

**Region of Queens Municipality Special Council  
Monday, July 31, 2023, 5:30 p.m. Council Chambers**

**Minutes**

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Jack Fancy  
Councillor Kevin Muise  
Councillor David Brown  
Councillor Vicki Amirault  
Councillor Maddie Charlton  
Councillor Ralph Gidney  
Councillor Carl Hawkes  
Adam Grant, Acting CAO  
Christine Watson, Admin. Assistant – Planning & Dev.

**1.0 Call to Order**

Mayor Norman called the meeting to order at 5:30 p.m.

**2.0 Approval of Agenda**

**It was moved by Councillor Gidney and seconded by Councillor Charlton that the Agenda be approved as presented.**

**MOTION CARRIED unanimously.**

**3.0 Etli Milita'mk Playpark Portable Washroom**

Mayor Norman stated this item was brought forward as a Special Council meeting is due to this item not being part of the budget planning. This meeting is to determine the particulars on the installation of a port-a-pottie; i.e. how long and how often it will be cleaned.

Adam Grant, Director of Engineering and Public Works and Acting CAO, stated the report circulated with the agenda listed five options Council requested staff to investigate for the provision of a washroom facility at the park following the opening.

1. Staff investigate the potential of having an accessible portable washroom placed at the site.

Council agreed to have a portable washroom placed at the playpark site.

2. How often is unit to be cleaned?

Councillor Charlton stated Beach Meadows unit is cleaned three times a week and works well, having it cleaned every other day. She enquired if this was sufficient. Mr. Grant stated they have been exploring different cleaning schedules and the cleaning three times a week works well.

Councillor Brown agreed and suggested cleanings be done on Saturday, Monday and Thursday. Mr. Grant stated cleanings are scheduled for Wednesday, Friday and Sunday at the Beach Meadows location and works well. The portable washroom there is not locked.

Councillor Brown further enquired if is necessary to have them locked. Mr. Grant indicated yes as there has been vandalism at another location.

Deputy Mayor Fancy asked who should be contacted in between cleanings if there is mess made. Mr. Grant stated contact information of the contractor is posted as is the Public Works. The skate park is checked on a daily basis and it would be noted if there was an issue at the play park.

3. Is the unit locked at night and reopened in the morning?

Councillor Charlton suggested having the portable washroom inside the fence of the playpark and lock the facility daily. Mr. Grant enquired if the facility is being installed for both the playpark and skatepark users. Mayor Norman indicated it was being installed for the splash pad users. Councillors agreed that the facility be located inside the playpark area and users of the skatepark will also have access, and that the park be unlocked and locked on a daily basis.

4. Are Staff resources availability to maintain?

Mr. Grant stated he currently has no staff there available on a daily basis but could do so with a call out if necessary.

Councillor Charlton suggested using staff at QPEC to unlock and lock the facility on a daily basis. Mayor Norman suggested hiring someone within the community.

Mr. Grant stated staff could investigate. The splash pad is operated daily from 9 a.m. until 8 p.m. Staff would be available to unlock Monday to Friday and Sundays, but there would be a callout on Saturdays and 7 nights a weeks to lock the facility.

Mayor Norman enquired to the number of staff at the QPEC facility. Mr. Grant stated it was not his department but could be investigated.

Mayor Norman stated if staff at QPEC are not able to assist with the locking and unlocking, an amount will need to be included for the expenditure.

**It was moved by Councillor Gidney and seconded by Councillor Charlton:**

**THAT Region of Queens Municipality approve an unbudgeted expenditure from Operations up to \$6,000.00 be approved for the placement of an accessible port-a-pottie to be placed inside the fence of the splash pad with 3 times per week cleaning schedule, unlocked in the morning and locked in the evening, which will remain in place until the splash pad closes for the season.**

**MOTION CARRIED unanimously.**

#### **4.0 Adjournment**

Meeting was adjourned at 5:57 p.m.

  
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Mayor Darlene Norman, Chair

  
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Adam Grant, Acting CAO

  
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Christine Watson, Administrative Assistant – Planning & Development

Date Approved: August 8, 2023