



## **Region of Queens Municipality Regular Council**

**Tuesday, June 23, 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 Property Matter

3.2 Personnel

#### **4.0 Adoption of Minutes**

4.1 Regular Council Meeting – June 9, 2026

#### **5.0 Public Comment**

#### **6.0 Delegations and Presentations**

#### **7.0 Unfinished Business**

#### **8.0 Staff Reports**

8.1 Wall Remediation at Queens Place Emera Centre

8.2 Accessible Washroom at Etli Milita'mk Universally Designed Playpark

- 8.3 Road Naming in Summerville Centre
- 8.4 Medical Waste Collection
- 8.5 Quarterly Update – Strategic Action Plan and Grant Application Summary

## **9.0 Bylaws and Policies**

- 9.1 Second Reading of Bylaw No. 27 – Private Road Maintenance Fees

## **10.0 Correspondence for Action**

## **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 Report
- 14.2 Accessibility Advisory Committee Report

## **15.0 New Business**

## **16.0 Adjournment**



## Region of Queens Municipality Regular Council Tuesday, June 9<sup>th</sup>, 2026 9:00 a.m.

Meeting Recording: [Region of Queens Regular Council Meeting Tuesday June 9th 2026](#)

Please click the time-stamp links below to watch specific portions of the recording.

### Minutes

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

**Regrets:** Councillor Roberta Roy

**Staff:** Willa Thorpe, CAO  
Kate Wong, Administrative Assistant

## 1.0 Call to Order and Land Acknowledgement (2:18)

---

Mayor Scott Christian called the meeting to order at 9:00am

## 2.0 Approval of Agenda (2:54)

---

**Moved by Councillor Jenkins, seconded by Councillor Fancy;**

**THAT** Council for Region of Queens Municipality approve the agenda as circulated.

**MOTION CARRIED unanimously.**

## 3.0 Adoption of Minutes (3:20)

---

### 3.1 Regular Council Meeting – May 26, 2026

**Moved by Deputy Mayor Charlton, seconded by Councillor Wentzell;**

**THAT** Council for the Region of Queens Municipality approve the minutes of the Regular Council Meeting held May 26, 2026, as presented.

**MOTION CARRIED unanimously.**

## 4.0 Public Comments (3:42)

---

### 1. Joel Zwicker, Liverpool (4:08)

Addressed Council regarding pedestrian safety concerns on College Street and expressed support for converting the street to one-way traffic to improve safety for residents and pedestrians.

## 2. Ali Druzina, Liverpool [\(6:43\)](#)

Addressed Council regarding pedestrian safety concerns on College Street and expressed support for measures that would improve safety for pedestrians, including families, seniors, and school-aged children using the area.

## 5.0 Delegations and Presentations [\(8:27\)](#)

---

### 5.1 Be The Peace Institute: Gender Based Violence [\(8:42\)](#)

Sue Bookchin, Executive Director of the Peace Institute, delivered a presentation regarding gender-based violence and opportunities for municipalities to support prevention, education, awareness, and community safety initiatives.

#### ***Councillor Carver entered the meeting at 9:20am***

**Moved by Councillor Carver, seconded by Councillor Wentzell;**

**THAT** Council for Region of Queens Municipality direct staff to incorporate gender-based violence considerations into the Community Wellness Strategy.

**MOTION CARRIED unanimously.**

**Moved by Councillor Fancy, seconded by Councillor Amirault;**

**THAT Council for Region of Queens Municipality** direct that the presentation be referred to the Police Advisory Board and Inclusion Queens Committee for further discussion and consideration, including recommendations regarding the declaration of gender-based violence as an epidemic.

**MOTION CARRIED unanimously.**

## 6.0 Unfinished Business

---

There was no Unfinished business to discuss.

## 7.0 Staff Reports [\(40:14\)](#)

---

### 7.1 College Street Pedestrian Safety [\(40:19\)](#)

**Moved by Councillor Fancy, seconded by Councillor Amirault;**

**THAT** Council for Region of Queens Municipality direct staff to proceed with modifying College Street in Liverpool to become a one-way street.

**MOTION CARRIED unanimously.**

### 7.2 Q1 Capital Projects Progress Update [\(53:30\)](#)

**Moved by Councillor Carver, seconded by Councillor Amirault;**

**THAT** Council for Region of Queens Municipality receive Q1 Capital Projects Progress Update for information.

**MOTION CARRIED unanimously.**

### 7.3 Pine Grove Park Accessibility Upgrades [\(1:05:17\)](#)

**Moved by Councillor Wentzell, seconded by Councillor Amirault;**

**THAT** Council for the Region of Queens Municipality direct staff to proceed with implementing Phase 1 of the proposed accessibility upgrades at Pine Grove Park in partnership with the Nova Scotia Guide Service;

**AND THAT** Council for the Region of Queens Municipality direct staff to further investigate costs, funding opportunities and implications of Phase 2, and refer consideration of Phase 2 to the 2027/2028 Budget deliberations.

**MOTION CARRIED unanimously.**

***Meeting was recessed at 10:13am and reconvened at 10:23am***

#### 7.4 Joining a Regional Emergency Management Organization [\(1:25:26\)](#)

**Moved by Deputy Mayor Charlton, seconded by Councillor Fancy;**

**THAT** Council for Region of Queens Municipality direct staff to initiate discussions with the Lunenburg County Regional Emergency Management Organization (Lunenburg REMO) regarding the Region of Queens Municipality joining the existing regional emergency management structure;

**AND THAT** staff be directed to work with Lunenburg REMO to return to a future Regular meeting of Council with a report outlining the proposed Inter- Municipal Service Agreement (IMSA), governance structure, financial implications, and implementation requirements associated with the Region of Queens Municipality joining Lunenburg REMO;

**AND THAT** Council for Region of Queens Municipality direct staff to proceed with application to the Nova Scotia Department of Emergency Management 2026–27 Regional Emergency Readiness Grant program in collaboration with the preferred REMO partner.

**MOTION CARRIED unanimously.**

## 7.5 Update to Rural Water Initiative ([1:42:22](#))

**Moved by Councillor Amirault, seconded by Councillor Fancy;**

**THAT** Council for Region of Queens Municipality approve an amendment to the Water Conservation and Storage Program Pilot under the Rural Water Initiative to clarify that water totes are intended for non-potable water storage and use only.

**MOTION CARRIED unanimously.**

**Moved by Councillor Amirault, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality approve the Rain Barrel Program with two participation tiers consisting of no-cost rain barrels for qualifying low-income households and a \$25 resident contribution for all other participants, including home delivery.

**MOTION CARRIED unanimously.**

## 7.6 2026 Bursary Recipients ([1:48:13](#))

**Moved by Councillor Carver, seconded by Councillor Wentzell;**

**THAT** Council for Region of Queens Municipality approve the awarding of the 2026 bursary funds to the students recommended by the Bursary Selection Committee.

**MOTION CARRIED unanimously.**

## 7.7 Council Implementation Report ([1:51:08](#))

**Moved by Councillor Amirault, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality receive the Implementation Report for information.

**MOTION CARRIED unanimously.**

## 8.0 Bylaws and Policies

---

### 8.1 First Reading of Bylaw No. 29 – Accommodation Levy [\(1:53:53\)](#)

**Moved by Councillor Wentzell, seconded by Councillor Carver;**

**THAT** Bylaw No. 29 - Accommodation Levy be now introduced and read a first time.

**MOTION CARRIED unanimously.**

## 9.0 Correspondence for Action

---

There was no Correspondence for Action to discuss.

## 10.0 Correspondence for Information

---

There was no Correspondence for Information to discuss.

## 11.0 Reports from In Camera

---

There was no report for In Camera to discuss.

## 12.0 Mayor's Report [\(2:04:22\)](#)

---

Mayor Christian provided a verbal report on recent meetings and events since the previous meeting.

## 13.0 Council Business (2:12:12)

---

Councillor Wentzell recognized CUPE and thanked members for their contributions to the community.

## 14.0 New Business

---

There was no New Business to discuss.

## 15.0 In Camera

---

**Moved by Deputy Mayor Charlton, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality move to In Camera at 11:10am.

**MOTION CARRIED, unanimously.**

**Moved by Councillor Jenkins, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality return to open session.

**MOTION CARRIED, unanimously.**

**Moved by Councillor Jenkins, seconded by Councillor Amirault;**

**THAT** Council for Region of Queens Municipality add to the agenda Item 15.2 - In Camera – Legal.

**MOTION CARRIED, unanimously.**

**Moved by Deputy Mayor Charlton, seconded by Councillor Wentzell;**

**THAT** Council for Region of Queens Municipality return to In Camera at 11:32am

**MOTION CARRIED, unanimously.**

**Moved by Deputy Mayor Charlton, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality return to open session at 11:39am.

