

AGENDA

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

3. **APPROVAL OF THE MINUTES**
 - 3.1. Committee of the Whole Meeting – October 7, 2024

4. **PROCLAMATIONS**

5. **ANYTHING BY CITIZENS**

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

6. **NEW BUSINESS**
 - 6.1. RFD 055-2024 – Planning Notices and Public Advertisements – Planning
 - 6.2. RFD 047-2024 – Council Code of Conduct Policy A 3.14 – CAO

7. **INFORMATION/DISCUSSION ITEMS**
 - 7.1. Dangerous and Unsightly Status Report for October 2024 – CAO
 - 7.2. January 6, 2025 COTW Meeting

8. **ANTHING BY MEMBERS**

9. **ADJOURNMENT**

COMMITTEE OF THE WHOLE

Monday, October 7, 2024, at 7:00 pm

A regular monthly meeting of the Committee of the Whole of Middleton Town Council was held in person, via ZOOM and on Facebook Live on Monday, October 7, 2024

PRESENT

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith, Councilors John Bartlett, Michael Fairn, Bernadette Knapp, Chad LeBlanc and Gary Marshall; Chief Administrative Officer, Ashley Crocker, and Recording Secretary, Sara Marceau

Also in attendance: Sandra Fournier, Patricia Leslie, Brenda Boyd, Rev. Jeff Milne and Linda

1. CALL TO ORDER

Mayor Atkinson called the meeting to order at 6:59 p.m.

2. APPROVAL OF THE AGENDA

241007.01: It was moved and seconded to approve the agenda, as amended. **Motion carried.**

3. APPROVAL OF THE MINUTES

3.1 Council Meeting Minutes

241007.02: It was moved and seconded to approve the minutes, as circulated. **Motion carried.**

3.2 In-Camera Meeting Minutes

241007.03: It was moved and seconded to approve the special council minutes of September 3, 2024, as circulated. **Motion carried.**

4. PROCLAMATIONS

4.1 **Fire Prevention Week**

Mayor Atkinson proclaimed October 6-12 as Fire Prevention Week in Middleton.

4.2 **Mi'kmaq History Month**

Mayor Atkinson proclaimed October 2024 as Mi'kmaq History Month in Middleton.

COMMITTEE OF THE WHOLE

Monday, October 7, 2024, at 7:00 pm

5. PRESENTATIONS

Rev. Jeff Milne gave a brief presentation on Inn from the Cold, which is seeking volunteers for the 2024-2025 season, preferably male volunteers. With 30 volunteers, each could take on one shift every two weeks.

6. ANYTHING BY CITIZENS

Patricia Leslie requested that "Kids Playing" signs be installed on Oakland Drive.

7. INFORMATION/DISCUSSION ITEMS

7.1 Dangerous and Unsightly Status Report for September 2024

CAO Crocker stated the Dangerous and Unsightly Status Report was circulated.

8. ANYTHING BY MEMBERS

- Deputy Mayor Smith thanked everyone for their support over the years.
- Councillor Fairn thanked the management and staff at Town Hall.
- Councillor Bartlett was walking around town and noticed tents set up. Someone in the area is distributing bags of "goodies" for the less fortunate.
- Mayor Atkinson thanked his fellow councillors, staff, and management for a great four years.

9. ADJOURNMENT

241007.04: It was moved and seconded to adjourn the meeting at 7:18 p.m. **Motion carried.**

MAYOR

RECORDING SECRETARY

REQUEST FOR DECISION
Use of Town Website for Planning
Notices & Public Advertisements
RFD#: 055-2024



To: COTW and Town Council
From: Sara Marceau, Planning Services Coordinator
Date: December 2, 2024, and December 16, 2024
Subject: Use of the Town Website for Planning Notices and Public Advertisements

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- December 2024 Planning Report
- Public Participation Program Policy

Legislation

- *Municipal Government Act*

Recommendation

1. That Town Council, on positive recommendation of the Planning Advisory Committee, authorize the use of the Town’s website for planning notices, as per the *Municipal Government Act*, Part 205 (4) and (4A), as amended.
2. That Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c., by replacing the requirement for a public advertisement (1) “in the local newspaper” with “on the Town’s website.”

