

**Region of Queens Municipality Regular Council
Tuesday, December 12, 2023**

9:00 a.m.

Agenda

1.0 Call to Order

Years of Service Awards

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 – November 28, 2023

6.2 Public Hearing – November 28, 2023

7.0 Recommendations

7.1 Dangerous & Unsightly – Property at 1828 Medway River Road,
Riversdale, NS PID #70108071

7.2 Dangerous & Unsightly – Property at 922 West Caledonia Road,
West Caledonia, NS PID #70152517

7.3 Dangerous & Unsightly – Property at 27 Church Square, Mill Village,
NS PID #70105671

7.4 Municipal Capital Growth Plan

7.5 Request for Funding for New Year's Levee

7.6 Liverpool Library – Site Selection

8.0 Discussions

- 8.1 Road Naming – Lingley Lane
- 8.2 Road Naming – Audrelyn Lane
- 8.3 Mill Village Fire Department Truck Purchase
- 8.4 Expense Policy Interpretation Challenges
- 8.5 Queens Place Emera Center – Concessions Proposal

9.0 In-Camera Items

- 9.1 Contract Negotiations

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, November 28, 2023 6:27 p.m.**

Minutes

Present: Mayor Darlene Norman, Chair
Councillor David Brown
Councillor Vicki Amirault
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Carl Hawkes
Cody Joudry, CAO
Christine Watson, Admin. Assistant – Planning & Development

Regrets: Deputy Mayor Jack Fancy

1.0 Call to Order

Mayor Norman called the meeting to order at 6:27 p.m.

2.0 Changes / Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no Tabling of Petitions to come before this meeting.

5.0 Public Question / Comment Session

Susan McGiven, 127 Main Street, Liverpool – Ms. McGiven gave a background to her career as a senior marketing executive and her position as Board Chair to the Library in the Township of Georgian Bay, Ontario in addition to sitting on the Board of Directors on the Federation of Public Libraries, a library advocacy group which represents 365 branches in Ontario.

She voiced her concern about process in some of the decisions being made with respect to the library and offered her opinion as having experience with the roles she's held.

She further stated the need for more data to determine where and what the library will be to the community, holding town hall meetings to get input before making any decisions.

She urged Council to listen to constituents and to think about the location, and expressed her opinion that it would be better served if located next to the Queens Place Emera Center. She offered her assistance.

Laura Methot, 85 High Point Terrace, Molega North – Ms. Methot stated she is the Vice President of the Greater Molega North Lot Owners Association and is present to talk about the Road Levy Bylaw update on the agenda. The Association is a not-for-profit organization chartered in the Province of Nova Scotia in February 1977. The Association represents the largest recreational land development in the Atlantic Provinces covering approximately 3,000 acres on the shores of Ponhook, Molega, Beaver Dam, Annis, Beaver Tail and Black Raddall Lakes and represents 1,200 lot owners. They maintain 52 kms of roads, 3 bridges and 13 boat launches. Winter clearing is done to allow for full time access to all properties.

The Board is made up of volunteers who work for the benefits of its members. Other municipalities, such as Lunenburg and Halifax Regional offer the opportunity for road ownership associations to engage them to allow annual road association dues as part of the annual tax bill. In 2022, discussions began with the Region on the potential for such a bylaw. At the 2022 and 2023 AGM's, members were told on the progress and intention to adopt such a bylaw. At both AGM meetings there was unanimous support on the matter.

6.0 Approval of Minutes

6.1 Regular Council – November 14, 2023

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

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

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Dangerous & Unsightly – Property at 66 Martin Road, Harmony Mills, Queens County, NS PID #70157508

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

THAT Region of Queens Municipal Council declares the property located at 66 Martin Road, Harmony Mills, Queens County, Nova Scotia and identified as PID #70157508 as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*.

AND THAT Region of Queens Municipal Council cause an Order to be served upon the Estate of Lawrence C. Zong, located at 66 Martin Road, Harmony Mills, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:

- 1. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly;**
- 2. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc.;**
- 3. Formal posting of civic number #66 for Fire, Police, and Ambulance response; AND**
- 4. Proper remediation of any well or septic remaining.**

AND THAT if the Estate of Lawrence C. Zong fails to comply with the Order, the Administrator may cause the requirements of the

Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.

Jason Hartung, Bylaw Enforcement Officer, stated the property owner is Lawrence C. Zong (Deceased/Estate of). Jacob Zong is the Person in Charge.

66 Martin Road hosted a dwelling that over the last few years deteriorated to collapse. Jacob Zong presently resides in a recreational vehicle on the offending property and has no way of cleaning up the construction and demolition materials himself and properly disposing of the same via transport to the RQM Landfill facility. Zong fully understands the process leading to a full clean-up of the dangerous and unsightly property which poses a threat to public safety.

Recommendations for a full clean-up are as follows:

1. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly;
2. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc.;
3. Formal posting of civic number #66 for Fire, Police, and Ambulance response; AND
4. Proper remediation of any well or septic remaining.

These items must be actioned and resolved as soon as possible.

MOTION CARRIED unanimously.

- 7.2 Community Investment Fund 2023-2024 – Pleasant River Community Hall Society

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

THAT Council of Region of Queens Municipality provide grant funding to the Pleasant River Community Hall Society in the amount of \$2,305.00 from the 2023-2024 Community Investment Fund.

Stephanie Serada, Community Development Coordinator, stated an application was received from Pleasant River Community Hall Society for the replacement of a section of the roof shingles of their facility. All required documentation was provided and meets criteria.

MOTION CARRIED unanimously.

- 7.3 Development Agreement – New Fixed-Roof Overnight Accommodation in South Brookfield

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

THAT Council of Region of Queens Municipality adopt an administrative policy respecting entering into a development agreement with Jasmine and Matthew Mallay to allow for the establishment of an 8 unit fixed-roof overnight accommodation on their property identified as PID #70191937 and located on Highway 8 in South Brookfield.

Cody Joudry, CAO, suggested Council Table the Motion as new information has been received related to species at risk and environmental matters. Staff have a responsibility to do some due diligence on our part to bring further information back to Council before anything proceeds.

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

THAT the motion be tabled until further information is brought before Council.

Councillor Charlton stated there are discussions that could be held at PAC meetings on any additional steps that need to be checked into before coming before Council.

MOTION CARRIED unanimously.

- 7.4 Intervenor Status – Liverpool Bay

Joanne Veinotte, Director of Corporate Services, explained the options for funding. If Option 1 is chosen, costs will contribute to any surplus or deficit for the current fiscal year. Option 2 will fund the cost

from reserve and will not affect operations but will reduce the reserve balance.

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

THAT Council authorize up to \$120,000 plus HST to fund Intervenor work related to Kelly Cove's ARC application for Liverpool Bay from:

Councillor Amirault stated the last Council committed a substantial amount to the branding of the Region of Queens to Queens Coast and although it's not all of Region of Queens is about, it is a substantial part, and it will devastate our branding name. Queens Coast is about the coast and beaches. The Region does not need massive fish farms to ruin our pristine waters. The size of the fish farm proposed is 40 hectares, up from 4 hectares. The other two are going to be 40 hectares as well in Brooklyn and Mersey Point.

It will have a devastating impact on Beach Meadows Beach and is directly across from them. We have been beautifying the beach, making it accessible and recently invested into a new washroom facility.

Keeping in mind there is another recreation facility, the Brooklyn Marina, as well as Mersey Seafoods, that will have access issues due to the restriction of the waterways. Fully behind supporting the application.

Councillor Muise questioned the meaning of the motion; are we are recommending RQM being an intervenor or are we approving where the funds are coming from. CAO Joudry stated we have been approved to be an intervenor which was not voted on, and suggested a friendly amendment to the motion to where we are funding it from and that we will be an intervenor.

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

THAT Council authorize up to \$120,000 plus HST to fund Region of Queen's Intervenor work related to Kelly Cove's ARC application for Liverpool Bay from:

Councillor Muise enquired if, as an intervenor, can items be added or are we limited to what is on the application when submitted. Mayor Norman stated expert witnesses can be added and we are not limited to what was on the application when submitted.

AMENDED MOTION CARRIED unanimously.

7.5 Solid Waste Facility Tipping Fee Waiving

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

THAT Council of Region of Queens Municipality waive tipping fees associated with the disposal of demolition materials originating from 156 Wolfe Street, Liverpool, up to 10 metric tonne.

Director Veinotte stated as discussed at the last Council meeting, the property located at PID #7005073, Edith Baker who is deceased, has a dwelling that has fallen to disrepair and needs to be demolished. Mr. and Mrs. Hatt, who have taken over responsibility for that property, have requested to have the tipping fees waived for demolition materials that will be taken to the RQM Solid Waste Management Facility site.

MOTION CARRIED unanimously.

7.6 South Queens Wastewater Treatment Facility UV System Upgrade

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

THAT Council of Region of Queens Municipality reject all tenders for Proposal No. PW11-2023-2024 October 2023.

Adam Grant, Director of Engineering and Public Works, stated as previously discussed, we issued an RFP to replace the ultraviolet system at our south Queens plant. We received one submission that was significantly over budget. We are reevaluating our tender process and are looking to reject this one.

MOTION CARRIED unanimously.

7.7 Bioeconomy Development Opportunity Zone

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

THAT Region of Queens Municipality direct staff to utilize up to \$5,000 from the existing budget to support and promote bio-based manufacturing investment opportunities.

Richard Lane, Director of Economic Development, stated in December 2022 the Nova Scotia Innovation Hub engaged Ecostrat Inc. to produce a report and regional investment risk-rating to support efforts to attract new bio-based manufacturing industry investment to the area. The work would lead to the creation of a Bioeconomy Development Opportunity Zone (BDO Zone), which would include Region of Queens. Council did not provide funding to produce the report, but the Nova Scotia Innovation Hub continued without it.

An Independent Review Committee was formed to provide input to the report from a wide range of forestry perspectives including Nova Scotia Department of Natural Resources and Renewables, Mi'kmaw Forestry Initiative, WestFor Management Inc., Western Woodlot Services Cooperative Ltd., Medway Community Forest Cooperative, Harry Freeman & Son Limited, Novan Forestry, as well as the Forestry Economic Task Force, Nova Scotia Innovation Hub, Invest Nova Scotia, and four municipal units. Four sites were identified for their suitability for development, including Port Mersey Commercial Park and Freeman Lumber in Queens, along with Kaiser Meadow Industrial Park and the Bridgewater Business Park.

Four sites were identified for their suitability for development, including Port Mersey Commercial Park and Freeman Lumber in Queens, along with Kaiser Meadow Industrial Park and the Bridgewater Business Park.

The report and rating have been approved by the review committee and the group is ready to launch the designation by a press release and subsequent direct marketing to the bioeconomy investor community and are now looking for financial contribution from the municipal stakeholders to promote their region to Global investors.

As part of Council's approved 2023/2024 budget, \$5,000 was included for investment attraction work.

MOTION CARRIED unanimously.

Mayor Norman announced a Recess at 7:12 p.m.

8.0 Discussions

8.1 Council Implementation Report

There were no questions or discussions arising from this report.

8.2 Financial Review Quarter Two

Director Veinotte provided an update on the Quarter Two financial statements:

Revenue Analysis:

Section 1 - Taxes

Deed transfer tax budget was set at \$720,000 for the year and as of September 30th we have received \$693,184. While there were fewer sales transactions than previous years, there were several larger transactions in North Queens, and sales in Port Medway exceeding \$1.2M per purchase. Queens Home of Special Care Society land purchase also contributed to the increase.

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.

Section 2: Grants In Lieu Of Taxes

Grant in lieu for crown timberlands and the remainder of the fire protection grant will not be received until January/February 2024.

Section 4: Sales Of Services

Protective services are monies collected from parking meters.

Tax certificates stand higher than expected, but corresponds to the higher than expected market activity.

Section 5: Other Revenue From Own Sources

Building and development permits higher than budgeted.

Return on investments have exceeded the budgeted amount. This is due to the interest rate continuing to increase and fully utilizing our

Investment Policy. Note that as operating cash is utilized throughout the year, interest revenue growth will decrease, so growth in interest revenue will not be consistent over the year.

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. Also included is Efficiency NS Funding for Queens Place, FOIPOP requests and copier revenue from the library.

Section 7: Conditional Transfers From Federal & Provincial Government

Recreation NS Equipment Loan support of \$6,862 for an adapted trike that lives at QPEC which can be borrowed by the public.

Section 8: Other Transfers

Other transfers include the \$763,008 brought in to operations from deferred revenue. This was received in March 2023 from the Province for Sustainable Services Growth Fund. It is also shown in Section 16 as a transfer to the capital fund for Waterloo project.

Proceeds from the sale of land the the Queens Care Society is also recorded in this section, with a corresponding transfer to the Special Capital Fund in Section 16.

Expenditures:

Section 9 - General Government Services

Travel – Council related is all mileage expense for meetings claimed by Councillors.

Financial management- Billings from Grant Thornton for work on 22/23 audit, extra work had to be completed this year for the new Asset Retirement Obligation reporting standards. The costs posted here represent the overage from last year's accrual for Audit fees. There was an extra one time charge for management of the new Asset Retirement Obligation Section of the financials, an extra charge that will be reoccurring for additional audit testing around the IT system of \$4,000 per year, and extra time charged to assist staff with finalizing the statements after the ARO had been audited and finalized.

Taxation - Reduced Taxes is our low-income tax exemption. By implementing the tiered system, more residents have taken advantage of this rebate.

Tax sale costs were recovered in October when the tax sale was held.

Other- includes \$21,000 for legal services, \$16,800 for Asset Retirement Obligations project paid to AECOM, \$32,000 for CAO search and over \$20,000 on evaluation for lift station capacity.

Other general government services: Other- RQM scholarships and \$38,000 paid to Queens County Transit.

Section 10 - Protective Services

Firefighting force more than 50% because grants are paid 50% in the first installment, 20% in the second installment.

Fire station building expense includes over \$80,000 for repairs and maintenance. This consist of new radiators which were carried forward from last years budget and included in this years budget and the insurance claim deductible for water damage to floor and unplanned maintenance due to a failure of the water lateral in the building.

Section 11 – Transportation Services

Small tools and equipment include the upgrade of a scan tool which had surpassed its useful life and safety equipment purchased for EPW staff.

Works garage renovations total \$101,000 which include electrical, insulating, heating, washrooms, office furniture and making use of space for offices to accommodate the new positions approved by Council. The amount budgeted was \$73,000, an overage of almost 40%. Increases in quotes received at the time of budget preparation vs project completion was the cause, no change in scope on the project.

The main contributors to roads and streets budget include the Liverpool Bridge Sidewalk Redesign, Snow Removal and Asphalt Paving, all of which have incurred minimal expenses to date, which is why the budget percentage appears off.

Section 12 – Environmental Health Services

Sewage Collection treatment and disposal administration is insurance cost.

Sewer Treatment Plant Operations required the purchase of two unbudgeted pumps which cost over \$26,000 but are essential to operating the sewage collection systems.

Wastewater Collection Maintenance has exceeded the budgeted amount by over \$22,000 due to the cost of a new connection in Milton. Staff are currently working on updates to the sewer bylaw which will remove this expense from the general rate payers who are not receiving wastewater services.

