

**Region of Queens Municipality Regular Council  
Tuesday, February 14, 2023 9:00 a.m.**

**Minutes**

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Jack Fancy  
Councillor David Brown  
Councillor Maddie Charlton  
Councillor Ralph Gidney  
Councillor Vicki Amirault  
Councillor Kevin Muise  
Councillor Carl Hawkes  
Mike MacLeod, Director of Planning & Development  
Eric Levy, Municipal Clerk  
Christine Watson, Admin. Assistant – Planning & Development

**1.0 Call to Order**

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

**2.0 Changes / Approval of Agenda**

**It was moved by Councillor Charlton and seconded by Councillor Gidney to add Item 7.7 Recommendation for Grant Approval.**

**It was moved by Councillor Amirault to add In-Camera Item 9.4 – Personnel.**

**It was moved by Councillor Muise to add Item 8.8 – Library Discussion.**

**Mayor Norman called for approval of the Agenda as amended.**

**MOTION CARRIED with 7 in favour and 1 against.**

**3.0 Presentations**

3.1 Property Valuation Services Corp. (PVSC) – 2023 Assessment Roll

Mayor Norman welcomed Paul Beazley, Municipal Accounts Manager, and Rod Tremblay, Assistant Director, to Council.

Some highlights included:

PVSC responsible for assessing all property in Nova Scotia per the Nova Scotia Assessment Act. PVSC is municipally funded, governed by a Board of Directors, and employs 130 people remotely across 62 communities around Nova Scotia.

PVSC delivers an Assessment Roll to all 49 Nova Scotia municipalities; approximately 640,000 properties. They administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation Program on behalf of the Province of Nova Scotia.

PVSC does not have the authority to set tax rates, collect taxes, create tax policy, or provide tax relief.

The Nova Scotia Assessment Act requires property assessed at market value, the amount which the assessor would be paid if it were sold on a date prescribed by the Director in the open market. The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December preceding the filing of the roll.

Important dates:

Base Date is the value on January 1, 2022 (based on sales that took place over the 2021 calendar year).

State Date is the characteristics and physical state of the properties on December 1, 2022.

Assessment Roll is the date of the delivery of Notices – January 9, 2023.

Appeal Period – Appeals must be submitted within 31 days of the Notice of Assessment delivery.

Influences of Market Value: classification, location, land features, building size and style, construction quality, and effective age/condition.

Three approaches to determining value:

Sales Comparison: Analyze recent sales of comparable properties to determine value and adjust for local market conditions.

Income: Determine the income a property can earn and convert net operating income to market value.

Cost: Calculate land value and current cost to replace buildings, then deduct for depreciation.

Queens Assessment Roll:

\$1.78 Billion

\$1.58 Billion Residential Assessment, \$1.33 Billion with CAP

\$207 Million Commercial Assessment

2023 Assessment Roll Activity: 229 Permits. The percentage of Capped property in RQM n 2022 was 62% and 82% in 2023.

Capped Assessment Program (CAP):

Provincial legislation puts a CAP on eligible property which limits taxable value increases.

The CAP rate is based on the NS Consumer Price Index (CPI) which is set by Statistics Canada.

Account eligibility for CAP is determined by PVSC based on legislated criteria.

The Appeal Process:

There are three levels of appeal: PVSC initial assessor review, Nova Scotia Assessment Appeal Tribunal (NSAAT) and Utility and Review Board (UARB). The appeal process is under 63 of the Assessment Act.

The PVSC Contact Information was provided and they encouraged anyone who has any questions to contact them.

Phone: 1-800-380-7775

Email: [inquiry@pvsc.ca](mailto:inquiry@pvsc.ca)

Mail: 6 – 15 Arlington Place, Truro, NS B2N 0G9

Fax: 1-888-339-4555 (within North America)

1-902-893-6101 (outside North America)

Mayor Norman thanked them for their presentation.

### 3.2 Recreation & Community Facilities Department Update

Meaghan Roberts, Director of Recreation & Healthy Communities, and Kim Halliday, Physical Activity Coordinator, provided a departmental update (copy of presentation attached to original set of Minutes). Some highlights included:

The Department functions include administration, aquatics, equipment loans, physical activity strategy, administering the Community Investment Fund, administering #RecreationForAll, and management, ice rental, and memberships and programs at Queens Place Emera Centre (QPEC).

Administration consists of 16 employees under the direction of the Director of Recreation & Healthy Communities, as well as Manager of Events, Promotions & Sponsorship.

Administration oversees public inquiries and customer service, filing, reporting and recording, and human resources.

Kim Halliday, Physical Activity Coordinator, provided an update of their function and reviewed the development and initiation of community programs. In addition, they provided an update to grants they applied for, i.e. After School Physical Activity on the South Shore and ParticipACTION Community Better Challenge.

Director Roberts provided an update on the Recreation infrastructure projects including Beach Meadows Beach upgrades and the Etli Milita'mk Queens Universally Designed Playpark.

44 applications for Community Investment Fund received to-date.

Fitness Centre highlights were reviewed and specifically noted the Youth Fit program initiation.

Arena Highlights included Hot For Shinny Day hosted by Liverpool Lady Cougars, Jack Frost Tournament hosted by Queens County Minor Hockey and the Gary Wentzell Tournament hosted by South Shore Minor Hockey Association.

QPEC Projects and successes include: Olympic Wall, Website refresh, Fitness specific promotions, Facility contracts and agreements, and Arena Advertising, free summer programming, accessibility upgrades, fitness memberships and programs, ice rentals, and special events.

Councillor Gidney enquired about missing athletes on the Olympic Wall and what could be done about having them added. Ms. Roberts stated that Steve Burns, Manager of Events, Promotions and Sponsorship, is continuously investigating and working on this project and encouraged him to reach out to Mr. Burns.

Councillor Amirault enquired if consideration would be given to providing the public shower access year round. Ms. Roberts stated yes, but they would need to consider the need and usage as well as the times of day to not interfere with prescheduled bookings.

Councillor Muise noted the website was not user friend with the information on the recent function held at the West Queens Recreation Center. He stated people were not aware as he had contacted several people.

He further suggested, as stated in the presentation that the area advertising was 99% sold, that Mr. Burns would assist in searching for grants. Ms. Roberts stated although she could not speak for Mr. Burns, she did note that he sells advertising each year and is an ongoing process.

Councillor Charlton suggested using Queens Crown to advertise what programs are being offered.

Mayor Norman thanked them for their update.

Mayor Noman announced a 5 minutes break at 10:25 a.m.

#### **4.0 Tabling of Petitions**

There were no petitions to come before this meeting.

