

Region of Queens Municipality Regular Council

Tuesday, January 9, 2024

9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

3.1 Pemsik Conservation Mosaic

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – December 12, 2023

6.2 Special Council – December 7, 2023

6.3 Special Council – December 19, 2023

7.0 Recommendations

7.1 Road Naming – Lingley Lane

7.2 Road Naming – Audrelyn Lane

7.3 QPEC Concessions Operations

8.0 Discussions

- 8.1 Council Implementation Report
- 8.2 Community Area Rate Policy Discussion
- 8.3 Electronic Voting for 2024 Municipal Election

9.0 In-Camera Items

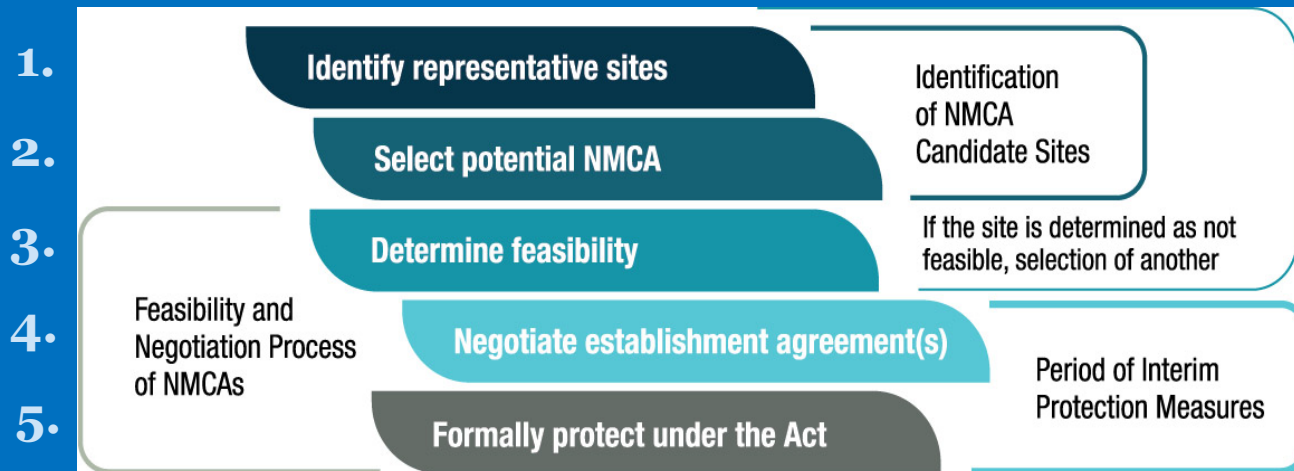
- 9.1 Contract Negotiations
- 9.2 Legal Advice

10.0 Adjournment



NMCA Establishment Process

Guided by these **five steps**:



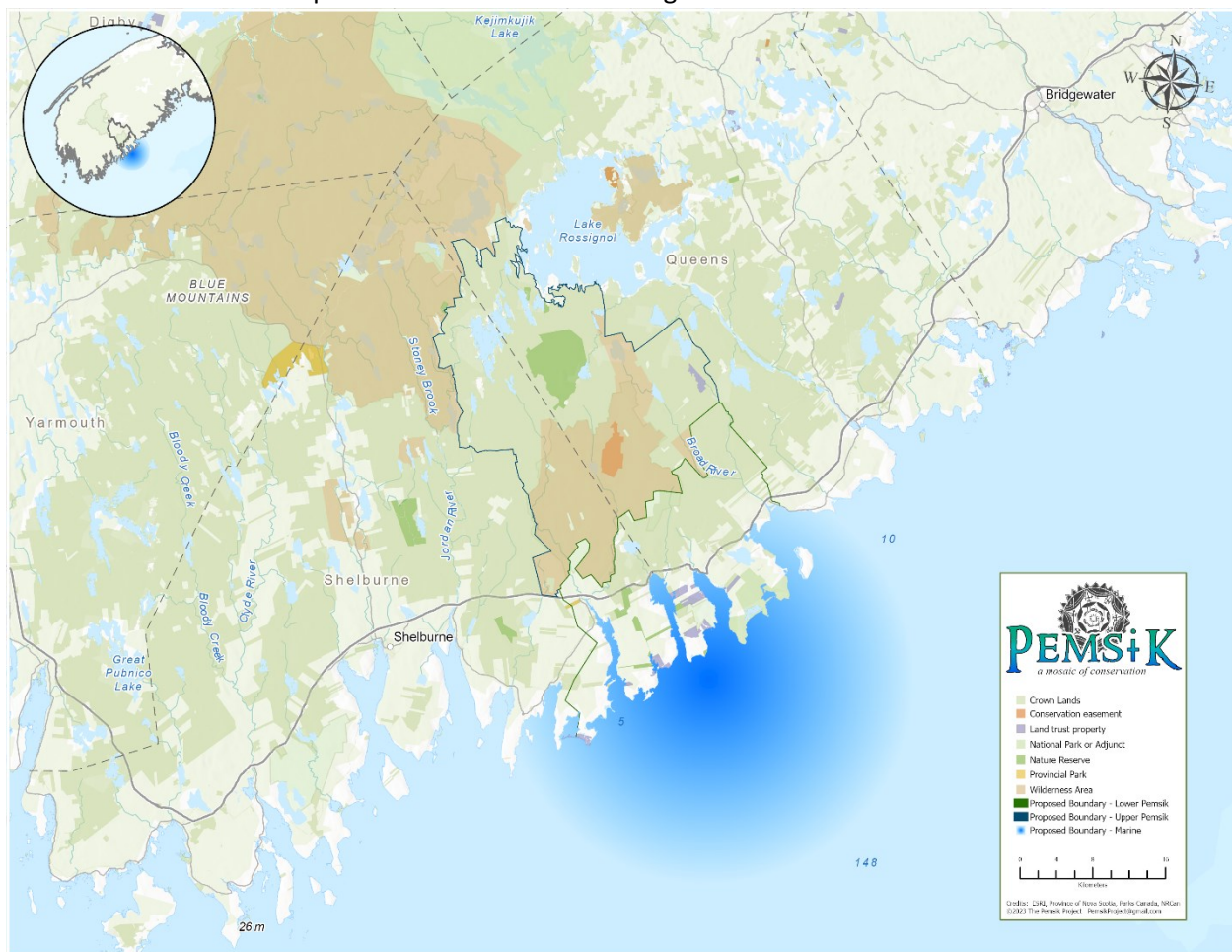
Represents one of 29 Marine Regions
Study site selected
Secure support for Feasibility MOU
Feasibility MOU signed
Feasibility Steering Committee
Indigenous Knowledge studies
Socio-economic, ecological studies etc.
Rights-, stakeholder & public support
Site deemed feasible
Negotiation MOU signed
Final boundaries determined
Develop governance models
Exploration/ Development moratorium
Land transfer agreements
Impact Benefit agreements
Interim Protection



P e m s i k

A Mosaic of Conservation in Kespukwitk

The Indigenous-led vision of Pemsik within the Kespukwitk district of Mi'kma'ki is a coordinated and collaborative conservation area that brings together existing initiatives and works to fill gaps in terrestrial and marine protection. This mosaic of conservation proposes to connect the Tobetic Wilderness Area to the lands, watersheds, and marine waters adjacent to Port Mouton, Port Joli, and Port l'Hebert, as well as the Broad and Sable Rivers. Partners of the Pemsik project are working towards safeguarding the cultural and natural values that are critical to the identity and livelihoods of the Mi'kmaq and rural communities throughout South West Nova Scotia.



A National Marine Conservation Area (NMCA) has been proposed as the federal legislative tool for application in the marine component of the Pemsik vision. The whole mosaic of conservation will involve many legislative tools and welcomes a diversity of perspectives and approaches to realizing it.

pemsikproject@gmail.com

What is a NMCA?

NMCAs are a type of marine protected area administered by Parks Canada that protect and conserve healthy and resilient marine ecosystems, conserve cultural heritage, provide lasting benefits for Indigenous peoples and coastal communities, create enjoyable experiences for visitors, and promote awareness and understanding among Canadians.

What is the purpose of a NMCA?

NMCAs are established for the purpose of protecting and conserving representative marine areas for the benefit, education, and enjoyment of the people of Canada and the world. NMCAs contribute to the Government of Canada's commitments achieving the conservation of 25 percent of marine and coastal areas by 2025, and 30 percent by 2030, while helping to advance reconciliation with Indigenous peoples.

How does Parks Canada and its partners achieve the purpose of NMCAs?