**MOTION CARRIED, unanimously.**

**Moved by Councillor Jenkins, seconded by Councillor Carver;**

**THAT** Council for Region of Queens Municipality direct staff regarding property matter as discussed.

**MOTION CARRIED, unanimously.**

## 16.0 Adjournment

---

The meeting was adjourned at 11:40am

---

Mayor Scott Christian, Chair

---

Kate Wong, Administrative Assistant

Date Approved:

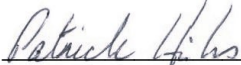
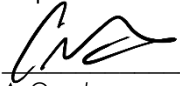



## Region of Queens Municipality Staff Report For the Regular Meeting of June 23, 2026

---

**Date:** June 11, 2026  
**File No:** 10350-50-2606-012  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Wall Remediation at Queens Place Emera Centre

---

Prepared by:  P. Hicks Manager of Capital Projects	Supervisor:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
--	--	---

### RECOMMENDATION

THAT the Council for Region of Queens Municipality direct staff to proceed with design work for replacing the failed façade at Queens Place Emera Centre with prefinished metal siding.

### PURPOSE

To provide staff with direction on Council's preferred approach to remediate the failed wall façade at Queens Place Emera Centre.

### BACKGROUND

In 2024, a 75mm concrete wall slab at Queens Place Emera Centre failed and was removed (current state of the wall shown in the image below). Staff have consulted with DSRA architecture for a solution and included \$44,000 in the 2026-2027 operational budget for the design and construction of new wall skin.



DSRA has provided the attached services proposal which outlines three potential options for consideration. The proposal also confirms that replacement with a finish that is identical to the existing wall system is not feasible.

## **ALTERNATIVES/OPTIONS**

**Option 1:** Proceed with design work for prefinished metal siding

**Option 2:** Proceed with design work for wood siding

**Option 3:** Proceed with design work for 9mm cementitious panels

**Option 4:** Proceed with design work for EFIS (Stucco) finish

**Option 5:** Council provide staff with alternative direction

## **ANALYSIS**

### **Option 1:**

Pre-finished metal siding is the option with the lowest maintenance and longest service life, estimated at 30 years. This approach will resemble similar areas of the facility which are constructed with a similar steel siding profile.

### **Option 2:**

Wood siding finish could be installed on the facility that also resembles other areas of the building. This option is less desirable as it will require ongoing surface maintenance.

**Option 3:**

Thin cementitious panels (9mm thick, typically 2.40m x 1.20m) are another potential solution. Their surface can be painted to the same color as the existing façade but will have a ‘tiled’ look over the surface area.

**Option 4:**

EIFS (Stucco) finish. This finish is not in use anywhere else on the building, and would require maintenance every 5-7 years, similar to wood. Regular cleaning, crack filling, and caulking would all be anticipated at frequent intervals.

**IMPLICATIONS**

The architect has indicated that each of the four options are expected to be of similar cost, with completion aligning within the 2026 operating budget of \$44,000.

**COMMUNICATIONS**

Direction by Council will be provided to the Architect to enable the project to continue.

**BYLAWS/PLANS/POLICIES**

2026 Operating Budget

2026-2029 Council Strategic Priorities Plan:

2.1 – Repair and replace our aging infrastructure

**SUMMARY**

In 2024, a concrete wall slab at Queens Place Emera Centre failed and was removed. Costs to replace the slab are included in the 2026-2027 operating

budget, and staff recommend that Council direct staff to proceed with design work for replacing the failed façade with prefinished metal siding.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Attachment A – Consulting Services Proposal
- Attachment B – 2024-06-27 Memo Letter
- [2024-10-08 - QPEC Wall Demolition](#)

# Consulting Services Proposal

DATE: June 6<sup>th</sup>, 2026

TO: **Adam Grant** PEng  
 Director of Infrastructure  
 Region of Queens Municipality  
 142 Hank Snow Dr  
 Liverpool, NS B0T 1K0

PROJECT: QPEC Envelope Repair  
 CONCERNING: **Architectural Services**

DSRA PM: **Peter Connell** PEng NSAA  
 DSRA JOB No: 25149

The following services and fee describe the Services Proposal:

---

## Background:

1. The tilt-up concrete panel envelope failure occurred in the spring of 2024 at the northwest corner of the building along gridline 1, between gridlines AA and BB.
2. According to the letter report from Scott Underhill at BMR, dated June 27, 2024, the 75mm thick architectural face panel of the concrete structural tilt-up panel failed as result of the failure of several structural ties connecting the face panel to the 200mm thick structural concrete backup panel.
3. A like -or-like replacement of the 75mm structural face panel is not feasible, as it was created/cast on site as part of the W1 wall type composite.
4. The most practical replacement panel finish options include: Prefinished metal siding, wood siding, thin (9 mm) cementitious panels, and EFIS (stucco) finish system. While each of these alternatives panel finishes has merit, we recommend vertical prefinished metal siding as the replacement material. As metal siding is already used elsewhere on the building – so it is aesthetically compatible – and metal siding is also the most durable and cost-effective solution of the options.
5. A breakdown construction steps we recommend:
  - a. Remove the existing rigid insulation.
  - b. Grind down remaining steel ties to face of structural panel
  - c. Install water proofing membrane to the concrete face and tie into adjacent existing envelope materials to make watertight.
  - d. Install prefinished metal flashing at perimeter of panel opening.
  - e. Install semi rigid insulation
  - f. Install thermally broken z-bars and prefinished vertical metal siding.
  - g. Install perimeter sealant to new assembly.

## Scope of Work:

1. Provide architectural design, tender, and construction phase services for the repair of failed tilt-up concrete panel at the Queens Place Emera Centre.
  - a. Preliminary Assessment (completed and submitted February 4<sup>th</sup>, 2026).

# Consulting Services Proposal

Cont. Pg 2

- b. Provide Design Phase Services: production of architectural drawings and specifications for tender. (One (1) design phase site visit is included in fee proposal).
- c. Provide Tender Phase Services: respond to bidder queries and evaluate tenders. (No tender phase site visits are included in fee proposal).
- d. Provide Construction Phase Services: RFI's, CO's, SI's, shop drawings, site visits. (No construction phase site visits are included in fee proposal).

## Terms & Conditions:

- 1. Engineering consulting services are not included in our fee proposal; we don't anticipate they'll be needed.
- 2. Site visits to evaluate and report on construction progress or deficiencies can be booked on-demand basis at \$750 per visit.

## Proposed Fee:

1. Preliminary Assessment (previously completed)	\$500.00
2. Design Phases Services	\$2000.00
3. Tender Phase Services	\$500.00
4. Construction Phase Services	\$1000.00
<hr/>	
Total	\$4,000.00

We request a lump sum Consulting Services fee of **\$4,000.00** + HST for the scope of work described above.

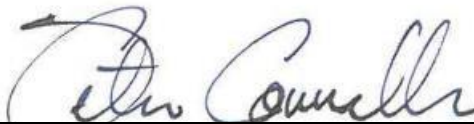
## Submitted by:

DSRA Architecture Inc.

## Approved by:

Region of Queens Municipality

Signature Line



Peter Connell PEng NSAA LEED<sup>AP</sup> 2026.06.09  
Managing Director - Principal Architect yyyy.mm.dd

Signature Line

Adam Grant  
Director of Infrastructure yyyy.mm.dd

June 27, 2024



Region of Queens Municipality  
142 Hank Snow Drive  
Liverpool, Nova Scotia  
B0T 1K0

ATTENTION: Mr. Adam Grant, P. Eng

**RE: LOAD BEARING CONCRETE PANEL REVIEW  
QUEENS PLACE EMERA CENTER – LIVERPOOL, NOVA SCOTIA**

Dear Sir:

As requested, the undersigned visited the site on June 26, 2024, to conduct a visual review of an existing load bearing concrete panel near the northwest corner of the weightlifting room. The purpose of the review was to assess the structural integrity of the existing panel. The review entailed visual observations of all existing concrete panels on site as well as a review of existing drawings which we have on file.

The building is construed with a combination of load bearing insulated concrete panels located on the perimeter with an interior structural steel frame and cast in place concrete foundations. The insulated panels consist of an exterior three-inch-thick non-bearing architectural wythe, three inches of rigid insulation and an eight-inch interior structural wythe. The two wythes of concrete are connected to each other with the use of Dayton Superior P24 Delta Ties.

The architectural wythe of one insulated panel located in the northwest corner of the building has suffered Delta Tie connector failure. The non load bearing architectural wythe is cracked, bowed, and has dropped from its original location. No signs of failure or movement of the interior structural wythe was noted during the site review. It is imperative that the exterior area surrounding this panel remains cordoned off. Total collapse of the architectural face is possible. It is suspected the failure of the connector is a result of water infiltration and freeze thaw cycles between the two wythes. The failure mechanism cannot be confirmed until the architectural wythe has been removed.

A review of all other load bearing concrete panels around the perimeter of the building was undertaken. Some minor cracking was observed during the site review. No significant movement or signs of additional connector failure was noted except for the one noted panel in the northwest corner of the building.

It is recommended that the architectural wythe of the panel with connector failure be removed/demolished. The architectural wythe can be replaced with metal siding, polycarbonate panels or an exterior insulated finish system.

If we can be of further assistance please advise.

Yours very truly,

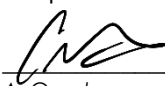

A handwritten signature in blue ink, appearing to read 'Scott M. Underhill', is written over a light blue circular stamp.

