

Region of Queens Municipality Regular Council

Tuesday, October 26, 2021

Immediately Following Heritage Property Hearing at 6:00 pm

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Tabling of Petitions

4.0 Public Question / Comment Session

5.0 Approval of Minutes

5.1 Regular Council – October 12, 2021

5.2 Public Hearing – October 12, 2021

6.0 Recommendations

6.1 Municipal Heritage Designation – Milton Douglas House

6.2 Second Reading of a Bylaw respecting a Truth and Reconciliation
Civic Holiday

6.3 Trucking of Bulk Salt Tender

6.4 Approval of Amended Policy 66 – Appointment of Traffic Authority

6.5 AC Belliveau Veinotte Inc. Request for Waiver of Policy 58 –
Consumption of Alcohol on Municipally Owned Properties

6.6 Policy 14 – Payment Arrangements

7.0 Discussions

- 7.1 Policy 23 – Request for Area Rate
- 7.2 Council Implementation Report
- 7.3 QPEC Canteen
- 7.4 Letter – Request from Royal Canadian Legion Mersey Branch 038

8.0 In-Camera Items

- 8.1 Contract Negotiations
- 8.2 Personnel
- 8.3 Sale of Municipal Property

9.0 Adjournment

Region of Queens Municipality Regular Council 5.1
Tuesday, October 12, 2021, 9:04 a.m.

Minutes

Present: Mayor Darlene Norman, Chair
 Deputy Mayor Kevin Muise
 Councillor Maddie Charlton
 Councillor Ralph Gidney
 Councillor Vicki Amirault
 Councillor Jack Fancy
 Councillor David Brown
 Councillor Carl Hawkes
 Chris McNeill, CAO
 Christine Watson, Admin. Assistant – Planning & Development

1.0 Call to Order

Mayor Norman called the meeting to order at 9:04 a.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Gidney and seconded by Councillor Amirault that the Agenda be approved as circulated.

MOTION CARRIED unanimously.

3.0 Tabling of Petitions

There were no petitions to come before this meeting.

4.0 Public Question / Comment Session

Leon Robertson – College Street, Liverpool – Mr. Robertson offered his opinion that the rezoning would be a good thing from the Public Hearing. He enquired if the renovations were completed in Chambers and when the clock would be installed.

5.0 Approval of Minutes

5.1 Regular Council – September 28, 2021

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT the minutes of the Regular Council meeting held September 28, 2021 be approved as circulated.

MOTION CARRIED unanimously.

5.2 Special Council – September 24, 2021

It was moved by Councillor Hawkes and seconded by Deputy Mayor Muise:

THAT the minutes of the Special Council meeting held September 24, 2021 be approved as circulated.

MOTION CARRIED unanimously.

6.0 Recommendations

6.1 Queens Accessibility Advisory Committee Application

It was moved by Councillor Amirault and seconded by Councillor Gidney:

THAT Council of Region of Queens Municipality appoint Mackenzie Colp to the Accessibility Advisory Committee.

MOTION CARRIED unanimously.

- 6.2 Rezoning of PID #70275185 from Fishing & Marine (M3) to Mixed Use Coastal Residential (R6)

It was moved by Deputy Mayor Muise and seconded by Councillor Charlton:

THAT Council of Region of Queens Municipality give second reading to a bylaw respecting amendments to the Land Use Bylaw, which sees the rezoning of PID #70275185 from Fishing and Marine (M3) to Mixed Use Coastal Residential (R6).

MOTION CARRIED unanimously.

- 6.3 Audit and Internal Control Committee Terms of Reference Amendments

It was moved by Councillor Fancy and seconded by Councillor Charlton:

THAT Council of Region of Queens Municipality approve the Audit and Internal Control Committee Terms of Reference as amended.

Joanne Veinotte, Director of Corporate Services, stated that at the September 28, 2021 Council meeting as there were two applications to sit on the Audit and Internal Control Committee, Councillors wished to offer both applicants the opportunity; therefore the terms of reference require an amendment to increase the number of public members to four from three.

When amending the Terms of Reference it was noted that the duration of mandate of the current committee ends on March 31, 2023 and the Terms of Reference is October 31, 2022; therefore this date was changed for consistency.

MOTION CARRIED unanimously.

6.4 Appointment to Audit and Internal Control Committee

It was moved by Councillor Charlton and seconded by Councillor Amirault:

THAT Council of Region of Queens Municipality appoint the following people to the Audit and Internal Control Committee immediately for a term to expire on March 31, 2023:

Patricia Purcell, Hunts Point

Melissa Thiele, Brooklyn

MOTION CARRIED unanimously.

6.5 Solid Waste Account Deactivation

It was moved by Councillor Brown and seconded by Deputy Mayor Muise:

THAT Council of Region of Queens Municipality approve the deactivation of accounts 1082 and 1561 in our accounting system.

Mrs. Veinotte stated as per discussions held at the latest Audit and Internal Control meeting and Council meeting, there are two outstanding receivable accounts that are part of the Valuation Allowance, as the prospect of collection is low. The way our current account software works is that if an account is active, because of the Municipal Government Act, we are still obligated to charge interest and we continue to accrue interest on these accounts.

There are no budgetary implications and this is simply an accounting entry.

MOTION CARRIED unanimously.

6.6 Policy 84 – Flags

It was moved by Councillor Brown and seconded by Councillor Amirault:

THAT Council of Region of Queens Municipality approve Policy 84 respecting Flags.

Councillor Brown stated we have another item on the agenda; application for flying a flag on the special purpose flag pole, and with the special purpose flags we have everything designated as a single flag.

It was moved by Councillor Brown and seconded by Councillor Charlton:

THAT amendments be made to the Policy under special purpose flags to allow for 2 flags to be flown on the special purpose flag pole at the same time.

1st paragraph add flag/flags following the words “community groups and organizations can request that a non-standard”, and

2nd paragraph add flag/flags following the words “community groups and organizations may apply to have a designated”.

MOTION carried unanimously.

Chris McNeill, CAO, stated the current flag policy is very prescriptive with detailed dates, locations of poles, etc. Staff have determined it is impossible to follow policy, so the policy is being proposed to be changed to be more reflective of what we can do.

The policy stipulates when four flags are flown what they are, the same with when two are flown as well as one flag is flown.

It also states the special purpose flag pole is now located at the Town Hall Arts and Cultural Centre which is in the center of Liverpool which is much more visible. It is in a much safer location for any group wanting to hold a flag raising ceremony, etc. It is presently on the

waterfront and concerns about it being accessible, appropriate and visible are often voiced. In addition, the flags don't last long in this location due to high winds, etc.

We have added in the appendices additional days for which the special purpose flags are flown without any public request.

It was moved by Councillor Gidney and seconded by Councillor Fancy:

THAT the wording "or when authorized by the Deputy Clerk" be removed from the last paragraph under Standard Flags.

Mayor Norman stated, with this request, if there was any special purpose flag to replace the standard flag, there would have to be a council meeting in order to do that.

Councillor Charlton asked for clarification if this amendment would be the same as when a past councillor passed away the flags were flown at half mast, and not being able to honour during the appropriate time. Mr. McNeill stated that the wording is put there in case the province decided something happened and they wished to fly a particular flag. Most cases are known well in advance, but there are times when it is not.

Councillor Charlton asked for clarification if it is well known in advance, would it then be on the agenda? Mr. McNeill stated yes.

Councillor Gidney stated in the last paragraph it states except at the request of the governing body, and if they made a request it would not need Council approval.

Councillor Fancy commented that he liked Mr. McNeill's explanation and stated that Council is accountable and agreed with Councillor Gidney to be more restrictive.

AMENDMENT carried with 5 in favour and 3 against.

It was moved by Councillor Gidney and seconded by Councillor Fancy:

THAT the wording in the second paragraph, last sentence under Special Purpose Flags, following Appendix “B” be amended to read “will require approval by Council at a Council meeting”.

Mayor Norman commented that this will require any request for a special purpose flag flying to come to council for approval, and any request from any organization that may not be aware of the policy or late applying will not be considered.

Councillor Gidney stated that in Appendix A it states that the application is to be submitted 4 weeks ahead of date they require. Councillor Fancy stated there are rules to abide by and agreed with Councillor Gidney.

Councillor Brown and Councillor Charlton stated the need to have some flexibility as was previously discussed on this issue.

