



**Region of Queens Municipality Regular Council
Wednesday, November 12th, 2025
9:00 a.m.**

Minutes

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

Staff: Willa Thorpe, Chief Administrative Officer
Kate Wong, Recording Secretary

1.0 Call to Order

Mayor Christian called the meeting to order at 9:02 a.m. and opened the meeting by acknowledging that we work, live, and play in Mi'kma'ki, the traditional territory of the Mi'kmaq people, and that we are all treaty people.

2.0 Approval of Agenda

It was moved by and seconded by:

THAT the Council of Region of Queens Municipality amend the agenda of the November 12, 2025 Council Meeting to move Item 8.3 to follow Public Comments, and to add Item 13.1 – Traffic between School Street and Fort Point, and Item 13.2 – Intersection of College Street and Pleasant Avenue, under Council Reports

MOTION CARRIED unanimously.

3.0 Adoption of Minutes

3.1 October 28th, 2025 – Regular Council Meeting Minutes

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

THAT the Council of Region of Queens Municipality approve the minutes from the Regular Council Meeting held on October 28th, 2025 as presented.

MOTION CARRIED unanimously.

4.0 Public Comment

1. Christopher Clark, Liverpool

Mr. Clark expressed strong frustration with the prolonged Waterloo Street construction project, noting it has continued for three years and appears likely to extend into a fourth. He described the site as poorly managed, with equipment and materials left scattered, noise from traffic control equipment disturbing residents, and significant accessibility challenges for those with mobility issues. He emphasized that his criticism was directed at project management rather than workers, who he described as hardworking. Mr. Clark objected to a letter instructing residents to speak only with the project manager, stating he expects to raise concerns with elected officials. He urged Council to intervene, improve planning, and consider shutting the project down for winter if it cannot be completed properly.

2. Paula Doucette, Liverpool

Ms. Doucette echoed the concerns raised by Mr. Clark and stated that, while workers have been kind and helpful, the ongoing disruption has become extremely difficult for residents. She noted the persistent noise from generators, heavy equipment stationed directly outside homes, challenges for neighbours with mobility limitations, long stretches with no visible progress, and growing anxiety about winter access and snow clearing. She stated that residents have been patient for years but are now exhausted

by the situation and are looking to Council for action.

3. Mary White, Beach Meadows

Ms. White thanked Council, staff, and residents for their work during the recent Town Hall engagement sessions and highlighted strong community interest in food security, community gardening, and green economic opportunities. She invited Council and the Planning Advisory Committee to attend a Queens Garden Club meeting on November 20 at the Thomas H. Raddall Library, featuring speakers from Shelburne and Barrington who have led successful agricultural and greenhouse projects. Ms. White emphasized that developing local green initiatives aligns with multiple strategic priorities and could strengthen economic development, environmental sustainability, and community wellness. She encouraged Council to consider how such projects could benefit Queens County and address rising food insecurity.

8.3 Second Reading – Respecting Amendments to the Land Use Bylaw: Dwellings in Commercial Buildings

Director MacLeod provided an overview of the proposed amendments to the Land Use Bylaw relating to residential dwellings located within commercial buildings. He reviewed the background of the application for 194 Main Street and summarized the Planning Advisory Committee's discussions regarding the need for flexibility to help revitalize the downtown commercial core. Director MacLeod outlined the proposed requirements, including minimum commercial frontage, minimum commercial depth, floor area standards, and provisions intended to prevent ground-floor commercial space from being occupied solely as office space for the building owner or manager. He noted that this provision had not been vetted by legal counsel.

Council discussed whether the Municipality has the legal authority to include the restriction contained in Section 17.2(6). Staff advised that this clause had not yet been reviewed by the solicitor and that if Council wished to amend or remove it, doing so may constitute a substantive change requiring a new first reading and public process. Council expressed concern about proceeding without legal clarity.

It was moved by Deputy Mayor Charlton and seconded by Councillor Jenkins:

THAT the Council of the Region of Queens direct staff to review Section 17.2(6) of the proposed bylaw and provide a recommendation on the

Municipality's legal authority to impose such a provision, or an alternative approach to the intention of subsection 6.

