

**Region of Queens Municipality Regular Council
Tuesday, February 27, 2024 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 – February 13, 2024

7.0 Recommendations

7.1 Bylaw No. 14 – Tax Exemption

7.2 Area Rate Requests

7.3 Electronic Voting and Appointment of Returning Officer

7.4 Liverpool Library Next Steps

7.5 Brooklyn Recreation – Notice to Reader Reimbursement

8.0 Discussions

8.1 Core Active Transportation Network Project

8.2 NSFAM Spring Convention

8.3 Public Engagement

9.0 In-Camera Items

9.1 Contract Negotiations

9.2 Contract Negotiations

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, February 13, 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

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 Property Valuation Services Corporation (PVSC)

Mayor Norman welcomed Paul Beazley, Municipal Accounts Manager, and Rod Tremblay, Assistant Director, to Council.

Some highlights included:

PVSC are responsible for assessing all property in Nova Scotia per the Nova Scotia Assessment Act. PVSC is municipally funded, governed by a Board of Directors, and employs 130 people remotely across 50 communities around Nova Scotia.

PVSC delivers an Assessment Roll to all 49 Nova Scotia municipalities; approximately 647,000 properties. They administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation Program on behalf of the Province of Nova Scotia.

PVSC does not have the authority to set tax rates, collect taxes, create tax policy, or provide tax relief.

The Nova Scotia Assessment Act requires property assessed at market value, the amount which the assessor would be paid if it were sold on a date prescribed by the Director in the open market. The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December preceding the filing of the roll.

Three approaches to determining value:

Sales Comparison: Analyze recent sales of comparable properties to determine value and adjust for local market conditions.

Income: Determine the income a property can earn and convert net operating income to market value.

Cost: Calculate land value and current cost to replace buildings, then deduct for depreciation.

The assessments were delivered January 8, 2024 with the appeal period ending February 8, 2024.

Capped Assessment Program (CAP):

PVSC administers the Capped Assessment Program (Cap) on behalf of the Nova Scotia Government.

The CAP rate is based on the NS Consumer Price Index (CPI) which is set by Statistics Canada.

The CAP rate for 2024 assessments is 3.2%.

Assessment Roll Activity:

231 permits were reviewed, 884 property taxations were reviewed and 389 appeals were received for 2023.

86% of properties in Nova Scotia are capped.

2023 Natural Disasters:

2024 assessments took into consideration the impact of the 2023 wildfires and flooding. PVSC worked directly with the municipalities that were impacted and will monitor closely for market trends and rebuilding efforts.

The PVSC Contact Information was provided and they encouraged anyone who has any questions to contact them.

Phone: 1-800-380-7775

Email: inquiry@pvsc.ca

Municipal staff can contact servicedesk@pvsc.ca with any inquiries.

Councillor Brown asked if there are exemptions for military personnel, as he recently heard from a resident who was denied a CAP. Mr. Tremblay advised that this resident should make contact with their office.

Councillor Muise asked when an appeal is made if the property is visited. Mr. Tremblay stated yes if deemed necessary, if the appeal cannot be completed over the phone, and there were 12,000 property inspections made during the last year.

Mayor Norman enquired about the loss of homes due to the recent fires and how the CAPs would be affected. Mr. Tremblay provided different scenarios and stressed the CAP is a provincial legislation and is not aware of any change in legislation pertaining to these issues.

Mayor Norman thanked them for their presentation.

3.2 North Queens Active Living (NQAL)

Mayor Norman welcomed Candice Flemming, North Queens Active Living Coordinator, and Alysia Short, Active Living Society Chair.

Some highlights included:

- Ms. Flemming provided the history on the creation of the North Queens Active Living Society.
- Programming in 2023 - 15+ activities, partnerships and programs with the assistance or coordination by NQAL.
- Testimonials were reviewed, lots of positive comments.

- 2023 Photos - Storybook Trail, Youth Softball, Toddler Multisport, Beach Volleyball, etc.
- What's up next in 2024/25? – The intension for NQAL to become permanent on the coordinator role, to continue to work towards a diversification of funding sources and to support current programming and working with community members.
- Funding 2024/25
 - Annual Budget \$27,100
 - Project Funding Sources - \$16,300 from RQM, \$5,600 from SSRCE (pending), In-kind Support and Small Grants
 - Would be interested in discussing longer term funding.
- Diversified Funding – Income \$595 User Fees, over the past year worked with 12+ local community volunteers.

Candice Flemming, NQAL Coordinator, can be contacted at northqueensactiveliving@gmail.com or found on Facebook @northqueensactiveliving.

Councillor Brown stated he would be like to see the program be expanded to include all of North Queens, i.e. Greenfield. Ms. Short stated they started the program as a pilot project and it takes someone local to get involved. Their group would assist in setting up the same in Greenfield.

Mayor Norman thanked them for their presentation and stated their request for funding would be discussed later on in the agenda.

4.0 Tabling of Petitions

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

5.0 Public Question / Comment Session

Karen Gilmore, 348 Highway 8, Milton – Ms. Gilmore stated she was present to discuss Item 7.5 90 Common Street.

She stated her husband is the owner of this property and is committed to resolving any issues. She urged Council to look at the broader context and potential opportunity associated with the property. The intention is to transform the property to a much needed affordable housing units. Discussions have been initiated with relevant stakeholders including

Department of Municipal Affairs and Housing to explore funding opportunities. Given the complexities in repurposing derelict building and the potential impact on developing plans, requested Council to reconsider and proposed:

1. Necessary time to secure the open wall and find contractors, i.e. 60 days. It is a small section of wall that is open and believes that it can be made secure.
2. Once the building is secure, will hold consultations with contractors to review the viability of the building. It is believed a large portion can be salvaged.
3. A comprehensive plan for affordable housing development program will be worked on in the meantime, and preparations would include confirmation of zoning, amalgamation of the two PIDs, environmental and land assessments, revised architectural plans and proposal for funding support.
4. If the building is deemed to not be salvageable, then demolition will take place.
5. Requested 90 to 120 days as 30 days is not sufficient time, and then an updated timeline will be provided.

Ms. Gilmore further stressed the goal is to provide positively to the community by providing affordable housing options. If the ADHP proposal is denied, then they would investigate their original plan to develop 3 units. She urged Council to reconsider the proposed recommendation.

6.0 Approval of Minutes

6.1 Regular Council – January 23, 2024

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

THAT the minutes of the Regular Council meeting held January 23, 2024 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

- 7.1 Diversity and Inclusion Action Team: Recommending a New Member

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

THAT Council of Region of Queens Municipality appoint Jaime Whynot to the Diversity and Inclusion Action Team.

MOTION CARRIED unanimously.

- 7.2 Preapproval for Debenture Issuance – Main Street

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

THAT Council of Region of Queens Municipality passes the Resolution for Pre-Approval of Debenture Issuance subject to interest rate as attached to this staff report.

MOTION CARRIED unanimously.

- 7.3 Policy 82 – Fire Department Capital Purchases and Operating Grants

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

THAT Council of Region of Queens Municipality adopt revised Policy 82 – Fire Department Capital Purchases and Operating Grants as presented.

MOTION CARRIED unanimously.

- 7.4 Solid Waste Management Facility – Tipping Fees

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

THAT Council of Region of Queens Municipality approve the proposed tipping fee schedule for Residual Municipal Solid

Waste, Sorted Construction and Demolition Material, Mixed Construction & Demolition Material, Blue Bag Recyclables, Organics, Metal and Contaminated Soil.

Joanne Veinotte, Director of Corporate Services, state the proposed increase of 2.3% is reflected in the revised 2024/25 tipping fee schedule and is calculated based on a rolling ten-year average for all solid waste streams. Commercial customers will pay an increased closure cost for residual waste of \$37.38 per tonne, which is an increase of 25%.

MOTION CARRIED unanimously.

7.5 90 Common Street, Liverpool

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

THAT Region of Queens Municipal Council declares the property located at 90 Common Street, Liverpool, Queens County, Nova Scotia and identified as PID #70016431 as dangerous or unsightly as defined in the *Municipal Government Act* of Nova Scotia.

AND THAT an Order be served upon the owner of the property requiring that, within thirty (30) days of the date of the service of the Order, the following work be carried out:

- 1. Demolition of existing building located at 90 Common Street, Liverpool, NS;**
- 2. Demolition of one out building;**
- 3. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly; and**
- 4. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc.**

AND THAT if the 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 property owner.

Jason Hartung, S. Cst, Bylaw Enforcement Officer, stated the property has been on the Bylaw Enforcement since February 2009. At that

time it had different owners and a great deal of work was required to bring it up to neighbourhood standards due to the ongoing complaints. It was an issue to be brought before the council. However, in that same year two new owners took title of the property, one of those owners is still on title, the other has since been removed.

Complaints continued to be lodged and the property continued to deteriorate. In 2015 the owner obtained a demolition permit to see the building demolished by May 13, 2016. This never happened. The property was again secured and mowed with no work being done to upgrade or stabilize the ongoing deterioration of the property. The owner complied on many occasions to requests for cleanup, however, after many years of vacancy, the building has further deteriorated.

In 2017 a fire broke out inside the building. The fire caused extensive damage to the property which can be visible from the outside. In addition, it burnt away pieces of the roof so that the rain and other elements. People continued to break into the property and spray profanities. Complaints continued to come in and additional complaints from the RCMP and officer safety concerns also started to be lodged.

The property continued to deteriorate. On April 1, 2020, the RQM Building Official, William Leighton, conducted an external inspection and felt that "given the present poor condition of the building and the fact that unknown persons continue to use the premises as a hangout", it was his recommendation that the building be demolished as soon as possible.

In March 2021 as regular complaints of unsightly continued, the owner advised plans were taking place to have it demolished and a new rental property built. In May 2021 after nothing appeared to be happening the owner was contacted, he advised that due to Covid-19 lockdowns, there is nothing he could do.

In September 2022, the owner applied for a building permit, again under the premise that the structure would be built into a rental apartment unit. Municipal building officials requested additional information, structure reports, planning details and a new demolition permit. Nothing has been received as of this date.

In May 2023, a follow-up site inspection took place by Bylaw Enforcement. The property was again noted as insecure, unsightly, and deteriorating further. The owner was contacted who advised he still had plans to renovate the property, had obtained a

development permit and was waiting on Nova Scotia Power to install a power pole. The pole was installed; however, no building permit was ever obtained.

