

Region of Queens Municipality Regular Council

Tuesday, June 27, 2023

Greenfield Fire Hall,

4960 Medway River Road, Greenfield

6:00 p.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – June 13, 2023

7.0 Recommendations

7.1 Community Investment Fund – Privateer Days Commission

7.2 Selection of Two Representative Volunteers for Provincial Volunteer Awards Ceremony

7.3 Rezoning – Lawrence Street in Liverpool

8.0 Discussions

- 8.1 Council Implementation Report
- 8.2 Waiving Tipping Fee – Fire Damaged Property
- 8.3 Establishment of Police Advisory Board

9.0 In-Camera Items

- 9.1 Sale of Municipal Property
- 9.2 Contract Negotiations

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, June 13, 2023 9:00 a.m.**

Minutes

Present: Deputy Mayor Jack Fancy, Chair
Councillor David Brown
Councillor Vicki Amirault
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Carl Hawkes
Dan McDougall, Interim CAO
Christine Watson, Admin. Assistant – Planning & Development

Regrets: Mayor Darlene Norman

1.0 Call to Order

Deputy Mayor Fancy called the meeting to order at 9:00 a.m.

2.0 Changes / Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 Rumclo Development Ltd.

Deputy Mayor Fancy welcomed Chad Clothier, Project Foreman, and Graham van der Pas, Design & Marketing Director, to Council (copy of presentation attached to original set of Minutes).

Some highlights included:

Rumclo has recently acquired 3 lots of land totaling almost 7 acres located along Shore Road. These lots border on College Street which is currently owned by the Region of Queens.

The Curve will be a modern townhome community located on Shore Road and provide quality homes.

Birchwood Gardens will be an affordable housing community.

The Curve

- 22 townhomes, 1500 ft² with 3 bedrooms, 3 bathrooms and a single car garage. Half will be rentals. Great location for hospital staff.
- Rental estimate of \$1,750 - \$2,000 per month or purchase price of \$400,000 - \$500,000.

Birchwood Gardens

- 82 apartments made up of 1, 2 and 3 bedrooms.
- Located across the street from Queens Daycare and Liverpool Regional High School. Considered a safe place to live.
- One bedroom is 650 ft², two bedroom is 850 ft², and three bedroom is 1,000 ft².
- Ground level apartments are wheelchair accessible.
- Working with the province's Department of Municipal Affairs and Housing, CMHC and RBC to adhere to the guidelines of Nova Scotia's Affordable Housing and Development Program.
- Bachelor Unit is \$696
 - 1-Bedroom Unit is \$834
 - 2-Bedroom Unit \$1,004
 - 3-Bedroom Unit \$1,225

The prices are locked in for 5 years and they will need to apply to the Nova Scotia government for approval for any increases.

What do we need?

1. Extension of municipal services on Shore Road.
2. Work with municipality.
3. Purchase PID #70182910, which is a Municipal owned lot on College Street.

Big Picture

- 4 developments
- 315 residential units
- 82 affordable units

This development will increase the tax revenue by approximately \$1 Million and will create more jobs.

The plan is to build one Townhouse row and one affordable housing unit per year.

MLA Kim Masland provided a letter of support.

Mr. Clothier stressed the need for communication on the water study which was discussed at the February 13, 2023 Council meeting.

Dan McDougall, Interim CAO, stated the CBCL water study is nearing completion. The extension is only one element of the study. Investigation into how the system needs to be improved in order to accept volumes, both water and waste water. The waste water treatment plant has capacity but it's getting the flows to the plant that will likely require significant improvements so that the volumes coming through the extension can make it to the plant.

Water can get to the proposed development land, but what are the implications to the rest of the system? Will it result in negative water pressure in other areas of the Municipality where improvements are required in order for the extension to work? It is not a simple study.

We are optimistic that we will have a briefing for staff and Council in the month of June and a final report shortly after, and then will be before Council for decision making.

Mr. Clothier voiced his frustration in waiting for the report, and enquired if this was the norm, as it is essential for their next step, which is one of many, as they try to move forward with their project. He raised concerns that they may lose this building season and next season. Trying to get the services may take five years and that is not feasible.

Mr. McDougall stated this is very typical. Many municipalities own their systems and are responsible for making decisions on extensions, which can take time. There may be some opportunities for quick growth of water and waste water systems but it will not be unusual for long range comprehensive plan required in many communities in order to accommodate a significant and exciting program such as you have.

Mr. van der Pas stated that they have been approached by other municipalities as they've seen articles on our development plans, and voiced his frustrations on not hearing anything from the municipality if they are interested in their plan. He stated they do not wish to go to other municipalities as they are local developers who wish to see the community grow.

Deputy Mayor Fancy thanked them for their presentation.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson stated the proposed development on College Street would be a good project especially with affordable housing. He voiced his concern with the developer and Council working together, and perhaps keeping them more up-to-date than what has been in the past.

He further commented on the new sound system being a huge improvement.

6.0 Approval of Minutes

6.1 Regular Council – May 23, 2023

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

THAT the minutes of the Regular Council meeting held May 23, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Community Investment Fund – Liverpool Ukulele Ceilidh Society

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

THAT Council of the Region of Queens Municipality provide grant funding to Liverpool Ukulele Ceilidh Society in the amount of \$2,475.00 from the 2023-2024 Community Investment Fund.

Dana Henley, Community Development Coordinator, stated the application from the Liverpool Ukulele Ceilidh Society is for assistance with hosting the 2023 Liverpool Ukulele Ceilidh on October 20 and 21, 2023. The total eligible expenses is \$26,400 and under the Event Investment Funds they are eligible for up to 12.5%.

The recommendation is for less than the request because the surplus was greater than 50% of their normal operating budget in the last two years. Their cash assets are in excess of 25% of the projected 2023 budget, so it is being recommended we fund 75% of their funding request which is consistent with previous reductions in funding under the policy.

MOTION CARRIED unanimously.

7.2 Temporary Borrowing Resolution – Main Street

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

THAT Council of Region of Queens Municipality approves Temporary Borrowing Resolution – File 22/23 01 in the amount of \$780,000 for the Main Street Sewer/Water project.

Joanne Veinotte, Director of Corporate Services, stated this project was completed in the last fiscal year and was included in the budget for the last fiscal year and was to be funded through a debenture.

Currently the project is funded through a reserve and this debenture will be reimbursing the Sewer Reserve.

This debenture will not be received by us or payments made by us until next fiscal year so it was not in the current budget.

MOTION CARRIED unanimously.

7.3 Request for Use of Liverpool Waterfront Parking Lot

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

THAT Council of Region of Queens Municipality grant permission for Highway Pentecostal Assembly and Salvation Army to use the Liverpool Waterfront Parking Lot for outdoor services on every Sunday evening in July and August 2023 from 6:30 p.m. to 7:30 p.m.;

AND THAT such use be in accordance with the Parking Lots Bylaw which requires all cars to be parked with the designed parking stalls;

AND FURTHER THAT the services comply with all municipal, provincial, and federal regulations and protocols in place during each weekly service.

MOTION CARRIED unanimously.

7.4 Truck Purchase – Unbudgeted Expense

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

THAT Council of Region of Queens Municipality approve the unbudgeted purchase of one truck with a price ceiling in the amount of \$25,000.

Engineering and Public Works are currently short a vehicle in the department. Repairs are not feasible and the equipment has reached its end of life. The replacement for this vehicle will continue to allow for the flexibility required to support operations, particularly

supporting in North Queens Pool and other grounds keeping obligations.

As outlined in the Purchasing Policy which allows an exception in unforeseen situation of urgency, since this is one of them. The Director of Engineering and Public Works feels he will be able to purchase a vehicle for this amount. This cost is not part of the Operational Budget and requires approval from Council.

MOTION CARRIED unanimously.

