

Region of Queens Municipality Regular Council

Tuesday, January 23, 2024

Milton Community Hall, 168 Tupper Street, Milton 6:00 p.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – January 9, 2023

7.0 Recommendations

7.1 Policy 23 – Community Area Rate

7.2 Letter of Support – LIP/ZIP Application

8.0 Discussions

8.1 Policy 82 – Fire Department Capital Purchases & Operating Grants

8.2 Tourist Accommodations Levy

8.3 Memorial Bench Request

8.4 Apitamkiejit Wind Energy Project – Community Liaison Committee

9.0 In-Camera Items

9.1 Contract Negotiations

9.2 Contract Negotiations

9.3 Personnel Matters

10.0 Adjournment

Region of Queens Municipality Regular Council Tuesday, January 9, 2024 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.

2.0 Changes / Approval of Agenda

Add: 8.4 Livestreaming – Councillor Charlton
8.5 Garbage Boxes – Councillors Brown and Hawkes
8.6 Streetlights – Councillor Muise

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 Pemsik Conservation Mosaic

Mayor Norman welcomed Melissa Labrador, Wildcat Community, Indigenous Lead, and Gabrielle Beaulieu, Marine Establishment Group, Parks Canada, and is collaborating with Ms. Labrador on the project.

A short video was shown and can be found at:
(<https://youtu.be/NRwmM8d4Kes?si=BCrEfedezj3rZAf1>)

A Mosaic of Conservation in Kespukwitk is the Indigenous-led vision of Pemsik within the Kespukwitk district of Mi'kma'ki and is the 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 Tobeatic 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.

Ms. Labrador state she is working in collaboration with Chief Potter, Bear River First Nation, as well as Annapolis First Nation, Gloosecap First Nation and Acadia First Nation in the feasibility stage. The conservation is to protect what is currently there and prevent industries that would destroy it.

There is already a mosaic in the Pemsik area; currently we have provincial parks, nature reserves, nature trust lands, a federal park, and CWS lands as well. Port Mouton Island is an important space and to be able to acquire the Island, in collaboration with others, for the community to use would be a big success.

Ms. Beaulieu stated Parks Canada was approached by Ms. Labrador to see if they wished to be involved with this project. The Parks interest would be with marine space.

She further commented commitments were made by the Government of Canada to protect 30% of lands and water by 2030.

There is a 5 step marine establishment process which is being processed for Pemsik. One major piece being worked on is confirming if the province is interested in collaborating as there could potentially be a transfer of lands required for establishing a marine conservation area on the edges of Kejimkujik Seaside.

Mayor Norman thanked them for their presentation and wished them well.

4.0 Tabling of Petitions

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

5.0 Public Question / Comment Session

Melissa Smale, 97 Brooklyn Shore Road, Brooklyn – Ms. Smale stated she is the Treasurer, Brooklyn Recreation Committee and Director, Brooklyn Cemetery Committee. She has reviewed the draft proposed changes to Policy 23 – Area Rates, and made the following notations:

Sections 13 – 18 Public Consultation and Votes. These sections do not address the frequency in which public consultation should occur. A clause should be added to indicate that these activities should occur at a minimum of 10 years. These sections do not address what action or actions are required to trigger a public consultation other than the action of Council.

Page 55 indicates that Sections 22 and 26 have a submission date change from January 15th to February 15th, it is not reflected on page 60 of the new revised draft policy. Having this date extended would ensure that applicants with the December 31st year end have an opportunity to hold an AGM in which eligible rate payers would have an opportunity to attend, be heard and vote on allocations of funding in their tax district.

Table A – Reporting Financial Requirements – The tier for funding is appreciated, i.e. Notice of Reader performed by a CPA firm can be a substantial amount of the funds requested by the requestor (Brooklyn Recreation and Brooklyn Cemetery Committees) who have requested roughly 32,000 and 12,000. Given that the requestors are to request a rate given per \$100 of assessed rate and not a fixed rate, when applying for a renewal, how does an organization determine the tier they fall in, given the high assessments.