On December 13, 2023, a complaint regarding the dangerous condition of the building was received. Bylaw Enforcement officers observed the building was once again broken into, with several open entrances, deteriorated further, graffitied and one entire exterior wall had collapsed away from the structure. In addition, the roof had collapsed in some portions, due to deterioration and the interior past fire damage. This property can no longer be secured, it appears to be collapsing in on itself and presents a clear and present danger to the public.

The owner has had numerous years to address these concerns, he has applied for permits over the years and never followed through. He has communicated that he intends to renovate the property into a rental apartment over the years, but never follow through. Structural integrity is the keynote here ow. The building is a possible threat to public safety.

MOTION CARRIED unanimously.

7.6 Plaques in Old Burial Ground, Liverpool

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

THAT Council of Region of Queens Municipality request that the Heritage Advisory conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.

Mike MacLeod, Director of Planning & Development, stated a concern was raised by a member of the public respecting the wording on one of the historic plaques located in the Old Burial Ground in Liverpool.

The current plaques were created and installed under the direction of the Municipality in 2004 with the assistance of the Queens County Museum and Queens County Historical Society.

This concern was forwarded to the Diversity and Inclusion Action Team (DIAT) for review. A number of observations and suggestions for potential changes were made to the wording.

The Heritage Advisory Committee (HAC) met to discuss. They felt that other groups such as Acadia First Nations, Native Council of Nova Scotia and the Black Cultural Centre of Nova Scotia be consulted for input.

As a first step, the matter is being brought to Council for discussion and direction.

MOTION CARRIED unanimously.

Council recessed for 10 minutes and reconvened at 10:50 a.m.

7.7 Development Agreement Amendment – Queens Enviro Centre

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

THAT Council of Region of Queens Municipality adopt and administer policy respecting a development agreement amendment to allow for the replacement of section of vegetative buffer on the eastern side of PID 370083902 with an opaque fence.

Director MacLeod stated Council passed Administrative Policy 53, respecting entering into a development agreement to allow for a recycling depot and processing operation located at 3965 Highway 3 in Brooklyn on December 8, 2020.

The property owners are applying for an amendment to that agreement which would see the replacement of section of vegetative buffer with an opaque fence. Under the Development Agreement there have been a number of clauses included to mitigate potential conflicts that the proposed recycling use would have with the abutting residential properties. One of those being vegetative buffer be maintained at all times between the subject lands and the adjacent properties to the west and east of the operation. The request of the owner is to amend to allow for the inclusion of an opaque fence and is in line with the conditions of the Development Agreement.

The property is located on Highway 3 in Brooklyn approximately 2.36 acres with approximately 158 feet of road frontage. The area is a mix of commercial and low density residential development and is zoned as General Commercial (CG).

There is an existing development agreement in place and the property owners intend to erect additional opaque fencing along the eastern boundary in addition to the replacement of section of vegetative buffer on the eastern side.

Staff have reviewed the application and are of the opinion that replacement of section of vegetative buffer meets the desired result of providing a buffer between recycling depot operation and adjacent residential property to the east and are in support of the application.

MOTION CARRIED unanimously.

7.8 Large Scale Wind Farm Development by Development Agreement

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

THAT Council of Region of Queens Municipality give notice of its intention to enter into a development agreement with Mersey River Wind Inc. to allow for the establishment of a 33 turbine generator wind farm development on portions of properties identified as PID #'s 70247176, 70247192, 70247184, 70247200, 70264213, 70225420, 70225404, 70247218, 70247168, 70032982, 70260575, 70248695 and 70166988;

AND THAT a Public Hearing be held on March 12, 2024 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.

Director MacLeod stated an application to enter into a development agreement that would allow for a large-scale wind turbine generator development located west of the Mersey River in Milton, consisting of 13 parcels of crown land that are subject to the Development Agreement.

The properties are zoned as Inland Rural (R5) under the Land Use Bylaw which does not permit large-scale turbine operations as of right, but under the Municipal Planning Strategy (MPS), Policy 4-29

Allows Council to consider such uses through a Development Agreement process.

As with all Development Agreements, the MPS also establishes a number of criteria that Council needs to take into consideration when evaluating proposals and are included under Policy 6-21, which has been included in the staff report.

There are 13 parcels of crown land which are currently vacant wood land. The Proponent intends to lease a portion of the subject properties to facility the development. An Order in Council was approved on November 29, 2023. The distance to the nearest dwelling is a camp and is 970 metres. All other dwellings would be a greater distance.

The Proponent has established a website and can be found at www.merseywind.ca and all pertinent details are included.

Access to the site is off River Road in Milton and will utilize a network of existing logging and NSPI service roads.

As required under our Policy, the applicant is required to hold public meetings to outline the project and two were held; on March 25, 2022 and August 10, 2022. In total over 50 people attended the meetings. In February 2023 the Proponent held a public meeting with the local Indigenous community and 40 people attended.

As part of any large-scale turbine project the Province requires a full environmental assessment be conducted to see how it would impact the local environment which was completed through Strum Consulting and the report was submitted to the Department of Environment and Climate Change and received approval March 27, 2023.

The Proponent has also received permission from NAV Canada on December 2, 2021.

The typical lifespan of a wind turbine is approximately 30 years. As part of their environmental assessment, the Proponent has outlined a program for decommissioning the generators and will be included as part of the Development Agreement.

Potential Options:

1. Maintain status quo (deny request); or

2. Enter into a development agreement with Mersey River Wind. Inc. to allow for the establishment of a 33 turbine generator wind farm development on the 13 parcels of land.

Staff are of the opinion that the Provincial terms and conditions set out in the lease agreement and the Environmental Assessment approval that the applicant needs to comply with that sufficient terms can be incorporated within the Development Agreement to mitigate any issues within the surrounding community and are in support.

The Planning Advisory Committee also met and discussed the application and are also in support of the proposal.

MOTION CARRIED unanimously.

7.9 Memorial Bench Placement

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

THAT Council of Region of Queens Municipality approve the acceptance of the memorial bench subject to the donor having it installed at Tupper Park in a location acceptable to staff.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 CCTV System Queens Place Emera Centre

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

THAT Council received the CCTV system report for information.

Councillor Muise called a Point of Order. He enquired if there is a recommendation, why wasn't it under Recommendations. It is part of Discussions. Are we voting on it today or next Council?

Mayor Norman explained how the process of agendas worked, with the current format not being formally approved. This is a motion that states we have received the report and as Chair, is ruling it as in Order.

Director Veinotte stated at the August 8, 2023 Council meeting, staff were directed to investigate the cost of a CCTV system for OPEC that would include the Skate Park and the Splash Pad. A cost of \$20,000 was included at the 2023/24 budget for a new camera system since the current system no longer meets the operational needs of the facility.

Staff issued an RFP on October 4, 2023 with two responses received. It was determined that there was a lack of available power sources around the Skate Park or Splash Pad that would be necessary to install either of the systems as submitted.

Staff would like to reject both RFPs and issue a Quotation by invitation for a smaller system that would replace the current system at QPEC, which would ensure that the current system get replaced in this budget year and give facility staff time to assess options and costs for power delivery to the Skate Park and Splash Pad area.

When the Quotation by Invitation for the new QPEC system is written, request for external cameras on QPEC that would provide distant coverage of the Skate Park and Splash Pad area will be included in the scope of work as an additional item with separate pricing.

Councillor Amirault asked what would be involved to get power for these cameras. Adam Grant, Director of Engineering and Public Works, stated it would be a lot, there is currently power provided to the Skate Park by way of an underground conduit that runs from the Best Western side of Queens Place Drive skirting the land back to the gazebo. The play park has an underground line that runs from behind Ground Search and Rescue building through the woods up to that facility. Neither one were to provide more than 60 amps. They are limited to that power and providing any additional power would not enable the operation of the play park or any events at the Skate Park. The lights that exist in QPEC parking lot are timed off the QPEC facility.

MOTION CARRIED with 6 in favour and 2 against.

8.2 Financial Review Quarter Three

Joanne Veinotte, Director of Corporate Services, reviewed the third quarter financial report (copy of financial statements attached to original set of Minutes).

Revenue Analysis:

Section 1 - Taxes

Tax sale recovery is below budget because we have a Tax Sale by Tender in February and more properties than anticipated have title issues that require legal/survey work before they can be taken to Tax Sale. Deed transfer tax budget was set at \$720,000 for the year and as of December 31, 2023 we have received \$956,959. Quarter 4 is typically a slower one for real estate sales, year end projection for DTT is \$1,200,000, 58% above budget. Audit and Internal Control Committee will be reviewing the DTT budget for 24/25.

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

Section 2: Grants In Lieu Of Taxes

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

Section 4: Sales Of Services

Budgeted \$30,000 for metal sales but prices are low so will hold until F2024. Due to the temporary shut down of MRF operations, less revenue from recycling commodities. MRF is currently back in operation with full staffing in place.

Section 5: Other Revenue From Own Sources

Return on investments have exceeded the budgeted amount due to slower than budgeted decrease in interest rates and managed investment in GIC's.

Interest is higher on overdue accounts reflecting a slowing of payments for the 23/24 tax year as compared to 22/23.

Recreation Program Revenue shows as under, however, there is revenue expected in January that will compensate for this.

Included in Miscellaneous revenue is an unsightly claim moved from being posted as an expense to forming a lien on the property, thus no longer being an expense to the Region, but to the assessed owner. Also included is Efficiency NS Funding for Queens Place, FOIPOP requests and copier revenue from the library.

Section 6: Unconditional Transfers From Other Governments

Municipal Grants payment was received in January.

Section 7: Conditional Transfers From Federal & Provincial Government

The majority of this funding comes in at the end of the year and may be affected by MRF being non operational for a period of time.

Section 8: Other Transfers

Other transfers for this quarter include Queens Neighborhood Community Housing donation of \$203,000, Broadband payment \$75,000, AV Council Chambers \$40,485, contribution to operations from Surplus \$442,835, and Fire Truck Loan payments \$185,130 – all budgeted items from the Special Operating Reserve.

Expenditures:

Expenditures are expressed as a percentage of annual budget, therefore those that are recorded at the beginning of the year will be close to 100% of budget rather than 75% for the third quarter.

Section 9 - General Government Services

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

Other Council - \$2000 for courses, none used to date, no special occasions events (Jubilee medal).

