

Region of Queens Municipality Regular Council

Tuesday, April 26, 2022

Hunts Point Community Hall, 200 Silver Rock Drive

6:00 p.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 – April 12, 2022

6.0 Recommendations

6.1 Changes in Reserve Accounts

6.2 Policy 94 – Non-Union Salary and Wage Increases

6.3 Administrative Policy 4 – Respecting Notice to Council Members for Policies

6.4 Destruction of Records

6.5 Revised Municipal Planning Strategy and Land Use Bylaw

7.0 Discussions

7.1 Streetlight – East Side Port L'Hebert Road, East Port L'Hebert

7.2 Streetlight – Highway 3 in Broad River

7.3 February 22, 2022 Tax Tender Summary

7.4 Liverpool Business Development Centre HVAC Investigation

8.0 In-Camera Items

9.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, April 12, 2022, 9:00 a.m.**

5.1

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor David Brown
Councillor Vicki Amirault
Councillor Maddie Charlton
Councillor Ralph Gidney
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 Gidney and seconded by Councillor Amirault 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

Vina Moses, 17 Hank Snow Drive, Liverpool – Ms. Moses, along with Vernon Oickle, representing the Hank Snow Museum, stated they appreciate the recommendation for approval for their CIF grant application, but asked for consideration of the full amount.

She further stated two festivals are planned for this summer and only hiring one summer student this year. The Museum sign needed repairs as well as the installation of a security system. With the decrease of \$2,500 less in grant funding it will be a hardship to overcome.

Leon Robertson, College Street, Liverpool – Mr. Roberson commented it was good to see the discussion under 7.1 Proposed Pool. He stated under Item 7.4 Revised MPS & LUB the number of objections were for livestock and RV's.

Celeste Johnston, 120 Edgewater Drive – Ms. Johnston, representing the Queens Community Aquatic Society, stated the names for the donor of the proposed pool are Holly Murphy and Mike Murphy. She requested that a committee be struck to move ahead with the project and that the Society is prepared to begin fundraising when they receive confirmation.

Deborah Herman Spartinelli, 7438 Highway 3, Summerville – Ms. Spartinelli, representing the Queens Community Aquatic Society, suggested consideration be given to having both proposed pool and library built together.

Dirk Van Loon, 250 Sand Bay Road, East Port L'Hebert – Mr. Van Loon apologized for his outburst during the Public Hearing on March 22, 2022 and stated he agrees with the Bylaw on setbacks.

5.0 Approval of Minutes

5.1 Regular Council – March 22, 2022

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

THAT the minutes of the Regular Council meeting held March 22, 2022 be approved as circulated.

MOTION CARRIED unanimously.

5.2 Public Hearing – March 22, 2022

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

THAT the minutes of the Public Hearing held March 22, 2022 be approved as circulated.

MOTION CARRIED unanimously.

5.3 Public Hearing – March 23, 2022

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

THAT the minutes of the Public Hearing held March 23, 2022 be approved as circulated.

MOTION CARRIED unanimously.

6.0 Recommendations

6.1 Creation of Thomas H. Raddall Library Steering Committee

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

THAT Council of Region of Queens Municipality approve the creation of the Thomas H. Raddall Library Steering Committee according to the draft Terms of Reference.

Mayor Norman stated the Steering Committee will be responsible for carrying out their duties according to the approved Terms of Reference.

MOTION CARRIED unanimously.

6.2 Appointment to Thomas H. Raddall Library Steering Committee

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

THAT Council of Region of Queens Municipality appoint Jessica Joudrey, Susan DeChamp, Tom Sheppard, Councillor David Brown, Jeff Mercer and David Trueman to the Thomas H. Raddall Library Steering Committee effective immediately with a term to expire on the opening of the new library.

Mayor Norman stated the staff at the library was asked to suggest names of library users, looking for a spread of ages, demographics and a variety of users. The membership is to consist of two members of the South Shore Public Libraries Board, two members of the South Shore Public Libraries staff and two regular users of the library.

MOTION CARRIED unanimously.

6.3 Streetlight Removal – Weir Lane, Liverpool

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

THAT Council of Region of Queens Municipality approve the removal of a streetlight in front of 24 Weir Lane in the community of Liverpool.

Mike MacLeod, Director of Planning & Development, stated a request was submitted to the department through Councillor Gidney, from a resident in his district, for the removal of an existing street light on Weir Lane in Liverpool. The resident has sensitivity to bright lights and the light is located in front and in close proximity to the house. Councillor Gidney visited the site and agree with the removal, as is the neighbor. Engineering was contacted and is in agreement with respect to maintenance.

MOTION CARRIED unanimously.

6.4. Selection of Two Representative Volunteers for Provincial Volunteer Awards Ceremony

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

THAT Council of Region of Queens Municipality select Scott Christian and David Freeman as the Region of Queens Municipality's 2022 Volunteers of the Year.

Mayor Norman stated the volunteer's names were brought forward through the Ripple Effect Volunteer Recognition program; this year there were three.

Heather Cook, Communications & Engagement Coordinator, stated each year there is a provincial volunteer ceremony held in Halifax. This year the ceremony is planned to be held in September and it has not been determined if the event will be virtual or in-person.

Scott Christian, Mersey Point, has worked for quite some time towards the infant unit for the Queens Daycare Association.

David Freeman, Milton, has been a volunteer with VON for the past 10 years and has been involved with delivering frozen meals to clients.

Diane Huskins, Caledonia, has been involved with helping residents of North Queens for many years. She is the lead for the Community Food Resource Network, manages the operation of a thrift store (Muriel's Closet) and is a member of the Adopt a Highway litter cleanup program.

MOTION CARRIED unanimously.

6.5 Fire Department and Medical First Responder Annual Registration

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

THAT Council of Region of Queens Municipality approves the 2022-2023 fire department and medical first responder registrations effective April 1, 2022, for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, North Queens Fire Association, Port Medway Fire Department, and West Queens Medical First Responder Society, according to the service levels for each department included in their 2022-2023 Application for Registration.

MOTION CARRIED unanimously.

6.6 Community Investment Fund 2022-2023

Dana Henley, Community Development Coordinator, stated 17 requests have been received for the total funding available for the 2022-2023 budget year of \$175,000, as well as the remainder in reserve from last year's budget.

The funding applications for consideration are for Operational Investment Fund, Capital Upgrade Investment Fund and Event Investment Fund. Additional applications received require further information for completion.

She explained the criteria used when approving the applications as outlined in the report.

Organizations are eligible for Operating Investment Funds under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long term lease for such, where the program or services are well established, and are open to all members of the public;
- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;

- c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for local residents, or to support long-standing programs or services that have been in existence for more than five years.

Organizations are eligible for Capital Investment Funds under three categories:

- a) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
- b) Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
- c) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

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

THAT the Council of Region of Queens Municipality provide grant funding to Community Food Resource Network in the amount of \$5,000.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to Friends of Hank Snow Society in the amount of \$7,500.00 from the 2022-2023 Community Investment Fund.

Councillor Fancy stated he felt the Society was in need of the full amount as they bring a lot to the community.

Councillor Charlton stated the process is fair and suggested they apply for further funding under the CIF Capital for up to \$1,000.

MOTION CARRIED with 7 in favour and 1 against.

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

THAT the Council of Region of Queens Municipality provide grant funding to Mersey Tobeatic Research Institute in the amount of \$3,450.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to North Queens Board of Trade in the amount of \$10,000.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to North Queens Heritage Society in the amount of \$1,200.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to Pleasant River Community Hall Society in the amount of \$3,857.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

**THAT the Council of Region of Queens Municipality provide
grant funding to Port Joli Community Association in the amount
of \$4,334.55 from the 2022-2023 Community Investment Fund.**

MOTION CARRIED unanimously.

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

**THAT the Council of Region of Queens Municipality provide
grant funding to Queens County Blades in the amount of up to
\$5,000 for 2022-2023 CanSkate Learn to Skate Program from the
2022-2023 Community Investment Fund budget; such funding
shall be available in increments of \$125 for each new skater
registered in the CanSkate program from October 2022 to
March 2023 who has not previously been subsidized by this
grant funding in previous years.**

MOTION CARRIED unanimously.

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

**THAT the Council of Region of Queens Municipality provide
grant funding to Queens County Museum in the amount of
\$5,000.00 from the 2022-2023 Community Investment Fund.**

MOTION CARRIED unanimously.

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

**THAT the Council of Region of Queens Municipality provide
grant funding to Seaside Recreation and Community Centre in
the amount of \$10,000.00 from the 2022-2023 Community
Investment Fund.**

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to Liverpool Baseball Club in the amount of \$9,054.50 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality provide grant funding to Liverpool International Theatre Festival in the amount of \$6,000.00 from the 2022-2023 Community Investment Fund.

MOTION CARRIED unanimously.

6.7 Policy 94 – Non-Union Salary and Wage Increases

Councillor Gidney called Point of Order. The Policy was emailed to Council on April 5, 2022 for review at Council for April 12, 2022. It has not met the requirements of Section 48 (1) Before a policy is passed, amended or repealed the council shall give as least seven days' notice to all council members.

In our Administrative Policy 4, it clarifies at least seven days needs to be provided and shall be calendar days and shall not include the day the notice is sent or the day of the meeting.

Furthermore, to create a Policy we need to identify the need. The Policy is written and then sent to Council.

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

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

MOTION CARRIED unanimously.

7.0 Discussions

7.1 Proposed Pool – Councillor Fancy

Councillor Fancy stated as per the Queens Community Aquatic Society update and following last Council meeting he has been approached by many residents who felt the consensus was Council weren't for having a pool. As per their presentation, there is a commitment of \$3 Million from a couple residents and a commitment by the Society to fundraise.

Council has had discussions on the replacement of the Milton Pool and no funding was allotted for this in this year's budget as the request for \$2.5 Million was rejected.

The Aquatic Society has requested RQM to consider a combined library and pool and are looking for a committee to be struck. The combined build would incur substantial savings.

He enquired if Council were interested in going ahead with the pool and take advantage of the donation. He further stated Council needs to decide if they want the library in town or if it would be better to have it together with the pool.

Councillor Gidney agreed with Councillor Fancy that the pool was a worthwhile project.

Councillor Brown stated he was in favour of a pool, but did not agree with combining it with the library as this would limit areas to find locations. He agreed to the need of a committee to start the process.

Councillor Amirault stated she is in favour of a pool and the need to start right away and have both the pool and library together.

Chris McNeill, CAO, enquired how to combine if one is outside and one is inside. Councillor Fancy stated the pool could be constructed so it could be turned into an inside pool in the future.

Councillor Charlton stated that there is a need for a pool committee but each of the committees would work independently. She agreed with what Councillor Fancy brought forward and clarified that when the Aquatic Society made their presentation, their preference was to put the pool on the side of Queens Place Emera Centre, which she understood where it was originally slated to go. She does not want to put provisions on something now so that if the library cannot go

there with it, I don't want to see that not be an option. Very supportive of a committee being struck and then look at what needs to be done.

Mr. McNeill stated on a staffing side, RQM has a \$34M budget this year and are involved with a \$60-\$70 Million long term care facility, approved a Terms of Reference for a library, infrastructure projects, a landfill study, and a contaminated site study. We have zero capacity this budget year to do a pool study or be on a pool committee. We do not have enough staff to carry out functions now. If Council wishes to have a pool committee to start work on this immediately, we're going to have to hire an external consultant. It may not be next budget either due to staffing issues.

Councillor Charlton stated in order to take advantage of the donation of \$3 Million to replace the pool, we need to start the process and suggested that perhaps the money to hire a consultant could be from the donation.

Mayor Norman enquired if anyone enquired of Holly or Mike Murphy if there would be an issue to start work in 2023 and if the hiring of a consultant would be the best use of the donation.

Councillor Fancy stated that he feels negatively from Mayor Norman and Chris McNeill and if we keep pushing back we'll lose out on the opportunity.

Deputy Mayor Muise and Councillor Amirault stated the need to set up a Committee and get started.

Mayor Norman enquired who on Council wants to sit on the Committee. Following roundtable discussion, the consensus is to have 2 representatives from the Queens Community Aquatic Society, 2 members of Council and 2 members of the public.

Councillor Brown indicated that he would like a report from staff explaining how we go forward and at what point would a consultant need to be hired.

Councillor Hawkes agreed there is a need for a Committee, but if the cost to hire a consultant cannot be used from the donation, where would the money come from.

Mayor Norman stated a draft Terms of Reference, similar to that for the library, along with confirmation from the Murphy's on any stipulations on the donation will be brought forward after received.

Mayor Norman announced a 5 minute break at 10:35 a.m.

7.2 Queens County Historical Society

Mayor Norman stated she was asked at the last Council meeting to contact the building owners. Ken Anthony stated he has no plans to refurbish the murals. Mike Wilson stated at this point in time the outside of his building was not a priority.

Councillor Gidney stated he spoke with the Chair of the South Queens Chamber of Commerce and they do not have any money for the restoration. He enquired if the owners are aware of the Façade Program if they wished to paint over the murals. Mayor Norman stated yes they were made aware.

Mayor Norman provided background on the murals which began with the Town of Liverpool in 1994.

Consensus of Council to advise the Historical Society we are not in favour of restoration.

7.3 Council Implementation Report

There were no items to come forward from this report.

7.4 Revised Municipal Planning Strategy and Land Use Bylaw

Mike MacLeod, Director of Planning & Development, stated the current Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) was adopted by Council in 2009. Staff and the Planning Advisory Committee have been working with UPLAND Planning + Design Studio over the past 3 years in the preparation of a revised MPS and LUB.

The draft MPS and LUB had the first reading on February 22, 2022. Public Hearings were held in person on March 22, 2022 and via Zoom on March 23, 2022.

The comments received during the public hearing process resulted in a number of items which require direction of Council. Those items include:

- Restrict use of RV parking sites on basis of seasonal occupancy only. No habitation of RV's.

Highlights from discussions on this topic include:

- Many residents cannot afford to build a home and chose to live in them.
- Residents chose to live in them especially with the housing situation.
- RV's were not meant to live in on a year round basis and raised many issue with safety.

Consensus given to keep as is.

- Remove permitted use – home based businesses, small options homes, community centres, RV parking sites and recreational uses in the Lakeshore Limited Development (SL) Zone.

Ian Watson, UPLAND Planning + Design, stated the range is broader than what the community asked for.

Highlights from discussions on this topic include:

- Does not limit restrictive covenants of their Association.

Consensus given to leave as is as the Association can enforce their own covenants.

- RV's parked on a property and not located on an RV parking site for a maximum 14 days in a calendar year is too restrictive.

Highlights from discussions on this topic include:

- Visitors may want to stay longer, suggestion of 30 days raised.
- Consideration given to effects to abutting property.
- Clarification of language to allow storage of RV's on property that are not being used.
- Regulations around septic/pit privies, requirement for distance from lake.
- Minimum of 2 RV's per lot.
- Suggestion to make application for special purposes.
- Longer than 14 days requires setbacks, if not, could create problems.

Consensus given to have a maximum of 2 RV's on lots which are not located on an RV parking site for a maximum of 14 days.

- Rezoning of PID's 70162862 and 70162896 to Resort (Re) Zone from Coastal Rural (R6) Zone – Western Head.

Highlights from discussions on this topic include:

- The one unit already established would be grandfathered.

- Tourist accommodation not permitted in proposed bylaw, but rezoning would be considered.

Consensus given to change the proposed zoning to Resort (Re).

- Rezoning of PID's 70133475 and 70126552 to Inland Rural (R5) Zone from Lakeshore Residential (SR) Zone – Labelle.

Highlights from discussions on this topic include:

- Parcels located on Sun Haven Drive in Labelle.
- Proposed use doesn't conform to the SR zone, which is fairly restrictive.
- R5 zone will enable him to run his sawmill operation.

Consensus given to change the proposed zoning to Inland Rural (R5).

- Livestock Operations:
 - Fowl and Rabbits – roosters requiring minimum of 1 acre and development permit.

