

Region of Queens Municipality Regular Council

Tuesday, January 25, 2022

6:00 p.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 (902) 354-5741 to receive the meeting link details.

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 – January 11, 2022

6.0 Recommendations

6.1 Ad Hoc Noise Bylaw Committee Recommendation – Second Reading

6.2 Ad Hoc Personnel Policy Review Committee

6.3 Transgender Week Flag Request

6.4 Region 6 Solid Waste Management - 2022/2023 Budget

- 6.5 Tender Submissions for Universally-Designed Playpark Equipment at Etli Milidamk
- 6.6 Tender Submissions for Universally-Designed Spray Pad components at Etli Milidamk
- 6.7 Request from Liverpool Business Development Centre Tenant
- 6.8 Municipal Innovation Program Application

7.0 Discussions

- 7.1 Provision of Staff for Income Tax Booking
- 7.2 Nova Scotia Federation of Municipalities 2022 Spring Conference

8.0 In-Camera Items

- 8.1 Contract Negotiations
- 8.2 Personnel
- 8.3 Personnel

9.0 Adjournment

Region of Queens Municipality Regular Council 5.1
Tuesday, January 11, 2022, 9:00 a.m. via Zoom

Minutes

Present: Mayor Darlene Norman, Chair
 Deputy Mayor Kevin Muise
 Councillor David Brown
 Councillor Maddie Charlton
 Councillor Ralph Gidney
 Councillor Vicki Amirault
 Councillor Jack Fancy
 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 9:00 a.m.

2.0 Changes / Approval of Agenda

Add: Item 8.4 – Project 1792

Add: In Camera Item 9.4 – Contract Negotiations

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 North Queens Active Living Committee – Alyssa Short, Tara Atkins and Sarah Murphy

Mayor Norman welcomed Tara Atkins, Active Living Coordinator, Alyssa Short, Chair, North Queens Active Living Committee, and Sarah Murphy to Council (copy of presentation attached to original set of Minutes). Some highlights included:

The Pilot – The pilot project began last spring with a functioning Steering Committee with Terms of Reference and Community representation, a part-time Active Living Coordinator, office space, community outreach and the promotion of active living.

Active Living Coordinator – The role of the Active Living Coordinator is to coordinate opportunities for active living, community capacity building and identifying and supporting leadership development and engage and develop partnerships, which is key, with community stakeholders.

Tara Atkins has lived in North Queens for most of her life and will help to achieve active living goals. She will focus on marginalized populations and develop strategies to initiate activities such as guided winter snowshoe tours, outdoor walking/running groups, summer canoe activities, work with RQM to increase aquatic centre use, etc.

The Progress/Future Opportunities – To date, there has been community involvement and virtual programs; 14 programs such as pickleball, basketball, yoga, softball, and the Duke of Edinburgh is in process, etc. Other programs are also being planned.

Budget – Year one budget is \$27,000; with projected funding sources from RQM (\$16,500) and pending funding from CCHTH and SSRCE, and in-kind contributions. A letter of request will be submitted to RQM.

Councillor Brown enquired if the Committee considered partnering with Greenfield Recreation. Ms. Short stated that yes they have been working with them and have been promoting more in the Caledonia area, working around Covid restrictions.

Mayor Norman thanked the group for their presentation. She informed the Committee that budget discussions will be taking place soon and a response to their request will follow.

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 enquired under Item 7.2 Asset Management Coordinator, if this was a new position and if they would be reporting to the Engineering Department. Mayor Norman stated this position is new and is mandated by the province to have RQM's inventory completed.

Mr. Robertson offered his opinion that under Item 8.3 Provision of Staff for Income Tax Booking that this is necessary and hopes for a positive outcome.

Denise Covey, 43 Hardwood Ridge Road, Greenfield – Ms. Covey stated she has been employed as a fitness attendant since 2014 at Queens Place Emera Center and is now facing termination under Policy 93 – Vaccination Mandates. The government and private businesses cannot legally impose mandatory vaccinations. Immunization is not mandatory in Canada. It cannot be made mandatory because of the Canadian Constitution, Charter of Rights and Freedoms, Bill of Rights and Canadian Human Rights Act.

You, as individuals voted for the Policy 93 Vaccination Mandates and are making it a condition of employment with the Region of Queens Municipality for myself and others employed there. There is no legislation that allows an employer or appointed official to terminate an employee for not getting a Covid-19 shot. If the employer or appointed official does so, they are inviting a wrongful dismissal claim, as well as a claim for Human Rights violation.

Today, I will be sending by registered mail a notice of liability, which has been done through a Constitution lawyer, as well as a copy of Canadian Rights & Freedoms. They will be served to Chris McNeill, CAO, Region of Queens Municipality, Mayor Darlene Norman, all districts, District 1 Deputy Mayor Kevin Muise, District 2 Councillor Ralph Gidney, District 3 Councillor Maddie Charlton, District 4 Councillor Vicki Amirault, District 5 Councillor Jack Fancy, District 6 Councillor David Brown, District 7 Councillor Carl J. Hawkes, all under the Region of Queens Municipality.

These are documents that need to be taken seriously and I would appreciate you taking the time to read them over thoughtfully. You can respond directly to me through my email address dlcovey1969@gmail.com and these will be the records of correspondence. After the review of the notices of liabilities, you as appointed officials and the CAO will have the opportunity to revoke Policy No. 93 Vaccination Mandates.

