



NOTICE

MEETING: St Mary's Municipal Council
Committee of the Whole

DATE: Wednesday, September 4th, 2024

TIME: 4:00 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda
Wednesday, September 4th, 2024 at 4:00pm

We acknowledge that we are gathering in Mi'kmaqi the traditional unceded territory of the Mi'kmaq people.

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes: COTW held July 31st, 2024
6. Business Arising from Minutes
7. Correspondence:
 - a. RCMP - From the Cruiser Report.
 - b. Municipal Council – Code of Conduct
8. Presentation:
 - a. Hospital Administration: Lindsay Stevens, Andrew Heighton
9. Other Matters of Business
 - a. Review Community First: Guysborough Housing RFA

Adjournment



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, July 31st, 2024

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

Deputy Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, July 31st, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Deputy Warden James Fuller
Councillor James Harpell
Councillor Courtney Mailman

Councillor Beulah Malloy
Councillor Charlene Zinck

Absent with Regrets:

Warden Greg Wier
Councillor Everett Baker

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Rudolph, Municipal Clerk
Mallory Fraser, Director of Community Development and Recreation

3. Additions to the Agenda:

- Add Item #9. B. Clean Foundation: Climate Change Action Planning to #8. Presentations.

4. Approval of the Agenda:

On the motion of Councillor Malloy and seconded by Councillor Zinck the Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Zinck and seconded by Councillor Mailman the Council approved the minutes of the COTW Meeting held on July 3rd, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

a. Antique and Classic Car Show Sponsorship letter:

- See the Agenda/Package for Correspondence
- The St. Mary's Lions Club has sent a letter to Council requesting sponsorship support for the annual antique and classic car show taking place September 7th from 10:00 am to 4:00 p.m.

- Sponsorships are as follows, Presenting Sponsorship \$1000 and above, Gold Sponsorship \$600 - \$1000, Silver Sponsorship \$300 - \$ 599, Bronze Sponsorship \$150 - \$299.
 - Council decided to add an additional \$300.00 to a previous district fund to move into a gold sponsorship.
- b. **NSFM Collaborates on Enhanced Emergency Alert System Media Statement:**
- See the Agenda/Package for Correspondence.
 - NSFM extends their gratitude to the first responders, volunteers, municipalities, staff, and officials at all levels helping with the emergency alert systems.
- c. **RCMP – Apology to African Nova Scotians:**
- See the Agenda/Package for Correspondence.
 - RCMP sent a letter in regard to the past treatment of African Nova Scotians, RCMP is apologizing for the historic use of street checks and other harmful interactions. On September 7th, 2024 at 1:00 p.m. Dennis Daley, Assistant Commissioner/Commanding Officer is going to be delivering an apology at the North Preston Community Centre.
- d. **RCMP – Year in Review:**
- See the Agenda/Package for Correspondence.
 - The RCMP provided a letter of an overview of the 2023 year. The RCMP has had hundreds of investigations and laid charges for many serious offences, including sexual assault, human trafficking, illicit drugs and homicide.
 - There is a link to a survey that will help advise RCMP of the improvements and suggestions from residents of what they can do to improve. The link will be shared on the Municipal website and Facebook page.
- e. **DMAH - Canada Community-Building Fund (CCBF):**
- See the Agenda/Package for Correspondence.
 - The province has signed a new 10-year agreement with the federal government under the Canada Community-Building Fund (CCBF) which will provide \$318 million in the first five years to the 49 municipalities, offering up-front and predictable long-term funding to help address local infrastructure priorities.
- f. **Invitation to CEPCA Conference in Ottawa:**
- See the Agenda/Package for Correspondence.
 - Canadian Emergency Preparedness and Climate Adaptation (CEPCA) is hosting a convention September 24th-26th at the political centre of Canada and the headquarters of the federal government in regard to funding alignment, policy integration, and partnerships.
- g. **3-Year Accessibility update required by Municipalities:**
- See the Agenda/Package for Correspondence.
 - Each prescribed public sector body (PPSB) is required to update its accessibility plan every three years and make it publicly available (*Accessibility Act* s.42). Accessibility plans for Municipalities, Villages, Universities, Nova Scotia Community College, and Regional Libraries, must be updated and made publicly available no later than April 1st, 2025.

h. EMC – Ambulance Service Needs Letter:

- See the Agenda/Package for Correspondence.
- The Municipality received a letter stating that there are no planned service changes for St. Mary's from Matthew Crossman, President and Chief Operating Officer.

