

Region of Queens Municipality Regular Council

Tuesday, May 10, 2022

9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Tabling of Petitions

4.0 Public Question / Comment Session

5.0 Approval of Minutes

5.1 Regular Council – April 26, 2022

6.0 Recommendations

6.1 Victorian Order of Nurses Flag Request

6.2 Position Name Change – Hillsview Acres

6.3 Streetlight – Highway 3, Broad River

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

6.5 Quit Claim Deed – Greenfield Community Resource Centre Society

6.6 Community Investment Fund

6.7 Policy 18 – Investments

6.8 Tender Submissions for Universally-Designed Playpark Rubber Surfacing

6.9 Appointment to Diversity and Inclusion Action Team

7.0 Discussions

- 7.1 Road Naming – Lavender Cove Road
- 7.2 Liverpool Business Development Centre HVAC Investigation
- 7.3 Administrative Policy 23 – Respecting Regular Meetings of Council

8.0 In-Camera Items

- 8.1 Contract Negotiations
- 8.2 Personnel

9.0 Adjournment

Region of Queens Municipality Regular Council 5.1
Tuesday, April 26, 2022 6:00 p.m.

Hunts Point Community Hall
200 Silver Rock Drive, Hunts Point, Nova Scotia

MINUTES

Present: Mayor Darlene Norman
 Councillor David Brown
 Councillor Vicki Amirault
 Councillor Maddie Charlton
 Councillor Ralph Gidney
 Councillor Jack Fancy
 Councillor Carl Hawkes
 Chris McNeill, Chief Administrative Officer
 Wanda Allison, Recording Secretary / Utility Clerk

Regrets: Deputy Mayor Kevin Muise

1.0 Call to Order

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

2.0 Changes/Approval of Agenda

Mayor Norman requested an addition to the agenda:

7.5 Non-Resident Deed Transfer Tax and Property Tax

It was moved by Councillor Gidney and seconded by Councillor Hawkes

THAT the agenda be approved as amended.

MOTION CARRIED unanimously.

3.0 Tabling of Petitions

There were no petitions to come before this meeting.

4.0 Public Question/Comment Session

Mayor Norman invited members of the public to present any comments or concerns. Hearing none, Mayor Norman proceeded with the next item on the agenda.

5.0 Approval of Minutes

5.1 Regular Council – April 12, 2022

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

**THAT the minutes of the Regular Council meeting held April 12, 2022
by approved as amended.**

Councillor Gidney advised there was an error in the Minutes on Page 13 under Item 7.2 "Queens County History Society". He stated the word "over" in the second paragraph should be removed to read as follows:

"He enquired if the owners are aware of the Façade Program if they wished to paint the murals."

MOTION CARRIED unanimously.

6.0 Recommendations

6.1 Changes in Reserve Accounts

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

**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 \$1090.33;
and**

Create Sidewalk Reserve; and

**Create EMO Comfort Centre Reserve with allocation of EMO funding
from fiscal year 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 Centre Reserve to pay commission and leasing brokerage; and

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

Joanne Veinotte, Director of Corporate Services, advised Council changes to reserves or creations of new reserves require Council approval. This motion addresses the direction previously given by Council during budget discussions.

MOTION CARRIED unanimously.

6.2 Policy 94 – Non-Union Salary and Wage Increases

It was moved by Councillor Gidney and seconded by Councillor Amirault

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

MOTION CARRIED unanimously.

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

It was moved by Councillor Amirault and seconded by Councillor Brown

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

It was explained repealing Policy 4 would align the Region of Queens Municipality with the other 48 municipalities in the province that refer to the *Municipal Government Act* which provides 7 days' notice to Council for policies.

MOTION CARRIED 6 for, 1 against

6.4 Destruction of Records

It was moved by Councillor Brown and seconded by Councillor Charlton

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

MOTION CARRIED unanimously.

6.5 Revised Municipal Planning Strategy and Land Use Bylaw

It was moved by Councillor Brown and seconded by Councillor Charlton

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 rabbits 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.

Mike MacLeod, Director of Planning and Development, explained the motion reflects the direction given by Council after the 1st reading.

Mayor Norman expressed her displeasure that the 3rd Public Hearing regarding the Municipal Planning Strategy and Land Use Bylaw is again scheduled to take place in South Queens. She noted there were no previous public hearings held in North Queens.

MOTION CARRIED 6 for, 1 against

7.0 Discussions

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

Mayor Norman and Deputy Muise spoke with a resident residing at 94 East Port L'Hebert Road, East Port L'Hebert who felt an additional streetlight near her residence would provide safety to an area of road that has a blind hill and used regularly by residents who walk in the evening.

Council discussed the large number of dark areas county-wide that would benefit from additional streetlights and felt this could become costly should more requests be received. Council requested additional information, including cost and budget implications, prior to providing staff direction for this request.

It was moved by Councillor Gidney and seconded by Councillor Charlton

THAT Council of Region of Queens Municipality forward the matter regarding the installation of a streetlight near civic address 94 East Side Port L'Hebert Road, East Port L'Hebert to the next regularly held Council meeting, scheduled for May 10, 2022 for a recommendation.

MOTION CARRIED unanimously.

7.2 Streetlight – Highway 3 in Broad River

It was moved by Councillor Charlton and seconded by Councillor Amirault

THAT Council of Region of Queens Municipality forward the matter regarding the installation of a streetlight next to the community postal boxes on Highway 3, Broad River to the next regularly held Council meeting, scheduled for May 10, 2022 for a recommendation.

MOTION CARRIED unanimously.

7.3 February 22, 2022 Tax Tender Summary

Mallory Plummer, Manager of Finance provided a summary from the Tax Tender that took place on February 22, 2022.

There were 14 properties listed, however, 3 properties were removed from the list prior to the Tax Tender taking place. From the remaining 11 properties, the total amount received was \$106,592.72 of which \$32,238.66 was applied to these accounts and the remainder \$76,402.13 was allocated to the Tax Sale Surplus Reserve account.

The next Tax Sale will take place in July at the Liverpool Best Western. There are 33 properties on the preliminary list, all of which are non-redeemable.

The Manager of Finance reviewed the 5-year analysis of outstanding arrears. Mallory Plummer acknowledged the dedicated efforts from the Finance Department to decrease these amounts since 2018-2019.

7.4 Liverpool Business Development Centre HVAC Investigation

Adam Grant, Director of Engineering and Works, provided a summary of DUMAC's report regarding the roof top unit (RTU) located at the Liverpool Business Development Centre.

After 20 years, the existing unit is approaching its end of serviceable life. The consultant's report provided two options:

1. Purchasing one (1) unit for the entire building; or
2. Purchasing four (4) units for the building to separate the HVAC system into zones. This option has an additional cost of \$250,000 for additional structural alterations prior to installing these 4 units.

The estimated cost to implement these options range from \$1.3 million to 1.5 million plus HST and does not include the additional costs noted for Option 2.

Council discussed various options to fund the replacement cost of the HVAC system. Council agreed Option 2 would better serve the use of the Liverpool Business Development Centre.

Mayor Norman mentioned there was an expression of interest to purchase the Liverpool Business Development Centre property potentially in the future from the current large tenant.

After additional discussion, Council agreed that the expression of interest to purchase the Liverpool Business Development Centre property merits further investigation before providing direction to staff regarding the necessary replacement of the HVAC system. This information should be available for the next regularly scheduled Council meeting scheduled for May 10, 2022.