The only difference between Tier 2 and Tier 3 is the requirement for a Notice to Reader, but areas within the policy indicate that missing information is required within 7 days of receiving a request for additional information. This is not sufficient timeline for an organization to make motions to appoint a CPA firm to perform the review and have the report.

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson stated he was glad to see the recommendation come forward for consideration under Item 7.3 – QPEC Concessions.

6.0 Approval of Minutes

6.1 Regular Council – December 12, 2023

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

THAT the minutes of the Regular Council meeting held December 12, 2023 be approved as circulated.

MOTION CARRIED unanimously.

6.2 Special Council – December 7, 2023

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

THAT the minutes of the Special Council held December 7, 2023 be approved as circulated.

MOTION CARRIED unanimously.

6.3 Special Council – December 19, 2023

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

THAT the minutes of the Special Council held December 19, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Road Naming – Lingley Lane

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

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

MOTION CARRIED unanimously.

7.2 Road Naming – Audrelyn Lane

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

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

MOTION CARRIED unanimously.

7.3 QPEC – Concessions Operations

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

THAT Council of 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.

Steve Burns, Manager of Events, Promotions & Sponsorship, stated following the meeting in December 2023, consultation was held with Department of Environment & Climate Change and it was agreed that a one year term is the best course of action. We are waiting on answers from the Kiwanis Club before having the agreement vetted and moving forward.

CAO Joudry noted that a draft of the lease agreement would typically be included with the report, but unfortunately timing prevented this. Assuming Council wanted to move quickly on this, get Council's authorization to sign a lease in principle based on the items in the report.

Mayor Norman asked if Council were comfortable signing a lease without first seeing it. Councillors agreed that they wished to review a copy of the lease agreement before approving.

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

THAT the motion be tabled until the lease agreement is finalized.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Council Implementation Report

Councillor Amirault asked under November 14, 2023 regarding Pool Committee, when updates would be available. Cody Joudry, CAO, stated it's expected within the next two Council meetings.

8.2 Community Area Rate Policy Discussion

Joanne Veinotte, Director of Corporate Services, circulated a copy of the tiered spreadsheet and revised draft Policy 23 – Community Area Rate to Councillors.

She stated that during the Council meeting in November 2023 there was discussion regarding the revised Area Rate Policy. 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 revision to the policy and these were highlighted the Staff report.

One item of concern was the financial reporting requirement so a table was included at the back of the policy. The table was put together using two year ends; December 31st and March 31st. An organization can use any year end they wish.

She noted the comment from a member of the public this morning regarding the change of a date in the policy for renewal was correct, so Section 22 has been changed to Community organizations with an existing area rate shall submit annually to Director of Corporate Services by February 15th which was previously January 15th.

She noted if you are renewing and it is the second year of any Council's mandate, which is Section 25, the documents still have to be submitted on January 15th as staff have to organize public consultation.

Practice in other municipal units was requested to be reviewed. RQM is one of the few municipalities that do this, most do not. Others have community rates for specific assets that are owned by the Municipality not by community groups; the HRM is the biggest one.

There are two priorities that Council should consider when choosing an area or community rate; public engagement and accountability for the money.

The Tiered reporting requirements were reviewed.

Mayor Norman noted that Tiers 1 and 2 have no cost, Tier 3 is \$1,500 and Tier 4 costs depend on if an audit (\$13,000 - \$17,000) or review (\$5,500 - \$7,000) are required.

CAO Joudry noted Ms. Smale enquired on the reporting period, the difference between what the reporting period is and when the information would be due. Councillor Amirault asked Director Veinotte to explain Section 26.

Director Veinotte said Section 26 states "If community organizations with an existing area rate do not submit the required documentation by January 15th in the year of public consultation, the area rate will not be renewed for the next fiscal year". This was added as Section 25 states "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 initially approved in the prior year". This means if the area rate has to be revisited, Staff need the documentation by January 15th as we have to organize the community meetings and community votes.

