

Region of Queens Municipality Regular Council

Tuesday, April 11, 2023

9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

3.1 Home for Special Care Society – Andrew MacVicar

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – March 28, 2023

6.2 Public Hearing – March 28, 2023

6.3 Emergency Council – March 17, 2023

6.4 Special Council – April 4, 2023

7.0 Recommendations

7.1 Community Investment Fund 2023-2024 – Liverpool Tennis & Pickleball Club

7.2 Nova Scotia Federation of Municipalities' Conference Attendance

7.3 Fire Department and Medical First Responder Annual Registration

8.0 Discussions

- 8.1 Area Rate Requests – Brooklyn Cemetery Committee and Brooklyn Recreation Committee
- 8.2 Request for Memorial Picnic Table at Beach Meadows Beach
- 8.3 Request for Memorial Bench at Liverpool Bridge

9.0 In-Camera Items

- 9.1 Contract Negotiations

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, March 28, 2023 6:58 p.m.**

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor David Brown
Councillor Maddie Charlton
Councillor Ralph Gidney
Councillor Vicki Amirault
Councillor Kevin Muise
Mike MacLeod, Director of Planning & Development
Eric Levy, Municipal Clerk
Christine Watson, Admin. Assistant – Planning & Development

Regrets: Councillor Carl Hawkes

1.0 Call to Order

Mayor Norman called the meeting to order at 6:58 p.m.

2.0 Changes / Approval of Agenda

Mayor Norman added Item 9.1 – Personnel.

Councillor Muise added Item 9.2 – Personnel.

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

MOTION CARRIED unanimously.

3.0 Presentation

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

David Huskins, 160 Waterloo Street – Mr. Huskins enquired why the town well has been shut down often. Adam Grant, Director of Engineering & Public Works, stated the well is a registered water supply and is regularly microbiology tested. Any tainted samples, which could come from a lab error, sample error, etc., requires the well to close as a caution until a series of negative tests are achieved.

6.0 Approval of Minutes

6.1 Regular Council – March 14, 2023

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

THAT the minutes of the Regular Council meeting held March 14, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Bylaw No. 4 – A Bylaw Respecting Emergency Management, second reading

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

THAT Council of Region of Queens Municipality give second reading to Bylaw No. 4 – A Bylaw Respecting Emergency Management.

Eric Levy, Municipal Clerk and Diversity Coordinator, stated the first reading was held February 28, 2023. As per the required procedure, it was advertised in a newspaper. The document was reviewed at the Emergency Management Planning Committee meeting and no feedback was received.

MOTION CARRIED unanimously.

7.2 Development Agreement – Beach Meadows Beach Road, Beach Meadows

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

THAT Council of Region of Queens Municipality adopt an administrative policy respecting entering into a development agreement with Albert and Paula Doucet to allow for a three (3) unit fixed-roof overnight accommodation on property identified as PID #70260948.

Councillor Gidney Declared a Conflict of Interest at 7:02 p.m.

Councillor Brown stated he respects the owner and developer's wish to keep the land the way it is. When adding short term rentals it changes the fabric of the community. Although owners have the best intentions, those renting do not have the same ones, and are hard to control. The Region needs more long term rentals and less short term.

Councillor Amirault enquired if the issues about the wetland area were discussed at PAC. Mike MacLeod, Director of Planning & Development, stated engineers were on site and took the wetlands into account. Department of Environment follows regulations on water courses, which is their jurisdiction.

Deputy Mayor Fancy enquired to the reasoning behind the consideration for 3 short term rentals. Mr. MacLeod stated the applicant is seeking the potential for 3 short term rentals as was indicated at the Hearing. They do not know if they want to do long term rentals or short term, or a combination of both. The regulations allow for the maximum of one short term rental per property. However, the Bylaw of the Planning Strategy does contain provision for Council to consider changes through a rezoning process or through a Development Agreement. When the Planning Advisory Committee met and discussed the proposal, the Development Agreement was the best option as it allows a greater degree of control over that particular use and limits the use of the property.

Deputy Mayor Fancy stated short term rentals are a concern for the community and believes it should stay as is.

Councillor Charlton stated as noted earlier, the owners have the flexibility to do both, as was the process for the apartments in Hunts Point. When they were built, they were going to be entirely short term rentals, and then decided they wanted to do long term.

Councillor Charlton talked about how Al Doucet spoke on the doctors coming here for less than 30 days so when looking at this proposal, look at someone who is having difficulty in finding them places to stay. The province has identified short term rental as anything under 28 days and they have to register with the Tourism Act. Mr. MacLeod stated our Bylaw does not identify particular length of stays on short term rentals so we would refer to Provincial definitions.

She further stated she sits on the Planning Advisory Committee along with Councillor Brown and Councillor Hawkes. The flexibility for short term was supported. In response to the wetlands concern raised by Councillor Amirault, the developers have exceeded all the required regulations. If they wanted to build what they've proposed today, they would get their permits and build it. As it stands today, that parcel of land could have business such as a Day Care center or an art gallery.

Deputy Mayor Fancy took the Chair at 7:11 p.m.

Mayor Norman stated she respects the present owners, however, has lived in communities which were cottage country residential areas that had short term rentals. Residents from South West Port Mouton are now surrounded by short term rentals. And it is disruptive to the social fabric of the community.

Three buildings are permitted but the rules were designed for Hamlets and Cores for a reason. We designed them for places where we want to see short term rentals and increased commercial activity and the area in question is not part of that core, it is residential and should remain as residential.

Mayor Norman resumed the Chair at 7:13 p.m.

Deputy Mayor Fancy stated there are accommodations for doctors on the 3rd floor at the hospital where doctors can stay while on call.

He voiced his concern around short term rentals and what it would do to the community.

MOTION DEFEATED with 2 in favour and 4 against.

7.3 Insurance and Risk Management Services

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

THAT Council of Region of Queens Municipality contract the Municipality's full Insurance and Risk Management Services with AON Reed Stenhouse Inc. for the fiscal year from April 1, 2023 to March 31, 2024 with an option to renew for each of four subsequent years.

Deputy Mayor Fancy took the Chair at 7:15 p.m.

Mayor Norman requested an amendment to the recommendation.

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

FURTHERMORE, Council of Region of Queens Municipality agrees to fund any differences between the \$5,000 - \$25,000 deductible should there be a claim on the policy.

Mayor Norman stated she wanted to add this as a decision was reached to approve this insurance on the understanding that we would fund the difference of the claims.

AMENDMENT CARRIED unanimously.

AMENDED MOTION CARRIED unanimously.

7.4 Administrative Policy 9 – Property Tax Exemptions

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

THAT Council of the Region of Queens Municipality adopt Administrative Policy 9 respecting Tax Exemptions.

Mallory Plummer, Manager of Finance, stated last year the Region offered a \$300 tax exemption, but this year, the Region will offer a tiered system based on 2022 income levels.

MOTION CARRIED unanimously.

7.5 Solid Waste Management Facility – Tipping Fees

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

THAT Council of the Region of Queens Municipality approve the proposed tipping fee schedule for Residual Municipal Solid Waste, Sorted Construction and Demolition Material, Mixed Construction & Demolition Material, Blue Bag Recyclables, Organics, Metal and Contaminated Soil.

