

**Region of Queens Municipality Regular Council
Tuesday, November 12, 2024
9:00 a.m.**

Agenda

- 1.0 Call to Order**
- 2.0 Approval of the Agenda**
- 3.0 Deputy Mayor Election**
 - 3.1 Election of the Deputy Mayor
- 4.0 Approval of the Minutes**
 - 4.1 October 8, 2024 Minutes
 - 4.2 October 15, 2024 Minutes (Special Council)
- 5.0 Public Comment**
- 6.0 Rules of Order (special)**
 - 6.1 Rules of Order
- 7.0 Delegations and Presentations**
- 8.0 Correspondence**
 - 8.1 South Shore Flying Club
 - 8.2 Milton Heritage Society Request
 - 8.3 Chain of Office
- 9.0 Committee Reports**
- 10.0 Unfinished Business**
 - 10.1 November 26, 2024 Council Meeting
 - 10.2 Senior Safety Services – Update

11.0 New Business

- 11.1 Council Code of Conduct
- 11.2 Committees of Council Terms of Reference and Appointments
- 11.3 Dangerous and Unsightly - 41 Town Lake Road
- 11.4 Road Naming - Larry Seldon Drive
- 11.5 Road Naming - Surf Road
- 11.6 NSFAM Fall Conference – Attendees
- 11.7 Computer Equipment for Members of Council

12.0 Mayor's Report

13.0 Business from Members of Council

- 13.1 Investigating Indoor Pool
- 13.2 Schedule and Timing of Council Meetings (Policy 23)

14.0 Closed Session

- 14.1 Personnel

15.0 Adjournment

Region of Queens Municipality Regular Council

Tuesday, October 8, 2024

9:00 a.m.

Minutes

Present:

Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Vicki Amirault
Councillor David Brown
Councillor Ralph Gidney
Councillor Kevin Muise
Councillor Maddie Charlton
Councillor Carl Hawkes
Cody Joudry, CAO
Heather Cook, Acting-Recording Secretary

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 Brown and seconded by Councillor Gidney that the Agenda be approved as presented.

MOTION CARRIED unanimously.

3.0 Presentation

There were no Presentations to come before the Council.

4.0 Tabling of Petitions

There were no Petitions to come before Council.

5.0 Public Question / Comment Session

Five (5) members of the public spoke during Public Question/Comment Session.

Tony Anthony, Old Port Mouton Road, Liverpool expressed concerns that people are not obeying school zone speed limits and dangerous driving in the school zone, and suggested that a speed radar sign could remind people of the reduced speed.

Linda White, Past President of Moosehorn Estates Lot Owner Association attended a road levy consultation in August. Their association runs well, and had some questions on behalf of the association, if private road fees are added to tax bills.

She suggested that the associations be able to set the fees for their road. She asked how expedient will the payment of fees collected be in being sent to lot owner associations who are approved. She also asked if the road fees are put on taxes, what administration fees would be added by the Municipality.

Bruce MacInness, Treasurer of Greater Molega Lot Owner Association noted that GMLOA have been encouraging the Municipality to move forward with the collection of road maintenance fees on behalf of lot owner associations. In anticipation of the private road fees being added to tax bills, they have put in place two billing rates based on what their association makes available to members, not what they use. He noted that there was good information gathered from the meetings and this is a good basis for moving forward.

Courtney Wentzell, Main St., Liverpool spoke about the shared services plan with Lunenburg County for building inspection and planning services. He encouraged delaying the decision for the future Council and noted that this decision should be made by the next Council as it is they who will feel the weight of the decision. In his travels while campaigning for a seat on Council, he said he hasn't found a constituent who agrees with shared services for planning and building inspection. He does feel work should be contracted out to Lunenburg County.

Grant Webber, member of Queens Care Society stated that the Queens Senior Safety program had made a presentation to Council requesting that the Municipality add the full time, 5-days a week Senior Safety position for Sheely Walker. Queens County Home Care Association will be closing, and Lunenburg County Home Care will be moving their office to Lunenburg. He noted that the Queens Senior Safety Coordinator can't operate from Lunenburg County. He asked Council to consider hiring Shelley Walker for full time 5 days a week.

6.0 Approval of Minutes

6.1 Regular Council –

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

THAT the minutes of the Regular Council meeting held September 24, 2024 be approved as presented.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Senior Safety Services

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

THAT the Council of the Region of Queens Municipality receive the report titled 'Senior Safety Services' for information.

MOTION CARRIED 7 in favour, 1 opposed.

The Chair was transferred to Deputy Mayor Fancy at 9:24 a.m.

It was moved by Mayor Norman and seconded by Councillor Brown:

THAT the Council of the Region of Queens Municipality direct staff to enter into a 12-month agreement with Lunenburg County Home Support providing up to an unbudgeted \$35,000 funding to provide 5-day Senior Safety Support within Queens County beginning November 1, 2024.

Prior to the call for question, Mayor Norman amended the motion, with the approval of Councillor Brown, who seconded the original motion, to:

THAT the Council of the Region of Queens Municipality direct staff to enter into a 12-month agreement with Queens Care Society providing up to an unbudgeted \$35,000 funding to provide 5-day Senior Safety Support within Queens County beginning November 1, 2024.

Councillor Muise called point of order and made a motion to Table the motion. It failed as there was no seconder.

MOTION CARRIED unanimously.

The Chair was transferred back to Mayor Norman at 9:43 a.m.

7.2 Private Roads Levy Consultation

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

THAT the Council of the Region of Queens Municipality receive the report titled 'Private Road Levy Consultation' for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens Municipality direct staff to prepare a draft private road levy bylaw, based on the principles outlined in the report titled 'Private Road Levy Consultation' dated October 8, 2024, for Council's review.

MOTION CARRIED 6 in favour, 2 opposed.

7.3 2024-2025 CIF Application – West Queens Recreation Association

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

THAT the Council of the Region of Queens Municipality receive the report titled "2024-2025 CIF Application – West Queens Recreation Association" for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens Municipality approve the West Queens Recreation Association's Community Investment Fund - Capital Fund request up to \$1,531.25 toward eligible expenses, from the Community Investment Fund Reserve.

MOTION CARRIED unanimously.

7.4 Milton Centennial Pool

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

THAT the Council of the Region of Queens Municipality receive the report titled Milton Centennial Pool for information.

MOTION CARRIED unanimously.

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

THAT the Council of the Region of Queens Municipality direct staff to call a community meeting concerning what is being proposed by staff regarding the future of the Milton Centennial Pool.

MOTION DEFEATED 1 in favour, 7 opposed.

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

THAT the Council of the Region of Queens Municipality approve an unbudgeted expense of up to \$30,000 for the demolition, removal, and infill of the Milton Centennial Pool;

AND THAT once the work is completed, the property known as the Milton Centennial Pool, identified by PID #70232624, be returned to the Milton Community Association.

MOTION CARRIED 7 in favour, 1 opposed.

At 10:29 a.m., a 10-minute recess was called in the proceedings.
Council resumed at 10:41 a.m.

7.5 Hillsview Acres Governance – CAO Advice

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

THAT the Council of the Region of Queens Municipality receive the report titled 'Hillsview Acres Governance – CAO Advice' for information.

MOTION CARRIED unanimously.

It was moved by Councillor Charlton and seconded by Councillor Brown to untable the motion from the September 10, 2024 Regular Council meeting:

THAT the Council of the Region of Queens Municipality consider at their September 24, 2024 meeting the motion to direct staff to issue a Request for Proposal to consult stakeholders and provide recommendations regarding changes to the Hillview Acres governance structure.

MOTION DEFEATED unanimously.

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

THAT the Council of the Region of Queens Municipality direct staff to enter into discussions with the Queens Home for Special Care Society and conduct further consultations with stakeholders to develop a transition plan for Hillview Acres and possible change in governance and operational oversight;

AND THAT staff be directed to present a draft plan to Council at the earliest opportunity.

MOTION CARRIED unanimously.

7.6 DSLTC Licensing Inspection Report

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

THAT the Council of the Region of Queens Municipality receives the report titled 'DSLTC Licensing Inspection Report' for information.

MOTION CARRIED unanimously.

7.7 QPEC Wall Demolition

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

THAT the Council of the Region of Queens Municipality receive the report titled QPEC Wall Demolition for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens Municipality approves the unbudgeted expense of \$124,600 plus HST for the demolition of the failed wall slab at Queens Place Emera Centre.

MOTION CARRIED unanimously.

8.0 Discussions began at 11:04 a.m.

8.1 Market & Main Street Intersection Traffic Management – CAO Advice

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

THAT the Council of the Region of Queens Municipality receive the report titled 'Market and Main Street Intersection – CAO Advice' for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens direct staff to develop a scope for a comprehensive assessment of the Main and Market Street intersection and cost estimates of such a study.

MOTION CARRIED unanimously.

8.2 November 26, 2024 Council Meeting

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

THAT the Council of the Region of Queens Municipality receive the report titled 'November 26, 2024, Council Meeting' for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens Municipality consider at their November 12, 2024, meeting a motion to change the regularly scheduled Tuesday, November 26, 2024, meeting at 6:00 pm to Monday, November 25, 2024, meeting at 6:00 pm

MOTION CARRIED unanimously.

8.3 Policy 82 – Fire Department Capital Purchases and Operating Grants

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

THAT the Council of the Region of Queens Municipality receive the report titled "Policy 82 – Fire Department Capital Purchases and Operating Grants" for information.

MOTION CARRIED 7 in favour, 1 opposed.

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

THAT the Council of the Region of Queens Municipality consider at its Special Council Meeting on October 15, 2024, a motion to amend Policy 82 – Fire Department Capital Purchases and Operating Grants to reflect the proposed funding.

MOTION CARRIED unanimously.

9.0 In-Camera

It was moved by Councillor Gidney and seconded by Councillor Charlton to move to the in-camera portion of the agenda at 11:28 a.m. to discuss 3 items:

- 9.1 Solicitor-Client Privilege
- 9.2 Solicitor-Client Privilege
- 9.3 Personnel

A motion to return to the public portion of the agenda was approved at 1:14 p.m.

10.0 Adjournment

The meeting was adjourned at 1:15 pm.

Mayor Darlene Norman, Chair

Cody Joudrey, CAO

Heather Cook, Acting-Recording Secretary

Date Approved: _____

Region of Queens Municipality Special Council

Tuesday, October 15, 2024

1:00 p.m.

Minutes

Present:

Mayor Darlene Norman, Chair
Councillor David Brown
Councillor Ralph Gidney
Councillor Kevin Muise
Councillor Maddie Charlton
Councillor Carl Hawkes
Cody Joudry, CAO
Heather Cook, Acting Recording Secretary

Regrets:

Deputy Mayor Jack Fancy
Councillor Vicki Amirault

1.0 Call to Order

Mayor Norman called the meeting to order at 1:00 p.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Charlton and seconded by Councillor Gidney that the Agenda be approved as amended. The amendment is to add Item 3.3: 2024 – 2025 J-Class Paving – Cost Changes,

MOTION CARRIED unanimously.

3.0 Recommendations

3.1 Policy 82 – Fire Department Capital Purchases and Operating Grants

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

THAT the Council of the Region of Queens Municipality approve the amendments to Policy 82 – Fire Department Capital Purchases and Operating Grants

MOTION CARRIED unanimously.

3.2 Audited Financial Statements Fiscal 2023 – 2024

It was moved by Councillor Brown and seconded by Councillor Hawkes: THAT the Council of Region of Queens Municipality receives the report titled 'Audited Financial Statement Fiscal 2023-2024' detail for information.

MOTION CARRIED unanimously.

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

THAT Council of Region of Queens Municipality adopt the Audited Financial Statements for the fiscal year ended March 31, 2024, as presented.

MOTION CARRIED unanimously.

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

THAT Council of Region of Queens Municipality approve an unbudgeted increase to J Class Road cost sharing with the province of \$42,500, funded from the accumulated surplus.

MOTION CARRIED unanimously.

4.0 Adjournment

The meeting was adjourned at 2:05 p.m.

Mayor Darlene Norman, Chair

Cody Joudrey, CAO

Heather Cook, Acting Recording Secretary

Date Approved: _____

ADMINISTRATIVE POLICY NO. 18

RESPECTING THE TERM OF OFFICE FOR DEPUTY MAYOR

WHEREAS, pursuant to Section 16(2) of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia, 1998, the Council of the Region of Queens Municipality must determine the term of office of the Deputy Mayor prior to the selection of the Deputy Mayor;

THEREFORE BE IT RESOLVED THAT the Council of the Region of Queens Municipality, pursuant to Part 1 of the *Municipal Government Act*, approve the term of office for the position of Deputy Mayor as two (2) years with the first term to expire on October 31st, 2006 and the second term to expire on October 31st, 2008.

THIS IS TO CERTIFY this Administrative Policy No. 18 was approved by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held on the 9th day of November, 2004.

SIGNED by the Mayor and Regional Clerk this 9th day of November, 2004.

Mayor

Regional Clerk

Region of Queens Municipality Staff Report

6.1

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: Rules of Order

Background

The new term of Council should determine which rules of order system will govern its proceedings and those of its committees.

Details

Currently, the Municipality does not have a formal procedural policy or bylaw to govern Council or Committee meetings. While there may be a previous motion related to rules and procedures, staff have not been able to locate it at this time. This potential motion may have endorsed a document titled "Rules and Procedures of the Region of Queens," although no related bylaw or policy exists to support it.

The Municipal Government Act does not mandate the use of a specific system. Different Municipalities use either Bourinot's Rules of Order or Robert's Rules of Order. Bourinot's Rules of Order aligns with parliamentary traditions and was developed in Canada.

Robert's Rules of Order was created in the United States and is widely used to ensure consistency and structure in meetings.

Staff recommend adopting Robert's Rules of Order, a more familiar and common system. Following this, Council may wish to hold a procedural workshop to develop or refine its rules of order and other related matters.



Budget Impacts

None.

Recommendation

(1) THAT Council of the Region of Queens Municipality receive the report titled 'Rules of Order' for information;

AND THAT all motions, administrative orders, and policies related to rules of order be repealed and that Robert's Rules of Order be instituted and applied to all future proceedings of Council and Committees of Council.

October 22, 2024

Dear Mayor and Councillors

My name is Peter Gow and I am President of the South Shore Flying Club. I am writing to respectfully request the reconsideration of the annual rent fee our club pays for the use of the airport facilities.

This fee is due by October 31st annually. The fee is \$4000 plus hst. It is part of our current lease under section 4(u).

Our club has been in existence since 2015, and as you know things have been difficult at times for us to maintain the operation of the airport. We greatly appreciate the addition of the Avgas system a few years ago. This has been a huge addition to the airport.

