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**MEMO**

**TO:** Mayor & Council

**FROM:** Councillor Kent Balish and Community Coordinator Frances H. Scott

**DATE:** January 18, 2023

**RE:** Accessibility Coordinator Pilot Project Proposal

At the November 28, 2022, Council meeting a motion was passed to endorse the concept of pursuing a one-year pilot project to jointly hire an accessibility coordinator to implement the Joint Accessibility Plan. The pilot project was recommended by the Eastern Shelburne County Accessibility Advisory Committee that represents all three municipal units (Town of Shelburne, Town of Lockeport and Municipality of the District of Shelburne). The Committee has prepared a proposal for the pilot project for the three Councils to consider for their upcoming budget deliberations for the 2023-2024 fiscal year.

**Attachments**

Accessibility Coordinator Pilot Project Proposal and Job Description

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## Accessibility Coordinator Job Description

### Position Summary

This is a one-year term position, part of a pilot project to implement the identified goals for the first year of the Eastern Shelburne County Accessibility Plan (ESCAP). The ESCAP is a joint plan between the three local municipal units which includes the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. The Accessibility Coordinator is responsible for the coordination and implementation of the Core Goals and Actions and will act as a liaison with the Joint Accessibility Advisory Committee and the Nova Scotia Accessibility Directorate.

The position is accountable to all three municipal units and the Joint Accessibility Advisory Committee. Administratively, the incumbent will be employed by the Municipality of the District of Shelburne and report directly to the Municipality's Director of Recreation & Parks.

### Duties and Responsibilities

Several Core Goals and Actions have been identified to be implemented for year one of the Eastern Shelburne County Accessibility Plan. They are provided below and make up the main duties and responsibilities of this term position.

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives:
  - a. Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness and promote recognition of their contributions to the community.
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services:
  - a. Comprehensive review of all policies, procedures, and tools in place at each municipal unit

- b. Develop recommendations to increase accessibility for any existing policies/procedures and for the development of any new ones required
  - c. Coordinate and provide accessibility training (i.e. intro to disability, attitudinal) to all employees and elected officials of the three municipal units
3. Ensure that all persons with disabilities can receive, understand and share information and communication provided by the three municipal units:
    - a. Comprehensive review of all information and communication procedures and systems at each municipal unit:
    - b. Develop guidelines for information and communications materials to ensure they are accessible to individuals with disabilities
    - c. Coordinate and provide plain language and inclusive communication strategies training for all employees and elected officials of the three municipal units
  4. Ensure that all employment practices and workplaces at each municipal unit are accessible for both new and existing employees:
    - a. Comprehensive review of employment practices and workplaces at each municipal unit
    - b. Develop recommendations to make practices and workplaces accessible for all employees
    - c. Coordinate and provide inclusion training for all municipal staff and elected officials (i.e. Working with Abilities training)
    - d. Research and develop a draft Accommodation Policy.
  5. Conduct accessibility audits for all required infrastructure of all three municipal units:
    - a. Establish and implement a plan to conduct accessibility assessments of identified infrastructure for the three municipal units
    - b. Develop recommendations for accessibility upgrades based on requirements, priorities, and resources available
  6. Receive inquiries, requests for information and public feedback related to accessibility issues
  7. Respond to requests for information and feedback as required
  8. Provide guidance to staff on issues related to accessible service delivery

9. Prepare reports and presentations to Council, Accessibility Advisory Committee and Management as required

## Qualifications

- University degree in Recreation, Health Promotion, Community Development/Studies, Planning, Business, or relevant college diploma
- The following are considered an asset but not required:
  - Familiarity with the Nova Scotia Accessibility Act
  - Experience in a municipal government setting
  - Rick Hansen Foundation Accessibility Certification
- If you do not meet the educational or work experience requirements listed here but have lived experience or a combination of education and work experience that make you a great fit for the role we welcome and encourage you to apply for this position. Ensure your resume and cover letter clearly explain how your experience has prepared you to succeed in this role.

## Skills

- Solid understanding and knowledge of accessibility issues and legislation related to accessibility.
- Ability to collect and utilize data to develop policies and procedures.
- Ability to utilize research and best practices to inform efforts.
- Ability to work with colleagues to build on strengths, capacities, resources, and opportunities.
- Ability to work independently, take initiative, and work in a team environment
- Strong communication skills, both oral and written
- Facilitation skills (small and large groups)
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft, Word, Excel, and PowerPoint

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## Terms of Employment

This is a non-union, one-year term position.