Councillor Brown enquired if the Lots Owners Association's request could be covered using an area rate so that they could move forward. Director Veinotte stated the Road Levy is a Bylaw issue and this is a Community Area Rate issue and is unsure of the nuances. CAO Joudry stated yes this could apply to the road levies, but either could work. The area rate is a percentage of assessed value as with the road levy, it is a flat rate.

Director Veinotte enquired to the date to have information submitted for applications. It was agreed that February 15th rather than January 15th would be appropriate.

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

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

MOTION CARRIED unanimously.

8.3 Electronic Voting for 2024 Municipal Election

CAO Joudry provided an update to the report stating that the opportunity to participate with the other municipalities who have hired a company to provide electronic voting may still be available to RQM and will have more information by the end of the week. If Council is interested in discussions with electronic voting, he suggested they ask for a more detailed report at the next Council meeting and he would be able to provide a more substantial update.

Councillor Amirault noted when campaigning that many residents enquired about electronic voting and where there are many elderly

residents without computer access, suggested investigating using both methods.

Councillor Charlton noted that more electronic voting in the previous election was used for early voting at advanced polls.

Council agreed to have staff investigate electronic and paper voting options.

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

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

MOTION CARRIED unanimously.

8.4 Livestreaming – Councillor Charlton

Councillor Charlton stated it was brought to her attention that it was unclear from a staffing point what Council's expectations were for livestreaming. There were discussions but no clear motion or procedure on what it looks like. She suggested the best approach would be to have Staff provide a report with context of what other municipalities do, how they stream and what they use.

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

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

MOTION CARRIED unanimously.

8.5 Garbage Boxes – Councillor Brown and Councillor Hawkes

Councillor Brown stated this has been an ongoing issue for quite some time. Staff have done a great job so far trying to keep up with it and every year at this time the issue becomes more visible as the collection dates are reduced to once per week, but the population has grown.

He further stated the issue is not entirely a RQM problem, as some are people problems. Not all the garbage is being put into the receptacles, but thrown on the ground around them. Education has been tried to help with this issue and the use of cameras, which were stolen.

He asked that Staff investigate and provide a long term solution that will fix this problem. In speaking with the Solid Waste Clerk, the 40 grey boxes throughout Queens County consume half of RQM's budget for garbage collection.

Mayor Norman and Councillor Hawkes agreed that this issue needs to be fixed.

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

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

MOTION CARRIED unanimously.

8.6 Streetlights – Councillor Muise

Councillor Muise stated there are many streetlights out within his district and within other districts throughout Queens as well. He has tried and has been working Angela Green, Administrative Assistant, as well to have them fixed. Mrs. Green stated she goes through the process of opening Work Orders with NS Power and get a 60-day guarantee to have it repaired. When it goes past the 60-day mark, government contacts are then made.

Specifically in his district it is lobster season and workers are walking to work and there are issues of safety due to the streetlights not working.

The normal turnaround time to have streetlights fixed is 90 days, but it is now over that time period.

He further stated he has received many calls from residents about this issue.

CAO Joudry suggested Council ask for a report with an action plan, which would outline all the streetlights that require repairs.

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

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

MOTION CARRIED unanimously.

9.0 In-Camera Items

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings go In-Camera at 10:33 a.m. to discuss the following:

- 9.1 Contract Negotiations
- 9.2 Legal Advice

MOTION CARRIED unanimously.

It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings exit In-Camera at 11:50 a.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 11:50 a.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

