

**REGION OF QUEENS MUNICIPALITY
REGULAR COUNCIL
TUESDAY, JANUARY 24, 2017
9:00 a.m.**

PRESENT: Mayor David Dagley, Chair
Councillor Kevin Muise
Councillor Heather Kelly
Councillor Brian Fralic
Deputy Mayor Susan MacLeod
Councillor Jack Fancy
Councillor Gilbert Johnson
Richard MacLellan, Chief Administrative Officer
Anne MacDonnell, Municipal Clerk & Coordinator
Christine Watson, Recording / Management Secretary

REGRETS: Councillor Raymond Fiske

1.0 CALL TO ORDER:

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

2.0 CHANGES / APPROVAL OF AGENDA

It was moved by Deputy Mayor MacLeod and seconded by Councillor Fralic that the Agenda be approved as presented:

MOTION CARRIED unanimously.

3.0 PRESENTATION(S):

3.1 Queens Community Aquatic Society – Celeste Johnston

Celeste Johnston, President, Queens Community Aquatic Society, was welcomed to council. Dr. Johnston presented a summary of work the Aquatic Society has made in response to suggestions received during its initial presentation to Council in December 2015 (copy of presentation attached to original set of Minutes).

Some highlights included:

- Attendance at meetings with Architect 49, MP Bernadette Jordan, MLA Sterling Belliveau, and NSHA to create questionnaire
- Analysis of Questionnaire – who participated, importance of year round pool, and use of pool
- Youth Involvement – Dambusters Swim Team
- Next Steps – Development of budget and business plan, send out Request for Proposals, and seek funding from Federal, Provincial and private/corporate sectors and through public campaigning.

Dr. Johnston stated that analysis of the questionnaire highlighted the point that people want to see a pool in Queens, but they hesitate to pay for it. The forecasted cost for a pool will be determined once a detailed budget is made.

Dr. Johnston stated that if Council approved moving forward with their proposal, the Society would seek to appoint a committee which would include members of Council, CAO, members from the QCAS, and support staff from RQM. The committee would report regularly to Council, with a final business plan submitted by end of July 2017.

She stated that a website has been created but current information has not been uploaded; however, information can be found on the Aquatic Society's Facebook page.

AT 9:20 A.M., COUNCIL RECESSED FOR 5 MINUTES.

It was moved by Councillor Fancy and seconded by Deputy Mayor MacLeod:

THAT Council refer the presentation to staff to undertake public engagement and return to Council with a report outlining options for next steps to move forward.

MOTION CARRIED unanimously.

4.0 TABLING OF PETITIONS:

There were no petitions to come before this meeting.

5.0 PUBLIC QUESTION / COMMENT SESSION:

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson enquired if public meetings will be held prior to the budget preparation for public input. Mayor Dagley stated this is an action item and is in progress.

Under Item 12.1 – Community Gardening, Mr. Robertson provided positive comments on community gardening and looked forward to participating.

He enquired under Item 3.1 – QCAS Presentation, under funding possibilities, what the meaning was for the retirement of past debt. Mayor Dagley stated that he was not clear on this and would bring back to Council. He further enquired about the discrepancies in the cost amount provided from the architect proposal to those provided previously by the RQM, to which Mayor Dagley stated the issues would be identified going forward.

6.0 APPROVAL OF MINUTES:

6.1 Council Minutes – January 10, 2017

It was moved by Councillor Muise and seconded by Councillor Johnson:

THAT the minutes of the Regular Council meeting held January 10, 2017 be approved as circulated.

MOTION CARRIED unanimously.

7.0 DANGEROUS OR UNSIGHTLY PREMISES:

There were no items to come before this meeting.

8.0 ECONOMIC DEVELOPMENT:

8.1 Property Assessed Clean Energy Program

It was moved by Councillor Johnson and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality direct staff to develop a report on offering a municipal clean energy program in the Region of Queens Municipality.

Richard Lane, Economic Development Officer, gave a brief description on the Property Assessed Clean Energy (PACE) program. PACE helps homeowners invest in a wide-range of home energy improvements for future savings on their energy bills. The financing mechanism is through the Municipal Unit with charges tied to the property rather than the homeowner, consequently overcoming several financial barriers to major energy efficiency improvements. In addition to the benefits of an affordable, comfortable

home, PACE can contribute to local contractor capacity in carrying out the work, and overall, to the environmental impact of energy efficiency.

Preliminary research was conducted by a combination of Public Administration and Environmental Sciences graduate students at Dalhousie University. That research is attached to this Council agenda.

Councillor Fralic asked for clarification on what the difference would be under this program compared to those offered by Clean Foundation, Home Warming and Efficiency Nova Scotia.

