



**Region of Queens Municipality Regular Council
Tuesday, February 24, 2026
4:00 p.m. (Closed Session)
5:30 p.m. (Public Session Begins)**

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 In Camera

3.1 Personnel

3.2 Personnel

4.0 Adoption of Minutes

4.1 Regular Council Meeting – February 10, 2026

5.0 Public Comment

6.0 Delegations and Presentations

7.0 Unfinished Business

8.0 Staff Reports

8.1 Flag Request

- 8.2 Attendance at NSFM Spring Conference
- 8.3 Dismantling Discrimination and Hate – Committee Name Change

9.0 Bylaws and Policies

- 9.1 Second Reading of Bylaw No. 14 - Tax Exemptions
- 9.2 Amendment to Administrative Policy No. 60 - Solid Waste Fees
- 9.3 Policy Numbering Correction

10.0 Correspondence for Action

- 10.1 Correspondence from Debbie J. Wamboldt dated February 18, 2026, respecting market stall use and community food security.

11.0 Correspondence for Information

12.0 Report from In Camera

13.0 Mayor's Report

14.0 Council Business

- 14.1 Police Advisory Board Recommendation – Councillor Amirault

15.0 New Business

16.0 Adjournment



Region of Queens Municipality Regular Council

Tuesday, February 10th, 2026

9:00 a.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 and Land Acknowledgement

Mayor Christian called the meeting to order at 9:13 a.m. and acknowledged that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people. We are all treaty people and have responsibilities as treaty people.

2.0 Approval of Agenda

Councillor Amirault requested the addition of Item 13.2 – Brooklyn Area Rate to Council Business. Mayor Christian consented to the addition.

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

THAT the Council of Region of Queens Municipality approve the February 10th, 2026 agenda as revised.

MOTION CARRIED unanimously.

3.0 Adoption of Minutes

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

THAT Council for Region of Queens Municipality approve the January 27th, 2026 Regular Council Meeting minutes as presented.

MOTION CARRIED unanimously.

4.0 Public Comment

1. Bruce McInnes, Labelle

As a representative of the Greater Molega Lake Lot Owners Association, Mr. McInnes addressed Council regarding the proposed Private Road Maintenance Charges Bylaw. He advised that the Association has been involved in the bylaw process since 2022 and expressed concern that, given the timing in mid-February, there may be insufficient time to pass the bylaw by mid-March. He indicated that liens are not a concern for the Association and, in fact, are a primary reason for requesting the bylaw, as some lot owners do not pay their fees. He stated that he does not believe additional consultation with lot owners is necessary, nor that a low-income rate provision should be included in the bylaw, noting that such provisions are not present in other private road fee bylaws in the province. He further commented that those who pay their fees should not bear the costs of those who do not. The representative advised that the Association has already completed billing for the current year but does hope the bylaw will be in force by July in advance of their annual general meetings.

2. Al Moore, Molega

As the Director of the Hanley Lake Property Owners Association, Mr. Moore addressed Council and commented that the current draft represents a significant improvement over the version presented last year. He questioned why the Region would be collecting HST under the proposed bylaw and asked whether it would be possible to structure multiple payment dates throughout the year, for example, 25% in the fall, 50% in the spring, and the remaining 25% in June, to better align with association budgeting needs. He further stated that he believes low-income considerations should be addressed by government programs rather than through the bylaw itself.

3. Scott Jeremy, Greenfield

Mr. Jeremy, speaking as a member of the Jud Freeman Road Association, provided comments respecting proposed Bylaw No. 27. He raised questions regarding how the bylaw would apply to informal associations, roads that extend through two counties, and the proposed fee collection process. He also expressed concern that road associations may be compelled to enter into agreements under the bylaw and suggested that additional consultation should occur prior to first or second reading.

Mayor Christian clarified that participation under the proposed bylaw is entirely voluntary and that associations would not be required to apply.

The meeting recessed at 10:22 a.m. and resumed at 10:29 a.m.

5.0 Delegations and Presentations

5.1 Property Valuation Services Corporation

Council received a presentation from the Property Valuation Services Corporation (PVSC) regarding the 2026 Assessment Roll for the Region of Queens.

PVSC advised that it is a municipally funded, not-for-profit organization responsible for assessing all properties in Nova Scotia in accordance with the *Assessment Act*. Property assessments reflect market value as of the base date of January 1, 2025, and the state of the property as of December 1, 2025.

The total 2026 Assessment Roll for Queens is \$2,550,937,700, with a total taxable value of \$1,494,566,800. The 2026 Capped Assessment Program (CAP) rate is 2.6%, based on the Nova Scotia Consumer Price Index.

The presentation also outlined reassessment analysis, including qualified sales data, permit activity, and recent appeal volumes. Property owners may appeal their 2026 assessment by February 12, 2026, through a three-level appeal process.

Council was encouraged to direct constituent inquiries to PVSC's Contact Centre.

5.2 North Queens Active Living

Council received the 2026 Annual Progress Report from North Queens Active Living (NQAL), a community-led non-profit organization established in 2021 that promotes active living and community wellbeing in North Queens.

NQAL reported that 26 activities and partnerships were supported in North Queens over the past year, including youth sports camps, recreation programming, and community-led initiatives. Updates were provided on the NQCS Playground Project, with Phase One fully funded and Phase Two underway. Construction is in progress with substantial provincial and municipal funding secured, and completion anticipated in summer 2026.

NQAL presented its 2026/27 operating budget of \$27,500, with funding contributions from the Region of Queens Municipality, the Regional Centre for Education, fundraising, and user fees. Continued partnership and support from the Municipality were acknowledged and appreciated.

6.0 Unfinished Business

There was no Unfinished Business today.

7.0 Staff Reports

7.1 Nature Conservancy of Canada Proposal - Path Lake Lands

Council considered a staff report regarding a proposal from the Nature Conservancy of Canada (NCC) to acquire Municipal property identified as PID 70067921, a 160-acre parcel located at 242 East Port L'Hebert Road, for \$1.00.

The NCC proposes to protect and steward the lands in perpetuity, incorporate the property into the Port Joli Nature Reserve, and assume all associated transaction costs. The 2025 assessed value of the property is \$61,900.

Council previously gave notice of intent to enter into a purchase and sale agreement and scheduled a Public Hearing for February 10, 2026, in accordance with the *Municipal Government Act*.

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

THAT Council enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of Municipal lands identified as PID 70067921 and located at 242 East Port L'Hebert Road in the community of East Port L'Hebert to the Nature Conservancy of Canada for \$1.00;

AND THAT the transfer of title incorporates a commitment from the Nature Conservancy of Canada to protect and steward the lands forever;

AND THAT all costs associated with this transaction be borne by the Nature Conservancy of Canada.

