

Region of Queens Municipality Regular Council
Tuesday, March 25, 2025
6:00 p.m.

Agenda

- 1.0 Call to Order and Land Acknowledgement**
- 2.0 Approval of the Agenda**
- 3.0 Declaration of Conflict of Interests**
- 4.0 Approval of the Minutes**
 - 4.1 March 11, 2025
- 5.0 Public Comment**
- 6.0 Delegations and Presentations**
 - 6.1 Queens County Food Bank – Tara Druzina
 - 6.2 Greater Molega Land & Lot Owners Association - Bruce MacInnis and Dwayne Primeau
- 7.0 Correspondence**
 - 7.1 Wind Turbine Setbacks - Honourable John A. Lohr, Minister of Municipal Affairs and Housing
 - 7.2 Letter of Support for NSFM from Mayor Christian on behalf of Council
 - 7.3 Privateer Days Commission – Request to Waive Alcohol Consumption Policy
 - 7.4 Council Code of Conduct – Honourable John A. Lohr, Minister of Municipal Affairs and Housing

8.0 Committee Reports

9.0 Unfinished Business

9.1 Second Reading: Tax Exemption Bylaw #14

9.2 Updated Municipal Accessibility Plan

10.0 New Business

10.1 Queens Neighbourhood Co-operative Housing Extension for Construction Commencement

10.2 Emergency Management Coordinator/Alternate Compensation

10.3 NSFM Spring Conference Registration, and FCM Conference

10.4 South Shore Flying Club Request to Waive Rental

10.5 Spending Limitations Without an Approved Budget

11.0 Mayor's Report

Mayor's Report

12.0 Business from Members of Council

13.0 Closed Session

13.1 Personnel Matters

14.0 Adjournment

Region of Queens Municipality Regular Council

Tuesday, March 11, 2025

9:00 a.m.

Livestream on YouTube:

<https://www.youtube.com/watch?v=Sn14i8LsydE&t=737s>

Present:

Mayor Scott Christian, Chair

Deputy Mayor Maddie Charlton, District 2

Councillor Vicki Amirault, District 4

Councillor Wanda Carver, District 7

Councillor Jack Fancy, District 5

Councillor Stewart Jenkins, District 6

Regrets:

Councillor Roberta Roy, District 1

Councillor Courtney Wentzell, District 3

Staff:

Joanne Veinotte, Acting CAO

Heather Cook, Acting Municipal Clerk

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 9:00 am and gave a land acknowledgement to recognize that the meeting is taking place in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people.

Councillor Roberta Roy Leave Request

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins,
THAT the Council of the Region of Queens Municipality approve a leave
of absence for Councillor Roberta Roy for the March 11, 2025, and March
25, 2025, regular meetings of council.

Motion Carried.

2.0 Approval of the Agenda

Moved by Councillor Amirault, seconded by Councillor Jenkins,
THAT the Region of Queens Municipality approve the March 11, 2025
agenda as presented, with the addition of items 7.2: NSFM request for
letter of support; 8.2: South Shore Housing Action Coalition; 6.3: Queens
County Transit presentation; 8.2: Region 6 Solid Waste Management
Committee; and 12.2: South Shore Flying Club Request.

Motion Carried.

3.0 Declaration of Conflict of Interests

There were no declarations of conflict of interests.

4.0 Approval of the Minutes

4.1 February 25, 2025

Moved by Deputy Mayor Charlton, seconded by Councillor Carver,
THAT the Region of Queens Municipality approve the February 25, 2025
meeting minutes as circulated.

Motion Carried.

5.0 Public Comment

Mayor Christian opened the meeting to comments from the public.

Councillor Amirault read an email sent to her by Robin Anthony, Brooklyn, who was unable to attend the meeting. Ms. Anthony's email was regarding area rates, and she requested that Council should reconsider implementing area rate taxes and take on the responsibility for recreational assets in Brooklyn.

Mayor Christian called three times for additional speakers. No speakers.

6.0 Delegations and Presentations

6.1 African Nova Scotia Affairs

Troy Lawrence, African Nova Scotian Affairs (ANSA) Program Administration Officer (PAO) for South Shore/Southwest Nova Scotia. ANSA is a provincial office within the Department of Communities culture and heritage. It is the only government office in Canada dedicated to addressing the unique needs of provincial citizens of African ancestry. There are more than 50 historic African Nova Scotian communities in Nova Scotia. As a PAO, Mr. Lawrence and his colleagues provide program support, respond to requests for information and available resources, assist grant writers, help to identify emerging local issues, and research, analyze and investigate issues to develop solutions. Mayor Christian suggested that the Municipality's draft plan for dismantling racism and hate be sent to Mr. Lawrence for review. ACTION ITEM

6.2 South Shore Chronic Pain Support Community: Janice MacMillan

Janice McMillan spoke regarding the formation of a South Shore support group for sufferers of chronic pain. The group is in the final stages of preparation for submission to Registry of Joint Stocks to be registered as a non profit society. There are numerous challenges faced by those suffering from chronic pain with no visible scars in many cases, but the pain is real. There is no support group for the chronic pain community on the South Shore. This group is needed and requests the support of Council. Among the wishes of the group is to have Council write a letter of support to assist as they seek donations, grants and more; municipal staff support for grant writing and to be a source of information and

knowledge; and for the Municipality to receive grants on behalf of the organization and administer it to the group. Mayor Christian said that once the group has non profit status, that he would be in favour of Council providing a letter of support.

Moved by Deputy Mayor Charlton, seconded by Councillor Fancy, THAT Council of Region of Queens Municipality write a letter in support of the South Shore Chronic Pain Support Community in support of their advocacy efforts to be used in future grant applications and fundraising activities.

Motion Carried.

6.3 Queens County Transit:

Gil Johnson, Chair of Queens County Transit, thanked Council for their ongoing support over the years. He spoke about Queens County Transit's vision of Keeping Queens County Connected and their mission to provide inclusive, accessible, and affordable transit service that is efficient and sustainable for all residents. Their fleet of 8 vehicles includes 5 accessible vans, and their ridership so far this year includes 763 wheelchair rides. Overall, the ridership has increased year over year, with over 9,100 rides so far this year (year ends April 2025), compared to 8,218 rides last year. September 2025 marks the seven-year anniversary of the organization. Although there are many positives, there are some challenges; including reliance on grants for operational funds, vehicle maintenance costs, driver recruitment and unknowns. He stated they are hoping for Council's continued support of \$50,000 in the upcoming budget and requested an additional \$20,000 for their vehicle acquisition account, as well as continued promotional support from the Municipality.

Mayor Christian thanked Mr. Johnson and the Board for the presentation and providing this needed service.

7.0 Correspondence

7.1 Accessibility in Council Chamber – Janet Perry

Deputy Mayor Charlton noted that while many upgrades have been made to make Council meetings more accessible, but they are still not where they want to be yet.

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins,

THAT Council direct staff to come back with recommendations on accessibility improvements in Council Chambers to be considered in 2025/2026 Budget Deliberations.

Motion Carried.

7.2 Rural Transit Solutions – Queens County Transit – letter of support for their application to the Rural Transit Fund from Mayor Christian on behalf of Council.

7.3 NSFM Request for Letter of Support

Moved by Councillor Amirault, seconded by Councillor Carver,

THAT Mayor Christian , on behalf of Council of Region of Queens Municipality, write a letter of support for Nova Scotia Federation of Municipalities pursuant to their advocacy work with respect to the pending legislation.

Motion Carried

8.0 Committee Reports

8.1 South Shore Housing Action Coalition (SSHAC)

Councillor Fancy attended a SSHAC meeting recently, and one of the focus areas was homelessness. Among the concerns for those who are homeless are adequate heating and access to safe drinking water. Barriers preventing people from becoming homed include rent being too high (higher than 30% of their income), low income (62% did not have sufficient income to afford rent), and poor options for housing and conditions of housing. Also discussed were women’s shelters and concerns that the closest is in Kentville. Councillor Fancy also noted that

counterparts in Lunenburg County were able to access the Housing Accelerator Funds when it was available. In Queens, we will be more vigilant in watching for these types of funds.

8.2 Region 6 Solid Waste Management Committee

Councillor Jenkins attended a Steering Committee meeting on March 7. Among the key takeaways were to remind residents to download the R6 Recycles app to assist with waste collection notifications and sorting support. Sharps being placed in household recyclables is a concern as people working on the sorting lines often come in contact with them. If poked with a sharp, there is a year of testing and treatment required. Improper disposal of lithium batteries is a concern as they can cause fires in waste materials. Region 6 Recycles will be promoting drop off locations for used lithium batteries. As well, it was noted that people should be made aware that if they are not sorting their waste properly, contaminated bags of recycling will not be recycled and will move directly to the garbage.

9.0 Unfinished Business

There was no unfinished business to discuss.

10.0 New Business

10.1 Audit and Internal Control Committee Appointments

Councillor Jenkins stepped out of Chambers at 10:52 am - there was still Quorum with 5 remaining council members.

Moved by Deputy Mayor Charlton, seconded by Councillor Carver,

THAT the Council of Region of Queens Municipality receive the report titled "Audit and Internal Control Committee Appointments" and appoint the following people to the Audit and Internal Control Committee immediately for a term to expire on March 31, 2028:

Bill Rafuse

Kendall Farmer

Loris Azzano

Robert Perry

Motion Carried.

Mayor Christian called for a 10 minute recess at 10:54 am. Councillor Jenkins returned to Chambers at 10:54 am.

Mayor Christian called the meeting back to order at 11:04 am

10.2 Request for Budget Direction

Moved by Deputy Mayor Charlton, seconded by Councillor Fancy,
THAT to receive the budget package on March 27 and to direct staff to notify the public of the the Special Council meeting on April 1 for budget preparation.

Motion Carried.

Moved by Councillor Jenkins, seconded by Councillor Carver,
THAT Council receive the report titled request for Direction – Budget Process for information.

Motion Carried.

10.3 Area Rate Requests

Moved by Councillor Amirault, seconded by Deputy Mayor Charlton,
THAT Council receive the report titled Area Rate Requests for information; and consider them for budget approval.

Motion Carried.

10.4 3rd Quarter Financial Report

Moved by Deputy Mayor Charlton, seconded by Councillor Carver,
THAT the Council of the Region of Queens Municipality receive the report
titled "2024-2025 Quarter 3 Financial Update" for information.

Motion Carried.

11.0 Mayor's Report

There was no Mayor's Report presented.

12.0 Business from Members of Council

12.1 Liverpool Fire Hall Heat Pumps – Councillor Fancy

Moved by Councillor Fancy, seconded by Councillor Jenkins,
THAT the Council of the Region of Queens direct staff to provide a report
detailing costs and timeline to transition the Liverpool Fire Hall heating
system to heat pumps.

Moved by Councillor Amirault, seconded by Councillor Carver,
THAT the motion be amended to read "THAT the Council of the Region of
Queens direct staff to provide a report with a cost benefit analysis, and
detailing costs and timeline to transition the Liverpool Fire Hall heating
system to heat pumps."

The Motion to Amend Carried.

The Amended Motion Carried.

12.2 South Shore Flying Club – Councillor Jenkins

Moved by Councillor Jenkins, seconded by Councillor Carver,

THAT Region of Queens Municipality's Council approve forgiveness of the
rent fee for South Shore Flying Club in the amount of \$4,000 rent due to
financial limits the club is experiencing.