Leachate Management costs under landfill expense are at 80% of budget. Expenses are highly influenced by weather. Staff shortage has required increased operating costs in overtime to compensate.

Recycling costs are down due to staffing shortages and no overtime requirements due to the temporary shut down of the MRF Facility.

Section 14 - Environmental Development Services

Environmental Planning and zoning administration are under budget due to vacant staffing positions. We are currently advertising for two positions in this department.

Other- Accessibility projects are still being developed therefore there has been minimal funds spent of the \$100,000 budget.

Economic Development is under budget as the \$1,000,000 HVAC Project for the Liverpool Business Development Center is in the early stages.

Section 15 – Recreation and Cultural Services

Swimming pools are not closer to 100% of the budget as would be expected due to early closure of Milton Pool. There will be additional expenses to come to stabilize Milton pool for the winter period.

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

Section 16 – Fiscal Services

Budgeted transfers from reserve: Sidewalk Reserve, First Responders, Landfill Equipment, General Equipment, and 2nd generation Landfill. Detail of all activity as follows:

Special Operating Reserves	\$ 232,192.78	\$ 1,407.86	Comfort Center
		\$ 2,500.02	First Responders
		\$ 15,784.92	FD safety
		\$ 12,499.98	Sidewalk Reserve
		\$ 75,000.00	Bell Internet
		\$ 75,000.00	2nd gen landfill
		\$ 50,000.00	Cell Tower reserve
Special Operating Reserve Equipment	\$ 225,000.00	\$ 100,000.02	Landfill Equipment
		\$ 124,999.98	General Equipment
Special Operating Reserve Capital	\$ 942,696.17	\$ 939,425.50	LTC land sale
		\$ 3,270.67	PC report
Capital Out of Operating	\$ 813,008.00	\$ 763,008.00	Waterloo
		\$ 50,000.00	Beach Meadows
		<u>\$ 2,212,896.95</u>	

Hillview Acres

New revenue line added for non resident associated funding. This amount includes funding for the completion of the washroom renovation, tub room renovation and exterior doors.

Building expense is also over budget but is offset by the funding mentioned above.

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

Utility

Interest revenue much higher than budgeted due to the interest rate rising.

Water treatment expenses higher than budgeted: chemicals are at 96% of budgeted amount, process equipment costs increased, and facility repairs and maintenance over budget due to unexpected damage. Some expenses are expected to be recovered through insurance. Operating costs will continue to be over budget due to staff shortages and use of contractors for the interim.

Disaster Funding

A funding request has been submitted to provincial EMO for review. There are \$18,000 in Public Works related expenses that are not included in this statement as they are part of that submission for reimbursement. Once reviewed any costs that are not approved by EMO will be added to operational costs for the next quarter.

8.3 Area Rate Policy Discussion

Director Veinotte stated as part of the budget process last year, Council heard there were concerns from the Associations that some of the reporting requests were onerous for them. Staff were directed to draft a new community rate policy based on that feedback.

She reviewed the policy changes:

- Section 10 (b) – Associations could request a lump sum before. The new policy sets out the amount of one cent on \$100 of assessment.
- Section 10 (d) – This section changes the reporting requirements and does not provide any independent verification of the use of funds that are collected from residents and disbursed to the organizations. The current policy requires that financial statements be prepared at a Notice to Reader level by a professional accountant and provided as part of the application or renewal.
- Public Consultation and Vote – This is now mandatory for all new applications.
- Renewal of Existing Area Rate – This used to include a Section called Accountability and the organizations were required to provide a forecast to the end of the fiscal year along with copies of invoices verifying expenditures to date. This requirement does not exist in the draft policy.
- Section 29 (a) – Donations to other organizations is now prohibited from the area rate funding. This is a new requirement in the draft policy. Previously some Associations were donating funds to other organizations and was not the intent of the area rate.

She reviewed the clarification of language, which was also discussed during budget deliberations.

The most recent set of financial statements refers to the most recent set that are completed, not the financial statement for the most recent year end. For example, if an organization's fiscal year end is December 31, the reporting requirements for an application submitted January 15th, 2023 would be for financial statements as of December 31, 2021. If an organization's fiscal year end is March 31, the reporting requirements for an application submitted January 15th 2023 would be financial statements as of March 31, 2022.

The term Auditor will be removed from Appendix A as the financial information provided is not audited nor verified by an independent party.

The difference in reporting requirements between the new draft and the old policy is substantial. A policy is not written for one organization, a policy is written for the region.

Potential key decision points for Council to consider were reviewed.

1. The deadline for renewals in the new policy is January 15. As the new policy only requires public consultation and vote for new applications, staff are not opposed to extending the deadline for renewals to February 15, except for the year that the public consultation is required. The goal would be to have all the area rates approved going into budget deliberations.

Councillor Amirault questioned the dates for the required financial statements when submitting their application, stating the most recent information would not be provided. Director Veinotte agreed, but the financial reports would be the most recent one that have been independently reviewed. The proposed forecast does not exist in the new community area rate draft.

Mayor Norman stated there used to be a section for accountability, and asked why would be not want them to provide a forecast to the end of the fiscal year, along with copies of invoices verifying the expenditures to date. Councillor Charlton voiced her concern also on consistency for accountability, as there should be consistency, i.e. when groups apply through the Community Investment Fund. There is a need for accountability.

Director Veinotte reviewed the three levels of assurance:

1. Notice to Reader (basic level),
2. Review, and
3. Audit.

The Region of Queens are required to have an audit done which is very expensive and requires hours of testing. A review is a step back from that, they do not do much testing but do investigate reasonability of bank statements, cash flows, etc. It is not as expensive as an audit, but still costs. The issue raised at the meeting was the cost of the Notice to Reader which is the basic

level of assurance where you information, i.e. receipts and statements to an accountant, who would run them through their financial statements and are looked at for reasonability; i.e. basic checks. They are not tested.

She suggested investigation, if permitted under the MGA, into how we do low income tax rebates by looking into a tiered system. CAO Joudry stated if Council likes the idea of a tiered system, then it could be investigated.

Mayor Norman asked about holding public consultation once every 10 years. Director Veinotte said this is what the policy states, but that does not mean you cannot have one. Councillor Amirault stated ten years is too long and suggested having one once per council term, i.e. the third year of term. Director Veinotte suggested holding it within the first year of term so that council would be familiar with all the area rates. Following discussions, it was decided to have the consultations during the second year of term, so as to not overwhelm new Councillors, and include considerations if an association held a meeting the previous year.

Councillor Charlton asked for consistency among the groups and the grants. CAO Joudry stated staff will investigate the tiered reporting process and bring back to Council for consideration.

Councillor Charlton asked with respect to area rates and holding public meeting, if we have investigated what other municipalities do. Director Veinotte said no, as she is unsure of rules of the MGA pertaining to area rates. Angela Green, Administrative Assistant, stated when she and the previous Municipal Clerk created the policy, environmental studies were conducted at other municipalities and will provide that information.

Councillor Amirault asked for further clarification on other proposed changes.

1. Why has the application fee changed from \$250 to \$325?
Director Veinotte suggested it may have been the charges seen in the other municipalities, but will investigate.

2. Under voting eligibility, there were issues at the last area rate meeting with some residents owning multiple properties. Under item 20 it states that any person who owns property within the assessment district or districts under consideration and are eligible to vote, etc., can it read any person who owns properties, so that residents can only cast one vote.
3. Under item 25, it states Section 22, and should read Section 23.
4. Under item 28 c., which states community beautification and clean up, including maintenance of cemeteries, and asked for properties instead of cemeteries. Mayor Norman stated this was one of the main complaints last year, and it's important to keep cemeteries in.
5. Under 29 e., will there be a conflict where we are doing improvements to the Hank Snow Playground where it is within reasonable proximity, and change the wording to "other than parks already existing".

Mayor Norman asked, under the MGA, in order to vote for an area rate, do you have to be eligible to vote in municipal elections? Director Veinotte stated she will investigate and provide clarification.

8.4 CBCL Report and Growth Planning

CAO Joudry stated staff were directed to determine the possibility of costs to provide water and wastewater services to Mount Pleasant.

The Province of Nova Scotia recently announced an infrastructure grant program related to growth. Applications are due by December 13, 2023, and require a clear motion of council that demonstrates support for the planned work. The Mount Pleasant Extension and related work that is already planned and in the capital budget, appears to be a good candidate for the program.

Staff are suggesting the organization of at least 2 workshops in early 2024 to enable Council and staff to better understand what the challenges are and what growth planning would involve.

Director Grant stated the CBCL is very comprehensive. Projecting a 54% growth, approximately 60 hectares, and with an additional thousand people on the system, in addition to the 2,500 currently on it in the Liverpool area alone.

We have issues with our lift stations, water transmission along with system expansion, and to see all these issues satisfied, a preliminary ask would be \$12 Million. We need to investigate where we go from here. To provide additional services, there will be additional costs to have a reasonable level of development. The level of fire protection, etc. would need to be taken into consideration, and consideration changing it globally.

Council agreed the need to move forward and apply for the grant.

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

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

MOTION CARRIED unanimously.

8.5 Liverpool Library – Site Selection

CAO Joudry provided history on the library issues and site selection. He further stated the existing library lease is in the Rossignol Center and extends until December 31, 2024. Staff have been working with the landlord to ensure that the space continues to be suitable as per lease terms.

Council approved a Library Steering Committee Terms of Reference in April 2022 to provide council with advice and recommendations related to siting and design of a new library.

Councillor Amirault stated as the Chair of the Library Committee, a meeting was held and the proposed site was visited. The Committee were excited. The space is blank and can be designed to meet their needs, i.e. washrooms, kitchen facility, etc. There is green space. The infrastructure is there already and a new HVAC system is being put in. The timeline is much less than building, 10 months to a year for renovations.

The library is in need of a new location, the building is for sale and the conditions are not as good as they should be.

There may be need of upgrade to the electrical system and no storm water. It would have its own entrance and is quiet with no noise transferred from the surrounding businesses.

Concern was raised on the location and as stated in their minutes, there would be fewer walkers if the QPEC site was developed as compared to where it is currently located. It was suggested that Queens County Transit may be utilized to help with this issue. The cost to build a new structure could potentially be more than the budgeted \$3 Million and there is currently a shortage of labourers.

The current library has 4,700 square feet, the proposed site has 7,000 square feet which allows area for development.

Councillor Gidney asked if the Committee considered holding town hall meetings to discuss with the public on the location. Councillor Brown stated there was a public meeting to ask the public what they would like to see in a library, but not on the location, and voiced his concerns that the site selection was taken from the committee.

Councillor Charlton stated the meeting was advertised prior to and there were only 7 or 8 people in attendance. There is 13 months remaining on the lease. She raised concerns on the timing of building a new library and if no action is taken with the proposed location, and we may be without a library.

Councillor Muise took the Chair at 9:05 p.m.

Mayor Norman stated a new building cannot be done in 13 months. If the Liverpool Development Center is chosen as the location for the library, we need to be diligent in changing signage and promoting the location. It is a very isolated spot, but the majority of Council are in favour of seeing this come forward on future agendas to discuss options. To assist staff we need to discuss the option to endorse this location, etc.

She further stated she felt that it is in an inappropriate location.

The majority of council agreed to move forward with the proposed location.

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

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

MOTION CARRIED with 6 in favour and 1 against.

Mayor Norman resumed the Chair at 9:12 p.m.

8.6 Request for Funding for New Year's Levee

Mayor Norman stated each year the Municipality receives a request from the Mersey Branch of the Royal Canadian Legion requesting municipal support to co-host a New Year's Day Levee.

The proposed event is anticipated to cost \$1,500 and to be co-hosted by the Legion and Municipality. Therefore, the usual request of 50% cost-sharing is being requested.

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

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

MOTION CARRIED unanimously.

8.7 Utility and Review Board Decision

Director Veinotte stated the decision was received from the UARB on with approval for a one time reduction in rates for one quarter.

The UARB received several complaints from utility users and their decision stated "Based on the information provided, I find that the Utility's response to the power surge, over which they had no control, was reasonable. I also approve the reduction in rates for the most recent quarter, I agree that using a previously unused reserve to cover the reduction in revenue is prudent".

Section 52 of the Public Utilities Act, which is a key part, their response stated "I note that reasonableness is a key part of this provision. The boil water advisory was a reasonable response to a situation that was beyond the control of the Utility. I can think of no other response that would have ensured the safety of the drinking water. In my opinion, the Utility complies with s52 of the Act".

The bills are the process of being prepared and will go out before Christmas.

8.8 Road Levy Bylaw Update

Director Veinotte stated this bylaw will be written based on what we've seen with the Greater Molega Lake Land Owners Association (GMLOA), but noted that this bylaw will apply to everyone in the Region that applies.

A meeting was held with representatives from the GMLOA where timing was discussed as there was some concerns around public engagement and the right time to do it. On the issue of public engagement, Council will need to discuss having both or just one around the consultation of the bylaw as the Region as a whole and have another when the Association applies for the road levy.

The reporting standards have previously been discussed and are very strict. \$5,600 has been spent on legal fees and no legal bills so far this fiscal year.

The bylaw has been drafted. Staff and CAO Joudry are comfortable with it and it has been reviewed by our legal team. She asked how Council wished to proceed around engagement with the public.

Mayor Norman stated most of the GMLOA are seasonal residents and asked how public consultation would be held. Director Veinotte stated the GMLOA have indicated at their meetings, they have roughly 60 people in attendance, but they have 1,200 members. If some kind of public engagement was to be held, some component may be virtual so that all residents could participate. The challenge would be how best to reach out to them. We could reach out to the Association for any contact information they have.

CAO Joudry asked if Council wished to consult the public on this topic. If so, before the bylaw is adopted, or before an individual Association's approval?

Councillor Charlton suggested if done the same way as the Land Use Bylaw, a draft document would be circulated, community meetings would be held in several districts throughout Queens to allow as many people as possible to provide feedback, and hold virtual meetings as well. Council would be provided the feedback and have a better understanding before decisions are made.

Councillor Brown agreed to the need to have public consultation both on the bylaw and with each Association applying for the road levy. The members of the Associations need to be informed, go by what their individual bylaws allow them to do, and to have a vote.

Mayor Norman asked where do we hold the public sessions, how many and who attends? Councillor Brown recommended Greenfield and Port Medway. Councillor Hawkes recommended Caledonia.

CAO Joudry asked if Council wished to hold public sessions on the bylaw and again with individual associations.

Mayor Norman asked if there is wording within the bylaw that would indicate that a public session be held with the Association. Director Veinotte stated in the current draft bylaw, the Associations have to have a meeting where they've engaged their membership. A concern is some members do not attend meetings or see the fees on their tax bills and not know why.

Mayor Norman asked how to advise the members of the Associations on the public sessions, i.e. direct mail to everyone on public roads? CAO Joudry recommended, if this the approach we are taking, before an Association's road levy is adopted, the municipality, being the one collecting the money, does a direct mail and provide notice of a meeting. As a government it would be incumbent on us.

