

Region of Queens Municipality Regular Council
Tuesday, May 28, 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 Special Council – April 29, 2024

6.2 Regular Council – May 14, 2024

7.0 Recommendations

7.1 Community Investment Fund Requests 2024-2025 (May 28)

7.2 2024-2025 J-Class Road Paving

8.0 Discussions

8.1 2024 Municipal Election – Polling District Boundaries

8.2 2024+ Solid Waste Facility Operations Manual

8.3 Replacement Tilt Deck Trailer

8.4 LBDC Renovation Direction

8.5 New Library Space Design Public Engagement Process

8.6 Planters in Caledonia

9.0 In-Camera

9.1 Contracts

9.2 Labour relations

10.0 Adjournment

Region of Queens Municipality Special Council

Monday, April 29, 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
Angela Green, Admin. Assistant – Administration

1.0 Call to Order

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

2.0 Changes / Approval of Agenda

Mayor Norman added the following item:

3.0 Milton Pool

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

MOTION CARRIED unanimously.

3.0 Milton Pool

CAO Joudry gave an update on the status of the Milton Pool, and Director Grant explained the cause of the current state of the pool.

Staff will return at a future meeting with a report outlining options for remediation of the pool, the process, and possible interim measures for supporting the community.

4.0 Final Review of Draft Operating, Capital, and 3-Year Water Utility Budgets

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

THAT the Council of Region of Queens Municipality approve the 2024-2025 Capital Budget as presented.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality approve the 2024-2025 Operating Budget as presented.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality approve the proposed 2024-2025 Liverpool Water Utility Operating Budget reflecting a deficit of \$422,122.

AND THAT the proposed three-year operating budget for the years 2024-2025, 2025-2026, and 2026-2027 be adopted and submitted to the Nova Scotia Utility and Review Board.

MOTION CARRIED 7-1.

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

THAT the Council of Region of Queens Municipality authorize the levying of a four (4) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Recreation Committee.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality authorize the levying of a one point five (1.5) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality authorize the levying of area rates for all assessment accounts according to the following rules:

Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%..

MOTION CARRIED unanimously.

5.0 Adjournment

The meeting adjourned at 9:41 a.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Angela Green, Recording Secretary

Date Approved: _____

Region of Queens Municipality Regular Council

Tuesday, May 14, 2024

9:00 a.m.

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor David Brown
Councillor Vicki Amirault
Councillor Ralph Gidney
Councillor Maddie Charlton
Councillor Carl Hawkes
Cody Joudry, CAO
Angela Green, Admin. Assistant – Administration

Regrets: Councillor Kevin Muise

1.0 Call to Order

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

2.0 Changes / Approval of Agenda

Mayor Norman made several changes and additions to the agenda:

8.3 - Waiver to Operational Policy 58 – Privateer Farmers' Market moved to Recommendations and became 7.4

8.4 - Waiver to Operational Policy 58 – Privateer Farmers' Market moved to Recommendations and became 7.5

9.4 – Acquisition, Sale, Lease, and Security of Municipal Property was added to In-Camera Items

9.5 – Contract Negotiations was added to In-Camera Items

9.6 – Labour Negotiations was added to In-Camera Items

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

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

5.0 Public / Comment Session

There were no Public Questions or Comments to come before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – April 23, 2024

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

THAT the minutes of the Regular Council meeting held April 23, 2024 be approved as adjusted, with the correction that in 8.2, Councillor Gidney seconded the motion to table.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Administrative Policy 9: Tax Exemptions

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

THAT Council of the Region of Queens Municipality receive the report titled 'Administrative Policy 9: Tax Exemptions' for information.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality adopt Administrative Policy 9: Tax Exemptions as amended.

MOTION CARRIED unanimously.

7.2 Speed Reduction on Main St – School to Riverside Segment

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

THAT Council of the Region of Queens Municipality direct staff to conduct an assessment on the municipal road segment of Main Street between School Street and Riverside Drive to determine the eligibility for a speed reduction and that this work be funded from the existing approved budget.

MOTION CARRIED unanimously.

7.3 Seely Hall Municipal Heritage Designation

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

THAT Council of the Region of Queens Municipality receive the report titled 'Municipal Heritage Designation – Seely Hall' for information.

MOTION CARRIED unanimously.

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

- (1) THAT Council of the Region of Queens Municipality serve Notice of Recommendation upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property;**
- (2) AND THAT a hearing be scheduled for June 11, 2024 at 9:00 am in the Council Chambers of the Municipal Administration Building, 249 White Point Road in Liverpool to provide opportunity for the property owners to make comment on the proposed designation.**

MOTION CARRIED unanimously.

