



Region of Queens Municipality Regular Council

Tuesday, July 14, 2026

9:00 am

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 Adoption of Minutes

3.1 Regular Council Meeting – June 23, 2026

4.0 Public Comment

5.0 Delegations and Presentations

5.1 Rural Water Watch Association

6.0 Unfinished Business

7.0 Staff Reports

7.1 Old Burial Ground Wall Rehabilitation

7.2 Water Conservation & Storage Program (Pilot) Results and Expansion Options

7.3 Community Investment Fund Approval

7.4 Council Implementation Report

8.0 Bylaws and Policies

8.1 Second Reading of Bylaw No. 29 – Accommodations Levy

9.0 Correspondence for Action

9.1 South Shore Housing Action Coalition

10.0 Correspondence for Information

11.0 Reports from In Camera

12.0 Mayor's Report

13.0 Committee Business

13.1 Proposed Revision to Pool Committee Letter of Mandate

13.2 Adoption of Accessibility Advisory Committee Terms of Reference

13.3 Adoption of Community Monitoring Committee Terms of Reference

14.0 New Business

14.1 Water Infrastructure Discussion

15.0 In Camera

15.1 Property Matter

15.2 Personnel

15.3 Personnel

15.4 Personnel

15.5 Personnel

16.0 Adjournment



Region of Queens Municipality Regular Council Tuesday, June 23, 2026 4:00 p.m.

Meeting Recording: [2026-06-23 - Regular Meeting of Council](#)

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

Minutes

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

Regrets: Mayor Scott Christian

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

1.0 Call to Order and Land Acknowledgement

Deputy Mayor Charlton called the meeting to order at 4:00 p.m. and acknowledged that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people. We are all treaty people and have responsibilities as treaty people.

2.0 Approval of Agenda

Deputy Mayor Charlton added item 14.3 – Rural Water Initiative.

Councillor Wentzell added item 14.4 – SW Nova Biosphere Committee Report.

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

THAT the Council of Region of Queens Municipality approve the June 23, 2026 agenda as amended.

MOTION CARRIED unanimously.

3.0 In Camera

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

THAT Council for Region of Queens Municipality move to Closed Session at 4:02 pm to discuss two items:

- 3.1 Property Matter
- 3.2 Personnel

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality return to Open Session at 4:23 pm.

The meeting recessed at 4:23 p.m. and resumed at 5:31 p.m.

Deputy Mayor Charlton accepted regrets from Mayor Christian.

4.0 Adoption of Minutes [\(1:02\)](#)

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

THAT Council for Region of Queens Municipality approve the June 9, 2026 Regular Council Meeting minutes as presented.

MOTION CARRIED unanimously.

5.0 Unfinished Business

There was no unfinished business to discuss.

6.0 Public Comment [\(1:28\)](#)

1. Easton Goodwyn, Liverpool [\(2:01\)](#)

Mr. Goodwyn attended Council to discuss the Astro Academy theater group Spotlight Guild, and educate Council on all aspects of their program and upcoming events.

7.0 Delegations and Presentations

There were no Delegations or Presentations to come before Council.

8.0 Staff Reports [\(4:18\)](#)

8.1 Wall Remediation at Queens Place Emera Centre [\(4:33\)](#)

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

THAT 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.

MOTION CARRIED unanimously.

8.2 Accessible Washroom at Etli Milita'mk Universally Designed Play Park [\(12:58\)](#)

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

THAT Council for Region of Queens Municipality direct staff to proceed with an accessible washroom facility adjacent to the playground at the Etli Milita'mk Universally Designed Playpark, to operate 365 days per year.

MOTION CARRIED unanimously.

8.3 Road Naming in Summerville Centre [\(28:09\)](#)

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

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.

MOTION CARRIED unanimously.

8.4 Medical Waste Collection [\(30:10\)](#)

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

THAT Council for Region of Queens Municipality decline to proceed with a Medical Waste Exemption at this time.

MOTION CARRIED with five (5) in favour and (2) against.

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

THAT Council for Region of Queens Municipality direct staff to return with a report outlining potential amendments to the Solid Waste Bylaw to accommodate residents with excessive medical waste, including an increase to the black privacy bag allotment from one (1) to two (2) bags, and the results of consultation with GE regarding any proposed changes.

MOTION CARRIED unanimously.

8.5 Quarterly Update – Strategic Action Plan and Grant Application Summary [\(54:52\)](#)

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

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

MOTION CARRIED unanimously.

The meeting recessed at 6:29 p.m. and resumed at 6:35 p.m.

9.0 Bylaws and Policies [\(1:04:58\)](#)

9.1 Second and Final Reading: Bylaw No. 27 – Private Road Maintenance Fees

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

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

MOTION CARRIED with four (4) in favour and three (3) against.

10.0 Correspondence for Action

There was no Correspondence for Action tonight.

11.0 Correspondence for Information

There was no Correspondence for Information tonight.

12.0 Report from In Camera [\(1:11:46\)](#)

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

THAT Council for Region of Queens Municipality enters into an easement agreement with Nova Scotia Power Inc. to grant use of land for the installation and maintenance of one utility pole and underground power transmission cabling along Old Cobbs Barn Road in Liverpool.

MOTION CARRIED unanimously.

13.0 Mayor's Report

There was no Mayor's Report tonight as Mayor Christian sent his regrets.

14.0 Business of Council [\(1:12:57\)](#)

14.1 Police Advisory Board Report [\(1:12:59\)](#)

Councillor Amirault and Deputy Mayor Charlton gave a report on the last meeting of the Police Advisory Board and made the following motion arising from the Boards recommendation:

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

THAT Council for Region of Queens Municipality request that the Traffic Authority provide recommendations respecting traffic calming measures for Henry Hensey Drive.

MOTION CARRIED unanimously.

14.2 Accessibility Advisory Committee Report [\(1:15:14\)](#)

Councillor Roy gave a report on the last meeting of the Accessibility Advisory Committee and their continuing initiatives.

14.3 Rural Water Initiative [\(1:20:06\)](#)

Deputy Mayor Charlton led a discussion on the Rural Water Initiative, specifically the rain barrels and totes.

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

THAT Council for Region of Queens Municipality direct staff to come back at the July 14th meeting with options on how we can expand our rain barrel and tote program.

MOTION CARRIED unanimously.

14.4 South West Nova Biosphere Committee Report [\(1:30:40\)](#)

Councillor Wentzell gave a report on the last meeting of the South West Nova Biosphere Board and gave some background on their responsibilities and initiatives.

15.0 New Business

There was no New Business to discuss today.

16.0 Adjournment

The Meeting was adjourned at 7:08 p.m.

Deputy Mayor Maddie Charlton, Chair

Angela Green, Municipal Clerk

Date Approved:

Securing Healthy Well Water Supplies through Community Outreach and Education

Fred Bonner P. Geo.
Executive Director
Rural Water Watch Association



Who is Rural Water Watch?

- Canadian educational charity
- RWW grew out of a project at Dalhousie University
- We work in rural NS communities on well water issues

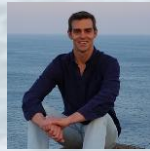
2026 Board of Directors

Run by an accomplished Board of Directors from planning, engineering, water resources management & health

Courtney Bonner,
MPlan; President



Dave Redden, BEng.,
MASC, PhD Candidate, VP



Fatou Secka, PEng, MASC,
Director



Lauchie MacLean,
PhD; Sec./Treas.



Kyle Roach, BEng., MASC,
PhD, Director



Gillian Stanton, BEng, MASC,
EIT; Director



Fred Bonner, BSc, MASC, P. Geo.;
Co-founder, Executive Director



What do we do and Where?

- Educate & create awareness about well water quality & health connection
- Our focus is on well water quality/quantity & public health
- We build community capacity in Nova Scotian communities
- Our priority is helping marginalized communities

Why do we do it?

- Significant gap in awareness about water
- **Residents face many barriers**
- Results in lack of testing, therefore unknown water quality and possible health issues
- Our thinking perpetuates waste– *“can’t I just drill deeper”*
- Municipalities have a role in awareness & education as connectors

Barriers to Action

- Awareness about possible health issues
- Accessibility
 - Technology (internet/phone)
 - Transportation
- Mobility and Dexterity
- Financial
- Mistrust in government & providers
- Inconvenience
- Knowledge & Information
 - Internet navigation
 - Institutional awareness – lab times, locations
 - Understanding sampling instructions
- Fear of the results
- Climate change impact awareness
- Pride/Stress
- Apathy

Barriers lead to lack of testing. Unknown water quality leads to fear/ inaction!

Exceedance examples

African NS Communities

n=23
Total coliforms 83%
E. coli 17%

n=27
Total coliforms 81%
E. coli. 22%

n=25
Total coliform 92%
E. coli 36%

n=38
Total coliform 45%
E. coli 2.5%

n=9; Confirmation Test n=5
Total coliforms 77%; CT 80%
E. coli 55%; CT 40%

N=64
Total Coliforms 37.5%
E. Coli 5%
Metals 10.5

Non- African NS Communities

n=28
Total coliforms 57%
E. coli 14%

n=16
Total coliforms 56%
E. coli 31%

Metals 12.5%

n=98
Total coliforms 20%
E. coli 4%
Metal 21%

n=49
Total coliforms 18%
E. coli 2%
Metals 15%

n=45
Total coliforms 47%
E. coli 4.5%
Metals 29%

Bacteria: P/A; Metals at least 1
element over the CDWG MAC

How do we do it?

1. We went into communities & talked with residents & engage in person
2. Use a community-focus approach
3. Ask residents about their wells & knowledge about groundwater
4. *We developed plain language programs & events to address barriers residents face – five main activities*

1 Healthy Wells Workshops/Presentations

Topics:

Introduction: wells and groundwater

Taking Care of Your Well Water:

A 4-point action plan

Climate Change and Private Wells

Demonstration and Resources

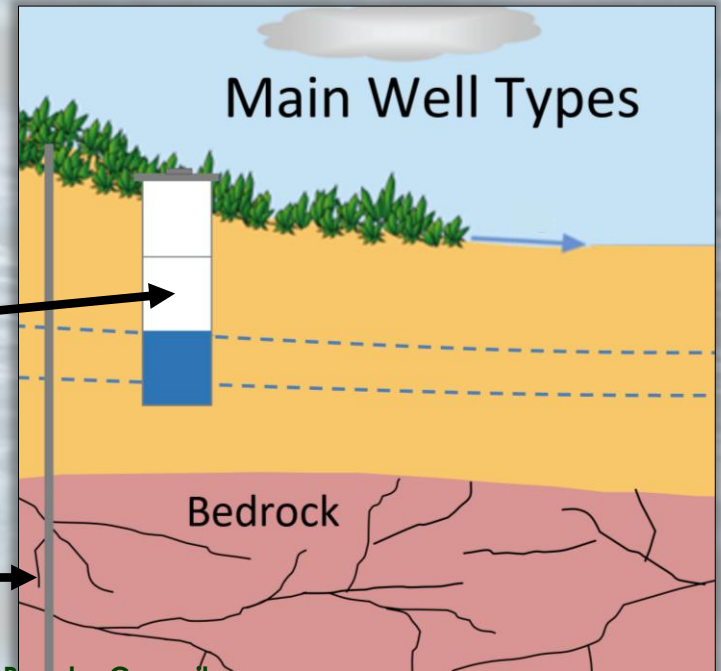


Introduction: wells and groundwater

- Pro, cons and challenges
- Water table
- Geology

Dug well

Drilled well



Taking Care of Your Well Water

4-point action plan

- ***Test** to know Water Quality*
- *Understand water quality influencers (geology, land use) & **Protect Well Area***
- ***Maintain** well and system condition*
- ***Treat** if necessary*



Test to know Water Quality



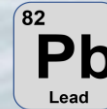
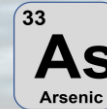
Pathogens

- Common in dug wells
- Total coliforms
- E. coli from animals
- Acute sickness



Metals

- More common in drilled wells
- Geology dependent
- 75% NS homes in risk areas
- Chronic/longer-term illness



Protect Well Area

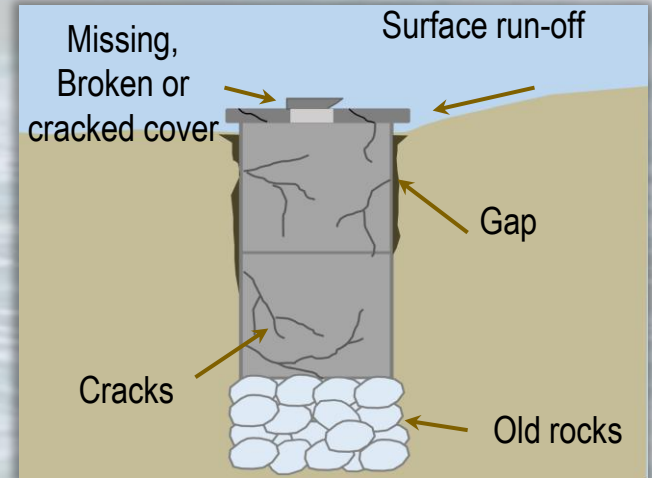
Understand water quality influencers (geology, land use)

Look around...

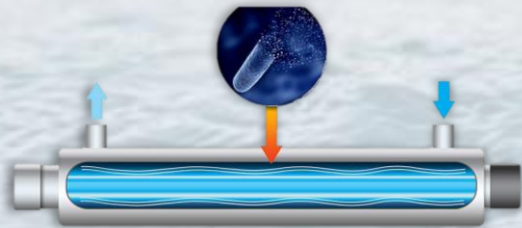
- Piles of wood or leaves?
- Downed apples/fruit, gardens?
- Garbage/compost?
- Household chemicals or fuels?
- Pet 'visitation' areas?
- Parking/salt use?



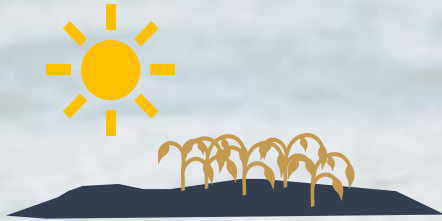
Maintain Well & System



Treat if necessary



Climate Change & Private Wells



Drought



Flooding



Sea level rise

Resources

<https://www.ruralwaterwatch.org/well-assessment>

- Water Testing: NS Health
- NSE Drinking Water Interpretation Tool
- NSE Story map Testing Your Private Well
- NSDNRR interact maps
- NSE water shortage webpage
- NSE using well water after a flood

Well Water Checklist

Well check list and maintenance; Protect your well water.



Well assessment:

- ☐ The well head should be at least 6 inches above the ground level.
- ☐ The ground should be sloped away from your well casing (drilled well) or well crocks (dug well).
- ☐ There should be no space between the ground and the well casing or well crocks.
- ☐ Ensure surface water does not gather or pond close to the well.
- ☐ Check the well cap. Make sure it is not missing, broken, damaged or cracked.
- ☐ If there is a vent cap, ensure it is not blocked.
- ☐ Check that well crocks are securely in-place and are free from cracks, holes, or broken pieces.
- ☐ Ensure well covers or caps are in-place and are not broken or cracked.
- ☐ Joints between well crocks should be sealed properly.

Keep the area around your well clear of potential sources of contaminants:

- ☐ Look around your well. What activities are taking place? Natural seasonal cycles, wildlife, household materials and activities can contaminate wells.
- ☐ Remove organic matter like piles of leaves. They attract insects.
- ☐ Remove potential food for animals (apples, flowers).
- ☐ Keep the area clear of domestic animals.
- ☐ Do not store garbage, automobiles, fuel or industrial or household chemicals near your well.
- ☐ Regularly check your septic lines and tank for proper functioning.

More information on protecting drinking water can be found in the Nova Scotia Environment publication "the drop on water": https://novascotia.ca/nse/water/docs/Drop_on_Water_English.pdf

2 Community Sampling Events



Sampling instructions summary:

DO NOT REMOVE the pellet or powder in the bottle; the preservative and supposed to be there.

1. Remove the faucet screen or the head of a pump;
 2. Disinfect the faucet or hose with the alcohol swab;
 3. Run **cold water** for at least 5 minutes;
 4. Wash hands thoroughly;
 5. Remove bottle cap and place on clean surface facing down;
 6. **Reduce faucet flow to a trickle** to collect water;
 7. Fill to the 'fill line'; it does not have to be exact; **do not overfill** the bottle;
 8. Screw the cap onto the bottle tightly and be careful not to touch in inside of the cap or the bottle.
 9. Keep the sample cold in the **fridge** (not the freezer) until you are ready to deliver it. Keep the sample cool with an ice pack during delivery and deliver it as soon as possible after you've taken the sample.
- **Return samples to the collection area before 10:00 am on Sunday, Oct. 18th.**

Thank you for participating!!

Script and general instructions for Weymouth Falls and area:

- The water testing event on Sunday Oct. 18th, 1:30 to 3:30 is for bacteria only;
- **DO NOT COLLECT a water sample before 10:00 am on Sunday, Oct. 18th.**
- Please fill out the water test form with a ball point pen or have someone help you fill it out. Return the form with the water sample bottle.
- If you have a **positive test** (meaning bacteria is in your well water), someone from the testing lab will call you by Wednesday Oct. 21st;
- Check to make sure you know how to, and can easily remove the filter screen, aerator or pullout spray head on your faucet before the 18th, in case you need help removing them;
- Use the attached instructions to take a water sample from a cold water faucet that you use for drinking water or washing food;

Addressing Barriers

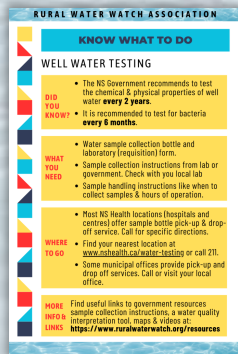
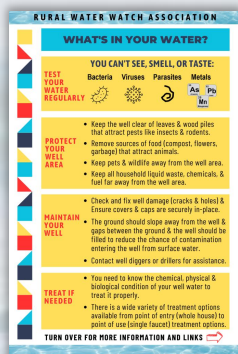
- Awareness about possible health issues
- Accessibility
 - Technology (internet/phone)
 - Transportation
- Mobility and Dexterity
- Financial
- Mistrust in government & providers
- Inconvenience
- Knowledge & Information
 - Internet navigation
 - Institutional awareness – lab times, locations
 - Understanding sampling instructions
- Fear of the results
- Climate change impact awareness
- Pride/Stress?
- Apathy?

Our community sampling events, workshops & tools address many barriers!

3 Public Library Water Information Stations – creating shelf-life



Poster



Rack Card
Region of Queens Municipality Regular Council
Page 31 of 145



Bookmark

- Initiated project in 2023 in two South Shore Libraries
 - Accompanied workshops
- 2025: Materials in 33 library branches and one mobile library
- Puzzle – 4 point action plan

WHAT'S IN YOUR WATER?

TEST
YOUR
WATER
REGULARLY

YOU CAN'T SEE, SMELL, OR TASTE:

Bacteria



Viruses



Parasites



Metals

PROTECT
YOUR
WELL
AREA

- Keep the well clear of leaves & wood piles that attract pests like insects & rodents.
- Remove sources of food (compost, flowers, garbage) that attract animals.
- Keep pets & wildlife away from the well area.
- Keep all household liquid waste, chemicals, & fuel far away from the well area.

MAINTAIN
YOUR
WELL

- Check and fix well damage (cracks & holes) & Ensure covers & caps are securely in-place.
- The ground should slope away from the well & gaps between the ground & the well should be filled to reduce the chance of contamination entering the well from surface water.
- Contact well diggers or drillers for assistance.

