



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order
2. Attendance
3. Approval of / Changes to Agenda
4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
6. Announcements / Proclamations
7. Presentations
8. Written Petitions and Correspondence
9. Business
 - a. Staff Reports
 - 1) CAO Report
 - 2) Council Code of Conduct Update
 - b. Report
 - 1) Committee Report
10. By-laws and Policies
11. Citizen Comments



COUNCIL AGENDA
THURSDAY NOVEMBER 21, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

12. Mayor Report
13. Councillors Reports
14. In-Camera Session
 - i. Contract Negotiations
 - ii. Contract Negotiations
15. Notice of Motion and Reconsideration
16. Adjournment



**COMBINED COTW & COUNCIL MINUTES
THURSDAY SEPTEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS**

Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order @ 7:00PM
2. Attendance

Town Council	Position
George Lloy	Mayor, Town of Stewiacke
Roseanne Chapman	Deputy Mayor, Town of Stewiacke
Susan Creelman	Councillor, Town of Stewiacke
Suzanne Lutz	Councillor, Town of Stewiacke
Pam Osborne	Councillor, Town of Stewiacke
Rebecca Rogers-Laing	Councillor, Town of Stewiacke
Marc Seguin	CAO, Town of Stewiacke
Helen Young	Manager, Finance



**COMBINED COTW & COUNCIL MINUTES
THURSDAY SEPTEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS**

3. Approval of / Changes to Agenda

Motion to Approve:	Approved By:
First	Councillor Pam Osborne
Second	Deputy Mayor Roseanne Chapman
Result	Carried

4. Disclosure of Interest on Agenda Items

5. Approval of Minutes

It was note that the approval of the minutes July 25· 2024 were approved as Amended.

Moved that the minutes of August 15th 2024 are approved.

Motion to Approve:	Approved By:
First	Councillor Pam Osborne
Second	Councillor Rogers-Laing
Result	Carried

6. Announcements / Proclamations

7. Presentations

- i. MNP Financial Services – RE: 2023 Audited Financial Statement
Stewiacke Water Utility

Presentation by Kyle Musial, CPA, CA, Sr, Manager, MNP – 10 Minutes

8. Written Petitions and Correspondence



COMBINED COTW & COUNCIL MINUTES
THURSDAY SEPTEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

9. Business

a. Staff Reports

i. CAO Report

The following is a list of general updates from the office of the Chief Administrative Officer as of September 19, 2024.

This report is submitted to Council as information only. No motion was required.

ii. 2024 Audit - Town of Stewiacke Water Utility Financial Statements

Motion to Approve:	Approved By:
First	Councillor Chapman
Second	Councillor Creelman
Result	Carried

Recommendation:

That, Audit - Town of Stewiacke Water Utility Financial Statements report be received; and

That Council approve the Audit - Town of Stewiacke Water Utility Financial Statements for the period ending Mach 31, 2024.

iii. ACF report

Motion to Approve:	Approved By:
First	Councillor Creelman
Second	Councillor Chapman
Result	Carried

Recommendation:

That, the Active Communities Funding Application report be received; and



**COMBINED COTW & COUNCIL MINUTES
THURSDAY SEPTEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS**

That Council award the Municipal Physical Activity Strategy renewal project to Research Power Inc. in the amount of \$14,375.00 including HST; and

That Council authorizes the CAO to execute a contract with Research Power Inc.

10. By-laws and Policies

11. Citizen Comments

Letter from Ms. Judith Stoddart – Mayor Lloy read the letter as requested.

12. Mayor Report

- Mayor Lloy provided a report verbally

13. Councillors Reports

Deputy Mayor, Town of Stewiacke Roseanne Chapman	No report
Councillor, Town of Stewiacke Susan Creelman	Verbal report
Councillor, Town of Stewiacke Suzanne Lutz	
Councillor, Town of Stewiacke Pam Osborne	
Councillor, Town of Stewiacke Rebecca Rogers-Laing	



COMBINED COTW & COUNCIL MINUTES
THURSDAY SEPTEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

14. In-Camera Session -Entered in Camera @ 7:42PM

Motion to Approve:	Approved By:
First	Councillor Osborne
Second	Councillor Creelman
Result	Carried

