

**Town of North Rustico  
Special Meeting  
Friday, April 1<sup>st</sup>, 2022 at 10:00 a.m.  
106 Riverside Drive, Town Office**

***MINUTES***

**Present:** Mayor Heather McKenna  
Councillor Michelle Pineau  
Councillor Patricia Doucette  
Councillor Stephanie Moase  
Councillor Andrea Greenan  
Councillor Allan Smith  
Councillor Margaret Goulding

**Regrets:**

**Staff:** Joanne Smith, Chief Administrative Officer  
Sheri Chislett, Bookkeeper

1. **Call to Order:**  
Mayor Heather McKenna called the meeting to order at 10.00 a.m.
2. **Approval of Agenda:**  
It was moved by Councillor Greenan and seconded by Councillor Doucette to approve the agenda as presented.

**UNANIMOUSLY CARRIED (2022-04-54)**

3. **Disclosure of Conflict of Interest:**  
There were no conflicts of interest declared.

4. **Request for Decision**

- 4.1 **Wellness Centre Advisory Committee Terms of Reference – RFD#2022-04-13**

**Discussion**

Council discussed the draft Terms of Reference for the Wellness Centre Advisory Committee. The CAO included a marked-up version of recommendations to the document for Council review. Comments were also received from Municipal Affairs on the draft Terms of Reference.

Councillor Smith indicated that if Council is going to create committees that a term of reference needs to provide clear direction and structure with a list of responsibilities of the respective committees.

The Term of Reference for the Wellness Centre Advisory Committee will serve as a manual to outline duties and expectations of committee members.

The Advisory Committee for the Wellness Centre will create a 2-way communication stream between operations of the facility, the advisory committee and council. The GM would be assigned as the staff for this committee and act as a department head. Advice and insight would be provided to Council through the Committee meetings and recommendations to Council.

Definitions need to be consistent with the MGA if they are to be included in the TOR.

Sharing of information from the old rink board to the new committee structure is vital to the success of the new facility. The old rink board have 20 years of operations experience and this historic knowledge will be helpful to Council on the running of the new facility. The General Manager would also benefit from this expertise provided by the advisory committee.

The value of the advisory committee is a 2-way communication between the user groups and community to advise on the management the new facility and mitigate problems.

There may be 2 separate websites for the Town and the Wellness Centre. Need to be careful on the wording in TORs because they could be subject to change and then it causes more administrative changes for staff.

The issue of whether the committee composition conflicts with the Procedural Bylaw recently passed on March 28<sup>th</sup>, 2022. The Procedural Bylaw states that the Chair and the Vice-Chair must be members of Council.

CAO believed that there is not a conflict with Sections 24.3 and 27.1 of the Procedural Bylaw. CAO will speak to Municipal Affairs on the interpretation of these sections to determine if this interpretation is shared.

Chair and Vice-Chair being members of Council may dissuade committee members from offering to serve on the advisory board for the Wellness Centre. Council wants the committee to feel engaged in their role. The hope is that the General Manager of the Wellness Centre will use the Advisory Committee as a sounding board for issues as they arise and a way to strategize how to deal with matters as they arise.

CAO comment is that if Council wishes to have the Chair or Vice-Chair as members at large and not members of Council, the Procedural Bylaw will need amending to allow those appointments.

CAO to work on the draft document and the question of potential conflict of the Vice-Chair and Chair having to be members of Council.

It was moved by Councillor Moase and seconded by Councillor Doucette that the meeting be adjourned at 11.00 a.m.

**UNANIMOUSLY CARRIED (2022-04-55)**

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Heather McKenna, Mayor

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Joanne Smith, CAO

Date: .....

Date: .....