

**Region of Queens Municipality Regular Council**

**Tuesday, June 8, 2021**

**Immediately Following Public Hearing at 9:00 a.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 25, 2021
- 7.0 Dangerous or Unsightly Premises**
- 8.0 Economic Development**

## **9.0 Corporate Services**

- 9.1 Policy 90 – Respectful Workplace (Recommendation)
- 9.2 Policy 91 – Human Rights and Harassment (Recommendation)

## **10.0 Engineering & Public Works**

- 10.1 Provincial Capital Assistance Program (PCAP) Application (Recommendation)
- 10.2 Flood Risk Infrastructure Investment Program (FRIIP) Application (Recommendation)

## **11.0 Finance**

- 11.1 RFP Banking Services (Recommendation)

## **12.0 Recreation & Healthy Communities**

- 12.1 Community Investment Fund 2021-2022 (Recommendation)

## **13.0 Planning**

- 13.1 Self-Storage – 85 Hillside Road, Brooklyn by Development Agreement (Recommendation)

## **14.0 Reports**

## **15.0 In-Camera Items**

- 15.1 Lease of Municipal Property
- 15.2 Contract Negotiations

## **16.0 Adjournment**

**Region of Queens Municipality Regular Council  
Tuesday, May 25, 2021, 6:00 p.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  
Councillor Ralph Gidney  
Chris McNeill, CAO  
Christine Watson, Admin. Assistant – Planning & Development

**1.0 Call to Order**

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

**2.0 Changes / Approval of Agenda**

**It was moved by Councillor Gidney 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 offered his opinion under Item 8.1 Re-naming of Property of the old Call Center to Liverpool Business Development Centre as appropriate.

Mr. Robertson further commented under Item 9.1 proposed Noise Bylaw that it may be 15 months before tickets could be issued and enquired what the amount of revenue would be that would be generated. Mayor Norman stated the Bylaw would be discussed later on the agenda.

He further commented on Item 11.1 Investment Policy of the potential for investments to provide increased money for RQM.

Randi Dickie, 134 Hillside Road, Brooklyn – Ms. Dickie introduced herself as Chair, Board of Directors, Victoria Order of Nurses (VON). This week is National VON week.

There are many community programs which the VON are involved with, some of which are:

- Meals on Wheels
- VON frozen food delivery
- Accessible transit program
- Foot care clinics

There are presently seven directors on the Board but would like to have 10. There are 10 VON organizations within the province that report to a provincial body. The office consists of a part-time administrative assistant and a community support coordinator and they are located on Carten Street. Information on their programs can be found on their VON Facebook page.

Mayor Norman thanked Ms. Dickie and stated the VON flag will be flown on the Special Purpose Pole this week.

Judy Frail, 9564 Highway 8, Caledonia – Ms. Frail offered her opinion that there should be more community input into the proposed Noise Bylaw before it is passed. She stated she lives in a farming community and that can create a lot of noise. Mayor Norman stated all of Council have heard from a number of residents and their concerns will be taken into consideration.

## **6.0 Approval of Minutes**

### 6.1 Regular Council – May 11, 2021

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

**THAT the minutes of the Regular Council meeting held May 11, 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 Re-naming of Property at 54 Harley Umphrey Drive, Liverpool

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

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

**MOTION CARRIED unanimously.**

## **9.0 Corporate Services**

### 9.1 Bylaw No. 7 a Bylaw Prohibiting Certain Noises

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

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

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

**THAT the motion be referred to an Ad Hoc Committee comprising of Councillor Amirault, Councillor Brown, Councillor Charlton, two Queens County residents from the public, the Bylaw Officer, Chief Administrative Officer and input from RCMP to review all public feedback and that the Committee bring back recommendations to the Noise Bylaw.**

Councillor Charlton stated she feels this is critical for this proposed Bylaw. Concerns were received from residents that the proposed Bylaw is not easy to understand, is too restrictive with daytime control, farming concerns, enforcement issues, and fireworks being too strict and does not feel it is ready to move forward.

Councillor Fancy enquired if there should be residents from every district rather than two as they may not be aware of all the unique issues in each of the districts.

Councillor Hawkes stated he would like to have someone from his district involved. Councillor Amirault concurred that there should be residents from each district on the committee and feels that this should have been done prior to bringing it to Council as there have been many complaints from residents whom are not happy with what is being proposed.

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

**THAT the following amendment be made to the motion:**

**Change the number of Queens County residents to seven, one from each district.**

**AMENDMENT CARRIED unanimously.**

**MOTION AS AMENDED CARRIED unanimously and reads as follows:**

**THAT the motion be referred to an Ad Hoc Committee comprising of Councillor Amirault, Councillor Brown, Councillor Charlton, seven Queens County residents - one from each district, the Bylaw Officer, Chief Administrative Officer and input from RCMP to review all public feedback and that the Committee bring back recommendations to the Noise Bylaw.**

## **10.0 Engineering & Public Works**

### 10.1 Request for Memorial Bench at Beach Meadows Beach

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

**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.**

**MOTION CARRIED unanimously.**

## **11.0 Finance**

### 11.1 Policy 18 – Investments

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

**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.**

Joanne Veinotte, Director of Corporate Services, stated RQM has an investment policy from 2004 that is out of date and we really did not take the opportunity to look at how best to invest our funds. We have some funds that have a long-range commitment so there is the potential to generate revenue from these funds. Anytime RQM can become more effective with managing our money to create revenue is a good thing.

RQM is on a tier interest rate; prime rate is 2.45, so the rate we get is .5, .55 and .6%, which is very low. The interest rate has gone down in the last 18 months and we have seen our budgeted interest decrease significantly. This is a way for RQM to take back control. Any investments we choose to make will be at the direction of Council and Audit and Internal Control Committee. It is very specific under the Municipal Government Act what we can or cannot do. There will be zero risk in terms of capital. Having this investment policy will allow us to take advantage of opportunities that we have not been doing in the past.

**MOTION CARRIED unanimously.**

## **12.0 Recreation & Healthy Communities**

There were no items to come before this meeting.