The insurance is a big item that we need to pay annually. The last couple of years it has been in the \$6500 range; and with huge insurance payouts particularly in the southern US lately, caused by devastating storms, premiums are not likely to be any less down the road.

The annual insurance premium of \$6500, and the annual rent fee of \$4600 (hst included) is a significant burden on our small flying club. These costs restrict our ability to invest in important maintenance and equipment upgrades. Our internet bill is about \$1500 per year and is required by us to sell fuel as most people use debit to pay.

Our club takes pride in performing most of the maintenance tasks required at the airport, ensuring its safety and operational integrity.

I'm not sure of the timetable with regards to the swearing in of the new Mayor and council, however since our payment is due on October 31st, I wanted to forward our request now.

In conclusion, waiving the annual rent fee would be a big help to the flying club. Thank you for your considering our request. I look forward to your response. Please feel free to contact me at [REDACTED] or my email at [REDACTED].

By waiving the rent fee, the council would acknowledge the substantial service we provide in maintaining the airport terminal building and facilities to the best of our ability.

Sincerely,

Peter Gow
President
South Shore Flying Club

Cody Joudry

From: Linda Rafuse [REDACTED]
Sent: November 3, 2024 6:09 PM
To: Cody Joudry
Cc: Jack Fancy; Jack Fancy; Linda Rafuse
Subject: Request for Milton Cannons

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To: Cody Joudry, CAO
Region of Queens Municipality
Re: Cannons at Milton

Dear Cody,

I hope this email finds you well. I am reaching out to inquire about the possibility of including a small but historically significant project in your current construction efforts. Recently, the cannon from the Privateer Ship "Sweat" was lifted from Tupper Park in Milton, with plans to construct a new base for it. As you know, this cannon, along with its mate currently buried muzzle down, at the street corner of School Street and West Street, Milton, has historical significance to our community and to Liverpool's proud legacy as "Port of the Privateers".

Over one hundred and twenty five years ago, the two relics of Privateering battles were originally placed facing downriver to Liverpool, one on the east side and one on the west side, as a reminder of the town's storied past with privateering. It would be wonderful to honor that legacy by reuniting these cannons with matching bases, placing them together as they were always intended to be, telling the same story. If it's feasible, I am requesting that the cannon on School and West also be lifted, with a base constructed

alongside the new one you are building for its mate. This would allow these symbols of Liverpool's heritage to once again stand side by side, paying homage to our past.

Thank you very much for considering this proposal. I believe this restoration would be deeply appreciated by our community and visitors alike, as it brings together two significant artifacts that tell a powerful story of our region's rich history. Please let me know if there is anything further I can provide to facilitate this request.

Warm regards,
Linda Rafuse
President
Milton Heritage Society

Cody Joudry

Subject: RE: Chain of Office

From: lorne redmond [REDACTED]

Sent: Tuesday, November 5, 2024 7:41:44 PM

To: Scott Christian <schristian@regionofqueens.com>; Vicki Amirault <VAmirault@regionofqueens.com>

Subject: Chain of Office

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To the mayor and region of Queens councillors:

After watching the installation of our new mayor and waiting patiently for the chain of office to be placed on our new mayor's shoulders, my husband and I were astonished and disappointed when that didn't happen.

After questioning why this wasn't done, I was even more amazed to hear that said chain was signed over to the Queens County Museum.

Today I inquired if the chain was still there and I was relieved to hear an affirmative answer.

Chains of office go back to the 14th century. The significance of this chain is that it is placed on the shoulders of the mayor to represent the heavy burden of his/her office while acting on behalf of the citizens he/she represents.

The chain is often designed to be representative of the uniquenesses of the township the mayor represents and rarely are two chains identical. The chain is to be worn by the mayor when entertaining visiting dignitaries, and at all official functions.

As we will have an acting mayor for years to come, I feel that the removal of this chain was one of poor advisement. The chain is neither obsolete nor retired and should never have been removed from council chambers. Our mayor should have access to this symbol of authority at all times.

While I give permission for my letter to be presented at the next council meeting, I'd prefer to do so in person.

I do hope you will ponder these points and give them serious consideration. I offer my services to work on this project with you as I have been a citizen of Queens for over 50 years. Surely we can have the chain returned even though it was signed over. This chain needs to be placed where it belongs-on the shoulders of our mayor serving as a symbol of leadership, history and tradition.

Sincerely,

Barbara Redmond M.Ed., M.L.I.S.

Staff Report

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: November 26, 2024, Council Meeting

Background

At their October 8, 2024 meeting, Council approved the following motion:

THAT the Council of the Region of Queens Municipality consider at their November 12, 2024, meeting a motion to change the regularly scheduled Tuesday, November 26, 2024, meeting at 6:00 pm to Monday, November 25, 2024, meeting at 6:00 pm.

Details

At Council's October 8, 2024 meeting, Council discussed the potential conflict between Council's 6:00 pm Tuesday, November 26, 2024 scheduled meeting and the Nova Scotia Federation of Municipalities' (NSFM) 2024 Annual Conference. Council approved the motion noted above.

The NSFM Conference begins on the evening of November 26, starting with a Welcome Reception for Newly Elected Officials at 7:00pm. The main conference begins the following morning at 8:30am with the Conference Opening.

Staff recommend Council change their regularly scheduled meeting on Tuesday, November 26 backwards one day to avoid this conflict.

Budget Impacts

There is no budgetary impact.



Communications

A public notice through the Municipality's website and social media channels would communicate the change.

Recommendation

- (1) THAT** the Council of the Region of Queens Municipality receive the report titled 'November 26, 2024, Council Meeting' for information.

- (2) THAT** the Council of the Region of Queens Municipality change the regularly scheduled Tuesday, November 26, 2024, meeting at 6:00pm to Monday, November 25, 2024, meeting at 6:00pm.

Staff Report

To: Mayor and Council

From: Cody Joudry, CAO

Date: November 12, 2024

Re: Senior Safety Services - Update

Background

At the October 8, 2024, Council meeting, a staff report was presented regarding funding for senior safety services. Prior to the meeting, representatives from the Queens Care Society expressed concerns about the staff recommendation to enter into an agreement with Lunenburg County Home Support for these services. Specifically, the concern was that senior safety services might be relocated to Lunenburg.

Details

Further discussions between the Senior Safety Officer and Lunenburg County Home Support clarified that there is no intent or plan to relocate staff.

Following the meeting, the Chair of the Queens Care Society and municipal staff met to discuss drafting an agreement. During this discussion, the Chair indicated that the Society's concerns had been satisfactorily addressed and expressed a preference for the Municipality to enter into a funding agreement with Lunenburg County Home Support, rather than with the Queens Care Society.

Subsequently, staff reached out to Lunenburg County Home Support, which also reaffirmed its commitment. Following these conversations, the Queens Care Society and Lunenburg County Home Support signed a Memorandum of Understanding between themselves.



With Council's authorization through a formal motion, staff will proceed with drafting an agreement with Lunenburg County Home Support.

Budget Impacts

No impact to the budget.

Communications

If the recommendations are approved, staff will communicate Council's decision to Lunenburg County Home Support and Queens Care Society.

Recommendation

(1) THAT the Council of the Region of Queens Municipality receive the report titled 'Senior Safety Services - Update' for information.

(2) THAT the Council of the Region of Queens Municipality authorize the Chief Administrative Officer to enter into a funding agreement with the Lunenburg County Home Support organization to provide 5-day a week senior safety services to the Region of Queens, including up to \$35,000 in funding, for the period of November 1, 2024 to October 31, 2025.

Cody Joudry

From: Grant Webber [REDACTED]
Sent: November 5, 2024 6:22 PM
To: Cody Joudry
Cc: Shelley Walker
Subject: Agreement with Home Care and Queens Care Senior Safety.

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For the information of the Region of Queens . Please be advised that Queens Care has entered into an agreement with Lunenburg Home Care to administer our program (Senior Safety) . Lunenburg Home Care will receive funds from the Region of Queens and the Provincial Grant to run the program with Shelly Walker as the program co-ordinator . This agreement is for a twelve month term . Starting on November 1st 2024.

Grant Webber .
Chair Queens Care Society.

Region of Queens Municipality Staff Report

11.1

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: New Municipal Council Code of Conduct

Background

The purpose of this report is to present Council with a letter from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing, regarding the implementation of a Municipal Council Code of Conduct.

Details

Minister Lohr's letter, dated August 9, 2024, informs all Nova Scotia municipalities of new requirements related to the Municipal Council Code of Conduct. Key points from the letter and accompanying documents include:

- All municipalities and villages are required to adopt the prescribed Model Code of Conduct within 60 days following the October municipal election. Failure to adopt the Code within this timeframe will result in the withholding of municipal funding.
- The Code would apply to all elected officials from the time they are declared elected until they leave office.
- The Code is based on principles of collegiality, respect, integrity, professionalism, transparency, responsibility, and respect.
- It includes provisions on general conduct, confidentiality, gifts and benefits, use of municipal property, interactions with staff and the public, and more.
- Thirteen potential sanctions for breaches of the Code are outlined, ranging from formal reprimands to fines of up to \$1,000.

- Municipalities must appoint an independent investigator to handle complaints, with investigations to be completed within six months of receiving a complaint.
- Elected officials are required to complete mandatory Code of Conduct training within 30 days of being sworn into office. The Nova Scotia Federation of Municipalities (NSFM) is developing a comprehensive training module, expected to be available in early 2025.
- The Department of Municipal Affairs and Housing will provide interim resources until the training module is available. All members of the current Council attended the new members of Council orientation hosted by NSFM and the Province on November 4 and 5, 2024.

While the Model Code of Conduct sets a baseline for Council members' conduct, Council may wish to explore additions to the Model Code to incorporate additional values or expectations. To avoid any potential compliance issues, staff recommend that Council adopt the Model Code of Conduct as the Municipal Council Code of Conduct. Council may also wish to direct staff to organize a workshop to discuss potential additions to the Model Code in a future amendment.

Council has an existing policy related to Code of Conduct. Therefore the simplest process is simply to update the existing *Policy 74 – Code of Conduct for Members of Council and Public Committee Members*.

Staff further recommend that the new Municipal Council Code of Conduct apply to all Committee members of Council, as the existing Policy 74 does. Additionally, developing a municipal staff code of conduct that aligns, is complimentary, and supportive of the Council Code of Conduct would be timely. Such a draft could be developed in consultation with staff and ready in early 2025.

The Association of Municipal Administrators is currently developing a Request for Proposal (RFP) to create a pre-vetted list of investigators for municipalities. This list is expected to be available by the end of December 2024. Initially, staff recommend using an investigator from this list, after which a separate RFP for these services could be issued for a more long-standing arrangement.

Budget Impacts

The cost of investigative services related to the Municipal Council Code of Conduct may fluctuate based on the number and complexity of complaints received. However, once a tender or request for proposal process is completed, a more accurate estimate can be developed for the current year.

Communications

A media release will be issued once the Code of Conduct is adopted plus communications to all staff.

Recommendation

(1) THAT the Council of the Region of Queens Municipality receive the report titled 'New Municipal Council Code of Conduct' for information.

(2) THAT the Council of the Region of Queens Municipality approve the revised Policy 74 - Code of Conduct for Members of Council and Public Committee Members, as presented;

AND THAT staff be directed to develop a new draft Municipal Employee Code of Conduct that aligns with, is complimentary to, and supportive of, the new Municipal Council Code of Conduct.



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

August 9, 2024

To All Nova Scotia Elected Officials and Chief Administrative Officers/Village Clerks:

I am writing to inform you of an update on the municipal and village codes of conduct. In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Following significant consultation with municipalities in September 2022, March 2023, and September 2023 on the code of conduct framework, the Code of Conduct Working Group developed 25 recommendations for me to consider as Minister. I am pleased to advise, after careful consideration, I am accepting all 25 recommendations presented by the Code of Conduct Working Group. The recommendations, along with the anticipated framework are appended to this letter for your reference.

The code of conduct framework will be coming into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. As Minister, I will prescribe that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*. As one of the first items to discuss on your agendas, I trust this will bring an unequivocal understanding of the conduct to uphold as an elected official in Nova Scotia.

I understand and recognize that code of conduct training is an important component to make the framework successful. The NSFM will be the lead organization on the development of a robust code of conduct training module, and it is expected this module will be available in early 2025. To bridge the gap between when the regulations will be in place to when the robust training module will be ready in early 2025, the Department will provide municipalities and villages resources that can be shared with councils and commissions.

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As we move toward a new standard for elected officials following the election, I would encourage you to share the documents appended in this letter with all candidates running in the upcoming municipal election. Candidates should be notified about the new expectations surrounding the code of conduct.

In closing, I would like to thank the Code of Conduct Working Group members for their hard work and dedication to this initiative over the past two years. This initiative is a wonderful example of collaboration between the Department and our municipal partners.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Attached

c: Code of Conduct Working Group
Mayor Carolyn Bolivar-Getson, NSFM
Juanita Spencer, CEO NSFM
Kim Ramsay, President AMANS
David Campbell, Executive Director AMANS

Policy Subject / Title - CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND PUBLIC COMMITTEE MEMBERS

GENERAL PURPOSE OF POLICY

74.01 Members of Council and Public Committee Members are expected to be reasonably well informed about all aspects of municipal governance and are to carry out their duties in a fair, transparent, impartial and professional manner. The purpose of this policy is to ensure that Members of Council and Public Committee Members understand their responsibilities, and to further ensure that their conduct in carrying out those responsibilities is beyond reproach.

POLICY APPLICATION

74.02 This policy extends to sitting Members of Council, including the Mayor, as well as non-elected community representatives that are appointed to standing and ad hoc committees of Region of Queens Municipality.

74.03 This Policy requires each member of Council and Public Committee Member to take responsibility for their respective actions.

POLICY DETAILS

74.04 Members of Council and Public Committee Members shall at all times put the public's interest ahead of their own interests.

74.05 Members of Council and Public Committee Members must conduct themselves in such a manner so as to ensure that they are at all times in compliance with the *Municipal Conflict of Interest Act*.

74.06 Members of Council and Public Committee Members shall not disclose to anyone information or discussion that takes place in-camera.

74.07 Members of Council are from time to time appointed to various committees and as such are expected to attend on a regular basis. When unable to attend, Members of Council shall extend regrets to the appropriate Chairperson prior to the meeting.

74.08 Members of Council and Public Committee Members shall, whenever carrying out their duties and responsibilities, conduct themselves in a courteous, respectful and forthright manner observing a high standard of professionalism.

74.09 Members of Council and Public Committee Members shall not grant any special consideration or advantage to any person, group or organization unless pursuant to the dictates and directives of existing statutory or judicial authority.

