

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
APRIL 8, 2026 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. April 8, 2026		1
3. <u>ACCEPTANCE OF MINUTES</u>		
a. March 25, 2026		5-10
b. March 31, 2026		11-13
4. <u>BUSINESS ARISING</u>		
5. <u>PRESENTATIONS</u>		
a. Sou'West Nova Transit Association – Kevin Curry, Executive Director		14-21
6. <u>ADMINISTRATION</u>		
a. Associations, Boards, and Committees – Council Member Appointments* – Erin Hartley, Deputy CAO		22-28
7. <u>CODE OF CONDUCT:</u>		
a. Code of Conduct Breach Re: Councillor Ron Coole* – Warden Penny Smith		29-46
8. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
9. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
April 8th, 2026 - Council Meeting
RECOMMENDED MOTIONS

6(a) MOTION: ASSOCIATIONS, BOARDS, AND COMMITTEES – COUNCIL MEMBER APPOINTMENTS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Amalgamation Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole and Councillor Richardson as the Municipality's Council Representatives and Warden Smith as the alternate on the on the Audit Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Sutherland as the Municipality's Council Representatives on the CAO Performance Evaluation Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Richardson as the alternate on the on the Climate-Resilient Coastal Communities Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Municipal Joint Services Board Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Accessibility Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Councillor Richardson as the Municipality's Council Representatives and Deputy Warden Wagner as the alternate on the Fire Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Richardson as the alternate on the Region 6 Inter-Municipal Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Sutherland as the alternate on the Regional Emergency Management Advisory Committee.

Municipality of the District of Shelburne
April 8th, 2026 - Council Meeting
RECOMMENDED MOTIONS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Regional Library Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Coole as the alternate on the Roseway Hospital Charitable Foundation.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives on the Roseway Manor Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Richardson as the Municipality's Council Representatives and Councillor Shand as the alternate on the Economic Growth Strategy Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives and Warden Smith as the alternate on the Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine and Councillor Coole as the Municipality's Council Representatives and Warden Smith as the alternate on Heritage Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne County Climate Action Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Eastern Shelburne County Equity and Anti-Racism Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Richardson as the Municipality's Council Representative and Warden Smith as the alternate on the Shelburne & Area Community Economic Development (CED) Society.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Coole as the alternate on the Shelburne County Arena Association.

Municipality of the District of Shelburne
April 8th, 2026 - Council Meeting
RECOMMENDED MOTIONS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Coole as the alternate on the Shelburne County East RCMP Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Health Care Professional Recruitment & Retention Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representatives and Councillor Shand as the alternate on the Eastern Shelburne County Community/NSH Stakeholders Group.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne Port Authority Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Richardson as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Source Water Protection Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Coole as the alternate on the Western Crown Land Stakeholder Interaction (Deforestation) Committee.

7(a) MOTION: CODE OF CONDUCT BREACH – COUNCILLOR RON COOLE

Be it resolved that the Council of the Municipality of the District of Shelburne accept Councillor Coole's letter of apology with respect to breaches made under Section 6(1) and 7(1); specifically, 1) being dishonest with a staff member, and 2) divulging information that was discussed at an "in camera" meeting.

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, March 25, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, March 25, 2026, at 4:30 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson
Councillor Angie Shand

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations via Microsoft Teams
Val Kean, Director of Economic & Community Development
Robin Smith, Community Development Coordinator
Danyelle Smith, Waste Diversion Officer
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 4:30 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. March 25, 2026

2(a) MOTION: APPROVAL OF AGENDA – March 25, 2026

Being duly moved and seconded, be it resolved that the Agenda for March 25, 2026, be approved with the following addition:

10. CORRESPONDENCE

a. Nolan Young, MLA Re: Closure of Ross-Thomson House & Store Museum and

Barrington Woolen Mill Museum.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. March 11, 2026

3(a) The Minutes of March 11, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

- a. Purple Day – March 26, 2026 – Warden Smith

5(a) Warden Smith read the Purple Day Proclamation, formally declaring March 26, 2026 Purple Day in support of Epilepsy Awareness Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. IN-CAMERA

- a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22(2)(a)
b. Contract Negotiations as per MGA 22(2)(e)
c. Personnel Matters as per MGA 22(2)(c)

MOTION: ENTER “IN-CAMERA”

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter “In-Camera” at 4:32 pm.

- **MOTION CARRIED**

MOTION: EXIT “IN-CAMERA”

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit “In-Camera” at 5:51 pm.

- **MOTION CARRIED**

6(a) Item was discussed in-camera and direction was given to staff.

