

**Special Session of Municipal Council
February 22, 2017**

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Minutes of the **special session of Municipal Council** held on the 22nd day of February, in the Municipal Administration Building, Annapolis Royal, N.S., at 10:19 a.m.

Present: Warden Timothy Habinski; Deputy Warden Martha Roberts; Councillor-elect Marilyn Wilkins; Councillors: John A MacDonald, Wayne Fowler, Burt McNeil, Gregory Heming, Alex Morrison, Michael J Gunn, Wendy Sheridan, and Diane LeBlanc.

Also

Present: Chief Administrative Officer John Ferguson, Municipal Clerk Carolyn Young, other staff members.

Councillor Heming presented a ballad entitled Two Island Swans by Irish Balladeer Chris Moore. He noted species extinction because of climate change.

Warden Habinski thanked for staff for the hours of work and effort put into the offsite meeting held yesterday in Inglewood.

Purpose of Meeting

Warden Habinski stated the purpose of the meeting was to address seven day notice given on February 15, 2017, regarding policy amendments.

Additions

It was moved by Councillor Heming, seconded by Councillor LeBlanc, to add three recommendations from the Audit Committee. Motion carried unanimously.

Re: Policy Amendments

- ***AM-1.4.12 Tax Exemption and Reduction Policy - Amend***

- **MOTION 170222.01 AM-1.4.12 Tax Exemption and Reduction Policy - Amend**

In accordance with seven day notice given on February 15th, Deputy Warden Roberts moved, seconded by Councillor Fowler, that Municipal Council amend *AM-1.4.12 Tax Exemption and Reduction Policy* by:

- a) Deleting Parker's Cove United Baptist Church (AAN 03231399) as this property has been sold to a private individual;
- b) Moving Trustees of Tupperville School Building (AAN 03392295) and Tupperville Community Hall Association (AAN 04692225) to District 4 and adding assessment account numbers; and
- c) Moving Bridgetown and Area Historical Society (AAN 1854275) to District 7.

Motion carried unanimously.

- ***AM-1.4.14 Low Income Tax Exemption Policy – Amend***

- **MOTION 170222.02 AM-1.4.14 Low Income Tax Exemption Policy - Amend**

Deputy Warden Roberts moved, seconded by Councillor Morrison, in accordance with seven day notice given on February 15th, that Municipal Council amend Sub-section 3.1 of *AM - 1.4.14 Low Income Tax Exemption Policy* as follows:

- Increase the exemption amount from \$175 to \$236
- Increase the income criteria from \$20,500 to \$24,000

Motion carried unanimously.

- ***AM-1.3.5.1 Audit Committee Policy – Amend***

- **MOTION 170222.03 AM-1.3.5.1 Audit Committee Policy - Amend**

Pursuant to seven day notice given on February 15th, Deputy Warden Roberts moved, seconded by Councillor Fowler, that Municipal Council amend Section 23 of *AM - 1.3.5.1 Audit Committee Policy* by

deleting the words “*or to give direction to the CAO or solicitor*”. Motion carried unanimously.

- **AM-1.2.0 Council Meetings and Procedures Policy – Amend**

MOTION 170222.04 AM-1.2.0 Council Meetings and Procedures Policy - Amend

Deputy Warden Roberts moved, seconded by Councillor LeBlanc, pursuant to seven day notice given on February 15th, that Municipal Council amend Sub-section 2.7 of *AM - 1.2.0 Council Meetings and Procedures Policy* by adding the Bridgetown Office. Motion carried unanimously.

Additions:

Re: Audit Engagement Letter

It was moved by Councillor Morrison, seconded by Deputy Warden Roberts, in accordance with the recommendation of the Audit Committee, that Municipal accept the audit engagement letter dated January 3rd from Kent and Duffett, and authorize the CAO to sign the audit engagement letter.

Councillor McNeil moved, seconded by Councillor MacDonald, to amend the motion to include ‘subject to the review of the solicitor’. Motion carried unanimously.

The motion as amended was called.

MOTION 170222.05 Audit Engagement Letter – Kent and Duffett

It was moved by Councillor Morrison, seconded by Deputy Warden Roberts, in accordance with the recommendation of the Audit Committee, that Municipal accept the audit engagement letter dated January 3rd from Kent and Duffett, and authorize the CAO to sign the audit engagement letter, subject to the review of the solicitor. Motion carried unanimously.

Re: Invite Municipal Finance Corporation to Present to Audit Committee

MOTION 170222.06 Invitation to Municipal Finance Corporation – Audit Committee

Councillor Morrison moved, seconded by Councillor Fowler that Municipal Council invite Municipal Finance Corporation CEO Paul Wills to present to the audit committee meeting on April 28th, to discuss various aspects of municipal auditing procedures. Motion carried unanimously.

Re: Book Purchase - Best Practices for Audit Committees

MOTION 170222.07 Book Purchase – Best Practices for Audit Committees

It was moved by Councillor Morrison, seconded by Councillor McNeil, that Municipal Council obtain Best Practices for Audit Committees from the CPA website. Motion carried unanimously.

Re: Excuse Meeting Absence

MOTION 170222.08 Excuse Meeting Absence - Wilkins

Deputy Warden Roberts moved, seconded by Councillor LeBlanc, to excuse meeting attendance requirements for Councillor Wilkins for 2017-02-22 Audit Committee, 2017-02-22 Special Council, and 2017-02-21 Regular Session of Council. Motion carried unanimously.

Adjournment

The Warden declared the special meeting of Municipal Council adjourned at 10:35 a.m.

Warden

Municipal Clerk