

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 7th, 2017 @ 5:30 pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Financial Report & Year-to-Date Update
- 4) Consideration of a Request to Refund Taxes
- 5) Community Solar Program Update
- 6) Request of Support for Saltscapes Expo 2017
- 7) Advisory Committee Chair & Vice-Chair Appointments
- 8) Consideration & Approval of Advisory Committee Terms of Reference
- 9) Streetlight Request
- 10) Kilted Skating Party
- 11) Theo Fleury Talk – Antigonish RCMP/Naomi Society
- 12) Attendance at the Annual FCM Conference
- 13) Staff Reports
- 14) Adjournment

TO: COMMITTEE MEMBERS
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: FEBRUARY 7TH, 2017

FINANCIAL REPORT & YEAR-TO-DATE UPDATE (*For Discussion*)

Director of Finance, Allison Duggan, will be on hand to speak to the current financial position of the Municipality and answer any questions of the Committee.

CONSIDERATION OF A REQUEST TO REFUND TAXES (*For Decision*)

Please see correspondence attached from and in response to a request from Mr. Ben Boucher to refund property taxes. Mr. Boucher has been provided a refund for taxes paid in 2016/17 based on the appealed and revised assessment. He is seeking a further refund for previous year's taxes. He has been informed of the Municipality's inability to grant this request and has asked that Municipal Council review the matter.

COMMUNITY SOLAR PROGRAM UPDATE (*For Discussion*)

The Department of Energy is finalizing details for a Community Solar Program, anticipated to open in February with a call for applications. The program will be open to municipalities, community groups and First Nations and would see solar PV systems erected on and to provide energy to existing facilities. Regulations have not yet been publicly released; through conversations with officials and public presentations, we know the following about the program:

- Electricity produced will be sold to NSPI with a 20 year contract; price range is estimated to be higher than the \$0.14 per kWh available from net metering.
- The Province is anticipating between 30-40 projects to come from this initiative with a total capacity/ energy production of 5 MW.
- Solar PV projects have no minimum size; maximum size for Community Solar is 50kWh.
- All projects are to be building or ground installs on existing Municipal or Community Buildings.
- For consideration, buildings must have electrical service and the PV system must be within reasonable distance from building (~25 m).
- Individual buildings are considered projects and require individual applications; this is important for rate (\$/kWh) determination.
- For any project over 25 kW- 30 kW three-phase power is needed/ recommended.
- Once application is submitted, all applications will be reviewed and awarded by an independent body hired by the province.
- All projects will have to be completed within 24 months of approval.

Part of the project proposal will include the bid for power rate; there is benefit in working with other units to ensure fair price per unit across projects. All utilities in the province are signed on to participate by accepting applications. The Town of Antigonish has capped the program at \$12,000.00/ annum.

Director of Sustainable Communities, Tammy Feltmate, will be on hand to speak to this program and address any questions from the Committee. At this early stage staff is seeking some indication from the Committee if this program is something we may wish to pursue.

REQUEST OF SUPPORT FOR SALTSCAPES EXPO 2017 (For Decision)

A request was received from Antigonish Visitor Information Centre (VIC) for financial support in the amount of \$1500 for Saltscapes East Coast Expo 2017. Saltscapes East Coast Expo is a three-day showcase for the Atlantic region's unique artisans, producers and vendors. Woven throughout is culture, music and travel; as many as 30,000 people attend each year.

The County has supported and participated actively in Saltscapes since 2014. We have supported the submission of a booth and had 2 representatives from the County attend and work at the event.

- 2014 – provided \$1000 toward the entry fee and 2 Councillors attended to work at the Antigonish booth;
- 2015 & 2016 – provided \$1000 toward entry fees and 1 Councillor & 1 Staff attended to work at the Antigonish booth;

Due to provincial funding cuts, DEANS is unable to provide support for a booth at Saltscapes. The 2017 rate is \$1395 plus tax. This amount plus expenses for 1 staff and the compiling and printing of our event brochures will be approximately \$3000 – divided equally between the Municipality and Town is a request from the VIC of \$1500.

Recommendation: The Director of Sustainable Communities recommends supporting the Saltscapes Expo booth, display development and submission, and having representatives attend and work the booth.

There are a large number of municipalities from across the province in attendance, many submitting their own booths; ours is a great mix of business, non-profit and 2 municipal units. Committing now to support is timely as it provides the organizing committee time to develop material and design display.

