



Region of Queens Municipality Regular Council
Tuesday, May 12, 2026
9:00 am

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 Adoption of Minutes

3.1 Regular Council Meeting – April 28, 2026

4.0 Public Comment

5.0 Delegations and Presentations

6.0 Unfinished Business

6.1 Site Plan Appeal

7.0 Staff Reports

7.1 Electric Vehicle Charging Stations – Amended Agreement

7.2 2026 Representative Volunteers of the Year

7.3 Gorham Walkway Rehabilitation Update

7.4 THACC Capital Improvements

7.5 Waterloo East Phase IIIb

7.6 Rural Water Initiative

7.7 Council Implementation Report

8.0 Bylaws and Policies

9.0 Correspondence for Action

10.0 Correspondence for Information

10.1 VON Week

11.0 Reports from In Camera

12.0 Mayor's Report

13.0 Council Business

14.0 New Business

15.0 In Camera

15.1 Personnel

15.2 Legal

15.3 Legal

16.0 Adjournment



Region of Queens Municipality Regular Council

Tuesday, April 28, 2026

4:00 p.m.

Hybrid Meeting

Meeting Recording: https://www.youtube.com/watch?v=wt9RC2W_gr8&t=18272s

Please click the time-stamp links below to watch specific portions of the recording.

Minutes

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

Virtual: Deputy Mayor Maddie Charlton

Staff: Willa Thorpe, Chief Administrative Officer
Angela Green, Municipal Clerk

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 4:02 p.m. and acknowledged that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people. We are all treaty people and have responsibilities as treaty people.

2.0 Approval of Agenda

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

THAT the Council of Region of Queens Municipality approve the April 28, 2026 agenda as presented.

MOTION CARRIED unanimously.

3.0 In Camera

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

THAT Council for Region of Queens Municipality move to Closed Session to discuss three items:

- 3.1 Labour Relations
- 3.2 Personnel
- 3.3 Personnel

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality return to open session.

The meeting recessed at 5:05 p.m. and resumed at 5:34 p.m.

Mayor Christian called the Public Session to order at 5:34 p.m.

4.0 Adoption of Minutes [\(2:02\)](#)

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

THAT Council for Region of Queens Municipality approve the April 14, 2026 Regular Council Meeting minutes as presented.

MOTION CARRIED unanimously.

5.0 Unfinished Business

The Regular Meeting of Council was recessed at 5:35 p.m., in order to conduct two (2) hearings:

- Municipal Heritage Designation Hearing – Bethany United Church [\(3:12\)](#)
- Site Plan Appeal Hearing – 307 Main Street, Liverpool [\(9:08\)](#)

The Regular Meeting resumed at 7:31 p.m.

6.0 Public Comment

1. Laura Methot, Molega North [\(2:00:09\)](#)

Ms. Methot came before Council as the President of the Greater Molega Lake Lot Owners Association to give feedback on the proposed Private Road Levy bylaw.

2. David Brown, Labelle [\(2:06:00\)](#)

Mr. Brown came before Council to give feedback on the proposed Private Road Levy bylaw.

3. Daryl Arnburg, Brooklyn [\(2:11:20\)](#)

Mr. Arnburg came before Council to express his concerns with the Mount Pleasant Service Extension project.

7.0 Delegations and Presentations

7.1 Friends of Hank Snow Society [\(2:18:44\)](#)

The Friends of Hank Snow Society gave a presentation detailing the history and annual activities of the Hank Snow Hometown Museum and outlining the need for an Administrator to take on day-to-day operations. They have requested that Council support the position with \$50,000.

The meeting recessed at 8:30 p.m. and resumed at 8:37 p.m.

8.0 Staff Reports

8.1 Private Lot Owners Engagement Feedback and Survey Results
[\(3:05:18\)](#)

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

THAT Council for Region of Queens Municipality direct staff to exclude a low-income provision in Bylaw 27.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality direct staff to maintain the current approach with staff controlling the approval process in the Bylaw unless prohibited by a legislation or statute.

MOTION CARRIED unanimously.

8.2 Future Use of Market Stalls on Henry Hensey Drive [\(3:46:33\)](#)

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

THAT Council of Region of Queens Municipality direct staff to develop and issue a Request for Proposal for the seasonal use of the market stalls located on Henry Hensey Drive in Liverpool, with preference given to vendors who can commit to providing consistently available, affordable, regionally sourced farm produce.

MOTION CARRIED unanimously.

8.3 Road Naming in Hunts Point [\(3:52:46\)](#)

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

THAT Council for Region of Queens Municipality approve the naming of an existing driveway off Highway 3 in Hunts Point as Angus Cove Road.

MOTION CARRIED unanimously.

8.4 Creating a Culture of Inclusion – Equity, Anti-Racism and Diversity Plan [\(3:54:21\)](#)

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

THAT Council for Region of Queens Municipality adopts the revised Creating a Culture of Inclusion: Equity, Anti-Racism and Diversity Plan 2025 – 2030 as presented.

MOTION CARRIED unanimously.

8.5 Inclusion Queens – Terms of Reference [\(3:57:50\)](#)

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

THAT Council for Region of Queens Municipality adopts the revised Terms of Reference for the Inclusion Queens Committee as presented.

MOTION CARRIED unanimously.

8.6 2026-2027 Operational Budget Adoption [\(4:01:42\)](#)

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

THAT Council for Region of Queens Municipality approve the 2026-2027 Operating Budget as presented.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality approve the proposed 2026-2027 Water Utility Operating budget reflecting a surplus of \$66,384;

AND THAT the proposed three-year Water Utility Operating budget for the years 2026-2027, 2027-2028 and 2028-2029 be adopted and submitted to the Nova Scotia Regulatory and Appeals Board.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality authorize the levying of a four (4) cent per \$100 of assessed value area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Recreation Committee.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality authorize the levying of a one point five (1.5) cent per \$100 of assessed value area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.

MOTION CARRIED unanimously.

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

THAT Council for Region of the Queens Municipality authorize the levying of area rates for all assessment accounts according to the following rules:

Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, 11029230 and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%;

Assessment District 13, as well as assessment account numbers 11029230 10148820, 10462223, and 00132837, debt charges for Assessment District 13 at 100%, roads, streets, and sidewalk expenses at 75%, engineering and public works equipment expenses at 75%, Liverpool street paving expenses at 100%, and Liverpool Water Utility hydrant charges at 100%.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality authorize the levying of the following tax rates for Assessment District 13, as well as assessment account numbers 11029230, 10148820, 10462223, and 00132837, effective April 1, 2026:

Residential and Resource base rates of \$1.04 per \$100 of assessment plus an area rate of 87.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility;

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 87.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility;

AND THAT authorization be given to levy the following tax rates for Assessment Districts 1-12, excluding assessment account numbers 11029230, 10148820, 10462223, and 00132837, effective April 1, 2026;

Residential and Resource base rate of \$1.04 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11.5 cents per \$100 of assessment;

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11.5 cents per \$100 of assessment;

Commercial Seasonal base rate of \$1.60 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality establish June 1, 2026, as the due date for all property taxes, with no interest being charged for any taxes being paid on or before June 30, 2026.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality authorizes the continued allocation of funds to the Operating Capital Project reserve for the purposes of funding smaller capital projects by transfer from the accumulated surplus of \$500,000;

AND THAT authorization be given for the creation of a District 12 reserve funded by any overage of revenues from the J Class Road actual expenses during the fiscal year;

AND THAT authorization be given for the creation of a Water Access Improvement reserve funded from the accumulated surplus in anticipation of forthcoming Bylaw in the amount of \$250,000.

MOTION CARRIED unanimously.

9.0 Bylaws and Policies

9.1 First Reading: Bylaw No. 29 – Accommodations Levy ([4:13:38](#))

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

THAT Council for Region of Queens Municipality direct staff to enhance the compliance and enforcement functions for non-compliant operators within the Bylaw.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality direct staff to explore the creation of a committee or group of accommodation operators and municipal representatives, to recommend use of revenue collected through the Accommodation Levy during its implementation.

MOTION CARRIED unanimously.

10.0 Correspondence for Action

There was no Correspondence for Action today.

11.0 Correspondence for Information

There was no Correspondence for Information today.

12.0 Report from In Camera

There is no Report from In Camera.

13.0 Mayor's Report [\(4:42:22\)](#)

Mayor Christian gave a report on some of his activities since the previous meeting.

14.0 Business of Council

14.1 Committee Reports – Councillor Wentzell [\(4:46:54\)](#)

Councillor Wentzell provided reports on both the NSFM Climate Change Advisory Committee, and the FCM Climate Change Committee – Atlantic Chapter.

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

THAT item 14.2 regarding Grey Box Sites be added to the agenda.

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

14.2 Grey Box Clean Up – Councillor Jenkins [\(4:54:58\)](#)

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

THAT Council for Region of Queens Municipality direct staff to immediately start clean up in North Queens Grey Box sites and continue through to South Queens until the garbage boxes are in a manageable condition by the current collector, to begin within 48 hours.

MOTION WITHDRAWN.

15.0 New Business

There was no New Business to discuss today.

16.0 Adjournment

The Meeting was adjourned at 10:44 p.m.

Mayor Scott Christian, Chair

Angela Green, Municipal Clerk

Date Approved: _____

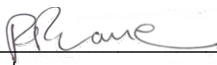
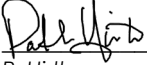

DRAFT



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.1

Date: April 30, 2026
File No: 10350-50-2605-001
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Electric Vehicle Charging Stations – Amended Agreement

Prepared by:  R. Lane Project Officer	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality approve the amended location for eight (8) electric vehicle charging stations and authorize the Municipality to enter into the amended agreement with Tesla Motors Canada ULC.

PURPOSE

The purpose of this report is to present a requested amendment from Tesla for the location for installation of electric vehicle (EV) charging stations at Queens Place Emera Centre (QPEC) for Council consideration.

BACKGROUND

In July 2025, Council entered into an agreement with Tesla with the intent to lease municipal property for installation of eight 'supercharger' EV charging stations in the parking lot at QPEC. The agreement gave Tesla 365 days as a 'Due Diligence' period, to carry out feasibility work before making a final decision whether to proceed with the build.

That survey work has been completed, and Tesla has confirmed they would like to commence installation this summer. There is, however, one amendment to

the original agreement requested by Tesla regarding the exact placement of the charging stations.

ALTERNATIVES/OPTIONS

1. Council approves the amended agreement to allow Tesla to lease the space shown in the amended site plan (attached) and proceed with installation.
2. Council directs staff to return to Tesla with alternative instruction.

ANALYSIS

The original agreement included 'Exhibit A – Licensed Area', an appendix containing a map of the QPEC parking lot with a drawn outline of the space required. In their feasibility research, Tesla determined that an area of parking lot closer to Old Cobbs Barn Road was significantly preferable.

The amended agreement requests that Exhibit A of the original licence shall be deleted in its entirety and replaced by the Exhibit A, attached to the amendment.

All other terms and conditions of the original agreement remain in place; term of the lease, remuneration, etc.

IMPLICATIONS

Financial / Budget – the lease would generate revenue of \$9,600 per annum (CAD) paid monthly commencing when the site is made live.

Legal – the original agreement was reviewed by legal advisers and remains substantively the same.

As seen in the site plan, the area in question has historically been used, albeit on infrequent occasion, to store equipment by renters during large events at QPEC. On review of the site plan, Council should note that if this amendment is approved, an alternative location will be designated for those containers including safe access to and from the area they are located.

COMMUNICATIONS

Once the project is completed, Region of Queens will share information provided by Tesla through social media, on the Region of Queens online maps, etc.

BYLAWS/PLANS/POLICIES

Installation of electronic vehicle chargers aligns with Council's 2026-2029 Strategic Priorities, in the area of Economic Development.

SUMMARY

The installation of Tesla 'superchargers' in Liverpool would be a substantial addition to electric vehicle infrastructure on the South Shore. The convenience of high-speed charging is likely to draw EV users to QPEC and provides an opportunity to further develop services there for the traveling public.

ATTACHMENTS/REFERENCE MATERIALS

- Original signed Agreement including Exhibit A, lease area.
- Suggested amended Agreement including replacement Exhibit A
- Detailed site plan

SUPERCHARGER LICENSE AGREEMENT

This License Agreement (this “License”) is effective as of the date it is fully executed (the “Effective Date”) by and between Licensor (as defined below) (“Licensor”) and Tesla Motors Canada ULC, a Nova Scotia corporation (“Licensee”). Licensor and Licensee are each referred to herein as a “Party” and collectively as the “Parties.” Clause references are to clauses in the Key Terms, and section references are to sections in the General Terms and Conditions (Exhibit B). Exhibit A and Exhibit B are incorporated by reference in this License. In the event of a conflict between the Key Terms and Exhibit B, the Key Terms shall prevail.

Key Terms

- | | | |
|-----|---|--|
| (a) | Licensor | Region of Queens Municipality, a Nova Scotia corporation. |
| (b) | Property
(<u>Section 1</u>) | Commonly known as Queens Place Emera Centre, located at 50 Queens Place Drive, Liverpool, Nova Scotia B0T 1K0 (the “ <u>Property</u> ”). |
| (c) | Licensed Area
(<u>Section 1</u>) | Eight (8) parking spaces, eight (8) feet of additional parking width to provide disability access and approximately five hundred (500) square feet of space for equipment on the Property, all as depicted on <u>Exhibit A</u> (the “ <u>Licensed Area</u> ”). |
| (d) | Charging Stalls
(<u>Section 1</u>) | Eight (8) charging stalls.

Parking spaces in the Licensed Area shall be outfitted for charging with DC charge posts (“ <u>Superchargers</u> ”) and shall serve as dedicated charging stalls. |
| (e) | Due Diligence Period
(<u>Section 2</u>) | 365 days following the Effective Date (“ <u>Due Diligence Period</u> ”). |
| (f) | Commencement Date
(<u>Section 4</u>) | Within 365 days following the end of the Due Diligence Period. |
| (g) | Base Term
(<u>Section 5</u>) | Ten years from the last day of the month in which the Commencement Date occurs (the “ <u>Base Term</u> ”). |
| (h) | Renewal Term
(<u>Section 5</u>) | Periods of five years (each a “ <u>Renewal Term</u> ”). |
| (i) | Termination Notice
(<u>Section 5</u>) | At least eighteen (18) months (the “ <u>Notice Period</u> ”). |
| (j) | Rent | Licensee will pay eight hundred Canadian dollars (\$800 CAD) per month (the “ <u>Rent</u> ”) for the Licensed Area in advance on the first business day of each calendar month during the Term. If the Term begins any day other than the first business day of a month, the first rent payment shall include payment for the partial month in which the Term begins, prorated based on the number of days in such month. Notwithstanding the foregoing, Rent payments shall begin only after Licensor has completed Licensee’s vendor onboarding documentation, and payments shall be made to the account or address specified in such documents. |


(k) **Special Terms and Conditions** None.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have each caused an authorized representative to execute this License as of the date signed below.

LICENSOR:

Region of Queens Municipality,
a Nova Scotia corporation

By:  _____

Name: Willa Thorpe

Title: CAO

Date: 7/17/25

E-mail for notices:


info@regionofqueens.com
rlane@regionofqueens.com

Phone number for urgent issues:

902-354-3453

LICENSEE:

Tesla Motors Canada ULC
a Nova Scotia corporation

By:  _____
[Monica Bell \(Jul 17, 2025 20:49 PDT\)](#)

Name: Monica Bell

Title: Business Development Lead

Date: _____

E-mail for notices:

superchargerhost@tesla.com

Phone number for urgent issues:

1-725-223-2400

EXHIBIT A
Licensed Area

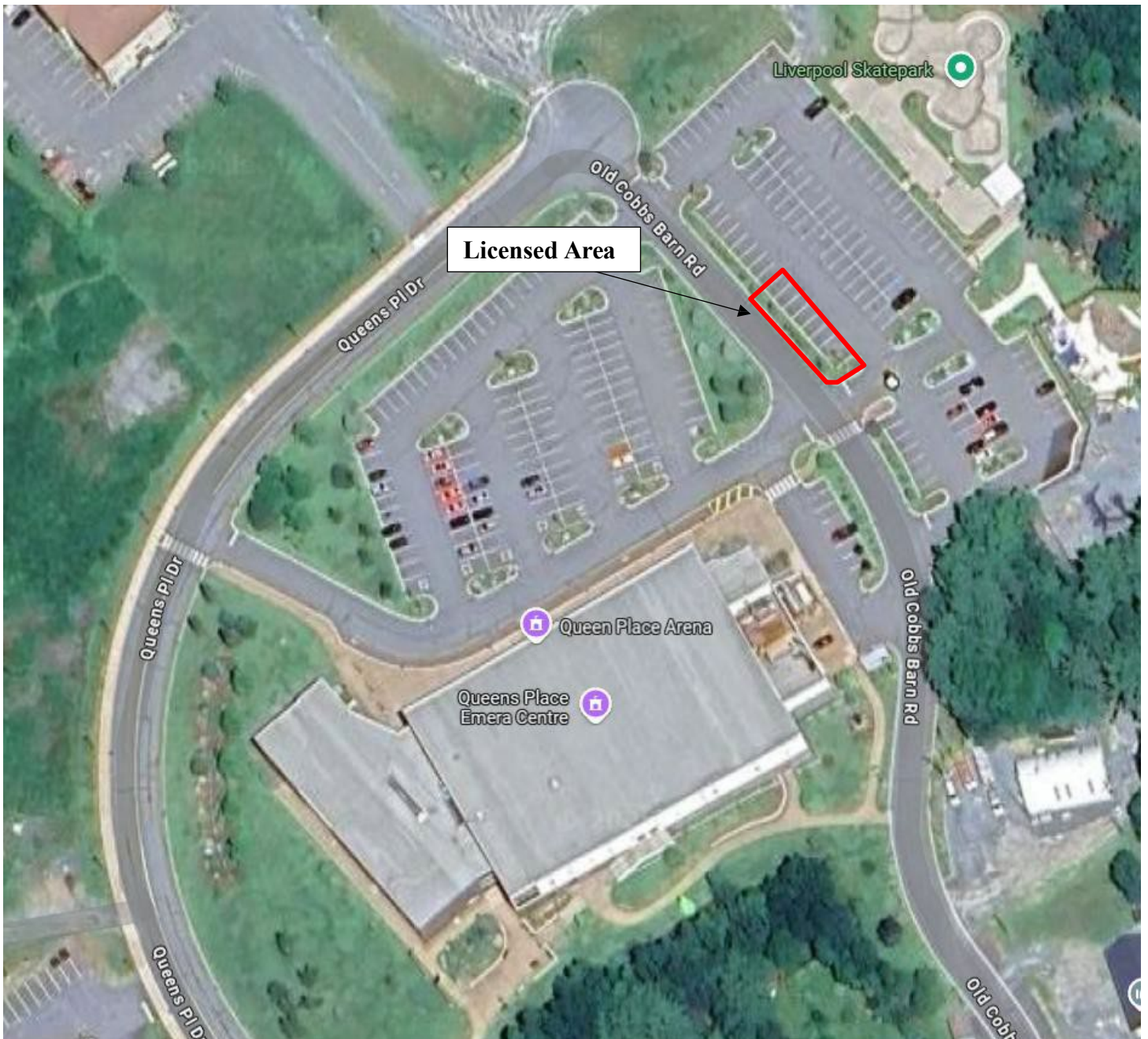


Exhibit B
General Terms and Conditions

1. **Licensed Area.** Licensor hereby grants to Licensee the right to use the Licensed Area pursuant to Section 6, to install, operate and maintain a Supercharger Station (defined below), together with the right of ingress and egress to the Licensed Area. This License shall not create any leasehold interest in the Property.