6(b) Under the Affordable Housing Grant Policy, developers and non-profit organizations may apply for financial assistance to support the development of affordable housing units within the Municipality. An application was received and discussed in-camera.

MOTION: AFFORDABLE HOUSING GRANT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the grant application from School House Rock for the establishment of eight affordable housing units and to instruct the CAO to negotiate and enter into a contribution agreement, funding the project through the Housing Accelerator Fund 2 (HAF2).

- **MOTION CARRIED**

6(c) Due to time restraints, Council re-entered in-camera prior to adjournment to discuss item 6(c).

Council took a short recess after exiting “in-camera” prior to entering “Public Hearing”.

7. PUBLIC HEARING:

- a. Subdivision By-Law Review – Jennifer Nicholls, Brighter Community Planning & Consulting
- b. Public Comments

MOTION: ENTER PUBLIC HEARING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter into Public Hearing at 6:00pm.

- **MOTION CARRIED**

Warden Smith welcomed everyone to the Public Hearing regarding the adoption of the Municipality of Shelburne’s Subdivision By-Law and outlined the intent and process for the Hearing.

7(a) Jennifer Nicholls, Senior Project Manager with Brighter Community Planning and Consulting, presented Council and members of the public with a brief overview of the Subdivision By-Law. The presentation summarized the purpose, legislative framework, key policy areas, and standards.

A discussion was held regarding open spaces and standards for expansion on existing roads.

Councillors thanked Ms. Nicholls for presenting.

7(b) Residents had the opportunity to submit written feedback regarding the Subdivision By-Law, and it was noted that no written submissions were received. Residents also had the opportunity to speak at the Hearing in person or virtually, and there were no requests received.

MOTION: EXIT PUBLIC HEARING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit Public Hearing at 6:21pm.

- **MOTION CARRIED**

8. OPERATIONS & PROTECT SERVICES:

- a. Second and Final Reading of the Subdivision By-Law – Warren MacLeod, CAO
- b. RMRF Disposal Policy Amendment – Danyelle Smith, Waste Diversion Officer

8(a) Warren MacLeod, CAO, presented the Second and Final Reading of the Subdivision By-Law staff report.

Mr. MacLeod advised Council that all requirements have been met to hold the second and final reading for the Subdivision By-Law.

A discussion was held regarding the need for clarification on standards for existing roads, as well as the requirements applicable when such roads are expanded under the Subdivision By-Law. It was noted that additional amendments may be identified as the By-Law is implemented, and it was agreed that amendments will be addressed in the future.

MOTION: SUBDIVISION BY-LAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give Second and Final Reading to the proposed Subdivision Bylaw for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8(b) Danyelle Smith, Waste Diversion Officer, presented the Regional Materials Recovery Facility (RMRF) Disposal Policy Amendment staff report.

With the new operational model being implemented at the RMRF, effective April 1, 2026, the RMRF Disposal Policy required revision including hours of operation, quality of disposal materials, and removal of materials.

It was noted there was an error in the staff report, and the seasonal operating hours should be 9:30 am – 4:00 pm for March 1 – November 30.

A discussion was held regarding notification of the new service model to the community, on site staffing, clarification on scavenging, feedback received from residents, and education on mixed waste definition.

It was noted the site will be closed April 1, to April 15, 2026 to complete site maintenance to prepare for the new operating model.

MOTION: RMRF DISPOSAL POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the amended RMRF Disposal Policy as presented, effective April 1, 2026.

- **MOTION CARRIED**

9. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Shelburne Events Committee – Committee Appointment – Robin Smith, Community Development Coordinator
- b. Tax Exemptions for Community Organizations Policy Amendment – Robin Smith, Community Development Coordinator

9(a) Robin Smith, Community Development Coordinator, presented the Shelburne Events Committee – Committee Appointment staff report.

Ms. Smith advised Council that with the recent changes to the Terms of Reference, four additional community member positions were added to the Committee as well as up to two Council members, if desired.

The vacancies were publicly advertised, and two expressions of interest were received. Recruitment of volunteers will continue until all community member positions are filled.

A Council appointment review for Associations, Boards and Committees will be completed in April 2026 and at that time a second Councillor will be assigned to the Shelburne Events Committee.

It was noted that Councillor Shand currently sits on the committee as a community member and Council unanimously agreed that Councillor Shand could continue as a committee member until the Council appointments are completed.

