

Region of Queens Municipality Regular Council

Tuesday, August 8, 2023

**Immediately Following Public Hearing Scheduled
at 9:00 a.m.**

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

3.1 Astor Theatre Society

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – July 11, 2023

6.2 Special Council – July 31, 2023

7.0 Recommendations

7.1 Medway Head Lighthouse Society – Request to Waive Policy 58 –
Consumption of Alcohol on Municipal Property

7.2 Rezoning Lawrence Street in Liverpool

7.3 2024 Wheel Loader Replacement

7.4 Appointment of Fire Inspector

8.0 Discussions

- 8.1 Council Implementation Report
- 8.2 Graffiti on Region Property
- 8.3 Quarter One Financial Review
- 8.4 RFP Compensation Review

9.0 In-Camera Items

- 9.1 Contract Negotiations
- 9.2 Contract negotiations
- 9.3 Personnel
- 9.4 Personnel

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, July 11, 2023 9:00 a.m.**

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
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

1.0 Call to Order

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

2.0 Changes / Approval of Agenda

Move Item 4.1 Wastewater Extension Request under Discussions and it will become Item 8.4.

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 Mersey River Wind Farm – Mitch Underhay

Mayor Norman welcomed Mitch Underhay, Development Manager, Roswall Development Inc., to Council.

Some highlights included:

- Completed over 500 MW of early stage wind energy development
- Led over \$150 Million USD of energy construction.

- Constructed, financed and operated over 50 MW of renewable energy projects, most in Nova Scotia.

Vision – The ability to sell clean electricity directly to customers is the key link for an accelerated energy transition.

Renewable to Retail – This is the first chance for customers to sign up and purchase 100% renewable electricity from Roswall rather than Nova Scotia Power. These long-term predictable energy contracts will provide savings and price security.

Project Site – Located on a large tract of Crown Land west of Milton above the Mersey River.

Project Updates

- Phase 1 – 8 Turbines start date 2023
- Phase 2 – 25 Turbines start date 2024
- Total Capacity – 148.5 MW

Approvals in Place

- Crown Land – Integrated resource management process complete and letters of offer expected for this summer.
- Municipal – continuous community outreach
- Provincial – EA approved March 27, 2023 with conditions
- Federal – NavCAN permit approved
- Interconnection – System Impact Study completed. Final Facility Study completed.

Environmental Assessment – Approved with conditions March 27, 2023.

Community Liaison Committee – Ongoing with members of the community with information being shared.

Community Benefits

- Creation of an annual Community Dividend.
- Priority access to Renewable to Retail clean energy rates.
- Creation of a not-for-profit energy ate to provide additional savings.
- Approximately 100 people will be temporarily employed during construction.
- Dedicated crew of 6 – 12 full time equivalent technicians.
- Annual Taxes Revenue for municipality of approximately \$1,170,000 per year

Next Steps

- Signing of Lease for Crown Land with DNRR
- Signing of Generator Interconnection Agreement with NSPI
- Finalizing environmental access plans with NSECC
- Starting of construction activities
- Renewall will provide RQM with Offtake Commitment Letter
- Form a community liaison committee

Deputy Mayor Fancy enquired about tariffs and how you are going to be able to keep the price below NSPI? Mr. Underhay stated the Act enables this. The Renewable to Sale Program has the tariffs listed out on what is needed to pay and when. When financials are assessed, the cost is looked at to produce the wind energy. This is done over time, so the amount of energy produced over the course of a year is known. Once the consumption data from our customers is known, we will look at the energy usage over time and compare it to our model generation. The closer they are aligned, the less tariffs we will have to pay. We will have an idea of what this will look like over a period of 25 years and as inflation and our costs grows, fossil fuels will grow more quickly.

Mayor Norman asked what happens after 25 years. Is that the life of the turbines, and then what do you do with them? Mr. Underhay stated we are now just starting to see the end of life of some of the projects wind turbines. A decommissioning reserve is set aside as part of capital for the end of life of the project.

Ideally at the end of the project we would like to repower, but if not, we would decommission. The decommission reserve allows for the towers to be taken down but the foundations would remain in place as they are very large concrete foundations. They would be taken ground level. The towers are mainly steel and could be recycled. The blades are fiberglass, which is considered waste, and would go to the landfill. The parts from the generator, such as copper, could be recycled.

Mayor Norman stated in earlier meetings that the roads and trails would be accessible, and asked if this was still the case. Mr. Underhay stated yes, they do not intend to impede access. In early road construction, things would be shut down but they'd try to allow some access. Once construction is complete, a fence would be erected around the substation and high voltage, signage would be posted for safety, i.e. ice dropping from the turbines, and through education, ensure people are aware.

Mayor Norman asked if the province signs the lease agreements, and everything is ready to go by the fall, how long will it take to do the roads, and put the new transmission lines to the substation for 8 turbines in Phase 1. Mr. Underhay stated it is expect to have the turbines delivered next spring, which means a lot of road construction will be done through the winter along with the power line construction. The expectation would be that Phase 1 would come on line at the end of 2024.

Councillor Amirault enquired if there are any plans to upgrade the first part of the River Road and bridge, so it can handle the traffic during construction. Mr. Underhay stated yes, and there may be a need to fill in the ditch to make turns onto the road on a temporary basis which will require a permit from Department of Transportation. The road itself is not in good condition and after heavy traffic it will need to be upgraded. He further stated there should not be any issues with the bridges, but their structural engineers are investigating.

Councillor Brown enquired if rebates will be offered to customers with battery backups. Mr. Underhay stated not at present, but maybe a consideration in the future.

Mayor Norman thanked him and his team for the presentation and updates.

3.2 Queens County ATV Association & Queens Rails to Trails Association

Mayor Norman welcomed David White, President, Queens County ATV Association, to Council. Mr. White introduced Martin Huntley, President, Queens Rails to Trails Association and Greg Wigglesworth, Vice President, Queens County ATV Association.

Some highlights included:

Important Updates:

Queens County ATV Association received \$5,000 grant of trail work from Off Highway Vehicle Infrastructure Fund (OHVIF) via ATVANS.

Queens Rails to Trails Association has applied for a 3 year grant valued at \$60,000 to maintain Multi-Use Trails.

2022 Spending Survey – Over \$464 Million from OHV went into the NS economy.

Road Trails Act – Royal Assent Received April 12, 2023 which enables:

- Municipalities to grant access to roadways they maintain;
- Provides opportunities for “Road Trails” on provincially maintained roadways under 90 km/hr;
- Recognizes the economic and recreational importance of Shared Use/Multi-Use Trail development;

Goal - To have a connected route across Queens County to complete section of the Western Loop of the Great Trail to promote recreation and positive local economic impact.

What We Need:

- Municipal support for roadways under municipal jurisdiction.
- Municipal support for updating the status of section of trail to be Multi-Use.
- Municipal support for changes to roadways under provincial jurisdiction.
- Provincial support for roadways under provincial jurisdiction.
- Provincial support for updating the status of section of trail to be Multi-Use.

Road Trails Rules Summary:

- Must hold a valid Driver's License.
- Must have Off Highway Vehicle registered.
- Must have 3rd Party Liability Insurance.
- Must have ATV/UTV course.
- Must wear approved helmet.
- Must wear seatbelt if machine is equipped.
- Must have a left-hand side mirror.
- Maximum Speed – 25 km/hr.
- Must travel with head lamps and rear facing red indicator lights on at all times.
- Vehicle cannot be operated if noise level is higher than set by manufacturer (can't modify existing or install louder exhaust).
- May only travel 30 minutes after sunset and 30 minutes before sunrise.
- Must travel single file.

Road Trail Proposal:

Nickerson's Pond Road to Great Hill Road to Route 3 Highway traveling towards Liverpool until reaching Old Cobb's Barn Road.

