

Region of Queens Municipality Regular Council

TUESDAY, FEBRUARY 9, 2021

9:00 A.M.

VIA ZOOM

AGENDA

This meeting will be held virtually using the free software program known as Zoom. If you wish to watch/listen to the meeting through Zoom, please contact Heather Cook at hcook@regionofqueens.com (902) 354-5741 to receive the meeting link details.

- 1.0 CALL TO ORDER**
- 2.0 CHANGES/APPROVAL OF AGENDA**
- 3.0 PRESENTATIONS**
 - 3.1 RCMP – S/Sgt. Daniel Archibald
 - 3.2 Queens Day Care Association
- 4.0 TABLING OF PETITIONS**
- 5.0 PUBLIC QUESTION/COMMENT SESSION**
- 6.0 APPROVAL OF MINUTES**
 - 6.1 Regular Council – January 26, 2021
 - 6.2 Public Hearing – January 26, 2021
- 7.0 DANGEROUS OR UNSIGHTLY PREMISES**
- 8.0 ECONOMIC DEVELOPMENT**

9.0 CORPORATE SERVICES

- 9.1 Appointments to Audit and Internal Control Committee
(Recommendation)

10.0 ENGINEERING & PUBLIC WORKS

- 10.1 Solid Waste Management Facility – Tipping Fees (Recommendation)
- 10.2 Region 6 Solid Waste Management – 2021-2022 Budget
(Recommendation)

11.0 FINANCE

- 11.1 Tax Exemption Bylaw, first reading (Recommendation)

12.0 RECREATION AND HEALTHY COMMUNITIES

13.0 PLANNING

14.0 REPORTS

- 14.1 African Heritage Month – Proclamation (For Information Purposes)

15.0 IN-CAMERA ITEMS

- 15.1 Sale of Municipal Property

16.0 ADJOURNMENT



COUNCIL REPORT

Region of Queens

ABSTRACT

Report on policing activity in Queens County
February 3rd, 2021

Queens Detachment
902-354-5721



PERSONNEL

Current Personnel Capacity:

Current Compliment:	District Commander	S/Sgt. Dan Archibald
	Team Leader	Cpl. John Harris – Operations NCO
	Team Leader	Cpl. Rob Frizzell – Operations NCO
	Members	Cst. Ron Duffney Cst. Dave Cowan Cst. Christa Pye Cst. George Walsh Cst. Chad Burrige Cst. Rick Ellens Cst. Tara Davis Cst. Vladimir Dounin Cst. Steve Murphy Cst. Devin Pulsifer
	Assistants	Community Policing Officer Caledonia Community Officer
	Senior Safety	Ms. Elise MacLennan Ms. Lydia Goodick
		Ms. Shelly Walker





ANNUAL PERFORMANCE PLANNING

Our objectives remain the same this year as last year;

1. Road Safety

- Maintain or increase Provincial Statute Charges
- Maintain or increase Impaired Driving Charges
- Maintain or increase Checkstops

2. Crime Prevention and Reduction

- Offender Management Checks
- Crime Prevention Presentations and Youth Advisory Meetings
- Increase in Media Releases / Warrant Publication

3. Cybercrime

- Increase Cybercrime Awareness/Presentations to Youth and Senior

4. Increase Connections with First Nations

- Communicate with Acadian First Nation on quarterly basis as well as attend commercial business on reservation land in Queens County





INFORMATION OF INTEREST

- Queens RCMP started posting on social media platforms about individuals with outstanding warrants in an effort to get these individuals back into the court systems and deal with outstanding charges. RCMP successfully posted about 5 individuals with warrants and all 5 turned themselves in, several within 24hrs. Members of the public are asked to contact Queens District RCMP asking anyone with information on the whereabouts of these people mentioned on social media to contact them in Queens County at 902-354-5721. Should you wish to remain anonymous call Nova Scotia Crime Stoppers toll free at 1-800-222-TIPS (8477), submit a secure web tip at www.crimestoppers.ns.ca, or use the P3 Tips App
- Queens RCMP responded to a missing young person in the Caledonia area. In partnership with multiple Ground Search and Rescue teams the youth was quickly located safe and sound and brought home.
- Queens RCMP attended a single vehicle roll over collision on Hwy 8. Officers identified a single male driver who was possibly impaired as well as injured. The officers followed the driver to the hospital to obtain a sample of his blood to determine if he was in fact impaired. Due to the detailed and thorough investigation conducted by officers the driver plead guilty to impaired operation at his first court appearance.
- Queens RCMP prioritized Traffic enforcement as a key priority this year and conducted multiple check points, issued hundreds of tickets, and created multiple radio broadcasts educating the public on Traffic Safety. Parking at Carters Beach was also targeted with multiple dedicated patrols just to that area and enhanced shifts over a long weekend with the sole goal of traffic/parking enforcement.
- COVID-19 Compliance and Breach checks constituted a significant amount of Queens RCMP officers time. Queens RCMP have conducted multiple PSA and Q/A on COVID-19 rules as they are regularly changing as well as multiple enforcement strategies from preventive education with the public and local businesses to issuing tickets. Most recently Queens RCMP broke up a New Years Eve party that exceeded COVID-19 restrictions and issued the host a ticket.
- Queens RCMP have seen an increase in young persons sharing intimate images online. A focus group between several Queens youth and RCMP was formed and an educational video created and distributed speaking about the dangers of sending intimate images. Numerous age appropriate presentations conducted by the Community Policing Officer at multiple schools. RCMP also investigated multiple reports of creating and distributing child pornography charges in partnership with the provincial RCMP Integrated Child Exploitation Team (ICE) that resulted in 2 individuals being arrested and charged.





