

## **Region of Queens Municipality Regular Council**

**Tuesday, May 25, 2021**

**6:00 p.m.**

### **Agenda**

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

**1.0 Call to Order**

**2.0 Changes / Approval of Agenda**

**3.0 Presentations**

**4.0 Tabling of Petitions**

**5.0 Public Question / Comment Session**

**6.0 Approval of Minutes**

6.1 Regular Council – May 11, 2021

**7.0 Dangerous or Unsightly Premises**

**8.0 Economic Development**

8.1 Re-naming of Property at 54 Harley Umphrey Drive, Liverpool  
(Recommendation)

## **9.0 Corporate Services**

- 9.1 Second Reading - Bylaw No. 7 A Bylaw Prohibiting Certain Noises (Recommendation)

## **10.0 Engineering & Public Works**

- 10.1 Request for Memorial Bench at Beach Meadows Beach (Recommendation)

## **11.0 Finance**

- 11.1 Policy 18 – Investments (Recommendation)

## **12.0 Recreation & Healthy Communities**

## **13.0 Planning**

## **14.0 Reports**

- 14.1 Council Implementation Report
- 14.2 Victorian Order of Nurses Week Flag Request (Recommendation)

## **15.0 In-Camera Items**

- 15.1 Lease of Municipal Property

## **16.0 Adjournment**

**Region of Queens Municipality Regular Council  
Tuesday, May 11, 2021, 9:00 a.m. via Zoom**

**6.1**

**Minutes**

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

Regrets: Councillor Ralph Gidney

**1.0 Call to Order**

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

**2.0 Changes / Approval of Agenda**

**It was moved by Councillor Brown and seconded by Councillor Amirault 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 noted the increase in the proposed deed transfer tax under Item 9.1 would generate approximately \$200,000 in revenue or more. He enquired if other municipal units charge a deed transfer tax fee. Mayor Norman stated across the

province the fees vary from 0 to 1.5%, which is the maximum amount allowed.

Mr. Robertson further enquired under Item 12.1, if the curling event is cancelled, does RQM still pay out the grant requested? Mayor Norman stated no.

## **6.0 Approval of Minutes**

6.1 Regular Council – April 27, 2021

**It was moved by Councillor Hawkes and seconded by Councillor Charlton:**

**THAT under Section 13.1 Queens Municipal Accessibility Plan 2021-2030, dates be inserted into the first paragraph and read: The draft plan due date was to be submitted by April 2021 but the province extended it to April 2022. Our Accessibility Coordinator, Elise Johnston, along with her committee completed the draft plan on schedule by April 2021.**

**AMENDMENT CARRIED unanimously.**

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

**THAT the minutes of the Regular Council meeting held April 27, 2021 be approved as amended.**

**MOTION CARRIED unanimously.**

## **7.0 Finance**

There were no items to come before this meeting.

## **8.0 Economic Development**

There were no items to come before this meeting.

## **9.0 Corporate Services**

### 9.1 Bylaw No. 18 Respecting Deed Transfer Tax

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

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

Chris McNeill, CAO, stated all our bylaws are required to go through a first reading and a second reading, in between time there is a time for advertising in a local newspaper and public comment. This bylaw went through the first reading a month ago so now it is before Council for the second and final reading. Once approved, it will be advertised that it is passed with an in effect date of June 1, 2021. No comments were received either for or opposed to the proposed bylaw.

**MOTION CARRIED unanimously.**

## **10.0 Engineering & Public Works**

There were no items to come before this meeting.

## **11.0 Dangerous or Unsightly Premises**

There were no items to come before this meeting.

## **12.0 Recreation & Healthy Communities**

### 12.1 Community Investment Fund 2021-2022

**It was moved by Deputy Mayor Muise and seconded by Councillor Hawkes:**

**THAT the Council of Region of Queens Municipality provide grant funding to Liverpool Championship Host Society in the amount of \$25,000 from the 2021-2022 Community Investment Fund.**

**AND THAT the funding be released in the following payment schedule:**

**50% upon signed facility contract with Queens Place Emera Centre;**

**35% September 15, 2021; and**

**15% be held back until a completed Community Investment Fund Final Report is received, as per Policy 11 – Community Investment Fund.**

Dana Henley, Community Development Coordinator, stated an application was received from the Liverpool Championship Host Society and all criteria was met as per policy.

If the event does not happen because of Covid, the funding will be returned.

**MOTION CARRIED unanimously.**

## **13.0 Planning**

### **13.1 Self-Storage – 85 Hillside Road by Development Agreement**

**It was moved by Councillor Amirault and seconded by Councillor Fancy:**

**THAT Council of Region of Queens Municipality give notice of its intention to amend an existing development agreement with Wa-Su-Wek Ltd., dated October 29, 1999, to allow for a self-storage business on property identified as PID #70218896 and located at 85 Hillside Road in Brooklyn;**

**AND THAT a Public Hearing be held on June 8, 2021 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS at 9:00 a.m. In the event that Public Health directives prohibit an in-person hearing, arrangements will be made to host the public hearing through an authorized on-line platform.**

Mike MacLeod, Director of Planning & Development, provided background stating an application to enter into a development agreement for a self-storage business on property located at 85 Hillside Road in Brooklyn was received.