AND THAT the Mayor and Chief Administrative Officer be authorized to execute all documents necessary to give effect to this transaction.

MOTION CARRIED unanimously.

7.2 Municipal Heritage Designation - Bethany United Church

Council considered a staff report regarding an application to designate Bethany United Church, located at 31 Medway River Road, Mill Village (PID 70105515), as a Municipal Heritage Property.

The church, constructed circa 1816 and recognized as the first place of worship in Mill Village, continues to be used by the United Church congregation. The Heritage Advisory Committee reviewed the application and recommended support for the designation.

Council was asked to serve Notice of Recommendation and schedule a public hearing to allow the property owner an opportunity to comment on the proposed designation.

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

THAT Council serve Notice of Recommendation upon the owners of the property identified as PID 70105515 and located at 31 Medway River Road, known as Bethany United Church, regarding the proposed registration of the property in the Municipal Registry of Heritage Property;

AND THAT Council schedule a public hearing for April 14, 2026, at 9:00 a.m. in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, Nova Scotia, to provide the property owners an opportunity to make representations respecting the proposed designation.

MOTION CARRIED unanimously.

7.3 Water Utility Rate Decision

Council received a staff report providing an overview of the Nova Scotia Regulatory and Appeals Board decision approving updated water utility rates for the Region of Queens Municipality. The approved rates, resulting from a formal rate study and public hearing process, reflect adjustments to support cost recovery and sustainable operation of the Utility. The Board's order also included changes to financial practices, capital funding, and reporting requirements. Staff advised that public notice would be provided regarding the rate changes and available support programs for residents.

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

THAT Council receive the report titled 'Water Utility Rate Decision' for information.

MOTION CARRIED unanimously.

7.4 RFP for Insurance and Risk Management Services

Council considered a staff report regarding the Request for Proposals for insurance and risk management services. Following evaluation by the Audit and Internal Control Committee, AON Reed Stenhouse Inc. was recommended as the preferred provider for the 2026–2027 fiscal year, with an option to renew for up to four additional years. The recommendation was based on comparable coverage and services, with AON's proposal offering significantly lower pricing and continuity of service. Contracting with AON is expected to reduce overall insurance costs while maintaining appropriate coverage for municipal operations and affiliated emergency service organizations.

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

THAT Council award the contract for the Municipality's insurance and risk management services to AON Reed Stenhouse for the period April 1, 2026 to March 31, 2027, with the option to renew annually for up to four additional years, as recommended by the Audit and Internal Control Committee, and authorize the Chief Administrative Officer to execute the agreement.

MOTION CARRIED unanimously.

7.5 Active Transportation Trail – Dr. John C. Wickwire Academy to "The Lot" / Liverpool Library

Council considered a staff report regarding the proposed development of an active transportation trail connecting Dr. John C. Wickwire Academy to the Liverpool Library and "The Lot" through municipal land. The project was identified through community engagement as a priority to improve safe and accessible connectivity for students and residents. Council considered supporting a Connect 2 Active Transportation funding application, which could fund up to 75% of project costs, and allocating municipal matching funds. The proposed trail would enhance connectivity, accessibility, and integration with existing active

transportation infrastructure, while supporting community safety and active living.

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

THAT Council provide a letter of support for the Connect 2 funding proposal, direct staff to proceed with trail construction if funding approval is received from CCTH, and direct staff to include \$25,000 in the 2026–2027 Operating Budget as matching funds toward the project.

MOTION CARRIED unanimously.

7.6 Municipal Services Building HVAC Study

Council received a staff report presenting the results of a mechanical investigation into heating, ventilation, and cooling improvements at the Municipal Services Building. The assessment, conducted by DUMAC Energy Limited, recommended installation of a new system to improve heating, provide mechanical cooling, and enhance ventilation in key areas including the auditorium, offices, and staff spaces. The proposed upgrades, included in the approved Capital Investment Plan, are intended to improve energy efficiency, address operational challenges related to temperature control, enhance occupant comfort, and support the building's use as a comfort centre.

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

THAT Council receive the report titled 'Municipal Services Building HVAC Study' for information.

MOTION CARRIED unanimously.

7.7 Council Implementation Report

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

THAT Council receive the report titled 'Council Implementation Report' for information.

MOTION CARRIED unanimously.

8.0 Bylaws and Policies

8.1 First Reading – Bylaw 11 – Public Sewer Systems

Council considered a staff report regarding proposed updates to Bylaw No. 11 respecting Public Sewer Systems and introduced the bylaw for first reading. The proposed revisions modernize and restructure the existing bylaw, last updated in 2009, to improve clarity, incorporate current operational practices, and address emerging issues such as mandatory connections, RV connections, service lateral provisions, easements, wastewater discharge monitoring, and the introduction of a wastewater betterment charge for new connections. The updated bylaw is intended to strengthen the Municipality's ability to regulate sewer system use, protect infrastructure, and support sustainable wastewater management.

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

THAT Council give First Reading to Bylaw No. 11, A Bylaw Respecting the Regulation of Discharges to Municipal Sewerage Systems.

MOTION CARRIED unanimously.

8.2 Introduction – Bylaw 27 – Private Road Levy

Council considered a staff report regarding Draft Bylaw No. 27, which proposes a framework allowing the Municipality to collect private road maintenance levies on behalf of Lot Owners Associations or Small Community Applicants through the property tax billing process. The bylaw would enable the Municipality to collect and remit funds for private road maintenance and improvements, with such charges enforceable in the same manner as property taxes and area rates. Staff noted the importance of further engagement with Lot Owners Associations to ensure the bylaw reflects community needs, addresses potential financial impacts on property owners, and aligns with best practices in neighbouring municipalities. Council was presented with options including proceeding with readings of the bylaw, conducting further research, or deferring implementation to allow additional consultation.

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

THAT Council directs staff to conduct additional research to recommend material changes to the draft bylaw as presented and present a revised version of the draft bylaw at a future Regular meeting of Council.

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

THAT the motion on the floor be amended to read:

THAT Council directs staff to conduct additional research to recommend material changes to the draft bylaw as presented in consultation with Lot Owner Associations and present a revised version of the draft bylaw at a future Regular meeting of Council by June 2026.

MOTION TO AMEND CARRIED unanimously.

MOTION CARRIED with six (6) in favour, and two (2) against.

The meeting recessed at 12:18 p.m. and resumed at 12:27 p.m.

9.0 Correspondence for Action

There was no Correspondence for Action today.

10.0 Correspondence for Information

There was no Correspondence for Information today.