Richard MacLellan, CAO, stated that Lunenburg/Digby/Shelburne/Yarmouth have hired Clean Foundation to be their administrator; fundamentally, RQMs responsibility would be as the financing agent. We would provide the loans secured and we would have first lien on a property as security. Clean Foundation, Efficiency Nova Scotia, or other agencies run the program as an administrator, but they do not provide financing. The PACE program offers the ability to pay for energy improvements for up to 10 years at a reasonable interest rate.

Councillor Kelly asked who would administer the program. Mr. MacLellan responded that the recommendation is to bring a report back for options. We would likely recommended mirroring the program as offered by Lunenburg. Clean Foundation is paid to administer it. We would have capacity challenges in terms of administering the program so we would seek to outsource that responsibility.

In response to questions from Councillors, Mr. MacLellan stated that legislation does not permit this program for commercial properties; however, it is available to Landlords for residential dwellings.

Councillor Fralic enquired on the impact to staff regarding marketing, financing, default on payments, etc. Mr. MacLellan stated that the specific responsibilities would come back in the report to Council. Generally, there is a lot of marketing around energy efficiency and that would be something Efficiency Nova Scotia and Clean Foundation would include in their programs and it is unlikely that we would do our own marketing.

MOTION CARRIED unanimously.

8.2 Visitor Information Kiosk Development

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

THAT the Council of the Region of Queens Municipality approve the proposal by Rex Woollard to prepare a detailed analysis and design document for the development of a self-serve visitor information display panel at a total cost of \$1,500 from the Economic Diversification budget.

Mr. Lane provided background on the Visitor Information Kiosk development. He stated that staff received a proposal from Rex Woollard, a Queen's County resident and software developer, to explore the use of kiosks. The proposal is to carry out analysis and design work and to begin development of a prototype for use in the Liverpool Information Centre; it could be replicated for use in other visitor facilities.

Mr. Lane stated that they would be exploring the possibility of sharing existing databases, so as not to add to the burden of content maintenance.

MOTION CARRIED unanimously.

8.3 Unsolicited Proposal, Town Hall Arts & Cultural Centre

It was moved by Councillor Kelly and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality authorize the agreement with Julie Babin / The Welcome Matte Frame Shop included in Attachment Two of this report.

Mr. MacLellan provided background on an unsolicited proposal received from Julie Babin, owner/operator of The Welcome Matte Frame Shop. He stated that the proposal was received before Christmas to use Town Hall. Staff felt this proposal would meet the needs and challenges to revitalize the buildings use and would contribute to Arts & Culture, and provide things to see and do on Main Street. A workshop room space will be provided in return for service. This service would provide a recreation program and a presence at the Town Hall, which also provides an opportunity for revenue. This will enhance our service delivery and contribute to a thriving facility.

Councillor Fralic asked for clarification if the \$2,500 per year amount in the contract for programming also included janitorial services and suggested that this amount be discussed during budget review. Mr. MacLellan confirmed that this amount includes for clean up and set up for events.

Councillor Fralic stated that there is currently no internet in the building; he asked for confirmation whether it would be available on the second floor. Mr. MacLellan stated this was a separate issue to this agreement, but would be investigated.

Deputy Mayor MacLeod asked for clarification on commission sales. Mr. MacLellan stated that the original policy Council approved regarding fees for use for art shows was rescinded last year to try and encourage artists to use the facility. However, a commission for showing and promoting art is normal in art galleries. Currently we receive no revenue so we've recommended that as an incentive to this, Ms. Babin would receive 80% of art sales commissions and the Region 20%.

MOTION CARRIED unanimously.

9.0 CORPORATE SERVICES:

9.1 Strategic Priorities

It was moved by Deputy Mayor MacLeod and seconded by Councillor Fancy:

THAT the Council of the Region of Queens Municipality:

- 1. Approve the Strategic Priorities for this Council recommended in this report as focusing on:
 - a. Growing the Economy and Population;**
 - b. Delivering desirable Municipal Services; and**
 - c. Governing to best Municipal Practices.****
- 2. Approve a fiscal mandate for preparation of the 2017 / 2018 municipal budget aiming to achieve a zero residential tax rate increase.**
- 3. Approve the Priority Actions outlined in Attachment One of this report.**
- 4. Direct Staff to initiate the process to instate a Committee of the Whole with the standing agenda established based on the approved priorities.**

Following discussions under Item 2 on residential and commercial rates, an amendment was made to the original motion.

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

THAT the following amendment be made to the motion:

Remove the word "residential" under item 2.

AMENDMENT CARRIED unanimously.