8. Presentation:

Nancy O'Regan, Nathan Sparks – Community First: Guysborough County Housing Association:

- See the Agenda/Package for the presentation.
- Nancy O'Regan provided the Council with a presentation on Housing in St. Mary's.

Brian Gary, Port Bickerton & Area Planning Association:

- See the Agenda/Package for the presentation.
- The Port Bickerton Lighthouse Arts Festival is the latest addition to this historic village as a point of refuge, vision, and community.
- The Municipality will be advertising and posting the event advertisements and links to the Port Bickerton Lighthouse website and Facebook page.

Hayley Drapeau - Clean Foundation Introduction – Climate Change Action Planning

- See the Agenda/Package for the presentation.
- The objectives Clean Foundation is to have action on are funding applications, ground implementation, and, necessary policy development for climate and sustainability considerations in operational decision making.
- There is a grant opportunity with a maximum award of \$70,000.00, projects must be completed within 2 years of receiving the funding.
- Clean Foundation in partnership with the St. Mary's River Association and Sherbrooke Village plan to work with a consulting firm to investigate potential flood mitigation strategies for Sherbrooke, create a project design for environmental assets, engineering design, public engagement, and financial planning.

On recommendation of Councillor Zinck and seconded by Councillor Mailman Council approve the application for the 2024 LLCA grant to conduct a flood mitigation feasibility study in Sherbrooke, NS, and request the full grant amount of \$70,000 committing to the 10% cost share of \$7,778.

Recommendation adopted.

9. Other Matters of Business:

a. Next Steps for Active Transportation Plan:

- See the Agenda/Package for the report.
- Mallory Fraser, Director of Community Development and Recreation provided the Council with an update on the progress of the Active Transportation Plan. The Council was presented the "Background Report" in August 2023, the "What We Heard Report" was presented in December 2023, and the "Draft Active Transportation Plan" was presented to the Council in May 2024. The

next steps to take are to accept the Active Transportation Plan with non-substantive changes for long-term planning and prioritization.

On recommendation of Zinck and seconded by Councillor Malloy Council accept the Active Transportation Plan with non-substantive changes suggested as a guideline for long-term planning and prioritization.

Recommendation adopted.

b. Award for Housing Concept Plan (Verbal Update/Presentation):

- Doug Patterson, Chief Administration Officer informed Council of the Request for Proposals (RFP) issued by the Municipality. Three firms demonstrated interest in submitting proposals, but due to a conflict with timing for one firm dropped out and two submissions were received.
- Staff recommended that the Municipality enter a contract with ZZAP Consulting Inc. to complete the Neighbourhood Concept Plan for PID: 37501095.
- During each phase of the Plan ZZAP Consulting Inc. will work closely with municipal staff. The cost outlined in the proposal to complete this project is \$45,006 plus HST. This is the lowest proposed cost.

On recommendation of Councillor Mailman and seconded by Councillor Malloy Council agree to enter into a contract with ZZAP Consulting Inc. to complete the Neighbourhood Concept Plan for PID #37501095 as outlined in the firm's submitted proposal with a project cost of \$45,006 plus HST.