11.0 Report from In Camera

There was one (1) motion arising from *In Camera* discussion to make.

11.1 Liverpool Business Development Centre - New Tenant Agreements

Council considered a staff report regarding proposed lease agreements for office space at the Liverpool Business Development Centre with the Lunenburg County Home Support Services Society and the Nova Scotia Department of Public Works for use by the Department of Emergency Management. The leases would provide space both to support delivery of home care services in Queens and establish a regional emergency management presence in Region of Queens Municipality. Entering into the agreements would allow the Municipality to utilize vacant space and generate lease revenue while supporting service delivery and provincial collaboration.

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

THAT Council enter into lease agreements for the provision of office space at the Liverpool Business Development Centre with the Lunenburg County Home Support Services Society and the Nova Scotia Department of Public Works, Real Estate Division.

MOTION CARRIED unanimously.

12.0 Mayor's Report

Mayor Christian took a moment to honour the life of Paul Cunningham, a Region of Queens employee who had recently passed away. The Mayor noted that he had ordered the Municipality to enter a period of mourning and directed that flags be lowered to half mast. Members of Council and those present observed a moment of silence in his memory.

The Mayor also reported on several recent meetings and community events, including a January 30 meeting in Caledonia hosted by the Queens Community Health Board to discuss gaps in youth supports in North Queens and opportunities for municipal involvement in connecting community resources.

The Mayor attended a February 9 regional meeting with Mayors, Wardens, CAOs, and Deputy CAOs from Lunenburg County and Queens, where discussions focused on regional housing strategies, the transformation of fire services, and storm response and communications with Nova Scotia Power.

The Mayor further recognized the organizers of the George Fletcher Tournament and Queens Place Emera Centre staff, noting the upcoming minor hockey tournament scheduled for February 13 - 16.

13.0 Council Business

13.1 Correspondence Referral to Heritage Advisory Committee

Councillor Wentzell brought forward correspondence received by the Mayor from a resident suggesting that municipally owned land at the Old Burial Ground be considered for potential use as green space. He then made the motion to refer this matter to the Heritage Advisory Committee for review and comment.

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

THAT Council refer correspondence from a resident respecting the potential repurposing of municipally owned land at the Old Burial Ground for green space use to the Heritage Advisory Committee for review and comment.

MOTION CARRIED unanimously.

13.2 Brooklyn Area Rate Public Consultation and Vote

Councillor Amirault reminded residents of the upcoming Public Consultation and Area Rate Vote scheduled for February 11 and 13, noting that the process is required by policy in the second year of Council's mandate. She advised that the vote relates to renewal requests from the Brooklyn Recreation Committee and the Brooklyn Cemetery Committee and highlighted eligibility requirements for residents to participate.

14.0 New Business

There was no New Business to discuss today.

15.0 In Camera

It was moved by Deputy Mayor Charlton and seconded by Councillor Carver that the proceedings move to Closed Session at 12:42 p.m. to discuss the following item:

15.1 Personnel

It was moved by Councillor Roy and seconded by Deputy Mayor Charlton that the proceedings exit Closed Session at 12:46 p.m.

15.3 Appointment of Accessibility Committee Member

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

THAT Council for Region of Queens Municipality appoint Joel Zwicker to the Accessibility Advisory Committee, for a term to expire on October 31, 2027.

MOTION CARRIED unanimously.

16.0 Adjournment

The Meeting was adjourned at 12:46 p.m.

Mayor Scott Christian, Chair

Angela Green, Municipal Clerk


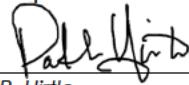
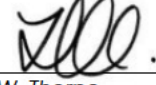
Date Approved: _____

DRAFT



Region of Queens Municipality Staff Report For the Regular Meeting of February 24, 2026

Date: February 9, 2026
File No: 10350-50-2602-13
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Flag Request - Kidney Foundation of Canada

Prepared by:  A. Green Municipal Clerk	Supervisor:  P. Hirtle Deputy Chief Administrative Officer	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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RECOMMENDATION

THAT Council approve the application from the Kidney Foundation of Canada, Atlantic Branch, to fly a special purpose flag on the Region of Queens Municipality's special purpose flagpole on March 12, 2026, and in March for the subsequent five years, in recognition of World Kidney Day, in accordance with Operational Policy 84 – Flag Flying.

PURPOSE

To obtain Council approval of an application from the Kidney Foundation of Canada, Atlantic Branch, to fly a special purpose flag on the Region of Queens Municipality special purpose flagpole in recognition of World Kidney Day.

BACKGROUND

Operational Policy 84 establishes the process and criteria for flying special purpose flags to recognize organizations, causes, and events. Historically, the

Municipality has limited flag flying approvals to organizations, causes, and events that are located within the Municipality or that provide services or carry out work within the Region of Queens Municipality. This approach ensures that flag flying reflects initiatives that have a direct connection to and impact on the local community.

Region of Queens Municipality received an application from the Kidney Foundation of Canada, Atlantic Branch, requesting permission to fly a special purpose flag on the municipal special purpose flagpole on March 12, 2026, in recognition of World Kidney Day. The application was submitted in accordance with Region of Queens Municipality Operational Policy 84 – Flag Flying and includes this year and the subsequent five years.

The Kidney Foundation of Canada is a national charitable organization that provides support, education, and advocacy for individuals affected by kidney disease. Through its programs and services, the organization supports residents of Queens County and contributes to raising awareness of kidney health and disease prevention.

The application has been submitted for Council's consideration in accordance with Operational Policy 84, which requires Council approval for special purpose flag flying requests.

ALTERNATIVES/OPTIONS

Option 1: Approve the flag flying request

Council may approve the request to fly the Kidney Foundation of Canada flag on the special purpose flagpole. This would support community awareness and align with Operational Policy 84.

Option 2: Deny the flag flying request

Council may decline the request. While this decision is at Council's discretion, the application meets the requirements of the policy and is consistent with past practice of recognizing charitable and community organizations.

Option 3: Refer the request for additional information

Council may defer consideration of the request and direct staff to obtain additional information or clarification from the applicant prior to making a decision.

ANALYSIS

The application submitted by the Kidney Foundation of Canada meets the requirements outlined in Operational Policy 84 – Flag Flying. The request was submitted in advance of the proposed flag flying date and includes the necessary organizational information and purpose of the request.

Flag-raising requests of this nature are intended to recognize charitable organizations and promote public awareness of important health and community initiatives. The Kidney Foundation of Canada is a recognized charitable organization, and the requested flag raising aligns with the intent of the Municipality's Flag Flying Policy to support community awareness and recognition.