**Scott M. Underhill, P.Eng.**  
Principal Structural Engineer  
[scottu@bmreng.com](mailto:scottu@bmreng.com)



## Region of Queens Municipality Staff Report For the Regular Meeting of June 23, 2026

**Date:** June 11, 2026  
**File No:** 10350-50-2606-013  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Etli Milita'mk Washroom

Prepared by:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
---	---

### RECOMMENDATION

THAT Council for Region of Queens Municipality direct staff to proceed with an accessible washroom facility adjacent the playground at the Etli Milita'mk Universally Designed Playpark, operating during daylight hours between April and October annually.

### PURPOSE

To provide Council with options to advance work on the accessible washrooms at Etli Milita'mk Universally Designed Playpark.

### BACKGROUND

The Etli Milita'mk Universally Designed Playpark, located at 32 Old Cobbs Barn Road, opened to the public during the summer of 2023. Following several years of community encouragement, an agreement between Autism Nova Scotia and Region of Queens Municipality was established to see the province's first

universally designed play space serving “all ages 0 to 99 years old” become a reality.

In October 2021, design and development work for the park began with the formation of a municipally staffed steering committee chaired by the CAO with team members including:

- Accessibility Coordinator
- Director of Engineering and Public Works
- Director of Recreation and Healthy Communities
- Community Economic Development Coordinator

The committee met regularly in a “design and development” (D&D) capacity to discuss project objectives, design and best practice standards, and operational imperatives with the outcome of a full-scale design for construction which was implemented.

During the D&D process, the topic of change room and washroom access was discussed and evaluated. The location of the build was severely challenged by the lack of electricity, potable water, and drainage provision. It was determined through D&D that those amenities would not be provided as Queens Place Emera Centre was approximately 150m away and users would have the ability to use those facilities when necessary. The capacity of electrical and water services installed was reduced to exclusively service the splash pad.

A soft opening for the playpark took place on Tuesday July 11, 2023, with the opening of the spray pad, while activities to complete the playground continued until the facility was entirely opened on October 11, 2023.

A Special Council Meeting was held on July 31, 2023, with a single topic on the agenda – *Etili Milita'mk Playpark Portable Washroom*. The result of that meeting was direction from Council for staff to provide an accessible washroom (port-a-potty) with prescribed servicing and security measures until the splash pad closed for that season.

At the Regular Meeting of Council on April 9, 2024, Council asked for an update regarding the status of a request by Council for a fixed structure to be built at the site for a washroom and changeroom. Council was advised that project was not included in the 2024 CIP draft at that time as the request by Council was not made to staff. At the following Regular Meeting of Council on April 23, 2024, a new project was added to the 2024 CIP titled “Accessible Washrooms – Splash Pad” at a proposed price of \$400,000 which was developed from

expenses realized in the construction of the Beach Meadows Beach Change House and additional budget allowances for electrical, water, and sewer provision.

Work by staff on the project has been intermittent over the past 24 months and included significant staff time in research and consultation with architects, contractors, and prefabricators into approaches that range from directional drilling of underground services to completely off-grid, self-servicing solutions.

Accessible washrooms at Etli Milita'mk Universally Designed Playpark are part of the 2026/2027 Capital Investment Plan identified as project 24-30 Accessible Washrooms – *Splash Pad* with a budget estimate of \$425,810 funded from CCBF.

Pending Council direction, staff are prepared to pursue the completion of this project in 2026.

## **ALTERNATIVES/OPTIONS**

**Option 1:** Direct staff to proceed with an accessible washroom facility adjacent the playground at the Etli Milita'mk Universally Designed Playpark, operating during daylight hours between April and October annually.

**Option 2:** Direct staff to proceed with an accessible washroom facility north of the spray pad at the Etli Milita'mk Universally Designed Playpark, operating during daylight hours between April and October annually.

**Option 3:** Direct staff to proceed with an off-grid, accessible washroom facility at the location proposed in Option 1. Council may alternatively direct for this facility to be constructed at the location proposed in Option 2.

## **ANALYSIS**

**Option 1:** Staff are recommending construction of this amenity at the location in the image below, which is a deviation from the previous considered concept that the facility must be constructed at the location presented in option 2 below.

Proceeding with this area for construction would allow for a three-season structure to be created in the area along the playground of the playpark, connected through a hard surface to the playground area. A structure with two

washrooms would be built (similar to the Beach Meadows facility photographed below) with low-maintenance resilient materials, change tables, and doors that auto-secure after hours.



Surveillance devices could also be added to the structure with the understanding that their vantage point would be sufficient for the playpark and very limited for the skatepark or broader parking lot. Those devices would utilize on-site storage for video capture unless direction was given to incorporate a high-speed internet connection into the construction. This option enhancement requires additional research into solutions, expenses and deployment before it can be confirmed.



**Option 2:**

Proceeding with construction at the original location has proved to be extremely challenging in delivering a timely solution for guests of the park.

A potential easement from a neighboring property that was being explored to provide essential servicing (sewer, water, and electricity) has not been successful. Consultation with a directional drilling contractor has also not been successful due to extreme risk with location certainty of buried infrastructure for both parking lot lighting and splash pad servicing as well as permitting from external agencies.



To provide the essential services, trenching of an additional 40m from the location in Option 1 will be required through the parking lot (see the image below for reference). Due to inspection requirements, it is anticipated that access to the playpark would not be available for a period of time under this approach.



**Option 3:** Would be for the construction of a waterless facility or 'pit-privy'. This option would be the most cost effective and an improvement from the portable facility that is currently provided onsite. The fixed roof structure would hold two washrooms that meet accessibility requirements but would not have running water or electricity, and human waste would be captured in a holding tank recessed in the ground under the structure.

The following photo captures a similar structure that a neighboring municipality has recently constructed. This option requires permitting for the holding tank as well as additional on-going maintenance to remove waste from the facility for treatment. It is expected that this could be completed for slightly less than \$125,000 and would require additional operating budget of \$4,500 for on-going waste removal. Additionally, the structure would be unsecured and could suffer improper use or vandalism.



**Planning-Level Summary of Cost Estimate:**

Option	1	2	3
<b>Site Preparation</b>	\$41,500	\$34,500	\$34,500 to \$41,500
<b>Structure</b>	\$220,000	\$245,000	\$65,000
<b>Site Electrical</b>	\$16,250	\$27,500	\$0
<b>Sewer</b>	\$23,500	\$37,500	\$12,500
<b>Water</b>	\$10,800	\$15,600	\$0
<b>Sidewalk</b>	\$2,250	0	\$0- \$2,250
<b>Asphalt Reinstatement</b>	\$0	\$9,000	\$0
<b>Project Estimate*</b>	<b>\$314,300</b>	<b>\$369,100</b>	<b>\$112k - \$122k</b>

The structure proposed in both Options 1 and 2 would be very similar with a single pitch roof that resembles the architecture of the skate park gazebo. Colors would be selected that lean towards the existing playground facility colors, providing low vision enhancements to visitors. Additionally, both options 1 and 2 would include an adjustable universal change table (also known as an adult change table) as well as an infant change table. Option 2 would be further enhanced with a mini-split heat pump to provide humidity and temperature control due to the location. Option 3 would provide a fixed height adult and infant change table.

Option	Strengths	Weaknesses	Opportunities	Threats	Anticipated Capital Cost	Anticipated Operating Cost
<b>1. Adjacent to Playground</b>	<ul style="list-style-type: none"> <li>• Pinnacle of user convenience and comfort</li> <li>• simpler service connection</li> <li>• gravity sewer</li> <li>• construction will not interrupt park access</li> </ul>	<ul style="list-style-type: none"> <li>• high capital cost</li> <li>• will remove shade trees over playground</li> </ul>	<ul style="list-style-type: none"> <li>• Supports destination tourism</li> <li>• Enhanced programming (electrical)</li> <li>• CCTV</li> </ul>	<ul style="list-style-type: none"> <li>• challenging site</li> <li>• secluded</li> <li>• relies on retaining ownership of 20 Old Cobbs</li> </ul>	High	Average
<b>2. Adjacent to Splashpad</b>	<ul style="list-style-type: none"> <li>• Pinnacle of user convenience and comfort</li> <li>• central to skate park and playpark</li> <li>• can be built along existing sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>• high capital cost</li> <li>• complicated services installation through parking lot</li> <li>• will require park closure during services installation</li> <li>• high maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Supports destination tourism</li> <li>• Enhanced programming (electrical)</li> <li>• CCTV</li> </ul>	<ul style="list-style-type: none"> <li>• No shade, will require HVAC</li> <li>• vulnerable</li> <li>• construction interference from other underground services</li> <li>• relies on retaining ownership of 20 Old Cobbs</li> </ul>	Highest	Slightly higher than Option 1 with added energy expense and maintenance for wastewater pumping and HVAC.
<b>3. Pit Privy (either location)</b>	<ul style="list-style-type: none"> <li>• quickest to opening</li> <li>• low operational maintenance</li> <li>• all-season</li> </ul>	<ul style="list-style-type: none"> <li>• waterless</li> <li>• no energy</li> <li>• limited user comfort</li> <li>• lower-level accessible features</li> </ul>	<ul style="list-style-type: none"> <li>• Interim solution</li> </ul>	<ul style="list-style-type: none"> <li>• External permitting</li> </ul>	Lowest	Same as 1, plus additional \$4500

## **IMPLICATIONS**

There are no updates to financial impacts as adopted in the CIP at this time. All three options presented above are anticipated for completion within the allocated CIP budget.

