

Region of Queens Municipality Regular Council

Tuesday, April 27, 2021

6:00 p.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentations

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – April 13, 2021

6.2 Variance Appeal Hearing – April 13, 2021

7.0 Finance

7.1 2021-2022 Operating Budget (Recommendation)

.1 Brooklyn Recreation Committee Area Rate

.2 Brooklyn Cemetery Committee Area Rate

.3 Area Rate Allocations

.4 Tax Rates

- 2021-2022 Water Utility Budget

- 2021-2022 Capital Budget

- Due Date for Taxes

8.0 Economic Development

8.1 New Liverpool Walking App

9.0 Corporate Services

9.1 Extension of Agreement with PAC Autism Nova Scotia Society
(Recommendation)

9.2 Proposed New Noise Bylaw (Recommendation)

10.0 Engineering & Public Works

11.0 Dangerous or Unsightly Premises

12.0 Recreation & Healthy Communities

12.1 Community Investment Fund 2021-2022 (Recommendation)

12.2 Policy 41 – Photocopying Services for Community Organizations
(Recommendation)

13.0 Planning

13.1 Accessibility Plan (Recommendation)

14.0 Reports

14.1 Council Implementation Report

15.0 In-Camera Items

16.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, April 13, 2021, 9:17 a.m.**

6.1

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 9:17 a.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Brown and seconded by Councillor Hawkes that the Agenda be approved as presented.

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

Leon Robertson, College Street, Liverpool – Mr. Robertson stated he had heard in the press this week about the province revamping municipal regulations with respect to virtual meetings, which RQM must be aware of. He enquired if the Nova Scotia Federation of Municipalities Spring Conference will be held virtually and if there are any members from RQM attending. Mayor Norman stated the conference will be held virtually and attendance will be discussed under Item 14.1.

Mr. Robertson further enquired when the budget would be on the agenda. Mayor Norman stated at the next regular Council meeting on Tuesday, April 27 at 6 p.m.

6.0 Approval of Minutes

6.1 Regular Council – March 23, 2021

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

THAT the minutes of the Regular Council meeting held March 23, 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

8.1 Astor Theatre Society – Request for Decreased Rent

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

THAT the Council of Region of Queens Municipality waive Astor Theater Society's outstanding rent of \$2,000 for 2020-21 and further rental payments totaling \$4,500 until December 31, 2021.

Jenny Rockett, Director of Economic Development, stated that due to public health orders related to the COVID-19 pandemic the Astor Theatre closed its doors in March 2020. The current lease was signed in June 2020 and expires on April 30, 2025 with rent of \$6,000 per year. However, the lease was signed during the pandemic, with the Astor Theatre not being open, a reduced rent of \$3,000 was approved for the first year of the five-year term. It was expected that the Theatre would resume operations in September 2020, which did not happen.

Currently there is \$2,000 outstanding in rent. The Chairman of the Astor Theatre Society, John Simmons, has requested that this amount be waived as well as the rent be waived until the end of 2021.

Councillor Gidney stated that the Municipality is not doing enough to support its community groups.

Deputy Mayor Muise enquired if the money RQM received from the province for COVID relief could cover these costs. Mr. McNeill, CAO, stated potentially yes.

MOTION CARRIED unanimously.

9.0 Corporate Services

9.1 Bylaw No. 18 Respecting Deed Transfer Tax

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

THAT Council of Region of Queens Municipality give first reading to Bylaw No. 18 Respecting Deed Transfer Tax.

Mr. McNeill stated the Municipal Government Act authorizes municipal councils to charge a tax on the sale of a property which is referred to as a deed transfer tax up to a maximum of 1.5% which varies across the province. Our current rate is 1% but as Council is aware during budget deliberations, we have significant financial challenges going forward so to help lessen the amount that we increase the tax rate, Council has asked that we increase the deed transfer tax to 1.5% to help increase revenue.

All Bylaws require first reading, followed by a newspaper advertisement for public input. It will come back to Council for second reading in a month and for further council deliberation based on public input. At that time, Council will decide if they agree or not with the Bylaw change.

MOTION CARRIED unanimously.

9.2 Fire Department & Medical First Responder Annual Registration

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

THAT Council of the Region of Queens Municipality approves the 2021-2022 fire department and medical first responder registrations effective April 1, 2021 for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, North Queens Fire Association, Port Medway Fire Department and West Queens Medical First Responder Society according to the service levels for each department included on their 2021-2022 Application for Registration.

MOTION CARRIED unanimously.

10.0 Engineering & Public Works

There were no items to come before this meeting.

11.0 Finance

11.1 April 7, 2021 Tax Sale Preliminary Report

Mallory Plummer, Manager of Finance, stated a tax sale was held Wednesday, April 7, 2021 for 58 properties. Two properties were paid in full prior to the sale. The sale was held at the call centre with 6 sessions being held to accommodate 189 registrants. Fifty-three of the property sold with one falling through. The sales will cover \$144,917 in outstanding taxes and \$641,965 being deposited into the tax sale surplus account and held for 20 years.

Ms. Plummer thanked Penny Benedict, Tax Clerk, KayLee Oickle, Finance Clerk, Joanne Veinotte, Director of Corporate Services, Scott LeBlanc, Solid Waste Clerk/Safety Officer, Kelley-Anne Hurley, Bylaw Enforcement Officer, IT staff, Engineering & Public Works staff and Chris McNeill, CAO, for making the tax sale such a success.

Another tax sale is being planned for September 2021.

12.0 Recreation & Healthy Communities

There were no items to come before this meeting.

13.0 Planning

- 13.1 Variance Appeal – PID #70275094 Property at Rear of 87 Bristol Avenue in Liverpool

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

THAT Council of Region of Queens Municipality uphold the decision of the Development Officer to issue a variance for a reduced lot area to facilitate development of six (6) additional apartment units on property identified as PID #70275094.

MOTION CARRIED unanimously.

14.0 Reports

- 14.1 Nova Scotia Federation of Municipalities Spring Conference 2021

Councillors Charlton, Amirault and Gidney expressed an interest in attending this conference virtually.

15.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Hawkes that the proceedings go In-Camera at 9:38 a.m. to discuss the following:

- 15.1 Sale of Municipal Property
15.2 Personnel Matter

MOTION CARRIED unanimously.

Mayor Norman announced a 5-minute recess at 9:38 a.m.

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings exit In-Camera at 10:40 a.m.

MOTION CARRIED unanimously.

16.0 Adjournment

The meeting adjourned at 10:41 a.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality Variance Appeal Hearing
Tuesday, April 13, 2021, 9:00 a.m.**

6.2

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

Call to Order

Mayor Norman called the Variance Appeal Hearing to order at 9:00 a.m.

Opening Remarks

Mayor Norman stated the purpose of the Variance Appeal Hearing is to provide the appellant, Colin O'Toole, with an opportunity to present an oral and/or written argument to Council of Region of Queens Municipality respecting the decision of its Development Officer to issue a variance to the owner of property identified as PID #70275094 and located at the rear of 87 Bristol Avenue in Liverpool, which would allow a reduction in lot area to facilitate 6 additional apartment units as set out in Section 6.33 of the Municipality's Land Use Bylaw.

Mayor Norman reviewed the procedures for the Hearing that was provided on the agenda.

Wendy Connors, Development Officer, reviewed the Variance Application stating that the current size of the property is 1.44 acres, which allows a 30-unit apartment on the property. The owner of the property would like to apply for the variance to reduce the minimum lot size in order to have more apartment units on the property, which would be 36 units.

Residents living within 100 feet of the property were notified of a variance being issued. The appeal process was laid out in the variance letter and was due within 14 days of receipt of the letter. The appeal process ended on March 25 with one appeal received.

Colin O'Toole, Appellant

The appellant, Colin O'Toole, 103 Bristol Avenue, Liverpool, stated that the new development is in a high traffic area, i.e. close to Tim Hortons, grocery stores, liquor store, etc., and feels it will be more difficult getting out of Mersey Avenue. He stressed the issues around traffic is his main concern. Each apartment unit could have more than one car.

He understands that Liverpool needs housing, but doubted this would do anything for affordable housing.

He offered his opinion that a 3-way stop may help with the traffic but the installation of lights may be necessary.

He further stated there are small children getting on/off school buses in the area and suggested this be taken into consideration.

Chris Markides – ZZAP Consulting Inc.

Chris Markides, planner for ZZAP Consulting Inc., stated he was speaking on behalf of Fares and Co. Developments and Paul Skerry Architects as well. The subject site is off Bristol Avenue and is 43,000 square feet. It is in an R3 (Residential) Zone. The minimum lot area is 10,000 sq. /ft. for the first 4 dwelling units and then 1,500 sq. /ft. for each additional unit and meets the setback requirements and is in compliance with the Municipal Government Act. The maximum height is 50 feet with one parking space per unit.

Does the variance violate the intent of the Land Use Bylaw?

No. The MPS outlines the intent of the R3 zone. The lot is large and is an opportune location for addressing the demand for higher density housing while meeting other lot requirements.

Is the difficulty experienced in general to properties in the area?

No. Most of the surrounding properties are zoned R1 and lot sizes are smaller. The footprint of low-density homes in the surrounding area do not face the same issue of minimum lot coverage because the lots requirements are less than the R3 Zone.

Does the difficulty result from an intentional disregard for the requirements of the Land Use Bylaw?

No. No development has been conducted on the site. Therefore no difficulty has been experienced resulting from intentional disregard of the Land Use Bylaw.

In summary, the Development Application meets all other requirements under the Land Use Bylaw and the Development Officer did not err in approving the application.

Colin O'Toole, Appellant

The appellant, Colin O'Toole, restated his concern is not with the variance but with the issue of traffic and feels, it will create a big deal for residents in the area.

Closing Remarks

Mayor Norman thanked Mr. O'Toole and Mr. Markides for their comments and stated the issue will be discussed under Item 13.1 on the Council agenda.

She further stated if an increase in traffic becomes an issue, RQM does have the ability to deal with that issue through its traffic authority.

Adjournment

Mayor Norman declared the Variance Hearing adjourned at 9:15 a.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: April 27, 2021

Re: Proposed 2021-2022 Operating, Capital and Water Utility Budgets


Background

Every municipality in Nova Scotia is required under the *Municipal Government Act* to approve an operating and capital budget each year and submit the details of such to the Minister of Municipal Affairs prior to September 30th. Similarly, those municipalities that have public water utilities are required to adopt a three-year water utility budgets each year for submission to the Nova Scotia Utility and Review Board.

In order to have cash flow to pay our expenses, grant authority to staff to begin work on capital projects, issue payments to external agencies, and be able to issue tax bills, Council is being asked to approve the proposed 2021-2022 operating, capital, and water utility budgets. The operating budget totals \$21,968,378 for general operations and \$1,347,175 for Hillsview Acres totalling \$23,315,553, the capital budget totals \$22,459,135, and the water utility budget totals \$758,678.

Details

After three budget meetings with Council, staff are presenting the 2021-2022 budgets for consideration of Council, reflecting all known revenues and expenses as of April 21, 2021, when the final budgets were prepared. The operating budget



shows a projected year end surplus of \$1,450 with the water utility projecting a deficit of \$40,253. The capital budget items do not proceed unless the required funding is in place and Council approval is granted where required. As assessment appeals are still ongoing, the final actual budget revenues are expected to vary slightly from the proposed budget.

Applicable Legislation

Section 65 of the *Municipal Government Act* states that a council shall adopt an operating budget and a capital budget for each fiscal year.

Budget Impacts


The proposed operating budget will see the tax rates on all tax accounts increase by four cents per one hundred dollars of assessment beginning April 1, 2021, except in Assessment District 13 and those connected to or have the ability to connect to, Liverpool's Water Utility where rates will increase by three cents per one hundred dollars of assessment because of a one cent decrease in their hydrant area rate. A property owner will see a property tax increase of \$40.00 for each \$100,000 of assessed property or \$30.00 for those noted above water utility properties.

Recommendations

THAT the Council of Region of Queens Municipality authorize the levying of a four point five (4.5) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Recreation Committee.

THAT the Council of Region of Queens Municipality authorize the levying of a one point five (1.5) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.

THAT the Council of Region of Queens Municipality authorize the levying of area rates for all assessment accounts according to the following rules:



Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%.

Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, debt charges for Assessment District 13 at 100%, roads, streets, and sidewalk expenses at 75%, engineering and public works equipment expenses at 75%, Liverpool street paving expenses at 100%, and Liverpool Water Utility hydrant charges at 100%.


THAT the Council of Region of Queens Municipality authorize the levying of the following tax rates for Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2021:

Residential and Resource base rates of \$1.07 per \$100 of assessment plus an area rate of 89 cents per \$100 of assessment for those properties connected to, or have the ability to connect to Liverpool's Water Utility, or 78 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

Commercial base rate of \$2.17 per \$100 of assessment plus an area rate of 89 cents per \$100 of assessment for those properties connected to, or have the ability to connect to Liverpool's Water Utility, or 78 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

AND THAT the Council of Region of Queens Municipality authorize the levying of the following tax rates for Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2021:

Residential and Resource base rate of \$1.07 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11 cents per \$100 of assessment.



Commercial base rate of \$2.17 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11 cents per \$100 of assessment.

Commercial Seasonal base rate of \$1.64 per \$100 of assessment plus an area rate of 2 cents per \$100 of assessment for the provincially mandated road charge.

THAT the Council of Region of Queens Municipality approve the proposed 2021-2022 Liverpool Water Utility Operating budget reflecting a deficit of \$40,253;

AND THAT Council also adopt the proposed three-year operating budgets for the years 2021-2022, 2022-2023, and 2023-2024, for submission to the Nova Scotia Utility and Review Board.

THAT the Council of Region of Queens Municipality approve the proposed 2021-2022 Capital Budget reflecting expenditures of \$22,459,135.

THAT the Council of Region of Queens Municipality establish June 1, 2021, as the due date for all property taxes, with no interest being charged for any taxes being paid on or before June 30, 2021.

