

**REGION OF QUEENS MUNICIPALITY
REGULAR COUNCIL
TUESDAY, MAY 22, 2018
9:00 a.m.**

PRESENT: Mayor David Dagley, Chair
Councillor Heather Kelly
Councillor Brian Fralic
Deputy Mayor Susan MacLeod
Councillor Jack Fancy
Councillor Raymond Fiske
Chris McNeill, CAO
Christine Watson, Recording / Management Secretary

REGRETS: Councillor Kevin Muise
Councillor Gilbert Johnson

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

3.1 Nova Scotia Health Authority – Samantha Noseworthy, Health Promoter

Mayor Dagley welcomed Samantha Noseworthy, Health Promoter, Public Health Division of the Nova Scotia Health Authority, to Council (copy of presentation attached to original set of Minutes).

Some highlights included:

- Public Health
 - Health Protection – Registered Nurses and LPNs (communicable disease reporting and follow-up, school immunization programs)
 - Early Years – Registered Nurses, LPNs, Community Home Visitors and Community Outreach Workers (screening and delivering supports for pregnant women and new parents)
 - Healthy Communities – health promoters, school health promoters, nutritionists, dental hygienists, and nurses (assess community health, develop public policy, engage and develop partnerships)
- What Makes Us Sick – Social determinants of health that have an impact on our well being.
- Municipal Role – Building environment, policy development and community engagement.
- Partnership Opportunities – Building partnership opportunities through information sharing, policy development, health impact assessments, community engagement and capacity building.
- Past Success – Participation in Housing Assessment (took part in the recent housing assessment for Queens), Community Engagement Policy, Healthy Eating Policy and Active Transportation Plan.

Ms. Noseworthy explained her position and is trying to connect with community groups. She is the connect person to the Health Authority, as well as to the school health promoters for Queens and Lunenburg, and as well sits on several boards and working groups, including mental health and addictions. She encouraged Councillors to provide her with any information which may assist her to connect with any community groups.

For more information see www.nshealth.ca

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 commented under 9.2 – Elimination of Committee of the Whole Meetings, that this was a good move, as well good news for the rezoning of Payzant Street and Brunswick Street to allow for housing. He enquired to the expiry date, under 9.1 Extension of the Lease for Thomas H. Raddall Library, for the lease. He further enquired who all responded to the RFP Food and Beverage Operations at QPEC under Item 12.2.

6.0 APPROVAL OF MINUTES:

6.1 Council Minutes – May 8, 2018

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

THAT the minutes of the Regular Council meeting held May 8, 2018 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – Rezone Payzant Street and Brunswick Street, Liverpool – May 8, 2018

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

THAT the minutes of the Public Hearing – Rezone Payzant Street and Brunswick Street held May 8, 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 Extension on Lease for Thomas H. Raddall Library

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

THAT the Council of Region of Queens Municipality authorizes the extension of the current lease with Hines Proguide Limited entered into on May 31, 2017, for space housing Thomas H. Raddall Library, until December 31, 2019;

AND THAT the Mayor and Chief Administrative Officer be authorized to execute the lease on Council's behalf.

MOTION CARRIED unanimously.

9.2 Elimination of Committee of the Whole Meetings

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

THAT Council of Region of Queens Municipality authorize the elimination of Committee of the Whole Meetings effective immediately and continue to hold two Council meetings a month.

MOTION CARRIED unanimously.

9.3 Job Description – Director of Planning and Development

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

THAT the Council of Region of Queens Municipality approve the revised Director of Planning and Development Job Description (attached).

MOTION CARRIED unanimously.

Council recessed for 5 minutes at 9:37 a.m.

10.0 ENGINEERING AND WORKS:

10.1 Single Axle Chassis

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

THAT the Council of the Region of Queens Municipality approve the purchase of a 2019 HV607 SBA International Chassis from Silver's Garage (2008) Ltd. in the amount of \$104,998.63 + HST.

Brad Rowter, Director of Engineering & Public Works, stated proposals were called for a single axle truck chassis suitable to fit up for use in combination dump, plow and salting application. Each supplier specifications were examined within the framework of the specific application required. The vehicle will replace a 1991 unit which has been taken out of service. This purchase is within budget.

MOTION CARRIED unanimously.

11.0 FINANCE:

There were no items to come before this meeting.