7.4 Waiver to Operational Policy 58 – Privateer Farmers' Market

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

THAT the Council of the Region of Queens Municipality receives the report titled 'Waiver to Operational Policy 58 – Privateer Farmers' Market' for information.

MOTION CARRIED unanimously.

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

THAT the Council of the Region of Queens Municipality waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties for the Privateer Farmers' Market at Centennial Park, Liverpool on Saturdays from May 18 to October 26, 2024.

MOTION CARRIED unanimously.

7.5 Community Investment Fund 2024-2025 Applications

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

THAT Council of the Region of Queens Municipality receive the report titled 'Community Investment Fund 2024-2025' for information.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to CJQC Radio Society for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Queens County Museum for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to South Queens Chamber of Commerce for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

It was moved by Councillor Hawkes and seconded by Deputy Mayor Fancy that:

THAT Council of the Region of Queens Municipality provide grant funding to Queens County Fair Association for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to North Queens Heritage Society for eligible operating expenses in the amount up to \$1,125.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to South Shore Transition House Association for eligible operating expenses in the amount up to \$1,250.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Mersey Point Community Association for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to The Friends of Carroll Baker Society for eligible operating expenses in the amount up to \$4,847.50 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Coastal Queens Place (WQCCDA) for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Queens County Blades up to \$5,000.00 from the 2024-2025 Community Investment Fund, in increments of \$125 per new participant in the 2024-24 CanSkate “Learn to Skate” program, whom have not been previously subsidized and who are residents of Queens County.

MOTION CARRIED unanimously.

It was moved by Councillor Hawkes and seconded by Deputy Mayor Fancy that:

THAT Council of the Region of Queens Municipality provide grant funding to Mersey Tobeatic Research Institute for eligible operating expenses in the amount up to \$5,900.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

It was moved by Deputy Mayor Fancy and seconded by Councillor Hawkes that:

THAT Council of the Region of Queens Municipality provide grant funding to The Friends of Hank Snow Society for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

It was moved by Councillor Hawkes and seconded by Councillor Deputy Mayor Fancy that:

THAT Council of the Region of Queens Municipality provide grant funding to North Queens Board of Trade for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Seaside Recreation & Community Centre Assoc. for eligible capital upgrade costs and in-kind contributions in the amount up to \$33,723.64 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Liverpool Baseball Club for eligible capital upgrade costs in the amount up to \$1,025.00 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

It was moved by Councillor Amirault and seconded by Councillor Hawkes that:

THAT Council of the Region of Queens Municipality provide grant funding to Westfield Community Center Society for eligible capital upgrade costs and in-kind contributions in the amount up to \$23,197.50 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Native Council of Nova Scotia for eligible event expenses in the amount up to \$2,300 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality provide grant funding to Privateer Days Commission for eligible event expenses in the amount up to \$3,400 from the 2024-2025 Community Investment Fund.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Crosswalk Safety Society Engagement (was tabled on April 23, 2024)

It was moved by Councillor Charlton and seconded by Councillor Amirault to un-table the motion previously made at the Regular Council meeting on April 23, 2024:

THAT the Council of the Region of Queens fund a pedestrian flag program for the Main and Market Intersection from by accumulated surplus.

MOTION TO UNTABLE PASSED unanimously.

UNTABLED MOTION DEFEATED unanimously.

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

THAT the Council of the Region of Queens be directed to come back to a future meeting with a report and requirements outlining criteria for traffic lights at the Main and Market Street intersection.

MOTION CARRIED with 6 in favour, 1 against.

8.2 June 2024 Off-site Council Meeting

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

THAT Council of the Region of Queens Municipality receives the report titled 'Community Council Meetings' for information.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality recommend at the May 14, 2024 meeting to waive Policy 23 and hold the June 25, 2024 Regular Council meeting in Council Chambers.

MOTION DEFEATED with 3 in favour and 4 against.

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings go In-Camera at 10:41 am to discuss the following:

- 9.1 Solicitor-Client Privilege
- 9.2 Solicitor-Client Privilege
- 9.3 Contract Negotiations
- 9.4 Acquisition, Sale, Lease, and Security of Municipal Property
- 9.5 Contract Negotiations
- 9.6 Labour Negotiations

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 12:09 pm.

- 9.1 Solicitor-Client Privilege

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

THAT Council of the Region of Queens direct staff to replace the drainage ditch culvert on PID 70015888 at a cost not to exceed \$15,000 and funded from the accumulated surplus.

MOTION PASSED unanimously.

10.0 Adjournment

The meeting adjourned at 12:11 pm.