Background

See attached December Planning Report and Public Participation Program Policy.

Financial Implications

Cost savings for residents will be achieved as we will no longer need to advertise in the local paper.

REQUEST FOR DECISION
Use of Town Website for Planning
Notices & Public Advertisements
RFD#: 055-2024



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

Public Participation Program Policy

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 16 December 2024

Planning Report

December 2024



To: Town Council

From: Dawn Sutherland, LPP, MCIP
Town Planner

Date: 19 November 2024

Reference: Use of the Town website for planning notices and public advertisements

Recommendation:

The Town website should be used for planning notices as enabled by recent changes to the *Municipal Government Act*, Part 205 (4) and (4A), and the Public Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c . should be amended to allow for public advertisement on the Town’s website.

Information and Background:

1. Information on planning notice changes in the *Municipal Government Act* and authorization for staff to use the Town website for notice in the future.

With challenges faced by the newspaper industry and the rise of digital media and social media, the *Municipal Government Act* was recently amended to allow for the posting of required planning notices on a municipality’s website. In the past, the only form of acceptable notice in the *Municipal Government Act* was by advertisement circuiting in the local newspaper. The *Municipal Government Act*, Part 205 (4) and (4A), as amended, now speaks to the use of the Municipality website for advertising. With these recent amendments, notice (i.e., advertisement) can be circulated in the local newspaper or on the municipality’s website. Examples of a planning notice are advertisements for a public hearing or a notice of adoption. Please refer to Appendix A, *Municipal Government Act*, Part 205 (4), (4A), as amended.

With the authorization of the Council, staff will be using the Town’s website for legislated planning notices in the future, and the practice of using the newspaper will be discontinued. Using the Town’s website will reduce timeframes in that the advertisement (notice) can be placed on the website immediately, thereby eliminating the waiting period for proofing and publication in the newspaper. Costs to the applicants will also be reduced. The notice will be accessible to more people if it is placed on the website. Many residents’ first point of contact is the Town website when seeking information on Town’s meetings, programs, or services.

2. Proposed amendments to the Public Participation Program Policy (Code G – Planning #1.2)

In keeping with the Provincial legislation on planning notices, it is recommended that the Public Participation Program Policy (Code G – Planning #1.2) be amended to require public advertisement on the

Town’s website only, by amending Policy Statement 1.c . Please refer to Appendix B, Participation Program Policy (Code G – Planning #1.2).

It should be noted that in Part 2 of the Policy Statement, Council may choose to extend the public information more widely, require additional advertising, or vary the public information process as long as the minimum public advertising in 1.c. is achieved. Additional advertising may come in the form of social media posts, advertisements in the newspaper, or other channels. If necessary, advertisements in the newspaper may still be used as long as the primary public advertisement (as required in Part 1.c) is placed on the Town’s website.

CURRENT:

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:

...

c. The Planning Services Coordinator places a public advertisement (1) **in the local newspaper** which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.

....

PROPOSED:

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:

...

c. The Planning Services Coordinator places a public advertisement (1) **on the Town’s website** which specifies the date, time and place of the meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.

....

Conclusion:

The Town’s website has become an acceptable channel for providing information to the public and inviting participation. By recently amending the *Municipal Government Act*, the Province has enabled the use of a municipal website for important planning notices. Transitioning to the Town’s website for planning notices required under the *Municipal Government Act* and the primary public advertisement required under the Town’s Participation Program Policy, will support public engagement efforts, expedite timelines, and reduce risk associated with challenges in the newspaper industry.

Staff Recommendation to Council:

Planning staff support the use of the Town's website for planning notices and public advertisements as a channel to reach a greater number of residents and interested parties.

