



# Region of Queens Municipality Regular Council

## Tuesday, December 9, 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  
Angela Green, Municipal Clerk

## 1.0 Call to Order

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Mayor Christian called the meeting to order at 9:12 a.m. and opened the meeting by acknowledging that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people.

## 1.1 Years of Service Award Recipients

Mayor Christian recognized that 17 Region of Queens Municipality employees had been recognized for their years of service at a presentation before the meeting. They are as follows:

### **5 Years**

- Tammy Weare – Hillsview
- Terra Whynot-Gibson – Hillsview
- Elise Johnston – Infrastructure
- Linda Karlsen – Infrastructure
- Michael Peach – Infrastructure
- Christine Whynot – Queens Place Emera Centre

### **10 Years**

- Steve Kennedy – Infrastructure

### **15 Years**

- KayLee Oickle – Finance
- Rachel Joudrey – Hillsview
- James Rhyno – Infrastructure
- Larry D. Whynot – Infrastructure

### **20 Years**

- Tracy Baker – Hillsview
- Steven Parnell – Infrastructure
- Jeff Cunningham – Infrastructure

### **25 Years**

- Paulette Smith – Finance
- David Henderson – Infrastructure

### **35 Years**

- Jane Lawson – Hillsview

## 2.0 Approval of Agenda

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

**THAT** the Council of Region of Queens Municipality approve the December 9, 2025 Agenda as presented.

**MOTION CARRIED unanimously.**

## 3.0 Adoption of Minutes

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### 3.1 November 25, 2025 – Regular Council Minutes

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

**THAT** the Council of Region of Queens Municipality approve the minutes from the Regular Council Meeting held on November 25, 2025 as presented.

**MOTION CARRIED unanimously.**

### 3.2 November 27, 2025 – Special Council Minutes

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

**THAT** the Council of Region of Queens Municipality approve the minutes from the Special Council Meeting held on November 27, 2025 as presented.

**MOTION CARRIED unanimously.**

## 4.0 Public Comment

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### 1. Albert Knock, Mill Village

Mr. Knock spoke to Council on behalf of the Bethany United Church in Mill Village regarding his request to have the church designated as a Municipal Heritage Property. He noted that the church is 209 years old, with a congregation dating back to the early 1800s, and expressed the importance of recognizing the building's historical significance. Mr. Knock also shared concerns about delays in the designation process, citing the infrequency of Heritage Advisory Committee meetings, and asked Council to look into the matter.

### 2. Paul Deveau, Milton

Mr. Deveau extended holiday greetings to Council and spoke about the recent success of the "Cram the Cruiser" event in support of the Queens Food Bank. He also highlighted that the "Turkey Match" initiative at MacPherson's is currently underway, with donations of frozen turkeys being accepted until December 24th. All donated turkeys will be matched by MacPherson's, and donors will be entered into a draw for \$250.00. Mr. Deveau noted that this program provides meaningful support to families in need and that demand for assistance is approximately 20% higher this year. He encouraged Council members to help promote the initiative by mentioning the turkey drop at events they attend or during meetings of the groups they belong to.

## 5.0 Delegations and Presentations

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There were no Delegations or Presentations today.

## 6.0 Unfinished Business

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There was no Unfinished Business today.

## 7.0 Staff Reports

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### 7.1 South Shore Regional Airport – Asset Management Plan

The South Shore Regional Airport has been in service for over four (4) decades and has an estimated total replacement value of \$8,764,980. Due to its age, many of the individual assets comprising the Airport have reached or exceeded their useful life and no longer meet current industry standards for performance.

Council directed staff to complete an asset management plan to support informed decision-making related to the South Shore Regional Airport and to guide future asset management planning activities.

Staff recommend that Council receive the report titled “South Shore Regional Airport Asset Management Plan” for information.

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

**THAT** the Council of Region of Queens Municipality receives the report titled ‘South Shore Regional Airport – Asset Management Plan for information.

**MOTION CARRIED unanimously.**

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

**THAT** the Council of Region of Queens Municipality direct staff to conduct further analysis on requirements associated with and the process for establishing an airport authority, options for protecting existing user groups or operations in the case of a sale of the airport, and a high-level analysis and costing of what would be required to establish a new drag strip in Queens County, and exploring opportunities from an Emergency Management perspective.

**MOTION CARRIED unanimously.**

## 7.2 Financial Report for 2025-2026 Quarter 2

Director Veinotte presented a report on the Quarter Two financial results. The report noted challenges related to Infrastructure wage allocations, which will be reviewed as part of the 2026–2027 budget process.