## Working Conditions

- The schedule for this position is Monday to Friday 8:30 a.m. – 4:30 p.m. (including one hour for lunch) for a total of 35 hours per week.
- Occasional overtime may be required. Compensation for overtime will be provided as equivalent time off.
- Main office space will be located at the new Municipality of Shelburne Administration Building which is a fully accessible building.
- Travel within the three municipal units is required and will be compensated at the government mileage rate (for meetings, work duties, etc.). The successful candidate must have access to reliable transportation.

## Salary Range

\$45,000-\$55,000

## How to Apply

A cover letter and resume are required and will be accepted until 4:30 pm on -date to be determined-

Applications are to be submitted to Adam Dedrck, Director of Recreation & Parks in one of the following ways:

- By email: [Adam.Dedrck@municipalityofshelburne.ca](mailto:Adam.Dedrck@municipalityofshelburne.ca)
- In-person at the Municipality of Shelburne Administration Building located at 414 Woodlawn Drive, Shelburne NS, B0T 1W0

If you require support or accommodation, or have questions, please contact Adam Dedrck 902-875-3544 ext. 225 or email [Adam.Dedrck@municipalityofshelburne.ca](mailto:Adam.Dedrck@municipalityofshelburne.ca)

## Accessibility Coordinator Pilot Project Proposal

Prepared by: Eastern Shelburne County Accessibility Advisory Committee

January 16, 2023

The ESCAAC has prepared this proposal for the three Councils (Town of Shelburne, Town of Lockeport and Municipality of the District of Shelburne) to consider for their upcoming budget deliberations for the 2023-2024 fiscal year.

### Proposal

The creation of an Accessibility Coordinator position, for a one-year term, which would be a non-union joint position for the three municipal units (TOS, TOL and MDS) and would be responsible for the implementation of the "year one" priorities of the Joint Accessibility Plan. The Accessibility Advisory Committee has identified five Core Goals and Actions to be completed in a one-year time span. A draft job description has also been developed. The position would be cost-shared by all three units and subsidized by a grant. The position would be considered a pilot project followed by an evaluation.

### Rationale

There are several reasons for why the position is being recommended.

1. **Implementation of the plans are mandatory.** It's not a plan that can sit on a shelf. It's been mandated and there will be monitoring of progress and penalties for not complying.
2. **The plans contain a lot of work to be done.** The three plans have lots of action items related to numerous focus areas that require a lot of work to be done. And it's a long-term plan that will take several years to make accomplishments.
3. **Existing staff have limited capacity to take on the additional work.** Current staff involved with the plans have limited capacity to make the plans a priority and effectively implement them.
4. **A dedicated joint position would make the plans a priority.** Implementation of the plans would be the sole focus of the position, which will ensure progress can be made over the long term.
5. **A dedicated joint position would be more feasible.** Grants and contributions from the three units for a single position is more feasible than each unit trying to fund their own. And it would be more streamlined and consistent for the action items, as there are many that are shared by all three units.
6. **Several other municipal units have the position.** There are six other municipal units that have an Accessibility Coordinator. One of those is responsible for a joint accessibility plan, just like ours.

### Core Goals & Actions

The Accessibility Advisory Committee and respective staff advisors identified core goals and action items that they felt were the most important to complete in the first year of the plan's implementation. These items have been identified as those that require immediate attention, carry a greater workload and are the most impactful to each municipal unit at the front end of plan implementation. A dedicated staff person would tackle them more effectively in a one-year time span, than existing municipal staff that have many other priorities and projects.

**Below are the Core Goals and Actions for year one, which are included in the job description. It is important to remember that all these items are to be completed for all three municipal units.**

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives:
  - a. Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness and promote recognition of their contributions to the community.
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services:
  - a. Comprehensive review of all policies, procedures, and tools in place at each municipal unit
  - b. Develop recommendations to increase accessibility for any existing policies/procedures and for the development of any new ones required
  - c. Coordinate and provide accessibility training (i.e. intro to disability, attitudinal) to all employees and elected officials of the three municipal units
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  - a. Comprehensive review of all information and communication procedures and systems at each municipal unit
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  - c. Coordinate and provide plain language and inclusive communication strategies training for all employees and elected officials of the three municipal units
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  - a. Comprehensive review of employment practices and workplaces at each municipal unit
  - b. Develop recommendations to make practices and workplaces accessible for all employees
  - c. Coordinate and provide inclusion training for all municipal staff and elected officials (i.e. Working with Abilities training)
  - d. Research and develop a draft Accommodation Policy.
5. Conduct accessibility audits for all required infrastructure of all three municipal units:
  - a. Establish and implement a plan to conduct accessibility assessments of identified infrastructure for the three municipal units
  - b. Develop recommendations for accessibility upgrades based on requirements, priorities, and resources available

**Salary & Funding**

The salary range is based on ability to attract qualified applicants and feasibility among municipal units when it comes to contribution amounts. Contribution percentages are based on population (Census 2021); however, other options have been provided to consider.

