

**REGION OF QUEENS MUNICIPALITY
REGULAR COUNCIL
TUESDAY, FEBRUARY 27, 2018
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 Raymond Fiske
Councillor Gilbert Johnson
Jennifer Keating-Hubley, Interim CAO
Christine Watson, Recording / Management Secretary

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 Councillor Fralic and seconded by Councillor Fancy that the Agenda be approved with the following addition:

Add: Other Item 15.1 – Litter Abatement Update – Councillor Jack Fancy

MOTION CARRIED unanimously.

3.0 PRESENTATION:

3.1 Transportation Working Group, Queens County Transit

Mayor Dagley welcomed Sheila Bird and Helene Branch, Granite Strategies, and John Murray, Queens Care Society to Council (copy of presentation attached to original set of Minutes).

Some highlights included:

- Provided background on Queens Transportation Working Group and Queens Care Society,
- Provided background on transit services across Nova Scotia,
- Queens County Transit Mission – Keeping Queens Connected,
- Provided background on the proposed service, with expenditures expected to be between \$125,000 - \$150,000 / year,
- Explained the services for the staff and fleet,
- Explained ongoing partnerships,
- Provided a breakdown of Municipal contributions from across Nova Scotia (for 15 transit services),
- Provided information on the Queens County Transit Board of Directors, and
- Provided information on the Queens County Transit for 2018 and beyond.

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 offered his comments on the Transportation and enquired if the tax base would increase with the addition of the playground at QPEC. He further commented that work has begun at Queens Crossing and asked for

confirmation on what business is coming to the area; Mayor Dagley stated that as per the policy of the tenants of Plaza Retail Reit, when ready they will announce themselves.

Debbie Wamboldt, Milton – Ms. Wamboldt enquired, from the Transportation presentation, if the plan is to run the transportation system Monday to Friday, what happens to the need on the weekend. Mayor Dagley advised the Board of Directors would need to resolve.

6.0 APPROVAL OF MINUTES:

6.1 Council Minutes – February 13, 2018

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

THAT the minutes of the Regular Council meeting held February 23, 2018 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:

There were no items to come before this meeting.

9.0 CORPORATE SERVICES:

9.1 Hillsview Acres Job Description – Head Cook

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

THAT the Council of the Region of Queens Municipality approve a job description for Head Cook – Hillsview Acres.

Janie Ryan, Manager, Hillsview Acres, provided background on the head cook position and stated this position no longer required the need for additional certification. The position is full time and Hillsview currently has long term union members that are capable to fill the position.

MOTION CARRIED unanimously.

10.0 ENGINEERING AND WORKS:

There were no items to come before this meeting.

11.0 FINANCE:

11.1 Administrative Policy No. 9 – Respecting Tax Exemptions

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

THAT Council of the Region of Queens Municipality approves the Administrative Policy 9 respecting tax exemptions, as amended (copy attached).

Jennifer Keating-Hubley, Interim CAO / Director of Finance, stated this item comes before Council each year. The maximum amount for households is adjusted as set out on

the CRA website. The federal single and married income supplement is \$17,784 and \$23,520, respectfully. The exemption will be \$250.

MOTION CARRIED unanimously.

12.0 RECREATION AND COMMUNITY FACILITIES:

12.1 Autism NS – Building and Inclusive Playground in Liverpool

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

THAT Council of the Region of Queens Municipality agrees to donate usage of the land adjacent to the Mersey Skate Park, located at 72 Old Cobb's Road, for the installation of an inclusive playground by Autism N.S. and that the Region enter into a renewable Partnership Agreement with Autism N.S. for a period of five years, which allows Autism N.S. to manage construction and ongoing maintenance of the playground, and that the Region of Queens provide "in kind" support as requested in the "ask" by Autism N.S.

Jennifer Keating-Hubley, Interim CAO, provided background on the proposed project. She stated it is not a clearly defined project so no cost estimates were included but with discussions with the Director of Engineering, an estimated figure to run a water line from the Ground Search & Rescue property is \$25,000. If Autism NS is looking for ongoing support from the Region such as liability insurance and maintenance / inspection of playground equipment, those will be additional budget considerations.

