

Region of Queens Municipality Regular Council
Tuesday, October 8, 2024
9:00 a.m.

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – September 24, 2024

7.0 Recommendations

7.1 Senior Safety Services

7.2 Private Roads Levy Consultation

7.3 2024-2025 CIF Application – West Queens Recreation Association

7.4 Milton Centennial Pool

7.5 Hillview Acres Governance – CAO Advice

7.6 DSLTC Licensing Inspection Report

7.7 QPEC Wall Demolition

8.0 Discussions

8.1 Market & Main Street Intersection Traffic Management – CAO Advice

8.2 November 26, 2024 Council Meeting

8.3 Policy 82 – Fire Department Capital Purchases and Operating Grants

9.0 In-Camera

9.1 Solicitor-Client Privilege

9.2 Solicitor-Client Privilege

9.3 Personnel

10.0 Adjournment

Region of Queens Municipality Regular Council

Tuesday, September 24, 2024

6:00 p.m.

Mill Village Fire Hall

39 Medway River Road, Mill Village

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Vicki Amirault
Councillor Ralph Gidney
Councillor Kevin Muise
Councillor Carl Hawkes
Adam Grant, Acting CAO
Angela Green, Recording Secretary

Regrets: Councillor Maddie Charlton

1.0 Call to Order

Mayor Norman called the meeting to order at 6:00 p.m.

2.0 Changes / Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no Presentations to come before Council.

4.0 Tabling of Petitions

There were no Petitions to come before Council.

5.0 Public Question / Comment Session

There were no public questions or comments.

6.0 Approval of Minutes

6.1 Regular Council – September 10, 2024

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

THAT the minutes of the Regular Council meeting held September 10, 2024, be approved as presented.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 J – Class Road Assessment

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

THAT the Council of the Region of Queens Municipality submit an application to the Province of Nova Scotia for cost-shared paving of the following J-class road segments:

- 1. 334 meters of 0717 Forest Street, Milton;**
- 2. 553 meters of 0684 Emeneau Road, Brooklyn;**
- 3. 163 meters of 0655 French Street, South Brookfield;**
- 4. 224 meters of 0686 M. Smith Road, Liverpool;**
- 5. 281 meters of 0464 Roxbury Road, Mill Village;**
- 6. 690 meters of 0692 Wharf Rock Road, Liverpool; and**
- 7. 188 meters of 0436 Wolfe Street, Liverpool.**

MOTION CARRIED unanimously.

7.2 Group Dwelling Development Agreement

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

THAT the Council of the Region of Queens Municipality receive the report titled “Group Dwelling Development in Greenfield” for information.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality obtain solicitor advice regarding the development agreement application for the property identified as PID # 70116660.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality give notice of its intention to enter into a development agreement with 4557380 Nova Scotia Limited to allow for the establishment of a grouped dwelling development, consisting of forty-one units, on property identified as PID #70116660 and located off Laurie Wamboldt Road in Greenfield.

AND THAT a Public Hearing be held on November 26, 2024, in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS at 6:00 pm.

It was moved by Councillor Hawkes and seconded by Councillor Muise that the motion be tabled at this time, until advice from the solicitor is obtained.

MOTION TABLED unanimously.

7.3 CIF 2024 – 2025 Liverpool International Theatre Festival

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

THAT the Council of the Region of Queens Municipality receives the report titled “CIF 2024 – 2025 Liverpool International Theatre Festival” for information.

MOTION CARRIED unanimously.

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

THAT the Council of the Region of Queens Municipality approve the Liverpool International Theatre Festival’s Community Investment Fund grant request for up to \$5,800.00 of eligible event expenses, funded from the Community Investment Fund reserve.

MOTION CARRIED unanimously.

8.0 Discussions

There were no discussion items to come before Council.

9.0 In-Camera Items

There were no In-Camera items to come before Council.

10.0 Adjournment

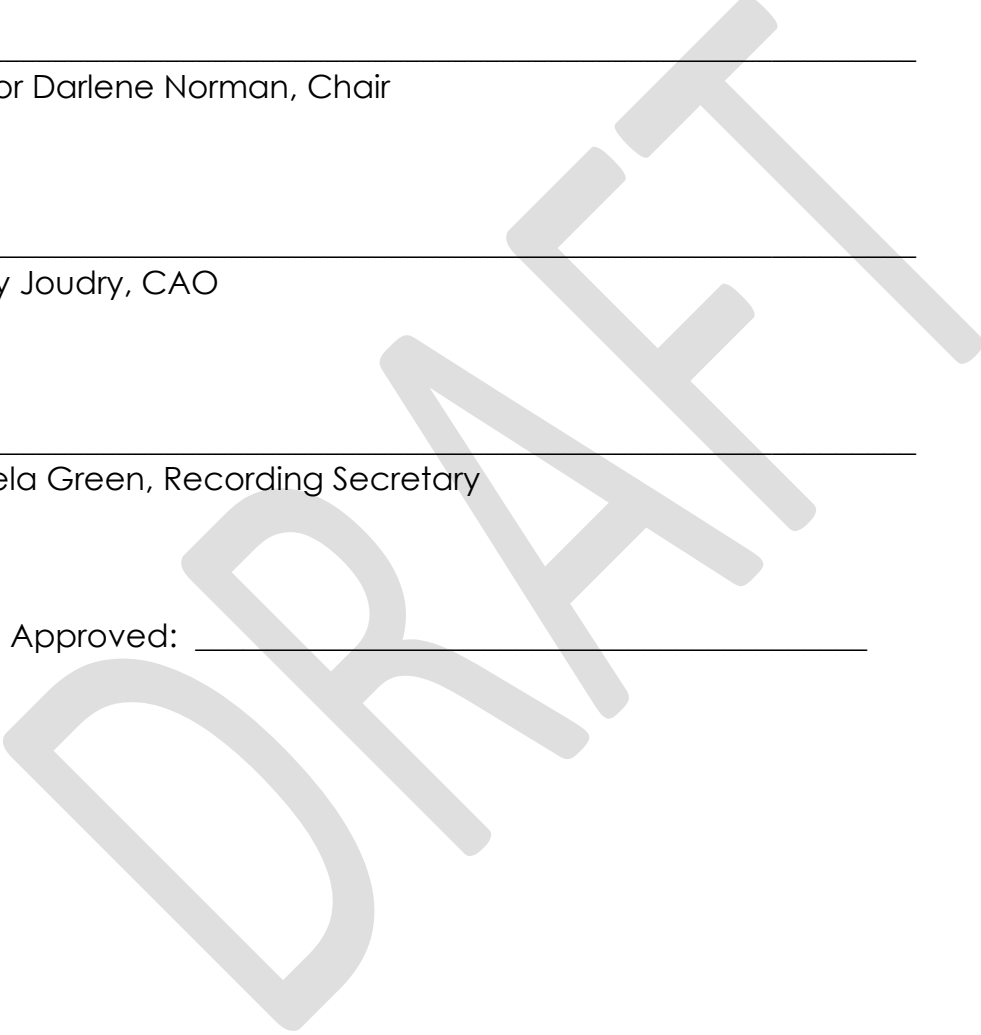
The meeting was adjourned at 6:16 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Angela Green, Recording Secretary

Date Approved: _____



Region of Queens Municipality Staff Report

7.1

To: Mayor and Council
From: Cody Joudry, CAO
Date: October 8, 2024
Re: Senior Safety Services

Background

At the Council meeting on August 13, 2024, the Queens Care Society presented a request for the current Senior Safety Coordinator to become a full-time employee of the Region of Queens Municipality (RQM). Their request included setting the annual salary at \$53,000 plus benefits, providing workspace (hub space), and covering transportation costs or providing a vehicle.


Details

Staff held discussions with the Senior Safety Coordinator, a representative from the Queens Care Society, staff from the Department of Seniors and Long-Term Care, and the Executive Director of Lunenburg County Home Support.

The Department of Seniors and Long-Term Care provides \$25,000 in annual funding per county in Nova Scotia. This funding is available to both municipalities and non-profits. While there are some reporting requirements, the program allows the responsible organization flexibility in delivering the service.