Director Veinotte stated to attain all the addresses it will take a lot of staff time, but it can be done. As a team, we need to look at the best way, and will investigate if this can be done through SAP. Once

it is decided what we want, we can come up with solutions on how best to do it.

9.0 In-Camera Items

There were no In-Camera items to come before this meeting.

10.0 Adjournment

The meeting adjourned at 9:43 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

**Region of Queens Municipality Public Hearing
Development Agreement – New Fixed-Roof Overnight
Accommodation in South Brookfield
Tuesday, November 28, 2023
Council Chambers, 249 White Point Road, Liverpool
6:00 p.m.**

Minutes

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

Regrets: Deputy Mayor Jack Fancy

Members of Staff: Cody Joudry, CAO
Mike MacLeod, Director of Planning & Development
Heather Cook, Communications & Engagement Coord.
Christine Watson, Admin. Assistant, Planning & Dev.

Members of the Public: 7

Call to Order

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

A. Remarks

Mayor Norman stated the purpose of the Public Hearing is to provide any interested person an opportunity to present an oral or written presentation to Council of Region of Queens Municipality with regard to the intention to enter into a development agreement that would allow for the establishment of a new fixed-roof overnight accommodation on a vacant parcel of land in South Brookfield. Property is identified as PID #70191937.

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

Mike MacLeod, Director of Planning & Development, stated an application to enter into a development agreement for the establishment of a new fixed-roof overnight accommodation on a vacant parcel of land in South Brookfield has been received.

The property is zoned as Lakeshore Residential (SR) under the Land Use Bylaw (LUB). This use is not permitted as of right in this zone. However, Council has made provision in the Municipal Planning Strategy (MPS) which enables Council to consider proposals for accommodations and campgrounds in the Lakeshore Residential Zone by development agreement (Policy 5-65).

As with all development agreements, the MPS has also established criteria which Council takes into consideration when evaluating development agreement proposals set out in Policy 6-21.

The subject property is approximately 19 acres with approximately 1,500 feet of frontage on Highway 8. The surrounding area is primarily low density residential and located on a provincially owned and maintained public road. There are no municipal services in this area. This development would require an on-site sewage disposal system and well.

Two options for Council's decision are:

1. Maintain status quo (thereby deny the development agreement request), or
2. Enter into a development agreement with Jasmine and Matthew Mallay to allow for a fixed-roof overnight accommodation, consisting of eight rental units, on subject property.

Staff are of the opinion that this development will have minimal impact and that sufficient terms and conditions can be incorporated into a development agreement to mitigate any issues.

The Planning Advisory Committee reviewed the application on October 11, 2023 and following discussions recommended in favour of entering into a development agreement.

1. Matt Smith, 1678 West Caledonia Road, Caledonia – Mr. Smith voiced his concerns about the rate of development along the lake shores, and although the proposed development is in a low density area, we should be working at having lower density along our lake shore as it is becoming high density and is having an impact on the environment.

The proposed development is good news for the area, will have increased visitors, is good for business and economic growth, however, the big picture for North Queens it is not good in the long term, and asked Council

to consider how these developments impact the area.

He further commented on another development in the area, on Bear Trap Lake, which is an example of how development should not happen, due to the road being on a steep hill and is washed out. All the nutrients from the area are running into the lake. This may cause blue green algae issues in the future.

He commented on rare plant flora that may be present in the area and suggested a landowners group be developed, to protect the area and to ensure buffer strips. He feels that enforcement on planning in the area is non-existent.

Mayor Norman stated there is a requirement for a 50 foot buffer on the lake shores as a protection zone. She suggested if he has concerns that he can provide them in writing to the Region's Planning Advisory Committee.

2. Brad Toms, 58 West Caledonia Road, Caledonia – Mr. Toms stated he is a Senior Wildlife Biologist at the Mersey Tobeatic Research Institution (MTRI). First Christopher Lake does have coastal plain flora are they are a rare group of plants that exist mostly in western Nova Scotia, and Queens County has a significant population of them. One particular one is red root, which is on First Christophe Lake. One plant is on six lakes; First Christopher Lake, Cameron Bear Trap, Ponhook, Molega and Hog Lake and are at risk of extinction.

This plant is on the property adjacent to this development and survive on low nutrients and is important to keep it low. The buffers are also important for these plants.

MTRI has extensive data on these plants and continually monitor them.

3. Rob Ralston, 471 West Street, Milton – Mr. Ralston asked for reports pertaining to the approval for the proposed development; i.e. environmental study on the property. Mayor Norman stated the attachment to the agenda is what the Planning Advisory Committee would have used in their review.

Mr. Ralston stated under Policy 6-21 there are several items to be taken into consideration and asked if there was an environment assessment done as this is an endangered species environment. Mayor Norman stated applications for development do not require an environmental study to be done.

He further asked if there would be barriers put in place so any runoff would not enter the lake. Mayor Norman stated the riparian zone is 50 foot of uncut vegetation. Director MacLeod stated Department of Environment would have regulations in place around preventing siltation from running into the water courses and would be their jurisdiction.

Mayor Norman noted the concerns of the environment from several speakers, and those who understand our geography and what we have in south west Nova Scotia, also those that work at MTRI, that we have the largest collection of endangered and rare plant species and if Council and Planning Advisory wish at some point look at taking a step further, one that in the future might be worth considering. It is not just in this particular area, but is along our sea coast, rivers, coastal and inland.

B. Adjournment

Mayor Norman declared the Public Hearing adjourned at 6:25 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Jason Hartung, S. Cst, Bylaw Enforcement Officer
Kelley-Anne Hurley, S. Cst, Bylaw Enforcement Officer

Date: Tuesday, December 12, 2023

Re: Property at 1828 Medway River Road, Riversdale, NS
PID# 70108071

Background

The residence of 1828 Medway River Road in Riversdale is located in the woods along Medway River Road, overlooking the Medway River. Anyone driving by this property can openly see the residence and its yard. Currently, no one resides at the residence, and it is beginning to fall into neglect. Additionally, a large pile of assorted items, belongings, tools, tires, and garbage have all been dumped and spread across the front yard. We have been in contact with the property owner who has not been able to attend the address, pick up the garbage, and transport it to the RQM landfill facility. The property owner fully understands the process leading to a full clean-up of the yard and removing the unsightly issue.

Details

The miscellaneous items, including garbage, tires, personal belongings, and tools must be cleaned up, properly sorted, and transported to the Region of Queens Municipality Landfill Facility or stored appropriately.



Recommendation for a full clean-up are as follows:

1. Full clean-up of miscellaneous items strewn about the property, such as garbage, tires, personal belongings, and tools.
2. Debris must be properly sorted and transported to the Region of Queens Municipality Landfill Facility or stored appropriately.

These items must be actioned and resolved within the recommended deadline.

Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition, or repair, specifying in the order what is required to be done.

Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.


Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs.

Recommendation

THAT Region of Queens Municipal Council declares the property located at 1828 Medway River Road, Riversdale, Queens County, Nova Scotia and identified as PID #70108071, as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*.

AND THAT Region of Queens Municipal Council cause an Order to be served upon the property owner of 1828 Medway River Road, Riversdale, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:

- 
1. Full clean-up of miscellaneous items strewn about the property, such as garbage, tires, personal belongings, and tools.
 2. Debris must be properly sorted and transported to the Region of Queens Municipality Landfill Facility or stored appropriately.

Formal deadline for full clean-up is thirty (30) days.

AND THAT if the property owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.

Region of Queens Municipality Staff Report

7.2

To: Council

From: Jason Hartung, S. Cst, Bylaw Enforcement Officer
Kelley-Anne Hurley, S. Cst, Bylaw Enforcement Officer

Date: Tuesday, December 12, 2023


Re: Property at #922 West Caledonia Rd, West Caledonia, Queens
County, NS
PID# 70152517
AAN# 02403765

Background

The property located at #922 West Caledonia Road, West Caledonia, Queens County, NS is noted as a possible threat to public safety. Once a rental unit located along West Caledonia Road is now a vacant dwelling that is in further threat of collapse. The structural integrity has been totally compromised due mostly to exposure to the elements.

Details

Bylaw Enforcement has been in contact with the property owner and is in full agreement that, the attention must shift to a full demolition of one dwelling, one outhouse, and one outbuilding, a clean-up of all construction and demolition materials and transport to the Region of Queens Landfill Facility accordingly. Further deficiencies are as noted:

- 
1. The dwelling has been insecure for some time and does appear to have been forced open;
 2. Both doorsteps are rotten;
 3. Most windows are broken;
 4. The roofing shingles are at the end of the life expectancy and are blowing onto the road;
 5. The fascia, as is the building itself, is open to wildlife;
 6. One entire wall has started to collapse;
 7. One small outbuilding is ready to fall; AND
 8. One outhouse requires demolition as well due to a threat to public safety and a threat of collapse.

Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition, or repair, specifying in the order what is required to be done.

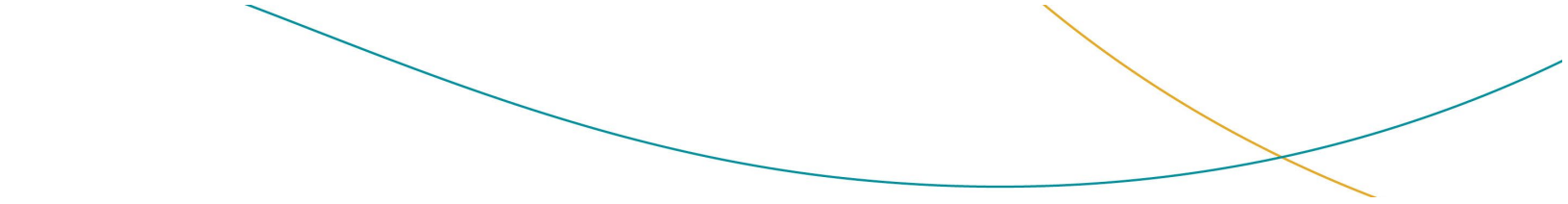
Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs.

Recommendation

THAT Region of Queens Municipal Council declare the property located at #922 West Caledonia Road, West Caledonia, Queens County, Nova Scotia and identified as PID# 70152517 as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*.



AND THAT Region of Queens Municipal Council cause an Order to be served upon the property owner, located at #922 West Caledonia Road, West Caledonia, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:

1. Demolition of the unsafe dwelling, outbuilding, and outhouse.
2. Source-separation and transportation of all demolition materials and debris to the Region of Queens Municipal landfill.
3. Leveling of property accordingly removing holes and tripping hazards.
4. Proper remediation of any well and septic remaining.

AND THAT if the property owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Jason Hartung, S. Cst, Bylaw Enforcement Officer
Kelley-Anne Hurley, S. Cst, Bylaw Enforcement Officer


Date: Tuesday, December 12, 2023

Re: Property at 27 Church Square, Mill Village, NS
PID #70105671

Background

The property located at #27 Church Square, Mill Village, Queens County, NS has been on the Bylaw Enforcement Roster for some time. The property has been reported as dangerous and unsightly due to extreme high grass and for hosting a derelict vehicle on the property next door to a property owned by St. John the Evangelist Parish, All Saints Church of Anglican denomination – PID #70105663.

The issue to date, is a derelict vehicle described as a red, 1988 Toyota Celica ST. The vehicle bears expired NS license plates and over the years has deteriorated to what appears to be in “non-roadworthy” condition. The apparent owner reports that the noted vehicle can hardly be described as abandoned, and feels that the vehicle is of no threat to public safety. He doesn't appear to be concerned with the tree limbs which were either placed or fell onto the derelict vehicle.



As per an email conversation on August 11, 2021, the property owner agreed to relocate and convey the offending vehicle to the back of his property out of sight until such time that the vehicle could be restored. Ultimately, the property owner neglected to comply with formal requests.

On October 5, 2023, “Formal Order to Comply” was issued with a deadline of October 31, 2023 and the property owner still refused to comply.

The church property, adjacent to the derelict vehicle, displays a church bell, a plaque, decorative shrubs, and unidentified graves at the back end of the property.

For over 150 years there was a church and the bell is original. The bell still sits with graves of families, historical significance, although it does not have formal, historical designation.

Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition, or repair, specifying in the order what is required to be done.

Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs.



Recommendation

THAT Region of Queens Municipal Council declare the property located at 27 Church Square, Mill Village, Queens County, Nova Scotia and identified as PID# 70105671 as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*.

AND THAT Region of Queens Municipal Council cause an Order to be served upon the property owner, located at 27 Church Square, Mill Village, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:

1. Full removal of the derelict and unsightly vehicle to either be properly stored at the rear of the dwelling as already agreed by the vehicle owner or fully removed by towing from the noted property.

AND THAT if the property owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.

Region of Queens Municipality Staff Report

7.4

To: Council

From: Joanne Veinotte, Director of Corporate Services
Adam Grant, Director of Engineering and Public Works
Richard Lane, Director of Economic Development

Date: December 12th, 2023

Re: Municipal Capital Growth Program (MCGP)


Background: At the Council meeting held on November 28, 2023, staff were directed to prepare a grant application to the Province to support the Mount Pleasant Service Extension Project.

Details: The servicing assessment was shared with Council at the November 28, 2023 regular meeting and provided preliminary cost information and recommendations to service the proposed growth area.

This project represents a significant investment by Region of Queens Municipality and demonstrates Council's support for housing and economic growth. Currently, all cost related to the project are estimated to be \$21.5M. The project has three distinct components:

- Transmission main upgrades
- Wastewater lift station upgrades
- Service extension to growth area

The initial component will include upgrades to Transmission Mains and infrastructure on Main Street at an estimated cost of \$6.2M. The current Capital Investment Plan allocates \$578,000 in funding from the Water Utility depreciation



fund for the Transmission Main portion. The remainder will be borrowed, funded from reserves or a combination of the two depending on Council approval. This area of the project is proposed by staff and must be completed before any additional expansion can take place.

The next component of the project is recommended by staff involves upgrading existing infrastructure to improve capacity, flow rate and future expansion opportunities. The cost of these recommended investments is \$15.4M.

A funding application will be submitted to the Province under the Municipal Capital Growth Program for 50% of the estimated cost of the project for the initial phase of this project, \$10.7M.

A complete grant application must include a Resolution of Council supporting the submission of the project for funding consideration under MCGP approving funding and its sources for the project outlined in the application.

For Council's consideration:

Project funding can be allocated from the special operating surplus in combination with long-term borrowing or entirely from long term borrowing.

A project of this size will require the dedication of substantial resources from the Engineering and Public Works Department, which may impact their ability to complete other projects Council has approved. If this motion is approved, staff would bring further information back on a capital works plan.

Preliminary cost for the estimates for the Mount Pleasant Service Extension Project indicate this is an investment of approximately:

- \$8.9M in water distribution
- \$5.7M in combined sewer separation
- \$4.5M in sanitary and storm sewer extensions
- \$2.4M in wastewater lift station upgrading

**Budget Considerations:**

This project represents a significant investment and as such will have operational cost implications for the next ten years at a minimum, in staffing support to maintain the extended services and principal and interest payments associated with long term borrowing.

Funding from the grant cannot be applied to interim financial costs (interest on borrowing during construction) or for any overhead costs, including salaries and other employee benefits of Region of Queens. These costs would therefore, become costs of the assets.