Administration – Staffing vacancies

Taxation - Reduced Taxes is our low-income tax exemption. Media promotion has been approved for a last push for awareness to educate more residents about this rebate.

Common Services – Budget renovations to the Admin building will not be completed.

Other general government services: Conventions – No attendees at FCM conference this year.

Section 10 - Protective Services

Fire hall building expense includes replacement of radiators and continued repairs due to the February 2023 burst pipe incident. Budget \$53,500, YTD \$92,700. The costs include a \$10,000 insurance deductible, radiator installation went over because piping had to be rerouted and the water main issue rerouting contributed to the remainder of the overage.

Section 11 – Transportation Services

Gas and diesel are running under budget, price increases were not as much as budgeted, and lack of snow clearing has meant less consumption for plows.

Renovation cost YTD for the Works Garage are \$102,000, budgeted at \$73,000.

Investment in staff training is over budget which reflects implementation of identified opportunities to provide up to date OHS training for staff.

Roads and Streets is under budget because design study for the bridge has not happened.

Section 12 – Environmental Health Services

Sewage Collection treatment and disposal administration is insurance cost and education.

Sewer Collections Systems - Lift Station cleaning of \$19,000 and connection cost of over \$15,000 for one property, heat pumps for lagoon building \$7000.

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

Section 14 - Environmental Development Services

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

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

Tourism Marketing and Promotion - \$3000 spent to date of the \$27,100 budget.

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

Section 15 – Recreation and Cultural Services

Swimming pools are over budget as some repair costs for the Milton pool and the chemical costs for both pool billings were received and recorded.

Museums – Astor is recorded here and minimal spent of \$20,000 budget to end of quarter.

Section 16 – Fiscal Services

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

Special Operating Reserves	\$ 277,192.78	\$ 1,407.86	Comfort Center
		\$ 3,750.03	First Responders
		\$ 15,784.92	FD safety
		\$ 18,749.97	Sidewalk Reserve
		\$ 75,000.00	Bell Internet
		\$ 112,500.00	2nd gen landfill
		\$ 50,000.00	Cell Tower reserve
Special Operating Reserve Equipment	\$ 337,500.00	\$ 150,000.00	Landfill Equipment
		\$ 187,500.00	General Equipmer
Special Operating Reserve Capital	\$ 942,696.17	\$ 939,425.50	LTC land sale
		\$ 3,270.67	PC report
Capital Out of Operating	\$ 813,008.00	\$ 763,008.00	Waterloo
		\$ 50,000.00	Beach Meadows
		<u>\$ 2,370,396.95</u>	

Hillview Acres

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

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

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

Utility

Water treatment plant expenses are considerably higher than budget. The plant has required significant investment this year. Chemical cost increase of 10% was budgeted and the actual cost is

already 30% over to 01/25/2024. Process Equipment was budgeted at \$30,000 and is \$300,000 to 01/25/2024.

The insurance claim settlement for the lightning strike is currently being negotiated by staff. A recovery of approximately \$82,000 is anticipated and will be recorded as revenue in January.

Administration is over budget due to the advertising expenses incurred because of the Boil Water advisory.

8.3 Council Implementation Report

Mayor Norman asked Director MacLeod if the action under October 22, 2019 could be completed or removed from the report due to how long it's been on the roster. Director MacLeod stated the documents are current with the property owner for signature and registration.

Council recessed at 12:00 Noon and reconvened at 12:30 p.m.

8.4 North Queens Active Living Request (NQAL)

Mayor Norman asked Council if they wished to consider the request of NQAL for funding of \$16,500 as part of the budget deliberation for long term permanent funding, which is a new request as the funding was done previously as a yearly request.

CAO Joudry clarified the procedure and asked if Council were interested in supporting their request and how they wish to proceed.

Councillor Brown stated moving forward with a single year funding through the budget process would be his preference. Deputy Mayor Fancy agreed and suggested the next Council could investigate.

Councillor Charlton disagreed and stated not-for-profits need support and feels that it would be a mistake not to support long term and suggested the request be added to the budget permanently. In addition, consider funding for Greenfield. Councillor Hawkes agreed to long term as the group provide a benefit to the community.

CAO Joudry stated as a general principle current Councils should not commit future councils to things, meaning you could not make a motion today that will bind future Council.

There are different scenarios for groups asking for funding. The request can be part of the budget for deliberation and Council would then decide to support or not, there are programs that have criteria and groups would apply and receive funding, or establishing a formal agreement between RQM and the organization.

Consensus given for NQAL request to be included in budget deliberations.

8.5 Brooklyn Recreation – Notice to Reader Reimbursement

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

THAT Council of Region of Queens Municipality receive the Brooklyn Recreation – Notice to Reader Reimbursement Report dated February 13, 2024.

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

THAT the motion be amended to include “and to reimburse the amount of \$1,150 to Brooklyn Recreation and bring back as a motion at the next Council meeting on February 27, 2024” be added.

Councillor Amirault stated the policy revisions came about from an Area Rate meeting and Notice to Reader was discussed. In April, policy revisions began by Eric Levy, previous Municipal Clerk, and had hoped that the policy would be completed. The policy was passed at our January 23, 2024 meeting which did not give the Brooklyn Recreation sufficient time.

She further stated Brooklyn Recreation try to utilize the area rate funding the best they can, and this money would go a long way in helping them achieve their goals.

AMENDMENT CARRIED unanimously and reads as follows.

THAT Council of Region of Queens Municipality receive the Brooklyn Recreation – Notice to Reader Reimbursement Report dated February 13, 2024 and to reimburse the amount of \$1,150 to Brooklyn Recreation and bring back as a motion at the next Council meeting on February 27, 2024.

MOTION CARRIED unanimously.

Councillor Muise left the meeting at 1:10 p.m.

8.6 Traffic Authority

Adam Grant, Director of Engineering & Public Works, and Garret Chetwynd, Assistant Director of Engineering & Public Works, were welcomed to provide Council the role of Traffic Authority.

Some highlights included:

Definitions – Authority is a person with power to give orders or make decisions on roads, streets, and alleys for public use. Traffic is considered to be users of highways including pedestrians.

Governance – Municipal Government Act, Motor Vehicle Act, Engineering Profession Act and Traffic Safety Act.

Professionalism – Ultimate accountability to the Minister (Provincial Traffic Authority) under the MVA.

Current Practice – The practice of the Engineering and Public Works Department in the role of Traffic Authority for the Region of Queens is to abide by the responsibilities imposed under the MVA, follow the guiding principles of the provincial authority and utilizing resources such as Transportation Association of Canada (TAC) guidelines or Transportation Engineers.

Municipal Traffic Authority – Power and Responsibilities per MVA

- Erecting traffic control devices such as sign, markings and control signals,
- Establishing crosswalks, safety zones, traffic lanes, prohibition of left-turns, right-turns, U-turns, creation of one-way streets, etc.,

- On-highway special event permits (parades, walk-a-thons, etc.),
- Fixing maximum rate between 50 and 80 km/h,
- Designating school or park areas, and
- Designating a sidewalk or portion as a trail.

History in Queens – The first Motor Vehicle Act was adopted in 1907. The 1932 MVA created the position of Traffic Authority. In 2007 the position was held by the Municipal Building Official. From 2007 to 2020 the S/Sgt. of Queens RCMP was appointed, but they advised the Municipality in 2020 that they could not responsibly hold the position as they felt they did not have the proper training and education. In June 2020, the Assistant Director, Engineering and Public Works was appointed by Council.

Risk and Safety – Risk is the possibility that something bad happens and exists in all forms of transportation. Safety is a temporary condition of being protected from risk, but absolute safety does not exist.

Roles – The Traffic Authority hold the responsibility. The Engineer applies the ability and Council allocates resources.

Traffic Authority Action Process:

1. Concern received by Traffic Authority from the public, staff, Council, etc.
2. The issue is reviewed by the Traffic Authority. It is either dismissed or evaluated further (Traffic Assessment).
3. The Traffic Assessment conducted in-house by Engineer.
4. Recommendations implemented by priority, referring to Council as necessary for budgetary consideration by Engineer.
5. Traffic Authority confirms recommendations are effective.

Traffic Assessment:

- Research – existing conditions and neighbourhood evolution
- Application of Guidelines – Existing conditions are evaluated and deficiencies or improvements are identified.
- Provide Recommendations or Requirements.

Implementation:

- Cost estimate or recommendations is prepared.
- Upgrades are installed, either within existing budget or brought forward to Council for consideration.
- Installation

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings go In-Camera at 1:28 p.m. to discuss the following:

9.1 Contract Negotiations

9.2 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Gidney and seconded by Councillor Charlton that the proceedings exit In-Camera at 2:02 p.m.

MOTION CARRIED unanimously.

9.0 Global Empire Lease Amendment

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

THAT Council of Region of Queens Municipality authorizes the Mayor and Chief Administrative Officer to execute the amended lease dated February 1, 2024.

Mayor Norman stated this is an amendment to the lease for Global Empire who have been in our community for several years. Half of the building they are leasing is no longer required for their use, so the lease has been amended to reflect this.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 2:05 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Corporate Services

Date: February 27, 2024

Re: **Tax Exemption Bylaw**

Background

Each year, Council reviews properties listed in *Bylaw No. 14 Tax Exemption Bylaw* for additions and deletions of properties to be exempt from taxation. Attached is the proposed bylaw for 2024-2025, with a list of the associated exempted properties.

Details

Since the last review and approval of the *Tax Exemption Bylaw*, requests have been made by Medway Area Heritage Society, Mechanics Lodge and Queens Neighborhood Cooperative Housing Ltd. These properties have been added to "Schedule A" in the proposed bylaw. The Medway Area Heritage Society requests exemption for The Seely Hall, The Old Meeting House, and a parcel of resource property. We are awaiting PVSC (Property Valuation Services Corporation) to complete a name change for a property assessed to the Mechanics Lodge. Housing is not eligible for an exemption under legislation, therefore, the property requested by Queens Neighborhood Cooperative Housing Ltd has not been included in this exemption. Currently this property is assessed as vacant land so the impact of granting an exemption would be \$255.



Hines Pro Guide Limited 04645766, has been removed from the exemption list as their registration on the Registry of Joint Stock Companies has expired. This decreases the exemption amount by approximately \$21,000.