Staff from the department noted that, where a senior safety coordinators exist, it is common for municipalities to contribute to the funding. However, service delivery across counties varies widely due to limited provincial guidance, differences in delivery agencies, and coordinators making judgment calls in how best to meet local needs.

Historically, Queens Home Support received the provincial funding for the Senior Safety Program. For three days each week, the coordinator focused on senior safety, while for the other two days, they served as a supervisor for the home



support program. Since both programs focus on seniors, this arrangement was mutually beneficial.

The Lunenburg County Home Support organization now oversees the Home Support Program in Queens. With this change, employment for Queens Home Support staff ends on November 1, 2024. In discussions with Lunenburg County Home Support, they expressed willingness to continue the previous arrangement, with the coordinator spending three days a week on senior safety and two days on home support, in the short term. Alternatively, they are open to expanding the Senior Safety Program to five days a week with financial support from the Municipality. A short-term agreement would give Council time to assess the long-term community needs for senior safety services and allow Lunenburg County Home Support to evaluate how well it aligns with their primary focus.

According to the Municipal Government Act, Municipal Council is responsible for approving budgets and providing direction on service levels. In regional municipalities like the Region of Queens, the Chief Administrative Officer (CAO) is responsible for staffing decisions. Therefore, some aspects of the Queens Care Society's request, particularly around staffing, fall under the CAO's authority rather than Council's.

If Council wishes to maintain the current service level, a formal request to Lunenburg County Home Support to continue the previous model without additional funding would be appropriate. Alternatively, if Council prefers to expand the service temporarily, they could authorize the CAO to enter into a 12-month agreement with Lunenburg County Home Support, providing up to \$35,000 in funding. In either case Lunenburg County Home Support has indicated they would like time to evaluate this program before committing to a longer-term arrangement for either scenario.

Council also has the option to direct the CAO to deliver the service internally, either at the current or expanded service level, subject to resource allocation and annual budget approval. This service delivery could begin anytime after November 1, 2024.

Given the lack of provincial standards, the current municipal election, and the need for more time to define the role of the municipality in providing senior safety services, staff recommend requesting Lunenburg County Home Support to continue with the existing model on a short-term basis.

Budget Impacts

If the recommendations are accepted, there will be no immediate financial impact.

Communications

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

Recommendation

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

(2) THAT the Council of the Region of Queens Municipality direct staff to request to Lunenburg County Home Support that they continue the existing delivery model for the senior safety program for the next 12 months;

AND THAT staff be directed to provide Council recommendations regarding a long-term plan for senior safety services in the Region of Queens by April 30, 2025.

Region of Queens Municipality Staff Report

7.2

To: Mayor and Council
From: Cody Joudry, CAO
Date: October 8, 2024
Re: Private Road Levy Consultation

Background

At the Council meeting on June 25, 2024, the following motion was passed:

THAT the Council of the Region of Queens Municipality directs staff to implement the Road Bylaw Public Consultation Plan as presented.

This report outlines the results of those consultations and provides recommendations for the next steps.

Details

In response to Council's direction, staff conducted consultations on the private road levy matter. With the help of a Nova Scotian geographic information systems (GIS) firm, staff developed a list of all properties located on or adjacent to a private road in the Region of Queens. This process identified over 5,700 properties with approximately 2,700 unique mailing addresses. Letters were sent to all unique mailing addresses to inform them of both virtual and in-person consultation sessions. Between August 20 and August 28, 2024, five consultation sessions were held, with a total of 267 participants. Although a few individuals attended more than one session, the vast majority of participants were unique individuals.

Each session followed the same format, consisting of nine questions designed to gauge participant opinions on various aspects of a potential private road levy system. Participants were grouped into smaller teams of 5-10 people to discuss

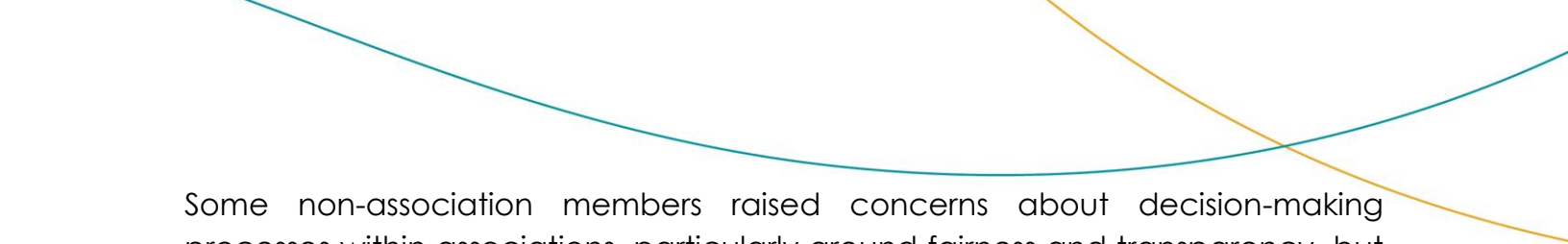
each question and generate potential answers. In-person participants were given colour-coded stickers to "vote" for their preferred answers, while virtual participants were placed into breakout rooms before responding through a digital poll. Some virtual participants, primarily those connecting via phone, encountered difficulties in voting and were encouraged to submit their responses directly to staff. Those responses were incorporated into the information contained within this report and attachments.

Though only seven individuals attended the session focused on low-income residents, their responses largely aligned with those of the larger group, except for Question 9, where the majority indicated "yes" or "yes with conditions."

There were some differences in responses between association members and non-members. For example, in Question 4, association members felt that associations should make the final decision about adding a private road levy to property tax bills, whereas non-members believed property owners or those paying the fee should decide. Since associations would consist of property owners, both responses would ultimately lead to similar outcomes. Additionally non-association members were more likely to refer to "residents" rather than "property owners."

Several key conclusions emerged from the consultations:

- A significant majority (~90%) agreed that property owners benefiting from private roads should contribute to their maintenance and upkeep (Questions 2 and 8).
- A large majority (~70%) supported allowing associations to request the Region of Queens collect fees on their behalf (Question 3).
- Roughly 80% agreed that property owners should decide whether to include a private road levy on their property tax bill and determine the amount (Questions 4 and 5).
- While opinions on the fairest way to structure fees varied, most participants (~56%) felt the fairest method was for the association to decide (Question 6).
- As seen in the raw results attachment, a small but vocal amount of non-member participants adamantly oppose the idea the Region be involved in anyway. This was expressed in follow-up communications to staff as well.



Some non-association members raised concerns about decision-making processes within associations, particularly around fairness and transparency, but staff are unable substantiate those concerns. If a road levy bylaw were adopted, it would be essential to ensure associations follow proper bylaws and allow property owners to participate in decision-making.

Another concern raised related to the cost of implementing such a levy system. Some participants feared the Municipality would require a substantial portion of the collected fees or an added fee to administer the levy. In reality, the complexity of the association's fee structure would determine the level of effort needed to incorporate the levy into property tax bills.

The Municipality's financial system, SAP, allows for significant automation when creating property tax bills, which minimizes staff effort. That is not to suggest the billing process doesn't require a meaningful amount of staff time, but it does mean the process is highly efficient. However, subjective fee structures, such as those distinguishing between full-time and seasonal occupancy, could require manual intervention and complaints, creating a significant administrative burden. Simpler fee structures, such as flat fees per lot or a rate based on assessed property value, would be more manageable and efficient.

Given the results of the consultation, it is recommended that Council direct staff to draft a private road levy bylaw for their review. While the bylaw cannot be completed before the end of the term of the outgoing Council, providing the current Council with the consultation results and seeking further direction is appropriate as no final decisions are being made.

Staff also noted that participants outlined various unique scenarios that could make drafting a comprehensive bylaw challenging. Unique right-of-ways issues, different road infrastructure challenges, and different fee structures are some examples of elements that could make each Association's request unique. Therefore, it is recommended that any bylaw developed require that individual agreements between an association and the Municipality be approved on a case-by-case basis by Council and the association's membership (which includes all affected property owners), rather than developing a bylaw that anticipates all potential matters.