The “Supercharger Station” shall consist of: (a) Superchargers, Wall Connectors (if indicated in Clause (d)), signage and power electronics equipment to provide charging to the charging stalls described in Clause (d) and other trade fixtures determined by Licensee that may include, without limitation, a canopy, solar panels, an energy storage system and fence or other visual barriers (collectively, the “Trade Fixtures”); and (b) necessary utility infrastructure, which may include, without limitation, a utility transformer, metering equipment, switchgear, conduit, wiring and foundations (collectively, the “Infrastructure”).

2. **Due Diligence Period.** Licensee shall have the option to terminate this License within the Due Diligence Period in the event that: (a) Licensee is unable to obtain all permits and approvals required by applicable governing bodies; or (b) Licensee, in its reasonable business judgment, determines that it would incur substantial unanticipated costs to complete Licensee’s Work (defined in Section 3) or that there is insufficient demand for charging to justify building the Supercharger Station. In the event that Licensee terminates the License pursuant to this Section 2, Licensee shall deliver written notice of termination to Licensor and this License shall be of no further force or effect.
3. **Alterations.** Licensee shall, at its’ sole cost, make alterations to the Licensed Area to install the Supercharger Station (“Licensee’s Work”). Licensee’s Work shall only occur after: (a) Licensor has approved the plans and specifications in writing; and (b) Licensee has obtained all permits and approvals required by applicable governing bodies. Once Licensee’s Work begins, it shall proceed with diligence and continuity until complete. Licensee may upgrade or replace its Trade Fixtures in its sole discretion during the Term, provided that any other alterations to the Supercharger Station shall be approved in advance by Licensor. Licensor’s approval of the plans and specifications shall not be unreasonably withheld, conditioned or delayed. Licensee shall promptly repair any damage to the Property caused by Licensee, its agents, contractors and employees (collectively, “Licensee Parties”) while performing Licensee’s Work.
4. **Commencement Date.** The Supercharger Station shall be operational (the “Commencement Date”) within the time period specified in Clause (f) of the Key Terms, provided that such time shall be extended to the extent a delay is due to permitting, utility, or other requirements beyond Licensee’s control. Licensee shall deliver written notice to Licensor promptly following the Commencement Date to confirm such date as the start of the Base Term for recordkeeping purposes.
5. **Term and Termination.** The term of this License shall begin on the Commencement Date and shall expire at the end of the Base Term. Upon expiration of the Base Term, this License shall automatically renew for successive Renewal Terms (Renewal Term(s) together with the Base Term, the “Term”), subject to termination pursuant to this Section 5. Either Party, in its sole discretion and without cause, may terminate this License during any Renewal Term by delivering advance written notice of termination to the other Party specifying a termination date that follows the Notice Period and occurs during a Renewal Term.
6. **Use.** Licensee may use and occupy the Licensed Area during the Term to install, operate and maintain a Supercharger Station and for incidental purposes, which may include generating photovoltaic electricity and operating an energy storage system, and for any other lawful use (the “Permitted Use”). Licensee is authorized to operate and collect payment for use of the Supercharger Station year round, twenty-four (24) hours per day and seven (7) days per week.

7. **Removal.** On or before the final day of the Term, Licensee shall, at its' sole cost, remove the Trade Fixtures, leave the Infrastructure in a safe condition, and restore the Licensed Area to the condition that existed as of the first day of the Term, subject to exceptions for reasonable wear and tear. Licensor agrees that the Trade Fixtures are and shall remain the property of Licensee, and the Infrastructure shall become the property of Licensor upon termination of this License (except that Infrastructure upstream of the meter is and shall remain the property of the utility).
8. **Utilities.** Licensee agrees to arrange and pay the charges for all Licensee-related utility services provided or used in or at the Licensed Area during the Term. Licensee shall pay directly to the utility company the cost of installation of any and all such Licensee-related utility services and shall arrange to have the utility service separately metered. Licensor shall not be responsible for any damages suffered by Licensee in connection with the quality, quantity or interruption of utility service, unless the cause of the disruption or damage was Licensor's gross negligence or intentional misconduct.
9. **Maintenance.** Licensee shall be responsible for maintaining the Supercharger Station at its' sole cost (including repair and replacement of equipment, as necessary). Notwithstanding the foregoing, Licensor's normal responsibility to maintain the common areas of the Property shall also apply to the Licensed Area, such as for trash removal, snow removal, repaving and restriping, and Licensor agrees to coordinate with Licensee on maintenance that will prevent the use of the Supercharger Station. If Licensee determines that the Licensed Area needs additional trash cans, or if Licensor requests additional trash cans, Licensee shall provide such trash cans to Licensor at Licensee's sole cost.
10. **Licensor Covenants.** Licensor represents that: (a) it owns or leases the Property and has the power and authority to enter into this License; (b) it has obtained any required consents to enter into this License; (c) the Property is not subject to any conditions, restrictions or covenants incompatible with the Permitted Use; (d) this License does not violate any agreement, lease or other commitment by which Licensor is bound; (e) it will not lease, license or commit the parking spaces within the Licensed Area to any third party during the Term; and (f) it will not perform or allow excavation in the Licensed Area during the Term without Licensee's advance written consent, other than superficial repaving.
11. **Default.** It shall be an "Event of Default" under this License if either Party fails to perform or observe any material term or condition of this License and such failure continues for a period of thirty (30) days after receipt of written notice thereof from the other Party, provided, however, that if the nature of such default is such that it cannot reasonably be cured within such thirty (30) day period and the defaulting Party commences to cure within the thirty (30) day period and proceeds with diligence and continuity, then such Party shall have additional time to cure as is reasonably required.
12. **Remedies.** The Parties acknowledge and agree that, if an Event of Default by the other Party has occurred and is continuing, the non-defaulting Party may: (a) terminate this License upon thirty (30) days advance written notice; or (b) exercise any other remedy available at law or in equity.
13. **Exclusions.** Notwithstanding anything herein to the contrary, each Party expressly releases the other from any claims for speculative, indirect, consequential or punitive damages, including, without limitation, any lost sales or profits.
14. **Indemnification.** Except to the extent a claim arises from any negligence or willful misconduct of an Indemnified Party, or any breach or alleged breach of Section 24 by Licensor, Licensee hereby agrees to indemnify, hold harmless and defend Licensor, its directors, officers, managers, members, employees, agents and representatives (each an "Indemnified Party") from all losses and liabilities, including court costs and reasonable attorneys' fees, on account of or arising out of or alleged to have arisen out of any third party claim directly related to: (i) Licensee's use of the Licensed Area;

(ii) Licensee's breach of this License; or (iii) bodily injury or damage to real or tangible personal property caused by the use of the Trade Fixtures.

15. **Insurance.** Through the duration of this License, Licensee shall maintain commercial general liability insurance with limits of not less than Two Million US dollars (\$2,000,000 USD) per occurrence and Three Million Five Hundred Thousand US dollars (\$3,500,000 USD) aggregate for combined single limit for bodily injury or third party property damage. The total limits above may be met by any combination of primary and excess liability insurance. A certificate evidencing such insurance shall be delivered to Licensor upon the execution of this License and upon reasonable request by Licensor. Licensee shall include Licensor as additional insured on its commercial general liability and, if applicable to meet limit requirements, umbrella and/or excess insurance policies, with respect to liability for services provided under this License. Licensee will maintain worker's compensation insurance in accordance with provincial law. Insurance shall be maintained with responsible insurance carriers with a Best Insurance Reports rating of "A-" or better or through a formal self-insurance mechanism that has either (a) a Best Insurance Reports rating of "A-" or better; or (b) a financial size category of "VI" or higher, provided, that if such self-insurance program does not meet either (a) or (b), then Licensee's use of self-insurance for the required coverages shall be subject to Licensor's approval, not to be unreasonably withheld, conditioned or delayed.
16. **Environmental Matters.** Licensor represents and warrants that, to the best of its knowledge, the Licensed Area shall be delivered free of contamination that violates any applicable environmental law. Notwithstanding any provision in this License to the contrary, Licensor agrees that it will indemnify and hold Licensee harmless from all costs from, and Licensee shall have no liability for, any contamination of the Property, unless caused by Licensee Parties. Licensor is responsible for remediating to the extent required by applicable environmental law any contamination not caused by Licensee Parties, including any contamination encountered by Licensee Parties during construction.
17. **Confidentiality.** The Parties agree that the terms of this License and any non-public, confidential or proprietary information or documentation provided to one Party by the other Party in connection with this License are confidential information, and the Parties agree not to disclose such confidential information to any person or entity during the Term and for a period of three (3) years thereafter. Notwithstanding the foregoing, the Parties may disclose information (i) to their respective Affiliates, subcontractors, lenders, employees, financial, legal and space planning consultants, in each case that have a "need to know" such confidential information and have committed to treat the information as confidential under terms no less protective than the terms of this Section 17, provided that the Party disclosing such confidential information shall be liable for any disclosure by such authorized recipients, (ii) as permitted in Section 20, and (iii) as required by law. "Affiliate" of a Party is an entity that controls, is controlled by or is under common control with that Party, where "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, through ownership of voting securities, by contract or otherwise.
18. **Publicity.** Neither Party will use the other Party's name, trademark or logo without obtaining the other Party's prior written consent.
19. **Notices.** All notices, demands and approvals shall be in writing and shall be delivered to the electronic mail addresses provided on the signature page, and shall be deemed given on proof of transmission. Either Party may change their respective address for notices by giving written notice of such new address in accordance with this Section 19.
20. **Incentives.** Licensor agrees that Licensee shall own and receive the benefit of all Incentives derived from the construction, ownership, use or operation of the Supercharger Station, including, without

limitation, from electricity delivered through, stored at or generated by the Supercharger Station. Licensor will cooperate with Licensee in obtaining all Incentives, provided that Licensor is not obligated to incur any out-of-pocket costs in doing so unless reimbursed by Licensee. If any Incentives are paid directly to Licensor, Licensor agrees to immediately pay such amounts over to Licensee. “Incentives” means (a) electric vehicle charging or renewable energy credits or certificates, carbon credits and any similar environmental or pollution allowances, credits or reporting rights, (b) rebates or other payments based in whole or in part on the cost or size of equipment, (c) performance-based incentives paid as periodic payments, (d) tax credits, grants or benefits, and (e) any other attributes, commodities, revenue streams or payments, in each of (a) through (e) under any present or future law, standard or program and whether paid by a utility, private entity or any governmental, regulatory or administrative authority. Licensor agrees that Licensee may disclose a redacted copy of this License if necessary to obtain Incentives.

21. **Governing Law.** This License shall be construed and enforced in accordance with the laws of the province in which the Licensed Area is located.
22. **Entire Agreement.** Each Party acknowledges and agrees that it has read and understood this License, and that it represents the entire agreement and understanding of the Parties with respect to the subject matter herein and supersedes all prior agreements, communications, or understandings, whether oral or written, with respect to the subject matter herein.
23. **Assignment.** Licensee shall not assign this License nor sublicense the Premises without the prior written consent of Licensor, which shall not be unreasonably withheld, conditioned or delayed; provided that the foregoing prohibition shall not limit Licensee’s ability to transfer this Agreement to a Licensee Affiliate.
24. **Miscellaneous.** This License may be executed in counterparts, each of which shall be deemed an original and all of which together will constitute one agreement. Electronic signatures and other signed copies transmitted electronically in PDF or similar format shall be treated as originals. If any provision of this License is invalid or unenforceable, the remainder of this License shall not be affected, and each provision shall be valid and enforceable to the fullest extent permitted by law. Any outstanding payment obligations and the terms of Section 17 shall survive termination of this License. This License shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns. Unless this License is terminated as expressly provided herein, this License shall survive any sale or transfer of Licensor’s interest in the Property or Licensed Area. Each Party shall comply with all applicable codes, laws and ordinances in fulfilling its respective obligations under this License. Licensee shall promptly remove or bond any liens placed on the Property as a result of any claims for labor or materials furnished to Licensee at the Licensed Area. This License is subject and subordinate to all ground or superior leases and to all mortgages which may now or hereafter affect such leases or the Property, and to all renewals, modifications, consolidations, replacements and extensions thereof; provided that Licensee’s rights under this License shall not be disturbed by such subordination so long as no Event of Default by Licensee exists beyond all notice and cure periods. LICENSOR AND LICENSEE EACH WAIVE, TO THE EXTENT PERMITTED BY APPLICABLE LAWS, THE RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING BASED UPON OR RELATED TO, THE SUBJECT MATTER OF THIS LICENSE.
25. **Language.** The Parties confirm having requested that this License and any and all related documents be written in English. In the event of any discrepancy or inconsistency between the terms and conditions of a French version of this License or related documents and the English version of said documents, the Parties hereby acknowledge and agree that the English version shall prevail, govern and control.

Les Parties déclarent qu'elles ont exigé et par les présentes confirment leur demande que l' Entente, ainsi que les documents qui s'y rattachent, soient rédigés en anglais. En cas de différend ou de manque de cohérence entre les conditions de la version française de l' Entente ou des documents français s'y rattachant et la version anglaise desdits documents, les Parties consentent et reconnaissent que la version anglaise aura préséance et prévaudra.

FIRST AMENDMENT TO SUPERCHARGER LICENSE AGREEMENT

THIS FIRST AMENDMENT (“**Amendment**”) to the Supercharger License Agreement dated July 17, 2025 (“**License**”) is made effective as of the date last signed below (“**Effective Date**”) by and between Region of Queens Municipality, a Nova Scotia corporation (“**Licensor**”) and Tesla Motors Canada ULC, a Nova Scotia corporation (“**Licensee**”). Capitalized terms not otherwise defined herein shall have the meanings given in the License.

WHEREAS, Licensor and Licensee entered into the License for the installation of an electric vehicle charging station at the Property; and

WHEREAS, Licensor and Licensee now desire to amend the License by the terms of this Amendment.

NOW THEREFORE, in consideration of the mutual covenants contained in the License as amended hereby, the parties agree as follows:

1. **Amendment of the License**. As of the Effective Date of this Amendment:
 - a. **Exhibit A** of the License shall be deleted in its entirety and replaced by the **Exhibit A**, attached hereto.
2. **Effect**. Except as expressly modified herein, the terms and conditions of the License shall remain unchanged and in full force and effect. In the case of any inconsistency between the provisions of the License and this Amendment, the provisions of this Amendment shall govern and control.
3. **Consent**. Each party represents that they have obtained all third party consents (including from lenders) that are necessary, if any, for the execution and performance of this Amendment.
4. **Confidentiality**. Each party acknowledges and agrees that the terms and conditions of this Amendment, and any nonpublic information disclosed in connection with the License or this Amendment, are confidential.
5. **Counterparts**. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together will constitute one agreement. Electronic signatures and other signed copies transmitted electronically in PDF or similar format shall be treated as originals.

[Signatures appear on following page]

IN WITNESS WHEREOF, each of the undersigned parties have caused their duly authorized representatives to execute this Amendment as of the Effective Date.

LICENSOR:

Region of Queens Municipality
a Nova Scotia corporation

By: _____

Name: _____

Title: _____

Date: _____

LICENSEE:

Tesla Motors Canada ULC
a Nova Scotia corporation

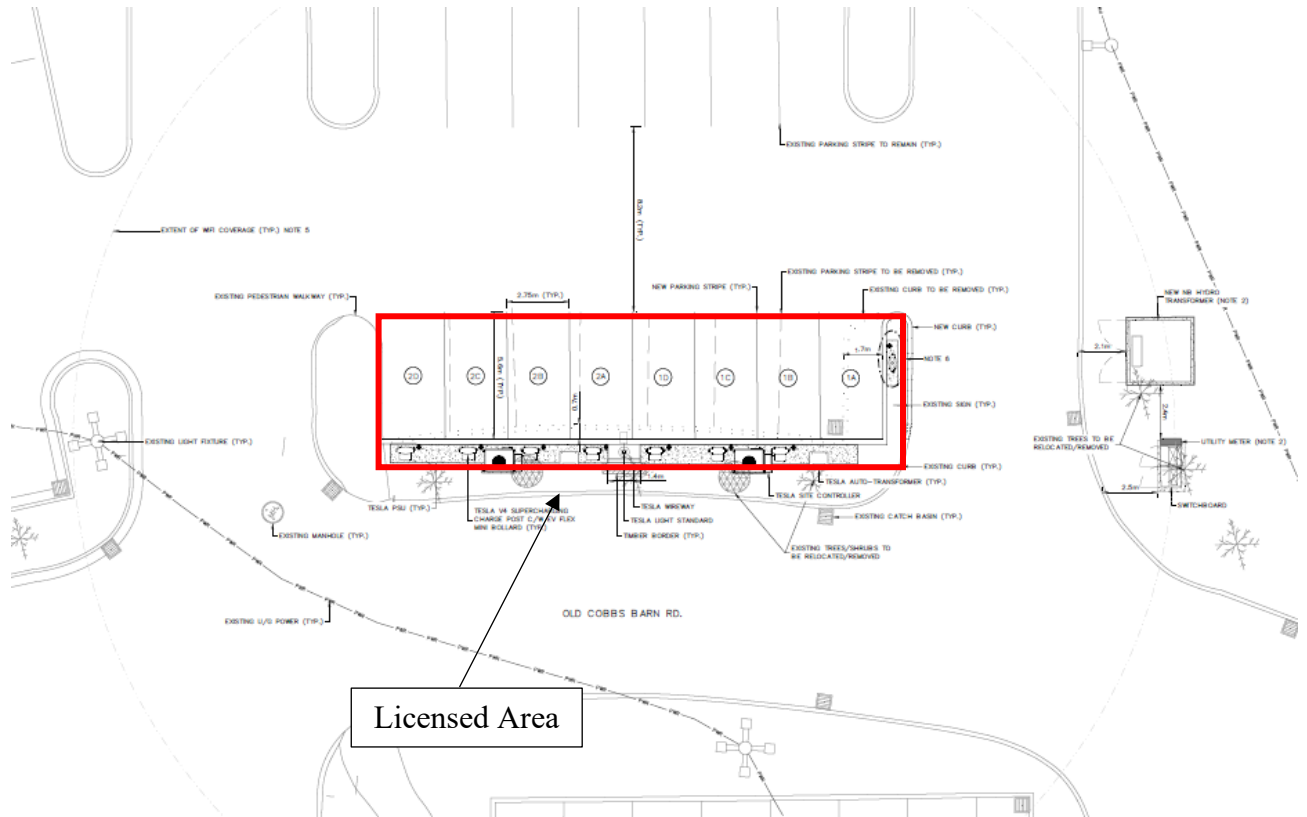
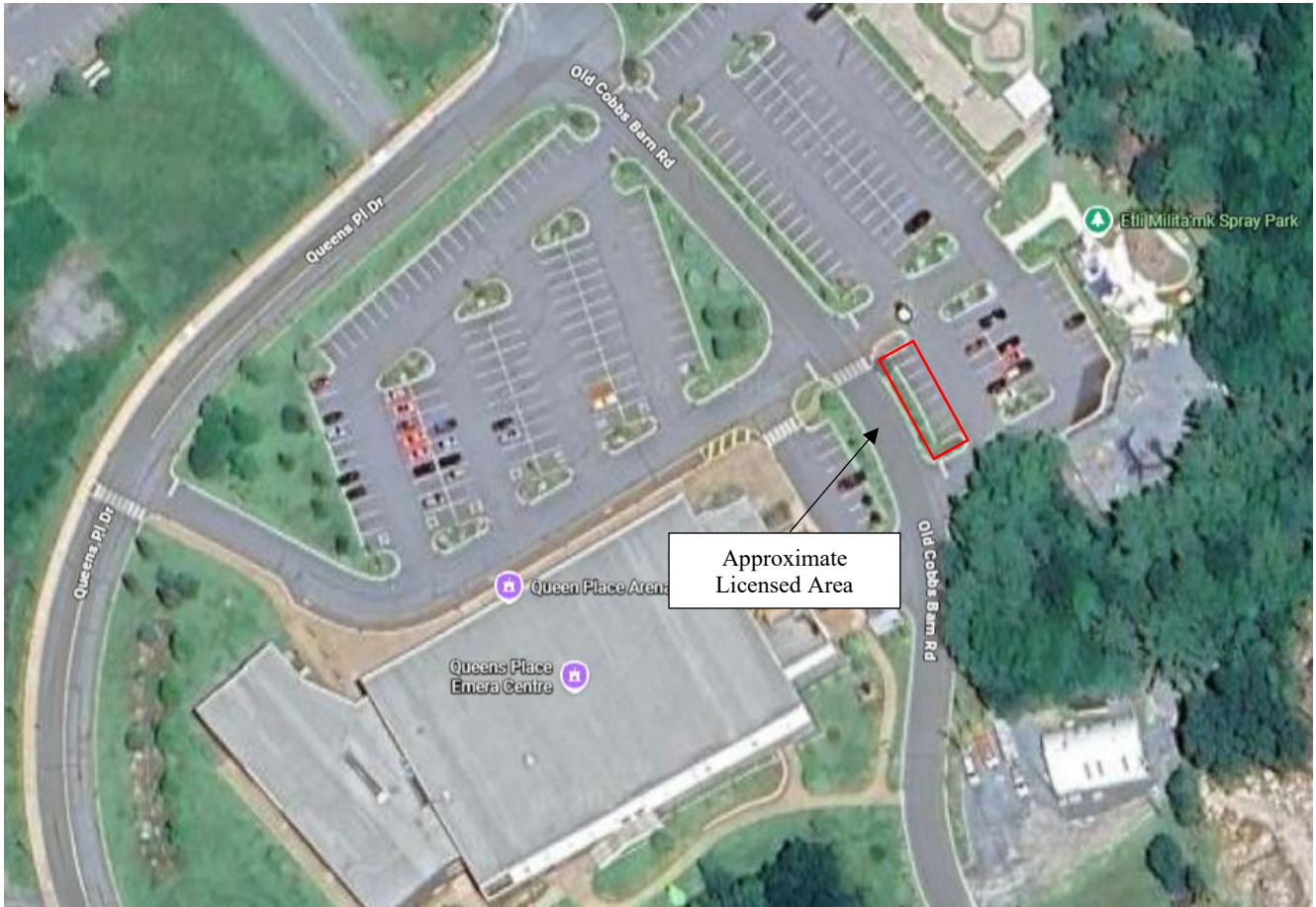
By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
Licensed Area





TESLA
MOTORS CANADA ULC

1325 Lawrence Avenue East
Toronto, Ontario, M3A 1C6
Canada

SUPERCHARGING STATION

Site Information	
Tesla Design Manager	Michael Sefin, M.Eng msefin@tesla.com
Electrical Utility	Nova Scotia Power Inc.
Utility Contact	
Project Engineer	Stantec Consulting Ltd.
	Andrew St. Jean, P. Eng andrew.stjean@stantec.com



AREA OF WORK

AERIAL IMAGE IS COPYRIGHT OF MICROSOFT 2026

Drawing Index	
Drawing No.	Title
G-001	Cover Sheet
E-101	Single Line Diagram and Wiring Schedule
E-201	Site Plan and Elevation

Reference Documents	
Appendix A	Tesla V4 System Wiring

50 Queens Place Drive
LIVERPOOL, NOVA SCOTIA, CANADA

ISSUED FOR CD50

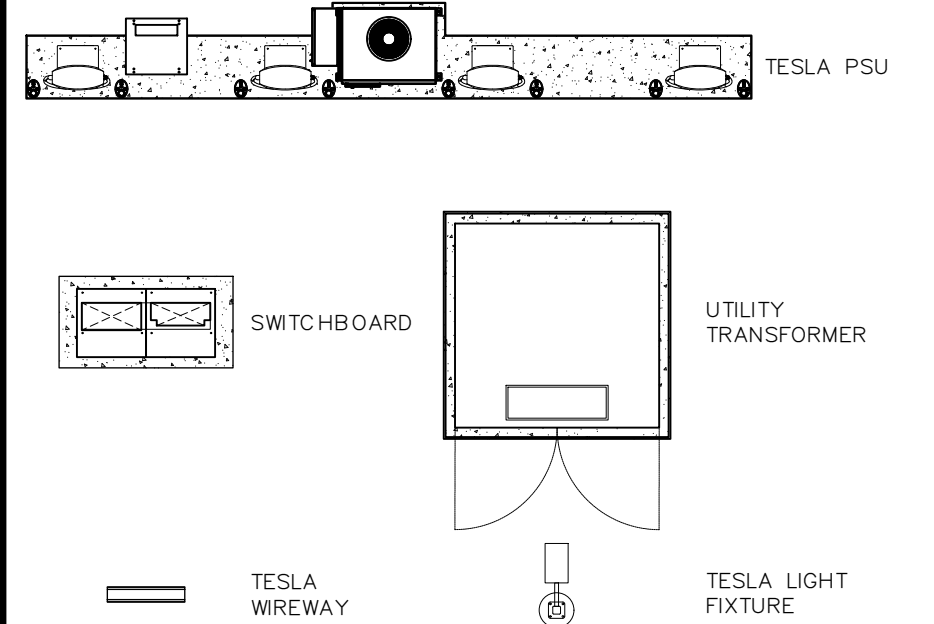
FEBRUARY 17, 2026

Stantec Project Number: 126561150

Tesla Project Number: TRT#404452

- Notes**
1. DETAIL B IS DIAGRAMMATIC AND INTENDED TO PROVIDE AN OVERVIEW OF CHARGING STATION EQUIPMENT AND CONDUIT ELEVATIONS.
 2. UTILITY STANDARDS AND DETAILS TO BE CONFIRMED.
 3. CONTRACTOR TO COORDINATE WITH UTILITY PRIOR TO CONSTRUCTION.
 4. CONTRACTOR SHALL KEEP TESLA CONSTRUCTION MANAGER COPIED ON ALL WRITTEN COMMUNICATIONS WITH THE UTILITY METERING DEPARTMENT.
 5. DETAILS FOR WIFI AND INSTALLATION TO BE PROVIDED BY TESLA.
 6. TESLA SUPERCHARGING CHARGE POST IS ROTATED 180 DEGREES FOR THE FULL-IN STALL CONFIGURATION ON STALL 1A.

Legend



Revision	By	Appd	Date	
A	ISSUED FOR CD50	HM	ASJ	2026.02.17
				YYYY.MM.DD
File Name: DWG_126561150_LIVERPOOL_E01				
	Dwn.	Dsgn.	Chkd.	2026.01.13
				YYYY.MM.DD

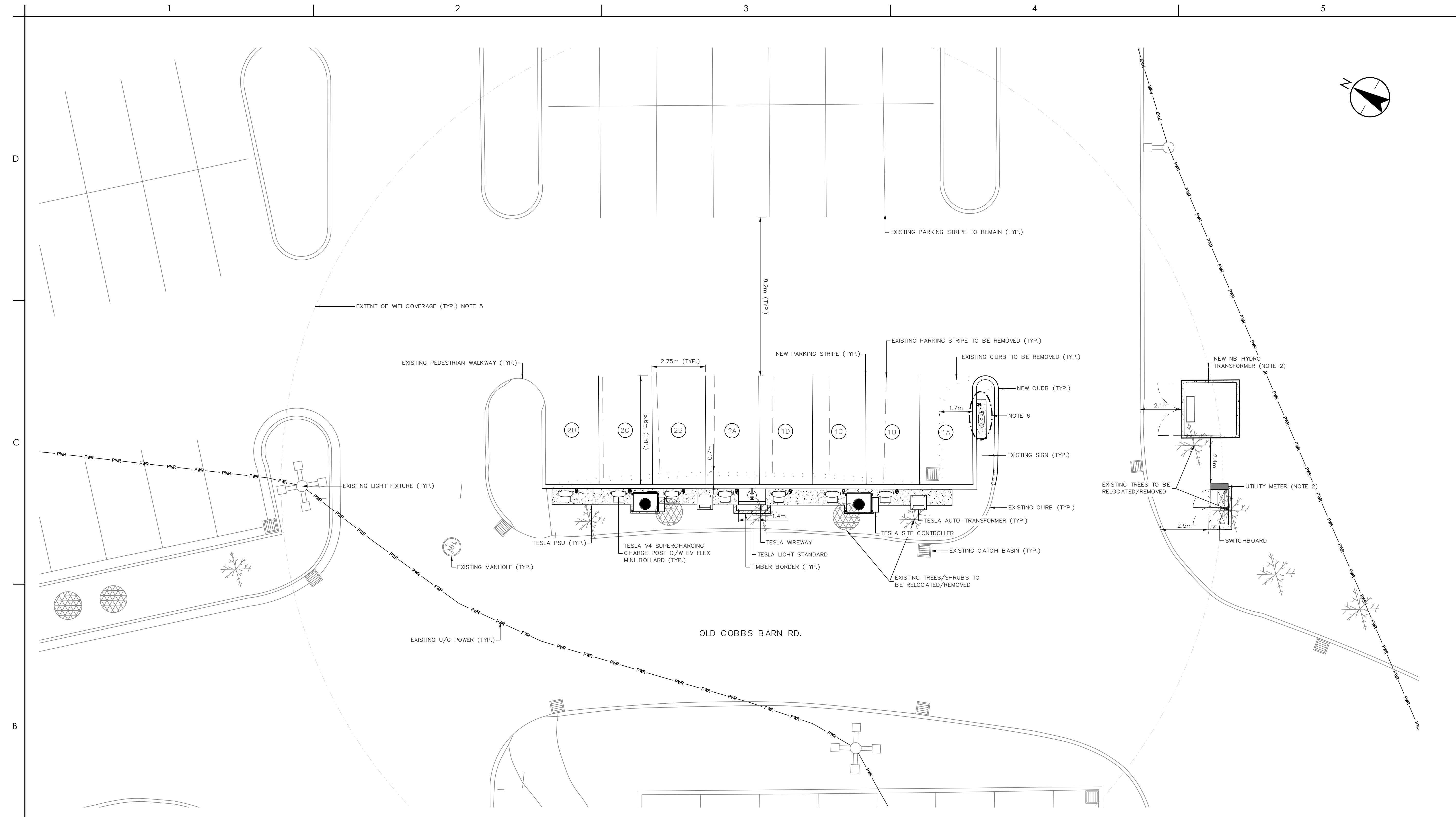
Permit/Seal
**PRELIMINARY
NOT FOR
CONSTRUCTION**

Client/Project Logo
TESLA
MOTORS CANADA ULC
1325 Lawrence Avenue East
Toronto, Ontario, M3A 1C6
Canada

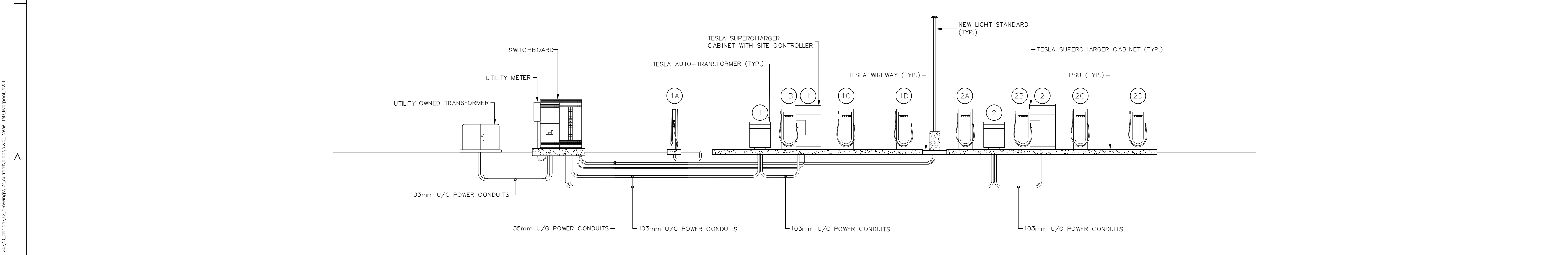
Client/Project
TESLA MOTORS CANADA ULC
50 QUEENS PLACE DRIVE
ELECTRIC VEHICLE CHARGING STATIONS
Liverpool, Nova Scotia

Title
**ELECTRICAL
SITE PLAN AND ELEVATION**

Project No. 12656150 Scale AS SHOWN
Revision Sheet A 1 of 1 Drawing No. **E-201**



A PLAN VIEW SITE LAYOUT
Scale: 1:100



B CONDUIT ELEVATION DETAIL (NOTE 1)
Scale: 1:100

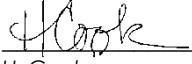
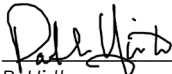
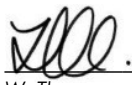
C:\126561150\126561150_00_00\dwg\126561150_00_00_00_00.dwg
 2026.02.17 10:02:22 AM
 ORIGINAL SHEET - ARCH D



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.2

Date: May 1, 2026
File No: 10350-50-2605-002
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: 2026 Representative Volunteers of the Year

Prepared by:  H. Cook Communications Officer	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT the Council of Region of Queens Municipality select Trevor Munroe and Velta Vikmanis as Region of Queens Municipality's 2026 Representative Volunteers of the Year.

PURPOSE

To select up to two community volunteers who are representative of the spirit of volunteerism in Queens County to receive a once-in-a-lifetime award recognizing their volunteer contributions at the Provincial Volunteer Awards Ceremony, held on Monday, September 28, 2026.

BACKGROUND

Since the start of the Provincial Volunteer Awards Ceremony in the early 1970s, municipalities across Nova Scotia have been asked annually to select a volunteer in their communities to be honoured as the municipality's Representative Volunteer of the Year. All the selected Volunteers of the Year are recognized by the province at the Provincial Volunteer Awards Ceremony.

Following the amalgamation that created Region of Queens Municipality, the Municipality was permitted to select two volunteers, as the geographical area of Queens County had historically selected two (one from the Town of Liverpool and one from the Municipality of Queens County).

Approximately 70 volunteers from across Nova Scotia are honoured each year at the Provincial Volunteer Awards Ceremony.

Through the years, there have been a variety of ways that Council has selected the two Volunteers of the Year. The current practice is to select from the previous year's nominations to the Ripple Effect Volunteer recognition program. The Ripple Effect is a program through which members of the public recognize the volunteer efforts of others through a nomination. In 2025 through to February 2026, there were two nominations to the program.

The two nominees being brought forward through the Ripple Effect recognition program this year are Trevor Munroe and Velta Vikmanis. A detailed summary of the important contributions of each nominee is contained in Appendix A.

ALTERNATIVES/OPTIONS

Option 1: **THAT** Council select Trevor Munroe and Velta Vikmanis as the Region of Queens Municipality's 2026 Representative Volunteers of the Year.

Option 2: **THAT** Council nominates one or two other volunteers for the award (provide names or a timeline to name them).

Option 3: **THAT** Council selects no Representative Volunteers for the 2026 Provincial Volunteer Awards Ceremony.

ANALYSIS

Option 1 is recommended by staff, but Council may also choose to nominate one or two other volunteers for the award. If this option was chosen, Council should be aware that May 29, 2026, is the deadline to submit nominations to the Province.

Staff does not recommend Option 2, as the two candidates noted in Option 1 are both very committed involved community volunteers who are objectively worthy of the award.

Council could also choose Option 3 – which is to abstain from selecting any Representative Volunteers for the 2026 Provincial Volunteer Award – however this option is not recommended.

IMPLICATIONS

There are no budgetary implications.

COMMUNICATIONS

Pending Council approval, the nominees will be contacted and advised that they have been selected. Paperwork will be sent to the Provincial Volunteer Awards to notify of Region of Queens Municipality's selection. A media release will be written, sent to local media, and posted on the municipal Facebook page and website to celebrate the recognition of the two Representative Volunteers of the Year.

BYLAWS/PLANS/POLICIES

Selecting Representative Volunteers of the Year aligns with Council's 2026-2029 Strategic Priorities, specifically the guiding principles of Unity and Collaboration.

SUMMARY

Annually, Region of Queens Municipality selects two volunteers who have made an impact in Queens County through their volunteer work to receive the Provincial Volunteer Award in recognition of their outstanding contributions to the community.

Current practice is to review the nominees received in Region of Queens Municipality's Ripple Effect program from the previous year and select from those nominees. This year, Trevor Munroe and Velta Vikmanis were the nominees.

Council may choose to select the two candidates or choose another option. Staff recommends selecting the two candidates as both are truly representative of the community and have been nominated by members of the community in recognition of their volunteerism.

ATTACHMENTS/REFERENCE MATERIALS

Appendix A – Biographies of Candidates for Representative Volunteer.

[Provincial Volunteer Awards - Government of Nova Scotia, Canada](#)

APPENDIX A

July 2025 Ripple Effect Nominee: Trevor Munroe

“I was thirteen years old when I joined the Fire Department,” said Trevor Munroe, when asked how old he was when he joined the Liverpool Firefighters Association (LFFA). That is 30 years of volunteer service. Thirty years of motor vehicle accidents, fires, and medical calls. Thirty years of dedication, loyalty, empathy and compassion.

Trevor joined the LFFA as a Junior Firefighter at the age of thirteen. “Junior Firefighters played a more active role back then” Trevor said. “We lugged hoses and managed traffic, you know that kind of stuff,” he stated.