MOTION CARRIED unanimously.

The meeting recessed at 10:16 a.m. and reconvened at 10:29 a.m.

5.0 Delegations and Presentations

5.1 Introduction to Deputy Chief Administrative Officer

Holly McConnell, Director of People & Culture, introduced Patrick Hirtle as the Region of Queens Municipality's new Deputy Chief Administrative Officer. She provided a brief overview of his professional accomplishments and extensive experience. Council welcomed DCAO Hirtle to the Region of Queens Municipality.

5.2 Dolly Parton's Imagination Library Province Wide Program

Joanne Veinotte, speaking as a resident, presented an overview of the province-wide rollout of Dolly Parton's Imagination Library, a program that provides one free book per month to children from birth to age five. She noted that Queens County is not currently enrolled in the program and highlighted the opportunity for the Municipality to participate. Ms. Veinotte outlined the program's goals, its demonstrated impact on early childhood literacy, and its alignment with community wellness and early learning priorities within the Region of Queens Municipality.

It was moved by Deputy Mayor Charlton and seconded by Councillor Roy:

(1) THAT the Council of Region of Queens Municipality provide 'in kind' support for the Queens County Affiliate of the Dolly Parton Imagination Library in Nova Scotia through the provision a credit of up to \$3,000 per year for Region of Queens Municipality to provide preaddressed and stamped envelopes for affiliate partners to distribute to local eligible families, with Municipal staff providing quarterly reports on use;

(2) AND THAT a letter of support from Mayor Christian on behalf of the Council of Region of Queens Municipality be provided to the Queens County Affiliate to include in their funding request package distributed to local organizations and program

partners.

MOTION CARRIED unanimously.

6.0 Unfinished Business

7.0 Staff Reports

7.1 Water Supply Upgrading Programs

Director Joanne Veinotte presented a staff report outlining options for a Water Supply Upgrade Program in response to recurring drought conditions and increasing calls from residents regarding dry wells. She summarized similar programs in other Nova Scotia municipalities that offer low-interest loans for water supply upgrades, repaid through the tax bill, and noted that the specific program design (eligible costs, maximum loan amounts, inclusion of pumps/tanks, and whether septic upgrades are included) would be determined through the bylaw-drafting process. Director Veinotte also responded to questions from Council regarding lien status, administrative workload, potential inclusion of septic systems, funding reserves, and the ability for residents to make payments throughout the year.

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

THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply upgrade program.

Councillor Fancy moved, seconded by Councillor Amirault, that the motion be amended by adding “and septic upgrade” after “water supply,” so that the program would address both water supply and septic upgrades.

MOTION CARRIED.

The amended motion now reads:

THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply and septic upgrade program.

MOTION CARRIED.

7.2 Tax Exemption Request

Director Joanne Veinotte reported that, in the spring of 2025, ownership of the property at 2857 Trunk 8 (formerly the Milton Centennial Pool) was transferred from the Region of Queens Municipality to the Milton Community Association. The list of properties receiving tax exemptions under Bylaw 14 for the 2025–2026 tax year had already been approved by Council prior to the transfer, so the property was not included, and taxes were levied in error. The current outstanding balance on the account is \$3,656.11. Director Veinotte advised that, had the Association owned the property at the time the exemption list was prepared, staff would have recommended its inclusion, and therefore recommended that Council waive the taxes and accumulated interest.

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

THAT Council for Region of Queens Municipality waive taxes and accumulated interest for Milton Community Association, assessment number 3257509, in the amount of \$3,656.11.

MOTION CARRIED unanimously.

7.3 Rental of a Wheeled Loader – Director Adam Grant, P Eng

Director Adam Grant presented a report outlining the need for a short-term rental of a wheeled loader after one of the Municipality's units was removed from service due to significant deterioration. He advised that repairs would be cost-prohibitive and would not restore the unit to a reliable long-term condition. A rental unit is required to maintain winter operations, including plowing streets, parking lots, laneways, and supporting the solid waste facility.