Highlights from discussions on this topic include:

- Concerns raised over food security.
- Other municipalities are allowing 10 fowl per lot.
- Consider raising the amount to 10 fowl per lot in RQM.
- Roosters considered under Household Livestock and not included in the number of chickens.
- Household Livestock requires permit and a minimum of 1 acre.

Consensus given to allow up the amount of fowl permitted per lot to 10. Roosters remain considered a household livestock use in Section 7.8.

- Free range animals.

Highlights from discussions on this topic include:

- Free range animals need to be contained to property.

Consensus to clarify meaning of containment.

- No household livestock in the General Residential (RG) Zone (current R2 Zone).

Highlights from discussions on this topic include:

- Current Zone allows for household livestock.
- Basically the same Zone.
- If lot is less than an acre, and have legally had household livestock, use is grandfathered in.

Consensus given to add household livestock permitted in this Zone if you own an acre of land.

Councillor Charlton enquired if household livestock is permitted in Hamlet Zones. Mr. MacLeod stated yes.

Councillor Charlton further enquired on the matter of food security if anyone reached out to the Department of Agriculture in case we are missing anything. Mayor Norman stated she has been in contact with them and they do have specific regulations or policies. She noted that our current documents were reviewed and approved by them.

Councillor Brown enquired about commercial agriculture; i.e. if you have a garden and sell, is it permitted? Mr. Watson stated under Section 7.7, this is permitted.

Councillor Brown further enquired if gardens were permitted in front yards. Mr. Watson stated there is nothing in the bylaws to deter this.

Councillor Charlton enquired if shipping containers could be used as homes. Mr. MacLeod stated if they are remanufactured up to the building code they are no longer considered a shipping container. Councillor Charlton suggested this wording be including in the Bylaw for clarification and save on confusion.

Deputy Mayor Muise questioned the building of condos and Air B&B's along the water. People will infill in order to bring their property to the correct elevation. There should be a setback of at least 100 feet regardless of elevation. Mr. Watson stated the province are bringing forth the Coastal Protection Act Regulations, which will be as closely regulated as those implemented by RQM. Whichever regulations are more stringent will be the ones that are followed. Mr. MacLeod stated the intention is to mitigate the effects of erosion.

Wendy Connors, Development Officer, stated the measurement on setbacks is from the top of the bank and not the ordinary high water mark.

Deputy Mayor Muise stated that 50' back from the top of the bank would be acceptable.

Mayor Norman enquired about it not being permitted to have accessory dwellings in front yards with the exception of garages. Mr. Watson indicated this was a specific discussion through the Planning Advisory Committee.

Mayor Norman enquired if dog grooming is permitted in the R5 / R6 zones, as kennels are. Mr. Watson stated home based businesses, which would include dog grooming, are permitted in these zones.

Councillor Amirault enquired to fence heights. Mr. Watson confirmed the wording will be amended to read 6 feet.

Councillor Charlton enquired to Chastity Allison's comments about fonts used in signage. Mr. Watson stated the 2009 Bylaw limits typefaces on signs to 2 in the downtown core. Councillor Charlton asked for this to be clarified.

Mr. MacLeod stated the recommendation will be brought forward at the next Council meeting. Following that a Public Hearing will be scheduled.

7.5 Policy 23 – Regular Council Meetings

Mayor Norman stated that under Policy 23 – Regular Council Meetings, four meeting per year are held in various parts of Queens County which was done prior to Covid. The next Council meeting is scheduled to be held in West Queens.

Consensus given by Council to hold the meetings in the communities beginning with the next Council meeting being held in West Queens. Arrangements will be made.

8.0 In-Camera Items

It was moved by Councillor Fancy and seconded by Councillor Amirault that the proceedings go In-Camera at 3:00 p.m. to discuss the following:

- 8.1 Sale of Municipal Property
- 8.2 Sale of Municipal Property
- 8.3 Personnel
- 8.4 Personnel

MOTION CARRIED unanimously.

Mayor Norman announced a 2 minute break at 3:02 p.m.

Councillor Fancy left Council Chambers at 3:30 p.m.

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 4:18 p.m.

MOTION CARRIED unanimously.

8.2 Sale of Municipal Property

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

THAT Council of Region of Queens Municipality enter into the proposed Purchase and Sale Agreement with Liemke Ventures Limited for property bearing PID #70110903, being the property known as South Shore Regional Airport, for the appraised value of \$565,000 plus HST.

Mayor Norman stated RQM was approach by a company to purchase the airport. Concerns were raised about the Nova Scotia Drag Racers Association and the South Shore Flying Club. Liemke Venture Limited was successful in reaching agreements with both groups. The proposed purchaser plans on expansion activities as well as having the airport open to the public.

Deputy Mayor Muise voiced his concern on the sale price being too low for the airport and was not in agreement with the sale.

MOTION CARRIED with 6 in favour and 1 against.

8.3 Personnel

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

THAT Council of Region of Queens Municipality approve the Municipal Clerk and Diversity Coordinator Job Description.

MOTION CARRIED unanimously.

8.4 Personnel

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

THAT Council of Region of Queens Municipality approve the Accessibility and Inclusion Coordinator Job Description.

MOTION CARRIED unanimously.

9.0 Adjournment

The meeting adjourned at 4:32 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: Joanne Veinotte, Director of Corporate Services

Date: April 26, 2022

Re: Changes in Reserve Accounts

Background


Every municipality in Nova Scotia is required under the *Municipal Government Act* to approve an operating and capital budget each year and submit the details of such to the Minister of Municipal Affairs and Housing prior to September 30th. Similarly, those municipalities which have public water utilities are required to adopt a three-year water utility operating budget each year for submission to the Nova Scotia Utility and Review Board.

Details

During the budget process for fiscal 2022-2023 a number of changes were identified as opportunities to make reserve accounts more transparent and indicative of their purpose. These changes were discussed with Council and the result is the following recommendation for approval.

Transfer balance of NSTRIP (NS Transit Research Incentive Program) reserve to surplus \$1090.93, reserve inactive.

Create Sidewalks reserve – current allocation is posted directly to Special Operating Reserve surplus.



Create EMO Comfort Center reserve with allocation of EMO funding from fiscal 2021-2022 of \$50,000.

Transfer remaining balance for bunker gear and breathing apparatus, \$20,865.02 from Fire Department Equipment Reserve to Fire Department Safety Reserve.

Create Municipal Planning Strategy and Bylaw Development Reserve. Funded annually from Operating.

Re-allocate Pollution Abatement reserve balance to Sewer Project reserve. \$187,400 estimate. Inactive reserve.

The following items were unbudgeted reserve transfers that require approval by Council.

Transfer \$97,768.12 from Liverpool Business Development Center Reserve to fund commission paid on leasing.

Allocate \$5,922.50 from Water Equipment Special Operating Reserve to fund purchase of new meter reader in the Utility.

Applicable Legislation

Section 65 of the *Municipal Government Act* states that a council shall adopt an operating budget and a capital budget for each fiscal year.

Budget Impacts

There are no budget impacts to the re-allocation of reserve funding within the Special Operating Fund. Transfers from reserve for the unbudgeted items will increase the surplus in fiscal 2021-2022 and were accounted for in the projected surplus provided during the fiscal 2022-2023 budget process.



Recommendation:

THAT Council of Region of Queens Municipality approve the following reserve accounts being created, and reserves and unbudgeted reserve transfers:

Transfer balance of NSTRIP reserve to Operating Surplus \$1090.93; and

Create Sidewalk reserve; and

Create EMO Comfort Center reserve with allocation of EMO funding from fiscal 2021-2022 of \$50,000; and

Transfer remaining balance for bunker gear and breathing apparatus of \$20,865.02 from Fire Department Equipment Reserve to Fire Department Safety Reserve; and

Create Municipal Planning Strategy and Bylaw Development Reserve; and

Re-allocate Pollution Abatement reserve balance estimated at \$187,400 to Sewer Project reserve; and

Allocate \$97,768.12 from Liverpool Business Development Center Reserve to pay commission for leasing brokerage; and

Allocate \$5,922.50 from Water Equipment Special Operating Reserve to fund purchase of new meter reader in the Utility.

Region of Queens Municipality Staff Report

6.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: April 12, 2022

Re: Policy 94 - Non-Union Salary and Wage Increases

Background

Annually, employees of the Municipality that are unionized are granted collective agreement wage increases on specified dates in their contracts as a means to compensate employees for past inflationary cost increases and keep their wages comparable to current market costs. Non-union employees are currently treated differently and their annual increases are subject to a decision of Council annually and have traditionally been approved in September for implementation in October.

Details

Staff were requested to prepare a new policy that fixes the annual inflationary wage increases for all applicable non-union staff at 2.5%. That policy has been developed and is attached for Council's direction. It applies to all non-union staff excluding those non-union employees employed at Hillview Acres as their wages and increases are provided by the Province of Nova Scotia. It also applies to part-time and seasonal hourly employees.

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

The current 2022-2023 budget contains a provision for a 3% increase for all staff effective October 1, 2022, which totals \$41,960. The proposed policy is to put all employees on a consistent playing field and provide the cost of living increase in April of each year. Therefore, approval of this policy will result in no increased cost in 2022-2023. Going forward, the increases would occur on April 1st of each year.

Recommendation

THAT Council of Region of Queens Municipality approve Policy 94 respecting Non-Union Salary and Wage Increases.

Communications

Communication will take place with all impacted employees by way of letter with their next pay advice slip.



POLICY NO. 94

NON-UNION SALARY AND WAGE INCREASES

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 93 and may be cited as the “Non-Union Salary Policy”.

POLICY PURPOSE

The purpose of this policy is to establish a consistent annual method to provide salary increases to non-union staff, excluding Hillsview Acres, to account for inflationary pressures.

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 non-union staff, excluding Hillsview Acres and those employed in union positions, or are eligible to become union members.

DEFINITIONS

“Employee” shall mean any person employed by the Municipality either through direct employment or contract where wages or salaries are paid.

POLICY DETAILS

All non-union employees shall be granted two point-five percent (2.5%) salary increases each year on April 1st while they are employed by the Municipality as compensation for inflationary changes from the previous fiscal year, excluding 2022-2023 where the increase will be effective on October 1, 2022.

ACCOUNTABILITY

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

EFFECTIVE DATE

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

Approved by Council:

Region of Queens Municipality Staff Report

6.3

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: April 26, 2022

Re: Administrative Policy 4 - Respecting Notice to Council Members for Policies


Background

Upon the adoption by the Province of Nova Scotia in 1998 of the *Municipal Government Act*, provision was provided for that prior to passing, amending or repealing a policy that at least seven days' notice be given. It was requested by Council shortly thereafter that how the seven days is calculated be put into an administrative policy and Administrative Policy 4 was adopted on February 15, 1999. *Municipal Government Act* no longer provides for such administrative policies as a policy tool.

Details

Council's current meeting schedule and timing in order to meet the requirements of Administrative Policy 4 dictate that staff must provide Council with 9 days' notice of a change to a policy. With council meetings essentially every fourteen days, it is near impossible for items to meet this 9 day cycle and therefore going forward without a change to this notice standard, will lead to future policy changes being delayed by 28 days. Holiday weekends like earlier this month would have required 13 days' notice.

Our current council package is distributed to Council on a Wednesday with the meeting the following Tuesday, which according to the above standard is only 5



days' notice. This package may contain between 50 and 100 pages of reports and documents to read over those five days. In contrast, an amended policy which usually average two pages along with 1.5 page report that would take 5-10 minutes to read requires between 9 and 13 days' notice. There is a disconnect between these issues and staff wish to bring forward recommendations to improve the effectiveness and efficiency of municipal operations and not cause undue delays which frustrate the public and staff.

Currently the *Municipal Government Act* requires seven days' notice and staff believe this is in line with our Council meeting system and would provide align with all other 48 municipalities in the province. Therefore, staff are recommending the repeal of Administrative Policy 4 and Council simply follow the provincial legislation which would allow policies to be sent out on a Tuesday for a meeting the following Tuesday.

Applicable Legislation

Section 48 (1) of the *Municipal Government Act* (MGA) states that before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

Budget Impacts

There are no direct financial impacts with this change however; there will be regular staff and council efficiencies created by reducing duplication of policy work while allowing for more efficient approvals of policy changes.

Recommendation

THAT Council of Region of Queens Municipality repeal Administrative Policy 4 respecting Notice to Council Members for Policies.

Communications

Communication will take place with all appropriate employees to make them aware of this new procedure.

**Region of Queens Municipality
Administrative Policy 4 – Respecting NOTICE TO COUNCIL
MEMBERS FOR POLICIES**

WHEREAS the *Municipal Government Act* provides that Council shall give at least seven days notice to all members of Council before a policy is passed, amended or repealed;

AND WHEREAS the clarification of the term “at least seven days” needs to be provided;

THEREFORE BE IT RESOLVED THAT the Council of the Region of Queens Municipality require at least seven days notice to all members of Council before a policy is passed, amended or repealed; such notice shall be calendar days and shall not include the day the notice is sent or the day of the meeting to consider the contents of the notice.

THIS IS TO CERTIFY THAT this Administrative Policy was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held the 15th day of February, 1999.

MAYOR

REGIONAL CLERK

Approved by Council: February 15, 1999

In Effect: April 1, 1999

Region of Queens Municipality Staff Report

6.4

To: Council

From: Shelley Connolly, Deputy Clerk

Date: April 26, 2022

Re: **Destruction of Records**

Background

Region of Queens Municipality is required by the Municipal Government Act to destroy records to ensure that only records required by law or necessary for future use are kept.

Details

We will be destroying boxes of records at the Queens Association for Supported Living in Milton, Queens County, Nova Scotia. This lot contains 228 boxes which are being recommended for destruction. The list is attached.

Applicable Legislation

Section 34(1) of the *Municipal Government Act* provides that council may adopt a policy for the management and destruction of records.

Council has not done so, and therefore the destruction of records is brought before Council by staff when it is determined that certain records should be destroyed. In previous years, the Municipality has brought forth recommendations to destroy records according to established criteria as set out in the Association of Municipal Administrators Records Management Manual, as



well as other provincial and federal regulations. This recommendation aligns with those criteria.

Budget Impacts

Funding for this will come from the General Administrative account. The cost for destroying the boxes of records is estimated at \$1500.

Recommendation

THAT the said documents and records as set out in the affidavit of Shelley Connolly, Deputy Clerk, sworn to the 14th day of April A.D., 2022, are to be forthwith destroyed.

Communications

No communication of this issue is required.

AFFIDAVIT OF DEPUTY CLERK

IN THE MATTER of the Destruction of Records and Documents of the Region of Queens Municipality

I, Shelley Connolly of Greenfield, in the Region of Queens Municipality, Province of Nova Scotia, make oath and say:

1. THAT I am the Deputy Clerk of the Region of Queens Municipality;
2. THAT I have personally examined each of the documents and records listed on the pages of Exhibit "A" attached to this my affidavit;
3. THAT I have initialled, simultaneously with the swearing to this affidavit, both the bottom and top of each page of the list attached as Exhibit "A";
4. THAT to the best of my knowledge and belief, the destruction of the documents contained on said list complies with the provisions of the Region of Queens Policy in effect at this time, regarding the destruction of certain records of the Region of Queens Municipality;
5. THAT, to the best of my knowledge and belief, the listed documents are of no further use or value to the Council, staff, ratepayers or residents of the Regional Municipality.

SWORN TO at Liverpool
In the County of Queens,
Province of Nova Scotia, this 14th
Day of April A.D., 2022.

Deputy Clerk

A Commissioner of the
Supreme Court of Nova Scotia

REGION OF QUEENS MUNICIPALITY

RESOLUTION OF COUNCIL

BE IT RESOLVED that the said documents and records as set out in the affidavit of Shelley Connolly, Deputy Clerk, sworn to the 14th day of April A.D., 2022, are to be forthwith destroyed.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Region of Queens Municipality duly held on the 26th day of April, A.D., 2022.

GIVEN under the hand of the Deputy Clerk and under the corporate seal of the said Region of Queens Municipality this 27th day of April A.D., 2022.