7.5 Non-Resident Deed Transfer Tax and Property Tax

Mayor Norman advised she is attending a meeting with other mayors and wardens and there will be discussion about the Province of Nova Scotia's decision to impose additional rates for non-resident property tax and deed transfer tax. The Mayor was seeking Council's opinion on this matter before she attends the meeting.

It was the consensus of Council that the Province's increase to the deed transfer tax and the introduction of a property tax rate applied to non-resident property assessments does not address the province-wide housing shortage.

8.0 In-Camera Items

There were no in-camera items.

9.0 Adjournment

Mayor Norman adjourned the meeting at 7:21 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, Chief Administrative Officer

Wanda Allison, Utility Clerk

Date approved: _____

Region of Queens Municipality Staff Report

6.1

To: Council

From: Eric Levy, Municipal Clerk & Diversity Coordinator

Date: May 10, 2022

Re: Victorian Order of Nurses Flag Request

Background

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

Details

On April 19, 2022, Victorian Order of Nurses (VON) contacted Mayor Norman to notify her of the 125th anniversary of the VON, and special celebrations would be held on May 22-28, VON Week, to mark the occasion.

In the correspondence, there was a request to fly the VON flag during VON week for the next five years.



Applicable Legislation

Region of Queens Municipality, Operational Policy #84 – Flags

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

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

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

Budget Impacts

There is no cost to fly the flag.

Recommendation

THAT Council of Region of Queens Municipality approve the application made by Victorian Order of Nurses to have the VON flag flown on the Special Purpose flagpole located in front of the Town Hall Arts and Cultural Centre, Liverpool during the dates outlined in the attached application.

Communications

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

APPENDIX "A"

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

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

Applicant's Name: Heather Kelly

Address: 43 Carten St, Liverpool, NS

Telephone Number: 902-354-3297 ext 2

Organization: Victorian Order of Nurses

Name of Special Purpose Flag: VON Canada

Requested Date to be Flown: May 23-29, 2022

Alternate Dates: May 16-22, 2022

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

Year 1: May 22-28, 2023

Year 2: May 20-26, 2024

Year 3: May 19-25, 2025

Year 4: May 25-31, 2026

Year 5: May 24-30, 2027

FOR OFFICE USE ONLY

Application Received: _____ Initials _____

Disposition: _____

Action(s) taken:

Region of Queens Municipality Staff Report

6.2

To: Council

From: Joanne Veinotte, CPA, CGA
Director of Corporate Services

Date: May 10, 2022

Re: Position name change – Hillsvieview Acres

Background

There is an eight hour a week admin position at Hillsvieview Acres funded by the Department of Health and Wellness.

Details

Over the past two years the administrative workload and reporting requirements for Hillsvieview Acres has been exponentially growing due to the Covid 19 pandemic. It is important to acknowledge that growth was in volume, not scope. This increased workload was recognized by the Department of Health in their last funding disbursement which increased the funding allocation for administrative support. As the managerial staff spend more time on the floor and on reporting, so the administrative tasks are passed on to the support staff person.

The position is now budgeted permanent part time 80% to provide the support that staff require to ensure that the facility runs smoothly.

The position has always dealt with administrative duties surrounding Human Resources. This has not changed, it is the amount of work that has increased.



Job titles should correctly reflect the duties of the position.

Budget Impacts

There will be no budgetary implications of this job title change.

Recommendation

THAT Council of Region of Queens Municipality approve a change in job title for the support position at Hillview Acres from Administrative Assistant to Administrative and HR Assistant.

REGION OF QUEENS MUNICIPALITY

Position Guide and Job Description

Administrative Assistant - Hillsview Acres

General Accountability

The Administrative Assistant is a valued member of the collaborative team reporting to the Administrator.

The Administrative Assistant assists with documentation of resident's personal use accounts, employee payroll, and accounts payable and receivable at Hillsview Acres.

Qualifications

1. Grade 12 Diploma
2. Certification in a secretarial or business course
3. 3-5 years' experience in a business or secretarial position
4. Excellent communication skills
5. Proficiency in Microsoft Word, Excel and Outlook
6. Experience in business record keeping in a long-term care facility an asset

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Administrative Assistant, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Support, protect and safeguard the resident's rights and interests
2. Demonstrate a resident-focused philosophy
3. Establish and maintain good team relationships to ensure the needs of the residents are met
4. Create a facility environment that protects the confidentiality of the residents, staff and activities of Hillsview Acres Home for Special Care

5. Verify payroll submission and submit to the Region of Queens Municipality (RQM)
6. Greet visitors entering the facility
7. Monitor outstanding accounts and communicate with Administrator/RQM
8. Maintain accurate resident personal use account documentation
9. Prepare monthly Department of Health and Wellness (DHW)/RQM resident invoicing
10. Keep accurate records of information forwarded to RQM
11. Prepare purchase orders and submit to RQM
12. Maintain and update an accurate list of residents at Hillview Acres
13. Telephone reception
14. Type any documents requested by management

Performance Evaluation

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

Approved by Council: December 12, 2017

**Region of Queens Municipality
Staff Report**

6.3

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: May 10, 2022

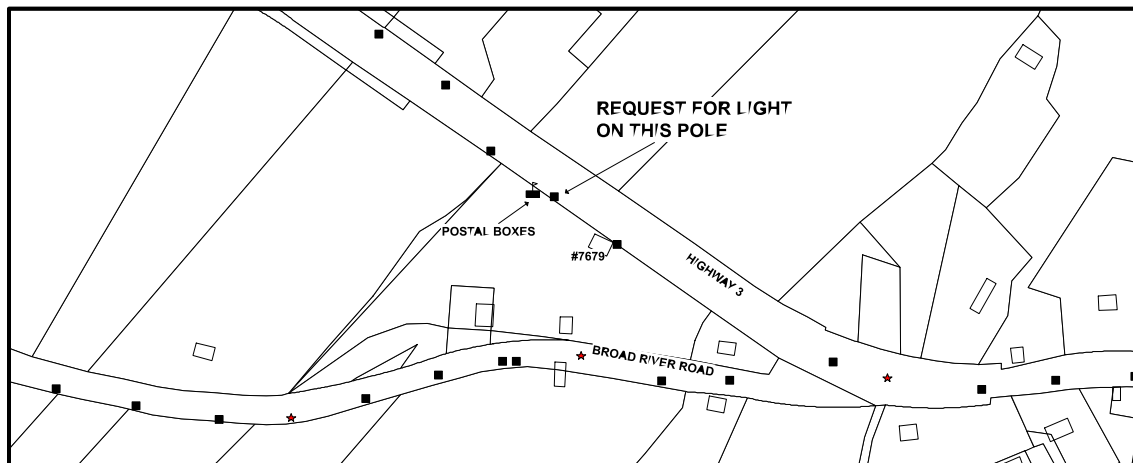
Re: Streetlight – Highway 3 in Broad River

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.

Applicable Legislation -

Municipal Operational Policy Number 27 – Streetlights.

Budget Impacts -

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

Recommendation -

THAT the Council of Region of Queens Municipality approve the installation of a new streetlight by the community postal boxes on Highway 3 in Broad River.