MOTION: SHELburnE EVENTS COMMITTEE – COMMITTEE APPOINTMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Sue Acker and Carolann Bower as community members of the Shelburne Events Committee.

- **MOTION CARRIED**

9(b) Robin Smith, Community Development Coordinator, presented the Tax Exemptions for Community Organizations Policy Amendment staff report.

Ms. Smith advised Council changes are required to Schedule “A” of the Tax Exemptions for Community Organizations Policy due to eligibility and district boundary changes since it was last amended.

It was noted that Jordan Bay Community Club was duplicated and would be removed from District 3.

MOTION: TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Schedule “A” of the Tax Exemptions for Community Organizations Policy as amended.

- **MOTION CARRIED**

10. CORRESPONDENCE:

- a. Nolan Young, MLA Re: Closure of Ross-Thomson House & Store Museum and Barrington Woolen Mill Museum

10(a) Warden Smith reviewed the response received from Nolan Young regarding correspondence sent to the Premier of Nova Scotia on the closure of the Ross-Thomson House & Store Museum and the Barrington Woolen Mill Museum. It was noted that Council is still awaiting a response from the Premier.

11. COMMITTEE REPORTS/WARDEN’S UPDATE:

- a. Committee Reports

b. Warden's Update

11(a) Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Regional Library Board Meeting

Councillor Richardson noted he attended and provided updates on the following:

- Region 6 Inter-Municipal Committee Meeting

11(b) Warden Smith noted she attended and provided updates on the following:

- March 18 – Shelburne County Leadership Meeting

Warden Smith congratulated the Black Loyalist Heritage Centre for recently being added to the United Nations Education, Scientific, and Cultural Organization's Canadian Memory of the World Register.

Warden Smith noted that the Black Loyalist Heritage Centre will be hosting the 20th Year Arson Remembrance Event on March 31, 2026 at 1pm.

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 6:56 pm.

- **MOTION CARRIED**

MOTION: EXIT "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In-Camera" at 7:23 pm.

- **MOTION CARRIED**

6(c) Item was discussed in-camera.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:23 pm. The next Regular Council meeting will be held on Wednesday, April 8, 2026 at 6:00 pm.

**Nicole Blades
Recording Secretary**

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**

**SPECIAL SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Tuesday, March 31, 2026**

The Special Session of the 53rd Council of the Municipality of the District of Shelburne was held on Tuesday, March 31, at 4:30 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland via Microsoft Teams
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson
Councillor Angie Shand

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order at 4:30 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. March 31, 2026

2(a) MOTION: APPROVAL OF AGENDA – MARCH 31, 2026

Being duly moved and seconded, be it resolved that the Agenda for March 31, 2026, be approved.

- **MOTION CARRIED**

3. IN-CAMERA:

a. Contract Negotiations as per MGA 22(2)(e)

MOTION: ENTER “IN-CAMERA”

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 4:30 pm.

- **MOTION CARRIED**

MOTION: EXIT "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In-Camera" at 4:41 pm.

- **MOTION CARRIED**

3(a) The item was discussed in-camera.

4. RECREATION & PARKS:

- a. RFP Award – Jordan River Bridge Design Build* - Adam Dedrick, Director of Recreation & Parks

4(a) Adam Dedrick, Director of Recreation and Parks, presented the RFP Award – Jordan River Bridge Design Build staff report.

To support the Municipality in undertaking a design-build contract for the long-term rehabilitation of the Jordan River Trail Bridge, Design Point Engineering & Surveying Limited was hired for owner's engineering services. Mr. Dedrick introduced Adrian McCracken and Devin Sceles attending virtually to assist in answering questions of Council.

Due to the Jordan River Trail Bridge being over 100 years and requiring substantial repairs for long-term rehabilitation to accommodate both pedestrians and off highway vehicles, an RFP was advertised with three submissions being received.

Mr. Dedrick provided Council with a thorough overview of each proponent's proposal and design methodology, and a discussion was held regarding unknown potential additional costs, inspections, warranty, and the treatment of timber beams to prevent possible fire and water damage.

MOTION: RFP AWARD – JORDAN RIVER BRIDGE DESIGN BUILD

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne issue an intent to award letter for the Jordan River Bridge Replacement Design Build RFP to Timber Restoration Services for the submitted proposal bid price of \$3,094,000 plus HST subject to the provision of contract security, proof of insurance, and the required budgetary adjustment to accommodate the bid price.

AND

THAT, Council of the Municipality of the District of Shelburne approve an additional contribution of \$10,821 for the Jordan River Trail Bridge rehabilitation project to be taken from the Canada Community Building Fund (Gas Tax) Reserve.