AMENDMENT defeated with 3 in favour and 5 against.

AMENDED MOTION carried with 7 in favour and 1 against.

- 6.7 Application for Flying a Flag on the Special Purpose Flag Pole – Every Child Matters

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT Council of the Region of Queens Municipality accept the application to fly the Every Child Matters Flag on the Special Purpose Flag Pole.

Eric Levy, Diversity and Inclusion Coordinator, stated that following the National Day for Truth and Reconciliation celebration, the Diversity and Inclusion Action Team has submitted a request that the

Every Child Matters Flag be flown on the Special Purpose Flag Pole with the Mi'kmaq Grand Council Flag from October 15 to 31, 2021.

MOTION carried unanimously.

7.0 Discussions

7.1 Approval of Amended Policy 66 – Appointment of Traffic Authority

Adam Grant, Director of Engineering and Public Works, stated this is to update an existing policy with the changes made to staff; adding Garrett Chetwynd, Assistant Director of Engineering and Public Works as the alternate.

In response to Councillor Amirault's enquiry if any training is necessary for this position, Mr. Grant stated no, with a Professional Engineer background and following the MVA and other legislation that applies, it is not necessary.

It was moved by Councillor Charlton and seconded by Councillor Amirault:

THAT this issue be referred to the next Council meeting for a recommendation.

MOTION carried unanimously.

7.2 Agricultural Sector Review 2021-Queens County

Mayor Norman provided background on the Agricultural Sector Review for Queens County that was presented at last Council meeting. She enquired how Councillors would like to see this valuable information used going forward.

Richard Lane, Business Development Officer, stated a periodic review of all sectors is worthwhile and this document could be used as information for any enquiries.

Councillor Charlton enquired if this document could be added to the Engage Queens website and those interested could receive updates when available. She further enquired if we are promoting and advertising. Mr. Lane stated the document could be put on the website and at the present time no action has taken place but there have been discussions about creating a video series if Agriculture Day does not happen again this year due to Covid restrictions.

Councillor Brown stated he felt the information should stay with Economic Department and be kept up to date in case of enquiries. He enquired if real estate agencies have a list of properties available for use. Mr. Lane stated there is one agent in Nova Scotia and a potential list could be developed.

Deputy Mayor Muise took the Chair at 9:50 a.m.

Mayor Norman asked how we let people who are not familiar with Queens know the document is available or where to find it and suggested that maybe a link be created on our website under Economic Development; time to start the creation of sector background papers.

Jenny Rockett, Director of Economic Development, stated there is a section on our website under Business and a link could be included and suggested having the document more of a profile and include photos as well as list residents who could provide additional information.

She further stated that this could be undertaken by next quarter with no budgetary impacts.

Councillor Fancy suggested including different bullet points and snapshots rather than the complete document. Councillor Charlton agreed as highlights could be shared on different platforms to increase awareness.

Mayor Norman disagreed that this document should be on the Engage Queens website which is for people who are applying to committees, jobs, how to participate, etc. and is not a site for these kind of documents. Councillor Charlton stated if a link on the Engage

Queens Website could be created that people could be notified of updates on our website that this may help with awareness.

Mr. Lane stated engaging people or anyone who is interested is important and suggested having a mailing list created for Agriculture Day forum and perhaps with the Southwest Nova website.

A follow-up report will be brought forward to Council at a future meeting.

Mayor Norman resume the Chair at 9:57 a.m.

8.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Hawkes that the proceedings go In-Camera at 9:58 a.m. to discuss the following:

8.1 Contract Negotiations

MOTION CARRIED unanimously.

Mayor Norman announced a 7 minute break at 9:58 a.m.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 10:45 a.m.

MOTION CARRIED unanimously.

9.0 Adjournment

The meeting adjourned at 10:45 a.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality

5.2

Public Hearing

**to Rezone PID #70275185, 1428 East Port L'Hebert Road, East
Port L'Hebert from Fishing and Marine (M3) to Mixed Use
Coastal Residential (R6)**

Tuesday, October 12, 2021

9:00 a.m.

Minutes

Members of Council: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor David Brown
Councillor Carl Hawkes

Members of Staff: Chris McNeill, CAO
Mike MacLeod, Director of Planning & Development
Heather Cook, Communications & Engagement Coord.
Christine Watson, Admin. – Planning & Development

Public: two members of the Public

Call to Order

Mayor Norman called the Public Hearing to order at 9:00 a.m.

Remarks

Mayor Norman stated the purpose of the Public Hearing is to provide any interested person an opportunity to present an oral or written presentation to Council of Region of Queens Municipality with regard to its intention to rezone 1428 East Port L'Hebert Road, East Port L'Hebert from Fishing and Marine (M3) to Mixed Use Coastal Residential (R6) to construct a new home.

Mayor Norman reviewed the procedures for the Hearing which were provided on the agenda and noted that the applicant was not present.

Reports and Presentation by Staff

Mike MacLeod, Director of Planning & Development, provided background stating an application was received to rezone 1428 East Port L'Hebert Road, East Port L'Hebert from Fishing and Marine (M3) to Mixed Use Coastal Residential (R6).

The property was formerly part of the Sandy and Sons Fisheries lands and was subdivided with the future intent to construct a new home. The property is zoned as Fishing and Marine (M3) under the Land Use Bylaw and has a future land use designation of Industrial (M) under the Municipal Planning Strategy.

The use being proposed by the applicant is not one permitted in the M3 zone, but will be permitted within the Mixed Use Coastal Residential (R6) zone and to allow this use we would need to amend the Land Use Bylaw to allow for the construction of a new building.

The property is designated as a future land use of Industrial (M) zone. The Municipal Planning Strategy contains policy that Council can consider amending the Land Use Bylaw where the abutting properties are zoned the same. This proposed amendment would only apply to the Land Use Bylaw.

The Municipal Planning Strategy contains policy identifying a number of things Council needs to take into consideration when evaluating proposals such as this, Policy 12.5.2.

The Planning Advisory Committee met on September 7, 2021 and are of the opinion that the proposed use is considerably less intensive than uses permitted under the current M3 zoning and are supportive of rezoning the property.

Written and Oral Presentations

There were no written or oral presentations made.

Public Hearing
October 12, 2021
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Mayor Norman declared the Public Hearing adjourned at 9:04 a.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

6.1

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: October 26, 2021


Re: Municipal Heritage Designation – Milton Douglas House

Background

The owners of property located at 25 West Caledonia Road in Caledonia have made application to have the property designated under the municipal register of heritage properties. Refer to Appendix A.

Details





The Milton Douglas House, and current home of the North Queens Heritage House Museum, was constructed circa 1854 by the Douglas' and is situated on part of the lands granted to John Douglas in 1825. The Douglas family has a long history in the Caledonia area and are well known business owners and employers. Refer to Appendix B. The house is a good example of those constructed during this era throughout the south shore of Nova Scotia.

The Region's Heritage Advisory Committee met on August 19, 2021 to discuss the application and had little hesitation in recommending the property for municipal heritage designation. While the architectural style of the structure is good example of those homes typically constructed during this era, the Committee felt that the role of the Douglas family in the community was of even greater significance for heritage designation.

On September 16, 2021, Council approved serving Notice of Recommendation on the property owners to have the property registered as a Municipal Heritage Property. A hearing was held on October 26, 2021, providing opportunity for the property owners to make comment to Council on the proposed designation.

Applicable Legislation

Nova Scotia Heritage Property Act; Region of Queens Municipality Bylaw No. 17 – A Bylaw Respecting Heritage Properties.

Budget Impacts

Registration of the property would involve purchase and installation of a brass heritage plaque. Council has approved funds under the 2021 / 2022 budget to accommodate such requests.

Recommendation

THAT Council of Region of Queens Municipality register property identified as PID# 70151147 and located at 25 West Caledonia Road in Caledonia, known as Milton Douglas House, in the Municipal Registry of Heritage Property.



Communications

The applicants will be advised of Council's recommendation.

Appendix A



APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

A. Property Information

Name of Property: North Queens Heritage House
Museum

Location of Property: 25 West Caledonia Rd.
Caledonia, NS B0T 1B0

Civic Address: Same as above

Present Owner(s): North Queens Heritage Society

Owner(s) Mailing Address: 25 West Caledonia Rd.
Caledonia, NS B0T 1B0

Is the Property a Provincial Heritage Property? NO

(Please attach photographs showing exterior elevations of the property.)