6.0 Approval of Minutes

6.1 Regular Council – December 14, 2021

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

**THAT the minutes of the Regular Council meeting held
December 14, 2021 be approved as circulated.**

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Tax Sale Public Auction change to Tender

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

**THAT Council of Region of Queens Municipality consent that
the Treasurer may call tenders for the properties previously
scheduled for public auction.**

Joanne Veinotte, Director of Corporate Services, stated the report indicated there were 14 properties, but there are now 12 properties. Originally there was \$52,500 worth of outstanding amounts due for 20 properties. \$23,000 – 24,000 remains outstanding. 55% has already been recovered.

The public auction scheduled for January 10, 2022 was cancelled for the safety of our staff and residents due to Covid concerns in our community.

MOTION CARRIED unanimously.

7.2 Asset Management Coordinator Job Description

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

THAT Council of Region of Queens Municipality approve the Asset Management Coordinator Job Description.

Chris McNeill, CAO, stated RQM receives federal gas tax money each year, approximately \$700,000. We are required to come up with an asset management plan by March 31, 2023. If we do not complete the plan, we risk not getting future gas tax funding. It's a massive undertaking which will require a full time employee and will take years to complete and needs to be started as soon as possible.

Councillor Fancy enquired how long this position would be required and if it will be reviewed on a yearly basis. Adam Grant, Director of Engineering and Public Works, stated the person in this position will be responsible for identifying all the assets RQM has and will most likely be completed in two years.

Ms. Veinotte stated RQM is obligated to submit a report to Stats Canada every two years and this position will get us to where we need to be.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Council Implementation Report

There were no discussion items to come before this meeting.

8.2 Ad Hoc Personnel Policy Review Committee

Mayor Norman stated the Diversity and Inclusion Coordinator is required to review all current policies of RQM, looking to see if they are inclusive, keeping with present laws and the present situation. Some of the policies refer to newspapers that no longer exist, refer to actions we can no longer take.

Staff wish that a small Ad Hoc Committee be formed consisting of two Councillors and staff to review the draft policies which will take place in early February and will require 2 – 3 hour half days. Once all are reviewed, they will be brought back to Council.

Councillor Gidney and Councillor Amirault indicated that they would be interested in sitting on this committee.

Councillor Brown indicated that the Audit & Internal Control Committee were also reviewing policies. Ms. Veinotte stated that the policies being reviewed by the Audit Committee focus more on financial issues and indicated she would like to be part of the review Committee in her role of Human Resources.

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

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

MOTION carried unanimously.

8.3 Provision of Staff for Income Tax Booking

Councillor Amirault stated that it has been brought to her attention that RQM would not be undertaking the bookings for this service this year. RQM has been providing this service for the last 10 years with 800 residents taking advantage of it last year. There are normally 4 – 6 people who volunteer their services for free, which would normally be a \$100 fee that is normally held at the Legion at no rental charge.

She further stated she feels that RQM should still be providing this service, especially during Covid and suggested perhaps the front desk at QPEC could help out with the volume of calls.

Councillor Charlton agreed and suggested partnering with an organization such as Chamber of Commerce or a group of volunteers to book the appointments, or perhaps issuing a post looking for volunteers to assist.

Councillor Brown suggested that the volunteers providing this service could book their own time.

Deputy Mayor Muise took the Chair at 9:47 a.m.

Mayor Norman stated when speaking to staff it was noted that last year 2500 calls were received in making or changing appointments. The program runs over a 10 week period and are usually held at the Legion which provides excellent spacing and waiting area. With this time period, there wouldn't be long wait lines.

She further stated that although we have done this service in the past, it does not mean we have to continue to do things the same way.

Councillor Amirault stated that this service is provided one day a week and although the Legion provides ample space, privacy may be of concern to some. Perhaps RQM could continue to do it this year and feels that this is our responsibility, especially with Covid concerns.

Councillor Gidney stated he felt a partnership is a great idea and noted that he would like some time to make enquiries.

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

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

MOTION carried unanimously.

Mayor Norman resumed the Chair at 9:55 a.m.

8.4 Project 1792

Mayor Norman stated she was contacted by a group asking to make a proclamation, which we do not make, but would provide the information.

Project 1792 - "On January 15, 1792 fifteen ships; the Lucretia, the Somerset, the Beaver, the Parr, the Venus, the Mary, the Catherine, the Prince William, the Sierra Leone, the Morning Star, the Eleanor, the Felicity, the Prince Fleury, the Brothers, and the Betsey left the Maritimes with 1196 Black Loyalists aboard. These people were returning to the continent of Africa after the governments and communities of the time did not provide safe haven to them as promised. 230 years later it is crucial to recognize the racism which existed then and exists today. January 15th is a significant piece of Atlantic Canadian History. Look upon Saturday as a reminder of how we must embrace all that live among us equally and respectfully. RQM places high importance on diversity and inclusion as evidenced by the creation of our Diversity and Inclusion Action Team and Diversity and Inclusion Coordinator staff person. We thank Project 1792 for educating and bringing awareness of this sad part of our history whereby government and communities were so unwelcoming that 1196 Black Loyalists chose to make a mass exodus to Africa during the winter months rather than remain in the Maritimes.

9.0 In-Camera Items

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings go In-Camera at 10:00 a.m. to discuss the following:

- 9.1 Personnel
- 9.2 Contract Negotiations
- 9.3 Contract Negotiations
- 9.4 Contract Negotiations

MOTION CARRIED unanimously.