Approval of this request would not create a binding precedent, as each application is considered individually in accordance with Policy 84. The Municipality retains discretion in reviewing and approving requests based on their alignment with policy criteria.

IMPLICATIONS

Administrative Implications

If approved, staff will coordinate the flag raising and removal in accordance with Operational Policy 84 and municipal procedures.

Governance Implications

Approval of the request would be consistent with Operational Policy 84 – Flag Flying and Council's established process for reviewing special purpose flag applications.

Risk Implications

There is minimal risk associated with approving this request, as the application aligns with established policy and municipal practice.

COMMUNICATIONS

The applicant will be notified of Council's decision. If approved, the flag raising will be coordinated by municipal staff and may be promoted through municipal communication channels, including the municipal website and social media.

BYLAWS/PLANS/POLICIES

Legislative Authority:

Section 23(1) of the Municipal Government Act, S.N.S. 1998, c. 18 provides that Council may make policies governing municipal administration. Operational Policy 84 – Flag Flying establishes the process for reviewing and approving applications to fly special purpose flags on municipal flagpoles.

SUMMARY

Region of Queens Municipality has received an application from the Kidney Foundation of Canada, Atlantic Branch, requesting permission to fly a special purpose flag on the municipal special purpose flagpole, located at the Town Hall Arts and Cultural Centre, in recognition of World Kidney Day on March 12, 2026, and Kidney Month in March. The request has been submitted in accordance with Operational Policy 84 – Flag Flying and meets the requirements outlined in the policy. Council approval is required for special purpose flag flying requests. This report presents the application for Council's consideration and recommends approval in recognition of the Kidney Foundation's work in raising awareness and supporting individuals affected by kidney disease.

ATTACHMENTS/REFERENCE MATERIALS

- [Operational Policy 84 - Flag Flying](#)
- Appendix A: Flag Flying Application – Kidney Foundation of Canada

Appendix A

APPENDIX "A"

Applications for the flying of Special Purpose Flags shall be submitted at least **four weeks prior** to the requested flag flying date to:

Municipal Clerk
Region of Queens Municipality
P.O. Box 1264, 249 White Point Road
Liverpool, NS B0T 1K0
email: clerk@regionofqueens.com

Applicant's Name: Marlene Dorey, Kidney Foundation of Canada, Atlantic Branch

Address: [REDACTED]

Telephone Number: [REDACTED]

Email: marlene.dorey@kidney.ca

Organization: Kidney Foundation of Canada, Atlantic Branch

Name of Special Purpose Flag: March is Kidney month, March 12 "World Kidney Day"

Requested Date to be Flown: March 12 to mark World Kidney Day

Alternate Dates: any time during kidney month (March)

Applicants can apply to have a flag approved for flying for a period of up to five years, without re-applying each year. If you would like to apply for this option, please provide yearly dates below.

Year 1: 2026 - March

Year 2: 2027 - March

Year 3: 2028 - March

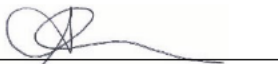
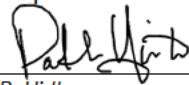
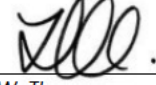
Year 4: 2029 - March

Year 5: 2030 - March



Region of Queens Municipality Staff Report For the Regular Meeting of February 24, 2026

Date: February 11, 2026
File No: 10350-50-2602-14
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Attendance at NSFM Spring Conference

Prepared by:  A. Green Municipal Clerk	Supervisor:  P. Hirtle Deputy Chief Administrative Officer	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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RECOMMENDATION

THAT Council approve the attendance of interested members of Council, the Chief Administrative Officer, and the Deputy Chief Administrative Officer at the 2026 Nova Scotia Federation of Municipalities Spring Conference, to be held April 29 to May 1, 2026, in Yarmouth, Nova Scotia, in accordance with Policy 47 – Council Attendance at Meetings, Workshops, and Conferences.

PURPOSE

The purpose of this report is to seek Council approval for attendance at the 2026 Nova Scotia Federation of Municipalities (NSFM) Spring Conference, in accordance with Policy 47 – Council Attendance at Meetings, Workshops, and Conferences, and to provide an opportunity for interested members of Council to indicate their intention to attend.

BACKGROUND

The Nova Scotia Federation of Municipalities (NSFM) will hold its Spring Conference from April 29 to May 1, 2026, in Yarmouth, Nova Scotia. This annual event provides professional development opportunities, networking with other municipalities, and access to policy discussions relevant to municipal governance.

The NSFM Spring Conference brings together elected officials and senior staff from municipalities across Nova Scotia to participate in workshops, information sessions, and discussions on emerging municipal issues, legislative changes, and best practices in municipal governance.

ALTERNATIVES/OPTIONS

Option 1 - Approve attendance at the NSFM Spring Conference. Council may approve attendance for members of Council, the Chief Administrative Officer, and the Deputy Chief Administrative Officer in accordance with Policy 47.

Option 2 - Approve limited attendance. Council may approve attendance for fewer members, or limit attendance to specific individuals.

Option 3 - Do not approve attendance. Council may choose not to approve attendance at the 2026 NSFM Spring Conference.

ANALYSIS

Attendance at the NSFM Spring Conference provides members of Council and senior staff with opportunities to enhance their knowledge of municipal governance, legislative developments, and emerging issues affecting municipalities across Nova Scotia. Participation in conference sessions supports informed decision making, promotes best practices, and facilitates collaboration and information sharing between municipalities.

The conference also provides opportunities for Council members and staff to engage directly with provincial representatives, municipal partners, and subject matter experts on issues relevant to Region of Queens Municipality priorities and operations.

Attendance is consistent with Policy 47 – Council Attendance at Meetings, Workshops, and Conferences, which requires Council approval for attendance at conferences requiring registration fees and overnight accommodations.

IMPLICATIONS

Financial Implications:

The estimated cost per attendee is \$995, which covers:

- Conference registration
- Hotel accommodations
- Mileage
- Meals

As part of the Region of Queens Municipality's draft 2026-2027 operating budget, \$20,900 has been allocated specifically to support Council, CAO, and DCAO attendance at the NSFM Conferences.

COMMUNICATIONS

No public communications are required. Attendance will be reflected in Council expense reporting in accordance with municipal policy and standard reporting practices.

BYLAWS/PLANS/POLICIES

Policy 47 – Council Attendance at Meetings, Workshops, and Conferences states:

Members of Council, at the Region's expense, shall only attend meetings, workshops, and conferences outside Queens County for which a registration fee is applicable or where the meeting, workshop, or conference require the elected official to stay overnight, when attendance at such meeting, workshop, or conference has been duly approved by Council.

