

**Region of Queens Municipality Regular Council**  
**Tuesday, May 14, 2024**  
**9:00 a.m.**

**Agenda**

**1.0 Call to Order**

**2.0 Changes / Approval of Agenda**

**3.0 Presentation**

**4.0 Tabling of Petitions**

**5.0 Public Question / Comment Session**

**6.0 Approval of Minutes**

6.1 Regular Council – April 23, 2024

**7.0 Recommendations**

7.1 Administrative Policy 9: Tax Exemptions

7.2 Speed Reduction on Main St – School to Riverside Segment

7.3 Seely Hall Municipal Heritage Designation

**8.0 Discussions**

8.1 Crosswalk Safety Society Engagement (was tabled on April 23, 2024)

8.2 June 2024 Off-site Council Meeting

8.3 Waiver to Operational Policy 58 – Privateer Farmers' Market

8.4 Community Investment Fund 2024-2025 Applications

**9.0 In-Camera**

9.1 Solicitor-Client Privilege

9.2 Solicitor-Client Privilege

9.3 Contract Negotiations

## **10.0 Adjournment**

**Region of Queens Municipality Regular Council  
Tuesday, April 23, 2024 6:00 p.m.**

**Minutes**

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Jack Fancy  
Councillor David Brown  
Councillor Vicki Amirault  
Councillor Kevin Muise  
Councillor Ralph Gidney  
Councillor Maddie Charlton  
Councillor Carl Hawkes  
Cody Joudry, CAO  
Angela Green, Admin. Assistant – Administration

**1.0 Call to Order**

Mayor Norman called the meeting to order at 6:00 p.m.

**2.0 Changes / Approval of Agenda**

Mayor Norman added the following items:

Item 6.1 – Minutes from the April 9, 2024 Council Meeting

Item 9.1 – Personnel

Item 8.6 – Memorial Bench and Tree Request

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

**MOTION CARRIED unanimously.**

**3.0 Presentation**

There were no presentations to come before this meeting.

**4.0 Tabling of Petitions**

There were no petitions to come before this meeting.

## **5.0 Public Question / Comment Session**

There were no questions or comments from the Public to come before this meeting.

## **6.0 Approval of Minutes**

6.1 Regular Council – April 23, 2024

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

**THAT the minutes of the Regular Council meeting held April 23, 2024 be approved as circulated.**

**MOTION CARRIED unanimously.**

## **7.0 Recommendations**

7.1 Special Council Meeting: 2024-2025 Budget (April 29, 2024, at 9:00 a.m.)

**It was moved by Councillor Brown and seconded by Councillor Amirault:**

**THAT Council of Region of Queens Municipality receive the report titled 'Special Council Meeting: 2024-2025 Budget' for information.**

**MOTION CARRIED unanimously.**

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

**THAT Council of Region of Queens Municipality hold a Special Council meeting on April 29, 2024, at 9:00 am, in the Council Chambers to review the final draft operating, capital, and 3-year water utility budgets.**

**MOTION CARRIED unanimously.**

7.2 Pool Committee Appointment: Dr. Celeste Johnston

**It was moved by Deputy Mayor Fancy and seconded by Councillor Amirault:**

**THAT the Council of Region of Queens Municipality appoint Dr. Celeste Johnston to the Pool Committee.**

**MOTION CARRIED unanimously.**

## **8.0 Discussions**

8.1 Speed Limit Reductions in Liverpool

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

**THAT the Council of Region of Queens Municipality receive the report titled 'Speed Limit Reduction of Municipal Streets' for information.**

**MOTION CARRIED unanimously.**

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

**THAT the Council of Region of Queens Municipality consider at their May 14, 2024 meeting a motion to direct staff to conduct traffic study on the municipal road segment from Main Street, east of School Street, to Riverside Drive, and that the amounts be paid from the proposed 2024-2025 budget.**

**MOTION CARRIED unanimously.**

8.2 Crosswalk Safety at Main and Market

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

**THAT the Council of Region of Queens Municipality receive the report titled 'Crosswalk Safety Society Engagement' for information.**

**MOTION CARRIED unanimously.**

**It was moved by Councillor Muise and seconded by Deputy Mayor Fancy:**

**THAT the Council of Region of Queens Municipality fund a pedestrian flag program for the Main and Market Intersection from the accumulated surplus.**

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

**THAT the motion be tabled.**

8.3 Main and Market Intersection Review

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

**THAT the Council of Region of Queens Municipality receive the report titled 'Market and Main Street Intersection Review' for information.**

**MOTION CARRIED unanimously.**

8.4 Response to November 14, 2023 Petitions

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

**THAT the Council of Region of Queens Municipality receive the report titled 'November 14, 2023 Petitions Response' for information.**

**MOTION CARRIED unanimously.**

8.5 Draft 2024-2025 Operating, Capital, and 3-Year Water Utility Budget

**It was moved by Councillor Muise and seconded by Councillor Amirault:**

**THAT the Council of Region of Queens Municipality receive the report titled 'Proposed 2024-2025 Operating, Capital, Water Utility, and Hillsview Acres Budget' for information.**

**MOTION CARRIED unanimously.**

CAO Joudry explained the most recent changes to the draft Operating, Capital, and Water Utility budgets, including:

- Increased 1 cent for fire truck funding.
- Changed the amount for supporting North Queens fireworks.
- Ensured balanced to a 0-cent increase.
- Added 10,700,000 from Provincial grant for Mt Pleasant service extension.

Councillors asked for clarification of various aspects of the budget report throughout the discussion.

Councillor Brown requested that the income level brackets that are currently used to determine low-income property tax exemptions be discussed, as they have not been adjusted to account for inflation.

After discussion, it was determined that the brackets should be amended with a \$5,000 increase to each bracket, and \$10,000 be

added to the 2024-2025 budget line "Tax Exemption" to fund the changes, the cost to come from the accumulated surplus.

#### 8.6 Memorial Bench and Tree Request

Deputy Mayor Fancy stepped back from the table to indicate a conflict of interest at 8:11 p.m.

**It was moved by Councillor Hawkes and seconded by Councillor Brown:**

**THAT the Council of Region of Queens Municipality move the request from the applicant forward to their May 14, 2024 meeting for recommendation.**

**MOTION CARRIED unanimously.**

Deputy Mayor Fancy returned to the table at 8:16 p.m.

### 9.0 In-Camera Items

**It was moved by Councillor Brown and seconded by Councillor Gidney that Council move in-camera at 8:16 p.m. to discuss the following:**

#### 9.1 Personnel

**MOTION CARRIED unanimously.**

**It was moved and seconded that the proceedings exit in-camera at 9:25 p.m.**

**MOTION CARRIED unanimously.**

### 10.0 Adjournment

The meeting adjourned at 9:27 p.m.

