

**Region of Queens Municipality Regular Council
Tuesday, August 8, 2023 9:06 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
Adam Grant, Acting CAO
Christine Watson, Admin. Assistant – Planning & Development

1.0 Call to Order

Mayor Norman called the meeting to order at 9:06 a.m.

2.0 Changes / Approval of Agenda

**Councillor Charlton requested adding Security Cameras - Playpark.
Councillor Brown noted that item 8.4 – RFP – Compensation Review was removed from the agenda.**

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson urged council to approve the rezoning under Item 7.2 – Rezoning Lawrence Street in Liverpool as there is a need for affordable housing.

6.0 Approval of Minutes

6.1 Regular Council – July 11, 2023

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

THAT the minutes of the Regular Council meeting held July 11, 2023 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Special Council – July 31, 2023

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

THAT the minutes of the Special Council meeting held July 31, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

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

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

THAT 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 of 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.

Dana Henley, Operations Coordinator, stated the Medway Head Lighthouse Society has requested the waiving of Policy 58 – Consumption of Alcohol on Municipal Property during the Art Show reception on August 18, 2023. They have been successful in obtaining this exemption in previous years.

MOTION CARRIED unanimously.

7.2 Rezoning Lawrence Street in Liverpool

Deputy Mayor Fancy Declared a Conflict of Interest at 9:13 while this item was being discussed.

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

THAT Council of Region of Queens Municipality give second reading to a bylaw respecting amendments to the Land Use Bylaw, which see a change to the zoning of PID #870027982, 70040423, 70017983 and 70028477 to Multiple Unit Residential (RM).

MOTION CARRIED unanimously.

Deputy Mayor Fancy returned to the meeting at 9:16 a.m.

7.3 2024 Wheel Loader Replacement

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

THAT 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.

Garrett Chetwynd, Assistant Director of Engineering and Public Works, stated a tender was issued for the replacement of a 2009 John Deere 624K Loader which was used at the solid waste facility.

Submissions received were evaluated on price, extended warranty, trade-in allowance, delivery date and compliance with the requested specifications. The submission from Wilson Equipment Ltd. was \$314,700.00 + HST, was the lowest bid, and included trade-in and attachments.

MOTION CARRIED unanimously.

7.4 Appointment as Fire Inspector

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

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.

Mike MacLeod, Director of Planning & Development, stated we currently have one appointed Fire Inspector for the Region of Queens. This appointment will allow Mr. Harlow to assist with these duties.

Deputy Mayor Fancy asked if Mr. Harlow would need to take courses for this. Mr. MacLeod stated the appointment is the starting point and he would need to complete courses to become qualified.

Councillor Amirault asked how long for Mr. Harlow to become fully certified. Mr. MacLeod stated it would be a 2 – 3 month course.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Council Implementation Report

Councillor Charlton asked under February 2022 – Declaring Properties as Surplus, if the letters have or are going out to property owners. Mr. MacLeod stated as part of the process, Council discussed establishing a policy respecting the sale of municipal property. Our former Municipal Clerk, Eric Levy, was working on the development of that policy and it has not yet been finalized. This project has been stalled pending the implementation of a policy.

Councillor Brown asked under October 2019 – Negotiations with Mogan Holding, what the holdup is. Mr. MacLeod stated the documentation is with the property owner to finalize the transaction.

8.2 Graffiti on Region Property

A copy of a map of Burgess Road and surrounding area was circulated with the agenda. Mayor Norman stated residents have contacted Councillor Muise with concerns of graffiti.

Mayor Norman provided background on the property that Region of Queens accepted ownership of, and that provides access to the water. It is a very small piece of land. Pictures of the entrance and breakwater area were shown. The breakwater was placed to project the back side of the property.

Mayor Norman asked Council how they wished to deal with the graffiti.

Councillor Muise stated the area is at the end of Burgess Road. There was consideration to blocking access but many residents do visit the area. The graffiti is not nice and needs to be cleaned up.

Mr. Chetwynd stated when this issue was first raised by the Municipal Clerk, and discussed with the CAO, three options were provided for consideration in December 2022.

Option 1 – Status quo – do nothing.

Option 2 – Paint over the graffiti – estimated cost of \$5,000, some environmental concerns to be considered because of the sensitive location.