7.5 Vehicle Purchases

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

THAT Council of Region of Queens Municipality approve the purchase of two 2023, 4x4 ¾ Ton Pickups from Mosher Motors at a price of \$152,320 + HST.

AND THAT Council of Region of Queens Municipality approves the purchase of a used vehicle to meet the requirements of the building inspector from David Hatt Auto Sales Ltd. at a maximum price of \$40,000 + HST.

Adam Grant, Director of Engineering and Public Works, the midsize vehicles are not available right now on the markets. Mosher Motors Ltd. was the only respondent to our Request for Quotes. They indicated there would be a better opportunity in the fall but is not sustainable in that department so are looking to purchase a good used vehicle to satisfy our needs.

MOTION CARRIED unanimously.

7.6 Replacement Municipal Tractor (Sidewalk Plow)

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

THAT Council of Region of Queens Municipality approves the purchase of a 2023 Trackless MT7 from Saunders Equipment Ltd., Fredericton, NB at a price of \$178,820 + HST.

Mr. Grant stated the replacement of a 2002 Trackless MT5 Municipal Tractor is included in the capital budget. Three proposals were submitted. Trade-in offers for the 2002 Trackless MT5 included in the proposal are less than the value of the existing attachments included with the 2002 machine so staff recommend that they be retained.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Pool Discussion

Dan McDougall, Interim CAO, provided an update presentation on the pool of where we are and the next steps (copy attached to original set of Minutes). Some highlights included:

Where We Are & Next Steps:

Project Manager has been retained and engineering and architecture firms are involved as well. A conceptual design is nearing completion. Work remaining include geo-technical, topographic, water and wastewater services, etc.

The design work is on hold until finalization of major components that would be in the conceptual design. A request was received from the Pool Committee for consideration for the inclusion of a hot tub in the project.

Once the conceptual design is completed a draft copy of design and costs will be available for consideration of what you want the project to look like. It would be ideal to do the final design and tendering over the winter months to be able the start of the project in the next construction season.

Building Site/Servicing – Outdoor Pool:

- Located at Queens Place
- Heat Recovery from Queens Place is included – Not able to provide percentage of heat recovery at this time; may be a significant percentage of heat recovery for the pool from the ice plant.
- Connected to Queens Place – Will capitalize on existing facility spaces such as the registration desk, etc.

- Not being designed as a Net Zero Energy at this time. Net Zero Energy is the energy required to run the facility is produced on site. After the conceptual design, the Project Manager is saying consideration for Solar on QPEC building could be done without compromising the conceptual design. At some point it may be advisable for Council to consider a comprehensive plan for energy consumption.
- Parking will be included with accessibility in the design.

Pool Features:

- 25 meter, 6 lane outdoor pool.
- Designed as a competition pool that will feature with deck space, and north-south orientation so the sun does not impact the competitors. Provision will be made for starting blocks, back stroke flags, etc.
- Beach entry is included for suitable for programming and is an accessible entry including railings.
- Change rooms will be inclusive, female, and male. Storage is being considered.
- Fencing and wind barriers will be considered in the design.
- Shade structures/seating will be designed for sun safety.
- Diving platform of 1 meter will be included but upgrades can be considered after the conceptual design.

Item(s) Requiring Direction/Decision

The decision requiring direction as soon as possible is the inclusion of a hot tub. The Project Manager has been requested to put work on hold until a decision is made. It is a more significant component requiring underground work, controls, etc.

The other points raised by the Pool Committee to not have to be made immediately.

- Maximizing the operation during shoulder season, the project manager will include deck lighting for operation after daylight hours.
- There will be a contingency budget for water features.
- Permanent and temporary bleachers are not being included in the design but will maximize the deck space to allow for that to be added. Can be decided after the conceptual design.
- Net-zero energy will not be included in the conceptual design. Can be included if Council decides to include at a later date.

Deputy Mayor Fancy asked Deborah Spartinelli, Pool Committee Chair, and Ann Doggett, Pool Committee member, to come forward to the presentation table while this item was being discussed for inclusion in the discussion.

Councillor Brown asked if there is any funding or grants to help with any shortfalls on the inclusion of a hot tub as it was not included within the budget. Mrs. Spartinelli stated yes, and they will be asking the Society if they are willing to raise money for it.

Ms. Doggett explained the meaning of a hot tub. It is an additional tank that has seating and jets and can withstand the higher temperatures. This means there would be considerable work under it. Because of the heat it would have to be disinfected more and cleaned more; therefore you'd have to have your own tank and heating system, and there is a considerable cost for that. It could also be used for therapeutic reasons as well. It is in ground so it is easily accessible, with steps, seats and jets and a range in temperatures so that it could be used as a hot tub or therapeutic.

Councillor Brown further enquired if there is a need for lifeguards for this. Ms. Doggett stated you can't open the pool unless there are lifeguards on duty and with the volume of people in this, should not increase the need for more lifeguards. If just the hot tub is open, then yes there would be a need to have lifeguards on duty.

Councillor Amirault stated she is on the Pool Committee and agrees that this is a wonderful addition and would be a benefit for users and there would be space to include one. She stressed the need to fund it another way other than the Municipality.

Mr. McDougall stated a comprehensive assessment on the operating implications has not been done. It does require hotter water which typically requires more disinfection and more of a challenging operation environment in terms of ensuring that it is safe for use. We have not investigated the life guard situation, but have discussed there would be supervisory requirements as there would be restrictions on age, pregnancy, etc.

Councillor Muise stated he has concerns with this request as we have no idea of the costs involved. If the money be raised and installed separately, he would be okay with it.

He asked for clarification if the beach entry was part of the design as he understood it was no longer a part of it. Mr. McDougall stated the beach entry is a significant part of the design and would provide an accessible entry. The design would allow programming as well.

Councillor Gidney stated he has concerns over the cost and would like to see more information. Mrs. Spartinelli enquired if the ask of the Project Manager is to provide costing for this. Mr. McDougall stated that is the question before Council; do we ask the Project Manager to include an additional hot tank into the design and costing.

Councillor Charlton stated we need to consider if we want to go ahead with the therapeutic tank or not. If we proceed today to have the design and costs provided, and they are substantial, we can revise at that time.

Councillor Hawkes agreed that we need to know the total cost. We need to stay with budget.

Councillors agreed to have the Project Manager include the design and costs into the project.

9.0 In-Camera Items

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 10:12 a.m. to discuss the following:

9.1 Contract Negotiations

9.2 Contract Negotiations

9.3 Contract Negotiations

MOTION CARRIED unanimously.

Deputy Mayor Fancy announced a 10 minute break at 10:12 a.m.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 12:02 p.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 12:02 p.m.

Mayor Darlene Norman, Chair

Dan McDougall, Interim CAO

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: June 27, 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.

Total funding available in the 2023-2024 budget year is \$175,000, in addition to the remainder in reserve.

The deadline for operational funding was January 31, 2023, all other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

Details

The request for Council's consideration is an Event Investment Fund application that has provided a complete application.



Organizations are eligible for Event Investment Funds under four categories:

- a. Up to ten percent (10%) funding of eligible expenses for provincial, national or international events where the budget exceeds \$300,000;
- b. Up to ten percent (10%) funding of eligible expenses for events where the budget is between \$150,000 and \$299,999;
- c. Up to twelve and one-half percent (12.5%) funding of eligible expenses for events where the budget is between \$20,000 and \$149,999;
- d. Up to twenty percent (20%) funding of eligible expenses for events where the budget is up to \$19,999;

Privateer Days Commission

Request: 12.5% Eligible Costs

Privateer Days Commission's request is for assistance with hosting the 46th Annual Privateer Days, June 23-25, 2023. The total event eligible expenses for Privateer Days 2023 are \$42,080. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

Applicable Legislation

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

Authorized municipal expenditures

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

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

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



Budget Impacts

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

Recommendation

That the Council of Region of Queens Municipality provide grant funding to Privateer Days Commission in the amount of \$5,260.00 from the 2023-2024 Community Investment Fund.