MOTION AS AMENDED CARRIED unanimously and reads as follows:

THAT the Council of the Region of Queens Municipality:

1. **Approve the Strategic Priorities for this Council recommended in this report as focusing on:**
 - a. **Growing the Economy and Population;**
 - b. **Delivering desirable Municipal Services; and**
 - c. **Governing to best Municipal Practices.**
2. **Approve a fiscal mandate for preparation of the 2017 / 2018 municipal budget aiming to achieve a zero tax rate increase.**
3. **Approve the Priority Actions outlined in Attachment One of this report.**
4. **Direct Staff to initiate the process to instate a Committee of the Whole with the standing agenda established based on the approved priorities.**

9.2 Policy Review Project Update

Dr. Anne MacDonnell, Municipal Clerk & Coordinator, stated that the existing policies and bylaws have been uploaded to the RQM website. Meetings have been arranged with professors at Dalhousie University next week; one on Monday and one on Friday. Barring any unforeseen circumstances, she may present a policy for consideration at the February 28th council.

9.3 Solicitation for Hillsvie Acres Development Partner

It was moved by Councillor Johnson and seconded by Councillor Kelly:

THAT the Council of the Region of Queens Municipality:

1. **Give direction to staff to initiate a solicitation designed to identify a development partner that can assist with the development of a facility renewal proposal for Hillsvie Acres that achieves the following objectives:**
 - a. **Keeps jobs in Region of Queens Municipality,**
 - b. **Keeps beds in Region of Queens Municipality,**
 - c. **Provides an attractive and modern facility in Region of Queens Municipality, and**
 - d. **In an evidence based manner, assists with the minimization or reduction of service delivery costs for Government.**
2. **Approve the expenditures of up to \$10,000 from the Hillsvie Acres replacement reserve for consulting and legal services required to develop and administer the solicitation process.**

Mr. MacLellan stated that the recommendation brings forward the process to move forward on identifying what is possible with respect to the renewal of Hillsvie Acres and incubating other housing and bed needs. It has been the Region's desire to determine a way to renew Hillsvie. In 2013 it was slotted for replacement by the government, but that announcement has never been funded.

The housing needs survey conducted by the Queens Care Society in July 2016 demonstrated the need for housing for seniors, including residential care facilities and nursing home beds.

This solicitation is to identify a developer who can work with RQM and the community to investigate what is possible to meet the following objectives: to keep the jobs and beds in Queens, to have a modern facility, and also to meet the challenge of minimizing and reducing service delivery costs for government.

With approval from Council, there will be a six-month time frame before a proposal goes to government. There would be a few months for solicitation and identifying a development partner. This partner would then require some time to work with the Region and the community on how to create a proposal. There is no guarantee that the Region or the government will accept what is in the proposal.

MOTION CARRIED unanimously.

10.0 ENGINEERING AND WORKS:

There were no items to come before this meeting.

11.0 FINANCE

11.1 3rd Quarter Financial Statement ending December 31

Ms. Jennifer Keating-Hubley, Director of Finance, stated that there are no major issues to report this quarter. There are a number of categories that are at the maximum, e.g. tourism and recreation, which are seasonally driven. There are some that are higher than 75% under protective services, which include the fire department grants and other expenditures such as insurances.

The taxation budget for commercial properties is less than what was budgeted as there were a number of appeals. Deed transfer tax is up due to a large number of sales.

12.0 RECREATION AND COMMUNITY FACILITIES:

12.1 Support for Community Gardening in Region of Queens Municipality

It was moved by Councillor Fralic and seconded by Deputy Mayor MacLeod:

THAT the Council of the Region of Queens Municipality support the progress of community gardening in the municipality through a community development model:

- 1. Including the facilitation of Community Garden efforts through the Municipal Physical Activity Coordinator;**
- 2. Developing a handbook and policy to enable community groups access to municipal lands to develop community garden projects; and**
- 3. Applying for project grants, with community partners, to progress demonstration projects.**

Diana Johnson, Physical Activity Coordinator, restated the ethos of Plant to Plate Program, which was originally presented to Council in October 2016, and explained that gardening is one of our core activities to provide opportunities for physical activity, which helps with both physical and mental health. Gardening targets both seniors and youth; this program seeks to engage any individuals that could benefit or enjoy the opportunity either through the school system program curriculum or as a community group. It also falls under the inclusion/adaption plan we are working on.

Mr. MacLellan stated that the community gardening is a good fit between the ask and what we're developing with physical activity programming. Ms. Johnson is the lead and will establish a policy and guide for individual groups looking to use municipal lands to create plots.

MOTION CARRIED unanimously.

12.2 Liverpool Curling Club Request

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

THAT the Council of the Region of Queens Municipality approve a Tournament Assistance Grant of \$500.00 to the Liverpool Curling Club for the Under 15 Nova Scotia Juvenile Curling Championship February 10 – 12, 2017, to be funded from the Community Grants and Programs budget line of the Recreation and Community Facilities Department.

Mr. MacLellan stated the request is in line with the policy and funding is available.

MOTION CARRIED unanimously.

13.0 PLANNING:

13.1 Street Light Request – White Point Road, Liverpool

It was moved by Councillor Muise and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality approve the installation of a new street light on White Point Road in Liverpool, on a pole across from civic number 26.