The grant that currently aligns the most with the project is the Community Works Program, which is an annual, provincial grant that covers up to 50% of the project cost or a max of \$25,000. It usually opens in May of each year. The Accessibility Coordinator position is directly named under the eligibility criteria and priority is given to employment opportunities demonstrating a direct link to the development of Municipal Accessibility Plans. Projects must be completed after one year of the date of the approval letter so funding would only be available for one year as it is project based. Research into other grant opportunities will continue

Salary	VP/MERC	Expenses	Total	Grant	With Grant Cost	MDS 67%	TOS 26%	TOL 7%	
\$45,000	\$6,280	\$1,000	\$52,480	\$25,000	\$27,480	\$18,412	\$7,145	\$1,924	
\$50,000	\$,200	\$1,000	\$58,200	\$25,000	\$33,200	\$22,244	\$8,632	\$2,324	
\$55,000	\$7,920	\$1,000	\$63,920	\$25,000	\$38,920	\$26,076	\$10,119	\$2,724	
						<b>60%</b>	<b>30%</b>	<b>10%</b>	
						\$27,480	\$16,488	\$8,244	\$2,748
						\$33,200	\$19,920	\$9,960	\$3,320
						\$38,920	\$23,352	\$11,676	\$3,892
						<b>50%</b>	<b>35%</b>	<b>15%</b>	
						\$27,480	\$13,740	\$9,618	\$4,122
						\$33,200	\$16,600	\$11,620	\$4,980
						\$38,920	\$19,460	\$13,622	\$5,838

  

Census 2021		
MDS	4336	67%
TOS	1644	26%
TOL	476	7%
Total	6456	

No Grant Cost	MDS 67%	TOS 26%	TOL 7%
\$52,480	\$35,162	\$13,645	\$3,674
\$58,200	\$38,994	\$15,132	\$4,074
\$63,920	\$42,826	\$16,619	\$4,474

**Timeline**

This depends on several factors including budget approvals, alignment with grants and the hiring period. Ideally the position would run April to March (fiscal year), however, that may not be the case as most budgets are not approved until March or later and the Community Works Program grant does not usually open until May. If it were to be approved, it would likely run over the course of two fiscal years.

**Logistics**

It is being proposed that the position be administered by the Municipality of Shelburne (hiring, payroll, office). The new Municipal administration building will have extra office space available that could be used to host a temporary position. The Accessibility Coordinator will primarily work out of the Municipal building but will be required to work at the other two units as well from time to time.



**Municipal Units with an Accessibility Coordinator**

Based on some general research the following municipal units were identified to have an Accessibility Coordinator position fully funded by their respective governments.

1. Municipality of the County of Kings – full-time, unionized
2. Municipality of the County of Inverness – full-time, includes Senior Safety Coordinator duties
3. Region of Queens Municipality – full-time, includes anti-racism initiatives
4. Municipality of Chester (Accessible Lunenburg County – 5 units)
5. Halifax Regional Municipality
6. Municipality of the County of Annapolis

The following table provides salary information for Accessibility Coordinator positions at four other municipal units:

Municipal Unit	Salary Range	Required Education Level
Halifax Regional Municipality	\$66,160 - 90,900	Undergraduate Degree
Municipality of the County of Annapolis	\$71,398 - 82,329	Undergraduate Degree
Municipality of the County of Kings	\$34.56 - 39.27/hr	Undergraduate Degree
Municipality of the District of Chester	\$42,168 - 61,203	Trade/Technical/Vocational Certificate