Recommendation adopted.

c. Tourism Nova Scotia (TNS):

- See the Agenda/Package for the report.
- Tourism Nova Scotia (TNS) is a website that is very popular with tourists, they advertise places, locations, attractions, and events. Tourism Nova Scotia works with communities and industries to attract visitors to the province and increase tourism revenues through experience and sector development, business coaching, marketing, and visitor servicing. TNS key priorities include attracting visitors from markets of highest opportunity, cultivate compelling tourism experiences, foster a competitive and resilient tourism industry, and inspire tourism pride and confidence.

d. St. Mary's Recplex Ice Re-surfacer – Purchase & Financing Options:

- See the Agenda/Package for the report.
- Marian Fraser, Director of Finance (DOF) informed Council of the budget for this project was approved as part of the 2024-2025 Capital Projects in the amount of \$80,000 funded by Capital Reserve Fund with the premise that a financing report would be approved by council before staff proceeding.
- Marian Fraser, DOF presented Council with options of financing a new Zamboni with an ice leveller attachment.

On recommendation of Councillor Zinck and seconded by Councillor Malloy, Council approve that staff proceed with the purchase of a Ice Re-surfacer machine with the funding/finance plan of a total

budget of \$123,000 over 7 years from the Capital Reserve Fund or CCBF and repaid by the municipal operating budget.

Recommendation adopted.

e. 2024-2025 Quarter 1 – Finance update:

- See the Agenda/Package for the report.
- Marian Fraser, Director of Finance (DOF) informed Council of the Quarter 1 Finance updates.
- Operating Budget: Taxes \$3,135,189, Revenue from own sources \$166,499, Unconditional transfers from others \$4,367 Total revenue: \$3,306,055.
- Expenditures: General government grants \$229,565, Protective services \$6,992, Transportation services \$10,816, Environmental health services \$153,563, Environmental development services \$19,916, recreation and Cultural Services \$148,338, Total expenditures: \$569,190.
- Department of Community Development and Recreation:
 - a. Various Grants- such as Seniors Tech, Active Communities Fund and the equipment loan out program grant are continuations from last fiscal year's projects.
 - b. AMA Wellness Grant – new grant received for 2024-2025, program will occur throughout the fiscal year to support employee's wellness initiatives.
 - c. Seniors Grant – A \$10,000 grant was received for 2024-2025 to support seniors programming and social throughout the municipality.
 - d. Before and After Care Program – program has been completed for the 2023/2024 academic year during the 1st quarter. Expenses/revenue will resume when the program starts back up in September.
 - e. Volunteer Awards – event to take place in the fall.
 - f. Seniors Games – a grant in the amount of \$3,000 was received from the province on behalf the Guysborough County Older Adult Games group.
 - g. Canada Day – Event occurred but not all revenue and expenses have been fully realized to June 30th.
- Economic Development Budget:
 - Tourism promotion/Saltscapes/DEANS – tourism promotion guide ad had been expensed to date.
- Department of Public Works:
 - 1. Municipal Transfer Station –
 - a. Eastern Shore Cartage Collection Contract – 2 out of 12 months of services have been expensed to date.
 - b. C&D Pile Burial – expense incurred is related to an educational flyer sent to all residents regarding changes at the transfer station.
 - c. Tipping fees – expense for solid waste and blue bag are related to 2 out of 12 months of expense.
 - d. General Repairs – minimal general repair expense has occurred in the first quarter.
 - 2. Sherbrooke Sewer Utility – Major items are covered under the capital section with scheduled projects for the 2024-2025 fiscal year. Under the maintenance expense guide rails for the lift station were purchases along with other minor expense and testing requirements.
 - 3. Sherbrooke Water Utility – Chemical expenses are on track and chemical inventory on hand should for half of the fiscal year. Maintenance expenses are related to several small supply items required.

4. Public Works Maintenance – The tender for the upcoming snow plowing season will be put out during the second quarter.

f. Election Update:

- See the Agenda/Package for the report.
- Doug Patterson, CAO informed Council that the Forms and Procedures for the 2024 Municipal Election as per Section 146 A, part 4, to establish procedures and forms are available.
- Beginning August 1st, 2024 Residents can call 902-522-2049, Toll-Free: 1-877-388-0868 or email the Revising Officers Melanie Mills, and Jadzia Rudolph to check if they are on the voter list.