One scenario that raises concerns of inequity involves private roads maintained by multiple entities. For example, if an association maintains the first 7 km of a 10 km private road, the property owners along the remaining 3 km still benefit from the maintained section without contributing to its maintenance and upkeep. To address this, the bylaw should require associations to maintain the entire length of the road and ensure that all property owners who benefit also contribute. The principle that those who benefit also must contribute is something ~90% of participants agreed with.

Recommendations for Bylaw Drafting:

1. Before submitting a request, an Association must be registered and active through the Registry of Joint Stocks. The association must also maintain insurance, annual general meetings, and appropriate bylaws to outline decision-making processes.
2. Associations may request the Municipality to place a private road levy on property tax bills. Any such levy would require a signed agreement between the Municipality and the association, approved by both Council and the association's membership.
3. Associations must demonstrate that at least 50% of their members voted in favor of submitting the levy request to the Municipality, which would occur before a draft agreement was prepared for consideration.
4. Associations must maintain the full length of the private road, and all property owners along that road must be eligible to vote on road-related matters. If multiple private roads serve the property, the association must maintain the shortest route to the public road if the levy is to be ultimately included on property tax bills.
5. A fee for including the levy on property tax bills will be based on a cost-recovery model if the staff time required exceeds the equivalent of \$10,000 per association request. This incentivises associations to have a fee structure that can be efficiently administered by the Municipality.
6. The association will hold a final vote on the agreement with proper and adequate notice, and the Municipality will notify all property owners of the vote by mail.

Budget Impacts

None at this time.



Communications

If the recommendation action is accepted, staff would communicate Council's direction to consulted participants, property lot owner associations, and through its website and social media channels.

Recommendation

- (1) THAT** the Council of the Region of Queens Municipality receive the report titled 'Private Road Levy Consultation' for information.

- (2) 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.

Attachment A: Summary Consultation Results

	Summarized Answers	Total
(Q1) Who currently maintains the private road your property is on/accessed through?	Association (formal + informal)	122
	Individual(s)	108
	Unknown / Nobody	11
(Q2) Regardless of who maintains a private road, should property owners whose properties are primarily accessed by a private road be required to contribute to the maintenance and upkeep of that road? (e.g. pay invoice, property tax bill)	No / Not Sure	21
	Undecided	2
	Yes / Qualified Yes	204
(Q3) In principle do you support the idea that IF an association maintains the road that they should be able to request the Region of Queens collect the fees for private road maintenance and upkeep?	No / Not Sure	69
	Yes / Qualified Yes	155
(Q4) Who should make the final decision, for a specific area (road/property), to allow the fees to be added to a property tax bill?	Association / Property Owners	197
	Other	37
(Q5) If the Region of Queens ultimately ends up collecting the fees for a specific area, who should determine the fees?	Association of property owners that maintain the road	216
	Other	15
(Q6) What is the best/fairest way to calculate what the road fee should be?	By Lot	32
	Full-Time + Seasonal	26
	Association decision	125
	Other	41
(Q7) If the fee is ultimately determined by an association, a change in the fee(s) should require...	Association of property owners	193
	Other	31
(Q8) If property owners are outside an Association's area but benefit from the use of a private road, should they also be required to contribute to the maintenance and upkeep of the road?	No	11
	Yes / Yes with conditions	199
	Other	26
(Q9) If an Association requests it, should Council consider adding the option for other amenities maintained by an association to be collected? (e.g. beach, boat launch, etc.)	No	122
	Yes / Yes with conditions	79
	Other	25

	Summarized Answers	Association Members	Non-Member	Low Income
(Q1) Who currently maintains the private road your property is on/accessed through?	Association (formal + informal)	107	12	3
	Individual(s)	22	84	2
	Unknown / Nobody	0	10	1
(Q2) Regardless of who maintains a private road, should property owners whose properties are primarily accessed by a private road be required to contribute to the maintenance and upkeep of that road? (e.g. pay invoice, property tax bill)	No / Not Sure	2	19	0
	Undecided	0	2	0
	Yes / Qualified Yes	125	73	6
(Q3) In principle do you support the idea that IF an association maintains the road that they should be able to request the Region of Queens collect the fees for private road maintenance and upkeep?	No / Not Sure	21	47	1
	Yes / Qualified Yes	90	59	6
(Q4) Who should make the final decision, for a specific area (road/property), to allow the fees to be added to a property tax bill?	Association	64	3	0
	Property owner association members	13	4	0
	Property owners	17	32	0
	Residents	15	17	0
	Residents + Property Owners	0	6	0
	Fee-payers	1	21	4
	Municipal Council	5	2	0
	Other	0	8	0
(Q5) If the Region of Queens ultimately ends up collecting the fees for a specific area, who should determine the fees?	Association	102	20	4
	Whoever maintains the road	0	6	1
	Property Owners / Residents	13	68	2
	Other	5	10	0
(Q6) What is the best/fairest way to calculate what the road fee should be?	By Lot	10	5	1
	By Lot (+Resident vs Commercial rate)	0	7	0
	By Lot (Developed and Undeveloped)	4	5	0
	Full-Time and Seasonal	10	12	0
	Full-Time and Seasonal X Rate	0	4	0
	Association	82	32	5
	Whoever maintains the road	0	6	0
	Other	1	5	0
	All Property Owners Pay Same	0	3	0
	Per House	5	6	0
	Property Owners	0	6	0
Rate X Property Value	2	2	0	
Road Distance	3	7	1	

Summarized Answers

**Association Non-Member Low Income
Members**

(Q7) If the fee is ultimately determined by an association, a change in the fee(s) should require...	Association can change based on			
	bylaws	108	52	7
	Property owners	0	3	0
	Property owners majority	0	23	0
	Council considers by association request	4	0	0
	Other	3	24	0
(Q8) If property owners are outside an Association's area but benefit from the use of a private road, should they also be required to contribute to the maintenance and upkeep of the road?	No	2	8	1
	Other	0	26	0
	Yes	118	46	5
	Yes with conditions	8	21	1
(Q9) If an Association requests it, should Council consider adding the option for other amenities maintained by an association to be collected? (e.g. beach, boat launch, etc.)	No	51	70	1
	Other	0	25	0
	Yes	48	5	4
	Yes with conditions	16	4	2

	August 20, 2024 - In person mtg. with Members of Associations	August 21, 2024 - In-person mtg, not Members of Associations	August 26, 2024 - Virtual mtg. Low income concerns	August 27, 2024 - Virtual mtg. members of associations	August 28, 2024 - Virtual meeting not members of associations
	89 in attendance	70 in attendance	7 in attendance	48 in attendance	53 in attendance
Question #1					
GMLLOA	37	2			
White Point Estates	2			2	
Moosehorn - Lot owners Association Fees	2				
Laura's Loop - Road Committee (inactive)	1				
<i>3 individual names, detailed removed for privacy reasons</i>	1				
Handley Point Property Owners	4				
Judd Freeman Road Association	4	1			
Forest Point Loop	7				
Salmon Bay Road Lot Owners Association	2				
Scout Camp Road	1				
Laurie Wamboldt Road (one individual)	1				
Laurie Wamboldt Road (a few individuals)	1				
Maple Sue Land Owners Society	2				
Hunts Point Landing Sub Association	2				
Dean Lake Land Owners Association	3				
<i>Individual name removed for privacy reasons</i>	1				
Association	8	4	3	30	5
A few /individual	9	28	2	5	29
Informal association & individuals		2		4	
Nobody		6			3
Individually as needed		4			
<i>Individual name removed for privacy reasons</i>		2			
individual resident(s)		7			
Cabin Owners		7			