- **MOTION CARRIED**

5. ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:34 pm. The next Regular Council meeting will be held on Wednesday, April 8, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**

Sou'West Nova Transit

Looking Back and Moving Forward

Who We Are

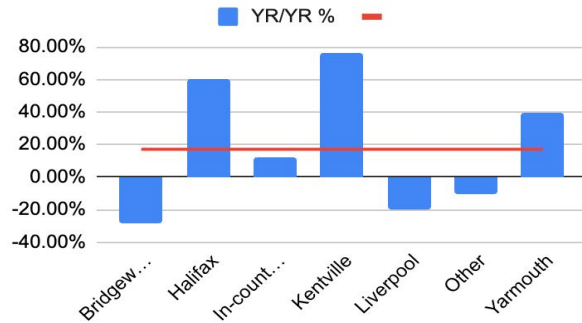
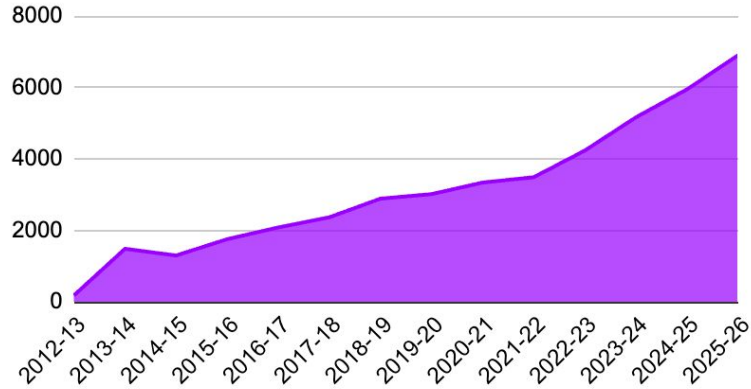
Sou'West Nova Transit is a non-profit, community-based rural transportation provider serving residents throughout Shelburne County.

We provide safe, reliable, and accessible transportation that connects people to essential services, including healthcare, food, employment, education, and community activities.

Our mission is to reduce transportation barriers and ensure all residents—especially seniors, individuals with disabilities, those facing financial challenges, and people without access to a vehicle—can remain active, independent, and connected within their communities.

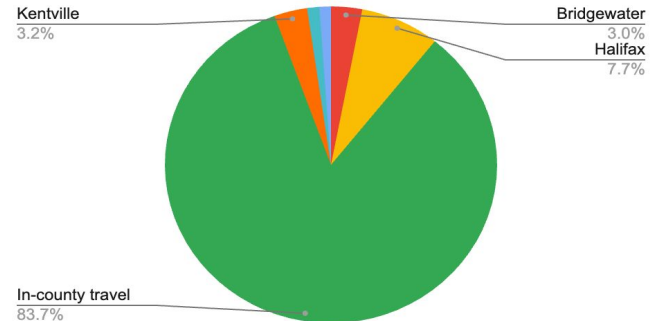
FY 25/26 In Numbers - County

Rides per Year



Reason for Trip	Total ▼	%
Medical Appointments	3,765	53.56%
Access to Food	1,442	20.51%
Shopping/Errands	622	8.85%
Social & Recreational Connections ("Social Isolation")	432	6.15%
Social Enterprise	362	5.15%
Other	171	2.44%
Work	153	2.17%
Education	82	1.17%
Training	0	0.00%
Physical Activity ("Recreation")	0	0.00%
COVID-19 Vaccination	0	0.00%

Destinations



FY 25/26 - What Did We Do?

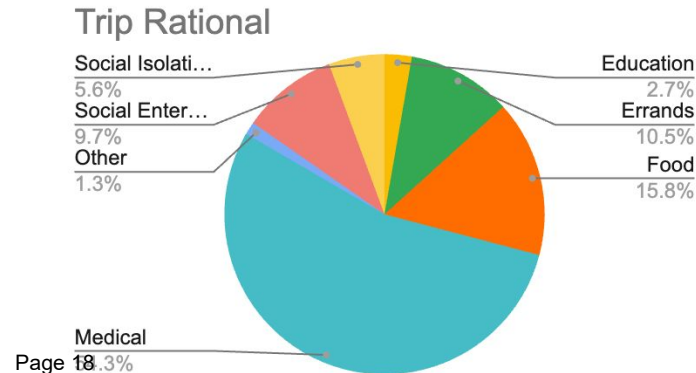
1. Increased ridership by 17% y/y
2. Increased operating hours to include Saturdays and 9-5 Mon-Fri Dispatch
3. Increased fare subsidies to better support those residents experiencing financial hardships
4. Increased on-demand rides
5. Increased our capacity to serve riders with disabilities
6. Decreased our Carbon Footprint