YEARLY STATISTICS (April 1st to March 31st is our fiscal year)

TRAFFIC

- Number of Impaired Drivers – 9
- Roadside Suspensions - 10
- Number of Tickets - 352
- Number of Check-stops –34
- Number of warnings issued – 146
- Inspection (Defect) issued – 10

The speed radar trailer has needed major overhaul and is almost completed. To be utilized throughout the County once repairs are completed.

CRIME REDUCTION

Since April 1st, 2020, Queens District has conducted 350 curfew checks resulting in several breach of court ordered conditions. This strategy will continue to any court ordered released individuals who residing in the Region of Queens.

We have conducted over 20 media releases which include proactive public service announcements as well as investigations of significance.

CALLS FOR SERVICE BREAK DOWN

In total 2122 incidents were reported to date this fiscal year. A break down of some of those calls for service are as followed;

- Assaults – 49
- Robbery with Firearm- 1
- Harassment/Treats/Extortion/Intimidation – 62
- Sexual Offences – 7
- Drug Possession/Trafficking - 11
- Thefts/Possess Stolen Property – 44
- Mischief – 136
- Break and Enter - 32
- Arson - 19
- Fraud/Forgery – 71
- Mental Health Act – 82
- Suspicious Person/Vehicle - 47
- False Alarms – 25
- Trespass - 2
- Well Being Check – 79





Since the COVID-19 outbreak in mid March, 2020, we have had 153 calls for service regarding the Health Protection Act, Emergency Management Act and Quarantine Act (23 Tickets Total).

Thus far in 2020/2021, 28 prisoners have been held at the Detachment cells.

COMMUNITY POLICING REPORT

The community policing officer duties have been temporarily modified due the COVID-19 outbreak but continues to be regularly active in all the schools throughout Queens County with a decrease in presentations. All community and senior based events have minimal to nil events and activities since the pandemic.

S/Sgt. Dan Archibald
District Commander
RCMP Queens District



Region of Queens Municipality Regular Council

TUESDAY, JANUARY 26, 2021

6:05 P.M.

MINUTES

PRESENT: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor David Brown
Councillor Carl Hawkes
Chris McNeill, CAO
Christine Watson, Admin. Assistant – Planning & Development

1.0 CALL TO ORDER

Mayor Norman called the meeting to order at 6:05 p.m.

2.0 CHANGES/APPROVAL OF AGENDA

It was moved by Councillor Brown and seconded by Councillor Fancy that the Agenda be approved as circulated.

MOTION CARRIED unanimously.

3.0 PRESENTATIONS

There were no presentations to come before this meeting.

4.0 TABLING OF PETITIONS

There were no petitions to come before this meeting.

5.0 PUBLIC QUESTION/COMMENT SESSION

There were no public comments or questions brought before this meeting.

6.0 APPROVAL OF MINUTES

6.1 Regular Council – January 12, 2021

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

THAT the minutes of the Regular Council meeting held January 12, 2021 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Special Council – January 20, 2021

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

THAT the minutes of the Regular Council meeting held January 20, 2021 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 Policy 3 – Respecting Hospitality

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

THAT Council of Region of Queens Municipality re-adopt Policy 3 – Hospitality.

Mayor Norman stated the previous council adopted the Hospitality Policy in April 2018. The provincial government requests all municipalities, as per legislation, following the election, to review / re-adopt the policy by January 31.

MOTION CARRIED unanimously.

9.2 Policy 7 – Respecting Council and Staff Expenses

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

THAT Council of Region of Queens Municipality re-adopt Policy 7 – Council and Staff Expenses.

Mayor Norman stated as per the previous policy requirements, the same re-adoption is needed for the policy respecting Council and Staff Expenses.

MOTION CARRIED unanimously.

10.0 ENGINEERING & PUBLIC WORKS

There were no items to come before this meeting.

11.0 FINANCE

There were no items to come before this meeting.

12.0 RECREATION AND HEALTHY COMMUNITIES

There were no items to come before this meeting.

13.0 PLANNING

- 13.1 Amend Municipal Planning Strategy and Land Use Bylaw – Self-Storage Business, Brooklyn

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

THAT Council of Region of Queens Municipality give second reading to bylaws respecting amendments to the Municipal Planning Strategy and Land Use Bylaw which would allow Council to consider self-storage businesses in the General Residential (R2) Zone by development agreement.

Mike MacLeod, Director of Planning & Development, stated the request originated in the fall of 2020 whereby owners of property located at 85 Hillside Road have requested a rezoning to allow for a self-storage business. The property is zoned General Residential (R2) under the Land Use Bylaw and is the former Brooklyn School. The owners run a small manufacturing business at this location. The proposed use of a self-storage facility is not currently permitted in the General Residential (R2) zone so therefore the only way for Council to consider such use would be through amendments to the Municipal Planning Strategy and Land Use Bylaw.

The application was brought forward to the Planning Advisory Committee for discussion and recommendations for a number of options were discussed.