Adjournment

On motion of Councillor Malloy and seconded by Councillor Mailman, there being no further matters of business, Council adjourned at 6:03 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Deputy Warden Fuller

FROM THE CRUISER

GUYSBOROUGH COUNTY DISTRICT RCMP-GRC

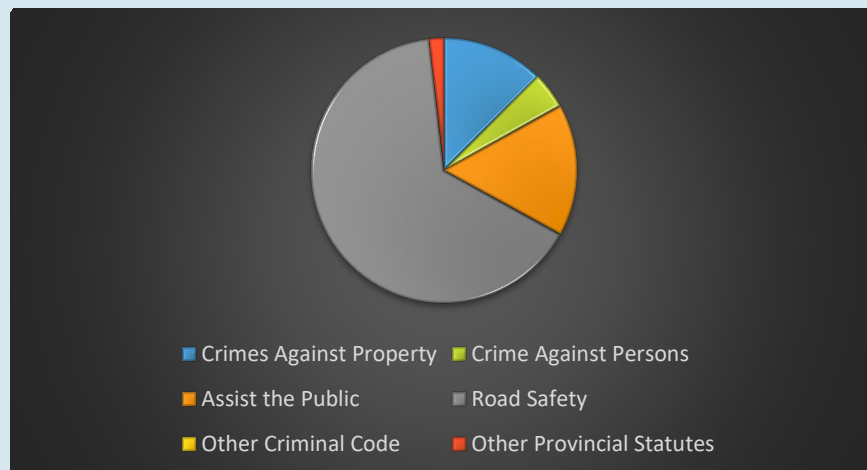
July 2024



Salmon River

The Month in Review

Guysborough County District RCMP responded to 135 calls for service during the month of July, 2024. Below is a chart showing the nature of those calls:



****Some calls of a sensitive nature are not included in the above chart***

News Stories

A 2008 Silver Jeep Wrangler was stolen from the side of the road in Goldenville on July 9th. RCMP are still looking for this vehicle and believe it may be in the Pictou County area. Anyone with information on it's whereabouts is asked to contact Sherbrooke RCMP detachment at 902-522-2200 or Crime Stoppers at www.crimestoppers.ns.ca or calling 1-800-222-8477, or by using the P3 mobile app.



On July 20th, a break and enter to a shed in Manchester was reported. The thieves took tires and a gas can full of fuel from the property. Anyone with information on this break, enter and theft is asked to call Guysborough District RCMP at 902-533-3801 or Crime Stoppers at www.crimestoppers.ns.ca or calling 1-800-222-8477, or by using the P3 mobile app.

Sherbrooke RCMP were called to an abandoned vehicle in Caledonia on July 29th. The investigation revealed that the vehicle belonged to a Pictou County resident. Guysborough District RCMP is working with Pictou District RCMP to get the vehicle back to its owner.

Crime Prevention

Off highway vehicles are allowed access to the shoulders of the roadway from one trail to another in seven areas in Nova Scotia; Ship Harbour, Porters Lake, New Germany, Weymouth, Walton, Sherbrooke, & Gabarus. Currently, Sherbrooke is the only area in Guysborough County that road access is permitted. Riders using the designated roads must have a valid driver's license, insurance & registration & license plate. The OHV may not travel faster than 25 km/h in these areas. All OHV users should review the OHV Act for Nova Scotia, as well as the Road Trails Act before heading out to avoid fines & seizure of their off-highway vehicle.

In 2022, Nova Scotians lost a record \$3.6 million to scammers, up from \$2.5 Million in 2021. Fraudsters continue to steal hard-earned money from people in our province, False investment opportunities, fake relationships, and bogus prize winnings are costing Nova Scotians thousands".



To protect yourself from fraud, never give personal or financial information to unknown callers, or through text or email, resist acting immediately when being pressured to hand over money, never send cryptocurrency or gift cards for payment. Beware of online investments groups that ask for personal information.

If you suspect you may be a victim of fraud contact your nearest RCMP detachment.

