

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

**Minutes of Meeting
December 18, 2019**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Blaine MacQuarrie
Councilor, Trevor Boudreau
Councilor, Hughie MacDougall
Councilor, Mark Maclver
Director of Finance, Erin MacEachen (Acting CAO)
Director of Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Patrick Lamey

Regrets

Chief Administrative Officer, Terry Doyle

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Wednesday, December 18, 2019 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Motions at Meetings of the Committee of the Whole – Councilor M. Maclver
- ii. Destination Reeves Street – Emergency Services Committee – Deputy Mayor B. MacQuarrie

3. Approval of Agenda

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

4. Presentations

There were no presentations.

5. Council Reports

Mayor B. Chisholm-Beaton and Councilor T. Boudreau

Airport Committee Meeting

The committee discussed the patching of the large runway crack, the new website and requesting one additional quote for the purchase of a generator,. The draft letter approving the exploration of a new ownership model for the airport will be provided to Council for review prior to distribution to neighboring municipalities and First Nations communities.

Mayor B. Chisholm-Beaton – *Housing Committee Meeting*

Discussion included a strategy for data collection. The Mayor will update Council accordingly.

Mayor’s 2019 Year in Review

The 2019 Year in Review included an update on the Town’s major projects, the Allan J. MacEachen Airport, the waterfront, roads and infrastructure, recreation and community development, collaboration with neighboring municipalities and on a provincial level, fire services, finances and physician recruitment and retention. Council was asked to provide any questions to the Mayor. It was suggested that after staff’s review, a *Year in Review* become an annual document for the website.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis:

Civic Centre

December was a busy month of events and meetings at the Civic Centre. Seasonal concerts were well received. Steven Page and Evans and Doherty will perform in the New Year. The seasonal events included free swims and skates, classes for children and basketball tournaments. The First Night Celebrations schedule was provided.

Town Promotional Video

The suggested edits for the Town video were reviewed and forwarded to Nova Stream with project completion in January for release for a variety of projects going forward.

Events Cape Breton

In collaboration with Events Cape Breton, a bid was submitted for the IIHF Women's Hockey Training Camp in March. A response is anticipated in January. Minor hockey expressed interest in working with the Town on this project which ties-in well with their female hockey development program.

ii. FINANCE

The following report was presented by Director and Acting CAO, Erin MacEachen:

IT Shared Services

The review of the respondents occurred with the assistance of an IT consultant with a recommendation to move forward with a vendor, communicate this with the respondents, and schedule a kick off meeting with the successful proponent in the early New Year. The successful proponent was IMP Solutions.

Audit Planning

Grant Thornton commenced their audit planning for the current fiscal year and will be in the field early in the New Year to perform walkthroughs of internal controls. An Audit Committee Planning meeting will be scheduled once the audit plan is finalized.

Assessments

PVSC closed their assessment roll; the Town should expect to see the 2020 assessments early in the New Year. Preliminary conversations showed a decline in the commercial tax base and stable residential assessments. An update was received on the assessments that PVSC performed on Provincial and Federal properties in Town with adjustments made as a result of the review. Based on preliminary review of the results, there will be no significant gain in revenue. A full review will be provided at the Committee of Whole of the properties reviewed. Once the roll has been released for the upcoming budget year, an analysis will be presented to Council.

Donations

During budget deliberations there was an allowance made for a donation to CEPI, but no decision on the final amount. Information was provided regarding the request and Council was asked for direction to move forward. If further information is required to support the request, necessary arrangements can be made. Council agreed for staff to schedule a presentation by a CEPI representative in January or February.

iii. **ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by Project Manager Jason MacMillan and CAO, Terry Doyle:

Radar Speed Sign Monthly Reports/Charts

A Statistics Summary Report was provided from the Town's radar speed sign. The data collected will be provided to the local RCMP detachment.

Location: Reeves Street – west bound (former KIA Building)

Date range: Nov 29/19 to Dec 12/19 = 14 days

- Average Speed = 48km/hr
- 85th Percentile Speed = 57km/hr (“the speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.”)
- Average Vehicle Count = 4,145 west bound only, per day
- Similar data from previous report at this sign location.

Destination Reeves Street

Construction Project

On January 7, NSTIR will install the remaining crosswalk poles for the MacSween/Reeves crosswalk. Dexter Construction's electrical sub-contractor has begun to install the new decorative sidewalk lighting along Reeves Street which is expected to be finalized on December 16. A letter to the Transportation and Infrastructure Renewal Minister was provided to Council for review and feedback, which addressed the formation of a Reeves Street Pilot Project Steering Committee that included emergency service providers.

Streetscape Signage Design RFP

Town staff and Vibe Creative Group conducted a working meeting and site visits on December 4. Further discussion included potential locations for the various types of signage in the scope of work.

Granville Street Traffic Study

Staff summarized the comments from Council related to the intersection recommendations and provided the information to WSP Consulting. Further discussion and study is required by both Town staff and the consultant before information is once again provided to Council.

Project Management Workshop

Staff participated in a one day project management workshop on Dec 5. The session was hosted by the Municipality of the County of Antigonish.

Water Utility Approval to Operate Review

Water utility staff received a new approval to operate in early December which expands on the utilities sampling and reporting requirements. Staff met to review the new approval in detail and to begin the process to gather required information which will form the basis for additional reporting to Nova Scotia Environment. The intent is to satisfy much of the reporting requirements with in-house resources rather than outsourcing to a consultant.

A question period followed.

Solid Waste Management

The RFP deadline for the supply of organics green bins was December 5; one submission was received. Sample green bins were received from a potential supplier but without a formal proposal. Staff was in contact with the bin supplier and are working towards finalizing the order before the end of the year. A draft copy of the amended Solid Waste Management By-law was provided to Council for review.

A question period followed. B. Polley will provide Council with amendments as suggested to the draft by-law to bring forward for First Reading at the January Public Meeting.

PUBLIC WORKS

Council was provided the November 2019 report from the Public Works Department which provides a breakdown of the department's work for the month. A question period followed addressing the status of the TD Bank site improvements and the stop sign on Napean Street.

iv. BY-LAWS and POLICIES

There was no discussion on by-laws or policies. Discussion occurred on the Draft Solid Waste Management By-law within the Public Works report.

7. Other Business

i. Advisory Committee on Accessibility

General Manager, Facilities and Operations, G. Snook provided Council with draft correspondence regarding the formation of an Accessibility Advisory Committee by April 2020. The Terms of Reference, application and ad for membership was reviewed with Council. Council were asked to provide any feedback to staff so a final draft of the terms of reference could be brought forward for approval at the January 7, 2020 Public Meeting. Discussion included budgetary impacts, potential Provincial funding, membership numbers and committee composition.

8. Approved Additions

- i. Motions at Meetings of the Committee of the Whole – Tabled to January 7, 2020 Public Meeting.
- ii. Destination Reeves Street – Emergency Services Committee
This item was discussed in the Engineering and Public Works Report.

9. Future Meetings

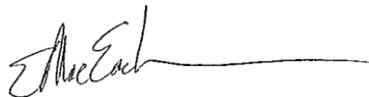
- Public Meeting January 7, 2020
- Committee of the Whole January 21, 2020

10. Adjournment

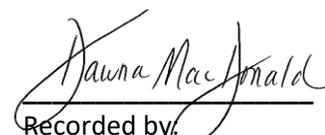
MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor T. Boudreau to adjourn the December 18, 2019, meeting of the Committee of the Whole at 8:37 p.m.

January 7, 2020

Date



Approved by:
Erin MacEachen, Acting CAO



Recorded by:
Dawna MacDonald