Policy Subject / Title - CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND PUBLIC COMMITTEE MEMBERS

- 74.10 Members of Council and Public Committee Members acknowledge that the expenditure of public funds is a privilege granted to them and each member undertakes to the best of their ability to ensure that these funds are expended in the best interests of the people of Queens County.
- 74.11 Use of municipal vehicles, equipment or property shall not be requested by Members of Council or Public Committee Members for personal use unless such use is made available to all members of the public.
- 74.12 Members of Council and Public Committee Members shall use appropriate parliamentary language in debate and shall respect the right of dissent; including refraining from making, publicly or privately, disparaging or inappropriate remarks about other members or their opinions. At no time shall comments or procedures be used deliberately to embarrass a Member of Council, a Public Committee Member or a staff person.
- 74.13 Members of Council and Public Committee Members, whether on Council or Committee, shall respect the decision of the majority, and those Members in such circumstances shall respect the rights of the minority.
- 74.14 Members of Council and Public Committee Members shall refrain from the following activities:
- (a) the use of "insider" information for personal gain;
 - (b) the use of confidential information for any improper purpose;
 - (c) knowingly breaking the law or requesting others to do so;
 - (d) disclosing personal information, including financial data, about any resident or taxpayer in Queens that is not generally available to the public;
 - (e) disclosing the identity of any person(s) filing a complaint with Region of Queens Municipality unless authorized by the complainant(s);
 - (f) disclosing the contents of any property appraisal contracted by the Region, other than the appraised value of the property or properties being valued;
 - (g) publicly discussing any preliminary reports, memorandums, letters or recommendations that have not been dealt with by Council or the appropriate committee;
 - (h) publicly discussing any information that has been provided confidentially or is required by law to be held in confidence;
 - (i) providing false or misleading information in order to influence a policy or direction of Council, or withholding pertinent information in this regard;

Policy Subject / Title - CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND PUBLIC COMMITTEE MEMBERS

- (j) proposing or giving direction to staff, except through the Chief Administrative Officer;
- (k) treating staff with incivility.

REPORTING PROCEDURE

- 74.15 If a Member of Council or Public Committee Member feels that any part of this Code of Conduct has been breached, he/she shall report such breach in writing to the Chief Administrative Officer stating the details of the alleged breach.
- 74.16 If the complaint filed does not relate to the conduct of the Mayor, then the Mayor and the Chief Administrative Officer shall review the complaint and conduct such investigation as deemed necessary, which investigation may include seeking legal advice. The identity of the complainant shall remain confidential unless the complainant waives this requirement.
- 74.17 In the case of a complaint against the Mayor, the Chief Administrative Officer shall then call upon the Deputy Mayor to assist in the handling of the matter.
- 74.18 If it is determined upon the completion of the required investigation that a breach of this Code of Conduct Policy has not taken place, the complainant shall be so advised with an explanation in writing and the file will be deemed confidential and closed.
- 74.19 If it is determined upon the completion of the required investigation that a breach of the Code of Conduct Policy has taken place, the investigative findings shall be presented to Council at an in-camera session. If Council concurs that a breach of this policy has occurred, Council shall then consider the following options in an open Council meeting:
 - (a) request the offending party to remove himself/herself from further involvement in the specific activity under review;
 - (b) take disciplinary action in the form of a public statement outlining the breach and Council's position;
 - (c) take disciplinary action in the form of removing the offending party from the relevant committee;
 - (d) take such other action as Council deems appropriate bearing in mind the severity of the breach.
- 74.20 No action shall be taken against any complainant provided the complaint has been made in good faith.

**Policy Subject / Title - CODE OF CONDUCT FOR MEMBERS OF COUNCIL
AND PUBLIC COMMITTEE MEMBERS**

74.21 Records relating to all complaints accepted by Council as valid complaints shall be open to public inspection having due regard to Freedom of Information and Protection of Privacy laws.

RECEIPT OF POLICY

74.22 All Members of Council and Public Committee Members, upon being sworn into office or receiving letters acknowledging their appointment, shall receive a copy of this policy and by virtue of being sworn or appointed to a committee, acknowledge that they have read, understand and agree to abide by its contents, including compliance with the Municipality's expense and hospitality policies.

Approved by Council: April 10, 2018

POLICY NUMBER – 74 (v2.0)

Policy Subject / Title – CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND COMMITTEES AND PUBLIC COMMITTEE MEMBERS

GENERAL PURPOSE OF POLICY

74.0 The general purpose of this policy is to outline acceptable conduct for all Members of Council and Committees. This policy does not apply to municipal employees.

74.1 This policy applies to Members of Council from the time they are elected until: a) their resignation; b) their disqualification while in office; or c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

74.2 This policy applies to Members of Committees of Council from the time Council appoints them to a Committee of Council until they are no longer a Member of a Committee of Council.

74.3 The policy's primary principles are:

Collegiality – Members of Council and Committees and members of committees of Council will work together to further the best interests of the municipality in an honest and honourable way.

Respect – Members of Council and Committees and members of committees of Council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.

Integrity – Members of Council and Committees and members of committees of Council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.

Professionalism – Members of Council and Committees and members of committees of Council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.

Transparency – Members of Council and Committees and members of committees of Council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility – Members of Council and Committees and members of committees of Council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General Conduct

- 74.4 Members of Council and Committees must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- 74.5 Members of Council and Committees will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.
- 74.6 Members of Council and Committees will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- 74.7 Members of Council and Committees must conduct Council and Committee business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- 74.8 Members of Council and Committees must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- 74.9 No Member of Council or a Committee will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- 74.10 No Member of Council or a Committee will use confidential information for personal or private gain or for the gain of any other person or entity.
- 74.11 Members of Council and Committees should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.
- 74.12 Members of Council and Committees must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

- 74.13 No Member of Council or a Committee shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - 74.13.1 gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - 74.13.2 a suitable memento of a function honouring the member of Council or a Committee;

74.13.3 sponsorships and donations for community events organized or run by a member of Council or a Committee or by a third party on behalf of a member of Council or a Committee;

74.13.4 compensation authorized by the municipality.

74.14 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council or Committee.

Use of Municipal Property, Equipment and Services

74.15 No Member of Council or a Committee shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

74.15.1 available for such use by the public generally and the member of Council or a Committee is receiving no special preference in its use; or,

74.15.2 made available to the member of Council or a Committee in the course of carrying out Council or Committee activities and duties.

74.16 No Member of Council or a Committee shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.

74.17 No Member of Council or a Committee shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.

74.18 No Member of Council or a Committee shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.

74.19 No Member of Council or a Committee, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Building, Development, Planning, or Procurement Proposals before Council

74.20 No Members of Council and Committees shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council or a Committee.

Improper Use of Influence

74.21 No Member of Council or a Committee shall use the influence of their office or Committee membership for any purpose other than for the exercise of their official duties.

Business Relations

74.22 No Member of Council or a Committee shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

- 74.23 No Member of Council or a Committee shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 74.24 No Member of Council or a Committee shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council and Committees

- 74.25 No Member of Council or a Committee shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- 74.26 No Member of Council or a Committee shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 74.27 No Member of Council or a Committee shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- 74.28 No Member of Council or a Committee shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- 74.29 Members of Council or a Committee will adhere to the Code of Conduct.
- 74.30 Members of Council or a Committee will adhere to the applicable national and provincial legislation.
- 74.31 Members of Council or a Committee will adhere to the procedures, policies and bylaws of the municipality.
- 74.32 Members of Council or a Committee will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- 74.33 A Member of Council or a Committee must abide by and act in accordance with any decision made by Council or Committee of Council, whether or not the member voted in favour of the decision.
- 74.34 Members of Council and Committees must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

Communicating on behalf of Council

- 74.35 A Member of Council or a Committee other than the Mayor, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- 74.36 The Mayor or designated individual may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

Interactions of Council with Staff and Service Providers

- 74.37 Members of Council and Committees must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- 74.38 No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- 74.39 Members of Council and Committees shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- 74.40 Members of Council and Committees must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- 74.41 Council cannot direct municipal employees except through the CAO.
- 74.42 Members of Council and Committees are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- 74.43 No Member of Council or a Committee shall require or request that a municipal employee undertake personal chores or tasks for the Council or Committee member unrelated to municipal business.
- 74.44 Members of Council and Committees shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

Respectful Interactions

- 74.45 A Member of Council or a Committee must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- 74.46 A Member of Council or a Committee must not sexually harass any person.
- 74.47 A Member of Council or a Committee must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- 74.48 A Member of Council or a Committee must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Sanctions

- 74.49 Municipal Council shall consider all of the following criteria prior to imposing a sanction or sanctions:
 - 74.49.1 The nature of the code contravention;
 - 74.49.2 The length or persistence of the code contravention;
 - 74.49.3 If the member intentionally contravened the code of conduct;
 - 74.49.4 Has the member taken any steps to remedy the contravention;
 - 74.49.5 If the member previously contravened the code of conduct;

- 74.49.6 Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
 - 74.49.7 The resources the member will need to complete their job.
- 74.50 The following are a list of sanctions Municipal Council can impose, should the investigator identify a breach of the Code of Conduct took place:
- 74.50.1 Member will receive a letter of formal reprimand or warning, as directed by Council.
 - 74.50.2 Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
 - 74.50.3 Require the member to attend training, appropriate to the incident, as directed by Council.
 - 74.50.4 Censure the member publicly.
 - 74.50.5 Limit the member's access to certain local government facilities, equipment and/or property.
 - 74.50.6 Suspending or removing the Member as Deputy Mayor and/or the Chair of a Committee, if applicable.
 - 74.50.7 Suspending or removing the Member for no longer than 6 months from some or all committees and/or boards.
 - 74.50.8 Impose a limit on the member's participation on behalf of the municipality.
 - 74.50.9 Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
 - 74.50.10 Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of Council and to be collected in the same manner as other taxes.
 - 74.50.11 Impose an appropriate reduction in remuneration to the Member for no longer than 6 months.
 - 74.50.12 Make the Member repay any direct monetary loss realized by the Municipality as a result of the member's action in any amounts determined by the investigator.
 - 74.50.13 Make the Member repay any direct monetary gain.

Compliant and Investigator Process

- 74.51 Municipal Council will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints at the earliest opportunity if one has not been appointed or is no longer providing that service to the Municipality.
- 74.52 The person or entity appointed by Municipal Council must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
- 74.53 The CAO, or designate, must include the investigator's contact information on their publicly accessible website.
- 74.54 A complaint must be submitted to the investigator no later than 6 months from discoverability.

- 74.55 Any complaints brought forward during the Municipal Election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
- 74.56 When a complaint is received by the investigator, the investigator shall notify the CAO or designate of the fact that a complaint has been received.
- 74.57 Investigator will determine if there is validity to the complaint. If no validity, then the complaint will be dismissed.
- 74.58 If the investigator finds that the complaint is valid, the investigator shall notify the Member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
- 74.59 The investigator will begin their investigation and notify Council through a confidential email of the fact that a complaint is proceeding to the investigation phase.
- 74.60 The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
- 74.61 The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.
- 74.61.1 If complaint is brought forward during the Municipal Election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
- 74.61.2 Council may grant the investigator an extension on when the report can be brought to Council for extenuating circumstances, including a delay during a municipal election period;
- 74.61.3 Council is able to discuss the investigators report in-camera; and
- 74.61.4 The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
- 74.62 Council determines if a breach occurred and determines the sanction(s) to impose. If a Councillor is the subject of the complaint or has made the complaint under the Code the Councillor shall:
- 74.62.1 In the case of a closed meeting, leave the room in which the meeting is held;
- 74.62.2 In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
- 74.62.3 Refrain from voting on any question relating to the matter.
- 74.63 Any breach of the code determined by Council shall automatically retrigger the required Code of Conduct training.
- 74.64 The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.

74.65 The decision or penalty of Council on a Code of Conduct matter is final and binding on all parties.

| VERSION NUMBER | COUNCIL APPROVAL DATE |
|-----------------------|------------------------------|
| 1.0 | April 10, 2018 |
| 2.0 | November 12, 2024 |

Proposed Recommendations from Code of Conduct Working Group

The Code of Conduct Working Group (COCWG) has developed their proposed recommendations for the code of conduct regulations for the Department of Municipal Affairs and Housing (DMAH) to review. The 25 recommendations below reflect the consensus opinion from the COCWG.

Application:

- There should be one code for all municipalities and villages.
- The code of conduct should operate together and as a supplement to other applicable laws, including the bylaws and policies with the municipality or village.
- The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation.
- Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.
- The code of conduct should apply from the time elected officials are declared elected until their resignation, their disqualification, or their successor being sworn into office.

Content to include:

- The code will include 45 provisions under various headings (e.g. general conduct, confidential information, etc.) See Appendix A for detailed provisions.
- 13 possible sanctions that can be imposed on a member for breaching the code of conduct. See Appendix B for the sanctions.
- 7 considerations elected officials shall evaluate before they can impose a sanction. See Appendix B for detailed considerations.
- Failure to comply with a sanction imposed is considered a breach of the code itself and will go to council with the investigator's recommendation only.

Complaint and investigator process:

- Municipalities and villages will appoint an investigator and have their contact information readily available on their website. See Appendix C for detailed complaint and investigator process.
- Investigators should have experience in conducting investigations, and experience applying the principles of natural justice and procedural fairness.
- No conflict of interest can exist between the investigator and the parties involved.
- A complaint can be submitted no later than 6 months from discoverability.
- The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.

- The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is received by the investigator. Extensions may be granted by council/commission for extenuating circumstances.
- Any complaints brought forward during the municipal election period between nomination day and ordinary polling day will not be investigated until the election has concluded.
- A member who has a complaint lodged against them will be able to review and respond to the information in the investigators report prior to council's vote.
- A member who has had a complaint lodged against them, or who has made the complaint, may not participate in the vote on whether there was a breach, and if applicable, may not participate in the decision regarding what sanction to impose.
- The Code of Conduct will state that a decision of a Council on a code of conduct matter is final and binding on all parties.
- At the conclusion of the investigation, require public disclosure of the section a complaint was lodged under, and the investigator's recommendation.

Training:

- Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.
- Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.
- Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

Review:

- A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.
- Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

Appendix A: Recommended Prescribed Code of Conduct

The recommended prescribed code of conduct would be applicable to all municipalities and villages with separate codes being developed to reflect the difference in terminology (e.g. village versus municipality, Chief Administrative Officer versus Clerk).

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles to be included are:

- a. Collegiality – members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity – members of council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism – members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.
- e. Transparency – members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- f. Responsibility – members of council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General Conduct

- Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.
- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.
- Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

- No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - ii. a suitable memento of a function honouring the member of Council;
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council;
 - iv. compensation authorized by the municipality.

- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

- No Member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
 - i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
- No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
- No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Building, Development, Planning, or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company

whose shares are publicly traded and who is regularly in the business of lending money.

- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

- No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- No Member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- No Member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to the Code of Conduct.
- Members of Council will adhere to the applicable national and provincial legislation.
- Members of Council will adhere to the procedures, policies and bylaws of the municipality.
- Members of Council will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- A Member of Council must abide by and act in accordance with any decision made by Council, whether or not the member voted in favour of the decision.
- Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

Communicating on behalf of Council

- A Member, other than the Mayor/Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- The Mayor/Warden/designated individual may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- Council cannot direct municipal employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- No Member of Council shall require or request that a municipal employee undertake personal chores or tasks for the Council member unrelated to municipal business.
- Members of council shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

Respectful Interactions

- A Member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- A Member of Council must not sexually harass any person.
- A Member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- A Member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Appendix B: Recommended Sanctions Framework and Possible Sanctions to be imposed

Sanctions Framework:

A Council or Commission shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

Sanctions:

1. Member will receive a letter of formal reprimand or warning, as directed by council.
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
3. Require the member to attend training, appropriate to the incident, as directed by council.
4. Censure the member publicly.
5. Limit the member's access to certain local government facilities, equipment and/or property.
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
8. Impose a limit on the member's participation on behalf of the municipality.
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
11. Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
12. Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
13. Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

Appendix C: Recommended Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
 - b. Municipalities must include the investigator's contact information on their publicly accessible website.
2. A complaint must be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. When a complaint is received by the investigator, the investigator shall notify the CAO/clerk of the fact that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.
5. If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
6. The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
7. The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
8. The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a

recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
 - c. Council is able to discuss the investigators report in camera; and
 - d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
9. Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:
- a. In the case of a closed meeting, leave the room in which the meeting is held
 - b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
 - c. Refrain from voting on any question relating to the matter
10. Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.
11. The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.
12. The decision or penalty of Council/Commission on a Code of Conduct matter is final and binding on all parties.

Region of Queens Municipality Staff Report

11.2

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: Committees of Council Terms of Reference and Appointments

Background

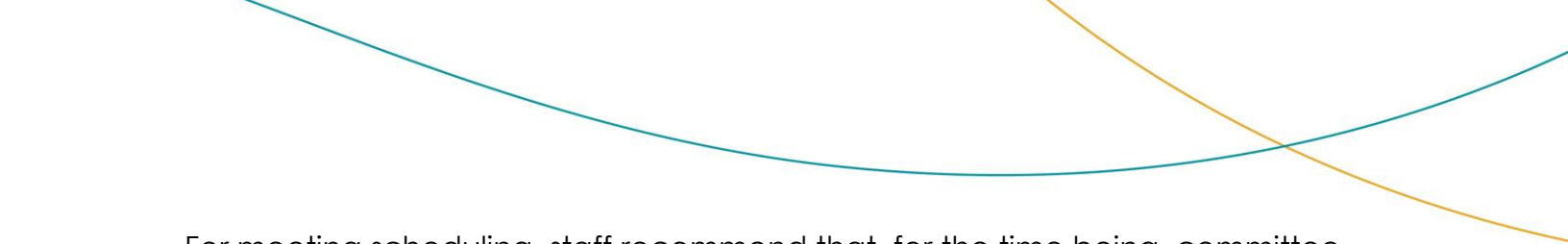
The purpose of this report is to provide an overview of the existing Committees of Council, including each committee's purpose, statutory or optional status, and recommendations for their mandates. This report also outlines the process for appointing Council members to these internal committees and external boards, providing a structured approach to ensure effective governance and representation.

Details

Upon Council's approval, this report will serve as a directive for staff to update the terms of reference for each committee in line with the outlined recommendations. The updated terms of reference (and associated policies, if applicable) will reflect the specific purposes and responsibilities of each committee, ensuring alignment with legislative requirements and municipal priorities.

Committees of Council

Committees of Council generally exist to advise Council. Council can delegate additional powers to them, with the exception of the power to spend money. Council should carefully consider any expansion of committee powers to ensure they do not conflict with provisions in the Municipal Government Act (MGA) or other legislation. Staff also advise Council to be cautious in establishing or expanding the scope of a committee beyond what is required until strategic priorities are fully established.



For meeting scheduling, staff recommend that, for the time being, committee meetings be scheduled on an 'as needed' basis. In the last year, some meetings were scheduled without a clear need, leading to frustration among committee members and embarrassment for staff. Once staff capacity increases and Council's strategic priorities become clear, a more regular meeting schedule may need to be established.

As a general consideration, staff recommend that a Council member serve as Chair for each committee of Council. With the new agenda format, chairs would report on their committee's work during Council meetings, which would improve information flow between Council and committees.

Below is a summary of the key Committees of Council, detailing each committee's purpose, statutory or optional status, and recommended mandate adjustments.

Planning Advisory Committee

Purpose: A statutory committee required under the MGA, responsible for reviewing land use planning applications and providing recommendations to Council.

Recommendation: Maintain the current mandate focused on land use planning. Staff should evaluate and provide recommendations regarding the committee's membership composition.

Heritage Advisory Committee

Purpose: A statutory and bylaw-required committee focused specifically on heritage property matters, such as conservation, designation, and heritage policies.

Recommendation: Keep the mandate focused strictly on heritage properties, limiting any scope expansion to maintain clear objectives.

Audit and Internal Control Committee

Purpose: A statutory committee required to review the Municipality's financial audit. The internal control aspect is optional and may conflict with aspects of the MGA related to CAO responsibilities.

Recommendation: Focus the committee's mandate on audit responsibilities only, ensuring compliance with statutory requirements and avoiding potential conflicts.

Landfill Monitoring Committee

Purpose: Required by legislation due to the Municipality's operation of a landfill. The committee oversees environmental compliance and monitoring related to landfill operations.

Recommendation: Maintain the current mandate and structure, as it fulfills a legislative requirement effectively.

Watershed Management Committee

Purpose: Required by legislation to ensure the Municipality's safe drinking water supply through management and monitoring of the watershed.


Recommendation: Maintain the existing mandate and composition, as it aligns with legislative obligations.

Accessibility Advisory Committee

Purpose: A statutory committee required under provincial legislation to address accessibility issues within the Municipality.

Recommendation: Create a combined Accessibility and Equity Committee, composed primarily of members with lived experience, to fulfill accessibility mandates while also addressing equity considerations. Implement a new recruitment strategy to ensure diverse and relevant representation.

Diversity and Inclusion Action Team



Purpose: An equity-focused committee required for compliance with provincial legislation, aimed at addressing issues of diversity and inclusion within the Municipality.

Recommendation: Combine this committee with the Accessibility Advisory Committee to form a single Accessibility and Equity Committee, focusing on both accessibility and equity mandates. Implement a new recruitment strategy to ensure the committee reflects the community's diversity and needs.

Emergency Services Committee

Purpose: An optional committee required as part of fire department funding policies, primarily focused on discussions regarding fire services and funding.

Recommendation: Maintain the current role of the committee but rename it as the Fire Services Committee to better reflect its purpose.

Police Advisory Board

Purpose: To discuss public policing matters and facilitate dialogue between Council, the community, and local police leadership.

Recommendation: Maintain the current role and mandate.

Optional Committees

The following committees are currently optional and are not recommended for continuation at this time:

- Bursary Selection Committee: Formed to review and select student bursary recipients.
- Pool Committee: Established to advise on the development of a new pool facility.
- Library Committee: Formed to provide recommendations regarding a new library location in Liverpool.

Recommendation: Do not proceed with these optional committees at this time. Council may revisit their relevance once strategic priorities have been established.

External Committees and Boards

Region 6 Solid Waste Steering Committee: Provides educational programs, resources, and expertise on waste management, composting, and recycling along the south shore of Nova Scotia. Typically meets monthly.

Southwest Nova Biosphere Committee: Promotes conservation and sustainable development to support local economies and communities. Estimated to meet quarterly.

South Shore Regional Library Board: Sets policy and oversees operations of regional libraries. Meets monthly, with meetings ranging from 1–3 hours.

Queens Community Health Board: Focuses on healthy community matters, excluding direct health services. Meets monthly, except in summer months, for approximately 2 hours.

South Shore Housing Action Coalition: Focuses on housing issues in the area. Meeting frequency estimated at monthly to quarterly.

Western Regional Crown Land Stakeholder Interaction Committee: Discusses crown land and forestry-related matters. Meeting frequency is uncertain.

Appointment Process for Council Members to Committees and External Boards

1. Preference Submission: Traditionally each Council member submits their top preferred committee appointments to the Mayor and Deputy Mayor. Staff recommend that members rank all committees in order of preference.
2. Appointment Recommendations: The Mayor and Deputy Mayor review the submissions and develop a set of recommendations for Council member appointments.
3. Council Vote: At the next Council meeting (e.g., last meeting in November 2024), the Mayor presents the recommended appointments for Council's consideration. Council then votes to approve or amend these appointments.
4. Term Length: Appointments are typically for two years, with the process repeated at the midpoint of Council's four-year term, allowing for reassignment or rotation of committee roles.



In all cases, Council votes on final appointments to ensure fair representation and alignment with Council's strategic priorities.

Budget Impacts

Managed within budget.

Communications

When Council makes final decisions, communicate those decisions via email to members of Committees and external committees and Board.

Recommendation

- (1) THAT** the Council of the Region of Queens Municipality receive the report titled 'Committees of Council Terms of References and Appointments' for information.

- (2) THAT** the Council of the Region of Queens Municipality direct staff to provided updated policies and terms of reference as outlined in this report.



Region of Queens Municipality

Terms of Reference

Police Advisory Board

Purpose

The Police Advisory Board is established in accordance with provisions in the *Police Act* S.N.S. 2004, c.31.

The purpose of the Police Advisory Board is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality, but the Advisory Board does not exercise jurisdiction relating to complaints, discipline, personnel conduct, or the internal management of the Royal Canadian Mounted Police. Should this Terms of Reference be in contravention of any applicable legislation, the legislation shall take precedence.

Scope

The roles and responsibilities of the Police Advisory Board, subject to applicable police contract(s) shall include:

- In consultation with the District Commander or the District Commander's designate, determine priorities, objectives, and goals respecting police services in the community.
- Ensure the District Commander establishes programs and strategies to implement the priorities, objectives, and goals respecting police services.
- Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs, and strategies.
- Ensure that police services are delivered in a manner consistent with community values, needs, and expectations.
- Act as a conduit between the community and the police department.
- Recommend policies, administrative and organizational direction for the effective management of the police department.
- Work with the District Commander or designate to review information provided by the District Commander respecting complaints and internal discipline.



Membership

Membership to the Police Advisory Board shall have seven (7) members and include the following:

- Three (3) members of Council appointed by resolution of Council.
- Three (3) Queens County citizen members appointed by a resolution of Council, who are neither a member of Council nor employee of the Municipality. When possible, citizen members shall consist of one (1) resident of North Queens, one (1) resident of South Queens, and one (1) Indigenous resident of Queens County.
- One member appointed by the Minister.

The District Commander and the Chief Administrative Officer, or their designates, must receive notice of the meetings of the Police Advisory Board and are entitled to attend such meetings, but not to vote.

A member of the Police Advisory Board may be dismissed by:

- The Minister if the Minister appointed the member.
- Resolution of Council if Council appointed the member.

Chair and Vice-Chair

The Chair and Vice-Chair of the Police Advisory Board shall be chosen by members of the Board on an annual basis at the first meeting of each year.

The Vice-Chair shall have the same authority as the Chair when presiding at a meeting in the absence of the Chair.

Oath

Each member of the Board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by the regulations of the *Police Act*.

Term

The appointment of Advisory Board members shall be:

- Two years for Council members
- Three years for citizen members
- Members may be reappointed for one additional consecutive term



Meetings

Meetings shall be held no less than every three months.

Meetings of the Police Advisory Board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations, and security of police operations shall be conducted in closed (in-camera) session.

Any other member of Council may attend the meetings of the Advisory Board, but may not vote, and may only take part in discussion or debate of the Advisory Board with permission of the majority of the Advisory Board present.

Other members of Council shall not attend closed (in-camera) sessions of the Advisory Board.

The Municipal Clerk or designate shall act as Recording Secretary to the Police Advisory Board but is not a member of the Advisory Board.

Voting

All members of the Advisory Board shall vote at the meeting, and any members not indicating their voted will be considered as voting in the negative.

Quorum

The quorum for the Advisory Board shall be a majority of members. Where no quorum is present within fifteen minutes after the time set for the meeting, the recording secretary shall record names of members present and the Chair shall adjourn the meeting.

Remuneration and Expenditures

Upon submissions of a travel expense claim, the citizen members shall be reimbursed for travel costs pursuant to municipal policy and rates.

Region of Queens Municipality
QUEENS ACCESSIBILITY ADVISORY COMMITTEE

Terms of Reference

Purpose

The purpose of Queens Accessibility Advisory Committee is to assist Municipal Council with ensuring that all parts of the Municipality's operations include increasing awareness about the barriers faced by persons with various abilities, improving access to resources for helping persons with disabilities, strengthening supports for employees and building capacity, improving access to municipal buildings and properties, improving availability of accessible washrooms and workspaces, enhancing accessibility for persons who are visually or hearing impaired, and ensuring that the recruitment, hiring and career development processes of the Municipality are accessible. The Committee will provide advice and leadership direction to the Accessibility Coordinator and Director of Planning and Development in the future development of our community as accessibility friendly and complaint.

Authority

Accessibility Advisory Committee has been granted its legal authority to assist the Municipality with overseeing the development and implementation of an accessibility strategy and plan for all municipal buildings, properties, programs, and services, by virtue of being delegated this responsibility with Council's approval on November 12, 2019, of this Terms of Reference. Council gains its responsibility and authority for accessibility through the adoption of the *Accessibility Act* in the fall of 2018, and regulations to be forthcoming, by the Province of Nova Scotia.

Scope

The scope of Accessibility Advisory Committee shall be to review and assess all aspects of the Municipality's operations including goods and services, information and communication, transportation, employment, built environment, and education to ensure equity and fairness to all residents of Queens County regardless of their abilities to create a diverse and supportive community for all, respecting the unique abilities of each person and the financial resources of the Municipality. Specifically, the Accessibility Advisory Committee shall:

1. Provide general leadership and direction to Accessibility Coordinator on all matters concerning accessibility.
2. Encourage and support research of potential new opportunities, technologies, or developments in all areas of improving accessibility.
3. Ensure that all recommendations are within current legislative frameworks.
4. Consult with Council, through preparation of reports outlining options and opportunities, on the potential development of public and private partnerships that will benefit local residents to increase accessibility in one or more areas.
5. Be engaged in supporting, participating in, and developing an accessibility strategy and plan for Queens County.
6. Prioritize and oversee the carrying out of accessibility audits in the six areas of jurisdiction of the Committee.

