

Region of Queens Municipality Special Council
Tuesday, May 6, 2025
6:00 p.m.

Agenda

- 1.0 Call to Order and Land Acknowledgement**
- 2.0 Approval of the Agenda**
- 3.0 Declaration of Conflict of Interests**
- 4.0 Appointment of Chief Administrative Officer**
- 5.0 Volunteer Summit participation**
- 6.0 Budget Discussion**
- 7.0 Information Requests from April 28, 2025 meeting**
 - Sidewalk Report
- 8.0 Adjournment**

Region of Queens Municipality Staff Report

To: Council
From: Heather Cook, Acting Clerk
Reviewed: Dan McDougall, Interim Chief Administrative Officer
Date: May 6, 2025
Re: Appointment of Chief Administrative Officer

Background

At the February 11, 2025 regular Council meeting, Council appointed Mayor Christian, Deputy Mayor Charlton, Councillor Wentzell and Councillor Jenkins to the CAO Selection Committee.

More than 40 applications were received from across Nova Scotia and Canada. The selection process included a preliminary interview with the selection committee for short-listed candidates; with finalist candidates participating in a second interview and presentation to all members of Council.

Details

Council authorized the Mayor and Interim CAO to enter into an employment agreement with the final candidate.

Applicable Legislation

The Municipal Government Act authorizes the appointment of a Chief Administrative Officer and to pay salaries of officers and employees of the municipality.

Budget Impacts

CAO recruitment and wages have been included in the 2025-2026 Operating budget.



Recommendation

THAT the Council of Region of Queens Municipality appoint _____ as Chief Administrative Officer (CAO) for the Region of Queens Municipality, effective mid-June, 2025, as per the terms of the employment agreement signed by Mayor Christian and Interim CAO Dan McDougall.

Communications

A media release has been prepared and will be issued to Region of Queens Municipality's media list, circulated to staff, and posted on the Municipal website, Facebook page and LinkedIn page.

Region of Queens Municipality Staff Report

To: Region of Queens Municipal Council

From: Morgan MacDonald (Physical Activity Coordinator)

Date: May 6, 2025

Re: Project Volunteer – Volunteer Summit

Background

The Volunteer Summit will bring people together to discuss critical issues affecting volunteerism. It will provide opportunities to share and debate ideas with peers and support developing solutions to address issues effecting volunteerism and volunteer run or supported organizations and informal community focused initiatives. Focusing on the interests of organizations, volunteers and board members, this full day Summit will provide a keynote presentation, skills workshops, and networking opportunities.

This event and programing are the result of a needs assessment and survey administered by the Lunenburg/Queens Recreation Coordinators/Directors' Association (LQRCA) to find common barriers and challenges faced in the volunteer sector in our regions.

Many recreation and physical activity programing options in RQM are operated or supported by volunteers. This summit will focus on skills and capacity building in the volunteer sector and would support existing and future recreation opportunities in our region.

- Over 96% of RQM respondents are actively looking for new members, which they mostly obtain through word of mouth. The total number of new volunteers they are seeking in our region is over 300.
- More than 66% are worried about the future of their organizations.

- Most groups had a website/social media presence and used these avenues for self-promotion and event promotion.
- Of the ~ 74% that were aware of the Region's grant programs just over half of these groups had previously applied for funding.
- Less than half of respondents were aware of the Region's volunteer recognition program.


The following are the groups that responded to the survey from RQM:

Liverpool Baseball Club
 South Queens Chamber of
 Commerce
 CJQC Radio Society (QCCR)
 Mersey Tobetic Research Institute
 Queens Archers
 South Shore Family Resource
 Association- Queens FRC
 Brooklyn Recreation Committee
 Seaside Centre Community
 Medway Head Lighthouse Society
 Pleasant River Lakeview Cemetery
 Queens Rails to Trails Association
 Tutor and Talk
 Royal Canadian Legion Branch 38
 Westfield Community Center
 Milton Dambusters

South Shore Multicultural Association
 South Shore Support Group for
 Chronic Pain Sufferers and their
 families
 Port Joli Community Association
 Milton Canoe and Camera Club
 West Queens Recreation Association
 Privateer Days Commission
 Queens County ATV Association
 Queens Ground Search & Resue
 MILTON BAPTIST CHURCH LADIES
 AUXILIARY
 Queens Association for Supported
 Living
 North Queens Board of Trade
 Special Olympics Lunenburg Queens

Details

This event will take place at Lunenburg NSCC campus in Bridgewater, NS on November 8th, 2025 from 8:00am – 3:30pm. Registration fees have been capped at \$15 and may be waived based on grant and sponsorship support. This fee, if applied, would include prize draws, and a provided lunch. As is illustrated on page 6 of the attached presentation, most members of the LQRCDA have committed to funding this event. An allocation of \$2600 from the RQM would



contribute to a financial backstop to cover costs related to hosting the event and represent the maximum contribution needed. This amount may be reduced by additional municipal/town unit(s) participation, sources such as grants, registration revenue, or other funding. In the case of the RQM not contributing to this event, groups in our region would be able to register and attend. While this is the case, not contributing to inter-municipal, collaborative, data driven efforts to support community volunteers could be detrimental to our long-term community outcomes and future collaborative efforts in this and other sectors.

