

**Region of Queens Municipality Regular Council**  
**Tuesday, June 11, 2024**  
**9:00 a.m.**

**Agenda**

**1.0 Call to Order**

**2.0 Changes / Approval of Agenda**

**3.0 Presentation**

- 3.1 Nova Scotia Coalition for Healthy School Food
- 3.2 Heritage Designation Hearing: Seely Hall

**4.0 Tabling of Petitions**

**5.0 Public Question / Comment Session**

**6.0 Approval of Minutes**

- 6.1 Regular Council – May 28, 2024

**7.0 Recommendations**

- 7.1 2024+ Solid Waste Facility Operations Manual
- 7.2 Replacement Tilt Deck Trailer
- 7.3 LBDC Renovation Direction
- 7.4 New Library Space Design Public Engagement Process
- 7.5 Planters in Caledonia
- 7.6 2024 Bursary Recipients
- 7.7 89 Main Street, Liverpool, Queens County, NS (PID# 70025374)

**8.0 Discussions**

- 8.1 Overdue Balance for Universally Designed Playground

- 8.2 Public Engagement System
- 8.3 Greybox Overflow Recommendations
- 8.4 Road Bylaw Public Consultation
- 8.5 Council Implementation Report

## **9.0 In-Camera**

- 9.1 Contract

## **10.0 Adjournment**

**THE COALITION**  
FOR HEALTHY SCHOOL FOOD



**NS**

**NS Coalition for Healthy  
School Food**  
**Municipality of Queens  
County**

**Lindsay Corbin**  
**NS Coalition for Healthy School Food**  
**Nourish NS**

June 11 2024





# Overview

- The Coalition for Healthy School Food
- Federal Advocacy Update & Next Steps
- Provincial Advocacy Update & Next Steps
- Getting Involved





**THE COALITION**  
FOR HEALTHY SCHOOL FOOD

- 300+ non-profit member orgs in every province & territory
- 140+ Endorsers including cities, school districts, health boards
- Non-partisan
- We advocate for:
  - A universal cost-shared healthy Canada-wide school food program
  - Strengthened commitments from provinces and territories, municipalities, schools
  - Programs learning from each other
- Youth and Parent Engagement
- Indigenous School Food Circle

**THE COALITION**  
FOR HEALTHY SCHOOL FOOD



- NS Chapter formed in 2021
  - Steering Committee & General Members
  - Hosted by Nourish NS
- Advocacy at all levels of government
- Voice of NS at national coalition





# Coalition Principles

1. Health-promoting - In line with Food Guide
2. Universal Access - No targeting or stigma
3. Cost-shared between F/P/T
4. Flexible and locally adapted - breakfast, lunch, snack; \$ to staff, food, infrastructure
5. Indigenous control over Indigenous programs
6. Community Economic Development
7. Promoting of food literacy
8. Guidance and accountability - Nutrition standards; No product marketing; Consistent evaluation and monitoring

[healthyschoolfood.ca/guiding-principles](https://healthyschoolfood.ca/guiding-principles)



# National School Food Program Announcement (April 1st)

CANADA

## Ottawa unveils \$1B for national school food program



By **Touria Izri** • Global News

Posted April 1, 2024 1:10 pm · Updated April 1, 2024 9:53 pm · 3 min read





# Families, Children & Social Development

## Minister Jenna Sudds

Minister Sudds and the staff of ESDC (Employment and Social Development Canada) will negotiate each provincial and territorial agreement



A National School Food Program (p.134)

(in Millions of dollars)

2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Total
0	79	201	218	241	261	1,000



# May be in the National Food Policy, missing from Budget 2024

- More language on the health and educational benefits of a National School Food Program for all children rather than its focus on food insecurity.
- Local Procurement: Provide stable markets for local agriculture (small and mid-sized farms esp) and boost rural economies
- No marketing to kids
- Food literacy
- A realistic plan to go from spending around \$200 M/year to a universal program for all Canadian children and youth





# What we are hearing about next steps

- Budget Implementation Act by the end of June
  - Money needs to be available before Agreements can be signed
- National School Food Policy by the end of June
- Agreements looking to balance needs of federal government with those of the provinces and territories
  - NS keen to sign asap
- \$ Amount for NS unclear
  - If based on population <\$5M





# Coalition Next Steps: Federal

- Encourage Provinces and Territories to negotiate agreements (quickly)
- Continue to build support with all federal parties including pre-election period
- Support the rollout and implementation to be in line with leading / innovative models and best practices
- Continue to advocate for more funding from all levels of government until we reach our vision
- Build the case for a health based universal program for all children, asking for billions of federal investment in 2025 pre-budget submission





# \$288 million: Annual investment from P/T and municipal governments (including 2024-25 school year)

Province	Total Estimate of Annual P/T school food funding <sup>1</sup>	Total Estimate of Annual Municipal school food funding	Total number of student <sup>2</sup>	P/T contribution per student/year	P/T contribution per student/day
PEI	\$5,415,000	\$0.00	21,147	\$256	\$1.37
NU	\$1,945,092	\$0.00	10,902	\$178	\$0.95
NS	\$20,500,000	\$100,000	126,428	\$162	\$0.87
MB	\$30,000,000	\$0.00	205,273	\$146	\$0.78
BC	\$71,500,000	\$474,280	586,860	\$122	\$0.65
NT	\$710,388	\$0.00	8,475	\$84	\$0.45
QC <sup>3</sup>	\$60,900,000	\$347,747	991,443	\$61	\$0.34
NL	\$3,855,744	\$0.00	64,608	\$60	\$0.32
AB	\$20,000,000	\$0.00	692,643	\$29	\$0.15
YT	\$135,175	\$0.00	5,829	\$23	\$0.12
NB	\$2,000,000	\$0.00	100,013	\$20	\$0.11
ON	\$37,600,000	\$19,297,000	2,048,045	\$18	\$0.10
SK	\$1,363,096	\$147,942	202,272	\$7	\$0.04
<b>Total</b>	<b>\$267,925,495</b>	<b>\$20,371,237</b>	<b>5,063,938</b>		

1) Figures are the core annual P/T investment, not including infrastructure or one-time funding; P/T contribution per student based on P/T investment only; 2) Including Public and First Nation schools in Canada (2021-22); 3) QU invests an additional \$26.9M in school-based health programs, some of which goes to school food.



# NS Budget- Historic Investment

- ❑ A provincial school lunch program
- ❑ Affordable for all
- ❑ Free for those who need it
- ❑ No stigma



## LUNCH PROGRAM FOR PUBLIC SCHOOLS



BUDGET 2024-25

NOVA SCOTIA



# NS School Lunch Program

- ❑ \$18.8M in Year 1 rollout to elementary schools (PP-Grade 5)
- ❑ Over 4 years it will expand to all grade levels and the annual investment will increase to > \$100M
- ❑ 9 Government Departments involved
- ❑ Working with existing food services where applicable, standing up new operations where needed
- ❑ Many details unclear & questions remain

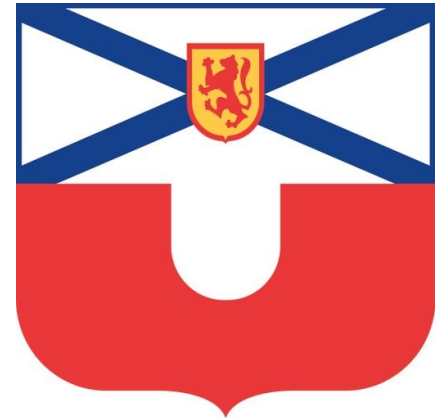
- Advocacy shift from dollars to delivery
- Focus on Guiding Principles
  - Health Promoting
    - Still waiting for updated food & nutrition policy
  - Flexible & Locally Adapted
    - Youth & Family engagement
    - Culturally appropriate
  - Community economic development
    - Local Food
    - Equity deserving businesses
  - Food Literacy
    - Within curriculum
    - Via meals & snacks



THE COALITION  
FOR HEALTHY SCHOOL FOOD



NS



Nova Scotia  
Teachers Union



Conseil scolaire  
acadien provincia



Community Health Boards

*Community Partnerships and a Voice for a Healthier Future*

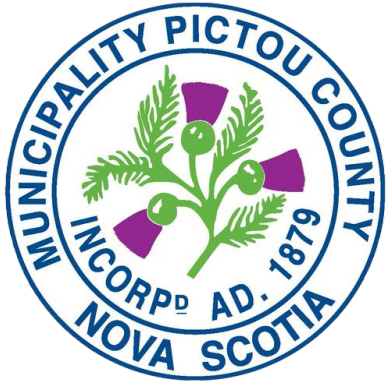


NOVA SCOTIA  
**NSFA**  
FEDERATION OF AGRICULTURE

THE COALITION  
FOR HEALTHY SCHOOL FOOD



NS



  
wolfville



New Glasgow  
*flourish*



  
Annapolis Royal  
*Nova Scotia*

PORT  
HAWKESBURY  
Opportunities Await



MUNICIPALITY *of the*  
COUNTY *of* KINGS

TOWN OF  
berwick

HALIFAX



# Join the Coalition for Healthy School Food!

[Join Now](#)



For questions or to request a presentation to your organization:

[lindsay.corbin@nourishns.ca](mailto:lindsay.corbin@nourishns.ca)  
902-759-2634



### 3.1

**THAT** the Council of the Region of Queens Municipality receives the presentation titled 'Nova Scotia Coalition for Healthy School Food' for information.

## Region of Queens Municipality Staff Report

3.2

**To:** Council

**From:** Mike MacLeod, Director of Planning and Development

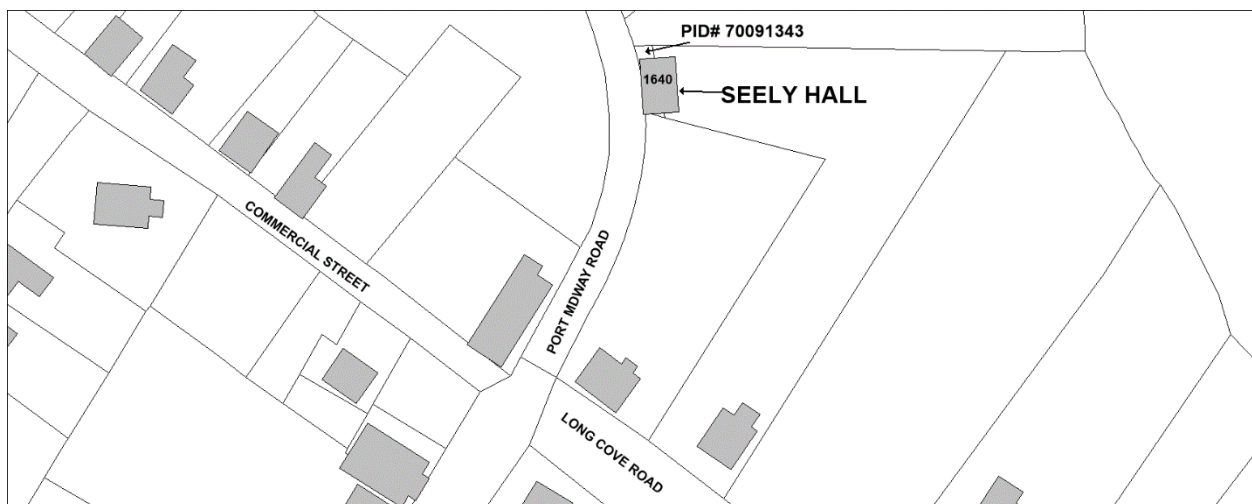
**Date:** June 11, 2024

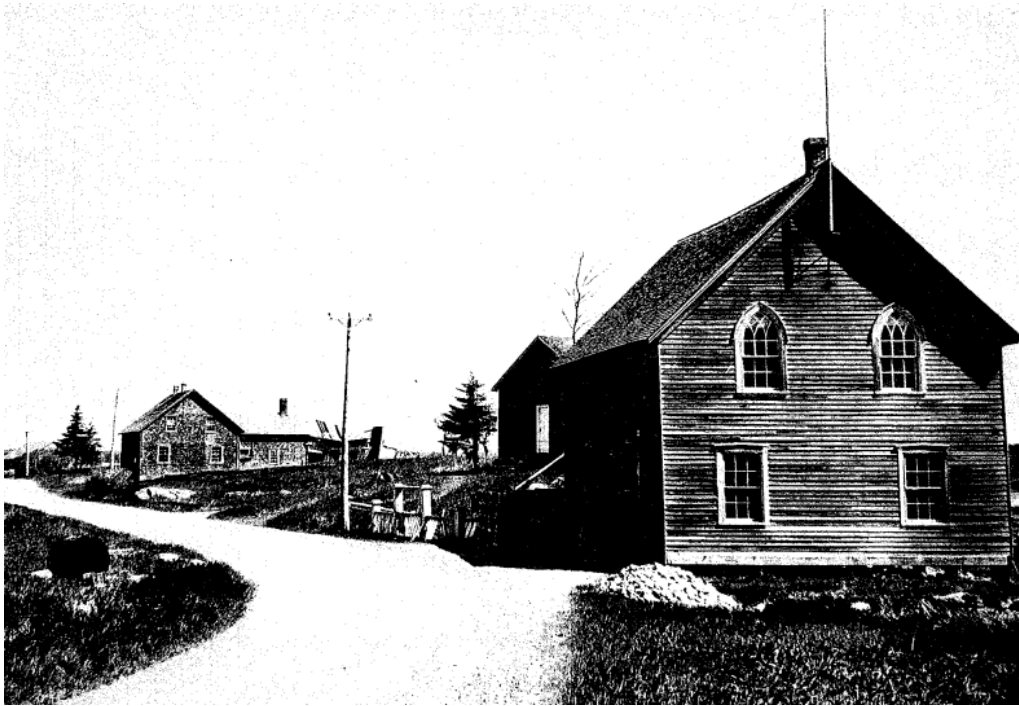
**Re:** Hearing - Municipal Heritage Designation – Seely Hall

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### Background

At the May 14, 2024 meeting of Council of Region of Queens Municipality, a motion was passed to serve Notice of Recommendation upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property.