Option 3 – Remove wall – estimated cost of \$40,000, the majority of that is trucking off site as well as environmental concerns. There is also a provincial control monument as part of that structure for survey needs.

Councillor Muise commented that some residents have suggested to have a mural painted at this location.

Mayor Norman stated this issue would be a staff led initiative and is not presently on any list to do. Mr. Grant stated if Council wishes to have it painted, it will be done with staff resources or contracted out. He enquired if Council wish to open up the access area, and stated there is no significant area at the end of the road but there is some turnaround. There may be an issue with DOT with increasing traffic in the area, liability with our property increased with traffic in the footpath as it exists right now.

Deputy Mayor Fancy suggested the mural may be ruined with graffiti and suggested installing a camera that may deter further graffiti.

Councillors Charlton and Amirault agreed to have the graffiti covered over now and investigate the installation of murals at some point. Mr. Grant stated it would be an unbudgeted expenditure and suggested that a recommendation be brought forward today. Council granted permission that a written recommendation be brought forward later on in the meeting.

8.3 Financial Review Quarter One

Mallory Plummer, Manager of Finance, provided a review on 2023/2024 Quarter One financial statements.

Some highlights included:

Revenue Analysis:

Deed transfer tax budget was set at \$720,000 for the year. In Quarter One it is \$321,905, and is trending downwards.

Nova Scotia Power Corporation actual is higher than budget, and is set by the province.

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

Taxation - Reduced Taxes is our low-income tax rebate. Prior year Quarter One rebates were \$76,091.71, and currently \$86,876 in rebates have been processed this year.

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 over \$30,000 spent on new heaters and repairs.

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.

Section 14 - Environmental Development Services

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

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.

Deputy Mayor Fancy asked about the change to recycling bags and if there would be a cost associated. Mr. Grant stated the province announced the way in dealing with PPE going forward but no specifics at this time. The two bag system will most likely come from the recyclers and not the province where waste is disposed of.

8.4 Security Cameras – Playpark

Councillor Charlton stated there have been a few issues with vandalism at the splash pad. The accessible washroom was recently placed and is locked. Mr. Grant noted there have been issues at the skatepark as well.

Councillor Charlton further stated she feels there should be additional steps taken, not just the installation of cameras, but to have staff investigate and bring recommendations back at the next Council meeting in September.

Joanne Veinotte, Director of Corporate Services, stated this issue has been raised previously. During budget discussions, \$20,000 was included in IT for cameras at QPEC. The first time graffiti was discussed the IT Manager was approached and he was investigating options to increasing the number of cameras. If Council wishes, we can expand it to include putting in cameras that are closer to the skatepark and splash pad. She cautioned that having the vandalism and graffiti stopping if there are cameras place may not work, but it will be a tool for our police agencies. We can investigate into more high definition cameras in those areas to provide better picture quality, but will cost significantly more than \$20,000.

Councillor Brown raised concerns around illegal dumping and having cameras installed at garbage boxes included in this request. Mayor Norman stated this issue is more complex and will be discussed and reviewed at a later date.

Councillors agreed to staff investigating and bringing a recommendation back at the next council meeting on the cost and timeframe to have cameras installed on the exterior of Queens Place Emera Center.

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Hawkes that the proceedings go In-Camera at 10:00 a.m. to discuss the following:

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

MOTION CARRIED unanimously.

Mayor Norman announced a 5 minute break at 10:00 a.m.

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 12:10 p.m.

MOTION CARRIED unanimously.

- 8.2 Graffiti on Region Property (continued)

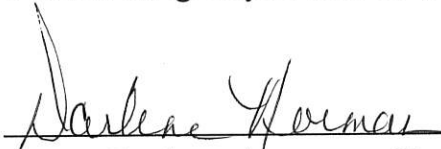
It was moved by Councillor Muise and seconded by Councillor Brown:

THAT Council of Region of Queens Municipality request staff to cover over graffiti that has been placed on the breakwater and rocks on PID #70228606 and located off Burgess Road in South West Port Mouton, at an estimated cost of \$5,000, which is an unbudgeted expense.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 12:13 p.m.



Mayor Darlene Norman, Chair



Adam Grant, Acting Chief Administrative Officer



Christine Watson, Administrative Assistant – Planning & Development

Date Approved: September 12, 2023