Deputy Clerk

EXHIBIT "A"

Boxes in Basement

Box 1

Residential Taxes – 1978-1983 (A-W)
(Residential & Resource)

Box 3

Residential Taxes – 1978-1983 (A-Z)

Box 5

Residential Taxes – older than 6 years

Box 7

Residential Taxes – older than 6 years

Box 9

Residential Taxes

Box 11

2001 Assessment Rolls

Box 13

2007-08 Assessment Rolls

Box 15

1988 Assessment Rolls

Box 17

2010 Assessment Rolls

Box 19

1989-90 Assessment Rolls

Box 21

1996 Assessment Rolls

Box 23

1987 Assessment Rolls

Box 25

1992 Assessment Rolls

Box 2

Commercial & Residential Taxes – 1978-1983 (A-Z)

Box 4

Residential Taxes – 1978-1983 (A-L)

Box 6

Residential Taxes – older than 6 years

Box 8

Residential Taxes – older than 6 years

Box 10

2000 Assessment Rolls

Box 12

2007 Assessment Rolls

Box 14

1989,90,93,95,96,99 Assessment Rolls

Box 16

1994-95 Assessment Rolls

Box 18

2002-03 Assessment Rolls

Box 20

1997-98 Assessment Rolls

Box 22

1993 Assessment Rolls

Box 24

1986 Assessment Rolls

Box 26

1991 Assessment Rolls

Box 27

1984-85 Assessment Rolls

Box 29

1992/93/94/95 Tax Certificates

Box 31

1985/86/87/88 Tax Certificates

Box 33

Cheque Requisitions 2009-2014

Box 35

Payroll 2009

Box 37

Payroll 2009

Box 39

Journal Entries - April 7/11 – Mar. 21/13

Box 41

Payroll Deductions – Jan/2013-Dec/2013

Box 43

Payroll July 2007-Dec. 18/08

Box 45

Payroll Jan. 1/14-Dec. 31/14

Box 47

Payroll – Jan.1/12-Dec.31/12

Box 49

Payroll – 2010-2013

Box 51

Tax Sales – 1990-1994

Box 53

Tax Sales – 1965-1986

Box 28

1982-83 Assessment Rolls

Box 30

Works Timesheets – 2000-2005

Box 32

Tax Bills – 2004/05

Box 34

Purchase Order Books – 2012/13

Box 36

Payroll 2009

Box 38

Payroll 2009-2011

Box 40

Payroll Deductions 2011/12

Box 42

Advice Slips – Mar 10/11-Mar. 22/12

Box 44

Advice Slips – April 4/13-Mar. 20/14

Box 46

Hillsview Acres Time Cards - Jan.1/11-Dec.31/14

Box 48

Payroll – 2008-2010

Box 50

Payroll – Jan.1/11-Dec.31/11

Box 52

Tax Sales – 1937-1964

Box 54

Tax Sales – 1995-1997

Box 55

Payroll – Oct. 1/04-Dec.31/05

Box 57

Payroll – Aug. 2/07-Mar. 31/08

Box 59

Payroll – 2007-2008

Box 61

Payroll 2005

Box 63

Payroll 2005

Box 65

Payroll 2007

Box 67

Payroll 2008

Box 69

Payroll 2010

Box 71

Payroll 2014

Box 73

Payroll 2008-1013

Box 75

Payroll 2015

Box 77

WCB/Receiver General/Approvals
Aug. 26/10-Mar.21/13

Box 79

Deed Transfers – Aug.-Dec.1996
Oct.-Dec.1998

Box 56

Payroll – June 1/06-Oct. 26/06

Box 58

April 1/08-Nov. 28/08

Box 60

Payroll 2004-2006

Box 62

Payroll 2005

Box 64

Payroll 2007

Box 66

Payroll 2007

Box 68

Payroll 2008-2009

Box 70

Salary – 2004-2005

Box 72

Payroll 2013-2014

Box 74

Payroll 2010

Box 76

Payroll 2010 – Jan.-Dec.

Box 78

Advice Slips – April 5/12-Mar.21/13

Box 80

Deed Transfers – Jan.-Aug.1996

Box 81

Payroll – 2008-2009

Box 83

Taxi Files – 2010-2012

Vending Files – 2011-2012

Box 85

Purchase Order Books – 2014-2015

Box 87

Purchase Order Books – 2016

Box 89

Purchase Order Books – 2015

Box 91

Purchase Order Books – 2016-2017

Box 93

Purchase Order Books – 2018

Box 95

Purchase Order Books – 2013/14/15

Box 97

Purchase Order Books – 2012

Box 99

Purchase Order Books – 2012-2015

Box 101

Year End - 2003/04 & 2004/05

Box 103

Jail Records – 1992-93

Box 105

Water Utility – Invoices Returned
2003-2010

Box 82

Payroll – April 1/11-Mar.31/13

Box 84

Purchase Order Books – 2017-2018

Box 86

Purchase Order Books - 2013

Box 88

Purchase Order Books - 2017

Box 90

Purchase Order Books – 2015-2016

Box 92

Purchase Order Books - 2018

Box 94

Purchase Order Books - 2018

Box 96

Purchase Order Books – 2013-2014

Box 98

Purchase Order Books -2011-2014

Box 100

Purchase Order Books – 2013-2015

Box 102

Assessments/Pre-Tax Sale – 2004-2005

Box 104

AAN-PID Match Project – Sept./06 – Jan./08

Box 106

Stats Reports – 1998-2003
Tax Certificates – 2002-2004

Box 107

Tax Bills Returned - 2003-04/04-05/05-06/06-07

Box 109

Deed Transfer Tax – 1993-1994

Box 111

Deposit Sheets – Dec./11-Dec./12

Box 113

Returned Tax Mail – Bills & Collections
2014-2015 & (A-Z) 2016-2017

Box 115

Deed Transfer Files – 2011 – Mar. 2014;
Mortgage Info – 2014

Box 117

Finance Purchase Orders – 1986

Box 119

Telebanking – April 1/13-Jan.31/14

Box 121

Year End – 2013-2014

Box 123

Sunlife/Staffing/Stats Can/Sewer/ 1997-2007

Box 125

Pension Committee Meetings – 1998-2009
Staff Management Meetings – 2006-2010
Joint Occupational Health & Safety Meetings
2006-2010
Parking Ticket Letters – over 60 days – 2009-2010

Box 126

Year-End – 2013/14

Box 128**Box 108**

Deed Transfer Tax – Nov.07/Dec./08

Box 110

Assessment Rolls - 1990

Box 112

Work Orders – 2007-2015

Box 114

Finance Budgets – 1991/92/96/2000/2001
Old Municipal Building – 1988 (sale)

Box 116

Year End – 2012/13 & Mar.31/17
Richard Skelhorn

Box 118

Telebanking- Fiscal Year – 2014-2015
April-Aug. 2014

Box 120

RQM Receipts – April 1- June 26 – 2013-2014

Box 122

Purchasing Requisition Forms - 1987

Box 124

Financial Statements -1970-2014

Box 126

Clippings – 2007/08/09
False Alarms – 2008/09
Tool Box Mtg. Books – 1999-2009
Tool Box Mtgs. – 2007/08

Box 127

Bank Interest – HST – April 2014-Mar./2015

Box 129

Budget – 2013/14 – 2014/15

Box 130

RQM Receipts – April-June 24/2014

Box 132

RQM Receipts – Fiscal Year – 2013/14

Box 134

RQM Receipts – June 27-Oct.22/14

Box 136

Mortgage Information – 2013; Tax Exemptions 2013;
Tax Certificates 2013/2014

Box 138

Hillsview Acres – April 2014-Mar. 2015

Box 140

Daily Deposits – June 10/14-Mar.31/15

Box 142

Deposits – 2012/2013-14/2014-15 – Queens Arena
Deposits – 2010-11/ED&T Deposits 2014/15

Box 144

Solid Waste – June/15-Mar./15

Box 146

Tax Clerk – Year End – 2001-2014

Box 148

Accounts Payable – Operating – 2013-2014 (L-M)

Box 150

QPEC Deposits – Arena Schedules Dec./13-Jan./14

Box 152

Solid Waste – April 1/13-Sept./13

Box 154

Bank Statements – April 1/14-Mar.31/15

Box 131

Infrastructure Journals – May 1/13-Mar.31/15

Box 133

Appeals – 2006-2013

Box 135

Bank Interest – HST – 2013/14

Box 137

Accounts Payable – Operating – 2013-2014
(C-G)

Box 139

Accounts Payable – Operating – 2014-2015
(H-K)

Box 141

Telebanking – Sept./14-Mar./15

Box 143

Accounts Payable – Operating – 2014/15
(Mi-O)

Box 145

Deposits – Apr. 2014-Mar.2015

Box 147

Hillsview Acres – April 1/13-Mar./14

Box 149

Billing files – Fiscal Year – 2013/14

Box 151

Accounts Payable – Operating – 2013/14
(R-Sm)

Box 153

QPEC Deposits – Oct./14-Mar./15

Box 155

Solid Waste – Sept./14-Dec./14

Box 156

Daily Deposits – July 4/13

Box 158

Accounts Payable – Operating 2013/14 (B-C)

Box 160

Direct Deposits & Telebanking – April1/13-Mar.31/14

Box 162

Accounts Payable – Capital – 2013/14

Box 164

Budgets – 2013/14

Box 166

Accounts Payable – Operating – 2013/14 (So-T)

Box 168

Accounts Payable – Operating – 2013/14 (U-Z)

Box 170

Hillsview Acres – Miscellaneous 1995-2013

Beach Meadows Beach – 1991-2004

Astor Theatre – Town Hall Sprinkler System – 2014

FCM Taskforce on Softwood Lumber – 2001-2003

Department of Transportation – Roads Upgrading – 1998-2003

Applications for Employment – 2001 – 2018

Municipal Statistics Annual Report - 1998

Box 171

South Queens Junior High – Site Selection Team – 2010

South Shore Regional High School – 2011

South Shore District School Board – Submission to URB – 2004

School Issues

Port Mouton School – 1996-1998

Daily Deposit Books – 2010-2015

Box 157

Solid Waste – Oct./13-Mar.31/14

Box 159

Accounts Payable – Operating 2013/14 (H-K)

Box 161

Accounts Payable – Operating – 2014-15 (A-Bell)

Box 163

Bank Requisitions – April/13-Mar./14

Box 165

Accounts Payable – Operating – 2013/14 (N-Q)

Box 167

Accounts Payable – Operating – 2013/14 (A-Be)

Box 169

Accounts Payable – Operating – 2014/15 (S)

Proposal/Tender Calls – 2000

Court House – 1995-2004

Dewolfe Memorial Library – 1996-2007

Department of Transportation – 1996-2011

Forms – 1997

North Queens Rural High School – 2004-2006
Liverpool Regional High School – 2004-2010
Dr. John C. Wickwire Academy – Sidewalk – 2003

Lands – Forestry Woodland – 1997-2005

Lands - Region Owned – Misc. – 1996-2003

Region Facilities – Town Hall/Sherman Hines – 1996-2005

Landfill Site Deed – 1997

Landfill - 2005-2009

Box 172

Land – Miscellaneous – 2002

Legal – Rikjak (Landfill Facility) – 1999

Insurance Proposals – 1999

Legal – Tax Deeds – Marketable Titles – 2003

UNSM – Spring Conference – May 9-11/12

Legal – Patrick Oickle – 2010

UNSM – Fall Conference – Sept. 18-21/12

Legal – 50 Queens Place Drive – 2012

UNSM – Fall Conference – Nov. 1-4/11

Legal – McInnes Cooper – 2009

UNSM – Spring Conference – May 11-13/11

Legal – Peter McInroy – 2003

74th FCM Conference – June 3-6/11

Legislation – Municipal Government Act – 2000

FCM – 2011

Municipal Associations – Roles & Responsibilities - 2010

UNSM – Spring Conference – April 29-30/10

UNSM – Fall Conference – Oct. 26-29/10

UNSM – Spring Conference – May 8-9/08

FCM – Spring Conference – May 30-June 2/08

AMA – 2008

UNSM – Spring Conference – May 10-11/07

FCM – Spring Conference – June 1-4/07

Box 173

Registry of Deeds – 1998-2002

Order of Nova Scotia – 2004

Nova Scotia Power Inc. - 1997-2009

Service NS & Municipal Relations – 2003-2013

Premier Correspondence – 2004-2012

NS Utility & Review Board – 1998-2007

Agriculture & Fisheries – 2000-2009

Community Services – 2009

Economic Renewal Agency – 1996-1997

Department of Education – 2004-2007

Department of Environment – 2003-2010

Department of Finance – 1999

NS Gaming Corporation – 2003-2011

Georges Bank – 1998-1999

Department of Health – 2000-2012

Housing Authority – 2001-2010

Housing & Municipal Affairs – 1992-2007

Human Resource – 1997

Department of Labour – 1996-2010

Department of Natural Resources – 2000-2009

Box 174

Carters Beach – 1995-1998

UNSM Fall Conference – Sept. 17-20, 2008

UNSM Fall Conference – Nov. 4-7, 2009

Cemeteries – Kempt, Mill Village – 1998

Government of Canada Building – 2000

Sale of Property – Oliver Whynot – 1990-1995

Vested Properties – 1981-1985

Hines Museum – 1998-2002

Tupper Park – Milton – 2005-2006

C.N.R. - 1994

Box 175

Land Issues & Transfers – 1994-2009

Land Issues – Sobeys – 2000-2002

Legal Issues:

Edward Street, Milton - 2009

Gold Mines – Mill Village - 1986

NSP – Milton Weir – 2009

Expropriation of Property – Non-Residents – 1997

Judgements – 1994-2000

Legal Opinions:

Municipal Tourism Department – 1989

Electronic Recording of Public Meetings & Hearings – 1989

Councillors' Abstentions From Voting – 1989

Electronic Recording of Council Proceedings - 1989

Enforcement of Rules of Order – 1989

Municipality – Gun Control – 1988

Legislation to Allow a Municipal Unit to spend monies on Recreation Programs – 1988

Sale of Real Property – 1988

Municipal Powers to make Grants to Sporting & Recreation Groups – 1988

Board of Health and Waverley Whynot – 1988

Honorariums & Remunerations Bylaw No. 6 – 1988

MP Correspondence - 1999-2009

R.D.A. – 2004-2013

UNSM Fall Conference – Nov. 6-9, 2007

UNSM Spring Workshop – May 14-15, 2009

UNSM Correspondence – 2007-2008

Pitts Property – 1997-2002

Sale of Properties – 1997-2000

Royal Canadian Legion – 2005-2011

ACOA – 2001-2009

Queens County Museum – 1998-2010

Thomas H. Raddall Park – 1998-2011

Proposed Loan by Municipality to Greenfield Recreation Society – 1988
Status of Resolutions re: Milton/Brooklyn Sewage – 1987
Municipal Appointees to District School Board replaced prior to expiration of term of office – 1987
Kimberley Williams and Social Assistance – 1988
Social Assistance Committee – Contributions from family members for the care of relatives – 1987
Queens District School Board Resolution of Sept. 9/87 re: Budget Speculation
Grant to Queens General Hospital – 1987
Brooklyn Area Rate - Bowater Mersey Agreement – 1987
Proposed Borrowing, Village of Brooklyn – 1987
Liability of Councillors as Directors & Justice of the Peace – 1987-1990
IBEW Local 1928 – Blue Cross Union Issue – 2005
Miscellaneous Legal Opinions – 1987
CNR Property – re: Loan Mortgage – 1995
Conflict of Interest – 1987-2000
Eligibility to Serve as Councillors not on Committees – 1996
Liability of Firewards and Firemen – 1985
Qualifications of Provincial Appointees to School Boards – 1988
Loans to Fire Departments – 1990
Sale of Property – 1994