Historic Photo



Recent Photo


## **Details**

On May 14, 2024, Council approved serving Notice of Recommendation on the property owners to have the property registered as a Municipal Heritage Property. Notice was prepared and sent to the property owners on May 14, 2024, as per the requirements set out in the NS Heritage Property Act, giving them the opportunity to come before Council to make comment on the proposed designation. A copy of the Notice of Recommendation is attached as Appendix B.

## **Applicable Legislation**

Nova Scotia Heritage Property Act.

## **Budget Impacts**



Registration of the property would involve purchase and installation of a brass heritage plaque, which would be funded from the existing 2024-25 budget.

## **Recommendation**

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Hearing - Municipal Heritage Designation – Seely Hall' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality, consider a motion at their June 25, 2024 meeting to serve Notice of Registration upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property.

# Appendix A



Region of Queens Municipal

## APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

### A. Property Information

Name of Property: Seely Hall

Location of Property: Port Medway N.S.

Civic Address: 1640 Port Medway Rd.

Present Owner(s): Medway Area Heritage Society

Owner(s) Mailing Address: P.O. Box 136 Port Medway N.S.  
BOJ 2T0

Is the Property a Provincial Heritage Property? application being submitted  
(Please attach photographs showing exterior elevations of the property.)  
see attached photos.

### B. Evaluation Information

When was the property erected? Estimated or based upon what reference? 1840-1860 ref. website > seelyhall.ca <

What is the physical condition of the property? restoration work has been carried. building is in good condition

Is the property associated with individuals of local historical note? Seely family - ref. history on website

Is the property associated with events or themes of local historical note? \_\_\_\_\_

see attached newspaper articles

Do you believe the architectural style or construction technique of this property to be rare or unique within your community? Please describe it. post/beam construction

and has Gothic windows

Please note any sources of historical information regarding this property (eg. Books, articles, or local individuals). see attached newspaper articles

and ref. Seely Hall website: seelyhall.ca

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

is located next to The Old Cemetery which is a municipal/provincial heritage property

**C. Submissions -**

Application submitted by: Medway Area Heritage Society  
(If an organization, please also note a contact person.) contact - Rick Baker

Mailing Address: PO. Box 136 Port Medway N.S B0520

Telephone Number (daytime): 902-677-2124

Fax: \_\_\_\_\_ E-mail: rbaker22075@gmail.com

Signature of Owner: R. Baker Date: Jan 27/24

Or, has owner been advised of application: \_\_\_\_\_

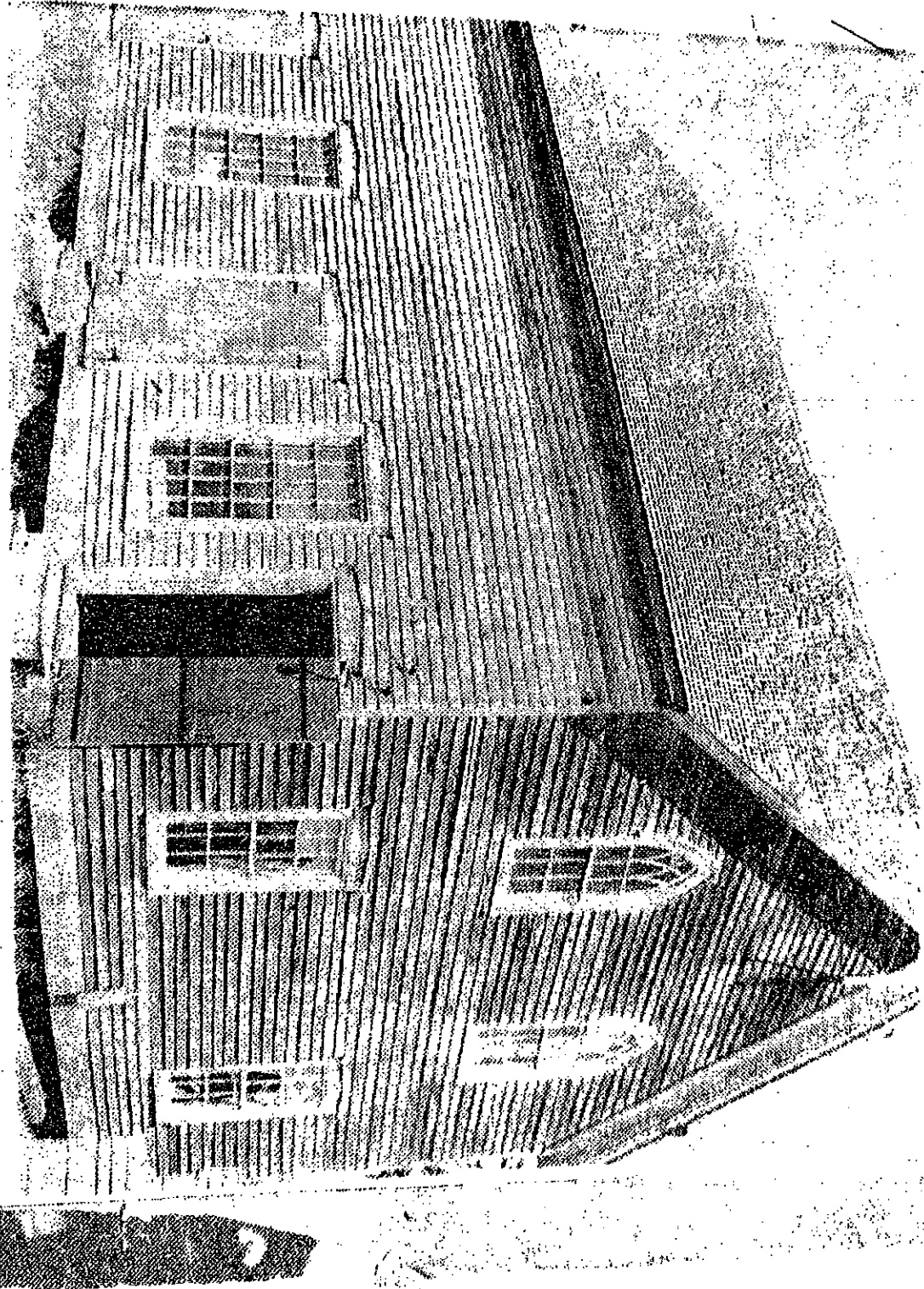
Please return application to : Region of Queens Municipality, 249 White Point Road, Liverpool, Nova Scotia, B0T 1K0 - C/O Planning Department. Phone: 354-3455 Fax: 354-7473

8

THE HALIFAX CHRONICLE-HERALD

Thursday, August 15, 1957

# Hall Recalls Days Of Sail



A few weeks ago there was a dance in a hall at Port Medway in Queens County. Few if any of the young couples who waltzed to popular tunes knew that the building had once been the headquarters of much of the village's business life a century ago. The Seeley Store as it is known is near the water front and years have passed since it was used as a store. But at various times many of the leading business men of the community owned it.

The second storey has been used as a hall for a long, long time. Just how many dances, political meetings, weddings and funerals have been held there no one will ever know but it is certain that they had more than a passing effect on local history. For five years the hall was even a temporary church. In 1865 the Anglican Church in Port Medway burned and the congregation rented until money was raised for a new building.

spiritual needs.

The exact date when the Seeley Store was built isn't known but was long before 1850. The first owner Caleb Seeley had a general store, warehouse and shipping office. He was probably engaged too, in lumbering and shipbuilding. The Seeley's came to Liverpool with the early settlers and many of them are buried at Trinity Church in Liverpool.

Caleb's son Edward took over the business and it continued to thrive. In 1871 his shipyard built the biggest ship ever launched at Medway. She was the 950 ton square rigger Nyanza and was lost off the coast of Newfoundland on her maiden voyage to England with a load of lumber. The biggest sailing ship ever launched in Queens County was the J. C. Robertson of 1036 tons. Another square rigger, she went down the ways of a Port Mouton shipyard in 1874.

Edward passed the business on to his son Arthur Seeley. This was at a time when Nova Scotia shipping was beginning to feel that the boom was over and sail was on the way out. Shipyards and outfitters were getting squeezed, as steamers carried more and more cargoes.

The story goes that Seeley sold out about 1890 and moved to the

went into salmon fishing and packing and was very successful. Over the years relatives and descendants living in the western United States have visited Port Medway to get some of the family history first hand.

After the Seeleys, Captain John Hutt bought the store and operated it along with seven or eight coastal schooners. He bought thousands of pounds of fresh salmon from Queens County fishermen every year. They were shipped on ice to Yarmouth aboard the steam coastal packet City of Saint John and then across the Bay of Fundy by steamer to Boston.

In 1950 William White who lives in Port Medway bought the building and at that time it had been idle for years. He uses the lower part to keep fishing trawls, lobster pots and buoys and the hall is still rented occasionally for a dance. Older residents say that at one time a warehouse about forty feet long joined the main building but was torn down.

The two room office was used in the last election as a polling booth. The only remaining piece of furniture of the old days is a swivel chair and is similar to an old styled captain's chair. It is still in good condition despite the age, and is used by the ticket taker at dances.

Article from "Seasoned Timbers Vol. 2

SEELY'S HALL.

Port Medway, Queens County

Port Medway comes as a surprise to the first-time visitor. Seemingly off the beaten track, this quiet village covers the area of a small town and as more than its share of well made, century old buildings. For more than 100 years after its settlement in 1760, its wharves bustled with preparations for voyages. Salmon, mackerel, and alewives which teemed in the harbour were packed here for export; vessels set out for the Labrador shery; and lumber floated down on the Medway River was loaded for markets in England. Newfoundland and the West Indies.

In the 1870's and 1880's, the Seely family carried on a fisherman's fitting business in their store on the road to the Customs House. Just beyond Seely's store is the cemetery where many of the town's earliest settlers are buried, which originally was a cleared field belonging to Nathan Godfrey, a proprietor of the town. When he abandoned his holdings return to New England, it made a convenient burial plot. By the time became the official burying ground of the village in 1785, it contained graves, some of which are now being eroded on the harbour side for lack of a sea wall.

Over Seely's store, where the windows are theatrically Gothic, was Seely's Hall. If reports be true, the hilarity within was, at times, loud enough to rouse the dead.

Here the Medway Cricket Club (one of two in the village) gave an "entertainment" on the Queen's Birthday in 1873. Reserved tickets were 25 cents, parquette 15 cents, but worth it to see and hear eight stars accompanied by instruments of music never before introduced into this "province", to say nothing of Solomon S. Cohoon's stump speech "The Milk in the Coconut" followed by the stirring war drama "The Fenian Aid on Port Medway, 1867", with

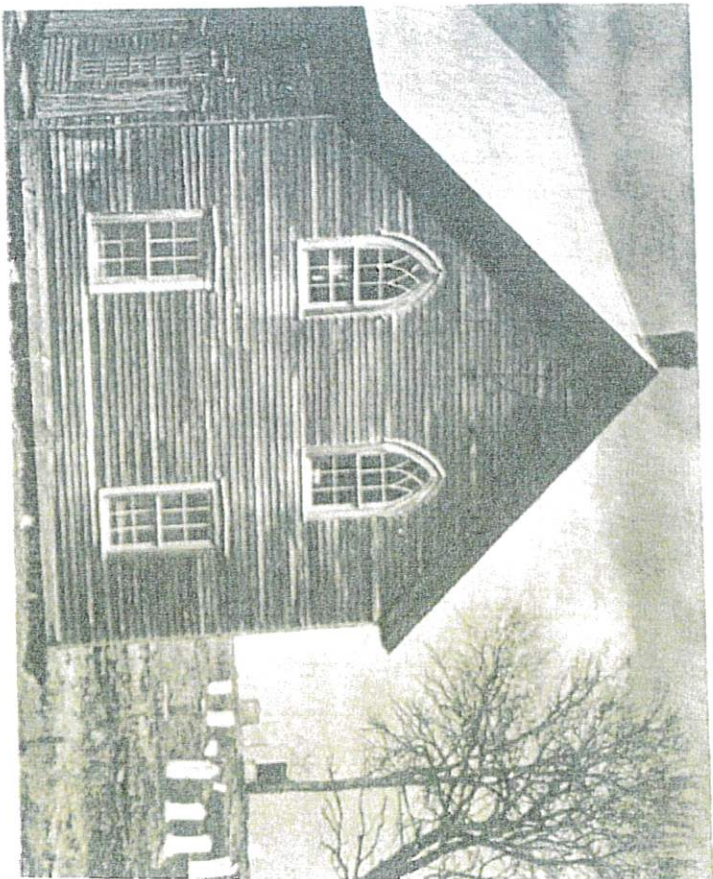
A. T. Baker as General Feathers

J. B. Doliver as Captain Wary

John Daily as Corporal Blant

and S. S. Cohoon as Private Gore.

