

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

**Minutes of Meeting
Monday, April 16, 2012**

Present

Mayor, Billy Joe MacLean
Chief Administrative Officer, Maris Freimanis
Director of Finance, Deputy Chief Administrative Officer, Erin MacEachen
Deputy Mayor, Ken Anderson
Councilor Jim King
Councilor, Hugh MacDougall
Councilor, Mark MacIver
Director of Marketing, Tourism, Culture and Recreation, Paula Davis
Town Solicitor, Patrick Lamey (Alternate)

Regrets

Director of Public Works, Jim MacNeil
Director of Parks and Facilities, Jim Pyke
Town Solicitor, Larry Evans

1. Call to Order

A meeting of the Committee of the Whole was held in the Shannon Studio, Monday, April 16, 2012. It was called to order by Mayor MacLean at 6:00 p.m.

2. Presentation – Strait Area Transit (SAT)

Mayor MacLean welcomed to the meeting Jessica Farrell, General Manager, SAT, Almon Chisholm and Karen Malcolm, both members, Board of Directors, SAT. They provided Council with a detailed presentation of the SAT which included the 2012-2017 strategic plan. A request for the yearly contribution of \$5627 with consideration for a potential request of additional funding was made to Council. CAO, M. Freimanis recommended to advance the yearly contribution of \$5627 and discuss the request for additional funding during budget deliberations.

MOVED by Councilor J. King, and SECONDED by Councilor H. MacDougall “that Town Council advances the yearly stipend of \$5627 to SAT. The additional request for funding will be discussed during budget deliberations”. MOTION CARRIED.

3. Additions to / Approval of Agenda

a) Waterfront Development Committee

MOVED by Councilor H. MacDougall, and SECONDED by Councilor M. MacIver “that Town Council approves the agenda as amended.” MOTION CARRIED.

4. Directors’ Reports:

a) RCMP – Cst. Stuart Beselt, RCMP, Inverness County District

Mayor MacLean welcomed and thanked Cst. Stuart Beselt for attending the meeting. Cst. Beselt provided a detailed report of the Occurrence Statistics (all violations) for the period February 1 – April 1, 2012. On request from Councilor H. MacDougall, a copy of the report will be provided to Council.

b) Finance – Erin MacEachen

E. MacEachen presented her Finance Report and provided the following updates:

- Banking RPF – the 5 respondents are being reviewed. The recommendation and report to Council is expected for the May 1, 2012 meeting of Council
- Budget – staff has made progress on their budget and recommendations; packages are anticipated for circulation the week of April 23. As more time is required for appropriate recommendations to Council, a budget meeting will be scheduled the first week of May.
- Insurance Renewal – the Town’s insurances will renew April 30. Information will be updated for the necessary applications.
- Audit – adjustments and reconciliations are being completed upon the fiscal 2012 year-end. The fiscal 2012 audit should commence late May, early June.

Deputy Mayor K. Anderson requested an update on the new accounting system. E. MacEachen stated the Chart of Accounts has been implemented. Accounts payable processing has begun with the first cheque run to take place this week. Accounts receivable and cash receipts will follow with full implementation of the system anticipated by early December.

MOVED by Councilor H. MacDougall, and SECONDED by Councilor J. King “that Town Council receives the RCMP Report and the Finance Report”. MOTION CARRIED.

c) Park and Facilities – Maris Freimanis

CAO, M. Freimanis presented the Parks and Facilities Report on behalf of Director Jim Pyke.

MOVED by Councilor H. MacDougall and SECONDED by Deputy Mayor K. Anderson “that Town Council receives the Parks and Facilities Report”. MOTION CARRIED.

d) Marketing, Tourism, Culture and Recreation – Paula Davis

P. Davis’ report included updates on Heritage Canada (funding will be received for Canada Day, Queens Jubilee, and Granville Green); Granville Green (July 8 – August 12); Events Committee (a report will be presented to Council in one month); Sport NS representatives will meet with P. Davis April 17 to discuss pool options; Website/Marketing Material (updates to the website are almost completed; marketing material has been refreshed; the PHCC was photographed for the marketing campaign and appearance in the NS Business Journal); Portraits of Injustice (the exhibit runs to May 14 in J. Franklin Wright Gallery).