Companies/corporations are required to follow the Registry of Joint Stock Companies requirements for registering, renewing, changing, and ending a company in Nova Scotia.

Applicable Legislation

Section 71 (1) of the *Municipal Government Act (MGA)* states

(1) The council may, by policy, exempt from taxation to the extent and under the conditions set out in the policy

(a) property

- (i) of a named registered Canadian charitable organization, and
- (ii) that is used directly and solely for charitable purpose;

(b) property of a nonprofit community, charitable, fraternal, educational recreational, religious, cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council;

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

Budget Impacts

The total amount in residential and commercial exempt taxes under this bylaw is approximately \$219,000. The properties added to the list this year total \$2870.

Communications

The second reading of this Bylaw will be advertised on March 6, 2024, in the local paper and on our website, to be brought forward on March 26, 2024, for final approval.



Recommendation

THAT Council of the Region of Queens Municipality give first reading to Bylaw No. 14 respecting Tax Exemptions, as amended.

BYLAW NO. 14

A BYLAW RESPECTING TAX EXEMPTIONS

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

1. This Bylaw shall be known as Bylaw Number 14 and may be cited as “The Tax Exemption Bylaw”.
2. The property of the organizations, or institutions named in Schedule “A” that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Region of Queens Municipality and the property of the organizations, or institutions named in Schedule “B” that would otherwise be classified as commercial property shall be partially exempt from taxation, including area rates, and will be required to pay the residential rate of taxes in the Region of Queens Municipality.
3. Where a property or part thereof, listed in Schedule “A” or “B”, ceases to be occupied by the association or for the purposes set out in the Schedule, partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
4. This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.
5. This bylaw shall have effect in the municipal taxation year commencing on April 1, 2024.

REPEAL

6. The Tax Exemption Bylaw adopted by the Council of the Region of Queens Municipality on 23rd day of March 2023, is hereby repealed.

THIS IS TO CERTIFY THAT this Bylaw was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held the

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

MAYOR

MUNICIPAL CLERK

READINGS: First: February 27, 2024
Second: March 26, 2024
Date of Publication: March 6, 2024
Newspaper: April 3, 2024

Office of the Minister of Municipal Affairs and Housing

Filed / Approved:

SCHEDULE "A"
Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
1	Hunts Point Community Hall	02116774
	Anglican Church	00756776
	Mersey Point Community Association	03217167
	District No. 3 Athletic Association	06018025
	Hollow Log Rifle & Pistol Association	02060078
	White Point Community Association	04905504
	Harbour Authority Moose Harbour	03389111
	Queens Archers Association	01641832
	Queens Archers Association	01641859
	Queens Archers Association	00197254
	Queens Archers Association	06466613
Queens Day Care Association	03377768	
Queens Day Care Association	04918665	
2	Port L'Hebert Community Hall	00889555
	Port Joli Community Association	03788946
	Spectacle Light Society	01763709
	SW Port Mouton Women's Community Assoc.	04499182
	West Queens Recreation Association	04918053
	West Queens Recreation Association	04318137
	West Queens Coastal Community Devel Assoc	03400611
3	Milton Community Association	03257665
	Milton Community Association	10740215
	Milton Community Association	10740223
	The Milton Canoe and Camera Club	04924037
	Queens Association for Supported Living	03012212
4	Queens Association for Supported Living	00583405
5	Brooklyn Recreation Committee Society	04764269
6	Brooklyn Recreation Committee Society	00484806
	Brooklyn Recreation Committee Society	04764323
	Brooklyn Recreation Committee Society	10495318
	Queens Recreational Boating Assoc	08373183
	Queens Recreational Boating Assoc	00424897
	Queens Recreational Boating Assoc	00424501

7	Seaside Recreation & Community Center Assoc	03401324
	Medway Head Lighthouse Society	10573548
	Medway Head Lighthouse Society	01763776
	Anglican Parish of South Queens	01230557
	Medway Area Heritage	00888125
	Medway Area Heritage	03220184
	Medway Area Heritage	11002323
8	Mill Village Community Hall	00889563
	Danesville Community Hall	01080687
9	Twinfields Community Association	08360510
	Greenfield First Settlers Place	01502379
	Greater Molega Lake Lot Owners Association	01796356
10	Westfield Community Club	04877047
	Trustees Community Club Pleasant River	00888877
	SW Nova Biosphere	10293367
11	North Queens Historic Society	03539091
	North Queens Medical Centre Association	03562956
	Roman Catholic Episcopal Corporation	00759538
	Margaret Stanhope (Hunt Park)	02110393
	North Queens Board of Trade	03539059
	North Queens Board of Trade	00650587
	North Queens Board of Trade	01543814
	Mechanics Lodge	11026461
12	Kempt Community Hall	02331578
	New Grafton Community Assoc	03491048
	Mersey Tobeatic Research Institute	06470548
13	Hank Snow Museum	08400113
	Astor Theatre	04645693
	Parking Lot/Veteran's Park	04645995
	Friends of Hank Snow Society	02578204
	Queens Association for Supported Living	02950529
	Queens Association for Supported Living	04026489
	Queens Association for Supported Living	08375305
	Liverpool Baseball Club (1982)	05172322
	Liverpool Baseball Club (1982)	08390274
	Liverpool Baseball Club (1982)	01317288
	Liverpool Curling Club	02571358
	Region of Queens Water Utility	04645774
	Native Council of Nova Scotia	03934934
	Queens General Hospital Foundation	08401640

SCHEDULE "B"

Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
13	Vishwa Nirmala Dharma Educational Society (50% value)	01885987
13	Queens General Hospital Foundation (50% value)	02912058

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Corporate Services

Date: February 27, 2024


Re: February 2024 Area Rate Requests

Background: Region of Queens Municipality Policy 23 Community Area Rate requires that an application requesting a rate renewal must be submitted annually by February 15th to Director of Corporate Services.

Details: Director of Corporate Services received two applications for renewal of an area rate; one from the Brooklyn Cemetery Association for 1.5 cents and one from the Brooklyn Recreation Association for 4 cents. Exact funding from these rates will be determined once the budget has been prepared, however, funding is estimated to be slightly higher than last year as assessment roll overall value has risen.

Required documents for the renewal for Brooklyn Recreation Association are:

- Copy of any updates to the organization's incorporation documents;
- Signed resolution of the organization's directors authorizing the request;
- Financial plan including next year's budget, how funds from the area rate will be used and any other sources of revenue;
- A report outlining usage of area rate funds in the previous year;
- Appendix A financial information as of 12/31/2022;
- Bank Statement as of 12/31/2022;
- Bank Statement as of 12/31/2023;
- Preliminary Financials from 01/01/2023 – 11/30/2023;



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

Staff reviewed documents and all requested information was provided. The Annual General Meeting Minutes are included as an attachment to this report for Council information. Financials were completed as of December 31, 2023, so no forecasts were required.

Required documents for the renewal for Brooklyn Cemetery Committee are:

- Copy of any updates to the organization's incorporation documents;
- Signed resolution of the organization's directors authorizing the request;
- Financial plan including next year's budget, how funds from the area rate will be used and any other sources of revenue;
- A report outlining usage of area rate funds in the previous year;
- Appendix A financial information as of 12/31/2022;
- Bank Statement as of 12/31/2022;
- Bank Statement as of 12/31/2023;
- Preliminary Financials from 01/01/2023 – 11/30/2023;
- Copies of invoices from 01/01/2023 to 11/30/2023 with forecast to 12/31/2023.

Staff reviewed documents and all requested information was provided. A report provided by the Committee is attached for Council information. Financials were completed as of December 31, 2023, so no forecasts were required.

Applicable Legislation:

The Municipal Government Act Section 49 (1) states in part, "The council may make policies (a) setting the interest rate to be charged on overdue taxes, area rates, water charges, sewer charges and any other charges or sums owing to the municipality."

Budget Considerations:

Approved Area Rates will be included in the budget process.



Recommendation:

THAT Council of the Region of Queens Municipality receive the report titled February 2024 Area Rate Requests for information;

AND THAT Council consider approving the community area rates as presented at the March 12th Council meeting.

**Brooklyn Recreation Committee
Annual General Meeting
Monday January 29 , 2024 7:00 pm**

- I. **Call to order** 7:07 pm
- II. **Roll call** 17 present See attached sign in sheet
- III. **Approval of 2023 AGM Meeting Minutes**
Motion to accept Robert Dexter Seconded by Rodney Clattenburg
- VI. **Treasurer's Report** - Min Thiele-Smale
Review of 2023 Financial Statements,
2024 Budget (See attached statements)
Area rate application for \$0.04/\$100 cap assessment value
Motion to accept by Judy James Seconded by Cathy Levy
- VII **Review of 2023**

Donations:

Brooklyn Baptist Church 150th anniversary - Kenny Cameron
Raised \$1300 Looking to buy 2 benches for the Hank Snow Playground
BRC to purchase - Donated by markers. No date set for delivery

Hank Snow Playground - Wendy Visser -

Upgrades -

New steel basketball nets - Robert Dexter mentioned that formerly they used cloth basketball nets so that the kids couldn't jump on them and bend the net.
New Signage- Parental or Guardian Supervision is required for the use of this playground equipment. Play at your own Risk

Community Recreation Capital Grant - NS Communities, Culture, Tourism and Heritage

-Funds used to refurbish both swing sets, new chains, seats, and anti-wrap hangers - purchased and installed for big swings, toddler swing to be installed this year



replace the maypole (spinning rings) - new Spinning pole (right) for ages 5-12 Capacity 10 children

new piece-(left) Miracle Play's Ten Spin for children ages 2-12, all abilities, join in the fun

by sitting, kneeling or standing.



Events - Wendy Visser -

Spring Clean up- good attendance

Easter Egg Hunt- 75 kids, great community participation

Teddy Bears Picnic - only 3 families and 4 kids attended

Halloween @ Waterfront Park - 50 children came, very cold night

- also a Trunk or Treat in parking lot,

Treats supplied by BRC and Donations by Brooklyn Marina

Christmas on the Brooklyn Waterfront-

-30 people attended, Hot chocolate, hotdogs, music and a visit by Santa

-Thanks to our sponsors BRC, Sobeys, Brooklyn Marina, Dick Henneberry,

Winchester Disposal

Energy Efficiency Grant- Kaitlin Fralic

1. Efficiency Nova Scotia - Affordable Housing Program

Community halls qualify and are eligible to receive rebated energy efficient upgrades.

a. Application for the hall has been submitted

b. Energy audit completed on hall

i. Estimated energy use reduction is 55%

c. Upgrades includes:

i. Lighting (LEDs)

ii. Heat pumps

iii. Heat Recovery Ventilator (HRV)

iv. Heat pump hot water heaters

v. Blown in insulation

vi. Replace windows and exterior doors

Rebates are up to 80%.

