

TOWN OF LUNENBURG COUNCIL MEETING AND SWEARING IN CEREMONY

TUESDAY, NOVEMBER 10, 2020 AT 6:00 P.M.

LUNENBURG FIRE HALL, 25 MEDWAY STREET

IN PERSON AND VIA ZOOM/YOUTUBE LIVE BROADCAST

PRESENT: Mayor Matt Risser
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Peter Mosher
Councillor Susan Sanford

ALSO PRESENT: Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer/Clerk

1. Call to Order

Mayor Elect Risser called the meeting to order at 6:00 p.m. He welcomed everyone to the 2020-2024 Council elect swearing in ceremony.

Motion: moved by Councillor Mosher, seconded by Councillor Ernst to approve the agenda. **Motion carried.**

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

Mayor Elect Risser spoke of Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Singing of "O Canada" - Mary Knickle, Jane Chiasson and Amelie Leefe.

4. Council Election 2020-2024 declaration of results pursuant to section 129, Municipal Election Act by the CAO/Clerk

The CAO/Clerk spoke of the record high voter turn-out of 64.1% with 1243 of 1939 voters casting a ballot in the Town's first electronic election during a global pandemic. This demonstrated an exceptional level of civic engagement since the Town's official incorporation on October 31, 1888 over 132 years ago.

She noted that section 129 of the Nova Scotia Municipal Election Act requires that at the first regular or special meeting of Council after the time for applying for a recount which ended on October 27 without note, the Town Clerk shall declare elected the candidates having the largest number of votes. She declared the following successful

candidates as the duly elected members of the Town of Lunenburg Council 2020-2024 as per the Recapitulation Sheet (**Schedule "A"**):

Mayor Elect Matt Risser with 955 votes of 1939 voters.

And in alphabetical order –

Councillor Elect Jenni Birtles with 672 votes.

Councillor Elect Melissa Duggan with 686 votes.

Councillor Elect Stephen Ernst with 759 votes.

Councillor Elect Ed Halverson with 555 votes.

Incumbent Councillor Elect Peter Mosher with 726 votes.

And Councillor Elect Susan Sanford with 838 votes.

Congratulations were extended to the new Council members and appreciation to the Returning Officer and other election officials for a successful election process.

5. 2020 - 2024 Town of Lunenburg Council Elect Swearing In Oath of Allegiance and of Office and Code of Conduct Statement Signing

- Municipal Election Act, section 147 "Council Member's Oath of Allegiance and of Office"
- Town Procedural Policy "Code of Conduct for Elected Municipal Officials - Statement of Commitment to Councillors' Code of Conduct"

Mayor Elect Risser signed the "Mayor's Oath of Allegiance and of Office" and "Code of Conduct for Elected Municipal Officials - Statement of Commitment to Councillors' Code of Conduct" which the CAO/Clerk witnessed (**Schedule "B"**).

Mayor Risser next witnessed each Councillor Elect's signing of these documents (**Schedule "B"**). Following which he offered congratulations on being officially sworn in as the 2020-2024 Town of Lunenburg Council.

6. Singing of "Rise Up" - Mary Knickle, Jane Chiasson and Amelie Leefe.

7. Chief Deborah Robinson, Acadia First Nation, remarks

Chief Robinson offered welcoming remarks and best wishes to the newly elected Council. She spoke in support of the Town's Anti-Racism Special Committee particularly in view of recent Nova Scotia news events. The Town's positive initiative with the establishment of the Committee is critical for a positive and inclusive future for all Nova Scotians and in particular our youth. Through this important work the Town of Lunenburg and Acadia First Nation will together be able to pursue new growth opportunities together.

8. Mayor Risser, remarks

His Worship thanked Chief Robinson for her attendance this evening and supportive comments.

He also expressed appreciation to the Provincial and municipal officials and other ceremony participants, plus Council members' families and friends in attendance and those watching on line the swearing in ceremony. He noted the many historic firsts for the election of this Council: one of the youngest Town Councils Lunenburg has ever had; the first Council with Councillor gender parity; and the first Council to include a person of colour. These are all notable milestones in our progress as a community and as an organization. They are to be applauded.

