

**MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
March 7, 2017
AGENDA**

**Audio Recording Times Noted in Red
(Minutes:Seconds)**

1. Roll Call **00:00**
2. Approval of Agenda **02:12** Page 1
3. Approval of Minutes Page 2
 - a. February 7, 2017 Council **03:45**
4. Business Arising from Minutes Page 2
 - a. February 7, 2017 Council **07:10**
5. Administration Page 16
 - a. Lease Agreement Civilian Airpark 14 Wing Greenwood **Removed** Page 18
 - b. Executive Recruitment Service **07:34** Page 19
 - c. Flag Raising Request Autism Awareness Day **11:49** Page 20
 - d. Purple Day for Epilepsy Proclamation **13:08**
 - e. Race Relations and Anti-Discrimination Committee Terms of Reference **16:35**
6. Engineering and Public Works, Lands and Parks Services **19:21** Page 29
 - a. Greenwich Heights Street Lighting
7. Recommendations from Committee of the Whole February 21, 2017 **21:55** Page 31
 - a. Kings Youth Council Revised Terms of Reference Page 32
 - b. World Down Syndrome Day Proclamation
 - c. World Autism Awareness Day Proclamation
 - d. Municipal Economic Development Funds (MEDF) - Transfer
 - e. Municipal Economic Development Funds (MEDF) - Halls Harbour Community Association
 - f. Municipal Economic Development Funds (MEDF) - Valley Midget Wildcats Hockey Club
 - g. Community Festivals & Special Events (CFSE) - Sheffield Mills Community Association
 - h. Youth Travel Assistance Program (YTAP) Applications
 - i. Community Park Development Program (CPDP) Application
 - j. Community Hall Assistance Program (CHAP) Application
 - k. Proposed Amendments ADMIN-01-003 Comments from the Public Policy
 - l. Federal Connect to Innovation Program Funding Application Preparation by *i-Valley* - Transfer
 - m. Federal Connect to Innovation Program Funding Application Preparation by *i-Valley* - Meeting
8. Correspondence - General: **29:43** Page 37
 - a. 2017-02-17 International Women's Day Invite Page 38
 - b. 2017-02-28 Commissionaires Nova Scotia Corps Rapport
9. Comments from the Public **None**
10. Adjournment **32:30**

**MUNICIPAL COUNCIL
February 7, 2017**

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, February 7, 2017 following a Public Hearing at 6:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

1. Roll Call

All Councillors were in attendance with the exception of Deputy Mayor Lutz with notice.

On motion of Councillor Hodges and Councillor Hirtle, that Deputy Mayor Lutz's absence from the February 7, 2017 Council be excused.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Results for Roll Call

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Rick Ramsay, Interim CAO
- Marc Comeau, Municipal Solicitor
- Janny Postema, Recording Secretary

2. Approval of Agenda

On motion of Councillor Winsor and Councillor Best, that Municipal Council approve the February 7, 2017 agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

3. **Approval of Minutes**

3a. **Approval of Minutes
January 3, 2017**

On motion of Councillor Hirtle and Councillor Spicer, that the minutes of the Municipal Council meeting held on January 3, 2017 be approved.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

3b. **Approval of Minutes
January 10, 2017**

On motion of Councillor Armstrong and Councillor Winsor, that the minutes of the Special Municipal Council meeting held on January 10, 2017 be approved.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For

District 9	Peter Allen	For
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4. **Business Arising from the Minutes**

- 4a. **Minutes of January 3, 2017**
- Mayor Muttart reported that the hearing regarding the development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George would be before the UARB on April 19-21.
 - Mayor Muttart noted that a copy of the letter to the Department of Health and Wellness regarding Grand View Manor had been provided to Councillor Raven as per her request.

4b. **Minutes of January 10, 2017** There was no business arising from the January 10, 2017 minutes.

5. **Planning Considerations**

5a. **Application to enter into a Development Agreement to allow 2 additional residential units at 786/788 Cambridge Road, Cambridge (File 16-11)** Laura Mosher presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Best and Councillor Hirtle, that Municipal Council gives Final Consideration and approves entering into a development agreement to allow a maximum of two additional residential units within a second dwelling at 786/788 Cambridge Road, Cambridge (PID 55479943) which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated December 13, 2016.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

5b. **Application to discharge existing Development Agreement and enter into new Development Agreement at 1256 Ward Road, Millville (File 16-15)** Laura Mosher presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Spicer and Councillor Best, that Municipal Council gives Final Consideration and approves the discharge of the development agreement dated June 26, 1995, and approves entering into a development agreement to allow an addition to the existing building to accommodate an expansion to the restaurant and an enclosed entry to one of the residential units at 1256 Ward Road, Millville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated December 13, 2016.

Motion Carried.**Results**

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 5c. **Application from Eastlink to install a telecommunications tower at 820 Main Street, Kingston (File 16-14)**

Mark Fredericks presented the report as attached to the February 7, 2017 Council agenda and provided a presentation.

On motion of Councillor Best and Councillor Winsor, that Municipal Council supports the application by Eastlink to site a 40 metre telecommunications tower on a leased area of PID# 55122246 behind the existing Esso service station at 820 Main Street, Kingston.

Motion Carried.**Results**

For 7
Against 2

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	Against
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	Against
District 9	Peter Allen	For

- 5d. **Waste Water Management District Bylaw**

Laura Mosher presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Hirtle and Councillor Best, to hear from the applicant.

Motion Carried.**Results**

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For

District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

The applicant, Chris Morine, provided comments.

On motion of Councillor Raven and Councillor Best, that Municipal Council directs staff to draft a Waste Water Management Bylaw for an extension of the Avonport sewer system to be associated with a winery, or other economic development use permitted by the Land Use Bylaw or by development agreement on the property located at 677 Oak Island Road (PID 55528558).

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

5e. Request for a Fee Refund

Laura Mosher presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Spicer and Councillor Armstrong, that Municipal Council approves the request to refund the \$1,100 planning application fee paid by Lynn Stevens for an application to enter into a Development Agreement for the property at 1234 Schoolhouse Road resulting in a County-wide Land Use Bylaw amendment adding Retail Uses to the list of permitted uses in the Community Facilities (CF) Zone.

