

Region of Queens Municipality Regular Council

Tuesday, October 25, 2022, 6 p.m.

Port Medway Fire Hall, 66 Long Cove Road, Port Medway

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor David Brown
Councillor Maddie Charlton
Councillor Ralph Gidney (arrived 6:07 p.m.)
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor Carl Hawkes
Chris McNeill, CAO
Eric Levy, Municipal Clerk
Christine Watson, Admin. Assistant – Planning & Development

1.0 Call to Order

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

2.0 Changes / Approval of Agenda

Add Item 8.5 – Open Pen Fish Farming

It was moved by Councillor Amirault and seconded by Councillor Charlton that the Agenda be approved as amended.

MOTION CARRIED unanimously.

3.0 Presentations

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

No members of the public came before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – October 11, 2022

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

THAT the minutes of the Regular Council meeting held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – Automobile Repair Shop by Development Agreement – October 11, 2022

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

THAT the minutes of the Public Hearing – Automobile Repair Shop by Development Agree held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

6.3 Public Hearing – Amendments to the MPS and LUB to change the Future Land Use Designation- October 11, 2022

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

THAT the minutes of the Public Hearing – Amendments to the MPS and LUB to change the Future Land Designation held October 11, 2022 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Lost at Sea Memorial Request

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

THAT Council of Region of Queens Municipality grant approval for Queens County Historical Society to place a Lost at Sea Monument on municipal lands at Fort Point Lighthouse Park with the full cost of the project to be funded by the Proponent;

SUBJECT TO approval of the final location by the Municipality's Director of Engineering and Public Works to minimize costs for moving current infrastructure and eliminate or lessen the need for tree removal;

FURTHER THAT prior to creating the Monument Plaque that the Proponent carry out consultations with Acadia First Nation and Native Council of Nova Scotia seeking input and suggested wording for inclusion on the plaque of those individuals lost at sea prior to 1759 and those after 1759 who may not have been deemed or recognized as fisherman or marine workers according to colonial laws at the time, but who contributed greatly to our marine and fishing heritage and communities;

AND FURTHER THAT Queens County Historical Society shall be fully responsible for the lost at sea database and website, including yearly updates at its sole cost; and should Queens County Historical Society dissolve or fail to carry out their duties according to this agreement, that Queens County Museum will accept responsibility for this work thereafter.

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

To remove "with the full cost of the project to be funded by the Proponent" from the first paragraph of the recommendation.

Deputy Mayor Muise stated with this wording, Queens County Historical Society would not be able to come back to the Region and ask for funding for the project.

Mayor Norman stated the Society would be able to apply through the Community Investment Fund.

Chris McNeill, CAO, stated the wording is the same as other similar projects, i.e. the universal playground. They can also apply for other grant funding in addition to the Region's CIF.

AMENDED MOTION DEFEATED with 1 in favour and 7 against.

MOTION CARRIED unanimously.

7.2 Council Committee Appointments

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

THAT Council of Region of Queens Municipality approve the following committee appointments for a two year term:

Bursary Selection Committee:

**Councillor Ralph Gidney, Chair
Councillor Carl Hawkes, Vice-Chair**

Audit and Internal Control Committee:

**Councillor Vicki Amirault, Chair
Councillor Ralph Gidney**

Planning Advisory Committee:

**Councillor Maddie Charlton, Chair
Councillor David Brown, Vice-Chair
Councillor Carl Hawkes**

Heritage Advisory Committee:

**Councillor Carl Hawkes, Chair
Councillor Maddie Charlton, Vice-Chair**

Emergency Services Committee:

**Deputy Mayor Jack Fancy
Councillor Kevin Muise
Councillor Ralph Gidney**

Region 6 Solid Waste Steering Committee:
Councillor David Brown
Councillor Kevin Muise (Alternate)

South West Nova Biosphere Committee:
Mayor Darlene Norman

South Shore Regional Library Board:
Councillor Vicki Amirault

Queens Community Health Board:
Councillor Vicki Amirault

South Shore Housing Action Coalition:
Councillor Maddie Charlton

**Western Regional Crown Land Stakeholder Interaction
Committee:**
Councillor Kevin Muise

Accessibility Advisory Committee:
Councillor David Brown, Chair
Deputy Mayor Jack Fancy

Councillor Amirault requested to be removed from the Audit & Internal Control Committee and to be moved to the Accessibility Advisory Committee.