Mayor Norman announced a 10 minute break at 10:00 a.m.

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 12:05 p.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at _____ a.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: January 25, 2022

Re: **AD HOC NOISE BYLAW COMMITTEE RECOMMENDATION**


Background

Council on July 21, 1997 adopted a Noise Bylaw and at the time it was the result of a consolidation of the former Municipality of the County of Queens' Anti-Noise Bylaw and Town of Liverpool's Prohibition and Regulation of Certain Noises Bylaw. This bylaw has been in place since that time and is still in effect today.

Council at its regular meeting on February 23, 2021, requested that staff prepare a new noise bylaw with significantly more details and updated language. This was completed and presented to Council on April 27, 2021, for discussion and potential adoption. At this meeting, Council gave first reading to a new Bylaw Respecting Noise. It was then publicly advertised that it would be brought forward for second and final reading on May 25, 2021.

At the May 25, 2021, Council meeting, Council passed the following motion:

"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."



Following this meeting, advertisements were placed that sought representative from each electoral district to sit on this committee. Those appointments took place shortly thereafter.

Details

The Ad Hoc Noise Bylaw Committee met on three occasions over the past four months on September 1, September 27 and November 4, 2021. Participation at the meetings from all members was 97% over the course of the three meetings.


The Committee reviewed its mandate as directed by Council, as well as relevant portions of the *Municipal Government Act*, *Education Act*, *Interpretation Act*, and *Protection of Property Act*. The Committee also reviewed the current Bylaw Prohibiting Certain Noises adopted in 1997, the proposed new Bylaw Prohibiting Certain Noises that was given first reading on April 27, 2021, as well as Policy 49 respecting Enforcement of Summary Offence Tickets. Additionally, the Committee reviewed portions of federal Mischiefs, Disturbing the Peace and Explosives regulations and laws, and provincial Protection of Property and Motor Vehicle Act statutes.

Upon completion of this review, the Ad Hoc Committee reviewed 71 pages of public feedback both for and against the proposed new Noise Bylaw.

With this review complete, the Ad Hoc Committee felt that the current bylaw was adequate and simplistic enough to be used going forward with some minor updating along with some supplementary notes concerning the various issues raised by the public. Therefore, they recommended that the current bylaw be amended rather than adopting more comprehensive and all encompassing noise rules and regulations.

The bylaw being presented today is the final version adopted with the full agreement of all ten members of the committee.

If Council adopts this bylaw, it will need to be sent to the Province of Nova Scotia to designate certain sections as enforceable through the issuance of summary offense tickets. This process normally takes 12-15 months, but recently has been



reduced to 3-4 months in some cases. Until that time, any infractions will require immediate court action through long form summons with no ability to simply issue an out of court settlement fine.

At the December 14, 2021, Council meeting, first reading was given to the proposed new Noise Bylaw. Thereafter, notice of the proposed new bylaw was published in the December 21, 2021, edition of The Chronicle Herald. All public comments received in writing concerning the proposed new bylaw were provided to Council on January 19, 2022.

Since first reading and up until January 18, 2022, the Municipality has received four public comments which have all been previously circulated to all members of Council.

Applicable Legislation

172 (1) A council may make by-laws, for municipal purposes, respecting

- (a) the health, well being, safety and protection of persons;
- (b) the safety and protection of property;
- (c) persons, activities and things in, on or near a public place or place that is open to the public;
- (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited,



Budget Impacts

The future costs will include the advertising for second reading in a local newspaper, as well as a second newspaper ad after adoption. Following this, increased costs will be incurred to carry out additional investigations by our staff and legal fees for enforcement, but these are unknown until complaints are received, investigations are conducted, and consultations with our legal counsel take place.

Recommendation

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

Communications

Once Council gives second reading to the proposed new bylaw, it will be advertised in a local paper circulating in the community the following week noting that it has been approved and will be in effect with the printing of that notice.



BYLAW NO. 7

A BYLAW PROHIBITING CERTAIN NOISES

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:

1. This bylaw shall be known as Bylaw Number 7 and may be cited as the "Noise Bylaw".

DEFINITIONS

2. In this bylaw, all words have their normal dictionary meanings, except as follows:

"noise" means any unwanted sound that doesn't happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.

PROHIBITIONS AND INTERPRETATIONS

3. No person or Corporation shall at any time between the hours of 11:00 p.m. and 6:00 a.m. engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

FIXED EXEMPTIONS

4. This bylaw does not apply to:
 - a. emergency response personnel engaged in the execution of their emergency response duties, including operating comfort centers and emergency shelters with generators;
 - b. the emission of sound in connection with any organized traditional, festive or religious activity;
 - c. the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
 - d. noises in connection with organized athletic or recreational activities in municipal, school, or public park areas, arenas or community centres;
 - e. noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;
 - f. noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if the refrigeration truck is parked on the property of its commercial assessed business or on lands designated for industrial uses; and
 - g. any noise emitted from, or associated with, any Industrial operation including any noise emitted by or from any equipment or vehicle associated with such Industrial operation on the condition that such noise is emitted from an activity which is within the reasonable scope of the Industrial operation.

PENALTY

5. Any person or Corporation who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$500 and not more than \$10,000 and to imprisonment of not more than 60 days in default of payment thereof.
6. Any person or Corporation who contravenes Section 3 of this bylaw and who is given notice of the contravention may pay to the Municipality, at the place specified in the notice, the sum of \$350 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

REPEAL

7. Noise Bylaw adopted by the Council of Region of Queens Municipality on the 21st day of July 1997, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this bylaw was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 25th day of January, 2022.

