

**Region of Queens Municipality Regular Council
Tuesday, June 22, 2021, 6:00 p.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 6:00 p.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Gidney and seconded by Councillor Charlton 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 – 45 College Street, Liverpool – Mr. Robertson offered his comments that approval of Items 9.3 and 9.4 would be good. He further stated under Items 9.1 and 9.2 the proposed policies are comprehensive and hoped that Council approve them.

6.0 Approval of Minutes

6.1 Regular Council – June 8, 2021

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

THAT the minutes of the Regular Council meeting held June 8, 2021 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – June 8, 2021

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

THAT the minutes of the Public Hearing held June 8, 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 ECDIS Contract Renewal QPEC

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

THAT Council of Region of Queens Municipality enter into the proposed 3-year lease agreement with Early Childhood Development Intervention Association (ECDIS).

Steve Burns, Manager of Events, Promotions & Sponsorship, stated the Early Childhood Development Intervention Association (ECDIS) 3-year lease is set to expire August 31, 2021. They have agreed to an increase to \$9.50 per square foot, up from \$9.00 per square foot from

the previous 3-year contract and are a good, solid tenant.

MOTION CARRIED unanimously.

9.0 Corporate Services

9.1 Policy 90 – Respectful Workplace

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

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

Councillor Gidney enquired to the procedure to have existing policies such as Sexual Harassment, Violence in the Workplace, Employee Discipline and Grievances, etc. that are out of date repealed. Chris McNeill, CAO, stated the process to review policies is underway, but there is not a dedicated staff member to undertake the review, and over the next year or two all policies will hopefully be reviewed. Some are no longer relevant and some have no bearing on Policy 90, which speaks for itself.

Councillor Brown noted under the Section Informal Process, b, it does not clearly state if a Councillor has an issue with a staff person, whom they should seek assistance. Mr. McNeill stated that staff would deal with any issues of staff and Councillors would seek assistance from the Mayor or Deputy Mayor.

Councillor Brown stated under the Section Retaliation, the policy does not clearly state a procedure to follow if an employee retaliations again a Council member. He further stated under Section Consequences, the Policy does not indicate that Councillors would be referred to Policy 74 – Code of Conduct.

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

**THAT the proposed changes noted by Councillor Brown be
adopted:**

**Under Retaliation: Any employee who uses retaliation or
discrimination against a co-worker or another employee, insert
the words, or Council member.**

**Under Consequences: Insert a sentence – Council members
who have been determined after an investigation to be in
breach of this policy will be subject to disciplinary action
according to Policy 74 – Code of Conduct.**

AMENDMENT CARRIED unanimously.

Councillor Fancy asked for clarification under section 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 directly to the Director of
Corporate Services.

Mr. McNeill stated the application is submitted to the Director of
Corporate Services for both staff and Council members, who would
then determine if the application is on the correct form. They would
be provided information on the process and if the formal process
were the route the complainant wished to take, the application
would be immediately be sent to the Mayor or Deputy Mayor for
discussion under Policy 74 – Code of Conduct if it was a Council
Member complaint.

Director of Corporate Services is not directly involved with any
investigation or directly involved in determining if the complaint is
legitimate or not for Council members, but to determine if it fits the
criteria of the Policy.

MOTION AS AMENDED CARRIED unanimously.

9.2 Policy 91 – Human Rights and Harassment

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

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

Councillor Brown stated that this policy should be amended to reflect the same changes as Policy 90.

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

Under Retaliation: Any employee who uses retaliation or discrimination against a co-worker or another employee, insert the words, or Council member.

Under Consequences: Insert a sentence – Council members who have been determined after an investigation to be in breach of this policy will be subject to disciplinary action according to Policy 74 – Code of Conduct.

AMENDMENT CARRIED unanimously.

Deputy Mayor Muise enquired why there are two policies and not have everything covered under one policy. Mr. McNeill stated that the policies are two separate issues. One deals with legislative and strict requirements and the other is the non-legislative requirements. Policy 90 – Respectful Workplace does not have any direct connection to legislation whereas Policy 91 – Human Rights and Harassment has very specific terms and conditions as to what would be actions or words that would contravene the Human Rights Act.

MOTION AS AMENDED CARRIED unanimously.