Deputy Mayor Muise took the Chair at 6:26 p.m.

**It was moved by Mayor Norman and seconded by Councillor
Gidney:**

**THAT Councillor Vicki Amirault move from the Audit and
Internal Control Committee and move to the Accessibility
Advisory Committee and become Chair.**

**AND THAT Councillor David Brown move from the Accessibility
Advisory Committee and move to the Audit and Internal
Control Committee as Chair.**

AND FURTHER THAT Deputy Mayor Jack Fancy move to the Region 6 Solid Waste Steering Committee as an Alternate and Councillor Kevin Muise becomes the Chair.

MOTION CARRIED unanimously.

AMENDED MOTION CARRIED unanimously.

Mayor Norman resumed the Chair at 6:28 p.m.

7.3 Public Committee Appointments

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

THAT Council of Region of Queens Municipality approve the following public member committee appointments:

Planning Advisory Committee:

Gary Clark, District 1, for a term expiring October 31, 2024

Zenia Horton, District 2, for a term expiring October 31, 2023

Jonathan Bower, District 3, for a term expiring October 31, 2024

Mary White, District 4, for a term expiring October 31, 2023

Linda Rafuse, District 5, for a term expiring October 31, 2024

Pamela Brennan, District 6, for a term expiring October 31, 2023

Heritage Advisory Committee:

Linda Rafuse, for a term expiring October 31, 2024

Danielle Robertson, for a term expiring October 31, 2024

Accessibility Advisory Committee:

Wayne Huskins, for a term expiring October 31, 2024

Shelly Neilson, for a term expiring October 31, 2024

Mackenzie Colp, for a term expiring October 31, 2024

Tyler Roy, for a term expiring October 31, 2024

Kelly Oxner, for a term expiring October 31, 2024

Diversity and Inclusion Action Team:

Rigel Jones, for a term expiring October 1, 2023

Dotse Dunyo, for a term expiring October 1, 2023

Haritha Gnanarantna, for a term expiring October 1, 2023

Deputy Mayor Muise enquired how was the committee positions were filled.

Eric Levy, Municipal Clerk & Diversity Coordinator, stated the committee positions were advertised through social media, through on-line forms and current sitting members were asked if they wished to reoffer.

Deputy Mayor Muise stated there needs to be a better way to make people aware that there is a call for committee members. Mayor Norman stated Councillors can seek assistance from staff for posters to be made and posted and as Councillors, can spread the news. Deputy Mayor Muise further stated he was unaware of this until the agenda was released and felt that Councillors should be made aware.

Councillor Charlton stated she had previously asked to have these positions advertised in the South Shore Beaker.

Counillor Fancy stated we should support Queens Crown for advertising which would be a great opportunity.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Fire Department Leadership Training

Mr. Levy stated at the September 13, 2022 Emergency Services Committee Meeting, it was requested that the Municipality seek outside leadership or training support to help improve relations amongst Fire Chiefs and the Municipality.

A skilled facilitator is expected and all Chiefs have agreed to participate.

Mayor Norman stated this is an unfunded liability and not within the budget. Costs incurred could be between \$10,000 – 12,000 and would involve all Fire Chiefs and some members of Region staff.

Councillor Gidney enquired if any companies have been contacted. Mr. Levy stated no, and the costs are an estimate.

Councillors Charlton and Brown stated Council should support as it is a small cost compared to their contribution to the community.