12.0 RECREATION AND COMMUNITY FACILITIES:

12.1 Tournament/Special Events Assistance Program

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

THAT the Council of Region of Queens Municipality give approval for a Tournament/Special Events Grant of \$200.00 to Queens County Minor Hockey Association to help with the costs associated with hosting the 1st Annual Privateer Concrete Classic.

AND THAT it is to be funded from Community Grants and Programs budget line of the Recreation & Healthy Communities Department.

Meaghan Roberts, Director of Recreation and Healthy Communities, stated the Tournament/ Special Events Assistance Program provides funding for tournament and special events and a request for funding has been received from Queens County Minor Hockey to assist with the 1st Annual Privateer Concrete Classic Ball Hockey Tournament being held June 23, 2018 at Queens Place Emera Centre. The request does fit the criteria of this grant.

MOTION CARRIED unanimously.

12.2 RFP Food and Beverage Operations at Queens Place Emera Centre (QPEC)

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

THAT the Council of Region of Queens Municipality requests staff to negotiate a two-year renewable agreement with Lane's Privateer Inn for Food and Beverage Operations at Queens Place Emera Centre.

AND THAT Council authorizes the Chief Administrative Officer to enter into this agreement according to most appropriate terms and conditions subject to Lane's Privateer Inn's submitted proposal effective June 1, 2018, or as soon thereafter as possible.

Ms. Roberts stated there were no applications received for the first RFP posting, and following the second RFP posting, there were 4 applications received. Thorough reviews of all submissions were conducted by a committee of three, and one submission was identified as the best match for the RFP criteria.

MOTION CARRIED unanimously.

13.0 PLANNING

13.1 Development Agreement Request – 10446 Highway 8 in Harmony – Automobile Repair Shop

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

THAT the Council of the Region of Queens Municipality give notice of its intention to enter into a Development Agreement with Devan Smith to allow for a automobile service station on property identified as PID #70157052 and located at 10446 Highway 8 in Harmony;

AND THAT a Public Hearing be scheduled for June 25, 2018 at 6:00 p.m. in Caledonia, NS, venue to be determined.

Mike MacLeod, Director of Planning & Development, stated an application was received for a development agreement to operate an automobile service station in the Mixed Use Rural Residential (R5) zone on property located at 10446 Highway 8, Harmony. The property is presently vacant, and the intention is to construct a new building. The parcel of land is approximately 23,000 square feet, and has 100 feet of frontage on Highway 8.

Automobile service stations are not permitted in the R5 zone, but under the Municipal Planning Strategy, Council can consider this use by way of a development agreement.

MOTION CARRIED unanimously.

13.2 Development Agreement Request – Highway 8 in Caledonia – Automobile Repair Shop

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

THAT the Council of Region of Queens Municipality adopt an administrative policy respecting a development agreement to allow for the establishment of an automobile repair shop in the Mixed Use Rural Residential (R5) Zone, on property identified as PID #70155080 and located on Highway 8 in Caledonia.

Mr. MacLeod stated as in previous item, an application was received for a development agreement to permit the operation of an automobile repair shop. The property is located on Highway 8 in Caledonia and is located in the Mixed Use Rural Residential (R5) Zone and is adjacent to the residential property of the applicant. Although an automobile repair shop is not permitted in the R5 Zone, Council can consider such a use by way of a development agreement through the Region's Municipal Planning Strategy.

A Public Hearing was held on Thursday, May 17 and no concerns were brought forward.

MOTION CARRIED unanimously.

14.0 REPORTS

14.1 North Queens Councillor Public Consultation – Councillor Gil Johnson

Councillor Johnson was not present for meeting.

14.2 Nova Scotia Federation of Municipalities (NSFM) Spring Conference Report

Councillor Kelly provided some highlights:

- UNFM is now NSFM and can be found at www.nsfm.ca
- Caucus Meeting – Income Tax claw back – It was unclear why this was at this meeting and Minister Mombourquette was unable to provide answers from queries so a report will be brought back to Municipalities when information is available.
- Housing – Nova Scotia Housing representative Stephan Richard and Western Zone Director, John Campbell, were present and she was able to make a connection with them, which will be beneficial to RQM as we address the needs for housing. Information has been shared with developers.
- Advancing Energy Efficiency & Climate Change Initiatives – Presentation indicated there would be potential savings and a benefit to RQM.
- Asset Management – RQM a leader as compared with other Municipalities.
- Solid Waste – This is a huge issue. There were discussions on the extended producer responsibility program.
- Cannabis Legislation – Attended the discussion on the implications for municipalities. Made contact with Shawn Cleary, HRM Councillor and Chair of the Municipal Working Group on Cannabis, and also sits on this group. The group is working on how to educate and identify health risks. \$350,000 will be available towards an education plan in September. The legalization date is still unclear.