A motion to TABLE was moved by Deputy Mayor Charlton, seconded by Councillor Amirault,

THAT the motion be tabled and brought back to the March 25 Council meeting when staff will provide a package with financial statements.

Motion TABLED.

13.0 Closed Session

14.0 Adjournment

A motion to adjourn the meeting was moved by Councillor Amirault, seconded by Councillor Carver at 12:14 pm.

Mayor Scott Christian, Chair

Dan McDougall, Interim CAO

Heather Cook, Acting Municipal Clerk

Date Approved: _____



March 25, 2025

Mayor and Members of Council

Region of Queens Municipality
249 White Point Road
Liverpool, NS B0T 1K0

Re: Queens County Food Bank – Request for Budget Consideration

Dear Mayor and Council Members,

I am writing to request that the municipality **reinstate** the \$15,500 annual rent subsidy for the Queens County Food Bank for the next four years, starting with the upcoming budget deliberations.

Until 2019, the municipality covered rent and maintenance costs for the Food Bank in a municipally owned building. After being evicted, we were forced to spend \$60,000 on renovations to our new location, which depleted our reserves. The Food Bank is a critical resource for our community, working alongside organizations like Feed Nova Scotia while supporting local families groups such as the South Shore Open Door Association, the Community Food Resource Network in Caledonia, and various local schools. With rising food costs and economic instability, demand for food assistance continues to increase. At the same time, reduced donations have put our financial sustainability at risk, despite the unwavering commitment of our dedicated volunteers who donate hundreds of hours of their time.

This funding is critical for several reasons:

1. **Increased Demand:** Rising demand for food support means that without rent assistance, we will be forced to cut service hours or reduce food distribution, leaving vulnerable residents without support.

2. **Emergency Preparedness:** Our reserves are intended to cover emergencies, such as natural disasters and health crises, not routine operating costs like rent. Again, after the relocation, our reserves were depleted, and while we've managed to rebuild them to a level that can cover emergencies, they are no longer sufficient to address both emergency preparedness and ongoing expenses.
3. **Sustainability:** With fluctuating funding and heavy reliance on donations, the annual rent subsidy would stabilize our operations, allowing us to focus on food procurement and fulfilling our community's needs.
4. **Municipal Responsibility:** Other municipalities provide similar support to their food banks. By reinstating this subsidy, you would affirm the municipality's commitment to food security and the well-being of our most vulnerable residents.

While we understand that municipal funds are limited, this modest investment of \$15,500 annually over the next four years would help ensure that no one in our community goes hungry, especially during times of crisis.

We respectfully ask that Council consider this request during the upcoming budget deliberations and approve the necessary funding to sustain the work of the Queens County Food Bank.

Thank you for your time and attention. We look forward to your support in meeting this essential need.

Sincerely,



Shelly Panczyk
Executive Director
Queens County Food Bank



Greater Molega Lake
Lot Owners Association

GREATER MOLEGA LAKE LOT OWNERS ASSOCIATION

Bylaw 27 - Respecting Private Road Maintenance Charges

Agenda

- Who is the GMLLOA?
- Proposed Bylaw 27 - Respecting Private Road Maintenance Charges
 - History
 - GMLLOA position
 - Concerns & proposed alternatives
- Q&A





**February
1977**

Incorporated non-profit organization, chartered in Nova Scotia

Association was given legal title to all roads and green areas by three developers (no longer in business).

Largest recreational land development in the Atlantic Provinces. Ponhook, Molega, Beaverdam, Annis, Hidden, Beavertail, and Black Rattle Lakes

Own and maintain many green spaces and beaches - open to the public

**3000
acres**

**1,200 lot
owners**

**52 kms of
roadway**

3 bridges

**13 boat
launches**

1,233 lot owners, 52 km's of roadway, 13 boat launches, & 3 bridges (replacement cost exceeding \$2M)

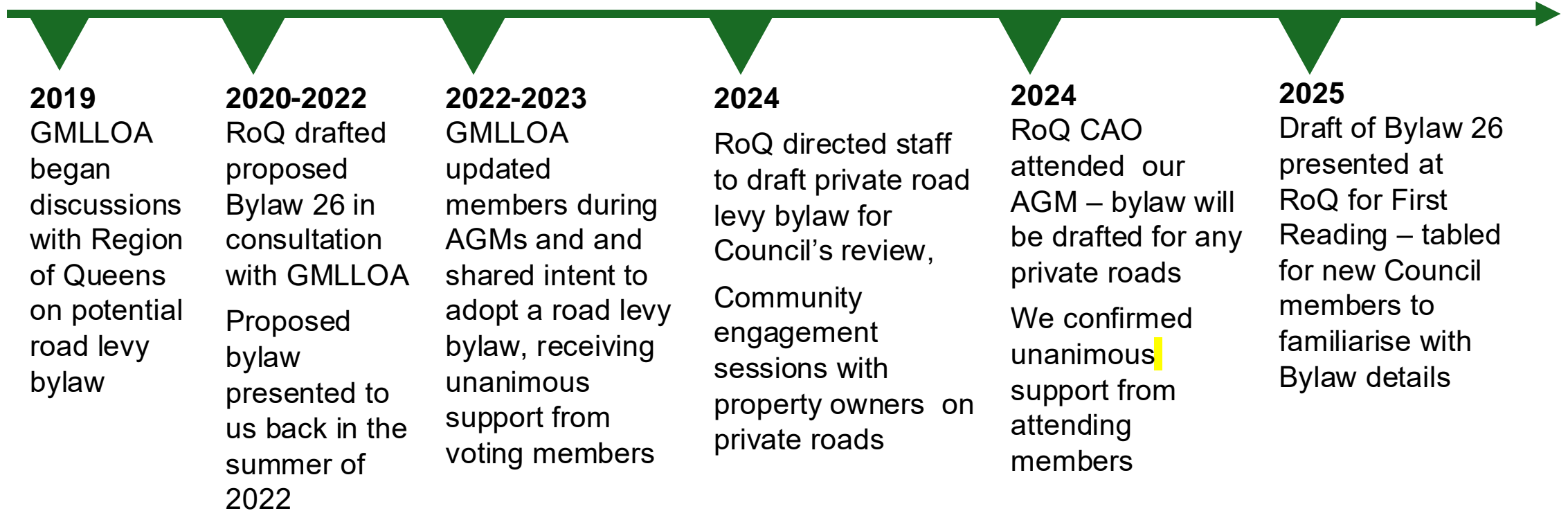
Maintain ~10km of "K" class roads providing access for GMLLOA members & others

A well governed organization with board members voted upon by members.

Board meeting minutes and reviewed financial statements are shared with all members.

Our association represents a significant tax base in the Region of Queens, and we are continuing to grow

Bylaw 27* History



Council and staff, with your assistance, this bylaw can help us deliver services to this growing tax base and support the continued growth of the beautiful Region of Queens.

GMLLOA position on Proposed Bylaw 27



The GMLLOA Board, and the vast majority of members support the creation and adoption of Bylaw 27.

- GMLLOA members support all the infrastructure, maintenance, and upkeep of roads through their fees, including annual maintenance, capital improvements, and winter plowing and sanding
- The number of developed properties has increased significantly since 2000, which when combined with both the increase in members who are living fulltime and the expectation among newer residents to have the roads maintained at a level unheard of 20 years ago has resulted in the volunteer board struggling to meet the needs of the members
- The GMLLOA needs to transition to a professionally managed status with a general manager as volunteers cannot sustain the workload and expectations
- There is much overlap and efficiencies to be gained for all parties involved by having association fees collected as part of the annual taxation process

GMLLOA position on Bylaw 27

To be able to continue providing critical services to its members, the GMLLOA must:

- Collect all the fees for services delivered,
- Direct as much of the fees to services as possible
- Increase our revenues (despite the increase in inflation, thus cost of gravel and fuel surcharges, we have not raised our fees for 4 years),
- Fund the future replacement costs of the bridges,
- Hire a manager to ensure the roads and other infrastructure are maintained and improved to keep up with growing demands

Bylaw 27, with some adjustments, would be an important part of securing a sustainable approach to serving our members for years to come.

Concern: Annual renewal & ending of the agreement

“The Municipality shall evaluate Annual Agreement applications for compliance with the requirements of this Bylaw and with the requirements stipulated by Council in its Information Document and may enter into Annual Agreements in respect of compliant applications but may decline to do so in its discretion for **any rational reason**.” The Municipality shall advise Associations whose Annual Agreement applications have been declined of the reason for that decision.” (paragraph 11)

Impact on GMLLOA

The two above conditions put GMLLOA in an untenable position

ANNUAL RENEWALS

- Should the Bylaw pass & we enter into an agreement the GMLLOA will no longer keep the billing infrastructure in place AND members will become accustomed to paying through the Region

DECLINE FOR ANY RATIONAL REASON

- If, in subsequent years, the Region declines to re-enter the agreement it would be extremely difficult and costly for Association volunteers to step back in to collect fees

Such a failure could result in the dissolution of the GMLLOA with all its property reverting to the Crown

Alternative solution for renewal & termination

Create **longer-term agreements** with **well defined performance criteria**, e.g.,

- Let agreements stand for a period of 5+ years, with automatic renewal contingent upon meeting agreed-upon performance criteria
- Clearly define performance expectations from the Region to the Association
- Specify a 2-year notice period from the Region if the agreement is to be terminated to enable the Association rebuild our systems.



Concern: 5% administrative fee

The Region of Queens states “The implementation of the Bylaw 26 - Private Road Maintenance Charges will have a budget impact for the Department of Finance as the charges will be included on the tax bill. However, a proposed administrative fee of 5% would be collected from the lot charges to offset the costs of delivering the service to Private Road Associations. The cost of the service is currently unknown because it depends on the private road associations establishing their fees and collection area.

Impact on GMLLOA

To be able to continue serving our membership, the GMLLOA must:

- Collect all the money owed to us and direct as much of the invoiced fees as possible to the delivery of services
- Increase our revenues (despite the increase in inflation, the cost of gravel and fuel surcharges, we have not raised our fees for 4 years), and
- Fund the future replacement costs of the bridges.
- \$15,000 is the estimated annual cost to GMLLOA members based on a 5% admin fee

Alternative solution for 5% administrative fee

Set the administrative fee to 2-3% with a cap, e.g.,

- Estimate the cost to administer, e.g., if a staff position is \$50k annually that's about \$24/hr
- Charging GMLLOA 5% amounts to about \$15k annually given our current billings, which is ~1/3 of a full-time staff member (assuming ~\$50k salary)
- 2% would equal \$6,000 annually which seems more reasonable
- Once the bylaw and relationship is established - we anticipate the incremental effort to be limited as you are already invoicing and collecting on each of these accounts
- After 2 years, the Region and the Association review together to see if cost recovery is effective

Concern & recommendation: definition of “support”

Clause 8 of the draft bylaw states “Without in any way limiting its discretion, Council may refuse applications made under section 3 or section 6 of this Bylaw if: (a)It is dissatisfied with the extent of owners’ support for the application within the applicable Charge Area;

- We recognize the importance of ensuring there is strong support for adopting the proposed bylaw.
- We also recognize the challenge in “voter turnout” resulting in ~50% of eligible voters participating in provincial or municipal elections
- We recommend The Region look to the bylaws of the applicant associations to ensure they are following their defined processes for gaining approval from those they represent
- The GMLLOA board has been discussing this intent and goal and should the bylaw be passed, will seek a majority vote of support from attending members at a well advertised special meeting.