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

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

MOTION CARRIED unanimously.

8.2 Memorandum of Understanding respecting EMO Mutual Aid

Mr. Levy stated EMO officials have identified the need for a Memorandum of Understanding with neighbouring municipalities concerning mutual aid during an emergency between Region of Queens Municipality, Municipality of the District of Lunenburg, Municipality of the District of Chester, Town of Bridgewater, Town of Lunenburg and Town of Mahone Bay. The responsibility for costs is similar to the agreement we currently have with Town of Shelburne.

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

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

MOTION CARRIED unanimously.

8.3 Council Implementation Report

There were no issues from this report to come before this meeting.

8.4 Financial Review Quarter Two

Joanne Veinotte, Director of Corporate Services, provided an update on Quarter Two Financial Report. Some highlights included:

Revenue Analysis:

Section 1 – Taxes: Deed transfer tax has now surpassed the budgeted figure for the year. September activity involved significant change in ownership of properties by one owner which represented over 60% of the September's amount.

Another successful tax sale with 23 properties being sold clearing \$48,906 from outstanding accounts and adding \$252,994 to the Tax Sale Surplus Reserve.

Section 5: Revenue from Own Sources: Return on Investments is well over budget as interest rates continue to climb. Investment strategy for long term cash commitments is being reviewed to maximize this revenue and will be discussed at November's Audit and Internal Control Committee meeting.

Section 7: Other Provincial Funding – DMA Final payment of Beautification Program from prior year \$10,000, \$20,000 contribution for Astor lift.

Analysis of Real Estate Activity Q2:

- Total number of sales were increased just over \$1M as compared to last year.
- Sales by District still show strong sales for District 9.

Section 8 – Other Transfers

The transfers to date are as follows:

- South Shore Hospital Foundation Donation – Unbudgeted \$100,000 (Brighter Days Campaign)
- RQM Contribution to playground from CIF \$111,773
- Comfort Centers \$4425
- Post Closure Report \$70,037
- LDBC Lease Commission \$46,875

- Special Operating Reserve transfer is higher than budget because the RQM contribution toward funding of the Playground was not included in the 2022/2023 budget as it was approved in a preceeding year.

Expenditures:

Section 9 - General Government Services

- Travel – Council related is all mileage expense for meetings.
- Other – Queens Coast Branded clothing (no bill yet).
- Taxation - Reduced Taxes is our low income tax rebate. The increase in the Low Income Cut Off made a significant difference to the number of people who took advantage of this program - 39% increase.

Section 11 – Transportation Services

- Roads and streets: Costs for high ticket items like paving are not posted for projects yet.
- Street lighting: Includes costs of \$12,000 for damaged light by an uninsured automobile on the water front and are unable to recover costs from automobile owner.

Section 12 –Environmental Services

Garbage and Waste Collection is the contract with GE Trucking. The fuel surcharge ranges from \$8,000 per month to \$10,000 per month. A recalculation of this charge is done monthly by staff to ensure it is accurate.

Section 14 - Environmental Development Services

- Tourism and Economic Development is now broken out into different lines.

Section 15 – Recreation and Cultural Services

Swimming Pools: Under budget as a result of staffing shortages all summer. There was a significant amount of work needed at North Queens and has not been costed yet.

Section 16 – Fiscal Services

Budgeted transfers from reserve with the exception of the \$100,000 donation which was unbudgeted but approved by Council, \$111,773 CIF contribution to playground, and Comfort Center funding from Reserve.

Hillsview Acres

Agency staffing and operational support costs have been broken out separately on the statement.

Councillor Amirault enquired if the fuel surcharge is unbudgeted. Mrs. Veinotte stated that line will be over budget and will be discussed at next year's budget meeting.

8.5 Open Pen Fish Farming

Mayor Norman stated everyone is aware of the proposed expansion of open pen fish farming in Liverpool Bay, and this has not been discussed as a Council. The province does not ask municipalities for their options, but other municipalities have voiced theirs. The proposal will see an increase to 1.8 million salmon to be raised in three pens.