SUMMARY

The Nova Scotia Federation of Municipalities Spring Conference provides professional development, legislative updates, and networking opportunities for members of Council and senior staff. Attendance supports informed governance and alignment with municipal best practices across Nova Scotia.

Council approval is required under Policy 47 for attendance at conferences involving registration fees and overnight accommodation. This report seeks Council direction regarding attendance at the 2026 NSFM Spring Conference.

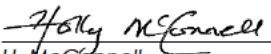
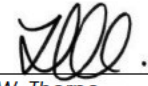
ATTACHMENTS/REFERENCE MATERIALS

[Policy 47 – Council Attendance at Meetings, Workshops, and Conferences](#)



Region of Queens Municipality Staff Report For the Regular Meeting of February 24, 2026

Date: February 10, 2026
File No: 10350-50-2602-15
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Dismantling Discrimination and Hate – Committee Name Change

Prepared by:  H. McConnell Director of People & Culture	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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RECOMMENDATION

THAT Council direct that the committee currently known as the “Dismantling Discrimination and Hate (EDI) Committee” be renamed the “Inclusion Queens Committee (IQ Committee)”.

PURPOSE

The Dismantling Discrimination and Hate Committee feels the current name is aggressive and uninviting to the public, whereas Inclusion Queens Committee is more positive, accessible and reflective in conveying the committee’s purpose. Council direction is required for any name changes for committees of Council.

BACKGROUND

The Dismantling Discrimination and Hate Committee supports Council in advancing equity, diversity, inclusion and belonging across the Region of Queens Municipality. The Committee’s role is to provide Council with strong, impactful advice and evidence-informed recommendations that help identify,

address and prevent discrimination and hate in municipal programs, services and community initiatives.

Specifically, the Committee exists to:

- Advise Council on policies, programs and practices that promote equity, reduce systemic barriers and foster a safe, welcoming Municipality for all residents;
- Provide education and awareness to Council and the community on issues related to discrimination, hate, equity, diversity and inclusion;
- Identify opportunities and recommend initiatives that encourage positive community engagement, celebrate diversity, and building understanding and including among residents;
- Design and support the implementation of inclusive events, projects and outreach activities that uplift marginalized groups and reinforce the Municipality's commitment to equity and human rights;
- Serve as a resource to Council, offering perspectives, lived experience, and informed guidance to strengthen municipal decision-making and enhance service delivery; and
- Monitor emerging issues and trends related to discrimination and hate and provide timely advice to Council on proactive and responsive measures.

At present, the Dismantling Discrimination and Hate Committee has four appointed public members. Membership on the Dismantling Discrimination and Hate Committee shall consist of:

- Mayor (or Council designate); and
- Up to ten (10) community members; and
- Staff Lead and Recording Secretary

Public members' qualifications:

- Should be from marginalized communities or have demonstrated links, possess an open mindset, be passionate about equity and inclusion;
- Be willing to participate in regular (typically monthly) meetings and undertake respectful discussions; and

- Have the ability to understand and engage with government and regulatory processes.

ALTERNATIVES/OPTIONS

That Council approve the name change recommendation to Inclusion Queens Committee.

ANALYSIS

Updating the committee's name to Inclusion Queens Committee (IQ Committee) is inclusive and relevant without being aggressive or off-putting.

IMPLICATIONS

No implications are expected from a committee name change.

COMMUNICATIONS

The committee will be notified of Council's decision.

BYLAWS/PLANS/POLICIES

The Dismantling Discrimination and Hate Committee derives its authority from Municipal Council. In 2019, the Diversity and Inclusion Action Team (DIAT) were formed and had delegated to it the responsibility of assisting the Municipality in reviewing and assessing the municipal operations as they relate to equity, diversity, inclusion and belonging across the Region of Queens Municipality. In 2024, DIAT was dissolved and a new Committee Advisory Committee was formed under the name Dismantling Racism and Hate.

Section 24(1) of the *Municipal Government Act* states that the Council may establish standing, special, and advisory committees.

SUMMARY

Council approval is required to consider changing the name of Council-appointed committees. The Committee supports Council on with strong, impactful advice and evidence-informed recommendations that help identify, address and prevent discrimination and hate in municipal programs, services and community initiatives.

The committee wishes to change the Committee name to Inclusion Queens Committee (IQ Committee).

ATTACHMENTS/REFERENCE MATERIALS

N/A



Region of Queens Municipality Staff Report For the Meeting of February 24, 2026

Date: January 29, 2026
File No: 10350-50-2602-16
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Second Reading of Bylaw No. 14 - Tax Exemptions

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

THAT Council give Second Reading and adopt Bylaw No. 14, Respecting Tax Exemptions, as presented.

PURPOSE

To provide Council with the current listing of properties that have historically been included in the Tax Exemption Bylaw and to provide details on properties that have made requests to be added or updated.

BACKGROUND

Each year, Council reviews properties listed in No.14 Tax Exemption Bylaw for possible additions and deletions of properties to be exempt from taxation. Attached is the proposed bylaw for 2026 - 2027, with a list of the associated exempted properties.

First Reading of this revised Bylaw was at the January 27, 2026, Council meeting.

ALTERNATIVES/OPTIONS

Option 1 – Approve second reading and adoption of the Bylaw as presented.

Option 2 – Direct staff to amend the Bylaw and associated property listing.

ANALYSIS

Staff have included information on each property for Council review. Registration status with the Joint Stocks Registry for the province has been included for Council information. 'NO' indicates not registered and 'EX' indicates expired registration.

There are three properties added to this year's proposed listing from last years listing, indicated by 'N'.

Milton Community Association is owner of the old Milton Centennial Pool property and had been granted exemption by Council at the November 12, 2025 meeting.

Property Services Valuation Corporation has changed the classification of Region of Queens Municipality Water Treatment Plant from exemption on the assessment roll to commercial. It has been added to the list to continue its exemption from property taxes.

The Ledvina Building owned by the Queens Hospital Foundation was previously listed as 50% exempt as there was an external tenant occupying space in the building. Tenant has moved out as the lease has expired, and the entire building will now be dedicated as a collaborative practice and learning space that supports education of medical students/residents doing rotations in our community. Token rental may be charged by the Foundation, but it will not be market to further encourage and support medical professional recruitment and retention in our area.

Because of this change the Foundation has requested a 100% tax exemption for this property. Staff have included that request on this list.

IMPLICATIONS

Financial: Tax revenue given up for the Ledvina building based on 25/26 tax rates would be \$4,400. There will be no change in revenue for the addition of the Water Treatment Plant and the Milton Community Association ownership of the old Milton Centennial Pool property.