He climbed the ranks quickly from Firefighter to Lieutenant, Captain, Deputy Chief and finally Department Fire Chief. Trevor also holds a mass of Fire and Rescue certificates such as Structure Fires, Vehicle Extrication, Engine Driver and Engineer, plus many more. He manages a team of over 25 volunteers, Captains, Lieutenants, Firefighters, and Medical First Responders.

The job of Fire Chief does not just start when the “bell” rings and stop when the trucks finally pull back into the fire hall. Trevor manages everything from the Ladies Auxiliary to purchasing/maintenance of equipment, training of crew, staying up-to-date with Provincial/Federal Regulation and much, much more. However, most importantly he is responsible for the safety of his crew and community. Every responsibility that one can imagine a Fire Department would have, Trevor plays a vital role. When asked what inspires him to put in all the unpaid hours? “I love to help and support people; everyone needs someone on their worst day” he replied.



November 2025 Ripple Effect Nominee: Velta Vikmanis

For 15 years, Velta Vikmanis held a variety of positions at University Health Network in downtown Toronto, but following the pandemic she felt a need for more time in nature and a calmer pace of life. She became a Liverpoolian in November 2021 and quickly embraced her new South Shore community.

Velta began volunteering at QCCR, producing a weekly radio program called *Under the Covers*. Shortly after, she joined the Board of Directors, serving for two years and finishing her term as Vice-Chair and Secretary. During this time, she expanded her programming to include *Serene Sundays*. Working in Liverpool gave her an opportunity to meet people and build relationships throughout the community.



Missing elements of her previous work offering an arts-based day program for adults living with dementia, Velta became involved with Queens Manor. Excited to share her passion for art and to connect with residents, she began offering monthly art classes.

“Everyone, at any age, has the ability to create. Making a mark on a canvas or a piece of paper is the start of a conversation. When we take the time to create together and listen, you learn so much about each other and a friendship is made,” says Velta. She recently expanded her volunteer activities at Queens Manor to include palliative support, and says, “Some people are afraid of death or focus on the sadness of it, but a good death is so important, and everyone deserves that. I consider it an honour to be asked to be present at that time of need and transition.”

In March of this year, Velta joined the Board of Directors of the Astor Theatre Society and has recently accepted the role of Executive Director. She is excited to support and grow the amazing team at the Theatre and to develop new opportunities for community members and local businesses to get involved.



When Velta isn't volunteering or working, you can find her in the kitchen baking for her partner, at the beach enjoying sunshine and the sound of the waves, or listening to music. A practicing artist, she strives to create every day and looks forward to presenting an exhibit in the coming years featuring new paintings inspired by her wonderful new life in Liverpool.



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.3

Date: May 7, 2026
File No: 10350-50-2605-003
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Gorham Walkway Rehabilitation Update

Prepared by:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality receive the report titled 'Gorham Walkway Rehabilitation Update' for information.

PURPOSE

To provide Council with additional details of the proposed rehabilitation of the Gorham Walkway which links Main Street to the Waterfront at the north end of Gorham Street, Liverpool.

BACKGROUND

At the Regular meeting of Council on March 24, 2026, staff presented initial plans for this project. During that discussion, Council indicated a desire to review additional information regarding the scale of the work proposed.

ALTERNATIVES/OPTIONS

- 1) Council accepts the report titled 'Gorham Walkway Rehabilitation Update' for information.

2) Council directs staff to gather additional information.

ANALYSIS

Option 1: Further to the attached additional project detail, the scope of the project at large remains the same to provide a walkway with minimal longitudinal slope, 2.40m wide. To complete this, a retaining structure of not more than 1.20m is proposed on the west side, with the east side sloped to meet existing structures.

IMPLICATIONS

The cost of this project is included in Council's 2026-2031 Capital Investment Plan.

COMMUNICATIONS

A public communication package will be developed and delivered to residents and business owners to inform them of the construction and potential impacts.

BYLAWS/PLANS/POLICIES

Council's Strategic Priorities 2026-2029:

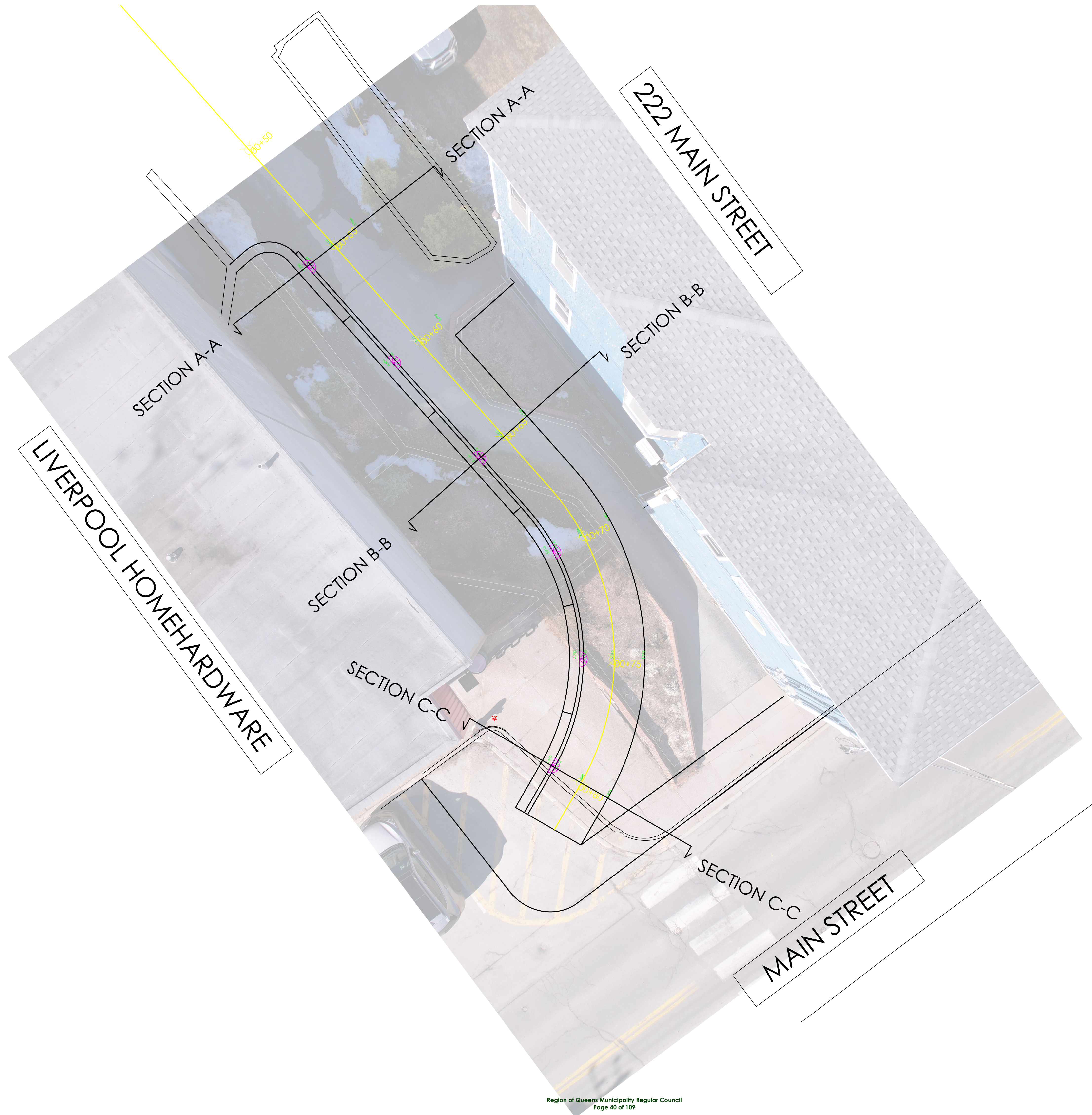
- Environment & Infrastructure: Build new infrastructure to accommodate a growing population
- Environment & Infrastructure: Repair and replace our aging infrastructure

SUMMARY

At the Regular meeting of Council on March 24, 2026, staff presented initial plans for this project. Based on Council's request for additional information regarding the scale of the work, staff have provided visual cross-sections of the proposed work.

ATTACHMENTS/REFERENCE MATERIALS

- Design Drawings
- [2026-03-24 - Regular Council Agenda Package](#)



LEGEND

NOTE:
 ALL WORK TO BE DONE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (2013 EDITION)
 ALL PROJECT SURVEYS SHALL BE PROVIDED IN NAD83 (CSRS) 2010 ZONE 5 HORIZONTAL DATUM AND CGVD 2013 VERTICAL DATUM.
 a. SURVEY SHALL REFER TO NOVA SCOTIA COORDINATE MONUMENT NO. 202309; ELEVATION = 6.349M
 b. ALL POINTS AND COORDINATES PROVIDED ON THE FOLLOWING PLANS ARE PROVIDED IN SAME.

No.	DESCRIPTION	DATE	BY
C	ISSUED FOR REVIEW		
B	ISSUED FOR CONSTRUCTION		
A	ISSUED FOR APPROVAL		



REGION OF QUEENS MUNICIPALITY
 DEPARTMENT OF ENGINEERING AND WORKS

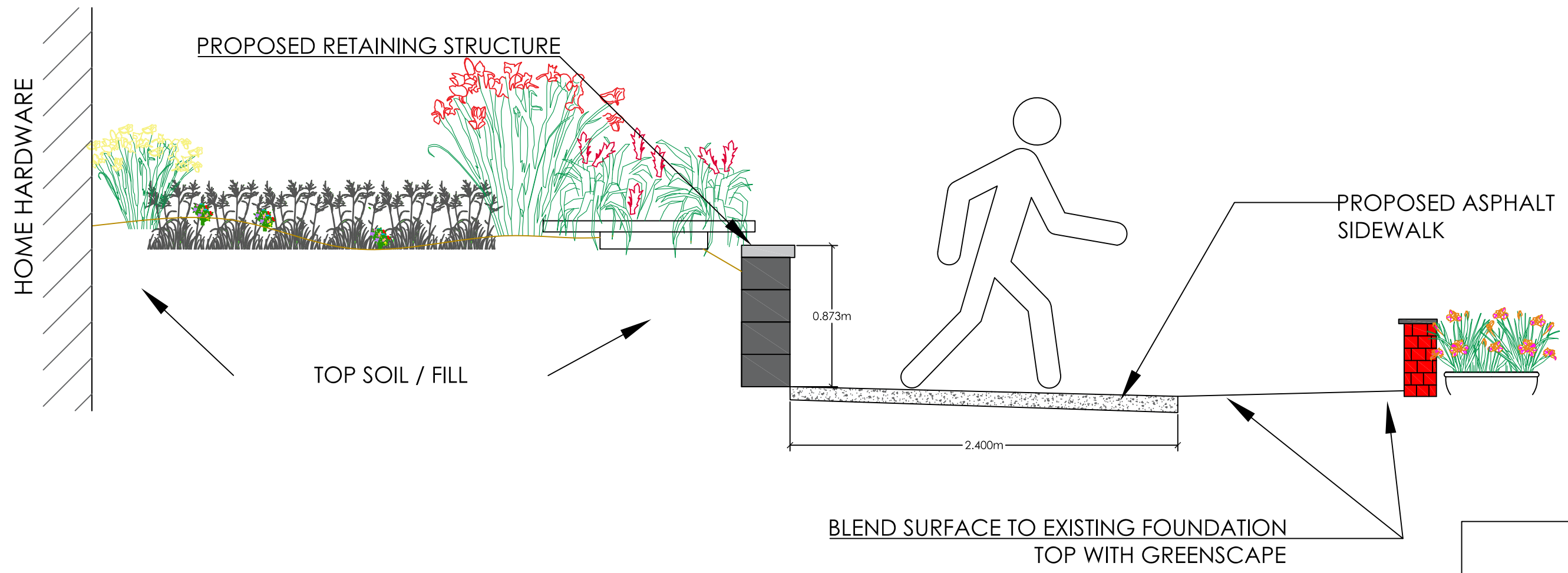
GORHAM STREET PLANTER REHAB

LOCATION:
 LIVERPOOL, NOVA SCOTIA

SCALE: NTS

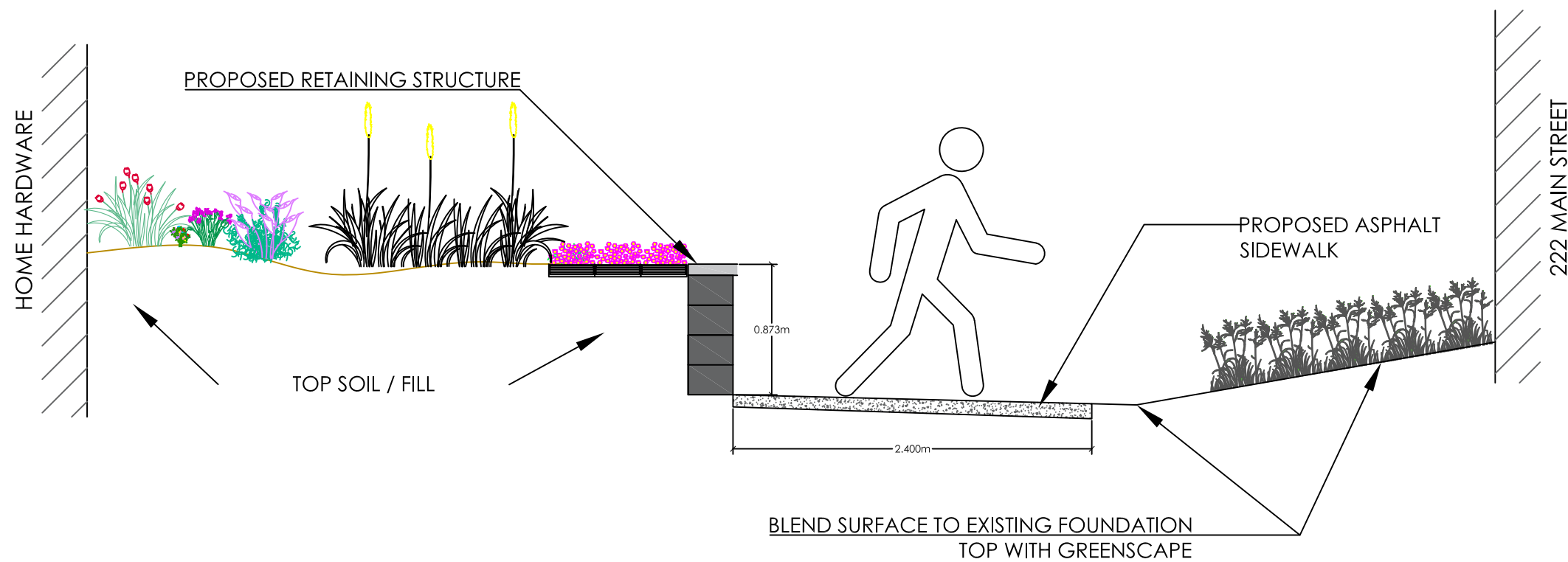
DRAWN BY: DM PLAN NO.

DATE: 2026-04-27



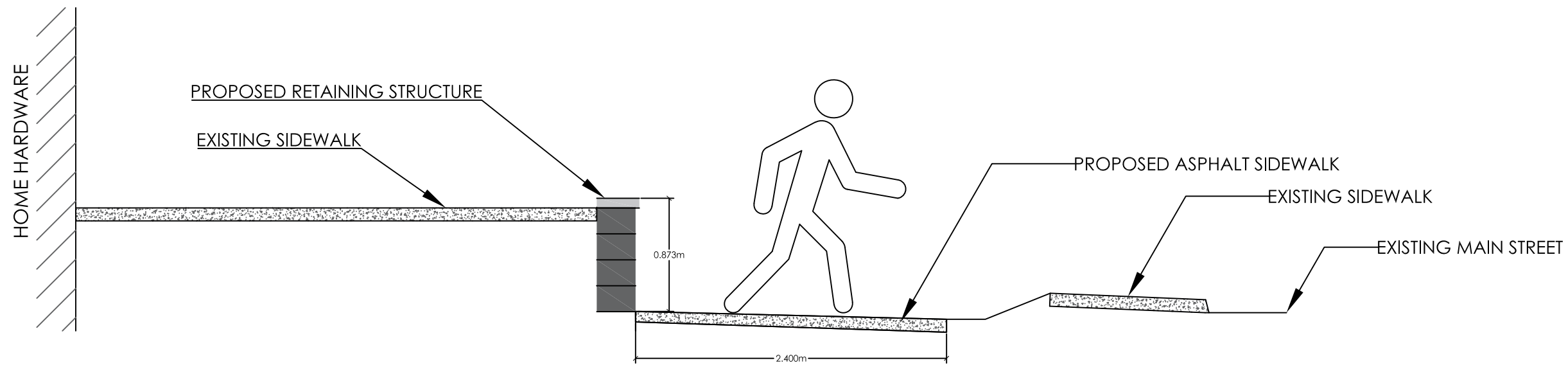
SECTION AT A-A

<p>REGION OF QUEENS MUNICIPALITY DEPARTMENT OF INFRASTRUCTURE PUBLIC WORKS</p>
<p>GORHAM STREET PLANTER REHAB CROSS-SECTION 00+55</p>
<p>LOCATION: LIVERPOOL, NOVA SCOTIA</p>
<p>SCALE: NTS</p>
<p>DRAWN BY: DM PLAN NO.</p>



SECTION AT B-B

<p>REGION OF QUEENS MUNICIPALITY DEPARTMENT OF INFRASTRUCTURE PUBLIC WORKS</p>
<p>GORHAM STREET PLANTER REHAB CROSS-SECTION 00+65</p>
<p>LOCATION: LIVERPOOL, NOVA SCOTIA</p>
<p>SCALE: NTS</p>
<p>DRAWN BY: DM PLAN NO.</p>



SECTION AT C-C

REGION OF QUEENS MUNICIPALITY
 DEPARTMENT OF INFRASTRUCTURE
 PUBLIC WORKS

GORHAM STREET PLANTER
 REHAB CROSS-SECTION 00+80

LOCATION:
 LIVERPOOL, NOVA SCOTIA

SCALE: NTS



DRAWN BY: DM PLAN NO.



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.4

Date: April 28, 2026
File No: 10350-50-2605-004
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: THACC Capital Improvements

Prepared by:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

That the Council of the Region of Queens direct staff to proceed with design and tender of planned upgrades at the Town Hall Arts and Cultural Center budgeted in the Capital Investment Plan.

PURPOSE

For Council to confirm proceeding to design, tender and construction with the capital improvement plan for the Town Hall Arts and Cultural Center (THACC).

BACKGROUND

At the January 13, 2026, Regular meeting, Council provided funding for two phases of capital upgrades at the THACC in the 2026 – 2027 Capital Investment Plan as well as received a staff report outlining work that was proposed by the architectural firm DSRA.

