

## 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](mailto:inquiry@pvsc.ca)

Municipal staff can contact [servicedesk@pvsc.ca](mailto: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](mailto: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](http://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 2<sup>nd</sup> 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>	

**Hillsview 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:**

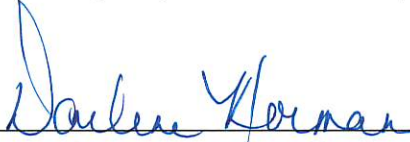
**THAT Council of Region of Queens Municipality authorizes the Mayor and Chief Administrative Officer to execute the amended lease dated February 1, 2024.**

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

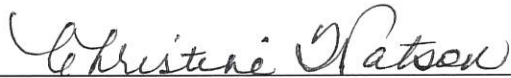
The meeting adjourned at 2:05 p.m.



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Mayor Darlene Norman, Chair



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Cody Joudry, CAO



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Christine Watson, Administrative Assistant – Planning & Development

Date Approved: February 27, 2024