#### **5.0 Public Question / Comment Session**

Lynn Cochrane, stated she was representing the Astor Theatre Board, along with Board Chair, John Simmonds and Theatre Executive Director, Jean Robertson-Dexter. The Board is the caretaker of the Astor Theatre being a tenant, and as a tenant it is their responsibility to ensure the building serves the community and is a safe, publicly accessible, inclusive, cultural performing art center.

Due to surmounting economic, cultural, and public safety issues surrounding the Astor Theatre and Town Hall, the Board is asking for the Region's approval to move ahead with the approval to submit a grant application for a much needed HVAC system, and to give it priority over other community projects.

The Astor Theatre and Town Hall are economic drivers for the Region and should be given full attention. With longer, hotter summers, we are facing being closed for four months so considerable opportunity could be lost. As a not-for-profit theatre, closure reduces ticket sales and commercial rentals. The health and safety of our staff, volunteers, patrons, and clients are put at risk.

The first step is for approval to be given to move forward with the application to the Green and Inclusive Community Buildings grant. If successful, the grant will pay up to 80% of the project, saving Queens' taxpayers from footing the bill. This, along with other available grants, would ensure the Astor Theatre Society has the resources to pay for the extra fees required to do the project. The application submission is due February 28, 2023.

A copy of the application form was circulated to Councillors. Ms. Cochrane pointed out the section that shows that the Region has given approval to carry out the proposed project. If successful, not only from this grant, but other grants, to completely fund our project and also include the accessibility projects such as the wheelchair ramp, electric door and washrooms, which is all included under the same grant.

Ashley Christian, Vice-Chair, South Queens Chamber of Commerce, 38 Mansfield Drive, Liverpool – Ms. Christian stated the Chamber will no longer be providing hanging flower baskets in downtown. There was a \$4,000 shortfall from last year. The flower baskets are no longer their vision and feels it is more aligned with the responsibility of the Municipality. She stated the Chamber is happy to gift the Region the 50 baskets they have.

## **6.0 Approval of Minutes**

### 6.1 Regular Council – January 24, 2023

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

**THAT the minutes of the Regular Council meeting held January 24, 2023 be approved as circulated.**

**MOTION CARRIED unanimously.**

## **7.0 Recommendations**

### 7.1 Placement of New Outdoor Pool

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

**THAT Council of Region of Queens Municipality approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre.**

**MOTION CARRIED unanimously.**

### 7.2 New Outdoor Pool Design Issue

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

**THAT Council of Region of Queens Municipality approve the new pool, to be place on lands of Queens Place Emera Centre, contain a zero entry design.**

**MOTION CARRIED unanimously.**

7.3 New Outdoor Pool Proposed Size

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

**THAT Council of Region of Queens Municipality approve that the new pool, to be placed on lands of Queens Place Emera Centre, contains 6 lanes.**

**MOTION CARRIED unanimously.**

7.4 New Outdoor Pool Grant Application Submissions

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

**THAT Council of Region of Queens Municipality authorize the Pool Committee to submit grant applications, for the new pool to be placed on lands of Queens Place Emera Centre, on behalf of the Municipality.**

Deputy Mayor Fancy took the Chair at 10:50 a.m.

Mayor Norman stated she was not in favour of this motion. She spoke to the Deputy Minister of Housing and Municipal Affairs respecting this motion. The Municipality does not have to give its permission to groups to apply for grants.

She further stated she is reluctant to vote for this unless the outside group is applying for a grant in their own name and not under the Municipality.

Councillor Charlton stated this group is a committee of Council and is a not-for-profit society that we appointed. They are asking for permission to access grants.

She asked for clarification to Mayor Norman's comment. Does she mean that other groups will come forward to do the same?

This is a building that the Region will own, just as we own the Astor Theatre.

Mayor Norman stated when a grant application is filled out, and the expectation is to have a staff person to sign off, that staff person is verifying that all the information contained in the application is true to the best of their knowledge. Even if it's an organization or committee of Council that does not have staff on it, it is not staff who have prepared the information and are verifying that the information is correct.

Councillor Amirault stated if the recommendation had been presented the way she had stated, which the Region gives 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 and then they'd go to the appropriate staff to be approved and submitted.

Councillor Charlton stated for transparency purposes, for anyone who did not attend the last Council meeting and those in attendance, that background reports should have been included and not just a recommendation.

She asked for clarification if the recommendation needs to be amended.

Deputy Mayor Fancy stated what the Pool Committee requested and recommendation brought forward differ, as the application has to come from the Region and is not a substantive change.

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

**THAT Region of Queens Municipality 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.**

**MOTION CARRIED with 7 in favour and 1 against.**

Mayor Norman stated the process was incorrect that there needs to be a vote to amend.

Deputy Mayor Fancy called for a vote on the amendment.

7 in favour and 1 against.

Deputy Mayor Fancy called for a vote on the amended motion.

7 in favour and 1 against.

7.5 Tax Exemption Bylaw, first reading

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

**THAT Council of Region of Queens Municipality give first reading to Bylaw No. 14 respecting Tax Exemptions.**

Malory Plummer, Manager of Finance, stated these are reviewed each year. There were 5 requests of which 4 were added to the exemption list. The other application was for an apartment building, and housing cannot be added as part of this exemption. This will be advertised in the paper, and members of the public can request additions.

Councillor Brown enquired under District 13, Vishwa Nirmala Dharma Education Society if the exemption was for the school or for the residences they own as well. Ms. Plummer stated that is why it is listed at 50%.

Mayor Norman stated this refers to the Society in Liverpool and not the Devi School. Ms. Plummer will investigate the Devi School in Mill Village and get back with the information.

Mayor Norman noted the Anglican Parish of South Queens is for exemption of two vacant un-cleared pieces of land and suggested if there are other churches with any vacant land to bring them forward for inclusion of the exemption.

**MOTION CARRIED unanimously.**

7.6 Servicing Feasibility Study – Mount Pleasant

**It was moved by Councillor Charlton and seconded by Councillor Muise:**

**THAT Council of Region of Queens Municipality give pre-budget approval to contracting CBCL Engineering to conduct a feasibility study for the extension of services to Mount Pleasant, NS, at a cost of up to \$21,500 plus HST, to be funded out of the 2023-2024 operating budget.**

Adam Grant, Director of Engineering and Public Works, stated further to presentations by private developers, we decided to look at what can be done before deciding how it could be done. Discussions were held with CBCL Engineering for professional services for a proposal which will address concerns. They will identify any necessary upgrades, a potential timeline and schedule, and will begin once approval has been given.

Councillor Muise enquired what the study will include. Mr. Grant stated the study will look at any upgrades necessary to feasibly supply water to the area of Mount Pleasant which will include the high school, as well as waste water.