Proposed Motion for Council:

Be it resolved,

1. THAT Council authorize the use of the Town's website for planning notices, as per the *Municipal Government Act*, Part 205 (4) and (4A), as amended; AND
2. THAT Council amend the Participation Program Policy (Code G – Planning #1.2), Policy Statement 1.c ., by replacing the requirement for a public advertisement (1) "in the local newspaper" with "on the Town's website"

Appendix A: Municipal Government Act, Part 205 (4), (4A), as amended

Requirements for adoption of planning documents

- 205** (1) A council shall adopt, by by-law, planning documents.
- (2) A by-law adopting planning documents shall be read twice.
- (3) Before planning documents are read for a second time the council shall hold a public hearing.
- (4) A council shall complete the public participation program before either placing the first notice for a public hearing in a newspaper circulating in the municipality or posting notice of the public hearing on the municipality's website.
- (4A) A notice published on the municipality's website under subsection (4) must include the date the notice is posted and remain posted until the public hearing has been completed.
- (5) The notice for the public hearing is sufficient compliance with the requirement to advertise second reading of a by-law.
- (6) Second reading shall not occur until the council has considered any submissions made or received at the public hearing.
- (7) Only those council members present at the public hearing may vote on second reading of the planning documents.
- (8) A council shall adopt planning documents, at second reading, by majority vote of the maximum number of members that may be elected to council. 1998, c. 18, s. 205; 2004, c. 7, s. 12; 2024, c. 3, s. 84.

OCTOBER 21, 2024

PUBLIC PARTICIPATION PROGRAM POLICY

Effective Date:
1995-05-08

Amendments Approved by Council:
2007.02.05; 2015.03.02; 2018.11.19;
2023-05-15

Rationale

The following policy ensures an avenue for public input into amendments to the Municipal Planning Strategy and/or Land Use Bylaw.

Policy Statement

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:
 - a. The Planning Services Coordinator notifies the Planner and Chair of the Planning Advisory Committee.
 - b. The Planning Services Coordinator, Planner & Chair set the meeting date.
 - c. The Planning Services Coordinator places a public advertisement (1) in local newspaper which specifies date, time and place of meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, on the Town website or at the meeting.
 - d. The Planning Services Coordinator notifies all landowners within a 200-foot radius of affected area by personal service or regular mail. Notice has content of the advertisement.
 - e. Planning Advisory Committee meets. Prior to any discussion among Committee members, any citizens in attendance are afforded an opportunity to ask questions and obtain further information about the application.

2. Council may, in any matter, choose to extend the public information process more widely, require more advertisements or more information in the advertisement or otherwise vary the public information process so long as the minimum set out above is met. Council would normally do so in matters of major importance, including significant amendments or revision to the Planning Strategy.

3. In the case of a land use bylaw amendment or development agreement not requiring Ministerial approval, Council allows the CAO to refer the application to the Planning Advisory Committee for recommendation.



4. Notice to Abutting Municipalities

As required by section 204a of the MGA, in the case where adoption or amendment to the Municipal Planning Strategy is proposed, Council shall seek input from the Municipality of the County of Annapolis through the following:

- Notify the Clerk and Planning Department of the Municipality of the County of Annapolis of the proposed adoption or amendment to the Municipal Planning Strategy. The notice shall provide a timeline for a response to be received. in order to be considered by Council. An electronic version sent by email shall be deemed sufficient for said notice.
- Ensure that this engagement is completed prior to the first notice for a public hearing.

Certification

I, **Susan Purcell, Town Clerk of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 15th of May, 2023.

//original signed by Susan Purcell,
Town Clerk, on 17 May 2023//

Susan
Town Clerk

Policy Adoption	
Date of 7-day notification to Council	May 1, 2023
Date of Approval	May 15, 2023

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



To: COTW and Town Council
From: Ashley Crocker, CAO
Date: December 2, 2024 and December 16, 2024
Subject: Council Code of Conduct Policy

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Draft Council Code of Conduct Policy
- Legislation Code of Conduct

Legislation

- *Municipal Government Act*

WHEREAS the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

WHEREAS municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

BE IT RESOLVED THAT the Council of the Town of Middleton hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Town of Middleton.