To: Council

From: Joanne Veinotte

Date: January 23, 2024

Re: Policy 23 – Community Area Rate

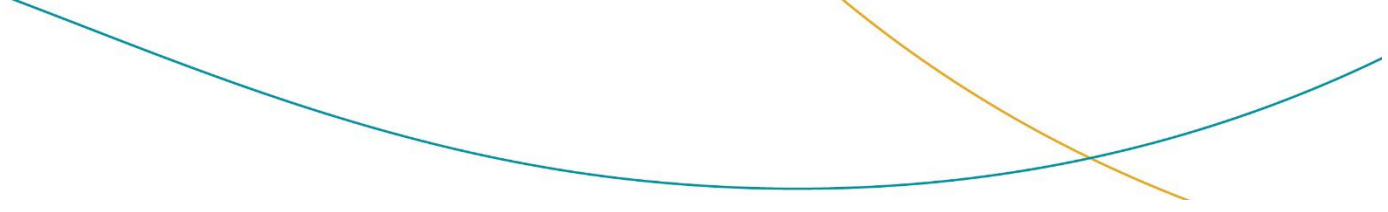
Background: At the November 28, 2023 Council meeting, staff were provided direction [CJ1] from Council for revisions to the existing Policy 23 – Area Rate.

Details: The revised policy was presented to Council at the January 9, 2024 meeting and staff provided an update on the changes to the policy. If, adopted, this policy will replace Policy 23 – Area Rate. A copy of the revised version that was presented to Council is included. [CJ2]

Applicable Legislation: The *Municipal Government Act* Section 48 reads: “48 (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members. (2) The council may adopt different policies for different areas of the municipality. (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. 1998, c. 18, s. 48.”

Budget Impacts: There will be minimal budgetary impacts.

Recommendation: THAT the Council of Region of Queens Municipality adopt revised Policy 23 – Community Area Rate as presented.





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 February 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 initially approved in the prior year.
26. If community organizations with an existing area rate do not submit the required documents by January 15th in the year of public consultation, 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, 2024.

SIGNED by the Mayor and Municipal Clerk on this ## day of MONTH, 2024.

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		
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Region of Queens Municipality Staff Report

To: Council

From: Richard Lane, Director of Economic Development

Date: January 23, 2024

Re: Letter of Support – LIP/ZIP application

Background

There are currently four Local Immigration Partnership (LIP) groups in Nova Scotia (Halifax, North Shore, Western NS, and Cape Breton). LIPs act as convenors of partner agencies from across key sectors to collaboratively strengthen efforts in attracting, integrating and serving newcomer populations. The South Shore does not have a LIP and is missing the coordinated multi-sectoral approach an immigration partnership would bring.

The Region of Queens Municipality has committed to embracing an inclusive and diverse population through the establishment of the Accessibility and Inclusion Coordinator position and the creation of the Diversity and Inclusion Action Team. An immigration partnership would expand and support our efforts to create welcoming communities that integrate and retain people. Attracting newcomers has long been an important objective of our marketing efforts, aimed at reversing the decline in our population and growing a strong, vibrant community in Queens.



Detail

Other LIPs have received core funding through Immigration, Refugees and Citizenship Canada (IRCC) but the program has only been made available every five years. The Settlement and Resettlement Assistance Program is currently inviting applications until January 31, 2024, for funding to begin April 1, 2025.

The South Shore Multi-Cultural Association (SSMCA) expressed interest in being the lead agency to establish an immigration partnership, and intends to submit an application. SSMCA is looking to show municipal and multi-sector support through letters of support for the application.

Applicants from small communities (population < 30,000) are encouraged to apply with other neighbouring communities to form a variation of a LIP known as a Zonal Immigration Partnership (ZIP).

Letters of support from municipalities are suggested to detail how they would support a ZIP, including:


- commitment to participate in the partnership as an observer,
- commitment to participate as a member,
- or even just a willingness to stay informed.

Budget Impacts

There is no budget implication at this time.

Recommendation

That the Council of Region of Queens Municipality approve the letter of support for the South Shore Multi-Cultural Association to include in their application for funding for the establishment of a Zonal Immigration Partnership for the South Shore.



To whom it may concern,

The Region of Queens Municipality supports the application by the South Shore Multi-Cultural Association for funding toward the establishment of a Zonal Immigration Partnership (ZIP) for the South Shore of Nova Scotia.

We have been encouraged by the work of other Local Immigration Partnerships in Nova Scotia; Halifax, North Shore, Western and Cape Breton, and have been very conscious of the absence of an equivalent in our area.

