

**Region of Queens Municipality Regular Council
Tuesday, June 10, 2025
9:00 a.m.**

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of the Agenda

3.0 Declaration of Conflict of Interests

4.0 Approval of the Minutes

4.1 May 27, 2025

5.0 Public Comment

6.0 Delegations and Presentations

7.0 Correspondence

7.1 Request to Waive Liquor Policy – Village PMCA

7.2 Divert F2026 Litter Project - Region 6 Solid Waste Management

8.0 Committee Reports

8.1 Library Committee – Councillor Wentzell

8.2 NSFM Climate and the Environment Committee/Southwest
Biosphere – Councillor Wentzell

8.3 Planning Advisory Committee – Deputy Mayor Charlton

9.0 Unfinished Business

10.0 New Business

10.1 Liverpool Bridge Sidewalk

10.2 MSB HVAC Viability Study

10.3 Waiver of Policy 58 - Consumption of Alcohol on Municipal Property

- 10.4 Easement on Gorham Street in Liverpool
- 10.5 Municipal Fire Inspections Policy
- 10.6 Hybrid and Virtual Attendance at Meetings
- 10.7 Senior Safety Coordinator

11.0 Mayor's Report

- 11.1 Mayor's Report

12.0 Business from Members of Council

- 12.1 Cameron's Corner – Councillor Wentzell

13.0 Closed Session

- 13.1 Property Matter
- 13.2 Property Matter

14.0 Adjournment

Region of Queens Municipality Regular Council
Tuesday, May 27th, 2025
6:00 p.m.

YouTube: <https://www.youtube.com/watch?v=Ajz7A32Hb8g>

Minutes

Present:

Mayor Scott Christian, Chair
Deputy Mayor Maddie Charlton
Councillor Vicki Amirault
Councillor Wanda Carver
Councillor Jack Fancy
Councillor Stewart Jenkins
Councillor Roberta Roy
Councillor Courtney Wentzell

STAFF

Dan McDougall, Interim CAO
Heather Cook, Acting Municipal Clerk
Kate Wong, Administrative Assistant
Adam Grant, Director of Infrastructure
Steve Whynacht, Manager of Information Technology
Steve Burns, Community Economic Development Officer
Meaghan Roberts, Director of Recreation
Elise Johnston, Manager of Capital Projects

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:01 p.m. and opened the meeting by acknowledging that we are in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2.0 Approval of Agenda

Moved by Councillor Jenkins, seconded by Councillor Carver:

THAT the Council of Region of Queens Municipality approve the May 27, 2025 agenda, with the following amendments:

Remove the Item 6.1 – Green Shores Program by TransCoastal Adaptations presentation, Item 10.5 – Tax Bill Payment Extension, and Item 12.3 – Liverpool Fire Hall Heat Pumps;

Add Item 10.4 – CIF Events Investment: Privateer Days Commission, as well as Closed Session Items 13.2 Property Matter, 13.3 Personnel Matter, and 13.4 Property Matter;

And renumber Item 10.4 - Queens Place Emera Centre Heat Pumps as Item 10.5 to enable the CIF Reports to be discussed together.

MOTION CARRIED.

3.0 Declaration of Conflict of Interests

There were no declarations of conflict of interests.

4.0 Approval of Minutes

4.1 May 13th 2025, Regular Council Meeting Minutes

Moved by Councillor Fancy, seconded by Councillor Amirault:

THAT the Council of Region of Queens Municipality approve the minutes of the Regular Council Meeting held on May 13th, 2025, as amended to include the revisions of Item 8.2 – Pool Committee to refer to the 'pool cover' as the 'pool enclosure,' and to change the date of the next meeting from June 10th at 3:30 p.m. to June 12th at 3:30 p.m.

MOTION CARRIED.

5.0 Public Comment

Paul Deveau, Brookdale Crescent, Liverpool, spoke about the May 15th Facebook post regarding the marketing levy, and taking breaks during longer meetings.

Robin Anthony, Brooklyn, spoke about the Brooklyn Area Rate, and correspondence that she has had with the Region regarding the areas rates.

6.0 Delegations and Presentations

6.2 Track & Field Project - North Queens Active Living Group

Alyssa Short from North Queens Active Living Group gave a presentation on North Queens Community School Track & Field Project. The project will replace a 40-year-old deteriorated sport field and track with a new 325 metre 4-lane track with crushed rock surface, natural turf sports field, accessible walking track, long jump and shot-put areas, a 6-lane 100 metre dash track, and all will be fenced. With provincial funding support, a request for Municipal funding, land donated to enable the new sport field to expand onto from the footprint of the current field, and support from South Shore Regional Centre for education and North Queens Active Living, students and residents in the North Queens area will have a sport field and track that is accessible by all, and enable youth to train for track and field in their own community.

7.0 Correspondence

7.1 Extended Producer Responsibility Program – Region 6 Solid Waste Management

Letter was received for information.

8.0 Committee Reports

8.1 Planning Advisory Committee – Deputy Mayor Charlton

The Planning Advisory Committee (PAC) met to review draft amendments related to a request to redesignate the former Stedman's property from commercial to residential use. Given the potential impact on the downtown commercial zone, PAC expressed concern about advancing a recommendation without first conducting public engagement. Upland Consulting, who previously assisted with the 2022 Land Use Bylaw and Municipal Planning Strategy update, will facilitate a public information meeting to engage local business owners and community members, share details of the proposal, and gather feedback. The estimated timeline includes advertising the week of June 9th, engagement activities beginning the week of June 16th (with the

meeting date to be confirmed), and a public survey open until June 23rd. A summary engagement report will be prepared by June 27th, followed by a "What We Heard" report to PAC on July 7th, and a recommendation to Council scheduled for July 10th. It is also suggested that staff go beyond online advertising and actively connect with business owners to ensure they are informed and have accessible opportunities to participate in the engagement process. The date of the next PAC meeting is June 5th.

9.0 Unfinished Business

There was no unfinished business to discuss.

10.0 New Business

10.1 CIF Operational Funding Queens County Museum

Moved by Councillor Jenkins, seconded by Councillor Carver:

THAT the Council of Region of Queens Municipality provide grant funding to the Queens County Historical Society for eligible operating expenses of the Queens County Museum in the amount up to \$10,000.00 from the 2025-2026 Community Investment Fund.

MOTION CARRIED.

10.2 CIF Capital Funding Pleasant River Community Hall Society

Moved by Councillor Wentzell, seconded by Councillor Carver:

THAT the Council of Region of Queens Municipality provide grant funding to the Pleasant River Community Hall Society for eligible Capital project expenses in the amount up to \$8,381.50 from the 2025-2026 Community Investment Fund.

MOTION CARRIED.

10.3 CIF Capital Funding North Queens Active Living Society

Moved by Deputy Mayor Charlton, seconded by Councillor Carver:

THAT the Council of Region of Queens Municipality provide grant funding to the North Queens Active Living Society per eligible capital project expenses as noted in the amount up to \$250,000.00 to be funded from the accumulated surplus.

MOTION CARRIED

10.4 CIF Event Investment Privateer Days Commission

Councillor Wentzell declared a conflict of interest regarding this item and withdrew from the meeting room.

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault:

THAT the Council of Region of Queens Municipality provide grant funding to the Privateer Days Commission for eligible operating expenses of Privateer Days 2025 in the amount up to \$6,700.00 from the 2025-2026 Community Investment Fund.

MOTION CARRIED.

Councillor Wentzell returned to the meeting following the vote.

10.5 Queens Place Emera Centre Heat Pump

Moved by Councillor Fancy, seconded by Councillor Jenkins:

THAT the Council of Region of Queens Municipality approves the unbudgeted expense of up to \$100,000 to be funded from accumulated surplus for the integration of heat pumps into Queens Place Emera Center building heating system.

MOTION CARRIED.

11.0 Mayor's Report

No Mayor's Report was presented at this meeting.

A recess was taken at 7:11 p.m. The meeting was called back to order at 7:19 p.m.

12.0 Business from Members of Council

12.1 Hybrid/virtual attendance for Council and Committee Members – Deputy Mayor Charlton

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault:

THAT the Council of Region of Queens Municipality direct staff to draft a policy to support virtual/hybrid attendance for committee and council members, and to bring back the draft policy at the June 10th regular meeting of Council.

MOTION CARRIED.

12.2 Sign Installation Request from Greater Molega Lake Lot Owners Association – Councillor Jenkins

Mayor Christian and Councillor Jenkins, along with Minister Masland received an email from Greater Molega Lake Lot Owners Association (GMLLOA) requesting support to install a quantity of signs on private roads maintained by the Association. Mayor Christian and Councillor Jenkins will meet with the GMLLOA directors to seek clarification on the parameters of the request and determine whether it is appropriate to bring the matter back before Council. Mayor Christian will also speak with Minister Masland regarding the request.

13.0 Closed Session

At 7:32 p.m., it was moved by Deputy Mayor Charlton and seconded by Councillor Carver that Council move into Closed Session to discuss the following items: 13.1 – Property Matter, 13.2 – Property Matter, 13.3 – Personnel Matter, and 13.4 – Property Matter.

MOTION CARRIED.

At 9:45 p.m., it was moved by Councillor Deputy Mayor Charlton and seconded by Councillor Jenkins that Council return to the Open Session of the agenda.

MOTION CARRIED.

14.0 Adjournment

At 9:45 p.m., it was moved by Councillor Roy and seconded by Councillor Fancy that Council adjourn.

MOTION CARRIED.

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

Date Approved: _____ June 10, 2025

May 25, 2025

Mayor Christian, Council Members and CAO MacDougall,

The Village of Port Medway Community Association (PMCA) is requesting Council waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties for a musical fundraising event, Sept 20, 2025, 4pm – 10pm, at the Port Medway Lighthouse Park.

Similar to a recent past motion, PMCA will hold a two million dollar liability insurance policy for this event along with all required permits and acquire a special occasion alcohol license from the provincial government.

Before securing all permits from the province, it is important to know RQM Council's decision on our request, therefore may this item be added to the June 10th Council meeting, please?

Should you have questions, please reach out.

Thanks,

Darlene Norman
President, Village Port Medway Community Association



2025-26 Divert NS Litter Intervention Project Application Information

Project Purpose

The purpose of the project is to assist municipalities and waste authorities throughout Nova Scotia with the implementation of various litter reduction interventions that have been proven effective at reducing litter. Interventions will be based on the findings and recommendations of the recent [Divert NS litter behaviour research](#), with an overall goal to share findings and help reduce litter in the province.

1. Eligible Applicants:

Project funding is available for municipalities and waste management authorities.

2. Eligible Projects will consist of:

- Implementation of a litter reduction intervention that is based on the recommendations and findings from [Divert NS' Litter Behaviour Research project](#) and has been tested in NS and proven to be an effective tool to reduce litter. Eligible projects include:
 - Bin infrastructure that includes eye-catching and engaging elements.
 - Signage that is eye-catching and utilizes behavioural messaging techniques outlined in [Divert NS' litter behaviour research](#).
 - Prompts or nudges that guide the user to the bin.
 - See Appendix A for some examples of projects listed above.
- Projects that are not described above may be funded if the proposal includes a monitoring plan to measure effectiveness. Project eligibility will be determined by the Divert NS scoring committee.