Communications

A copy of the Mayor's budget address and full budget will be posted on the Municipality's website tomorrow. Additionally, links to the documents will be posted on our social media platforms shortly thereafter.

REVENUES

	2021/2022 Region Budget
1. Taxation	
ASSESSABLE PROPERTIES	
Residential	<u>\$ 8,568,546</u>
Commercial	1,594,336
Wind Turbine Act	24,476
	<u>1,618,812</u>
Resource	
Taxable Assessments	830,227
Forest Property-Less than 50,000 Acres	29,886
Forest Property -More than 50,000 Acres	268
	<u>860,381</u>
AREA RATES	
Hydrant Rate	196,394
Transportation-Roads & Sidewalks	
Districts 1-12	237,328
District 13	1,113,313
Other	
Debt-District 13	76,254
Ball Fields	-
	<u>1,623,289</u>
Special Assessment-Environmental Health Services	
Environmental Health-Caledonia	36,295
-Milton	46,454
-Liverpool	428,490
-Brooklyn	39,065
	<u>550,304</u>
Business Property	
Based on Revenue-Aliant	48,000
Nova Scotia Power	802,187
Nova Scotia Power HST Rebate	47,617
	<u>897,804</u>
Other	
Deed Transfer Tax	550,000
	<u>550,000</u>
Total Taxation	<u><u>\$ 14,669,136</u></u>

REVENUES

	2021/2022 Region Budget
2. Grants in Lieu of Taxes	
Federal Government	<u>\$ 52,639</u>
Federal Government Agencies	
Canada Post	<u>5,500</u>
Provincial Government	
Provincial Property	79,421
Provincial Property Conservation	5,700
Crown Timber Land	133,530
Crown Timber Land Conservation	8,700
Fire Protection	27,630
	<u>254,981</u>
Total Grants in Lieu of Taxes	<u><u>\$ 313,120</u></u>

REVENUES

2021/2022

Region

Budget

3. Services Provided to Other Governments

Closure Costs Joint Service Board	\$	11,041
Closure Costs Barrington		23,488
Closure Costs Clarks Harbour		3,268
Closure Costs Waste Check		167,090
Waste Check Solid Waste		1,312,927
Waste Check Undertonnage		27,015
Joint Service Board Solid Waste		62,185
Barrington Solid Waste		137,915
Clarks Harbour Solid Waste		22,597
Joint Service Board Organics		75,197
Barrington Organics		42,155
Clarks Harbour Organics		704
Joint Service Board Recycling		91,065
Barrington Recycling		42,750
Clarks Harbour Recycling		3,914
		<u>2,023,311</u>

4. Sales of Services

Protective Services

Parking Meters	14,000
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Public Health and Welfare Services

Revenue from Residents	1,347,175
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Environmental Health Services

Commercial Solid Waste	400,809
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Commercial Organics	33,028
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Commercial Recyclables	6,058
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Commercial Closure	98,010
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Metal Sales	500
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Recycling Commodities	70,000
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Contaminated Soil	25,000
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Septage	100,000
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	733,405
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Other

Tax Certificates	11,000
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Total Sales of Services

	2,105,580
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5. Other Revenue from Own Sources

Licenses & Permits

Dog Registration Fees	12,000
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Planning Department Zoning, etc.	5,500
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Building Permits	22,000
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Vendors License	2,000
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Taxi-License & Operator	500
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	42,000
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Fines

Parking Fines	1,500
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Sheriff Fines	32,500
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\$	34,000
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REVENUES

2021/2022
Region
Budget

5. Other Revenue from Own Sources (Cont'd)

Rentals

Registry of Deeds	16,536
Trailer-Park	675
Town Hall - lease(s)	1,500
Hangar Rent-Airport	1,643
	<hr/> 20,354 <hr/>

Return on Investments

Interest on Investments	84,000
	<hr/> 84,000 <hr/>

Other Revenue from Own Sources

Penalties and Interest on Taxes	<hr/> 136,121 <hr/>
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Recreation and Cultural Services

Queens Place Recreation Facility

Ice Rentals	175,000
Bar Operations	3,200
Concessions	4,000
Fitness Revenue Memberships	110,000
Fitness Classes	5,000
Personal Trainer	1,000
Sponsorships	10,500
Advertising	42,500
Room Rentals (Fitness/Community)	10,000
Skate Sharpening	3,000
Walking Track	13,000
ECC Lease	8,379
Public Skating	3,500
Vending Machines Revenue	8,300
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	397,379
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Recreation Program Revenue

	75,935
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\$	473,314
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REVENUES

	2021/2022 Region Budget
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Miscellaneous	
Sundry Revenue	10,300
Visitor Information Center	4,400
RCMP Criminal Checks	3,700
Revenue collected for Other Government Agencies	
Brooklyn Community Rate	40,540
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	58,940
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Total Other Revenue from Own Sources	848,729
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6. Unconditional Transfer from Other Governments	
Provincial Government	
Service Nova Scotia & Municipal Affairs	-
Assessment Act, Farm Property Acreage	12,364
Municipal Grants Act (Equalization)	1,217,234
Total Unconditional Transfers from Other Gov.	<hr/> <hr/> 1,229,598

7. Conditional Transfers from Federal & Provincial Governments or Agencies

Federal Government	
Visitor Enhancement project - ACOA	
Safe Restart Funds	91,950
ACOA	54,000
DMA funding	15,000
Accessibility Coordinator	.
Diversion Credits	55,000
RRFB Enforcement Funding	7,500
Civic Numbering Grant	4,794
Total Conditional Transfers	<u><u>228,244</u></u>

8. Other Transfers, Collections for Other Governments

Transfers from own valuation allowances & equity	
Surplus of Prior Years	-
Transfers from Other funds	
Equipment Reserves	113,500
Special Operating Reserve Fund	260,000
Equipment Reserve (Fire Dept)	178,611
Total Other Transfers	<u><u>552,111</u></u>
Total Revenue	<u><u>\$ 21,969,829</u></u>

EXPENDITURES

	2021/2022 Region Budget
9. General Government Services	
Legislative	
Remuneration-Mayor	\$ 46,788
Remuneration-Council	164,436
Travel	4,000
Other Expenses	12,000
	<u>227,224</u>
 General Administrative	
Administrative	793,875
Administrative Benefits	183,208
Allocated -Water Utility	(55,000)
Office Expenses	50,000
Computer Insurance	6,870
Equipment Mtnce/Lease Costs	15,298
Computer System	85,000
Diversity Small Grants Fund	10,000
Staff Training	20,000
	<u>1,109,251</u>
 Financial Management	 25,000
Bank Charges	15,000
	<u>40,000</u>

Taxation

Administration	63,344
Tax Billings	14,214
Tax Rebates or cancellations	
Reduced taxes (Section 69)	75,000
Assessment Services	315,429
Other Taxation-Tax Sale Costs	10,000
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	477,987
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Common Services-Administration Building

Cleaning wages	20,621
Sanitary Supplies	14,400
Insurance	4,332
Electricity	31,131
General Maintenance	30,000
Utilities	1,750
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	102,234
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Other

Legal Services	60,000
Valuation and legal	
Staff Relations Fund	8,000
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	\$ 68,000
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EXPENDITURES

2021/2022

Region

Budget

Other General Government Services

Conventions & Delegations

NSFM (formerly UNSM) 11,000

FCM 2,569

Other-Councilors 1,000

AMA 5,000

19,569

**General Accident & Damage Claims &
Public Liability Insurance**

1,140

Grants to Other Organizations & Individuals

Community Investment Fund 175,000

175,000

Other

Scholarships 3,000

Municipal Floats -

Pension/Administration Costs 5,446

Advertising & Promotions 11,000

Transit System 28,000

Communications 12,000

59,446

Valuation Allowance

Unresolved Assessment Appeal -

Uncollectible taxes 110,000

110,000

\$ 2,389,851

EXPENDITURES

2021/2022

Region

Budget

10. Protective Services

Police Protection

Administration-Prosecution Fees	\$	15,300
DNA Testing		7,814
RCMP Satellite Office-Caledonia		1,000
Seniors' Safety Coordinator		5,000
Correctional Services		181,182
Crime Investigation Prevention & Protective Services		2,226,813
		<u>2,437,109</u>

Law Enforcement

Building/Fire Inspection

Salary & Benefits		160,088
Telephone		1,200
Travel		750
Insurance Liability/Vehicle		1,653
Gasoline		7,000
Maintenance Vehicle		3,000
Supplies		500
Training/Memberships		5,000
		<u>179,191</u>

By Law Enforcement

Salary & Benefits	72,793
Gasoline	4,000
Uniform	750
Insurance Liability/Vehicle	2,027
Telephone	1,500
Training/Memberships	1,000
Unsightly Premises	1,000
Dog Tags	750
Maintenance Dog Pound	500
Maintenance of Vehicle	1,500
Parking Meter Repairs/Tickets	1,500
Supplies for Dog Control	400
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	87,720
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	266,911
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Fire Fighting Force

Grants Volunteer Fire Departments/First Resp.	527,056
Mutual Aid Training	-
Safety Training	40,000
Fire Department Grants - Capital	-
Reserve Fund-Fire Department Capital	192,866
Fire Department Equipment Purchases	178,611
Dry Hydrant Maintenance	20,000
Interest on Loans	2,711
Workers Compensation	6,816
Medical Insurance	6,049
1st Responders Insurance	4,206
Liability Insurance	52,885
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	1,031,200
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Fire Alarm Systems

Answering Contract	28,717
Base Station/Antenna	750
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	\$ 29,467
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EXPENDITURES

	2021/2022 Region Budget
Water Supply and Hydrants	<u>\$ 197,235</u>
Fire Station Building	
Insurance/Building/Boiler	2,444
Fuel	15,000
Utilities	16,306
Building Repairs & Grounds	7,500
	<u>41,250</u>
Other Fire Protection	
Snow Removal N.Q. Fire Hydrants	7,500
	<u>1,306,652</u>
Emergency Measures	
Local EMO	101,000
Ground Search & Rescue-Fuel	4,500
Vehicle Insurance	10,418
Electricity	2,500
Building Insurance	881
Building Maintenance	3,000
	<u>122,299</u>
Other	
Court House Power Water & Sewer	8,500
Heat	2,000
Insurance, Fire & Liability	1,550
Salary & Benefits	
Sanitary Supplies	200
Repairs & Maintenance	3,000
	<u>15,250</u>
Total Protective Services	<u><u>\$ 4,148,221</u></u>

EXPENDITURES

2021/2022

Region

Budget

11. Transportation Services

Common Services-Administration

Salaries Supervision	256,551
Benefits Supervision	55,356
Wages Regular	599,470
Benefits Regular	152,400
Wages Overtime	37,759
Benefits Overtime	3,676
Telephone	3,000
Travel	500
Radio Equipment	8,500
Insurance-Vehicle Director	722
Allocated Out-Supervision	(20,020)
Allocated Out-Benefits Supervision	(4,142)
Allocated Out-Salaries Sewer	(63,223)
Allocated Out-Benefits Sewer	(16,181)
Allocated Out-Other Sal. Water	(144,576)
Allocated Out-Other Benefits Water	(33,075)
Right of Ways/Tree Maintenance	2,500
Contracts & Agreements	10,000
	<u>849,216</u>

Common Services-Equipment Operations

Salary & Benefits Mechanic	91,221
Equipment Oil	9,000
Equipment Gas	40,000
Equipment Diesel	75,000
Trucks-Repairs Parts	95,000
Trucks-Insurance	5,491
Compressor-Repairs	500
Sidewalk Plowing Repairs & Parts	4,000
Plow Insurance	3,751
Pumps	2,000
Welding Machine & Rods	3,500
Loader-Repairs Parts	16,000
Excavator Repairs	32,000
Loader-Insurance	2,114
Backhoe -Repairs Parts	6,500
Backhoe - Insurance	557
Roller/Compactor - Repairs	4,500
Contracted Services	20,000
	<hr/>
	\$ 411,134

EXPENDITURES

	2021/2022 Region Budget
Small tools and Equipment	
Tools/Insurance	\$ 7,875
Small Equipment	7,500
Salt Spreader/Snow Blower	1,000
Safety Equipment	14,500
Sweeper	250
	<u>31,125</u>
 Storage	
Insurance	373
Electricity/Heat/Utilities	11,530
Repairs	8,500
Salt Shed	3,000
	<u>23,403</u>
 Works Garage Bristol Avenue	
Insurance	2,954
Electricity/Heat/Utilities	22,541
Repairs	18,500
	<u>43,995</u>
 Liability Insurance	<u>5,639</u>
 Staff Training	<u>7,500</u>
 Total Common Services	<u>1,372,012</u>

Road Transport**Roads and Streets**

Road Levy	265,009
Cost Sharing with TIR	
Streets-Material	10,000
Use of Gravel	10,000
Dust Control	1,000
Meal Allowance	6,500
Pavement Patching Material	10,000
Sidewalks Material and Labour	63,500
Ditching	3,000
Drains Material	3,000
Catch Basin Material	3,500
Snow Removal Salt	57,000
Salt Transportation Charges	38,000
Street Cleaning	12,500
Signs & Crosswalks Material	37,500
Street Line Surveying	1,000
Vehicle Registration	21,000
Paving	237,328
	<hr/>
	779,837

Debenture Principal & Interest

Principal	11,461
Interest	2,571
	<hr/>
	\$ 14,032

EXPENDITURES

2021/2022
Region
Budget

Road Transport

Street lighting

Rental

296,616

Light Replacements

3,000

299,616

Airport

Airport Insurance

5,454

Building/Grounds

2,500

Heat/Lights/Fuel

800

8,754

Total Transportation Services

\$ 2,474,251

EXPENDITURES

2021/2022

Region

Budget

12. Environmental Health Services

R.Q.M. Sewage Administration

Insurance-Caledonia	\$	2,988
Insurance-STP Liverpool		15,686
Insurance-Milton		2,202
Training-STP Liverpool		2,000
		<u>22,876</u>

