

**Region of Queens Municipality Regular Council
Tuesday, November 8, 2022**

9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

- 3.1 Queens RCMP – Quarterly Report
- 3.2 Request for Water & Sewer Extension, Mount Pleasant
- 3.3 Mersey Tobeatic Research Institute Review

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

- 6.1 Regular Council – October 25, 2022

7.0 Recommendations

- 7.1 Sale of South Shore Regional Airport
- 7.2 Fire Department Leadership Training
- 7.3 Memorandum of Understanding respecting EMO Mutual Aid

8.0 Discussions

- 8.1 Bioeconomy Development Opportunity Zone (BDO Zone) Initiative
- 8.2 Region of Queens Pool Committee – Terms of Reference

9.0 In-Camera Items

10.0 Adjournment



COUNCIL REPORT

Region of Queens

ABSTRACT

Report on policing activity in Queens County
November 7th, 2022

Queens Detachment

902-354-5721



November 2022

PERSONNEL

Current Personnel Capacity:

Current Compliment:	District Commander	S/Sgt. Dan Archibald
	Team Leader	Cpl. John Harris – Operations NCO
	Team Leader	Cpl. Mike Buckland – Operations NCO
	Members	Cst. Andrew Winsor Community Policing Officer Cst. Devin Pulsifer Cst. Christa Pye Cst. George Walsh Cst. Chad Burrige Cst. Ron Duffney Cst. Tara Davis Cst. Vladimir Dounin Cst. Ryan McEachren VACANT
	Assistants	Ms. Holli Murphy Ms. Lydia Goodick
	Senior Safety	Ms. Shelly Walker





November 2022

ANNUAL PERFORMANCE PLANNING

Our objectives remain the same this year as last year;

1. Road Safety

- Maintain or increase Provincial Statute Charges
- Maintain or increase Impaired Driving Charges
- Maintain or increase Checkstops

2. Crime Prevention and Reduction

- Offender Management Checks
- Decrease in outstanding Warrants of Arrest
- Mental Health Strategy Engagements
-

3. Increase Connections with First Nations

- Proactive patrols and visibility on reservation land in Queens County





November 2022

INFORMATION OF INTEREST

- Queens RCMP continues use of social media platforms about individuals with outstanding warrants in an effort to get these individuals back into the court systems and deal with outstanding charges. Members of the public are asked to contact Queens District RCMP asking anyone with information on the whereabouts of these people mentioned on social media to contact them in Queens County at 902-354-5721. Should you wish to remain anonymous call Nova Scotia Crime Stoppers toll free at 1-800-222-TIPS (8477), submit a secure web tip at www.crimestoppers.ns.ca, or use the P3 Tips App
- Queens District RCMP in conjunction with “H” Divisions Integrated Child Exploitation Unit executed a warrant at a residence in Port Mouton. This investigation lead to charges on a 52-year-old Queens County man for Possession and Transmitting Child Pornography.
- Queens District RCMP charged a Liverpool man following an investigation into Unauthorized Use of a Credit Card. On September 1st, 2022, police executed a search warrant on a home in Liverpool and arrested a 27-year-old man without incident. Police searched the home and seized various items of importance which were linked to the mentioned offence as well as Possession of Property Obtained by Crime.
- Queens District RCMP charged a Liverpool man following a Theft of Motor Vehicle Investigation. On October 5th, 2022, a partially submerged abandoned vehicle was observed in the Mersey River in Milton. The subsequent investigation lead to the arrest of a 51-year-old Liverpool man who was charged with Theft of Motor Vehicle, Operation While Prohibited, Possession of Property Obtained by Crime plus additional non-related charges.





November 2022

YEARLY STATISTICS (April 1st, 2022 to March 31st, 2022 fiscal year)

TRAFFIC

- Number of Impaired Drivers – 7
- Roadside Suspensions – 2
- Prohibited Driving (Criminal Code) - 1
- Number of Tickets - 103
- Number of Check-stops – 4
- Number of warnings issued – 61
- Inspection (Defect) issued – 7

The speed radar trailer has been out of service all summer from wear and tear due to its age. It is currently being serviced again to try and make it functional.

CRIME REDUCTION

Since April 1st, 2022, Queens District has continued to see a significant decrease in court conditioned offenders residing in our area. We have conducted 12 curfew checks resulting in several breach of court ordered conditions. This strategy will continue to any court ordered released individuals who residing in the Region of Queens.

There are currently 22 outstanding Warrants held at Queens District RCMP. Proactive efforts are being made to decrease that number.





CALLS FOR SERVICE BREAK DOWN

In total approximately 1440 calls for service/reported incidents during the first 7 months of the fiscal year. In comparison, there were 1717 last year at this time. A break down of some of those calls for service are as followed;

- Assaults – 60
- Robbery/Harassment/Treats/Extortion/Intimidation – 124
- Sexual Offences – 13
- Drug Possession/Trafficking - 7
- Thefts/Possess Stolen Property – 69
- Mischief – 95
- Disturbing the Peace - 33
- Break and Enter - 22
- Arson - 6
- Fraud/Forgery – 35
- Mental Health Act – 64
- Coroners Act/Sudden Death Investigations - 22
- Suspicious Person/Vehicle – 31
- False Alarms – 33
- Well Being Check – 66
- Traffic Complaints – 360
- Traffic Collisions – 86 (12 injuries)
- Fatal Collisions - 1

This far in 2022, 34 prisoners have been held at the Detachment cells.





November 2022

COMMUNITY POLICING REPORT

Cst. Winsors role as CPO within Queens District has been hindered by his duties to cover off the general duty watch. With the loss of one member due to a retirement last year and a replacement cadet arriving in November, compiled with a soft vacancy due to a parental leave - community and school participation have been limited by times over the initial start of the school year. Members continue to get into the schools whenever possible and participate as needed with requested activities.

S/Sgt. Dan Archibald
District Commander
RCMP Queens District



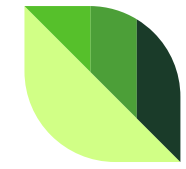


Dauphinee Farm
Sub-Division
Development

Proposed Dauphinee Farm Sub-Division Development

Presented by
Rob Leblanc





Dauphinee Farm Sub-Division Development

**Request for Extension of
Services & Rezoning** (RG/RM)

Distance for water & sewer extension



Developer, Larry Cochrane

Born and raised in Liverpool, Larry's father operated several successful local Businesses including Mersey Electrical, T and C Pontiac, and Mersey Seafoods. Spending many years in Halifax working in sales in the Dental Distribution business, he then moved to Ontario where he started a very successful National Veterinary Diagnostics Business.

Larry returned home to Liverpool 6 years ago after selling his company to be near family and to raise his children in a safe environment. Dauphinee Farm Property has sentimental value to him since he grew up exploring these woods and hunting there as a child. This property is responsible for his love of nature and preserving our natural environment.

Since moving back Larry has been an active member of the community volunteering his time on several boards, including the Liverpool Curling Club, Emera Center Board, Queens Manor Board, World Junior Curling Board, and the Chamber of Commerce.

As Larry is not yet ready to retire, he would like to devote his time to providing this much-needed residential development to his community. Being member of the community and his residence in such close proximity he is personally vested in this endeavor and will build a quality residential sub-division that the town of Liverpool will be proud to have.

As a nature lover, Larry has planned for many green areas that will be left as well as walking trails around the sub-division for residential use. **Solar Energy** will be used to help power this development to be **Carbon Neutral**. Everything about this development will have nature in mind.





Dauphinee Farm Sub-Division Development

87

Proposed units

2 phases

over the span of 11 years

\$20M

Investment

Community Benefits

Local Spending

A dramatic increase in local spending, making a more diverse and robust local economy.



Ripple Effect of construction

A portion of the local income generated by construction will be spent, generating more income, which generates more spending—a process known as the ripple effect.



New Residents

261 new residents will help with all our recreational facilities in the Municipality from enrollment to volunteers to help manage them.





An environmentally sustainable community

From **Solar Panels** on every roof,
to **Green Space** for Recreation,
an **Environmentally Sustainable
Community** is our first priority.

Conceptual Design

Phase 1

- 30 Semi Detached
- 3 Single family
- 24 Multi Unit

Phase 2

- 30 Semi Detached

Total Units 87

Phase 2 - 30 duplex
(10m frontage per unit -
20m per duplex building)

Phase 1 - 30 duplex
(10m frontage per unit -
20m per duplex building)

Frontage measured
10m from road on
Curve

3 single family
homes -
Min. 17m frontage

24 unit @
2 storeys

parking lot
(58 spots)

20m ROAD ROW

3m easement

Potential
Underground
Parking

Future road
connection

6.4m wide road

Phase 2
Phase 1

6.4m wide road

Future road
connection

Future road
connection



A coastal scene at sunset. In the foreground, a rocky beach with large, smooth, light-colored boulders. In the middle ground, a large, modern building with a dark, vertically-slatted facade and several windows, some of which are illuminated from within. To the left of this building is a smaller, multi-story building with a white facade and a gabled roof. The background shows a calm sea meeting a sandy beach, with a line of trees and a clear sky transitioning from orange to purple. A dark green rectangular box is overlaid on the left side of the image, containing white text.

Current Community Challenges



Current Community Challenges

Economic Development

The town needs new residents to help create a thriving and diverse economy and support it's current businesses



Current Community Challenges

Housing Shortage

Currently there is a Nation Wide Housing Shortage in Canada and Nova Scotia is no different

- Lack of new construction in Liverpool
- Most construction consists of renovating older homes, and inventory is very low

“ People want to come to Queens County but end up going to Bridgewater because they are looking for new home construction and Bridgewater has a lot of residential subdivisions under development.

Local realtors

”





Housing for required recruitment

Professionals are looking for "New" housing

- Available new house makes it easier to recruit health care professionals
- Hospital staffing
- Long terms care expansion



Current Community Challenges

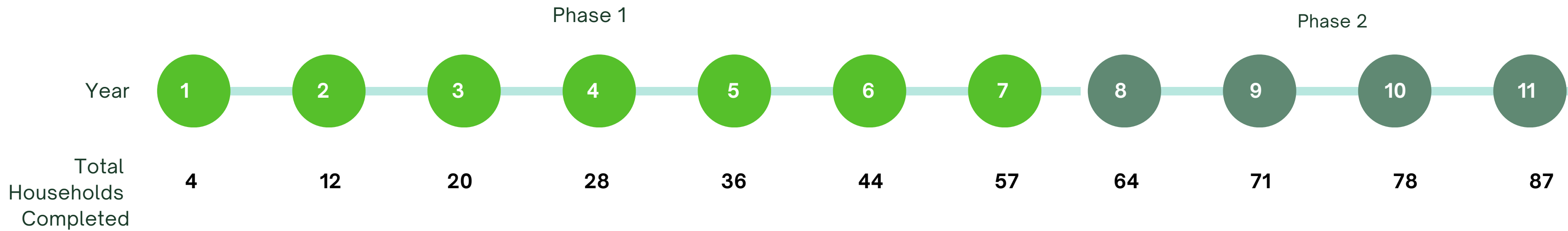
Low Income Housing

Our community is currently struggling with providing rental low income housing



Dauphinee Farm
Sub-Division
Development

Time Lines of Construction





Dauphinee Farm
Sub-Division
Development

Semi Detached

- 30 semi-detached homes with Sunroom, Deck, Garage, and Shed
- Approximately 900 sq ft
- Retail \$400K



Dauphinee Farm
Sub-Division
Development

Detached

- 3 Single Family Homes
- Approximately 1400 sq ft
- Retail \$550k





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Development



Apartment Building

- One 24 unit Apartment Building that would be rentals and could potentially cater to lower income housing which the town has a great shortage of
- Approximate cost \$4M