She further stated she would like for Council to submit a letter of opposition to the Premier and Minister of Fisheries and Aquaculture based on the principle for the amount of fecal matter in the Bay.

Councillors agreed with the submission of the letters and each Councillor will sign them.

9.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 7:08 p.m. to discuss the following:

- 9.1 Contract Negotiations**
- 9.2 Personnel**
- 9.3 Sale of Municipal Property**

MOTION CARRIED unanimously.

Mayor Norman announced a 10 minute break at 7:08 p.m.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 7:55 p.m.

MOTION CARRIED unanimously.

9.3 Sale of Municipal Property

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

THAT Council of Region of Queens Municipality declare property identified as PID #70028477 surplus to municipal needs;

AND THAT Region of Queens Municipality give notice of its intention to sell properties identified as 70027982, 70040423, 70017983 and 70028477 to Queens Neighbourhood Co-operative Housing Ltd. for the price of \$1.00, which is less than estimated fair market value of \$15,000;

AND THAT a Public Hearing respecting the proposed sale be held on November 22, 2022 at 6:00 p.m. in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 7:58 p.m.



Mayor Darlene Norman, Chair



Eric Levy, Municipal Clerk



Christine Watson, Administrative Assistant – Planning & Development

Date Approved: November 8, 2022

Region of Queens Municipality Staff Report

8.4

To: Council

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

Date: October 25, 2022

Re: Financial Review Quarter Two

Background

Responsible governance includes a comprehensive review of financial information and performance as compared to budget.


Non consolidated financial statements for the quarter are provided to Council with a staff report containing supplemental information that Finance staff deem significant for Council. Any questions or concerns Council have regarding the statements can be addressed in the meeting by the Director of Corporate Services and the Manager of Finance.

Details

Financial Report – Quarter Two

Revenue Analysis:

Section 1 – TAXES: Deed transfer tax has now surpassed the budgeted figure for the year. September activity involved significant change in ownership of properties by one owner and that represented over 60% of the September's amount.



Another successful tax sale took place with 23 properties being sold clearing \$48,906 from outstanding accounts and adding \$252,994 to the Tax Sale Surplus Reserve.

Section 5: REVENUE FROM OWN SOURCES: Return on Investments is well over budget as interest rates continue to climb. Investment strategy for long term cash commitments is being reviewed to maximize this revenue. Note that only the funds invested from Operations are recorded on the Operating Statement.

Section 7: OTHER PROVINCIAL FUNDING – DMA Final payment of Beautification Program from prior year \$10,000, \$20,000 contribution for Astor lift.