## **13.0 Planning**

There were no items to come before this meeting.

## **14.0 Reports**

### 14.1 Council Implementation Report

There were no items to come before this meeting.

### 14.2 Victorian Order of Nurses Week Flag Request

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

**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 Purpose flagpole located on Henry Hensley Drive, Liverpool for a one week period, from May 25 through June 1, 2021.**

**MOTION CARRIED unanimously.**



## 15.0 In-Camera Items

**It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 6:45 p.m. to discuss the following:**

### 15.1 Lease of Municipal Property

**MOTION CARRIED unanimously.**

### 15.1 Lease of Municipal Property

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

**THAT Council of Region of Queens Municipality enter into a lease agreement with Belliveau Veinotte Inc. for space at 54 Harley Umphrey Drive, Liverpool.**

**MOTION CARRIED unanimously.**

## 16.0 Adjournment

The meeting adjourned at 7:08 p.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**

**9.1**

**To:** Council

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

**Date:** June 8, 2021

**Re:** Policy 90 - Respectful Workplace

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### **Background**

The Municipality does not currently have a policy that deals with non-physical aspects of a respectful workplace. Policy 73 - Violence in the Workplace only deals with physical aspects of the work environment. Additionally, there is no mechanism for members of staff or Council to bring forth complaints of inappropriate behaviours or words by staff, Council members, or public members of municipal committees. There have been numerous complaints in the past about inappropriate behaviours and words, but without a clear policy and process to deal with these incidents, they have gone uncorrected.

### **Details**

It is no longer acceptable for members of staff or Council to work in an environment that is not safe and free from disrespectful behaviours and words that are unkind, threatening, intimidating, and unsafe.

To clearly articulate what behaviours and actions are acceptable and unacceptable, staff have developed a policy to set out the parameters of both. Numerous staff have asked for this policy. The policy provides for both an informal and formal complaint process.



Policy 25 - Sexual Harassment is being proposed to be repealed as this inappropriate behaviour is covered under this new broader policy.

Council is bound by Policy 74 - Code of Conduct for Members of Council and Public Committee Members however; that policy does not provide for a mechanism for staff to lodge complaints for inappropriate behaviours and words by Members of Council. This proposed policy allows for that issue to be raised, and forwarded to Council to deal with under Policy 74.

The draft policy is being recommended to Council for adoption.

### **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**

There is not expected to be any increased monetary costs with the adoption of this policy other some potential legal costs when complaints are brought forward and require legal advice. These costs are currently incurred, but without the ability for a resolution usually.

### **Recommendation**

**THAT** Council of Region of Queens Municipality approve Policy 90 - Respectful Workplace.

### **Communications**

A copy of the policy will be provided to all members of staff and Council, as well as be included within the Municipality's personnel policy manual.



## **POLICY NO. 90**

### **RESPECTFUL WORKPLACE**

**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 90 and may be cited as the “Respectful Workplace Policy”.

#### **POLICY PURPOSE**

Employees are the heart of the Municipality and their safety is paramount for an effective and positive work environment. The purpose of this policy is to ensure the safety and well-being of all employees and its Council members by providing a workplace which values honesty, fairness, respect for the individual, dignity of work and contributions, as well as upholds the integrity of the organization and its policies and practices.

Region of Queens Municipality is committed to ensuring all of its work environments allow for each individual staff or Council member to be treated with respect and professionalism to ensure each person has the unfettered ability to contribute fully to the Municipality’s operations and their own contribution is understood, acknowledged and respected.

This policy specifically is meant to address disrespectful behaviour in the workplace which commonly includes personal harassment that is not covered under human rights legislation. To provide clarity as to what a respectful workplace is, this policy outlines what is deemed disrespectful workplace

behaviour and the process an employee or Council member can choose to undertake to address such behaviour should they occur.

## **AUTHORITY**

Section 47 of the Municipal Government Act provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

## **SCOPE**

This policy shall apply to all staff and elected officials of Region of Queens Municipality, as well as all public members of committees or external consultants, appointed or under the guidance of municipal council or Chief Administrative Officer or their designate.

Application of this policy shall extend to each municipal workplace and to work-related events, including disrespectful behaviour of Region of Queens Municipality employees or Council members that happens away from the workplace or after regular working hours, where such behaviour has a negative effect on the workplace.

## **DEFINITIONS**

“Bullying or Intimidating Behaviours” involve using words or actions, actual or perceived, that could psychologically or mentally hurt or isolate a person in the workplace and usually involves repeated incidents or regular behaviours that intend to intimidate, humiliate, offend, or degrade a particular person or group of people.

“Complainant” is the employee or Council member making a complaint that disrespectful behaviour has occurred.

“Disrespectful Behaviour” is any behaviour that:

- a. should be known to a reasonable person that their words or actions are offensive, humiliating, or intimidating;
- b. has a clear and obvious negative impact on the Respondent; and
- c. involves words or actions, that can be limited to one incident, or involve multiple times or incidents.

Examples of disrespectful behaviour include, but are not limited to:

- a. verbal or written threats or abuse;
- b. derogatory or degrading words, comments, gestures, jokes, or insults;
- c. using profanity or swearing, or using violent language, at another individual;
- d. interference with another person's work or attempting to sabotage another person's work;
- e. vandalizing or interfering with another person's personal property or office space;
- f. bullying through offensive, malicious, insulting, humiliating, ostracizing, or intimidating actions or words.

For greater clarity, the following are not considered disrespectful workplace behaviour under this policy, but are not limited to:

- a. mutually consensual relations or social interactions without offensive or inappropriate behaviours, intimidation, implicit or explicit threats of retaliation, or misuse of power;
- b. words or actions that a reasonable person would find welcome or neutral in meaning;
- c. actions of the Municipality to direct its workforce, including managing and supervising employees and giving feedback through reasonable performance feedback, managing absenteeism, mentoring and discipline;
- d. disagreements or misunderstandings; and

- e. conflicts or disagreements between employees and Council members unless they involve disrespectful behaviours or language as noted in this policy.