MOVED by Deputy Mayor K. Anderson, and SECONDED by Councilor H. MacDougall “that Town Council receives the Marketing, Tourism, Culture and Recreation Report”. MOTION CARRIED.

d) Public Works – Maris Freimanis

MOVED by Councilor M. MacIver, and SECONDED by Councilor J. King “that Town Council receives the Public Works Department Report”. MOTION CARRIED.

CAO, M. Freimanis advised Town Council that J. MacNeil will be off on medical leave for one month and that Jim Dorton will act as relieving foreman/supervisor during this period.

5. Financial Requests:

a) Relay for Life – Bearhead Conference Room

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor M. MacIver “to approve the request from the Canadian Cancer Society, NS, to use the Bearhead Conference Room for the Relay for Life event, June 1, 2012 as per the schedule of fees. The Town will make a donation in lieu to cover these fees”. **MOTION CARRIED.**

b) Nurse Practitioners Association of NS – Sponsorship

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor M. MacIver “to decline the request for sponsorship of the Nurse Practitioners Association of NS”. **MOTION CARRIED.**

c) Harvest the Wind Conference - Sponsorship

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor M. MacIver “to decline the request for sponsorship of the Harvest the Wind Conference”. **MOTION CARRIED.**

d) Strait Area Transit – Funding Request

This item was discussed with Motion made in Item #2 – presentation of the Strait Area Transit (SAT).

P. Davis inquired if 2013 funding requests could be dealt with on a scheduled basis, perhaps quarterly or semi annually, and if an application process be developed for organizations seeking funding or other requests. She will prepare a report for Council’s consideration.

6. Water Treatment Plant Filter

MOVED by Councilor J. King, and **SECONDED** by Deputy Mayor K. Anderson “to accept Option #1 – to make minimal repairs to the air distribution system at a probable cost of \$15,000 to address the Purac/DAF/Filter performance”. **MOTION CARRIED.**

7. Tenders: Civic Centre Security Services

MOVED by Councilor M. MacIver, and **SECONDED** by Councilor J. King, to accept the bid from *First Strike* at a cost of \$36,568 for a period of one year, subject to a reference check”. **MOTION CARRIED.**

On the question, Deputy Mayor K. Anderson inquired if references accompanied the Security Services tender submissions and recommended that the Motion be subject to a reference check of *First Strike*.

8. Tax Adjustments

E. MacEachen asked Council to accept her request that the 2011-2012 taxes be written off for Tax Accounts # 07962142 and #09291865 due to both trailers not being in the Municipality for the billing year.

MOVED by Councilor J. King, and **SECONDED** by Deputy Mayor K. Anderson “that the 2011-2012 taxes be written off for Tax Accounts # 07962142 and #09291865”. **MOTION CARRIED.**

9. Approved Additions

a) Waterfront Development Committee (WDC)

Councilor M. MacIver stated there have been two WDC meetings and that he and CAO, M. Freimanis have met with the Yacht Club. He requested clarification from Council regarding the role of the WDC before the committee gets too deep into discussions. As Chair, Councilor M. MacIver will present information from the WDC recommendations to Council. Deputy Mayor K. Anderson suggested that Councilor M. MacIver take the Motion relating to the WDC to their next meeting to explain the role of the WDC to members.

10. In Camera Session

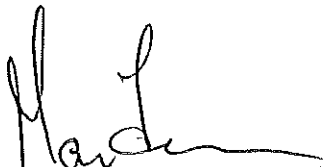
MOVED by Deputy Mayor K. Anderson, and SECONDED by Councilor J. King "to recess In Camera at 7:18 p.m.". MOTION CARRIED.

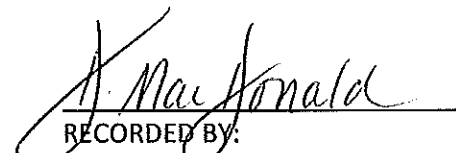
MOVED to reconvene the Committee of the Whole Meeting at 7:50 p.m.

11. Adjournment

MOVED by Deputy Mayor K. Anderson, and SECONDED by Councilor J. King "That Town Council adjourns the Committee of the Whole Meeting at 7:50 p.m.". MOTION CARRIED.

May 8, 2012
DATE


APPROVED BY:
Maris Freimanis, CAO


RECORDED BY:
Dawna MacDonald