Mr. Mike MacLeod, Planner, provided background to the request received for a new street light on Municipal land across from civic number 26 White Point Road in Liverpool. He stated the application conforms to the policy. While policy sets out a maximum of one new streetlight per electoral district per year, and although a streetlight had previously been installed in this district, policy also allows Council consideration for additional lighting if the circumstances are deemed dangerous.

MOTION CARRIED unanimously.

13.2 Street Light Request – Highway 8, Milton

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

THAT the Council of the Region of Queens Municipality approve the installation of a new street light on Highway 8 in Milton, on a pole north of the intersection with Bridge Street.

Mr. MacLeod stated a request for a new street light near the intersection of Highway 8 and Bridge Street was received from Councillor Raymond Fiske. There is currently no lighting at the intersection and safety concerns were raised, as there is a change in elevation from the edge of the road to the abutting properties.

MOTION CARRIED unanimously.

13.3 Street Light Request – Trunk 3 in Port Mouton

It was moved by Councillor Muise and seconded by Councillor Johnson:

THAT the Council of the Region of Queens Municipality approve the installation of one new street light on Trunk 3 in Port Mouton, on a utility pole west of civic number 8669.

Mr. MacLeod stated that a request was submitted by Councillor Kevin Muise for a new street light just west of civic number 8669, at the new cul-du-sac on Trunk 3 in Port Mouton due to safety issues; there is a lack of lighting on the dead end section of the highway.

MOTION CARRIED unanimously.

14.0 QUEENS PLACE EMERA CENTRE:

There were no items to come before this meeting.

15.0 REPORTS

Items 15.1, 15.2, 15.3 and 15.4 were included in the agenda package as information:

15.1 RCMP Monthly Report – November 2016

Deputy Mayor MacLeod commented that she is a member of the Senior Safety Association and suggested that it would be beneficial to invite Kim Masland to Council to provide updates on her activities.

- 15.2 Bylaw Enforcement Officer's Monthly Report – December 2016
- 15.3 Building Inspector's Monthly Report – December 2016
- 15.4 Town Hall Arts & Cultural Centre Monthly Report – December 2016

16.0 OTHER:

- 16.1 2018 International Re-enactment Event

It was moved by Deputy Mayor MacLeod and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality support the proposal from the Kings Orange Rangers to develop an International Re-Enactment Event in Liverpool in 2018.

Mr. Owen Hamlin, member of the King Orange Rangers, and Mr. Steve Burns, Manager – QPEC, were invited to present to Council background information for the 2018 International Re-enactment Event. Mr. Hamlin stated that the date for the event is scheduled to be August 10-12, 2018, it is international, and would host approximately 150 – 300 actors. He indicated that Mr. Burns' role is as support to assist with grant applications.

Mr. Hamlin stated some of the events of the Re-enactment, which will be located in Privateer Park, will include such things as demonstrations of life in an encampment, cooking and sewing. The intention is to also recruit new members to Kings Orange Rangers

He stated that he has been in talks to partner with Hell Bay Brewery for this event and will be seeking other partnerships.

Councillors commented on reasons why they would or would not support the motion, citing the cost of the event, as other groups will also seek monies for support of their initiatives.

MOTION CARRIED with 6 in favour, and 1 against.

17.0 IN-CAMERA ITEMS

It was moved by Councillor Fralic and seconded by Councillor Muise that the proceedings go "In-Camera" at 11:35 a.m. to discuss the following:

- 17.1 Contract Negotiations, MGA 22(2)e
- 17.2 Contract Negotiations, MGA 22(2)e
- 17.3 Property Matter, MGA 22(2)a
- 17.4 Property Matter, MGA 22(2)a

MOTION CARRIED unanimously.


COUNCIL RECESSED FOR 10 MINUTES.

It was moved by Councillor Kelly and seconded by Deputy Mayor MacLeod that the proceedings exit the "In-Camera" session at 1:45 p.m.

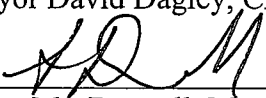
MOTION CARRIED unanimously.

18.0 ADJOURNMENT

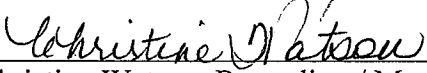
There being no further business, the meeting adjourned at 1:45 p.m.