Ms. Plummer stated the proposed increase of 2.08% is reflected in the 2023/2024 tipping fee schedule and is calculated based on a rolling ten-year average for all solid waste streams.

MOTION CARRIED unanimously.

7.6 Agreement with South Shore Flying Club

It was moved by Councillor Brown and seconded by Deputy Mayor Fancy:

THAT Council of Region of Queens Municipality enter into the proposed lease agreement with South Shore Flying Club for their continued use of South Shore Regional Airport.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Council Implementation Report

There were no issues raised from this report.

8.2 NSFM Spring Conference and FCM Annual Conference Attendance

Councillor Charlton, Councillor Brown and Mayor Norman wish to attend the Nova Scotia Federation of Municipalities Spring Conference which will be held May 3 – 5, 2023 in Digby.

No Councillors wish to attend the Federation of Canadian Municipalities Annual Conference to be held May 25 – 28, in Toronto. Councillor Charlton suggested the budget be adjusted to reflect this decision.

8.3 Pool Discussion

Deputy Mayor Fancy noted the Council Implementation Report stated In Progress for the pool recommendations and enquired what progress has been made. Mr. Grant stated no effort has been made to date as no information has been provided to him.

Deputy Mayor Fancy stated the Pool Committee had requested a project manager be recruited. He suggested we move forward and a design be brought forward incorporating the library. He enquired if the project manager for the library could be the project manager for the two projects. It needs to be determined if and how both projects will fit and if either needs to be modified. Councillors Brown and Charlton agreed.

Councillor Amirault enquired if the Pool Committee, Project Manager and the Library Steering Committee could meet to see if this is possible. Andrew Amos, project manager, in the Library Committee meeting stated he would be available to answer any questions. Mayor Norman stated if negotiations are to be made with the project manager who is hired by Region of Queens, those negotiations are

not made between the committees. The Director of Engineering oversees capital construction.

Councillor Amirault stated the intention is not necessarily negotiating, but would be a way to have questions answered from both committees. Mayor Norman stated she could not answer as it is unclear exactly what Council's jurisdiction is.

Councillor Charlton stated the majority of council would like to pursue looking at both projects at the same time. Staff could investigate and advise if it is possible to go that route. Mayor Norman stated Mr. Amos was hired to do a project and there would be cost implications if asking him to undertake more. There would need to be input from the Director of Engineering & Public Works and the Director of Recreation & Healthy Communities, as they will be responsible for running these infrastructures. She asked Mr. Grant how to best move forward.

Mr. Grant stated each committee needs to establish a scope of their project. Mr. Amos is probably comfortable working on both projects. It would make sense to work on both projects simultaneously.

Mayor Norman enquired what point should a project manager be hired for the pool. Mr. Grant stated once the scope of the project, detailing specific parameters, have been identified.

He further stated the two committees should bring their completed scopes for the projects to staff. Staff would then refine the scope and the project team would proceed. Deputy Mayor Fancy stated the pool committee's scope is ready and enquired what the next steps are. Mr. Grant stated it should be brought forward to the CAO in a letter form from the committee with documents to support what the project is going to be and include the specific site location.

9.0 In-Camera Items

It was moved by Councillor Charlton and seconded by Councillor Gidney that the proceedings go In-Camera at 7:55 p.m. to discuss the following:

9.1 Personnel

9.2 Personnel

MOTION CARRIED unanimously.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 8:37 p.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 8:37 p.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality Public Hearing
Development Agreement – Beach Meadows Beach Road,
Beach Meadows
Tuesday, March 28, 2023
Council Chambers, 249 White Point Road, Liverpool
6:00 p.m.**

Minutes

Members of Council: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Vicki Amirault
Councillor David Brown

Regrets: Councillor Carl Hawkes

Members of Staff: Mike MacLeod, Director of Planning & Development
Eric Levy, Municipal Clerk
Heather Cook, Communications & Engagement Coord.

Members of the Public: 24

Call to Order

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

A. Remarks

Mayor Norman stated the purpose of the Public Hearing is to provide any interested person an opportunity to present an oral or written presentation to Council of Region of Queens Municipality with regard to the intent to enter into a development agreement with Albert and Paula Doucet to allow for a three (3) unit fixed-roof overnight accommodation on property identified as PID #70260948.

Mayor Norman reviewed the procedures for the Hearing which were provided on the agenda.

Councillor Gidney Declared a Conflict of Interest at 6:02 p.m.

Mike MacLeod, Director of Planning & Development, stated an application was received to rezone property off Beach Meadows Road in Beach Meadows from Hamlet Residential (HR) zone to Hamlet Core (HC) zone. The applicant wishes to construct a triplex dwelling to use as either short term or long term rentals.

A triplex dwelling is a use permitted in the HR zone. Short term rentals are permitted with only one unit on a lot. The proposed rezoning would allow for all three units to be short term rentals.

One option for consideration to meet the needs of the applicant is to amend the Land Use Bylaw (LUB) to change the zoning of the property from Hamlet Residential (HR) to Hamlet Core (HC). Policy 5.48 in the Municipal Planning Strategy (MPS) sets out potential for consideration of the rezoning. Council can amend the LUB if satisfied criteria of Policy 6-21 have been met.

Changing the zoning for a parcel of land from Hamlet Residential to Hamlet Core, would open up the parcel of land for any other use permitted in the Hamlet Core Zone, so more than short term rentals that would be permitted.

Another option Council could consider to permit this use is through a development agreement under Policy 6.18.

Potential options for consideration are:

1. Maintain status quo (deny request);
2. Amend the LUB to rezone property from Hamlet Residential (HR) to Hamlet Core (HC); or
3. Enter into a development agreement with the owners to allow for all three units to be short term rentals.

Staff have reviewed the application and are of the opinion that the best option is to address this through a development agreement process. The Planning Advisory Committee met to discuss the application and concurred and made a recommendation in favour of entering into a development agreement.

1. Archie Kaiser, 1148 Brooklyn Shore Road – Mr. Kaiser stated he is strongly opposed to this development. As a land owner it is not for me to demonstrate that this should not be granted, it is for the proponent to show there is a public interest and believes that the staff report fails to prove that and the application should be denied.

He further stated this process in a substantial variation from the existing land use and has the risk of permanently disrupting the community. He commented that he was unaware of a development proposal and was

unaware of any planning advisory meeting, and was not given an opportunity to present.

He stated that he does not believe this is an appropriate location for this development. Staff have observed, as in their report dated February 28, that there has been an increase in short term rentals. There is a cost to communities when this occurs. The developer has asked Council for short term rentals, and is concerned this will disrupt the community and set a bad precedent for the future of Beach Meadows and other vulnerable communities in the area.

There will be a higher traffic volume in this area. He stated he has written to the Mayor and MLA about the speeds and was told this is a provincial matter.

The problem is if the development is allowed to proceed, what happens to the next developer who asks for exactly the same thing? What will happen to the park area? There are many vacant lands in the area.

He further stated he is concerned with the natural environment. The policy states that things such as soil erosion, filtration, drainage issues and impacts on species at risk need to be assessed.

Overnight accommodations are socially and ecology disruptive. The development abuts the park and wetlands and puts everything at risk. He urged Council to maintain status quo or the Region make a fair offer to purchase the property to preserve the wetlands for future generations.