**MOTION CARRIED unanimously.**

7.7 Recommendation for Grant Approval – Councillor Charlton

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

**THAT the Council of Region of Queens Municipality give approval to The Astor Theatre Society to apply for a grant for a HVAC system.**

Councillor Amirault stated she was upset that it took so long to be made aware of this request through an email from the requestor, Lynn Cochrane, rather than from our Mayor or CAO, though the first request was made the first of January.

She further commented that the summers are getting longer with hotter days, and a cooling system is needed. This grant will cover the full cost and save our taxpayers.

Mayor Norman stated she was not made aware of a request from The Astor in January and only became aware a week ago while on vacation by a message from Ms. Cochrane.

Councillor Gidney, Deputy Mayor Fancy and Councillor Brown agreed with Councillor Amirault that the Region support them.

Councillor Charlton stated she is concerned that there is no focus on grants. We are aware of the problems that The Astor has with their cooling. With no focus on grants we often pick and choose projects to not burden the taxpayers.

If the grant application is unsuccessful, we will then need to figure out how we're going to fund the project.

Having the system replaced will save the Region money. It's being heated with oil; it's not efficient and can bring more economic value to our community. This will cost the Region more if we do not support.

Deputy Mayor Fancy took the Chair at 11:10 a.m.

Mayor Norman stated it is unfortunate that this has developed the way it has. In the last four days I have investigated the Green and Inclusive Building fund which does by 80% of the costs. She commented on speaking with another municipality that applied for this grant who stated that after many months of work, and with support of their MP and a team of engineers, they were able to complete the grant application.

We know if we wish to apply for grants, as there are many, we need a staff person dedicated, as is done in other municipalities. Their job is 100% committed to only seeking grants. It's valued in the end as they are successful.

She further stated that during budget deliberations that Council are concerned with staffing levels. If we wish to secure grants, we need a dedicated staff person to write them on behalf of all our properties.

If the Astor Theatre Society is able to pull together this grant within two weeks' time and does not require a lot of staff time, then that is a good thing. She was advised that the application to configure carbon is tedious. Ms. Cochrane stated they have secured pro bono assistance from an engineering firm in Halifax for the completion of the grant application.

Mayor Norman stated she is voting against this recommendation as she is reluctant to place staff in a position whereby they will be dictated what their work timelines are going to be.

Councillor Amirault stated a constituent contacted her who indicated that Rick Perkins is in full support of this grant for the Astor.

Councillor Gidney stated it is the job of Council to direct what they wish to have done. It is up to staff to let Council know what can be done and how to prioritize. We can work with staff to achieve the goals that Council require.

Councillor Charlton stated she understood that if the Astor Theatre Society is successful in their grant application, that this work will be outsourced and will not be a burden to staff. Our staff have to be involved at some level. Today we are only discussing allowing them to apply for the grant.

**MOTION CARRIED with 7 in favour and 1 against.**

Mayor Norman resumed the Chair.

## **8.0 Discussions**

### **8.1 Council Implementation Report**

There were no issues brought forward from this report.

### **8.2 Financial Review – 3<sup>rd</sup> Quarter**

Joanne Veinotte, Director of Corporate Services, provided a financial review on the third quarter financial statements (copy of report attached to original set of Minutes). Some highlights included:

Revenue Analysis:

Section 1 – Taxes: Deed transfer tax has begun to trend lower with December revenue less than half of October's. The projected total revenue for the year is \$1.4M, \$600,000 over budget of \$800,000.

Section 2 – Grants in Lieu: Provincial grants are typically paid in January/February.

Section 5 – Revenue from other Sources: Return on investments is higher due to continued increases in prime rate. Cash deposits have now been invested in GICs per guidance from the Audit and Internal Control Committee. It is only interest on operational cash that is included in the operations budget.

Queens Place Ice Rental, fitness memberships and personal training are tracking significantly over budget. Membership is 14% over budget, personal training is 237% over budget, and ice rental is at 99% of budget with one quarter remaining.

Recreational Program Revenue is over budget as unbudgeted grant funding for Active Living Initiative have been secured.

Section 8 – Other Transfers: This is where the funding is brought in from reserves for budgeted items and for Council approved unbudgeted items.

The transfers to date are as follows:

- South Shore Hospital Foundation Donation – Unbudgeted \$100,000
- RQM Contribution to playground from CIF - Previous budget year \$111,773
- Comfort Centers – Unbudgeted \$4850
- Post Closure Report \$113,331
- LDLC Lease Commission \$46,875 (one of two for year)
- Hanger Buyout Airport - Unbudgeted \$25,000

Section 9 – General Government Service

Taxation - Reduced Taxes is our low income tax rebate. Additional rebates of \$4500 distributed this quarter.

#### Section 11 – Transportation Services

Equipment operations – Loader repairs \$19,000 spent in pistons and sleeves alone. This equipment is over twenty years old. Small equipment maintenance includes a \$5000 scissor lift circuit board and \$13,000 front axle on the 2012 Trackless as largest contributors to overage.

#### Section 12 – Environmental Services

Debenture - Budgeted figures are slightly off for most debentures due to staff error and one debenture not included in budget figures. This would be true of any discrepancy throughout the statements. A review of all Debenture accounts was done at the end of the quarter to ensure that all payments have been allocated correctly.

Garbage and Waste Collection is the contract with GE Trucking. The fuel surcharge accounts for overage.

#### Section 14 – Environment Development Services

Environmental Planning – Other: Survey cost of the Garika property \$5500 and advertising costs for the numerous LUB and Public Meetings concerning sale of municipal properties and rezoning are over twice budget.

Administration is under due to inability to fill staffing positions that were included in budget.

Liverpool Business Development Center - There is a lease commission payment of \$46,875 in expenditures for the LDBC that is funded through a transfer in Section 8.

#### Section 15 – Recreation and Cultural Services

Parks and Playgrounds – Tractor purchased in October to support operations and is funded by operations and should not cause the budget to be exceeded.

#### Section 16 – Fiscal Services

Budgeted transfers from reserve with some exceptions.

Water Utility: There was a debenture balloon payment of \$245,604 made to pay out the balance on Debenture 27A. This was budgeted as part of the rate study.

Mayor Norman announced an hour break at 11:30 a.m.

### 8.3 Province of Nova Scotia – Economic Study, Ferry Services from Maine to Nova Scotia

Mayor Norman stated the Province is undertaking an economic impact study on the value and impact of the investment in a ferry service from Maine to Nova Scotia. Included are a list of questions they believe they should answer. They are seeking if there are other questions the Region would like to have included.