B. Evaluation Information

When was the property erected? Estimated or based upon what references? 1854
from Douglas family history

What is the physical condition of the property? Good to excellent

Is the property associated with individuals of local historical note? The Douglas family; an important business and employer in the area for over 150 years. Businesses include farming, gold mining, lumber, saw milling, and general merchants.

Is the property associated with events or themes of local historical note? Built by an early settler and business owner of the area.

Currently operated as a museum

Do you believe the architectural style or construction technique of this property to be rare or unique within your community? Please describe it. Not rare; it is a good example of the styles of homes built during this time period which are getting rare. See attachment 1.

Please note any sources of historical information regarding this property (e.g. books, articles, or local individuals). Was a private home until it was donated by

Finis Douglas to be a museum. Contains photos, genealogies, local folklore, books on local history, archives, documents, scrapbooks, etc.

Is there any other information which you believe should be considered when evaluating the heritage significance of this property? (Provide attachments if necessary). An important

center for community history; both objects and archives, see attachments 2, 3, 4, 5.

C. Submissions

Application submitted by: Linda Feail
(If an organization, please also note a contact person.)

Mailing Address: Box 88, Caledonia N.S. 600100

Telephone Number (daytime): 902-682-2989

Fax: _____ e-mail: nqheritagehouse@gmail.com

Signature of Owner: L. Feail Date: Aug 14/2011

Or, has owner been advised of application: Yes

Please return application to: Region of Queens Municipality, 249 White Point Road, Inverness, Nova Scotia, B0T 1K0 - C/O Planning Department. Phone: 354-3425 Fax: 354-3470



John Douglas was one of the first seven settlers in Caledonia in 1917.
He helped his son Milton Foster Douglas to build the house in 1854.

2

HISTORY OF THE MILTON DOUGLAS HOME

Prepared for North Carolina
Historical Society
By: BRUCE M. JONES
1980

(4)

HISTORY OF THE MILTON DOUGLAS HOME

Milton Douglas, in a hand written document in the possession of Ruth Baxter (typescript enclosed) titled "My Father's People" says:

"In the spring, my father John Douglas, left Scotland in the company of Richard Telfer and came to Halifax, landed in June and worked a while in Halifax... In December, 1817, he married Abigail Foster... (They moved out to Caledonia where John had taken up land.) They had eight children."

John Douglas 1793 - 1870 and Abigail (1796-1889) had 3 sons and 5 daughters. By 1819 he was involved with William Burke and some others in a mill business in Brookfield (Mill Privilege, Registrar, Liverpool, Book 7 p. 272, Appendix).

In book L, p. 46 at the Registrar of Lands (Dept. of Lands and Forests, Halifax) is recorded the grant to John Douglas and others of 1,000 acres at Caledonia, dated 26th April, 1825. The description and attached map (in appendices) show that Douglas received 200 acres, including the site of the house presently belonging to the North Queens Heritage Society. He built his home on the south side of the New Caledonia Road (now Telfer Street) back of the present High School (Annie Parker's notes, N.F.S. Douglas, pers. comm.) This house apparently burned on Dec 29th 1837, according to the Aug. 9th, 1940 edition of the Gold Miner (Annie Parker Scrap book), "The house of Mr. John Douglas, carpenter went almost in a flash."

It must have been rebuilt, because Ruth Baxter talks of John Douglas' house burning "long after his death".

... 17 ...

Meanwhile, about 1865 (Annie Parker's notes and Arbitration, Richard Telfer and John Douglas, 1861), the New Caledonia Road (called the old Caledonia Road by this time) has been abandoned as a main highway, and the present West Caledonia Road was created. John Douglas helped his son Milton (1826-1899), who was named for his mother's father, Milton Foster, to build a house on this new road. Annie Douglas Parker in some hand written notes on the back of a wedding invitation, entitled This may be of interest sometime and dated 1945, says,

"The old shop (opposite the Anglican Church) built by my father Milton Foster Douglas 1873. He kept store for several years. He built his house (now owned by Laurie Douglas) in 1866. This coincides with the recollections of Ellen Douglas (C.I.T. 95-137, appended):

"We think Milton built the house himself. From what grandfather (Richard) told me... near as I can come to when the house was built would be around the middle 1850s. I remember my grandfather saying he was born here. He was born in 1857."

It is not clear when the title of that piece of land passed to Milton, but he apparently owned some land in his own name before 1867, because in John Douglas will dated in Caledonia, March 9th, 1867, he bequeaths "unto my son Milton Douglas... parts of my farm lot bounded... (also by)... the said Milton Douglas land..."

The important point of this document is that it shows Milton already owned land at this time. Nelson Douglas had in his possession (copy in Appendix) a plan of the south-east corner of the original Douglas 200 acre grant subdivided into 10 lots in 1866. Two of these were already apparently sold to...

Parker and H. Middlemass) at this time. So the original grant was already well split up.

Milton married Eliza Tolfer (1826- 1914), daughter of Richard, who had come to Caledonia with John Douglas. They in turn had eight children...

Nelson, Adelaide, Richard, Jane, Mary, Annie, William and Abbie.

Milton Douglas seems to have been handy at a variety of trades. According to Lillian Douglas (C.I.T.#7), and Nelson (K.O.H.#17), he was a carpenter and farmer, and he inherited half of John Douglas' tools. However he also kept store (see note from Annie Parker above) and the following story is from Ruth Baxter.

"Aunt Jane (Wolfe) remembered as a small child being in her father's store when her grandmother Abigail Douglas came in. 'Milton, I want a dishpan' she said to her son. 'Alright, Mother' he answered, 'they're 30 cents.' Abigail was getting old and hard of hearing. 'Milton, I'll never pay you 30 cents for a dish pan,' she quickly answered. Milton spoke more loudly. 'Not 30 cents Mother but 30 cents. You know, the new money.'

"That was different. She got her dishpan and went happily home."

According to Nelson (K.O.H.#47), Milton Douglas had invested in the Bank of Liverpool in the 1870's when it collapsed (see Raddal, Mersey Quarterly). He went broke and his son took over his debts. Nelson, his son took over the store and some of the property, while Richard got the family home his father had built.

Richard Douglas (1857- 1946) was born in the new house about three years after it was built. Perhaps that's why the wing was built on the back just after the house was finished (Eunice Douglas; C.I.T.#5, 006).

Richard had married Ethel Luxton (1873-1937) from Kempt, and they had three children: Laurie, Lillian and Chester.

Lillian Douglas (C.I.T. #7) describes growing up in the house, the furnishings and decorations. "We were a happy family just a happy family" (Douglas, loc. cit., 234).

Eunice Douglas (C.I.T. #5) says that the back part that was built on just after the house was finished was used as a summer kitchen, and the range was moved back and forth. Sometime after the turn of the century the bay window was constructed (c.1920). Eunice Douglas (C.I.T. #5). Other structural changes are discussed by Mrs. Douglas in the same interview.

Lillian Douglas (C.I.T. #7-197) describes her father Richard as a farmer and labourer who worked off the farm at times.

Eunice McBride married Laurie Douglas and moved into the house in 1927. In 1931 Richard Douglas and his wife Ethel, granted "an undivided half" of the property to Laurie E. Douglas their son. At the same time Laurie posted a bond promising to maintain Richard and Ethel for the rest of their lives (Register of Deeds, Liverpool; BK. 68, p. 653).

Eunice describes her husband, Laurie, as a farmer and woodsman, and discusses at length (C.I.T. #5) the life they led in the house.

On the 21st. of March, 1956, Laurie E. Douglas and Eunice, his wife, transferred the property to Mac Ellis Douglas and Gene Elliot Douglas, two of their four children.

From these two sons, it passed to the North Queens Historical Society.

James Douglas of Marfield, in parish of Eckford, Roxburghshire, Scotland, married Jane Mill. At least three of their six children emigrated to Nova Scotia. (16)

John Douglas (1794-1870) came to Halifax, Nova Scotia, in June 1815. He married Dec. 1817 Abigail Perkins Foster (1796-1885), dau. of Milton Foster of Port Medway. They took up land inland and helped found Caledonia.