- BOB ROWE (ABLE ENG.) AND DAN WERE DOWN LAST WEEK TO FURTHER LOOK INTO HAVING A SURGE TANK INSTALLED @ THE SEWER PLANT. MARK DUG A TEST HOLE ON THE PROPERTY AND WAS ABLE TO DIG DOWN SEVEN FT WHICH BOB SAID WAS SUFFICIENT.
- \* KRIS WAS DOWN ON THE 15<sup>TH</sup> AND DID SOME MEASURING & OTHER FIELD WORK PERTAINING TO THE SURGE TANK.
- A SCOPER FROM N.S.P. HAS DETERMINED THAT 'RUSTED OUT' CONDUIT ON A POLE (BY THE MUSEUM) THAT SERVES LIFT ST. # 8 HAS TO BE REPLACED. HE AND LESTER ARE DISCUSSING THE LEAST DISRUPTIVE FIX. (HOPING THAT THE STREET WON'T HAVE TO BE DUG UP.)
- HAVE HAD BOTH TRUCKS UNDERCOATED.
- HAD PLOWS ON TRUCKS FOR TRIAL TEST EVERYTHING SEEMED TO WORK FINE.
- RECEIVED OUR FIRST LOAD OF SALT ON DEC. 19<sup>TH</sup>.
- I SUSPECT THAT WHEN THE PAVERS COME IN THE SPRING (HOPEFULLY) THERE WILL BE ADDITIONAL AREAS TO BE PAVED THAN WHAT HAS ALREADY BEEN MARKED OUT AND NOT DONE. (A BUDGET ISSUE?)

- OUR USUAL SEASONAL SEWER / STREETS TASKS AND MAINTENANCE ARE ON GOING AS WELL AS ISSUES THAT QUITE OFTEN ARISE ON A DAILY BASIS.

Ken

**ADMINISTRATION REPORT  
COUNCIL MEETING  
January 23, 2023**

**DEVELOPMENT PERMITS ISSUED 2022/2023 FISCAL YEAR**

To date, I have issued eight (8) development permits for the 2022/2023 fiscal year. (Total permits issued for 2021/2022 was twelve)

**BUILDING PERMITS ISSUED 2022/2023 FISCAL YEAR**

To date, there have been eleven (11) building permits issued for the 2022/2023 fiscal year. (Total permits issued for 2021/2022 was nine)

**TAX COLLECTIONS**

*As of January 18, 2023, outstanding taxes are as follows:*

2020 & prior = \$15,754

2021 = \$19,025

2022 = \$73,794

**Total outstanding is \$108,573**

**Meetings, etc.**

**Tri-County Planning Initiative**

I attended multiple meetings regarding this initiative. We are working on a five-year plan that will result in our Municipal Planning Strategy and Land Use By-Law being updated. The participating units, at this time, are the Towns of Lockeport, Digby and Shelburne as well as the Municipalities of Digby, Yarmouth, Argyle, Barrington and Shelburne.

**Solar Project**

We continue to work out the details pertaining to this possible project. At this time the participants that have confirmed are the Towns of Lockeport and Shelburne as well as the Municipalities of Argyle and Shelburne.

**AMA Regional Meeting**

Topics discussed at this meeting were:

- Asset Retirement Obligations
- Uninsured WCB Injury-Related Costs
- Tri-County Planning Initiative
- Municipal Advisor report

**Municipal Modernization workshop**

Session with the Department of Municipal Affairs regarding the restructuring options available was conducted on January 11<sup>th</sup> in Shelburne. There is a great deal of information to consider. All options have a different process and are time consuming.

**Asset Retirement Obligations**

I continue to participate in training sessions with the Province of NS to ensure we are compliant by March 31, 2023.

**Offshore Wind Turbines**

Online meeting to get information pertaining to an offshore wind assessment initiative with Impact Assessment Agency of Canada (IAAC). Funding is not available to Municipalities for gathering information. The IAAC will be engaging with fishing groups.

*The IAAC is a federal body accountable to the Minister of Environment and Climate Change. They serve Canadians by delivering high-quality impact assessments that look at both positive and negative environmental, economic, social, and health impacts of potential projects. They contribute to informed decision making on major projects in support of sustainable development in Canada.*

**2023 Property Assessments (With CAP when applicable)**

<u>Assessment Class</u>	<u>2022</u>	<u>2023</u>	<u>Change</u>	<u>% +/-</u>
Residential	28,606,600	32,617,200	+4,010,600	+14.02%
Resource	890,400	1,049,600	+159,200	+17.88%
Commercial	<u>7,447,400</u>	<u>8,043,700</u>	<u>+596,300</u>	<u>+8.01%</u>
	<b><u>36,944,400</u></b>	<b><u>41,710,500</u></b>	<b><u>+4,766,100</u></b>	

**Regional Emergency Management Organization (REMO)**

I met with Barrington, Shelburne and the Municipality of Shelburne regarding a proposed REMO. We are in the process of developing an Intermunicipal Services Agreement to be brought to Council for consideration.