3. Eligible costs

- Purchase of bin infrastructure or equipment.
- Print material, communications, and promotional costs.
- Travel expenses.
- Other eligible costs identified in the proposal may be considered.
- Only expenses incurred between April 1, 2025, and March 31, 2026 (“Fiscal 2026”) are eligible for reimbursement.

4. Proposal approval criteria

- Ability to deliver the project during an approved implementation period.
- Ability to share the challenges and successes of the project with other jurisdictions.
- Potential for intervention to be implemented throughout the province.
- Recognition of Divert NS' contribution in any communications about the project.

5. Application submissions:

- Applications should be sent to singraham@divertns.ca.
- Funding applications will be accepted on June 2nd, 2025, and will remain open until all funds have been committed.
- All submissions must use the provided fillable PDF application form and include a project description including all the requirements specified in the form.
- Additional supplemental documents are welcomed.
- Applications will be reviewed by Divert NS staff.
- Approved projects will have a normal budget maximum of \$3,500.
- Under special circumstances, additional funds exceeding this amount may be considered (subject to availability).

6. Final Report

At the conclusion of the project, a comprehensive final report and financial claim must be submitted to Divert NS. The purpose of the report is to effectively summarize the impact of the intervention and its outcomes. The report should include detailed information about project implementation, observations about the impact on litter levels, and the success and challenges of the project, including any insights and feedback. A report template will be provided.

7. Financial Claim Instructions

To submit payment claims to Divert NS, please follow the instructions below.

- Payment claims must state the project name, the name and title of the person making the request, and the total payment requested. In addition, the claim must include the following:
 - a) A summary of all costs being claimed, categorized as per section 4 of this document.
 - b) A copy of all suppliers' invoices.
 - c) A copy of cancelled cheques used to pay invoices.

Please note that all final claims and reports related to the project must be received no later than **March 31st, 2026**. Failure to submit the required documents by this deadline may result in the decommitment of outstanding funds and the closure of the project file at the discretion of Divert NS.

Appendix A: Examples of Eligible Projects

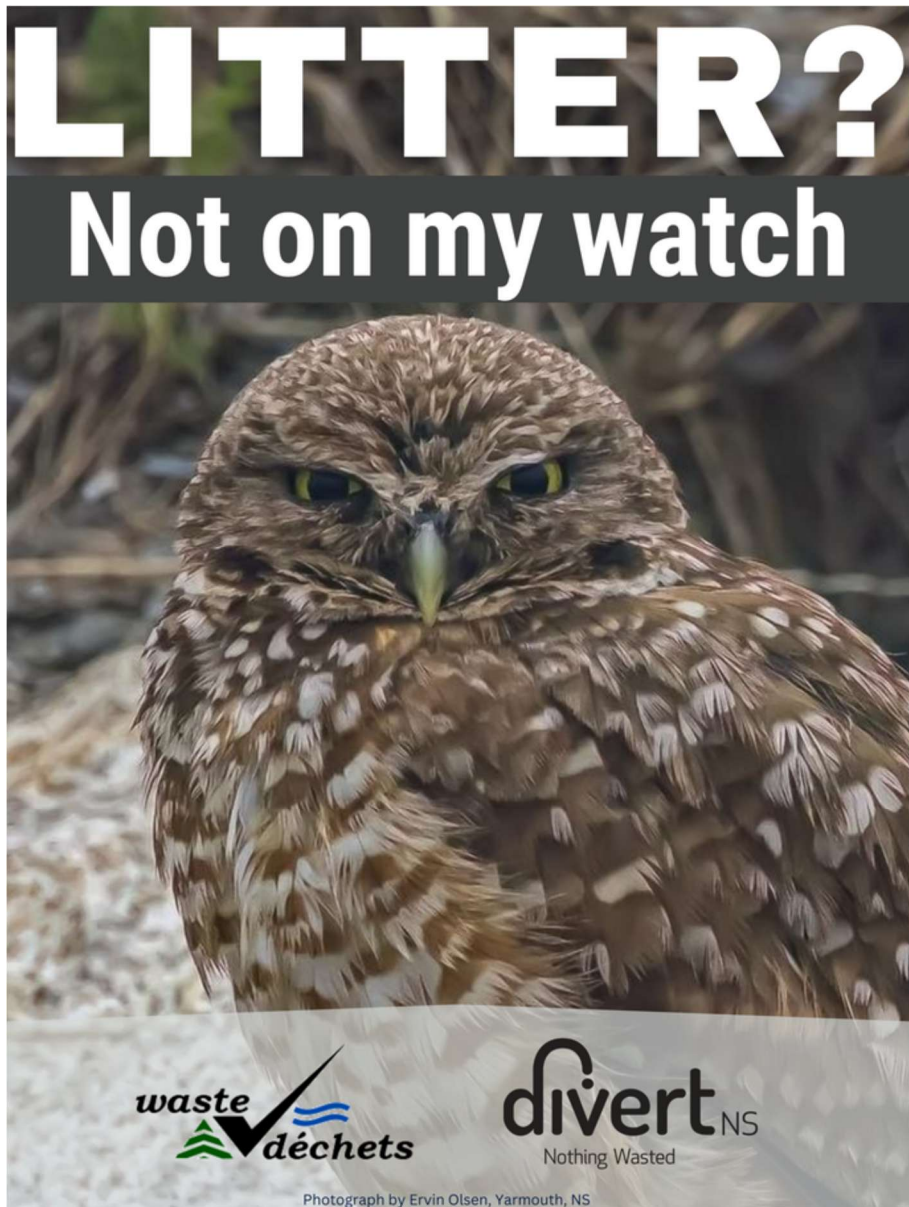


Figure 1: An example of using animals as an *'identifiable victim.'* This example also utilizes *'audience effect messaging,'* by inducing a feeling of being watched.



Figure 2: An example of a ***prompt, nudge or path*** as a guide to the garbage receptacle. This example also uses ***bright, eye-catching, and contrasting colors*** which help it stand out.

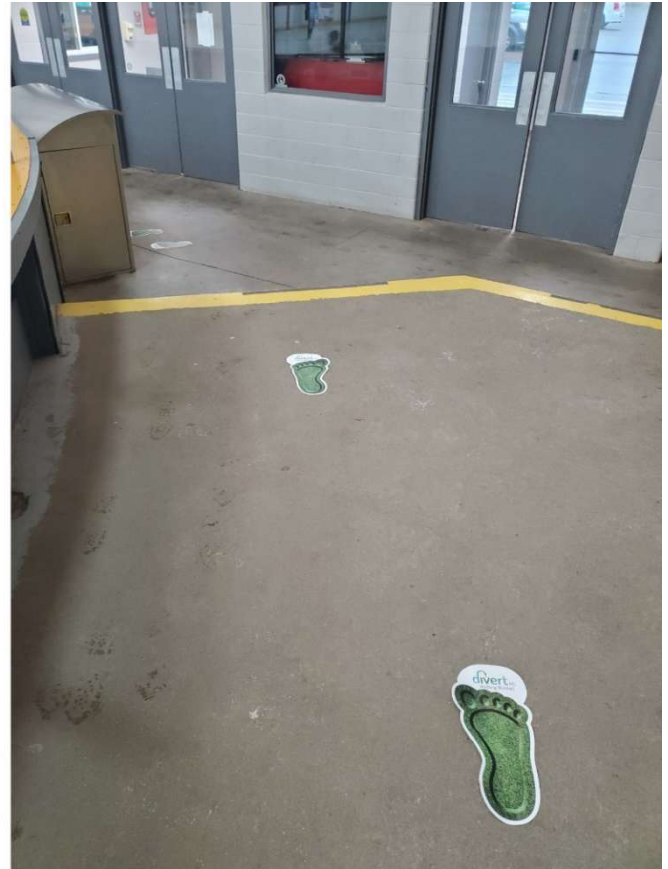


Figure 3: Another example of a ***prompt, nudge*** or ***path***.



Figure 4: Another example of using animals as an ***'identifiable victim.'***



Figure 5: An example of an *interactive* receptacle. It also uses *bright colors* to stand out.



Figure 6: This example uses '*social norms*' behavioural messaging. People are more likely to adopt a behaviour that is perceived to be the behaviour of the majority.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Date: June 10, 2025

Re: Liverpool Town Bridge Sidewalk


Background

The 'Town Bridge' spans the Mersey River in Liverpool, connecting Bristol Avenue on the north with Market Street on the south. The structure is owned by the Province and maintained under a service agreement (Appendix C) where the Province is fully responsible for the maintenance of the sub- and superstructures, while the riding surface and sidewalks are cost-shared 50% between the Province and Municipality.

During budget preparation and deliberation with Council in 2023, concerns were raised with respect to the safety of pedestrians using the sidewalk on the 'Town Bridge' as well as accessibility requirements of the connection.

Concerns at the time were founded on several criteria, such as the deteriorated surface condition of the sidewalk, the absence of a median to divide motor vehicles from pedestrians, the narrow surface and the tendency of gusty (or unanticipated) winds.

During the spring of 2023, staff worked with transportation engineers from CBCL Limited, who prepared the memo attached in Appendix B, which proposes 4 active transportation upgrade options along with an opinion of probable cost



for those options. This information was provided to Council at the regular meeting of July 11, 2023, with a request for direction on how to proceed. At that time, the initiative was essentially tabled in anticipation that a funding stream would become available.

Details

Staff are looking to move forward with this project, but need direction from Council on which option they would like to see designed:

- 1) Lane realignment
 - a. 'push' vehicular lanes to one side of the bridge
 - b. Maximize the westward sidewalk
 - c. Realign curb, gutter and sidewalks from approximately Lanes to Water Street
- 2) Exterior Corridor
 - a. Hang a dedicated structure on the exterior of the existing bridge
 - b. Remove the existing sidewalk on the north, and realign the sidewalk on the south
- 3) Separate structure
 - a. Free-standing structure spanning the Mersey River
 - b. Remove the existing sidewalk on the north, and realign the sidewalk on the south

Should Council wish to maintain the status quo with the current maintenance program, there will be no cost for design work, and the project will be cancelled. Maintenance work will continue to be funded from the operating budget.

Any proposed changes to the structure will require review and approval by the Province before construction can begin. Discussions with representatives from the Provincial department have indicated that they have no plans of upgrade for the structure at this time. Despite this, staff will continue to engage with them should Council give direction to proceed with a project that involves them.

Budget Impacts

The CIP includes \$181,749 + HST for sidewalk redesign.

