

Region of Queens Municipality Regular Council

Tuesday, November 9, 2021

9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Tabling of Petitions

4.0 Public Question / Comment Session

5.0 Approval of Minutes

5.1 Regular Council – October 26, 2021

5.2 Hearing – Milton Douglas House Designation – October 26, 2021

6.0 Recommendations

6.1 Policy 23 – Request for Area Rate

7.0 Discussions

7.1 Appointment to Diversity and Inclusion Action Team

7.2 QPEC Canteen

7.3 NSFM Caucus Structure

8.0 In-Camera Items

- 8.1 Sale of Municipal Property
- 8.2 Lease of Municipal Property
- 8.3 Contract Negotiations
- 8.4 Personnel

9.0 Adjournment

Region of Queens Municipality Regular Council 5.1
Tuesday, October 26, 2021, 6:09 p.m.

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 6:09 p.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Gidney and seconded by Councillor Brown that the Agenda be approved as circulated.

MOTION CARRIED unanimously.

3.0 Tabling of Petitions

There were no petitions to come before this meeting.

4.0 Public Question / Comment Session

There were no members of the public wishing to comment at this meeting.

5.0 Approval of Minutes

5.1 Regular Council – October 12, 2021

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

THAT the minutes of the Regular Council meeting held October 12, 2021 be approved as circulated.

MOTION CARRIED unanimously.

5.2 Public Hearing – October 12, 2021

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

THAT the minutes of the Public Hearing held October 12, 2021 be approved as circulated.

MOTION CARRIED unanimously.

6.0 Recommendations

6.1 Heritage Property Designation

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

THAT Council of Region of Queens Municipality register property identified as PID #70151147 and located at 25 West Caledonia Road in Caledonia, known as Milton Douglas House, in the Municipal Registry of Heritage Property.

Mike MacLeod, Director of Planning & Development, stated an application was received for designation of the Milton Douglas House known as North Queens Heritage House Museum in the Municipal Heritage properties. The applicants have spoken at the Hearing in support of having this property designated.

The house itself is a fine example of architecture which was typical of the construction during that time.

When discussed with the Heritage Advisory Committee, while the architectural style of the home is a good example of homes constructed during this era, it was felt that the role of the Douglas family in the community was of even greater significance for heritage designation.

MOTION CARRIED unanimously.

6.2 Second Reading of a Bylaw respecting a Truth and Reconciliation Civic Holiday

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

THAT Council of Region of Queens Municipality give second reading to a Bylaw respecting a Truth and Reconciliation Civic Holiday.

MOTION CARRIED unanimously.

6.3 Trucking of Bulk Salt Tender

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

THAT Council of Region of Queens Municipality approve that Tender PW04-2021/2022 – Trucking of Bulk Salt be awarded to Donald Whynot Trucking Ltd. for the tendered price of \$41.50 per metric tonne, plus HST for the 2021/2022 winter season.

Adam Grant, Director of Engineering and Public Works, stated a Tender was issued in early October with two responses from Queens based contractors, the same two have responded over the years. This represents a 6% increase over last year but isn't too extreme considering the fuel situation.

MOTION CARRIED unanimously.

6.4 Approval of Amended Policy 66 – Appointment of Traffic Authority

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

THAT Council of Region of Queens Municipality approve revised Policy 66 Respecting the Appointment of Traffic Authority.

MOTION CARRIED unanimously.

6.5 AC Belliveau Veinotte Inc. Request for Waiver of Policy 58 – Consumption of Alcohol on Municipally Owned Properties

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

THAT Council of Region of Queens Municipality agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of AC Belliveau Veinotte Inc. at 54 Harley Umphrey Drive, Liverpool in the month of November, 2021.

AND THAT the applicant be required to submit proof of insurance in no less than \$2,000,000 per occurrence with the Region of Queens Municipality as additional insured, and a copy of the in effect liquor license from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.

MOTION CARRIED unanimously.

6.6 Policy 14 – Payment Arrangements

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

THAT Council of Region of Queens Municipality adopt Policy 14 – Payment Arrangements.