1. Maintain status quo.
2. Amend the Municipal Planning Strategy and Land Use Bylaw to consider self-storage businesses as a permitted use in the General Residential (R2) zone.
3. Amend the Municipal Planning Strategy and Land Use Bylaw to create a new zoning classification which could be applied to this property and potentially other areas, which allows for the self-storage use.
4. Amend the Municipal Planning Strategy and Land Use Bylaw to include policy which would permit self-storage used in certain residential zones through a development agreement process.
5. Incorporate provision with the Municipal Planning Strategy and Land Use Bylaw Review Project to consider a wider range of uses within residentially designated areas.

Planning Advisory Committee was supportive of this request and recommended Council give consideration to this use through a development agreement.

MOTION CARRIED unanimously.

14.0 REPORTS

14.1 Area Rate Request – Seaside Recreation & Community Centre Association

Mayor Norman stated an area rate request has been received from the Seaside Recreation and Community Centre Association for a rate of \$0.04 over a 5-year period.

The purpose today is to discuss the merits of whether or not to hold an area rate meeting. Policy 23 – Public Meeting for Area Rate Requests was attached to the agenda. Council need to provide staff with direction to establish a time and location to hold this meeting if agreed to.

The assessment district would take in part of Eastern Shore Road, all of Beach Meadows, East Berlin, West Berlin and all of Port Medway. Area rate requests are based upon the assessment district.

Councillor Gidney enquired to the dollar amount this area rate would net for the Centre. Mayor Norman stated it would depend on the individual assessment figure, but would be approximately \$28,000/year.

Councillor Amirault stated that the Centre crew works hard and offer more than dinners and craft shows. They offer yoga, cheer groups and other activities and believes that we should go forward with an area rate meeting and see if the residents agree.

Councillors agreed with Councillor Amirault to hold a public consultation. Following a roundtable discussion consensus was given to hold the presentation of information in one central location, the Seaside Community Centre, the end of February, just prior to budget discussions. The meeting will be advertised in the South Shore Breaker as well as RQM's social media. The Councillors from the assessment areas as well as staff will be present to facilitate the meeting, and members from the Seaside Centre will be providing information and a presentation.

14.2 Council Implementation Report

Councillor Charlton enquired to the status on the February 25, 2020 recommendation for staff to begin the process of finalizing future programming for a new outdoor aquatic facility. Mr. McNeill stated an update should be coming to Council in the near future.

15.0 IN-CAMERA ITEMS

It was moved by Deputy Mayor Muise and seconded by Councillor Amirault that the proceedings go In-Camera at 6:29 p.m. to discuss the following:

- 15.1 Contract Negotiations**
- 15.2 Contract Negotiations**
- 15.3 Personnel**

Mayor Norman announced a 5-minute recess at 6:29 p.m.

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings exit In-Camera at 7:22 p.m.

MOTION CARRIED unanimously.

16.0 ADJOURNMENT

The meeting adjourned at 7:22 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality
PUBLIC HEARING
TO AMEND THE MUNICIPAL PLANNING STRATEGY AND
LAND USE BYLAW TO INCLUDE POLICY AND REGULATIONS WHICH WOULD
PERMIT SELF-STORAGE USES THROUGH A DEVELOPMENT AGREEMENT
TUESDAY, JANUARY 26, 2021
COUNCIL CHAMBERS, 249 WHITE POINT ROAD, LIVERPOOL
6:00 P.M.**

MINUTES

MEMBERS OF COUNCIL: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor David Brown
Councillor Carl Hawkes

MEMBERS OF STAFF: Chris McNeill, CAO
Mike MacLeod, Director of Planning & Development
Heather Cook, Communications & Engagement Coord.
Christine Watson, Admin. – Planning & Development

PUBLIC: 5 members of public

CALL TO ORDER:

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

REMARKS:

Mayor Norman stated the purpose of the Public Hearing is to provide any interested person an opportunity to present an oral or written presentation to Council of Region of Queens Municipality with regard to its intention to amend the Municipal Planning Strategy and Land Use Bylaw to include policy and regulations which would permit self-storage uses through a Development Agreement.

Mayor Norman reviewed the procedures for the Hearing which were provided on the agenda.

REPORTS AND PRESENTATION BY STAFF:

Staff report was attached to the Agenda.

WRITTEN AND ORAL PRESENTATIONS:

There were no written or oral presentations at this Public Hearing.

Mayor Norman asked if there were any members of the public who wished to speak on this matter; hearing none, declared the Public Hearing adjourned at 6:02 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: February 9, 2021

Re: Appointments to Audit and Internal Control Committee

BACKGROUND

On November 10, 2020, Council appointed various members of Council and the public to Council mandated and special committees. One of those committees established for the first time was a new Audit and Internal Control Committee. The Committee is to consist of five members with two being members of Council and three being public members. Initially, the two Council Members were appointed, but not the three public. Over the past two months, the Municipality has publicly advertised in various ways for public members of the Committee and staff are now ready to bring forth a recommendation for public appointments.

DETAILS

Every municipality in Nova Scotia is required to have an audit committee to carry out various legislated and policy matters respecting the financial affairs of the municipality. Prior to doing so, all Committee Members will be required to participate in provincially mandated training, as well as internal municipally provided training.

It is expected that all members of the Committee will have a background in finance or accounting and be comfortable understanding and discussing financial matters in a public context. The Committee will be expected to follow its mandate which was approved on November 24, 2020 and is attached as a Schedule to this report.

APPLICABLE LEGISLATION

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.

Section 44 of the *Municipal Government Act* states that the council shall annually appoint an audit committee.

- (2) The responsibilities of the audit committee include
 - (a) a detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
- (3) An audit committee shall meet at least twice in each fiscal year.
- (4) Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
- (5) Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.