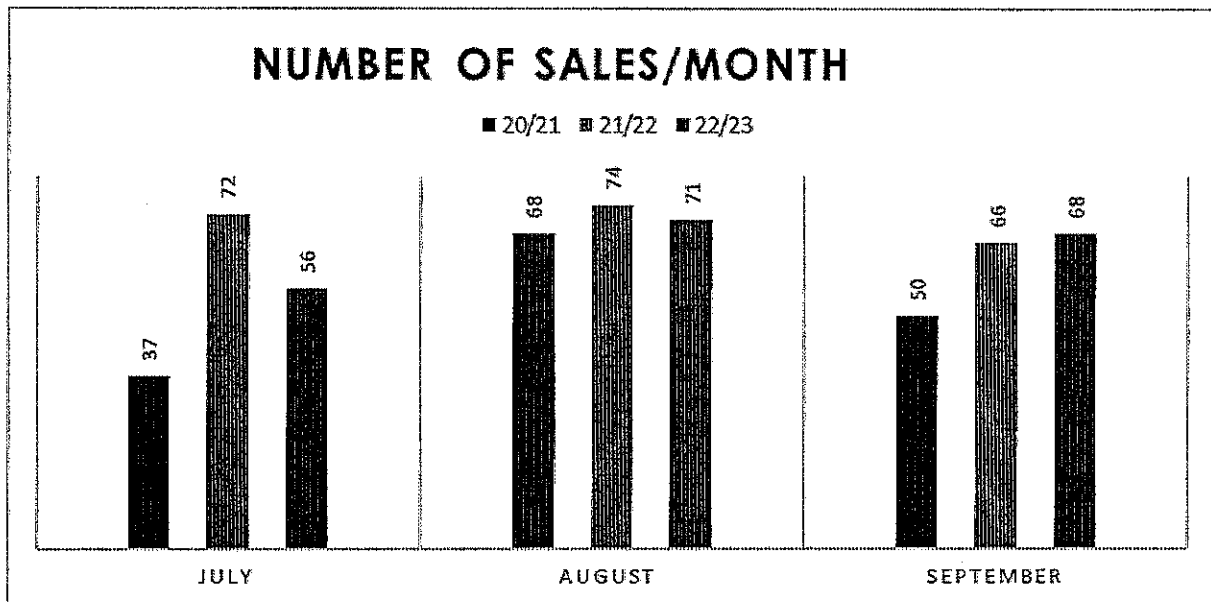
Analysis of real estate activity Q2:

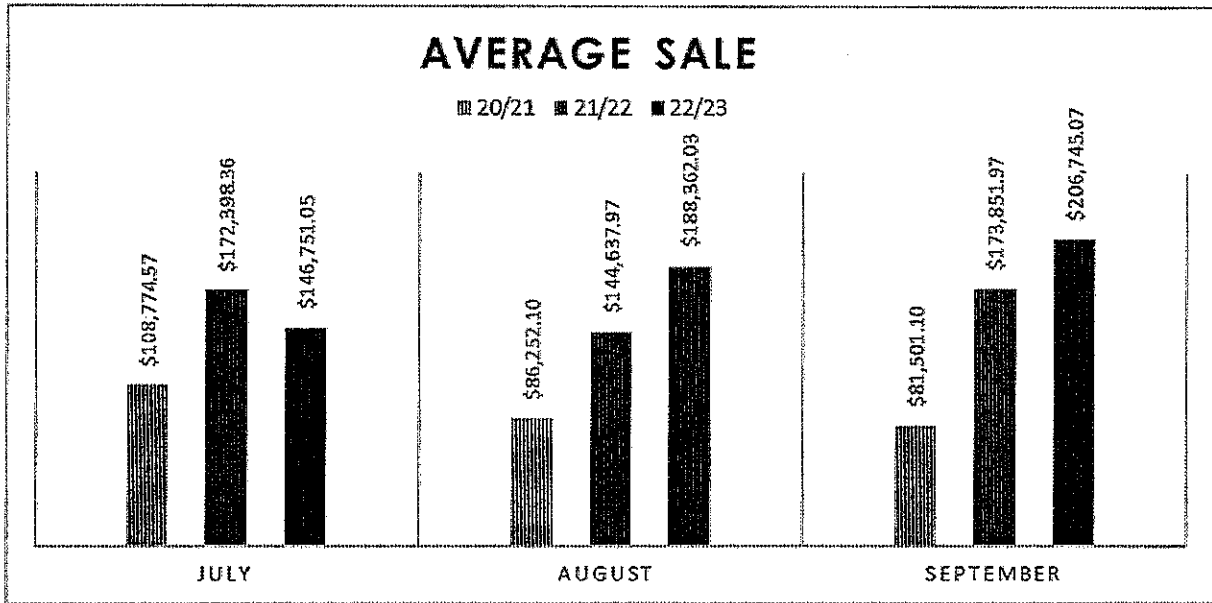
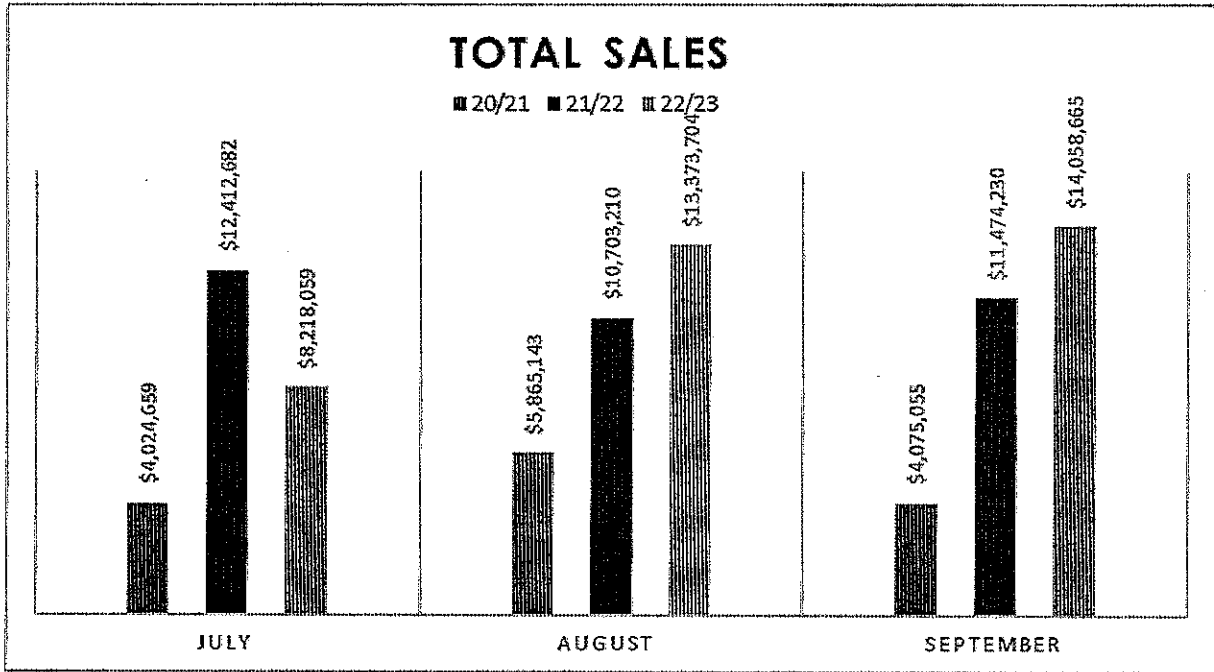
Total number of sales were 212 in 21/22 vs 195 22/23, so very close, and sales increased just over \$1M as compared to last year. Average sale value was \$163,6300 in Q2 21/22 vs \$180,620 22/23.