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: Heather Cook

Date: Tuesday, June 27, 2023

Re: Selection of Two Representative Volunteers for Provincial Volunteer Awards Ceremony

Background

Annually since the start of the provincial Volunteer Awards Ceremony in the early 1970s, Municipal units across Nova Scotia have been asked to select a volunteer representative of the volunteers in their communities to be that Municipalities Volunteer of the Year, and the Volunteers of the year were recognized by the province at the Provincial Volunteer Awards Ceremony. Following the amalgamation that formed Region of Queens Municipality, the Municipality was allowed to select two volunteers, as traditionally the geographical area of Queens County had historically selected two (one from the Town of Liverpool, and one from the Municipality of Queen County). Approximately 70 volunteers from across Nova Scotia are honoured each year at the Provincial Volunteer Awards Ceremony and will receive the once-in-a-lifetime honour of the Provincial Volunteer Award.

Over the years, there have been a variety of ways that Council has selected the two Volunteers of The Year, most recently selecting by random draw from the previous year's nominations to the Ripple Effect program, a program in which members of the public recognize the volunteer efforts of others. However, this year, from March 2022 until March 2023, there were no Ripple Effect nominations despite frequent notifications on social media, in newsletters newsletter, direct emails to non-profit organizations, and distribution through Welcome to Queens packages. The number of nominees has been lower than typical for the past two years and may be a result of COVID-19 restrictions



that had been in place, and cancellation of programs and events. As things get back to normal, it is hoped that Ripple Effect nominations will resume.

Details

As in past years, Region of Queens Municipality may select and submit two volunteers to be recognized for this honour. The 2023 ceremony is planned to be held on September 25, 2023 (more details will follow).

As there are no nominees under the Ripple Effect program, Council members were asked to submit names of valued volunteers in Queens County. Council will choose two Volunteers of the Year by random draw from the three nominations received. Names and a summary of the volunteer contributions of each nominee is in the attachment.

Applicable Legislation

n/a

Budget Impacts

At the time of writing of the report, it had not been determined if the provincial ceremony this year is planned to be a virtual event or in-person. A virtual ceremony has no associated costs; if the ceremony is in person, transportation to and tickets for the ceremony for up to 2 members of Council have been included in the budget.

Recommendation

THAT the Council of Region of Queens Municipality select _____ and _____ as the Region of Queens Municipality's 2023 Volunteers of the Year.

Communications

Following the selection of the volunteers, all three nominees will be notified. A media release will be sent to local media and posted on social media and website.

ATTACHMENT 1: RIPPLE EFFECT VOLUNTEER NOMINEES' BIOGRAPHIES

Following are brief volunteer biographies of three residents whose names submitted as nominations for Volunteer of the Year. The biographies contain information submitted by the person making the nomination and have been confirmed with the nominee.

Council chooses two volunteers each year as Volunteers of the Year, and those two volunteers will represent the Region of Queens Municipality as they receive their Provincial Volunteer Award on September 25, 2023. This is a once in a lifetime honour. Nominees not selected to be Volunteer of the Year can be nominated again another year.

Nancy Griffin, Port Medway

Nancy is known as a volunteer who helps anyone who she thinks needs help and has been involved in many nonprofit organizations in her home community of Port Medway, as well as other areas of Queens County. A key passion for Nancy was supporting the Baptist Church in Port Medway. Over the years, she ran many fundraisers to help with maintenance costs to keep the church open, including a bookstore in the church, yard sales, opened the building daily and had a donation jar for visitors. Her efforts over the years saw the community and visitors donate over \$28,000 to the church. As well, she has involved in several other groups in Port Medway, including being a long-time member of the Port Medway Fire Hall Auxiliary, doing BBQ and pies for events held by Medway Area Communities Association, and even cleans the streets and roadsides of litter in Port Medway. She has also been a volunteer at Queens County Food bank for approximately 10 years and volunteers at the Food Bank Thrift Store. Since 1993, Nancy has volunteered in various roles at Queens Manor, and for the past 10 years, has been a personal shopper for the residents, a role she enjoys very much! Nancy was also a volunteer with the Privateer Days Commission years ago.

Sylvia Hurley, Liverpool

Sylvia's volunteer work is outstanding, and she volunteers in a variety of nonprofit organizations throughout Queens County, and as a former Councillor for the Town of Liverpool, she feels a commitment to serving the community. Sylvia is an active volunteer with Queens County Victorian Order of Nurses (VON),

including making weekly calls, and organizing orders from residents using the VON Meals on Wheels Frozen Meal program. She also acts in a secretarial role at VON Foot Clinics, greeting clients, doing the paperwork for the program, and making calls. Sylvia is a current member of K-ettes and was a long-time member of the local Kinettes Club prior to that. For Kingo Bingo, she is one of the friendly voices taking calls from winners. She is currently President of Ladies Auxiliary Milton Baptist Church and has been involved in the church for years. Sylvia is a familiar face at local festivals, helping out at the Hank Snow Tribute, and many years ago, at Privateer Days, serving as president of Privateer Days Commission, and Active member of Queens County PC Association. Some of the organizations she has served with in the past include being president of Family and Children Services, serving on the panel for restorative justice program coordinated by Department of Justice, and as a greeter at Queens General Hospital.

Amy MacGowan, Beach Meadows

Amy's connections in our community have led to her being a trusted volunteer who has helped many people through fundraisers she has organized throughout Queens County. She holds "no official titles" on any not for profits however, she always steps up and leads the way with fundraising initiatives in our community whenever people are in need. Each year, Amy organizes benefits for at least two families annually dealing with health concerns or losses due to fire. She also holds fundraisers to benefit local community organizations and donates profits from portrait sittings (she is a professional photographer) and Santa photos to the organizations; some local organizations she has helped include Seaside Centre, Coastal Queens Community Hostel, and Queens County SPCA. Most years, the fundraising she coordinates totals approximately \$20,000. This year, at the halfway point of the year, she has coordinated fundraising efforts of more than \$35,000. These include two separate fundraisers for local families dealing with diagnoses of cancer, raising over \$27,000 for the families, and she quickly organized the Queens Cares Convoy when the wildfires were out of control in Shelburne and Barrington, raising over \$6,000, with 12 cars and 3 trailers full of food, beverages, clothing, and gift cards to help those fighting fires and those displaced by the fire.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: June 27, 2023

Re: Rezoning – Lawrence Street in Liverpool

Background

Council, at its November 22, 2022 meeting, approved entering into a purchase and sale agreement to sell four parcels of Municipal land on Lawrence Street and Amherst Street in Liverpool, comprising approximately 2.6 acres. The properties are identified as PID#'s 70027982, 70040423, 70017983 and 70028477. The purchaser proposes to construct a multiple unit residential housing project on the subject lands.