In January, Council approved amending the Municipal Planning Strategy (MPS) and Land Use Bylaw which would enable Council to consider such uses by development agreement. The property is zoned as General Residential (R2) under the Land Use Bylaw. The property owners currently operate a small manufacturing business that produces small Christmas tree rings and novelty items. This use was permitted through a previous development agreement with RQM in 1999. The self-storage business is not a permitted use within the General Residential (R2) zone. With the new policy in the Planning Strategy, Council has the ability to consider amendments to the current development agreement to allow for the self-storage use. The MPS does contain policy that includes items Council must take into consideration when entering into a development agreement or amending the existing one. Those items are included under Policy 12.6.1 of the MPS.

The existing Development Agreement from 1999 does contain a provision whereby Council can consider amendments to the current Development Agreement. The property is located at 85 Hillside Road in Brooklyn and is in a primarily low-density residential development area. The lot size is approximately 1 acre with a building of 4,900 square feet.

As indicated, the current development agreement allows Council to consider amendments. We have supporting policy to allow Council to move forward with such a request. Two potential options:

1. Maintain status quo (deny development agreement request), or
2. Amend current agreement to include the establishment of a self-storage business.

Staff have reviewed the application and feel that sufficient requirements can be incorporated into a development agreement to minimize the impact on the surrounding residential neighbourhood. As well, the Planning Advisory Committee met on May 3, 2021 and are supportive of moving forward with the application to amend the Development Agreement.

Shannon Jollimore, Wa-Su-Wek, stated they were looking forward to moving ahead with this project.

In response to Councillor Brown's enquiry if the self-storage would be totally enclosed, Shannon Jollimore stated yes it would be.

**MOTION CARRIED unanimously.**

## **14.0 Reports**

### 14.1 Appointment to Diversity and Inclusion Action Team

**It was moved by Councillor Brown and seconded by Councillor Hawkes:**

**THAT Council of the Region of Queens Municipality appoint Rebecca Smart to the Diversity and Inclusion Action Team for a term to expire on October 31, 2022.**

Eric Levy, Diversity and Inclusion Coordinator, stated the Diversity and Action Inclusion Team had a vacancy, which was advertised with a deadline of April 30, 2021. One application was received. The applicant works in our education system and has extensive experience working on diversity and inclusion initiatives.

**MOTION CARRIED unanimously.**

## **15.0 In-Camera Items**

**It was moved by Councillor Charlton and seconded by Councillor Amirault that the proceedings go In-Camera at 9:17 a.m. to discuss the following:**

15.1 Lease of Municipal Property

15.2 Lease of Municipal Property

**MOTION CARRIED unanimously.**

**It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings exit In-Camera at 10:19 a.m.**

**MOTION CARRIED unanimously.**

## 16.0 Adjournment

The meeting adjourned at 10:19 a.m.

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Mayor Darlene Norman, Chair

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Chris McNeill, CAO

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Christine Watson, Administrative Assistant – Planning & Development

Date Approved: \_\_\_\_\_

## **Region of Queens Municipality Staff Report**

**8.1**

**To:** Council

**From:** Chris McNeill, Chief Administrative Officer

**Date:** May 25, 2021

**Re:** Re-naming of Property at 54 Harley Umphrey Drive, Liverpool

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### **Background**

Since 2002, the building and property at 54 Harley Umphrey Drive, Liverpool, has been known as the call centre building and property. Up until March 2019, it operated as such with various owners. Today, it is vacant and in need of a new name as it most likely will never house a future call centre or large call centre operation.


### **Details**

After a review of potential future tenants for this building and property, it is believed that the best future outcome will be a mix of tenants that are in the business of economic development, office space, and other compatible uses. Therefore it is being recommended that the building and property be re-named to move away from the nomenclature of a call centre.

### **Applicable Legislation**

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.



(5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

## **Budget Impacts**

There is no additional budget impacts with this decision as the current budget for the building and future upgrades will need to include provision for new signage regardless if there is a name change or not. Upgrades to websites and social media feeds can occur over time with other changes at minimal to no cost.

## **Recommendation**

**THAT** Council of Region of Queens Municipality name the building and property at 54 Harley Umphrey Drive, Liverpool as “Liverpool Business Development Centre”.

## **Communications**

Future changes to signage on the property and website updates will reflect this change.

## **Region of Queens Municipality Staff Report**

**9.1**

**To:** Council

**From:** Chris McNeill, Chief Administrative Officer

**Date:** May 25, 2021

**Re:** **PROPOSED NEW NOISE BYLAW**

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### **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;

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- (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 second 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 9:00 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 detonation of explosive devices, including fireworks, not used in construction or quarrying;
3. Persistent barking, howling or other persistent noise-making by a dog or other animal owned or possessed by the occupant of premises;
4. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation;
5. 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 10:00 p.m.
6. Yelling, shouting, hooting, singing or playing musical instruments that would be deemed unreasonable noise and disturbing the peace and quiet of a neighbourhood.
7. 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;
8. 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**

**10.1**

**To:** Council

**From:** Chris McNeill, Chief Administrative Officer

**Date:** May 25, 2021

**Re:** Request for Memorial Bench at Beach Meadows Beach

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### **Background**

On occasion, the Municipality receives written requests from individuals or groups wishing to donate a tree or bench to a municipal park to honour a long time resident or friend that has made a kind and positive contribution to their community. In the past, Council has approved a bench in Milton's Tupper Park for a long time teacher in Milton and a granite bench in Port Medway Lighthouse Park.


