

**Town of North Rustico
Committee of Council Meeting
Monday, September 13th, 2021
Council Chambers, Town Office, 106 Riverside Drive**

Present: Mayor Heather McKenna
Deputy Mayor Donna Coll
Councillor Michelle Pineau
Councillor Patricia Doucette
Councillor Stephanie Moase

Regrets: Nil

Staff: Joanne Smith, Chief Administrative Officer

Guests: 2

1. Call to Order:

Mayor Heather McKenna called the meeting to order at 7:00 p.m.

2. Approval of Agenda:

It was moved by Councillor Moase and seconded by Councillor Doucette to approve the agenda as presented.

UNANIMOUSLY CARRIED (2021-09-17)

3. Disclosure of Conflict of Interest:

There were no conflicts of interest declared.

4. Adoption of the Minutes of Committee of Council Meeting – August 16th, 2021

It was moved by Councillor Doucette and seconded by Councillor Coll to approve the minutes of the August 16th, 2021 regular meeting of Council be hereby approved.

UNANIMOUSLY CARRIED (2021-09-18)

4.1 MacPhail Woods Project – Councillor Coll

MacPhail Woods Ecological Forestry Project performed an assessment of the work involved on the Autumn Lane trail system. There is an estimated 48 hours of patch cuts along the trail to be done.

Funding mechanisms will be researched to offset the cost of the trail work. CAO to determine if this trail project may be covered under Gas Tax. The planting labour could wait until the Spring of 2022.

The electronic sign will be funded out of Gas Tax Funding.

It was moved by Councillor Coll and seconded by Councillor Pineau

THAT the Committee of Council recommend to Town Council that the CAO submit a Capital Investment Plan to the Infrastructure Secretariat to fund the project to purchase an electronic sign for the Town Office.

UNANIMOUSLY CARRIED (2021-09-19)

Resolution is required at the next regular meeting of Council on September 27th, 2021 for the CAO to submit a Capital Investment Plan to the Infrastructure Secretariat for approval.

5. **Delegations, Special Speakers, and Public Input:**

6. **CAO Report:** See report attached.

7. **Requests for Decision:**

7.1 Access to CRA Account

The CAO nor any other staff member have access to the CRA account for the municipality.

It is recommended to Town Council that they approve by resolution at the next regular council meeting that the CAO be granted an authorized user on the municipality's CRA account.

7.2 Date for By-Election

The date for the by-election will be Monday, November 8th, 2021.

It is recommended to Town Council that the by-election day of Monday, November 8th, 2021 be approved by Council at the next regular council meeting on September 27th, 2021.

7.3 Appointment of MEO and DMEO

The Municipal Elector Officer (MEO) and the Deputy MEO are appointed by resolution of Council. (MGA ss.40(1))

The MEO is accountable to Council and responsible for the proper administration of the election as per MGA ss. 40(1). The MEO can delegate duties to the DMEO.

The 2 appointments of the MEO and the DMEO will allow staff to carry out legislated requirements of holding a by-election.

Recommendation to the Town Council is that the CAO and Kristen Dennis be appointed as the MEO and the DMEO respectively.

8. Adjournment:

M C.11
S M. one (2021-09-22)

It was moved by Councillor Doucette and seconded by Councillor Coll that the meeting be adjourned at 7.21 p.m.

(2021-09-23)

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Heather McKenna, Mayor

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Joanne Smith, CAO

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Date

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Date