



Region of Queens Municipality Regular Council Wednesday, November 12, 2025

**The Regular Council Meeting Will Begin
Immediately Following the Public Hearing,
which is scheduled at 9:00 a.m.**

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 Adoption of Minutes

3.1 Regular Council Meeting – October 28, 2025

4.0 Public Comment

5.0 Delegations and Presentations

5.1 Introduction of Deputy Chief Administrative Officer

5.2 Dolly Parton's Imagination Library Province Wide Program

6.0 Unfinished Business

7.0 Staff Reports

7.1 Water Supply Upgrading Programs

7.2 Tax Exemption Request

- 7.3 Replacement Loader
- 7.4 Town Bridge AT Sidewalk
- 7.5 Appointment of Code of Conduct Investigators

8.0 Bylaws and Policies

- 8.1 First Reading – Bylaw 13 – Solid Waste Management
- 8.2 Policy 58 – Grant Recipient Reporting Requirements
- 8.3 Second Reading – Respecting Amendments to the Land Use Bylaw:
Dwellings in Commercial Buildings

9.0 Correspondence for Action

10.0 Correspondence for Information

11.0 Report from In Camera

12.0 Mayor's Report

13.0 Council Reports

14.0 New Business

15.0 In Camera

- 15.1 Property Matter
- 15.2 Personnel
- 15.3 Personnel
- 15.4 Contract Negotiations

16.0 Adjournment



Region of Queens Municipality Regular Council

Tuesday, October 28, 2025

4:00 p.m.

Minutes

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

Staff: Willa Thorpe, Chief Administrative Officer
Angela Green, Municipal Clerk

1.0 Call to Order

Mayor Christian called the meeting to order at 4:03 p.m.

2.0 Approval of Agenda

It was moved by Deputy Mayor Charlton and seconded by Councillor Carver:

THAT the Council of Region of Queens Municipality approve the October 28, 2025 agenda as presented.

MOTION CARRIED unanimously.

3.0 In Camera

It was moved by Councillor Amirault and seconded by Councillor Carver that the proceedings move to Closed Session at 4:05 p.m. to discuss the following:

15.1 Legal

MOTION CARRIED unanimously.

It was moved by Deputy Mayor Charlton and seconded by Councillor Carver that the proceedings exit Closed Session at 4:45 p.m.

MOTION CARRIED unanimously.

Mayor Christian called the Public Session to order at 5:30 p.m. He outlined the new evening meeting format, noting that Closed Session begins at 4:00 p.m., followed by a brief dinner break, with Public Session commencing at 5:30 p.m. He then offered a territorial acknowledgment, recognizing that we are in Mi'kma'ki, the traditional unceded territory of the Mi'kmaq, and affirmed that we are all Treaty people with attendant responsibilities.

4.0 Adoption of Minutes

4.1 October 14, 2025 – Regular Council Meeting Minutes

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

THAT the Council of Region of Queens Municipality approve the minutes from the Regular Council Meeting held on October 14, 2025 as presented.

MOTION CARRIED unanimously.

5.0 Public Comment

1. Sherm Embree, East Sable River

Mr. Embree appeared before Council to express his support for staff's recommendation to develop a bylaw permitting road trails in Queens County. He advised that he is a trail manager, a Director of the Shelburne County ATV Association, and Treasurer of the Woodland Multi-Use Trail Association in Shelburne County. Mr. Embree was accompanied by Ms. Dana Dares, also a resident of Sable River and Secretary of both organizations. He highlighted the work undertaken in Shelburne County to establish road trail connectivity and encouraged similar progress in Queens County.

2. Dave White, Molega

Mr. White appeared before Council to express his support for staff's recommendation to develop a bylaw permitting road trails in Queens County. He noted that he is the President of the Queens County ATV Association and Secretary of the Queens Rails to Trails Association. Mr. White stated that this was the fifth time he had appeared before Council regarding road trails and expressed appreciation for the work undertaken since February to approve the proposed routes. He highlighted the strong public support expressed during the consultation process and noted that there were no accidents during the pilot program. Mr. White further advised that, over the past two years, the two organizations have funded more than \$500,000 in projects within Queens County.

3. Crystal Carson, Liverpool

Ms. Carson appeared before Council to express concern that the Land Use Bylaw is not being enforced in her neighbourhood, allowing individuals to keep an excessive amount of chickens resulting in a rat infestation and significant property damage. She

requested that Council consider amendments to the Land Use Bylaw, noting that she feels that some residential areas are too densely populated for the keeping of livestock without adversely affecting surrounding properties.

With the consent of Council, the order of business was varied to take up Item 15.2 – Road Trails in Liverpool at this time, recognizing that most of the gallery were in attendance for this matter.

It was moved by Councillor Jenkins and seconded by Councillor Roy:

THAT item 15.2 – Road Trails in Liverpool be brought forward at this time.

MOTION CARRIED unanimously.

15.2 Road Trails in Liverpool

It was moved by Councillor Jenkins and seconded by Councillor Fancy:

THAT Council for Region of Queens Municipality direct staff to draft a bylaw that designates five sections of road trails on public roads in Liverpool.

MOTION CARRIED unanimously.

6.0 Delegations and Presentations

There were no delegations or presentations.

7.0 Unfinished Business

7.1 Administrative Policy No. 56 – Utility Assistance Rebate

It was moved by Councillor Wentzell and seconded by Councillor Carver:

THAT the motion relating to Administrative Policy No. 56 – Utility Assistance Rebate is lifted from the table.

MOTION CARRIED unanimously.

It was moved by Deputy Mayor Charlton and seconded by Councillor Jenkins:

THAT the Council of Region of Queens Municipality adopt Administrative Policy No. 56 – Utility Assistance Rebate as presented and revised.

MOTION CARRIED unanimously.

8.0 Staff Reports

There were no Staff Reports.

9.0 Bylaws and Policies

9.1 Operational Policy No. 98 – Records Management

It was moved by Councillor Jenkins and seconded by Councillor Fancy:

THAT the Council of Region of Queens Municipality adopt Operational Policy No. 98 – Records Management as presented.

MOTION CARRIED unanimously.

9.2 First Reading of Bylaw 13 – Solid Waste Management

It was moved by Councillor Wentzell and seconded by Councillor Fancy:

THAT Bylaw No. 13 – Solid Waste Management, be now introduced and read a first time.

MOTION DEFEATED unanimously.

It was moved by Councillor Wentzell and seconded by Councillor Fancy:

THAT Council direct staff to revise the draft of Bylaw No. 13 – Solid Waste Management to incorporate Council's suggested changes and bring the revised draft forward for First Reading at a future meeting.

MOTION PASSED unanimously.

10.0 Correspondence for Action

There was no Correspondence for Action.

11.0 Correspondence for Information

There was no Correspondence for information.

12.0 Report From In Camera

There was no report from In Camera.

13.0 Mayor's Report

Mayor Christian expressed condolences on the passing of former Councillor Ramond Fiske, noting his two terms on Council, his valued service as a member of the Hillsvie Acres team, and his many contributions to the community. The Mayor advised that visitation would

be held at Chandler's Funeral Home on October 28 at 7:00 p.m., with a Masonic service at 7:30 p.m., and that funeral services would take place at Greenfield Baptist United Church on October 29. Council observed a moment of remembrance in honour of Mr. Fiske.

The Mayor extended congratulations to Kelley-Anne Hurley on her retirement and expressed appreciation for her 16 years of dedicated service in by-law enforcement with the Municipality.

The Mayor reported on attendance at the Fire Services Committee meeting held October 14, noting that discussions highlighted the importance of the Protective Services Coordinator role and a strong Emergency Management Coordination function within the Municipality to ensure effective support for volunteer fire departments across Queens County.

Mayor Christian also attended the Lake Shoreline Function, Restoration and Regulations – Consensus Building for Municipalities Session on October 22 at Ponhook Lodge Campground, facilitated by the Southwest Nova Biosphere Reserve. The session brought together representatives from seven municipalities, subject-matter experts, community organizations, and residents to discuss responsible development around watercourses, appropriate by-laws and enforcement, public education for landowners, and best practices in shoreline protection.

The Mayor noted completion of seven Town Hall meetings held October 16 to 27, thanking staff, Council, and residents for their participation. He encouraged final submissions of community feedback through the paper and online surveys, advising that an updated draft of the Strategic Plan 2026-2029 will be presented to Council in late November or early December for review and discussion.

14.0 Council Reports

14.1 Municipal Planning Strategy and Land Use Bylaw Review

Deputy Mayor Charlton brought forward a motion to direct staff to begin a comprehensive review of both the Municipal Planning Strategy and the Land Use Bylaw.

It was moved by Deputy Mayor Charlton and seconded by Councillor Jenkins:

THAT Council direct staff to commence a comprehensive review and revision process for the Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw, with particular focus on:

- Commercial uses and allowances within residential zones;
- Regulation and permitting of short-term rentals;
- The keeping of livestock within residential and rural zones;
- Light pollution mitigation and related dark-sky considerations;
- Coastal protection measures and climate-resilient land use provisions; and
- Minimum property standards.

Further, that staff prepare a report outlining proposed consultation timelines, engagement methods, and anticipated resource requirements to support this review process, for Council's consideration at the Regular Council Meeting on December 9, 2025.

MOTION PASSED unanimously.

14.2 Review of Bylaw No. 3 – Dogs

Councillor Fancy brought forward a motion to direct staff to begin a comprehensive review of Bylaw No. 3 - Dogs.

It was moved by Councillor Fancy and seconded by Councillor Jenkins:

THAT Council direct staff to initiate a review and update of Bylaw No. 3 – Dogs, with particular emphasis on:

- Establishing clear provisions for the identification and mandatory muzzling of dangerous or reactive dogs;
- Examining the legality, safety, and potential restriction or prohibition of electronic or ultrasonic barking deterrent devices; and
- Developing more stringent guidelines, enforcement measures, and penalties related to persistent or excessive barking.

Further, that staff prepare a report for Council's consideration outlining recommended amendments, enforcement implications, and any necessary public consultation process arising from this review.

MOTION PASSED unanimously.

15.0 New Business

15.1 Receipting Process – Safety Funding for Fire Departments

It was moved by Councillor Wentzell and seconded by Councillor Roy:

THAT the Council of Region of Queens Municipality directs staff to continue the requirement that fire departments provide receipts for annual safety funding, and the Municipality holds funds for the subsequent fiscal year until receipts are submitted.

MOTION CARRIED with 5 in favour, 3 against.

15.3 Lift Station Upgrades – Town Bridge and Cross Street

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

THAT Council for Region of Queens Municipality direct staff to proceed with the prepurchase of lift station equipment and fibreglass enclosures for Town Bridge and Cross Street at a cost of \$500,415 + HST.

MOTION CARRIED with 6 in favour, 2 against.

16.0 Adjournment

The meeting was adjourned at 7:33 p.m.

Mayor Scott Christian, Chair

Angela Green, Municipal Clerk

Date Approved: _____



Dolly Parton's Imagination Library



Dolly Parton Imagination Library

Dolly Parton's Imagination Library is the flagship program of The Dollywood Foundation of Canada, a registered charity.

The Imagination Library is dedicated to inspiring a love of reading by gifting FREE books to children from birth to age five, helping them build a foundation for lifelong learning.

The Imagination Library is made possible through the generous support of Dolly Parton herself, alongside contributions from local Program Partners in the United States, Canada, United Kingdom, Australia, and the Republic of Ireland.



Inspire

A Love Of Reading



Dream More

Started in 1995, today this program spans five countries and gifts over three million free, high quality, age appropriate books each month to children around the world.

There is never a charge to families who participate in the program and it is open to all children under the age of five in geographic areas with operating programs.

THIS PROGRAM IS NOT CURRENTLY AVAILABLE TO OUR CHILDREN IN QUEENS COUNTY.

My team and I are trying to change that.

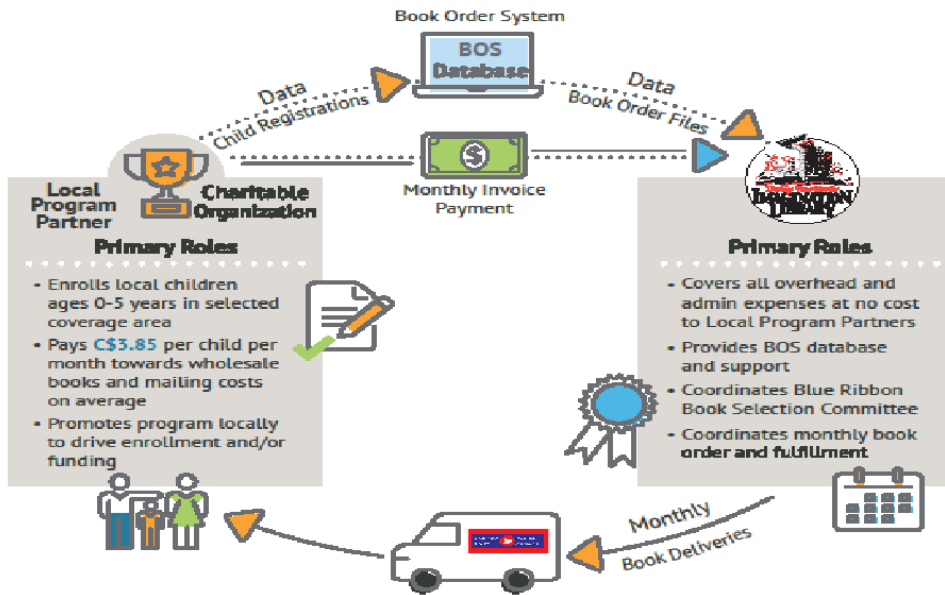
I, as Administrator, signed a Memorandum of Agreement with The Dollywood Foundation and in June of this year was granted Affiliate Status.

And now the work begins.....



How It Works

In Canada



- ▶ Books arrive at child's home with name on the mailing label
- ▶ At no cost to the family, books are delivered monthly to children from birth to age 5 in a designated coverage area



South Shore Regional Library



Community Services



Queens County Daycare



Local Schools



Other Community Groups



Community Outreach

Fundraising Goals

- **Statistics Canada data estimates that Queens has 300 children who would qualify for this program.**
- **The program goal is to enroll at least 65% of these children.**
- **At the current cost of \$50 per child per year – estimated cost would be \$10,000 per year.**
- **Donated funds go directly to The Foundation and are not managed locally.**
- **Local affiliates must raise separate funds to pay for costs associated with enrollment.**

Funding request

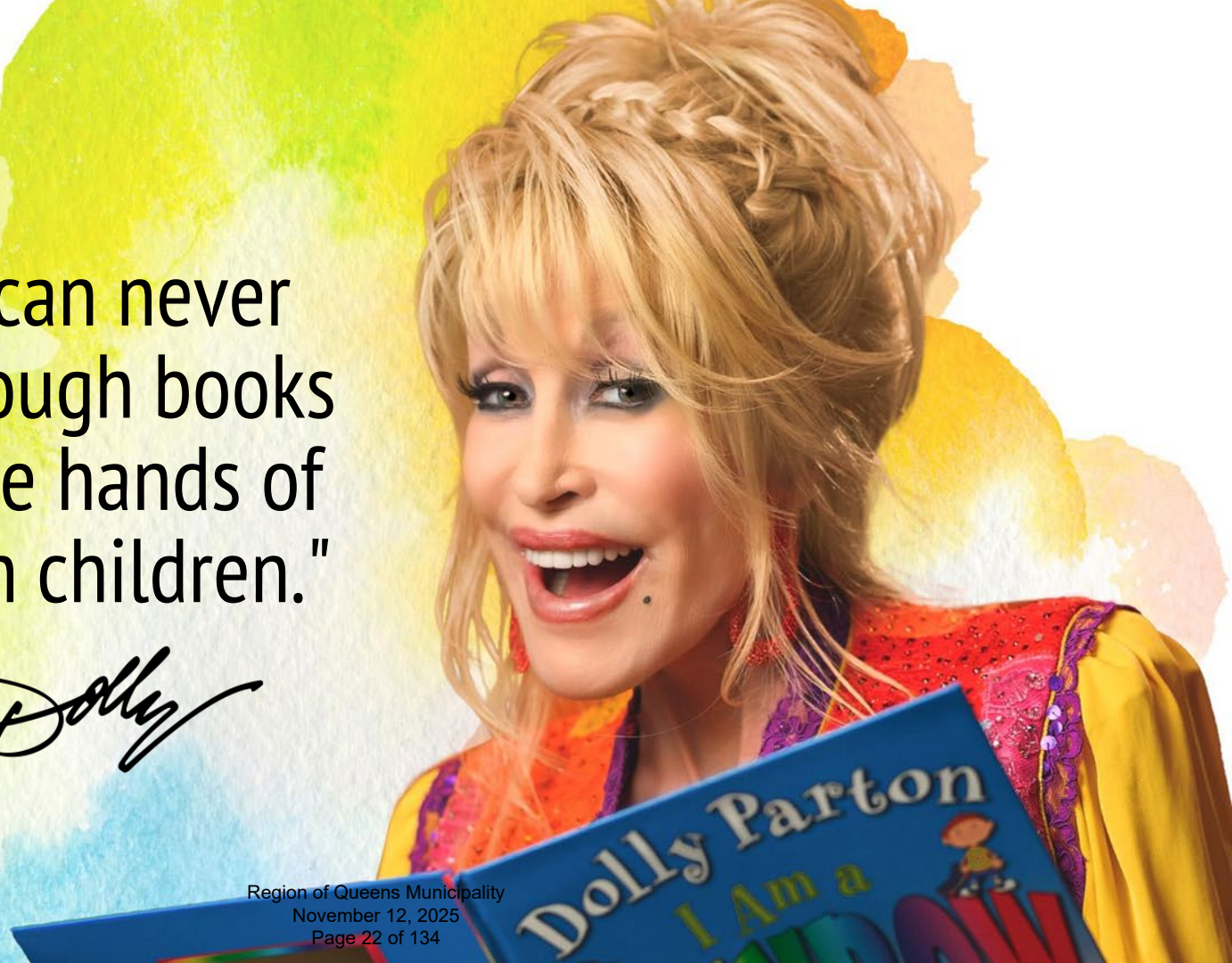
- Because no funds are managed locally, the request to the Council of Region of Queens Municipality is to provide 'in kind' support for this program.
- To remove as many barriers to access as possible, enrollment forms with pre addressed and stamped envelopes will be provided to all local enrollment partners.
- The costs associated with this would be; paper, postage, envelopes, printing.
- The request is that a credit of up to \$3000 per year be provided to the organization for this purpose. Use would be monitored by staff and disclosed in quarterly reports.

Letter of Support

- Outreach to potential local program partners will begin soon. These are the organizations who will be asked to provide funding for the Queens program.
- A letter of support from Council of the Region of Queens would be a great addition to our funding request package.

"You can never
get enough books
into the hands of
enough children."

Dolly





THANK YOU!

ImaginationLibrary.com



Dolly Parton's Imagination Library Province-Wide Program



Dolly Parton's Imagination Library Nova Scotia Province-Wide Program

The Dollywood Foundation of Canada is a nonprofit charitable organization founded by Dolly Parton in 2006. Dolly Parton's Imagination Library is the main program and focus.

Dolly Parton's Imagination Library is a simply designed, turnkey program that mails high-quality, age-appropriate books to children from birth until age five, no matter their family's income.

The program is dedicated to improving the lives of children by inspiring a love of reading with books, free of charge to families through local community partnerships. The Imagination Library uses unique strategies to inspire family reading, is community-based to drive ownership, and, most importantly, is designed to improve the lives of all children.

The Imagination Library's home gifting model is subtle yet ingenious - free to the family. It gets children excited about owning books and inspires shared family reading by getting books directly to children at home with their names on the label.

In addition to being a universal program, ensuring equitable access to all children in a community, a focus on diversity and commonly shared values with title-specific reading tips in many books promote inclusion and ownership.

Our goal is to provide the Imagination Library to all children under 5 in Nova Scotia through a shared-cost model between the Dollywood Foundation of Canada, local affiliates, and private/public provincial funds.

OVER THREE MILLION BOOKS GIFTED in Canada

since 2006

“You can never get enough books into the hands of enough children.”