Mayor David Dagley, Chair



Anne MacDonnell, Municipal Clerk & Coordinator



Christine Watson, Recording / Management Secretary

Date Approved: February 28, 2017

Queens Community Aquatic Society

An Update
January 24, 2017

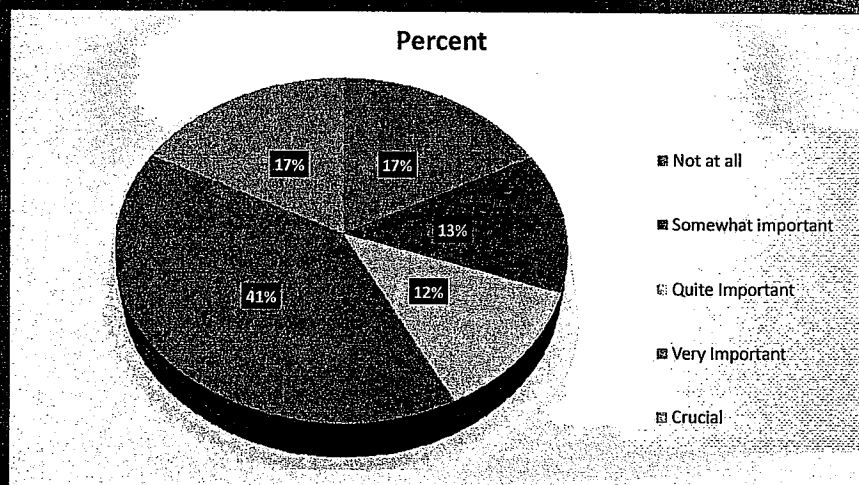
Activities Since December 2015

- Ongoing meetings with CAO
- Attended meeting of presentation of Architect 49
- Met with MP Bernadette Jordan
- Met with MLA Sterling Belliveau
- Created website
- Worked with NSHA to create questionnaire
- Distributed, collected, and analyzed data from questionnaire

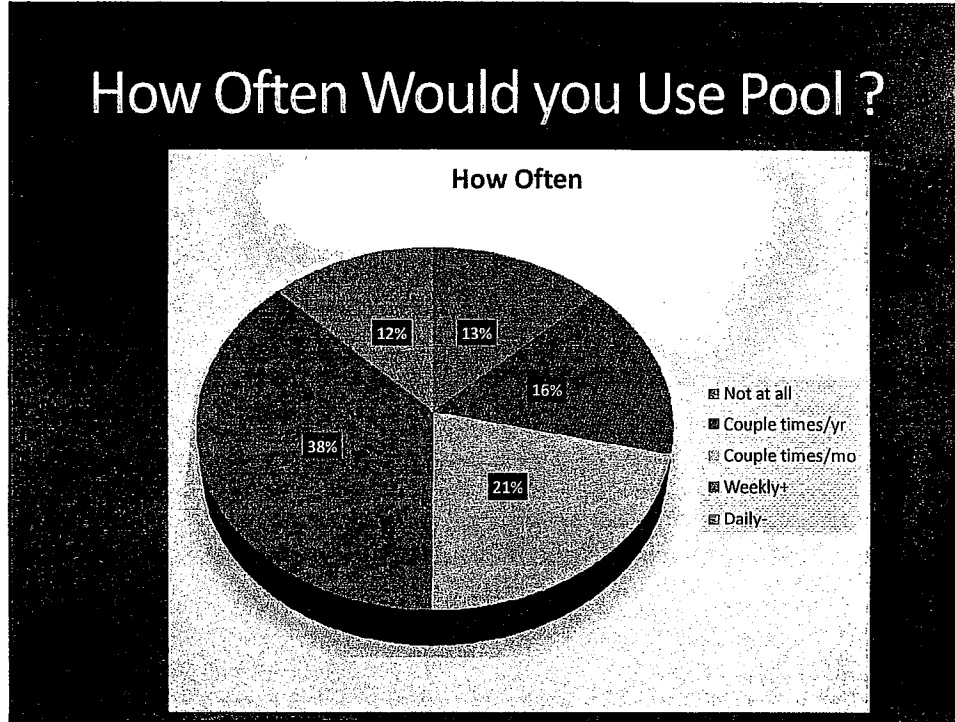
Who Participated?

- 761 Adults:
 - 557 online
 - 204 on paper
- 188 Youth online
- 946 Total
- Ages 11-88
- Even spread of education and income among adults