Mallory Plummer, Manager of Finance, stated this is a new policy for support and guidance when making payment arrangements.

Ideally tax payments would be made within 16 months, and have the ability to negotiate if residents are not able to pay within this time period.

Water and sewer payments would be made within 90 days.

Councillor Fancy noted the difference from 6 years to 3 years before properties go to a tax sale.

MOTION CARRIED unanimously.

7.0 Discussions

7.1 Policy 23 – Request for Area Rate

Councillor Charlton stated the change in the deadline is okay but does not like the fee schedule, especially if the fire departments choose to apply for an area rate.

She further enquired if it would be possible to have a mail in ballot for residents who may not be able to attend. Councillor Amirault agreed and was questioned on this during the last area rate vote. Chris McNeill, CAO, stated it can be investigated but would be an added cost and time consuming, i.e. mail-outs, postages, etc. It cannot be done electronically as there is no confidentiality.

Mr. McNeill stated the fee structure is to try and recover costs incurred, hall rentals, advertising and if a public vote, to hire people to work at the polls. Additional time would be required in order to mail out and have them returned especially for land owners who live out of province.

Councillor Brown noted that during the last area rate request, the vote is not binding on Council, so residents can contact their Councillors which can be taken into consideration during Council deliberations.

Councillor Fancy enquired what is the basis for an application fee? Mayor Norman stated as in the policy, the application fee is \$500. Councillor Fancy stated that some groups may find this amount difficult to come up with when applying.

Councillor Amirault suggested that a fee of \$250 would be more suitable.

Councillors agreed with a fee of \$250 for each application for up to two assessment districts and \$500 for more than two districts.

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

THAT this issue be referred to the next Council meeting for a recommendation.

MOTION carried unanimously.

7.2 Council Implementation Report

No issues arose from this report.

7.3 QPEC Canteen – Councillor Charlton

Councillor Charlton stated she has received a lot of feedback about not having canteen facilities at QPEC and feels that the canteen is part of the facility and should be staffed as is the bar and gym.

Councillor Amirault stated she too has received a lot of feedback and agrees with Councillor Charlton that the canteen should be staffed especially for special events, i.e. hockey games, tournaments, etc., and if not a full menu at least some basics.

Councillor Fancy suggested having a dispensing area or using community groups. Mr. McNeill stated we have tried this and no interest was shown. The challenge we have is you can't just do it part time, we still have to go through the licensing, training, staffing, inventory, cash deposits, etc. If Council chooses to have the canteen, there will be a significant cost. As well, our existing staff will also be responsible to supervise this person, deal with the complaints, deal with the policies and processes, budget, etc.

Councillor Brown stated residents in his jurisdiction are not in favour and were against potentially having a tax rate increase to have a canteen and he received a lot of negative feedback.

Councillor Gidney stated he too received a lot of complaints about not having a canteen and feels that we should be able to provide something. He further enquired about seeing a plan on actual costs. Mr. McNeill stated there are vending machines with soft drinks and chocolate bars. Our staff did reach out to the vendor to have more machines, but they refused as there is no market for it.

Mayor Norman expressed that if Council chooses to go the route of hiring someone, it would be a non-budgeted item and it would be January before it could be up and running.

Mr. McNeill stated we have 2 options. One we could spend a significant amount of money to staff, and does not believe we can staff on a small scale. If we hire someone on a full salary they would be expected to work on a full time basis and not just three hours a week, so the canteen would be open on a regular basis and incur a loss as we will keep paying wages to be there and not generating a lot of revenue. The second option would be to say we tried our best but it's just not a business model and encourage supporting local food businesses next to Queens Place.

Councillor Charlton enquired why we assume that no one would run the canteen on a part time basis. She stated in discussions with residents that no one complained about the tax rate. This facility is for the community. Could we not advertise as a part-time, 20-30 hours per week, and see what respondents could bring to the table

for ideas. Mayor Norman stated we have tried this, when advertised there were no set hours, fees, etc., and everything is negotiable.