Phase 1

30

Semi Detached
900 sq ft
retail \$400K

3

Single Family Homes
1400 sq ft
retail \$550K

24

Rental Unit
Appartment Building

Construction of homes will come from local builders and Pre Fab Prestige

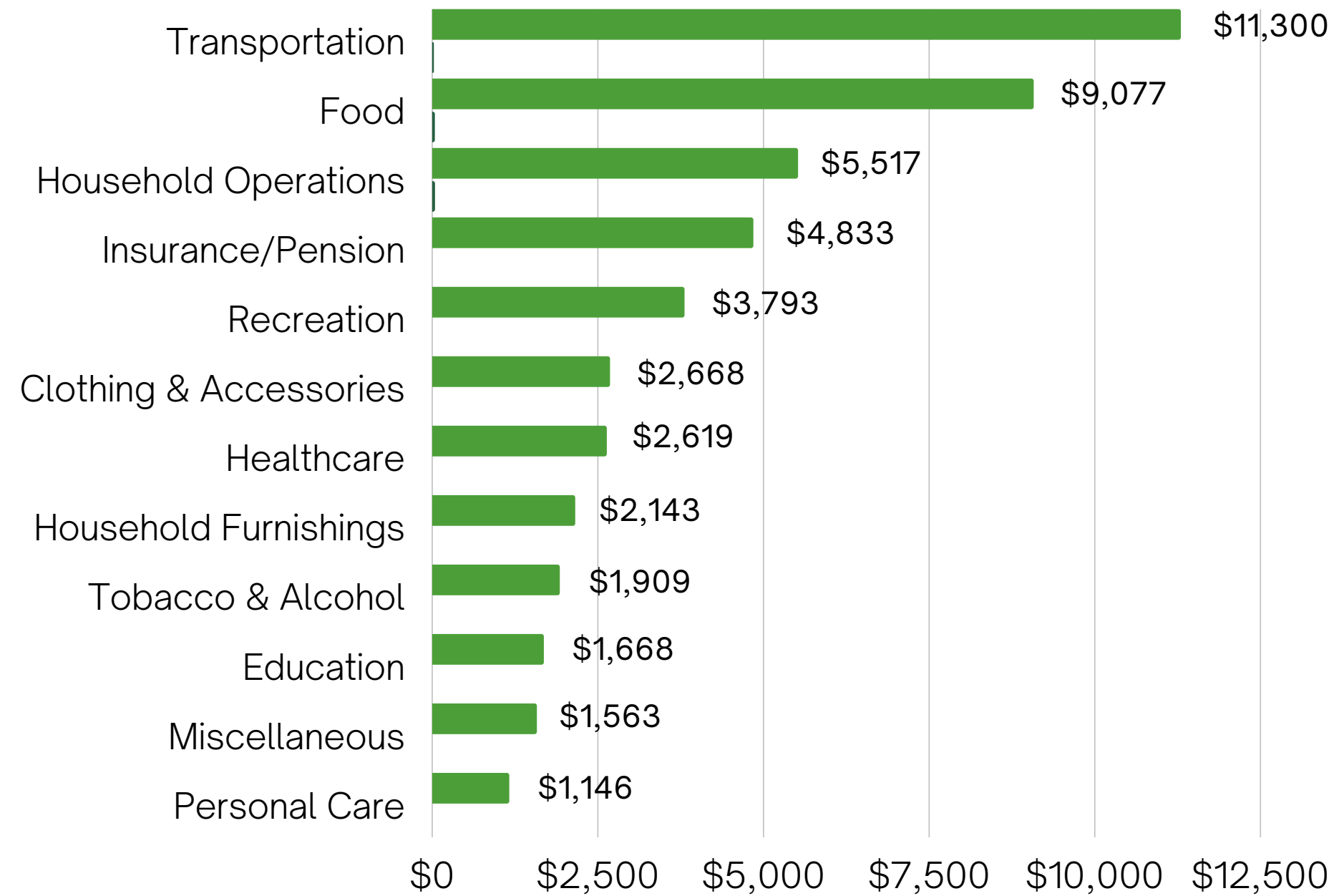


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Household Spending

- Average household spending of Nova Scotia families
- Pulled from Stats NS site 2019

Average Household Spending in Nova Scotia Survey 2019



Total Spending \$48,236

ROI Phase 1 based on the following;



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- Average NS Household Spending in 2019 Survey: \$48,236
- If we used a 10 percent increase from 2019 to 2022 due to inflation we'd be looking at average household spending of \$53,059.60.
- Assume 40% spent outside County, leaving \$31,835 Average Household Income
- Inflation Estimated at 3% annually
- Rural tax rate \$1.07 per \$100 assessment
- Sewer and Water tax calculated at \$105 quarterly or \$420 annual expense
- Property tax calculations do not reflect any increases over the seven year period
- Estimated property taxes based on the average tax assessment of builds
 - 3 single family homes at \$1,650,000
 - 30 semi-detached \$12,000,000
 - 24 unit apartment building \$4,000,000.
 - Total \$17,650,000/57 units averages to \$310,000

Estimated Household Spending & Property Taxes



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Phase 1

- 30 semi-detached homes
- 3 Single Family Homes
- One 24 unit Apartment Building

	Potential Annual House Hold Spending 2019 Survey Numbers \$31,835	Property Taxes Based on average assessment of \$310,000 per unit & tax rate \$1.07	Sewer & Water	Households Current construction timeline
Year 1	\$127,340	\$13,268	\$1,680	4
Year 2	\$382,020	\$39,834	\$4,860	12
Year 3	\$636,700	\$66,340	\$8,400	20
Year 4	\$891,380	\$92,876	\$11,760	28
Year 5	\$1,146,060	\$119,412	\$15,120	36
Year 6	\$1,400,740	\$145,948	\$18,480	44
Year 7	\$1,814,595	\$189,069	\$23,940	57
	Total Spending \$6,398,835	Total Taxes \$666,717	Total Services \$84,240	

Phase 1

\$750k

Potential Taxes
Sewer/Water

\$6.4M

Potential Local
Spending

57

New Households



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Extension of Services

Sitework & Services Quotes by Dexter Construction Company Limited

Budget \$ 725,000.00 plus HST

- Supply and install 200m of 150mm dia waterline in shoulder of highway 3
- Supply and install 3 fire hydrants
- Connect to existing water system
- Supply and install 150m of 200mm dia PVC Sewer line in shoulder of highway 3
- Supply and install 3 sanitary sewer manholes
- Reinstatement of highway 3 where disturbed
- Traffic control for all work is included
- Supply and install 225m of concrete curb and sidewalk

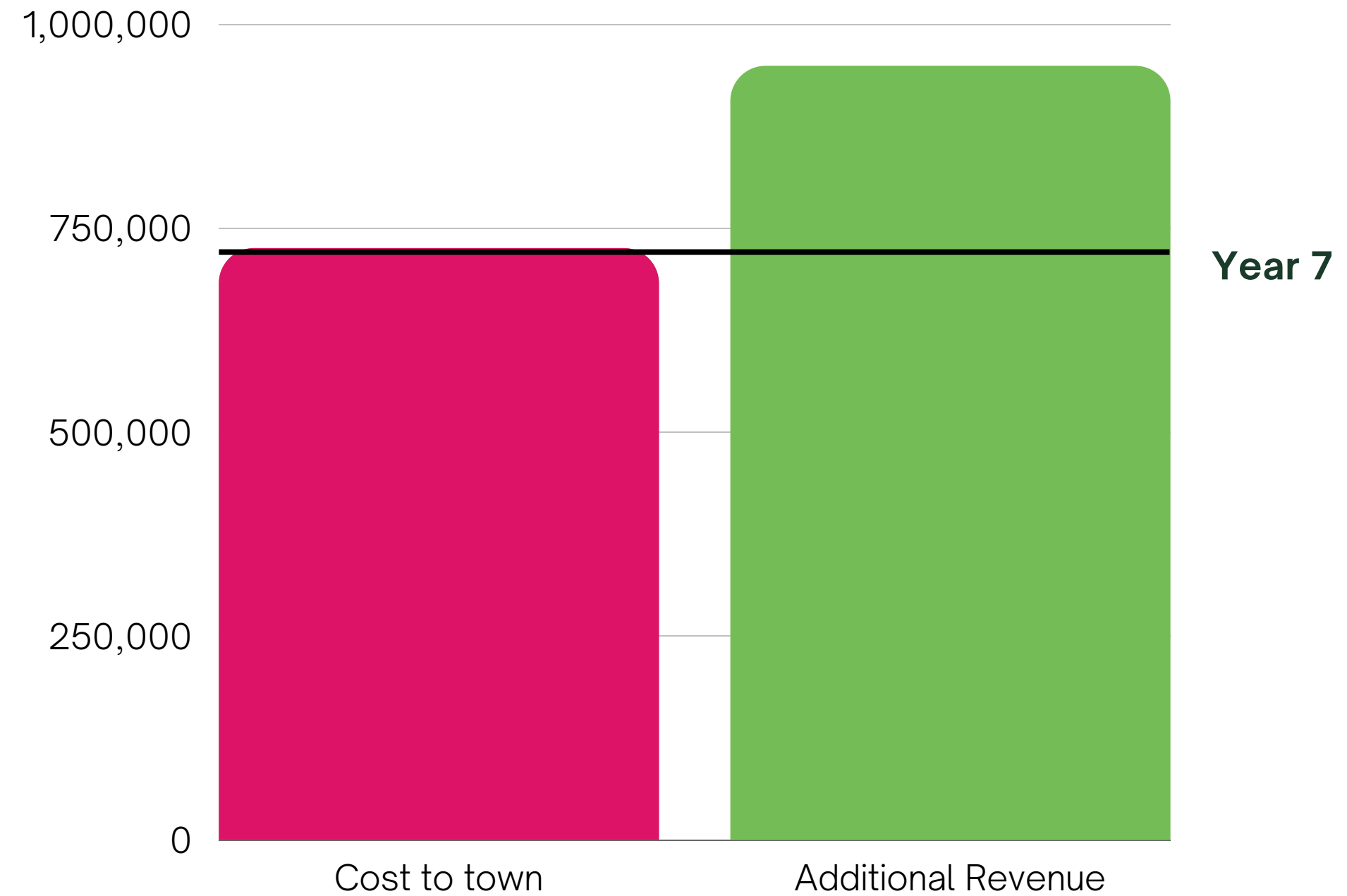


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ROI of Extending Services

Within 7 years the town will recoup the cost of extending services with tax and service revenue.

7 Year comparison of expenses vs. revenue



Phase 2

30

Semi Detached Homes

30 semi-detached homes(Project timeline 4 Years)
Approximately time line: Year 8 or 2030 and completed in 2034

ROI Phase 2 based on the following;



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Development

- Project timeline 4 Years
- Start approximately Year 8 or 2030 and completed in 2034
- Estimated Value of homes with an eight year outlook \$650,000 for semi detached
- Estimated Annual Household Spending \$80,000 less 40% spent outside = \$48,000 Annually
- Estimated Municipal tax rates: Property: \$1.16 per \$100 and Sewer and Water \$840



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Estimated Household Spending & Property Taxes

Year 1	Potential Annual House Hold Spending 2019 Survey Numbers \$48,000	Property Taxes Tax Rate \$1.16 per \$100	Sewer & Water Estimated Annual \$840	Households Current construction timeline
Year 1	\$336,000	\$72,800	\$5,880	7
Year 2	\$672,000	\$145,600	\$11,760	14
Year 3	\$1,008,000	\$218,400	\$17,640	21
Year 4	\$1,440,000	\$312,000	\$25,200	30
	Total Spending \$3,456,000	Total Taxes \$748,800	Total Services \$60,480	

Phase 2

- 30 semi-detached homes

Phase 2

\$820k

Potential Taxes

\$3.4M

Potential Spending

30

New Households

Final Project

\$1.6M

Potential Taxes

\$10M

Potential Spending

87

New Households



Dauphinee Farm
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Our commitment to you

If The Region of Queens Municipality approves extension of Services to Dauphinee Farm Property, Cochrane Property Developments will make the following commitments to Mayor and Council.

- To build the main entrance road and services for the first 400 ft. and the construction of the first 4 units. These costs along with all the design and engineering fees for this project would be an initial estimated investment of \$2.5 Million.
- These guarantees should help offset any risks to The Region of Queens Municipality with their investment to extend services.