BUDGT IMPACTS

All members of Committees, including public members, are reimbursed for reasonable out of pocket expenses related to their participation on committees and mileage to attend meetings.

RECOMMENDATION

THAT Council of the Region of Queens Municipality appoint the following people to the Audit and Internal Control Committee immediately for a term to expire on March 31, 2023:

Bill Rafuse, Hunts Point
Kendall Farmer, West Berlin

COMMUNICATIONS

Upon approval of this recommendation, a letter informing each person of their appointment will be sent to them and the appointments will be noted on our website.

Region of Queens Municipality
AUDIT AND INTERNAL CONTROL COMMITTEE

Terms of Reference

Purpose

The purpose of the Audit and Internal Control Committee is to assist Municipal Council with its fiduciary responsibilities and financial oversight of the Municipality's daily operations ensuring that the financial resources entrusted to the Municipality by its residents are spent appropriately according to the policies of Council and provide for public reporting and accountability.

Authority

The Audit and Internal Control Committee has been granted its legal authority to oversee the financial and fiduciary process of the Municipality by virtue of being delegated this responsibility with Council's approval on November 24, 2020, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for this under Sections 42-44 of the *Municipal Government Act*.

Scope

The scope of the Audit and Internal Control Committee shall be to review and assess all of the financial information within the Municipality listed below as well as those issues noted under Responsibilities, specifically:

1. role and responsibility of Municipal Auditor; and
2. role and responsibility of audit committee; and
3. review of quarterly financial reports; and
4. annual audited financial statements; and
5. auditor's management or internal control letter and management responses; and
6. appropriateness and adequacy of current accounting policies, financial reporting practices, and internal controls; and
7. financial condition indicators (FCI); and
8. impact of new or changed provincial and federal accounting policies; and
9. financial risk management.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitment reviews, as well as all other items incidental to the effective financial oversight of

the Municipality. The Chairperson shall also ensure that the Municipal Auditor's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Municipal Auditor

Municipal Auditor's role is to conduct the yearly financial audit of the Municipality's accounts and funds in order to provide an independent opinion on the financial condition of the Municipality, including confirmation that the funds and accounts of the Municipality clearly represent the financial position of the Municipality on a given date. The Auditor will meet with the Committee at least twice annually to review the engagement and audit process, materiality limits, timetable and proposed fees at the outset, followed by a review of the draft financial statements and management letter after the audit.

Role of Director of Corporate Services

Director of Corporate Services shall carry out the functions and roles as requested by the Audit and Internal Control Committee from time to time as they relate to the responsibilities of the Committee, and shall act as a staff resource to the Committee. This person shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Audit and Internal Control Committee shall include two elected representatives from the Region of Queens Municipality and three members of the public, duly appointed by Council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

The Audit and Internal Control Committee shall report directly to the Council of Region of Queens Municipality and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Audit and Internal Control Committee shall be from December 1, 2020 to October 31, 2022, and is subject to renewal each year thereafter according to Section 44(1) of the MGA and at the discretion of Council.

Frequency of Meetings

Meetings of the Audit and Internal Control Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to committee members.

Quorum Requirements

No decisions may be made at any Audit and Internal Control Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Audit and Internal Control Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Director of Corporate Services will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least five days prior to every meeting.

Conflict of Interest

It is expected that all members of the Audit and Internal Control Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Audit and Internal Control Committee shall have access to the resources of the Director of Corporate Services and the Municipal Auditor through the Director of Corporate Services, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for auditor fees shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Audit and Internal Control Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee

and facilitate the audit process by giving direction to the auditor, but must seek Council's approval to change the terms and conditions of an audit or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Audit and Internal Control Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Audit and Internal Control Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Audit and Internal Control Committee.

Reporting

At least bi-annually, the Director of Corporate Services and Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Audit and Internal Control Committee shall be responsible for overseeing the financial processes and policies of the Municipality, request and analyze information brought before it, seek additional information when necessary, discuss options, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Audit and Internal Control Committee shall endeavour to carry out the following functions:

Financial Reporting

The Committee shall:

- a. review the audited financial statements in depth with management and the auditor; if satisfied that they present fairly the financial position and results of operation, recommend their adoption to council;

- b. review with management any changes in accounting principles and practices required to be followed by municipalities;
- c. review any significant variance in comparison to prior year and / or budget; and
- d. review and discuss the financial condition indicators.

Work of the Municipal Auditor

The Committee shall:

- a. discuss the extent, timing and completion of the audit including materiality limits being used;
- b. review estimated and final audit fees;
- c. discuss whether the terms of the engagement were met;
- d. recommend to council any change in auditors should the committee believe the current auditor is not meeting the required competency and independence;
- e. review any problems or restrictions encountered by the auditor and degree of cooperation from staff; and
- f. promote cooperation between management and the auditor.

Accounting System and Internal Controls

The Committee shall:

- a. obtain and review the management and internal control letter;
- b. discuss with the auditor the annual evaluation of internal control systems related to financial reporting and recommendations for improvements to accounting procedures, together with management's response;
- c. discuss management's response to the recommendations and adequacy of management's action plan;
- d. Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls;
 - i. over the financial reporting and that these systems are operating effectively;
 - ii. obtain assurance that the municipality is in compliance with its policies and procedures and that these systems are operating effectively; and
 - iii. identify, monitor, mitigate, and report significant financial or operational risk exposures and that these systems are operating effectively; and
- e. receive and review any internal reports relating to accounting procedures and internal controls.