Attracting, integrating, and supporting newcomers to Queens County is essential for the long-term prosperity and vibrancy of our municipality. We have recruited staff to work on our diversity, equity and inclusion efforts, and immigration is a core tenet of our economic development work. However, we recognize that, as a small rural community, we need to work with our neighbouring municipalities on joint efforts to create welcoming communities along the South Shore.

The South Shore Multi-Cultural Association is ideally placed as a lead agency for the establishment of a ZIP. They have been working in collaboration with several municipalities and YREACH / ISANS to provide welcoming networks for newcomers. They have experienced and dedicated personnel in their organisation and have the trust of the Region of Queens Municipality to administer and orchestrate a new partnership.

The Region of Queens would be pleased to support a South Shore Immigration Partnership and would aspire to be an active participant if this application were successful.

Yours faithfully,

Region of Queens Municipality Staff Report

To: Council

From: Joanne Veinotte

Date: January 23, 2024

Re: Policy 82 – Fire Department Capital Purchases and Operating Grants


Background: At the January 9, 2024 Emergency Services meeting, staff presented a revised truck purchase schedule for review by the Fire Chiefs. The old schedule expired in 23/24 and the new schedule that has been included in the policy extends to 2035.

Details: The revised policy is attached; Schedule A has been updated and a commitment that Schedule A will be reviewed every two years has been added. Future discussions with the Chiefs may result in additional changes to this policy.

Applicable Legislation: The *Municipal Government Act* Section 48 reads: “48 (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members. (2) The council may adopt different policies for different areas of the municipality. (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. 1998, c. 18, s. 48.”

Section 294 (6) reads: A municipality may grant or lend money to, or guarantee a loan for, a registered fire department for operating or capital purposes.

Budget Impacts: The fire department fleet reserve contribution is budgeted annually as part of the operating budget. Current funding is based on two cents



on the tax rate, \$230,032 for 23/24. The allocation for each truck will increase in 26/27 from \$275,000 to \$425,000 and for rescue from \$100,000 to \$200,000. The reserve fund balance has been calculated using an annual 2% inflation rate over the next 20 years to ensure that the current level of funding supports this schedule.



POLICY NO. 82

Fire Department Capital Purchases and Operating Grants

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

POLICY PURPOSE

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

DETERMINATION OF NEEDS

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

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

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

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

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

FUNDING PRINCIPLES

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

24/25 to 25/26

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

26/27 – 34/35

- a) Pumpers/Tankers - maximum \$425,000
- b) Aerial Trucks - maximum \$425,000.00
- c) Rescue/Utility Vehicles - maximum \$200,000.00.

Schedule A		
Department	Vehicle Type	Replacement Year
Liverpool Fire Department	Ladder	25/26
Mill Village Fire Department	Pumper	24/25
North Queens Fire Department	Tanker	24/25
Port Medway Fire Department	Pumper	26/27
Liverpool Fire Department	Pumper	26/27
North Queens Fire Department	Pumper	27/28
Liverpool Fire Department	Tanker	30/31
Mill Village Fire Department	Tanker	30/31
Port Medway Fire Department	Tanker	30/31
Greenfield Fire Department	Tanker	31/32
Greenfield Fire Department	Rescue	34/35
Port Medway Fire Department	Rescue	34/35

Schedule Amended January 9/2024.

If the Region or Fire Department's financial viability changes, the financial funding will be re-examined and adjusted accordingly to ensure the Region's financial security. Every two years the funding schedule will be updated by staff and reviewed with the Fire Chiefs. Any changes requested by the Chiefs will be brought to Council for consideration.

CAPITAL VEHICLE FLEET RESERVE

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

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

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

Capital vehicle loans that existed prior to this policy for Liverpool Fire Department will

have the yearly payment allocation paid through this new fire department fleet reserve until the debt has been eliminated.

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

Should a financial institution require the Region of Queens to guarantee the fire Department's maximum contribution of \$275,000/\$425,000, each guarantee shall be subject to Ministerial approval through Municipal Affairs as per Section 88(3) of the Municipal Government Act and this approval shall be known prior to any borrowing taking effect.