Eight interconnected and mutually reinforcing management goals guide Parks Canada's work to achieve the purpose of NMCAs through shared governance with Indigenous governments and communities:

- Protect marine ecosystems and biodiversity to maintain or improve ecological sustainability
- Conserve cultural heritage
- Manage use in an ecologically sustainable manner
- Support Indigenous leadership in marine conservation
- Contribute to the well-being of Indigenous peoples and coastal communities
- Facilitate opportunities for meaningful visitor experiences
- Enhance awareness and understanding of NMCAs
- Advance effective collaboration for management

Will there be any benefits for local communities in protecting this marine area?

The well-being of Indigenous peoples and coastal communities is intrinsically linked to healthy coastal and marine spaces. NMCAs provide a range of benefits including ecosystem services, local food sources, a sense of place, and opportunities to pursue sustainable livelihoods and traditional and recreational activities. They also play a vital role in protecting species, habitats, and ecosystems, mitigating climate change impacts, and providing social, economic, and cultural benefits to communities.

A NMCA provides opportunities to local and Indigenous communities through the development of a conservation economy. Sustained investments will result in the creation of local jobs, business opportunities, investments in youth, research and monitoring, and other economic benefits.

What activities are prohibited within a NMCA?

The Canada NMCA Act prohibits the exploration and extraction of hydrocarbons, minerals, aggregates or any other inorganic matter upholds strict limits on the disposal of substances in the waters within NCMAs. In addition, the federal Protection Standard for MPAs prohibits bottom trawling, disposal at sea of waste and other matter, dumping of fill, deposit of deleterious drugs and pesticides. The Standard also enhances restrictions on vessel discharges.

What type of fishing is permitted in NMCAs?

NMCAs can support commercial, community-led and recreational fisheries that are carried out in an ecologically sustainable manner and compatible with the purpose and objectives of each NMCA.

Bottom trawling is prohibited in all federal marine protected areas established after 2019.

Region of Queens Municipality Regular Council Tuesday, December 12, 2023 9:00 a.m.

Minutes

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

1.0 Call to Order

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

Years of Service Awards

The following employees received their Years of Service Awards:

5 Years

Lucas Harvey – Engineering & Public Works

Ronald Levy – Engineering & Public Works

10 Years

Alex Comeau – Engineering & Public Works

Richard Lane – Economic Development

Steve Burns – Economic Development

David Kelly – Engineering and Public Works

Amy Hatt – Hillview Acres

15 Years

Meaghan Roberts - Recreation

Rodney Weagle – Engineering & Public Works

20 Years

Audrey Wamboldt – Hillsview Acres

Dwayne Hurshman – Engineering & Public Works

2.0 Changes / Approval of Agenda

Mayor Norman – Move Item 7.6 Liverpool Library – Site Selection under Discussion and it becomes Item 8.6.

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

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

5.0 Public Question / Comment Session

Tom Raddall, 123 Main Street/497 Shore Road, Mersey Point – Mr. Raddall circulated an article to Councillors from the Globe & Mail – “Paying more attention to the health and social benefits of libraries is overdue”.

He stated he recently resigned from the Library Steering Committee. As Honorary Chair, he was one of three members of the public that met regularly for eighteen months. There were specific Terms of Reference and mandates. A lot of work, time and effort was put into the Committee. The recommendations from the Committee were disregarded. Of the three non-staff members on the Committee, only one, Susan, remains. He noted that there has not been any recognition of the resignations.

The path forward can be fixed. A county of this size needs a library. Today's libraries are more than books, they are multipurpose community centers and if the Call Center is not deemed temporary, due to its location, the library will die versus being the community hub it was designated to be.

He urged Council to consult with the residents and form a new, larger Committee. He expressed the need to have public consultation.

Dan McLaren, 157 Waterloo Street, Liverpool – Mr. McLaren stated he is a frequent user of the library and is in favour of the location being in the proposed location. He has heard a lot of negative comments on access, and noted that Queens Transit could provide transportation to the library. He urged Council to move forward.

Suzanne Marcar, 225 Eagle Point Road – Eagle Head – Ms. Marcar voiced her concern over the Steering Committee's recommendations being ignored. She supports Mr. Raddall and urged Council that the proposed location be temporary and look for a more suitable location.

Christopher Clarke, 34 Bootlegger Road, Liverpool – Mr. Clarke, Chair, Home for Special Care, thanked Council for their support. The mortgage agreement with Nova Scotia Housing has been signed. An agreement has been made for the selection of steel and envelope of the building. Progress is being made.

Terra Berzina, 49 Main Street, Liverpool – Ms. Berzina voiced the importance of libraries in communities, but more importantly, accessibility is the key to unlocking their full potential. By placing the library away from pedestrian traffic, limits opportunities for a significant portion of the population.

She referred to the Region's Municipal Planning Strategy which was adopted by Council in May 2022. Throughout the MPS, library services are not mentioned. The lack of mention may have contributed to the diminished recognition for support of libraries. She quoted Section 410.1 of the MPS in which libraries was not mentioned, but Council is committed to valuing centrally located uses such as schools, community centers and medical facilities.

By adopting the MPS, Council endorsed a vision where diversity is celebrated. By relocating the library to a location where transportation is needed with exclude a large percentage of our diverse population, and would be in conflict with the MPS. She noted the use of environmental sustainability being mentioned throughout the document and quoted Section 4.3. By permanently siting the library permanently at the Harley Umphrey location and not committing to sidewalk installation, Council is not in line with the adopted policy which is covered under Section 4.5.5.

She urged Council to reconsider and look at sites more pedestrian accessible. She suggested Main Street location or by the Emera Center.

Susan DeChamp, 2 Milford Street, Milton – Ms. DeChamp stated she a public member and Vice Chair of the Library Steering Committee. She pointed out that at no point during a Steering Committee meeting that any motion or vote was taken for the Liverpool Development Center.

The Terms of Reference states that the agenda is to be provided to all Steering Committee members 4 days prior to a meeting, and this has not been happening. At the November 15, 2023 meeting the Interim CAO distributed the agenda for the meeting which left no time to formulate thoughts or questions on the items. At this meeting the Committee was informed that Council had decided the best place for the library was the Liverpool Business Development Center. There was no discussion.

The understanding is the Steering Committee makes recommendations and Council makes decisions. The Library CEO was present at the meeting and asked for clarification on the decision; permanent or temporary. She was informed it was permanent, with the caveat that future Council could change it. The building was then toured.

Of the 110 entries from the on line survey which the Region conducted, there was a repeated reference to central location, and now it's being moved to the fringes of town with no sidewalks and poor lighting.

After Council asked the Project Manager to investigate placing both a pool and library at the Queens Place location, a meeting was held and it was determined it was possible to put the pool there, but not the library. Councillor Amirault is the Chairman of the Library Steering Committee and in the Terms of Reference, part of that role is ensuring appropriate research, directions, and recommendations are given to the Steering Committee. There were no next steps or directions.

She voiced her concern of only recently learning of the resignation of a peer member of the Committee, leaving her as the only member. In the Terms of Reference there is mention of recruitment of replacement members. She has not heard anything for a replacement.

Susan McGibbon, 127 Main Street, Liverpool – Ms. McGibbon urged Council to reconsider their decision on the proposed library location, and suggested making it temporary until there is community engagement.

She further commented on the concerns raised on funding and suggested that the Steering Committee investigate grants which is available for libraries.

Donna Simms, 55 Brooklyn Shore Road, Brooklyn – Ms. Simms voiced having the library on the Queens Place land would be the best choice. Conversations with librarians said this location would enrich seniors and provide socialization. She urged Council to reconsider.

Alisa Hemeon, 24 Atkins Lane, Port Medway – Ms. Hemeon stated she is a staff member of the South Shore Regional Library, as well as resident of Queens. The LCLC in Bridgewater often has families using various services available and the homeless often use the facility as a warming center during the winter. Libraries have advanced to offer soft social services; i.e. seniors getting help with medical records from Covid vaccines, etc. Having a place that is not accessible by walking or having to arrange transportation or paying for transit may prevent the community from being able to serve all of its constituents. She urged Council to rethink the location and having it close to the seniors, hotel, recreation center, and a grocery store would provide more benefits to the community.

William Lindsay, 225 East Eagle Point Road, Brooklyn – Mr. Lindsay stated he agrees with all the comments on the proposed location and urged Council to make the Call Center a temporary location and instead have it centrally located.

Larry Gibbons, 112 Main Street, Liverpool – Mr. Gibbons stated he could think of no worse place for the library than in the Call Center. He voiced that any Councillor that does not have a library card, then they should abstain from voting.

6.0 Approval of Minutes

6.1 Regular Council – November 28, 2023

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

THAT the minutes of the Regular Council meeting held November 28, 2023 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – November 28, 2023

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

**THAT the minutes of the Public Hearing held November 28, 2023
be approved as circulated.**

MOTION CARRIED unanimously.