410 LOCAL PROGRAM PARTNERS 52,600 TOTAL CHILDREN ENROLLED IN CANADA



With large scale

AFFORDABLE

less than \$50 per child per year for a book mailed once a month



Universal program

INCLUSIVE

within a set coverage area



Inspiring a love of reading

PROVEN TO INCREASE LITERACY IN THE HOME

ensuring equitable access



Simple and easy

ACCESSIBLE

to expand coast to coast to coast



Children arrive at school with a

SHARED EXPERIENCE

receiving the same book based on

Region of Queens Municipality

November 12, 2025

Page 25 of 134



Turnkey and

SCALABLE

with shared funding model

Nova Scotia Overview of Dolly Parton's Imagination Library Program

10.6%

% OF 0-5 NOVA SCOTIA CHILDREN ENROLLED

4,283

NUMBER OF CHILDREN ENROLLED

40,340

TOTAL ELIGIBLE NUMBER OF CHILDREN

21

NUMBER OF LOCAL PROGRAMS

333,618

TOTAL NUMBER OF BOOKS GIFTED TO DATE IN NS

\$3.85

COST OF THE PROGRAM PER CHILD PER MONTH WITHOUT PUBLIC

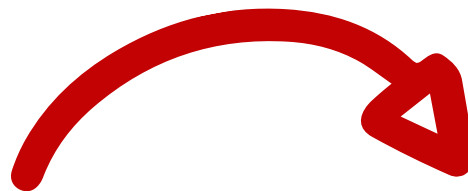


COMMUNITY	# children	Local Program Partner
Afton First Nation	6	Mi'kmaw Kina'matnewey
Annapolis Valley First Nation	4	Mi'kmaw Kina'matnewey
Bear River First Nation	2	Mi'kmaw Kina'matnewey
Chapel Island First Nation	13	Mi'kmaw Kina'matnewey
Eskasoni First Nation	233	Mi'kmaw Kina'matnewey
Horton First Nation	6	Mi'kmaw Kina'matnewey
Indian Brook First Nation	67	Mi'kmaw Kina'matnewey
Millbrook First Nation	1	Mi'kmaw Kina'matnewey
Membertou First Nation	34	Mi'kmaw Kina'matnewey
Pictou Landing First Nation	13	Mi'kmaw Kina'matnewey
Wagmatcook First Nation	26	Mi'kmaw Kina'matnewey
Waycobah First Nation	26	Mi'kmaw Kina'matnewey
Acadia First Nation	1	Mi'kmaw Kina'matnewey
Cole Harbour	2262	The Cole Harbour Foundation
Wolfville	160	Rotary Club of Wolfville Wolfville Memorial Library
Spryfield & Armdale	60	Chebucto Connections
Cumberland County	565	Cumberland County Imagination Library
Antigonish	579	Antigonish Imagination Library
Berwick/Waterville	100	DPIL of Berwick/Waterville
Sambro	52	Sambro Imagination Library
Colchester Region of Queens Municipality	COMMITTED	The Johnston Family Foundation
Windsor	75	Imagination Library of Windsor
TOTAL ENROLLED	4283	**current enrollment 11.21.2023

Wise Investment In Children



Accessible, Affordable, and Inclusive for all Families and is the Foundation for Lifelong Learning and Development



What We Know

90% of a child's brain is developed by *the age of 5*, and this is a critical development window – the science is strikingly clear.

Since most children don't start child care until they are one year old; early learning resources are needed in the home.

Books in the home and daily reading provide parents the greatest opportunity for preparing their child for school.

Literacy is a major social determinant of health and economic impact.

INVESTING HERE.....

\$230



Birth to K

Invest up to \$230 per child from birth up to age 5

This is a sensible, affordable, effective, foundational investment to help ensure success in K-12 and beyond

*5 years X \$46 year / child

.....PROTECTS AND MAXIMIZES RETURN

\$182,884



School Costs

CANADA:

The average COST per pupil per year in K-12 education is \$14,068 * or about \$182,884 a child's K-12 career.

Our Future

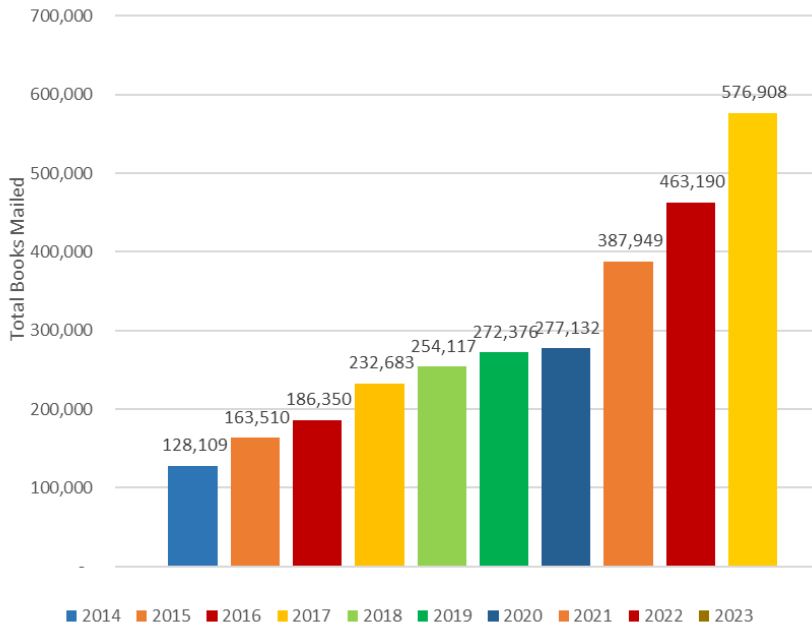
IMPACTING OUR COMMUNITY PROVINCE COUNTRY

- Education
- Health
- Economy
- Workforce
- Crime
- Social services



Total Books Mailed in Canada 3.2 Million Since 2006

Number of Books Mailed Each Year

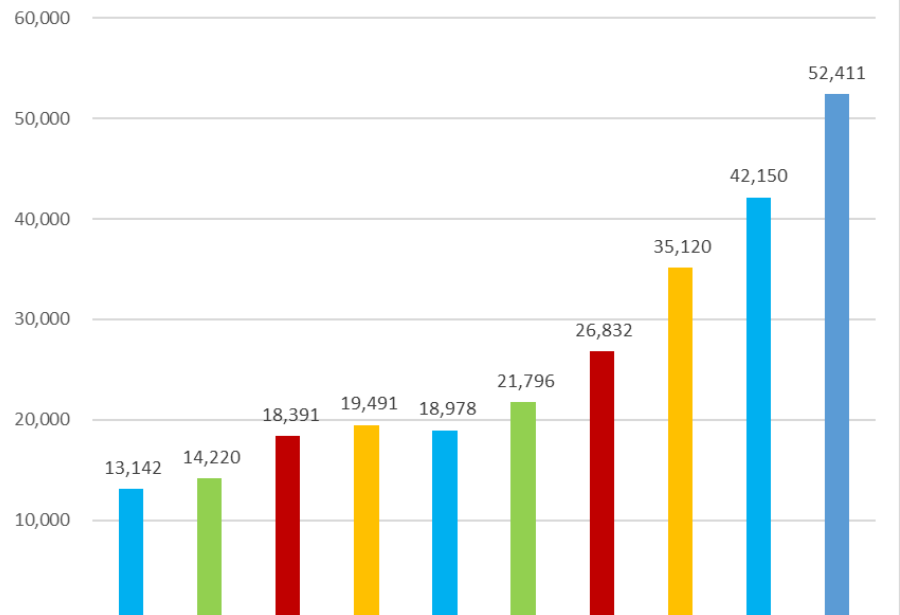


Dream.Learn.Care.Be.
MORE

**Dolly Parton's
IMAGINATION
LIBRARY**

Learn More at
ImaginationLibrary.com

Number of Children Enrolled
in December of Each Year



Doubled Enrollment since November 2020

WHY?

Top 10 List

Why the Imagination Library Program is Good for Your Community/Province/Country

THE TURNKEY, HIGHLY REPLICABLE "BLUEPRINT" LOWERS RISK AND ENCOURAGES COMMUNITY LEADERS TO ADOPT AND FUND THE PROGRAM BY PROVIDING IMPORTANT VALUE PROPOSITIONS



1

Inspires a love of reading.

2

Shared reading strengthens the bonds between parents and children and creates stronger and healthier relationships.

3

A child's brain rapidly develops under 5 years old and experiences during the first 3 years of life will have a profound impact on the rest.

4

Proven that children are better prepared to start school; less remediation is required at school, and they have a higher chance of graduating.

5

The whole community/province/country will have higher literacy rates, creating opportunities for people to develop skills that will help them provide for themselves and their families.

6

A 1% increase in adult literacy would create an economic benefit of \$67 billion in gross domestic product for Canada per year. *

7

Books in the home increase the level of education children will attain.**

8

All children receive the same age-appropriate books allowing for a shared book experience regardless of demographic factors.

9

Promotes reading by simply having books in the home.

10

Children experience the joy and excitement of receiving a gift in the mail each month.

*An Economic Overview of Children's Literacy in Canada, Deloitte

**University of Nevada, Reno. "Books in the home as important as parents' education in determining children's education level." ScienceDaily. ScienceDaily, 21 May 2010



A Word from the Imagination Library Book Recipients



“

If children have access to books on a regular daily basis, they're much more likely to develop a love of reading and parents are more likely to read to their children. We know that when children go to school, there's such an advantage if they've been read to.”

”

CAROLYN CLARKE
PHD
PROGRAM MANAGER

“

I think Rose gets just as excited as I do now when her new books come in the mail from The Imagination Library. 🥰

Every time we finish and see Dolly's face pictured in the back of the book, Rose asks if we can call her 😊😊😊

”

JESSE THISTLE
AUTHOR

”



“

Reading is fun sometimes so then you get to learn words, then you can learn how to read, and then you learn how to read everything the whole way growing up.

”

LUCY
AGE 5
FROM VOCM
RADIO INTERVIEW



“

Just this morning, my 17-month-old said 'BOOK'. It's her 8th word after Mama, Papa, Ambro (her brother), Hi, Bye and Ugh oh... I think it means we're raising a book lover!

Thank you,
Nina (Mom)

”

“

Being provided access to books is a simple but powerful start that lays the foundation for a healthy mind for life.

CHAYA KULKARNI
BAA, M.ED., ED.D. DIRECTOR,
INFANT AND EARLY MENTAL HEALTH PROMOTION,
THE HOSPITAL FOR SICK CHILDREN

”





Early Literacy Benefits for Nova Scotia

- **Improved educational outcomes:** Communities with high early literacy rates are more likely to have students who perform well academically and go on to higher education or vocational training.
- **Reduced crime and poverty:** Research has shown that communities with higher literacy rates tend to have lower crime rates and less poverty, leading to greater economic stability and well-being for residents.
- **Increased workforce readiness:** Early literacy can help prepare young people for the workforce by developing their communication, problem-solving, and critical thinking skills.
- **Stronger community connections:** Literacy events and programs can bring community members together, fostering a sense of connectedness and shared purpose.
- **Enhanced cultural understanding:** Reading and other literacy activities can expose children to diverse perspectives and cultures, promoting understanding and respect for differences.

Early literacy can be a powerful tool for building stronger, more vibrant communities with better-educated, more engaged, and more connected residents.

Canada Marketing

globalheroes.com March • 2023

ADVERTISING SUPPLEMENT

GLOBAL HEROES

THE DOLLY PARTON EFFECT

SPREADING THE LOVE OF LITERACY

EXPERIENCE WEST COAST WILDERNESS AT NIMMO BAY

A CHESS REFEREE'S FIGHT FOR WOMEN'S RIGHTS

Wheelchair User Becomes First to Enter the Pyramids of Giza

Relaxation and Adventure in Belize

Hassan Al Kontar's Story of Seeking Refuge in Canada

Türkiye and Syria: WFP Giving Life-Saving Support

globalheroes.com March • 2023

IVY HOUSE MEDIA

Published by IVY HOUSE MEDIA LIMITED. Headquarters: 3460 Sheppard Avenue East, Suite 202, Scarborough, Ontario • Tel: 718 • Office: 905-815-1500 • info@ivyhouse.com

CONTRIBUTORS: Kaye Maras, Christine Gelskott, Mike Murray, Kristin Gonsky, David Horvath, Mike Murray, Stephen Gendron, Matthew Smith, Elizabeth Bryant

SALES DIRECTOR: Sarah Spink

ADVERTISING: Tasha Baran, Jacqueline Stewart, Irene Dale, Gailly Smith, David Sells, Jonathan Smith

COVER PHOTO: © The Dolly Parton Foundation

THE DOLLY PARTON EFFECT: Spreading the Love of Literacy

RAYE MOCIOU

Imagine a world where every child, regardless of background, is surrounded by books, stories and a love of reading. This is the world that Dolly Parton, beloved country music legend and philanthropist, is working to build. Every 1.3 seconds, a book from Dolly Parton's Imagination Library is mailed out to a child in the United States, Canada, the United Kingdom, Australia or the Republic of Ireland. Over two million free books are given each month to children worldwide, with one in 10 children in the USA, under the age of five enrolled in the program, receiving a book from the Imagination Library every month. In Canada alone, over 44,000 books are sent out monthly. That's a lot of reading.

"I created my Imagination Library to honour my Dad," said Parton, the founder and namesake of the program. "He was a smart man, but he never had the opportunity to get an education and to learn to read and write. Even as a little girl, I saw how that held him back."

The Imagination Library, launched in 1995, is the flagship program of The Dolly Parton Foundation (DPTF), founded by Parton in 1988 to inspire children in her home country to achieve educational success and decrease high school dropout rates. In starting the Imagination Library, Parton's vision was to foster a love of reading among her country's preschool children and their families by giving them the gift of a specially selected, age-appropriate book each month. Over the years, the program expanded beyond her country—even crossing the border of Parton's home country. Today, the program spans five countries, sparking a love of literacy in children all across the globe.

"I created the Imagination Library to help inspire a love of books and reading early in a child's life because if you can read, you can teach yourself if you have to," she said.

A RACIS-T RHEINSTONES STORY

A country music icon and philanthropist, Parton's life has inspired many. Born the fourth child of 12, Parton was raised in the town of Locust Ridge, Tennessee, and recalls a childhood filled with music and love, even though money was often scarce. Reading, too, was an integral part of Parton's early life, regardless of a lack of books to read.

Parton to create the Imagination Library in his honour.

"When I got this idea to do the Imagination Library, I wanted to get Daddy involved in it," said Parton. "I wanted him to help me with that so he could take pride in that, and so he did. He got to love enough to love the kids call me the Book Lady—he used to love that."

As Parton saw it, if her father was never able to learn to read, there must have been a higher calling in place for him.

"I am talking about a higher purpose in life, and I'm not doing it for myself, it's for the children," she said. "Maybe God knew a long time ago that I was going to do something that would help millions of kids and people that couldn't read and write. So I read to give him that pride."

And indeed, she did. As of February 2023, over 200 million free books have been gifted since the program's inception in 1995, and its impact is growing. The Imagination Library operates in 50 states with 15 reserve programs in the United States and with three more to be launched this year, and is established in every province and territory in Canada.

The heart of the program is the need for increased reading and parental bonding at an age when a child's development at a rapid rate—studies have shown that this time is critical for future education.

Children who are enrolled from birth receive 60 books by the time they graduate from the Imagination Library, and the selection of books is ever-increasing, with audio, braille, and bilingual book options available, so no child is left behind.

The Imagination Library also recognizes the need to champion Canadian content for young Canadian readers. This year, 47 of the 60 books to be sent out in Canada are published by Penguin Random House Canada and written or illustrated by Canadian authors and illustrators.

By the time Parton's father passed in 2000, she had achieved her dream of giving him the pride of helping children learn to read.

At the time, the Imagination Library was beginning to replicate its system across the United States, with the promise of reaching thousands more children books a reading.

In 2018, Parton dedicated the 100th million book, *Case of Mary Gates*, which she authored herself, to the Library of Congress

in Washington, D.C., a fitting tribute to her humble father.

"When I got this idea to do the Imagination Library, I wanted to celebrate. Over two million books were sent out to children each month—not just across the country but across the globe."

Of course, there are those thousands of local organizations who have embraced my dream and made it their own. They raise millions of dollars each year and make up every day with a passion to make sure their kids have every opportunity to succeed.

For each country, the process of getting books out to readers is similar. DPTF covers overhead costs and negotiates wholesale pricing for the books, while local community partners fundraise to cover the cost of books and mailing. Many communities use the Imagination Library as part of a larger strategy to increase early literacy through libraries, schools, municipalities or provinces. In Canada, Prince Edward Island and the Yukon have a shared funding model where the Provincial/Territorial Government covers half of the local cost. Large and small libraries, such as Calgary Public Library and Edmonton Public Library, offer the program to further inspire a love of reading. Newfoundland and Labrador has had tremendous growth over the past year with the help of an anonymous private donor covering 75 per cent of the local costs required.

It's the beginning, my hope was simply to inspire the children in my home country, but here we are today with a worldwide program that gives a book a month to well over two million children, Parton shared.

MORE TO LOVE, MORE TO LEARN

Outside of the Imagination Library, Parton's DPTF champions education and empowerment—the two are often linked, after all, particularly in her hometown. In 1991, a few years after the launch of DPTF, Parton started the Buddy Program, where students in 7th and 8th grade were asked to "buddy up" with another student, with the promise of \$500 if they both scored a reading grade. Dropout rates for each year classes fell from 35 per cent to 10 per cent.

Each year, DPTF provides \$3,000 in Dolly Parton Scholarship funds to five high school students in Sevier County, Tennessee, where the Foundation is headquartered, to help further their education at any accredited university.

DPTF also gives out several additional scholarships, such as the Imagination Library reading, a million of one million books mailed out each month. Once the recipient reaches 18 years of age in 2022, the scholarship will be \$60,000. That same year, DPTF established the My People Fund, which reached 12 million for families who lost their homes in the Sevier County fires on November 28, 2016.

In 2017, following the release of her children's album, *I Believe in You*, Parton donated \$1 million to the Monroe Carell Jr. Children's Hospital at Vanderbilt University Medical Center in honour of her niece, who was treated for leukemia at that same hospital. Last year, Parton returned to Vanderbilt University Medical Center with another \$1 million donation, this time to help further pediatric oncology disease research.

Parton's many nominations under her belt, Parton is an undisputed legend for her contributions to music, but her philanthropic contributions are just as noteworthy—and to mention creative. Her theme park, Dollywood, was created to provide jobs for local families and build a tourist attraction to generate income for the community. In 2022, Parton was one of five recipients of the Carnegie Medal of Philanthropy—an honour that marks her incredible impact on the world.

From childhood literacy and medical care to breaking down educational barriers, Parton has become a source of inspiration for many, constantly using her empowerment and giving to the world. Now with the Imagination Library, she's also spreading love for literacy, helping children worldwide grow and learn through the magic of reading.

"The most gratifying thing for me is doing good in the world," said Parton. "I'm a big believer that when you are in a position to help you should help. It is such a wonderful thing to see a little child's face light up when they get their own book out of the mailbox with their life name on it. I am proud of the Imagination Library as anything I've ever done."

SCAN ME FOR FULL ARTICLE

GIVE THE GIFT OF READING

ENROLL A CHILD OR START A PROGRAM IN YOUR COMMUNITY

#DollyParton #ImaginationLibrary #DollyWorld

Insert in National Post, Vancouver Sun, The Province, and the Globe and Mail. (Vancouver Editions)



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: October 22, 2025
File No: 10350-50-2511-01
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Water Supply Upgrade Programs

Prepared by: <u>J. Veinotte</u> J. Veinotte, Director of Finance	Supervisor: <u>W. Thorpe</u> W. Thorpe, Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe, CAO
---	---	--

RECOMMENDATION

THAT Council for Region of Queens Municipality direct staff to draft a Bylaw respecting a Water Supply Upgrade Program.

PURPOSE

To determine if Council wishes to provide access to funding assistance from the Municipality to increase affordability of water upgrades for property owners via introduction of a program Bylaw.

BACKGROUND

Region of Queens has experienced a significant decrease in rainfall during the May – October months over the past number of years. In

2025, less than 40% of normal precipitation has been received and Region of Queens is currently classified as having both D3 – Extreme drought and D2 – Severe drought conditions.

Lack of precipitation has caused wells to run dry across the region. Property owners, particularly those in rural areas, have been significantly implicated as many have dug wells that rely on surface water for replenishment. Climate change is expected to continue to influence these precipitation levels.

A number of municipalities have Bylaws in place that offer programs for property owners to access low interest loans to upgrade their water supply. Some of these programs can also be used for septic system upgrades.