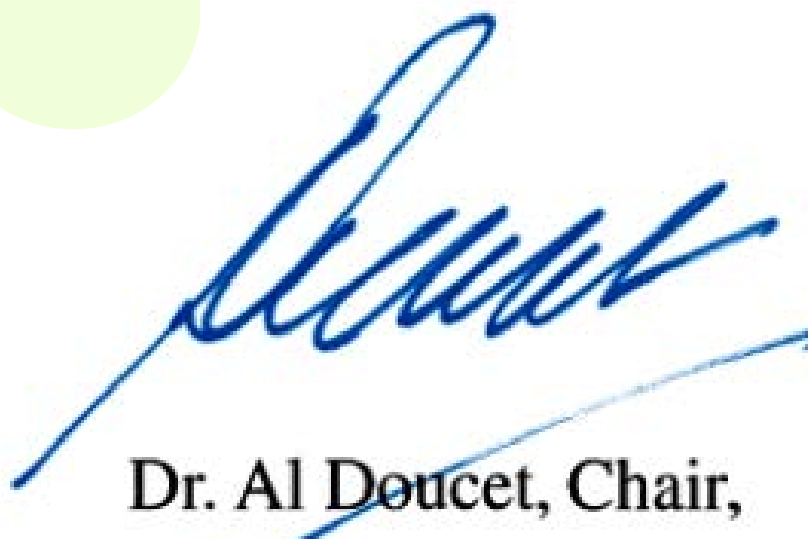

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Conclusion

If this development does go forward it would be a big win for Liverpool.

- Attract new families
- Significant increase in tax revenues to about \$1.6 million annually once the project is completed
- Green and modern construction for development
- Prosperity for the town. \$10 million increase in spending each year
- Build our reputation as a great place to live

If services are not extended to the Dauphinee property the development will not be financially feasible due to the much larger building lots because of the requirements for septic systems and wells.



Dr. Al Doucet, Chair,



902.350.6552 al.d.doucet@gmail.com

<https://www.qghfoundation.ca>

<https://doctors-wanted.ca>

Re: Dauphinee Farm Residential Development

Att : Larry Cochrane

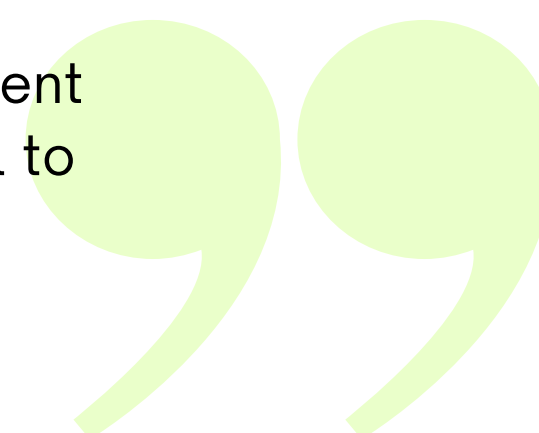
Dear Larry :

The Queens General Hospital Foundation is actively involved in recruitment and retention of health care professionals to Liverpool . This is essential to keep our ER and Hospital operating.

A major impediment to recruiting to Liverpool is a lack of appropriate housing .

Your conceptual proposal for the development of new houses and apartments on the Dauphinee Property above the hospital, and within walking distance for people employed at the hospital, would be a huge advantage for us to convince people to move here !

I would strongly encourage the Municipal Council to support this important development .





Nov 1, 2022

Attention: Region of Queens Municipality

To whom it may concern:

On behalf of the South Queens Chamber of Commerce we'd like to endorse the proposed Dauphinee Farm Residential Development.

This is a very exciting development and will be a big benefit to the community in many ways. We are currently dealing with a housing shortage in the Province as well as Queens County. This offers new construction to the region, as well as offer a myriad of spin offs to local businesses including Construction trades, Building Supply Companies, Furniture, Landscaping, Road Construction, and Real Estate, to name a few. We are also excited that the project will be Zero Carbon Housing through Solar, high efficiency, and passive solar.

With the upcoming build of the new Manor over the next five years this project will be very timely in helping attract health care professionals to Liverpool. A big impediment to attracting workers of all kinds is the lack of appropriate housing for them. As well, the Mersey Dam project will soon be coming on board and this will offer housing to them.

We hope that the Mayor and Council will approve this development.

Kerry Morash

President South Shore Chamber of Commerce



Dauphinee Farm
Sub-Division
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Thank you for your time



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Questions?



**MERSEY
TOBEATIC
RESEARCH
INSTITUTE**

**Presentation to the Region of
Queens Mayor and Council,
November 8th, 2022**





Our mission:

To promote, conserve and sustain biodiversity in Kespukwitk (southwestern Nova Scotia) and beyond.

Our vision:

Prosperous communities where forest and aquatic ecosystems are healthy, connected, and where species are not at risk.



MERSEY TOBEATIC



RESEARCH INSTITUTE

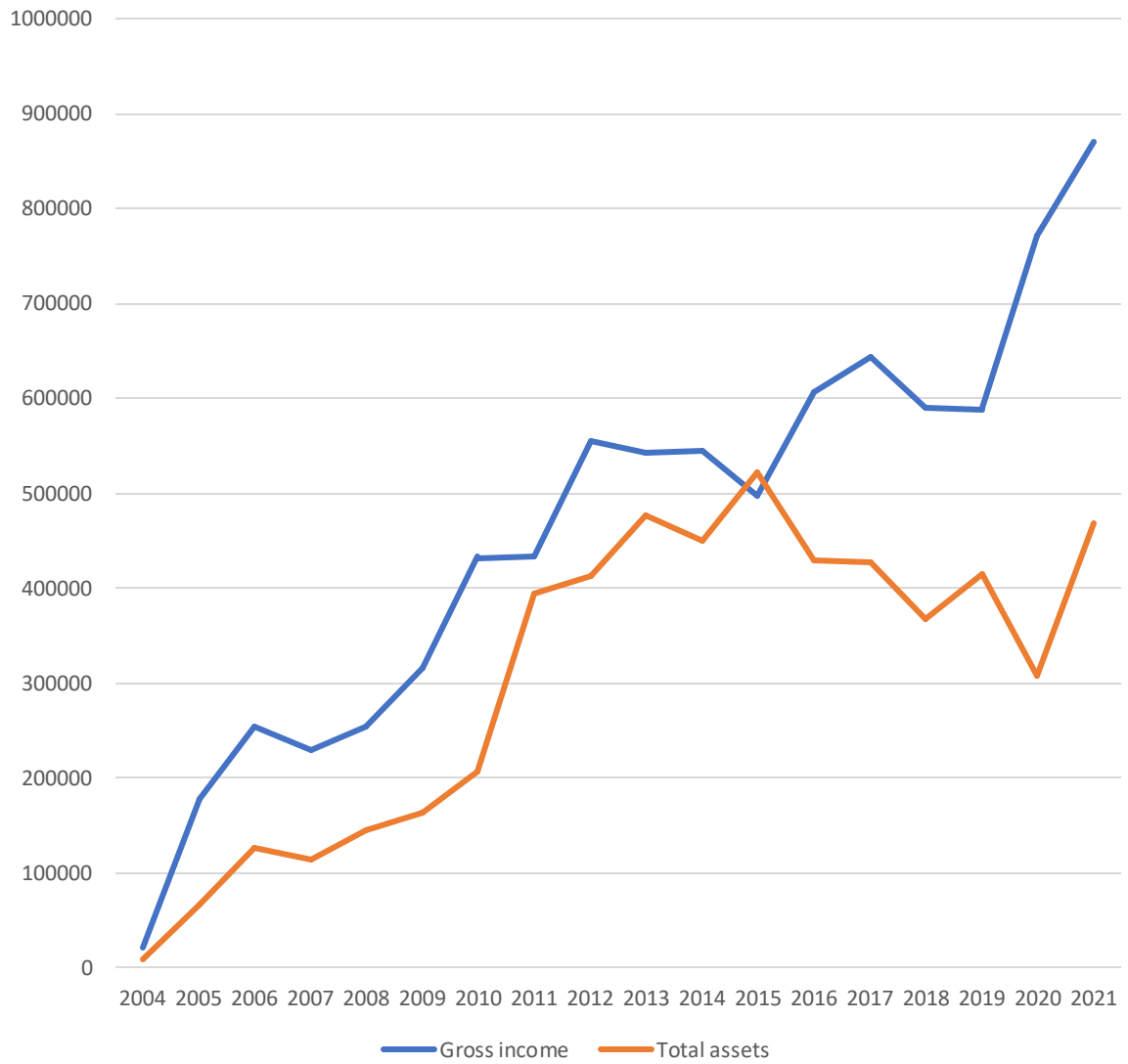
Research:



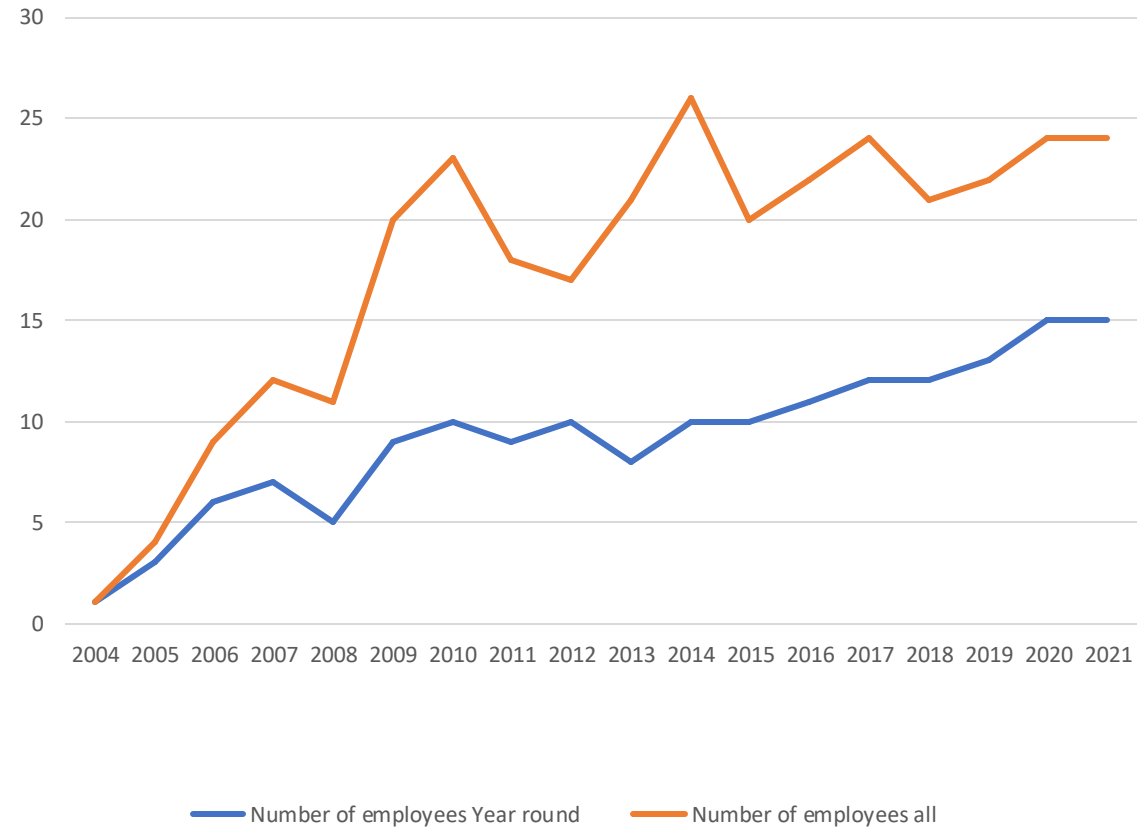
Outreach:



Organisational Growth



Employees



Major projects/collaborations:

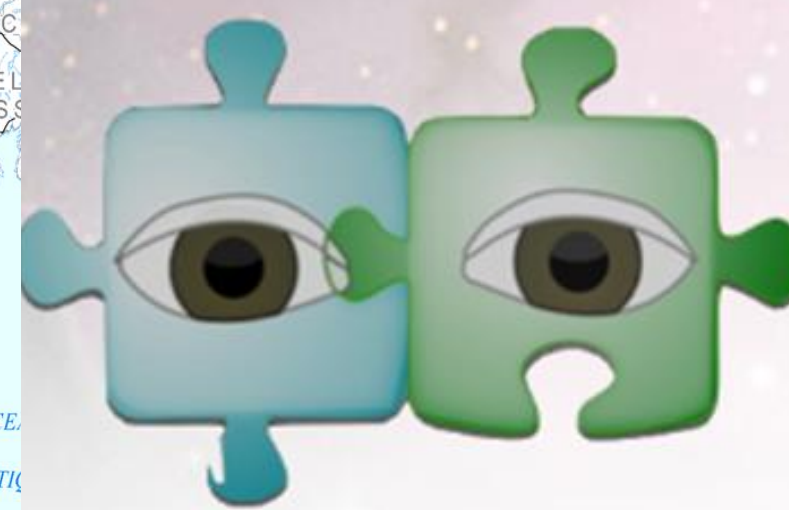
- Blanding's turtles and eastern ribbonsnakes
- Bats – white-nose syndrome
- Rare lichens
- Monarch butterflies
- Atlantic Coastal Plain Flora
- Old forests
- Invasive species – HWA
- Forest biodiversity

Family Forest Network:

Collaboration of 11 organizations dedicated to implementing ecological forestry province-wide on privately owned woodlands.