2. Randi Dickie, 1148 Hillside Road, Brooklyn – Ms. Dickie stated she was shocked at the size of the proposed building.

She further stated she has noticed changes around Wharton's Pond. The pond never used to flood the roadway; the flooding may be due to climate change but feels also from development at the end of the road. Not only does the main road flood but as you turn right at the end also floods.

The wetland needs to be protected and no further development to destroy the area.

3. Rick Conrad, 1550 Eastern Shore Road, West Berlin – Mr. Conrad enquired if studies were done on traffic patterns and how this development may effect it. The Beach Meadows Road is not wide enough for two cars.

He voiced his concern as plans look like there is a driveway over wetland, and enquired if there has been a wetland study, which is a requirement.

There have been comments of needing more long term housing, especially for healthcare workers, but finds it interesting that we're potentially changing the requirements for this land to allow for short term accommodations. This seems to be a contradiction.

He is concerned that the proposed development will change the character of the community, as at any given time, there could be as many as 18 people coming and going.

4. Charlene Crawford, 1108 Brooklyn Shore Road, Beach Meadows – Ms. Crawford stated she wanted to advise people of the many wildlife in the wetland area, i.e. beaver den, snapping turtles, painted turtles, ducks, fox, deer and river otters.
5. Stan Wentzell, 980 Brooklyn Shore Road, Beach Meadows – Mr. Wentzell voiced his concern on the precedent this development will create.
6. Rob Crawford, 1108 Brooklyn Shore Road, Beach Meadows – Mr. Crawford also voiced concern on the precedent set with this development.
7. Brian Moore, 163 Eagle Head Wharf Road, Eagle Head – Mr. Moore questioned the qualifications of provincial officials to approve the projects. There should be a delineation report from the environment and a study completed.
8. Brian Muldoon, 980 Brooklyn Shore Road, Beach Meadows – Mr. Muldoon stated this proposed development sets a precedent. What would be next? Where do we stop? He suggested allowing one unit. Why does there need to be three if it is zoned for one?
9. Peter Leslie, 1550 Eastern Shore Road, Beach Meadows – Mr. Leslie stated he feels he's here trying to justify why the Development Agreement should not be signed. The real question is why should it be signed? The small Land Use Bylaw went from a 16 page document to a massive document that took years to develop and cost a fortune. It seems that we are tossing that aside as if it means nothing. What is the justification for the change?

He suggested Council consider why there should be a change in the zoning or a Development Agreement. Why are we not following the plans, unless a reason is given? The developer did not ask for a Development Agreement, this was brought up by staff. They asked for a zoning change. He suggested the Council not proceed with the Development Agreement. The developer should have to justify, and in this case there is no justification for this Development Agreement or zoning change. Status quo is the only logical choice.

10. Kevin Colp, 21 Beach Meadows Beach Road – Mr. Colp stated he does not agree with the development. The road has been flooding for the last twenty years. They will be able to develop at the other end of the property.

He further stated he was told there would be two and now there is three and he was not in favour.

11. Andre Doucet, Lot 2, Brooklyn Shore Road, Beach Meadows – Mr. Doucet stated he is the developer.

He further stated he respects everyone present and respects the land. The land was for sale for 3 years. When it didn't sell, they tried to come up with a way to keep the land in the family and for their future.

Radar tests were undertaken and tried to have the speed limit reduced to 30 from 50 but was rejected. They plan is to keep as many trees as possible to not disrupt the neighbours on either side. They do not plan to disturb the wetlands and have had it inspected. They respect the land the values of the property.

The properties current zone permits them to build the three units, two long term and one short term, and have not fully decided if they will be used short or long term.

He further stated he respects everyone and their views, the land in the area, and is something he wants to set up for the future for his family to enjoy the area.

12. Al Doucet, 189 Waterloo Street, Liverpool – Mr. Doucet stated the property has been in the family for 60 years. He believes the flooding is a natural occurrence, and suggested the beavers may have contributed to this, as well as the road constructed as you turn right at the bottom which may have stopped the water from leaving the pond.

He further stated the part of the property being built on is not wetlands. Engineers have inspected for septic, well, and where the pond is concerned. There is no intention to build on any other area on the property, so the wetlands will not be effected. Each section of the building will have 2 bedrooms each and will be very manageable.

He commented that he would entertain selling the property if someone comes forward.

He wishes to grow the community and has recently recruited physicians. We need improved housing, and needs short term rentals for physicians covering here.

13. Archie Kaiser, 1148 Brooklyn Shore Road, Beach Meadows – He encouraged Council to purchase the property on behalf of the community which would reassure everyone that it would not be developed. To demonstrate energy and vitality, you do not need to have intensive development here or anywhere else. What is needed is to show people the beauty of the existing place and to value the community spirit.
14. Brian Muldoon, 980 Brooklyn Shore Road, Beach Meadows – Mr. Muldoon stated he believes we should follow the rules that are in place. From experience, operating a short term rental is monetarily very successful and people do not make money on long term rentals. He suggested having short term rentals is not what Queens County wants to look at.
15. Terry Feener, Beech Hill Road, Hunts Point – Mr. Feener stated that developments such as this have not lessened the value in other areas. There are strict regulations around wetlands and if there any problems, the province would step in. As for agreements, Council would follow the rules and regulations around development.

As for purchasing the property, rather than putting the burden on taxpayers, perhaps a group could get together and purchase the property, then there would be control over what goes on with it.

He further commented that he too believes beavers are most likely causing flooding in the area.

16. Marie Barnes, 1136 Brooklyn Shore Road, Beach Meadows – Ms. Barnes stated she is a long-time resident in Beach Meadows and is very involved within the community.

She further stated, both as an Aunt of the developer, Andre, and as a resident next to the proposed development, that Andre is a very concerned and compassionate person. He will do his homework and build something respectful. The wetlands will not be impacted as he is not building on them.

This will be his cottage, and yes he will make some money. To see something tastefully built and managed well, he will do it.

The development is in her back yard, and she's okay with that.

Mayor Norman stated this matter will come before Council later and reminded them to be mindful of what the request is. According to documents, 3 units can legally be built. The question that Council has is if they wish to allow for all three of them to potentially be short term rentals. The current rules state that only one can be short term per PID.

She further stated the Development Agreement goes with the property permanently unless the owner has it discharged.

B. Adjournment

Mayor Norman declared the Public Hearing adjourned at 6:57 p.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Date Approved: _____

**Region of Queens Municipality Emergency Council
Friday, March 17, 2023, 3:00 p.m. Community Room,
QPEC**

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Kevin Muise
Councillor David Brown
Councillor Vicki Amirault
Councillor Maddie Charlton
Councillor Ralph Gidney
Councillor Carl Hawkes
Eric Levy, Municipal Clerk

1.0 Call to Order

Mayor Norman called the meeting to order at 3:00 p.m.

2.0 Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 In Camera

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 3:01 p.m. to discuss the following:

3.1 Personnel

MOTION CARRIED unanimously.

It was moved by Councillor Gidney and seconded by Councillor Muise that the proceedings exit In-Camera at 4:12 p.m.

MOTION CARRIED unanimously.