### **Details**

On May 17, 2021, Mayor Norman received a written request from Gwen Oickle, requesting permission to install a memorial bench at Beach Meadows Beach in honour of Karla Colp who passed away on June 4, 2020. Ms. Colp's family are supportive of this idea.

### **Applicable Legislation**

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.



(5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

### **Budget Impacts**

The applicant will ensure that the donated bench is installed according to municipal expectations on a concrete slab with the cost being fully funded by the applicant. Therefore, there is no budget cost to the Municipality in approving this request.

### **Recommendation**

**THAT** Council of Region of Queens Municipality agree to accept a donation from Gwen Oickle of a granite memorial bench;

**AND THAT** the bench be placed in a mutually agreeable location at Beach Meadows Beach with the future maintenance being the responsibility of the Municipality.

### **Communications**

If approved by Council, recognition of this will provided on our social media accounts, and a letter of approval will be provided to the applicant.

May 17 2021

Dear Mayor Norman, and Councillors

I would like to thank you for taking the time, and allowing me the opportunity to speak to you about something close to my own, and countless others in the community's heart. Many of you probably knew Karla Colp – Mrs. C. She was positive, caring, funny, and adventurous. She was a wife, mother and, friend. Karla loved life to the fullest. She never waisted a second no matter what battles she fought so quietly for so long. Karla had a special eye for sunrises and sunsets and, almost everyday she would share her photo of the day followed by a quote or sentence that would force you to look at the day with gratitude. Karla fought a courageous battle with cancer for a long time and, she never allowed it to beat her down emotionally.

What I am hoping for, and asking by writing this letter is to place a memorial granite bench made by Demone Monuments with a personal engravement that Karla had posted June 4 2020.

“Fearless is about living life to the fullest in spite of being afraid” – Mrs. C

This will be a place for her family, friends and, others to go sit and enjoy the beauty surrounding them and hopefully brighten a day or night and catch that glimpse of beauty Karla found in everyday.

At the end of Beach Meadows Beach parking area, there is a spot overlooking a cove that Karla always shared photos of. A beautiful spot for a daytime or evening photo. I have asked her husband Kendell and daughter Kennedy to help pick a spot with your approval.

The community will be fundraising for the bench. Everything is included – stone, engraving and, delivery for \$1999.00. I am positive we as a community will have no problem raising the funds. Karla always said we have a beautiful and supportive community that always comes together. Thus far, the community support for this project has been amazing.

Thank you for your time, and look forward to hearing from you.

Friend of Karla, Gwen Oickle

\* Please proof carefully

\* Make any necessary changes on this sketch

E-mailed:

Delete previously signed sketch: Yes



Products Ltd. 1-800-661-4621

Customer's Signature

and Bench Grey

Date: May 4, 2021

Comments:

Sketch #: COLP-BRIDGewater #4

responsible for any errors in the inscription once this form has been approved and signed. and highlights on this proof sheet will not be exactly the same as final product.

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## **Region of Queens Municipality Staff Report**

**11.1**

**To:** Council

**From:** Joanne Veinotte, Director of Corporate Services

**Date:** May 25, 2021

**Re:** Policy 18 - Investments

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### **Background**

The Municipality currently has a policy related to investments that was adopted by Council on August 16, 2004. Since that time, the policy has not been fully implemented as all municipal reserve funds have been simply left in bank accounts only to gain interest without consideration of other investments to gain higher rates of return.


### **Details**

Staff have recently developed a revised, more comprehensive investment policy that provides for additional options to maximize return on municipal investments, including acceptable levels of risk and risk mitigation.

The draft policy was reviewed by the Audit and Internal Control Committee on May 17, 2021, and is being recommended by them to Council for adoption.

### **Applicable Legislation**

Section 100 (1) of the *Municipal Government Act* provides that funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

- 
- (a) deposited in an interest bearing account at a bank doing business in the Province;
  - (b) invested pursuant to an investment policy adopted by the council and approved by the Minister; or
  - (c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

## **Budget Impacts**

Future budget impacts are not currently known however; the proposed policy has no chance of decreasing any municipal funds and over a period of time has the potential to increase investment income by tens of thousands of dollars each year depending on interest rates.

## **Recommendation**

**THAT** Council of Region of Queens Municipality approve Policy 18 respecting Investments and authorize staff to forward the policy to Minister of Municipal Affairs for approval.

## **Communications**

No further communications required at this time. Notice of approval by Council will be provided to all members of the Audit and Internal Control Committee.



## **POLICY NO. 18**

### **INVESTMENT POLICY**

**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 18 and may be cited as the "Investment Policy".

#### **POLICY PURPOSE**

The purpose of this policy is first and foremost to comply with Section 100 of the *Municipal Government Act*. Additionally, this policy shall be the guiding direction and support for the Audit and Internal Control Committee in recommending investment activities of staff and thereafter the evaluation of such investments to ensure that funds entrusted to the Municipality by its residents are invested in such a way to preserve capital, allow for the liquidating of assets when needed to reduce liquidity risk, and mitigate its future assets from market risks. Audit and Internal Control Committee shall be the primary oversight of the investment policy and are therefore tasked with recommending amendments to staff and Council when deemed necessary to do so.

