



# Municipality of the County of Kings

## Position Description

### Councillor

**POSITION TITLE:** Councillor for the Municipality of the County of Kings

**CREATION DATE:** June 2020

**POSITION SUMMARY:** As a Councillor for the Municipality of the County of Kings, you have been elected by the constituents of your District to represent your area and the entire Municipality to provide sound decision making as part of the Council. Councillors are to consider the welfare and interests of the Municipality as a whole and to participate in developing and evaluating the policies and programs of the Municipality. Councillors have an important role as you and your counterparts on Council will make decisions potentially affecting all residents.

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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position Descriptions are not intended to capture the full breadth of tasks and/or assignments a Councillor may be required to complete at any given time.*

#### **JOB DUTIES & RESPONSIBILITIES**

Councillors are accountable to the citizenry of the Municipality and to Municipal Council. More specifically, members of Council must act in accordance with the laws of Canada, Nova Scotia, and the Municipality. Councillors shall adhere to and uphold the Municipality's Code of Conduct for Elected Municipal Officials. A copy is appended to and forms part of this Position Description.

Duties of a Municipal Councillor can typically, but not exclusively, be grouped into three functional areas: Corporate Responsibilities, Jurisdiction-Wide Responsibilities, and District-Based Activities.

Each Member has **Corporate Responsibilities** to the Municipality which are of primary importance. This responsibility relates in part to the Councillor's fiduciary responsibility to act in the financial best interest of the Municipality. At times, this may mean voting for matters in the interest of the body corporate, which may be out of step with the interests of an individual District or community. Although not limited to, a corporate responsibility relates to a Councillor's consideration and approval of budgets, the annual audit, and administration of decisions under the Municipality's Planning Documents.

Complementing this, there are **Jurisdiction-Wide Responsibilities** as representatives of all the communities within the Municipality. This takes shape in advancing plans and priorities that benefit the entire Municipality, such as the development and advancement of the Strategic Plan, and deliberating Core Program Enhancements.

**District-Based Activities** relate to the Councillor's work as a delegate, trustee, or representative of the area for which they have been elected. This work responds to the needs of individuals and communities alike.

#### **Reporting Structure**

Council has one employee: the Chief Administrative Officer (CAO). Pursuant to Part II *Municipal Government Act*, the CAO is responsible to Council for the proper administration of the affairs of the Municipality. Municipal Managers report to Directors, and Directors to the CAO. Council instruction is to be provided solely to the CAO. Councillors do not instruct staff other than the CAO and that instruction is by motion of Council (with the exception of instruction provided pursuant to s.22 *Municipal Government Act*).

## Legislative Functions

Decisions of Council are mainly operationalized through Council's passage of resolutions (motions), Policies, and By-laws. Resolutions tend to be related to certain specific one-time decisions that the CAO is not otherwise permitted to operationalize, or decisions that are set out in a Policy or By-law as being a direct responsibility of Council.

Policies typically authorize the CAO to operationalize routine matters as of right, while By-laws are enacted by Council to cover substantive areas of public (municipal) policy. Council's role in this regard normally involves requesting reports and information to be reviewed, considering the contents of said report, and rendering an informed and evidenced-based decision on the adoption of a resolution, Policy, or By-law.

## Strategic Decision Making through Council, Committee of the Whole, and Committee Meetings

- All Members of Council shall play an active role in assessing and supporting the Municipality's Strategic Plan, including the Vision, Mission, and Key Strategic Priorities.
- Councillors shall participate in the administration of particular grant programs, including the Councillor Grants to Organizations.
- The Municipality currently holds Committee of the Whole and Council meetings monthly. Councillors are expected to attend all meetings of Council and Committee of the Whole (COTW).
- Special meetings to address budgets, or other time-sensitive items are held as needed.