Councillor Fancy suggested to advertise and have anyone interested bring a plan to us of what they can provide, and maybe have different organizations fill the position alternately. Mayor Norman stated that the food establishment permit can only be in one name. Mr. McNeill stated that Health & Safety rules state that food must be prepared on site.

Councillor Brown voiced his opinion that it may be difficult to hire someone on a part time basis; right now it's hard on a full time basis.

Councillors agreed that it would be worthwhile advertising for someone to work part time. Mr. McNeill stated staff would need to prepare a job description which would outline all requirements and timeframe, which typically would be October to March each year.

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

THAT this issue be referred to the next Council meeting for further discussion.

MOTION carried with 6 in favour and 2 against.

7.4 Letter – Request from Royal Canadian Legion Mersey Branch 038

Mayor Norman reviewed the Royal Canadian Legion's request for maintenance on their shrub garden on their property is due to financial difficulties.

Deputy Mayor Muise enquired if RQM provides this service to anyone else. Mr. McNeill stated there are properties which are in the road right of way, by BMO, on Market Street, Henry Hensey Drive, that we do provide this in Liverpool only.

Councillor Gidney enquired if there is a grant they can apply for. Mr. McNeill stated the Community Investment Fund, if they're eligible. Councillor Gidney further stated if we commit to do for one, there are

many more that will come forward and apply. He enquired to the cost of RQM undertaking this.

Mr. Grant stated the property is small and abuts Main Street, approximately 100 feet in length, and would add a slight amount to the list of properties we currently do.

Councillor Fancy suggested having some of the students for the local schools assist them.

Councillor Brown suggested contacting MPAL to see if there are any groups available to take on this kind of project.

Councillor Charlton suggested contacting Troy Smith, who runs the Duke of Edinburg award. Those participating in attaining the award are seeking hours.

Consensus was given to staff to refer them to apply for the CIF program which will need to be submitted by January. Councillor Charlton will reach out to Troy Smith. Mr. McNeill will discuss with MPAL to see if there are any groups who can reach out to the Legion if interested.

8.0 In-Camera Items

It was moved by Councillor Amirault and seconded by Councillor Gidney that the proceedings go In-Camera at 7:30 p.m. to discuss the following:

- 8.1 Contract Negotiations**
- 8.2 Personnel**
- 8.3 Sale of Municipal Property**

MOTION CARRIED unanimously.

Mayor Norman announced a 5 minute break at 7:30 p.m.

It was moved by Councillor Gidney and seconded by Councillor Charlton that the proceedings exit In-Camera at 8:52 p.m.

MOTION CARRIED unanimously.

9.0 Adjournment

The meeting adjourned at 8:53 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality
Hearing**

5.2

**Designation of Milton Douglas House as a
Municipal Heritage Property**

Tuesday, October 26, 2021

6:00 p.m.

Minutes

Members of Council: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor David Brown
Councillor Carl Hawkes

Members of Staff: Chris McNeill, CAO
Mike MacLeod, Director of Planning & Development
Heather Cook, Communications & Engagement Coord.
Christine Watson, Admin. – Planning & Development

Applicants: Eugene Penny, President, North Queens Heritage Society
Anne Lohnes, Director, North Queens Heritage Society

Call to Order

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

Remarks

Mayor Norman stated the purpose of the Hearing is to provide the owners of the Milton Douglas House (North Queens Heritage House Museum) with an opportunity to make comment on the proposed inclusion of the Milton Douglas House in the Municipal Registry of Heritage Properties for the Region of Queens.

Mayor Norman reviewed the procedures for the Hearing which were provided on the agenda.

Reports and Presentation by Staff

There were no reports or presentations by staff.

Written and Oral Presentations

Eugene Penny, President, North Queens Heritage Society, was welcomed to Council.

The Milton Douglas House is currently home of the North Queens Heritage House Museum which was constructed circa 1854 by the Douglas' and is situated on part of the lands granted to John Douglas in 1825.