#### **AUTHORITY**

Section 100 of the *Municipal Government Act* provides that

(1) Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

(a) deposited in an interest-bearing account at a bank doing business in the Province;

(b) invested pursuant to an investment policy adopted by the council, as the case may be, and approved by the Minister; or

(c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

(2) Income arising from the investment of a fund is part of that fund unless the council otherwise provides.

(3) The council may pledge any investments to the credit of the capital reserve fund as collateral security for a borrowing for a capital purpose.

## **CONFLICT OF INTEREST**

All actions and decisions of the Audit and Internal Control Committee shall be made with due consideration of the *Municipal Conflict of Interest Act*. For greater certainty, no member of the Committee shall participate in any discussions regarding policies, recommendations or actions under consideration by the Committee, prior to, during, or after consideration by the Committee, when such discussions may relate to the pecuniary or non-pecuniary interest of a member according to the *Municipal Conflict of Interest Act* or the Municipality's Policy Number 74 - Code of Conduct for Members of Council and Public Committee Members.

## **DEFINITIONS**

"Risk" or "Principal Risk" is the possibility that the Municipality will lose some or all of its original investment.

"Liquidity Risk" is the risk that the Municipality assumes if it is unable to liquidate its investment quickly enough when needed to meet its debt requirements and minimize financial losses.

“Market Risk” also known as Systemic Risk is the risk that the Municipality faces due to a decline in the market value of its investment caused by factors that affect the whole market and is not limited to a particular economic commodity.

“Interest Rate Risk” is a form of market risk that arises when the value of security falls because of the increase or decrease in the prevailing and long-term interest rates.

“Preservation of Capital” is a strategic plan for protecting the money the Municipality has available to invest by selecting insured funds or fixed-income investments that guarantee a certain rate of return.

“Liquidity” is the ability of an asset to be converted into cash quickly and without any price discount.

“Treasury Bill” is a financial instrument having a life of one year or less where backed by government security, yielding no interest but issued at a discount on its redemption price.

“Promissory Note” is a signed document containing a written promise to pay a specific sum to a specified person or the bearer at a specified date or on demand.

## **INVESTMENT OBJECTIVES**

Pursuant to the requirements in the *Municipal Government Act* and the expectations of the Municipality’s Audit and Internal Control Committee, it is established that this investment policy will achieve the following six objectives:

1. To recommend to Council and staff a solid and well-planned investment strategy that allows for timely decisions.
2. To provide advice and guidance on what markets for staff to invest in and the timing of such investments or movements within investments.

3. To recommend to Council the engagement of external investment experts when Audit and Internal Control Committee feels it is necessary to obtain advice or direction related to future investments.
4. To provide guidance to staff and make recommendations to Council on future investment policies.
5. To invest all available surplus funds not required for immediate use in the upcoming six months, with investments in treasury bills, promissory notes, and other legally authorized investment funds to protect against loss of capital from market risk and mitigate against losses from interest rate risks.
6. To monitor investment funds through the review of all investments not less than bi-annually.

#### **ACCOUNTABILITY**

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Director of Corporate Services according to the terms and conditions of this policy.

It shall be the responsibility of the Director of Corporate Services to bring forth clear recommendations to the Audit and Internal Control Committee for review related to strong investment objectives while maintaining the security of the Municipality's capital investments.

#### **PRESERVATION OF CAPITAL**

All financial investments made on behalf of the Municipality must as its first investment criteria contain a provision for the guarantee of safety of its capital amount. Therefore, this policy clearly prohibits the purchase of any investment where there is any risk to the capital portion of any investment. When determining the suitability of an investment, the preservation of capital must always be the main emphasis before liquidity or investment returns.

## **LIQUIDITY**

The Municipality's investment portfolio shall contain enough assets that are liquid to meet the regular operating and cash flow needs of the organization thus eliminating or reducing the need for temporary borrowings or short-term bank indebtedness. To ensure liquidity is maintained, Director of Corporate Services shall ensure that investment maturity dates are structured and staggered so that all anticipated future cash flow demands can be met with readily converted investments to cash with minimal cost impacts.

## **COMPETITIVE RETURN ON INVESTMENTS**

The sole purpose of this policy is to ensure the protection of capital investment assets while leveraging the Municipality's assets to generate positive financial returns. All investments shall be made with a goal of obtaining competitive and fair market rates of return considering the current market conditions in Nova Scotia and Canada. Similar to the goals of capital preservation, obtaining a competitive rate on investments must be secondary to following our legal requirements, preservation of capital, while ensuring the liquidity of required asset funds is always available.

## **INVESTMENT INCOME**

Investment income including interest and dividends earned pursuant to any investments noted herein shall form part of the fund from which the investment is made unless otherwise provided for by Council and legally allowed pursuant to legislation or regulation.