Mayor Darlene Norman, Chair

Cody Joudrey

Angela Green, Administrative Assistant – Administration

Date Approved: _____

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Stephanie Sereda, Community Development Coordinator

Date: May 28, 2024

Re: 2024-2025 Community Investment Fund Request

Background

Council budgeted \$175,000 for the Community Investment Fund at the start of the 2024-2025 fiscal year, in addition to a reserve. At this time \$152,518.64 of the \$175,000 have already been committed or spent, therefore a balance of \$22,418.36 is available until all funds are exhausted. The following report outlines additional requests.


Details

The following funding request falls under the Event Investment Fund category which allows for funding of up to ten percent (10%) of eligible expenses for event budgets between \$150,000 and \$299,999.

Liverpool Championship Host Society

Request: \$25,000 – Event

Liverpool Championship Host Society will be hosting the Canadian Mixed Doubles Curling Trials event as one of three major qualifying events taking place in Nova Scotia for the 2026 Winter Olympics. The trials will be held from December 30, 2024, to January 4, 2025, at Queens Place Emera Centre in Liverpool. This event will elevate the profile of Queens County, as we will be hosting soon-to-be globally recognized athletes on their road to the Olympic stage. The total projected eligible expenses for the event are \$255,200.00. The



recommendation for funding (\$19,140.00) is less than requested as their cash assets exceed 25% of their projected operating budget for 2024, and because they have shown a financial surplus greater than 50% in their annual budget for one of the last two years. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Budget Impacts

Should the request be granted there will be a balance of \$3,341.36 remaining in the Community Investment Fund.

Recommendation

- 1) **THAT** the Council of the Region of Queens Municipality receive the report titled '2024-2025 Community Investment Fund Request' for information.

- 2) **THAT** the Council of the Region of Queens Municipality provide a grant to the **Liverpool Championship Host Society** for eligible event expenses in the amount up to \$19,140.00 from the 2024-2025 Community Investment Fund;

AND THAT the funding be released in the following payment schedule:

- 50% upon signed facility contract with Queens Place Emera Centre;
- 35% September 15, 2024; and
- 15% be held back until a completed Community Investment Fund Final Report is received, as per Policy 11 – Community Investment Fund.

Communications

The funding applicant will be notified of a decision following this Council meeting. Approved applicants will be included in the 2024-2025 Grant Disclosure, per Policy 89.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Engineering and Public Works

Date: May 28, 2024

Re: Cost Sharing of J-Class Roads

Background

Each year, Nova Scotia Public Works (NSPW) asks rural municipalities across the province if they wish to cost-share in capital upgrades to any roads within their municipal jurisdiction that are owned and maintained by the Province and that are included on the municipally cost-shared J-class road list.

Details

At the Special Council meeting on December 7, 2023, Council approved that the Municipality submit an application to the Province for consideration of the following (prioritized) list of J-Class roads to cost share:

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

The Province has since advised that they have approved the following roads to be paved under the Cost Sharing Program for Paving of Subdivision (J Class) Streets (program) for the 2024/ 2025 year:

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)
Hemlock Street	from Trunk 8 to Spruce Street, paving	0.15	\$75,000	\$37,500
Atkins Lane	from Long Cove Road to end at cemetery, paving	0.27	\$115,000	\$57,500
School Street	from 450 metres west of West Street westerly 50 metres, paving	0.05	\$25,000	\$12,500
Total		0.47	\$215,000	\$107,500

The Province also advised that Emeneau and Forest were not approved for the 2024/25 year due to program limits but were eligible for re-submission in future years.

A response to the Province is required from Council immediately so the program can move forward. Council is welcome to accept any, all or none of the listed three sections of the roads mentioned above, recognizing that \$50,000 is included in the current year's budget. Should Council accept all three, a motion from Council to fund the additional \$57,500 is required. Similarly, if Council was to accept only Atkins and one other, a motion to fund the balance will be required.

Budget Impacts

\$50,00 of the potential total expense of \$112,107 (\$107,500 plus the municipal portion of HST) is included in this year's budget. It is recommended that, should Council choose to approve additional expenses, the money would be funded from the accumulated surplus.

Communications

The Notice of Acceptance will be completed and provided to the Province based on Council's motion.



Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled Cost Sharing of J-Class Roads for information.
- (2) **THAT** the Council of the Region of Queens Municipality direct staff to accept the cost-sharing for Hemlock and School Streets.

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Angela Green, Assistant Returning Officer
Date: May 28, 2024
Re: 2024 Polling District Boundary Descriptions

Background

On April 20, 2023, the Nova Scotia Utility and Review Board returned its decision on Region of Queens Municipality's application to alter the Poling District boundaries (what some may refer to as electoral districts) for the 2024 Municipal Election. The application was partially approved and included changes to Districts 2 – 7.