Deputy Mayor MacLeod provided some highlights:

- Roads in Nova Scotia – Department of Transportation and Infrastructure Renewal (TIR) provided an overview of their approach to roads throughout Nova Scotia. They provided information on the Service Exchange Agreement program; RQM actively partakes in this, Pleasant Avenue being the most recent.
- Provided information on the Blue Route Program, which is to have 3000 kilometers of paved shoulders for biking throughout Nova Scotia. For more information, see www.novascotia.ca.
- Discussed the 1-844-696-7727 number which anyone from the public can call if they have any concerns on road conditions or plowing. When called a ticket number will be provided and the concern will be passed onto your local office for action.

- Litter Abatement – Discussed the Litter Abatement program, which can be found on the www.novascotia.ca site, as well as the Extended Producer Program and their responsibilities. Litter is a serious issue and TIR may have funds available to provide signage to discourage littering.
- Deputy Mayor MacLeod provided information to TIR of the lack of lighting on the 103 Broad River extension (connector road) at Exit 21. Councillor Muise has been dealing with this issue also. TIR will investigate.

Councillor Fralic provided some highlights:

- Energy Savings within Municipalities – Look at ways to save energy, i.e. Queens Place Emera Center, and would like to see follow-up on this initiative.
- Discussed roads in his district, i.e. Western Head.
- Explore having RQM CAO representation at future meetings.
- Global Warming/Going Green – RQM addresses certain issues, but need in investigate and address into the future (20 – 30 years and beyond).

14.3 Proclamation Request – National Health Fitness Day – June 2

As per our Proclamation Policy, this request was included for information.

15.0 IN-CAMERA ITEMS

It was moved by Councillor Kelly and seconded by Councillor Fralic that the proceedings go In-Camera at 10:32 a.m. to discuss the following:

- 15.1 Acquisition of Municipal Property
- 15.2 Acquisition of Municipal Property

MOTION CARRIED unanimously.

Mayor Dagley announced that council will recess for 10 minutes.

It was moved by Councillor Fralic and seconded by Councillor Kelly that the proceedings exit In-Camera at 11:12 a.m.

MOTION CARRIED unanimously.

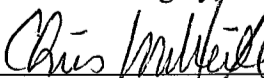
16.0 ADJOURNMENT

It was moved by Councillor Kelly and seconded by Councillor Fralic that the meeting be adjourned at 11:12 a.m.

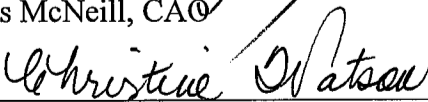
MOTION CARRIED unanimously.



Mayor David Dagley, Chair

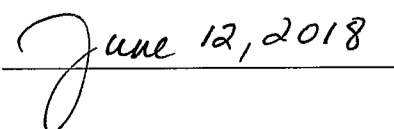


Chris McNeill, CAO



Christine Watson, Recording / Management Secretary

Date Approved:

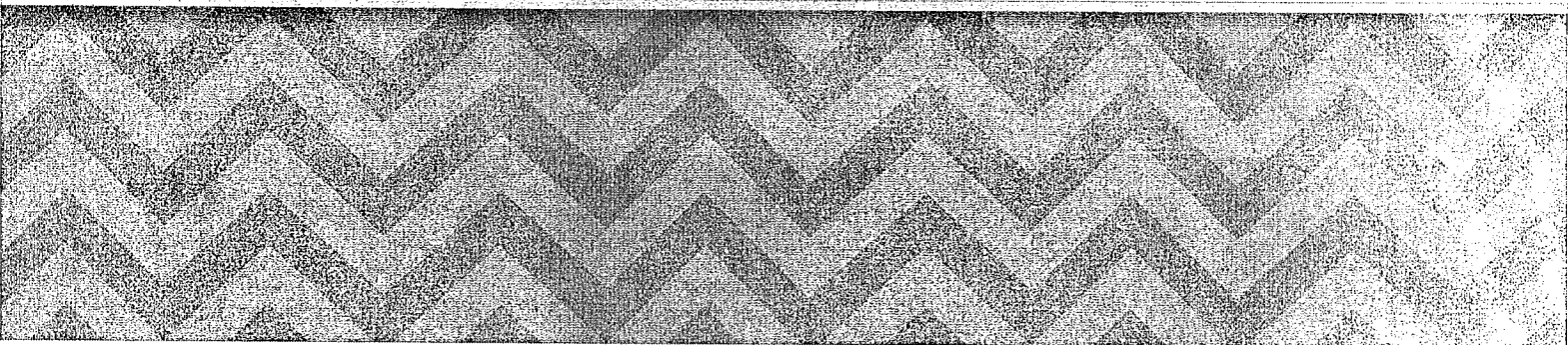


June 12, 2018



HEALTHY COMMUNITIES

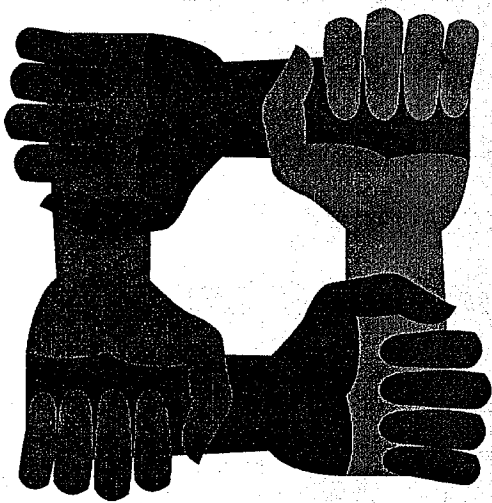
· AN OVERVIEW OF HEALTH PROMOTION AT NSHA ·



OVERVIEW

- + BRIEF EXPLANATION OF PUBLIC HEALTH STRUCTURE
- + OVERVIEW OF HEALTH PROMOTION WORK
- + OPPORTUNITIES FOR PARTNERSHIP

PUBLIC HEALTH

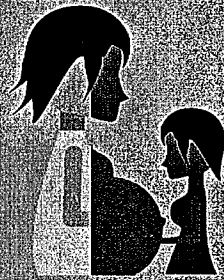


Public Health works with others to understand the health of our community and acts together to improve health. We differ from other health professionals in that we focus on populations and the multitude of factors that impact the health of our communities.