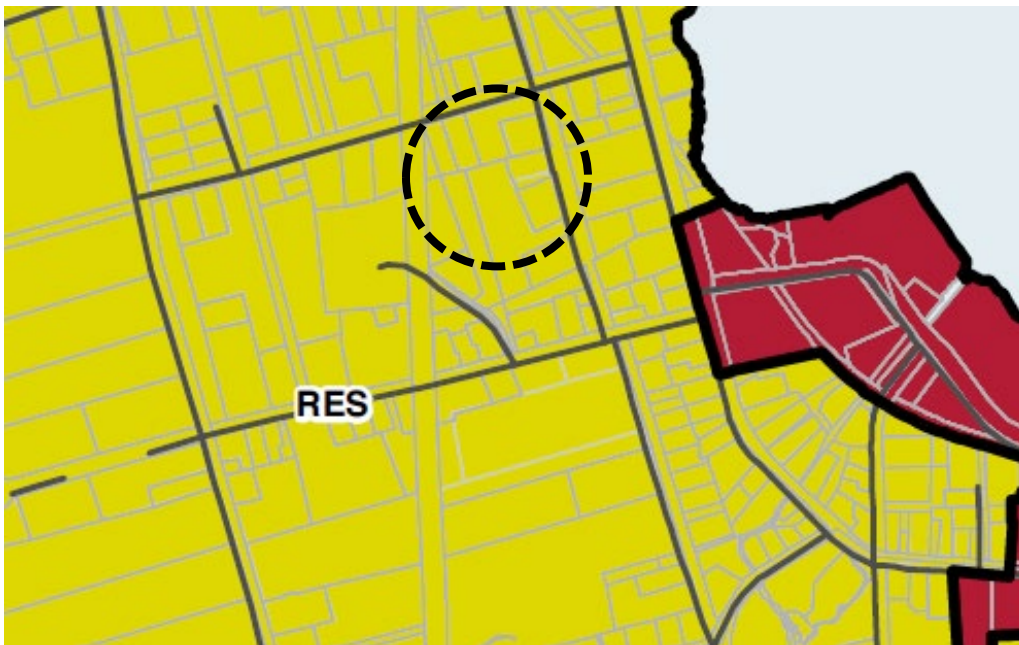
Map of Subject Properties

Details

The properties are zoned as **Lower Density Residential (RL)** under the Land Use Bylaw and have a future land use designation of **Serviced Residential (RES)** under the Municipal Planning Strategy.



Zoning Map




Future Land Use Map

The use being proposed for the properties is not permitted in the (RL) Zone. As such, the only opportunity for consideration of the proposed use would be through amendments to the Land Use Bylaw to change the zoning to Multiple Unit Residential (RM). Application attached as Appendix A.

In looking at proposed amendments to the Land Use Bylaw, Council has established, through policy, a number of evaluation criteria and are as follows:

Policy 6-21: Council shall not amend the Land Use Bylaw or approve a development agreement unless Council is satisfied the proposal:

- (a) *is consistent with the intent of this Municipal Planning Strategy;*
- (b) *does not conflict with any Municipal or Provincial programs, bylaws, or regulations in effect in the municipality;*
- (c) *is not premature or inappropriate due to:*
 - (i) *the ability of the Municipality to absorb public costs related to the proposal;*
 - (ii) *impacts on existing drinking water supplies, both private and public;*
 - (iii) *the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;*
 - (iv) *the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;*
 - (v) *the adequacy of fire protection services and equipment;*
 - (vi) *the adequacy and proximity of schools and other community facilities;*

- 
- (vii) *the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;*
 - (viii) *site-specific climate change risks;*
 - (ix) *the potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;*
 - (x) *impacts on known habitat for species at risk;*
 - (xi) *light pollution and impacts on dark sky views, especially in the vicinity of the Kejimikujik Dark-Sky Preserve;*
 - (xii) *the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and*
 - (xiii) *negative impacts on the viability of existing businesses in the surrounding community, including, but not limited to, the risk of land use conflicts that could place limits on existing operational procedures.*

The Municipal Planning Strategy identifies a set of sustainable planning values respecting housing and are as follows:

“In order to achieve the Region’s Vision and Goals and build a sustainable future, Council has articulated the following sustainable planning values to help shape policies about housing:

- *Promote residential growth within established communities, near to services, and away from hazardous or sensitive lands.*
- *Encourage residential infilling on serviced lands within the Urban Service Areas.*
- *Guide the evolution of communities and residential areas in a manner that is respectful of, and complementary to, the existing context and character of those communities.*
- *Direct new residential communities to vacant lands that have the potential for sustainable development through the efficient servicing.*

- Encourage an increased supply of rental housing in the Municipality.
- Diversify the available housing stock beyond the traditional dominance of single-detached homes.
- Enable and promote reinvestment in older, larger homes for reuse as housing that meets current demographic trends.”

As well, the Municipal Planning Strategy sets out that:

Council believes multi-unit developments are important to a sustainable future for Queens, in which all residents can find housing that suits their needs. As a result, Council has taken the effort of “pre-zoning” lands for multi-unit residential development. These are typically undeveloped or underdeveloped lands near to services, transportation connections, and/or community uses. Council has also implemented the use of “site plan approval” for larger residential developments. This approach to permitting streamlines the process (compared to zoning amendments), but actually allows finer-grained, site-specific control of building design.

Outside of these areas identified for “pre-zoning” Council will continue to consider proposals for multi-unit residential development through the zoning map amendment process. Indeed, Council is supportive of such efforts and encourages such requests as a means to increase housing options in existing serviced communities, subject to a full evaluation of potential impacts through the public process of such amendments.

Policy 4-42: Council shall, in the permitted uses in each zone of the Land Use Bylaw, tailor the types and densities of residential uses to the classification of community in which the zone is intended to be used. Rural development areas shall be limited to a low density of development, hamlets shall generally be lower in density with an opportunity for medium densities with careful oversight, and the **urban serviced areas shall be the focus of higher densities of residential development.**

Policy 5-10: Council shall, through the Land Use Bylaw, establish the Multiple Unit Residential Zone. This zone is intended to accommodate multi-unit residential developments in the urban serviced areas.

Considerations -

- Total lot area for the four lots is approximately 2.6 acres.
- Proposed 26 unit residential development.
- Significant demand for new residential housing options in Queens.
- Mix of residential densities in immediate area.
- Current zoning is Lower Density Residential (RL).
- Proposed use requires amendments to the LUB to change zoning to Multiple Unit Residential (RM).
- Access to Municipal sewer and water services.
- Lots have frontage on Lawrence Street, Amherst Street and Queen Street Extension, all of which are municipally owned.



Streetscape – From Lawrence Street



Streetscape – From Amherst Street



Tentative Timeframe –

Should recommendation be made to proceed with rezoning of the properties, is as follows:

Planning Advisory Committee -	June 19, 2023
Council -	June 27, 2023
First Public Notice -	July 5, 2023
Second Public Notice -	July 12, 2023
Public Hearing -	August 8, 2023
Council -	August 8, 2023
Notice of Passing -	August 16, 2023
Appeal Period Ends	August 31, 2023

Staff have reviewed the application and are of the opinion that the proposed amendments are reasonable and is in line with Council's vision, goals and policy respecting residential development.

The Region's Planning Advisory Committee (PAC) met on June 19, 2023 to review the application and the proposed use of the properties. Committee members recognized the importance and need for new residential housing units in the area, particularly those targeted as affordable housing. Following discussion on the implications of the proposed amendment, PAC recommended in favor of rezoning the subject properties from Lower Density Residential (RL) to Multiple Unit Residential (RM).

Applicable Legislation

Municipal Government Act and Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw.



Recommendation

THAT Council of Region of Queens Municipality give notice of its intention to amend the Land Use Bylaw to change the zoning of PID #'s 70027982, 70040423, 70017983 and 70028477 to Multiple Unit Residential (RM) ;

AND THAT a public hearing be scheduled for Tuesday August 8, 2023 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 am.

Appendix A



For Internal Use Only
Acceptance Date: _____
Processing Date: _____

Region of Queens Municipality

Planning Amendment and Development Agreement Application



1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property - n/a

Property Identification Number (PID) - 70027982, 70040423, 70017983, 70028477

Present use of subject property - vacant

Proposed Use of subject property - multi-unit residential

Existing Lot Size - approx. 2.6 acres

Existing Lot Frontage - 50.52'

3. Property Owner Information:

Name - Region of Queens

Applicant is:

- Owner
- Agent of Owner Earl Mielke c/o Queens Neighbourhood Housing Cooperative Ltd

Civic Address - _____

Mailing Address (If different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

Existing Zoning - R-L

Proposed Zoning - R-M

5. Property Servicing Information:

Water Services –

Municipal System - Existing Proposed

Drilled Well - Existing Proposed

Dug Well - Existing Proposed

Other - _____

Sewer Services –

Municipal System - Existing Proposed

On-site System - Existing Proposed

Other - _____

Access –

Public Road - Existing Proposed

Private Road - Existing Proposed

Other - _____

6. Declaration:

Registered Owner of Property (Please print)

I / We _____ do solemnly declare that I / We are the current registered owner(s) of the property described in this application. I / We have examined the contents of this application and certify that the information submitted is accurate.