BRC is currently working to get quotes to submit to Efficiency Nova Scotia.

2. Accessibility Building Grant

Improving the accessibility of the hall (i.e wheelchair ramp, bathroom, etc.).

Application is currently being drafted by BRC and is due on February 14.

Waterfront Park Report -Kaitlin Fralic

Wamboldt Electric - installed LED lights in lamp standards around the park. They are now on a timer. On at dusk off at 10

Parts are ordered for Gazebo light replacements

Brooklyn Community Hall Report - Clair Chandler

Rentals 283 Rentals in 2023

Regular Renters

Seaside Bridge Club Cosmic Cheer Queens Quilters

Kinsmen Kingo CUPE - Two groups

Anyone using the hall can have their event published on the Brooklyn Recreation Facebook page

Upgrades Completed-

New Eaves- \$2300 - Installed by Gutters Up

2 Dehumidifier Purchase- \$700 - Humidity levels much better

New tables \$2600 - Renters very happy with the light weight tables

Ditch cleaned out to take away excess water running across from Brady's. Now it's coming in from the road.

Billing Time	HS Playground
Totals	\$1,904.77
Nov - Jan	428.62
Jan - Mar	428.61
Mar- May	235.05
May - July	270.83
July - Sept	270.83
Sept - Nov	270.83

LED's installed at Hank Snow Playground
Savings - \$158 Bi-monthly
\$946 - Savings Annually

Donate Recycles Drop off to Queens Enviro Center tell them its for the Brooklyn Community Hall

Recognition of Supporters, Partners and Suppliers

Community of Brooklyn, All our Community Hall renters,
George Fralic- Christmas tree, Phil Hatt, Sobey's, Giffy Fralic, Queens Enviro Center, Counselor Vicki Amirault, Sophie Sharpe Brooklyn Marina, Province of Nova Scotia Communities, Culture Tourism and Heritage, Brady's, Wamboldt Electric, Liverpool Home Hardware, Queens Furniture, U-Line, Step Up Yard Care, From the Ground Up, Gutters Up, Region of Queens, Broker Link, Cummings Fire & Safety, Play Power LT, DVL Publishing, Exit 19, Winchester Disposal, Dick Henneberry, Art by Delchini
Apologies if we missed anyone

VIII **2024 Projects** see attached

IX. Nomination for 2024 Directors and Officers
Officers

Directors

Noel Smale, Clair Chandler,
Min Thiele-Smale, Wendy Vissers,
Ken Cameron, Arno Vanderpoel,
Kaitlin Fralic

Nominations from the Floor - None

Motioned to accept as presented by Robert Dexter Seconded by Rodney Clattenburg

X. Election of Officers for 2024

Chairperson: Wendy Vissers

Vice-Chair: Kaitlin Fralic

Treasurer: Min Thiele-Smale,

Secretary: Clair Chandler

XI. Old Business

A. Area Rate Meeting - Area Rate Policy 23 update - Vicki Amirault

Changes made to Policy 23

Date to have Financials into Region now Feb 15

Tiered reporting based on Dollars collected

<https://www.regionofqueens.com/document-library/operational-policies/2213-operational-policy-23-request-for-area-rate/file>

B.

XII. New Business

A. Robert Dexter suggests having 2 Christmas Trees and put one up at the Community Hall- children decorate with crafts made at hall. Get community to bake cookies and serve hot chocolate

Brooklyn Recreation Committee
2023 Financial Report

Revenues

		Actual	Budget	Variance
Receipts				
Area rates		32,152.00	32,000.00	152.00
Hall rental		10,400.00	9,500.00	900.00
Grants		6,300.00	-	6,300.00
Other		202.35	1,700.00	- 1,497.65
		49,054.35	43,200.00	5,854.35

Expenses

		Actual	Budget	Variance
Disbursements				
Bank fees		75.00	250.00	- 175.00
Capital improvements		21,914.27	20,000.00	1,914.27
Christmas Tree		-	100.00	- 100.00
Events		123.84	-	123.84
Insurance		5,940.00	3,300.00	2,640.00
Lawn maintenance		7,682.00	5,500.00	2,182.00
Janitorial		-	3,000.00	- 3,000.00
Office, misc		165.84	500.00	- 334.16
Power		7,773.21	8,000.00	- 226.79
Repairs and maintenance		1,066.90	1,000.00	66.90
Snow Removal		1,027.24	1,500.00	- 472.76
Telephone		372.12	450.00	- 77.88
Water and sewer		623.69	600.00	23.69
		46,764.11	44,200.00	2,564.11

Balance Sheet

Assets				
	Bank			28,696.15
	Cash to be deposited			50.00
	Accounts receivable			550.00
	Prepaid deposits			200.10
Total Assets				29,496.25
Liabilities				
	Accounts payable			31.01
	Prepaid rentals			135.00
	Loans payable			-
Total Liabilities				166.01
Equity				
	Retained Surplus/(Deficit)			29,330.24
Total Capital				29,330.24
Total Liabilities and Equity				29,496.25

Brooklyn Recreation Committee
2024 Budget

Receipts				
	Area rates			33,750.00
	Hall rental			9,500.00
	Other			500.00
				<u>43,750.00</u>
Disbursements				
	Audit			1,500.00
	Bank fees			250.00
	Capital Improvements			12,450.00
	Events			250.00
	Insurance			6,250.00
	Janitorial			3,000.00
	Lawn maintenance			8,000.00
	Office, misc			500.00
	Power			8,000.00
	Repairs and maintenance			1,000.00
	Snow Removal			1,500.00
	Telephone			450.00
	Water and sewer			600.00
				<u>43,750.00</u>
Excess of Receipts of Disbursements				<u><u>0.00</u></u>

Brooklyn Recreation Committee

2024 Projects

Community Hall

- Energy Efficiency Grant updates
- Flooring
- Painting
- Dead Tree cleanup

Hank Snow Playground

- New Equipment-
- Level grounds

Brooklyn Waterfront Park

- New lights on gazebo
- Stain gazebo
- Paint church bell
- No overnight parking Signage

Richardson Street Trail

- Lights for trail

Events

- HS Playground Spring Cleanup
- Brooklyn Community Hall Inside Spring Clean
- Brooklyn Hall Outside Spring Clean up
- Easter Egg Hunt
- Halloween
- Christmas in Brooklyn
- Movie Nights at Community Hall

Brooklyn Recreation Committee
 2024 AGM Meeting
 Monday January 29, 2024
 Brooklyn Rate Payers Sign In Sheet

Name Please Print	Civic Address	Contact Number
1 NOEL SMALE	97 Brooklyn Shore Rd	902-354-9121
2 Elizabeth Brown	130 Brooklyn Shore	782-446-1249
3 Ryan Brown	130 Brooklyn Shore	782-446-1263
4 Nelu Ambrault	4149 Hwy 3, Broudyln.	350-2947
5 Kathleen Fralci	194 Brooklyn Shore Rd	229-6846
6 Rodney Clatfording	178 Brooklyn Shore RD	354-2233
7 Melissa Smaie	97 Brooklyn Shore	354 4121
8 Kathy DeMond	48 Brooklyn Shore Rd	354-5530
9 Garry Jones	81 Brooklyn Shore Rd	350-3114
10 Sherry Sauer	48 " "	354-5530
11 Wendy Higgins	112 ^{203 Brooklyn} Hillside Shore Rd.	902-955-4077
12 Brenda Lawrence	120 Hillside Rd	902-354-7343
13 GJan Hudley	120 " "	" "
14 Tracy W Lewis	69 Mt Pleasant Rd	902-394-3395
15 Robert Dwyer	29 Ricardson St.	902-350-2257
16 Clair Chandler	62 Gardner Rd	902-350-1913
17 Ken Cameron	40 Evergreen Ln	902-343-2221
18		
19		
20		
21		
22		

Brooklyn Cemetery Committee

First Brooklyn Cemetery, Seaside Cemetery, Brooklyn Community Cemetery

PO Box 66 Brooklyn, Nova Scotia, B0J 1H0

Surplus Spending Options for discussion at February 17, 2023 Directors Meeting

Work At Seaside

- Drainage ditch South end of Cemetery – **Completed but need adjustment**
- Clear brush along West Side of Cemetery - **Complete**
- Chain fence east side of North Section needs to be looked at – **No Completed**
- Expansion of parking lot – **Not Completed**
- Weed & Feed , Lime North part of North Section – **Completed, Spring & Fall**
- Cemetery parking lot sign - **Completed**

Work at First Brooklyn

- Trees may have to come down – **One Remover**
- New Sign – **No Completed**
- Signage and mapping of Cemetery – **For 2025 Budget**

Work at Brooklyn Community

- Lots of Loam – **Completed**
- Concrete work – **For 2024**
- Confirm property lines – **For 2024**
- Planting in front of Sign – **For 2024**
- Bumpers - **Completed but need adjustment**

All Cemeteries

- Plantings and benches – **Four benched completed, Planting for 2024**

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Cody Joudry, CAO

Date: February 27, 2024

Re: Electronic Voting and Appointment of Returning Officer

Background:

The Municipality is required to appoint a returning officer for the 2024 Municipal Election. This must be done on or before March 15, 2024, as directed by Provincial legislation. In addition to this matter Council wished to consider implementing electronic voting. This report provides information on both matters.


Details:

Returning Officer Appointment

Ted Bulley had been Returning Officer for many Municipalities over the years, including Region of Queens. In addition to this Ted was also the Returning Officer for Provincial and Federal elections. Ted has since retired.

Ian Kent has been appointed the Returning Officer for Queens riding in the upcoming 2025 Provincial election. Ian is also expected to be the Returning Officer for the local riding in the Federal election.

Staff are recommending Ian Kent be appointed the Returning Officer. Council wished to consider electronic voting and it would be important to have the appointed Returning Officer in place to take part in that planning process if



Council chooses to move forward, therefore both matters are being brought forward together.