Closing

- Our board and majority of lot owners support the creation of, and adoption of this bylaw
- We recommend a longer term agreement, with alterations to the termination clause (2 years) for material cause
- We recommend consideration of the ongoing fee structure to ensure we can allocate more funds to service
- We recommend following applicant bylaws as the method of approval from their members to define support of adopting the bylaw
- We intend to translate the efficiency and revenue stability the draft bylaw could offer into enhanced delivery of services
- The Molega area represents an important and growing tax base in the region - enhancements of services will help us grow together!



Thank you

GREATER MOLEGA LAKE LOT OWNERS ASSOCIATION





**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

March 7, 2025

Dear Mayors and Wardens:

I am writing to inform you that the Minimum Planning Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) have been amended to implement a maximum setback for commercial wind turbines.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine, or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

The Government of Nova Scotia is committed to reaching 80% renewables by 2030. These regulatory amendments will support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward, while also protecting residents from negative impacts from wind development projects such as noise and shadows.

You can find the updated Minimum Planning Regulations using the following links:

- *Halifax Regional Municipality Charter*
<https://novascotia.ca/just/regulations/rxaa-l.htm#hrmcmpr>
- *Municipal Government Act*
<https://novascotia.ca/just/regulations/rxam-z.htm#mgampr>

I have also included a Question-and-Answer document that provides further information about the updated regulations.

I want to thank you for taking the time to participate in the online survey from earlier this summer. Your feedback was invaluable throughout the regulation development process.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Juanita Spencer, NSFM
Chief Administrative Officers

Wind Turbine Setbacks

Summary of Changes

The Department of Municipal Affairs is making amendments to the Minimum Planning Requirements Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) to implement a provincial standard for wind turbine setbacks.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

Nova Scotia is committed to reaching 80% renewables by 2030. These changes support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward while protecting residents from negative impacts from wind development projects such as noise and shadows.

FAQ

Q: What are the benefits of Wind Energy in Nova Scotia

Wind energy does not result in emissions that cause the health problems associated with fossil fuels, such as sulfur dioxide, nitrous oxide, mercury, or the environmental problems that come from carbon dioxide - one of the greenhouse gases that contribute to climate change. Every megawatt of wind energy can reduce our greenhouse gas emissions by as much as 2,500 tonnes per year—enough clean energy to power 350–400 Nova Scotian homes.

Wind energy does not use up natural resources. Capturing and transforming the energy of wind into the energy of electricity is infinitely renewable.

Nova Scotia has legislated goals in the *Environmental Goals and Climate Change Reduction Act* (PDF) to get off coal and have 80% of electricity generated with renewables by 2030 – and to reach net zero by 2050. [Learn more here.](#)

Q: Should residents be concerned about the resulting noise and light flicker of Wind Turbines? What about concerns with the turbines causing illness?

It's important to remember that potential wind farms over 2 megawatts must undergo an environmental assessment which requires companies to identify the benefits of their project, its potential impacts on the environment and human health, and their plans to mitigate impacts. Projects must also obtain other required authorizations, permits and permissions from various levels of government before being built. There is no scientific evidence to support the belief that wind turbines cause illnesses.

The proposed regulatory changes will ensure municipalities have consistent standards regarding wind turbine setback distances that will ensure that residents will not be impacted by noise and light flicker.

Q: What about the threat to migratory birds that turbines present?

Wind turbines are attributable to less bird deaths than cats and tall buildings. Consideration of potential impacts to migratory birds as a result of a wind turbine project are included within the Government of Nova Scotia's environmental assessment process. Companies must ensure that they comply with federal migratory bird legislation.

Q: Why is the Nova Scotia Government Making this change?

Wind turbines do create noise and may not be appropriate for all locations. The Government of Nova Scotia is making this change to ensure that wind projects are properly developed and managed consistently across all municipalities.

Q: How would distance required for sound and shadow flicker be established?

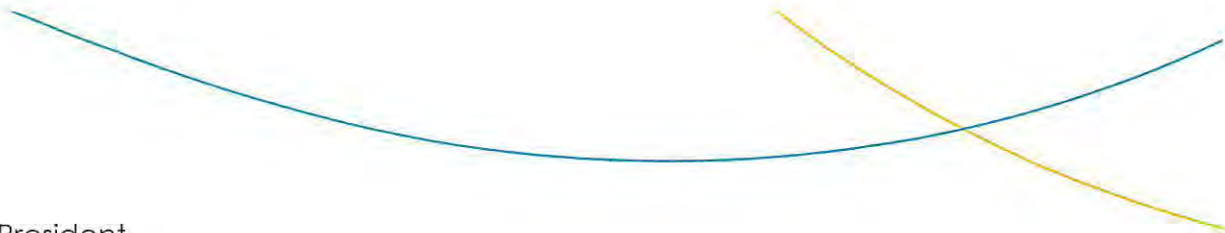
Distance for sound and shadow flicker is based on project specific factors. The provincial Environmental Assessment process considers these factors prior to granting approval of commercial Wind Turbine projects (at least 2MW). A municipality may decide to incorporate the *Minimum Planning Requirements Regulations* about setbacks from wind turbines to dwellings, as written, into their Planning Documents for ease of implementation.

Q: How does a municipality determine if their existing requirements are consistent with the proposed maximums?

We understand that many municipalities who regulate wind turbines, have policies or bylaws including a distance setback (i.e., Kms). These policies or bylaws may be contrary to the *Minimum Planning Requirements Regulations* amendments. The Provincial Planners supporting your region and the NRR contact provided can help you consider how your existing requirements relate to the amendments to the *Minimum Planning Requirements Regulations*. You should also seek advice from your solicitor should you have questions regarding the regulations.

Q: Will there be a deadline for when municipalities that have existing wind requirements should be consistent with the new requirements?

There is no specific deadline set. It is expected that municipalities bring their setback requirements in line with the newly amended *Minimum Planning Requirements Regulations* as soon as reasonably possible.



Pam Mood, President
Nova Scotia Federation of Municipalities
1809 Barrington St., Suite 1304
Halifax, NS B3J 3K8

March 19, 2025

Dear President Mood,

Region of Queens Municipality's Council is appreciative of the ongoing advocacy that you, the Board of Nova Scotia Federation of Municipalities, and NSFM CEO devote on behalf of municipal units throughout Nova Scotia.

Your recent efforts to engage with the Province on Bills introduced in this sitting of the legislature, in particular around Bill 24, Temporary Access to Land Act and Joint Regional Transportation Agency Act, is important work. You have brought the municipal perspective to Provincial officials, and ensured it is heard, which may result in changes in the legislation.

The efforts of NSFM cultivate a strong, unified, and powerful voice for municipalities, and Region of Queens Municipality supports and endorses those efforts. NSFM has remained dedicated to working collaboratively to ensure municipal perspectives are considered in the legislative process.

Region of Queens Municipality's Council is grateful for the ongoing efforts of NSFM. Our Council looks forward to updates as discussions evolve on the legislation, and other matters as well

Sincerely,



Scott Christian, Mayor
Region of Queens Municipality



Region of Queens Municipality

249 White Point Road,
P.O. Box 1264, Liverpool, NS,
B0T 1K0
regionofqueens.com

P: 902-354-3453 C: 902-350-3274
F: 902-354-7473
E: schristian@regionofqueens.com
Toll Free: 1-800-655-5741



Privateer Days Commission

PO Box 1780
Liverpool, NS
B0T 1K0
privateerdays1780@hotmail.com

February 7, 2025

Municipal Council

Region of Queens Municipality
249 White Point Road
Liverpool, NS
B0T 1K0

Attention: Steve Burns, Community Economic Development Officer

Dear Members of the Municipal Council,

I am writing to respectfully request permission to allow the sale of alcoholic beverages in our entertainment tent on municipal property for the upcoming Privateer Days festival. The event is scheduled to take place from June 27th to 29th, and we are excited to offer a unique and engaging experience for attendees that aligns with the spirit of the festival.

The entertainment tent will be located at Privateer Park and will serve as a designated area for adults to enjoy craft beers from local breweries, as well as other beverages. We understand and will adhere to all legal and safety regulations, including obtaining the necessary permits for alcohol service, \$2M in liability insurance and ensuring responsible consumption throughout the event. Security staff and proper identification checks will be in place to ensure that only those of legal drinking age are served.

We are committed to providing a safe and enjoyable environment for all attendees, and we will take all necessary precautions, including waste disposal, crowd control, and adherence to health and safety guidelines.

Your support in allowing us to utilize municipal property for this purpose would greatly enhance the success of Privateer Days and provide an additional draw for visitors to the area. We hope that the addition of liquor sales in our entertainment tent will contribute to the overall enjoyment and vibrancy of this cherished community event.

If you require any further information or would like to discuss the request in more detail, please do not hesitate to contact me at 905-410-7275 or privateerdays1780@hotmail.com.

Thank you for your consideration, and I look forward to your positive response.

Sincerely,
Melissa (Min) Smale
Chairperson
Privateer Days Commission

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



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

March 19, 2025

Dear Mayors, Wardens and Chairs:

I am writing to update you about the progress related to the mandatory Code of Conduct (Code) training for all local elected officials in Nova Scotia.

As you are aware, in December, all municipalities and villages adopted the provincial Code of Conduct. I would be remiss in not recognizing the hard work and commitment from councils and commissions that have been put forth in this effort.

The Nova Scotia Federation of Municipalities (NSFM) is leading the design, development and delivery of the training. To support elected officials in understanding the requirements under the Code, the NSFM organized in-person training sessions across the province and created an online training module that must be completed by all elected officials. For more information about the online training module please visit the NSFM website at <https://nsfm.ca/municipal-code-of-conduct-in-person-training-sessions.html>

The Code regulations will be amended on April 1, 2025, to make this online training mandatory. Following the recommendation from the Code of Conduct Working Group, this online training must be completed within 30 days. The regulations will also require that any newly elected official must complete this training within 30 days of being elected. A failure to complete the training within this timeframe will be considered a breach of the Code.

The Code framework and training module are based on the recommendations put forth by the Working Group. As with any new framework, time and experience will be instrumental in its evaluation.

I would also like to mention that the Association of Municipal Administrators of Nova Scotia (AMANS) has developed a list of qualified individuals whom municipalities and villages may appoint as Code investigators. The list can be found on their website at <https://amans.ca/amans-qualified-list-of-investigators-municipal-code-of-conduct.html>.

Mayors, Wardens and Chairs
Page 2

In closing, I would like to extend my appreciation to both the NSFM and AMANS for their collaborative efforts and leadership in the implementation of the Code. This initiative is an example of how we can collectively foster a positive environment and enhance accountability around council tables.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Loh".

Honourable John Loh
Minister of Municipal Affairs

c: Chief Administrative Officers
Village Clerk Treasurers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Joanne Veinotte, Director of Finance
Date: March 25, 2025
Re: Tax Exemption Bylaw, second reading

Background

Each year, Council reviews properties listed in *Bylaw No.14 Tax Exemption Bylaw* for possible additions and deletions of properties to be exempt from taxation. Attached is the proposed bylaw for 2024-2025, with a list of the associated exempted properties.

