

**Region of Queens Municipality Regular Council
Tuesday, June 8, 2021, 9:00 a.m. via Zoom**

Minutes

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

1.0 Call to Order

Mayor Norman called the meeting to order at 9:05 a.m.

Mayor Norman made a statement regarding the recent acknowledgement of 215 children's remains in Kamloops, British Columbia.

A minute of silence was held in honour of the 215 children.

2.0 Changes / Approval of Agenda

It was moved by Councillor Brown and seconded by Councillor Gidney 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

Shannon Jollimore, 660 Highway 8, Milton – Ms. Jollimore stated she works at Wa-Su-Wek Inc. at 85 Hillside Road in Brooklyn and they are interested in getting started on the self-storage business. Everything would be contained within the building and within business hours, unless required after hours. In that case, there would be no access without someone present and would be by appointment only.

Leon Robertson – College Street, Liverpool – Mr. Robertson offered his opinion under Item 9, stating the proposed policies on a respectful workplace and human rights and harassment are very comprehensive and understands that there were complaints in the past in these areas and is hopeful that these will pass.

He further enquired under Item 10.2. If the application is approved, will it cause more flooding in the parking lot along the waterfront. Mayor Norman stated this question will be directed to the Director of Engineering & Public Works when the matter is discussed on the agenda.

6.0 Approval of Minutes

6.1 Regular Council – May 25, 2021

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

THAT the minutes of the Regular Council meeting held May 25, 2021 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Dangerous or Unsightly Premises

There were no items to come before this meeting.

8.0 Economic Development

There were no items to come before this meeting.

9.0 Corporate Services

9.1 Policy 90 – Respectful Workplace

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

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

Chris McNeill, CAO, stated this policy is a reflection of a need and a request from over a period of time from staff and members of Council. As noted, there have been complaints in the past but because there is no formal policy, there is no clear rules and regulations of what is acceptable behavior and what is not acceptable. People have felt they could not bring forward any type of concerns because there was not a process to deal with them. The process clearly outlines what is respectful and what is disrespectful behavior and provides examples for clarification.

There is accountability which essentially says every member of staff and Council and community members on public committees are responsible for their own actions and words and are also responsible that our workplace is respectful and safe. We all have a duty to ensure that not only ourselves, but that other people follow the rules and are respectful as well.

There is an informal process and formal process to deal with complaints. If the complaint can be dealt with informally, that is the first step and there is a process. If the complainant feels uncomfortable with the informal process or that it cannot be dealt with, there is a formal process. The formal process is a documented written report, followed by an Investigation and then a decision is made as to what the recommendation and outcome should be.

Collective Agreements takes precedence over this policy.

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

THAT the motion be deferred to June 22, 2021 Council meeting to allow for additional time for review and processing of the policy.

MOTION CARRIED with 6 in favour and 2 against.

9.2 Policy 91 – Human Rights and Harassment

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

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

Mr. McNeill stated this is a companion policy to Policy 90 – Respectful Workplace. This policy deals specifically with those items covered under the Nova Scotia Human Rights Act, which are contained in the policy under the definitions section, which defines what harassment is and defines what the prohibitive grounds are.

If a member of staff or Council, or public committee members feel there has been a contravention of any of the aspects of the Nova Scotia Human Rights Act, they have an informal process to try to find resolution. If resolution cannot be attained through the informal process, there is a formal process to file a complaint and have an adjudication carried out based on the policy.

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

THAT the motion be deferred to June 22, 2021 Council meeting to allow for additional time for review and processing of the policy.

Deputy Mayor Muise took the Chair at 9:28 a.m.

Mayor Norman stated that she would like to speak on the matters to defer. Council received this information a week ago and believe the policies are straightforward and very specific. As Mr. McNeill referenced, there have been complaints and conversations over the years respecting the need for these policies. As many of you are aware up until this point in time, Council have never been involved in these policies and that has created issues in the past.

This policy goes hand in hand with the first policy. I ask that we listen, read and ask our questions prior to the meeting so these matters are not deferred.

Councillor Fancy stated that the policies were not received until Thursday last week and if anyone felt uncomfortable approving it as is they should be able to defer and not feel under the scope in doing so.

Councillor Brown stated he felt the policies were good and some members want to defer them because a few pieces of language needing more clarity.

MOTION CARRIED unanimously.

Mayor Norman resumed the Chair at 9:30 a.m.

10.0 Engineering & Public Works

10.1 Provincial Capital Assistance Program (PCAP) Application

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

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.

Mayor Norman stated RQM currently allows access to treated water in bulk; not including the water well on the west side. This deals with the ability for RQM to charge large bulk water users of treated water who are currently using for free, that the water utility is currently paying for.

There are currently large users of treated water for a variety of uses.