R.Q.M. Sewage Collection Systems

South Queens Sewer Labour		17,153
South Queens Sewer Benefits		4,367
South Queens Sewer Materials		10,000
South Queens Sewer Gravel		5,000
South Queens Pumping Power & Parts		15,000
South Queens General Maintenance		7,500
SQ - Sewer Line Cleaning		6,000
South Queens Sewer Line Cleaning Labour		1,838
South Queens Sewer Line Cleaning Benefits		452
North Queens Pumping Station Power & Parts		10,000
North Queens Sewer-General Maintenance		10,000
North Queens Sewer-Labour		17,847
STP Filter Sand		-
		<u>105,157</u>

R.Q.M. Sewage Treatment & Disposal

Sewer Cleaning North Queens	2,672
STP Operations South Queens	100,000
STP Operations South Queens - Labour	27,875
STP Operations South Queens - Benefits	7,200
Sludge Removal	150,000
Pumping Station Power & Part	65,000
	<hr/>
	352,747
	<hr/>

Debenture Principal & Interest

Principal	97,822
Interest	22,445
	<hr/>
	120,267
	<hr/>

R.Q.M. Total Sewage and Disposal

\$ 601,047

EXPENDITURES

2021/2022

Region

Budget

Garbage Collection & Disposal

Administration

Salary and Benefits	86,485
Travel	2,000
Telephone	2,500
Promotions/Public Education	18,000
Special Projects	5,000
Curbside Inspection	18,000
	<hr/>
	131,985
	<hr/>

Garbage & Waste Collection

Derelict Vehicle Program	2,000
Solid Waste Transportation Contract	475,000
Garbage Boxes	16,000
Solid Waste Collection Contracts	769,478
	<hr/>
	1,262,478
	<hr/>

Landfill

Salary and Benefits	328,729
Insurance	14,104
Equipment/Facility Operation	200,000
Gravel Stockpile	20,000
Household Hazardous Waste Control Program	8,000
Seeding & Grading	50,000
C & D Chipping	1,000
Advertising	10,000
Leachate Management	500
General Supplies & Materials	90,000
Meal Allowance	5,000
Reserve Fund-Spec Cap-Post Closure-Cont.	1,000
Reserve Fund-Spec Cap-Post Closure Queens	302,897
	18,833
	<hr/>
	1,050,063
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Debenture Principal & Interest

Principal	58,508
Interest	11,310
	<hr/>
	69,818
	<hr/>

Recycling

Recycling Facility Operation	67,000
Organics Disposal	246,538
MRF Labour	395,458
Meal Allowance	2,000
Leaf & Yard Operations	17,000
	<hr/>
	727,996

Debenture Principal & Interest

Principal	-
Interest	-
	<hr/>
	-

Debenture Discount

Discount	-
	<hr/>
	-

Total Garbage & Waste Collection & Disposal

3,242,340

Total Environmental Health Services

\$ 3,843,387

EXPENDITURES

2021/2022
Region
Budget

13. Public Health & Welfare Services

Hillsview Acres	\$ 1,347,175
Public Health and Welfare Services	
Queens General Hospital	-
Deficit of Regional Housing Authority	138,000
	<hr/>
	138,000
	<hr/>
	1,485,175
	<hr/> <hr/>

14. Environment Development Services

Planning

Administration

Salaries & Benefits	316,415
Supplies	1,000
Library	200
Registration Costs-Deeds Office	500

318,115

Planning Other

Travel	500
Liability Insurance	450
Civic Number Private Road Signage	500
Training/Memberships	500
Telephone	750
Advertising	2,000
Heritage Property	1,000
GIS Project	3,500
Accessibility Planning/Implementation	100,000
Planning Projects Reserve	15,000
Surveying	3,500
Equipment	41,000

168,700

Total Environmental Planning & Zoning

486,815

Other Environment Development Services

Tourism & Economic Development

Salaries & Benefits

Salaries & Benefits	297,243
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Supplies/Materials/Operations

Supplies	2,000
Photocopying	200
Postage	100
Telephone	1,400
Library/Resource	200

\$ 3,900

EXPENDITURES

	2021/2022 Region Budget
Department Services/Projects	
Brochure Update & Productions	\$ 12,000
	<u>12,000</u>
Queens Waterfront Development	
Port Medway Lighthouse/Waterfront	20,000
	<u>20,000</u>
Publicity & Advertising	
Website Development	8,000
Signage Development & Mtnce.	17,500
Promotions and Advertising	10,000
	<u>35,500</u>
Facilities	
Christmas Lighting/Wreaths	10,000
Liability Insurance	872
Farmers Market	1,500
Visitor Information Repairs	3,000
	<u>\$ 15,372</u>

EXPENDITURES

	2021/2022 Region Budget
Fort Point Lighthouse Park	
Insurance	\$ 120
Utilities	3,000
Miscellaneous/Repairs	3,500
	<u>6,620</u>
Call Centre AAN 6128181	
Maintenance	80,000
Real Property Taxes	102,283
Insurance	5,167
	<u>187,450</u>
Other	
VIC Operations	38,000
Promotions	3,000
Training	4,500
Travel	2,000
Membership	3,500
Contingency	-
	<u>51,000</u>
Economic Development	
South Shore REN	-
Regional Beautification / Façade program	40,000
Branding/Wayfairing	175,000
Events Strategy	-
Queens Place Land Marketing & Development	50,000
Caledonia Corner Park	10,000
Economic Development Data and Profile	25,000
Regional Economic Development	15,000
Community Economic Diversification	30,000
	<u>345,000</u>
Total Tourism and Economic Development	<u>974,085</u>
Total Environmental Development Serv	<u>\$ 1,460,900</u>

EXPENDITURES

2021/2022

Region

Budget

15. Recreation and Cultural Services

Recreation Facilities

Swimming Pool/Beach

Staff Wages/Benefits-NQAC	14,820
Utilities-NQAC	1,550
Supplies-NQAC	800
Maintenance-NQAC	7,000
Staff Training/Travel-NQAC	1,450
Insurance-NQAC	1,045
Staff Wages/Benefits-Milton Pool	19,595
Utilities-Milton Pool	1,500
Supplies-Milton Pool	1,000
Maintenance-Milton Pool	6,600
Staff Training/Travel-Milton Pool	500
Insurance-Milton Pool	478
Beach Meadows Beach	8,000
	<hr/>
	64,338
	<hr/>

Parks/Playgrounds

Planter Maintenance	7,000
Liverpool Waterfront	7,000
Ground Keepers	161,726
Gasoline Grounds Keepers	10,000
Trestle Trail	
Liability Insurance	801
Softball Fields	3,500
Other Facilities - general operations/ins.	30,000
Other Facilities - maintenance	25,000
Signage - Community	4,000
Equipment/CSA Standards	7,000
	<hr/>
	256,027
	<hr/>

Queens Place Community Facility

Salary & Benefits	472,427
Bar/Beverage Supplies	4,700
Concessions equipment	2,500
License & Fees	15,000
Advertising & Promotion	12,000
Staff Training / Memberships	8,000
Special Events (facility rental)	10,500
Office Supplies/Postage	5,000
Insurance	11,111
Fuel Cost	50,000
Sewer & Water Fees	16,500
Telephone / Cable	9,000
Power	240,000
Propane	4,500
Fitness Equipment maintenance	34,200
General Equipment	23,500
General Operations	22,500
Facility Building Maintenance	165,000
	<u>1,106,438</u>

Debenture Principal & Interest

Principal	158,369
Interest discount	61,628
	<u>219,997</u>

Subtotal Recreation Facilities

\$ 1,646,800

EXPENDITURES

2021/2022
Region
Budget

Cultural Buildings & Facilities

Historical Burial Grounds	\$ 1,500
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Museums

Blacksmith Museum	1,000
Old Town Hall/Astor Insurance	2,489
Old Town Hall/Astor Electricity & Fuel	28,900
Old Town Hall/Astor General Maintenance	50,000
Old Town Hall/Astor Operations	21,853

104,242

Library

Regional Library	92,000
Library Operations	70,000

162,000

Other Recreation and Cultural Services

Salaries & Benefits	163,472
Postage/Courier	500
Telephone	1,800
Office Supplies	2,500
Photocopying	2,000
Travel	3,500
Equipment	5,000
Community Workshops	5,450
Health and Wellness Initiatives	27,845
Walking Initiatives	1,500
Active Transportation	1,000
Volunteer Recognition	2,500
Promotion	2,500
Community Grants & Programs	42,500
Summer Staff -Sal & Benefits	10,201
Summer Staff Travel	2,000
Aquatic Training	2,500
Memberships	750
Training/Workshops	3,500
Canada Day celebrations	20,000
Physical Activity Strategy	2,500
Contingency	-
	<u>303,518</u>

Less: transmission of taxes collected for Other Governments

Brooklyn Cemetery/Recreation	40,540
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Total Recreation & Cultural Services

\$ 2,258,600

EXPENDITURES

2021/2022
Region
Budget

Transfers to Own Reserves, funds & Agencies

Reserve Transfer-Special Operating Reserve

Reserve Fund-Spec Oper Res 2nd Gen	
Landfill	\$ 300,000
Reserve Fund - Call Center	-
Reserve fund-Spec Oper Res	-
Reserve Fund-Sidewalk Renewal	25,000
Reserve Fund-Spec Oper Res-Sewer	139,354
Reserve Fund-Diversion Credits	43,000
	<hr/>
	507,354
	<hr/>

Reserve Transfer-Special Capital Reserve

Reserve Fund-Equipment Reserve	
Landfill Equipment	201,283
Equipment Reserve Transfer	170,000
Equipment Reserve - First Responders	4,000
	<hr/>
	375,283
	<hr/>

General Capital Fund

General Capital Out of Revenue	-
General Capital-Out of Operating Surplus	-
	<hr/>
	-
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Total Transfers to Own Reserves, funds and agencies	<u>882,637</u>
Conditional Transfers to other governments and agencies	
Appropriation to Regional School Board	3,025,360
Total Conditional Transfers to other governments and agencies	<u>3,025,360</u>
Extraordinary & Special Item Pension Transfer	<u>-</u>
Total Fiscal Services	<u><u>3,907,997</u></u>
Total Expenditures	21,968,379
Operating Surplus (Deficit)	<u><u>\$ 1,450</u></u>

Hillsview Acres -- page 1

EXPENDITURES

2021/2022

Region

Budget

SALARIES & BENEFITS

Salaries & Wages

\$ 906,029

Benefits

195,121

1,101,150

BUILDING EXPENSES

Smoke Detectors &

Fire Alarm

2,000

Electricity

17,000

Fuel

22,000

Propane

7,000

Insurance

6,879

Sprinkler Repairs

5,000

General Maintenance

46,000

105,879

EQUIPMENT & SUPPLIES

Equipment & Material

4,200

Building Improvements

-

Cleaning Supplies

10,000

Supplies & Utensils

4,000

Linen Supplies

3,000

Grounds Maintenance

5,000

26,200

RESIDENT'S EXPENSES

Food

76,746

Medical Supplies

6,500

Sanitary Supplies

3,000

Activity Supplies

10,000

\$ 96,246

Hillsview Acres -- page 2
EXPENDITURES

	2021/2022 Region Budget
OTHER	
Debenture Principal & Interest	
Principal	\$ -
Interest	-
	-
Telephone	4,000
Travel-Administration	2,700
Training	7,000
Office Supplies	4,000
Contingency (negotiations)	-
	17,700
TOTAL	\$ 1,347,175

Water Utility
Page 1
Revenue

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
OPERATING REVENUE			
Meter Sales	\$ 500,000	\$ 502,000	\$ 504,000
Public Fire Protection-Hydrants	197,235	197,235	197,235
Sprinkler Service	4,320	4,320	4,320
Plate Fee & Shut Off	1,500	1,600	1,700
Connection Fee	2,870	2,900	3,000
Total Operating Revenues	<u>705,925</u>	<u>708,055</u>	<u>710,255</u>
Non-Operating Revenue			
Interest Earned / Contracting Services	12,500	14,500	16,500
	<u>12,500</u>	<u>14,500</u>	<u>16,500</u>
Total Oper. & Non Operating Rev.	<u>\$ 718,425</u>	<u>\$ 722,555</u>	<u>\$ 726,755</u>

Water Utility
Page 2
Expenditures

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
OPERATING EXPENDITURES			
Source Of Supply			
Reading Meters	\$ 16,501	\$ 16,914	\$ 17,336
Total Source of Supply	<u>16,501</u>	<u>16,914</u>	<u>17,336</u>
WATER TREATMENT			
Purification Labour	<u>35,515</u>	<u>36,403</u>	<u>37,313</u>
Operation Supply & Expense			
Chemicals & Additives	90,000	90,000	90,000
Water Testing	17,750	17,750	17,750
	<u>107,750</u>	<u>107,750</u>	<u>107,750</u>
Maintenance Treatment Plant			
Main. Structures/Improvements	20,000	20,000	20,000
Maintenance Pumping Equipment	8,000	8,000	8,000
Electricity	80,000	82,000	84,000
Generator	500	500	500
Backwash Residue	-	-	-
	<u>108,500</u>	<u>110,500</u>	<u>112,500</u>
Total Water Treatment	<u>\$ 251,765</u>	<u>\$ 254,653</u>	<u>\$ 257,563</u>