Details


This bylaw was given first reading on February 25, 2025. There has been one addition to the exempted listing: AAN 00760064. It has been added to the list at 50%. The value is \$136,200 representing a reduction in property tax revenue of \$1460 at the 2024/2025 tax rate.

Applicable Legislation

Section 71 (1) of the *Municipal Government Act* (MGA) states

(1) The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy

- (a) property
 - (i) of a named registered Canadian charitable organization, and
 - (ii) that is used directly and solely for charitable purpose;



(b) property of a nonprofit community, charitable, fraternal, educational recreational, religious, cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council;

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

Budget Impacts

The total amount in residential and commercial exempt taxes under this bylaw is approximately \$291,500.

Options

- 1) That Council of the Region of Queens Municipality receive the report titled "Tax Exemption Bylaw, second reading" for information.
- 2) That Council of the Region of Queens Municipality receive the report titled "Tax Exemption Bylaw, second reading" for information and give second reading to Bylaw No. 14 respecting Tax Exemptions.

Recommendation

Option 2

Communications

The approval of this Bylaw will be advertised in a local paper on our website and social media channels.

BYLAW NO. 14

A BYLAW RESPECTING TAX EXEMPTIONS

BE IT ENACTED by the Council of the Region of Queens Municipality, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

1. This Bylaw shall be known as Bylaw Number 14 and may be cited as “The Tax Exemption Bylaw”.
2. The property of the organizations, or institutions named in Schedule “A” that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Region of Queens Municipality and the property of the organizations, or institutions named in Schedule “B” that would otherwise be classified as commercial property shall be partially exempt from taxation, including area rates, and will be required to pay the residential rate of taxes in the Region of Queens Municipality.
3. Where a property or part thereof, listed in Schedule “A” or “B”, ceases to be occupied by the association or for the purposes set out in the Schedule, partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
4. This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.
5. This bylaw shall have effect in the municipal taxation year commencing on April 1, 2025.

REPEAL

6. The Tax Exemption Bylaw adopted by the Council of the Region of Queens Municipality on 26th day of March 2024, is hereby repealed.

THIS IS TO CERTIFY THAT this Bylaw was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held the

SIGNED by the Mayor and Municipal Clerk this X day of, 2025.

MAYOR

MUNICIPAL CLERK

READINGS: First: February 25, 2025
Second: March 25, 2025
Date of Publication: March 5, 2025
Newspaper: April 9, 2025

Office of the Minister of Municipal Affairs and Housing

Filed / Approved:

SCHEDULE "A"
Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
1	Hunts Point Community Hall	02116774
	Anglican Church	00756776
	Mersey Point Community Association	03217167
	District No. 3 Athletic Association	06018025
	Hollow Log Rifle & Pistol Association	02060078
	White Point Community Association	04905504
	Harbour Authority Moose Harbour	03389111
	Queens Archers Association	01641832
	Queens Archers Association	01641859
	Queens Archers Association	00197254
	Queens Archers Association	06466613
	Queens Day Care Association	03377768
YMCA	04918665	
2	Port L'Hebert Community Hall	00889555
	Port Joli Community Association	03788946
	Spectacle Light Society	01763709
	Little Red Southwest School House Society(N)	04499182
	West Queens Recreation Association	04918053
	West Queens Recreation Association	04318137
	West Queens Coastal Community Devel Assoc	03400611
3	Milton Community Association	03257665
	Milton Community Association	10740215
	Milton Community Association	10740223
	The Milton Canoe and Camera Club	04924037
	Queens Association for Supported Living	03012212
4	Queens Association for Supported Living	00583405
5	Brooklyn Recreation Committee Society	04764269
6	Brooklyn Recreation Committee Society	00484806
	Brooklyn Recreation Committee Society	04764323
	Brooklyn Recreation Committee Society	10495318
	Queens Recreational Boating Assoc	08373183
	Queens Recreational Boating Assoc	00424897
	Queens Recreational Boating Assoc	00424501

7	Seaside Recreation & Community Center Assoc	03401324
	Medway Head Lighthouse Society	10573548
	Medway Head Lighthouse Society	01763776
	Anglican Parish of South Queens	01230557
	Medway Area Heritage	00888125
	Medway Area Heritage	03220184
	Medway Area Heritage	11002323
8	Mill Village Community Hall	00889563
	Danesville Community Hall	01080687
9	Twinfields Community Association	08360510
	Greenfield First Settlers Place	01502379
	Greater Molega Lake Lot Owners Association	01796356
10	Westfield Community Club	04877047
	Trustees Community Club Pleasant River	00888877
11	North Queens Historic Society	03539091
	North Queens Medical Centre Association	03562956
	Roman Catholic Episcopal Corporation	00759538
	Margaret Stanhope (Hunt Park)	02110393
	North Queens Board of Trade	03539059
	North Queens Board of Trade	00650587
	North Queens Board of Trade	01543814
12	Kempt Community Hall	02331578
	New Grafton Community Assoc	03491048
	Mersey Tobeatic Research Institute	06470548
13	Hank Snow Museum	08400113
	Astor Theatre	04645693
	Parking Lot/Veteran's Park	04645995
	Friends of Hank Snow Society	02578204
	Queens Association for Supported Living	02950529
	Queens Association for Supported Living	04026489
	Queens Association for Supported Living	08375305
	Liverpool Baseball Club (1982)	05172322
	Liverpool Baseball Club (1982)	08390274
	Liverpool Baseball Club (1982)	01317288
	Liverpool Curling Club	02571358
	Region of Queens Water Utility	04645774
	Native Council of Nova Scotia	03934934
	Queens General Hospital Foundation	08401640

SCHEDULE "B"

Non-Profit Organizations

<u>Assessment District</u>		<u>Assessment Account Number</u>
9	Trustees of the Greenfield United Baptist Church (50% value)(N)	00760064
13	Vishwa Nirjala Dharma Educational Society (50% value)	01885987
13	Queens General Hospital Foundation (50% value)	02912058

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Elise Johnston, Capital Projects Manager
Date: 2025 March 25
Re: Updated Municipal Accessibility Plan

Background

As required under the NS Accessibility Act, Prescribed Public Sector Bodies including municipalities needed to have their initial accessibility plans by 1st April 2022 with update every three years. The Accessibility Directorate has provided online resources such as toolkits and training as well as dedicated positions in AMANS to support this process with a 1st April 2025 deadline.


Details

Based on section 40 of the Accessibility Act, Accessibility Plans must be publicly available and include:

- a. A report on measures the public sector body *has taken and intends to take* to identify, remove and prevent barriers.
- b. Information on procedures the public sector body has in place *to assess* the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or by-laws it will be administering; and
- c. Any other prescribed information.

In 2020 Region of Queens Municipality created a new position for an Accessibility Coordinator as well as an Accessibility Advisory Committee to guide the creation and implementation of the first Queens Municipal Accessibility Plan (QMAP). Since then, many targets were reached including awareness building and barrier removal across various categories of disability, although much work is still to be done.

Shifts in the RQM's organizational structure over the summer of 2024 led to the



removal of the dedicated position and the committee was effectively dormant. Note that many municipalities either share Coordinators, hire contracted consultants or assign accessibility lead roles to various staff. Meanwhile, the updated provincial plan put emphasis on the spreading of responsibilities throughout departments. RQM's updated plan will similarly guide the mandate of improving accessibility through all facets of the municipality with broader involvement from everyone.

While the first plan articulated '*what to do*', the update has a three-fold focus: i) inter-departmental work; ii) community engagement; iii) monitoring and evaluation.

A Monitoring and Evaluation Tool was developed by the Accessibility Directorate and can help determine whether the goals of the Act are being achieved and more specifically whether the work of RQM is effective. The specific guides, questionnaires and outreach programs provided are excellent resources to provide engagement for feedback and quantifiable data to share and inform next steps. The third focus area in fact requires and integrates the first two and should be a priority.


It is worth noting that many smaller municipalities are combining EDI (Equity, Diversity and inclusion) with Accessibility work, both in terms of Committees and Plans when staff and public capacity is low. The pros and cons of this move for RQM can be researched, recognising that intersectionality must be considered when working to remove all and various barriers.

Budget Impacts

The 25/26 draft budget includes \$25,000 to support the implementation and administration (training, community engagement, expert resources, other costs) of the Municipal Accessibility Plan.

The 25/26 draft budget also includes \$25,000 to support the implementation and administration of the Diversity, Equity, and Inclusion Plan.

The 24/25 budget included \$80,000 for accessibility including built environment initiatives, etc. To date this funding has not been committed and the funds will be transferred to reserve and will be available for use in 25/26.



While creating barrier-free environments will require financial support, renovations or additions could be part of facility improvement budgets and will be incorporated into the Capital Improvement Plan.

Communications

The updated Municipal Accessibility Plan for Queens will be posted on our website and given social media promotion once approved.

Recruitment for Accessibility Advisory Committee members will continue.

Recommendation

THAT Council of the Region of Queens Municipality receive the report titled *Updated Municipal Accessibility Plan* for information;

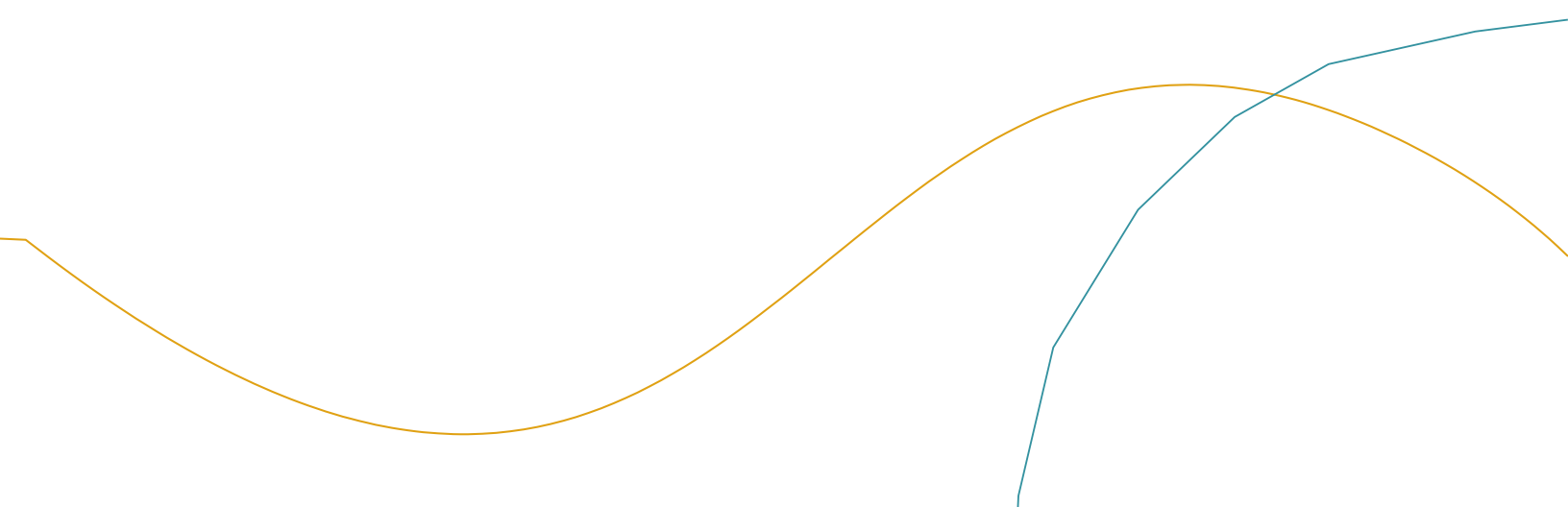
AND THAT Council approve the document "*Municipal Accessibility Plan 2025-2030*" as attached.