**Christmas Tree**

As we all know, the existing tree at Seacaps Park that is currently decorated each year has grown beyond what can be managed by staff; both for putting the lights on as well as removing them. Because Nova Scotia Power has not been involved in removing the lights, either whoever is attempting to remove them has destroyed them or the weather itself is destroying them when they are left on the tree.

Therefore, we are asking Council now to consider getting a tree planted this Spring so once it matures enough it can be utilized as the Town’s Christmas tree. It probably won’t be suitable for a few years but it needs to get planted soon.

Joyce Young – Town Clerk/Treasurer

LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE COUNCIL MEETING OF JANUARY 23, 2023		
AGAT	SEWER WATER SAMPLES	239.20
BELL ALIANT	REC OFFICE, FAX, LIBRARY, SEWER, REC CENTRE, EMO	738.18
BELL ALIANT	FIRE DEPT	69.44
BRAVEHEART FIRST AID	JILL CASSIBO AND KEVIN SNOW FIRST AID REFRESHER TRAINING	200.01
COLLISHAW, MARY	HONORARIUM FOR SUPERVISING CHILDREN DURING AFTER SCHOOL PROGRAM ON JAN. 6 & 13, 2023	60.00
EASTERN OFFICE SUPPLIES	PAPER, ENVELOPES, LABELS	387.06
ECKLER	PENSION FOR HILTON CHYMIST	575.00
LOCKEPORT PHARMACHOICE	OUTDOOR LIGHTS	27.55
LOCKEPORT TOWN MARKET	SR. BINGO LUNCH EXPENSES	12.88
LYDGATE LOCK STOCK AND BARREL	COLD PATCH AND CABLE TIES	123.43
MBW COURIER INC.	COURIER SERVICE	163.65
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND, TREATMENT PLANT	3,148.31
NOVA SCOTIA POWER	FIRE HALL, POINT ST, MEDICAL CENTRE	1,703.83
NOVA SCOTIA POWER	LIGHTHOUSE STAGE, MFR	366.90
NOVA SCOTIA POWER	TRANSPORTATION, LIBRARY	477.33
NOVA SCOTIA POWER	TOWN HALL, HEAT PUMP PRINCIPAL AND INTEREST, REC CENTRE, HEAT PUMP INTEREST AND PRINCIPAL	2,494.85
NOVA SCOTIA POWER	BOARDWALK	117.42
NOVA SCOTIA POWER	LIFT STATIONS	675.39
NOVA SCOTIA POWER	LIFT STATIONS	681.66
REGION OF QUEENS MUNICIPALITY	GARBAGE AND RECYCLING - MONTHLY	3,097.26
SEEBLICK PRINTING	MAKE YOUR MOVE LOCKEPORT FLYERS	535.33
SCOTIA BUSINESS CENTRE LIMITED	ELEVATOR MONITORING/FIRE & MFR DISPATCH	385.48
SOBEYS	SR. BINGO AND COMMUNITIES ON THE MOVE	56.80
WORKERS COMPENSATION BOARD	MUNICIPAL OPERATIONS ADMINISTRATIONS	586.31
WORKERS COMPENSATION BOARD	OPERATIONS, CONSTRUCTION & MAINTENANCE	305.06
WORKERS COMPENSATION BOARD	SUBCONTRACTORS	69.95
WORKERS COMPENSATION BOARD	FIREFIGHTERS	387.09
YOUNG, JOYCE	MILEAGE FOR DECEMBER	113.51
<b>TOTAL</b>		<b>17,798.88</b>

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Joyce Young

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**From:** Colleen Keenan <CKeenan@amans.ca>  
**Sent:** Tuesday, January 10, 2023 11:28 AM  
**To:** AMA Maritime List Serve  
**Cc:** Jeff Bishop  
**Subject:** Code of Conduct Consultation - Sanctions and Investigator  
**Attachments:** Municipal and Village Code of Conduct Consultation Material.pdf

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Good morning folks,

The Code of Conduct Working Group (COCWG) is pleased to announce a second round of consultations on the code of conduct. This round will focus on sanctions that can be imposed if there is a breach of the code, and options related to the investigator model process.