Recommended Motion:

THAT Council approve the Mount Pleasant Service Extension Project in principle, commence the Mount Pleasant Services Extension Design work, and apply for the Municipal Capital Growth Program as outlined in this report.

Region of Queens Municipality

5 YEAR CAPITAL INVESTMENT PLAN - 2023-2027

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
2023-2024	Mount Pleasant Services Extension Design	\$ 137,620					\$ 137,620
	Liverpool Bridge Sidewalk Redesign	\$ 175,000					\$ 175,000
	Thomas H. Raddall Library	\$ 2,200,000		\$ 800,000			\$ 3,000,000
	Waterloo Street Water/Sewer East Phase II	\$ 30,787	\$ 1,194,813	\$ 523,400			\$ 1,749,000
	South Queens Outdoor Pool				\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
	LBDC HVAC Replacement	\$ 950,000				\$ 950,000	\$ 1,900,000
	Sewer Treatment Plant UV Upgrades	\$ 360,000					\$ 360,000
	Road Paving	\$ 266,696					\$ 266,696
	Infrastructure - Beach Meadows Beach			\$ 229,000			\$ 229,000
	Municipal Administrative Building	\$ 72,500					\$ 72,500
	Ice Resurfacers	\$ 205,000					\$ 205,000
	Public Works Building Upgrades	\$ 73,000					\$ 73,000
	Building Inspector Truck	\$ 60,000					\$ 60,000
	Public Works Truck	\$ 80,000					\$ 80,000
	Additional Public Works Truck 3/4 tonne	\$ 85,000					\$ 85,000
	Street Sweeper					\$ 365,500	\$ 365,500
	Loader - Landfill 2009 JD 624	\$ 385,000					\$ 385,000
	Broadband Investments			\$ 86,130			\$ 86,130
	Sidewalk Plow	\$ 188,500					\$ 188,500
	TOTAL		\$ 5,064,103	\$ 1,399,813	\$ 1,638,530	\$ 3,000,000	\$ 3,315,500
2024-2025	THACC - HVAC					\$ 1,500,000	\$ 1,500,000
	Road Paving	\$ 250,000					\$ 250,000
	Liverpool Bridge Sidewalk	\$ 224,000					\$ 224,000
	Water Transmission Redundancy Phase II	\$ 285,000					\$ 285,000
	Queens Place Drive services extention	\$ 430,000					\$ 430,000
	Public Works Building Generator	\$ 152,000					\$ 152,000
	Excavator 5 ton mini	\$ 120,000					\$ 120,000
	Waterloo Street Water and Sewer Phase III	\$ 91,000	\$ 431,805	\$ 523,400		\$ 366,795	\$ 1,413,000
	Gorham Planter Rehabilitation	\$ 60,000					\$ 60,000
	Old Burial Ground Wall Rehabilitation	\$ 80,000					\$ 80,000
	Mill Brook Flume Rehabilitation	\$ 60,000					\$ 60,000
	Infrastructure - Pine Grove			\$ 250,000			\$ 250,000
	Infrastructure - Beach Meadows Beach			\$ 128,000			\$ 128,000
	Cell Phone Tower - Greenfield	\$ 150,000	\$ 350,000	\$ 200,000	\$ 500,000		\$ 1,200,000
	Replacement Public Works Truck	\$ 85,000					\$ 85,000
	Replacement Public Works Truck	\$ 85,000					\$ 85,000
TOTAL		\$ 2,072,000	\$ 781,805	\$ 1,101,400	\$ 500,000	\$ 1,866,795	\$ 6,322,000

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
2025-2026	Road Paving	\$ 300,000					\$ 300,000
	Water Transmission Redundancy Phase III	\$ 293,000					\$ 293,000
	Sewer / Water Main Street to Wolfe			\$ 870,000			\$ 870,000
	Sewer / Water Union to Brunswick					\$ 1,370,000	\$ 1,370,000
	Sewer / Water Parker Street			\$ 405,000			\$ 405,000
	Solid Waste Facility Skidsteer	\$ 80,000					\$ 80,000
	Engineering and Public Works Tandem	\$ 250,000					\$ 250,000
	Property Mitigations	\$ 400,000					\$ 400,000
TOTAL		\$ 1,323,000	\$ -	\$ 1,275,000	\$ -	\$ 1,370,000	\$ 3,968,000
2026-2027	Road Paving	\$ 300,000					\$ 300,000
	Sewer / Water Main Street Wolfe to King					\$ 1,090,000	\$ 1,090,000
	Sewer Water Carton Street			\$ 220,000			\$ 220,000
	Sewer Water Keddy Lane			\$ 145,000			\$ 145,000
	Engineering and Public Works 2-T Truck	\$ 117,600					\$ 117,600
	Engineering and Public Works Backhoe	\$ 240,000					\$ 240,000
	Infrastructure - Recreation			\$ 250,000			\$ 250,000
	Property Mitigations	\$ 300,000					\$ 300,000
TOTAL		\$ 957,600	\$ -	\$ 615,000	\$ -	\$ 1,090,000	\$ 2,662,600
2027-2028	Road Paving	\$ 300,000					\$ 300,000
	Sewer/Water Main Brunswick to Amherst					\$ 1,190,000	\$ 1,190,000
	Sewer/Water Main Amherst to King					\$ 1,050,000	\$ 1,050,000
	Public Works Truck	\$ 85,000					\$ 85,000
	Replacement Tanker and Tractor - Landfill	\$ 315,000					\$ 315,000
	Sewer Water Zwicker Avenue					\$ 700,000	\$ 700,000
	Sewer Water Weir Lane			\$ 158,000			\$ 158,000
	THACC - Structural Repair	\$ 500,000					\$ 500,000
TOTAL		\$ 1,200,000	\$ -	\$ 158,000	\$ -	\$ 2,940,000	\$ 4,298,000
5-YEAR TOTAL		\$ 10,616,703	\$ 2,181,618	\$ 4,787,930	\$ 3,500,000	\$ 10,582,295	\$ 31,668,546

Region of Queens Municipality Staff Report

7.5

To: Council

From: Cody Joudry, Chief Administrative Officer

Date: December 12, 2023

Re: Request for Funding for New Year's Levee

Background

Each year in the fall, Region of Queens Municipality receives a request from NS/NU Command Mersey Branch 038 The Royal Canadian Legion requesting municipal support to co-host a New Year's Day Levee. This tradition began back at the time of amalgamation.

Details

On November 22, 2023, the Municipality once again received a request for funding assistance for the Legion's New Year's Day Levee in 2024. The proposed event is anticipated to cost \$1,500 and to be co-hosted by the Legion and Municipality. Therefore, the usual request of 50% cost-sharing is being requested again this year for \$750.

The event takes place at the Mersey Branch 038 building on Water Street in Liverpool and usually attracts between 150 and 200 people.



Applicable Legislation

Section 65(a)) of the *Municipal Government Act* authorizes a council to expend money required by the municipality for a grant or contribution to a society within the meaning of the *Children and Family Services Act*, a mental health clinic in receipt of financial assistance from the Province, an exhibition held by an educational institution in the municipality, a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*, any charitable, nursing, medical athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province, a day care licensed under the *Day Care Act*, and a registered Canadian charitable organization.

Recommendation

THAT Council of Region of Queens Municipality provide grant funding to NS/NU Command Mersey Branch 038 The Royal Canadian Legion in the amount of \$750 to host a New Year's Levee, to be funded from Other Expenses – General Government.

Budget Impacts

Funding for this will come from General Government Contingency account. Therefore, no additional funding is required for this approval.



NS/NU Command Mersey Branch 038 The Royal Canadian Legion
PO Box 669 43 Henry Hensey Drive, Liverpool, N.S. B0T 1K0
(902) 354-3762 (office) (902) 354-4466 (Fax) merseybranch038@eastlink.ca

Nov 22, 2023

Good Afternoon Mayor Norman and Councillors

The Royal Canadian Legion will again be hosting the Annual New Year's Levee this year. As cost are rising we are looking at a total of \$1500.00 to prepare for this event.

In past years we appreciated your support in this endeavor. We are hoping that you will again support us for half in the amount of \$750.00.

Thanking you in advance,

Yours sincerely,

Louis Landry
President
Royal Canadian Legion
Branch 038

Region of Queens Municipality Staff Report

7.6

To: Council

From: Cody Joudry, CAO

Date: December 12, 2023

Re: Liverpool Library – Site Selection

Background


Existing library space

The existing library lease in the Rossignol Cultural Center extends until December 31, 2024 (approximately 13 months remaining in the lease). Municipal staff have been working with the landlord to ensure that the space continues to be suitable for library use including the development of new lease terms so that the space is heated, clean, etc.

Siting new library

In April 2022, Council approved a Library Steering Committee Terms of Reference to provide municipal council with advice and recommendations related to the siting and design of a new library; and, services and programs that might be offered.

The Library Steering Committee reviewed a number of potential sites and identified a parcel of land owned by the municipality in Brooklyn adjacent to the “sledding hill” near Queens Place Drive as the preferred location culminating in a recommendation to Council on June 14, 2022 to confirm the “sledding hill” site as the location for the new library. Council did not accept the recommendation; and, at a July 5, 2022 special council meeting a decision was



made to refer site selection back to the library steering committee to identify a second best choice.

The selection of a site was considered again by Council at a January 10, 2023 regular council meeting and a motion was made to approve the placement of the new library on the site recommended in June 14, 2022 on lands owned by the municipality in Brooklyn adjacent to the sledding hill. The motion was approved.

At a February 28, 2023 regular council meeting a discussion about the additional cost of infrastructure services to the "sledding hill" site and a notice to rescind the motion approving the site was given.

At a March 14, 2023 regular council meeting a motion to rescind the January 10, 2023 council was made and passed. Direction to staff to have the project manager consider a standalone library located on the existing Queens Place Emera site was provided.

On May 23, 2023 a workshop/briefing session was held with the Project Manager at Queens Place where a design concept for the library and pool both located at the Queens Place site was reviewed. The project manager, Council, and staff walked the site and discussed the constraints of the site if both a pool and library were to be located there. With respect to the library the potential location was long and narrow and would require additional circulation space built into the design, would block the fitness room windows, and aesthetically would be difficult to design so that it did not look like an "afterthought". At the November 14, 2023 Council meeting a motion was made to endorse the concept design for the new pool to be located at the Queens Place site. Final design will include parking and other pool uses of green space surrounding the pool tanks and changeroom such that locating a new library there will not be a suitable option.

In the Fall 2023, staff investigated the potential for the new library to be located at the Liverpool Business Development Center in space not currently being utilized for daily business operations of existing tenants.



Details

The library steering committee established site criteria (June 14, 2022 council meeting minutes) for the new library including:

- The ability to house a 6,000 square foot library.
- Parking spaces for 24 vehicles.
- Adequate space and clearances for entrance and exit.
- Easy access for emergency and delivery trucks.
- Superior exterior lighting.
- Outdoor grassed space for programming.
- Space for outdoor storage.
- Water supply for building and fire protection.
- Not located where it is known to flood or drainage issues.
- Close access to public transportation.
- Access to sidewalks.
- Currently zoned for library use.
- Municipally owned or reasonably priced private developer site.

With respect to the site selection criteria the space under consideration for the new library in the Liverpool Business Development is:


- Approximately 7,000 square feet of open space.
- Parking for 24 or more vehicles is available.
- Exterior doors access the space and additional exterior doors that may be required for fire safety can be installed.
- There is public road access from Harley Umphrey drive and easy access for emergency and delivery vehicles exists.
- The building has exterior lighting, and the parking lot has light poles with overhead lighting and enhancements to the lighting could be considered.
- There is exterior space on the site that could be used and enhanced for outdoor programming and storage purposes. The Trestle Trail and the Meadow Pond Brook Trail are within 100m and would provide venues for outdoor programming.
- The building is serviced by the water utility for potable and fire protection purposes.
- The site has not experienced flooding or drainage issue.

- Public transportation to and from the site could be provided by Queens County Transit.
- The site is not serviced by sidewalk with the nearest sidewalk at Millard Street located 350 meters from Harley Umphrey Drive; and, an additional 350 meters along Harley Umphrey Drive to the site parking lot. Active Transportation access from the Trestle Trail to the north is within 350m at George Street, and from the south within 100m behind the municipal administration building.
- The site is located in the Business Park Zone which permits municipal uses such as parks and playgrounds, recreation centres, recreational uses, and trail and conservation uses. While similar to a recreation centre use, library use is not specifically listed in the Business Park Zone and a Land Use By-Law amendment would be required to specifically permit a library.
- The Municipality owns the building, and the council has approved replacement of the HVAC system which will service the space being considered for the library.

Major renovations required would be related to interior partitions, lighting, plumbing and electrical systems to service washrooms and kitchen areas, an additional exterior entrance, furniture and fixtures, etc. A current cost estimate for the renovation budget is \$1.05 million plus HST. Additional cost for furniture and equipment has not been estimated. A number of factors can influence final costs including design choices, market conditions, unanticipated costs related to the site, etc.

A concept design (attached) shows how the space can be utilized to meet the space and program elements identified by the library steering committee. In addition to a role for the library steering committee in the development of a final design for council consideration consultation with existing tenants will be necessary.

The Library Steering Committee met on November 15, 2023. At the meeting the Project Manager joined remotely and reviewed the attributes of the Liverpool Business Development Center as the proposed location after which he responded to questions. The committee then toured the proposed space in the Business Development Center and discussed how the site met library requirements including good size and shape, open space can be designed to provide program spaces, good parking available, shorter



construction/renovation time frame, lower cost than new build, etc. Constraints of the site were also discussed including the site not being pedestrian friendly, exterior windows would not be present with interior wall spaces, and there is limited community activity in the vicinity of the location as compared to the site in the vicinity of Queens Place, etc.

The Committee was told that the plan is to bring a report to Council for the November 28 meeting for Council direction/confirmation that this location would be advanced to next steps including detailed design, construction approach, etc.

Budget Impacts

The 23/24 budget allocated \$3 million in the Capital Improvement Plan. \$2.2 million was municipal funding (cash) being held in “accumulated surplus”. The source of funds for the remaining \$0.8 million is the Canada Community Building Fund (DDBF) which is Federal funding.

Applicable Legislation

The Municipal Government Act and the Libraries Act provide Council the authority to spend money for the purpose of libraries.

The Council will need to consider a Municipal Land Use By-Law amendment if this Liverpool Business Development Center is selected as the location for the new library.



Recommendation

THAT Council of Region of Queens Municipality endorse the Liverpool Business Development Center as the location for the new library and direct staff to:

- a. Obtain further Project Management services and engage the library steering committee in the design of the interior and exterior program spaces.
- b. In consultation with the Project Manager develop construction procurement options for Council consideration.
- c. Commence a Land Use By-Law amendment process.
- d. Develop the necessary lease amendments to the Liverpool Business Development Center for Council consideration.

