

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

**Minutes of Meeting  
February 26, 2020**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Blaine MacQuarrie  
Councilor, Trevor Boudreau  
Councilor, Hughie MacDougall  
Councilor, Mark MacIver  
Director of Finance, Erin MacEachen (Acting CAO)  
Director of Marketing, Recreation, Tourism & Culture, Paula Davis  
Manager, Engineering and Public Works, Jason MacMillan  
Town Solicitor, Patrick Lamey

**Guests**

Donald MacDonald, Port Hawkesbury Volunteer Fire Department (PHVFD), Deputy Fire Chief

**1. Call to Order**

A meeting of the Committee of the Whole was held in the Bear Head Room, PHCC, Wednesday, February 26, 2020, and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

**2. Additions to Agenda**

- i. Letter from Minister Hines – Mayor, B. Chisholm-Beaton
- ii. Municipality of the District of Guysborough – Airport Governance – Mayor, B. Chisholm-Beaton
- iii. Eastern District Planning Commission – Revised Appointments – CAO, T. Doyle
- iv. Port Hawkesbury Paper Hockey Tournament – Funding Request – Mayor B. Chisholm-Beaton
- v. Voting at Committee of the Whole Meetings – Councilor M. MacIver
- vi. Commercial Truck Driving Regulations – Councilor M. MacIver
- vii. Highland Riding Club – Councilor M. MacIver
- viii. Strategic Planning Session – Councilor M. MacIver
- ix. Reeves Street Changes – Councilor H. MacDougall
- x. Housing – Deputy Mayor B. MacQuarrie
- xi. Waterfront – Deputy Mayor B. MacQuarrie
- xii. Health Care Recruitment – Deputy Mayor B. MacQuarrie
- xiii. Royal Canadian Mounted Police – Deputy Mayor B. MacQuarrie

**3. Approval of Agenda**

**MOVED by Councilor T. Boudreau and SECONDED by Deputy Mayor B. MacQuarrie “to approve the agenda with 13 additions”. MOTION CARRIED.**

**4. Presentations**

Deputy Fire Chief, Port Hawkesbury Volunteer Fire Department (PHVFD), Donald MacDonald provided Council with a report of the department’s response to calls from 2018 (58 calls) and 2019 (61 calls). The PHVFD currently has a total of 39 members and training takes place on a weekly basis. On behalf of the PHVFD, the Town was thanked for the purchase of a new aerial ladder truck. A question period followed.

## 5. Council Reports

### TOWN ADVISORY COMMITTEES

Mayor B. Chisholm-Beaton

*Emergency Measures Organization (EMO)*

The EMO meeting was rescheduled. Fire Chief, Curtis Doucet is the Chair, Emergency Measures Committee.

Councilor T. Boudreau

*Healthcare Recruitment*

A tour of the Town will be provided to six visiting physicians; Council will be updated accordingly. Deputy Mayor B. MacQuarrie stated a joint municipality committee and a Town committee are formed to address the health care recruitment issue. He would like to bring forward discussion on the structure of both committees. Councilor T. Boudreau believes there is a need for both committees noting the importance of mobilizing community members and the role the Town can play in this issue.

Deputy Mayor B. MacQuarrie

*Waterfront Advisory Committee Meeting*

Discussion at the last meeting included the Town's new branding, an RFP for applications for Strategic Planning and the NSCC lease at the Creamery Building.

### REGIONAL ADVISORY COMMITTEES

Councilor T. Boudreau

*Airport Committee*

Letters have been sent to First Nations and Municipal Councils regarding an invitation to explore a new ownership model for the airport. The committee discussed signage and the purchase of a new generator.

Mayor B. Chisholm-Beaton and Deputy Mayor B. MacQuarrie

*Strait Area Transit (SAT)*

Discussion included work on the SAT website.

Councilor H. MacDougall

*Inverness County Home Support Society*

The committee addressed the shortage of home care workers, contract negotiations and the society's strategy to meet the needs of communities.

Mayor B. Chisholm-Beaton and Deputy Mayor B. MacQuarrie

*Strait Richmond Housing Committee*

The funding application submitted to identify the needs and gaps in housing in the quad counties was unsuccessful. The committee will continue to address this issue.

CAO, T. Doyle

*Eastern Counties Regional Library*

The main issues addressed were funding comparison revenue from municipalities versus expenditures, renovations to the library headquarters and an increase to funding levels from the Province and the Municipality.

## 6. CAO REPORTS

### i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis

#### **Town Video**

The final version of the Town video was completed, placed on several social media platforms and distributed to several stake holders to use as a promotional piece. It will be imbedded on the Town of Port Hawkesbury website and linked to all appropriate marketing material.

