

**SPECIAL COUNCIL MEETING
TOWN OF ANNAPOLIS ROYAL**

*November 1, 2004
Special Council Meeting
5:30 P.M.*

A special meeting of the Council was held on Monday, November 01, 2004 in the Council chambers at Town Hall. In attendance were Chair Mayor J. Kinsella, Councillors Jane DeWolfe, Sherman Hudson, Doug Shaffner, Ronald Boulding, and Peter Kramers, Amery Boyer Chief Administrative Officer, Melony Robinson Director of Finance, and Marlene Feener Administrative Assistant as recording secretary. Also, present were Trish Fry, Wayne Morgan, Lillian Stewart, Patricia Lonergan, Allan Melanson, Durline Melanson, Shirley Shaffner, Sharon McAuley, Faith DeWolfe, Phyllis McLean, Alice Brittain, Jerri Costa, Peter Davies and Valerie Davies. Regrets from M. Tompkins and R. Microys.

CALL TO ORDER 5:30 P.M.

Mayor J. Kinsella called the meeting to order at 5:30 p.m.

	Item	Reference	Responsibility
1	Proclamation by Town Crier		Peter Davies
2	Presentation of recognition pins to outgoing members of Council	Mayor Kinsella presented Trish Fry, Wayne Morgan, and Jane DeWolfe with a pewter pin. Michael Tompkins and Rion Microys were not present to receive their pins. Mayor Kinsella congratulated the former Deputy Mayor and Councillors for a job well done.	Mayor
3	Swearing in of Mayor and	In accordance with provisions of the Municipal Election Act, Amery	CAO and Mayor

	Councillors	<p>Boyer Chief Administrative Officer for the Town of Annapolis Royal declared the following duly elected to be the Council of the Town of Annapolis Royal for a four (4) year term, commencing on this date the 1st day of November 2004:</p> <p style="text-align: right;"> Mayor - John Kinsella Councillor - Jane DeWolfe - Ron Boulding - Sherman Hudson - Peter Kramers - Douglas Shaffner </p> <p>The Chief Administrative Officer administered the Oath of Allegiance and Oath of Office to Mayor Elect John Kinsella.</p> <p>Mayor Kinsella extended congratulations to the members of Council and welcomed new Councillors to the practice and study of local municipal government.</p> <p>Mayor J. Kinsella administered the Oath of Allegiance and Oath of Office to Councillors Jane DeWolfe, Ron Boulding, Sherman Hudson, Peter Kramers and Douglas Shaffner.</p>	
4	Code of Conduct	A. Boyer asked the new Council to review the Code of Conduct Policy, sign and return it to the Town Hall.	New Council
5	Appointment of Town Crier	<p><i>It was moved by J. DeWolfe, seconded by R. Boulding, that the Town re-appoint Peter Davies as the Official Town Crier. Motion Carried</i></p> <p>Town Crier Peter Davies presented Mayor Kinsella with a small token from New Orleans.</p>	New Council

		Mayor Kinsella thanked the Town Crier and his wife Valerie for being excellent ambassadors for the Town.	
6	Handbook for new Councillors	A copy of this Handbook by Don Smeltzer of Training and Management Consultants was given to new Council members.	CAO
7	Selection of Deputy Mayor and determination of term of office	<p><i>It was moved by P. Kramers, seconded by R. Boulding that the term of office for the Deputy Mayor be for a period of two years. Motion carried</i></p> <p><i>It was moved by R. Boulding, seconded by P. Kramers, that Jane DeWolfe be appointed Deputy Mayor for a term of two years. Motion carried</i></p>	
8	Keys, user names and passwords	M. Feener reported that there keys have been placed in the Committee of the Whole binders: one for the front door, one for the administration office, and one for the Mayor/Councillors' office. She stated that the password for the mayor/council office is in the envelope with the keys.	Marlene Feener, Administrative Assistant
9	Orientation to Committee of the Whole	A. Boyer reviewed the process for Committee of the Whole. She said that agenda binders are usually ready five days prior to the meeting for review by Council.	CAO
10.	Appointments to Boards, Committees and Commissions		
	Board of Police Commissioners	<p>Douglas Shaffner as council representative and members at large James McGinis and James MacIntosh.</p> <p>Mayor Kinsella stated that Rion Microys has written a letter requesting to be appointed as the Provincial Government</p>	

