



Region of Queens Municipality Regular Council
Tuesday, November 25, 2025
4:00 p.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
Angela Green, Municipal Clerk

1.0 Call to Order

Mayor Christian called the meeting to order at 4:00 p.m.

2.0 Approval of Agenda

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

THAT the Council of Region of Queens Municipality approve the November 25, 2025 agenda as presented.

MOTION CARRIED unanimously.

3.0 In Camera

It was moved by Councillor Jenkins and seconded by Deputy Mayor Charlton that the Council of Region of Queens Municipality move to Closed Session at 4:03 p.m. to discuss the following five items:

- 3.1 Personnel
- 3.2 Contract Negotiation
- 3.3 Property Matter
- 3.4 Property Matter
- 3.5 Contract Negotiation

It was moved by Deputy Mayor Charlton and seconded by Councillor Roy that the Council of Region of Queens Municipality return to Open Session at 4:54 p.m.

While In Camera, Council was unable to conclude discussion of all items on the agenda. Mayor Christian therefore directed that the remaining matters be addressed in a second Closed Session to be held at the end of the meeting.

Council recessed for dinner break at 4:55 p.m.

Mayor Christian called the meeting back to order at 5:30 p.m. He outlined the new evening meeting format, noting that Closed Session (In Camera) begins at 4:00 p.m., with the Open (Public) Session commencing at 5:30 p.m.

It was moved by Councillor Jenkins and seconded by Councillor Roy that Item 12.2 – Property Matter be added to the agenda.

MOTION CARRIED unanimously.

4.0 Adoption of Minutes

4.1 November 12, 2025 – Regular Council Meeting Minutes

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

THAT the Council of Region of Queens Municipality adopt the November 12, 2025 Regular Council Meeting minutes as circulated.

MOTION CARRIED unanimously.

4.1 November 12, 2025 – Public Hearing Minutes

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

THAT the Council of Region of Queens Municipality adopt the November 12, 2025 Public Hearing minutes as circulated.

MOTION CARRIED unanimously.

5.0 Public Comment

1. Dr. Deniage McDonnell, Liverpool

Dr. McDonnell appeared before Council to express concerns regarding ongoing bylaw violations at a neighbouring property. She stated that the current owners, as well as the previous owner, have engaged in activities that she believes contravene municipal bylaws, including residing in a building zoned for commercial use, storing and using a motor home in a prohibited manner, undertaking unauthorized development of a parking area, and not maintaining the required abutting setback between commercial and residential uses. She advised Council that she has filed a formal complaint with the Municipality's Department of Land Use and noted that the issues have persisted over time and have intensified

under the new ownership. Dr. McDonnell also expressed concern that conditions will worsen with the onset of winter. In addition, Dr. McDonnell reiterated her opposition to the proposed amendment to the Land Use Bylaw that would permit greater residential space within commercial buildings in the downtown area.

2. Dave White, South Brookfield

Mr. White appeared before Council to express his support for staff's recommendation to give First Reading to Bylaw 28 – *Designation of Road Trails on Municipal Roadways*. He advised that he is the President of the Queens County ATV Association, Secretary of the Queens Rails to Trails Association, and a member of the provincial board of ATVANS. Mr. White informed Council that the organizations have been approached by the South Shore Tourism Cooperative to collaborate on tourism initiatives once the designated routes are established. He also reminded Council that the costed items identified in the initial staff report accompanying the proposed Bylaw will need to be addressed. He noted that the group has met with contractors regarding the bypass trail and has received two of three expected quotes, both of which are under the amount originally allotted. The group has begun assessing the required work and has forwarded signage information to the Municipality for review.

6.0 Delegations and Presentations

There were no Delegations or Presentations for this meeting.

7.0 Unfinished Business

There was no Unfinished Business for this meeting.

8.0 Staff Reports

8.1 Appointment of Auditors

The current agreement for Audit Services expired on March 31, 2024. A Request for Proposal for Audit Services was issued on the Nova Scotia Procurement site on October 10, 2025, and two submissions were received: Doane Grant Thornton (incumbent) and BDO Canada LLP. The Audit and Internal Control Committee reviewed the proposals at its meeting on November 10, 2025, and recommends that Council appoint Doane Grant Thornton as the Municipal Auditor for the 2025–2026 fiscal year.

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

THAT the Council of Region of Queens Municipality appoints Doane Grant Thornton as Municipal Auditors for the 2025-2026 fiscal year.

MOTION CARRIED unanimously.

8.2 Appointment of Development Officer

The *Municipal Government Act* requires that Council appoint a Development Officer to administer the Municipality's Land Use Bylaw and Subdivision Bylaw. Staff recommend that Council appoint Rebecca Zolkower to the position of Development Officer.

