

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 17th, 2017 @ 5:30 pm

Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Approval of December 20th, 2016 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Presentation from Karen Armstrong, Senior Safety Coordinator
- 6) Consideration of Support for Annual Crime Prevention Curling Bonspiel
- 7) Consideration of a Special Event Permit Application – Black River Music Festival
- 8) Consideration of Replacement of ½ Tonne Truck
- 9) Consideration of Advisory Committee Chairs
- 10) Consideration of External Board Appointments
- 11) Update from the St. Martha’s Foundation Endowment Fund Campaign
- 12) Staff Reports
- 13) In-Camera:
 - a. Discussion re: Resident Request
 - b. Discussion re: Planning Advisory Committee Appointment
 - c. Discussion re: Hydrant at Riverview Lane
 - d. Discussion re: Council Retreat Preparation
- 14) Notice of a Special Meeting of the Committee of the Whole on Tuesday, January 24, at 5:30pm to Consider Capital Investments.
- 15) Adjournment

TO: COMMITTEE MEMBERS
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: JANUARY 17TH, 2017

PRESENTATION FROM KAREN ARMSTRONG (*For Discussion*)

Karen Armstrong, the Senior Safety Coordinator, will be providing a brief overview of the Senior Safety Programs provided by Antigonish Crime Prevention.

CRIME PREVENTION CURLING BONSPIEL

The Crime Prevention Senior Safety Program curling bonspiel is a fundraiser for the organization, and will be taking place this year on February 25th at the St. Andrews Curling Club. The cost to sponsor a team is \$125.00, and the first 12 teams to apply are accepted. The Municipality has sponsored a team for this event over the last number of years.

CONSIDERATION OF A SPECIAL EVENT PERMIT APPLICATION – BLACK RIVER MUSIC FESTIVAL (*For Decision*)

The Municipality has received a Special Events Permit application from John & Judy MacDonald to hold the Black River Music Festival on August 4, 5 & 6, 2017, at 1648 Meadow Green Road. The application is required under the Special Events Bylaw. The music festival will feature country music, live bands, and DJs. Approximately 1,500 paying guests are anticipated at the event.

A number of items required for approval of an application under the bylaw have not been provided at this time, such as proof of insurance, details pertaining to security and a full operational plan. ***The proponents are seeking a conditional permit*** so that they can begin promoting the event and determine with more certainty the volume of ticket sales. If a conditional permit were granted, specific requirements and deadlines can be determined with the proponents.

Additional information will be available under separate cover early next week for review before the meeting. John & Judy MacDonald will also be in attendance to be available to answer councillors' questions.

½ TONNE TRUCK (*For Decision*)

A ½ tonne truck in the Public Works fleet, which was due for replacement in the first quarter of the 2017/2018 fiscal year, recently failed a safety inspection due to wear in the rocker panels. Staff has identified available funds in the current budget that would allow for the replacement of this truck now. Three local dealerships have been requested to supply quotes, and these will be available for Council's consideration and decision at the meeting.

ADVISORY COMMITTEE CHAIRS (For Decision)

As written, the terms of reference for each of the Municipality's advisory committees allows for the committee to select its own chair and vice-chair.

- *A the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.*

If neither the chair nor vice-chair were a municipal councillor, this structure could present a challenge for reporting to and dialogue with Municipal Council. Staff is seeking direction as to whether the terms should be amended to state the positions of Chair and/or Vice-Chair for all Advisory Committees are to be filled by councillors to continue with the proposed terms. Both options are used across the province.

If Council chooses to appoint chairs, they are required for the following committees:

- Planning Advisory (*Members: Councillors MacLellan, MacFarlane, and Chisholm*)
- Active Transportation (*Members: Councillors Mattie, Dunbar and Deveau*)
- Economic Development (*Members: Councillors Deveau and Stewart, Deputy Warden McCarron*)
- Sustainable Communities (*Members: Councillors MacDonald, MacLellan and Dunbar*)
- Police Advisory (*Members: Councillors Chisholm & Stewart*)

EXTERNAL BOARD APPOINTMENTS (For Decision)

In November 2016, letters were sent to several local organizations requesting information to satisfy the criteria set in Municipal Policy 33 (External Boards) in order to enable Councillors to sit on the Boards of these organizations as representatives of the County. Responses have been received to date from ACALA, the Antigonish Affordable Housing Society, and the Antigonish Community Transit Society. Each of these organizations has submitted the information necessary to satisfy the criteria set in the policy. As such, staff is recommending that the Committee consider appointing members of Council to each of these organizations.