Details

The new Polling District Boundary descriptions have been provided with this report for Council's information. Following this report, the Returning Officer will identify polling divisions and polling stations.

Budget Impacts

There are no budget impacts at this time.

Communications

At the direction of the Returning Officer, the new Polling District Boundary descriptions and maps will be promoted to the public.

Recommendation

- (1) **THAT** Council of the Region of Queens Municipality receive the report titled '2024 Polling District Boundary Descriptions' for information.

POLLING DISTRICT DESCRIPTIONS 2024

Electoral District 1

ALL that district comprising East Port L'Hebert, Port Joli, South West Port Mouton, Port Mouton, Summerville Centre, Hunts Point, Beech Hill Farms and White Point.

Electoral District 2

ALL that district comprising Western Head, Moose Harbour, Mersey Point, Mount Pleasant and that area of Liverpool south of Waterloo Street and White Point Road; includes properties on both sides of the roads; and also including Bartling Avenue, William Street and James Street.

Electoral District 3

ALL that district comprising that part of Liverpool north of Waterloo Street and White Point Road; excluding properties on Waterloo Street, White Point Road, Bartling Avenue, William Street, James Street, Wolfe Street, Birch Avenue, Maplewood Drive, Hillside Drive, Central Boulevard, Riverview Road and properties on Main Street north of Wolfe Street; and also includes that part of Brooklyn known as Sandy Cove from the Liverpool boundary to Herring Cove Brook.

Electoral District 4

ALL that district comprising that part of Brooklyn east of Herring Cove Brook, Beach Meadows, Eagle Head, West Berlin, East Berlin, Port Medway, Danesville, and East Port Medway.

Electoral District 5

ALL that district comprising Milton, Ponhook Reserve and that area of Liverpool including Wolfe Street; both sides; Birch Avenue, Maplewood Drive, Hillside Drive, Central Boulevard, Riverview Road and properties on Main Street north of Wolfe Street.

Electoral District 6

ALL that district comprising Mill Village, Charleston, Riversdale, Wentworth Lake, Labelle, Wildcat Reserve, Medway River Reserve, Molega, Molega North, Greenfield, Buckfield, Bangs Falls, Middlefield, and Pleasantfield.

Electoral District 7

ALL that district comprising Whiteburne Mines, Westfield, South Brookfield, Pleasant River, Northfield, West Caledonia, Tobatic Wilderness Area, North Brookfield, New Grafton, Lake Rossignol, Kempt, Kejimikujik National Park of Canada, Hibernia, Harmony Mills, Caledonia, and Albany New.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Engineering and Public Works

Date: May 28, 2024

Re: 2024+ Solid Waste Facility Operations Manual

Background


The Region of Queens Municipality operates the Queens Solid Waste Facility at 3750 Highway 8, Milton according to many regulatory approvals and permits as well as internal policies and procedures.

Details

One of the regulatory requirements to operate a solid waste facility in Nova Scotia is the development and implementation of a robust operations manual (manual) that can be utilized by front-line staff, supervisors, and managers. This manual outlines all the regulatory requirements of the facility such as environmental monitoring or disposal records as well as the operation and maintenance of equipment, weigh scales, etc.

In January 2024, it was identified that the existing document was insufficient to properly support new and developing changes with solid waste management in the province and required substantial updating. At that time, existing staff commenced an internal project to bring the document current, but this effort was stalled shortly thereafter due to staff absence.

The current document was developed in 2005 and has surpassed its life expectancy due to operational changes, new regulatory requirements and inconsistent internal review and updating. It is required to undergo a full re-development to address nearly 20 years of evolution in waste management and bring it back up to date. Staff have met with a consultancy firm who has



experience with this work and is willing to take on the project. Based on their experience, they have proposed fees not to exceed \$30,000 to provide us with a comprehensive and current document.

Budget Impacts

The proposed cost of this project is not expected to exceed \$30,000.

Communications

Following approval, the consultant will be advised to proceed.

Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled '2024+ Solid Waste Facility Operations Manual' for information.

- (2) **THAT** the Council of the Region of Queens Municipality considers at their June 11, 2024 meeting a motion to approve funding a Solid Waste Facility Operations Manual at a cost not to exceed \$30,000, funded from the accumulated surplus.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Engineering and Public Works

Date: May 28, 2024

Re: Replacement Tilt Deck Trailer

Background

The Engineering and Public Works Department uses trailers to mobilize materials and equipment between project sites. The previous trailer has failed and it would be appropriate to replace the tilt deck trailer.