The Kespukwitk Conservation Collaborative:

Multiple conservation organizations in SW NS working together to protect species at risk in one of 11 of Canada's designated Priority Places for SAR conservation.





Municipal Engagement Project

- Municipal Species at Risk (SAR) Stewardship Toolkit
- What do municipalities need in a toolkit?
- To answer this: Municipal Environmental Stewardship Survey
- Other project aspects: municipal engagement sub-group of Kespukwitk Conservation Collaborative



Fill | Municipal Environmental Stewardship Survey

The Mersey Tobeatic Research Institute is conducting this survey on behalf of the Kespukwitk Conservation Collaborative (KCC). This survey will take less than 15 minutes to complete for most people. The KCC includes partners from Mi'kmaq First Nations, Indigenous organizations, non-government organizations, academic institutions, and federal and provincial government departments. The KCC represents efforts to protect biodiversity in the federally nominated Kespukwitk/Southwest Nova Scotia Priority Place, designated under the Pan-Canadian Approach to Transforming Species at Risk Conservation. This survey aims to draw the connection between species at risk and general environmental stewardship for municipalities. We want to understand what environmental concerns matter to municipalities in Kespukwitk/Southwest Nova



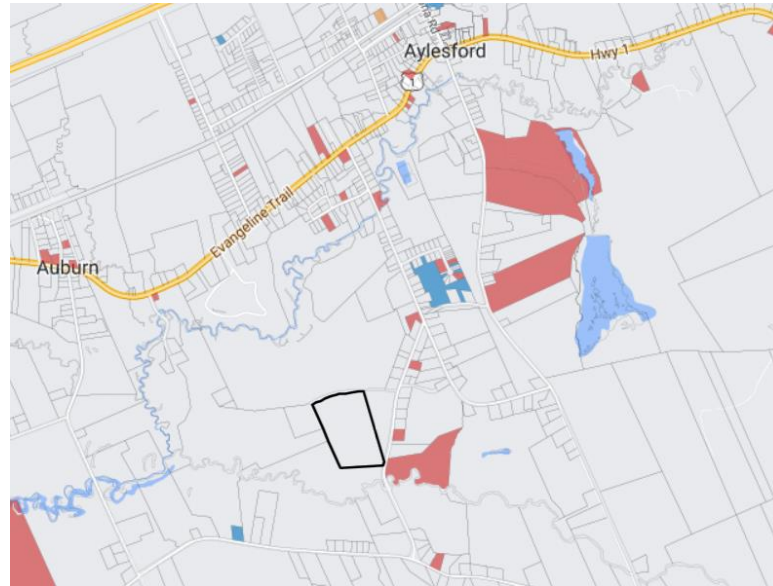
Municipal SAR Stewardship Projects

Blue Felt Lichen Trail
Signage in the
Municipality of Digby



Credit: J Riley – Balancing Rock Trail Sign

Sand Barrens
Stewardship in the
Village of Aylesford



Stewardship of Eastern
Mountain Avens in Big
Meadow Bog, Brier Island



Credit: J Swift



- Conservation Showcase
- White Point Beach Resort, November 9th
- **Kespukwitk Conservation Showcase**
 - Registration is now closed
 - 8:30am-4:30pm
- **Community Science Showcase**
 - Free; registration still open
 - 6:30-9:00pm



Community Science Showcase

In-person at White Point Beach Resort
November 9th, 6:30-9:00 pm

Come learn about the exciting Species at Risk stewardship opportunities and community science projects happening in Kespukwitk/Southwest Nova Scotia

Presentations will be in English with French-speaking staff available for translation on request

**Free entry,
snacks provided,
registration open now!**

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



**Region of Queens Municipality Regular Council
Tuesday, October 25, 2022, 6 p.m.**

Port Medway Fire Hall, 66 Long Cove Road, Port Medway

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor David Brown
Councillor Maddie Charlton
Councillor Ralph Gidney (arrived 6:07 p.m.)
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor Carl Hawkes
Chris McNeill, CAO
Eric Levy, Municipal Clerk
Christine Watson, Admin. Assistant – Planning & Development

1.0 Call to Order

Mayor Norman called the meeting to order at 6:00 p.m.

2.0 Changes / Approval of Agenda

Add Item 8.5 – Open Pen Fish Farming

It was moved by Councillor Amirault and seconded by Councillor Charlton that the Agenda be approved as amended.

MOTION CARRIED unanimously.

3.0 Presentations

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

No members of the public came before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – October 11, 2022

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

THAT the minutes of the Regular Council meeting held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – Automobile Repair Shop by Development Agreement – October 11, 2022

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

THAT the minutes of the Public Hearing – Automobile Repair Shop by Development Agree held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

6.3 Public Hearing – Amendments to the MPS and LUB to change the Future Land Use Designation- October 11, 2022

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

THAT the minutes of the Public Hearing – Amendments to the MPS and LUB to change the Future Land Designation held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Lost at Sea Memorial Request

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

THAT Council of Region of Queens Municipality grant approval for Queens County Historical Society to place a Lost at Sea Monument on municipal lands at Fort Point Lighthouse Park with the full cost of the project to be funded by the Proponent;

SUBJECT TO approval of the final location by the Municipality's Director of Engineering and Public Works to minimize costs for moving current infrastructure and eliminate or lessen the need for tree removal;

FURTHER THAT prior to creating the Monument Plaque that the Proponent carry out consultations with Acadia First Nation and Native Council of Nova Scotia seeking input and suggested wording for inclusion on the plaque of those individuals lost at sea prior to 1759 and those after 1759 who may not have been deemed or recognized as fisherman or marine workers according to colonial laws at the time, but who contributed greatly to our marine and fishing heritage and communities;

AND FURTHER THAT Queens County Historical Society shall be fully responsible for the lost at sea database and website, including yearly updates at its sole cost; and should Queens County Historical Society dissolve or fail to carry out their duties according to this agreement, that Queens County Museum will accept responsibility for this work thereafter.

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

To remove "with the full cost of the project to be funded by the Proponent" from the first paragraph of the recommendation.

Deputy Mayor Muise stated with this wording, Queens County Historical Society would not be able to come back to the Region and ask for funding for the project.

Mayor Norman stated the Society would be able to apply through the Community Investment Fund.

Chris McNeill, CAO, stated the wording is the same as other similar projects, i.e. the universal playground. They can also apply for other grant funding in addition to the Region's CIF.

AMENDED MOTION DEFEATED with 1 in favour and 7 against.

MOTION CARRIED unanimously.

7.2 Council Committee Appointments

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

THAT Council of Region of Queens Municipality approve the following committee appointments for a two year term:

Bursary Selection Committee:

**Councillor Ralph Gidney, Chair
Councillor Carl Hawkes, Vice-Chair**

Audit and Internal Control Committee:

**Councillor Vicki Amirault, Chair
Councillor Ralph Gidney**

Planning Advisory Committee:

**Councillor Maddie Charlton, Chair
Councillor David Brown, Vice-Chair
Councillor Carl Hawkes**

Heritage Advisory Committee:

**Councillor Carl Hawkes, Chair
Councillor Maddie Charlton, Vice-Chair**

Emergency Services Committee:

**Deputy Mayor Jack Fancy
Councillor Kevin Muise
Councillor Ralph Gidney**

Region 6 Solid Waste Steering Committee:
Councillor David Brown
Councillor Kevin Muise (Alternate)

South West Nova Biosphere Committee:
Mayor Darlene Norman

South Shore Regional Library Board:
Councillor Vicki Amirault

Queens Community Health Board:
Councillor Vicki Amirault

South Shore Housing Action Coalition:
Councillor Maddie Charlton

**Western Regional Crown Land Stakeholder Interaction
Committee:**
Councillor Kevin Muise

Accessibility Advisory Committee:
Councillor David Brown, Chair
Deputy Mayor Jack Fancy

Councillor Amirault requested to be removed from the Audit & Internal Control Committee and to be moved to the Accessibility Advisory Committee.

Deputy Mayor Muise took the Chair at 6:26 p.m.

**It was moved by Mayor Norman and seconded by Councillor
Gidney:**

**THAT Councillor Vicki Amirault move from the Audit and
Internal Control Committee and move to the Accessibility
Advisory Committee and become Chair.**

**AND THAT Councillor David Brown move from the Accessibility
Advisory Committee and move to the Audit and Internal
Control Committee as Chair.**

AND FURTHER THAT Deputy Mayor Jack Fancy move to the Region 6 Solid Waste Steering Committee as an Alternate and Councillor Kevin Muise becomes the Chair.

MOTION CARRIED unanimously.

AMENDED MOTION CARRIED unanimously.

Mayor Norman resumed the Chair at 6:28 p.m.

7.3 Public Committee Appointments

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

THAT Council of Region of Queens Municipality approve the following public member committee appointments:

Planning Advisory Committee:

Gary Clark, District 1, for a term expiring October 31, 2024

Zenia Horton, District 2, for a term expiring October 31, 2023

Jonathan Bower, District 3, for a term expiring October 31, 2024

Mary White, District 4, for a term expiring October 31, 2023

Linda Rafuse, District 5, for a term expiring October 31, 2024

Pamela Brennan, District 6, for a term expiring October 31, 2023

Heritage Advisory Committee:

Linda Rafuse, for a term expiring October 31, 2024

Danielle Robertson, for a term expiring October 31, 2024

Accessibility Advisory Committee:

Wayne Huskins, for a term expiring October 31, 2024

Shelly Neilson, for a term expiring October 31, 2024

Mackenzie Colp, for a term expiring October 31, 2024

Tyler Roy, for a term expiring October 31, 2024

Kelly Oxner, for a term expiring October 31, 2024

Diversity and Inclusion Action Team:

Rigel Jones, for a term expiring October 1, 2023

Dotse Dunyo, for a term expiring October 1, 2023

Haritha Gnanarantna, for a term expiring October 1, 2023

Deputy Mayor Muise enquired how was the committee positions were filled.

Eric Levy, Municipal Clerk & Diversity Coordinator, stated the committee positions were advertised through social media, through on-line forms and current sitting members were asked if they wished to reoffer.

Deputy Mayor Muise stated there needs to be a better way to make people aware that there is a call for committee members. Mayor Norman stated Councillors can seek assistance from staff for posters to be made and posted and as Councillors, can spread the news. Deputy Mayor Muise further stated he was unaware of this until the agenda was released and felt that Councillors should be made aware.

Councillor Charlton stated she had previously asked to have these positions advertised in the South Shore Beaker.

Counillor Fancy stated we should support Queens Crown for advertising which would be a great opportunity.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Fire Department Leadership Training

Mr. Levy stated at the September 13, 2022 Emergency Services Committee Meeting, it was requested that the Municipality seek outside leadership or training support to help improve relations amongst Fire Chiefs and the Municipality.

A skilled facilitator is expected and all Chiefs have agreed to participate.

Mayor Norman stated this is an unfunded liability and not within the budget. Costs incurred could be between \$10,000 – 12,000 and would involve all Fire Chiefs and some members of Region staff.

Councillor Gidney enquired if any companies have been contacted. Mr. Levy stated no, and the costs are an estimate.

Councillors Charlton and Brown stated Council should support as it is a small cost compared to their contribution to the community.

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

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

MOTION CARRIED unanimously.