4.0 Adjournment

Meeting was adjourned at 4:12 p.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality Special Council
Tuesday, April 4, 2023, 8:30 a.m. Council Chambers**

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Kevin Muise
Councillor David Brown
Councillor Vicki Amirault
Councillor Maddie Charlton
Councillor Ralph Gidney
Councillor Carl Hawkes
Chris McNeill, CAO
Christine Watson, Admin. Assistant – Planning & Dev.

1.0 Call to Order

Mayor Norman called the meeting to order at 8:30 a.m.

2.0 Approval of Agenda

It was moved by Councillor Brown and seconded by Councillor Fancy that the Agenda be approved as presented.

MOTION CARRIED unanimously.

3.0 In Camera

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 8:31 a.m. to discuss the following:

3.1 Personnel

MOTION CARRIED unanimously.

It was moved by Councillor Charlton and seconded by Councillor Amirault that the proceedings exit In-Camera at 10:00 a.m.

MOTION CARRIED unanimously.

4.0 Adjournment

Meeting was adjourned at 10:00 a.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Dana Henley, Community Development Coordinator

Date: April 11, 2023

Re: Community Investment Fund 2023-2024

Background

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

Normally, the total operational funding available for the Community Investment Fund each budget year is \$175,000; however the 2023-2024 operational budget has yet to be approved. The Community Investment Fund's reserve account currently has an available balance of \$58,613.

Details

The funding request for consideration today is an Operational Investment.

Organizations are eligible for Operating Investment Funds under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long term lease for such, where the program or services are well established, and are open to all members of the public;

- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
- c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for local residents, or to support long-standing programs or services that have been in existence for more than five years.

Liverpool Tennis & Pickleball Club

Request: \$8,664 – Operational

Liverpool Tennis & Pickleball Club's request is for assistance with operational funds to support court maintenance and replacement of nets and posts. Their total eligible projected expenses for court maintenance and replacement of nets and posts is \$8,664.00. The recommendation for funding is less than requested as their cash assets are in excess of 50% of their projected operating budget for 2023. 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 reserve. 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 Liverpool Tennis & Pickleball Club for eligible operating expenses in the amount up to \$4,332.00 from the Community Investment Fund reserve.

Communications

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2023-2024 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

7.2

To: Council

From: Eric J. Levy, Municipal Clerk and Diversity Coordinator

Date: April 11, 2023

Re: NSFM Conference attendance

Background

Nova Scotia Federation of Municipalities will have their spring conference on May 3rd to 5th in Digby, Nova Scotia.

Policy 47 – Council Attendance at Meetings, Workshops, and Conferences states,

Members of Council, at the Region's expense, shall only attend meetings, workshops, and conferences outside Queens County for which a registration fee is applicable or where the meeting, workshop, or conference require the elected official to stay overnight, when attendance at such meeting, workshop, or conference has been duly approved by Council.

The 2023/2024 proposed budget has allocated funds for four Council Members to attend the NSFM Spring Conference.

At the March 28, 2023 Council meeting, Council discussed who would like to attend the conference.



Recommendation

THAT Council of Region of Queens Municipality approve the attendance of Mayor Norman, Councillor Charlton, and Councillor Brown at the Nova Scotia Federation of Municipalities' Spring Conference in Digby, Nova Scotia from May 3 to May 5, 2023.

Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act 2023-24

Municipal Unit: Region of Queens Municipality
 Department Name: **GREENFIELD & DISTRICT FIRE DEPARTMENT**
 Contact / Address: Chief Moyal Conrad, RR#1, Greenfield, Nova Scotia, B0T 1E0
 E-Mail Address: moyalsuzette@gmail.com
 Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA
 Required Insurance Held: **Liability, Vehicle, Building and Equipment, Workers Compensation and Medical**
 Communities or Area Protected by this Registration: **Middlefield, Pleasantfield, Greenfield, Bangs Falls, Buckfield, Labelle**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive		N/A
1. Fire and Fire Related Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Registered First Responder	Medical Assistance		N/A
2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Technician	Operational	Awareness	N/A
3. Vehicle Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provider	Assistance	N/A	
9. Ground Search and Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Other: _____				

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:
Some members work outside of the district so response may be limited at times. Mutual aid protocol is in place.
12. Does the department have the equipment to perform the services checked above? *yes*
13. Does the department have the training or experience necessary to perform the services checked above? *yes*

Date: March 29 / 23

Signature of Society Representative

Name (please print) Moyal Conrad
Chief

Signature of Municipal Representative

Name (please print) _____

RETURN BY APRIL 1ST

**Application for Registration as a Fire Department or
Emergency Service Provider under the Municipal Government Act
2023-24**

Municipal Unit: Region of Queens Municipality
 Department Name: **MILL VILLAGE & DISTRICT FIRE DEPARTMENT**
 Contact/Address: Chief Donald Whynot, 60 Danesville Loop, Danesville, Nova Scotia, B4V 8P4
 E-Mail Address: donaldwhynot@eastlink.ca
 Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA
 Required Insurance Held: **Liability, Vehicle, Building and Equipment, Workers Compensation and Medical**
 Communities or Area Protected by this Registration: **Mill Village, Danesville, East Port Medway, Charleston**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive	N/A	
*1. Fire and Fire Related Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Registered First Responder	Medical Assistance	N/A	
** 2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Technician	Operational	Awareness	N/A
*** 3. Vehicle Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Provider	Assistance	N/A	
9. Ground Search and Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Other: _____				

Please refer to the "Evaluation of Services Provided and Level of Service" information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate: *1- Interior attack is dependent upon the number of trained SCBA Firefighters available. **2. Dependent upon number of trained MFRS available. ***3. Dependent upon number of trained Technicians available.

12. Does the department have the equipment to perform the services checked above? Yes

13. Does the department have the training or experience necessary to perform the services checked above? Yes

Date: March 8 2023

Donald Whynot
Signature of Society Representative

Signature of Municipal Representative

Name (please print) DONALD WHYNOT

Name (please print) _____

RETURN BY APRIL 1ST

Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act

2023-24

RECEIVED

MAR 23 2023

Municipal Unit: Region of Queens Municipality

Department Name: **LIVERPOOL FIRE FIGHTERS ASSOCIATION**

Contact / Address: Chief Trevor Munroe, P.O. Box 268, Liverpool, Nova Scotia, B0T 1K0

E-Mail Address: liverpoolfire@bellaliant.com

Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA

Required Insurance: **Liability, Vehicle, Building and Equipment, Workers Compensation and Medical**

Communities or Area Protected by this Registration: **West Berlin, East Berlin, Eagle Head, Beach Meadows, Brooklyn, Liverpool, Milton, Mount Pleasant, Mersey Point, Moose Harbour, Western Head, White Point, Hunts Point, Beech Hill Farms, Summerville Centre, Port Mouton, Southwest Port Mouton, Port Joli, East Port l'Hebert**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive		N/A
1. Fire and Fire Related Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Registered First Responder	Medical Assistance		N/A
2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Technician	Operational	Awareness	N/A
3. Vehicle Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Provider	Assistance	N/A	
9. Ground Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Other: _____	<i>N/A</i>			

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:

NO

12. Does the department have the equipment to perform the services checked above? *YES*

13. Does the department have the training or experience necessary to perform the services checked above? *YES*

Date: March 16 / 2023

Trevor L. Munroe
Signature of Society Representative

Signature of Municipal Representative

Name (please print) TREVOR L. MUNROE

Name (please print) _____

RETURN BY APRIL 1ST

**Application for Registration as a Fire Department or
Emergency Service Provider under the Municipal Government Act
2023-24**

