

PORT HAWKESBURY TOWN COUNCIL COMMITTEE OF THE WHOLE

Minutes of Meeting
Monday, January 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
Director of Public Works, Jim MacNeil
Director of Parks and Facilities, Jim Pyke
Town Solicitor, Patrick Lamey (Alternate)

GUEST

Corporal J. P. Boucher, Supervisor, RCMP, Inverness County District

REGRETS

Town Solicitor, Larry Evans

1. CALL TO ORDER

A meeting of the Committee of the Whole was held in the Shannon Studio, Monday, January 16, 2012. The meeting was called to order by Mayor MacLean at 6:30 p.m.

2. ADDITIONS to /APPROVAL of AGENDA

a) In Camera – Leachate Settlement Agreement

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor J. King “That Town Council approves the additions to the agenda as amended”. **MOTION CARRIED.**

3. DIRECTORS' REPORTS

a) *RCMP – Corporal J. P. Boucher*

Mayor MacLean welcomed Corporal Boucher who provided an update on the RCMP report from July to December 2011. The report outlined the number of complaints responded to by the Port Hawkesbury Detachment and the comparison figures for the same period from last year. Deputy Mayor K. Anderson inquired about the increase in checkpoints from last year. Councilor J. King recommended that tickets be issued for winter infractions. Corporal Boucher indicated that no tickets were issued after the first snowfall but more tickets will be issued or vehicles will be towed regarding winter infractions. CAO, M. Freimanis stated winter parking regulations have been advertised since November. Councilor H. MacDougal inquired if more could be done regarding the increase in drug offences in Port Hawkesbury. Mayor MacLean thanked Corporal Boucher for his report and attending the meeting.

b) Finance – Erin MacEachen

E. MacEachen presented her Finance Report and provided updates on the IT Project (importation of the new Chart of Accounts into the live environment is anticipated this week); PVSC (the 2012 assessment role was received from PVSC for uploading this month); Budget (strategic budget sessions were held with budget submissions to be received from departments); File Room Clean Up (new filing cabinets and cleanup took place before Christmas; organization and archiving of files continues).

E. MacEachen confirmed to Councilor H. MacDougall that all files have been retained. She confirmed to Deputy Mayor K. Anderson that the approximate average increase in the residential and commercial assessments is 4.1% and 1.9% respectively.

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

b) Park and Facilities – Jim Pyke

J. Pyke presented his Parks and Facilities Report and provided updates on the Christmas Tree Chipping (which occurred Jan. 7th); Port Hawkesbury Lions Club Stairs Fire (which occurred Dec. 14th, the damaged stairwell and staircase were removed); ECBC Application – Strait Area Pool (waiting for approval for funding for an Air Handling System); Arena Storage (rental fees to date are \$21,927); Building Maintenance (B&N Distributors, Paul’s Auto Glass, and The Credit Union require maintenance); Tall Ships (collaboration with Gerard McPhee, ECBC, regarding proposal and budget submission); Port Hawkesbury Civic Centre (events and issues as per report). J. Pyke will provide Mayor MacLean with the timeline for the new treadmills.

MOVED by Councilor J. King, and SECONDED by Councilor H. MacDougall “That Town Council receives the Parks and Facilities Report”. MOTION CARRIED.

c) Public Works – Jim MacNeil

J. MacNeil presented his Public Works Department Report (Dec. 1-31, 2011) and provided updates on the winter salting schedule; two water main breaks; maintenance of valves and catchpits; and maintenance of snow removal equipment. The daily priority is the testing of the domestic water production to guarantee its quality and purity consumption. Deputy Mayor K. Anderson and Councilor J. King inquired about winter parking infractions during the last snow removal. J. MacNeil stated the same cars were noted for parking infractions. He was unsuccessful reaching Corporal Green, RCMP during the last snow removal to follow up with the owners of the vehicles. The cars were neither ticketed nor towed. Corporal Boucher was asked to look into this matter.

MOVED by Councilor J. King, and SECONDED by Deputy Mayor K. Anderson “That Town Council receives the Public Works Department Report”. MOTION CARRIED.

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

P. Davis presented her Marketing, Tourism, Culture and Recreation Report for January 2012 and provided updates on the Christmas events; Recreation Registration; Port Hawkesbury Library update for December 2011; (M. Freimanis and P. Davis met with Laura Embree. The library has received new inventory; the Rotary Club has donated funds for children’s furniture; the Eastern Counties Regional Library will take over the library as a public library; and, a successful bid was put forth by the PHCC to host the Provincial Library Conference in May); Splash Park Development (Ekistics Design will provide cost estimates); Sport Summit (hosted by PHCC); Upcoming Events; and, the J. Franklin Wright Gallery. Ms. Davis noted that the New Year’s Eve event held at the PHCC was not listed in the report as it was a rental event. Deputy Mayor K. Anderson inquired if the

volunteers for the J. Franklin Wright Gallery receive formal recognition. Ms. Davis will formally recognize this group of volunteers during Volunteer Week in April.