Registered Owner _____

Signature _____

Date _____

Registered Owner (if more than one) _____

Signature _____

Date _____

Authorization of Registered Owner (Please print)

I / We Region of Queens Municipality authorize Queens Neighbourhood Cooperative Housing
To act as agent and sign this application on my / our behalf for property located Lt
at
(Civic Address) Lawrence St, Liverpool and identified as PID# 70027982, 70040423
70017983, 70028477

Notes:

1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make cheques payable to the Region of Queens Municipality. Following completion of the amendment process, the unused balance will be returned to the applicant. However, should the deposit be insufficient to cover the cost of advertising, the applicant will be responsible for the difference.
3. It is recommended that an applicant have a pre-consultation meeting with staff of the Planning Department prior to submitting this application.

May 30, 2023

Queens Neighbourhood Housing Co-operative Ltd. (QNCH), a recently incorporated not-for-profit housing co-op, is acquiring four parcels of land identified by PIDs 70027982, 70040423, 70017983, 70028477 comprising approximately 2.5 acres to allow for an affordable housing development. The area is located within the area of Lawrence Street, Amherst Street, and the Trestle Trail. The lands are being sold to QNCH by the Region of Queens for the purchase price of \$1.00.

The development is intended to provide up to 26 units of affordable housing, using a mixed income approach, with a spotlight on seniors. There will be highly energy efficient building envelopes (propose net-zero ready) with one, two, and three bedroom units. The development is to implement barrier free and visitable standards to allow residents to age in place.

The initial site concept plan has been developed by Passive Design Solutions with appropriate setbacks. There will be additional subconsultants engaged to ensure all funding requirements are met. Funding for the proposed development will be provided through the Province of Nova Scotia and CMHC, with additional funding already committed by the Region of Queens.

The Region of Queens has been extremely helpful in assisting QNCH locate available lands and assisting with pre-development costs. It is the intention of QNCH to provide additional affordable housing development opportunities in other locations throughout the Region of Queens. This first development is to set a precedent for future developments.

Attached is the development agreement application, preliminary site plan, arial view of the property, and survey of the four PIDs to support the application.

Should there be any additional information required, please reach out to myself.

Best Regards,



Earl Mielke, Inclusive Homes Consulting (902)

On behalf of Queens Neighbourhood Co-operative Housing Ltd.



GENERAL NOTES

1. All work is, at a minimum, to be completed in accordance with the National Building Code of Canada, local codes, and other applicable codes, bylaws, and other legal requirements.
2. All Federal, Provincial, and local ordinances, etc., shall be read and interpreted in accordance with the National Building Code of Canada, and other applicable codes, bylaws, and other legal requirements, if and when variances occur.
3. The builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
5. Design and engineering of manufactured wood structural members, including joists, rafters, studs, columns, and bracing, to be by supplier.
6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
7. Remove all demolition debris and construction waste from the site except material and items specifically noted by this drawing. The site shall be left clean and free of debris when the contract is complete.
8. Structure engineering, if required, by others.

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**Queens Neighbourhood Co-op
Lawrence Street Housing**

**DRAFT DESIGN DOCUMENTS
ISSUED FOR REVIEW**

May 5, 2023

Site Plan

Drawn By:	MM	Checked By:	XX
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A101