Recommendation

That Council approve Policy A 3.14 Council Code of Conduct as circulated.

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



Background

The province recently published the Code of Conduct Regulations for elected officials, which was created based on recommendations from a working group established in 2022. The group was comprised of representatives from the Department of Municipal Affairs and Housing, AMANS, and NFSM. The province requires councils to adopt the model code as prescribed. This must be done on or before December 19, 2024.

In addition, Council will be required to secure, appoint, and have on retainer, an investigator. Once the code has been adopted, an email must be sent to the Minister (with a copy to our municipal advisor) confirming the Town has adopted the code, and how. Staff are recommending adopting the code via the new draft policy that is attached.

AMANS has posted an RFP for Code of Conduct Investigators to the NS Procurement Portal. It’s now live. It will be open until Friday, December 6, 2:00pm AT. Once the list is available to CAOs, we will be able to negotiate with a proponent directly, having satisfied the public procurement element.

Financial Implications

The Code of Conduct requires the hiring of an investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural fairness. Depending on the number of complaints received, this could require in excess of \$50,000 in additional legal fees each year.

Strategic Plan/Operating Plan Alignment

Check	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

REQUEST FOR DECISION
Council Code of Conduct Policy
RFD#: 047-2024



Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 16 December 2024



COUNCIL CODE OF CONDUCT	
Effective Date December 16, 2024	Approved by Council Motion #
Revision Date:	

1 POLICY STATEMENT

- 1.1 The purpose of this Code is to set out the expectations for the behavior of members elected to council in carrying out their functions and making decisions that benefit the constituents in their town.
- 1.2 Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

2 APPLICATION

- 2.1 This policy applies to all current Council Members.
- 2.2 Authority for the policy comes from Section 520(1) of the *Municipal Government Act*.

3 DEFINITIONS

- 3.1 "Act" means the *Municipal Government Act*
- 3.2 "CAO" means chief administrative officer;
- 3.3 "clerk" means the clerk of the town;
- 3.4 "closely connected" to a council member, means any of the following:
 - 3.4.1 a family member of the council member,
 - 3.4.2 an agent of the council member,
 - 3.4.3 a business partner of the council member,
 - 3.4.4 an employer of the council member.
- 3.5 "Code" means the Code of Conduct for Elected Officials of the Town of Middleton;
- 3.6 "complaint" means a complaint regarding an alleged breach of the Code;

- 3.7 "confidential information" includes any information in the possession of the town that the town 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:
- 3.7.1 the security of the town's property,
 - 3.7.2 a proposed or pending acquisition or disposition of land or other property,
 - 3.7.3 a tender that has or will be issued but that has not been awarded,
 - 3.7.4 contract negotiations,
 - 3.7.5 employment and labor relations,
 - 3.7.6 draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
 - 3.7.7 law enforcement matters,
 - 3.7.8 litigation or potential litigation, including matters before administrative tribunals,
 - 3.7.9 advice that is solicitor-client privileged.
- 3.8 "council" means the council of the town;
- 3.9 "discrimination" has the same meaning as in the Human Rights Act;
- 3.10 "elected official" means any council member, including the mayor;
- 3.11 "family member" means in relation to a person, any of the following, and includes a step-family member:
- 3.11.1 spouse,
 - 3.11.2 parent or guardian,
 - 3.11.3 child,
 - 3.11.4 sibling,
 - 3.11.5 sibling of a parent,
 - 3.11.6 child of a sibling,
 - 3.11.7 grandchild,
 - 3.11.8 grandparent,
 - 3.11.9 parent-in-law,
 - 3.11.10 sibling-in-law,
 - 3.11.11 spouse of a child;
- 3.12 "harass" has the same meaning as in the Human Rights Act;
- 3.13 "investigator" means a person or entity appointed by a town under subsection 23C(l) of the Act to receive and investigate complaints;

