

**PORT HAWKESBURY TOWN COUNCIL
PUBLIC MEETING**

**Minutes of Meeting
Tuesday, December 3, 2019**

Present

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

Regrets

Town Solicitor, Patrick Lamey

1. Call to order

A Public Meeting of the Port Hawkesbury Town Council was held in Shannon Studio, PHCC, Tuesday, December 3, 2019 and called to order by Mayor Brenda Chisholm-Beaton at 7:00 p.m.

2. Additions to the agenda

There were no additions to the agenda.

3. Approval of the agenda

MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor M. MacIver “that the Town of Port Hawkesbury approves the agenda as distributed.” MOTION CARRIED.

4. Gallery Presentations

- i. The Office of Regulatory Affairs and Service Effectiveness – Deferred
- ii. Strait Area Transit – Deferred

5. Acknowledgements

- i. John Green

John Green was acknowledged for his accomplishments as a business leader and contributions to our community, his volunteer service and his generous spirit. A moment of silence was observed in his memory.

- ii. International Day of Persons with Disabilities – December 3, 2019
- iii. SAERC Saints – Hosts of Provincial Championships

6. Approval of Council Minutes

Public Meeting – November 4, 2019
Amendment – Agenda Item #13.vi – Physician Recruitment

The minutes will be amended as follows:

...The Deputy Mayor circulated information from NS Communities, Culture and Heritage for potential funding to support community efforts in physician recruitment and retention...

The November 4, 2019 Public Meeting Minutes were approved with one amendment.

7. Business Arising from the Minutes

Crosswalks – Intersection of Reeves Street/Reynolds Street

CAO T. Doyle had informal discussions with the Department of Transportation and NS TIR regarding the short time for the pedestrian crossing count at the intersection of Reeves Street and Reynolds Street. Council will be updated accordingly on their on their request for the review of the operation of the signals for pedestrian and traffic sequencing.

Point of Order

Councilor H. MacDougall inquired about the approval process for Public Meeting minutes. Mayor B. Chisholm-Beaton stated that a motion to approve Public Meeting minutes is not required at Public Meetings only a call for errors or omissions.

8. Council Committee Reports

There were no Council Committee Reports brought forward.

Staff Reports

MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Erin MacEachen.

Civic Centre

The canteen at the Civic Centre is now open after several weeks without service. The *Wild Rose Canteen* will be providing canteen sales as well as catering for meetings and events. Healthy alternatives have been integrated into the offerings in keeping with the goals of the Centre. November and December will see many Christmas parties and seasonal events and meetings taking place making it the busiest months of the year.

Christmas Holiday Events

The list of December 4-31 holiday events and activities at the Civic Centre and Strait Area Pool that included a Great Gatsby New Year's Eve Celebration presented by James' Legacy Society and the Rotary Club of Port Hawkesbury was reviewed.

Bicycle Nova Scotia

Port Hawkesbury is strategically placed as a connector community for the provincial Blue Route development. As a result, a Blue Route Hubs Feasibility Study will be carried out in partnership with the Recreation Department. It is a concentrated bikeway/AT planning process which will be completed in three phases. BNS's AT Planner/Designer will lead the process: Phase 1: Identify key bicycle network corridors; Phase 2: Route Selection; Phase 3: Concept Design.

FINANCE

The following report was presented by Director, Erin MacEachen.

IT Shared Services

The RFP for IT services was released in October with five respondents. Interviews were scheduled with the short listed consultants. The committee is seeking the services of an IT professional to assist in the interview process.

Provincial Reporting

All provincial reports have been completed and submitted to the Department of Municipal Affairs.

AMANS Training

The Association of Municipal Administrators provides training to Municipal staff and Council on various topics. On November 7 and 8, along with the CAO for the County of Victoria, E. MacEachen facilitated a financial management course for Municipal Staff from various towns, counties and villages in the province. There are also courses offered through the AMA for elected officials, with another financial management course scheduled after the fall election.

Professional Development

E. MacEachen is attending an Employment and Labour Law, Human Resources, and Benefit Plans course facilitated by Noella Martin on November 15th at the Halifax Central Library. She anticipates valuable information in many items being reviewed including collective agreements, employment contracts, and workplace policies.

Accounting Software Upgrade

The Town had the Diamond software upgraded with the shared municipal user group on October 25. The upgrade went well, and there are no ongoing software issues occurring post upgrade.

ENGINEERING and PUBLIC WORKS REPORT

Radar Speed Sign Monthly Report

A Statistics Summary Report was provided from the Town's radar speed sign. The data collected will be provided to the local RCMP detachment. The speed sign was moved to Reeves Street but the sample size of data was not long enough to generate a meaningful report. A detailed report will be provided for the new location on at the next Committee of Whole meeting. Location: Granville Street/Sydney Road Intersection; Date Range: October 18, 2019 to November 1, 2019 = 27 days.

Street Light Survey

On October 28, staff completed a review of all utility pole mounted street lights within Town limits. Four lights were malfunctioning. The repair requests were sent to NSP which will be completed within 30 days. There has been a significant reduction in the number of malfunctioning lights since the initiation of an annual inspection three years ago.

DESTINATION REEVES STREET

Construction Project

The landscaping contractor completed all Phase 1 work. Local NSP crews removed all old utility poles with the exception of a small number of poles adjacent to the MacSween Street and Sydney Road crosswalks.

Streetscape Signage Design RFP

The TOPH201906 RFP Streetscape Signage Design and Development was awarded to Vibe Creative Group. A project kick-off meeting was held on November 14 with stakeholders from Vibe Creative Group, the Town's Beautification Committee and staff and the DRS Steering Committee.