**Region of Queens Municipality
Staff Report**

6.4

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: May 10, 2022

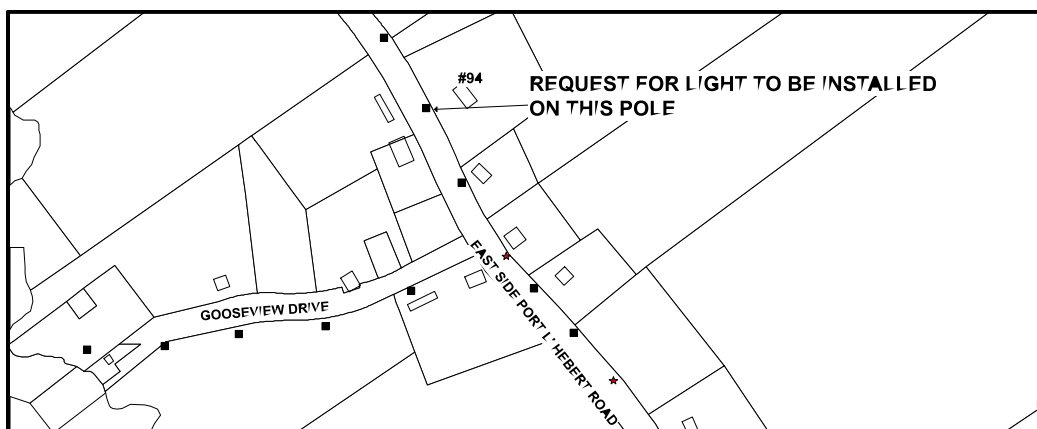
Re: Streetlight – East Side Port L' Hebert Road, East Port L' Hebert

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.

Applicable Legislation -

Municipal Operational Policy Number 27 – Streetlights.

Budget Impacts -

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

Recommendation -

THAT the Council of Region of Queens Municipality approve the installation of a new streetlight in front of #94 East Side Port L' Hebert Road in East Port L' Hebert.

**Region of Queens Municipality
Staff Report**

6.5

To: Council

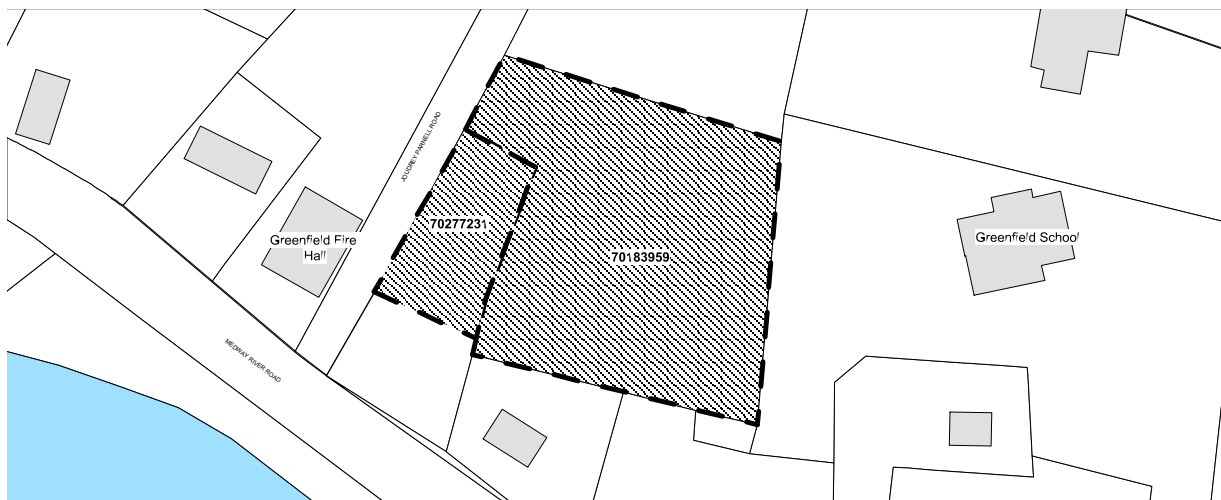
From: Mike MacLeod, Director of Planning and Development

Date: May 10, 2022

Re: Quit Claim Deed, Greenfield Community Resource Centre Society

Background:

The Region of Queens Municipality has received a request from Richard Freeman, acting on behalf of Greenfield Community Resource Centre Society, to have the Region grant a quit claim deed for two parcels of land in Greenfield, identified as PID#'s 70183959 and 70277231.



The intent of the Society is to utilize the parcels as part of an enhanced community outdoor space in keeping with the original intent of the land donation. Potential features will include walking trails, concrete pad for skating

in the winter and ball hockey in the summer, community gardens, gazebo, community fire pits, and picnic tables and benches.

The parcels are shown in the Nova Scotia Property Records Database (NSPRD) as being under the name of Greenfield School Section No. 16. However, pursuant to the *Education Act* of Nova Scotia, as amended, the said Greenfield School Section No. 16 has been dissolved, and the property held in trust by that School Section may have been transferred to the Municipality by agreement or provincial statute. Some former schools did revert back to the Municipality upon closure. Staff have been unable to determine if such a conveyance took place; however.

In considering requests such as this, by virtue of a quit claim deed, the Region is not granting title to the property. Greenfield Community Resource Centre Society would only be getting whatever interest, **if any**, the Region may have in the land.

As the Municipality has never claimed to have ownership of these parcels, and the significant community benefit that will come from the Society's utilization of these lands, it is the opinion of Staff that this is a reasonable request and does not foresee an issue in granting the quit claim deed to the Society.

Budget Impacts:

No budget implications, as all costs incurred would be the responsibility of Greenfield Community Resource Centre Society.

Recommendation:

THAT Region of Queens Municipality agrees to grant a Quit Claim Deed to Greenfield Community Resource Centre Society for any interest that the Municipality may have in properties identified as PID# 70183959 and 70277231;

AND THAT all costs incurred in this transaction be borne by Greenfield Community Resource Centre Society.

Communication:

Applicants will be advised of Councils decision.

Region of Queens Municipality Staff Report

6.6

To: Council

From: Dana Henley, Community Development Coordinator

Date: May 10, 2022

Re: Community Investment Fund 2022-2023

Background

The Community Investment Fund (CIF) is entering its fourth year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

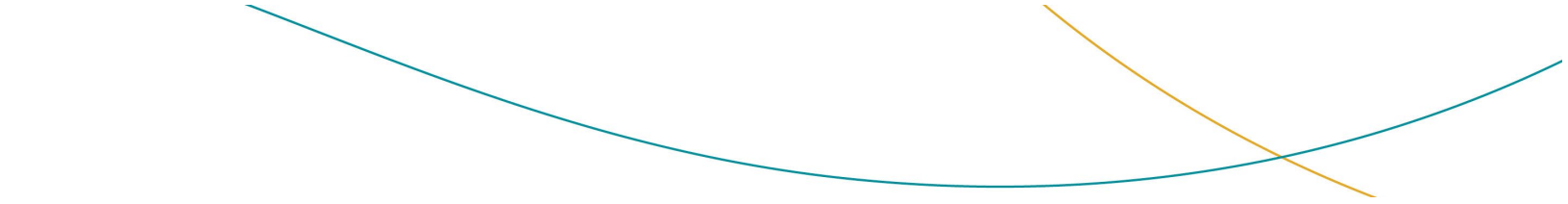
Total funding available in the 2022-2023 budget year is \$175,000, in addition to the remainder in reserve which will be updated once all 2021-2022 approvals under the fund are completed.

The deadline for operational funding was January 31, 2022, all other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

Details

The funding request for consideration today is for New Capital Investment Fund application that has provided a complete application.