The Douglas family are well known business owners and employers in the Caledonia area.

In 1985 the home was gifted to the North Queens Heritage Society.

Anne Lohnes, Director, North Queens Heritage Society, was welcomed to Council.

She stated the house is as it was originally built with the only change of adding a bathroom.

Tours were held throughout the summer with school children and visitors who offered and shared information, which was well received.

The Society continues with ongoing fundraising. A new roof has been installed as well as the building was painted.

The Society is looking next at Provincial designation which may allow for grants.

Mayor Norman declared the Hearing adjourned at 6:08 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

6.1

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: November 9, 2021

Re: Policy 23 – Request for Area Rate

Background

On October 8, 2013, Council approved Policy 23 respecting Public Meeting for Area Rate Requests. The policy is meant to provide for guidance and direction in accepting and processing of applications from community groups looking for Council to establish area rates for their group. During the past year, it became apparent that the current policy was too prescriptive and did not allow for flexibility in its implementation, including the provisions required to meet COVID-19 mandates.

Details

A new draft policy has been prepared that requires a community group to submit similar information as exists under the current policy, but allows for flexibility in implementing the policy based on the specific needs of the Municipality as they relate to a specific application. The proposed new policy changes the deadline date to January 15th of each year to align with our budgeting process and provides that applicants must provide an application fee to reimburse the Municipality for the expenses of conducting any public meeting or meetings, or other public consultations as directed by Council.

Additionally, the proposed new policy allows anyone who owns property in the assessment district or districts under consideration to vote, as opposed to the current practice of only eligible voters. This change allows all those affected by the proposed tax increase to have a vote on the matter.



Applicable Legislation

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

Budget Impacts

It is only expected that this recommendation will have minimal budget impacts. If the proposed application fee system is not adopted, then the financial impacts to all taxpayers in the Municipality will be approximately \$500 to \$1000 per basic application. Applications for multiple assessment districts will incur higher costs.

Recommendation

THAT Council of Region of Queens Municipality approve Policy 23 respecting Request for Area Rate.

Communications

As this is an internal policy, no external communication is required. Communication will take place according to the policy when required.



POLICY NO. 23

REQUEST FOR AREA RATE

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 23 and may be cited as the “Area Rate Policy”.

POLICY PURPOSE

To provide registered not-for-profit organizations with the ability to request that an area rate be established in a certain, or certain assessment districts, with the funding raised to be provided to the organization to assist them with operational or capital costs in the upcoming or future fiscal years.

DEFINITIONS

“area rate” means a tax levied on the assessed value of properties within a defined assessment district above a standard tax rate, where such money collected is for a specific purpose of either the Municipality or not-for-profit organization.

“assessment district” is the boundary established by Property Valuation Services Corporation for a certain area of Queens County that averages approximately 1300 properties including dwellings, businesses, and vacant land.

“complete application” is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.

“not-for profit organization” is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the Legislature and at the time of application is in good standing with the applicable government agency.

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 not-for-profit organizations in Queens County.

POLICY INTENT

It is the intent of this policy to provide clear and consistent processes by which not-for profit organizations can apply for an area rate.

ACCOUNTABILITY

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

It shall be the responsibility of the Director of Corporate Services to bring forth recommendations for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

ORGANIZATIONAL REQUESTS

In order to be considered for an area rate for a future fiscal year, an eligible not-for-profit organization must submit an application to the Director of Corporate Services for an area rate prior to January 15th of any year.

Each area rate request must include the not-for-profit organization's most recent financial statements independently reviewed to a minimum Notice to Reader level, a copy of the proposed upcoming fiscal year budget, a copy of the organization's most recent bank statement, a copy of the organization's current incorporation document including bylaws, a written statement outlining the reason for the request, signed copy of resolution of organizational directors authorizing the request, assessment districts for which the area rate is being requested, as well as the rationale for choosing that district or districts.

A request for area rate will only be considered when such request is made for an assessment district or assessment districts. In no case, shall a request to include all assessment districts be considered under this policy. Once received, an area rate request cannot be amended or modified if the public consultation process has begun which includes placing an advertisement for a public meeting.