Electronic Voting Provider

At Council's January 9, 2024 meeting there was a discussion about voting options for the upcoming Municipal election. Staff were directed to investigate information about electronic, paper, or hybrid voting options.

A group of Nova Scotia Municipalities issued a Request for Proposals for companies to submit electronic voting proposals. A company named ScytI, which offers the *Invote* system was the successful proposal. It is also important to note ScytI's *Invote* will also be used for the 2025 Nova Scotia Provincial Election.

Electronic Voting

An electronic voting solution would allow registered voters to vote using internet or telephone options. Essentially any registered voter would be given a 'key', and when combined with personal information (i.e. date of birth), this would allow them to login to an internet or telephone system to vote. Council could then opt to then have only two polling stations, therefore saving those costs. It is difficult to estimate the exact savings, but, \$10,000 is a likely a reasonable approximate ceiling.

The electronic voting includes electronic and telephone voting in advance polls and on election day, assuming the voter is already registered. If the voter is not registered (i.e. did not get a voter card) they would go to a polling station and could still vote electronically there.

Hybrid Voting

Essentially a hybrid option is allowing voters to either vote electronically or on paper. The cost for this would be the typical election costs, approximately \$50,000 for 2024 plus the electronic voting system which is approximately \$20,000.

As with the electronic-only option, anyone would be able to vote using paper, by telephone, or through the internet in advance polls or on election day.

Paper (Traditional) Voting

The traditional voting system is estimated to cost \$50,000 for the 2024 election. Processes and systems largely would go unchanged from previous elections.

Analysis

Although reports show electronic voting does not necessarily increase voter turnout, most Municipal staff from other jurisdictions have suggested that there is an increased expectation of Municipalities in offering this option. In addition, it is estimated over 40 Municipalities are expected to offer some form of electronic voting in the 2024 election.

In addition to this, staff are concerned that a change from paper-only to electronic-only may be too drastic. As such staff are recommending a hybrid-option despite it being the more costly option.

Budget Impacts:

The total cost of the 2020 election was nearly \$45,000. The following breaks down the options and costs:

- Paper-only is \$50,000;
- Hybrid option is \$70,000 (with regular polling stations); and
- Electronic-only is \$60,000 (with only 2 polling stations).

Recommendation:

THAT the Council of Region of Queens Municipality receive the report titled Electronic Voting and Appointment of Returning Officer;

AND THAT Ian Kent be appointed the 2024 Region of Queens Returning Officer;

AND THAT staff be directed to implement the hybrid voting solution as outlined.

Region of Queens Municipality Staff Report

To: Council

From: Cody Joudry, Chief Administrative Officer

Date: February 27, 2024

Re: Liverpool Library Next Steps

Background:

During Council's December 12, 2023 meeting the Chief Administrative Officer (CAO) committed to returning to Council with recommendations on the future of the library. This report outlines those recommendations.

Details:

The CAO consulted members of Council and members of the library committee about what work and processes had taken place. The purpose of those discussions was to understand what worked, what didn't, and how to restart the process that would lead to clear decisions that were well supported.

Based on that dialogue, the CAO's conclusion are:

- (1) There was inconsistency throughout the process about who received information, when they received it, and why they received it. This creates differences in knowledge and understanding thought processes.
- (2) Clear and consistent parameters on decision-making processes, roles, and responsibilities and authorities was not well established or understood. This made decision-making difficult and often contentious.

Cost of a New Library

Council has budgeted \$3 million for library-related capital project. This includes \$0.8 million of “old gas tax” money and the remaining \$2.2 million from accumulated surplus. The presumption was this may be sufficient to complete a new library.

The Nova Scotia Department of Finance gathers and releases economic and statistical information. Their February 1, 2024 [Building Construction Price Index, Q4 2023](#) report demonstrates year-over-year construction cost increases have been significant, especially in Nova Scotia, over the last few years. In addition, information from Provincial colleagues and construction project managers suggest significant increases in cost are being seen everywhere in the Province.


As time went on from the initial work construction continued to rise. Additional costs, such as those related to servicing became better understood and changed the possible total cost of the project. This ultimately led to a conclusion that \$3 million was highly unlikely to be sufficient to cover all costs for this project. For clarity a full project cost should include servicing, furnishings, services connections, improvements, fees, project management, and so forth; and can only be well understood after a site is selected and design completed.

Current Library Location

The Municipality has a lease with owners of the building for the library space, which expires December 2024. The building is also currently listed for sale and staff are of the opinion the property is likely to be sold before the lease expires.

By most accounts the current building is not ideal, but the general location is. When Council prepared to decide where to relocate the library in December 2023, the bulk of the concerns appeared to be the distance from the main built-up area of Liverpool. The walking distance from the intersection of Main and Market Street to Queens Place Emera Centre is 1.5 km and the distance from the intersection to the Liverpool Business Development Centre (LBDC) is 1.7 km.

This matter has left Council with two questions to consider:

- 
- (1) Where will the library be located in the short term?
 - (2) What is the longer-term plan for the library?

Short Term

The library staying in its current location is a possibility but not a certainty. A potential extension of the lease could be negotiated but it is not clear what the cost would be, except that it would be more than the Municipality pays, which is a significant increase from the year before. More details can be provided in-camera but not publicly, due to the need to disclose information that may impact the current owners.


Council may consider another temporary or permanent location within the built-up area in Liverpool. The process of identifying possible locations, negotiating and executing a lease, lease-hold improvement cost and timing, and the upcoming municipal election create challenges and uncertainty.

The potential costs and process to negotiate an extension of the lease; the limits that lease could likely be extended by (and we'd still likely be in the same position); the time it would take to find a new location, agree and sign a new lease, complete renovations and move the library before December 2024; along with the fact the Municipality already has and owns vacant space at the LBDC and will need to renovate it anyways makes it difficult not to recommend it as the next library location.

Some stakeholders have expressed concern this location will be either permanent or require moving twice.

Consulting the public about library matter, selecting a site (and acquiring land if needed), creating design options, costing the project out, acquiring funding, tendering then constructing and moving the library will, realistically, take several years.

If Council takes the recommendation to move the library as recommended, input and feedback would be beneficial to inform decisions on designs, renovations, and furnishing of the new space. As such the CAO and Library CEO



would work collaboratively to ensure the community and users are consulted on these matters. The consultation plan would be brought to Council for their consideration before implementing.

Long Term

This current term of Council ends in October 2024. It would be difficult to complete, if Council was willing, consultation, site selection, design, tendering, and awarding the work before this current term of Council ends. As such, and since a future Council can make different decisions, it may be best left to them to develop the long-term plan for the library.

Staff recommend developing a long-term plan process as follows:

1. Conduct high level public engagement at the beginning of the process. The engagement process should provide qualitative and quantitative data regarding the level of support and considerations for a new library facility.
2. Quantify Council support for a new facility along with any specific decisions Council wants to make along the way. This includes a sense of the maximum property taxpayers would contribute.
3. Establish a new advisory committee and provide them with clear questions Council wants advice or guidance on. This could include providing clarity on the committee's authority or autonomy.
4. Provide the committee clear terms, deliverables, and decision points - and ensure Council receives frequent updates on progress.
5. Support the committee by providing an expert on site selection, design, and costing for their discusses and deliberates.
6. Task the committee with developing a low-cost and "all wants meet" options.
7. Consult the public on final options after Council is consulted, but before Council makes any final decisions.
8. Establish a fundraising committee who would be responsible for acquiring financial commitments (i.e. individual grants, donations) to cover the remainder of the cost not covered by Council's financial commitment.
9. Proceed with tendering the work once all monies have been acquired.



Budget Impacts:

If the recommendation is accepted the estimated cost of renovations are \$1,050,000. As with all capital projects an additional 20% contingency is advised to ensure the project proceeds in a timely manner.

Recommendation:

THAT the Council of Region of Queens Municipality receive the report titled Liverpool Library Next Steps;

AND THAT the staff be directed to commence renovations of the vacant space at the Liverpool Business Development Centre with a budget of \$1,050,000 plus a 20% contingency, funded from (*"gas tax" but need official name, remainder from accumulated surplus*);

AND THAT staff be directed to collaborate with the library board and senior staff to create a consultation plan as outlined and present it to Council for approval;

AND THAT the Liverpool library be relocated to the Liverpool Business Development Centre by December 2024;

AND THAT notice of this decision be given to the South Shore Library Board.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Cody Joudry

Date: February 27, 2024

Re: Brooklyn Recreation – Notice to Reader Reimbursement

Background:

During Council's deliberation on the Community Area Rate policy there was a request for consideration of reimbursing Brooklyn Recreation for financial review cost (Notice to Reader).

Details:

Brooklyn Recreation received \$32,000 in community area rate money. The Notice to Reader service they were required to obtain cost \$1,150, or 3.6% of their community area rate revenue.

The following is some information that may support Council if they consider reimbursement:

- Reimbursement would be funded through the general levy, which all rate payers contribute to.
- In principle the community area rate revenue is meant to cover all appropriate expenses.
- There was uncertainty on what the final outcome of the community area rate policy changes would be, making things challenging for Brooklyn Recreation to know how to proceed.



Budget Impacts:

If Council considers covering the costs, it could be expensed from the Economic Development Budget in the current fiscal year.

Recommendation:

That the Council of Region of Queens Municipality reimburse the amount of \$1,150 to Brooklyn Recreation.