7.0 Recommendations

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

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

**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.**

Kelley-Anne Hurley, Bylaw Enforcement Officer, stated the residence
of 1828 Medway River Road, Riversdale is located in the woods along

Medway River Road overlooking the Medway River. Anyone driving by this location can openly see the residence and its yard is in total neglect. Currently no one resides at the residence and is falling into being unsightly. A large pile of assorted items, belongings, tools, tires, and household garbage have all been dumped and spread across the front yard. This property has come to our roster recently and would like to have cleaned up. We have been in contact with the property owner but unfortunately has not been able to attend this morning, but has been advised to pick up the garbage and transport it to the RQM landfill facility. The owner fully understands the process leading to a full clean-up and has assured that it will be done within the thirty days.

MOTION CARRIED unanimously.

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

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

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 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.

Bylaw Enforcement Officer Hurley stated the property 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 the 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. 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 on the road;
5. The fascia, as is the building, 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.

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. These are our recommendations offered to your today.

MOTION CARRIED unanimously.

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

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

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 removal 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.

Jason Hartung, Bylaw Enforcement Officer, stated the property noted as 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 with the property owner on August 11, 2021, 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 owner has 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.

The recommendation today is that of a 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.

MOTION CARRIED unanimously.

7.4 Infrastructure Grant Program Application

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

THAT Council of Region of Queens Municipality 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.

Joanne Veinotte, Director of Corporate Services, stated the servicing assessment prepared by CBCL was reviewed and contained preliminary costs and provided recommendations to servicing the area and extension services for the Mount Pleasant area.

Director Grant provided estimates for the grant application, which is in two parts; recommended and proposed. There are things that have to be done before the proposed can be. We have to invest in our current infrastructure and capacities. The transmission main needs upgrades, the wastewater lift station needs upgrades and also when looking at servicing the extension, we need to look at the piping of that infrastructure. The estimated cost is \$21.5 Million which includes labour at roughly 40%. If the grant is approved, a more detailed cost estimate will be developed. We will investigate what can do internally and what cannot.

If approved, the grant application will be submitted tomorrow. We can apply for 50%, so \$10.7 Million.

Director Veinotte noted a project of this size will require the dedication of substantial resources from the Engineering and Public Works Department.

Councillor Brown asked with this project, will there be a UARB hearing to review water rates. Director Veinotte noted anytime there is a water project above \$250,000, an application to the UARB is required.

Councillor Charlton noted if a developer were to request an extension in other areas where there are water services, the total cost of the project is not just to service a particular area of Queens. Director Grant stated a lot of the work will support development, there is a lot of work to be done regardless to our infrastructure in order to enable sustainability of our system to provide development opportunities. A portion would be for development to Mount Pleasant only. Director Veinotte noted that when the project is further along in the process costs will be analyzed.

MOTION CARRIED unanimously.

7.5 Request for Funding for New Year's Levee

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

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.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Road Naming – Lingley Lane

Mike MacLeod, Director of Planning and Development, stated a request for the naming of a private road has been submitted which would see the naming of a new road off Cobbs Ridge Road in Liverpool named as Lingley Lane. The name choice is acceptable to the Planning Department as it currently does not exist in Queens County and meet policy criteria. The new road is owned by the applicants.

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.

8.2 Road Naming – Audrelyn Lane

Director MacLeod stated a request for the naming of a private road has been submitted which would see the naming of a new road off Willow Lane in Summerville Center named as Audrelyn Lane. The name choice is acceptable to the Planning Department as it currently does not exist in Queens County and meets policy criteria. The new road is owned by the applicants.

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

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

MOTION CARRIED unanimously.

Mayor Norman called for a Recess. Meeting reconvened at 10:32 a.m.

8.3 Mill Village Fire Department Truck Purchase

Director Veinotte stated she was contacted the end of November by the Mill Village Fire Department regarding the guarantee on the loan payment for a fire truck they were going to be purchasing and taking possession of in January 2024. The proposed schedule has not been adopted by all the fire chiefs but did allow for the Mill Village Fire Department buying a fire truck but it was in the 2024/2025 fiscal year, so it is after April 1.

Are Council going to allow Mill Village Fire Department to purchase a fire truck outside the proposed plan which was seen by the chiefs but not formally approved, or outside the policy?

There is a loan guarantee with the truck. The benchmark Council provides is \$275,000 to be provided to the department over 10 years. Not in the year of purchase, but the 10 years following supported by the reserve that is funded by 2 cents per year for an operating budget. Does Council approve of Staff applying for Ministerial approval to provide the guarantee on those loans as required?

Councillor Gidney stated a revised truck policy was provided to the fire chiefs in September and they agreed, in part, provided one of the purchases be moved to 2031/32. They were notified this would not work as it would not be feasible as the reserve did not support the change. The revised truck schedule was issued to the fire chiefs for their consensus and we have not yet received it. If the revised schedule was approved, the truck purchase would be four months early. The truck they are looking at is \$620,000 and the dealer anticipates that there will be an increase of 6% in January 2024.

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

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

MOTION CARRIED unanimously.

Director Veinotte asked if the Borrowing Resolution would be a separate issue. CAO Joudry said it would be a recommendation.

Concerns were raised by Councillors on the formal consensus of the proposed truck schedule. Councillor Muise noted that consensus with the fire chiefs doesn't seem to be working and suggested amending the policy to a majority vote instead. CAO Joudry stated he would arrange an Emergency Services Meeting.

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

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

MOTION CARRIED unanimously.

8.4 Expense Policy Interpretation Challenges

CAO Joudry stated as outlined in the report there are challenges interpreting the policy as it refers to both Council and staff.

Mayor Norman stated the interpretation is travel outside of a Councillor's district. In the policy, travel within a Councillor's district, if travelling over 50 kms to meet with a constituent, etc., the travel expenses are covered. However, if all of Council travel outside their district, to attend a function, the interpretation of the present policy does not cover travel expenses. If the Mayor or Deputy Mayor were asked to speak at the function, then their travel expenses would be covered.

Some Councillors are in outlying areas and at times all Councillors are asked to attend functions within South Queens. It is affordable for those in South Queens to attend these functions, but is an added expenditure to those travelling from North Queens.

Mayor Norman asked if Council wished to look at a policy that would approve travel for a Councillor to anywhere within Queens for any community function they wish to attend.

CAO Joudry asked for clarification on the meaning of designated role as mentioned in the policy, as it could be interpreted differently. Mayor Norman said it was understood that a designated role was when a member was invited to speak or partake in a function.

Councillor Charlton stated she is in favour of the policy as it is if it is within one's district with the exception of exceeding 50 kms. Councillors do carpool to attend functions to lessen travel expenses. She did question the interpretation of a designated role, and suggested an amendment with the removal of this reference. Deputy Mayor Fancy agreed and suggested the inclusion of a parameter such as an invite to a function.

Councillor Muise left the meeting at 11:07 a.m.

Mayor Norman asked Council to send suggestions and discussion items to CAO Joudry to be brought back at a future Council for further discussion.

8.5 QPEC – Concession Proposal

Steve Burns, Manager of Events, Promotions & Sponsorship, stated a proposal was received from the Kiwanis Club of Liverpool to operate concessions as an endorsed activity of the Club at Queens Place Emera Center. They would be the organization responsible for concessions operation and would be responsible for appropriate insurance, ensure the required food safety certificates are in place as well as the appropriate food operating permit.

Operation of concessions would be 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 under the oversight of the Kiwanis Club, allowing all three local organizations to raise funds.

The Kiwanis Club have indicated that should a viable contracted option for concessions come forward they would step aside.

He asked if Council would endorse a 6-month term for the Kiwanis Club to operate and if a Request for Proposal for a permanent operator be issued.

Meaghan Roberts, Director of Recreation & Healthy Communities, asked about Hank Snow Society using the facility. Mayor Norman suggested either asking the Kiwanis to vacate while they use the facility as this is a source for their funding as well, or be in a partnership with them. Mr. Burns noted the eating establishment permit is not transferrable and suggested during that time the Kiwanis Club step down and then reengage. Council agreed to have Mr. Burns negotiate with the Kiwanis Club on this issue.

Council agreed the Kiwanis Club would be an asset to run the concessions during functions and gave consensus to move forward with free rent for a year.

8.5 Liverpool Library – Site Selection

Mayor Norman stated we have heard from many residents today as well as several emails and phone calls. She asked Council how they wished to proceed.

Councillor Amirault stated she has heard from many residents who were in favour of both proposed library sites; Liverpool Business Development Center and Queens Place area. Residents approved of repurposing the building and we are investing \$2 Million into a new HVAC system.

Councillor Amirault agreed with Susan DeChamp that she should not be the only public representative on the Steering Committee and asked to have ads posted as soon as possible for replacements from those who resigned.

She suggested that Councillor Brown be put back on the Steering Committee as he has been involved and she has only sat in on a couple meetings.