Safe Roadways



On July 10th Guysborough District RCMP responded to a collision that occurred on Highway 316 near County Harbour Lake. Workers in the area were parked on the side of the highway when a grey SUV travelling West bound struck the truck causing extensive damage to the truck and hitting one of the worker's arms. RCMP located the driver of the SUV at a nearby residence. The 61-year-old has been charged with failing to remain at the scene of an accident to provide details, and operating a motor vehicle without a valid driver's license. The driver has been given a court date of September 13th, 2024 at Antigonish Provincial Court to enter a plea.

On July 18th, RCMP were called to a collision that occurred on Larry's River Road in Lundy. During the course of the roadside investigation, the officer spoke to a witness who they suspected was impaired by alcohol. It was discovered that the man had driven to the scene while impaired. The twenty-eight-year-old Pictou County man was arrested for impaired operation of a conveyance & driving with over the legal limit of alcohol in his blood.

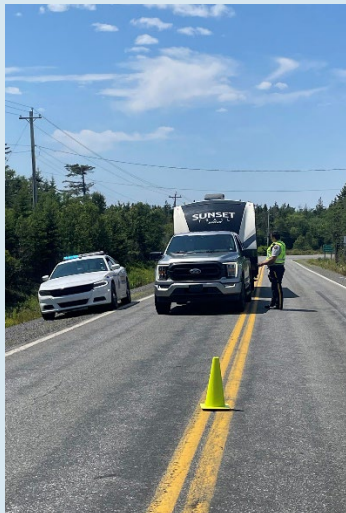
Guysborough District RCMP set up nine check stops during the month in the following communities of Gegogan, Canso, Half Island Cove, and Hazel Hill.

Five check stops were set up during Stan Rogers and Guysborough Come Home Days, ten mandatory alcohol screening demands were made with all drivers showing a reading of zero. Seven summary offence tickets were issued, and 25 summary offence warnings were issued. Thank you to all the residents for doing their part in keeping our roads safe during a busy weekend by planning a safe way home from festivities!

The Guysborough County Branch of Mother's Against Drunk Driving (MADD) were out on Saturday, July 25th stopping vehicles alongside RCMP members from Guysborough District & the North East Nova Scotia Traffic Services Unit. The group was reminding motorists that if they drink, don't drive while enjoying our beautiful county & festivals. Thank you to MADD volunteers Heather Toole & Denise Wood (who is also the Guysborough RCMP detachment assistant) that take the time to help keep our communities safer.



Volunteer Heather Toole & Cst. Ed Newell



Volunteer Denise Wood & Cst. Ian Monteith

In Our Community

Cst. Tammy Hudak took part in a Canada Day Parade through Sunnyville & Guysborough



RCMP members were on patrol during Guysborough Come Home Days & Stan Fest ensuring safety was the top priority of attendees along with having fun & listening to great music & reuniting with friends. We had a few familiar faces in Canso to help with this task.



Sgt. Natasha Farrell, Cst. Tammy Hudak, Cst. Jordan Bruce, Cpl. Robert Cavanaugh, & Cst. Christine Pelly.



Cst. Pelly & Cpl. Cavanaugh on Foot Patrol at Stan Rogers Folk Festival in Canso



Cst. Thordarson stopped by the Smokey Hollow Duck Drop at the Country Harbour Mines Bridge.



Cst. Thordarson participated in the Goshen Canada Day parade



Cpl. Michon & Detachment Assistant MacDonald attended the Goldenville Summer Social



Cst. DOUCETTE stopped by St. Mary's day camp in Sherbrooke. He demonstrated how all of his tools work, & talked about safety. Each child tried on his duty vest, and went into the cruiser to try the lights & siren. Cst. Doucette challenged the kids to an obstacle course race through the playground equipment.



Young enterpreneurs in Canso were gifted some RCMP t-shirts for their community service of keeping the community hydrated during hot days.