#### **Gym Surveys**

The survey was placed both inside and outside of the Civic Centre and offered electronically to potential members. The Survey Monkey link was sent to the NSCC Strait Campus and SAERC Student Council with hopes of participation. The local media will be covering this project. More than 500 responses have been received to date which will guide future plans.

#### **Walkability Map**

A walkability map was developed for walkers identifying select measured routes of varying degrees of difficulty. The map is part of the Town's Active Transportation strategy to encourage residents and visitors to get out and enjoy a walk around our Town. The map is also connected to our Town trail system to encourage walks further afield.

#### **Town Branding**

A new and vibrant logo was developed by Vibe Marketing to be used in our new wayfinding signage this spring and on all Town marketing material, Town vehicles and apparel. Staff will utilize all remaining products with our former logo.

#### **Multi-Sport Program**

Port Hawkesbury Multi Sport began with skating on January 26. Children between the ages of 4-6 years will participate in three sessions of skating, swimming, soccer, tennis, baseball and basketball. The Town is fortunate to have local minor sporting organizations and volunteers facilitating the sessions to keep programming affordable.

#### **Aquatics**

- Week 3 of a 10 week session of winter 2020 swimming lessons are currently taking place
- Registrations for Swim to Survive have begun; registration has increased for water exercise
- Advanced training will take place for Bronze Cross / Medallion in March
- Winterfest programming consists of free swims, free inflatable day and toonie swims, and Winterfest runs
- March Break Camp at the Strait Area Pool is planned consisting of swimming, gym games, crafts and outdoor park time
- Multisport began February 22 introducing children to swimming activities. The PHAST swim team will demonstrate their competitive side to the children on the first day
- A Water Safety Instructor course and a National Lifeguard Course will take place in the next few months
- Potlotek First Nations booked a total of 8 rentals for their community
- January 2020 bather loads: 175 Richmond County, 155 Port Hawkesbury, 141 Inverness County, 121 Antigonish County, and 14 Guysborough County residents
- The Town has been working with the PHAST swim team to create a dialogue with swimming lesson participants for swimming activities after completion of their Level 10. PHAST swim team members are interested in completing their training and becoming lifeguards.

### **IIHF Women's Hockey**

The Town of Port Hawkesbury was selected as a pre-tournament training camp site for the IIHF Women's Hockey Tournament to be played in Halifax and Truro. Team Japan will arrive on March 20 until March 28. Responsibilities to host the team are in discussion and a full schedule will be provided in the upcoming weeks. P. Davis met with Minor Hockey to maximize the opportunities for female and male hockey players to benefit from this event. A question period followed. P. Davis was commended on her work on the *Walk Port Hawkesbury Map*.

## **ii. FINANCE**

The following report was presented by Director, Erin MacEachen:

### **Budget Process**

Staff is working toward providing estimates for the first draft of the 2021 Budget. Submissions are due February 28. Departments were asked to document and detail any recommended changes to budget levels to be deliberated with Council. As in previous years, a "consideration list" will be reviewed with Council that will include any new or changed services, capital items, and projects for consideration from all parties involved in the process.

### **Audit Plan**

Grant Thornton was on site to do control walkthroughs on February 6, as part of their audit plan. Once the audit plan has been completed by Grant Thornton, an audit planning meeting will be scheduled with the Audit Committee.

### **Debenture Balloon Payment**

The Town has a balloon payment on debenture 25-A-1 for the Civic Centre due on June 1, 2020 which can be refinanced under the same repayment schedule as the existing debenture in the amount of 57,500 annually over a 5 year period. The Temporary Borrowing Resolution was attached for review and a recommendation was put forth for the resolution to be passed at the March Public Meeting allowing the Town to move forward in the process of participating in the Spring Debenture program through the Municipal Finance Corporation. The deadline for participation in the Spring Debenture program is April 17, 2020.

## **iii. ENGINEERING and PUBLIC WORKS REPORT**

The following report was presented by Manager, Jason MacMillan:

### **Radar Speed Sign Monthly Reports/Charts**

The data collected will be provided to the local RCMP detachment. Location: Reeves Street, West Bound, former KIA Building / Date range: Jan 16/20 to Feb 21/20 = 37 days / Average Speed = 48km/hr /85<sup>th</sup> 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). The sign is scheduled to be moved early next week adjacent to the Sobeys Plaza entrance.

### **Destination Reeves Street**

### **NSTIR Pilot Project Steering Committee**

NSTIR hosted the first meeting for the Reeves Street Pilot Project Steering Committee on February 11 that was attended by the EHS, PHVFD, NSTIR, and TOPH council and staff (regrets conveyed from the RCMP due to an emergency call). Discussion included the committee's role and goals, strategy to receive feedback from the public and monitoring effectiveness.