## **INTERNAL BORROWING**

Section 451 of the *Municipal Government Act* authorizes Nova Scotia's Financial Reporting and Accounting Manual (FRAM) to institute accounting regulations for municipalities related to the accounting and use of investment funds and reserves. To this end, the Municipality may borrow internally from its own reserve funds to pay for capital acquisitions subject to a resolution of Council authorizing

such use of these funds including the repayment terms and interest rate to be charged. As well, the Municipality can use these funds to loan to emergency service providers under the same terms and conditions. This interest rate cannot be less than the interest rate that the Municipality would pay to borrow the funds for a similar borrowing and term from its current financial institution or Municipal Finance Corporation.

## **INVESTMENTS**

Investments made on behalf of Region of Queens Municipality shall at all times adhere to this policy and shall only be made according to the portfolio diversification noted in Appendix "A", approved investment institutions noted in Appendix "B", and only with those with long term investment ratings of A- or above as noted in Appendix "C".

## **EFFECTIVE DATE**

This policy shall take effect from the date of approval of the Minister of Municipal Affairs noted below.

## **REPEAL**

Investment Policy adopted by the Council of Region of Queens Municipality on the 16th day of August 2004, is hereby repealed effective on the date of approval noted in this policy by Minister of Municipal Affairs.

**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 25th day of May, 2021.

**SIGNED** by the Mayor and Deputy Clerk this 26th day of May, 2021.

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Mayor

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Deputy Clerk

Recommended by Audit and Internal Control Committee: May 17, 2021

Adopted by Council: May 25, 2021

Approved by Minister of Municipal Affairs June , 2021

## APPENDIX “A” - PORTFOLIO DIVERSIFICATION

Region of Queens Municipality's assets shall be sufficiently spread between the following portfolios to ensure a strong and balanced diversification of capital to ensure their best chance of future investment growth.

<b>Issuer</b>	<b>Portfolio Limit*</b>	<b>Individual Issuer Limit</b>	<b>Minimum Credit Rating Limit</b>
Cash and cash equivalents (less than one year)	100%	-	-
Government of Canada	100%	100%	N / A
Province of Nova Scotia	100%	100%	N / A
Other Provinces in Canada	40%	10%	R-1 (Mid)
Schedule I Banks	75%	25%	R-1 (Mid)
Schedule II Banks	10%	5%	R-1 (Mid)
Fixed Income (more than one year)	75%	-	-
Government of Canada	100%	100%	N / A
Province of Nova Scotia	100%	100%	N / A
Other Provinces in Canada	25%	50%	A (High)
Other Municipal Governments	25%	5%	A (High)
Schedule I Banks	30%	15%	AA (Low)
Schedule II Banks	10%	5%	AA (Low)

\* Portfolio limits are correct at the time of investment, and shall not be subject to immediate sale, at the Municipality's discretion, should the balancing of the portfolio change during one particular year because of investment fluctuations.

## **APPENDIX “B” – APPROVED INVESTMENT INSTITUTIONS**

Region of Queens Municipality, with Director of Corporate Services acting as its official agent, is authorized to make investments through the following financial institutions subject to federal, provincial and municipal laws and regulations, and the Municipality's Investment Policy.

- a. Government of Canada;
- b. Province of Nova Scotia, including Municipal Finance Corporation;
- c. Provincial Governments of other Canadian Provinces;
- d. Canadian municipalities or collective Canadian municipalities with a credit rating of AA (Low) or better;
- e. Chartered banks and trust companies with a credit rating of AA (Low) or better;
- f. Credit Unions insured by the Nova Scotia Credit Union Deposit Insurance Corporation, up to insured amount;
- g. Deposits covered by Canadian Deposit Insurance Corporation, up to insured amount; and
- h. Any other investments approved by the Minister of Municipal Affairs from time to time.

## APPENDIX “C” - CREDIT RATING SYSTEM

Region of Queens Municipality will only make investments with financial institutions with credit ratings of A – or A (Low) and above. Credit ratings at the B level and below are less likely to generate higher returns on capital investments.

### Long Term Debt Credit Rating System

Investment Quality	Moody's	Standard and Poor's	Dominion Bond Rating Service	Fitch
Highest Quality	Aaa	AAA	AAA	AAA
Substantial Payment Capacity	Aa1	AA+	AA (High)	AA+
	Aa2	AA	AA (Middle)	AA
	Aa3	AA-	AA (Low)	AA-
High Payment Capacity	A1	A+	A (High)	A+
	A2	A	A (Middle)	A
	A3	A-	A (Low)	A-
Adequate Payment Capacity	Baa1	BBB+	BBB (High)	BBB+
	Baa2	BBB	BBB (Middle)	BBB
	Baa3	BBB-	BBB (Low)	BBB-
Payment Capacity Vulnerable to Adverse Changes	Ba1	BB+	B (High)	B+
	Ba2	BB	BB (Middle)	B
	Ba3	BB-	BB (Low)	B-
Payment Capacity Not Protected Against Adverse Changes	B1	B+	B (High)	B+
	B2	B	B (Middle)	B
	B3	B-	BB (Low)	B-
Substantial Default Risk	Caa1	CCC+	CCC (High)	CCC
	Caa2	CCC	CCC (Middle)	
			CCC (Low)	
Very High Default Risk	Caa3	CCC-	CC (High)	CCC
	Ca	CC	CC (Middle)	
		C	CCC (Low)	
In Default	C	D	D	DD D D