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.

Queens County Fair

Request: \$25,575

Queens County Fair Association own and operate the Queens County Fair Grounds. The Association's request is for a new capital investment for an accessible washroom. The total eligible costs for the capital project are \$102,300.00. All required documentation was provided and the request meets Policy 11- Community Investment Fund's criteria.

Applicable Legislation

Municipal Government Act (MGA) authorizes Council to expend money under:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
- (c) the expenditure is legally required to be paid.

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.



Budget Impacts

This report is seeking approval to expend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.

Recommendation

That the Council of Region of Queens Municipality provide grant funding to Queens County Fair Association in the amount up to \$25,575.00 from the 2022-2023 Community Investment Fund.

Communications

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2022-2023 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

6.7

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: May 10, 2022

Re: Policy 18 - Investments

Background

The Municipality currently has a policy related to investments that was adopted by Council on August 16, 2004. Since that time, the policy has not been fully implemented as all municipal reserve funds have been simply left in bank accounts only to gain interest without consideration of other investments to gain higher rates of return.

Details

Staff have recently developed a revised, more comprehensive investment policy that provides for additional options to maximize return on municipal investments, including acceptable levels of risk and risk mitigation.

The draft policy was reviewed by the Audit and Internal Control Committee on May 17, 2021, and was approved by Council shortly thereafter before being sent to the province for approval. Department of Municipal Affairs has asked for a few changes to enhance clarity and to correct one small error. The revised policy is now presented for re-approval.



Applicable Legislation

Section 100 (1) of the *Municipal Government Act* provides that funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

- (a) deposited in an interest bearing account at a bank doing business in the Province;
- (b) invested pursuant to an investment policy adopted by the council and approved by the Minister; or
- (c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

Budget Impacts

Future budget impacts are not currently known however; the proposed policy has no chance of decreasing any municipal funds and over a period of time has the potential to increase investment income by tens of thousands of dollars each year depending on interest rates.

Recommendation

THAT Council of Region of Queens Municipality approve Policy 18 respecting Investments and authorize staff to forward the policy to Minister of Municipal Affairs and Housing for approval.

Communications

No further communications required at this time. Notice of approval by Council will be provided to all members of the Audit and Internal Control Committee.



POLICY NO. 18

INVESTMENT POLICY

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 18 and may be cited as the “Investment Policy”.

POLICY PURPOSE

The purpose of this policy is first and foremost to comply with Section 100 of the *Municipal Government Act*. Additionally, this policy shall be the guiding direction and support for the Audit and Internal Control Committee in recommending investment activities ~~of to~~ staff and thereafter the evaluation of such investments to ensure that funds entrusted to the Municipality by its residents are invested in such a way to preserve capital, allow for the liquidating of assets when needed to reduce liquidity risk, and mitigate its future assets from market risks. Audit and Internal Control Committee shall be the primary oversight of the investment policy and are therefore tasked with recommending **strategy** amendments to staff and Council when deemed necessary to do so.

AUTHORITY

Section 100 of the Municipal Government Act provides that

(1) Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

(a) deposited in an interest-bearing account at a bank doing business in the Province;

(b) invested pursuant to an investment policy adopted by the council, as the case may be, and approved by the Minister; or

(c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

(2) Income arising from the investment of a fund is part of that fund unless the council otherwise provides.

(3) The council may pledge any investments to the credit of the capital reserve fund as collateral security for a borrowing for a capital purpose.

CONFLICT OF INTEREST

All actions and decisions of the Audit and Internal Control Committee shall be made with due consideration of the *Municipal Conflict of Interest Act*. For greater certainty, no member of the Committee shall participate in any discussions regarding policies, recommendations or actions under consideration by the Committee, prior to, during, or after consideration by the Committee, when such discussions may relate to the pecuniary or non-pecuniary interest of a member according to the *Municipal Conflict of Interest Act* or the Municipality's Policy Number 74 - Code of Conduct for Members of Council and Public Committee Members.

Employees, while not subject to the *Municipal Conflict of interest Act*, are required to exhibit a high degree of ethical consideration and should recuse themselves from any discussions, recommendations, or actions which would otherwise put them in a conflict of interest if that Act had applied to them.

Both Council and staff must acknowledge their conflicts according to the rules contained within the *Municipal Conflict of Interest Act*.

DEFINITIONS

“Risk” or “Principal Risk” is the possibility that the Municipality will lose some or all of its original investment.

“Liquidity Risk” is the risk that the Municipality assumes if it is unable to liquidate its investment quickly enough when needed to meet its debt requirements and minimize financial losses.

“Market Risk” also known as Systemic Risk is the risk that the Municipality faces due to a decline in the market value of its investment caused by factors that affect the whole market and is not limited to a particular economic commodity.

“Interest Rate Risk” is a form of market risk that arises when the value of security falls because of the increase or decrease in the prevailing and long-term interest rates.

“Preservation of Capital” is a strategic plan for protecting the money the Municipality has available to invest by selecting insured funds or fixed-income investments that guarantee a certain rate of return.

“Liquidity” is the ability of an asset to be converted into cash quickly and without any price discount.

“Treasury Bill” is a financial instrument having a life of one year or less where backed by government security, yielding no interest but issued at a discount on its redemption price.

“Promissory Note” is a signed document containing a written promise to pay a specific sum to a specified person or the bearer at a specified date or on demand.

INVESTMENT OBJECTIVES

Pursuant to the requirements in the *Municipal Government Act* and the expectations of the Municipality's Audit and Internal Control Committee, it is established that this investment policy will achieve the following five objectives:

1. To recommend to Council and staff a solid and well-planned investment strategy that allows for timely decisions.
2. To provide advice and guidance on what markets for staff to invest in and the timing of such investments or movements within investments.
3. To recommend to Council the engagement of external investment experts when Audit and Internal Control Committee feels it is necessary to obtain advice or direction related to future investments.
4. To provide guidance to staff and make recommendations to Council on future investment policies.
5. To invest all available surplus funds not required for immediate use in the upcoming six months, with investments in treasury bills, promissory notes, and other legally authorized investment funds to protect against loss of capital from market risk and mitigate against losses from interest rate risks.
6. To monitor investment funds through the review of all investments not less than bi-annually, with a report being provided thereafter to Audit and Internal Control Committee to ensure investment objectives are being achieved.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Director of Corporate Services according to the terms and conditions of this policy. The policy shall be reviewed with the Audit and Internal Control Committee no less than biennially.

It shall be the responsibility of the Director of Corporate Services to bring forth clear recommendations to the Audit and Internal Control Committee for review related to strong investment objectives while maintaining the security of the Municipality's capital investments.

PRESERVATION OF CAPITAL

All financial investments made on behalf of the Municipality must as its first investment criteria contain a provision for the guarantee of safety of its capital amount. Therefore, this policy clearly prohibits the purchase of any investment where there is any risk to the capital portion of any investment. When determining the suitability of an investment, the preservation of capital must always be the main emphasis before liquidity or investment returns.