Some commonalities for these programs are: property owners only, proven compromised water supply, accounts with the municipality must be in good standing, one loan per property owner, contractor paid directly by municipality, loan is first lien on property. The programs offer various levels of funding and terms and conditions:

Municipal Unit	Max. amount	Well/ Septic	Admin. Fee	Term of loan	Interest	Other
Municipality of the District of Lunenburg	lesser of \$20,000 or 15% of ttl assessed value of property	Both	Yes	up to 15 years	2% per year	Residential single unit only, clean foundation partner
Halifax Regional Municipality	lesser of \$20,000 or 75% of ttl assessed value of property	Both	Yes	up to 10 years	prime +2%, no lower than 2%	Excludes new construction/commercial/ secondary residence
Municipality of the District of Argyle	not specific	Water	not specific	up to 10 years	same as late taxes , default 3.5%	Residential single unit only
East Hants	up to \$25,000	Both	not specific	up to 10 years	same as late taxes per fee policy	Income < \$100,000

Victoria County	up to \$15,000	Both	Yes \$200 +HST	up to 10 years	prime +2%	allows business and NFP
Municipality of the District of Chester	up to \$30,000	Both	not specific	up to 10 years	3%	two years of current accounts
Municipality of the District of Barrington	not specific	Water	Yes	up to 10 years	3%	

ALTERNATIVES/OPTIONS

- 1) Council directs staff to draft a Bylaw respecting a Water Supply Upgrade Program.
- 2) Council directs staff to draft a Bylaw outlining a Septic Upgrade Program.
- 3) Council directs staff to draft a Bylaw outlining both a Water Supply and Septic Upgrade Program.
- 4) Council receives the report for information only.

ANALYSIS

Option 1	<ul style="list-style-type: none"> • The Bylaw would only address challenges with water supply. • Residents experiencing failures with septic systems would need to seek financing for improvements elsewhere. • Staff have received multiple requests for information on funding assistance for water supply.
Option 2	<ul style="list-style-type: none"> • The Bylaw would only address septic system upgrades. • To date, staff have not received requests from property owners for assistance with upgrading septic systems.
Option 3	<ul style="list-style-type: none"> • The Bylaw would address concerns with water supply and septic systems. • Existing Bylaws in other municipalities only permit for one loan at a time, requiring residents to choose a single option. • Septic upgrades are not related to current drought conditions. • If current trends in climate change continue, annual drought conditions are expected and access to reliable potable water could be an ongoing challenge for residents.

	<ul style="list-style-type: none"> Additional staffing resources would be required to manage two programs.
Option 4	Challenges with water supply for property owners who are not currently served by the Utility are not addressed.

IMPLICATIONS

Financial

Legal costs are expected to both review the Bylaw and to review the financing agreement that will be required between the property owners and the municipality.

Interest revenue will be associated with these loans. However, depending on the interest rate charged, there may be a corresponding loss of interest on the funds used to finance this program if the interest rate is below the cash deposit rate or GIC rate depending on source of funds. Current deposit rate is prime less 1.65%. (4.7% 10/21/25 – 3.05%)

There may also be programming costs associated with adding this feature to the existing software program.

Legislative

The *Municipal Government Act Section 81A (1)* reads:

The council may make by-laws imposing, fixing, and installation of any of the following on private property with the consent of the property owner:

- (a) energy-efficiency equipment
- (b) renewable energy equipment
- (c) equipment for the supply, use, storage, or conservation of water, and
- (d) on-site sewage disposal equipment.

Section 81A (2) reads:

A by-law passed pursuant to this Section may provide

- (a) that the charges fixed by, or determined pursuant to, the by-law may be chargeable according to a plan or method set out in the by-law;
- (b) that the charges may be different for different classes of development and may be different in different areas of the municipality;
- (c) when the charges are payable;
- (d) that the charges are first liens on the real property and may be collected in the same manner as other taxes;
- (e) that the charges be collectable in the same manner as taxes and, at the option of the treasurer, be collectable at the same time, and by the same proceedings, as taxes;
- (f) a means of determining when the lien becomes effective or when the charges become due and payable;
- (g) that the amount payable may, at the option of the owner of the property, be paid in the number of annual instalments set out in the by-law and, upon default of payment of any instalment, the balance becomes due and payable; and
- (h) that interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by instalments, at a rate and beginning on a date fixed by the by-law.

Staffing

Drafting a Bylaw is a time-consuming process. Should Council direct staff to complete this work while the Policy Analyst position is vacant, current staff (who are at capacity) will be required to draft the Bylaw.

Once the Bylaw is adopted by Council, finance processes will be designed, and current enterprise software support will be required for set up. Depending on amount of programming required, a cost

may be incurred. Reporting standards will be established, and staff training will be required.

Once the processes are established, training is completed and the program is initiated, annual management of the program should be minimal.

Social

Gatherings of families and/or community members are dependent on reliable water supply. Should the drought conditions continue to get worse year after year, these gatherings may be compromised.

Concern for our most vulnerable residents also exists. If residents do not have a reliable water source should their well go dry, accessing potable water will be extremely difficult.

Council should note that the waitlist to have wells drilled is now far into 2026, with drilling companies in high demand.

Environmental

Current decreases in precipitation levels have been attributed to climate change and the continued warming of the planet. Increasing the number of drilled wells in the community could have a negative effect on the existing wells should the water table continue to fall.

COMMUNICATIONS

If directed to draft a Bylaw, staff will bring the Bylaw to Council for review at a future Council meeting and the process for adoption of a Bylaw including public meetings and advertisement will be completed.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

Property owners in Region of Queens have experienced significant drought conditions over the past few years. Providing access to low interest financing for water supply upgrades will encourage more property owners to update their water supply systems and mitigate the number of community members who may be losing access to reliable potable water during the year. Staff recommends that Council for Region of Queens Municipality direct staff to draft a Bylaw respecting a Water Supply Upgrade Program.

ATTACHMENTS/REFERENCE MATERIALS

- [Agriculture Canada Drought Assessment](#)
- [Municipality of the District of Lunenburg By-Law 047 - Potable Water Supply Upgrade Lending Program](#)
- [Halifax Regional Municipality By-Law C-1000 - Charges for the Resolution of Inadequate Water Supply and On-Site Sewage Disposal Systems](#)
- [Municipality of the District of Argyle By-Law #38 - Water Supply Upgrade – Lending Program By-Law](#)
- [East Hants Bylaw A-200 - Water Supply and On-Site Sewage Disposal System Upgrade Lending Program Bylaw](#)
- [Municipality of the County of Victoria Water Supply or Septic Upgrade Lending Program By-Law](#)
- [Municipality of the District of Chester By-Law No 156 - Water Supply and Septic System Upgrades Program](#)
- [Municipality of the District of Barrington By-Law No 37 - Water Supply Upgrade – Lending Program By-Law](#)
- [Municipal Government Act](#)



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: October 29, 2025
File No: 10350-50-2511-02
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Tax Exemption Request – Milton Community Association

Prepared by: <u>J. Veinotte</u> <i>J. Veinotte, Director of Finance</i>	Supervisor: <u>W. Thorpe</u> <i>W. Thorpe, Chief Administrative Officer</i>	CAO Concurrence: <u>W. Thorpe</u> <i>W. Thorpe, CAO</i>
---	---	---

RECOMMENDATION

THAT Council for Region of Queens Municipality waive taxes and accumulated interest for Milton Community Association, assessment number 3257509, in the amount of \$3,656.11.

PURPOSE

To present a request for tax exemption under Bylaw 14 for the Milton Community Association for the tax balance owing for the 2025-2026 fiscal year.

BACKGROUND

The Milton Community Association was incorporated in 1954 and serves Milton and surrounding communities. It owns and operates the Milton Community Hall located at 168 Tupper Street.

In July of 2023, flooding rainfall damaged the Milton Centennial Pool located at 287 Trunk 8 Milton. Damage to the pool was significant and repair of the pool was not possible. At the October 8, 2024 Regular meeting, Council passed a motion to remediate the site at an estimated cost of \$30,000 and transfer ownership of the property to the Milton Community Association. The assessment number (AAN) for this property is 3257509.

The property was legally transferred on March 28, 2025, with ownership passing to the Association from Region of Queens Municipality. Property Valuation Services updated their records, and new ownership was reflected on the tax roll used to generate the 2025-2026 tax billing. Milton Community Association was billed property taxes of \$3,551.04 for the 2025-2026 tax year. The list of properties for tax exemptions under Bylaw 14 for the 2025-2026 tax year was approved by Council before the property changed hands and the Association did not own the pool at that time.

The Association has requested that the taxes and interest be waived under Bylaw 14 as the Association operates as a not for profit and did not own the property when the Bylaw was updated in February 2025.

ALTERNATIVES/OPTIONS

- 1) Council waives taxes and accumulated interest for Milton Community Association, assessment number 3257509, in the amount of \$3,656.11.
- 2) Council does not waive taxes and accumulated interest for AAN 3257509, requiring Milton Community Association to remit payment of \$3,656.11.

ANALYSIS

Option 1 - Waiving of property taxes and accumulated interest reduces revenue available to support operations. Milton Community Association is a longstanding organization supporting activities in the

community and led by volunteers; waiving of taxes would remove a significant financial burden that was not anticipated by the Association at time ownership was transferred.

Option 2 – Decline the request waive the taxes. This will result in an unplanned burden on the Association and may lead to reduction in community activities.

IMPLICATIONS

Financial

Should Council waive the taxes, budgetary implications to Region of Queens Municipality are minimal, as the amount is negligible to the overall operating budget of the Municipality.

Legislative

The *Municipal Government Act* Reads:

Tax exemption policy for certain organizations

71 (1) The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy

(a) property

(i) of a named registered Canadian charitable organization, and 1998, c. 18 municipal government 59 APRIL 1, 2025

(ii) that is used directly and solely for a charitable purpose;

(b) property of a nonprofit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council; (

c) and (d) repealed 2001, c. 14, s. 3.

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

71 (2) The council may, by policy, to the extent and under the conditions set out in the policy, provide that the tax payable with respect to all or part of the taxable commercial property of any nonprofit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization named in the policy be reduced

to the tax that would otherwise be payable if the property were residential property, inclusive of area rates.

71(3) A tax exemption or reduction pursuant to this Section shall be shown on the tax bill and accounted for by the municipality as an expenditure.

71(4) The council may, in its discretion, refuse to grant an exemption or reduction pursuant to this Section and a policy made pursuant to this Section extends only to properties specifically named in the policy.

71(5) An exemption given pursuant to this Section does not apply to area rates or the fire protection rate unless specified in the policy.

71(6) A policy made pursuant to this Section has effect in the fiscal year following the fiscal year in which it is published, unless the policy sets a different effective date, including an effective date retroactive to the beginning of the current fiscal year. 1998, c. 18, s. 71; 2001, c. 14, s. 3; 2001, c. 35, s. 7; 2005, c. 9, s. 7; 2008, c. 25, s. 2.

Social

The monetary value the taxes are substantial for a volunteer association and could cause reduction in community activities.

COMMUNICATIONS

The Association will be notified of Council's decision.

BYLAWS/PLANS/POLICIES

[Bylaw 14 - Tax Exemptions](#)

SUMMARY

In March of 2025, ownership of the property at 2857 Trunk 8, AAN 03257509, formerly the site of the Milton Centennial Pool, was transferred from Region of Queens Municipality to the Milton Community Association. The list of properties for tax exemptions under Bylaw 14 for the 2025-2026 tax year was approved by Council before the property changed hands and the Association did not own the pool at that time. Taxes were levied for the property as no exemption was in place at the time. The current balance on the account is \$3,656.11. Staff recommend that Council waive taxes and accumulated interest in the amount of \$3,656.11.

ATTACHMENTS/REFERENCE MATERIALS

Milton Community Association - Tax Exemption Request

[Update: Status of Milton Centennial Pool RQM website](#)

[Council Meeting Minutes October 8, 2024](#)

[Staff Report October 8, 2024 Milton Pool](#)



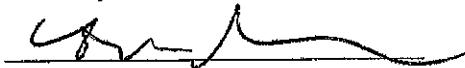
October 1, 2025

To Region of Queens Municipality Council

The Milton Community Association is requesting that the property at 287 Main St. (Highway 8) in Milton Queens County be exempted from property taxation (Bylaw 14) as it is part of our operations as a non-profit society. The assessment number is AAN03257509

Look forward to hearing from you

Sincerely



Ronald Shupe

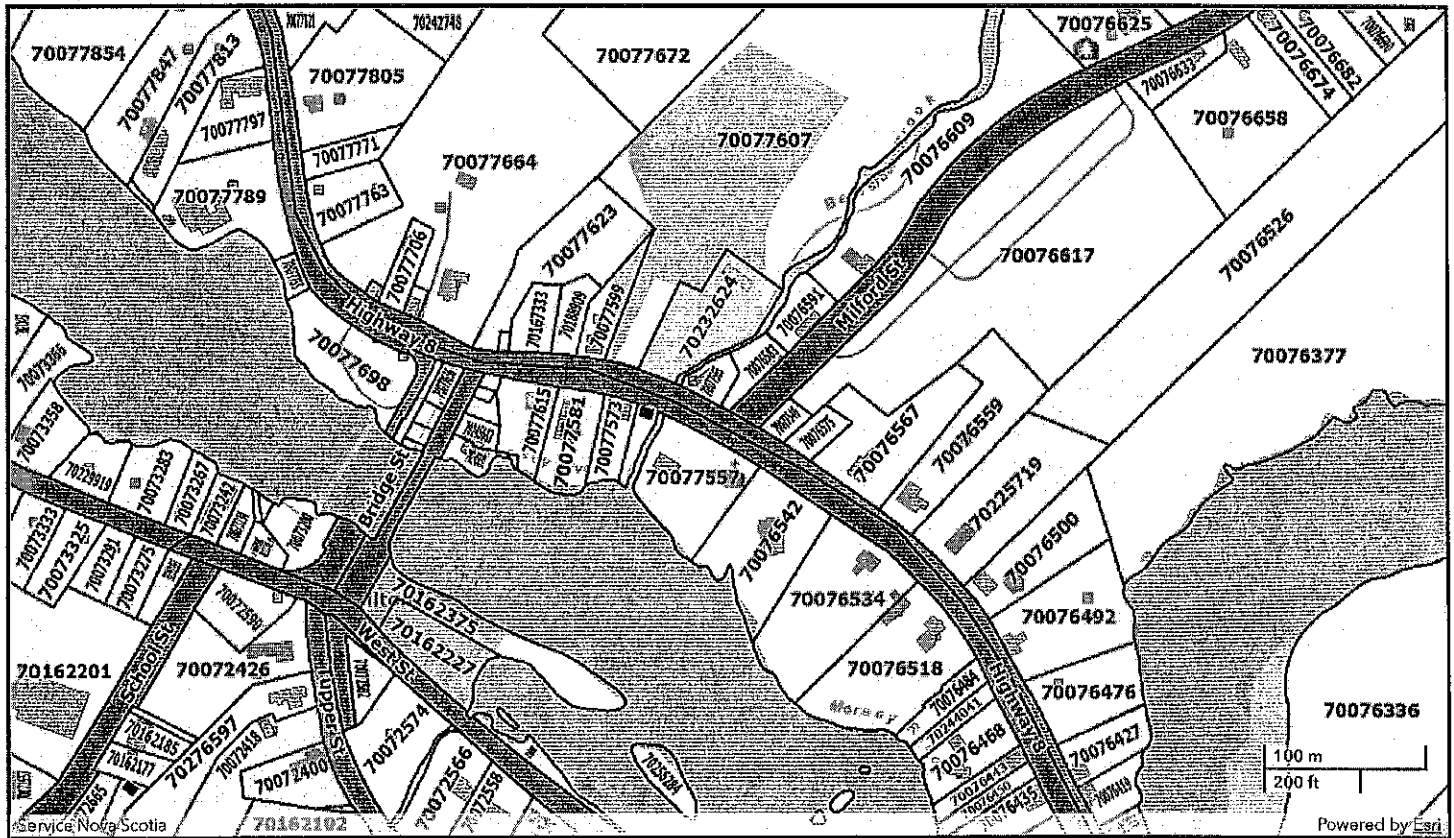
Vice President, Milton Community Association

168 Tupper Street, P.O. Box 163, Milton, Queens County, Nova Scotia B0T 1P0
Phone: (902) 354-5640 | Email: miltonhall168@gmail.com | Website:
www.facebook.com/miltonmemorialhall



Property Online Map

Date: October 29, 2025 11:48:50



PID:	70232624	Address:	287 HIGHWAY 8	AAN:	03257509
County:	QUEENS COUNTY		MILTON	Value:	\$164,400.00 (2025
LR:	NOT LAND REGISTRATION		LOT 1		COMMERCIAL TAXABLE)
		Owner:	MILTON COMMUNITY ASSOC		

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [Land Registration Act subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online Version 1.0

This page and all contents are copyright © 1999-2025, Government of Nova Scotia, all rights reserved.
 If you have comments regarding our site please direct them to: propertyonline@novascotia.ca
 Please feel free to [Submit Problems](#) you find with the Property Online web site.

Entity Snapshot

Entity details

Information as of	29 October 2025
Registry ID	1281497
Business/Organization Name	MILTON COMMUNITY ASSOCIATION
Incorporation Date	10 November 1954
Annual Return due Date	30 November 2025
Type	Society
Status	Active
Registered Office	168 TUPPER STREET, MILTON, NS, B0T 1P0, CANADA
Mailing Address	PO BOX 163, MILTON, NOVA SCOTIA, B0T 1P0, CANADA

Directors and Officers

Name	Position
ALEXANDER GALLAGHER	Director
BARBARA L. GIDNEY	Director, Secretary
BETTY A. DAURY	Director
KAYLA POOLE	Director
LENA L. MALONE	Director
MATTHEW T SWAN-WHYNOT	Director, President
RALPH GIDNEY	Director
RONALD G. SHUPE	Director, Vice-president
WANDA D. WESTHAVER	Director, Treasurer
WAYNE ANTHONY	Director

Recognized Agent

Name	Position	Civic Address	Mailing Address
RONALD G. SHUPE	Recognized Agent	5 SHORE ROAD APT 4 LIVERPOOL NOVA SCOTIA B0T 1K0 CANADA	5 SHORE ROAD RR#1 APT 4 LIVERPOOL NOVA SCOTIA B0T 1K0 CANADA



Region of Queens Municipality
 P.O. BOX 1264
 LIVERPOOL NS B0T 1K0

MILTON COMMUNITY ASSOC
 PO BOX 163
 MILTON NS B0T 1P0
 CANADA

Account Information	
Date Range:	April 01, 2025 to October 02, 2025
Company Code:	RMQG
Contract Account:	606049
Installation:	3257509
Civic Address	287 HIGHWAY 8 MILTON

Page 1 of 1

Balance Forward 0.00

Posting Date	Document	Item	Description	Text	Amount
JUN 01, 2025	880000003078	0001	Final Bill		3,551.04
JUL 10, 2025	61000302507	0001	Interest Receivable	Interest	32.69
AUG 06, 2025	61000305626	0001	Interest Receivable	Interest	36.19
SEP 04, 2025	62000282658	0001	Interest Receivable	Interest	36.19

Item Balance 3,656.11
 Close Balance 3,656.11



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: November 6, 2025
File No: 10350-50-2511-03
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Rental of Wheeled Loader

Prepared by: <u>A. Grant</u> A. Grant, Director of Infrastructure	Supervisor: <u>W. Thorpe</u> Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe, CAO
--	--	--

RECOMMENDATION

THAT Council for Region of Queens Municipality approve the unbudgeted expense of up to \$75,000 for the short-term rental of a wheeled loader, with funds coming from accumulated surplus.

PURPOSE

Procurement of a wheeled loader is required to mitigate gaps in the delivery of adequate levels of service during winter works maintenance in Queens County.

BACKGROUND

At Region of Queens Municipality, the Department of Infrastructure utilizes four separate wheeled loaders at multiple sites such as Public Works, Capital Projects, and the Queens Solid Waste facility.

Wheeled loaders are used to move large amounts of material efficiently. During winter works maintenance, wheeled loaders are deployed as mass snow removal tools by clearing snow from roadways and parking lots.

The Public Works Division allocates two of these four assets during the winter months. Asset #507 is exclusively used to attack streets while Asset #505 has task-specific equipment which allows it to more effectively focus on major parking areas and minor streets.

During routine maintenance work on Asset #505 by municipal staff, it was identified that the cabin of this machine has deteriorated severely, making it unsuitable for use; It has been tagged out of service to prevent operation. An original equipment manufacturer (OEM) technician was engaged to complete an assessment of the machine. That assessment confirmed the roll-over-protection-system (ROPS) had deteriorated and requires repair. The OEM technician was able to provide staff with an estimate of \$52,000 for a replacement cab and repairs to the ROPS system which includes certification of the work to place the asset back into service with a timeline of 12 weeks from award of repairs.