## Short Term Debt Credit Rating System

<b>Investment Quality</b>	<b>Moody's</b>	<b>Standard and Poor's</b>	<b>DBRS</b>	<b>Fitch</b>
Highest Quality	P-1	A-1	R-1 (High)	F-1
Good Quality	P-2	A-2	R-1 (Mid) R-1 (Low)	F-2
Adequate Credit Quality	P-3	A-3	R-2 (High) R-2 (Mid) R-2 (Low)	F-3
Payment Capacity Vulnerable to Adverse Changes	Not Prime	B-1 B-2 B-3	R-3	B
High Default Risk	Not Prime	C	R-4 R-5	C
Under Regulatory Supervision	Not Prime	R	-	-
In Default	Not Prime	D	D	D

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**GENERAL STATEMENT OF POLICY**

18.01 It is the policy of the Region of Queens Municipality to invest funds surplus to the current operating requirements at an optimum level while ensuring the principle amount of investments is preserved. This policy applies uniformly to all funds of the Region.

**OBJECTIVES OF POLICY**

18.02 To maximize the rate of return on all investments.

18.03 To ensure the preservation of the principle amount of investments which may not always realize the greatest rate of return.

18.04 To provide a clear direction to staff for the investment of surplus funds.

**ALLOCATION OF RESPONSIBILITIES**

**Council's Responsibility:**

18.05 To review and approve all policies and amendments pertaining to investments.

**Committee of the Whole's Responsibility:**

18.06 To make recommendations to Council on all policies and amendments pertaining to investments.

18.07 To examine, not less than twice a year, the investment portfolio held by the Municipality. This is to include cash balances on hand but not invested.

**Director of Finance's Responsibility:**

18.08 To determine cash surpluses being held by the Municipality, from time to time, to ensure the investment of all available funds.

- 18.09 To ensure principle and interest on all investments are allocated to the appropriate funds in accordance with the policy of Council and regulatory requirements.
- 18.10 To invest all available cash surpluses, using the investment process outlined in this policy, in order to maximize the rate of return.
- 18.11 To provide a report to the Finance Committee, twice a year, on the investment portfolio of the Region as well as all other cash balances on hand.
- 18.12 To recommend to the Committee of the Whole, policies and amendments pertaining to investments.
- 18.13 Eligible money market and other debt investments include:
- (a) Government of Canada, and its agencies;
  - (b) Province of Nova Scotia and its agencies;
  - (c) Schedule A Chartered banks operating within the province of Nova Scotia;
  - (d) Investment pools approved by the Minister of Municipal Affairs;
  - (e) Deposit in accounts in the Municipality's chartered bank(s);
  - (f) Trust Companies with a Dominion Bond Rating Service (DBRS) rating guide of R1 medium quarterly or better.

**NOTE:** Equity investments are not eligible.

- 18.14 Size of Investments:
- (a) All investments in Trust Companies (f) are to be \$250,000.00 or less;
  - (b) No limit on all other investments and deposits.

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**POLICY PROCEDURE**

18.15 Provide a copy of this policy to participating banks, brokers or trust companies.

18.16 Contact banks, brokers or trust companies and inform them of the following:

- (a) amount available for investment;
- (b) term required;
- (c) investment instruments eligible (refer to (a) above);
- (d) time rates are to be received.

18.17 A minimum of two quotations is to be received on the investment of all funds in excess of \$25,000.00.

18.18 Record each rate as it is received, noting all information.

18.19 Select investment based on comparison or rates.

18.20 Inform both successful and unsuccessful financial institutions or brokers.

18.21 Investments are to be made with the institution giving the highest interest rate of return.

18.22 All investments are to be in the name of the Region of Queens Municipality, except those that are available only in bearer form.

18.23 Receipt of verification of the investment is to be obtained in all instances.

18.24 Investment certificates shorter than a one-year term are to be kept for safe keeping in the Municipality's vault. All others are to be kept in the Municipality's safety deposit box at the bank.

**COUNCIL IMPLEMENTATION REPORT – January – May 11, 2021**

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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.
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.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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.
April 27, 2021	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.	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule.
April 27, 2021	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.	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
April 27, 2021	<p>Authorize the levying of area rates for all assessment accounts according to the following rules:</p> <p>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%.</p> <p>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%.</p>	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
April 27, 2021	<p>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:</p> <p>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.</p> <p>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.</p> <p>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,</p>	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule.

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.

Date	Recommendation	Responsibility	Action Taken
April 27, 2021	Approve the proposed 2021-2022 Operating Budget reflecting a surplus of \$1,450.	J. Veinotte	Finance communicated to all departments.
April 27, 2021	<p>Approve the proposed 2021-2022 Liverpool Water Utility Operating budget reflecting a deficit of \$40,253;</p> <p>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.</p>	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule.
Aprl 27, 2021	Approve the proposed 2021-2022 Capital Budget reflecting expenditures of \$22,459,135.	J. Veinotte	Finance communicated to all departments and planning began on timing fo capital infrastructure projects included in the budget.
April 27, 2021	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.	J. Veinotte	The billing process for taxes was initiated and is proceeding on schedule, in house to reduce costs associated with billing.
April 27, 2021	<p>Approve the proposed amending agreement with PAC Autism Nova Scotia Society for the establishment of an inclusive playground;</p> <p>AND THAT the Mayor and Deputy Clerk be authorized to execute the agreement on Council's behalf.</p>	CAO	Agreement signed April 28, 2021.
April 27, 2021	Give first reading to a Bylaw Respecting Noise.	CAO	Advertized in the May 5, 2021 edition of the <i>Lighthouse Now</i> .