She further agreed to have the Liverpool Business Development Center as a temporary location and the need for more public consultation, from many different areas, to get everyone's point of view. The library has to take into consideration if this is set up as temporary, it will be an open space with washrooms, not to the extent that was planned if a permanent location.

She stated, in Councillor Muise absence, that he has indicated he wished to have it as a permanent location.

Councillors Gidney and Brown agreed with Councillor Amirault to use as a temporary location and the need for public engagement.

Councillor Charlton stated the cost for the library was under rated and agreed to a temporary location. CAO Joudry noted \$3 Million was not sufficient to build a new library and could be closer to \$10 Million.

Consensus was given to staff to work with the library stakeholders and bring recommendations back to Council for consideration at the second Council meeting in January.

9.0 In-Camera Items

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings go In-Camera at 11:55 a.m. to discuss the following:

9.1 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Brown and seconded by Councillor Hawkes that the proceedings exit In-Camera at 12:17 p.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 12:17 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Special Council

Thursday, December 7, 2023, 6:00 p.m.

Via Zoom

Minutes

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

Regrets: Councillor Kevin Muise

1.0 Call to Order

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

2.0 J-Class Roads

Mayor Norman asked each Councillor to provide a road in their district they wished to provide to Nova Scotia Public Works (NSPW) for cost-sharing in capital upgrades for 2024-2025.

The annual provincial budget is only \$1 million to be match by the eligible rural and regional municipalities so funding available for Queens County in the past has been minimal.

The cost-share in re-paving were estimated by NSPW in 2022-2023 at \$300,000 per kilometer. Oliver Street estimates from 2023-2024 set the cost closer to \$700,000 per kilometer or higher.

She stated that Council needed to submit a letter to the Minister on this issue, as the money provided to municipalities is low. A draft letter will be circulated to Council before submitting it.

Councillor Charlton submitted Pleasant Street – Shore Road connector *by Queens Day Care.

Councillor Hawkes submitted Hemlock Street, approximately .4 km.

Councillor Brown submitted Atkins Drive, approximately .19 km.

Councillor Amirault submitted Emeneau Road, first half at Trunk 3.

Deputy Mayor Fancy submitted 19 Morley Street, in front of Civic #19, Forrest Street in front of Civic # 8 – 29 approximately .1 km, and School Street Civic #56-76 approximately .15 km. It was decided to keep the Civic #68 – 76 and per the petition submitted.

Councillor Gidney submitted Wolfe Street, approximately .2 km.

Mayor Noman asked Councillors to reconsider and to only include those roads that are in the most need of repair. Following a roundtable discussion, Councillors agreed on a list of roads to submit.

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

THAT Council of Region of Queens Municipality submit the following J-Class roads to Nova Scotia Public Works for consideration of cost sharing for 2024-2025.

AND THAT the roads be submitted in the following priority order:

- 1. Hemlock Road – first 25% on Route 8**
- 2. Aikens Drive – All**
- 3. School Street – Civic #68 – 76 as per Petition**
- 4. Emeneau Road – 1st Half in on Trunk 3**
- 5. Forest Street – Civic #8 - 29**

MOTION CARRIED unanimously.

3.0 Adjournment

Meeting was adjourned at 7:00 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Special Council

Tuesday, December 19, 2023, 9:00 a.m.

Via Zoom

Minutes

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

Regrets: Councillor Kevin Muise

1.0 Call to Order

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

2.0 Mill Village Fire Department Truck Purchase

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

THAT Council of Region of Queens Municipality agree to the Mill Village Fire Department purchase of an R Series Top Control 4 Door, model 2023ZMV607 Fire Truck at a cost of \$618,966 plus HST as an exception to Policy 82 – Fire Department Purchase and Operating Grants.

AND THAT Council of Region of Queens Municipality approve the Fire Department Guarantee Resolution of the Mill Village Fire Department truck purchase of \$275,000 for the purchase of an International 2023MV607 R Series Top Control 4 Door Fire Truck.

Cody Joudry, CAO, stated discussions were held following last Council meeting with Kendall Farmer, BMO Manager, and it may not be necessary for the Region of Queens Municipality to guarantee the loan, but said that it should remain in the motion.

In discussions with Joanne Veinotte, Director of Corporate Services, it was suggested to amend the motion to include a written letter of confirmation.

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

THAT Council of Region of Queens Municipality direct staff to write a letter for confirming the payment of \$275,000 in loan payments over ten years to the Mill Village Fire Department , starting in 2025 for the purchase of an International 2023MV607 R Series Top Control 4 Door Fire Truck in the absence of an approved truck purchases schedule.

AMENDMENT CARRIED unanimously and reads as follows:

THAT Council of Region of Queens Municipality agree to the Mill Village Fire Department purchase of an R Series Top Control 4 Door, model 2023ZMV607 Fire Truck at a cost of \$618,966 plus HST as an exception to Policy 82 – Fire Department Purchase and Operating Grants.

AND THAT Council of Region of Queens Municipality approve the Fire Department Guarantee Resolution of the Mill Village Fire Department truck purchase of \$275,000 for the purchase of an International 2023MV607 R Series Top Control 4 Door Fire Truck.

AND THAT Council of Region of Queens Municipality direct staff to write a letter for confirming the payment of \$275,000 in loan payments over ten years to the Mill Village Fire Department, starting in 2025 for the purchase of an International 2023MV607 R Series Top Control 4 Door Fire Truck in the absence of an approved truck purchases schedule.

3.0 Adjournment

Meeting was adjourned at 9:11 a.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council
From: Mike MacLeod, Director of Planning and Development
Date: January 9, 2024
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.

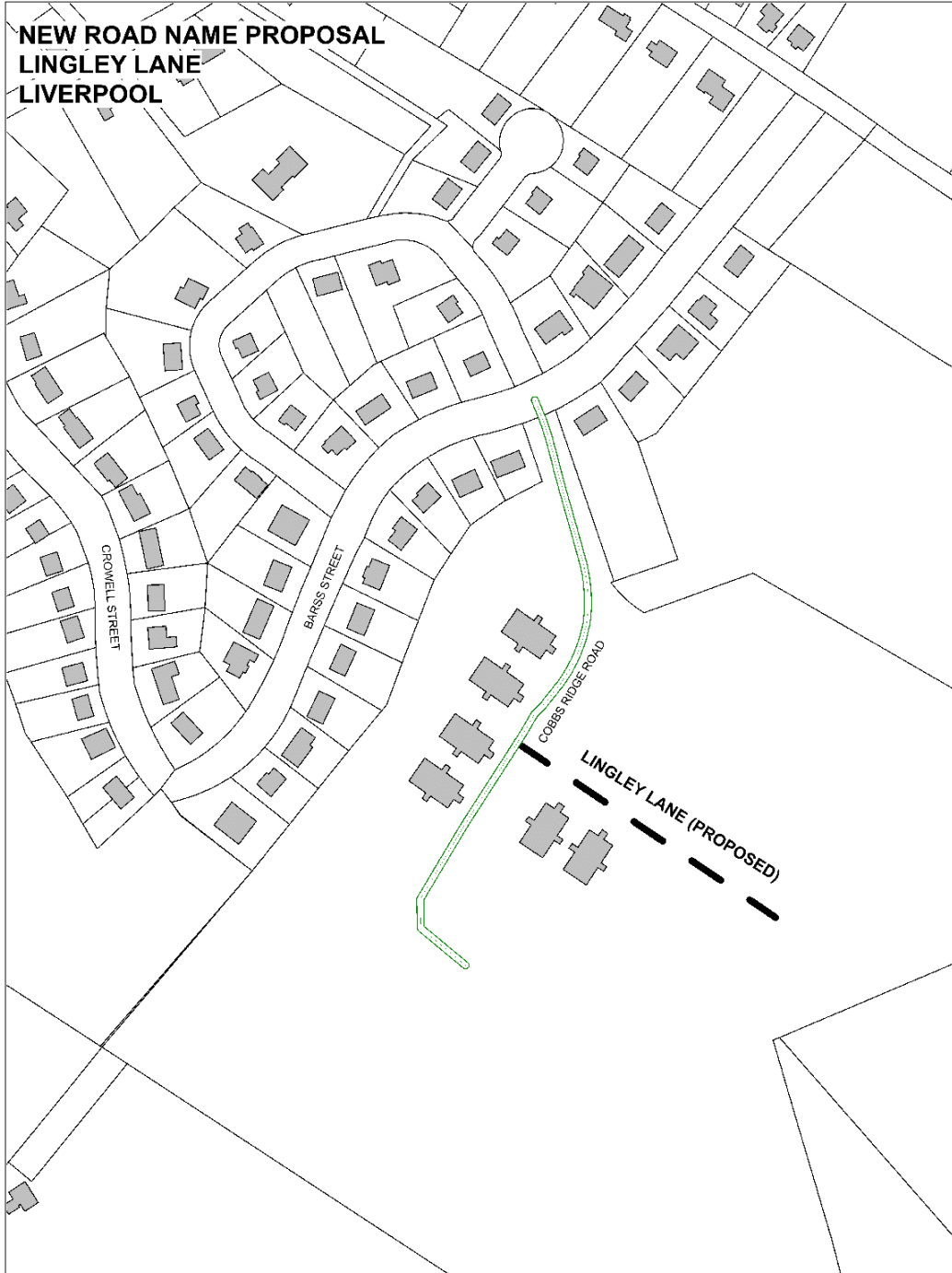
Recommendation

THAT Council of Region of Queens Municipality approve the naming of a new road off Cobbs Ridge Road in Liverpool as **Lingley Lane**.