Recommendation



THAT Council of the Region of Queens Municipality direct staff to proceed with the design of Option 2: Exterior Corridor

Alternatives not recommended by staff:

THAT Council of the Region of Queens Municipality direct staff to cancel design work for a new active transportation connection and maintain the current structure

OR

THAT Council of the Region of Queens Municipality direct staff to proceed with the design of Option 1: Lane Realignment

OR

THAT Council of the Region of Queens Municipality direct staff to proceed with the design of Option 3: Separate Structure

Region of Queens Municipality Staff Report

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: July 11, 2023

Re: Town Bridge AT Upgrades


Background

In 1961 a new link connecting Bristol Avenue with Market Street was constructed across the Mersey River to replace the previous bridge structure. The new bridge was designed to accommodate two lanes of vehicular traffic as well as a pedestrian sidewalk on each side, all contained within the bridge superstructure.

Commonly known as the 'Town Bridge', the 105m is owned by the Province and maintained through a cost-sharing agreement between the Municipality and Province.

Details

During Capital Budget deliberations, Engineering and Public Works requested funding to be allocated for the replacement of the bridge railings and pedestrian sidewalks. Council advised that they wanted to see interim repair work completed on the sidewalks to mitigate hazards while staff worked on a more comprehensive solution that would see the pedestrian ways be reinstated wider and potential bicycle lanes.



Engineering and Public Works engaged the services of CBCL Limited to provide a very high-level evaluation of the current configuration and identify options to promote active transportation (AT) with a wider sidewalk and potential bicycle lane and potential budget implications.

The following four options with an order of magnitude cost estimate are described further in the attached memo:

- 1) Maintain existing - \$325,000
- 2) Modify existing - \$700,000
- 3) Exterior AT Corridor - \$3,400,000
- 4) Separate AT Structure - \$4,400,000

Applicable Legislation

Budget Impacts

Discussion

Staff are requesting direction from Council on how they wish to proceed.

Communications



Memo

Date	April 26, 2023
Memo to	Adam Grant, P.Eng., Region of Queens Municipality
Project name	Town of Liverpool Bridge – AT Upgrade Options Evaluation
Project number	231065.00
Subject	Technical Evaluation Memo – Revised as per April 21, 2023 comments
From	Abdullah Khayyal, P.Eng.
Copies to	Mark MacDonald, P.Eng. ; Mark Scanlon, P.Eng.

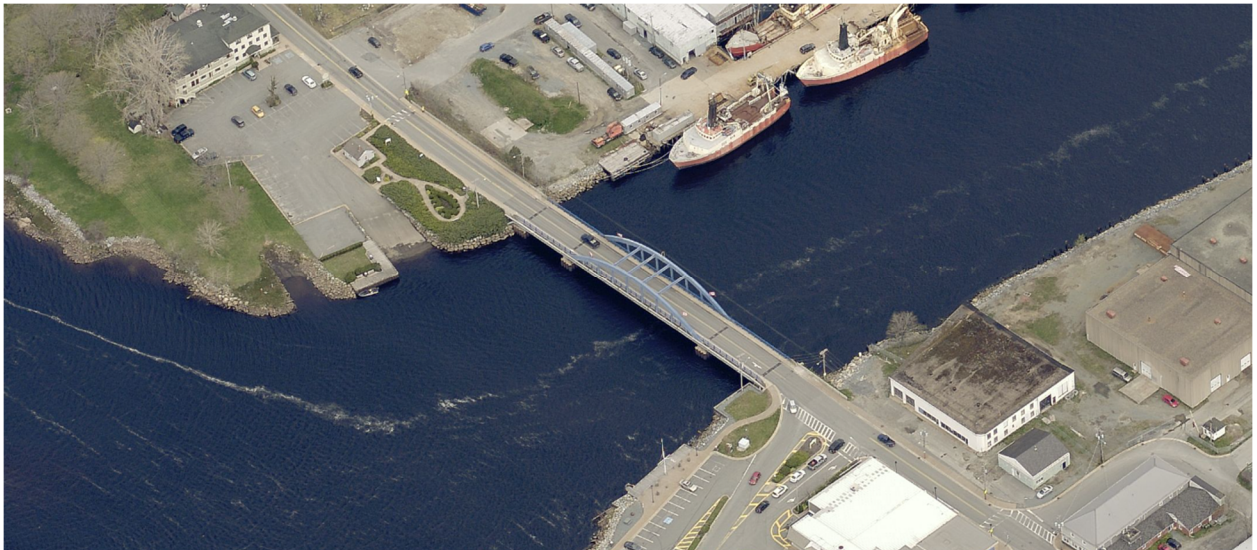
1. Introduction

On April 11, 2023, CBCL and Region of Queens Municipality had a meeting to discuss existing challenges and possible Active Transportation (AT) upgrade options for the Town of Liverpool Bridge. CBCL present were **Mark MacDonald, P.Eng.** and **Abdullah Khayyal, P.Eng.**, and the Region of Queens Municipality present was **Adam Grant, P.Eng.**

The existing bridge over Mersey River, constructed in 1958, serves as a critical transportation link in the Town of Liverpool and connects Bristol Avenue and Market Street. The bridge has a span of about 100m and a total inside width of about 9.6m. The Nova Scotia Department of Public Works inspects the structure regularly and they expect it to remain in service for at least another 50 years. The photos on the following page illustrate the bridge and its cross-section. As shown, it includes two traffic lanes (one per direction) plus a sidewalk on each side; the traffic lane and sidewalk widths are roughly 3.6m and 1.2m, respectively. There are no paved shoulders, dedicated bike lanes, or barriers to separate vehicular traffic from AT users.

Land uses on the upstream side of the bridge include a waterfront park and Lane's Privateer Inn & Restaurant. Conversely, land uses on the downstream side are primarily industrial, including port facilities and Mersey Sea Foods. Because of this, we understand the Town's preference for an upgraded AT facility to be located on the upstream side of the bridge.

We understand that maintaining one traffic lane in each direction is essential for vehicular traffic flow. However, the current bridge design does not adequately accommodate the needs of pedestrians, cyclists, and other AT users. Additionally, the railing on both sides of the bridge shows signs of deterioration. Therefore, the municipality is considering different maintenance/upgrade options for better accommodation of AT needs and improved safety for the bridge's users.



The purpose of this memo is to provide an overview of four potential upgrade options to address the Active Transportation issues, and initial engineering commentary for each

option based on available data, to support your decision-making process. Costs listed below are for capital project costs only; they do not include operations/maintenance costs, property acquisition costs, or engineering costs. These costs are very high level and are solely intended to provide the Town with general order of magnitude costs for each option. A full preliminary engineering study would be required to provide more accurate cost estimates if the municipality decides to proceed with any of these options.

2. AT Upgrade Options

The following options have been considered as potential strategies to enhance the bridge's ability to meet the needs of pedestrians and cyclists while preserving vehicular traffic flow:

- ▶ Option 1 – Maintain Existing Bridge Cross Section
- ▶ Option 2 – Modify Bridge Cross Section
- ▶ Option 3 – AT Corridor Structural Expansion
- ▶ Option 4 – Separate AT Bridge Structure

2.1 Option 1: Maintain Existing Bridge Cross Section

This option preserves the existing design and cross section of the bridge. It involves simply replacing the deteriorated railing and rehabilitating the asphalt and concrete sidewalk surfaces.

This is the lowest cost option, but it fails to address and support active transportation needs and the emerging trend toward multimodal transportation. It would be a missed opportunity to improve the bridge's infrastructure to cater to pedestrians and cyclists.

Advantages:

- Least expensive option.
- Faster construction timeline.

Disadvantages:

- Does not address the pedestrian and cyclist needs.

Order of Magnitude Cost Estimate: \$325,000

2.2 Option 2: Modify Bridge Cross Section

This option involves reconfiguring the traffic lanes and sidewalks, as well as shifting the roadway centreline eastward by 0.90m to allow for a wider multiuse path (up to 2.10m, if the existing traffic lane widths are maintained), within the constraints of the existing bridge structure, on the upstream side to accommodate pedestrian and cyclist needs (see figure 2). This option aims to balance the needs of vehicular, pedestrian, and cyclist traffic, and has the potential to improve the overall functionality of the bridge while preserving the original structure.

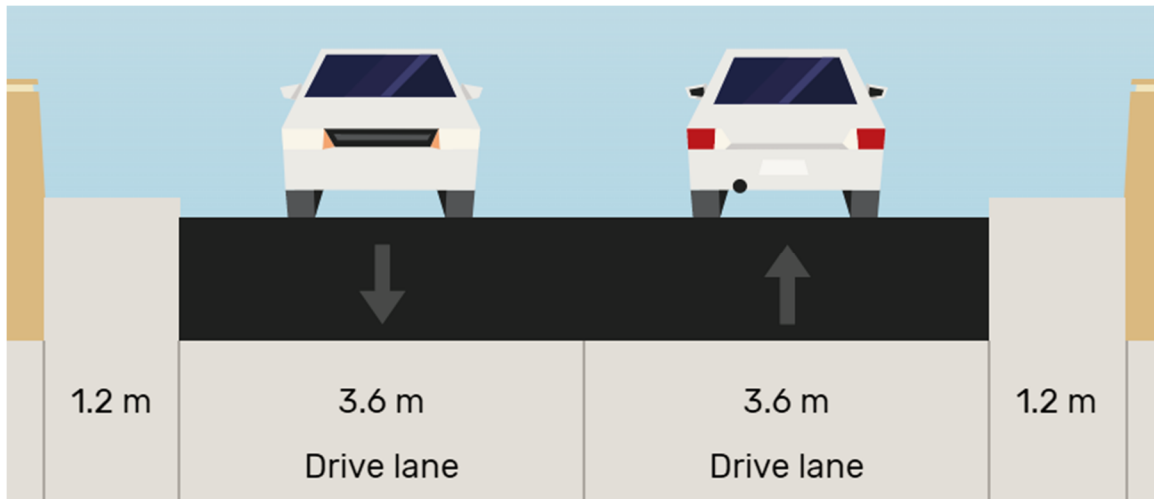


Figure 1: Bridge Cross Section – Existing (for illustration purposes only)

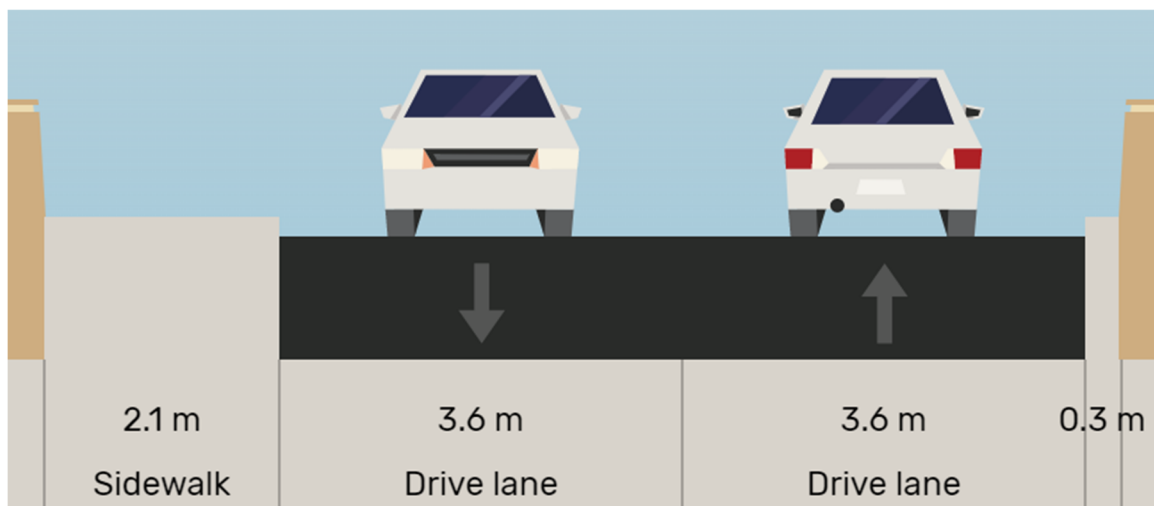


Figure 2: Modified Bridge Cross Section – Option 2 (for illustration purposes only)

However, it would be essential to assess how this change would impact traffic operations on the bridge and both its approaches.