LIQUIDITY

The Municipality's investment portfolio shall contain enough assets that are liquid to meet the regular operating and cash flow needs of the organization thus eliminating or reducing the need for temporary borrowings or short-term bank indebtedness. To ensure liquidity is maintained, Director of Corporate Services shall ensure that investment maturity dates are structured and staggered so that all anticipated future cash flow demands can be met with readily converted investments to cash with minimal cost impacts. **This will be done through the development of quarterly cash flow assessments.**

COMPETITIVE RETURN ON INVESTMENTS

The sole purpose of this policy is to ensure the protection of capital investment assets while leveraging the Municipality's assets to generate positive financial returns. All investments shall be made with a goal of obtaining competitive and fair market rates of return considering the current market conditions in Nova Scotia and Canada. Similar to the goals of capital preservation, obtaining a competitive rate on investments must be secondary to following our legal

requirements, preservation of capital, while ensuring the liquidity of required asset funds is always available.

INVESTMENT INCOME

Investment income including interest and dividends earned pursuant to any investments noted herein shall form part of the fund from which the investment is made unless otherwise provided for by Council and legally allowed pursuant to legislation or regulation.

INTERNAL BORROWING

Section ~~451~~ 99(5) of the *Municipal Government Act* authorizes ~~Nova Scotia's Financial Reporting and Accounting Manual (FRAM) to institute accounting regulations for municipalities related to the accounting and use of investment funds and reserves. To this end,~~ the Municipality ~~may to~~ borrow internally from its own reserve funds to pay for capital acquisitions subject to a resolution of Council authorizing such use of these funds including the repayment terms and interest rate to be charged. ~~As well, the Municipality can use these funds to loan to emergency service providers under the same terms and conditions.~~ This interest rate cannot be less than the interest rate that the Municipality would pay to borrow the funds for a similar borrowing and term from its current financial institution or Municipal Finance Corporation.

INVESTMENTS

Investments made on behalf of Region of Queens Municipality shall at all times adhere to this policy and shall only be made according to the portfolio diversification noted in Appendix "A", approved investment institutions noted in Appendix "B", and only with those with long term investment ratings of A- or above as noted in Appendix "C".

EFFECTIVE DATE

This policy shall take effect from the date of approval of the Minister of Municipal Affairs noted below.

REPEAL

Investment Policy adopted by the Council of Region of Queens Municipality on the 16th day of August 2004, is hereby repealed effective on the date of approval noted in this policy by Minister of Municipal Affairs.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 10th day of May, 2022.

SIGNED by the Mayor and Municipal Clerk this 11th day of May, 2022.

Mayor

Municipal Clerk

Recommended by Audit and Internal Control Committee: May 10, 2021

Adopted by Council: May 25, 2021

Amended Policy Adopted by Council: May 10, 2022

Approved by Minister of Municipal Affairs and Housing:

APPENDIX “A” - PORTFOLIO DIVERSIFICATION

Region of Queens Municipality’s assets shall be sufficiently spread between the following portfolios to ensure a strong and balanced diversification of capital to ensure their best chance of future investment growth.

Issuer	Portfolio Limit*	Individual Issuer Limit	Minimum Credit Rating Limit
Cash and cash equivalents (less than one year)	100%	-	-
Government of Canada	100%	100%	N / A
Province of Nova Scotia	100%	100%	N / A
Other Provinces in Canada	40%	10%	R-1 (Mid)
Schedule I Banks	75%	25%	R-1 (Mid)
Schedule II Banks	10%	5%	R-1 (Mid)
Fixed Income (more than one year)	75%	-	-
Government of Canada	100%	100%	N / A
Province of Nova Scotia	100%	100%	N / A
Other Provinces in Canada	25% 50%	50% 25%	A (High)
Other Municipal Governments	25%	5%	A (High)
Schedule I Banks	30%	15%	AA (Low)
Schedule II Banks	10%	5%	AA (Low)

* Portfolio limits are correct at the time of investment, and shall not be subject to immediate sale, at the Municipality's discretion, should the balancing of the portfolio change during one particular year because of investment fluctuations.

APPENDIX “B” – APPROVED INVESTMENT INSTITUTIONS

Region of Queens Municipality, with Director of Corporate Services acting as its official agent, is authorized to make investments through the following financial institutions subject to federal, provincial and municipal laws and regulations, and the Municipality's Investment Policy.

- a. Government of Canada;
- b. Province of Nova Scotia, including Municipal Finance Corporation;
- c. Provincial Governments of other Canadian Provinces;
- d. Canadian municipalities or collective Canadian municipalities with a credit rating of AA (Low) or better;
- e. Chartered banks and trust companies with a credit rating of AA (Low) or better;
- f. Credit Unions insured by the Nova Scotia Credit Union Deposit Insurance Corporation, up to insured amount;
- g. Deposits covered by Canadian Deposit Insurance Corporation, up to insured amount; and
- h. Any other investments approved by the Minister of Municipal Affairs from time to time.

APPENDIX “C” - CREDIT RATING SYSTEM

Region of Queens Municipality will only make investments with financial institutions with credit ratings of A – or A (Low and above. Credit ratings at the B level and below are less likely to generate higher returns on capital investments.

Long Term Debt Credit Rating System

Investment Quality	Moody's	Standard and Poor's	Dominion Bond Rating Service	Fitch
Highest Quality	Aaa	AAA	AAA	AAA
Substantial Payment Capacity	Aa1 Aa2 Aa3	AA+ AA AA-	AA (High) AA (Middle) AA (Low)	AA+ AA AA-
High Payment Capacity	A1 A2 A3	A+ A A-	A (High) A (Middle) A (Low)	A+ A A-
Adequate Payment Capacity	Baa1 Baa2 Baa3	BBB+ BBB BBB-	BBB (High) BBB (Middle) BBB (Low)	BBB+ BBB BBB-
Payment Capacity Vulnerable to Adverse Changes	Ba1 Ba2 Ba3	BB+ BB BB-	B (High) BB (Middle) BB (Low)	B+ B B-
Payment Capacity Not Protected Against Adverse Changes	B1 B2 B3	B+ B B-	B (High) B (Middle) BB (Low)	B+ B B-
Substantial Default Risk	Caa1 Caa2	CCC+ CCC	CCC (High) CCC (Middle) CCC (Low)	CCC
Very High Default Risk	Caa3 Ca	CCC- CC C	CC (High) CC (Middle) CCC (Low)	CCC
In Default	C	D	D	DD D D

Short Term Debt Credit Rating System

Investment Quality	Moody's	Standard and Poor's	DBRS	Fitch
Highest Quality	P-1	A-1	R-1 (High)	F-1
Good Quality	P-2	A-2	R-1 (Mid) R-1 (Low)	F-2
Adequate Credit Quality	P-3	A-3	R-2 (High) R-2 (Mid) R-2 (Low)	F-3
Payment Capacity Vulnerable to Adverse Changes	Not Prime	B-1 B-2 B-3	R-3	B
High Default Risk	Not Prime	C	R-4 R-5	C
Under Regulatory Supervision	Not Prime	R	-	-
In Default	Not Prime	D	D	D

Region of Queens Municipality Staff Report

6.8

To: Council

From: Elise Johnston, Accessibility & Inclusion Coordinator

Date: May 10, 2022

Re: Tender Submissions for Universally-Designed Playpark Rubber Surfacing

Background


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

It was agreed that the Municipality shall:

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

Autism NS shall:

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



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

Details

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

Region of Queens Municipality issued an RFP for the supply and installation of rubber surfacing under the Playpark equipment and swings that meets CSA and ASTM standards for safety, impact absorption and accessibility. Two bids were submitted by the deadline of April 22, 2022 and reviewed on May 1, 2022.


Playteck, based in New Brunswick is the main supplier for athletic surfaces in the region with dozens of projects completed. Their bid was for **\$119,997.75** with a 5-year warranty.