- 3.14 "mayor" means the council member elected at large to be the chair of the council;
- 3.15 "municipality" means the regional municipality, town or county or district municipality, except where the context otherwise requires;
- 3.16 "poisoned environment" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;
- 3.17 "sexual harassment" has the same meaning as in the Human Rights Act;
- 3.18 "deputy mayor" means the Councillor who is appointed by council, pursuant to section 16 of the MGA, to act as mayor in the absence or incapacity of the mayor;

4 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.
- 4.2 This Code is intended to operate together with, and as a supplement to, the other bylaws and policies of a town.
- 4.3 This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

5 GUIDING PRINCIPLES

- 5.1 All of the following are the guiding principles for council members' conduct:
 - 5.1.1 **Collegiality:** council members must work together to further the best interests of the town in an honest and honourable way.
 - 5.1.2 **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 town or tarnishes the town's reputation.
 - 5.1.3 **Integrity:** council members must act lawfully and adhere to strong ethical principles by prioritizing the town's interests over individual interests.

- 5.1.4 **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.
- 5.1.5 **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.
- 5.1.6 **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.

6 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.
- 6.2 A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that are present during council meetings or other meetings of the town.
- 6.3 A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- 6.4 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.
- 6.5 A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the town.
- 6.6 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.

7 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.

- 7.2 A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- 7.3 A council member must not access or attempt to access confidential information in the custody of the town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the bylaws or policies of the town.
- 7.4 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.

8 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:
 - 8.1.1 gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - 8.1.2 a suitable memento of a function honoring the council member;
 - 8.1.3 sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - 8.1.4 compensation authorized by the town.
- 8.2 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.

9 USE OF MUNICIPAL PROPERTY, EQUIPMENT AND SERVICES

- 9.1 A council member must not use, or request the use of, any town property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
 - 9.1.1 it is generally available for use by the public and the council member is receiving no special preference in its use;
 - 9.1.2 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 town duties.
- 9.2 A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the town.

- 9.3 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.
- 9.4 A council member, or a person closely connected to a council member, must not tender on the sale of surplus of town's property, including old or extra equipment.

10 BUILDING, DEVELOPMENT, PLANNING, OR PROCUREMENT PROPOSALS BEFORE COUNCIL

- 10.1 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.

11 IMPROPER USE OF INFLUENCE

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

12 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 town.
- 12.2 A council member must not borrow money from any person who regularly does business with the town, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 12.3 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 town.

13 EMPLOYMENT OF PERSONS CLOSELY CONNECTED TO COUNCIL MEMBERS

- 13.1 A council member must not attempt to influence any town employee to hire or promote a person closely connected to the member.
- 13.2 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.

14 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.
- 14.2 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.

15 ADHERENCE TO POLICIES, PROCEDURES, BYLAWS AND OTHER LAWS

- 15.1 Council members must adhere to all applicable federal and provincial legislation.
- 15.2 Council members must adhere to the procedures, resolutions, policies and bylaws of the town.
- 15.3 Council members must adhere to the expense and hospitality policy of the town.

16 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 favor of the decision.
- 16.2 A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

17 COMMUNICATING ON BEHALF OF COUNCIL

- 17.1 A council member, other than the mayor, must not claim to speak on behalf of council unless the council member is authorized to do so.
- 17.2 The mayor, 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.

18 INTERACTION 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 town's government and must not involve themselves directly in the administration of the affairs of the town, including, without limitation, the administration of contracts.

- 18.2 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.
- 18.3 A council member must be respectful of the role of the CAO and town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- 18.4 A council member must not direct or influence or attempt to direct or influence any town 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.
- 18.5 If a CAO has been appointed under Section 28 of the Act, a council member must not direct town employees except through the CAO.
- 18.6 Contractors, tenderers, consultants or other service providers to the town must not be issued instructions by council members
 - 18.6.1 if a CAO has been appointed under Section 28 of the Act; or
 - 18.6.2 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.
- 18.7 A council member must not require or request that a town employee undertake personal chores or tasks for the member that are unrelated to town business.
- 18.8 A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

19 RESPECTFUL INTERACTIONS

- 19.1 A council member must not engage in discrimination or harassment as prohibited by the Human Rights Act.
- 19.2 A council member must not sexually harass any person.
- 19.3 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.