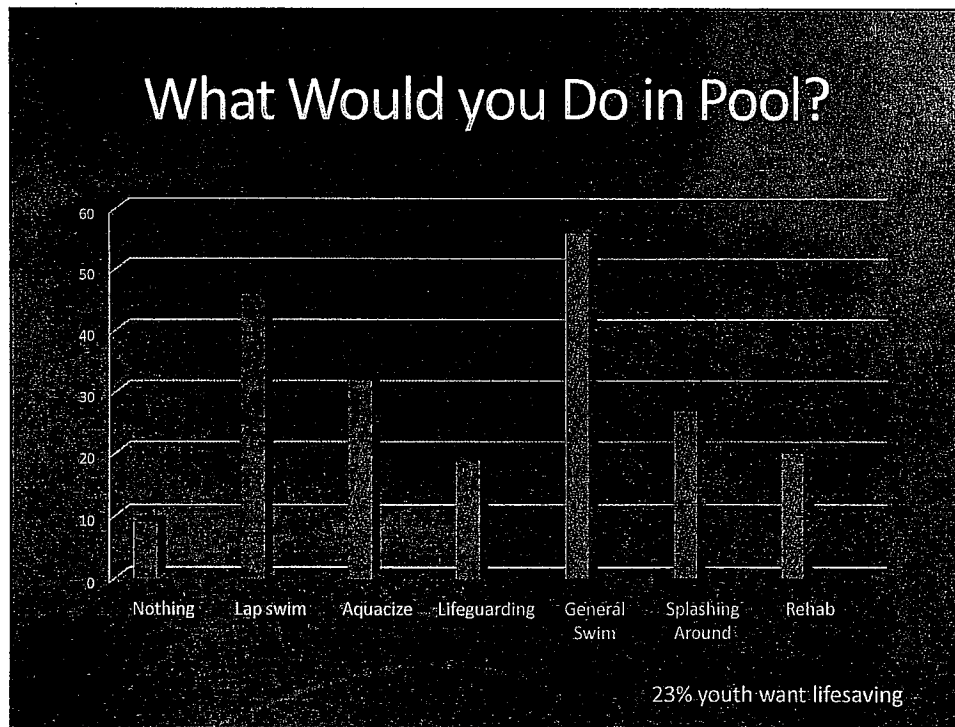
How Important is Year Round Pool



How Often Would you Use Pool ?



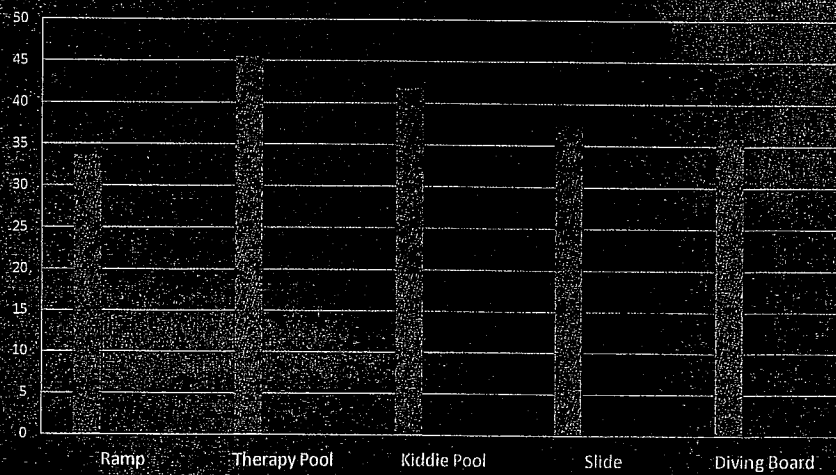
What Would you Do in Pool?