“Respectful Workplace” means a work environment where each employee and Council member treats each other with respect at all times and includes:

- a. providing for the inclusion of all employees and Council members regardless of different backgrounds, opinions, thoughts, or perceived strengths or weaknesses.
- b. ensuring the safety of all employees and Council members from disrespectful, bullying, or intimidating behaviour.
- c. requiring accountability by each individual to contribute to their effective workplace relationships through meaningful and positive resolution of differences.

“Respondent” is the individual alleged to have engaged in or perpetuated disrespectful behaviour.

## **POLICY INTENT**

No employee or Council member shall be subjected to disrespectful behaviour in the workplace.

## **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 for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

Each employee and Council member is responsible for their own behaviour at all times and for ensuring the workplace is free from disrespectful behaviour. This

is done by always acting in a professional and courteous manner, taking responsibility for their own actions and words, while maintaining positive and constructive working relationships through cooperation and actively listening to others.

## **COMPLAINT RESOLUTION PROCESS**

Complaints of disrespectful behaviour can be made through a formal or informal process to ensure a range of options are available to employees and Council members to seek a fair and timely resolution to allegations.

Notwithstanding Policy 74 - Code of Conduct for Members of Council and Public Committee Members, a staff member shall be deemed to be a person eligible to file a complaint against a Member of Council and where such complaint is deemed legitimate and requires an investigation, such complaint shall be forwarded to the Mayor under Policy 74 and shall be interpreted as being a complaint of a Council Member.

### **Informal Process**

- a. If reasonable and safe to do so, an employee or Council member who feels that another person's actions have led to a disrespectful workplace according to this policy, the employee or Council member affected should let that person or persons involved know that their behaviours are disrespectful, unwelcome and contrary to the Respectful Workplace Policy.
- b. If option a. is not possible, an employee should seek assistance from their immediate supervisor, Director, or the Director of Corporate Services. In the cases of issues involving Council members, a discussion should be held with the Mayor, or in the case of an issue with the Mayor, the Deputy Mayor.
- c. If option a. or b. are not suitable, or the Complainant does not receive the needed result after attempting an informal process, the employee or Council Members can proceed to the formal process.



## Formal Process

- a. If a complaint cannot be resolved through the informal process, a Complainant may file a formal complaint in writing on the form attached as Appendix "A" and submit it directly to the Director of Corporate Services. If the Director of Corporate Services is either the Complainant or Respondent, the complaint shall be submitted to the Chief Administrative Officer.
- b. Complaints may be made on behalf of a staff member by another staff member where that staff member has witnessed the disrespectful behaviour or has been reported to them by a co-worker. All employees and Council members have a responsibility to ensure a respectful workplace, not only those who are negatively impacted.
- c. Once an application has been received under this section concerning disrespectful behaviour, a formal investigation will take place which will require the interviewing of various witnesses in addition to the Complainant(s) and Respondent(s). In some cases, Director of Corporate Services or Chief Administrative Officer may engage external third party experts to assist with the investigation. Because of the nature of this process, the application and details cannot be anonymous, and both the Complainant and Respondent will be provided with full details of the application.
- d. Upon the completion of the investigation, Director of Corporate Services or Chief Administrative Officer will prepare a report and recommendations with a goal of bringing a resolution to the alleged disrespectful behaviour. Director of Corporate Services will work with the parties involved to determine appropriate actions needed and will communicate the decision to both the Complainant and Respondent.
- e. Should the investigation determine that the disrespectful behaviour involves discrimination under the Nova Scotia Human Rights Act, the

complaint will be transferred to a formal application under the Municipality's Human Rights and Harassment Policy.

- f. Employees and Council members are strongly encouraged to bring forth any alleged disrespectful behaviour complaints as soon as possible to ensure any disrespectful behaviour is dealt with immediately. Complaints brought forward later than six months after the alleged disrespectful behaviour will only be investigated if the matter is considered by the Director of Corporate Services or Chief Administrative Officer to be a matter that could lead to immediate employee termination.

### **False or Malicious Complaints**

Any complaint filed with an immediate supervisor, Director, Director of Corporate Services, Mayor or Deputy Mayor, that is found to be false, misleading, or brought forward with malicious purposes, may result in the Complainant being subject to disciplinary action up to and including termination of employment.

### **RETALIATION**

Any employee who uses retaliation or discrimination against a co-worker or another employee because the person brought forward a complaint, or because the employee acted as a witness, gave a statement, or participated in a complaint resolution process will be considered a breach of this policy. Such breach may result in discipline up to and including termination of employment.

Any Council member who uses retaliation in any manner as noted above shall be subject to any consequences determined by Council under its Code of Conduct Policy.

## **CONSEQUENCES**

Employees who are determined, after an investigation has been completed, to be in breach of this policy will be subject to disciplinary action up to and including termination of employment. Multiple or repeated instances of the same, similar or different occurrences of disrespectful behaviour shall be considered as one of the determining factors in the level of discipline action implemented.

## **CONFIDENTIALTY**

All information collected and obtained during an investigation into an alleged breach of this policy shall be held and retained by the Director of Corporate Services for a period of no less than six years. Only those documents required to be divulged to other parties to settle a complaint during an investigation will be shared. These documents shall be treated as confidential and not released except where required to be disclosed according to law for a court proceeding, arbitration, or other legal proceeding.

## **LEGISLATION AND COLLECTIVE AGREEMENTS**

If it is determined that any portion of this policy is inconsistent with any current union agreements between an employee bargaining unit and the Municipality, or provincial or federal legislation or regulations, then that portion and only that portion of the policy shall have no application to the extent of the inconsistency. All other portions of the policy shall continue to apply and have full force and effect.

## **APPENDICES**

Appendix "A" contains the formal complaint form and instructions for filling it out and filing it with the appropriate person. Employees are encouraged to seek the support of co-workers or their union representative should they believe they require help in filing a complaint.

**EFFECTIVE DATE**

This policy shall take effect from the date of approval by Council.