Seely Hall in the twentieth century became known as White's Hall where local dances were held until condemned for public assembly. Today it is used for storage.



# Appendix B

## Form A

### NOTICE OF RECOMMENDATION TO REGISTER AS A REGION OF QUEENS HERITAGE PROPERTY

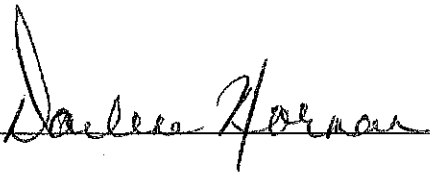
**To: Medway Area Heritage Society**  
c/o Rick Baker  
P.O. Box 136  
Port Medway, NS  
B0J 2T0

#### **You are hereby notified that:**

1. The land and building located at **1640 Port Medway Road, Port Medway, NS** and **identified as PID# 70091343** has been recommended to be registered in the Municipal Registry of Heritage Properties for the Region of Queens.
2. The reasons for this proposed designation are:
  - The building is a good example of 19<sup>th</sup> century buildings constructed in the area;
  - The importance of the role the Seely family has played as land owners, local business owners and employers in the Port Medway area in the 1800's;
  - Increase public awareness regarding the significance of heritage in our communities.
3. Section 14(4) of the Heritage Property Act prohibits any substantial alteration to the appearance of the property described herein for a period of one hundred and twenty days from the date and service of this notice, unless the Regional Council refuses to register the property prior to the expiration of one hundred and twenty days.
4. The effect of recommendation and registration in the Municipal Registry of Heritage Properties described in paragraph one is that no demolition or substantial alteration in the exterior may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Council of the Region of Queens Municipality and the application is granted with or without conditions or the Region of Queens Municipality may refuse it. Where such application is not approved, the owner may make the alterations described in his/her application or carry out the proposed demolition at any time after three years but not more than four years from the date of the application.
5. You are hereby notified that Council will sit to hear any comments regarding the recommendation of the property described in this notice on the **11<sup>th</sup>** day of **June**,

**2024**, at **9:00 a.m.** at the **Municipal Administration Building, 249 White Point Road, Liverpool, NS.** Information and particulars concerning the reasons for recommendation are available from the office of the Planning Department for the Region of Queens Municipality weekdays from 8:30 a.m. to 4:30 p.m.

**DATED** this 14<sup>th</sup> day of **May, 2024.**

  
\_\_\_\_\_  
Mayor

# SEELY HALL

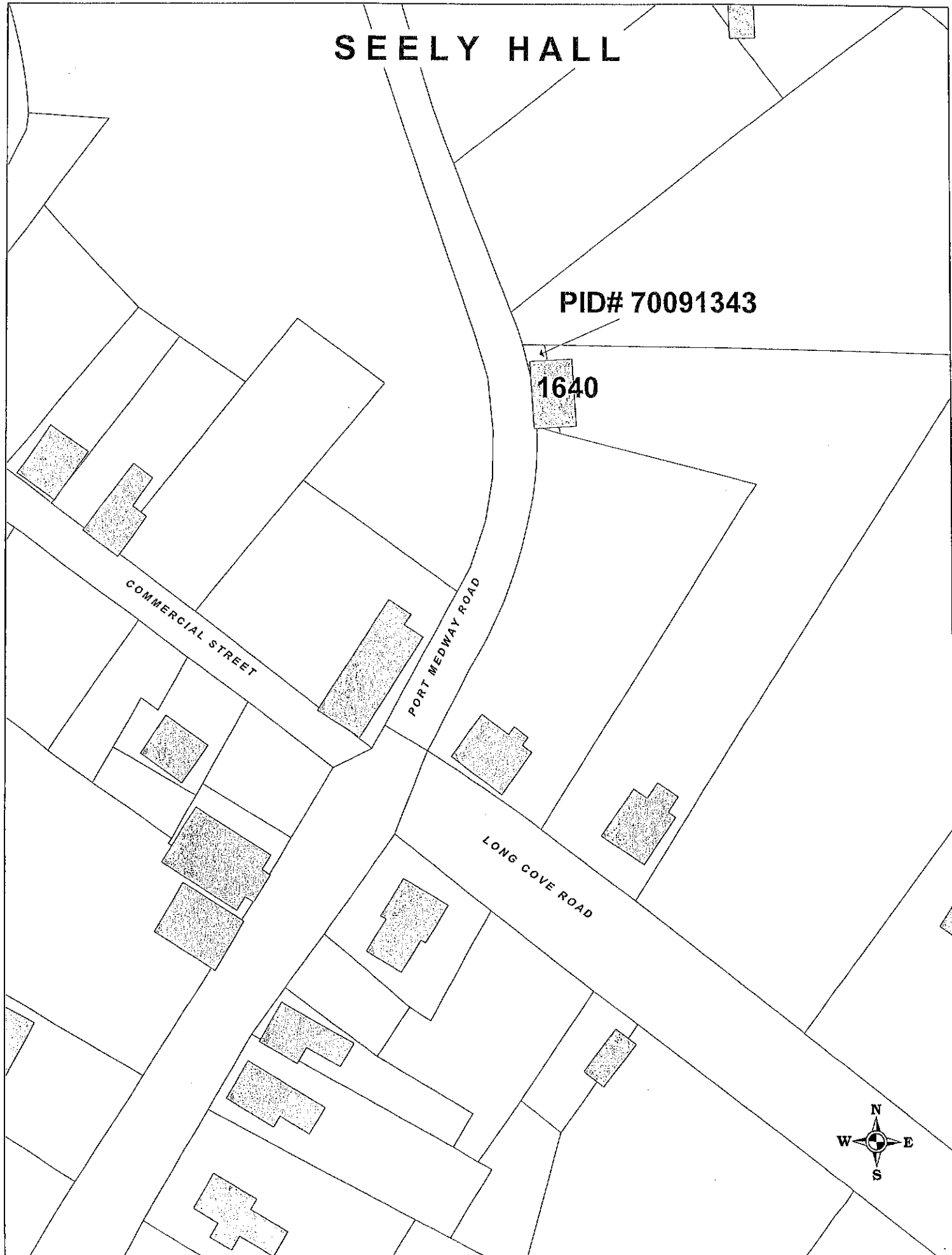
PID# 70091343

1640

COMMERCIAL STREET

PORT MEDWAY ROAD

LONG COVE ROAD



## Region of Queens Municipality Regular Council

Tuesday, May 28, 2024

6:00 p.m.

### Minutes

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Jack Fancy  
Councillor David Brown  
Councillor Vicki Amirault  
Councillor Ralph Gidney  
Councillor Kevin Muise  
Councillor Carl Hawkes  
Cody Joudry, CAO  
Angela Green, Admin. Assistant – Administration

Regrets: Councillor Maddie Charlton

#### 1.0 Call to Order

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

#### 2.0 Changes / Approval of Agenda

**It was moved by Councillor Gidney and seconded by Councillor Hawkes that the Agenda be approved as presented.**

**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 / Comment Session**

There were no Public Questions or Comments to come before this meeting.

## **6.0 Approval of Minutes**

6.1 Special Council – April 29, 2024

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

**THAT the minutes of the Special Council meeting held April 29, 2024 be approved.**

**MOTION CARRIED unanimously.**

6.2 Regular Council – May 14, 2024

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

**THAT the minutes of the Regular Council meeting held May 14, 2024 be approved.**

**MOTION CARRIED unanimously.**

## **7.0 Recommendations**

7.1 2024-2025 Community Investment Fund Request

Councillor Gidney declared a conflict of interest and stepped away from the table.

**It was moved by Councillor Brown and seconded by Deputy Mayor Fancy:**

**THAT the Council of the Region of Queens Municipality receive the report titled '2024-2025 Community Investment Fund Request' for information.**

**MOTION CARRIED unanimously.**

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

**THAT the Council of the Region of Queens Municipality provide a grant to the Liverpool Championship Host Society for eligible event expenses in the amount up to \$19,140.00 from the 2024-2025 Community Investment Fund;**

**AND THAT the funding be released in the following payment schedule:**

- **50% upon signed facility contract with Queens Place Emera Centre;**
- **35% September 15, 2024; and**
- **15% be held back until a completed Community Investment Fund Final Report is received, as per Policy 11 – Community Investment Fund.**

**MOTION CARRIED unanimously.**

Councillor Gidney returned to the table.

## 7.2 2024-2025 J-Class Road Paving

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

**THAT the Council of the Region of Queens Municipality receive the report titled 'Cost Sharing of J-Class Roads' for information.**

**MOTION CARRIED unanimously.**

**It was moved by Councillor Gidney and seconded by Councillor Brown:**

**THAT Council of the Region of Queens Municipality direct staff to accept the cost-sharing for Hemlock and School Streets.**

**MOTION CARRIED unanimously.**

## **8.0 Discussions**

### **8.1 2024 Municipal Election – Polling District Boundaries**

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

**THAT the Council of the Region of Queens receive the report titled '2024 Polling District Boundary Descriptions' for information.**

**MOTION CARRIED with 6 in favour, 1 against.**

### **8.2 2024+ Solid Waste Facility Operations Manual**

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

**THAT Council of the Region of Queens Municipality receives the report titled '2024+ Solid Waste Facility Operations Manual' for information.**

**MOTION CARRIED unanimously.**

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

**THAT Council of the Region of Queens Municipality considers at their June 11, 2024 meeting a motion to approve funding a Solid Waste Facility Operations Manual at a cost not to exceed \$30,000, funded from the accumulated surplus.**

**MOTION CARRIED unanimously.**

### **8.3 Replacement Tilt Deck Trailer**

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

**THAT the Council of the Region of Queens Municipality receives the report titled 'Replacement Tilt Deck Trailer' for information.**

**MOTION CARRIED unanimously.**

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

**THAT the Council of the Region of Queens Municipality considers at its June 11, 2024 meeting a motion to approve the purchase of a replacement trailer at a cost of \$19,900 + HST, and funded from equipment reserve.**

**It was then moved by Councillor Hawkes and seconded by Councillor Brown that the original motion be amended to:**

**THAT the Council of the Region of Queens Municipality considers at its June 11, 2024 meeting a motion to approve the purchase of a replacement trailer at a cost of \$19,900 + HST, and funded from accumulated surplus.**

**MOTION CARRIED to amend the original motion.**

**AMMENDED MOTION CARRIED unanimously.**

#### 8.4 LBDC Renovation Direction

**It was moved by Councillor Amirault and seconded by Deputy Mayor Fancy:**

**THAT the Council of the Region of Queens Municipality receive the report titled 'Liverpool Business Development Centre Renovation Direction' for information.**

**MOTION CARRIED unanimously.**

**It was moved by Councillor Amirault and seconded by Deputy Mayor Fancy:**

**THAT the Council of the Region of Queens Municipality consider at its June 11, 2024 meeting motion to approve the concept of shared washrooms as proposed in Appendix B to provide space and cost allocations on more library-specific elements.**

**MOTION CARRIED unanimously.**

8.5 New Library Space Design Public Engagement Process

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

**THAT the Council of the Region of Queens Municipality receive the report titled 'New Library Space Design Public Engagement' for information.**

**MOTION CARRIED unanimously.**

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

**THAT the Council of the Region of Queens Municipality consider at their June 11, 2024 meeting a motion to approve the proposed approach for public engagement.**

**MOTION CARRIED unanimously.**

8.6 Planters in Caledonia

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

**THAT the Council of the Region of Queens Municipality receives the report titled 'Planters in Caledonia' for information.**

**MOTION CARRIED unanimously.**

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

**THAT the Council of the Region of Queens Municipality consider at their June 11, 2024 meeting a motion to provide the North Queens Board of Trade a \$600.00 grant for flower boxes, funded from the accumulated surplus.**

**MOTION CARRIED unanimously.**

## 9.0 In-Camera Items

**It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings go In-Camera at 7:00 p.m. to discuss the following:**

- 9.1 Contracts
- 9.2 Labour Relations

**It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 8:27 p.m.**

Council, by consensus, instructed staff to proceed as recommended.

## 10.0 Adjournment

The meeting was adjourned at 8:28 p.m.

\_\_\_\_\_  
Mayor Darlene Norman, Chair

\_\_\_\_\_  
Cody Joudry, CAO

\_\_\_\_\_  
Angela Green, Administrative Assistant

Date Approved: \_\_\_\_\_

## Region of Queens Municipality Staff Report

7.1

**To:** Mayor and Council

**From:** Adam Grant, P.Eng., Director of Engineering and Public Works

**Date:** June 11, 2024

**Re:** 2024+ Solid Waste Facility Operations Manual

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### Background


The Region of Queens Municipality operates the Queens Solid Waste Facility at 3750 Highway 8, Milton according to many regulatory approvals and permits as well as internal policies and procedures.

### Details

One of the regulatory requirements to operate a solid waste facility in Nova Scotia is the development and implementation of a robust operations manual (manual) that can be utilized by front-line staff, supervisors and managers. This manual outlines all the regulatory requirements of the facility such as environmental monitoring or disposal records as well as the operation and maintenance of equipment, weigh scales, etc.

In January 2024, it was identified that the existing document was insufficient to properly support new and developing changes with solid waste management in the Province and required substantial updating. At that time, existing staff commenced an internal project to bring the document current but this effort was stalled shortly thereafter due to staff absence.