Milton Foster Douglas (1827-1899) married 20 Oct. 1852 Eliza Jennie Telfer (1825-1914), dau. of Richard Telfer. They had 8 children.

Adelaide Douglas (1855-1928) married 20 Sept. 1877 Harbert Freeman (1852-1891), son of Siphorus Freeman. They had 5 children.

Lennie Mae Freeman (1880-1929) married 24 Sept. 1902 Arthur Franklin Straffin, Jr. of Brookton, Mass.

Philip Douglas Straffin (1907-1974) married 3 Sept. 1938 Mary Eleanor Whitehead (1916-____), dau. of Edwin Hill Whitehead, of Richmond, Va.

This book, owned by James Douglas, and his son John Douglas, one of the founders of Caledonia, was inherited by Philip Douglas Straffin. It was presented, in his honor, to the North Queens Historical Society to be displayed in the Caledonia Museum, by his loving wife and four children:

Eleanor Whitehead Straffin
Philip Douglas Straffin, Jr.
Anne Stuart Straffin Hall
Mary Alden Straffin Horner
Edwin Whitehead Straffin

*This was
out of the family
Bible given by
family in
Scotland
Now on exhibit
here at the
North Queens
Heritage House.*

Douglas Saw Mills

Nelson F. Douglas was involved in logging and driving logs as early as 1908 (see a note in 1908 Almanac). Logs were driven down the Mersey River to be sawn in Milton.

At one time N.F. Douglas owned and operated a water powered mill at the brook from the lake in Hibernia (second Christopher Lake) - close to the present road. N.F. Douglas had a long illness before his death and he sold this mill prior to his death (1918-18). This was known as the Douglas Lumber Company and was probably sold and operated under this name by Heymouth interests. It is not known how long this mill operated.

At N.F.'s death the N.F. Douglas Co. Ltd. was owned by his family and run by his sons Perry and Lee Douglas. At one time they owned, with Adelbert "Del" Freeman, a water powered mill at the Mill Pond in Caledonia, known as the Caledonia Lumber Co. There had been an up and down mill there but this may have been changed before the Douglas' ran it. Del Freeman was the "woods boss" for the mill and built his home across the street from it. It ceased to operate several years before its sale. Thadous Freeman operated a furniture company (benches, chairs, tables) at this site. In 1924 it was sold to Bradford Freeman (Baff) and Edward Freeman (Ned).

In the years preceding W. War II, N. F. Douglas Co., was involved with shipping "pit props" or pulpwood from Digby. This was used mostly in the Annapolis and Digby area and was in competition with F. Kempton and Clarence Mason.

After that they operated portable mills under N. F. Douglas Co., and managed by Clarence Mason. The first mill was in Maitland & somewhere near the brook going into Frozen Ocean. This ran about one year.

Other mill sites followed and mills were operated by this company at Grafton Lake, at Kejimukujik Lake and in the Tobetic area: Poplar Lake (4-5 years), Little Tobetic Lake (2 mills there), Roseway River and then Poplar Lake again.

These were engine driven, portable mills and were at times rented rather than owned, and the logs were not taken any great distance. The cut was started, the mill was set up and a rough bunkhouse and cookhouse were built. When the available logs in the area were all sawed the mill was moved to the next site with available logs. In the more remote sites the men came out during the week ends - or less often depending on the weather and the state of the roads. The sawn boards were "dipped" to prevent discoloration, and brought out to the railway station for loading in cars. Most of this lumber went to Canadian markets and markets in Quebec were firmly established. Stewart Paden was yardman in these mills. There were a number of sawyers.

At times the mills were located on the Tobetic Game Reserve.

with no guns allowed. The bears became a great problem in the cook house. They caused considerable damage to the building as well as stealing all the food they could get hold of. Since the morale and efficiency of the whole operation depended on food and lots of it, the bears were not popular. They really enjoyed the ham. One story of bear chasing pictures Billy Douglas chasing a bear with a peavey - Billy was in the usual nightwear of "long johns" - being one piece underwear.

In 1951, N. F. Douglas Co purchased the existing, but not operating, mill across the road from Lake Nancy. This was a portable mill purchased from Clarence Mason. This was operated intermittently. A cut of logs would be accumulated and kept in the nearby pond. Men would be hired and the mill operated until the logs were gone. The mill operated 1-2 times per year. There was no bunkhouse or cookhouse.

After Perry Douglas' death, N. F. Douglas (2nd) ran this mill and woods operation.

In 1992 Caledonia Woodworkers mill on Lake Nancy and Lake Mary closed its doors, and Nelson & Blair Douglas entered into negotiations to buy this mill. At Nelson's death, Blair continued these negotiations and in 1992 the mill was reopened and has operated under the name of N. F. Douglas Lumber Ltd.

Region of Queens Municipality Staff Report

6.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: October 26, 2021

Re: Proposed Truth and Reconciliation Civic Holiday

Background

On September 29, 2020, the Honourable Steven Guilbeault, Minister of Canadian Heritage, introduced Bill C-5, to establish a National Day for Truth and Reconciliation for federally regulated workers that will be observed as a statutory holiday on September 30th of each year to begin in 2021. This was Action #80 recommended in implementing the Truth and Reconciliation Commission's Call to Action.

The new national day is meant to honour survivors, their families and communities. It will also ensure that public commemoration of the tragic and painful history and legacy of residential schools remains a vital component of the reconciliation process. This is part of the federal government's commitment to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten. It is meant to be a day of quiet reflection or participation in a community event.

Recently, the provincial government on September 3, 2021, acknowledged that Nova Scotia will annually recognize September 30 as Truth and Reconciliation Day beginning in 2021. Provincial government offices, public schools and regulated child care will be closed. Businesses will have the choice, as they do on other occasions, to remain open.



Details

The federal government has proclaimed September 30th each year as a holiday for federal employees and agencies only. Recently, the provincial government announced that they will annually recognize September 30th as Truth and Reconciliation Day by closing government offices and schools, but no mention of making it a provincial holiday.

This leaves the Municipality to decide how it wants to deal with the issue as the above federal and provincial acknowledgements do not include municipalities.

Civic holidays may be proclaimed by any municipality in Nova Scotia with the approval of Council. Within that proclamation, Council can provide for various regulations within the bylaw. Bylaws require two readings with at least 10 days between the readings.

Applicable Legislation

Section 172(1)(h) of the *Municipal Government Act* states that council may make by-laws, for municipal purposes, respecting the appointment of a day to be a civic holiday.

Budget Impacts

It is anticipated that the additional costs to make September 30th each year a civic holiday when it does not fall on a Sunday will cost the Municipality approximately \$6,600 in additional overtime costs for contractual obligations and mandated public services.

Recommendation

THAT Council of Region of Queens Municipality give second reading to a Bylaw Respecting a Truth and Reconciliation Civic Holiday.



Communications

The proposed bylaw will be advertised in a local newspaper allowing for public input prior to second reading, as well as being posted on our website and social media platforms.



BYLAW NO. 5

A BYLAW RESPECTING A TRUTH AND RECONCILIATION CIVIC HOLIDAY

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

1. This bylaw shall be known as Bylaw Number 5 and may be cited as the “Truth and Reconciliation Civic Holiday Bylaw”.

DEFINITIONS

2. “civic holiday” means any day designated by municipal council to be observed as a civic holiday within Region of Queens Municipality.

CLOSURES

3. All municipal operations and facilities will be closed on any civic holiday designated by Region of Queens Municipality, excluding those required to remain open under legal contract including health care facilities.

TRUTH AND RECONCILIATION CIVIC HOLIDAY

4. September 30th of each year is hereby declared a civic holiday within Queens County and is to be known as the Truth and Reconciliation Civic Holiday.

EFFECTIVE DATE

5. This bylaw shall take effect from the 1st day of January 2022.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this bylaw was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 26th day of October, 2021.

SIGNED by the Mayor and Deputy Clerk this 27th day of October, 2021.

Mayor

Deputy Clerk

READINGS: First Reading:	September 28, 2021
Date of Publication:	October 6, 2021
Second Reading:	October 26, 2021
Newspaper Passing:	November 3, 2021
Filed / Approved:	Minister of Municipal Affairs November 4, 2021

Region of Queens Municipality Staff Report

6.3

To: Council

From: Adam Grant, Director of Engineering & Public Works

Date: October 26, 2021

Re: Trucking of Bulk Salt Tender

Background

The Region of Queens Municipality called for Tenders for the trucking of bulk salt for the 2021/2022 winter season.