Cst. Hudak was gifted a beautiful painting for the Canso detachment by Friends United





A Message from Guysborough County RCMP's District Commander

My first month in Guysborough District has gone by quickly and has been busy with events and festivals. I've gotten to meet some of you along my travels through the County. Thank you all for showing me a friendly welcome, I am so happy to be back!

You may be wondering what this newsletter is. "From the Cruiser" is a report to keep the residents of Guysborough County District apprised of the work their local RCMP are doing to keep their communities safe; including road safety initiatives, crime prevention, and arrests or charges on investigations affecting the safety of the community.

This will be the first of many Guysborough District editions.

"From the Cruiser" is our accountability to our communities that we are out keeping Guysborough County safe and working with residents to support safe practices when local events are happening. The area we police in Guysborough County is large. Although you may feel that you don't see us enough, it's important that you know that we are working hard throughout the District as you will see each month in our newsletter.

In our editions we may seek the public's assistance in solving crime. You are the eyes and ears of the community and an important part of helping us do our job. If you have a problem in your community, call us. We need to know there is an issue so we can help. We can be reached at the following non-emergency lines:

Sherbrooke detachment: 902-522-2200
Guysborough detachment: 902-533-3801
Canso detachment: 902-366-2440

In an emergency, call 9-1-1

Sgt. Natasha Farrell



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

August 9, 2024

To All Nova Scotia Elected Officials and Chief Administrative Officers/Village Clerks:

I am writing to inform you of an update on the municipal and village codes of conduct. In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Following significant consultation with municipalities in September 2022, March 2023, and September 2023 on the code of conduct framework, the Code of Conduct Working Group developed 25 recommendations for me to consider as Minister. I am pleased to advise, after careful consideration, I am accepting all 25 recommendations presented by the Code of Conduct Working Group. The recommendations, along with the anticipated framework are appended to this letter for your reference.

The code of conduct framework will be coming into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. As Minister, I will prescribe that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*. As one of the first items to discuss on your agendas, I trust this will bring an unequivocal understanding of the conduct to uphold as an elected official in Nova Scotia.

I understand and recognize that code of conduct training is an important component to make the framework successful. The NSFM will be the lead organization on the development of a robust code of conduct training module, and it is expected this module will be available in early 2025. To bridge the gap between when the regulations will be in place to when the robust training module will be ready in early 2025, the Department will provide municipalities and villages resources that can be shared with councils and commissions.

Page 2

As we move toward a new standard for elected officials following the election, I would encourage you to share the documents appended in this letter with all candidates running in the upcoming municipal election. Candidates should be notified about the new expectations surrounding the code of conduct.

In closing, I would like to thank the Code of Conduct Working Group members for their hard work and dedication to this initiative over the past two years. This initiative is a wonderful example of collaboration between the Department and our municipal partners.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Attached

c: Code of Conduct Working Group
Mayor Carolyn Bolivar-Getson, NSFM
Juanita Spencer, CEO NSFM
Kim Ramsay, President AMANS
David Campbell, Executive Director AMANS

Proposed Recommendations from Code of Conduct Working Group

The Code of Conduct Working Group (COCWG) has developed their proposed recommendations for the code of conduct regulations for the Department of Municipal Affairs and Housing (DMAH) to review. The 25 recommendations below reflect the consensus opinion from the COCWG.

Application:

- There should be one code for all municipalities and villages.
- The code of conduct should operate together and as a supplement to other applicable laws, including the bylaws and policies with the municipality or village.
- The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation.
- Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.
- The code of conduct should apply from the time elected officials are declared elected until their resignation, their disqualification, or their successor being sworn into office.

Content to include:

- The code will include 45 provisions under various headings (e.g. general conduct, confidential information, etc.) See Appendix A for detailed provisions.
- 13 possible sanctions that can be imposed on a member for breaching the code of conduct. See Appendix B for the sanctions.
- 7 considerations elected officials shall evaluate before they can impose a sanction. See Appendix B for detailed considerations.
- Failure to comply with a sanction imposed is considered a breach of the code itself and will go to council with the investigator's recommendation only.