STAFF REPORTS (For Information)

Change of Use Policy – Staff verified details pertaining to the change of use tax provisions within the Municipal Government Act (MGA) with Municipal Affairs policy staff. A letter has been prepared to the Minister of Municipal Affairs requesting modifications to these Sections of the MGA as part of the ongoing review. In the meantime the Municipality will continue with its practice of not charging a change of use tax.

ACVFD Meter Chamber Bypass Training – A meeting was held with ACVFD Chief David Sweet on Wednesday, January 11, 2017, to discuss training and procedure for ACVFD member to open and close the meter chamber bypasses at the Town boundary in the event of a fire. Formal training for a number of ACVFD members and support materials are being prepared.

Community Grant Deadlines – Notice of the Community Grant Application deadline for the 2017/2018 fiscal year was provided in the winter issue of the County Quarterly, and is set for Friday, February 24, 2017. Information and applications are available on the Municipality’s website and at Reception at the Municipal Office.

Advisory Committee Orientation – An orientation session has been set for appointed members of the Advisory Committees of Council during the evening of Tuesday, January 31, 2017.

Information Technology / Systems Needs Assessment & Structure Request for Quotes – In cooperation with the Town of Antigonish, staff are preparing a request for quotes to conduct a needs assessment for both organizations of information technology / system. Additionally, the proponent will be asked to provide options for the structure of delivery of these services, including a joint service model. The cost of this work is within existing budgets and it is expected to fall well below the threshold for a public tender. It is anticipated work will be completed in time for Council to consider options as part of the 2017/18 budget.

Community Solar Program – The Department of Energy is finalizing details for a Community Solar Program, anticipated to open in February with a call for applications. The Program would see solar PV systems erected on and to provide energy to existing facilities. Electricity produced will be sold to NSPI with a 20 year contract; price range is estimated to be higher than the \$0.14 per kWh available from net metering. The program will be open to municipalities, community groups and First Nations. The Province is anticipating between 30-40 projects to come from this initiative with a total capacity/energy production of 5 MW. Regulations have not yet been publicly released; municipal staff is preparing to provide Council with a fuller update on February 7, 2017.

Mount Cameron & 337 Water System Review – A kick-off meeting was held between Municipal officials, Colliers project managers and Strait Engineering on Friday, Jan. 6. Additional updates will be provided as they become available.

Virtual City Hall - The tax office is working on “preparation project” in anticipation of Virtual City Hall. Approximately 15,000 tax accounts and all water utility customer accounts are being reviewed to ensure that owners with multiple properties all have the same customer ID. This is necessary for when the public access the VCH portal to view their accounts – we want to ensure that all their information is available. Currently there are property owners with more than one customer ID (this has not been an issue for billing in the past but it will have an impact for users of VCH if not revised). All of the other municipal units involved with VCH have this same “back end” work to do before VCH goes live. Implementation and training for Virtual City Hall is scheduled (January 16th, 19th, 20th, February 3rd & 13th).

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, December 20th, 2016 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher, Chair
 Deputy Warden Owen McCarron
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Hughie Stewart
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Bill MacFarlane
 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk
 Allison Duggan, Director of Finance
 Marlene Melanson, Director of Recreation

Gallery: Travis DeCoste, Resident

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 5:30pm.