The components of capital upgrades included in this year are:

- second floor platform lift
- emergency egress from balcony
- electrical upgrades

- Phase 1 heating and cooling upgrades

ALTERNATIVES/OPTIONS

- 1) Council directs staff to proceed as provided in the Capital Investment Plan
- 1) Council provides alternate direction to staff
- 2) Council direct staff to take no further action

ANALYSIS

Option 1 is the next step to continue towards completion of site improvements. DSRA was awarded the architectural review work (needs analysis) in the fall of 2025 which was the precursor to the design, tender and construction of preferred and required improvements. Staff have met with DSRA and received their proposal for fees of \$152,000 + HST (attached) for the work described in this step. DSRA has gained a thorough understanding of the nuances of this site and is positioned to support both the Municipality and tenant toward completion of all upgrades over the next two years. The design work included in this proposal will provide for public procurement of the four items listed previous, while considering additional work forecasted in 2027.

Following the public procurement, staff will return to Council with a recommendation for the award of construction before proceeding.

IMPLICATIONS

The amount presented by DSRA is inline with the amount included in the Capital Investment Plan.

COMMUNICATIONS

Workplan development will ensue following decision of Council that seeks to affect the proposed capital upgrades while mitigating the impact to the facility tenant.

BYLAWS/PLANS/POLICIES

Completing the planned upgrades at the Town Hall Arts and Cultural Center align with Council's 2026-2029 Strategic Priorities, specifically in the areas of Community Wellness and Economic Development.

SUMMARY

DSRA Architecture has completed their Concept Design Report at the Town Hall Arts and Cultural Center for Council, recommending multiple upgrades to the facility to improve operations and guests' comfort.

ATTACHMENTS/REFERENCE MATERIALS

2025-11-17 - *Queens County Arts & Cultural Centre CD Report* by DSRA

[2026-01-13 - THACC Architectural Review](#)

April 29th, 2026

Adam Grant, P.Eng.
Director of Infrastructure
Region of Queens Municipality
Liverpool, NS B0T 1K0

Submitted by email: agrant@regionofqueens.com

RE: Capital Improvement Projects – Town Hall Arts and Cultural Centre
Proposal to Provide Architectural and Engineering Consulting Services

Dear Adam,

1. DSRA Architecture is pleased to submit the following proposal to provide architectural and engineering consulting services for the following capital projects for the Liverpool Town Hall Arts and Cultural Centre, as described and illustrated in the Concept Design Report submitted November 17, 2025:
 - Project 1: Exiting from Balcony Level
 - Project 2: Electrical Upgrades.
 - Project 3: Platform Lift
 - Project 6: Building Heating and Cooling Upgrades – Phase 1

SCOPE OF WORK

[Project 1 - Exiting from Balcony level](#)

The project scope includes:

- an exit door and exterior wooden stairs on the East façade from the Balcony level.
- Some rework of the balcony seats will also be needed to incorporate egress steps to new exit door.
- Exterior light and exit signage will be needed.
- Preliminary Budget: **\$175,000** + HST for an independent design and construction project.
- Schedule: The construction project will take approximately three months to complete.
- Phasing: A high priority project for Balcony seating meeting fire exit code requirements.

[Project 2 – Electrical upgrades](#)

The project scope includes:

- New electrical room expansion in basement.
- New 800A electrical switch gear
- New exterior pad mounted transformer.
- Preliminary Budget: **\$150,000** + HST for an independent design and construction project.
- Schedule: The construction project will take approximately six months to complete.
- Phasing: A high priority project for basic building and heat and cooling needs.

[Project 3 - Platform Lift](#)

The project scope includes:

Continued ...

- Demolishing the existing (nonfunctioning) balcony exit stair on the East façade.
- New structural wood floor platform to support the platform lift.
- New vertical platform lift system.
- New vertical platform door entrances at Main Floor and Second Floor.
- New power and lighting requirements.
- Preliminary Budget: **\$175,000** + HST for an independent design and construction project.
- Schedule: The construction project will take approximately six months to complete.
- Phasing: A high priority project for barrier free access to the Second Floor.

Project 6 – BUILDING HEATING AND COOLING UPGRADES – PHASE 1

The project scope includes:

- One 22-ton Central VRF outdoor equipment under new exit stairs – one concrete pad.
- Six interior ceiling units serving the theater space – located in attic space.
- Four interior wall units serving the main lobby and community rooms.
- New power and refrigerant piping.
- Budget: **\$300,000** + HST for an independent design and construction project.
- Schedule: The construction project will take approximately six months to complete.
- Phasing: A high priority project for basic building and heating and cooling systems.

GENERAL PROJECT SCOPE

1. Preparation of tender ready design documentation.
2. Preparation of tender call information.
3. Evaluate tender submissions and recommend award.
4. Assist Town in contract negotiation and the preparation of contract documentation.
5. Review of shop drawings
6. Responding to Requests for Information (RFIs)
7. Change Order (CO) creation and review
8. Review Progress Claims
9. Attendance at virtual project meetings on a bi-weekly basis during design and construction.
10. Prepare deficiency list and certificate of substantial completion.

ASSUMPTIONS & EXCLUSIONS

1. Exclusion of consultant design services outside architectural, mechanical, and electrical disciplines.
2. We assume the project is not pursuing sustainability targets such as LEED or Passive Haus, etc.
3. We assume the project will be delivered through a traditional design-bid-build approach.
4. We've included fees to undertake one site visit for each discipline (architectural, mechanical, and electrical consulting) during the design phase to gather critical existing building information for the washroom design.
5. We've included fees for undertaking two site reviews and reports during construction for each discipline (architectural, mechanical, and electrical consulting) as a minimal level to meet professional review obligations.
6. Exclusion of Preparation of record drawings from contractor as-builts redlines is excluded from our fee/scope.

OPTIONAL SERVICES

1. Any significant expansion of the scope of this project.

Continued ...

2. Preparation of revisions to the contract documents after submission of the contract documents, caused by design changes initiated by others.
3. Design of a Fire-pump, if deemed required for sprinkler or domestic water needs after a water pressure data is provided by Owner.
4. Attend weekly meetings, physical or virtual.
5. Extensive technical assistance during the commissioning stage of the Mechanical (HVAC), Electrical, and Plumbing, (M/E/P) systems.

DESIGN TEAM

1. Architectural: **DSRA Architecture Inc.**
 - a. Peter Connell – Principal Architect/Design Team Leader
 - b. Rhiannon Heavens – Intern Architect
2. Mechanical & Electrical: **BPA Engineering**
 - a. Daniel Morris – Senior Mechanical Engineer
 - b. Tommy Bezanson – Mechanical Engineer in Training
 - c. Liam Kidson –Electrical Engineer
3. Structural: **Campbell Comeau Engineering**
 - a. Alice Cumming –Senior Structural Engineer

FEE PROPOSAL

1. The anticipated construction cost for all four projects combined is [REDACTED]. DSRA’s architectural and engineering design fees for a project of this scale is [REDACTED], or \$104K+ HST. Should the total project cost vary by more than 10% of our anticipated construction cost (up or down) both parties are entitled to fee renegotiation.
2. The design fees include the preparation of tender ready documentation. However, the fees do not include tender phase and construction consulting services. These services are dependent on how the Town would like to release the project work for tender and construction.
3. If all four projects are bundled together into one project tender and constructed in essentially one contiguous phase (or in sub phases in immediate sequence for construction efficiency), then the tender and construction phases fee is 6% of the anticipated construction value) or \$48,000. If the four projects are executed in some other phased manner (eg. multiple tenders), we will need to reassess the tender and construction related fees.

REIMBURSABLE EXPENSES

1.
 1. We have included reimbursable expenses such as outside printing, telephone, mileage, travel, and accommodations in the above noted fee.
 2. Certain additional services (listed or otherwise) will be provided on an “as requested” hourly basis and invoiced monthly, at the listed per diem rates. Should additional work be required, beyond the described scope of work listed within, our per diem rates are as follows:

Principal Architect/Engineer	[REDACTED]
Intermediate Architect/Engineer	[REDACTED]
Senior Design Tech	[REDACTED]
Intermediate Design Tech	[REDACTED]
Administrator	[REDACTED]

Continued ...

SCHEDULE

We proposed the following design schedule, if all four projects are design together.

1. Project Award: May 8th, 2026
2. Schematic Design – submitted July 10th, 2026
3. 50% Construction Documents for review – submitted August 21th, 2026
4. 99% Construction Documents for review – submitted September 18th, 2026
5. 100% Construction Documents Issued for Tender – submitted October 2nd, 2026

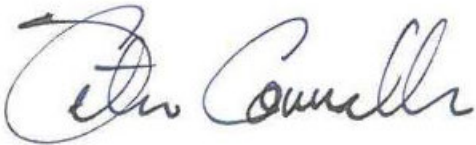
Our schedule includes for one week client review periods at the end of each design milestone.

IN CLOSING

We appreciate the opportunity to submit this proposal for additional services and continue our work with the Town of Liverpool. Please let us know if you have any questions, or if you would like to meet and discuss the proposal in more detail.

Sincerely,

DSRA Architecture

A handwritten signature in black ink, appearing to read "Peter Connell". The signature is fluid and cursive, with the first name "Peter" and last name "Connell" clearly distinguishable.



Peter Connell, PEng, NSAA, MRAIC, LEED AP
Principal Architect, Managing Director



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.5

Date: May 7, 2026
File No: 10350-50-2605-005
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Waterloo East Phase IIIb

Prepared by:  A. Grant Director of Infrastructure	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality award Tender INF16-2026-2027, for Phase IIIb of the Waterloo East project, to Dexter Construction Company Limited at the tendered price of \$2,352,656.25, plus HST, as recommended by staff.

PURPOSE

To proceed with awarding the contract to complete the remaining linear infrastructure installation and street rehabilitation as part of the multi phase Waterloo East Combined Wastewater Abatement.

BACKGROUND

In 2010 the Municipality received confirmation that the Waterloo Street raw sewer discharge was a medium size, low risk with 30 years to upgrade in the Canadian Council of Ministers of the Environment Canada-wide Strategy for the Management of Municipal Wastewater Effluent (MWWE). At the time of this assessment, that outfall included Waterloo Street from School Street to the Liverpool Harbour, as well as School Street from Waterloo to the town limits at the RCMP station.

In 2016, Municipal forces completed a major capital investment project which isolated 2,000+ meters of combined sewer that included the portion of combined sewer on School Street from Waterloo to the RCMP included above.

Detailed design of required upgrades in the remaining sub-system of combined sewer collection and outfall began by municipal staff in 2018 with intensive investigation of historical records and as-built conditions. Design works proceed through to 2019 when approvals to construct from Nova Scotia Environment and Climate Change were received.

The 2019 Capital Investment Plan included a 3-phase approach to Council:

1. Phase 1 2019 – 2020
2. Phase 2 2020 - 2021
3. Phase 3 2021-2022

In June 2019, the first phase of construction commenced and involved upgrades to infrastructure on William, James and Bartling as well as a municipal lift station at the bottom of William Street.

In 2020, 2021 and 2022 the remaining phases of Waterloo East were presented for consideration during CIP deliberations. In each of those years, the project was deferred to the following year.

In 2022, the Municipality applied to the Investing in Canada Infrastructure Program and were notified that the Waterloo East project was approved in early 2023. The project was again proposed to Council and approved in the 2023 CIP which was adopted on April 25, 2023. Construction of the project commenced later that spring following public engagement. Due to the timing of the approval, the scope of work for that season was reduced. In the initial stages of planning in 2018, the project was expected to be completed in three consecutive phases:

4. Phase 1 (2019): William, James, Bartling, PS01 (pump station on James)
5. Phase 2 (2020): Waterloo from Bootlegger to Bartling, PS02 (pump station on Waterloo)
6. Phase 3 (2021): Waterloo from Bartling to School

The rework in scope in 2023 revised the approach to become:

7. Phase 1: completed in 2019
8. Phase 2a (2023): Bootlegger to James
9. Phase 2b (2024): James to Bartling, PS02

10. Phase 3 (2025): Bartling to School

In 2025, municipal forces began phase 3 following Council approval while also navigating challenges in construction of the Aquatics Facility, Queens Place Drive Extension as well as with a group of nearly all new and unfamiliar staff. Lack of clear and concise scope on other projects combined with the direction to elevate staff to the pinnacle of a safe work environment impeded progress and in December 2025, the project was sealed for the winter, resulting in the following outstanding work:

- 150m of sanitary sewer
- 165m of forcemain sewer
- 165m of storm sewer
- Street rehabilitation including curb, gutter and sidewalk installation.

Recognizing the importance of completing all projects in the 2026 Capital Investment Plan, staff identified the remaining work as best suited to be completed by others while Region of Queens staff focus on other projects. Over the past months, project documents were developed and a tender released on the provincial procurement website, with bids received up to noon April 30, 2026.

ALTERNATIVES/OPTIONS

Option 1: Council award INF16-2026-2027 to Dexter Construction at the tendered price of \$2,352,656.25 + HST.

Option 2: Council direct staff to reject all bids and proceed through alternative means.

Option 3: Council provide staff with alternative direction.

ANALYSIS

Option 1: Provides for the next major phase of construction to begin with the successful proponent but will leave outstanding work to complete PS02. The public procurement process received two compliant bid submittals, the bid recommended and another bid of \$2.6M + HST. The CIP estimate of \$982,000 + HST for the work to be completed by municipal forces is substantially lower than both of these bids but also does not include additional expenses that cannot be recovered by grant funding, profit motive, or company overhead. Unit costs provided in this bid submission were compared to recent municipal procurement processes such as the Mount Pleasant linear extension and are in

alignment. The additional cost to complete PS02 outside the scope of this tender package is estimated to be \$300,000.

Option 2: Current staffing levels do not support the municipality in completing this project within the existing workforce in addition to other projects in the operational and capital budgets. At the direction of Council, staff would reprioritize the Waterloo project for completion by Public Works staff, resulting in impacts to the timelines of the following projects:

1. Gorham Street Walkway
2. Accessible Washrooms - Splashpad
3. QPEC Accessibility Walkway
4. Water Transmission Extension
5. Main and Market Intersection Improvements

Additionally, this shift in planned work would limit the Infrastructure department's ability to respond in a timely manner to emergent situations (e.g., water and sewer issues) and would reduce capacity to carry out routine maintenance such as servicing municipal dry hydrants, litter collection, and public waste management.

Recruitment is underway for the Manager of Capital Projects. While this role will be responsible for redeploying capital works resources once in place, even an accelerated onboarding program is not expected to position the organization to undertake the Waterloo project during this fiscal season.

IMPLICATIONS

The expense of \$981,100 included in the 2026 Capital Investment Plan is provided by funding through the Investing in Canada Infrastructure Program (ICIP) and the Sewer Reserve. Tender submissions returned a cost of \$2,388,711 for this phase of the project. Following discussion with the program administrator for the Growth and Renewal for Infrastructure Development Program (GRID), a request has been made to the province for \$538,470 to be utilized in this project. If the request to allocate GRID funding to this project is granted, the budgeted remaining shortfall is estimated to be \$725,000. Municipal costs are \$1.4 M, with \$698,000 funded from the Sewer Reserve. It is staff's recommendation that the funding shortfall be borrowed. Based on the Municipality's current tax structure, the related cost of debt would be allocated solely to the District 13 Area rate.

COMMUNICATIONS

Upon decision of Council, staff will take appropriate action to engage the public and proponents on the project next steps.

BYLAWS/PLANS/POLICIES

Completion of Waterloo East Phase IIIb aligns with Council's 2026-2029 Strategic Priorities, specifically in Environment and Infrastructure – Repair and replace our aging infrastructure.

SUMMARY

The final phase of the Waterloo East improvement has been tendered for completion with the results over anticipated estimates. Staff have worked to align financial resources to complete this critical infrastructure project.

ATTACHMENTS/REFERENCE MATERIALS

- Waterloo East IIIB - Bid Summary Letter.pdf
- [2026-2031 Capital Investment Plan](#)

May 4, 2026

Adam Grant, P.Eng.
Director of Infrastructure
Region of Queens Municipality
249 White Point Road
Liverpool, NS B0T 1K0

Re: INF16-2026-2027 Waterloo East Phase IIIb

Dear Adam Grant,

On behalf of Region of Queens Municipality, Bellerose Project Management reviewed tender submissions for the above-referenced project received on April 30, 2026. This letter provides a summary of the two (2) bids received, and an assessment of compliance with the tender requirements.

Two (2) compliant bids were received from the following contractors: Dexter Construction Company Limited and Harbour Construction Company Limited. Both submissions were reviewed against the requirements of Section 00 21 00. Both bidders acknowledged Addenda No. 1 and No. 2 as required.

A summary of the bids is included below:

Contractor	Bid Price (excl. HST)	Total Price (incl. HST)	Completion (Weeks)	Bid Bond	Addenda Acknowledged
Dexter Construction Company Limited	\$2,352,656.25	\$2,682,028.13	24	✓	No. 1 & 2
Harbour Construction Company Limited	\$2,621,225.25	\$2,988,196.79	20	✓	No. 1 & 2

The low compliant bidder is Dexter Construction Company Limited, with a total estimated contract price of \$2,682,028.13. The low bidder has indicated a completion time of 24 weeks from written notification of award.

Please refer to Attachment A for the bid comparison summary.

Attachment A

Bid Comparison – Section Subtotals

Section	Dexter Construction Comp. Ltd.	Harbour Construction Comp. Ltd.	Difference (Harbour – Dexter)
Sanitary Sewer	\$870,890.00	\$732,820.00	-\$138,070.00
Storm Sewer	\$382,065.00	\$416,295.00	\$34,230.00
Street Construction	\$574,170.00	\$760,140.00	\$185,970.00
Landscaping	\$40,000.00	\$39,000.00	-\$1,000.00
Additional Items	\$348,500.00	\$520,250.00	\$171,750.00
Environmental Protection	\$25,000.00	\$27,900.00	\$2,900.00
Subtotal (before Contingency)	\$2,240,625.00	\$2,496,405.00	\$255,780.00
Contingency Allowance (5%)	\$112,031.25	\$124,820.25	\$12,789.00
Total Estimated Contract Price (excl. HST)	\$2,352,656.25	\$2,621,225.25	\$268,569.00
Add: HST (14%)	\$329,371.88	\$366,971.54	\$37,599.66
TOTAL BID PRICE (incl. HST)	\$2,682,028.13	\$2,988,196.79	\$306,168.66

Compliance Review Summary

Contractor	Bonding	Insurance	COR	WCB Clear.	Addenda #1	Addenda #2	Status
Dexter Construction Company Limited	✓	✓	✓	✓	✓	✓	Compliant
Harbour Construction Company Limited	✓	✓	✓	✓	✓	✓	Compliant



Octavio Rabello, B.Eng., PMP

Project Manager

Mobile: (782) 882-8821



Region of Queens Municipality Staff Report For the Regular Meeting of May 12, 2026

7.6

Date: April 30, 2026
File No: 10350-50-2605-006
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Rural Water Initiative

Prepared by: A. Henhoeffer Dir. Protective Services A. Wilson, Policy Analyst & Strategic Initiatives Coord.	Supervisor: P. Hirtle DCAO	CAO Concurrence: W. Thorpe CAO
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RECOMMENDATIONS

- 1) THAT Council approve the implementation of the Water Conservation & Storage Program (Pilot) consisting of rain barrels and water totes for the 2026 season, with a cost-sharing model of:
 - 100% municipal funding for eligible low-income households (one rain barrel and one water tote); and
 - Cost-sharing for all other households:
 - 60% municipal / 40% resident where delivery is required, OR
 - 80% municipal / 20% resident where residents can pick up;
 - Maximum quantities of two rain barrels and one water tote per household;
- 2) THAT Council approve the implementation of community well solutions in 2026, prioritizing Community Partnership Wells (Option 3B), with up to two sites to be identified and confirmed through well testing and agreement with community partners;

- 3) THAT Council approve the implementation of the Well Loan Program with an initial allocation of \$100,000, and direct staff to: i) prepare for Council's consideration and First Reading By-law No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program"; and ii) explore partnership opportunities for the facilitation of the Well Loan Program with Clean Foundation in 2026; and
- 4) THAT, respecting preparation of Bylaw No. 30 for consideration, Council direct staff:
 - a) THAT within the draft of Bylaw No. 30 the maximum loan amount shall be set at \$30,000;
 - b) THAT within the draft of Bylaw No. 30 it shall specify that a 2% interest rate compounded annually will be charged on any loan; and
 - c) THAT within the draft of Bylaw No. 30 a loan repayment term of 10 years shall be implemented.