Communication

The applicant will be advised of Council's decision.

Appendix A



Region of Queens Municipality Staff Report

7.2

To: Council
From: Mike MacLeod, Director of Planning and Development
Date: January 9, 2024
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.

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.

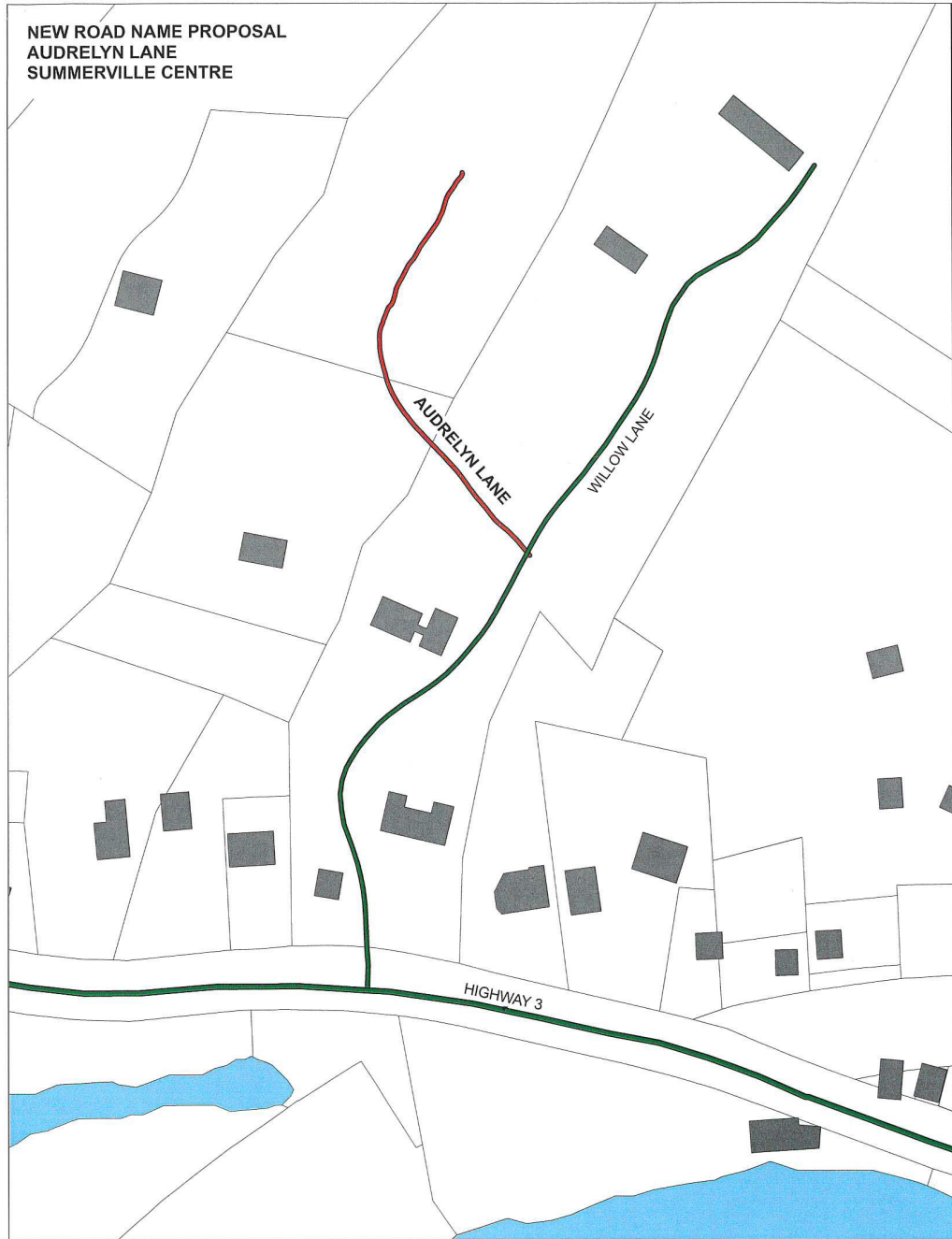
Recommendation

THAT Council of Region of Queens Municipality approve the naming of a new road off Willow Lane in Summerville Centre as **Audrelyn Lane**.

Communication

The applicant will be advised of Council's decision.

Appendix A



Region of Queens Municipality Staff Report

7.3

To: Council

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

Date: January 9, 2024


Re: QPEC - Concessions Operations

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 managed 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 was approached by the President of the Kiwanis Club of Liverpool with an inquiry suggesting the Kiwanis Club of Liverpool assume concession operations.

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 was:

- 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.

The staff report sought direction from Council on key questions:

1. Does Council wish to consider an agreement with Kiwanis to operate concessions 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?

The staff report recommended that Council direct staff to negotiate an agreement with Kiwanis Club of Liverpool for concessions operations for an initial term of six (6) months.

During concession operations discussions, it was consensus of Council that the term be one (1) year in duration and rent free. Council agreed the Kiwanis Club of Liverpool would be an asset to run concessions during functions and gave consensus to move forward with free rent for one (1) year.

Details

Following Council on December 12, 2023, staff have worked with both the President of the Kiwanis Club of Liverpool, the Department of Environment and Climate Change, and applicable municipal staff on the inclusions and requirements in the development of a draft one (1) year agreement.

In investigating the options pertaining to the Eating Establishment Food Permit requirements of the Department of Environment and Climate Change, the following was identified regarding the current food permit process:

1. Two 6-month Eating Establishment Seasonal Permits issued back-to-back is not recommended for the same organization or group. In effect it is a known quantity in advance that they will be operating for one year. Should RQM enter into a 6-month agreement for concessions from January – June 2024 (for example), a subsequent 6-month permit is not likely to be issued from October 2024 – March 2025 or back-to-back (for

example). This creates a logistical quagmire, while would require additional approvals and start-up inspections for all parties.


2. A 6-month Eating Establishment Seasonal Permit could be followed up by a one (1) year Eating Establishment Permit. This would require an entirely new food permit application process for the annual Food Establishment Permit*.
3. A 1-year Eating Establishment Permit could be issued from January 2024 – January 2025, followed up by a 6-month seasonal permit or an additional one (1) year permit*. If a one (1) year permit is followed by a one (1) year permit, the file maintains the same permit number and requires no additional applications. If a one (1) year permit is followed by a six (6) month permit, this would require an entirely new food permit application*.
4. A one (1) year Eating Establishment Permit followed by another one (1) year Eating Establishment Permit is the preferred option and is usually a clear renewal and file continuance.

*Caution: consider that each time a permit is in renewal under a different term length, that new government policy changes may require new rules for permit applicants. No guarantee in all instances, however continuance equals a grandfathered process. Establishing a practice of attempting to close and re-applying new again could be a situation another permit would not be granted. A one (1) year permit followed by one (1) year permit is the preferred method.

Council directed staff to move forward with free rent for one (1) year, however, should the agreement be approved and signed in January 2024, a one (1) year agreement would end in January 2025 which could potentially leave two (2) months of prime ice season without a concessions operator if a renewal of the permit does not take place. This was taken into consideration in the development of the draft agreement under the 'right to renew' section.

In development of the draft agreement, staff also included several clauses to cover the possibility of another operator assuming concessions operations or offering food service during their facility rental or special event being hosted at Queens Place Emera Centre. An example of this would be the Hank Snow Tribute which takes place annually in August.

Also of note is that the Chair of the Liverpool Championship Host Society communicated on December 8, 2024, in a meeting with staff that their signed



host document for the Mixed Doubles Olympic Trials happening December 30, 2024 – January 4, 2025, requires that concessions be open and operational for spectators of the event. This is a requirement that was agreed upon by the Liverpool Championship Host Society without the knowledge of municipal staff. Chair of the Liverpool Championship Host Society noted that should RQM not be able to provide concessions services, that the Society would be able to assume concessions operations in the absence of an operator.

With the interruption of the holiday season, it was not possible to complete the proposed Agreement in time for the agenda deadline, therefore staff are requesting authorization from Council to sign the finished Agreement when all the terms and conditions details are satisfactorily completed. This will also allow staff to seek a legal review of the Agreement prior to signing.