Property Owner Agreement – 1989
Regulation of Animals Bylaw & Bylaw Respecting Dogs – 1990
Revision of Municipal Bylaw Regarding Barking Dogs – 1990
Sample Letter re Encroachments – 1991
Sale of Property for Non-payment of Taxes – Smith – Port Mouton – 1991
Old Right of Way Allotments in The Township of Liverpool – 1992
Legislative Authority for Tax Write-Offs – 1992
Matter of Council Motion to Depose Warden from office – 1992
Establishment of a Waste Water Management District – 1993
Judgements – 1994
Settlement - Randall Moreau – 1995
Tax Sale Procedure – Assessment Act. 157 (2) – 1988
Disclosure Obligations – 1997
Section 71, Queens Act – 1997
Residence Requirement – 1998
Tax Sale Purchase – RQM – 2000-2001
Area Rate – Brooklyn Cemetery Committee – 2002
Sick Leave & Holidays – 2003
Danny Seaman Ballfield – 2003
Building Permit – Emily & Harland Turner – 2003
Occupational Health & Safety Act Charges – Robert Cashman – 2003
Queens Fitness Centre – Request for Loan – 2004
Recycling Facility – New Hires – Medical Certificates – 2005
Privateer Landing Condos Ltd. – Ken Anthony – 2006

Administrative Policy 5 – 2006
Protection of Property Act – QPEC – Vandalism Report – 2013
Chandler’s Funeral Service Ltd. – Full & Final Release - 2014

IBEW Local 1928 – 2007-2010

IBEW Grievances - 1997-2014

Legal Services – RFP – Submissions – 2013

Box 176

Parking Tickets – 2010-2013

Year-End Accident Reports:

2006-07; 2007-08; 2008-09;
2009-10;2010-11; 2011-12;
2012-13; 2013-14; 2014-15;
2015-16; 2016-17; 2017-18;
2018-19

Box 177

Employee Personnel Vacations – 2017-18

Tool Box Meetings – 2015; 2016; 2017; 2018

Joint Occupational Health & Safety Minutes – 2017-18

False Alarms – 2011; 2012; 2013

Accident Investigation Reports – 1997-2010; 2004-2013

Box 178

Summer Reports/Evaluations – 2008

Registration Sheets - 2008

Community Directory Updates – 2008-09

2020 Program Registrations

2019 Program Registrations

2018 Program Registrations

2017 Program Registrations

2016 Program Registrations

2015 Program Registrations

Men’s Basketball – Fall 2014

Privateer Farmers Market – 2015

“Nice” Miscellaneous Letter – 2009

Summer Flyers – Historical

Box 179

Facility Development Assistance Applications

Group Travel Request

Volunteer Training Grant

Sport Travel Grant

Community Recreation Grant
Tournament Assistance Grant
Volunteer Training Grant
Community Recreation Grant
Facility Development Assistance Applications

Facility Development Assistance Applications
Facility Development Assistance Applications
Sport Travel Grant
Community Development Assistance Grants
Facility Development Assistance Applications – Major

Box 180

Planning Assistance Grant – 2004
Focus Group Training – 1999
Incorporating a Society – 1999
Community Health Board
Lunenburg County Minor Football – 2006
Lunenburg/Queens Minutes – 2006

Lunenburg/Queens – Memorandum of Ass. – 1994
NQ Properties – Maintenance & Agreement – 2004

Milton Canoe & Camera Club
Kinsmen Field Lease – 2000
Ice Rental Survey – 2005
Ron's Trophies & Signs – 2008
Queens Memorial Arena
Green Mobility Capital Grants Program – 2007
Provincial Sport Plan – 2006
Recreation Planning Process – 2005

Trails – 2007
Live Well in Motion – 2006
Continuity Planning – 2006
Safe Communities Coordinator Job Desc. – 2006

Freedom of Information
Queens Memorial Arena: Fall Arrest – 2004
Healthy Organization Handbook – 1992
NQAC – Operations – 2004
Lunenburg/Queens By-Laws – 2005
Lunenburg/Queens – Audited Financial Stn – 2000

MAAA – 2003
Milton Canoe & Camera Club – Canoe Development
Transfer of Little League Field to LBC – 2005
Kids on the Move Program – 2000
Privateer Days
Carters Beach – 2008
Garbage Receptacles – 2007
Tools for Tolerance Workshop – 2006
Volunteer Website – 2005
Queens Interagency Working Group for Far – 2006
South Shore Work Activity Program – 2007
Dragon Boats – 2006
Live Well in Motion – 2006/07
Planter Maintenance - 2005

The Cost of Physical Inactivity: QPI Report – 2004

NQAC – Registration & Waivers

Box 181

Utility Trailer – Permit – 2005

Photocopy Reports – 2006+

Summer Staff Applications – 2005

Rhododendron –RUN – 2006

Strategic Planning

Thank You Letters – 2005

Letter of Authority – DNR – 2002

Safety Program – OHS Act – 1996

Safety Program – JOSH Committee Minutes – 2005

Senior Citizens – 2006

RCMP Musical Ride – 2003

Rails to Trails – 1996/97

Queens Memorial Arena Assoc. Presentation – 1999

Ladies Softball League: Indemnities – 2008

Performance Review Form

Park/Property Inventory: NSSRC Grant – 2000

Frank Lake Subdivision – 2004

Community Asset Building

Volunteer Protection Act: Bill #98 – 2002

Accessibility: RQM Properties – 2002

Constructive Conflict Resolution – 1999

Canadian Parks & Recreation – 2002

Copyright Information – 2002

NQAC Finances – 2004

Hirtle Road Lease – 2006-2012

Program Waivers – 2013

Website: Ensuring Your Website Works For Your Municipality – 2002

Carroll Baker – 2005

Website: Volunteer Section – 2006

2009 Celebrations – 2004

Trail Development – 2000+

Safety Program – Training Records – 2004

Safety Program – Toolbox Meetings – 2005

Safety – General Info – Safe Kids Foundation – 2005+

Special Occasion License Application – 1998

Results Based Planning- 1997

Queens Memorial Arena – 2006

Community Signs: Public Feedback – 1999

Baseball Indemnities – 2008-2011

Packet Playground – 2005

Orienteering Maps: Nature Walking Trails – 2004

Coastal Communities Network – 2006

Community Development Committee

Building Our Community Fair – 2002

Nova Scotia Diving Association – 2002

Dance Nova Scotia – 2002

Creating Play Environments- 2002

Correspondence – 2000

Event Management/Planning – 1988

Effective Organization Sessions -

Recreation & Community Facilities Committee
Correspondence – 2001

Eagle Head Wharf & Breakwater Assoc. – 2001

Building Code: Disabilities

Get More From Your Meetings

Greenfield Cenotaph: Maintenance Agreements
2006-2017

Boy Scout Camp Grant – 2001

Box 182

Provincial Capital Assistance Program – 2011
(Municipal Septage Transfer Station)

Grants in Lieu of Taxes – 2015

Annual Expenditure Report NS Gas Tax
2011, 2012, 2013, 2014

Bowers Lateral Hook Up – 2015

Miscellaneous Folder Jen – 2014-15

Bowater Agreement – 2012

R Fraser Construction (Small Claims Court)
2001, 2002

NS Municipal Finance Corp. Loan
2011,2012,2013

Capital Investment Plan (Five Year Plan) 2014/15

Box 183

Employee Salary List – 2003

Water Utility Year End – 2012

ACOA – 2009

Bank Interest Daily – 2003, 2004

Balanced Accounts – 2001/02

Lawrence Buchanan Dev. Agreement – 2000

Registry of Deeds Lease – 2001

Tender for MRF Contract - 2000

Box 184

Proclamation, Resolution

Lease – Municipality of the County of Queens – Queens District School Board

Public Property

Conveyance – Bangscote Club Limited and C. Arthur Robart and Walter W. Freeman

Dept. of Social Services

Order (to appoint Guardian of the Estate) In the Matter
of an application for the appointment of a Guardian of
the Person and Estate of Arthur Lemuel Smith under the
Provisions of the Incompetent Persons Act and the Public
Trustee Act

Wood Lands File

Boland-Indenture – Grover Boland and Dorothy Mae
Boland – and – Nelson Kent Boland and Elizabeth Ann Boland

Municipal Land Transfer Tax Bylaw

UNSM

Indenture – Municipality of the County of Queens and
Multitech Communications

Solicitor's Letter

Quotation/Product Sale Agreement – 1982-83
Municipality of Queens County and Texaco
Canada Inc.

Warranty Deed – 1908 – Owen Morreau of
Mill Village to Mary Ann Morreau

Warranty Deed – 1908 – William Morreau to
Owen Morreau

Warranty Deed – 1945 – Owen Morreau to
Lottie Morreau

Easement and Plan – 1951 and 1952 – Owen
Munroe to The Nova Scotia Power Commission

Quite Claim Deed – 1954 – Howard Morreau,
Dorothy Freeman, Hazel Harris, Cecil Morreau,
Elva Dagley and Maurice F. Morreau, Heirs of
the late Lorrie Morreau to Owen Morreau

Warranty Deed – 1966 – Owen Morreau to
Owen Morreau and Howard L. Morreau, as
Joint Tenants

Warranty Deed – 1972 – Owen Morreau,
Howard L. Morreau et ux Kathleen Ruth
Morreau to Nancy McNutt

Warranty Deed – 1975 – Nancy McNutt to
John K. Pirie

Will – 1969 – John Kenneth Pirie

Warranty Deed – 1976 – R.H. Richardson
to Patrick Downs et us Elizabeth Downs

Mortgage – 1976 – Patrick L. Downs and Elizabeth Sears to Bank of Montreal

Quit Claim Deed – 1981 – Patrick Downs and Elizabeth Downs to Patrick Downs

Financial

Dept. of Transportation

Quit Claim Deed – Municipality of the District of Queens and Minister of Transportation

Special Reserve Borrowing

Daury, Osborne

Indenture – 1983 – Municipality of the County of Queens and Osborne Daury

Mortgage – 1974 Osborne Daury and Muriel Daury and Municipality of Queens

Indenture – 1971 – Osborne Daury and Muriel Daury and The Royal Bank of Canada

Indenture – 1971 – Roy C. Theriac and Lynda Mae Theriac and Osborne Daury and Muriel Daury

Agreement – 1971 – Osborne Daury and Muriel Daury and Municipality of the County of Queens

Town Hall, Heating System

Planning, King Street, Eugene Ingram

Indenture – Edith Seamone and Eugene Ingram

Award – re Lands of Eugene Ingram and The Towns Incorporation Act – Town of Liverpool

Lawrence Street Extension

Bankruptcy Claims

Indenture – Cecil Everett Whynot and The Trustee

Road Dispute – Beach Meadows Beach

Photocopies of Deeds

Debenture

Background Information Public Hearings Regarding
Alternate uses of the Woods Property

Unightly Premises – 1981 – Mrs. Alberta Fish and The
Citizens of Greenfield, including the Greenfield and
District Fire Dept.

Rails to Trails

Indenture – B. Wayne Hanely and Nancy Hanley and
The Bank of Nova Scotia

Indenture – Wilfred Luc Richard and Jessie Elizabeth
Richard and Neil Mosher

Mortgage – Stephen B. Williams and Carolyn F.
MacDonald and The Bank of Nova Scotia

Warranty Deed – Eugene S. DeRushie and Madeline
McConnell and Stephen Williams and Carolyn
MacDonald

Indenture – Stephen B. Williams and Carolyn F.
MacDonald and The Bank of Nova Scotia

Indenture – Stephen B. Williams and Carolyn F.
MacDonald and Scotia Mortgage Corporation

Conveyance – Mosher & Rawding Limited and
Mosher & Rawding Enterprises Limited

Hillsview Acres – Smoke Detection System Installed

Facilities – Parks

Agreement – The Minister of Social Services and
The Social Services Committee

Agreement – Chandlers' Funeral Services Ltd. And
The Municipality of Queens County

Bill of Sale – Land to Liverpool Queens Development
Commission

Jason Kempton – Solicitor’s Correspondence and
Abstractions to Property

Agreement – Municipality of the County of Queens
And Jason Kempton

Box 185

Accounts Payable – Operating (C-G) 2014-15

Box 186

Receipts – Fiscal Year – 2014-15

Box 187

Water Bills – 2014-15

Box 188

Accounts Payable – Operating (Ber-CL) – 2014-15

Box 189

Accounts Payable – Operating (L-Me) – 2014-15

Box 190

Solid Waste Invoices – April/13 – June/15

Box 191

Solid Waste – April/14 – Aug./14

Box 192

Receipts – Oct. 23-Mar. 31 – 2013-14

Box 193

Telebanking – April 1/13 – Mar. 31/14

Box 194

Accounts Payable – Operating (T-Z) – 2014/15

Box 195

Accounts Payable – Capital – 2014/15

Box 196

Accounts Payable – Operating (P-R) – 2014/15

Box 197

Telebanking – April-Oct. – 2014/15

Box 198

RQM Receipts – Oct. 8/14 – Mar. 31/15

Fred Gordon Bursary Folder – 2002-2015

Ted Harlow Award Folder – 2002-2015

Box 199

Receipts – June 25-Oct. 7/14

Box 200

Telebanking – Nov./14 – Mar./15

Box 201

Agendas – Minutes – 2008-2013

Jennifer Keating's office

Box 202

Purchasing Requisition Forms – 1985-88

Box 203

HVA – Billings – 2010

Box 204

Tax Sales – 2007-2008

Box 205

HVA Billings – 2009; Grants to Orgs – 2009

Box 206

Current Daily Deposit Summaries – 2008-09

Box 207

Standard Life – 1997-98; Montreal Trust – 1996-97

Box 208

Fire Dept. Ins. RFP – 2011-12; Year End – 2009-10

Fire Dept. Info – 2012-13

Box 209

1995 F/S – 1998 Bowater Tax Agreement; 2005
Sunlife Changes; 2012 Pension Plan Agreement;
2005 Grant Applications; 1999-2001 Sewer

Box 210

Bank Statements – 1998-2015 – SAP Info, Sewer,
Service NS; Streetlights

Box 211

Deposit Books – Co. 4 – 2012

Box 212

1987 Assessment Roll; Fire Dept. Files – 1996-2005

Box 213

Insurance Policies – 2000-2010

Box 214

Statement of Estimates – 1993-2010; SW & Truck
Tenders 2003-2010; Equipment Reserve Info – 2002-2004

Box 215

Finance Cte. Mtg. Agenda & Notes – 2000=2001
Fire Dpt. Financial Statement Info – 1998=2007

Box 216

Bell & Grant – 1997; Frank Cowan – 1998; Labour
& Employment Books – 2005; Eckler Reports – 2005-07

Box 217

Council Mtg. Agendas – 2003-04

Box 218

Canteen Deposits (QPEC) – 2012; Deposits – Nov./12-Mar./13

Box 219

Solid Waste – Jan-Mar. - 2013

Box 220

Deposits – Mar-Dec. – 2013

Box 221

Payroll Journal Entries – April1/09 – Mar.31/11

Box 222

JOSH Agendas – 2007-15; Queens Daycare Assoc. 2007-08;

AMA 2008; Tangible Capital Assets 2008-09; Area Rates 2008-09;

Great West Life – 2011

Box 223

Deposit Sheets – Dec. 2011 – Dec. 2012

Box 224

Budget Sheets – 2011; HVA – 2007-08; Reconciliations – 2011;

2006 Trust Sheets; NQ Fiscal – 2001 – 2000-2010;

Misc. Papers – 2000-2010

Box 225

Infrastructure Federal Claim Summary (QPEC) – 2010-2013

Audit Plan – QP – 2013

Box 226

Council Agendas – Mar. 2013 – April 2014

Personnel Files to be shredded

1. Brian Baker	2009
2. Matthew Boudreau	2008
3. Amanda Chandler	2009
4. Joanne Colp	2009
5. Tanya Colp	2008
6. Karen Cooke	2009
7. John Croft	2008
8. Karen Dalby	2009
9. Brittany Davison	2008
10. Deborah Fiske	2008
11. Raymond Fiske	2008
12. Kaitlin Fralic	2008
13. Lisa Gallant	2009
14. Rose Gohier	2009
15. Yvonne Greer	2008
16. Kenneth Hatt	2009
17. Megan Hawkes	2008
18. Robyn Herman	2009
19. David Horne	2008
20. Joseph Joudrey	2008
21. Ann Langille	2009
22. Bev Lewis	2008
23. Anne MacDonald	2008
24. Sara-Beth MacLeod	2008
25. Sharon McQuarrie	2009
26. Curtis Maillet	2009
27. Mary McNeil	2009
28. Alison Rawding	2009
29. Tyler Roach	2008
30. Anne Marie Roy	2009
31. Jason Roy	2007
32. Anne Selig	2009

Personnel Files to be shredded

1. Terry A. Selig	2008
2. Maureen Sinclair	2008
3. Angela Smith	2008
4. Deborah Herman Spartinelli	2008
5. Vernon Sperry	2009
6. Wanda Spinney	2008
7. Gary Thorburne	2009
8. Roy Turner	2003
9. Lindsey Wamback	2009
10. Amos Wamboldt	2008
11. Cory Wamboldt	2008
12. Crystal Weagle	2009
13. Ella Whalen	2009
14. Jaime Whynot	2009
15. Nicholas Whynot	2002
16. Timothy B. Whynot	2009
17. Elizabeth Wolfe	2008
18. Amanda Zinck	2008
19. Jeffery Oickle	2006
20. Richard Oickle	2006
21. James Norman	2000

Region of Queens Municipality Staff Report

6.5

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: April 26, 2022

Re: Revised Municipal Planning Strategy and Land Use Bylaw

Background

The current Region of Queens Municipality Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) were adopted by Council on July 20, 2009. These planning documents apply to all lands within the boundary of the Municipality. Current policy under the MPS sets out that the planning documents be formally reviewed every 8 years. The process for reviewing the planning documents was initiated in 2018.