Municipal Roadway – Old Cobb's Barn Road traveling on Route 3 Highway to Bristol Avenue to Henry Hensey Drive crossing Main Street onto Brunswick Street traveling up it until joining the Trestle Trail traveling to White Point Road crossing onto Harley Umphrey Drive turning onto West Street and connecting to Trail behind the RQM office.

Provincial Designation – Alter the designation of the Trail behind the RQM office traveling towards Hunts Point until approximately Silver Rock Drive to create connectivity and access to lodging and restaurants.

Provincial Roadways – Turning onto Beech Hill Road from the Trail traveling inland under the 103 Highway to Old Port Mouton Road, traveling across roadway to Route 3 Highway on the Liverpool side of Broad River, crossing Broad River Bridge on Route 3 Highway traveling to River Head Road and reconnecting to the Summerville Extension of the Port Mouton Multi-Use Trail.

Asks:

1. Region of Queens Municipality work with QCATVA and QRTA to begin the process of modifying bylaws to enable "Road Trails" on roadways maintained by RQM.
2. Region of Queens Municipality provide a letter indicating their support for the entire proposal.

Deputy Mayor Fancy voiced his concerns for traffic on Bristol Avenue and enquired if there were other ways to approach this. Mr. White stated when this plan was created several options were considered, with access to services in the safest way possible and wished to avoid turnarounds. Concerning Bristol, he referred to the Road Trail Act, which states if the machine has the ability to travel with all four wheels off the paved surface, that's what it's asked to do. Where it can't, then it's asked to travel with all wheels on the paved surface, so these vehicles would operate the same as a car. The only holdback in traffic is the Road Trail Act stipulates a speed of 25mph and is investigating if this speed would be accepted in this area. Overall they do not see it as an issue.

Councillor Hawkes asked how the Association is going to enforce their rules. Mr. White stated as this organization is county wide they do represent the county and rely on people who see a problem to report the problem. He encouraged people to report any issues to the RCMP and DNRR.

Mayor Norman stated the first agreement with ATVANS indicated they'd have enforcement abilities, being out on the trails checking registration, licenses, etc. Mr. White stated their groups' ability to do a policing function is non-existent, and look to the policing agencies for this and they would provide education and more signage. With the current agreement with RQM, which is held with the Queens Rails to Trails Association, it states that users would have to be a member of the provincial body which helps dissuade those that don't always follow the rules.

Mayor Norman asked about the timeline they were looking for respecting the Association's asks from RQM. Mr. White stated for RQM to bring forward concerns so they can be addressed so any routing changes can be made if necessary and a letter of support so they can move forward with the project. He noted they are waiting for the government to enact the legislation which they are expecting at the fall sitting.

Councillor Muise stated he had residents contact him about the presentation and voiced their concerns about Bristol Avenue. He enquired if ATV's are permitted to cross the 103 Highway. Mr. White stated no, they are not permitted to cross any 100 series, but our advantage here is the use of tunnels.

Councillor Muise further enquired if you can use intersections; i.e. off Old Port Mouton Road. Mr. White stated it would be crossing Highway 103 and the ramp speed.

Mayor Norman stated if Council agreed to move forward with this proposal, that the formation of a small working Committee may be in order and suggested if anyone had any further questions or concerns they could contact the Association members.

Mayor Norman thanked them for their presentation.

Mayor Norman announced a 5 minute break at 10:24 a.m.

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 commented that both presentation were good. He asked if Rumclo Development had received approval for their services extension as was stated in the July Edition of the Queens Crown. Mayor Norman stated this was still under discussion.

6.0 Approval of Minutes

6.1 Regular Council – June 27, 2023

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

THAT the minutes of the Regular Council meeting held June 27, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Solid Waste Facility Tipping Fee Waiving

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

THAT Council of Region of Queens Municipality waive tipping fees associated with the disposal of fire-impacted materials originating from 82 Tupper Street, Milton up to a maximum of 10 metric tons before October 1, 2023.

MOTION CARRIED unanimously.

7.2 Phone System

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

THAT Council of Region of Queens Municipality approve the purchase of a Fortivoice phone system and applicable hardware.

Steve Whynacht, Information Technology Manager, stated the current phone system which was installed in 2014 by Bell Aliant is no longer supported and has reached its end of life. Bell Aliant has discontinued use of all PBX systems.

The cost for this system is a one-time hardware and installation fee of \$16,850 and is unbudgeted.

MOTION CARRIED unanimously.

7.3 Police Advisory Board Terms of Reference

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

THAT Council of Region of Queens Municipality establish a seven (7) member Policy Advisory Board and approve a Terms of Reference.

MOTION CARRIED unanimously.

Mayor Norman asked who would be interested in sitting on the Police Advisory Board. Deputy Mayor Fancy, Councillor Hawkes and Councillor Brown put their names forward.

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

THAT Council appoint the following three Council members to the Police Advisory Board to a two-year term commencing on the first duly called meeting of the Policy Advisory Board: Councillor Hawkes, Councillor Brown and Deputy Mayor Fancy.

MOTION CARRIED unanimously.

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

THAT Council appoint the three Council members appointed to the Police Advisory Board as an ad-hoc nominating committee to review applications and recommend appointments to Council for current and future community appointment vacancies on the Police Advisory Board.

Dan McDougall, Interim CAO, stated it would be proactive in recruiting candidates for the Police Advisory Board and would provide a confidential platform to consider applications before names are released.

MOTION CARRIED unanimously.

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

THAT Council appoint the following community member representing the Indigenous community to a two-year term commencing on the date of the first duly called meeting of the Police Advisory Board, Andrew Francis.

Mayor Norman stated Mr. Francis is an active member of our community, works in the forestry industry for the Provincial government and is a Band Member. We are fortunate to have him as a member of the Police Advisory Board committee.

MOTION CARRIED unanimously.

7.4 Liverpool Business Development Center HVAC Replacement

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

THAT Council of Region of Queens Municipality approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST.

Garrett Chetwynd, Assistant Director of Engineering, stated an assessment was undertaken in 2022 that recommended the existing unit be considered for immediate replacement of a new multi-unit style system which Council approved during budget deliberations.

A tender was issued and closed June 22, 2023 with one submission from Sea Coast HVAC at a price of \$1,766,325.00 + HST.

MOTION CARRIED unanimously.

7.5 Replacement Municipal Street Sweeper

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

THAT Council of Region of Queens Municipality approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST.

Mr. Chetwynd stated the replacement of a 1995 Ford Sweeper was included in the capital budget. A Request for Quotation was issued and closed on July 4, 2023 with two proposals submitted; one from Saunders Equipment Ltd. with delivery in March 2024 for \$388,000 + HST, and one from another company for \$492,110 + HST.

This piece of equipment not only sweeps streets but cleans out catch basins both in Liverpool and Caledonia and will help increase level of service,

The machine is not in working condition and will be disposed of for scrap metal.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Privateer Hockey Team – Deputy Mayor Fancy

Mayor Norman asked if Council felt that staff should investigate finding another hockey team to replace the Privateer Hockey team who have recently given notice they will no longer be using QPEC.

Deputy Mayor Fancy agreed with Mayor Norman and asked if we should investigate in holding tournaments. With the Privateers' leaving, it has left a void, and asked what level of hockey should replace them.

He suggested holding music events in the rooms upstairs on the weekends to provide events.

Councillor Charlton stated the rink has value and the community enjoyed attending the hockey games. As a council, if we validate the importance of this, we ask staff to provide us with recommendations. Councillors agreed.

8.2 Town Bridge AT Upgrades

Mr. Chetwynd stated during budget deliberations Engineering and Public Works requested funding for the replacement of the bridge railings and pedestrian sidewalks. Council advised they wanted to see interim work completed to mitigate hazards while staff worked on ways that would see pedestrian ways be reinstated wider and potential bicycle lanes.

The services of CBCL Limited were engaged to provide an evaluation and identify options to promote active transportation (AT) with a wider sidewalk and potential bicycle lane.