7. Make recommendations to Director of Planning and Development and / or Council concerning accessibility, fairness opportunities, and changes to policies that will positively impact building, property, programs and service usage for all persons reducing barriers through enhanced accessibility.

Reporting Relationship

Accessibility Advisory Committee shall report directly to the Council of Region of Queens Municipality and the Committee Chairperson and indirectly to the Director of Planning and Development for operational and administrative support.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective operation and management of Accessibility Advisory Committee.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Committee Member

All Committee Members are expected to prepare for and attend all meetings of the Committee unless they provide prior notice of absence to the Chairperson. Committee Members are required to always act in the best interests of the Municipality and community and set aside personal beliefs and business interests when they can potentially conflict with the objectives and strategic directions of the Committee. Advisory Committee Members may directly seek information or provide information to the Accessibility Coordinator, but all directions to the Coordinator shall only come from the Chairperson and Director of Planning and Development.

Role of Accessibility Coordinator

Accessibility Coordinator shall carry out the functions and roles as directed by the Accessibility Committee from time to time and shall act as a staff resource to the Committee. This person shall lead the research and report writing aspect of the Committee's work to ensure the Advisory Committee has the most accurate information upon which to make a decision or recommendations to Council. The Advisory Committee shall work with the Coordinator respecting the development of strategies, work plans, and research, subject to legislative and budget limitations.

Role of Director of Planning and Development

Director of Planning and Development shall work with the Advisory Committee and facilitate the development of a strategy and work plan as it relates to increasing accessibility for all residents of Queens County, in areas of goods and services, information and communication, transportation, employment, built environment, and education, with responsibility to ensure all recommendations to Council are well thought out, fiscally responsible, within the scope of the committee and its human resources capacity, and will increase accessibility equitably.

Membership

Membership on the Accessibility Advisory Committee shall include two currently serving elected representatives from Region of Queens Municipality and up to five members of the public with a disability or who represent an organization that represents persons with disabilities, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have a strong understanding of accessibility issues or be a person with a disability, be willing to participate in monthly meetings, and be able to understand government and regulatory processes. Director of Planning and Development, or designate, shall act as a non-voting resource to the Committee. Members shall be sought through a publicly advertised expression of interest. Any resignation shall be tendered in writing to the Chairperson. Subsequently a replacement will be sought through the normal recruitment process to fill the remaining term of office.

Duration of Mandate

Accessibility Advisory Committee membership terms shall begin on April 1, 2020 and shall be divided with three members being appointed for a one-year term and four members being appointed for a two-year term; with the two Members of Council staggering their terms. Each April 1st thereafter, the members whose terms have expired shall be replaced by members for a two-year term. Members are eligible for re-election but shall not serve more than five to six consecutive years before being required to retire from office. Interested persons are then eligible for re-appointment again two years thereafter.

Frequency of Meetings

Meetings of Queens Accessibility Advisory Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the same time agreed to by the Committee each month. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by consensus of the Committee and prior notification is provided to the public.

Quorum Requirements

No decisions may be made at any Advisory Committee meetings unless a quorum of a majority of the current members of the Committee are present in person.

Agenda, Minutes and Resolutions

Minutes and recommendations of Queens Accessibility Advisory Committee meetings shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Accessibility Coordinator will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least seven (7) days prior to every meeting.

Conflict of Interest

It is expected that all members of Queens Accessibility Advisory Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. Queens Accessibility Advisory Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

Queens Accessibility Advisory Committee shall have access to the Accessibility Coordinator and Director of Planning and Development and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this Committee shall be made by the Advisory Committee through the Chairperson to Council, on an as needed basis. The Committee will have access to all pertinent contracts, agreements, and financial records of the Municipality and its properties, programs, services, where required and requested and subject to confidentiality when noted.

Decision Making Process

All decisions of Queens Accessibility Advisory Committee shall be made by majority vote of Committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Accessibility Coordinator, other designed municipal staff, Committee members, or other private sector or government sources. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee member's personal volunteering or business pursuits. Decisions that require additional human or financial resources not currently available or within budget, requires the Committee to make a written report and recommendation to Council with such asks.

Confidentiality

All meetings of Queens Accessibility Advisory Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Advisory Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Queens Accessibility Advisory Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of Queens Accessibility Advisory Committee.

Reporting

Bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. An oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Advisory Committee's work.

Responsibilities

Queens Accessibility Advisory Committee shall be responsible for the planning and development of an accessibility strategy and plan for Queens County as it relates specifically to municipal infrastructure, programs and services. Thereafter, the Committee is tasked with overseeing the research and implementation of fair and measurable success factors of this strategy and plan and its positive impact on persons with disabilities. The goal is to provide a quality experience for all residents of Queens County,

whether participants or supporters, in a safe environment understanding fiscal realities and our goal of access for all. The Committee is expected to make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Queens Accessibility Advisory Committee shall endeavour to carry out the following functions:

Accessibility Advisory Committee's Specific Responsibilities

1. Review municipal, provincial, and federal policies and regulations related to accessibility on a regular basis and whenever considering new strategies, programs, services or opportunities.
2. Provide general guidance and direction to Accessibility Coordinator through the Chairperson and monthly through the Advisory Committee or when requested or required.
3. Complete a comprehensive review of municipal operations as they relate to accessibility in the following areas: goods and services, information and communication, transportation, employment, built environment, and education, with a goal of making recommendations for cost-effective ways to increase access for all.
4. Consider innovative approaches to fair access to municipal programs, services, and infrastructure; making recommendations to Council when appropriate and timely.
5. Review and provide input into proposed leases, agreements, and contracts being considered by Region of Queens Municipality for any new developments within or on municipal properties, or to programs and services, when requested to do so by Chief Administrative Officer.
6. Develop an annual accessibility strategy and work plan for Queens Accessibility Advisory Committee and Accessibility Coordinator with a goal of increasing access for all residents while mitigating any decrease in access or use by other users or the general public, leveraging innovation and technology, while respecting access for all.
7. Review monthly staff reports concerning updates related to the strategy and work plan of the Committee, research carried out, and make recommendations for adjustments to strategies to Accessibility Coordinator to meet overall strategy goals and outcomes.
8. Where appropriate, establish and appoint working groups or teams to address a specific issue which may include non-committee members with a specific interest or technical skills, provided the working group or team is chaired by an Accessibility Advisory Committee member.

BYLAW NO. 17

A BYLAW RESPECTING HERITAGE PROPERTIES

BE IT ENACTED by the Council of the Region of Queens Municipality, under the authority of the Heritage Property Act, RSNS 1989, Chapter 199, as follows:

1. This bylaw shall be known as Bylaw Number 17 and may be cited as the "Heritage Property Bylaw".

DEFINITIONS

2. Words in this bylaw shall take their meanings from their context and from dictionaries of the Canadian language, except as follows:
 - a. "The Region of Queens Registry of Heritage Properties" means a Municipal Registry of Heritage Properties within the meaning of the Heritage Property Act, RSNS 1989, Chapter 199, having all the powers and duties prescribed by the Act or incidental thereto.
 - b. "Heritage Advisory Committee" means a Heritage Advisory Committee within the meaning of the Heritage Property Act, having all the powers and duties prescribed by the Act or incidental thereto.
 - c. "Region of Queens Heritage Property" means a Municipal Heritage Property within the meaning of the Heritage Property Act.

REGISTRY

- 3.1 The Clerk shall establish and maintain at the business office of the Municipality, a Registry of Heritage Properties, where all prescribed documents relating to the registration of heritage properties pursuant to the Act or this Bylaw be filed. The Registry shall:
 - a. be properly indexed;
 - b. contain data with respect to recommendation, registration if applicable, recording particulars of documents required to be logged at the Registry of Deeds for Queens County and true copies of all notices required by the Act;
 - c. contain particulars of the heritage property under recommendation or registered so as to adequately identify the property; and
 - d. be accessible to the public, at no charge, during regular business hours at the Region of Queens Municipality business office.

- 3.2 The maintenance of the Region of Queens Registry of Heritage Properties shall be the responsibility of the Clerk.

ADVISORY COMMITTEE

- 4.1 There shall be a Heritage Advisory Committee which may advise the Region of Queens Municipality respecting:
- a. the inclusion of buildings, streetscapes and areas in the Region of Queens Registry of Heritage Properties;
 - b. an application for permission to substantially alter or demolish a Region of Queens Heritage Property;
 - c. building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; and
 - d. any other matters conducive to the effective carrying out the intent and purpose of the Heritage Property Act.
- 4.2 The Heritage Advisory Committee shall be composed of no less than eight members. The members will be appointed annually by the Region of Queens Municipality. The Committee shall consist of at least two members of the Council, at least one member of the Queens County Historical Society, at least one member of the North Queens Heritage Society, or individuals who have otherwise demonstrated active concern for the preservation of buildings of historical significance.
- 4.3 The Heritage Advisory Committee may recommend to the Region of Queens Council that a building, streetscape or area be registered as a Region of Queens Heritage Property in the Region of Queens Registry of Heritage Properties and the prescribed notice of such recommendation shall be served and filed by the Clerk in accordance with the Act. A copy of the notice shall be filed in the Region of Queens Registry of Heritage Properties.
- 4.4 Notice of recommendation by the Heritage Advisory Committee that a building, streetscape or area be registered as a Region of Queens Heritage Property shall be in Form A.
- 5.1 With the agreement of the owner(s), Council may register a building, streetscape or area as a Region of Queens Heritage Property in accordance with the provisions of the Act and the registration form shall be in Form B.
- 5.2 Notice of such registration shall be sent to each registered owner of the Municipal Heritage Property. One copy of the registration shall be deposited in the Registry of Deeds and one copy of the registration shall be filed in the Region of Queens Registry of Heritage Properties.

6. Council may, from time to time, set out or amend the terms of reference within which the Heritage Advisory Committee shall operate. The Council may set out and amend such guidelines as it sees fit for the designation of property as Heritage Properties, and the Heritage Advisory Committee shall make recommendations in accordance therewith.

PENALTY

7. Any person who violates any provision of this bylaw, shall be liable upon conviction to a minimum penalty of one hundred dollars (\$100) and a maximum penalty not exceeding one thousand dollars (\$1000) and in default of payment thereof to imprisonment for a period not exceeding ninety (90) days.

REPEAL

8. The Heritage Property Bylaw, adopted by the Council of the Town of Liverpool, on the 20th day of November, 1991, and subsequently approved by the Minister of Municipal Affairs on the 16th day of December, 1991, is hereby repealed.

THIS IS TO CERTIFY THAT the bylaw of which the foregoing is a true copy was passed by the Council of the Region of Queens Municipality at a meeting duly held the 15th day of February, 1999.

SIGNED by the Mayor and Regional Clerk this 16th day of February, 1999.

MAYOR

REGIONAL CLERK

DEPARTMENT OF HOUSING
& MUNICIPAL AFFAIRS

except s. 6

Recommended for
approval of the Minister

Cathleen O'Grady
Department Solicitor

except s. 6

APPROVED this *15* day

of *April* 19 *99*

Roy G. ...
Minister of Housing & Municipal Affairs

READINGS: First: January 18, 1999

Second: February 15, 1999

Third: February 15, 1999

Date of Publication: February 3, 1999

Newspaper: April 28, 1999

Office of the Minister of Housing and Municipal Affairs

Filed / Approved: April 15, 1999

Form A

NOTICE OF RECOMMENDATION TO REGISTER AS A REGION OF QUEENS HERITAGE PROPERTY

To: _____

You are hereby notified that:

1. The land and building located at

_____ (Address location, legal description or other identification of property)

have been recommended to be registered in the Municipal Registry of Heritage Properties for the Region of Queens.

2. The reasons for this proposed designation are:

(approximate date of erection, type of architecture, typical of an era, part of a streetscape, local historical significance, national historical significance).

3. Section 14(4) of the Heritage Property Act prohibits any substantial alteration to the appearance of the property described herein for a period of one hundred and twenty days from the date and service of this notice, unless the Regional Council refuses to register the property prior to the expiration of one hundred and twenty days.
4. The effect of recommendation and registration in the Municipal Registry of Heritage Properties described in paragraph one is that no demolition or substantial alteration in the exterior may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Council of the Region of Queens Municipality and the application is granted with or without conditions or the Region of Queens Municipality may refuse it. Where such application is not approved, the owner may make the alterations described in his/her application or carry out the proposed demolition at any time after one year but not more than two

years from the date of the application.

5. You are hereby notified that the Regional Council will sit to hear any objections regarding the recommendation of the property described in this notice on the ____ day of _____, _____, at _____ a.m/p.m. at _____

Information and particulars concerning the reasons for recommendation are available from the office of the Clerk for the Region of Queens Municipality weekdays from 8:30 a.m. to 4:30 p.m.

DATED this day of

Regional Clerk

FORM B

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

(To be filed in the Registry of Deeds for the Region of Queens)

To: _____

You are hereby notified that:

1. The land and building located at _____
(Address, local, legal description or other identification of property)
have been registered in the Region of Queens Registry of Heritage Properties by resolution adopted at a meeting of Council the _____ day of _____.
2. The effect of registration in the Region of Queens Registry of Heritage Properties is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application is granted with or without conditions by the Council of the Region of Queens Municipality. Where an application is not approved by the Council of the Region of Queens Municipality, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year, but not more than two years from the date of the application.

DATED this _____ day of _____

Regional Clerk

GENERAL STATEMENT OF POLICY:

60.01 It shall be the policy of the Council of the Region of Queens Municipality that a Planning Advisory Committee (PAC) be established to advise Council regarding the preparation and amendment of planning documents and planning matters in general, as set out in Section 200 of the *Municipal Government Act*.

POLICY INFORMATION:

Membership:

60.02 There shall be three (3) members of Council appointed to the Planning Advisory Committee.

60.03 The public appointed members shall consist of one (1) representative from each of the electoral districts in the Region of Queens Municipality.

60.04 One half of the members of the Planning Advisory Committee shall be appointed for an initial one (1) year term, with the remaining members being appointed for a two (2) year term. All subsequent appointments shall be for a two (2) year term.

Meetings:

60.05 All meetings of the Planning Advisory Committee shall be:

- (a) Posted in the Municipal Administration Building; and
- (b) When a PAC meeting has been called prior to a Council meeting, the date, the time and any specific topics under discussion shall be announced during the regular meeting of Council, for the information of the public.