Total exemption value for the 26/27 year with the proposed properties would be approximately \$363,000. The forgone tax revenue for 25/26 was approximately \$321,000. The difference is the change in classification of the Water Treatment Plant (no revenue change) and the Ledvina building (\$4,400), Milton pool property and increases in assessed values for the listed properties.

Legislative: Section 71 (1) of the Municipal Government Act (MGA) states (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
- (ii) that is used directly and solely for 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;

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

COMMUNICATIONS

Established bylaw communication processes will be followed.

BYLAWS/PLANS/POLICIES

[Bylaw No. 14](#)

SUMMARY

Bylaw No. 14 – Tax Exemptions is reviewed annually by Council and exempts certain properties from property tax. Properties can be exempted based on criteria listed in the Municipal Government Act. This report contains an explanation of any changes to the list based on requests received by staff, for Council review.

ATTACHMENTS/REFERENCE MATERIALS

- [January 27, 2026 Council agenda](#)
- [March 25, 2025 Council minutes](#)
- [November 12, 2025 Council minutes](#)
- [Municipal Government Act](#)



REGION OF QUEENS MUNICIPALITY
BYLAW NO. 14
A BYLAW RESPECTING TAX EXEMPTIONS

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

1. This bylaw shall be known as Bylaw Number 14 and may be cited as "The Tax Exemption Bylaw".
2. The property of the organizations, or institutions named in Schedule "A" that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation including area rates, in the Region of Queens Municipality and the property of the organizations, or institutions named in Schedule "B" that would otherwise be classified as commercial property shall be partially exempt from taxation, including area rates, and will be required to pay the residential rate of taxes in the Region of Queens Municipality.
3. Where a property or part thereof, listed in Schedule "A" or "B", ceases to be occupied by the association or for the purposes set out in the Schedule, partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
4. This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.
5. This bylaw shall have effect in the municipal taxation year commencing on April 1, 2026.

REPEAL

The Tax Exemption Bylaw adopted by the Council of the Region of Queens Municipality on 23rd day of April 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 _____ 2026.

SIGNED by the Mayor and Municipal Clerk this ___ day of _____ 2026.

Mayor

Municipal Clerk

First Reading: January 27, 2026

Public Notice: January 29 2026

Second Reading:

Notice of Passing:

Filed/Approved: Municipal A fairs:

SCHEDULE "A"
Non-Profit Organizations

Assessment District

Assessment Account Number

1	Hunts Point Community Hall	02116774
	Anglican Church (NO)	00756776
	Mersey Point Community Association	03217167
	District No. 3 Athletic Association (NO)	06018025
	Hollow Log Rifle & Pistol Association	02060078
	White Point Community Association (NO)	04905504
	Harbour Authority Moose Harbour (NO)	03389111
	Queens Archers Association	01641832
	Queens Archers Association	0641859
	Queens Archers Association	00197254
	Queens Archers Association	06466613
	Queens Day Care Association	03377768
	YMCA	04918665
2	Port L'Hebert Community Hall	00889555
	Port Joli Community Association	03788946
	Spectacle Light Society	01763709
	Little Red Southwest School House Society	04499182
	West Queens Recreation Association	04918053
	West Queens Recreation Association	04318137
	West Queens Coastal Community Development Assoc	03400611
3	Milton Community Association	03257665
	Milton Community Association	10740215
	Milton Community Association	10740223
	The Milton Canoe and Camera Club	04924037
	Queens Association for Supported Living	03012212
	Region of Queens Water Treatment Plant (N)	08360332
	Region of Queens Water Treatment Plant (N)	08375305
4	Queens Association for Supported Living	00583405
	Milton Community Association(N)	03257509
5	Brooklyn Recreation Committee Society	04764269

6	Brooklyn Recreation Committee Society	00484806
	Brooklyn Recreation Committee Society	04764323
	Brooklyn Recreation Committee Society	10495318
	Queens Recreational Boating Assoc	08373183
	Queens Recreational Boating Assoc	00424897
	Queens Recreational Boating Assoc	00424501
7	Seaside Recreation & Community Centre Assoc	03401324
	Medway Head Lighthouse Society	10573548
	Medway Head Lighthouse Society	01763776
	Anglican Parish of South Queens (NO)	01230557
	Medway Area Heritage	00888125
	Medway Area Heritage	03220184
	Medway Area Heritage	1002323
8	Mill Village Community Hall (NO)	00889563
	Danesville Community Hall (NO)	01080687
9	Twinfields Community Association (NO)	08360510
	Greenfield First Settlers Place (NO)	01502379
	Greater Molega Lake Lot Owners Association	01796356
10	Westfield Community Club	04877047
	Trustees Community Club Pleasant River (NO)	00888877
11	North Queens Historical Society	03539091
	North Queens Medical Centre Association	03562956
	Roman Catholic Episcopal Corporation (NO)	00759538
	Margaret Stanhope (Hunt Park) (NO)	02110393
	North Queens Board of Trade (EX)	03539059
	North Queens Board of Trade (EX)	00650587
	North Queens Board of Trade (EX)	01543814
12	Kempt Community Hall (NO)	02331578
	New Grafton Community Assoc	03491048
	Mersey Tobaccic Research Institute	06470548
13	Hank Snow Museum	08400113
	Astor Theatre	04645693
	Parking Lot/Veteran's Park	04645995
	Friends of Hank Snow Society	02578204
	Queens Association for Supported Living	02950529
	Queens Association for Supported Living	04026489

Queens Association for Supported Living	08375305
Liverpool Baseball Club (1982) (EX)	05172322
Liverpool Baseball Club (1982) (EX)	08390274
Liverpool Baseball Club (1982) (EX)	01317288
Liverpool Curling Club	02571358
Region of Queens Water Utility	04645774
Native Council of Nova Scotia	03934934
Queens General Hospital Foundation	08401640

DRAFT

SCHEDULE "B"

Non-Profit Organizations


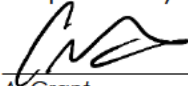
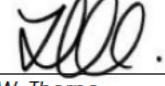
<u>Assessment District</u>		<u>Assessment Account Number</u>
9	Trustees of the Greenfield United Baptist Church (50% value)	00760064
13	Vishwa Nirmala Dharma Educational Society (50% value)	01885987
13	Queens General Hospital Foundation	02912058

DRAFT



Region of Queens Municipality Staff Report For the Regular Meeting of February 24, 2026

Date: January 16, 2026
File No: 10350-50-2602-17
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Amendment to Administrative Policy No. 60 – Solid Waste Fees

Prepared By:  J. Veinotte Director of Finance	Prepared By:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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RECOMMENDATION

THAT Council receive the report titled “Amendment to Administrative Policy No. 60 – Solid Waste Fees” and approve the amended Tipping Fee Schedule for the 2026 – 2027 fiscal year, as presented.