Water Utility
Page 3
Expenditures

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
TRANSMISSION/DISTRIBUTION			
Operation Labour Mains	\$ 64,046	\$ 65,647	\$ 67,288
Operation Labour-Meters	6,142	6,296	6,453
Water Leaks-Labour	31,184	31,964	32,763
Flushing Labour	21,049	21,575	22,115
	<u>122,421</u>	<u>125,482</u>	<u>128,619</u>
Maintenance Transmission/Distribution			
Maintenance of Mains (Material)	13,250	13,250	13,250
Use of Gravel	1,000	1,000	1,000
Maintenance of Meters	5,000	5,000	5,000
Maintenance of Hydrants/Valves	15,000	7,000	7,000
Maintenance Hydrant/Valve-Labour	9,828	10,074	10,326
Street Patching	5,000	5,000	5,000
Town Well	1,500	1,500	1,500
	<u>50,578</u>	<u>42,824</u>	<u>43,076</u>
Total Transmission/Distribution	<u><u>\$ 172,999</u></u>	<u><u>\$ 168,305</u></u>	<u><u>\$ 171,694</u></u>

Water Utility
Page 4
Expenditures

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
Consumer Accounting & Collection			
Accounts Written Off	\$ 1,500	\$ 1,500	\$ 1,500
Salaries & Benefits			
Superintendent	16,108	16,430	16,759
Engineer	8,054	8,215	8,380
Office Salaries Allocated	55,000	55,000	55,000
	<u>79,162</u>	<u>79,646</u>	<u>80,139</u>
Administration & General			
Office Supplies & Expenses	4,000	4,000	4,000
Contracting Services	3,750	3,750	28,750
Computer Services	7,000	7,000	7,000
Advertising Expense	2,000	2,000	2,000
Courses & Seminars	1,000	1,000	1,000
	<u>17,750</u>	<u>17,750</u>	<u>42,750</u>
Professional Fees			
Rate Study	12,000	-	-
Auditors	2,500	2,500	2,500
Legal	500	500	500
	<u>\$ 15,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>

Water Utility
Page 5
Expenditures

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
Regulatory Expenses			
Public Utility Levy	\$ 2,605	\$ 1,550	\$ 1,550
	<u>2,605</u>	<u>1,550</u>	<u>1,550</u>
Insurance	<u>15,671</u>	<u>15,984</u>	<u>16,304</u>
Maintenance General Property			
Truck Repairs-Transportation	1,500	1,500	1,500
Water Truck Insurance	756	771	787
Excavator Repairs	1,500	1,500	1,500
Excavator Insurance	323	329	335
	<u>4,079</u>	<u>4,101</u>	<u>4,122</u>
Other General Expenses			
Tools & Shop Expense	3,500	3,500	3,500
Safety Equipment	250	500	500
Meal Allowance	200	500	500
Travel Other	100	500	500
	<u>4,050</u>	<u>5,000</u>	<u>5,000</u>
Total Administration	<u>\$ 139,818</u>	<u>\$ 128,532</u>	<u>\$ 154,366</u>

Water Utility
Page 6
Expenditures

	2021/2022 Region Budget	2022/2023 Region Budget	2023/2024 Region Budget
Depreciation	\$ 103,075	\$ 103,075	\$ 103,075
Total Operating Expenditures	<u>684,158</u>	<u>671,478</u>	<u>704,034</u>
NON-OPERATING EXPENDITURES			
Debenture Discount			
Principal Installments LTD	57,651	57,651	57,651
Interest on Long Term Debt	16,868	17,203	14,699
	<u>74,519</u>	<u>74,854</u>	<u>72,350</u>
Capital Expend. out of Operations	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Expenditures	<u>74,519</u>	<u>74,854</u>	<u>72,350</u>
Total Oper. & Non-Oper. Expend.	<u>758,678</u>	<u>746,332</u>	<u>776,384</u>
Surplus/(Deficit)	<u>\$ (40,253)</u>	<u>\$ (23,777)</u>	<u>\$ (49,629)</u>

Region of Queens Municipality
5 YEAR CAPITAL INVESTMENT PLAN - 2021-2026

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Fundin	Long Term Borrowing	TOTAL
2021-2022	One Tonne Dump Truck	\$ 75,000					\$ 75,000
	Sewer/Water Liverpool Court Street			\$ 630,000			\$ 630,000
	Sewer/Water Liverpool Union to Waterloo	\$ 495,000					\$ 495,000
	Airport Fuel System			\$ 50,000			\$ 50,000
	Broadband Investments		\$ 1,891,748	\$ 586,130	\$ 2,258,257		\$ 4,736,135
	Water Transmission Redundancy - Phase 3	\$ 140,000					\$ 140,000
	South Queens Aquatic Centre			\$ 500,000		\$ 2,000,000	\$ 2,500,000
	Hillsview Acres Washroom Renovation		\$ 93,000				\$ 93,000
	New Hillsview Acres					\$ 13,600,000	\$ 13,600,000
	Tandem Truck Replacement	\$ 140,000					\$ 140,000
	TOTAL	\$ 850,000	\$ 1,984,748	\$ 1,766,130	\$ 2,258,257	\$ 15,600,000	\$ 22,459,135
2022-2023	Caledonia Sewer Infiltration Upgrades	\$ 65,000					\$ 65,000
	Solid Waste Facility Excavator	\$ 335,000					\$ 335,000
	Solid Waste Facility Compactor Re-build	\$ 750,000					\$ 750,000
	Sewer / Water Church Street (Boehner to Court)			\$ 245,000			\$ 245,000
	Thomas H. Raddall Library			\$ 500,000	\$ 500,000	\$ 2,500,000	\$ 3,500,000
	IT System Replacements	\$ 50,000					\$ 50,000
	Recreation Infrastructure Developments			\$ 250,000			\$ 250,000
	Water Transmission Redundancy - Phase 4	\$ 145,000					\$ 145,000
	Market Street Flood Mitigation		\$ 250,000	\$ 250,000			\$ 500,000
	Hillsview Acres Replacement (con'd)						\$ -
	TOTAL	\$ 1,345,000	\$ 250,000	\$ 1,245,000	\$ 500,000	\$ 2,500,000	\$ 5,840,000
2023-2024	Sewer Treatment Plant UV Upgrades	\$ 125,000					\$ 125,000
	Public Works Truck	\$ 52,000					\$ 52,000
	Sewer / Water Main Street (Summer to Legion)			\$ 600,000			\$ 600,000
	Sewer / Water Parker Street					\$ 275,000	\$ 275,000
	Recreation Infrastructure Developments			\$ 250,000			\$ 250,000
	IT System Replacements	\$ 50,000					\$ 50,000
	Building Inspection Truck	\$ 50,000					\$ 50,000
	Sidewalk Plow	\$ 150,000					\$ 150,000

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Fundin	Long Term Borrowing	TOTAL
	Water Transmission Redundancy - Phase 5	\$ 150,000					\$ 150,000
	Zamboni	\$ 110,000					\$ 110,000
	TOTAL	\$ 687,000	\$ -	\$ 850,000		\$ 275,000	\$ 1,812,000
2024-2025	Water Transmission Redundancy - Phase 6	\$ 325,000					\$ 325,000
	Sewer/Water Union to Mill Brook			\$ 500,000			\$ 500,000
	Mill Brook Flume Rehabilitation			\$ 175,000		\$ 200,000	\$ 375,000
	Public Works Truck	\$ 52,000					\$ 52,000
	Solid Waste Facility Loader	\$ 310,000					\$ 310,000
	Public Works Sweeper	\$ 65,000					\$ 65,000
	IT System Replacements	\$ 50,000					\$ 50,000
	TOTAL	\$ 802,000	\$ -	\$ 675,000		\$ 200,000	\$ 1,677,000
2025-2026	Water Transmission Redundancy - Phase 7	\$ 550,000					\$ 550,000
	Sewer / Water Keddy Lane			\$ 225,000			\$ 225,000
	Works Department Truck	\$ 52,000					\$ 52,000
	Public Works Tandem Truck (used)	\$ 140,000					\$ 140,000
	Solid Waste Facility Skidsteer	\$ 60,000					\$ 60,000
	IT System Replacements	\$ 50,000					\$ 50,000
	TOTAL	\$ 852,000	\$ -	\$ 225,000			\$ 1,077,000
5-YEAR TOTAL		\$ 4,536,000	\$ 2,234,748	\$ 4,761,130	\$ 2,758,257	\$ 18,575,000	\$ 32,865,135

Region of Queens Municipality Staff Report

9.1

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: April 27, 2021

Re: **EXTENSION OF AGREEMENT WITH PAC AUTISM NOVA SCOTIA SOCIETY**

Background

Region of Queens Municipality entered into an agreement with PAC Autism Nova Scotia Society on April 10, 2019, for the installation of an inclusive playground adjacent to Queens Place Emera Centre. The agreement was for two years and recently expired.

Details

During the past two years, the local South Shore Autism Chapter has been aggressively fund raising trying to obtain the \$450,000 needed for their proposed playground project. Currently, they feel they are about \$100,000 short, but are hopeful that they will be able to raise these funds in 2021.

Applicable Legislation

Section 61(1) of the *Municipal Government Act (MGA)* authorizes a municipality to agree with any person for the provision of a service or a capital facility that the municipality is authorized to provide.

Section 65(ag) of the *Municipal Government Act* provides that a council may expend money required by the municipality for playgrounds, trails, including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths, swimming pools, ice arenas and other recreational facilities.



Budget Impacts

In 2020-2021, Council authorized a grant of \$99,750 from its Community Investment Fund for this project which as the maximum available under the terms and conditions of the Fund and the application received. Because the project did not proceed, these funds were not expended from the Investment Fund and projects are not permitted to carry over funds from year to year. If the staff recommendation is approved, staff will request that PAC Autism Nova Scotia Society re-apply once they are more confident that their project will proceed and the project budget is revised.

Recommendation

THAT the Council of Region of Queens Municipality approve the proposed amending agreement with PAC Autism Nova Scotia Society for the establishment of an inclusive playground;

AND THAT the Mayor and Deputy Clerk be authorized to execute the agreement on Council's behalf.

Communications

Upon the approval of Council, a copy of the agreement will be forwarded to PAC Autism Nova Scotia Society for their signatures.

This approval will be posted on our social media sites, as well as our website, and a press release issued outlining the benefits of this partnership and future community benefits.

AGREEMENT

THIS AMENDING AGREEMENT entered into on April , 2021,

BETWEEN:

REGION OF QUEENS MUNICIPALITY, a body corporate under the laws of the Province of Nova Scotia, having its head office in Liverpool, Queens County, Nova Scotia

(hereinafter referred to as the "Municipality")

- and -

PAC AUTISM NOVA SCOTIA SOCIETY, a non-profit body corporate under the laws of the Province of Nova Scotia, having its head office at Halifax, Nova Scotia

(hereinafter referred to as the "Autism NS")

WHEREAS the two parties noted above entered into an agreement dated April 10, 2019, that would see them collaborate on the installation of a inclusive playground adjacent to the Mersey Skate Park, located at 72 Old Cobb`s Barn Road;

AND WHEREAS the agreement was for two years and has now expired without a successful resolution to the joint initiative and the parties agree one with the other to extend this agreement for an additional one year until April 9, 2022;

WITNESSETH in consideration of the mutual covenants and agreements hereinafter contained and subject to the terms and provisions of this Agreement, the parties agree one with the other to extend the agreement now expired for an additional one year term with all the same terms and conditions.

IN WITNESS WHEREOF the parties have signed this Agreement this day of April, 2021.

SIGNED, SEALED, AND DELIVERED
in the presence of

REGION OF QUEENS MUNICIPALITY

Mayor

Deputy Clerk

PAC AUTISM NOVA SCOTIA SOCIETY

Chairperson

Executive Director

AGREEMENT

THIS AGREEMENT entered into on March , 2019,

BETWEEN

REGION OF QUEENS MUNICIPALITY, a body corporate under the laws of the Province of Nova Scotia, having its head office in Liverpool, Queens County, Nova Scotia

(hereinafter referred to as the "Municipality")

- and -

PAC AUTISM NOVA SCOTIA SOCIETY, a non-profit body corporate under the laws of the Province of Nova Scotia, having its head office at Halifax, Nova Scotia

(hereinafter referred to as the "Autism NS")

WHEREAS the Municipality agreed to allow use of land adjacent to the Mersey Skate Park, located at 72 Old Cobb`s Barn Road, for the installation of an inclusive playground by Autism NS;

AND WHEREAS it was agreed that the Municipality would enter into an Agreement with Autism NS for which Autism NS and the Municipality would set out their respective obligations for the fund raising, construction and ongoing maintenance of a playground on the Lands, and provide for, amongst other things, ongoing maintenance of the playground once construction and installation is complete to the satisfaction of the Municipality and Autism NS;

AND WHEREAS it is clearly recognized by the Municipality that an inclusive playground in Queens County is required to provide children of all abilities from across the South Shore and Western Nova Scotia with a location to play and interact with others;

WITNESSETH in consideration of the mutual covenants and agreements hereinafter contained and subject to the terms and provisions of this Agreement, the parties agree one with the other as follows:

The Municipality shall:

1. Manage playground equipment purchase, hire, coordinate, contract with, and pay contractors, maintain insurance during the period of construction, oversee the placement and installation of CSA approved playground equipment and required perimeter fencing, with documentation certifying that purchased equipment is CSA approved and that equipment was installed according to CSA standards.

2. During construction and thereafter, the Municipality will carry out regular maintenance and inspection according to its regular facility inspections, and will repair or replace equipment when required at its sole discretion.

Autism NS shall:

1. Coordinate the selection of appropriate playground equipment and amenities and provide ongoing advice to the Municipality during the design and layout phase to ensure the installation meets with all required needs of individuals.
2. Work with the arm's length fund raising committee made up of residents to secure funding through grants and donations together with the Municipality to fund the project activities, and thereafter to use the funds raised to reimburse the Municipality for costs incurred upon the purchase of and submission of receipts for agreed upon equipment and amenities in a timely manner.