Details

Two tender submissions were received.

<u>Name of Contractor</u>	<u>Price Per Metric Tonne Plus HST</u>
Donald Whynot Trucking Ltd.	\$41.50
Van Dyk Excavation & Truckin'	\$43.50

The lowest tender was submitted by Donald Whynot Trucking Ltd. at a tendered price of \$41.40 plus HST.

Van Dyk Excavation and Truckin' was the successful tenderer the previous year at a price of \$39.12 plus HST/tonne.

Applicable Legislation

N/A



Budget Impacts

N/A

Recommendation

THAT Council of the Region of Queens Municipality approve that Tender PW04-2021/2022 – Trucking of Bulk Salt be awarded to Donald Whynot Trucking Ltd. for the tendered price of \$41.50 per metric tonne, plus HST for the 2021/2022 winter season.

Communications

The tenderers will be notified.

Region of Queens Municipality Staff Report

6.4

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: October 26, 2021

Re: Approval of Amended Policy 66 - Appointment of Traffic Authority

Background

Motor Vehicle Act of Nova Scotia requires that each town or former town in Nova Scotia appoint its own traffic authority to enforce certain provisions of the *Motor Vehicle Act*. This appointment for Liverpool only has traditionally been designed as a senior member of Queens RCMP with an alternate being a different member of the detachment. In the past few years, RCMP members have been precluded from taking on this additional role. The traffic authority for all areas outside Liverpool is governed by the Provincial Traffic Authority and their Deputy Provincial Traffic Authorities.

Traffic Authority reviews requests each year for road closures, parades, emergency safety plans as they relate to transportation routes, planned detours, traffic signage, et cetera.

Details

On July 16, 2020, Adam Grant, Assistant Director of Engineering and Public Works was appointed as Traffic Authority for Liverpool with Brad Rowter, Director of Engineering and Public Works being designated as the alternate. Since that time, Mr. Rowter retired, Mr. Grant has become the Director of Engineering and Public Works and Garrett Chetwynd has been hired as the Assistant Director of



Engineering and Works. The policy update seeks to make these staffing amendments.

Applicable Legislation

Section 311 of the *Municipal Government Act* provides that

(1) In this Section, “highway” and “Provincial Traffic Authority” have the same meaning as in the Motor Vehicle Act.

(2) The council may, by policy, appoint a traffic authority for all or part of the municipality.


(3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the Motor Vehicle Act.

(4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

(5) Where there is no traffic authority appointed by a council, the Minister of Transportation and Infrastructure Renewal may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Transportation and Infrastructure Renewal that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Transportation and Infrastructure Renewal may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to (a) highways vested in Her Majesty in right of the Province; (b) highways in areas of a municipality for which there is no traffic authority; and (c) highways in a municipality that have been designated by the Minister of Transportation and Infrastructure Renewal as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.



(8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.

Budget Impacts

There is no anticipated budget impact s with this approval.

Recommendation

THAT the Council of Region of Queens Municipality approve revised Policy 66 Respecting the Appointment of Traffic Authority.

Communications

This approval will be posted on our social media sites, as well as our website. All staff will be notified so if questions arise, they will be able to direct residents and community groups to the appropriate person. Additionally, the Provincial Traffic Authority will be notified of this change as required in the *Motor Vehicle Act*.



POLICY NO. 66

APPOINTMENT OF TRAFFIC AUTHORITY

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Policy Number 66 and may be cited as the "Traffic Authority Policy".

POLICY PURPOSE

Region of Queens Municipality, in this policy, does hereby confirm its existing practice of appointing an individual to act as Traffic Authority for the Region of Queens Municipality pursuant to the applicable provisions of the *Municipal Government Act* and the *Motor Vehicle Act*.

In furtherance of the purposes of this policy, the Region also hereby states its intention to appoint an alternate individual to act as Traffic Authority in the absence of the original appointee.

AUTHORITY

Section 311 of the *Municipal Government Act* provides that

(1) In this Section, "highway" and "Provincial Traffic Authority" have the same meaning as in the *Motor Vehicle Act*.

(2) The council may, by policy, appoint a traffic authority for all or part of the municipality.

(3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the Motor Vehicle Act.

(4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

(5) Where there is no traffic authority appointed by a council, the Minister of Transportation and Infrastructure Renewal may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Transportation and Infrastructure Renewal that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Transportation and Infrastructure Renewal may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to (a) highways vested in Her Majesty in right of the Province; (b) highways in areas of a municipality for which there is no traffic authority; and (c) highways in a municipality that have been designated by the Minister of Transportation and Infrastructure Renewal as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.

(8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act.

SCOPE

This policy shall apply to all streets within Liverpool, and any other streets owned by Region of Queens Municipality.

POLICY INTENT

PURSUANT to Section 311 of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as amended from time to time, Director of Engineering and Public Works, Adam Grant, is hereby designated as the Region of Queens Municipality's Traffic Authority.

AND FURTHER that in the absence of Adam Grant, Assistant Director of Engineering and Public Works, Garrett Chetwynd, shall act as Traffic Authority for Region of Queens Municipality.

EFFECTIVE DATE

This policy shall take effect on October 26, 2021.

REPEAL

Policy 66 - Appointment of Traffic Authority, adopted by the Council of Region of Queens Municipality on the 14th day of July 2020, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 26th day of October, 2021.

SIGNED by the Mayor and Deputy Clerk this 27th day of October, 2021.

Mayor

Deputy Clerk

GENERAL STATEMENT OF POLICY:

66.01 Region of Queens Municipality, in this policy, does hereby confirm its existing practice of appointing an individual to act as Traffic Authority for the Region of Queens Municipality pursuant to the applicable provisions of the *Municipal Government Act* and the *Motor Vehicle Act*.

In furtherance of the purposes of this policy, the Region also hereby states its intention to appoint an alternate individual to act as Traffic Authority in the absence of the original appointee.

POLICY INFORMATION:

66.02 **PURSUANT** to Section 311 of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as amended from time to time, Assistant Director of Engineering and Public Works, Adam Grant, is hereby designated as the Region of Queens Municipality's Traffic Authority.

AND FURTHER that in the absence of Adam Grant, Director of Engineering and Public Works, Brad Rowter, shall act as Traffic Authority for Region of Queens Municipality.

Region of Queens Municipality Staff Report

6.5

To: Council

From: Dana Henley, Community Development Coordinator

Date: October 26, 2021

Re: AC Belliveau Veinotte Inc. Request for Waiver of Policy 58 –
Consumption of Alcohol on Municipally Owned Properties

Background

AC Belliveau Veinotte Inc., Chartered Professional Accountants recently relocated their Liverpool office to Liverpool Business Development Centre, 54 Harley Umphrey Drive, Liverpool; and would like to host an open house, inviting their clients and the public to tour their new location and offer networking opportunities; with the option to serve alcoholic beverages, along with non-alcoholic, and hors-d'oeuvres.

Details

AC Belliveau Veinotte Inc., have requested a waiver of Policy 58 – Consumption of Alcohol on Municipally Owned Properties, for an open house event they are hosting at their Liverpool office, 54 Harley Umphrey Drive, in the month of November (exact date to be determined).



Applicable Legislation

Operational Policy #58 – Consumption of Alcohol on Municipally Owned Properties.

Budget Impacts

There would be no budget implications resulting from the approval of this request.

Recommendation

That the Council of Region of Queens Municipality agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of AC Belliveau Veinotte Inc. at 54 Harley Umphrey Drive, Liverpool in the month of November, 2021.

And that the applicant be required to submit proof of insurance in no less than \$2,000,000 per occurrence with the Region of Queens Municipality as additional insured, and copy of the in effect liquor license from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.

Communications

The applicant will be notified of a decision following Council.



Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

Member of The AC Group of Independent Accounting Firms

**PO Box 254
54 Harley Umphrey Drive
Liverpool NS B0T 1K0
Canada**

**Tel: 902-356-4278
Fax: 902-356-2423
liverpool@bvca.ca**

www.bvca.ca

October 18, 2021

Region of Queens Municipality
P.O. Box 1264
249 White Point Road
Liverpool, NS
B0T 1K0

Dear Council Members,

To celebrate relocating to the Liverpool Business Development Centre- 54 Harley Umphrey Drive, AC Belliveau Veinotte Inc. would like to host an Open House in the month of November, exact date to be determined.