To ensure a robust discussion during consultation, the COCWG is providing elected officials and senior administrators with the proposed sanctions and options in advance for their review. The attached document provides an overview of what will be discussed during consultations.

To maximize the amount of feedback the COCWG can receive, there are going to be virtual and in-person consultation sessions. Although the virtual sessions are listed by region, the COCWG encourages elected officials and senior administrators to attend as many sessions on whichever dates best fit their schedule.

For clarity, the COCWG is soliciting feedback from elected officials as *individuals*, not as a single council. DMAH's objective for the consultations to be included on council agendas is to simply raise awareness about the consultations.

Please [register, using this link, for which consultation session](#) you plan to attend and invitations will be sent to your email address. The details for the consultation, including the virtual links and locations will be shared with the invitations. If you are unable to attend any of the proposed sessions, or should you have any questions about the consultation please email [dmah-consultation@novascotia.ca](mailto:dmah-consultation@novascotia.ca).

Kind regards,  
Colleen

**Colleen Keenan, MPA | Policy Analyst**  
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1304-1809 Barrington St. Halifax, NS  
[www.amans.ca](http://www.amans.ca) | [www.nsmunicipalwellness.ca](http://www.nsmunicipalwellness.ca)  
*pronouns: she/her*

You are currently subscribed to amans as: townoflockeport@ns.sympatico.ca  
To unsubscribe send a blank email to leave-729258-4953743.788d8ccd7af18ce6fae2936b81fc99ba@lists.gov.ns.ca

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# **Municipal and Village Code of Conduct Consultation Material**



## Introduction

The Code of Conduct Working Group (COCWG), established jointly between the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), and the Department of Municipal Affairs and Housing, will be seeking individual feedback from elected officials and senior departmental staff on the recommendations for:

- sanctions that can be imposed if a breach of the code of conduct occurs; and
- options related to the investigator model process

The purpose of this document is to provide elected officials and senior level administrators with the COCWG information in advance of consultation. The intent of providing this information in advance is to allow individuals to come prepared with thoughtful questions regarding the sanctions and investigator options to improve the quality of feedback received during consultation.

Please note, a previous consultation has already taken place on the content to include in a municipal and village code of conduct. A "What We Heard" report was released and distributed in November 2022 that presented the findings for the content to include in a municipal code of conduct.

## Consultation Schedule

<b>Date</b>	<b>Time</b>	<b>Suggested Region</b>	<b>Type</b>
Thursday February 2, 2023	Morning	Cape Breton	Virtual
Thursday February 9, 2023	Afternoon	Eastern Strait / Pictou	Virtual
Monday February 13, 2023	Morning	Cumberland, Colchester, Hants Counties	Virtual
Tuesday February 14, 2023	Morning	Valley to Digby	Virtual
Wednesday February 15, 2023	Afternoon	South Shore Region	Virtual
Thursday February 16, 2023	Morning	Villages/ANSV*	Virtual

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<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Type</b>
Monday February 20, 2023	Afternoon	Cape Breton	In-Person
Tuesday February 21, 2023	Morning	Truro Region	In-Person
Wednesday February 22, 2023	Afternoon	Kings Region	In-Person
Thursday February 23, 2023	Morning	Lunenburg Region	In-Person

[Register for your preferred consultation session\(s\)](#)

**If there are any questions related to the consultation schedule, or if you are unable to attend any of the sessions, please email [dmah-consultation@novascotia.ca](mailto:dmah-consultation@novascotia.ca).**

## Sanctions

The COCWG recommends 14 sanctions that can be imposed if a breach of the code occurs. The sanctions are:

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

\* Will require a legislative change to the *Municipal Government Act*.

The COCWG recommends that more than one sanction can be imposed at any given time.

When imposing a sanction on a member, the COCWG recommends the following considerations need to be taken into account:

1. The nature of the code contravention
2. The length or persistence of the code contravention
3. If the member knowingly contravened the code of conduct
4. If the member took steps to mitigate or remedy the code of conduct contravention
5. If the member previously contravened the code of conduct
6. The resources the member will need to complete their job
7. Any mitigating or aggravating factors that exist that contributed to the member's contravention

The COCWG also recommends that a statement be included to indicate that members who fail to comply with the findings and/or direction of council, following an investigation, is a breach of the code itself.

**For consultation:** we will be seeking feedback on the 14 recommended sanctions that can be imposed on a member, as well as the considerations that need to be taken into account before imposing a sanction.