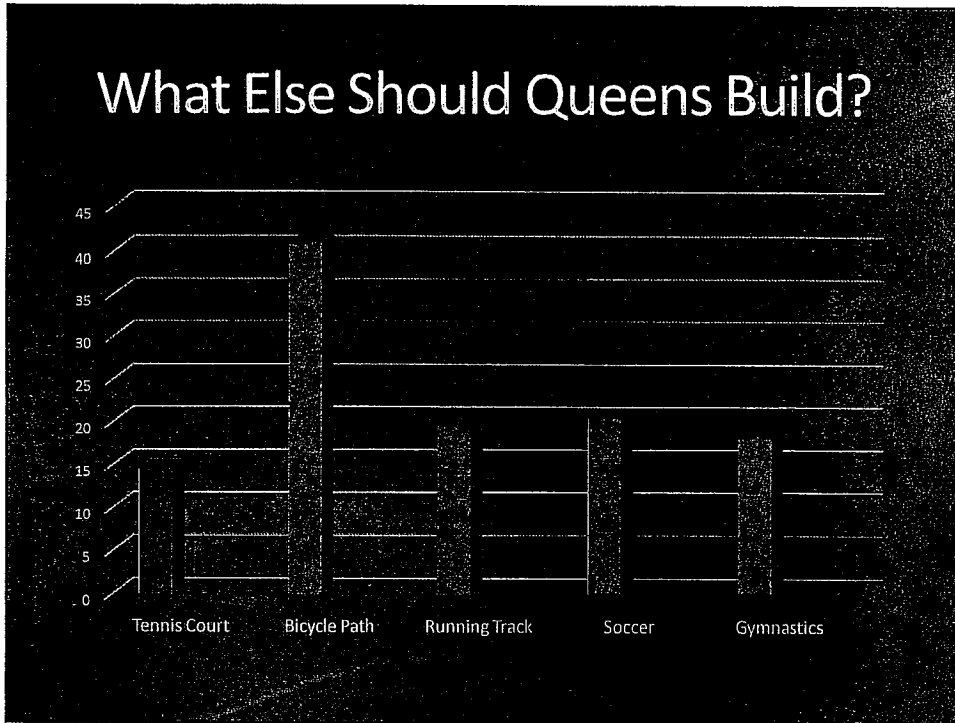


A Few Comments from Youth

- Elizabeth Smart
- Jordyn Duffney
- Georgia Williams
- Caleb Anthony

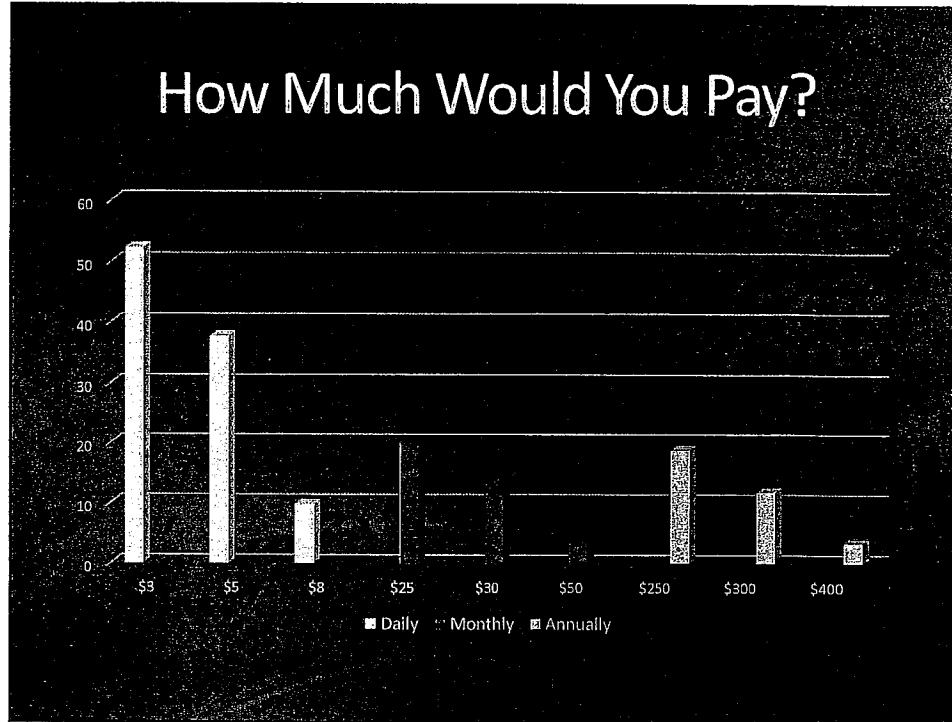
What Would You Like to See in Pool?





What Priority Does Pool Have?

- 80% think pool should be built before other things



Summary of Survey

- Large representative sample
- Two thirds think pool is important
- Over three quarters want to see pool over other new indoor facility
- They don't want to pay for it!
- A full report of questionnaire results is available

Next Steps

- Scan of pools across Canada re cost of construction and operation, focus on smaller communities
- Develop budget and business plan
- Put out Request for Proposals
- Seek funding from governments. Nb will most likely go with solid structure in order to be competitive for Federal funding
- Seek private/corporate funding
- (not necessarily in this order; some may be simultaneous)

Funding Possibilities

- Federal Government
 - Social Infrastructure Program, up to 50% of construction cost; tba soon
- Federal Government
 - Health, Infrastructure, Sport; current
- Provincial Government
 - Sport, recreation, youth, health
- Region of Queens
 - Retirement of past debt
- Private/Corporate Sector
- Public Campaign

Our Ask of Council

- That they approve moving forward with pool
- That a committee be appointed that would include:
 - Member(s) of Council
 - CAO
 - Members of QCAS
 - Support Staff from Region

Pool Committee Terms of Reference

- Committee would report to Council on monthly basis, to ensure that everyone is moving on the same path
- Appropriate Consultation be sought
- A final business plan be submitted no later than July 2017
- With final approval with selected plans, funding will be sought

QCAS Thanks You

- Celeste Johnston, Pres
- Deborah Spartinelli, V Pres
- Susan Higgins, Secty
- Bill Smyth, Treasurer
- Dee Kozlowski, Funding Chair
- Ian Clark
- Al Doucet
- Dave Oickle
- Kevin Page
- Bill Raine
- Kris Snarby

Attachment Two

THIS AGREEMENT is made this _____ day of _____, 2016.