This event would allow our clients, and the public, the opportunity to come tour our new location as well as offer networking opportunities.

AC Belliveau Veinotte Inc. would like to request permission to serve of age visitors' complimentary beer and wine during the event. We would also incorporate non-alcoholic beverages, snacks and hors-d'oeuvres ordered from local businesses.

We have reviewed the Region of Queens Municipality's Policy Number 58 regarding the Consumption of Alcohol on Municipally Owned Properties and agree to abide by all policies.

Upon approval, we will contact our insurance provider to have the required insurance documents for the event.

Thank you for your consideration of our request. If you have any questions, I can be reached at 902-356-4278.

Sincerely,

Mike Metcalfe, CPA, CA

Region of Queens Municipality Staff Report

6.6

To: Council

From: Mallory Plummer, Manager of Finance

Date: October 26, 2021

Re: Policy Number 14 Payment Arrangements

Background

Payment arrangements are an option available to property owners who are unable to make payment in full. Interest on any overdue amounts shall be 12% per annum, or 1% monthly, with interest compounded monthly on the first day of each month they remain unpaid. This draft policy was reviewed by Audit and Internal Control Committee on September 13, 2021, and is brought forward with their recommended changes.

Details

The primary purpose of this policy is to guide and support the Treasurer in making arrears payment arrangements with property owners.

Property tax and sewer accounts that fall into arrears will be subject to collection efforts that can ultimately result in a tax sale if payment arrangements are not implemented and followed.

Water Utility accounts that fall into arrears will be subject to collection efforts that can result in disconnection of services if payment arrangements are not implemented and followed.



Applicable Legislation

Section 134(5) of *Municipal Government Act (MGA)* states where the municipality and a taxpayer have entered into a tax arrears payment arrangement, the period for which the tax lien is effective is extended by the period of the tax arrears payment arrangement.

Section 8 Schedule D of *Region of Queens Municipality Water Utility Schedule of Rules and Regulations* states that the Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.

Section 10.13 of *Bylaw No. 11 Sewers*, states the sewer service charge is a lien on the whole of the property subject to the sewer charge and may be collected in the same manner and with the same effect as unpaid rates and taxes under the *Assessment Act*.

Recommendation

THAT the Council of Region of Queens Municipality adopt Policy Number 14- Payment Arrangements

Communications

Upon adoption the Policy will be updated on our website.



POLICY NO. 14

PAYMENT ARRANGEMENTS

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows: This policy shall be known as Policy Number 14 and may be cited as the “Payment Arrangements Policy”.


POLICY PURPOSE

The purpose of this policy is to guide and support the Treasurer in making arrears payment arrangements with property owners.

AUTHORITY

Section 134(5) of the Municipal Government Act provides that where the municipality and a taxpayer have entered into a tax arrears payment arrangement, the period for which the tax lien is effective is extended by the period of the tax arrears payment arrangement.

Section 8 Schedule D of *Region of Queens Municipality Water Utility Schedule of Rules and Regulations* states that the Utility shall have the right to enter onto



customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.

Section 10.13 of *Bylaw No. 11 Sewers*, states the sewer service charge is a lien on the whole of the property subject to the sewer charge and may be collected in the same manner and with the same effect as unpaid rates and taxes under the *Assessment Act*.


DEFINITIONS

"taxes" includes municipal rates, area rates, special purpose tax, change in use tax, forest property tax, recreational property tax, capital charges, one-time charges, local improvement charges and any rates, charges or debts prescribed by the enactment authorizing them, to be a lien on the property.

"tax sale" includes a sale by public auction or sale by tender, for the purpose of collecting taxes.

"payment arrangement" includes an agreement authorized between customer and Region of Queens Municipality to recover outstanding amounts on Tax, Water Utility and Sewer accounts.

"compliance" includes the act of fulfilling the payment arrangement by making payment by the specified date per the signed arrangement.



“default” includes failure to fulfill one full payment by the prescribed date from the payment arrangement.

TAX PAYMENT ARRANGMENTS


The Treasurer shall determine the total of all tax amounts (property, area rates, special rates, etc.) owing to Region of Queens Municipality related to the property and shall be included in the payment arrangement.

Tax payment arrangements are an option available to property owners who are unable to make payment in full. Interest on any overdue taxes shall be 12% per year, or 1% monthly, with interest compounded monthly on the first day of each month they remain unpaid. Tax payment arrangements do not affect the amount of interest owing or the rate which interest is calculated on outstanding balances.

Tax payment arrangements are only valid once signed by both a property owner and Treasurer and returned to Region of Queens Municipality. Verbal agreements are not considered binding therefore are not valid.

Payments are due by the close of the last business day of each month. Any person not remitting payment by the date specified in the agreement, shall be deemed to be in default of the agreement unless deemed otherwise due to extraordinary circumstances at the discretion of the Treasurer.

When a property owner defaults on the agreement, the Treasurer has the option to immediately begin tax sale proceedings, if the outstanding amount is more



than two years plus current. Properties shall not be placed on the Tax Sale List if the property owner and Treasurer have entered into a payment arrangement and the property owner is in compliance with the agreement.

Negotiation or re-negotiation of payment arrangements are at the discretion of the Treasurer where a current arrangement exists and is not in default. A revised payment arrangement must be signed by both parties prior to approval. Negotiation or re-negotiation will not be considered when an agreement is in default.


Payment arrangements are calculated for the account to be paid in full within a maximum duration of sixteen (16) months from the date the arrangement is signed. When calculating, an estimate will be made of future tax bill and interest charges to be incurred, and will be included in the monthly payment amount. When payment is made it is applied first to interest and then taxes longest in arrears.

TAX SALE LIST

Once tax sale proceedings have begun, no property shall be removed from the tax sale process unless the total amount due and payable on the date of payment has been paid in full.

WATER PAYMENT ARRANGEMENTS

Water payment arrangements are an option available to property owners who are unable to make payment in full and have a municipal water account in their name. Interest on any overdue charges shall be 12% per year, or 1% monthly, with



interest compounded monthly on the first day of each month they remain unpaid. Water payment arrangements do not affect the amount of interest owing or the rate which interest is calculated on outstanding balances.


Payment arrangements are calculated to ensure balance is satisfied within ninety (90) days of the signed arrangement. If the property owner defaults on the payment arrangement, Region of Queens Municipality has the right to proceed with disconnection.

Payments are due by the close of the business day stated on the signed arrangement. Any payment not received by the dates specified in the agreement shall be deemed to be in default of the agreement unless deemed otherwise due to extraordinary circumstances at the discretion of the Treasurer.

Negotiation or re-negotiation of payment arrangements are at the discretion of the Treasurer where a current arrangement exists and the agreement is not in default. A revised payment arrangement must be signed by both parties prior to approval. Negotiation or re-negotiation will not be considered where the agreement is in default.

SEWER PAYMENT ARRANGEMENTS

Sewer payment arrangements are an option available to property owners who are unable to make payment in full. Interest on any overdue charges shall be 12% per year, or 1% monthly, with interest compounded monthly on the first day of each month they remain unpaid. Sewer payment arrangements do not affect the amount of interest owing or the rate which interest is calculated on outstanding balances.



Payment arrangements are calculated to ensure balance is satisfied within ninety (90) days of the signed arrangement. If the property owner defaults on the payment arrangement, Region of Queens Municipality has the right to proceed with tax sale measures.

Payments are due by the close of the business day stated on the signed arrangement. Any payment not received by the dates specified in the agreement shall be deemed to be in default of the agreement unless deemed otherwise due to extraordinary circumstances at the discretion of the Treasurer.

Negotiation or re-negotiation of payment arrangements are at the discretion of the Treasurer where a current arrangement exists and the agreement is not in default. A revised payment arrangement must be signed by both parties prior to approval. Negotiation or re-negotiation will not be considered where the agreement is in default.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Manager of Finance, who is appointed as the Municipality's Treasurer, and shall carry out their function according to the terms and conditions of this policy. It shall be the responsibility of the Manager of Finance to bring forth clear recommendations to the Audit and Internal Control Committee for review related to any required changes in this policy or its ensuing implementation practices.