This current document was developed in 2005 and has surpassed its life expectancy due to operational changes, new regulatory requirements and inconsistent internal review and updating. It is required to undergo a full re-development to address nearly 20 years of evolution in waste management and bring it back up to date. Staff have met with a consultant firm who has



experience with this work and is willing to take on the project. Based on their experience, they have proposed fees not to exceed \$30,000 to provide us with a comprehensive and current document.

### **Budget Impacts**

The proposed cost of this project is not expected to exceed \$30,000.

### **Communications**

Following approval, the consultant will be advised to proceed.

### **Recommendation**

- (1) **THAT** the Council of the Region of Queens Municipality approve funding a Solid Waste Facility Operations Manual at a cost not to exceed \$30,000, funded from the accumulated surplus.

## Region of Queens Municipality Staff Report

7.2

**To:** Mayor and Council  
**From:** Adam Grant, P.Eng., Director of Engineering and Public Works  
**Date:** June 11, 2024  
**Re:** Replacement Tilt Deck Trailer

---

### Background

The Engineering and Public Works Department uses trailers to mobilize materials and equipment between project sites. The previous has failed and it would be appropriate to replace the tilt deck trailer.

### Details

In April 2024, the #606 – 2010 Tilt Deck Trailer was brought in for a routine inspection when it was discovered that the trailer sub-frame was severely deteriorated. Further investigation in the following weeks identified that the cost to repair, and the residual value, exceeded the replacement cost. This piece of equipment has reached its end of life and has been removed from service. The cost of replacement is \$19,900 + HST.

### Budget Impacts

This is an unbudgeted expense that was unanticipated. It is proposed to fund from the equipment reserve.

### Communications

A purchase order will be issued to the equipment supplier.



## Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality approve the purchase of a replacement trailer at a cost of \$19,900 + HST, and funded from the accumulated surplus.

## **Region of Queens Municipality Staff Report**

**7.3**

**To:** Mayor and Council

**From:** Elise Johnston, Accessibility & Inclusion Coordinator

**Date:** May 28, 2024

**Re:** Liverpool Business Development Centre Renovation Direction

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### **Background**


The Liverpool Business Development Centre (LBDC) has vacant commercial space for lease. The LBDC is currently occupied in part by Global Enterprise Corporation (GEC) and AC Belliveau Veinotte (BV), however there is still approximately 6,500 square feet not in use.

Staff have been working to develop a community consultation plan for the new library space. As part of this work some draft designs were created, and two general concepts emerged. This report outlines those two approaches and seeks Council's direction.

### **Details**

A business centre building could either provide some shared facilities for multiple tenants or completely divide and separate spaces for independent use. Sharing spaces including entries and washrooms are efficient in terms of space and renovation costs, but in this case have implications for current tenant, GEC. The question is what makes sense for the long-term use of the building.

Appendix A outlines existing conditions, specifically entries and washrooms. Any future use of the empty space will need to maintain two means of egress; there is currently a set of double doors facing the RQM administration building and a door to the central lobby that has four exit doors. These two exits could be maintained



for library use, with the enclosure of GEC's reception area, thereby creating a shared corridor. A distinct *main* entry to the library could still be highlighted with a new canopy on the side wall.

There are 2 sets of gendered washrooms with 3 'heads' (toilets or urinals) each along this corridor next to the main central entry to the building. GEC has 2 more sets of 8 heads each which is sufficient for up to 400 employees according to NS Building Code (Table 3.7.2.2 -B for Service occupancy). Belliveau Veinotte is now independent in terms of entry and kitchenette along with 2 washrooms (for up to 50 employees) but needs a second egress which currently is through the empty space to existing exterior doors.

The library would need 6 heads for up to 200 users (Table 3.7.2.2 -A for Assembly occupancy), which could be satisfied by dividing one of the existing central cloakrooms into 2 universal washrooms. Prior to library relocation discussions in fact, RQM received \$100,000 from the federal Enabling Access Fund for Universal Washrooms, including the lobby of this multi-use building. Certainly, a central universal washroom could still be installed even if the library space gets 6 new water closets with allocation of approximately 330 square feet and \$60,000 of the budget.

In summary, this building has more than enough total heads for its capacity and to use space and funds for 6 more seems unnecessary.


## **Budget Impacts**

Whether additional entries and/or washrooms are constructed, the cost could differ by \$50-100,000, i.e. 5-10% of the total approved for the project/renovation. The overall budget would not change, only the specifics of the items purchased.

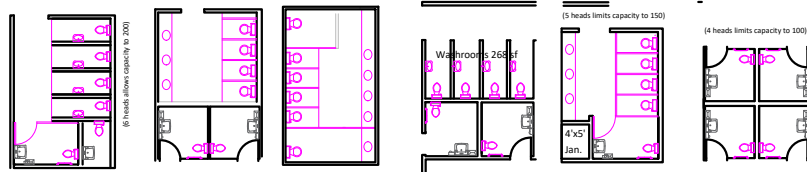
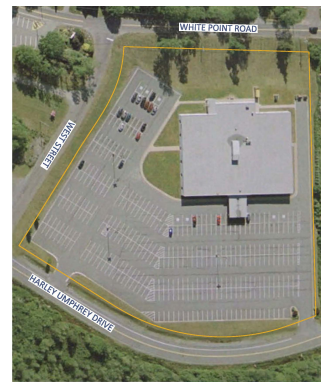
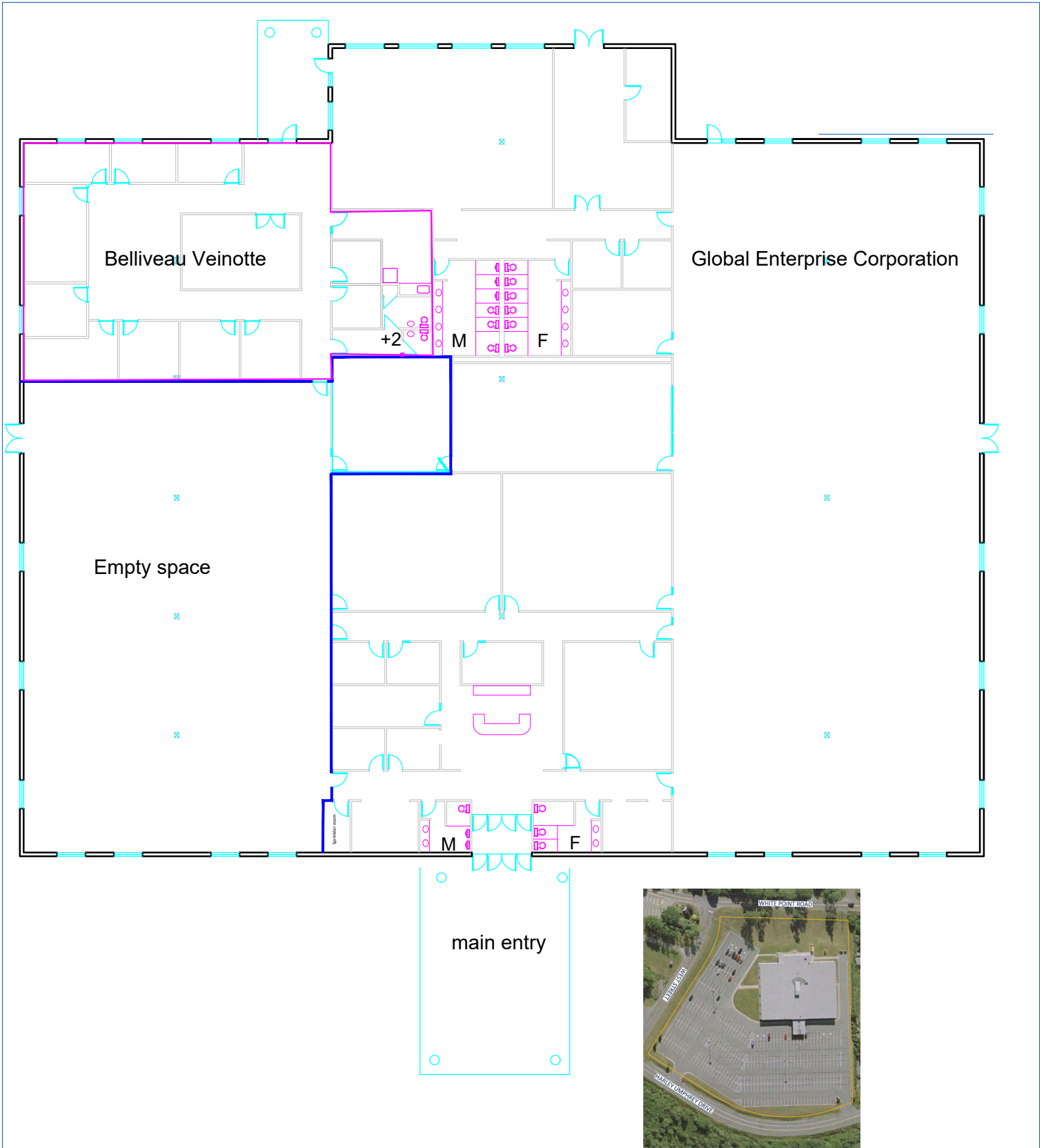
## **Recommendation**

- (1) **THAT** the Council of Region of Queens Municipality approve the concept of shared washrooms as proposed in Appendix B to provide space and cost allocations on more library-specific elements.

## **Communications**

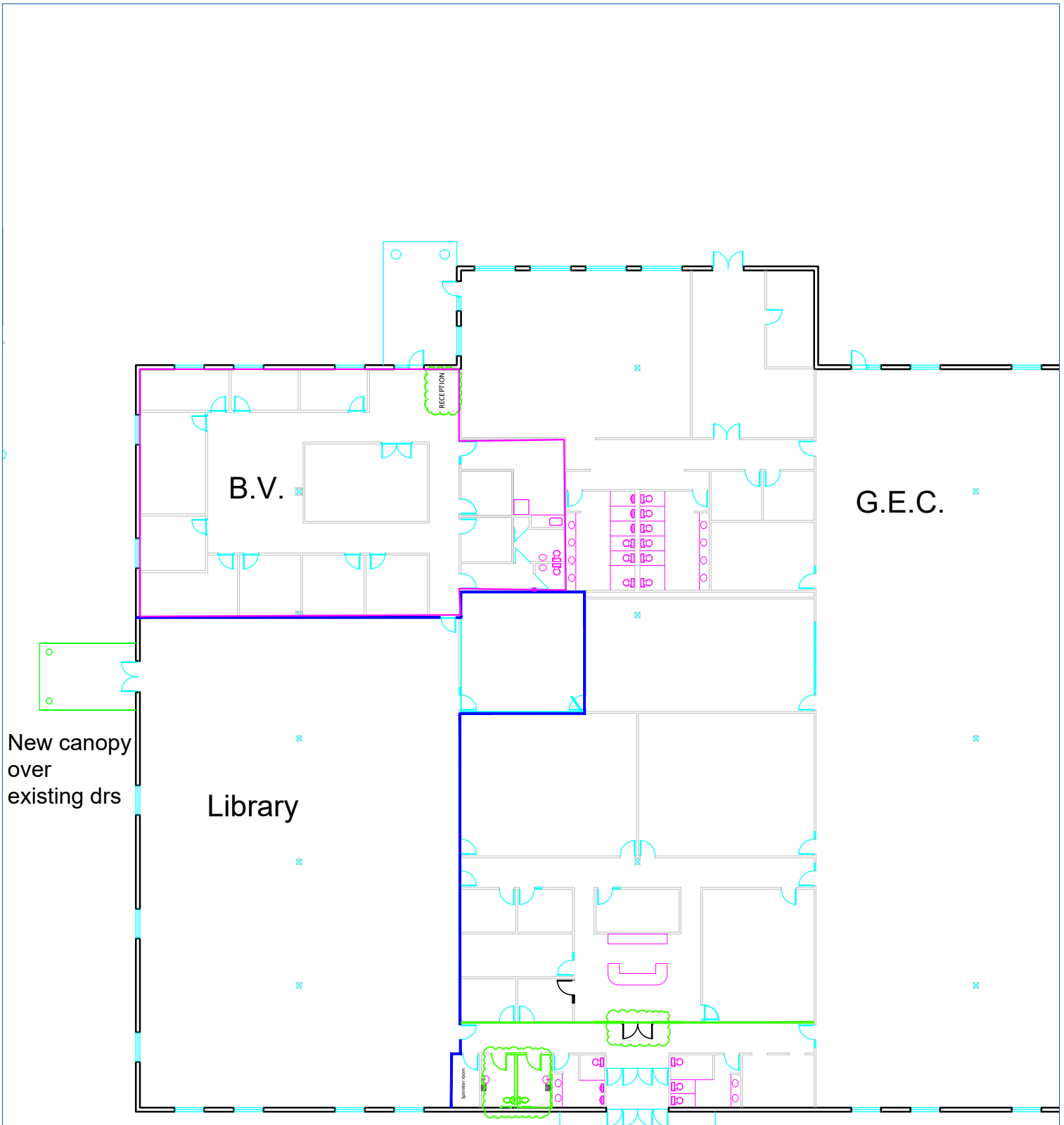


Any decision that impacts on current tenants would be communicated immediately as renovations would likely start by the end of the summer.



washroom layout options - need 6 'heads' for up to 200 people in Assembly'

OWNER	Region of Queens Municipality 249 White Point Rd., Liverpool, NS		
SITE	Library Relocation Liverpool Business Development Centre		
TITLE	general LAYOUT - Existing		
DESIGNED BY	DATE	DRAWN BY	CHECKED
Prof to scale	30 Apr 2024	EJ	
PROJECT NO.	DRAWING NO.	REVISION	



New canopy over existing drs

- i) Cloakroom divides into 2 Universal Washrooms
- ii) GEC inner reception is enclosed. Controlled Access maintained.