60.06 Meeting shall be held on a monthly basis or as PAC deems necessary to carry out its assigned duties.

60.07 PAC shall meet at the direction of Council, the call of the Chair, or the request of any six (6) PAC members.

60.08 The Chair shall be appointed by the Nominating Committee of Council.

60.09 A staff member of the Region of Queens Municipality shall take and transcribe minutes of the meetings. Minutes shall include not only decisions made, but where possible, shall also include background discussion and rationale for each recommendation.

Function:

60.10 PAC shall:

- a) Submit formal recommendations to Council on any proposed amendment to the Municipal Planning Strategy and Land Use Bylaw for the Region of Queens Municipality.
- b) Review and make recommendations on all proposed development agreements; and
- c) Review and make recommendations on planning matters in general.

Approved by Council:

February 18, 2013

Terms of Reference

Queens Solid Waste Management Facility

Community Monitoring Committee

Statement of Purpose

A requirement of the operating permit from the Nova Scotia Department of Environment and Labour for the operation of the 2nd Generation Landfill is to establish a Community Monitoring Committee. This committee is to provide a link to the community in addition to that already established by the Mayor and Councillors of the Region of Queens Municipality.

Membership

1. Membership on the committee shall consist of three fulltime residents of the Region of Queens Municipality.
2. The three appointments shall each reside in different communities.
3. The Mayor and Councillors are not eligible for appointment.
4. Appointments shall be for a two-year term commencing on April 1.

Reporting Procedures

1. Minutes shall be taken for all meetings and shall be distributed to the committee members, members of Council, the Chief Administrative Officer, the Director of Engineering and Works and such other staff as the Director deems appropriate.
2. Any concerns of the committee not responded to as deemed appropriate by the Committee shall be forthwith forwarded in writing by the Director of Engineering and Works, to the Chief Administrative Officer, complete with details of the concern, why the response was not deemed appropriate by the committee and the rationale for the response given. The CAO shall immediately forward the report to members of Council and the matter will be fully discussed at the next Committee of the Whole.

Meetings

1. The Committee shall meet to discuss any concerns arising from annual reports at least once each fiscal year, beginning in April.

2. At least one meeting per term shall be held at the Queens Solid Waste Management Facility.
3. Two members of the Committee present at the meeting shall constitute a quorum.
4. The Director of Engineering and Works or his designate shall be responsible to coordinate meetings of the Committee.

Roles and Responsibilities

1. The Committee shall provide a link to the community and shall bring forth concerns, questions or comments as may be expressed to them by members of the community.
2. The Committee shall be provided with the following and may ask questions or provide comments as deemed appropriate:
 - (a) Annual report on ground water monitoring program;
 - (b) Annual report on operations which is required to be submitted to the Nova Scotia Department of Environment and Labour;
 - (c) Update on the volumes of various waste streams delivered to the facility;
 - (d) Updates on the ongoing education programs.
3. Meetings shall serve as an opportunity to review the operations manual;
4. Review the ongoing space requirements of the facility and the needs for additional expansion.

Approved by Council: January 21, 2013

Letter of Mandate

Region of Queens Pool Committee

Purpose

The purpose of Region of Queens Pool Committee (the Committee) is to provide the Region of Queens Council (Council with educated, knowledgeable, recommendations for the design, placement, programs and services for a new pool. This new facility will be created to ensure long-term sustainable access to a pool for all residents of Queens County and visitors, ensuring its design reflects efficient functionality and multiple usage. The Committee provide recommendations to Council to guide the work of the Chief Administrative Officer (CAO) as they lead the process to build and operate this important community recreational facility. This Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community access to the aquatic facility is maintained.

Authority

The Committee will be granted its legal authority to advise the Council by virtue of being delegated this responsibility with Council's approval on September 13, 2022 of this Terms of Reference. Council's authority to establish this Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Committee shall be to review and assess current and future aquatic activities from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The Committee reports to the CAO and Council. This relationship is limited to providing recommendations and information to the CAO and to Council when applicable to do so.

Specifically, the Committee shall endeavour to:

1. Conduct a review of current aquatic services in the Region of Queens
2. Obtain information regarding aquatic operations in both indoor and outdoor pools in Nova Scotia.
3. Provide recommendations to CAO and Council re potential size and site locations for a new pool, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a size and site.
4. Work with the Architect/Designer re both the interior and exterior design of the new facility,

5. Consult with key stakeholders and use this public input to inform recommendations re participant flow, accessibility, safety, functionality, technology, energy efficiency, equipment, lifeguard areas, public areas and locker rooms.
6. Provide a community lens and recommendations to the Council respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
7. Act as information resource for users and community regarding this project with Chairperson or their designate acting as Committee spokesperson for the project.
8. Place two committee members as part of the review team(s) that provide recommendations to Council re the contracting of the project manager, general contractor and architect.

Reporting Relationship of The Committee

The Committee shall be accountable directly to Council of Region of Queens Municipality and CAO.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection. The Chair shall vote on all motions, any motion that is a tie is considered defeated.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Committee Member

Committee Members are expected to prepare for and attend all meetings of the Committee unless they provide prior notice of absence to the Chairperson. Committee Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Committee.

Membership

Membership on the Committee shall include up to six (6) members comprising of two members of the Queens Community Aquatic Society, two Council Members and two members of the public who are pool users, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a term to expire one month after the functional opening of the new aquatic facility. Public Members appointed to this Committee should possess an open and positive mindset, be passionate about aquatic activities, understand the importance of such, be willing to undertake difficult discussions, understand the importance of physical exercise in a water environment to promote health and well being. Any resignation shall be tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Committee Member who misses three consecutive meetings without due cause shall be deemed to be no longer a member of the Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Committee by a majority vote of the members and shall continue to hold office until the project is complete or they resign/are removed from the Committee.

Duration of Mandate

The Committee membership terms shall begin on October 18th 2022 and shall be for a term to one month after the functional opening of the new aquatic facility or resignation/removal.

Frequency of Meetings

The Committee meetings shall be held on such day and times as the Committee decides each meeting of the Committee. The Committee shall meet at a minimum 18 times for the duration of the project. All meetings are open to the public, unless designated as in camera. Meeting times and locations will be made public through social media.

Quorum Requirements

The quorum for a committee meeting is 50% of the sitting members plus one.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of the Committee shall be provided to each member of the Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. The Chair shall provide each member of the Committee with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to

influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. The Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

The Committee will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of the Committee shall be made by majority vote of the Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Committee.

Reporting

The Committee shall be added as an agenda item under reports on a regular agenda basis, even though there may be nothing to report.

Responsibilities

The Committee shall be responsible for developing critical and measurable success factors of the Committee through its associated research and annual

work plan, including regularly evaluating its work and success against these criteria. The Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the CAO and the Director of Recreation and Healthy Communities that are in the best interests of all residents without exception.

**Region of Queens Municipality
AUDIT AND INTERNAL CONTROL COMMITTEE**

Terms of Reference

Purpose

The purpose of the Audit and Internal Control Committee is to assist Municipal Council with its fiduciary responsibilities and financial oversight of the Municipality's daily operations ensuring that the financial resources entrusted to the Municipality by its residents are spent appropriately according to the policies of Council and provide for public reporting and accountability.

Authority

The Audit and Internal Control Committee has been granted its legal authority to oversee the financial and fiduciary process of the Municipality by virtue of being delegated this responsibility with Council's approval on November 24, 2020, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for this under Sections 42-44 of the *Municipal Government Act*.

Scope

The scope of the Audit and Internal Control Committee shall be to review and assess all of the financial information within the Municipality listed below as well as those issues noted under Responsibilities, specifically:

1. role and responsibility of Municipal Auditor; and
2. role and responsibility of audit committee; and
3. review of quarterly financial reports; and
4. annual audited financial statements; and
5. auditor's management or internal control letter and management responses; and
6. appropriateness and adequacy of current accounting policies, financial reporting practices, and internal controls; and
7. financial condition indicators (FCI); and
8. impact of new or changed provincial and federal accounting policies; and
9. financial risk management.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitment reviews, as well as all other items incidental to the effective financial oversight of

the Municipality. The Chairperson shall also ensure that the Municipal Auditor's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts on interest of the Chairperson.

Role of Municipal Auditor

Municipal Auditor's role is to conduct the yearly financial audit of the Municipality's accounts and funds in order to provide an independent opinion on the financial condition of the Municipality, including confirmation that the funds and accounts of the Municipality clearly represent the financial position of the Municipality on a given date. The Auditor will meet with the Committee at least twice annually to review the engagement and audit process, materiality limits, timetable and proposed fees at the outset, followed by a review of the draft financial statements and management letter after the audit.

Role of Director of Corporate Services

Director of Corporate Services shall carry out the functions and roles as requested by the Audit and Internal Control Committee from time to time as they relate to the responsibilities of the Committee, and shall act as a staff resource to the Committee. This person shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Audit and Internal Control Committee shall include two elected representatives from the Region of Queens Municipality and three members of the public, duly appointed by Council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

The Audit and Internal Control Committee shall report directly to the Council of Region of Queens Municipality and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Audit and Internal Control Committee shall be from December 1, 2020 to October 31, 2022, and is subject to renewal each year thereafter according to Section 44(1) of the MGA and at the discretion of Council.

Frequency of Meetings

Meetings of the Audit and Internal Control Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to committee members.

Quorum Requirements

No decisions may be made at any Audit and Internal Control Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Audit and Internal Control Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Director of Corporate Services will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least five days prior to every meeting.

Conflict of Interest

It is expected that all members of the Audit and Internal Control Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Audit and Internal Control Committee shall have access to the resources of the Director of Corporate Services and the Municipal Auditor through the Director of Corporate Services, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for auditor fees shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Audit and Internal Control Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee

and facilitate the audit process by giving direction to the auditor, but must seek Council's approval to change the terms and conditions of an audit or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Audit and Internal Control Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Audit and Internal Control Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Audit and Internal Control Committee.

Reporting

At least bi-annually, the Director of Corporate Services and Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Audit and Internal Control Committee shall be responsible for overseeing the financial processes and policies of the Municipality, request and analyze information brought before it, seek additional information when necessary, discuss options, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Audit and Internal Control Committee shall endeavour to carry out the following functions:

Financial Reporting

The Committee shall:

- a. review the audited financial statements in depth with management and the auditor; if satisfied that they present fairly the financial position and results of operation, recommend their adoption to council;

- b. review with management any changes in accounting principles and practices required to be followed by municipalities;
- c. review any significant variance in comparison to prior year and / or budget; and
- d. review and discuss the financial condition indicators.

Work of the Municipal Auditor

The Committee shall:

- a. discuss the extent, timing and completion of the audit including materiality limits being used;
- b. review estimated and final audit fees;
- c. discuss whether the terms of the engagement were met;
- d. recommend to council any change in auditors should the committee believe the current auditor is not meeting the required competency and independence;
- e. review any problems or restrictions encountered by the auditor and degree of cooperation from staff; and
- f. promote cooperation between management and the auditor.

Accounting System and Internal Controls

The Committee shall:

- a. obtain and review the management and internal control letter;
- b. discuss with the auditor the annual evaluation of internal control systems related to financial reporting and recommendations for improvements to accounting procedures, together with management's response;
- c. discuss management's response to the recommendations and adequacy of management's action plan;
- d. Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls;
 - i. over the financial reporting and that these systems are operating effectively;
 - ii. obtain assurance that the municipality is in compliance with its policies and procedures and that these systems are operating effectively; and
 - iii. identify, monitor, mitigate, and report significant financial or operational risk exposures and that these systems are operating effectively; and
- e. receive and review any internal reports relating to accounting procedures and internal controls.

Risk Management

The Committee shall:

- a. understand the risks of the municipality;
- b. review the municipality's management controls and policies;
- c. obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrong Doing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's control procedures to ensure that such activities are being guarded against;
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrong-doing.

Statutory and Regulatory Compliance

The Committee shall:

- a. review the municipality's compliance with statutory and regulatory obligations within the Committee's area of responsibility;
- b. review the overall reasonableness of expenses of the Chief Administrative Officer and council members; specifically review the summary of remuneration and expenses schedule for reportable individuals;
- c. review the annual summary of hospitality expenses; and
- d. review the adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

Investments

Review the Municipality's investment portfolio and investment policy to ensure both are compliant with legislation and maximize the Municipality's financial performance and resources.

Banking Services

- a. Review and assess the Municipality's banking services at least six months prior to any contract expiry to determine if a new procurement process is required or if the current contract should be negotiated to be extended with the same or different conditions.

b. Review the current banking services contract at any time to ensure the Municipality is maximizing liquid and long term investments effectively, subject to provincial and federal legislation.

Insurance Coverage

Periodically review the adequacy of the Municipality's insurance policy and coverages to ensure the Municipality has appropriate insurance coverage to cover significant risks and uncertainties.

Region of Queens Municipality
DIVERSITY AND INCLUSION ACTION TEAM (DIAT)

Terms of Reference

Purpose

The purpose of Diversity and Inclusion Action Team (DIAT) is to provide Municipal Council with strong impactful advice, education, and recommendations for programs and services, while designing and implementing positive and supportive opportunities to promote and celebrate our diverse community to ensure that inclusion is achieved for all. The Team will guide the work of a Diversity and Inclusion Coordinator as they seek to carry out the mandate of this critical and necessary community advocacy and capacity building. This Team must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community diversity and inclusion for each and every person is realized.

Authority

Diversity and Inclusion Action Team has been granted its legal authority to advise the Municipality by virtue of being delegated this responsibility with Council's approval on August 11, 2020, of this Terms of Reference. Council's authority to establish this Team is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Diversity and Inclusion Action Team shall be to review and assess all municipal operations as they relate to diversity and inclusion for residents and businesses. The development of this initiative has been ongoing since late 2019. The Team's reporting relationship is limited to advice and recommendations to the Diversity and Inclusion Coordinator who shall bring forth recommendations to the Chief Administrative Officer or Council when applicable to do so. Specifically, the Team shall endeavour to:

1. Provide a diversity lens and recommendations to the Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are believed to support diversity and increase inclusion for all throughout Queens County.
2. Recommend areas where the Diversity and Inclusion Coordinator may undertake research and data collection respecting diversity and inclusion in the community and share this data to inform and educate the community.
3. Develop criteria and implement a small grants program for diversity and inclusion programs, services, infrastructure, and progressive ideas that allow for community education, development of resources, training, and engagement of youth and non-traditional partners.
4. In concert with the Diversity and Inclusion Coordinator, consult with provincial and federal departments and agencies such as Office of African Nova Scotia Affairs, Nova Scotia Office of Aboriginal Affairs, Nova Scotia Accessibility Directorate, and others as appropriate to keep apprised programs and services for marginalized communities.
5. Act as an information resource by providing advice and capacity building to community organizations and businesses to educate them on the importance and benefits of diversity in their organizations or businesses and facilitate the provision of diversity and inclusion training when appropriate or requested.