Director Grant noted that the rental estimate of up to \$75,000 would provide the necessary coverage through March 2026 while staff explore long-term replacement options. He responded to questions regarding repair feasibility, lifecycle expectations, rental cost estimates, potential delays in service due to limited equipment availability, and options for outsourcing winter services.

It was moved by Councillor Jenkins and seconded by Deputy Mayor Charlton:

THAT Council for Region of Queens Municipality approve the unbudgeted expense of up to \$75,000 for the short-term rental of a wheeled loader, with funds coming from accumulated surplus.

MOTION CARRIED unanimously.

7.4 Town Bridge AT Sidewalk

Elise Johnston, Manager of Capital Projects, presented a report on active transportation options for the Town Bridge, noting that structural analysis confirmed a cantilevered sidewalk is not feasible. Engineers provided high-level concepts for an independent active transportation bridge - however, design costs exceed the remaining CIP allocation by approximately \$50,000, which would need to come from reserves. Director Grant also addressed questions regarding the provincial bridge maintenance agreement, coordination with lift station upgrades, and accessibility considerations.

Council discussed the high cost of a new structure, competing capital priorities, and the continued need for safe pedestrian access. Members expressed a preference to revisit realignment and reconfiguration options for the existing bridge rather than pursue a separate new bridge at this time.

It was moved by Deputy Mayor Charlton and seconded by Councillor Amirault:

THAT Council for the Region of Queens Municipality direct staff to provide alternate options, including reconsideration of the

realignment of the Town Bridge.

MOTION CARRIED.

7.5 Appointment of Code of Conduct Investigator

Deputy CAO Hirtle presented a report outlining new provincial regulations introduced in October 2024 requiring all Nova Scotia municipalities to appoint independent investigators to receive, review, and report on Code of Conduct complaints filed under Section 23 of the Municipal Government Act. The Association of Municipal Administrators of Nova Scotia has provided a list of qualified individuals for municipal appointment. Based on confirmed availability and procurement requirements, staff recommended appointing Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noel Martin of Burchell Wickwire Bryson LLP as the Region's standing Code of Conduct investigators.

It was moved by Deputy Mayor Charlton and seconded by Councillor Jenkins:

THAT Council for Region of Queens Municipality appoint Charles A. Thompson of Burchell MacDougall Lawyers LLP and Noella Martin of Burchell Wickwire Bryson LLP as the Municipality's standing investigators per the requirements of the Nova Scotia Code of Conduct for Municipal Elected Officials.

MOTION CARRIED unanimously.

The meeting recessed at 11:55 a.m. and resumed at 12:04 p.m.

8.0 Bylaws and Policies

8.1 First Reading of Bylaw 13 – Solid Waste Management

Director Grant presented the updated draft of Bylaw 13 – Solid Waste Management, noting that revisions were made following Council's previous feedback, including amendments to bag limits and updates to Clause 50. The draft bylaw was provided for Council's consideration.

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

THAT Bylaw No. 13 Solid Waste Management be now introduced and read a first time.

MOTION CARRIED unanimously.

8.2 Policy 58 – Grant Recipient Reporting Requirements

Director Veinotte presented Policy 58 – Grant Request and Reporting Requirements, noting that the policy establishes a consistent reporting mechanism for organizations receiving municipal grant funding outside the Community Investment Fund. The policy was previously presented in October, and revisions requested by Council have been incorporated into the draft before them.

Council discussed the proposed requirement that 20% of grant funding be withheld until project completion and final reporting. Several members expressed concern that this could create financial barriers for smaller community groups with limited cash flow. Alternatives used in other municipalities, such as deeming organizations not in good standing if reporting is incomplete or funds are unaccounted for, were noted as potential approaches. Council also raised questions about references to individuals within the policy and whether the language should be limited to organizations.

It was moved by Deputy Mayor Charlton and seconded by Councillor Fancy:

THAT Council for Region of Queens Municipality receive the report on Administrative Policy Number 58, and direct staff to reconsider inclusion of individual in the language of the policy and to explore alternative options to the 20% withholding clause.