ARP, Atlantic Rubber Products, is Halifax-based with most work focussed on driveways. They partner with Shercom, based in Saskatchewan, to supply the bulk of the recycled tire material. Their bid was **\$103,600** with a 7-year warranty, based on re-sealing after 3-5 years. They offered a few ways in which savings could be made.

With all RFP requirements met and finished product deemed comparable, the steering committee recommends ARP based on lower cost and proximity for repairs.

Applicable Legislation

MGA 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality; (b) the expenditure is in respect of an emergency under the Emergency Management Act; or (c) the expenditure is legally required to be paid. (2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget. (3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources



in the operating budget for that fiscal year. (4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of (a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3); (b) the borrowing limits established for the municipality under Section 86; or (c) the amount withdrawn from a capital reserve fund under subsection 99(4). (5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

Budget Impacts

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

Recommendation

THAT the Council of Region of Queens Municipality authorize staff to negotiate final agreement for supply and install of rubber surfacing for the Universally-Designed Playpark with ARP for \$103,600 plus HST.

Communications

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

Region of Queens Municipality Staff Report

6.9

To: Council

From: Elise Johnston, Accessibility and Inclusion Coordinator

Date: May 10, 2022

Re: Melissa Labrador - Appointment to Diversity and Inclusion Action Team

Background

The Diversity and Action Inclusion Team (DIAT) recently had some vacancies and applications for participation were advertised on various Region of Queens Social Media.

Details


The Action Team is comprised entirely of community representatives who are at risk of exclusion from municipal participation or who work with people who are at risk of exclusion from having their voices heard at a municipal level.

Recently, a new application was received from Melissa Labrador. Melissa has an active history in educating the general public on L'nu culture through her art work and presentations to universities and various government organizations.

Melissa Labrador is well known in Queens County both as an artist and for their expertise and lived experiences, and would make very valuable contributions to the team.

Applicable Legislation

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

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

Budget Impacts

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

Recommendation

THAT Council of the Region of Queens Municipality appoint Melissa Labrador to the Diversity and Inclusion Action Team.

Communications

Upon approval of this recommendation, a letter informing the applicant of their appointment will be sent.

Region of Queens Municipality

7.1

Staff Report

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: May 10, 2022

Re: Road Naming – Lavender Cove Road

Background

A request has been submitted to the Planning and Development Department, which would see the naming of an existing driveway off Highway 3 in Port Mouton. There are currently two residences accessed by the existing driveway with more expected in the near future. The first road name choice being "Rivercrest Way" followed by "Riverside Court".

The Region's Policy respecting Naming and Renaming of Roads sets out that:

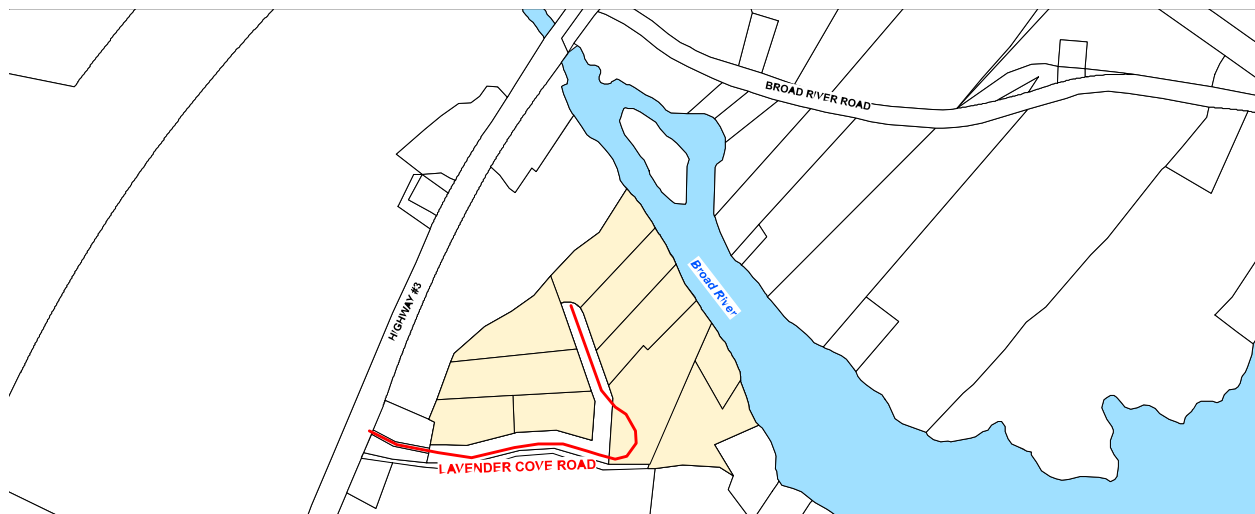
At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.

Staff mailed out the petition to all the land owners abutting the road, resulting in less than the required 70% of property owners signing.

A new petition was submitted with "Lavender Cove Road" being the first choice for a road name. The new petition sets out that this name has been used informally for 30 years. Staff reached out to original petitioner and he was in agreement with the road name Lavender Cove Road. The new petition

was mailed out to all the abutting land owners, resulting in 80% owners in agreement with Lavender Cove Road.

Lavender Cove Road is acceptable to the Planning Department, as no same or similarly named road exists in Queens County. Refer to map below. This new road will be classified as a private road.



Applicable Legislation

Region of Queens Municipality *Policy Number 6 – Naming and Renaming of Roads.*

Budget Impacts

Costs to purchase and install the signage is approximately \$200, which is provided for in the 2021/ 2022 Planning budget.

Communication

The applicant and all abutting property owners will be advised of Council's decision.

SCHEDULE "A"

PETITION

We, the undersigned property owners in the Region of Queens Municipality realizing the importance of the necessity of having a Civic Addressing System, request that the road along which our properties lie become officially recognized as:

First Choice Name: Lavender Cove Road

Second Choice Name: Rivercrest Way

Third Choice Name: Riverside Court

Further contact may be made to:

Name:

MARILYN Kelloogh

Address: (Civic and Mailing)

5 ...
... NS
...

Telephone:

100 000 1010

ASSESSED OWNER	CIVIC NO.	MAILING ADDRESS

Myles Harlow

From: Eric Fry
Sent: Tuesday, April 5, 2022 2:49 PM
To: Myles Harlow
Subject: Re: Private Road Naming - Port Mouton Subdivision

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

* Hi Myles. Yes let's go with Lavender Cove Road. Thanks

Eric Fry

Book a conversation here -

Sent from my iPhone

Myles Harlow

From: Nick Opthof
Sent: Tuesday, April 5, 2022 8:10 PM
To: Myles Harlow
Subject: Re: Road name proposal
Attachments: image001.jpg; Policy 6 - Naming and Renaming of Roads (Lavender Cove Road).pdf; Melanie Quinzio & Nicholas Opthof.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

Hi Myles,

My apologies for not responding sooner. I completed the form a while back and I must not have mailed it out.

*

I am in agreement with the Lavender Cove Road name. Please let me know if you need something more formal than this e mail

Thanks,

Nick Opthof
Sent from my iPhone

Myles Harlow

From: Jonathan Mitchell
Sent: Tuesday, April 5, 2022 6:56 PM
To: Myles Harlow
Cc:
Subject: Re: Rivercrest Way
Attachments: Policy 6 - Naming and Renaming of Roads (Lavender Cove Road).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

* No problem. We are in agreeance

Sent from my iPhone

Myles Harlow

From: Jennifer Mullane
Sent: Tuesday, April 5, 2022 6:03 PM
To: Myles Harlow
Subject: Re: Road name proposal
Attachments: Policy 6 - Naming and Renaming of Roads (Lavender Cove Road).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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* We are fine with either..