6. Conduct outreach with community members and groups when the Team feels community leadership is needed and the Team feels it is best positioned to be the community spokesperson on the issue, or is most appropriate to provide community education or training.
7. Provide advice and recommendations to Council respecting opportunities to advance community education about diversity and inclusion, naming of infrastructure and amenities, minimum training requirements for municipal staff and Council, ways to include more diversity and inclusion in programs, services, and infrastructure, ensuring a respectful and equitable community for all to live and work.
8. Assisting disadvantaged or marginalized members of our community navigating programs and services to support their individual needs to ensure they can access timely and relevant supports.
9. Guide the work of the Diversity and Inclusion Coordinator to ensure community priorities are acted upon and annual work plans as approved by the Chief Administrative Officer are completed and implemented.
10. Assist the Diversity and Inclusion Coordinator with organizing meetings, conducting research, preparing reports, overseeing grant promotion and approvals process, liaising with community groups, business and Council, and leading by example.

Reporting Relationship

Diversity and Inclusion Action Team shall be accountable directly to Council of Region of Queens Municipality and the Team Leader indirectly to the Chief Administrative Officer for operational and administrative support.

Role of Team Leader

The Team Leader is ultimately responsible for organizing, chairing and facilitating all meetings. The Team Leader will also ensure that appropriate research, directions and recommendations are given to the Team, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection, as well as all other items incidental to the effective operation and management of the Team while ensuring that the Team does not vary from its diversity and inclusion focus.

Role of Alternate Team Leader

An Alternate Team Leader shall be appointed and act in the place of the Team Leader during absences, unavailability, or conflicts of interest of the Team Leader.

Role of Action Team Member

Team Members are expected to prepare for and attend all meetings of the Team unless they provide prior notice of absence to the Team Leader. Team Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Team. Team Members may seek or provide information to the Diversity and Inclusion Coordinator, but shall not direct the Coordinator.

Role of Diversity and Inclusion Coordinator

Diversity and Inclusion Coordinator shall act as a staff resource to Diversity and Inclusion Action Team. This person shall lead the research and report writing aspect of the Team's work to ensure the Team has the most accurate information upon which to make a decision or make recommendations to the Chief Administrative Officer or Council. The Team shall work with the Diversity and Inclusion Coordinator respecting policy

implementation and required research, while adhering to budget limitations. Diversity and Inclusion Coordinator shall act as non-voting resource to the Team.

Membership

Membership on Diversity and Inclusion Action Team shall include up to ten (10) non-municipal members of the public who are residents of Queens County, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a three-year term. Members appointed to this Team should have a clear background as a member of a marginalized community or a clear link to such, possess an open and positive mindset, be passionate about diversity and inclusion and understand the importance of such, be willing to undertake difficult discussions, understands the importance of education to reduce mistreatment of persons, and be comfortable talking about the importance of diversity and inclusion. Any resignation shall be tendered in writing to the Team Leader. Subsequently a replacement will be sought through the normal recruitment process to fill the remaining term of office. Any member who misses three meetings in any one fiscal year shall be deemed to be no longer a member of the Team. A Team Leader and Alternate Team Leader shall be elected at the first meeting of the Team by a majority vote of the members and shall continue to hold office until replaced.

Duration of Mandate

Diversity and Inclusion Action Team membership terms shall begin on October 1, 2020 and shall be for a term of three years. On September 30, 2023, all membership on the Team shall expire. Members are eligible for re-appointment effective October 1, 2023.

Frequency of Meetings

Meetings of Diversity and Inclusion Action Team shall be held on such day as the Team decides at the first meeting of the Team, with such meetings taking place at the same time agreed to by the Team monthly. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Team and prior notification is provided to the public. Diversity and Inclusion Action Team shall hold an annual meeting in September of each year where an election of chairperson for the ensuing year shall take place.

Quorum Requirements

No decisions may be made at any Diversity and Inclusion Action Team meeting unless a quorum of a majority of the current members of the Team is present in person.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of Diversity and Inclusion Action Team shall be provided to each member of the Team within a reasonable time after the conclusion of such meeting. Diversity and Inclusion Coordinator will endeavour to provide each member of the Team with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of Diversity and Inclusion Action Team will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Team and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Team Leader to ask Council to remove that member and appoint another member in their stead. If the breach is by the Team Leader,

this shall be reported to Council by the Alternate Team Leader. Diversity and Inclusion Action Team will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

Diversity and Inclusion Action Team shall have access to the Diversity and Inclusion Coordinator and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for the Team shall be made by the Team through the Team Leader to Council, on an as needed basis. The Team will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of Diversity and Inclusion Action Team shall be made by majority vote of Team members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Team will be made without undue influence or biased decision-making favouring any Team member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of Diversity and Inclusion Action Team are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Team. Information and reports of the Team shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Diversity and Inclusion Action Team's work and activities shall come solely from the Team Leader or their designate. It is expected that all decisions of the Team will be supported by all members of the Team upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of Diversity and Inclusion Action Team.

Reporting

Annually, the Diversity and Inclusion Action Team shall provide a written report to Council.

Responsibilities

Diversity and Inclusion Action Team shall be responsible for developing critical and measurable success factors of the Team through its associated research and annual work plan, including regularly evaluating its programs and services against these criteria. The Team is expected to make timely decisions and give solid advocacy and capacity building advice to the Diversity and Inclusion Coordinator that are in the best interests of all residents without exception.

Approved by Council: August 11, 2020

**Region of Queens Municipality
Staff Report**

11.3

To: Mayor and Council

From: Kelley-Anne Hurley, S.CST, By-Law Enforcement Officer

Date: November 12, 2024

Re: Dangerous or Unsightly - 41 Town Lake Road, Liverpool

Background

The dwelling located at 41 Town Lake Road in Liverpool was significantly damaged by fire in April of 2024. The interior of the dwelling was totally burnt, windows were blown out, and extensive water damage occurred while extinguishing the fire. There are holes in the roof, soffits and fascia boards are missing and wildlife and rodent activity is apparent.



Details

The wood framed structure is deemed to be beyond repair and is a potential threat to public safety. A full demolition of the dwelling and one outbuilding is recommended. As well, transport of construction and demolition materials to the Region of Queens Landfill Facility, property being levelled and full clean-up of miscellaneous items strewn about the property are also recommended.

Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition, or repair, specifying in the order what is required to be done.

Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs.

Recommendations

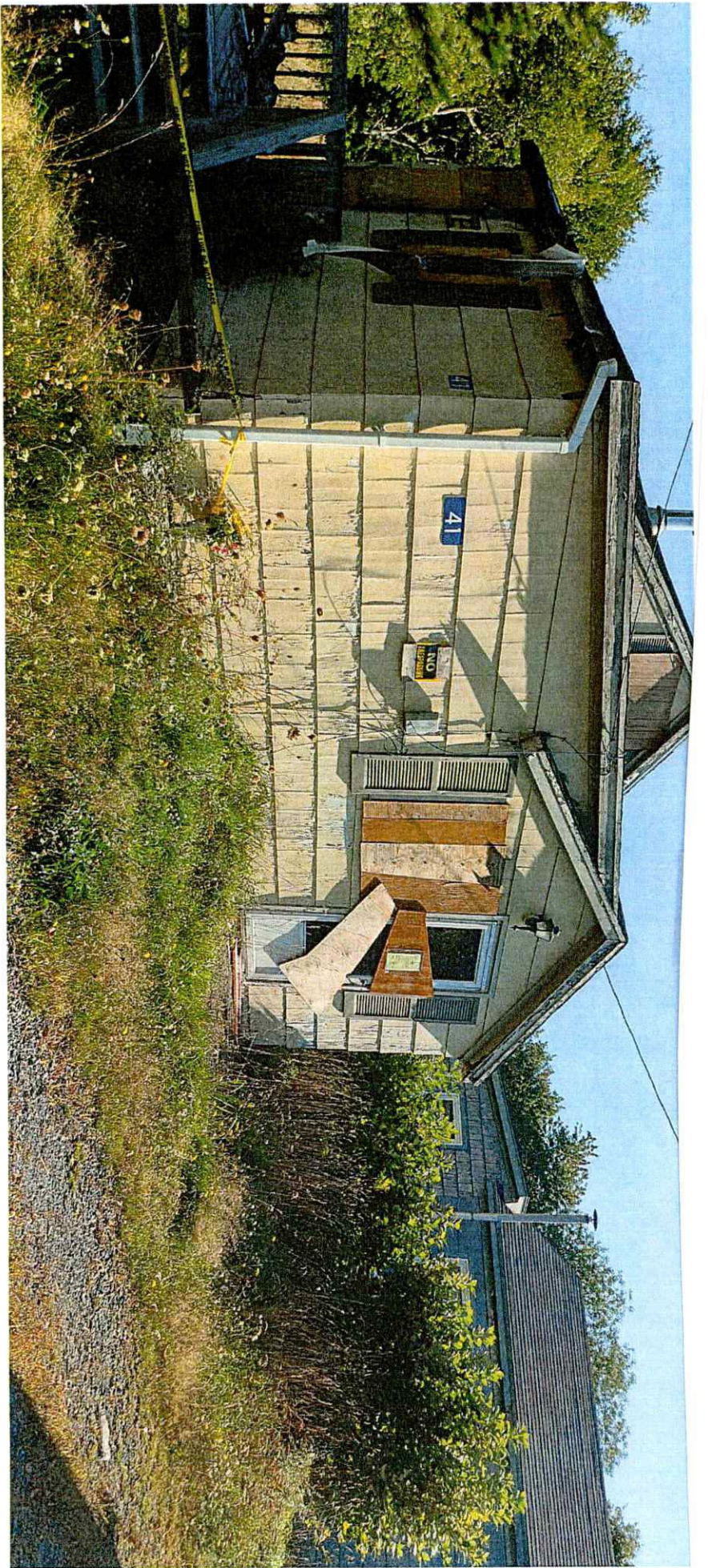
(1) THAT the Council of the Region of Queens Municipality receive the report titled '*Dangerous or Unsightly - 41 Town Lake Road, Liverpool*' for information.

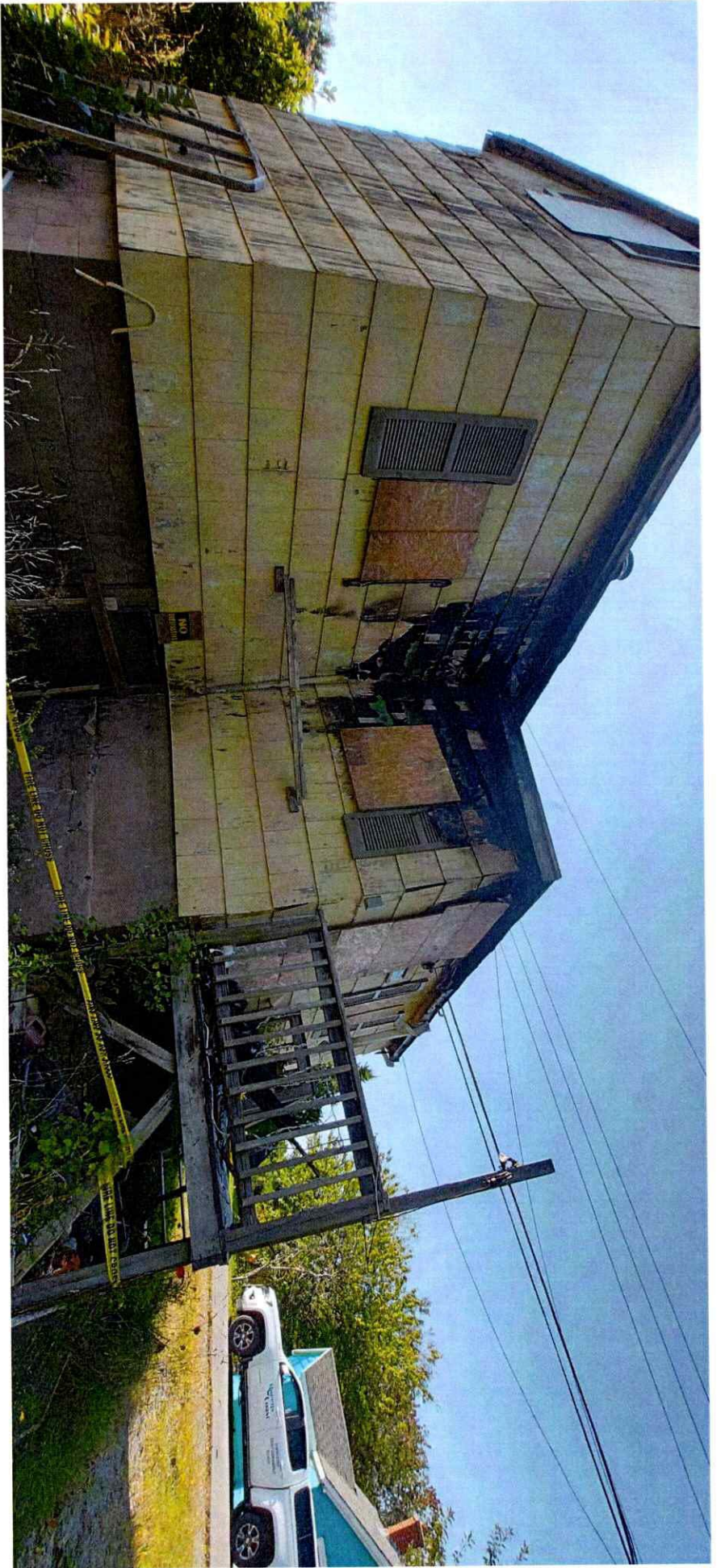
(2) THAT the Council of the Region of Queens Municipality declares the property located at 41 Town Lake Road in Liverpool, and identified as PID #70070792, as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*;

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

1. Demolition of dwelling and one outbuilding;
2. Construction and demolition materials transported to the Region of Queens Landfill Facility;
3. Levelling of the property; and
4. Clean-up of miscellaneous items strewn about the property;

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 the Region of Queens Municipality become the responsibility of the property owner.





Region of Queens Municipality Staff Report

11.4

To: Mayor and Council
From: Mike MacLeod, Director of Land Use
Date: November 12, 2024
Re: Road Naming – Larry Seldon Drive

Background

A request for the naming of a private road has been submitted to the Department of Land Use, which would see the naming of a new road off Shore Road in Western Head as **Larry Seldon Drive**.

The first name choice, **Larry Seldon Drive**, is acceptable to the Department of Land Use, as this road name currently does not exist in Queens County. Refer to map attached as Appendix A.