## **COMMUNICATIONS**

Communications on this project will be shared with the public in agreement with our processes pending Council direction; any impacts caused by future ongoing work on site will be communicated via social media to the public to ensure residents are aware of any site access issues that may arise from the work.

## **BYLAWS/PLANS/POLICIES**

*2026-2031 Capital Investment Plan*

*2026-2029 Council Strategic Priorities Plan*

*2.3 -- Build new infrastructure to accommodate a growing population*

*3.3 -- Improve accessibility of programs, services, and facilities*

## **SUMMARY**

Installation of accessible washrooms at Etli Milita'mk Universally Designed Playpark are part of the 2026/2027 Capital Investment Plan. It is recommended that Council of the Region of Queens Municipality direct staff to proceed with the construction of an accessible washroom facility adjacent the playground at the Etli Milita'mk Universally Designed Playpark, operating during daylight hours between April and October annually.

## **ATTACHMENTS/REFERENCE MATERIALS**

[Built Environment Accessibility Standard Regulations](#)

[2023-07-31 Special Council Minutes](#)

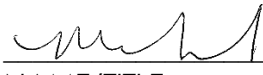

[2024-04-09 Regular Council Minutes](#)

[2024-04-23 Regular Council Agenda](#)



## Region of Queens Municipality Staff Report For the Regular Meeting of June 23, 2026

**Date:** June 9, 2026  
**File No:** 10350-50-2606-014  
**To:** Mayor and Council  
**From:** Mike MacLeod, Director of Land Use  
**Subject:** Road Naming in Summerville Centre

Prepared by:  NAME/TITLE	CAO Concurrence:  W. Thorpe, CAO
--	---

### RECOMMENDATION

THAT Council for Region of Queens Municipality approve the naming of a new private road off Highway 3 in Summerville Centre as Flat Rocks Lane.

### PURPOSE

To seek direction from Council respecting an application for the naming of a new private road in Summerville Centre.

### BACKGROUND

An application has been submitted to the Land Use Department, which would see the naming of a new private road off Highway 3 in Summerville Centre as Flat Rocks Lane. Refer to map attached as Appendix A.

The first name choice, **Flat Rocks Lane**, is acceptable to the Land Use Department, as this road name currently does not exist in Queens County.

Under the Region's Policy respecting Naming and Renaming of Roads, Section 6.05 sets out that:

*At the request for a road (private or public) name change or the naming of an unnamed road, a petition (Schedule "A") must be submitted by the owner of the road. However, if no specific owner can be determined, a petition signed by seventy percent (70%) of the persons that own land abutting the road may be submitted. This includes owners of both developed and vacant land on the road.*

The new road is owned by the applicants, and they have submitted a petition for road naming. The petition is attached as Appendix B.

## **ALTERNATIVES/OPTIONS**

**Option 1** – Council approve the naming of a new private road off Highway 3 in Summerville Centre as Flat Rocks Lane.

**Option 2** – Council recommend that the applicant choose another name for a new private road off Highway 3 in Summerville Centre.

## **ANALYSIS**

Option 1 is the first name choice of the applicants and is acceptable to Staff, as no same or similar road name exists in Queens County. The application meets the requirements of the Municipality's Naming and Renaming of Roads Policy.

## **IMPLICATIONS**

Region of Queens Municipality has an operational policy respecting road name signage for private roads (Policy 69), which sets out that the Municipality will purchase and install private road name signs in an effort to ensure that proper signage is in place for emergency service purposes. This is a one-time purchase and install, after which, the responsibility for the signage becomes the responsibility of the road owner.

Costs to purchase and install the signage is approximately \$350.

## **COMMUNICATIONS**

The Applicants will be advised of Council's decision.

## **BYLAWS/PLANS/POLICIES**

The request for road naming falls under the Region of Queens Municipality's Naming and Renaming of Roads Policy and the Private Road Name Signage Policy.

## **SUMMARY**

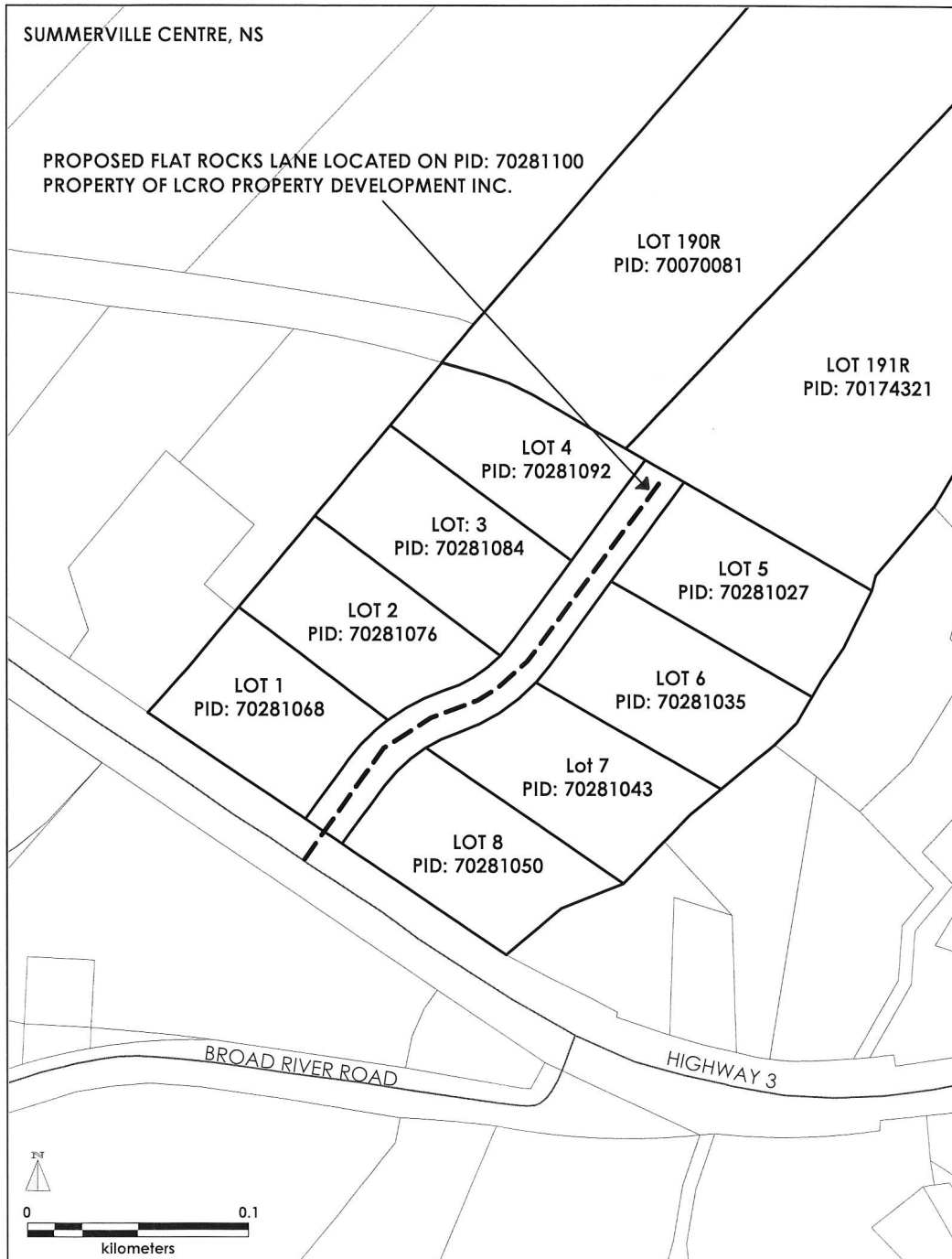
An application has been received by the Land Use Department, which would see the naming of a new private road off Highway 3 in Summerville Centre as Flat Rocks Lane. This is the first name choice of the applicants and is acceptable to staff, as no same or similar road name exists in the Municipality. The application complies with the Municipality's Naming and Renaming of Roads Policy.

## **ATTACHMENTS/REFERENCE MATERIALS**

[Operational Policy 6 - Naming and Renaming of Roads](#)

[Operational Policy 69 - Private Road Name Signage](#)

**Appendix A**



## Appendix B

### SCHEDULE "A"

#### PETITION

We, the undersigned property owners in the Region of Queens Municipality realizing the importance of the necessity of having a Civic Addressing System, request that the road along which our properties lie become officially recognized as:

First Choice Name: FLAT ROCKS LANE  
 Second Choice Name: SANDPIPER LANE  
 Third Choice Name: DRIFTWOOD LANE

Further contact may be made to:


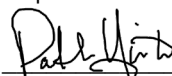

Name: ROBERT M. LARRY  
OELSCHLAEGGER COCHRANE  
 Address: (Civic and Mailing) \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 \_\_\_\_\_

ASSESSED OWNER	CIVIC NO.	MAILING ADDRESS
<u>LCRO Property Development Inc.</u>		



## Region of Queens Municipality Staff Report For the Regular Meeting of June 23, 2026

**Date:** June 11, 2026  
**File No:** 10350-50-2606-016  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Medical Waste Collection

Prepared by:  <hr/> A. Wilson POLICY ANALYST & STRATEGIC INITIATIVES COORDINATOR	Supervisor:  <hr/> P. Hirtle DEPUTY CAO	CAO Concurrence:  <hr/> W. Thorpe CAO
--	---	---

### RECOMMENDATION

**THAT** Council for Region of Queens Municipality direct staff on how to handle medical waste with respect to privacy concerns and quantity of bags eligible for curbside collection for those who produce a significant amount of medical waste.