Sent from my iPhone

Region of Queens Municipality Staff Report

7.2

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: May 10, 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

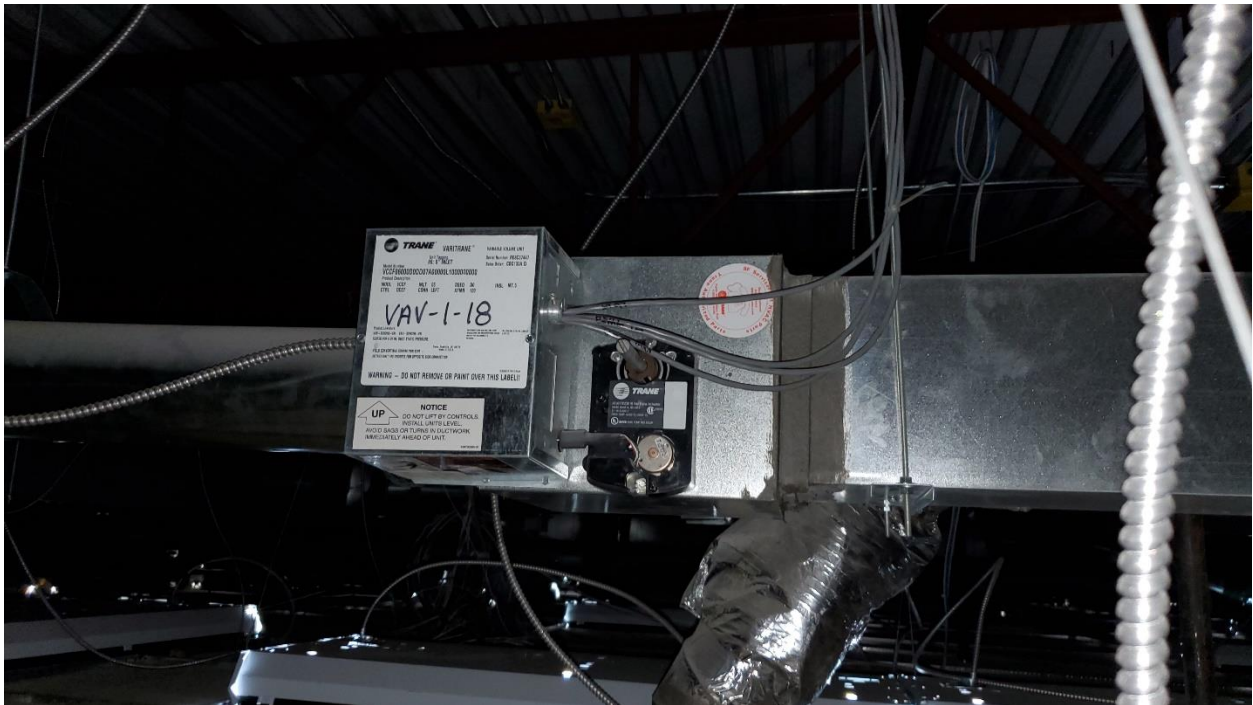


Photo A2: Typical VAV terminal unit



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	Number of zones	25
Equipment Class	PKG ROOF	Floor Area	31679.0 ft ²
Air System Type	VAV	Location	Halifax, Nova Scotia

Sizing Calculation Information

Calculation Months	Jan to Dec	Zone CFM Sizing	Peak zone sensible load
Sizing Data	Calculated	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

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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							

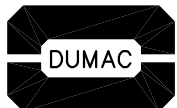
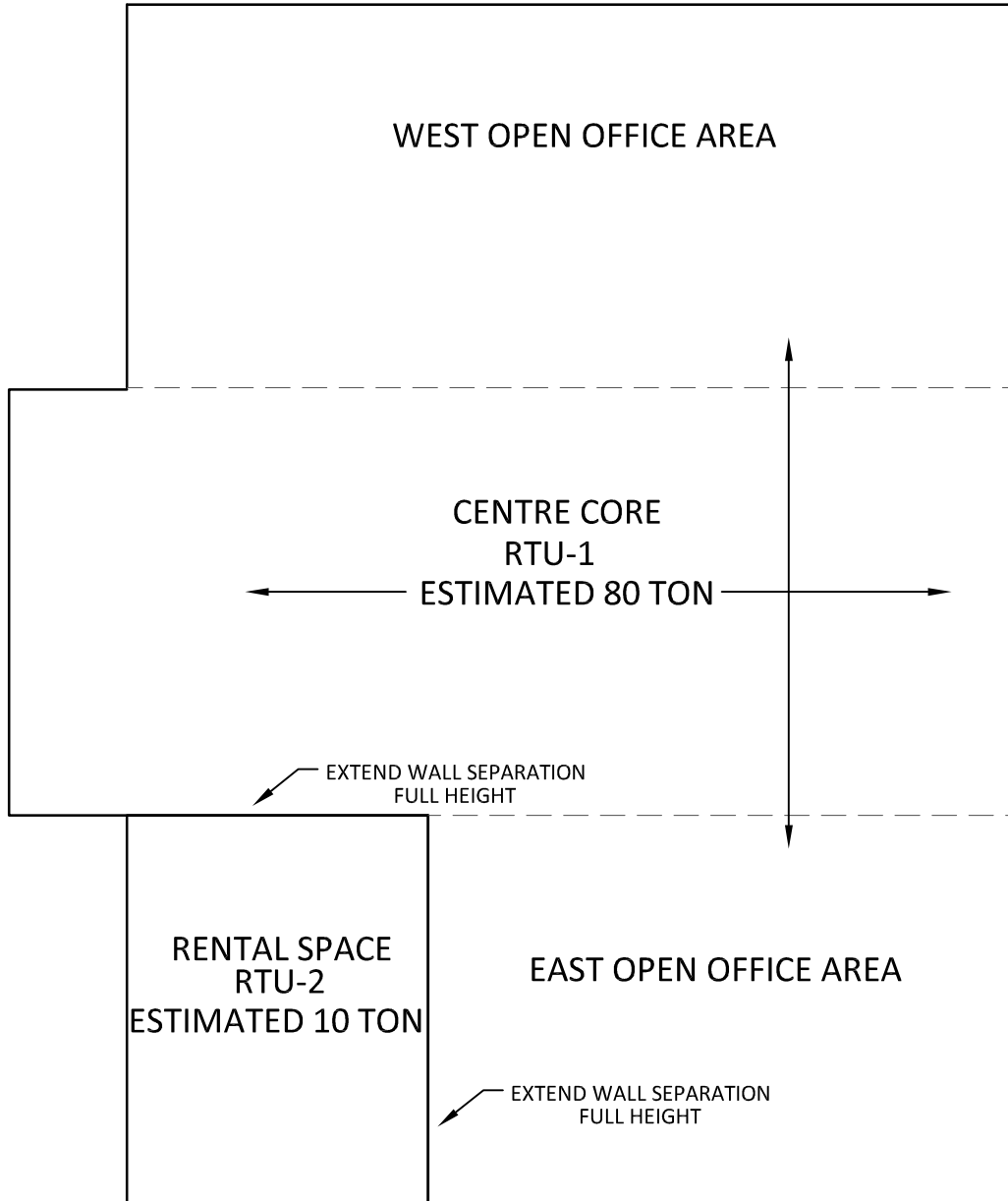
Zone Sizing Summary for SYSTEM - Total Building