In 2023, staff procured Asset #510 which was a replacement wheel loader, deployed at the Solid Waste Management Facility with a cost of \$375,000 + HST from Wilson Equipment. When approached by staff, Wilson Equipment advised that the trade value of Asset #505, 'where-is & as-is', is \$20,000. Wilson Equipment suggested that if the Municipality were to complete the \$52,000 of required work, the trade value would increase to \$40,000. Historically, wheel loaders at the Municipality have had a forecasted replacement age of 15 years of service. As such, #505 is included in the current CIP for the year of 2028/29 at a budget estimate of \$415,000 + HST.

Staff have evaluated the compatibility between wheeled assets to adapt the task-specific equipment mentioned against the other three assets owned by the Municipality. A direct match could not be confirmed, and it is expected that modifications would cost as much as \$45,000 and 12 weeks to complete.

The other two wheeled loader assets are allocated to the Solid Waste Management Facility for daily operations. As these machines are in high demand for day-to-day operation at that site, reallocation of these assets to other municipal sites is not recommended.

ALTERNATIVES/OPTIONS

- 1) Council approves the unbudgeted expense of up to \$75,000 for the short-term rental of a wheeled loader.
- 2) Council directs staff to undertake a Request for Quote process for the purchase of a replacement loader.
- 3) Council directs staff to develop alternative plans utilizing available internal resources to provide winter service for the 2025/2026 season.
- 4) Council directs staff to issue a Request for Proposals in search of a qualified contractor to undertake the required winter service work.

ANALYSIS

Option 1: Staff have researched rental opportunities and estimate \$75,000 for rentals over a 4-month period is appropriate. This provides an immediate resource to the Public Works Division to fill the gap in service provision, but it will have impediments in service provision for this coming season.

Option 2: Allows for the best investment of financial resources but does not provide certainty that desired levels of service are possible for the pending season, depending on the degree of weather we receive.

Option 3: May be the most economical at this time but will create a large operational hazard should Council also direct staff to maintain the previous season's level of services.

Option 4: Would seek to maintain the established level of service but will introduce numerous operational challenges where there is overlap in roles, contractor performance management, urgency in response, liability, and similar.

IMPLICATIONS

The proposed expenses are not included in this year's operational budget. Should Council wish to proceed with options 1 or 4, respective budget lines will likely be over budget. There is no immediate cost implication to option 3, but there is the potential for extended liability should established levels of service is not achieved. Option 2 has no immediate cost implication as staff would return to Council with the results for decision.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

As an element of providing winter works maintenance, snow removal equipment is required which is not available. Staff recommends Council approve the unbudgeted expense of up to \$75,000 for the short-term rental of a wheeled loader, with funds coming from accumulated surplus.

ATTACHMENTS/REFERENCE MATERIALS

N/A



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: October 29, 2025
File No: 10350-50-2511-04
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Town Bridge Sidewalk Design

Prepared by: <u>E. Johnston</u> <i>E. Johnston, Manager of Capital Projects</i>	Supervisor: <u>A. Grant</u> <i>A. Grant, Director of Infrastructure</i>	CAO Concurrence: <u>W. Thorpe</u> <i>W. Thorpe, CAO</i>
---	---	---

RECOMMENDATION

THAT Council for Region of Queens Municipality directs staff to proceed with design of a new independent bridge for Active Transportation across the Mersey River in Liverpool, in the form of a three-span, prefabricated steel truss with concrete beam approaches.

PURPOSE

To provide a dedicated connection across the Mersey River, Liverpool and establish a barrier-free Active Transportation (AT) network.

BACKGROUND

The Town Bridge structure is owned by Nova Scotia Department of Transportation and Public Works (NSDPW), and there is a cost-sharing agreement between the NSDPW and Region of Queens Municipality (RQM) for maintenance of the structure.

In 2023, staff secured CBCL Ltd. to provide a high-level options report to identify and evaluate alternative connection methods to address evolution in AT. At the June 10, 2025, Regular Council Meeting, Council passed the following motion:

THAT Council of the Region of Queens Municipality direct staff to proceed with the design of Option 2: Exterior Corridor, and that staff converse with provincial and federal counterparts to discuss possible funding support.

Following direction from Council, staff engaged CBCL to initiate the design process for the exterior corridor by completing a structural analysis of the existing structure to confirm feasibility of this design approach. CBCL completed that work and provided the attached memo report. They confirm that the existing Provincial structure does not have additional capacity to accommodate additional loading, which is to say that the proposed exterior corridor is not possible.

During CBCL's investigation, damage and deterioration was observed and subsequently reported to the Province. The Province confirmed that they are aware of both the damage and deterioration, and are monitoring the structure but to date, the structure is adequate.

Though CBCL was not able to achieve Council's preference of design of an exterior AT structure, CBCL has provided two alternatives for Council's consideration.

ALTERNATIVES/OPTIONS

- 1) Council directs staff to proceed with design of a new independent bridge for Active Transportation across the Mersey River in Liverpool, in the form of a three-span, prefabricated steel truss with concrete beam approaches.
- 2) Council directs staff to proceed with design and development of a 'Single Span Steel Tub Girder'.
- 3) Council provides alternate direction to staff.

ANALYSIS

Option 1: This proposal is the most cost-effective option, being constructed of three spans using prefabricated tee girders for the approaches to a central bowstring arch. Figures 5 and 6 of the attached report show the components that would be combined. It is estimated at this time that the capital cost for

construction is approximately \$3.85M. Should Council wish to enhance the aesthetics of the design to replicate the existing Town Bridge (Figure 7), it is expected that the estimate of \$3.85M could become \$4.81M.

Proceeding with this construction method requires the construction of two additional support piers which will require further investigation and add additional challenge to the construction, including permanent navigation hazards for water users.

Option 2: This proposal provides for a structure that clear spans the Mersey River which would minimize some level of construction challenges while adding different challenges. To span the river, a deep structural profile is required. To accomplish a compliant design, this will elevate the deck further from option 1, the specifics difference has not been confirmed at this time. Current construction estimates for this option are \$5.81M.

Both options presented above meet the desire of Council which is to provide a structure which meets accessibility standards in the connection between Bristol Avenue and Market Street. Proceeding with either of Option 1 or 2 will reduce the maintenance burden of the current sidewalk and structure both in surface quality and winter maintenance. Either of these options would be designed and constructed with low maintenance products and be able to accommodate snow removal equipment whereas that effort is currently manual labour. Upon completion of the new structure, it would be staff's recommendation to provide notice to the Province of the Municipalities desire to exit the bridge maintenance agreement.

IMPLICATIONS

Should Council proceed with Option 1, preparation of construction-ready documents include:

- \$100,000 for detailed design fees
- Additional \$75,000 in design fees for the custom arch to match the existing Town Bridge
- \$75,000 for geotechnical Investigation

Should Council proceed with Option 2, preparation of construction-ready documents include:

- \$100,000 in detailed design fees
- \$75,000 in geotechnical Investigation

Should Council proceed with Options 1 or 2, staff will continue to work with other levels of government to identify funding opportunities to minimize construction expense. If grant funds do not cover the full cost of the work, options for funding these expenditures include accumulated surplus, reserves such as the Canada Community-Building Fund (CCBF), or funding from the tax rate in the 2026-2027 budget. Council is reminded that the reserve funds have been committed to other projects. As such, if each of those projects are completed and are on budget, reserve funds would not be available for this work.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

In June, 2025, Council directed staff to proceed with design of a dedicated connection across the Mersey River and establish a barrier-free Active Transportation (AT) network. Staff recommend that Council for Region of Queens Municipality directs staff to proceed with design of a new independent bridge for Active Transportation across the Mersey River in Liverpool, in the form of a three-span, prefabricated steel truss with concrete beam approaches.

ATTACHMENTS/REFERENCE MATERIALS

- CBCL - October 2, 2025 - Liverpool Bridge Active Transit (AT) Improvement Project
- [2025-06-10 Region of Queens Municipality Regular Council Agenda | Staff Report | Liverpool Town Bridge Sidewalk](#)
- Nova Scotia Department of Transportation and Public Works – Bridge Maintenance Agreement No. 22-S

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

)
) *[Signature]*
) 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
order of

Liverpool

Kejimkujik
Drive
(Tk. 8)

Milton

Highway 103

Halifax
Bridgewater

Yarmouth
Shelburne



Lighthouse route
Beach Meadows

Lighthouse
Route
Summerville

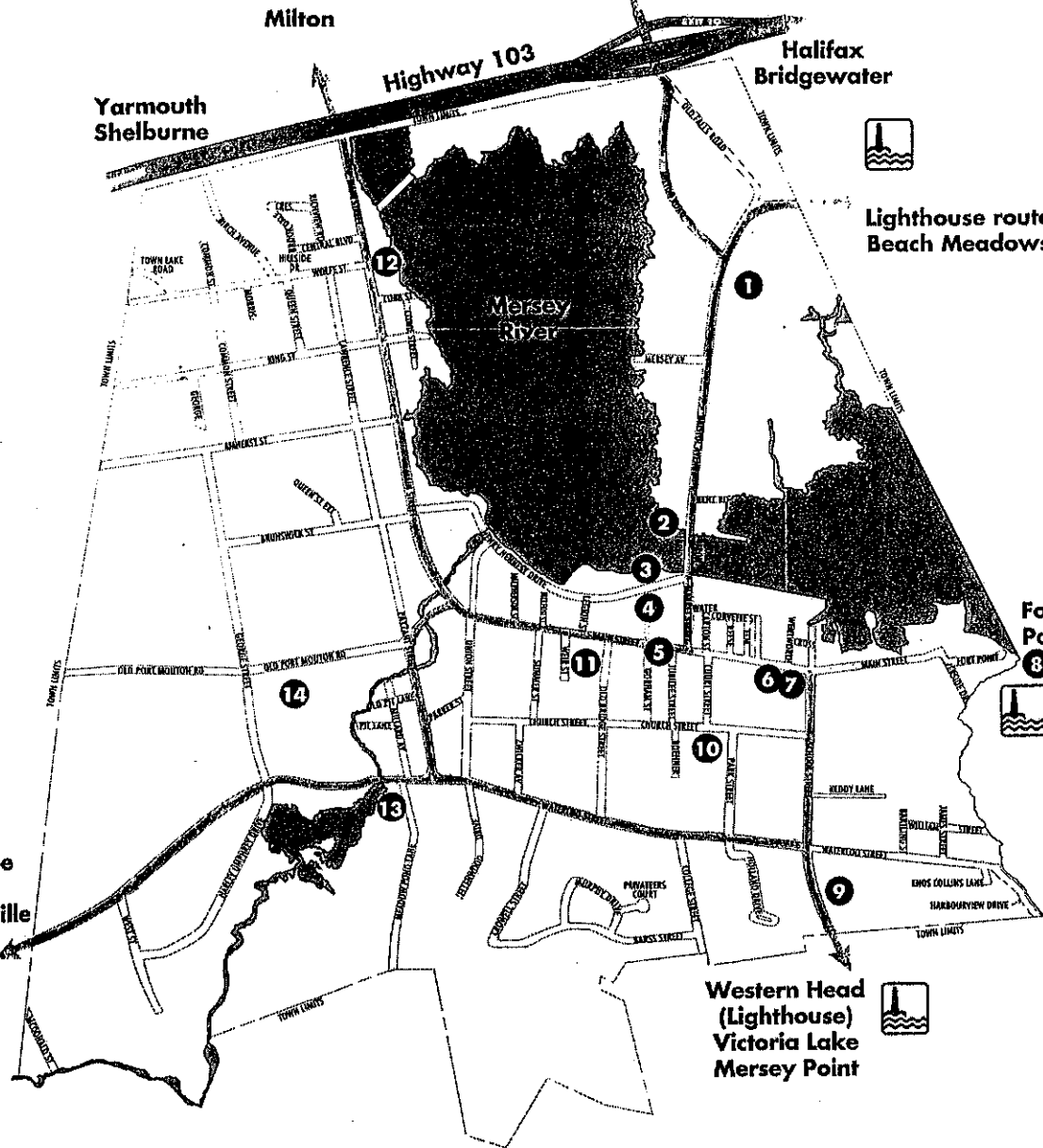


(Tk 3)

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

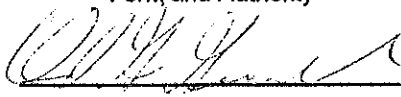
SUBMITTED BY: Honourable Ron Russell, Minister of Transportation and Public Works

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.

JAMES G. SPURR
CLERK OF THE EXECUTIVE COUNCIL

October 2, 2025

Adam Grant, P.Eng.
Director of Infrastructure
Region of Queens Municipality
142 Hank Snow Dr
Liverpool, NS B0T 1K0

agrant@regionofqueens.com

Attention Mr. Grant:

RE: Liverpool Bridge Active Transit (AT) Improvement Project

Introduction

A 2023 Technical Evaluation Memo by CBCL Limited examined several preliminary options for enhancing the Active Transportation (AT) facility over the Town of Liverpool Bridge. In June 2025, the Region of Queens Municipality (RQM) contracted CBCL Limited to assess the viability of advancing with Option 3 from the memo, titled "AT Corridor Structural Extension". This option proposes constructing an AT trail as an extension along the west side of the current arch structure, next to existing water and force main pipes.

The bridge crossing the Mersey River, built in 1958, functions as an essential transportation route in the Town of Liverpool, linking Bristol Avenue and Market Street. The bridge measures approximately 100 meters in span with an internal width of about 9.6 meters. Its design includes a central 50-meter steel arch span and two roughly 25-meter steel plate girder approach spans. The Nova Scotia Department of Public Works carries out regular inspections and anticipates that the structure has residual service life. Currently, the bridge provides two traffic lanes (one in each direction) and sidewalks on both sides. The approximate widths are 3.6 meters for each lane and 1.2 meters for each sidewalk. There are no marked shoulders, dedicated bicycle paths, or barriers separating vehicular traffic from active transportation users.

This study discussed in this memo aimed to assess whether the current structure has sufficient capacity to support an AT corridor on its western side. Two alternatives for a separate structure adjacent to the current bridge are also presented, which could facilitate the AT Corridor in the case the existing structure does not have the reserve capacity.



Figure 1 - Existing bridge elevation view



Figure 2 - Existing bridge roadway and active transit lanes

Site Visit

As part of the feasibility study, CBCL Limited conducted a site visit to gather current condition data for the existing structure and to address gaps in the information necessary for the analysis. The inspection was carried out through visual observation only, with no specialised testing or equipment. The sole exception was the use of a boat, provided by the RQM, which allowed access to inspect the substructure components, bridge deck soffit, and girders from the water.

Key deficiencies observed included suspected Alkali Aggregate Reactivity (AAR) activity in piers and abutments, spalling and corrosion on the deck soffit, localized rust on steel arch sections, and buckling of the north primary compression member at the east end (Figure 3).



Figure 3 - Buckling observed in the north primary compression member at the east end

NSDPW confirmed this buckling likely resulted from a vessel collision before 1998, with no new deformations reported after ongoing visual inspections. CBCL therefore considers the member functional. Any proposed changes to the structure's use should be preceded by detailed analysis of the modified member and its effect on the structure's behaviour.

Structural Evaluation

CBCL limited completed the load evaluation process using CSA S6-19, the Canadian Highway Bridge Design Code (CHBDC) as CSA S6-25 was not yet available at the time of evaluation. Section 14 of the CHBDC prescribes methods for evaluating an existing bridge to determine whether it will carry a particular load or set of loads. Evaluations consider the CL-625 truck live loading as shown in Figure 4.

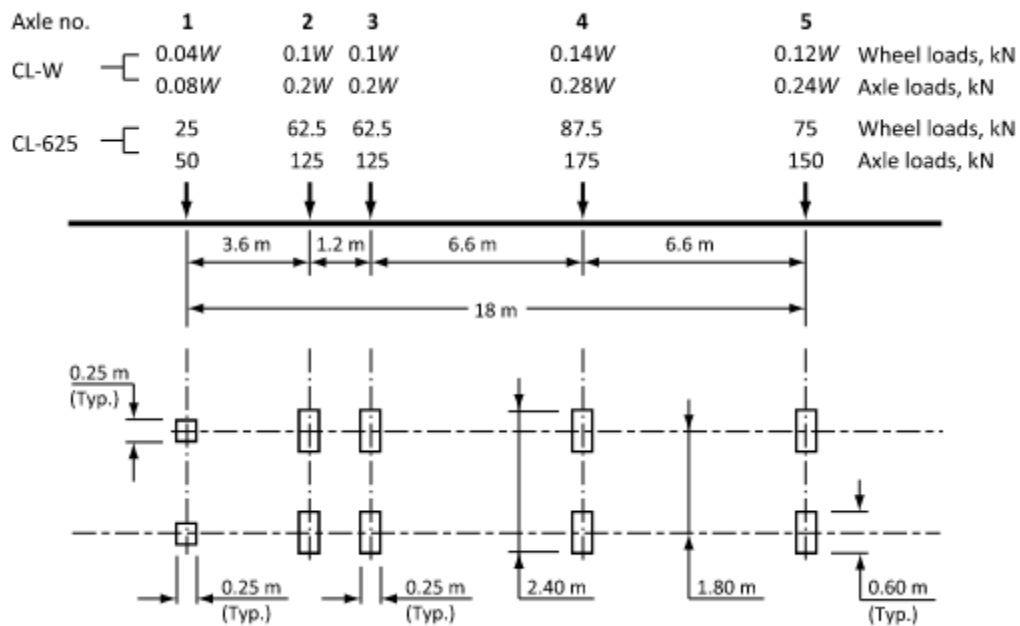


Figure 4 - CL-625 Truck Wheel Layout (S6-19)

In summary, CBCL generated a 3D finite element analytical model using LUSAS Bridge software. CBCL extracted results from the model to in-house spreadsheet tools for evaluation of factored loads versus factored resistances according to ultimate limit states (ULS) design.

Methodology

To evaluate the structural capacity of the Town of Liverpool Bridge, CBCL conducted a detailed analysis focused on the bridge's superstructure, specifically the arch ribs. Methodology involved assessing the bridge under Ultimate Limit States, defined by CSA S6-19. Both AASHTO Design Specifications and CSA S6-19 - were used to calculate the effective length of the arch segments, which influences their susceptibility to buckling. These calculations considered both in-plane and out-of-plane bending effects, and the higher value from the two methods was selected conservatively. The evaluation included all relevant dead and live loads, such as the weight of the bridge components, asphalt, sidewalks, existing water and force mains, and expected vehicle and pedestrian traffic.

The following tables summarize the material properties and loads included in the evaluation.

Material Type	Strength (MPa)	Reference
Structural Steel	230	Drawings

Load (Category):	Description	Additional Steel Allowance¹
<i>Arch Dead Load</i>	Arch ribs, floor beams, hangers, horizontal strut and bottom ties.	20%
<i>Stringers & Diaphragms</i>	Stringers on arch span and diaphragms on approach spans; no steel allowance.	N/A
<i>Girder Dead Load</i>	Girders on approach spans.	12%
<i>Deck Concrete</i>	150 mm (6") thickness.	N/A
<i>Asphalt</i>	Assume to be 90mm as per S6-19 cl.14.8.2.1.	N/A
<i>Sidewalk</i>	Measured on site as 230mm (9") thick from top of asphalt.	N/A
<i>Railing</i>	Assumed to have a line weight of 3kN/m.	N/A
<i>Pipes</i>	Estimated as 5.47kN/m from available drawings.	N/A
<i>Design Truck Live Load</i>	Two-lane CL-625 truck loading.	N/A
<i>Pedestrian Live Load</i>	Considered only for sidewalk-supporting components; combined with vehicle load using 0.8 factor.	N/A

¹Additional Steel Allowance refers to the estimated weight of steel components not captured in the primary cross-section. This includes elements such as rivets, splice plates, gussets, and other connection hardware that contribute to the overall structural load.

Results and Recommendations

The results indicate that the bridge is operating at or very near its structural capacity under current loading conditions. The west arch, in particular, is more heavily loaded due to the presence of the existing water and force mains. The primary concern is lateral torsional buckling of the arch ribs, and the analysis confirms that this is the governing mode of failure. Importantly, **the structure does not exhibit any meaningful reserve capacity to accommodate additional loads.**

The substructure was visually assessed during the site visit, complemented by a thorough review of available drawings. Connecting directly to the substructure, bypassing the superstructure, was not considered viable due to advanced signs of Alkaline Aggregate Reactivity (AAR) observed in the concrete piers and abutments. While further evaluation of the concrete encased within the steel sheet piles would require coring, CBCL does not recommend pursuing this option. The original construction method used pressure grouting around loose aggregate, which may have resulted in inconsistent material quality and strength.