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Mayor Darlene Norman, Chair

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Cody Joudry, CAO

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Angela Green, Recording Secretary

Date Approved: \_\_\_\_\_

## Region of Queens Municipality Staff Report

7.1

**To:** Mayor and Council  
**From:** Angela Green, Administrative Assistant  
**Date:** May 14, 2024  
**Re:** Administrative Policy 9: Tax Exemptions

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### Background

At the Regular Council meeting held April 23, 2024, Council directed, as part of the budget approval, an increase to the income brackets for the Tax Exemption Policy (Administrative Policy 9).

### Details

Staff have revised Administrative Policy 9 to reflect the new brackets. They are now as follows:


\$0 to \$25,000	up to a \$400 exemption
\$25,001 to \$30,000	up to a \$350 exemption
\$30,001 to \$35,000	up to a \$300 exemption

### Budget Impacts

\$10,000 has been added to the 2024-2025 budget line "Tax Exemption" to fund the requested changes, and the cost will be taken from the accumulated surplus.

### Communications

The current form has been mailed to the previous year's recipients but will be amended for all applicants going forward. All advertising of the Tax Exemption



availability done in the paper, social media, and on our website will reflect the new brackets. Applications already received by the Tax Clerk will be assessed at the new bracket levels.

### **Recommendation**

- (1) **THAT** Council of the Region of Queens Municipality receive the report titled 'Administrative Policy 9: Tax Exemptions' for information.
  
- (2) **THAT** Council of the Region of Queens Municipality adopt Administrative Policy 9: Tax Exemptions as amended.

ADMINISTRATIVE POLICY NO. 9

**RESPECTING TAX EXEMPTIONS**

**WHEREAS** the *Municipal Government Act* states that a municipality may grant an exemption from taxation, in the amount set out in the policy, for a person whose income is below the amount set out in the policy; and

**AND WHEREAS** Region of Queens Municipality is desirous of establishing a system of tax exemption for low-income residents throughout Queens County;

**THEREFORE BE IT RESOLVED** that Region of Queens Municipality grant an exemption of **\$400.00** for all assessment districts upon the property owned by a person whose total income from all sources, which income includes income from all other members of the same family residing in the same household, for the calendar year preceding the fiscal year for which the exemption is sought, is \$25,000 or less, **\$350** for all assessment districts upon the property owned by a person whose total income from all sources, which income includes income from all other members of the same family residing in the same household, for the calendar year preceding the fiscal year for which the exemption is sought, is between \$25,001 and \$30,000 and **\$300** for all assessment districts upon the property owned by a person whose total income from all sources, which income includes income from all other members of the same family residing in the same household, for the calendar year preceding the fiscal year for which the exemption is sought, is between \$30,001 and \$35,000.

**AND FURTHER BE IT RESOLVED** that this exemption only extend to persons who are residents of Region of Queens Municipality and apply to property of a ratepayer occupied by them as their home;

**AND FURTHER BE IT RESOLVED** that where two or more persons, one or more of whom are entitled to an exemption, are by interest the owners of taxable property together, the person so entitled to that portion of the amount of exemption by their assessment with respect to the property bears to the total assessment for the whole property, and where the owners are not separately assessed for their interest in the property then to the portion determined shall be final;

**AND FURTHER BE IT RESOLVED** that the deadline for the submission of exemptions is the end of February, and if the end of February is a Saturday, Sunday, or a Holiday, that application may be made on the business day directly following the Saturday, Sunday, or Holiday.

**AND FURTHER BE IT RESOLVED** that the exemption is only available to those supplying the Treasurer with a copy of their previous year's income tax assessment or other proof of income satisfactory to the Treasurer.

**OFFICIAL CERTIFICATION**

**THIS IS TO CERTIFY THAT** this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 14th day of May 2024.

**SIGNED** by the Mayor and Municipal Clerk on this \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

DRAFT

## Region of Queens Municipality Staff Report

7.2

**To:** Mayor and Council

**From:** Cody Joudry, CAO

**Date:** May 14, 2024

**Re:** **Speed Reduction on Main St – School to Riverside Segment**

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### Background

At Council's April 23, 2024 meeting the following motion was made:

THAT the Council of Region of Queens Municipality consider at their May 14, 2024 meeting a motion to direct staff to conduct traffic study on the municipal road segment from Main Street, east of School Street, to Riverside Drive, and that the amounts be paid from the proposed 2024-2025 budget.

### Details

The motion refers to spending approximately \$1,000 for a traffic specialist to conduct an assessment on the Main Street road segment between School Street and Riverside Drive. The assessment would be to determine if the road meets the Transportation Association of Canada's (TAC) guidelines on speed reduction.

If the recommendation is approved staff would contract this work at the earliest opportunity and report back the findings to Council. If the guidelines are met Council could submit a request to the Provincial traffic authority to reduce the speed limit on this road segment.

### Budget Impacts

The \$1,000 can be managed within existing approved budgets.



## Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled 'Speed Reduction on Main St – School to Riverside Segment' for information.
  
- (2) **THAT** the Council of the Region of Queens Municipality direct staff to conduct an assessment on the municipal road segment of Main Street between School Street and Riverside Drive to determine the eligibility for a speed reduction and that this work be funded from the existing approved budget.

## Region of Queens Municipality Staff Report

**To:** Council

**From:** Mike MacLeod, Director of Planning and Development

**Date:** May 14, 2024

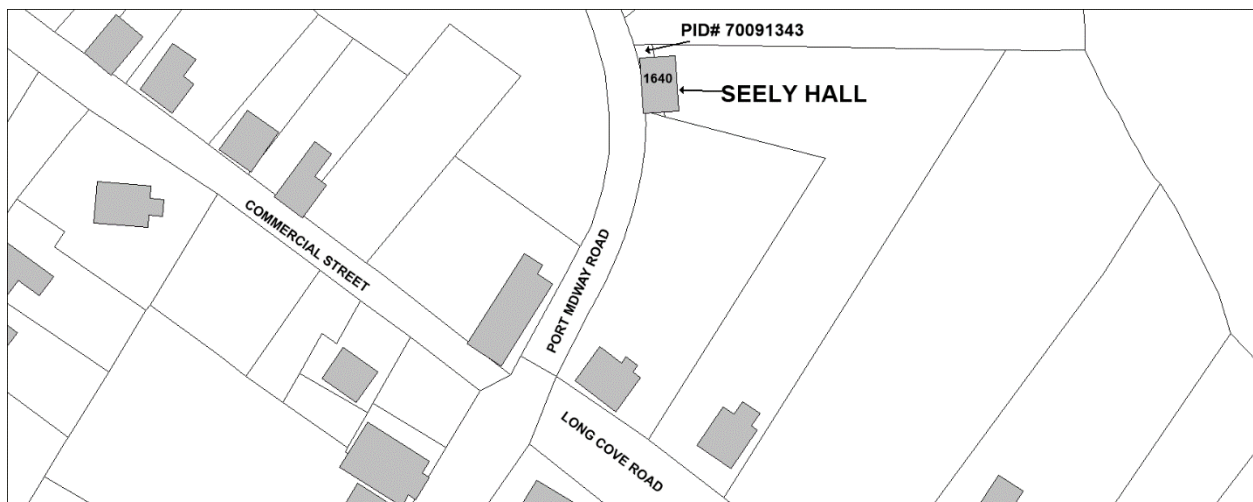
**Re:** Municipal Heritage Designation – Seely Hall

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### Background

The owners of property known as Seely Hall and located at 1640 Port Medway Road in Port Medway have made application to have the property designated under the Municipal Register of Heritage Properties. Refer to Appendix A.