## Community Engagement, Events and Consultation

- Councillors are representatives of their Districts and are often called upon to attend a wide variety of community events and engagement opportunities. Each year Councillors will be requested to attend particular events hosted by the Municipality including the volunteer celebration and awards, planning meetings in their District (Public Information Meetings), District-specific meetings (Community Conversations), and Remembrance Day celebrations.
- The Municipality of the County of Kings encourages Councillors to engage with residents at internally or externally organized events.
- There may be a requirement for a Councillor to Chair a Council or Committee meeting in the absence of the Mayor or Deputy Mayor.
- All Members of Council have an important role in supporting the advocacy work of the Municipality, particularly with other levels of government and community organizations.

## Meeting Preparation

Every Councillor will be appointed to Committees of Council, Intermunicipal Service Corporations, and/or Committees and Boards of external organizations. Most meetings are held monthly or quarterly and vary between daytime and evening sessions. A comprehensive listing of Committees to which Members of Council may be appointed can be found [here](#).

- Councillors must be prepared for every meeting they attend. This may include, but is not limited to:
  - Submitting items for inclusion on Council or Committee Agendas;
  - Reading of Meeting Package as released;
  - Becoming familiar with any items to be discussed;
  - Research and discussions with staff for clarification; and
  - Preparation of speaking points and questions.
- Councillors are expected to attend all meetings of Council and the Committees to which they have been appointed. Per s.17(4) MGA, any Member of Council who, without leave of the Council, is absent from three consecutive regular meetings ceases to be qualified to serve as a Member of Council.
  - Councillors may attend meetings of Villages (within or outside of their District) or community organizations of interest.
  - Members of Council may assume the duties of another Member who is on leave.

### Training, Conferences, and Research

- Members of Council will have the opportunity to attend conferences hosted by organizations such as the Nova Scotia Federation of Municipalities (Fall and Spring), the Federation of Canadian Municipalities, and others specific to topic areas.
- In supporting the decision making duties of Council and committees, Councillors may undertake independent research on topics of interest that relate to current or future projects within the Municipality.

### Travel

- Amount of travel for each Councillor is dependent on which District they represent and the number and location of Committee meetings to which the Councillor is assigned.
- Councillors may be requested to travel to meet with individual constituents.

### Working with Constituents

- Constituents will reach out to Councillors for a wide variety of reasons. Some examples may include:
  - Questions and concerns regarding Municipal operations;
  - Questions and concerns regarding other government operations;
  - Requesting support to advocate on behalf of the individual or group; and
  - Requesting support for community groups.
- Reaching out to and liaising with other levels of government and partners to help attain information for or advocate on behalf of a constituent;
- Provide assistance in navigating Municipal By-laws and Polices

### DUTIES OF DEPUTY MAYOR

A Deputy Mayor is selected by Council from amongst all Councillors for a term that is determined at the time of appointment. Per s.16 *MGA*, the Deputy Mayor acts in the absence or inability of the Mayor, or in the event the office of Mayor being vacant. The Deputy Mayor has all the power and authority of the Mayor when acting in that capacity.

The Deputy Mayor is regularly called on to Chair meetings of Council and Committee of the Whole. Other duties include periodically acting in the ceremonial role of the Mayor, and in the administrative functions of developing agendas, signing cheques, Agreements, By-laws, and minutes of meetings which they chaired.

### LEGISLATION

Notwithstanding other statutory responsibilities, the following summarizes Councillor responsibilities under two important Provincial Statutes: *Municipal Government Act* and *Municipal Conflict of Interest Act*.

#### ***Municipal Government Act***

[\*Municipal Government Act\*](#) (MGA) is the legislation that allows municipalities to operate. It is the guiding document for all municipalities. The following sections of the MGA specifically relate to a Councillor as an individual, and requirements on the role of a Councillor:

- s. 14 Powers of council
- s. 16 Deputy mayor deputy warden
- s. 17 Mayor or councillor resignation
- s. 18 Employment restrictions for former council member
- s. 19 Council Meetings
- s. 20 Quorum of Council
- s. 21 Voting at a Council Meeting

- s. 22 Open Meetings and Exceptions
- s. 23 Council may make policies
- s. 24 Standing, special and advisory committees
- s. 30 Council and chief administrative officer relationship

### ***Municipal Conflict of Interest Act***

All elected officials shall inform themselves and understand of the requirements under the [Municipal Conflict of Interest Act](#).