MOTION CARRIED unanimously

9.0 Correspondence for Action

There was no Correspondence for Action.

10.0 Correspondence for Information

There was no Correspondence for information.

11.0 Report From In Camera

There was no report from In Camera.

12.0 Mayor's Report

Mayor Christian noted that from November 4th to 7th, he attended the Nova Scotia Federation of Municipalities (NSFM) Fall Conference in Halifax alongside members of Council and staff. The conference provided opportunities to connect with municipal leaders across the province, strengthen regional relationships, and advance advocacy priorities. Discussions included coastal protection and the repair and replacement of J-Class roads. The Minister of Public Works, the Honourable Fred Tilley, acknowledged that the current provincial contribution of \$1 million annually for J-Class roads is insufficient and indicated that new approaches and funding models are being explored, though no formal commitments were made.

The Mayor also met with neighbouring municipalities to discuss opportunities for regional collaboration on coastal development planning and regulation. He noted that NSFM administers a provincially funded program offering municipalities up to \$20,000 for coastal planning work, with additional funds available for regional partnerships. This matter will be brought forward at the upcoming meeting of mayors, wardens, CAOs, and deputy CAOs from the five Lunenburg County municipal units.

On October 10th, members of Council, the CAO, and Deputy CAO met with the four Queens County based councillors of the Wasogopa'q First Nation - Councillor Andrew Francis, Councillor Avis Johnson, Councillor Jeremy Stephens, and Councillor Crystal Jeremy. Discussions focused on opportunities for collaboration and advancing reconciliation efforts. The Mayor noted that the meeting was productive and laid a meaningful foundation for future partnership.

13.0 Council Reports

13.1 Traffic Safety Concerns: School Street, Main Street and Fort Point – Councillor Courtney Wentzell

Councillor Wentzell reported ongoing traffic safety issues in the area of Main Street near School Street and the entrance to Fort Point. While acknowledging previous improvements such as the reduced speed limit and new signage, he noted that the stop sign at the intersection is poorly visible, resulting in frequent rolling stops or complete failure to stop. He also observed continued speeding on the west side of Main Street.

Moved by Councillor Wentzell, seconded by Councillor Jenkins:

THAT Council for the Region of Queens Municipality direct staff to investigate signage and safety conditions at the intersection of Main Street, Riverside Drive, and Fort Point Road.

MOTION CARRIED unanimously

13.2 Traffic Safety Concerns: College Street & Pleasant Avenue – Deputy Mayor Charlton

Deputy Mayor Charlton raised concerns regarding traffic and pedestrian safety at the intersection of College Street and Pleasant Avenue, citing increased vehicle volume, lack of sidewalks, school bus activity, daycare drop-offs, and recent near-miss incidents. Members noted visibility challenges and congestion during peak times, particularly around Queens Daycare.

Motioned by Deputy Mayor Charlton, seconded by Councillor Roy:

THAT the Council of Region of Queens Municipality direct staff to look for improve to the safety to the intersection of college street and pleasant avenue

MOTION CARRIED unanimously

14.0 New Business

There was no Correspondence for information.

15.0 In Camera

It was moved by Councillor Amirault and seconded by Councillor Roy that the proceedings move to Closed Session at 12:30 p.m. to discuss the following:

- 15.1 Property Matter**
- 15.2 Personnel**
- 15.3 Personnel**

It was moved by Deputy Mayor Charlton and seconded by Councillor Roy that the proceedings exit Closed Session at 1:55 p.m.

Item 15.3 – Personnel – Committee Appointment – Accessibility Committee

Councillor Amirault declared a conflict of interest and removed herself from Council Chamber for the closed session discussion and for the vote.

Moved by Councillor Roy, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality appoint Natalie Covell to the Accessibility Advisory Committee, for a term to expire on October 31, 2027.

MOTION CARRIED unanimously.

16.0 Adjournment

The Meeting was adjourned at 1:56 p.m.

Mayor Scott Christian, Chair

Kate Wong, Recording Secretary

Date Approved: _____