### Details

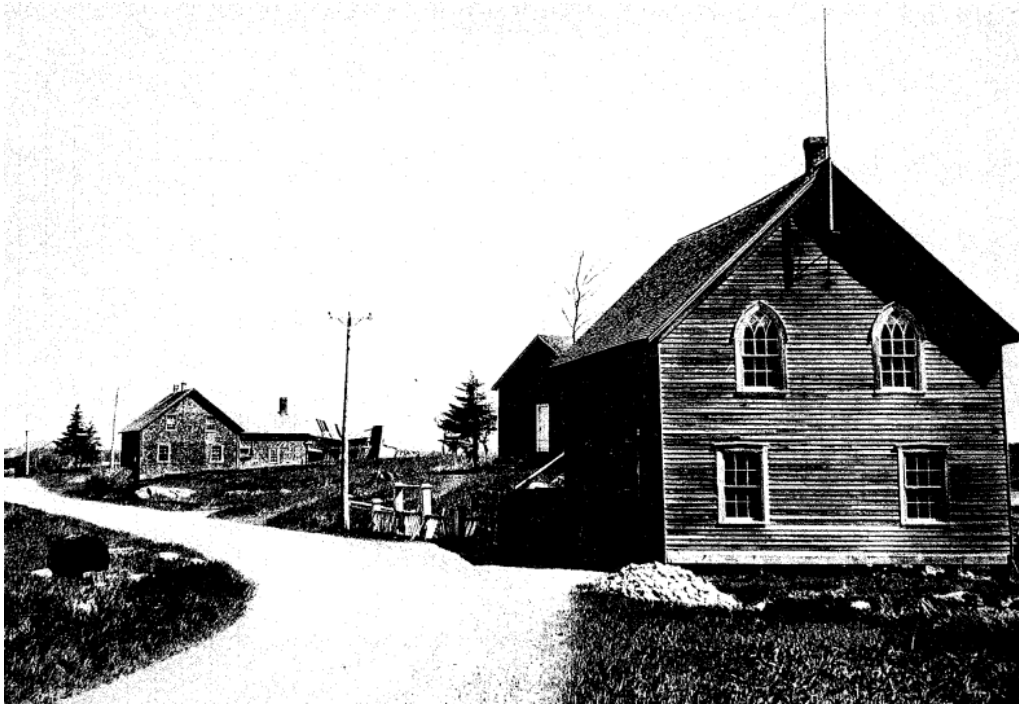




Seely Hall was built to be a general store, warehouse and shipping office on the ground floor, with a public space above. It is unclear when it was built. Some say about 1840, by Caleb Seely (1787-1869) who lived in Liverpool in what is now known as Perkins House. Caleb was a privateer who captained the famous *Liverpool Packet* during the war of 1812. After the war, he began exporting timber and fish out of Port Medway to Newfoundland, New England and Great Britain. In 1838 he built *Superior*, at 862 tons the second largest ship ever constructed in Nova Scotia up to that time. Caleb had a branch of his business in Port Medway from about 1820.

Others think the Hall was built about 1860 by Caleb's son, Edwin Collins Seely (1830-1881). In the late 1850s, Edwin, living in Mill Village, began selling timber and fish from Port Medway to the West Indies. By the 1860s he was Port Medway's most important ship owner and exporter.

(Excerpt from website – [seelyhall.ca](http://seelyhall.ca))




Historic Photo



Recent Photo

The Region's Heritage Advisory Committee met on May 2, 2024 to discuss the application and had little hesitation in recommending the property for



municipal heritage designation. While the architectural style of the structure is good example of those constructed during this era, it was felt that the role of this building as a community hall and general store and the prominence of the Seely family are of greater historical significant to this area.

## **Applicable Legislation**

Nova Scotia Heritage Property Act; Region of Queens Municipality Bylaw No. 17 – A Bylaw Respecting Heritage Properties.

## **Budget Impacts**

Registration of the property would involve purchase and installation of a brass heritage plaque, which would be funded out of the Municipality's 2024 / 25 operating budget.


## **Recommendation**

(1) **THAT** the Council of the Region of Queens Municipality receive the report titled 'Municipal Heritage Designation – Seely Hall' for information.

(2) **THAT** the Council of Region of Queens Municipality serve Notice of Recommendation upon the owners of property identified as PID# 70091343 and located at 1640 Port Medway Road in Port Medway, regarding the registration of the property (known as Seely Hall) in the Municipal Registry of Heritage Property;

**AND THAT** a hearing be scheduled for June 11, 2024 at 9:00 am in the Council Chambers of the Municipal Administration Building, 249 White Point Road in Liverpool to provide opportunity for the property owners to make comment on the proposed designation.

## **Communications**



The applicants will be advised of Council's recommendation.

# Appendix A



Region of Queens Municipalities

## APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

### A. Property Information

Name of Property: Seely Hall

Location of Property: Port Medway N.S.

Civic Address: 1640 Port Medway Rd.

Present Owner(s): Medway Area Heritage Society

Owner(s) Mailing Address: P.O. Box 136 Port Medway N.S.  
B05 2T0

Is the Property a Provincial Heritage Property? application being submitted  
(Please attach photographs showing exterior elevations of the property.)  
see attached photos.

### B. Evaluation Information

When was the property erected? Estimated or based upon what reference? 1840-1860 ref. website > seelyhall.ca <

What is the physical condition of the property? restoration work has been carried. building is in good condition

Is the property associated with individuals of local historical note? Seely family - ref. history on website

Is the property associated with events or themes of local historical note? \_\_\_\_\_

see attached newspaper articles

Do you believe the architectural style or construction technique of this property to be rare or unique within your community? Please describe it. post/beam construction

and has Gothic windows

Please note any sources of historical information regarding this property (eg. Books, articles, or local individuals). see attached newspaper articles

and ref. Seely Hall website: seelyhall.ca

Is there any other information which you believe should be considered when evaluating the heritage significance of this property? (Provide attachments if necessary.) Seely Hall

is located next to the Old Cemetery which is a municipal/provincial heritage property

**C. Submissions -**

Application submitted by: Medway Area Heritage Society  
(If an organization, please also note a contact person.) contact - Rick Baker