TREAT IF
NEEDED

- You need to know the chemical, physical & biological condition of your well water to treat it properly.
- There is a wide variety of treatment options available from point of entry (whole house) to point of use (single faucet) treatment options.

TURN OVER FOR MORE INFORMATION AND LINKS

Region of Queens Municipality Regular Council

KNOW WHAT TO DO

WELL WATER TESTING

DID
YOU
KNOW?

- The NS Government recommends to test the chemical & physical properties of well water **every 2 years**.
- It is recommended to test for bacteria **every 6 months**.

WHAT
YOU
NEED

- Water sample collection bottle and laboratory (requisition) form.
- Sample collection instructions from lab or government. Check with you local lab
- Sample handling instructions like when to collect samples & hours of operation.

WHERE
TO GO

- Most NS Health locations (hospitals and centres) offer sample bottle pick-up & drop-off service. Call for specific directions.
- Find your nearest location at www.nshealth.ca/water-testing or call 211.
- Some municipal offices provide pick-up and drop off services. Call or visit your local office.

MORE
INFO &
LINKS

Find useful links to government resources sample collection instructions, a water quality interpretation tool, maps & videos at:
<https://www.ruralwaterwatch.org/resources>

4 Initiatives and Partners – strength in numbers



Public Library Water Information Stations

Healthy Wells Workshop



Rural Water Watch Association

Join us to learn how to keep your well healthy. Learn about common issues with water quality and quantity, as well as how to test your well for bacteria and metals. We will also discuss local concerns like the impacts of climate change and introduce you to resources to help you manage and protect your well water.

June 24th, 11:00 Greenville Community Hall

For more information contact
Email:
Phone:

Capstone Students



Community Events

Centre for Water Resources Studies



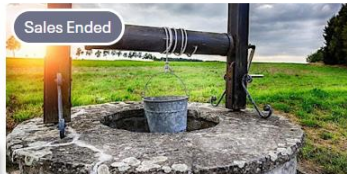
Sian Borden
Outreach Coordinator
sianborden@dal.ca

Sales Ended



The Third Canadian Private Well Water Workshop
Mon, Nov 24, 12:00 PM AST
Free

Sales Ended



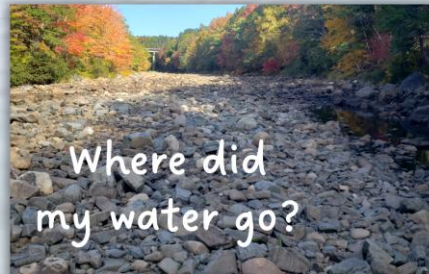
Second CDW Private Wells Workshop - Deuxième atelier sur les puits privés
Tue, Nov 26, 12:00 PM AST
Free

Partners

5 Healthy Wells Day – a call to action

Healthy Wells Day 2025

Private Water Supply Security





Healthy Wells Day

OCTOBER 15, 2023

Healthy Wells Day is an annual campaign to remind well owners to test their wells for water quality. Did you know...

- 50% of property owners have not tested for chemical quality
- Dug wells are highly susceptible to bacterial contamination from surface runoff, animals & household chemicals
- 75% of private wells are in high-risk areas for metal contamination due to Nova Scotia's geology
- Exposure to bacteria & metals can cause sickness & long-term disease
- You cannot taste, see or smell contaminants

Regular water testing is the **ONLY** way to know if your water is safe to use.
Visit www.ruralwaterwatch.org for more information about Healthy Wells Day & well water safety tips.



Thank you!

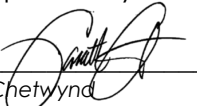
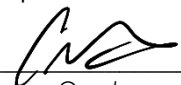
www.ruralwaterwatch.org





Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 23, 2026
File No: 10350-50-2607-001
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Old Burial Ground Wall Rehabilitation

Prepared by:  G. Chetwynd Manager of Public Works	Supervisor:  Adam Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality direct staff to proceed with the replacement of the Old Burial Ground retaining wall utilizing gravity retaining wall blocks, as outlined in the Staff Report dated June 23, 2026, under Capital Project 24-28.

PURPOSE

To obtain Council direction regarding the preferred approach for the rehabilitation of the Old Burial Ground Wall, (project 24-28) identified within the approved 2026/27 Capital Budget.

BACKGROUND

Region of Queens Municipality owns and maintains the 'Old Burial Ground' property between Old Bridge, Main and Church Streets in Liverpool. The Main and Old Bridge Street sides of the property have a stone-faced retaining wall

varying from 1.0m to 1.8m in height. Photos, such as the one below, suggest that a similar wall has existed at this location for nearly 150 years.



Figure 1. Old Burial Ground is shown on the left of the above image, circa 1886.

The wall was completely reconstructed around 1997 through a tender process and has received additional maintenance since. The existing wall is a mortared stone-faced retaining wall constructed using traditional methods. Over time, frost action, groundwater movement, settlement, and repeated freeze-thaw cycles have caused displacement of the stone facing and deterioration of the mortar joints. While rehabilitation would restore the appearance of the wall, these environmental conditions would continue to affect the structure throughout its service life. The current condition of the wall has raised concerns regarding public safety, long-term asset preservation, and the visual appearance of this municipal property.

Staff consulted with the Queens County Historical Society regarding the heritage value of the existing wall. The Society advised that the complete reconstruction undertaken in approximately 1997 significantly altered the original structure such that the existing wall is no longer considered an original heritage feature.

In 2025, staff issued a request for proposals (RFP) pursuant to the procurement process for the rehabilitation of the existing wall. The RFP was issued to identify qualified contractors capable of dismantling, repairing, and reconstructing the wall using the existing stone materials. Following the procurement process, staff

reviewed the submissions, which were more than three times the budgetary estimate of \$101,780 + HST. The project was subsequently included within the 2026/27 Capital Budget for implementation with a budget of \$173,440 + HST.

As project planning has advanced, staff have identified an alternative approach utilizing gravity retaining wall blocks. This option would allow the project to be completed by municipal staff using in-house equipment and resources, reducing reliance on specialized masonry contractors.

ALTERNATIVES/OPTIONS

Option 1 – Replace structure with gravity retaining wall blocks

Option 2 – Rehabilitate existing stone wall

ANALYSIS

Option 1 – Replace Wall with Gravity Retaining Wall Blocks

Remove the existing deteriorated wall and construct a replacement wall and steps utilizing gravity retaining wall blocks.

Advantages:

- Construction can be completed by municipal staff, eliminating the need for specialized masonry contractors.
- Provides a modern engineered retaining wall designed for long-term structural performance.
- Greater certainty regarding project schedule and constructability.
- Reduced dependence on external contractor availability.
- Typically provide a design life exceeding 50 years
- Minimal ongoing maintenance
- Wall can be repaired if damaged

Disadvantages:

- Existing stone would not be preserved.

- Final appearance would differ from the existing wall.
- May be viewed as less sympathetic to the site's heritage character.



Figure 2. Example of gravity retaining wall blocks completed at Cape Breton Regional Hospital.



Figure 3. Example of stairs constructed using gravity retaining wall blocks.

Option 2 – Rehabilitate Existing Stone Wall

Issue a new procurement seeking qualified contractors with expertise in stone masonry to dismantle, reconstruct, and stabilize the existing wall using salvaged stone materials.

Advantages:

- Preserves the existing historic appearance and character of the wall.
- Reuses salvaged stone materials where feasible to maintain the traditional appearance.

Disadvantages:

- Requires specialized expertise not available within municipal staff resources.
- Construction costs are likely to be outside of the allocated budget.
- Limited contractor availability may affect procurement outcomes.
- Potential for longer project timelines.
- Design life anticipated to be 25-35 years with ongoing maintenance
- Requires regular maintenance of mortar joints



Figure 4. Old Burial Ground wall as pictured in 2025.

Staff recognize the cultural and historical significance of the Old Burial Ground and the value associated with preserving original features where practical. Rehabilitation of the existing wall using salvaged stone would provide the most authentic restoration outcome. However, the Municipality does not possess the specialized masonry expertise required to complete this work. As a result, the project would require the procurement of a qualified contractor with heritage

masonry experience. Previous market engagement demonstrated that contractor availability is limited, and construction costs are expected to remain elevated if this option is pursued again.

The gravity retaining wall block alternative provides a practical and cost-effective solution that can be delivered using municipal staff and equipment. The system is engineered for long-term performance, requires limited maintenance, and can be installed without specialized masonry expertise. Construction scheduling would remain under municipal control, potentially allowing the project to be completed more efficiently. While the replacement wall would not replicate the existing stone construction, the selected block system incorporates a split-face texture and natural stone appearance intended to complement the surrounding historic landscape.

The primary consideration for Council is balancing heritage preservation objectives against project cost, constructability, schedule certainty, and the Municipality's available internal resources.

Summary of Options

Criteria	Option 1: Gravity Wall	Option 2: Stone Rehabilitation
Budget	Within approved budget	Expected to exceed budget
Constructed by	Municipal staff	Specialized contractor
Procurement	Not required	Required
Schedule certainty	High	Moderate to low
Expected service life	50+ years	Approximately 30 years
Maintenance	Low	Moderate
Heritage appearance	Similar	Closest match

IMPLICATIONS

Financial

Funding for the project has been identified within the approved 2026/27 Capital Budget.

The heritage masonry option is anticipated to result in higher overall project costs due to specialized labour requirements and contractor availability.

The gravity retaining wall block option aligns with the budget included in the 2026-2027 Capital Investment Plan

Risk

Continued deterioration increases the likelihood of localized wall failure, resulting in higher repair costs, potential damage to adjacent infrastructure, and increased public safety concerns.

COMMUNICATIONS

Upon Council direction, staff will proceed with project planning and communicate construction schedules and impacts to residents, visitors, and interested parties as required.

BYLAWS/PLANS/POLICIES

2026-2027 Capital Investment Plan

Council's Strategic Priorities 2026-2029

2.1. Repair and replace our aging infrastructure

SUMMARY

The Old Burial Ground perimeter wall continues to deteriorate despite previous reconstruction efforts and now requires replacement or rehabilitation. Staff evaluated two approaches: reconstruction of the existing stone wall by a specialized heritage masonry contractor or replacement with an engineered gravity retaining wall system constructed by municipal staff. While reconstruction would better preserve the site's traditional appearance, it is expected to exceed the approved budget, relies on contractor availability, and would provide a shorter service life. The gravity retaining wall option provides a durable, cost-effective solution that can be delivered within the approved budget using municipal resources while maintaining an appearance that complements the historic setting. Staff therefore recommend proceeding with the gravity retaining wall option.

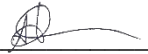
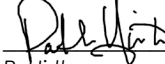
ATTACHMENTS/REFERENCE MATERIALS

- June 5, 2025, Proposal No. INF-10-2025-2026 Old Burial Ground Wall Repair
- [September 9, 2025, Council Meeting](#) - Quarter Two Capital Project Implementation Update
- [December 19, 2025, Special Council Meeting](#) – Draft Capital Investment Plan
- [June 9, 2026, Council Meeting](#) - Q1 Capital Projects Progress Update



Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 29, 2026
File No: 10350-50-2607-002
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Water Conservation & Storage Program (Pilot) Results and Expansion Options

Prepared by:  A. Henhoeffler Dir. of Protective Services	Supervisor:  P. Hirtle Deputy CAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATIONS

THAT Council direct staff to proceed with Phase 2 of the Water Conservation & Storage Program during the 2026–27 fiscal year; and

THAT Phase 2 of the Water Conservation & Storage Program focus, for an initial period ending three (3) weeks after commencement, on in-person registration sessions for low-income residents in West Queens and North Queens (including the Caledonia and Greenfield areas) and that thereafter, if funds remain in the program, the program be opened to all eligible Region of Queens Municipality residents until funds are exhausted; and

THAT \$33,000.00 from the Region of Queens Rural Water Initiative be allocated to fund Phase 2 of the Water Conservation & Storage Program.

PURPOSE

To provide Council with the results of the Water Conservation & Storage Program

(Pilot) and present options should Council wish to continue the program.

BACKGROUND

The Water Conservation & Storage Program opened on June 22, 2026. Due to significant public interest, all available inventory was allocated within approximately 28 hours. At the June 23, 2026, Regular meeting, Council requested an update on the pilot program. This report outlines participation, costs, and possible “Phase 2” options should Council wish to extend the program.

ANALYSIS

Program Results

The Water Conservation & Storage pilot program generated significant interest from residents across the municipality, with approximately 162 total households receiving one or more barrels/totes before available inventory was fully allocated.

Following order verification, including removing duplicate orders, quantity adjustments and pricing corrections, the municipal cost as of June 29, 2026, was \$44,720, and staff and supplier continue to finalize orders.

The pilot successfully demonstrated that there is resident demand for a rain barrel/water tote program to support community members facing the potential of water shortages.

Item	Result
Total Rain Barrels	171
Total Water Totes	96
Low-Income Participant Households	44
Other Participant Households	118
Total Participant Households	162

Participation by District

Participation was distributed fairly evenly across six of the seven electoral districts. One community information session was held in Port Medway before the program sold out, with five households attending. All remaining orders were

received online or through the Municipal Office, demonstrating that residents accessed the program through multiple registration methods and that participation was not dependent on attending an information session.

District	Low-Income Rain Barrels	Low-Income Totes	Other Rain Barrels	Other Water Totes	Total Barrels/Totes by District	Distribution by District as a percentage
1	2	2	19	6	29	11%
2	1	0	2	2	5	2%
3	10	7	34	11	62	23%
4	4	3	19	8	34	13%
5	2	5	17	15	39	15%
6	9	7	22	10	48	18%
7	10	9	20	11	50	19%
TOTAL	38	33	133	63	267	100%

Low-Income Participation

There are approximately 5,000 households total in Queens County and approximately 360 households are currently registered for the Low-Income Tax Exemption Program. Of those, 44 households participated in the pilot program and approximately 26% of all rain barrels and water totes have been allocated for low-income households.

Program Administration and Application Review

Staff and the partner supplier conducted the following for program administration and application review:

- Reviewed applications for duplicate orders and duplicate civic addresses.
- Adjusted orders to program limits and eligibility requirements.
- Confirmed water utility customers were not allocated water totes.
- Verified Low-Income Exemption eligibility and assisted residents where appropriate in application to the Low-Income program.
- Supplier processed refunds where required.
- One community information session was held in Port Medway prior to the program selling out and five households attended. Remaining sessions were cancelled once inventory had been allocated.

Key Observations/Information

- Demand exceeded allocated budget.
- Residents from all electoral districts participated in the program.

- The program generated significant public interest and inquiries.
- Staff and the supplier worked together to verify orders and ensure program eligibility.
- The online portal managed by the vendor was not ready at the time the program was launched. Most inquiries on Day 1 came through the Municipal Administration Building as a result, and Council should be aware that staff across multiple departments collaborated to receive applicant information and make the launch of the program a success.

ALTERNATIVES/OPTIONS

Should Council wish to expand the Water Conservation & Storage Program, staff have identified the following delivery options for consideration:

Consideration	Option 1 Low-Income Priority	Option 2 Community Registration in Key Areas	Option 3 General Registration Open to All
Primary Objective	Supports eligible low-income households	Prioritizes reaching all residents regardless of income who did not have in-person registration opportunity in Phase 1	Provides broad public access
Target Audience	Registered low-income households in West, Central, and North Queens	Communities with historical dry well/drought concerns in West, Central, and North Queens	All eligible residents
Registration Method	Community sessions, in-person at Admin. Building	Community sessions followed by online registration	Online registration
Community Education Impact	High	High	Low
Administrative Effort	High	Moderate	Low
Communications & Planning Effort	High	Moderate	Low
Registration Timeline	Approximately 3 weeks	Based on sessions scheduled; up to three weeks	Immediate and open until funds exhausted
Post-Registration Adjustments	Low	Low	Moderate
Additional Supports	Register Low-Income Exemptions	No	No

Best Suited For	Supporting vulnerable households	Geographic outreach	Fast implementation
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Option 1 – Eligible Low-Income Household Priority

Focusing on eligible low-income households, provide a dedicated registration period of approximately three weeks for eligible low-income households. Registration would occur primarily through community information sessions, allowing staff to assist residents with both the Water Conservation & Storage Program and, where applicable, assist eligible residents with registering for the Low-Income Exemption Program where applicable.

Residents unable to attend a community session could submit the required documentation, including their Notice of Assessment, through an alternate process based out of the Administration Building.

If inventory remains after the dedicated registration period, the program could then open to all eligible residents.

Considerations

- Focuses available funding on eligible low-income households.
- Encourages enrollment in the Low-Income Exemption Program.
- Allows staff to assist residents with registration, required documentation.
- Requires more staff time and communications.

Option 2 – Community Registration

Focus on community information sessions in areas that were not reached during Phase 1, with priority given to communities that have historically experienced dry well or drought-related concerns in West Queens, Central Queens, and North Queens. Registration would occur in person at these sessions before opening any remaining inventory to all residents online.

Considerations

- Improves access for areas not reached through in-person engagement during Phase 1.
- Supports in-person education and registration.
- May require allocating inventory by community.
- Requires additional staff time.

Option 3 – General Public Registration

Re-open the program using the same approach as Phase 1 by making online registration available to all eligible residents. Staff would work with the supplier to improve ordering limits and validation to reduce manual adjustments after registration closes. Residents would be encouraged to register online whenever possible.

Considerations

- Simple and familiar process.
- Fast implementation.
- Reduced administration through improved online controls.
- Demand may again exceed allocated budget inventory.

IMPLICATIONS

Financial

In order to implement Phase 2 of the Water Conservation & Storage Program during the 2026-2027 fiscal year, additional funding would need to be allocated by Council.

Staff are recommending that Council reallocate \$33,000 of the \$100,000 earmarked for the Well Loan Program to be utilized to fund Phase 2 of the Water Conservation & Storage Program.

While the Well Loan Program remains an integral part of the overall Rural Water Initiative in the longer term, it will take time to be in a position to launch that program.

Staff anticipate bringing the draft bylaw for the Well Loan Program to Council at the August meeting. It will likely take until the early fall before the bylaw has completed First and Second Reading and the program is ready for implementation.

Given the success of Phase 1 of the Water Conservation & Storage Program and the significant uptake and interest in the county, staff believe there is reason to reallocate a portion of the Well Loan Program funding, while still retaining \$67,000 to support initial applicants to that program in the second half of the 2026-2027 fiscal year. If there is an abundance of demand for the Well Loan Program, Council could consider earmarking additional reserve monies at that time.

Alternatively, if Council is not comfortable reallocating funds earmarked for the Well Loan Program to fund Phase 2 of the Water Conservation & Storage Program, Council could direct staff to refer Phase 2 funding discussions to the 2027-2028 Operating Budget process; or Council could consider allocating further funding from the Accumulated Surplus Reserve.

Operational

- Additional staff time will be required to support registration, community information sessions, communications, application review, Low-Income Exemption registration, and overall program administration. This will involve at a minimum time from both Administration Department and Finance Department staff team members.
- Should Council approve an expansion, staff will communicate and verify that households who received program items through the pilot are not eligible to receive any items through a future expansion.

COMMUNICATIONS

If Council directs staff to proceed with Phase 2 of the program, staff will develop a communications plan based on the option selected. Communications will clearly explain program eligibility, including restrictions on households that participated in the pilot. All options will be promoted through the municipal website, social media, print and other municipal communication channels.

BYLAWS/PLANS/POLICIES

This report relates to the Water Conservation & Storage Program (Pilot) previously approved by Council. No bylaw amendments are required.