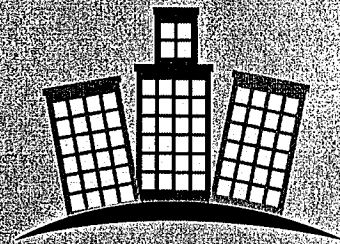
PUBLIC HEALTH



HEALTH
PROTECTION



EARLY YEARS



HEALTHY
COMMUNITIES

HEALTHY COMMUNITIES

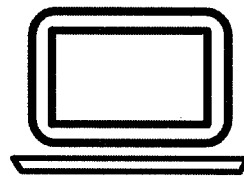
HEALTH PROMOTERS

SCHOOL HEALTH PROMOTERS

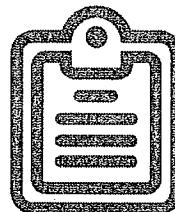
NUTRITIONISTS

DENTAL HYGIENISTS

NURSES



ASSESS COMMUNITY
HEALTH



DEVELOP PUBLIC
POLICY



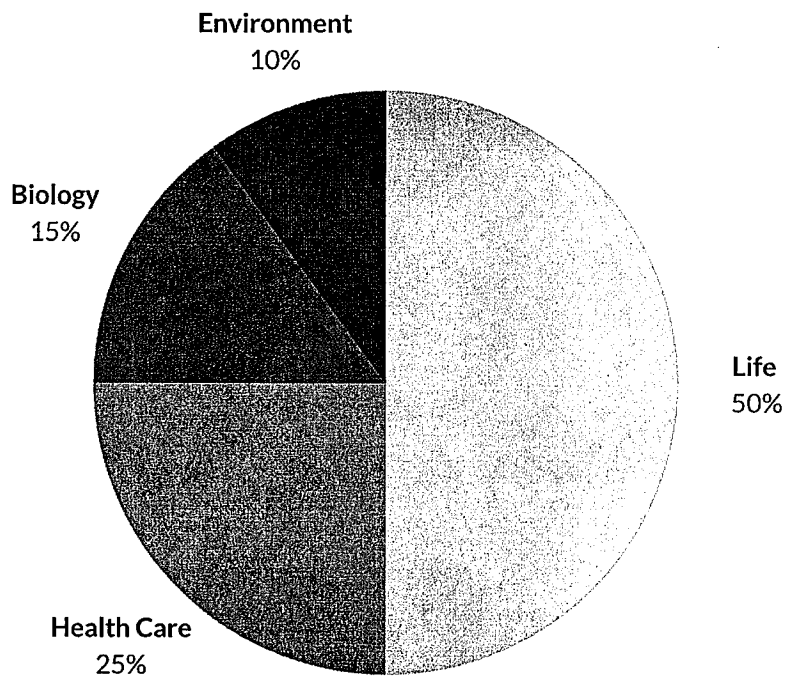
ENGAGE AND DEVELOP
PARTNERSHIPS

HEALTHY COMMUNITIES

WHAT MAKES US SICK?

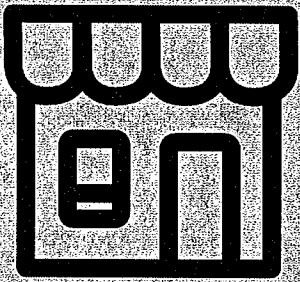
The social determinants of health have a significant impact on our wellbeing. Life circumstances such as **income, early childhood development, education, housing and employment** all have a significant impact on health. The environment in which you live, including the **built environment** can also affect the health of populations.

The municipality can have a significant impact on certain aspects of an individual's "life" and "environment", and therefore **municipalities have the power to improve the health of their communities.**

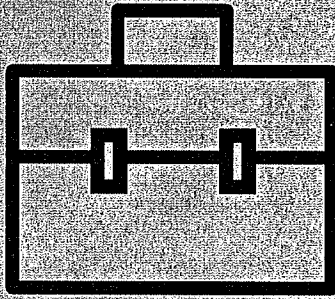


HEALTHY COMMUNITIES

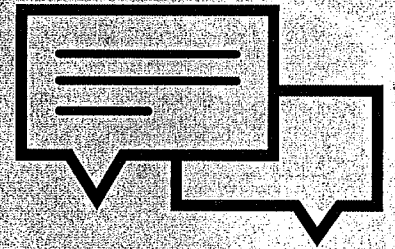
MUNICIPAL ROLE



BUILT
ENVIRONMENT



POLICY
DEVELOPMENT

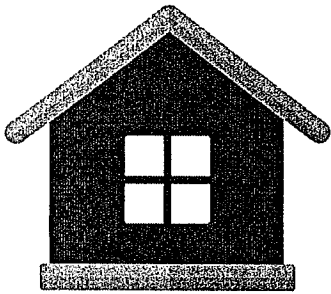


COMMUNITY
ENGAGEMENT

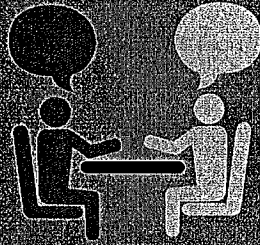
PARTNERSHIP OPPORTUNITIES

- + INFORMATION SHARING
- + POLICY DEVELOPMENT
- + HEALTH IMPACT ASSESSMENTS
- + COMMUNITY ENGAGEMENT
- + CAPACITY BUILDING