SIGNED by the Mayor and Deputy Clerk this 26th day of January, 2022.

Mayor

Deputy Clerk

First Reading: December 14, 2021

Date of Publication - Notice of Intention to Adopt: December 21, 2021

Second Reading: January 25, 2022

Newspaper - Notice of Passing:

Filed with Minister of Municipal Affairs:

SUPPLEMENTARY NOISE BYLAW INFORMATION

Water

This bylaw does not regulate noise coming from waterways as the Municipality can only enforce its bylaws on land. Inland waterways are regulated by the provincial government and the Atlantic Ocean and associated harbours are regulated by the federal government. Noise concerns on water should be discussed with the appropriate provincial or federal government.

Fireworks

Fireworks are regulated by the federal government's Explosives Safety and Security Branch of Natural Resources Canada. Fireworks fall under the federal *Explosives Act* and Regulations. Fireworks are not deemed to be a noise bylaw issue as community concerns most often relate to public safety and the use of fireworks in wooded or residential areas. Therefore, fireworks are not regulated under the noise bylaw. Persons with concerns related to the unsafe use of fireworks should contact Queens RCMP who would enforce the provisions of the federal explosives law and regulations. During times of provincial fire bans put in place by the Fire Marshal, the use of consumer fireworks are also prohibited under the *Nova Scotia Fire Safety Act*.

Motor Vehicles

Motor Vehicles and their use are regulated under the provincial government's *Motor Vehicle Act*. Any noise issues related to motor vehicles are best addressed through the enforcement of the *Motor Vehicle Act* by Queens RCMP and not through a noise bylaw by the Municipality. Things such as loud exhausts, speeding, or loud music from vehicles would all be covered by the provincial *Motor Vehicle Act* or other legislation like disturbing the peace.

Off-highway Vehicles (OHV's)

Off-highway vehicles are licensed and regulated by the provincial *Off-highway Vehicles Act*. The use of these vehicles, that are not required to be registered

under the *Motor Vehicle Act*, and their use are enforced under the *Off-highway Vehicle Act* by Queens RCMP and conservation officers under the *Forestry Act*. Concerns about the inappropriate use or land access by Off-highway vehicles should be directed to Queens RCMP or NS Department of Natural Resources and Renewables.

Prima Facie

Prima Facie is a legal term that suggests that when the Municipality's Bylaw Enforcement Officer or Queens RCMP witness noise that they believe to be contrary to the Noise Bylaw, or receive a sworn statement from a person that they are unreasonably disturbed by such noise, that this evidence is legally sufficient to establish a fact or a case of a noise bylaw violation unless disproved in court. Such evidence must be independently verified by the Bylaw Enforcement Office or RCMP Officer through personal observation, witness statements, physical evidence, et cetera, and therefore a sworn statement does not guarantee that a legal charge or fine based only on a public complaint will suffice.

Dogs

Noise from dogs such as barking is not included within the Noise Bylaw as it is covered under the existing Municipal Bylaw No. 3 Respecting Dogs. This bylaw is enforced by the Municipality's Bylaw Enforcement Officer. In cases where there is a current or imminent threat to public safety from an alleged dangerous dog, Queens RCMP should be immediately called.

Region of Queens Municipality Staff Report

6.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: January 25, 2022

Re: Ad Hoc Personnel Policy Review Committee

Background

At the time of amalgamation the policies of the former Town of Liverpool and Municipality of the County of Queens were reviewed and merged or repealed where applicable. Since that time, ad hoc changes or amendments have taken place when questions arose for clarification or legislation changed which required updating. No formal full assessment of our policies has taken place in nearly 20 years.

Details

Part of the Diversity and Inclusion Coordinator's job is to carry out a review of our policies and practices as they relate to personnel matters to ensure they are compliant with current day laws and regulations. This work has now been completed to a draft stage and prior to being brought forward to Council for review and adoption, staff are requesting that a small ad hoc committee of staff and council be enlisted to give the draft documents a preliminary review. To this end, staff are requesting the designation of two members of Council to meet 2-3 times during the early part of February, 2022, for half days to review the draft policies and provide feedback. All members will be expected to read the draft policies prior to meetings.



Applicable Legislation

Section 24(1) of the *Municipal Government Act* states that council may establish standing, special and advisory committees.

Budget Impacts

There are no additional budget implications for this request as all mileage and expense costs for members of council will be provided for under the current budget allocation.

Recommendation

THAT Council appoint Councillor Vicki Amirault and Councillor Ralph Gidney to the Ad Hoc Personnel Policy Review Committee.

Communications

Once Council decides on the approved committee members, staff appointments will take place and the meeting dates established.

Region of Queens Municipality Staff Report

6.3

To: Council

From: Shelley Connolly, Deputy Clerk

Date: January 25, 2022

Re: Transgender Week Flag Request

Background

On September 24, 2021, Region of Queens Municipality's Council approved Operational Policy 84: Flags, to provide a consistent protocol for flying flags on properties and flag poles owned by the Region of Queens Municipality, provide guidelines for use of the special purpose flag pole in Liverpool, and establish protocol for when the Canadian flag will be flown at half-mast. All applications for the Special Purpose flag pole require approval by Council at a Council meeting.