publically owned, privately maintained (k class)		5			
don't know			1		1
Question #2					
Yes	75	34	4	22	18
No	2	9			6
yes, if conditions or circumstances	3				
yes, if property is accessed regularly		3			
yes- invoice	10				
yes, if xyz		3			
on the fence		2			
Yes - owners should contribute		6			
Yes, if pro rated for distance (further down road, higher fee)		4			
Yes, if road is being maintained			2	7	
Yes, depending on how fees are determined				4	
Yes, if property is developed and used				4	
yes with options of who pays					
Yes only if you have the option to drop out again					2
no - undeveloped land					4
perhaps there needs to be a provision for those who cannot afford to pay					3
Question # 3					
Yes	59	29	3	17	9
Yes If ...	2		3	2	2
Yes, if the association requests it	1				
Yes, with conditions of it makes financial sense	2				
No	12	33	1	3	14
Yes - in principal		6			
Yes if association is responsible for associated costs				3	
Yes if appropriate opportunity for membership input				4	
Not enough information to make a choice				6	

yes, if have to pay want it to go through Queens Municipality - accountable						2
yes however we should not be forced to pay if we are not currently members of an association						5
yes if there is transparency and accountability from the association regarding cost						3
assuming there are no additional costs to have the region collect and administer the funds						3
Question #4						
Property owners that pay Association road maintenance dues	13		4			
People who live in the area (ie; the associations)	12		10		1	4
Association decides	32				15	
Municipal council - unanimous support from associations or inform of	5					
All the people who own property	14		7		3	9
Whoever maintains the road (associations)	6		2		3	1
if no homeowners association exists, each property owner should have the right to refuse payment			3			
Municipal Council if prorated and everyone is on the hook for the fee			2			
Residents of road - seasonal and full time			3		2	
whoever maintains road			4	2		
People who pay			4			
People who maintain			2			
Residents and property owners			6			
Road owner			2			

majority of lot owners		7			
we don't want RQM involved at all !!		6			
People who would pay (road fees)		6	4	1	11
the association, provided it is a revokable decision				9	
the membership via a vote of those who are not delinquent				8	
if the property owners can demonstrate they have been transparent with their costs and they have taken a vote with the majority indicating they are in agreement, then it could be added to the taxes					2
People who are property owners and are required to pay and requires a consensus of a certain percentage (ie; 80% or more).					7
If not unanimous, then no					2
Question #5					
Association members	65	16		8	
Property owners, whether members or no	9	31	2	4	18
people who live in the area					3
Association members with majority vote	2		4	2	4
Association executive board voted on by assoc. members (1 vote per PID)	6				
By the association, with a dispute mechanism by the Region	2				
Does not apply, some privately paid	1				
Private owners maintain the road	4				

One size ("fee") does not fit all property owners - some owners contribute labour not money. Fee to be determined on individual basis and for each year separately to be adaptable for seasonal damage, etc.			3		
Property owners should decide, keeping in mind predetermined quality and standard of road upkeep and maintenance determined and agreed on by property owners based on several quotes for yearly dues			7		
property owners but also amount of work			1		
Property owners, also amount of work and how long the road is			2		
By the person or individual who does the road maintenance			2	1	4
by majority vote by association members at an AGM or special meeting called for this purpose					9
Opt out			6		
Road committee ratified by association board					
By the association determined by their bylaws					4
By Lot association in discussion with road committee					4
Need more information as road maintenance varies a lot in the different areas. What will be the expected standards? What is a reasonable cost?					4

Combination of majority of the associations members and property owners whether they are members or not						3
Question #6						
By Lot	10	2	1			1
By Dwelling	5	2				2
By dwelling but taking into account labour /in-kind contribution & distance /section of use		2				
Rate x property assessed value					2	2
Residence or seasonal	7	7			3	5
Whatever association determines	47	14	5	11		10
Association determines - voted on by assoc. members (1 vote per PID)	5					
Association determines - reassessed annually - voted on by assoc. members (1 vote per PID)	2					
Does not apply - privately paid/ no association	1					
By distance from beginning of road	2					
Prorated distance from gov't road - longer down the road the more you pay		5	1	1		2
Set by the association based fairly on the road maintenance cost	10					
Divide number of owners (families) inot the cost of fee/maintenance. All pay the same regardless of lot size or assessed value.			3			

A majority of members voting in favour as dictated by the association bylaws	34	29	2	8	8
Association request, Council considered/approved	3			1	
A majority vote AGM	20				
According to association bylaws	4		5	9	
The association/board	10			5	
The association executive	10			2	
a majority vote of association membership at a meeting called for this purpose	6				
the private person who fixes the road	2				
After debate/justification by 75% vote of all owners		2			
lead persons with supports of owners looks ahead at upcoming needs (1 -3 - 5 years). Plan is communicated to owners, budget set/qupotes obtained, each family pays its share on the timeline of the projects			3		
all property owners based on quotes for yearly upkeep. Each year will be different			7		
By a majority of lot owners		4			
majority vote except in emergencies		1			
75% vote by land owners		4			
51% vote by landowners		4			
the fee should be determined by the person doing maintenance presently			2		
The fee should be determined by a budget of materials and labour			3		

Majority of members / property owners voting in favour						8
Question not relevant because we do not want to be part of an association						7
Not applicable		9			1	
Need more information - how will this affect owners who are not association members? Will we be required to join or form associations?						3
Land owners regardless of association membership						8
Question #8						
Yes	83	26	5	3		8
Yes, if reasonable decided between associations	5					5
Yes, if reasonable	1					
Yes, ideally voluntarily though		3				
Not applicable		11				
No		8	1	2		
yes, non resident users should contribute		6				
If they use the road, they should pay		3				9
undecided - not enough information, unclear		5				5
It depends on the benefit		5				
Yes, if ...			1	2		
Yes, but there is no practical mechanism to do this					7	
If the property owners in question primary access is maintained by an association, they should be obligated to contribute to road maintenance and upkeep given the significant benefit they receive						
					25	

yes with a tiered system for developed or undeveloped roads						2
yes only if someone is really using this road. If there are 3 roads to reach a property, should somebody pay to upkeep all 3 roads?						5
Question #9						
Yes	25		4	5		5
No	48	47	1	3		18
Yes if insurance (ie; boat launch)	6					
Yes if ...	3	1	2			
the fee should encompass all amenities and the association should decide how it is spent. Not just road maintenance.	7					
Roads only		1				
Not applicable/not applicable to meeting		19				
Yes, if there is consensus in the organization based on their internal bylaws					8	
Yes if it supported by the association members and the municipal act					10	
Not applicable, this should be a separate case						6
Associations should take care of their own costs like these						4
Yes if there is the ability to distinguish between members and non members						3
Additional notes:						

<p>** Queens should collect the total fee for the association. In addition we feel there should be no fee for this service as we believe this should be part of the core service of our taxes.</p>					
<p>** In our opinion, this meeting was not as we anticipated. We do not belong to an association, and all questions were geared to "associations". The questions should have been for non association members. We wish to continue the collection of "road fees" as we have in the past and do not want to create an "Association". - [5 signatory names removed for privacy reasons]</p>					

Region of Queens Municipality Staff Report

7.3

To: Mayor and Council

From: Stephanie Sereda, Community Economic Development Officer

Date: October 8, 2024

Re: 2024-2025 CIF Application – West Queens Recreation Association

Background

The Community Investment Fund (CIF) for the 2024-2025 budget year was \$175,000, in addition to a remainder in reserve. As of now, the CIF operating funds have been exhausted by approved applications. Any future requests this fiscal would require Council to approve from the reserve (or another source). The CIF reserve currently sits at approximately \$174,000 in uncommitted funds.

Details

This funding request falls under the **Capital Investment Fund**.

Organizations are eligible for **Capital Investment** funding under three categories:

- a. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
- b. Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or

- 
- c. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

West Queens Recreation Association - Request: \$3,521.88 – Capital Upgrade

Located in Port Mouton, the West Queens Recreation Association is seeking support to replace their heating/cooling system in the Meeting Room of their facility, which is no longer working and the cost to repair was less affordable than replacing the system. As a designated “Comfort Centre” for the West Queens area, it is important to ensure the space offers adequate heating and cooling throughout the year in the event of an emergency, but also for the benefit of those who attend the many community functions hosted at this year-round facility. Further, an updated unit will be more energy efficient, lowering monthly costs for heating/cooling. The total projected expenses for the capital upgrade are \$6,125. The applicant is eligible for funding to 50% of their ask, however, their request included HST, which is not included as an eligible expense. As such, the eligible approved expense amount is adjusted to \$3,062.50, and they are eligible for 50% of that revised amount, for a total of \$1,531.25. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund’s criteria.

