

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

**Minutes of Meeting
March 17, 2020**

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 Marketing, Recreation, Tourism & Culture, Paula Davis
General Manager, Facilities and Operations, Gordie Snook
Manager, Engineering and Public Works, Jason MacMillan
Town Solicitor, Patrick Lamey

Regrets

Director of Finance, Erin MacEachen

1. Call to Order

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Tuesday, March 17, 2020 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

2. Additions to Agenda

- i. Letter of Support – Erin MacDonald, NSFM HL Bid for Female AAA Midget Hockey League – Mayor B. Chisholm-Beaton
- ii. Food Insecurity During COVID-19 Pandemic – Mayor B. Chisholm-Beaton
- iii. Stimulus Program Update – Mayor B. Chisholm-Beaton
- iv. Virtual Meetings of Council – Mayor B. Chisholm-Beaton
- v. Services for Vulnerable Residents – Deputy Mayor B. MacQuarrie

3. Approval of Agenda

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

4. Presentations

There were no gallery presentations.

5. Council Reports on Assigned Committees

Due to the COVID-19 Pandemic there were cancellations of committee meetings. There were no reports from Council on their assigned committees.

6. CAO REPORTS

i. PLANNING

Shipping containers used for storage on businesses in our C1 Commercial Zone (Reeves Street) – Deferred
CAO, T. Doyle will request more information from Director J. Bain for discussion at or prior to the next
Committee of the Whole Meeting.

ii. **MARKETING, RECREATION, TOURISM & CULTURE**

The following report was presented by Director, Paula Davis

International Ice Hockey Federation (IIHF) Women's Hockey Tournament

Hockey Canada and the Province of Nova Scotia cancelled the IIHF 2020 Women's Hockey Tournament due to the COVID-19 pandemic. It is the plan that this tournament will resume in 2021 in the same time frame and with the same community partners. Further details will be provided in the upcoming months.

Physician Recruitment RR2020 - Exhibitors, Sponsors, & Recruiters Session

Two Town representatives have been registered for the Physician Recruitment RR2020 Conference in Ottawa April 23-25. The conference will provide an opportunity for sponsors to meet and network with hundreds of rural doctors, residents, and medical students. The majority of delegates are experienced doctors who are practicing in rural and remote areas of Canada as well as students and residents interested in rural medicine. Other delegates include nurses, physician assistants, medical educators, health administrators, and academics. Town of Port Hawkesbury material will be gathered as well as the development of additional popup backdrops for the conference.

March Break Activities

A flyer was provided in the report showcasing March Break activities.

Cultural Events

- Evans and Doherty March 21, 2020
- Island Girls April 17, 2020

Trails

An application will be submitted for funding for the Port Hawkesbury Trails under the Trail Expansion Program to include the Bain Street Trail which begins at the Connector Park on Reeves Street and Pine Ridge to Crandall Road.

Sports Wall of Fame

Applications are being received and plans developed for a 2020 Sports Wall of Fame are in development for the fall of 2020. P. Davis or a committee member can be contacted for applicants to be considered.

J. Franklin Wright Gallery

The next show in the gallery will be *Women in Politics* followed by photographer Chris Tynski.

Provincial Volunteer Representative

The Provincial Volunteer Awards Ceremony will be held in Halifax, Monday, April 27th. Mr. Francis Lamey was selected as the representative volunteer for the Town of Port Hawkesbury. Information will be distributed on a volunteer reception at the Port Hawkesbury Civic Centre on April 29th in recognition of community volunteers.

Dryland

- The 4th Annual S'Mores Night Trail Hike was held February 29 on the Maple Trail with 225 people in attendance
- A schedule of free public skates, parent and tot, and adult/senior skating was provided. A free drop-in recreational hockey is scheduled Friday evenings until the end of March.
- The SAERC Gym drop in recreational sports schedule was provided

Aquatics

- March Break activities included a day camp with swimming for one hour and crafts for kids at the gym March 17, 18, and 19
- A Bronze Cross and Bronze Medallion course is scheduled March 15, 21, and 22
- The winter session of swimming lessons is in its final weeks
- The spring session of swimming lessons begins April 14 with registration scheduled April 6
- A PHAST swim meet with teams across Nova Scotia is scheduled April 18
- Approximately 10 schools are registered for *Swim To Survive* from the end of April to the end of June.

A question period followed.

iii. FINANCE

A copy of the Status Quo Draft 2021 Town of Port Hawkesbury budget with summary and detailed transactions was submitted to Council by Director, E. MacEachen. On her behalf, CAO, T. Doyle provided an overview. A budget meeting will be scheduled for the following week. The Mayor will circulate the Strategic Priority Meeting notes to Council.

iv. ENGINEERING and PUBLIC WORKS REPORT

The following report was presented by Manager, Engineering & Public Works, Jason MacMillan:

Pandemic Preparedness Planning

Staff have been making preparations to ensure we maintain essential services to residents. We have been working extensively with the Pandemic Preparedness Plan Committee on generating the PPP plan.

Water Treatment Plant and Distribution System Operations and Maintenance Manual

Staff submitted the newly created Water Treatment Plant and Distribution System Operations and Maintenance Manual to Nova Scotia Environment. The manual was developed in-house and was well received by our local NSE inspector. A copy of the manual table of contents was attached for information.