Motion Carried.

Results

For 8
Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	Against
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For

District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

6. Administration

6a. Appointment of Councillors to CAO Search Committee

Mayor Muttart presented the report as attached to the February 7, 2017 Council agenda and called for nominations for the two Councillor positions.

Councillor Armstrong nominated Councillor Hirtle;
Councillor Hirtle accepted the nomination.

Councillor Armstrong nominated Councillor Spicer;
Councillor Spicer accepted the nomination.

Councillor Hodges nominated Councillor Raven;
Councillor Raven accepted the nomination.

Councillor Raven nominated Councillor Winsor;
Councillor Winsor accepted the nomination.

Ballots were handed out and the CAO and Municipal Solicitor counted the votes. The Municipal Solicitor announced the results and Councillors Hirtle and Spicer were appointed to the CAO Search Committee.

On motion of Councillor Hirtle and Councillor Best, that Council confirm the election of Councillors Hirtle and Spicer to the CAO Search Committee and to destroy the ballots.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Best and Councillor Hirtle, that Council take a five-minute recess.

Motion Carried by show of hands.

Council recessed from 7:59 pm to 8:06 pm.

6b. Grants to Organizations Allocations

Mayor Muttart presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Armstrong and Councillor Spicer, that Municipal Council approve the Grants to Organizations November 30, 2016 intake period funding as recommended in the table attached to the February 7, 2017 agenda totaling \$9,725.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

6c. African Heritage Month Proclamation

The Mayor read the proclamation as attached to the February 7, 2017 Council agenda with one minor change.

On motion of Councillor Hodges and Councillor Raven, that February 2017 be declared “African Heritage Month” in the Municipality of the County of Kings.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

The Mayor and Councillors signed the proclamation.

7. Recommendations from Committee of the Whole January 17, 2017

7a. Reappointment of Honorary Town Crier

The Mayor presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Hirtle and Councillor Allen, that Municipal Council approve the reappointment of Honorary Town Crier Lloyd Smith for the term of this Council.

Motion Carried.***Results***

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

7b. **Reserves: Policy,
Accounts, Proposed
Transactions**

On motion of Councillor Armstrong and Councillor Spicer, that Municipal Council approve Reserve recommendations 1 through 8:

1. **Approve the Reserve Policy as attached to the January 17, 2017 Committee of the Whole agenda.**
2. **Approve Appendix A to the Reserve Policy as attached to the January 17, 2017 Committee of the Whole agenda.**
3. **Approve opening the following Capital Reserve Accounts:**
 - a. **Waterville Sewer Reserve 41-4-460-302**
 - b. **Building & Development Vehicles Reserve 41-4-460-407**
 - c. **EMO Capital Reserve 41-4-460-408**
 - d. **Cambridge Business Park 41-4-460-409**
4. **Approve the Transfers listed in Schedule 4 as attached to the January 17, 2017 Committee of the Whole agenda.**
5. **Approve closing the following Capital Reserve Accounts as soon as the preceding transfers have been processed:**
 - a. **General Capital Reserve 41-4-460-100**
 - b. **Capital Grant 41-4-460-120**
 - c. **Tax Sale Surplus over 20 years 41-4-460-130**
 - d. **Project Reserves - Community 41-4-460-405**
 - e. **Project Reserves - General 41-4-460-410**
6. **Direct the CAO to explore with the Kings Regional Rehabilitation Centre the transfer of KRRC building ownership to KRRC.**
7. **Approve closing the following Operating Reserve Accounts and transferring the balances to the General Operating Reserve 61-4-460-270:**
 - a. **Infrastructure Study 61-4-460-220**
 - b. **Street Resurfacing 61-4-460-230**
 - c. **Vehicle Replacement 61-4-460-300**
 - d. **Transportation 61-4-460-330**
 - e. **Debt Stabilization 61-4-460-340**
 - f. **Berwick & District Arena 61-4-460-160**
 - g. **Western Kings Arena 61-4-460-180**
8. **Approve opening a new Operating Reserve for Open Space 61-4-460-360, funded with \$158,219 transferred from the General Operating Reserve 61-4-460-270.**

Motion Carried.***Results***

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

7c. **Reserves: Policy, Accounts, Proposed Transactions - Close Operating Reserve Accounts - Addition**

On motion of Councillor Armstrong and Councillor Hirtle, to add 61-4-460-255 Kings REN to the list of Operating Reserve Accounts to be closed.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

7d. **\$4,500 Port Williams Capital Grant**

On motion of Councillor Armstrong and Councillor Hodges, that the remaining \$4,500 of Capital Grant funding related to the Village of Port Williams in the Capital Grant Reserve Account GL# 41-4-460-120 be contributed to the Village Security Cameras and Heat Pumps capital projects, upon the receipt of supporting documentation.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For

District 9	Peter Allen	For
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7e. Funding Formula for Large Projects

On motion of Councillor Hirtle and Councillor Best, that Municipal Council direct the CAO to develop a funding formula for large projects to be brought back to the March 2017 Committee of the Whole for consideration.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

7f. Development of Policy to Recognize Kings County Achievers

On motion of Councillor Armstrong and Councillor Winsor, that Municipal Council direct the CAO to develop a policy for the recognition of citizens, business and community organizations who have through their endeavours made significant contributions to our Community or stood out in some noteworthy manner in our community.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

7g. Kings County Infographic Competition

On motion of Councillor Raven and Councillor Spicer, that Municipal Council direct the CAO to bring to Council a framework and budget for the implementation of an infographic competition for Kings County residents aged 18-30 years.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

8. Recommendation from Fire Services Advisory Committee

8a. Fire Services Budget 2017/2018

The Mayor presented the report as attached to the February 7, 2017 Council agenda.

On motion of Councillor Armstrong and Councillor Best, that the budget increase for Fire Departments for 2017/18 be the increase in CPI for 2016.

Motion Referred.