TERMINATION

Except where the Parties agree in writing to terminate the Agreement, neither Party shall have the right to unilaterally terminate this Agreement for a period of two (2) years from the date hereof. Thereafter, either Party may terminate this Agreement by providing the other Party not less than sixty (60) days written notice, provided that the Municipality and Autism NS agree that this Agreement shall not be terminated for any reason whatsoever once (i) the scope and budget for the project is agreed and (ii) construction or placement of equipment or infrastructure begins, provided that the Municipality and Autism NS agree that except where otherwise agreed by the Parties in writing, no contracts for the construction or placement of equipment or infrastructure shall be entered into by the Municipality or anyone and no construction of the project shall begin until such time as funds to fully fund the agreed upon scope of work for the project shall have been secured. Once the project is complete and open to the public for use, and all funding has been provided to the Municipality from the arm's length fund raising committee as supported by Autism NS, and reports for all funding partners are complete, this Agreement shall no longer be in effect.

TERM OF AGREEMENT

The term of this Agreement shall be from the entering into of this agreement first above written until the terms of termination noted above have been complied with and met.

IN WITNESS WHEREOF the parties have signed this Agreement this _____ day of March, 2019.

SIGNED, SEALED, AND DELIVERED
in the presence of

REGION OF QUEENS MUNICIPALITY

Mayor

Chief Administrative Officer

PAC AUTISM NOVA SCOTIA SOCIETY

Chairperson

Secretary

Region of Queens Municipality Staff Report

9.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: April 27, 2021

Re: **PROPOSED NEW NOISE BYLAW**

Background

Council on July 21, 1997 adopted a Noise Bylaw and at the time it was the result of a consolidation of the former Municipality of the County of Queens' Anti-Noise Bylaw and Town of Liverpool's Prohibition and Regulation of Certain Noises Bylaw. This bylaw has been in place since that time and is still in effect today.


Details

Council at its regular meeting on February 23, 2021, requested that staff prepare a new noise bylaw with significantly more details and updated language. This has now been completed and is presented today for discussion and potential adoption. If Council adopts this bylaw, it will need to be sent to the Province of Nova Scotia to designate certain sections as enforceable through the issuance of summary offense tickets. This process normally takes 12-15 months. Until that time, any infractions will require immediate court action with no ability to simply issue a fine.

Applicable Legislation

172 (1) A council may make by-laws, for municipal purposes, respecting

- (a) the health, well being, safety and protection of persons;

- 
- (b) the safety and protection of property;
 - (c) persons, activities and things in, on or near a public place or place that is open to the public;
 - (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited,

Budget Impacts

The future costs will include the advertising for second reading in a local newspaper, as well as a second newspaper ad after adoption. Following this, increased costs will be incurred to carry out additional investigations by our staff and legal fees for enforcement, but these are unknown until complaints are received, investigations are conducted, and consultations with our legal counsel take place.

Recommendation

THAT the Council of Region of Queens Municipality give first reading to a Bylaw Respecting Noise.

Communications

Once Council gives first reading to the proposed new bylaw, it will be advertised in a local paper circulating in the community the following week noting that it is open for inspection by the public, including on our website. Any public comments received will be provided to Council prior to, or at the time of second reading.



BYLAW NO. 7

A BYLAW PROHIBITING CERTAIN NOISES

BE IT ENACTED by the Council of 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 7 and may be cited as the "Noise Bylaw".

DEFINITIONS

2. In this bylaw, all words have their normal dictionary meanings, except as follows:
 - a. "construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
 - b. "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks,

ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;

- c. "emergency response personnel" includes police, fire departments, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- d. "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, except a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of husbandry, and an off-highway vehicle as defined from time to time in the *Off-Highway Vehicles Act*;
- e. "point of reception" means any point on premises where sound, originating from other premises, including other dwelling units, is received;
- f. "public address system" means any system comprised of one or more of the following and in any combination: loudspeaker, Bluetooth speaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound;
- g. "off-highway vehicle or boat" means an off-highway vehicle as defined in the *Off-Highway Vehicles Act* and any motorized water-craft except a commercial fishing boat or a boat used as a ferry or in a commercial enterprise.

PROHIBITIONS AND INTERPRETATIONS

3. No person or Corporation shall at any time between the hours of 11:00 p.m. and 7:00 a.m. engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one neighbour is unreasonably

disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

4. Without limiting the generality of Section 3, the activities or noises listed in Schedule "A" during the proscribed times as set out therein are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood if the sound resulting from the activity is audible at a point of reception.

FIXED EXEMPTIONS

5. This bylaw does not apply to:
 - a. emergency response personnel engaged in the execution of their emergency response duties, including operating comfort centers and emergency shelters with generators.
 - b. persons acting at the request of emergency response personnel during an actual or apparent emergency condition, and without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.
 - c. Notwithstanding any other provisions of this bylaw, this bylaw shall not apply to or proscribe:
 - i. the emission of sound in connection with any organized traditional, festive or religious activity celebrating Canada Day, New Year's Eve, or religious holidays;
 - ii. the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
 - iii. noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;

- iv. noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres;
- v. noises from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities funded, sponsored or licensed by the Municipality or federal or provincial governments;
- vi. noises emitted by audible pedestrian signals;
- vii. noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if the refrigeration truck is parked on the property of its commercial assessed business;
- viii. noise emitted from commercial fishing boats when embarking or disembarking at wharves or other authorized locations;
- ix. noises from the operation of off-highway vehicles at designated sites, and during designated times, established for that purpose by the Municipality or other government authority, as properties that permit off-highway vehicle use;
- x. any noise emitted from, or associated with, any Industrial operation including any noise emitted by or from any equipment or vehicle associated with such Industrial operation on the condition that such noise is emitted from an activity which is within the reasonable scope of the Industrial operation;
- xi. construction and construction equipment used by residents or contractors for the ordinary and normal construction activities on lands for which all required government permits have been received and are in effect, including portable sawmills, from 7:00 a.m. to 7:00 p.m.;
- xii. the use of personal generators for dwellings that, at the time of use, are without power from a power interruption on the province-wide power grid or during construction activities noted in 5(c)(xi).

PENALTY

6. Any person or Corporation who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$500 and not more than \$10,000 and to imprisonment of not more than 60 days in default of payment thereof.
7. Any person or Corporation who contravenes Section 3 of this bylaw and who is given notice of the contravention may pay to the Municipality, at the place specified in the notice, the sum of \$350 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

REPEAL

8. Noise Bylaw adopted by the Council of Region of Queens Municipality on the 21st day of July 1997, is hereby repealed.

Schedule "A"

Activities proscribed at all times, unless otherwise noted:

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The detonation of explosive devices not used in construction or quarrying;
5. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance, other than at South Shore Regional Airport;
6. Persistent barking, howling or other persistent noise-making by a dog or other animal owned or possessed by the occupant of premises;
7. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes unless:
 - a. the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded;
 - b. operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors;

- c. weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo, and where the vehicle is stationary for purposes of delivery or loading;
 - d. prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine;
 - e. the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.
8. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation;
 9. Other than snow removal, the operation in the outdoors of any power tools for domestic purposes such as lawn mowing, gardening, home renovation activities, and cutting or sawing wood when done for reasonable domestic or silvaculture purposes, only between 7:00 a.m. and 9:00 p.m.
 10. Yelling, shouting, hooting, singing or playing musical instruments that would be deemed unreasonable noise and disturbing the peace and quiet of a neighbourhood.
 11. The operation of any public address system, television set, disc player, tape deck, phonograph, radio, or Bluetooth speakers in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
 12. Subject to subsection (c)(vii) of Section [5] of the bylaw, the operation of any refrigeration unit which is attached to a refrigeration trailer unless the refrigeration trailer is in motion;

Region of Queens Municipality Staff Report

12.1

To: Council

From: Meaghan Roberts, Director of Recreation & Healthy Communities

Date: April 27, 2021

Re: Community Investment Fund 2021- 2022

Background

The Community Investment Fund (CIF) is entering its third year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.


Total funding available in the 2021-2022 budget year is \$175,000, in addition to the remainder in reserve which will be updated once all 2020-2021 approvals under the fund are completed.

The deadline for operational funding was January 31, 2021, all other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

Details

Funding requests for consideration today are Operating Investment Funds and Capital Investment Funds that have provided complete eligible applications.

Organizations are eligible for Operating Investment Funds under three categories:

- 
- a) Up to \$10,000 annually for organizations that own their own facility or have a long term lease for such, where the program or services are well established, and are open to all members of the public;
 - b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
 - c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for local residents, or to support long-standing programs or services that have been in existence for more than five years.

Organizations are eligible for Capital Investment Funds under three categories:

- a) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
- b) Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
- c) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

Below is a summary of the funding requests and comments regarding each:

Brookfield Mines Trail Association

Request: \$20,000

Brookfield Mines Trail Association is continuing upgrades to the section of former rail bed from Westfield Road to Colpton, approximately 18km of trail. They will be adding surface material to achieve a fine crushed finish to the trail. Total eligible costs for the capital upgrade is \$ 43,166.50. All required documentation was provided and the request meets Policy 11-Community Investment Fund's criteria.



Community Food Resource Network

Request: \$10,000

Community Food Resource Network is an initiative designed to help alleviate food insecurities in North Queens. Their request is for operational funds to assist in their year round operational expenses, expand their raised bed garden program; to assist in increasing their supply of fresh fruit, vegetables, milk, eggs and protein; and the continued use of “Muriel’s Closet” their thrift shop. Their total eligible projected expenses for 2021-2022 is \$24,120.43. All required documentation was provided and the request meets Policy 11 – Community Investment Fund’s criteria.

Friends of Hank Snow Society

Request: \$10,000

Hank Snow Home Town Museum is operated by the Friends of Hank Snow Society that is dedicated to the preservation and promotion of our local county music culture and heritage. The Society’s request is for operational funds for the year round operation of the museum. Their total eligible projected expenses for 2021-2022 is \$17,741.30. All required documentation was provided and the request meets Policy 11 – Community Investment Fund’s criteria.

Liverpool Baseball Club

Request: \$6,500

Liverpool Baseball Club own and operate the Dannie Seaman and C. Murray Smith Baseball Fields. The Club’s request is for capital upgrade funding to repair the infield on the Dannie Seaman Field and to repair the warning track and area behind 2nd base on the C. Murray Smith Field. The total eligible costs for the capital upgrade is \$10,600.00. All required documentation was provided and the request meets Policy 11- Community Investment Fund’s criteria.

North Queens Board of Trade

Request: \$10,000

North Queens Board of Trade’s request is for operational funds for North Queens’ Canada Day Celebrations, Community Beautification projects, Christmas Celebrations and Harmony Park. Their total eligible expenses for these projects is \$11,988.06. All required documentation was provided and the request meets Policy 11-Community Investment Fund’s criteria.

Queens County Fair Association

Request: \$10,000

Queens County Fair Association owns and operates the Queens County Fair Grounds. The Association’s request is for operational funds for the year round operation of the fair grounds. Their total eligible projected expenses for 2021-2022

is \$47,634.79. All required documentation was provided and the request meets Policy 11 – Community Investment Fund’s criteria.

Seaside Recreation and Community Centre Association Request: \$10,460

Seaside Recreation and Community Centre Association owns and operates the Seaside Recreation and Community Centre. Their request is for operational funding for heating oil, electricity, building cleaning and insurance. Their total eligible projected expenses for these items for 2021-2022 is \$9,549.56. All required documentation was provided and the request meets Policy 11 – Community Investment Fund’s criteria.

Applicable Legislation

Municipal Government Act (MGA) authorizes Council to expend money under:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the municipality’s operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
- (c) the expenditure is legally required to be paid.

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

Budget Impacts

This report is seeking approval to expend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.



Recommendation

That the Council of Region of Queens Municipality provide grant funding to Brookfield Mines Trail Association in the amount of \$20,000 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Community Food Resource Network in the amount of \$10,000 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Friends of Hank Snow Society in the amount of \$10,000 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Liverpool Baseball Club in the amount of \$5,300 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to North Queens Board of Trade in the amount of \$10,000 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Queens County Fair Association in the amount of \$10,000 from the 2021-2022 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Seaside Recreation and Community Centre Association in the amount of \$5,000 from the 2021-2022 Community Investment Fund.

Communications

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2021-2022 Grant Disclosure per Policy 89.

**Region of Queens Municipality
Staff Report**

12.2

To: Council

From: Meaghan Roberts, Director of Recreation & Healthy Communities

Date: April 27, 2021

Re: POLICY 41 - Photocopying Services for Community Organizations

BACKGROUND

Policy 41 – Administrative Assistance to Community Organizations was previously approved by Council on February 25, 2014. The purpose of this policy is to provide administrative assistance to community organizations in Queens County. There is a significant amount of usage under this policy, however; the primary request in the past number of years has been for photocopying services, while other requests have been less.

When the policy was initially introduced, not all community groups would have had access to software required to prepare minutes, posters, tickets, etc. These programs are now widely available and accessible for the creation of these documents.

DETAILS

With the organizational changes taking place within the Departments of Recreation and Healthy Communities and Economic Development, it is necessary to update this policy accordingly. As of May 1, 2021, Policy 41 will be administered at Queens Place Emera Centre. This will allow for requests to be fulfilled within the operational days and hours of the facility; which are beyond the office hours currently available at RQM Municipal Building.

The policy will now be solely focused on providing one-thousand (1000) free photocopies per community group, per year. The policy name will be updated to reflect the change in services being offered. Non-profit community groups will have the opportunity to contact staff to acquire copies of documents that were previously created by the Administrative Assistant for Recreation and Economic Development under this policy. Any documents previously developed may not have been created with a program that a community group has access to. However, it would provide the information to the community group as to what was included on the document. Free templates are widely available to create new documents.

APPLICABLE LEGISLATION

Section 47(1) of the Municipal Government Act (MGA) authorize Council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

BUDGET IMPACTS

The impacts to budget lines would be in relation to freeing up staff time. Staff would normally have spent approximately two (2) days per month on requests under this policy. Otherwise, the purposed changes are for all intents and purposes administration changes for clarity purposes.

RECOMMENDATION

THAT the Council of Region of Queens Municipality approve Policy 41 – Photocopying Services for Community Organizations.