Budget Impacts

Since the 2024-25 Community Investment Fund is exhausted, this project, should it be approved, would be funded from the CIF Reserve, which has a current uncommitted balance of approximately \$174,000.

Recommendation

- 1) **THAT** the Council of the Region of Queens Municipality receive the report titled “2024-2025 CIF Application – West Queens Recreation Association” for information.
- 2) **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.

Region of Queens Municipality Staff Report

7.4

To: Mayor and Council

From: Meaghan Roberts, Director of Recreation

Date: October 8, 2024

Re: Milton Centennial Pool


Background

The Milton Centennial Pool suffered significant damage in the unprecedented rainfall and flash flooding events in July 2023. As a result, the pool was closed to assess the damage and make repairs. Council has approved the construction of a new outdoor pool at the Queens Place Emera Centre.

Details

The Milton Centennial Pool property warranty deed (July 25, 2003) transferred ownership of the property to the Region of Queens Municipality under the following conditions:

1. The Municipality agrees to continue to operate the swimming pool on the property, on a seasonal basis, for as long as the Grantee, in its sole discretion, deems such ongoing operation to be feasible; and
2. That at such time that this seasonal swimming pool operation ceases to operate as a public facility the Municipality covenants and agrees that it shall forthwith reconvey said lands and premises to the Grantor by deed for the nominal sum of Ten Dollars (\$10.00).



At the April 16, 2024 Special Council Meeting, the condition of the Milton Centennial Pool was discussed with Council. Staff were directed to engage industry experts to evaluate what repairs the 57-year-old pool would require. Staff returned during the April 29, 2024 Special Council Meeting to advise that the estimate received from experts to repair and reopen the pool was anticipated to be between \$100,000 to \$150,000, and take at least 12 weeks to complete. Council opted not to proceed with the repairs and the pool was not opened.

Following this decision, staff met with members of the Milton Community Association to determine their desire to have the property returned if the Municipality was not planning to continue to operate the pool. The President of the Association noted in a letter that they are in favor of the property returning to their ownership should this occur. Attached to this report is an outline of the Association's request in terms of what condition they would prefer the property be left in when it returns to their ownership.

Council at their September 10, 2024 meeting awarded a construction contract to Axios Construction for the construction of a new outdoor pool located beside Queens Place Emera Centre. The new pool is expected to be operational in 2026. Given these decisions, staff do not recommend repairing the Milton Centennial Pool. If Council is in agreement, the Milton Centennial Pool property must be returned to the Milton Community Association.

The Milton Community Association outlined in their letter (see attached) that they would prefer keeping as much of the fence and concrete surrounding the pool as possible. While understandable, keeping a majority of the fence and surrounding concrete while removing and filling in the pool may not be feasible. While Council could authorize a budget to rebuild the concrete and fencing, it is not recommended by staff. Staff have no concerns fulfilling the Association's additional requests. The demolition, removal, and infill of the pool is estimated to cost \$30,000 and could be completed by the end of Spring 2025.



Budget Impacts

If Council accepts the recommendation, the unbudgeted expense would be up to \$30,000 and funded from the accumulated surplus.

Recommendation

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

(2) 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.

Cody Joudry

From: raging <raging01@yahoo.ca>
Sent: June 3, 2024 9:15 PM
To: Cody Joudry
Subject: Milton pool

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

Good afternoon Cody,

As per our discussion over the phone regarding the Milton pool, we, the Milton Community Association, want to take the property back into our possession.

We want to have the pool decommissioned and filled in properly by the Region, but not use any broken concrete from the pool deck or any broken concrete as fill. If the Region is going to bill us the cost of decommissioning, we would like to know the cost before hand as we will possibly look at doing the work ourselves.

We request the fence around the pool to be kept totally intact as to protect the building as the windows and doors are on that side, and to protect if we were to do something in the fenced in area. We know that the fence will need to be removed to fill in the pool, and therefore, we are asking that it be removed on the north side and then put back, or replaced, as to secure the area again. We want as much of the concrete to stay intact as possible around the pool.

The fixtures ie: toilets, sinks, urinals, water tank, pump, uv filter, hot water tank etc, be intact with the building. As per our discussion, these things are not part of the pool items that was agreed upon as being removed. We would like the benches outside of the pool to remain, but understand if the Region would want to take them. We ask that when removing the pool equipment that it be made safe to enter the building as to not create a danger or hazard.

As for the playground equipment, it be left intact where it is located. We would like to have a copy of Inspection Reports and if possible, where to get the training for doing said inspections. I think this covers most of what you were asking in a letter.

If you have any further questions, or there is something that I have missed or needs clarification, please feel free to reach out to me have a great day.

Matthew Swan-Whynot

President

Milton Community Association

[Yahoo Mail: Search, organise, conquer](#)

Region of Queens Municipality Staff Report

7.5

To: Mayor and Council
From: Cody Joudry, CAO
Date: October 8, 2024
Re: Hillsvie Acres Governance – CAO Advice

Background

During the Council meeting on September 10, 2024, the following motion was made and subsequently tabled:

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 Hillsvie Acres governance structure.

The motion was tabled to allow staff time to consult Queens Manor regarding their capacity to support the governance of Hillsvie Acres.

Details

In initial meetings between the newly appointed CAO and the Executive Director of Queens Manor (Queens Home for Special Care Society), the topic of operational governance at Hillsvie Acres was raised. The Executive Director had previously provided temporary governance and operational support during a period of transition at Hillsvie Acres due to changes in senior staff. However, at the time of those initial meetings, further support from Queens Manor was not possible.

Following the tabling of the motion, the CAO and the Executive Director met again to revisit the topic. The Executive Director brought the matter to the Queens Manor Board, and their position is outlined in the attached letter.

As Council is aware, the provincial plan is to relocate the residents of both Queens Manor and Hillsvie Acres to a new long-term care facility near Queens Place Emera Centre. This new facility, scheduled to be operational in 2026, will be managed by the Queens Home for Special Care Society. Although no detailed transition plan has been developed to date, work on this plan should commence soon. The transfer process will require careful consideration of timing, staffing matters, operational needs, and other factors. The transition plan should clearly outline the tasks to be completed and assign responsibility for each task.

In the attached letter of intent, the Queens Home for Special Care Society (Queens Manor) has expressed interest in entering into discussions regarding the potential transfer of governance and operational oversight of Hillsvie Acres. Therefore, rather than proceeding with changes to the governance model at this time, it is recommended that staff be directed to:

- Initiate discussions and consultations regarding the transition process;
- Define what a potential transfer of governance and operational oversight would look like, ensuring that it maintains staff employment and upholds the quality of care for residents; and
- Communicate the Municipality's intent to Queens Manor, the Department of Seniors and Long-Term Care (DSLTC), and the residents and staff of Hillsvie Acres.

It is important to note that any final transition plan or governance change will require approval from both Municipal Council and the DSLTC. To clarify the staff recommendation to Council, it is advised to untable and defeat the original motion, and instead proceed with the motion outlined in the recommendation section below.

Budget Impacts

None at this time.



Recommendation

(1) THAT the Council of the Region of Queens Municipality receive the report titled 'Hillview Acres Governance – CAO Advice' for information.

(2) 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.

September 25, 2024

Region of Queens Municipality
Cody Joudry, Chief Administrative Officer
PO Box 1264
249 White Point Rd.
Liverpool, Nova Scotia
B0T 1K0

Re: Letter of Intent for Negotiation of Transfer of Governance and Operations of Hillsview Acres Home for Special Care

Dear Mr. Joudry

On behalf of the Queens Home for Special Care Society, I am writing to formally express our interest in entering into discussions with the Region of Queens Municipality regarding the potential transfer of governance and operations of Hillsview Acres Home for Special Care.