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

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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

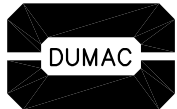
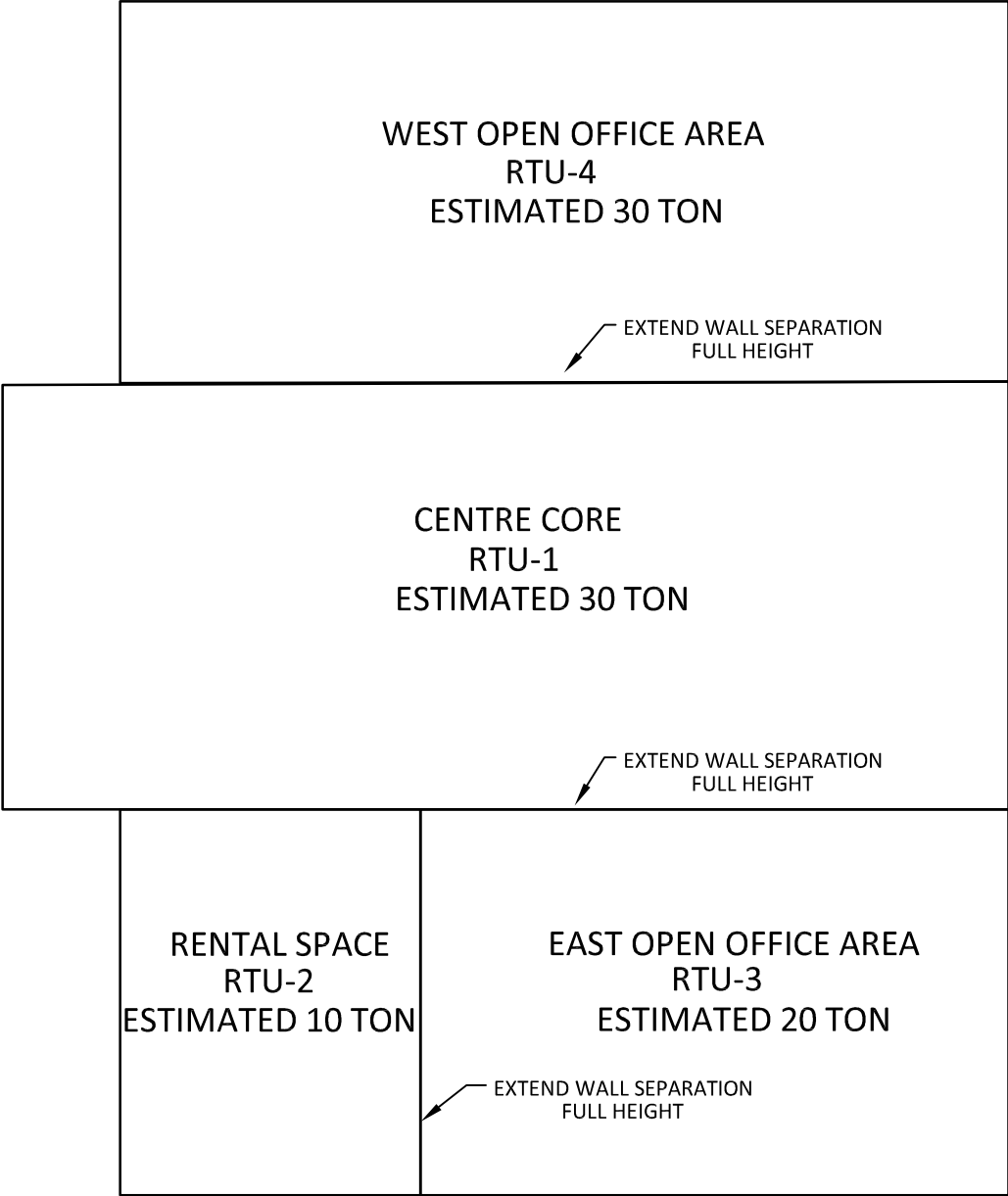
PROJECT REGION OF QUEENS CALL CENTRE

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

DRAWN BY STAFF

CHECKED BY MFE

DATE 03-30-2022

DRAWING No. M-2

PROJECT REGION OF QUEENS CALL CENTRE

DRAWING OPTION #2 KEYPLAN

**Region of Queens Municipality
Staff Report**

7.3

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: May 10, 2022

Re: POLICY 23 - REGULAR MEETINGS OF COUNCIL

BACKGROUND

Council has an Administrative Policy respecting Regular Meetings of Council which sets out the days and times that Council meets each month on the second and fourth Tuesdays. The first meeting takes place at 9:00 a.m. and the second meeting takes place at 6:00 p.m.

DETAILS

During the summer months, the agendas for these meetings is always short as many staff and Council members take time off for vacations. However; due to the continuing of these meetings, staff time requires that they continue to be available to prepare reports, agendas and minutes as usual which prevents several staff from being able to take summer vacations. Our operations are not big enough to allow for others to fill in during these vacations as they are often on vacation as well. In light of this, in 2021, only one Council meeting took place in July and August during the second Tuesday of the month. Bi-weekly meetings can be required to meet the requirements for planning matters that are time sensitive, but there are no known planning matters coming before Council this summer at this time.

Council at this time may wish to consider whether they want to amend Policy 23 permanently to avoid having to discuss this matter each spring and also to consider how to deal with holding an evening summer meeting in North Queens.



APPLICABLE LEGISLATION

Section 23(1)(a) of the *Municipal Government Act* (MGA) authorizes council to make policies respecting the date, hour and place of the meetings of the council and the notice to be given for them.

BUDGET IMPACTS

It is not expected that this recommendation will have any budget impacts other than minimal mileage savings.

DISCUSSION

Staff are requesting Council direction on this matter for 2022.

ADMINISTRATIVE POLICY NO. 23
RESPECTING REGULAR MEETINGS OF COUNCIL

Council of Region of Queens Municipality under authority of Section 23(1)(a) of the Municipal Government Act of Nova Scotia hereby adopts the following as an Administrative Policy effective January 1, 2021:

DEFINITIONS

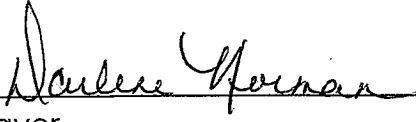
1. Words in this administrative policy shall have their normal dictionary and contextual meanings.

REGULAR MEETINGS


2. Council of Region of Queens Municipality shall hold a monthly council meeting on the second Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 9:00 a.m.
3. Council of Region of Queens Municipality shall hold a monthly council meeting on the fourth Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 6:00 p.m., excepting that the below meetings shall be held in the following locations:
 - a. April - West Queens
 - b. July - North Queens
 - c. October - East Queens
 - d. January - South Queens
4. When a meeting date falls on a holiday, then the meeting shall be held on the next business day.
5. In cases where it is unsafe to do so because of health or safety reasons, Council may at its sole discretion hold such non-Council Chamber meetings in the Council Chamber.

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 on the 8th day of December, 2020.

SIGNED by the Mayor and Deputy Clerk this 15th day of December, 2020.



Mayor



Deputy Clerk