### PURPOSE

After receiving feedback from the residents, staff are requesting Council's direction on the issue of medical waste collection and whether Council wishes to introduce any special exemptions for residents producing large quantities of medical waste.

### BACKGROUND

Following the announcement that Region of Queens would be switching to a new waste collection bylaw that permits residents to put a maximum of six (6)

garbage bags, (up to five clear bags and up to one black bag) out for collection per household, Region of Queens staff received a number of inquiries respecting privacy and volume of garbage that may be placed curbside, specifically related to medical waste.

Residents with in-home medical treatment may create additional waste and some individuals have raised concerns that they may not be able to comply with the six (6) bag limit.

From a privacy standpoint, residents who may create medical waste, such as adult diapers, do not necessarily wish to have their neighbours seeing their medical waste visible in clear/transparent collection bags.

## **ALTERNATIVES/OPTIONS**

**Option 1** – Council may choose to implement a Medical Waste Exemption program, permitting vetted residents to place additional privacy bags out for regular collection.

**Option 2** – Council may choose to implement a Medical Waste Exemption program, permitting vetted residents to place additional clear bags only out curbside for regular collection.

**Option 3** – Council may choose to decline or defer consideration of a Medical Waste Exemption program at this time.

## ANALYSIS

OPTION	PROS	CONS
1. Additional Privacy Bag(s)	<ul style="list-style-type: none"> <li>- Residents that generate large amounts of household medical waste will be able to request additional medical waste disposal.</li> </ul>	<ul style="list-style-type: none"> <li>- Introduces ongoing administrative requirements for implementation, advertisement, review, management, and enforcement.</li> <li>- May be unable to review eligibility due to medical privacy.</li> <li>- May create expectations for additional service expansion.</li> <li>- Unable to inspect waste alongside regular clear bag collection to ensure compliance with Bylaw 13.</li> <li>- May cause misunderstandings about unfair collection practices.</li> </ul>
2. Additional Clear Bag(s)	<ul style="list-style-type: none"> <li>- Residents that generate large amounts of household medical waste will be able to request additional medical waste disposal.</li> <li>- Able to inspect waste alongside regular clear bag collection to ensure compliance with Bylaw 13.</li> </ul>	<ul style="list-style-type: none"> <li>- Introduces ongoing administrative requirements for implementation, advertisement, review, management, and enforcement.</li> <li>- Unable to review eligibility due to medical privacy.</li> <li>- May create expectations for additional service expansion.</li> <li>- May cause misunderstandings about unfair collection practices.</li> </ul>
3. Do not proceed	<ul style="list-style-type: none"> <li>- Does not add additional administrative burden, allowing staff to focus on other critical work.</li> <li>- Encourages better waste management by households.</li> <li>- Aligns with other municipalities within R6.</li> </ul>	<ul style="list-style-type: none"> <li>- Residents that generate large amounts of household medical waste will need to manage waste within existing service limits or find alternatives.</li> </ul>

## **IMPLICATIONS**

Should Council wish to proceed with a program, staff will bring a drafted policy for Council's consideration at a future Regular Meeting of Council.

Should Council not wish to proceed at this time, staff will continue to work with residents on education and keep the status quo regarding medical waste collection.

## **COMMUNICATIONS**

No communications considerations at this time; may apply in future, pending Council direction.

## **BYLAWS/PLANS/POLICIES**

[Bylaw No. 13 – Solid Waste Management](#)

[Council's 2026-2029 Strategic Priorities Plan:](#)

3.3 – Improve accessibility of programs, services, and facilities

## **SUMMARY**

This report seeks Council's direction on how to address concerns from residents who generate significant amounts of medical waste under the Region's Solid Waste Management Bylaw, which limits households to six garbage bags (five clear and one black).

Some residents have raised privacy concerns about placing medical waste, such as adult diapers, in clear bags, while others have expressed concern that medical treatments at home may result in waste volumes that exceed the bag limit.

While exemption programs would help affected residents, they would also create ongoing administrative and enforcement challenges, particularly because staff cannot necessarily verify eligibility without affected residents sharing private medical information.

If Council wishes to proceed with an exemption program, staff will return with a draft policy; otherwise, staff will continue educating residents and maintain the existing collection rules.

## **ATTACHMENTS/REFERENCE MATERIALS**

[Bylaw No. 13 – Solid Waste Management](#)



## Region of Queens Municipality Staff Report For the Regular Meeting of June 23, 2026

---

**Date:** June 16, 2026  
**File No:** 10350-50-2606-015  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Quarterly Update – Strategic Action Plan and Grant Application Summary

---

### **RECOMMENDATION**

THAT Council for Region of Queens Municipality receive the report titled 'Quarterly Update – Strategic Action Plan and Grant Application Summary for information.

### **PURPOSE**

For Council to receive the status of the quarterly Strategic Action Plan and grant applications at quarter 1 of 2026.

### **BACKGROUND**

Based on the Strategic Priorities Plan approved in January 2026, staff created a corresponding work plan, or 'Strategic Action Plan', colloquially known as the 'Now, Next, Later'.

To assist in supporting the financial demands of operating and capital projects, staff explore a variety of external grant funding opportunities, including from provincial, federal, and foundation/private sources.

## **ALTERNATIVES/OPTIONS**

- 1) Council receives the report titled 'Quarterly Update – Strategic Action Plan and Grant Application Summary' for information.
- 2) Council requests additional data before receiving the report for information.

## **ANALYSIS**

Incorporating a Strategic Action Plan into practice at a municipality captures projects in the staff work plan that achieve the strategic priorities as identified by Council. Providing quarterly updates of the plan ensures staff accountability to the plan and enables Council to adjust the priority of individual projects to meet Council's evolving needs.

Tracking individual grant applications ensures Council and staff are aligned with how grant funds are allocated across the organization.

## **IMPLICATIONS**

Any financial implications of projects included in the Strategic Action Plan and Grant Application Summary will be included in the capital and operating budgets for the corresponding fiscal year(s) of each project.

## **COMMUNICATIONS**

A dedicated page on the Region's website captures the ongoing updates to the Strategic Action Plan, found at [www.regionofqueens.com/now-next-later](http://www.regionofqueens.com/now-next-later).

## **BYLAWS/PLANS/POLICIES**

The Strategic Action Plan aligns with all aspects of Council's Strategic Priorities Plan 2026-2029. The Grant Application Summary aligns specifically with Council's pillars of Economic Development, Environment and Infrastructure, and Community Wellness.

## **SUMMARY**

At Region of Queens Municipality, the Now, Next, Later Action Plan captures projects in the staff work plan that achieve the strategic priorities as identified by Council. The Grant Application Summary is a repository of all active grant applications throughout the Municipality.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Now, Next, Later Q1 Update – June 2026
- Grant Application Summary - June 2026
- [Now, Next, Later Action Plan](#)
- [Region of Queens Municipality – Strategic Priorities Plan 2026-2029](#)
- [Let's Talk Budget! \(Capital and Operating Financial Plans for 2026-2027 fiscal year\)](#)

**Now, Next, Later Q1 Update – June 2026**

Administration – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Private Roads Levy Bylaw	Summer 2026	95%	1.3, 3.1
Grey Box Site Engagement and Enhanced Monitoring	Spring/Summer 2026	75%	2.3, 3.1
Queens County Brand Redevelopment	Spring 2026	75%	4.3
Installation of panic buttons	Spring 2026	75%	4.2, 4.3
Modernize RQM Website	Winter/Spring 2026 and ONGOING	65%	3.3, 4.1, 4,3

Administration – Next

<b>Project Title</b>	<b>Priority Goals</b>
Updating Bylaw #3	4.1
Forest Management Policy	1.2, 1.3, 1.4, 4.1
Updating Bylaw #12	3.3

Administration – Later

<b>Project Title</b>	<b>Priority Goals</b>
Community Town Halls	3.3, 4.1, 4.3

Administration – Complete

<b>Project Title</b>	<b>Completion Date</b>
Budget Engagement	March 2026
Review internal safety reporting software options	May 2026

Economic Development – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Economic Development Strategy	Summer 2026	75%	1.1, 1.2, 1.3, 1.4
Accommodations Levy Bylaw	Spring/Summer 2026	80%	1.2, 1.2, 3.1, 3.3
Enhanced Event Delivery	ONGOING	ONGOING	1.2, 1.3, 3.3
Pine Grove Park Accessibility Improvements	Spring/Summer 2026	50%	1.2, 2.3, 3.1, 3.3
Canada Day	Summer 2026	75%	1.3, 3.1, 3.3
Region of Queens -- Investor/Resident Community Prospectus		15%	1.2, 1.3, 3.1, 3.3

Economic Development – Next

<b>Project Title</b>	<b>Priority Goals</b>
South Shore Regional Airport	1.2, 1.3
Lease Negotiation & Redevelopment of LBDC	1.2, 1.3
Miriam Hunt Park Electrical Upgrade	1.3, 3.3