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
April 27, 2021	Provide grant funding to Brookfield Mines Trail Association in the amount of \$20,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to Community Food Resource Network in the amount of \$10,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to Friends of Hank Snow Society in the amount of \$10,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to Liverpool Baseball Club in the amount of \$5,300 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to North Queens Board of Trade in the amount of \$10,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to Queens County Fair Association in the amount of \$10,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021
April 27, 2021	Provide grant funding to Seaside Recreation and Community Centre Association in the amount of \$5,000 from the 2021-2022 Community Investment Fund.	D. Henley	Cheque mailed May 10, 2021

Date	Recommendation	Responsibility	Action Taken
April 27, 2021	Approve Policy 41 – Photocopying Services for Community Organizations.		Website and Policy Manual updated.
April 27, 2021	Request staff release the draft Queens Municipal Accessibility Plan to the public for review and comment for a period of 45 days.	Elise Johnston	<p>Plan posted on website and Facebook. Organizations sent information and Advisory Committee members relaying information.</p> <p>Exposure through Mayor's interview with Kevin McBain, which was published in <i>Toronto Star</i> on May 13.</p>
May 11, 2021	<p>THAT under Section 13.1 Queens Municipal Accessibility Plan 2021-2030, dates be inserted into the first paragraph and read: The draft plan due date was to be submitted by April 2021 but the province extended it to April 2022. Our Accessibility Coordinator, Elise Johnston, along with her committee completed the draft plan on schedule by April 2021.</p>		Minutes were updated.
May 11, 2021	Give second reading to Bylaw No. 18 Respecting Deed Transfer Tax.	CAO	Advertised in <i>Lighthouse Now</i> on May 19, 2021 with an in effect date of June 1, 2021.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
May 11, 2021	<p>Provide grant funding to Liverpool Championship Host Society in the amount of \$25,000 from the 2021-2022 Community Investment Fund.</p> <p>AND THAT the funding be released in the following payment schedule:  50% upon signed facility contract with Queens Place Emera Centre;  35% September 15, 2021;  and  15% be held back until a completed Community Investment Fund Final Report is received, as per Policy 11 – Community Investment Fund.</p>	D. Henley	Letter mailed May 13, 2021.

<p>May 11, 2021</p>	<p>Give notice of its intention to amend an existing development agreement with Wa-Su-Wek Ltd., dated October 29, 1999, to allow for a self-storage business on property identified as PID #70218896 and located at 85 Hillside Road in Brooklyn;</p> <p>AND THAT a Public Hearing be held on June 8, 2021 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS at 9:00 a.m. In the event that Public Health directives prohibit an in-person hearing, arrangements will be made to host the public hearing through an authorized on-line platform.</p>	<p>M. MacLeod</p>	<p>Public Hearing notices to appear in May 19 and May 26 editions of <i>Lighthouse Now</i>.</p> <p>Personal notice letters to go out on May 17.</p>
<p>May 11, 2021</p>	<p>Appoint Rebecca Smart to the Diversity and Inclusion Action Team for a term to expire on October 31, 2022.</p>	<p>E. Levy</p>	<p>Letter of approval sent May 13, 2021.</p>

**Region of Queens Municipality**

**COUNCIL IMPLEMENTATION REPORT – January – December 22, 2020**

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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**

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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"> <li>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),</li> <li>2. removal or proper storage (inside of building) of all metals, vehicle parts, oil barrels, appliances, furniture, tires, plastics, electronics, and</li> <li>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.</li> </ol>	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**

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
Jan. 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 plaque presentation to Lighthouse Society.

**COUNCIL IMPLEMENTATION REPORT – August 2018**

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
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. Staff to arrange plaque presentation to property owners.

## **Region of Queens Municipality Staff Report**

**14.2**

**To:** Council

**From:** Heather Cook, Communications and Engagement Coordinator

**Date:** May 25, 2021

**Re:** Victorian Order of Nurses Week Flag Request


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### **Background**

On October 24, 2017, Region of Queens Municipality's Council approved Operational Policy 83: Flags, to provide a constant protocol for flying flags on properties and flag poles owned by the Region of Queens Municipality, provide guidelines for use of the special purpose flag pole in Liverpool, and establish protocol for when the Canadian flag will be flown at half-mast. All applications for the Special Purpose flag pole require approval by Council at a Council meeting.

### **Details**

On May 7, 2021, Victorian Order of Nurses Canada (VON) submitted an application on behalf of VON Queens County Branch to have the VON Canada flag flown on the special purpose pole for a one week period encompassing VON Week, May 23 – 29, 2021. Their request meets with policy, and there is no other organization requesting the same timeframe. As their submission was received after the agenda for the May 11, 2021 Council meeting was distributed, the flag request is being brought forward to the May 25, 2021 Council meeting. If approved, it will be flown beginning May 25, 2021 for a week.