APPROVAL OF AGENDA

Councillor MacLellan requested that the following items be added to the agenda:

- 9(d) Contract Negotiations - Library Update (in-camera)

Moved by Councillor MacDonald and seconded by Councillor Deveau that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor MacLellan and seconded by Councillor Dunbar that the Committee of the Whole minutes of December 6, 2016 be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Councillor MacFarlane requested an update regarding the status of the cleanup order for the Dangerous and Unightly complaint in West River. Mr. Horne provided an update on the progress to date, noting that the property owner has been very co-operative with staff, and arrangements for an exterminator to work on site had been made. The extermination contract includes a one-year guarantee of work done.

At the request of Councillor Stewart, Mr. Horne then provided an update on the timelines for the demolition order issued for the property in Lochaber. The order closes this Thursday (December 22nd), and a tender has already been issued for the work to be done. General discussion followed.

Councillor MacFarlane then provided some follow-up comments regarding the presentation that had been received from TIR during the December 6th meeting and the access guidelines that were distributed to members of the Committee following that meeting. Councillor MacFarlane noted that he felt that the access management plan needs to be revisited now that the highway by-pass is complete. Deputy Warden McCarron suggested that a meeting be arranged directly with TIR staff from Halifax, who deal with the access management plan development. Staff was requested to look into making arrangements for such a meeting in the New Year. Councillors also felt that a flashing light of some sort at the intersection of Beech Hill Road and the old highway may be appropriate as a means to bring attention to that intersection as it continues to be an area of concern.

CONSIDERATION OF CANADA 150 PROJECT

Mrs. Melanson referenced the staff report included in the agenda package, and outlined the work done to date on the informal discussions between the Town and County Recreation Departments, the Strait Regional School Board, St. Andrew Junior School, and Public Health to explore opportunities for a legacy projects to celebrate Canada's 150th anniversary of Confederation. The idea of a multi-purpose outdoor structure at St. Andrew Junior School was the suggestion being brought forward for preliminary consideration, as it would represent a community investment that could serve the community year-round both for Town and County Recreation projects, as well as daily use during the school year by children.

Design work for such a project is estimated to be approximately \$5,000, with some funding available that could offset that amount. Members of the Committee were interested to know the number of people who would be benefitting from this structure, both in terms of Canada Day Celebration attendance and through use as the school. Mrs. Melanson noted that the School Board had indicated that they had no funds available for this project, and with the Committee's permission, staff could ask the Town if they would be interested in dividing the cost for this legacy project.

A question was asked about the availability of funding from other levels of government. Mrs. Melanson noted that the Canada 150 federal funding program was already maxed out for capital projects, but that Recreation staff was already looking into other funding and grant programs that could be applied to this project.

Moved by Councillor MacLellan and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council, in consultation with the Strait Regional School Board, explore the feasibility of constructing a multi-purpose outdoor structure at Saint Andrew Junior School to mark the 150th year of confederation, and that the professional services of a firm or company be obtained for the purpose of designing and determining the construction costs of the multi-purpose outdoor structure. Motion carried.

CAPTIAL INVESTMENT PLAN

Mr. Horne provided an update on the status of this project, introducing a series of documents included in the agenda package to facilitate the construction of the three-year capital investment plan. Of these documents, the consolidated infrastructure inventory and capital planning template (spreadsheet) documents were highlighted as the most critical worksheets for the next phase of this project.

Mr. Horne noted that the object this evening was to begin to move projects from the inventory into the capital planning spreadsheets. Mr. Horne provided some detail of the project examples that had been done by staff that were already populating the capital planning spreadsheets. Councillor MacFarlane

and Deputy Warden McCarron requested that an additional information session be held regarding the sewage treatment plant, and that staff collect some information about examples from other communities in the province that are building new systems, and the guidelines that they are following in light of the province looking to adopt new guidelines. New Brunswick examples were also suggested for consideration.

When the recycling/garbage truck item on the capital planning spreadsheet was reviewed, Deputy Warden McCarron also suggested that staff look at options available for alternatives to running both recycling and garbage trucks, such as using a trailer for recycling behind the truck instead of a second truck. Discussion regarding funding options and opportunities, including programs such as gas tax and PCAP followed, and a question was asked about the timing of the Municipality's review of the Local Improvements By-law. Mr. Horne noted that he hoped to have a draft of that revised by-law before the Committee in January.