GRANTS

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

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

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

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

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

g) Dry Hydrant Installation/Maintenance.

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

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

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

EFFECTIVE DATE

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

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the XXth day of February , 2024

SIGNED by the Mayor and Acting Municipal Clerk this 14th day of November, 2023.

Mayor

Acting Municipal Clerk

Region of Queens Municipality Staff Report

To: Council

From: Richard Lane, Director of Economic Development

Date: January 23, 2024


Re: Tourist Accommodations Levy

Background: In October of 2022, the Nova Scotia provincial government introduced amendments to the Municipal Government Act (MGA) to create a consistent, province-wide approach for municipalities to charge a levy on the purchase price of all tourism accommodations. Municipalities can choose if they want to impose a levy and at what rate, up to a maximum of three per cent of the total cost of an accommodation.

Prior to these amendments, the process in Nova Scotia required specific amendment to the MGA for each individual municipality. With the amendments, the process is clearer and more consistent in its application.

Short-Term Rental Registration Act

Concurrent to these MGA changes, legislative amendments and regulations to the Tourist Accommodation Registration Act came into effect. Since April 1, 2023, all short-term rentals – including those within people's homes – must register annually with the Tourist Accommodations Registry. The changes also require accommodations to verify they comply with municipal land-use bylaws. The new rules will provide clearer data on short-term rentals in Nova Scotia and help municipalities identify short-term rentals in their communities to improve bylaw enforcement.



Proposed changes to this Act were announced October 6, 2023. The Act was renamed the Short-Term Rental Registration Act and amendments were introduced in the fall session.

Marketing Levy Revenue

With the disparate prices for various types of tourist accommodation, and until recently, the poor recording of the number of room nights accorded to short-term rental accommodations, it would be hard to provide an accurate estimation of the revenue that would be generated by this levy. However, from historical reporting data from Tourism Nova Scotia, the average annual room nights for Queens over the last eight years (for which we have data) is 42,397. Using a random sample of 13 Queens-based fixed-roof accommodations, the current average room night cost is \$194. A levy of 3% would add \$5.82 per night to the room cost for the customer. The total revenue raised by the levy, in this scenario, would be approximately \$240,000 per annum.


The legislation does not specify allowable uses to which the revenue may be put, other than stating that the levy collected “may only be used by the council to promote tourism” (NS MGA c. 18, s.75A (5)), but that “the council may pay such portion of the marketing levy collected by way of a grant, as determined by the council, to any organization formed to promote tourism, whether such organization is non-profit or otherwise” (NS MGA c. 18, s.75A (6)). In jurisdictions where a levy has already been in place, the revenue has generally been used to either support a destination marketing organisation, directly support marketing efforts by the municipality, or indirectly by supporting the hosting of events.

The revenue could be used to fund existing economic development costs (e.g. staff, projects, etc), enhance services, or support new projects and initiatives. The following are some examples of how this funding could be used:

Extending the Tourism Season

Offer grants to businesses and non-profits or develop in-house initiatives that create services or programs which demonstrate they attract visitors outside the Region between the months of October to May.

Funding Existing Economic Development



Use this new funding to support existing economic development costs by offsetting property taxes used to fund this service and projects.

Support Local Events


Create a new funding program or internal initiatives that supporting and grow existing events in the community. This could include enhancing marketing reach or revitalizing existing local events.

Elements Required for a Functional System

For RQM to be able to administer a system for the collection and disbursement of accommodation levy monies, several elements would need to be developed:

1. Introduction of a new by-law which would define:
 - a. who the by-law applies to,
 - b. exemptions to the by-law,
 - c. terms of remittance to the municipality including penalties and offences,
 - d. terms of record-keeping by the operator,
 - e. terms of inspection, audit, and assessment of operator records by the municipality,
 - f. how the collected monies are used and who makes the decisions around disbursement of funds.
2. System for notifying existing and prospective accommodation providers, about their responsibilities, clearly outlining our by-laws regarding short term rentals.
3. System to allow accommodation providers to easily report and remit the levy.
4. System for recording payments from accommodation providers.
5. System to administer and police the levy collection processes.