The new Council recognizes that over the next four years, it will require careful planning, hard work, and determination to navigate the challenging and changing times in which we now find ourselves. The election of a new Council marks a significant opportunity to refresh our thinking and update our perspective. It also provides a renewed opportunity to build upon our relationships with neighbours and partners, many of whom are represented here tonight. Council's path forward is clear. The Comprehensive Community Plan developed through the Project Lunenburg process has identified the issues we need to focus on and provided sound guidance on how to confront them. Implementing this agenda is Council's priority, as is modernizing the Town's governance and organization to better serve it, and enhancing public engagement so that it is realized in ongoing collaboration with our community. While Council is mindful there will inevitably be detours and difficulties along the way, together they look forward in hope and optimism to a bright future for the community.

9. Adjournment

His Worship adjourned the meeting at 6:35 p.m.

Bea Renton, CAO/Clerk



Vote Count - Summary

Votes

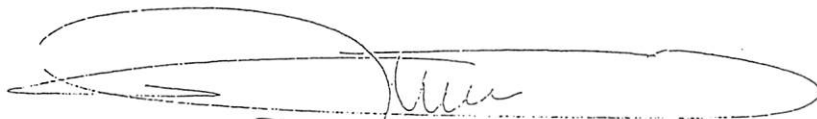
Event: **Town of Lunenburg Municipal and CSAP Elections 2020**

Race: **MAYOR**

| | |
|-------------|------|
| John MCGEE | 268 |
| Matt RISSER | 955 |
| Spoiled | 5 |
| Declined | 15 |
| Total | 1243 |

Race: **COUNCILLORS**

| | |
|----------------|------|
| Ronnie BACHMAN | 528 |
| John BARR | 369 |
| Jenni BIRTLES | 672 |
| Kevin CORKUM | 504 |
| Melissa DUGGAN | 686 |
| Stephen ERNST | 759 |
| Ed HALVERSON | 555 |
| Theo HEFFLER | 379 |
| Peter MOSHER | 726 |
| Susan SANFORD | 838 |
| Spoiled | 2 |
| Declined | 29 |
| Total | 6047 |


Patrick A. Burke QC
Returning Officer

**Form 38
Section 128
Recapitulation Sheet**

Recapitulation Sheet

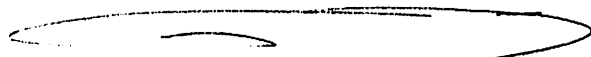
Note: Rejected Ballots are only those cast but not counted. Do not enter cancelled ballots on this sheet

| POLLING STATION | | Councillors Town of Lunenburg | Number of Names on Final List of Electors plus Electors added to the List | BALLOTS CAST FOR CANDIDATES Names of Candidates | | | | Rejected Ballots |
|-------------------------------------|---|---|--|--|--------------|------------------|-----------------|----------------------|
| Number of Polling Division | Name or Number of Polling District | Location of Polling Station | | Bachman Ronnie | Barr John | Birtles Jenni | Corkum Kevin | |
| N/A | Electronic | Town Hall 119 Cumberland | 1939 | 528 | 369 | 672 | 504 | Spoiled Ballots 2 |
| | | Also mobile polls at Harbour View Haven & Fishermen's Memorial Hospital | | | | | | |
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| | | | Total | 528 | 369 | 672 | 504 | Spoiled Ballots 2 |

I certify that the foregoing statement is the correct result of the polling at the election held on the 17 day of October, 2020