A number of projects were then highlighted by members of the Committee from the inventory list to be prioritized on the capital planning worksheets: Southside Harbour Sewer (Remi); West River Sewer Extension (Bill); Waterline to join Gasperaux and Fringe (Bill); Cameron Kenny Hill Waterline (Bill); Somers Road Water (Vaughan); North Grant Water (Donnie), with some discussion about doing some following information gathering about the extent of the waterline through Clydesdale.

Staff will prepare further information to facilitate this discussion and planning at a future meeting of the Committee.

The Finance Updates were deferred to take place after the Tender Awards.

TENDER AWARDS

Mr. Horne outlined the three staff recommendations outlined in the agenda memo for the Committee's consideration

Corporate Plan Facilitation

Councillor MacFarlane raised a concern with the idea of a corporate planning process and its scope, noting that he had thought that the process currently being undertaken would be similar to the strategic planning sessions that had been done with Gord a few years ago. Councillor MacFarlane noted that his concern came with the expense of the plan and that the money being spent was not being matched by other levels of government. He further noted that he intended to vote against the recommended tender award.

Deputy Warden McCarron voiced a concern with the waves of projects being brought forward by staff, and initiatives for change that had come forward recently and all at once and that projects or funding opportunities may have been missed or falling behind because we are taking on too much at once.

Councillor MacFarlane thanked the committee that reviewed the tenders for their input. Councillor MacLellan provided some insight into her impressions on the proposals that had come forward, and the purpose of a corporate plan as proposed in the tenders received. Mr. Horne also provided some input regarding the structure and purpose of a corporate plan. Councillor MacFarlane expressed further concern with the use of a corporate plan.

Councillor MacDonald expressed his understanding that the corporate plan would provide the public with an opportunity to provide input into the direct and goals of the municipality. Deputy Warden McCarron was concerned that turnout for public consultation would be low. Staff was asked about

trends across the province when it came to corporate planning. Mr. Horne noted that it was a trend, and that Guysborough was looking to launch the development of their early in the New Year. Further discussion took place regarding the intention and purpose of a corporate plan and Council's feelings regarding the appropriateness of undertaking such a plan. The item was tabled for further discussion at a future meeting.

Moved by Councillor Stewart and seconded by Councillor MacDonald that the Committee's consideration of this item be tabled to a future meeting. Motion carried.

Water Utility Generator Sets

Public Works issued a Request for Proposals for supplies for two (2) back-up diesel generators for the Municipality's water utilities. Based on the quote received, staff recommend that two (2) diesel generators be purchased from Sansom for the quoted price of \$38,790.00

Moved by Councillor Stewart and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council approve the purchase of two (2) diesel generators from Sansom at the quoted price. Motion carried.

Mount Cameron & Route 337 Service Areas Water System Review

Councillor MacFarlane suggested that the review include the entire commercial corridor along Post Road and Highway 7. Mr. Horne noted that the ultimate intent is to review a larger area of the water system, but that the intent of the this current review was to select a small area to test the process and the new project management company being used in an area that was identified as requiring a short-term need to do a hydraulic analysis for flow and pressure. Mr. Horne also noted that work had been done on other parts of the system in the past by CJ MacLellan's, but the area being considered now had not been a part of those analyses. Mr. Horne noted that, when the finance update takes place, there may be room in the budget to conduct further review of the water system in the spring.

Moved by Councillor MacDonald and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council award the tender for the review of the Mount Camera and Hwy 337 water system to Strait Engineering. Motion carried.

FINANCE UPDATES

Due to time constraints, this item was tabled for consideration at the January 2017 meeting.

Moved by Councillor MacLellan and seconded by Councillor Chisholm that the discussion regarding Finance Updates be tabled to the January 2017 meeting. Motion carried.

Moved by Councillor MacLellan and seconded by Deputy Warden McCarron that that the meeting be adjourned at 7:36pm. Motion carried.

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 8:13pm.

