

**Special Session of Council
November 1, 2016**

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Minutes of the special session of **Municipal Council** held on the **1st day of November 2016**, in the Municipal Administration Building, Annapolis Royal, N.S., at 7:00 p.m.

Present: Councillors Elect: John A. MacDonald, Wayne Fowler, Burt McNeil, Gregory Heming, Alex Morrison, Timothy Habinski, Michael J. Gunn, Wendy Sheridan, Martha Roberts and Diane LeBlanc; Municipal Clerk Carolyn Young; Chief Administrative Officer John Ferguson.

Absent: Councillor Elect Marilyn Wilkins

Also

Present: Staff members, family members, and members of the public.

In accordance with Part 1, Section 12(4) of the *Municipal Government Act*, the Municipal Clerk chaired the meeting and called it to order at 7:00 p.m., following the Council group photo session.

Purpose of Meeting

The Chair stated the purpose of the meeting was to administer the Oaths of Office to the declared elected Councillors and to then elect the Warden and Deputy Warden for a 2-year term pursuant to *AM-1.2.3 Warden and Deputy Warden Policy*.

Several items were noted at this time:

Re: Office of the Information & Privacy Commissioner – the Clerk drew attention to a guide provided by the Office of the Information & Privacy Commissioner entitled “*Access & Privacy Rules: A Councillor’s Guide*” which was circulated to their desks. The guide is designed to give new councilors an accessible, high-level overview of important access and privacy rules they must be aware of, as well as direction for who to contact for further assistance. It is also available at www.foipop.ns.ca and additional more detailed resources for councilors, including a Q&A document which will answer more access and privacy questions will be posted to their website in the near future.

Re: November 11th Practices – for the information of new councillors the Clerk advised it is the usual practice for councillors to advise their Legion if they will attend and lay a wreath. Councilors can be reimbursed for the cost of the wreath.

Re: Councillor Preferences for Service on Committees – the Sr. Administrative Assistant welcomed councillors-elect and briefly explained how councillors become members of Committees of Council, Advisory Boards and Committees, and Joint, Regional or Community Organizations, and guided them to a Councillor Preferences form to be completed and returned to her no later than Tuesday, November 8th at the Committee of the Whole meeting. She asked that newly-elected members of the Nominating Committee meet with her briefly following the meeting.

Re: Code of Conduct – was circulated to desks for Councillor’s review. Codes of Conduct will be signed at the regular session of Council on November 15th, 2016.

The Clerk asked that the newly-elected Warden meet with her briefly following the meeting.

Opening Remarks by Chief Administrative Officer – CAO Ferguson congratulated all councillors-elect on their efforts to serve the public of the County of Annapolis for the next four years, noting the service would be both rewarding and challenging, and that he looked forward to getting to know everyone better. Staff will do whatever they can to meet the needs of Council; the goal is to make sure we serve the body to the

legislation the province has laid out to follow. He extended his gratitude to the families of the councillors-elect who will go through this experience too.

Declaration of Elected Candidates - Pursuant to Section 129(1) of the *Municipal Elections Act*, the Municipal Clerk declared the following Councillors elected as a result of the 2016 Municipal Elections held on October 15, 2016:

Councillor for District #2	John A MacDonald
Councillor for District #3	Wayne Fowler
Councillor for District #4	Burt McNeil
Councillor for District #6	Alex Morrison
Councillor for District #8	Michael J. Gunn
Councillor for District #9	Wendy Sheridan
Councillor for District #11	Diane LeBlanc

She further noted that Councillors previously declared elected by acclamation pursuant to Section 55 of the *Municipal Elections Act* were:

Councillor for District #1	Marilyn Wilkins
Councillor for District #5	Gregory Heming
Councillor for District #7	Timothy Habinski
Councillor for District #10	Martha Roberts

Re: Administration of Oath of Office (Section 147 of the *Municipal Elections Act*) – The Municipal Clerk administered the Oath of Allegiance and Office for all Councillors.

Re: Election of Warden

• ***Appointment of Scrutineer***

It was moved by Councillor Fowler, seconded by Councillor LeBlanc, that Janice Young be appointed as Scrutineer to assist the Chair in the counting of the ballots for both the office of Warden and Deputy-Warden, as required. Motion carried unanimously.

• ***Nomination of Warden***

In accordance with the *AM-1.2.3 Warden and Deputy Warden Policy*, the Municipal Clerk called for nominations for the office of Warden.

Councillor Fowler nominated Councillor Habinski for the office of Warden.

Councillor Roberts nominated Councillor McNeil for the office of Warden.

Councillor Habinski gave unconditional consent to the nomination.

Councillor McNeil gave unconditional consent to the nomination.

The Municipal Clerk called three times for additional nominations and there being none, the Municipal Clerk announced that nominations were closed.

Upon consensus, the two Nominees gave a brief speech.

Paper ballots were cast in the presence of the Clerk and Scrutineer.

MOTION 161101.01 Election of Councillor Habinski as Warden

The Municipal Clerk declared that Councillor Habinski had been elected by his peers as Warden for the Municipality of the County of Annapolis, for a period of two years.

Warden Habinski presided in the Chair.

Re: Election of Deputy Warden

• ***Nomination of Deputy Warden***

In accordance with *AM-1.2.3 Warden and Deputy Warden Policy*, Warden Habinski called for nominations for the office of Deputy Warden.

Councillor Fowler nominated Councillor Roberts for the office of Deputy Warden. Councillor Roberts confirmed her acceptance of the nomination.

Councillor LeBlanc nominated Councillor Morrison for the office of Deputy Warden. Councillor Morrison confirmed his acceptance of the nomination.

After calling three successive times with no further nominations, the Warden announced that nominations were closed.

Upon consensus, the two Nominees gave a brief speech.

Paper ballots were cast in the presence of the Clerk and Scrutineer. The Clerk announced that the result of the first round of ballots was a tie. Paper ballots were cast a second time, and the Clerk announced another tie. Following policy, both names were placed in a hat by the Clerk and one drawn by a member of the public for the office of Deputy Warden.

MOTION 161101.02 Election of Councillor Roberts as Deputy Warden

The Municipal Clerk declared that Councillor Roberts had been elected by her peers as Warden for the Municipality of the County of Annapolis, for a period of two years.

- ***Destruction of Ballots*** – Councillor Heming moved, seconded by Councillor LeBlanc, that the Clerk be authorized to destroy the ballots. Motion carried unanimously.

Re: Election of Nominating Committee

In accordance with Subsection 3.8 of *AM-1.3.5 Committees of Council Policy*, the Warden called for nominations for membership on the Nominating Committee.

Councillor Fowler nominated Councillor LeBlanc.

Councillor LeBlanc nominated Councillor Fowler.

Councillor Morrison nominated Councillor Heming.

All nominees accepted the nomination.

MOTION 161101.03 Election of Nominating Committee

The Municipal Clerk declared that Councillors Fowler, LeBlanc, and Heming had been elected to the Nominating Committee.

Adjournment

Upon motion of Councillor McNeil, seconded by Councillor LeBlanc, the meeting adjourned at 8:02 p.m. and was followed by a meet and greet.