20 APPOINTMENT OF INVESTIGATOR BY THE TOWN

- 20.1 The town must hire an investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural fairness.

- 20.2 The investigator's contact information must be publicly accessible on the town's website.
- 20.3 The town must ensure no conflict of interest exists between the investigator and the parties involved in a complaint.
- 20.4 The investigator must protect confidentiality of parties involved in a complaint to the greatest extent possible.

21 COMPLAINT AND INVESTIGATION PROCESS

- 21.1 A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- 21.2 An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- 21.3 The investigation shall be conducted in accordance with timelines and procedures provided in *Municipal Government Act* and *Regulations Respecting a Code of Conduct for Municipal Elected Officials*.
- 21.4 After receiving the investigator's report and hearing submissions from any council member who is the subject of the complaint, council must determine if a breach occurred.

22 SANCTIONS

- 22.1 A council must consider all of the following criteria before imposing a sanction on a council member for contravention of Code:
 - 22.1.1 the nature of the contravention;
 - 22.1.2 the length or persistence of the contravention;
 - 22.1.3 whether the council member's contravention was intentional;
 - 22.1.4 whether the council member has taken steps to remedy the contravention;
 - 22.1.5 whether the council member has previously contravened the Code;
 - 22.1.6 any external factors that are relevant to the council member's contravention, including personal and health issues;
 - 22.1.7 the resources necessary to fulfilling the council member's responsibilities as a council member.
- 22.2 Sanctions to be imposed by council are in accordance with Section 23(D) of the Act and may include one or more of the following:
 - 22.2.1 letter of formal reprimand or warning;
 - 22.2.2 requirement council member provide letter acknowledging their contravention

- and an apology no later than 15 days after the date council imposes the sanction;
- 22.2.3 requirement that council member attend training appropriate to address action of conduct that contravened the Code;
- 22.2.4 public censure;
- 22.2.5 limit on council member’s access to certain local government facilities, equipment or property;
- 22.2.6 suspension or removal of council member as deputy head of council or chair of any committee;
- 22.2.7 suspension or removal of council member, for period no longer than 6 months, from some or all town committees or boards;
- 22.2.8 limit council member’s participation on behalf of the town;
- 22.2.9 limit council member’s travel or expense reimbursement on behalf of the town;
- 22.2.10 fine of up to \$1,000 per contravention of Code that must be paid no later than 6 months after date council imposes sanction;
- 22.2.11 reduction in council member’s remuneration for a period no longer than 6 months;
- 22.2.12 requirement council member repay any direct monetary loss realized by the town as a result of council member’s contravention in amount determined by investigator;
- 22.2.13 requirement council member repay any direct monetary gain they obtained as a result of their contravention in amount determined by investigator.

22.3 A council member who is determined by council to have contravened the Code must complete additional Code of Conduct training.

23 REPRISALS

23.1 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.

24 REPEAL, REPLACE, OR AMEND

24.1 *Code of Conduct for Municipal Councillors*, adopted by Municipal Council of the Town of Middleton on December 16, 2024.



I, _____, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 16th day of December 2024.

Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	December 2, 2024
Date of Approval	December 16, 2024

This consolidation is unofficial and is for reference only. For the official version of the regulations, consult the original documents on file with the [Office of the Registrar of Regulations](#), or refer to the [Royal Gazette Part II](#).

Regulations are amended frequently. Please check the list of [Regulations by Act](#) to see if there are any recent amendments to these regulations filed with our office that are not yet included in this consolidation.

Although every effort has been made to ensure the accuracy of this electronic version, the Office of the Registrar of Regulations assumes no responsibility for any discrepancies that may have resulted from reformatting.

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**Code of Conduct for Elected Officials Regulations
made under subsection 383(1) of the
Halifax Regional Municipality Charter
S.N.S. 2008, c. 39
N.S. Reg. 218/2024 (effective October 20, 2024)**

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Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.