Economic Development – Later

<b>Project Title</b>	<b>Priority Goals</b>
2027 Event hosted by RQM	1.2, 1.3, 3.1

Economic Development – Complete

<b>Project Title</b>	<b>Completion Date</b>
Road Trails Implementation	Winter 2026
Lease re: QPEC Canteen	Spring 2026
Queens County Visitor Information Guide	Spring 2026
CIF Approvals	Spring 2026
RFP for Beach Meadows Kiosk	Spring 2026

Emergency Management – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
REMO Alignment	Summer 2026	60%	2.4, 4.2, 4.3
Rural Water Initiative Pilot Program	Spring/Summer 2026	90%	1.2, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1

Emergency Management – Next

<b>Project Title</b>	<b>Priority Goals</b>
Comfort Centre Agreements	2.4, 3.1
Dry Hydrants/Water Access Program in Central and North Queens	2.1, 2.3, 3.1
Rain barrel/water tote program rollout	1.2, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1
Community Well project	1.2, 2.1, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1

Emergency Management – Complete

<b>Project Title</b>	<b>Completion Date</b>
Emergency Management Expo	Spring 2026

Infrastructure and Public Works – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Municipal Services Specifications	Summer 2026	95%	1.3,2.1,2.2,2.3,2.5
Solid Waste Operations Manual	Fall 2026	75%	2.5, 3.3, 4.1,4.3
Source Water Protection Committee	Fall 2026	75%	2.1,2.4,2.5,4.1,4.3
Solid Waste Monitoring Committee	Fall 2026	75%	1.4,3.1,4.1
Pre-Authorizing Contractors	Fall 2026	1%	1.3,2.1,2.5,4.1,4.3
Materials Recovery Facility	Spring 2027	70%	2.5,4.1,4.3
Safety Management System	Fall 2026	35%	4.2
Asset Management	Fall 2026	25%	2.5
Public Communications	Summer 2026	20%	4.1, 4.3
Operational Budget	Spring 2026	25%	2.1, 2.5
Capital Investment Plan	Winter 2027	10%	2.1,2.2,2.3,2.5,4.1
Workflows	Winter 2027	8%	4.1,4.2,4.3
Solid Waste Contracts	Winter 2027	10%	4.1, 4.3
Water Treatment Chemicals	Summer 2026	40%	4.1
Sub Trade Procurement	Summer 2026	40%	4.1

Infrastructure and Public Works – Next

<b>Project Title</b>	<b>Priority Goals</b>
Water Meters	1.3, 2.1,2.3,2.5
Asset Retirement Policy	2.1,2.5,4.1
Tree Maintenance Policy	2.5
Operational Policy 54: Outdoor Events at Region of Queens Municipality Facilities	3.1,3.3,4.1,4.2,4.3
Operational Policy 46: Takeover of Private Roads	2.3, 2.5,
Operational Policy 100: Litter Collection	3.3

Infrastructure and Public Works – Later

<b>Project Title</b>	<b>Priority Goals</b>
Sidewalk Prioritization Policy	1.3, 2.3, 3.1, 3.3, 3.4
Asset Management	2.5, 4.1

Infrastructure and Public Works – Complete

<b>Project Title</b>	<b>Completion Date</b>
Public Procurement Template	Spring 2026

Finance – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Asset Management Plan	Fall 2026	1%	2.5
Review Policies	Fall 2026	0%	3.2
Policy Development	Winter 2026/2027	1%	3.2, 4.1, 2.5
Tax reform	Spring 2026	100%	4.1
Enterprise Software	December 2027	1%	4.1

Finance – Next

<b>Project Title</b>	<b>Priority Goals</b>
Payroll Software	4.1
Policy Development	4.1

Land Use, Planning, Bylaw – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Planning Review	Fall 2026	1%	1.3,2.2,2.3
ePermitting System	Spring 2026	90%	3.3, 4.3
Fees Policy	Spring 2026	85%	4.1

Land Use, Planning, Bylaw – Next

<b>Project Title</b>	<b>Priority Goals</b>
Coastal Planning Support Program	2.2, 4.3

Recreation and Healthy Communities – Now

<b>Project Title</b>	<b>Expected Completion</b>	<b>% Complete</b>	<b>Priority Goals</b>
Safety Management System	Fall 2026	50%	4.1, 4.2
Asset Management Plan	Fall 2026	25%	2.1, 2.5
Community Partnerships	Winter 2027	10%	3.1, 3.2, 3.3
Community Wellness Strategy	TBD	0%	3.1, 3.3, 3.4, 4.2
Programming		5%	1.3, 1.4, 3.1, 3.3, 4.1, 4.3
Ice Allocation Policy	Summer 2026	5%	1.2, 1.3, 3.3, 4.1, 4.2, 4.3
Recreation For All	Summer 2026	25%	3.1, 3.3, 3.4, 4.2
Facility Usage	Winter 2027	5%	1.3, 3.1

Recreation and Healthy Communities – Next

<b>Project Title</b>	<b>Priority Goals</b>
Accessibility Plan	2.1, 2.3, 3.3, 4.2
Policy Review	3.1, 3.3, 4.1, 4.2, 4.3
User Fee Review	3.3
Physical Activity Strategy	1.3, 1.4, 3.1, 3.3, 3.4

**Grant Application Summary - June 2026**

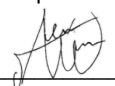
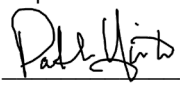

<b>Funding Source</b>	<b>Grant Name</b>	<b>Project Name</b>	<b>Grant Value</b>	<b>Total Project Cost</b>	<b>Application Status</b>
Federal	Build Communities Strong Fund (BCSF)	Accessible Washroom - Splash pad	\$425,810.00	\$425,810.00	Approved
Federal	Build Communities Strong Fund (BCSF)	LBDC - Library Renovations	\$111,490.00	\$111,490.00	Approved
Federal	Build Communities Strong Fund (BCSF)	Mount Pleasant Service Extension - Lift Station Upgrade	\$1,500,000.00	\$4,218,912.00	Approved
Federal	Build Communities Strong Fund (BCSF)	Sidewalk - Millard to Harley Umphrey, Section 1	\$325,165.00	\$844,357.00	Approved
Federal	Celebrate Canada	Canada Together - Canada Day 2026	\$4,400.00	\$18,442.00	Approved
Foundation / Private	Coastal Planning Support Program	Costal Erosion Risk Factor Assessment Project	\$156,000.00	\$0.00	Approved
Federal	Community AccessAbility Program (CAAP)	THACC - Improvements Year 1 - Lift Project	\$40,000.00	\$136,053.00	Approved
Provincial	Community Safety and Wellbeing Plan Pilot Project	Community Safety and Wellbeing Plan	TBD	TBD	Awaiting Approval
Provincial	Digital Content Marketing Program	Region of Queens	\$10,000.00	\$20,000.00	Approved
Federal	Enabling Access Fund (EAF)	Library - Universal Washroom	\$25,000.00		Approved
Federal	Enabling Access Fund (EAF)	Pool - Universal Washroom	\$25,000.00	\$8,150,869.00	Approved
Provincial	Growth and Renewal Infrastructure Development (GRID)	Pool - Universal Washroom	\$200,000.00		Awaiting Approval
Provincial	Growth and Renewal Infrastructure Development (GRID)	Sidewalk - Millard to Harley Umphrey, Section 1	\$450,000.00	\$844,357.00	Approved
Provincial	Growth and Renewal Infrastructure Development (GRID)	Waterloo East Phase IIIb	\$538,470.00	\$2,682,028.00	Awaiting Approval
Federal	Investing in Canada Infrastructure Program (ICIP)	Waterloo East Phase IIIb	\$1,919,133.00	\$2,682,028.00	Approved
Provincial	Municipal Capital Growth Program (MCGP)	Mount Pleasant Service Extension - Design & Extension	\$10,700,000.00	\$21,515,692.00	Approved

Funding Source	Grant Name	Project Name	Grant Value	Total Project Cost	Application Status
Provincial	Municipal Capital Growth Program (MCGP)	Pool	\$2,200,000.00	\$8,150,869.00	Approved
Foundation / Private	Private Donation	Pool	\$3,000,000.00	\$8,150,869.00	Approved
Foundation / Private	RBC Foundation Community Spaces Grant, Barrier Buster Grant Program	Pool - Aquatic Wheelchair			Denied
Foundation / Private	RBC Foundation Community Spaces Grant, Barrier Buster Grant Program	THACC Universal Washroom			Denied
Provincial	Sustainable Communities Challenge Fund	Community Wells	\$249,999.00	\$250,000.00	Application in Progress



**Region of Queens Municipality  
Staff Report  
For the Regular Meeting of  
June 23, 2026**

**Date:** June 11, 2026  
**File No:** 10350-50-2606-017  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Second Reading -- Bylaw No. 27 – Private Road Maintenance Fees

<p>Prepared by:</p>  <p>_____  A. Wilson  POLICY ANALYST &amp;  STRATEGIC INITIATIVES  COORDINATOR</p>	<p>Supervisor:</p>  <p>_____  P. Hirtle  DEPUTY CAO</p>	<p>CAO Concurrence:</p>  <p>_____  W. Thorpe  CAO</p>
---	--	--

**RECOMMENDATION**

THAT Council for Region of Queens Municipality give Second and Final Reading to Bylaw No. 27 – Private Road Maintenance Fees.