Four options were provided with cost estimates:

1. Maintain existing - \$325,000
2. Modify existing - \$700,000
3. Exterior AT Corridor - \$3,400,000
4. Separate AT Structure - \$4,400,000

Mr. Chetwynd stress the infrastructure under and on the side the bridge, i.e. pump station, water main, and some NSPI infrastructure. He further stated timelines would vary and noted the bridge belongs to the Province and agreements would need to be worked out with them before proceeding.

Councillor Charlton enquired as the Province owns the bridge if there are any funding opportunities. The bridge needs to be kept safe and accessible. She commented she is not in favour of modifying the road and would be in favour of an exterior corridor if funding is available and not a burden to taxpayers. Mayor Norman stated repairs were not budgeted for this year but we could investigate if the Province would be willing to cost share on the separate pedestrian walk, but is our responsibility, as is the road and sidewalk.

Mr. Chetwynd stated the Province is responsible for the structure and paving is cost shared 50/50. They have indicated there are no immediate plans to do anything to the bridge.

Dan McDougall stated there was a Build Canada Green funding available in the past and is optimistic it will become available again and suggested RQM apply.

8.3 Three Year Cost Share Agreement for Subdivision Roads

Mayor Norman stated the current three-year agreement is set to expire March 31, 2024 and Nova Scotia Department of Public Works is requesting we consider entering into a new one from 2024 to 2027. Entering into this agreement does not bind the municipality to submit road upgrade requests or to agree to the 50/50 cost share on any particular road.

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

THAT Council of Region of Queens Municipality authorize entering into the 2024-2027 Three-Year Cost Share Agreement for Subdivision Streets – Agreement No. 2023-017 with Nova Scotia Department of Public Works.

AND THAT the Mayor and Chief Administrative Officer be authorized to execute the agreement on Council's behalf.

MOTION CARRIED with 7 in favour and 1 against.

8.4 Request for Wastewater Extension – 3622 Highway 3, Brooklyn

Mayor Norman stated a letter of request was received for the extension of municipal services to 3622 Highway 3, Brooklyn.

Mr. Chetwynd stated the address in question is on the s turn past the bridge in Brooklyn and our system does not run in that direction. The services run down Brooklyn Shore Road. Working within the Provincial right-of-way requires permitting as well as a permit from Department of Environment. While the property is close to the manhole, the grating in the area does not allow for a direct connection to it.

Our Sewer Bylaw currently states where there are no services available to them, they contact their Councillor to petition an extension on their behalf, but it's at the Council's discretion and cautioned there would be implications to the budget the time constraints.

Councillor Amirault asked for an estimate of the cost for this extension and if there are any plans for extension in any of the streets in Brooklyn. Mr. Chetwynd stated he has not done an estimate but when work was done in the area previously there is significant rock and as done in town when work is done, the streets are altered which wouldn't be permitted in this area. There is a lot of costs associated with traffic control. Based on our capital plan, there are no future plans to extend in Brooklyn at this time.

Councillor Charlton stated we are aware the need for a master plan for our wastewater system. We have requests from the huge developments that have implications to our wastewater. So until we become aware of that, it would be unfair to consider one property when there are other areas that have asked for the same consideration.

Mayor Norman stated communication will be made with the applicant.

9.0 In-Camera Items

It was moved by Councillor Charlton and seconded by Councillor Gidney that the proceedings go In-Camera at 11:25 a.m. to discuss the following:

9.1 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Hawkes and seconded by Councillor Gidney that the proceedings exit In-Camera at 11:42 a.m.

MOTION CARRIED unanimously.

9.1 Contract Negotiations

Richard Lane, Director of Economic Development, stated RQM has been invited to participate in the Zero Emission Vehicle Infrastructure Program (ZEVIP) for the installation of fast charging sites for vehicles. There will be no cost for the installation and operation for these charging stations other than snow clearance and the cost of having one staff member attend training which will be through NSPI. The agreement can be withdrawn if funding is not finalized 100 percent.

We would be entering into a 10 year lease agreement which would be renewable on five year increments thereafter unless a 90 day written notice is given.

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

THAT Council of Region of Queens Municipality enter into a Site Host Agreement with Nova Scotia Power for the location of an EV charging station on Municipal property.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 11:47 a.m.

Mayor Darlene Norman, Chair

Dan McDougall, Interim CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality Special Council
Monday, July 31, 2023, 5:30 p.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
Adam Grant, Acting CAO
Christine Watson, Admin. Assistant – Planning & Dev.

1.0 Call to Order

Mayor Norman called the meeting to order at 5:30 p.m.

2.0 Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 Etlí Milita'mk Playpark Portable Washroom

Mayor Norman stated this item was brought forward as a Special Council meeting is due to this item not being part of the budget planning. This meeting is to determine the particulars on the installation of a port-a-pottie; i.e. how long and how often it will be cleaned.

Adam Grant, Director of Engineering and Public Works and Acting CAO, stated the report circulated with the agenda listed five options Council requested staff to investigate for the provision of a washroom facility at the park following the opening.

1. Staff investigate the potential of having an accessible portable washroom placed at the site.

Council agreed to have a portable washroom placed at the playpark site.

2. How often is unit to be cleaned?

Councillor Charlton stated Beach Meadows unit is cleaned three times a week and works well, having it cleaned every other day. She enquired if this was sufficient. Mr. Grant stated they have been exploring different cleaning schedules and the cleaning three times a week works well.

Councillor Brown agreed and suggested cleanings be done on Saturday, Monday and Thursday. Mr. Grant stated cleanings are scheduled for Wednesday, Friday and Sunday at the Beach Meadows location and works well. The portable washroom there is not locked.

Councillor Brown further enquired if is necessary to have them locked. Mr. Grant indicated yes as there has been vandalism at another location.

Deputy Mayor Fancy asked who should be contacted in between cleanings if there is mess made. Mr. Grant stated contact information of the contractor is posted as is the Public Works. The skate park is checked on a daily basis and it would be noted if there was an issue at the play park.

3. Is the unit locked at night and reopened in the morning?

Councillor Charlton suggested having the portable washroom inside the fence of the playpark and lock the facility daily. Mr. Grant enquired if the facility is being installed for both the playpark and skatepark users. Mayor Norman indicated it was being installed for the splash pad users. Councillors agreed that the facility be located inside the playpark area and users of the skatepark will also have access, and that the park be unlocked and locked on a daily basis.

4. Are Staff resources availability to maintain?

Mr. Grant stated he currently has no staff there available on a daily basis but could do so with a call out if necessary.

Councillor Charlton suggested using staff at QPEC to unlock and lock the facility on a daily basis. Mayor Norman suggested hiring someone within the community.

Mr. Grant stated staff could investigate. The splash pad is operated daily from 9 a.m. until 8 p.m. Staff would be available to unlock Monday to Friday and Sundays, but there would be a callout on Saturdays and 7 nights a weeks to lock the facility.

Mayor Norman enquired to the number of staff at the QPEC facility. Mr. Grant stated it was not his department but could be investigated.

Mayor Norman stated if staff at QPEC are not able to assist with the locking and unlocking, an amount will need to be included for the expenditure.

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

THAT Region of Queens Municipality approve an unbudgeted expenditure from Operations up to \$6,000.00 be approved for the placement of an accessible port-a-pottie to be placed inside the fence of the splash pad with 3 times per week cleaning schedule, unlocked in the morning and locked in the evening, which will remain in place until the splash pad closes for the season.

MOTION CARRIED unanimously.

4.0 Adjournment

Meeting was adjourned at 5:57 p.m.

Mayor Darlene Norman, Chair

Adam Grant, Acting CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Dana Henley, Operations Coordinator

Date: August 8, 2023

Re: Medway Head Lighthouse Society for Waiver of Policy 58 –
Consumption of Alcohol on Municipal Property

Background

Medway Head Lighthouse Society is hoping to attract patrons of all types to their Art Show and in particular the opening reception. The Society would like to serve alcoholic beverages at the opening reception, August 18, 2023; however they are prohibited under Operational Policy 58 – Consumption of Alcohol on Municipal Property. Medway Head Lighthouse Society is requesting that this policy be waived to allow liquor to be sold, given, or consumed at the opening reception of the Art Show.