Belliveau Veinotte Inc.
 CHARTERED PROFESSIONAL ACCOUNTANTS

Member of The AC Group of Independent Accounting Firms

PO Box 254
 54 Harley Umphrey Dr
 Liverpool NS B0T 1K0
 Canada

Tel: 902-356-4278
 Fax: 902-356-2423
 liverpool@bvca.ca

www.bvca.ca

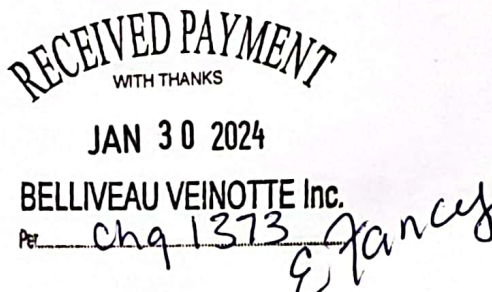
Brooklyn Recreation Committee
 PO Box 36
 Brooklyn NS B0J1H0

STATEMENT OF FEE

CLIENT #85261953

INVOICE #26163

HST REGISTRATION #883225328 RT0001

<p>2024 January 30</p>	<p>FOR PROFESSIONAL SERVICES RENDERED</p> <p>Preparation of unaudited financial information, including analysis of accounts and preparation of adjustments where necessary, for the year ended December 31, 2022.</p> <p>FEES</p> <p>HST</p> <p>AMOUNT DUE</p> <p style="text-align: center;">  </p> <p><i>Payment accepted by CASH, CHEQUE, in-person DEBIT, and direct deposit eTRANSFER to payments@bvca.ca. Please reference your invoice # when paying.</i></p>	<p style="text-align: right;">\$1,000.00</p> <p style="text-align: right;"><u>150.00</u></p> <p style="text-align: right;"><u>\$1,150.00</u></p>
----------------------------	--	---

TERMS: Payment due upon receipt, interest will be charged at the rate of 1.25% per month (15% per annum) on any unpaid balance calculated from a date that is one month after this statement of fee is delivered.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Kimberly Halliday, Physical Activity Coordinator

Date: February 27, 2024

Re: Core Active Transportation Network Project

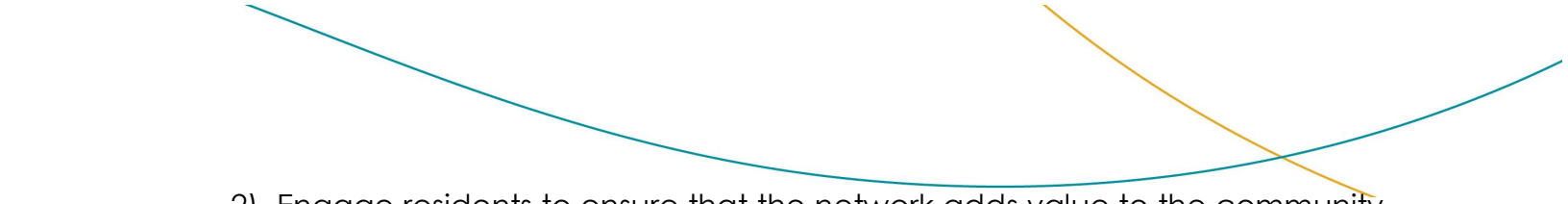
Background

Active Transportation (AT) refers to the movement of people/goods powered by human activity, I.E., walking, cycling, wheelchairs, scooters, e-bikes, snowshoe, etc. to get to key destinations. An application was submitted to Cycle Nova Scotia (CNS) to participate in their Core AT Network program funded by Communities, Culture Tourism and Heritage, Department of Natural Resources and Renewables, and Federation of Canadian Municipalities. Through the Department of Natural Resources and Renewables, CNS employed a full-time AT Planner/Designer tasked with providing planning services to communities in Nova Scotia. To date, CNS has worked with various communities across the Province including: Annapolis Royal, Antigonish, Town of Lunenburg, Mahone Bay, Port Hawkesbury, and Bridgewater to name a few.

Details

The Core AT Network Project aims to link residents to the places they want to go by walking, rolling, or cycling. By working with the community, plans are created for a network of safe, active transportation infrastructure that allows residents and visitors to travel to the places they want to visit. The project has four goals:

- 1) Develop an AT network plan that will contribute to a more equitable, healthy, and sustainable future for residents.

- 
- 2) Engage residents to ensure that the network adds value to the community and improves transportation options.
 - 3) Connect Blue Route (a separate project by Cycle NS to create a continuous network of bicycling infrastructure around the province) into the town to provide easy access to local businesses and attractions for cycling tourists.
 - 4) Provide communities with a plan that can leverage financial support from Provincial and Federal funds to build the community's vision for safe, active transportation.

Project Outputs

The following breaks the project into 4 phases:

Phase 1, Part 1: Engagement Reports

- Showcase community feedback regarding mode of travel, destinations, desired routes, and concerns around access to AT.
- Report will determine priority route(s) based on community feedback.

Phase 1, Part 2: Concept Network

- Cohesive network of AT infrastructure based on community feedback, key destinations, and accessibility.
- Report will identify priority route(s) based on feedback and evaluation matrix.

Phase 2, Part 1: Functional Plan Report

- Showcase concept designs for priority route and offer suggestions for a full network. Route design is based on existing conditions, traffic data, feedback from community engagement, Transportation Association of Canada (TAC)/National Association of City Transportation Officials (NACTO)/ CROW refers to the Dutch Design Manual for Bicycle Traffic and is the Dutch abbreviation of the Information and Technology Centre for Transport and Infrastructure. All of these design standards will be included and considers all ages and abilities.
- Will include a Cost D estimate.
- Inform the detailed design and support future applications for funding.



Phase 3: Detailed Design and Construction

- Recommendation that the Community Partner (RQM) applies for funding opportunities that would support the implementation of the proposed recommendations.

Phase 4: Programming Opportunities

- Cycle NS has several programming opportunities to maintain momentum and interest in safe and community minded active transportation, I.E., Women on Wheel, CAN-BIKE Certification, wayfinding signage, community rides, tactical urbanism, school programming, and more.

In addition to public engagement sessions, they would be working with the Department of Planning & Development and Department of Engineering & Public Works for feedback on priority routes, feasibility, and supplying documents (road paving schedule, etc.) to help shape the plan. Council members are also invited to join discussions in the engagement sessions. The main point of contact throughout the process will be the Physical Activity Coordinator.

Once the plan is created, completion of the infrastructure projects is at the Municipality's discretion on what is feasible at the time, however; they are strongly encouraged to be completed. The project intends to be laid out in a phased nature, allowing time to apply for grants and put less strain on municipal funds upfront, increasing the likelihood that all projects can be completed. With active transportation funds being incredibly competitive, this project plan would be a huge advantage for leveraging grants as they would essentially be shovel ready projects.

Budget Impacts

Participation in the initial planning work is covered by funders, the Municipality would be responsible to provide some staff resources to support the consultation work and review draft findings.



Recommendation

THAT Council receives Core Active Transportation Network Project information;

AND THAT Council consider endorsing the Core Active Transportation Network Project at their March 12, 2024 meeting.

Communications

Communications will be ongoing for community members, Council and staff for promotion of survey, results and communication of the plan once developed.

Region of Queens Municipality Staff Report

To: Council

From: Cody Joudry, CAO

Date: February 27, 2024

Re: NSFM Spring Conference Attendance

Background

Nova Scotia Federation of Municipalities will have their spring conference on May 8 - 10, 2024 in Baddeck, Nova Scotia.

Policy 47 – Council Attendance at Meetings, Workshops, and Conferences states:

Members of Council, at the Region's expense, shall only attend meetings, workshops, and conferences outside Queens County for which a registration fee is applicable or where the meeting, workshop, or conference require the elected official to stay overnight, when attendance at such meeting, workshop, or conference has been duly approved by Council.

Discussion

For Council to determine who wishes to attend the NSFM conference to allow staff to prepare the recommendation for the next Council meeting.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM 2024 SPRING CONFERENCE

Mark Your Calendars!

NSFM Spring Conference; May 8–10, 2024; Inverary Inn, Baddeck, NS

Join us for the highly anticipated NSFM Spring Conference, set against the picturesque backdrop of the Inverary Inn Resort, from May 8 to 10. We're thrilled to announce that Olympian Brad Gushue as the Keynote Speaker!



A trailblazer in every sense, Brad Gushue hails from St. John's, Newfoundland, and has etched his name in Canadian curling history.

[Read More](#)

ACCOMMODATIONS – Now Open For Booking!

[Learn More](#)

INVITATION

To Join the 2024 NSFM Fall Conference Planning Committee

We invite you to participate in the 2024 NSFM Fall Conference Planning Committee. Scheduled for November 27 to 29 in Halifax post-election, this conference offers a valuable opportunity for municipal leaders to collaborate and address important issues facing Nova Scotia communities.

The committee's role is to develop the conference agenda and assist in chairing sessions, with NSFM staff handling logistics. Meetings will be held virtually, likely two to three times before the event, beginning tentatively on March 28.

Preference will be given to those planning to re-offer in the upcoming municipal elections, ensuring continuity throughout the planning process and the event itself. Four individuals will join the Chair on the committee.

Candidates will be reviewed and appointed by the Chair of the 2024 planning committee. This is an opportunity to contribute to the success of NSFM's flagship event and network with municipal leaders across the province.

To express your interest, please submit your name by March 5 to jwebber@nsfm.ca. We appreciate your dedication to serving Nova Scotia municipalities and look forward to collaborating with you.

ADVISORY COMMITTEE MEMBERS NEEDED

Municipal Autonomy Advisory Committee

The committee has begun to review membership priorities. Chaired by Warden Alex Morrison of Annapolis County, this committee advises how supporting municipal autonomy can aid progress toward province-wide goals.

There are currently 2 open positions for elected officials on the Municipal Autonomy Advisory Committee.

If you have an interest in exploring municipal autonomy, please forward your name and a brief description of your background to wpetite@nsfm.ca. **The deadline to express interest is March 21.**

Some information on the Committee:

- Scheduled meetings take place 4 times a year, with additional meetings arising as necessary.
- Committee members review advocacy issues generated by NSFM member councils like yours and emerging municipal priorities.

- Terms of Reference are available upon request.

Reach out today or learn more from upcoming updates via our website, newsletter, and member communications.

Equity & Community Wellbeing Committee

The committee has commenced its work. The Committee will provide opportunities for education and knowledge sharing among the membership related to the promotion of the voices of underrepresented individuals in local government and collaboration among diverse community stakeholders. Chaired by Councillor Alison Graham, the committee is looking for one additional elected official to join.

- Committees meet 4 times a year to review advocacy issues generated by the membership
- Terms of Reference are available
- Stay tuned for additional updates via our website, newsletter, and member communications

Have an interest in this Committee? Please forward your name and a background brief to imorrison@nsfm.ca **Deadline: February 29**

SEEKING SUCCESS STORIES

Call for Youth Engagement Success Stories!

NSFM Spring Conference 2024 – May 8-10

Do you have a remarkable youth engagement success story to share? We invite you to showcase your municipality's achievements at the upcoming NSFM Spring Conference!

Why Share Your Story?

Inspire Others: Your success can motivate fellow leaders to enhance youth engagement in their communities.

Learn and Connect: Exchange insights and build valuable connections with peers.