## Independent Investigator Process

### Current Legislative Framework

It is important to understand the current legal framework in which the code of conduct is operating within. The below flow chart outlines the current legislative framework as laid out by [Bill 10](#) and [Bill 50](#).



The COCWG recognizes there are some limitations with the current framework.

**For consultation:** we will be seeking feedback on which aspects of the investigators report should be made public.

### Options for Investigator Model

The COCWG debated and developed three investigator model options to be considered. The below chart outlines the three different options, along with the funding details and some additional pieces for consideration.

Overview of option	Further details	Funding details	Pieces for consideration
COCWG Recommended Option: Appoint a centralized body to conduct investigations through a Chair	The centralized body would have its own independent office, staff support and be funded by municipalities and villages. This model offers	Estimated to cost upwards of \$600,000 annually.  Developed a formula with a base amount to be paid based on population,	Some questions still remain around: <ol style="list-style-type: none"> <li>1. Who will appoint the chair?</li> <li>2. Who does the office report to?</li> </ol>

	<p>consistency and predictability when it comes to investigations and financial impact. Office could be responsible for developing training</p>	<p>along with a weighted formula that incorporates the units proportion of elected officials and population.</p> <p><b>See Appendix A for more details.</b></p>	
<p>Municipalities pay for their own investigator</p>	<p>Municipalities and villages would appoint their own investigator to handle intake and investigation of complaints</p>	<p>Municipalities and villages would be responsible for the entire cost. This could be upwards of \$10,000 per complaint.</p>	<p>Not all municipalities and villages would be able to financially manage even one (1) complaint.</p> <p>Consideration would need to be given to who the municipality or village could appoint in order to avoid a conflict of interest.</p>
<p>A legal firm becomes the centralized body to investigate complaints</p>	<p>Similar to option one, but an RFP would need to be issued to hire a firm to become the centralized body.</p>	<p>Funding details would be the responsibility of the legal firm to develop. This may result in unfixed costs for municipal units.</p>	<p>An RFP would need to be developed.</p>

**For consultation:** we will be seeking feedback on the preferred COCWG investigator option, along with the concept of the proposed funding model for it.

**Appendix A:** Funding details for the centralized body

- It is estimated the total office cost annually would be approximately \$584,940
- The working group proposes utilizing a base amount to fund approximately half of the cost based on a band of population, and the remaining to be funded based on a proportion of number of elected officials and population

Base Amounts\*:

<b>Minimum Population</b>	<b>Maximum Population</b>	<b>Number of municipalities/villages</b>	<b>Amount</b>	<b>Total generated</b>
0	999	15	\$1,000	\$15,000
1,000	4,999	25	\$3,000	\$75,000
5,000	14,999	18	\$5,000	\$90,000
15,000	89,999	9	\$7,000	\$63,000
90,000	+	2	\$9,000	\$18,000

\* it is recommended by the working group that once enough data has been collected from units in a 2 or 3 year review, the base amounts are adjusted similar to insurance premiums to support municipalities with good behaviour, and penalize municipalities with poor behaviour.

Non-Base Amounts:

- Uses 20% of elected officials proportion and 80% of population proportion
- Village populations are removed from the rural municipalities in which they are located to prevent double counting
- Population numbers are utilized from StatsCan
- The below table outlines each municipality's approximate cost for the investigator model. Please note, these numbers are subject to change based on finalization of population numbers.

