

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

**Minutes of Meeting  
Monday, November 19, 2012**

**Present**

Mayor, Billy Joe MacLean  
Chief Administrative Officer, Maris Freimanis  
Acting Director of Finance, David Gray  
Councilor, Dr. Trevor Boudreau  
Councilor, Brenda Chisholm-Beaton  
Councilor, Joe Janega  
Councilor, Bert Lewis  
Director of Marketing, Tourism, Culture and Recreation, Paula Davis  
Director of Parks and Facilities, Jim Pyke  
Town Solicitor, Patrick Lamey (Alternate)

**Regrets**

Town Solicitor, Larry Evans

**1. Call to Order**

A meeting of the Committee of the Whole was held in the Shannon Studio, Monday, November 19, 2012. It was called to order by Mayor MacLean at 6:10 p.m. Mayor MacLean welcomed the new Town Council to the meeting.

**2. Additions to /Approval of Agenda**

There were no additions to the agenda.

**3. Organizational Structure**

CAO, M. Freimanis provided an overview of the Town of Port Hawkesbury organizational structure. Revisions will be made to the following sections: Maintenance Staff, Public Works Department, and Water and Wastewater Facilities. It will also include a section for Town Council. Directors J. Pyke, P. Davis, and Acting Director D. Gray provided Council with an overview of their roles and responsibilities. CAO, M. Freimanis addressed the responsibilities of the Public Works Department. In response to questions from Council, he stated that Inverness County does contribute to the wastewater operation; and future consideration will be given to revising the organization chart to "marry" the Public Works and Wastewater Facilities operations. P. Davis will provide information on social media as an option for marketing, and D. Gray will provide information regarding the percentage of budget expenditures in which Council has no control over. P. Lamey discussed the role of the Town Solicitor and the various legal areas relating to the Town including bylaw interpretation and enforcement. CAO, M. Freimanis stated the need to embark on a campaign to revitalize bylaws that are not reflective of today's environment.

**4. Committee Appointments**

CAO, M. Freimanis submitted the Committee Appointments for approval based on Council's responses of interest and discussions with Mayor MacLean. Appointments will be rotated annually for Council to gain experience within each committee. Additional discussion and action items included:

- Appointments of citizens at large representing Port Hawkesbury will be advertised and provided to Council for ratification
- Strategic planning: the need to establish strategic goals, holding a session to discuss strategic planning; and, assembling various strategic plans to be sent electronically to Council

- Appropriate committees will be provided with Council contact information regarding meeting scheduling; new committees will be formed should the need arise
- The Mayor and CAO are ex officio and may attend some meetings

**5. Town Assistance Policy**

CAO, M. Freimanis provided Council with a draft version of the Town Assistance Policy to establish more uniformity, consistency and enable the Town to better respond to requests for funding, sponsorship and assistance. The intent is to prepare a final draft policy for Council approval at the next Public meeting. Council discussion included a final policy with criteria to address cut-off dates, contribution levels for different types of requests, timelines of requests, determination of approval process, cap levels, adhering to MGA specifications, flexibility, staff facilitation of requests as opposed to Council, and responsibility to taxpayers. P. Lamey noted the importance of the language in policy development and provisions for special circumstances. Once approved, the policy could be made available on the website.

**MOVED by Councilor Dr. T. Boudreau, and SECONDED by Councilor B. Chisholm-Beaton "That Town Council approves the draft Town Assistance Policy in principle for input into the final draft policy at the next Public Meeting". MOTION CARRIED.**

**6. Active Living Opportunities**

The aim of the Active Living Opportunity is to promote the PHCC facilities as true community venues and to use underutilized time to maximize facility usage relating to areas such as the arena, pool, and dance studio. Council unanimously agreed with this initiative. Council discussion included the potential for groups to use these opportunities for fundraising; the opportunity for different events including lectures; collaboration with SAERC for pool programming; concentration on youth groups; and, potential use of the racquetball courts.

**MOVED by Councilor J. Janega, and SECONDED by Councilor Dr. T. Boudreau "That Town Council accepts the recommendation of the Active Living Opportunities to bring forward at the next Public Meeting". MOTION CARRIED.**

**7. Civic Centre Facility Use Policy**

CAO, M. Freimanis asked Council for their input and direction to amend the Civic Centre Facility Use Policy provided to Council and as outlined in the memo of November 16, 2012. Council discussion included an amended policy that would address such issues as flexibility to respond to the market, promotion of the facilities, parameters for profit and not for profit groups, protection measures for employees and end users, and, new pricing structures.


**8. Approved Additions**

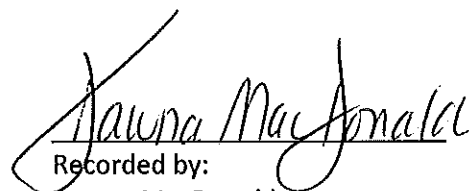
There were no additions to the agenda.

**9. Adjournment**

**MOVED by Councilor T. Boudreau, and SECONDED by Councilor B. Lewis "to adjourn the Committee of the Whole Meeting at 8:05 p.m". MOTION CARRIED.**

Dec 5, 2012  
Date

  
Approved by:  
Maris Freimanis, CAO

  
Recorded by:  
Dawna MacDonald