**PURPOSE**

The purpose of Bylaw No. 27 is to allow the Municipality to enter into agreements with any private Lot Owners' Association or Small Community Applicants, as defined in the bylaw, and to collect fees on behalf of successful applicants through the annual property tax billing process. Funds collected and disbursed to applicants are to be used toward the costs associated with the maintenance and upkeep of privately owned roads.

**BACKGROUND**

On February 10, 2026, Council received Bylaw No. 27 for introduction. During that meeting, Council directed staff to conduct further research and engagement with Lot Owners' Associations in Queens County and to incorporate the feedback received through that process into a revised version of the draft bylaw.

During March and April, staff engaged directly with directors/leadership from six Lot Owners' Associations and approximately 180 residents completed an online survey soliciting feedback on the proposed bylaw.

At the Regular meeting of Council on April 28, staff requested direction on several items relating to the Bylaw stemming from that public engagement.

Specifically, Council was asked to provide input on the approval process, conflict of interest provisions, and the requirement for a low-income rate. Council directed staff to remove the requirement for a low-income rate, delegate decision making to the CAO, and not to include a conflict-of-interest provision at this time.

On May 26, 2026, Council gave Bylaw No. 27 First Reading with one amendment – the provision in Section 13 (1) was modified to require Council to give one year's written notice to all parties should Council, via the CAO, decline to renew an existing Private Road Maintenance agreement.

## **ALTERNATIVES/OPTIONS**

**Option 1** - THAT Council of Region of Queens Municipality gives Second Reading to Bylaw No. 27 – Private Road Maintenance Charges;

**Option 2** - That Council request staff to revise the draft bylaw, and return with an updated draft for Council first consideration at a later date; or

**Option 3** - That Council decide not to proceed with Second Reading at this time.

## **ANALYSIS**

**Option 1** - Giving Second and Final Reading to this draft bylaw will enable interested Lot Owners Associations and small community applicants to make application to Region of Queens Municipalities with the intent to implement and collect Private Roads Fees on municipal tax bills beginning as early as the 2027-2028 tax year.

**Option 2** - Staff have conducted engagement, reviewed comparable municipalities bylaws, and have engaged legal counsel for recommendations on this version of Bylaw 27.

Should Council wish to seek further information, staff would request that Council provide specific changes or direction on items Council wishes to see addressed under the Bylaw.

**Option 3** - Council may wish to consider no longer pursuing the implementation of Bylaw No. 27.

While this Bylaw and comparable versions of it work in other jurisdictions, Region of Queens Municipality is unique in that the size of one of the Lot Owners' Associations outpaces that of any other similar association in all of Atlantic Canada. This creates unique challenges that Council may wish to further consider.

## **IMPLICATIONS**

Following completion of Second Reading and required advertising, Bylaw No. 27 shall come into immediate effect.

## **COMMUNICATIONS**

The Municipal Clerk and Communications Officer will provide public notices as required pending direction from Council.

## **BYLAWS/PLANS/POLICIES**

### [Operational Policy No.23](#)

Draft Bylaw 27 – Private Road Maintenance Fees

### [Council's 2026-2029 Strategic Priorities Plan:](#)

- 1.2 – Foster regional economic collaboration with other municipalities and partner organizations
- 1.3 – Encourage Growth
- 3.1 – Strengthen partnerships with community-based organizations

## **SUMMARY**

The purpose of Bylaw No. 27 is to establish a framework that allows Region of Queens Municipality to enter into agreements with Lot Owners' Associations and Small Community Applicants for the collection of private road maintenance charges through the municipal tax system. The Bylaw is intended to provide a consistent and enforceable mechanism for funding private road maintenance and improvement costs for applicant groups, particularly in situations where some property owners benefit from private roads but do not voluntarily contribute toward their upkeep.

Since the introduction of the draft Bylaw in February 2026, staff have undertaken additional research, engagement, and revisions based on Council direction and feedback received from residents, associations, and legal counsel. Engagement included discussions with six Lot Owners' Associations and a survey involving approximately 180 residents.

The revised draft reflects several key changes directed by Council, including the removal of the proposed low-income rate structure, delegation of administrative decision-making authority to the CAO, clarification of charge area and flat-rate provisions, enhanced notice requirements for associations using AGM resolutions to demonstrate support, updated agreement and reporting provisions, and revised termination and non-renewal clauses intended to balance flexibility with accountability.

Staff are recommending that Council give Bylaw No. 27 Second Reading to allow the legislative process to proceed and to provide associations with sufficient time to prepare for potential implementation in the 2027/28 fiscal year.

## **ATTACHMENTS/REFERENCE MATERIALS**

Draft Bylaw 27 – Private Road Maintenance Fees



**REGION OF QUEENS MUNICIPALITY**  
**BYLAW NO. 27**  
**A BYLAW RESPECTING PRIVATE ROAD MAINTENANCE**  
**CHARGES**

---

**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:

**1. TITLE**

(1) This bylaw shall be known as Bylaw Number 27 and may be cited as the "Private Road Maintenance Charges Bylaw".

**2. INTERPRETATION**

(1) In this Bylaw,

- a. "**Act**" means the *Municipal Government Act*;
- b. "**Administrative Fee**" means a fee charged by the municipality to the lot owners associations for the cost associated with administering the agreement.
- c. "**AAN**" means the Assessment Account Number assigned to a property by the Property Valuation Services Corporation;
- d. "**Association**" means a non-profit society incorporated under the *Societies Act*, and for the purposes of this bylaw refers to both large and small lot owners' associations;

- i. Large lot owners' associations means an association with a membership or eligibility for membership of the owners of more than 500 lots; and
  - ii. Small lot owners' associations means an association with a membership or eligibility for membership of the owners of 500 or fewer lots
- e. **“Approved charge revenues”** means the total amount of funds the municipality budgets to collect on behalf of lot owners' associations and small community applicants for each agreement made under this Bylaw;
- f. **“CAO”** means the Chief Administrative Officer of the Region of Queens Municipality or their designate;
- g. **“Charge”** means a charge imposed under subsection 75(2) or clause 81(1)(da) of the Act payable by property owners other than the Municipality, the Province of Nova Scotia, the Government of Canada, or owners of private roads in the charge area, in respect of private road maintenance or improvement in an amount determined by an Association or a Small Community Applicant and which charge is specified in an agreement with the Municipality;
- h. **“Charge Area”** means an area, which must correspond exactly to eligibility for membership in the proponent association as graphically defined in a map in an application submitted under this Bylaw which includes all properties subject to the charge imposed under this Bylaw for administration, maintenance or improvement of private roads in or providing access to the area;
- i. **“Fiscal Year”** means the period from April 1 in one year to March 31 in the following year, inclusive;
- j. **“Flat Rate”** means a uniform charge such as (but not restricted to) a charge per lot, per dwelling, per vacant lot, or based on other criteria, however nothing within this bylaw precludes a lower flat rate charge for defined areas within the charge area;

- k. **“Improvement”** means work undertaken on a private road to improve its existing condition or increase its service level and is synonymous with “capital projects”;
- l. **“Landowner”** means a person or persons shown as the owner of land within a Charge Area on the assessment roll of the Municipality but excludes the Municipality, the Province of Nova Scotia or the Government of Canada and those associated entities which would be exempt from property taxation;
- m. **“Maintenance”** means work undertaken to sustain the existing condition or service level of a private road, including but not limited to grading, snowplowing, brush cutting, pothole filling, repaving or resurfacing.
  - i. Eligible expenses for Associations may also include a reasonable allocation of book-keeping, administrative expenses, surveying, legal and data collection & storage attributable to its private road maintenance and capital projects.
- n. **“Municipality”** means Region of Queens Municipality;
- o. **“Private Road”** means a road, track or laneway not owned by the Municipality or the Province of Nova Scotia and includes associated roads, bridges, culverts, sidewalks, gutters, and retaining walls; and
- p. **“Small Community Applicant”** means a landowner or group of landowners with property accessed by a private road within the Municipality making an application on behalf of property owners using such private road access to their properties and for whom, in the sole opinion of the CAO, it is impractical or uneconomic to incorporate an Association.

### 3. AUTHORIZATION

(1) By enacting this Bylaw, Council authorizes the CAO to:

- a. approve applications from Associations and Small Community Applicants;
- b. designate Charge Areas;
- c. levy private road maintenance or improvement charges;
- d. enter into private road maintenance charge agreements with Associations and Small Community Applicants pursuant to this Bylaw; and
- e. The CAO may reasonably waive non-compliance with the requirements of this bylaw or the agreement at their sole discretion providing the non-compliance is minor and subject to reasonably timely remediation.

(2) In exercising the authority under this section, the CAO shall be satisfied that reasonable steps have been taken to notify landowners within the proposed Charge Area and that the level of support or lack of opposition has been adequately demonstrated in accordance with this Bylaw.

(3) In administering this Bylaw, the Chief Administrative Officer may exercise discretion and judgment as the Chief Administrative Officer considers appropriate, provided that such discretion is exercised in a manner not inconsistent with this Bylaw and applicable legislation. The Chief Administrative Officer may delegate any authority granted under this Bylaw to a municipal employee, subject to any limitations the Chief Administrative Officer considers appropriate. Council shall not make individual decisions under this Bylaw, except where required by legislation.