### **Streetscape Signage Design RFP**

Vibe Creative Group presented the Streetscape signage designs and brand refinements to the Beautification Committee and the Destination Reeves Street Steering Committee. Their feedback will be incorporated into the final signage designs. The Streetscape Project, branding refinements and signage designs were well supported. Town staff presented the signage designs to the Waterfront Advisory Committee whose comments will be incorporated into the final signage designs. Copies of the designs were provided to Council.

### **Granville Street Traffic Study**

WSP is preparing budget pricing information and additional comments relating to the proposed Granville Street intersection safety improvements. Staff provided detailed information on the options and summaries proposed for each intersection. The WSP design engineer will be invited to a meeting and asked to explain diagrams of the Granville Street intersections and to comment on their summary of recommendations to Council.

### **Solid Waste Management**

Staff has been working on educational material for school presentations, newspapers, the Town website and other methods of public outreach. The Eastern District Planning Commission developed an online pickup zone schedule tool to assist residents with identifying their property zone and their corresponding curbside pickup schedule. Staff is working with Vibe Creative Group on the green cart program communications plan and to provide promotional materials, and has been meeting with Town businesses to inform them of the by-law changes and to offer information and support. The Town will accommodate a request by seniors for smaller green carts.

### **Public Works Staff Training**

A training session is scheduled with Public Works staff and the Provincial Vehicle Compliance Inspectors to assist staff with clarity on commercial vehicle hours of service regulations; pre-trip checks and logs; and, secure load regulations. Operations staff is scheduled to attend *Confined Space Entrant and Confined Space Rescue Training* February 26-28 in cooperation with the Municipality of the County of Inverness.

### **Develop Nova Scotia – Internet for Nova Scotia Initiative**

Information was provided to Council from the Internet for Nova Scotia Initiative, Broadband Project session coordinated by the Cape Breton Partnership and Develop Nova Scotia.

## **PUBLIC WORKS**

Council was provided the January 2020 report from the Public Works Department which provides a breakdown of the department's work for the month. The Public Works Department was commended for their snow removal efforts.

A question period followed on the Engineering and Public Works Report.

#### **iv. BY-LAWS and POLICIES**

There was no discussion on by-laws and policies.

### **7. Other Business**

#### **i. Temporary Borrowing Resolution**

**The consensus of Council was “to bring forward to the March Public Meeting a motion to approve the Temporary Borrowing Resolution in the amount of \$287,500 to be refinanced under the same repayment schedule as the existing debenture in the amount of \$57,500 annually over a 5 year period”.**

ii. Port Hawkesbury Branding

**The consensus of Council was “to bring forward to the March Public Meeting a motion to approve the adjustments to the Town branding package as presented in the Engineering and Public Works Report”.**

Councilor H. MacDougall stated his concerns with the one *only* option presented to Council for consideration.

iii. Leadership School for Women

Councilors MacDougall and MacIver expressed their concern with respect to only focusing on women and public funds being utilized to support this initiative.

**The consensus of Council was “to bring forward to the March Public Meeting a motion to approve a contribution of \$500 for two women to attend the Leadership School for Women event May 1-2, 2020.**

**8. Approved Additions**

i. Letter from Minister Hines

Council was provided a copy of the February 5, 2020 letter from Minister Hines addressing issues raised by Council with the DRS Project. Council was asked to provide any questions to the Mayor or CAO, T. Doyle.

ii. Letter from the Municipality of the District of Guysborough – Airport Governance

The Municipality of the District of Guysborough declined to participate in an exploration of ownership and governance models of the Allan J. MacEachen Regional Airport. The letter will be provided to the Airport Committee.

iii. Eastern District Planning Commission (EDPC)– Revised Appointments

**The consensus of Council was “to bring forward to the March Public Meeting a motion to approve the revised appointments of District Planning staff to various Municipal positions effective April 1, 2020 as presented”.**

iv. Port Hawkesbury Paper Hockey Tournament – Funding Request

**The consensus of Council was “to bring forward to the March Public Meeting a motion to approve a donation of \$2000 for the 40<sup>th</sup> Annual Port Hawkesbury Paper Tournament”.**

v. Voting at Committee of the Whole Meetings

Town Solicitor P. Lamey was asked to bring forward to the March Public Meeting information from the MGA to clarify voting at all meetings of Council not addressed by by-laws or policies.

vi. Commercial Truck Driving Regulations

Town Solicitor P. Lamey was asked to provide clarification on the Town’s commercial truck driving regulations regarding their designation as emergency vehicles.

vii. Highland Riding Club

CAO, T. Doyle and Councilor M. MacIver will coordinate a meeting with users of the Highland Riding Club.

viii. Strategic Planning Session

E. MacEachen was asked to provide budget comparables from departments of Towns similar in population to the Town of Port Hawkesbury (Pictou, Trenton, Westville and Windsor) in preparation of the upcoming strategic planning session. E. MacEachen stated these may not be appropriate comparables based on the different services provided by the ToPH.