Risk Management

The Committee shall:

- a. understand the risks of the municipality;
- b. review the municipality's management controls and policies;
- c. obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrong Doing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's control procedures to ensure that such activities are being guarded against;
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrong-doing.

Statutory and Regulatory Compliance

The Committee shall:

- a. review the municipality's compliance with statutory and regulatory obligations within the Committee's area of responsibility;
- b. review the overall reasonableness of expenses of the Chief Administrative Officer and council members; specifically review the summary of remuneration and expenses schedule for reportable individuals;
- c. review the annual summary of hospitality expenses; and
- d. review the adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

Investments

Review the Municipality's investment portfolio and investment policy to ensure both are compliant with legislation and maximize the Municipality's financial performance and resources.

Banking Services

- a. Review and assess the Municipality's banking services at least six months prior to any contract expiry to determine if a new procurement process is required or if the current contract should be negotiated to be extended with the same or different conditions.

b. Review the current banking services contract at any time to ensure the Municipality is maximizing liquid and long term investments effectively, subject to provincial and federal legislation.

Insurance Coverage

Periodically review the adequacy of the Municipality's insurance policy and coverages to ensure the Municipality has appropriate insurance coverage to cover significant risks and uncertainties.

Approved by Council: November 24, 2020

Region of Queens Municipality

To: Council

**From: Mallory Plummer, Acting Director of Finance
Adam Grant, Director of Engineering & Public Works**

Date: February 9, 2021

Re: Solid Waste Management Facility – Tipping Fees

BACKGROUND

The Region of Queens holds multiple contracts for the disposal of various solid waste streams at the solid waste facility. Contained in these agreements are mechanisms for annual fee increases. Each year the rolling ten-year average of CPI is used to revise the tipping fee schedule.

DETAILS

The proposed increases at 1.64% are reflected in the revised 2021/22 tipping fee schedule (attached) and are calculated based on a rolling ten-year average for all solid waste streams.

Consumer Price Index – 10 years

2011	3.8
2012	2.0
2013	1.2
2014	1.7
2015	0.4
2016	1.3
2017	1.4
2018	2.1
2019	2.2
2020	0.3
Average	1.64

BUDGET IMPACT

Applicable solid waste budget items have been projected using the revised tipping fees schedule.

RECOMMENDATION

That Council of the Region of Queens Municipality approve the tipping fees schedule as attached, for Residual Municipal Solid Waste, Sorted Construction and Demolition Material, Mixed Construction & Demolition Material, Blue Bag Recyclables, Metal/White goods, Contaminated Soil and Septage effective April 1, 2021.

COMMUNICATIONS

Letters are sent annually informing contract holders and regular commercial users of the Solid Waste Facility, informing of rate changes effective April 1st each year.

QUEENS SOLID WASTE MANAGEMENT FACILITY

TIPPING FEE SCHEDULE
EFFECTIVE APRIL 1, 2021

MATERIAL	GENERATED WITHIN REGION OF QUEENS		GENERATED OUTSIDE REGION OF QUEENS
	Residential	Commercial	
Residual Municipal Solid Waste	No Charge	\$91.29 / tonne	\$91.29 / tonne
Sorted Construction & Demolition Material	No Charge	\$40.57 / tonne	\$62.71 / tonne
Mixed Construction & Demolition Material	\$65.61	\$65.61 / tonne	\$65.61 / tonne
Blue Bag Recyclables	No Charge	\$189.44 / tonne	\$189.44 / tonne
Compostable Organic Material	No Charge	Actual	Actual + \$7.00 /tonne
Metal/White Goods	No Charge	\$40.57 / tonne	\$40.57 / tonne
Contaminated Soil	\$52.77	\$52.77 / tonne	\$52.77 / tonne
Septage Disposal	N/A	\$0.0263 / litre	\$0.0347 / litre

Region of Queens Municipality

To: Council

From: Scott LeBlanc, Solid Waste Clerk/Safety Officer

Date: February 9, 2021

Re: Region 6 Solid Waste Management – 2021-2022 Budget

BACKGROUND

Region 6 Solid Waste Management serves 13 Municipal units including Region of Queens Municipality. The attached letter was received on December 10, 2020 from the Region 6 Inter-Municipal Solid Waste Management Committee, requesting Council's approval of the upcoming fiscal year's budget. Included is a copy of the budget for the 2021/2022 fiscal year.

DETAILS

Region of Queens Municipal contribution for the 2021/2022 fiscal year is projected to be \$8,272, a decrease of \$864 from last year. Provincial enforcement money for the entire Region 6 remains the same at \$89,425. Region of Queens received \$10,240 from this program last fiscal year. It is anticipated a similar amount will be available this upcoming fiscal year. Diversion credits are expected to rise slightly compared to the last fiscal year. Region of Queens received \$42,532 in diversion credits during the last fiscal year.

BUDGET IMPACT

Applicable solid waste budget items have been projected using the pending Region 6 Solid Waste Management 2021-2022 budget.

RECOMMENDATION

That Council of Region of Queens Municipality approve Region 6 Solid Waste Management's proposed budget for the year 2021-2022.

COMMUNICATIONS

Region 6 Solid Waste Management will be notified of the budget approval for the year 2021/2022.



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Chris McNeill
Region of Queens Municipality
249 White Point Rd.
PO Box 1264
Liverpool, NS B0T 1K0

December 10, 2020

RE: Budget Approval 2021-22

Dear Mr. McNeill,

On Friday, December 4, 2020, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2021 – March 31, 2022.