PURPOSE

To present Council with options for a Rural Water Initiative to improve water security and preparedness for drought conditions for residents, and to seek direction on program implementation.

BACKGROUND

Council has identified increasing concerns related to drought conditions, water shortages, and impacts on rural residents. Feedback has highlighted challenges related to both potable and non-potable water access, as well as reliance on existing sources such as the Cowie Well, located at 733 Main St, Liverpool.

On November 12, 2025, Council directed that staff draft a bylaw respecting a water supply and septic upgrade program. Consideration for a septic straight-pipe replacement program in the future, potentially in collaboration with the federal government.

At a council workshop on April 14, 2026, staff confirmed with Council that a staff report would be forthcoming that details options to support residents including water conservation measures, water access solutions, and financing mechanisms.

ALTERNATIVES/OPTIONS

Options 1 & 2 – Water Conservation & Storage Program (Pilot) Rain Barrels & Water Totes

The Water Conservation & Storage Program (Pilot) will focus on

- 1) Rain Barrels for non-potable water storage
- 2) Food-Grade Water Totes suitable for potable water storage (subject to cleaning and proper use guidance).

The program is designed as a one-year pilot to support residents during dry periods and water shortages, particularly for rural residents who are not with the Queens Water Utility.

1. Program Objectives

- Improve household ability to manage water during dry periods
- Provide practical water storage options to support water conservation and potable water preparedness
- Support rural residents impacted by water insecurity
- Pilot scalable solutions for long-term planning
- Improve equitable access to practical water conservation and storage options across the municipality

2. Cost Model

- Low-income households (as defined by Administrative Policy #9 – Tax Exemptions) are eligible to receive one rain barrel and one water tote at 100% cost to the Municipality.
- All other households will be eligible for a subsidized model:
 - 60% municipal / 40% resident where delivery is required
 - 80% municipal / 20% resident where residents can pick up
- While approximately 360 households may qualify under the low-income criteria, similar programs typically experience significantly lower uptake. The proposed quantities reflect a pilot-scale approach to test demand, manage logistics, and inform future program expansion.

3. Budget Allocation (Pilot)

The Water Conservation & Storage Program (Pilot) component is estimated at approximately \$50,000 and allocated as follows:

- Rain Barrels: ~\$13,000 (approx. 150 barrels)
- Water Totes: ~\$22,000 (approx. 75 totes)
- Delivery and logistics: ~\$15,000

Final allocation may be adjusted by Council based on program uptake, supplier pricing, and overall budget prioritization within the Rural Water Initiative.

4. Procurement

- Bulk purchasing of rain barrels and certified food-grade totes.
- Ensure all totes meet safety standards and prior contents are verified.
- Availability of water totes may be subject to supplier inventory and delivery logistics at the time of order.

5. Application & Ordering Process

- Residents will apply during an intake period.
- A deposit or full payment may be required at the time of registration to confirm orders and reduce unclaimed units.
- If municipal storage capacity is limited, a letter of intent and/or confirmed payment will be required prior to placing bulk orders.
- Following the application period, the Municipality will complete a bulk purchase based on confirmed demand.
- Distribution will occur through scheduled pickup events.
- A limited number of additional units may be procured to accommodate residents who did not pre-register, subject to availability.

6. Distribution Model

Primary: Scheduled pickup at Municipality during business hours

Secondary: Community distribution sites (fire halls/community centres)

Limited delivery support for accessibility needs

The Municipality will explore and confirm delivery support options for residents without access to appropriate transportation.

Further information will be gathered regarding:

- a) Local delivery providers and costs.
- b) Per-unit delivery pricing.
- c) Minimum order thresholds.
- d) Geographic service limitations.

7. Delivery

- Preliminary supplier information suggests delivery costs may vary significantly based on order size and distance.

- Centralized pickup will be the primary and preferred distribution method, with delivery support provided on a limited basis.
- Delivery costs will be monitored as part of the pilot and may be adjusted in future program phases.

8. Eligibility Rules

The Water Tote Program is intended to support households without access to municipal water services, where additional storage capacity can assist in managing supply during drought or well disruption.

While rain barrels are broadly available to all residents for conservation purposes, water totes are expected to primarily benefit rural and non-utility households based on their water supply needs.

Each household is eligible for one program stream per year (rain barrels, totes, or loan program).

- Rain barrels open to all residents.
- Water totes prioritized for non-utility households.
- Low-income households under Administrative Policy #9 may receive one rain barrel and one water tote at 100% municipal cost.
- All other households participate under a cost-sharing model:
 - 60% municipal / 40% resident where delivery is required
 - 80% municipal / 20% resident where residents can pick up

9. Water Access Considerations

The program acknowledges that water storage solutions require access to water sources. Further work is required to evaluate filling stations, alternative sources, and demand management.

The Water Conservation & Storage Program focuses on water conservation and storage; broader water supply solutions (e.g., community wells) are addressed under separate program options within the Rural Water Initiative. Access to water sources is a key dependency for the effectiveness of the Water Tote Program.

10. Education & Outreach

Education is a key component and will include:

- Water conservation practices.
- Safe use of non-potable water, understanding compromised water and use of preservatives.

- Understanding well systems.
- Realistic water usage expectations.
- Promote NS Health's safe well water testing.

11. Pilot Framework

- Duration: 2026
- Metrics: uptake, geographic distribution, resident feedback, system impacts.

All components of the Rural Water Initiative are being presented as pilot programs to allow Council to evaluate effectiveness, demand, and long-term feasibility before considering permanent implementation and integration into the next budget if desired.

Option 3: Community Wells

Community wells are proposed to improve access to water for residents in rural areas, particularly during periods of drought or well disruption. These wells provide shared, publicly accessible water sources to reduce reliance on existing infrastructure such as the Cowie Well.

Two approaches are presented for Council's consideration:

Option 3A – Municipal Community Well (Full Build)

This option involves the Municipality identifying a suitable location, acquiring land (if required), and constructing a new community well facility similar to Cowie Well.

Preliminary discussions with local Councillors have identified a number of potential sites and community partners for consideration. Initial feedback suggests opportunities may exist through partnerships with community organizations, private landowners, and existing facilities, subject to further assessment of water quality, capacity, access, and infrastructure requirements.

1. Estimated Costs:

- Well drilling: ~\$15,000
- Plumbing (pump, lines, tank, etc.): ~\$10,000
- Electrical (permit, meter, installation): ~\$10,000
- Water treatment (filtration and disinfection system): ~\$4,000
- Structure/building: ~\$30,000
- Land acquisition: To be determined
- Annual operations & maintenance: ~\$5,000 (excluding staff labour)

2. Key Considerations:

- Full municipal ownership and control
- Ability to design for potable water supply (subject to regulatory requirements)
- Requires hydrogeological assessment and site suitability confirmation
- Higher capital cost and longer implementation timeline
- Ongoing operational and maintenance responsibilities

3. Regulatory Considerations:

- Classification as a public water supply may require compliance with provincial regulations, including testing, reporting, and treatment requirements
- Legal review is required to confirm obligations and risk exposure

Option 3B – Community Partnership Well (Shared Model)

This option involves partnering with an existing community group, organization, or property owner that has access to a reliable water source. The Municipality would support public access through a lease, grant, or service agreement.

Examples of this model include:

- Providing compensation to an organization for public access to an existing water supply
- Installing infrastructure (e.g., metering, access points) to support safe and controlled public use
- Maintaining the existing owner as the responsible party for operation and maintenance

1. Potential Cost Structure:

- Annual lease or contribution: ~\$3,000 (to be determined by Council)
- Infrastructure upgrades (if required): To be determined
- Testing and validation of water supply: Required prior to implementation

While annual lease or contribution costs may be modest, overall program costs may increase significantly depending on site-specific requirements. These may include well testing, infrastructure upgrades, access improvements, treatment systems, and construction of protective structures.

As a result, total costs for partnership-based wells may approach those of municipally constructed wells in certain cases.

2. Key Considerations:

- Lower capital cost compared to full build
- Faster implementation timeline
- Leverages existing infrastructure and community capacity
- Reduced municipal responsibility for operations and maintenance
- Requires clear agreements outlining roles, responsibilities, and liability

3. Operational Considerations:

- Well testing is required prior to implementation to confirm production capacity, sustainability, and suitability for public use
- Water supply must be assessed for reliability and sustainability
- Public access expectations (volume, hours, use) must be clearly defined
- Agreements must address liability, maintenance, and long-term viability
- Site suitability varies significantly across the municipality, and may require different levels of infrastructure, upgrades, or investment depending on location
- Preliminary feedback indicates that viable partnership opportunities may exist, but site-specific requirements will vary and must be confirmed through technical assessment.

4. General Considerations for Both Approaches

- Hydrogeological testing is required to confirm water availability and sustainability
- Community wells will be required to meet potable water standards, which will impact regulatory requirements, design, and cost
- Community wells do not replace the need for household-level solutions
- Both approaches aim to reduce pressure on existing sources and improve geographic access

Cost Comparison – Community Well Approaches

There is a significant cost difference between the two community well approaches:

- A Municipal Community Well (Full Build) is estimated at approximately \$70,000–\$100,000+ per site, excluding land acquisition, with ongoing annual operating costs of approximately \$5,000.
- A Community Partnership Well is estimated at approximately \$1,500–\$5,000 annually per site, with limited upfront capital costs depending on any required upgrades.

This cost differential allows for the potential to implement multiple partnership-based sites for the cost of a single municipally constructed well, providing broader geographic coverage in the short term.

Implementation Considerations

A phased approach could consider partnership-based wells in the short term, while evaluating opportunities for municipally owned infrastructure in priority areas.

Staff recommend prioritizing community partnership-based wells in 2026, while retaining flexibility to evaluate municipally owned infrastructure in priority areas in future phases.

Option 4: Well Loan Program (Pilot)

Description

The Well Loan Program is proposed as a financing mechanism to support property owners in improving or upgrading their potable water supply systems. Under this program, the Municipality would provide loans to eligible property owners to complete water supply upgrades, such as:

- Drilling, digging, or upgrading wells
- Installing pumps, water lines, or related infrastructure
- Installing water storage or collection systems (e.g., cisterns)

The Municipality's role is to facilitate access to financing, while responsibility for installation, ownership, and maintenance remains with the property owner.

The program is enabled under Section 81A of the *Municipal Government Act* and would be administered in partnership with a third-party organization (e.g., Clean Foundation).

1. Purpose

- Support households experiencing water supply issues
- Improve access to reliable potable water
- Enable residents to undertake necessary upgrades without requiring upfront capital
- Provide a targeted solution for properties with ongoing or chronic water challenges

2. Program Structure

- Maximum loan amount:

- Up to \$30,000 per property
- Or 20% of the assessed property value (whichever is lower)
- Approved project costs are administered through the program and paid directly to contractors (e.g. The Clean Foundation)
- The loan is applied as a lien on the property, similar to property taxes
- Interest rate: approximately 2% (to be confirmed / adjustable by Council)
- Clean Foundation invoices the Municipality for the cost of the project and includes a \$1,200 admin fee per loan that the Clean Foundation includes in the loan agreement.
- Repayment occurs over time and is collected in a manner consistent with property tax billing.

3. Eligibility

Eligible properties include:

- Owner-occupied single-unit or two-unit residential properties
- Not-for-profit owned buildings

Conditions include:

- Property taxes must be in good standing
- No existing municipal financing agreements on the property
- Work must comply with provincial regulations
- Licensed contractors must be used

4. Administration

- Applications reviewed and approved by the Municipality (Director of Finance, or designate)
- Financing agreement required with property owner
- Third-party delivery (e.g., Clean Foundation) will be used to administer the program (subject to agreement)
- Municipality maintains records and loan tracking

5. Benefits

- Provides direct, meaningful support to households with significant water challenges
- Enables infrastructure improvements that may not otherwise be financially feasible
- Uses an established model already implemented in other municipalities
- Low-interest structure makes repayment manageable for residents

6. Limitations / Risks

- May not serve all households experiencing water insecurity due to financial barriers and willingness to take on debt
- Limited number of households can be supported due to high per-unit cost
- Administrative complexity (agreements, tracking, lien management)
- Risk of default (managed through tax lien process)
- Does not provide immediate, broad-based relief across the municipality
- Requires homeowner willingness to take on debt
- Program uptake may be limited if residents are unwilling or unable to take on additional debt

7. Financial Considerations

Based on a preliminary allocation of approximately \$100,000:

- Estimated approximately 3–8 households, depending on budget, loan uptake, and average project cost. This represents a higher investment per household compared to other program options

8. Implementation Considerations

- Program is ready to implement in 2026, subject to confirmation of administrative partner (e.g., Clean Foundation)
- Represents a targeted pilot within the broader Rural Water Initiative
- May require minor customization of bylaw language for local context
- Communication strategy will be important to ensure residents understand loan terms and responsibilities
- May be refined in future years based on uptake and program performance

ANALYSIS

Option 1 & 2 – Rain Barrels & Water Totes (Pilot)

Pros:

- Quick to implement (within one season)
- Broad reach across the municipality
- Lower cost per household
- Supports both conservation (barrels) and short-term storage (totes)
- Totes as a secure method to store water versus filling dug wells
- Staff may explore operational approaches to encourage centralized pickup and reduce delivery costs, including program design adjustments where appropriate.

Cons:

- Does not address long-term water supply challenges
- Water totes are dependent on access to water sources
- Limited impact during prolonged or severe drought conditions
- Availability may vary depending on supplier inventory and logistics

Option 3A – Municipal Community Well (Full Build)

Pros:

- Provides a long-term, municipally controlled water access solution
- High visibility infrastructure investment
- Can be designed to meet potable water standards (subject to regulatory requirements)
- Reduces reliance on existing sources such as the Cowie Well

Cons:

- Higher capital cost and longer implementation timeline
- Requires land acquisition and hydrogeological confirmation
- Ongoing operational and maintenance responsibilities
- Regulatory and liability considerations associated with public water supply

Option 3B – Community Partnership Well (Shared Model)

Pros:

- Lower capital cost compared to full build
- Faster implementation timeline
- Leverages existing infrastructure and community capacity
- Reduced municipal responsibility for operations and maintenance
- Flexible and scalable across multiple communities

Cons:

- Relies on long-term agreements with third parties
- Less municipal control over infrastructure and operations
- Requires clear agreements regarding liability and responsibilities
- Dependent on reliability and sustainability of existing water source

Option 4 – Well Loan Program (Pilot)

Pros:

- Provides significant, long-term benefit to individual households
- Enables residents to undertake necessary infrastructure upgrades
- Uses an established and provincially supported model

Cons:

- Lower alignment with immediate and broad community needs compared to other options
- Limited number of households can be supported due to high per-unit cost
- Administrative complexity associated with loan management
- Requires residents to take on debt
- Does not provide immediate or broad-based community impact

Overall Analysis

Each option addresses a different aspect of water security:

- Rain barrels and water totes provide immediate, short-term support.
- Community wells improve access to water at the community level.
- The loan program supports long-term, property-level solutions.
- Programs that provide immediate, broad-based support (such as rain barrels, water totes, and community wells) may offer greater short-term benefit compared to more targeted financing programs.

A combination of options provides the most balanced approach, allowing the Municipality to address immediate needs through broad-based programs (rain barrels, water totes, and community wells), while also supporting targeted, long-term household-level solutions through the Well Loan Program.

Analysis Matrix

- **Fastest to implement:** Rain Barrels & Water Totes
- **Lowest cost community access solution:** Community Partnership Well (3B)
- **Highest long-term infrastructure solution:** Municipal Community Well (3A)
- **Targeted household infrastructure support:** Well Loan Program
- **Biggest dependency risk:** Water access for totes

Summary of Options

The following table provides a comparative summary of the options presented.

Option	Description	Est. Cost (Pilot)	Speed to Implement	Impact (# residents)	Complexity	Risk	Target Population	Key Considerations
1. Rain Barrels	Subsidized barrels for water conservation	~\$10K-\$15K	Fast (1-3 months)	Moderate-High	Low	Low	All residents	Broad reach; supports conservation; limited during severe drought
2. Water Totes	1000L food-grade storage containers	~\$30K-\$35K	Fast (1-3 months)	Moderate	Low-Moderate	Medium	Rural / non-utility	Requires water source access; logistics + delivery considerations
3A. Municipal Community Well (Full Build)	New municipally owned well and facility	~\$80K-\$100K	Moderate-Slow (6-12 months)	High (regional)	High	Medium-High	Rural communities	Full control; high cost; regulatory + liability considerations
3B. Community Partnership Well	Use existing private/community source with public access agreement	~\$3K-\$5K lease plus capital (up to ~\$100K depending on upgrades and implementation)	Fast-Moderate (1-6 months)	Moderate-High (localized)	Moderate	Medium	Rural communities	Lower cost; faster; relies on agreements + long-term reliability
4. Well Loan Program	Loans for private well upgrades	~\$100K (3-8 households)	Moderate (setup + rollout)	Low	Moderate	Medium	Individual households	High impact per household; limited reach; admin + debt uptake considerations

IMPLICATIONS

Financial: A total budget of \$250,000 is proposed for the Rural Water Initiative pilot. These funds are included in the approved 2026-2027 operating budget, funded by the accumulated surplus reserve.

Preliminary allocation includes:

- Rain Barrels and Water Totes: \$40,000
- Delivery and logistics: \$10,000
- Community Partnership Wells (2 sites): ~\$100,000
- Well Loan Program: ~\$100,000

Final allocation will be determined by Council based on preferred program mix, implementation timelines, and demand.