8.2 Memorandum of Understanding respecting EMO Mutual Aid

Mr. Levy stated EMO officials have identified the need for a Memorandum of Understanding with neighbouring municipalities concerning mutual aid during an emergency between Region of Queens Municipality, Municipality of the District of Lunenburg, Municipality of the District of Chester, Town of Bridgewater, Town of Lunenburg and Town of Mahone Bay. The responsibility for costs is similar to the agreement we currently have with Town of Shelburne.

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

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

MOTION CARRIED unanimously.

8.3 Council Implementation Report

There were no issues from this report to come before this meeting.

8.4 Financial Review Quarter Two

Joanne Veinotte, Director of Corporate Services, provided an update on Quarter Two Financial Report. Some highlights included:

Revenue Analysis:

Section 1 – Taxes: Deed transfer tax has now surpassed the budgeted figure for the year. September activity involved significant change in ownership of properties by one owner which represented over 60% of the September's amount.

Another successful tax sale with 23 properties being sold clearing \$48,906 from outstanding accounts and adding \$252,994 to the Tax Sale Surplus Reserve.

Section 5: Revenue from Own Sources: Return on Investments is well over budget as interest rates continue to climb. Investment strategy for long term cash commitments is being reviewed to maximize this revenue and will be discussed at November's Audit and Internal Control Committee meeting.

Section 7: Other Provincial Funding – DMA Final payment of Beautification Program from prior year \$10,000, \$20,000 contribution for Astor lift.

Analysis of Real Estate Activity Q2:

- Total number of sales were increased just over \$1M as compared to last year.
- Sales by District still show strong sales for District 9.

Section 8 – Other Transfers

The transfers to date are as follows:

- South Shore Hospital Foundation Donation – Unbudgeted \$100,000 (Brighter Days Campaign)
- RQM Contribution to playground from CIF \$111,773
- Comfort Centers \$4425
- Post Closure Report \$70,037
- LDBC Lease Commission \$46,875

- Special Operating Reserve transfer is higher than budget because the RQM contribution toward funding of the Playground was not included in the 2022/2023 budget as it was approved in a preceding year.

Expenditures:

Section 9 - General Government Services

- Travel – Council related is all mileage expense for meetings.
- Other – Queens Coast Branded clothing (no bill yet).
- Taxation - Reduced Taxes is our low income tax rebate. The increase in the Low Income Cut Off made a significant difference to the number of people who took advantage of this program - 39% increase.

Section 11 – Transportation Services

- Roads and streets: Costs for high ticket items like paving are not posted for projects yet.
- Street lighting: Includes costs of \$12,000 for damaged light by an uninsured automobile on the water front and are unable to recover costs from automobile owner.

Section 12 –Environmental Services

Garbage and Waste Collection is the contract with GE Trucking. The fuel surcharge ranges from \$8,000 per month to \$10,000 per month. A recalculation of this charge is done monthly by staff to ensure it is accurate.

Section 14 - Environmental Development Services

- Tourism and Economic Development is now broken out into different lines.

Section 15 – Recreation and Cultural Services

Swimming Pools: Under budget as a result of staffing shortages all summer. There was a significant amount of work needed at North Queens and has not been costed yet.

Section 16 – Fiscal Services

Budgeted transfers from reserve with the exception of the \$100,000 donation which was unbudgeted but approved by Council, \$111,773 CIF contribution to playground, and Comfort Center funding from Reserve.

Hillsview Acres

Agency staffing and operational support costs have been broken out separately on the statement.

Councillor Amirault enquired if the fuel surcharge is unbudgeted. Mrs. Veinotte stated that line will be over budget and will be discussed at next year's budget meeting.

8.5 Open Pen Fish Farming

Mayor Norman stated everyone is aware of the proposed expansion of open pen fish farming in Liverpool Bay, and this has not been discussed as a Council. The province does not ask municipalities for their options, but other municipalities have voiced theirs. The proposal will see an increase to 1.8 million salmon to be raised in three pens.

She further stated she would like for Council to submit a letter of opposition to the Premier and Minister of Fisheries and Aquaculture based on the principle for the amount of fecal matter in the Bay.

Councillors agreed with the submission of the letters and each Councillor will sign them.

9.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 7:08 p.m. to discuss the following:

- 9.1 Contract Negotiations**
- 9.2 Personnel**
- 9.3 Sale of Municipal Property**

MOTION CARRIED unanimously.

Mayor Norman announced a 10 minute break at 7:08 p.m.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 7:55 p.m.

MOTION CARRIED unanimously.

9.3 Sale of Municipal Property

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

THAT Council of Region of Queens Municipality declare property identified as PID #70028477 surplus to municipal needs;

AND THAT Region of Queens Municipality give notice of its intention to sell properties identified as 70027982, 70040423, 70017983 and 70028477 to Queens Neighbourhood Co-operative Housing Ltd. for the price of \$1.00, which is less than estimated fair market value of \$15,000;

AND THAT a Public Hearing respecting the proposed sale be held on November 22, 2022 at 6:00 p.m. in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 7:58 p.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: November 8, 2022

Re: Sale of South Shore Regional Airport

Background

South Shore Regional Airport was originally established by the Liverpool Queens Industrial Commission more than 4 decades ago and has been operating at various levels of airport operation since that time. For much of that time, it had a full-time on-site manager and operator, but this was discontinued in the late 2000's.

Around the mid-2000's, the Municipality entered into an agreement with Nova Scotia Drag Racers Association to hold drag racing events there, and sometime later entered into an agreement with South Shore Flying Club to assume maintenance and upkeep of the airport building, hanger and runway. These agreements have been ongoing for several years with very few issues.

Council at its regular meeting on April 12, 2022, passed a motion to sell the South Shore Regional Airport property to Liemke Ventures Inc. for \$565,000 plus HST based on an independent appraisal in 2022. A purchase and sale agreement was entered into to proceed with this sale however; the potential purchaser has since decided against moving ahead with the purchase.



Details

Council now wishes to sell the property to the Nova Scotia Drag Racers Association (NSDRA) who previously had a lease for the property for many years to hold drag racing events on-site five weekends each summer. Previous agreements with the NSDRA provided that should council decide to sell the airport property, that NSDRA would have a first right of refusal to buy the property at the sale price within 30 days.

Additionally, the South Shore Flying Club (SSFC) still use the property as an airport facility for aviation with two planes currently housed on-site. NSDRA have agreed that if they acquire the property that they will endeavour to enter into a similar lease agreement with the SSFC to continue to operate the aviation part of the property.

Municipal Government Act allows the Municipality to sell the property at less than fair market value to a not-for-profit organization. In order to sell the property to NSDRA at less than fair market value, a public hearing respecting the sale must first be held and then the sale must be approved by a 2/3 majority of the members of council present.

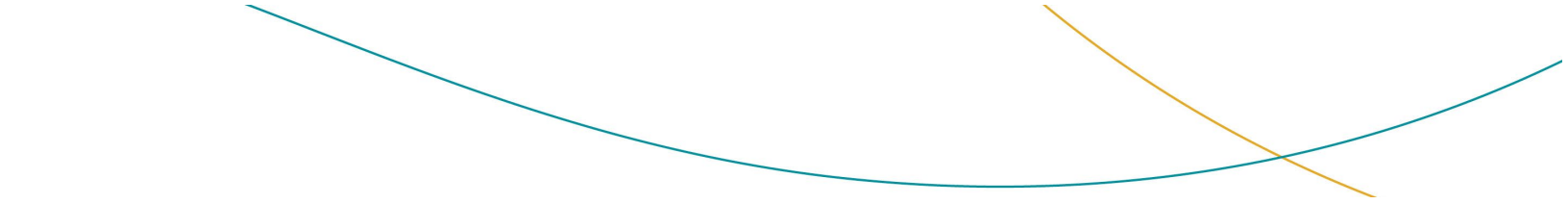
Applicable Legislation

Section 51 of the Municipal Government Act authorizes that:

51 (1) A municipality may sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.



(4) The council shall advertise the public hearing at least twice, in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing.

(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale.

Recommendation

THAT Council of Region of Queens Municipality give notice of its intent to sell PID#70110903, also known as the property of South Shore Regional Airport, to Nova Scotia Drag Racers Association, for less than fair market value;

AND THAT a public hearing respecting the proposed sale be held on December 13, 2022, in the Council Chambers of the Municipal Administration Building, 249 White Point Road, Liverpool, at 9:00 a.m.

Budget Impacts

It is expected that the Municipality will incur migration and legal costs of approximately \$2,000 in order to process this sale. Upon the conclusion of the transaction, NSDRA's purchase price for the property is required to be placed into our Capital Reserve.

Communications

Both NSDRA and SSFC are aware of this potential sale and therefore no further communications are required at this time with the current user groups. Notice of the proposed sale will be advertised in the local newspaper and advertised on our website where residents will have an opportunity to comment at the public hearing in December.

Region of Queens Municipality Staff Report

7.2

To: Council

From: Eric Levy, Municipal Clerk & Diversity Coordinator

Date: November 8, 2022

Re: Fire Department Leadership Training

Background

At the September 13, 2022, Emergency Services Committee Meeting, Chief Chris Wolfe of North Queens Fire Association requested support from the Municipality and other Fire Chiefs to seek outside leadership or other training support to help the Fire Chiefs get along better and to improve relations with the Municipality. The other four Chiefs agreed.

Details

External leadership training requires the services of a skilled facilitator who specializes in this area of work. Such training is expected to initially take two full days, probably separated by a few weeks at an estimated cost of \$10,000 to \$12,000. The Chiefs all agreed to participate.

Applicable Legislation

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

(5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.



Budget Impacts

There is currently no funding allocated in the 2022-2023 operating budget to fund this training. Therefore, if Council agrees for this expenditure to happen in this fiscal year, it will require approval to fund it as an unfunded liability in 2022-2023.

Recommendation

THAT the Council of Region of Queens Municipality authorize the funding of Fire Department Leadership Training and Relationship Building Facilitation as an unfunded liability in the 2022-2023 operating budget for an amount of approximately \$12,000.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Eric J. Levy, Municipal Clerk and Diversity Coordinator

Date: November 8, 2022

Re: Memorandum of Understanding respecting EMO Mutual Aid

Background


Several pieces of provincial legislation have requirements for municipalities concerning emergency management. As part of the Region of Queens Emergency Measures Plan several agreements have been made with a variety of community groups to provide services like comfort centres, emergency shelter, and showers should they be required.

Presently, EMO officials for Region for Region of Queens have identified the need for a Memorandum of Understanding with neighbouring municipalities concerning mutual aid during an emergency.

Details

The draft agreement outlines the terms and conditions for mutual aid during an emergency between the following municipal units:

- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Municipality of the District of Chester

- 
- Town of Bridgewater
 - Town of Lunenburg, and
 - Town of Mahone Bay

The agreement outlines procedures for requesting assistance, discretion for providing assistance and cost bearing.

Applicable Legislation

Emergency Management Act 10(1)(b), "...enter into agreements and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;"

Bylaw No. 4 Emergency Management Bylaw

6(a), "Subject to preliminary approval of Council, the Municipal Emergency Management Planning Committee may, as part of municipal emergency management plans, negotiate an agreement to be approved by the Council or person designated by the Council with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or person.

(b) Any agreement negotiated under subsection (a) is not binding until it is approved by Council."

Recommendation

THAT the Council of Region of Queens Municipality authorize entering into the proposed agreement with Municipality of the District of Lunenburg, Municipality of the District of Chester, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay for Emergency Management Mutual Aid.

THIS MUNICIPAL EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT made this _____ day of _____, 2022

**BETWEEN: REGION OF QUEENS MUNICIPALITY
 MUNICIPALITY OF THE DISTRICT OF LUNENBURG
 MUNICIPALITY OF THE DISTRICT OF CHESTER
 TOWN OF BRIDGEWATER
 TOWN OF LUNENBURG, and
 TOWN OF MAHONE BAY**

WHEREAS an emergency could affect the separate parties to such a degree that their individual resources would be inadequate to cope with the emergency;

AND WHEREAS for the purposes of this Agreement, “emergency” as defined by the Nova Scotia *Emergency Management Act*, means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;

AND WHEREAS the parties recognize the need for timely exchange of information and sharing of resources during such an emergency;

THEREFORE, the parties agree to render, upon request, all possible assistance to each other in the event of an emergency, subject to the following conditions:

1. The request for assistance shall be made by the Chief Administrative Officer (CAO) (or designate) at the request of the Mayor or Warden of the party affected. The request will be forwarded to the receiving CAO (or designate) for discussion with that party’s Mayor or Warden.
2. The extent of the assistance rendered shall be at the discretion of the responding party. The CAO (or designate) of the responding party will advise the CAO of the requesting party of the nature of the assistance to be rendered.
3. Any extraordinary or unusual costs, reasonably incurred in the provision of assistance by any party, shall be borne by the requesting party.