BETWEEN: THE REGION OF QUEENS MUNICIPALITY
(hereinafter called the "Municipality")
-and-
THE WELCOME MATTE FRAME SHOP
(hereinafter called the "Business")

- 1. USE OF FACILITY: The Business shall operate the
- 2. MUNICIPALITY'S COVENANTS

The Municipality hereby grants to the Business, during the term of the Agreement, the following:

- (a) Exclusive use of the Town Hall Arts & Cultural Centre Workshop Room
- (b) Shared use of the Town Hall Arts & Cultural Centre Second Floor Office Space (to be shared with volunteer groups including Privateer Days Commission)
- (c) Shared use of storage in the basement of the Town Hall Arts & Cultural Centre; and
- (d) The Business may receive revenues as per the following schedule:
 - (i) 97% of sales revenues of own goods and services provided at Town Hall Arts & Cultural Centre (includes framing)
 - (ii) 97% of recreational programming revenues provided by The Business at Town Hall Arts & Cultural Centre
 - (iii) 80% of commission splits for art work sold from second floor gallery rooms (contingent on commission agreements signed with artists)
- (e) Access to The Business to promote the Town Hall Arts & Cultural Centre Facebook Page
- (f) Maintenance of the existing programming budget of \$2,500 per year for minor event and expenses to support Town Hall Arts & Cultural Centre. Expenditures to be approved by Region of Queens Municipality.
- (g) Maintenance of the facility janitorial services at current service levels.

3. BUSINESS COVENANTS

The Business hereby covenants and agrees in favour of the Municipality during the term of this Agreement as follows:

- (a) To provide a minimum of weekly recreational programming at either Town Hall Arts & Cultural Centre or Queens Place Emera Centre
- (b) To provide gallery services for the second floor Town Hall Arts & Cultural Centre including:
 - (i) Recruiting Artists
 - (ii) Greeting and helping artists set up and organize shows
 - (iii) Promoting artists and events
- (c) To act honestly, in good faith and in the best interests of the Municipality in the provision of these Services;
- (d) To exercise the care, diligence and skill of a reasonably prudent person and to act in accordance with sound industry standards and practices in the provision of these Services, including meeting provincial health and safety standards;
- (e) The Municipality may receive revenues as per the following schedule:
 - (i) 3% of sales revenues of own goods and services provided at Town Hall Arts & Cultural Centre (includes framing)
 - (ii) 3% of recreational programming revenues provided by The Business at Town Hall Arts & Cultural Centre
 - (iii) 20% of commission splits for art work sold from second floor gallery rooms (contingent on commission agreements signed with artists)
- (f) To co-operate with the Municipality and any public requests for use of the premises approved by the Municipality, i.e. for weddings or special events.
- (g) No alcohol whatsoever is permitted on site, without the prior written consent of the Municipality which may be withheld in the sole discretion of the Municipality.
- (h) The Business shall provide and maintain Commercial General Liability insurance on an occurrence basis with a minimum limit of Two Million Dollars (\$2,000,000) for bodily injury including death, personal injury, property damage including loss of use, tenants' legal liability and the Region of Queens Municipality shall be named as an ADDITIONAL INSURED.
- (i) Before the Commencement Date of this Agreement, the Business shall provide to the Municipality a current certificate of insurance or, at the request of the Municipality, a certified copy of the policies, as well as renewal certificates or policies thereafter for the duration of the Agreement, evidencing the required insurance and recording that the

Municipality shall receive 30 days written notice prior to cancellation, and prior to a material change of coverage detrimental to the Municipality. The Municipality reserves the right to increase the limits and coverage required in its sole discretion, based on industry standards.

- (j) The Business shall indemnify and save harmless the Municipality, its officers, agents and servants, or any of them, from any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon the Municipality or its property directly or indirectly resulting from the Business's performance of these Services or the use and occupation of the building (such indemnity shall include legal fees and other costs associated therewith).
- (k) The Business shall keep and maintain the premises in good condition and order, and shall surrender the same upon the expiration or termination of this Agreement in good condition, reasonable wear and tear excepted.
- (l) The Municipality shall be permitted to inspect the building at any time to ensure ongoing compliance with this Agreement, with notification.
- (m) The Business shall be responsible for cleaning their own space (the workshop room) and ensuring that their shared use of the office space and any storage space allocated is kept orderly.

4. TERM AND TERMINATION

- (a) The term of this Agreement shall be for a period of three (3) three years, commencing on the _____ and ending on the _____ (the "Expiration Date").
- (b) The Business may not assign or transfer this Agreement or any interest therein, without the prior written consent of the Municipality which may be withheld at the sole discretion of the Municipality.

5. RENEWAL OF AGREEMENT

The parties agree that at the Expiration Date, or within one (1) month thereof, the parties may enter into negotiations for the renewal or extension of this Agreement upon such terms and conditions as may be mutually agreed upon at that time.

IN WITNESS WHEREOF the parties have executed this Agreement on the date and year above written.

For Region of Queens Municipality	For The Welcome Matte Frame Shop
Richard MacLellan	Julie Babin
Chief Administrative Officer	Owner