- i. Legal advice eligible for client solicitor privilege
- ii. Contract Negotiations / Legal advice eligible for client solicitor privilege
- iii. Contract Negotiations

Exit in camera at

15. Notice of Motion and Reconsideration

16. Adjournment @ 8:40

Read and approved this _____ day of _____, 2024

Mayor

CAO



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

- 1. Call to Order 6:00 PM
- 2. Attendance

Town Council	Present / Absent
Mayor George Lloy	Present
Councillor Susan Creelman	Present
Councillor Pam Osborne	Present
Councillor Rebecca Rogers-Laing	Present
CAO Marc Seguin	Present
Deputy Mayor Roseanne Chapman	Absent
Councillor Suzanne Lutz	Absent

- 3. Approval of / Changes to Agenda

Motion to Approve:	Approved By:
First	Councillor Osborne
Second	Councillor Creelman
Result	M/C



Special COUNCIL Minutes
THURSDAY OCTOBER 10, 2024 AT 6:00 PM
Council Chambers Stewiacke NS

4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
6. Announcements / Proclamations
7. Presentations
8. Written Petitions and Correspondence
9. Business
 - a. Staff Reports - None
 - b. Motion to change dates of October 2024 and November 2024 Meetings of Council

RECOMMENDED MOTION

That in accordance with Policy Number: 2000 – 02 regarding Council Committee Meetings that notification be hereby given publicly that Council resolves to move the October 24th meeting of Council to Wednesday, October 30th and that the Council members elected by the residents of the Town of Stewiacke on the October 19th, 2024 Election be sworn in at this meeting; and

That Council resolves to move the November 28, 2024 regular meeting of Council to November 21st, 2024.

Motion to approve	Approved By:
First	Councillor Osborne
Second	Councillor Rogers- Laing
Result	M/C



**Special COUNCIL Minutes
THURSDAY OCTOBER 10, 2024 AT 6:00 PM
Council Chambers Stewiacke NS**

10. By-laws and Policies
11. Citizen Comments
12. Mayor Report
13. Councillors Reports
14. In-Camera Session
15. Notice of Motion and Reconsideration
16. Adjournment 6:07 PM

Read and approved this _____ day of _____, 2024

Mayor

CAO



INAGURAL COUNCIL MEETING MINUTES
OCTOBER 30, 2024 AT 7:00 PM
Stewiacke Community Centre NS

Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order 7:00 PM
2. Attendance

Town Council	Present / Absent
Mayor George Lloy	Present
Councillor Susan Creelman	Present
Councillor Pam Osborne	Present
Councillor Rebecca Rogers-Laing	Present
CAO Marc Seguin	Present
Deputy Mayor Roseanne Chapman	Present
Councillor Suzanne Lutz	Present

3. Approval of / Changes to Agenda

Motion to Approve:	Approved By:
First	Councillor Creelman
Second	Deputy Mayor Chapman
Result	M/C



INAGURAL COUNCIL MEETING MINUTES
OCTOBER 30, 2024 AT 7:00 PM
Stewiacke Community Centre NS

4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
6. Announcements / Proclamations
N/A
7. Presentations
N/A
8. Written Petitions and Correspondence
N/A
9. Business

a. Swearing in of Mayor and Council

Mayor Lloy stepped down
Deputy mayor Chapman Stepped Down
Councillor Creelman Stepped down

Councillor Lutz sworn in
Councillor Osborne Sworn in
Councillor LeBlanc Sworn in
Councillor Rogers-Laing sworn in

b. Appointment of Deputy Mayor (Town Policy 2001-11)

Councillor Lutz Nominated Rebecca Rogers-Laing as Deputy mayor second by
Councillor LeBlanc, Motion Carried by majority Vote

Motion to approve	Approved By:
First	Councillor Lutz
Second	Councillor LeBlanc
Result	M/C

10. By-laws and Policies
N/A



INAGURAL COUNCIL MEETING MINUTES
OCTOBER 30, 2024 AT 7:00 PM
Stewiacke Community Centre NS

11. Citizen Comments
N/A

12. Mayor Report

13. Councillors Reports

14. In-Camera Session

N/A

15. Notice of Motion and Reconsideration
N/A

16. Adjournment 7:15 Pm

Read and approved this _____ day of _____, 2024

Mayor

CAO



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order

Meeting was called to order at 6:32PM.