Based on these findings, we recommend that no further loading be introduced to the bridge. The proposed extension corridor to the west cannot be supported by the existing structure without compromising its performance.

Independent Structure Options

In lieu of attaching an active transportation (AT) corridor to the existing structure, CBCL has developed two alternative options involving independent structures positioned adjacent to the existing bridge. For both options, the soffit elevation has been set no lower than that of the current bridge, ensuring that the navigational and hydraulic openings are maintained or improved.

Each proposed structure is offset by a minimum of 5 meters from the existing bridge and features a functional deck width of 3 meters. The span length has been set at approximately 86 meters to align with the existing structure, though this may be further refined during detailed design.

It is important to note that a geotechnical study has not yet been undertaken for either option. Such a study will be required as part of the detailed design phase and may influence final project costs.

Concept A – Three-span Pre-Fabricated Steel Truss with NEXT Beam Approaches

Concept A proposes an 86-metre, three-span bridge designed to reflect the form of the existing structure, enhancing visual continuity. The new abutments and piers would align with those of the current bridge and be supported by deep, piled foundations. Precast Northeast Extreme Bulb Tee (NEXT) beams are recommended for the approach spans, while the central span would feature a 50-metre bowstring steel truss system that echoes the existing bridge's arch. NEXT Beams (Figure 5) offered a cost-effective solution for this application, as their adaptable design allowed a single girder to span the full 3.6 m deck width – eliminating the need for multiple beams and simplifying construction. A 175 mm thick topping slab would cover the three spans.



Figure 5 - Northeastern Extreme Bulb Tee Girder (PCI.org)

Regarding the central span, trusses for this type of application are typically provided as modular systems, which offer limited aesthetic flexibility. Consequently, the attached Opinion of Probable Cost reflects pricing for a standard, off-the-shelf arched truss fabricated by a local steel supplier. Figure 6 below illustrates a similar prefabricated solution used on a previous project. In this case,

however, the design would incorporate two approach spans utilising the aforementioned NEXT beams, leading into the central arched truss.



Figure 6 - Example of Prefabricated Bowstring Bridge Option (Algonquin, 2020)

Considering the constructability of this option, cranes could likely be used for most of the installation, including the central truss arch. However, the inclusion of piers introduces complexity. CBCL anticipates this can be managed by enclosing the piers with driven sheet piles, similar to the method used during the original bridge construction. The relatively shallow structural profile would allow for the vertical alignment of the deck to be positioned closer to the same level as the existing structure and reduce the complications associated with grading at either landing.

The estimated capital construction cost of this bridge option is \$3.85M, based on a Class D Opinion of Probable Cost which includes a 30% Design Development Contingency and a 10% Construction Contingency. A detailed breakdown of the cost components can be found in Appendix A.

An alternative option for the central arch is a custom design, which could significantly enhance the overall aesthetic quality of the structure. CBCL has developed a conceptual rendering that demonstrates what may be achievable through technical collaboration with a steel fabricator. However, a bespoke solution such as the one illustrated in Figure 7 would come at a premium compared to the cost outlined in Appendix A – likely in the range of 15–25% higher.



Figure 7 - Rendering of Replacement Concept A with Improved Aesthetics

Option B – Single Span Steel Tub Girder

Concept B proposes an 86-metre single-span steel tub girder supporting a 225 mm thick cast-in-place concrete deck. The superstructure is supported by integral cast-in-place concrete abutments founded on a deep pile system. With the structural depth positioned beneath the deck, this configuration offers unobstructed views across the span – an advantage over Concept A, where the pony-truss design of the central span partially impedes sightlines. Additionally, the high torsional resistance of the steel tub girders makes them well-suited for accommodating cantilevered platforms along the span, which could serve as scenic lookoff points if desired.

The constructability of this option would be a challenge. The size of girder to accommodate an 86m span would require a significant weight of steel. The erection process of this structure would likely require the use of a complex launching procedure, or crane assisted installation via barge. CBCL has considered the complexity of the erection procedure in the unit rate in the Opinion of Probable Cost.

Due to its relatively deep structural profile, this bridge option would position the pedestrian deck noticeably higher than the existing traffic bridge. Accommodating this elevation difference would require substantial grading at both approaches. On the Liverpool side, this may be further complicated by the planned location of a pump station at the proposed landing area. The cost implications of grading and re-design of the landings on either side have been accounted for in the Opinions of Probable Cost through an allowance.



Figure 8 - Rendering of Replacement Concept B

The estimated capital construction cost of this bridge option is \$5.81M, based on a Class D Opinion of Probable Cost which includes a 30% Design Development Contingency and a 10% Construction Contingency. A detailed breakdown of the cost components can be found in Appendix A.

Comparison

	Concept A	Concept B
<i>Constructability</i>	<ul style="list-style-type: none"> ▪ Less complicated deck formwork as majority of soffit is supported by NEXT beams or the CSP floor on the truss. ▪ Erecting the central span would likely require the use of a barge. ▪ Working in water adds complexity. 	<ul style="list-style-type: none"> ▪ Minimal work required in the waterway . ▪ Challenges associated with erecting a tub girder of this length with minimal locations to station crane equipment. ▪ Cast-in-place concrete deck requires complicated formwork.
<i>Maintenance & Durability</i>	<ul style="list-style-type: none"> ▪ Concrete approach girders ideal for marine environment. ▪ Steel requires periodic recoating. ▪ Central span may require periodic bearings replacement. 	<ul style="list-style-type: none"> ▪ Integral abutments eliminate the need for bearings and expansion joint replacement. ▪ Steel will require recoating every 15 years.
<i>Aesthetics</i>	<ul style="list-style-type: none"> ▪ Opportunity for integrated lighting system on central arch span to highlight architectural interest, similar to existing structure. ▪ Pony-style central span truss system interrupts views. ▪ Bump-out lookoff points not feasible for this arrangement. 	<ul style="list-style-type: none"> ▪ Entirety of superstructure depth below deck level resulting in uninterrupted views of surrounding vistas and existing structure. ▪ Bump-out lookoff points achievable due to high torsional capacity of superstructure. ▪ Blocks the south-west view from the roadway of the existing bridge. ▪ Ramp and retaining wall at landings block view of park space. ▪ Alignment of ramp results in a less direct connection with Market St and downtown for AT users .
<i>Risks</i>	<ul style="list-style-type: none"> ▪ Hydraulic analysis required to determine allowable structural depth ▪ Geotechnical study not completed 	<ul style="list-style-type: none"> ▪ Required structural depth will result in significant grading and re-design at both landings. ▪ Hydraulic analysis required to determine allowable structural depth ▪ Geotechnical study not completed
<i>Costs</i>	<ul style="list-style-type: none"> ▪ Lowest Estimate of Probable Cost 	<ul style="list-style-type: none"> ▪ Highest Estimate of Probable Cost

Legend ▪ Pro | ▪ Con

Recommendations

Following a detailed assessment, it was determined that attaching an Active Transportation (AT) corridor to the west side of the existing structure is not feasible. As a result, CBCL Limited recommends the construction of a standalone AT structure parallel to the existing bridge.

Two conceptual options were evaluated for the new structure:

- ▶ **Concept 1:** A three-span configuration featuring a prefabricated central arched steel truss and NEXT Beam approaches. Construction cost is estimated as \$3.85M.
- ▶ **Concept 2:** A single-span solution utilizing a 2800 mm deep steel tub superstructure to span the full 86 meters. Construction cost is estimated as \$5.81M.

A custom-fabricated central arch, as illustrated in Figure 7, may offer superior aesthetic integration but is expected to increase costs by approximately 15–25% over the baseline estimate in Appendix A which is based on using the prefabricated modular truss system shown in Figure 6.

CBCL recommends proceeding with the detailed design of **Concept 1**, based on several key advantages:

- ▶ Lower capital cost relative to the single-span alternative.
- ▶ Improved accommodation of vertical grade differences at the bridge approaches.
- ▶ Enhanced alignment with the aesthetic and historical character of the existing structure.
- ▶ Simplified construction sequencing and staging.

CBCL acknowledges ongoing infrastructure work on the Liverpool side of the bridge, including the construction of a pump station and intersection improvements to enhance sight lines. Subject to approval to proceed, the design of the new AT structure will be closely coordinated with these concurrent works to ensure integration and minimize disruption.

Yours very truly,

CBCL Limited



Prepared by:
Simon Burns, EIT
Junior Structural Engineer, Bridges
Direct: 902-421-7241
E-Mail: sburns@cbcl.ca

Reviewed by:
Colin Jim, P.Eng.
Manager, Bridges

Report No: 254208.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Attachment A

Opinion of Probable Cost – Replacement Options



OPINION of PROBABLE CONSTRUCTION COSTS
Project Name: Queens Bridge AT Improvements

DATE:	9/19/2025
PROJECT NUMBER:	254208.00
PREPARED BY:	SB
REVIEWED BY:	TB
EST. DESCRIPTION:	D

1	Mobilization	L.S.
2	Water Control	L.S.
3	Geotechnical Allowance	L.S.
4	Civil Works Allowance	L.S.
5	Pre-fabricated Steel Superstructure - Supply	L.S.
6	Pre-fabricated Steel Superstructure - Install	L.S.
7	Prestressed Concrete Girder (NEXT 28F) - Supply	m
8	Prestressed Concrete Girder (NEXT 28F) - Install	Ea.
9	HPC - Topping Slab	m3
10	HPC - Prefabricated Steel Superstructure Decking	m3
11	HPC - Deck	m3
12	HPC - Abutments	m3
13	HPC - Pier Cap	m3
14	Bearings (inc. assemblies)	Ea.
15	Armourstone Allowance	L.S.
16	Steel Railing	m
17	Steel H Pile - Supplied	m
18	Steel H Pile - Installed	m
19	Steel Pipe Pile w/ 20MPA Conc. Infill - Supplied	m
20	Steel Pipe Pile w/ 20MPA Conc. Infill - Installed	m
21	Structural Steel (Girders) - Supply & Install	t
22	Fill Against Structure	t
23	Asphalt Paving of Bridge Deck	t

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. SUDDEN MARKET TREND CHANGES, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS, UNFORESEEN SITE CONDITIONS, AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. IT IS NOT A PREDICTION OF LOW PRICE. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED. IT IS BASED ON THE DATE OF THIS BUDGET.

Budget Definitions

A **Class "D"** Budget is a conceptual estimate used to screen and rank alternative solutions. It provides a probable cost based on initial project information and concept-level design development.

A **Class "C"** Budget is a detailed estimate based on a defined option, design progress (~25%), and market conditions, suitable for investment decisions and preliminary approval.

A **Class "B"** Budget is based on preliminary detailed design drawings and outline specifications or performance criteria, which includes design of all major systems and subsystems. The result of all site/installation investigations have been incorporated. This budget should provide for the establishment of realistic prediction of cost and be sufficient to obtain effective project approval. Design development is typically in the order of 65% complete.

A **Class "A"** Budget is based on complete or substantially complete (95-100%) working drawings and specifications prior to calling for competitive bids. This estimate should be sufficient to allow a detailed reconciliation/negotiation with bidding contractors after tender. This estimate will contain only those cash allowances called for in the tender documents and will not allow for design contingencies, but include a post award construction contingency.

Note 1 This Allowance is to allow for the necessary construction cost changes as the design milestone's are developed to Class D, C, B, A estimates.

Note 2 The Construction Contingency is to factor in potential post tender Change Orders.

CBCL Form P3-TMP-004-BP-BR Rev 0 Bridge OPC Template

OPTION 1 - New Three-Span Structure			
Est. Qty.	Unit Price	Total Price	
1.00	\$ 396,000.00	\$	396,000.00
1.00	\$ 120,000.00	\$	120,000.00
1.00	\$ 20,000.00	\$	20,000.00
1.00	\$ -	\$	-
1.00	\$ 857,000.00	\$	857,000.00
1.00	\$ 75,000.00	\$	75,000.00
44.00	\$ 5,010.00	\$	220,440.00
2.00	\$ 7,500.00	\$	15,000.00
26.00	\$ 1,300.00	\$	33,800.00
30.00	\$ 1,300.00	\$	39,000.00
-	\$ -	\$	-
50.00	\$ 1,300.00	\$	65,000.00
15.00	\$ 1,750.00	\$	26,250.00
12.00	\$ 3,000.00	\$	36,000.00
1.00	\$ 50,000.00	\$	50,000.00
80.00	\$ 2,000.00	\$	160,000.00
280.00	\$ 650.00	\$	182,000.00
250.00	\$ 550.00	\$	137,500.00
210.00	\$ 600.00	\$	126,000.00
186.00	\$ 500.00	\$	93,000.00
-	\$ -	\$	-
610.00	\$ 36.00	\$	21,960.00
51.00	\$ 290.00	\$	14,790.00
SUBTOTALS:			
PRELIMINARY/INDIRECT COSTS:		\$	536,000.00
DEMOLITION & DISPOSAL:		\$	-
EARTHWORKS & GRANULARS:		\$	50,000.00
BRIDGE SUBSTRUCTURE:		\$	651,710.00
BRIDGE SUPERSTRUCTURE:		\$	1,436,240.00
RETAINING WALLS & MISC CONCRETE:		\$	-
ASPHALTIC SURFACES, ROADWORK & REINSTATEMENT:		\$	14,790.00
ENVIRONMENTAL PROTECTION:		\$	-
CIVIL WORKS:		\$	-
Design Dev. Contingency	30%	\$	806,622
ESTIMATE w/o CONSTRUCTION CONTINGENCY		\$	3,495,362
Construction Contingency	10%	\$	349,536
ESTIMATE CAPITAL CONSTRUCTION COST w/ CONTINGENCY (excluding HST)		\$	3,845,000

OPTION 2 - New Single-Span Structure			
Est. Qty.	Unit Price	Total Price	
1.00	\$ 445,000.00	\$	445,000.00
1.00	\$ 20,000.00	\$	20,000.00
1.00	\$ 950,000.00	\$	950,000.00
-	\$ -	\$	-
-	\$ -	\$	-
-	\$ -	\$	-
-	\$ -	\$	-
-	\$ -	\$	-
73.00	\$ 2,250.00	\$	164,250.00
360.00	\$ 1,300.00	\$	468,000.00
4.00	\$ 3,000.00	\$	12,000.00
1.00	\$ 50,000.00	\$	50,000.00
180.00	\$ 2,000.00	\$	360,000.00
280.00	\$ 650.00	\$	182,000.00
250.00	\$ 550.00	\$	137,500.00
-	\$ -	\$	-
-	\$ -	\$	-
137.00	\$ 9,000.00	\$	1,233,000.00
760.00	\$ 36.00	\$	27,360.00
51.00	\$ 290.00	\$	14,790.00
SUBTOTALS:			
PRELIMINARY/INDIRECT COSTS:		\$	465,000.00
DEMOLITION & DISPOSAL:		\$	-
EARTHWORKS & GRANULARS:		\$	50,000.00
BRIDGE SUBSTRUCTURE:		\$	814,860.00
BRIDGE SUPERSTRUCTURE:		\$	1,769,250.00
RETAINING WALLS & MISC CONCRETE:		\$	-
ASPHALTIC SURFACES, ROADWORK & REINSTATEMENT:		\$	14,790.00
ENVIRONMENTAL PROTECTION:		\$	-
CIVIL WORKS:		\$	950,000.00
Design Dev. Contingency	30%	\$	1,219,170
ESTIMATE w/o CONSTRUCTION CONTINGENCY		\$	5,283,070
Construction Contingency	10%	\$	528,307
ESTIMATE CAPITAL CONSTRUCTION COST w/ CONTINGENCY (excluding HST)		\$	5,811,000



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: October 31, 2025
File No: 10350-50-2511-05
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Appointment of Code of Conduct Investigator

Prepared by: <u>P. Hirtle</u> P. Hirtle, DCAO	Supervisor: <u>W. Thorpe</u> W. Thorpe, Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe, CAO
---	---	--

RECOMMENDATION

THAT Council for Region of Queens Municipality appoint Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noella Martin of Burchell Wickwire Bryson LLP as the Municipality's standing investigators per the requirements of the Nova Scotia Code of Conduct for Municipal Elected Officials.

PURPOSE

Region of Queens Municipality is required to appoint an investigator who will be responsible for receiving and reviewing any complaints filed under the Nova Scotia Code of Conduct for Municipal Elected Officials.

BACKGROUND

In October 2024, the Province of Nova Scotia enacted the Code of Conduct for Municipal Elected Official Regulations under the authority granted to the Minister of Municipal Affairs per Section 520 of the Nova Scotia Municipal Government Act.

The Regulations establish and detail the process under which Code of Conduct complaints shall be made and reviewed as generally described in Section 23 of the Municipal Government Act.

Region of Queens Municipality is required to appoint an independent investigator who is tasked with receiving, reviewing, and reporting to Council on any Code of Conduct complaints that are filed under Section 23 and the Regulations established by the Minister of Municipal Affairs under Section 520 of the Municipal Government Act.

In the Spring of 2025, the Minister of Municipal Affairs sent correspondence to municipalities across Nova Scotia advising that the code regulations were to be amended on April 1, 2025, to make online training mandatory for all municipal elected officials under the direction of the Nova Scotia Federation of Municipalities (NSFM).

In that same letter, the Minister advised that the Association of Municipal Administrators of Nova Scotia (AMANS) had developed a list of qualified individuals whom municipalities and villages may appoint as Code Investigators.

ALTERNATIVES/OPTIONS

- 1) Council for Region of Queens Municipality appoint Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noella Martin of Burchell Wickwire Bryson LLP as the Municipality's standing investigators.
- 2) Council requests more information from staff prior to appointing an investigator.
- 3) Council does not appoint an investigator at this time.

ANALYSIS

Based on the confirmed availability of Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noella Martin of Burchell Wickwire Bryson LLP to serve this function and provide investigative services to Region of Queens Municipality and based on the Region's established procurement practices, staff recommend that the named proponents be appointed by Council.

IMPLICATIONS

Costs incurred by Region of Queens Municipality will vary based on the nature and duration of any future investigations stemming from complaints that the Region may receive.

COMMUNICATIONS

Should Council proceed with the recommendation, information regarding contacting the appointed investigator, as well as details of the investigative process, will be made publicly available on the Region's website.

BYLAWS/PLANS/POLICIES

In addition to the processes established under the Nova Scotia Code of Conduct for Municipal Elected Officials Regulations, Region of Queens Municipality has its own established [Operational Policy 96 - Code of Conduct](#) as required by the MGA.

SUMMARY

Region of Queens Municipality is required to appoint an investigator who will be responsible for receiving and reviewing any complaints filed under the Nova Scotia Code of Conduct for Municipal Elected Officials.

The Code of Conduct Regulations provide clear processes to guide elected members of Council through potentially challenging circumstances, supporting Council in upholding high governance standards and transparency. Staff recommend Council appoint Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noella Martin of Burchell Wickwire Bryson LLP as the Municipality's standing investigators per the requirements of the Nova Scotia Code of Conduct for Municipal Elected Officials.

ATTACHMENTS/REFERENCE MATERIALS

[Nova Scotia Legislature – Municipal Government Act](#)



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: November 6, 2025
File No: 10350-50-2511-06
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Bylaw No. 13 – Solid Waste Management

Prepared by: <u>A. Grant</u> A. Grant, Director of Infrastructure	Supervisor: <u>W. Thorpe</u> Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe, CAO
--	--	--

RECOMMENDATION

THAT Bylaw No. 13 Solid Waste Management be now introduced and read a first time.

PURPOSE

To update the municipal bylaw respecting management of solid waste in Queens County to reflect changes in waste collection regulations across Nova Scotia.

BACKGROUND

Bylaw 13 has been presented to Council for first reading at the Regular Meetings on September 9, 2025, and October 28, 2025. At the October 28, 2025 Regular Meeting Council defeated the motion to introduce and read the bylaw a first time.

A subsequent motion was approved:

That Council directs staff to revise the draft of bylaw number 13, solid waste management and to incorporate Council's suggested changes and bring the revised draft forward for first reading at a future meeting.