IT IS FURTHER AGREED that, in the event of an emergency occurring within the boundaries of a party to this agreement which may affect any or all of the other parties, the party within whose boundaries such an emergency occurs shall notify those other parties which may be affected.

TERMINATION OF AGREEMENT

This Agreement shall be binding for not less than one (1) year from its effective date and shall continue to be binding upon the parties in subsequent years and shall be considered to renew automatically from year to year. A party may terminate its participation in this Agreement upon at least sixty (60) days written notice to the other parties. Once a termination is effective, it shall no longer be a party to this Agreement, but this Agreement shall continue to be in force among the remaining parties.

This agreement will become effective when the last party to sign it (as indicated by the date stated opposite that party's signature).

IN WITNESS WHEREOF this Agreement is executed on behalf of the participating parties by their duly authorized signing authorities.

SIGNED AND SEALED in the presence of:

<p>Mayor: _____ Region of Queens Municipality</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>
<p>Mayor: _____ Municipality of the District of Lunenburg</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>
<p>Warden: _____ Municipality of the District of Chester</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>

<p>Mayor: _____ Town of Bridgewater</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>
<p>Mayor: _____ Town of Lunenburg</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>
<p>Mayor: _____ Town of Mahone Bay</p> <p>Date Approved: _____</p>	<p>Witness: _____</p> <p>Date Signed: _____</p>

DRAFT

Region of Queens Municipality Staff Report

8.1

To: Council

From: Richard Lane, Director of Economic Development

Date: November 8, 2022

Re: Bioeconomy Development Opportunity Zone (BDO Zone) Initiative


Background

The Nova Scotia Innovation Hub (NSIH) is seeking municipal support to create a Bioeconomy Development Opportunity Zone which would include the Region of Queens. The BDO Zone Initiative (www.bdozone.org) is a certification and regional risk-rating program that identifies and scores areas on their suitability to attract new bio-based manufacturing industry investment. See Attachment A for a more detailed overview of this initiative in the form of a project briefing document and presentation.

Details

Bioeconomy industries require a steady and usable supply of sustainable feedstock to manufacture products such as "clean fuels", e.g. Sustainable Aviation Fuel (SAF), and support the establishment of regional hubs to gather feedstock from diverse sources and locations.

The 'feedstock' that the NSIH is looking to certify for this project is low-grade forest fibre. "An Independent Review of Forest Practices in Nova Scotia" (Dr. William Lahey, 2018), recommended a shift to triad-based ecological forestry, which includes areas of high production forestry with fibre production as the



primary objective, and areas known as the ecological matrix, where biodiversity conservation will be balanced with "lighter touch" harvesting practices. Partial harvests of less merchantable trees, to release higher quality trees, will increase the need for markets of this low-grade wood which are currently lacking, particularly in western NS, since the closures of Bowater and Northern Pulp.

The BDO Zone initiative would have two components:

1. The rating process uses internationally recognized risk metrics to quantify biomass feedstock and infrastructure "success" characteristics. This process can take up to six months and requires the development of a Local Advisory Committee, on which RQM would have representation.
2. Promotion of the BDO Zone for 12 months on bdozone.org, in press releases to over 50 bio-based organizations and sector publications worldwide, on webinars featuring our zone via BDO ZoneCONNECT, and private, hosted discussion groups with prequalified bio-project developers, investors, and strategic partner companies actively looking to build new bio-based plants in BDO Zones.


Benefits in participating:

Investment readiness: Having an A or AA rating through this initiative signals to investors that our region and associated host sites have been prequalified for some of the attributes that those investing in the industry care about.

Key Sector Development: Forestry remains a key sector industry for RQM, and this initiative aligns well with current and future forest best-practices. Pursuing a BDO Zone designation is supported by Freeman's Lumber, and broadly supported by the Western Woodlot Services Co-op (which provides forest management services to private woodlot owners), and the Medway Community Forest Co-op. Having a market for low-grade wood increases the viability of the forest industry, and does so aiming to create sustainable, low-carbon clean fuels and the burgeoning industrial bioeconomy.

Applicable Legislation

Section 57 (1) of the *Municipal Government Act* states that a municipality may:

- 
- (a) solicit and encourage the establishment and development of new, and the establishment, development and expansion of existing institutions, industries and businesses in and around the municipality;
 - (b) publicize the advantages of the municipality or any part of the municipality and the surrounding areas as a location for the establishment and expansion of institutions, industries and businesses;
 - (c) pay grants to a body corporate for the purpose of promoting the municipality or any part of the municipality and the surrounding areas as a location for institutions, industries and businesses;
 - (d) prepare and disseminate information about the municipality or any part of the municipality and the surrounding areas for the assistance of institutions, industries and businesses intending to locate or expand in the municipality or the surrounding area.

Budget Impacts

The cost of the certification process is estimated at \$77,000, but there are potential funding options available to offset the cost to participants:

1. NSIH could prepare an application to Natural Resources Canada's (NRCan) Clean Fuels Fund in the 'Establishing Biomass Supply Chains' stream. This option would only require a letter of support and minimal staff time commitment from municipalities, but approval may not be granted until Q3 2023.
2. The second option would be to pursue funding through NSIH itself. An approval decision could be made by January 2023, but this option would require a financial contribution by municipal partners, in the region of 25%. The actual financial ask will depend on the number of participating partners, but to leverage \$57,750 from NSIH would require \$19,250.

Communications

The Nova Scotia Innovation Hub and other project stakeholders will be advised of Council's decision.



The BDO Zone Initiative

Supporting county efforts to attract biomass-based manufacturing and drive clean energy economic development

Jordan Solomon
President & CEO, Ecostrat
Chairman, BDO Zone Initiative





The **BDO Zone Initiative** is a regional risk-rating and certification program that enables regions to leverage local biomass assets to attract new bio-based manufacturing plants-- and create jobs.

A **BDO Zone rating** is a qualified assessment of biomass feedstock and infrastructure attributes of a region with respect to development potential of new biofuel, renewable chemical, biogas or bioproduct manufacturing plants.



www.bdozone.org

BDO Zone Ratings Objectives...

- ✓ Use internationally recognized risk metrics to credibly **quantify and signal key biomass feedstock and infrastructure “success” characteristics** valued by biobased developers and investors around the world.
- ✓ **Connect** ‘A’ and ‘AA’ rated communities with bio-based project developers looking to build new plants in BDO Zones.
- ✓ **Help get biomass-based manufacturing plants built** in the places they are most likely to succeed.



BDO Zone Ratings Due Diligence

- BDO Zones undergo rigorous and extensive due diligence using a standardized framework of over 100 transparent and validated risk indicators.

The 3 Pillars of BDO Zone Designations



- “A” and “AA” BDO Zone Ratings identify the optimal zones in the country for new biobased development.

Recognized, Credible, Transparent, Standards-based Ratings Framework



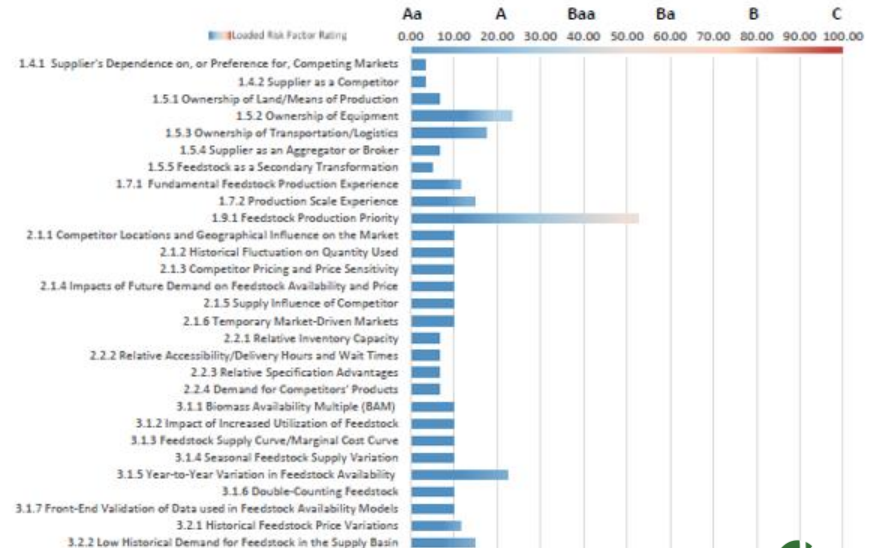
www.ecostrat.com/standards

- BDO Zone Ratings are issued within the framework of the Canadian national *Standards for Biomass Supply Chain Risk*.
- Accredited National Standard in March 2021 by CSA and SCC (CSA W209:21). ANSI accreditation planned for 2023.
- 6 years of development led by Ecostrat, 150-member industry stakeholder group, and a 65 member, \$60B capital market ratings review committee.
- >\$6MM funded by federal governments. Natural Resources Canada (NRCan), Standards Council of Canada (SCC), US Department of Energy (USDOE)/ Bioenergy Technologies Office (BETO).

Risk Ratings Protocols and Scoring Metrics: Probability of Risk Occurrence x Impact



Figure 2 - Risk Indicators (sorted numerically)



What does a BDO Zone rating look like?

The City of Melville BDO Zone



'A' rating for 300,000 tons of wheat straw

Bioeconomy Development Zone Risk Rating Report | BD ZONE Designation: The City of Melville, SK
Date of Issue: 11-26-2020

BD ZONE Rating: A

Bioeconomy Development Zone Risk Rating



Bioeconomy Development Zone Risk Rating

The City of Melville, SK Bioeconomy Development Zone is rated "A". Long-term outlook on price and quantity for wheat straw is deemed stable. Key scale-up risks are likely addressable with reasonable mitigation measures.

BD Zone Risk Rating

The City of Melville, SK Bioeconomy Development Zone is rated "A", for low risk.

Rating Parameters

Quantity	300,000-300,000 ODMT	Feedstock Form	Square/round bales
Price Range	\$100-150/ODMT	Price Range	\$100-150/ODMT

BD Zone Assets

- Stable long-term outlook on feedstock price and quantity; low impact of seasonal variation on feedstock price and quantity.
- Large biomass availability (wheat straw) at 38% government participation rate and within 15 km.
- In the event of decreased wheat straw production, supply needs can be expanded at a marginally increased transportation cost.
- No large-scale competition for wheat straw.
- Publicly owned infrastructure asset profile.

BD Zone Liabilities

- Lack of stable harvesting equipment for large-scale harvest at the present time. Modern to high probability of capacity to engage third-party company to provide spare harvesters.
- Average farm size is relatively small. Thus, existing large quantities will require engagement of large numbers of growers.
- Lack of local livestock from large growers.

Scale of Rating Methodology

The BD Zone rating is based on an aggregation of the scores assigned to:

BD Zone Risk Indicator (BI)

each BI score is based on the current understanding of the supply chain and the uncertainty drivers within a BI score are noted below:

each BI score is based on the current understanding of the supply chain and the uncertainty drivers within a BI score are noted below:

each BI score is based on the current understanding of the supply chain and the uncertainty drivers within a BI score are noted below:

The City of Melville, SK Bioeconomy Development Zone is rated "A". Long-term outlook on price and quantity for wheat straw is deemed stable. Key scale-up risks are likely addressable with reasonable mitigation measures.