Approximately \$15 million in expenses were incurred during the first two quarters of the fiscal year, resulting in a surplus of \$9 million. It was noted that this surplus does not reflect the anticipated year-end financial position, as most tax revenue is received in the first quarter rather than evenly throughout the year.

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

**THAT** Council for Region of Queens Municipality receive the report titled 'Financial Report 2025 – 2026 Quarter 2' for information.

**MOTION CARRIED unanimously, with Councillor Wentzell absent.**

### 7.3 South Shore Regional Library Board Resignation

**Councillor Wentzell declared a conflict of interest and exited Chamber for this item.**

Ms. Green, Municipal Clerk, presented a report advising that Councillor Wentzell has requested to step down from the South Shore Regional Library Board. Council must formally accept the resignation and determine how the vacancy will be addressed for the remainder of the current appointment term, which ends in October 2026.

Options outlined included appointing another Councillor, appointing a public member, or leaving the position vacant until the next round of committee appointments. Staff requested Council's direction on the preferred approach.

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

**THAT** the Council of Region of Queens Municipality accept Councillor Wentzell's request to step down from the South Shore Regional Library Board.

**MOTION CARRIED unanimously.**

**Councillor Wentzell returned to the table at this time.**

After discussion, Councillor Fancy volunteered to sit as Council's representative on the South Shore Library Board for the remainder of the term.

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

**THAT** the Council of Region of Queens Municipality appoint Councillor Fancy to serve as the Region of Queens representative on the South Shore Regional Library Board for the remainder of the term, ending October 31, 2026.

**MOTION CARRIED unanimously.**

## 7.4 Wastewater System Assessment Reports

Director Grant and Mr. Tibert, Manager of Environmental Services, presented a report advising that the Municipality has received System Assessment Reports (SARs) for the South Queens and Caledonia wastewater treatment systems, as required under new Approvals to Operate issued by Nova Scotia Environment and Climate Change. The reports include assessments of treatment performance, system capacity, regulatory compliance, and inflow and infiltration.

It was noted that the South Queens facility, constructed in 1999, is operating within its design capacity and achieved full regulatory compliance in 2024, although inflow and infiltration remain a concern. The Caledonia system, originally constructed in 1978, is not consistently meeting effluent objectives and also experiences significant inflow and infiltration.

Both reports contain six recommendations, which staff are currently reviewing. The information will be used to inform future budget discussions related to wastewater operations.

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

**THAT** the Council of Region of Queens Municipality direct staff to incorporate recommendations from the report titled 'Wastewater System Assessment Reports' into budget discussions for the 2026 – 2027 fiscal year.

**MOTION CARRIED unanimously.**

## 7.5 Dry Hydrant Construction

Director Grant presented a report advising that, at the September 23, 2025 Regular Meeting, Council approved the award of a contract for the construction of a new dry hydrant. Although staff issued notice to the successful contractor to proceed, the contractor did not meet the established completion deadline of October 31, 2025.

Staff recommended that Council rescind the motion approved at the September 23, 2025 meeting and direct staff to undertake a public procurement process for the purchase and installation of a dry hydrant at 9565 Highway 8, Caledonia, to be completed before November 1, 2026.

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

**THAT** the Council of Region of Queens Municipality rescind the motion adopted at the September 23, 2025 meeting, which stated:  
*“THAT the Council of Region of Queens Municipality approves the purchase of a dry hydrant from C. Eugene Ingram Construction and installation at 9565 Highway 8, Caledonia at a value of \$40,000 + HST”.*

**MOTION CARRIED unanimously.**

**It was moved by Councillor Carver and seconded by Councillor Fancy:**

**THAT** Council direct staff to undertake a public procurement process for the purchase and installation of priority dry hydrants, with installation to be completed prior to November 1, 2026.

**MOTION CARRIED unanimously.**

## 7.6 Council Remuneration

CAO Thorpe presented a report regarding Council remuneration and the need to revise Administrative Policy No. 27. It was noted that the Municipal Government Act enables municipalities to establish policies respecting the compensation of elected officials. Administrative Policy No. 27 has governed Council remuneration at the Region of Queens Municipality since 2018 and is now considered outdated.

Staff recommended that Council direct staff to establish a Citizen Advisory Committee on Council Remuneration and adopt the Citizen Advisory Committee on Council Remuneration Terms of Reference.

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

**THAT** the Council of Region of Queens Municipality directs staff to establish a Citizen Advisory Committee on Council remuneration.

**MOTION CARRIED unanimously.**

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

**THAT** the Council of Region of Queens Municipality adopts the Citizen Advisory Committee on Council Remuneration Terms of Reference.