ADVISORY COMMITTEE CHAIR & VICE-CHAIR APPOINTMENTS (For Decision)

The following Advisory Committee Appointments are being forwarded for the Committee's consideration and recommendation to Municipal Council:

Active Transportation <ul style="list-style-type: none">• Co. Deveau, Chair• Co. Mattie, Vice Chair	Economic Development Advisory <ul style="list-style-type: none">• Deputy Warden McCarron, Chair• Co. Deveau, Vice Chair
Joint Town/County Police Advisory <ul style="list-style-type: none">• Co. Stewart, Co-chair	Planning Advisory <ul style="list-style-type: none">• Co. MacLellan, Chair• Co. MacFarlane, Vice Chair
Sustainable Communities Advisory <ul style="list-style-type: none">• Co. Dunbar, Chair• Vacant, Vice Chair	

CONSIDERATION & APPROVAL OF ADVISORY COMMITTEE TERMS OF REFERENCE (For Decision)

The terms of reference for the following advisory committees have been reviewed by the committees and are before you for consideration and approval:

- Active Transportation Advisory Committee;
- Economic Development Advisory Committee;
- Planning Advisory Committee; and,
- Sustainable Communities Advisory Committee.

Please see terms of reference attached.

STREETLIGHT REQUEST

A request has been received by a resident in District 1, asking that Council consider the installation of (a) streetlight(s) on Dunmaglass Road in McArras Brook. Councillor MacLellan has met with the resident and can speak further to the request for the streetlight(s).

KILTED SKATING PARTY (For Decision)

Festival Antigonish Professional Theatre is holding its Kilted Skating Party as a fundraiser for the Theatre again this year on Sunday, March 26, 2017, from 3:30 - 5:00pm. Mr. Ernie MacLaughlin, Coordinator of the Kilted Skating Party, has asked whether the Municipality would sponsor a team this year, as they have done in the past, at a cost of \$400 per team.

THEO FLEURY TALK – ANTIGONISH RCMP/NAOMI SOCIETY (For Decision)

The Antigonish RCMP and Naomi Society are hosting a breakfast talk with Theo Fleury titled "Raising Awareness on Sexual Abuse" on February 16th at 7:30am at the Keating Centre. The talk is targeted to Coaches/Leaders & Board Members of Community Sport & Recreation Organizations. Tickets are \$25/each, \$250/table of 10.

ATTENDANCE AT THE ANNUAL FCM CONFERENCE (For Decision)

Council's practice has been for each councillor to have the opportunity to attend one FCM Annual Conference throughout his or her four-year term. Interest has been expressed from the following personnel in attending the FCM Conference in Ottawa from June 1-4, 2017:

- Warden Boucher
- Deputy Warden McCarron
- Councillor Deveau
- Councillor Mattie
- Glenn Horne, Municipal Clerk Treasurer

The FCM Conference will be held in the following cities in the coming years: Halifax (2018), Quebec (2019), Toronto (2020), Montreal (2021) and Regina (2022).

STAFF REPORTS (For Information)

Work Planning – Department Heads have begun Work Planning for the 2017/18 fiscal year. This process informs the Municipality's operating budget and provides an opportunity for the Senior Leadership Team to vet initiatives and activities prior to proceeding to Council for consideration. This year's "theme" is Keep It Simple – meaning a small number of important activities will be considered for inclusion.

PDPs – Performance Development Plans for 2017/18 have been completed for all Senior Staff and most front-line staff. The remaining PDPs will be completed in the coming weeks.

Town of Antigonish Water Rate Application – The Town of Antigonish has applied to the Utility & Review Board for changes to their water rates. This will have an impact on the Municipality as both the wholesale rate and fire protection rates are proposed to increase. Finance Director, Allison Duggan, will provide Council with an impact analysis in the coming weeks.

Municipal staff will work with Town staff to have our various questions and concerns addressed outside the formal Intervenor process. That said, staff are also recommending that the Municipality provide notice to the Utility & Review Board of our intent to intervene while these questions and concerns are being addressed.

Orientation to Antigonish County Planning Strategies & Bylaws – An orientation to the Municipality's planning documents and process is being organized by Director of Planning, John Bain, for the Planning Advisory Committee. It is tentatively scheduled for Tuesday, February 28th, 2017, at 6:30PM. All councillors and senior staff are invited to attend.

December 5, 2016

Ben Boucher
P.O. Box 220
Monastery, NS
B0H 1W0

RE: Account 10112435

Dear Mr. Boucher:

Thank you for your letter of November 14, 2016, concerning an error in assessment for the above noted property.

In response to your request to retro-actively adjust your tax account to reflect the reduced assessment, please note that PVSC has not adjusted the previous year's assessments; only this year and forward. As you would have heard from PVSC as well, the onus is on the property owner to review their property assessment and appeal.

We can and will adjust the current year tax bill but any previous year's tax billing cannot be adjusted. The Municipality has received similar requests under similar circumstances in the past and has not granted a retro-active tax adjustment. You may appeal this decision to Municipal Council if you wish. I have copied Councillor Mattie on this correspondence.