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

THAT the Council of Region of Queens Municipality appoint Rebecca Zolkower as a Development Officer to administer the Municipality's Land Use Bylaw and Subdivision Bylaw.

MOTION CARRIED unanimously.

9.0 Bylaws and Policies

9.1 First Reading of Bylaw 28 – Road Trails Designation

As outlined in Section 5(2) of the *Road Trails Act*, the designation of road trails, proposed routes, and any future designations must be established through bylaw and subsequent bylaw amendments. Staff therefore recommend that Council introduce and give First Reading to Bylaw No. 28 – Designation of Road Trails on Municipal Roadways.

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

THAT the Council of Region of Queens Municipality give First Reading to Bylaw No. 28 – Designation of Road Trails on Municipal Roadways, a bylaw respecting the designation and regulation of road trails on municipal roadways within Region of Queens Municipality.

MOTION CARRIED unanimously.

9.2 Amendments to Administrative Policy 16 – Building Permit Fees

The Region of Queens Municipality is a partnering municipality in a Shared Building Inspection Services agreement. One of the fundamental principles of this collaboration is the establishment of a standard level of building inspection service in the South Shore region. Part of this standardized level of service includes establishing a consistent method of calculating permit fees. A key component of this Shared Service is the development and implementation of a digital permitting system, which requires a single method for calculating fees. In discussions with the other participating Municipal units, it was felt that a system based on the dollar value of a project would be the most appropriate. Staff recommended Council adopts the amended Administrative Policy No. 16 – Building Permit Fees.

Council asked Director MacLeod several clarifying questions regarding the proposed new fees and the implementation timeline for the new electronic permitting system. Council expressed concerns that many of the recommended fees are lower than the Municipality's current fees, making it difficult to understand the financial implications of adopting the proposed schedule. Council requested additional information, including data on projected revenues based on the various examples outlined in the report. Members noted that they do not yet have sufficient information on the true costs of building permitting and inspection to consider adopting the policy as presented and emphasized the importance of avoiding undue impacts on the general tax ratepayer, while recognizing that full cost recovery may not be achievable.

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

THAT the Council of Region of Queens Municipality requests that staff include additional revisions to Administrative Policy No. 16 – Building Permit Fees.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality directs staff to bring back a report to address the fees in Policy 7 – Fees for Planning Services.

MOTION CARRIED unanimously.

9.3 Second Reading of Amendment to Bylaw 24 – Land Use

Per Section 205 of the *Municipal Government Act*, all bylaws respecting planning documents must be read twice prior to adoption. Staff recommend that section 17.2.1 (vi) of the draft Bylaw Respecting Amendments to the Region of Queens Municipality

Land Use Bylaw be removed, as per our solicitor's advice. Staff also recommend that Council give second reading to a bylaw respecting amendments to the Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.

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

THAT the Council of Region of Queens Municipality recommend that section 17.2.1 (vi) of the draft Bylaw Respecting Amendments to the Region of Queens Municipality Land Use Bylaw be removed and section 17.2.1 be renumbered accordingly.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality give second reading to a Bylaw Respecting Amendments to the Region of Queens Municipality Land Use Bylaw to change the site plan approval provisions for dwellings in commercial buildings to allow for greater ground floor area to be utilized for residential uses.

MOTION CARRIED with seven (7) in favour, one (1) opposed.

Council recessed at 6:27 p.m., and reconvened at 6:36 p.m.

10.0 Correspondence for Action

There was no Correspondence for Action.

11.0 Correspondence for Information

There was no Correspondence for Information.

12.0 Report from In Camera

12.1 Property Matter

Mayor Christian called on the Municipal Clerk to give background on this item. Ms. Green stated that during the In Camera session earlier in the meeting, Council received a staff report concerning the property at 89 Main Street in Liverpool, identified as PID 70025374. Council then reviewed background information related to the fire and subsequent cleanup, the outstanding charges owed to the Municipality, the appraisal and survey work completed, and the legislative authority that permits a municipality to expropriate land. Council also discussed staff's recommendation to proceed with expropriation of the property in order to support future intersection improvements at Main and School Streets and confirmed that the property owner was provided notice of this meeting and offered the opportunity to appear before Council today. Council was then prepared to consider the matter in open session.

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

THAT Council for Region of Queens Municipality authorizes, approves and directs the expropriation for the Municipality of property identified as PID# 70025374, located at 89 Main Street in Liverpool.

AND THAT the Municipality shall cause to be deposited with the Registrar of Deeds the required expropriation documents, including a certified copy of this resolution and attached schedules, and shall take such other actions as may be required to expropriate the lands.

MOTION CARRIED unanimously.