■ Council's 2026-2029 Strategic Priorities Plan:

Community Wellness:

- 3.1 Strengthen partnerships with community-based organizations
- 3.2 Contribute to poverty reduction
- 3.3 Improve accessibility of programs, services, and facilities

SUMMARY

The pilot program demonstrated strong public demand and available funding

was fully allocated within approximately 28 hours. Council direction is requested on whether to expand the program and, if so, the preferred timing, funding approach and registration option.

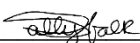
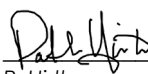
ATTACHMENTS/REFERENCE MATERIALS

[Regular Meeting of May 12, 2026 – Staff Report – Rural Water Initiative](#)



Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 25, 2026
File No: 10350-50-2607-003
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Community Investment Fund – Request Over \$10,000

Prepared by:  S. Falk Community Economic Development Officer	Supervisor:  P. Hirtle Deputy CAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality approve a grant to the Brooklyn Recreation Committee for eligible capital upgrade expenses in an amount of \$25,000.00 from the 2026–2027 Community Investment Fund, in accordance with the Community Investment Fund Policy;

AND THAT the grant be conditional upon the Brooklyn Recreation Committee providing proof of eligible expenditures to the satisfaction of staff prior to disbursement of funds.

PURPOSE

This report outlines a request for funds for the Brooklyn Recreation Committee under the Community Investment Fund that exceeds \$10,000 and requires Council's approval.

BACKGROUND

Council budgeted \$275,000 for the Community Investment Fund as part of the

2026-2027 Budget process. At this time, \$178,589.25 of the \$275,000 has already been committed or spent, therefore a balance of \$ 96,410.75 is available before all funds are exhausted.

The funding request received from the Brooklyn Recreation Committee was completed within the guidelines of the Decisions and Capital portions of the Community Investment Fund Policy and, therefore, staff are recommending Council approve the application. The guidelines specifically include:

11.17 – Eligible funding requests over \$10,000 are subject to approval of the Council, based upon a Staff Report with a recommendation from the Officer.

11.18 – Organizations are eligible for Capital Investment Funds under three categories:

b. Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000.

ANALYSIS

Brooklyn Recreation Committee

Request: \$25,000- Capital (upgrade)

The Brooklyn Recreation Committee has request assistance with capital upgrade expenses at the club to assist with improved safety, accessibility, and code compliance. The hall wishes to replace the exterior ramp to address structural concerns, safety hazards, and to comply with modern accessibility standards in the National Building Code. Additionally, the hall will complete an entire renovation of the bathroom to create a barrier-free washroom.

Total projected eligible expenses exclusive of HST for this 2026-2027 project are \$53,150. The total funding request is \$25,000.

ALTERNATIVES/OPTIONS

- 1) THAT the Council for Region of Queens Municipality provide a grant to the Brooklyn Recreation Committee for eligible capital upgrade expenses in the amount of \$25,000 from the 2026-2027 Community Investment Fund.

- 2) THAT the Council for Region of Queens Municipality provide a grant to the Brooklyn Recreation Committee for eligible capital upgrade expenses in an amount less than the requested \$25,000 from the 2026-2027 Community Investment Fund.
- 3) THAT Council for the Region of Queens Municipality decline to provide a grant at this time for this project.

IMPLICATIONS

This report is seeking approval to expend money from the Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund. Should Council award this grant, there will be approximately \$71,411 remaining in the CIF for this fiscal year.

COMMUNICATIONS

The funding applicants will be notified of a decision following this Council meeting. Approved applicants will be included in the 2026-2027 Grant Disclosure per Policy 89.

ATTACHMENTS/REFERENCE MATERIALS

[Operational Policy 11- Community Investment Fund](#)



Region of Queens Municipality Council Implementation Report July 14, 2026

7.4

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
June 23, 2026	10350-60-2606-031	THAT Council for Region of Queens Municipality enters into an easement agreement with Nova Scotia Power Inc. to grant use of land for the installation and maintenance of one utility pole and underground power transmission cabling along Old Cobbs Barn Road in Liverpool.	Carver	Administration		
June 23, 2026	10350-60-2606-030	THAT Council for Region of Queens Municipality give Second and Final reading to Bylaw No. 27 – Private Road Maintenance Charges.	Jenkins	Administration	Notice has been posted; Bylaw is in force.	Complete
June 23, 2026	10350-60-2606-028	THAT Council for Region of Queens Municipality direct staff to return with a report outlining potential amendments to the Solid Waste Bylaw to accommodate residents with excessive medical waste, including an increase to the black privacy bag allotment from one (1) to two (2) bags, and the results of consultation with GE regarding any proposed changes.	Carver	Infrastructure	2026-06-29 Work scheduled for fall 2026	Scheduled
June 23, 2026	10350-60-2606-027	THAT Council for Region of Queens Municipality decline to proceed with a Medical Waste Exemption at this time.	Wentzell	Infrastructure		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
June 23, 2026	10350-60-2606-026	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.	Jenkins	Land Use		
June 23, 2026	10350-60-2606-025	THAT Council for Region of Queens Municipality direct staff to proceed with an accessible washroom facility adjacent to the playground at the Etli Milita'mk Universally Designed Playpark, to operate 365 days per year.	Roy	Infrastructure	2026-06-29 Design and development in progress by staff and contractor	In Progress
June 23, 2026	10350-60-2606-024	THAT 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.	Jenkins	Infrastructure	2026-06-30 Architect is designing the facade panel and creating tender spec for repair with the approved metal siding finish.	In Progress
June 09, 2026	10350-60-2606-013	THAT Bylaw No. 29 - Accommodation Levy be now introduced and read a first time.	Wentzell	Administration	Notice of Second and Final Reading posted and scheduled for July 14, 2026	Complete
June 09, 2026	10350-60-2606-011	THAT Council for Region of Queens Municipality approve the awarding of the 2026 bursary funds to the students recommended by the Bursary Selection Committee.	Carver	Administration	Schools have been informed. Funds will be distributed in the fall once proof of enrollment is received.	Complete
June 09, 2026	10350-60-2606-010	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.	Amirault	Administration	Program rolled out. Will bring a report back to Council July 14, 2026, for information on Phase 1 and whether they want a Phase 2 this year or next.	Complete
June 09, 2026	10350-60-2606-009	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.	Amirault	Administration	Notes were incorporated into the program rollout.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
June 09, 2026	10350-60-2606-008	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.	Charlton	Administration	Letter sent to Lunenburg REMO. Awaiting response following their Advisory meeting in July.	In Progress
June 09, 2026	10350-60-2606-007	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.	Wentzell	Administration		

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
June 09, 2026	10350-60-2606-005	THAT Council for Region of Queens Municipality direct staff to proceed with modifying College Street in Liverpool to become a one-way street.	Fancy	Infrastructure	2026-06-22 Signage plan completed, signs ordered. Signs scheduled for install 2026-06-30 College will be effectively a one-way on 2026-07-13	In Progress
June 09, 2026	10350-60-2606-004	THAT Council for Region of Queens Municipality refer the presentation 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.	Fancy	Administration	Memos sent to Committee Chairs/Staff Liaisons to bring to next meetings. Will return to Council with reports once received by the Clerk's Office.	Complete
June 09, 2026	10350-60-2606-003	THAT Council for Region of Queens Municipality direct staff to incorporate gender-based violence considerations into the Community Wellness Strategy.	Carver	Administration		
May 26, 2026	10350-60-2605-028	THAT Council for Region of Queens Municipality enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. (QNCH) for the purpose of constructing a retaining wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982; and THAT all costs incurred in this transaction be borne by Queens Neighbourhood Co-operative Housing Ltd.	Wentzell	Land Use	Staff have forwarded a draft copy of the easement agreement to the Municipal solicitor for review and comment.	In Progress
May 26, 2026	10350-60-2605-027	THAT Council for Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business, Crepes by the Coast, in the Beach Meadows Beach kiosk, for a period from June 1 to September 1, 2026, inclusive, with a mutual option to renew for 2027.	Jenkins	Community Economic Development	Per direction from Council, staff are finalizing lease for execution.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 26, 2026	10350-60-2605-026	THAT Council for Region of Queens Municipality accept this report for information and direct staff to: 1) fund completed capital project costs from the 25/26 Capital Investment Plan that are ineligible for Build Canada Strong Funding from the accumulated surplus in the amount of \$117,179; and 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of \$142,691 from the Build Canada Strong Fund.	Charlton	Finance	To be completed during year end process	In Progress
May 12, 2026	10350-60-2605-014	THAT Council for Region of Queens Municipality direct staff to explore the implementation of a Well Loan Program (Pilot) with an initial allocation of \$100,000, enabled under Section 81A of the Municipal Government Act, and direct staff to: (a) prepare draft Bylaw No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program," for Council's consideration at First Reading and (b) explore partnership opportunities with Clean Foundation for the facilitation and administration of the Well Loan Program in 2026.	Charlton	Administration	Staff in the process of drafting and updating Bylaw 30.	In Progress
May 12, 2026	10350-60-2605-013	THAT Council for Region of Queens Municipality approve the implementation of Community Partnership Wells as a pilot in 2026, with up to four (4) sites to be identified and confirmed through well testing and agreement with community partners, with an estimated allocation of up to \$100,000, and direct staff to report back to Council on site selection, partnership terms, and available grant funding from other sources prior to finalization.	Carver	Administration	Staff is working with Clean Foundation on possible grants and deadlines. Working to partner with 4 sites and awaiting input.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 12, 2026	10350-60-2605-012	THAT Council for Region of Queens Municipality approve the implementation of a Water Conservation and Storage Program (Pilot) for the 2026 season, consisting of rain barrels and water totes available to households under the following cost-sharing model: (a) one hundred percent (100%) municipal funding for one rain barrel and one water tote per eligible low-income household, as defined under Administrative Policy #9 – Tax Exemptions; (b) sixty percent (60%) municipal and forty percent (40%) resident cost-sharing where delivery is required, or eighty percent (80%) municipal and twenty percent (20%) resident cost-sharing where residents pick up directly, and that staff explore options with Brooklyn Recreation for purchasing the rain barrels; and (c) a maximum of two rain barrels and one water tote per household.	Amirault	Administration	Program rolled out. Will bring a report back to Council July 14, 2026, for information on Phase 1 and whether they want a Phase 2 this year or next.	Complete
May 12, 2026	10350-60-2605-011	THAT Council for Region of Queens Municipality award Tender INF16-2026-2027, for Phase IIIb of the Waterloo East project, to Dexter Construction Company Limited at the tendered price of \$2,352,656.25, plus HST, as recommended by staff, and that staff return to Council with further information for the shortfall of this project outside of grants with options for long term borrowing.	Charlton	Infrastructure	2026-05-12 Intent to award provided to contractor, contract development underway 2026-05-28 Contractor has advised they will mobilize early July 2026-06-30 Public meeting scheduled for 2026-07-07, contractor expected to start within following week	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 12, 2026	10350-60-2605-009	THAT Council for Region of Queens Municipality authorize staff to proceed with the design and tender of planned upgrades at the Town Hall Arts and Cultural Centre, as budgeted in the 2026–2031 Capital Investment Plan.	Jenkins	Infrastructure	2026-05-12 Intent to award provided to consultant, contract development underway 2026-05-27 Design work by contractor underway	In Progress
May 12, 2026	10350-60-2605-006	THAT Council for Region of Queens Municipality approve the amended location for eight (8) electric vehicle charging stations and authorize the Municipality to enter into the amended agreement with Tesla Motors Canada ULC.	Carver	Administration	Staff are working with Tesla to finalize plan for implementation per direction of Council; Accessibility Committee was asked to provide input on location/potential impact for playground users nearby.	In Progress
April 28, 2026	10350-60-2604-039	THAT Council for Region of Queens Municipality direct staff to explore the creation of a committee or group of accommodation operators and municipal representatives, to recommend use of revenue collected through the Accommodation Levy during its implementation.	Amirault	Administration	Referred to staff; direction will be incorporated as internal policy and procedure with regards to managing funds generated by Accommodations Levy. Second and Final reading scheduled for July 14th.	In Progress
April 28, 2026	10350-60-2604-027	THAT Council for Region of Queens Municipality approve the naming of an existing driveway off Highway 3 in Hunts Point as Angus Cove Road.	Roy	Land Use	Sign and post ordered. Upon receipt, sign will be installed	Complete
April 28, 2026	10350-60-2604-026	That Council of Region of Queens Municipality direct staff to develop and issue a Request for Proposal for the seasonal use of the market stalls located on Henry Hensley Drive in Liverpool, with preference given to vendors who can commit to providing consistently available, affordable, regionally sourced farm produce.	Amirault	Community Economic Development	RFP was issued; to date, no vendor meeting requirements has applied; RFP has been reissued and closes on June 11.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
April 28, 2026	10350-60-2604-025	THAT Council for Region of Queens Municipality direct staff to maintain the current approach with staff controlling the approval process in the Bylaw unless prohibited by a legislation or statute.	Jenkins	Administration	Bylaw is in force.	Complete
April 28, 2026	10350-60-2604-024	THAT Council for Region of Queens Municipality direct staff to exclude a low-income provision in Bylaw 27.	Jenkins	Administration	Bylaw is in force.	Complete
April 28, 2026	10350-60-2604-023	THAT Council for Region of Queens Municipality direct Staff to engage with the directors of the Hank Snow Society to determine the best way the Municipality can proceed to support the organization.	Fancy	Administration	Referred to Economic Development staff for engagement in June following site/building assessment.	In Progress
April 28, 2026	10350-60-2604-020	THAT Council for Region of Queens Municipality serve Notice of Registration upon the owners of property identified as PID# 70105515 and located at 31 Medway River Road, regarding the registration of the property (known as Bethany United Church) in the Municipal Registry of Heritage Property.	Wentzell	Land Use	Notice of Registration prepared and forwarded to Municipal solicitor for recording at Land Registration Office. Notice sent to property owner.	Complete
April 14, 2026	10350-60-2604-013	THAT Council for Region of Queens Municipality direct the Audit & Internal Control Committee to consider and provide Council with a recommended approach to maintenance of the Reserve funds.	Christian	Finance	On the May 11 meeting agenda	In Progress
April 14, 2026	10350-60-2604-008	THAT Council for Region of Queens Municipality direct staff to continue actively seeking grants that would align with the trail project connecting Dr. John C. Wickwire Academy to "the Lot"/ Liverpool Library, and that any identified grant opportunity be brought back to Council for consideration.	Amirault	Recreation	Continuously searching for applicable grants and determining eligibility.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
April 14, 2026	10350-60-2604-005	THAT Council for Region of Queens Municipality enter into an easement agreement with the Queens Home for Special Care Society for the purpose of installing and maintaining infrastructure to connect to the Municipality's storm sewer system; AND THAT any costs incurred in this transaction be borne by the Queens Home for Special Care Society.	Charlton	Land Use	Easement agreement has been executed and will be forwarded to Municipal solicitor to record at Land Registration Office	In Progress
March 31, 2026	10350-60-2603-090	THAT the Council of the Region of Queens Municipality direct staff to research, draft, and report back on proposed revisions to Administrative Policy #59 – Sewer Fees Policy with the intent of setting out Wastewater Betterment Charge fees and specifying when implementation of those fees will begin.	Charlton	Infrastructure	Scheduled for research in June; Admin staff will be working with Land Use staff on this particular piece. 2026-06-22 Staff Report scheduled 2026-09-08	In Progress
March 31, 2026	10350-60-2603-087	THAT the Council of Region of Queens Municipality adopt Operational Policy 100 – Litter Collection, and to direct staff to consider an approach for disposal of litter collected outside of the program.	Charlton	Infrastructure	OP#100 implementation underway. Amendment to be developed in summer 2026 2026-06-18 Scheduled for 2026-08-11 Council	In Progress
March 31, 2026	10350-60-2603-080	THAT Council of the Region of Queens Municipality direct staff to proceed with the personnel matter as directed during the Closed Session.	Amirault	Administration		In Progress
March 24, 2026	10350-60-2603-065	THAT Council for Region of Queens Municipality approve the installation of two (2) 12-inch diameter service club recognition signs for the Lions Club and Kiwanis Clubs, mounted on a single post at the Bristol Avenue intersection adjacent to the existing Liverpool downtown wayfinding signage, as illustrated in the rendering enclosed in this report.	Fancy	Community Economic Development	Signs have arrived and are pending installation.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
March 10, 2026	10350-60-2603-027	THAT Council direct Staff to engage with the Province to explore amending the GRID terms and conditions to reflect only Phase One.	Charlton	Infrastructure	2026-03-11 Met with PNS, directed by PNS to provide update with next PMR due 2026-04-30 2026-05-04 Updated PMR submitted to Province for consideration to realign funding to support other CIP work 2026-06-18 No update from the province	In Progress
March 10, 2026	10350-60-2603-022	THAT the branding be changed to read "Queens County" and that staff identify opportunity for additional programing, and that the Coat of Arms will still be used for official documents.	Charlton	Community Economic Development	Rollout of revised Queens County branding began in April 2026 as directed by Council.	In Progress
March 10, 2026	10350-60-2603-021	THAT Staff be directed to develop a policy defining the role and responsibilities of the Deputy Mayor.	Charlton	Administration	Scheduled for Q2/Summer 2026 following completion of other policy priority items.	Scheduled
February 10, 2026	10350-60-2602-01	THAT Council enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of Municipal lands identified as PID 70067921 and located at 242 East Port L'Hebert Road in the community of East Port L'Hebert to the Nature Conservancy of Canada for \$1.00, AND THAT the transfer of title incorporates a commitment from the Nature Conservancy of Canada to protect and steward the lands forever, AND THAT all costs associated with this transaction be borne by the Nature Conservancy of Canada, AND THAT the Mayor and Chief Administrative Officer be authorized to execute all documents necessary to give effect to this transaction.	Jenkins	Land Use	Staff are working with NCC on preparation of agreement of purchase and sale.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
January 27, 2026	10350-60-2601-28	THAT the Council of the Region of Queens Municipality direct staff to return with options to improve pedestrian safety on College Street, as interim measures while awaiting the sidewalk and road upgrades to be delivered as part of the Mount Pleasant Service Exchange project.	Charlton	Infrastructure	Report made to Council.	Complete
January 27, 2026	10350-60-2601-24	THAT Council for Region of Queens Municipality directs staff to engage a third party to review the current salary grid, employee schedules, and on-call system to identify opportunities for wage parity across the organization.	Charlton	People & Culture	Staff have received 2 quotes for this work; expected to be awarded early June // Job Description review survey distributed to Directors Jun 24, 2026, due July 6, 2026	In Progress
January 13, 2026	10350-60-2601-12	THAT Council for the Region of Queens Municipality direct staff to consider the use of the Statistics Canada Low Income Measure in development of the program and come back with implications and analysis on what it would look like if it were included as some element of the program.	Wentzell	Finance	In summer 2026, staff will explore incorporating Statistics Canada measures in the development of the program. It should be noted that finance staff are not familiar nor qualified to analyze social indicators, only economic ones. Clarification required on what program this applies to. Utility rebate and Low-Income policy? Define social indicators. Currently we use Statistics Canada CPI and GIS thresholds. Are these the social indicators that Council wants written into these policies?	Incomplete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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2025