Municipal Unit: Region of Queens Municipality
 Department Name: **PORT MEDWAY FIRE DEPARTMENT**
 Contact/Address: Chief Kendall Farmer, PO Box 132, Port Medway, Nova Scotia, B0J 2T0
 E-Mail Address: kendall.farmer@eastlink.ca
 Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA

Required Insurance Held: **Liability, Vehicle, Building and Equipment, Workers Compensation and Medical**

Communities or Area Protected by this Registration: **Port Medway**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive	N/A
1. Fire and Fire Related Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered First Responder	Medical Assistance	N/A
2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Technician	Operational	Awareness
3. Vehicle Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Provider	Assistance	N/A
9. Ground Search and Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Other: _____			

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:

Yes depending upon available manpower until mutual aid arrives

12. Does the department have the equipment to perform the services checked above? Yes

13. Does the department have the training or experience necessary to perform the services checked above?

Date: Mar. 9/23

Kendall Farmer

Signature of Society Representative

Signature of Municipal Representative

Name (please print) Kendall Farmer

Name (please print) _____

RETURN BY APRIL 1ST

Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act 2023-24

Municipal Unit: Region of Queens Municipality
 Department Name: **WEST QUEENS MEDICAL FIRST RESPONDER SOCIETY**
 Contact / Address: Peter Colp, P.O. Box 62, Port Mouton, NS B0T 1T0
 E-Mail Address: peter.colp@novascotia.ca
 Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA
 Required Insurance Held: **Liability, Vehicle and Medical**

Communities or Area Protected by this Registration: **Hunts Point including and west of Chalet Drive, Beech Hill Farms, Summerville Centre, Port Mouton, Southwest Port Mouton, Port Joli, East Port L'Hebert**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive		N/A
1. Fire and Fire Related Emergencies	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Registered First Responder	Medical Assistance		N/A
2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Technician	Operational	Awareness	N/A
3. Vehicle Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>PC</i>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>PC</i>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Provider	Assistance	N/A	
9. Ground Search and Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Other: <u>Man Made and natural disasters for which the service has the training, equipment and common system to undertake</u>				

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:
Response maybe delayed during daytime hours with fewer First Responders available due to work
12. Does the department have the equipment to perform the services checked above?
13. Does the department have the training or experience necessary to perform the services checked above?

Date: March 11, 2023

Peter Colp
 Signature of Society Representative

 Signature of Municipal Representative

Name (please print) Peter Colp

 Name (please print)

RETURN BY APRIL 1ST

Region of Queens Municipality Staff Report

7.3

To: Council

From: Eric Levy, Municipal Clerk

Date: April 11, 2023

Re: Fire Department and Medical First Responder Annual Registration

Background

When the Municipal Government Act was enacted in 1998, there was a new requirement that emergency service providers register with their municipality and have municipal councils acknowledge and accept the level of services, including boundaries, which each municipal emergency service provider would offer.

The fire chiefs expressed a desire to have their terms of service and registration re-approved annually at the beginning of each fiscal year. In light of this, the departments have submitted their 2023-2024 level of service capabilities forms for Council's review and approval.

It is a requirement under Council's Policy 82 – Fire Department Capital Purchase and Operating Grants, as funding of grants to emergency providers is contingent on receiving annual registration and financial records.



Details

Attached are the fire registration forms from our five fire departments and one medical first responder agency. All six organizations have appropriately filled out their registration renewals and have their authorized signatures attached.

Applicable Legislation

Section 294 of the *Municipal Government Act* states that

- (1) A body corporate may apply to a municipality for registration as a fire department.
- (2) A municipality shall not refuse to register a body corporate that complies with this Act if the
 - (a) municipality is satisfied that the body corporate is capable of providing the services it offers to provide;
 - (b) body corporate carries liability insurance, as required by the municipality;
 - (c) body corporate does not provide the fire services for profit; and
 - (d) municipality does not provide the same services for the same area.
- (3) A fire department, including a fire department of a municipality, village or fire protection district, shall register in each municipality in which it provides emergency services.
- (4) A registered fire department shall provide the municipality with a list of specific emergency services it will endeavour to provide and the area in which the services will be provided.
- (5) Registration continues in force until withdrawn by the municipality for cause or the fire department requests that the registration be revoked.

Budget Impacts

The cost for fire services is included in the annual operational budget and capital funding is provided subject to policies of Council.



Recommendation

THAT Council of the Region of Queens Municipality approve the 2023-2024 fire department and medical first responder registrations effective April 1, 2023, for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, North Queens Fire Association, Port Medway Fire Department, and West Queens Medical First Responder Society, according to the service levels for each department included on their 2023-2024 Application for Registration.

Communications

Upon approval of this recommendation, staff will inform each emergency service organization in writing of this approval and attached a copy of the approval annual registration form. Additionally, staff will acknowledge this approval on social media.

Region of Queens Municipality Staff Report

To: Council

From: Eric J. Levy, Municipal Clerk and Diversity Coordinator

Date: April 11, 2023

Re: Area Rate Requests – Brooklyn Cemetery Committee and Brooklyn Recreation Committee

Background

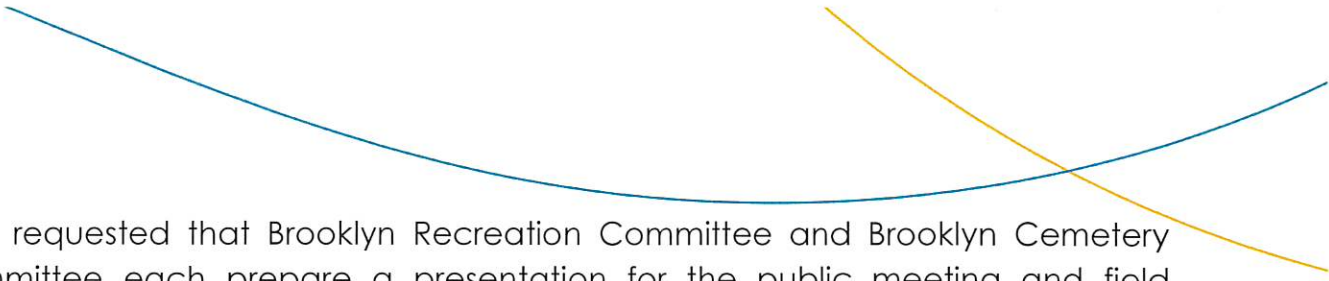
Region of Queens Municipality Policy 23 *Request for Area Rate* requires that an application requesting an area rate must be submitted annually by January 15th to Director of Corporate Services

Details

Director of Corporate Services received two applications for an area rate, one from Brooklyn Cemetery Committee for 1.5 cents per \$100 of assessment and one from the Brooklyn Recreation Committee requesting 4 cents per \$100 of assessment. Both requests were for Assessment Districts 5 and 6.

Policy 23 sets out the requirements for a completed application for an area rate; the financial reports that were submitted as part of the application were not prepared at the Notice to Reader level as prescribed by the policy.

Council considered the area rate requests at the March 28, 2023 Regular Council Meeting. Policy 23 provides that Council shall deliberate on whether to hold a public meeting or not. Council gave direction to staff to hold a comprehensive public meeting and full day vote. The public meeting was held on March 27th at the Liverpool Fire Hall from 6:30 p.m. to 8:30 p.m.