Municipal Accessibility Plan 2025-2030

Region of Queens Municipality

Presented to Council 25 March 2025



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Background

In 2017, Nova adopted Bill 59, an Accessibility Act¹. This legislation required public bodies, including municipalities, to create accessibility plans by 2022 with the help of local advisory committees made up of people with disabilities or who represent organisations that support persons with disabilities. The required three-year updates to those initial plans are due on 1 April, 2025.

Region of Queens Municipality hired an Accessibility Coordinator in 2020, who, guided by *Queens Accessibility Advisory Committee (QAAC)*², helped create the first *Queens Municipal Accessibility Plan (QMAP)*. Over the years, much work was accomplished but with shifts in internal organizational structure starting in the summer of 2024, the position no longer exists. This aligns with the direction of the province, which has spread the responsibilities of implementing the Act throughout various departments. The updated QMAP will similarly guide the mandate of improving accessibility through all facets of the municipality with broader involvement from everyone.

Based on section 40 of the Accessibility Act , Accessibility Plans must be publicly available and include:

- a. A report on measures the public sector body *has taken and intends to take* to identify, remove and prevent barriers;
- b. Information on procedures the public sector body has in place *to assess* the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or by-laws it will be administering; and
- c. Any other prescribed information.

Now that much of the ‘what to do’ has been articulated, this update has *a three-fold focus*:

i) inter-departmental work; ii) community engagement; iii) monitoring and evaluation.

Since the initial QMAP, the Accessibility Directorate has developed strong supports for municipal work including a *Monitoring and Evaluation Tool*³. It outlines in detail many ways of determining whether the goals of the Act are being achieved and more specifically whether the work of RQM is effective. The specific guides, questionnaires and outreach programs provided are excellent resources to provide engagement for feedback and quantifiable data to share and inform next steps. This third focus in fact requires and integrates the first two and should be a priority for the AAC.

¹ https://www.nslegislature.ca/legc/bills/62nd_3rd/3rd_read/b059.htm

² QAAC consists of up to 5 volunteer members of the public, who either have disabilities or represent organisations that support people with disabilities, plus 2 elected Councillors, for terms of 1 or 2 years. A staff lead will sit on the committee as a non-voting member.

³ A compendium of MEL Data Collection Tools, June 2024 draft Word file can be downloaded from the side bar of the AMANS Tools and Resources page: <https://www.municipal-ideas.ca/education-training-events>

Definition of Terms

Barrier

Barriers make it harder for some people to participate in various ways. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice." While economic barriers exist, they are not the focus of this Act.

It's important to recognise that layers of barriers need an *intersectional* lens.

Disability

As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society." Where no barriers exist, a disability should not be an impediment.

The Canadian Survey on Disability 2022 shows Nova Scotia with the highest rate of disability at 37%, 10% higher than the national average. Note that only 10% describe themselves as 'mobility-impaired'. See more at [Accessibility and Persons with disabilities - Canada 2023](#)

Equitable Access

If *equal* access is to give everyone the *same* thing, barriers may be created for some users. A commitment to fairness looks at the end result and for equitable access which allows all users full participation. Accommodating individual differences needs *flexibility* and *options*.



ASL is American Sign Language, which needs translators between users and non-users.

CART, or Communication Access Real-Time Translation, delivers captions remotely to any screen in real time, also known as Live Captioning.

CSA is the Canadian Standards Association, whose B651HB-23 specifications will be adopted by NS in terms of accessibility in the built environment.

Categories of Accessibility

The Nova Scotia Accessibility Act identifies six categories or priority areas, all of which will have new standards developed by committees of first voice and stakeholder consultation. While all specifics may not be legislated yet, the drafts help guide municipal plans and should be base references. See [Accessibility Directorate - Government of Nova Scotia](#) for a link to each standards committee.

1. **Built Environment:** Shared indoor and outdoor spaces where we live, work and play, are all to be barrier-free. These standards were made public for review in Sept. 2023, and amendments to the NS Building Code were enacted by the Minister of Justice in March 2025 [NS Built-environment-accessibility-standards](#) .
2. **Education:** Early childhood, primary, secondary, and post-secondary education is to be inclusive and individualised. The second [phase of recommendations](#) was made public in Jan. 2023. While the municipality is not involved in this directly, **Public Awareness** is critical.
3. **Employment:** People with disabilities need removal of barriers to find, maintain and advance in meaningful employment. New standards will help Employers build inclusive recruitment, hiring, onboarding and retention as well as understanding the Duty to accommodate. [Recommendations to the Minister of Justice on an Accessibility Standard in Employment](#) was submitted to the Minister of Justice in July 2024.
4. **Information and Communications:** to be available in a variety of formats, with or without assistive technologies. The provincial standards committee has not yet been created, but [Accessibility Standards Canada has requirements for ICT products and services](#)
5. **Goods and Services:** to be accessible to all. There will be overlap with other categories, especially the built environment and information/communications as well as staff training. A federal draft for public review is at [Overview of CAN-ASC-5.2.1: Accessible Programs and Services](#)
6. **Public Transportation and infrastructure:** to be accessible and available within and between communities. [Transportation - Accessibility Standards Canada](#) has the draft federal standards.

Region of Queens Commitments

Guiding Principles

Shared Responsibilities – We aim to be a role model for the private sector and broader community with buy-in from *all* staff, recognizing that inter-departmental support is key to implementing actionable items and ultimate success.

Human Rights - We uphold accessibility as a fundamental human right. We prioritize the *social* model of disability, recognizing that limitations are created by environmental, structural and attitudinal barriers that restrict the full participation of persons with impairments.

First Voice - We value the input from residents that live with disabilities and prioritize it in our work to advance accessibility, recognizing the expertise that comes from lived experiences. Nova Scotia recognises this by requiring half of the Accessibility Advisory Committees to identify as having a disability or working as a support to people with disabilities.

Diversity - We know there is diversity within the disability community and that other identities, circumstances, and experiences intersect and impact accessibility. Disability is seen with an *'intersectional'* lens and is to be included as a target audience in municipal policies, programs and services. A *Universal Design* approach supports the commitment of allowing everyone to access everything.

Standards as a minimum – While the municipality will always strive to follow various standards, we can achieve best practices or even *beyond* to ensure equitable, *comfortable and dignified* participation in civil society by all residents, regardless of abilities.

Goals for Municipal Outcomes

Based on Federal and Provincial Accessibility Requirements and following [Nova Scotia's 'Access by Design 2030'](#) timeline, Region of Queens as a prescribed public sector body must aim for the following broad goals:

- Persons with disabilities (including employees, residents and visitors) receive equitable access to:
 - Municipally owned and leased *buildings* and public spaces;
 - *Programs and services* delivered by the Municipality;
 - Municipal *information and communications*.
- Persons with disabilities are meaningfully *employed*, engaged and advancing within Municipal service and have appropriate accommodations.
- Municipal employees are *educated and aware* of the rights of persons with disabilities, are able to identify barriers to accessibility and their impacts, and actively seek solutions to prevent and remove them.
- The Municipality can support key partners and interested parties to improve accessibility.

Note that specific activities and tasks will result in outputs such as this plan or deliverables within categories, but it is the *results* of these that are to ultimately produce societal change.

Responsibilities

- The **Accessibility Advisory Committee** (AAC) is responsible for giving input on the Municipal Accessibility Plan and making recommendations to Council. Since the passing of the [Dismantling Racism and Hate Act](#) in Nova Scotia, many municipalities have combined committees. The Region of Queens Municipality may consider revising the

current Terms of Reference, careful to maintain the required 50% First Voice for the AAC.

- **Council** is responsible for adopting and overseeing the work of the Municipal Accessibility Plan as well as allocating resources to fulfill its goals. Currently the AAC Terms of Reference includes two Councillors.
- The **Chief Administrative Officer** assigns staff lead(s) and liaison to the AAC, supports accessibility work as outlined in the QMAP and is ultimately responsible for implementing the Plan under the framework of the Act.
- **Staff** are responsible for building their awareness of barrier removal and receiving public accessibility comments. Each department will articulate specific responsibilities as best suited to their roles, guided by this plan, training and feedback from the monitoring tool. At least one staff member will be the liaison with the AAC and help push action forward.

Community Engagement

One of the underlying concepts of the Accessibility Act is “*nothing about us without us*” which highlights the critical need for involvement from those the Act is designed to benefit. Region of Queens received valuable input from its advisors and from broader community in the first few years, providing insight, advocacy and specific areas of improvement. The Accessibility Survey that was created and launched in September 2020 resulted in almost 100 submissions with general and specific feedback on priority concerns for Queens County. It is now a high priority to reach out for renewed engagement using the Monitoring & Evaluation (MEL) tool.

Previously, the Accessibility Coordinator used ‘*Intermediaries*’ as vehicles to wider target audiences. Existing support organisations are valuable two-way communication streams, both in terms of receiving information on needs as well as sharing municipal programs and resources back out. These included the Department of Community Services, Queens Home Support Services, the local Doctors’ Association, NS Works/Employment Solutions Services, Queens County Food Bank, the Thomas Raddall library, Pharmasave in Liverpool and Caledonia, Queens Community Health Board, Queens Learning Network, Family Resource Centre, Queens Senior Safety Association, NS Caregivers, Community Links, SchoolsPlus and the local VON nursing office.

Monitoring and Evaluating

This is possibly the most important part of ongoing work as it helps a municipality know if it is *making a difference* in the lives of people with disabilities. It also holds staff accountable to residents and Council, celebrates progress being made and informs next steps and supports needed where progress is slow.

As mentioned in the introduction, efforts of a working group under the direction of the Accessibility Directorate have created a practical tool to measure and guide municipal progress

with flexible outcome-focussed templates. Indicators are suggested along with tracking forms, surveys and focus group models for staff as well as community groups. The tool is called MEL for Monitoring, Evaluating and Learning, emphasizing the need to include reflection beyond reporting and to course-correct when objectives are not being met. See *Appendix B* for links and examples.

The 2020 survey could be treated as a baseline for Queens with the same questions being used to assess any change in public perception of accessibility and awareness of improvements. Whatever data collection method is selected, assessment can only happen with engagement which can now follow pre-designed templates that align with provincial work. Again, this should be first and foremost as part of meaningful updates beyond ticking off deliverables.

Plan Implementation

In the initial QMAP, actionable steps were listed according to the categories laid out in the Act. These remain in the updated plan, presented in terms of COMPLETED and ONGOING outputs. Moving forward, sections should be assigned to appropriate departments or roles. [SUGGESTIONS OF LEAD STAFF are made below as starting points only].

Accessibility Progress

1. Built Environment

COMPLETED

- All municipal properties are assessed with summaries of accessibility recommendations made. See *Appendix A* for renovation specifics.
- Council allocates budget for priority areas, general and/or specific.
- Grant applications are submitted to support renovations and additions to municipal properties (through 2024).
- Universal Design and/or Aging-in-Place training is given to Public Works Skilled Trades staff, Building Official(s) and offered externally, to community builders.
- Building Permit applications form identifies accessibility-related works, and staff share supportive information. For example, all who apply for ramp addition permits, receive pamphlet on Adaptable Housing.