Legislative: Enabled under the *Municipal Government Act*.

Operational: Staff resources required for program administration, procurement coordination, communications, storage/logistics, and distribution planning. This will be absorbed through additional scope of staff work if Council directs. Council should be aware there could be delays or reprioritization of programs in order to facilitate this work.

Environmental: Supports water conservation and improved management of water during dry conditions.

Social: Improves access to water for rural residents.

Grant Opportunities

Staff will look at the following and other opportunities. There is no guarantee we will be awarded. Grants may not be awarded for the pilot year but may qualify for next year.

a) Green Municipal Fund

- Funding rounds: April 14 – June 25 or Oct 6 – Dec 15
- Clean Foundation is willing to complete the application on our behalf
- Feasibility Study: up to \$70,000. Cost share 90%/10% for populations under 10,000
- Implementation: up to \$1 million for rural and remote population under 10,000 cost share is 70% cost share

b) RBC Community Investments

- Up to \$500,000 for 5 years, maximum of \$2.5 million

- Average grant is \$40,000. Fund up to 50% of total project

c) NS Challenge Fund – closed and round 4 is coming

- \$75,000 - \$1 million covering 60-80% eligible costs and our portion of cost share can be in cash or in-kind contribution.

COMMUNICATIONS

Communications will include public announcements, website updates, and direct outreach to residents. Program details, eligibility, and application processes will be clearly communicated.

BYLAWS/PLANS/POLICIES

- *Municipal Government Act*
- Administrative Policy #9 – Tax Exemptions
- Potable Rural Water Supply Upgrade Lending Program Bylaw Draft
- 2026-2029 Municipal Strategic Priorities including:

Economic Development:

- 1.1. Develop and implement an Economic Development Plan

Environment and Infrastructure:

- 2.1. Repair and replace our aging infrastructure
- 2.3 Build new infrastructure to accommodate a growing population
- 2.4 Enhance our Emergency Management Operations Plan

Community Wellness:

- 3.1 Strengthen partnerships with community-based organizations
- 3.2 Contribute to poverty reduction
- 3.3 Improve accessibility of programs, services, and facilities

Governance:

- 4.1. Improve transparency and accountability

SUMMARY

This report presents a range of options under the Rural Water Initiative to address water security challenges. Council direction is requested to determine the preferred approach and authorize implementation of selected programs.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Bylaw No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program"



REGION OF QUEENS MUNICIPALITY
BYLAW NO. 30
A BYLAW RESPECTING POTABLE RURAL WATER SUPPLY
UPGRADE LENDING PROGRAM

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, s. 81A(1)(c) as follows:

1. TITLE

- (1) This bylaw shall be known as Bylaw Number 30 and may be cited as "**The Rural Water Supply Lending Program**".

2. DEFINITIONS

- (1) In this Bylaw:

- (a) "**CAO**" means the Chief Administrative Officer for the Municipality, or their designate.
- (b) "**Contractor**" means an insured person or corporation licenced by the Department of Environment and retained by the Qualifying Property Owner to complete the Water Supply Upgrade.
- (c) "**Director of Finance**" means the Director of Finance for the Municipality, or their designate.
- (d) "**Financing Agreement**" means a written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade.
- (e) "**Maximum Eligible Amount**" means the maximum amount that the Municipality will lend to a Qualifying Property Owner

for a Water Supply Upgrade which is set at the lesser of \$30,000 or 20% of the total assessed value of the Qualifying Property.

(f) "Municipality" means Region of Queens Municipality, and includes its employees, agents, or designated third party contractors.

"Not-for-Profit Organization" means an organization as identified in the Joint Stocks registry as not-for-profit status. If the organization is not registered, a letter of support from the Councillor of the district in which the organization is located may be considered, at the discretion of the Director of Finance.

(g) "Qualifying Property" means an existing, owner-occupied single unit or two-unit residential property, or a building owned by not-for-profit organization, located within the Municipality that meets the eligibility criteria for participation in the Water Supply Upgrade Lending Program. Multi-unit residential buildings with more than two units, new construction, and business/industrial premises are not eligible for this Program. Cottage properties or other seasonal use properties not occupied as primary dwellings are also not eligible.

(h) "Qualifying Property Owner" means the individual, individuals, or entity in possession of the title for the Qualifying Property. The Qualifying Property Owner may also be the person responsible for paying taxes in relation to the Qualifying Property.

(i) "Water Supply Upgrade" means the installation and/or construction of equipment or systems to improve the supply of potable water to the property including: the digging / drilling of a new well, installation of rainwater collection and/or storage systems and equipment (e.g. cisterns); installation of a well pump, water line, and/or electrical connection to support the function of a water system; or

other systems and equipment designed to improve the supply, use, and conservation of potable water.

3. GENERAL

- (1)** Sections 81A(1)(c) of the *Municipal Government Act* permits Region of Queens Municipality to provide financing to eligible property owners for improving the supply of potable water to properties within the Municipality.
- (2)** Council recognises that southwest Nova Scotia has a large number of shallow wells and that the impacts of human-caused climate change have resulted in longer and more pronounced dry periods, which have a greater impact on homes with shallow wells.
- (3)** To help address the issue, Council hereby enacts the Potable Water Supply Upgrade Lending Program Bylaw, to facilitate the upgrade of potable water supply systems in residences in the Municipality.

4. Administration

- (1)** A Property Owner may apply to the Municipality for financing of a Water Supply Upgrade to a Qualifying Property within the Municipality.
- (2)** Lending will be subject to the approval and agreement in writing of the Director of Finance on behalf of the Municipality, which will be subject to the execution of a Financing Agreement and the following conditions:
 - (a)** The Qualifying Property Owner is not in default of any municipal taxes, rates or charges.
 - (b)** The property currently does not have any other municipal financing that is active on the property.
 - (c)** The proposed Water Supply Upgrade must follow applicable provincial and/or federal regulations.

- (d)** The proposed Contractor must have a valid Department of Environment license to carry out a Water Supply Upgrade as applicable.
 - (e)** Compliance with other conditions as shown in the Financing Agreement; and
 - (f)** A signed statement by the Qualifying Property Owner outlining the Qualifying Property's potable water issues, that the Water Supply Upgrade is necessary.
- (3)** The Water Supply Upgrade Loan may consist of:
 - (a)** The cost of the Water Supply Upgrade and all associated labour costs, permit fees, and applicable taxes; and
 - (b)** An administrative fee as set by council to cover costs of administering the program, including but not restricted to anticipated collection costs and bad debt charges.
- (4)** The Water Supply Upgrade Loan is provided for the benefit of the Qualifying Property Owner in the form of the Municipality paying all eligible Contractor invoices for the completed work up to the Maximum Eligible Amount. The Qualifying Property Owner will sign the Contractor's invoices and submit them to the Municipality for payment together with a Certificate of Completion from the Contractor. As the Municipality pays the Water Supply Upgrade invoices upon completion of the project, the resulting loan amount advanced to date immediately becomes a lien against the Qualifying Property as described in s.5 of this Bylaw.
- (5)** Interest will begin accruing on any approved Water Supply Upgrade invoice paid by the Municipality thirty (30) days from the date that the Municipality paid that invoice.
- (6)** The Water Supply Upgrade Loan will become payable in accordance with the terms in the Financing Agreement.
- (7)** The Municipality will not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade. The Water Supply Upgrade is owned and maintained by the owner of the Qualifying Property. The municipality takes no responsibility for the

potability of the water and any change in subsequent years that may require treatment is at the owners cost.

- (8)** The Director of Finance will maintain a separate account of all monies due for the Water Supply Upgrade Loan, identifying the following for the Qualifying Property:
- (a)** The names of the property owners, assessment account number, PID, and civic addresses;
 - (b)** the original amount of the Water Supply Upgrade Loan advanced;
 - (c)** the scheduled amounts paid to the Municipality to repay the Water Supply Upgrade Loan, with principal and interest paid clearly distinguished; and
 - (d)** an annual statement of account on the anniversary date of the Water Supply Upgrade Loan, showing the principal balance owing at the end of the previous year, total amount paid during the year, amount of interest included in the payments, and balance of the principal owing at the end of the year.
- (9)** The Municipality may partner with an external organisation to administer this program, by resolution of council

5. LIEN

- (1)** The Water Supply Upgrade Loan advanced in the form of the Municipality paying the Contractor's invoices when submitted for payment will become a lien against the Qualifying Property in accordance with the *Municipal Government Act*.
- (2)** The Water Supply Upgrade Loan advanced pursuant to this By-law constitutes a first lien on the property collectable in the same manner as other municipal property taxes and charges.
- (3)** The lien provided for in this By-law will remain in effect until the total Water Supply Upgrade Loan, including any accrued interest and administrative charges, has been paid in full

6. INTEREST AND OTHER TERMS OF THE FINANCING AGREEMENT

- (1) Interest will begin accruing on any portion of the Water Supply Upgrade Loan thirty (30) days from the date that the Municipality pays the Contractor invoice for that portion.
- (2) Interest is payable annually in the amount of the Water Supply Upgrade Loan deemed outstanding at the rate of 2% per annum compounded monthly except as provided within subsection (3) below.
- (3) In the event of default in any payment, the interest rate on past due amounts shall be charged at the same rate as for overdue municipal property taxes and charges.
- (4) The loans shall be amortized over a period of 10 years
- (5) In the event of a default which is not remediated by bringing the account up to date in full within 3 months the future payments shall be accelerated, and the full amount of the outstanding debt shall then be due and payable together with any interest thereon calculated in accordance with subsection (3) above.
- (6) The Financing Agreement may contain such other terms as the Director of Finance may determine.

7. EFFECTIVE DATE

Bylaw No. 30 shall take effect on the xx day of xxxxxxxx, 2026.

8. OFFICIAL CERTIFICATION

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 on ___ day of _____ 2026.

SIGNED by the Mayor and Municipal Clerk this ___ day of _____ 2026

Mayor

Municipal Clerk

First Reading:

Public Notice:

Second Reading:

Notice of Passing:

Filed/Approved: Municipal Affairs:

DRAFT



**Region of Queens Municipality
Council Implementation Report
May 12, 2026**

7.7
10350-50-2605-007

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
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2026

April 28, 2026	10350-60-2604-039	THAT Council for Region of Queens Municipality direct staff to explore the creation of a committee or group of accommodation operators and municipal representatives, to recommend use of revenue collected through the Accommodation Levy during its implementation.	Amirault	Administration	Referred to staff; direction will be incorporated as internal policy and procedure with regards to managing funds generated by Accommodations Levy, to be presented at future meeting of Council.	In Progress
April 28, 2026	10350-60-2604-038	THAT Council for Region of Queens Municipality direct staff to enhance the compliance and enforcement functions for non-compliant operators within the Bylaw.	Charlton	Administration	Referred to staff for incorporation in future version of draft bylaw; scheduled to return for First Reading on June 9, 2026	Complete
April 28, 2026	10350-60-2604-037	THAT Council for Region of Queens Municipality authorizes the continued allocation of funds to the Operating Capital Project reserve for the purposes of funding smaller capital projects; by transfer from the accumulated surplus of \$500,000; AND THAT authorization be given for the creation of a District 12 reserve funded by any overage of revenues from the J Class Road actual expenses during the fiscal year; AND THAT authorization be given for the creation of a Water	Charlton	Finance		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		Access Improvement reserve funded from the accumulated surplus in anticipation of forthcoming Bylaw in the amount of \$250,000.				
April 28, 2026	10350-60-2604-036	THAT Council for Region of Queens Municipality establish June 1, 2026, as the due date for all property taxes, with no interest being charged for any taxes being paid on or before June 30, 2026.	Carver	Finance		Complete
April 28, 2026	10350-60-2604-035	THAT Council for Region of Queens Municipality authorize the levying of the following tax rates for Assessment District 13, as well as assessment account numbers 11029230, 10148820, 10462223, and 00132837, effective April 1, 2026: Residential and Resource base rates of \$1.04 per \$100 of assessment plus an area rate of 87.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility; Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 87.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water	Fancy	Finance		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		<p>Utility; AND THAT authorization be given to levy the following tax rates for Assessment Districts 1-12, excluding assessment account numbers 11029230, 10148820, 10462223, and 00132837, effective April 1, 2026; Residential and Resource base rate of \$1.04 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11.5 cents per \$100 of assessment; Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 11.5 cents per \$100 of assessment; Commercial Seasonal base rate of \$1.60 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge.</p>				
April 28, 2026	10350-60-2604-034	<p>THAT Council for Region of the Queens Municipality authorize the levying of area rates for all</p>	Roy	Finance		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		assessment accounts according to the following rules: Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, 11029230 and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%; Assessment District 13, as well as assessment account numbers 11029230 10148820, 10462223, and 00132837, debt charges for Assessment District 13 at 100%, roads, streets, and sidewalk expenses at 75%, engineering and public works equipment expenses at 75%, Liverpool street paving expenses at 100%, and Liverpool Water Utility hydrant charges at 100%.				
April 28, 2026	10350-60-2604-033	THAT Council for Region of Queens Municipality authorize the levying of a one point five (1.5) cent per \$100 of assessed value area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.	Amirault	Finance		Complete
April 28, 2026	10350-60-2604-032	THAT Council for Region of Queens Municipality authorize the levying of a four (4) cent per \$100 of assessed value area rate in Assessment Districts 5 and 6, to be	Amirault	Finance		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		provided to Brooklyn Recreation Committee.				
April 28, 2026	10350-60-2604-031	THAT Council for Region of Queens Municipality approve the proposed 2026-2027 Water Utility Operating budget reflecting a surplus of \$66,384; AND THAT the proposed three-year Water Utility Operating budget for the years 2026-2027, 2027-2028 and 2028-2029 be adopted and submitted to the Nova Scotia Regulatory and Appeals Board.	Jenkins	Finance		Complete
April 28, 2026	10350-60-2604-030	THAT Council for Region of Queens Municipality approve the 2026-2027 Operating Budget as presented.	Wentzell	Finance		Complete
April 28, 2026	10350-60-2604-029	THAT Council for Region of Queens Municipality adopts the revised Terms of Reference for the Inclusion Queens Committee as presented.	Amirault	Administration		
April 28, 2026	10350-60-2604-028	THAT Council for Region of Queens Municipality adopts the revised Creating a Culture of Inclusion: Equity, Anti-Racism and Diversity Plan 2025 – 2030 as presented.	Wentzell	Administration		
April 28, 2026	10350-60-2604-027	THAT Council for Region of Queens Municipality approve the naming of an existing driveway off Highway 3 in Hunts Point as Angus Cove Road.	Roy	Land Use	Sign and post ordered. Upon receipt, sign will be installed	In Progress
April 28, 2026	10350-60-2604-026	That Council of Region of Queens Municipality direct staff to develop and issue a Request for Proposal for the seasonal use of the market stalls located on Henry	Amirault	Community Economic Development		

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		Hensey Drive in Liverpool, with preference given to vendors who can commit to providing consistently available, affordable, regionally sourced farm produce.				
April 28, 2026	10350-60-2604-025	THAT Council for Region of Queens Municipality direct staff to maintain the current approach with staff controlling the approval process in the Bylaw unless prohibited by a legislation or statute.	Jenkins	Administration	Direction taken by staff; will be incorporated into draft Bylaw coming forward on May 26 for First Reading.	In Progress
April 28, 2026	10350-60-2604-024	THAT Council for Region of Queens Municipality direct staff to exclude a low-income provision in Bylaw 27.	Jenkins	Administration	Direction taken by staff; will be excluded from draft Bylaw coming forward on May 26 for First Reading.	In Progress
April 28, 2026	10350-60-2604-023	THAT Council for Region of Queens Municipality direct Staff to engage with the directors of the Hank Snow Society to determine the best way the Municipality can proceed to support the organization.	Fancy	Administration	Referred to Economic Development staff for engagement	In Progress
April 28, 2026	10350-60-2604-022	THAT Council for Region of Queens Municipality overturn the decision of the Development Officer to issue a site plan approval that will allow for the creation of one (1) dwelling unit in the rear of the existing building located on property identified as PID #70025002.	Jenkins	Land Use	Will come to the Regular meeting on May 12, 2026.	Tabled
April 28, 2026	10350-60-2604-020	THAT Council for Region of Queens Municipality serve Notice of Registration upon the owners of property identified as PID# 70105515 and located at 31 Medway River Road, regarding	Wentzell	Land Use	Notice of Registration prepared and forwarded to Municipal solicitor for recording at Land Registration Office. Notice sent to property owner.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		the registration of the property (known as Bethany United Church) in the Municipal Registry of Heritage Property.				
April 14, 2026	10350-60-2604-013	THAT Council for Region of Queens Municipality direct the Audit & Internal Control Committee to consider and provide Council with a recommended approach to maintenance of the Reserve funds.	Christian	Finance	On the May 11 meeting agenda	In Progress
April 14, 2026	10350-60-2604-012	THAT Council for Region of Queens Municipality direct staff to fund the remaining operational deficit from the Accumulated Surplus, to ensure there is no impact to the tax rate.	Amirault	Finance		Complete
April 14, 2026	10350-60-2604-011	THAT Council for Region of Queens Municipality add \$25,000.00 to the QPEC Full Facility Rental line and increase the Sponsorships/Advertising line to \$55,000.00.	Amirault	Finance		Complete
April 14, 2026	10350-60-2604-010	THAT Council for Region of Queens Municipality add \$25,000.00 to the QPEC Full Facility Rental revenue line and increase the QPEC Sponsorships/Advertising revenue line to \$55,000.00.	Carver	Finance		Complete
April 14, 2026	10350-60-2604-008	THAT Council for Region of Queens Municipality direct staff to continue actively seeking grants that would align with the trail project connecting Dr. John C. Wickwire Academy to "the Lot"/ Liverpool Library, and that any	Amirault	Recreation		