2. Attendance

Town Council	Position
Doug Glasser	Mayor, Town of Stewiacke
Rebecca Rogers-Laing	Deputy Mayor, Town of Stewiacke
David LeBlanc	Councillor, Town of Stewiacke
Suzanne Lutz -	Councillor, Town of Stewiacke
Pam Osborne	Councillor, Town of Stewiacke
Marc Seguin	CAO, Town of Stewiacke

3. Approval of / Changes to Agenda

As this was a special meeting of Council there can be no other agenda items could be added.

4. Disclosure of Interest on Agenda Items



**COUNCIL AGENDA
WEDNESDAY NOVEMBER 6, 2024 AT 6:30 PM
Council Chambers Stewiacke NS**

No disclosures.

5. Approval of Minutes

N/A

6. Announcements / Proclamations

N/A

7. Presentations

N/A

8. Written Petitions and Correspondence

N/A

9. Business

Staff Reports

We will now have Marc Seguin or CAO present the report

a. **Main St. Paving – Award of Tender**

RECOMMENDATION

That report Main St. Paving – Award of Tender be received; and

That Council award the Main St. Paving tender to Will Care Paving in the amount of \$136,740 (+HST); and

That Council authorize the CAO to execute the necessary contract.



COUNCIL AGENDA
WEDNESDAY NOVEMBER 6, 2024 AT 6:30 PM
Council Chambers Stewiacke NS

Motion to Approve:	Approved By:
First	Councillor Osborne
Second	Councillor Lutz
Result	Carried

10. By-laws and Policies

N/A

11. Citizen Comments

12. Mayor Report

N/A

13. Councillors Reports

N/A

14. In-Camera Session

N/A

15. Notice of Motion and Reconsideration

16. Adjournment @ 6:36PM

Read and approved this _____ day of _____, 2024

Mayor

CAO



To: Town Council
From: Marc Seguin. CAO
Re: CAO Report
Date: November 14th ,2024

The following is a list of general updates from the office of the Chief Administrative Officer as of November 14, 2024.

This report is submitted as information only.

2024 Municipal Election:

Following the completion of the October 2024 Municipal Election, the Inagural Council meeting and swearing in was held on Wednesday, October 30 at 7pm at the Stewiacke Community Centre. The following Council Members were sworn in and took the Oath of Council.

Candidate	Position	Email
Doug Glasser	Mayor	dglasser@stewiacke.net
Rebecca Rogers-Laing	Deputy Mayor	rrogers-laing@stewiacke.net
David Leblanc	Councillor	dleblanc@stewiacke.net
Suzanne Lutz	Councillor	suzannelutz@stewiacke.net
Pam Osborne	Councillor	posborne@stewiacke.net



Training for Members of Council

The Department of Municipal Affairs and Housing offered a training and orientation program for new and returning elected officials. The program in person at the Halifax Convention Centre November 4 and 5th.

RCMP

The Mayors verbal report will discuss the need for a Police Advisory Board (PAB). Once the PAB has been established, Staff will book the date for a Public Information Session with the RCMP. This session as requested during the last term of Council.

Planning Advisory Committee (PAC):

The PAC met in July, following receipt of Council comments questions and the presentation by WSP at the August 15th, 2024 meeting of Council. A special Public Meeting will be called to address the water supply and options to consider for future development.

It was planned to have a PAC meeting in early November followed by a Public Meeting. The PAC Public meeting date had been planned for Wednesday November 20th at the Community Centre, however a point of order correction was made and it was established that the meeting could not be held until such time that the Mayor has appointed a new Council Chair for the PAC from the newly elected members of Council. Following the official appointments this month the PAC Chair will call the meeting(s).