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Interpretation

Citation

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

Definitions

2 In these regulations,

“Act” means the *Halifax Regional Municipality Charter*;

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

“elected official” means any Council member, including the Mayor;

“investigator” means a person or entity appointed by the Municipality under subsection 20C(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 of code of conduct

3 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) The Municipality must adopt the model code of conduct on or before December 19, 2024.

(2) The 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 the 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) The Municipality must include an investigator's contact information on its publicly accessible website.
- (3) The 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 20C(3) of the Act;
 - (b) if the investigator finds that the complaint has merit, the investigator must
 - (i) 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
 - (ii) 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 20C(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 impose appropriate sanctions in accordance with Sections 17 and 18. [*sic*]

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 The Council's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 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 20D 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 Mayor of Council or the chair of any committee;
 - (g) suspending or removing the Council member, for a period [of] no longer than 6 months, from some or all municipal committees or boards;
 - (h) limiting the Council member's participation on behalf of the Municipality;
 - (i) limiting the Council member's travel or expense reimbursement on behalf of the 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 [of] no longer than 6 months;
 - (l) requiring the Council member to repay any direct monetary loss realized by the 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 the Halifax Regional Municipality
prescribed by the Minister under subsection 383(1) of Chapter 39
of the Acts of 2008, the *Halifax Regional Municipality Charter***

Title

- 1 The title of this code of conduct is the *Code of Conduct for Elected Officials of the Halifax Regional Municipality*.

Definitions

- 2 In this Code, the following definitions apply:

“Act” means the *Halifax Regional Municipality Charter*;

“CAO” means the Chief Administrative Officer;

“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 Halifax Regional Municipality*;

“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 *Municipal Government 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,
- (ix) advice that [is] solicitor-client privileged;

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

“elected official” means any Council member, including the Mayor;

“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 the Municipality under subsection 20C(1) of the Act to receive and investigate complaints;

“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*.

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 the 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 bylaws and policies of the 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 bylaws 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, must not claim to speak on behalf of Council unless the Council member is authorized to do so.
- (2) The Mayor 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, 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 as a whole provides direction regarding [the] same.
- (5) A Council member must not direct municipal employees except through the CAO.
- (6) A Council member must not issue instructions to any of the contractors, tenderers, consultants or other service providers to the Municipality.
- (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.

Legislative History Reference Tables

Code of Conduct for Elected Officials Regulations
Halifax Regional Municipality Charter

N.S. Reg. 218/2024

Note: The information in these tables does not form part of the regulations and is compiled by the Office of the Registrar of Regulations for reference only.

Source Law

The current consolidation of the *Code of Conduct for Elected Officials Regulations* made under the *Halifax Regional Municipality Charter* includes all of the following regulations:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
218/2024	Oct 20, 2024	date specified	Nov 1, 2024

The following regulations are not yet in force and are not included in the current consolidation:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
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*See subsection 3(6) of the *Regulations Act* for rules about in force dates of regulations.

Amendments by Provision

ad. = added
am. = amended

fc. = fee change
ra. = reassigned

rep. = repealed
rs. = repealed and substituted

Provision affected

How affected

.....

Note that changes to headings are not included in the above table.

Editorial Notes and Corrections

Note	Effective date
1 Subclauses 9(2)(b)(ii) to (iii) of original text renumbered as subclauses 9(2)(b)(i) to (ii) for the purposes of this consolidation.	
2 Subclause (xi) of the definition of “confidential information” in Schedule “A” to the regulations in the original text renumbered as subclause (ix) for the purposes of this consolidation.	

Repealed and Superseded

N.S. Regulation	Title	In force date	Repealed date
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Note: Only regulations that are specifically repealed and replaced appear in this table. It may not reflect the entire history of regulations on this subject matter.

