

**Region of Queens Municipality Regular Council  
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.

  
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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:   
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