At that meeting, feedback from Council during the discussion of the bylaw included:

Councillor Amirault

- Proposing a 4-bag limit while neighboring municipalities permit 6 to 8 bags
- An increase of issues at grey boxes
- Only one kitchen catcher per pickup, not per bag which limits large families
- Recommends a 6-bag limit, one of which is a full-size black privacy bag

Deputy Mayor Charlton

- 4-bag limit is not consistent with other municipalities
- Not aware of other municipalities changing their bylaw
- Her household requires more than 4 bags and is concerned this limit will lead to illegal dumping
- Concerned with people putting waste at the curb which is not collected because it exceeds the limit and will lead to increase in the racoon population
- Residents use kitchen bags in their bathrooms, and we need to provide more allowance for privacy bags
- Recommends one clear bag be permitted full of kitchen bags or one black bag for privacy per pickup

Councillor Wentzell

- Agrees with Councillor Amirault's position that 4 bags is inadequate and we need one black privacy bag.
- Recommends 5 clear and 1 black bag

Mayor Christian

- Concerned with clauses 47 through 50 and the responsibilities of landowners on private roads, similar to his personal home
- He received feedback from interest groups with respect to grey box collection:
 - Commitment from Council that we do not invite in any affirmative obligations on the owners of the lot owners' associations about

- The language from the current bylaw does not align with Council's vision which is that RQM is not implying that private road residents or groups have any obligation to grey boxes sites until consultation is completed
- Will defeat the motion until staff revise the language in this section of the bylaw which is "property owners who rely on grey boxes are not party to this language"

Councillor Jenkins

- Full support with the Mayor and would like to see clause 50 removed until the consultation is complete

ALTERNATIVES/OPTIONS

- 1) Council introduces Bylaw No. 13 Solid Waste Management and reads the Bylaw a first time.
- 2) Council directs staff to gather additional information before introducing Bylaw No. 13 Solid Waste Management.

ANALYSIS

Staff have incorporated feedback from Council into the latest draft of Bylaw 13. Consensus from Council feedback on the bag limit has been adjusted in the bylaw to describe a limit of 6 bags, including 1 black bag. The Regional Coordinator's group has provided a summary of the parameters implemented in all other Nova Scotia Municipalities regarding collection of solid waste. Clause 50 in the draft bylaw has been revised to include the exemption in subclause 50 (a) which is to confirm that residents of private roads who are collected by grey boxes collection sites are not required to maintain the grey boxes or the grey box sites.

IMPLICATIONS

Should Council elect not to implement the proposed draft bylaw by December 1, 2025, Region of Queens Municipality would be in contravention of provincial regulations.

Delays in the production of the '2026 Waste Sorting Guide' are expected as changes in the bylaw will impact the language within the sorting guide. Though digital communications can be deployed prior to December 1, 2025, residents will likely receive print copies in early 2026. This delay in distribution of the print copies may result in non-compliance at curbside, as the contractor responsible for blue bag collection and transfer has the potential to place the Municipality in contravention of the Environment Act.

COMMUNICATIONS

Staff are developing a communications plan to educate residents and members of the public on all corresponding changes to managing solid waste in Queens County.

BYLAWS/PLANS/POLICIES

2025 - Draft Bylaw 13 Solid Waste Management

SUMMARY

Region of Queens Municipality collects and handles solid waste throughout Queens County. To ensure alignment with evolving provincial regulations, an updated bylaw must be adopted prior to December 1, 2025. Staff recommend that Council introduces and reads Bylaw No. 13 Solid Waste Management.

ATTACHMENTS/REFERENCE MATERIALS

- 2025 - Draft Bylaw 13 Solid Waste Management
- Nova Scotia Municipal Solid Waste Collection Details
- [Region of Queens Regular Council Meeting – October 28, 2025 – First Reading – Solid Waste Bylaw No. 13](#)
- [Region of Queens Regular Council Meeting – September 9, 2025 - Bylaw #13 - Solid Waste Management](#)
- [Operational Policy No. 17 Private Road Solid Waste Collection Boxes](#)
- [Bylaw No. 13 "Proper Separation, Storage, Placement for Pick-Up, Collection of Solid Waste"](#)

BYLAW NO. 13

**A BY-LAW RESPECTING THE PROPER SEPARATION, STORAGE, PLACEMENT FOR
PICK-UP, COLLECTION AND DISPOSAL OF ALL TYPES OF SOLID WASTE**

BE IT ENACTED that the Council of the Region of Queens Municipality, under the authority vested in it by the Municipal Government Act, S.N.S. 1998, c 18, as follows:

1. This By-law shall be known as Bylaw Number 13 and may be cited as the **“Solid Waste Management By-law”**.

DEFINITIONS:

2. Words used in this by-law shall take their meaning from their context and from dictionaries of the English (Canadian) language, except those words or phrases specifically defined below:
 - a. **“Administrator”** means a person appointed in writing by the Chief Administrative Officer to administer this by-law, or a person appointed by the Administrator as their designate;
 - b. **“approved storage bin”** means a storage bin which meets the following specifications:
 - i. is constructed of wood or other material in such a manner as to be inaccessible to pests, rodents, vermin, seagulls or animals;
 - ii. is fitted with a securely-hinged lid weighing not more than 5 kilograms; and
 - iii. is not equipped with a self-locking latch;

- c. **“bulky items”** means large items - other than metal items or white goods, including but not limited to, vacuum cleaners, upholstered furniture, mattresses, box springs, plastic barrels, and porcelain bathroom items such as toilets, tubs and sinks;
- d. **“Christmas tree collection”** means the annual collection of any properly- prepared natural Christmas trees on a date to be set each year by the Municipality;
- e. **“collectible waste”** means material originating from eligible premises and placed by the owner or occupant for collection by a collection contractor or by an agent of the Municipality and includes, without limitation, organic materials, recyclable materials, and residual waste;
- f. **“collection contractor”** means any company, person or persons and the agents of such persons under contract with the Municipality to collect collectible waste from eligible premises.
- g. **“collection”** means, in relation to collectible waste, special waste or natural Christmas tree waste from eligible premises as per the controls in this by-law; the acts of picking up at the curb, at an approved off-street location or from an approved storage bin; the loading of same onto or into trucks; and, the transporting of same to a designated disposal site or sites by the Municipality, its contractors or agents;
- h. **“collection day”** means any day which is scheduled by the Municipality for municipal collection of collectible waste.
- i. **“commercial container”** means any container used for the storage of Industrial, Commercial & Institutional (ICI) waste or any container used for the storage of organic materials or recyclable materials originating from industrial, commercial or institutional premises on properties located in the Municipality for collection by a hauler;

- j. **“construction or demolition materials”** means left-over material generated as a result of any form of construction or renovation and materials generated from demolition activity including, but not limited, to: asphalt, brick, mortar, polystyrene or fibreglass insulation, cellulose, drywall, plaster, shingles, metal and scrap wood, whether or not such other materials are regulated by the Province of Nova Scotia and whether or not such material meets the definition of “construction and demolition debris” per Nova Scotia Environment and Climate Change’s 2003 Solid Waste Management Facility Guidelines for Construction and Demolition Debris Disposal Storage, Transfer, Process and Disposal, as amended from time to time;
- k. **“Council”** means the Council of the Region of Queens Municipality;
- l. **“Depot”** means a place designated to receive recyclable materials under the Extended Producer Responsibility (EPR) for Packaging, Paper Products, and Packaging-like Products (PPP) Regulation
- m. **“dispose”** means any form of removal from use by means of destruction or burial and includes any of the following whether temporary or permanent: deposit, storage, placement, or burial, regardless of whether the material in question is deposited, stored or placed in a bin, box, other container or other containment method;
- n. **“dwelling”** means a building, or a unit in a building, occupied or intended to be occupied as a home, residence or sleeping place by one or more persons, but does not include a hotel, motel, guesthouse or inn;
- o. **“electronic waste”** means computers, cables and all related components, audio or video systems and all cables and related components, and cellular phones, together with such other items as may be designated by the Administrator from time to time;
- p. **“eligible premises”** means those properties within the Municipality which are eligible for collection services and includes all properties in the Municipality, including properties located on private roads which are subject to restrictions as noted elsewhere in this by-law;

- q. **“EPR”** means Extending Producer Responsibility for Packaging, Paper Products and Packaging-Like Products as described in Section 102 of the Environment Act of Nova Scotia.
- r. **“ENVIRO-DEPOT”** means a place registered with the Resource Recovery Fund Board operated for the collection of redeemable beverage containers, post-consumer paint products or other materials;
- s. **“food waste”** means fruit and vegetable peelings, table scraps, cooked or uncooked meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, eggshells, coffee grounds and filters, tea leaves and bags, or other similar items;
- t. **“green cart”** - see definition of “organic materials collection cart”;
- u. **“Grey Box Collection Site”** means a location with one or more approved storage bins and green carts constructed and maintained by the Municipality for the purpose of collecting waste from private roads
- v. **“household hazardous waste”** means any corrosive, flammable, poisonous or reactive material or substance such as oil and oil products, acids, poisons, insecticides or other poisons used for agricultural purposes or for rodent control, any substance or chemical highly lethal to mammalian or aquatic life and any substance or chemical dangerous to the environment, including but not limited to: batteries, paint, paint cans which still contain left-over liquid paint, empty paint cans and covers, left-over corrosive cleaners, pesticides and herbicides, gasoline, fuel oil and used motor oil, solvents and thinners, antifreeze, pharmaceuticals and drugs, aerosol cans which contain hazardous substances, BBQ propane tanks and small propane cylinders or canisters such as those used for camp stoves or propane torches;

- w. **“ICI”** means relating to Industrial, Commercial and Institutional businesses.
- x. **“leaf and yard waste”** means grass clippings, leaves, brush, twigs, house and garden plants, or other similar items;
- y. **“metal items”** means medium to large metal items including metal fencing, hot water tanks, oil tanks, metal barrels and metal containers other than those that were designed to hold anything intended for human consumption or Household Hazardous Waste;
- z. **“mini-bin”** means a small, green plastic container supplied to eligible premises, with the exception of properties located on a private road, by the Municipality for the short-term internal storage of organic materials prior to deposit in an organic materials regulation container;
- aa. **“Municipality”** means the Region of Queens Municipality;
- bb. **“non-collectible waste”** means all material other than collectible waste, special waste or natural Christmas tree waste and, without limiting the generality of the foregoing, includes:
 - i. highly combustible or explosive materials including, but not limited to, celluloid cuttings, motion picture film, oil or gasoline soaked rags, gas containers, chemicals, acids or other combustible residues, ammunition, dynamite, marine flares, or other similar material;
 - ii. bio-medical waste;
 - iii. carcasses or animal parts that died of a reportable disease or as controlled by the Canadian Food Inspection Agency;
 - iv. electronic waste;
 - v. waste listed or characterized as hazardous by any Federal or Provincial law;

- vi. household hazardous waste;
 - vii. transient waste;
 - viii. liquid waste or material that has attained a fluid consistency and has not been drained;
 - ix. soil, rock and stumps;
 - x. construction or demolition materials, other than as exempted under the definition of special waste;
 - xi. tires registered for road use;
 - xii. septic tank pumping, raw sewage or industrial sludge;
 - xiii. radioactive materials;
 - xiv. contaminated soil;
 - xv. industrial waste from factories or manufacturing processes;
 - xvi. human excrement, animal excrement other than that found in used pet litter, diapers or fish processing waste;
 - xvii. lead-acid automotive batteries and propane tanks;
 - xviii. rejected waste; and
 - xix. materials banned from landfill disposal pursuant to the Solid Waste-Resource Management Regulations, N.S. Reg. 25/1996, as amended, other than recyclable materials or organic materials from eligible premises.
- cc. **“N.S.E.C.C”** means Nova Scotia Environment and Climate Change or its successor provincial department;

- dd. **“occupant”** means any person who, in addition to or instead of the owner, resides in or is the lessee of, whether by way of verbal or written lease or other arrangement, a building or on a property located within the Municipality and includes any assignee or legal representative of same;
- ee. **“organic materials”** means food waste, leaf and yard waste, non-recyclable paper or fibre, ashes or soot, branches and bushes, sawdust, wood chips and wood shavings, natural Christmas trees and other material of plant or animal origin as designated by the Administrator from time to time;
- ff. **“organic materials collection cart”** or **“green cart”** means a green plastic cart supplied to eligible premises, with the exception of properties located on a private road, by the Municipality for the short-term external storage of organic materials prior to collection and for the placing out for collection of same;
- gg. **“owner”** refers to the owner of property and includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building and, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building, and, in the absence of proof to the contrary, the person assessed for the property;
- hh. **“recyclable materials”** means paper/fibre recyclables, blue bag recyclables and other materials of a recyclable nature as defined in the EPR for PPP Regulation;
- ii. **“regulation container”** means a green cart or a container as specified elsewhere in this by-law for the placing out for collection of collectible waste, other than minor exceptions for certain forms of residual waste;
- jj. **“rejected waste”** means any type of waste which has been placed for collection but not in accordance with the provisions of this by-

law and which has had a rejection sticker affixed thereto by the Municipality, its contractors or agents;

kk. **“residual waste”** or **“garbage”** means the following:

- i. broken or whole bottles, crockery or glassware, unwanted kitchenware and tools subject to the restrictions imposed elsewhere in this by-law;
- ii. floor sweepings, used pet litter, used disposable diapers, covers removed from hard cover books, discarded clothing and furnishings, broken toys, mats and small carpets, non-recyclable plastic and metal, non repairable household goods and other household waste;
- iii. tires not registered for road use; and
- iv. artificial Christmas trees, subject to controls elsewhere in this by-law.

ll. **“non-recyclable paper or fibre”** means any paper/fibre recyclables when and if they are soiled or wet;

mm. **“solid waste”** means collectible waste, non-collectible waste, special waste, construction or demolition materials, household hazardous waste, residual waste, natural Christmas tree waste, transient waste, and any other waste or discarded tangible personal property;

nn. **“special waste”** means metal items, white goods, bulky items, wood, wooden pallets, barrels or furniture and small quantities of construction or demolition materials subject to restrictions under the “Collection of Special Waste” section elsewhere in this by-law;

oo. **“Organics Transfer Station”** means the Organic Materials Transfer Station operated by the Municipality at the Queens Solid Waste Facility;

- pp. **“transient waste”** means any type of solid waste generated outside the Municipality;
- qq. **“unit”** means a self-contained portion of a building occupied as a separate residence;
- rr. **“used pet litter”** means pet litter which has been used for deposit of bodily wastes from a domesticated pet cat, dog or bird, or other household domesticated pet;
- ss. **“waste disposal fees”** means user fees, per tonne fees or per cubic metre fees charged by the Municipality for the acceptance of applicable residual waste, mixed waste, recyclable materials, and organic materials at designated waste management facilities operated by the Municipality, its contractors or its agents as established by Council
- tt. **“waste management facilities”** means any of the facilities for the management of residual waste, mixed waste, recyclable materials, and organic materials operated by the Municipality, its contractors or its agents and includes, without limitation, the front end processing facility, materials recovery facility, residuals disposal facility, source-separated composting facility(s), transfer station(s) and waste stabilization facility
- uu. **“white goods”** means any large household appliance including, but not limited to, stoves, dishwashers, washers, dryers, hot water heaters, refrigerators, freezers, dehumidifiers and air conditioners

COLLECTION:

3. The Council may:
- a. divide the Municipality into zones for the purpose of collection of collectible waste from properties within the Municipality on various days of the week;

- b. designate a particular day of the week for, and the frequency of, collection of collectible waste in each zone;
- c. alter the boundaries of zones as deemed necessary on reasonable notice to the public;
- d. design special rules for the collection of collectible waste from properties located on private roads; and
- e. designate areas, streets, roads or collection zones where the collection of waste at roadside shall be one-side collection only.
- f. Approve funding and supplies for litter collection initiatives that do not meet the specifications of this bylaw.

COLLECTION DAYS:

- 4. Regularly scheduled collection of collectible waste from eligible premises other than properties on private roads shall take place once every two (2) weeks commencing at 8:00 a.m.
- 5. When a regularly scheduled day for collection falls on a holiday which has been designated by the Municipality as a non-collection day, there shall be no collection on that day, and the collection day shall be rescheduled.
- 6. Regularly scheduled collection of collectible waste may be rescheduled to an alternate day which may be:
 - a. Saturday;
 - b. combined with another collection day; or
 - c. a day in the week following or preceding the normal collection week.

7. Non regularly scheduled collections of special waste, leaf and yard waste and natural Christmas trees will be held at certain times of the year and announced by the Municipality beforehand.
8. The schedule of exact dates for collection of collectible waste throughout the Municipality will be as described and distributed in a collection calendar.

COLLECTION FROM PROPERTIES LOCATED ON PRIVATE ROADS:

9. Properties located on private roads shall receive collection service. Where collection is not available in front of a residential premise, collection shall take place in the designated Grey Box Collection Site consisting of one or more approved storage bins and one or more green carts located at or near the intersection of said private road and the nearest public highway or another location as determined by the Municipality which is accessible to both properties on private roads and the collection contractor.
10. Collection of collectible waste from approved storage bins servicing properties located on private roads shall take place as scheduled by the Administrator.
11. Notwithstanding the above, all service shall take place in accordance with:
 - a. Operational Policy 17 - Private Road Solid Waste Collection Boxes and;
 - b. Operational Policy 53 - Private Collection & Disposal Of Organics On Private Roads Serviced By Municipal Solid Waste Boxes

CONTAINER and BUNDLING REGULATIONS for recyclable materials:

12. No person shall place, or caused to be placed, blue bag recyclables out for collection other than in a regulation container consisting of a plastic bag which meets the following specifications:
 - a. watertight, transparent, blue plastic of a maximum overall length, when empty, of 1 metre; and
 - b. no smaller than twenty-five by forty centimetres (25 cm x 40 cm) and no larger than seventy-six by one hundred and twenty-two centimetres (76 cm x 122 cm).
13. When set out for collection each bag of blue bag recyclables, including contents, shall be securely tied and not exceed 25 kilogram in weight.
14. With the optional exception provided for corrugated cardboard, as set out below, no person shall place, or caused to be placed, paper/fibre recyclables out for collection other than in a regulation container consisting of a plastic bag which meets the following specifications:
 - a. watertight, transparent, blue plastic, with an overall size of no smaller than 0.65 metres by 0.90 metres and no larger than 0.76 metres by 1.20 metres when empty;
15. When set out for collection each bag of recyclables, including its contents, shall be securely tied and not exceed 25 kilogram in weight.
16. No person shall place, or caused to be placed, corrugated cardboard out for collection in any fashion other than in a regulation container plastic bag, unless it is flattened out into convenient bundles weighing no more than 25 kilograms each and not exceeding 0.6m by 1.0m in dimensions and well-anchored, in some fashion, against the wind.

CONTAINER REGULATIONS for residual waste:

17. No person shall place, or caused to be placed, residual waste out for collection other than in a regulation container consisting of a plastic bag which meets the following specifications:

- a. Watertight, transparent, clear plastic, with an overall size of no smaller than 0.65 metres by 0.90 metres and no larger than 0.76 metres by 1.20 metres when empty;
- b. bags must have a thickness of at least 0.375 millimetres to prevent breakage, tearing or splitting upon collection;
- c. bags shall be non-coloured (transparent)
- d. all bags contained with the larger clear bag shall also be clear

18. Notwithstanding the above, (1) privacy container per eligible premises per collection cycle consisting of a plastic bag which meets the following specifications:

- a. Made of opaque, black plastic watertight of an overall size of no smaller than 0.65 metres by 0.90 metres and no larger than 0.76 metres by 1.20 metres when empty;
- b. bags must have a thickness of at least 0.375 millimetres to prevent breakage, tearing or splitting upon collection;
- c. must only contain permitted personal hygiene products or medical waste.

19. Each bag shall be securely tied and, including its contents, shall not exceed 25 kilograms in weight.

20. No residence shall place more than six (6) containers as described above per collection cycle

CONTAINER REGULATIONS for organic materials:

21. No person shall place, or caused to be placed, organic materials out for collection in any fashion other than contained within a green cart or mini-bin as provided by the Municipality
22. No person shall place, or caused to be placed, a green cart of organic materials out for collection unless all contents, including leaf and yard waste, are contained entirely within the green cart and the lid properly and fully closed.
23. Notwithstanding clauses 21 and 22 of this by-law, leaf and yard waste may be completely enclosed in a green cart or heavy kraft paper bags for the purposes of the special twice yearly scheduled collections of leaf and yard waste. Plastic bags are not permitted.

PLACEMENT OF COLLECTIBLE WASTE FOR COLLECTION:

24. For property located on a public road, no person shall place collectible waste out for collection in a location other than at the end of the driveway servicing the premises from which the collectible waste was generated subject to the following conditions:
 - a. Waste must be in a container as defined herein and must be placed along the shoulder of the street, road or highway which abuts that premises and in a manner which does not obstruct pedestrian traffic, vehicular traffic or snow removal operations on said street, road or highway.
 - b. Waste must be between 1.0m and 3.0m from the edge of the roadway as above
 - c. Waste streams must be separated by at least 0.6m

25. In the case of a property located on a private road, no person shall place collectible waste out for collection other than in an approved storage bin or green cart located at or near the intersection of said private road and the nearest public highway.