On motion of Councillor Winsor and Councillor Hodges, to refer the Fire Services Advisory Committee recommendation to the Manager of Finance to consider the impact on the total budget and the comments from Councillor Raven regarding the Kentville and Wolfville Fire Departments.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

9. Correspondence

The Mayor gave an overview of the correspondence as attached to the February 7, 2017 agenda.

Correspondence - General:

9a. Kentville Farmers Market Thank You

For information.

9b. Municipal Proclamation Launch African Heritage

For information.

Month Invite

Correspondence - Requests:

9c. Valley Hospice Foundation Funding Request

Included in the budget process.

9d. Kings County Firefighters Association re: 30 Year Service Medals

The County will purchase 30 Year Service Medals.

11. **Comments from the Public**

On motion of Councillor Hirtle and Councillor Hodges, to hear from the public prior to moving in camera.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

There were no comments from the public.

10. **In Camera**

On motion of Councillor Hirtle and Councillor Spicer, that Municipal Council move in camera to discuss three sale of land matters.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved in camera at 8:35 pm.

- 10a. **Sale of Land - Community and Bio Fuels and**
- 10b. **Sale of Land - Howard Little**

Council returned to open session.

On motion of Councillor Best and Councillor Hirtle, that Municipal Council accept the offer of \$31,000 from Community Bio Fuels Inc. for Lot “2016A” and that Municipal Council accept the offer of \$180,000 from Howard Little for Lot “2016B”.

On motion of Councillor Raven and Councillor Winsor, to defer the motion until the following information was provided by staff:

1. **List of prices for equivalent types of land;**
2. **List of prices in the Valley in industrial park lands; and**
3. **Background information on how staff determined the recommended sale prices.**

Motion Defeated.

Results

For 2
Against 7

District	Name	Results
Mayor	Peter Muttart	Against
District 1	Meg Hodges	Against
District 2	Pauline Raven	For
District 3	Brian Hirtle	Against
District 4	Martha Armstrong	Against
District 5	Paul Spicer	Against
District 6	Bob Best	Against
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	Against

Voting on the original motion:

Motion Carried.

Results

For 7
Against 2

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	Against
District 9	Peter Allen	For

- 10c. **Sale of Land - Richard Hayden**

On motion of Councillor Hirtle and Councillor Best, that Municipal Council authorize staff to negotiate the offer made by Richard Hayden for Lot “1”.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

12. **Adjournment**

There being no further business, the meeting adjourned at 9:30 pm.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Approved by:

Mayor Muttart

Janny Postema
Recording Secretary

Results Legend	
-	Absent
COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO MUNICIPAL COUNCIL

Subject: Executive Recruitment Service

From: Office of the CAO

Date: March 7, 2017

Background

On January 31, 2017, the Office of the CAO received eight proposals from consultants in response to our Request for Proposal (RFP) for Executive Recruitment Services to assist Municipal Council in the selection of a Chief Administrative Officer (CAO).

The services requested in the RFP were to:

- Assist the Municipality in the complete search process including but not limited to advertising, recruiting, interviewing, reference checks, and negotiation of a contract with a new CAO.
- Provide a detailed salary report to Council regarding salary levels of CAO positions in Atlantic Canada.
- Outline additional services or alternative approaches that the Municipality may wish to incorporate into the search process.

The scored evaluation criteria that were included in the RFP were as follows:

Criteria	% Evaluation
Overall clarity and completeness of proposal	15%
Adequacy of proposed methodology and work plan in responding to the Scope of Work	25%
Specific experience of the proponent related to recruitment of municipal Chief Administrative Officers	20%
Cost	40%

Discussion

Municipal Staff reviewed the eight proposals received and evaluated them according to the categories set forth in the RFP. Gerald Walsh Associates Inc. received the highest score.

Gerald Walsh Associates Inc. has been providing recruitment services for 27 years in the following sectors: Municipal and NGOs, Not-for-Profits, Professional and Industry Associations, and Owner Managed Business. Gerald Walsh, MBA, CPA, CMA will be the Project Lead and he brings many years of experience recruiting CAOs and other municipal senior leadership positions across the Atlantic Provinces.

Financial Impact

This work will be funded from account Recruitment Expenses GL 01-2-212-617 and appropriate monies have been budgeted in fiscal year 2017/2018.

Recommendation

BE IT RESOLVED that Municipal Council award the Executive Recruitment Services to Gerald Walsh Associates Inc. for the total price of \$21,000.00 + HST.

MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Flag Raising Request Autism Awareness Day

From: Administration

Date: March 7, 2017

Background:

The following flag raising request was recently received:

- Request from the Annapolis Valley Chapter of Autism Nova Scotia to fly its flag on World Autism Awareness Day, April 2, 2017.

Section 4.6(b)(II) of the Community Flag Raising Policy ADMIN-01-011 states that:

The CAO shall review the applications to determine consistency with this Policy and shall:

If the flag raising was not previously approved by Council, or was approved by Council more than 5 years before the current request, decide to approve or deny the flag raising and any decisions shall be noted on a Council Agenda for information purposes.

The Annapolis Valley Chapter of Autism Nova Scotia flag raising request is deemed consistent with the Policy and approved by the CAO.

Recommendation:

That Council receive the report on the Autism Flag Raising Request dated March 7, 2017 for information purposes.



87 Cornwallis Street
Kentville, NS B4N 3W3
Phone: (902) 678-6141
Toll Free: 1-888-337-2999
www.countyofkings.ca

Municipality of the County of Kings

PROCLAMATION

PURPLE DAY FOR EPILEPSY

March 26, 2017

WHEREAS, Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

WHEREAS, Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

WHEREAS, epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

WHEREAS, the public is often unable recognize the common seizure types, or how to respond with appropriate first aid; and

WHEREAS, Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

THEREFORE, BE IT RESOLVED, That March 26, 2017 be proclaimed **Purple Day for Epilepsy** in the Municipality of the County of Kings, in an effort to raise epilepsy awareness everywhere.

AS AFFIRMATION, the Mayor and Councillors do individually and collectively pledge this 7th day of March, 2017.