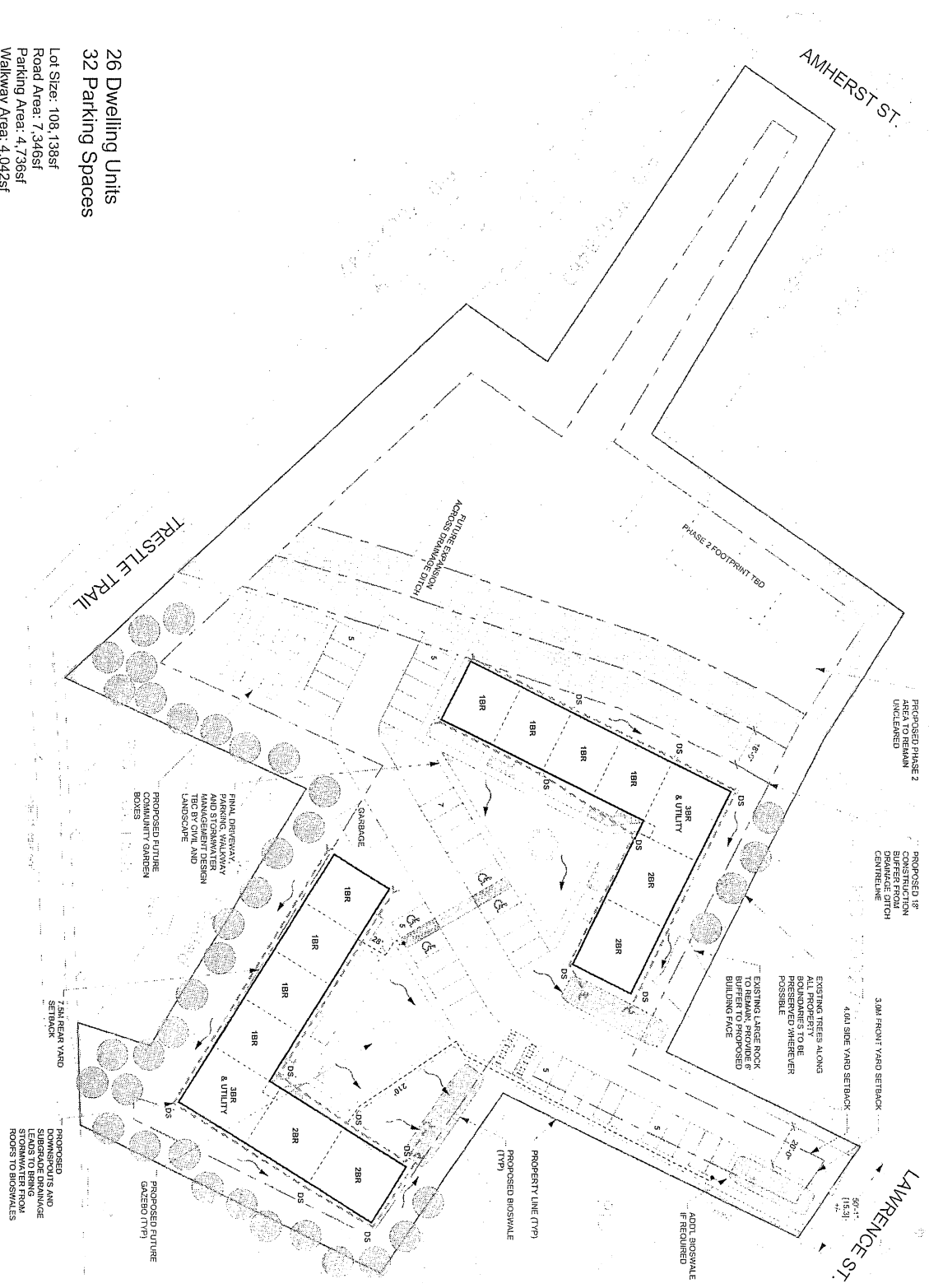


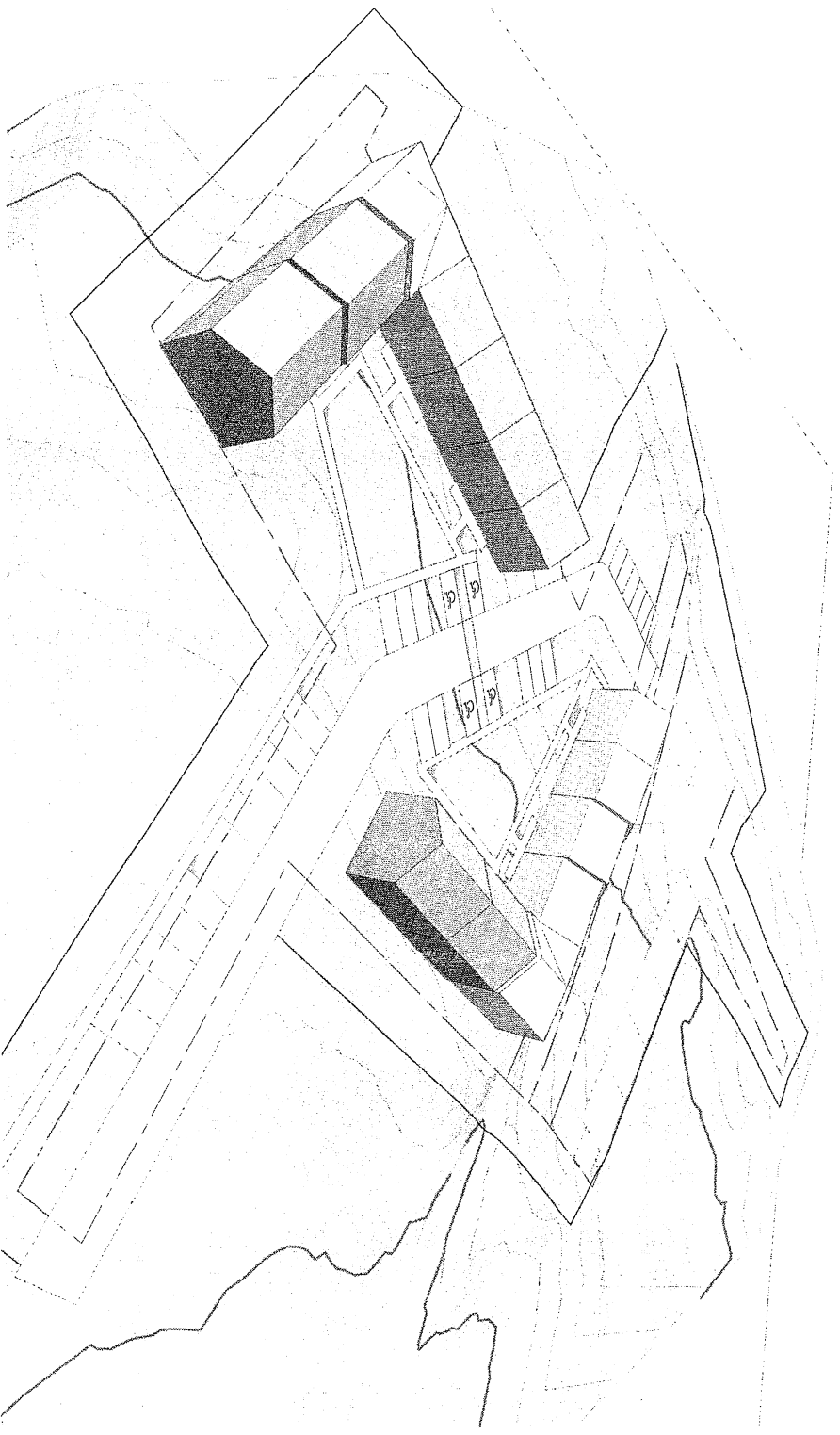
**1 SITE PLAN
SCALE: 1/8" = 1'-0"**

Handscape to Softscape Ratio: 26%
Building Lot Coverage (Phase 1): 12%

**26 Dwelling Units
32 Parking Spaces**

Lot Size: 108,138sf
Road Area: 7,346sf
Parking Area: 4,736sf
Walkway Area: 4,042sf
Building Footprint: 12,480sf
GFA: 24,960sf





26 Dwelling Units
32 Parking Spaces

Lot Size: 108,138sf
Road Area: 7,346sf
Parking Area: 4,736sf
Walkway Area: 4,042sf
Building Footprint: 12,480sf
GFA: 24,960sf
Hardscape to Softscape Ratio: 26%
Building Lot Coverage (Phase 1): 12%



GENERAL NOTES

1. All work is to be completed in accordance with the National Building Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
2. All Federal, Provincial, and local ordinances, etc., shall be complied with as part of the specifications shown, described, or implied, if and when variances occur.
3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
5. Design and engineering of manufacturer wood structural members, including but not limited to joists, girders, columns, and linets, to be by supplier.
6. This drawing does not take into account unknown site conditions, such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
7. Remove all demolition debris and construction waste from the site except material and items specifically noted to be left in place. All items to be left in place shall be left clean when the contract is complete.
8. Structural engineering, if required, by others.

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Queens
Neighbourhood Co-op
Lawrence Street Housing

DRAFT DESIGN DOCUMENTS
ISSUED FOR REVIEW

May 5, 2023

Site 3D View

Drawn By:	MM	Checked By:	XX
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A104



Schedule "A"