Riverside Dr. Project

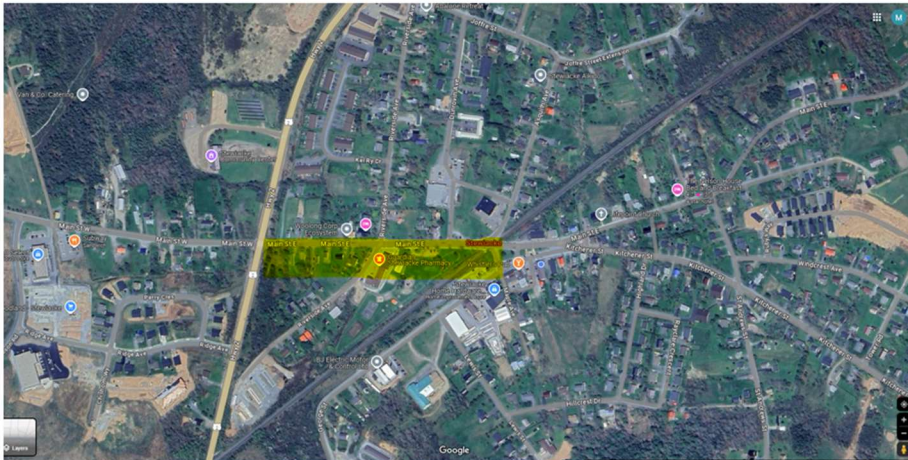
The Riverside project will be completed mid to late November. Curbing and sidewalk work is being completed at the time this report is being written. Paving will commence soon and is dependent on the weather.

Paving Main St.

The 2024 capital budget approved funds to refurbish Main Street from Hwy # 2 to the CN Rail tracks. Staff issued a tender for the planning and paving work. Staff reported to Council on November 6 and the contract was awarded to Will Care paving. Staff note that the project is weather dependent as the asphalt plants will close soon for the winter months. Staff also note, that the Main St. paving project can not commence until the Riverside paving is complete.

Map of Area to be planed and paved

The Town of Stewiacke invites tenders for the planning and paving of approximately 400m on Main St. Stewiacke, from Hwy 2 to the CN tracks.



Recreation Update:

- Dennis Park Playground construction is underway, with an estimated completion date of November 22nd, 2024.



- Staff are Working with Left Turn Right Turn Consulting. This Regional joint project with Colchester, Truro, Bible Hill will result in a Regional Accessibility Plan for the four partners. The plan is required to be completed and adopted by each Municipal government by April 2025 by way of Provincial legislation.
- Municipal Physical Activity Strategy renewal work is underway. A stakeholder Engagement session is scheduled for Dec 5th, and a public meeting (virtually) is tentatively scheduled for Dec 10th.
- Stewiacke Celebrates Christmas is scheduled for Dec 7th. A schedule of events has been circulated in the Nov newsletter, and social media promotion has begun.

Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council
From: Marc Seguin CAO
Re: Council Code Of Conduct
Date: November 14, 2024

RECOMMENDATION

That, the Council Code Of Conduct report be received; and

That Council approve and adopt the Council Code of Conduct as outlined in **Schedule A** – Regulations Respecting a Code of Conduct for Municipal Elected Official made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal government Act.; and

That the CAO provide notice of the adoption of the Council Code of Conduct to the Minister; and

That the CAO be authorized to proceed to execute the process to retain an independent third-party Integrity Commissioner, that will review and report on any complaints received against the Code of Conduct to Town Council.

ORIGIN

On August 9, 2024 Municipalities across Nova Scotia received correspondence from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing pertaining to 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. The Minister prescribed 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*.

Adoption of the code by Municipalities in Nova Scotia must be completed on or before December 19, 2024.

BACKGROUND

The code of conduct working group (COCWG) was established with representatives from the Association of Municipal Administrators (AMA), Nova Scotia Federation of Municipalities (NSFM), and the Association of Nova Scotia Villages (ANSV) in January 2022. The COCWG was tasked with developing recommendations to the minister on the development of regulations for the code of conduct framework. Three (3) rounds of consultation were completed on the code of conduct framework – September 2022 (content in code), February 2023 (sanctions and investigator model), and September 2023. The September 2023 consultation requested feedback on the changes made to the framework through feedback received during consultation.

On September 8, 2023, the Province released the Municipal and Village Codes of Conduct – Proposed recommendations on framework document. The document (Attached to this report) outlines the proposed recommendations from the working group and appended documents for the model code of conduct, sanctions, and investigator model. Following the consultation in September, the working group finalized their recommendations and were presented very recently to the Minister. There may be some very minor changes between the final framework and the attached based on feedback in September.