Mailing Address: PO. Box 136 Port Medway N.S B0520

Telephone Number (daytime): 902-677-2124

Fax: \_\_\_\_\_ E-mail: rbaker22075@gmail.com

Signature of Owner: R. Baker Date: Jan 27/24

Or, has owner been advised of application: \_\_\_\_\_

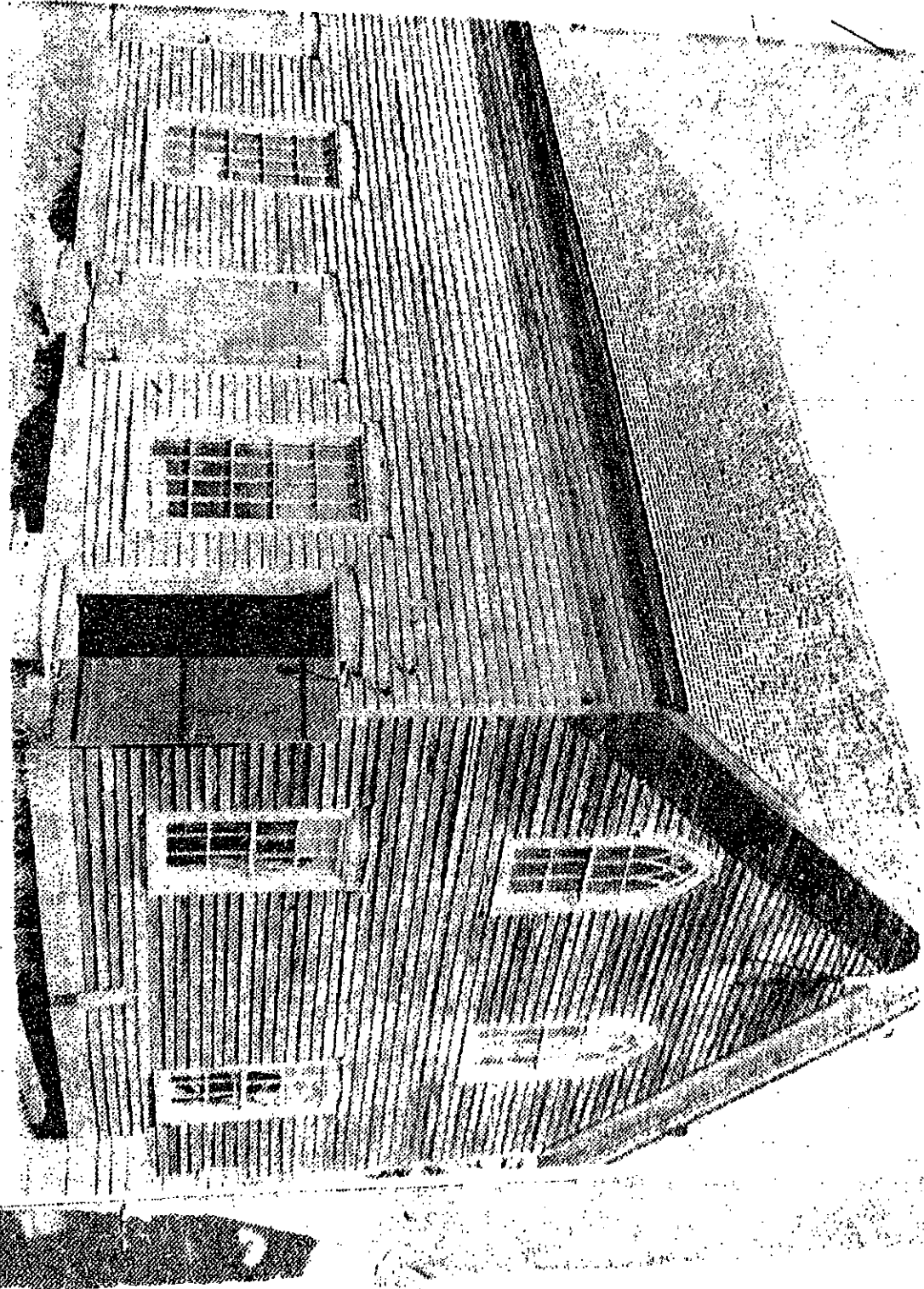
Please return application to : Region of Queens Municipality, 249 White Point Road, Liverpool, Nova Scotia, B0T 1K0 - C/O Planning Department. Phone: 354-3455 Fax: 354-7473

8

THE HALIFAX CHRONICLE-HERALD

Thursday, August 15, 1957

# Hall Recalls Days Of Sail



A few weeks ago there was a dance in a hall at Port Medway in Queens County. Few if any of the young couples who waltzed to popular tunes knew that the building had once been the headquarters of much of the village's business life a century ago. The Sealey Store as it is known is near the water front and years have passed since it was used as a store. But at various times many of the leading business men of the community owned it.

The second storey has been used as a hall for a long, long time. Just how many dances, political meetings, weddings and funerals have been held there no one will ever know but it is certain that they had more than a passing effect on local history. For five years the hall was even a temporary church. In 1865 the Anglican Church in Port Medway burned and the congregation rented until money was raised for a new building.

The members were unable to do anything about the design of the hall or its other uses but they did make one change to make it look more like a House of Worship. The square sashes were removed and oval frames replaced them. These windows with their small square panes of glass can still be seen on the second storey and are a reminder when it

spiritual needs.

The exact date when the Sealey Store was built isn't known but was long before 1850. The first owner Caleb Sealey had a general store, warehouse and shipping office. He was probably engaged too, in lumbering and shipbuilding. The Sealey's came to Liverpool with the early settlers and many of them are buried at Trinity Church in Liverpool.

Caleb's son Edward look over the business and it continued to thrive. In 1871 his shipyard built the biggest ship ever launched at Medway. She was the 950 ton square rigger Nyanza and was lost off the coast of Newfoundland on her maiden voyage to England with a load of lumber. The biggest sailing ship ever launched in Queens County was the J. C. Robertson of 1036 tons. Another square rigger, she went down the ways of a Port Mouton shipyard in 1874.

Edward passed the business on to his son Arthur Sealey. This was at a time when Nova Scotia shipping was beginning to feel that the boom was over and sail was on the way out. Shipyards and outfitters were getting squeezed, as steamers carried more and more cargoes.

The story goes that Sealey sold out about 1890 and moved to the

went into salmon fishing and packing and was very successful. Over the years relatives and descendants living in the western United States have visited Port Medway to get some of the family history first hand.

After the Seeleys, Captain John Hutt bought the store and operated it along with seven or eight coastal schooners. He bought thousands of pounds of fresh salmon from Queens County fishermen every year. They were shipped on ice to Yarmouth aboard the steam coastal packet City of Saint John and then across the Bay of Fundy by steamer to Boston.

In 1950 William White who lives in Port Medway bought the building and at that time it had been idle for years. He uses the lower part to keep fishing trawls, lobster pots and buoys and the hall is still rented occasionally for a dance. Older residents say that at one time a warehouse about forty feet long joined the main building but was torn down.

The two room office was used in the last election as a polling booth. The only remaining piece of furniture of the old days is a swivel chair and is similar to an old styled captain's chair. It is still in good condition despite the age, and is used by the ticket taker at dances.

Article from "Seasoned Timbers Vol. 2

SEELY'S HALL.

