

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

Held Virtually

**Minutes of Meeting
April 21, 2020**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Blaine MacQuarrie
Councilor, Hughie MacDougall
Councilor, Mark MacIver
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
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

1. Call to Order

A meeting of the Committee of the Whole was held virtually Tuesday, April 21, 2020 and called to order at 7:00 p.m. by Mayor B. Chisholm-Beaton.

Mayor B. Chisholm-Beaton acknowledged the great loss to Nova Scotians in the past week. Condolences and sympathies were extended for the victims of the mass shooting, COVID-19 pandemic, and the passing of CBRM Councilor Ray Paruch.

A moment of silence was observed.

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

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

4. Presentations

There were no gallery presentations.

5. Council Reports on Assigned Committees

Mayor B. Chisholm-Beaton

Eastern Strait Regional Enterprise Network

The final meeting was held on March 2, 2020 with a motion to dissolve the ESREN.

Emergency Measures

Curtis Doucet, EMC, was appointed Chair of the Emergency Measures group. There has not been a meeting since January 2020.

Raising the Villages

The new Chair of this group is Janelle Loader-Keough. Meetings are on hold due to the COVID-19 pandemic.

One Cape Breton – 3rd Annual event – Host 2020 -Baddeck, NS

Planning is on hold due to the COVID-19 pandemic. An update will be provided to Council accordingly.

Festival of the Strait – Chair, Danna Ferguson

The 2020 Festival of the Strait is cancelled due to the risk and unknown variables surrounding the COVID-19 pandemic. Options are being discussed for the Federal grant that was awarded and whether or not it can be used for Summer 2021. This meeting was also attended by member Councilor H. MacDougall.

Ceilidh Market – Chair, Kevin MacEachern

The 2020 Market season plans have been placed on hold due to the COVID-19 pandemic. The Mayor will inform Council should it be officially cancelled.

Housing – Joint Richmond/Port Hawkesbury Group – Chairs, Mayor B. Chisholm-Beaton and Kalen Long

The March meeting was held virtually due to the COVID-19 pandemic. Discussion included the potential to host another People's School on the topic of "Think Outside The Box" housing options for our region, and to bring our regions' housing groups together to share knowledge. The group will meet virtually in the near future.

Mayors Wardens and Chiefs of the Strait – Chair, Mayor L. Boucher, Town of Antigonish

No meetings have occurred in 2020.

Cape Breton Local Immigration Pilot

Meetings are held virtually. Plans to host a "Welcome to Cape Breton" event are on hold due to the COVID-19 pandemic. Discussion will continue on Island-wide topics important for the attraction and retention of new-comers to Cape Breton.

Strait Area Transit (SAT)

April 15, 2020 – The SAT meets virtually via Zoom meeting software due to COVID-19. The SAT services have ceased with the exception of emergency medical appointments. The former SAT Director left the position in March (a new Director will be needed). Councilor John Dowling stepped down as Chair; our interim Chair is Jim Mustard.

One Nova Scotia – Ivany Report (Next steps)

The project is on hold due to the COVID-19 pandemic. A meeting is scheduled to discuss next steps. Council will be updated accordingly.

Techsploration

The Mayor has participated in this event for three years. The 2020 event was cancelled due to the COVID-19 pandemic.

Spring Hockey

Cancelled due to the COVID-19 pandemic.

Cape Breton-wide Conference Calls (Cape Breton Partnership)

An April 21, 2020 meeting was held virtually with other Island leaders, MLAs and MPs to discuss issues around COVID-19 and the current circumstances of our municipalities and First Nation communities.

Allan J MacEachen Regional Airport

A meeting will be rescheduled virtually. A new Chair will have to be determined.

Accessibility Committee

An inaugural meeting has not been held due to the COVID-19 pandemic.

Cape Breton South Recruiting for Health Committee

At the April 16, 2020 virtual meeting attended by MP Mike Kelloway, discussion included an application for a student position and attending a conference to recruit for Cape Breton south. This meeting was also attended by member Deputy Mayor B. MacQuarrie.

Councilor H. MacDougall

Inverness County Home Support Society

The ICHSS group met to continue priorities. There is a need for personal protective equipment.

Deputy Mayor B. MacQuarrie

Regrets were conveyed by Deputy Mayor B. MacQuarrie for the following meetings due to scheduling conflicts: *Housing – Joint Richmond/Port Hawkesbury Group, Strait Area Transit, Eastern Counties Regional Library Board*

5.1 Discussion on Committee Reassignments

Dr. Trevor Boudreau is no longer a member of Town Council. The following committees in which he served now require membership of Council. The following appointments will be brought forward to the May 5, 2020 Public Meeting.

Eastern District Planning Commission

- Councilor M. MacIver
- Mayor B. Chisholm-Beaton

Eastern Counties Regional Library Board

- Deputy Mayor B. MacQuarrie
- Councilor H. MacDougall (Alternate)

Allan J. MacEachen Regional Airport Committee

- Mayor B. Chisholm-Beaton
- Deputy Mayor B. MacQuarrie
- Councilor M. MacIver (Alternate)

Audit Committee

- Councilor M. MacIver
- Councilor H. MacDougall
- Mayor B. Chisholm-Beaton (Alternate)

Planning Advisory Committee

- Deputy Mayor B. MacQuarrie
- Councilor M. MacIver

Cape Breton South Recruiting for Health Committee

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

Dr. Trevor Boudreau was asked and is considering remaining on this committee as a Town representative. Should he agree, a motion of Council would be required at a Public Meeting.