The province of Nova Scotia passed and posted the code on Monday, October 21st, 2024.

DISCUSSION

The recommended code of conduct is 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).

Town of Stewiacke | 295 George Street | P.O. Box 8 | Stewiacke, NS B0N 2J0
Office 902-639-2231 | Fax 902-639-2221 | Email town@stewiacke.net



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. b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. 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. 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. 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. 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.

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Office 902-639-2231 | Fax 902-639-2221 | Email town@stewiacke.net



POLICIES/LEGISLATION

- 1) Nova Scotia Municipal Grants Act.
- 2) Municipal Government Act – Nova Scotia.
- 3) Regulations Respecting a Code of Conduct for Municipal Elected Official made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal government Act.

FINANCIAL

Budget implications are difficult to predict. A third party (impartial) reviewer is required to review any complaints against the code of conduct. The Town would be required to compensate this third party, which would be at an hourly rate. Staff will issue a Request For Proposal Process to retain an independent third party, that would be named as the Towns Integrity Commissioner for a period of four years (Term Of Council). It is recommended the Town retain a third party (impartial) to oversee any complaints against the code for the duration of this term of Council ending the first of October 2028.

The budget impact would be based on the number of complaints received and the time required to review and report on the complaint.

CONSULTATIONS

Jason Haughn
Municipal Advisor
Governance and Advisory Services,
Department of Municipal Affairs and Housing

Andrea Hyslop
Municipal Advisor
Governance and Advisory Services,
Department of Municipal Affairs and Housing

Town of Stewiacke | 295 George Street | P.O. Box 8 | Stewiacke, NS B0N 2J0
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ATTACHMENTS

Schedule A – Regulations Respecting a Code of Conduct for Municipal Elected Official made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal government Act.

CONCLUSION

Staff recommended that Council approve and adopt the Council Code of Conduct and that Council authorize the CAO proceed to execute the process to retain an independent third-party Integrity Commissioner.

Marc Seguin

Marc Seguin
Chief Administrative Officer

**In the matter of subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

-and-

**In the matter of regulations respecting a code of conduct
for elected officials of municipalities**

Order

I, John Lohr, Minister of Municipal Affairs and Housing for the Province of Nova Scotia, pursuant to subsection 520(1) of Chapter 18 of the Acts of 1998, the *Municipal Government Act*, hereby make regulations respecting a code of conduct for elected officials of municipalities in the form set forth in the attached Schedule "A".

This order is effective on and after October 20, 2024.

Dated and made October 15, 2024, at Halifax Regional Municipality, Province of Nova Scotia.



Honourable John Lohr
Minister of Municipal Affairs and Housing

Schedule “A”

Regulations Respecting a Code of Conduct for Municipal Elected Officials made under Section 520 of Chapter 18 of the Acts of 1998, the *Municipal Government Act*

Interpretation

Citation

- 1** These regulations may be cited as the *Code of Conduct for Municipal Elected Officials Regulations*.

Definitions

- 2** In these regulations,

“Act” means the *Municipal Government Act*;

“complaint” means a complaint regarding an alleged breach of the code of conduct;

“elected official” means council member, mayor or warden;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“model code of conduct” means the model code of conduct prescribed in Schedule “A”.

Code of Conduct

Application

- 3** (1) The code of conduct referred to in these regulations is a code of conduct established under Section 23A of the Act.
- (2) The code of conduct applies to elected officials at all times and in all locations.

Adoption of code of conduct and notice to Minister

- 4** (1) A municipality must adopt the model code of conduct on or before December 19,

2024.

- (2) A municipality must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

When code of conduct applies

- 5 (1) The code of conduct applies to each council member from the time that they are declared elected until the earliest of the following:
 - (a) the date of their resignation;
 - (b) the date they are disqualified from office;
 - (c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.
- (2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:
 - (a) date that the code is adopted by a municipality;
 - (b) December 19, 2024.