## **REQUIRED QUALIFICATIONS AND TRAINING**

### ***Qualifications Required Under the Municipal Elections Act***

#### **Eligibility as councillor**

**17 (1)** *Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who*

- (a) is a Canadian citizen of the full age of eighteen years at the time of nomination;*
- (b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;*
- (c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and*
- (d) is not disqualified under this Act.*

**(2)** *A councillor who is otherwise qualified shall be eligible for re-election.*

### ***Education and Experience***

Although no formal training or experience is required, there are multiple opportunities to learn more about municipal government through the Nova Scotia Federation of Municipalities, online learning through various universities, and through staff presentations.

### ***Knowledge, Skills, Abilities***

It is important to note that Councillors come from all walks of life and may have very different skill sets. Some knowledge, skills, and abilities may be brought to the Council table at the beginning of the term, while some may be developed over time.

- Exceptional customer service/relationship skills;
- Superior organizational, analytical, research, problem solving and decision making skills;
- Ability to work well in a team environment;
- Ability to formulate and present informed opinions;
- Public speaking;
- Knowledge and understanding of rules of order.

[Policy FIN-05-002: Council and Committee Remuneration](#) defines remuneration for Councillors. Other benefits are available.

## APPENDIX A: MEETING SCHEDULE

*Current to June 2020*

Meeting	Recurrence	Time
Council	First Tuesday of Each Month	Evening
Committee of the Whole	Third Tuesday of Each Month	Daytime
	Second Thursday of Each Month	Evening



# Municipality of the County of Kings

## Job Description

### Mayor

**POSITION TITLE:** Mayor for the Municipality of the County of Kings

**REVISION DATE:** June 2020

**POSITION SUMMARY:** As the Mayor for the Municipality of the County of Kings, you have been elected by the constituents to provide leadership and representation for the entire Municipality and Council. The Mayor has the crucial role of working with all Councillors to make sound decisions that will potentially affect all members of your community. It is a great responsibility but also an exciting opportunity to serve your community and represent their interests.

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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position Descriptions are not intended to capture the full breadth of tasks and/or assignments a Mayor may be required to complete at any given time.*

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The Mayor is elected by the citizens of all nine districts and is accountable to both the citizenry of the Municipality and to Municipal Council. More specifically, the Mayor must act in accordance with the laws of Canada, Nova Scotia, and the Municipality. The Mayor shall adhere to and uphold the Municipality's Code of Conduct for Elected Municipal Officials. A copy of the Code is appended to and forms part of this Position Description.

Duties of the Mayor can typically, but not exclusively, be grouped into three functional areas: Corporate Responsibilities, Jurisdiction-Wide Responsibilities, and Council Administration and Proceedings.

The Mayor has **Corporate Responsibilities** to the Municipality, which are of primary importance. This responsibility relates in part to the Mayor's fiduciary responsibility to act in the financial best interest of the Municipality at all times. This may mean voting for matters in the interest of the body corporate, which may be out of step with the interests of an individual District or community. The Mayor's responsibility includes, but is not limited to, a corporate responsibility of consideration and approval of budgets, the annual audit, and administration of decisions under the Municipality's Planning Documents. Per s.15(3) *Municipal Government Act*, the Mayor may *monitor* the administration and government of the Municipality, communicate such information and recommend such measures to Council as will improve the finances, administration, and government of the Municipality.

Complementing the above areas of concern, the Mayor has **Jurisdiction-Wide Responsibilities** as a representative of all the communities within the Municipality. This takes shape in advancing plans and priorities that benefit the entire Municipality, such as the development and advancement of the Strategic Plan and deliberating Core Program Enhancements.

