

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

**Minutes of Meeting
January 18, 2016**

Present

Mayor, Billy Joe MacLean
Councilor, Dr. Trevor Boudreau
Councilor, Brenda Chisholm-Beaton
Chief Administrative Officer, Maris Freimanis
Director of Finance, Erin MacEachen
Director Marketing, Recreation, Tourism & Culture, Paula Davis
Town Solicitor, Larry Evans

Regrets

Deputy Mayor, Bert Lewis
Councilor, Joe Janega

1. Call to Order

A Committee of the Whole Meeting was held in the Shannon Studio, PHCC, Monday, January 18, 2016 and called to order by Mayor MacLean at 7:00 p.m.

2. Additions to / Approval of Agenda

- Travel Policy Amendment – E. MacEachen

MOVED by Councilor B. Chisholm-Beaton and SECONDED by Councilor Dr. T. Boudreau “to approve the agenda with one amendment”. MOTION CARRIED.

3. Gallery Presentations

There were no gallery presentations.

4. Other Business

- i. Library Update – P. Davis

To reduce costs, Eastern Counties Regional Library (ECRL) adjusted its schedule to meet the highest circulation hours which is not optimal for visitors and community users but is optimal for students. As of January 1, 2016, there will be a further reduction of eight hours. Discussion included reassessing the Town’s value for their annual contribution, the location of the ECRL’s headquarters, the needs and wants of the community, a multi-purpose library model, shared costs, and consideration of a future joint use/interchange agreement. P. Davis will research dates for meetings with representatives from ECRL, SRSB and SAERC to coincide with budget deliberations and request copies of meeting minutes from the ECRL. Councilor B. Chisholm-Beaton will attend these meetings with P. Davis on behalf of Deputy Mayor B. Lewis.

- ii. Community Health Centre (CHC) – General Discussion

There has been interest from several parties for potential private enterprise investing in the Creamery. Discussion included the Creamery and alternate locations for consideration of a Community Health Centre, the requirement of a business case, a recruitment plan for medical personnel, and, public consultations to gauge community interest and participation, partnerships and fundraising components.

Council was in support of CAO Freimanis meeting with interested parties to discuss proposals for the Creamery. A report will be provided to Council.

MOVED by Councilor Dr. T. Boudreau and SECONDED by Councilor B. Chisholm-Beaton “that CAO Freimanis will consider all options for the use of the Creamery in addition to a Community Health Centre. A report of all proposals will be provided to Council”. MOTION CARRIED.

iii. Travel Policy

a) Revised Policy

The revised Draft Travel Policy reflects appropriate changes in policy to address issues raised from the Travel Expense Review Committee and provides greater clarity with strengthened procedures and reporting mechanisms. Discussion included maintaining the present per diem rates, reducing the per diem rates, or, adopting a receipt-based vs per diem rate travel claim. Council was in support of reducing per diem rates. The following revisions will be made to the Draft Travel Policy:

Section 1.1 General

iii. Inclusion – ‘reimbursable’ travel...

iv. Inclusion – Should a Councilor have a disagreement regarding their request for travel, the request will be reviewed with the Mayor

Section 1.4 Report

i. Inclusion – This summary will be posted on the Town of Port Hawkesbury website on a monthly basis

Schedule A – 1.2 Meal Expenses

i. *Meal Expense Rates*

- \$15 for breakfast may be claimed when the claimant is required to commence travel from Port Hawkesbury prior to 7:30 a.m.
- \$20 for lunch may be claimed when the claimant is required to be travelling and away from the office during the entirety of their normal lunch period
- \$30 for dinner may be claimed when the claimant is not expected to return to Port Hawkesbury before 6:30 p.m.
- Meal expenses should only be claimed by the claimant when there has been an out of pocket expense for the meal claimed

ii. Inclusion – Alcohol purchases will not be reimbursed

MOVED by Councilor B. Chisholm-Beaton and SECONDED by Councilor Dr. T. Boudreau “to approve the January 8, 2016 revised draft in principle with noted amendments. The amended travel policy will be reviewed at the February Public Meeting”. MOTION CARRIED.

b) FOIPOP Request

All NS municipalities have been asked for copies of expense claims for the Mayor, Council and CAO for fiscal years 2013-14 and 2014-15 by the end of January. CAO Freimanis has complied with this request.

5. Approved Additions

- Travel Policy Amendment

The Travel Policy Amendment was discussed by E. MacEachen and CAO Freimanis in agenda item 4 (iii).

MOVED by Councilor Dr. T. Boudreau and SECONDED by Councilor B. Chisholm-Beaton to recess In Camera at 9:00 p.m. to discuss:

- a) Personnel Item
- b) Emergency Measures Organization (EMO) – Appointments
- c) Inter-municipal Agreement Renewal
- d) YMCA Update
- e) 2015 Volunteer of the Year

The Committee of the Whole reconvened at 9:40 p.m.

6. In Camera Items

- a) Personnel Item

E. MacEachen provided Council with an update on the personnel item.

- b) Emergency Measures Organization – Appointments

MOVED by Councilor B. Chisholm-Beaton and SECONDED by Councilor Dr. T. Boudreau “to approve the appointment of Curtis Doucet, Fire Chief, PHVFD, as Coordinator and appoint Mayor MacLean, Councilor Dr. T. Boudreau, and Councilor J. Janega as members of an Executive Committee ”. MOTION CARRIED.

- c) Inter-municipal Agreement Renewal

MOVED by Councilor Dr. T. Boudreau and SECONDED by Councilor B. Chisholm-Beaton “to support the renewal of the Inter-municipal Services Agreement for Diamond/ABM”. MOTION CARRIED.

- d) YMCA Update

CAO, M. Freimanis will provide a report to Council after the next YMCA meeting.

- e) 2015 Volunteer of the Year

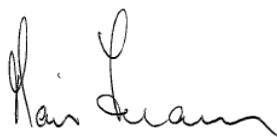
Council discussed several individuals and asked to give consideration of these and others for the 2015 Volunteer of the Year. Mayor MacLean suggested that the community, media and organizations could assist.

7. Adjournment

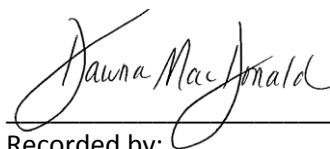
MOVED by Councilor B. Chisholm-Beaton and SECONDED by Councilor Dr. T. Boudreau “to adjourn the Committee of the Whole at 9:45 p.m.”. MOTION CARRIED.

February 3, 2016

Date



Approved by:
Maris Freimanis, P.Eng.
Chief Administrative Officer



Recorded by:
Dawna MacDonald