participating fire departments dispatched to the fire at Port Hawkesbury Paper expressing thanks for their swift actions.

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, approval to send letters of thanks to all participating fire departments dispatched to the fire at Port Hawkesbury Paper”.

ii. Port Hawkesbury Judo Club Request

The Town has been approached by the Port Hawkesbury Judo Club to rent space at the PHCC. Staff will conduct research on this request and provide an update to Council.

iii. Emergency Management Plan

This agenda item is deferred to the next meeting to allow for review of the plan by Council.

iv. Policies/Protocols Respecting Requests to Raise Flags and Hang Banners

Staff will draft a policy to be part of our Town policies based on the Municipal Flag Flying/Banner Hanging Policies of Annapolis Royal, East Hants and the Town of Antigonish. A draft policy will be provided to Council in the fall.

v. Bernard Street Park

This agenda item was presented in the CAO Report – Parks and Green Spaces.

vi. Philippine Heritage Month

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, the request from the Strait Area Filipinos Society to raise the Philippine Flag on June 28 in recognition of Philippine Heritage Month (June)”.

vii. Adjustment of Taxes – Account #03716252

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, the request to write off Tax Account #03716252 in the amount of \$18,744.07 to accommodate the change in classification from Code 02 (Commercial Taxable) to Code 22 (Commercial Exempt) for Tax Year 2019-2020”.

8. Approved Additions

i. 100 Women Who Care Rural Cape Breton in Port Hawkesbury - Request for In Kind Space

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, the request to donate use of the Bear Head Conference Room for the October 23, 2019 100 Women Who Care Rural Cape Breton Event”.

ii. Proclamation – Innovation Week – September 9-17, 2019

The consensus of Council was “to bring forward to the June 25 Special Public Meeting, the request to proclaim September 9-17, 2019 as Innovation Week in the Town of Port Hawkesbury”.

iii. Meetings of Council

Deputy Mayor MacIver asked Council to consider having two monthly Public Meetings and eliminating meetings of the Committee of the Whole. Both meetings are open to the public and there is some overlap with Committee of the Whole and Public Meeting agenda items. Discussion included concerns regarding time for staff preparation; time required for Council’s review, debate and open discussion, in particular those issues involving budget; restructuring reports; researching the practices of other municipalities; and, the informal debate versus parliamentary form of debate achieved in each meeting.

The consensus of Council was “to bring forward to the September meeting of the Committee of the Whole discussion on meetings of Council”.

9. Future Meetings

- Special Public Meeting June 26, 2019
- Public Meeting September 10, 2019
- Committee of the Whole September 17, 2019

10. Adjournment

MOVED by Councilor B. MacQuarrie and SECONDED by Councilor H. MacDougall to adjourn the June 25, 2019 meeting of the Committee of the Whole at 8:50 p.m.

September 10, 2019

Date



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



Recorded by:
Dawna MacDonald