OWNER Region of Queens Municipality 249 White Point Rd., Liverpool, NS			
SITE Library Relocation Liverpool Business Development Centre			
TITLE general LAYOUT 3 - shared wc			
SCALE 1/8" = 1'-0"	DATE 30 Apr 2024	DRAWN BY EJ	CHECKED
PROJECT NO. 2024 - #003	DRAWING NO. draft layout 3	REVISION 1	

## Region of Queens Municipality Staff Report

7.4

**To:** Mayor and Council

**From:** Elise Johnston, Accessibility & Inclusion Coordinator

**Date:** May 28, 2024

**Re:** **New Library Space Design Public Engagement**

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### Background

The Region of Queens Municipality has approved space in the Liverpool Business Development Centre (LBDC) as a new location for the library with up to \$1,050,000 allocated to renovations.

While the time and work spent by a library steering committee and consultants formed the basis of the design brief, Council approved the recommendation on February 27, 2024 that:

*“staff be directed to collaborate with the library board and senior staff to create a consultation plan as outlined and present it to Council for approval.”*

The library steering committee had collected some preliminary community input and a list of considerations has been detailed by library staff. Based on these, a few draft layouts have been created as a basis for discussion, outlining various constraints and opportunities. Staff are proposing these will be presented to the public in a variety of formats with explanations and questions to capture a broad range of feedback which will inform design development.

### Details

In looking at ways to engage the public in the library relocation design, staff feel that *Participatory design workshops*, or ‘Design Charrettes’ are an effective approach. Allowing stakeholders to become actively involved in the process often leads to improved satisfaction and buy-in from users. Suggestions to

proposals can be integrated in real time, offering design leads with new perspectives while providing clear reasons to the general public as to why certain ideas may not be the best.

Staff propose to host a minimum of one morning and one evening in-person 'working design' session, in which options presented can be manipulated in 3D modelling and results discussed. The current library is best suited as a venue so participants can fully understand spatial relationships and existing conditions. These could be streamed live on Facebook. A follow-up survey or questionnaire will be created and left in print form at the library and posted online.

Framework to help guide the discussions includes: existing site and building code constraints; programmatic guidelines developed by the Library Steering Committee; new accessibility standards; quantities and cost estimates.

Brainstorming various types of activities, room sizes and degree of flexibility are encouraged as well as interior styles or themes. A design competition could be launched for colour palettes or murals.

Feedback collection would continue for a maximum of two weeks after the launch of the design development with the intention of confirming a final layout by mid-July.

### **Budget Impacts**

This project can be managed within the existing approved budget.

### **Recommendation**

- (1) **THAT** the Council of the Region of Queens Municipality approve the proposed approach for public engagement.

### **Communications**

Notice for 'Public consultation on the design of the relocated Library' will be scheduled as soon as approved using printed flyers, social media posts, email invites to relevant groups and announcements on QCCR.

## **Region of Queens Municipality Staff Report**

**7.5**

**To:** Mayor and Council  
**From:** Cody Joudry, CAO  
**Date:** June 11, 2024  
**Re:** Planters in Caledonia

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### **Background**

The North Queens Board of Trade (NQBT) has requested the Region of Queens fill the planters at the corner of Caledonia.

### **Details**

Council consider this matter at their May 28, 2024 meeting. The following motion was made:

THAT the Council of the Region of Queens Municipality consider at their June 11, 2024 meeting a motion to provide the North Queens Board of Trade a \$600.00 grant for flower boxes, funded from the accumulated surplus.

Staff are recommending that if they are considering this, it would be appropriate to communicate the Municipality's intend to do this as a practice moving forward and for it to be considered a payment instead of a grant.

### **Budget Impacts**

As noted above.

### **Communications**

An email to NQBT of Council's decision.



## Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Planters in Caledonia' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality provide the North Queens Board of Trade a payment of \$600.00 per year for flower boxes, subject to Council's annual budget approval.

## **Gardening Locations (Weeding, Trimming, Mulch)**

Miriam Hunt Park  
North Queens Aquatic Centre  
Solid Waste Management Facility  
Milton Centennial Pool  
Tupper Park  
Pine Grove  
Both end of Trestle Trail  
Old Petro Canada Lot  
Across Sobeyes  
Queens Place Emera Centre  
Mersey Skatepark  
Port Medway Lighthouse Park  
Lanes  
Centennial Park  
Privateer Park  
Henry Hensey Drive - from Social Services to Golden Pond  
Garden by Eye Care  
Fire Hall  
Town Well  
End of Prefabs on Trestle Trail  
2 Welcome to Liverpool Signs  
Thorbourne Field  
Administration Building  
Call Centre  
Meadow Pond  
Old Burial Grounds  
3 Garden at Post Office Corner  
Behind Allan Fownes Building  
Along Market Street  
Along Bank of Montreal  
Island Entering Parking Lot  
Along side of Home Hardware  
Town Hall Arts & Cultural Centre  
Top of Gorham Street  
Court House  
Fort Point Lighthouse Park

**70 Garbage Cans**

**28 Dog Bag Dispensers**

**Buildings Grounds Looks After**

North Queens Aquatic Centre

## Cody Joudry

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**From:** sandrakimball9 <sandrakimball9@gmail.com>  
**Sent:** May 21, 2024 3:54 PM  
**To:** Cody Joudry  
**Subject:** Flower boxes North Queens

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

Cody

On behalf of the North Queens Board of Trade I am requesting that the Region of Queens provide, and plant annual flowers in the flower boxes located at the Caledonia corner. Counselor Hawks contacted me this afternoon to inform me that the request had to be submitted today.

Thank you for the considerations.

Don Kimball  
Chair NQBOT

Sent from my Galaxy

## Region of Queens Municipality Staff Report

7.6

**To:** Mayor and Council  
**From:** Angela Green, Administrative Assistant  
**Date:** June 11, 2024  
**Re:** 2024 Bursary Recipients

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### **Background**

Each year, Region of Queens Municipality awards several bursaries to students from Liverpool Regional High School, North Queens Community School, and Queens Adult High School, using the following criteria during their selection process:

### **Municipal Bursary Award (\$3,000)**

The Municipal Bursary Award is awarded to a student who has demonstrated leadership qualities in the school and broader Queens County community. Three Municipal Bursary Awards are given each year, one to each high school.

#### *Criteria*

- Graduating this academic year from North Queens Community School, Queens Adult High School, or Liverpool Regional High School.
- Demonstrated leadership qualities in school affairs.
- Demonstrated interest and involvement in environmental and/or community betterment.
- Demonstrated financial need.

### **Gertrude Ford Newcombe Achievement Award (\$500)**

Gertrude Ford Newcombe (1894-1977) devoted her life to teaching. She was Principal of the Milton Schools for twenty-two years (1925-1947). During that period, she also taught grades 9, 10, and 11. In addition, she tutored many

students in her home and was noted for the success of her pupils. She was a founding member of the Queens Home and School Association and on the Executive of the Nova Scotia Federation of Home and School.

#### *Criteria*

- Graduating this academic year from Liverpool Regional High School.
- Currently residing in Milton.
- Focus of this award is on growth, diligence, and progress, and not necessarily academic standing. The recipient of this award should demonstrate areas of personal growth, overcoming adversity, or situations of perseverance.

### **Vera Harlow Gordon Award (\$500)**

#### *Criteria*

- Graduating this academic year from Liverpool Regional High School.
- Pursuing university education in art, music, or writing.
- Demonstrated reasonable potential in chosen area of study during their high school career.

### **E.H. (Ted) Harlow Achievement Award (\$500)**

Awarded annually to a graduate of Liverpool Regional High School and a graduate from Queens Adult High School, who has strong academic standing and plans to pursue a career in social sciences.

#### *Criteria*

- Graduating this academic year from Liverpool Regional High School or Queens Adult High School.
- Preference will be given to students entering nursing, social work, or the social sciences such as psychology or sociology.
- Strong academic standing.

### **J. Roy Gordon Achievement Award**

Awarded annually to a deserving student in their graduating year from Liverpool Regional High School who is pursuing further studies in business, economics, commerce, or other business-related fields of study.

## *Criteria*

- Graduating this academic year from Liverpool Regional High School.
- Applicant must be pursuing study in business, commerce, economics, or other business-related fields of study at a recognized post-secondary institution.
- Demonstrated promise as indicated by academic performance.
- Resides in South Queens with preference given to a student currently residing in Milton.

## **Details**

This year, the selection committee has chosen the following students to receive bursaries:

### **Municipal Bursary Award (\$3000)**

LRHS: Ruthie Hartlen

NQCS: Gabriel Reid

QAHS: Brittany Whynot

### **Gertrude Ford Newcombe Achievement Award (\$500)**

LRHS: Leah Whynot

### **Vera Harlow Gordon Award (\$500)**

LRHS: Ava Smith

### **J. Roy Gordon Achievement Award (\$500)**


Not awarded as no applicants met the selection criteria.

### **E.H. (Ted) Harlow Achievement Award (\$500)**

LRHS: Megan Elliott

QAHS: Brittany Whynot

## **Budget Impacts**



Municipal Bursary Awards are budgeted for in the 2024-2025 Budget, and the remaining awards are funded by their various trusts.

### **Communications**

The schools will be notified of the students selected prior to their graduation ceremonies, and the students selected will be mailed letters with further information and instructions on receiving their award.

### **Recommendation**

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled '2024 Bursary Recipients' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality approve the awarding of the 2024 Bursary funds to the students recommended by the Bursary Selection Committee.

## Region of Queens Municipality Staff Report

7.7

**To:** Council

**From:** Mike MacLeod, Director of Planning and Development

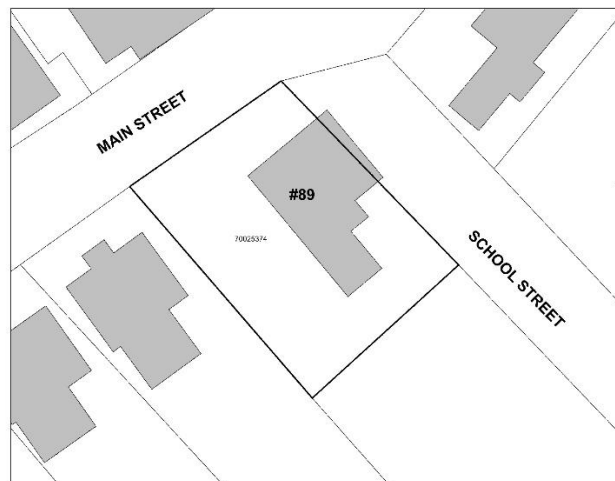
**Date:** June 11, 2024

**Re:** 89 Main Street, Liverpool, Queens County, NS  
PID# 70025374

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### Background

The property at 89 Main Street in Liverpool contained a vacant multiple-unit dwelling. A recent fire destroyed the structure and the remnant building material are still located on the subject property. While the municipality has taken steps to reduce public safety concerns by installing construction fencing around the property, the site is considered dangerous and unsightly and requires remediation.





## Details

At the time of the fire, the dwelling was taken down, under the direction of the Chief of the Liverpool Fire Department, in an effort to reduce the threat to surrounding residential properties. The remnants of the dwelling are still located on the property and the Municipality has received a number of complaints / concerns from the public respecting cleanup of the site. Municipal staff do not know if the property owner is aware of the condition of the property. While municipal staff have made all reasonable efforts to contact the owner, they have been unsuccessful.

The dangerous and unsightly conditions of the property necessitate immediate action. As such, the remnant building materials must be cleaned up and transported to the Region of Queens Municipal Landfill Facility and the property leveled accordingly.

Recommendations for a full clean-up are as follows:

1. Full clean-up of the property, including removal of all construction and demolition materials, dwelling contents and any other miscellaneous items contained on the property and transported to the Region of Queens Landfill Facility; and
2. Leveling of the property accordingly.

These items must be actioned and resolved immediately.

## Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the Council or the Administrator may order the owner to remedy the condition. Only Council can Order a demolition, but the demolition has already occurred, and this is just a cleanup order.

Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.



## Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs to the extent they do not exceed the residual property value.

## Recommendation

(1) **THAT** the Council of the Region of Queens Municipality receive the report titled '89 Main Street, Liverpool, Queens County, NS (PID# 70025374)' for information.

(2) **THAT** the Council of the Region of Queens Municipality declare the property located at 89 Main Street, Liverpool, Queens County, Nova Scotia and identified as PID #70025374 to be dangerous or unsightly as defined in the *Municipal Government Act* of Nova Scotia;

**AND THAT** staff be directed to effect a clean-up and charge the cost back as a lien if no appeal has still not been filed by June 18;

**AND THAT** if an appeal has been filed by June 18, that Council direct staff to set a hearing date for the Owner's appeal to be heard and at that time give the owner a fair opportunity to present evidence and argument to show cause why the appeal should be allowed and the Administrator's Order vacated.

## **Region of Queens Municipality Staff Report**

**8.1**

**To:** Mayor and Council

**From:** Joanne Veinotte, Director of Corporate Services

**Date:** June 11, 2024

**Re:** Overdue balance for Universally-Designed Playground

---

### **Background**

Region of Queens partnered with the Autism Association of Nova Scotia, agreeing to build a universally designed playground in Brooklyn, called Etli Milita'mk.