Signed _____ Mayor Peter Muttart

Signed _____ Deputy Mayor Emily Lutz

Signed _____ Councillor Megan Hodges

Signed _____ Councillor Pauline Raven

Signed _____ Councillor Brian Hirtle

Signed _____ Councillor Martha Armstrong

Signed _____ Councillor Paul Spicer

Signed _____ Councillor Bob Best

Signed _____ Councillor Jim Winsor

Signed _____ Councillor Peter Allen

Race Relations and Anti-Discrimination Committee Terms of Reference

MUNICIPALITY OF THE COUNTY OF KINGS

March 7, 2017 ~~April 7, 2014~~

Purpose

In February of 2008 the Council of the Municipality of the County of Kings formally approved a Declaration (see Appendix A) to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD) - part of a larger United Nations Educational, Scientific, and Cultural Organization (UNESCO) initiative. In 2006, Municipal Councillors, while attending a Federation of Canadian Municipalities conference, were presented with a UNESCO display detailing the initiative to establish a network of cities interesting in sharing experiences in improving policies to fight racism, discrimination, xenophobia and exclusion. The Councillors presented the initiative to Committee of the Whole in December of 2007 with the recommendation that Council approve the Declaration, which was formally adopted in February 2008.

In 2012, with support from the RRADC, the Council of the Municipality of the County of Kings allocated funds to contract a consultant to develop an action plan, in keeping with CCMARD's vision. Horizons Community Development Associates Inc was contracted, and facilitated a community-based process to develop the *Action Plan for Ending Racism and Discrimination in the Municipality in the County of Kings* (<http://goo.gl/D34I2I>), which was unanimously approved by Council in October 2012. In 2013, Council allocated an annual budget for implementing the *Action Plan* for each of the next five years.

The purposes of the RRADC are:

- To determine and educate the public about where and how racism, discrimination and exclusion are manifest in the Municipality of the County of Kings.
- To recommend policies, programs and practices designed to eliminate racism, discrimination and exclusion, to monitor the effects of recommendations and to report on changes.
- To guide the implementation of *Action Plan*.
- To directly undertake relevant activities described in the *Action Plan*.
- To address broad issues of diversity and inclusion.

Authority

The Committee has the authority to

- Recommend to Municipal Council (through the Chair) policies, programs and practices designed to eliminate racism, discrimination and exclusion.
- Monitor the effects of recommendations that are implemented.
- Report on changes.
- Provide input (through the Chair) to Municipal and/or contracted staff working on the *Action Plan*.

Membership

Members

The Race Relations and Anti-Discrimination Committee shall be comprised of a minimum of six and maximum of thirteen committee members including:

- Two Municipal Councillors;
- Two Municipal staff, one of whom represents the local union and one of whom is the Human Resources Specialist;
- Three citizens, one each from the Towns of Berwick, Kentville, and Wolfville; and
- Three to six citizens who reside in the Municipality outside of the three Towns.

The Committee may also include non-voting advisory members who represent key partner organizations and/or who bring expertise in relevant areas.

Selection of Members

The Municipality will advertise Committee positions in accordance with current Municipal procedures. The advertisement shall contain the following statement:

As one example of this initiative to ensure recognition of the diversity within the County, we are actively seeking applications from racially visible persons, persons with disabilities, members of other traditionally under-represented groups, and citizens with an interest in advancing anti-discrimination programs generally.

The Towns of Berwick, Kentville, and Wolfville will appoint their representatives. All other members must be appointed annually by the Council of the Municipality of the County of Kings via the Nominating Committee, and must be residents of the County of Kings.

The Committee will make a motion to formally invite non-voting advisory members to join the Committee. If the invitation is accepted, the Committee will make a motion to formally accept the advisory committee members.

Membership Terms

- Municipal Councillors will serve four-year terms (to coincide with municipal elections).
- Citizen members will serve three-year rolling terms. New citizen members will be added to replace those who are completing terms or leaving the Committee for other reasons.
- There will not be set terms for Municipal staff and advisory members.
- There is no limit on the number of consecutive terms any members may serve on the Committee.

Voting

- Municipal Councillors and citizens are considered voting members of the Committee.
- Municipal staff members and advisory members do not have a vote.
- Municipal staff members' positions on decisions will be noted in the minutes, and identified as non-voting contributions. Advisory members' positions on decisions will be noted in the minutes, and identified as non-voting contributions.

Participation

Voting members are expected to attend and participate in a minimum of 75% of regularly scheduled meetings over the course of a calendar year. If they do not, or if they miss three consecutive meetings, they will be asked to reconfirm their commitment to serving on the Committee.

Roles and Responsibilities

Individual Committee Members

The responsibilities of individual committee members are as follows:

- Attend Committee meetings;
- Share information from the Committee with the organizations/communities they are representing;
- Gather input on relevant matters from the organizations/communities they are representing to share with the Committee;
- Work toward the 10 Commitments agreed to by the Municipality of the County of Kings (see Appendix B);
- Represent the Committee as required at community functions;
- Report to the Committee with regards to any functions at which they have represented the Committee;
- Guide the implementation of the Action Plan; and
- Contribute to the implementation of the Action Plan.

Committee members will work together to prepare an annual budget based on the annual allocation approved by Council.

Chair

The Chair is:

- A Municipal Councillor
- Selected by Committee members
- Both Municipal Councillor members must be present for the selection of the Chair

The Chair is responsible for:

- Ensuring the timely delivery of all Committee agendas and minutes;
- Serving as the chair of Committee meetings, calling the meeting to order and ensuring that appropriate procedures are followed;
- The delivery of Committee reports and recommendations to Council (if the Chair is the Mayor ~~Warden~~, the other Councillor on the Committee may present the report and recommendations); and
- Serving as the representative of the Committee at official functions; s/he may delegate this role to the Vice Chair or other Committee members, as required.

The Chair is considered a voting member of the Committee.

Vice-Chair

The Vice-Chair is:

- Selected by Committee members
- Both Municipal Councillor members must be present for the selection of the Vice-Chair

The Vice-Chair is responsible for:

- Convening and conducting meetings if the designated Chair is not available; and informing the Chair as to the salient points/decisions raised or agreed to at that meeting.
- Serving as the official representative of the Committee at official functions, when delegated by the Chair.
- Reporting to the Chair with regards to any functions at which they have represented her/him.