Councillor Charlton enquired if the Director of Economic Development has provided any feedback, or any other staff.

Mayor Norman stated she has spoken to some staff. The question was raised to the people who travel to Nova Scotia by car, why do they not use the ferry; is it the timing, price, schedule, etc.

Councillor Brown requested, if there is no ferry, will this discourage visitors to Nova Scotia.

Councillor Gidney requested docking services challenges be investigated in the United States.

Mayor Norman will have Richard Lane, Director of Economic Development, to review and provide input.

Councillor Brown requested the importance of ferry service to better support Nova Scotia economy.

### 8.4 Mersey Wind River Farm Project

Mayor Norman noted this item was added to the agenda for information purposes.

Councillor Amirault stated she was in attendance of both meetings held on this project which were informative and urged residents to attend if they have any questions.

Mayor Norman stated the group performed a wide range of habitat studies. Their intention is to have 33 turbines, the area has been previously forested and there a lots or roads, and is close to major transmissions to hook into the Milton station. If the project is permitted, they will give back to the community investment fund, permit recreation uses, and according to provincial law, will provide money back for the amount of kilowatt hours each windmill generates.

She noted a copy of the documentation is located in the Director of Planning & Development's office, as well at the Raddall library, for the public to view.

#### 8.5 Administration Policy 9 – Property Tax Exemptions

Mrs. Plummer stated the previous increase in property tax exemption to \$30,000 resulted in 50 additional qualified applicants.

The Province also provides property tax relief for low income seniors, provided their property taxes for the previous year are paid, can be eligible for up to \$800.

Council approved an increase to the tax exemption maximum from \$250 to \$300 which 316 applicants benefited from.

Following a roundtable discussion, Councillors requested that the exemption amounts for 2023 remain the same as previous year.

Councillor Charlton requested an investigation into a tier system be brought forward for discussion during budget deliberations.

8.6 Selection of Budget Meeting Date

Budget meetings are scheduled for:

Friday, March 3 – 9:00 a.m. – 4:00 p.m. in Council Chambers

Thursday, March 9 – 1:00 p.m. – 4:00 p.m. in Council Chambers

Tuesday, March 21 – 9:00 a.m. – 12 Noon in Council Chambers

Thursday, March 30 – 6:00 p.m. in Council Chambers

8.7 South Queens Chamber of Commerce – Hanging Flower Baskets in Liverpool

Mayor Norman stated a letter was received from South Queens Chamber of Commerce advising they will not be continuing with the flower baskets in 2023 and have asked for a reply from the Region within 30 days if the RQM intend to take this over. This would require pre-budget approval.

Councillor Charlton stated she is in agreement to give pre-budget approval as the nursery needs to know in order to plan; hence, the 30 days' notice requirement.

Mayor Norman commented that there were issues with watering last year due to the truck blocking traffic. Mr. Grant stated that could be referred to the RCMP to enforce the Motor Vehicle Act. If the Region is undertaking this it would have to be handled differently.

Councillor Charlton stated she had spoken with Pam Mood, Mayor of Yarmouth, who stated they do it as a municipal initiative. The province provides beautification grants, which could be accessed. She enquired how they deal with the watering and they use park staff.

Councillor Charlton suggested that perhaps the Region give consideration to using park staff instead of hiring for the watering, which is a significant cost.

Councillor Hawkes enquired if this would be included in North Queens as well.

Councillor Muise stated this would be putting too much additional work in our public works crew.

Councillor Charlton stated in fairness to the Chamber, a decision should be made whether or not the Region will support it or not. If we cannot utilize the public works crew, then could possibly be contracted out.

Mayor Norman stated she believes this is a budget issue and could be discussed during budget deliberations. Deputy Mayor Fancy agreed that all costs should be known before making a decision.

Councillor Gidney agreed and suggested investigating into availability of grants.

Councillor Charlton enquired to funding provided to the Chamber for this initiative. Ms. Christian stated the Region provided \$3,000 plus an additional \$1,000 to help with the watering.

Councillor Charlton further stated with this money in addition to the beautification grant, it would cover the cost of the flowers so does not see the cost as being an issue, other than the watering which is a small cost compared to what the community gets out of having them.

Following a show of hands from Council directed by Mayor Norman, the issue will be discussed during budget deliberations. Mrs. Veinotte confirmed the information needed for budget discussions.

#### 8.8 Library Discussion – Councillor Kevin Muise

Councillor Muise stated following discussions during last council meeting, he has had many residents contacting him stating they do not feel they are being listened to during public sessions. Questions

were raised over the library additional costs of \$600,000 to have the library elsewhere other than the QPEC site.

He further stated he has received calls on markings by the QPEC and addition to an excavator digging holes; especially near the end of the ski hill. The question was raised to costs for power, roads, sewage, sidewalks, etc. Comments made from Engineering & Public Works is that they cannot keep up with their work load so why are we looking at building a new building. This would be another building they would have to maintain. Residents questions why don't we add the library on to QPEC and make it one big complex.

He stated residents have suggested that the library be put into the Call Center. Council has approved a new heating system and an electrical upgrade for there recently. There is plenty of parking and close to schools. He was told when the new school was built it was built with no library, as the library was close, and if the children wanted to go, it was within walking distance.

He further stated with a budget of \$3 Million, may be able to look at improvements to the Call Center to house the library.

Councillor Gidney stated he also received similar calls from residents. Why are we not considering having everything at one place i.e. Call Centre or QPEC. Modifications are cheaper than a new building.

Deputy Mayor Fancy enquired where we are with the library plans. Councillor Amirault stated the committee met on March 8, 2023 to review drawings, along with a walkabout. There is a stake at the foot of the sledding hill. The sledding hill could be moved.

Councillor Charlton stated with the Call Center not being vacant is problematic. She stated she has not had confirmation of a meeting with Rick Perkins which was requested. Mayor Norman stated she has not heard back from his office to confirm a meeting. MLA Kim Masland had a tentative date but had to cancel due to another commitment.

Councillor Charlton enquired if we are investigating any grants for the library project. Mayor Norman stated during last budget discussion, Council approved using surplus Covid money for the library building, which would not increase the tax rate. It is difficult to

apply for grants for a project that has already started, especially for projects that have budgeted money available for them. If Council wishes to cease the library project, then they soon need to bring forward rescinding motions.

Councillor Muise enquired where the money for the cost for roads and infrastructure was coming from, which he figures will be close to \$1 Million. We need to have answers for the taxpayers.

