

**Region of Queens Municipality Regular Council
Tuesday, February 8, 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

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

MOTION CARRIED unanimously.

3.0 Presentations

3.1 RCMP

Mayor Norman noted Cpl. Harris was absent for their presentation and will be added to a future meeting.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson enquired under Item 7.3 – Investing in Canada Infrastructure Program, if the application is not approved for 75% funding, what is the outlook going forward? Mayor Norman stated this would be a decision of Council.

Mr. Robertson further offered his opinion under Item 8.1 Nova Scotia Utility & Review Board 2022 Municipal Boundary Review that with 7 Councillors and the number of people represented, it looks fair and reasonable.

6.0 Approval of Minutes

6.1 Regular Council – January 25, 2022

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

THAT the minutes of the Regular Council meeting held January 25, 2022 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Liverpool Business Development Centre HVAC Investigation

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

THAT Council of Region of Queens Municipality approve the contracting of DUMAC Energy Limited to conduct a HVAC Investigation at 54 Harley Umphrey Drive, Liverpool, at a cost of \$10,750 plus HST, to be funded as an unbudgeted item in the Call Centre operating budget.

Adam Grant, Director of Engineering & Public Works, stated the former Liverpool Call Center was originally constructed in 2002 and utilizes a roof top unit for the heating ventilation air conditioning (HVAC). The unit has required numerous repairs and is approaching its end of serviceable life and parts are becoming difficult and near impossible to acquire.

In discussions with DUMAC Energy Limited, it was felt the best approach would be to conduct a mechanical investigation of the unit and facility to assess the state of existing equipment, the HVAC needs and deficiencies, as well as propose recommendations to upgrade if necessary. It is anticipated the cost will be significant.

Councillor Amirault enquired how long to complete the scope of work. Mr. Grant stated it would be 3 to 4 weeks.

MOTION CARRIED unanimously.

7.2 Solid Waste Management Facility – Tipping Fees

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

THAT Council of Region of Queens Municipality approve the tipping fees schedule as attached, for Residual Municipal Solid Waste, Sorted Construction and Demolition Material, Mixed Construction & Demolition Material, Blue Bag Recyclables, Metal/White goods, Contaminated Soil and Septage effective April 1, 2022.

Mallory Plummer, Manager of Finance, stated the proposed increase of 1.60% is based on a rolling ten-year average for all solid waste streams.

MOTION CARRIED unanimously.

7.3 Investing in Canada Infrastructure Program (ICIP)

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

THAT Council of Region of Queens Municipality authorize the submission of an application under the Nova Scotia Investing in Canada Infrastructure Program for the replacement of water and combined sanitary and storm sewer on Lower Waterloo Street, Liverpool.

Chris McNeill, CAO, stated Nova Scotia's Department of Municipal Affairs and Housing recently announced they are accepting applications under the Investing in Canada Infrastructure Program (ICIP) for projects related to wastewater, drinking water or solid waste.

RQM has an outfall at the end of Waterloo Street where sewage is collected and it goes into the harbour untreated. We have applied several times in the past for federal and provincial funding to correct this. A part of the project, originally costed at \$4.2-\$4.3 Million, was completed two years ago and 100% gas tax funding was used to fund it. Costing for the remaining upgrades is approximately \$3 Million and if Council agrees, we will submit an application. The application deadline is April 1 and no decisions are going to be made for several months. If approved, work would not begin until 2023 and will take approximately 2 - 3 years to complete.

MOTION CARRIED unanimously.

7.4 Hillsvie Acres Renovations

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

THAT Council of Region of Queens Municipality reject all tenders for Hillsvie Acres Project #21011 / 21084 Hillsvie Acres Renovations.

Mr. Grant stated funding was received from the Province to carry out renovations to washroom and stairs, tub room upgrades and entrance door replacements at Hillview Acres. The total received from the province was \$273,600. A tender was issued in June with the lowest bid of \$475,000 received.

Councillor Fancy enquired if the work could be undertaken in house. Mr. Grant stated that we do not have the expertise to complete as required by the Department of Health.

Councillor Charlton enquired if other ways can be found to complete this work. Mr. Grant stated yes, but the tender process is not the solution.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Nova Scotia Utility & Review Board 2022 Municipal Boundary Review

Mayor Norman stated we are required to undertake a boundary review by the provincial government. It is a two-step process; the first being Council must decide if they are going to remain with 7 Councillors and the second is looking at the boundary lines, i.e. 10% of population is disbursed in each district and a community of interest.

Council will need to decide if this review is done in-house with current staff or hire a person outside. If hiring an outside person, this will be required as a budget item. It is also highly recommended to hold a public consultation as part of the process. The review completion date is December 2022.

Following a roundtable discussion, some highlights included:

- Increase Councillors from 7 to 8.
- A review of boundary lines using the +/- 10% population in each district.
- Use of the voter list to aid in review of boundary lines.
- A decrease in Councillors from 7 to 6.

- The hiring of an outside person to do the boundary review will need to be a budget item and would cost approximately \$15,000 – \$20,000.

Mr. McNeill stated staff can provide 3 options at a future council meeting the end of June – July. This would allow public consultation in July – August.

Mayor Norman stated staff will bring back a recommendation next Council meeting requesting staff to look at three options of boundaries consisting of six, seven and eight Councillors.

8.2 Council Implementation Report

There were no discussion items to come before this meeting.

8.3 Financial Review Quarter Three

Joanne Veinotte, Director of Corporate Services, gave an update on financial third quarter. Some highlights included:

Revenue Analysis:

- Deed transfer tax has leveled off. December's revenue was \$85,632 this year, \$63,030 in December 2020. Total revenue in Quarter three was \$406,244 vs. \$167,000 in 2020.
- Metal sales for the month were over \$65,000. Adam Grant, Director of Engineering & Public Works was approached by our purchasing broker with an offer that would equate to three times November 2020's price and a prime opportunity to move on the sale of derelict works vehicles and equipment.
- Miscellaneous revenue is higher than budget. \$16,500 was received as an insurance settlement to offset repair costs for the damaged door at the MRF facility.
- A small credit was received from GE Trucking for \$9,300 for overpayments made in prior years.

- CIMCO reimbursed \$1,400 for incremental wage costs due to the leak at QPEC.

Other:

- Common services are 127.51% over budget because that cost center contains the power costs for the administration building; meter issue has been resolved and a significant credit will be on our next bill.
- QPEC is still being significantly affected by Covid protocols. Budgeted revenue is down slightly on a year to date basis at 73.71% of budget, but costs are only 65.9% of budget.

Capital Project Updates:

- Court Street – Costs to date are \$468,454 (budget of \$630,000). Not yet fully costed due to outstanding invoices for paving and materials.
- Union Street – Costs to date are \$463,568 (budget of \$495,000). Project is completed and fully budgeted. Under budget 6.4%.
- Airport Fuel Tanks – Cost to date \$40,576.14 (budget \$50,000). This project is completed and full costed. 18.9% under budget.
- Tandem Truck – Cost to date \$70,116 (budget \$140,000). Covid has severely impacted available inventory in this market.

Water Utility:

Budgeted at \$103,075. Depreciation is booked at year end.

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Fancy that the proceedings go In-Camera at 10:20 a.m. to discuss the following:

- 9.1 Contract Negotiations
- 9.2 Contract Negotiations

MOTION CARRIED unanimously.

Mayor Norman announced a 10 minute break at 10:20 a.m.

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 1:13 p.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 1:13 p.m.



Mayor Darlene Norman, Chair



Chris McNeill, CAO



Christine Watson, Administrative Assistant – Planning & Development

Date Approved: February 22, 2022