Secretary

The Secretary is the Municipality's Human Resources Specialist.

The Secretary is responsible for:

- Collecting agenda items (which must be submitted no later than five days before each meeting), and distributing the agenda with relevant materials (no later than three days before each meeting).
- Ensuring the preparation and issuing of meeting minutes (with clearly noted action items) within one week of each meeting.
- Maintaining and tracking progress on action items.
- Gathering input from Committee members and issue Committee documents in a timely fashion.
- Ensuring the activities of the Committee are communicated effectively to the community.
- Preparing press releases and ensuring they reach target audiences.
- Coordinating with the Municipality of the County of Kings web-site manager to ensure access to pertinent information on Committee activities is available through the web-site.

Decision Making

- The Committee requires **51** ~~75~~% of voting (Municipal Councillor and citizen) members to be present for the approval of recommendations and documents.
- Recommendations to Council will require majority support by voting Committee members. Majority will be considered 50% plus one.

When decisions are required between meetings:

- To the greatest extent possible, the Secretary will consult with Committee members; s/he will send an electronic message to Committee members outlining the decision to be made, providing any available materials to inform the decision, and indicating the timeline for making the decision. The decision will be made based on a majority vote of voting members, as above.
- When time does not permit consultation with Committee members and a decision must be made immediately, the Chair (or Vice-Chair, if delegated by the Chair) may make a decision on behalf of the Committee, using all available and relevant information. S/he must immediately inform the Committee of the decision.

Reporting Guidelines

- All minutes of the Committee will be considered open to the public, unless they deal with sensitive Committee issues, according to the MGA guidelines (e.g., personnel matters).
- The Committee will report annually via progress updates to the Council of the Municipality of the County of Kings.
- The Committee will also deliver reports, such as regarding the community engagement process, and progress on the *Action Plan*.

Meetings

- Meetings will generally take place on the first Monday of each month.
- Additional meetings will be scheduled as needed.
- During winter months, storm dates will be scheduled in advance for all meetings. The Secretary, in consultation with the Chair, shall determine whether a meeting is postponed because of a storm, and by 9:00 am the day of the scheduled meeting, will inform Committee members that the meeting is postponed to the storm date.
- Meetings will generally take place from 5:00 – 7:00 pm.
- Meetings will generally take place at the Municipal office in Kentville.
- To facilitate connections with diverse groups in the community, meetings will take place in other locations across Kings County up to six times per year.

- Meetings will generally be open to the public, unless the nature of Committee business (such as dealing with issues under the *Municipal Government Act*) requires a closed Committee meeting.


Approved/Review Date

TOR approved: April 7, 2014

TOR to be reviewed in April 2015

TOR revised: March 7, 2017

Appendix A: CCMARD Declaration



DECLARATION TO JOIN THE CANADIAN COALITION OF MUNICIPALITIES AGAINST RACISM AND DISCRIMINATION

Given that:

1. The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on Municipalities to join a Canadian Coalition of Municipalities Against Racism and Discrimination and to be part of UNESCO's international coalition launched in 2004.
2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Canadian Coalition of Municipalities Against Racism and Discrimination and encourages its members to join.

Whereas:

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's Charter of Rights and Freedoms as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens.

Be it resolved that:

4. Undersigning Municipalities agree to join the Coalition of Canadian Municipalities Against Racism and Discrimination and, in joining the Coalition, endorse the Common Commitments and agree to develop or adapt their own unique Plan of Action accordingly.
5. These Common Commitments and the unique Plan of Action of each Municipality will be an integral part of the vision, strategies and policies of the Municipality.
6. In developing or adapting and implementing their own unique Plan of Action toward progressive realization of the Common Commitments, the Municipalities will cooperate with other organizations and jurisdictions, including other levels of government, Aboriginal peoples, public and private sector institutions and civic society organizations, all of whom have responsibilities in the area of human rights.
7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

**Approved by the Municipal Council of the Municipality of the County of Kings
on February 5, 2008**

Feb 2008 Date	Diana Brothers Deputy Warden Signature	Date	Signature
11/1/09 Date	[Signature] Signature	Date	[Signature] Signature
Date	Signature	Date	Signature
Date	Signature	Date	Signature
Date	Signature	Date	Signature

Appendix B: UNESCO Commitments

1. Increase vigilance against systemic and individual racism and discrimination;
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination;
3. Inform and support individuals who experience racism and discrimination;
4. Involve citizens by giving them a voice in anti-racism initiatives and decision-making;
5. Support measures to promote equity in the labour market;
6. Provide equal opportunities as a municipal employer, service provider and contractor;
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity housing;
8. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and other forms of learning;
9. Promote respect, understanding, and appreciation of cultural diversity and inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality; and
10. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Greenwich Heights Street Lighting