Details

In April 2024, the #606 – 2010 Tilt Deck Trailer was brought in for a routine inspection when it was discovered that the trailer sub-frame was severely deteriorated. Further investigation in the following weeks identified that the cost to repair, and the residual value, exceeded the replacement cost. This piece of equipment has reached its end of life and has been removed from service. The cost of replacement is \$19,900 + HST.

Budget Impacts

This is an unbudgeted expense that was unanticipated. It is proposed to fund from the equipment reserve.

Communications

A purchase order will be issued to the equipment supplier.



Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Replacement Tilt Deck Trailer' for information.

- (2) **THAT** the Council of the Region of Queens Municipality considers at their June 11, 2024 meeting a motion to approve the purchase of a replacement trailer at a cost of \$19,900 + HST, and funded from equipment reserve.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Elise Johnston, Accessibility & Inclusion Coordinator

Date: May 28, 2024

Re: Liverpool Business Development Centre Renovation Direction

Background


The Liverpool Business Development Centre (LBDC) has vacant commercial space for lease. The LBDC is currently occupied in part by Global Enterprise Corporation (GEC) and AC Belliveau Veinotte (BV), however there is still approximately 6,500 square feet not in use.

Staff have been working to develop a community consultation plan for the new library space. As part of this work some draft designs were created, and two general concepts emerged. This report outlines those two approaches and seeks Council's direction.

Details

A business centre building could either provide some shared facilities for multiple tenants or completely divide and separate spaces for independent use. Sharing spaces including entries and washrooms are efficient in terms of space and renovation costs, but in this case have implications for current tenant, GEC. The question is what makes sense for the long-term use of the building.

Appendix A outlines existing conditions, specifically entries and washrooms. Any future use of the empty space will need to maintain two means of egress; there is currently a set of double doors facing the RQM administration building and a door to the central lobby that has four exit doors. These two exits could be maintained



for library use, with the enclosure of GEC's reception area, thereby creating a shared corridor. A distinct *main* entry to the library could still be highlighted with a new canopy on the side wall.

There are 2 sets of gendered washrooms with 3 'heads' (toilets or urinals) each along this corridor next to the main central entry to the building. GEC has 2 more sets of 8 heads each which is sufficient for up to 400 employees according to NS Building Code (Table 3.7.2.2 -B for Service occupancy). Belliveau Veinotte is now independent in terms of entry and kitchenette along with 2 washrooms (for up to 50 employees) but needs a second egress which currently is through the empty space to existing exterior doors.

The library would need 6 heads for up to 200 users (Table 3.7.2.2 -A for Assembly occupancy), which could be satisfied by dividing one of the existing central cloakrooms into 2 universal washrooms. Prior to library relocation discussions in fact, RQM received \$100,000 from the federal Enabling Access Fund for Universal Washrooms, including the lobby of this multi-use building. Certainly, a central universal washroom could still be installed even if the library space gets 6 new water closets with allocation of approximately 330 square feet and \$60,000 of the budget.


In summary, this building has more than enough total heads for its capacity and to use space and funds for 6 more seems unnecessary.

Budget Impacts

Whether additional entries and/or washrooms are constructed, the cost could differ by \$50-100,000, i.e. 5-10% of the total approved for the project/renovation. The overall budget would not change, only the specifics of the items purchased.