6. CAO REPORTS

i. MARKETING, RECREATION, TOURISM & CULTURE

The following report was presented by Director, Paula Davis

Active Communities Fund Grant

The Town was approved for the Active Communities Fund Grant in the amount of \$19,944.00. This funding relates to walking/wayfinding signage, aquatics equipment, aquatics leadership, and physically active programming for females and will be a great benefit in offsetting the costs of these initiatives.

Volunteer of the Year

The Provincial Volunteer celebrations have been postponed until September. Francis Lamey was contacted and has confirmed that he will be attending the ceremony in Halifax in September.

The Town of Port Hawkesbury Walkability Map

The TOPH Walkability Map was posted on our social media and is available on tear away maps at the Civic Centre. The map has been a great asset for those trying to stay active while practicing social distancing. It will be distributed to various parts of the Town when we have the ability to do so.

Signage

Signage encouraging COVID-19 protocols will be installed at the entrance to Town this week. Maple Signs has generously offered to do this free of charge.

Community Engagement

The Town continues to keep the community engaged with ideas of social interest through social media and our website.

Online Condolence Page

An online page has been set up on the Town of Port Hawkesbury website to express words of condolence.

ii. FINANCE

The following report was presented by Director, Erin MacEachen.

Budget Process

The Town of Port Hawkesbury has been impacted significantly with the COVID-19 restrictions in place and the closure of our facilities. This has made an already difficult budget deliberation that much more challenging. A budget meeting is scheduled April 22, 2020 virtually, to continue to work towards a fiscally responsible plan to move forward.

Audit Plan

The Town is still on track to have our audit fieldwork started in mid-May. We expect to be scheduling a virtual meeting with the Audit Committee to review the report to the Audit Committee with respect to the audit plan within the next two weeks.

IT Shared Services

The Town received a draft partnership group action plan from our consultant, IMP and are reviewing this document in detail, and providing feedback to the consultants. We are looking to get further information confirmed regarding potential costs, opportunities, and timelines of this potential planned rollout before approaching councils for feedback.

COVID-19 Projected Revenue Impact and Projected Expense Reduction

The Town of Port Hawkesbury has projected 6 months' losses in revenue of approximately \$600,000, with a net impact of \$400,000 after cost reductions are considered based on 2019-2020 actuals. A news release will be shared with residents and the media regarding the impact of COVID-19 on the Town.

iv. **ENGINEERING and PUBLIC WORKS REPORT**

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

Pandemic Preparedness Planning

Staff has been participating in daily pandemic preparedness planning committee virtual meetings, and assisting with revisions to the plan document. We have been working with contractors and suppliers on COVID-19 protocols for conducting work on and delivering materials to Town properties. Council is updated weekly on the status of our staff, control measures in place, and plans for maintaining essential services for residents.

Solid Waste Management

A shipment of Organics Green Carts from SpeedEco Products was received. The carts are being stored at the Landrie Lake Pumping Station Facility.

NSTIR Reeves Street Project

Overhead lane directional signage was installed April 16. NSTIR plans on making additional lane paint improvements on April 17 and hopes to schedule an online meeting later in April or early May for the Reeves Street Pilot Project Steering Committee.

Water / Wastewater Operations

Staff are working with Aquatic Informatics on the implementation of the WaterTrax software platform which monitors and manages the water and wastewater system data and is designed specifically for water and wastewater compliance data management. The software automates and digitizes the process of data collection, management, and electronic reporting. Operations staff are developing SOP's for the treatment facilities.

Destination Reeves Street Project - Reeves Street Upgrades

Dexter Construction met with staff planning for Phase 2 construction activities to begin. They plan to mobilize equipment and personnel on Monday, April 20. A brief summary of Phase 2 work to be completed is as follows: paving of trail from NSCC to TD Bank Building parking lot; additional landscaping; Installation of trail gates; connection from parking area on JD MacLean Court to trail; topsoil and hydro seed.

Staff Training

Many staff with the requirement to maintain Operator Certifications through Nova Scotia Environment, have been participating online based training due to COVID-19. This training is approved for accumulation of Continuing Education Units required to maintain certification levels.

Streetscape Signage Design RFP

Quotes were received from four sign fabricators for the supply of signs and banners. Not all fabricators were able to provide pricing for all aspects of the work. The Town requested additional information and detail from the various fabricators to help clarify questions relating to UV protection methods, installation features, and pricing details. Vibe is working with the fabricators to gather the requested information.

A question period followed.

Residential Curbside Spring Clean-up –May 11-15, 2020

Council was in support of moving forward with the Residential Curbside Spring clean-up, May 11-15, 2020. Staff will proceed with advertising based on Council discussion and directives regarding COVID-19 measures for residents. Rummaging of discarded material will be strongly discouraged due to potential contamination. Council will be provided with a copy of the draft advertisement for review.