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

THAT the following amendment be made to the motion:

add "up to a maximum of \$25,000 in" following the words "the Region of Queens provide"

remove the word "kind" before the words support

Councillors discussed concerns and issues, some of which included:

- Budget amount for ongoing maintenance for subsequent years,
- Who is responsible for maintaining equipment in the park,
- Capacity for electricity to the playground,
- Amount of water to the facility, may increase costs,
- Breakdown of expenses.

AMENDMENT CARRIED unanimously.

MOTION AS AMENDED CARRIED unanimously and reads as follows:

THAT Council of the Region of Queens Municipality agrees to donate usage of the land adjacent to the Mersey Skate Park, located at 72 Old Cobb's Road, for the installation of an inclusive playground by Autism N.S. and that the Region enter into a renewable Partnership Agreement with Autism N.S. for a period of five years, which allows Autism N.S. to manage construction and ongoing maintenance of the playground, and that the Region of Queens provide up to a maximum of \$25,000 in support as requested in the "ask" by Autism N.S.

Mayor Dagley asked Deputy Mayor MacLeod to take the Chair.

Mayor Dagley stated the all inclusive playground is a good project with many benefits for the residents of Queens and beyond, and includes children of all abilities and ages.

The concerns raised by the Councillors to tying down all the details at this time are understood. Autism NS has provided a number of professional people to assist with this file to fine tune all of the details, and have provided a grant application for the Province. This item addresses those requirements; obtaining the land and managing the property.

MOTION CARRIED unanimously.

Mayor Dagley resumed the chair position.

13.0 PLANNING

There were no items to come before this meeting.

14.0 REPORTS

- 14.1 Building Official's Monthly Report – January 2018
- 14.2 Bylaw Enforcement's Monthly Report – January 2018

15.0 OTHER:

- 15.1 Litter Abatement Committee Update – Councillor Jack Fancy

Councillor Fancy provided an update to Council of the activities of the newly formed Litter Abatement Committee.

This committee is not a Council or Region initiative and was created by concerned resident, Misty Nauss, resident of Milton. Other members include Constable Rob James, Kelley-Anne Hurley, Bylaw Enforcement Officer, Scott LeBlanc, Solid Waste Management Clerk and Councillor Jack Fancy.

A traffic stop will be held on Friday, March 2, 2018 at 10:00 a.m. at the Pine Grove Park to provide information to residents. Members from Tim Horton's, McDonald's and Subway will also be present. Kirk Symonds, Region 6, may also be present.

A meeting will be held next week in Caledonia at the Wild Cat Community to award them with a certificate for their dedication and work dealing with litter for the last 12 years.

The committee is looking for suggestions for Earth Day this year.

A Facebook page is being created and awareness will be advertised and suggestions can be made as well.

Reminder was given that in Queens County, coffee cups are put in the green bin.

16.0 IN-CAMERA ITEMS

It was moved by Councillor Muise and seconded by Councillor Fancy that the proceedings go In-Camera at 10:40 a.m. to discuss the following:

- 16.1 Contract Negotiations MGA 22(2)e

MOTION CARRIED unanimously.

Mayor Dagley announced a recess for 10 minutes at 10:40 a.m.

It was moved by Councillor Fiske and seconded by Councillor Fralic that the proceedings exit the In-Camera session at 12:43 p.m.

MOTION CARRIED unanimously.

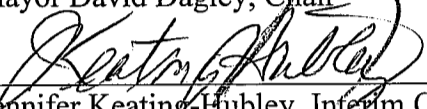
17.0 ADJOURNMENT

It was moved by Councillor Muise and seconded by Councillor Fancy that the meeting be adjourned at 12:43 p.m.

MOTION CARRIED unanimously.