VON Canada also submitted a proclamation, however, as per Operational Policy 8: Proclamations, Region of Queens Municipality does not endorse proclamations. This is not to be interpreted as lack of respect for the excellent efforts of organization that may request the Region of Queens Municipality to endorse a proclamation. Policy states that proclamations from local organizations may be included in a Council agenda package as correspondence for information only.

## **Applicable Legislation**

Region of Queens Municipality, **Operational Policy #84 – Flag Flying**

**84.2.3** All applications must be received in writing (Appendix B - Request for a Community Flag to be Flown) from non-profit organizations wishing to have their flag flown. Applications are to be submitted a minimum of 1 month prior to the date the group would like the flag flown. A calendar will be maintained by the office of the CAO to track availability. Consideration will be given to the order in which requests are received.

**84.2.4** All applications for the Special Purpose flag pole will require approval by Council at a Council meeting.

**84.2.5** Approved applicants must provide the flag they wish to have flown at least 1 week prior to the date it is to be flown, and pick it up within a week of it being removed. The Region of Queens Municipality will not fly a flag that is in poor condition.


**84.2.6** The maximum period for a special purpose flag to be flown is 2 weeks.

Region of Queens Municipality **Operational Policy #8 – Proclamations**

**8.02** It shall be the policy of the Region of Queens Municipality not to endorse any proclamations.

**8.03** Section 8.02 is in no way to be interpreted as lack of respect for the excellent efforts of any organization that may request the Region of Queens Municipality to endorse a proclamation.

**8.04** Proclamation requests from local non-profit community organizations or affiliations will be added to a Regular Council agenda package by Corporate Services, as correspondence for information only.



**8.05** Placing proclamations on the Council Agenda “for information” makes no claim of support, and enables citizens the freedom to choose whether to personally support or not support each cause.

## **Budget Impacts**

There is no impact to Municipal budgets. VON Queens County Branch will provide a flag to commemorating VON Week.

## **Recommendation**

**THAT** the Council of Region of Queens Municipality approve the application made by Victorian Order of Nurses Canada to have the VON Canada flag flown on the Special Purposes flagpole located on Henry Hensey Drive, Liverpool for a one week period, from May 25 through June 1, 2021.

## **Communications**

Following Council approval, a letter will be sent to the VON Queens County Branch, advising them of Council's approval. Information regarding VON flag being flown on the Special Purpose Pole will be posted on the Region of Queens website and social media pages during the one week period that the flag is flown. A proclamation template from the Victorian Order of Nurses is included in the May 25, 2021 Council Agenda for information purposes.

APPENDIX B - APPLICATION FORM

REGION OF QUEENS MUNICIPALITY

Application for Flying a Flag on the Special Purpose Flag Pole

Henry Hensey Drive, Liverpool, NS - Adjacent to the Liverpool Bridge at the floating dock

Consideration will be given to the order in which applications are received.

Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. Approved applicants must provide the flag noted in their application at least one week prior to the date of the flag being flown, and will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at the Region of Queens Administration Building, 249 White Point Road, Liverpool, NS during business hours.

Community Organization Requesting Flag to be Flown: VICTORIAN ORDER OF NURSES

Flag to be Flown: Victorian Order of Nurses flag (VON)

Significance of Flag: If additional space is required, please attach information to the application form. This information may be used in RQM social media posts regarding the flag being flown:

The flag represents VON Queens serving in the Region of the Queens Municipality and we thank the Queens Municipality for recognizing the services of VON through nursing care, home support workers, community service coordinators and many other volunteers who are caring for the lives and well-being of the residents.

Contact person: Barbara Martell, Fund Development Coordinator, VON Halifax site

Contact address: 7075 Bayers Road, Halifax, NS B3L 2C2 (however, working from home during pandemic)

Contact Phone: 902-209-0927 Contact Email address: barbara.martell@von.ca

Please indicate the dates of the two (2) week period that your organization would like the flag flown, along with a second choice should the first choice be unavailable:

First Choice: VON Week May 23<sup>rd</sup> to May 29, 2021 Second Choice: or any two or three days during that week

**FOR OFFICE USE ONLY:**

Date/Time Received: \_\_\_\_\_ Meets Policy: \_\_ Yes \_\_ No \_\_\_\_\_ CAO initials

Date Requested: \_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice

Council Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date/Time Received: \_\_\_\_\_ Meets Policy: \_\_ Yes \_\_ No \_\_\_\_\_ CAO initials

Date Requested: \_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice



## **VON Week 2021 Proclamation**

Whereas, The Victorian Order of Nurses for Canada is a charitable community-based health care organization addressing community health and social needs.

Whereas, VON Region of the Queens Municipality nurses, home support workers, community service coordinators and many other staff and volunteers have been caring for the lives and well-being of residents of the Queens Municipality since 1931; and VON's nursing, health promotion and support services make contributions to the health care system in Nova Scotia, particularly during the COVID-19 pandemic.

THEREFORE, BE IT RESOLVED that I, Darlene Norman, Mayor of the Region of Queens Municipality hereby proclaim May 23-29, 2021 as VON Week here in Queens.

I would like to encourage all residents of the Region of Queens Municipality to support VON and our community by sharing positive virtual messages and financially supporting VON Queens charitable programs.

In witness whereof, I herewith set my signature and caused the great seal of the Region of Queens Municipality be affixed.

Dated at office of the Mayor of the Region of Queens Municipality, Nova Scotia