AMHERST STREET

LAWRENCE STREET

70028477

70027982

70017983

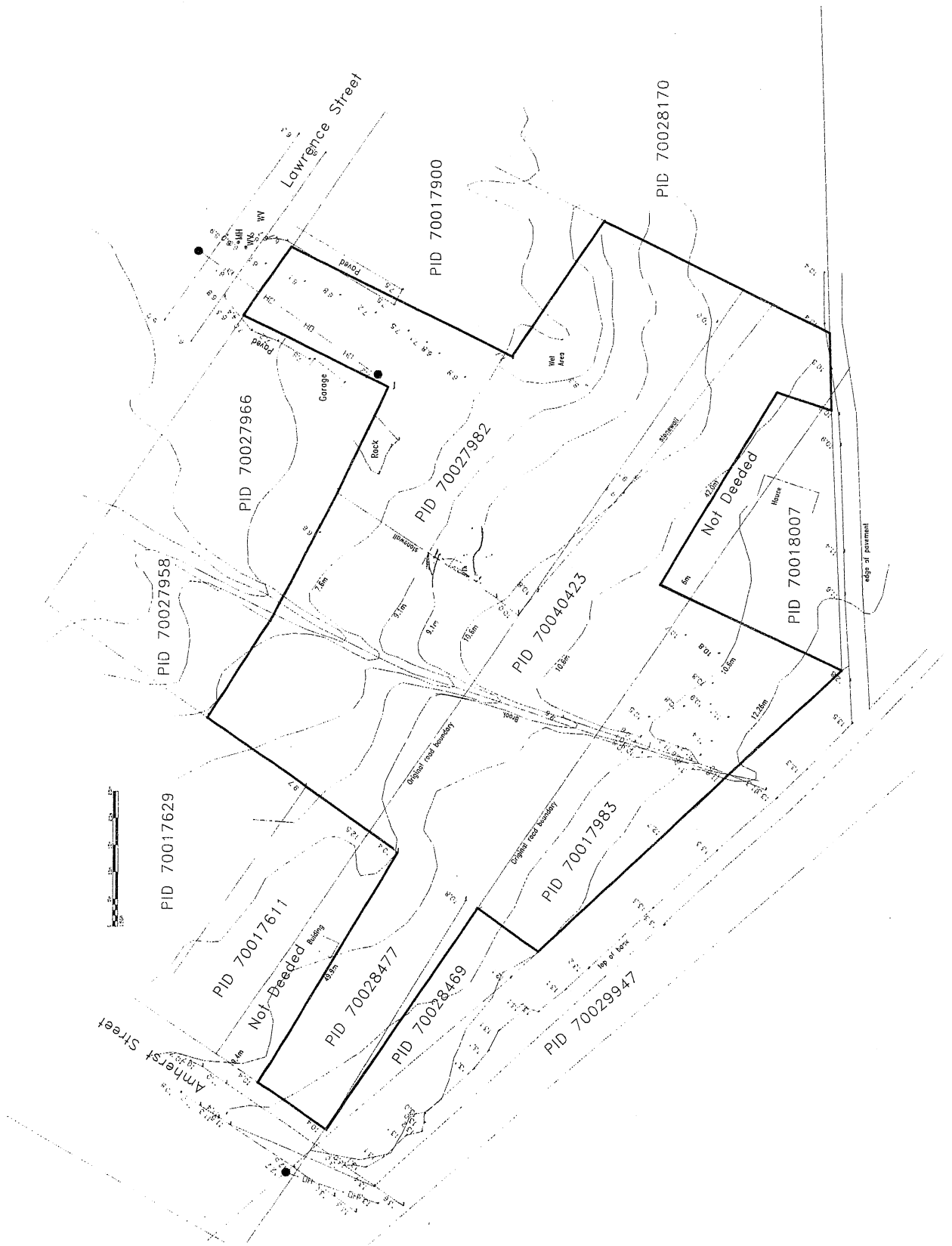
70040423

TRESTLE TRAIL

QUEEN STREET EXT.

BRUNSWICK STREET





Amherst Street

Lawrence Street

PID 70017629

PID 70017611
Not Decided

PID 70028477

PID 70028469

PID 70029947

PID 70027958

PID 70027966

Garage

Rock

PID 70027982

PID 70017900

PID 70040423

PID 70028170

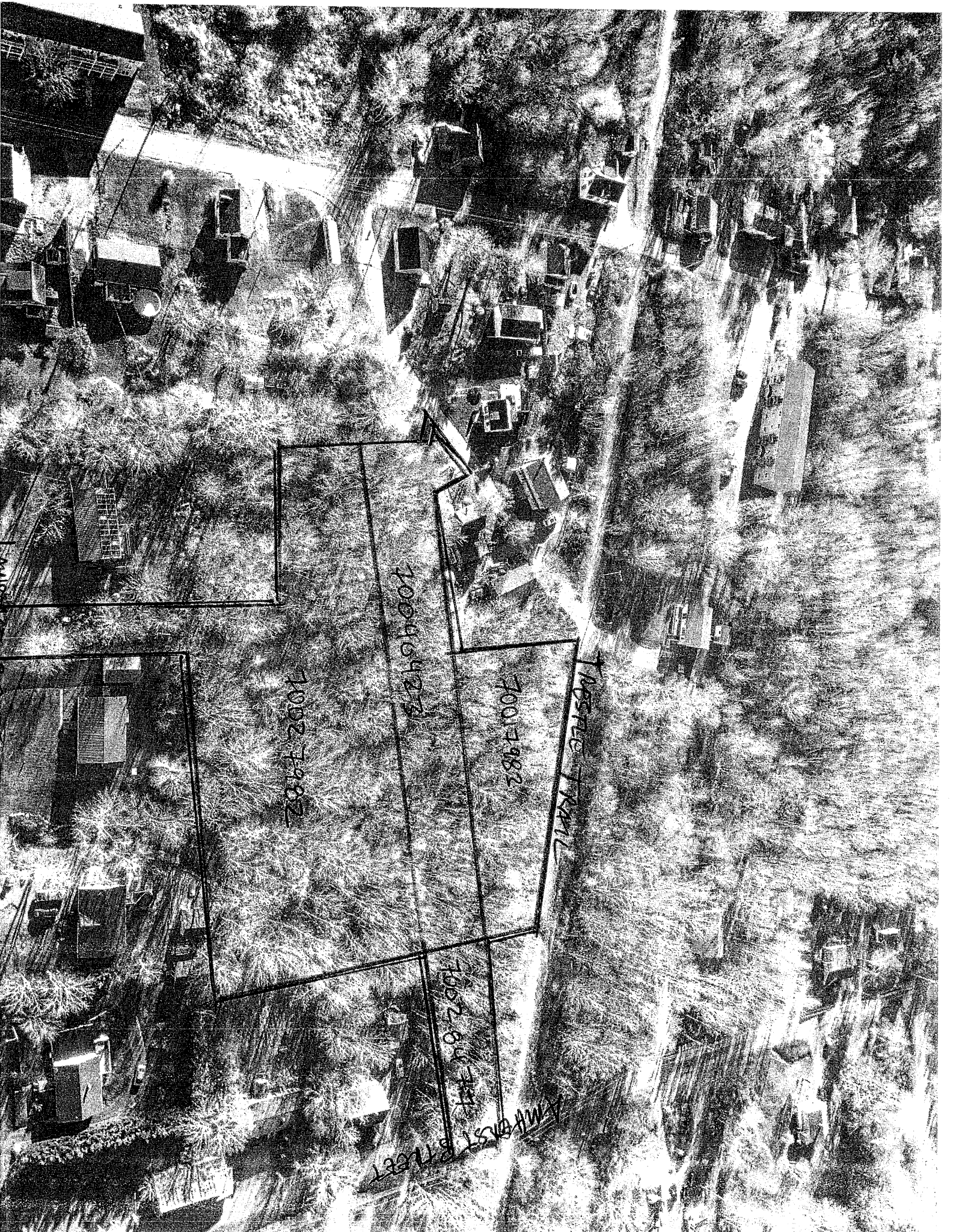
Not Decided

PID 70018007

House

edge of pavement





POSTED TRAIL

70017982

70040422

70027902

70020477

4 MOUNTAIN STREET



Region of Queens Municipality

8.1

COUNCIL IMPLEMENTATION REPORT – January – June 13, 2023

Date	Recommendation	Responsibility	Action Taken
Feb. 14, 2023	Approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre.	Adam Grant	Project Manager engaged.
Feb. 14, 2023	Give approval to register and apply for grants with consultation and approval from the appropriate staff member. The Pool Committee or designate will research and write the grants for approval.	Intermin CAO	No requests received by staff at this time.
Feb. 14, 2023	Give pre-budget approval to contracting CBCL Engineering to conduct a feasibility study for the extension of services to Mount Pleasant, NS, at a cost of up to \$21,500 plus HST, to be funded out of the 2023-2024 operating budget.	Adam Grant	In progress.
Mar. 14, 2023	Approve entering into a contract with DUMAC Energy Limited to conduct a HVAC investigation at the Town Hall Arts and Cultural Center, 219 Main Street, Liverpool, at a cost of \$10,975 plus HST, to be budgeted in the 2023-2024 fiscal year.	Adam Grant	In progress.

Date	Recommendation	Responsibility	Action Taken
Mar. 28, 2023	Give second reading to Bylaw No. 4 – A Bylaw Respecting Emergency Management.	E. Levy	Council gave second reading and bylaw has been sent to Province for approval.
May 23, 2023	<p>Agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of Privateer Farmers' Market at Centennial Park, Liverpool on Saturdays from June 3 to October 28, 2023.</p> <p>AND THAT the applicant be required to submit proof of insurance in no less than \$2,000,000 per occurrence with the Region of Queens Municipality as additional insured, and copy of the in effect liquor license from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.</p>	D. Henley	<p>Contact made with Privateers Farmers' Market advising them of approval.</p> <p>They don't have any alcohol vendors yet so don't have any licenses on file, but they know they need to send them as they do.</p>
June 13/23	Provide grant funding to Liverpool Ukulele Ceilidh Society in the amount of \$2,475.00 from the 2023-2024 Community Investment Fund.	D. Henley	Ukulele Ceilidh Society advised of approval following Council. Cheque has been requested.
June 13/23	Approves Temporary Borrowing Resolution – File 22/23 01 in the amount of \$780,000 for the Main Street Sewer/Water project.	J. Veinotte	Borrowing Resolution submitted.