PUBLIC SAFETY, LEGAL ADVICE, CONTRACT NEGOTIATIONS (IN-CAMERA)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

Moved by Deputy Warden McCarron and seconded by Councillor MacLellan that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss public safety, legal advice, and contract negotiations at 8:13pm. Motion carried.

Moved by Councillor Deveau and seconded by Councillor Dunbar that the Committee recommends that Municipal Council approve the Advisory Committee Appointments, as amended. Motion carried.

Moved by Councillor Chisholm and seconded by Councillor Deveau that the In-Camera session be adjourned at 8:55pm. Motion carried.

ADJOURNMENT

Moved by Councillor Chisholm and seconded by Councillor MacLellan that the Committee of the Whole meeting be adjourned at 8:56pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer



November 22, 2016

Joyce Levangie and Glenn Horne
Municipality of the County of Antigonish
285 Beech Hill Road
RR 6, Antigonish, NS B2G 0B4

Dear Ms. Levangie and Mr. Horne:

RE: New Municipal Policy – External Community Boards Policy

On behalf of the Antigonish County Adult Learning Association (ACALA), we are pleased to provide you with the documentation our board requires to meet the criteria set out in the External Community Boards Policy. As an organization, we have benefited a great deal from having a municipal councillor serve on our Board of Directors. In recent years, Councillor Mary MacLellan has participated actively at regular board meetings and served on our Evelyn Lindsey Bursary Committee and Fit4Lit Fundraising Committee. Her sage advice is always welcomed.

In addition, ACALA has benefited from the ongoing support of the Municipality. In addition to providing us with much needed financial support, our continued partnership with the County has strengthened our applications for other funding. We acknowledge and depend on this support every time we identify and submit proposals for learning programs that continue to address the needs of residents in all the county districts. We also benefit from the partnership that exists between Antigonish Town and County to house our main office and classrooms in the People's Place Library. This setting, and the partnership we have developed with Pictou-Antigonish Regional Library has enabled us to serve a greater number of individuals and families in the Antigonish area.

Below, we have described the ways in which ACALA meets the criteria set out in the **External Community Boards Policy**:

1. The external community board has a particular goal or objective that aligns with the Municipality's role in the community.

Our goals and objectives align with the shared community vision of Antigonish articulated in the Municipality's Integrated Community Sustainability Plan:

"Antigonish is a vibrant, safe, diverse and affordable community, caring in nature, proud in its heritage and committed to sustainability. Central to this vision are our values of preserving a high quality of life and well-being of our citizens, celebrating our heritage and culture, protecting our natural environment, enhancing learning opportunities and working collectively and peacefully to advance prosperity."



ACALA's vision is that everyone is a lifelong learner. For over 21 years, ACALA has been offering adult upgrading services so that learners can develop the literacy and other essential skills necessary for life, learning and work. In the last eight years, we have also offered workforce literacy programs which help over 70% of the participants find jobs in Antigonish in career sectors where there are fair to good prospects for employment. We believe that education is key to individuals being able to find good jobs, and preserve a high quality of life and well-being. We have also offered a wide variety of programming which celebrates the heritage of our county and which enable our learners to engage in community development work through our award winning ACALA First Voice Media program. Our seniors' and family literacy programs offer enhanced learning opportunities for our seniors and parents/caregivers with young families. We offer these programs across the County whenever a need is determined.

Our Mission is to strive to provide access to quality learning opportunities for adults and families throughout Antigonish Town and County. As an organization and collection of concerned individuals, we:

- support and promote lifelong learning in Antigonish Town and County
 - promote literacy networking and awareness
 - encourage and support literacy initiatives in partnership with adult learners, volunteers, educators, school boards, government departments and other community organizations in Antigonish Town and County.
2. **The external community board meets on a regular basis.**
The ACALA Board of Directors meets once a month. The various working committees meet biweekly depending on the need.
 3. **The external community board has a specific and approved terms of reference or similar governing documents.**
A copy of our bylaws is attached, outlining terms of reference for ACALA Directors.
 4. **The external community board provides proof of insurance to the satisfaction of the Municipality.**
A copy of ACALA's Not-for Profit Non-Entity Directors' and Officers' Liability Policy is attached.