PURPOSE

This report provides rationale behind the proposed increases to fees for the upcoming fiscal year.

BACKGROUND

Region of Queens Municipality holds multiple contracts for the disposal of various solid waste streams at Queens Solid Waste Management Facility. Contained in these agreements are mechanisms for annual fee increases. Each year, the rolling ten-year average of CPI is used to revise the tipping fee

schedule for the contracted parties. Staff recommend rates for other users of the facility not covered by these agreements. Council reviews and approves the tipping fees annually.

At the December 9, 2025, Council meeting, Policy No. 60 was adopted which included the fee schedule. The policy must be amended for any changes in fees.

ALTERNATIVES/OPTIONS

Option 1 - Council approved the amendment as presented.

Option 2 - Council directs staff to review rates.

Option 3 - Council removes fees associated with tipping at the Solid Waste facility.

ANALYSIS

A proposed increase of 2.51% for all contracted local governments has been calculated based on a rolling ten-year average for all solid waste streams. This increase is incorporated into the new Tipping Fee Schedule.

2016	1.3
2017	1.4
2018	2.1
2019	2.2
2020	0.03
2021	3.4
2022	6.8
2023	3.4
2024	2.4
2025	2.1
Average	2.51%

Commercial residual waste customers, regardless of location, will pay an increased closure cost for residual Waste of \$69.21 per tonne. This charge is 45% of what the actual cost per tonne should be, based on the study completed in

2023, so only 45% of the closure and post closure cost per tonne is being charged to residual waste users. The estimated actual cost per tonne is \$153.80.

Other waste stream rates have been increased by 10% to reflect the increase in labour and supply costs to operate the Solid Waste Facility. The closure and post closure rates associated with these other streams have only been increased 20%. Increasing them to \$69.21 per tonne would make using the facility cost prohibitive.

Septage Disposal rate has been increased 10%. Septage disposal is part of the Wastewater management system and not related to the Solid Waste Facility. However, it is included on the Schedule for awareness for contractors and the public.

The 10% increase was calculated by extrapolating the actual posted costs as of November 30, 2025 to the end of the fiscal year and comparing them to actual costs for 25/26.

IMPLICATIONS

Financial: Budgeted revenue is based on the proposed fees, any changes to the proposed fees will change revenue forecasts for the 26/27 fiscal year.

COMMUNICATIONS

Vendors will be sent notification of the fee changes.

BYLAWS/PLANS/POLICIES

[Administrative Policy No. 60](#)

SUMMARY

Region of Queens Municipality owns and operates the Queens Solid Waste Management Facility. Multiple contracts for the disposal of various solid waste streams are in place with local government partners. Commercial clients and residents also use this facility. This report presents an amendment to the policy to reflect requested increases in tipping fees for 26/27.

ATTACHMENTS/REFERENCE MATERIALS

- Queens Solid Waste Management Facility – Tipping Fee Schedule (Effective April 1, 2026)
- Region of Queens Municipality Administrative Policy No. 60 – Solid Waste Fees DRAFT
- [February 27, 2025 Council meeting minutes](#)
- [December 9, 2025 Council meeting minutes](#)



Region of Queens Municipality

Administrative Policy No. 60 – Solid Waste Fees

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 No. 60 and may be cited as the “SOLID WASTE FEES POLICY”.

POLICY PURPOSE

The purpose of this policy is to establish a schedule of charges for solid waste disposal services provided by the Municipality.

AUTHORITY

Sections 47 and 48 of the *Municipal Government Act* provide that:

- 47(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or bylaw.
- 48(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Director of Finance.

EFFECTIVE DATE

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

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	Director of Infrastructure	Council	2025-12-09
2.0	Amendment to Fee Schedule	Directors of Infrastructure & Finance	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 XXXXXX, 2026. SIGNED by the Mayor and Municipal Clerk on this XX day of XXXXXX, 2026.

Mayor

Municipal Clerk

SCHEDULE 'A'

FEE TYPE		FEE (\$)
SOLID WASTE		
Commercial Account creation Fee		\$60
New Organics Green Cart		Free to residents, \$125.00 each for ICI*
Replacement Organics Green Cart		\$125.00 each*
Mini Organics Bin		Free to residents, \$40.00 each for ICI*
Replacement Mini Organics Bin		\$40.00 each*
Multi-stream event carts and receptacles	Public Event	Refundable deposit equal to replacement value
	Private Event*	Refundable deposit equal to replacement value
* Additional charge of the actual cost of delivery will be added.		
Queens Solid Waste Facility 3750 Highway 8 Tipping Fees per metric ton		
Material	Generated within Queens	Generated outside Queens
	Residential	Commercial
Residual Waste*	No charge**	\$160.40
Sorted C&D Waste*	No charge**	\$56.77 \$87.78
Mixed C&D Waste*	No charge**	\$91.85
Recyclables	Not accepted	
Organic Waste*	No charge**	\$152
Metal	No charge**	\$56.83
*Subject to closure fee		
** Residents of Queens County are entitled to dispose of waste up to four times per month free of charge. One ton of waste, sorted and delivered in a non-commercial vehicle will be accepted per visit.		
Contaminated Soil		\$73.85
Failure to properly sort waste upon delivery will result in additional charges.		

QUEENS SOLID WASTE MANAGEMENT FACILITY

**TIPPING FEE SCHEDULE
EFFECTIVE APRIL 1, 2026**


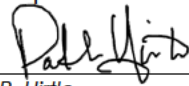

MATERIAL	GENERATED WITHIN REGION OF QUEENS per tonne		GENERATED OUTSIDE REGION OF QUEENS per tonne
	Residential	Commercial	
Residual	No Charge	\$160.40	\$160.40
Sorted C & D	No Charge	\$56.77	\$87.78
Mixed C & D	\$91.85	\$91.85	\$91.85
Organics *	No Charge	\$152.00	\$152.00
Metal (no closure)	No Charge	\$56.83	\$56.83
Contaminated Soil	\$73.85	\$73.85	\$73.85
Septage Disposal	N/A	\$0.0368	\$0.0487

* Organics based on Actual charges at 01/01/2026 so may be adjusted during the year.