	# Elected Officials	Final Population	Base Amount	Non-base amounts	Total
Cape Breton Regional Municipality	13	93,694	9,000	27,161.88	36,161.88
Halifax Regional Municipality	17	439,819	9,000	121,473.31	130,473.31
West Hants Regional Municipality	12	19,509	7,000	6,928.56	13,928.56
Municipality of the County of Annapolis	11	18,198	7,000	6,436.45	13,436.45
Municipality of the County of Antigonish	10	15,101	7,000	5,460.51	12,460.51
Municipality of the County of Colchester	12	30,277	7,000	9,845.56	16,845.56
Municipality of the County of Cumberland	9	18,750	7,000	6,312.03	13,312.03
Municipality of the County of Inverness	6	13,239	5,000	4,408.21	9,408.21
Municipality of the County of Kings	10	30,077	7,000	9,517.43	16,517.43
Municipality of the County of Pictou	12	20,676	7,000	7,244.70	14,244.70
Municipality of the County of Richmond	5	5,875	5,000	2,276.37	7,276.37
Municipality of the County of Victoria	8	5,932	5,000	2,702.73	7,702.73
Municipality of the District of Argyle	9	7,870	5,000	3,364.70	8,364.70
Municipality of the District of Barrington	5	6,523	5,000	2,451.91	7,451.91
Municipality of the District of Chester	7	9,322	5,000	3,484.09	8,484.09
Municipality of the District of Clare	8	7,678	5,000	3,175.71	8,175.71
Municipality of the District of Digby	5	6,532	5,000	2,454.35	7,454.35
Municipality of the District of East Hants	11	22,892	7,000	7,708.03	14,708.03
Municipality of the District of Guysborough	8	4,585	3,000	2,337.83	5,337.83
Municipality of the District of Lunenburg	11	24,749	7,000	8,211.08	15,211.08
Municipality of the District of Shelburne	7	4,336	3,000	2,133.41	5,133.41
Municipality of the District of St. Mary's	7	2,161	3,000	1,544.21	4,544.21
Municipality of the District of Yarmouth	7	10,067	5,000	3,685.91	8,685.91
Region of Queens Municipality	8	10,422	5,000	3,919.05	8,919.05
Town of Amherst	7	9,404	5,000	3,506.30	8,506.30
Town of Annapolis Royal	5	530	1,000	828.44	1,828.44
Town of Antigonish	7	4,656	3,000	2,220.09	5,220.09
Town of Berwick	7	2,455	3,000	1,623.85	4,623.85
Town of Bridgewater	7	8,790	5,000	3,339.97	8,339.97
Town of Clark's Harbour	7	725	1,000	1,155.21	2,155.21
Town of Digby	5	2,001	3,000	1,226.92	4,226.92
Town of Kentville	7	6,630	5,000	2,754.84	7,754.84
Town of Lockeport	5	476	1,000	813.81	1,813.81
Town of Lunenburg	7	2,396	3,000	1,607.87	4,607.87
Town of Mahone Bay	7	1,064	3,000	1,247.04	4,247.04
Town of Middleton	7	1,873	3,000	1,466.19	4,466.19
Town of Mulgrave	5	627	1,000	854.71	1,854.71
Town of New Glasgow	7	9,471	5,000	3,524.45	8,524.45
Town of Oxford	7	1,170	3,000	1,275.75	4,275.75
Town of Pictou	5	3,107	3,000	1,526.53	4,526.53
Town of Port Hawkesbury	5	3,210	3,000	1,554.44	4,554.44
Town of Shelburne	5	1,644	3,000	1,130.21	4,130.21
Town of Stellarton	5	4,007	3,000	1,770.34	4,770.34
Town of Stewiacke	7	1,557	3,000	1,380.59	4,380.59
Town of Trenton	5	2,407	3,000	1,336.91	4,336.91
Town of Truro	7	12,954	5,000	4,467.98	9,467.98
Town of Westville	5	3,540	3,000	1,643.83	4,643.83
Town of Wolfville	7	5,057	5,000	2,328.72	7,328.72
Town of Yarmouth	7	6,829	5,000	2,808.75	7,808.75
Village of Baddeck	5	818	1,000	906.45	1,906.45
Village of Bible Hill	5	5,076	5,000	2,059.93	7,059.93
Village of Chester	5	1,371	3,000	1,056.26	4,056.26
Village of New Minas	5	4,545	3,000	1,916.08	4,916.08
Village of Port Williams	5	1,792	3,000	1,170.31	4,170.31
Village of Pugwash	5	746	1,000	886.95	1,886.95
Village of Aylseford	5	1,208	3,000	1,012.10	4,012.10
Village of Canning	5	791	1,000	899.14	1,899.14
Village of Cornwallis Square	5	3,675	3,000	1,680.40	4,680.40
Village of Freeport	5	217	1,000	743.65	1,743.65
Village of Greenwood	5	2,364	3,000	1,325.26	4,325.26
Village of Hebbville	5	796	1,000	900.50	1,900.50
Village of Kingston	5	3,466	3,000	1,623.78	4,623.78
Village of Lawrencetown	5	636	1,000	857.15	1,857.15
Village of River Hebert	5	468	1,000	811.64	1,811.64
Village of St. Peters	5	2,634	3,000	1,398.40	4,398.40
Village of Tatamagouche	5	691	1,000	872.05	1,872.05
Village of Tiverton	5	300	1,000	766.13	1,766.13
Village of Westport	5	193	1,000	737.15	1,737.15