

## NOTES

### Update on New Feedback Software

- Ability to send service requests
- Dashboard – open requests, completed requests, customer service satisfaction survey, FAQs
- Site is 75% completed – still to do communications piece, notifications
- Web links to be added.
- Video instructions
- Accessible to non-residents.

### Review of Policies

#### 110-004 Council Professional Development Policy

New and Returning Councillors – hard when new to know what is available. Rules of Order, Finance. First year don't know what options are available. Get a list – would rather have x dollar amount at start of term to use for whole term and figure out what courses/conferences is out there– stipend. Takes a while to figure out what you want and what if everything you want is in the same year?

Consider stipend rather than claiming for meals/travel/accommodation – further discussion - determine whether to pay.

Do have some flexibility with reserves. First year in and last year of Council probably not many to do so only 3 years.

Changes to timelines – coordinating professional development for Council so all can attend what's relevant ones.

Individual lists for each committee.  
NSFM is separate.

Better form to support and share information whether it's worth it or not, what you learned.

Form for planning and request can be removed. No-one has to approve if there is a stipend. Make it equitable for everyone so not one councillor is using up all the funds.

Stipend for people to take their time off from work and still get paid – if you have another job you shouldn't have – Expense policy? Daily stipend to support if missing time or taking vacation to attend

Annually amount for these things

Separate pot for individual councillor

Shared training

Up to two persons goes to the Spring NSF

FCM when it comes to Halifax all can go. Only once every 10 years.

Split it by 7 for the budget amount.

Separate bucket of money to do something – maybe a caveat around it – not part of this policy. Each councillor in district gets amount not to be used for charity but each should do their own but could do as a group at beginning of budget – maybe a couple of things – coldest walk and foodbank as an example – decide as a Council – each get own bucket. Don't have access to building for meetings.

### 110-008 Telephone & Electronic Polls Policy

Electronic & Telephone vote - if something urgent mayor or CAO could call virtual meeting of council for one off decisions made on emergency basis – no telephone or email polling or verbal polling permitted. As long as we have a quorum it's a go.

Remove and repeal and place in the Virtual Meeting Policy using Teams. As required and mandatory under the same heading.

### 110-012 Attendance Policy for Members of Council

Repeal and put into Committees policy, change the format of the reporting structure – change up agenda.

Code of Conduct come into play for councillors not present – more of a role for Mayor or Deputy Mayor to address – not part of the policy.

### 110-014 Virtual Meeting Policy

Like option to come in virtually – still getting information,  
Debate, motion and in camera  
Review re attendance policy  
Notification rather than approval  
Notify using Town Council email – no need for link.  
Read documents and be prepared

### Routine Access Policy #110-014

Routine Access Policy change to include the public correspondence that comes to Town Council.