COLLECTIBLE WASTE-PREPARATION AND RESTRICTIONS:

26. No person shall place, or cause to be placed, any collectible waste out for municipal collection on any one collection day unless done so in accordance with the following restrictions:

a. broken bottles, crockery, glassware kitchenware, tools and sharp metal items shall be tightly wrapped in cardboard or other suitable material and clearly marked to prevent injury to collection personnel;

b. ashes and soot shall be completely cooled; and

27. Artificial Christmas trees intended to be placed out for collection on regular collection days must be disassembled and placed in a regulation container for residual waste, as set out in Section 17 of this bylaw.

28. There is no limit on the number of blue bags which may be placed for collection from eligible premises on any one collection day, however, there is an aggregate total volume limit applicable to all waste placed out for collection from any one eligible premises of 2 cubic metres.

29. No person shall place, or cause to be placed, any collectible waste out for municipal collection before 7:00 pm of the day immediately preceding the scheduled collection day.

30. No person shall place, or cause to be placed, any collectible waste out for municipal collection after 8:00 a.m. of the day scheduled for collection.

31. No person shall permit any empty or rejected regulation container or any rejected materials to remain at the collection placement spot after 9:00 pm of the collection day.
32. No person shall place, or cause to be placed, any non-collectible waste in, at or near the locations described above as being appropriate for the placement of collectible waste for collection.
33. Collectible waste shall not be stored on eligible premises for a period of more than fourteen (14) days unless an interruption in collection schedule has occurred on the designated collection day in which case the waste must be placed for collection on the subsequent collection day

COLLECTION OF SPECIAL WASTE:

34. The Administrator may designate a day or days for collection of special waste.
35. No person shall place, or caused to be placed, special waste out for collection unless done in accordance with the following restrictions:
 - a. any oil tank shall not exceed 0.75 cubic meters in capacity, and shall be drained, cleaned and cut in half;
 - b. any quantities of construction or demolition materials that are placed out for special waste collection shall be packaged, bundled or boxed so as to facilitate removal and handling and each individual package, bundle or box shall not exceed 45 kilograms in weight nor exceed 2 metres in any dimension; and
 - c. the total volume of special waste, per eligible premises, placed out for collection on any one day shall not exceed 3 cubic metres.
36. No person shall place, or cause to be placed, any special waste out for collection before 7:00 pm of the day immediately preceding the collection day.

37. No person shall place, or cause to be placed, any special waste out for collection after 8:00 a.m. of the collection day.

38. No person shall permit any rejected or residue special waste to remain at the collection placement spot after 9:00 pm of the collection day.

COLLECTION OF NATURAL CHRISTMAS TREES:

39. The Administrator may designate a day or days for collection of natural Christmas trees.

40. No person shall place, or caused to be placed, a natural Christmas tree out for collection unless it meets the following restrictions:

- a. it is to be unpackaged and undecorated, including the removal of all lights any tree stand or other artificial material;
- b. it shall have no wires or nails attached; and
- c. it must not exceed 3 metres in length.

41. No person shall place, or cause to be placed, any natural Christmas tree out for collection before 7:00 pm of the day immediately preceding the collection day.

42. No person shall place, or cause to be placed, any natural Christmas tree out for collection after 8:00 a.m. of the collection day.

43. No person shall permit any rejected natural Christmas tree to remain at the collection placement spot after 9:00 pm of the collection day.

RESPONSIBILITIES OF OWNERS and OCCUPANTS:

44. Every owner or occupant shall:

- a. use only regulation containers as prescribed in the by-law for the storing, and placement for collection, of residual waste, recyclable materials and organic materials;
- b. provide a sufficient number of regulation containers to contain all of the collectible waste generated at the subject eligible premises between regularly scheduled collection dates;
- c. maintain such regulation containers in good repair and in a sanitary condition;
- d. take all reasonable measures to ensure that each regulation container is covered and secured at all times except when being emptied or filled;
- e. clean up any type of solid waste which has escaped from its container, whether it be a regulation container or not;
- f. store collectible waste outside the main building on the eligible premises in secured regulation containers made inaccessible to pests, rodents, vermin, seagulls or animals;
- g. Store plastic bags for waste in outdoor, roadside boxes or bins, provided they meet the following specifications:
 - i. a box or bin constructed of wood or other material as long as the box or bin is rodent and animal proof;
 - ii. waste streams must be clearly separated inside of boxes or bins;
 - iii. boxes or bins must be affixed with a lid weighing not more than 5 kilograms;
 - iv. boxes or bins shall be maintained in a neat and sanitary condition and kept in good repair at all times

- v. Boxes or bins must be placed between 1 metre and 3 metres from the travelled portion of the road.
- vi. Boxes or bins must be of original construction for the intended use
- h. store any waste refrigerator or freezer either inside an enclosed and locked building or with the refrigerator or freezer doors removed;
- i. ensure the proper preparation of all collectible waste in accordance with this by- law;
- j. ensure that collectible waste or special waste is placed for collection in accordance with this by-law.
- k. be responsible for the care and cleaning of each organics collection cart and mini-bin which have been assigned to their eligible premises.
- l. the repair or replacement of cart(s) or mini-bin(s) assigned to eligible premises due to misuse, alterations or abuse involving the owner or occupant of the eligible premises.
- m. be responsible for the cart(s) and mini-bin(s) assigned to the premises and used by tenants who are renting or leasing the premises

REJECTION OF WASTE:

45. Any type of solid waste which has been set out for collection is subject to inspection by the Municipality or its agents or contractors and any such solid waste found or deemed by same to not be set out in accordance with the requirements of this by-law may be rejected and not collected.
46. In the event that collection of solid waste is rejected by the Municipality or its agents or contractors, a tag may be affixed to each such container, bag or bundle indicating the reason or reasons for rejection and a written

record of such rejection, and the reasons therefore, may be kept by the Municipality.

PROPERTIES LOCATED ON PRIVATE ROADS:

47. Every person residing on a private road shall place all organic waste into a green cart and ensure that said green cart is placed at or near the intersection of said private road and the nearest public highway at the appropriate time for collection.
48. Every person residing on a private road shall transport all other collectible waste generated from an eligible premises to an approved storage bin and deposit same inside that approved storage bin.
49. The Municipality may, as per Operational Policy 17, establish a Grey Box Collection Site for owners and occupiers of the eligible premises on any private road, but otherwise the owners and occupants of the eligible premises on the said private road shall ensure that one or more approved storage bins, meeting the definition as contained in this by-law, is/are constructed to a size sufficient to handle the quantity of collectible waste generated from the eligible premises involved.
50. In both cases described in clause 50 of this by-law, the owners and occupiers of the eligible premises on any private road shall ensure that any approved storage bin is located at or near the intersection of said private road and the nearest public highway and ensure that any approved storage bin is maintained at all times in a neat and sanitary condition and kept in good repair.
 - a. Notwithstanding the above, residents who are collected by Operational Policy 17 are exempt from the previous clause.

COMMERCIAL CONTAINERS

51. The following provisions apply to commercial containers:

- a. Any person who makes use of a commercial container for the temporary storage of waste shall ensure that such a commercial container:
 - i. is sturdily constructed of weather-proof and animal proof material and is capable of containing the material deposited within;
 - ii. is equipped with a tight-fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
 - iii. meets the performance requirements set out in clause 3 of the American National Standards Institute Z245.3-1977, Safety Requirements for the Stability of Refuse Bins as updated and amended from time to time; (iv) is placed on a hard level surface and is loaded uniformly and has displayed thereon the following message or similar: "CAUTION: DO NOT PLAY ON OR AROUND";
 - iv. has displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
 - v. is cleaned out regularly and periodically, as necessary, to avoid the build-up of odours;
 - vi. where tenants are required to place materials in the container, the container shall be designed and situated so as to be reasonably accessible for this purpose.
 - vii. has displayed thereon the following message "GARBAGE" or "WASTE" or "REFUSE", where ICI waste is to be deposited in the commercial container;

- viii. has displayed thereon the following message “RECYCLABLES” or “BLUE BAG RECYCLABLES”, where blue bag recyclables are to be deposited in the commercial container;
 - ix. has displayed thereon the following message “PAPER” where paper is to be deposited in the commercial container, and has displayed thereon the following message “CARDBOARD ONLY” or “CARDBOARD” where corrugated cardboard is to be deposited in the commercial container;
 - x. has displayed thereon the following message “ORGANICS” or “COMPOST”, where organic materials are to be deposited in the commercial container;
 - xi. any message required by this section that is placed directly on commercial container(s) of less than 365 litres in volume shall use lettering that is at least 5 cm in height and 2.5 cm in width and any message required by this section that is placed on larger commercial container(s) or posted within 3 metres of the commercial container(s) shall use lettering that is at least 10 cm in height and 4 cm in width.
 - xii. any message required by this section shall use lettering that is at least 10 centimetres in height and 4 centimetres in width.
- b. The owner of any premises on which a commercial container is placed shall ensure that:
- i. where possible, any such container is kept behind or beside the building which it serves;
 - ii. if kept in front of the building due to lot size and/or property configuration, such container is located at least 6 metres from the front property line;
 - iii. any such container is screened so as not to be visible from any street; any such container is kept in a manner that is not

unsightly and does not cause a nuisance or health-related problem.

- c. Where it is physically impossible for the owner to comply with the requirements of 51 (b) or in the case where the premises does not contain a building, the owner may keep the commercial container at a location on the premises which is not unsightly and does not cause a nuisance or health-related problem.
- d. A commercial container may be placed on a premises for a temporary period of time not longer than one month when the placement is in relation to the construction or repair of a building or structure, provided the commercial container is removed as soon as the construction or repair ceases or if it is to remain on the premises, the commercial container is made to comply with the provisions of this By-Law.
- e. The owner of any commercial container shall keep such a container clean and in good condition and the cover shall be kept in good working order.
- f. No person shall place a commercial container on any surface unless the surface is hard, level and weather resistant.
- g. No person shall place a commercial container on any public street within the Municipality without the written permission of the Municipality.
- h. The owner of any premises on which a commercial container is located shall be responsible to ensure that any such container is loaded uniformly and is loaded such that waste material is completely contained within the container when closed.
- i. The owner of any premises upon which a commercial container is located shall be responsible to:
 - i. keep the area surrounding any such container free from litter and waste;

- ii. cause any such container to be emptied at least once in every seven (7) days or more frequently if the container becomes filled before the seven-day period elapses unless the material is of a nature such that longer storage will not cause a nuisance or health related problem (e.g. dry or inert type materials, recyclables, scrap metals, etc.);
 - iii. cause such a container to be normally covered while containing waste.
- j. The owner of any industrial, commercial or institutional (ICI) premises may make use of aerated or other commercial container(s) specifically designed for containing organic materials and commercial container(s) such as wheeled totes for containing blue bag recyclables, plastic bags to contain paper or such other commercial container(s) specifically designed to contain materials and approved by the Administrator for the storage and collection of source-separated organic or recyclable materials from ICI premises provided that the owner shall not use any commercial container provided for pursuant to this section for the storage of ICI waste and provided that the owner complies with the other applicable requirements of this Section 52(a).
- k. No person shall place waste in any commercial container without permission of the owner of the container.
- l. The one month time limit in 51 (d) above can be extended with permission of the Administrator.
- m. The owner of any ICI premises shall ensure that commercial containers on the premises:
 - i. accommodate source-separated waste generated at that location;
 - ii. are designed and constructed such that the waste (i.e. ICI waste, organic materials, blue bag recyclables, paper and

corrugated cardboard) remains in a source-separated condition; and

- iii. are easily accessible to the occupants

VEHICLES CARRYING WASTE:

52. The following provisions apply to vehicles carrying waste materials:

- a. Persons who collect, transport and dispose of waste materials, ICI waste, mixed waste, organic materials and recyclable materials shall do so in a sanitary manner; any fluid matter shall be transported in watertight containers having tight-fitting covers.
- b. Every vehicle used for the collection and transportation of solid waste materials shall have a tailgate or other restraining device and shall be closed or equipped with a tarpaulin, and such tarpaulin shall be used to cover such solid waste materials while the same is being transported.
- c. All solid waste materials shall be transported in such a manner that materials shall not spill or scatter from the vehicle containing the same.
- d. Solid Waste materials shall generally not remain in a vehicle overnight but shall be transported and disposed of on the same day as collected except in circumstances such as poor weather conditions, occasional equipment breakdowns, facility closures, etc. where delays shall be minimized, and disposal shall occur as soon as reasonably possible.
- e. All vehicles or containers used for the transportation of waste materials, ICI waste, mixed waste and organic materials shall be hosed down as required and kept in a sanitary condition.

- f. All vehicles or containers used for the transportation of recyclable materials shall be kept in a sanitary condition.
- g. The Administrator or designate may inspect vehicles used for the collection or carriage of waste materials at all reasonable times to ensure compliance with this By-Law.
- h. The municipal collection contractor has responsibility for and care of all solid waste materials from the collection point until the material is delivered to the designated receiving facility.

LEGAL and ILLEGAL DISPOSALS:

53. Other than the placement of collectible waste for collection in accordance with this by-law, no person shall dispose of, or cause or permit the disposal of, collectible waste, special waste or non-collectible waste at any location or manner in the Municipality except as follows:
- a. short-term internal (mini-bin) and short-term external (green cart) storage of organic materials prior to collection;
 - b. backyard composting of organic materials, so long as it is carried out in such a manner which does not constitute a nuisance;
 - c. subject to any Federal or Provincial law to the contrary, the disposal of waste trees, brush or portions thereof or other organic farm or forestry waste on privately-owned forest or farmland in such a manner as to not constitute a nuisance;
 - d. construction or demolition materials shall not be stock piled, stored or disposed of in any other fashion on private property; and
 - e. subject to any Federal or Provincial law or other Municipal By-laws to the contrary, the disposal of aggregate, soil, bricks, mortar, concrete or asphalt pavement as fill in such a manner as to not constitute a nuisance.

54. No person shall dispose of, or cause or permit the disposal of, any solid waste in, at or near an approved storage bin if that person is not an owner or occupier of an eligible premise on the private road serviced by that approved storage bin.
55. No person shall dispose of, or cause or permit the disposal of, any solid waste at, near, on top of or otherwise outside an approved storage bin.
56. No person shall dispose of, or cause or permit the disposal of, any non-collectible or rejected solid waste at an approved storage bin.
57. No person shall dispose of, or cause or permit the disposal of, construction or demolition materials at any location in the Municipality except at the approved Construction and Demolition Materials Landfill Site operated by the Municipality at the Queens Solid Waste Facility.
58. No person shall dispose of, or cause or permit the disposal of, household hazardous waste at any location in the Municipality except at the approved Household Hazardous Waste Depot at the Queens Solid Waste Facility.
59. No person shall dispose of collectible waste at the Queens Solid Waste Facility operated by the Municipality anywhere other than as directed by authorized staff of the Municipality.
60. No person shall engage in salvage or scavenging activity at either the Queens Solid Waste Facility operated by the Municipality or the Construction and Demolition Materials Landfill Site operated by the Municipality.
61. No person shall transport solid waste within the Municipality unless same is well secured against spillage or upset and in a manner that meets or exceeds any Federal, Provincial or other regulatory requirement.
62. Proof that any type of solid waste, which was disposed of in contravention of this by-law, originated from a particular person, or from the property of a particular person, shall, in the absence of evidence sufficient to

convince a court to the contrary, be sufficient evidence for a court to infer that the said particular person disposed, or caused or permitted the disposal, of that solid waste or a portion of that solid waste.

HOUSEHOLD HAZARDOUS WASTE DEPOT:

63. Every owner or occupant shall store any household hazardous waste generated by same in a safe and secure manner and place and shall deliver same, as soon as is reasonably possible, to the Household Hazardous Waste Depot at the Queens Solid Waste Facility operated by the Municipality.
64. No person shall dispose of - or cause or permit the disposal of - any type of household hazardous waste in or adjacent to the Household Hazardous Waste Depot ("HHW Depot") in the following circumstances:
 - a. when the said HHW Depot is not open and operational; or
 - b. after authorized municipal staff of the HHW Depot has refused to accept same.

CONSTRUCTION OR DEMOLITION MATERIALS LANDFILL SITE:

65. The operator or other authorized municipal staff of the Construction or Demolition Materials Landfill Site operated by the Municipality may refuse a load of solid waste under the following circumstances:
 - a. when it is comprised of, or contains, solid waste other than the type of solid waste for which that facility has been designed;
 - b. for which a tipping fee has not yet been set or negotiated with the solid waste generator or collector;
 - c. for which a tipping fee has not yet been paid to the facility; or

d. for which tipping fee payment arrangements, satisfactory to the Municipality, have not yet been made.

66. No person shall dispose of, or cause or permit the disposal of, any type of solid waste in or adjacent to the Construction or Demolition Materials Landfill Site in the following circumstances:

- a. when the landfill site is not open and operational; or
- b. after authorized municipal staff of the landfill site has refused to accept same.

GENERAL PROHIBITIONS:

67. No person shall pick over, remove, collect, disturb or otherwise interfere with any type of, solid waste or regulation container which has been placed out for collection.

68. No person shall pick over, remove, collect, disturb or otherwise interfere with any type of solid waste or regulation container which has been placed in an approved storage bin.

69. The prohibitions in clauses 68 and 69 of this by-law do not apply to:

- a. the person who placed the solid waste or regulation container either out for collection or into the approved storage bin; or
- b. waste wood material, appliances or furniture.

70. No person shall pick over, remove, collect, disturb or otherwise interfere with waste wood material, appliances or furniture without immediately thereafter cleaning up any mess created and, if deciding to not remove the item, then returning it to its former location.

71. No person shall dispose of any type of solid waste by the burning of same except for brush or tree limbs and clean wood (untreated, unstained, unpainted) and only in such place and under such conditions as are

permitted by any applicable municipal by-law or Provincial or Federal laws.

ENFORCEMENT and PENALTIES:

72. Any person who disposes of Construction or Demolition materials or Household Hazardous waste other than in accordance with this by-law is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.
73. Any person who disposes of or causes or permits the disposal of collectible waste, special waste or non-collectible waste at a location or in a manner contrary to section 54 of the by-law is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.
74. Any person who violates any other provision of, or permits anything to be done in violation of, this by-law is guilty of a summary offense and is liable, upon conviction, to the following:
- a. for a first offense, a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1,000.00) and in default of payment thereof to a term of imprisonment not to exceed thirty (30) days;
 - b. for a second offense, a fine of not less than Two Hundred and Fifty Dollars (\$250.00) and not more than Two Thousand Dollars (\$2,000.00) and in default of payment thereof to a term of imprisonment not to exceed sixty (60) days;
 - c. for each subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars

(\$5,000.00) and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.

75. Any person who obstructs or hinders any person in the performance of their duties under this by-law is guilty of a summary offence and is liable, upon conviction, to a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

76. Pursuant to the provisions of the Municipal Government Act, in addition to a fine imposed for violation of this by-law a judge may order the person to comply with this by-law within a time period specified in the order.

77. Each day that a person commits any offence, or permits an offence, under this by-law constitutes a separate offence.

78. Where a person is convicted of an offence under this by-law and the court is satisfied that, as a result of the commission of the offence, clean-up or site remediation costs were incurred, whether by the Municipality or by a person, the Court may order the offender to pay, in addition to all other fines and penalties, restitution to the Municipality or person in an amount equal to the said clean-up or remediation costs.

REPEAL:

79. The Solid Waste Collection By-law of the Region of Queens Municipality passed by the Council of the Region of Queens Municipality on the ____ day of _____ 2025. is hereby repealed.

THIS IS TO CERTIFY THAT this bylaw was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held on ____ day of _____ 2025.