Applicable Legislation

Section 65 of the Municipal Government authorizes the expenditure of funds to support recreation programs, recreation facilities and other expenditures related to these powers and responsibilities of the municipality.

Budget Impacts

The proposed allocations for each participating municipal unit are based on each municipality's proportionate share of "uniform assessment" for the Lunenburg/Queens area.

The proposed 2025/2026 operating budget has provision for this expenditure.

Options

The Council could choose not to fund a share of the volunteer summit.

Recommendation

THAT the Council of the Region of Queens Municipality accept the report titled Project Volunteer – Volunteer Summit.

and

THAT the Council of the Region of Queens Municipality approve up to \$2,600 to support the expenditures associated with hosting of the 2025 Volunteer Summit to be held on November 8, 2025 at the Lunenburg NSCC campus in Bridgewater.



Communications

All respondents of the above-mentioned volunteer survey will be contacted directly with an invitation to the event registration. RMQ staff will identify and contact additional groups that may benefit from this event. The public will be informed of this event through print and digital media, radio advertisement, and community postering.

PROJECT VOLUNTEER!



Phase 3 – Volunteer Summit

Saturday November 8th, 2025

Time: 8:00a.m. – 3:30p.m

Max # of Participants: 100

Allowing for Staff/Speakers etc. 20

Budget Costs (based on 2024 rates)

NSCC Lunenburg Campus, Bridgewater \$16,520



VOLUNTEER SUMMIT 2025

MAKING A DIFFERENCE TOGETHER

The Volunteer Summit brings people together to discuss critical issues affecting volunteerism, providing opportunity to share and debate ideas with your peers and to learn about developing solutions to address your issues.



Focusing on the interests of organizations, volunteers and board members, this full day Summit will provide a keynote presentation, workshops and networking opportunities over lunch.

This year's theme is: ANNOUNCED DECEMBER 2024

**NOVEMBER 8TH, 2025
8:00 AM-3:30 PM**

To register:

For More Information:



LOCATION: TBA

Phase 3 – Budget Expenses

Budgeted costs Include (Based on 2024 rates):

- Facility rental and related costs
- Catering: Tea, Coffee, Water, Muffins, Donuts, Fruit Trays & Subway Boxed Lunch,
- Honorariums \$100 gift card & mileage per presenter (13 inc 1 x Keynote)
- Door Prizes x 5
- Advertising (Radio, Print, Digital)
- Ticketing Costs
- Program Printing
- Merch. (T-Shirts for Volunteers, & Notepad/Pen & Buttons Giveaway)
- Name Badges
- Contingency



Phase 3 – Budget Income

Potential Revenue Streams:

- Registration fees: FREE, \$15, \$25, \$35 per person
- Donations / Sponsorship of Door Prizes
- Sponsorship of Catering
- Sponsorship of Sessions
- Overall Event sponsorship / (donations local businesses)
- Grants
- Provincial Funding
- LQ Budget



Phase 3 - Schedule

Possible Schedule:

- Registration/Networking
- Welcome & Land Acknowledgement
- Keynote
- Comfort Break
- 4 x Concurrent Session 1
- Comfort Break
- 4 x Concurrent Session 2
- Lunch
- 4 x Concurrent Session 3
- Comfort Break
- Closing Remarks & Door Prizes

Workshop Sessions:

Four rooms would be available per session, which provides the opportunity to hold 12 sessions.

From the survey, the top workshop preferences were:

Volunteer Recruitment, Funding, IDEA, Social Media/Website.

As these may be the more popular topics, it may be possible to run the same session at different time slots

Volunteer NS have agreed to help with finding facilitators/speakers for the sessions.



Phase 3 – Cost no RofQ

Staff Implications:

Looking for volunteers from municipal staff to be part of an organizing committee.

Cost Implications:

Each unit ear-mark the amount specified* (shared costs based on percentage of uniform assessment 24/25) towards the event (aiming for overall budget of \$17,000**):

	All In	No RoQ	No ToL	No RoQ or ToL
Region of Queens	\$2,500	-	\$2,600	-
Town of Bridgewater	\$1,800	\$2,10	\$1,850	\$2,200
Town of Lunenburg	\$800	\$900	-	-
Town of Mahone Bay	\$400	\$500	\$450	\$500
Municipality of Chester	\$4,400	\$5,100	\$4,600	\$5,400
Municipality of Lunenburg	\$7,100	\$8,400	\$7,500	\$8,900

*Amount may end up being lower depending on what funding can be raised, or higher if the number of participating units decreases from six.