MOVED by Deputy Mayor K. Anderson, and SECONDED by Councilor M. MacIver "That Town Council receives the Marketing, Tourism, Culture and Recreation Report". MOTION CARRIED.

4. OTHER BUSINESS

a) District Heating System

As follow up to the District Heating System presentation at the Regular Town Council Meeting, January 10, 2012, Mayor MacLean asked the wish of Town Council regarding the request for funding of \$10,000 to assist with costs for the project.

MOVED by Councilor M. MacIver, and SECONDED by Deputy Mayor K. Anderson "That Town Council agrees to table this item until more information is received". MOTION CARRIED.

b) Summary Offence Tickets

Town Solicitor P. Lamey provided information on Summary Offence Tickets (SOTs) and payment in lieu of the prosecution policy regarding the Town's ability to issue SOTs for by-law infractions. Mr. Lamey discussed the issues; analysis; designation of persons who can issue SOTs; administrative costs; payment in lieu of the prosecution policy; and, next steps to be taken. Town Council was asked to decide which by-laws were appropriate for the by-law violation notices to adopt the necessary policy. In addition, a decision must be made concerning the by-law enforcement officer and his/her appointment as a special constable.

Councilor M. MacIver noted the length of time it was taking to resolve this issue and inquired how much more time should be invested before tickets can be issued. He added issuing SOTs may be good for the Town in the long term but if the RCMP could enforce our by-laws and issue provincial tickets, it would save the Town time and money. CAO, M. Freimanis stated he met with Sgt. Shelby Miller several times on this matter. M. Freimanis recommended that a balance exist between critical by-law infractions vs. small violations. He added we should proceed with a balance of SOTs that would enable the RCMP to issue a ticket but also a payment in lieu of prosecution policy. If Council is satisfied with this approach, the process can begin by reviewing a list of by-laws recommended that fit into either category. Councilor J. King inquired if a by-law officer will be appointed from within or to advertise for this position. Deputy Mayor K. Anderson recommended staff decide on this issue and make a recommendation to Council.

MOVED by Councilor M. MacIver and SECONDED by Deputy Mayor K. Anderson that "Town Council approves pursuing work on the SOTs and payment in lieu of the prosecution policy; the appointment of a by-law enforcement from the recommendation of staff; and that CAO, M. Freimanis provide Council with a report within one month identifying the category of by-laws in accordance with the violation". MOTION CARRIED.

c) Municipal Election Preparations

CAO, M. Freimanis provided Town Council with information received from Vi Carmichael, Municipal Elections Officer, regarding the 2012 Municipal and School Board Election preparations. Mr. Freimanis noted the following items for Council's consideration: timelines to respect; appointment of a returning officer; and, method of preparation of the preliminary list of electors to use. He added that administrators have

contacted Vi Carmichael to visit on February 3rd or 10th to address questions about the election process. Deputy Mayor K. Anderson inquired about advertising for a returning officer to meet the March 15th deadline and come back to Council for an appropriate recommendation. M. Freimanis will contact Vi Carmichael to confirm what is expected from the individual and will advertise for a returning officer for Council recommendation.

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor M. MacIver that "Town Council approves advertising for a returning officer for the 2012 Municipal and School Board elections".
MOTION CARRIED.

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor H. MacDougall to recess In Camera at 7:15 p.m.

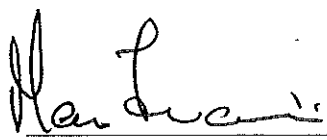
MOVED by Deputy Mayor K. Anderson to reconvene the Committee of the Whole Meeting at 7:25 p.m.

MOVED by Councilor H. MacDougall, and **SECONDED** by Councilor M. MacIver "That Town Council approves the Leachate Settlement Agreement between the Town of Port Hawkesbury and The Municipality of the County of Inverness". **MOTION CARRIED.**

a) ADJOURNMENT

MOVED by Deputy Mayor K. Anderson, and **SECONDED** by Councilor M. MacIver "That Town Council adjourns the Committee of the Whole Meeting at 7:28 p.m. **MOTION CARRIED.**

Feb 9, 2012
DATE


APPROVED BY:


RECORDED BY:
D. MacDonald