The Mayor leads **Council Administration and Proceedings**. As the Chair, the Mayor is responsible for ensuring the effective planning of each meeting, that meetings are conducted in accordance with the *Municipal Government Act*, [By-law 64: Meetings and Procedure](#) (that references Part II Bourinot's Rules of Order as the rules for debate), the Council Code of Conduct, and any other applicable legislation. In this, the Mayor is charged with acting in the interest of all Members of Council and the public to ensure meetings are conducted in a way that permits participation and ensures decisions are made without confusion.

## Reporting Structure

Council has one employee: the Chief Administrative Officer (CAO). Pursuant to Part II *Municipal Government Act*, the CAO is responsible to Council for the proper administration of the affairs of the Municipality. Municipal Managers report to Directors, and Directors to the CAO. Council instruction is to be provided solely to the CAO. Members of Council do not instruct staff other than the CAO and that instruction is by motion of Council (with the exception of instruction provided pursuant to s.22 *Municipal Government Act*).

## Legislative Functions

Decisions of Council are mainly operationalized through Council's passage of resolutions (motions), Policies, and By-laws. Resolutions tend to be related to certain specific one-time decisions that the CAO is not otherwise permitted to operationalize, or decisions that are set out in a Policy or By-law as being a direct responsibility of Council.

Policies typically authorize the CAO to operationalize routine matters as of right, while By-laws are enacted by Council to cover substantive areas of public (municipal) policy. Council's role in this regard normally involves requesting reports and information to be reviewed, considering the contents of said report, and rendering an informed and evidenced-based decision on the adoption of a resolution, Policy, or By-law.

## JOB DUTIES & RESPONSIBILITIES

### Liaison and Oversight

- The Mayor may monitor the administration and government of the Municipality, and communicate such information and recommend such measures to the Council as will improve the finances, administration, and government of the Municipality.
- The Mayor will work closely with the Chief Administrative Officer regarding key strategic priorities, projects, and accountability.
- The Mayor is considered the spokesperson for the Municipality, and will respond to media and other enquiries on behalf of the Municipality, unless otherwise deferred to staff or a Councillor.
- The Mayor functions as the liaison with many organizations, groups, and other levels of government. Some examples include:
  - Annapolis Valley First Nation
  - Glooscap First Nation
  - The seven (7) Villages, and three (3) Towns within Kings County
  - Other neighbouring Municipalities
  - Provincial and Federal Government representatives
  - 14 Wing Greenwood
  - Local Business and Industry Groups

### Strategic Decision Making through Council, Committee of the Whole, and Committee Meetings

- The Mayor, as with all Members of Council, shall play an active role in assessing and supporting the Municipality's Strategic Plan, including the Vision, Mission, and Key Strategic Priorities.
- The Mayor shall participate in the administration of particular grant programs.
- All Members of Council, and particularly the Mayor, have an important role in supporting the advocacy work of the Municipality, particularly with other levels of government and community organizations.
- The Mayor shall act as the Chair of all Committee of the Whole Meetings and Council Meetings unless otherwise unavailable.
- The Mayor is specifically appointed to a number of Committees per policy, and is also considered an ex-officio member of Committees or Sub-Committees as directed by the Committees and Governance By-law.

## Community Engagement & Events

- As the Council spokesperson and representative of the entire Municipality, the Mayor is often called upon to attend, and many times speak at, a wide variety of community events and engagement opportunities. Each year the Mayor will be requested to attend particular events hosted by the Municipality including the volunteer celebration and awards, District-specific meetings (Community Conversations), and Remembrance Day celebrations.
- The Mayor is encouraged to engage with residents at internally - or externally - organized events.
- All Members of Council have an important role in supporting the advocacy work of the Municipality, particularly with other levels of government and community organizations.