** Costs are worst-case scenarios and don't include funding from LQ, possible provincial grants, sponsorship and registration fees.



Region of Queens Municipality Staff Report

To: Mayor and Council
From: Adam Grant, P.Eng., Director of Infrastructure
Date: May 6, 2025
Re: Sidewalk Expansion Proposal

Background

At the April 28, 2025, Special Council meeting, it was requested that staff return with information that could put the cost of extending pedestrian sidewalk on White Point Road to the Liverpool Library at 54 Harley Umphrey Drive.

Details

A previous report to Council on April 28, 2025, 'Sidewalk Expansion Cost' is attached for reference.

Attached in Appendices A & B are two potential options to provide dedicated pedestrian connectivity from where the current sidewalk ends at the intersection of White Point Road and Millard Avenue to the location of the Liverpool Library at the Liverpool Business Development Center, 54 Harley Umphrey Drive, Liverpool.

The first segment (*Segment 1*) is the same for either option suggested, this is the connection along White Point Road from Millard Avenue to George Street which is roughly 365m with minimal slope. This portion has the highest influence from traffic (measurements by staff in June 2024 indicate an average of roughly 1200 vehicles per day over a 7-day period with an 85th percentile speed of 68kmh). Sidewalk for this section would be recommended on the southeast side of White Point Road as it would have a lower capital cost due to reduced infill requirements. This placement is supported by historic observations of a northerly

prevailing wind in the wintertime which leads to frequent drifting on a portion adjacent to the hardball field.

On the second leg of the connection, there is an option to provide connectivity via White Point Road and West Street (*Segment 2a*), or Harley Umphrey Drive (*Segment 2b*).

Segment 2a via White Point Road is approximately 715m with grades steeper than 10% along the West Street section. Providing connectivity along this route would connect several residential properties as well as the Municipal Administration Building.

Segment 2b via Harley Umphrey Drive is approximately 610m with minimal grades. This option would have a reduced traffic volume to the previous alternative and overlaps with the proposed ATV road trail network in development.

Any option chosen will have minimal impact on winter works maintenance. The increase in service area will require additional labour hours, however, current practice requires municipal forces to travel from the end of sidewalk at Millard to the Municipal Administration Building and Liverpool Business Development Center.

Municipal staff are currently working with other groups on active transportation in Queens County. Specifically, a walkability audit will be held in May and includes the section of White Point Road referred to in this report. The results of this audit will identify barriers and hazards and also has the potential to lead to possible funding opportunities with other levels of government that help reduce these barriers and hazards.

Preliminary cost estimates suggest the following probable costs:

1. White Point Road: Millard to Harley Umphrey - \$726,000
 - 1800mm sidewalk abutting asphalt shoulder with curb and gutter
 - Includes \$87,000 in Engineering and Design costs
- 2a. Harley Umphrey: White Point Road to 54 Harley Umphrey - \$1,370,000
 - 1800mm sidewalk abutting asphalt shoulder with curb and gutter
 - Includes \$171,000 in Engineering and Design costs

2b. White Point Road: Continuing along to West Street - \$1,162,000

- 1800mm sidewalk abutting asphalt shoulder with curb and gutter
- Includes \$145,000 in Engineering and Design costs

These probable cost estimates have been calculated with no field investigation to confirm right of way allowances & fit, field conditions, etc. with engineering and design work completed by an external consultant and the physical construction by municipal forces. Of particular concern is the surface width over the Mill Brook crossing, north of the Meadow Pond, there is the potential need to widen that structure or realign a portion of the road to maximize utilization of the existing surface.

Should Council wish to proceed, more information will be required to determine if this delivery method (by own forces) agrees with a deadline for completion of the work. Contracting the civil portion to an external contractor would still require staff time and effort for procurement, contract management and quality assurance. Based on shared tender pricing from other municipalities, it is expected that an increase of 25 to 40% is reasonable to anticipate above the probable costs above.

Value engineering measures could also be considered in planning. As an alternative to an elevated concrete sidewalk which requires stormwater mitigation measures, an asphalt widened shoulder would help provide a haven off of the travel lane for pedestrians and would also provide an improved AT option for cyclists (cycling is currently prohibited on sidewalks in NS unless under the age of 16 or the sidewalk is designated as a trail). This proposal would provide for an asphalt shoulder on both sides of the street, level with the roadway that is 1800mm wide to accommodate both directions of travel and could also have a pulverized rumble strip on the white line to alert motorists and cyclists if they deviate from the intended path of travel. It is expected that this delivery method could reduce the capital cost by 25-30% as suggested above.