12.2 Property Matter

Mayor Christian provided a brief overview of the matter concerning the Municipal-owned Path Lake property in East Port L'Hebert. He reminded Council that the Nature Conservancy of Canada (NCC) had previously presented to Council regarding their mandate and approach to long-term land conservation. The Path Lake parcel was identified during those discussions as a property currently owned by the Municipality that presents a strong opportunity for NCC stewardship. Mayor Christian also noted that when the property was originally bequeathed to the Region, covenants were included to preserve public use and restrict development. Should Council proceed with a sale, these covenants would remain in place to ensure the land continues to be available for activities such as hiking, hunting, and fishing in accordance with the donor's intent, and that development remains prohibited.

Council was advised that NCC considers the property to possess significant ecological importance, including habitat for several rare and endangered species. NCC has expressed interest in collaborating with the Municipality to enhance protection of the land. Staff recommended that Council enter into a Purchase and Sale Agreement with NCC to transfer the Path Lake property for \$1.00, with the conditions that NCC commits to permanent protection and stewardship of the land, and that all associated transaction costs be borne by the Nature Conservancy of Canada.

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

THAT the Council of Region of Queens Municipality gives notice of its intent to enter into a purchase and sale agreement with the Nature Conservancy of Canada to transfer Municipal lands identified as PID# 70067921, located at 242 East Port L'Hebert Road in the community of East Port L'Hebert, to the Nature Conservancy of Canada for \$1.00,

AND THAT a Public Hearing be held of February 10, 2026, in the Council Chambers of the Municipal

Building, 249 White Point Road in Liverpool, NS, at 9:00
a.m.

MOTION CARRIED unanimously.

13.0 Mayors Report

Mayor Christian provided the following report on recent activities:

- **November 15 – Ted Foster Memorial OHV Run:**
The Mayor participated in the Ted Foster Memorial Off Highway Vehicle Run with members of ATVANS, where more than 80 OHVs travelled from Port Mouton to the Jordan Falls area. Several participants continued to Shelburne, where the Mayor observed the use of Road Trails within the Town. The group rode into Shelburne for lunch before returning to Port Mouton. The Mayor extended thanks to the organizers and local businesses for their support and noted the potential opportunities related to OHV recreation in Queens.
- **November 17 – Regional Leadership Meeting:**
The Mayor met with the Mayors, Wardens, and Deputy Mayors of the five Lunenburg County municipalities to advance discussions on regional collaboration. Topics included water security, coastal protection planning, and emerging practices in non-market and affordable housing, with a presentation from Municipality of the District of Lunenburg on their Housing Strategy.
- **November 18 – North Queens “Meet Your Neighbour” Event:**
The Mayor attended the 2nd Annual *Meet Your Neighbour* community event in North Queens, joined by Councillor Carver and RQM staff. Activities included music and community engagement with both long-time and new residents. The Mayor expressed appreciation to the organizers and noted the success of the event.
- **November 19 – NSRAB Water Rate Hearing:**
The Mayor reported on participation in the NSRAB Water Rate Hearing and thanked staff and contractors for their preparation and contributions.

The Mayor noted the Water Utility's significant operating deficit and also acknowledged the intervention by Ms. Druzina on behalf of the Queens Community Health Board, highlighting affordability concerns for water utility customers.

- **November 21 – Tour of the new Long Term Care Facility**

Mayor Christian reported that he, together with members of Council, the CAO, and Deputy CAO, had the opportunity to tour the new Long Term Care Facility currently under construction on Queens Place Drive. Once completed, this facility will replace both Queens Manor and Hillsvew Acres Home for Special Care, consolidating services in a modern, purpose-built environment. Mayor Christian expressed his gratitude to Christopher Clarke, Chair of the Queens Home for Special Care Society, and Andrew MacVicar, Executive Director at Queens Manor, for their dedication, leadership, and sustained efforts in advancing this significant community project. He noted that their hard work and passion have been instrumental in bringing the new facility closer to reality.

14.0 Council Business

14.1 Expenses for Jane's Place Board Member

Councillor Fancy declared a conflict of interest on this item and left the table at this time.

The Municipal Clerk provided context regarding the request for reimbursement of mileage and related expenses for Councillor Jack Fancy in connection with his work with Jane's Place Society.

Although Jane's Place is not a formal committee of Council, its efforts to establish second-stage housing for women and children affected by domestic violence represent a significant community initiative within the Region of Queens. Councillor Fancy has been actively involved with the Society and is expected to continue dedicating considerable time as the project progresses. Ms. Green noted that, given the Municipality's interest in supporting initiatives that enhance community safety, housing stability, and social well-being, Council may wish to consider authorizing reimbursement of

Councillor Fancy's mileage and eligible expenses in accordance with the Municipality's existing Councillor expense policies.