Recommendation

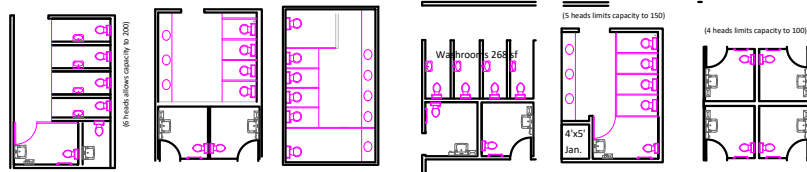
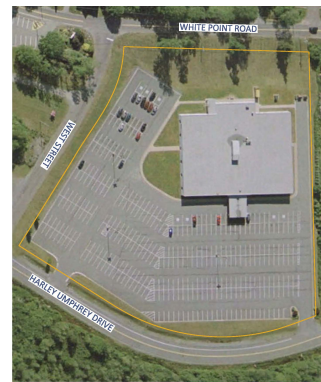
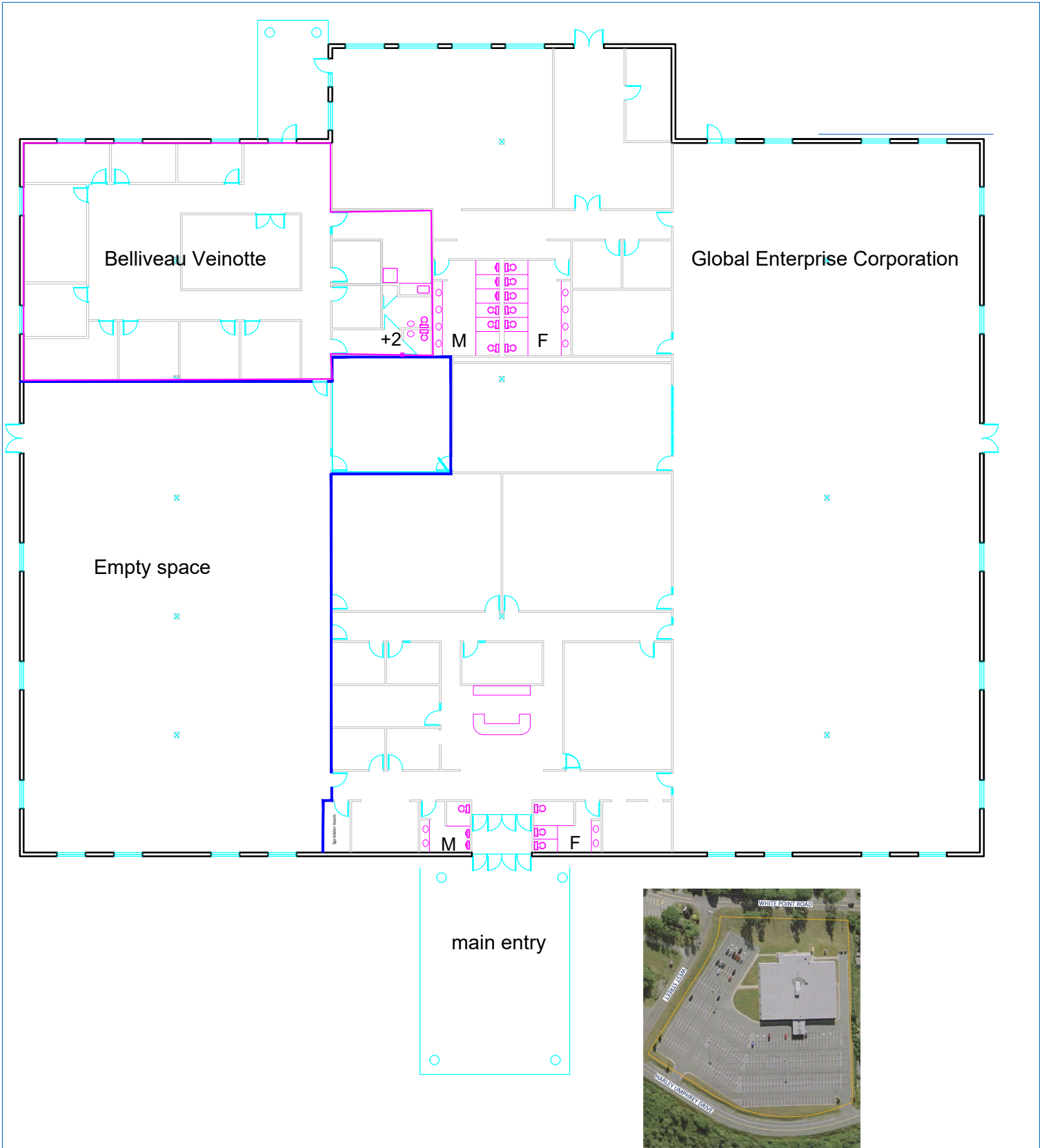
- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled 'Liverpool Business Development Centre Renovation Direction' for information.
- (2) **THAT** the Council of Region of Queens Municipality consider at its June 11, 2024 meeting a motion to approve the concept of shared



washrooms as proposed in Appendix B to provide space and cost allocations on more library-specific elements.