Port Medway, Queens County

Port Medway comes as a surprise to the first-time visitor. Seemingly off the beaten track, this quiet village covers the area of a small town and as more than its share of well made, century old buildings. For more than 100 years after its settlement in 1760, its wharves bustled with preparations for voyages. Salmon, mackerel, and alewives which teemed in the harbour were packed here for export; vessels set out for the Labrador shery; and lumber floated down on the Medway River was loaded for markets in England. Newfoundland and the West Indies.

In the 1870's and 1880's, the Seely family carried on a fisherman's fitting business in their store on the road to the Customs House. Just beyond Seely's store is the cemetery where many of the town's earliest settlers are buried, which originally was a cleared field belonging to Nathaniel Godfrey, a proprietor of the town. When he abandoned his holdings return to New England, it made a convenient burial plot. By the time became the official burying ground of the village in 1785, it contained graves, some of which are now being eroded on the harbour side for lack of a sea wall.

Over Seely's store, where the windows are theatrically Gothic, was Seely's Hall. If reports be true, the hilarity within was, at times, loud enough to rouse the dead.

Here the Medway Cricket Club (one of two in the village) gave an "entertainment" on the Queen's Birthday in 1873. Reserved tickets were 25 cents, parquette 15 cents, but worth it to see and hear eight stars accompanied by instruments of music never before introduced into this "province", to say nothing of Solomon S. Cohoon's stump speech "The Milk in the Coconut" followed by the stirring war drama "The Fenian Aid on Port Medway, 1867", with

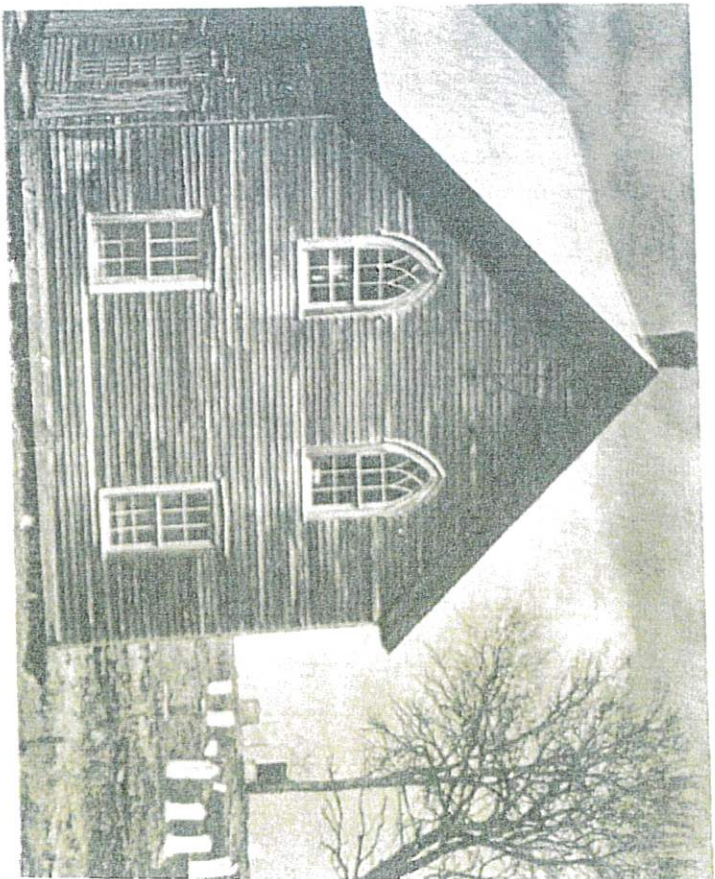
A. T. Baker as General Feathers

J. B. Doliver as Captain Wary

John Daily as Corporal Blant

and S. S. Cohoon as Private Gore.

Seely Hall in the twentieth century became known as White's Hall where local dances were held until condemned for public assembly. Today it is used for storage.



## Region of Queens Municipality Staff Report

8.1

**To:** Mayor and Council

**From:** Adam Grant, P.Eng., Director of Engineering and Public Works

**Date:** April 23, 2024

**Re:** Crosswalk Safety Society Engagement

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### Background


At the January 13, 2024, Regular meeting, the Council directed staff to “explore a partnership with Crosswalk Safety Society respecting buckets and flags specific to the 3-way intersection in Liverpool.”

### Details

Staff understand Council is seeking to address public safety concerns at the Main and Market Intersection. The question has been will pedestrian crossing flags improve pedestrian safety? According to Crosswalk Safety Society of Nova Scotia (CSSNS) and HRM's pedestrian crossing flags implementation guidelines, flags at this intersection are unlikely to achieve that goal. That said if Council makes a motion to fund \$1050 from the accumulated surplus for flags at this intersection, they can be provided to the community group that will administer the program locally, which is typically how this program works.

The Traffic Authority held a meeting with Norm Collins, President and Treasurer of the Crosswalk Safety Society (CSSNS) on March 22, 2024. The CSSNS was created in 2008 following the death of a teenage pedestrian at a crosswalk in Dartmouth as a means to raise awareness of the danger's pedestrians face at crosswalks in Nova Scotia.

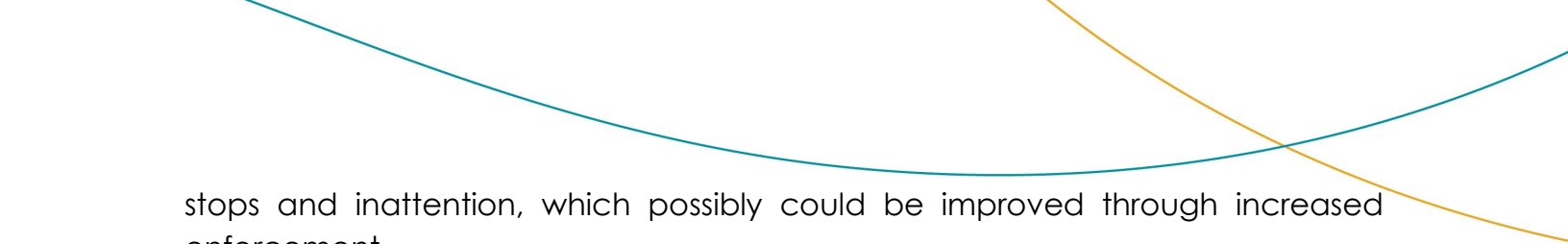
Discussion centered on why these hazards exist, who the fault belongs to, education, societal attitudes as well as the success they have observed with the flag program.



The group acknowledges that there is a significant problem with both distracted walking and driving that has had the greatest impact on the perceived rising number of incidents. Social media and technology is also increasing frequency detection, meaning it is possible that incidents several decades ago that went unreported are being reported today but the actual risk has not changed. Their independent research determined that while the use of the flags is low (at around only 10% of all pedestrians which are mostly young and elderly) they have been observed to improve the yielding of motorists to pedestrians at crosswalks. They attributed the success to several two-dimensional factors including the improved visibility of pedestrians holding a flag out from their body as they cross as well as the time-lapse offered to an approaching motorist to react while a pedestrian picks up the flag before entering the roadway. In addition the action of getting the flag before crossing forces the pedestrian to pause and consciously attempt the crossing as opposed to 'wandering' into the roadway vulnerable. They also acknowledge that while the flags have reduced incidents, they have not been successful in eliminating them, but rather the flags offer the pedestrian an additional tool to enhance their visibility. They have assisted with several hundred flag deployments while only having to remove a 'handful' due to vandalism.