December 09, 2025	10350-60-2512-17	THAT Council for Region of Queens Municipality direct staff to engage a qualified third party to replace the culvert at 61 Birch Avenue, as follows: A minimum of four (4) weeks' notice will be provided to the property owner before work begins; The replacement culvert shall be approximately 6.100 metres in length and 900 millimetres in diameter, constructed of smooth interior HDPE pipe to Highway Grade CSA-B182.8 with a minimum stiffness of 320 kPa, and installed at a grade of no less than 1.00%; All surfaces will be reinstated to pre-replacement condition using Type I gravel, including a minimum of 150 mm base coverage, 300 mm above the culvert, and 600 mm in both transverse directions; All slopes exceeding 2:1 ratio will be stabilized with 200–400 mm rock; and The estimated project cost of up to \$15,000 shall be funded from accumulated surplus.	Carver	Infrastructure	Work to proceed in summer 2026 2026-05-08 NSECC Notification received	In Progress
December 09, 2025	10350-60-2512-16	THAT Council for the Region of Queens Municipality waive the process requirements of Operational Policy 6 – Naming and Renaming of Roads and approve the request to name the newly constructed extension of Queens Place Drive as “Dogwood Lane,” as submitted by the Administrator of Queens Home for Special Care in correspondence dated November 21, 2025.	Roy	Land Use	Sign has been received by Department of Infrastructure. Sign will be installed at earliest opportunity.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
December 09, 2025	10350-60-2512-08	THAT Council direct staff to undertake a public procurement process for the purchase and installation of priority dry hydrants, with installation to be completed prior to November 1, 2026.	Carver	Administration	Staff are reviewing best practices regarding rural fire suppression for analysis and report to Fire Chiefs for input at June meeting.	In Progress
December 09, 2025	10350-60-2512-03	That the Council of Region of Queens Municipality direct staff to conduct further analysis on requirements associated with and the process for establishing an airport authority, options for protecting existing user groups and operations in the case of the sale of the property, and a high level analysis and costing on what would be required to establish a new drag strip in Queens County in the case of a sale causing the Drag Racers to need an alternate location, and exploring opportunities from an emergency management perspective to understand the Province's plans around EMO and if this asset is an important part of that plan.	Jenkins	Community Economic Development	Research has begun; staff will be reporting back in Summer 2026 on options, that may include the approach of establishing an SSRA Commission.	Scheduled
November 25, 2025	10350-60-2511-23	THAT the Council of Region of Queens Municipality direct staff to research and present options for updating Bylaw 12 – Prohibiting Certain Activities, including the removal of overly restrictive provisions related to skateboarding, and the development of clear, enforceable provisions regarding operation of e-bikes and e-scooters as recommended by the Police Advisory Board; AND THAT the resulting options and proposed amendments be brought back to the Police Advisory Board for review prior to being forwarded to Council.	Amirault	Administration	To be complete in Summer-Fall '26 following other priority items; consultation with RCMP required	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
November 25, 2025	10350-60-2511-20	THAT Council for Region of Queens Municipality authorizes, approves and directs the expropriation for the Municipality of property identified as PID# 70025374, located at 89 Main Street in Liverpool. AND THAT the Municipality shall cause to be deposited with the Registrar of Deeds the required expropriation documents, including a certified copy of this resolution and attached schedules, and shall take such other actions as may be required to expropriate the lands.	Wentzell	Land Use	Municipal solicitor is proceeding with finalization of the expropriation process.	In Progress
November 25, 2025	10350-60-2511-17	THAT the Council of Region of Queens Municipality directs staff to bring back a report to address the fees in Policy 7 – Fees for Planning Services.	Charlton	Land Use	Staff are revising report to include additional details. To bring back to a future Council.	In Progress
November 25, 2025	10350-60-2511-16	THAT the Council of Region of Queens Municipality requests that staff include additional revisions to Administrative Policy No. 16 – Building Permit Fees.	Charlton	Land Use	Staff are revising report to include additional details. To bring back to a future Council.	In Progress
November 12, 2025	10350-60-2511-09	THAT Council for Region of Queens Municipality receive the report on Administrative Policy Number 58, and direct staff to reconsider inclusion of individual in the language of the policy and to explore alternative options to the 20% withholding clause.	Charlton	Administration	Admin/Finance to draft in Summer 2026.	Scheduled
November 12, 2025	10350-60-2511-03	THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply and septic upgrade program.	Wentzell	Administration	Septic portion of program deferred; Water portion of program integrated into Rural Water Initiative pilot program.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
October 28, 2025	10350-60-2510-16	THAT Council direct staff to initiate a review and update of Bylaw No. 3 – Dogs, with particular emphasis on: Establishing clear provisions for the identification and mandatory muzzling of dangerous or reactive dogs; Examining the legality, safety, and potential restriction or prohibition of electronic or ultrasonic barking deterrent devices; and Developing more stringent guidelines, enforcement measures, and penalties related to persistent or excessive barking. Further, that staff prepare a report for Council's consideration outlining recommended amendments, enforcement implications, and any necessary public consultation process arising from this review.	Fancy	Administration	Introduction of draft bylaw will be coming to August 11 th meeting.	In Progress
October 14, 2025	10350-60-2510-08	THAT Council of Region of Queens Municipality direct staff to draft an operational policy outlining the reporting requirements for grants funded outside the Community Investment Fund.	Charlton	Finance	Finance staff provided Policy Analyst with both drafts of the policy that were turned down by Council so that he could revise and submit a third draft for Council approval.	Scheduled
September 23, 2025	10350-60-2509-	THAT the Council of Region of Queens Municipality direct staff to prepare a report for next steps for a Forestry Management Plan specifically in reference to municipally owned property, which includes potential framework for an RFP.	Jenkins	Administration	Workshop completed; staff have begun preliminary work on policy development, including jurisdictional scan. Anticipated report back in May 2026.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
September 09, 2025	10350-60-2509-	THAT the Council of Region of Queens Municipality direct staff to consult with the lot owners' associations, and Council to workshop ideas around potential amendments to address garbage collection respecting private roads.	Charlton	Administration	This item is being included in direct engagement invitations with LOAs that have been issued and are currently being booked around Private Road Levies.	In Progress
June 10, 2025		ACTION ITEM: Create a policy or modify an existing one that will cover Hybrid and Virtual Meetings for Committees.		Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft policy; Summer/Fall 2026	Scheduled
May 06, 2025		THAT the Council of Region of Queens Municipality include segment 1 White Point Road: Millard Avenue to Harley Umphrey Drive in the Capital Investment Plan for 2025/2026 at an estimated cost of \$726,000, utilizing the unspent funds from the library renovation, in the CCBF reserve.	Charlton	Infrastructure	2025-10-14 Report to Council Project Managers & Civil Engineers retained. Design underway with tender process to be in February 2026 2026-01-15 Design & Tender @60%. Release in March 2026-04-16 Progress stalled due to external permitting impediment. Anticipated procurement 2026-05-12 2026-05-14 Progress held up due to external permitting, Anticipated procurement 2026-06-05 2026-05-19 Permitting received, scheduled tender 2026-05-28 2026-06-11 Tender open with closing scheduled for 2026-06-23	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
April 22, 2025		THAT the Council of Region of Queens Municipality direct staff to review and provide recommendations to update Bylaw 17: A Bylaw Respecting Heritage Properties.	Amirault	Land Use	To be discussed at Heritage Advisory Committee	In Progress
January 14, 2025		THAT the Region of Queens Municipality Council directs the Acting Chief Administrative Officer to provide a staff report with recommendations to develop a Budget Management Policy, which will include considerations for Capital budget overruns, expenditures from Reserves policy, and Operations and Utility budget development processes.	Wentzell	Administration	Admin/Finance to draft in Summer 2026.	Scheduled

2024

December 10, 2024		THAT the Council of the Region of Queens Municipality directs staff to provide a report on the background and cost of options to install permanent electrical connections for the gazebo in Miriam Hunt Park, Caledonia.	Fancy	Community Economic Development	This work will be completed upon Council's approval of the 2026-27 budget.	In Progress
November 25, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide draft amendments to Policy 74 to apply to committee members; AND THAT staff be directed to develop an updated Municipal Employee Code of Conduct that aligns with, is complimentary to, and supportive of, the new Municipal Council Code of Conduct and Municipal Conflict of Interest Act.	Wentzell	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft amendments; target Fall 2026	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
November 12, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide a report regarding the background and history of the use of, and discontinuation of, the chain of office and mace.	Wentzell	Administration	Referred to Inclusion Queens Committee	In Progress
November 12, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide updated policies and terms of reference as outlined in this report "Committees of Council Terms of References and Appointments".	Fancy	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft updated policies and terms of reference.	Scheduled
October 08, 2024		THAT the Council of the Region of Queens Municipality direct staff to enter into discussions with the Queens Home for Special Care Society and conduct further consultations with stakeholders to develop a transition plan for Hillview Acres and possible change in governance and operational oversight; AND THAT staff be directed to present a draft plan to Council at the earliest opportunity.	Brown	Administration	RQM CAO and Administrator at the Neighbourhoods at Dogwood Lane working with the Province on the transition plan	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
August 13, 2024		THAT the Council of the Region of Queens Municipality grant approval for Queens Home for Special Care to remove up to 100 lineal meters of a stone wall on PID #70247887 and incorporate the stones as part of a landscape element for the new long term care facility on Queens Place Drive in Brooklyn; AND THAT Queens Home for Special Care submit a detailed work plan to the Director of Engineering and Public Works and the Administrator of Hillview Acres for review and approval, prior to commencement of any work; AND THAT a plaque be erected on the new landscape feature by the owners of the new facility, recognizing the historic significance of the stones.	Brown	Community Economic Development	On Hold Due To Costs.	Incomplete
August 13, 2024		THAT the Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting'.	Charlton	Administration	Will return to Council in Summer 2026	In Progress
February 13, 2024		Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.		Land Use	Staff to seek input from external departments / agencies and bring back to HAC for further discussion	In Progress

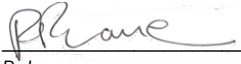
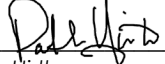
2019

October 22, 2019		Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	Muise	Land Use	Survey complete. Awaiting preparation of deed for signatures and registration. Staff have once again reached out to property owner to finalize this transaction.	In Progress
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Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 30, 2026
File No: 10350-50-2607-004
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Second and Final Reading of Bylaw No. 29 - Accommodation Levy

Prepared by:  R. Lane Project Officer	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality give Second and Final Reading to Bylaw No. 29 – Accommodation Levy, pursuant to Section 75A of the *Municipal Government Act*, to come into effect October 1, 2026.

PURPOSE

The purpose of Bylaw No. 29 is to allow the municipality to require that an accommodation levy of three percent (3%) be included on the purchase price of all registered fixed-roof accommodation room nights, including hotels, motels, B&Bs, and short-term rentals, sold within Region of Queens Municipality.

The revenue raised would be used solely for the development of the tourism sector in Queens, as directed under enabling Provincial legislation. The bylaw establishes requirements for the collection, remittance, and administration of the levy by accommodation operators, with certain exemptions, pursuant to Section 75A of the *Municipal Government Act*.

BACKGROUND

Background research and consultation findings regarding an accommodation levy, as defined in a 2022 amendment to the *Municipal Government Act*, was presented to Council at the regular meeting of January 13, 2026. Council passed the following motion at that meeting:

“That the Council of Region of Queens Municipality direct staff to draft a bylaw to implement an accommodation levy on all short-term fixed-roof rental accommodation room nights in the county.”

In addition, the draft bylaw was introduced to Council at the meeting of April 28, 2026, and resulted in a motion:

“THAT Council for Region of Queens Municipality direct staff to enhance the compliance and enforcement functions for noncompliant operators within the Bylaw.”

Section 14 of the draft now explicitly allows for an inspector appointed by the Chief Administrative Officer to enter a business premises and inspect records for the purpose of determining compliance.

Council gave First Reading of the bylaw at the Regular meeting of June 9, 2026.

ALTERNATIVES/OPTIONS

Option 1 – Council gives Second and Final Reading to Bylaw No. 29 - Accommodation Levy.

Option 2 – Council requests staff to revise the draft bylaw; staff would return with an updated draft for First Reading and Council's due consideration at a later date.

Option 3 – Council decides not to proceed with Second Reading at this time, providing additional direction to staff to continue or discontinue work on the proposed bylaw.

ANALYSIS

Option 1 – Giving Second and Final Reading to this draft bylaw will set the intent to raise revenue from visitors through the establishment of an Accommodations

Levy, effective October 1, 2026, which will be spent solely on the development of the tourism sector in Queens.

Option 2 - Based on an analysis of levy bylaws from several Nova Scotia municipalities, together with legal review, staff have prepared this draft to reflect current best practices and ensure consistency with peer jurisdictions.

However, Council may wish that staff introduce new or amend existing clauses to the bylaw; for example, changing the percentage of the levy amount, changing the effective date of implementation, or altering the exemptions to the levy.

Option 3 - Council may decide not to pursue the implementation of Bylaw No. 29 at this time. Should Council not decide to move forward, staff will be required to reduce our Economic Development – Events budget, as Council had previously approved an additional \$50,000 for that line during 26-27 operating budget deliberations based on the assumption that an Accommodations Levy would be in place and generating revenue this fiscal year.

Implementation

The bylaw as presented to Council is an enabling bylaw, allowing the implementation of an accommodations levy and requiring the remittance of funds collected under that levy.

No description or definition of any method of collection and remittance is included in the bylaw. Should Council give Second Reading, this process will be developed, as far as possible, to limit the administrative burden on operators as this was highlighted as a main concern during the consultation process.

Existing Bookings

There is currently no dispensation in the bylaw for bookings already purchased for future dates later than the effective date of this bylaw. Bookings made but not paid until after the effective date of the proposed bylaw will incur the levy at the time of payment. This situation will only occur once and is better addressed on a case-by-case basis.

There are no specific clauses included to cover the situation where platform operators collect and remit the levy directly to the Municipality on behalf of accommodations listed with them. This happens in some municipalities and is subject to current research by the Province. Staff will continue to monitor development and will advise if this requires amendment to this bylaw in the future.

Operators

Currently, any prospective accommodation operator must obtain, from the Municipality, a letter confirming compliance with municipal land use bylaws, in order to apply for a registration number under the *Short-term Rentals Registration Act*. A weekly digest of registered accommodations is supplied to the Municipality, and this would form the 'master list' of who should be remitting levy amounts. Some municipalities maintain a separate municipal registration system to manage specific community impacts of tourism.

IMPLICATIONS

Following completion of Second and Final Reading and required advertising, Bylaw No. 29 shall come into effect on the effective date contained in the bylaw, currently October 1, 2026.

Financial / budget

Implementation of the levy will require both staff time and financial resource. Cost for the creation and implementation of materials and systems required for education, administration, collection, and remittance is estimated at \$5,000, to be funded from the existing Community Economic Diversification budget.

Staff estimate that in the first partial year of implementation, upon implementation the Accommodations Levy should generate at least \$50,000 in revenue to support event development and tourism-related initiatives.

Disbursement of Funds

No reference is made in the bylaw to the disbursement of funds, however at the April 28 meeting of Council a motion was passed:

"THAT Council for Region of Queens Municipality direct staff to explore the creation of a committee or group of accommodation operators and municipal representatives, to recommend use of revenue collected through the Accommodation Levy during its implementation."

The terms of reference, composition, and structure of such an advisory committee will be developed if, or when, this bylaw is adopted by Council. Staff would then report back at a future meeting with options to manage disbursement of levy funds for Council to consider.

COMMUNICATIONS

If Bylaw No. 29 is adopted, all registered accommodation providers in Queens will be notified of the intent and effective date for commencement of collection of the levy. Materials will be developed and distributed that give guidance on how operators can comply with the bylaw.

BYLAWS/PLANS/POLICIES

- Draft Bylaw No. 29 Accommodation Levy
- Council's 2026-2029 Strategic Priorities Plan
Goal 1.3 – Encourage Growth

SUMMARY

Recognizing that an Accommodation Levy, if passed, would be a substantial change for operators, the Municipality will work to ease implementation. The levy would provide a meaningful opportunity to invest in the Region's tourism sector without raising property taxes and putting the onus on local taxpayers.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Bylaw No. 29 Accommodation Levy



REGION OF QUEENS MUNICIPALITY
BYLAW NO. 29
A BYLAW RESPECTING THE COLLECTION OF FEES UNDER AN
ACCOMODATION LEVY

BE IT ENACTED by the Council of Region of Queens Municipality, pursuant to the *Municipal Government Act*, S.N.S. 1998, c 18, s 75A(1), as amended:

1. SHORT TITLE

- (1) This bylaw shall be known as Bylaw Number 29 and may be cited as the Region of Queens "**Accommodation Levy Bylaw**".

2. DEFINITIONS

- (1) In this Bylaw:
- (a) "**Accommodation**" means the provision of one or more rental units or rooms as lodging in hotels, motels, any other facility required to be registered under the *Short-term Rentals Registration Act* or in a building owned or operated by a post-secondary educational institution.
 - (b) "**Accommodation Levy**" means a levy imposed pursuant to this Bylaw.
 - (c) "**Municipality**" means Region of Queens Municipality.
 - (d) "**Operator**" means a person who, in the normal course of the person's business, sells, offers to sell, provides or offers to provide Accommodation in the Municipality.
 - (e) "**Platform Operator**" means a person who facilitates or brokers reservations for the short-term rental of roofed accommodations via the Internet and who receives payment, compensation or any other financial benefit in connection with a person making or completing reservations of such short-term rentals.

- (f) **"Purchase Price"** means the total price for which Accommodation is purchased, inclusive of the price in money, optional fees, service fees, and other considerations accepted by the Operator in return for the Accommodation provided but does not include the goods and services tax.
- (g) **"Treasurer "** means the Director of Finance of the Municipality and includes a person acting under the supervision and direction of the Treasurer.

3. APPLICATION OF BYLAW

- (1) This Bylaw and the Accommodation Levy imposed hereby shall be applicable to all Accommodations in the Municipality.

4. APPLICATION OF THE ACCOMMODATION LEVY

- (1) An Accommodation Levy is hereby imposed upon the purchase of Accommodations in the Municipality, and the rate of the Accommodation Levy shall be three percent (3%) of the Purchase Price of the Accommodation.
- (2) The Accommodation Levy imposed under this Bylaw, whether the Purchase Price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the sale on the total amount of the Purchase Price and must be remitted to the Municipality at the prescribed times and in the prescribed manner.
- (3) If a person collects an amount for an Accommodation Levy imposed under this Bylaw, the person must remit the amount collected to the Municipality at the same time and in the same manner as an Accommodation Levy collected under this Bylaw.

5. EXEMPTION FROM THE ACCOMMODATION LEVY

- (1) The Accommodation Levy shall not apply to:
 - (a) a person who pays for Accommodation for which the daily Purchase Price is no more than twenty dollars (\$20.00).

- (b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending that post-secondary educational institution.
- (c) a person who is accommodated in a room for more than thirty (30) consecutive days.
- (d) a person and the person's family, accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice, provided the person provides to the operator a statement from:
 - (i) a hospital or provincial health-care centre that the person or a member of the person's family is receiving medical treatment at the hospital or centre or
 - (ii) from a physician licensed to practice medicine in the Province of Nova Scotia that the person or a member of the person's family is seeking specialist medical adviceand as a result thereof the person or a member of the person's family is in need of accommodation and identifying in the statement the duration of the accommodation for that purpose.
- (e) a person and the person's family, accommodated while the person and the person's family have been temporarily displaced from their home due to a natural or climate disaster, including high wind events, flood events, wildfire, or other such naturally occurring damaging event.

6. REGISTRATION OF OPERATOR

- (1) Every operator and platform operator to which this bylaw applies shall register with the Province of Nova Scotia in accordance with applicable legislation, including the *Short-term Rentals Registration Act*, S.N.S. 2019, c. 9, as amended.