Next Steps



In order to help Council to make an informed decision whether to proceed, staff could develop a survey to be distributed to all accommodation providers to gauge the level of support or opposition to a levy. The survey could also garner ideas for how providers suggest the revenue could best be used to increase visitor attraction.

Staff will also need to consider the cost implication of adopting such a levy. To deliver the system as outlined, there may be a need for software, hardware, and additional staff time. Cost estimates have not been produced at this stage.

Suggested Motion:

THAT Council direct staff to consult the accommodations and tourist partners business and develop a plan for consideration.

Applicable Legislation:

MGA 1998 Chapter 18 Section 75A 'Marketing Levy'

Region of Queens Municipality Staff Report

To: Council

From: Cody Joudry, CAO

Date: January 23, 2024

Re: Memorial Bench Donation

Background: A report about a request to place a memorial bench was presented to Council at their April 11, 2023 meeting (see attached). Staff were directed to return with a draft policy about requests for memorials on Region of Queens owned properties.

Danny D'Eon has requested permission again after learning no progress on a policy had been made (see second attachment). The memorial bench has been purchased by Danny D'Eon and the request is for Council to accept it and have it placed at Pine Grove or Tupper Park.

The Clerk position is currently vacant, and as such the internal capacity to develop policies is strained. Hiring a Clerk, onboarding, and beginning to develop and review policy will take some time. As such staff felt it was appropriate to bring these requests to Council in the meantime.

If Council chooses to accept this donation staff would provide a letter of acceptance or the bench and installation and work collaboratively to identify a precise location which would be appropriate and not impact operations.



Possible Motion

THAT Council accept the memorial bench and installation service from Danny D'Eon and direct staff to identify a mutually agreeable location.

Cody Joudry

To: Christine Watson
Subject: RE: Email From RQM Website - Memorial Bench

From: danny d'eon
Sent: January 17, 2024 1:57 PM
To: Christine Watson
Cc: Darlene Norman
Subject: Email From RQM Website

I am requesting from council, approval for the placing of a memorial bench at either Pine Grove Park or Tupper Park at a site deemed appropriate by council. The bench has inscribed: In Loving Memory of Faith Marie D'Eon and John Keating. A 4x6 Porcelain picture of Mom and John placed under the inscription and then an inscription reading Live Love Laugh and Sing. Both areas chosen were enjoyed by Mom and John as places to visit and relax.

Our families believe that a bench would enhance the visiting pleasure with a place to sit, rest, relax, and enjoy.

Demones Monuments would supply and install the bench and all costs would be paid by me.

At this time I would like to withdraw our request for placement of the bench at the area by Lanes as I have been informed that it is a veteran's park.

Thank you for your consideration. Feel free to call or email me if you need more information.

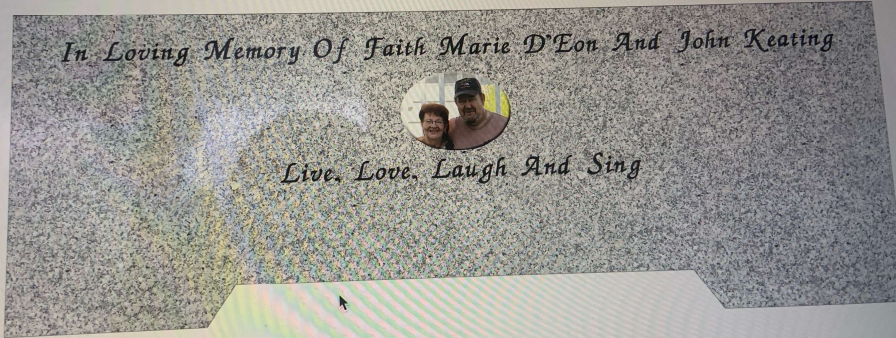
250-622-8666 or
dodgerdeon@hotmail.com

THANKS AGAIN

Dan D'Eon

* Please sign, date and return * Please proof carefully * Make any necessary changes on this sketch Fax: 1-902-634-8142