Staff requested that Brooklyn Recreation Committee and Brooklyn Cemetery Committee each prepare a presentation for the public meeting and field questions from the public.

The area rate meetings and vote were publicized on Region of Queens Municipality website, Region of Queens Municipality social media, an advertisement in a newspaper, and a flyer drop to post office boxes for the postal codes in Assessment Districts 5 and 6. The area rate requests and a two page flyer of frequently asked questions were also posted on Region of Queens website.

The vote was held on March 30, 2023 at Brooklyn Community Hall from 10:00 a.m. to 7:00 p.m. Given there were two requests being voted on, there were two ballots and two boxes, one for each request. 156 votes were cast for each vote.

The results of the votes are as follows:

Brooklyn Cemetery Committee

YES – 122

NO – 34

Rejected and Spoiled Ballots – 0

Total Voters Casting a Ballot – 156

Brooklyn Recreation Committee

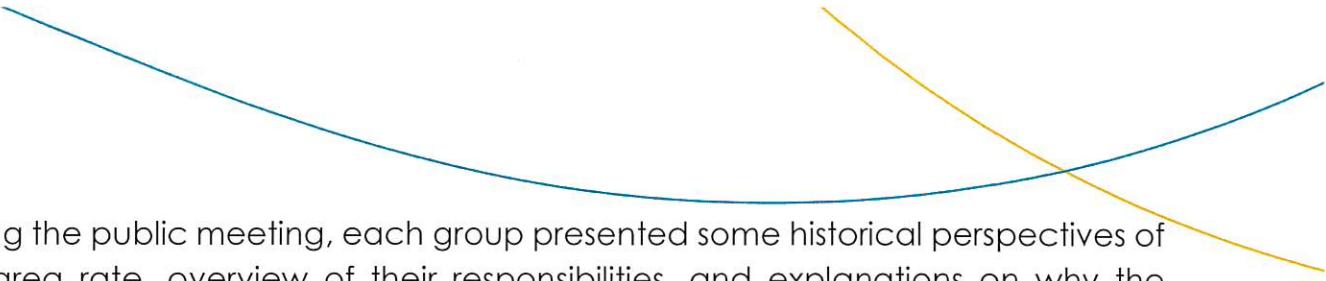
YES – 125

NO – 31

Rejected and Spoiled Ballots – 0

Total Voters Casting a Ballot - 156

Policy 23 provides that the results of any vote will be forwarded to Council to be considered as part of the overall application and is not binding as Council will deliberate on the request in totality and make a final decision after considering the entire request and public feedback.



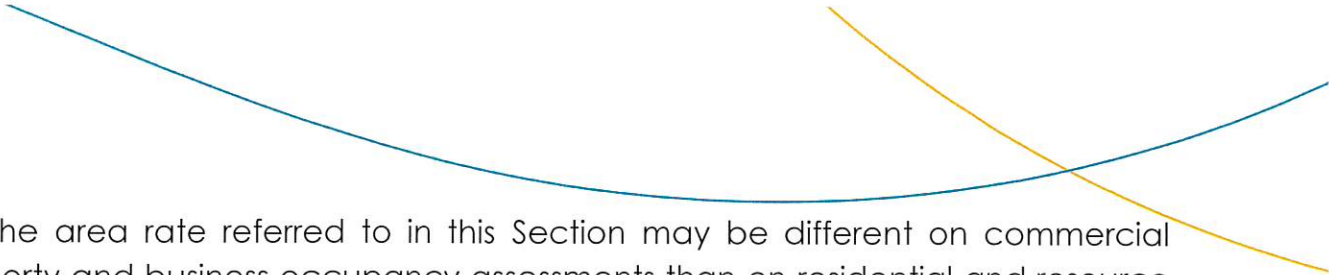
During the public meeting, each group presented some historical perspectives of the area rate, overview of their responsibilities, and explanations on why the requests were submitted. Each group highlighted that these area rate requests are not new and each group has had an area rate for quite some time. During the public questions, many questions related to insurance liability levels and if the organizations should consider increasing insurance coverage. One other concern raised by a citizen was if Region of Queens Municipality should be giving an area rate for a cemetery since it is uncommon, and there was some concern about the voting day process.

APPLICABLE LEGISLATION

Policy 23 - Public Meeting for Area Rate Requests provides for consideration of area rate requests from community groups.

Section 75 of the *Municipal Government Act (MGA)* provides that

- (1) The council may spend money in an area, or for the benefit of an area, for any purpose for which a municipality may expend funds or borrow.
- (2) The council may recover annually from the area the amount required or as much of that sum as the council considers advisable to collect in any one fiscal year by an area rate of so much on the dollar on the assessed value of the taxable property or occupancy assessments in the area.
- (3) The council may provide
 - (a) a subsidy for an area rate from the general rate in the amount or proportion approved by the council;
 - (b) in the resolution setting the area rate, that the area rate applies only to the assessed value of one or more of the taxable commercial, residential or resource property and occupancy assessments in the area.
- (4) The council may, in lieu of levying an area rate, levy a uniform charge on each
 - (a) taxable property assessment;
 - (b) dwelling unit, in the area.
- (5) Charges pursuant to subsection (4) are first liens on the real property and may be collected in the same manner as taxes.
- (6) A council may expend money within an area for any lawful purpose and may raise all, or part of it, by a general rate on the whole municipality.



(7) The area rate referred to in this Section may be different on commercial property and business occupancy assessments than on residential and resource property.

Budget Impacts

If approved by Council, the area rates total:

Brooklyn Cemetery Committee – 1.5 cents per \$100 - \$ 12,100

Brooklyn Recreation Committee – 4 cents per \$100 - \$32,000

Direction

Staff are now seeking Council's direction as to whether the area rates should be included in the final operating budget.



POLICY NO. 23

REQUEST FOR AREA RATE

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 23 and may be cited as the "Area Rate Policy".

POLICY PURPOSE

To provide registered not-for-profit organizations with the ability to request that an area rate be established in a certain, or certain assessment districts, with the funding raised to be provided to the organization to assist them with operational or capital costs in the upcoming or future fiscal years.

DEFINITIONS

"area rate" means a tax levied on the assessed value of properties within a defined assessment district above a standard tax rate, where such money collected is for a specific purpose of either the Municipality or not-for-profit organization.

"assessment district" is the boundary established by Property Valuation Services Corporation for a certain area of Queens County that averages approximately 1300 properties including dwellings, businesses, and vacant land.

"complete application" is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.

"not-for profit organization" is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the Legislature and at the time of application is in good standing with the applicable government agency.

AUTHORITY

Section 47 of the *Municipal Government Act* provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

SCOPE

This policy shall apply to all not-for-profit organizations in Queens County.

POLICY INTENT

It is the intent of this policy to provide clear and consistent processes by which not-for profit organizations can apply for an area rate.

ACCOUNTABILITY

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

It shall be the responsibility of the Director of Corporate Services to bring forth recommendations for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

ORGANIZATIONAL REQUESTS

In order to be considered for an area rate for a future fiscal year, an eligible not-for-profit organization must submit an application to the Director of Corporate Services for an area rate prior to January 15th of any year.