7. RETURN AND REMITTANCE OF ACCOMODATION LEVY

- (1) The Municipality may at any time require accounting of the sales and Accommodation Levy collected by any person selling Accommodation, such return to cover any period or periods.
- (2) Subject to the provisions of Section 7(3), unless otherwise provided, all Operators shall make separate monthly returns to the Municipality.
- (3) A separate return shall be made for each place of business unless a consolidated return has been approved by the Municipality.
- (4) The returns by Operators shall be made, and the Accommodation Levy shall be remitted to the Municipality by the fifteenth (15th) day of the month following the collection of the Accommodation Levy by the Operator.
- (5) If an Operator during the preceding period has collected no Accommodation Levy, they shall nevertheless make a report to that effect on the prescribed return form.
- (6) Where an Operator ceases to carry on or disposes of their business, they shall make the return and remit the Accommodation Levy collected within fifteen (15) days of the date of discontinuance or disposal.

8. RECORDS

- (1) Every Operator shall keep books of account, records and documents sufficient to furnish the Municipality with the necessary particulars of:
 - (a) Sales of Accommodations,

- (b) Amount of Accommodation Levy collected; and
 - (c) Disposal of Accommodation Levy.
- (2) All entries concerning the Accommodation Levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.
- (3) Every Operator shall retain any book of account, record or other document referred to in this section for a period of seven (7) years or until the Municipality authorizes its destruction.
- (4) Where a receipt, bill, invoice or other document is issued by a person selling Accommodation, the Accommodation Levy shall be shown as a separate item thereon.

9. CALCULATION OF ACCOMMODATION LEVY

- (1) Where an Operator sells an Accommodation in combination with meals and other specialized services for an all-inclusive package price, the Purchase Price of the Accommodations shall be deemed to be the Purchase Price of the Accommodations when such Accommodations are offered for sale in the same facility without such specialized services.

10. REFUND OF ACCOMMODATION LEVY WRITTEN OFF

- (1) The Municipality may refund to an Operator who sells an Accommodation, a portion of the amount sent by the Operator to the Municipality in respect of Accommodation Levy payable on that sale under this Bylaw, in the event that:
 - (a) the Operator, in accordance with this Bylaw, remits the Accommodation Levy required under this Act to be levied and collected for the sale;
 - (b) the purchaser subsequently fails to pay to the Operator the full amount of the consideration and Accommodation Levy payable on that sale; and

- (c) the Operator in good faith writes off as unrealizable or uncollectible the amount owing by the purchaser.
- (2) An Operator may deduct the amount of the refund payable to the Operator under this section from the amount of Accommodation Levy that the Operator is required to remit under this Bylaw.
- (3) If an Operator who has obtained a refund under Subsection 10(1) or made a deduction under Subsection 10(2) recovers some or all of the amount referred to in Section 10(1)(c) with respect to which the refund was paid or the deduction was made, the Operator must add an amount to the Accommodation Levy to be paid or remitted by the Operator under this Bylaw with respect to the reporting period in which the recovery was made.

11. REFUND OF ACCOMMODATION LEVY COLLECTED IN ERROR

- (1) If the Municipality is satisfied that an Accommodation Levy or a portion of an Accommodation Levy have been paid in error, the Municipality shall refund the amount of the overpayment to the person entitled.
- (2) If the Municipality is satisfied that an Operator has remitted to the Municipality an amount as collected Accommodation Levy that the Operator neither collected nor was required to collect under this Bylaw, the Municipality shall refund the amount to the Operator.

12. CLAIM FOR REFUND

- (1) In order to claim a refund under this Bylaw, a person must:
 - (a) submit to the Municipality an application in writing signed by the person who paid the amount claimed, and
 - (b) provide sufficient evidence to satisfy the Municipality that the person who paid the amount is entitled to the refund.

- (2) For the purposes of Subsection 12(1)(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

13. INTEREST

- (1) Interest payable under the Bylaw shall be payable at a rate equal to the rate charged by the Municipality for overdue property tax amounts.

14. INSPECTION, AUDIT, AND ASSESSMENT

- (1) An inspector appointed by the Municipality's Chief Administrative Officer may enter at a reasonable time the business premises occupied by a person, or the premises where the person's records are kept:
- (a) to determine whether:
 - (i) the person is an Operator, or the premises are Accommodations within the meaning of this Bylaw, or
 - (ii) this Bylaw is being and have been complied with, or
 - (b) to inspect, audit and examine books of account, records or documents.
- (2) The person shall provide all reasonable assistance to the inspector to enable the inspector to confirm whether the person has been collecting and remitting the levy in accordance with this Bylaw and shall furnish the inspector with such information as the inspector may reasonably require to carry out their inspection.
- (3) Where the inspection, audit or examination reveals that an Operator has not complied with this Bylaw, a person appointed by the Municipality shall calculate the amount of the levy and any interest due in such a manner and form as the Municipality deems adequate.

- (4) Upon calculating or estimating that a levy amount is due, the Municipality shall provide written notice to the Operator that a levy amount is payable, and the Operator shall forthwith pay the amount identified in the notice to the Municipality.
- (5) Regardless of whether the Operator submits an application for a refund under Section 12 objecting to the amount payable, the Operator shall remit the levy amount plus applicable interest to the Municipality within 30 days of receiving notice that the levy amount is due.
- (6) Upon receiving an application for a refund by the Operator, or from time to time, the Municipality may assess or reassess any amounts payable under this Bylaw and may vacate or vary any assessment or reassessment and thereupon, the amount so determined shall be payable to the Municipality by the Operator.

15. OFFENCE

- (1) A person who contravenes any provision of the Bylaw is subject on summary conviction to a fine as follows:
 - (a) First Offence - Not less than \$500.00 and not more than \$1,000.00.
 - (b) Subsequent Offence - For a subsequent conviction for the same or another provision of this Bylaw, not less than \$1,500.00 and not more than \$5,000.00.

16. ADMINISTRATION OF BYLAW

- (1) This Bylaw shall be administered on behalf of the Municipality by the Chief Administrative Officer or any persons designated by the Chief Administrative Officer.

17. EFFECTIVE DATE

- (1) This Bylaw shall take effect from the 1st day of October 2026.

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 ____ day of _____ 2026.

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

Mayor

Municipal Clerk

First Reading: June 9, 2026

Public Notice: June 10, 2026

Second Reading:

Notice of Passing:

Filed/Approved: Municipal Affairs:

South Shore Housing Action Coalition



*Healthy affordable housing options
for all, at every stage of life*

June 21, 2026

Dear Municipal Council,

As we venture into 2026 the South Shore Housing Action Coalition (SSHAC) has been reassessing its purpose and future actions. As your Council is a very valued member of the coalition, we wanted to reach out to ensure that you are properly considered as we make our plans to move forward.

Your Council has been a valued partner in the housing and homelessness work that we undertake, and we want to ensure that we can continue in this work together. So far, we have focused on increasing housing availability, on supportive and/or affordable housing, and increasing understanding of issues related to homelessness.

We take this opportunity to check in on our partnership and ask if you are still happy with our arrangement. Are you getting what you would like to get from this partnership? Is SSHAC still meeting your needs? Do you have any suggestions for improving our work together? We would appreciate your feedback or the opportunity to meet with Council or your representative to discuss how we can strengthen our collaboration.

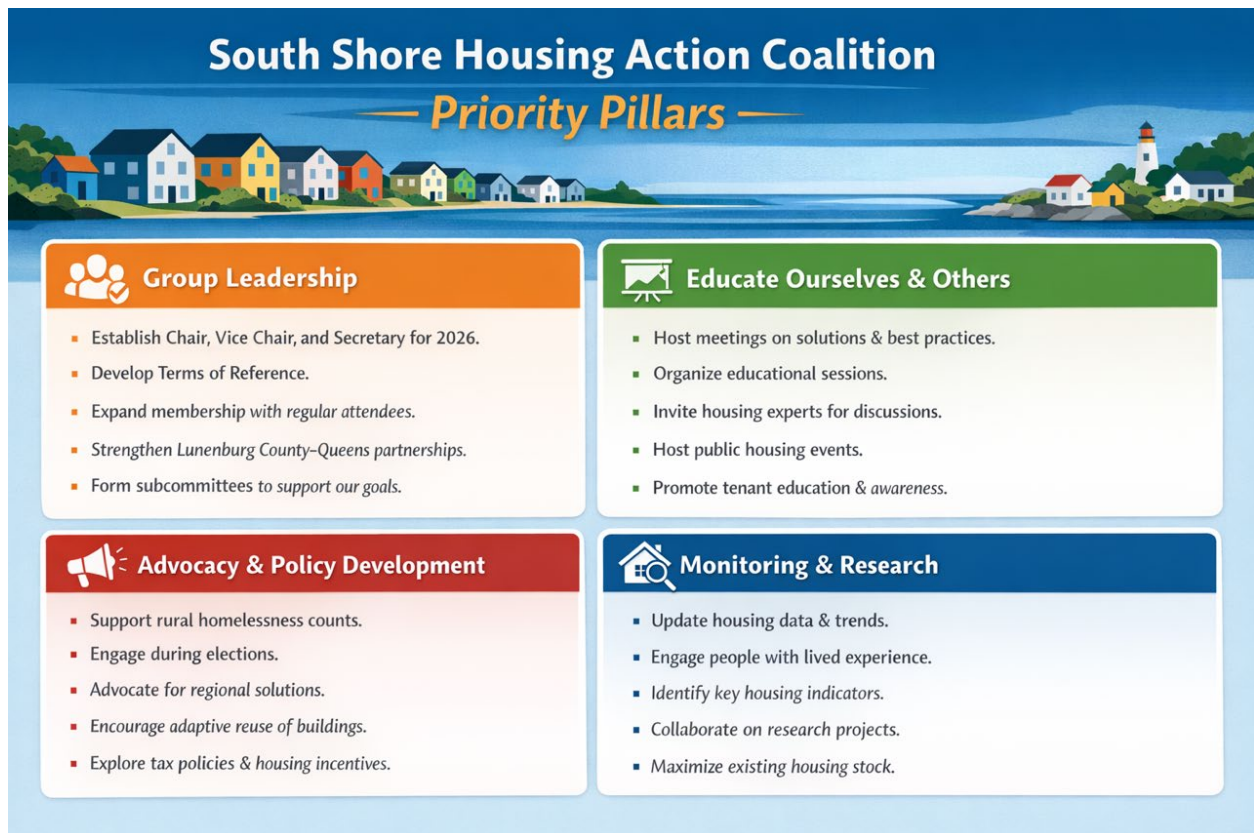
SSHAC is prioritizing the following areas: Leadership, Capacity Building for us and others, Advocacy and Policy Development, Monitoring and Research. I have attached our strategic plan infographic if you are interested in knowing more. We would welcome your perspective on how your municipality sees itself contributing to or benefiting from these areas.

Thank you for taking the time to review our letter and for your continued partnership. Please let us know your thoughts on moving forward together. We

would also love to know of any exciting housing work that you are embarking on for your community.

Sincerely,

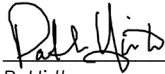
South Shore Housing Action Coalition





Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 29, 2026
File No: 10350-50-2607-005
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Pool Committee – Proposed Revision to Letter of Mandate

Prepared by:  A. Green Municipal Clerk	Supervisor:  P. Hirtle Deputy CAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATIONS

THAT Council for Region of Queens Municipality receive the revised Letter of Mandate for the Region of Queens Pool Committee, dated January 28, 2026, as presented;

AND THAT Council does not approve the revised Letter of Mandate, and instead direct that the Pool Committee's mandate expires as provided under the original Letter of Mandate approved November 22, 2022, one month after the functional opening of the South Queens Aquatic Facility with the Committee to be formally dissolved at that time.

PURPOSE

The purpose of this report is to present for Council's consideration a revised Letter of Mandate submitted by the Region of Queens Pool Committee, dated January 28, 2026. The revised mandate requests an extension of the Committee's mandate beyond the functional opening of the South Queens

Aquatic Facility, with a view to transitioning the Committee into an ongoing advisory body through the first full year of operations. Staff have reviewed the revised mandate against the original Letter of Mandate, the *Municipal Government Act*, and the Municipality's governance framework, and recommend Council maintain the established term of the Committee.

BACKGROUND

The Region of Queens Pool Committee was established by Council motion at the Regular Council Meeting of September 13, 2022. At that meeting, Council appointed the following members: Deborah Spartinelli and Sandi Muise (representing the Queens Community Aquatic Society); Councillor Vicki Amirault and Councillor Jack Fancy (Council representatives); and Ann Doggett and Lezlie Armstrong (public members). The Committee's first meeting was held October 18, 2022.

The Committee's initial Letter of Mandate was approved by Council on November 22, 2022. It established the Committee's legal authority under Sections 9A and 24(1) of the *Municipal Government Act*, defined its purpose as providing informed, non-partisan recommendations on the design, placement, programs, and services for a new aquatic facility, and set the duration of the mandate as expiring one month after the functional opening of the new pool. The mandate was project-specific and time-limited by design.

The Committee's work spanned the full project lifecycle: reviewing existing aquatic services; assessing potential site locations and design options; consulting with key partners on accessibility, safety, functionality, and sustainability; participating in review panels for the engagement of project management and design professionals; and serving as a community-facing information resource throughout the process.

As the facility nears its opening season, the Pool Committee has put forward a revised Letter of Mandate (dated January 28, 2026) requesting an extension of its mandate to encompass a first-year operational advisory role, continuing through the first full year of operations (or until December 2027), with the possibility of further extension by Council at that time.

ALTERNATIVES/OPTIONS

Option 1 – Do not approve the revised Letter of Mandate; allow the mandate to expire as per the original

Council declines to extend the mandate. The Pool Committee dissolves one month after the functional opening of the South Queens Aquatic Facility, as provided in the original Letter of Mandate approved November 22, 2022. Operational advisory functions transition to staff, led by the Director of Recreation and Healthy Communities. This option respects the original intent of the Committee as a project-specific body and avoids establishing an ongoing committee structure without a clearly defined long-term need.

Option 2 – Approve the revised Letter of Mandate as presented

Council approves the revised Letter of Mandate dated January 28, 2026, in its entirety. The Pool Committee's mandate is extended through the first full year of operations (or until December 2027), with the possibility of renewal by Council. The Committee transitions to an ongoing advisory committee with a staff liaison.

Option 3 – Approve the revised Letter of Mandate with amendments

Council approves the revised Letter of Mandate with specific amendments directed by Council – for example, a more narrowly defined scope, a shorter extension period, or a reduced membership structure. Staff would implement any directed revisions.

ANALYSIS

The revised Letter of Mandate proposes a substantive shift in the nature of the Pool Committee, from a project-specific, time-limited advisory body to an ongoing standing advisory committee. Staff have reviewed the proposed changes and identified the following considerations that inform the recommendation not to extend the mandate at this time.

Original Mandate Was Project-Specific by Design

The Pool Committee was established with a clear and bounded purpose: to advise Council and the CAO throughout the planning, design, and construction of a new aquatic facility. The original mandate set a defined end date – one month after the functional opening of the facility – reflecting the project-based nature of the Committee's work. The Committee has fulfilled its mandate effectively. Extending it into an operational phase represents a material change in purpose that warrants careful consideration.

Operational Advisory Functions Are Appropriately a Staff Responsibility

The new scope of items proposed in the revised mandate – reviewing the first year of operations with staff, formulating recommendations for subsequent seasons, investigating possibilities for extending the operational season, and acting as a resource to staff in developing seasonal plans – are functions that fall squarely within the responsibilities of the Director of Recreation and Healthy Communities and the CAO. Establishing a volunteer committee to perform or advise on these functions introduces an additional layer of governance to that of Council and could create ambiguity in accountability between the Committee and staff.

Membership and Continuity

The current membership of the Pool Committee was appointed based on expertise relevant to the design and construction phases of the project. Since the Committee's establishment, the current Council was sworn in on October 30, 2024, meaning Council representative appointments are no longer current. Any extension of the mandate would require confirmation or reappointment of Council members, and potentially a review of public member appointments as well. The revised mandate also expands the maximum membership from six to eight, with no clear rationale provided for why additional members are needed for an operational advisory role as compared to the project phase.

Reporting Relationships

The revised mandate contains an unresolved placeholder in the reporting relationship provision, noting "staff liaison/municipal clerk (?)" as the accountability channel. This ambiguity suggests the revised mandate is not yet fully developed for Council's approval. Before any extension could be recommended, the reporting relationship would need to be clearly defined and aligned with the Municipality's committee governance framework.

Resource Implications for Staff

The revised mandate contemplates the assignment of a formal staff liaison, a function that was not required under the original mandate. While the resource impact may be modest, the commitment of staff time to an ongoing committee should be evaluated in the context of current departmental capacity, particularly given the operational demands of launching a new facility in its first season. Staff suggest that those resources are better directed toward operational readiness than to committee administration at this stage.

Legal Framework Is Permissive, Not Prescriptive

Section 24 of the *Municipal Government Act* authorizes Council to establish advisory committees and to determine their terms of reference. That authority is permissive – it gives Council the ability to create and extend such committees but does not require it to do so. The fact that continuing the Committee is legally within Council's authority is not itself a reason to approve the extension. The question for Council is whether an ongoing committee structure is the appropriate governance mechanism for this purpose at this time.

Alternative Engagement Mechanisms

If Council wishes to maintain community input on the aquatic facility's operations beyond its opening, there are less administratively intensive alternatives: an informal participant advisory group convened by staff as needed; public engagement processes tied to specific decisions such as fee-setting or program development; or periodic delegation opportunities from the Queens Community Aquatic Society to Council. These mechanisms would preserve community voice without establishing a standing committee with ongoing governance obligations.

Current Process

Region of Queens Municipality does not maintain standing advisory committees for any other municipal infrastructure or facility. The existing Council advisory committees at Region of Queens Municipality – including the Heritage Advisory Committee, Accessibility Advisory Committee, Planning Advisory Committee, Inclusion Queens, Fire Services Committee, and Police Advisory Board – each serve a distinct statutory or policy function, advising on matters of community planning, equity, public safety, and compliance. None exist for the purpose of advising on the operations of a specific municipal facility.

The South Queens Aquatic Facility, while a significant community asset, is a piece of municipal infrastructure. Its day-to-day and seasonal operations, program development, and budget planning are staff functions, as they are for every other facility owned by the Municipality – including Queens Place Emera Centre, the North Queens Aquatic Centre, and municipal parks and recreational spaces. Council has not established advisory committees for the ongoing operation of any of these facilities, and there is no compelling reason to treat the new aquatic facility differently.

Approving the extension of the Pool Committee's mandate into an operational advisory role would set a precedent inconsistent with the Municipality's current governance model and could invite similar requests from community groups associated with other municipal facilities or services. Staff note that the appropriate mechanism for community input on the aquatic facility's operations is through the established channels available to all residents: public comment at Council meetings, delegation opportunities, and direct engagement with the responsible department.

IMPLICATIONS

Financial Implications

If the mandate is not extended, there are no additional financial implications. Operational oversight of the new facility will be absorbed within existing departmental budgets. If Council were to approve an extension, additional staff time would be required for committee administration, including liaison duties, agenda preparation, and minute-taking.

Operational Implications

If the mandate expires as recommended, the Director of Recreation and Healthy Communities, along with the Recreation & Aquatics Programmer, will assume full responsibility for operational planning and program development and will make recommendations to Council regarding the South Queens Aquatic Facility. Staff are of the view that this transition is appropriate and manageable given existing departmental capacity and the staff expertise that has been developed throughout the project.

Governance Implications

Should Council accept the staff recommendation, the Pool Committee would dissolve one month after the functional opening of the South Queens Aquatic Facility. The Municipal Clerk's office would provide written notice to Committee members of the dissolution. Should Council wish to revisit the establishment of an advisory committee for the aquatic facility at a future date – for example, after the first season of operations – a new term of reference process could be initiated at that time under Section 24 of the MGA.