Municipal Staff and the Region's Planning Advisory Committee have worked closely with UPLAND Planning and Design Studio over the past 3 years on the preparation of a revised MPS and LUB which will guide, influence and manage positive change and development within the Region over the next ten + years. While the initial timeframe for the MPS / LUB Review project was anticipated to be approximately 18 months, COVID 19 has created a number of challenges in moving this project forward and has greatly extended our original timeline. The draft Municipal Planning Strategy and Land Use Bylaw were finally brought forward to Council for first reading on February 22, 2022.

Details

Section 205 (3) of the Municipal Government Act sets out that Council shall:

Before planning documents are read for a second time the council shall hold a public hearing.

Public Hearings were scheduled and carried out on March 22, 2022 (in-person) and on March 23, 2022 (virtual via Zoom) to provide opportunity for the public to make their opinions known respecting Council's intention to adopt a revised MPS and LUB.

Below is a summary of the input received; including those received at the in-person hearing, at the virtual hearing and by written submission; for Council to take into consideration in the planning document adoption process.

- Livestock operations "Hobby farms" not only provide food for families, but also educational opportunities for children to learn where their food comes from.
- Increasing cost of food is a great concern and ability to produce own food is essential. Food security.
- Queens is primarily rural in nature and farming is part of rural life and should not be restricted.
- Roosters are necessary when raising chickens.
- Fowl help control the tick population.
- Instead of regulating livestock, efforts should be directed toward educating the public on best practices.
- Household livestock calculation chart is not accurately based on science.
- Lack of consultation / communication with the public on the proposed documents. Many individuals cited only hearing about the planning review several days prior to the hearings.
- New regulations will restrict what a person can do on their existing parcel of land – prohibit development.
- RV use for 14 days in a calendar year is too restrictive.
- RQM is not a highly populated urban centre and we do not need to be overly regulated.
- Flexibility in the documents to change with the times.
- Use of RV parking sites, particularly in the Lakeshore Limited Development Zone should not be permitted.
- Duration of use of RV's should be limited. Potential safety concern.

- Are neighbours notified of new developments and subdivisions?
- Allowing home based businesses could increase traffic on privately owned and maintained roads.
- How are property owners notified if regulations make a property undevelopable?
- Public would like to see what the differences are between the current planning documents and the proposed documents.
- Proposed MPS and LUB fail to meet the economic, environmental and sustainable objectives and community character objectives of project terms of reference.
- There was a missed opportunity to merge municipality's economic development functions within policy of the MPS.
- Liverpool's downtown core area was not afforded any focused and distinct consultation opportunity.
- Economic efficient use of land, from a sustainability basis, seemingly falls short.
- The MPS does not focus on identifying and protecting sensitive and natural environmental assets.
- It does not appear that the planning process sought out comments and advice from Provincial and Federal Departments.
- Climate change considerations and introduction of new policy on how to manage future change are few in number.
- Permitted uses in established residential neighbourhoods may jeopardize quality of life of said areas and will lead to numerous and significant land use conflicts in the future.
- Promotion of higher density residential development in certain areas without proper planning attention to locational criteria, landscape design and building considerations will lead to a disjointed and piecemeal approach to these developments.

From the comments received during the public hearing process, there were a number of specific items which require direction of Council. Those items include:

- Restrict use of RV parking sites on basis of seasonal occupancy only. No habitation of RV's.
- Remove permitted use – *home based businesses, RV parking sites, small options homes, community centres and recreational uses* in the Lakeshore Limited Development (SL) Zone.


- RV's parked on a property and not located on an RV parking site for a maximum 14 days in a calendar year is too restrictive.
- Rezoning of PID's 70162862 and 70162896 to Resort (Re) Zone from Coastal Rural (R6) Zone – Western Head. (See attached Map 1).
- Rezoning of PID's 70133475 and 70126552 to Inland Rural (R5) Zone from Lakeshore Residential (SR) Zone – Labelle. (See attached Map 2).
- Livestock Operations:
 - *Fowl and Rabbits* – roosters requiring minimum of 1 acre and development permit.
 - Free range animals.
 - No household livestock in the General Residential (RG) Zone (current R2 Zone).

Council discussed the public hearings and the input received at its regular meeting held on April 12, 2022.

Recommendation

That Council of Region of Queens Municipality recommend the following changes to the draft Municipal Planning Strategy and Land Use Bylaw, as given first reading by Council on February 22, 2022:

- Limit the number of RV's able to be parked on a property at any one time to 2.
- Change the Future Land Use designation of properties identified as PID#'s 70162862 and 70162896 to Rural (RUR) in the Municipal Planning Strategy;
- Change the proposed zoning of properties identified as PID#'s 70162862 and 70162896 to Resort (Re) in the Land Use Bylaw;
- Change the Future Land Use designation of properties identified as PID#'s 70133475 and 70126552 to Rural (RUR) in the Municipal Planning Strategy;
- Change the proposed zoning of properties identified as PID#'s 70133475 and 70126552 to Inland Rural (R5);
- Increase the maximum number of fowl or rabbit permitted under Section 7.8.1 of the Land Use Bylaw to 10;
- Reword Section 7.8.1 (b) of Land Use Bylaw respecting enclosure of fowl and rabbits for clarity;

- 
- Permit household livestock operations in the General Residential (RG) Zone;
 - Change the minimum shoreline development setback reduction criteria on a marine shoreline to 15.2 metres (50 feet) from top of bank;
 - Add a new clause identifying a minimum setback distance of 30 metres (98.4 feet) of ordinary high water mark, where there is no identifiable top of bank on a marine shoreline;
 - Removal of 9.5.15 (b) of Land Use Bylaw respecting maximum number of typefaces and font sizes for signage in the Downtown Commercial (CD) Zone.
 - Minor changes in wording to improve clarity and form.

And That a public hearing be scheduled for May 17, 2022 at 6:30 p.m. at the Liverpool Fire Hall, 520 Main Street in Liverpool.

Region of Queens Municipality Staff Report

7.1

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: April 26, 2022

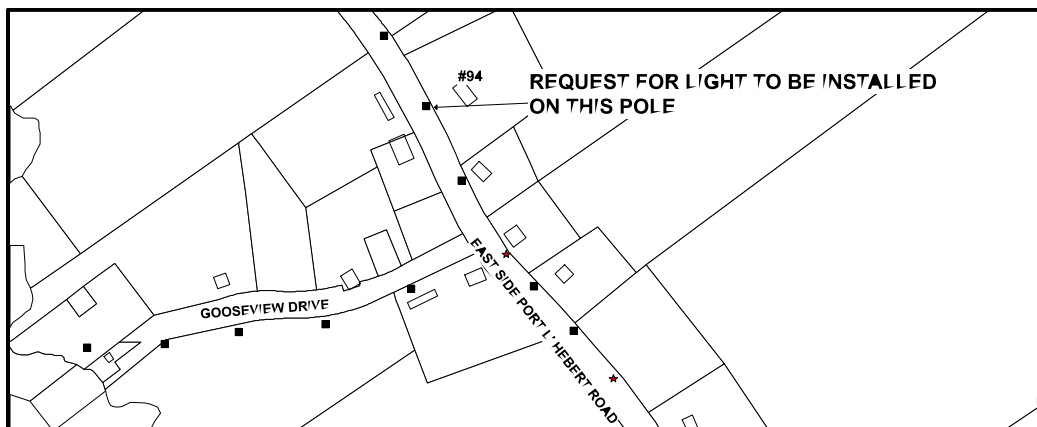
Re: Streetlight – East Side Port L' Hebert Road, East Port L' Hebert

Background

A request was submitted to the Planning and Development Department, through Councillor Muise and Mayor Norman, for the installation of a new streetlight on East Side Port L' Hebert Road in East Port L' Hebert. Refer to email attached as Appendix A.

Details

The request is for a light to be installed in front of civic # 94 East Side Port L' Hebert Road. Staff have reviewed the proposed location and unfortunately this does not conform to the spacing criteria of the Streetlight Policy, which is every fourth pole.



This being said; however, Clause 27.11 of the Streetlight Policy allows Council to consider additional lighting if dangerous circumstances dictate, at intersections or on Municipal property.

The resident has advised that the area is very dark and many local residents regularly walk along this stretch of road. As well, there is a blind hill in the vicinity of #94. Mayor Norman and Councillor Muise are familiar with this area and concur that the area is quite dark. They feel that a new light installed in front of civic # 94 East Side Port L' Hebert Road would improve the situation.

For Council's consideration.

Applicable Legislation

Municipal Operational Policy Number 27 – Streetlights.

Budget Impacts

Monthly recurring charge for the new light of approximately \$5.00.

Appendix A

From: Dorothy <
Date: Wednesday, March 30, 2022 at 5:35 PM
To: Darlene Norman <
Subject: Street light.

To whom it may concern.

My name is Dorothy Himmelman. I live at 94 East Side Rd. East Port L'HeBert. I would appreciate it if we could possibly get a street light installed just in front of my mom's home at 94 east side Rd. As it is a dark area where many of our community members find it hard to see the street. As well there is a blind hill that when one approaches it, it makes it hard to see any vehicles that maybe exiting driveways. As there is a driveway at the top of the blind hill. As well, my family members across the the street had to cut down their shrubs/bushes so they could see the street more, as they had to for safety reasons of being able to see up the street if any vehicles were coming. These were not shrubs/bushes that took away their view, but needed more clarity on the upper area of the street. Therefore it is very concerning for the seniors safely, as well as others. But seniors live on this part of the street and having the street light would give them the safety they need to drive after dark. I realize it doesn't fall into the 4th pole category of the municipality code, but please consider this for reasons of safety for our seniors as well as all residence who live in this area. I appreciate the time you are taking to consider this for our community. Thank you so much.

Dorothy Himmelman

Region of Queens Municipality Staff Report

7.2

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: April 26, 2022

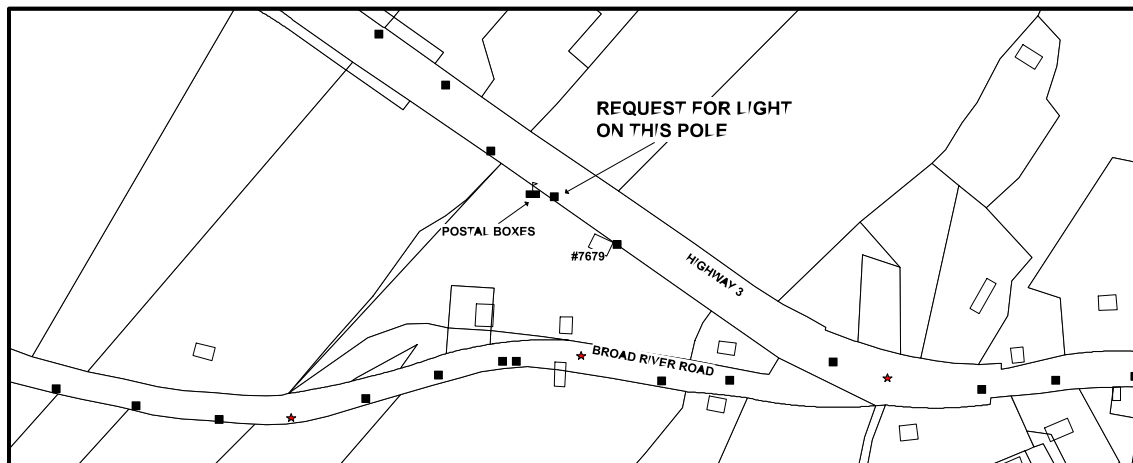
Re: Streetlight – Highway 3 in Broad River

Background

A request was submitted to the Planning and Development Department, through Councillor Muise, for the installation of a new streetlight on Highway 3 in Broad River.

Details

The request is for a light to be installed next to the community postal boxes on Highway 3 in the community of Broad River. Staff have reviewed the proposed location and unfortunately this does not conform to the spacing criteria of the Streetlight Policy, which is every fourth pole.



This being said; however, Clause 27.11 of the Streetlight Policy allows Council to consider additional lighting if dangerous circumstances dictate, at intersections or on Municipal property.

Councillor Muise has advised that the area is very dark and many local residents access the postal boxes after dark. There is a considerable amount of traffic along this stretch of highway and Councillor Muise feels that there is a safety concern for those stopping at the postal boxes. Several new utility poles have recently been installed in the vicinity of the postal boxes and Councillor Muise feels that a new light installed at the location indicated on the map above would reduce the safety concern.

For Council's consideration.

Applicable Legislation

Municipal Operational Policy Number 27 – Streetlights.

Budget Impacts

Monthly recurring charge for the new light of approximately \$5.00.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Mallory Plummer, Manager of Finance

Date: April 26, 2022

Re: February 22, 2022 Tax Tender Summary

Background

It was the intention of Finance Staff to hold a Tax Sale on Monday January 10, 2022 at the Liverpool Business Development Centre. Registration for the in person tax sale was more than anticipated, coming in at almost 180 registrants. This was the first time using the online platform "Event Brite", which was a huge success as it reduced the time Finance Staff spent on the phone taking registration details and during the height of Covid kept in person visits to a minimum.

As the Tax Sale date approached staff had to make the difficult decision to cancel the in person auction. It was a very difficult decision as we were one of the only Municipality's that held a Tax Sale (in person) in 2021, but public health measures were considered and ultimately the safety of the registrants and staff comes first. We notified all registrants via mass email from Event Brite of the change from auction to sealed bid, which closed on February 22, 2022.



Details

The Tax Tender list began with 14 properties. Three were removed prior to the Tender by paying off the account in full. From the remaining 11 properties all but one sold, which will be brought to Council prior to the next Tender.

Bids were submitted via email, mail or hand delivered and totaled 202 bids. The total amount RQM received from the Tax Tender on outstanding accounts was \$106,592.72 with \$32,238.66 paying off outstanding accounts and \$76,402.13 to the Tax Sale Surplus Reserve Account. Proceeds received from a tax sale property in excess of the taxes and costs outstanding are held in Trust for a period of 20 years, unless withdrawn by the previous owner through a court order. If the Supreme Court of Nova Scotia has not issued an Order directing the payment of the trust to a person with an interest in the land sold for taxes during this 20 year period, the amount is then to be transferred to the Capital Reserve Fund.


Tax Sales for 2022

Each year staff set a goal of holding three tax sales: one during each of the summer, fall and winter months. The summer tax sale has been mostly directed at seasonal areas.

This year a Tax Sale will be held in July, at the Liverpool Best Western. This venue is able to meet our needs for the amount of attendees, parking capabilities and ease for those out of town trying to locate it. Our preliminary list for this Tax Sale had 37 properties four of which have already been removed upon receiving a 30 day Preliminary Notice of Impending Tax Sale.