PAST SUCCESS



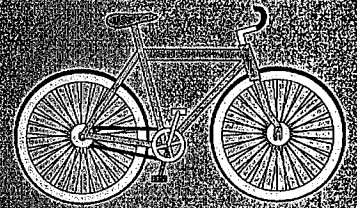
**HOUSING
ASSESSMENT**



**COMMUNITY
ENGAGEMENT
POLICY**



**HEALTHY EATING
POLICY**



**ACTIVE
TRANSPORTATION
PLAN**

LOCAL GOVERNMENT & PUBLIC HEALTH



**CONNECT WITH COMMUNITIES TO
IDENTIFY NEEDS**



**ENGAGE ON COMMON ISSUES THAT
IMPACT HEALTH**



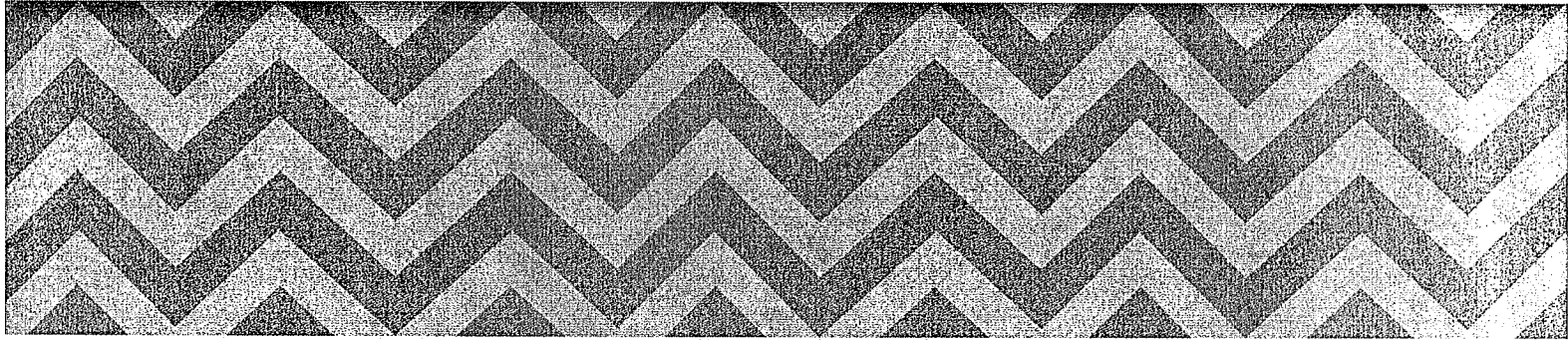
**WORK TOGETHER TO FIND
SOLUTIONS**



**IMPROVE THE HEALTH OF
COMMUNITIES**

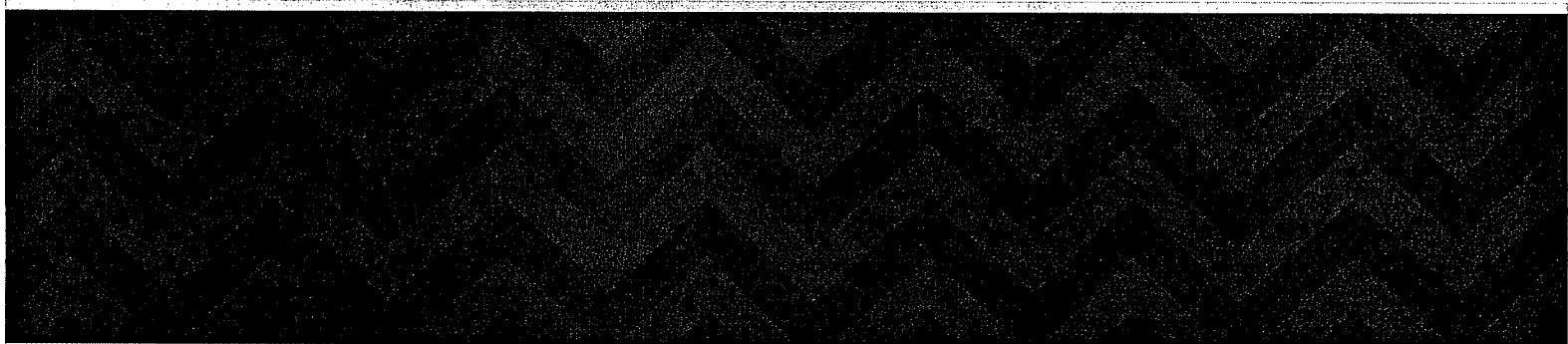


HEALTHY COMMUNITIES



THANK YOU

Samantha Noseworthy
Health Promoter
Queens General Hospital
Samantha.Noseworthy@nshealth.ca



Region of Queens Municipality
Director of Planning and Development

General Accountability

Director of Planning and Development shall be responsible for the administration and organization of the Planning and Development Department including staff supervision and mentoring, support Planning Advisory and Heritage Advisory Committee, research and policy development, provides oversight for all legal agreements, prepares and implements Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), oversees development and operation of municipal Geographic Information System (GIS), designated as Administrator of Dangerous or Unightly Premises, works with developers and contractors concerning current and future developments and legislative requirements, participates in the future sale, use and purchase of municipal properties, facilitates, in conjunction with Queens County Transit Society, the implementation of a local transit system, preparation of development agreements, organizes and holds public consultation opportunities for the public, acts as Alternate Development Officer, researches and prepares draft policies, bylaws, and agreements, works with Director of Economic Development in creation of business friendly and innovate planning policies, seeks training and development opportunities for staff, attends meetings as scheduled, prepares reports and recommendations for Chief Administrative Officer, and oversees the department's operating budget. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Director of Planning and Development is accountable to the Chief Administrative Officer for positioning the Region so that it provides high quality planning policies while limiting development restraints, and allowing for the protection of local character and heritage of communities throughout Queens County. This individual will seek to position Queens County as one of the best places to do business and live in Nova Scotia with progressive strategies for development and habitation.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Director of Planning and Development. The list is not intended to be all-inclusive nor to limit the Director's initiative to expand his/her function beyond this scope nor to limit the Chief Administrative Officer's ability to assign other duties.