COMMUNICATIONS

If Council accepts the staff recommendation, the following communications are recommended:

- The Pool Committee notified in writing of Council's decision, with acknowledgment of the Committee's significant contributions throughout the planning, design, and construction phases of the South Queens Aquatic Facility.
- The Queens Community Aquatic Society, as an organizational collaborator of the Committee, receive written notification.
- The Pool Committee page on the Municipality's website updated to reflect the Committee's dissolution date and a note recognizing the Committee's work.
- No public announcement regarding the mandate decision is anticipated to be required beyond standard Council meeting communications.

BYLAWS/PLANS/POLICIES

The following legislation, plans, and policies are relevant to this matter:

- Municipal Government Act, S.N.S. 1998, c. 18, Sections 9A and 24 – Council's authority to establish and dissolve advisory committees and appoint members.
- Region of Queens Municipality Strategic Priorities (Now, Next, Later Action Plan) – The South Queens Aquatic Facility is a key municipal infrastructure priority.
- Letter of Mandate – Region of Queens Pool Committee, dated November 22, 2022 (original, governing document).
- Letter of Mandate – Region of Queens Pool Committee, Revision 1, dated January 28, 2026 (proposed – not recommended for approval).

SUMMARY

The Region of Queens Pool Committee has made a meaningful contribution to the planning, design, and construction phases of the South Queens Aquatic

Facility, and its work throughout the project lifecycle is recognized and appreciated. The Committee's revised Letter of Mandate, dated January 28, 2026, requests an extension of that mandate into the facility's inaugural year of operations, with a view to transitioning to an ongoing advisory committee structure.

Staff do not recommend approval of the revised mandate at this time. The Committee was established as a project-specific body with a defined end date, and that purpose has been substantially fulfilled. The operational advisory functions contemplated in the revised mandate are appropriately carried out by staff, and the revised mandate contains unresolved governance questions – including the reporting relationship and the rationale for expanded membership – that would need to be addressed before any extension could be responsibly recommended.

Council retains full authority under Section 24 of the MGA to establish an ongoing advisory committee for the aquatic facility at any future point should it determine that such a structure is warranted. Staff recommend that Council receive the revised Letter of Mandate for information, decline to approve the extension, and direct that the Pool Committee's mandate expire as provided in the original terms approved November 22, 2022.

From the earliest discussions about aquatic services in Queens County through years of design deliberations, public consultations, procurement processes, and construction oversight, the Committee's volunteers gave generously of their time and knowledge to ensure that this important facility reflects the needs and values of the community it will serve. Queens County is better for their efforts, and the South Queens Aquatic Facility stands as a testament to what is possible when committed residents work alongside their municipal government toward a shared goal. Staff's recommendation not to extend the mandate is in no way a reflection of the Committee's performance or the value of its contributions – it is simply a recognition that the work the Committee was created to do has been done and done well.

ATTACHMENTS/REFERENCE MATERIALS

- Appendix A – Letter of Mandate, Region of Queens Pool Committee, Revision 1 (dated January 28, 2026) – Proposed (received for information)

- Appendix B – Letter of Mandate, Region of Queens Pool Committee (dated November 22, 2022) – Original (governing document)
- Reference: Minutes, [Regular Council Meeting, September 13, 2022](#) (Pool Committee establishment and initial appointments)
- Reference: Minutes, [Regular Council Meeting, November 22, 2022](#) (Approval of original Letter of Mandate)

Letter of Mandate

Region of Queens Pool Committee Purpose

The purpose of Region of Queens Pool Committee (the Committee) is to provide the Region of Queens Council (Council with educated, knowledgeable, recommendations for the design, placement, programs and services for a new pool. This new facility will be created to ensure long-term sustainable access to a pool for all residents of Queens County and visitors, ensuring its design reflects efficient functionality and multiple usage. The Committee provide recommendations to Council to guide the work of the Chief Administrative Officer (CAO) as they lead the process to build and operate this important community recreational facility. This Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community access to the aquatic facility is maintained.

Authority

The Committee will be granted its legal authority to advise the Council by virtue of being delegated this responsibility with Council's approval on September 13, 2022 of this Terms of Reference. Council's authority to establish this Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Committee shall be to review and assess current and future aquatic activities from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The Committee reports to the CAO and Council. This relationship is limited to providing recommendations and information to the CAO and to Council when applicable to do so.

Specifically, the Committee shall endeavour to:

1. Conduct a review of current aquatic services in the Region of Queens
2. Obtain information regarding aquatic operations in both indoor and outdoor pools in Nova Scotia.
3. Provide recommendations to CAO and Council re potential size and site locations for a new pool, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a size and site.
4. Work with the Architect/Designer re both the interior and exterior design of the new facility,

5. Consult with key subject matter experts and use this public input to inform recommendations re participant flow, accessibility, safety, functionality, technology, energy efficiency, equipment, lifeguard areas, public areas and locker rooms.
6. Provide a community lens and recommendations to the Council respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
7. Act as information resource for users and community regarding this project with Chairperson or their designate acting as Committee spokesperson for the project.
8. Review the first year of operations with lead staff to formulate recommendations for the following season, prior to budget deliberations.
9. Investigate and research possibilities of extending the operational season.
10. Act as resource to staff in the development of seasonal plans.

Reporting Relationship of The Committee

The Committee shall be accountable to Council of Region of Queens Municipality and CAO through the staff liaison/municipal clerk (?).

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection. The Chair shall vote on all motions, any motion that is a tie is considered defeated.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Committee Member

Committee Members are expected to prepare for and attend all meetings of the Committee unless they provide prior notice of absence to the Chairperson. Committee Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Committee.

Membership

Membership on the Committee shall include up to eight (8) members comprising of:

- two (2) members of the Queens Community Aquatic Society,
- two Council Members and
- a minimum of two (2) but up to four (4) members of the public with aquatic experience or expertise, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act*. Public Members appointed to this Committee should possess an open and positive mindset, be passionate about aquatic activities, understand the importance of such, be willing to undertake difficult discussions, understand the importance of physical exercise in a water environment to promote health and well being. Any resignation shall be tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Committee Member who misses three consecutive meetings without due cause shall be deemed to be no longer a member of the Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Committee by a majority vote of the members and shall continue to hold office until the project is complete or they resign/are removed from the Committee.

Duration of Mandate

The Committee membership terms shall begin on October 18th 2022 and shall be for a term to one month after the first full functional year of operations of the new aquatic facility (or December 2022 unless extended at that time by Council).

Frequency of Meetings

The Committee meetings shall be held on such day and times as the Committee decides each meeting of the Committee. The Committee shall meet at a minimum 6 times in a year. All meetings are open to the public, unless designated as in camera. Meeting times and locations will be made public through social media.

Quorum Requirements

The quorum for a committee meeting is 50% of the sitting members plus one.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of the Committee shall be provided to each member of the Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. The Chair shall provide each member of the Committee with the agenda and required supporting

documentation at least four days prior to every meeting. The assigned staff liaison will attend meetings, and act according to RQM's Committee of Council Guide.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. The Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

The Committee will have a staff person assigned to it, as well as access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of the Committee shall be made by majority vote of the Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of an individual member from

speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Committee.

Reporting

The Committee shall be added as an agenda item under Committee Reports on a regular Council Meeting Agenda basis, even though there may be nothing to report. One of the two Council members will be assigned this reporting duty.

Responsibilities

The Committee shall be responsible for developing critical and measurable success factors of the Committee. The Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the CAO and the Director of Recreation and Healthy Communities that are in the best interests of all residents without exception.

Letter of Mandate

Region of Queens Pool Committee

Purpose

The purpose of Region of Queens Pool Committee (the Committee) is to provide the Region of Queens Council (Council with educated, knowledgeable, recommendations for the design, placement, programs and services for a new pool. This new facility will be created to ensure long-term sustainable access to a pool for all residents of Queens County and visitors, ensuring its design reflects efficient functionality and multiple usage. The Committee provide recommendations to Council to guide the work of the Chief Administrative Officer (CAO) as they lead the process to build and operate this important community recreational facility. This Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community access to the aquatic facility is maintained.

Authority

The Committee will be granted its legal authority to advise the Council by virtue of being delegated this responsibility with Council's approval on September 13, 2022 of this Terms of Reference. Council's authority to establish this Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Committee shall be to review and assess current and future aquatic activities from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The Committee reports to the CAO and Council. This relationship is limited to providing recommendations and information to the CAO and to Council when applicable to do so.

Specifically, the Committee shall endeavour to:

1. Conduct a review of current aquatic services in the Region of Queens
2. Obtain information regarding aquatic operations in both indoor and outdoor pools in Nova Scotia.
3. Provide recommendations to CAO and Council re potential size and site locations for a new pool, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a size and site.
4. Work with the Architect/Designer re both the interior and exterior design of the new facility,

5. Consult with key stakeholders and use this public input to inform recommendations re participant flow, accessibility, safety, functionality, technology, energy efficiency, equipment, lifeguard areas, public areas and locker rooms.
6. Provide a community lens and recommendations to the Council respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
7. Act as information resource for users and community regarding this project with Chairperson or their designate acting as Committee spokesperson for the project.
8. Place two committee members as part of the review team(s) that provide recommendations to Council re the contracting of the project manager, general contractor and architect.

Reporting Relationship of The Committee

The Committee shall be accountable directly to Council of Region of Queens Municipality and CAO.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection. The Chair shall vote on all motions, any motion that is a tie is considered defeated.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Committee Member

Committee Members are expected to prepare for and attend all meetings of the Committee unless they provide prior notice of absence to the Chairperson. Committee Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Committee.

Membership

Membership on the Committee shall include up to six (6) members comprising of two members of the Queens Community Aquatic Society, two Council Members and two members of the public who are pool users, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a term to expire one month after the functional opening of the new aquatic facility. Public Members appointed to this Committee should possess an open and positive mindset, be passionate about aquatic activities, understand the importance of such, be willing to undertake difficult discussions, understand the importance of physical exercise in a water environment to promote health and well being. Any resignation shall be tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Committee Member who misses three consecutive meetings without due cause shall be deemed to be no longer a member of the Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Committee by a majority vote of the members and shall continue to hold office until the project is complete or they resign/are removed from the Committee.

Duration of Mandate

The Committee membership terms shall begin on October 18th 2022 and shall be for a term to one month after the functional opening of the new aquatic facility or resignation/removal.

Frequency of Meetings

The Committee meetings shall be held on such day and times as the Committee decides each meeting of the Committee. The Committee shall meet at a minimum 18 times for the duration of the project. All meetings are open to the public, unless designated as in camera. Meeting times and locations will be made public through social media.

Quorum Requirements

The quorum for a committee meeting is 50% of the sitting members plus one.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of the Committee shall be provided to each member of the Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. The Chair shall provide each member of the Committee with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to

influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. The Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

The Committee will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of the Committee shall be made by majority vote of the Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Committee.

Reporting

The Committee shall be added as an agenda item under reports on a regular agenda basis, even though there may be nothing to report.

Responsibilities

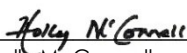
The Committee shall be responsible for developing critical and measurable success factors of the Committee through its associated research and annual

work plan, including regularly evaluating its work and success against these criteria. The Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the CAO and the Director of Recreation and Healthy Communities that are in the best interests of all residents without exception.



Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: June 11, 2026
File No: 10350-50-2607-006
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Terms of Reference – Accessibility Committee

Prepared by:  Holly McConnell Director of People and Culture	CAO Concurrence:  W. Thorpe, CAO
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RECOMMENDATION

That Council for Region of Queens Municipality adopt the revised Accessibility Advisory Committee *Terms of Reference* as written.

PURPOSE

The revised *Terms of Reference* document has been modified to include the Committee's ability to launch an Accessibility Survey, implement a small grant program, new staff liaison, and brings the document into alignment with the Committee's advisory-only capacity and Council's 'Community Wellness' strategic priority.

BACKGROUND

Region of Queens Municipality aims to be the model for the private sector and broader community in advancing accessibility in all aspects including working to

ensure our owned and leased buildings and public spaces are accessible to every resident and visitor to our area. An underlying concept of 'nothing about us without us' is a driver for the Accessibility Committee's desire to relaunch the Accessibility Survey enabling the members to hear from first voices and lived experiences to help guide their work. The Committee's ability to recommend to Council possible recipients of the small grant program helps to further the accessibility goals and is an important addition to the Terms of Reference.

ALTERNATIVES/OPTIONS

Option 1 - Recommendation

Council approve and adopt the revised *Terms of Reference* as written.

Option 2 - Alternative

Council requests additional information from Staff before approving the *Terms of Reference*.

ANALYSIS

Option 1 – The revised *Terms of Reference* will appropriately guide the Accessibility Committee in its advisory work towards Council's strategic priorities and within the Accessibility Act.

Option 2 – Delaying approving and adopting the revised *Terms of Reference* will also delay the recommendations to Council on commencement of items the committee wishes to embark on furthering accessibility in Queens County.

IMPLICATIONS

Adopting the Terms of Reference does not have any financial implications on the work of the Committee.

COMMUNICATIONS

If approved, the updated Terms of Reference will be posted on the Accessibility Advisory Committee's page on the Region's website.

BYLAWS/PLANS/POLICIES

Council's Strategic Priorities 2026-2029

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

SUMMARY

The Accessibility Committee is continuing its work in fostering a welcoming and more accessible Region of Queens. The revised *Terms of Reference* will guide this advisory committee in this work.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Accessibility Committee Terms of Reference
- [Nova Scotia Legislature - Accessibility Act](#)



Region of Queens Municipality Accessibility Advisory Committee Terms of Reference

1. Purpose

The purpose of the Region of Queens Municipality's Accessibility Advisory Committee (the "Committee") is to advise Municipal Council on identifying, preventing, and eliminating barriers to persons with disabilities in the Municipality's programs, services, initiatives, and facilities.

The Committee will:

- Increase awareness of the barriers faced by persons with disabilities;
- Support improvements to municipal infrastructure, programs, and communications to enhance accessibility;
- Promote equitable access to employment, services, and opportunities within the Municipality; and
- Contribute to the development, implementation, monitoring, updating, and evaluation of the Municipality's Accessibility Plan, as required under the *Nova Scotia Accessibility Act*, S.N.S. 2017, c.2.

2. Authority

The Accessibility Advisory Committee is established by resolution of Council in accordance with Section 24 of the *Municipal Government Act* and Section 44(1) of the *Nova Scotia Accessibility Act*, which requires each municipality to establish such a committee to advise on accessibility matters.

Council retains ultimate authority for all decisions related to accessibility planning and implementation. The Committee serves in an advisory capacity to Council and operates under this Terms of Reference as adopted by Council resolution.

3. Scope

The Committee shall review and assess all aspects of the Municipality's operations in the following key areas:

- Goods and Services
- Information and communications
- Transportation
- Employment
- Built Environment
- Education and Awareness

Within these areas, the Committee shall:

- Provide guidance and recommendations to Council and Senior Management on matters related to accessibility;
- Support and encourage research into new opportunities, technologies, and best practices;
- Administer a community survey seeking feedback on community perception of current accessibility within Queens County and suggestions for areas of improvement
- Participate in the preparation, implementation, monitoring, updating and evaluation of the Municipality's Accessibility Plan;
- Administer a small grant program for non-profit organizations working to further accessibility in Queens County
- Recommend and prioritize accessibility audits;
- Promote partnerships with public, private, and community organizations that advance accessibility objectives; and
- Ensure recommendations align with applicable legislation, fiscal responsibility, and operational capacity.

4. Reporting Relationship

The Committee reports directly to Council. Administrative and operational support is provided through the Accessibility and Inclusion Coordinator, who serves as the municipal staff liaison.

5. Membership

Membership shall include:

- Two (2) Members of Council, appointed by resolution; and
- Up to five (5) members of the public, a majority of whom are persons with disabilities, or representatives of organizations that support persons with disabilities.

Members shall be appointed by Council in accordance with Section 24 of the MGA and the Municipality's public appointment procedures. The Accessibility and Inclusion Coordinator, or designate, shall serve as a non-voting resource to the Committee.

Vacancies shall be filled by Council through the regular recruitment process for the remainder of the term.

6. Term of Appointment

Initial terms shall be staggered to ensure continuity. Thereafter, members shall be appointed for two-year terms, renewable at Council's discretion. No member shall serve more than six consecutive years without a two-year break in service.

Members may resign at any time by submitting written notice to the Chair.

7. Chair and Vice-Chair

The Committee shall elect a Chair and Vice-Chair annually from among its members.

- The Chair shall preside over meetings, ensure adherence to the Terms of Reference, and represent the Committee before Council.
- The Vice-Chair shall assume the duties of the Chair in their absence or when a conflict of interest arises.

8. Meetings

The Committee shall meet at least quarterly, or more frequently as determined by the Chair or Council. Meetings shall be conducted in accordance with Policy 23 – Respecting Meetings of Council, Robert's Rules of Order, and the *Municipal Government Act*.

Notice, agendas, and supporting materials shall be provided at least seven (7) days in advance of each meeting. Meetings are open to the public

except where Council policy or Section 22 of the MGA permits a meeting to be closed.

9. Quorum

A majority of the current voting members constitutes quorum. Members may participate in person or virtually, consistent with Council policy.

10. Decision Making

All recommendations of the Committee shall be determined by majority vote. Recommendations requiring financial or human resources beyond existing budgets shall be submitted to Council in writing through the Accessibility and Inclusion Coordinator.

11. Conflict of Interest

All members shall comply with the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 229. Members shall declare any pecuniary or indirect pecuniary interest and refrain from influencing or participating in related decisions. Breaches shall be reported to Council, and Council may revoke the appointment of a member found in contravention.

12. Confidentiality and Conduct

Committee business shall comply with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and the Municipality's Code of Conduct Policy. Members must maintain confidentiality regarding matters discussed in closed session and conduct themselves in a manner that upholds public confidence in the Municipality.

13. Communications

Official communication on behalf of the Committee shall be made only by the Chair or designate. Individual members may express personal opinions publicly but must clarify that they do not represent the official position of the Committee or the Municipality.

14. Reporting

The Committee shall submit a bi-annual written report to Council summarizing its activities, recommendations, and progress toward the Accessibility Plan. Council may request oral updates at any time.

15. Resources

Administrative support and staff liaison services shall be provided by the Accessibility and Inclusion Coordinator or designate. Requests for additional resources beyond the approved budget must be made to Council through the Chief Administrative Officer.

16. Review

This Terms of Reference shall be reviewed by Council at least every four (4) years or upon significant amendments to the *Accessibility Act* or related municipal policies.

17. Effective Date

These Terms of Reference come into effect upon approval by resolution of the Council of the Region of Queens Municipality.



Region of Queens Municipality Staff Report For the Regular Meeting of July 14, 2026

Date: July 2, 2026
File No: 10350-50-2607-007
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Community Monitoring Committee Terms of Reference

Prepared by:  B. Tibert Manager of Environmental Services	Supervisor:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality adopt the Terms of Reference for the Community Monitoring Committee as presented.

PURPOSE

To update the Terms of Reference establishing the solid waste facility's Community Monitoring Committee role and responsibility.

BACKGROUND

Region of Queens Municipality owns and operates the Queens Solid Waste Facility near 3750 Highway 8, Milton, under Approval to Operate 2005-049742-03.

As a requirement under the Approval to Operate issued by Nova Scotia Environment and Climate Change, the Municipality is required to maintain a

Community Monitoring Committee (CMC) to serve as a link between the facility's operation and the residents.