We recognize the critical importance of Hillsview Acres in serving the needs of our community's most vulnerable populations; something it has done successfully for over a century. As we get closer to the coming together of our two care homes in the new long term care facility under construction on Queens Place Drive, our Society is prepared to engage in detailed negotiations and planning to explore how this transfer can be conducted effectively in the near future. We feel it is the right time to begin these discussions, as our move into the new facility is scheduled to occur in less than two years. Having the transition of governance and operations of Hillsview Acres completed well in advance of the operational complexity of the physical move to our new home, we feel, is a prudent decision.

Queens Home for Special Care Society, with its expertise in providing high-quality, compassionate care, is well-positioned to continue and enhance Hillsview Acres' similar legacy. It is our intention to collaborate with the Municipality to ensure a

seamless transition that prioritizes the welfare and comfort of the residents, as well as the stability of the dedicated staff who provide essential services.

We are committed to transparency and cooperation throughout this process, with the goal of achieving a shared vision for the future of Hillsview Acres and Queens Manor under a single roof. This is consistent with the spirit of the Cooperation Agreement between our two organizations signed in November, 2021.

We would appreciate the opportunity to meet with representatives from the Region of Queens Municipality at your earliest convenience to discuss the parameters of this proposed transfer and to outline the next steps in this collaborative effort.

Thank you for considering this letter of intent. We look forward to the prospect of working together to ensure that Hillsview Acres continues to provide outstanding care to those who rely on its services.

Yours sincerely,



Christopher A Clarke
Queens Home for Special Care Society

Region of Queens Municipality Staff Report

7.6

To: Mayor and Council

From: Audrey Wamboldt, Hillview Administrator

Date: October 8, 2024

Re: DSLTC Licensing Inspection Report (Annual Inspection)


Background

The Region of Queens Municipality owns and operates Hillview Acres, a Residential Care Facility funded by the Province of Nova Scotia and ratepayers of the municipality. The Province, through the Department of Seniors and Long-Term Care (DCLTC) conducts inspections of long-term care facilities.

Details

DSLTC is responsible for licensing residential care facilities under the *Homes for Special Care Act* and performs annual inspections that are unannounced. If there are any deficiencies noted, it is the responsibility of the licensee to complete an action plan for any deficiency found and respond back to DSLTC with a summary for approval.

Four deficiencies were found to meet compliance by October 13th, 2024. Three of the four deficiencies involve documentation errors or gaps in resident medication administration, resident treatment records, and communication with external health care providers. The fourth deficiency involves a Office of the Fire Marshall (OFM) visit on August 7th, 2024 which found both the sprinkler system and fire alarm system to be past due for inspection. Completed compliance action plans have been submitted to DSLTC on Friday, October 4th, 2024 for further approval.



Two compliance actions will involve staff reviewing current and new policies on each PR, additional management audits of the charts and MARs (Medication Administration Record), and further coaching and performance reviews, if needed.

The third compliance action will ensure service providers are to check in with Hillsview staff pre and post care visit to provide a report which will then be communicated into the resident's personal chart.

The final compliance action is completed with inspections of both the alarm system and sprinkler system on September 20th, 2024. The OFM finished a secondary inspection and has approved the facility for compliance on all requirements.

Budget Considerations

There are no budget considerations for these deficiencies.

Recommendation

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

Date of Inspection: 20-Sep-2024

Date of Issue: 2024-Sep-23

TO: Audrey Wamboldt, Administrator
14 Middlefield Rd,
Greenfield, NS B0T 1E0

RE: Hillsvie Acres, 14 Middlefield Rd, Middlefield, Queens County

Dear Audrey Wamboldt:

Please be advised that an inspection was conducted at the above noted property by a representative of The Office of the Fire Marshal and it was found to comply with the minimum Fire and Life Safety requirements.

If you have any questions regarding this or other fire safety matters, please contact the undersigned.

Yours truly,



RYAN MURPHY

Deputy Fire Marshal

cc: File Copy

Region of Queens Municipality Staff Report

7.7

To: Mayor and Council
From: Adam Grant, P.Eng., Director of Infrastructure
Date: October 8, 2024
Re: QPEC Wall Demolition

Background


The Region of Queens Municipality owns and operates Queens Place Emera Center located at 50 Queens Place Drive in Liverpool. The facility opened in 2011 and houses an NHL-sized ice rink, fitness center and community rooms with a new outdoor pool in the design and development stage currently. In the spring of 2024 a patron of the facility reported to staff concerns over what appeared to be a section of the exterior wall in collapse.

Details

Following the complaint, the area was secured with a fence. Staff then engaged the services BMR Structural Engineering who were the design consultants at the time of construction to provide a site visit and assess the observed damage. The visit confirmed that the non-load-bearing architectural face had failed in its connection to the load-bearing structural slab but the load-bearing slab was not impacted. A cross-section of the wall would detail that is built of three layers:

- An interior concrete slab which supports the structure of the building
- An intermediate rigid insulation layer
- An outer architectural face

Further assessment of the facility ensured that only this one particular panel had visible signs of damage. The report recommended that the slab be removed/demolished as it was felt collapse was imminent.



Following the site visit, staff met with the Municipality's safety program consultant to investigate undertaking the demolition work with Public Works staff. It was advised that a better course of action would be to procure a contractor with more significant demolition experience.

A Request for Proposal was published on the Provincial Procurement website and closed on September 26, 2024. Two submissions were received:

- | | |
|--|-----------------|
| 1) Dexter Construction Company Limited | \$124,600 + HST |
| 2) Company #2 | \$158,900 + HST |

Following the initial report in the spring, staff have observed further failure as the failed panel is now further settled but it remains unclear if it may remain standing indefinitely or collapse to the ground at any time. If the wall were to collapse under its own weight, it is unlikely that further damage would be incurred to the facility or the public but there still remains that risk. As such, staff are recommending that a contract be awarded to Dexter Construction as soon as possible to prevent unnecessary risk.

Budget Impacts

This is an unbudgeted expense and is recommended to be funded from the accumulated surplus at a cost of \$124,600 + HST.

Communications

Confirmation of award will be provided to Dexter Construction.



Recommendation

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

(2) 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.

Region of Queens Municipality Staff Report

8.1

To: Mayor and Council
From: Cody Joudry, CAO
Date: October 8, 2024
Re: Market and Main Street Intersection – CAO Advice

Background

At Council's September 10, 2024, meeting the following motion was made:

THAT the Council of Region of Queens Municipality consider at the October 8, 2024, meeting of Council, a motion to direct staff to conduct a warrant analysis, design the traffic light system, and install traffic lights at the Main and Market Street intersection at an unbudgeted expense of up to \$1,000,000.

Details

During the September 10 meeting, the CAO noted that Council has the ability to fund and direct staff on traffic management matters if it involves "increasing the minimum standard." However, further advice received since that meeting suggests that this is not entirely accurate in this case. While altering the method of control by adding traffic lights might seem like an enhancement, it may not necessarily result in improved safety for all users of an intersection. While Council has the authority under the *Municipal Government Act* to direct staff to identify and implement a solution to a problem, dictating specific solutions regarding traffic management without expertise in the matter introduces new liability.

As the primary advisor to Council and the link between Council decisions and staff implementation, the CAO faces a potential challenging situation. The CAO is responsible for implementing all legal motions passed by Council, but it

remains unclear whether the motion under consideration meets that criterion based on new information.

It is evident that Council remains concerned about the safety of the Main and Market Street intersection. Staff wish to resolve those concerns through concrete actions as directed by Council. However, staff have raised concerns about proceeding with traffic light installation without a thorough study to ensure the changes effectively improve user safety while not compromising it or introducing new hazards. Council may also be wary of authorizing a comprehensive study if it leads to recommendations that, in their view, do not resolve the core issue of pedestrian safety at the intersection or recommend other actions that could forever alter the downtown in ways they do not support.