Dated at Lunenburg, N.S. this 7th day of October, 2020

Sheet Number 1



Patrick A. Burke, Q.C. - Returning Officer



Bea Renton - Assistant Returning Officer

**Form 38
Section 128
Recapitulation Sheet**

Recapitulation Sheet

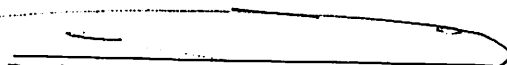
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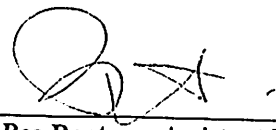
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|-------------------------------------|---|-----------------------------|----------------------------------|--|-----------------------------|-----------------|-----|----------------------|---------------------|
| Number of Polling Division | Name or Number of Polling District | Location of Polling Station | | | Names of Candidates | | | | |
| | | | Duggan Melissa | Ernst Stephen | Halverson Ed | Heffler Theo | | | |
| N/A | Electronic | Town Hall 119 Cumberland | 1939 | 686 | 759 | 555 | 379 | Spoiled Ballots 2 | |
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| | | | Total | 686 | 759 | 555 | 379 | Spoiled Ballots 2 | |

I certify that the foregoing statement is the correct result of the polling at the election held on the 17 day of October, 2020

Dated at Lunenburg, N.S. this 20th day of October, 2020

Sheet Number 2


Patrick A. Burke, Q.C. - Returning Officer


Bea Renton - Assistant Returning Officer

**Form 38
Section 128
Recapitulation Sheet**

Recapitulation Sheet


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| POLLING STATION | | | Councillors Town of Lunenburg | Number of Names on Final List of Electors plus Electors added to the List | BALLOTS CAST FOR CANDIDATES Names of Candidates | | | | Rejected Ballots |
|-------------------------------------|---|-----------------------------|----------------------------------|--|--|------------------|--|--|----------------------|
| Number of Polling Division | Name or Number of Polling District | Location of Polling Station | | | Mosher Peter | Sanford Susan | | | |
| N/A | Electronic | Town Hall 119 Cumberland | | 1939 | 726 | 838 | | | Spoiled Ballots 2 |
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| | | | | Total | 726 | 838 | | | Spoiled Ballots |
| | | | | | | | | | 2 |

I certify that the foregoing statement is the correct result of the polling at the election held on the 17 day of October, 2020

Dated at Lunenburg, N.S. this 20th day of October, 2020

Sheet Number 3


Patrick A. Burke, Q.C. - Returning Officer


Bea Renton - Assistant Returning Officer



Vote Count - Summary

Votes

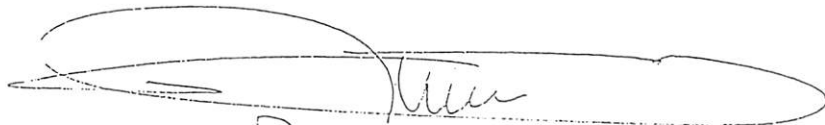
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Race: **MAYOR**

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Race: **COUNCILLORS**

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| Ronnie BACHMAN | 528 |
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| Peter MOSHER | 726 |
| Susan SANFORD | 838 |
| Spoiled | 2 |
| Declined | 29 |
| Total | 6047 |


Patrick A. Burke QC
Returning Officer

Form 39: Municipal Elections Act

**Council Member's Oath of
Allegiance and of Office**

I, Mayor Matt Risser, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Mayor of the Town of Lunenburg;


And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Bea Renton, CAO/Clerk



Mayor Matt Risser

ATTACHMENT A

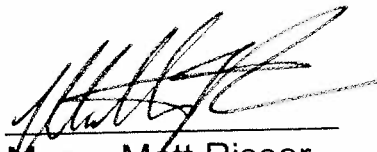
**Statement of Commitment to
Councillors' Code of Conduct**

I, Mayor Matt Risser declare that as Mayor of the Town of Lunenburg, I acknowledge and support the Councillors' Code of Conduct as set out herein.

Declared at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Bea Renton, CAO/Clerk



Mayor Matt Risser

70 CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS

I. PURPOSE

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the [named municipality].

II. STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- (a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- (b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - (i) **Integrity** - giving the municipality's interests absolute priority over private individual interests;
 - (ii) **Honesty** - being truthful and open;
 - (iii) **Objectivity** - making decisions based on a careful and fair analysis of the facts;
 - (iv) **Accountability** - being accountable to each other and the public for decisions taken;
 - (v) **Leadership** - confronting challenges and providing direction on the issues of the day.
- (c) Uphold this Code as a means of promoting the standards of behaviour expected of Members and enhancing the credibility and integrity of Council in the broader community.

III. COUNCIL RESPONSIBILITIES

The Council (or its designated committee) will:

- (a) review the municipality's Code of Conduct as required and make any amendments considered appropriate

- (b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

IV. MEMBER RESPONSIBILITIES

CONDUCT TO BE OBSERVED

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

DEDICATED SERVICE

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

RESPECT FOR DECISION-MAKING PROCESS

All Members recognize the responsibility of the Mayor or Warden to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

CONDUCT AT MEETINGS

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

GIFTS AND BENEFITS

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or

through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

USE OF PUBLIC PROPERTY

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

OBLIGATIONS TO CITIZENS

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

INTERPERSONAL BEHAVIOUR

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

COMMUNITY REPRESENTATION

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

V. GOOD GOVERNANCE

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

VI. GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

VII. CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

VIII. REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

IX. CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach., which may include a formal warning or reprimand to the Member.

X. COMPLIANCE WITH CODE

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

ATTACHMENT A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the

_____ I acknowledge and support the

Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer

Form 39: Municipal Elections Act

**Council Member's Oath of
Allegiance and of Office**

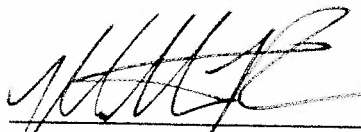
I, Councillor Jenni Birtles, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Jenni Birtles

ATTACHMENT A


**Statement of Commitment to
Councillors' Code of Conduct**

I, Councillor Jenni Birtles declare that as a Councillor of the Town of Lunenburg, I acknowledge and support the Councillors' Code of Conduct as set out herein.

Declared at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Jenni Birtles

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- (c) Uphold this Code as a means of promoting the standards of behaviour expected of Members and enhancing the credibility and integrity of Council in the broader community.

III. COUNCIL RESPONSIBILITIES

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- (b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

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OBLIGATIONS TO CITIZENS

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

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VIII. REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

IX. CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach., which may include a formal warning or reprimand to the Member.

X. COMPLIANCE WITH CODE

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ATTACHMENT A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the

_____ I acknowledge and support the

Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer

Form 39: Municipal Elections Act

**Council Member's Oath of
Allegiance and of Office**

I, Councillor Melissa Duggan, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

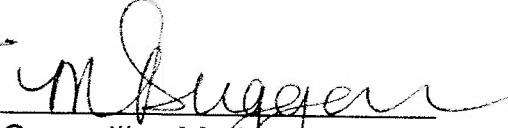
And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Melissa Duggan

ATTACHMENT A

**Statement of Commitment to
Councillors' Code of Conduct**

I, Councillor Melissa Duggan declare that as a Councillor of the Town of Lunenburg, I acknowledge and support the Councillors' Code of Conduct as set out herein.

Declared at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Melissa Duggan

70 CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS

I. PURPOSE

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the [named municipality].

II. STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- (a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- (b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - (i) **Integrity** - giving the municipality's interests absolute priority over private individual interests;
 - (ii) **Honesty** - being truthful and open;
 - (iii) **Objectivity** - making decisions based on a careful and fair analysis of the facts;
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 - (v) **Leadership** - confronting challenges and providing direction on the issues of the day.
- (c) Uphold this Code as a means of promoting the standards of behaviour expected of Members and enhancing the credibility and integrity of Council in the broader community.