Details

On January 11, 2022, Diversity and Inclusion Action Team submitted an application to have the Transgender flag flown on the Special Purpose pole for a one week period encompassing Transgender Week, November 13-20, 2022. Their request meets with policy, and there is no other organization requesting the same timeframe. The flag request is being brought forward to the January 25, 2022 Council meeting. If approved, it will be flown beginning November 14, 2022 for a week.

The request is for the same flag to be flown each year for the next five years during the same week.



Applicable Legislation

Region of Queens Municipality, Operational Policy #84 – Flags

Community groups and organizations may apply to have designated flags flown by submitting an application as attached in Appendix “A” at least four weeks prior to the expected flag posting, with the applicant required to provide the flag. Flags denoting political or religious bodies are not eligible.

All such special purpose flag requests that are not pre-authorized according to Appendix “B” shall be forwarded to Council for review.

The maximum period for a special purpose flag to be flown is 2 weeks unless otherwise approved by the Deputy Clerk.

Budget Impacts

There is no cost to fly the flag.

Recommendation

THAT Council of Region of Queens Municipality approve the application made by Diversity and Inclusion Action Team to have the Transgender flag flown on the Special Purpose flagpole located in front of the Town Hall Arts and Cultural Centre, Liverpool for a one week period, from November 14 through November 20 (inclusive), 2022.

Communications

Following Council approval, a letter will be sent to the Diversity and Inclusion Action Team, advising them of Council's approval. Information regarding the Transgender flag being flown on the Special Purpose Pole will be posted on the Region of Queens website and social media pages during the one week period that the flag is flown.

APPENDIX "A"

Applications for the flying of Special Purpose Flags shall be submitted at least four weeks prior to the requested flag flying date to:

Deputy Clerk
Region of Queens Municipality
P.O. Box 1264, 249 White Point Road
Liverpool, NS B0T 1K0 email: flags@regionofqueens.com

Applicant's Name: Diversity & Inclusion Action Team

Address: 249 White Point Rd

Telephone Number: 902-354-3453

Organization: DIAT

Name of Special Purpose Flag: Transgender Flag

Requested Date to be Flown: Nov. 14-20/2022 (inclusive)

Alternate Dates: _____

Applicants can apply to have a flag approved for flying for a period of up to five years, without re-applying each year. If you would like to apply for this option, please provide yearly dates below.

Year 1: November 14 - November 20 (inclusive)

Year 2: "

Year 3: "

Year 4: "

Year 5: "

FOR OFFICE USE ONLY

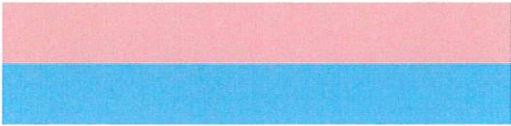
Application Received: Jan. 11/22 Initials SLC

Disposition: _____

Action(s) taken:

Shelley Connolly

From: Eric Levy
Sent: January 11, 2022 3:05 PM
To: Shelley Connolly
Subject: Transgender Flag



Eric Levy
Diversity & Inclusion Coordinator
Pronouns: He/Him/His
Region of Queens Municipality
249 White Point Road
Liverpool, NS B0T 1K0
t: 902.354.3455
regionofqueens.com

Region of Queens Municipality Staff Report

6.4

To: Council

From: Scott LeBlanc, Solid Waste Management Clerk/Safety Officer

Date: January 25, 2022

Re: Region 6 Solid Waste Management - 2022/2023 Budget

Background:

Region 6 Solid Waste Management serves 13 Municipal Units including the Region of Queens Municipality. The attached letter was received on December 7, 2021 from the Region 6 Inter-Municipal Solid Waste Management Committee, requesting Council's approval of the upcoming fiscal year's budget. Included is a copy of the budget for the 2022/2023 fiscal year.

Details:

The Region of Queens's Municipal contribution for the 2022/2023 fiscal year is projected to be \$14,896, an increase of \$6,624 from last year. Provincial enforcement money for the entire Region 6 remains the same at \$89,425. The Region of Queens received \$10,198 from this program last fiscal year. It is anticipated a similar amount will be available this upcoming fiscal year. Diversion credits are expected to decrease compared to the last fiscal year. Region of Queens received \$48,158 in diversion credits during the last fiscal year.



Budget Impacts:

Applicable solid waste budget items have been projected using the pending Region 6 Solid Waste Management 2022/2023 budget.

Recommendation:

That Council of Region of Queens Municipality approve Region 6 Solid Waste Management's proposed budget for the year 2022/2023.

Communications:

Region 6 Solid Waste Management will be notified of the budget approval for the year 2022/2023.



PO Box 639 / 45 School St , Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Chris McNeill
Region of Queens Municipality
249 White Point Rd.
PO Box 1264
Liverpool, NS B0T 1K0

December 7, 2021

RE: Budget Approval 2022-23

Dear Mr. McNeill,

On Friday, December 3, 2021, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2022 – March 31, 2023.

The following motion was passed:

MOTION: to recommend approval of the 2020-21 Region 6 Inter-Municipal Committee Budget in the amount of \$788,025 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

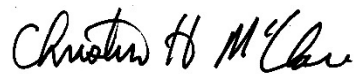
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2020 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive style with a large, stylized initial 'C'.

Christine H. McClare BA Psych
Regional Coordinator

encl.