June 13/23	<p>Grant permission for Highway Pentecostal Assembly and Salvation Army to use the Liverpool Waterfront Parking Lot for outdoor services on every Sunday evening in July and August 2023 from 6:30 p.m. to 7:30 p.m.;</p> <p>AND THAT such use be in accordance with the Parking Lots Bylaw which requires all cars to be parked with the designed parking stalls;</p> <p>AND FURTHER THAT the services comply with all municipal, provincial, and federal regulations and protocols in place during each weekly service.</p>	CAO	Complete
June 13/23	<p>Approve the unbudgeted purchase of one truck with a price ceiling in the amount of \$25,000 each, to be purchased as soon as possible.</p>	Adam Grant	Complete
June 13/23	<p>Approve the purchase of two 2023, 4x4 ¾ Ton Pickups from Mosher Motors at a price of \$152,320 + HST.</p> <p>AND THAT Council of Region of Queens Municipality approves the purchase of a used vehicle to meet the requirements of the building inspector from David Hatt Auto Sales Ltd. at a maximum price of \$40,000 + HST.</p>	Adam Grant	PO issued, equipment ordered.
June 13/23	<p>Approves the purchase of a 2023 Trackless MT7 from Saunders Equipment Ltd., Fredericton, NB at a price of \$178,820 + HST.</p>	Adam Grant	PO issued, equipment ordered.

Date	Recommendation	Responsibility	Action Taken
Aug. 9, 2022	Approve the initiation of the Bylaw drafting process that would document the conditions required in order to facilitate collection of Road Levies by Region of Queens as part of the tax billing process.	E. Levy	In progress.
Aug. 9, 2022	Approve the installation of a new barrier free access ramp and building entry on the eastern side of the Town Hall Arts and Cultural Centre (RBC side) to meet the accessibility needs of users of the facility.	Adam Grant	Development Permit approved. Project at 85% complete.
Nov. 22, 2022	Enter into a purchase and sale agreement with Queens Neighbourhood Co-operative Housing Ltd. for properties identified as 70027982, 70040423, 70017983 and 70028477 for the price of \$1.00.	M. MacLeod	Land transaction in process.



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

Date	Recommendation	Responsibility	Action Taken
Oct. 22, 2019	Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	M. MacLeod	Survey complete. Awaiting preparation of deed for signatures and registration.

From: Wendell Whynot
Sent: Thursday, June 8, 2023 11:08 AM
To: Darlene Norman DNorman@regionofqueens.com
Subject:

Good morning I'm not great at this typing thing so I'll be blunt and to the point

My sister/mother's house burnt a month ago they had no insurance and no savings they're currently living in a camper trailer behind my house
They're left with a huge mess to clean up they have received some donations which will possibly cover the trucking and demolition but they don't have the money to cover the tipping fees to dispose of it I was wondering if there was any way possible to get the waved? Reduced? Were really hoping to get this done in a timely manner so they can move on to the next step of finding some sort of housing

Region of Queens Municipality Staff Report

8.3

To: Council

From: Dan McDougall

Date: June 27, 2023

Re: Establishment of Police Advisory Board

Background

The Municipality does not currently have a Police Advisory Board. For a number of years, the Council has been the governance body acting as the Police Advisory Board with the understanding that this approach had received approval from the Minister of Justice at the time when this practice started. However, written approval from the Minister of Justice (pursuant to section 57(8) of the Police Act) for this governance model has not been located.

The Final Report of the Mass Casualty Commission was released in March 2023. The report identified 130 recommendations related to RCMP. A number of recommendations would include a role for municipalities including Recommendation 110 (d) which states that:

(d) Municipalities and the Province of Nova Scotia should ensure that police boards and police advisory boards are fully staffed and performing their governance function.

On May 17, 2023 the Municipality received correspondence from the Nova Scotia Minister of Justice, Brad John, regarding the Police Act requirement for the municipality to establish a Police Advisory Board for the Region of Queens Municipality.



Details

A Police Advisory Board consists of either 5 or 7 members including Council members (2 or 3 respectively), “citizens” appointed by Council (2 or 3 respectively) who are not Council members or municipal employees, and a member appointed by the Minister.

The Chief Administrative Officer, and the “Chief Officer” of the RCMP shall receive meeting notices and are entitled to attend the meeting.

The Advisory Board must meet at least every three months; and, the primary functions of the Board are to:

- Determine priorities, objectives, and goals respecting police services in the community.
- Ensure community needs and values are reflected in policing priorities.
- Act as a conduit between the community and the police.

Considerations

Staff Sergeant Dan Archibald is aware and supportive of the establishment of a Police Advisory Board. Staff Sergeant Archibald is the District Commander for the Queens County District Detachment.

There is an option to establish a by-law which identifies additional or specific roles and responsibilities for the Board, with the approval of the Minister (section 68(2)). Council may wish to consider this option after the Police Advisory Board is established as the process to establish a by-law, and receive approval from the Minister, would delay the establishment of the Board. Moreover, there would be value in having the Board consider and provide advice on this option after it has operated for a period of time.

Tentative Timeframe

- Direction to staff to draft a terms of reference for a 5 member or 7 member Police Advisory Board June 2023
- Approval of Police Advisory Board Terms of Reference July 2023
- Request Minister to appoint a Board member July 2023
- Appoint (2 or 3) Council members to Board July 2023
- Advertise for citizen representatives July 2023
- Appoint citizen representatives August 2023
- Hold first Police Advisory Board meeting September 2023

Applicable Legislation

The Police Act provides that:

Establishment and composition of police advisory boards

57 (1) A municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board.

(2) An advisory board consists of five or seven members.

(3) A five-member advisory board consists of

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

(4) A seven-member advisory board consists of

- (a) three members of council appointed by resolution of the council;
- (b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

Chair and Vice-Chair

59 A chair and vice-chair of the advisory board shall be chosen by the members of the advisory board at the first meeting in each year. 2004, c. 31, s. 59.

Remuneration

61 The council may provide for the payment of a reasonable remuneration to the members of the advisory board who are not members of the council. 2004, c. 31, s. 61.

Meetings

63 The advisory board must hold a board meeting at least every three months. 2004, c. 31, s. 63.

Public and private meetings

65 Meetings of the advisory board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations may be conducted in private. 2004, c. 31, s. 65.


Function of advisory board

68 (1) The function of an advisory board is to provide advice to the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

(2) With the approval of the Minister, the council, by by-law, may prescribe

- (a) the additional or specific roles and responsibilities of an advisory board; and
- (b) the rules and regulations governing proceedings of an advisory board, and the advisory board has sole jurisdiction over matters so delegated to it.

(3) Without limiting the generality of subsection (1), an advisory board shall, subject to the police contract or policing agreement,

- 
- (a) determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
 - (b) ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
 - (c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - (d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - (e) act as a conduit between the community and the police department;
 - (f) recommend policies, administrative and organizational direction for the effective management of the police department; and
 - (g) review with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline. 2004, c. 31, s. 68

The Act also includes direction on other matters such as an oath of office, training, meeting quorum, etc.

Budget Impacts

It is not anticipated expenditures for the Board will be significant. As such a budget adjustment will not be required at this time. The Board, once established, may wish to recommend the establishment of a small budget for future activities such as training, travel, etc.

Municipal administrative support and coordination will be required.

Direction Requested

That the Council of the Region of Queens Municipality direct staff to prepare a terms of reference for a 5 member or 7 member Police Advisory Board; and, provide other direction related to the establishment of a Police Advisory Board.



Communications

- Continued communication with District Commander.
- Advertising for citizen members when appropriate.