9.3 Policy 23 – Regular Meetings of Council

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

THAT Council of Region of Queens Municipality only hold one meeting per month during July and August of 2021, with the meetings taking place the second Tuesday of each month.

MOTION CARRIED unanimously.

9.4 Memorandum of Understanding (MOU) respecting the Use of Community / Business Facilities for Public Showers during Period of Extreme Dry Weather

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

THAT Council of Region of Queens Municipality approve the draft Memorandum of Understanding (MOU) Respecting the Use of Community / Business Facilities for Public Showers during a Period of Extreme Dry Weather;

AND FURTHER THAT Council authorize the Mayor and Chief Administrative Officer to enter into any agreements related to this MOU with appropriate local community organizations and businesses that are interested.

Mayor Norman stated the package included a copy of the Memorandum of Understanding that was created by Emergency Measures Organization (EMO) and RQM staff. \$30,000 was budgeted because our past encounters with the dry weather.

Councillor Brown stated under definitions, Community Facility is defined as a building owned and operated by a community group, and enquired if it would limit the Liverpool Fire Hall from applying, whereas they do not own the building. Mr. McNeill stated if they were eligible and interested they would not be excluded.

Councillor Charlton asked that the definition of Community Facility be amended to include the Liverpool Fire Hall.

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

THAT the definition of Community Facility be amended to include Liverpool Fire Hall immediately following the words community group.

Councillor Fancy enquired if there are other facilities that should also be included such as Ground Search & Rescue, etc. Mr. McNeill stated, yes, there are other facilities. Staff discussed this with EMO and were not comfortable listing certain groups/businesses in case anyone was missed. RQM owns the Hank Snow facility, which presently does not have the facilities, but may have at some time in the future. We would include RQM facilities if they have proper water tests and systems to be able to handle the service.

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

THAT the motion to amend the definition of Community Facility to include Liverpool Fire Hall immediately following the words community group be withdrawn.

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

THAT the definition of Community Facility read as:

A building owned and operated by a community group, or owned by Region of Queens Municipality and operated by a community group, with the required infrastructure, etc.

AMENDMENT CARRIED unanimously.

MOTION AS AMENDED CARRIED unanimously.

10.0 Engineering & Public Works

There were no items to come before this meeting.

11.0 Finance

There were no items to come before this meeting

12.0 Recreation & Healthy Communities

There were no items to come before this meeting

13.0 Planning

13.1 Sale of Municipal Land

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

THAT Region of Queens Municipality enter into a purchase and sale agreement with Maurice and Judy Westhaver to convey a portion of Municipal property identified as PID #70029947, for a purchase price of \$0.60 per square foot;

AND THAT all costs associated with this transaction be borne by Maurice and Judy Westhaver.

Mike MacLeod, Director of Planning and Development, stated a request was received to acquire a parcel of Municipal land from Maurice and Judy Westhaver, which abuts their property at 698 Main Street in Liverpool. This portion of land was formerly Canadian National Railways land on the west side of the Mersey River.

The Westhavers have recently had their property surveyed which revealed several encroachments onto Municipal lands. These lands are currently being utilized as the Trestle Trail walking trail. The surface of the trail is approximately 10 feet in width with some landscaping on either side. The width of the Right of Way is 66 feet.

Staff have looked at the request and are of the opinion that a portion of these lands could be conveyed with minimal impact on RQM's use of the Trestle Trail for public purposes.

Under the MGA, RQM is required to sell land at fair market value and although we have not conveyed portions of the CN Rail line, we have conveyed portions of street Right of Ways. Looking at prior requests, staff are comfortable recommending the conveyance of approximately 3,400 square feet to the Westhavers for the purchase price of \$0.60 per square foot plus any associated costs with the land transaction.

MOTION CARRIED unanimously.

14.0 Reports

14.1 Council Implementation Report

There were no issues to come forward from this report.

15.0 In-Camera Items

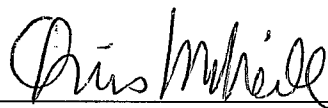
There were no In-Camera items to come before this meeting.

16.0 Adjournment


The meeting adjourned at 6:48 p.m.



Mayor Darlene Norman, Chair



Chris McNeill, CAO



Christine Watson, Administrative Assistant – Planning & Development

Date Approved: 