Leaf and Yard Waste Site

Council discussed options to move forward with opening the Leaf and Yard Waste Site which included residents' access to the site two days per week, utilizing two staff to monitor the site, signage for social distancing and budget considerations. This issue will be discussed at the next budget meeting and brought forward to the next COVID-19 Pandemic Preparedness Plan meeting.

PUBLIC WORKS

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

FACILITIES, OPERATIONS AND PARKS

The following report was presented by Manager, Facilities, Operations and Parks, Gordie Snook:

Civic Centre

The Civic Centre is closed to the public with maintenance, finance and administration staff working on rotating shifts and in accordance with PPP protocols. A deep cleaning of tile floors and carpets was completed and scheduling is taken place for painting and grounds work. The arena floor is washed and the paint is removed. Energy saving measures are in effect.

Oceans Innovation Centre (Creamery)

The Oceans Innovation Centre renovations are ongoing with approximately 50% construction completed. Power service was upgraded with pad mount transformer. There is a new 4" sanitary line and a 2" waterline to service present and future development. NSCC expected completion and occupancy by mid-late May.

Port Hawkesbury Food Bank

The Port Hawkesbury Food Bank is provided support from facilities staff (weekly pickups and deliveries) and sanitizer and PPE to its volunteers.

Pool

The pool access for service and balancing the water is limited to once per week. A long term decision for pool will be dependent on COVID-19 and Public Health guidelines

Fields and Parks

The fields and parks are closed in accordance with the NS State of Emergency directive. Annual maintenance has begun on fields and green spaces. Summer programs and staffing will need to be determined.

Fire Hall

There are energy savings from reduced occupancy. Maintenance was conducted on the roof, main entrance and the compressor while unoccupied.

Allan J. MacEachen Regional Airport

G. Snook reviewed the status update of the airport from David Morgan, President, Celtic Air Services.

v. **BY-LAWS and POLICIES**

Policy Discussion – Draft Council Procedural Policy

- i. Elected Officials Code of Conduct
- ii. Procedural Motions

The Town of Port Hawkesbury Rules of Order of Council By-Law, Committees and Boards By-Law, and Code of Ethics Policy (primarily staff related) which govern Council and committee meeting procedure require modernization because of significant changes to law, regulations, and directives from NS Municipal Affairs.

CAO, T. Doyle provided Council with a draft Council Procedural Policy outlining the operating principles and procedures for Council and Council committees of the Town of Port Hawkesbury. He reviewed the draft policy objectives and provided an overview of two of its components: Elected Officials Code of Conduct and Procedural Motions.

Council recognized the need for modernization and was in support of the draft Council Procedural Policy. CAO, T. Doyle asked Council to first consider the Elected Officials Code of Conduct and Procedural Motions documents as part of the primary Council Procedural Policy document which is undergoing amendments.

7. **Other Business**

- i. Citizen Access and Engagement to Virtual Meetings

Due to the COVID-19 pandemic, Council meetings are conducted virtually. Formal requests from the public have been received requesting attendance at meetings of Council including budget meetings. Council was in support of citizens attending all meetings of Council with the exception of In Camera meetings in accordance with the MGA, s.22 (2). Citizens wanting to attend meetings will be asked to contact staff. Town Solicitor, P. Lamey suggested that Council consider a policy for the continuation of virtual meetings of Council. The Mayor noted that this could form part of the Council Procedural Policy.

- ii. Policing Priorities
St/Sgt. David Morin will provide an update to Council at the May 5, 2020 Public Meeting. Council was asked to consider questions for the meeting.
- iii. Reference to Emails at April 14, 2020 Special Public Meeting
Mayor B. Chisholm-Beaton and CAO, T. Doyle clarified the reference to the emails at the April 14 Special Public Meeting. As some of the correspondence may have been part of In Camera content, discussion ceased. CAO, T. Doyle addressed the emails and provided a timeline regarding the status of Dr. Trevor Boudreau.
- iv. Grants Pond
Councilor H. MacDonald removed this item for discussion.
- v. Motions – Councilor H. MacDougall
Councilor H. MacDougall clarified that as part of Council, Mayor B. Chisholm-Beaton is has the same decision-making process as Council including the moving and seconding of motions in accordance with Roberts Rules of Order. It was also clarified by Town Solicitor P. Lamey that a motion not seconded cannot be tabled for debate and subsequent voting.

8. Approved Additions

There were no additions to the agenda.

9. Future Meetings (Held Virtually)

- Budget Meeting April 22, 2020
- Public Meeting May 5,, 2020
- Committee of the Whole May 19, 2020

10. Adjournment

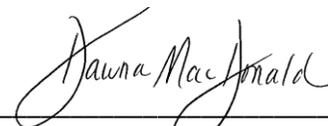
MOVED by Deputy Mayor B. MacQuarrie and SECONDED by Councilor M. MacIver to adjourn the April 21, 2020 meeting of the Committee of the Whole at 9:05 p.m.

May 6, 2020

Date



Approved by:
Terry Doyle, P.Eng., CAO



Recorded by:
Dawna MacDonald