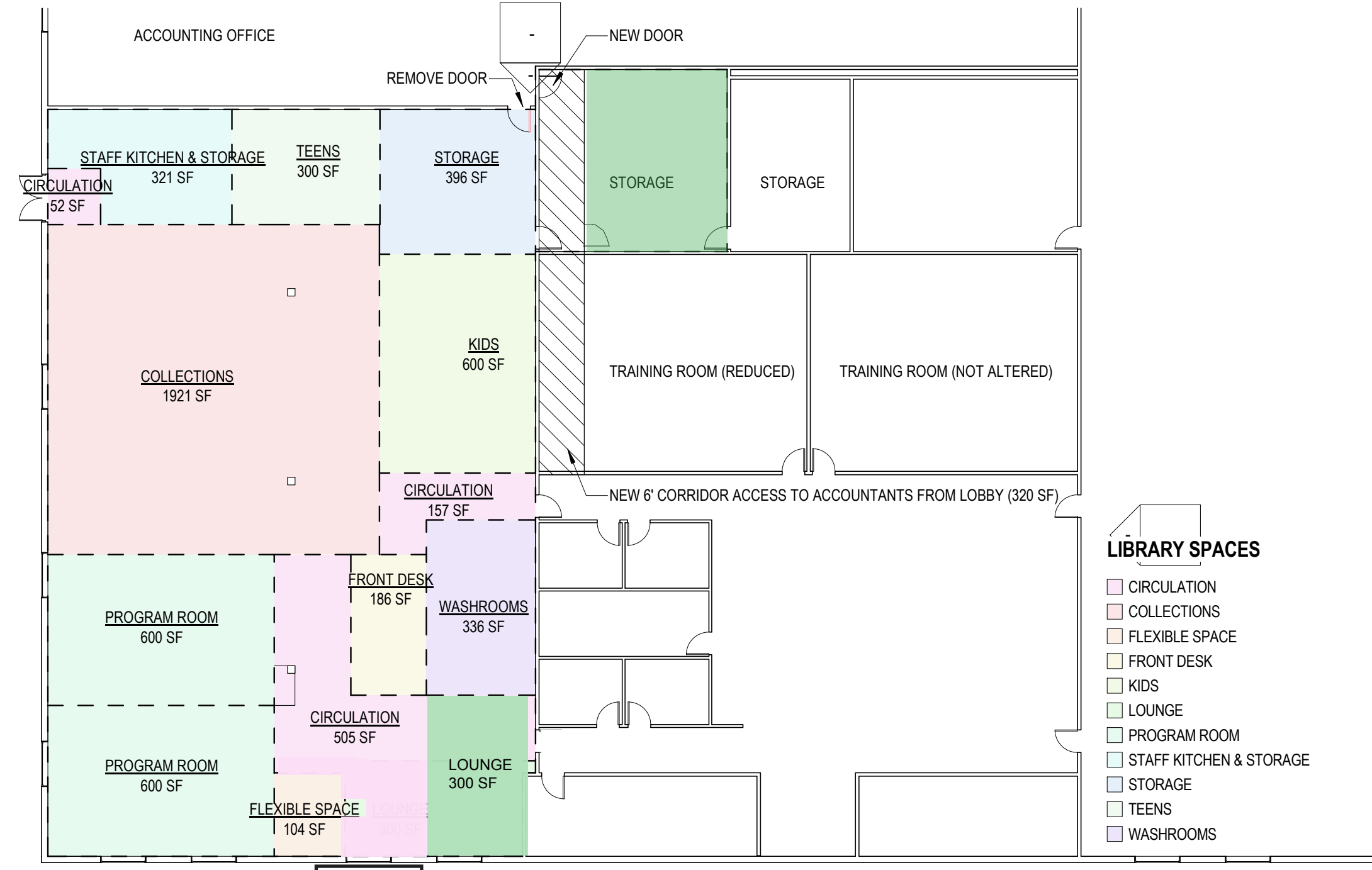
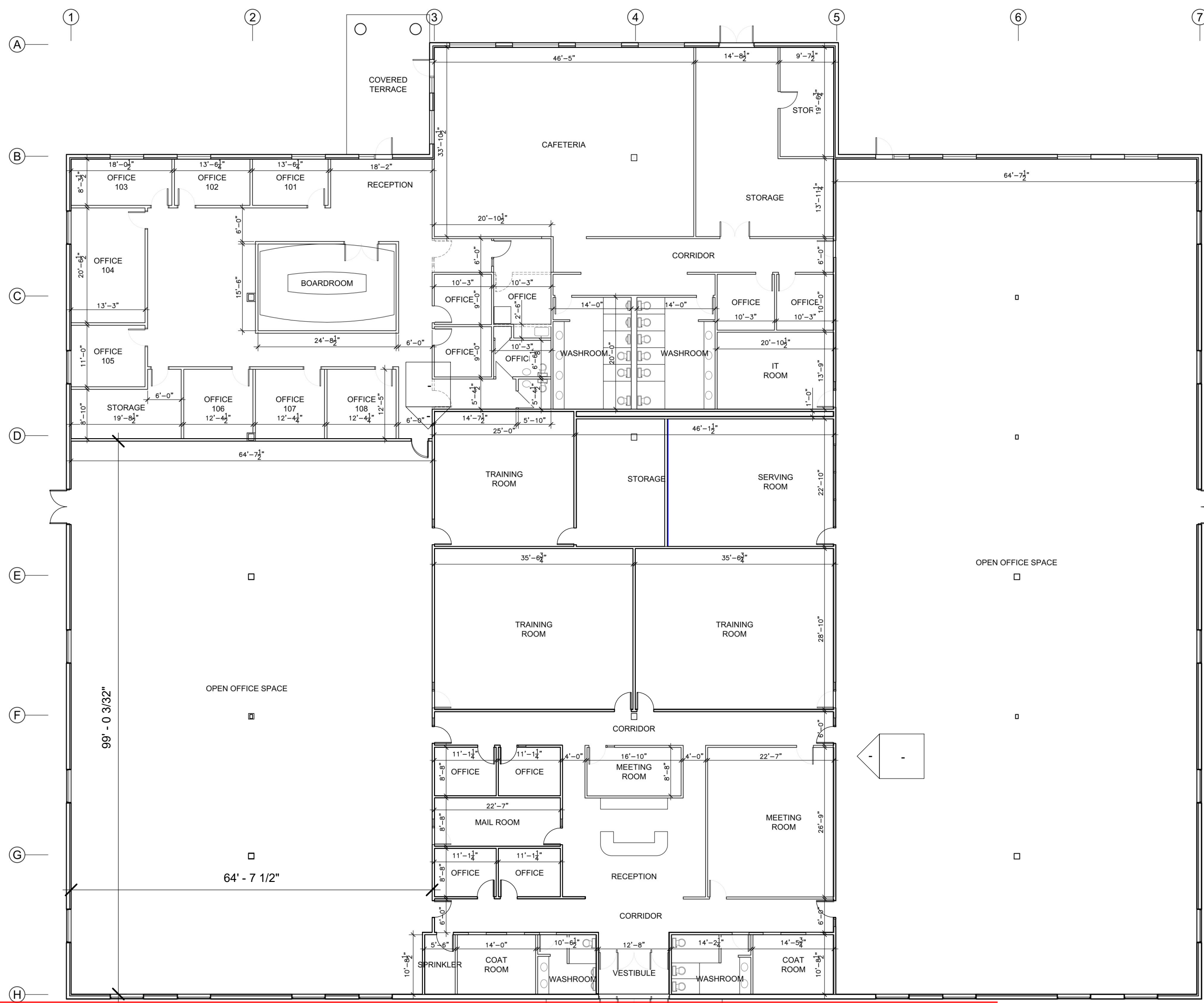
Communication

The tenants of the Liverpool Business Development Center have been notified of the potential for the new library location in the Liverpool Business Development Center.

A media release indicating the Liverpool Business Development Center was being considered was issued on November 17, 2023.

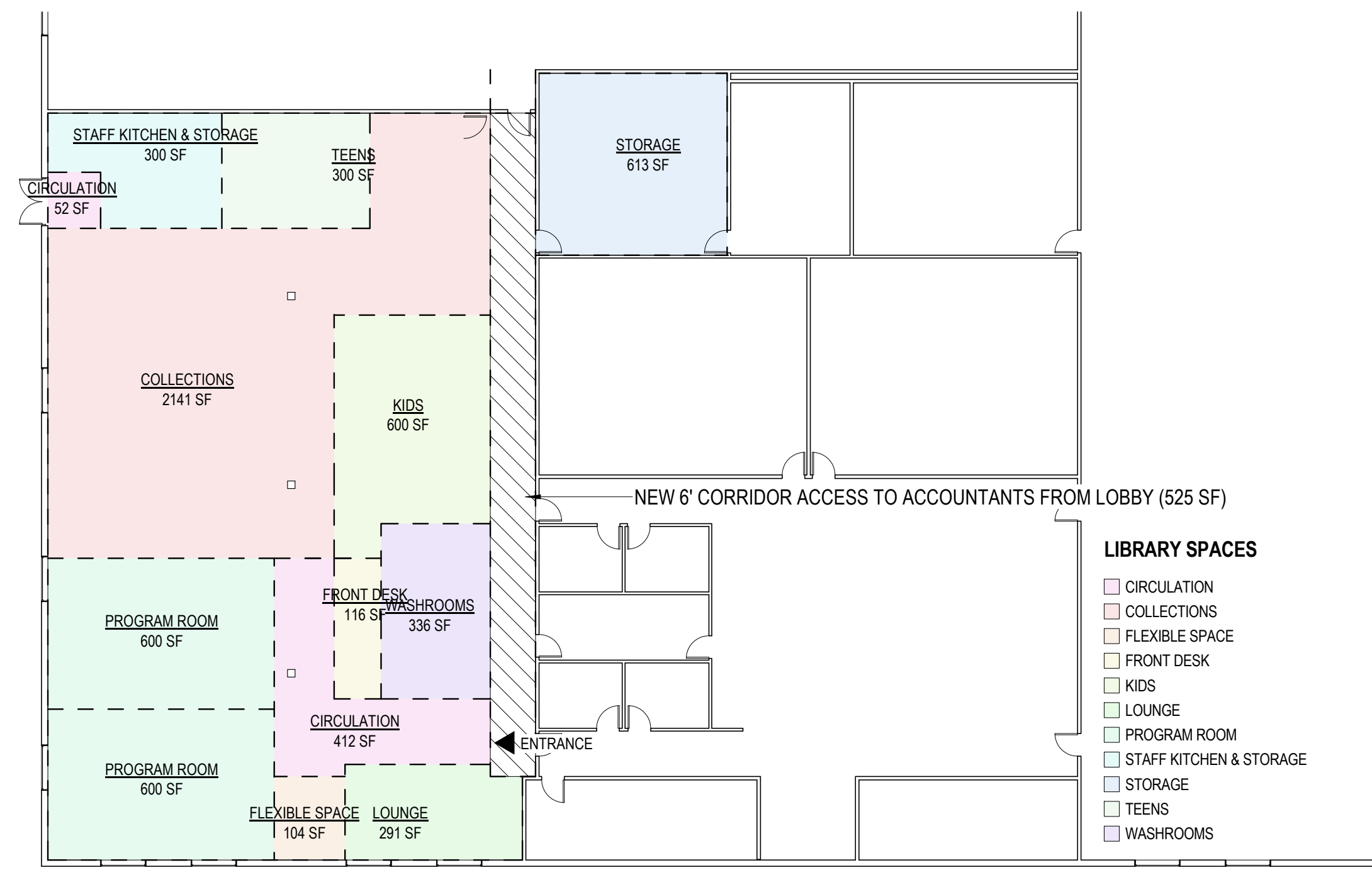
Attachments

- Concept Design
- LUB amendment process description
- Library Steering Committee Terms of Reference
- Media Release – November 17, 2023



PROGRAM SPACES OPTION A	
Name	Area
COLLECTIONS	1921 SF
PROGRAM ROOM	600 SF
PROGRAM ROOM	600 SF
KIDS	600 SF
CIRCULATION	505 SF
STORAGE	396 SF
WASHROOMS	336 SF
STAFF KITCHEN & STORAGE	321 SF
LOUNGE	300 SF
TEENS	300 SF
FRONT DESK	186 SF
CIRCULATION	157 SF
FLEXIBLE SPACE	104 SF
CIRCULATION	52 SF
TOTAL	6379 SF

② ANDREW'S OPTION
1/16" = 1'-0"



PROGRAM SPACES OPTION B	
Name	Area
COLLECTIONS	2141 SF
STORAGE	613 SF
PROGRAM ROOM	600 SF
PROGRAM ROOM	600 SF
KIDS	600 SF
CIRCULATION	412 SF
WASHROOMS	336 SF
STAFF KITCHEN & STORAGE	300 SF
TEENS	300 SF
LOUNGE	291 SF
FRONT DESK	116 SF
FLEXIBLE SPACE	104 SF
CIRCULATION	52 SF
TOTAL	6464 SF

④ OPTION B
1/16" = 1'-0"

	Cost /ft2	Cost /ft2	Library Estimate
	17500	adj for Library	6300 ft2
① bonds and insurance			\$ 20,000
General Requirements			\$ 75,000
Casework	139500	7.971429 \$ 8.00	\$ 50,400
Doors, frames and hdw	138000	7.885714 \$ 8.00	\$ 50,400
Flooring	124800	7.131429 \$ 9.00	\$ 56,700
Gypsum board	195000	11.14286 \$ 13.00	\$ 81,900
SAT	75000	4.285714 \$ 4.50	\$ 28,350
Painting	36500	2.085714 \$ 3.00	\$ 18,900
Specialties	75000	4.285714 \$ 2.50	\$ 15,750
Plumbing	198000	11.31429 \$ 5.00	\$ 31,500
Sprinkler		\$ 4.00	\$ 25,200
HVAC		\$ 8.00	\$ 50,400
Electrical	538900	30.79429 \$ 15.00	\$ 94,500
Comms		\$ 4.00	\$ 25,200
Lighting	122245	6.985429 \$ 7.00	\$ 44,100
Soft Landscaping			\$ 50,000
Demo / trenching			\$ 25,000
Design (8%)			\$ 90,000
③ New entrance			\$ 75,000
Contingency (15%)			\$ 136,245
Total =			\$ 1,044,545

General Notes:
All levels and dimensions are to be checked on site by the contractor prior to fabrication, and any discrepancies must be reported immediately to the Architect.
All dimensions are to be read off this drawing and NOT scaled.
All work to be executed in strict accordance with the by-laws and regulations of the local authorities and in accordance with Building Construction Standards.
All work to conform to applicable standards as referenced within the master specifications or as indicated in the drawing.
Where indicated required, all drawings are to be read in conjunction with all other documents issued. This drawing is only to be used for obtaining Local Authority Consents and should not be used for any other purpose unless otherwise stated on drawing.

No.	Description	Date
1	FOR REVIEW	2023-11-20

NOT FOR CONSTRUCTION



Owner LIVERPOOL LIBRARY	
Enter address here SCHEMATIC LAYOUT	
Project Number	23006
Date	Issue Date
Drawn By	Author
Checked By	Checker

A101

Scale 1/16" = 1'-0"

LAND USE BYLAW AMENDMENT PROCESS –

Amendments to a land use bylaw are undertaken in accordance with provisions of the municipal planning strategy, as required by the Municipal Government Act. It does not require the approval of the Minister of Service Nova Scotia & Municipal Relations, but requires that a public hearing be held prior to Council making its decision, and Council's decision may be appealed to the Nova Scotia Utility & Review Board.