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		identified grant opportunity be brought back to Council for consideration.				
April 14, 2026	10350-60-2604-007	THAT Council for Region of Queens Municipality direct staff to remove Item #303 (Waste Handler - Landfill) from the 2026-2027 replacement schedule and remove the \$200,000.00 allocation to the Landfill Reserve from the Draft 2026-2027 Operational Budget.	Christian	Finance		Complete
April 14, 2026	10350-60-2604-006	THAT Council for Region of Queens Municipality approve the naming of a new private road in Hunts Point as Patricias Way.	Roy	Land Use	Sign and post ordered. Upon receipt, sign will be installed	In Progress
April 14, 2026	10350-60-2604-005	THAT Council for Region of Queens Municipality enter into an easement agreement with the Queens Home for Special Care Society for the purpose of installing and maintaining infrastructure to connect to the Municipality's storm sewer system; AND THAT any costs incurred in this transaction be borne by the Queens Home for Special Care Society.	Charlton	Land Use	Easement agreement has been executed and will be forwarded to Municipal solicitor to record at Land Registration Office	In Progress
April 14, 2026	10350-60-2604-004	THAT Council for Region of Queens Municipality directs staff to prepare a conditional letter in support of the Mersey Critical Minerals proposal, with the conditions being the importance and expectation of robust community engagement and assurances of the approach to mitigation of environmental	Wentzell	Administration	Letter has been drafted, reviewed by the Mayor, signed, and provided to Mersey Critical Materials.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		impact and emissions associated with the operation.				
March 31, 2026	10350-60-2603-090	THAT the Council of the Region of Queens Municipality direct staff to research, draft, and report back on proposed revisions to Administrative Policy #59 – Sewer Fees Policy with the intent of setting out Wastewater Betterment Charge fees and specifying when implementation of those fees will begin.	Charlton	Administration		
March 31, 2026	10350-60-2603-087	THAT the Council of Region of Queens Municipality adopt Operational Policy 100 – Litter Collection, and to direct staff to consider an approach for disposal of litter collected outside of the program.	Charlton	Infrastructure	OP#100 implementation underway. Amendment to be developed in summer 2026	In Progress
March 31, 2026	10350-60-2603-080	THAT Council of the Region of Queens Municipality direct staff to proceed with the personnel matter as directed during the Closed Session.	Amirault	Administration		In Progress
March 24, 2026	10350-60-2603-065	THAT Council for Region of Queens Municipality approve the installation of two (2) 12-inch diameter service club recognition signs for the Lions Club and Kiwanis Clubs, mounted on a single post at the Bristol Avenue intersection adjacent to the existing Liverpool downtown wayfinding signage, as illustrated in the rendering enclosed in this report.	Fancy	Community Economic Development	Council approved motion to move forward. Next Steps: Signs are ordered and will be placed in queue to be installed upon arrival.	In Progress
March 24, 2026	10350-60-2603-064	THAT Council for Region of Queens Municipality select	Roy	Land Use	UPLAND has been notified of being awarded the contract.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		UPLAND Planning and Design Studio as the consultant to conduct an interim review of the Municipal Planning Strategy and Land Use Bylaw, for a total project cost of \$76,500.00, excluding HST.			Initial start up work on the planning review has been commenced.	
March 10, 2026	10350-60-2603-045	THAT Council for Region of Queens Municipality directs staff to proceed with the personnel matter as directed during the closed session.	Roy	Administration		In Progress
March 10, 2026	10350-60-2603-027	THAT Council direct Staff to engage with the Province to explore amending the GRID terms and conditions to reflect only Phase One.	Charlton	Infrastructure	2026-03-11 Met with PNS, directed by PNS to provide update with next PMR due 2026-04-30 2026-05-04 Updated PMR submitted to Province for consideration to realign funding to support other CIP work	In Progress
March 10, 2026	10350-60-2603-025	That Council of the Region of Queens Municipality direct staff to issue a Request for Proposal (RFP) for the seasonal use and operation of the Beach Meadows Kiosk, with a target release date of April 1, 2026.	Charlton	Community Economic Development	RFP was issued April 8 through the Provincial procurement portal, which is on our website and will be shared via social media. Closing date will be April 22, 2026. Details can be found here: https://procurement-portal.novascotia.ca/tenders/CED-26-2026-27	
March 10, 2026	10350-60-2603-024	THAT Council for the Region of Queens Municipality direct staff to renew the Queens Place Emera Centre (QPEC) Canteen Facility Use Agreement with the Kiwanis Club of Liverpool for a period of two (2) years.	Wentzell	Community Economic Development	Contract is currently with RQM legal team for review.	
March 10, 2026	10350-60-2603-023	THAT Council for the Region of Queens Municipality approve the requested extension for the completion of the North Queens	Amirault	Community Economic Development	Pending Council approval of 2026-27 budget.	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		Active Living Society's Community School Sports Field and Track Project to the 2026-27 fiscal year; and that the allocated funds of \$250,000 remain in the Community Investment Fund (CIF) accumulated reserve until work is completed.				
March 10, 2026	10350-60-2603-022	THAT the branding be changed to read "Queens County" and that staff identify opportunity for additional programming, and that the Coat of Arms will still be used for official documents.	Charlton	Community Economic Development	Soft rollout underway across all platforms and through attrition.	
March 10, 2026	10350-60-2603-021	THAT Staff be directed to develop a policy defining the role and responsibilities of the Deputy Mayor.	Charlton	Administration	Scheduled for Q2/Summer 2026 following completion of other policy priority items.	Scheduled
February 24, 2026	10350-60-2602-019	THAT Council refer the correspondence from Debbie J. Wamboldt dated February 18, 2026, respecting market stall use and community food security, to staff for review and a report outlining options, implications, and any resource requirements.	Amirault	Community Economic Development	Staff are developing RFP to seek users for this space; report and recommendation will be forthcoming to Council	In Progress
February 10, 2026	10350-60-2602-09	THAT Council directs staff to conduct additional research to recommend material changes to the draft bylaw as presented in consultation with Lot Owner Associations and present a revised version of the draft bylaw at a future Regular meeting of Council by June 2026.		Administration	Engagement complete, additional direction received from Council at April 28 meeting. Staff will return with revised draft bylaw by June, earlier if possible.	Complete
February 10, 2026	10350-60-2602-02	THAT Council serve Notice of Recommendation upon the owners of the property identified	Wentzell	Land Use	Notice of Recommendation sent to United Church of Canada.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		as PID 70105515 and located at 31 Medway River Road, known as Bethany United Church, regarding the proposed registration of the property in the Municipal Registry of Heritage Property, AND THAT Council schedule a public hearing for April 14, 2026, at 9:00 a.m. in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, Nova Scotia, to provide the property owners an opportunity to make representations respecting the proposed designation.			Hearing for property owner held on April 14, 2026.	
February 10, 2026	10350-60-2602-01	THAT Council enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of Municipal lands identified as PID 70067921 and 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 the transfer of title incorporates a commitment from the Nature Conservancy of Canada to protect and steward the lands forever, AND THAT all costs associated with this transaction be borne by the Nature Conservancy of Canada, AND THAT the Mayor and Chief Administrative Officer be authorized to execute all	Jenkins	Land Use	Staff are working with NCC on preparation of agreement of purchase and sale.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
		documents necessary to give effect to this transaction.				
January 27, 2026	10350-60-2601-28	THAT the Council of the Region of Queens Municipality direct staff to return with options to improve pedestrian safety on College Street, as interim measures while awaiting the sidewalk and road upgrades to be delivered as part of the Mount Pleasant Service Exchange project.	Charlton	Infrastructure	Work to begin in spring 2026	Scheduled
January 27, 2026	10350-60-2601-24	THAT Council for Region of Queens Municipality directs staff to engage a third party to review the current salary grid, employee schedules, and on-call system to identify opportunities for wage parity across the organization.	Charlton	People & Culture	Staff have received 2 quotes for this work; expected to be awarded in mid-May	In Progress
January 13, 2026	10350-60-2601-13	THAT Council for the Region of Queens Municipality refer this correspondence to the Planning Advisory Committee for consideration as they review the Municipal Planning Strategy and Land Use Bylaw.	Amirault	Land Use	To be included in Interim Review of MPS and LUB	In Progress
January 13, 2026	10350-60-2601-12	THAT Council for the Region of Queens Municipality direct staff to consider the use of the Statistics Canada Low Income Measure in development of the program and come back with implications and analysis on what it would look like if it were included as some element of the program.	Wentzell	Finance	In summer 2026, staff will explore incorporating Statistics Canada measures in the development of the program. It should be noted that finance staff are not familiar nor qualified to analyze social indicators, only economic ones. Clarification required on what program this applies to. Utility rebate and Low-Income policy? Define social indicators. Currently we use Statistics Canada CPI and GIS thresholds. Are these the social	Incomplete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
					indicators that Council wants written into these polices?	
January 13, 2026	10350-60-2601-007	THAT the Council of Region of Queens Municipality direct staff to draft a bylaw to implement an accommodation levy on all short-term fixed-roof rental accommodation room nights in the county.	Charlton	Administration	Draft of Accommodations Levy Bylaw presented at Council on April 28; Council provided input to staff on its contents and have asked staff to report back with revised version -- target is June 9, 2026, meeting.	In Progress
January 13, 2026	10350-60-2601-002	THAT the Council of the Region of Queens Municipality direct staff to procure third-party services to undertake a project analysis for the transmission main project.	Charlton	Infrastructure	Work to begin in summer 2026	Scheduled

2025

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
December 09, 2025	10350-60-2512-17	<p>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; and The estimated project cost of up to \$15,000 shall be funded from accumulated surplus.</p>	Carver	Infrastructure	Work to proceed in summer 2026	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
December 09, 2025	10350-60-2512-16	<p>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.</p>	Roy	Land Use	<p>Sign has been received by Department of Infrastructure. Sign will be installed at earliest opportunity.</p>	In Progress
December 09, 2025	10350-60-2512-11	<p>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, and Minimum property standards.</p>	Charlton	Land Use	<p>RFP has been released, with closing date of March 6, 2026. Contract has been awarded to UPLAND Planning and Design. Review project is currently underway.</p>	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
December 09, 2025	10350-60-2512-08	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.	Carver	Administration	Staff are in the process of developing RFP.	In Progress
December 09, 2025	10350-60-2512-03	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 and operations in the case of the sale of the property, and a high level analysis and costing on what would be required to establish a new drag strip in Queens County in the case of a sale causing the Drag Racers to need an alternate location, and exploring opportunities from an emergency management perspective to understand the Province's plans around EMO and if this asset is an important part of that plan.	Jenkins	Community Economic Development	Research beginning late Winter '26	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
November 25, 2025	10350-60-2511-23	<p>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.</p>	Amirault	Administration	To be complete in Summer-Fall '26 following other priority items; consultation with RCMP required	Scheduled
November 25, 2025	10350-60-2511-20	<p>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.</p>	Wentzell	Land Use	Municipal solicitor is proceeding with finalization of the expropriation process.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
November 25, 2025	10350-60-2511-17	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.	Charlton	Land Use	Staff are revising report to include additional details. To bring back to Council in April.	In Progress
November 25, 2025	10350-60-2511-16	THAT the Council of Region of Queens Municipality requests that staff include additional revisions to Administrative Policy No. 16 – Building Permit Fees.	Charlton	Land Use	Staff are revising report to include additional details. To bring back to Council in April.	In Progress
November 12, 2025	10350-60-2511-09	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.	Charlton	Administration	Admin/Finance to draft in Summer 2026.	Scheduled
November 12, 2025	10350-60-2511-03	THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply and septic upgrade program.	Wentzell	Administration	Admin/Finance to draft in Summer 2026. Jurisdictional scan research has begun.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
October 28, 2025	10350-60-2510-16	<p>THAT Council direct staff to initiate a review and update of Bylaw No. 3 – Dogs, with particular emphasis on: Establishing clear provisions for the identification and mandatory muzzling of dangerous or reactive dogs; Examining the legality, safety, and potential restriction or prohibition of electronic or ultrasonic barking deterrent devices; and Developing more stringent guidelines, enforcement measures, and penalties related to persistent or excessive barking. Further, that staff prepare a report for Council's consideration outlining recommended amendments, enforcement implications, and any necessary public consultation process arising from this review.</p>	Fancy	Administration	Draft Bylaw is being prepared.	In Progress
October 14, 2025	10350-60-2510-08	<p>THAT Council of Region of Queens Municipality direct staff to draft an operational policy outlining the reporting requirements for grants funded outside the Community Investment Fund.</p>	Charlton	Finance	Finance staff provided Policy Analyst with both drafts of the policy that were turned down by Council so that he could revise and submit a third draft for Council approval. The box says scheduled so that must mean the PA has it scheduled?	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
September 23, 2025	10350-60-2509-	THAT the Council of Region of Queens Municipality direct staff to prepare a report for next steps for a Forestry Management Plan specifically in reference to municipally owned property, which includes potential framework for an RFP.	Jenkins	Administration	Workshop completed; staff have begun preliminary work on policy development, including jurisdictional scan. Anticipated report back in May 2026.	In Progress
September 09, 2025	10350-60-2509-	THAT the Council of Region of Queens Municipality direct staff to consult with the lot owners' associations, and Council to workshop ideas around potential amendments to address garbage collection respecting private roads.	Charlton	Administration	This item is being included in direct engagement invitations with LOAs that have been issued and are currently being booked around Private Road Levies.	In Progress
July 16, 2025		THAT the Council of Region of Queens Municipality spend up to \$10,000.00 of unbudgeted expense to come from the accumulated surplus for equipment for the rental space of Beach Meadows.	Roy	Community Economic Development	Pending RFP submissions (mentioned above) to determine if there will be any further modifications necessary for the space.	In Progress
June 10, 2025		ACTION ITEM: Create a policy or modify an existing one that will cover Hybrid and Virtual Meetings for Committees.		Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft policy; Summer/Fall 2026	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
June 10, 2025		<p>THAT the Council of the Region of Queens Municipality direct staff to review the existing Policy 58 and come back with recommendations for an updated policy that could include removal of Council approval to waive the ban on consumption of alcohol on municipally owned properties.</p>	Charlton	Community Economic Development	Complete	Complete
May 13, 2025		<p>THAT the Council of the Region of Queens Municipality direct staff to return with a report on the erection of a proper sign structure that could also be used by other community groups to post their signage, along with a proposed designated area.</p>	Jenkins	Community Economic Development	This line item is complete and can be removed. See note above about next steps.	Scheduled
May 06, 2025		<p>THAT the Council of Region of Queens Municipality include segment 1 White Point Road: Millard Avenue to Harley Umphrey Drive in the Capital Investment Plan for 2025/2026 at an estimated cost of \$726,000, utilizing the unspent funds from the library renovation, in the CCBF reserve.</p>	Charlton	Infrastructure	<p>2025-10-14 Report to Council Project Managers & Civil Engineers retained. Design underway with tender process to be in February 2026 2026-01-15 Design & Tender @60%. Release in March 2026-04-16 Progress stalled due to external permitting impediment. Anticipated procurement 2026-05-15</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
April 22, 2025		THAT the Council of Region of Queens Municipality direct staff to review and provide recommendations to update Bylaw 17: A Bylaw Respecting Heritage Properties.	Amirault	Land Use	To be discussed at Heritage Advisory Committee	In Progress
January 28, 2025		THAT the Council of the Region of Queens Municipality table the Private Road Maintenance Charges Bylaw to a future meeting.	Charlton	Administration	Staff report required to return to Council in May/June 2026 with respect to revised version of Private Road Levy Bylaw.	Scheduled
January 14, 2025		THAT the Region of Queens Municipality Council directs the Acting Chief Administrative Officer to provide a staff report with recommendations to develop a Budget Management Policy, which will include considerations for Capital budget overruns, expenditures from Reserves policy, and Operations and Utility budget development processes.	Wentzell	Administration	Admin/Finance to draft in Summer 2026.	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
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2024

December 10, 2024		THAT the Council of the Region of Queens Municipality directs staff to provide a report on the background and cost of options to install permanent electrical connections for the gazebo in Miriam Hunt Park, Caledonia.	Fancy	Community Economic Development	This work will be completed upon Council's approval of the 2026-27 budget.	In Progress
November 25, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide draft amendments to Policy 74 to apply to committee members; AND THAT staff be directed to develop an updated Municipal Employee Code of Conduct that aligns with, is complimentary to, and supportive of, the new Municipal Council Code of Conduct and Municipal Conflict of Interest Act.	Wentzell	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft amendments	Scheduled
November 12, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide a report regarding the background and history of the use of, and discontinuation of, the chain of office and mace.	Wentzell	Administration	Referred to Inclusion Queens Committee	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
November 12, 2024		<p>THAT the Council of the Region of Queens Municipality direct staff to provide updated policies and terms of reference as outlined in this report "Committees of Council Terms of References and Appointments".</p>	Fancy	Administration	<p>Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft updated policies and terms of reference. Will be discussed with Council in March.</p>	Scheduled
October 08, 2024		<p>THAT the Council of the Region of Queens Municipality direct staff to enter into discussions with the Queens Home for Special Care Society and conduct further consultations with stakeholders to develop a transition plan for Hillview Acres and possible change in governance and operational oversight; AND THAT staff be directed to present a draft plan to Council at the earliest opportunity.</p>	Brown	Administration	<p>RQM CAO and Administrator at the Neighbourhoods at Dogwood Lane working with the Province on the transition plan</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
August 13, 2024		<p>THAT the Council of the Region of Queens Municipality grant approval for Queens Home for Special Care to remove up to 100 lineal meters of a stone wall on PID #70247887 and incorporate the stones as part of a landscape element for the new long term care facility on Queens Place Drive in Brooklyn; AND THAT Queens Home for Special Care submit a detailed work plan to the Director of Engineering and Public Works and the Administrator of Hillview Acres for review and approval, prior to commencement of any work; AND THAT a plaque be erected on the new landscape feature by the owners of the new facility, recognizing the historic significance of the stones.</p>	Brown	Community Economic Development	On Hold Due To Costs.	Incomplete
August 13, 2024		<p>THAT the Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting'.</p>	Charlton	Administration	Will return to Council for First Reading in Summer 2026	Scheduled
February 13, 2024		<p>Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.</p>		Land Use	Staff to seek input from external departments / agencies and bring back to HAC for further discussion	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date and Next Steps	Status
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2019

October 22, 2019		Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	Muise	Land Use	Survey complete. Awaiting preparation of deed for signatures and registration. Staff have once again reached out to property owner to finalize this transaction.	In Progress
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April 24, 2026

Scott Christian
119 Cumberland St
Lunenburg, NS
B0J 2C0

Dear Mayor Christian,

Every year, VON Canada marks a special week to thank our dedicated staff and volunteers, and celebrate the caring home and community support they deliver. As this week approaches, we ask you to officially declare “VON Week” and celebrate VON’s contribution and commitment to the home and community care sector in the Region of Queens Municipality.

VON Week this year is May 17 - 23, 2026.

VON Week celebrates all that our dedicated staff and volunteers have achieved and how we will continue to contribute to a strong and efficient healthcare system. VON’s programs and services are essential to the health and wellbeing of our clients and communities, and our connectedness is our success. Together, VON staff, volunteers, clients, families, community partners, sector colleagues, funders and donors make lives better.

We would be honoured if you would participate in a short gathering with a small number of VON staff in VON Queens and support us in celebrating VON Week in our community, by:

- Proclaiming the opening of VON Week
- Raising the VON flag at Town Hall
- Sharing our social media posts to demonstrate your support

<https://www.facebook.com/VONQueensCounty>

We are very proud to be part of an organization that has been making a difference in people’s lives for 129 years – in fact, VON is Canada’s longest-serving charitable organization offering home and community care. We are proud to be supporting the health and safety of the Region of Queens Municipality.

We look forward to celebrating our incredible nurses, community support services and other support staff, along with our volunteers, who all make a lasting difference in our community every day.

Thank you in advance for considering our invitation.

Sincerely,

Kathy Thomas
Manager, Home & Community Care
Nova Scotia Community Support Services, VON Lunenburg, Queens & Tri-County
(902) 298-3705