Each area rate request must include the not-for-profit organization's most recent financial statements independently reviewed to a minimum Notice to Reader level, a copy of the proposed upcoming fiscal year budget, a copy of the organization's most recent bank statement, a copy of the organization's current incorporation document including bylaws, a written statement outlining the reason for the request, signed copy of resolution of organizational directors authorizing the request, assessment districts for which the area rate is being requested, as well as the rationale for choosing that district or districts.

A request for area rate will only be considered when such request is made for an assessment district or assessment districts. In no case, shall a request to include all assessment districts be considered under this policy. Once received, an area rate request cannot be amended or modified if the public consultation process has begun which includes placing an advertisement for a public meeting.

Upon receipt of a complete application for an area rate, Director of Corporate Services shall provide the request to Council for consideration concerning whether Council wishes to hold an area rate meeting or other public consultation, or refer it directly to budget deliberations.

Should Council choose to hold an area rate public meeting, the meeting shall be held on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the assessment district(s) where the area rate is being requested where possible. This meeting shall be chaired by the area Councillor, or if more than one assessment district, by the Councillor who has the greatest land percentage of the area under consideration for the area rate. The applicant shall be required to provide a non-refundable application fee of \$250 plus HST for each

application for up to two assessment districts and \$500 plus HST for more than two assessment districts to pay for newspaper advertisements and hall rentals.

Should Council choose to hold more comprehensive public consultation including a full day vote, a public meeting prior to the vote or other public communications shall be provided by the applicant according to the terms established by the Municipality. A voting day shall be established no less than 5 days after the public meeting or issuance of public communications. The applicant shall be required to provide a non-refundable application fee of \$750 plus HST for each application for up to two assessment districts or \$1500 plus HST for more than two assessment districts to pay for newspaper advertisements, hall rentals, and election day workers, if a more comprehensive public consultation is required including a full day vote.

All votes at public meetings or during a day-long vote, shall be by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website as soon as practical thereafter.

Any person who owns property within the assessment district or districts under consideration are eligible to cast a vote at a public meeting or other public vote upon swearing or affirming that they are an eligible voter.

Upon the conclusion of any public meeting or public consultation including a vote, Director of Corporate Services shall provide a report to Council outlining the process followed, attendance at public meeting(s) or voting percentages, and other relevant information.

The decision regarding whether or not to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

ACCOUNTABILITY

Prior to January 15th of any year, an approved applicant from the current year, must provide copies of their expensed invoices and a preliminary financial statement showing where funds have been spent to date, as well as other revenue sources, to the Director of Corporate Services.

EFFECTIVE DATE

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

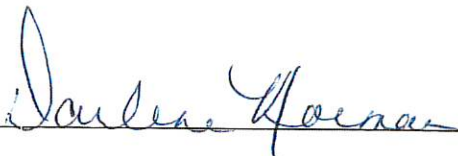
REPEAL

Policy 23 - Public Meeting for Area Rate Requests, adopted by the Council of Region of Queens Municipality on the 8th day of October 2013, is hereby repealed.

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 9th day of November, 2021.

SIGNED by the Mayor and Deputy Clerk this 9th day of November, 2021.



Mayor



Deputy Clerk

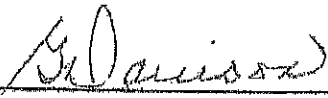
Brooklyn Cemetery Committee

First Brooklyn Cemetery, Seaside Cemetery, Brooklyn Community Cemetery
PO Box 66 Brooklyn, Nova Scotia, B0J 1H0

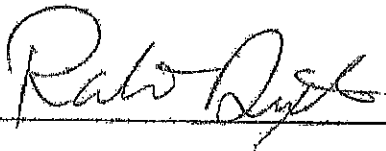
January 15, 2023

Region of Queens,

The Brooklyn Cemetery Committee is requesting an Area Rate for Districts 5 and 6 in the amount of \$0.015/ \$100 for the 2023 Tax year. This rate will be used for repairs and maintenance of the grounds of the First Brooklyn Cemetery, Seaside Cemetery and Brooklyn Community Cemetery.



Gail Davison – Treasurer (Director)

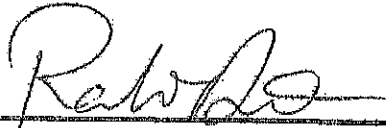


Robert Dexter – Chairman (Director)

**Brooklyn Cemetery
Income Statement
Year Ended December 31, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>Change</u>	<u>Previous Year</u>	<u>Change</u>
Revenue					
Area Rate	10,488.56	10,000.00	488.56	10,853.61	(365.05)
Interest	1,191.45	1,500.00	(308.55)	1,790.10	(598.65)
Sale of Plots	100.00	600.00	(500.00)	1,100.00	(1,000.00)
Donations	50.00	-	50.00	25.00	25.00
Other	-	-	-	-	-
Total	<u>11,830.01</u>	<u>12,100.00</u>	<u>(269.99)</u>	<u>13,768.71</u>	<u>(1,938.70)</u>
Expenses					
Audit	150.00	150.00	-	40.00	110.00
Advertising	-	300.00	(300.00)	236.90	(236.90)
Bank Charges	48.00	60.00	(12.00)	157.23	(109.23)
Insurance	725.00	800.00	(75.00)	725.00	-
Misc Expenses	31.15	400.00	(368.85)	361.51	(330.36)
Mowing	8,580.00	9,000.00	(420.00)	8,580.00	-
Repairs/Improvement	500.00	500.00	-	1,018.80	(518.80)
Tree Removal	-	250.00	(250.00)	-	-
Loam	600.00	800.00	(200.00)	-	600.00
Stone Repair	100.00	500.00	(400.00)	200.00	(100.00)
Investment	-	-	-	-	-
Total	<u>10,734.15</u>	<u>12,760.00</u>	<u>(2,025.85)</u>	<u>11,319.44</u>	<u>(585.29)</u>
Net Income/(Loss)	<u>1,095.86</u>	<u>(660.00)</u>	<u>1,755.86</u>	<u>2,449.27</u>	<u>(1,353.41)</u>

Approved



Director



Director

	Budget 2022	Actual 2022	Budget 2023
Account Balance Start of Year	8,632.16	8,632.16	9,728.02
Revenue:			
Area Rate	10,000.00	10,488.56	10,000.00
Interest From Term Deposits	1,500.00	1,181.45	1,500.00
Sale of Plots	600.00	100.00	600.00
Donations	-	50.00	-
Other	-	-	-
Total Revenue:	12,100.00	11,830.01	12,100.00
Expenditures:			
Audit / Charity Form	150.00	150.00	150.00
Advertising	300.00	-	300.00
Bank Charges	60.00	48.00	60.00
Liability Insurance	800.00	725.00	800.00
Misc. Admin.	400.00	31.15	400.00
Brooklyn Community			
Loam	800.00	500.00	800.00
Mowing	9,000.00	8,580.00	9,000.00
Other Repairs and Improvements	500.00	600.00	5,500.00
Stone Repair	500.00	100.00	500.00
Tree Cleanup	250.00	-	250.00
Invest- Donations			
Total Expenditures:	12,760.00	10,734.15	17,760.00
Revenue Over Expenditures:	<u>(660.00)</u>	<u>1,095.86</u>	<u>(5,660.00)</u>
Account Balance End of Year	7,972.16	9,728.02	4,068.02

BROOKLYN RECREATION COMMITTEE

Motion for Funding from RQM

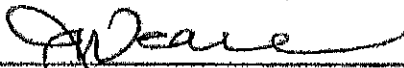
Please accept this document as a motion from the Brooklyn Recreation Committee to request that the area rate they wish to receive is \$32,000.00 CAD.