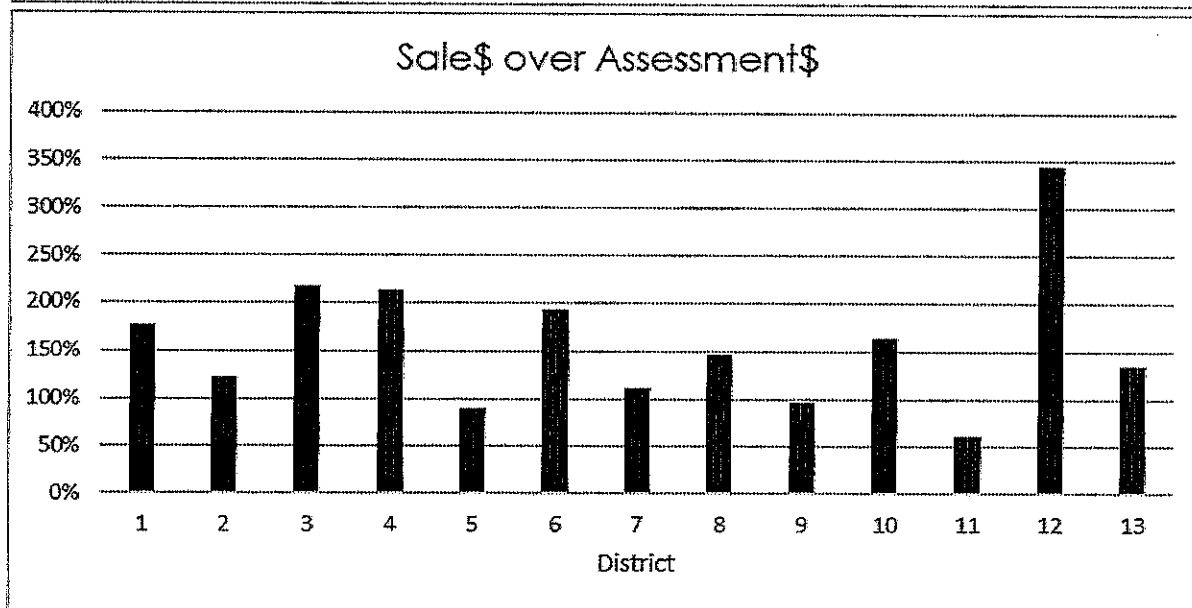
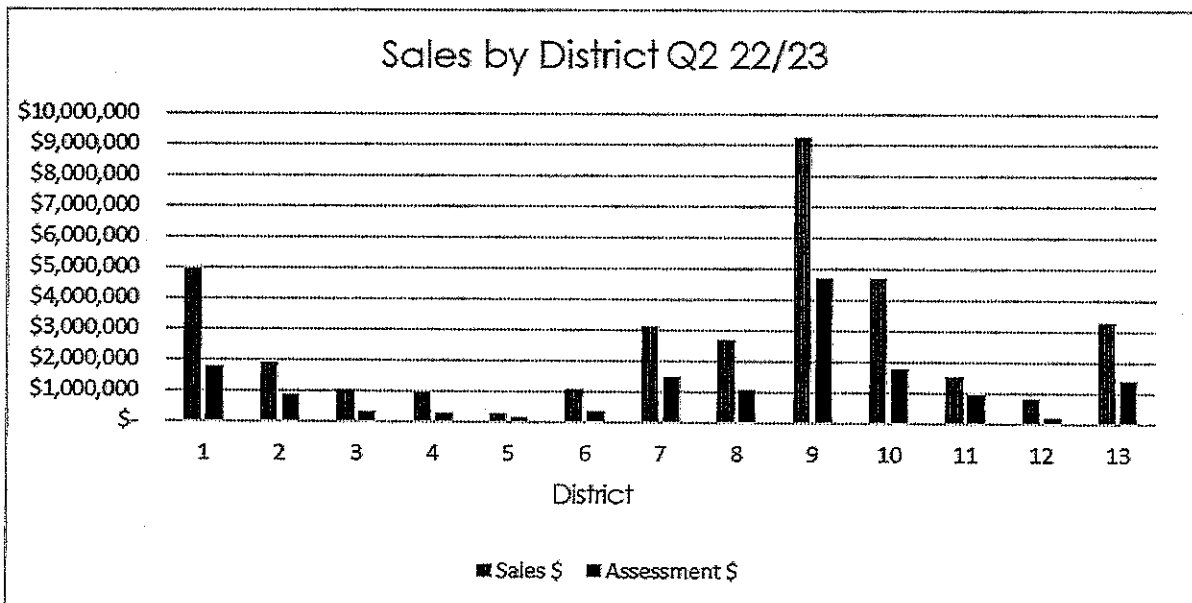
Sales by District still show strong sales for District 9.

Sale prices are consistently over assessed value. The reason why this is significantly higher than we have seen is that many of the transactions were resource lands with low assessed values sold at market. There was a few of these in almost every district.