Subsidy Grid			
	Individual Income	Household Income	Fare Reduction
TIER 1	Under \$17,000	Under \$25,000	80%
TIER 2	\$17,001 to \$22,500	\$25,001 to \$30,000	70%
TIER 3	\$22,501 to \$25,000	\$30,001 to \$37,000	60%
TIER 4	\$25,001 to \$30,000	\$37,001 to \$45,000	40%

For the Municipality of the District of Shelburne

- ❖ 429 Riders Registered with SWNT, representing 30% of total ridership
- ❖ 2630 rides for this year. 38% of rides
- ❖ Subsidies Distributed : \$30,248
- ❖ Funding Provided: \$23,600
- ❖ Provided transportation to Several Events:
 - Giant Pumpkin Regatta
 - Dock St Days
 - Miracle on Dock St

Destination	SUM of
	14
Bridgewater	82
Halifax	146
In-county travel	1864
Kentville	84
Liverpool	22
Other	17
Yarmouth	403
Grand Total	2632



FY 25/26

- ★ We are projecting an 18% ride increase
- ★ We will establish a link with Bridgewater and Yarmouth
- ★ Increase our on-demand services for existing riders
- ★ We will establish a mini-bus service based on Newcomer and community feedback
- ★ Continue delivering an exceptional level of service
- ★ Ensure all residents that require a ride are serviced/have the opportunity to be serviced
- ★ Continue to make ourselves available for community events
- ★ Work with Feed Nova Scotia and Shelburne Greenhouse to distribute produce to those in need

FY 25/26 Funding Ask

Unit Breakdown					Total Ask	\$94,430.28
	# of Rides YTD	% rides	Population	% of population	Blended	Funding Ask
MODB	2275	42.37%	6523	47.55%	44.96%	\$42,459.16
MODS	1994	37.14%	4336	31.61%	34.37%	\$32,460.19
TOCH	238	4.43%	725	5.29%	4.86%	\$4,588.49
TOL	244	4.54%	476	3.47%	4.01%	\$3,784.18
TOS	604	11.25%	1644	11.99%	11.62%	\$10,970.39

Our Financial Ask	Last Year	This Year's Funding Ask	Chg Y/Y
Municipality of the District of Barrington	\$33,000.00	\$42,459.16	\$9,459.16
Municipality of the District of Shelburne	\$37,000.00	\$32,460.19	-\$4,539.81
Town of Clark's Harbour	\$1,500.00	\$4,588.49	\$3,088.49
Town of Lockeport	\$500.00	\$3,784.18	\$3,284.18
Town of Shelburne	\$4,100.00	\$10,970.39	\$6,870.39



Thank you for your Support,
and Collaboration





STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: April 8, 2026

SUBJECT: **Associations, Boards and Committees - Council Member Appointments**

ORIGIN

Following the 2026 Special Election, a review of representatives on Associations, Boards and Committees was undertaken.

BACKGROUND

Part of Council's roles and responsibilities is to be involved in the Associations, Boards and Committees that contribute to our communities and Council's decision making.

DISCUSSION

Each Councillor was provided with a list of Associations, Boards and Committees. Councillors were asked to express their interest level and related experience for each committee.

RECOMMENDED MOTIONS

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Amalgamation Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole and Councillor Richardson as the Municipality's Council Representatives and Warden Smith as the alternate on the on the Audit Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Sutherland as the Municipality's Council Representatives on the CAO Performance Evaluation Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Richardson as the alternate on the on the Climate-Resilient Coastal Communities Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Municipal Joint Services Board Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Accessibility Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Councillor Richardson as the Municipality's Council Representatives and Deputy Warden Wagner as the alternate on the Fire Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Richardson as the alternate on the Region 6 Inter-Municipal Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Sutherland as the alternate on the Regional Emergency Management Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Regional Library Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Coole as the alternate on the Roseway Hospital Charitable Foundation.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives on the Roseway Manor Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Richardson as the Municipality's Council Representatives and Councillor Shand as the alternate on the Economic Growth Strategy Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives and Warden Smith as the alternate on the Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine and Councillor Coole as the Municipality's Council Representatives and Warden Smith as the alternate on Heritage Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne County Climate Action Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Eastern Shelburne County Equity and Anti-Racism Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Richardson as the Municipality's Council Representative and Warden Smith as the alternate on the Shelburne & Area Community Economic Development (CED) Society.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Coole as the alternate on the Shelburne County Arena Association.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Coole as the alternate on the Shelburne County East RCMP Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Health Care Professional Recruitment & Retention Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representatives and Councillor Shand as the alternate on the Eastern Shelburne County Community/NSH Stakeholders Group.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne Port Authority Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Richardson as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Source Water Protection Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Coole as the alternate on the Western Crown Land Stakeholder Interaction (Deforestation) Committee.