5 year History

The Total Uncollected Taxes as of March 31, 2022 is at the lowest amount outstanding. Of the \$9,332,507.54 billed on June 1, 2021 there is \$442,151.84 outstanding and \$205,865.67 outstanding in arrears balances. The table below illustrates the five year analysis of our Uncollected Taxes as of March 31. The high arrears total from earlier years comes from six years that no tax sales were held.



Year	Current Uncollected	Arrears Total	Total Uncollected	% of Total is Current	FCI for Uncollected Taxes
31-Mar-22	442,151.84	205,865.67	648,017.51	68.2%	(est.) 4.5%
31-Mar-21	445,170.67	395,221.11	840,391.78	53.0%	(est.) 5.0%
31-Mar-20	547,584.54	422,064.35	969,648.89	56.5%	5.50%
31-Mar-19	651,718.34	706,890.01	1,358,608.35	48.0%	8.30%
31-Mar-18	717,517.83	974,278.34	1,691,796.17	42.4%	12.60%



REGION OF QUEENS MUNICIPALITY

TAX TENDER RESULTS

Tuesday, February 22, 2022

Assessed Owner	Property Details	Minimum Bid	Successful Bid	To Surplus
Raymond Wilson Est	Eastern Shore Rd, Beach Meadows-Land	\$ 2,366.07	DVED FROM TENDER	
Troy Craig & Grant Thornton	Medway River Rd, Riversdale-Land	\$ 1,917.21	\$ 3,600.00	\$ 1,682.79
Eldon Collie Est	Hwy 8, Milton-Land	\$ 1,187.03	\$ 12,800.00	\$ 11,612.97
Werner Bohren & Rosemar	Austrian Rd, Port Medway-Land Lot 28	\$ 6,706.99	DVED FROM TENDER	
Sardar Jabbar	Eastern Shore Rd, Port Medway-Land Lot 4	\$ 978.26	\$ 12,399.00	\$ 11,420.74
Sardar Jabbar	Eastern Shore Rd, Port Medway-Land Lot 5	\$ 967.62	\$ 12,054.00	\$ 11,086.38
Graham Gaetz	9889 Hwy 8, Caledonia-Land & Dwelling	\$ 5,130.13	\$ 6,500.00	\$ 1,369.87
Matthew McClearn Est	Knowles Island, Liverpool-Land	\$ 818.24	\$ 1,987.00	\$ 1,168.76
Mark & Jo-Anne Pless	Port Medway Rd, Port Medway-Land Lot 2	\$ 2,062.97	\$ 4,199.99	\$ 2,137.02
Lawrence C Zong	66 Martin Rd, Harmony Mills-Land & Dwelling	\$ 1,729.67	DVED FROM TENDER	
Mary Ann Slauenwhite	Great Hill Rd, Brooklyn-Land	\$ 2,048.07	DID NOT SELL	
Steven & Jacqueline God	Alexander Dr, Brooklyn-Land	\$ 1,494.44	\$ 3,750.00	\$ 2,255.56
Halifax & South Western R	Port Medway Rd, Port Medway-Land	\$ 890.81	\$ 3,500.00	\$ 2,609.19
Charles Atkins & Tanya Mc	5753 Hwy 208, North Brookfield-Dwelling	\$ 3,941.15	\$ 35,000.00	\$ 31,058.85
		\$ 32,238.66	\$ 95,789.99	\$ 76,402.13

Region of Queens Municipality Staff Report

7.4

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: April 26, 2022

Re: Liverpool Business Development Centre HVAC Investigation


Background

In February, 2022, staff brought forward a report to Council requesting approval to hire DUMAC Energy Limited to conduct an assessment of the Liverpool Business Development Centre's roof top unit (RTU) for the facility's HVAC needs. This assessment by DUMAC recently took place and included a mechanical investigation of the unit and facility to assess the state of existing equipment, the facilities HVAC needs and deficiencies, and propose recommendations to upgrade if necessary. The cost of this assessment was \$10,750 plus HST.

Details

Over the course of the last two decades of operation the RTU at the facility has required numerous repairs, over and above what is considered normal maintenance. It has always been alleged that the existing unit is severely oversized for the local climate leading to premature failure of compressors, coils and other components.

Nearing twenty years of operation, the existing unit is quickly approaching its end of serviceable life, parts are becoming difficult and near impossible to acquire.



Two options were considered by the consultants which included one unit for the entire building or four units for the building to separate the HVAC system into zones. If the zones option is selected, there will be an estimated preliminary additional cost of about \$250,000 to create the walls and other requirements for the four different areas.

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

The independent assessment provides two options which range in cost from \$1,300,000 to \$1,500,000 plus HST. This excludes the additional costs noted above for the zoning option.

Direction

Staff is requesting direction from Council on how they wish to proceed with this matter.

Communications

No communications are required at this time.

Prepared by Dumac Energy Ltd.

Region of Queens Municipality– Call Centre HVAC Assessment

Prepared for Region of Queens Municipality



1.0 Introduction and Summary

Dumac Energy Ltd. was engaged by the Municipality of the Region of Queens (RQM) to undertake an assessment of the heating ventilation and air condition (HVAC) systems at the RQM Call Centre in Liverpool, Nova Scotia. The building is a single storey structure of approximately 31,500 sqft comprised primarily of office space and open office areas used as a call centre. A section of the East office area has been renovated into rental offices for a local accounting firm.

The buildings HVAC system utilizes electric baseboard for perimeter heat and a 130 Ton packaged roof top unit with R-22 refrigerant for ventilation and mechanical cooling. The distribution systems are zoned using variable air volume (VAV) terminal units with electric baseboard for re-heat. All of the systems observed are original to the building, have been in service for nearly 20 years and are no longer operating as per the design intent.

The RQM has identified concerns with the system including excessive maintenance and frequent replacement of major components such as refrigeration compressors. In addition, RQM reports ongoing operational issues with the Building Automation System (BAS).

An analysis of the building peak heating and cooling loads was undertaken using Carrier E-20 Hourly Analysis Program V5.11. This preliminary load estimate indicates a peak cooling load of approximately 90 Tons with the building at maximum calculated occupancy.

Two possible approaches for upgrade of the existing HVAC system were explored.

Option #1: Replace the existing unit with a single packaged roof top unit and provide a dedicated unit for the small rental space.

Option #2: Replace the existing unit with four new roof top units.

Option #1

This option replaces the existing unit with a new VAV packaged unit to serve the vast majority of the building, and a dedicated packaged roof top unit for the small rental space at the East end of the building. Upgrades to the distribution system include the addition of terminal reheat coils and new zoned distribution for the rental space. A new native BACnet BAS system is recommended for this option.



The Estimate of Probable Cost for Option #1 is:

\$1,300,000.00

Option #2 replaces the existing unit with four separate roof top units. Portions of the existing ductwork and VAV zone terminals could be retained in the East and West open office areas. New distribution ductwork and zone terminals would be required for the small rental space on the East End of the building. Ductwork, and other mechanical and electrical services within the central core, particularly in the Southern end, would need to be re-routed or replaced to accommodate the new air handling units and anticipated structural work. Return air from each unit would be ducted to the ceiling plenum of each compartment.

A new native BACnet BAS is recommended for this option.

The Estimate of Probable Cost for Option #2 is:

\$1,500,000.00

Option #2 is the recommended solution for this facility for a number of reasons:

1. The building has a diverse load profile with the potential for a highly variable occupancy.
2. A single unit failure does not jeopardize the operation of the entire facility.
3. More accurate capacity control.
4. Lower overall outside air quantities as outside air correction factors are not being applied to a single larger unit.

Please note that the estimates of probable cost are an order of magnitude only. More accurate costing could only be determined upon the completion of detailed engineering drawings. In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions, or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction costs. The estimates above make no allowance hazardous materials removals.

The estimates of probable cost do not allow for any required structural upgrades.

The construction industry is being impacted by escalating materials costs and scheduling delays daily. These order of magnitude costs provided are based on market information available today. In providing these opinions of probable cost the client understands that the consultant has no control over market conditions and the affects of COVID-19, inflation etc. on the costs of materials and labor.



2.0 Description of Existing HVAC System

Mechanical ventilation and mechanical cooling for RQM call centre is provided by an original Trane SXHGD135 variable volume packaged roof top unit. The unit has a nominal cooling capacity of 130 Tons (1,560 MBtu/hr) with R-22 refrigerant and consists of a supply fan sized to operate at 40,000CFM with inlet vanes for VAV control, DX cooling package with eight (8) compressors, 216kW electric heating coil, prefilters, 90-95% final filters and a power exhaust fan sized at 40,000CFM with modulating controls. See photo A1.

The HVAC distribution system is typical for a building of this nature and uses a ducted supply with VAV terminal units for each zone and common return air plenum. The VAV distribution for large open office areas is arranged with interior and exterior zones. The exterior zones utilize electric baseboard heaters for perimeter space heating and as a means of reheat during the summer months while the interior zones have no means of reheat. Smaller individual office spaces are served by dedicated VAV terminal units with electric baseboard for space heating and reheat. See photo A2 and A3.

A small section of the open office area at the East end of the building has been renovated into offices for a local accounting firm. The air distribution and zoning were not modified to suit the new renovated layout resulting in some spaces with no direct supply air for cooling or ventilation.

The system is equipped with a Dri-Steem VLC-75-5 electric resistance steam humidifier with a capacity of 214 PPH (pounds per hour). Steam is piped to distribution wands in the supply air ductwork. See photo A4.

Control of space temperature, VAV terminals and the roof top unit is provided by an original Trane Tracer Summit BAS with Tracer MP503 controllers. Each HVAC zone is monitored by a direct digital control (DDC) sensor with external adjustable setpoint. In the large open office areas, these sensors are suspended from the ceiling by the control wire. See photo A5 and A6.

Mechanical cooling for the server room is provided by a separate system comprised of four (4) ductless split air conditioning units. See Photo A7. An analysis of the server room and its HVAC systems is outside the scope of this study.

Exhaust fans are provided for washrooms and other point sources odor.



3.0 HVAC System Findings and Recommendations

The HVAC system is currently functioning however RQM have identified several operating deficiencies with the system.

The service records provided for the roof top unit indicate replacement of several major components within the past 10 years including all eight compressors, with still further compressor replacements thereafter, condenser fans, Thermal Expansion Valves (TXV) etc. A summary of the service undertaken since 2014 can be found in the appendix.

Dumac Energy spoke with the service company who maintains the roof top unit. They indicate there were operational issues with the economizer resulting in severe swings in building pressure. These pressure swings have reportedly resulted in doors slamming and jamming, which has lead them to disable the economizer. Without the availability of the economizer the unit is reportedly operating the compressors during the winter months to meet minimal cooling demands resulting in compressor short cycling and eventual failure. In addition, the unit would not be capable of supplying the quantities of outside air required by ASHRAE Standard 62 Ventilation for Acceptable Indoor Air Quality with the economizer closed.

The unit uses mechanically operated inlet vanes and modulating dampers to provide variable volume capacity control which is an antiquated approach and does not provide the level of control and energy savings available with modern equipment. The use of R-22 refrigerant has been phased out in new equipment for environmental reasons and is becoming more difficult and expensive to obtain for repairs to existing equipment. It is recommended that the unit be replaced.

Many of the HVAC zones use electric baseboard for reheat which results in inefficient blending of the room air, increased operating costs and occupant discomfort.

RQM staff indicate that there have been several operational issues with the BAS including difficulty in changing and managing setpoints. In addition, the BAS is proprietary and is a vintage which is no longer supported making expansion to accommodate new systems impractical. It is recommended that the BAS system be replaced.



4.0 HVAC System Ventilation and Cooling Load Analysis

An analysis of the building peak heating and cooling loads was undertaken using Carrier E-20 Hourly Analysis Program V5.11. Outside design conditions for cooling were based on 86°FDB/69°F WB to reflect the recent trend in warmer/humid conditions during the summer months. Interior cooling design conditions were based on maintaining 73°FDB during the summer months. Envelope and fenestration performance values were estimated from the original plans provided by RQM.

Building occupancy, with the exception of the East and West open office areas was calculated based on the default values found in ASHRAE Standard 62. RQM has confirmed occupancies for the West and East office spaces of 198 and 126 people respectively.

This preliminary load estimate indicates a peak cooling load of approximately 90 Tons with the building at maximum calculated occupancy.

Note that the load estimates are preliminary using equipment heat gain densities found in typical buildings of this nature. A more accurate estimate of equipment heat gains should be included during the detailed design phase.

A ventilation rate calculation was completed based on ASHRAE Standard 62 to determine the minimum quantities of outside air required. A Summary of the results of these estimates can be found in Table 1.0 of the appendix. The corrected outside air ventilation rate is determined by comparing the fraction of outside air to total air supplied for each zone. This analysis yields an estimated corrected outside air ventilation rate of approximately 11,260 CFM.

5.0 Recommendations for Upgrade

Two possible approaches for upgrade of the existing HVAC system were explored.

- Option #1: Replace the existing unit with a single packaged roof top unit and provide a dedicated unit for the small rental space.
- Option #2: Replace the existing unit with four new roof top units.



Option #1:

This option replaces the existing unit with a new variable air volume packaged unit (Estimated at approximately 80 Tons) consisting of variable volume return fan, mixing section, MERV-8 pre filters, MERV 14 final filters, DX cooling section, Electric heat section and variable volume supply fan. A unit with a full return fan is recommended in this instance to maintain proper building pressure control. The unit would be packaged with factory controls, including compressors and condenser sections. It is recommended that the unit be capable of BACnet integration with the proposed new BAS.

In this option it is anticipated that the majority of the ductwork could be retained. VAV terminal units would also remain however the controllers would be replaced with a new Native BACnet compatible equivalent. Given the diverse load profile it is conceivable that interior zones with higher terminal unit minimum positions may over cool, therefore terminal reheat is recommended. While using baseboard electric heaters can function as a means of reheat it is not preferred, therefore terminal reheat coils are recommended for each VAV zone.

A new electric steam humidifier with a humidification section and distribution wand installed either in the air handling unit (preferred) or in a water-tight section in the ductwork is recommended.

A dedicated roof top unit (estimated at approximately 10 Tons) is recommended to serve the small rental space. As part of this upgrade, the ductwork distribution should be reconfigured with a zone for each office space, common corridor and meeting room.

A key plan (Drawing M-1) illustrating the areas served by each unit can be found in the appendix.

As part of this upgrade a new Native BACnet building automation system is recommended to provide control of the roof top unit, VAV terminal units and zone temperature and humidification. The new systems would be capable of expansion and modification to suit future fit-ups. The BAS would be remotely accessible and would include an interactive front-end graphic of the system with the capability of making setpoint adjustments.

The Estimate of Probable Cost for Option #1 is: **\$1,300,000.00**

Note that this option will require partial removal of the ceilings in the central core and throughout other parts of the building to accommodate these upgrades. In addition, the



installation of new units may have a structural impact which should be accessed by a Structural Engineer licensed to practice in Nova Scotia.

Option #2:

This option replaces the existing single unit with four separate roof top units. There is the potential for a diverse load profile with a building of this nature as not all areas of the building are likely to be fully occupied at one time. For example, it is conceivable that the West or East open office areas may not be fully occupied concurrently. Although a single VAV system can accommodate this variability, spaces with no load would still operate at a minimum and may require reheat which increases operating costs.

The buildings configuration lends itself to separating the central core, East and West open office areas and the rental space on dedicated units. A key plan (Drawing M-2) illustrating the areas served by each unit can be found in the appendix.

Units for the East, West and central core would be similar to the configuration described in option #1. A smaller packaged unit with economizer and power exhaust is recommended for the rental space.

Due to the volumes of outside air required for the East, West and Central Core, each unit should be paired with a dedicated humidifier with distribution wands either located in the unit or in a section of watertight ductwork.

Portions of the existing ductwork and VAV zone terminals could be retained in the East and West open office areas. New distribution ductwork and zone terminals would be required for the small rental space on the East End of the building. Ductwork, and other mechanical and electrical services within the central core, particularly in the Southern end, would need to be re-routed or replaced to accommodate the new air handling units and anticipated structural work. Return air from each unit would be ducted to the ceiling plenum of each compartment. As with option #1 terminal reheat is recommended.