Details

This year the Art Show will again be held at Port Medway Warehouse on the Port Medway waterfront, from August 18-27, 2023. The Society will host an opening reception on August 18, 2023. The Society was successful in obtaining this liquor license exemption in previous years.

Applicable Legislation

Operational Policy #58 – Consumption of Alcohol on Municipally Owned Properties.



Recommendation

THAT the Council of Region of Queens Municipality agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of Medway Head Lighthouse Society at Port Medway Warehouse, on August 18, 2023.

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.

Communications

The applicant will be notified of a decision following Council.

Medway Head Lighthouse Society
Victoria Fraser
PO Box 143
Port Medway, NS B0J 2T0

To the Municipal Council of the Region of Queens Municipality,

On behalf of the Medway Head Lighthouse Society, I request the waiver of Policy 58 restriction of the consumption of alcohol on municipal properties for the Medway Head Lighthouse Art Show on August 18th, 2023.

Thank you for your consideration.

Victoria Fraser

Region of Queens Municipality Staff Report

7.3

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: May 24, 2022

Re: 2024 Wheel Loader Replacement

Background

The Region of Queens Engineering and Public Works Department makes use of wheeled loaders in its operation at the Queens Solid Waste Facility for transferring, sorting and disposing of multiple waste streams.

Details

An RFP was issued to three Nova Scotia based heavy equipment providers with a proven history of providing quality equipment, parts and service to the province for the replacement of a 2009 John Deere 624K Loader which has reached the end of its serviceable life. The evaluation of the proposals received involved the machine's purchase price, extended warranty, trade-in allowance, delivery date, and compliance with the requested specifications. The following summarizes the purchase price of the machine, attachments, extended warranty purchase and trade-in

Quote:	Wilson Equipment Ltd.	\$314, 700.00 + HST
	Company #2	\$378, 733.00 + HST
	Company #3	No submission



Applicable Legislation

Section 47 (5) of the *Municipal Government Act* sets out that council may make and carry out a contract, perform an act, do anything 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 purchase is included as part of the 2023/ 2024 capital budget (\$385,000 + HST).

Recommendation

THAT the Council of Region of Queens Municipality approve the purchase of a 2023 Komatsu WA320-8 with extended warranty and trade in of 2009 John Deere 624K loader at a net cost of \$314, 700 + HST.

Communications

Wilson Equipment will be advised following approval from Council.

Region of Queens Municipality Staff Report

7.4

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: August 8, 2023

Re: Appointment as Fire Inspector

Background

Nova Scotia Fire Safety Act sets out the responsibility of a municipality respecting fire inspections. Specifically, section 19(1) of the Act sets out that a municipality shall:

- (a) establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;
- (b) appoint a municipal fire inspector who shall carry out the inspections; and
- (c) ensure that the Fire Marshal is notified, in writing, of the appointment of the municipal fire inspector and the revocation of any such appointment.

Details

Currently, Tim Clattenburg is the only appointed Fire Inspector for Region of Queens. Staff are requesting the formal appointment of Myles Harlow as a Fire Inspector for Region of Queens Municipality to assist with these duties.



Applicable Legislation

Fire Safety Act

Budget Impacts

No budget impacts

Recommendation

THAT Council of Region of Queens Municipality appoint Myles Harlow as a Fire Inspector for Region of Queens Municipality to administer and enforce provisions of the Nova Scotia Fire Safety Act, Regulations and National Fire Code.

Communications

Myles Harlow and the Office of Fire Marshall shall be notified of the appointment.



Region of Queens Municipality

8.1

COUNCIL IMPLEMENTATION REPORT – January – July 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
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	Approves the purchase of a 2023 Trackless MT7 from Saunders Equipment Ltd., Fredericton, NB at a price of \$178,820 + HST.	Adam Grant	PO issued, equipment ordered.
July 11/23	Waive tipping fees associated with the disposal of fire-impacted materials originating from 82 Tupper Street, Milton up to a maximum of 10 metric tons before October 1, 2023.	J. Veinotte Adam Grant	The requester was notified following Council of end date and tonnage maximum. Public Works copied.
July 11/23	Approve the purchase of a Fortivoice phone system and applicable hardware.	S. Whynacht	P.O. issued.
July 11/23	Establish a seven (7) member Policy Advisory Board and approve a Terms of Reference.		Complete
July 11/23	Appoint the following three Council members to the Police Advisory Board to a two-year term commencing on the first duly called meeting of the Police Advisory Board: Councillor Hawkes, Councillor Brown and Deputy Mayor Fancy.		Complete

Date	Recommendation	Responsibility	Action Taken
July 11/23	Appoint the three Council members appointed to the Police Advisory Board as an ad-hoc nominating committee to review applications and recommend appointments to Council for current and future community appointment vacancies on the Police Advisory Board.		Advertisements posted with a closing of August 1.
July 11/23	Appoint the following community member representing the Indigenous community to a two-year term commencing on the date of the first duly called meeting of the Police Advisory Board, Andrew Francis.		Complete
July 11/23	Approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST.	Adam Grant	In progress
July 11/23	Approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST.	Adam Grant	PO issued. Equipment ordered.
July 11/23	<p>Authorize entering into the 2024-2027 Three-Year Cost Share Agreement for Subdivision Streets – Agreement No. 2023-017 with Nova Scotia Department of Public Works.</p> <p>AND THAT the Mayor and Chief Administrative Officer be authorized to execute the agreement on Council's behalf.</p>	CAO	Agreement submitted July 14, 2023.

Date	Recommendation	Responsibility	Action Taken
July 11/23	Enter into a Site Host Agreement with Nova Scotia Power for the location of an EV charging station on Municipal property.	R. Lane	Currently considering location options. Council will be advised of the final preferred location before the Agreement is signed.

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.

Region of Queens Municipality Staff Report

8.3

To: Council

From: Mallory Plummer
Manager of Finance

Date: August 8, 2023

Re: Financial Review Quarter One

Background

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


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

Details

Financial Report – Quarter One

Revenue Analysis:

Deed transfer tax budget was set at \$720,000 for the year (\$180,000 per quarter) In Q1 of last year DTT was \$390,680 – this year it is \$321,905. We are seeing DTT monthly payments trend downwards, there have been months with the lowest DTT amount received in years. Prior year was \$1.3 M.



Nova Scotia Power Corporation actual is higher than budget. This is set by the province and we did not know it would increase when we created the budget.

Tax certificates are over budget which is to be expected with a higher than expected deed transfer tax.

Licenses and Permits are over 50% of budget, main contributor is building permit revenue at 47% of budget for the year already.

Return on investments are at almost 60% of budget. This is due to the interest rate continuing to increase and fully utilizing our Investment Policy.

Queens Place revenue stands at 39% of the total budget for the year due to higher than budget ice rentals and fitness memberships.

Included in Miscellaneous revenue is an unsightly claim moved from being posted as an expense to forming a lien on the property, thus no longer being an expense to the Region, but to the assessed owner.

Expenditures:

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

Section 9 - GENERAL GOVERNMENT SERVICES

Travel – Council related is all mileage expense for meetings.

Taxation - Reduced Taxes is our low-income tax rebate. Prior year Q1 rebates were \$76,091.71 and currently for Q1 \$86,876 in rebates have been processed. The changes Council made to the income level and exemption amount are proving to be helpful.

Other- includes \$38,000 paid to Queens County Transit, \$14,339 installment for CAO search and \$7,848 on evaluation for lift station capacity.

Section 10 - PROTECTIVE SERVICES

Fire fighting force more than 25% because grants are paid 50% in the first installment.

Fire station building expense is much higher as a percentage as the over \$30,000 spent on new heaters and repairs was this quarter.

Section 11 – TRANSPORTATION SERVICES

Works garage has seen many updates including electrical, insulating, heating, washrooms and making use of space for offices to accommodate the new EPW positions approved by Council.