**REPEAL**

Policy 25 - Sexual Harassment, adopted by the Council of Region of Queens Municipality on the 16th day of August 2004, 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 8th day of June, 2021.

**SIGNED** by the Mayor and Deputy Clerk this 9th day of June, 2021.

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Mayor

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Deputy Clerk

## **APPENDIX “A” - COMPLAINT FORM**

### **Respectful Workplace & Human Rights Harassment Policy**

#### **Formal Complaint Form**

#### **Instructions:**

Region of Queens Municipality is committed to providing a working environment that is free of harassment and discrimination. Prior to completing this form, it is important that you are aware of the complaint procedure in the Respectful Workplace Policy and Human Rights and Harassment Policy

Employees and Council members are not required to use this form to file a complaint however; if you do, it will help you focus the issues in a manner that will assist in the assessment, investigation, and possible resolution of the complaint(s). If you require support in filing a complaint, please speak with your union representative, Director of Corporate Services, or Mayor.

Be sure to specify the incident(s) that led to the complaint, the date(s) of the incident(s), names of the person(s) involved, and names of those who may have witnessed the incident(s). Please feel free to add more pages and include any relevant documentation that may assist in explaining the reason for your complaint.

Information provided on this or any other form is not considered an official complaint unless it is signed by you and dated.

Upon receipt of your complaint, Director of Corporate Services will review it to determine if the complaint is complete, timely, and raises issues covered in the policy. **It is important to fully understand that the written complaint you submit will be forwarded to the Respondent for a response.**

Submit the Complaint by email to:

Director of Corporate Services  
[jveinotte@regionofqueens.com](mailto:jveinotte@regionofqueens.com)

Or in person to:

Joanne Veinotte  
249 White Point Road  
Liverpool, Nova Scotia

**PART I**

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

**PART II**

Type of Harassment: Verbal       Physical       Property

Date and Time of the Incident: \_\_\_\_\_

Person who was responsible for the harassment:

Supervisor:       Co-worker:       Customer/Client:       Other:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Did it occur more than once? Yes       No

Location of Incident: \_\_\_\_\_

Describe the circumstances in which the incident took place: Was it during work hours, when did it start, has it now stopped or is it still ongoing?

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What was your response?

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How did the incident make you feel?

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Were you able to confide in anyone after the incident? Give details:

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**PART III**

Describe the incident:

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List Witnesses to the Harassment:

(1) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I understand that the incident(s) described above will be investigated, I will be given an opportunity to explain further, and I will be informed of the results of the investigation.

Complainant's Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Matter was referred to investigation on \_\_\_\_\_ (date)

Investigation was completed on \_\_\_\_\_ (date)

Final report was produced on \_\_\_\_\_ (date)

Complaint was: Established / Not Established

Parties were informed of outcome on \_\_\_\_\_ (date)

Action(s) taken:

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## Region of Queens Municipality Staff Report

9.2

**To:** Council

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

**Date:** June 8, 2021

**Re:** Policy 91 - Human Rights and Harassment


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### Background

The Municipality does not currently have a policy that deals with legally protected aspects of a respectful workplace that are covered under Nova Scotia's *Human Rights Act*. Policy 73 - Violence in the Workplace only deals with physical aspects of the work environment only and Policy 90 deals with those aspects of disrespectful behaviour that are not covered under Nova Scotia's *Human Rights Act*. Additionally, there is no mechanism for members of staff or Council to bring forth complaints of inappropriate behaviours or words by staff, Council members, or public members of municipal committees. As part of the Municipality's goal of being a more respectful workplace, we require a process for dealing with complaints of inappropriate behaviours or words that are contrary to Nova Scotia's *Human Rights Act*, in addition to reviewing complaints under Policy 90.

### Details

Protected areas covered under Nova Scotia's *Human Rights Act* have existed for decades, but now more than ever, it is expected that employers overtly implement and deal with potential contraventions of the legislation to provide a safe workplace for all employees and Council members.



It is not acceptable for members of staff or Council to work in an environment that is not safe and free from human rights and harassment violations.

To clearly articulate what behaviours and actions are acceptable and unacceptable, staff have developed a policy to set out the parameters of both. This policy compliments Policy 90 - Respectful Workplace, as this policy covers all those items covered under the *Human Rights Act*. Policy 90 covers behaviours and words that are deemed disrespectful and harassment that are not covered under the *Human Rights Act*. The policy provides for both an informal and formal complaint process.

Council is bound by Policy 74 - Code of Conduct for Members of Council and Public Committee Members however; that policy does not provide for a mechanism for staff to lodge complaints for inappropriate behaviours and words by Members of Council that are contrary to Nova Scotia's *Human Rights Act*. This proposed policy allows for that issue to be raised, and forwarded to Council to deal with under Policy 74.

The draft policy is being recommended to Council for adoption.

### **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**

There is not expected to be any increased monetary costs with the adoption of this policy other some potential legal costs when complaints are brought forward and require legal advice. These costs are currently incurred, but without the ability for a resolution usually.



## **Recommendation**

**THAT** Council of Region of Queens Municipality approve Policy 91 - Human Rights and Harassment.

## **Communications**

A copy of the policy will be provided to all members of staff and Council, as well as be included within the Municipality's personnel policy manual.



## **POLICY NO. 91**

### **HUMAN RIGHTS AND HARASSMENT**

**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 91 and may be cited as the “Human Rights and Harassment Policy”.

#### **POLICY PURPOSE**

Employees are the heart of the Municipality and their safety is paramount for an effective and positive work environment. The purpose of this policy is to ensure the safety and well-being of all employees and its Council members by providing a workplace which values honesty, fairness, respect for the individual, dignity of work and contributions, as well as upholds the integrity of the organization and its policies and practices.

Region of Queens Municipality is committed to ensuring all of its work environments allow for each individual staff or Council member to be treated with respect and the workplace is free from harassment as prohibited by the *Nova Scotia Human Rights Act*.

This policy provides guidelines for reporting, investigating, and seeking resolutions for complaints of harassment in an effort to ensure a safe, harassment-free workplace for all employees and Council members.