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

THAT the Council of Region of Queens Municipality approve the reimbursement of eligible expenses incurred by Councillor Fancy in relation to his service on the Jane's Place Society Board of Directors, in accordance with the Municipality's established policies for Councillor expenses.

MOTION CARRIED unanimously.

Councillor Fancy returned to the table at this time and resumed participation in the meeting.

14.2 Police Advisory Board Report

Councillor Amirault reported that the Police Advisory Board met on November 13, 2025. During the meeting they discussed several safety concerns that were raised during Council's seven (7) Town Hall sessions. Items discussed included issues at the Liverpool skatepark, the operation of e-bikes and e-scooters, speeding throughout the Region, and supports for vulnerable residents.

E-bikes / E-scooters / Skatepark Issues

Constable Windsor reviewed how e-bikes and e-scooters are defined under the Motor Vehicles Act, noting the growing safety concerns associated with their use. Particular focus was given to Bristol Avenue due to narrow lanes and heavy traffic. The Board discussed sidewalk versus roadway use, and suggested that limited sidewalk use supported by signage and reduced speeds may be appropriate in targeted areas. This discussion led to a review of Bylaw 12, originally adopted in the 1990s to restrict skateboarding in the downtown area. The Board agreed the bylaw is outdated and overly restrictive, and recommended that it be modernized to

remove obsolete provisions and establish clear, enforceable rules for e-bike and e-scooter operation.

Speeding and Traffic Enforcement

Speeding was identified as a consistent theme at Town Hall meetings across Queens County. The Board received a letter from a resident expressing concerns regarding ATV use and speeding in Labelle. Constable Windsor advised that RCMP Traffic Services have been deployed more frequently in Queens County and targeted enforcement projects are underway, including planned operations in North Queens, with the aim of improving roadway safety and visibility of enforcement.

Vulnerable Residents

Concerns were raised at the North Queens Town Hall regarding vulnerable residents. Constable Windsor explained that the RCMP conduct wellness checks when contacted; however, these checks are reactive in nature and do not necessarily prevent situations in which individuals may go unnoticed for extended periods.

Speed Radar Signs Program

Director Grant provided an overview of the speed radar sign program. Council approved three (3) units in 2023 with the intention of rotating them throughout Queens County; however, the program has been resource intensive and limited by provincial approval requirements for placement on provincial roads. Consequently, most monitoring has taken place in Liverpool. While data from the devices has been helpful in identifying speeding hotspots and guiding RCMP enforcement, staff time is required to maintain the units. Director Grant presented three (3) options going forward. The Board agreed the signs remain an important tool and suggested that a motion be brought forward to Council to convert the existing units to solar power, and for Council to consider adding additional units at budget time, particularly for fixed locations such as school zones and other priority areas.

Carter's Beach Parking and Signage

The Board received an update from Public Works advising that "No

Parking" signage has been installed along the northern side of Carter's Beach Road and updated tow-away tabs will be installed over the winter for the 2026 season. Constable Windsor noted that signage does not cover the full roadway. The Board agreed that further discussion is required, and requested that the Nova Scotia Public Works District Director be invited to a future meeting.

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

THAT the Council of Region of Queens Municipality direct staff to research and present options for updating Bylaw 12 – Prohibiting Certain Activities, including the removal of overly restrictive provisions related to skateboarding, and the development of clear, enforceable provisions regarding operation of e-bikes and e-scooters as recommended by the Police Advisory Board;

AND THAT the resulting options and proposed amendments be brought back to the Police Advisory Board for review prior to being forwarded to Council.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality direct staff to explore converting the three existing battery-powered speed display devices to solar power as recommended by the Police Advisory Board.

MOTION CARRIED unanimously.

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

THAT the Council of Region of Queens Municipality direct staff to investigate traffic calming options for Liverpool as recommended by the Police Advisory Board.

MOTION CARRIED unanimously.

15.0 New Business

There was no New Business for discussion today.

Mayor Christian asked for a motion to return to closed session.

It was moved by Councillor Roy and seconded by Deputy Mayor Councillor Jenkins that the Council of Region of Queens Municipality return to Closed Session at 7:12 p.m. to conclude discussion of the following five items:

- 3.1 Personnel
- 3.2 Contract Negotiation
- 3.3 Property Matter
- 3.4 Property Matter
- 3.5 Contract Negotiation

It was moved by Deputy Mayor Charlton and seconded by Councillor Roy that the Council of Region of Queens Municipality return to Open Session at 7:54 p.m.

16.0 Adjournment

The meeting was adjourned at 7:55 p.m.

Mayor Scott Christian, Chair

Angela Green, Municipal Clerk

Date Approved: _____