- 1) Application for a land use bylaw amendment is filed with the development officer.
- 2) Draft bylaw reflecting amendment(s) and discussion paper prepared by the development officer.
- 3) Application, draft bylaw and discussion paper sent to the Planning Advisory Committee (P.A.C.)
- 4) P.A.C. makes recommendations to Council.
- 5) Council, if approved, sets date for public hearing (first reading).
- 6) Notice of public hearing placed in paper (2 ads for the public hearing must appear in the local newspapers. The first ad appearing 14 days prior to the public hearing.)
- 7) Public hearing.
- 8) Council approves or denies land use bylaw amendments (second reading).
- 9) If approved, notice of passing placed in paper. 14 day appeal period from time of publication of notice of passing. One certified copy of amendments filed with Minister.
- 10) Applicant appeal provision, should council decide not to amend land use bylaw

* The average time frame for the land use bylaw amendment process is three (3) months.

A deposit of \$750.00 must accompany an application for a land use bylaw amendment, which is used to pay for the costs of the required advertising. Any money remaining after all advertising has been placed, will be returned to the applicant upon completion of the process. However, should the deposit be insufficient in covering costs of the advertising, the applicant shall be responsible for the difference.



THOMAS H. RADDALL LIBRARY Steering Committee Terms of Reference

Purpose

The purpose of Thomas H. Raddall Library Steering Committee is to provide Municipal Council with educated, knowledgeable, and practical first-hand advice, education, and recommendations for the design, layout, placement, programs and services for a new Thomas H. Raddall Library. This new facility will be created to ensure long-term sustainable free access to library services for all residents of Queens County and visitors, ensuring its design reflects a modern and positive image that is welcoming and inclusive of all. The Steering Committee will guide the work of the Chief Administrative Officer as they work to carry out the mandate of this important and required community cultural asset. This Steering Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support free community access to library services is maintained.

Authority

Thomas H. Raddall Library Steering Committee has been granted its legal authority to advise the Municipality by virtue of being delegated this responsibility with Council's approval on April 12, 2022, of this Terms of Reference. Council's authority to establish this Steering Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Thomas H. Raddall Library Steering Committee shall be to review and assess current library operations from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The development of this initiative has been ongoing since 2016 when a report to convert the former Liverpool Courthouse was prepared. The Steering Committee's reporting relationship is limited to advice and recommendations to the Chief Administrative Officer and to Council when applicable to do so. Specifically, the Steering Committee shall endeavour to:

1. Conduct a review of current library services within Queens County to determine where the services are strong and where services can be improved through changes in infrastructure, programs, and amenities.
2. Carry out a review of current library standards provincially and nationally to determine government and public expectations for size and location of

infrastructure, programming, services, space requirements, accessibility, and other design considerations.

3. Work with the Project Manager to review potential site locations for a new library, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a site.
4. Work with the Architect to design both the interior and exterior of the new facility, seeking library user and public input where appropriate, considering interior and exterior flow, accessibility, safety, functionality, technology, energy efficiency, colours, furnishings and fixtures, equipment, staff areas, and public areas like washrooms and hallways.
5. Provide a community lens and recommendations to the South Shore Public Libraries Board and Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
6. Recommend areas where South Shore Public Libraries and Municipal staff may undertake research and data collection to obtain the require information to allow the Steering Committee to make future evidence-based and factual decisions.
7. Support staff of South Shore Public Libraries Board and Municipality in its consultation with provincial and federal departments and agencies that may provide funding opportunities to enhance the facility with accessibility, resources, energy efficiency, and the facilitation of programs and services for at risk communities.
8. Act as information resource for users and community regarding this project with Chairperson acting as Steering Committee spokesperson for the project.
9. Guide the work of the Chief Administrative Officer to ensure Steering Committee priorities are acted upon, work plans developed, and regular reporting is completed.
10. Assist the Chief Administrative Officer and Chief Librarian with organizing meetings, conducting research, preparing reports, overseeing grant submissions, liaising with community groups, business, library users and community members, while leading by example.

Reporting Relationship

Thomas H. Raddall Library Steering Committee shall be accountable directly to Council of Region of Queens Municipality and the Chairperson indirectly to the Chief Administrative Officer for operational and administrative support.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Steering Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Steering Committee Member

Steering Committee Members are expected to prepare for and attend all meetings of the Steering Committee unless they provide prior notice of absence to the Chairperson. Steering Committee Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Steering Committee. Steering Committee Members may seek or provide information to the Chief Librarian or Chief Administrative Officer, but shall not direct staff.

Role of Chief Administrative Officer

Chief Librarian and Chief Administrative Officer shall act as staff resources to Thomas H. Raddall Library Steering Committee. These people shall lead the research and report writing aspect of the Steering Committee's work to ensure the Steering Committee has the most accurate information upon which to make a decision or make recommendations to the Chief Administrative Officer or Council. The Steering Committee shall work with the Chief Librarian and Chief Administrative Officer respecting policy implementation and required research, while adhering to budget limitations.

Membership

Membership on Thomas H. Raddall Library Steering Committee shall include up to six (6) members comprising of two members of the South Shore Public Libraries Board, two members of South Shore Public Libraries staff, and two members of the public who are regular library users, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a term to expire upon the public opening of the new library facility. Public Members appointed to this Steering Committee should have a clear background as a regular library user, possess an open and positive mindset, be passionate about library services and understand the importance of such, be willing to undertake difficult discussions, understand the importance of education to reduce poverty and illiteracy. Any resignation shall be

tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Steering Committee Member who misses three meetings in a row year shall be deemed to be no longer a member of the Steering Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Steering Committee by a majority vote of the members and shall continue to hold office until replaced. The Chairperson shall be a current member of the South Shore Public Libraries Board and the Vice Chairperson shall be a Public Member of the Steering Committee.

Appointment of Honourary Chairperson

Thomas H. Raddall II shall be appointed as the Honourary Chairperson of the Steering Committee and is entitled to attend all meetings and provide input and feedback into the plans and ideas for a new Thomas H. Raddall Library.

Duration of Mandate

Thomas H. Raddall Library Steering Committee membership terms shall begin on April 13, 2022 and shall be for a term to expire upon the public opening of the new library facility.

Frequency of Meetings

Meetings of Thomas H. Raddall Library Steering Committee shall be held on such day and times as the Steering Committee decides at the first meeting of the Steering Committee, with such meetings taking place at the same time agreed to by the Steering Committee bi-weekly, with expected meetings held during weekday mornings or afternoons. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Steering Committee.

Quorum Requirements

No decisions may be made at any Thomas H. Raddall Library Steering Committee meeting unless a quorum of a majority of the current members of the Steering Committee is present in person.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of Thomas H. Raddall Library Steering Committee shall be provided to each member of the Steering Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. Chief Administrative Officer will endeavour to provide each member of the Steering Committee with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of Thomas H. Raddall Library Steering Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Steering Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. Thomas H. Raddall Library Steering Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

Thomas H. Raddall Library Steering Committee shall have access to the Chief Librarian and Chief Administrative Officer and other appropriate staff as authorized by the Chief Administrative Officer or Chief Librarian, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for the Steering Committee shall be made by the Steering Committee through the Chairperson to Council, on an as needed basis. The Steering Committee will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of Thomas H. Raddall Library Steering Committee shall be made by majority vote of Steering Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Steering Committee will be made without undue influence or biased decision-making favouring any Steering Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of Thomas H. Raddall Library Steering Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Steering Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Thomas H. Raddall Library Steering Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Steering Committee will be supported by all members of the Steering Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of Thomas H. Raddall Library Steering Committee.

Reporting

When requested by Council, Thomas H. Raddall Library Steering Committee shall provide a verbal report to Council.

Responsibilities

Thomas H. Raddall Library Steering Committee shall be responsible for developing critical and measurable success factors of the Steering Committee through its associated research and annual work plan, including regularly evaluating its work and success against these criteria. Steering Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the Chief Librarian and Chief Administrative Officer that are in the best interests of all residents without exception.

FOR IMMEDIATE RELEASE

Next Steps for New Library in Queens

Liverpool, [November 16, 2023]– The Council of the Region of Queens Municipality is committed to developing a new library, which would replace the existing location at the Rossignol Cultural Centre in Liverpool. The current library's lease expires at the end of 2024 and Municipal staff have identified the Liverpool Business Development Center as a potential and promising new home for the library.

The Liverpool Business Development Center, situated on Harley Umphrey Drive, offers an ideal space, including ample parking, access to green spaces, and more room for programming. The building is also owned by the Municipality.

"In today's times, libraries have evolved into immensely valuable community spaces, fostering educational, cultural, social, economic, and recreational opportunities and interactions," stated Mayor Darlene Norman. " Council will consider the Liverpool Business Development Center space and how it can be transformed into a library that caters to the evolving needs of our communities."

Ashley Nunn-Smith, CEO of South Shore Public Libraries, expressed excitement about the potential space. "It is a blank canvas we can renovate into a modern, innovative community destination that meets the various needs of our customers. We look forward to continuing to collaborate with our municipal partners on this project."

The project's next steps will be to present a draft design concept to Council for its consideration. If endorsed further design work would be required before renovations could commence.

Region of Queens Municipality Staff Report

8.1

To: Council
From: Mike MacLeod, Director of Planning and Development
Date: December 12, 2023
Re: Road Naming – Lingley Lane

Background

A request for the naming of a private road has been submitted to the Planning Department, which would see the naming of a new road off Cobbs Ridge Road in Liverpool named as **Lingley Lane**.

The first name choice, **Lingley Lane**, is acceptable to the Planning Department, as this named road currently does not exist in Queens County. Refer to map attached as Appendix A.

The Region's Policy respecting Naming and Renaming of Roads sets out that:

At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.

The new road is owned by the applicants and they have submitted a petition for road naming. The petition is attached as Appendix B.

The Region of Queens also has a policy, Private Road Name Signage – Policy 69, which sets out that the Municipality will purchase and install private road name signs in an effort to ensure that proper signage is in place for emergency service purposes. This is a one-time purchase and install, after which, the responsibility for the signage becomes the responsibility of the road owner.

Applicable Legislation

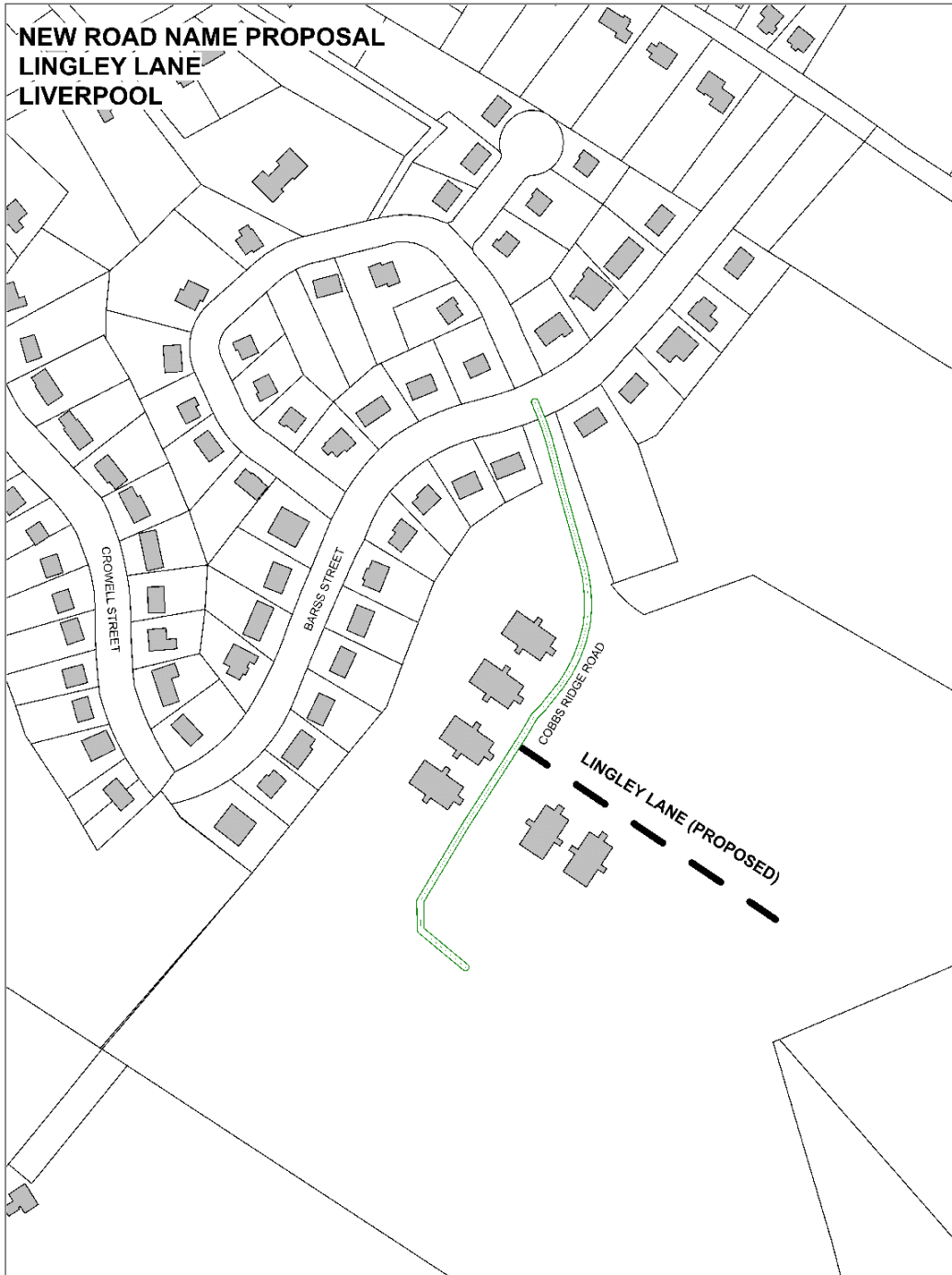
Region of Queens Municipality *Policy Number 6 – Naming and Renaming of Roads* and *Policy Number 69 – Private Road Name Signage*.

Budget Impacts

Costs to purchase and install the signage is approximately \$200, which is provided for in the 2022/ 2023 Planning budget.

For Council's consideration.

Appendix A



Region of Queens Municipality Staff Report

8.2

To: Council
From: Mike MacLeod, Director of Planning and Development
Date: December 12, 2023
Re: Road Naming – Audrelyn Lane

Background

A request for the naming of a private road has been submitted to the Planning Department, which would see the naming of a new road off Willow Lane in Summerville Centre named as **Audrelyn Lane**.

The first name choice, **Audrelyn Lane**, is acceptable to the Planning Department, as this named road currently does not exist in Queens County. Refer to map attached as Appendix A.

The Region's Policy respecting Naming and Renaming of Roads sets out that:

At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.

The new road is owned by the applicants and they have submitted a petition for road naming. The petition is attached as Appendix B.