The following motion was passed:

MOTION: to recommend approval of the 2021-22 Region 6 Inter-Municipal Committee Budget in the amount of \$913,830 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

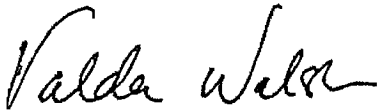
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2021 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

I would be happy to attend the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in cursive script that reads "Valda Walsh".

Valda Walsh BSc TME EP
Regional Coordinator

encl.

Region 6 Solid Waste Management

INCOME	2020-21 Projection	2020-21 Budget	2021-22 ESTIMATE
Contracts/Service Agreements			
Education Contract ¹	80,392	70,163	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	3,000	3,000	0
Sub-total	\$ 216,103	\$ 205,874	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	99,256	87,000	87,000
Diversion ²	432,219	365,200	440,000
Municipal Approved Programs	80,500	80,500	80,500
Interest		0	
Sub-total	\$ 611,975	\$ 532,700	\$ 607,500
Municipal Contribution			
Municipal Billing ³	94,699	94,699	93,227
Sub-total	\$94,699	\$94,699	\$93,227
TOTAL	\$ 922,777	\$ 833,273	\$ 913,830

INTER-MUNICIPAL RESERVES Schedule				
	F2021 Forecast	Approved Expense	Program amount remaining	
Public Bins Program 2021	\$ 5,400	\$ 30,000	\$ 24,600	

On June 12, 2020 Region 6 Inter-Municipal Committee approved a cap of \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal



Region 6 Solid Waste Management

EXPENSES	2020-21 Projection	2020-21 Budget	2021-22 ESTIMATE
OPERATING EXPENSE			
Coordinator Salary ⁴	74,664	67,448	65,000
Coordinator Benefits ⁴	12,643	10,334	10,327
Travel (Coordinator)	1,000	5,500	5,500
Training and conference	1,600	2,040	2,040
Office Rental	9,198	8,760	9,198
Cleaning	300	780	780
Cell phones	1,027	1,100	1,100
Phone/internet	1,254	1,500	1,300
Office supplies and services	3,500	3,500	3,500
Advertising ⁵	700		500
Computer/materials ⁴	3,631	1,500	3,000
Insurance	3,364	3,100	3,400
Administration	9,390	9,390	9,390
Legal	1,000	1,000	1,000
Auditor	8,239	8,240	8,866
Sub-total	\$ 131,509	\$ 124,192	\$ 124,901
EDUCATION			
Education salary	52,284	52,284	53,330
Educator Benefits	9,397	7,971	9,474
Travel (education)	10,500	10,500	10,500
Advertising ⁵	1,800	-	2,500
R6RECYCLES	10,800	12,000	12,000
Program materials	1,200	4,200	4,200
Sub-total	\$ 85,981	\$ 86,955	\$ 92,004
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,425	89,425
Dairy Stewardship	99,256	87,000	87,000
Diversion ²	432,219	365,200	440,000
Municipal Approved Programs	80,500	80,500	80,500
Sub-total	\$ 701,400	\$ 622,125	\$ 696,925
TOTAL	\$ 918,890	\$ 833,273	\$ 913,830
Revenue/Expenditure	\$ 3,886	-\$ 0	\$ 0



Region 6 Solid Waste Management

Notes to BUDGET:

1. Education Contract - The schedule for this years' contract included an extra \$10,000 to support strategic direction by our partners at Divert NS. These included generating nominations for the annual Mobius Awards, promotion of the Divert Scholarship, Organizing a WRW contest, and collaborative social media content.
2. Diversion Credits - Due to anticipated constraints as a result of COVID-19, Divert NS added \$1M to the provincial Diversion account (borrowed from future reserves). Region 6 typically receives 8 - 8.5% of this based on waste diverted from landfill.
3. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$93,227 estimate will be offset by \$20,935 surplus made up from the \$32,287 as reported in the 2019-20 audited financial statements less the cost of the R6RECYCLES from 2018-19 that was not transferred from our future projects fund for 11,352.
Actual to be billed to municipal members will be **\$ 72,292**
4. Coord. Salary and benefits plus computer – Forecast for March 31 is higher than expected due to anticipated overlap with Valda leaving and a new coordinator starting. New laptop and programs will need to be purchased as well as paying extra salary during the transition time.
5. Advertising - Due to our experiences with COVID-19 and our new obligations under the Education contract, Region 6 will incur new costs for advertising. A website was developed as well as paid stories and some social channel promotions to aid in outreach to areas we cannot reach in person (ex. in schools and general public since we cannot be present at community events). Some advertising expenses were also incurred to post jobs - this is carried under our operations.

TABLE 1: Municipal billing 2021-22			
<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2021-22</i>
Shelburne Shared Services	6,562	7.25%	\$ 5,244.14
Town of Bridgewater	8,532	9.43%	\$ 6,818.51
Town of Mahone Bay	1,036	1.15%	\$ 827.94
Municipality of Lunenburg	24,863	27.49%	\$ 19,869.73
Municipality of Barrington	6,646	7.35%	\$ 5,311.28
Town of Clark's Harbour	758	0.84%	\$ 605.77
Municipality of Chester	10,432	11.53%	\$ 8,336.93
Town of Lunenburg	2,263	2.50%	\$ 1,808.52
West Hants Regional Municipality	19,016	21.02%	\$ 15,196.99
Region of Queens Municipality	10,351	11.44%	\$ 8,272.20
Total	90,459	100.00%	\$ 72,292.00



**Region of Queens Municipality
Staff Report**

To: Council
From: Mallory Plummer, Acting Director of Finance
Date: February 9, 2021
Re: **Tax Exemption Bylaw, first reading**

BACKGROUND

Each year, Council review properties that are included under the Region's Tax Exemption Bylaw for possible additions and deletions. Attached is the proposed bylaw for 2021-2022, with a list of the associated exempted properties.