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 enter a one (1) year agreement with Kiwanis Club of Liverpool for operation of concessions at Queens Place Emera Centre at such time that all the terms and conditions outlined in the facility agreement are met, and that the Agreement satisfies a legal review.

Communications

N/A



COUNCIL IMPLEMENTATION REPORT – January – December 2023

Date	Recommendation	Responsibility	Action Taken
Feb. 14, 2023	Approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre.	M. Roberts	The project is currently with the Project Manager for costing.
Feb. 14, 2023	Give approval to register and apply for grants with consultation and approval from the appropriate staff member. The Pool Committee or designate will research and write the grants for approval.	CAO	No requests received by staff at this time.
July 11/23	Approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST.	Adam Grant	In progress.
July 11/23	Approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST.	Adam Grant	PO issued. Equipment ordered.
Aug. 8/23	Approve the purchase of a 2023 Komatsu WA320-8 with extended warranty and trade in of 2009 John Deere 624K loader at a net cost of \$314,700 + HST.	Adam Grant	In progress.

Date	Recommendation	Responsibility	Action Taken
Sept. 12/23	Provide grant funding to the South Shore Multicultural Association in the amount of \$3,000 from the 2023-2024 Community Investment Fund.	S. Sereda	Cheque for 80% of installment was issued on September 18. The final installment will be issued when event is done and final report is received.
Sept. 26/23	Approve a budget for repair of the Milton Centennial Pool facility at a cost of up to \$50,000 plus HST.	Adam Grant	In progress
Sept. 26/23	Approve the purchase of a replacement condenser for Queens Place Emera Center at a cost of \$255,000 plus HST, 10% contingency, plus installation to be funded from operations.	Adam Grant	In progress
Oct. 10/23	Approves the purchase of a 2024 Zamboni 450 from Saunders Equipment Ltd., Fredericton, NB at a price of \$156,500 + HST.	Adam Grant	PO issued.
Oct. 24, 2023	<p>Give notice of its intention to enter into a development agreement with Jasmine and Matthew Mallay to allow for a fixed-roof overnight accommodation operation, consisting of eight (8) rental units, on property identified as PID #70191937 and located on Highway 8 in South Brookfield.</p> <p>AND THAT a Public Hearing be held on November 28, 2023 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 6:00 p.m.</p>	M. MacLeod	In progress.

Date	Recommendation	Responsibility	Action Taken
Nov. 14/23	<p>Direct that Pool Committee and Municipal staff to proceed with the next steps in the South Queens Outdoor Pool Project, including; development of estimated operating budget including expenses and revenue; development of financial plan including possible funding models and grant opportunities for the current capital cost deficit; development of construction procurement options; and obtain further Project Management services.</p> <p>AND THAT Council of Region of Queens Municipality authorize the Director of Recreation & Healthy Communities to be included as a member of the Region of Queens Pool Committee.</p>	M. Roberts	In progress.
Nov. 14/23	Provide grant funding to the Hunts Point Community Hall Association in the amount of \$6,139.05 from the 2023-2024 Community Investment Fund.	S. Serenda	Cheque for 80% of installment to be issued. The final installment will be issued when event is done and final report is received.

Date	Recommendation	Responsibility	Action Taken
Nov. 28/23	<p>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 <i>Municipal Government Act of Nova Scotia</i>.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	K.A. Hurley J. Hartung	<p>Request for Tenders complete.</p> <p>Property posted with Formal Order by RQM Council and Formal Order sent via Registered Mail to the property representative.</p> <p>Order deadline 30 days. To be completed first week January 2024.</p>

Date	Recommendation	Responsibility	Action Taken
Nov. 28/23	Provide grant funding to the Pleasant River Community Hall Society in the amount of \$2,305.00 from the 2023-2024 Community Investment Fund.	S. Sereda	Cheque for 80% of installment issued. The final installment will be issued when event is done and final report is received.
Nov. 28/23	Direct staff to utilize up to \$5,000 from the existing budget to support and promote bio-based manufacturing investment opportunities.	R. Lane	Staff are developing a press release and marketing collateral.
Dec. 7/23	<p>Submit the following J-Class roads to Nova Scotia Public Works for consideration of cost sharing for 2024-2025.</p> <p>AND THAT the roads be submitted in the following priority order:</p> <ol style="list-style-type: none"> 1. Hemlock Road – first 25% on Route 8 2. Aikens Drive – All 3. School Street – Civic #68 – 76 as per Petition 4. Emeneau Road – 1st Half in on Trunk 3 5. Forest Street – Civic #8 – 29 	J. Veinotte	Approved and list submitted to Department.

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	<p>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 <i>Municipal Government Act of Nova Scotia</i>.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>Formal deadline for full clean-up is thirty (30) days.</p> <p>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.</p>	K.A. Hurley J. Hartung	<p>Posted property with Formal Order December 18/23 with 30 day deadline.</p> <p>Sent Formal Order to property owner via Registered Mail.</p>

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	<p>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 <i>Municipal Government Act of Nova Scotia</i>.</p> <p>AND THAT Region of Queens Municipal Council cause an Order to be served upon the 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:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	K.A. Hurley J. Hartung	<p>Posted property with Formal Order December 18/23.</p> <p>Sent Formal Order to property owner via Registered Mail.</p>

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	<p>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 <i>Municipal Government Act of Nova Scotia</i>.</p> <p>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:</p> <p>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 removal by towing from the noted property.</p> <p>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.</p>	K.A. Hurley J. Hartung	<p>Posted Formal Order on December 13/23.</p> <p>Sent Formal Order to property owner via Registered Mail.</p>
Dec. 12/23	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.	J. Veinotte Adam Grant	Approved and Grant application submitted.

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	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.	J. Veinotte	Cheque Req submitted.



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December, 2022

Date	Recommendation	Responsibility	Action Taken
Feb. 22, 2022	<p>Declare the following properties as surplus to municipal needs and have them advertised for sale at fair market value:</p> <ul style="list-style-type: none"> • 70127501 • 70164561 • 70143276 • 70248018 • 70248026 • 70019609 <p>AND THAT Council of Region of Queens Municipality declare the following properties as surplus to municipal needs and offer them for sale to abutting property owners at a minimum bid of \$0.25 per square foot:</p> <ul style="list-style-type: none"> • 70275508 • 70019872 • 70062245 • 70101613 <p>AND THAT Council of Region of Queens Municipality declare the following property as surplus to municipal needs and offer it for sale to abutting property owner for a minimum bid of the cost of land migration, deed preparation and deed recording:</p> <ul style="list-style-type: none"> • 70271812 	M. MacLeod	Staff are in process of drafting a new bylaw respecting sale of municipal property.

Date	Recommendation	Responsibility	Action Taken
Aug. 9, 2022	Approve the initiation of the Bylaw drafting process that would document the conditions required in order to facilitate collection of Road Levies by Region of Queens as part of the tax billing process.	E. Levy	CAO to reassess in new year.
Aug. 9, 2022	Approve the installation of a new barrier free access ramp and building entry on the eastern side of the Town Hall Arts and Cultural Centre (RBC side) to meet the accessibility needs of users of the facility.	Adam Grant	Development Permit approved. Project at 95% complete.



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

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

Region of Queens Municipality Staff Report

8.2

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: January 9, 2024

Re: Community Area Rate Policy Discussion

Background: Region of Queens Municipality Policy 23- Community Area Rate requires that an application requesting each rate must be submitted annually by January 15th. The policy also outlines organizational reporting requirements. This policy will replace Policy 23 – Request for Area Rate. Community Rate and Area Rate references are interchangeable.

Details:

During the Council meeting held November 28th, 2023, there was discussion regarding the revised Area Rate Policy revision.

Council asked for clarity on reporting requirement options, practice in other Municipal units, allowable use of application of area rates and some additional wording or revisions to the policy.

Financial Reporting Requirement Options:

Financial reporting requirements can be tiered based on the amount of the disbursement to the community group. Staff have created a Tiered Reporting Table and included it in the revised policy.

To illustrate the revised financial reporting requirements:



Current date is December 12, 2023

Association ABC would like to apply for an Area rate for the upcoming year 24/25. Their fiscal year end is December 31, 2023.

Their application must be submitted by January 15, 2024. They will be applying for \$12,000 in funding to be collected in the tax billing process – Tier 2.

The financial reporting for that application will include:

Bank statement for month ending 12/31/2022

Bank statement for month ending 12/31/2023

Preliminary financial information from 01/01/2023 to 11/30/2023

Copies of invoices from 01/01/2023 to 11/30/2023 with forecast to 12/31/2023

Financial information per Appendix A for the year ended 12/31/2022.

The historical financial information given will assist staff to assess the needs of the organization and advise Council on evaluation of the need for an Area Rate.