Complaint and investigator process:

- Municipalities and villages will appoint an investigator and have their contact information readily available on their website. See Appendix C for detailed complaint and investigator process.
- Investigators should have experience in conducting investigations, and experience applying the principles of natural justice and procedural fairness.
- No conflict of interest can exist between the investigator and the parties involved.
- A complaint can be submitted no later than 6 months from discoverability.
- The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.

- The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is received by the investigator. Extensions may be granted by council/commission for extenuating circumstances.
- Any complaints brought forward during the municipal election period between nomination day and ordinary polling day will not be investigated until the election has concluded.
- A member who has a complaint lodged against them will be able to review and respond to the information in the investigators report prior to council's vote.
- A member who has had a complaint lodged against them, or who has made the complaint, may not participate in the vote on whether there was a breach, and if applicable, may not participate in the decision regarding what sanction to impose.
- The Code of Conduct will state that a decision of a Council on a code of conduct matter is final and binding on all parties.
- At the conclusion of the investigation, require public disclosure of the section a complaint was lodged under, and the investigator's recommendation.

Training:

- Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.
- Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.
- Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

Review:

- A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.
- Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

Appendix A: Recommended Prescribed Code of Conduct

The recommended prescribed code of conduct would be applicable to all municipalities and villages with separate codes being developed to reflect the difference in terminology (e.g. village versus municipality, Chief Administrative Officer versus Clerk).

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles to be included are:

- a. Collegiality – members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity – members of council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism – members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.
- e. Transparency – members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- f. Responsibility – members of council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General Conduct

- Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.
- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.
- Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

- No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - ii. a suitable memento of a function honouring the member of Council;
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council;
 - iv. compensation authorized by the municipality.

- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

- No Member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
 - i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
- No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
- No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Building, Development, Planning, or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company

whose shares are publicly traded and who is regularly in the business of lending money.

- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

- No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- No Member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- No Member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to the Code of Conduct.
- Members of Council will adhere to the applicable national and provincial legislation.
- Members of Council will adhere to the procedures, policies and bylaws of the municipality.
- Members of Council will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- A Member of Council must abide by and act in accordance with any decision made by Council, whether or not the member voted in favour of the decision.
- Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

Communicating on behalf of Council

- A Member, other than the Mayor/Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- The Mayor/Warden/designated individual may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- Council cannot direct municipal employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- No Member of Council shall require or request that a municipal employee undertake personal chores or tasks for the Council member unrelated to municipal business.
- Members of council shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

Respectful Interactions

- A Member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- A Member of Council must not sexually harass any person.
- A Member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- A Member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Appendix B: Recommended Sanctions Framework and Possible Sanctions to be imposed

Sanctions Framework:

A Council or Commission shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

Sanctions:

1. Member will receive a letter of formal reprimand or warning, as directed by council.
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
3. Require the member to attend training, appropriate to the incident, as directed by council.
4. Censure the member publicly.
5. Limit the member's access to certain local government facilities, equipment and/or property.
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
8. Impose a limit on the member's participation on behalf of the municipality.
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
11. Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
12. Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
13. Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

Appendix C: Recommended Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
 - b. Municipalities must include the investigator's contact information on their publicly accessible website.
2. A complaint must be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. When a complaint is received by the investigator, the investigator shall notify the CAO/clerk of the fact that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.
5. If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
6. The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
7. The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
8. The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a

recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
 - c. Council is able to discuss the investigators report in camera; and
 - d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
9. Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:
 - a. In the case of a closed meeting, leave the room in which the meeting is held
 - b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
 - c. Refrain from voting on any question relating to the matter
10. Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.
11. The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.
12. The decision or penalty of Council/Commission on a Code of Conduct matter is final and binding on all parties.



9409 Highway 16
Cooks Cove NS
B0H1N0
communityfirstGCHA@gmail.com

July 24th, 2024

Dear Warden and Council,

Thank you for the opportunity to provide you with an update on the newly incorporated *Community First: Guysborough County Housing Association*.