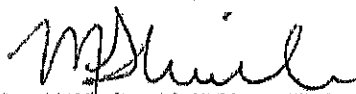
Noel Smale, Chairperson



Clair Chandler, Vice Chairperson



Jen Weare, Secretary



Melissa Thiele, Treasurer



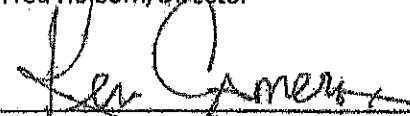
Hayley Allery, Director



Chad Bourgeois, Director



Fred Holborn, Director



Ken Cameron, Director



Wendy Vissers, Director

Brooklyn Recreation Committee

Balance Sheet

For the period ending December 31, 2022

Assets				
	Bank			26,529.04
	Cash to be deposited			25.00
	Accounts receivable			640.00
	Prepaid revenue			0.00
	Total Assets			27,094.04
Liabilities				
	Accounts Payable			54.04
	Loans Payable			0.00
	Total Liabilities			54.04
Equity				
	Retained Surplus/(Deficit)			27,040.00
	Total Capital			27,040.00
	Total Liabilities and Equity			27,094.04
	TEST			0.00
	Net cash available			27,040.00

Brooklyn Recreation Committee
Statement of Receipts and Disbursements
For the period ending December 31, 2022

Receipts			
	Area rates		31,465.68
	Hall rental		5,305.00
	Other		61.05
			36,831.73
Disbursements			
	Audit		0.00
	Bank fees		52.06
	Christmas Tree		0.00
	Donation		0.00
	Insurance		3,013.00
	Janitorial		0.00
	Office, misc		82.18
	Power		5,527.29
	Repairs and maintenance		7,702.44
	Snow Removal		0.00
	Telephone		336.54
	Water and sewer		227.14
			16,940.65
Excess of Receipts of Disbursements			19,891.08

Brooklyn Recreation Committee
Statement of Surplus/Deficit
For the period ending December 31, 2022

Balance, beginning of year				7,125.92
Error adjustment				23.00
Receipts				36,831.73
Disbursements				-16,940.65
Balance, end of year				27,040.00

Brooklyn Recreation Committee
Draft 2023 Budget
For the period ending December 31, 2023

Receipts

Area rates	32,000.00
Hall rental	9,500.00
Other	<u>1,700.00</u>
	43,200.00

Disbursements

Audit	0.00
Bank fees	250.00
Capital Improvements	20,000.00
Christmas Tree	100.00
Donation	0.00
Insurance	3,300.00
Janitorial	3,000.00
Lawn maintenance	5,500.00
Office, misc	500.00
Power	8,000.00
Repairs and maintenance	1,000.00
Snow Removal	1,500.00
Telephone	450.00
Water and sewer	<u>600.00</u>
	<u>44,200.00</u>

Excess of Receipts of Disbursements

-1,000.00

Region of Queens Municipality Staff Report

To: Council

From: Eric J. Levy

Date: April 11, 2023

Re: Request for Memorial Picnic Table at Beach Meadows Beach

Background

Region of Queens Municipality occasionally receives requests from individuals wishing to install a bench or table, or plant a tree on municipal property in memory of a loved one. In the past, Council has approved several of these installations.


Details

On April 3, 2023, Mayor Norman received a request from Janet Cowan and Sarah Waterfield to install a picnic table and a commemorative plaque at Beach Meadows Beach in memory of a dear friend.

Applicable Legislation

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.



(5) The council may make and carry out a contract, perform an act, do any things 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 applicant will be required to ensure that the donated bench is installed according to municipal expectations on a concrete slab with the cost being fully funded by the applicant. Therefore, there is no cost to the Municipality in approving this request.



Email from Janet Cowan and Sarah Weatherfield

To the director of recreation and community facilities

A very dear friend of ours passed away last year. We would very much like to place a picnic table at Beach Meadows Beach in memory of our friend. She loved Beach Meadows and enjoyed picnicking on the beach over many years.

The picnic table would be constructed by us in accordance with the existing ones at Beach Meadows. As well, a small plaque attached in dedication. We hope this is possible and would be happy to discuss any further details with you.

Sincerely,

Janet Cowan and Sarah Waterfield

Region of Queens Municipality Staff Report

To: Council

From: Eric J. Levy

Date: April 11, 2023

Re: Request for Memorial Bench at Liverpool Bridge

Background

Region of Queens Municipality occasionally receives requests from individuals wishing to install a bench or table, or plant a tree on municipal property in memory of a loved one. In the past, Council has approved several of these installations.

Details

On March 15, 2023, Mayor Norman received a written request from Danny D'Eon requesting permission to install a memorial bench on the green space at the end of the Liverpool Bridge bordering Lane's Privateer Inn property in honour of Faith Marie D'Eon and John Keating.

Danny D'Eon also stated they are not opposed to another location if Council deems the request inappropriate.



Applicable Legislation

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

(5) The council may make and carry out a contract, perform an act, do any things 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 applicant will be required to ensure that the donated bench is installed according to municipal expectations on a concrete slab with the cost being fully funded by the applicant. Therefore, there is no cost to the Municipality in approving this request.



Email from Danny D'Eon with supplemental images

I am requesting from council approval, for the placing of a memorial bench at the green space at the end of the Liverpool Bridge which borders Lane's property at a site deemed appropriate by council. All costs for the bench and installation would be paid for by me. Demone's monuments would supply and install the bench. The bench would have inscribed: In Loving Memory of Faith Marie D'Eon & John Keating. A 4x6 Porcelain picture of Mom and John would be placed under the inscription and then an inscription reading: Live Love Laugh and Sing. We feel that this area would be a very good choice as mom worked at Lane's for many years as a waitress and bartender making life long friends there. John worked just across the bridge at steel and engines for over twenty years. John asked mom out for their first date at lane's. They were together from then on (over 25 years) until John's passing. I have spoken to John's family and they were delighted with the idea of a memorial bench. In Prince Rupert we have memorial benches along many areas of the waterfront and home comers and visitors alike have expressed that they think it is a wonderful idea and many take photos to show their representatives .Many residents sit on the benches at lunchtime and in the evening just to sit and look out over the water and relax. I will send a picture of an example of the bench from Demone's when I receive it.



* Please sign, date and return

* Please proof carefully

* Make any necessary changes on this sketch

Fax: 1-902-634-8142

Faxed:

E-mailed:

Delete previously signed sketch: Yes



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Demone Monuments & Granite Products Ltd. 1-800-661-4621

Customer's Signature

Colour and Size: Grey 46x16

Date: March 16, 2023

Drawn By: Steve

Comments:

Agent: Elizabeth

Sketch #: D'EON KEATING-BRIDGEWATER #2

* We are not responsible for any errors in the inscription once this form has been approved and signed.
* Colour of stone and highlights on this proof sheet will not be exactly the same as final product.

2023

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