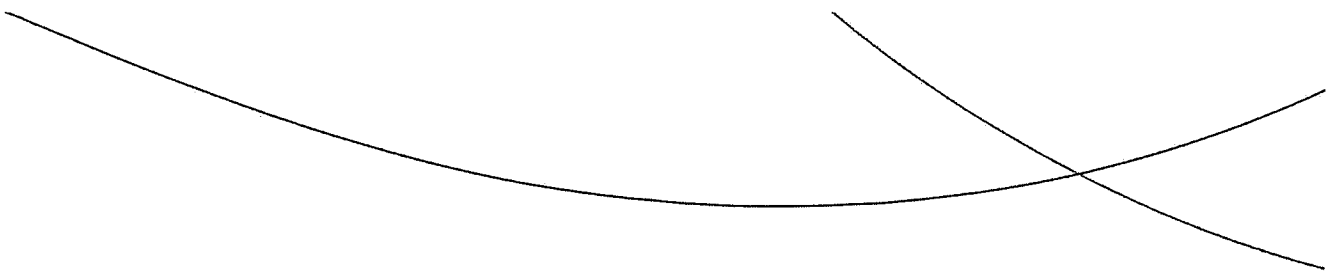
DETAILS

Since the approval of the current Tax Exemption Bylaw, staff are recommending one addition and one deletion from this Tax Exemption list. Queens General Hospital Foundation has requested to be exempt from property taxes upon transfer of title in 2020. A 50% exemption is included to this Bylaw for Council's consideration as part of the building yields rental income, which cannot be included. The North Queens Fire Association sold a piece of property to a private individual and therefore must be deleted from the list.

APPLICABLE LEGISLATION

MGA 71 (1) The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy

- (a) property
 - a. of a named registered Canadian charitable organization, and
 - b. that is used directly and solely for charitable purpose;



(b) property of a non-profit community, charitable, fraternal, educational recreational, religious cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council;

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

BUDGT IMPACTS

Equates to approximately \$240,000 in tax dollars forgiven to local community groups and water utility users.

RECOMMENDATION

That Council of the Region of Queens Municipality gives first reading to Bylaw 14 respecting Tax Exemptions.

COMMUNICATIONS

The second reading of this Bylaw will be advertised on February 17, 2021 in the local paper and on our website, to be brought forward on March 9, 2021 for final approval.

BYLAW NO. 14

A BYLAW RESPECTING TAX EXEMPTIONS

BE IT ENACTED by the Council of the Region of Queens Municipality, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

1. This Bylaw shall be known as Bylaw Number 14 and may be cited as "The Tax Exemption Bylaw".
2. The property of the organizations, or institutions named in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Region of Queens Municipality and the property of the organizations, or institutions named in Schedule "B" that would otherwise be classified as commercial property shall be partially exempt from taxation, including area rates, and will be required to pay the residential rate of taxes in the Region of Queens Municipality.
3. Where a property or part thereof, listed in Schedule "A" or "B", ceases to be occupied by the association or for the purposes set out in the Schedule, partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
4. This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.
5. This bylaw shall have effect in the municipal taxation year commencing on April 1, 2021.

REPEAL

6. The Tax Exemption Bylaw adopted by the Council of the Region of Queens Municipality on 24th day of March 2020, is hereby repealed.

THIS IS TO CERTIFY THAT this Bylaw was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held the 9th day of March, 2021.

SIGNED by the Mayor and Deputy Clerk this _____ day of March, 2021

MAYOR

DEPUTY CLERK

READINGS: First: February 9, 2021
Second: March 9, 2021
Date of Publication: February 17, 2021
Newspaper: March 17, 2021

Office of the Minister of Municipal Affairs and Housing

Filed / Approved: _____

SCHEDULE "A"
Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
1	Hunts Point Community Hall	02116774
	Mersey Point Community Association	03217167
	District 3 Athletic Association	06018025
	Hollow Log Rifle and Pistol Association	02060078
	White Point Community Association	04905504
	Genesis Christian Church	04605802
	Harbour Authority Moose Harbour	03389111
	Queens Archers Association	01641832
		01641859
		00197254
		06466613
	Queens Day Care Association	03377768
		04918665
2	Community Hall of Port l'Hebert	00889555
	Port Joli Community Hall	03788946
	Spectacle Light Society	01763709
	South West Port Mouton Women's Community Association	04499182
	West Queens Recreation Association	04918053
		04318137
	West Queens Coastal Community Development Association	03400611
3	Milton Memorial Hall	03257665
	Milton Memorial Hall	10740215
	Milton Memorial Hall	10740223
	Trustees of Prince of Wales Lodge	03400905
	The Milton Canoe & Camera Club	04924037
	Queens Association for Supported Living	03012212
4	Queens Association for the Mentally Disabled	00583405
5	Brooklyn Recreation Committee	04764269