		Appointee.	
	EMO	Reg Ritchie will be asked to continue to be the coordinator	
	Planning Heritage Advisory Committee	Ian Lawrence, Elizabeth Ross and Carole Milligan will continue to be members at large. Council members are all members of this committee	
	Western Valley Development Authority	Ron Boulding will be council representative, R. Microys will be an at large representative	
	King's Theatre	Peter Kramers	
	Natal Day Committee	Peter Kramers and Ron Boulding are Council representatives Colin MacKenzie will continue to be chair of the committee	
	Regional Library Board	Anne Esslingen	
	Annapolis Regional Housing Authority	Barbara MacDonald	
	Traffic Authority	Laurie Emms	
	2005 Steering Committee	J. Kinsella	
	400 th Anniversary	S. Hudson will be the council representative; a second representative is required	
	Focus 2005	Sharon McAuley	
	Royan Twinning Committee	J. DeWolfe	
	Regional Solid Waste	K. McLean and Sherman Hudson	
	Cultural and Protocol	Mayor and Council	

	Water Utility	Mayor and Council	
	Fundyweb Broadband Consortium	Wayne Morgan will continue to represent the Town.	
	Police Review	Members of the Board of Police Commissioners, Mayor Kinsella as a Council representative, Harold Fancy, and Trish Fry will become members at large.	
	Returning Officer	Amery Boyer	
	Assistant Returning Officer	Melony Robinson	
	Deputy Returning Officer	Marlene Feener	
	Poll Clerk	Sandi Campbell	
		<i>It was moved by J. DeWolfe seconded by P. Kramers, that the Town of Annapolis Royal's 2004/2005 Committees Boards and Commissions appointments be approved. Motion carried</i>	
11.	Questions and answers		all

A. Boyer reported that the orientation for new Council members will be held during the November 03, 2004 Committee of the Whole meeting and will include the following:

Item	Details	Reference
1. Council remuneration	details on the remuneration package Direct deposit Expenses Computer Purchase Program	Direct Deposit Form Policy on Expenses Computer Purchase Package

2. Where to find most documents	<p>Shared Server S:</p> <ul style="list-style-type: none"> · Council · Committee of the Whole · Bylaw Register · Policy Index · Financials · Financial Schedule · Plans and reports against plans · Fee Schedule · Management Team · Public Works schedule 	
3. Important Websites	<p>www.annapolisroyal.com</p> <p>www.adpc.ca</p> <p>www.gov.ns.ca (Under Legislature)</p> <p>AMA¹ listserve</p>	<p>new & amended bylaws (since 2002)</p> <p>Municipal Planning Strategy and Land Use Bylaw</p> <p>provincial statutes</p>
4. Important Legislation	<p>Municipal Government Act</p> <p>Conflict of Interest Act</p>	<p>www.gov.ns.ca</p>
5. Town brochures	<ul style="list-style-type: none"> · Elections · Everything you Need to Know about Planning 	<p>brochure</p> <p>brochure</p>

¹ Association of Municipal Administrators

	& Development in Annapolis Royal	
6. Tour of Town water, sewer, recreational and other facilities	A tour of the Town's facilities will be held on Thursday, November 04, 2004 at 9:00 a.m.	water system charts sewer system charts
7. Financials	most recent financial statements	
8. Review of existing Town plans		
9. What do we want to achieve over the next 4 years? (Mayor and Councillors)		
11. Briefing on Town Departments, roles & responsibilities		contact list for all departments

***November 19 and 20
Provincial Orientation Program***

Councillor Doug Shnaffer and Director of Finance Melony Robinson will be attending a Provincial Orientation Program on November 19 and 20, 2004 and will be asked to provide feedback to the other members of Council at the next Committee of the Whole meeting after their return.

ADJOURNMENT

It was moved by P. Kramers, seconded by R. Boulding, that the meeting adjourn.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor John Kinsella		
Changes made by		

Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		
Forwarded to Western Valley Development Authority		
Forwarded for Website		

REFERENCES MAINTAINED IN COUNCILLORS' PARLOUR

BYLAWS

1. Municipal Planning Strategy and Land Use Bylaw
2. Pre-2002 Bylaws (Binder)

POLICIES

1. Town Policies (Binder)

MUNICIPAL GOVERNMENT

1. Grassroots Democracy - Local Government in the Maritimes (book)

MEETINGS

1. Chairing Meetings (looseleaf)
2. Managing Effective Meetings (looseleaf)

BOARDS

1. Boards that Make a Difference - Carver Approach (looseleaf)
2. Board of Directors Readiness Assessment Guide (Looseleaf)
3. Roles and Responsibilities of the Board (looseleaf)