Staff continue to recommend that the most appropriate course of action would be for Council to direct the development of a scope for a comprehensive study, along with an estimate for that study. In the absence of such a direction, Council may wish to submit a request to the Nova Scotia Department of Public Works, asking for Provincial staff support in this matter.

Budget Impacts

Unknown at this time.

Recommendation

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

(2) 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.

Region of Queens Municipality Staff Report

8.1

To: Mayor and Council
From: Adam Grant, P.Eng., Director of Infrastructure
Date: September 10, 2024
Re: Market and Main Street Intersection Traffic Management

Background

At the May 14th Regular Council Meeting, the following motion was passed:

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

The intention of that motion was understood to be for staff to provide Council with the criteria used by traffic engineers in their determination if the warrant for traffic signals exists at an intersection and a probable cost for the Main and Market Street intersection to be converted to a fully signalized intersection.

Details

The objective of transportation infrastructure should be to safely and efficiently move motorists and pedestrians to their destination(s) without incident. At intersections, paths cross and multiple options can be available to both user groups. Minor maneuvers will be in conflicting directions whereby it is important to emphasize awareness and remove distractions such that users can make informed decisions to determine when it is the safest time for them to make their maneuver through an intersection.

There are several potential treatment options for intersections to define who has the right of way and at which time. The intersection at Main and Market could have only a single stop sign on the market approach, all-way stop control (as it

does now) or coordinated traffic signals as examples. The following conditions of an intersection are critical to properly selecting and designing the correct treatment for a successful intersection:

- Traffic volumes
 - o Daytime vs nighttime variations
 - o Weekday vs weekend variations
 - o Seasonal variations
- Pedestrian volumes
 - o Daytime vs nighttime variations
 - o Weekday vs weekend variations
 - o Seasonal variations
- Percentage of large vehicles, emergency vehicles or other motor vehicles with special requirements
- Motor vehicle and pedestrian accidents
- Volume of cyclists or other non-motor vehicles
- Pedestrian trip route, proximity to other crosswalks, and use
- Sign fatigue

The operational performance of an intersection is performed by a 'Level of Service (LOS) Analysis' which reviews intersection movements by looking at the characteristics of motorists to fluidly move through an intersection with a rating grade of A through F, where LOS A would indicate the lowest delay and LOS F would be the greatest. LOS rating is specific to a minor movement through an intersection and not the intersection as a whole, the 2015 Insight study computed ratings of LOS A or LOS B for all minor movements in the intersection which is considered acceptable.

Transportation Associate of Canada (TAC) has prepared the "Traffic Signal and Pedestrian Signal Head Warrant Handbook". This handbook uses a cumulative factor methodology to calculate a score. A combined score above 100 points would warrant a traffic signal. The methodology considers the following factors:

- Number and type of vehicle lanes
- Speed limits
- Bus routes
- Presence of medians
- Volume and types of vehicles

- Demographic factors, eg. presence of schools or mobility-challenged persons, senior's complexes, corridors to schools

A copy of the warrant formula is attached in Appendix A for information purposes.

The estimate for a warrant analysis to be completed for the Main and Market intersection by a 3rd party traffic engineering firm is estimated to cost less than \$10,000. The warrant analysis would provide a clear answer on whether the intersection, meeting the TAC guidelines for traffic lights.

The cost of designing and constructing traffic signals is highly variable and depends on the factors listed above as well as other considerations such as vehicle sensing equipment, space constraints or emergency power. A simple 'T' intersection in an area with no space constraints could cost as much as \$400,000 to design and install whereas more complicated installations in a similar intersection to Main and Market could cost as much as \$900,000. Installation of traffic signals at this intersection would require the removal of existing overhead signage and may require some geometric re-alignment.

Should Council wish to proceed, it would be staff's professional advice to hire a consultant to conduct a comprehensive assessment of this intersection that looks at all aspects including the traffic signal warrant, proximity to other treatments in the area, nearby parking, as well as the preliminary cost estimates for any recommended upgrades and the impacts they may have in the area to ensure that all factors of this location are considered and a fulsome solution is offered.

If Council wanted to proceed with a comprehensive study, the following is a motion that could be made:

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.

Budget Impacts

There is no budget impact at this time.



Recommendation

(1) THAT Council of the Region of Queens Municipality receive the report titled Market and Main Street Intersection Traffic Management.

The expanded form of the warrant equation is shown below:

$$W = \left[\frac{C_{bt} \times X_{v-v}}{K_1} + \frac{X_{v-p} \times F \times L}{K_2} \right] \times C_i$$

W = Cumulative warrant points

C_{bt} = Side Street Bus/Truck Factor

X_{v-v} = Sum of the individual cross product of the actual conflicting vehicle-vehicle movements

X_{v-p} = Sum of the individual cross product of the actual conflicting vehicle-pedestrian movements

K_1 = Vehicle-Vehicle Denominator constant

K_2 = Vehicle-Pedestrian Denominator constant

F = Pedestrian Demographics Factor

L = Number of lanes on the main street

C_i = Product of the Roadway Characteristics Factors

B2.2.1 Side Street Bus/Truck Factor (C_{bt})

If the side street has either a high truck volume or is used as a bus route, there will be more risk (due to the inherent operating characteristics of these vehicles) in crossing the traffic stream on the main street.

C_{bt} is assigned a value of 1.05 if the side street either is a bus route (C_{sb}), or has more than 10% trucks (C_{st}), otherwise it has a value of 1.00. These conditions only affect the side street vehicles trying to cross the main street.

B2.2.2 Vehicle-Vehicle and Vehicle-Pedestrian Denominators (K_1) (K_2)

The Vehicle-Vehicle Denominator (K_1) and the Vehicle-Pedestrian Denominator (K_2) in the formula are calibrated to result in a cumulative threshold of 100 points for an intersection that warrants traffic signals, with an approximately 30 to 40% pedestrian component and 70 to 60% vehicle component depending on the number of lanes. The downward adjustment in the vehicle component and the corresponding upward adjustment in the pedestrian component weighting are in recognition of the increased pedestrian exposure risk of crossing wider roadways.

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B2.2.3 Pedestrian Demographics Factor (F)

The Pedestrian Demographics Factor (F) is related to the adjacent land use. It is based on the idea that, rather than using actual pedestrian counts by hours of the day and age category, a surrogate adjustment factor based on the pedestrian demographics of the area near the intersection will be easier to identify and more consistently applied. The practitioner will use local judgment to determine if the demographics represent the mix of pedestrians at the intersection under analysis. The Pedestrian Demographics Factor is subjective based on engineering judgment of the impact of the following factors on the operation of the intersection:

- a) Elementary school in the area,
- b) Seniors centre or junior high school in the area,
- c) Intersection crosswalk across the main street forms part of the “safe” walkway path to an elementary school,
- d) There are mobility challenged pedestrians regularly using the intersection, and
- e) All other cases.

The range of values is from 1.0, if there are no school children or seniors present, to 1.2 for mobility challenged pedestrians.

B2.2.4 Roadway Characteristics Factor (C_i)

The Roadway Characteristics Factor (C_i) is the cross-product of a number of individual factors that combine to identify the operating characteristics and the type of intersection being considered. C_i is the cross product of the individual Roadway Characteristics Factors. It can range from 0.90 to 1.59, depending on the applicability of each factor. The formula is $C_i = (C_s \times C_{mt} \times C_v \times C_p)$. Those factors are described below:

B2.2.4.1 Intersection Spacing Factor (C_s)

This factor is intended to correlate the progression of vehicles within a signal system with the spacing of intersections within the system. It should be noted that this factor is not normally used for intersections in the central business district (CBD), where $C_s = 1.0$. The factor is applied to the main street only, and to each of the two upstream intersections adjacent to the proposed signal location.

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B2.2.4.2 Vehicle Classification Factor (C_{mt})

The Vehicle Classification Factor is intended to rationalize the impact of heavy vehicles on the main street and the safety implications they have on the side street traffic. Heavy vehicles (HV) can be considered either by a conversion to passenger car units (pcus) or by applying a factor that takes them into account. The latter is simpler, less data intensive and is recommended here. The range for this factor is based on percentage of trucks using an average equivalent passenger car unit value of 2.0 for trucks.