A load evaluation of the existing structure would be required to determine if it has the capacity to withstand the dead load changes from the relocation of sidewalk concrete and traffic loads. Additionally, the roadway centerline shift would necessitate additional engineering services for design of the new transportation corridor section and its reconnection to existing roads and sidewalks on both ends. The realignment would also require updating signage, road markings, and traffic control measures to accommodate the new layout.

Based on Table 9.17.1 and Figure 9.17.1 in the TAC (Transportation Association of Canada) Geometric Design Guidelines, we anticipate the centreline shift could be done over a distance of 30m at each end of the bridge.

Advantages:

- Improves pedestrian and cyclist accessibility.
- Potentially minimal structural modifications required.

Disadvantages:

- More expensive than option 1.
- Limited by the existing bridge width, the potential 2.1m wide AT path is still significantly less than the ideal minimum width of 3.0m for a bidirectional multi-use path, and there is no space for a traffic-rated TL-4 barrier (which would occupy a width of roughly 400mm) to provide separation.
- Requires additional engineering services and roadway/sidewalk realignment to match into the existing approaches and sidewalks.
- Requires a load evaluation of the existing structure.

Order of Magnitude Cost Estimate: \$700,000

2.3 Option 3: AT Corridor Structural Extension

This option proposes adding an extension to the structure on the west (upstream) side of the bridge to accommodate an optimum width multi-use path. However, existing force main pipes would pose a conflict with any structural modifications on that side of the bridge (see figure 3).

A preliminary engineering exercise would need to be performed to establish whether the existing structure has capacity for the additional load from a cantilevered AT facility or if an additional girder-line would need to be added.



Figure 3: West side of the bridge showing the existing force main

Advantages:

- Maintains existing traffic lane width.
- Provides a dedicated space for pedestrians and cyclists.

Disadvantages:

- More expensive than options 1 and 2.
- Longer construction timeline.
- Would require structural inspection and modelling/analysis to identify any issues that could result from the unbalanced loading of adding an AT facility on one side.



Memo

- Conflicts with the existing force main on the west side of the bridge and will require further investigation.

Order of Magnitude Cost Estimate: \$3,400,000

2.4 Option 4: Separate AT Bridge Structure

This option proposes constructing a separate pedestrian bridge over the Mersey River to provide a dedicated corridor for pedestrians and cyclists without impacting the existing bridge. This new structure would be built a short distance upstream of and approximately parallel to the existing bridge.

From a transportation engineering standpoint, a separate pedestrian bridge has the advantage of providing a dedicated, safe, and attractive space for pedestrians and cyclists. It can be designed to meet current standards for accessibility, safety, and aesthetics, and would not impact the existing bridge's traffic flow. However, construction of a separate bridge requires careful consideration of the location, connection to existing pedestrian and cyclist networks, and potential impacts on the surrounding environment. In addition to the higher short-term construction costs, this option would involve long-term maintenance costs and responsibilities which should be factored into the decision-making process.

Advantages:

- No impact on the existing bridge.
- Provides a dedicated space for pedestrians and cyclists.
- Can be designed to specifically cater to pedestrian and cyclist needs.
- A separate structure would generally be viewed as more attractive to pedestrians and cyclists because they would be fully separated from moving vehicles, alleviating the safety and noise issues which are part of the experience crossing the existing bridge as an AT user.

Disadvantages:

- Most expensive option.
- Longer construction timeline.
- Additional maintenance costs.

Order of Magnitude Cost Estimate: \$4,400,000

3. Conclusion

Each of the proposed options for upgrading the Town of Liverpool Bridge has its own set of merits and disadvantages in terms of costs and functionality. In summary:

Option 1: This option offers the lowest cost and fastest timeline but does not represent a meaningful upgrade for pedestrians and cyclists.

Option 2: Modifying the bridge cross section balances the needs of vehicular, pedestrian, and cyclist traffic, but is heavily constrained by the existing bridge width and would require further engineering services and assessments of traffic operations and structural load capacity.

Option 3: Adding an AT Corridor on the side of the existing bridge would provide a dedicated space for pedestrians and cyclists but may face challenges related to the existing force main and the ability of the existing bridge structure to handle the unbalanced loading that would result. Further analyses would be needed to investigate this.

Option 4: The Separate AT Bridge option offers a dedicated and attractive space for pedestrians and cyclists without affecting the existing bridge but comes with higher costs and the need for careful planning and integration into the existing AT networks.

It is important to note that this memo provides an initial evaluation of the proposed options based on available data. A more in-depth subsequent study is recommended to fully explore the feasibility, benefits, and drawbacks of each option. This would enable a more informed decision-making process and provide more accurate cost estimates for the chosen solution.

We trust the information provided herein meets your present requirements. If you would like to discuss any aspect of this memo, or if you require any further guidance, clarification, or analysis on this matter, please do not hesitate to contact us.

Best regards,

CBCL Limited

Nova Scotia



**Department of
Transportation
and Public Works**

**Bridge Maintenance Agreement No. 22-S
Region of Queens Municipality
May 11, 1999**

SCHEDULE "A"

TRANSPORTATION AND PUBLIC WORKS

MAINTENANCE AGREEMENT NO. 22-S

THIS AGREEMENT made this 11 day of May , 1999.

BETWEEN:

**HER MAJESTY THE QUEEN in Right of Her Province of Nova Scotia,
represented by the Minister of Transportation and Public Works,
hereinafter called the "Minister",**

OF THE ONE PART

- and -

**THE REGION OF QUEEN'S MUNICIPALITY, a body corporate,
hereinafter called the "Municipality",**

OF THE OTHER PART

WHEREAS the Minister is of the opinion that the highways within the Municipality, hereinafter more particularly described, form connecting links in main highways of the Province, are main highways leading into or through the Municipality or provide a more direct route through the Municipality;

AND WHEREAS by Order of the Governor in Council made April 5, 2000 ~~1999~~, the Minister was authorized pursuant to the provisions of Section 26 of Chapter 371 of the Revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, to enter into and carry out an agreement with the Municipality as hereinafter provided for the maintenance of the said highways.

NOW THIS AGREEMENT WITNESSES that in consideration of the covenants, promises and agreements hereinafter contained to be by them observed, performed and paid, the parties mutually agree as follows:

DEFINITIONS

- 1.1 **"Bridge"** means a structure having a clear span of 3 metres or more.
- 1.2 **"Highway"** means and includes streets within the Municipality shown outlined in red on the plan attached to this agreement and more particularly described in Schedule "C", attached.
- 1.3 **"Maintenance"** means the maintaining of a bridge, and includes the cost of maintaining the bridge railing and bridge deck, including sidewalk surfaces, repaving, seal coating, pre-marking and painting centrelines, channelization lines and edge lines, but shall not including bridge lighting, snow removal, ice control or maintaining water or sewer lines. The placing of additional water and/or sewer lines on the bridge will be with written permission of the Minister. The Minister will pay the full cost of any repairs to the substructure or superstructure, not specified above, including bridge painting. The Municipality will be responsible for maintaining the bridge riding surface and the bridge rail and the cost to maintain these components will be shared equally by the Minister and the Municipality.

TERMS OF AGREEMENT

2. The Department agrees to maintain the bridges in good and proper repair, and shall arrange for the carrying out of all maintenance on the substructure and superstructure of the bridge.
- 3.1 The Municipality agrees to contribute 50% of the cost of the placement, replacement and/or repairs to traffic signs and standards dealing with the directing of through traffic only, on all former cost shared routes, identified in Schedule "C".
- 3.2 The Municipality agrees not to restrict vehicle weights and dimensions on former cost shared routes, identified in Schedule "C", without the prior approval of the Minister.
- 4.1 Notwithstanding anything contained in this agreement, the Minister shall not be liable to make any contribution for any maintenance work undertaken by the Municipality under this agreement unless the Municipality:

- (I) submits to the Deputy Minister of Transportation and Public Works specifications, estimates for each item of work required and other particulars as he may require respecting the proposed work; and
 - (ii) obtains from the Deputy Minister written consent to such work, which shall include the items of work to be cost shared and the estimated cost of each item.
- 4.2 The cost of any work required in excess of the original approved total estimated cost, plus 10%, must receive additional approval in writing from the Deputy Minister before the Minister will share in this cost.
5. The Minister will pay to the Municipality 50% of the cost of all maintenance completed in accordance with the provisions of this agreement.
6. Where it is the opinion of the Minister that the Municipality has failed to maintain the bridge as herein provided, the Minister may undertake and complete such maintenance as he deems necessary and for this purpose may employ or use any workmen, machinery and equipment required to carry out and complete such maintenance.
7. The Municipality shall pay to the Minister 50% of the cost of all maintenance done by the Minister in accordance with Paragraph 6 of this agreement within 60 days following submission of an account with the Municipality.
8. The Municipality shall, at the request of the Minister, permit anyone designated by him to inspect or audit any books, records, agreements or any other documents relating to maintenance undertaken by the Municipality under this agreement.

EFFECTIVE PERIOD

9. This agreement will be automatically renewed on an annual basis if neither party has given notice 90 days prior to the anniversary date of an intent to request a change in this agreement.

IN WITNESS WHEREOF the Minister has hereunto subscribed his hand and affixed his Seal and the Municipality has set and affixed its Corporate Seal, authenticated by the signatures of the Mayor and the Municipal Clerk, hereunto dully authorized.