COMMUNICATIONS

The amended policy will be posted on the Region of Queens Municipality website and the updated policy will be provided to community groups who are currently included as part of the Region of Queens Municipality database.



POLICY NO. 41

PHOTOCOPYING SERVICES FOR COMMUNITY ORGANIZATIONS

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

This policy shall be known as Policy Number 41 and may be cited as the “Free Photocopies Policy”.

POLICY PURPOSE

It shall be the purpose of this policy to have clear guidelines for the provision of free photocopying services to community groups within Queens County.

AUTHORITY

Section 47(1) of the Municipal Government Act authorizes Council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

ELIGIBILITY

Each non-profit community organization based in Queens County shall be eligible for one thousand (1000) free photocopies per calendar year.

PROVISION OF SERVICE

Responses to requests will be filled within two days. Copies are non-transferable to other non-profit community organizations.

ACCESSING SERVICE

Community organizations requesting assistance shall make their request in person or via email with the Customer Service Desk at Queens Place Emera Centre (QPEC). Staff of QPEC will indicate to the organization's representative an approximate date of completion for reference and shall obtain their name and telephone number to call when the items are ready to be picked up.

EFFECTIVE DATE

This policy shall take effect beginning May 1, 2021.

REPEAL

Policy 41 - Administrative Assistance to Community Organization Policy, adopted by the Council of Region of Queens Municipality on the 25th day of February 2014, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 27th day of April, 2021.

SIGNED by the Mayor and Deputy Clerk this 28th day of April, 2021.

Mayor

Deputy Clerk

Adopted by Council: April 27, 2021

In Effect: May 1, 2021

Region of Queens Municipality Staff Report

13.1

To: Council

From: Elise Johnston

Date: 27 April 2021


Re: Queens Municipal Accessibility Plan 2021-2030 (QMAP)

Background

The 2017 Canadian Survey on Disability found that 1 in 5 Canadians (or 6.2 million) aged 15 years and over had one or more disabilities that limited them in their daily activities. Prevalence of disability increased by age and was higher among females than males. Nova Scotia had the highest prevalence of disability of all the ten provinces with 32.7% of adults aged 45 to 64 years that reported having a disability. We can infer that potentially over 3,000 Queens County residents are impaired and even more impacted by a family member with a disability.

Nova Scotia's Accessibility Act, Bill 59, of September of 2017 aims to prevent and remove barriers that disable people with respect to participating in the broad community. Six categories were defined: built environment; education; employment; goods and services; information and communication; and transportation. An implementation timeline of 2030 was determined and both an Accessibility Directorate and an Accessibility Advisory Board were established. Standard development committees will be created for each category, with the built environment and education having started already.

The Act mandates all public bodies to prepare and make publicly available an accessibility plan within a year of being so prescribed. The Act's Regulations first



prescribed municipalities as public sector bodies in April 2020 and officially pushed the date to April of 2021 due to Covid-19 delays.

Details

Region of Queens Municipality created a two-year position of Accessibility Coordinator which was filled by Elise Johnston at the end of July 2020 with a primary focus of preparing a municipal accessibility plan. An Accessibility Advisory Committee was formed in October and has been meeting monthly to provide first hand experience of barriers. With supervision from the Director of Planning, a draft Queens Municipal Accessibility Plan (QMAP) has been prepared. Work has included a survey, public outreach, online training, research of best practices as well as assessments of municipal properties and services.

Attached is the current draft of the Queens Municipal Accessibility Plan 2021-2030, ready for public review and input.

Applicable Legislation

The NS Accessibility Act and the Accessibility Act General Regulations, 2017, c. 2, s. 71 (April 1, 2021)

Budget Impacts

Staffing, advisory committee resources and Queens Municipal Accessibility Plan preparation was funded by a combination of a \$25,000 provincial grant and approved Region of Queens Municipality operational budget. The implementation of the accessibility plan will require regular municipal funding considerations in future budgets to meet the provincial 2030 timeline.

Recommendation

That Council of Region of Queens Municipality request staff release the draft Queens Municipal Accessibility Plan to the public for review and comment for a period of 45 days.

Communications

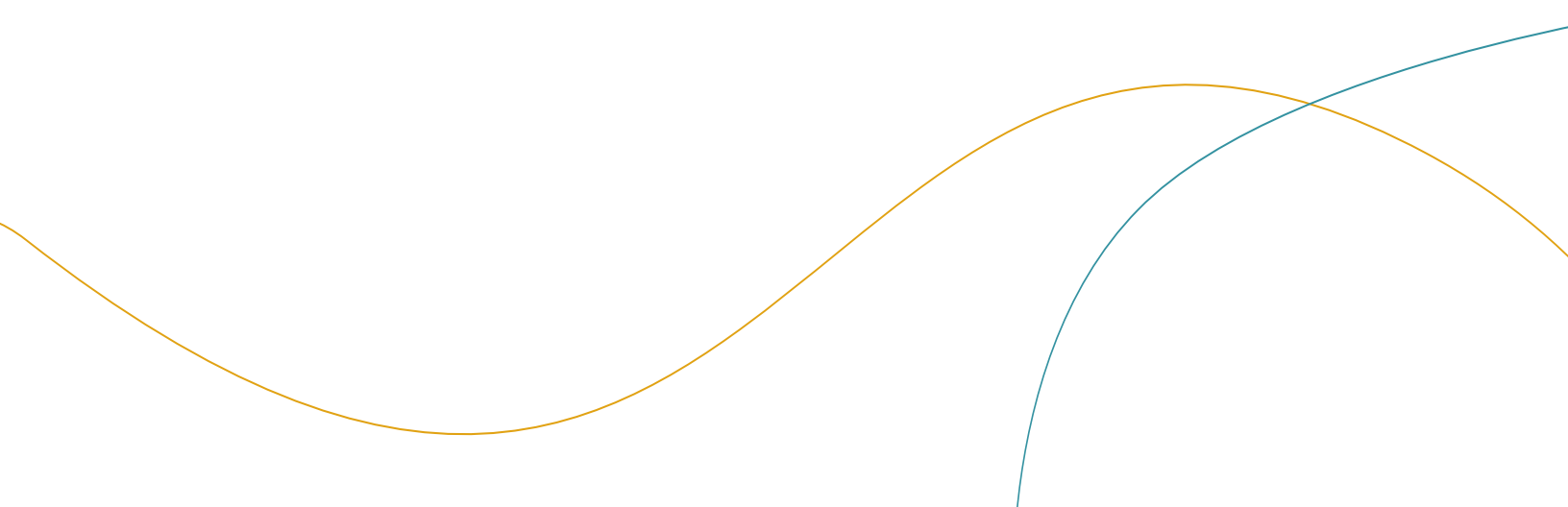
Communications of the release of the draft QMAP will be through media release, website, social media and relevant organisations.



Municipal Accessibility Plan 2021-2030

Region of Queens Municipality

April, 2021





Region of Queens Municipality	0
April, 2021.....	0
Introduction	2
Definition of Terms	3
Categories of Accessibility	4
Region of Queens Commitments	4
Guiding Principles	4
Goals for Municipal Accessibility Outcomes.....	4
Responsibilities	5
Existing Policies	5
Community Engagement	6
Implementing the Plan.....	6
To Do Items, according to the categories of accessibility:.....	6
1. Built Environment	6
2. Education	7
3. Employment.....	8
4. Information and Communications.....	9
5. Goods and Services	9
6. Accessible Transportation.....	10
Detailed Built Environment Recommendations for Queens.....	10
Appendices.....	1
Appendix A New Accessibility Standards for NS in the Built Environment.....	1
Appendix B Employment under the Nova Scotia Human Rights Commission.....	3
Monitoring and Evaluating.....	4
Committee Members October 2020.....	4

Introduction

In 2017, Nova Scotia was the third province to adopt an Accessibility Act as Bill 59¹. This legislation requires public bodies, including municipalities and universities, to create accessibility plans by 2021 with the help of local advisory committees made up of people with disabilities or who represent organisations that support persons with disabilities. This 'first person voice' highlights specific experiences of barriers to basic services and opportunities, and provides insights for improvements.

The Canadian and Nova Scotia Human Rights Commissions advocate against discrimination in various ways but are set up to address complaints, i.e. after barriers have been met. Nova Scotia recognises this is reactive and strives to be proactive by preventing barriers in the first place while identifying and removing those that exist already. Region of Queens has embraced this direction by creating a new position of Accessibility Coordinator, who, guided by Queens Accessibility Advisory Committee (**QAAC**)², helped create this Queens Municipal Accessibility Plan (**QMAP**). Based on section 40 of the Accessibility Act, Accessibility Plans must be publicly available and include:

- a. A report on measures the public sector body has taken and intends to take to identify, remove and prevent barriers;
- b. Information on procedures the public sector body has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or by-laws it will be administering; and
- c. Any other prescribed information.

It is important to note that this municipality is in fact an entire county with a variety of built environments, ranging from untouched natural sites to denser urban settings. There are a number of hamlets, or pockets of semi-urbanised zones, that offer services for the immediate community and there are many residences spaced quite sparsely without the typical 'municipal services' close by. It is also worth noting that the population is under 11,000, with statistically lower incomes than most of the province. It will be a challenge to respect the natural character of Queens that many love and identify with while improving access in the built environment. For example, it is not necessarily realistic that hamlets be completely lined with sidewalks or that every small business owner have a power-operated entry door. What is expected, however, is that by broadening awareness of issues and resources, the municipality can

¹ https://www.nslegislature.ca/legc/bills/62nd_3rd/3rd_read/b059.htm

² QAAC consists of up to 5 volunteer members of the public, who either have disabilities or represent organisations that support people with disabilities, plus 2 elected Councillors, for terms of 1 or 2 years. The Accessibility Coordinator and the Director of Planning sit as non-voting members.

improve accessibility across the board, starting with itself as a role model.

Definition of Terms

Barrier

Barriers make it harder for some people to participate in various ways. Nova Scotia’s Accessibility Act defines a barrier as “anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.” While economic barriers exist, they are not the focus of this Act.

Disability

As defined in Nova Scotia’s Accessibility Act: “a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual’s full and effective participation in society.” Where no barriers exist, a disability should not be an impediment.

Equitable Access

If equal access is to give everyone the same thing, barriers may be created for some users. A commitment to fairness looks at the end result and for equitable access which allows all users full participation. Accommodating individual differences by offering flexibility and options is key.



ASL is American Sign Language, which needs translators between users and non-users.

CART, or Communication Access Real-Time Translation, delivers captions remotely to any screen in real time, also known as Live Captioning.

CSA is the Canadian Standards Association, whose B651HB-18 specifications will be adopted by NS in terms of accessibility in the built environment.

Categories of Accessibility

As laid out in the Nova Scotia Accessibility Act:

1. **Built Environment:** shared indoor and outdoor spaces where we live, work and play, all to be barrier-free. (This is the first set of standards to be developed, currently being reviewed after stakeholder consultation).
2. **Education:** to be inclusive yet individualised.
3. **Employment:** opportunities to be available and accessible to all.
4. **Information and Communications:** to be available in a variety of formats, with or without assistive technologies.
5. **Goods and Services:** to be accessible to all (includes the built environment and information/communications as well as staff training).
6. **Public Transportation and infrastructure:** to be accessible and available within and between communities.

Region of Queens Commitments

Guiding Principles

Be a **Champion of Change**, a role model for the private sector and broader community.

Human Rights - We uphold accessibility as a fundamental human right. We prioritize the social model of disability, recognizing that limitations are created by environmental, structural and attitudinal barriers that restrict the full participation of persons with impairments.

First Voice - We value first voice and prioritize it in our work to advance accessibility, recognizing the lived experiences and expertise of residents with disabilities.

Diversity - We understand the diversity of disabilities and how other identities, circumstances, and experiences intersect and impact accessibility. Disability is valued as a category of diversity and is to be reflected in municipal policies, programs and services.

Goals for Municipal Accessibility Outcomes

Based on Federal and Provincial Accessibility Requirements and following Nova Scotia's 'Access by Design 2030' timeline, (<https://novascotia.ca/accessibility/access-by-design/>) Region of Queens as a prescribed public sector body must aim for the following goals:

- Persons with disabilities (including employees, residents and visitors) receive equitable access to:
 - Municipally-owned and leased buildings and public spaces;
 - Services delivered by the Municipality;

- Municipal information and communications.
- Persons with disabilities are meaningfully employed, engaged and advancing within Municipal service and have appropriate accommodations.
- Municipal employees are aware of the rights of persons with disabilities, are able to identify barriers to accessibility and their impacts, and actively seek solutions to prevent and remove them.

Responsibilities

- The **Accessibility Coordinator** is responsible for receiving and responding to public concerns, complaints and suggestions as well as recruiting members for the Advisory Committee and serving as a resource to the community. Accountable to the Director of Planning and Development, they will develop the municipal strategy and plan.
- The **Accessibility Advisory Committee** is responsible for guiding the Accessibility Coordinator in creating the Municipal Accessibility Plan, reporting and making recommendations to municipal council.
- **Council** is responsible for adopting and overseeing the Municipal Accessibility Plan as well as allocating sufficient resources to fulfill its goals.
- The **Chief Administrative Officer** is ultimately responsible for having the plan implemented under the framework of the Act.

Existing Policies

The Region of Queens Policy #87 - Recreation for All approved in March 2020, already lays out some areas for accessibility, which can be highlighted and implemented. Similar clauses need to be carried through all aspects of municipal operations.

87.11 Council shall ensure that any future leases or agreements consider the accessible nature of such facilities for all users.

87.12 Council shall seek to improve accessibility incrementally for all existing municipal recreational properties with budget allocations each year.

87.22 The Municipality will inform, educate and communicate all recreational facilities in various formats, accessible to all.

87.25 Training opportunities for staff to ensure all services are accessible to all.

87.27 All events hosted by the Municipality will consider physical accessibility needs, audio and visual needs, transportation and parking, etc.