1. Responsible for the overall leadership, administration and operation of the Planning and Development Department including programs, services, staffing, municipal planning and development, subdivisions, property mapping, building / fire inspections, bylaw enforcement, civic addressing, policies, bylaws, and other development initiatives, including required notification to Province of Nova Scotia.
2. Supports Planning Advisory Committee in their needs for research, policy development, MPS / LUB individual and comprehensive reviews, re-zoning requests, and other reports, to ensure robust timely information is available to the Committee to make appropriate decisions monthly.
3. Supports Heritage Advisory Committee in their needs for research and reports, policy development, designation and de-registration requests, public education, and promotion of funding opportunities to assist the Committee with its legislated mandate.

4. Provides oversight and filing for all municipal contracts, leases, deeds, and other legal instruments to ensure they are correctly filed and staff are made aware of any expiry or renewal timelines in a timely manner to ensure no lapse of contracts or agreements when required.
5. Oversees the planning, development, and operation of the Municipality's Geographic Information System (GIS) software, data sets, and mapping.
6. Designated as Administrator of Dangerous or Unightly Premises pursuant to the *Municipal Government Act* with responsibility to ensure the fair, transparent, and effective implementation of the process and legal requirements.
7. Works with developers, contractors, residents, businesses, and other government departments and agencies on a regular basis concerning current and future developments, legislative rules and requirements, property zoning and amendment processes, and legislative parameters.
8. Participates as part of a staff team concerning the future use, sale, purchase, or development of municipally owned lands, including leading the process to dispose of municipal lands when deemed surplus to municipal needs.
9. Facilitates in conjunction with Queens County Transit Society, research, grant funding submissions and reporting, and program oversight relating to transit services throughout Queens County to support the plans of the Transit Society, seeking to maximize opportunities for inclusion for all residents, especially underserviced groups and areas.
10. Responsible for the preparation of development agreements under the terms and conditions set out in the *Municipal Government Act* for submission to Council for review and approval.
11. Plans and organizes all public information sessions, public hearings, and public engagement opportunities as they relate to planning and development matters, whether required by law or for information purposes, in consultation with Communications and Engagement Coordinator where required.
12. Acts as Alternate Development Officer and carries out the duties of Development Officer as set out in the job description of Planning Assistant / Development Officer in the absence of the Planning Assistant / Development Officer.
13. Prepares drafts of policies, bylaws, contracts, and agreements in consultation with Chief Administrative Officer or municipal solicitor when required.
14. Participates in, and supports all employees under their supervision, in seeking out and participating in training and personal development opportunities that will allow staff to provide better service to residents, developers, Council and other staff.
15. Collaborates with Director of Economic Development in developing business friendly, traditional and innovative land use policies which encourage and support local entrepreneurs and residents to establish commercial and residential developments throughout Queens.

16. Responsible for the supervision, mentoring, coaching and evaluation of all staff within the Planning and Development Department including recommending the recruitment, hiring, and discipline of employees under their supervision to the Chief Administrative Officer.
17. Responsible for the preparation of the annual operating and capital budgets for the Department of Planning and Development and thereafter for their effective and efficient implementation.
18. This employee must recognize that he/she is a public servant and must use utmost respect at all times when dealing with other staff, the general public and Council.
19. Carry out any and all duties and responsibilities that the Chief Administrative Officer shall see fit to direct or that shall arise from time to time.

Qualifications

Candidates for this position must possess a degree in planning, business, or similar with a minimum of 5 years' experience working in the field of planning, community development, within a municipal, private sector, or large community organization setting. A master's degree in planning would be considered an asset. The ideal candidate is highly motivated with excellent organization, planning and interpersonal skills, with demonstrated research and presentation skills and is highly proficient in the use of technology. Membership in, or eligible for membership in, Canadian Institute of Planners is desirable.

Salary Scale

The salary scale for this position is Range 20 of the Municipality's Salary Compensation Policy.