Finally, they also shared that there is a significant degree of mixed acceptance of the flag program. Some jurisdictions have rapidly deployed the installations, while others have reluctantly allowed varied levels of installations and others have adamantly prohibited them. They referred to the Administrative Order adopted by the Halifax Regional Municipal (HRM) (where they have focused their intention primarily) Council respecting the placement of crosswalk flags. The HRM Traffic Authority does not approve the installation but does allow them. Following a review of "Administrative Order 2022-006-OP Respecting the placement of crosswalk flags", the intersection of Main and Market would not meet the HRM criteria for installation because it is a stop-controlled intersection with official traffic signs in place.

Additional research indicates that the installation of flags at stop-controlled intersections, such as Main and Market intersection, has not been shown to demonstrate improvement in pedestrian safety as motorists are already required to come to a complete stop before advancing through the intersection and pedestrian visibility is not the issue whereas the issue is related to vehicle rolling



stops and inattention, which possibly could be improved through increased enforcement.

Although it is not the recommendation of staff, if Council wished to proceed, the motion (#2) could read as:

(2) THAT the Council of the Region of Queens fund a pedestrian flag program for the Main and Market Intersection from by accumulated surplus.

### **Budget Impacts**

There is no cost to become a Supporter of the Crosswalk Safety Society of Nova Scotia, whereas the cost to acquire the flags for per crosswalk is \$350 totalling approximately \$1,050 for the Main and Market locations.

### **Recommendation**

(1) **THAT** Council of the Region of Queens Municipality receive the report titled Crosswalk Safety Society Engagement for information.

## Region of Queens Municipality Staff Report

8.2

**To:** Mayor and Council  
**From:** Angela Green, Administrative Assistant  
**Date:** May 14, 2024  
**Re:** June 2024 Offsite Council Meeting

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### Background

At their April 9, 2024 meeting, Council discussed Policy 23 – Respecting Regular Meetings of Council. This topic arose because live streaming is now a standard practice at meetings held in Council Chambers but not offsite. Policy 23 notes four Council meetings a year will be held off-site. The next off-site meeting is scheduled for June 25, 2024.

### Details

During the discussion at the April 9, 2024 Council meeting there was discussion about suspending or repealing Policy 23 as it related to the quarterly off-site meetings. The Mayor and staff would like direction from Council if they wish to hold the June 25, 2024 in North Queens as per Policy 23. The policy states:

*“... a bi-monthly evening council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 6:00 pm, except for meetings which shall be held in the following locations:*

- a. April – West Queens
- b. June – North Queens
- c. October – East Queens
- d. January – South Queens”

Without further direction by Council, the off-site meeting on June 25, 2024 will proceed as outlined in Policy 23 and past practice.



## **Budget Impacts**

There is no budget impact at this time.

## **Recommendations**

**(1) THAT** Council of the Region of Queens Municipality receives the report titled 'June 2024 Off-site Council Meeting' for information.

## **Region of Queens Municipality Staff Report**

**To:** Council

**From:** Richard Lane, Director of Economic Development

**Date:** May 14, 2024

**Re:** Waiver to Operational Policy 58 – Privateer Farmers' Market

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### **Background**

Privateer Farmers' Market has requested a waiver to Operational Policy 58 – Consumption of Alcohol on Municipally Owned Properties, please see letter attached.

Waiving the policy will allow the market to attract distilleries, breweries, and vineyards to attend the market as vendors, offering local products for sampling and sale to the public.

The market will operate at Centennial Park in Liverpool on Saturdays from May 18 to October 26, 2024.

As a condition of the waiver request, the proponent is required to submit to the Municipality:

1. Proof of liability insurance with a minimum \$2,000,000 coverage and the Region of Queens Municipality named as additional insured;
2. A valid liquor license from the Province of Nova Scotia; and
3. All municipal, provincial, and federal laws must be strictly adhered to.



## Budget Impacts

There are no budget implications to this request.

## Recommendation

- 1) **THAT** the Council of the Region of Queens Municipality receives the report titled 'Waiver to Operational Policy 58 – Privateer Farmers' Market' for information.
- 2) **THAT** the Council of the Region of Queens Municipality waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties for the Privateer Farmers' Market at Centennial Park, Liverpool on Saturdays from May 18 to October 26, 2024.

May 6, 2024

Privateer Farmer's Market  
Kate Fagan  
POBOX 2065  
Liverpool, NS  
B0T1K0

To the Municipality Council of Queens County, Nova Scotia;

On behalf of the Privateer Farmers' Market, I request a waiver policy 58 restricting the sales of alcohol for the whole 2024 market season at Centennial Park, Liverpool waterfront. This would include all Saturdays from May 18 to October 26th 2024. This will allow us to have local distilleries, breweries and vineyards attend the market.

Thank you for your consideration,

Kate Fagan  
Market Manager  
9024896863

**GENERAL STATEMENT OF POLICY**

58.01 It shall be the intention of the Region of Queens Municipality to provide a clear policy for the public and implementation direction for staff on the use and consumption of alcohol on municipal properties by members of the public and users of such facilities.

**POLICY INFORMATION**

58.02 It is the overall purpose of this policy to limit the use and consumption of alcohol on municipally owned properties because it is not seen as complementary to the purpose of public parks, facilities and the like.

58.03 Council will however, consider on an individual basis from incorporated organizations and businesses only, requests to be allowed to sell, give away, consume or allow to be consumed, alcoholic beverages on municipally owned property. This decision rests entirely with Council and shall not be subject to appeal.

58.04 Incorporated organizations or businesses that wish to sell, give away, consume or allow to be consumed, alcoholic beverages on municipally owned property, may apply to Council for permission to do so, but the application must be received in time to be approved by Council, on the ordinary Council Date (third Monday of the month).

58.05 Depending on the nature of the request, Council may request that a public information session take place prior to its review of the issue to allow for public input and this meeting may be advertised on the local radio station, cable channel and / or in the newspaper. Any costs associated with the advertising of this event shall be the responsibility of the applicant.

58.06 Subject to an initial review of the application by Council, Council may authorize its staff to negotiate an agreement with the applicant to include provisions for designated drivers, trained staff, crowd control, etc. to be brought before Council for possible amendment and final ratification, or may refuse the application immediately.