6	Brooklyn Recreation Committee	00484806 04764323 10495318
	Queens Recreational Boating Assoc.	08373183 00424897 00424501
7	Seaside Recreation and Community Centre Association	03401324
	Medway Head Lighthouse Society	10573548 01763776
8	Mill Village Community Hall	00889563
	Danesville Community Hall	01080687
9	Twinfields Community Association	08360510
	Greenfield First Settler's Place	01502379
	Greater Molega Lake Lot Owners Ass.	01796356
10	Westfield Community Club Trustees	04877047
	Community Club of Pleasant River	00888877
11	North Queens Historical Society	03539091
	Mechanics Lodge #78 AF & AM	03189317
	North Queens Medical Centre Association (Registration No. 078-5071-56)	03562956
	Roman Catholic Episcopal Corp	00759538
	Margaret Stanhope (Hunt Park)	02110393
	North Queens Fire Association	06207049
	North Queens Board of Trade	03539059
12	Kempt Community Hall	02331578
	New Grafton Community Hall	03491048
	Mersey Tobeatic Research Institute	06470548
13	Zetland Lodge #9	05047056
	Region of Queens Municipality	
	- Hank Snow Museum	08400113
	- Astor Theatre	04645693
	- Parking Lot / Veteran's Park	04645995
	Friends of Hank Snow Society	02578204
	Hines Proguide Limited	04645766

Queens Association for Supported Living	02950529 04026489 08375305
Liverpool Baseball Club (1982)	05172322 08390274
Mersey Amateur Athletic Association	01317288
Liverpool Curling Club	02571358
Region of Queens Water Utility	04645774

SCHEDULE "B"

Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
13	Vishwa Nirmala Dharma Educational Society (50% value)	01885987
13	Queens General Hospital Foundation (50% value)	02912058

For Information Only

December 11, 2020

Mayor Darlene Norman
Region of Queens Municipality

Greetings Mayor Darlene Norman,

As February is African Heritage Month and is fast approaching we wanted to reach out regarding our provincial plans to mark this occasion. As the world manages with the COVID-19 pandemic, we realize that African Heritage Month 2021 will be different from those in the past, however, we want to ensure that it remains an important celebration of people of African Descent. This year we are proposing several virtual events including the development of a Provincial Virtual Launch and Proclamation. The African Heritage Month Information Network (AHMIN) is a partnership between the Black Cultural Centre/ Society, African Nova Scotian Affairs, African Nova Scotian Music Association, African Nova Scotian North-Central Network, African Heritage Month Southwest Network, Black Educators Association, Black History Month Association, Cumberland African Nova Scotian Association, Valley African Nova Scotian Development Association, and Guysborough, Antigonish Strait African Regional Network.

Each year, we mark the start of February with a provincial proclamation and produce an educational poster that is distributed and displayed in community gathering centers, schools, churches, government offices, and businesses.

We have identified you as having participated in marking African Heritage Month in your region/town in the past. We hope that this year you will continue to do so within your region, however, we are also requesting your participation in a province-wide virtual launch and recognition of African Heritage Month 2021. In these times of heightened awareness of race-based issues, having a unified provincial launch will make a bold statement.

We are producing a provincial video launch that will be live-streamed on January 26th, 2021 in which representatives from the Government of Nova Scotia will recognize and proclaim February as African Heritage Month. We would like your participation in this via a video recording that we can help produce in December virtually. The proposed script we are asking everyone to record is noted below. Please note that this does not negate you from doing additional events or forms of recognition in your region/town. Enclosed in this package you will also find attached funding resources made available by the Office of African Nova Scotian Affairs to assist you in your local regional recognition.

The 2021 African Heritage Month provincial theme, ***Black History Matters: Listen, Learn, Share and Act***, recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society. It further calls on us to listen, learn, share and act to make society a better place. The theme also aligns with the United Nations' International Decade

For Information Only

for People of African Descent (DPAD) 2015-2024. The goal of DPAD is to strengthen global cooperation in support of people of African descent, increase awareness, and the passage towards a presence in all aspects of society.

Nova Scotia has over 50 historic African Nova Scotian communities with a long, deep, and complex history dating back over 200 years. African Heritage Month provides us with another opportunity to celebrate our culture, legacy, achievements, and contributions of our people – past and present.

Proposed Script

WHEREAS February is recognized internationally as African Heritage Month -a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world and here in: (insert your region/city/town here) in the Province of Nova Scotia, We (Joint words: Celebrate, Honour, Pay Tribute, etc.) to a time of greater understanding.

WHEREAS we are in the 7th year of the International Decade for People of African Descent

WHEREAS this year's theme: "Black History Matters: Listen, Learn, Share and Act", recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society.

THEREFORE, be it resolved that I, (insert name and title), do hereby proclaim the month of February to be African Heritage Month. I encourage residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

{5-second pause}

(State your full name, title, and region)

Tips for Recording:

- We can help, your segment can be recorded by us via video conferencing
- We can provide steps on how to record and send your files from a mobile device, cellular, or tablet
- Ensure you are in a well-lit area with no background noise.

For Information Only

Please feel free to reach out to schedule or submit your recording before January 6th. All recordings can be uploaded to the following shared folder: <https://bit.ly/3n7S5jK> or by using the service www.wetransfer.com and sending files to contact@bccns.com

Looking forward to your participation.

Regards,

A handwritten signature in black ink, appearing to read 'Russell Grosse', written over the word 'Regards,'.

Russell Grosse, Executive Director – Black Cultural Centre for Nova Scotia
Organizational Lead – African Heritage Month Information Network