SIGNED by the Mayor and Chief Administrative Officer this ___ day of _____
2025

Mayor

Chief Administrative Officer

First Reading:

Public Notice:

Second Reading:

Notice of Passing:

Filed/Approved: Municipal Affairs:

DRAFT

Municipality	Residual Waste			Recyclables				Organics			
	Clear Bags	Garbage Collection	Limit	Recycling	Recycling Collection	Limit	Blue/Clear Bags	Organics	Organics	Leaf & Yard	Summer Weekly
Cape Breton Regional	Yes	Weekly	5 bag limit.4 clear,	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Weekly		weekly year-round
County of Inverness	No	Weekly	4 black bags	2 stream	Weekly	No limit	Blue	BYC	No collection	BYC, No collection	
County of Richmond	Yes	Weekly	3 clear with 1	2 stream	Weekly	3 bags	Blue	BYC	No collection	BYC,	
County of Victoria	Yes	Weekly	4 bags	2 stream	Weekly	4 bags	Blue	Other	Weekly	BYC, Dingwall	
Port Hawkesbury	Yes	Bi-Weekly	6 bags (clear with 2	2 stream	Bi-Weekly	6 bags (3 plastics, 3	Blue	Green Cart	Bi-Weekly	Green Cart & Leaf	No
Antigonish	Yes	Bi-Weekly	No limit	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Weekly/Bi-Weekly	Collected in cart or	Yes
County of Antigonish	Yes	Weekly	No limit	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Weekly	No Collection	Weekly all year
District of Guysborough	Yes	Weekly	4	2 stream	Weekly	4 bags	Blue	Green Cart	Weekly	Collected with	Weekly all year
District of St. Mary's	Yes	Bi-Weekly	4	2 stream	Bi-Weekly	No limit	Blue	BYC	No collection	No Collection	
Mulgrave	Yes	Weekly	4	2 stream	Weekly	4 bags	Blue	Green Cart	Weekly	Collected with	Weekly all year
County of Pictou	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
New Glasgow	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
Pictou	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
Stellarton	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
Trenton	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
Westville	Yes	Bi-Weekly	4(1 privacy & up to	2 stream	Bi-Weekly	No limit	Blue	Green Cart	Bi-Weekly	Paper Bags	No
Amherst	Yes	Bi-Weekly	6	2 stream	Bi-Weekly	6	Blue or Clear	Green Cart	Bi-Weekly	10 bags of leaf &	Late June- late
County of Cumberland	Yes	Bi-Weekly	4	2 stream	Bi-Weekly	No limit	Blue or Clear	Green Cart	Bi-Weekly	Not collected	No
Oxford	Yes	No collection		2 stream			Blue or Clear				
County of Colchester	Yes	Bi-Weekly	6 (5 clear & one	2 stream	Bi-Weekly	12	Blue	Green Cart	Bi-Weekly	3 leaf	
Stewiacke	Yes	Bi-Weekly	6 (5 clear & one	2 stream	Bi-Weekly	12	Blue or Clear	Green Cart	Bi-Weekly	Green Cart Only	Mid-July to mid-
Truro	Yes	Bi-Weekly	6(5 clear & one	2 stream	Bi-Weekly	12	Blue or Clear	Green Cart	Bi-Weekly	Green Cart & Truro	Mid-July to mid-
District of East Hants	No	Bi-Weekly	5 bags	2 stream	Bi-Weekly	8	Blue or Clear	Green Cart	Bi-Weekly	Bi-weekly	
Halifax Regional Municipality	Yes	Bi-Weekly	6 (5 clear & one	2 stream	Bi-Weekly	No limit	Blue or Clear	Green Cart	Bi-Weekly	20 paper bags + 5	July, August,
Annapolis Royal	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
Berwick	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
County of Annapolis	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
County of Kings	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
Kentville	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
Middleton	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
Wolfville	Yes	Bi-Weekly	4 (3 clear & 1	2 stream	Bi-Weekly	*4-8	Blue	Green Cart	Bi-Weekly	2 bundles of brush	
Bridgewater	Yes	Bi-Weekly	6 (5 clear & 1	2 stream	Bi-Weekly	100kg max	Blue	Green Cart	Bi-Weekly	Spring & fall events	July-September
Clark's Harbour	Yes	Weekly	5 bag limit - res	2 stream	Weekly	no	Blue or Clear	Other	Weekly	once weekly in	weekly year round
District of Barrington	Yes	Weekly	Up to 5 Res - 2	2 stream	Weekly	5 RES in combo with	Blue or Clear	Green Cart	Weekly	Weekly in cart or	weekly year round
District of Chester	Yes	Bi-Weekly	6 (5 clear & 1	2 stream	Bi-Weekly	10	Other	Green Cart	Bi-Weekly	3 bundles or paper	no
District of Lunenburg	Yes	Bi-Weekly	4 cubic metres total	2 stream	Bi-Weekly	total set out of 4 cubic	Blue	Green Cart	Bi-Weekly	bi-weekly 5 paper	no
District of Shelburne	Yes	Bi-Weekly	1 privacy remainder	2 stream	Bi-Weekly	none	Blue	Green Cart	Bi-Weekly	bi-weekly in cart	no
Municipality	Yes	Bi-Weekly	5 Clear with 1 small	2 stream	Bi-Weekly	10	Blue or Clear	Green Cart	Bi-Weekly	with cart bi-weekly	no
Lockeport	Yes	Bi-Weekly	1 privacy remainder	2 stream	Bi-Weekly	none	Blue	Green Cart	Bi-Weekly	bi-weekly in cart	no
Lunenburg (Town)	Yes	Bi-Weekly	6 (5 clear & 1	2 stream	Bi-Weekly	100 kg	Other	Green Cart	Bi-Weekly	Spring & fall events	no
Mahone Bay	Yes	Bi-Weekly	6 (5 clear & 1	2 stream	Bi-Weekly	100kg max.	Blue or Clear	Green Cart	Bi-Weekly	Spring & fall events	June-August
Region of Queens	No	Bi-Weekly	2 cubic metres total	2 stream	Bi-Weekly	none	Blue or Clear	Green Cart	Bi-Weekly	spring&fall events.	no
Town of Shelburne	Yes	Bi-Weekly	1 privacy remainder	2 stream	Bi-Weekly	none	Blue	Green Cart	Bi-Weekly	bi-weekly in cart	no
Digby	Yes	Bi-Weekly	8 any combo with	2 stream	Bi-Weekly	8 any combo with	Blue	Green Cart	Weekly/Bi-Weekly	on organic day	yes weekly June-
District of Argyle	Yes	Bi-Weekly	no limit but only 1	2 stream	Bi-Weekly	no limit	Blue	Green Cart	Bi-Weekly	on organic day	no
District of Clare	Yes	Bi-Weekly	10 any combo with	2 stream	Bi-Weekly	10 any combo with	Blue	Green Cart	Bi-Weekly	on organic day	no
District of Digby	Yes	Bi-Weekly	8 any combo with	2 stream	Bi-Weekly	8 any combo with	Blue	Green Cart	Bi-Weekly	on organic day	no
District of Yarmouth	Yes	Bi-Weekly	5 (4 Clear and 1	2 stream	Weekly	5	Blue	Green Cart	Bi-Weekly	on organic day	no
Yarmouth	Yes	Bi-Weekly	6 (5 Clear and 1	2 stream	Weekly	6	Blue	Green Cart	Bi-Weekly	on organic day	no



**Region of Queens Municipality
Staff Report
For the Regular Meeting of
November 12, 2025**

Date: October 23, 2025
File No: 10350-50-2511-07
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Administrative Policy No. 58 - Grant Requests and Reporting Requirements

Prepared by: <u>J. Veinotte</u> J. Veinotte, Director of Finance	Supervisor: <u>W. Thorpe</u> W. Thorpe Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe CAO
---	---	--

RECOMMENDATION

THAT Council for Region of Queens Municipality adopt Administrative Policy No. 58 Grant Requests and Reporting Requirements.

PURPOSE

To outline requirements for funding requests and subsequent reporting for organizations that have chosen not to apply for funding through the Community Investment Fund for financial support from Council.

BACKGROUND

At the October 14, 2025 Regular meeting, staff presented Council with a report asking for direction on reporting requirements for organizations that were granted funds by Council in the 2025/2026 budget.

The value of grants awarded annually is significant, and staff are requesting confirmation of the level of diligence that Council desires when disbursing funds awarded outside the Community Investment Fund. Financial best practices should be applied to ensure accountability and transparency when responsible for public monies.

The Community Investment Fund (CIF) is program where Council funds various initiatives across Region of Queens Municipality. It includes a standard process for making investments in community endeavours including infrastructure, programs and people. This program is governed by Operational Policy 11 – Community Investment Fund.

The application process for CIF requires description of the project with an explanation of benefit to the recipient and requires the applicant to submit financial statements, budgets, bank balances and demonstration of financial need. The type and size of the project determine what type of expenses are eligible and what percentage of costs will be covered.

At the October 14 Regular meeting, Council passed the following motion:

THAT Council of Region of Queens Municipality direct staff to draft an operational policy outlining the reporting requirements for grants funded outside the Community Investment Fund.

As there is no current application process for grants outside the CIF, staff have included requirements in both letters of request and subsequent reporting requirements in the policy to ensure sufficient financial accountability and transparency.

ALTERNATIVES/OPTIONS

- 1) Council adopts Administrative Policy No. 58 Grant Requests and Reporting Requirements.
- 2) Council directs staff to increase the requirements outlined in the policy.
- 3) Council directs staff to decrease the requirements outlined in the policy.
- 4) Council requires all grant requests to be made through the current Community Investment Fund.
- 5) Council directs staff to continue to fund grants outside the Community Investment Fund with no requirements.

ANALYSIS

Option 1

- Provisions in the policy provide information that supports transparency, accountability and financial controls.
- Demonstration that the organization meets the eligibility criteria provides transparency that funds are allocated to appropriate organizations.
- Requesting the purpose of the grant allows Council to tie the funding to its Strategic Priorities.
- Illustration of financial needs give Council assurance that funding is being directed where it is needed.
- Project budget provides a baseline for accountability and is a financial control for actual project costs when completed and confirms that organizations have researched the costs and revenues.
- Preconstruction photos and inclusion of two quotes for projects of a capital nature also support accountability and transparency.
- Proof of ownership provides assurance that the investment is made in a community owned asset.
- Once the project is complete, the financial statement to compare to the budget is a financial control, establishes transparency on how the funds were spent and accountability that they were spent where directed.
- Project outcomes and community benefit confirm the tie to Strategic Priorities of Council.
- Pictures of the finished project will enable Council to communicate the success of the partnership and share how it ties to their Strategic Priorities.
- Staff have attempted to strike a balance between ensuring that due diligence for the use of public money is in place without significantly burdening community organizations.

Option 2

- Increasing the requirements may present a barrier to smaller, volunteer-based organizations.
- Increasing requirements at the time of request would provide added assurance for Council. An example would be adding the requirement of financial statements and supporting external documents like bank statements to prove financial need before the grant was approved.
- Requesting copies of all invoices related to the project with proof of payment be submitted after the project was completed would be another example.

- Any increase in requirement will increase staff time needed to ensure compliance with the policy.
- Financial controls, accountability, and transparency are increased as requirements increase.

Option 3

- Decreasing the requirements would reduce the burden on organizations and staff time to ensure compliance, and also the transparency and accountability associated with the funding the grants.

Option 4

- Criteria dictated by the Community Investment Fund may exclude certain organizations from being successful in applying for grants.
- Some costs, such as salary or wages, do not qualify.
- Grant requests may exceed the limit in CIF of what can be applied for annually.

Option 5

- Having no requirements does not meet the minimum standard for financial controls and accountability for public monies.
- Being stewards of public money comes with the responsibility to ensure it is used for the public good in a transparent and accountable manner.

IMPLICATIONS

Financial

Misuse or misallocation of funds can take place if proper controls are not in place. Requirements will ensure that organizations monitor the project based on the submission, contributing to better oversight, value for money, and identification of any inefficiencies or cost overruns. Financial reporting is one of the indicators that can be used to evaluate the success of a project.

The requirements as outlined in the policy will not detect fraud or mismanagement of funds. The requirements are not stringent enough and do not include all the documentation that would be required if that is the assurance level Council is seeking.

Legislative

The *Municipal Government Act* Section 47 Resolutions, policies and by-laws (1) reads: The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Staffing

There is a direct correlation between the level of reporting the Municipality requires of grant recipients and the amount of time required of staff to review grants reporting. Tasks would include reviewing letters of request and answering any questions raised by Mayor or Council, managing the disbursement of funds, following up on reporting requirements, reviewing submissions, and preparation of staff reports reporting the outcomes of grants.

Social

Lack of transparency can lead to loss of confidence in Council. Community members can become disengaged if there is a perception that no accountability is required for those receiving grants. A process which is both transparent and accountable provides the public with some assurance that funds are being disbursed equitably, with no preference in district or purpose.

Environmental

Additional grant requirements will result in additional paperwork, which could result in more consumption of paper depending on the nature of applications submitted. Impacts are anticipated to be minimal.

COMMUNICATIONS

The grant request and reporting policy will be promoted on social media channels and included on the website.

BYLAWS/PLANS/POLICIES

[Operating Policy 11 Community Investment Fund](#)

SUMMARY

Region of Queens Municipality offers grant funding for organizations via the Community Investment Fund. Some organizations choose to request funding

outside this program. Currently, no reporting mechanism is required for these grants. To ensure the Municipality follows financial best practice, staff recommends Council adopts Administrative Policy No. 58 Grant Requests and Reporting Requirements.

ATTACHMENTS/REFERENCE MATERIALS

Administrative Policy No. 58 - Grant Requests and Reporting Requirements

[Region of Queens Municipality Regular Meeting of Council, October 14, 2025 | New Business | Reporting for grants funded outside CIF](#)



Region of Queens Municipality Administrative Policy No. 58 - Grant Requests and Reporting Requirements

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 Administrative Policy Number 58 and may be cited as “Grant Recipient Reporting Requirements”.

POLICY PURPOSE

This policy outlines the request and reporting requirements for any organization in receipt of grant funding awarded by Council outside Operational Policy 11 - Community Investment Fund.

DEFINITIONS

“Director” refers to Director of Finance or designate.

“CAO” refers to Chief Administrative Officer of Region of Queens Municipality.

“Letter of Request” is a document to be completed by persons or organizations requesting grant funding considerations.

“Grant” is the amount of funding requested and approved by Council.

ELIGIBILITY

Individuals, groups, and organizations within Region of Queens Municipality actively supporting community wellness, program service growth, infrastructure improvements, and support for inclusive and sustainability initiatives are eligible.

One request per fiscal year is accepted from each individual, group, or organization.

Provincial and federal government departments and agencies, political groups, and those organizations which receive more than 90% of their annual funding from these agencies are not eligible.

APPROVAL PROCESS

A letter of request must be submitted to Mayor and Council including the following:

- 1) purpose of grant and how it meets the eligibility criteria,
- 2) amount of grant being requested,
- 3) demonstration of financial need as defined in Operational Policy 11 - Community Investment Fund 11.11,
- 4) budget of project listing revenues and expenses associated with the project,
- 5) grant requests of a capital nature need to include proof of property ownership, preconstruction pictures, and two comparative quotes for the proposed project.

Council considers grant requests primarily during budget deliberations but can approve requests at any time during the fiscal year.

If the request is approved, the person or organization will be notified by Finance staff. The applicant will receive a copy of this policy outlining the reporting requirements as a condition of acceptance of the grant.

Grants of more than \$5,000 will be disbursed 80% upon acceptance and 20% upon completion of reporting requirements. Grants of under \$5,000 will be disbursed 100% upon Council approval and/or budget adoption and effective date.

If the request is not approved, the person or organization will be notified by the Mayor or designate.

REPORTING REQUIREMENTS

Once the project has been completed, the following reporting requirements must be met:

- 1) a financial statement detailing the revenues and expenses incurred for the project and last year's financial statement for the organization,
- 2) an explanation of any difference between the initial budget and the actual costs,
- 3) a summary of the project outcomes and benefits to the community,
- 4) a list of other funding sources,
- 5) capital project reporting should include pictures of the finished project.

This information will be reviewed by the Director and the remaining payment will be disbursed (if required) once all requirements have been met.

The reporting requirements apply for all requests, regardless of the grant amount.

Information on the project will be summarized and submitted to the CAO for distribution to Council.

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 XX day of, 2025.

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

Mayor

Municipal Clerk

This Policy will be reviewed every four years.



Region of Queens Municipality Staff Report For the Regular Meeting of November 12, 2025

Date: November 3, 2025
File No: 10350-50-2511-08
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Dwellings in Commercial Buildings – Site Plan Amendments

Prepared by: <u>M. MacLeod</u> M. McLeod Director of Land Use	Supervisor: <u>W. Thorpe</u> Chief Administrative Officer	CAO Concurrence: <u>W. Thorpe</u> W. Thorpe, CAO
--	--	--

RECOMMENDATION

THAT Council for Region of Queens Municipality give second reading to a bylaw respecting amendments to the Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.

PURPOSE

Per Section 205 of the Municipal Government Act, all bylaws respecting planning documents must be read twice prior to adoption.

BACKGROUND

At the October 14, 2025 Regular meeting, Council reviewed a staff report respecting proposed amendments to the Land Use Bylaw. The proposed amendments would allow for a greater amount of the ground floor area of a commercial building to be utilized for residential purposes. Following discussion, the following resolution was passed by council:

THAT Council of the Region of Queens Municipality give notice of its intention to amend the Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses, as identified in Appendix C of Staff Report;

AND THAT a Public Hearing be held on November 12, 2025 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.

A public hearing was scheduled and advertised for November 12, 2025 to allow opportunity for the public to provide input to Council on the proposed amendments. The staff report from the October 14, 2025 Council meeting was included with the public hearing Agenda.

ALTERNATIVES/OPTIONS

- 1) Council for Region of Queens Municipality give second reading to a bylaw respecting amendments to the Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.
- 2) Council for Region of Queens Municipality deny the application to amend the Land Use Bylaw to change the site plan approval criteria for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.

SUMMARY

Per Section 205 of the Municipal Government Act, all bylaws respecting planning documents must be read twice prior to adoption. Staff recommend Council give second reading to a bylaw respecting amendments to the Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.

ATTACHMENTS/REFERENCE MATERIALS

A Bylaw Respecting an Amendment to the Region of Queens Municipality Land Use Bylaw

**A BYLAW RESPECTING AN AMENDMENT
TO THE REGION OF QUEENS MUNICIPALITY
LAND USE BYLAW**

BE IT ENACTED by the Council of Region of Queens Municipality, under authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

Region of Queens Municipality Land Use Bylaw, adopted at a meeting of the Council of Region of Queens Municipality held on the 24th day of May, 2022, and approved by the Nova Scotia Department of Municipal Affairs and Housing on the 6th day of July, 2022, is hereby amended by:

⇒ **Rewrite Section 17.2 (page 17-4) to read:**

17.2 Dwellings in Commercial Buildings

17.2.1 Dwellings in commercial buildings may be permitted by site plan approval, subject to the site plan criteria in subsection 17.2.2 and all other applicable requirements of this Land Use Bylaw being met, provided:

(i) Dwellings located on the ground floor of commercial buildings shall be located to the rear of permitted commercial use(s).

(ii) Ground floor commercial use(s) shall extend across the full width of the building facade from which the building gains its principle access, excluding entrance(s) for residential uses. In the case of through lots that have frontage on Main Street, a building's principle access shall be deemed to be off Main Street.

(iii) On corner lots, ground floor commercial use(s) shall wrap around the corner from the front lot line along the flankage lot line to a minimum distance of 5 metres or 50 percent of the building depth, whichever is less.

(iv) Ground floor commercial use(s) shall maintain a minimum horizontal depth of 3.66 meters (12 feet) from the front facade which the building gains its principle access and is measured perpendicularly from the outside wall of that facade.

(v) Ground floor commercial use(s) shall maintain a minimum floor area of 27.88 square metres (300 square feet) per unit.

(vi) Ground floor commercial use(s) fronting on the street shall not be occupied as office space by the owner(s) of the building or building manager.

(vii) In buildings constructed after May 24, 2022, ground-floor residential uses shall have a floor-to-floor height of no less than 4 metres.

17.2.2 The following site plan criteria apply to dwellings in commercial buildings permitted through the site plan approval process. No development permit shall be issued for development that is inconsistent with these criteria, in addition to all other requirements of this Land Use Bylaw:

(a) Access

(i) Entrance(s) to residential uses shall be separate from the entrances for other uses.

(ii) Residential entrances shall not exceed a width of 2 metres on the front façade.

This is to certify that the foregoing is a true copy of a bylaw passed at a duly constituted meeting of the Council of the Region of Queens Municipality held on the day of , 2025.

Given under the hands of the Mayor and Municipal Clerk and the seal of the Region of Queens Municipality this day of , 2025.

Mayor

Municipal Clerk

First Reading: October 14, 2025

Municipal Website: October 16, 2025

Newspaper: October 22, 2025 and October 29, 2025

Public Hearing:

Second Reading:

Date of Publication:

Submitted / Approved:

NS Department of Municipal Affairs