Adam Grant, Director of Engineering & Public Works, stated RQM has ad hoc users that have an opportunity to receive bulk water when they need it, i.e. pressure washers, etc. We do give away a considerable quantity to private industry for their exclusive use. This is non-typical availability for any utility to offer that service, so we are looking to provide a program in place that we can charge back the use in favour of the utility.

Councillor Gidney enquired if other locations besides Henry Hensey Drive were considered for the bulk water station. Mr. Grant stated yes, but the Henry Hensey Drive site was chosen due to the existing infrastructure to minimize the cost and incur substantial savings.

Councillor Charlton stated as per the report the projected revenue is expected to be \$15,000 - \$28,000, of which is not all profit as some will be operating expenses. What are the operating expenses and how would it look overall? Mr. Grant stated RQM would have the capacity to offer bulk water to users that we have never offered to in the past that have been looking for this service. There are contractors that would like to fill swimming pools, but there is no opportunity to buy it in Liverpool and must travel outside to purchase.

Councillor Charlton further enquired if there would be an increase in traffic or congestion in the area. Mr. Grant stated the door is presently not in use and does not impede any other parking spots and does not foresee any issues.

The production in general will increase as it costs to create the water, so there will be increased expenses in that area. We do not have an exact figure, but projected figures based on what we know people are presently using and projected forward.

Councillor Fancy enquired if there was any concern for water levels. Mr. Grant stated there is ample capacity to offer this service but would certainly cease should things change.

Councillor Amirault asked if the fees are in line with other areas. Mr. Grant stated we are in the middle range compared to others that offer a sale of bulk water, but may change as the project progresses.

MOTION CARRIED unanimously.

10.2 Flood Risk Infrastructure Investment Program (FRIP) Application

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

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.

Mr. Grant stated CBCL provided a study of the waterfront and identified issues for parking lot flooding. One issue resulted in how vulnerable Market Street is for emergency services from Liverpool, Milton and Brooklyn, etc. The first step in resolving some of the issues is to make Market Street more sound when it comes to flooding in that area.

Councillor Charlton stated further to Leon Robertson's comment, could this create other problems for the existing buildings. Mr. Grant stated the proposed project would not create any further benefits or risks to existing properties; it will only benefit the street and motorists using them.

Mr. McNeill commented the work that RQM is proposing to undertake, if there is continued or worsening flooding on the waterfront, the continuing sea level rise and other aspects of climate change would be the reason and not the work we are undertaking.

MOTION CARRIED unanimously.

11.0 Finance

11.1 RFP Banking Services

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

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.

Joanne Veinotte, Director of Corporate Services, stated four proposals were submitted and evaluated by the members of the Audit and Internal Control Committee (AICC). Step 1 was done anonymously. The top two proposals were circulated in full and evaluated again. All members of the AICC placed the same bank at the top.

The potential revenue is significant because we can make better decisions. For example, our interest revenue in our operating reserves for the year ending March 2020 was \$286,000 compared to March 2021 at \$94,900, a significant loss of interest because of interest rates dropping and the economy, which we have no control over.

MOTION CARRIED unanimously.

12.0 Recreation & Healthy Communities

12.1 Community Investment Fund 2021-2022

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

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.

Dana Henley, Community Development Coordinator, stated Queens County Museum applied for operational funding. The original request was for \$8,000. Under the policy they do not qualify for that amount because they do not own or lease their facility, it is currently owned by the Province of Nova Scotia, so they qualified for the next level down which would be up to \$5,000.

MOTION CARRIED unanimously.

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

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.

Dana Henley, Community Development Coordinator, stated Big Brothers Big Sisters of South Shore applied for \$1,500 operational funding. Our policy states that if an organization has more than 50% surplus for the previous two years they are not eligible for funding. When the financial information was reviewed that was submitted with their application, the budget for 2020 showed they were over the 50%; however, for 2019, they were just under 50%, so they are still eligible for funding. Because they were within 5% of the 50% surplus, we reduced the recommended amount.

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 adopt an administrative policy respecting amendments to 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.

Mayor Norman enquired that if motion passed, when would Wa-Su-Wek Ltd. be able to begin the self-storage business. Mike MacLeod, Director of Planning & Development, stated potentially the first part of July, as per the MGA, once the notice of passing has been advertised, the 14-day appeal period is completed and registration with Registry of Deeds is complete, they would be able to start their business.

MOTION CARRIED unanimously.

14.0 Reports

There were no reports to come before this meeting.

15.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings go In-Camera at 9:52 a.m. to discuss the following:

- 15.1 Lease of Municipal Property
- 15.2 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings exit In-Camera at 10:52 a.m.

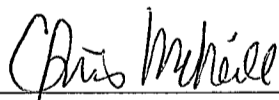
MOTION CARRIED unanimously.

16.0 Adjournment

The meeting adjourned at 10:52 a.m.



Mayor Darlene Norman, Chair



Chris McNeill, CAO



Christine Watson, Administrative Assistant – Planning & Development

Date Approved: June 22, 2021