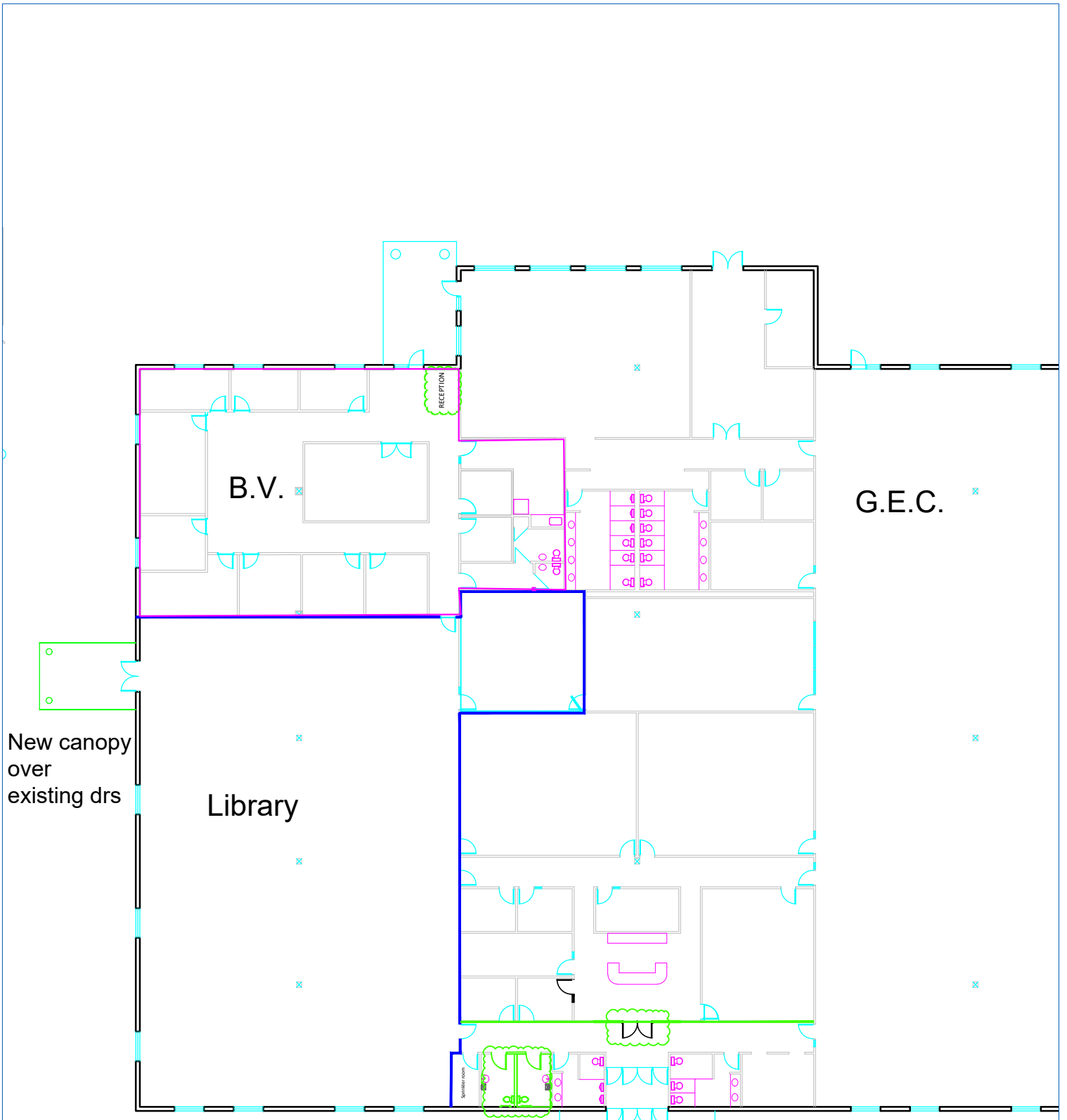
Communications

Any decision that impacts on current tenants would be communicated immediately as renovations would likely start by the end of the summer.



washroom layout options - need 6 'heads' for up to 200 people in Assembly'

OWNER	Region of Queens Municipality 249 White Point Rd., Liverpool, NS		
SITE	Library Relocation Liverpool Business Development Centre		
TITLE	general LAYOUT - Existing		
DESIGNED BY	DATE	DRAWN BY	CHECKED
Prof to scale	30 Apr 2024	EJ	
PROJECT NO.	DRAWING NO.	REVISION	



- i) Cloakroom divides into 2 Universal Washrooms
- ii) GEC inner reception is enclosed. Controlled Access maintained.

OWNER Region of Queens Municipality 249 White Point Rd., Liverpool, NS			
SITE Library Relocation Liverpool Business Development Centre			
TITLE general LAYOUT 3 - shared wc			
SCALE 1/8" = 1'-0"	DATE 30 Apr 2024	DRAWN BY EJ	CHECKED
PROJECT NO. 2024 - #003	DRAWING NO. draft layout 3	REVISION 1	

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Elise Johnston, Accessibility & Inclusion Coordinator

Date: May 28, 2024

Re: **New Library Space Design Public Engagement**

Background

The Region of Queens Municipality has approved space in the Liverpool Business Development Centre (LBDC) as a new location for the library with up to \$1,050,000 allocated to renovations.