Webpage last updated: 15-11-2024

DANGEROUS AND UNSIGHTLY 2023

Complaints and Status Report

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
23-DU002	5-Jun-23	82 Victoria	7-Jun-23	8-Jun-23	n/a	n/a	n/a	n/a	Y			14-Nov-23		Owner requested extension of 4 months to previous deadline of March 14, 2024. New deadline was set at July 11, 2024 and another extension request was made, new deadline November 11, 2024. Owner continues to upgrade the property, most of the work has been completed. D&U Administrator to visit the property once work is completed.	
23-DU004	5-Jun-23 24-Aug-23	50 School	7-Jun-23	7-Jun-23										Fire Inspection was conducted Nov 21/23. Fire inspector is working with owner on deficiencies.	
23-DU006	6-Jun-23	121 Main	7-Jun-23	7-Jun-23	30-Jun-23	2-Aug-23	15-Jul-23	25-Jul-23 29-Nov-24	N	n/a	n/a	n/a	n/a	Property Owner intends to demolish section of building that is unsightly. A permit form was given to the Property Manager, but was never returned. Nov 29/24 - Administrators visited property. Building is still standing. Staff will issue a letter asking for an update on the demolition.	
23-DU007	7-Jun-23	75 Victoria	7-Jun-23	7-Jun-23	30-Jun-23		15-Jul-23	29-Nov-24						Property is changing hands. Property was re-visited on May 30/24 and is still dangerous/unsightly. Nov 29/24 - Administrators visited property. Looks like they're trying to clean up property. Staff will check to see when ownership changed, and ask new owners for an update.	
23-DU009	16-Jun-23	153 Meadow Lane	16-Jun-23	31-Aug-23	7-Jun-24	29-Nov-24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. Garbage still around property. Referred to Valley Waste.	COMPLETE
23-DU011	16-Jun-23	174 Main	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators re-visited property. Need to discuss path forward.	
23-DU013	16-Jun-23	28 Bridge	16-Jun-23	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued.	
23-DU016	16-Jun-23 1-Aug-23 8-Aug-24 30-Sep-24	8 Spring Garden	16-Jun-23	29-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter will be sent. Jun 12/24 - Renter called and stated that in her rental agreement, the landlord is supposed to be taking care of all yard work. Nov 29/24 - Administrators visited property. No change. Letter to be re-issued.	
23-DU018	16-Jun-2023 13-May-2024	5 George	16-Jun-2023 13-May-2024	31-Aug-23	7-Jun-24		24-Jun-24	29-Nov-24						Property was re-visited on May 30/24 and is still unsightly. Letter was sent. Nov 29/24 - Administrators visited property. No change. Will contact Building Inspectors on next steps as it appears unsafe.	
23-DU019	5-Jun-23	54 School	16-Jun-23	7-Jun-23	25-Jul-23		8-Aug-23	30-May-24 29-Nov-24						Met with property owner on Jul 31/23 and they communicated that the conveyor belt will be removed by mid-November. Property was re-visited May 30/24 and conveyor belt has not been removed. Reminder letter to be issued. Nov 29/24 - Administrators visited property. No change. Conveyor belt has not been removed.	

DANGEROUS AND UNSIGHTLY 2024

Complaints and Status Report

Complaint #	Date Complaint Received	Address of Owner	Complaint Form Completed	Property Inspection and Form Completed	Initial Notice Sent	Complainant Updated	Follow-up Inspection Must Be Done By:	Follow-up Property Inspection Completed	Is Clean Up Required? Y / N	Estimate of Cost for Clean Up \$\$	Council Approval for Clean Up Y / N	Notice to Owner of Clean Up	Owner Invoiced for Costs or Lien Placed	STATUS	Mark Complete When File is Closed
24-DU004	24-May-24	16 Bridge Street	24-May-24											Nov 29/24 - Administrators visited property. There is a barricade around the property. Letter likely required.	
24-DU005	14-Jun-24	229 Marshall Street	14-Jun-24	29-Nov-24	n/a	29-Nov-24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Nov 29/24 - Administrators visited property and it is garbage related. Complaint was referred to Valley Waste. No further action required by the Town.	COMPLETE