- 58.07 No application to request the use or consumption of alcohol on municipally owned properties, approved by Council, shall be in force and in full effect until such time as the Applicant provides liability insurance for the program, event or service of at least \$ 2,000,000 with the Region of Queens Municipality as a named insured on the policy and an appropriate liquor license.
- 58.08 Where community organizations or businesses operate all or a portion of a municipally owned facility or property on a full-time basis, the Council of the Region of Queens Municipality shall enter into an agreement with them for the use of alcoholic beverages on that property. Such agreement shall not be for more than three (3) years at a time.
- 58.09 Staff of the Region shall monitor and enforce this policy strictly. If a user of municipally owned lands is determined by staff to not be in compliance with this policy, the Chief Administrative Officer shall terminate that groups use of all municipal properties indefinitely with no repayment of any fees that the Region has received to date. If the suspended community organization or business wishes to be re-instated, they must apply to Council for such approval.
- 58.10 Queens Place Emera Centre shall be exempted from this policy. The General Manager of Queens Place Emera Centre shall ensure that liquor licenses have been obtained for all events as required, all liquor licenses shall be under the direct application and control of Queens Place Emera Centre.
- (a) The areas of Queens Place Emera Centre where alcohol consumption shall be allowed is the community room and arena area, dressing rooms, as approved by the General Manager from time to time. Notwithstanding the foregoing, Council may, subject to the normal application of Policy Number 58 - Consumption of Alcohol on Municipally Owned Properties, permit alcohol consumption in other areas of Queens Place Emera Centre.
- 58.11 The Council of the Region of Queens Municipality delegates the authority under 58.03, solely with respect to Town Hall Arts and Cultural Centre, to the Chief Administrative Officer to consider requests to, give away, consume or allow to be consumed, alcoholic beverages, including for individuals renting the facility, at the Town Hall Arts and Cultural Centre.

**Approved By Council:**

**June 14, 2016**

## **Region of Queens Municipality Staff Report**

**To:** Mayor and Council

**From:** Stephanie Sereda, Community Development Coordinator

**Date:** May 14, 2025

**Re:** Community Investment Fund 2024-2025 Applications

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### **Background**

The Community Investment Fund (CIF) is entering its sixth year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

Total funding available in the 2024-2025 budget year is \$175,000, in addition to a remainder in reserve.

The deadline for operational fund applications was January 31, 2024. All other funds are available for application throughout the year, following fiscal budget approval, until all funds have been exhausted.

### **Details**

The funding requests for today's consideration are Operational Investment Fund, Capital Upgrade Investment Fund, and Event Investment Fund applications, all of which have provided complete applications, and have undergone a thorough review of their eligibility.



Organizations are eligible for **Operating Investment Funds** under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long-term lease for such, where the program or services are well established, and are open to all members of the public;
- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner; and
- c) Up to \$1,000 annually to help community organizations with financial support to offer new or expanded programs, or services seasonally for residents, or to support long-standing programs or services that have existed for over five years.

Below is a summary of the **Operational Investment Fund** applications for the 2024-2025 budget year:

**CJQC Radio Society**

**Request: \$5,000 – Operating**

Requesting assistance with operational expenses for the Queens County Community Radio Station. Their total eligible projected expenses for 2024-2025 are \$24,844.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Museum**

**Request: \$10,000 – Operating**

Requesting assistance with operational expenses for the Queens County Museum. Their total eligible projected expenses for 2024-2025 are \$36,850.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**South Queens Chamber of Commerce**

**Request: \$5,000 – Operating**

Requesting assistance with operational expenses that support Chamber-hosted opportunities to increase community engagement. Their total eligible projected expenses for 2024-2025 are \$17,978.20. All required documentation was

provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Fair Association**

**Request: \$10,000 – Operating**

Requesting assistance with operational expenses for the Queens County Fair Grounds. Their total eligible projected expenses for 2024-2025 are \$60,125.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**North Queens Heritage Society**

**Request: \$1,500 – Operating**

Requesting assistance with operational expenses for the North Queens Heritage House Museum. Their total eligible projected expenses for 2024-2025 are \$4,982.00. The recommendation for funding (\$1125.00) is less than requested as their cash assets are more than 25% of their projected operating budget for 2024. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**South Shore Transition House Association**

**Request: \$5,000 – Operating**

Requesting assistance with operational expenses for Harbour House to continue supporting Queens County clients from a more secure satellite location in the Liverpool area. Their total eligible projected expenses for 2024-2025 are \$5,000.00. The recommendation for funding is less (\$1250.00) than requested as their cash assets are more than 50% of their projected operating budget for 2024. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Mersey Point Community Association**

**Request: \$10,000 - Operating**

Requesting assistance with operational expenses for the Mersey Point Community Hall. Their total eligible projected expenses for 2024-2025 are \$14,047.00. All required documentation was provided, and the request meets Policy 11- Community Investment Fund's criteria.

**The Friends of Carroll Baker Society**

**Request: \$9,695 – Operating**

Requesting assistance with operational expenses in support of celebrating the 50-year career of Carroll Baker, through the Carroll Baker Mem'ries Centre, in Port Medway. Their total eligible projected expenses for 2024-2025 are \$7,995. The recommendation for funding is less (\$4,847.50) than requested as their cash assets are more than 50% of their projected operating budget for 2024. All

required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Coastal Queens Place (WQCCDA)**

**Request: \$10,000 – Operating**

Requesting assistance with operational expenses for Coastal Queens Place. Their total eligible projected expenses for 2024-2025 are \$63,700.00. The recommendation for funding is less (\$5000.00) than requested as their cash assets are more than 50% of their projected operating budget for 2024. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Blades**

**Request: \$5,000 – Operating**

Requesting assistance for support with the 2024-25 CanSkate “Learn to Skate” program. Queens County Blades is requesting funding of \$125 for each first-time program participant, to a maximum of \$5,000. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Mersey Tobeatic Research Institute**

**Request: \$5,900 - Operating**

Requesting assistance with operational expenses relating to the delivery of educational programs for Mersey Tobeatic Research Institute. Their total eligible projected expenses for 2024-2025 are \$211,000.00. All required documentation was provided, and the request meets Policy 11- Community Investment Fund's criteria.

**The Friends of Hank Snow Society**

**Request: \$10,000 – Operating**


Requesting assistance with operational expenses for the Hank Snow Museum. Their total eligible projected expenses for 2024-2025 are \$45,500.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**North Queens Board of Trade**

**Request: \$10,000 - Operating**

Requesting assistance with operational expenses that support a variety of community initiatives in North Queens. Their total eligible projected expenses for 2024-2025 are \$11,984.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Organizations are eligible for **Capital Investment Funds** under three categories:


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- a) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
  - 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; or
  - d) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

Below is a summary of the **Capital Investment Fund** applications for the 2024-2025 budget year:

**Seaside Recreation & Community Centre Assoc. Request: \$43,631.52 – Capital**  
Seaside Recreation & Community Centre Assoc. owns and operates the Seaside Recreation & Community Centre. The Society is requesting capital upgrade funding to replace the roof and original siding, with the addition of rain gutters. They plan to use metal to clad the roof and sides of the facility because their location is beside the ocean, and they experience severe weather with continued repair costs. There is a 40-year warranty on the upgrades, alleviating the ongoing burden of maintenance costs. The total eligible costs for the capital upgrade are \$87,263.04, plus in-kind contributions. The recommendation for funding is less (\$33,723.64) than requested as their cash assets are more than 25% of their projected operating budget for 2024. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Liverpool Baseball Club Request: \$3,400 – Capital**  
Liverpool Baseball Club owns and operates the Dannie Seaman and C. Murray Smith Baseball Fields. The Club is requesting capital upgrade funding to assist with the necessary updates of the canteen interior at the Dannie Seaman location. The total eligible costs for the capital upgrade are \$4,100. The recommendation for funding is less (\$1,025.00) than requested as their cash assets are more than 50% of their projected operating budget for 2024. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

**Westfield Community Center Society Request: \$28,000 – Capital**



Westfield Community Center Society owns and operates the Westfield Community Center. The Society is requesting capital upgrade funding to assist with the re-building of their existing ramp and steps, which are deteriorating and no longer accessible for their demographic. They are also replacing the front entrance to be an accessible door and updating their sound system to have a 'sound field' in place, to accommodate those with hearing impairments. There are currently 50-60 individuals from the community with mobility or hearing impairment who regularly attend gatherings at the hall, so these improvements will be invaluable for their enjoyment, as well as all who visit. The total eligible costs for these capital upgrades are \$44,395, plus in-kind contributions. The recommendation for funding is less (\$23,197.50) than requested because their request included HST amounts in the quotes, and the Community Investment Fund Policy does not support HST. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

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Organizations are eligible for **Event Investment Funds** under four categories:

- a. Up to ten percent (10%) funding of eligible expenses for provincial, national, or international events where the budget exceeds \$300,000;
- b. Up to ten percent (10%) funding of eligible expenses for events where the budget is between \$150,000 and \$299,999;
- c. Up to twelve and one-half percent (12.5%) funding of eligible expenses for events where the budget is between \$20,000 and \$149,999;
- d. Up to twenty percent (20%) funding of eligible expenses for events where the budget is up to \$19,999;

Below is a summary of the **Event Investment Fund** applications for the 2024-2025 budget year:

**Native Council of Nova Scotia**

**Request: \$2,300 – Event**

Requesting support with their 2<sup>nd</sup> annual Indigenous Peoples Day event on June 21, 2024, at Great Oak Park, to share the Mi'kmaq culture and celebrate their heritage with the community. The total projected eligible expenses for the festival are \$7,850.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

## Privateer Days Commission

**Request: \$3,400 – Event**

Requesting support with the annual Privateer Days Festival from June 28-29, 2024, at the Liverpool waterfront. This two-day event brings together the local community and is a welcoming attraction for visitors. The total projected eligible expenses for the festival are \$17,250.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.


## Budget Impacts

This report is seeking approval to spend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.

In addition to the eighteen (18) assessed applications recommended in this report totaling \$142,408.64, a further sixteen (16) applications for less than \$1000 (which do not require Council approval) have been received and approved totaling \$5450.00. Therefore, the amount committed so far in 2024-25 from new applications is up to **\$147,858.64**. An amount up to \$250,000 was previously approved for the Liverpool Track Society – the reserve balance for the Community Investment Fund was projected at 03/31/2024 as \$449,894.

## Recommendation

- 1) **THAT** Council of the Region of Queens Municipality receive the report titled 'Community Investment Fund 2024-2025' for information.
- 2) **THAT** Council of the Region of Queens Municipality provide grant funding to **CJQC Radio Society** for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.
- 3) **THAT** Council of the Region of Queens Municipality provide grant funding to **Queens County Museum** for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.
- 4) **THAT** Council of the Region of Queens Municipality provide grant funding to **South Queens Chamber of Commerce** for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.

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- 5) **THAT** Council of the Region of Queens Municipality provide grant funding to **Queens County Fair Association** for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.
  - 6) **THAT** Council of the Region of Queens Municipality provide grant funding to **North Queens Heritage Society** for eligible operating expenses in the amount up to \$1,125.00 from the 2024-2025 Community Investment Fund.
  - 7) **THAT** Council of the Region of Queens Municipality provide grant funding to **South Shore Transition House Association** for eligible operating expenses in the amount up to \$1,250.00 from the 2024-2025 Community Investment Fund.
  - 8) **THAT** Council of the Region of Queens Municipality provide grant funding to **Mersey Point Community Association** for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.
  - 9) **THAT** Council of the Region of Queens Municipality provide grant funding to **The Friends of Carroll Baker Society** for eligible operating expenses in the amount up to \$4,847.50 from the 2024-2025 Community Investment Fund.
  - 10) **THAT** Council of the Region of Queens Municipality provide grant funding to **Coastal Queens Place (WQCCDA)** for eligible operating expenses in the amount up to \$5,000.00 from the 2024-2025 Community Investment Fund.
  - 11) **THAT** Council of the Region of Queens Municipality provide grant funding to **Queens County Blades** up to \$5,000.00 from the 2024-2025 Community Investment Fund, in increments of \$125 per new participant in the 2024-24 CanSkate “Learn to Skate” program, whom have not been previously subsidized and who are residents of Queens County.
  - 12) **THAT** Council of the Region of Queens Municipality provide grant funding to **Mersey Tobetic Research Institute** for eligible operating expenses in the amount up to \$5,900.00 from the 2024-2025 Community



Investment Fund.

- 13) **THAT** Council of the Region of Queens Municipality provide grant funding to **The Friends of Hank Snow Society** for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.
- 14) **THAT** Council of the Region of Queens Municipality provide grant funding to **North Queens Board of Trade** for eligible operating expenses in the amount up to \$10,000.00 from the 2024-2025 Community Investment Fund.
- 15) **THAT** Council of the Region of Queens Municipality provide grant funding to **Seaside Recreation & Community Centre Assoc.** for eligible capital upgrade costs and in-kind contributions in the amount up to \$33,723.64 from the 2024-2025 Community Investment Fund.
- 16) **THAT** Council of the Region of Queens Municipality provide grant funding to **Liverpool Baseball Club** for eligible capital upgrade costs in the amount up to \$1,025.00 from the 2024-2025 Community Investment Fund.
- 17) **THAT** Council of the Region of Queens Municipality provide grant funding to **Westfield Community Center Society** for eligible capital upgrade costs and in-kind contributions in the amount up to \$23,197.50 from the 2024-2025 Community Investment Fund.
- 18) **THAT** Council of the Region of Queens Municipality provide grant funding to **Native Council of Nova Scotia** for eligible event expenses in the amount up to \$2,300 from the 2024-2025 Community Investment Fund.
- 19) **THAT** Council of the Region of Queens Municipality provide grant funding to **Privateer Days Commission** for eligible event expenses in the amount up to \$3,400 from the 2024-2025 Community Investment Fund.

## **Communications**

The funding applicants will be notified of a decision following Council meeting. Approved applicants will be included in the 2024-2025 Grant Disclosure per Policy 89.