Practice in Other Municipal Units:

Staff reached out to other units to request information on practices. There was only one identified who had a specific Area Rate policy, but there are many who apply different rates to different areas for different purposes. These rates are used to cover costs that are more specific to an area such as: fire protection based on fire service area, sidewalks, local recreation facilities, etc. Most of these area rates support municipal owned assets or services but some, like fire protection, are disbursed to the service providers. Staff could identify very few municipal units that use this method to support community groups that operate independently from the municipal units. The exception being HRM which is referenced below.

The reporting standards range from review by staff only to audited statements for fire departments, with the unit with specific policy requiring a new application each year and charging a fee to the organizations to administer the billing.

HRM has a policy regarding community rates. Key components are:

1. Purpose for the rate
2. Duration of time the rate will be applied
3. Amount of rate
4. Uniform charge or assessment based
5. Catchment area
6. Financial plan including how the fund will be expended and other sources of revenue

Public consultation is organized by HRM staff, after which a report is prepared for Council.

Annual reporting includes submission of a business plan and detailed budget.

Assets related to these rates are owned by the Municipality.

Here is a link to the policy should Council wish to review it further.

[Administrative Order 2019-005-ADM, Respecting the Establishment and Use of Community Area Rates in the Halifax Regional Municipality |](#)

Revised Policy Changes:

Section 17

Should more than one applicant request an area rate in the same area, the cost of the application fee may be divided amongst the applicants at the discretion of the Chief Administrative Officer if the applicants have a common purpose.

Section 19

Any person who owns properties within the area under consideration and are eligible to vote in municipal elections are eligible to cast one vote upon verbally swearing or affirming they are an eligible voter.

Section 22 and 26

January 15th has been changed to February 15th.

Section 24

Should a community organization wish to decrease an existing area rate amount from the amount given in the previous fiscal year, this is not considered a request for a new area rate and may be done by submitting the documents outline in Section 22 with a written request to decrease the area rate amount.

Section 25

Change public engagement requirements for existing rates to the second year of each Council mandate, unless the rate was approved in the prior year.

Section 27

The funds raised from an area rate may be used for
ADD Properties owned by the associations

Section 28

The funds raised from an area rate shall not be used for:
Construction of recreational facilities, or comparable facilities already owned and operated by Region of Queens Municipality in the area or reasonable proximity other than those parks already in existence.

Appendix A

Remove Auditor from the signatures on both sheets.

Addition of INVESTMENTS on the Balance Sheet Asset section

Addition of PREPAYMENTS/DEFERRED REVENUE on the Balance Sheet Liabilities section.

Applicable Legislation:

The Municipal Government Act Section 75 (1) *The Council may spend money in an area, or the benefit of an area, for any purpose for which a municipality may expend funds.*

The Municipal Government Act Section 47 (1) provides that *Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by bylaw.*

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

Budget Considerations:

Approved Area Rates will be included in the budget process.



Region of Queens Municipality

Policy 23 – Community Area Rate

Policy Statement

It is the policy of Region of Queens Municipality to provide registered not-for-profit organizations with the ability to request that an area rate be established with the funds raised to be provided to the organization with the goal of community betterment.

Policy Objectives

1. To provide application procedures to not-for-profit organizations to request area rates
2. To establish uniform guidelines for the approval of area rates
3. To provide an accountability framework for the expenditure of tax dollars raised through an area rate.

Policy Details

Definitions

4. For the purposes of this policy, the following definitions shall apply
 - a. “area rate” means a tax levied on the assessed value of properties within a defined area above a standard tax rate where such money is collected for a specific purpose of either the Municipality or a not-for-profit organization. Can also be referred to as “community rate.”
 - b. “defined area” is the defined area to which the area rate will apply as outlined in the application.
 - c. “complete application” is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.
 - d. “not-for-profit organization “ and “community organization” is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the Legislature and at the time of application is in good standing with the applicable government agency.



Accountability

5. Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Director of Corporate Services.
6. Director of Corporate Services shall bring forth changes to this policy when appropriate to the Chief Administrative Officer for review.

Eligibility

7. To be eligible to submit a request for an area rate, the community organization shall be registered a non-profit organization and in good standing with Nova Scotia Registry of Joint Stock Companies.

Requests for New Area Rates

8. Community organizations may request the establishment of an area rate by January 15th of any given year for consideration in the next Region of Queens Municipality fiscal year.
9. Community organizations shall only request area rates where the organization is based or provides services.
10. Proposals shall include the following:
 - a. A clear statement of purpose and rationale for the establishment for the area rate
 - b. The proposed amount of the area rate in cents per \$100 of assessment or total funding requested
 - c. The proposed area, including the boundaries thereof, and justification for selection of said area
 - d. Financial reporting requirements as outlined in Table A.
 - e. A copy of the organization's incorporation documents including bylaws
 - f. A signed resolution of the organization's directors authorizing the request
 - g. A financial plan for the use of the funds including
 - i. The next year's budget as approved at a Annual General Meeting open to rate payers
 - ii. How the funds from the area rate will be used
 - iii. Any other sources of revenue to be combined with the funds
 - h. The application fee of \$325 plus HST per request.
11. Once received, an area rate request cannot be amended or modified if public consultation has begun.
12. Upon receipt of a complete application per Section 10, Director of Corporate Services shall:



- a. Ensure the request is complete.
 - i. If the request is not complete, Director of Corporate Services shall notify the organization of omissions in the request. The organization will have seven (7) days to provide the omitted documents. Should the organization not provide the omitted documents within that timeframe, the request for area rate shall not proceed and the request shall be denied.
- b. Confirm that the proposal complies with any and all parts of this policy.
- c. Notify Council, CAO, and Municipal Clerk of the request.

Public Consultation and Vote

13. Municipal Clerk shall facilitate a public area rate meeting on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the area where the area rate is being requested where possible.
14. The area rate meeting shall be chaired by the Councillor who has the greatest land percentage of the area under consideration for the area rate.
15. During the public area rate meeting, the applicant shall be given an opportunity to present the request and field any questions. The Councillor chairing the meeting shall also be available to field questions as they relate to the Municipality.
16. A full day vote shall be established no less than 5 days after the public meeting.
17. Should more than one applicant request an area rate in the same area, the cost of the application fee may be divided amongst the applicants at the discretion of the Chief Administrative Officer if the applicants have a common purpose.
18. All votes during a day-long vote shall be done by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website and social media as soon as practical thereafter.

Voting Eligibility

19. Any person who owns properties within the areas under consideration and are eligible to vote in municipal elections are eligible to cast one vote at an area rate vote upon verbally swearing or affirming they are an eligible voter.
20. There shall be no proxy voting during an area rate vote.



21. If a voter is unable to vote due to physical disability, the voter may request assistance of the Returning Officer or Deputy Returning officer to cast a vote.

Renewal of Existing Area Rates

22. Community organizations with an existing area rate shall submit annually to Director of Corporate Services by January 15th:
 - a. Financial reporting requirements as outlined in Table A
 - b. A copy of any updates to the organizations incorporation documents including bylaws
 - c. A signed resolution of the organization's directors authorizing the request
 - d. A financial plan for the use of the funds including
 - i. The next year's budget as approved at an Annual General Meeting open to rate payers
 - ii. How the funds from the area rate will be used
 - iii. Any other sources of revenue to be combined with the funds
 - e. A report outlining usage of area rate funds in the previous fiscal year.
23. Should a community organization wish to increase an existing area rate amount from the amount given in the previous fiscal year, this is considered a request for a new area rate and is subject to the related sections of this policy.
24. Should a community organization wish to decrease an existing area rate amount from the amount given in the previous fiscal year, this is not considered a request for a new area rate and may be done by submitting the documents outlined in Section 22 with a written request to decrease the area rate amount.
25. Existing area rates shall be subject to public consultation and full day vote at the expense of community organization holding the area rate in the second year of Council's mandate unless the rate was approved in the prior year.
26. If community organizations with an existing area rate do not submit the required documents by January 15th of any year, the area rate will not be renewed for the next fiscal year.

Approved Uses of Area Rate Funds

27. The funds raised from an area rate may be used for
 - a. Community events
 - b. Community accessories including signage, picnic tables, benches, and garbage cans



- c. Community beautification and clean up, including maintenance of cemeteries
- d. Maintenance of recreation infrastructure, including infrastructure on municipal lands on the approval of the Municipality
- e. Recreational programming and equipment, including seasonal infrastructure
- f. Operation of small, local community centres
- g. Accessibility upgrades and Inclusive programming
- h. Honouraria for Indigenous consultation and ceremony
- i. Properties owned by the associations.