BUDGET CONSIDERATIONS

None

ATTACHMENTS

Draft List by Committee

Draft List by Council Member

Municipality of the District of Shelburne
Committee Appointments
(DRAFT RECOMMENDATIONS: April 2026)

Council

All members of Council

Amalgamation Steering Committee

Warden Penny Smith
Deputy Warden Heidi Wagner
Alternate: Councillor Dale Richardson

Audit Committee

Councillor Ron Coole
Councillor Dale Richardson
Alternate: Warden Penny Smith

CAO Performance Evaluation Committee

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland

Climate-Resilient Coastal Community Committee

Councillor Sherry Thorburn Irvine
Alternate: Dale Richardson

Municipal Joint Services Board Steering Committee

Warden Penny Smith
Deputy Warden Heidi Wagner
Alternate: Councillor Dale Richardson

Eastern Shelburne County Accessibility Advisory Committee

Councillor Ron Coole
Alternate: Councillor Angie Shand

Fire Advisory Committee

Councillor Paula Sutherland
Councillor Dale Richardson
Alternate: Deputy Warden Heidi Wagner

Region 6 Inter-Municipal Committee

Councillor Ron Coole
Alternate: Councillor Dale Richardson

Regional Emergency Management Advisory Committee

Warden Penny Smith
Deputy Warden Heidi Wagner
Alternate: Councillor Paula Sutherland

Regional Library Board

Councillor Sherry Thorburn Irvine
Alternate: Warden Penny Smith

Roseway Hospital Charitable Foundation

Warden Penny Smith
Alternate: Councillor Ron Coole

Roseway Manor Board

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Angie Shand

Economic Growth Strategy Committee

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Dale Richardson
Alternate: Councillor Angie Shand

Events Committee

Deputy Warden Heidi Wagner
Councillor Angie Shand
Alternate: Warden Penny Smith

Heritage Advisory Committee

Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Alternate: Warden Penny Smith

Shelburne County Climate Action Committee

Councillor Angie Shand
Alternate: Councillor Sherry Thorburn Irvine

Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Councillor Sherry Thorburn Irvine
Alternate: Warden Penny Smith

Shelburne & Area Community Economic Development (CED) Society

Councillor Dale Richardson
Alternate: Warden Penny Smith

Shelburne County Arena Association

Councillor Angie Shand
Alternate: Councillor Ron Coole

Shelburne County East RCMP Advisory Committee

Councillor Paula Sutherland
Deputy Warden Heidi Wagner
Alternate: Councillor Ron Coole

Shelburne County Health Care Professional Recruitment & Retention Committee

Councillor Paula Sutherland
Alternate: Councillor Angie Shand

Shelburne Co. Community/NSH Stakeholders Group

Warden Penny Smith
Alternate: Councillor Angie Shand

Shelburne Port Authority Committee

Warden Penny Smith
Alternate: Councillor Sherry Thorburn Irvine

Source Water Protection Committee

Councillor Dale Richardson
Alternate: Councillor Sherry Thorburn Irvine

Western Crown Land Stakeholder Interaction Committee (Deforestation)

Councillor Sherry Thorburn Irvine
Alternate: Councillor Ron Coole

RECOMMENDED APPOINTMENTS:

WARDEN PENNY SMITH

Amalgamation Steering Committee

CAO Performance Evaluation Committee

Municipal Joint Services Board Steering Committee

Regional Emergency Management Advisory Committee

Roseway Manor Board

Economic Growth Strategy Committee

Shelburne Co. Community/NSH Stakeholders Group

Shelburne Port Authority Committee

Roseway Hospital Charitable Foundation

* Audit Committee - Alternate

*Events Committee - Alternate

*Heritage Advisory Committee - Alternate

*Eastern Shelburne County Equity & Anti-Racism Advisory Committee- Alternate

*Shelburne & Area Community Economic Development (CED) Society - Alternate

*Regional Library Board – Alternate

DEPUTY WARDEN HEIDI WAGNER

Amalgamation Steering Committee

CAO Performance Evaluation Committee

Municipal Joint Services Board Steering Committee

Regional Emergency Management Advisory Committee

Roseway Manor Board

Economic Growth Strategy Committee

Events Committee

Shelburne County East RCMP Advisory Committee

*Fire Advisory Committee – Alternate

COUNCILLOR PAULA SUTHERLAND

CAO Performance Evaluation Committee

Fire Advisory Committee

Shelburne County East RCMP Advisory Committee

Shelburne County Health Care Professional Recruitment & Retention Committee

*Regional Emergency Management Advisory Committee – Alternate

COUNCILLOR SHERRY THORBURN IRVINE

Climate-Resilient Coastal Community Committee

Regional Library Board

Heritage Advisory Committee

Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Western Crown Land Stakeholder Interaction Committee (Deforestation)

* Shelburne County Climate Action Committee – Alternate

* Shelburne Port Authority Committee – Alternate

* Source Water Protection Committee - Alternate

COUNCILLOR ANGIE SHAND

Roseway Manor Board

Events Committee

Shelburne County Climate Action Committee

Shelburne County Arena Association

* Economic Growth Strategy Committee - Alternate

* Eastern Shelburne County Accessibility Advisory Committee – Alternate

* Shelburne County Health Care Professional Recruitment & Retention Committee – Alternate

* Shelburne Co. Community/NSH Stakeholders Group - Alternate

COUNCILLOR RON COOLE

Eastern Shelburne County Accessibility Advisory Committee

Region 6 Inter-Municipal Committee

Heritage Advisory Committee

Audit Committee

* Shelburne County Arena Association – Alternate

* Shelburne County East RCMP Advisory Committee – Alternate

* Roseway Hospital Charitable Foundation – Alternate

* Western Crown Land Stakeholder Interaction Committee (Deforestation) - Alternate

COUNCILLOR DALE RICHARDSON

Audit Committee

Fire Advisory Committee

Economic Growth Strategy Committee

Shelburne & Area Community Economic Development (CED) Society

Source Water Protection Committee

* Amalgamation Steering Committee - Alternate

* Climate-Resilient Coastal Community Committee – Alternate

* Municipal Joint Services Board Steering Committee - Alternate

* Region 6 Inter-Municipal Committee - Alternate

COUNCIL REPORT

TO: Council
FROM: Warden Penny Smith
DATE: April 1, 2026
RE: Code of Conduct

ORIGIN:

Code of Conduct for Municipal Elected Officials Regulations made under Section 520 of the Municipal Government Act, Schedule “A” – Model Code of Conduct for Municipalities.

RECOMMENDED MOTION:

That Council for the Municipality of the District of Shelburne accept Councillor Coole’s letter of apology with respect to breaches made under Section 6(1) and 7(1); specifically, 1) being dishonest with a staff member, and 2) divulging information that was discussed at an “in camera” meeting.

BACKGROUND:

As Warden for the Municipality of the District of Shelburne, two code of conduct complaints were received with respect to alleged breaches of the Code of Conduct for Municipal Elected Officials Regulations. The complaints were investigated and as part of the investigation, Councillor Coole was given the opportunity to respond to the allegations. Subsequently, Council determined that Councillor Coole was in breach of Section 6(1) and 7(1) of the Regulations and as part of the sanctions he was directed to write a public letter of apology pertaining to these breaches, included in the Council agenda package.

ATTACHMENT:

Letter of Apology from Councillor Coole

Code of Conduct for Municipal Elected Officials Regulations

From: Ron Coole <Ron.Coole@municipalityofshelburne.ca>
Sent: March 23, 2026 8:28 AM
To: Warden Penny Smith <Warden@municipalityofshelburne.ca>
Cc: [REDACTED]
Subject: RE: CONFIDENTIAL: Code of Conduct Matters

To Warden Smith council and staff and all affected by my breach in Code Of Conduct:

Recently it was determined that I violated the Code of Conduct because I spoke about an in-camera issue that was not decided in public form. Although I did not purposely do this it was found that I did speak of a matter which I should not have done.

It was determined by council that I was guilty of 2 infractions:

1. Divulging information that was discussed at an "in-camera" meeting
2. Being dishonest with a staff member.

I offer my regret of my lapse of judgment and offer my sincere apologies because of this and I am sorry that by my actions , I caused mistrust and hardship. Again I offer my sincere apologies.