Region 6 Solid Waste Management

INCOME	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,732	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	26,793	89,425	89,425	89,425
Services	450	450	0	0
Sub-total	\$ 74,618	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	76,664	76,664	87,000	75,000
Diversion ¹	322,400	460,000	440,000	310,000
Municipal Approved Programs	61,600	80,500	80,500	80,500
Interest	883	883		
Sub-total	\$ 461,547	\$ 618,047	\$ 607,500	\$ 465,500
Municipal Contribution				
Municipal Billing ²	36,146	93,227	93,227	109,422
Sub-total	\$36,146	\$93,227	\$93,227	\$109,422
TOTAL	\$ 572,310	\$ 924,827	\$ 913,830	\$ 788,025

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2021-22 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program ³	5,775	16,794	30,000	7,431

On June 12, 2020 Region 6 Inter-Municipal Committee approved \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal as per motion of the committee to extend the program deadline to March 31 2023.



Region 6 Solid Waste Management

EXPENSES	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	26,422	52,845	65,000	77,077
Coordinator Benefits	6,219	12,437	10,327	12,856
Travel (Coordinator)	50	1,000	5,500	4,500
Training and conference	261	521	2,040	2,000
Office Rental & Cleaning ⁴	5,367	10,734	9,978	10,000
Cell phones	498	995	1,100	1,100
Internet/Phone/Fax	686	1,372	1,300	1,300
Office supplies and services	1,036	2,073	3,500	3,500
Advertising	-	-	500	-
Computer/materials	508	1,015	3,000	1,500
Insurance	2,436	3,426	3,400	3,500
Administration	-	9,390	9,390	9,390
Legal & Auditor ⁵	9,173	9,866	9,866	10,000
Sub-total	\$ 52,655	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION				
Education salary	25,719	51,437	53,330	59,459
Educator Benefits	5,432	10,864	9,474	9,918
Travel (education)	4,527	9,054	10,500	10,500
Advertising	-	-	2,500	1,500
R6RECYCLES	9,727	12,000	12,000	11,000
Program materials ⁶	606	1,211	4,200	4,000
Sub-total	\$ 46,010	\$ 84,566	\$ 92,004	\$ 96,377
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	76,664	87,000	87,000	75,000
Diversion ¹	-	440,000	440,000	310,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	\$ 76,664	\$ 696,925	\$ 696,925	\$ 554,925
TOTAL	\$ 175,329	\$ 887,166	\$ 913,830	\$ 788,025
Revenue/Expenditure	\$ 396,981	\$ 37,661	-\$ 0	\$ -



Region 6 Solid Waste Management

Notes to **BUDGET**:

1. Diversion Credits - \$4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to receive 7.25% of this based on waste diverted from landfill.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$ estimate will be increased by the \$20,753 2020-21 deficit.

Actual to be billed to municipal members will be **\$130,174.95**

3. Inter-Municipal Program (transfer) – June 15, 2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was \$30,000 or any part thereof. Although the program was approved in F2021, there were still funds available, and were carried forward an additional year. The remaining funds will return to reserves without a motion to extend the deadline.

4. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.

5. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.

6. Program materials - it is no longer a requirement to track individual event costs. All event line items (Environment Week, Waste Reduction Week, etc) are now collapsed into one line 'Program Materials'.

<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2022-23</i>
Shelburne Shared Services	6,562	6,562	7.25%	\$ 9,443.04
Town of Bridgewater	8,532	8,532	9.43%	\$ 12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	\$ 1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	\$ 35,779.08
Municipality of Barrington	6,646	6,646	7.35%	\$ 9,563.92
Town of Clark's Harbour	758	758	0.84%	\$ 1,090.80
Municipality of Chester	10,432	10,432	11.53%	\$ 15,012.16
Town of Lunenburg	2,263	2,263	2.50%	\$ 3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	\$ 14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	\$ 27,364.96
Total	90,459	90,459	100.00%	\$ 130,174.95



**Region of Queens Municipality
Staff Report**

To: Council

From: Elise Johnston, Accessibility Coordinator

Date: January 25, 2022

Re: Tender Submissions for Universally-Designed Playpark Equipment at *Elli Milidamk*

Background

Region of Queens Municipality entered into an Agreement with PAC Autism Nova Scotia Society on April 10, 2019 that would see them collaborate on the installation of an inclusive playground adjacent to the Mersey Skate Park, located at 72 Old Cobb's Barn Road. The agreement was for two years and upon expiry, the agreement was extended for an additional one year until April 9, 2022.

It was agreed that the Municipality shall:

1. Manage playground equipment purchase, hire, coordinate, contract with, and pay contractors, maintain insurance during the period of construction, oversee placement and installation of CSA approved playground equipment and required perimeter fencing, with documentation certifying that purchased equipment is CSA approved and that equipment was installed according to CSA standards.
2. During construction and thereafter, the Municipality will carry out regular maintenance and inspection according to its regular facility inspections, and will repair or replace equipment when required at its sole discretion.

Autism NS shall:

1. Coordinate the selection of appropriate playground equipment and amenities and provide ongoing advice to the Municipality during the design and layout phase to ensure the installation meets with all required needs of individuals.
2. Work with the arm's length fund raising committee made up of residents to secure funding through grants and donations together with the Municipality to fund the project activities, and thereafter to use the funds raised to reimburse the

Municipality for cost incurred upon the purchase of and submission of receipts for agreed upon equipment and amenities in a timely manner.

Details

PAC Autism and the local fundraising committee have successfully met the terms as outlined in the agreement, having raised the required funds. PAC Autism also made recommendations on layout and component details. Region of Queens Municipality created a municipal steering committee for the playpark consisting of; Chief Administrative Officer, Chris McNeill; Director of Engineering and Public Works, Adam Grant; Director of Recreation & Healthy Communities, Meaghan Roberts; Accessibility Coordinator, Elise Johnston; and Community Development Coordinator, Dana Henley.