Faxed: E-mailed: Delete previously signed sketch: Yes



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Demone Monuments & Granite Products Ltd. 1-800-661-4621

Customer's Signature

Colour and Size: Grey 46x16

Date: March 16, 2023

Drawn By: Steve

Comments:

Agent: Elizabeth

Sketch #: D'EON KEATING-BRIDGEWATER #2

2023

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Region of Queens Municipality Staff Report

To: Council

From: Eric J. Levy

Date: April 11, 2023

Re: Request for Memorial Bench at Liverpool Bridge

Background

Region of Queens Municipality occasionally receives requests from individuals wishing to install a bench or table, or plant a tree on municipal property in memory of a loved one. In the past, Council has approved several of these installations.

Details

On March 15, 2023, Mayor Norman received a written request from Danny D'Eon requesting permission to install a memorial bench on the green space at the end of the Liverpool Bridge bordering Lane's Privateer Inn property in honour of Faith Marie D'Eon and John Keating.

Danny D'Eon also stated they are not opposed to another location if Council deems the request inappropriate.



Applicable Legislation

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

(5) The council may make and carry out a contract, perform an act, do any things or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

Budget Impacts

The applicant will be required to ensure that the donated bench is installed according to municipal expectations on a concrete slab with the cost being fully funded by the applicant. Therefore, there is no cost to the Municipality in approving this request.



Email from Danny D'Eon with supplemental images

I am requesting from council approval, for the placing of a memorial bench at the green space at the end of the Liverpool Bridge which borders Lane's property at a site deemed appropriate by council. All costs for the bench and installation would be paid for by me. Demone's monuments would supply and install the bench. The bench would have inscribed: In Loving Memory of Faith Marie D'Eon & John Keating. A 4x6 Porcelain picture of Mom and John would be placed under the inscription and then an inscription reading: Live Love Laugh and Sing. We feel that this area would be a very good choice as mom worked at Lane's for many years as a waitress and bartender making life long friends there. John worked just across the bridge at steel and engines for over twenty years. John asked mom out for their first date at lane's. They were together from then on (over 25 years) until John's passing. I have spoken to John's family and they were delighted with the idea of a memorial bench. In Prince Rupert we have memorial benches along many areas of the waterfront and home comers and visitors alike have expressed that they think it is a wonderful idea and many take photos to show their representatives .Many residents sit on the benches at lunchtime and in the evening just to sit and look out over the water and relax. I will send a picture of an example of the bench from Demone's when I receive it.



* Please sign, date and return

* Please proof carefully

* Make any necessary changes on this sketch

Fax: 1-902-634-8142

Faxed:

E-mailed:

Delete previously signed sketch: Yes



© Demone Monuments 2023

Demone Monuments & Granite Products Ltd. 1-800-661-4621

Customer's Signature

Colour and Size: Grey 46x16

Date: March 16, 2023

Drawn By: Steve

Comments:

Agent: Elizabeth

Sketch #: D'EON KEATING-BRIDGEWATER #2

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2023

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Tell us how to energize your community!

The **Apitamkiejit Wind Energy Project** is looking for passionate community advocates that would like to become members of our Community Liaison Committee (CLC).

The CLC is planned as a forum to facilitate discussion and sharing of information, feedback and ideas between the community and the proponent of the project on matters regarding its current status, planning, permitting, construction, operation, and decommissioning activities. As such you will be given the opportunity to provide your feedback and ideas for ways to improve the Project or to limit its potential impacts.

We are specifically inviting interested people who live, work, or are otherwise rooted in the area close to our project site.

Interested? Please reach out!

SWEB Development LP
6080 Young St, Suite 403
Halifax, NS
B3K 5L2

www.apitamkiejitwindenergy.ca

Phone: 902-448-4192

E-Mail: api@sweb.energy