Complaint and Investigation Process

Appointment of investigator by municipality

- 6 (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) A municipality must include an investigator's contact information on its publicly accessible website.
- (3) A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Timeline for complaints

- 7 (1) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2) For the purposes of this Section, a complaint is discovered on the following applicable date:
 - (a) the date that the complainant first knew or ought reasonably to have known that the council member's conduct or action was potentially in

breach of the code of conduct;

- (b) for conduct or an action that is continuous, the date that the council member's action or conduct ceases;
- (c) for conduct or a series of actions that is repeated, the date that the council member's last act or conduct in the series occurs.

Complaints during elections

- 8** (1) A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, must not be investigated until the election is concluded.
- (2) An investigation in progress on an election's nomination day must continue, but may be paused between nomination day and election day.
- (3) An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

Initial complaint process

- 9** (1) An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- (2) An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
 - (a) notify the Chief Administrative Officer that it is dismissed in accordance with subsection 23C(3) of the Act;
 - (b) if the investigator finds that the complaint has merit, the investigator must
 - (ii) notify the council member who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and
 - (iii) begin their investigation and notify council in camera of the fact that a complaint is proceeding to the investigation phase.

Confidentiality

- 10** An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:
 - (a) the complainant;

- (b) all persons who are the subject of the complaint;
- (c) all persons involved in the investigation,

Reporting on investigation

- 11 (1)** Except as provided in subsection (2), the report on the investigation required by subsection 23C(2) of the Act to be presented to council must be presented no later than 6 months after a complaint is made.
- (2)** Council may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a municipal election period.
- (3)** A council member who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to council before the council determines whether there was a breach of the code of conduct.

Investigator report on failing to comply with sanction

- 12** Despite Sections 9, 10 and 11, if a council member fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to council with a recommendation on an appropriate sanction.

Determinations

- 13** After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred and any appropriate sanctions to impose in accordance with Sections 17 and 18.

Conflict of interest—council member present at meeting

- 14** If a council member who is the subject of a complaint or who has made a complaint under the code of conduct is present at a council meeting at which the complaint is discussed, the council member must
- (a) withdraw from their place as a council member and take 1 of the following applicable actions while the complaint is being considered:
 - (i) for a closed meeting, leave the room where the meeting is held,
 - (ii) for a meeting that is open to the public, either
 - (A) leave the room where the meeting is held, or
 - (B) attend only in part of the room set aside for the general public; and

- (b) not vote on any issue related to the complaint.

Public record

15 After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the council's determination and any sanction imposed

Council determination final

16 A council's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 A council must consider all of the following criteria before imposing a sanction on a council member for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the council member's contravention was intentional;
- (d) whether the council member has taken any steps to remedy the contravention;
- (e) whether the council member has previously contravened the code of conduct;
- (f) any external factors that are relevant to the council member's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the council member's responsibilities as a council member.

Sanctions for contravention of code of conduct

18 (1) The sanctions to be imposed by Council under Section 23D of the Act may include 1 or more of the following prescribed sanctions:

- (a) a letter of formal reprimand or warning;

- (b) a requirement that the council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date the council imposes the sanction;
 - (c) a requirement that the council member attend training that is appropriate to address the action or conduct that contravened the code of conduct;
 - (d) a public censure;
 - (e) limiting the council member's access to certain local government facilities, equipment or property;
 - (f) suspending or removing the council member as deputy head of council or the chair of any committee;
 - (g) suspending or removing the council member, for a period no longer than 6 months, from some or all municipal committees or boards;
 - (h) limiting the council member's participation on behalf of a municipality;
 - (i) limiting the council member's travel or expense reimbursement on behalf of a municipality;
 - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that council imposes the sanction;
 - (k) reducing the council member's remuneration, for a period no longer than 6 months;
 - (l) requiring the council member to repay any direct monetary loss realized by a municipality as a result of the council member's contravention, in an amount determined by the investigator;
 - (m) requiring the council member to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2) A council member who is determined by council to have contravened the code of conduct must complete additional code of conduct training.

**Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Title

1 The title of this code of conduct is the *Code of Conduct for Elected officials of the [insert name of municipality]*.

Definitions

2 In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“CAO” means chief administrative officer;

“clerk” means the clerk of the municipality;

“closely connected” to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

“Code” means the *Code of Conduct for Elected officials of the [insert name of municipality, as in title]*;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,

- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (xi) advice that solicitor-client privileged;

“council” means the council of the municipality;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means any council member, including the mayor or warden;

“family member” means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,

(xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“mayor” means the council member elected at large to be the chair of the council;

“municipality” means the regional municipality, town or county or district municipality, except where the context otherwise requires;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*;

“warden” means the council member chosen by the council to be the chair of the council.