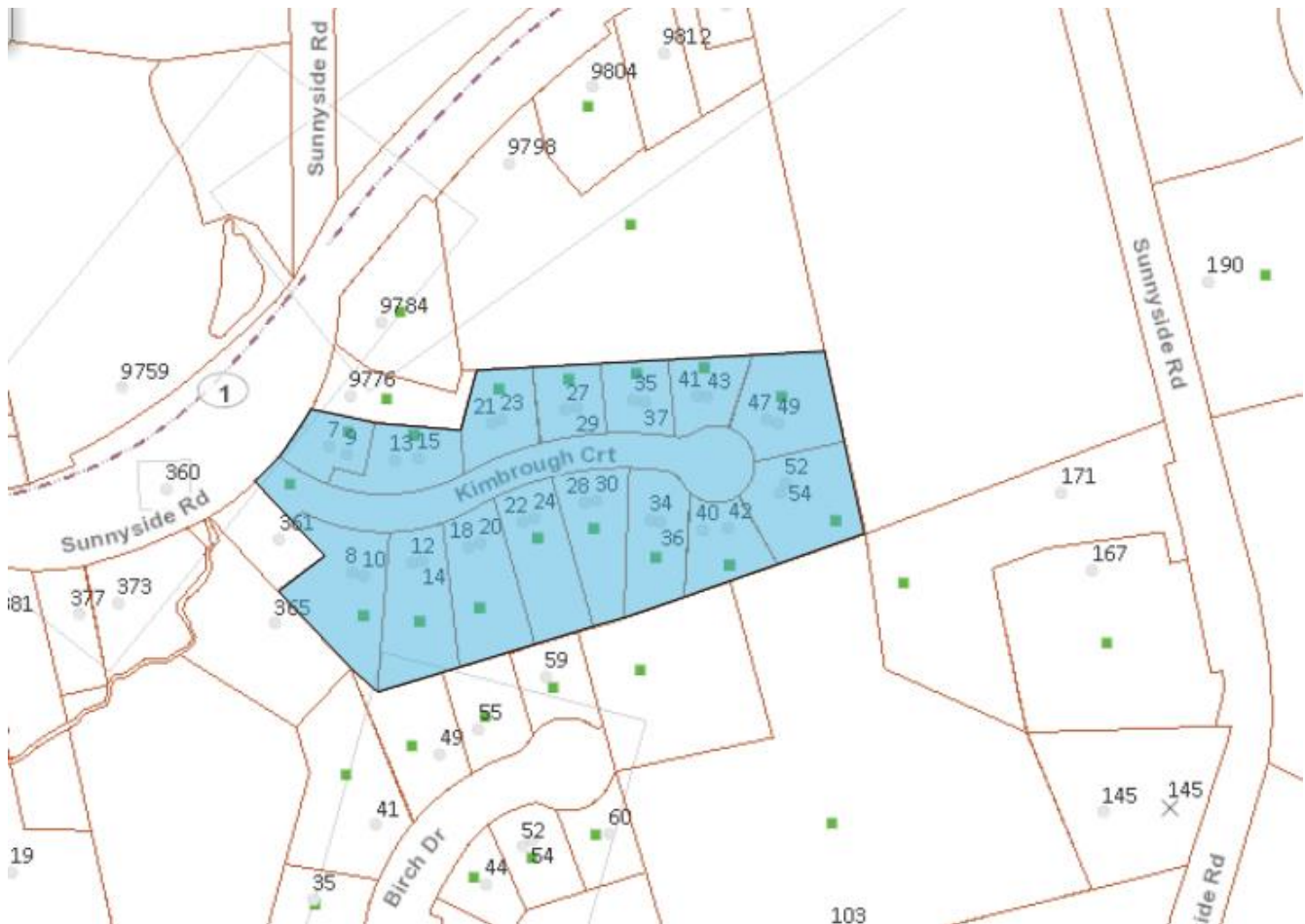
From: Engineering and Public Works

Date: March 7, 2017

Background

In June 2016, the Municipality received a request for street lights to be installed in Greenwich Heights (see Figure 1-1). The properties were subsequently petitioned and the results of the petition, which closed on June 17, 2016, were favourable. This report is being submitted to Council for acceptance and adoption of an amendment to By-Law 45 - Street Lights to enable this project to proceed.

Figure 1-1. Properties Included in Petition



Discussion

The petition was mailed to 15 property owners, with the following responses:

- 13 property owners voted in favour (86%)
- 1 property owner did not respond (7%)
- 1 property owner voted not in favour (7%)

Per by-law, petitions require majority support. Thus there is sufficient support among the property owners to proceed with the project.

Proposed Amendment to By-Law 45 - Street Lights

The By-Law only requires a minor change to Schedule "A" to enable street lights being installed on Kimbrough Court. The proposed amendment to Schedule "A", Part 7 is shown in yellow/highlighted below.

SCHEDULE "A"

7. Greenwich

All property at Greenwich upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portion of:

1. Highway No. 1 and lying between the west boundary of the Town of Wolfville and the east boundary of the Village of New Minas.
2. Greenwich Road (also known as the Greenwich Ridge Road).
3. Eden Row.
4. Gale Street.
5. Rawding Street.
6. Avon Lane.
7. Sunnyside Road.
8. Kimbrough Court.

Financial Impact

The cost to operate the street lights will be recouped from the property owners via an annual street light charge added to their tax bill as a separate line item. The estimated annual charge for the street lights is approximately \$57.00 per dwelling/commercial property.

Recommendations

BE IT RESOLVED THAT MUNICIPAL COUNCIL give First Reading to amend By-Law # 45, being the Street Lighting By-Law of the Municipality of the County of Kings, as noted in the March 7, 2017 Council agenda.

**RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE
February 21, 2017**

a.	Kings Youth Council Revised Terms of Reference	That Council adopt the Kings Youth Council Terms of Reference as attached to the March 7, 2017 agenda. <i>*Revised Terms of Reference attached</i>
b.	World Down Syndrome Day Proclamation	That Council proclaim March 21, 2017 'World Down Syndrome Day' in the Municipality of the County of Kings.
c.	World Autism Awareness Day Proclamation	That Council proclaim April 2, 2017 'World Autism Awareness Day' in the Municipality of the County of Kings.
d.	Municipal Economic Development Funds (MEDF) Applications - Transfer	That Council approve the transfer of \$7,500 from MEDF Reserves GL # 61-4-460-260 to the MEDF account GL # 01-2-265-920.
e.	MEDF - Halls Harbour Community Development Association	That Council approve funding the Halls Harbour Community Development Association in the amount of \$3,000 in support of the engineering consultation services for the construction of a new boardwalk at Halls Harbour.
f.	MEDF - Valley Midget Wildcats Hockey Club	That Council approve funding the Valley Midget Wildcats Hockey Club in the amount of \$5,000 in support of hosting the Kings Mutual Bantam Wildcats NSMBHL Provincials.
g.	CFSE - Sheffield Mills Community Association	That Council approve funding the Sheffield Mills Community Association in the amount of \$1,000 in support of the Eagle Watch celebration.
h.	Youth Travel Assistance Program (YTAP) Applications	That Council approve funding for the Youth Travel Assistance Program in the amount of \$2,900 according to the table attached to the February 21, 2017 agenda package.
i.	Community Park Development Program (CPDP) Application	That Council approve Community Park Development Program funding to the Aldershot Elementary School on behalf of the Playground Committee in the amount of \$1,600 in support of the purchase of a new baby barn.
j.	Community Hall Assistance Program (CHAP) Application	That Council approve Community Hall Assistance Program funding to the Weston Community Hall Association as an exception in the amount of \$395.47 to assist with the cost of the completed project.
k.	Proposed Amendments ADMIN-01-003 Comments from the Public Policy	That Council adopt the proposed amendments to ADMIN-01-003 Comments from the Public Policy as attached to the February 21, 2017 Committee of the Whole agenda.
l.	Federal Connect to Innovation Program Funding Application Preparation by i-Valley	That \$10,000 be transferred from the MEDF Reserve into our Operational accounts so that we have the operational dollars to fund an application to the federal government for network extension and marketing.
m.	Federal Connect to Innovation Program Funding Application Preparation by i-Valley	That Council direct staff to meet with the Intelligent Community Association (known as i-Valley) to discuss the support and preparation of an application to the Federal Connect to Innovation Program.