Upon receipt of a complete application for an area rate, Director of Corporate Services shall provide the request to Council for consideration concerning whether Council wishes to hold an area rate meeting or other public consultation, or refer it directly to budget deliberations.

Should Council choose to hold an area rate public meeting, the meeting shall be held on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the assessment district(s) where the area rate is being requested where possible. This meeting shall be chaired by the area Councillor, or if more than one assessment district, by the Councillor who has the greatest land percentage of the area under consideration for the area rate. The applicant shall be required to provide a non-refundable application fee of \$250 plus HST for each

application for up to two assessment districts and \$500 plus HST for more than two assessment districts to pay for newspaper advertisements and hall rentals.

Should Council choose to hold more comprehensive public consultation including a full day vote, a public meeting prior to the vote or other public communications shall be provided by the applicant according to the terms established by the Municipality. A voting day shall be established no less than 5 days after the public meeting or issuance of public communications. The applicant shall be required to provide a non-refundable application fee of \$750 plus HST for each application for up to two assessment districts or \$1500 plus HST for more than two assessment districts to pay for newspaper advertisements, hall rentals, and election day workers, if a more comprehensive public consultation is required including a full day vote.

All votes at public meetings or during a day-long vote, shall be by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website as soon as practical thereafter.

Any person who owns property within the assessment district or districts under consideration are eligible to cast a vote at a public meeting or other public vote upon swearing or affirming that they are an eligible voter.

Upon the conclusion of any public meeting or public consultation including a vote, Director of Corporate Services shall provide a report to Council outlining the process followed, attendance at public meeting(s) or voting percentages, and other relevant information.

The decision regarding whether or not to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

ACCOUNTABILITY

Prior to January 15th of any year, an approved applicant from the current year, must provide copies of their expensed invoices and a preliminary financial statement showing where funds have been spent to date, as well as other revenue sources, to the Director of Corporate Services.

EFFECTIVE DATE

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

REPEAL

Policy 23 - Public Meeting for Area Rate Requests, adopted by the Council of Region of Queens Municipality on the 8th day of October 2013, 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 day of November, 2021.

SIGNED by the Mayor and Deputy Clerk this day of November, 2021.

Mayor

Deputy Clerk

GENERAL STATEMENT OF POLICY

23.01 It shall be the policy of the Region of Queens Municipality to provide a mechanism for the provision of public meetings to allow groups and organizations to propose area rates in their communities through a public meeting for those proposed to be affected.

POLICY INFORMATION

23.02 Requests for area rates may be made by any non-profit community organization incorporated under the laws of Nova Scotia (hereinafter referred to as an “authorized group”) having its head office and chief place of business in Queens County, Nova Scotia.

23.03 Area rate requests will only be considered based on assessment districts, and the request can include more than one assessment district.

23.04 Upon receiving a written request from an authorized group, Committee of the Whole shall scrutinize the request to determine if a community area rate meeting is warranted. During this time, copies of the group’s upcoming budget, previous year’s audited financial statement, resolution of the directors authorizing the authorized group to make such a request and written details as to why the area rate is needed, shall be reviewed. If a meeting is to be held, it shall be held in a central location in the assessment districts affected. If the request is for a general area rate for all assessment districts, Committee of the Whole shall decide on the location. Written requests for area rates must be received by February 1st for future Region fiscal year consideration beginning April 1st.

23.05 The meeting place and date, and placement of one advertisement in *The Advance* the week prior to the meeting, shall be the responsibility of the Region. Any additional advertising or costs, including preparation of the presentation, shall be borne entirely by the authorized group.

MEETING FORMAT

23.06 Each area rate request meeting shall be chaired by the Councillor whose district the request will impact. If it will cover several areas, then the Councillors affected shall decide amongst themselves who shall chair the meeting. In the case of an area rate request for the entire Region, the Mayor or his / her designate shall chair the meeting.