Councillor Charlton stated it seems we are making decisions without having all the facts to make them. She enquired if the cost to extend the water, sewer and power included in the \$3 Million budgeted for the library. Mrs. Veinotte stated as part of the Capital Investment Plan the \$950,000 estimate for the extension of services on Queens Place Drive would be funded through the sale of the property for the new long term care facility. Mr. Grant stated the estimate for the extension of services does not include power.

Councillor Charlton stated she has a problem with this issue. Council picked Queens Place for the site of the new library because it would cost too much and would be a burden to the taxpayers to put the library on the Centennial site. It would actually cost less. She further commented she is struggling as an elected official by having half the information needed to make a decision. Other people were aware of this yet you and our CAO did not bring this information forward.

Mayor Norman stated she is tired of being blamed for information she does not know. The information just heard, I've heard here. Do not blame me and accuse me of withholding information from Council.

Councillor Charlton stated if the Mayor was not withholding information, someone is and that's a problem. The decision was made based on not wanting to place a tax burden to the residents. The majority of Council does not trust the facts because we only get half the information. Is that fair to our taxpayers? They are not upset about the location of the library, but are upset about not looking at grants and are upset that members of Council do not have all the facts.

Mayor Deputy Fancy requested this issue be brought forward as a discussion item at the next Council meeting.

## 9.0 In-Camera Items

It was moved by Councillor Amirault and seconded by Councillor Hawkes that the proceedings go In-Camera at 1:55 p.m. to discuss the following:

- 9.1 Lease of Municipal Property
- 9.2 Acquisition of Municipal Property
- 9.3 Sale or Lease of Municipal Property
- 9.4 Personnel

MOTION CARRIED unanimously.


It was moved by Councillor Gidney and seconded by Councillor Muise that the proceedings exit In-Camera at 3:46 p.m.

MOTION CARRIED unanimously.

## 10.0 Adjournment

The meeting adjourned at 3:46 p.m.

  
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Mayor Darlene Norman, Chair

  
\_\_\_\_\_  
Eric Levy, Municipal Clerk

  
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Christine Watson, Administrative Assistant – Planning & Development

Date Approved: February 28, 2023



# Recreation & Healthy Communities Department Update

February 14, 2023



## What does staff do?

Day to Day

Queens Place Emera Centre (QPEC)

Aquatic Facilities (Seasonal)

Report to Council

Public Relations & Customer Service

Physical Activity Strategy

Community Development

Community Investment Fund

Acquire & Manage Staff & Resources

Manage Initiatives, Grants & Services



# Day to Day

  
Administration

  
Aquatics

  
Equipment Loans

  
Physical Activity Strategy

  
Community Investment Fund

  
RECREATION FOR ALL

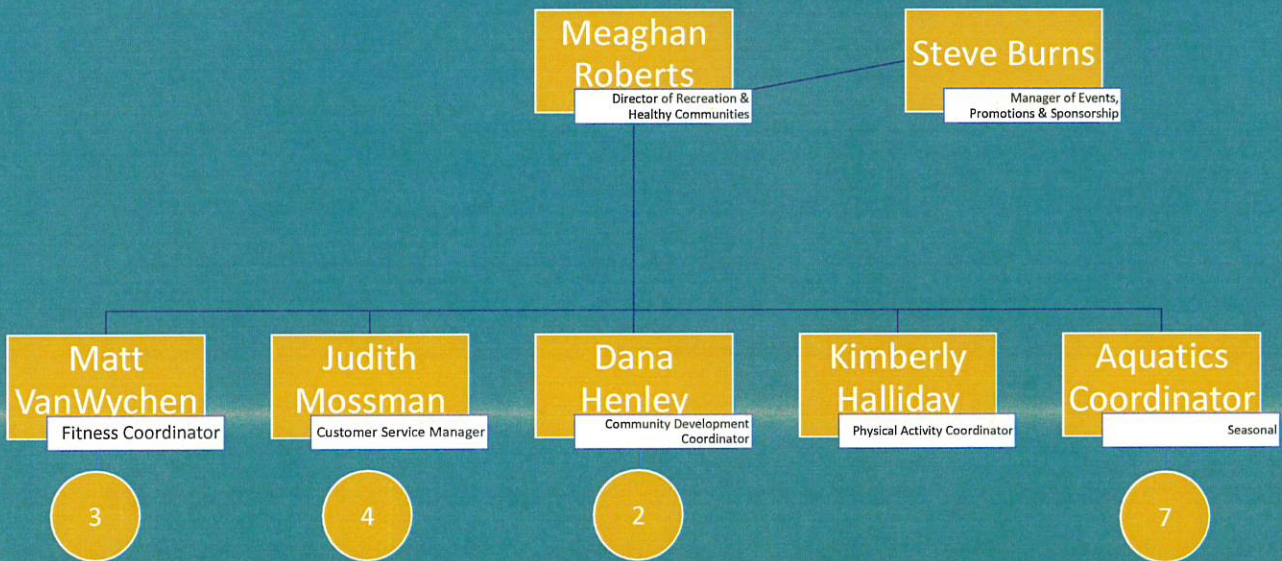
  
Management

  
QPEC Ice Rentals

  
QPEC Memberships & Programs



# Administration



# Administration

- QPEC Special Events
- QPEC Advertising & Promotions
- QPEC Facility contract development & general oversight

Steve Burns

Meaghan Roberts

- Department Oversight
- Queens Place Emera Centre
- Recreation
- Milton Centennial Pool
- North Queens Aquatic Centre

- Fitness Centre Oversight
- Community Outreach & Partnerships
- Fitness Centre Programs & Services

Matt VanWychen

Recreation & Healthy Communities

Dana Henley

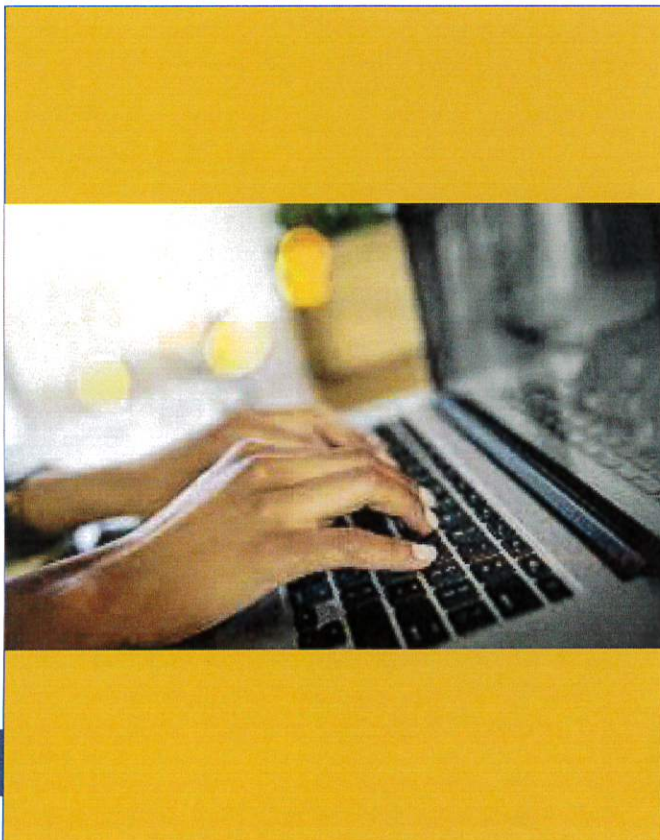
- Community Investment Fund
- VICs
- Facilities (4)
- Economic Development
- EPW & Grounds
- Elections: Deputy Returning Officer