ON-GOING [INFRASTRUCTURE: CAPITAL PROJECTS MANAGER]

- All recommendations to improve accessibility in municipal properties continue to be developed, with grant applications submitted to support costs.
- CSA accessibility standards are used as a minimum guide with feedback from accessibility outreach integrated where possible.
- All new projects receive an accessibility lens through the Capital Projects Manager.
- Full Audits to use the provincial template, [AMANS Audit Tool](#).

2. Education / Awareness building

COMPLETED, BUT TO CONTINUE ON-GOING [COMMUNITY DEVELOPMENT OFFICER /
INFORMATION & COMMUNICATIONS OFFICER / MUNICIPAL CLERK]

- Awareness campaigns and events created to inform staff, residents, service providers and business owners on the Act itself, provincial resources and the Municipality's commitments, using a variety of engagement methods and formats:
 - Audio podcasts and interviews through local radio and Queens Community Health Board;
 - In person presentations targeted to various audiences;
 - Articles in South Shore newsprint;
 - Digital information on Region of Queens' website and FaceBook.
- Target audiences to include but are not limited to:
 - The business community through South Queens Chamber of Commerce and North Queens Board of Trade; supporting small businesses as they work to improve accessibility in the built and digital contexts.
 - Builders and contractors through three Home Hardware stores in Queens, the NS Builders Association, municipal Building Officials, realtors and word of mouth;
 - The elderly through local organisations such as the Queens Senior Safety Association, pharmacies, Queens Home Support, VON, residential care facilities and more;
 - People with disabilities through Dept. of Community Services, Queens Learning Network, NSWorks, Queens Association for Supported Living and the Doctor's Association.
 - Job seekers, partnering with Employment Solutions Services.
- Liaise with the South Queens Chamber of Commerce and the North Queens Board of Trade to promote involvement with the business community.

TO DO [PLANNING DEPT.]

- Follow the consequences of the Human Rights Remedy as it relates to Housing of people with disabilities.
- Provide public awareness on the possibilities made with Land Use Planning Bylaw and Municipal Planning Strategy, in terms of housing types: accessory and converted dwellings; supportive housing and land lease communities.

3. Employment

ON-GOING [MUNICIPAL CLERK / HUMAN RESOURCE LEAD / ALL DIRECTORS]

- Be a Disability-Confident Employer; building a culture of inclusion with all staff having

Disability Awareness Training. See Resources in Appendix C.

- Region of Queens ensures that all announcements of job opportunities are available in multiple formats, distributed through a wide range of intermediaries and promotes that accommodations are possible.
- Track (anonymously) the number of employees with disabilities, diagnosed or self-identifying, with the aim of reflecting diversity in the workforce. Following the Employment Equity Act 9.1(a) and 2), only self-identification is counted as a member of designated group.

TO DO [MUNICIPAL CLERK / HUMAN RESOURCE LEAD]

- Assign a designated staff person to help individuals who need accommodations, a Human Resource person or other personnel staff.
- Establish a centralized accommodation fund to pay for assistive devices or accommodations for employees.
- Continue accessibility improvements of the built environment for staff as much as for the public, i.e. accessible counters, internal doors, etc. in municipal sites.
- Set out long-term goals for increasing the representation of persons with disabilities in the total municipal workforce and the employer's strategy and timeline for achieving those goals.

4. Information and Communications

ON-GOING [INFO & COMMS OFFICER / IT MANAGER / MUNICIPAL CLERK]

- Provide accessibility training to all staff who produce content for the public, with specifics on digital material, ensuring screen-readability.
- Use current best practices including Alt text on graphics and coded structure to improve navigation.
- Follow the [accessible events guide](#) created by the NS Accessibility Directorate.
- Use 'Plain Language' or create summaries for lengthy and complex content.
- Websites should meet international 'Web Content Accessibility Guidelines', WCAG2, at minimum and be tested by various assistive technologies. An accessibility clause will be added to the footer indicating continuing efforts, alternative formats available upon request and providing a feedback capability.
- All visual information for the public is to have audio options such as use of QR codes and/or button-activated speakers on interpretation panels or signage.
- ASL or CART services will be readily available upon request with appropriate notice. Audio supports in Council Chamber.
- All municipal videos will have closed captions and described video where appropriate.

5. Goods and Services

COMPLETED

- Provide telecoil hearing systems at front desks: Planning, Finance, QPEC.
- Region of Queens allows for and consider the needs of service dogs such as the provision of water and rest areas.

ON-GOING [MUNICIPAL PHYSICAL ACTIVITY LEADER / RECREATION STAFF]

- Promote the existing accessible recreational equipment and continue to build inventory of accessible and assistive equipment.

TO DO [MUNICIPAL CLERK, WITH OTHERS SPECIFIC TO ITEM]

- All public service counters will have a dropped area with knee clearance, according to revised building codes.
- Recognising the extra financial burden that people with disabilities typically carry, the Municipality will determine the impacts of offering free parking to vehicles with accessible parking permits and decide whether to implement this or not.
- Waive or discount entrance fees at events and leisure activities provided by the municipality for those whose role is to provide service to someone with disabilities. An example is the Easter Seals “Access 2” program and discounts.

6. Transportation

ON-GOING [COUNCIL / PUBLIC WORKS MANAGER / DIR. OF CORPORATE AFFAIRS]

- Support Queens County Transit services in Budget allocations.
- Consider designated QCT pick-up / drop-off stops in high-use areas, such as in front of Queens Home Support and the waterfront area.
- Detail a parking and sidewalk remediation plan, with a timeline and budget: upright signage; access aisles or protected paths; lowered curbs, and slopes; use of high-contrasted tactile indicators, etc. in the areas that are within municipal control (Liverpool, some of Milton, Brooklyn and Caledonia) and according to updated provincial standards.
- Prioritize snow and ice removal areas with training and awareness around accessible parking spots to maintain barrier-free paths in commercial and recreational areas that are maintained by the municipality.
- Ensure that crosswalks are well marked and that audible traffic signal stations are safe and helpful, with clear instructions for all users. Use provincial regulations for design needs of pedestrians with impaired vision. Timing and volume of signals are specified as well as guidelines for tactile information.

Appendices

Appendix A - Built Environment Renovations Progress in Queens

Detailed Audits have been completed for Queens' Municipal Properties with many specific recommendations made. The following list highlights priority areas, supported by the newly recommended Standards for the Built Environment. Quantitative reports with photos are available on request.

1. **Administration Building:**

COMPLETED - replace the exterior path to Council Chamber, add a power door operator / provide hearing assistance in Council Chambers and at two public front desks.

TO DO - improve accessible parking, add upright signage, create another flat accessible stall / create lowered sections of service counters / put a bench along the exterior path.

2. **Queens Place Emera Centre:**

COMPLETED - install toilet back rests in accessible stalls / add elevator and washroom signage/ install hand-rail posts at some bleachers / audio support at the reception desk / replace the exterior push button door opener with a sensor-powered one for the front doors / power operator to arena door from lobby.

TO DO - add upright signage to accessible parking / improve audio supports in the arena, and community room / signage for areas of refuge / replace or improve toilet paper dispensers / create a universal, non-gendered washroom.

3. **Town Hall / Astor Theatre:**

COMPLETED - create a ramped entry to the central space from the back parking to the side gallery / a lift to the stage /offer individual audio-visual supports: caption readers and described video receivers for movies, and in community rooms for in person.

TO DO - create a universal washroom on the main floor / install an elevator to the second level / create the standard number, size and selection of flat wheelchair viewing spots in the theatre.

4. **Liverpool Business Development Centre (public areas):** COMPLETED - Install a power-operated entry / create a universal washroom / visual fire alarms.

5. **Liverpool Visitor Information Centre/Privateer & Centennial Park:**

COMPLETED - erect signage showing ramped access on waterside of VIC / increase the number of picnic tables with extensions in the park.

To Do - increase the number of accessible parking stalls and add upright signage / facilitate entry to the building with a power-operated opener or install a doorbell / provide audio support such as an induction loop or microphone-speaker and screen reader on the information device and install concrete pads at the sides of benches. Consider a year-round accessible port-a-pottie.

6. **Beach Meadows Beach:**
 COMPLETED - provide a MOBI mat, seasonally, and sand barrier at the ramped boardwalk / construct an accessible washroom-changeroom with an adult change table / create curb cuts in sidewalk.
 TO DO - minimum of 2 paved barrier-free parking stalls with protected access aisles and upright signs.
7. **Liverpool Courthouse:** TO DO - Create a wheelchair accessible washroom / audio support / ease tension on entry doors and install a viewing panel on inside vestibule doors.
8. **Fort Point Lighthouse:** TO DO - improve paths from parking / install ramps to and an emergency call system in the washrooms / offer audio-visual options for the interior presentations and exterior interpretation panels (such as button-activated speakers, QR codes to websites with videos, possibly lending a device. Consider a foghorn at the ground level to try.)
9. **Ground Search and Rescue Building:** TO DO - provide a threshold ramp at the front door entry / make the washroom accessible with a 36" door, grab bars and accessories located correctly.
10. **Hank Snow Museum:** TO DO - improve entry with a power operated door or at least a doorbell / create two paved, accessible parking stalls and path at the entry ramp / add rails to side ramp / install a visual fire alarm / install a emergency call button from washroom / audible information for visual exhibits and website upgrades for digital accessibility.
11. The **Universal Playpark and Splashpad** at Queens Place is barrier-free – COMPLETED.
12. **Pine Grove Park:** TO DO - have at least 1 accessible area with extended picnic table(s) by creating a second parking lot and flat entry point to the Trestle Trail and Anniversary Walk or by cutting a zigzag path on the hill in from the existing parking / consider a section with a rope-guided path for low-vision users / more benches.
13. **Port Medway Lighthouse & Park:** TO DO - designate barrier-free parking spots / construct a ramp to the gazebo / accessible port-a-pottie.
14. **Liverpool Fire Station:** TO DO - install a power door operator and threshold ramps at the front entry / install visual alarms in the washrooms.
15. **Milton Blacksmith Shop:** TO DO - create parking / accessible front entry and circulation.
16. **South Shore Regional Airport, Terminal Building:** not audited.
17. **North Queens Aquatic Centre:** major renovations and project development required.
18. Municipal buildings without public access have not been audited:

Town 'Cowie' Well
Solid Waste Management
Public Works Garage
NQ Sewage Treatment Facility
SQ Sewage Treatment Facility
Water Treatment Plant
Leaf and Yard Waste Facility

19. **Outdoor spaces** for the public's use should be assessed and accessibility challenges described on signage and online. All built elements should be designed for barrier-free access and costed. Consider the path of travel, picnic benches, gazebos, signage and parking.

Cobb Park
Tupper Park, Milton
Garika Park, Milton
Trestle Trail
Thorburne Baseball Field Liverpool
Tennis Court (Leased)
Skateboard Park
Bicycle Park
Queens Place Walking Trail
Meadow Pond Trail
Scout Camp, Greenfield
Path Lake Park, East Port L'Hebert
Miriam Hunt Park, Caledonia
Hunts Point Beach Right Of Way

Appendix B – MEL (Monitoring Evaluation & Learning) Tools

The following are examples of what can be found in the Compendium of Data Collection Tools:

MEL Tracking Form

Forms are provided based on described output and outcome indicators for specified Actions. They can be adapted and customized to suit the municipality. This form below is one way of measuring the Action 1: Engaging People with Disabilities (PWD).