General purpose

- 3** (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4** (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

- 5** All of the following are the guiding principles for council members’ conduct:

Collegiality: council members must work together to further the best interests of the

municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6 (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
- (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
- (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7 (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
- (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- (3) A council member must 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.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A council member must not 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, other than the following exceptions:
- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (b) a suitable memento of a function honouring the council member;
- (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
- (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9 (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
- (b) it is made available to the council member in the course of carrying out

council activities and duties, and is used for purposes connected with the discharge of municipal duties.

- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10** A council member must not 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

- 11** A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12** (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not 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 council members

- 13** (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14** (1) A council member must not give special consideration, treatment or advantage to

any individual or entity beyond that which is given to all.

- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15 (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16 (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17 (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18 (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless

council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.

- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
 - (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

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



To: Town Council
From: Mayor Doug Glasser
Re: Committees Of Council
Date: November 14, 2024

RECOMMENDATION

That, the Committees Of Council report be received; and

That Committee appointments be filled by appointment by the Mayor of the Town of Stewiacke.

ORIGIN

The Town of Stewiacke has a number of committees that are chaired by members of Council. The committees are Chaired by Members of Town Council and are comprised of Citizens as appointed by Council under the Citizen Appointment Process Policy 2017-42. The term of appointment expires in November of the second year of a municipal election term (November 2026).

BACKGROUND

The Town of Stewiacke has a number of Committees to which Council appointments are required to form the membership. This report speaks to the vacancies that will be filled at the appointment of the Mayor.



Currently the following committees are in place or need to be established:

1. Audit Committee
2. Business and Tourism
3. Bylaw and Policy
4. Planning Advisory Community
5. Parks and Recreation Committee
6. Police Advisory Board (*New)
7. Accessibility Committee (*New - Required by Provincial law in 2025)
8. Water Shed Committee (*New - Required under MGA)

Citizen appointments for committee's are in effect until November of the second year of a municipal election term (November 2026).

There are additional Boards outside of the Town to which the Town can appoint a representative(s). These included:

- 1) The Colchester East Hants Public Library
- 2) Regional Emergency Measures Organization

The status of the Town committees are as follows:

AUDIT COMMITTEE	
Councillor # 1	Councillor Pam Osborne - CHAIR
Councillor #2	Councillor David LeBlanc
Cassandra Swallow	Member at large
Beate Acker	Member at large
Doug Glasser	Mayor
Helen Young (Staff)	Manager, Finance



Note: The Audit Committee will consist of five members – the Mayor, two Council members and two members at large.

BUSINESS & TOURISM COMMITTEE	
Meets 1st Thursday of each month 9:00 am	
Councillor #1	Councillor Pam Osborne - CHAIR
Marla Taylor	The Nelson House B&B
Darrin Schriver	Foodland
Chad Ramsey	Colchester Construction
Brian Harrison	Roseland Technical Services
Don Hay / Julie Hay	KFC / Mastadon Ridge
Natasha Head	Hants Realty
Mark Laughlin	Wicked Hops
Jeff Gray	Magic Brew Studio
Greg Connell	Mastodon Ridge
Doug Glasser - Mayor	Ex-officio
Erin Richard	Director of Community Development / Staff

Note: The Business & Tourism Committee shall be comprised of no less than five (5) members and no greater than (10) members who are residents of the Town and or owner/operators of a business within the Town.