III. COUNCIL RESPONSIBILITIES

The Council (or its designated committee) will:

- (a) review the municipality's Code of Conduct as required and make any amendments considered appropriate

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Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

IV. MEMBER RESPONSIBILITIES

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GIFTS AND BENEFITS

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STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the

_____ I acknowledge and support the

Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer

Form 39: Municipal Elections Act

Council Member's Oath of
Allegiance and of Office

I, Councillor Stephen Ernst, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Stephen Ernst

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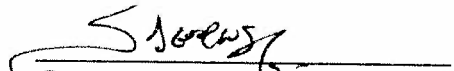
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Mayor Matt Risser



Councillor Stephen Ernst

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Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer

Form 39: Municipal Elections Act

**Council Member's Oath of
Allegiance and of Office**

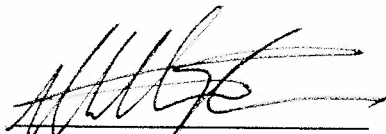
I, Councillor Ed Halverson, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

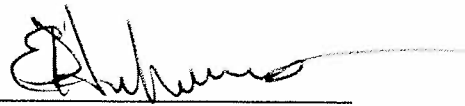
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Mayor Matt Risser



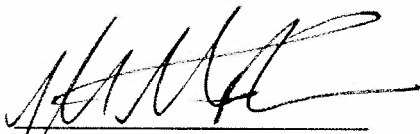
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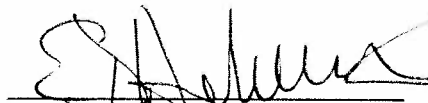
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Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer

Form 39: Municipal Elections Act

**Council Member's Oath of
Allegiance and of Office**

I, Councillor Peter Mosher, swear (or solemnly affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

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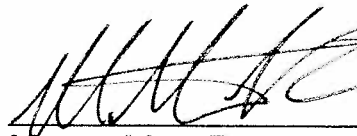
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And that I am duly qualified as required by law for the office of Councillor of the Town of Lunenburg;

And that I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:


Mayor Matt Risser


Councillor Susan Sanford

ATTACHMENT A

**Statement of Commitment to
Councillors' Code of Conduct**

I, Councillor Susan Sanford declare that as a Councillor of the Town of Lunenburg, I acknowledge and support the Councillors' Code of Conduct as set out herein.

Declared at Lunenburg,
in the County of Lunenburg, N.S.
this 10th day of November, 2020,
before me:



Mayor Matt Risser



Councillor Susan Sanford

70 CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS

I. PURPOSE

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the [named municipality].

II. STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- (a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- (b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - (i) **Integrity** - giving the municipality's interests absolute priority over private individual interests;
 - (ii) **Honesty** - being truthful and open;
 - (iii) **Objectivity** - making decisions based on a careful and fair analysis of the facts;
 - (iv) **Accountability** - being accountable to each other and the public for decisions taken;
 - (v) **Leadership** - confronting challenges and providing direction on the issues of the day.
- (c) Uphold this Code as a means of promoting the standards of behaviour expected of Members and enhancing the credibility and integrity of Council in the broader community.

III. COUNCIL RESPONSIBILITIES

The Council (or its designated committee) will:

- (a) review the municipality's Code of Conduct as required and make any amendments considered appropriate

- (b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

IV. MEMBER RESPONSIBILITIES

CONDUCT TO BE OBSERVED

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

DEDICATED SERVICE

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

RESPECT FOR DECISION-MAKING PROCESS

All Members recognize the responsibility of the Mayor or Warden to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

CONDUCT AT MEETINGS

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

GIFTS AND BENEFITS

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or

through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

USE OF PUBLIC PROPERTY

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

OBLIGATIONS TO CITIZENS

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

INTERPERSONAL BEHAVIOUR

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

COMMUNITY REPRESENTATION

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

V. GOOD GOVERNANCE

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

VI. GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

VII. CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

VIII. REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

IX. CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach., which may include a formal warning or reprimand to the Member.

X. COMPLIANCE WITH CODE

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

ATTACHMENT A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the

_____ I acknowledge and support the

Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2008.

Before me:

Chief Administrative Officer/Clerk-Treasurer