My goal is to serve the residents of my district and MODS within the rules laid out in the Code of Conduct Policy and MGA.

I accept the sanctions laid out in correspondence of this breach in what was given in separate correspondence.

Councillor Ron Coole
District 6 MODS

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.

This electronic version is copyright © 2026, [Province of Nova Scotia](#), all rights reserved. It is for your personal use and may not be copied for the purposes of resale in this or any other form.

Code of Conduct for Municipal Elected Officials Regulations
made under Section 520 of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 219/2024 (effective October 20, 2024)
amended to N.S. Reg. 212/2025 (effective October 7, 2025)

Table of Contents

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

[Click here to go to the text of the regulations.](#)

Interpretation

[Citation](#)

[Definitions](#)

Code of Conduct

[Application](#)

[Adoption of code of conduct and notice to Minister](#)

[When code of conduct applies](#)

[Code of conduct training](#)

Complaint and Investigation Process

[Requirements for investigator](#)

[Complaints](#)

[Complaints during elections](#)

[Initial complaint process](#)

[Confidentiality](#)

[Reporting on investigation](#)

[Investigator report on failing to comply with sanction](#)

[Determinations](#)

[Conflict of interest—council member present at meeting](#)

[Public record](#)

[Council determination final](#)

Sanctions and Sanction Framework

[Sanctions framework](#)

[Sanctions for contravention of code of conduct](#)

Schedule “A”—Model Code of Conduct for Municipalities

[Title](#)

[Definitions](#)

- General purpose
- Interaction with laws and policies
- Guiding principles
- General conduct
- Confidential information
- Gifts and benefits
- Use of municipal property, equipment and services
- Building, development, planning, or procurement proposals before council
- Improper use of influence
- Business relations
- Employment of persons closely connected to council members
- Fairness
- Adherence to policies, procedures, bylaws and other laws
- Respect for council as a decision-making body
- Communicating on behalf of council
- Interactions of council with staff and service providers
- Respectful interactions
- Reprisals

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*;

“code of conduct training” means online training on the municipality’s code of conduct developed by the Nova Scotia Federation of Municipalities and approved by the Minister, or other training approved by the Minister;

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

“elected official” means any council member, including the 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.

Code of conduct training

- 5A** (1) Except as provided in subsection (2), an elected official must complete code of conduct training no later than 30 days after the date that they are declared elected.
- (2) An elected official who is in office when this Section comes into force must complete code of conduct training no later than 30 days after April 1, 2025.

Complaint and Investigation Process

Requirements for investigator

- 6** (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) If an investigator receives multiple complaints about the same subject matter, the investigator must consolidate the complaints and investigate them together, unless doing so would compromise the principles of natural justice or procedural fairness.
- (3) A municipality must publish an investigator's contact information on its publicly accessible website.
- (4) A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Complaints

- 7** (1) A complaint may only be made by a council member in the municipality in which the subject of the complaint is a council member.
- (2) A council member may not submit a complaint on behalf of any other person or entity.
- (3) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (4) 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 conduct or action 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
 - (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 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 of 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 of 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.

**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,

(ix) advice that is 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 bylaws 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 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 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 the 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 the 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.

Legislative History Reference Tables

Code of Conduct for Municipal Elected Officials Regulations
Municipal Government Act

N.S. Reg. 219/2024

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 Municipal Elected Officials Regulations* made under the *Municipal Government Act* includes all of the following regulations:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
219/2024	Oct 20, 2024	date specified	Nov 1, 2024
69/2025	Apr 1, 2025	date specified	Apr 18, 2025
212/2025	Oct 7, 2025	date specified	Oct 17, 2025

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
-----------------	----------------	--------------	-----------------------------

*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	
2, defn. of “code of conduct training”.....	ad. 69/2025	
2, defn. of “elected official”.....	rs. 212/2025	
5A.....	ad. 69/2025	
5A(2).....	am. 212/2025	
6.....	rs. 212/2025	

ad. = added
am. = amended

fc. = fee change
ra. = reassigned

rep. = repealed
rs. = repealed and substituted

Provision affected	How affected
--------------------	--------------

7.....	rs. 212/2025
13.....	am. 212/2025
18(1)(g).....	am. 212/2025
18(1)(k).....	am. 212/2025

Schedule “A”

2, defn. of “confidential information”, subclause (ix).....	am. 212/2025 ²
18(4).....	am. 212/2025
18(6)(b).....	am. 212/2025

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
-----------------	-------	---------------	---------------

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.

Webp