

# PORT HAWKESBURY TOWN COUNCIL SPECIAL MEETING

Minutes of Meeting  
Tuesday, September 20, 2011

## PRESENT

Mayor Billy Joe MacLean  
Chief Administrative Officer, Maris Freimanis  
Director of Finance, Deputy Chief Administrative Officer, Erin MacEachen  
Deputy Mayor Jim King  
Councilor Ken Anderson  
Councilor Hugh MacDougall  
Councilor Mark MacIver  
Town Solicitor, Larry Evans  
Director of Marketing, Tourism, Culture and Recreation, Paula Davis

## 1. CALL TO ORDER

A Special Meeting of the Port Hawkesbury Town Council was held in the Bear Head Room on Tuesday, September 20, 2011. The meeting was called to order by Mayor MacLean at 6:00 p.m.

## 2. AGENDA ITEMS

### a) RATIFICATION – Provision of Food Services, Civic Centre (Port Hawkesbury Civic Centre Food Services Agreement with Maritime Inn)

- Item #1 – PHCC Propane Use (Page 2)  
Councilor K. Anderson requested clarification on the average consumption of propane that will be used by the Maritime Inn. The initial agreement stated 13,000 litres; the current agreement states 12,000 litres. Larry Evans, Town Solicitor, will follow the direction of Council to change the agreement to 12,000 litres. Maris Freimanis, C.A.O. stated the period of annual consumption of propane will be changed from (4) years to (3) years.
- Item #2 – Page 3; Section 2.  
Larry Evans, Town Solicitor, will revise Page 3: Section 2. to reflect the original Port Hawkesbury Civic Centre Food Services Agreement.
- Item #3 - Catering Provisions (Page 2; Bullet #3)  
Councilors H. MacDougall and M. MacIver requested clarification on the food service providers for future Civic Centre events (i.e. weddings). Maris Freimanis, C.A.O. stated the Maritime Inn will be the sole food service provider and that the PHCC room rentals will be the decision of the Town of Port Hawkesbury. Catering events confirmed prior to the PHCC Food Services Agreement with Maritime Inn will remain in effect. Councilor K. Anderson requested clarification on the definition of “event” with respect to catering services (i.e. Celtic Colours; sporting events; sporting practices; training sessions). Paula Davis, Director of Marketing, Recreation, Tourism and Culture, will provide a letter to Council clarifying the definition of “event” as per the PHCC Food Services Agreement.

**MOVED by Councilor H. MacDougall, and SECONDED by Councilor MacIver “That the Port Hawkesbury Civic Centre Food Services Agreement with the Maritime Inn be approved with the corrections noted subject to review at the end of a (1) year term”. MOTION CARRIED. Councilor Anderson – One Nay Recorded.**

**b) BUDGET DISCUSSION (Budget Details Distributed Previously)**

Erin MacEachen, Finance Director, provided a written and verbal report summarizing the Department Expenses, Adjusted Revenues, and Detailed Reductions from the original F2012 budget submission to the adjusted submission sent to Council September 8, 2011. Total budget reductions exceeded \$355,000; total increase in budget revenues exceeded \$20,000. She recommended to Council Option #1 for the year 2012.

General discussion took place with the focus on:

- Deed Transfer Tax
- Street Paving
- Employee Wellness
- Protective Services – Dog Catcher
- Public Works Superintendent Incentive
- Cell Phones
- Council Stipend
- Occupation Health and Safety Stipend
- Travel
- Budget Variances
- Previous Request for Budget Meetings

Councilor K. Anderson requested clarification on the \$90,000 variance between the June 10, 2011 budget and the September 8, 2011 budget. Erin MacEachen stated the June 10, 2011 budget was a draft version; and that a detailed list can be provided to explain the variance of \$90,000.

**MOVED by Councilor H. MacDougall, and SECONDED by Councilor M. MacIver “That Town Council and Staff (including department heads) have a meeting as soon as possible to discuss the budget in detail”. MOTION CARRIED.**

**c) FUNDING REQUESTS**

*i. Celtic Colours*

**MOVED by Councilor K. Anderson, and SECONDED by Deputy Mayor J. King “That Town Council support a donation of \$5000 to the Celtic Colours 2011 International Festival”. MOTION CARRIED.**

ii. Port Hawkesbury Literacy Council

Councilor Anderson declared a conflict of interest and vacated his seat. Councilor Anderson stated the reason for his conflict was that his sister is employed by the Port Hawkesbury Literacy Council.

Councilor M. MacIver requested information regarding the request for funding from Christena Goyetche re FEIS. Erin MacEachen spoke with the Port Hawkesbury Literacy Council Coordinator. As treasurer, Ms. MacEachen cautioned that the Town of Port Hawkesbury was in a different financial situation; but that she would bring the request before Town Council. Ms. MacEachen did not speak personally with Ms. Goyetche nor indicate that Town Council would not be supportive of the funding request.

**MOVED by Councilor M. MacIver, and SECONDED by Councilor H. MacDougall "That Town Council supports a donation of \$1180 (\$900 as sponsor/\$280 for table) to the Port Hawkesbury Literacy Council". MOTION CARRIED.**

iii. 2011 Nova Scotia 55+ Games


Mayor MacLean recommended to table this item. Council agreed.

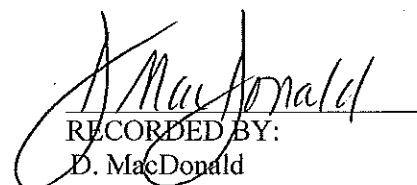
**MOTION TO TABLE: MOVED by Councilor Anderson, and SECONDED by Deputy Mayor J. King "That Council tables the request for a donation from Sylvia Johnston, as recommended by Mayor MacLean, until a list of competitors from Port Hawkesbury is received". MOTION CARRIED.**

3. ADJOURNMENT

**MOVED by Councilor H. MacDougall, and SECONDED by Councilor K. Anderson "That Town Council adjourns the meeting at 7:10 p.m". MOTION CARRIED.**

Feb 16, 2012  
DATE

  
APPROVED BY:

  
RECORDED BY:  
D. MacDonald