- Customer Service Desk Oversight
- Customer Service
- Memberships, Ice & Room Rentals

Judith Mossman

Kimberly Halliday

- Physical Activity Strategy
- Municipal Physical Activity Leader
- Committees
- Partnerships



# Administration

- Public Inquiries & Customer Service
- Filing, Reporting & Recording
- Human Resources
  - Job Posting
  - Employment Contracts
  - Performance & Job Description Review
  - Certification Management
- Leases & Agreements
- Licensing & Memberships
- Budgeting & Oversight



# Director of Recreation & Healthy Communities

- Queens Place Emera Centre Staff Oversight & Administration (recreational aspects)
- Aquatic Facilities Operational Oversight
- Recreation Budget Development, Implementation & Oversight
- Human Resources
- Community Investment Fund Development & Overall Oversight
- Policy & Procedure Development & Implementation
- QPEC Contract & Agreement Development & Oversight
- Marketing & Promotions
- Physical Activity Strategy
- Recreation Infrastructure Project Involvement
- Customer Service & Inquiries
- Recreation Grant Writing, Implementation & Oversight
- QPEC Daily & Monthly Billing Review & Submission
- QPEC Hourly Staff Payroll Review & Submission
- Ice Rentals Oversight
- Recreation For All Oversight
- Purchase Order Preparation, Review & Submission
- Equipment Loan Program Oversight
- Confirm Staff Certifications & Training



# Physical Activity Coordinator

- **Municipal Physical Activity Leader (MPAL)**
  - Annual Reporting
- **Physical Activity Strategy:**
  - Development
  - Implementation
  - Oversight
- **Active Communities Fund Grant (ACF)**
  - Develop Initiatives
  - Write Grant
  - Implement Initiatives
  - Reporting
- **Other Grants:**
  - After School Physical Activity on the South Shore
  - ParticipACTION Community Better Challenge Grant
- **Committees**
- **Partnerships**
- **Community Workshops & Training**
  - Food Handlers (2)
  - Red Cross Babysitting Course
  - First Aid/ CPR
- **Marketing & Promotions**
- **Grant Preparation & Implementation**
  - Grants that support Physical Activity Strategy



# Community Development Coordinator

- **Community Investment Fund:**
  - Implementation
  - Oversight
- **Visitor Information Centre**
- **Facilities:**
  - Town Hall Arts & Cultural Centre
  - Fort Point Lighthouse
  - Court House
  - Library
- **Ads, Promotions, Brochures**
- **Grant Opportunities for Community Groups (38)**
- **Website Maintenance & Development**
- **Engage Queens Notices (32)**
- **Administrative Support:**
  - Recreation & Healthy Communities
  - Economic Development
  - Engineering and Public Works
  - Other as required
- **Waiver of Policy 58: Consumption of Alcohol on Municipally Owned Properties**
- **Elections – Deputy Returning Officer**



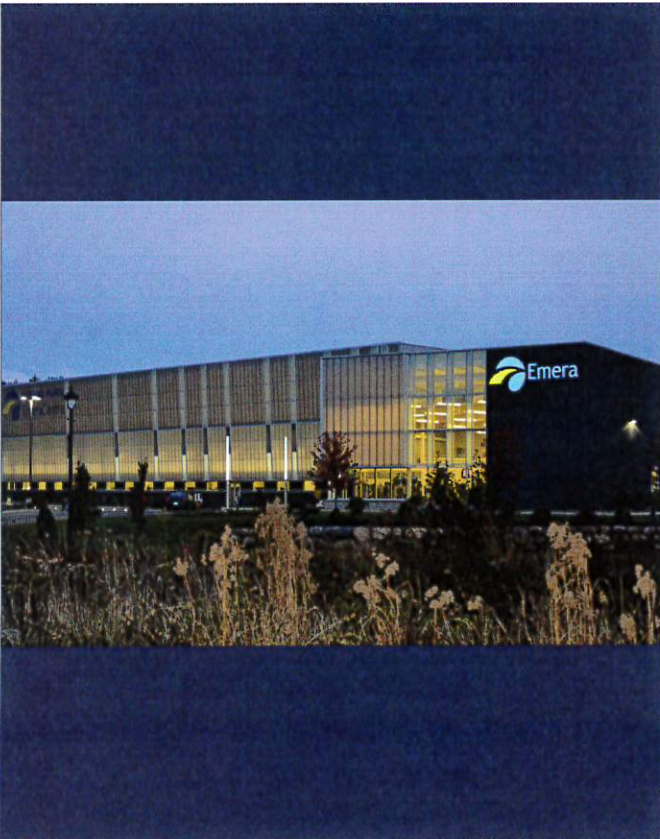
# Fitness Coordinator

- **Fitness Centre Staff Oversight**
- **Group Fitness Class Schedule Development & Implementation**
- **Programs:**
  - Fitness Intros
  - Youth Fit
  - Intro to Free Weights
  - Fit For Function
  - Personal Training
  - Group Training
- **Community Outreach**
- **Equipment Maintenance & Recommend Acquisition of New Equipment**
- **Cleanliness of Fitness Centre**
- **Customer Service**
- **Employee Schedules**
- **Google Calendar Oversight**
- **Social Media**
- **Promotions & Marketing**
- **Member of the Month**
- **User Challenges**
- **Review, Development & Recommendation of Current & New Programs & Services**



# Customer Service Manager

- Customer Service Desk Staff Oversight
- Deposits & Petty Cash
- Membership & Program Registration
- Ice Rentals & Dressing Room Assignments
- QPEC Daily & Monthly Billing Sheets
- Customer Service
- Room Rentals
- Stats & User Tracking
- Employee Schedules
- Vending Machine & Bar Deposits & Inventory Management
- Google Calendar Oversight
- Policy Implementation
- Swimming Lesson Registration
- Hourly Employee Payroll Preparation
- QPEC Outdoor Signs
- Recreation For All implementation
- Equipment Loan Program Implementation
- Operational Policy 41: Photocopying Services for Community Organizations
- Purchase Order Preparation
- Social Media Notices & User Communications