**MOTION CARRIED unanimously.**

## 7.7 Interim Review of Municipal Planning Strategy and Land Use Bylaw

Director MacLeod presented a report outlining that the current Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) were adopted and came into effect in July 2022. It was noted that section 214(1)(c) of the

Municipal Government Act requires municipal planning strategies to include policies respecting periodic review of planning documents. Section 6.8 of the MPS establishes a review framework, including housekeeping reviews at least every two years, interim reviews at least every five years, and a comprehensive review within ten years.

Based on staff experience working with the current planning documents, several non-substantive housekeeping items requiring correction have been identified, along with additional issues and concerns that were not anticipated during the original review process.

Council was reminded that at the October 28, 2025 Regular Meeting, Council directed staff to commence a comprehensive review and revision process for the Municipal Planning Strategy and Land Use Bylaw.

Staff recommended that Council direct staff to engage external resources to initiate an interim review of the Municipal Planning Strategy and Land Use Bylaw to address housekeeping items and to consider matters including commercial uses in residential zones, regulations for short-term rentals, keeping of livestock in residential and rural zones, light pollution mitigation and dark sky considerations, additional coastal protection measures, climate-resilient land use regulations, and minimum property standards.

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

**THAT** the Council for Region of Queens Municipality directs staff to engage external resources to initiate an interim review of the Municipal Planning Strategy and Land Use Bylaw to address housekeeping items and include the following:

- Commercial uses in residential zones
- Comprehensive regulations for short-term rentals
- Keeping of livestock in residential and rural zones
- Light pollution mitigation and dark sky considerations
- Additional coastal protection measures and climate resilient land use regulations
- Minimum property standards

**MOTION CARRIED unanimously.**

*The meeting recessed at 11:03 a.m. and resumed at 11:15: a.m.*

## 8.0 Bylaws and Policies

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### 8.1 Administrative Policy No. 59 – Sewer Fees

Director Grant presented a report advising that the Region of Queens Municipality operates two sewer systems in Queens County, being the Central Sewer System and the Queens Septage Facility. It was noted that, as a best practice, fees associated with municipal services are more appropriately set out in administrative policies rather than bylaws.

Staff recommended that Council direct staff to approve Administrative Policy No. 59 – Sewer Fees and to remove all fee provisions currently contained in Bylaw No. 11 – Regulation of Discharges to the Public Sewer Systems.

**It was moved by Councillor Wentzell and seconded by Councillor Carver:**

**THAT** the Council of Region of Queens Municipality approve Administrative Policy 59 – Sewer Fees.

**MOTION CARRIED unanimously.**

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

**THAT** the Council of Region of Queens Municipality direct staff to remove all fees included in Bylaw 11 – Regulation of Discharges to the Public Sewer Systems.

**MOTION CARRIED unanimously.**

## 8.2 Administrative Policy No. 60 – Solid Waste Fees

Director Grant presented Administrative Policy No. 60 – Solid Waste Fees, which establishes a policy for solid waste-related fees, aligns with applicable provincial legislation, and reflects the current state of municipal operations.

Councillor Amirault asked that the cost of the multi-stream event carts and receptacles for Public and Private Events be included in the fee structure.

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

**THAT** the Council of Region of Queens Municipality approve Administrative Policy 60 – Solid Waste Fees as amended.

**MOTION CARRIED unanimously.**

## 8.3 Operational Policy No. 99 – Winter Maintenance

Director Grant and Mr. Chetwynd, Manager of Public Works, presented Operational Policy No. 99 – Winter Maintenance. It was noted that the Region of Queens Municipality provides winter maintenance services throughout Queens County, with the majority of activity focused in the community of Liverpool. Currently, no formal policy exists for this service, and operations are managed on a reactive, seasonal basis.

The proposed policy would establish service priorities for winter maintenance and provide clarity to the public regarding the level of service they can expect. Staff recommended that Council approve Operational Policy No. 99 – Winter Maintenance.

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

**THAT** the Council of Region of Queens Municipality approve Operational Policy 99 – Winter Maintenance, with the discussed language regarding the dry hydrants treatment during an active storm added.

**MOTION CARRIED unanimously**

## 9.0 Correspondence for Action

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### 9.1 Letter from Queens Home for Special Care

Council received correspondence from Queens Home for Special Care, dated November 21, 2025, requesting that the newly constructed extension of Queens Place Drive be named Dogwood Lane.

The request is made in anticipation of the opening of a new long-term care facility on this roadway, which will amalgamate Queens Manor and Hillview Acres into a single modern facility. It was noted that the dogwood tree is a recognizable local symbol within Queens County, and that the proposed name would provide a welcoming identity connected to the natural surroundings and history of the region.