BY LAW AND POLICY COMMITTEE Usually the 1 st Tuesday of each month- if required	
Councillor #1	Councillor Rebecca Rogers - Laing - CHAIR
Councillor #2	Councillor Pam Osborne
Councillor #3	Councillor Suzanne Lutz - Laing
Melanie Haggart	Member at large
Audrey Armsworthy	Member at large
Chris Pelling	Member at large
Ian Gulliver	Member at large
Mayor Doug Glasser	Ex- officio
Marc Seguin (CAO - Staff)	Ex-officio

Note: Bylaw & policy - The Committee is comprised of

- three members of Council
- the Town Chief Administrative Officer
- one or more volunteers appointed as per the Citizen Appointment Process Policy

PLANNING ADVISORY COMMITTEE	
Councillor #1 *VACANT	Councillor Pam Osborne - CHAIR
Councillor #2 *VACANT	Councillor David LeBlanc
Ronnie Colpitts	Member at large
VACANT	
Denvert Levy	Member at large
Susan C Smith Doucet	Member at large
Charlene Deconde	Member at large

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Doug Glasser, Mayor	Ex- officio
Grant Cooke (Staff)	Ex- officio

Note – No official terms of reference were found for the Planning and Advisory Committee

Community Parks, Recreation & Special Events	
Councillor #1	Councillor Rebecca Rogers-Laing – CO CHAIR
Councillor #2	Councillor Pam Osborne – CO CHAIR
Beate Acker	Member at large
Greg Connell	Member at large
VACANT	Member at large
VACANT	Member at large
VACANT	Member at large 12-18 YR
Erin Richard (Staff)	Ex-officio

Note: The Community Parks, Recreation & Special Events Committee will consist of two members of Town Council; one member is required in attendance of a meeting. It will also consist of a minimum of three and maximum of five citizens; one of these citizens being a teenager (12-18 YR)

Police Advisory Board	
*Can be a 5 or 7 Member Board As Per Note Below	
Councillor 1	Mayor Doug Glasser - CHAIR
Councillor 2	Councillor David LeBlanc
Vacant 1 of 2	Member at large - two members appointed by resolution of the council, who are neither members of council nor employees of the municipality



Vacant 2 of 2	Member at large - two members appointed by resolution of the council, who are neither members of council nor employees of the municipality
Vacant	Member at large – Appointed by the Minister

Note: By December 1, 2024, the Town of Stewiacke is required to establish a Police Advisory Board (Committee). This Police Advisory Board (*New) would serve as the Towns liaison with the Royal Canadian Mounted Police (RCMP) to which the Town of Stewiacke contracts for Police services.

Establishment and composition of police advisory boards:

- (1) A municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board.
- (2) An advisory board consists of **five or seven members**.
- (3) **A five-member** advisory board consists of (a) two members of council appointed by resolution of the council; (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and (c) one member appointed by the Minister.
- (4) **A seven-member** advisory board consists of (a) three members of council appointed by resolution of the council; (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and (c) one member appointed by the Minister.

Accessibility Committee	
Councillor *VACANT	Councillor Suzie Lutz - CHAIR
Appointments	*To be completed in the future based on approved terms of reference.

Watershed Committee	
Mayor	Mayor Glasser

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Appointments	*To be completed in the future based on approved terms of reference.
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The status of the two outside Boards to which the Town can appoint a representative(s) are as follows:

COLCHESTER EAST HANTS REGIONAL LIBRARY 4 TH Tuesday of each month 7:00 pm	
Councillor # 1	Councillor Pam Osborne
Councillor # 2	Councillor David LeBlanc

Note: Two member of Council should be nominated to sit as the representative of the Colchester East Hants Regional Library committee.

Northern Region Solid Waste Committee	
Councillor # 1	Councillor David LeBlanc

Note: Northern Region Solid Waste Committee was established in 1998. The Northern Region is also called Region 3 and includes: Towns of Amherst, Stewiacke, Oxford and Truro Municipalities of Colchester, Cumberland and East Hants. One member of Council will be asked to represent their municipality on the Northern Region Waste-Resource Committee. Meetings are typically every other month (approx. 4-6/year). Meeting attendance is a combination of in-person/hybrid.

Regional Emergency Measures Organization	
Mayor	Mayor Doug Glasser
Councillor - VACANT	Councillor Suzanne Lutz
CAO (Staff)	Marc Seguin



DISCUSSION

N/A

POLICIES/LEGISLATION

N/ A

FINANCIAL

N/A

CONSULTATIONS

N/A

ATTACHMENTS

N/A

CONCLUSION

That members of the Town of Stewiacke Council be appointed to the aforementioned Committees by the Mayor.

Doug Glasser
Mayor, Town of Stewiacke



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