The specific needs identified by PAC Autism were:

PLAYPARK EQUIPMENT to include combined and separate pieces of the following as minimum priority elements with accessibility and universal design as guides.

- Ramped access to and between minimum of 3 raised decks. A shade or roof on at least one deck.
- 2 Climbers: of different mobility challenge levels
- 2 Slides: 1 spiral, 1 straight. Both open, stainless steel
- Panels: pictures/symbols; at least 1 with Braille
 - 1 interactive auditory (ex. xylophone, bells or ...)
 - 1 interactive activity (ex. abacus, tic tac toe, gears or ...)
- Sandbox: inclusive (raised for wheelchair access)
- 2 Spinners: 1 inclusive (flush with ground, multi-person with a seat and wheelchair space, rails); 1 free-standing spinner (for single standing or seated user)
- Free-standing wobbling or rocking element (for a single child to sit on or in)
- Swing set: 4 minimum varying seats including an inclusive full-support seat with harness, a multi-generational double-user swing, a young child's bucket seat and a typical strip seat.
- Additional variety to fill budget.

Region of Queens Municipality issued an RFP for the design, supply and installation of play equipment on December 7, 2021 with an addendum on December 9, 2021. The submission criteria was based on recommendations from PAC Autism NS as above list as well as guidance from the municipal steering committee for the playpark.

Four proposals for equipment from three companies were received by the deadline of January 5, 2022. The municipal steering committee met on January 13, 2022 to review



the proposals and determine which submission best met the criteria as outlined in the RFP.

All play equipment proposals came in on budget. Only one submission however provided *all* the requested elements along with numerous additional elements, including Autism-specific components. While this company, PlayPower, had the latest delivery dates, it was felt that the value was worth the wait as it provided the largest number of options for various age groups and overall interactive design. PlayPower has strong experience in the Maritimes and is highly recommended by references.

Applicable Legislation

MGA 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. (2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget. (3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources in the operating budget for that fiscal year. (4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of (a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3); (b) the borrowing limits established for the municipality under Section 86; or (c) the amount withdrawn from a capital reserve fund under subsection 99(4). (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

PAC Autism has raised 75% of the required funds and will reimburse the Municipality as outlined in the Agreement. The remaining 25% of funds will come from the Community Investment Fund budget line as outlined in the CIF project approval on September 28, 2021.



Recommendation

THAT the Council of Region of Queens Municipality authorize staff to negotiate final design and purchase of playpark components with PlayPower at the estimated cost of \$ 164,719.47 plus HST.

Communications

Communications of the approval will be made with the individual companies according to the lead assigned to the equipment.





Region of Queens Municipality Staff Report

To: Council

From: Meaghan Roberts, Director of Recreation and Healthy Communities

Date: January 25, 2022

Re: Tender Submissions for Universally-Designed Spray Pad components

Background

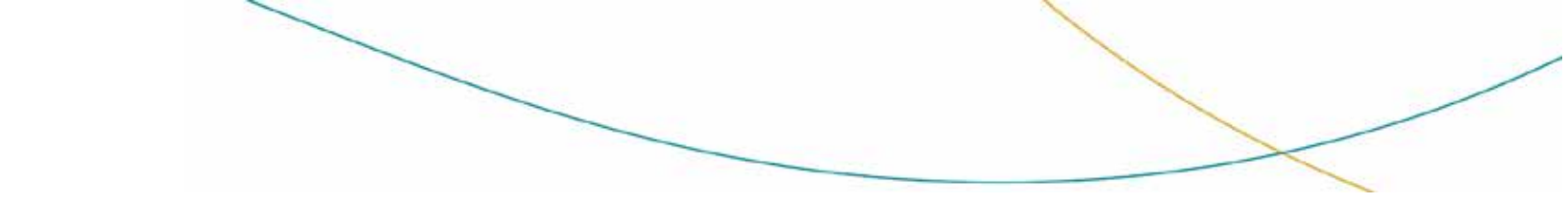
Region of Queens Municipality entered into an Agreement with PAC Autism Nova Scotia Society on April 10, 2019 that would see them collaborate on the installation of an inclusive playground adjacent to the Mersey Skate Park, located at 72 Old Cobb's Barn Road. The agreement was for two years and upon expiry, the agreement was extended for an additional one year until April 9, 2022.

It was agreed that the Municipality shall:

1. Manage playground equipment purchase, hire, coordinate, contract with, and pay contractors, maintain insurance during the period of construction, oversee placement and installation of CSA approved playground equipment and required perimeter fencing, with documentation certifying that purchased equipment is CSA approved and that equipment was installed according to CSA standards.
2. During construction and thereafter, the Municipality will carry out regular maintenance and inspection according to its regular facility inspections, and will repair or replace equipment when required at its sole discretion.

Autism NS shall:

1. Coordinate the selection of appropriate playground equipment and amenities and provide ongoing advice to the Municipality during the design and layout phase to ensure the installation meets with all required needs of individuals.
2. Work with the arm's length fund raising committee made up of residents to secure funding through grants and donations together with the Municipality to fund the



project activities, and thereafter to use the funds raised to reimburse the Municipality for cost incurred upon the purchase of and submission of receipts for agreed upon equipment and amenities in a timely manner.