SIGNED, SEALED AND DELIVERED
in the presence of:

L. Duggan
WITNESS

K. Marie Lamrock
WITNESS

K. Marie Lamrock
WITNESS

) HER MAJESTY THE QUEEN in Right of
) Her Province of Nova Scotia
)
)
)
)

Don Russell
) MINISTER OF TRANSPORTATION
) AND PUBLIC WORKS
)
)
)

) The Region of Queen's Municipality
)
)
)

C.L.A. Cooke
) MAYOR
)
)

Chris McNeill
) CLERK
)
)
)

MAINTENANCE AGREEMENT 22-S

SCHEDULE "C"

FORMER COST SHARED ROUTES WITHIN THE REGION OF QUEEN'S MUNICIPALITY

1. Bristol Avenue Extending from the eastern town Boundary to Centennial Boulevard, a distance of approximately 0.96 km
2. Market Street Extending from Centennial Boulevard to Main Street, a distance of approximately 0.18 km
3. Main Street Extending from Market Street to the northern Town Boundary, a distance of approximately 1.74 km
4. Old Port Mouton Rd Extending from Main Street to Payzant Street, a distance of approximately 0.13 km
5. Payzant Street Extending from Old Port Mouton Road to White Point Road, a distance of approximately 0.43 km
6. White Point Rd. Extending from Payzant Street to the western Town Boundary, a distance of approximately 1.09 km
7. Waterloo Street Extending from Payzant Street to School Street, a distance of approximately 0.80 km
8. School Street Extending from the southern Town boundary to Main Street, a distance of approximately 0.64 km
9. Milton Road Extending from the northern Town Boundary to Bristol Avenue, a distance of approximately 0.30 km

try to
ortho of

Liverpool

Kejimkujik
Drive
(Tk. 8)

Milton

Highway 103

Halifax
Bridgewater

Yarmouth
Shelburne



Lighthouse route
Beach Meadows

Lighthouse
Route
Summerville

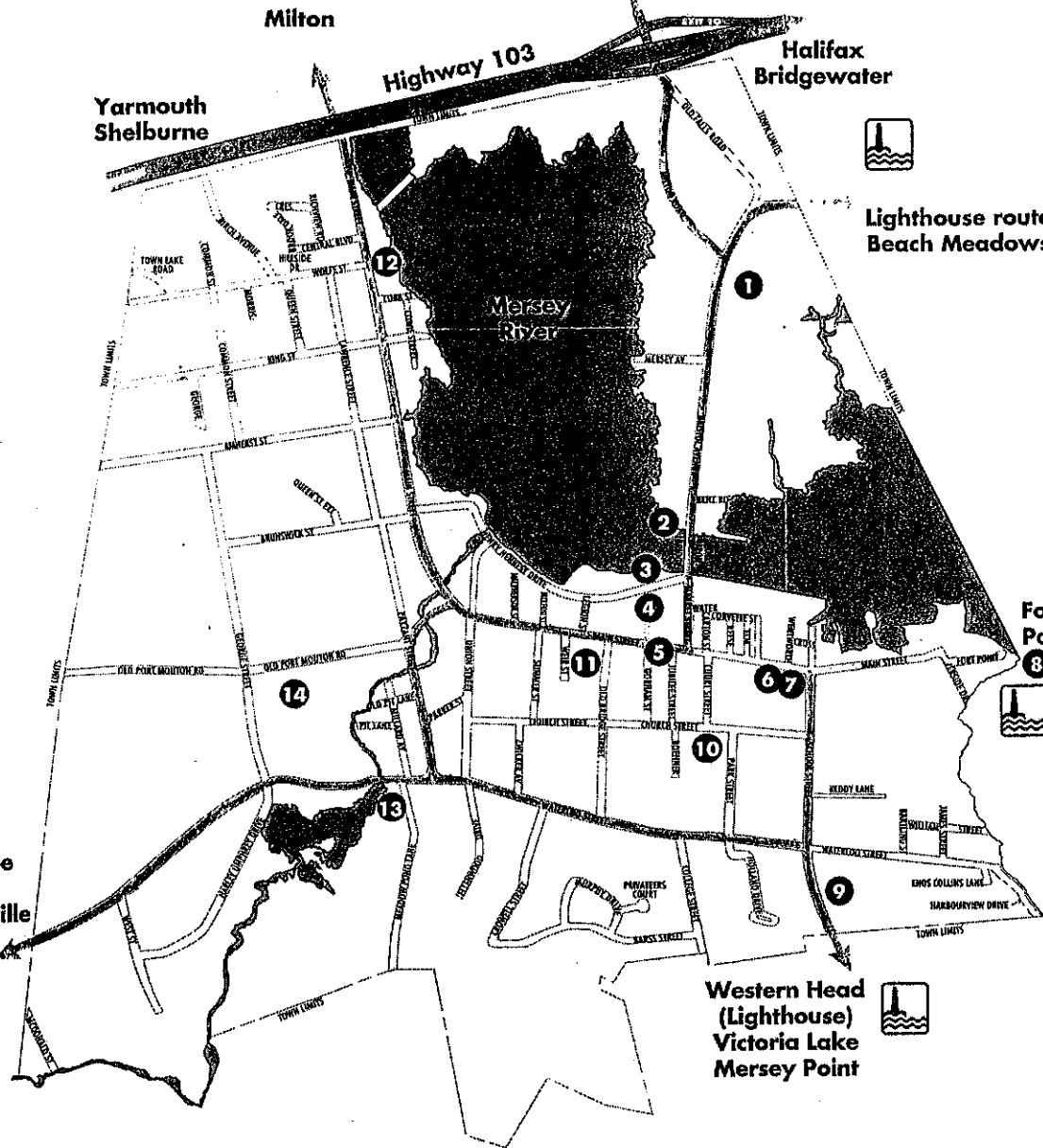


(Tk 3)

Fort Point
Park



Western Head
(Lighthouse)
Victoria Lake
Mersey Point



SCHEDULE "B"

REGION OF QUEENS MUNICIPALITY

RESOLUTION OF COUNCIL

The following resolution was passed at a meeting of the Council of the Region of Queens Municipality on the 20th day of December A.D., 1999.

It was moved by Councillor Dobson and seconded by Councillor Cushing:

THAT the Council of the Region of Queens Municipality approve signing the draft maintenance agreement with the Nova Scotia Department of Transportation and Public Works for the maintenance of bridges on cost-shared streets.

MOTION CARRIED.

I certify that the above resolution was passed at a duly called meeting of the Council of the Region of Queens Municipality on the 20th day of December A.D., 1999.



Regional Clerk

Report and Recommendation to the Executive Council




Number:
Dept.:
Date:

SUBJECT: Aid to Towns - Region of Queen's Municipality

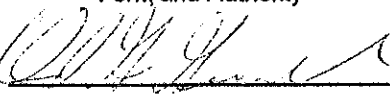
SUBMITTED BY: Honourable Ron Russell, Minister of Transportation and Public Works

PREPARED BY: Bernie Clancey, Program Management Engineer

DEPUTY MINISTER: Mr. Howard Windsor  3.16.00

APPROVALS

ATTORNEY GENERAL
Approved as to
Form and Authority



SUMMARY:

The undersigned requests approval of the Governor in Council to enter into and carry out an agreement to share the costs of bridge maintenance within the Region of Queen's Municipality.

THIS REQUEST HAS NO Y2K IMPACT

REGISTRAR OF REGULATIONS
Approved as to Form

Date _____

The undersigned has the honour to refer to subsections 26(1) and (2) of Chapter 371 of the Revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, which read as follows:

The undersigned has the honour to report that the Region of Queen's Municipality has requested that the Minister enter into an agreement with the Municipality relating to work on certain highways within the Municipality which work is specified under Maintenance Agreement No. 22-S, dated the 11 day of May 1999, which agreement is attached to and forms part of this report and recommendation as Schedule "A", and is shown on a Plan which is attached to and forms part of this report and recommendation as Schedule "B".

The undersigned has the honour to report that the highway referred to above forms a connecting link in a main trunk highway of the Province, or is a main highway leading into or through the Municipality.

The undersigned therefore has the honour to recommend that the Governor in Council be pleased to make an order in the following form or to like effect:

The Governor in Council on the report and recommendation of the Minister of Transportation and Public Works, dated the 16 day of *Mar*, 2000, pursuant to Section 26 of Chapter 371 of the Revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, is pleased to approve of the Minister entering into an agreement with the Region of Queen's Municipality relating to work on certain highways within the Municipality, which work is specified in Maintenance Agreement No. 22-S, dated 11 day of May 1999, set out in Schedule "A", the location of which is set out on a plan marked Schedule "B", which schedules are attached to and form part of the report and recommendation.

Respectfully submitted,





**Executive
Council**

*Certified to be a true copy of an Order of His Honour the
Lieutenant Governor of Nova Scotia in Council made
April 5, 2000.*

2000-141

The Governor in Council on the report and recommendation of the Minister of Transportation and Public Works dated March 16, 2000 pursuant to Section 26 of Chapter 371 of the Revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, is pleased to approve of the Minister entering into an agreement with the Region of Queen's Municipality relating to work on certain highways within the Municipality, which work is specified in Maintenance Agreement No. 22-S dated May 11, 1999, set out in Schedule "A", the location of which is set out on a plan marked Schedule "B", which schedules are attached to and form part of the report and recommendation.

A handwritten signature in black ink, appearing to read 'J. Spurr', with a long horizontal line extending to the right.

JAMES G. SPURR
CLERK OF THE EXECUTIVE COUNCIL

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Date: June 10, 2025

Re: Municipal Services Building/Liverpool Fire Hall HVAC

Background

The Region of Queens Municipality owns the property at 520 Main/ 191 Henry Hensley Drive in Liverpool, known as the Municipal Services Building (MSB). The MSB is a multi-use facility roughly 30m X 50m which is split into the following sub-areas:

- Liverpool Volunteer Fire Department Apparatus Bay
- Liverpool Volunteer Fire Department Auditorium and Comfort Center
- Liverpool Volunteer Fire Department Training and Meet Space
- Queens Place Events Storage Area
- Department of Infrastructure – Grounds Division Base

At the March 11 Regular Council meeting the following motion was made:

“THAT the Council of the Region of Queens direct staff to provide a report with a cost benefit analysis, and detailing costs and timeline to transition the Liverpool Fire Hall heating system to heat pumps.”

The Municipal Services Building is also one of several established comfort centers in the Municipality which routinely provides amenity services during power outages or other. In recent years, the facility has struggled to accommodate persons during times of warm weather as the auditorium is stuffy and uncomfortable. The outcome of recommendations from this viability study would seek to accommodate persons all year round.



Details

Staff have worked with DUMAC Energy Limited to develop the attached proposal to address Council's motion. The proposal has the follow two major objectives:

- 1) Cooling – Auditorium, office and training spaces
- 2) Supplemental Heating – Entire Facility

As part of the work, DUMAC will visit the site and complete energy modelling to identify a solution including an opinion of probably cost and payback period

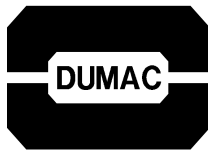
Staff have worked with DUMAC on numerous other projects of this nature and are confident in their capability.

Budget Impacts

The cost of this study is \$15,750 + HST and is suggested to be funded out of the accumulated surplus.

Recommendation

THAT Council of the Region of Queens Municipality approves the unbudgeted expense of \$15,750 to be funded from accumulated surplus for a Heat Pump Viability Study at the Municipal Services Building.