REPPEAL

Policy 14- Water Service Collections

EFFECTIVE DATE

This policy shall take effect from the date of approval by Council

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the day of, 2021.

SIGNED by the Mayor and Deputy Clerk this day of, 2021.

Mayor

Deputy Clerk

Recommended by Audit and Internal Control Committee: September 13, 2021

Adopted by Council:

Region of Queens Municipality Staff Report

7.1

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: October 26, 2021

Re: Policy 23 – Request for Area Rate

Background

On October 8, 2013, Council approved Policy 23 respecting Public Meeting for Area Rate Requests. The policy is meant to provide for guidance and direction in accepting and processing of applications from community groups looking for Council to establish area rates for their group. During the past year, it became apparent that the current policy was too prescriptive and did not allow for flexibility in its implementation, including the provisions required to meet COVID-19 mandates.

Details

A new draft policy has been prepared that requires a community group to submit similar information as exists under the current policy, but allows for flexibility in implementing the policy based on the specific needs of the Municipality as they relate to a specific application. The proposed new policy changes the deadline date to January 15th of each year to align with our budgeting process and provides that applicants must provide an application fee to reimburse the Municipality for the expenses of conducting any public meeting or meetings, or other public consultations as directed by Council.

Additionally, the proposed new policy allows anyone who owns property in the assessment district or districts under consideration to vote, as opposed to the current practice of only eligible voters. This change allows all those affected by the proposed tax increase to have a vote on the matter.



Applicable Legislation

Section 47(1) of the Municipal Government Act (MGA) authorizes Council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Budget Impacts

It is only expected that this recommendation will have minimal budget impacts. If the proposed application fee system is not adopted, then the financial impacts to all taxpayers in the Municipality will be approximately \$500 to \$1000 per basic application. Applications for multiple assessment districts will incur higher costs.

Communications

As this is an internal policy, no external communication is required. Communication will take place according to the policy when required.



POLICY NO. 23

REQUEST FOR AREA RATE

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the *Municipal Government Act, S.N.S. 1998, Chapter 18*, as follows:

This policy shall be known as Policy Number 23 and may be cited as the “Area Rate Policy”.

POLICY PURPOSE

To provide registered not-for-profit organizations with the ability to request that an area rate be established in a certain, or certain assessment districts, with the funding raised to be provided to the organization to assist them with operational or capital costs in the upcoming or future fiscal years.

DEFINITIONS

“area rate” means a tax levied on the assessed value of properties within a defined assessment district above a standard tax rate, where such money collected is for a specific purpose of either the Municipality or not-for-profit organization.

“assessment district” is the boundary established by Property Valuation Services Corporation for a certain area of Queens County that averages approximately 1300 properties including dwellings, businesses, and vacant land.

“complete application” is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.

“not-for profit organization” is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the Legislature and at the time of application is in good standing with the applicable government agency.

AUTHORITY

Section 47 of the *Municipal Government Act* provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

SCOPE

This policy shall apply to all not-for-profit organizations in Queens County.

POLICY INTENT

It is the intent of this policy to provide clear and consistent processes by which not-for profit organizations can apply for an area rate.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Director of Corporate Services.

It shall be the responsibility of the Director of Corporate Services to bring forth recommendations for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

ORGANIZATIONAL REQUESTS

In order to be considered for an area rate for a future fiscal year, an eligible not-for-profit organization must submit an application to the Director of Corporate Services for an area rate prior to January 15th of any year.

Each area rate request must include the not-for-profit organization's most recent financial statements independently reviewed to a minimum Notice to Reader level, a copy of the proposed upcoming fiscal year budget, a copy of the organization's most recent bank statement, a copy of the organization's current incorporation document including bylaws, a written statement outlining the reason for the request, signed copy of resolution of organizational directors authorizing the request, assessment districts for which the area rate is being requested, as well as the rationale for choosing that district or districts.

A request for area rate will only be considered when such request is made for an assessment district or assessment districts. In no case, shall a request to include all assessment districts be considered under this policy. Once received, an area rate request cannot be amended or modified if the public consultation process has begun which includes placing an advertisement for a public meeting.

Upon receipt of a complete application for an area rate, Director of Corporate Services shall provide the request to Council for consideration concerning whether Council wishes to hold an area rate meeting or other public consultation, or refer it directly to budget deliberations.

Should Council choose to hold an area rate public meeting, the meeting shall be held on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the assessment district(s) where the area rate is being requested where possible. This meeting shall be chaired by the area Councillor, or if more than one assessment district, by the Councillor who has the greatest land percentage of the area under consideration for the area rate. The applicant shall be required to provide a non-refundable application fee of \$500 plus HST for each

application for up to two assessment districts and \$1000 plus HST for more than two assessment districts to pay for newspaper advertisements and hall rentals.

Should Council choose to hold more comprehensive public consultation including a full day vote, a public meeting prior to the vote or other public communications shall be provided by the applicant according to the terms established by the Municipality. A voting day shall be established no less than 5 days after the public meeting or issuance of public communications. The applicant shall be required to provide a non-refundable application fee of \$750 plus HST for each application for up to two assessment districts or \$1500 plus HST for more than two assessment districts to pay for newspaper advertisements, hall rentals, and election day workers, if a more comprehensive public consultation is required including a full day vote.

All votes at public meetings or during a day-long vote, shall be by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website as soon as practical thereafter.

Any person who owns property within the assessment district or districts under consideration are eligible to cast a vote at a public meeting or other public vote upon swearing or affirming that they are an eligible voter.

Upon the conclusion of any public meeting or public consultation including a vote, Director of Corporate Services shall provide a report to Council outlining the process followed, attendance at public meeting(s) or voting percentages, and other relevant information.

The decision regarding whether or not to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

ACCOUNTABILITY

Prior to January 15th of any year, an approved applicant from the current year, must provide copies of their expensed invoices and a preliminary financial

statement showing where funds have been spent to date, as well as other revenue sources, to the Director of Corporate Services.

EFFECTIVE DATE

This policy shall take effect from the date of approval by Council.

REPEAL

Policy 23 - Public Meeting for Area Rate Requests, adopted by the Council of Region of Queens Municipality on the 8th day of October 2013, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the day of November, 2021.

SIGNED by the Mayor and Deputy Clerk this day of November, 2021.

Mayor

Deputy Clerk

GENERAL STATEMENT OF POLICY

23.01 It shall be the policy of the Region of Queens Municipality to provide a mechanism for the provision of public meetings to allow groups and organizations to propose area rates in their communities through a public meeting for those proposed to be affected.

POLICY INFORMATION

23.02 Requests for area rates may be made by any non-profit community organization incorporated under the laws of Nova Scotia (hereinafter referred to as an “authorized group”) having its head office and chief place of business in Queens County, Nova Scotia.

23.03 Area rate requests will only be considered based on assessment districts, and the request can include more than one assessment district.

23.04 Upon receiving a written request from an authorized group, Committee of the Whole shall scrutinize the request to determine if a community area rate meeting is warranted. During this time, copies of the group’s upcoming budget, previous year’s audited financial statement, resolution of the directors authorizing the authorized group to make such a request and written details as to why the area rate is needed, shall be reviewed. If a meeting is to be held, it shall be held in a central location in the assessment districts affected. If the request is for a general area rate for all assessment districts, Committee of the Whole shall decide on the location. Written requests for area rates must be received by February 1st for future Region fiscal year consideration beginning April 1st.

23.05 The meeting place and date, and placement of one advertisement in *The Advance* the week prior to the meeting, shall be the responsibility of the Region. Any additional advertising or costs, including preparation of the presentation, shall be borne entirely by the authorized group.

MEETING FORMAT

23.06 Each area rate request meeting shall be chaired by the Councillor whose district the request will impact. If it will cover several areas, then the Councillors affected shall decide amongst themselves who shall chair the meeting. In the case of an area rate request for the entire Region, the Mayor or his / her designate shall chair the meeting.