Municipality of the County of Kings Kings Youth Council Terms of Reference

Establishment of the Committee

1. The Municipal Council of the Municipality of the County of Kings establishes a committee to be known as the Kings Youth Council (KYC).

The Kings Youth Council will be supported by the Youth Engagement Working Group for at least one year after formation of the Kings Youth Council.

Purpose

2. To better address issues involving youth and inform decisions of Council, the Kings Youth Council shall be a consulting and recommending body to Municipal Council. The KYC will be a uniting voice of youth that proactively makes recommendations to the Municipal Council on a variety of matters.

The Kings Youth Council will work to advance the interests and welfare of all youth across Municipality of the County of Kings (the Municipality). The KYC will address emergent and enduring issues affecting youth, seek opportunities to strengthen or support existing services.

Responsibilities

3. The Youth Council may make recommendations to Council on the following issues:
 - a. Professional development opportunities for youth, including internships, work experience and entrepreneurship opportunities, mentorship programs, promotion and access to municipal grants, development of incentive programs, amongst others.
 - b. Creating, building, and enhancing positive relationships with youth across the Municipality and community organizations.
 - c. Youth involvement in political decision-making processes and youth representation on Municipal committees.
 - d. Making municipal politics more accessible and relatable to youth through education and using methods of communication and engagement relevant and appealing to youth and reflective of their needs.
 - e. Decisions of Municipal Council regarding policy and strategic direction.
 - f. Transformation of public and active infrastructure to enable youth to engage in political, recreational, professional, and volunteer activities.
 - g. Social issues and programs relevant to the health, resilience, and well-being of youth including:
 - Sexual and reproductive health services and promotion;
 - Supportive and inclusive environments for all people;
 - Addiction and mental health supports and health promotion;
 - Supports for youth experiencing homelessness;
 - Encouraging opportunities;
 - Peer support groups; and,
 - Resources to address poverty.
 - h. Recreational activities and facilities to provide safe and supportive spaces for youth.
 - i. Activities and infrastructure that encourage the use of community cores.



Municipality of the County of Kings Kings Youth Council Terms of Reference

- j. Activities and infrastructure that encourage the use of community spaces including community halls, churches, schools, libraries, and/or recreational facilities.
- k. Youth engagement to address racism, discrimination, and promote diversity and equal opportunity.

Membership

4. During the first year, the Kings Youth Council shall be comprised of not more than twelve (12) members who shall be appointed by Council. The KYC membership shall be formed according to the following criteria:
 - Two (2) members of Municipal Council.

Municipal Council shall also appoint an alternate Councillor of the Council to the KYC. The alternate member may attend and vote in the place of any absent Municipal Councillor.

While respecting the authority of the Municipal Council and Council's Nominating Committee, the KYC will submit, in writing, a request of two particular Councillors to be appointed to the KYC.
 - Up to ten (10) members of the general public invested in the future of Kings County who have a diversity of age, region, special interests, gender, sexual orientation, race, and abilities. These members must be between 13 and 30 years old at the time of application.
 - The Diversity and Engagement Specialist of the Municipality of the County of Kings shall serve in an advisory ex-officio role.
5. The Municipality will advertise Committee positions in accordance with current Municipal procedures. The advertisement shall explain the following:
 - "To ensure the interests of youth within Kings County, including the towns of Berwick, Kentville and Wolfville, are heard by Municipal Council, we are actively seeking applications from youth who are passionate about youth welfare and interests in Kings County. Applicants may reside in the towns of Berwick, Kentville, or Wolfville, or any village or region within the Municipality of the County of Kings."
 - Applicants must be between the ages of 13 and 30 years old at the time of application.
6. On or around the anniversary date of the establishment of the Youth Council (each October), Council shall revisit and make any necessary amendments to these Terms of Reference.

Terms of Membership

7. Municipal Councillors appointed to the Youth Council shall be appointed for a two (2) year term.
8. A Municipal Councillor appointed to the Youth Council who ceases to be a member of Council shall also cease to represent Municipal Council as a member of the Youth Council on behalf of Council.
9. Any member of the Youth Council is eligible for re-appointment.
10. A member of the Youth Council who, without leave of the Committee, is absent from three (3) consecutive regular meetings of the Youth Council shall cease to be qualified to serve as a member of the Youth Council.



Municipality of the County of Kings Kings Youth Council Terms of Reference

11. Should any member of the KYC cease to be a member, the Council will immediately solicit applications for membership.

Roles of Members

12. Members of the Kings Youth Council shall be responsible for the following:
 - Attending meetings as scheduled by the Youth Council.
 - Attending sub-committee meetings of the Youth Council as determined.
 - Connect with other youth-focused organizations.
 - Representing the Youth Council at conferences, orientations or other events as needed.
 - Making presentations to schools on Municipal politics and engagement.
 - Encouraging youth engagement in Municipal politics
 - Making presentations to Council, service clubs, and other community organizations on the work of the Kings Youth Council.
 - Planning special events and initiatives as determined by the KYC.
 - Making recommendations to Municipal Council regarding policy and strategic direction.
 - Building relationships with organizations across Kings County that are youth-focused.
 - Keeping up to date on youth initiatives, events, and programming across the region.
 - Adhering to the vision and mission of inclusive and diverse perspectives.