District	# Sales	Sales \$	Assessment \$	inc %age
1	18	\$ 4,957,850	\$ 1,790,300	176.93%
2	12	\$ 1,901,019	\$ 855,800	122.13%
3	4	\$ 1,054,500	\$ 331,700	217.91%
4	5	\$ 939,900	\$ 299,300	214.03%
5	3	\$ 300,576	\$ 158,600	89.52%
6	9	\$ 1,082,300	\$ 369,200	193.15%
7	20	\$ 3,136,158	\$ 1,486,800	110.93%
8	14	\$ 2,702,038	\$ 1,096,500	146.42%
9	47	\$ 9,226,100	\$ 4,685,500	96.91%
10	31	\$ 4,681,563	\$ 1,772,600	164.11%
11	13	\$ 1,528,200	\$ 948,200	61.17%
12	6	\$ 846,423	\$ 190,000	345.49%
13	13	\$ 3,293,801	\$ 1,402,000	134.94%
	195	\$ 35,650,428	\$ 15,386,500	131.70%







Section 8 – OTHER TRANSFERS

This is where the funding is brought in from reserves for budgeted items and for Council approved unbudgeted items.

The transfers to date are as follows:

South Shore Hospital Foundation Donation – Unbudgeted \$100,000

RQM Contribution to playground from CIF \$111,773

Comfort Centers \$4425

Post Closure Report \$70,037

LDBC Lease Commission \$46,875

The Post Closure transfer was more than budget because AECOM was unable to complete the majority of the work in 21/22.

Special Operating Reserve transfer is higher than budget because the RQM contribution toward funding of the Playground was not included in the 22/23 budget as it was approved in a preceeding year.

Expenditures:

Expenditures are expressed as a percentage of annual budget, therefore those that are recorded at the beginning of the year will be close to 100% of budget rather than 25% for the quarter.

Section 9 - GENERAL GOVERNMENT SERVICES

Travel – *Council* related is all mileage expense for meetings.

Other – Queens Coast Branded clothing (no bill yet).

Taxation - Reduced Taxes is our low income tax rebate. The increase in the Low Income Cut Off made a significant difference to the number of people who took advantage of this program. 303 this year vs 218 last - 39% increase!

Section 11 – TRANSPORTATION SERVICES

Roads and streets: costs for high ticket items like paving are not posted for projects yet.


Street lighting: Includes costs of \$12,000 for damaged light by an uninsured automobile. Unable to recover from automobile owner.

Section 12 – ENVIRONMENTAL SERVICES

Garbage and Waste Collection is the contract with GE Trucking. The fuel surcharge ranges from \$8,000 per month to \$10,000 per month. A recalculation of this charge is done monthly by staff to ensure it is accurate.

Section 14 - ENVIRONMENTAL DEVELOPMENT SERVICES

Tourism and Economic Development is now broken out into different lines.



Facilities: VIC, Port Medway, Fort Point, Christmas Lighting
Marketing and Promotion: Brochure, Website, Advertising, Signage
Administration: Staffing
Liverpool Business Development Center
Event Strategy – SB budget line
Community Initiatives/Signage/Other: Façade program, Wayfinding, Data,
Economic Diversification

There is a lease commission payment of \$46,875 in expenditures for the LDBC that is funded through a transfer in Section 8.

Section 15 – RECREATION AND CULTURAL SERVICES

Swimming Pools: Under budget as a result of staffing shortages all summer. Director's time to lifeguard and supervise pool staff has not been included. There was also a significant amount of work needed at North Queens and it has not been costed to the pool yet.

Section 16 – FISCAL SERVICES

Budgeted transfers from reserve with the exception of the \$100,000 donation which was unbudgeted but approved by Council, \$111,773 CIF contribution to playground, and Comfort Center funding from Reserve.

HILLSVIEW ACRES

Agency staffing and operational support costs have been broken out separately on the statement.

Budget Impacts

Any forecasted impact on budget will be included in this staff report.

Communications

The report will be included in the meeting minutes.