87.28 Community Organisations can apply for the Community Investment Fund program encouraging inclusionary events, programs and services.

Community Engagement

The Accessibility Coordinator reached out to dozens of 'Intermediaries', including the Department of Community Services, Queens Home Support Services, the local Doctors' Association, NS Works, Queens County Food Bank, the Thomas Raddall library, Pharmasave in Liverpool and Caledonia, Queens Community Health Board, Queens Senior Safety Association and the local VON nursing office to inform them of the municipal efforts and request that communications pass through them to target audiences.

An Accessibility Survey was created and launched in September 2020 and resulted in almost 100 submissions with general and specific feedback on priority concerns for Queens County. This plan takes notes from the Survey and encourages continued community input. Detailed responses are available upon request.

Public Awareness sessions, both online and in-person are prepared and to be presented widely and in focus groups. An exterior "Rollabout Event" or interior Simulations will occur when Covid restrictions allow.

Implementing the Plan

To Do Items, according to the categories of accessibility:

- 1. Built Environment** – See the proposed updated provincial standards in Appendix A.
 - All municipal properties will be assessed and recommendations made by end of July 2021. See the following section for details. Cost estimates of priority upgrades to be developed by October 2021, with the intent of long-term budget planning.
 - Council will allocate amounts for priority upgrades, general and/or specific, in next budget(s) (expanding on Recreation Policy # 87.12).
 - Grant applications are developed for large renovation projects. Examples include The Astor Theatre: entry, elevator, washroom; QPEC bleacher rails, auditory supports; beach access and rentable adaptive equipment such as a hippocampe.
 - Engineering Department staff and Building Official(s) receive Universal Design and/or Aging-in-Place training, also offered to community builders.
 - Building inspections identify and capture a count of which applications are accessibility-related and post/distribute a pamphlet for accessibility remodelling (for example to all who apply for ramp addition permits).

- All future plans and built projects for Queens are reviewed by the Accessibility Advisory Committee or Coordinator (as in Recreation policy # 87.07).
- Provide public awareness on the possibilities made with new Land Use Planning Bylaw and Municipal Planning Strategy, via home support service providers, realtors, contractors, lawyers, etc. in terms of housing types: accessory and converted dwellings; supportive housing and land lease communities.
- Liaise with the South Queens Chamber of Commerce and the North Queens Board of Trade to support small businesses as they work to improve accessibility in the built and digital contexts.

2. Education

The elementary, middle and high schools in Queens are managed by South Shore Regional Centre for Education in Bridgewater. There are no post-secondary institutions in the county. The municipality recognises the partnership between the Department of Education and the Rick Hansen Foundation Schools Program and will promote participation from the Accessibility Coordinator, Advisory Committee and community members.

Region of Queens will continue to support school-aged residents with the Recreation for All policy and to promote accessibility awareness through public outreach and educational programs.

- Create awareness campaigns to inform residents, service providers and business owners on the Act itself and the Municipality's commitments, using a variety of engagement methods and formats:
 - Audio podcasts and interviews through local radio and Queens Community Health Board, with all files recorded and posted online;
 - In person presentations (where COVID-19 restrictions allow);
 - Webinars initially for registered participants with recordings available online;
 - Articles on updates in South Shore newspaper;
 - Social media promotion, possible blog on the Region of Queens' website.
- Target audiences to include but are not limited to:
 - The business community through South Queens Chamber of Commerce and North Queens Board of Trade;

- Builders and contractors through three Home Hardware stores in Queens, the NS Builders Association, municipal Building Officials, realtors and word of mouth;
- The elderly through local organisations such as the Queens Senior Safety Association, pharmacies, Queens Home Support, VON, residential care facilities and more;
- People with disabilities through Dept. of Community Services, Queens Learning Network, NSWorks, Queens Association for Supported Living and the Doctor's Association.

3. Employment - See notes on NS Human Rights Commission in Appendix B. Also note Canada's Employment Equity Act 1995 that promotes equity in the workplace and protects employees from unfair treatment and any form of discrimination.

- Region of Queens ensures that all announcements of job opportunities are available in multiple formats, distributed through a wide range of intermediaries and promotes that accommodations are possible.
- Assign a designated staff person to help individuals who may need accommodations, either a Human Resource person or another personnel staff.
- Establish a centralized accommodation fund to pay for assistive devices or accommodations for employees.
- Continue accessibility improvements of the built environment for staff as much as for the public, i.e. accessible kitchens, internal doors, etc. in municipal sites.

Integrate efforts with the Diversity and Inclusion Coordinator and Committee on the following goals:

- All staff have some Disability Awareness Training, including watch the video from Human Rights Commission on Working with Abilities:
<https://nshrc.myvcampus.com/shop/working-with-abilities>.
- Outreach: Working with NSWorks, SQ Chambers of Commerce and NQ Board of Trade to support training on diversity in the workplace to all employers in Queens.
- Track (anonymously) the number of employees with disabilities, diagnosed or self-identifying, with the aim of reflecting diversity in the workforce. Following the Employment Equity Act 9.1(a) and 2), only self-identification is counted as a member of designated group.

- Set out long-term goals for increasing the representation of persons with disabilities in the total municipal workforce and the employer's strategy and timeline for achieving those goals.

4. Information and Communications

- By end of January 2021, all current municipal office staff will watch some of, and some staff will watch all of, the Digital Accessibility Webinars and other relevant training relevant to their tasks. New employees will receive training within their first month of starting work.
- As of June 2021, all new municipally-created documents will be screen-readable, using current best practices including coded structure to improve navigation.
- The new website(s) is to follow the internationally recognised 'Web Content Accessibility Guidelines', WCAG2, at minimum and be tested by various assistive technologies. An accessibility clause will be added to the footer indicating continuing efforts, alternative formats available upon request and providing a feedback capability.
- All printed information for the public is to have audio options, at least alternatives online with alternative text for images; use of QR codes and/or button-activated speakers on visual interpretation panels or visitor signage.
- A quarter of all business cards continue to have Braille.
- ASL or CART services will be readily available upon request with appropriate notice. Assistive hearing device(s) are to be in Council Chamber.
- All municipal videos will have closed captions where possible and described video where appropriate.

5. Goods and Services (beyond the other categories such as access to the physical environment, information-communications and staff training).

- All public service counters will have a dropped area with knee clearance, according to revised building codes.
- Establish a fund for accommodations for customers such as telecoil hearing systems, CART, Video Relay Services and/or ASL translators.
- Promote the existing accessible recreational equipment and continue to apply for grants for other assets, such as mobi mats at the beach.
- Recognising the extra financial burden that people with disabilities typically carry, the Municipality will determine the impacts of offering free parking to vehicles with accessible parking permits and decide whether to implement this or not.

- Waive or discount entrance fees at events and leisure activities provided by the municipality for those whose role is to provide service to someone with disabilities. Easter Seals has an “Access 2” program in which venues such as museums and theatres that recognise the need for support persons are registered and anyone holding a members card receives discounts.
- Region of Queens will allow for and consider the needs of service dogs such as the provision of water and rest areas without requesting proof of certification.

6. Accessible Transportation

- Support Queens County Transit services as appropriate and possible. Designated QCT pick-up and drop-off stops in high-use areas will be considered.
- Detail a parking and sidewalk remediation plan, with a timeline and budget: access aisles, protected paths, lowered curbs, slopes, use of high-contrasted tactile indicators. etc. in the areas that are within municipal control (Liverpool, some of Milton, Brooklyn and Caledonia) and according to updated provincial standards.
- Prioritise snow removal areas with training and awareness around accessible parking spots to maintain barrier-free paths in commercial and recreational areas that are maintained by the municipality.
- Develop incentives for accessible taxis such as waiving the annual municipal registration fee in Bylaw 15.
- Ensure that crosswalks are well marked and that audible traffic signal stations are safe and helpful, with clear instructions for all users. Use provincial regulations for design needs of pedestrians with impaired vision. Timing and volume of signals are specified as well as guidelines for tactile information.

Detailed Built Environment Recommendations for Queens

Detailed Audits have been completed for Queens’ Municipal Properties with many specific recommendations made. The following list highlights priority issues to be addressed, supported by the newly recommended Standards for the Built Environment. Quantitative reports with photos are available on request.

Site Place Name Priority Issues

1. **Administration Building:** improve accessible parking by adding upright signage and another accessible stall / replace the exterior path to Council Chamber and add a rail / install signage for the accessible washroom / create lowered

sections of service counters / provide hearing assistance in Council Chambers / put a bench along the exterior path.

2. **Queens Place Emera Centre:** widen parking stalls and add accessible aisles and a protected path (forthcoming in Spring 2021) / install toilet back rests in accessible stalls (completed March 2021) / add elevator and washroom signage (end March) / install hand-rail posts at some bleachers, top & bottom four rows for example / improve audio supports in the arena, the reception desk and community room with an induction loop or other / confirm visual emergency alarms exist, that evacuation plans have tactile information and that areas of refuge have signage / replace or improve toilet paper dispensers / replace the exterior push button door opener with a sensor-powered one for the front doors / consider how to offer a universal, non-binary change room.
3. **Town Hall / Astor Theatre:** create a ramped entry to the central space from the back parking to the side gallery / provide a universal washroom on the main floor / offer audio-visual supports such as caption readers and described video receivers and induction loops in community rooms / install an elevator to the second level and a lift to the stage / create the standard number, size and selection of flat wheelchair viewing spots in the theatre.
4. **Liverpool Courthouse:** Create a wheelchair accessible washroom / offer audio support / ease tension on entry doors and install a viewing panel on inside vestibule doors.
5. **Fort Point Lighthouse:** improve paths from parking / install ramps to and an emergency call system in the washrooms / offer audio-visual options for the interior presentations and exterior interpretation panels (such as button-activated speakers, QR codes to websites with videos, possibly lending a device. Consider a foghorn at the ground level to try.)
6. **Milton Centennial Pool:** The pool & building need major renovations and project development.
7. **North Queens Aquatic Centre:** major renovations and project development required.
8. **Liverpool Visitor Information Centre/Privateer & Centennial Park:** increase the number of accessible parking stalls and add upright signage / erect signage showing ramped access at back (end of April, 2021) / facilitate entry to the building with a power-operated opener or install a doorbell / provide audio support such as an induction loop or microphone-speaker and screen reader on the information device / increase the number of picnic tables with extensions

and install concrete pads at the sides of benches. Consider a year-round accessible port-a-pottie.

9. **Ground Search and Rescue Building:** provide a threshold ramp at the front door entry / make the washroom accessible with a 36" door, grab bars and accessories located correctly.
10. **Call Centre Building:** Audit not yet performed but a quick walk-through showed good accessibility in this more recently-constructed building.
11. **Hank Snow Museum:** improve entry with a power operated door or at least a doorbell / create two paved, accessible parking stalls and path at the entry ramp / add rails to side ramp / install a visual fire alarm / install a emergency call button from washroom / recommend audible information and website upgrades.
12. **Hillsview Acres:** not yet audited but as a care facility, it is likely wheelchair accessible.
13. **South Shore Regional Airport, Terminal Building:** not yet audited.
14. **Beach Meadows Beach:** have a MOBI mat and sand barrier at the ramped boardwalk, plus a storage shed for these / construct accessible change rooms (existing stalls are small with short steep ramps) with an adult-sized change table / pave a minimum of 2 parking stalls connecting to the boardwalk and add upright signs.
15. **Pine Grove Park:** have at least 1 accessible area with extended picnic table(s) by creating a second parking lot and flat entry point to the Trestle Trail and Anniversary Walk or by cutting a zigzag path on the hill in from the existing parking / consider a section with a rope-guided path for low-vision users / more benches along the wide flat trail.
16. **Port Medway Lighthouse & Park:** designate parking spots with upright signs and protected aisles / construct a ramp to the gazebo / have a roll-in portable toilet.
17. **Liverpool Fire Station:** install a power door –operator and threshold ramps at the front entry /install visual alarms in the washrooms.
18. **Milton Blacksmith Shop:** Not yet audited.
19. Municipal buildings without public access have not been audited:

Town 'Cowie' Well
Solid Waste Management
Public Works Garage

NQ Sewage Treatment Facility
SQ Sewage Treatment Facility
Water Treatment Plant
Leaf and Yard Waste Facility

20. Outdoor spaces for the public's use have not been audited yet but all built elements will be upgraded for accessibility, such as barrier-free path of travel, picnic benches, gazebos and parking.

Cobb Park
Tupper Park, Milton
Garika Park, Milton
Trestle Trail
Thorburne Baseball Field
Liverpool Tennis Court (Leased)
Skateboard Park
Bicycle Park
Queens Place Walking Trail
Meadow Pond Trail
Scout Camp, Greenfield
Path Lake Park, East Port L'Hebert
Miriam Hunt Park, Caledonia
Hunts Point Beach ROW

Appendices

Appendix A New Accessibility Standards for NS in the Built Environment

This section is provided as information on the provincial recommendations as they are being proposed at the time of writing. <https://novascotia.ca/accessibility/built-environment/Built-Environment-Recommendations-Phase-1.pdf> is a revised edition submitted in October 2020. Phases 2 was sent to the Department of Justice in March 2021 for review and phase 3 is scheduled for the Fall. The following is a summary of highlights that will have to be implemented by all municipalities.