- 23.07 Authorized groups may request, in writing, financial information for their presentation, but any such request must be received at least two weeks prior to the meeting. The Region shall endeavour to provide the information requested, but cannot guarantee the request will be fulfilled in its entirety. The Region shall provide to authorized groups the amount one-cent will generate on an area rate for the areas affected by the area rate request.
- 23.08 Copies of the presentation or handouts are the sole responsibility of the authorized group at their own time and expense. However, groups may use the recreation department's free copies for community groups if they qualify.
- 23.09 The meeting, chaired by a Region elected official, shall begin at the scheduled time and shall include an outline of the procedure to be used for the area rate which shall include the applicable legislation for the request, the presentation by the authorized group, questions from the floor and a secret ballot vote. The secret ballot vote must be on the original area rate requested in Section 23.04 of this policy and cannot be amended at an area rate meeting.
- 23.10 Each item to be decided by secret ballot shall be done separately and only contain a "Yes" or "No" response. Municipal election rules shall govern when deciding on the validity of a vote. Two municipal staff shall be present and act as scrutineers for all votes and destroy the ballots after voting. The scrutineers decision is final in all cases.
- 23.11 In order to be eligible to cast a vote at the meeting, the individual present must permanently reside in the area to be encompassed by the area rate and that they are a Canadian citizen at least eighteen years of age and eligible to vote in municipal elections.
- 23.12 The Chairperson shall announce the results of the vote as soon as possible after the vote. The Chairperson shall indicate that the vote results will go forward to Council and shall not be approved or disapproved until decided by Council. Council shall, at its discretion, approve one year or multi-year area rates based on the request and type of project.

ACCOUNTABILITY REPORT

- 23.13 If an area rate is approved, a copy of all invoices shall be provided to the Region's Finance Department at the end of the groups fiscal year, including an audited financial statement and written report noting what the funds were used for, programs accomplished, successes and failures, number of directors and general meetings held during the year.

Region of Queens Municipality Staff Report

7.1

To: Council

From: Eric Levy, Diversity and Inclusion Coordinator

Date: November 9, 2021

Re: Appointment to Diversity and Inclusion Action Team

Background

The Diversity and Action Inclusion Team (DIAT) recently had a vacancy. Recently, an application was received from Matthew Adams to be a member of DIAT.

Details

DIAT comprises up to ten (10) community representatives that are community members at risk of exclusion or work with people who are at risk of exclusion.

Applicable Legislation

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.



Budget Impacts

All members of Committees, including public members, are reimbursed for reasonable out of pocket expenses related to their participation on committees and mileage to attend meetings.

Communications

Upon approval of this recommendation, the applicant will be informed of their appointment.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: November 9, 2021

Re: NSFM Caucus Structure


Background

Nova Scotia Federation of Municipalities NSFM (formerly Union of Nova Scotia Municipalities UNSM), was established over 100 years ago as the advocacy body for local governments in Nova Scotia. Since that time, the organization has changed its operations and structures many times including how it supports decision making and communications with municipalities.

One of these changes about a decade ago was the move away from regional meetings of municipalities based on geography to caucus meetings of governance structures of towns, rural municipalities, and regional municipalities. Since this change took place, Region of Queens Municipality has been under the mandate of rural municipalities at the request of a former council.

Details

Since the inception of the caucus system, only HRM, CBRM, and Queens have been eligible to be in the regional caucus. Now with the recent amalgamation of Windsor and West Hants into a regional government, they have asked to be included as a regional government and not under the town or rural caucuses.



Over the past several years, there have been issues which have affected us as a regional government which would not have happened had we been two non-amalgamated municipalities in Queens. The purpose of amalgamating was to improve efficiencies and the benefits of one local government in a county and not be penalized. With an additional smaller regional government moving to the regional caucus and potentially more in the next few years, it might be wise for Queens to request a move from the rural caucus to the regional caucus now. This would allow us to work with the other regional governments through NSFM to advance issues where we are currently at a disadvantage such as economic development.

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

There is not expected to be any budgetary impacts of this request at this time.