The most recent Terms of Reference were adopted by Council in 2013 and are not aligned with provincial guidance. Staff have developed a draft for Council's consideration.

ALTERNATIVES/OPTIONS

Option 1 – Adopt the revised draft Community Monitoring Committee Terms of Reference

Option 2 – Direct staff to continue with the 2013 version

Option 3 – Provide alternate direction

ANALYSIS

Option 1 – The draft has been created in conjunction with appropriate provincial guidance as well as consultation with other facility operators. Changes to the proposed Terms of Reference include a change of membership and updating job titles to reflect current roles. The proposed Terms of Reference allows for participation by the Mayor or Council. Additionally, community membership has been revised to reflect a broader composition of our community.

Option 2 – The current terms are acceptable to maintain however they are due for administrative corrections. As an example, the term '2nd Generation Landfill' is not used in industry as the transformation from the '1st generation' occurred more than two decades ago.

IMPLICATIONS

Financial impacts to operate the CMC are included in the operational budget.

COMMUNICATIONS

A call for applications is currently underway.

BYLAWS/PLANS/POLICIES

- 1.4. Build partnerships with Indigenous communities
- 3.3. Improve accessibility of programs, services, and facilities
- 4.1. Improve transparency and accountability
- 4.2. Create a positive and supportive organizational atmosphere
- 4.3. Improve internal and external communications

SUMMARY

Proposed revisions to the Terms of Reference for the solid waste facility's Community Monitoring Committee that align with current regulation and best practice are provided to Council for consideration.

ATTACHMENTS/REFERENCE MATERIALS

Community Monitoring Committee Terms of Reference – Draft

Community Monitoring Committee Terms of Reference – Approved 2013

Approval to Operate 2005-049742-03

[Guide for the Formation and Operation of a Community Liaison Committee \(2010\)](#)



Region of Queens Municipality Community Monitoring Committee Terms of Reference

1. Purpose

The Community Monitoring Committee is established in accordance with requirements in the Approval to Operate 2005-049742-03 issued by the Province of Nova Scotia under the Environment Act which states:

11. Community Monitoring Committee

- a. The Approval Holder shall maintain a communication link to the local community through a Community Monitoring Committee. A list of current members as well as any revisions or changes to the membership of the committee shall be forwarded to the Department within 30 days of any changes.*

This committee is required to align with the '[Guide for the Formation and Operation of a Community Liaison Committee \(2010\)](#), as amended from time to time' as provided in the Approval to Operate.

2. Scope

1. The Committee shall provide a link between the community and the facility by bringing forward concerns, questions or comments as may be expressed to them by members of the community.
2. The Committee shall be provided with the following information and may ask questions or provide comments as deemed appropriate:
 - (a) Annual report on ground water monitoring program;
 - (b) Annual operations report which is required to be submitted to the Nova Scotia Department of Environment and Climate Change;
 - (c) Update on the volumes of various waste streams delivered to the facility;

- (d) Updates on the ongoing education programs.

Upon request, information on other related projects or activities with potential environmental impacts will be provided.

- 3. Meetings shall serve as an opportunity to review the Operations Manual.
- 4. Review the ongoing space requirements of the facility and the needs for additional expansion.
- 5. Review changes in legislation or industry that impact the future facility operation and have potential stewardship impacts
- 6. The Committee can discuss community participation, efficacy of programs, and recent events with a lens on mitigation measures.

3. Membership

- 1. Three (3) Queens County citizen members appointed by a resolution of Council, who are neither a member of Council nor employee of the Municipality. When possible, citizen members shall consist of one (1) resident of North Queens, one (1) resident of South Queens, and one (1) Indigenous resident of Queens County.
- 2. Appointments shall be for a two-year term commencing on April 1.
- 3. The Councilor for whose district includes the Solid Waste Facility, automatically sits on the Committee.
- 4. Region of Queens Staff including the Chief Administrative Officer, Director of Infrastructure, Manager of Environmental Services, or their designates, must receive notice of Committee meetings and are required to attend such meetings, but are not permitted to vote.

4. Reporting Procedures

- 1. Minutes shall be taken for all meetings and shall be distributed to the committee members, members of Council, the Chief Administrative Officer, the Director of Infrastructure, and such other staff as the Director deems appropriate.
- 2. Any concerns of the committee that are not resolved to the committee's satisfaction shall be forwarded in writing by the Director of Infrastructure to the Chief Administrative Officer. The submission shall include details of the concern, the response provided, and the rationale for that response. The Chief Administrative Officer shall immediately forward the report to members of Council

and the matter will be discussed at the next Regular Meeting of Council.

5. Meetings

1. The Committee shall meet to discuss any concerns arising from annual reports at least once each fiscal year, beginning in September.
2. At least one meeting per term shall be held at the Queens Solid Waste Management Facility.
3. Two members of the Committee present at the meeting shall constitute a quorum.
4. The Director of Infrastructure or their designate shall be responsible for coordinating meetings of the Committee.

Terms of Reference

Queens Solid Waste Management Facility

Community Monitoring Committee

Statement of Purpose

A requirement of the operating permit from the Nova Scotia Department of Environment and Labour for the operation of the 2nd Generation Landfill is to establish a Community Monitoring Committee. This committee is to provide a link to the community in addition to that already established by the Mayor and Councillors of the Region of Queens Municipality.

Membership

1. Membership on the committee shall consist of three fulltime residents of the Region of Queens Municipality.
2. The three appointments shall each reside in different communities.
3. The Mayor and Councillors are not eligible for appointment.
4. Appointments shall be for a two-year term commencing on April 1.

Reporting Procedures

1. Minutes shall be taken for all meetings and shall be distributed to the committee members, members of Council, the Chief Administrative Officer, the Director of Engineering and Works and such other staff as the Director deems appropriate.
2. Any concerns of the committee not responded to as deemed appropriate by the Committee shall be forthwith forwarded in writing by the Director of Engineering and Works, to the Chief Administrative Officer, complete with details of the concern, why the response was not deemed appropriate by the committee and the rationale for the response given. The CAO shall immediately forward the report to members of Council and the matter will be fully discussed at the next Committee of the Whole.

Meetings

1. The Committee shall meet to discuss any concerns arising from annual reports at least once each fiscal year, beginning in April.

2. At least one meeting per term shall be held at the Queens Solid Waste Management Facility.
3. Two members of the Committee present at the meeting shall constitute a quorum.
4. The Director of Engineering and Works or his designate shall be responsible to coordinate meetings of the Committee.

Roles and Responsibilities

1. The Committee shall provide a link to the community and shall bring forth concerns, questions or comments as may be expressed to them by members of the community.
2. The Committee shall be provided with the following and may ask questions or provide comments as deemed appropriate:
 - (a) Annual report on ground water monitoring program;
 - (b) Annual report on operations which is required to be submitted to the Nova Scotia Department of Environment and Labour;
 - (c) Update on the volumes of various waste streams delivered to the facility;
 - (d) Updates on the ongoing education programs.
3. Meetings shall serve as an opportunity to review the operations manual;
4. Review the ongoing space requirements of the facility and the needs for additional expansion.

Approved by Council: January 21, 2013



81 Logan Road, Floor 1
Bridgewater NS
Canada B4V 3T3

902-543-4685 P
www.novascotia.ca

APPROVAL

**Province of Nova Scotia
Environment Act, S.N.S. 1994-95, c.1 s.1**

APPROVAL HOLDER: REGION OF QUEENS MUNICIPALITY

SITE PID: 70109426

APPROVAL NO: 2005-049742-03

EXPIRY DATE: November 13, 2035

Pursuant to Part V of the Environment Act, S.N.S. 1994-95, c.1 s.1 as amended from time to time, approval is granted to the Approval Holder subject to the Terms and Conditions attached to and forming part of this Approval, for the following activity:

Municipal - Solid Waste - Municipal Solid Waste Landfill
- Construction and Demolition Debris Facility

A handwritten signature in black ink, appearing to read "David Clarke".

Administrator: David Clarke

Effective Date: November 13, 2025

The Minister's powers and responsibilities under the Act with respect to this Approval have been delegated to the Administrator named above. Therefore, any information or notifications required to be provided to the Minister under this Approval can be provided to the Administrator unless otherwise advised in writing.

TERMS AND CONDITIONS OF APPROVAL

Nova Scotia Department of Environment and Climate Change

Approval Holder: REGION OF QUEENS MUNICIPALITY

Project: Queens Waste Management Facility, 3750 Highway 8, Queens County;
PID 7019426 (the "Site")

Site:

PID	Civic #	Street Name	Street Type	Community	County
70109426	3750	HIGHWAY 8	HWY.	MILTON	QUEENS COUNTY

Approval No: 2005-049742-03

File No: 94400-30-BRI-2005-049742

Reference Documents

- Application submitted November 12, 2025 and attachments.
- Application submitted February 28, 2025 and attachments (for Approval 2005-049742).
- NSECC Approval File Number 94400-30-BRI-2005-049978, including previous Reference Documents for Approval 2005-049978.
- NSECC Approval File Number 94400-30-BRI-2005-049742, including previous Reference Documents for Approval 2005-049742.

1. Definitions

- Act means Environment Act, 1994-95, c.1, s.1, and includes, unless the context otherwise requires, the regulations made pursuant to the Act, as amended from time to time.
- C&D Guideline means Solid Waste Management Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal, as amended from time to time.
- Department means the Nova Scotia Department of Environment and Climate Change, and the contact for the Department for this approval is:
Nova Scotia Department of Environment and Climate Change
Western Region, Bridgewater Office

81 Logan Road, Floor 1
Bridgewater, Nova Scotia B4V 3T3

Phone: (902) 543-4685

- d. Disturbed Area means an area in an unnatural state, affected by human activity associated with the Municipal Solid Waste Landfill.
- e. Grab sample means an individual sample collected in less than thirty (30) minutes and which is representative of the substance sampled.
- f. Minister means the Minister of Environment and Climate Change and includes any person delegated the authority of the Minister.
- g. MSW Guidelines means Municipal Solids Waste Landfill Guidelines, as amended from time to time.
- h. Qualified Person as it relates to noise, means one who has certified post-secondary education and/or professional training in acoustics, and a minimum of 5 years of experience in the field of environmental noise, or as otherwise authorized by the Department.
- i. Qualified Person as it relates to air quality, means one who has certified post-secondary education and/or professional training related to ambient (outdoor) air quality, and a minimum of 5 years of experience in the field of ambient (outdoor) air quality, or as otherwise authorized by the Department.
- j. Site means a place where a designated activity and/or undertaking is occurring or may occur.
- k. Surface Watercourse means a watercourse as defined in the Environment Act, excluding groundwater.

2. Scope

- a. This Approval (the "Approval") relates to the Approval Holder(s) and their application and all documentation submitted to the Department prior to the issuance of this approval for the Municipal Solid Waste Landfill and Construction and Demolition Debris Facility situated at or near Queens Waste Management Facility, 3750 Highway 8, Queens County; PID 7019426 (the "Site").
- b. The Approval Holder(s) shall ensure the designated activity is carried out in accordance with this Approval and reference documents, including the application and supporting documentation.

3. General

- a. Unless otherwise specified in this approval, the Approval Holder(s) shall conduct the Designated Activity in accordance with the following provisions:
 - i. The Act, as amended from time to time;
 - ii. Any standard adopted by the Department, as amended from time to time;

- iii. Municipal Solid Waste Landfill Guidelines (2004), as amended from time to time.
 - iv. Nova Scotia Department of Environment Guidelines For Disposal of Contaminated Solids In Landfills, (2016), as amended from time to time
 - v. Guide for the Formation and Operation of a Community Liaison Committee (2010), as amended from time to time.
 - vi. Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal, as amended from time to time
 - vii. Nova Scotia Environment Contingency Planning Guidelines, as amended from time to time
 - viii. Guidelines for Environmental Noise Measurement and Assessment (2023), as amended from time to time.
- b. Nothing in this Approval relieves the Approval Holder(s) of the responsibility for obtaining and paying for all licenses, permits, approvals or authorizations necessary for carrying out the work authorized to be performed by this Approval which may be required by municipal by-laws, provincial or federal legislation, or other organizations. The Minister does not warrant that such licenses, permits, approvals or other authorizations will be issued.
 - c. No authority is granted by this Approval to enable the Approval Holder(s) to commence or continue the designated activity on lands which are not in the control or ownership of the Approval Holder(s). It is the responsibility of the Approval Holder(s) to ensure that such a contravention does not occur. The Approval Holder(s) shall provide, to the Department, proof of such control or ownership upon expiry of any relevant lease or agreement. Failure to retain said authorization may result in this Approval being cancelled or suspended.
 - d. If there is a discrepancy between the reference documents and the terms and conditions of this Approval, the terms and conditions of this Approval shall apply.
 - e. Any request for renewal or amendment of this Approval is to be made in writing, to the Department, at least ninety (90) days prior to the Approval expiry.
 - f. If the Minister cancels or suspends this Approval, the Approval Holder(s) remains subject to the penalty provisions of the Act.
 - g. The Approval Holder(s) shall advise the Department in writing prior to any proposed extensions or modifications to the Activity and/or the Site. An amendment to this Approval may be required before implementing any extension or modification.
 - h. The Approval Holder(s) shall immediately notify the Department of any incidents of non-compliance with this Approval.

- i. The Approval Holder(s) shall bear all expenses incurred in carrying out the environmental monitoring required under the terms and conditions of this Approval.
- j. Unless written authorization is received otherwise from the Minister, all samples required by this Approval shall be analyzed by a laboratory that meets the requirements of the Department's "Policy on Acceptable Certification of Laboratories" as amended from time to time.
- k. The Approval Holder(s) shall ensure that this Approval, or a copy, is present on Site while personnel are on Site.
- l. The Approval Holder(s) shall ensure that personnel directly involved in the designated activity are made fully aware of the terms and conditions of this Approval.
- m. Upon any changes to the Registry of Joint Stock Companies information, the Approval Holder(s) shall provide a copy to the Department within five (5) business days.

4. Air Quality

- a. At the request of the Department, the Approval Holder(s) shall retain a qualified person to develop a plan for conducting an air assessment in accordance with the Department's "Air Assessment Guidance Document, 2023", as amended from time to time. The assessment can include, but is not limited to, ambient monitoring, dispersion modelling and source testing. The plan shall be submitted to the Department and implemented upon request.
- b. The Approval Holder(s) shall provide any additional information and/or make any amendment to the plan for conducting an air assessment that is required by the Department.
- c. The Approval Holder(s) shall ensure that air emissions from the designated activity do not contribute to an exceedance of the maximum permissible ground level concentrations of contaminants specified in the Air Quality Regulations.
- d. The use of oil as a dust suppressant is prohibited.

5. Noise

- a. The Approval Holder(s) shall ensure that noise generated from the designated activity complies with the criteria identified in the Department's "Guidelines for Environmental Noise Measurement and Assessment, 2023", as amended from time to time.
- b. At the request of the Department, the Approval Holder(s) shall retain a qualified person to develop a plan to monitor noise in accordance with the Department's "Guidelines for Environmental Noise Measurement and Assessment, 2023", as amended from time to time. The plan shall be submitted to the Department and implemented upon request.

- c. The Approval Holder(s) shall provide any additional information and/or make any amendment to the plan to monitor noise that is required by the Department.

6. Surface Water

- a. The Approval Holder(s) shall ensure the Site is developed and maintained to prevent contaminants from being discharged into a water resource or beyond the property boundary.
- b. The Approval Holder(s) shall ensure that the following water quality limits are met in the water resource downstream of the site or active area:
 - i. Total Suspended Solids, Clear Flows (Normal Background Conditions):
 - (a) Maximum increase of 25 mg/l from background levels for any short term exposure (24 hour or less);
 - (b) Maximum average increase of 5 mg/l from background levels for longer term exposure (inputs lasting between 24 hours and 30 days);
 - ii. Total Suspended Solids, High Flow (Spring Freshets and Storm Events):
 - (a) Maximum increase of 25 mg/l from background levels at any time when background levels are between 25 mg/l and 250 mg/l;
 - (b) Maximum increase of 10% over background levels when background is >250 mg/l;
 - iii. pH (Outfall)
 - (a) Maximum 5 to 9 in grab sample;
 - (b) Maximum 6 to 9 as a Monthly Arithmetic Mean;
 - iv. Petroleum Hydrocarbons
 - (a) Nova Scotia Environment Tier 1 Environmental Quality Standards for Surface Water - Petroleum Hydrocarbons (PHC) Parameters.
- c. Additional surface water monitoring may be required at the request of the Department.
- d. The Approval Holder(s) shall develop and implement an Erosion and Sediment Control Plan.
- e. No authority is granted by this Approval to enable the Approval Holder(s) to discharge surface water onto adjoining lands without the authorization of the affected landowner(s).
- f. The Approval Holder(s) shall install and maintain erosion and sediment controls in line with industry best practices (e.g., Nova Scotia Environment Erosion and Sediment Control Handbook for Construction Sites) with the following considerations:

- i. The controls shall be installed prior to the commencement of the construction activities;
 - ii. The controls shall remain in place until areas disturbed by construction activities are stabilized so that the risk of release of sediment to a water resource has been mitigated;
 - iii. Control features shall be installed as per applicable product specifications or manufacturer's directions; and
 - iv. Control materials shall be clean, non-erodible, non-ore-bearing, non-watercourse derived and non-toxic.
- g. The Approval Holder(s) shall immediately contact the Department should sulphide bearing material be encountered on the Site.
 - h. The Approval Holder(s) shall ensure that surface water runoff that may be impacted by petroleum hydrocarbons from the Site is collected and directed for necessary treatment prior to discharge from Site.
 - i. Erosion and sediment controls shall be inspected, at a minimum, prior to and after precipitation or flow events. These inspections shall confirm the erosion and sediment controls are working as designed and intended. Records outlining results of these inspections and actions taken to correct any deficiencies shall be kept for the duration of the approval and made available to the Department upon request.
 - j. Work at the site shall only take place when erosion and sediment controls are functional. Contingency erosion and sediment control materials shall be kept on Site in case of failure.
 - k. Any silted water pumped from work areas shall be directed to vegetated areas, settling ponds, or other treatment devices that mitigate the risk of release of sediment to a water resource.
 - l. The Approval Holder(s) shall limit the size of the disturbed area and the removal of riparian vegetation to the area of construction activities as outlined in the supporting documentation.
 - m. The Approval Holder(s) shall ensure that the following activities take place at a distance of a minimum of thirty (30) metres from a surface watercourse or wetland in an area such that a release will not enter a surface watercourse or wetland:
 - i. Fuel storage, refueling, and/or lubrication of equipment
 - ii. Washing of machinery or equipment
 - iii. Storage of equipment, excavated/stockpiled materials, and potential contaminants

7. Surface Water Monitoring

- a. The Approval Holder(s) shall carry out a program for monitoring surface water and leachate from the Site and shall include, at a minimum, what is required in the C&D Guidelines and MSW Guidelines and the Surface Water/Leachate/Groundwater Monitoring Table found in this Approval.
- b. Until a revised surface water monitoring plan is accepted by the Department, the Approval Holder(s) shall maintain the existing surface water monitoring program; namely:
 - i. Monitoring Locations
 - (a) Discharge from the stormwater management ponds
 - ii. Monitoring Frequency
 - (a) Rainfall/Discharge Event or Weekly if Discharge Event is continuous and/or upon the Department's request.
- c. Revisions to the surface water and leachate monitoring program shall receive prior written approval of the Department prior to being implemented.
- d. The Department reserves the right to modify surface water and leachate monitoring locations, parameters and frequency, and to require remedial measures based on the results of monitoring data and/or site inspections.