The Region's Policy respecting Naming and Renaming of Roads sets out that:

At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.

The new road is owned by the applicants and they have submitted a petition for road naming. The petition is attached as Appendix B.

The Region of Queens also has a policy, Private Road Name Signage – Policy 69, which sets out that the Municipality will purchase and install private road name signs in an effort to ensure that proper signage is in place for emergency service purposes. This is a one-time purchase and install, after which, the responsibility for the signage becomes the responsibility of the road owner.

Applicable Legislation

Region of Queens Municipality *Policy Number 6 – Naming and Renaming of Roads* and *Policy Number 69 – Private Road Name Signage*.

Budget Impacts

Costs to purchase and install the signage is approximately \$200.

Recommendation

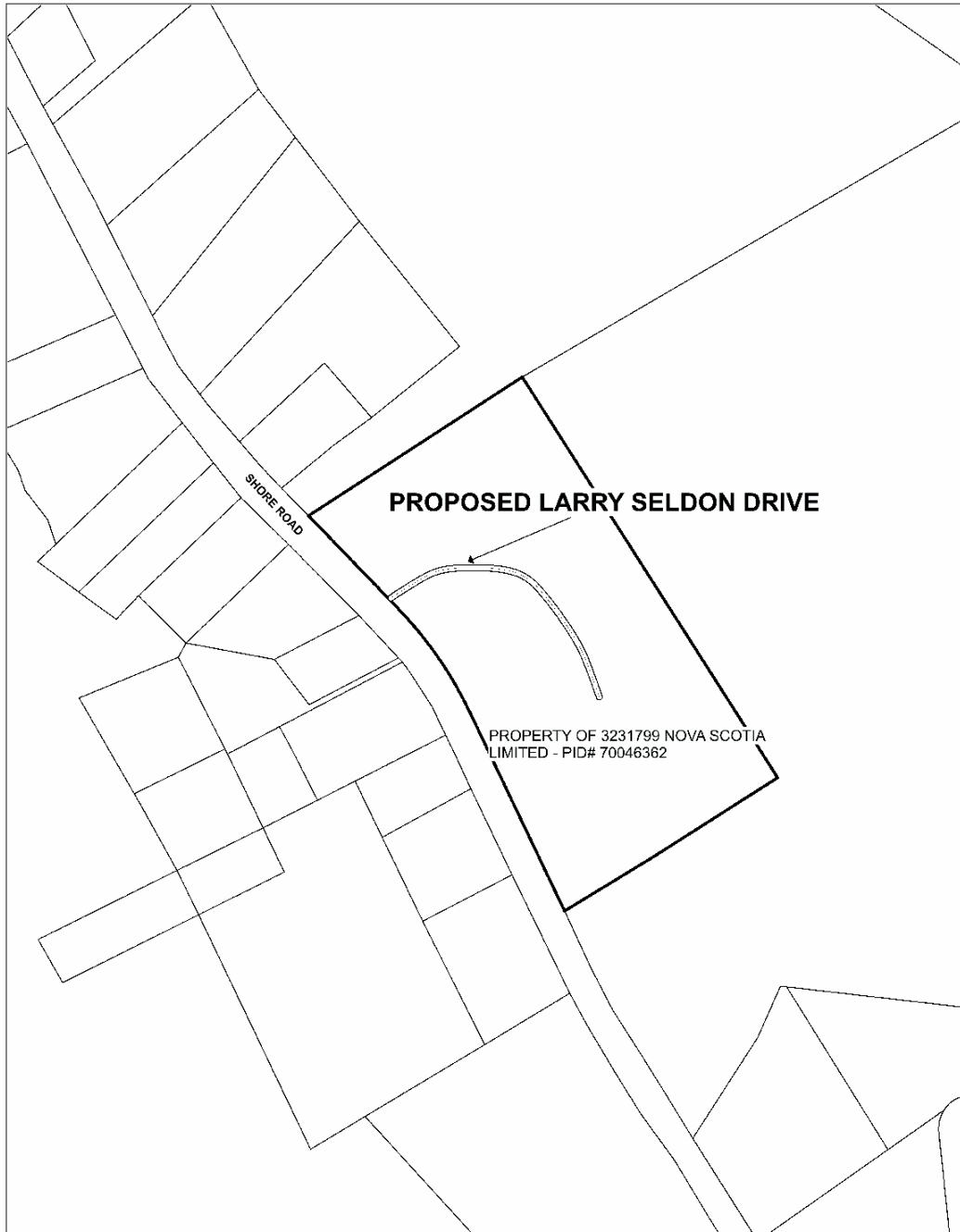
- (1) THAT** the Council of the Region of Queens Municipality receive the report titled '*Road Naming – Larry Seldon Drive*' for information.

- (2) THAT** the Council of the Region of Queens Municipality approve the naming of a new road off Shore Road in Western Head as **Larry Seldon Drive**.

Communication

The applicant will be advised of Council's decision.

Appendix A



Appendix B

SCHEDULE "A"

PETITION

We, the undersigned property owners in the Region of Queens Municipality realizing the importance of the necessity of having a Civic Addressing System, request that the road along which our properties lie become officially recognized as:

First Choice Name: Larry Seldon Drive
 Second Choice Name: Partridge Lane
 Third Choice Name: Mayflower Ave

Further contact may be made to:

Name: Larry Cochrene
 Address: (Civic and Mailing) _____

 Telephone: 902 - _____

| ASSESSED OWNER | CIVIC NO. | MAILING ADDRESS |
|----------------|-----------|--------------------------------------|
| Larry Cochrene | 2204 | Shore Rd Western Head Nova Scotia |
| | | |
| | | |
| | | |
| | | |
| | | |

Region of Queens Municipality Staff Report

11.5

To: Mayor and Council
From: Mike MacLeod, Director of Land Use
Date: November 12, 2024
Re: Road Naming – Surf Road

Background

A request for the naming of a private road has been submitted to the Department of Land Use, which would see the naming of a new road off Shore Road and Pierce Point Road in Western Head as **Surf Road**.

The first name choice, **Surf Road**, is acceptable to the Department of Land Use, as this road name currently does not exist in Queens County. Refer to map attached as Appendix A.

The Region's Policy respecting Naming and Renaming of Roads sets out that:

At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.

The new road is owned by the applicants and they have submitted a petition for road naming. The petition is attached as Appendix B.

The Region of Queens also has a policy, Private Road Name Signage – Policy 69, which sets out that the Municipality will purchase and install private road name signs in an effort to ensure that proper signage is in place for emergency service purposes. This is a one-time purchase and install, after which, the responsibility for the signage becomes the responsibility of the road owner.

Applicable Legislation

Region of Queens Municipality *Policy Number 6 – Naming and Renaming of Roads* and *Policy Number 69 – Private Road Name Signage*.

Budget Impacts

Costs to purchase and install the signage is approximately \$200.

Recommendation

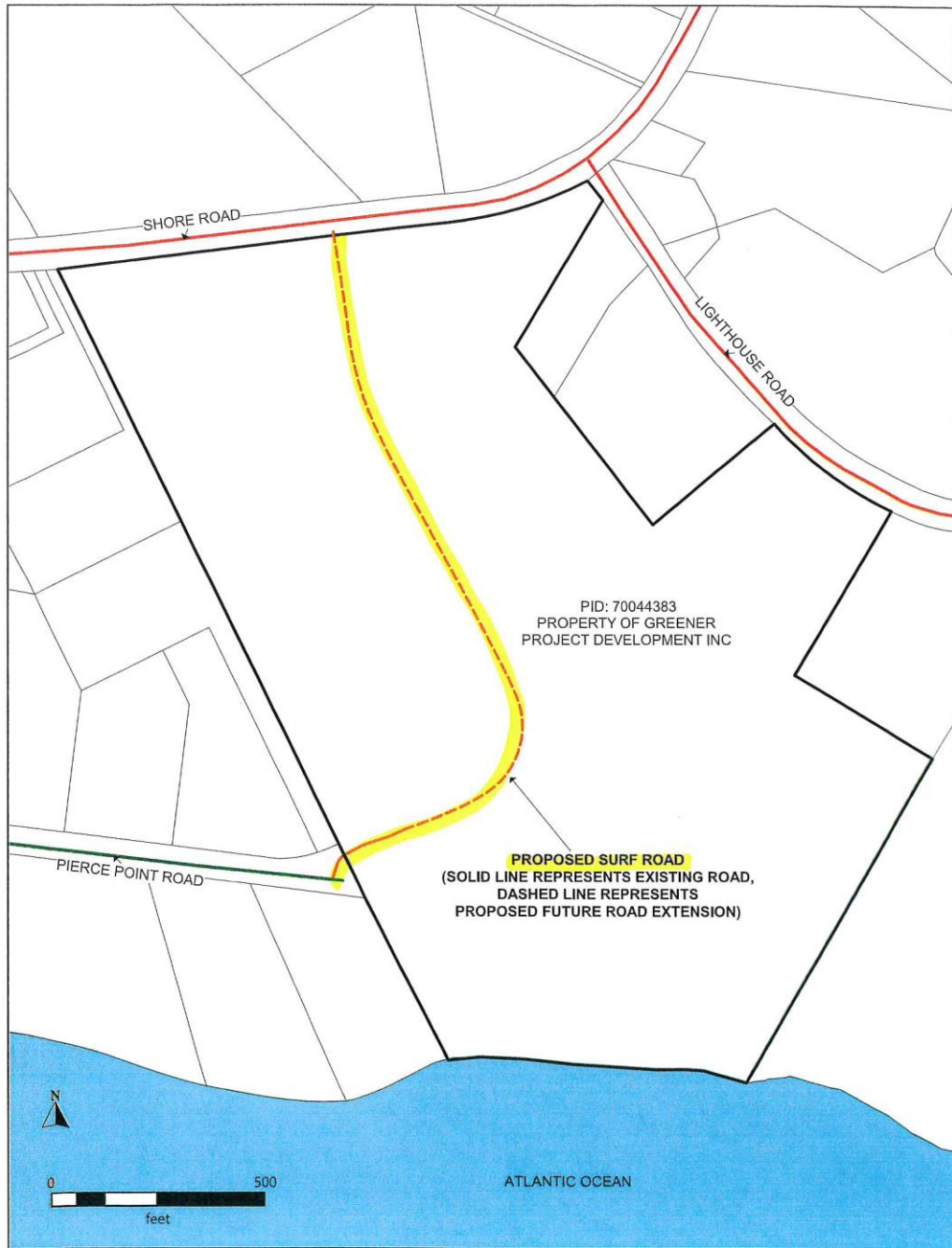
- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled *Road Naming – Surf Road*.

- (2) **THAT** the Council of the Region of Queens Municipality approve the naming of a new road off Shore Road and Pierce Point Road in Western Head as **Surf Road**.

Communication

The applicant will be advised of Council's decision.

Appendix A



**Region of Queens Municipality
Staff Report**

11.6

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: 2024 NSFM Fall Conference

Background

Traditionally, some members of Council attend the Nova Scotia Federation of Municipalities (NSFM) Conferences. This year, the Fall conference begins at 7:00 p.m. on Tuesday, November 26, 2024 (with a session for newly elected officials) and concludes at 11:30 a.m. on Friday, November 29, 2024. Council should decide if members will attend and, if so, designate who will participate.

Details

The schedule for the 2024 NSFM Fall Conference is available online at: <https://site.pheedloop.com/event/nsfmfall2024conf/schedule>. Traditionally, 1-3 Council members attend the Fall conference, though participation varies.

The estimated cost per attending Council member is between \$1,700 and \$2,000, covering travel, accommodations, registration, and meals. The current budget allocated for the Fall conference is \$2,000. However, due to participation in NSFM's orientation training for new Council members—an event that all Council members attended at the CAO's recommendation—this budget line may exceed the initial allocation.

Despite the potential overage, the NSFM conference presents an excellent opportunity for Council members to network, share best practices, and explore collaborative opportunities with peers across the province. Staff therefore recommend that Council consider sending at least two members.



Budget Impacts

An additional \$2,000 related, but can likely be absorbed in the existing budget.

Communications

Register members of Council for the Conference immediately, upon approval.

Recommendation

(1) THAT the Council of the Region of Queens Municipality receive the report titled 2024 NSFM Fall Conference for information.

(2) THAT the Council of the Region of Queens Municipality authorize _____ and _____ to the 2024 NSFM Fall conference and cover all appropriate and relevant expenses.

Staff Report

To: Mayor and Council
From: Cody Joudry, CAO
Date: November 12, 2024
Re: Computer Equipment for Members of Council

Background

Currently the Municipality equips the Mayor's Office with a desktop and no computer equipment to Councillors. The purpose of this report is to seek Council's approval to provide new laptops to members of Council as well as a docking station and monitors for the Mayor's Office.

Details

This report seeks Council's authorization for an unbudgeted expense to provide each member of Council with a laptop and associated accessories. The equipment is beneficial to ensure that members of Council have access to reliable, modern technology to support their responsibilities effectively and ensure Municipal information, including confidential information, is secure.

Currently the Municipality equips the Mayor's Office with a desktop and small monitor, and no computer equipment to Councillors. Staff are recommending providing:

- one laptop to each Councillor, plus associated accessories and licenses for approximately \$11,400*; and
- one laptop, docking station, monitors, and associated accessories and licenses for approximately \$2,020*.

* excluding HST



If approved, the purchase and deployment of equipment are expected to be completed within 30 days.

Updated and modern technology that is corporately managed will ensure information is safe and secure and could lead to other benefits such as exploring e-Council and hybrid meetings.

Budget Impacts

The cost of equipment and related software license is \$13,475 will be sourced from the accumulated surplus to cover this unbudgeted expense.

Communications

No communication plan needed.

Recommendation

- (1) THAT** the Council of the Region of Queens Municipality receive the report titled '**Computer Equipment for Members of Council**' for information.

- (2) THAT** the Council of the Region of Queens Municipality authorize an unbudgeted expense of up to \$13,475 for the purposes of providing computer equipment to members of Council.

Notice of Motion by Members of Council

The following is a list of motions members of Council intent to present for consideration under Section 13.0 Business from Members of Council:

13.1 Investigating Indoor Pool

THAT the Council of the Region of Queens Municipality direct staff to prepare a report, as soon as possible, on the feasibility of shifting the current pool construction project to an indoor facility and that the report should include an analysis of key considerations, foreseeable consequences, and next steps required for such a change.

13.2 Schedule and Timing of Council Meetings (Policy 23)

THAT the Council of the Region of Queens Municipality direct staff to provide recommendations regarding potential amendments to Policy 23 – Respecting Regular Meetings of Council such as mandatory off-site Council meetings and the time and schedule of Council meetings.