Staff training- 40 staff took a course on Defensive Driving.

Section 12 – ENVIRONMENTAL HEALTH SERVICES

Sewage Collection treatment and disposal administration is insurance cost.

The purchase of two unbudgeted pumps cost over \$26,000 but are essential to operating the sewage collection systems.

Section 14 - ENVIRONMENTAL DEVELOPMENT SERVICES

Environmental Planning and zoning administration is under budget due to vacant staffing positions.

Tourism and Economic Development major costs have not been incurred during Q1 (no publicity & advertising or website or VIC R&M)

Section 15 – RECREATION AND CULTURAL SERVICES

Parks and Playgrounds includes purchase of 2017 Subaru for \$26,000 and a 2023 Gator Dump Trailer for \$18,800



Section 16 – FISCAL SERVICES

Budgeted transfers from reserve: Sidewalk Reserve, First Responders, Landfill Equipment, General Equipment, and 2nd generation Landfill.

HILLSVIEW ACRES

New revenue line added for non resident associated funding.

Recruitment and Retention bonuses of \$114,000 included in Salaries and Benefits and in Other Funding Sources.

UTILITY

Depreciation fund interest in GIC

Budget Impacts

Any forecasted impact on budget is included in this staff report.

Communications

The report will be included in the meeting minutes.

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
REVENUE:			
1. TAXES			
Assessable property			
Residential	\$ 10,315,529	100.89%	\$ 10,224,768
Commercial	1,782,841	101.41%	1,758,107
	<u>12,098,370</u>		<u>11,982,875</u>
Resource			
Taxable assessments	893,089	100.17%	891,559
Forest property tax (less than 50,000 acres)	29,378	99.64%	29,485
Forest property tax (50,000 acres or more)	111	77.76%	143
	<u>922,578</u>	100.15%	<u>921,187</u>
Area rates			
Protective services	201,568	100.24%	201,080
Transportation services	1,553,617	101.74%	1,527,037
Other	86,123	100.11%	86,024
	<u>1,841,308</u>	101.50%	<u>1,814,141</u>
Special assessment			
Environmental health service	<u>139,762</u>	25.01%	<u>558,850</u>
Other			
Recovered - Tax sale	-	0.00%	36,200
Change of use	-	0.00%	-
Deed transfer tax	321,905	44.71%	720,000
	<u>321,905</u>	42.57%	<u>756,200</u>
Based on revenue:			
Aliant	45,361	94.50%	48,000
Nova Scotia Power Corporation	1,049,181	114.48%	916,495
Nova Scotia Power Corporation-HST rebate	-	0.00%	51,896
	<u>1,094,542</u>	107.69%	<u>1,016,391</u>
Conditional transfers to other government Agencies			
Correctional services	(43,418)	23.36%	(185,899)
Deficit of Regional Housing Authority	-	0.00%	(120,000)
Appropriation to SS Regional Center for Education	(817,958)	25.00%	(3,271,831)
	<u>(861,376)</u>	24.08%	<u>(3,577,730)</u>
	<u>\$ 15,557,089</u>	115.48%	<u>\$ 13,471,914</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
2. GRANTS IN LIEU OF TAXES			
Federal Government	\$ 52,543	87.50%	\$ 60,050
Federal Government Agency Canada Post	7,322	-	-
Provincial Government			
Provincial property	20,911	27.53%	75,943
Crown timberlands	-	0.00%	147,945
Fire protection	9,466	34.41%	27,506
	<u>30,376</u>	12.08%	<u>251,394</u>
	<u>\$ 90,241</u>	28.97%	<u>\$ 311,444</u>
3. SERVICES PROVIDED TO OTHER GOVERNMENTS			
Local Governments			
Environment health services-landfill	<u>\$ 591,421</u>	26.06%	<u>\$ 2,269,832</u>
4. SALES OF SERVICES			
Protective services	\$ 2,705	22.54%	\$ 12,000
Environmental health services	214,894	24.15%	889,984
Other - Tax Certificates	4,680	39.00%	12,000
	<u>\$ 222,279</u>	24.32%	<u>\$ 913,984</u>
5. OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	\$ 29,633	51.45%	\$ 57,600
Fines	10,308	39.65%	26,000
Rentals	82,333	32.51%	253,224
Return on investments	70,351	58.63%	120,000
Penalties and interest	15,655	12.14%	129,000
Revenue collected on behalf of others	44,212	91.62%	48,254
Less: Disbursement of collected revenue above	(22,105)	45.81%	(48,254)
Queens Place	183,488	39.48%	464,745
Recreation Program Revenue	5,571	7.63%	73,000
Miscellaneous	34,402	101.48%	33,900
	<u>\$ 453,848</u>	39.21%	<u>\$ 1,157,469</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
6. UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Provincial Government			
Service Nova Scotia & Municipal Relations			
Assessment Act, farm property acreage	\$ 13,748	106.33%	\$ 12,930
Municipal Grants Act-equalization	304,309	25.00%	1,217,236
	\$ 318,057	25.85%	\$ 1,230,166
7. CONDITIONAL TRANSFERS FROM FEDERAL & PROVINCIAL GOVERNMENTS OR AGENCIES			
Federal Government - ACOA	\$ -		\$ -
Federal Government - Other	-		3,360
Provincial Government	56,862		64,000
Environmental Health Services			
Garbage & refuse collection & disposal	-	0.00%	66,000
Other Provincial Funding			
RRFB - Waste Separation Funding	-	0.00%	10,500
DMA funding	-		-
Civic number grant	-	0.00%	4,620
Safe Restart Funding	-		-
	\$ 56,862	38.30%	\$ 148,480
8. OTHER TRANSFERS			
Transfer from other fund			
Surplus of Other Years			998,940
Special Operating Reserve	-	0.00%	1,301,862
Special Capital Reserve	-	0.00%	73,000
Special Equipment Reserve (Fire Dept)	-	0.00%	201,096
	\$ -		\$ 2,574,898
TOTAL REVENUE:	\$ 17,289,797		\$ 22,078,187