Tamarac Drive Upgrades

Ocean Paving completed the re-paving of Tamarac Drive during the week of October 22-25. The Town Public Works forces are currently working to replace the sidewalk on the exit lane.

Granville Street Traffic Study

J. MacMillan's presentation provided an overview of the existing poorly aligned intersection conditions on Granville Street with Prince Street /MacSween Street/Pitt Street /Sydney Road and the options and recommendations from WSP Consulting to improve these intersections. A question period followed. J. MacMillan will bring forward Council's suggestions for improvements to each intersection to WSP Consulting. An update will be provided to Council. WSP will be asked to provide estimates for the preferred options for budget discussions.

WASTE MANAGEMENT

Green Cart Collection for Organic Waste

The Town of Port Hawkesbury will be implementing green cart organic waste collection services. Brittany Polley, Waste Management Outreach Coordinator's presentation included the program's short term goals which include; by-law revision, statistics compilation, and the creation of education materials. Long term goals include; the purchase of green carts, distribution and publication of education materials, presentations and communications with the media and local retailers, restaurant and rental property owners on their recycling and waste diversion methods.

A Request for Proposals for green carts has been submitted. A question period followed.

PUBLIC WORKS

Council was provided the October 2019 report from the Public Works Department which provides a breakdown of the department's work for the month. A question period followed.

9. Motions from In Camera Session

Property Issue – Allan J. MacEachen Regional Airport Ownership

MOVED by Councilor T. Boudreau and SECONDED by Councilor M. MacIver "That the Town of Port Hawkesbury approves the exploration of a new ownership model for the Allan J. MacEachen Regional Airport". The Mayor will engage with neighboring municipalities and First Nations communities."

Council will be updated accordingly prior to any decisions or actions taken regarding the airport ownership.

MOTION CARRIED.

10. Correspondence

Letter from NS TIR - Minister Hines – October 29, 2019

No comments or questions were received from Council regarding the October 29, 2019 letter from Minister Hines.

11. Proclamations/Resolutions

There were no proclamations or resolutions.

12. Other Business

- i. Second Reading – Repeal of the Destruction of Documents By-Law

MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor B. MacQuarrie "That the Town of Port Hawkesbury approves Second and Final Reading to Repeal the Destruction of Documents By-law".
MOTION CARRIED.

ii. Second Reading – Repeal of the Garbage Collection By-Law

**MOVED by Councilor T. Boudreau and SECONDED by Councilor M. MacIver “That the Town of Port Hawkesbury approves Second and Final Reading to Repeal the Garbage Collection By-Law”.
MOTION CARRIED.**

iii. Seniors Christmas Luncheon

MOVED by Councilor T. Boudreau and SECONDED by Councilor M. MacIver “That the Town of Port Hawkesbury approves the use of the Bear Head Room, sound equipment, kitchen facilities, and staff labour to facilitate the Seniors Christmas Luncheon on December 22, 2019”. MOTION CARRIED.

iv. Holiday Schedule

MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor B. MacQuarrie “That the Town of Port Hawkesbury approves the Holiday Schedule as presented”. MOTION CARRIED.

v. Funding / In Kind Requests

a) SAERC Operation Share & Care

MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor B. MacQuarrie “That the Town of Port Hawkesbury approves a donation of \$100 SAERC Operation Share & Care”.

E. MacEachen provided an update on the balance of the donation budget.

MOTION CARRIED.

b) Strait Area Evergreen Club

MOVED by Councilor M. MacIver and SECONDED by Councilor H. MacDougall “That the Town of Port Hawkesbury approves a contribution to the Strait Area Evergreen Club in support of their Fall Bazaar”. MOTION CARRIED.

c) Rotary Club of Port Hawkesbury and James’ Legacy Society

A conflict of interest was declared by Deputy Mayor B. MacQuarrie who vacated Council Chambers.

**MOVED by Councilor M. MacIver and SECONDED by Councilor H. MacDougall “That the Town of Port Hawkesbury approves a donation of \$400 to offset the rental fee for use of the Bear Head Room for the Port Hawkesbury Rotary Club and the James Legacy Society New Year’s Eve fundraiser event”.
MOTION CARRIED.**

**MOVED by Councilor M. MacIver and SECONDED by Councilor H. MacDougall “That the Town of Port Hawkesbury amends the motion to include an additional donation of \$200. A donation in total of \$600 was approved by Council to offset the rental fee for use of the Bear Head Room for the Port Hawkesbury Rotary Club and the James’ Legacy Society New Year’s Eve fundraiser event”.
MOTION CARRIED.**

vi. Emergency Management Plan – Public Introduction

The Emergency Measures Organization will meet in the New Year to discuss the public consultation process to introduce the Emergency Management Plan. Council will be provided updates accordingly.

- vii. Expense Report – November 2019 – CAO, T. Doyle
CAO, T. Doyle reviewed the November Expense Report for the Mayor, Council and CAO. The total of expenses for the month of November was \$4,348.73. Expense reports are posted on the Town website.

13. Approved Additions

There were no approved additions.

14. Future Meetings

- Committee of the Whole Tuesday, December 17, 2019
- Public Meeting Tuesday, January 7, 2020
- Committee of the Whole Tuesday, January 21, 2020

15. Public Question Period

There were no questions brought forward from the gallery.

16. Adjournment

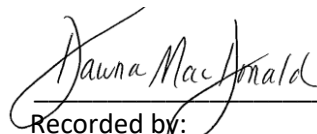
MOVED by Councilor T. Boudreau and SECONDED by Councilor H. MacDougall “that the Town of Port Hawkesbury adjourns the December 3, 2019 Public Meeting at 8:50 p.m.” MOTION CARRIED.

January 7, 2020

Date



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



Recorded by:
Dawna MacDonald