Rating Parameters
Quantity
200,000-300,000 ODMT

Feedstock Form
Square/round bales

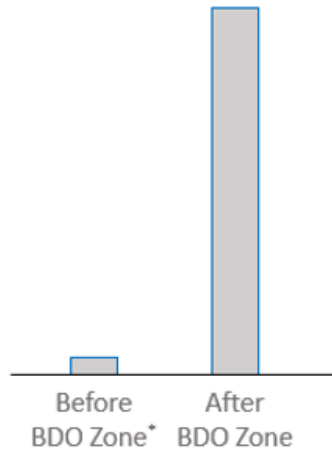


Bioeconomy Development Zone Risk Rating Report | BD ZONE Designation: The City of Melville, SK

Risk Indicator	Biomass Availability Multiple (BAM)	Score
1.1.1. Feedstock Availability	1.0	100
1.1.2. Feedstock Price	1.0	100
1.1.3. Feedstock Quantity	1.0	100
1.1.4. Feedstock Quality	1.0	100
1.1.5. Feedstock Reliability	1.0	100
1.1.6. Feedstock Sustainability	1.0	100
1.1.7. Feedstock Security	1.0	100
1.1.8. Feedstock Resilience	1.0	100
1.1.9. Feedstock Flexibility	1.0	100
1.1.10. Feedstock Adaptability	1.0	100
1.1.11. Feedstock Innovation	1.0	100
1.1.12. Feedstock Collaboration	1.0	100
1.1.13. Feedstock Leadership	1.0	100
1.1.14. Feedstock Influence	1.0	100
1.1.15. Feedstock Reputation	1.0	100
1.1.16. Feedstock Credibility	1.0	100
1.1.17. Feedstock Authority	1.0	100
1.1.18. Feedstock Expertise	1.0	100
1.1.19. Feedstock Skillset	1.0	100
1.1.20. Feedstock Knowledge	1.0	100
1.1.21. Feedstock Experience	1.0	100
1.1.22. Feedstock Track Record	1.0	100
1.1.23. Feedstock Performance	1.0	100
1.1.24. Feedstock Results	1.0	100
1.1.25. Feedstock Impact	1.0	100
1.1.26. Feedstock Contribution	1.0	100
1.1.27. Feedstock Value	1.0	100
1.1.28. Feedstock Benefit	1.0	100
1.1.29. Feedstock Advantage	1.0	100
1.1.30. Feedstock Edge	1.0	100
1.1.31. Feedstock Strength	1.0	100
1.1.32. Feedstock Power	1.0	100
1.1.33. Feedstock Influence	1.0	100
1.1.34. Feedstock Reach	1.0	100
1.1.35. Feedstock Resonance	1.0	100
1.1.36. Feedstock Impact	1.0	100
1.1.37. Feedstock Effect	1.0	100
1.1.38. Feedstock Influence	1.0	100
1.1.39. Feedstock Power	1.0	100
1.1.40. Feedstock Authority	1.0	100
1.1.41. Feedstock Expertise	1.0	100
1.1.42. Feedstock Skillset	1.0	100
1.1.43. Feedstock Knowledge	1.0	100
1.1.44. Feedstock Experience	1.0	100
1.1.45. Feedstock Track Record	1.0	100
1.1.46. Feedstock Performance	1.0	100
1.1.47. Feedstock Results	1.0	100
1.1.48. Feedstock Impact	1.0	100
1.1.49. Feedstock Contribution	1.0	100
1.1.50. Feedstock Value	1.0	100
1.1.51. Feedstock Benefit	1.0	100
1.1.52. Feedstock Advantage	1.0	100
1.1.53. Feedstock Edge	1.0	100
1.1.54. Feedstock Strength	1.0	100
1.1.55. Feedstock Power	1.0	100
1.1.56. Feedstock Influence	1.0	100
1.1.57. Feedstock Reach	1.0	100
1.1.58. Feedstock Resonance	1.0	100
1.1.59. Feedstock Impact	1.0	100
1.1.60. Feedstock Effect	1.0	100
1.1.61. Feedstock Influence	1.0	100
1.1.62. Feedstock Power	1.0	100
1.1.63. Feedstock Authority	1.0	100
1.1.64. Feedstock Expertise	1.0	100
1.1.65. Feedstock Skillset	1.0	100
1.1.66. Feedstock Knowledge	1.0	100
1.1.67. Feedstock Experience	1.0	100
1.1.68. Feedstock Track Record	1.0	100
1.1.69. Feedstock Performance	1.0	100
1.1.70. Feedstock Results	1.0	100
1.1.71. Feedstock Impact	1.0	100
1.1.72. Feedstock Contribution	1.0	100
1.1.73. Feedstock Value	1.0	100
1.1.74. Feedstock Benefit	1.0	100
1.1.75. Feedstock Advantage	1.0	100
1.1.76. Feedstock Edge	1.0	100
1.1.77. Feedstock Strength	1.0	100
1.1.78. Feedstock Power	1.0	100
1.1.79. Feedstock Influence	1.0	100
1.1.80. Feedstock Reach	1.0	100
1.1.81. Feedstock Resonance	1.0	100
1.1.82. Feedstock Impact	1.0	100
1.1.83. Feedstock Effect	1.0	100
1.1.84. Feedstock Influence	1.0	100
1.1.85. Feedstock Power	1.0	100
1.1.86. Feedstock Authority	1.0	100
1.1.87. Feedstock Expertise	1.0	100
1.1.88. Feedstock Skillset	1.0	100
1.1.89. Feedstock Knowledge	1.0	100
1.1.90. Feedstock Experience	1.0	100
1.1.91. Feedstock Track Record	1.0	100
1.1.92. Feedstock Performance	1.0	100
1.1.93. Feedstock Results	1.0	100
1.1.94. Feedstock Impact	1.0	100
1.1.95. Feedstock Contribution	1.0	100
1.1.96. Feedstock Value	1.0	100
1.1.97. Feedstock Benefit	1.0	100
1.1.98. Feedstock Advantage	1.0	100
1.1.99. Feedstock Edge	1.0	100
1.1.100. Feedstock Strength	1.0	100

Impact of BDO Zone Rating: 10X increase in bioproject dealflow for City of Melville

Potential Bio-development Opportunities in Melville



In the 11-month period after issue of the BDO Zone designation, the City of Melville generated a **1000% increase in inquiries and discussions related to wheat straw utilization (versus the past 12 months)** by bio-based project developers, investors, other EDAs, research colleges and municipalities.

Melville's View

- Increased ability to reject investments that don't match up with their sustainability pillars – in part due to **increased deal flow**
- Looking at **growth and potential partnerships** in a way they couldn't previously; business economic development conversations were very limited prior to designation

Goals of Potential Projects

- 1 or more biobased manufacturing plant
- \$250M investment target
- 110 direct jobs
- 150 to 200 indirect jobs
- Long-term tax incentives partnerships possible

"I haven't seen this kind of activity in the seven years I've been here."

Chris Bruce, Director of Community Services, City of Melville

* In year prior to BDO Zone designation

How BDO Zones generate deal-flow



Publication and Press

- All ratings published and downloadable on bdozone.org
- Press release to over 50 bio-based organizations and sector publications worldwide.

TheDigest	World Biogas Association	Biorenewable Deployment Consortium (BDC)
Canadian Biomass Magazine	Wood Bioenergy Magazine	Bioenergy Insight
Biofuels International Online	Biodiesel Magazine	Waste Today
American Biogas Council	Clean Energy Business Network	Biomass Magazine
Canadian Biogas Association	Renewable Energy World	Renewable Energy Magazine
BioCycle Connect	Biobased Diesel Daily	World Bioenergy Association
Biomass Energy Network	Bioenergy International	Biogas World
Biomass International	Advanced Biofuels USA	Pellet Mill Magazine

For complete list of publications contact bdozone.org

- Inbound inquiries directed to BDO Zone Local Development Leader (LDL)

Invest in Canada drives deal-flow to BDO Zones

- **Invest In Canada** is the federal government's global investment attraction and promotion agency. It is the global investor's primary point of contact to unlock business opportunities and facilitate job growth and expansion in Canada.
- Invest In Canada has endorsed the BDO Zone Initiative as a means to drive bio-based investment into Canada.
- *Invest In Canada promotes BDO Zone Ratings through over 160 offices around the world.*



**MAKE MONEY.
REDUCE RISK.
MADE EASY.**

WE ARE YOUR PRIMARY CONTACT

Invest in Canada works directly with global investors to unlock business opportunities and facilitate expansion in Canada. We bring industry, community and government partners together to offer seamless services that make it easy for you to grow your operations in Canada.

[FIND OUT HOW >](#)



BDO Ratings supercharge bio-based economic development:

BDO ZoneCONNECT connects BDO Zones with hundreds of developers and investors worldwide

'Bio-Business Development' Webinars

Viewed by >1000 bio-project developers and investors worldwide

Access to TheDigest's >5 million unique online bioeconomy sector readers, 140,000 streaming viewers bio-industry stakeholders and 45,000 daily newsletter subscriptions.

'Rapid Accelerator' Meetings

Private, hosted discussion groups

Private zoom meetings with 50-100 pre-qualified bio-project developers, investors and strategic partner companies actively looking to build new bio-based plants in BDO Zones.

DIGESTCONNECT

Tuesday June 21, 12-1PM ET

BDOZONECONNECT BARNWELL COUNTY, SC

- SUSTAINABLE SURPLUSES OF BIOMASS FEEDSTOCK, SUPPORTIVE OF BIOBASED DEVELOPMENT, INFRASTRUCTURE TO SUPPORT NEW MANUFACTURING
- PART OF OUR SERIES EXPLORING BIOECONOMY DEVELOPMENT OPPORTUNITY ZONES
- NETWORKING THROUGHOUT THE HOUR
- POST-PRESENTATION DISCUSSION



Kay Maxwell
VP, Marketing
SouthernCarolina
Alliance



John Fleming
Director of
Development
SouthernCarolina
Alliance



Jordan Solomon,
CEO, Ecostrat,
Co-Founder,
BDO Zones

DIGESTCONNECT

Tuesday April 5, 12-1PM ET

BDOZONECONNECT SILOAM SPRINGS, ARKANSAS MELVILLE, SASKATCHEWAN

- SUSTAINABLE SURPLUSES OF BIOMASS FEEDSTOCK, SUPPORTIVE OF BIOBASED DEVELOPMENT, INFRASTRUCTURE TO SUPPORT NEW MANUFACTURING
- PART OF OUR SERIES EXPLORING BIOECONOMY DEVELOPMENT OPPORTUNITY ZONES
- NETWORKING THROUGHOUT THE HOUR
- POST-PRESENTATION DISCUSSION



RON MCCULLOUGH
CITY ADMINISTRATOR
MELVILLE,
SASKATCHEWAN



PHILLIP PATTERSON
CITY ADMINISTRATOR
SILOAM SPRINGS,
ARKANSAS



JORDAN SOLOMON,
CEO, ECOSTRAT,
CO-FOUNDER,
BDO ZONES

>> [Click here](#) to view Barnwell County, SC BDO ZoneCONNECT <<

The BDO Zone Investment Coalition

April 22, 2021: Announces **\$1 Billion** for bio-based investment in BDO Zones



The **BDO Zone Investment Coalition** is a group of leading biobased capital markets¹ with a collective **goal of investing \$1 billion in BDO Zones** to build new biofuel, renewable chemical, biogas manufacturing plants.



See all BDO Zone Investment Coalition members: www.bdozone.org/us/support

See all 65 BSCR RC members: ecostat.com/standards/participants

¹ Made up 15 members of the BSCR Review Committee

The BDO Zone Summit- August 17, 2021

PROGRAM AGENDA

1:00 OPENING REMARKS

How BDO Zones help communities leverage biomass assets to create jobs. Why BDO Zone Designations drive and unlock bio-investment and get new plants built faster.



Jordan Solomon
President & CEO
Ecostrat
Chairman of the BDO Zone Initiative



Mark Riedy
General Counsel & Co-Founder
Alternative Fuels & Chemicals
Coalition (AFCC)



Wes Jurey
CEO & Founder
Agricultural Technology Innovation
Partnership (ATIP) Foundation

1:10 COMMUNITY PANEL

Real communities speak about opportunities and barriers to attracting biobased investment and deal-flow. Grassroots support for BDO Zone Designations from local communities and EDAs. Moderated by Wes Jurey, ATIP Foundation.



Donna Gambrell
President & CEO
Appalachian Community
Capital



Sumesh Arora
Director of Energy &
Natural Resources Division
Mississippi Development Authority



Greg Norton
President
Golden State National
Resources Corporation



Mike McArthur
Executive Director
Community Renewable
Energy Association



John Lester
General Manager
Clarksville Connected
Utilities

1:40 CAPITAL MARKETS PANEL

Barriers to investing in rural and distressed communities. Why are BDO Zone designations meaningful for capital markets? How much capital is "investment ready" to stand up biobased plants across the country? Moderated by Jordan Solomon, Ecostrat.