## Meeting Preparation

- The Mayor must be prepared for every meeting they attend, including the duties of chairing the meeting. This may include, but is not limited to:
  - Working with staff on the development of agendas;
  - Submitting items for inclusion on Council or Committee Agendas;
  - Discussions with staff regarding particular items to come before a meeting, and additional information regarding matters to be address in closed session;
  - Reading of Meeting Package as released;
  - Becoming familiar with any items to be discussed;
  - Research and discussions with staff for clarification; and
  - Preparation of speaking points and questions.
- The Mayor is expected to attend all meetings of Council and the Committees to which the Mayor has been appointed. Per s.17(4) MGA, any Member of Council who, without leave of the Council, is absent from three consecutive regular meetings ceases to be qualified to serve as a Member of Council.
- The Mayor may attend meetings of Villages or community organizations of interest.
- The Mayor may assume the duties of another Member who is on leave.
- Every Member of Council may be appointed to Committees of Council, Intermunicipal Service Corporations, and/or Committees and Boards of external organizations. Most meetings are held monthly or quarterly and vary between daytime and evening sessions. A comprehensive listing of Committees to which Members of Council may be appointed is published and can be found [here](#).

## Training, Conferences, and Research

- The Mayor will have the opportunity to attend conferences hosted by organizations such as the Nova Scotia Federation of Municipalities (Fall, Spring), the Federation of Canadian Municipalities, the Atlantic Mayors Congress, and others specific to topic areas.
- In supporting the decision making duties of Council and committees, the Mayor may undertake independent research on topics of interest that relate to current or future projects within the Municipality.

## Travel

- The Mayor will re required to travel across the Municipality for meetings with partners, groups and constituents, to meetings at the Municipal Building, and to other meetings outside of the County of Kings.

## Working with Constituents

- Constituents will reach out to the Mayor for a wide variety of reasons. Some examples may include:
  - Questions and concerns regarding Municipal operations;
  - Questions and concerns regarding other government operations;
  - Requesting support to advocate on behalf of the individual or group; and
  - Requesting support for community groups.

- Reaching out to and liaising with other levels of government and partners to help attain information for or advocate on behalf of a constituent; or
- Assistance in navigating Municipal By-laws and Polices.

## LEGISLATIVE and ADDITIONAL REQUIREMENTS

### *Municipal Government Act*

- The [Municipal Government Act](#) (MGA) is the legislation that allows municipalities to operate. It is the guiding document for all municipalities. The following sections of the MGA specifically relate to a Mayor as an individual, and requirements on the role of a Mayor:
  - s. 14 Powers of council
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  - s. 22 Open Meetings and Exceptions
  - s. 23 Council may make policies
  - s. 24 Standing, special and advisory committees
  - s. 30 Council and chief administrative officer relationship

### *Municipal Conflict of Interest Act*

All elected officials must be well informed of the requirements under the *Municipal Conflict of Interest Act*.

## REQUIRED QUALIFICATIONS AND TRAINING

### *Qualifications Required Under the Municipal Elections Act*

**Eligibility as councillor** (Applies to eligibility as a Mayor per s.2(f))

**17 (1)** *Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who*

*(a) is a Canadian citizen of the full age of eighteen years at the time of nomination;*

*(b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;*

*(c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and*

*(d) is not disqualified under this Act.*

**(2)** *A councillor who is otherwise qualified shall be eligible for re-election.*

### *Education and Experience*

Although no formal training or experience is required, there are multiple opportunities to learn more about municipal government through the Nova Scotia Federation of Municipalities, online learning through various universities, and through staff presentations.

### ***Knowledge, Skills, Abilities***

It is important to note that a Mayor, as with any Member of Council, may come from any walk of life and may have very different skill sets. Some knowledge, skills, and abilities may be brought to the Council table at the beginning of the term, while some may be developed over time. These skills include:

- Exceptional customer service/relationship skills;
- Superior organizational, analytical, research, problem solving and decision making skills;
- Ability to work well in a team environment;
- Ability to formulate and present informed opinions;
- Public speaking;
- Knowledge and understanding of rules of order.

[Policy FIN-05-002: Council and Committee Remuneration](#) defines remuneration for the Mayor. Other benefits are available.

# APPENDIX A: MEETING SCHEDULE

*Current to June 2020*

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