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

EXPENDITURES:	F2023		
	ACTUAL	Budget %age	BUDGET
9. GENERAL GOVERNMENT SERVICES			
Legislative			
Remuneration - mayor	\$ 12,645	26.92%	\$ 46,967
Remuneration - council	43,942	26.63%	165,017
Other			
Travel - Council related	3,089	61.78%	5,000
Other Council	4,143	20.41%	20,300
	<u>63,819</u>	<u>26.90%</u>	<u>237,284</u>
General administration			
Administration	350,582	26.42%	1,326,911
Financial management	-	0.00%	25,500
Bank charges	1,127	25.62%	4,400
Taxation			
Administration	17,095	24.96%	68,501
Tax billings	15,566	100.43%	15,500
Assessment Services	154,926	50.00%	309,853
Appeals Prior year	-		-
Reduced taxes	86,876	69.47%	125,050
Tax sale	9,185	40.82%	22,500
Common services	88,237	33.96%	259,798
Other	12,168	3.58%	339,620
	<u>735,764</u>	<u>29.46%</u>	<u>2,497,633</u>
Other general government services			
Conventions	17,217	38.47%	44,750
Insurance	1,120	100.00%	1,120
Grants to organizations	90,672	51.81%	175,000
Other	64,046	83.45%	76,746
	<u>173,055</u>	<u>58.15%</u>	<u>297,616</u>
Valuation allowance			
Uncollectible taxes	22	0.22%	10,000
	<u>22</u>	<u>0.22%</u>	<u>10,000</u>
	<u>\$ 972,660</u>	<u>31.97%</u>	<u>\$ 3,042,533</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
10. PROTECTIVE SERVICES			
Police protection			
Administration-prosecution fees/DNA testing	\$ 77	0.36%	\$ 21,451
Crime investigation, prevention and protective services	654,859	24.94%	2,625,315
	<u>654,936</u>	<u>24.74%</u>	<u>2,646,766</u>
Law enforcement			
Building/Fire Inspection	50,723	26.77%	189,500
Bylaw	24,397	18.15%	134,429
	<u>75,119</u>	<u>23.19%</u>	<u>323,929</u>
Fire protection			
Fire fighting force	588,489	52.79%	1,114,851
Fire alarm system	7,274	24.13%	30,150
Water supply and hydrants	50,270	25.00%	201,080
Fire station building	81,337	74.74%	108,824
Other	993	19.86%	5,000
	<u>728,363</u>	<u>49.89%</u>	<u>1,459,905</u>
Emergency measures	<u>29,040</u>	<u>49.30%</u>	<u>58,907</u>
	<u>\$ 1,487,458</u>	33.13%	<u>\$ 4,489,507</u>
11. TRANSPORTATION SERVICES			
Common services			
Administration	\$ 314,851	23.13%	\$ 1,361,007
Equipment operations	173,328	30.61%	566,200
Small tools and equipment	13,511	30.02%	45,000
Works/Storage garages	111,883	65.94%	169,686
Insurance	2,501	96.76%	2,585
Staff training	3,490	34.90%	10,000
	<u>619,563</u>	<u>28.76%</u>	<u>2,154,478</u>
Road transport			
Roads and streets	124,071	11.66%	1,063,805
Street lighting	53,132	19.04%	279,000
	<u>177,203</u>	<u>13.20%</u>	<u>1,342,805</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
11. TRANSPORTATION SERVICES continued			
Debenture			
Interest	2,519	48.24%	5,222
Principal	11,461	32.41%	35,365
	<u>13,980</u>	34.44%	<u>40,587</u>
Air transportation			
Airport	1,266	10.87%	11,645
	<u>\$ 812,013</u>	22.88%	<u>\$ 3,549,515</u>
12. ENVIRONMENTAL HEALTH SERVICES			
Sewage collection and disposal			
Administration	\$ 21,076	82.93%	\$ 25,414
Sewage collection systems	41,826	32.31%	129,463
Sewage treatment and disposal	28,225	13.09%	215,642
	<u>91,128</u>	24.59%	<u>370,519</u>
Debenture			
Interest	9,954	48.44%	20,549
Principal	97,822	74.97%	130,485
	<u>107,776</u>	71.36%	<u>151,034</u>
Garbage and waste collection and disposal			
Administration	32,319	22.14%	145,993
Uncollectible (Recovery) Receivables	-		-
Garbage and waste collection	364,225	23.63%	1,541,568
Landfill	247,863	27.71%	894,614
Special Capital Reserve - closure costs	161,498	20.02%	806,741
Recycling	148,227	18.62%	795,977
	<u>954,131</u>	22.80%	<u>4,184,893</u>
Debenture			
Interest	-	0.00%	6,711
Principal	-	0.00%	64,587
	<u>-</u>	0.00%	<u>71,298</u>
	<u>\$ 1,153,035</u>	24.13%	<u>\$ 4,777,744</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
14. ENVIRONMENTAL DEVELOPMENT SERVICES			
Environmental planning and zoning			
Administration	77,550	16.83%	460,715
Other	12,107	7.03%	172,267
	<u>89,658</u>	<u>14.16%</u>	<u>632,982</u>
Other environmental development services			
Tourism and economic development	<u>330,713</u>	<u>17.95%</u>	<u>1,841,909</u>
Debenture			
Interest	-		-
Principal	-		-
	<u>-</u>		<u>-</u>
	<u>\$ 420,370</u>		<u>\$ 2,474,891</u>
15. RECREATION AND CULTURAL SERVICES			
Recreational facilities			
Swimming pools	\$ 12,944	16.17%	\$ 80,059
Parks and Playgrounds	110,423	35.47%	311,317
Queens Place	292,007	22.82%	1,279,487
	<u>415,374</u>	<u>24.86%</u>	<u>1,670,863</u>
Cultural buildings and facilities			
Historical sites	509	26.77%	1,900
Court House	4,212	16.56%	25,432
Museums	27,918	30.25%	92,304
Regional Library Funding	23,000	25.00%	92,000
TH Raddall Library	14,239	23.76%	59,929
	<u>69,878</u>	<u>25.73%</u>	<u>271,565</u>
Other recreational & cultural services	<u>181,887</u>	<u>35.37%</u>	<u>514,252</u>
Debenture			
Interest	19,261	35.29%	54,588
Principal	67,448	42.59%	158,369
	<u>86,709</u>	<u>40.72%</u>	<u>212,957</u>
	<u>\$ 753,848</u>	<u>28.24%</u>	<u>\$ 2,669,637</u>

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023

	F2023		
	ACTUAL	Budget %age	BUDGET
16. FISCAL SERVICES			
Transfers to own reserves, funds and agencies			
Other funds			
Special Operating Reserve	\$ 118,750	36.75%	\$ 323,130
Water Utility		0.00%	\$ 9,500
Special Equipment Reserve	113,750	19.17%	593,500
	<u>232,500</u>		<u>926,130</u>
<u>TOTAL EXPENDITURES:</u>	<u>\$ 5,831,884</u>	26.59%	<u>\$ 21,929,957</u>

**REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2023**

**HILLSVIEW
ACRES**

	F2023		
	ACTUAL	Budget %age	BUDGET
REVENUE			
Resident care	\$ 422,101	27.70%	\$ 1,523,857
Other funding sources	121,701	313.03%	38,879
	<u>543,802</u>	34.80%	<u>1,562,736</u>
EXPENDITURE			
Salaries and benefits	445,219	32.75%	1,359,347
Building	136,467	109.87%	124,208
Supplies and equipment	12,937	17.84%	72,500
Resident care	32,219	23.21%	138,813
Other	9,043	56.17%	16,100
	<u>635,884</u>	37.17%	<u>1,710,968</u>
EXCESS OF REVENUE OVER EXPENDITURE OPERATIONS	<u>(92,083)</u>		(187,111)

**REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED June 30, 2022**

**WATER
UTILITY**

	F2023		
	ACTUAL	Budget %age	BUDGET
OPERATING REVENUE			
Metered sales	\$ 141,502	24.35%	\$ 581,021
Public fire protection	50,270	25.00%	201,080
Other	2,660	18.60%	14,300
	<u>194,432</u>	<u>24.41%</u>	<u>796,401</u>
OPERATING EXPENDITURE			
Source of Supply	1,946	15.18%	12,821
Water treatment	112,604	27.21%	413,842
Transmission and distribution	36,057	12.83%	281,107
Administration	34,491	36.59%	94,272
Amortization	-	0.00%	120,000
	<u>185,097</u>	<u>20.07%</u>	<u>922,042</u>
OPERATING SURPLUS	<u>9,335</u>	<u>-7.43%</u>	<u>(125,641)</u>
NON OPERATING REVENUE			
Interest	4,426	295.04%	1,500
Other	-		-
	<u>4,426</u>	<u>295.04%</u>	<u>1,500</u>
NON OPERATING EXPENDITURE			
Debenture			
Interest	2,430	39.60%	6,136
Principal	16,717	38.50%	43,423
	<u>19,147</u>	<u>38.64%</u>	<u>49,559</u>
NON OPERATING (DEFICIT) SURPLUS	<u>(14,722)</u>	<u>30.63%</u>	<u>(48,059)</u>
EXCESS REVENUE OVER EXPENDITURES	<u>\$ (5,387)</u>	<u>3.10%</u>	<u>\$ (173,700)</u>

Region of Queens Municipality Staff Report

8.4

To: Council

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

Date: August 8, 2023

Re: Request for Proposal – Compensation Review

Background

Region of Queens Municipality currently employs approximately 140 staff. Compensation of staff is governed by Collective Agreements, and Human Resource Compensation Policies.

Details

During budget deliberations staff was instructed to prepare a Request for Proposal in order to secure a compensation review. The Municipality has been experiencing higher staff turnover and positions have been vacant for an extended period of time. To ensure that Region of Queens Municipality is competitive in the labour market, a compensation review was requested.