Prohibited Uses of Area Rate Funds

28. The funds raised from an area rate shall not be used for:
 - a. Reallocation of funds to other community organizations as gifts, grants or other donation without services rendered
 - b. The purchase of real property
 - c. Infrastructure and activities that are generally not open to or of the benefit of the public
 - d. Regional infrastructure, including community centres and other facilities that are designed to deter residents from accessing comparable services or programming in their home communities in Queens County.
 - e. Construction of recreation facilities, or comparable facilities already owned and operated by Region of Queens Municipality in the area or reasonable proximity other than those parks already in existence.
 - f. Political activity
 - g. New sidewalks

Authority

29. Upon conclusion of any public consultation and vote, request for renewal of an existing area rate, or request to decrease an area rate amount, Director of Corporate Services and/or Municipal Clerk shall provide a report to Council outlining the process followed, appropriate statistics, and other relevant information.
30. The decision whether to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

Repeal



Policy No. 23 – Request for Area Rate, adopted by the Council of Region of Queens Municipality on the 9th day of November 2021, is hereby repealed.

OFFICIAL CERTIFICATION

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

SIGNED by the Mayor and Municipal Clerk on this ## day of MONTH, 2023.

Mayor

Municipal Clerk



Appendix A: Financial Reporting

All financial reports submitted to Region of Queens Municipality Director of Corporate Services must be in the prescribed form.

Please add additional sheets to explain 'others' and if more space is required.

DRAFT



Statement of Income and Expenditures for _____
Association Name

For the period ending _____
(yyyy/mm/dd)

Income

Membership Fees _____
Fundraising _____
Sales/Rentals _____
Grants and Donations _____
Investment Interest _____
Other revenue _____
A. Total Income _____

Expenditures

Administration _____
Insurance _____
Utilities _____
Salaries/Honouraria _____
Maintenance and Repairs _____
Other expenditures _____
Other expenditures _____
B. Total Expenditures _____

C. Net Surplus or (Deficit) (A-B=C) _____

D. Surplus or (Deficit), beginning of year _____

**E. Surplus or (Deficit) end of year
(C+D=E)** _____

Director: _____
Signed Printed

Director: _____
Signed Printed



Balance Sheet for _____
Association Name

For the period ending _____
(yyyy/mm/dd)

Assets

Cash and Deposits	_____
Investments	_____
Accounts Receivable	_____
Prepaid Expenses	_____
Equipment	_____
Land and Buildings	_____
Other capital/fixed assets	_____

A. Total Assets

Liabilities

Accounts Payable	_____
Taxes Payable	_____
Mortgage	_____
Prepaid Accounts/Deferred Revenue	_____
Other	_____

B. Total Liabilities

Equity

Retained earnings/deficit	_____
General Reserve	_____

C. Total Equity

Total Liabilities and Equity	_____
(A must equal B+C)	

Director:	_____	_____
	Signed	Printed

Director:	_____	_____
	Signed	Printed



TABLE A – FINANCIAL REPORTING REQUIREMENTS

Fiscal year end	New Applications Jan 15th 202X+1	Renewals Feb 15th 202X+1
Tier 1		
	UNDER \$5000	
December 31, 202X	Appendix A financial information as of 12/31/202X-1	Appendix A financial information as of 12/31/202X-1
	Bank statement as of 12/31/202X-1	Bank statement as of 12/31/202X-1
	Bank statement as of 12/31/202X	Bank statement as of 12/31/202X
March 31, 202X	Appendix A financial information as of 03/31/202X-1	Appendix A financial information as of 03/31/202X-1
	Bank statement as of 03/31/202X-1	Bank statement as of 03/31/202X-1
	Bank statement as of 03/31/202X-1	Bank statement as of 03/31/202X-1
Tier 2		
	\$5001 - \$50,000	
December 31, 202X	Appendix A financial information as of 12/31/202X-1	Appendix A financial information as of 12/31/202X-1
	Bank statement as of 12/31/202X-1	Bank statement as of 12/31/202X-1
	Bank statement as of 12/31/202X	Bank statement as of 12/31/202X
	Preliminary financials from 01/01/202X to 11/30/202X	Preliminary financials from 01/01/202X to 11/30/202X
	Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X	Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X
March 31, 202X	Appendix A financial information as of 03/31/202X-1	Appendix A financial information as of 03/31/202X-1
	Bank statement as of 03/31/202X-1	Bank statement as of 03/31/202X-1
	Bank statement as of 03/31/202X	Bank statement as of 03/31/202X
	Preliminary financials from 04/01/202X to 11/30/202X	Preliminary financials from 04/01/202X to 11/30/202X
	Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1	Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1



Fiscal year end	New Applications Jan 15th 202X+1	Renewals Feb 15th 202X+1
Tier 3 \$50,001 - \$100,000		
December 31, 202X	Notice to Reader financial statement as of 12/31/202X-1 Bank statement as of 12/31/202X-1 Bank statement as of 12/31/202X Preliminary financials using Appendix A format from 01/01/202X to 11/30/202X Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X	Notice to Reader financial statement as of 12/31/202X-1 Bank statement as of 12/31/202X-1 Bank statement as of 12/31/202X Preliminary financials using Appendix A format from 01/01/202X to 11/30/202X Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X
March 31, 202X	Notice to Reader Financial Statement as of 03/31/202X-1 Bank statement as of 03/31/202X-1 Bank statement as of 03/31/202X Preliminary financials using Appendix A format from 04/01/202X to 11/30/202X Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1	Notice to Reader Financial Statement as of 03/31/202X-1 Bank statement as of 03/31/202X-1 Bank statement as of 03/31/202X Preliminary financials using Appendix A format from 04/01/202X to 11/30/202X Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1
Tier 4 Over \$100,001		
December 31, 202X	Audited financial statement as of 12/31/202X-1 Bank statement as of 12/31/202X-1 Bank statement as of 12/31/202X Preliminary financials using Appendix A format from 01/01/202X to 11/30/202X Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X	Audited financial statement as of 12/31/202X-1 Bank statement as of 12/31/202X-1 Bank statement as of 12/31/202X Preliminary financials using Appendix A format from 01/01/202X to 11/30/202X Copies of invoices from 01/01/202X to 11/30/202X with forecast to 12/31/202X
March 31, 202X	Audited Financial Statement as of 03/31/202X-1 Bank statement as of 03/31/202X-1 Bank statement as of 03/31/202X Preliminary financials using Appendix A format from 04/01/202X to 11/30/202X Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1	Audited Financial Statement as of 03/31/202X-1 Bank statement as of 03/31/202X-1 Bank statement as of 03/31/202X Preliminary financials using Appendix A format from 04/01/202X to 11/30/202X Copies of invoices from 04/01/202X to 11/30/202X with forecast to 03/31/202X+1



POLICY NO. 23

REQUEST FOR AREA RATE

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Policy Number 23 and may be cited as the "Area Rate Policy".

POLICY PURPOSE

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

DEFINITIONS

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

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

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

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

AUTHORITY

Section 47 of the *Municipal Government Act* provides that

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

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

SCOPE

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

POLICY INTENT

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

ACCOUNTABILITY

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

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

ORGANIZATIONAL REQUESTS

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

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

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

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

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

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

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

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

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

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

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

ACCOUNTABILITY

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

EFFECTIVE DATE

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


REPEAL

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

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 9th day of November, 2021.

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



Mayor



Deputy Clerk

Region of Queens Municipality Staff Report

8.3

To: Council

From: Cody Joudry, Chief Administrative Officer

Date: January 9th, 2024


Re: Electronic Voting for 2024 Municipal Election

Background: The topic of electronic voting has arisen at a Council meeting, but it is not clear what Council's expectations are. As such it's beneficial to bring the matter back to Council for clarity.

Details: Of Nova Scotia's 49 Municipalities, 20 offered electronic voting in the 2020 Municipal Election. Municipalities offering electronic voting in 2024 have cooperated and hired a company to provide this service. The opportunity to participate in that appears to have passed. The Municipality could issue an Request for Proposal and attempt to acquire its own service, but it would differ from other Nova Scotia Municipalities, at least for the 2024 election.

Providing electronic voting is likely something more residents are expecting in the future. That said the benefits of electronic voting are less straightforward than one may think. The following paper reviews this matter in detail:
<https://ir.lib.uwo.ca/cgi/viewcontent.cgi?article=1235&context=lgp-mrps>.

The Region currently does not have a Municipal Clerk or staff available with significant experience in conducting Municipal elections. A "paper voting" system is less complex, but also admittedly less convenient for voters. An electronic voting system can also reduce the number of people required if less polling stations are created, but again it would require the Region to move quickly to put these systems in place for the upcoming election.



Much work on preparing for the Municipal Election is required, and it would be helpful to understand Council's expectations on this subject before further municipal election planning proceeds.

Budget Considerations:

Unknown without further information.

Recommendation:

If Council wishes to seriously consider electronic voting for the 2024 election, staff recommend the following motion be approved:

THAT Council direct staff to report back on the feasibility and cost of implementing an electronic voting option for the 2024 Municipal Election in the Region of Queens.