As these systems use the ceiling plenum as a return path, the area served by each unit would need to be compartmentalized by extending the wall separations full height.

It is recommended that the units be positioned over the central core of the building, preferably over the storage/washroom areas to minimize noise transfer into the occupied spaces. Silencers are recommended on the supply air and return connections to each unit to further reduce machine and air noise transfer through the ductwork.



As part of this upgrade a new Native BACnet building automation system is recommended to provide control of the roof top unit, VAV terminal units and zone temperature and humidification. The new systems would be capable of expansion and modification to suit future fit-ups. The BAS would remotely accessible and would include an interactive front-end graphic with the capability of making setpoint adjustments.

The Estimate of Probable Cost for Option #2 is:

\$1,500,000.00

Note that this option will require removal of the ceilings in the central core and throughout other parts of the building to accommodate these upgrades. In addition, the installation of units in new locations on the roof will have a structural impact which should be accessed by a Structural Engineer licensed to practice in Nova Scotia.

6.0 Conclusions and Recommendations

Option #2 is the recommended solution for this facility for a number of reasons:

1. The building has a diverse load profile with the potential for a highly variable occupancy.
2. A single unit failure does not jeopardize the operation of the entire facility.
3. More accurate capacity control.
4. Lower overall outside air quantities as outside air correction factors are not being applied to a single larger unit.

It should be noted that this option will require structural assessment to properly assist in placement of the units, and to advise on any potential reinforcing or structural modifications. It is recommended that a Structural Engineer licensed to practice in Nova Scotia be retained to undertake this assessment.

7.0 Electrical Systems

The original electrical drawings indicate a 347/600 VAC service entrance switchboard rated at 1400 amps. However, based on site observations, it appears that the main circuit breaker trip unit has been set for 800 amps. This setting agrees with the ampacity rating of the incoming secondary conductors as indicated on the original drawings.

The NSPI billing records for the last 12-month period indicate a historical peak electrical demand of 240 KW in February 2021.



Based on this, the current electrical service appears to have adequate capacity to support the additional HVAC loads as proposed in this report. This opinion on the electrical service entrance capacity should be re-evaluated once a decision has been made on the preferred option for the HVAC upgrade has been selected.

It appears that a portion of the HVAC system is connected to the Stand-by power system.

The Stand-by power system would need to be evaluated to ascertain its ability to connect additional HVAC equipment to the generator once a decision has been made on the preferred option for the HVAC upgrade has been selected.

Ceilings will need to be removed in parts of the building to accommodate the mechanical upgrades. The existing light fixtures will need to be removed, stored, and re-installed once the new ceilings are in place. Given the age of the existing fixtures, consideration should be given to upgrading the lighting with new LED energy efficiency luminaires.

Appendix



Photo A1: Existing 130 Ton Roof Top Unit

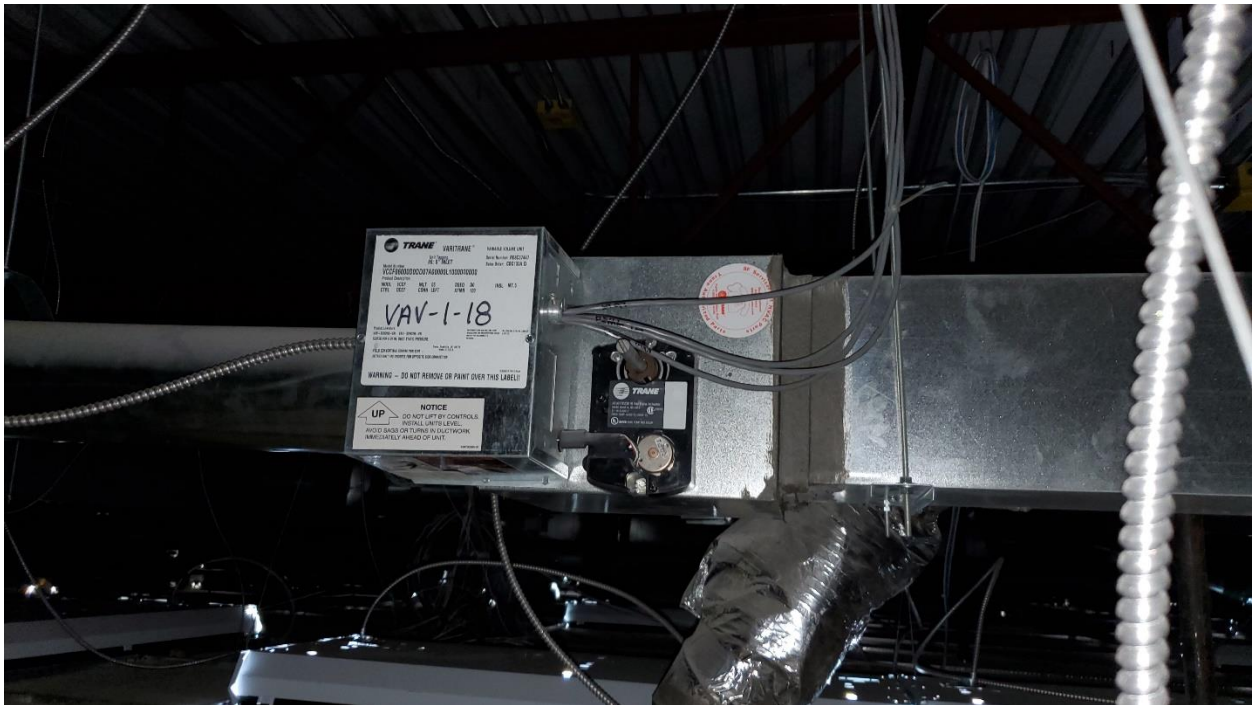


Photo A2: Typical VAV terminal unit



Photo A3 : Plenum return



Photo A4: Electric Steam Humidifier



Photo A5: Trane Tracer BAS



Photo A6: Typical DDC sensor



Photo A7: Ductless split units for Server Room

RQM call Centre Service Summary 2014-2021

8 /9 /2014 Inv. 105091

Shut down VAV boxes to all unoccupied spaces and adjusted fan speeds

2nd stage compressor seized locking out 30 tons. Installed 2 rental AC

8 /27/2014 Inv. 105552

Replaced 8 compressors

9 /10/2014 Inv. 105607

Extras from repair including replacing 2 motors, crank cases, ball bearings, fan blades and completing leak check

11/18/2014 Inv. 106619

Replaced RH sensor on humidifier. Replaced and recalibrated.

6 /16/2015 Inv. 110165

Replaced warrantied compressor #3

Filled CCT#1 with nitrogen to stand pressure over weekend – charged and restarted unit

Disconnected #1,2,3 and 4 from contractors in CCT#1

7 /16/2015 Inv. 111046

Replaced 2 condenser fan motors, 2 condenser fan blades and 8 crankcase heaters with air sensor.

8 /24/2015 Inv. 111044

Installed new condenser, replaced 2 TXV's and drier cores. Pressure and leak tested. Adjusted settings.

9 /24/2015 Inv. 111628

Installed compressors, TX valves to ensure system run through the summer

1 /31/2016 Inv. 114424

Removed 4 compressors and replaced condenser unit and rewelding 4 compressors

RQM call Centre Service Summary 2014-2021

4 /29/2016 Inv. 115362

Condenser replaced on Circuit 2

Compressor replaced on Circuit 1

6 /22/2016 Inv. 116105

CCT#2 breaker sending false readings and replaced

10/4 /2016 Inv. 118251

Replaced bearings in server room unit

7 /18/2016 Inv. 116787

Replaced compressor and replaced breakers for circuit #2

9 /27/2017 INV 125427

Circuit 2 compressor and drier replacement

5 /24/2018 INV. 127850

Start up Circuit 2

8 /24/2021 Inv. 151132

Computer programing issues. Made adjustments to set points and controls. Fixed condenser temperature sensor.

Table 1: ASHRAE Standard 62 Outside Air Summary

BUILDING TAKE-OFF					Design			
Room Number	SPACE FUNCTION	Area		Corrected O/A	Exhaust	Supply	Return	Exhaust
		ft2	m2	CFM	CFM	CFM	CFM	CFM
			Az					
100	VESTIBULE	104.5	9.7	53.2	0.0	155	155	0
101	CORRIDOR	468.1	43.5	53.2	0.0	155	0	0
103	WASHROOM	112.88	10.5	0.0	210.0	0	0	210
104	COAT ROOM	149.9	13.9	25.8	0.0	75	75	0
105	WASHROOM	151.9	14.1	0.0	210.0	0	0	210
106	COAT ROOM	155	14.4	25.8	0.0	75	75	0
102	RECEPTION	453	42.1	154.5	0.0	450	185	0
107	OFFICE	96.2	8.9	24.0	0.0	70	70	0
108	OFFICE	96.2	8.9	24.0	0.0	70	70	0
113	MEETING ROOM	604.1	56.1	343.4	0.0	1000	1000	0
109	MAIL ROOM	195.7	18.2	27.5	0.0	70	70	0
110	OFFICE	96.2	8.9	24.0	0.0	70	70	0
111	OFFICE	96.2	8.9	24.0	0.0	70	70	0
112	MEETING ROOM	145.9	13.6	85.8	0.0	140	140	0
114	CORRIDOR	504.3	46.9	58.4	0.0	170	170	0
115	TRAINING ROOM	1025.4	95.3	600.9	0.0	1250	1250	0
116	TRAINING ROOM	1025.4	95.3	600.9	0.0	1250	1250	0
117	TRAINING ROOM	605.2	56.2	429.2	0.0	750	750	0
125	IT ROOM	287.1	26.7	51.5	0.0	150	150	0
126	OFFICE	102.5	9.5	24.0	0.0	70	70	0
127	OFFICE	102.5	9.5	20.6	0.0	60	60	0
128	CORRIDOR	420.3	39.0	48.1	0.0	140	0	0
123	WASHROOM	280	26.0	0.0	420.0	0	0	420
124	WASHROOM	280	26.0	0.0	420.0	0	0	420
122	OFFICE	156.7	14.6	30.9	0.0	90	90	0
121	OFFICE	92.25	8.6	24.0	0.0	70	70	0
120	OFFICE	92.3	8.6	24.0	0.0	70	70	0
119	WASHROOM	91.8	8.5	0.0	70.0	0	0	70
	WASHROOM	31.4	2.9	0.0	70.0	0	0	70
	CORRIDOR	1406.8	130.7	185.4	0.0	540	400	0
	OFFICE	153.4	14.3	30.9	0.0	90	90	0
	OFFICE	153.4	14.3	30.9	0.0	90	90	0
	OFFICE	153.6	14.3	30.9	0.0	90	90	0
	OFFICE	145.75	13.5	79.0	0.0	230	230	0
	OFFICE	272.2	25.3	99.6	0.0	290	290	0
	OFFICE	149.6	13.9	72.1	0.0	210	210	0
	OFFICE	112.1	10.4	82.4	0.0	240	240	0
	OFFICE	112.1	10.4	82.4	0.0	240	240	0
	BOARDROOM	382.98	35.6	206.0	0.0	350	350	0
129	CAFETERIA	1572.4	146.1	1030.1	0.0	3000	2300	0
130	STORAGE	637.36	59.2	79.0	0.0	230	230	0
132	OPEN OFFICE SPACE	6378.5	592.6	2523.9	0.0	7350	7350	0
133	OPEN OFFICE SPACE	9661.44	897.6	3948.9	0.0	11500	11500	0
				11259.5		30765	29365	1400

Air System Sizing Summary for SYSTEM - Total Building

Project Name: 22-008 Liverpool Call Centre
Prepared by: DUMAC ENERGY LTD

04/05/2022
11:14AM

Air System Information

Air System Name **SYSTEM - Total Building**
Equipment Class **PKG ROOF**
Air System Type **VAV**
Number of zones **25**
Floor Area **31679.0** ft²
Location **Halifax, Nova Scotia**

Sizing Calculation Information

Calculation Months **Jan to Dec**
Sizing Data **Calculated**
Zone CFM Sizing **Peak zone sensible load**
Space CFM Sizing **Individual peak space loads**

Central Cooling Coil Sizing Data

Total coil load	85.5 Tons	Load occurs at	Jul 1600
Total coil load	1025.9 MBH	OA DB / WB	85.5 / 69.9 °F
Sensible coil load	779.3 MBH	Entering DB / WB	77.9 / 65.2 °F
Coil CFM at Jul 1600	33313 CFM	Leaving DB / WB	55.9 / 54.8 °F
Max block CFM at Jul 1600	35081 CFM	Coil ADP	53.5 °F
Sum of peak zone CFM	35389 CFM	Bypass Factor	0.100
Sensible heat ratio	0.760	Resulting RH	53 %
CFM/Ton	389.7	Design supply temp.	55.0 °F
ft ² /Ton	370.6	Zone T-stat Check	25 of 25 OK
BTU/(hr-ft ²)	32.4	Max zone temperature deviation	0.0 °F
Water flow @ 10.0 °F rise	N/A		

Preheat Coil Sizing Data

Max coil load	45.5 MBH	Load occurs at	Des Htg
Coil CFM at Des Htg	11260 CFM	Ent. DB / Lvg DB	46.2 / 50.0 °F
Max coil CFM	35081 CFM		
Water flow @ 20.0 °F drop	N/A		

Humidifier Sizing Data

Max steam flow at Des Htg	91.62 lb/hr	Air mass flow	49803.57 lb/hr
Airflow Rate	11260 CFM	Moisture gain	.00184 lb/lb

Supply Fan Sizing Data

Actual max CFM at Jul 1600	35081 CFM	Fan motor BHP	0.00 BHP
Standard CFM	34482 CFM	Fan motor kW	0.00 kW
Actual max CFM/ft ²	1.11 CFM/ft ²	Fan static	0.00 in wg

Outdoor Ventilation Air Data

Design airflow CFM	11260 CFM	CFM/person	17.90 CFM/person
CFM/ft ²	0.36 CFM/ft ²		

Zone Sizing Summary for SYSTEM - Total Building

Project Name: 22-008 Liverpool Call Centre
 Prepared by: DUMAC ENERGY LTD

04/05/2022
 11:14AM

Air System Information

Air System Name **SYSTEM - Total Building**
 Equipment Class **PKG ROOF**
 Air System Type **VAV**

Number of zones **25**
 Floor Area **31679.0** ft²
 Location **Halifax, Nova Scotia**

Sizing Calculation Information

Calculation Months **Jan to Dec**
 Sizing Data **Calculated**

Zone CFM Sizing **Peak zone sensible load**
 Space CFM Sizing **Individual peak space loads**

Zone Terminal Sizing Data

Zone Name	Design Supply Airflow (CFM)	Minimum Supply Airflow (CFM)	Zone CFM/ft ²	Reheat Coil Load (MBH)	Reheat Coil Water gpm @ 20.0 °F	Zone Htg Unit Coil Load (MBH)	Zone Htg Unit Water gpm @ 20.0 °F	Mixing Box Fan Airflow (CFM)
Zone 1	378	208	0.65	8.8	-	9.2	-	0
Zone 2	597	127	0.48	5.4	-	15.1	-	0
Zone 3	681	369	0.85	15.7	-	8.0	-	0
Zone 4	73	28	0.35	1.2	-	1.7	-	0
Zone 5	152	48	0.74	2.0	-	1.7	-	0
Zone 6	151	86	0.97	3.6	-	1.3	-	0
Zone 7	1570	659	0.99	28.0	-	13.0	-	0
Zone 8	1380	601	1.32	25.5	-	8.6	-	0
Zone 9	841	429	1.35	18.2	-	5.1	-	0
Zone 10	325	52	0.35	2.2	-	7.5	-	0
Zone 11	144	45	0.65	1.9	-	1.8	-	0
Zone 12	665	127	0.43	5.4	-	12.6	-	0
Zone 13	717	185	0.41	7.9	-	18.1	-	0
Zone 14	98	31	0.59	1.3	-	1.3	-	0
Zone 15	98	31	0.59	1.3	-	1.3	-	0
Zone 16	98	31	0.59	1.3	-	1.3	-	0
Zone 17	258	79	1.58	3.4	-	3.8	-	0
Zone 18	321	100	1.07	4.2	-	5.9	-	0
Zone 19	237	72	1.33	3.1	-	4.4	-	0
Zone 20	264	82	2.01	3.5	-	3.7	-	0
Zone 21	263	82	2.02	3.5	-	3.7	-	0
Zone 22	383	206	0.95	8.7	-	3.3	-	0
Zone 23	3904	1109	1.54	47.1	-	43.0	-	0
Zone 24	13223	3949	1.33	167.7	-	102.4	-	0
Zone 25	8568	2524	1.31	107.2	-	82.8	-	0