## **AUTHORITY**

Section 47 of the Municipal Government Act provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

## **SCOPE**

This policy shall apply to all staff and elected officials of Region of Queens Municipality, as well as all public members of committees or external consultants, appointed or under the guidance of municipal council or Chief Administrative Officer or their designate.

Application of this policy shall extend to each municipal workplace and to work-related events, including disrespectful behaviour of Region of Queens Municipality employees or Council members that happens away from the workplace or after regular working hours, where such behaviour has a negative effect on the workplace.

## **DEFINITIONS**

“Complainant” is the employee or Council member making a complaint that disrespectful behaviour has occurred.

“Harassment” is any behaviour that a reasonable person would find unwelcome, has a negative impact on the workplace, and is related to any of the characteristics which are listed as prohibited grounds of discrimination in the Nova Scotia Human Rights Act, denoted as “Prohibited Grounds”, specifically:

- a. age;
- b. race;
- c. colour;
- d. religion;

- e. creed;
- f. sex;
- g. sexual orientation;
- h. gender identity;
- i. gender expression;
- j. physical disability or mental disability;
- k. an irrational fear of contracting an illness or diseases;
- l. ethnic, national, or aboriginal origin;
- m. family status;
- n. marital status;
- o. source of income;
- p. political belief, affiliation, or activity; or
- q. association with another individual or class of individuals having characteristics referred to above.

Harassment can, depending on the seriousness of the behaviour, involve a single incident or a number of incidents, and can be directed at one employee or Council member, or it can involve a number of individuals.

Harassment need not be intentional to be considered harassment. Intentional harassment should be considered more severe.

Examples of harassment include, but are not limited to:

- a. unwelcome physical contact such as touching, patting, or pinching;
- b. unwelcome offensive comments that are sexual in nature;
- c. unwelcome offensive remarks such as jokes, slurs, or innuendo related to any of the Prohibited Grounds;
- d. displaying or distributing derogatory or offensive pictures, graffiti, or other materials related to any Prohibited Grounds including racist, sexist, or homophobic materials;
- e. unwelcome and offensive behaviour related to a Prohibited Ground, that creates an intimidating, hostile, offensive, or poisoned work environment;
- f. unwelcome and offensive behaviour related to a Prohibited Ground, where tolerance of the behaviour is explicitly or implicitly made a term of employment or consideration in job-related decisions;

- g. unwelcome and offensive behaviour related to gender identity, gender expression, or perceptions of sexual orientation or gender;
- h. refusing to interact or communicate with persons because of any of the Prohibited Grounds; and
- i. unwelcome and offensive communications related to a Prohibited Ground sent by any means, including e-mail or other electronic means.

For great clarity, the following are not considered harassment behaviour under this policy, but are not limited to:

- a. mutually consensual relations or social interactions without offensive or inappropriate behaviours, intimidation, implicit or explicit threats of retaliation, or misuse of power;
- b. words or actions that a reasonable person would find welcome or neutral in meaning;
- c. actions of the Municipality to direct its workforce, including managing and supervising employees and giving feedback through reasonable performance feedback, managing absenteeism, mentoring and discipline; and
- d. Bona fide qualifications or occupational requirements established by the Municipality as noted in Section 6(f) of the *Nova Scotia Human Rights Act*.

“Respondent” is the individual alleged to have engaged in or perpetuated disrespectful behaviour.

## **POLICY INTENT**

No employee or Council member shall be subjected to harassment behaviour in the workplace.

Where harassment is not related to a Prohibited Ground under the *Nova Scotia Human Rights Act*, all complaints will be dealt with by Policy 90 - Respectful Workplace.



## **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 for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

Each employee and Council member is responsible for their own behaviour at all times and for ensuring the workplace is free from harassment. This is done by always acting in a professional and courteous manner, taking responsibility for their own actions and words, while maintaining positive and constructive working relationships through cooperation and actively listening to others.

## **COMPLAINT RESOLUTION PROCESS**

Complaints of harassment can be made through a formal or informal process to ensure a range of options are available to employees and Council members to seek a fair and timely resolution to allegations.

Notwithstanding Policy 74 - Code of Conduct for Members of Council and Public Committee Members, a staff member shall be deemed to be a person eligible to file a complaint against a Member of Council and where such complaint is deemed legitimate and requires an investigation, such complaint shall be forwarded to the Mayor under Policy 74 and shall be interpreted as being a complaint of a Council Member.

### **Informal Process**

- a. If reasonable and safe to do so, an employee or Council member who feels that another person's actions have led to harassment according to this policy, the employee or Council member affected should let that person or persons involved know that their behaviours are harassment, unwelcome and contrary to the Human Rights and Harassment Policy.

- b. If option a. is not possible, an employee should seek assistance from their immediate supervisor, Director, or the Director of Corporate Services. In the cases of issues involving Council members, a discussion should be held with the Mayor, or in the case of an issue with the Mayor, the Deputy Mayor.
- c. If option a. or b. are not suitable, or the Complainant does not receive the needed result after attempting an informal process, the employee or Council Members can proceed to the formal process.

### **Formal Process**

- a. If a complaint cannot be resolved through the informal process, a Complainant may file a formal complaint in writing on the form attached as Appendix "A" and submit it directly to the Director of Corporate Services. If the Director of Corporate Services is either the Complainant or Respondent, the complaint shall be submitted to the Chief Administrative Officer.
- b. Complaints may be made on behalf of a staff member by another staff member where that staff member has witnessed the harassment or has been reported to them by a co-worker. All employees and Council members have a responsibility to ensure a harassment-free workplace, not only those who are negatively impacted.
- c. Once an application has been received under this section concerning a human rights or harassment complaint, a formal investigation will take place which will require the interviewing of various witnesses in addition to the Complainant(s) and Respondent(s). In some cases, Director of Corporate Services or Chief Administrative Officer may engage external third party experts to assist with the investigation. Because of the nature of this process, the application and details cannot be anonymous, and both the Complainant and Respondent will be provided with full details of the application.