Presentation Opportunity: Selected submissions will be featured on a panel during the conference. The planning committee will select up to three submissions to be featured.

How to Participate: Submit your success story by **March 1** to jwebber@nsfm.ca

Join Us in Shaping the Future: Celebrate your municipality's dedication to youth empowerment and contribute to a vibrant discussion on community building in Nova Scotia. Don't miss this chance to make a difference!

Inquiries: jwebber@nsfm.ca.

More information on the NSFM 2024 Spring Conference coming soon!

Unlock NS's Tourism Potential: Share Your Unique Innovations!

NSFM Spring Conference 2024 – May 8-10

Do you have a groundbreaking tourism initiative that sets your community apart? We are also seeking innovative ideas on tourism in your communities to showcase at the upcoming spring conference. Whether it's an off-the-beaten-path attraction, an initiative to inspire locals to explore their own backyard or a creative event, we want to hear about it!

Why Share Your Idea?

Inspire Others: Your innovative approach could spark new ideas and collaborations among municipalities across Nova Scotia.

Gain Recognition: Selected submissions will have the opportunity to present on a panel at the conference, gaining visibility and recognition for your municipality's tourism efforts.

Contribute to Growth: By sharing your unique innovation, you contribute to the growth and diversification of Nova Scotia's tourism industry.

How to Participate: Submit your idea by **March 1** to jwebber@nsfm.ca. Don't miss this chance to showcase your municipality's ingenuity.

NEWS

[Podcast: The Todd Veinotte Show February 9th, 2024 - CityNews Halifax](#)

[Slow but steady progress to clear out Cape Breton after storm | 101.5 The Hawk](#)

[Wolfville conducts tree inventory to help town deal with effects of climate change](#)

FUNDING

Unleash Fiscal Opportunities for Empowered Municipal Growth

The **NSFM Funding Database** is a centralized resource dedicated to our members to help find municipal funding opportunities. A monthly funding update will also be communicated, outlining deadlines and information sessions.

Click [here](#) to see the latest updates on the Municipal Funding Database.

[Community Support, Multiculturalism, and Anti-Racism Initiatives Program](#) is open, apply 18 weeks before the event start date.

Community Health Boards [Wellness Funds](#) will open on March 4.

[Mitacs](#) offers support for municipalities.

Funding to train [Residential Building Officials](#) is available, deadline March 1.

[Rural Transit Solutions Fund](#) will close the capital stream on Feb 28.

[Civil Forfeiture Grant Program](#) is open for continuous intake.

[Festival and Community Event Development](#) program is open, deadline Feb 28.

FCM Funding Opportunities

On February 7, Scott Pearce, president of the Federation of Canadian Municipalities (FCM), announced that its [Green Municipal Fund](#) (GMF) is revising its core funding to enhance its flexibility and adaptability and maximize its impact.

[Click here](#) to find more information.

PROGRAMS

NFSM/Canoe Furniture

With the **NSFM/Canoe Furniture Program**, you get access to furniture designers and manufacturers recognized as experts in their fields, ensuring some of the best commercial furniture available. The program works with local retailers for supply, service, and support. **NSFM/Canoe = Local.**

[NFSM Canoe Furniture Program information](#)

NFSM/Canoe Keeps Your Fleet Moving

The **NSFM/Canoe Auto Parts Program** partners with NAPA Auto Parts to make your budget go further. NAPA has programs designed for both small and large fleet customers with the most extensive coverage in the automotive aftermarket. A national team of fleet specialists are available to support you and your fleet with inventory support, cost analysis, and reporting to ensure that you always understand your spend and where it's going. [Learn more!](#) The program works with local retailers for supply, service, and support. **NSFM/Canoe = Local.**

AMANS Launches New Wellness Website

AMANS has launched new [wellness website](#). **Highlights include:**

- **Streamlined Navigation:** Find what you need effortlessly
- **Fresh Design:** Modern look and feel for enhanced engagement
- **Rich Content:** Updated information and resources at your fingertips
- **User-Friendly Interface:** Intuitive features for a smoother browsing experience

More information, contact mbower@amans.ca

GoodLife Fitness Discount

Municipal employees and elected officials can access the **GoodLife Fitness Discount Program**. **Features include:**

- 30% corporate discount off club pricing.
- Access to professionally trained staff, while receiving
- No enrollment fees
- All municipal employees and elected officials are eligible for this program. You do not need to be an AMANS member

Visit our [NEW](#) website for more information on the [GLF Membership Discount Program](#)

To register for the program or obtain more information, contact mbower@amans.ca

LIFT Fitness

If your municipality or municipal unit is a subscriber to the **TELUS Health EAP program**, check out the FREE [LIFT Fitness Program](#).

Benefits:

- Full suite of FREE fitness offerings that make working out exciting, easy, and efficient
- Custom programs created by certified experts to help you reach your goals
- Live chat with experienced fitness professionals to help you every step of the way
- Just like working out at your gym or studio without ever stepping outside

More information, contact mbower@amans.ca

WEBINARS

Preferred Insurance Rates for Elected Leaders & Staff

Did you know that you can receive exclusive insurance discounts on your **personal home and auto insurance** through BrokerLink's group insurance program? BrokerLink is proud to provide quality insurance products, expertise, and solutions to our sector. Their dedicated group insurance advisors will compare your coverage options and help get you the most comprehensive coverage at the best value.

Eligibility

- Municipal leaders
- Municipal staff
- Family members living in the same household, including spouse/common law spouse, dependents under the age of 21, or 25 (if attending a post secondary institution full time)
- Retirees

This webinar explains how the program works, how access works, and how you can benefit from lower insurance rates and value-added education on insurance products.

- February 28: 2:00 pm-3:00 pm (AST)
- [Register Here](#)
- After registering, you will receive a confirmation email containing information about joining the meeting.

BrokerLink is a program partner of the Nova Scotia Federation of Municipalities.

Canoe 101: Recording

The **NSFM/Canoe Procurement Program** provides you with cost-effective, compliant purchasing options. If you missed the recent Canoe 101 webinar, you can still access the recording. The webinar gives an overview of how the [Canoe Procurement Group](#) can save you time and money in purchasing and is offered courtesy of [Association of Municipalities of Ontario](#). To view the webinar, click [here](#).

RESOURCES

[Winter Municipal Observer](#)

The magazine for the Nova Scotia Federation of Municipalities

[Atlantic Municipal Magazine](#)

The magazine for Atlantic Canadian municipalities



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities
Suite #1304, 1809 Barrington Street
Halifax NS B3J 3K8
Phone: (902) 423-8331
info@nsfm.ca

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Region of Queens Municipality Staff Report

To: Council

From: Cody Joudry, Chief Administrative Officer

Date: February 27, 2024

Re: Public Engagement Framework


Background:

During Council's December 12, 2023 meeting there was discuss related to the future location of the library in Liverpool. Following that discussion there was consensus amongst Council that the Chief Administrative Officer (CAO) would bring back recommendations to Council on the matter. Specifically, the CAO suggested the intent would be to return with a community consultation plan to assist Council in the decision-making process.

Details:

Public engagement refers to the process of involving and interacting with members of the public in decision-making, policy formation, and various initiatives or activities that affect their lives or communities. Public engagement is a spectrum of tools and approaches that can ensure decisions as well informed, effective, and wholesome. If used incorrectly, it can create feelings of tokenism and disrespect amongst the public and stakeholders.

The attachment from the International Association of Public Participation (IAP2) clearly outlines how different public engagement goals match up against the public's expectations. Issues often arise when the public expects one column but their experience is more akin to the outline of a column to the left. For



example, if someone believes they are being consulted but are informed of a decision, they are likely to be critical and disenfranchised.

Conducting public engagement can take various forms, such as town hall meetings, surveys, interactive online tools, stakeholder or community workshops, and online discussion forums – to name a few.

A separate report on the February 27, 2024 Council agenda will speak to the library specifically. Included in that report is a staff recommendation about consulting the public on furnishings, renovations, and amenities for the library's next location (if the recommendation is accepted). In addition to this consultation, Council may wish to consult the public on 2024-2025 budget.

In addition to the budget and library, there are other matters that would benefit from public engagement such as identifying community-level and region-level goals at the beginning of the next term of Council; consulting on potentially contentious issues before Council deliberates heavily on them; and so forth.

Given the potential need and benefit of public engagement, staff are recommending the development of a public engagement framework is in order. Simply put, this framework would act like a decision flow-chart for what public engagement methods to use so that as matters come to staff and/or Council, they are both comfort and a ready-made tool that can be utilized to engage the public on the matter.

Budget Impacts:

Developing the framework can be done in-house with existing staff resources and expertise.

Recommendation:

THAT the Council of Region of Queens Municipality receive the report titled Public Engagement Framework;



AND THAT staff be directed to develop a public engagement framework for Council's consideration.

PUBLIC PARTICIPATION GOAL

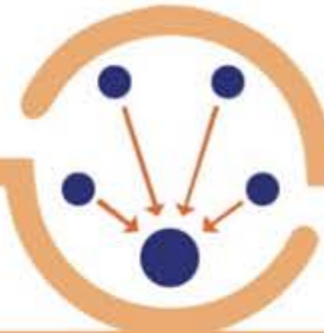
PROMISE TO THE PUBLIC



INFORM

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.

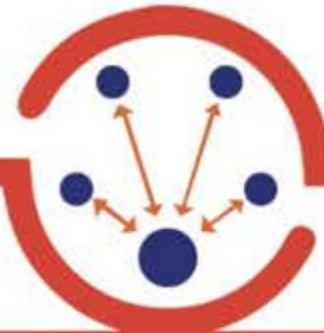
We will keep you informed.



CONSULT

To obtain public feedback on analysis, alternatives and/or decision.

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.



INVOLVE

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

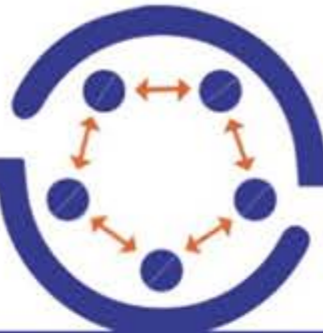
We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.



COLLABORATE

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

We will look to you for advice and innovation in formulating solutions and incorporate your advice & recommendations into the decisions to the maximum extent possible.



EMPOWER

To place final decision-making in the hands of the public.

We will implement what you decide.

INCREASING IMPACT ON THE DECISION