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Applicable Legislation

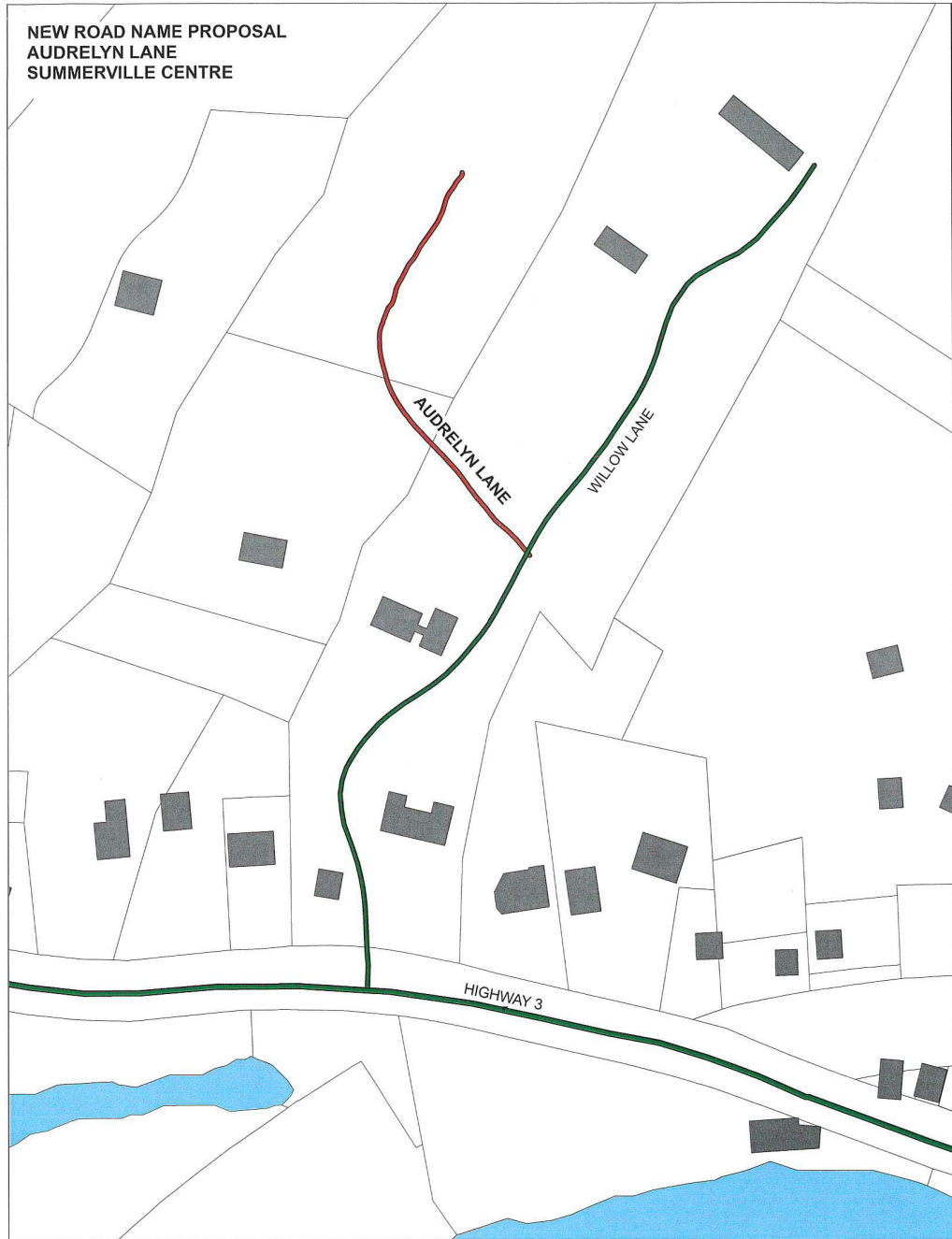
Region of Queens Municipality *Policy Number 6 – Naming and Renaming of Roads* and *Policy Number 69 – Private Road Name Signage*.

Budget Impacts

Costs to purchase and install the signage is approximately \$200, which is provided for in the 2022/ 2023 Planning budget.

For Council's consideration.

Appendix A



Region of Queens Municipality Staff Report

8.3

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: December 12th, 2023

Re: Mill Village Fire Department Truck Purchase

Background: Policy 82 – Fire Department Capital Purchase and Operating Grants is a policy of Council that dictates the funding model for the five fire departments that receive funding from Region of Queens Municipality.


Details: At the September 23, 2023 meeting of the Fire Chiefs, a proposed truck purchase schedule was submitted for review to the Chiefs. The current schedule in the policy has expired and any new schedule must have the consensus of all Chiefs. Currently there is no consensus on a new truck purchase schedule.

Mill Village Fire Department wish to purchase a new truck. It is an R Series Top Control 4 Door, model 2023ZMV607 at a cost of \$618,966 plus HST.

The proposed schedule, had it been accepted, would have included a new truck for Mill Village in the fiscal 24/25 year. The funding contribution of the Region of Queens Municipality is \$275,000 in loan payments over ten years beginning on 25/26.

For Council's consideration:

The purchase of this truck outside of the proposed schedule represents a precedent for future purchases to take place outside of the truck purchase schedule which is contained within the policy.



There is sufficient funding in the reserve, based on the current model, to support this purchase.

The truck has arrived in Bridgewater and Mill Village has first option to buy it. The truck will not be held until after April 1 or the budget is passed, whichever date is later.

Mill Village Fire Department is requesting a letter per Policy 82 guaranteeing the \$275,000 contribution from the Region of Queens for this truck purchase. Each guarantee shall be subject to Ministerial approval per Section 88(3) of the Municipal Government Act. Should Council approve this request, staff will complete a Guaranteed Borrowing Resolution which will have to be passed by Council and submitted to the Minister for approval after the Department of Municipal Affairs does a financial analysis to ensure it is within the Municipality's financial capacity, and then submit to the Minister for approval.

In order for Ministerial approval to be granted, there needs to be an approved motion that Council of the Region of Queens Municipality approves the Fire Department Guarantee Resolution for the Mill Village Fire Department truck purchase of \$311,811 for the purchase of an International 2023MV607 R Series Top Control 4 Door Fire Truck.

There are two decisions for Council:

- 1) Does Council approve the purchase of the truck by the Mill Village Fire Department, which contravenes the existing policy?
- 2) Does Council authorize staff to submit a Borrowing Guarantee Resolution to the Department of Municipal Affairs and Housing for Ministerial Approval to guarantee \$275,000 in loan payments on the Mill Village truck purchase?

Budget Considerations:

There would be no operations expenditures, as payments are from the Fire Truck Reserve and begin in 25/26.

	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36	36/37	37/38	38/39	39/40	40/41	41/42	42/43	43/44	44/45
Greenfield																										
Truck Purchase/Payments	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
Charleston truck fund allocation	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
Truck Purchase/Payments				\$ 275,000	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
2033 Tanker															\$ 450,000	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
2033 Rescue															\$ 200,000	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)
Total Loan	\$ (29,500)	\$ (29,500)	\$ (29,500)	\$ (29,500)	\$ (57,000)	\$ (57,000)	\$ (57,000)	\$ (29,500)	\$ (29,500)	\$ (29,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ 650,000	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ (65,000)	\$ -
Liverpool																										
Truck Purchase/Payments	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
Truck Purchase/Payments		\$ 275,000																								
Truck Purchase/Payments	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
Charleston truck fund allocation	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
PM Truck payments to LFD	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)
PM Truck payments to LFD	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)
Budgeted Pumper								\$ 450,000	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
Budgeted LADDER							\$ 275,000	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
2030 Tanker													\$ 450,000	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
PM Truck payments to LFD													\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)
Total Loan	\$ (37,500)	\$ (74,000)	\$ (74,000)	\$ (74,000)	\$ (74,000)	\$ (74,000)	\$ (74,000)	\$ (101,500)	\$ (91,500)	\$ (119,000)	\$ (119,000)	\$ (82,500)	\$ (137,500)	\$ (137,500)	\$ (137,500)	\$ (137,500)	\$ (137,500)	\$ (110,000)	\$ (55,000)	\$ (55,000)	\$ (55,000)	\$ (55,000)	\$ -	\$ -	\$ -	\$ -
Mill Village																										
Rescue	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)
Charleston truck fund allocation	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
Pumper						\$ 275,000	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)	\$ (27,500)
2030 Tanker													\$ 450,000	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
Total Loan	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (39,500)	\$ (39,500)	\$ (39,500)	\$ (39,500)	\$ (27,500)	\$ (27,500)	\$ (72,500)	\$ (72,500)	\$ (72,500)	\$ (72,500)	\$ (72,500)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)	\$ (45,000)
North Queens																										
Truck purchase/Payments	\$ (39,288)	\$ (39,288)	\$ (39,287)	\$ (39,288)	\$ (39,273)																					
Charleston truck fund allocation	\$ (2,857)	\$ (2,857)	\$ (2,858)	\$ (2,857)	\$ (2,857)																					
Tanker						\$ 275,000	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)	\$ (39,286)
Rescue					\$ 100,000	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)	\$ (14,286)
2027 Pumper							\$ 450,000	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ (64,286)
Total Loan	\$ (42,145)	\$ (42,145)	\$ (42,145)	\$ (42,145)	\$ (42,130)	\$ (14,286)	\$ (53,571)	\$ (53,571)	\$ (53,571)	\$ (117,857)	\$ (117,857)	\$ (117,857)	\$ (103,571)	\$ (64,286)	\$ (64,286)	\$ (64,286)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Port Medway - paid to LFD by RQM		\$ 70,000						\$ 100,000				\$ 100,000														
2034 Rescue															\$ 200,000	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)
All Truck Purchases/E	\$ -	\$ 345,000	\$ -	\$ 275,000	\$ 100,000	\$ 550,000	\$ 450,000	\$ 550,000	\$ 450,000	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 650,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 121,145	\$ 157,645	\$ 157,645	\$ 157,645	\$ 185,130	\$ 157,286	\$ 224,071	\$ 224,071	\$ 214,071	\$ 305,857	\$ 291,857	\$ 255,357	\$ 341,071	\$ 301,786	\$ 274,286	\$ 339,286	\$ 267,500	\$ 240,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 20,000
	\$ 25,966	\$ 20,966	\$ 15,966	\$ 15,966	\$ 9,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TTL Loan payments	\$ 183,611	\$ 178,611	\$ 173,611	\$ 201,096	\$ 166,703	\$ 224,071	\$ 224,071	\$ 214,071	\$ 305,857	\$ 291,857	\$ 255,357	\$ 341,071	\$ 301,786	\$ 274,286	\$ 339,286	\$ 267,500	\$ 240,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 20,000	
		INPUT	\$ 28,479	\$ 56,243	\$ 85,179	\$ 153,109	\$ 168,363	\$ 188,404	\$ 223,326	\$ 171,443	\$ 138,639	\$ 147,516	\$ 75,964	\$ 49,088	\$ 55,210	\$ 1,940	\$ 26,176	\$ 83,747	\$ 202,270	\$ 326,862	\$ 457,647	\$ 594,747	\$ 838,290	\$ 1,088,403	\$ 1,345,218	
		2.0%	\$ 201,375	\$ 230,032	\$ 234,633	\$ 239,325	\$ 244,112	\$ 248,994	\$ 253,974	\$ 259,053	\$ 264,234	\$ 269,519	\$ 274,910	\$ 280,408	\$ 286,016	\$ 291,736	\$ 297,571	\$ 303,522	\$ 309,593	\$ 315,785	\$ 322,100	\$ 328,542	\$ 335,113	\$ 341,815	\$ 348,652	
			\$ (173,611)	\$ (201,096)	\$ (166,703)	\$ (224,071)	\$ (224,071)	\$ (214,071)	\$ (305,857)	\$ (291,857)	\$ (255,357)	\$ (341,071)	\$ (301,786)	\$ (274,286)	\$ (339,286)	\$ (267,500)	\$ (240,000)	\$ (185,000)	\$ (185,000)	\$ (185,000)	\$ (185,000)	\$ (85,000)	\$ (85,000)	\$ (85,000)	\$ (20,000)	
			\$ 56,243	\$ 85,179	\$ 153,109	\$ 168,363	\$ 188,404	\$ 223,326	\$ 171,443	\$ 138,639	\$ 147,516	\$ 75,964	\$ 49,088	\$ 55,210	\$ 1,940	\$ 26,176	\$ 83,747	\$ 202,270	\$ 326,862	\$ 457,647	\$ 594,747	\$ 838,290	\$ 1,088,403	\$ 1,345,218	\$ 1,673,870	

Truck purchases	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36	36/37	37/38	38/39	39/40	40/41	41/42	42/43	43/44	44/45
Greenfield				P/T											P/T											
Liverpool		P/T					LADDER	P/T				P/T														
Mill Village												P/T														
North Queens					Rescue				P/T																	
Port Medway		P/T						P/T				P/T				Rescue										



POLICY NO. 82

Fire Department Capital Purchases and Operating Grants

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows: This policy shall be known as Policy Number 82 and may be cited as "Fire Department Capital Purchases and Operating Grants".

POLICY PURPOSE

It shall be the policy of the Region of Queens Municipality (RQM) to establish protocols for the replacement and purchasing of capital vehicles for Fire Services within the Region and to ensure the financial viability and affordability for both Fire Departments and the Region of Queens.

DETERMINATION OF NEEDS

The determination of capital vehicle needs as shown on Schedule A for purchasing will be mutually agreed upon and reviewed every five (5) years by the Fire Chiefs. The scope and affordability of the reserve will be at the sole discretion of Region of Queens Municipality.

Schedule A

Department	Vehicle Type	Replacement Year	Vehicle being Removed from Inventory
Greenfield Fire Department	Pumper/Tanker	2015/2016	Ford '87 – Pumper
Liverpool Fire Department	Pumper/Tanker	2016/2017	Pemfab '94 – Pumper
Port Medway Fire Department	Rescue/Utility	2016/2017*	Chevrolet '85 – R/U
North Queens Fire Department	Pumper/Tanker	2017/2018	LRB Fab '85 – P/T
Mill Village Fire Department	Rescue/Utility	2018/2019	Ford '89 – R/U
Charleston Fire Department	Rescue/Utility	2018/2019	GMC '78 – R/U
Liverpool Fire Department	Pumper/Tanker	2019/2020	Freightliner '01 – P/T
North Queens Fire Department	Pumper/Tanker	2021/2022	Metal Fab '96 – P/T
Liverpool Fire Department	Aerial	2025/2026	Lafrance '98 – Aerial

*Schedule Amended – June 8, 2016 – Emergency Services Committee

The criteria used to determine the schedule will be at the discretion of the Fire Chiefs, though, consideration should be reflective of but not limited to:

- a) the age of the vehicle;
- b) the usage;
- c) the condition; and
- d) the community needs.

Fire departments are encouraged to source used vehicles that meet their required needs in an attempt to minimize costs.

If for any reason the schedule for vehicle replacement needs to be reconsidered, due to unforeseen circumstances not in the control of either party, it will be done through consultation with all Fire Chiefs and notice of consensus will be forwarded to the Region.