DUMAC ENERGY
LIMITED

CONSULTING ENGINEERS

SUITE 210 752 BEDFORD HIGHWAY HALIFAX N.S. B3M 2L9 TEL. (902) 457-1300 FAX. (902) 457-1777

May 22, 2025

Region of Queens Municipality
142 Hank Snow Dr.
Liverpool, NS B0T 1K0

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

RE: RQM Municipal Services Building/Fire Station Heat Pump Viability Study
Mechanical and Electrical Consulting Engineering Services

Dear Mr. Grant;

As per your recent emails we understand that you would like us to undertake an assessment of the existing Heating Ventilation and Air Conditioning (HVAC) system at the RQM Municipal Services Building/Fire Station and to make recommendations for the integration of heat pumps. Based on our initial discussions, the building is equipped with an oil-fired hot water heating system and there are no mechanical ventilation or air conditioning systems currently installed. We understand that you would like to retain our services to study the existing building and systems and to make recommendations for upgrade using heat pump technology with a focus on the following objectives:

1. Provide cooling in the Auditorium Space, Work Storage and Upstairs Rooms (103,113) and all of the second-floor offices.
2. Supplement heating throughout the building to offset oil usage.

Based on this we feel our scope of work will include the following key items:

1. Visit the site to review the existing conditions.
2. Undertake Energy Modeling of the existing building and its systems to assess the impact of adding heat pumps for supplemental heating and cooling.
3. Provide a recommendation for the proposed system to provide supplemental heating by heat pumps to offset building oil usage.
4. Provide a recommendation for a proposed system to provide mechanical cooling for the spaces noted.
5. Undertake high level review of the electrical system and its capacity to support the upgrades.
6. Provide a high-level estimate of probable cost for the proposed solution. Note if a detailed cost estimate is required, we would need to retain the services of a cost consultant.
7. Calculate a simple payback based on the modeled results and estimates of probable cost.
8. Prepare a report on the findings and recommendations.

We are prepared to offer our Mechanical and Electrical consulting services for a lump sum fee of **\$15,750.00 (Taxes Extra)**. Note that this fee does not include assessing the existing mechanical ventilation systems or the impact of adding these systems to the building's energy consumption.

Mr. Adam Grant
Director of Engineering and Public Works
Region of Queens Municipality
RQM Municipal Building/Fire Station Heat Pump Viability Study
Page 2

The Full-Service fee includes all the usual engineering services we normally provide. We have, however, not included the following in our scope of work, and have therefore made no allowance in our fee estimate for their associated costs:

1. Engineering other than mechanical and electrical.
2. Assessment of Mechanical Ventilation Rates.
3. Site Services Engineering.
4. Quantity Surveying.
5. Printing of reports and contract sets of documents.
6. Hazardous Materials Survey and Mitigation.
7. Working with third party incentive organizations such as Efficiency Nova Scotia.
8. Architectural and structural engineering services.
9. Applicable Government Taxes.
10. Out of pocket expenses.

Thank you for considering our Firm for this project. Please note that we will need to schedule this work throughout the Summer with the anticipated draft delivery at the end of August and final report delivered in the first week of September.

Yours truly,



Mark Eisnor, P. Eng.
DUMAC ENERGY LIMITED

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Steve Burns, Community Economic Development Officer

Date: June 10, 2025

Re: Request for Waiver of Policy 58 – Consumption of Alcohol on Municipal Property - Port Medway Lighthouse Park

Background

The Village of Port Medway Community Association, registered and active on the Nova Scotia Registry of Joint Stocks, is currently in the planning stages to host a 1-day community event on Saturday September 20th, 2025, in Port Medway.

The Request for Waiver of Policy 58 – Consumption of Alcohol on Municipal Property, in this instance would apply to Port Medway Lighthouse Park. This approval would enable the organizers to move forward. They currently have the facility permissions to use Port Medway Lighthouse Park in place.

The event under consideration will promote the area of Port Medway as a destination. Activity will include music, promoting local culture, as well provide local business added exposure and opportunity.

Details

The event will be scheduled to take place Saturday September 20th, 2025, in Port Medway. The association plans to offer alcohol as an option at the event.

Among the requirements of approval under Policy #58 – Consumption of Alcohol on Municipally Owned Properties is the provision of a least \$2,000,000 liability insurance with Region of Queens Municipality listed as additional insured. The insurance policy must directly reflect the acknowledgement of the sales and serving of alcohol at this site. In addition, the appropriate liquor license must

be obtained from Service Nova Scotia – Alcohol, Gaming, Fuel & Tobacco, and all necessary precautions as deemed necessary followed.

The Association must provide a copy of the insurance policy and the appropriate permit a minimum of 10 days prior to the start date of the event for review as well as supply an adequately prescribed plan detailing areas of alcohol consumption and security measures in place.

Budget Impacts

There will be no budget impact resulting from this request.

Communications

Staff will communicate the decision of Council with the representative of the organization verbally and via email.

Recommendation

For Discussion

THAT Council of the Region of Queens Municipality agree to waive Policy #58 – Consumption of Alcohol on Municipally Owned Properties as requested by the Village of Port Medway Community Association for an event located at Port Medway Lighthouse Park, Saturday September 20th, 2025;

AND THAT the applicant is required to submit the required proof of insurance, no less than \$2,000,000 liability per occurrence, with Region of Queens Municipality as additional insured, and a copy of the in-effect liquor license from Service Nova Scotia – Alcohol, Gaming, Fuel & Tobacco. All municipal, provincial and federal laws are to be strictly adhered to.

Region of Queens Municipality Staff Report

To: Mayor and Council

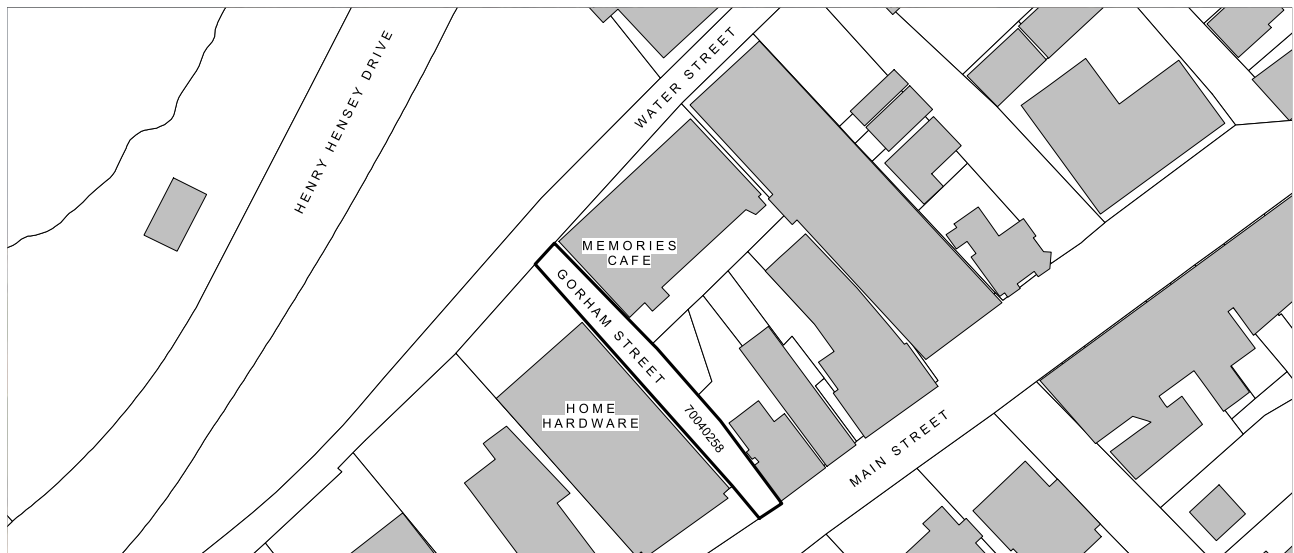
From: Mike MacLeod, Director of Land Use

Date: June 10, 2025


Re: Easement on Gorham Street in Liverpool

Background

Staff have received a request from Nova Scotia Power Inc. seeking to obtain an easement over a portion of Gorham Street in Liverpool. A copy of a draft easement agreement is attached as Appendix A.



Details



Nova Scotia Power is in the process of upgrading some its infrastructure in the vicinity of Water Street and Gorham Street in Liverpool, which includes the installation of new poles and running new power lines. The proposed upgrades will have the lines extend over a portion of land owned by the Region of Queens Municipality identified as PID# 70040258 (part of the Gorham Street right-of-way). Refer to map attached as Appendix B.

The Region's Infrastructure Department has reviewed the request and did not identify any potential concerns with this request.

Applicable Legislation

Municipal Government Act

Budget Impacts

No budget impacts

Recommendation

THAT the Council of the Region of Queens Municipality enter into an easement agreement with Nova Scotia Power Incorporated for the purpose of installing and maintaining a new power distribution line over municipal property identified as PID# 70040258;

AND THAT any costs incurred in this transaction be borne by Nova Scotia Power Incorporated.

Communication

Nova Scotia Power Incorporated will be advised of Council's decision.



Appendix A

THIS GRANT OF EASEMENT made as of _____, 2025.

BETWEEN:

REGION OF QUEENS MUNICIPALITY, a body corporate

(the "Grantor")

- and -

NOVA SCOTIA POWER INCORPORATED,

a body corporate

("NSPI")

WHEREAS:

1. The Grantor is the owner of a certain property located at Gorham Street, Liverpool, in the County of Queens, Province of Nova Scotia as described in the deeds recorded at the Registry of Deeds for Queens County as Document No. _____, and more particularly identified as Property Identification Number (PID) 70040258 (the "Lands").
2. NSPI wishes to secure a distribution easement over a portion of the Grantor's lands.

WITNESSETH that in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants to NSPI the free and uninterrupted right, privilege, liberty and easement in perpetuity over, under and through a strip across the Lands as outlined on the sketch attached hereto as Schedule "A" (the "Easement") to do the following:
 - (a) inserting, laying, erecting and maintaining a line of poles and wires with all necessary foundations, excavations, anchors and guy wires (collectively the "Distribution Line"), for the purpose of conveying electric power and energy in all forms, as well as any and all other communication or other signals capable of being transferred over, under, through and across the Easement;
 - (b) to clear or remove in any manner deemed expedient by NSPI, all vegetation, brush, trees, and other obstructions and impediments to construction, excavation, and maintenance of the Distribution Line upon the Easement and to use any method deemed expedient to keep the Easement clear of trees, vegetation, brush, or other obstructions, and to remove any such trees, vegetation or brush beyond the limits of the Easement that are deemed a potential hazard to or affect the Distribution Line or the purposes of the Easement;

- (c) to enter upon and across the Easement from time to time with vehicles, machinery, equipment and materials as deemed expedient for any purpose whatsoever to fulfill the privileges granted herein;
 - (d) to enter upon any portion of the Lands, immediately adjacent to the Easement, from time to time to access the Easement and as may be reasonably required by NSPI to carry out any of its rights and privileges as herein granted;
 - (e) to generally to do all acts necessary to exercise the rights and privileges granted herein together with all rights and privileges necessarily ancillary thereto.
2. The Grantor hereby covenants and agrees with NSPI that it **will not**:
- (a) excavate, drill, install, erect, construct, or permit to be excavated, drilled, installed, erected, or constructed on, under or over the Easement, any foundation, building or other structure or installation, pile material or plant any growth upon the Easement that, in the opinion of NSPI, may interfere with or endanger the Distribution Line;
 - (b) disturb or otherwise interfere with the Distribution Line or the Easement;
 - (c) plant or establish within the Lands, including the Easement, any trees, shrubs or other vegetation which could encroach and interfere with the Distribution Line or the Easement at any time unless previously consented to by NSPI; or
 - (d) remove, damage or retard in anyway, any vegetation established within the Easement as part of the management of the Easement without prior written permission from NSPI;

provided that it is acknowledged by the Grantor herein that should it be in breach of any of the foregoing that NSPI, in its discretion, shall be entitled to remedy the breach at the sole cost of the Grantor.