Sincerely,

Glenn Horne
Municipal Clerk
Treasurer

Cc: Councillor Gary Mattie, District 8
Allison Duggan, Director of Finance

12 January 2017

Glenn Horne
Municipal Clerk
Municipality of the County of Antigonish

Re: Account 10112435

Dear Mr. Horne:

Thank you for your correspondence of December 5, 2016 regarding my erroneous property assessment (four times what it should have been) and subsequent unfairly inflated taxes over several years.

I question the validity of your statement that "the onus is on the property owner to review their property assessment and appeal". I would probably be right to assume that most owners trust PVSC has made a correct assessment and would be unaware of how to challenge that assessment.

It was only by coincidence that the adjacent property owner was visiting from Halifax and we were at the properties at the same time; thus the discussion re assessment and taxes.

I believe that PVSC should be held accountable for the inaccurate assessment and the municipality accountable for improper tax collection.

This situation (and apparently others) unfairly benefits the municipality at the expense of property owners.

Please consider this as an appeal to the Municipal Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Boucher', with a long horizontal stroke extending to the right.

Ben Boucher

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Active Transportation Advisory Committee	Date Approved:
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to provide feedback on the Municipality’s Active Transportation Plan (AT) as well as to provide recommendations on actions and strategies to move the AT Plan forward. To this end, the Active Transportation Advisory Committee is established.

1. Goals

To assist the Municipality in an effort:

- To increase the number of Active Transportation opportunities available to residents of Antigonish County and surrounding area.

2. Mandate

The purpose of Committee is:

- To identify opportunities and ways in which the municipality can support community based AT initiatives.
- To identify potential AT projects in which the Municipality could play a major or lead role.
- To identify AT opportunities in which the County and Town have similar outcomes and could potentially work together.
- To assist the with the organization and delivery of a community information session to:
 - Share the Municipality of the County of Antigonish’s Active Transportation plan as the guiding document/vision for AT in Antigonish County
 - Provide an overview of the Municipality’s work to date and anticipated next steps.
 - Provide a venue for provincial departments to outline the resources/supports available for AT. Also, to introduce community members to provincial personnel working in the field of AT
- Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Active Transportation Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- The Committee Chair and Vice-Chair will be selected by Municipal Council from among councillors serving on the committee. The term will be for two-years. The chairperson and vice chairperson may be re-appointed.

4. Meetings

- The Committee will meet on the fourth Tuesday of each month at 6:30pm. Meetings will take place at the Municipal Administrative Center, 285 Beech Hill Rd, and Antigonish.
- Meeting frequency and location may be changed when appropriate by the Chairperson in consultation with the Recreation Director.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Recreation Director.
- Meetings may be cancelled by the Chairperson in consultation with the Recreation Director when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

The Recreation Director is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;

- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Recreation Director will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Recreation Director or designate as well as a Recorder. At the discretion of the Recreation Director, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Economic Development Advisory Committee	Date Approved:
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to guide municipal initiatives related to economic development. To this end, the Economic Development Advisory Committee is established.

1. Goals

To assist the Municipality in an effort to:

- Identify opportunities for meaningful and value-added contributions to the local and regional economy;
- Promote the Antigonish area as a vibrant and healthy community with an interest in seeing responsible economic development; and
- Work collaboratively with local businesses and organizations that support business, specifically the Eastern-Strait Regional Enterprise Network, for the benefit of the local and regional economy.

2. Mandate

The purpose of Committee is to:

- Advise Municipal Council on initiatives or measures related to achieving its goals;
- Provide guidance on the administration of the Antigonish County Industrial Park;
- Gather information on matters affecting economic development in the Municipality & region;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to economic development;
- Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Economic Development Advisory Committee by resolution.

- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a background in business, industry, economic development or other similar skillset will have some preference.
- The Committee Chair and Vice-Chair will be selected by Municipal Council from among councillors serving on the committee. The term will be for two-years. The chairperson and vice chairperson may be re-appointed.

4. Meetings

- The Committee will meet on the third Wednesday of February, April, June, September, November at the Municipal Office – 285 Beech Hill Rd.
- Meeting times may be changed when appropriate by the Chairperson in consultation with the Municipal Clerk Treasurer or designate.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Municipal Clerk Treasurer or designate.
- Meetings may be cancelled by the Chairperson in consultation with Municipal Clerk Treasurer or designate when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

Municipal Clerk Treasurer or designate is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Municipal Clerk Treasurer or designate will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Municipal Clerk Treasurer or designate as well as a Recorder. At the discretion of the Municipal Clerk Treasurer or designate, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer, all Senior Leadership Team members and the CEO or designate of the Eastern-Strait Regional Enterprise Network.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Planning Advisory Committee	Date Approved:
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*. To this end, the Planning Advisory Committee is hereby established.

1. Goals

To assist the Municipality in an effort to:

- Develop community-based municipal planning; and
- Foster vibrant and healthy communities while balancing economic development and sustainability.