FUNDING PRINCIPLES

Any capital vehicle purchase balance owing over the fixed amounts listed below will be the responsibility of the Fire Department. The Region's funding will not exceed the following for vehicle purchases:

- a) Pumpers/Tankers - maximum \$275,000.00
- b) Aerial Trucks - maximum \$275,000.00
- c) Rescue/Utility Vehicles - maximum \$100,000.00.

If the Region or Fire Department's financial viability changes, the financial funding will be re-examined and adjusted accordingly to ensure the Region's financial security.

GRANTS

All monies offered by the Region are provided to all Fire Departments upon completion and submission of the Annual Registration form and supporting financial documentation which shall be submitted by the scheduled deadlines in order to receive funding in a timely manner.

For greater clarity budget estimates shall be submitted prior to May's installment payment being issued, and the financial statement signed by an independent reviewer, who is not a fire department member, spouse or relative of a member, shall be submitted prior to the July payment being issued each year.

The Region of Queens will provide an operating general grant to departments to assist in operating costs.

The Region also provides additional funding to Fire Departments through the general tax rate, for general operating costs which are as follows:

- a) Medical Insurance;
- b) Liability Insurance;
- c) Workers Compensation;
- d) Operating Equipment;
- e) Mutual Aid;

- f) Dispatching Services; and
- g) Dry Hydrant Installation/Maintenance.

All operational grant funding will be based on the equivalent of 5 cents on the tax rate each year fiscal year, as calculated by the Finance Department and distributed between departments based on a formula agreed upon by all Chiefs.

Grant funding will be subject to a review at any time by the Region to ensure viability and shall be reviewed at least every ten (10) years.

Monies provided for the purchase of operating equipment or the operating general grant may be used for capital or operating equipment needs and should be reflected in the annual financial statement. Any building maintenance or capital repairs shall be the responsibility of the Fire Department to fund.

CAPITAL VEHICLE FLEET RESERVE

The Region shall establish a "fire department fleet reserve" that shall be utilized to repay the debt incurred by individual fire departments for the purchase of a capital vehicle.

Pumpers, pumper tankers, one aerial vehicle, rescue and utility vehicles will constitute a capital vehicle purchase; all other vehicle purchases remain the full responsibility of each individual fire department.

Upon purchase of a new capital vehicle, one capital vehicle shall be taken out of service and notification provided to the Region, subject to the retention of one surplus vehicle which will be held for the use of any fire department who may have an unexpected need.

Capital vehicle loans that existed prior to this policy for Liverpool Fire Department will have the yearly payment allocation paid through this new fire department fleet reserve until the debt has been eliminated.

All borrowing of monies and ownership of capital vehicles remain the direct responsibility of fire departments.

Should a financial institution require the Region of Queens to guarantee the fire

departments maximum contribution of \$275,000, each guarantee shall be subject to Ministerial approval through Municipal Affairs as per Section 88(3) of the Municipal Government Act and this approval shall be known prior to any borrowing taking effect.

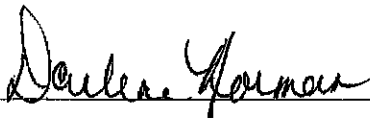
EFFECTIVE DATE

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

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 26th day of September, 2023.

SIGNED by the Mayor and Acting Municipal Clerk this 26th day of September, 2023.



Mayor



Acting Municipal Clerk

Region of Queens Municipality Staff Report

8.4

To: Council

From: Cody Joudry

Date: December 12, 2023

Re: Expense Policy Interpretation Challenges

Background


Council approved the *Administration Policy 7 – Council and Staff Expenses* on January 26, 2021. The policy outlines under what conditions travel expenses should be reimbursed. The Chief Administrative Officer is responsible for the administration of this policy and when there is the potential for misinterpretation or inconsistencies in the policy, clarification is required.

Details

Section 7(4)(d) of the *Administration Policy 7* states:

“Council members and staff shall be reimbursed for expenses incurred according to this policy when travelling to attend the following as authorized by Council or Chief Administrative Office:

(d) attendance at any meeting or function where the Council member or staff member has been officially invited as part of their role as a member of Council or administration and for which they play a designated role during the meeting or function[.]”



Best practice is that employees who incur expenses they would not otherwise incur if they did not have that job should be reimbursed for those expenses. Staff have a certain level of autonomy and are often responsible for managing their time. The following is an example where the policy may not align with normal practices.

Example: A director learns there is an in-person event occurring in Halifax about grant programs that the Municipality may be interested in applying for.

Since the Director has not been “officially invited” they don’t meet the definition to receive reimbursement. In addition to this, there is no clear definition of what constitutes “designated role” and who decides that. It would be normal practice that staff, to a large degree, are able to make judgement calls about who to be the most effective in their duties.

In applying this to a Councillor, the Department of Municipal Affairs and the Nova Scotia Federation of Municipalities Guidebook for New Councillors states:

“Staying informed on the concerns facing the greater community will also help you to discuss these issues when they arise at council. Best practices include regularly speaking with, and learning from, your constituents and their concerns in the municipality. Raising relevant issues at the council table is an important part of your role as the voice of the residents you serve.”

If Councillors attend social and community events to talk with constituents in their district or elsewhere in Queens, are they performing their duties as a Councillor?

Option/Recommendation:

Staff are requesting Council discuss the intent of this policy. Once Council clearly indicates their intent, staff will bring back clarifying language for the policy for Council approval.

Policy Subject / Title - COUNCIL AND STAFF EXPENSES

GENERAL PURPOSE OF POLICY

- 7.1 It shall be the policy of Region of Queens Municipality to have a standard travel policy for elected council members and staff that clearly sets out what travel costs are reimbursable and the designated amounts.

POLICY APPLICATION

- 7.2 This policy shall apply to all Members of Council, staff where there is not a collective agreement in place covering such items, and all members of the public appointed to committees by Council.

POLICY DETAILS

- 7.3 Council members and staff covered by this policy shall be eligible for reimbursement for travel costs incurred when such costs are authorized by Council or Chief Administrative Officer according to the criteria noted below.

TRAVEL

- 7.4 Council members and staff shall be reimbursed for expenses incurred according to this policy when travelling to attend the following as authorized by Council or Chief Administrative Officer:
- a. meetings of Union of Nova Scotia Municipalities and Association of Municipal Administrators, Nova Scotia
 - b. meetings of Committees, Boards or other Agencies for which the person is appointed by Council and authorized by the Chief Administrative Officer
 - c. attendance at conferences, workshops, or meetings where Council or the Chief Administrative Officer has approved such attendance in advance
 - d. attendance at any meeting or function where the Council member or staff member has been officially invited as part of their role as a member of council or administration and for which they will play a designated role during the meeting or function
 - e. meetings of Council
- 7.5 All council travel within one's electoral district is deemed to be incidental to the discharge of one's duties and is included in the elected officials' remuneration.
- 7.6 Notwithstanding Section 7.5, where a council member is required to travel more than 50 kilometres within their district on a single trip, reimbursement may be requested.
- 7.7 All Council members and staff shall be reimbursed for the use of one's private vehicle when on approved travel at a kilometre rate equal to the Province of Nova Scotia's current mileage rate.

Policy Subject / Title - COUNCIL AND STAFF EXPENSES

- 7.8 Council members and staff that choose to rent a vehicle for approved travel shall be reimbursed for the exact costs of the rental and gas purchase associated with the rental if supported by the original receipts.
- 7.9 Persons covered by this policy shall be reimbursed for the most economical travel method available considering the distance and location, including airfare, bus, taxi, parking, etc. if supported by original receipts.
- 7.10 All persons covered by this policy are encouraged to carpool whenever possible to reduce travel costs.

REGISTRATION FEES

- 7.11 Registration fees that are payable for approved training shall be reimbursed for all Council members and staff.

MEALS

- 7.12 Meals required to be obtained while travelling on approved municipal business which requires the elected official or staff member to be away from home shall be reimbursed at cost if supported by the original receipt and deemed to be reasonable based on the location of the meal and be approved by the Chief Administrative Officer. Should a member of Council disagree with a decision of the Chief Administrative Officer in this respect, a right of appeal to Council shall exist.
- 7.13 No reimbursement shall be made for meals which are provided as part of a conference or workshop where such registration fee includes specific meals.
- 7.14 Alcohol is not a reimbursable expense.

ACCOMMODATIONS

- 7.15 When travel on municipal business requires a person to be away from home for one or more nights, the person shall be entitled to reimbursement for the total cost of the hotel stay if supported by the original receipt. Such hotel shall be obtained seeking the best possible rate for reasonable accommodations.

INCIDENTALS

- 7.16 When away on approved municipal business, elected officials and staff shall be reimbursed for incidental charges upon submission of a receipt for items like phone calls, parking fees, etc. subject to approval of the Chief Administrative Officer.

Policy Subject / Title - COUNCIL AND STAFF EXPENSES

REIMBURSEMENT APPLICATION

7.17 All applications for travel reimbursement shall be submitted on the authorized municipal travel expense claim form and be signed by the Chief Administrative Officer when approved for payment. Such claims shall be made not less than monthly.

APPEAL PROCESS

7.18 When a Member of Council's expense claim, in whole or in part, has not been approved for reimbursement, and where the Member of Council believes that their expense claim complies with this policy, that Member of Council may submit an appeal in writing to Council within 30 days of the day of denial outlining the appropriate sections of this policy that apply and the rationale for the expense, including copies of any pre-approvals required under this policy.

7.19 Upon receipt of an appeal from a Member of Council, Council shall review the matter in public session at the next appropriate meeting and determine whether the appeal shall be granted or the original decision upheld. Both the Mayor and Chief Administrative Officer shall be present to explain the reason for their decision and the Mayor as a member of council is entitled to vote unless otherwise disqualified.

PUBLIC REPORTING

7.20 Approved expense claims for all members of Council and Chief Administrative Officer shall be publicly reported quarterly within 90 days of the end of each fiscal quarter.

REPEAL

7.21 Administrative Policy 7 Respecting Council and Staff Expenses adopted by the Council of Region of Queens Municipality on November 27, 2018, is hereby repealed.

Approved by Council: January 26, 2021

Effective Date: January 26, 2021

Region of Queens Municipality Staff Report

8.5

To: Council

From: Steve Burns, Manager of Events, Promotions & Sponsorship

Date: December 12, 2023


Re: QPEC - Concessions Proposal

Background

Food and beverage operations at Queens Place Emera Centre (QPEC) have undergone many changes since the facility opened, December 2011. Originally, staff were hired with the intent for them to manage concessions services as employees of the Region of Queens Municipality (RQM) and QPEC. This scenario existed for a few months at which time, both the operation and management of food and beverage fell entirely to QPEC management lasting up to March 31, 2016. Since that time various operational models have been used to manage concession services, including both by private businesses and local organizations.

The primary method of recruitment to acquire concessions operators has been via the Request for Proposals (RFP) process. The last RFP that was issued for concessions operations closed September 2022.

Early Fall 2022, a contract was signed with the Liverpool Junior B Hockey Club. Within that contract was a clause allowing for concession operations by the team, with conditions. In November 2022, upon satisfying compliance items as requested by RQM and the NS Department of Environment and Climate Change, the Hockey Club began concessions operations. The operation continued throughout the remainder of the regular season as well as the



playoffs and ended at the conclusion of the 2023 Don Johnson Memorial Cup Atlantic Junior B Hockey Championship which was hosted at Queens Place, in late April 2023.

In August 2023, the Friends of Hank Snow Society who host the annual Hank Snow Tribute at Queens Place Emera Centre, operated concessions upon meeting the required compliance items.

Over the years, beyond the RFP process, several enquiries from both the public and private business have been verbally reviewed, but have not resulted in formal proposals being received for review and consideration.


On Friday November 24, 2023, staff were approached by the President of the Kiwanis Club of Liverpool with an inquiry suggesting the Kiwanis Club of Liverpool assume concession operations.

Details

A formal letter of proposal was received from the Kiwanis Club of Liverpool for consideration dated November 30, 2023. Staff had a discussion with the President of the Kiwanis Club of Liverpool, on December 4, 2023, regarding concessions operations.

The outline of the proposal is:

- The Kiwanis Club of Liverpool requests the opportunity to operate concessions as an endorsed activity of the Club.
- That the Kiwanis Club of Liverpool would be the organization responsible for concessions operations and who would be responsible for; holding the appropriate insurance to be requested by the Municipality; compliance regarding volunteers; ensuring the required food safety certificates are in place; and the appropriate food operating permit.
- Operation of concessions for selected hockey games and ice activities and potentially special events. Queens County Blades and Queens County Minor Hockey Association would be the supporting organizations who would assist with concessions operations under the oversight of the Kiwanis Club of Liverpool, providing an opportunity for all three local organizations to raise funds.



The Kiwanis Club of Liverpool has indicated that should a viable contracted option for concessions operations come forward during their term, they would step aside.

Staff are seeking direction from Council on key questions:

1. Does Council wish to consider an agreement with Kiwanis to operate concession services at QPEC?
2. If so, does Council want this to be for this “ice season” (i.e. QPEC switches to summer operations) so staff can conduct a call for proposals which would have a longer length (i.e. 2-5 years) and provide an opportunity for all interested parties to indicate if they are interested?

Applicable Legislation

Section 61(1)(2) of the *Municipal Government Act* (MGA) provides that a municipality or a village may agree with any person for the provision of a service or a capital facility that the municipality or village is authorized to provide; and an agreement made pursuant to subsection (1) may allow for the lease, operation or maintenance of the facility or provision of the service by a person, including the sale or disposition to that person of property of the municipality or village that continues to be required for the purposes of the municipality or village, as the case may be.

Budget Impacts

Included in the Region of Queens Municipality 2023-2024 operating budget was \$8250, for concessions equipment.

Recommendation

THAT Council of the Region of Queens Municipality direct staff to negotiate an agreement with Kiwanis Club of Liverpool for concessions operations for an initial term of six (6) months.

Communications

N/A



Kiwanis Club of Liverpool

P.O. Box 824, Liverpool, N.S. B0T 1K0

November 30, 2023

To Region of Queens Municipality

On behalf of the Kiwanis Club of Liverpool, I am proposing that our organization run the canteen at QPEC, with the support of both the Queens County Blades and the Queens County Minor Hockey Association, as a community project.

The Kiwanis Club of Liverpool would be the organization of responsibility listed in any agreement or documentation to operate the canteen.

We understand that specific insurance must be provided as will be requested by the Municipality. In addition, we will provide the appropriate level of food establishment permit and food safety certifications for food handlers. We will adhere to any conditions set out at the facility level to operate the canteen. Should a more permanent solution be found to operate the canteen during our term we would step aside.

Our goal would be to open within regular facility of hours operation during selected tournaments, special events and higher-level ice hockey.

Initially, the plan is to only offer hot dogs, coffee, tea and hot chocolate. We would eventually build up to adding items such as fries and hamburgers. The profits would be split between the 3 organizations, based on their participation.

This would be an opportunity for all 3 groups to raise some much-needed funds for our respective programs.

Thank you for your consideration of this project and look forward to your reply. If you have any questions, you can call me at 902-350-2256.

David Schofield
President.

Ted Bulley
Treasurer