This project was completed in the 2023-2024 fiscal year.

### **Details**

Project costs exceeded revenue and Autism Nova Scotia has asked that Region of Queens absorb the balance, which is \$50,962.48, \$5988.79 of which is interest on account.

Fundraising was less than forecasted, ACOA contribution were less than budgeted and there were cost overruns such as short-term security for surfacing materials, rescheduling of the rubber surface contract and extension of the rubber surface area, all contributed to the overage.

Total cost for the project was \$630,300, with a contribution from Region of Queens Community Investment Fund of \$111,773. The Community Investment Fund reserve contains approximately \$200,000 of uncommitted funds.



## Applicable Legislation

Section 65B of the *Municipal Government Act* Procedures for non-budget expenditures states; the council shall establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.

## Budget Impacts

The overage could be funded from the accumulated surplus.

## Recommendations

- (1) **THAT** the Council of Region of Queens Municipality receives the report titled 'Overdue Balance for Universally-Designed Playground' for information.
  
- (2) **THAT** the Council of Region of Queens Municipality considers at their June 25, 2024, meeting a motion to fund the overdue balance of the Autism Nova Scotia receivable account for \$50,962.48, funded from the Community Investment Fund reserve.

## Region of Queens Municipality Staff Report

8.2

**To:** Mayor and Council  
**From:** Cody Joudry, CAO  
**Date:** June 11, 2024  
**Re:** Draft Public Engagement System

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### Background


During Council's February 2024 discussions about the road levy bylaw, there was a commitment by staff to bring forward a public engagement system for Council's consideration. Specifically, there was discussion about who should be consulted regarding the bylaw and what that consultation looks like. The need for public engagement also came up in reference to Council's off-site meetings.

### Details

The attached public engagement document outlines a system that could be used by Council and staff to standardize when, how, and why public engagement occurs.

If this system is adopted, staff recommend replacing the 4 off-site meetings with 4 Town Hall meetings. This would allow the Council meetings to occur regularly in Council Chambers. Further details would be developed within a report while outlining the amendments to Policy 23 (Respective Regular Meetings of Council).

Staff recommend receiving the report for information and for Councillors to consult their constituents and community stakeholders on this system. Staff also recommend forwarding this current draft to the DIAT and Accessibility Committees for input. Feedback from Councillors and the committees can be provided to staff by July 22, 2024, and then incorporated in a new draft for the



August council meeting. At that point, staff would recommend public consultation meetings be held to seek the public's feedback on the system.

### **Budget Impacts**

Implementing this system is mainly about formalizing and acknowledging existing public engagement processes rather than making a complete overhaul. The approved budget already includes travel expenses, meeting expenses, and office supplies, which are the main costs associated with this system. While the precise financial impact of this change is not yet fully determined, the overall cost is expected to be minimal and can be accommodated within the current approved budget.

### **Recommendation**

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Draft Public Engagement System' for information.
- (2) **THAT** the Council of the Region of Queens Municipality request the Diversity and Inclusion Action Team and the Accessibility Committee review the draft system and provide feedback to staff by July 22, 2024.

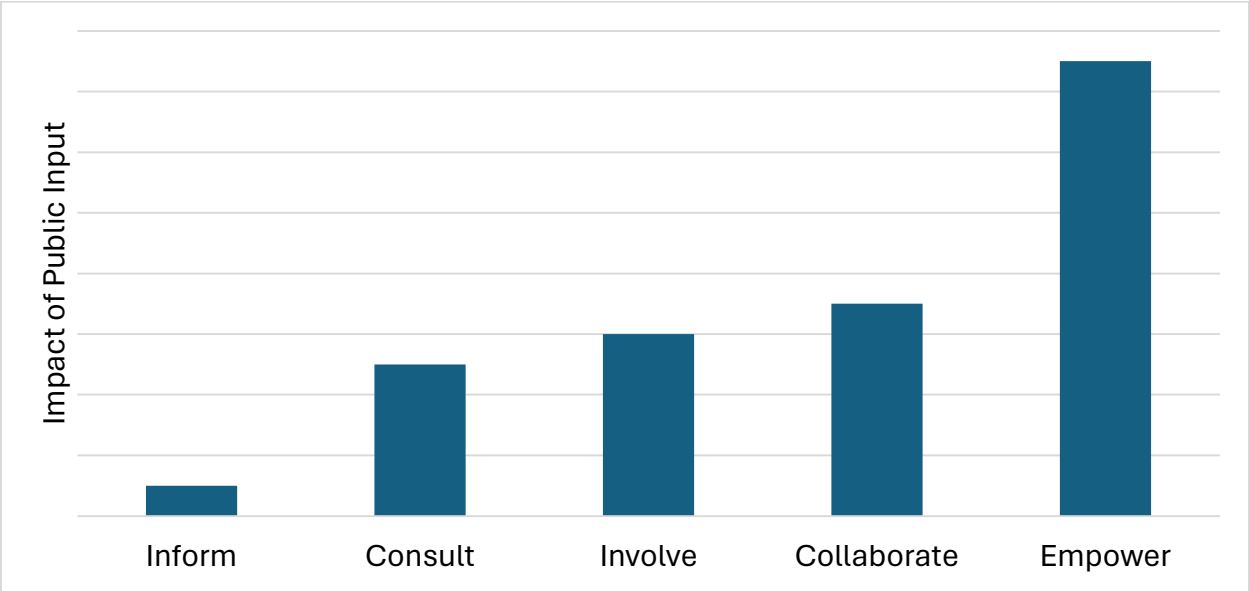
# Public Engagement System

## Background

Most governments in democratic societies actively engage the public during some or all steps in the decision-making process. This engagement can range from informing citizens when a decision has been made (e.g. public service announcement) to empowering citizens to make the decision (e.g. an election). Despite this being a regular function, there is no standard system to guide decision-makers on who should be engaged, how they should be engaged, and why. This report outlines a public engagement system that could provide this guidance.

The system assumes that not everyone should receive the same level of engagement for every decision if they aren't impacted to the same degree. It also assumes that the greater the impact, the higher the level of engagement someone should receive. This is enshrined in everything from improving accessibility and inclusion, to focusing on equity.

This system was formed by combining concepts from public engagement, decision-making, and equity.



The above graph is for illustrative purposes to show the relationship between types of engagement and the level of impact public input has on the decision.

## **Public Engagement Spectrum**

To better outline public engagement efforts, the International Association of Public Participation (IAP2) has developed a spectrum. The spectrum divides public engagement into five types, which are as follows:

### **Inform**

To inform is to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions. The promise to the public is: we will keep you informed. An example of informing might be posting something on the Municipal website.

### **Consult**

To consult is to obtain public feedback on analysis, alternatives, and/or decisions. The promise to the public is: we will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. An example is hosting a meeting and inviting the public and ask them to share their priorities in small groups.

### **Involve**

To involve is to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. The promise to the public is: we will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. An example is the planning advisory committee.

### **Collaborate**

To collaborate is to partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution. The promise to the public is: we will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. An example of collaboration is the Pool Advisory Committee.

### **Empower**

To empower is to place final decision-making in the hands of the public. The promise to the public is: we will implement what you decide. An example of empowering is area rate hearings.

## Decision-Making Steps

To better understand which level of public engagement should be applied to various decisions it is important to outline the decision-making process first. The seven steps of decision-making are:

1. Identify the issue/decision.
2. Gather relevant information.
3. Identify alternatives/options.
4. Weigh the choices.
5. Decide among the choices.
6. Act by implementing the decision.
7. Review the outcome or consequences.

The following outlines these steps in more detail.

### Step 1: Identify the Decision

Decision-makers become aware of a problem. Sometimes, those problems are identified by the decision-makers themselves (e.g., Councillors), by doers (e.g., staff), by stakeholders (e.g., community leaders, partners, etc.), or by members of the public (e.g., residents). Clearly identifying the problem and the decision that needs to be made is critical to an effective resolution.

### Step 2: Gather Relevant Information

Pertinent and relevant information is collected before a decision is made. Identifying what information is needed, the source of that information, and the ability to store and analyze it are vital questions that need to be answered. In municipal government, this is the stage where staff reports are often written. They present an issue and attempt to outline the recommended next steps to resolving the problem. If this system is adopted, staff would, as part of their report, outline a plan to engage the public.

### Step 3: Identify the Solutions

As information is collected and analyzed, potential paths of action are identified. If decision-makers have committed to involvement or collaboration level engagement, the identification, discussion, and preliminary evaluation of the solutions would happen in this step. Issues in engagement can also occur when the public expect or have been led to believe they will be involved or collaborated with, only to learn this step is already completed.

### Step 4: Weigh the Choices

If empowerment has been committed to, this is where members of the commonality or public would weigh the choices, depending on who was empowered. Otherwise, this is the step where decision-makers consider the information received, feedback gathered, and weigh the choices.

**Step 5: Choose**

This is the step where the decision is made. In most cases, this looks like Council voting on the matter.

**Step 6: Take Action**

Once the decision has been made, implementation begins. In municipal government, this is often carried out by staff once Council has passed a motion. In most cases, a minimum public engagement by governments occurs at Step 6 when everyone is informed of the decision.

**Step 7: Review**

Review outcomes and feedback on the decision and sometimes returning to Step 1 is necessary. It is important to consider that, in the normal course of municipal government, a final decision on any given issue is often a culmination of a series of decision-making cycles.

## Engagement Determination Workflow

The IAP2 spectrum does not offer guidance on what types of decisions should be at what level, presumably because this is subject to decision-makers' values, ideology, and comfort. Although the level used for each decision rests with decision-makers, a system that provides some guidance is beneficial and clarifies public expectations.

The workflow on the following pages is designed to guide users through determining what level of engagement is appropriate for specific situations. The workflow assumes there is a clear decision that needs to be made.

The workflow assists in identifying what groups ("commonalities") exist and what type of engagement may be appropriate. The following outlines each question and why the answer is relevant. Some of the questions require examples for context. The example used is decision-makers considering two designs for a new playground.

### **Q1: Is there a quality, characteristic, attribute, interest, or experience that people have in common and is directly relevant to or affected by the outcome of the decision, which could be different for most others?**

This question recognizes that not all people will be impacted equally by the decision. The question is what groups will be impacted differently than the average person ("everyone") or presumed norm. In the example, it is easy to understand that kids using the playground will have a unique experience, parents of those kids will have a separate unique experience, and everyone else in the community who does not go to the playground will have another experience.

Depending on the community and the context, other commonalities may also be identified. For example, families with accessibility needs will have a different perspective. Recognizing these commonalities and their different experiences is the foundation of most equity and accessibility work.

*[Note: Questions 2 – 5 ask from the point of view of each commonality one at a time once they have been identified.]*

### **Q2: Does the commonality have substantial influence over the decision's potential unintended consequences?**

This question tries to ascertain if something will happen that is inconsistent with the intent of the decision. For example, if parents do not feel the playground is safe, they could prohibit their kids from going there, which would be contrary to the desired outcome of the decision-makers. For the kids, it is unlikely that a substantial portion would be able to articulate any unintended consequences, therefore the level of engagement is likely different. This is an important question because if the answer is no, then a consultation-level of engagement is likely warranted if the decision could be impactful. If the answer is

yes, a much higher level of engagement is likely warranted to support good decision-making.

**Q3: Does the commonality maintain or gain an advantage over others depending on the outcome of the decision?**

This question tries to ascertain if the commonality could have biases embedded in their input. If they do, then the impact of their feedback must be tempered.