## Queens Place Emera Centre Highlights

Ice Rentals (Hours Sold)	1423 hours
Room Rentals	Paid 510 hours
	Not For Profit 331 hours
Fitness Centre Memberships Processed	2,098
Personal Training Packages Sold	67
Indoor Track Memberships Sold	1075
Public Skates Processed	930
Public Showers	110 showers
<small>*Dry wells Aug 12 – Sep 29</small>	
Skate Sharpening Completed	300
Recreation For All Approved Applications	11

Note: To January 31<sup>st</sup>



# Recreation Infrastructure Projects

- Beach Meadows Beach
- Etli Milita'mk Queens Universally Designed Playpark



## Aquatics Highlights

	Milton Centennial Pool	North Queens Aquatic Centre	Total
Swimming Lessons	137	83	220
Public Swim	654	311	965
Lane Swim	90	---	90
Aquafit	---	46	46





## Physical Activity Coordinator Committees:

- Queens County Community Health Board
- Hub 2 Interagency
- Lunenburg/Queens Recreation Coordinators/ Directors Association
- Queens Interagency
- Rec-Health Partnership
- South Shore/Valley Recreation Planning Committee
- South Shore Female Leadership Network
- Hot Topics (MPAL Monthly Check-in)
- Active Smarter Kids



## Physical Activity Coordinator Partnerships:

- Schools Plus
- Community Links
- South Shore Public Libraries
- Wildcat Community
- Schools
- North Queens Active Living Society
- Kinsmen Club
- Sport NS
- Kidsport Queens Chapter
- Canadian Parks & Recreation
- Engage NS
- Recreation Nova Scotia
- Greenfield Recreation
- Hike Nova Scotia
- Make Your Move



# Physical Activity Coordinator Initiatives:

## Active Communities Fund Grant (ACF)

- Playbox Counters
- Pumpkin Walk
- Equipment Loan Program
- Youth Try It Sessions
- Free Skates
- Move More Banners
- Physical Activity Check-in
- Pilates Try-It
- Hike Bags
- Trail Counters
- Accessible Equipment Loan Expansion
- Bikes for Loan
- Queens Walks Initiatives

## After School Physical Activity on the South Shore

- Leaders on the Move

## ParticipACTION Grant

- Walk or Ride to School

## Other

- Social Media Postings of Municipal Opportunities
- Playbox Equipment
- North Queens Pop Up
- South Queens Pop Up
- Canada Day Event
- Hike Day Walk



# Community Investment Fund Highlights

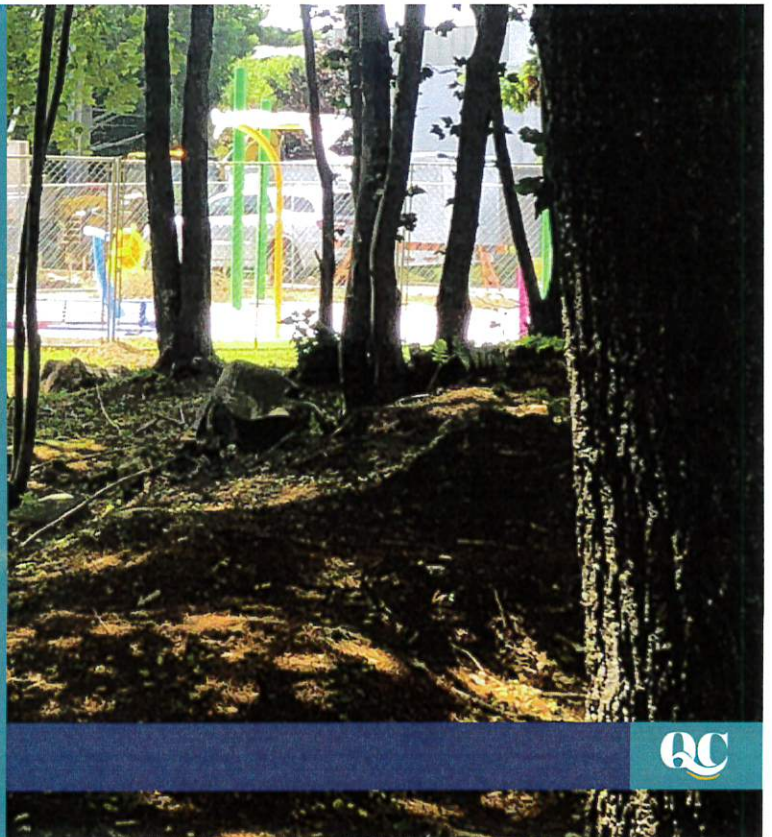
2022-2023 (to-date)

**Total Applications:** 44  
**Total Approved Applications:** 37  
**Total Amount Approved:** \$357,134.30

(includes Track Project)

Fund	# Applications	# Approved
Operating	15	11
Capital	5	4
Events	2	1
Training	2	1
Travel	17	17
Tournament	3	3

\* Applications not approved include incomplete applications, Ineligible applicants, and withdrawn applications.



# Fitness Centre Highlights

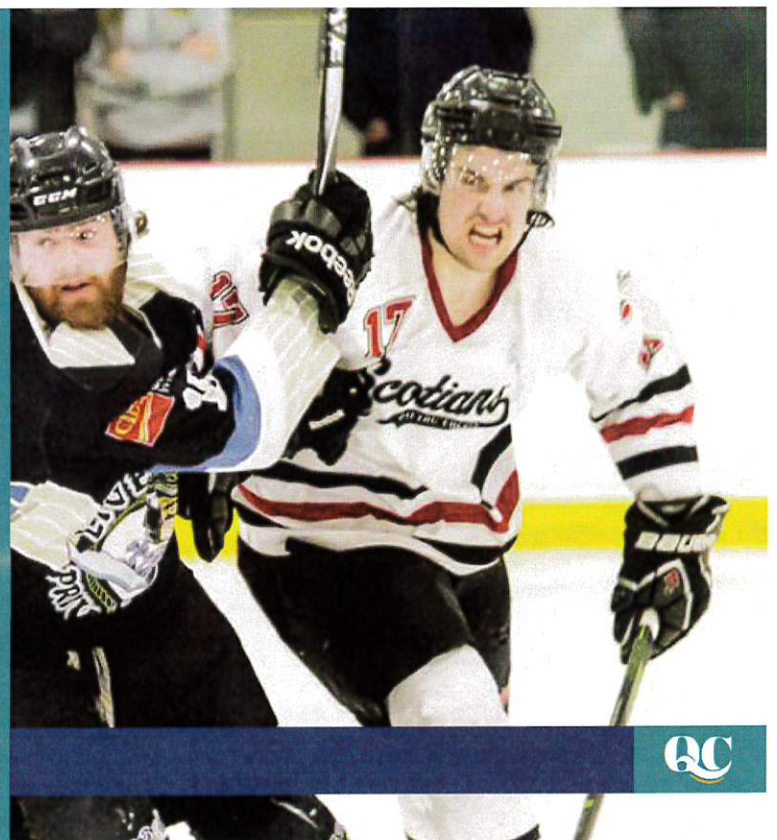
Program	Staffing Hours
Personal Training	231 hours
Fitness Intro Sessions	20 hours
Intro to Free Weights	10 hours
Youth Fit	35 hours
Fit For Function	11 hours