Notwithstanding the foregoing, the Grantor may install a culvert within the easement and build a driveway within the easement for the purposes of accessing the Lands, provided NSPI shall not be required to remove, reposition or adjust any of its equipment to accommodate the driveway or culvert and provided the construction or the culvert and driveway in no way impact the equipment. Nothing herein shall restrict the Grantor from developing the Lands provided said development in no way impacts the rights herein conveyed.

- 3. The Grantor represents and warrants to NSPI that the Grantor has good title in fee simple to the Lands and that the right to grant the Easement as hereby granted. The Grantor will procure any such further assurances as may be reasonably required.
- 4. The Grantor agrees that NSPI may authorize any other utility, service provider, or communications distributor, including without limiting, cable television undertakings or

telecommunications carriers, to exercise the easement rights hereby granted and to share the use of the Distribution Line within the Easement.

- 5. This Agreement shall enure to the benefit of and be binding upon the parties hereto, other persons authorized from time to time by NSPI, and all parties' respective heirs, administrators, executors, successors and assigns.
- 6. This Agreement shall be read with all change of number and gender required by the context.

IN WITNESS WHEREOF the Grantor has duly executed this Grant of Easement the day and year first above written.

REGION OF QUEENS MUNICIPALITY

_____)	
WITNESS)	<u>Per:</u> _____
_____)	Name: _____
_____)	Title: _____
_____)	
_____)	<u>Per:</u> _____
WITNESS)	Name: _____
_____)	Title: _____

PROVINCE OF NOVA SCOTIA

I, _____, a Notary Public/Commissioner of Oaths for the Province of Nova Scotia, duly authorized and commissioned, residing and practising at _____, in the said Province, hereby certify that on the _____ day of _____, 2025, before me, the subscriber personally came and appeared, a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that **REGION OF QUEENS MUNICIPALITY**, one of the parties thereto, signed, sealed and delivered the same in his/her presence.

IN WITNESS WHEREOF, I have hereto my
Hand and Notarial Seal of Office
subscribed and set at
in the Province of Nova Scotia
This _____ day of _____, 2025

My Commission expires: _____

PROVINCE OF NOVA SCOTIA

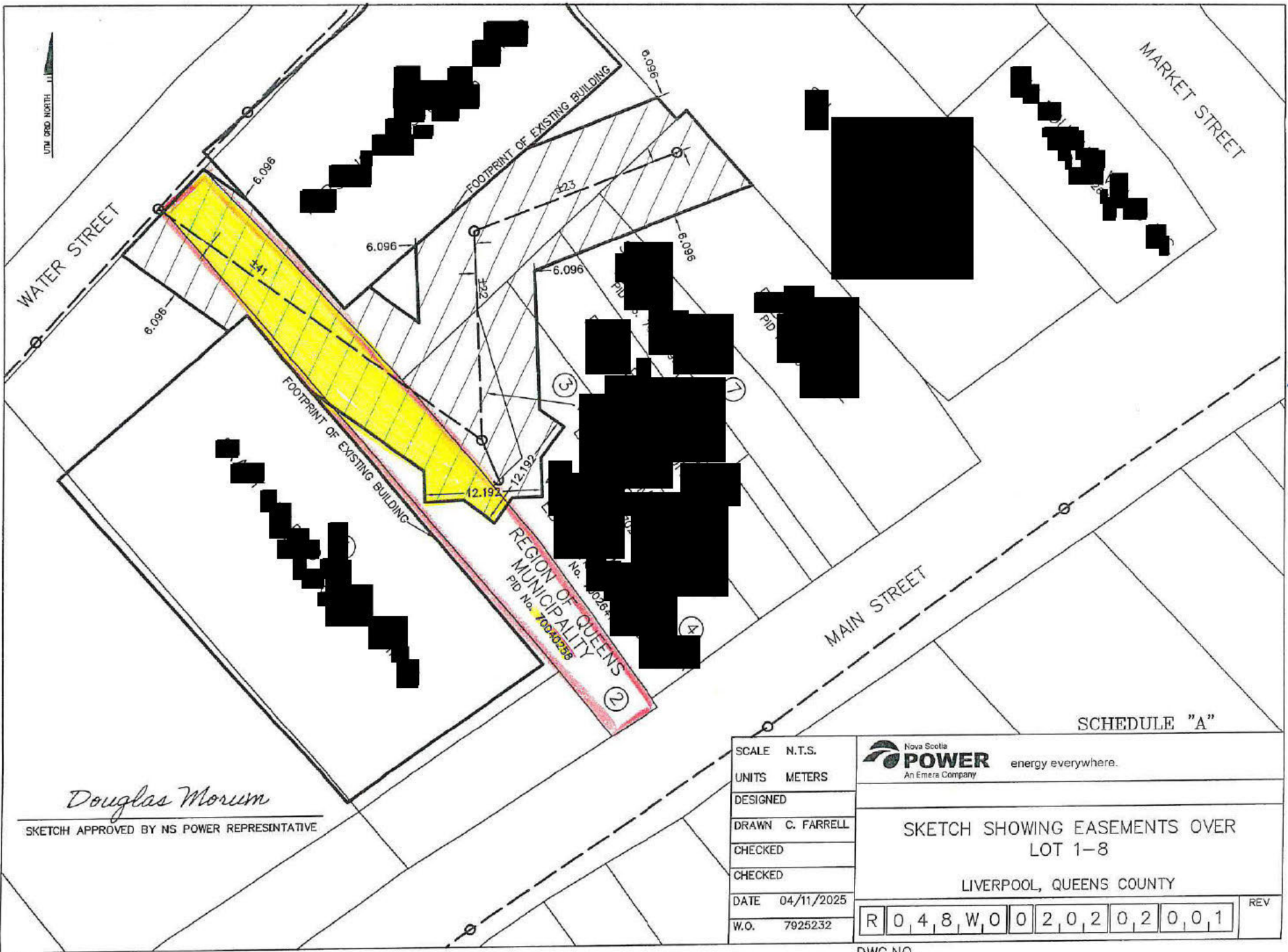
I, _____, a Notary Public/Commissioner of Oaths for the Province of Nova Scotia, duly authorized and commissioned, residing and practising at _____ in the said Province, hereby certify that on the _____ day of _____, 2025 **REGION OF QUEENS MUNICIPALITY**, one of the parties in the foregoing Indenture, signed and executed the said Indenture in my presence and I have signed as a witness to such execution.

IN WITNESS WHEREOF, I have hereto my
Hand and Notarial Seal of Office
subscribed and set at
in the Province of Nova Scotia
This _____ day of _____, 2025

My Commission expires: _____

ADDENDUM

The following additions/deletions to this easement have been agreed to by the Grantor(s) and NSPI:



Appendix B

Douglas Morum
 SKETCH APPROVED BY NS POWER REPRESENTATIVE

SCALE	N.T.S.
UNITS	METERS
DESIGNED	
DRAWN	C. FARRELL
CHECKED	
CHECKED	
DATE	04/11/2025
W.O.	7925232

SCHEDULE "A"

Nova Scotia POWER
 An Emera Company energy everywhere.

SKETCH SHOWING EASEMENTS OVER
 LOT 1-8

LIVERPOOL, QUEENS COUNTY

R	0	4	8	W	0	0	2	0	2	0	2	0	0	0	1	REV
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	-----

DWG.NO.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Mike MacLeod, Director of Land Use

Date: June 10, 2025

Re: System of Municipal Fire Inspections Policy

Background

The Nova Scotia Fire Safety Act sets out that a municipality shall establish a system shall establish a system for carrying out fire inspections. Specifically, Section 19 (1)(a) sets out that:

(1) A municipality shall:

(a) establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;

Section 14 of the Nova Scotia Fire Safety Regulations established that:

Responsibility of municipality to inspect

- 14 (1) *A municipality must inspect an assembly occupancy (Group A) once every 3 years.*
- (2) *A municipality must carry out a system of fire inspections on all buildings containing the following occupancies:*
- (a) a residential occupancy (Group C) that has more than 3 units and is not regulated under the Homes for Special Care Act;*

- (aa) a residential occupancy (Group C) that meets all of the following conditions:
 - (i) it has 3 or fewer units,
 - (ii) is not regulated under the Homes for Special Care Act,
 - (iii) the municipal fire inspection office has received a complaint that a fire or life safety issue exists in the building from a representative of one of the following:
 - (A) a Provincial government department or agency,
 - (B) a fire department with jurisdiction over the property,
 - (C) a police agency with jurisdiction over the property;
- (b) a business and personal services occupancy (Group D);
- (c) a mercantile occupancy (Group E); and
- (d) an industrial occupancy (Group F).

Details

While the Region of Queens Municipality has established an informal process for carrying out fire inspections in accordance with the Regulations, this process has never been formally identified in writing. In discussions with our partner municipalities under the Shared Building Inspections Services, it was felt that this process should be formally set out in policy. A draft copy of a policy respecting System of Municipal Fire Inspections is attached as Appendix A for Council's consideration.

Applicable Legislation


Fire Safety Act

Budget Impacts

No budget impacts

Recommendation

That Council of the Region of Queens Municipality receive the report titled *System of Municipal Fire Inspections* for information;



And That Council, at its June 24, 2025 meeting; give consideration to approving Operational Policy 97 respecting System of Municipal Fire Inspections.

Appendix A

Region of Queens Municipality Operational Policy 97 System of Municipal Fire Inspections

General Statement of Policy:


1. It shall be the policy of Region of Queens Municipality to establish a system for carrying out municipal fire inspections pursuant to the Nova Scotia Fire Safety Act (Act) and the Nova Scotia Fire Safety Regulations (Regulations).

Title:

2. This Policy is entitled the "System of Municipal Fire Inspections".


Definitions:

3. In this Policy, the following definitions shall apply:
 - a. **ASSEMBLY OCCUPANCY (GROUP A)**, means the Assembly Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time.
 - b. **RESIDENTIAL OCCUPANCY (GROUP C)**, means a Residential Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - c. **BUSINESS AND PERSONAL SERVICE OCCUPANCY (GROUP D)**, means a Business and Personal Service Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - d. **MERCANTILE OCCUPANCY" (GROUP E)**, means a Mercantile Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time ;.
 - e. **INDUSTRIAL OCCUPANCY (GROUP F)**, means an Industrial Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - f. **MUNICIPAL FIRE INSPECTOR**, means a person appointed by the Municipality as a Municipal Fire Inspector pursuant to Fire Safety Act, Chapter 6 of the Acts of 2002, as amended from time to time;
 - g. **FIRE SAFETY ACT**, means "An Act to Promote and Encourage Fire Safety", Chapter 6 of the Acts of 2002, Nova Scotia, as amended from time to time, and any other successor legislation;

- 
- h. **FIRE SAFETY REGULATIONS**, mean the “Regulations Respecting Fire Safety made by the Governor in Council pursuant to Section 51 of Chapter 6 of the Acts of 2002, the Fire Safety Act, as amended from time to time;
 - i. **COUNCIL**, means the Council of the Region of Queens Municipality.