Justin Goldstein
Vice President, Investment
Banking Division
Goldman Sachs



David Livingstone
Managing Director
Citigroup



Max Vernier
Head of Bioenergy
Live Oak Bank



Scott Chabina
CEO & Founder
Chabina Energy Partners

2:00 PROJECT PANEL

Why BDO Zone Designations help create efficiencies for project developers. Why they help projects succeed. How they make developers develop more biobased projects faster. Moderated by Mark Riedy, AFCC.



Nick Andrews
CEO & Founder
USA Bioenergy



Chris Whitworth
Project General Manager
Northwest Advanced Biofuels



Seth Ginther
Executive Director
US Industrial Pellet
Association



Patrick Serfass
Executive Director
American Biogas Council

2:20 USDA REMARKS



Dr. Karama Neal
Administrator, Rural Business-
Cooperative Service
USDA Rural Development

View the BDO Zone Summit here:

<https://bdozone.org/the-bdo-zone-summit-2021/>

BDO Zone Ratings: The Bottom Line...

BDO Zone Ratings:

- ✓ **Enable** communities to powerfully signal key economic development “success” characteristics valued by biobased developers and investors.
- ✓ **Connect** ‘A’ and ‘AA’ rated communities “one-on-one” with hundreds of project developers around the world.
- ✓ **Help** get biomass-based manufacturing plants built faster and create jobs.

BD
OZ
INITIATIVE

www.bozone.org

info@bdozone.org

Jordan Solomon
President & CEO, Ecostrat
Chairman, BDO Zone Initiative
jordan.solomon@ecostrat.com



BDO Zone Briefing Document

Overview

A BDO Zone Rating is a powerful economic development tool that de-risks project finance and helps get clean energy plants built in areas where they are most likely to succeed.

The BDO Zone Initiative (www.bdozone.org) is a certification and regional risk rating program that identifies and scores prime areas for biobased project development; accelerating the clean energy transition and creating jobs.

The Problem

Many communities across the country have substantial biomass assets—agricultural residues, wood fiber, food and farm waste. These are the essential feedstocks required by new manufacturing facilities to produce ground/aviation biofuel, renewable chemicals, biogas, and bioproducts.

The problem is that they do not have the **budget**, the **platform**, or the **credibility** to communicate this to biobased investors and developers around the world. As a result, these communities can miss out on the new wave of biofuel, renewable chemical and biogas economic development valued at over \$200 billion¹.

BDO Zone Ratings solve the problem by enabling communities to powerfully leverage local biomass assets to serve as anchors for clean energy economic development.

BDO Zone Ratings

- ***BDO Zone Ratings accelerate deal-flow to BDO Zones*** by applying advanced risk scoring protocols to rate biomass availability, supply chain resilience, infrastructure, and community interest for new plant development in their region.
- BDO Zone Ratings enable communities to effectively and credibly signal and promote key “success” characteristics valued by biobased developers and investors around the world.
- ‘AA’ or ‘A’ BDO Zone Ratings identify the best places in the country for new bio-based plant development. BDO Zone Ratings are credible because they are issued within the framework of the *Standards for Biomass Supply Chain Risk* - the state-of-the-science for investor assessment of feedstock risk².
- The BDO Zone Initiative drives deal flow by enabling BDO Zone Communities to connect directly with hundreds of bio-project development companies worldwide looking to build new plants in places with BDO Zone “success” characteristics.



Governance

The BDO Zone Initiative is a collaborative project between the non-profit Alternative Fuels and Chemicals Coalition ([AFCC](#)), the Agricultural Technology and Innovation Partnership Foundation ([ATIP](#)) and Ecostrat. The BDO Zone Initiative Chairman is Jordan Solomon, President of [Ecostrat](#).

¹ <https://thefutureeconomy.ca/op-eds/jeff-pasmore/>

² The [BSCR Standards](#) were developed under direction of US Department of Energy (BETO) by Idaho National Labs, Ecostrat, a 150-member industry stakeholder group, and 65 member, \$60B capital market ratings review committee. BSCR Standard development in Canada was carried out by Ecostrat and supported by Natural Resources Canada (NRCan) and the Standards Council of Canada (SCC). They became an accredited National Standard of Canada in March 2021 by CSA and SCC (CSA W209:21).

Powerful economic impact and GHG reduction

A BDO Zone rating is a powerful economic development tool: BDO Zone rated communities have seen new “deal flow” increase by up to 1000% in less than one year.

BDO Zone ratings for Arlington, OR, Barnwell County, SC, Siloam Springs, AR, and the City of Melville, SK, were issued in 2021. All issued ratings are available for download [here](#).

The economic impact of a new bio-based plant can be transformative for a distressed community: every new sustainable aviation fuel (SAF) plant can provide, on average, 321 jobs and \$29M per year to the local economy, as well as reduce CO₂ emissions by 300,000 metric tons per year (Commercial Aviation Alternative Fuels Initiative (CAAFI)).

National economic impact potential in Canada is estimated at **16,060 direct, indirect and induced jobs, and over \$1.48B annually in direct and indirect economic benefits**. Total annual greenhouse gas (GHG) reduction impact potential of the BDO Zone Initiative is estimated at **2% of overall net emissions for Canada. This is the equivalent of replacing 18% of all passenger cars in Canada with electric cars.**

The **“100 BDO Zones in 4 Years Plan”** will catalyze biobased investment and infrastructure development, strengthen energy independence, create jobs, and contribute to long term prosperity.

Recent Press

In April 2021, the [BDO Zone Investment Coalition](#) announced the mobilization of \$1BB of capital for deployment to biobased infrastructure and manufacturing plants located in Bioeconomy Development Opportunity Zones.

On April 5th, 2022, the first [BDO ZoneCONNECT Webinar](#) was launched and featured presentations from BDO Zone community representatives in Melville, SK and Siloam Springs, AR.

See more press [here](#).

Quotes

Jordan Solomon, Chairman of the BDO Zone Initiative and CEO of Ecostrat says: “BDO Zone Ratings help attract new energy infrastructure and biobased manufacturing plants to the areas where they are most likely to succeed and where they will have the greatest social impact.”

Todd Lewis, President of Agricultural Producers Association of Saskatchewan (APAS) which represents over 16,000 farmers says: ““We support standardization and certification levers which will help businesses increase their innovation capacity and decrease the risk of bringing their innovations to market. We also support this opportunity to attract new innovative bio-marketplaces to rural Saskatchewan. In addition to introducing more sustainable products like biofuels, bio-products, bio-chemicals into the Canadian marketplace, The BDO Zone Initiative can provide increased market diversification opportunities for our farmers and ranchers.”

Ralph Goodale (former Minister of Agriculture and Agri-Foods, Minister of Natural Resources, Minister of Finance, Minister of Public Works, UK High Commissioner): “Serious investors need to be ready to roll. That’s where the idea of Bioeconomy Development Opportunity Zones can be really helpful, to have that independent, third party, standards-based legitimacy attached to, for example, the City of Melville, who now have a step up on all of its competition around the province...Bioeconomy projects can pay farmers for their waste, get rid of some of the toughest crop residues, and offset job losses in the coal sector.”

For more information, please contact aryn@bdozone.org or go to www.bdozone.org.

Region of Queens Pool Committee**Purpose**

The purpose of Region of Queens Pool Committee (the Committee) is to provide the Region of Queens Council (Council with educated, knowledgeable, recommendations for the design, placement, programs and services for a new pool. This new facility will be created to ensure long-term sustainable access to a pool for all residents of Queens County and visitors, ensuring its design reflects efficient functionality and multiple usage. The Committee provide recommendations to Council to guide the work of the Chief Administrative Officer (CAO) as they lead the process to build and operate this important community recreational facility. This Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community access to the aquatic facility is maintained.

Authority

The Committee will be granted its legal authority to advise the Council by virtue of being delegated this responsibility with Council's approval on September 13, 2022 of this Terms of Reference. Council's authority to establish this Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Committee shall be to review and assess current and future aquatic activities from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The Committee reports to the CAO and Council. This relationship is limited to providing recommendations and information to the CAO and to Council when applicable to do so.

Specifically, the Committee shall endeavour to:

1. Conduct a review of current aquatic services in the Region of Queens
2. Obtain information regarding aquatic operations in both indoor and outdoor pools in Nova Scotia.
3. Provide recommendations to CAO and Council re potential size and site locations for a new pool, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a size and site.
4. Work with the Architect/Designer re both the interior and exterior design of the new facility,

5. Consult with key stakeholders and use this public input to inform recommendations re participant flow, accessibility, safety, functionality, technology, energy efficiency, equipment, lifeguard areas, public areas and locker rooms.
6. Provide a community lens and recommendations to the Council respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
7. Act as information resource for users and community regarding this project with Chairperson or their designate acting as Committee spokesperson for the project.
8. Receive and review monthly progress reports from the CAO in regards to the project. Significant changes will be presented to the Committee as soon as possible if the next report is due in more than (ten) 10 days.
9. Assist the CAO by conducting research, preparing reports, overseeing grant submissions, liaising with community groups, business, pool users and community members, while leading by example.
10. Place two committee members as part of the review team(s) that provide recommendations to Council re the contracting of the project manager, general contractor and architect.

Reporting Relationship of The Committee

The Committee shall be accountable directly to Council of Region of Queens Municipality and CAO.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection. The Chair shall vote on all motions, any motion that is a tie is considered defeated.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Committee Member

Committee Members are expected to prepare for and attend all meetings of the Committee unless they provide prior notice of absence to the Chairperson. Committee Members are required to always act in the best interest of the community generally and set aside

personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Committee. Committee Members may seek or provide information to the CAO, and consult other municipal staff but shall not direct staff.

Role of Chief Administrative Officer and Staff

CAO, Director of Recreation and Healthy Communities, and Engineer shall act as staff resources to the Committee. They shall direct and delegate the research and report writing aspect of the Committee's work to ensure the Committee has the most accurate information upon which to make a decision or make recommendations to Council. The Committee shall work with the Chief Administrative Officer and Director of Recreation and Healthy Communities respecting policy implementation and required research, while adhering to budget limitations.

Membership

Membership on the Committee shall include up to six (6) members comprising of two members of the Queens Community Aquatic Society, two Council Members and two members of the public who are pool users, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a term to expire one month after the functional opening of the new aquatic facility. Public Members appointed to this Committee should possess an open and positive mindset, be passionate about aquatic activities, understand the importance of such, be willing to undertake difficult discussions, understand the importance of physical exercise in a water environment to promote health and well being. Any resignation shall be tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Committee Member who misses three consecutive meetings without due cause shall be deemed to be no longer a member of the Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Committee by a majority vote of the members and shall continue to hold office until the project is complete or they resign/are removed from the Committee.

Duration of Mandate

The Committee membership terms shall begin on October 18th 2022 and shall be for a term to one month after the functional opening of the new aquatic facility or resignation/removal.

Frequency of Meetings

The Committee meetings shall be held on such day and times as the Committee decides each meeting of the Committee. The Committee shall meet at a minimum 18 times for the duration of the project. All meetings are open to the public, unless designated as in camera. Meeting times and locations will be made public through social media.

Quorum Requirements

The quorum for a committee meeting is 50% of the sitting members plus one.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of the Committee shall be provided to each member of the Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. The Chair shall provide each member of the Committee with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. The Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

The Committee shall have access to CAO, the Director of Recreation and Healthy Communities and other appropriate staff as authorized by the CAO and/or the Director of Recreation and Healthy Communities, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for the Committee shall be made by the Committee through the Chairperson or their designate to Council, on an as needed basis. The Committee will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of the Committee shall be made by majority vote of the Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly

available upon approval by the Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Committee.

Reporting

The Committee shall be added as an agenda item under reports on a regular agenda basis, even though there may be nothing to report.

Responsibilities

The Committee shall be responsible for developing critical and measurable success factors of the Committee through its associated research and annual work plan, including regularly evaluating its work and success against these criteria. The Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the CAO and the Director of Recreation and Healthy Communities that are in the best interests of all residents without exception.