Streetscape Signage Design RFP

A working meeting took place with Vibe and staff to finalize signage content and locations. Vibe is currently Working on final signage designs and layouts. Staff will provide an update once the final designs are completed.

Waste Diversion Program

A Lunch & Learn session was held with Town staff to inform them of the changes to the solid waste management by-law and the organic waste collection program. The Organic Waste Green Cart Program was postponed due to the COVID-19 pandemic (final copies of public education materials were ready to send to printers in advance of Organics Program roll-out as well as a communications plan and activities ready to be implemented). The green carts are scheduled to be received the first week in April. The carts will remain in protected storage until the program is implemented. Distribution of the smaller green carts will be coordinated to accommodate residents on a case by case basis. The green cart roll out will likely take place in the fall. Consideration will be given to the scheduling of the organic waste collection during the summer.

Department of Transportation Vehicle Compliance Training Session

J. MacMillan and Public Works staff took part in a DoT Vehicle Compliance Training Session on March 5th. Discussion included staff hours of service regulations, load securement regulations, and vehicle weight regulations.

PUBLIC WORKS

Council was provided the February 2020 report from the Public Works Department which provides a breakdown of the department's work for the month.

v. BY-LAWS and POLICIES

There was no discussion on bylaws and policies.

7. Other Business

i. COVID-19 – Town of Port Hawkesbury Pandemic Preparedness Plan

The Pandemic Preparedness Plan is posted on the Town website. Situation reports are provided to Council on a daily basis and CAO, T. Doyle is in regular communications with his municipal counterparts. It is anticipated that a directive will come from the province on restrictions for public transportation to be used for essential services only. The Strait Area Transit is operating on a limited service for medical appointments, prescriptions and groceries.

ii. Voting at Committee of the Whole Meetings

Staff in consultation with the Town Solicitor, will draft a policy in accordance with the MGA to bring forward for Council consideration.

iii. Strait Area Ground Search and Rescue (SAGSAR) – Funding Request

The funding request will be discussed during budget deliberations.

8. Approved Additions

i. Letter of Support – Female Midget AAA Franchise in the NSFMHL

The consensus of Council was “to bring forward approval for a letter of support for a bid for a Female Midget AAA Franchise in the NSFMHL.”

ii. Food Insecurity During COVID-19 Pandemic

Food Bank

L. Evans, Chair, Port Hawkesbury Food Bank thanked the Town for reaching out to offer assistance.

G. Snook, his staff, and the Public Works staff were thanked for their prompt responses and snow removal services to maintain operations. The Town will assist with providing hand sanitizers for the Food Bank staff, inquire about their stock as the pandemic continues and maintain communication. Town Council was extended an invitation to visit the Food Bank and its operations in the future.

Backpack Program

The Town and East Coast Credit Union will assist with this program.

Seasonal Services Project

Kevin MacEachern, Seasonal Services Project will provide information to the Mayor regarding their assistance. The Mayor will provide an update to Council.

iii. Stimulus Program Update – Mayor B. Chisholm-Beaton

The Mayor, Councilor MacIver, and staff, met with MP Mike Kelloway who discussed a stimulus program that will be rolled out by the Federal Government. On behalf of his constituency, MP Kelloway will bring forward respective projects for consideration in the program. He was provided with a list of projects for the Town. CAO, T. Doyle reviewed this prioritized list of broad ranged projects with Council. Staff were commended and thanked for their efforts in compiling the list of projects so promptly. CAO, T. Doyle will provide updates accordingly.

iv. Virtual Meetings of Council – Mayor B. Chisholm-Beaton

Staff are researching remote video conferencing (Go To Meeting) to conduct Council and Committee meetings. P. Davis provided an overview of this software. Town Solicitor, P. Lamey provided an overview of Microsoft Team as another option for virtual software. The software should include the capabilities for recording and accessibility for attendance by the public and the media. Council was in support of remote video conferencing for the upcoming budget and strategic planning meeting and the April Public Meeting. Pandemic Preparedness Planning meetings will be held on a regular basis. Council will not be participating in person at any of the local or regional committee meetings.

v. Services for Vulnerable Residents – Deputy Mayor B. MacQuarrie

As restrictions to the public increase, Deputy Mayor B. MacQuarrie discussed the impact these will have on our seniors, our most vulnerable citizens with respect to maintaining their essential services (groceries, securing prescriptions, mail, etc.). He recognized protocols must be in place and the initiative may need to be overseen by Public Health regarding a community volunteer service. At this point, CAO, T. Doyle stated he has not had any discussion or seen any planning documents on this issue. Discussion included giving more thought to and moving this discussion forward, providing messaging to residents to safely assist neighbors, and adhering to the directives of the Province and Public Health.

A press release will be issued effective March 20 that the PHCC will be closed to the public and staff will be working from home. (All departments will take the necessary measures in preparing for the closure.)

9. Future Meetings (Held Virtually)

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

10. Adjournment

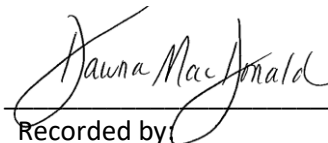
MOVED by Councilor M. MacIver and SECONDED by Councilor H. MacDougall to adjourn the March 17, 2020 meeting of the Committee of the Whole at 8:45 p.m.

April 8, 2020

Date



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



Recorded by:
Dawna MacDonald