Policy Regulations:

- 4. Pursuant to Section 19 of the Act, this Policy establishes a “System of Municipal Fire Inspections” to provide for compliance with that Act and the Regulations and that recognizes municipal resources, geography and priorities based upon a risk assessment.
- 5. Pursuant to Section 19 of the Act, the Municipality shall appoint one or more Municipal Fire Inspectors, who shall carry out the System of Municipal Fire Inspections in accordance with the requirements of the Act and Regulations
- 6. Pursuant to Section 4. of this Policy, Council hereby establishes the following “System of Municipal Fire Inspections”:
 - a) Assembly Occupancies (Group A):
As per Section 13 of the Regulations.
 - b) Residential Occupancies (Group C):
 - i) Buildings with more than three units, and not regulated under the Homes for Special Care -
Buildings will be inspected every 3 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - ii) Buildings with three units or less -
Buildings will be inspected only upon receipt of the written request of an owner, and only if the inspection to be conducted is not for insurance purposes, or upon the Municipal Fire Inspector obtaining a warrant allow such inspection pursuant to Section 24 of the Act.
 - iii) Inspection of wood stoves -
Wood Stoves will only be inspected upon receipt of the written request of an owner, and only if the inspection to be conducted is not for insurance purposes.

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- c) Mercantile Occupancies (Group E):
Buildings will be inspected every 5 years, unless the Municipal Fire Inspector deems that to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - d) Business and Personal Service Occupancies (Group D):
Buildings will be inspected every 5 years, unless the Municipal Fire Inspector deems that, to reduce the risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - e) Industrial Occupancies (Group F):
Buildings will be every 5 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

7. Failure to Comply with Order -

- a) Summary Conviction -
Where the owner of a building, land or premises fails to comply with an Order to Comply issued by the Municipal Fire Inspector, the Municipal Fire Inspector may take action as set out in Section 44 of the Act.
- b) Carrying on Matters not done by Owner -
Pursuant to the Act, and subject to the approval of the Fire Marshall and Chief Administrative Officer, where an owner of a building, land or premises fails to comply with an Order issued by the Municipal Fire Inspector, the Municipal Fire Inspector may carry out, or cause to be carried out, an Order.

Adopted by council:

Region of Queens Municipality Staff Report

To: Council members

From: Heather Cook, Acting Municipal Clerk/Communications Officer
Steve Whynacht, Manager of Information Technology

Date: June 10, 2025


Re: Draft Policy – Hybrid/Virtual Meeting Attendance

Background

At the May 27, 2025 Regular Council meeting, Council approved a motion directing staff to draft a policy to support virtual/hybrid attendance for committee and Council members, and to bring back the draft policy at the June 10th regular meeting of Council. During the discussion, policies regarding virtual meetings from three other Municipal units were provided to staff and Council members as examples of how some other municipalities handle hybrid and virtual meetings.

Soon after the global pandemic of 2020 began, and in-person meetings and gathering of people were discouraged, the Municipal Government Act (MGA) added provisions to enable Council meetings to be held virtually. Section 19A (1) of the MGA notes parameters to adhere to in if a virtual meeting is to be held. The first condition is that a procedural policy of Council be in place; the MGA also addresses public notice of virtual meeting, as well as that meeting participants must be able to see and hear each other during the meeting, and that the public be able to see and hear meeting participants.

Details



In reviewing three Municipalities policies for provisions regarding hybrid and/or virtual meetings, staff recognized that there a variety of things to consider when considering creating a policy.

In light of the brief timeline to return with a draft policy and report to Council, one possible option to establish a procedural policy to allow virtual and hybrid meetings would be to revise Administrative Policy 23: Respecting Regular Meetings of Council. This is how the County of Annapolis has dealt with virtual meetings, and allows the hybrid option.


Traditionally, when developing a new policy, staff look to a variety of other municipal units in Nova Scotia and across Canada for best practices and for situations that are comparable or adaptable to Region of Queens Municipality.

Developing a policy for fully virtual meetings will be fairly straightforward, as staff have the past experience of several months during the pandemic to draw upon, during which time all Council meetings were held using online meeting software, which complied with the Municipal Government Act.

There are additional considerations in holding a hybrid meeting, which involves more in-depth research and testing to develop a report and detailed draft policy to encompass both hybrid and full virtual meetings. There may be additional equipment required to enable meeting participants and the public to see one or more people taking part virtually, and consideration given to how votes will be held, questions from Council will be addressed, and how to handle presentations during a hybrid meeting.

Implementing a policy at present may put the practice of beginning hybrid meetings ahead of the available technology. With that in mind, there are several choices Council can choose from.

1. receive the report and provide further direction to staff.
2. **(Staff recommends this option)** Receive the report and direct staff to return to the next Regular Council meeting with revised “Administrative Policy 23: Respecting Regular Meetings of Council” which includes the provisions as noted for fully virtual meetings and a basic hybrid model for decision of Council. In



choosing this option, there would be a period during which issues could be identified, and in several months, if needed, additional revisions could be made to the policy.

3. Direct staff to continue work to research and develop a new draft policy respecting virtual/hybrid attendance for committee and Council members, and to bring back the draft policy at a future Council meeting, providing sufficient time for research and policy development. This would be a stand alone policy specifically about the topic of hybrid and fully virtual meetings.

Applicable Legislation

Municipal Government Act, Section 19A(1);

Robert's Rules of Order, Newly Revised. 12th edition;

Region of Queens Municipality's Administrative Policy 23 – Respecting Regular Meetings of Council.

Budget Impacts

Unknown at this time. To be determined following direction of Council.

Recommendation

1. THAT Council of Region of Queens Municipality receive the report “Draft Policy – Hybrid/Virtual Meeting Attendance”.

Or

1. THAT Council of Region of Queens Municipality direct staff to return to the June 24, 2025 Regular Council meeting with revised Administrative Policy 23: Respecting Regular Meetings of Council” which includes the provisions as noted for hybrid and fully virtual meetings for decision of Council.

Or

2. THAT Council of Region of Queens Municipality direct staff to continue work to research and develop a new draft policy respecting virtual/hybrid attendance for committee and Council members, and to bring back the draft policy at the July 8th regular meeting of Council.



Communications

None at this time. Following Approval of revised Policy 23, or if direction is to develop Administrative Policy 56, the resulting policy will be posted on the Municipal website, once approved by Council.



Region of Queens Municipality

Administrative Policy 23 - Respecting Regular Meetings of Council

Policy Statement

It shall be the policy of Region of Queens Municipality to have a consistent, predetermined schedule for Regular Council Meetings.

Policy Objectives

1. To maintain and communicate to the public a consistent schedule for Regular Council Meetings.

Policy Details

2. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the second Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool beginning at 9:00 a.m.
3. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 9 :00 a.m.
4. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 6:00 p.m.
5. Notwithstanding Section 4, no council meetings shall be held on the fourth Tuesdays of July, August, and December.
6. When a meeting date falls on a holiday, the meeting shall be held on the next business day.
7. In cases when there is a health or safety concern related to holding a meeting in-person, or a quorum is not expected to be present due to regrets from Council members, the Mayor or Deputy Mayor, in consultation with Council and the Chief Administrative Officer or their delegate, may cancel an in-person council meeting. If quorum can be

reached virtually, the meeting can be held electronically. If a meeting is cancelled, it shall not be rescheduled, notice shall be given to the public and staff, and agenda items will carry over to the next scheduled meeting.

- 7.1. Council meetings may be conducted by electronic means as permitted by the Municipal Government Act and regulations. Public notice must be given at least two days prior to a meeting respecting the way in which a meeting will be conducted, as per the requirements of the Municipal Government Act.
- 7.2. Public Notice for a hybrid meeting is not required; a council member joining virtually will be announced by the Chair of the meeting is joining virtually. Notice for a council member to take part virtually must be received by the Municipal Clerk two days prior to the meeting.
- 7.3. During a virtual meeting, one, multiple or all Council members may participate by electronic means, as permitted by the Municipal Government Act and regulations. In instances whereby some members are meeting in-person, and others are meeting virtually, that meeting is deemed to be a hybrid meeting. The member(s) joining the meeting virtually shall be deemed to be present and shall be counted for quorum.
- 7.4. If unanticipated technological problems prevent a Council member from participating in a meeting in its entirety, they shall be considered absent from the meeting, and recorded as absent with permission in the minutes.
- 7.5. If a Council member becomes disconnected from the meeting due to technical problems, the minutes shall reflect that they left the meeting at the time of disconnection. If they are able to resolve the issue on their own, they will be marked as present when they return to meeting.

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 xx day of xx 2025.

SIGNED by the Mayor and Municipal Clerk this xx day of xx 2025.

Mayor

Municipal Clerk

Adopted By Council: xx Date

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: June 10, 2025

Re: Senior Safety Coordinator


Background

The position of Senior Safety Coordinator for Region of Queens Municipality was previously the responsibility of Region of Queens Home Support and then Queens Care Society. In the 25/26 budget, a Senior Safety Coordinator position was funded that would transfer the responsibility and funding obligation to Region of Queens Municipality.

Details

Currently the Senior Safety Coordinator works out of an office at the RCMP detachment in the mornings and at the Queens County Transit office in the afternoon. Computer and phone are provided by the RCMP while at that office however, it is anticipated that a laptop computer will be required once the transition has taken place.

This position will report to the Protective Services Officer and once that position has been filled and a job description has been completed for this position, it is anticipated that the Municipal Administration office would also be a work location.



This position is a full-time position dedicated to the priorities of the Council of Region of Queens Municipality to support seniors and other community needs as identified.

This position is partially funded by the Department of Seniors and Long Term Care. Staff have been in touch with this department to ensure that any funding will be redirected to Region of Queens Municipality and that any existing grant funding already disbursed to other agencies will also be redirected.

The current Senior Safety Coordinator is Shelley Walker and staff recommend appointing her to the funded position so that continuity of care is maintained.

Budget Impacts

This position has been included in the 2025/2026 operational budget.

Recommendation

- 1) **THAT** the Council of Region of Queens Municipality receive the report titled "Senior Safety Coordinator" for information.
- 2) **THAT** the Council of Region of Queens Municipality receive the report titled "Senior Safety Coordinator" for information **AND THAT** the Council of the Region of Queens Municipality direct staff to appoint Shelley Walker to the position of Senior Safety Coordinator.

Communications

Communication of Council decision will be posted via meeting minutes and notify Ms. Walker of the decision of Council.