**Q4: Is there a reasonable possibility that the outcome of the decision could materially negatively impact another commonality?**

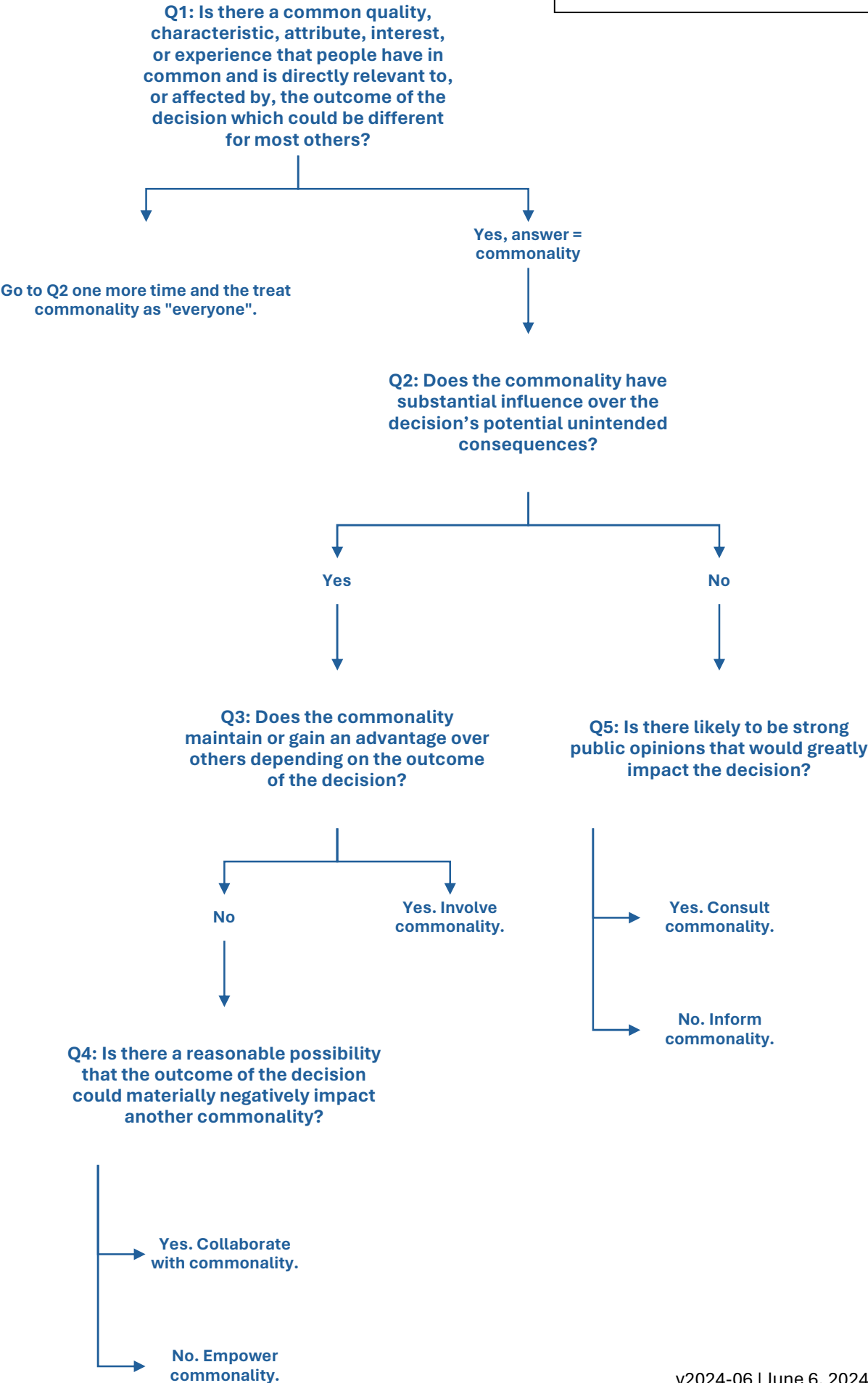
At this point in the workflow, we've determined that the commonality is uniquely and primarily impacted by the decision, has influence over the decision's success, and others aren't disadvantaged by the decision's outcome. This question suggests that decision-makers should empower the commonality to make the decision for themselves. To put it plainly, if a group is the only people affected by the decision, this system suggests giving them the authority to make the decision for themselves is the correct choice.

**Q5: Is there likely to be strong public opinion that would greatly impact the decision?**

This question arises when the answer to Question 2 is "no". As such it assumes we need to decide whether public consultation is appropriate. The workflow suggests that if a strong public opinion is likely to exist decision-makers should consult. For example, if a decision avoids substantial legal and financial liability, decision-makers likely have to make what someone may call "the right call" even if it's not "the popular call". In other cases, the decision may not be of significant public interest; therefore, decision-makers should make the decision and move on. As an example, asking staff for a report doesn't materially impact the public, but changing a bylaw that affects what someone can do on their property is likely of interest to the public.

In the example of the playground design, parents of kids in the area are uniquely impacted and can influence if kids go there, but their input might make the playground less fun for kids, so we'll collaborate with them on the design. The kids, on the other hand, are unlikely to articulate unintended consequences of the design, but their input is valuable, and the public is unlikely to have a strong opinion – so we consult the kids. When we apply the workflow to "everyone," we determine they have limited influence on the usage of the park, and there is unlikely to be a strong public opinion on the topic, so we inform them when a decision has been made. The following table shows the commonalities and their engagement level for this decision:

<b>Commonality</b>	<b>Engagement Level</b>
Parents of kids in the area	Collaborate
Kids in the area	Consult
Everyone else	Inform



## Engagement Methods

Once the different commonalities and levels of engagement are identified, the “how” must be identified. It’s important to note that some tools are generally used for a specific type of engagement. For example, you wouldn’t hold a plebiscite simply to inform the public about a benign change to a bylaw. The following tables lay out the primary methods of engagement for each of the respective levels of engagement. These tables are meant to provide a list of options to consider when deciding on how to, for example, collaborate with the public on a decision.

### Methods of Informing:

Method	Example	Description
Social Media Posts	RQM Facebook Post	Text, graphics, and/or video posts on any social media platform.
Municipal Websites	RQM Website	Dedicated sections for feedback, surveys, and forums on the official municipal website.
Email Newsletters	Engage Queens	Regular updates and information sent directly to community members’ inboxes.
Mobile App	R6recycles App	Apps designed for reporting issues, accessing services, and providing information.
Public Service Announcements	Notice of bylaw passing	Using media to inform and engage the public on important issues.
Flyers and Brochures	Long shelf-life brochures about Municipal services	Distributing printed materials with information and opportunities for engagement.
Public Displays and Exhibits	QPEC digital sign	Setting up informational displays in public spaces to engage passersby.
Community Newsletters	Good News for North Queens	Regular publications that provide updates and opportunities for involvement.
Interview with Journalists	CBC interviewing the Mayor then publishing a story	Participating in interviews with media outlets who will create written or audio content.
Advertisements		An advertisement or other marketing material in print, television, radio, or online that contains specific information.

## Methods of Consulting:

Method	Example	Description
Public Hearings / Council Pres.	Land Use Public Hearing	Formal meetings for discussing specific issues or proposals where community input is solicited.
Workshops		Interactive sessions used to educate and engage community members on specific topics.
Social Media Subject Discussion	Posting: “Where would you like to see a new sidewalk and why?”	Social media posts created with the intent of soliciting feedback and asking people to post their feedback.
Consultations		Events specifically designed to gather community input on proposed projects or policies.
Focus Groups		Small, diverse groups of community members who discuss and provide feedback on specific issues.
Poll or Survey		Digital or paper survey, mail-in, in-person, by telephone, by email, or through a website.
Open House		Hosting open houses where community members are invited for either general dialogue or specific topics.
Digital Feedback Tool	Citizen Reporter Tool	Tools like feedback forms, public budget tools, and email addresses that are advertised to send feedback to.

## Methods of Involving:

Method	Example	Description
Town Hall Meetings		Regularly scheduled meetings where community members can directly voice their concerns and suggestions.
Community Forums		Meetings intended for members of specific communities to discuss issues and provide input.
Citizen Advisory Committee	Planning Advisory Committee	A group of community members who will provide input on specific projects or issues.
Citizen Engagement Programs	Nova Scotia's Adopt-a-Highway	Efforts designed to encourage groups or individuals to become actively involved and take

		responsibility (e.g., adopt-a-park, animal adoption, or candidate debates).
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**Methods of Collaborating:**

Method	Example	Description
Collaborate with NGOs	Astor Theatre	Partnering with nonprofits, businesses, and other community groups to achieve a joint goal.
Taskforces	Ray Ivany Commission	The creation of multi-group subject matter expert representatives that have a specific task or goal they are mandated to achieve.
Grant Program	Community Investment Fund	Funding programs that resource organizations or individuals for a particular goal.

**Methods of Empowering:**

Method	Example	Description
Empowering Boards	Utility and Review Board	Transfer of authority to an independent board or commission responsible for a specific service(s), project, or goal.
Referendum	2004 NS Sunday Shopping plebiscite	A binding plebiscite or referendum.
Election	2024 Municipal Elections	An election is held to decide who will represent specific communities within government (Parliament, Legislature, or Municipal Council).

## Using the System

To outline the usage of the system, this section will walk through a practical example of the decision-making process and when and how the workflow and methods are applied. In this example there is a municipally owned marina:

### Step 1:

Staff have identified that the costs to maintain the marina have increased 120% in the last 5 years, but the fees haven't changed in the last 10 years. Staff suggest increasing the fees by 30% each year for the next 3 years would realign revenue and expenses to historical relative norms.

### Step 2:

Council directs staff to review the matter further and bring recommendations forward. Staff work on preparing a report by gathering information. Staff use the workflow when preparing the report to provide recommendations on how stakeholders should be engaged:

- **Advisory Committee of Boaters:** The boaters would have a clear understanding of what they want from a marina. The local boaters might also have a sense of how much fee increases they could tolerate, but because the taxpayers cover the shortfall, the boaters' wants need to be balanced. Staff decide a small advisory team of existing boaters would allow for meaningful dialogue and solutions.
- **Survey the Fishers:** A small group of people can regularly be found fishing off the docks. Although they are not formally organized, staff determine that some cost-saving measures may impact them but not in the way a significant increase in fees could affect the boaters. The decision is made to create a survey and encourage the fishers and other members of the public to complete the survey.
- **Survey the Public:** Since the general taxpayer does cover the shortfall, they should be consulted on potential changes. Staff determine that since they were planning to survey the fishers, surveying everyone and having them identify when and how they use the marina is helpful in analyzing feedback.

### Step 3:

Staff present a report to Council, which includes a lot of information on the topic and recommends the various engagement activities be conducted, starting with providing the survey results to the advisory committee and tasking them to bring back recommendations for Council's consideration.

### Step 4:

The advisory committee prepares recommendations for Council. Staff review the recommendations and provide them to Council along with a report that recommends, since this is a large budgetary item, to hold a public hearing on the draft budget, which

includes the advisory committee's recommendations among others. Staff recommend this approach since most taxpayers are going to be affected similarly by the budget approval.

**Step 5:**

Council considers the recommendations and options available and votes on specific changes to the budget, then the budget overall.

**Step 6:**

Staff begin implementing the approved budget and notify the public using multiple methods outlined in the "informing" level. Staff also notify, for example, the advisory committee of boaters about how their recommendations impacted the final decisions and what the final decisions were.

As noted in this example, the public was engaged in three separate stages, and who and how they were engaged varied based on the workflow and what was relevant to each decision being made at that time.

## Region of Queens Municipality Staff Report

8.3

**To:** Mayor and Council  
**From:** Cody Joudry, CAO  
**Date:** June 11, 2024  
**Re:** Greyboxes Overflowing Plan

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### Background

Council has discussed the issue of waste not being properly disposed of at greyboxes located across the Region in lieu of curbside collection. Staff have been investigating these issues and developing solutions for the Council's consideration.

### Details

The issue is generally referred to as "the greybox problem", which occurs when residents and visitors observe and complain about garbage strewn at greybox sites. The reasons for this problem appear to be multifaceted, with several potential contributing factors:

- An insufficient number of greyboxes at some sites to serve the properties in the area.
- Greybox locations offer convenient "dump and run" spots for abusers.
- Limited resources to provide consistent enforcement at all sites.
- Limited understanding or unwillingness of some users to respect what can and cannot be placed at a greybox site.

Providing a solution to each of these problems could become extensive and expensive. Each solution requires careful consideration of unintended impacts and time to demonstrate success. Consequently, both Council and staff have

been unable to determine the best way to proceed. It should also be noted that the issue of greyboxes overflowing is not unique to the Region of Queens.

Staff recommend a series of trial efforts to be monitored to better understand their impacts. Instead of a “this will fix it” proposal, staff suggest a “throw spaghetti on the wall and do more of what sticks” approach.

Staff recommend the following five actions be taken, with a progress report to be presented to Council in mid-winter 2025. These actions would be trialed at some of the most problematic greybox locations:

1. Install cameras to collect data on when and how often the site(s) begin to “overflow.”
2. Capture license plates of offenders and send notices to the vehicle owners (i.e., a letter with pictures) of observed improper disposal of materials, with notification that further occurrences will result in fines.
3. Add additional greyboxes to see if this reduces the amount or frequency of overflows.
4. Explore alternate locations where the boxes are more indirectly visible to non-residents and track the impacts.
5. Increase collection frequency at some greybox locations from December 1, 2024, to March 31, 2025, to track the impact on the issues.

The cost to implement these actions as a trial would be up to \$40,000, with the most substantial portion related to increased weekly garbage collection pickups in winter.

It is acknowledged that previous efforts involving surveillance cameras resulted in thefts of those devices. Staff have identified new approaches that may limit or prevent this issue moving forward, but do not wish to disclose these tactics publicly before deployment.

## **Budget Impacts**

Up to \$40,000 would need to be funded from the accumulated surplus.



## Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Greyboxes Overflowing Plan' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality consider at their June 25, 2024 meeting a motion to direct staff to implement the Greyboxes Overflowing Plan as presented and funded from the accumulated surplus.

## Region of Queens Municipality Staff Report

8.4

**To:** Mayor and Council  
**From:** Cody Joudry, CAO  
**Date:** June 11, 2024  
**Re:** Road Bylaw Public Consultation Plan

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### Background

A draft road levy bylaw had been prepared and presented to the Council. This draft bylaw could apply any private roads in the Region and the staff recommended public consultation would be appropriate. Using the principles of the draft public engagement system, this report outlines a proposed public engagement process.

### Details

A new bylaw is being considered by Council to permit private lot owner associations who maintain private roads the ability to place a charge on property tax bills instead of direct invoicing. As noted by the Greater Molega Lake Lot Owners Association there is a substantial number of delinquent accounts, therefore creating challenges and challenges of fairness.

The new bylaw would allow any lot owners association in the Region of Queens to make such a request. The purpose of public engagement would be to seek input from various groups on this topic as well as the concepts outlined in a draft bylaw. This feedback would aid Council in their deliberates on the matter.

In the decision-making process, the Municipality is at *Step 3: Identify the Solutions* regarding this matter.