Budget Impacts

This has been included in the operating budget at a cost of \$50,000.

Communications

RFP will be posted on the provincial procurement site.



REQUEST FOR PROPOSAL FOR

**MUNICIPAL COMPENSATION AND BENEFITS REVIEW FOR UNION, NON-
UNION STAFF AND ELECTED OFFICIALS**

Region of Queens Municipality

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A - GENERAL INFORMATION

1. PURPOSE

Region of Queens Municipality invites proposals from qualified proponents to provide a Compensation and Benefits Review on elected officials, union and non-union staff members.

Recognition and attraction issues regarding existing and future employees are of concern for Council and senior staff of the Municipality. In the past few years, turnover rates for employees has increased and positions remain vacant for several months at a time. There are currently fourteen vacant positions. Considering the challenges of filling these positions, the need is recognized to review compensation programs including wage and salary levels, benefits and non-monetary compensation such as employee assistance and wellness programs, and vacation entitlement.

2. DEFINITIONS

All references, throughout this document, to the following terms have the meanings set out below:

“Municipality” means Region of Queens Municipality;

“RFP” means this Request for Proposal;

“Proponent” means the entity or person that makes a Proposal;

“Proposal” means a response to this RFP made by a Proponent;

“Services” means the work, tasks, activities, materials and other deliverables to be performed or provided by the Proponent as more particularly described in Project Overview

“Submission Deadline” means the date and time set out on the title page of this RFP or any amendment to that date and time made by the Municipality by way of addendum to that date and time.

3. BACKGROUND

Region of Queens Municipality was incorporated on April 1, 1996, and 2021 marked its 25th Anniversary. Region of Queens Municipality encompasses 2,312 square kilometers of land mass and is home to over 10,500 permanent residents and thousands of seasonal residents.

The Municipality's administrative offices are located at 249 White Point Road, Liverpool, Nova Scotia.

The Municipality owns and operates a Solid Waste Facility, which is located on the Highway 8, Milton.

The Municipality owns and operates a regional wastewater treatment facility serving the urban core, including Liverpool, a small portion of Brooklyn and Milton. This facility is in Liverpool. The Municipality also has a sewage treatment facility in Caledonia. The public works site is located on Hank Snow Drive, part of the Municipal Services' owned infrastructure in Liverpool.

A Water Utility System operates within the community of Liverpool, with Municipal staff assigned to operate the Utility. The Water Utility bills operating sewer charges on the quarterly billing cycle along with water consumption and meter rental.

The Municipality also owns and operates a Residential Care Facility, licenced and funded by the Department of Health and Wellness. This is a 29 bed facility that has private paying and publicly supported residents and is located in Middlefield.

The Municipality also executes capital projects, maintenance of building and vehicles and new construction within Public Works Operations.

Queens Place Emera Centre is also owned and operated by Region of Queens Municipality. The facility has a fitness centre & studio, an indoor walking track, an NHL sized ice surface, community room and board room available for rental, and has hosted concerts, trade shows, and conventions.

4. ORGANIZATIONAL STRUCTURE

The Municipality has 139 staff members with approximately 70 unique positions. 12 of those being seasonal. The organizational structure consists of the following departments:

- Corporate Services
- Administration
- Engineering and Public Works
- Hillview Acres
- Recreation
- Planning
- Economic Development
- Elected Officials

An organizational chart. Appendix A

Salary Ranges as of April 1, 2023. Appendix B

List of unique positions to be included in the review. Appendix C

Job Descriptions, where available, will be provided to the successful Proponent along with existing remuneration rates and information on benefits.

B - SCOPE OF EXPECTATIONS

- Examination of existing job descriptions, where applicable, to fully understand the scope of responsibility, critical job elements, and educational and skill requirements for each position. These job descriptions will be provided, and it is not expected that the Proponent will need to create or alter these descriptions;
- Compile compensation levels for similar non-union and union positions in public and private sector to establish comparatives, best effort must be made to match job skills and accountability to positions used for comparison.
- Compile benchmark remuneration for positions for union and non-union staff and councillors compared to other municipalities throughout the Maritimes. Municipalities shall be chosen for comparison based on population, budget, staff complement and geographic location.
- Consideration of economic conditions;
- Conduct a thorough assessment of Council's existing level of remuneration and make recommendations on appropriate levels of adjustment to existing remuneration for the positions of Mayor, Deputy Mayor and Councillor;
- Recommendation of overtime policy and practices for non-unionized staff, including the accruing, banking, and use of overtime;
- Identify other items for non-financial and financial compensation that the Municipality can provide to its employees that will enhance retention and attract efforts.
- A workplan should be submitted, including timeline for completion.
- Presentation of final report with recommendations regarding existing compensation program and levels. This report should include comparative tables with compensation levels for private sector, municipal units, and other government agencies for each position where possible. Positions can be grouped together if job skills and accountability levels are similar.
- Proponent will work with Municipal staff to ensure that the report is completed in a timely manner.
- Meetings with staff to provide updates as work proceeds will be required.

REQUEST FOR PROPOSAL

1. INTRODUCTION

This Request for Proposal (the “RFP”) is an invitation by Region of Queens Municipality to submit proposals for the provision of a Municipal Compensation Review resulting in a final recommendations report to Council.

The objective of the Compensation and Benefits Review is to obtain an independent third-party review of the compensation package currently provided to Region of Queens employees with the intention to ensure appropriateness and fairness in compensation compared internally to each other, and externally with similar organizations. The goals are to ensure:

- Internal equity among staff;
- Staff are compensated appropriately with consideration to current economic conditions and comparable positions within the public and private sector, where applicable
- Council salary levels are fairly assessed by an external party;
- The Municipality is able to effectively retain its employee base through competitive and fair salaries and benefits package.

2. REQUIREMENT FOR PROPOSALS

The project requirements outlined below are the minimum requirements for the completion of this review. Any additional deliverables deemed appropriate by the Proponent should be detailed in the proposal. The Scope of Expectations also provides information on requirements.

Wages/ Salaries:

- Recommendations on appropriate levels of adjustment to existing wage scales and salary ranges (if any) for non-unionized employees and wage rates for unionized employees.
- Recommendations on appropriate levels of adjustment (if any) to current wages and salaries for all existing non-unionized and unionized staff members.
- Rationale for all recommendations for wage scale and salary range adjustments.
- Recommendations on appropriate levels of adjustment (if any) to Mayor, Deputy Mayor, and Councillor compensation.

Other

- Recommendations for non-financial and financial compensation that the Municipality can provide to its employees that will enhance retention and attraction efforts
- Recommendation of an overtime policy and practices for non-unionized staff

3. RFP CONTACT

For the purposes of this procurement process, the “RFP Contact” shall be:

Joanne Veinotte CPA CGA

Director of Corporate Services
jveinotte@regionofqueens.com
Tel: (902) 354-3453
Fax: (902) 354-7473

All communications must be directed to the RFP Contact. Proponents and their representatives are not permitted to contact any employees, officer, agents, elected or appointed officials or other representatives of the Municipality, other than the RFP Contact or their designate, concerning this RFP. Failure to adhere to this rule may result in disqualification of the proponent and the rejection of the proponent’s proposal.

The Municipality reserves the right to make any or all questions and answers available to all other Proponents at its discretion.

4. SUBMISSION OF PROPOSALS

Completed RFP and other correspondence should be submitted by email to:

Joanne Veinotte, CPA CGA
Director of Corporate Services
jveinotte@regionofqueens.com

Completed proposals may also be hand delivered to the Finance Department of the Region of Queens at 249 White Point Road, Liverpool.

Proposals must be submitted by the Submission Deadline as indicated in the RFP timetable. Proposals submitted after the Submission Deadline will be rejected. Proponents are responsible for ensuring bid submissions are submitted on time.