We look forward to our continued partnership.

Respectfully yours,

Wendy Kraglund-Gauthier,
Chair of the Board

Lise de Villiers,
Executive Director



Antigonish Community Transit Society (ACTS)

133 Church Street, Unit #3

Antigonish, Nova Scotia B2G 2E3

902-867-0411

antigonishcommunitytransit@gmail.com

www.antigonishcommunitytransit.ca

November 29, 2016

Joyce Levangie

Municipality of the County of Antigonish

285 Beech Hill Road, RR#6

Antigonish, NS B2G 0B4

Re: New Municipal Policy – External Community Boards Policy

Receipt of your letter dated November 3, 2016 is acknowledged.

Thank you for providing the municipal policy regarding external community boards. Antigonish Community Transit Society (ACTS) has reviewed the 4-point criteria and the following are our comments.

- 1.) The external community board has a particular goal or objective that aligns with the Municipality's role in the community. *Our mission, vision and values with respect to area transportation aligns with a Municipality priority of active transportation and plans for the creation of an Active Transportation Advisory Committee. ACTS fully supports this creation and we believe we can have a profound and positive impact on this committee and the active transportation plan. We will be submitting the application form in this regard.*
- 2.) The external board meets on a regular basis. *ACTS volunteer board meets monthly and a county councillor has been part of our board since the inception of ACTS. The leadership and impact demonstrated by local government is very important for ACTS to move forward in a multimodal transportation approach.*
- 3.) The external community board has a specific and approved terms of reference or similar governing documents. *ACTS has specific policies and guidelines for our volunteer board. A copy of these policies is attached to this letter as Appendix "A".*
- 4.) The external community board provides proof of insurance to the satisfaction of the Municipality. *ACTS has board liability insurance through Farmer's Mutual Insurance Agency, Antigonish, Nova Scotia, policy number DN01277 refers.*

ACTS is confident we have met the threshold as required by the Municipality of the County of Antigonish with regard to participation on the ACTS board. Representation by a councillor provides strength and value moving forward. ACTS is focused on advancing accessibility with respect to transportation at the local and provincial levels and local government expertise and guidance is central for ACTS to advance this objective. Our sharp increase in ridership in the Municipality plugs into our vision as well as your transportation strategy; we see great alignment and success.

In closing, ACTS truly appreciates the support all the Municipality provides and we can hopefully move forward with a Municipal councillor being part of our board. We look forward to your response.

Kindest regards,

Dale A. Bogle
ACTS General Manager

cc: Glenn Horne – Municipal Clerk Treasurer
Kim MacDonald – ACTS Board Chair

“Our mission is to provide a green, sustainable, multifaceted, community based transit strategy that provides accessible, barrier-free, inclusive, economical, efficient, reliable and safe travel for all residents and visitors in Antigonish town and county”



Antigonish Affordable Housing Society

Glenn Horne/Joyce Levangie
Municipality of the County of Antigonish
285 Beech Hill Road, RR 6
Antigonish, NS B2G 0B4

November 29, 2016

Dear Glenn/Joyce,

RE: New Municipal Policy – External Community Boards Policy

Further to your letter dated November 3, concerning the new municipal policy governing municipal officials' participation on external community boards or committees, please see our response below. We have appreciated the work of Councillor Donnie MacDonald with our Board and, should he wish to continue, would like to officially invite him to continue as a Director.

Here are the documents/answers which you request:

1. The external community board has a particular goal or objective that aligns with the Municipality's role in the community:
 - Attached are our mission and vision statements.
2. The external community board meets on a regular basis:
 - Our Board meets monthly, the third Wednesday of each month, as outlined in the attached terms of reference manual.
3. The external community board has a specific and approved terms of reference or similar governing documents:
 - Attached.
4. The external community board provides proof of insurance to the satisfaction of the Municipality:
 - Attached.

I trust this meets your needs. If you have any questions or concerns, please contact me at any time.

Sincerely,

Colleen Cameron, Chair
AAHS Board of Directors