8. Groundwater Monitoring

- a. The Approval Holder(s) shall carry out a program for monitoring groundwater from the Site and shall include, at a minimum, what is required in the C&D Guidelines and the MSW Guidelines and the Surface Water/Leachate/Groundwater Monitoring Table found in this Approval.
- b. Until a revised groundwater monitoring plan is accepted by the Department, the Approval Holder(s) shall maintain the existing groundwater monitoring program; namely:
 - i. Unless approved otherwise by the Department, the Approval Holder(s) shall monitor and sample groundwater at locations, frequency and for parameter groups indicated in the Region of Queens Municipality, Waste Management Facility, Landfill Operations Manual, latest revision.
- c. Revisions to the groundwater monitoring program shall receive prior written approval of the Department prior to being implemented.
- d. The Department reserves the right to modify groundwater monitoring well locations, parameters and frequency, and to require remedial measures based on the results of monitoring data and/or site inspections.

9. Groundwater

- a. The Approval Holder(s) shall replace, at their expense, any water supply which has been lost or damaged as a result of the designated activity, as authorized and required by the Department.

10. Releases

- a. Releases shall be reported in accordance with the Act.
- b. Spills or releases shall be cleaned up in accordance with the Act.

11. Community Monitoring Committee

- a. The Approval Holder shall maintain a communication link to the local community through a Community Monitoring Committee. A list of current members as well as any revisions or changes to the membership of the committee shall be forwarded to the Department within 30 days of any changes.
- b. The Approval Holder shall, within thirty (30) days of the effective date of this Approval establish a community monitoring committee if one is not already in existence.

12. Technical Steering Committee/Monitoring Program

- a. A Technical Steering Committee comprised of representatives from the Approval Holder , a consultant (preferably the design consultant),and the operator shall be established and maintained for the duration of the Approval.
- b. The Technical Steering Committee shall review the operations of the Facility on a periodic basis. On or before April 1 of each year, the committee shall recommend, to the Department, the monitoring program for the Facility for the following year.
- c. The Department shall approve, reject or modify the yearly monitoring program recommended by the Technical Steering Committee.
- d. The Approval Holder is responsible for implementing, on an annual basis, the monitoring program as approved by the Department. Any existing approved monitoring program is to remain in effect until a revised program is approved.

13. Operation

- a. The Approval Holder(s) shall ensure that an Operations Manual is reviewed annually and updated accordingly. The Operations Manual shall include:
 - i. procedures for routine maintenance, monitoring, and operation;
 - ii. procedures to record and respond to complaints.
- b. A copy of the Operations Manual is to be kept on Site at all times and is to be available to the Department for review upon request.
- c. The Approval Holder(s) shall ensure that all employees are trained in accordance with the operations manual and shall keep a record of training at the facility for a minimum period of five (5) years.

- d. The Approval Holder(s) shall ensure that legible signage is posted at the entrance to the Site that includes, but is not limited to,
 - i. information pertaining to the days and hours of operation;
 - ii. the list of acceptable/unacceptable waste;
 - iii. and emergency contact numbers.
- e. The Approval Holder(s) shall establish procedures for receiving and responding to complaints including a reporting system that records and documents what steps were taken to determine the cause of complaint and the corrective measures taken to alleviate the cause and prevent its recurrence.
- f. Dangerous goods and waste dangerous goods including household hazardous wastes encountered during the inspection/sorting/disposal process shall be removed from the waste stream and directed to an appropriate facility.
- g. The Approval Holder(s) shall provide effective means of vector control (birds, insects, rodents, etc.). If vector control measures employed by the Approval Holder(s) are deemed to be inadequate by the Department, additional control measures or changes to the operation of the facility may be required by the Department.
- h. The Approval Holder(s) shall inspect the Site daily and take appropriate action to reduce vector and litter problems.
- i. Leachate is to be handled in accordance with the submitted and approved "Leachate Management Plan".
- j. The Approval Holder(s) shall accept, sort, process, and dispose at the facility:
 - i. municipal solid waste, and construction and demolition debris as defined under the Solid Waste-Resource Management Regulations
- k. Contaminated Soils/Solids can be disposed of at the facility provided the procedure outlined in the "Nova Scotia Department of Environment Guidelines for the Disposal of Contaminated Solids in Landfills", latest revision, is followed.
- l. Any recyclables encountered during the inspection/sorting/disposal of material shall be sent to an approved facility to be recycled.
- m. The waste materials approved for disposal at the Construction and Demolition Debris Disposal Site are limited to the following:
 - i. laminated wood;
 - ii. plywood;
 - iii. built-up glued wood sections;
 - iv. particle/chip board;

- v. painted wood;
 - vi. sawdust/wood chips;
 - vii. gypsum board;
 - viii. structural materials;
 - ix. plastic/vinyl building materials;
 - x. insulation - fibreglass, Styrofoam;
 - xi. shingles - asphalt;
 - xii. built-up roofing;
 - xiii. carpeting;
 - xiv. vinyl flooring and linoleum;
 - xv. ceiling tiles;
 - xvi. wiring;
 - xvii. nails;
 - xviii. metal joiners, frames, and structural components;
 - xix. lighting fixtures (no PCB ballasts); and
 - xx. piping.
- n. No other waste is to be accepted at the site unless otherwise authorized in writing by the Department.
 - o. The burning of material on the site is prohibited.
 - p. All material stored on the site shall be stored to minimize the potential for leachate generation.
 - q. The material placed in the municipal solid waste landfill shall be covered on a daily basis.
 - r. The Approval Holder(s) shall use natural soil, rock, acceptable hydrocarbon impacted soils, processed construction and demolition debris mix, spray on cover or plastic tarps/sheeting, or Brooklyn Energy Ash as a regular daily cover material for the municipal solid waste landfill.

- s. The soil borrow area of the Site shall be progressively reclaimed and rehabilitated by grading, contouring, and revegetating disturbed land. The borrow area of the Site shall not be greater than 2 Ha at any one time.
- t. The Approval Holder(s) shall provide a Borrow Pit Management Plan that describes how the soil borrow area will be progressively reclaimed and rehabilitated to ensure the borrow area does not exceed 2 ha in area at any time. The Approval Holder(s) shall submit the plan no later than July 31, 2026, for review and acceptance by the Department.
- u. Unless otherwise authorized in writing by the Department the following material is permitted to be used as weekly cover at the construction and demolition debris disposal site:
 - i. a minimum of 150 mm of compacted soil
 - ii. processed construction and demolition debris mix
 - iii. Brooklyn Energy ash
- v. Brooklyn Energy ash used for daily cover of the municipal solid waste landfill shall be subject to the following:
 - i. The Brooklyn Energy ash is tested to confirm compliance with the leachate requirements in attachment C of the "Nova Scotia Department of Environment and Labour Guidelines for Disposal of Contaminated Solids in Landfills", as amended from time to time, prior to utilization.
 - ii. The testing above must be conducted on each five-hundred (500) tonnes of material supplied to the Facility.
 - iii. Records of such testing as well as the quantity of material received and utilized as daily cover must be submitted to the Department upon request.
 - iv. The Brooklyn Energy ash must be stored so that any runoff from the storage area is directed to the sedimentation ponds located on Site.
 - v. The use of any other material as daily cover will require the written approval of the Department.
- w. The Approval Holder(s) is permitted to place cover material for the active construction and demolition debris disposal cell weekly or as required to control litter/vectors.
- x. Processed construction and demolition debris mix used for cover shall be subject to the following:
 - i. The processed construction and demolition debris mix is tested to confirm compliance with the leachate requirements in attachment C of the "Nova Scotia Environment and Labour Guidelines for Disposal of Contaminated Solids in Landfills", as amended from time to time, prior to utilization;

- ii. The testing specified above must be conducted on each five-hundred (500) tonnes of material supplied to the Facility. Any material that fails the test must be disposed at a facility approved for accepting contaminated material.
- iii. The processed construction and demolition debris mix must be stored so that any runoff from the storage area is directed to the sedimentation ponds located on the Site.
- y. The Approval Holder(s) shall ensure that capped disposal cells are managed and maintained so that they are stable. This includes, but is not limited to, ensuring there is no slumping, eroding or lack of vegetation.
- z. The Approval Holder(s) shall ensure storm water is diverted away from disposal cells to minimize leachate production at the site.
- aa. Full disposal cells shall be capped and seeded.
- ab. Working cells shall be progressively capped, as they reach their final elevation.

14. Contingency Plan

- a. A copy of the Contingency Plan is to be maintained on Site at all times and is to be available for review immediately upon request by the Department.
- b. The Approval Holder(s) shall ensure that all employees are trained in accordance with the contingency plan and shall keep a record of training at the facility for a minimum period of five (5) years.
- c. A copy of the current contingency plan shall be sent to the local fire department.
- d. The Approval Holder(s) shall ensure that all necessary materials and equipment are available at all times to respond to emergencies in accordance with the Facility's Contingency Plan.

15. Leachate Collection and Treatment at the MSW Landfill

- a. Upon the request of an Inspector, the Approval Holder(s) shall prepare and submit an update for the long term management plan to deal with the leachate produced at the facility during the operating life of the facility for any calendar year specified by the Inspector and submit the report by the due date and in the format required by the Inspector.
- b. All water which comes in contact with the waste in the Landfill shall be considered leachate and shall be collected for reuse and/or be directed to the on-site leachate collection and storage system.
- c. Equipment which has been in contact with the municipal solid waste must be washed/cleaned in such a manner that the drainage is collected and handled as leachate.
- d. All contaminated process wastewater/leachate collected at the Facility shall be transported to an off-site treatment facility which has received approval from the

Department for the treatment of leachate generated at the Site. This Approval is null and void should a suitable off site leachate treatment facility not be available.

- e. Monitoring for the quality of the leachate leaving the Facility shall be conducted on a monthly basis for suspended solids, BOD, and COD.
- f. In addition, the Approval Holder shall monitor the leachate leaving the Facility on an annual basis for the parameters listed in Schedule 1, Column 1, of the MSW Guidelines.
- g. The Approval Holder shall maintain no more than 300 mm head on the Landfill liner system. The liner is only to be used to store leachate in emergency cases. The Approval Holder shall inform the Department in advance of operating conditions which may require the liner system in the Landfill to be used for storage capacity.
- h. The Approval Holder shall conduct a visual inspection every two (2) years of the Landfill leachate collection mains using a remote video camera or another method approved by the Department. The findings shall be submitted to the Department upon request.
- i. The Approval Holder shall conduct an inspection of the leachate treatment lagoon(s) liner system at least every six (6) years. The findings shall be submitted to the Department upon request.
- j. The quantity of leachate generated at the Site and transported off site for treatment shall be measured and recorded.
- k. The leachate storage lagoon(s) must be operated and maintained in a manner that will prevent erosion, chemical spills or any other incidents that may be detrimental to the environment and public health.
- l. The Approval Holder shall take immediate preventive or corrective action, when results of an inspection or sampling results indicate conditions which are currently or may become a detriment to system operations, and/or result in adverse impact to the environment or public health.

16. Reporting

- a. The Approval Holder(s) shall notify the Department of all excursions in respect to data collected herein, within 24 hours or the next working day of the event.
 - i. all groundwater and surface water monitoring data and reports;
- b. Upon the request of an Inspector, the Approval Holder(s) shall prepare and submit an annual report for groundwater, surface water and leachate in accordance with the requirements contained within the C&D Guideline and MSW Guideline for any calendar year specified by the Inspector and submit the report by the due date and in the format required by the Inspector. The report shall, at a minimum, be:

- i. Signed by an officer of the company or someone with legal signing authority for the Approval Holder
 - ii. Completed in the C&D and MSW Annual Reporting Templates, as available
 - iii. Submitted with digital format spreadsheet files (e.g., Microsoft Excel files).
- c. The groundwater monitoring report in the Annual Report shall include, but is not limited to, the following information:
 - i. a review of field methodologies, including sampling techniques;
 - ii. a description of the groundwater monitoring network;
 - iii. a review of the current groundwater monitoring program and recommendations for modifications, as applicable;
 - iv. current and historical static water elevation data in tabular format; groundwater gradients and flow direction.
 - v. current and historical groundwater quality including an analysis of spatial and temporal trends with comparison to applicable guidelines and historical (baseline) data in tabular format, as applicable;
 - vi. laboratory certificates of analysis, as applicable; and
 - vii. the identification of any adverse impacts to groundwater as a result of site activities and associated recommendations, as applicable.
- d. The groundwater report shall be prepared and signed by a qualified professional who has hydrogeology training and experience, and is licensed to practice in Nova Scotia by the Association of Professional Geoscientists of Nova Scotia (APGNS) or Engineers of Nova Scotia. The report shall be submitted in hard copy and digital format.
- e. Where the Annual Report for groundwater, surface water and leachate as prepared includes the identification of any adverse impacts to groundwater or surface water as a result of site activities and associated recommendations, the Approval Holder(s) shall:
 - i. Immediately notify the Department of the identification of adverse impacts and associated recommendations.
- f. Where the Annual Report for groundwater, surface water and leachate as prepared includes recommendations for modifications, the Approval Holder(s) shall:
 - i. Immediately notify the Department of the recommendations for modifications.
- g. Where the Approval Holder(s) becomes aware of any new and relevant information respecting non-compliance with the terms and conditions of this

approval or an adverse effect that results or may potentially result from the activity is required to:

- i. Immediately notify the Department of the non-compliance or adverse effect.

17. Records

- a. The Approval Holder(s) shall maintain a record of all facility operations, including, but not limited to:
 - i. quantity, type, source (origin) and carrier of waste received
 - ii. quantity and type of recyclables removed
 - iii. quantity of residual material disposed of in the Landfill
 - iv. complete records of inspections, maintenance, repairs
 - v. details of any releases at the facility
 - vi. any other information requested by the Department
- b. The Approval Holder(s) shall ensure that all records required by this Approval are maintained for a period of five (5) years and are to be made available to the Department upon request.

18. Rehabilitation and Closure

- a. The Approval Holder(s) shall have completed rehabilitation of the designated activity within twelve (12) months of abandonment and in accordance with the final rehabilitation plan unless an alternate time frame has been provided or accepted by the Department.
- b. The Approval Holder(s) shall submit a final rehabilitation plan to the Department for approval at least sixty (60) days prior to abandonment of the designated activity.
- c. The rehabilitation plan shall include but not be limited to the following:
 - i. constructing and maintaining a surface water management system
 - ii. maintenance of the post-closure monitoring programs at the Site, including, but not limited to those for surface water and groundwater monitoring
 - iii. constructing and maintaining a capping system
 - iv. maintaining the Site leachate management system
 - v. decommissioning/removal of buildings and auxiliaries
- d. The rehabilitation plan shall be implemented by the Approval Holder(s) once deemed acceptable by the Department.

19. Site Specific Conditions

- a. The Approval Holder(s) shall provide an application for amendment on or before June 12, 2026 to the Department which shall include:
 - i. confirmation that the hydrogeological assessment report meets the minimum requirements of the C&D Guidelines and MSW Guidelines as those for the establishment or expansion of a waste facility
 - (a) the hydrogeological assessment report is to be provided with the application
 - ii. confirmation that the surface water assessment report meets the minimum requirements of the C&D Guidelines and MSW Guidelines as those for the establishment or expansion of a waste facility
 - (a) the surface water assessment report is to be provided with the application
 - iii. a new or updated groundwater monitoring plan that meets the minimum requirements of the C&D Guidelines and MSW Guidelines as those for the establishment or expansion of a waste facility
 - iv. a new or updated surface water and leachate monitoring plan that meets the minimum requirements of the C&D Guidelines and MSW Guidelines as those for the establishment or expansion of a waste facility
 - v. a Plan for Cover Placement including but not limited to:
 - (a) items required by the C&D Guidelines and MSW Guidelines
 - (b) material type(s)
 - (c) cover thickness
 - (d) placement frequency
 - vi. a new or updated Leachate Management Plan, including but not limited to:
 - (a) a description of leachate generation reduction measures
 - (b) a description of leachate collection, treatment, and disposal methods
 - (c) a description of leachate management system discharges and receiving environments
 - (d) a site plan, showing the leachate management system, discharge locations, and receiving environments
 - (e) a summary of the leachate sampling plan
 - (f) contingency measures pertaining to leachate

- vii. confirmation that a procedure for receiving and responding to complaints including a reporting system has been established
- viii. any other proposed extension or modifications necessary to comply with the C&D Guideline and MSW Guidelines

20. Air Emissions

- a. If the Department determines that the designated activity is generating excessive odours, the Approval Holder(s) shall be required to take any measures required by the Department to address those odours.

Table 1				
Groundwater, Leachate and Surface Water Monitoring Parameters				
Parameter				
Parameter Group	Column 1	Column 2	Column 3	Column 4
	Comprehensive List for Groundwater and Leachate	Indicator List for Groundwater and Leachate	Comprehensive List for Surface Water	Indicator List for Surface Water
	Alkalinity	Alkalinity	Alkalinity	Alkalinity
	Ammonia		Ammonia	Ammonia
	Arsenic		Arsenic	
	Barium		Barium	
	Boron		Boron	
	Cadmium	Cadmium	Cadmium	
	Calcium	Calcium		
	Chloride	Chloride	Chloride	Chloride
	Chromium		Chromium	
	Conductivity	Conductivity	Conductivity	Conductivity
	Copper		Copper	
	Iron	Iron	Iron	
	Lead	Lead	Lead	
	Magnesium	Magnesium		
	Manganese			
	Mercury		Mercury	
	Nitrate	Nitrate	Nitrate	Nitrate
	Nitrite		Nitrite	Nitrite
	Total Kjeldahl Nitrogen		Total Kjeldahl Nitrogen	Total Kjeldahl Nitrogen
	pH	pH	pH	pH
	Total Phosphorus		Total Phosphorus	Total Phosphorus
	Potassium	Potassium		

Table 1				
Groundwater, Leachate and Surface Water Monitoring Parameters				
Parameter				
Parameter Group	Column 1	Column 2	Column 3	Column 4
	Comprehensive List for Groundwater and Leachate	Indicator List for Groundwater and Leachate	Comprehensive List for Surface Water	Indicator List for Surface Water
	Sodium	Sodium		
	Suspended Solids	Suspended Solids	Suspended Solids	Suspended Solids
	Total Dissolved Solids	Total Dissolved Solids	Total Dissolved Solids	Total Dissolved Solids
	Sulphate	Sulphate	Sulphate	Sulphate
	Zinc		Zinc	
Volatile Organics				
	Benzene		Benzene	
	1,4 Dichlorobezene		1,4 Dichlorobezene	
	Dichloromethane		Dichloromethane	
	Toluene		Toluene	
	Vinyl Chloride			
Other Organics				
			Biological Oxygen Demand (BOD ₅)	Biological Oxygen Demand (BOD ₅)
	Chemical Oxygen Demand	Chemical Oxygen Demand	Chemical Oxygen Demand	Chemical Oxygen Demand
	Dissolved Organic Carbon	Dissolved Organic Carbon	Dissolved Organic Carbon	
	Phenol		Phenol	Phenol
			Tannins/Lignins	
Field Parameters				
			Temperature	Temperature
	pH	pH	pH	pH
	Conductivity	Conductivity	Conductivity	Conductivity

Table 1				
Groundwater, Leachate and Surface Water Monitoring Parameters				
Parameter				
Parameter Group	Column 1	Column 2	Column 3	Column 4
	Comprehensive List for Groundwater and Leachate	Indicator List for Groundwater and Leachate	Comprehensive List for Surface Water	Indicator List for Surface Water
			Dissolved Oxygen	Dissolved Oxygen
			Flow	Flow