- d. Upon the completion of the investigation, Director of Corporate Services or Chief Administrative Officer will prepare a report and recommendations with a goal of bringing a resolution to the alleged harassment behaviour. Director of Corporate Services will work with the parties involved to determine appropriate actions needed and will communicate the decision to both the Complainant and Respondent.
- e. Should the investigation determine that the harassment does not involve discrimination under the Nova Scotia Human Rights Act, the complaint will be transferred to a formal application under the Municipality's Respectful Workplace Policy.
- f. Employees and Council members are strongly encouraged to bring forth any alleged harassment complaints as soon as possible to ensure any harassing behaviour is dealt with immediately. Complaints brought forward later than six months after alleged harassment will only be investigated if the matter is considered by the Director of Corporate Services or Chief Administrative Officer to be a matter that could lead to immediate employee termination.

### **False or Malicious Complaints**

Any complaint filed with an immediate supervisor, Director, Director of Corporate Services, Mayor or Deputy Mayor, that is found to be false, misleading, or brought forward with malicious purposes, may result in the Complainant being subject to disciplinary action up to and including termination of employment.

### **RETALIATION**

Any employee who uses retaliation or discrimination against a co-worker or another employee because the person brought forward a complaint, or because the employee acted as a witness, gave a statement, or participated in a complaint resolution process will be considered a breach of this policy. Such breach may result in discipline up to and including termination of employment.

Any Council member who uses retaliation in any manner as noted above shall be subject to any consequences determined by Council under its Code of Conduct Policy.

## **CONSEQUENCES**

Employees who are determined, after an investigation has been completed, to be in breach of this policy will be subject to disciplinary action up to and including termination of employment.

Unionized employees have the right under their collective agreement to grieve any disciplinary actions.

## **CONFIDENTIALTY**

All information collected and obtained during an investigation into an alleged breach of this policy shall be held and retained by the Director of Corporate Services for a period of no less than six years. Only those documents required to be divulged to other parties to settle a complaint during an investigation will be shared. These documents shall be treated as confidential and not released except where required to be disclosed according to law for a court proceeding, arbitration, or other legal proceeding.

Upon the completion of any investigation, if it is determined that the complaint is not established, then no records of the application shall be placed in any employee's personnel file. The documents will be confidentially kept however; should any future questions arise about the Municipality's proper investigation of the alleged complaint. Any complaint established will require the placement of the investigation documents and actions taken into an employee's personnel file.

## **LEGISLATION AND COLLECTIVE AGREEMENTS**

If it is determined that any portion of this policy is inconsistent with any current union agreements between an employee bargaining unit and the Municipality, or provincial or federal legislation or regulations, then that portion and only that

portion of the policy shall have no application to the extent of the inconsistency. All other portions of the policy shall continue to apply and have full force and effect.

## **APPENDICES**

Appendix "A" contains the formal complaint form and instructions for filling it out and filing it with the appropriate person. Employees are encouraged to seek the support of co-workers or their union representative should they believe they require help in filing a complaint.

## **EFFECTIVE DATE**

This policy shall take effect from the date of approval by Council.

## **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 8th day of June, 2021.

**SIGNED** by the Mayor and Deputy Clerk this 9th day of June, 2021.

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Mayor

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Deputy Clerk

## **APPENDIX “A” - COMPLAINT FORM**

### **Respectful Workplace & Human Rights Harassment Policy**

#### **Formal Complaint Form**

##### **Instructions:**

Region of Queens Municipality is committed to providing a working environment that is free of harassment and discrimination. Prior to completing this form, it is important that you are aware of the complaint procedure in the Respectful Workplace Policy and Human Rights and Harassment Policy.

Employees and Council members are not required to use this form to file a complaint however; if you do, it will help you focus the issues in a manner that will assist in the assessment, investigation, and possible resolution of the complaint(s). If you require support in filing a complaint, please speak with your union representative, Director of Corporate Services, or Mayor.

Be sure to specify the incident(s) that led to the complaint, the date(s) of the incident(s), names of the person(s) involved, and names of those who may have witnessed the incident(s). Please feel free to add more pages and include any relevant documentation that may assist in explaining the reason for your complaint.

Information provided on this or any other form is not considered an official complaint unless it is signed by you and dated.

Upon receipt of your complaint, Director of Human Resources will review it to determine if the complaint is complete, timely, and raises issues covered in the policy. **It is important to fully understand that the written complaint you submit will be forwarded to the Respondent for a response.**

Submit the Complaint by email to:

Director of Corporate Services  
[jveinotte@regionofqueens.com](mailto:jveinotte@regionofqueens.com)

Or in person to:

Joanne Veinotte  
249 White Point Road  
Liverpool, Nova Scotia

**PART I**

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

**PART II**

Type of Harassment: Verbal       Physical       Property

Date and Time of the Incident: \_\_\_\_\_

Person who was responsible for the harassment:

Supervisor:       Co-worker:       Customer/Client:       Other:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Did it occur more than once? Yes       No

Location of Incident: \_\_\_\_\_

Describe the circumstances in which the incident took place: Was it during work hours, when did it start, has it now stopped or is it still ongoing?

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What was your response?

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How did the incident make you feel?

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Were you able to confide in anyone after the incident? Give details:

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**PART III**

Describe the incident:

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List Witnesses to the Harassment:

(1) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I understand that the incident(s) described above will be investigated, I will be given an opportunity to explain further, and I will be informed of the results of the investigation.

Complainant's Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Matter was referred to investigation on \_\_\_\_\_ (date)

Investigation was completed on \_\_\_\_\_ (date)

Final report was produced on \_\_\_\_\_ (date)

Complaint was: Established / Not Established

Parties were informed of outcome on \_\_\_\_\_ (date)

Action(s) taken:

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

**10.1**

**To:** Council

**From:** Adam Grant, Director of Engineering and Public Works

**Date:** June 8, 2021

**Re:** Provincial Capital Assistance Program (PCAP) Application

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### **Background**

Nova Scotia Department of Municipal Affairs each year offers a Provincial Capital Assistance Program (PCAP). The program is available to help municipalities invest in high priority infrastructure projects and prioritizes projects that will eliminate actual or potential environmental and health problems. The program will fund up to 50% of eligible project costs. Eligible projects typically are related to water, wastewater, stormwater, and solid waste management.