Description of engagement with community for accessibility planning, implementation and/or feedback, by population / organization, and by method Add additional rows as needed.

Purpose of engagement	Date	Method	Online or in-person	Total # of participants	# of PWD (if known)	# of orgs serving PWD (if known)	# of orgs serving other marginalized groups	Steps taken to make engagement accessible
Example: Feedback on draft updated accessibility plan	X	Focus group	Online	20	6	5	1	ASL interpreter, CART, documents available in plain language and Word five days before meeting

This one measures Action 3: Deliver and participate in accessibility training and education.

Indicator 1.3.1-1.3.3 - Training and education that was provided to municipal employees. Could include training provided by the municipality or training offered by external providers (as relevant to your municipality). Add additional rows as needed.

Date	Education/ Training name	Topics covered	Provider	# of participants	Types of participants (employee, volunteer, councillor, etc.)

Another example is for Outcome 2.3: Increased and meaningful participation of people with disabilities at different levels of decision-making.

Indicator 2.3.5: # and % of people with disabilities on each municipal structure (Council, committees, etc.) and overall, for the municipality (i.e., % of people with disabilities that make up membership across all committees and structures)

Municipal structure (name, description)	# of total positions	# of positions filled by (self-reported) people with disabilities	% of positions filled by people with disabilities
Example: Municipal Council	8	1	12.5%

Accessibility Advisory Committee Focus Group Guide

There are guides for various Focus Groups to track more of the indicators listed in the MEL Guide. AACs may operate in different ways or have different levels of knowledge about accessibility improvement activities. Municipalities can adapt the questions to meet their needs. These are some examples of questions that could be led by a facilitator.

4. How satisfied are you with how you have been valued and listened to by the municipality as a member of the AAC?

Sub-questions:

- To what extent do you feel the input of people with disabilities and the organizations that represent people with disabilities informs the work of the municipality related to improving accessibility?
- How could engagement with people with disabilities or those representing organizations that represent people with disabilities be improved?

5. How, if at all, are monitoring and/or evaluation information being used to inform work related to accessibility?

Sub-questions:

- What are the key lessons learned so far? If you were giving another municipality advice on how to proceed with improvements to accessibility, what would you share based on your experience?

Community Organizations Focus Group Guide

10. To begin, please describe how, if at all, you have been involved in or been made aware of the municipality's accessibility work.

Sub-questions:

- [If not offered in responses to this question, facilitator could ask]: Have you met with the Accessibility Lead? Have you gathered information from online resources such as the municipality website?

11. As far as you are aware, what have been the greatest accomplishments or successes of the municipality's accessibility work so far?

12. As far as you are aware, what have been the greatest challenges with the municipality's accessibility work so far? How could these challenges be addressed?

Municipal Staff Focus Group Guide

This aims to assess increased awareness of barriers and capacity to remove barriers within staff. A number of questions are prepared for use, including the following:

- What changes, if any, have been made to policies, procedures, and by-laws to remove and/or prevent accessibility barriers? How effective was the process to review and update policies, procedures, and by-laws? How could the process be improved?

Survey of Community Members Template

2. Please indicate how frequently each of the following occurs:

	Never	Rarely	Sometimes	Often	Always	Don't Know/ Not Sure
a) I experience barriers to accessibility in terms of overall design and/or interior and exterior built environment in municipal buildings and spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) I observe physical or architectural elements in the community that could be barriers to accessibility for people with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) I have a method of getting where I need or want to go (e.g., school, work, social activities) that is accessible to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) I experience barriers in accessing municipal information and communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) I experience barriers to accessibility of municipal goods and/or services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please indicate whether each of the following has improved, stayed the same, or gotten worse over the last year:

	Improved	Stayed the Same	Got Worse
a) Accessibility of the municipal built environment (e.g., recreation facilities, parks and trails, municipal buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Accessibility of municipal services and programs (e.g., sports or other activity programs, services provided to residents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Accessibility of municipal transportation services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Survey of Municipal Staff, Volunteers and Elected Officials Template

4. Please rate your level of agreement for each statement about your knowledge and understanding related to accessibility:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
a) Over the past year, my understanding of accessibility as a human right has increased.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) I understand what my municipality's obligations are under the Accessibility Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) I have the knowledge I need to help implement an accessibility plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C – Resources

The [NS Accessibility Directorate](#) is responsible for administering the Accessibility Act and advancing disability issues within government. This official government website contains key policies and documents related to the Accessibility Act and links to the standards committees.

[Access Includes Everyone NS](#) is a public awareness website created by the Accessibility Directorate to increase understanding of disability and accessibility. It contains data, success stories and additional resources including webinars, graphics like posters and social media and links to PPSB accessibility plans.

[NS government-accessibility-plan.pdf](#) is Nova Scotia's updated plan for 2022-2025, setting out commitments and responsible departments for all priority areas.

New Accessibility Standards for NS in the Built Environment [Proposed Built Environment Accessibility Standard \(PDF\)](#) Sept. 2023

Municipalities can use the spreadsheets in [AMANS Audit Tool](#) as a template to assess properties.

CNIB Foundation (Canadian National Institute for the Blind), provides international standards and universal design principles to build accessible environments for people who are blind or have low vision. [Clearing our Path](#)

Nova Scotia Human Rights Commission [Working with Abilities](#) is a free online course for employers and staff awareness building.

[ACE Trainings | SeaChange Colab](#) offers various formats of accessibility training. Self-paced, on demand, virtual or in-person sessions cover a range of topics including general allyship and disability awareness to specific skill building to be an Accessible Confident Employer.

[Introduction to Accessible Communications | Sea Change CoLab Training](#)

[An Act to Dismantle Racism and Hate](#) is Bill 96 from the Office of Equity and Anti-Racism Initiatives and should be integrated with accessibility plans.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Mike MacLeod, Director of Land Use

Date: March 25, 2025

Re: Queens Neighbourhood Co-operative Housing – Construction Date Extension

Background

A request has been submitted to the Municipality from Queens Neighbourhood Co-operative Housing Ltd. which seeks to extend the date for commencement of construction of their 30-unit residential housing development on Lawrence Street in Liverpool from December 31, 2024 to August 31, 2025. Refer to Appendix A.

Details

In August of 2023, the Region of Queens Municipality sold a parcel of Municipal land (PID# 70027982) to Queens Neighbourhood Co-operative Housing Ltd. (QNCH), with the intent of constructing a multiple-unit affordable housing development on the property. Refer to site plan attached as Appendix B. A condition of the purchase and sale agreement for this transaction was that QNCH commence construction of their development on or before June 30, 2024.

Unfortunately, preliminary work and design stage for the development took longer than anticipated and QNCH was not able to initiate construction on the site prior to the end of June. With this, they requested an extension to December 31, 2024. Council approved this extension at its March 26, 2024 meeting. While QNCH have been working diligently to move their project forward, preliminary work has unfortunately been taking longer than anticipated. With this, they are seeking an additional extension in the construction initiation date.

Budget Impacts

No budgetary impacts.



Recommendation

THAT the Council of Region of Queens Municipality receive the report titled Queens Neighbourhood Co-operative Housing – Construction Date Extension;

AND THAT the date for initiating construction be extended from December 31, 2024 to August 31, 2025.

Communications

Queens Neighbourhood Co-operative Housing Ltd. will be advised of Council's decision.

Appendix A

 Outlook

QNCH Extension for Construction Commencement

From Michael Blair

Date Sat 2025-03-01 1:05 PM

To Mike MacLeod

Cc Patricia Pike

>> Susari Macleod

Henriette Frielink

 attachment (146 KB)

planningmfp_20240410_102630.pdf

CAUTION: This email originates from outside the organization. Do not open attachments or click links unless you are sure this email comes from a known sender and you know the content is safe

Hi Mike,

Hope you are well.

Queens Neighbourhood Co-operative Housing is moving much closer to starting construction on the Trestle Way/Lawrence Street project.

We have secured needed capital funding and are finalizing our CMHC financing, additionally we have completed the tender process and our in negotiations.

Patti Pike, QNCH President, and I met with the Mayor, Deputy Mayor, and the CAO at the end of January to provide updates on our progress.

Our Board Secretary was reviewing documents recently and realized that our extension for commencement on construction had expired December 31, 2024. I have attached your letter.

We anticipate a construction start date this Spring but to provide a buffer QNCH would like to ask for an extension to August 31, 2025.

I am not sure if this email will suffice for internal processes, but if you require a formal letter from QNCH we can provide.

Warm regards,

Michael Blair

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Dan McDougall

Date: March 25, 2025

Re: Emergency Management Coordinators – Salary/Compensation


Background

The Municipality's by-law respecting emergency management provides for the establishment of Municipal Emergency Management Organization consisting of an:

- Emergency Management Advisory Committee
- Emergency Management Coordinator & Alternate Emergency Management Coordinator
- Emergency Management Planning Advisory Committee

The Emergency Management Coordinator is responsible for:

- Chairing and supporting the Emergency Management Planning Advisory Committee; and, communicating with and supporting the members associated with the objectives of the committee.
- Preparing the Emergency Management Plan including training, exercising, and executing the Plan.
- Supporting the Emergency Management Advisory Committee including preparing agendas, reports, presentations, etc.
- Liaison and collaboration with Emergency Measures Nova Scotia.
- Daily monitoring of information, communications, etc. related to emergency management including conditions (weather) or events that



may or has resulted in emergency services response up to and including activation of the municipality's emergency coordination centre.

- Other duties in accordance with the Emergency Management Plan, and/or assigned by the CAO or designate.

The Alternate Emergency Management Coordinator's primary responsibility is to fulfill the duties of the coordinator when the coordinator is absent or unavailable.

The annual salary/compensation that has been provided for the incumbents in the positions has been \$7,500 and \$5,000 respectively.

Details

A comparison of salaries/compensation (2024) is available from the Association of Municipal Administrators of Nova Scotia. There are a variety of different approaches used by municipalities to resource these positions including full-time positions responsible for a municipality or a region, for example:

- HRM - \$88,690 to \$114,770
- Lunenburg Region (shared by 5 municipalities) - \$62,693 to \$78,367
- County of Colchester (Protective Services) - \$66,254 to \$76,834

Other municipalities have part-time positions responsible for a municipality or a region, for example:

- District of Argyle - \$28,000
- District of Shelburne - \$18,000
- District of Digby - \$11,638

Most recently a municipal employee was seconded to a full-time Protective Services Coordinator position responsible for emergency management, liaison/coordination with emergency services, supporting the Fire Services Advisory Committee, develop budgets, plans and procedures with and for the fire service, and occupational health and safety. This position is currently vacant.



Discussion

It is crucial that the municipality is well prepared and ready to respond to emergencies with clear, effective plans and strong inter-agency partnerships. The Emergency Management Coordinator, and Alternate Emergency Management Coordinator positions are essential to achieving this goal. The approach to staffing these roles should be flexible and allow the CAO to staff these positions using a combination of methods as the circumstances dictate.