While the time and work spent by a library steering committee and consultants formed the basis of the design brief, Council approved the recommendation on February 27, 2024 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.”

The library steering committee had collected some preliminary community input, and a list of considerations has been detailed by library staff. Based on these, a few draft layouts have been created as a basis for discussion, outlining various constraints and opportunities. Staff are proposing these will be presented to the public in a variety of formats with explanations and questions to capture a broad range of feedback which will inform design development.

Details

In looking at ways to engage the public in the library relocation design, staff feel that *Participatory Design Workshops*, or ‘Design Charrettes’ are an effective approach. Allowing stakeholders to become actively involved in the process often leads to improved satisfaction and buy-in from users. Suggestions to

proposals can be integrated in real time, offering design leads with new perspectives while providing clear reasons to the public as to why certain ideas may not be the best.

Staff propose to host a minimum of one morning and one evening in-person 'working design' session, in which options presented can be manipulated in 3D modelling and results discussed. The current library is best suited as a venue so participants can fully understand spatial relationships and existing conditions. These could be streamed live on Facebook. A follow-up survey or questionnaire will be created and left in print form at the library and posted online.

Framework to help guide the discussions includes: existing site and building code constraints; programmatic guidelines developed by the Library Steering Committee; new accessibility standards; quantities and cost estimates.

Brainstorming various types of activities, room sizes and degree of flexibility are encouraged as well as interior styles or themes. A design competition could be launched for colour palettes or murals.

Feedback collection would continue for a maximum of two weeks after the launch of the design development with the intention of confirming a final layout by mid-July.

Budget Impacts

This project can be managed within the existing approved budget.

Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled 'New Library Space Design Public Engagement' for information.

- (2) **THAT** the Council of the Region of Queens Municipality consider at their June 11, 2024 meeting a motion to approve the proposed approach for public engagement.

Communications

Notice for 'Public consultation on the design of the relocated Library' will be scheduled as soon as approved using printed flyers, social media posts, email invites to relevant groups and announcements on QCCR.

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Cody Joudry, CAO
Date: May 28, 2024
Re: Planters in Caledonia

Background

The North Queens Board of Trade (NQBT) provides flowers and flower boxes annually at the corner of Caledonia.

Details

Attached to this report is a list of locations (created in 2022) of all “garden” locations maintained by the Municipality. It's not clear if NQBT has a specific location in mind and who would own the property, but those are details that could be worked out if Council wanted to entertain this request.

It's not clear what the additional cost for this would be – number of planters, types of plants, their required care, location of planters, etc. all affect the cost. If Council wants to entertain this request, staff recommends they meet with NQBT and the area Councillor on-site to discuss options and costs that could be brought back to Council. If this is Council's wish, the following motion is suggested:

THAT the Council of the Region of Queens Municipality meet with representatives of the NQBT to agree on specifics and costs for Council's consideration.

Budget Impacts

This is an unbudgeted expense, and the costs are unknown.



Communications

An email to NQBT of Council's decision.

Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Planters in Caledonia' for information.

Gardening Locations (Weeding, Trimming, Mulch)

Miriam Hunt Park
North Queens Aquatic Centre
Solid Waste Management Facility
Milton Centennial Pool
Tupper Park
Pine Grove
Both end of Trestle Trail
Old Petro Canada Lot
Across Sobeys
Queens Place Emera Centre
Mersey Skatepark
Port Medway Lighthouse Park
Lanes
Centennial Park
Privateer Park
Henry Hensey Drive - from Social Services to Golden Pond
Garden by Eye Care
Fire Hall
Town Well
End of Prefabs on Trestle Trail
2 Welcome to Liverpool Signs
Thorbourne Field
Administration Building
Call Centre
Meadow Pond
Old Burial Grounds
3 Garden at Post Office Corner
Behind Allan Fownes Building
Along Market Street
Along Bank of Montreal
Island Entering Parking Lot
Along side of Home Hardware
Town Hall Arts & Cultural Centre
Top of Gorham Street
Court House
Fort Point Lighthouse Park

70 Garbage Cans

28 Dog Bag Dispensers

Buildings Grounds Looks After

North Queens Aquatic Centre

Cody Joudry

From: sandrakimball9 <sandrakimball9@gmail.com>
Sent: May 21, 2024 3:54 PM
To: Cody Joudry
Subject: Flower boxes North Queens

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

Cody

On behalf of the North Queens Board of Trade I am requesting that the Region of Queens provide, and plant annual flowers in the flower boxes located at the Caledonia corner. Counselor Hawks contacted me this afternoon to inform me that the request had to be submitted today.

Thank you for the considerations.

Don Kimball
Chair NQBOT

Sent from my Galaxy