**Region of Queens Municipality
Staff Report
For the Regular Meeting of
February 24, 2026**

Date: February 9, 2026
File No: 10350-50-2602-18
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Policy Numbering Corrections

<p>Prepared by:</p>  <p>A. Green Municipal Clerk</p>	<p>Supervisor:</p>  <p>P. Hirtle Deputy Chief Administrative Officer</p>	<p>CAO Concurrence:</p>  <p>W. Thorpe Chief Administrative Officer</p>
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RECOMMENDATION

THAT Council approve the correction of the numbering of the following policies:

- Administrative Policy 57 – Respecting a Development Agreement for a Multiple Unit Dwelling at 6755 Highway 3, Hunts Point, which shall be renumbered as Administrative Policy 61; and
- Administrative Policy 57 – Respecting a Development Agreement for a Fixed-Roof Overnight Accommodation in South Brookfield, which shall be renumbered as Administrative Policy 62; and
- Administrative Policy 57 – Respecting a Development Agreement for a 33 Turbine Generator Wind Farm Development, which shall be renumbered as Administrative Policy 63;

AND THAT the corrections be administrative in nature only, with no changes to the content, intent, or effect of the policies.

AND THAT the Municipal Clerk be authorized to update the official policy records and municipal website accordingly.

PURPOSE

To seek Council approval to correct the numbering of three Administrative Policies that were assigned incorrect numbers when adopted, to ensure the Municipality's policy records are accurate and properly organized.

BACKGROUND

During a recent review of the Municipality's policy records, it was identified that three policies were assigned incorrect policy numbers at the time they were written and adopted by Council. The numbering assigned does not align with the Municipality's established policy numbering framework, resulting in inconsistencies within the official policy register and records management system.

The proposed correction is administrative in nature and is intended to ensure the policies are properly catalogued and consistent with the Municipality's established numbering convention. The proposed changes do not alter the content, intent, or effect of the policies, and are limited solely to correcting the assigned policy numbers.

ALTERNATIVES/OPTIONS

Option 1 - Approve the correction of the policy numbers.

Council may approve the correction of the numbering for the three affected policies to align with the Municipality's established numbering system. This will ensure consistency and accuracy in the Municipality's policy records without affecting the content or intent of the policies.

Option 2 - Direct staff to conduct further review.

Council may direct staff to conduct a broader review of all municipal policies

prior to correcting the numbering. While this may identify additional opportunities for administrative improvements, it is not necessary to resolve the specific numbering errors identified.

ANALYSIS

Accurate policy numbering is essential to ensure municipal policies can be properly referenced, tracked, and maintained. Assigning incorrect policy numbers can create confusion in administrative records, increase the risk of referencing errors, and reduce the efficiency of records management processes.

Correcting the numbering of the three affected policies will ensure consistency between the official policy documents, the Municipality's records management system, and publicly available versions of the policies. This will improve administrative clarity and ensure that the Municipality's policy framework remains accurate and well-organized.

As policies are formally adopted by Council, correcting the official numbering requires Council approval to ensure the legislative record remains accurate and complete. The proposed changes are administrative only and do not affect the substance or application of the policies.

IMPLICATIONS

Administrative Implications

Correcting the numbering of the three policies will ensure alignment between official policy documents and the Municipality's records management system, improving clarity and accuracy in municipal records.

Governance Implications

Approving the correction will ensure the Municipality's policy framework remains accurate and properly documented, supporting effective governance and administrative integrity.

Risk Implications

There is minimal risk associated with the proposed correction, as the changes are administrative only and do not affect the content or application of the policies.

COMMUNICATIONS

Subject to Council approval, the policies will be updated on the municipal website to reflect the correct numbering and ensure consistency between official records and publicly available documents.

BYLAWS/PLANS/POLICIES

Legislative Authority:

Section 23(1) of the Municipal Government Act, S.N.S. 1998, c. 18 provides that Council may make policies. Section 24 of the Act provides that Council exercises its powers by resolution or by-law. Section 28(d) establishes that the Municipal Clerk is the custodian of municipal records. Accordingly, any amendment to an adopted policy, including changes to its official numbering, requires approval by Council resolution.

SUMMARY

The proposed renumbering of three administrative policies will improve the organization, tracking, and accessibility of municipal policies while maintaining the integrity and content of the original Council approved documents.

ATTACHMENTS/REFERENCE MATERIALS

N/A

Correspondence from Debbie J Wamboldt
Received by Municipal Clerk for Council via email 2026-02-18

Firstly, I want to thank you for taking the time to read this and consider what I have to say. As an advocate for the community, I feel that the loss of VJ's Farm stand is both a great loss and an opportunity to continue to provide the community with affordable produce. In speaking with the community and in knowing Valarie for many years I have insight on both side of this issue that has led me to this email.

It is my feeling and the feeling of many in the community that we should recognize Valarie Jollimore for her 30 years of providing Queens county with affordable produce. Valarie was up before dawn to load her truck and be on Liverpool and home again at dark for 30 years. She is not from here and I think that fact stands out. I would love to see some type of public recognition of her time and well wishes for a happy retirement.

With her retirement comes a quandary. A gap in our already very fragile food system. You see Valarie provided affordable fruit and vegetables to those of us when needed that affordability and those who wanted local and fresh. I believe Region of Queens can facilitate the filling of this gap. So, I have laid out a rough plan for that here.

My goal is to get Region of Queens to facilitate someone occupying the market stall for at least four days a week with affordable vegetables. I would add that if there was an agreement put in place by Region Of Queens it would allow for someone with the idea of creating a business in the model that Valerie had a foundational place to conduct their business.

Region of Queens can facilitate this by:

- lowering the cost of rent for the market stall
- put out a RFP outlining the cost and agreement
- they can make an agreement with the vendor that reflects the values of having affordable local produce and when it is offered.

In exchange Region of Queens would be receiving assistance in the food scarcity problem and having a draw to the down town area that has been in place for 30 years continue.

- Region of queens would not have to run the market stall
- They would only have to facilitate an ongoing agreement with a person running it
- They could also offer resources such as availability of grants, and where to find them
- They would also offer letters of recommendation to be included in those grants for the person who may want to take up the market stall.

I understand that there may be interest from the Privateers' Farmers Market vendors to use the space the only issue I see with this is that market vending and the vending that would be happening at the stall are two different business models, and someone who is a market vendor sets prices to reflect one-to-two-day market attendance.

The person that would occupy the market stall would be in an agreement with Region Of Queens to provide affordable vegetables for at least four days a week and would be able to set a business model to reflect that.

This is not to say that someone From the Privateers' Farmers Market may want to do it. It is my understanding that they do not have a regular vendor for produce. I wish that I was in better health and that I could help with this however as many on council know I am not well.

However, I can offer the Homesteading and Growing Group in Queens as a bridge for connecting to the community.

I can also help facilitate the recognition of Valarie if you see fit to do so.

I do appreciate you reading this and please know that this plan was born from concern for our community food security and a passion for the community as a whole. Please don't hesitate to contact me.

Yours,
Debbie J Wamboldt