At this time, it is the intention of the CAO to staff these positions as part-time positions, for a proposed two-year term. During this term the CAO may revisit the approach and consider the role that a full-time protective services coordinator position may play with respect to the Emergency Services Coordinator or Alternate Coordinator positions.

Proposed salary ranges for the part-time positions are based on the Emergency Management Coordinator position being approximately 25% of a full-time position, and the Alternate Coordinator being approximately 12.5% of a full-time position.


Based on the mid point of the Municipality's grade 5 salary range the proposed 25/26 annual compensation for the positions are as follows:

- Emergency Management Coordinator = \$19,375
- Alternate Emergency Management Coordinator = \$9,686

In addition to annual fixed compensation hourly compensation may be made on approval of the CAO or designate when the Coordinator or Alternate Coordinator are required for extended hours due to the activation of the Emergency Coordination Centre, or such other events or activities requiring the dedicated time and attention of the incumbents.

An adjustment for inflation/cpi should occur annually consistent with the same increase provided to salaried positions in the municipality.

Budget



Approved increases in compensation/salary range for the positions will be included in the 25/26 operating budget along with any employer costs associated with the compensation.

Options

1. "That the Council of Region of Queens Municipality receive the report titled Emergency Management Coordinators – Salary/Compensation and approve the 25/26 compensation for the Emergency Management Coordinator at \$19,375 and the Alternate at \$9,686."
2. "That the Council of Region of Queens Municipality receive the report titled Emergency Management Coordinators – Salary/Compensation."
3. Direction to staff as determined by Council.

Recommendation

Option 1

Communication

A recruitment process for the Alternate Emergency Management Coordinator will commence after compensation level is confirmed.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Dan McDougall

Date: March 25, 2025

Re: Nova Scotia Federation of Municipalities Spring Conference & Federation of Canadian Municipalities Annual conference – Council member attendance

Background

The Region of Queens Municipality is a member of the Nova Scotia Federation of Municipalities, and the Federation of Canadian Municipalities. Both these organizations hold conferences with programs focussed on professional development for elected officials, municipal advocacy to the Provincial and Federal government respectively, network building between municipalities, etc.

The Nova Scotia Federation of Municipalities 2025 Spring Conference is being held from April 30 to May 2 in Truro Nova Scotia.

The Federation of Canadian Municipalities 2025 Annual Conference is being held from May 29 to June 1 in Ottawa, Ontario. Future FCM annual conference locations have been identified as follows:

- 2026 – Edmonton
- 2027 - Halifax

Details

Operational Policy #47 – Council Attendance at Meetings, Workshops and Conferences provides:

- 47.02 Members of Council, at the Region's expense, shall only attend meetings, workshops and conferences outside of Queens County for which a registration fee is applicable or where the meeting, workshop or conference require the elected official to stay overnight, when attendance at such meeting, workshop or conference has been duly approved by Council.


Administrative Policy #17 – FCM Attendance provides:

- 17.6 Subject to budget limitations, each year, the Mayor and two members of Council shall be eligible to attend the annual FCM conference. If the Mayor is not able or available to attend, then the Deputy Mayor shall be eligible to attend in their stead.
- 17.7 Members of Council shall be afforded the opportunity to attend one FCM Conference during each four-year term in office. Those council members that attend in any year of their four-year term shall not be eligible for selection in future years of the same term. For greater clarity, no Council Member may attend more than one FCM conference every four years, except the Mayor.
- 17.10 In any year where there is more interest in attending excluding the Mayor (or designate), a draw will be conducted to determine who is afforded the opportunity to attend. This draw shall be conducted by the Mayor and only those eligible according to the terms and conditions of this policy shall be considered.

Financial

The estimated cost to attend the NSFM Spring Conference is approximately \$1,500 per person:

- Registration - \$610 before April 7, 2025 and an additional \$60 after.
- Hotel, 2 nights - \$500
- Travel - \$275
- Meals - \$150



The estimated cost to attend the FCM Annual Conference is approximately \$3,500 per person:

- Registration - \$1,350 up to April 23 and an additional \$115 after.
- Hotel, 3 or 4 nights - \$1,000 to \$1,500
- Travel - \$650
- Meals - \$250

The municipal operating budget for 25/26 is in development and will include an amount for elected officials' professional development, conference attendance, etc.

Due to the timing of the 25/26 budget process, it would be advisable for Council to consider these items in advance of budget approval so that travel arrangements can be made to secure hotel accommodation and flights.

As a minimum, to avoid late registration fees for the NSFM Spring Conference a decision on attendance is recommended at this meeting.

Recommendation

"That the Council of the Region of Queens receive the report titled Nova Scotia Federation of Municipalities Spring Conference & Federation of Canadian Municipalities Annual conference – Council member attendance."

and that Council consider the following motions

"That the Council of the Region of Queens approve attendance for the Nova Scotia Federation of Municipalities 2025 Spring Conference for the following Council members - (identify Council members) and direct staff to include an appropriate amount in the 25/26 operating budget.

"That the Council of the Region of Queens approve attendance for the Federation of Canadian Municipalities Annual Conference for the Mayor (or Deputy Mayor) and (number, 1 or 2) Council members and direct staff to include an appropriate amount in the 25/26 operating budget.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: March 25, 2025

Re: South Shore Flying Club Request to Waive Rental

Background

The following motion was made at the March 11 Council meeting and subsequently tabled for staff to provide financial details to assist in decision making.

THAT Region of Queens Municipality's Council approve forgiveness of the rent fee for South Shore Flying Club in the amount of \$4,000 rent due to financial limits the club is experiencing.

Details

On April 3, 2023 the Region of Queens Municipality entered into a twenty (20) year agreement with the South Shore Flying Club to manage, maintain and operate the airport, terminal buildings and hangars. A copy of the agreement is attached. The terms of the agreement include submission of an annual operating plan for Council's review by the end of January each year.

The South Shore Flying Club receives all revenues derived from the sale of services at the airport, including any new lease or rental revenue resulting from the Clubs' efforts to market the airport.

Region of Queens Municipality is responsible for insurance for the Airport property and is named as an additional insured on the South Shore Flying Club policy. The South Shore Flying Club is also responsible for liability insurance and insurance related to the fuel tanks and distribution.

The South Shore Flying Club pays \$4,000 plus HST each year to Region of Queens for use of the Municipality's airport property. The 24/25 payment has been remitted.

Summary of airport related costs in the 2024-2025 budget:

Expense	Amount
Insurance	\$4,450
Building and Grounds*	\$2,500
Utilities	\$2,000
Runway Replacement Reserve	\$12,000
Jet Fuel Distribution System Reserve	\$50,000

* Any unspent funds at year end are moved to Airport Reserve.

Financial Statements for 2024 as submitted by the Flying Club have been included as an attachment to this report. They have not been vetted by staff.

Budget Impacts

Any forecasted impact on budget will be included in the 25/26 budget.

Options:

- 1) **THAT** the Council of the Region of Queens Municipality receive the report titled "South Shore Flying Club Request to Waive Rental" for information.
- 2) **THAT** the Council of the Region of Queens Municipality receive the report titled "South Shore Flying Club Request to Waive Rental" for information and direct staff on budget 25/26 inclusion.



Recommendation: Option 2

South Shore Flying Club		Income Statement Comparison			
		2023	2024		
REVENUES				Jan 1 Bank Balance	\$ 19,306.56
Fuel Sales		\$ 34,743.16	\$ 33,462.45		
Hanger Rental		\$ 5,505.30	\$ 5,505.30		
Road Cleanup			\$ 300.00		
Donatins		\$ 3,481.84	\$ 2,041.36		
BBQ & Breakfast		\$ 2,020.40	\$ 1,618.33		
Memberships (44)		\$ 1,100.00	\$ 850.00	M=34	
Raffle Tickets (flight)		\$ 725.00			
Tickets(Cart Surfing)		\$ 300.00			
RC Model AC event		\$ 500.00	\$ 500.00		
Other income			\$ 1,000.00	Honda	
Total Revenue		\$ 48,375.70	\$ 45,277.44		
EXPENSES					
Fuel Purchases		\$ 30,786.16	\$ 31,635.67		
Insurance		\$ 7,169.00	\$ 6,575.00		
Food Purchases		\$ 1,074.10	\$ 1,061.30		
Lawyer		\$ 827.14			
Clothing		\$ 777.91	\$ 2,245.45		
Lease fee to RQM		\$ 4,000.00	\$ 4,000.00		
Misc exp		\$ 1,994.24	\$ 1,157.86		
Signage			\$ 1,241.64		
Total Expenses		\$ 46,628.55	\$ 47,916.92		
Profit (loss)		\$ 1,747.15	\$ (2,639.48)		
				Dec 31 2024 bank	\$ 15,562.64
				Diff	\$ 3,743.92

SOUTH SHORE FLYING CLUB-FINANCIAL STATEMENT-2024 (AGM 11 Feb 2025)

Opening BMO Balance-1 Jan 2024 **\$19,306.56**

REVENUES

Fuel Sales	(12,680L)		\$33,462.45
		HST	\$5,019.57
Road Clean-up	(adopt a highway)		\$300.00
Hangar Rental	(2 Aircraft)		\$5,505.30
		HST	\$882.90
Donations			\$2,041.36
BBQs	(2)		\$1,028.33
Breakfasts	(1)		\$590.00
Memberships	(34)		\$850.00
RC Model Aircraft (1 weekend)			\$500.00
Honda Canada (Airport Rental)			\$1,000.00
		HST	\$150.00
Total Revenues			\$51,329.91

Balance **\$70,636.47**

EXPENSES

Avgas	(4 Deliveries -5 Bills)		\$31,635.67
		HST	\$4,745.36
Insurance			\$6,575.00
HST Payment	(CRA)		\$1,474.73
Food	(1 Breakfast, 2 BBQs)		\$1,061.30
Clothing	(Ball caps, Golf shirts,T-shirts)		\$2,245.45
		HST	\$336.82
Lease Fee	(October 31, 2024)		\$4,000.00
		HST	\$600.00
Miscellaneous	(maintenance, office,,fridge items, etc.)		\$1,157.86
Highway Airport Sign			\$1,241.64
Total Expenses			\$55,073.83

Closing Bank Balance-31 Dec 2024 **\$15,562.64**

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte

Date: March 25, 2025

Re: Spending limitations without an approved budget

Background:


The budgeting process begins each year in late December. The goal is to have a budget and Capital Investment Plan approved by Council before April 1, the beginning of the fiscal year to which the budget applies.

Details:

The operating budget and Capital Investment Plan for the upcoming 2025/2026 fiscal year have not been approved by Council. For normal operations to continue seamlessly, Council must approve a motion authorizing interim spending limits. Other municipal units follow a similar process. This recommendation will ensure that the lack of an approved budget does not negatively impact operations and service delivery.

Capital Projects approved in for the 2024/2025 fiscal year that are currently in process are: South Queens Outdoor Pool, Queens Place Drive Extension and Gorham Street Planter.

Recommendation: THAT Council of Region of Queens Municipality approve one third of the operational expense budget for 2024/2025 in the amount of \$9,500,000 for the purpose of providing spending authority and business continuity in the fiscal year beginning April 1, 2025, and until an Operating Budget and Capital Improvement Plan is presented and approved by Council.



This spending limit applies to both operations and capital projects already in progress.