- Parking
 - The province will review the current system, application process for and levels of dedicated parking spaces as well as enforcement procedures.
 - Municipal Accessibility Advisory Committees will determine the need, location and design of accessible spaces and ensure sufficient curb cuts with tactile surfaces and 70% colour contrast and safe pathways;
 - Light levels are to be 20-50 lux from parking spaces to the main entrance and a marked speed limit for vehicles posted (especially at QPEC & Waterfront lots);
 - Municipalities will install and maintain vertical signage, prioritize snow removal for accessible parking areas and appoint a specific person to ensure the enforcement of standards.
- Pedestrian Facilities
 - Public sidewalks to follow Transportation Association of Canada and have both tactile and colour-contrasted curb cuts.
 - Streetscape planning to be reviewed by Municipal Accessibility Advisory Committee: furniture to be cane-detectable, no obstructions for barrier-free paths.
 - Tactile indicators at tops of stairs.
 - Consider raised crosswalks at high-volume pedestrian traffic intersections.
- Emergency Services
 - All buildings requiring visual Emergency Plans according to Fire Code need updated and tactile evacuation maps located no more than 1200 mm from floor and with 1200 mm x 750 mm clear area in front of the sign, in a prominent location near entry points; well-marked areas of refuge with evacuation chair or alternative and a hands-free communication system not more than 1200 mm from floor; and staff training in public facilities. Copies of these plans will be forwarded to responding authorities.
 - Visual alarms: lights flash when audio signals; LCD systems should have captions.
- Wayfinding

- Nova Scotia adopts the CSA B651 and Communications NS will monitor international best practices towards future recommendations.
- Washrooms
 - Number of accessible stalls or rooms according to building code will meet CSA B651-18 until such time as the NSBC is updated. This includes clear signage, colour-contrasted accessories, visual alarms and emergency call buttons.
 - Have automatic door opener if occupancy loads require (see NS Building Code for numbers) or a door-less, screen wall entry, i.e. no force is required.
 - Essential service buildings are to have at least one adult change table and a lift (as a proposed guideline, not a regulation).
 - Municipally-specific requirements are to be stated in municipal accessibility plans for easy to find public information.
- Interiors
 - Stairs and ramps meet CSA B651 with recommended rail design, tactile indicators at tops and bottoms, and colour contrasting alerts at nosing.
 - Lowered service counters measure 730-860mm max surface height with knee clearance of 480mm depth, 685mm underside height minimum.
 - Lighting options are adjustable where practical in public and commercial buildings.
 - All primary accessible public entrances in buildings offering essential services require automatic door openers. All doorways meet CSA B561, ie 34" clearance (36" door), with levered handles, glass inserts where privacy allows and are colour-contrasted.
 - Elevators meet CSA B561 with tactile buttons, emergency call and auditory announcements.
 - Assistive Listening Systems are required in assembly areas greater than 100sq.m.
- Parks and Recreation
 - Nova Scotia will adopt Rick Hansen Foundation Guidelines for new trails and accessibility will be reviewed as part of annual maintenance plans (recommended regulation to be followed if passed). This means a minimum trail width of 1.2 m with passing spaces every 6 m unless the width is over 1.5 m. Surfaces should have minimal slope with level landings every 9m, firm, stable and slip resistant without obstacles on the path and head clearance of 2,030 mm. Illumination, guard-rails, drainage and colour contrast have guidelines as well.
 - Signage for parks, trails, and play spaces will be marked with braille and tactile surfaces stating accessible amenities, slope, distance and difficulty of trails.
 - Seating is offered at regular intervals, are clearly identified and 20% of which will be wheelchair accessible, including picnic tables, and spaces adjacent to benches.
 - New or renovated public pools will have ramps or a lift, and colour contrasting edges and access points.
 - One public beach per "tourist region" will be accessible.

- All recreation facilities will have accessible change rooms including adult change table, accessible showers, lockers and a lift (as a proposed regulation).

Appendix B Employment under the Nova Scotia Human Rights Commission

A free online course, Working With Abilities (<https://nshrc.myvcampus.com/complete-registration/>) is offered to help one:

- Understand the Nova Scotia Human Rights Act's definition of disability;
- Learn about various forms of mental and physical disabilities;
- Build your understanding of employer obligations in Nova Scotia through the duty to accommodate;
- Learn best practices to build a respectful workplace culture for persons with disabilities;
- To find out more about this course visit the Nova Scotia Human Rights Commission website or call 1 877 269 7699 (Toll-Free in Nova Scotia).

Managers must focus on the functional limitations and safety issues in order to determine the appropriate accommodation. Managers are not entitled to know the exact diagnosis.

Accommodation can entail a number of solutions, temporarily or for various durations of terms, including, but not limited to:

- Modifying appropriate aspects of an employee's job;
- Modifying hours of work;
- Gradual return to work schedule;
- Changing or modifying the work environment;
- Purchasing or modifying tools, equipment and aids;
- Searching for an alternate position (where the employee cannot be accommodated in their own position);
- Reallocating work duties within the work unit;
- Bundling duties;
- Changing an employee's place of work.

When accommodation is requested, the Employer and the Employee create an individual PLAN with all details together with Human Resources. Document all steps taken.

Confidentiality must always be maintained, but the degree of disclosure is up to the Individual.

Undue hardship occurs when an accommodation would create a substantial and unmanageable workplace burden for the Employer, such as substantial expense (guided by quantitative assessments determined by the province).

Monitoring and Evaluating

The initial survey will be kept open for a number of months as determined by the AAC, and a short follow up survey will be launched after a year of the plan being launched. A list of actions completed will be maintained and promoted on the Region of Queens/accessibility website.

An Accessibility Report Card will be prepared for Council a month prior to the end of every fiscal year measuring the performance of the plan and making amendments and recommendations as needed. This will include public input and will be a public document, available in various formats on the Region's website.

Anyone can lodge a complaint, pose a question or offer suggestions to the Accessibility Coordinator who will consult with the responsible staff and respond within a reasonable time. Appeals can be made to the Advisory Committee first and to Council second if any response, or lack thereof, is unsatisfactory.

Committee Members April 2021

Councillor Ralph Gidney, Chair

Councillor Vicki Amirault

Wayne Huskins

Kelly Oxner

Tyler Roy

Mike MacLeod, Director of Planning

Elise Johnston, Accessibility Coordinator

COUNCIL IMPLEMENTATION REPORT – January – April 13, 2021

Date	Recommendation	Responsibility	Action Taken
Jan. 12, 2021	Provide notice of lease termination to Albert and Traci Young for lands owned by Region of Queens Municipality located at 32 Wolfe Street, Liverpool, effective June 30, 2021.	M. MacLeod	Municipal solicitor has notified Mr. & Mrs. Young of termination of lease and requiring property to be vacated no later than June 30, 2021.
Feb. 23, 2021	<p>The motion made at the January 12, 2021 meeting that reads as follows be untabled:</p> <p>THAT Council of the Region of Queens Municipality approve the draft Memorandum of Understanding (MPU) Respecting the Use of Community Facilities as a Municipal Comfort Centre or Municipal Emergency Shelter during an Emergency;</p> <p>AND FURTHER THAT Council authorize the Mayor and Chief Administrative Officer to enter into any agreements related to this MOU with appropriate local community organizations that are interested.</p>	CAO	Agreements have been prepared and will now be reviewed with potential facilities by our EMO staff.

Date	Recommendation	Responsibility	Action Taken
March 9, 2021	Appoint Phil Prendergast to the Diversity and Inclusion Action Team for a term to expire on October 31, 2022.	CAO	Letter of appointment sent on March 15, 2021.
March 9, 2021	Award Tender No. SW-01-21 for the Collection of Solid Waste from April 1, 2021 – March 31, 2026 to GE All Trucking Limited for the total contract price of \$3,997,991.66, excluding HST.	S. LeBlanc	Complete
March 9, 2021	Award Tender No. SW-02-21 for the Transfer of Residual Solid Waste from Yarmouth, Clare and Digby Transfer Stations to Region of Queens Solid Waste Management Facility from April 1, 2021 – March 31, 2026 to GE All Trucking Limited for the quoted price as set out in the Form of Tender in Tender No. SW-02-21.	S. LeBlanc	Complete
March 9, 2021	Approve Organic Materials Agreements with the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport.	S. LeBlanc	Complete
March 9, 2021	Approve Recyclable Materials Agreements with the Municipality of the District of Shelburne, Town of Shelburne, Town of Lockport and Town of Clarks Harbour.	S. LeBlanc	Complete
March 9, 2021	Gives second reading to Bylaw 14 respecting Tax Exemptions.	M. Plummer	Bylaw submitted to Municipal Affairs on March 30, 2021.

	Recommendation	Responsibility	Action Taken
March 23, 2021	Enter into a three-year Agreement with Queens County Museum for the seasonal operation of Fort Point Lighthouse.	J. Rockett	The Agreement has been signed by all parties. The three-year agreement begins on April 15, 2021 and expires April 14, 2024.
March 23, 2021	Approve the Director of Economic Development job description.		Complete
March 23, 2021	Approve the Business Development Officer job description.		Complete
March 23, 2021	Approve the Community Development Coordinator job description.		Complete
March 23, 2021	Approve the Manager of Events, Promotions & Sponsorship job description.		Complete
March 23, 2021	Approve the Director of Recreation and Healthy Communities job description.		Complete
March 23, 2021	Approve registration for Councillor Maddie Charlton in the 12-week on-line Sustainable Communities course through Dalhousie University's College of Continuing Education at a cost of \$985 to be funded from the 2021-2022 operating budget.	CAO	Registration complete.
March 23, 2021	Appoint Robert Ross to the Planning Advisory Committee representing District 1, effective immediately, for a term to expire on October 31, 2022.	W. Connors	Mr. Ross advised of appointment following meeting.

Date	Recommendation	Responsibility	Action Taken
March 23, 2021	<p>Give pre-budget approval for the authorization of grant funding to Queens Daycare Association of \$30,000 to assist with decreased operating revenues with the funding to be included in the Community Grants section of the 2021-2022 operating budget;</p> <p>AND THAT prior to December 31, 2021, the Association provide a full accounting and report to the Municipality concerning the use of these funds and the benefits accrued with this municipal support.</p>	CAO	Letter sent to Queens Day Care on March 31, 2021.
April 13, 2021	Waive Astor Theatre Society's outstanding rent of \$2,000 for 2020-21 and further rental payments totaling \$4,500 until December 31, 2021.	J. Rockett	The Astor Theatre Society has been notified that Council approved the motion to waive the outstanding rent from 2020-21 and further rental payments until December 31, 2021.
April 13, 2021	Give first reading to Bylaw No. 18 Respecting Deed Transfer Tax.	CAO	Advertised in the April 21, 2021 edition of The Lighthouse Now.

Date	Recommendation	Responsibility	Action Taken
April 13, 2021	Approves the 2021-2022 fire department and medical first responder registrations effective April 1, 2021 for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, North Queens Fire Association, Port Medway Fire Department and West Queens Medical First Responder Society according to the service levels for each department included on their 2021-2022 Application for Registration.	S. Connolly	Letters of approval were sent April 14, 2021.
April 13, 2021	Uphold the decision of the Development Officer to issue a variance for a reduced lot area to facilitate development of six (6) additional apartment units on property identified as PID #70275094.	W. Connors	The applicants were advised of Council's decision following meeting.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December 22, 2020

Date	Recommendation	Responsibility	Action Taken
Feb. 25, 2020	Authorize staff to begin the process of finalizing future programming for a new outdoor aquatic facility.	M. Roberts	Further review will be undertaken by staff.

Date	Recommendation	Responsibility	Action Taken
Sept. 8, 2020	<p>THAT Council of Region of Queens Municipality authorize a letter to the Nova Scotia Minister of Lands and Forestry requesting that his Department establish a Carters Beach Committee with representatives from the Municipality, Queens-Shelburne MLA, Nova Scotia Departments of Lands and Forestry, Transportation and Infrastructure Renewal, and Environment, along with Queens RCMP, Acadia First Nations, one local West Queens business representative, and two residents of Carters Beach Road.</p> <p>AND FURTHER THAT the Municipality's representative on the Committee have power to authorize all non-financial decisions and financial decisions that would not exceed \$2,500 in spending by the Municipality on behalf of Council, and bind the Municipality to such.</p> <p>AND FURTHER THAT the Minister of Lands and Forestry be requested to authorize the required human and financial resources from his department to facilitate this Committee's work and action plan including any external consulting studies required.</p>	Mayor	Letter sent to Minister on September 9, 2020. No response to date.

Date	Recommendation	Responsibility	Action Taken
Dec. 8, 2020	Approve the renaming of Old Mill Lane in Labelle to Ponhook Shore Road.	M. MacLeod	Waiting for Applicant to install new signs in the spring. Databases will be updated upon sign installation.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

Date	Recommendation	Responsibility	Action Taken
Oct. 22, 2019	Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	M. MacLeod	Survey complete. Awaiting preparation of deed for signatures and registration.

Date	Recommendation	Responsibility	Action Taken
Nov. 26, 2019	<p>Apply to a court of competent jurisdiction for a declaration that the property located at 465 Highway 8 in Milton be considered dangerous or unsightly, as defined in the Municipal Government Act, for an order required the following work be carried out by the owner of the property:</p> <ol style="list-style-type: none"> 1. removal of all derelict vehicles (vehicles which are non-roadworthy or without current licensing or safety inspection in force and evidenced on the vehicle, including RV's, and campers and associated vehicle parts), 2. removal or proper storage (inside of building) of all metals, vehicle parts, oil barrels, appliances, furniture, tires, plastics, electronics, and 3. removal of all household garbage, and other miscellaneous items strewn about the property and delivered to Region of Queens Solid Waste Management Facility or other approved locations. 	K. Hurley M. MacLeod	Issue has now been resolved with permanent compliance expected by June 1, 2021.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – 2018

Date	Recommendation	Responsibility	Action Taken
January 23, 2018	Register the Port Mouton (Spectacle) Lighthouse, in the Municipal Registry of Heritage Properties for the Region of Queens.	M. MacLeod	Designation process complete. Staff to arrange a plaque unveiling ceremony at request of Lighthouse Society.

COUNCIL IMPLEMENTATION REPORT – August 2018

Date	Recommendation	Responsibility	Action Taken
Aug. 14, 2018	Register the property identified as PID #70017827 and located at 547 Main Street in Liverpool, and known as the West House, in the municipal registry of heritage property for the Region of Queens.	M. MacLeod	Registration completed. Plaque ordered. Ceremony scheduled at a future date.