

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

**Minutes of Meeting  
May 16, 2016**

**Present**

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

**1. Call to Order**

A meeting of the Committee of the Whole was held in Shannon Studio, PHCC, Monday, May 16, 2016 and called to order by Mayor MacLean at 7:00 p.m.

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

- a) ROC Centre – Councilor J. Janega
- b) Community Engagement – Deputy Mayor B. Lewis
- c) UNSM – Fort McMurray Relief Fund – CAO, M. Freimanis

**MOVED by Councilor J. Janega and SECONDED by Councilor Dr. T. Boudreau “to approve the additions to the agenda”. MOTION CARRIED.**

**3. Gallery Presentations**

There were no gallery presentations.

**4. Other Business**

- a) Borrowing Resolutions – E. MacEachen

E. MacEachen provided Council with resolutions passed by Council annually for Scotiabank to allow the Town to maintain overdraft access on current bank accounts and Visa Cards used for purchasing.

**MOVED by Councilor Dr. T. Boudreau and SECONDED by Councilor B. Chisholm-Beaton “to approve the Borrowing Resolutions to access a \$1,000,000 overdraft on current bank accounts and a \$25,000 overdraft for Visa Cards used for purchasing”. MOTION CARRIED.**

- b) Low Income Tax Exemption Policy – E. MacEachen

E. MacEachen reviewed the draft Low Income Tax Exemption Policy presented to Council at the May 3 Public Meeting reflecting changes to the policy adapted by the AMANS and in adherence to municipal exemption limits and averages across the province. Council was asked to consider revising the current policy as per the outlined conditions to increase the annual family income amount from \$18,000 to \$23,000 for eligibility upon application of a tax exemption up to an amount of \$200. Notices of assessment will be required with each application.

**MOVED by Councilor J. Janega and SECONDED by Councilor Dr. T. Boudreau “to approve and adopt the changes to the Low Income Tax Exemption Policy as presented by E. MacEachen”. MOTION CARRIED.**

c) Records Management Policy

The draft Records Management Policy was presented to Council by CAO, M. Freimanis and E. MacEachen. The policy is currently being adopted by other municipalities as per the AMANS manual. It is an electronic or paper-based system to manage the records of the Town from record creation through to records disposal. The Policy will be tabled for ratification at the June 7 Public Meeting.

d) Department Updates – E. MacEachen and P. Davis

E. MacEachen, Director of Finance

- Ongoing budget and audit planning
- Collaboration with Diamond Municipal Solutions regarding a proposal for e-billing and Virtual City Hall
- Water and Tax Bills have been processed and mailed
- Bell Aliant – Unified Communications System Demonstration – The Town will be undergoing changes to their phone system to increase call traffic efficiency and visibility for all departments.
- Attended a Finance Session on municipal reporting
- Human Resources – Training for Finance Clerk and Active Living Coordinator; advertising for Operations Manager; casual employees/students have been interviewed
- Pension Plan Advisory Committee – to be established with a staff complement

P. Davis, Director of Marketing, Recreation, Tourism & Culture

- J. Franklin Wright Art Gallery – Student Art Exhibit, mid-May
- Accessibility NS Funding for Strait Area Pool Ramp (\$8100 to be received)
- Basketball Court – Installation has taken place; tile and decking on site; light fixtures scheduled for early June
- Sport Development Grant Application – Basketball skills for girls
- Splash Pad – opening in June (weather permitting)
- Community Park – bathrooms will be commissioned; tennis nets are erected; benches, picnic tables and bike racks are in place
- Signage – a new sign will be erected at the Town entrance with the ability to accommodate additional advertising
- Community Garden maintenance – volunteers from the Girl Guides
- Granville Green – the lineup is complete; Bear Head LNG and NuStar Energy were commended for their continued support
- Collaboration with Strathspey Place re a Joint Ticketing System
- Air Miles Detour Contest – Port Hawkesbury, one of five Towns nominated, is doing well
- Community Trails – Working on Connect 2 Funding for the Trails. Volunteers were thanked and commended for their continuing work on the trails.
- June 1 – Grand Slam Ticket Launch
- June 4 – *Sounds of Motown*
- June 10 – Funding Announcement by Hon. Michel Samson for Community Park Change Rooms
- June 29 – Ribbon Cutting Ceremony – Basketball Court Official Opening

## 5. Approved Additions

a) ROC Centre

Councilor J. Janega discussed issues relating to the ROC Centre and the shortage of homes for those with special care needs. An invitation will be extended to Diana Poirier, Executive Director, ROC Society to attend a Council meeting to discuss these issues.

b) Community Engagement

Deputy Mayor B. Lewis commended the legion of volunteers from various backgrounds and all ages for their contributions to the Town. Discussion included holding an annual reception or alternate form of acknowledgement in July or August in recognition of volunteers.

c) Fort McMurray Relief Fund

CAO, M. Freimanis stated UNSM will collect contributions from municipal units in support of the Fort McMurray Relief Fund. Council was in unanimous agreement to contribute to the relief fund.

**MOVED by Councilor J. Janega and SECONDED by Deputy Mayor B. Lewis “to approve a donation of \$1000 in aid of the Fort McMurray Relief Fund”. MOTION CARRIED.**

**The Committee of the Whole recessed In Camera at 8:00 p.m. and reconvened at 9:00 p.m. to discuss:**

- a) YMCA
- b) Personnel Issue

Personnel Issue

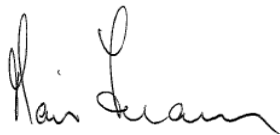
**MOVED by Councilor Dr. T. Boudreau and SECONDED by Deputy Mayor B. Lewis “to continue with the process as approved in November 2013. The current CAO will complete his term effective November 1, 2016. Council will advertise in-house for the position of CAO as of June 8, 2016 and will advertise externally (if required) on June 21, 2016 with a closing date of July 11, 2016”. MOTION CARRIED.**

**6. Adjournment**

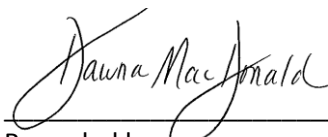
The Committee of the Whole adjourned at 9:05 p.m.

June 8, 2016

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Date



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



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Recorded by:  
Dawna MacDonald