Mayor David Dagley, Chair



Jennifer Keating-Hubley, Interim CAO



Christine Watson, Recording / Management Secretary

Date Approved: March 13, 2018

Queens Transportation
Working Group
Queens County Transit

RQM council presentation

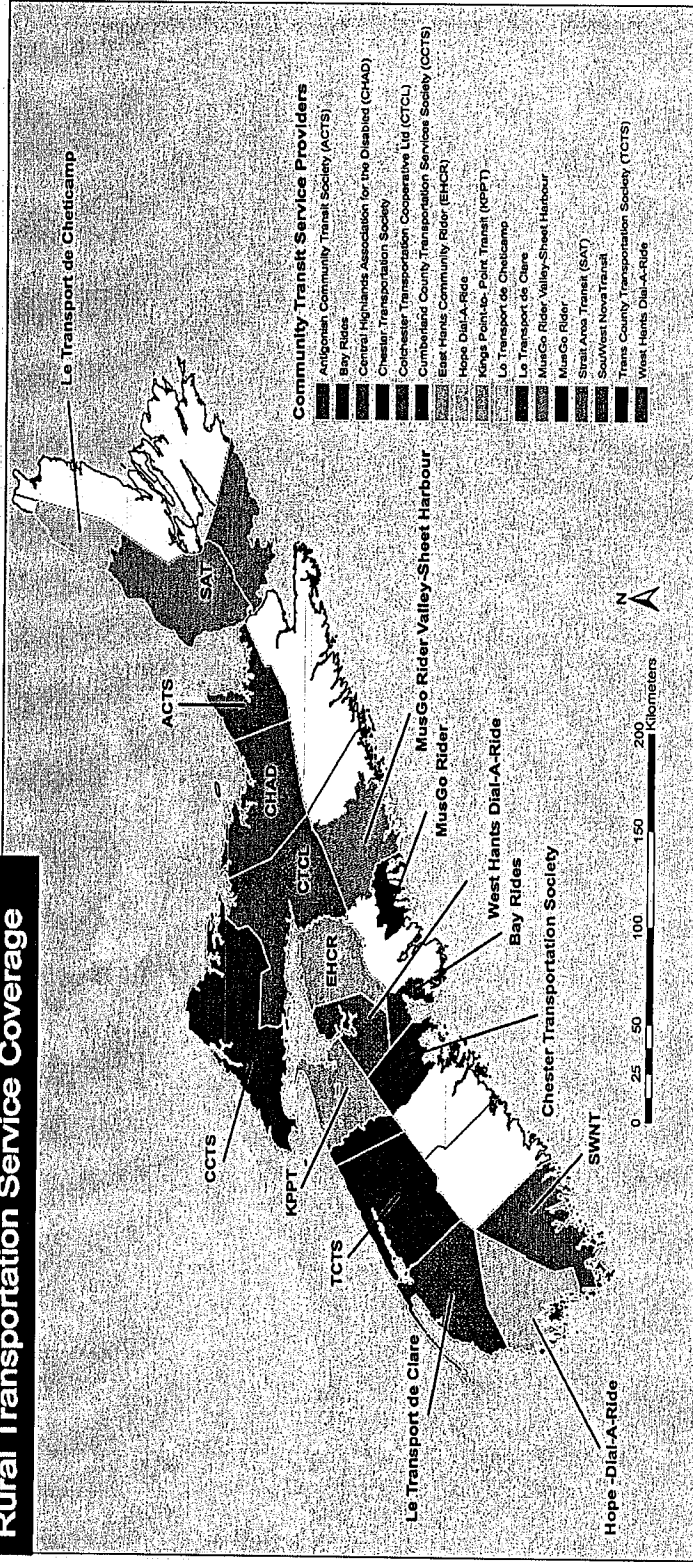
TUESDAY, FEBRUARY 27, 2018

Background on QTWG and Queens Care Society

- Need for public transportation system in Queens identified over 4 years ago by Queens Care Society and RQM
- Dalhousie University Survey of Housing and Senior Transportation Needs in Queens County conducted in 2016 with over 600 participants
- QTWG received NS-TRIP funding for needs and feasibility assessment (completed in 2017)
- NS-TRIP funding secured to develop a 3-year business plan (complete in March 2018)
- The board of directors is being finalized and the Queens County Transit operations and management committee is hard at work.
- *Vision:*
 - *The Queens Public Transportation Service shall provide an inclusive, accessible, and effective transit service that is efficient and sustainable for residents year-round*