We established our bylaws and values earlier this spring and established an interim Board of Directors. Currently Warden Greg Weir and CAO Doug Patterson serve as ex-officio members of the Board and have been attending board meetings regularly.

Organizational Development

We have been building our governance model to incorporate both the Board and the original network of services providers (see attached). We have begun the process of developing policies and procedures. We have completed a confidentiality policy, drafted procurement policies and are working on an anti-racist policy and some financial procedures.

Several board members including myself and Denise Dunn have completed the CAHDO Blueprint training program. I also attended the Cape Breton Micro-credit course on Affordable Housing. We are working hard to build our knowledge and capacity to become housing providers.

We have established both a *Project Opportunity Committee* and a *Policy Committee* to assist us with moving forward. We currently are exploring two projects for the District of St. Mary's. One is a privately owned parcel of land for seniors affordable housing and the second project will be to explore a partnership with the Municipality as the concept for your wellness community moves forward.

We have joined the *Nova Scotia Non-Profit Housing Association* and will be participating in planning to create a regional housing network for our wider area. I would encourage Council to join as well as a Municipal Member.

We have met with *NS Housing* staff twice now and are in the process of applying to fund our first acquisition. We have met with the program staff of the *Community Housing*

Transformation Centre and will be applying for pre-developments costs and capacity building funding. These funding programs will all take time to be approved.

In the meantime, we have retained the services of a consultant, Chrystal Fuller from Brighter Communities, who will act as our planner/project manager on a part-time basis. We have retained a realtor on a case-by-case basis to represent us as needed.

Project Opportunities for the District of St. Mary's

We recently had a Community Consultation in Sherbrooke to ascertain if there is support for our potential projects. We heard from the 11 folks present that a seniors affordable housing project would be supported and is needed. If we move forward on that idea, we will bring design plans and potential rent costs back to the public for further input. There were questions about the nature of the housing we might want to include in the future development Council is exploring. We are in the process of establishing a sub-committee which would act as an Advisory Committee for the District of St. Mary's. I would invite you to attend or recommend someone from your district who might be interested in the opportunity to provide input on projects in the district. Folks with construction or community development experience and/or who understand the needs of community would be a benefit. Community members with specific experience regarding the needs of seniors would be welcomed.

To continue exploring potential properties we require funding to cover the cost of consultant, commercial appraisals, engineering site plans, traffic study and Environmental Assessment Phase 1 reviews. Also, we require 5% capital contributions on any acquisitions. We are requesting a \$10,000 grant to assist us in this work and to bridge our financing until we receive funding.

As we move forward towards the seniors' housing project in Sherbrooke, we may require a zoning change to allow for multi-use residential buildings. We hope to make an offer on the private property in the coming months. In terms of water and sewer services, we understand the sewage disposal pipes are across the road from the property and, if the acquisition is completed, we would be asking Council to consider bringing the sewer line across the road to meet the property line. This would greatly reduce our pre-development land costs. Depending on the funding program, we may also be requesting a capital contribution for the community equity (5-10%) we will need to raise in the 2025/26 year.

I look forward to discussing our progress with you at your next meeting,

Sincerely

Nancy O'Regan

Nancy O'Regan
Chair
Community First: Guysborough County Housing Association
902 870-1320

Community First: Guysborough County Housing Network - Organizational Model

When the **Guysborough County Housing Network** decided to become a not-for-profit affordable housing provider, members felt that the new model needed to maintain the service provider network. Much of what we learn about the needs of families and individuals comes from services providers, working on the front lines with access to clients. They identify ongoing issues that need to be addressed such as food security, poverty, racism and other issues. It was felt that a new model should incorporate both a working **Board of Directors** that could actively seek and develop affordable housing projects and a **Service Provider Network** that would meet the need for collective action, improving coordination, collaboration and communication (i.e. website project). When people apply to join the organization they are all members of the Network. At the Annual General Meeting, individuals and organizations are nominated to the Board of Directors. All members can attend and participate in the Service Provider Network.