Zone Peak Sensible Loads

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft ²)
Zone 1	7.2	Jul 1500	9.2	585.3
Zone 2	11.4	Jul 1500	15.1	1239.6
Zone 3	13.0	Jul 1500	8.0	797.4
Zone 4	1.4	Jul 1500	1.7	207.8
Zone 5	2.9	Jul 1500	1.7	207.2
Zone 6	2.9	Jul 1500	1.3	155.4
Zone 7	30.0	Jul 1500	13.0	1586.4
Zone 8	26.4	Jul 1500	8.6	1049.4
Zone 9	16.1	Jul 1500	5.1	622.9
Zone 10	6.2	Jul 1500	7.5	920.2
Zone 11	2.8	Jul 1500	1.8	221.0
Zone 12	12.7	Jul 1500	12.6	1545.4

Zone Sizing Summary for SYSTEM - Total Building

Project Name: 22-008 Liverpool Call Centre
Prepared by: DUMAC ENERGY LTD

04/05/2022
11:14AM

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft²)
Zone 13	13.7	Jul 1600	18.1	1734.0
Zone 14	1.9	Jul 1500	1.3	164.9
Zone 15	1.9	Jul 1500	1.3	164.9
Zone 16	1.9	Jul 1500	1.3	164.9
Zone 17	4.9	Sep 1400	3.8	163.9
Zone 18	6.1	Sep 1400	5.9	300.5
Zone 19	4.5	Jul 1700	4.4	178.5
Zone 20	5.0	Jul 1700	3.7	130.9
Zone 21	5.0	Jul 1700	3.7	130.3
Zone 22	7.3	Jul 1500	3.3	401.8
Zone 23	74.6	Jul 1700	43.0	2534.9
Zone 24	252.7	Jul 1700	102.4	9923.1
Zone 25	163.7	Jul 1500	82.8	6548.4

Zone Sizing Summary for SYSTEM - Total Building

Project Name: 22-008 Liverpool Call Centre
Prepared by: DUMAC ENERGY LTD

04/05/2022
11:14AM

Space Loads and Airflows

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft ²)	Space CFM/ft ²
Zone 1							
01 - VESTIBULE	1	3.4	Jul 1500	176	5.4	115.2	1.53
08 - RECEPTION	1	3.9	Jul 1500	202	3.8	470.1	0.43
Zone 2							
02 - CORRIDOR	1	3.3	Jul 1500	175	4.0	495.0	0.35
03 - WASHROOM	1	1.2	Jul 1500	64	2.1	128.1	0.50
04 - COAT ROOM	1	1.6	Jul 1500	85	3.3	168.6	0.50
05 - SPRINKLER	1	0.7	Jul 1500	35	1.1	69.0	0.50
06 - WASHROOM	1	1.6	Jul 1500	86	2.8	170.9	0.50
09 - OFFICE	1	1.5	Jul 1500	76	0.9	104.0	0.73
10 - OFFICE	1	1.5	Jul 1500	76	0.9	104.0	0.73
Zone 3							
07 - COAT ROOM	1	1.7	Jul 1500	87	2.9	173.9	0.50
11 - MEETING ROOM	1	11.3	Jul 1500	593	5.1	623.5	0.95
Zone 4							
12 - MAIL ROOM	1	1.4	Jul 1500	73	1.7	207.8	0.35
Zone 5							
13 - OFFICE	1	1.5	Jul 1500	76	0.8	103.6	0.74
14 - OFFICE	1	1.5	Jul 1500	76	0.8	103.6	0.74
Zone 6							
15 - MEETING ROOM	1	2.9	Jul 1500	151	1.3	155.4	0.97
Zone 7							
16 - CORRIDOR	1	3.6	Jul 1500	190	4.4	537.0	0.35
17 - TRAINING ROOM	1	26.4	Jul 1500	1380	8.6	1049.4	1.32
Zone 8							
18 - TRAINING ROOM	1	26.4	Jul 1500	1380	8.6	1049.4	1.32
Zone 9							
19 - TRAINING ROOM	1	16.1	Jul 1500	841	5.1	622.9	1.35
Zone 10							
22 - IT ROOM	1	2.0	Jul 1500	106	2.4	299.0	0.35
20 - STORAGE	1	4.2	Jul 1500	219	5.1	621.2	0.35
Zone 11							
23 - OFFICE	1	1.5	Jul 1500	79	0.9	110.5	0.71
24 - OFFICE	1	1.3	Jul 1500	66	0.9	110.5	0.60
Zone 12							
25 - CORRIDOR	1	3.0	Jul 1500	157	3.6	443.6	0.35
26 - WASHROOM	1	2.0	Jul 1500	106	2.5	300.0	0.35
27 - WASHROOM	1	2.0	Jul 1500	106	2.5	300.0	0.35
28 - OFFICE	1	1.9	Jul 1500	99	1.4	167.2	0.59
29 - OFFICE	1	1.4	Jul 1500	75	0.8	99.6	0.75
30 - OFFICE	1	1.4	Jul 1500	75	0.8	99.6	0.75
31 - WASHROOM	1	0.7	Jul 1500	35	0.8	99.6	0.35
32 - WASHROOM	1	0.2	Jul 1500	13	0.3	35.8	0.35
Zone 13							
33 - CORRIDOR	1	11.8	Jul 1600	616	15.1	1491.7	0.41
37 - STORAGE	1	1.9	Jul 1600	100	3.0	242.3	0.41
Zone 14							
34 - OFFICE	1	1.9	Jul 1500	98	1.3	164.9	0.59
Zone 15							
35 - OFFICE	1	1.9	Jul 1500	98	1.3	164.9	0.59
Zone 16							
36 - OFFICE	1	1.9	Jul 1500	98	1.3	164.9	0.59
Zone 17							
38 - OFFICE	1	4.9	Sep 1400	258	3.8	163.9	1.58
Zone 18							

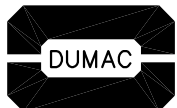
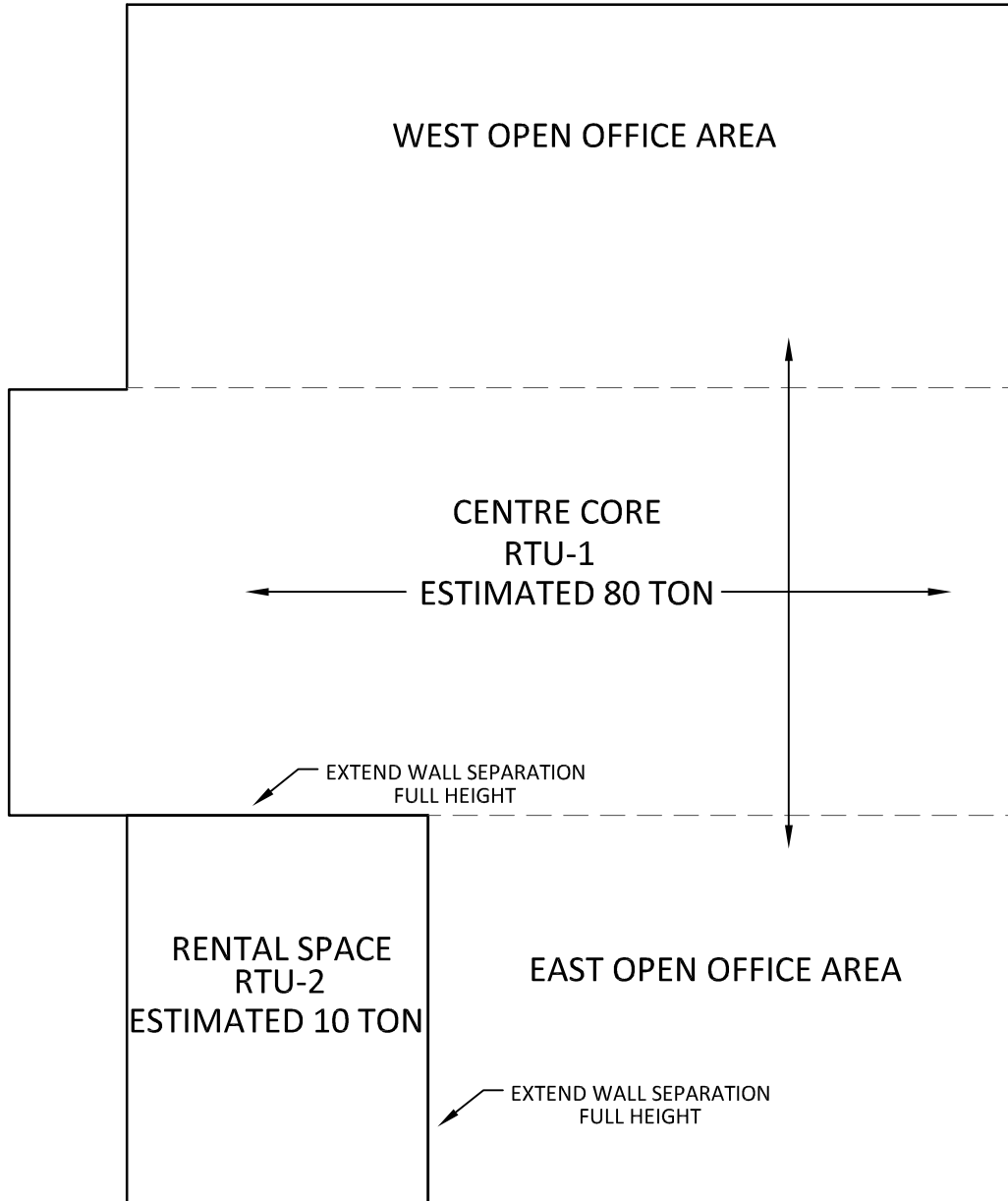
Zone Sizing Summary for SYSTEM - Total Building

Project Name: 22-008 Liverpool Call Centre
 Prepared by: DUMAC ENERGY LTD

04/05/2022
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Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft ²)	Space CFM/ft ²
39 - OFFICE	1	6.1	Sep 1400	321	5.9	300.5	1.07
Zone 19							
40 - OFFICE	1	4.5	Jul 1700	237	4.4	178.5	1.33
Zone 20							
41 - OFFICE	1	5.0	Jul 1700	264	3.7	130.9	2.01
Zone 21							
42 - OFFICE	1	5.0	Jul 1700	263	3.7	130.3	2.02
Zone 22							
43 - BOARDROOM	1	7.3	Jul 1500	383	3.3	401.8	0.95
Zone 23							
44 - CAFETERIA	1	67.7	Jul 1700	3544	30.4	1646.6	2.15
45 - STORAGE	1	4.9	Jul 1600	258	8.0	669.4	0.39
46 - STORAGE	1	2.1	Jul 1700	108	4.6	218.9	0.49
Zone 24							
47 - OPEN OFFICE (LRG)	1	252.7	Jul 1700	13223	102.4	9923.1	1.33
Zone 25							
48 - OPEN OFFICE	1	163.7	Jul 1500	8568	82.8	6548.4	1.31

OPTION #1



DUMAC ENERGY LIMITED
 752 BEDFORD HWY.
 HALIFAX, N.S.
 B3M 2L9

SCALE NTS

DRAWN BY STAFF

CHECKED BY MFE

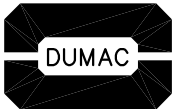
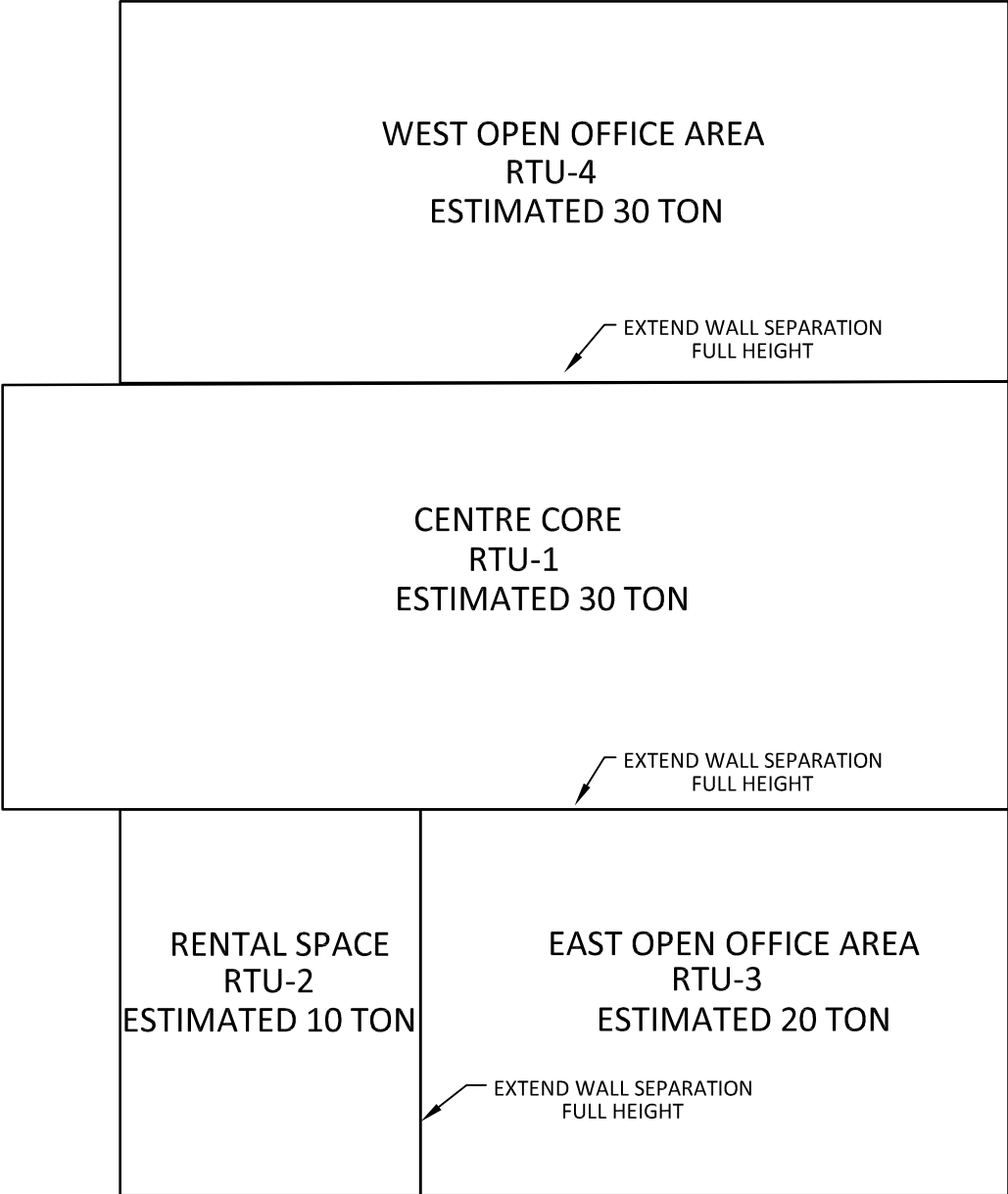
PROJECT REGION OF QUEENS CALL CENTRE

DATE 03-30-2022

DRAWING OPTION #1 KEYPLAN

DRAWING No. M-1

OPTION #2



DUMAC ENERGY LIMITED
752 BEDFORD HWY.
HALIFAX, N.S.
B3M 2L9

SCALE	NTS
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DATE	03-30-2022
DRAWING No.	M-2

PROJECT	REGION OF QUEENS CALL CENTRE
DRAWING	OPTION #2 KEYPLAN