- 23.07 Authorized groups may request, in writing, financial information for their presentation, but any such request must be received at least two weeks prior to the meeting. The Region shall endeavour to provide the information requested, but cannot guarantee the request will be fulfilled in its entirety. The Region shall provide to authorized groups the amount one-cent will generate on an area rate for the areas affected by the area rate request.
- 23.08 Copies of the presentation or handouts are the sole responsibility of the authorized group at their own time and expense. However, groups may use the recreation department's free copies for community groups if they qualify.
- 23.09 The meeting, chaired by a Region elected official, shall begin at the scheduled time and shall include an outline of the procedure to be used for the area rate which shall include the applicable legislation for the request, the presentation by the authorized group, questions from the floor and a secret ballot vote. The secret ballot vote must be on the original area rate requested in Section 23.04 of this policy and cannot be amended at an area rate meeting.
- 23.10 Each item to be decided by secret ballot shall be done separately and only contain a "Yes" or "No" response. Municipal election rules shall govern when deciding on the validity of a vote. Two municipal staff shall be present and act as scrutineers for all votes and destroy the ballots after voting. The scrutineers decision is final in all cases.
- 23.11 In order to be eligible to cast a vote at the meeting, the individual present must permanently reside in the area to be encompassed by the area rate and that they are a Canadian citizen at least eighteen years of age and eligible to vote in municipal elections.
- 23.12 The Chairperson shall announce the results of the vote as soon as possible after the vote. The Chairperson shall indicate that the vote results will go forward to Council and shall not be approved or disapproved until decided by Council. Council shall, at its discretion, approve one year or multi-year area rates based on the request and type of project.

ACCOUNTABILITY REPORT

- 23.13 If an area rate is approved, a copy of all invoices shall be provided to the Region's Finance Department at the end of the groups fiscal year, including an audited financial statement and written report noting what the funds were used for, programs accomplished, successes and failures, number of directors and general meetings held during the year.

COUNCIL IMPLEMENTATION REPORT – January – October 12, 2021

Date	Recommendation	Responsibility	Action Taken
Sept. 14, 2021	Appoint Sue Beaumont-Rudderham to the Ad Hoc Noise Bylaw Committee to represent Electoral District 1.	CAO	Letter of appointment sent September 15, 2021.
Sept. 14, 2021	Adopt Queens Municipal Accessibility Plan dated August 27, 2021.	E. Johnston	Posted to website and media were advised.
Sept. 14, 2021	<p>Serve Notice of Recommendation upon the owners of property identified as PID #70151147 and located at 25 West Caledonia Road in Caledonia, regarding the registration of the property (known as Milton Douglas House) in the Municipality Registry of Heritage Property;</p> <p>AND THAT a hearing be scheduled for October 26, 2021 at 6:00 p.m. in the Council Chambers of the Municipal Administration Building, 249 White Point Road in Liverpool, to provide opportunity for the property owners to make comment on the proposed designation.</p>	M. MacLeod	Notice of Recommendation sent to property owner on September 14, 2021.

Date	Recommendation	Responsibility	Action Taken
Sept. 28, 2021	Approves the Pre Approval Form as attached – File 21/22-01 in the amount of \$507,757 for the Brooklyn Sewer/Water project.	J. Veniotte	All paperwork is completed.
Sept. 28, 2021	<p>Agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of Privateer Farmers' Market at Centennial Park, Liverpool on Saturdays from October 1, 2021 to end of 2021 season.</p> <p>AND THAT the applicant be required to submit proof of insurance in no less than \$2,000,000 per occurrence with the Region of Queens Municipality as additional insured, and copy of the in effect liquor license from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.</p>	D. Henley	<p>Advised Privateer Farmers' Market of approval on September 29, 2021.</p> <p>October 1 received copy of required insurance.</p> <p>The liquor vendor that had expressed interest in attending the market was unable to attain their mobile paperwork in time for the market this past Saturday, Oct. 9 and has decided to sit the rest of the season out.</p>
Sept. 28, 2021	Approve the naming of an existing driveway off Peters Point Road in South Brookfield as Edith's Point Road.	M. MacLeod	Applicant has been notified. Signage has been ordered.

Date	Recommendation	Responsibility	Action Taken
Sept. 28, 2021	<p>Agree to accept a donation from Jennifer Inglis of a granite memorial bench;</p> <p>AND THAT the bench be placed in a mutually agreeable location at Privateer park with the future maintenance being the responsibility of the Municipality.</p>	Adam Grant	Meeting scheduled for October 19 for site selection.
Sept. 28, 2021	Appoint Janine Stewart to the Accessibility Advisory Committee.	E. Johnston	Janine Stewart has been notified of appointment to Committee.
Sept. 28, 2021	Provide grant funding to PAC Autism Nova Scotia Society up to the amount of \$111,773 from the 2021-2022 Community Investment Fund as per their submitted application.	D. Henley	Advised PAC Autism Nova Scotia of approved grant funding on September 29, 2021.
Sept. 28, 2021	Provide grant funding to Liverpool Curling Club in the amount of \$9,000 from the 2021-2022 Community Investment Fund as per their submitted application.	D. Henley	Advised Liverpool Curling Club of approved grant funding on September 29, 2021. Requested first 80% of funding from Finance Department.
Sept. 28, 2021	Give first reading to a Bylaw Respecting a Civic Holiday.	CAO	Notification of proposed Bylaw advertised in <i>The Chronicle Herald</i> on October 6, 2021.
Oct. 12, 2021	Give second reading to a bylaw respecting amendments to the Land Use Bylaw, which sees the rezoning of PID #70275185 from Fishing and Marine (M3) to Mixed Use Coastal Residential (R6).	M. MacLeod	Notice of Passing place in the October 20, 2021 paper setting out 14 day appeal period.

Date	Recommendation	Responsibility	Action Taken
Oct. 12, 2021	Approve the Audit and Internal Control Committee Terms of Reference as amended.	J. Veinotte	Terms of Reference will be reviewed at the November 8, 2021 committee meeting for discussion.
Oct. 12, 2021	Appoint the following people to the Audit and Internal Control Committee immediately for a term to expire on March 31, 2023: Patricia Purcell, Hunts Point Melissa Thiele, Brooklyn	J. Veinotte	New appointees have been contacted and provided a link to training. They will meet with Director to receive bind and discuss progress of the committee.
Oct. 12, 2021	Approve the deactivation of accounts 1082 and 1561 in our accounting system.	J.Veinotte	Request for deactivation provided to staff to execute in SAP.
Oct. 12, 2021	Approve Policy 84 respecting Flags.	CAO	Amended policy provided to all staff.
Oct. 12, 2021	Accept the application to fly the Every Child Matters Flag on the Special Purpose Flag Pole.	E. Levy	The Diversity and Inclusion Action Team has been notified of Council's decision on. It is expected that the flag will be raised by October 18 th .
Oct. 12, 2021	Approval of Amended Policy 66 – Appointment of Traffic Authority - this issue be referred to the next Council meeting for a recommendation.	CAO	Added to October 26, 2021 Council Agenda.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December 22, 2020

Date	Recommendation	Responsibility	Action Taken
Feb. 25, 2020	Authorize staff to begin the process of finalizing future programming for a new outdoor aquatic facility.	M. Roberts	Further review will be undertaken by staff.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

Date	Recommendation	Responsibility	Action Taken
Oct. 22, 2019	Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	M. MacLeod	Survey complete. Awaiting preparation of deed for signatures and registration.



Royal Canadian Legion Mersey Branch 038
43 Henry Hensey Drive
Liverpool, NS

September 19, 2021

Region of Queens Municipality
P.O. Box 1264
Liverpool, NS
BOT 1K0

Dear Mayor, Council and Staff:

As you are all aware, the members of this Legion are becoming aged and no longer can do some of the work that we have undertaken in the past. I am also sure you are aware that our financial situation has changed since March of 2020 due to Covid 19 and the restrictions that was placed on us which eliminated the ways in which we usually raised money.

There is small shrub garden located between 270 Main Street, which houses 5th Sense, and 290 Main Street where the Food Bank Thrift Store is located. It is also at the back of the Legion Hall. There is a wrought iron fence in front of it facing the sidewalk, which was placed there by Mr. Anthony when the land transaction was made. This small parcel of land has been maintained by the Legion over the years but we now find ourselves unable to care for it. When it was physically impossible for the members to do the work, we hired a local company to do it for us but the cost is now more than we can afford.

However because it has been neglected, it is not becoming to the other beautification enjoyed by pedestrians as they walk along this portion of Main Street.

Therefore, we are requesting the Region to give consideration to have this small parcel groomed by Region staff while they are working on other beds in the area.

Thank you for your consideration in this matter.

Sincerely

Marie Lamrock, Legion Secretary