The following chart outlines the different groups, the level of engagement proposed at this decision-making step, and the method of engagement.

Groups	Engagement Level	Method
Members of Lot Owner Associations	Involve	(1) Virtual Town Hall meeting (2) In-Person Town Hall meeting
Property Owners on Private Roads	Involve	(3) Virtual Town Hall meeting (4) In-Person Town Hall meeting
Low Income Families on Private Roads	Involve	(5) Citizen Advisory Group (ad hoc)
Delinquent Tax Account Holders on Private Roads	Involve	(3) Virtual Town Hall meeting (4) In-Person Town Hall meeting
Everyone / Public	Inform	(6) Media release about plan

If the plan is approved, staff will implement it. The implementation involves details such as contacting people to ensure they are aware of the events, holding and hosting the meetings, and reporting the outcomes to Council.

### **Budget Impacts**

Implementing this system is mainly about formalizing and acknowledging existing public engagement processes rather than making a complete overhaul. The approved budget already includes travel expenses, meeting expenses, and office supplies, which are the main costs associated with this system. While the precise financial impact of this change is not yet fully determined, the overall cost is expected to be minimal and can be accommodated within the current approved budget.



## Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Road Bylaw Public Consultation Plan' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality consider at their June 25, 2024 meeting a motion to direct staff to implement the Road Bylaw Public Consultation Plan as presented.



## Region of Queens Municipality

### COUNCIL IMPLEMENTATION REPORT – January - June 2024

Date	Recommendation	Responsibility	Action Taken
May 14/24	Direct staff to conduct an assessment on the municipal road segment of Main Street between School Street and Riverside Drive to determine the eligibility for a speed reduction and that this work be funded from the existing approved budget.	A. Grant	In progress
May 14/24	<p>Serve Notice of Recommendation upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Prot Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property;</p> <p>A hearing is scheduled for June 11, 2024, at 9:00 am in the Council Chambers of the Municipal Administration Building, 249 White Point Road in Liverpool, to provide an opportunity for the property</p>	M. MacLeod	<p>Notice of Recommendation served on property owners.</p> <p>Hearing scheduled.</p>

	owners to make comments on the proposed designation.		
May 14/24	Provide grant funding to CJQC Radio Society for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Queens County Museum for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to South Queens Chamber of Commerce for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Queens County Fair Association for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to North Queens Heritage Society for eligible operating expenses in the amount up to \$1,125.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to South Shore Transition House Association for eligible operating expenses in the amount up to \$1,250.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Mersey Point Community Association for eligible operating expenses in the	S. Sereda	Initial payment issued, no further action until

	amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.		final reporting is submitted
May 14/24	Provide grant funding to The Friends of Carroll Baker Society for eligible operating expenses in the amount up to \$4,847.50 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Coastal Queens Place (WQCCDA) for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Queens County Blades up to \$5,000.00 from the 2024-2025 Community Investment Fund, in increments of \$125 per new participant in the 2024-24 CanSkate "Learn to Skate" program, whom have not been previously subsidized and who are residents of Queens County.	S. Sereda	
May 14/24	Provide grant funding to Mersey Tobeatic Research Institute for eligible operating expenses in the amount up to \$5,900.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to The Friends of Hank Snow Society for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to North Queens Board of Trade for eligible	S. Sereda	Initial payment issued, no further action until

	operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.		final reporting is submitted
May 14/24	Provide grant funding to Seaside Recreation & Community Centre Assoc. for eligible capital upgrade costs and in-kind contributions in the amount up to \$33,723.64 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Liverpool Baseball Club for eligible capital upgrade costs up to \$1,025.00 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Westfield Community Center Society for eligible capital upgrade costs and in-kind contributions in the amount up to \$23,197.50 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Native Council of Nova Scotia for eligible event expenses in the amount up to \$2,300 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Provide grant funding to Privateer Days Commission for eligible event expenses in the amount up to \$3,400 from the 2024-2025 Community Investment Fund.	S. Sereda	Initial payment issued, no further action until final reporting is submitted
May 14/24	Directed to come back to a future meeting with a report and requirements outlining criteria for traffic lights at the Main and Market Street intersection.	A. Grant	Completed on February 13 <sup>th</sup> Council Meeting
May 14/24	Direct staff to replace the drainage ditch culvert on PID 70015888 at a	A. Grant	<a href="#">Procurement in progress</a>

	cost not to exceed \$15,000 and funded from the accumulated surplus.		
April 29/24	Staff will return at a future meeting with a report outlining options for remediation of the pool, the process, and possible interim measures for supporting the community.	C. Joudry A. Grant M. Roberts	In progress
April 9/24	<p>Declares the property located at 2252 Medway River Road, Riversdale, Queens County, NS and identified as PID #70115316 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia;</p> <p>An Order be served upon the owner of the property requiring that within (30) days of the date of the service of the Order, the following work be carried out:</p> <p>(1) Full exterior clean-up of the property, removing all miscellaneous items that are considered dangerous or unsightly, including a makeshift camp, construction and demolition materials, ladders, BBQ's, garden hoses, tarps, bricks, plastics, metals, tires, camping supplies, buoys, wood pallets, shingles, tarps, and transport to the Region of Queens Landfill Facility;</p> <p>(2) Clean-up of ditch and/or "makeshiff" driveway filled with</p>	K.A. Hurley	

	<p>remnant shingles and tarps, and transport to the Region of Queens Landfill Facility;</p> <p>AND THAT if the owner fails to comply with the Order, the Administrator shall cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the property owner.</p>		
April 9/24	Adopt an administrative policy respecting entering into a development agreement with Jasmine and Matthew Malloy to allow for the establishment of an 8 unit fixed-roof overnight accommodation on their property identified as PID# 70191937 and located on Highway 8 in South Brookfield.	M. MacLeod	Complete
April 9/24	Authorize the CAO and Mayor to execute a lease with the Queens County Historical Society to operate the Four Point Lighthouse property.	C. Joudry R. Lane	Complete
Mar 26/24	Agree to grant up to, and not to exceed, a total of \$250,000 for the Queens County Track Society's updated field and running track project, subject to being completed by March 31, 2025, and adequate CIF reporting is completed.	S. Sereda	Motion approved. No further action required at this time.
Mar 26/24	(Queens County ATV Association and Queens Rails and Trails Association presentation). Staff be	A. Grant C. Joudry	In progress

	<p>instructed to prepare a comprehensive report encompassing timelines, next steps, and a plan for public engagement and consultation. This report should also include an assessment of all potential impacts to the municipality. It is requested that staff provide this report at their earliest convenience</p>		
Mar 12/24	<p>Adopt an administrative policy respecting entering into a development agreement with Mersey River Wind Inc. to allow for the establishment of a 33 turbine generator wind farm development on portions of properties identified as PID #'s 70247176,70247192,70247184,70247200, 70264213,70225420, 70225404, 70247218, 70247168, 70032982,70260575, 70248695, 70248695 and 70166988.</p>	M. MacLeod	<p>Development agreement process complete. Awaiting execution of agreement.</p>
Mar 12/24	<p>Provide direction for staff to enter into a partnership agreement with Cycling Nova Scotia for the Core AT Networks Project.</p>	M. Roberts	<p>Agreement signed.</p>
Mar 12/24	<p>Referred to Staff for a recommendation to refund Greenfield Recreation \$2,047.43 at its earliest convenience.</p>	J. Veinotte S. Sereda	<p>No further action required</p>
Feb 27/24	<p>Staff be directed to commence renovation of the vacant space at the Liverpool Business Development Centre with a budget of \$1,050,000 plus a 20% contingency, funded from Canada Community Building Fund and</p>	A. Grant	<p>In progress</p>

	remainder from accumulated surplus.		
Feb 27/24	Staff be directed to collaborate with the library board and senior staff to create a consultation plan as outlined and present it to Council.	C. Joudry	Complete
Feb 27/24	Staff be directed to develop a public engagement framework for the Council's consideration.	C. Joudry	Complete
Feb 13/24	<p>Declares the property located at 90 Common Street, Liverpool, Queens County, NS and identified as PID #70016431 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia;</p> <p>An Order be served upon the owner of the property requiring that within (30) days of the date of the service of the Order, the following work be carried out:</p> <p>(1) Demolition of existing building located at 90 Common Street, Liverpool, NS;</p> <p>(2) Demolition of one out building;</p> <p>(3) Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly;</p> <p>(4) Clean-up of miscellaneous items strewn about the property</p>	K.H. Hurley	30 days' notice given.

	<p>including plastics, metals, shingles, glass, etc.</p> <p>AND THAT if the owner fails to comply with the Order, the Administrator shall cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the property owner.</p>		
Feb 13/24	Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.	M. MacLeod	In progress.
Feb 13/24	Approve the acceptance of the memorial bench subject to the donor having it installed at Tupper Park in a location acceptable to Staff.	A. Grant	In progress.
Jan 23/24	Direct staff to develop a survey related to an accommodation levy and provide further information regarding implementation and staff costs.	R. Lane	In progress.
Jan 9/24	Approve the naming of a new road off Cobbs Ridge Road in Liverpool as Lingley Lane.	M. MacLeod	Installation pending.
Jan 9/24	Approve the naming of a new road off Willow Lane in Summerville Centre as Audrelyn Lane.	M. MacLeod	Installation Pending.



## Region of Queens Municipality

### COUNCIL IMPLEMENTATION REPORT – January – December 2023

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	<p>Declares the property located at 1828 Medway River Road, Riversdale, Queens County, Nova Scotia and identified as PID #70108071 as dangerous or unsightly as defined in the <i>Municipal Government Act of Nova Scotia</i>.</p> <p>AND THAT Region of Queens Municipal Council cause an Order to be served upon the property owner of 1828 Medway River Road, Riversdale, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:</p> <ol style="list-style-type: none"> <li>1. Full clean-up of miscellaneous items strewn about the property, such as garbage, tires, personal belongings, and tools.</li> <li>2. Debris must be properly sorted and transported to the Region of Queens Municipality Landfill Facility or stored appropriately.</li> </ol> <p>Formal deadline for full clean-up is thirty (30) days.</p>	K.A. Hurley	<p>Posted property with Formal Order December 18/23 with 30-day deadline.</p> <p>Sent Formal Order to property owner via Registered Mail.</p> <p>Extension to February 29, 2024.</p>

	AND THAT if the property owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.		
Dec. 12/23	Approve the Mount Pleasant Service Extension Project in principle, commence the Mount Pleasant Services Extension Design work, and apply for the Municipal Capital Growth Program as outlined in this report.	J. Veinotte A. Grant	Application submitted and funding received.
Nov. 14/23	Provide grant funding to the Hunts Point Community Hall Association in the amount of \$6,139.05 from the 2023-2024 Community Investment Fund.	S. Sereda	Complete
Oct. 10/23	Approves the purchase of a 2024 Zamboni 450 from Saunders Equipment Ltd., Fredericton, NB at a price of \$156,500 + HST.	A. Grant	PO Issued.
Sept 12/23	Provide grant funding to the South Shore Multicultural Association in the amount of \$3,000 from the 2023-2024 Community Investment Fund.	S. Sereda	Complete
Aug 8/23	Approve the purchase of a 2023 Komatsu WA320-8 with extended warranty and trade in of 2009 John Deere 624K loader at a net cost of \$314,700 + HST.	A. Grant	Completed
July 11/23	Approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST.	A. Grant	PO issued, due in July

July 11/23	Approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST.	A. Grant	In progress., contractor onsite. Anticipated completion Fall 2024
Feb 14/23	Give approval to register and apply for grants with consultation and approval from the appropriate staff member. The Pool Committee or designate will research and write the grants for approval.	CAO	No requests received by staff at this time.
Feb 14/23	Approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre.	M. Roberts	RFP Issued May 28, 2024.



## Region of Queens Municipality

### COUNCIL IMPLEMENTATION REPORT – January – December 2022

Date	Recommendation	Responsibility	Action Taken
Aug 9/22	Approve the initiation of the Bylaw drafting process that would document the conditions required in order to facilitate collection of Road Levies by Region of Queens as part of the tax billing process.	C. Joudry	Complete
Feb 22/22	<p>Declare the following properties as surplus to municipal needs and have them advertised for sale at fair market value:</p> <ul style="list-style-type: none"> <li>• 70127501</li> <li>• 70164561</li> <li>• 70143276</li> <li>• 70248018</li> <li>• 70248026</li> <li>• 70019609</li> </ul> <p>AND THAT Council of Region of Queens Municipality declare the following properties as surplus to municipal needs and offer them for sale to abutting property owners at a minimum bid of \$0.25 per square foot:</p> <ul style="list-style-type: none"> <li>• 70275508</li> <li>• 70019872</li> <li>• 70062245</li> <li>• 70101613</li> </ul>	M. MacLeod	Staff are in process of drafting a new bylaw respecting sale of municipal property.

	<p>AND THAT Council of Region of Queens Municipality declare the following property as surplus to municipal needs and offer it for sale to abutting property owner for a minimum bid of the cost of land migration, deed preparation and deed recording:</p> <ul style="list-style-type: none"><li>• 70271812</li></ul>		
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## Region of Queens Municipality

### COUNCIL IMPLEMENTATION REPORT – January – December 2019

Date	Recommendation	Responsibility	Action Taken
Oct 22/19	<p>Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00;</p> <p>AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.</p>	M. MacLeod	<p>Survey complete.</p> <p>Awaiting preparation of deed for signatures and registration.</p>