Details

PAC Autism and the local fundraising committee have successfully met the terms as outlined in the agreement, having raised the required funds. PAC Autism also made recommendations on layout and component details. Region of Queens Municipality created a municipal steering committee for the entire playpark consisting of; Chief Administrative Officer, Chris McNeill; Director of Engineering and Public Works, Adam Grant; Director of Recreation & Healthy Communities, Meaghan Roberts; Accessibility Coordinator, Elise Johnston; and Community Development Coordinator, Dana Henley.

Specific elements identified by PAC Autism were:

- Multiple jet sprayers and fountains: mix of raised posts and ground bases
- Bucket dumpers (raised collectors fill and empty unexpectedly)
- Tall 'umbrella', 'shower' or curtain from above
- Roll through ring(s)
- Additional variety to fill budget
- Water activator (hand-operated)
- Drain: flush, non-slip stainless steel, filtered, backflow prevention
- Pump & pump housing, (monitoring consumption or programmable options)

Region of Queens Municipality issued an RFP for the design and supply of spray pad components on December 9, 2021 with a deadline of January 12, 2022. The submission criteria was based on recommendations from PAC Autism NS and guidance from the municipal steering committee for the playpark.

Three proposals for the spray pad were received from two companies on January 12, 2022. The steering committee met on the January 13, 2022 to review the proposals and determine which submission best met the criteria as outlined in the RFP.

Spray Pad: All proposals came in within the budget and were within the allowable water consumption and pressure. The proposal that stood out with the largest number of elements, varied water features, and an interactive component was Option 'A' from ABC Recreation. This company, ABC Recreation, are well known for their many splash/spray pads around the region.

Applicable Legislation

MGA 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. (2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget. (3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources in the operating budget for that fiscal year. (4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of (a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3); (b) the borrowing limits established for the municipality under Section 86; or (c) the amount withdrawn from a capital reserve fund under subsection 99(4). (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

PAC Autism has raised 75% of the required funds for the total project and will reimburse the Municipality as outlined in the Agreement. The remaining 25% of funds will come from the Community Investment Fund budget line as outlined in the CIF project approval on September 28, 2021.

Recommendation

THAT the Council of Region of Queens Municipality authorize staff to negotiate final design and purchase of spraypad components with ABC Recreation at an estimated cost of \$69,983.68 plus HST.

Communications

Communications of the approval will be made with the individual companies according to the lead assigned to the spray pad.



All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.

Region of Queens Municipality Staff Report

6.7

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: January 25, 2022

Re: **REQUEST FROM LBDC TENANT**

Background

On May 25, 2021, Council agreed to enter into a lease with Belliveau Veinotte Inc. for the lease of space at Liverpool Business Development Centre for their Liverpool office. This lease became effective on July 1, 2021, for a four-year term.

Details

With the recent announcement of a new tenant agreeing to lease the remainder of the building, the current tenant Belliveau Veinotte wish to have their own private kitchen and washroom facilities apart from the other tenant. This will require the modification of an existing office leased to Belliveau Veinotte and one of the common washrooms. The renovation will be extensive and is estimated to cost \$33,500 plus HST to complete this winter and spring.

Applicable Legislation

Section 65A of the *Municipal Government Act* states that (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.

(2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget.

(3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources in the operating budget for that fiscal year.

(4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of

(a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3);

(b) the borrowing limits established for the municipality under Section 86; or

(c) the amount withdrawn from a capital reserve fund under subsection 99(4).

(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

It is being recommended that the investment noted in this report be funded from the designated Call Centre reserve which is contained within the overall Special Operating Reserve. The current balance of this reserve is approximately \$372,741. Therefore, this approval will not cause any operating budget pressures.

Recommendation

THAT the Council of Region of Queens Municipality authorize an estimated investment of \$33,500 plus HST in Liverpool Business Development Centre to develop separate washroom and kitchen facilities for Belliveau Veinotte, to be funded from the Special Operating Reserve.



Communications

If Council approves this recommendation, both tenants of the building will be notified and provided with advance notice of renovation dates.

Region of Queens Municipality Staff Report

6.8

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: January 25, 2022

Re: **MUNICIPAL INNOVATION PROGRAM APPLICATION**

Background

During preparatory discussions for the 2022-2023 budget, the need for an Asset Management Coordinator was discussed in order to bring our asset management infrastructure and documentation into compliance with federal and provincial compliance. Staff initially proposed that the funding for this position could be funded from the Canada Community Capacity Building Fund. In discussions with the province, this would be permitted if we contracted the service with an external private contractor, but not through the hiring of an internal employee.

Details

To access provincial funding for this position, provincial officials suggested we submit an application under the Municipal Innovation Program as there is still funding available in their 2021-2022 budget. In order to submit an application for up to 75% of our staffing costs, we require a resolution of Council authorizing an application for such. Our application would be prepared over the next two weeks with provincial approval hopefully prior to the finalization of our 2022-2023 operating budget.



Applicable Legislation

Section 60 (1) of the *Municipal Government Act* states that a municipality or a village may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the Indian Act (Canada) to provide or administer municipal or village services.

Budget Impacts

If approval is given by the province for 75% funding, then the remaining 25% of the salary and benefits will need to be included in the 2022-2023 operating budget.

Recommendation

THAT the Council of Region of Queens Municipality authorize the submission of an application under the province's Municipal Innovation Program for up to 75% funding for an Asset Management Coordinator and associated costs.

Communications

No public communication of this approval is required at this time.