It was further noted that, while the request does not follow the standard public process outlined in Operational Policy No. 6 – Naming and Renaming of Roads, the Municipal Government Act authorizes Council to name municipally owned roads by motion.

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

**THAT** Council for the Region of Queens Municipality waive the process requirements of Operational Policy 6 – Naming and Renaming of Roads and approve the request to name the newly constructed extension of Queens Place Drive as “Dogwood Lane,” as submitted by the Administrator of Queens Home for Special Care in correspondence dated November 21, 2025.

**MOTION CARRIED unanimously.**

## 10.0 Correspondence for Information

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There was no Correspondence for information.

## 11.0 Report From In Camera

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There was no report from In Camera.

## 12.0 Mayor’s Report

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The Mayor reported on several community events and engagements. On November 28, 2025, the Mayor attended a celebration marking the naming of the new long-term care home as The Neighbourhoods of Dogwood Lane, and extended thanks to the Queens Manor Board, staff of Queens Manor and Hillview Acres, and Minister Masland for their support and hard work. That same day, the Mayor joined staff in decorating the Region of Queens Municipality tree for the Trees in the Park initiative, with appreciation expressed to Freeman’s Lumber for continuing the tradition. The Mayor also met with the new Staff Sergeant

and Commanding Officer of the local RCMP detachment, Staff Sergeant Pat Frenette, along with CAO Thorpe, and welcomed him to the community.

The Mayor further reported attending community events on November 29, 2025, including the downtown tree lighting in front of the Astor Theatre and the Multicultural Association's holiday concert, and extended thanks to the South Queens Chamber of Commerce, the Astor Theatre Society, and the Multicultural Association for organizing the events.

The Mayor also noted attendance at the North Queens and Liverpool holiday parades on November 30 and December 7, 2025, and thanked Scott Orme and his team for their work on the Region of Queens Municipality parade floats. The Mayor highlighted the really well-done floats and community participation at both parades.

## 13.0 Council Reports

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### **Brooklyn Recreation Toy Drive – Councillor Amirault**

Councillor Amirault advised that the Brooklyn Recreation Committee will be hosting a toy drive on Saturday, December 13, from 10:00 a.m. to 2:00 p.m. Unwrapped toy donations may be dropped off at the Brooklyn Hall.

### **Santa for Seniors – Deputy Mayor Charlton**

Deputy Mayor Charlton highlighted that Kendra Shot is organizing the Santa for Seniors drive again this year. Members of the public may participate by adopting a senior for Christmas. Information is available on the initiative's Facebook page or by contacting Ms. Shot or a member of Council. The initiative was noted as a meaningful way to support seniors in the community who may be facing financial challenges.

### **Turkeys at MacPhersons – Mayor Christian**

Mayor Christian reminded those present that, as noted earlier during Public Comment by Paul Deveau, MacPherson's is hosting a

turkey drive in support of the food bank and will match all donations.

## 14.0 New Business

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There was no New Business to discuss.

## 15.0 In Camera

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**It was moved by Deputy Mayor Charlton and seconded by Councillor Jenkins that the proceedings move to Closed Session at 12:09 p.m. to discuss the following:**

- 15.1 Property Matter
- 15.2 Personnel
- 15.3 Personnel
- 15.4 Personnel

**It was moved by Deputy Mayor Charlton and seconded by Councillor Carver that the proceedings exit Closed Session at 1:25 p.m.**

### 15.1 Culvert at 61 Birch Avenue

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

**THAT** Council for Region of Queens Municipality direct staff to engage a qualified third party to replace the culvert at 61 Birch Avenue, as follows:

- A minimum of four (4) weeks' notice will be provided to the property owner before work begins;
- The replacement culvert shall be approximately 6.100 metres in length and 900 millimetres in diameter, constructed of smooth interior HDPE pipe to Highway Grade CSA-B182.8 with a minimum stiffness of 320 kPa, and installed at a grade of no less than 1.00%;
- All surfaces will be reinstated to pre-replacement condition using Type I gravel, including a minimum of 150 mm base coverage, 300 mm above the culvert, and 600 mm in both transverse directions;
- All slopes exceeding 2:1 ratio will be stabilized with 200–400 mm rock;
- The estimated project cost of up to \$15,000 shall be funded from accumulated surplus.

**MOTION CARRIED with 7 in favour and 1 against.**

## 16.0 Adjournment

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The Meeting was adjourned at 1:27 p.m.

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Mayor Scott Christian, Chair

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Angela Green, Municipal Clerk

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