# Arena Highlights

## Tournaments & Competitions:

- **Hot For Shiny Day**  
May 2022  
Hosted by Liverpool Lady Cougars
- **Fall Skate**  
October 2022  
Hosted by Queens County Blades
- **Jack Frost Tournament**  
December 2022  
Hosted by Queens County Minor Hockey
- **Gary Wentzell Tournament**  
March 2023  
Hosted by South Shore Minor Hockey Association



## QPEC Projects & Successes

### Olympic Wall

- Development, unveiling & continued pursuit of additions

### QPEC Website

- Content & layout refresh (continued)

### Fitness Specific Promotions

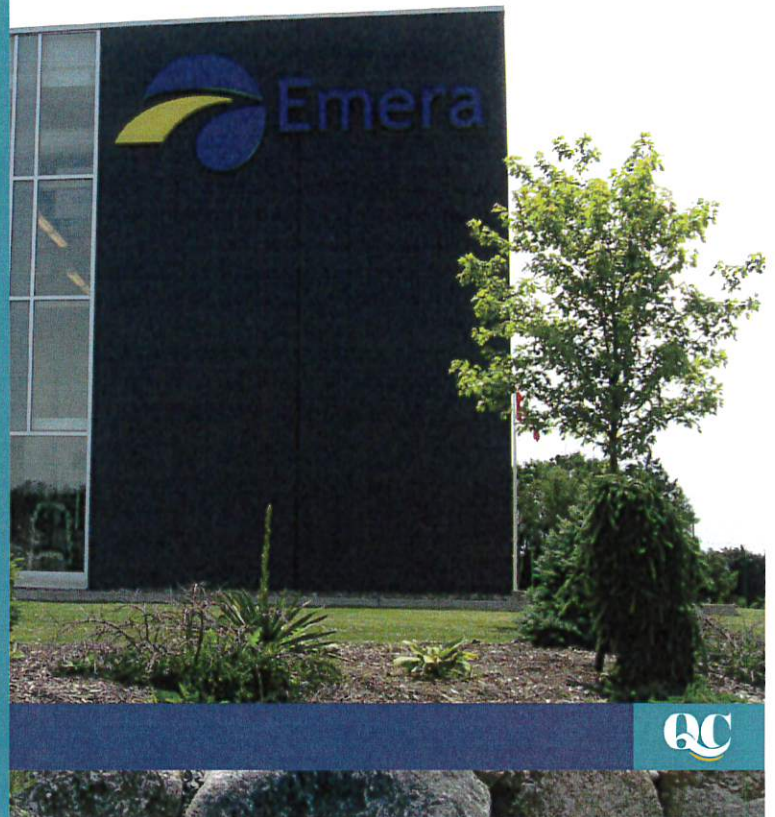
- 3 specific fitness promotions
- Focused on longer term memberships following COVID
- Radio promotion

### Facility Contracts & Agreements

- Return of Proposals/Bids on Special Events
- Facility rental contracts & agreements
- User group contracts & agreements

### Arena Advertising

- 99% sold
- 80+ advertising opportunities



## QPEC Projects & Successes

### Free Summer Programming

- June – September 2022
- Free indoor track and public skating
- Sponsored by Emera Community Grant

### Accessibility Upgrades

- Stair railing
- Automatic door openers new & upgraded
- Signage
- Washroom upgrades

### Fitness Memberships & Programs

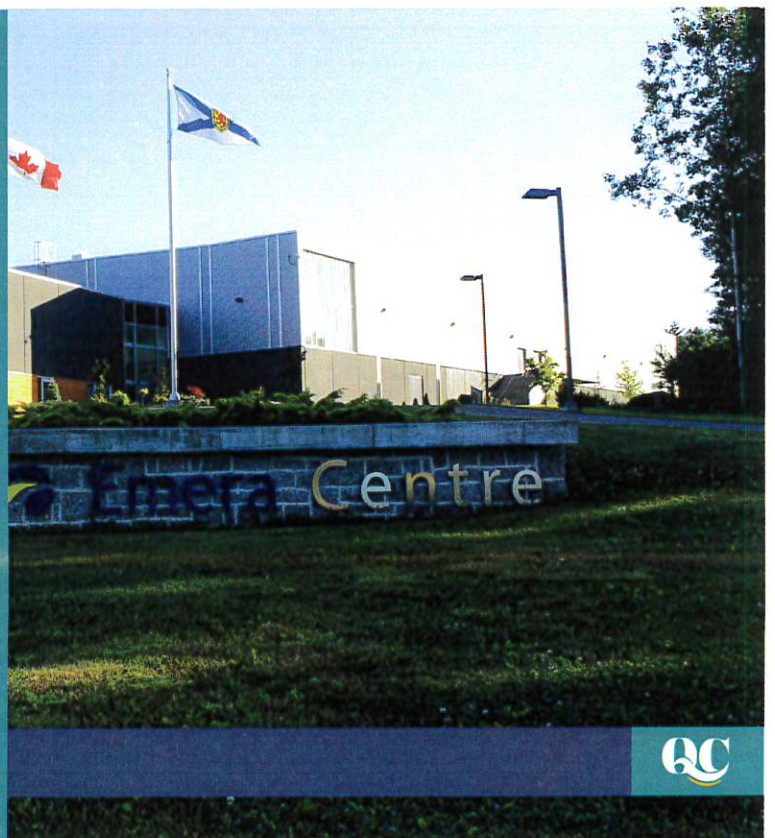
- Fitness memberships returning to pre-COVID numbers
- Staff offering new & expanded programs, offerings & services

### Ice Rentals

- Ice rentals returning to pre-COVID levels (ie. no restrictions in place)
- Competition, tournaments & special events returning

### Special Events

- Facility receiving more inquiries and requests



# Questions