Background on transit services across Nova Scotia

Rural Transportation Service Coverage



Queens County Transit

- Mission: Keeping Queens Connected
- We will provide an essential service and infrastructure to the residents of Queens County. It is a large geography, aging demographic, inclusiveness
- We are listening to the needs of the community and a transit service is a need in our communities. This need was identified over 4 years ago by Queens Care Society
- Enhance growth in the region; people are staying here because there is transportation infrastructure, and people are moving here too!
- We are one of the last areas of the province to not have a transit service
- Reliable, safe, accessible and affordable service
- Improve the health of people in our communities by keeping them mobile and reducing inequities and social isolation

The Proposed Service

- Door-to-door transit service to ALL residents of Queens County, Monday-Friday from 8am-5pm
- Transportation to and from medical appointments, general errands and social events within Queens County
- Transportation to Bridgewater, Kentville, Yarmouth and Halifax for medical appointments
- Pilot Contracts and Charters in Year 1 and offer fully in Year 2. Two contracts already in discussion.
- Fare structure by zones within the region; not to exceed \$10/ride with fare subsidies available
- Expenditures expected to be between \$125-\$150K/year

Service Delivery

○ Staff

- Hire a Full-time Manager in Year 1. Initial duties will include:

- Board support
- Help to implement business plan and pre-pilot/pilot activities
- Recruit and train volunteer drivers
- Develop partnerships and community outreach
- Assist with grant writing, donation and sponsorship campaign
- Apply for non-profit and charitable status
- Marketing, advertising, communications
- Initial dispatching and driving duties (Year 1)
- Hire and train part-time driver (Year 1 pilot phase)

- Hire driver (PT in Y1 and FT in Y2 and Y3) and dispatcher (PT in Y2 and FT in Y3)
- Volunteer drivers in various zones as of Y1

○ Fleet

- Purchase used 9-passenger accessible van (Y1) and other vehicle (TBD) (Y3)
- Secure donation/sponsorship of another vehicle from car dealership
- Volunteer driver vehicles

Ongoing partnership development

- Local partners: Senior Safety, Helping Hands, RCMP, Health Service, DCS, VON, Schools, Nursing homes and home care providers
- Sou'West Nova Transit, and other rural transit providers
- Provincial government (Department of Municipal Affairs)
 - Feasibility Study (Done) – NS-TRIP
 - Business Plan (In progress) – NS-TRIP
 - Pre-Pilot (2018-19) – NS-TRIP
 - Pilot (TDB – could start in 2018-19) – NS-TRIP
 - Start-Up (2020-21) – NS-TRIP and CTAP
 - Ongoing – CTAP and ATAP (accessible vehicle purchases)
- Employers/businesses
- RQM

Municipal contributions across NS

- Province suggests municipal contributions be equivalent to CTAP funding (approx. 1/3)
- Average municipal contribution in 2015-16 was approx. 16% of total revenue
- Without municipal contribution this service can not exist
- Breakdown of municipal contributions (15 transit services)
 - \$0 to \$10,000 3
 - \$10,001 to \$20,000 5
 - \$20,001 to \$40,000 2
 - \$40,001 to \$70,000 2
 - \$70,001 and above 3

Region of Queens Municipality

Potential contributions for this essential infrastructure

- **Requested contributions**
 - Ongoing core funding for operational costs and fare subsidies
 - Ongoing in-kind donations (e.g. office space, equipment, supplies)
 - Ongoing In-kind staff support (to support board)
 - Grants to organizations on per project basis

The budget & the ask

- Estimated expenditures of \$125-\$1.50K/year
- CTAP operational funding estimated at \$52,000 (start-up phase and ongoing)
- Estimated municipal contribution of approx. 16% (prov. average) = \$20,000-\$26,000
- Request to RQM:

Potential contributions	Pre-pilot YEAR 1 (2018-2019)	Pilot YEAR 1 * (2018-2019)	Start-up YEAR 2 (2019-2020)	Ongoing YEAR 3 (2020-2021)
Funding request	\$3,250 *	\$12,500 (\$15,750 total)	\$22,000	\$26,000
Activities and expenses include:	Hiring manager, setting up operations, marketing and outreach, volunteer driver recruitment	Vehicle purchase, part-time driver, staff and volunteer training, marketing and outreach	Full-time paid driver and part-time dispatcher, ongoing operating costs	Second vehicle purchased, full-time manager, dispatcher and driver, ongoing operating costs

- * YEAR 1 (2018-19) covers both pre-pilot and pilot phases, which require two separate NS-TRIP funding applications in early March. RQM already committed \$3,250 for pre-pilot phase. Requesting \$12,500 in 2018-19 to secure NS-TRIP funds for pilot phase, for a total of \$15,750 in 2018-2019. Application process opens in March.

Queens County Transit: Board of Directors

- Queens County Transit board of directors has formed
- Joint Stocks application being submitted
- Board consists of:
 - Ken Colthorpe, Chair
 - Bob MacGowan, Vice Chair
 - Bill Smyth, Treasurer
 - Carole Hipwell, Secretary
 - Len Perry
 - Terry Doucette
 - Gil Johnson
 - Grant Webber
- Start-up coordinator has been hired

Queens County Transit: 2018 and beyond

- Secure operational funding, in-kind support, grants, financial donations and sponsorships
- Finalize business plan and 3-year financial projections
- Apply for NS-TRIP funding for Pre-Pilot Phase and Pilot Phase – two applications both in March
- Hire a manager and conduct Pre-Pilot and Pilot Phases
- Recruit and train volunteer drivers and get ready to launch Pilot Phase
- Continue discussions to establish contract with Queens Manor and DCS/NSCC
- Purchase vehicle

Concluding remarks

- **Transportation is infrastructure**
- **We have a strong realistic plan**
- **We have a definitive budget**
- **We are applying for grants**
- **We have contract opportunities in the works**
- **We have established our management committee and finalizing our board of directors**
- **We need the Region of Queens as our Partner – critical success factor**

Thank you!

Questions?

ADMINISTRATIVE POLICY NO. 9
RESPECTING TAX EXEMPTIONS

WHEREAS the Municipal Government act states that a municipality may grant an exemption from taxation, in the amount set out in the policy, for a person whose income is below the amount set out in the policy; and

WHEREAS the Region of Queens Municipality is desirous of establishing a system of tax exemption for low income residents throughout Queens County;

THEREFORE BE IT RESOLVED that the Region of Queens Municipality grant an exemption of **\$250.00** for all assessment districts upon the property owned by a person whose total income from all sources, which income includes income of all other members of the same family residing in the same household, for the calendar year preceding the fiscal year for which the exemption is sought, is **\$23,184** ~~**\$23,520**~~ or less. This exemption shall only extend to persons who are residents of the Region of Queens Municipality and apply to property of a ratepayer occupied by him / her as his/her home;

AND FURTHER BE IT RESOLVED that where two or more persons, one or more of whom are entitled to an exemption, are by interest the owners of taxable property together, the person so entitled to that portion of the amount of exemption by his / her assessment with respect to the property bears to the total assessment for the whole property, and where the owners are not separately assessed for their interest in the property then to the portion determined shall be final;

AND FURTHER BE IT RESOLVED that the deadline for the submission of exemptions is the end of February, and if the end of February is a Saturday, Sunday or a Holiday, that application may be made on the business day directly following the Saturday, Sunday or Holiday.

AND FURTHER BE IT RESOLVED that the exemption is only available to those supplying the Treasurer a copy of their previous year's income tax assessment or other proof of income satisfactory to the Treasurer.

Approved by Council: February 27, 2018