

COMMITTEE OF THE WHOLE
Minutes of Meeting
January 17, 2011

1. A meeting of the Committee of the Whole was held in the Shannon Studio on Monday, January 17, 2011 at the hour of 6:00 p.m.
2. Present were Mayor W.J.MacLean; Deputy Mayor J. King; C'hrs M.Maclver, H.MacDougall, K. Anderson; Town Solicitor, L.Evans and C.A.O., M.Freimanis and E. MacEachen, Finance Director.
3. Mayor Maclean called the meeting to order.
4. Additions to the agenda included Landry Lake update, winter parking, RCMP Secretary and police issues.
5. **MOVED BY CL'R K. ANDERSON, SEC'D BY CL'R M. MACIVER THAT WE APPROVE THIS PART OF THE AGENDA WITH THE ADDITIONS INCLUDED. MOTION CARRIED.**

JOINT PROJECT- STRAIT REGIONAL SCHOOL BOARD

6. Finance Director updated the committee re the joint heat project with Strait Regional School Board to install heat pumps at the Strait Area Pool. In partnership with the Strait Regional School Board the project will be \$340,000 to \$400,000 to install heat pumps. Strait Regional School Board will lead and fund the project with the Town claiming \$164,455 from the Department of Environment-Eco Nova Scotia Grant Program along with total project invoices from Strait Regional School Board.
7. Director of Finance and Parks and Facilities Director to meet again with Terry Doyle and Eco Nova Scotia representative on Friday, January 21, 2011 to complete project.
8. Cl'r K. Anderson asked that there is no cost to Town which he was advised no there wasn't.

**FUTURE MEETING CHAMBER OF COMMERCE/TOWN OF
PORT HAWKESBURY**

9. C.A.O., M. Freimanis advised that we are going to be meeting with Chamber of Commerce. If there are any issues that we would like to talk about he advised that we can add an agenda.

OPERATIONAL ISSUES

10. C.A.O., M. Freimanis stated that a variety of issues and policies that need to be strengthened, applied, revised or created. This will improve our operational system and make organization function better.

CUSTOMER SERVICE:-Establish a central line for client use and information-one number to be called, calls are logged, forwarded to the appropriate department for action, response back to client and filed.- Council agreed.

-Establish "one stop shop" for programs and facilities- one location for program enrollment- Council agreed.

-Examine level of service for provision of canteen services- hours of operation, lunch opportunities and in house catering. Council stated to have this item looked at very carefully. Bring back to Council.

SPENDING OVERSIGHT:- Use of the Purchase Order-protocol and proper use-approvals, invoice payments. Director of Finance, E. MacEachen explained the use of P. O.'s and how they should be used for their full effectiveness. Council agreed.

-Move towards a more centralized purchasing system, central source shops for better prices, consolidated purchases, standing purchase orders and that a corporate card be introduced. Council agreed.

-Discretionary spending-meals, coffee, lunches, gift cards,celebrations, office supplies, appreciation, clothing-improve controls, approvals, meeting scheduling and policy. Council agreed.

-Cell phones-type, approvals-what's needed, who needs it and actual usage. Council agreed.

-Prepayment of stipends, travel, invoices- pay after service rendered. Council to do more thought.

-Advertising and certain memberships- are they necessary. Council agreed.

-Donations - need policy on who and amount-Council agrees to come back to Council with a policy.

FINANCIAL :- Pool oversight- revenues, finances, how programs are doing: spending history, usage and operating efficiency-diligent review. Council agreed.

-Events-event reporting, reconciliations and financial reports. Council agreed.

-Tendering protocol-standard front end, rules and regulations for process, information given out, control and consistency. Council agreed.

-Capital projects-Department Heads take on a greater responsibility. Council agreed.

-Financial reporting-quarterly reconciliations, balance sheets and projections. Quarterly reports, better oversight. Council agreed.

-HST reporting-overall improvements in process. Different codes. Council agreed.

-Budget process- start early, begin defining levels of service by function, supporting documentation and contingencies. Council agreed.

INTERNAL PROCESS:- Communication protocol- elected officials and staff, media-policy to be developed.

-Establish a central filing system- record management and security- individual responsibility. Council agreed.

-Streamline internal mail and faxes-responsibility, sorting, mail pickup, junk mail. Council agreed.

-Council meeting- use of tapes and mic protocol. Council stated that we look at something that works.

-Increased use of shared server-claim forms, bylaws, policies. Council agreed.

-Recreation programming (Mac Solutions)- improve day end reporting,receipts and revenues-training required. Council agreed.

-Complete asset inventory- Council agreed.

-Computer replacement-standardized program. Council agreed.

EXTERNAL SERVICES:-Snow and ice control- use of proper equipment, logs and reports, response performance. Council agreed.

-Definition of snow plowing and salting routes-levels of service, review of current contracts.

-contract to bid.

-Roll of Public Works- Council agreed. Establish uniform standard markings on Town vehicles.

POLICY:- General review and application of policies. Council agreed.

-Travel policy-consideration of existing rates of reimbursement, application, authorizations, advances and approvals. Council agreed to come back with report and recommendation.

-OTHER: - Canteen operation - consider opportunities for lunch times, in house catering for small meetings.

-Walking track-consider opening the track to the public at no charge. Council agreed.

ADDITIONS-LANDRY LAKE

11. Maris Freimanis advised Council that he would be meeting in Halifax on Thursday with David Darrow on Landry Lake Watershed on Port Malcolm Road, Point Tupper and he will report back to Council on this matter after his meeting in Halifax.

WINTER PARKING--ADDITION

12. Maris Freimanis advised that the Winter Parking Regulations for the Town of Port Hawkesbury for 2010-2011 have being advertised in the "Reporter" and that the RCMP are enforcing it.

FORWARDING POLICE ISSUES-ADDITIONS

13. C'lr H. MacDougall asked that police issues be forwarded by email as in the past to Council members.

RECESS TO AN IN CAMERA

14. **MOVED BY CL'R H. MACDOUGALL, SEC'D BY CL'R M. MACIVER THAT WE RECESS INTO AN "IN CAMERA" SESSION. MOTION CARRIED.**

15. Council reconvened to The Committee of the Whole at 8:30 p.m.

16. **MOVED BY CL'R H.MACDOUGALL, SEC'D BY CL'R M. MACIVER THAT CL'R K. ANDERSON AND CL'R J.KING WORK WITH THE C.A.O M. FREIMANIS ON THE ORGANIZATIONAL STRUCTURE PLAN AND BRING RECOMMENDATION TO THE REGULAR TOWN COUNCIL MEETING IN FEBRUARY 2011. MOTION CARRIED.**

17. The meeting adjourned at 8:33 p.m.

Feb 6 2012
DATE

[Signature]
APPROVED BY:

[Signature]
RECORDED BY:
A. MACDONALD