### **Details**

Currently, the Municipality has several businesses and organizations take water from the Region of Queens Municipality's Water Utility each year free of charge. This usage adds additional expense to the users and utility customers of the water system with increased costs for the processing of treated water.

With an application expected from the Region of Queens Municipality's Water Utility to go to the Nova Scotia Utility and Review Board later this summer for a rate increase because of expected continuing operating deficits, it is the right time to correct this issue. Allowing free access to treated water that is paid for



by users of the water utility and the eventual sale of the water that does not accrue to the utility customers paying for the water system is problematic.

One way to correct this issue is operate it like the Septage Receiving Station for private septic waste haulers. A central water location could be created, approved water haulers would be given key card access to use, and subsequently billed at the end of each month. The removal of water from the Region of Queens Municipality Water Utility for non-emergency uses would then be prohibited, other than through this pay for service option.

This project would see the installation of necessary equipment at 191 Henry Hensey Drive, Liverpool, to allow this sale of bulk water to be tracked and sold. The necessary equipment would include a backflow prevention system, remote actuated valving as well as a remote terminal system where registered customers would receive product. This location is a base of operations for our Engineering and Public Works Department, centrally located and easily accessible, has existing infrastructure in place now, is a frost free structure owned by the Municipality, and easily supervised.


Capital costs will largely involve the purchase of required equipment and labour requirements for the installation is minimal. Budget estimate for the elements of this project are \$32,750 + HST. Significant cost savings will be realized utilizing existing infrastructure, with no required earthwork or asphalt necessary, and utilizing an existing building to house equipment.

## **Applicable Legislation**

Section 47 (5) of the *Municipal Government Act* sets out that 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**

Because no real data exists for bulk users, it is difficult to accurately estimate what revenue could be expected. However, given what has been observed over the years, a conservative estimate may be to expect sales of 4000 cubic



meters (cm) via 500 loads. Other water utilities in Nova Scotia have 2 different methods for user rates; both charge a fee per cm, while some utilities charge an annual fee and others charge a minimum load charge that is \$3.84/cm, and \$133.17/year or \$54.17/load respectively. Revenue is projected to be somewhere between \$15,500 and \$28,000 depending on the rate structure applied. Not all revenue is profit as there are increased operating expenses by providing this service.

Based on the capital costs to install this infrastructure, it is proposed that the Municipality apply to the PCAP program for 50% funding to lessen our upfront costs and reduce the financial burden on the water utility. The project would be funded and owned by the Region of Queens Municipality Water Utility and not funded through the tax rate. If Council so chose, the Municipality's portion could be funded partly or wholly through the Canada Community-Building Fund (CCBF) (formerly known as the Gas Tax Fund).

## **Recommendation**

**THAT** the Council of Region of Queens Municipality authorize the submission of an application to Nova Scotia Department of Municipal Affairs Provincial Capital Assistance Program for 50% funding of a new bulk water station.

## **Communications**

No communications are required on this matter at this time. If funding is approved and this proposed bulk water program is authorized by the Nova Scotia Utility and Review Board, then communications will take place afterwards with current users and promoted on our website.

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

**10.2**

**To:** Council

**From:** Adam Grant, Director of Engineering and Public Works

**Date:** June 8, 2021

**Re:** Flood Risk Infrastructure Investment Program (FRIIP) Application


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### **Background**

Nova Scotia Department of Municipal Affairs each year offers a Flood Risk Infrastructure Investment Program (FRIIP). The program is available to help municipalities invest in infrastructure and studies which reduce flood risks and community vulnerability. The program will fund up to 50% of eligible project costs. Eligible project types include river draining and floodway improvements; floodwater containment and flood intensity mitigation; study work including mapping to identify flood prone areas; and identification of potential solutions to mitigate flood impacts.

### **Details**

During 2018 and 2019, the Municipality issued a Request for Proposals to external companies to provide a report and recommendations requesting ways to mitigate Liverpool waterfront flooding. CBCL Limited was the successful proponent and were tasked with making recommendations to Council for consideration. The company provided a presentation during a public council meeting in 2019, and offered four different recommendations as ways to address the waterfront flooding. The options and costs ranged from \$9,100,000 plus the cost of buying several buildings and demolishing them, to \$2,825,000 for



the purchase and remove several buildings and allow the flooding to continue a couple times a year.

After review by the Municipality and further discussions with CBCL limited, it was determined that none of the four options proposed were in the best interests of the Municipality and its downtown businesses. Therefore, additional options were considered.

The main link between Milton, Liverpool, and those residents in Brooklyn and further east to downtown Liverpool businesses, schools and the hospital is across Bristol Avenue and via the Town Bridge onto Market Street. There is an area between the bridge and Main Street on Market Street that is very low and floods when the waterfront floods preventing traffic across the bridge from both directions for emergency services. This is a great concern and is being recommended as the first step for Council to take to help deal with flooding along the Liverpool waterfront.

Therefore, it is being recommended that the most immediate action required to mitigate this issue would be to raise the roadway between the bridge and Water Street along Market Street to an elevation closer to the bridge riding surface. This will require some design changes in the area to ensure the adjacent properties are able to maintain access as well as a new configuration with the sidewalk being below the street grade. This will be a new concept for Liverpool residents, but is seen in several areas of larger urban areas like Halifax. This project will not realize any intended protection benefit directly to existing commercial structures and is intended solely for the benefit of motor vehicles.

This project has not been budgeted to be completed in the current fiscal year of 2021-2022. The purpose of this application is to seek funding to begin the in-house design work this fall and winter so that construction can begin in 2022-2023. It is critical that design work only take place when funding and approvals from Council are in place.

Additionally, if Council agrees with the recommendation, it is proposed that the 'CBCL Limited Liverpool Coastal Flooding Mitigation Study' be publicly released on our website in the near future.