#### **4. APPLICATION REQUIREMENTS**

(1) An Association applying under this Bylaw shall submit, on or before February 1 of the year preceding the fiscal year to which the charge will apply, unless an extension is approved by the CAO:

- a. a map or plan defining the Charge Area, property boundaries, and the length and width of the private road;
- b. a copy of the memorandum and bylaws of the Association;
- c. an estimated operating or capital budget for the applicable fiscal year, clearly identifying all charge methods;
- d. meeting minutes approving the budget, signed by an authorized officer;
- e. a proposed flat rate method of collecting charges;
- f. a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;
- g. written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, resolutions of the Association at an annual general meeting, considered and supported by 67% of the attending association's membership, or written consents in a form acceptable to the CAO; and
- h. any additional information required by the CAO.

(2) A Small Community Applicant applying under this Bylaw shall submit, on or before February 1 of the year preceding the fiscal year to which the charge will apply, unless an extension is approved by the CAO:

- a. a plan diagram or map defining the Charge Area, property boundaries, and the length and width of the private road;
- b. an itemized and reasonable operating budget for the next fiscal year;
- c. a proposed flat rate method of collecting charges;

- d. a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;
- e. written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, written consents, or other documentation acceptable to the CAO; and
- f. any additional information required by the CAO.

## **5. METHODS OF COLLECTING CHARGES**

(1) Charges imposed under this Bylaw shall:

- a. be levied as flat rates only;
- b. include no more than four rates,
- c. be clearly identified in the approved budget; and
- d. be approved by the CAO and included in an agreement with the Municipality.

## **6. ASSOCIATION REQUIREMENTS**

(1) An Association's memorandum and bylaws shall:

- a. state that its purpose is private road maintenance and/or improvement;
- b. restrict membership to landowners within the Charge Area; and
- c. include at least 67% of landowners within the Charge Area.

## 7. NOTICE TO LANDOWNERS

(1) An Association or Small Community Applicant shall be responsible for providing written notice of a proposed application under this Bylaw to all landowners within the proposed Charge Area

(2) Notice under subsection (1) shall, at a minimum:

- a. be provided by ordinary mail to the mailing address shown on the latest available assessment roll or by tracked email to the email address in the Association's or Small Community Applicant's records;
- b. describe the proposed Charge Area, the nature of the charge, and the estimated annual amount;
- c. identify the proposed classes of charges;
- d. advise landowners of how and by what date written comments or objections may be submitted to the Association or Small Community Applicant; and
- e. in the event an Association is planning to use a resolution of the Association, then it must also provide the date, time and location of the Annual general meeting (AGM) in this communication and must provide a minimum of 30 days' notice prior to an AGM.

(3) The Association or Small Community Applicant shall submit to the Municipality a statutory declaration or other evidence satisfactory to the CAO confirming that notice has been provided in accordance with this section and outlining information satisfactory to the CAO about all objections received.

(4) Notice is deemed to have been given:

- a. within Nova Scotia, on the third day after the date of mailing; or
- b. outside Nova Scotia, on the ninth day after the date of mailing.

- c. If notice is provided by email, the date the recipient has opened the email.
- (5) The CAO may rely on the evidence provided under subsection (3) and may consider the absence of written objections by the deadline specified in the notice as an indication that landowners are not actively opposed to the proposed charge.

## **8. MUNICIPAL LIMITATION OF LIABILITY**

(1) For greater certainty:

- a. the Municipality's responsibilities under this Bylaw and under any annual agreement do not extend to actual private road maintenance or to assessing or enforcing the safety or serviceability of Private Roads, including those within a Charge Area;
- b. the Municipality will not provide engineering, technical, or professional services or advice with respect to Private Roads or the governance or internal affairs of an Association or Small Community Applicant;
- c. the Municipality has no responsibility to ensure the adequacy of private road infrastructure for accessibility by emergency vehicles, school buses, or garbage collection vehicles, nor any responsibility to ensure that more than one exit is available in the event of forest fires, floods, or other emergencies;
- d. the Municipality's responsibilities in respect of private road maintenance are strictly limited to the billing and collection of Charges and the administration of this Bylaw and any annual agreements;
- e. the Municipality is entitled to rely on and treat any documents signed by officers or directors of an Association who are contemporaneously listed with the Registry of Joint Stock

Companies as having been duly authorized by the Association, without any obligation to inquire into the actual authority of those persons;

- f. an Association or Small Community Applicant is not an agent of the Municipality and shall not represent itself, or be held out, as an agent of the Municipality;
- g. the Municipality assumes no liability for any work performed or not performed by an Association or Small Community Applicant;
- h. the Municipality does not collect or remit HST on behalf of an Association or Small Community Applicant and is not an agent of or for an Association or Small Community Applicant save and except for the very limited purposes identified in clause (d) of this section;
- i. Associations and Small Community Applicants shall not have access to Municipal staff, equipment, or resources for private road maintenance or improvement; and
- j. The Municipality, the Province of Nova Scotia and the Government of Canada are excluded from the definition of Landowners in this Bylaw and are not subject to any charges under this Bylaw.

## **9. CHARGE COLLECTION AGREEMENT**

(1) Upon approval of an application, the CAO may enter into an agreement with an Association or Small Community Applicant which shall include provisions respecting:

- a. responsibility for carrying out or contracting all work;
- b. limitations and restrictions upon the liability of the Municipality and provisions for the indemnification of the Municipality;
- c. charge calculation and collection method;

- d. term and renewal conditions;
- e. Associations shall maintain active status at the Registry of Joint Stock Companies, hold annual general meetings, approve annual budgets, and provide reporting required by the Municipality during the term of the agreement.
- f. Agreements may be for up to 5 years, and unless otherwise notified by either party the agreement will automatically renew,
- g. All agreement reporting requirements shall be subject to Table A in the Municipality's Operational Policy #23 - Financial Reporting Requirements; and
- h. any additional terms required by the CAO.

## **10. BILLING AND DUE DATE**

- (1) The Municipality shall include the Charge applicable to each lot on its tax bills for that fiscal year, and the Charges shall be due and payable by the owners of the lots in the Charge Area at the same time as other property taxes payable to the Municipality for that fiscal year are due and payable, and overdue Charges shall accrue interest in the same manner and at the same rate as such taxes.

## **11. CHARGES AND INTEREST ARE LIENS**

- (1) Charges and interest imposed under this Bylaw constitute a first lien on the property.

## **12. FEES AND PAYOUTS**

- (1) An application fee of three hundred and twenty-five dollars (\$325), plus applicable HST, is payable at the time of application.

- (2) An administrative fee for large lot owners' associations is \$1000 in year 1 and \$500 in subsequent years of the agreement, the municipality has the right to revise these fees upon renewal of the 5-year agreement, or by amendment to this bylaw, by motion of council.
- (3) An administrative fee for small lot owners' associations and small community applicants will be \$500 for the first year and \$250 in subsequent years of the agreement, the municipality has the right to revise these fees upon renewal of the 5-year agreement, or by amendment to this bylaw, by motion of council.
- (4) Approved charge revenues, net of the administration fee, shall be paid out to the Association or Small Community Applicant on or about July 31<sup>st</sup> of each fiscal year.

### **13. TERMINATION OF AGREEMENT**

- (1) The CAO may decline to renew an agreement made under Section 9, if:
  - a. an Association submits a certified copy of a special resolution passed to terminate the agreement;
  - b. a Small Community Applicant submits a letter of consent to terminate the agreement;
  - c. an applicant or association breaches any of the clauses in the agreement;
  - d. an applicant does not meet the conditions for the renewal of the agreement after the agreement expires; or
  - e. By motion of municipal council with a minimum of twelve months' written notice to all parties.
- (2) The CAO may Terminate an agreement with immediate effect if;
  - a. a Lot Owners Association or Small Community Applicant is found to be in repeated violation of this Bylaw or the terms of the agreement;

- b. a Lot Owners Association or Small Community Applicant fails to remedy a violation of this Bylaw or the agreement within a specified period following written notice from the Municipality;
- c. a Lot Owners Association or Small Community Applicant provides false, misleading, or incomplete information in relation to the agreement;
- d. a Lot Owners Association or Small Community Applicant fails to properly administer, account for, or use funds collected under the agreement in accordance with its terms; or
- e. an applicant has transferred the agreement without the consent of the Municipality.
- f. a Lot Owners Association or Small Community Applicant ceases to operate, becomes inactive, or is otherwise unable to fulfill its obligations under the agreement.

#### **14. EFFECTIVE DATE**

(1) This Bylaw comes into force on the date of publication.

#### **OFFICIAL CERTIFICATION**

**THIS IS TO CERTIFY THAT** this bylaw was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the XX day of XXXX, 202X.

**SIGNED** by the Mayor and Municipal Clerk this XX day of XXXX, 202X.

---

Mayor

---

Municipal Clerk

READINGS:           First Reading: May 26, 2026  
                          Notice of Intent: June 1, 2026  
                          Second Reading:  
                          Publication:  
                          Effective Date:  
                          **Filed**/Approved:

DRAFT