2. Mandate

The mandate of the Planning Advisory Committee is to:

1. Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters.
2. Receive and consider recommendations from any of the Municipality’s Area Advisory Committees.
3. Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw.
4. Gather information on matters affecting planning and development;
5. Provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
6. Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
7. Take action on such matters as are lawfully delegated to it by statute or by Council.

The duties assigned to the Committee shall only be carried out by the Committee.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Planning Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- The Committee Chairperson and Vice-Chairperson will be selected by Municipal Council from among councillors. The term shall be for two years unless otherwise stated by resolution of Council.

4. Meetings

- The Committee will meet at the Municipal Office – 285 Beech Hill Rd – on a quarterly basis on the last Monday of February, June, September and November
- When meetings are required for planning document amendments the Committee will meet as needed.
- The Chairperson in consultation with the Director of Planning may change meeting times when appropriate.
- The Chairperson in consultation with the Director of Planning may convene additional meetings as deemed necessary.
- The Chairperson in consultation with the Director of Planning may cancel meetings when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each the Municipality's and the Planning Commission's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

7. Role and Responsibility of Municipal Staff

The Director of Planning is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Planning will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Planning or designate as well as a Recorder. At the discretion of the Director of Planning other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

8. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 203 of the *Municipal Government Act*.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

9. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

10. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Sustainable Communities Advisory Committee	Date Approved:
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to guide development of initiatives that support sustainable communities. To this end, the Sustainable Communities Advisory Committee is established.

1. Goals

The Sustainable Communities Advisory Committee will assist the Municipality to identify opportunities to foster sustainable communities and advise on sustainable practice for municipal operations.

2. Mandate

The purpose of Committee is to:

- Advise Municipal Council on issues and actions that are identified in pre-existing municipal sustainability plans.
- Act as gatherers of information, liaisons between community and council.
- Gather information on matters affecting sustainability, community engagement and environmental stewardship;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to sustainability in Antigonish County.
- Take other steps consistent with this document that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish and the Director of Sustainable Communities or designate.

- The Council shall appoint members of the Sustainable Communities Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members’ terms shall be by fiscal year, with one member appointed each year.

- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- The Committee Chair and Vice-Chair will be selected by Municipal Council from among councillors serving on the committee. The term will be for two-years. The chairperson and vice chairperson may be re-appointed.

4. Meetings

- The Committee will meet on a bi-monthly basis on the 3rd, third Thursday of the month at 6:30pm at Municipal Administration Building Board Room
- Meeting times may be changed when appropriate by the Chairperson in consultation with the Director of Sustainable Communities.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Director of Sustainable Communities.
- Meetings may be cancelled by the Chairperson in consultation with the Director of Sustainable Communities when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

Director of Sustainable Communities is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Sustainable Communities will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Sustainable Communities or designate as well as a Recorder. At the discretion of the Director of Sustainable Communities, other

staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

Theo Fleury

Presented by: Antigonish RCMP & Naomi Society



- Former NHL All-Star, Stanley Cup winner and Olympic Gold Medalist
- Two-time best selling author of *Playing with Fire* and *Conversations With a Rattlesnake*
- Healing motivator
- Person of great life experience
- Knowledge in the field of relational trauma

While Theo does enjoy his hockey memories and accolades, he feels honored and blessed in what he does today. Theo's mission statement is to help as many people get to where they want to go. It has taken shape in many forms, whether meeting people for a brief moment on the street or as a dynamic inspirational speaker with the intention of creating healing through conversation. He loves people, their stories and their journeys. He is committed to daily transformation through personal growth through self-reflection, mindfulness and new action. His compassionate spirit allows others to feel safe and whole through experiencing his vulnerability.

Theo has been awarded the Canadian Humanitarian Award, The Queen's Jubilee Medallion, he is an Honorary Chief and recipient of the Aboriginal Indspire Award. In 2014 Theo was awarded with an honorary doctorate in

Science from University of Guelph-Humber for outstanding contributions to the Mental Health of Canadians. Most recently Theo was bestowed with a second honorary doctorate in Laws from Brandon University in recognition for his contributions combating child sexual abuse and for his outstanding efforts to promote healing and recovery. Theo pursues excellence in all areas of his life.



Invitation



Feb. 15 – “Don’t Quit Before the Miracle”, Open to StFX & High School Athletes
7:00pm, FREE Event– StFX Schwartz Auditorium

Feb. 16 – “Raising Awareness on Sexual Abuse”, Open to Coaches/Leaders & Board Members of Community Sport & Recreation Organizations
7:30am – Keating Centre, Tickets \$25/each, \$250/table of 10 - Limited Seating
Call Naomi Society at 902-863-3807 to purchase your ticket by February 10.

Funded by: RCMP Family Violence Initiative Fund