B2.2.4.3 Speed Factor (C_v)

The Speed Factor (C_v) represents the added difficulty that side street traffic may have when facing main street traffic at higher speeds. Speed (V) is either considered by using the posted speed limit on the main street or the 85th percentile operating speed.

B2.2.4.4 Population Demographic Factor (C_p)

Most signal warrant methodologies take into account the urban and/or rural nature of the intersection, indicating that driver expectation differs from large to small communities. The range for this factor is based on similar values and cutoff points used in other warrant procedures, namely: large city (greater than 250,000 population), small to medium city (10,000 to 250,000 population), and rural area or town (less than 10,000 population).

B2.2.4.5 Right-Turn Reduction Factor (RT_{rd})

The Canadian Traffic Signal Warrant Procedure provides a means of applying a special factor for side street right turns onto the main street. In order to deal with the side street right turns within the warrant analysis (to assist the engineering judgment component), a right-turn reduction factor has been developed.

The basic assumption is that, the relative ease to which the right-turning traffic can gain access to the main street is a function of the volume of the conflicting traffic in the curb lane on the main street. A review of the various factors that affect the capacity of the right-turn movement determined that a theoretical model based on gap acceptance theory is the most appropriate

FOR INFORMATION ONLY

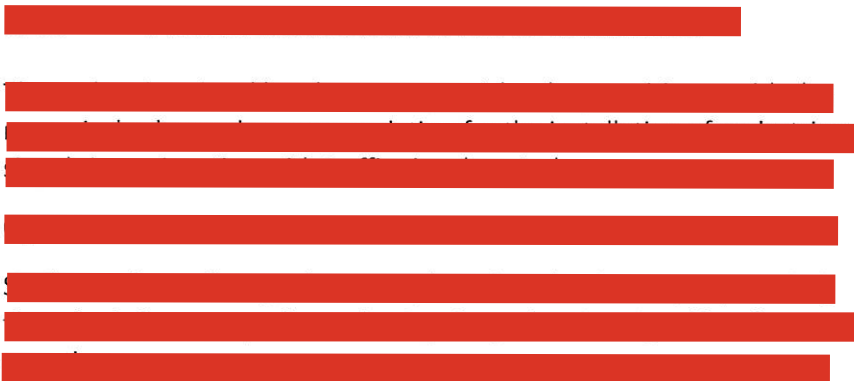
model to be used in a national context. A good model to use is one that is based on the proportion of free vehicles (a measure of the platoon dispersion) approaching the intersection on the main street. The right-turn reduction factor is assumed to be a function of the congestion created in the curb lane by the two movements (i.e., the sum of the side street right-turn traffic and the main street through traffic in the curb lane) and also a function of any platooning effects of an upstream traffic signal.

B2.2.5 Data Collection Requirements

Data collection requirements are minimal with the Canadian Traffic Signal Warrant Procedure. The input requirements consisting of four separate tables are shown in Figure B2-1, complete with sample data.

Support

For detailed insight into the traffic signal warrant procedure, refer to the TAC publication *Traffic Signal and Pedestrian Signal Head Warrant Handbook* (2014).



The CFM Pedestrian Matrix warrant equation is in the form as shown below:

$$W_{ped} = \sum i-j [F((X_{pedm}) d_m) / K_2 + ((X_{peds}) d_s) / K_3]$$

W_{ped} = Cumulative warrant points

F = Pedestrian Demographics Factor

X_{pedm} = Adjusted pedestrian - vehicle cross product
(pedestrians crossing main street)

X_{peds} = Adjusted pedestrian - vehicle cross product
(pedestrians crossing side street)

d_m = Main street distance crossed by the pedestrian

d_s = Side street distance crossed by the pedestrian

K_2 = Pedestrian Signal Head Warrant Denominator constant for
main street

K_3 = Pedestrian Signal Head Warrant Denominator constant for
side street

Support

For detailed insight into the pedestrian signal head warrant procedure, refer to the TAC publication *Traffic Signal and Pedestrian Signal Head Warrant Handbook* (2014).

Region of Queens Municipality Staff Report

8.2

To: Mayor and Council
From: Cody Joudry, CAO
Date: October 8, 2024
Re: November 26, 2024, Council Meeting

Background

Council currently meets twice a month. The first meeting is typically held on the second Tuesday of the month at 9:00am and the second is on the fourth Tuesday of the month at 6:00pm. Other exceptions apply from time to time such as during the summer months and for special meetings. It has been identified that the Nova Scotia Federation of Municipalities' (NSFM) 2024 Annual Conference may cause a conflict with Council's November 26, 2024, meeting.

Details

Given that there will be a new term of Council and at least 5 new members of Council, anticipating moving the Region of Queens Council meeting may be appropriate.

Staff recommend Council consider rescheduling the Tuesday, November 26, 2024, Council meeting to Monday, November 25, 2024, at 6:00pm. The new term of Council meets on November 12, 2024, and can confirm this change (if they choose to).

Budget Impacts

There is no budgetary impact.



Communications

Following the November 12, 2024, Council meeting, public notice through the Municipality's website and social media channels would communicate this 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 consider at their November 12, 2024, meeting a motion to change the regularly scheduled Tuesday, November 26, 2024, meeting at 6:00pm to Monday, November 25, 2024, meeting at 6:00pm.

Region of Queens Municipality Staff Report

8.3

To: Mayor and Council

From: Angela Green, Protective Services Coordinator

Date: October 8, 2024

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

Background:

Council approved an increase of one cent on the tax rate be added to the Truck Reserve in the 24/25 budget year. This had the effect of increasing funding available for fire department truck purchases. At the Emergency Services meeting held September 17, 2024, staff presented a revised truck purchase schedule for review by the Fire Chiefs. At a special committee meeting held September 26, 2024, a consensus was reached by the Chiefs to approve the new schedule.


Details:

The revised policy is attached; the amounts per vehicle have been updated to reflect the increased funding available. This funding is dependent on the financial viability of the Region and can be changed at the discretion of Council per Policy 82.

Current funding in Policy 82:

2024/25 to 2025/26

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



2026/27 – 2034/35

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

Proposed funding in Policy 82:

2024/25 to 2034/35

- a) Pumpers/Tankers - maximum \$625,000
- b) Aerial Trucks (Ladder) - maximum \$800,000
- c) Rescue/Utility Vehicles - maximum \$300,000

Applicable Legislation:

The *Municipal Government Act* Section 48 reads:

- (1) Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.
- (2) The council may adopt different policies for different areas of the municipality.
- (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality. 1998, c. 18, s. 48.

Budget Impacts:

The fire department fleet reserve is budgeted annually as part of the operating budget.



Recommendation

- (1) THAT** the Council of the Region of Queens Municipality receive the report titled “Policy 82 – Fire Department Capital Purchases and Operating Grants” for information.

- (2) 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.



POLICY NO. 82

Fire Department Capital Purchases and Operating Grants

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

POLICY PURPOSE

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

DETERMINATION OF NEEDS

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

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

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

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

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

FUNDING PRINCIPLES

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

24/25 to 34/35

- a) Pumpers/Tankers - maximum \$625,000
- b) Aerial Trucks(Ladder) - maximum \$800,000
- c) Rescue/Utility Vehicles - maximum \$300,000

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

Schedule Amended January 9/2024.

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

CAPITAL VEHICLE FLEET RESERVE

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

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

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

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

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

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

Should a financial institution require the Region of Queens to guarantee the fire Department's maximum contribution of **\$800,000/\$625,000/\$300,000**, each guarantee shall be subject to Ministerial approval through Municipal Affairs as per Section 88(3) of the Municipal Government Act and this approval shall be known prior to any borrowing taking effect.

GRANTS

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

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

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

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

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

g) Dry Hydrant Installation/Maintenance.

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

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

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

EFFECTIVE DATE

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

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 15th day of October, 2024

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

Mayor

Municipal Clerk