Key Dates Affecting Your Submission

The Municipality expects the analysis and report to be completed no later than ten (10) weeks from the start date, which is the Appointment by Council. This RFP process will be governed by the following timetable of events. Although the Municipality will attempt to meet all dates, it specifically reserves the right to modify any date (s) at its sole discretion.

No date after the Proposal Submission deadline of August 25, 2023 shall constitute any commitment by the Municipality for any review, evaluation, selection, announcement or contract finalization.

RFP Timetable

Availability of RFP	August 9, 2023
Posting on Procurement site	August 9, 2023
Submission Deadline Date and Time	3:00 pm on August 25, 2023
Administration review of proposals	August 31- September 1, 2023
Interviews (if required)	September 5- September 8, 2023
Appointment by Council	September 14, 2023

5. PROPOSAL REGULATIONS

1. The Municipality reserves the right to reject any or all proposals or parts thereof and the lowest priced proposal will not necessarily be accepted.
2. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
3. Late proposals will be rejected.
4. The Proponent must be prepared to include in the contract for services any oral or written representations, that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.
5. No fees or other payments will be made to Proponents for any costs incurred in the preparation and submission of Proposals, or for participation in the RFP process.
6. Given the right to reject, the Municipality is not obligated to select the Proposal with the lowest price and may reject all Proposals and develop additional evaluation criteria.
7. No adjustments to submitted Proposals will be allowed. Proponents may however withdraw their proposal prior to the closing date and time for the submission for Proposals. After the closing date and time, the Proposal is binding on the Proponent. Incomplete Proposals will not be accepted.
8. In the evaluation process, the Municipality may include information provided by the proponent's reference and may also consider the proponent's past performance or conduct on previous contracts within the Municipality.
9. All submissions become the property of the Region of Queens Municipality.

6. EVALUATION PROCEDURE

All Proponents will be evaluated for completeness and suitability of the requirements.

Only the successful Proponent will be contacted upon completion of evaluation. The evaluation will be based on the following:

Category	Points
Comprehension & Approach	20 points
Clarity of Proposal	20 points
Experience & References of Project Team	15 points
Work Plan & Schedule	15 points
Cost	30 points
Total	100 points

7. SELECTION CRITERIA

The following will be considered when using the scoring as shown below

- Ability of the firm to meet functional expectations defined herein.
- Staff who are assigned to this project.
- Reputation of service to existing customers.
- Technical qualifications.
- Availability of personnel resources to manage the assignment within the time frame provided.
- Cost.

Appendix B

2023 APPENDIX 14A
MUNICIPAL SALARY LEVELS
RELATED TO POSITION EVALUATION POINTS
 (Revised April 1, 2023)

POSITION POINT		SALARY LEVELS FOR POSITIONS				
RANGE	SPREAD	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
30	1176-1210	123,839.13	130,031.41	136,532.82	143,359.29	150,526.79
29	1141-1175	117,941.67	123,839.13	130,031.41	136,532.82	143,359.29
28	1106-1140	112,324.88	117,941.67	123,839.13	130,031.41	136,532.82
27	1071-1105	106,976.35	112,324.88	117,941.67	123,839.13	130,031.41
26	1036-1070	101,881.81	106,976.35	112,324.88	117,941.67	123,839.13
25	1001-1035	97,030.64	101,881.81	106,976.35	112,324.88	117,941.67
24	905-1000	92,410.38	97,030.64	101,881.81	106,976.35	112,324.88
23	870-904	88,010.41	92,410.38	97,030.64	101,881.81	106,976.35
22	835-869	83,818.24	88,010.41	92,410.38	97,030.64	101,881.81
21	800-834	79,826.82	83,818.24	88,010.41	92,410.38	97,030.64
20	765-799	76,025.47	79,826.82	83,818.24	88,010.41	92,410.38
19	730-764	72,405.25	76,025.47	79,826.82	83,818.24	88,010.41
18	695-729	68,957.40	72,405.25	76,025.47	79,826.82	83,818.24
17	665-694	65,674.76	68,957.40	72,405.25	76,025.47	79,826.82
16	635-664	62,546.65	65,674.76	68,957.40	72,405.25	76,025.47
15	605-634	60,711.81	62,546.65	65,674.76	68,957.40	72,405.25
14	575-604	56,732.66	60,711.81	62,546.65	65,674.76	68,957.40
13	545-574	54,030.88	56,732.66	60,711.81	62,546.65	65,674.76
12	515-544	51,456.95	54,030.88	56,732.66	60,711.81	62,546.65
11	490-514	49,007.36	51,456.95	54,030.88	56,732.66	60,711.81
10	465-489	46,673.28	49,007.36	51,456.95	54,030.88	56,732.66
9	440-464	44,451.08	46,673.28	49,007.36	51,456.95	54,030.88
8	415-439	42,333.65	44,451.08	46,673.28	49,007.36	51,456.95
7	390-414	40,317.54	42,333.65	44,451.08	46,673.28	49,007.36
6	365-389	38,399.06	40,317.54	42,333.65	44,451.08	46,673.28
5	345-364	36,569.45	38,399.06	40,317.54	42,333.65	44,451.08
4	325-344	34,828.64	36,569.45	38,399.06	40,317.54	42,333.65
3	305-324	33,169.52	34,828.64	36,569.45	38,399.06	40,317.54
2	285-304	31,590.38	33,169.52	34,828.64	36,569.45	38,399.06
1	265-284	30,085.80	31,590.38	33,169.52	34,828.64	36,569.45
1A	245-264	28,654.08	30,085.80	31,590.38	33,169.52	34,828.64
1B	225-244	27,289.88	28,654.08	30,085.80	31,590.38	33,169.52
1C	205-224	25,989.61	27,289.88	28,654.08	30,085.80	31,590.38

As per POLICY No. 94 ... 2.5% increase effective April 1, 2023 and every April 1 thereafter until policy is reviewed.

MUNSALLEV

**Region of Queens Municipality
Addendix C**

Accessibility & Inclusion Co-Ordinator
Accounts Payable Clerk
Accounts Receivable Clerk
Acting Residential Care Supervisor- Hillsview Acres
Activity Director- Hillsview Acres
Administrative & HR Assisstant- Hillsview Acres
Administrative Assistant
Administrative Assistant - Planning & Development
Asset Mgmt Co-Ordinator
Assistant Cook- Hillsview Acres
Assistant Director Of Engineering & Public Works
Building/Fire Official
Bylaw Enforcement Officer
Chief Administrative Officer
Capital Works Foreman
CCA- Hillsview Acres
Community Engagement Co-Ordinator
Cook- Hillsview Acres
Councillor
Queens Place- CSR Clerk
Custodian
Queens Place- Customer Service Manager
Deputy CAO
Deputy Mayor
Director of Corporate Services
Director of Economic Development
Director of Engineering & Public Works
Director of Planning/Development
Director of Recreation & Healthy Communities
EMO Co-Ordinator
EMO Deputy Co-Ordinator
Engineering Student
Equipment Operator
Finance Clerk
Fitness Attendant
Fitness Coordinator
Foreman - Capital Landfill & MRF
General Maintenance- Hillsview Acres
Groundskeeper
Heavy Equipment Operator
IT Manager
Landfill Assisstant
LPN- Hillsview Acres
Machine Operator
Manager - Hillsview Acres
Manager of Events, Promotions & Sponsorships
Manager of Finance
Mayor
MRF- Fork Lift Operator
MRF Sorter
Municipal Clerk & Diversity Co-Ordinator
Operations Attendant
Operations Co-ordinator
Operations Manager-Queens Place
Operations Operator
Payroll/Benefit Clerk
Physical Activity Co-Ordinator
Planning/Develop. Officer
Pool Attendant
Pool Supervisor
RCA- Hillsview Acres
Senior Tradesperson- Mechanic
Solid Waste Clerk/Safety Officer
Super Parks Grounds Facilities
Survey Technician
Tax Clerk
Tradesperson
Tradesperson- Water
Utility Clerk
Visitor Information Centre Staff
Vistor Information Centre Manager