## **Applicable Legislation**

Section 47 (5) of the *Municipal Government Act* sets out that 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 project will involve the completion of detailed designs for the re-construction of the roadway, replacement of necessary water, sewer and stormwater infrastructure, as well as reinstatement of asphalt street and sidewalk. Staff estimate that the cost of this upgrade will be \$500,000 + HST. Wherever possible, costs will be reduced with the reuse of materials.

Based on the capital costs to install this infrastructure, it is proposed that the Municipality apply to the FRIP program for 50% funding to lessen our upfront costs and reduce the financial burden on the Municipality. The project would be completed using municipal staff and equipment to reduce the overall costs. If Council so chose or if provincial funding is not approved, the Municipality's portion could be funded partly or wholly through the Canada Community-Building Fund (CCBF) (formerly known as the Gas Tax Fund). Otherwise, the total cost of the project will require a long term borrowing over 10 years.

## **Recommendation**

**THAT** the Council of Region of Queens Municipality authorize the submission of an application to Nova Scotia Department of Municipal Affairs Flood Risk Infrastructure Investment Program for 50% funding for flood mitigation measures required on Market Street, Liverpool.

## **Communications**

No communications are required on this matter at this time. If funding is approved and this proposed flood mitigation measure is authorized by Council, then communications will take place afterwards with our community.



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

**11.1**

**To:** Council

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

**Date:** June 8, 2021

**Re:** Request for Proposals (RFP) for Banking Services

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### **Background**

Royal Bank of Canada has been supplying Region of Queens Municipality with banking services for the past five years. The service agreement expired this year and a Request for Proposals was prepared and posted to the provincial procurement site.

### **Details**

Four proposals were submitted and reviewed by three members of the Audit and Internal Control Committee and staff. Proposals were scored based on a matrix that considered the following criteria: bank and staff profile, technical qualifications, control features, transition plan, service and value, local branch presence.

An initial review took place with members of the committee evaluating the proposals based on a summary of each, prepared by the Director of Corporate Services, in order to keep the name of the submitting banks anonymous. The top two proposals were then circulated in full and evaluated again using the same scoring matrix.



Director of Corporate Services tabulated the scores and each member of the committee recommended the same bank as their preferred choice.

### **Applicable Legislation**

Section 100 of the *Municipal Government Act (MGA)* requires Council to invest its funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality and shall be deposited in an interest bearing account at a bank doing business in the Province or invested pursuant to an investment policy adopted by the council and approved by the Minister.

### **Budget Impacts**

The bank being recommend has offered interest rates on deposits at higher rates than we are currently receiving and have agreed as part of their proposal to waive most bank fees. These increased revenues and decreased costs have the potential to positively impact the Municipality going forward tens of thousands of dollars each year.

### **Recommendation**

**THAT** Council of Region of Queens Municipality contract the Municipality's banking services with the Bank of Montreal for the next two years, with an option to renew in each of the subsequent three years.

### **Communications**

All four banks that submitted proposals will be notified of Council's decision, and the final result will be posted on the provincial procurement site.

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

**12.1**

**To:** Council

**From:** Dana Henley, Community Development Coordinator

**Date:** June 8, 2021

**Re:** Community Investment Fund 2021- 2022

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### **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.

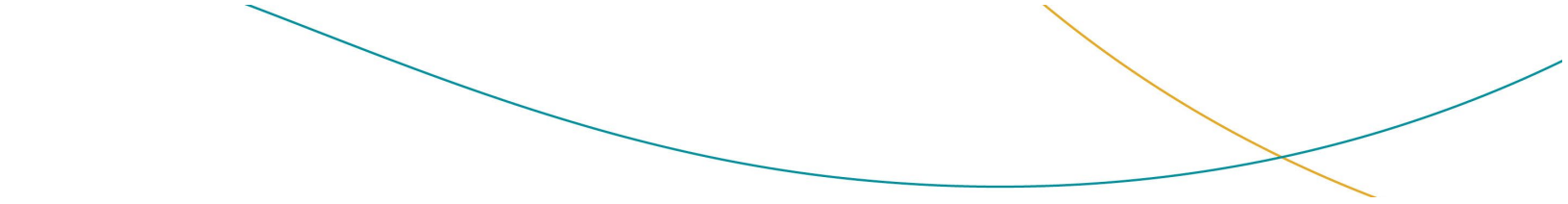
Total funding available in the 2021-2022 budget year is \$175,000, in addition to the remainder in reserve which will be updated once all 2020-2021 approvals under the fund are completed.

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**

The funding request for consideration today is an Operating Investment Fund that has provided a complete eligible application.

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.

Below is a summary of the funding request and comments:

**Queens County Museum**

**Request: \$8,000 - Operational**

Queens County Museum request is for operational investment funds for the year round operation of the museum. Their total eligible projected expenses for 2021-2022 is \$39,600. The request is for \$8,000 in funding support; however Policy 11 – Community Investment Fund, as per Section 11.19(a), provides for funding up to \$10,000 annually for organizations that own their own facility or have a long term lease for such. Province of Nova Scotia owns the museum and there is no long term lease in place; therefore Queens County Museum is only eligible for up to \$5,000 as outlined in Section 11.19 (b) of Policy 11 – Community Investment Fund. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**Big Brothers Big Sisters of South Shore**

**Request: \$1,500 – Operational**

Big Brothers Big Sisters of South Shore request is for operational investment funds to support the improvement made over the past 3 years by furthering activities and mentorship in Liverpool and Caledonia and surrounding areas. Their total eligible projected operational expenses for 2021-2022 is \$24,829.56. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria. The recommendation for funding is less than requested as their surplus from previous years is healthy, but still within the criteria of Policy 11 – Community Investment Fund.



## 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 Queens County Museum in the amount of \$5,000 from the 2021-2022 Community Investment Fund.

**That** the Council of Region of Queens Municipality provide grant funding to Big Brothers Big Sisters of South Shore in the amount of \$375 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.