Reporting

13. The Youth Council shall report to Council on a monthly basis, or as directed by Council.
14. The KYC shall appoint a Municipal Councillor to submit the Committee Report, including any recommendations, to Municipal Council following each meeting.
15. Councillors appointed to the Kings Youth Council will update the KYC will on the activities and decisions of Council.

Meetings

Election of Officers

16. The first meeting of the Youth Council shall take place by October 1, 2017 following acceptance of the terms of reference by Municipal Council and solicitation of applications.
17. The members of the Youth Council shall elect a Chair, Vice-Chair and Secretary from amongst the members at the first meeting of the Youth Council.
18. The Youth Council shall re-elect a Chair, Vice-Chair and Secretary at the first meeting in September of each year.

Procedural Matters

19. At the first meeting of the KYC, members will establish priorities and an anticipated work program for the coming year.
 - 19.1 The KYC will evaluate the work program and priorities annually.
20. The Kings Youth Council shall hold regular meetings and meet not less than nine (9) times per year. The time and place of each meeting will be determined at the preceding meeting.
21. Special Meetings of the Youth Council may be called with not less than 24 hours' notice by the Chair if requested by a majority of the Youth Council.



Municipality of the County of Kings Kings Youth Council Terms of Reference

22. Minutes of each meeting shall be recorded by the Secretary and shall capture all discussions and recommendations of the Kings Youth Council.
23. The Chair shall preside at all meetings but, in the absence of the Chair the Vice-Chair or a member appointed at the meeting shall preside.
24. The Youth Council shall endeavor to use a consensus-based approach to make decisions. Should the Chair deem that a clear consensus is not achievable the Chair may put the matter to a vote.
25. A member of the Youth Council who is present and who fails or refuses to vote on a matter is deemed to have voted in the negative.
26. In the event of a tie, the matter voted on shall be deemed to be determined in the negative.
27. Any members of the public that are in attendance at a meeting of the Kings Youth Council shall be given the opportunity to make comments to the Youth Council at the end of the meeting.

Quorum

28. A simple majority of 50 % + 1 of the Kings Youth Council, including at least one (1) Councillor, shall constitute a quorum.

Subcommittees

29. The Kings Youth Council may form subcommittees as needed to provide the Youth Council with advice on matters consistent with the Youth Council's mandate.
30. Subcommittees shall be chaired by a member of the Kings Youth Council.
31. Subcommittees may have members external to the Kings Youth Council sit as members.
32. Subcommittees shall have a term of no greater than one (1) year. The term may be renewed at the discretion of the Kings Youth Council.
33. Subcommittees shall endeavor to use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote.
34. Subcommittees shall prepare and retain notes from each meeting including any recommendations that the Subcommittee makes to the Youth Council.

Additional Guidelines

35. Neither the Kings Youth Council nor any Member of the Kings Youth Council shall have the power to pledge the credit of the Municipality, or to authorize any expenditure on behalf of the Municipality, in connection with any matter whatsoever.
36. This Committee constitutes a "local board" as defined in the *Municipal Conflict of Interest Act*, R.S. 299 and, as such, the members of the Committee are subject to the terms and conditions of the *Municipal Conflict of Interest Act*.
37. All meetings of the Kings Youth Council shall be open to the public with the exception of the closed sessions (in camera) as provided in item 40 (below). The time and date of the public meetings shall be advertised on the Municipality's schedule of upcoming meetings as much in advance as the setting of the meeting permits.



Municipality of the County of Kings Kings Youth Council Terms of Reference

38. The Youth Council may meet in closed session (in camera) to discuss matters relating to Operations and Membership of the Kings Youth Council.
39. A record that is open to the public shall be made noting that the Kings Youth Council met in camera, the type of matter that was discussed (as established in item 40) and the date, but no other information.

DRAFT

#IWD2017

#BEBOLDFORCHANGE



INTERNATIONAL WOMEN'S DAY 2017

FINDING COURAGE AND INSPIRATION
TO BE BOLD FOR CHANGE

KEYNOTE SPEAKER

**SENATOR
WANDA THOMAS
BERNARD (PH.D)**



MARCH 9TH • KCIC AUDITORIUM
5PM - 7PM

THIS EVENT IS SPONSORED AND HOSTED BY THE AUFU WOMEN'S COMMITTEE.
THE EVENT IS FREE AND OPEN TO EVERYONE.

WE WILL BE COLLECTING A FREWILL OFFERING FOR THE ASSOCIATION OF BLACK SOCIAL WORKERS
& CHRYSALIS HOUSE

MORE INFORMATION
[FACEBOOK.COM/PG/AUFAWCOMMITTEE/EVENTS/](https://www.facebook.com/pg/aufawcommittee/events/)
WWW.INTERNATIONALWOMENSDAY.COM/

#BEBOLDFORCHANGE

#IWD2017

From the desk of the CEO

February 21, 2017



Warden Peter Muttart
Municipality of the County of Kings
P.O. Box 100
Kentville NS B4N 3W3

Dear Warden Muttart,

Please find enclosed our latest issue of *Corps Rapport*, Commissionaires Nova Scotia's (CNS) publication that celebrates achievements and stories of our commissionaires and the continued support CNS provides to veterans and communities across the province.

Our Long Service Awards are featured in this issue as well as presentations CNS made to facilities who offer long-term care to veterans. CNS continues to aspire to be the employer of choice for former members of the Canadian Armed Forces and RCMP, and other qualified individuals in Nova Scotia. This was recognized by Forbes, again this year, as Commissionaires was ranked among the top employers in Canada. CNS also continues to earn its reputation as a trusted, not-for-profit corporation providing premier security services to Nova Scotians for the past 80 years.

I hope you enjoy this issue of *Corps Rapport* and on behalf of CNS I would like to take this opportunity to express how grateful we are for the support we receive from all levels of government.

If you have any questions, please feel free to contact me any time.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Bruce W. Belliveau".

Bruce W. Belliveau, CD
Chief Executive Officer

Enclosure