



**Region of Queens Municipality Regular Council
Tuesday, June 9, 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 – May 26, 2026

4.0 Public Comment

5.0 Delegations and Presentations

5.1 QCHB – Be The Peace Institute: Gender Based Violence

6.0 Unfinished Business

7.0 Staff Reports

- 7.1 College Street Pedestrian Safety
- 7.2 Q1 Capital Projects Progress Update
- 7.3 Pine Grove Park Accessibility Upgrades
- 7.4 Joining a Regional Emergency Management Organization
- 7.5 Update to Rural Water Initiative
- 7.6 2026 Bursary Recipients
- 7.7 Council Implementation Report

8.0 Bylaws and Policies

8.1 First Reading of Bylaw No. 29 – Accommodations Levy

9.0 Correspondence for Action

10.0 Correspondence for Information

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 Legal

16.0 Adjournment



Region of Queens Municipality Regular Council Tuesday, May 26, 2026 4:00 p.m.

Meeting Recording: [2026-05-26 - Regular Meeting of Council](#)

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

Minutes

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

Regrets: Councillor Vicki Amirault

Staff: Patrick Hirtle, Deputy 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

Ms. Green added item 10.1 – Correspondence for Action.

Councillor Roy added item 14.1 – District 1 Remarks.

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

THAT the Council of Region of Queens Municipality approve the May 26, 2026 agenda as amended.

MOTION CARRIED unanimously.

3.0 In Camera

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

THAT Council for Region of Queens Municipality move to Closed Session at 4:04 pm to discuss three items:

- 3.1 Legal
- 3.2 Personnel
- 3.3 Personnel

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality return to Open Session at 4:51 pm.

The meeting recessed at 4:51 p.m. and resumed at 5:32 p.m.

4.0 Adoption of Minutes [\(0:09\)](#)

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

THAT Council for Region of Queens Municipality approve the May 12, 2026 Regular Council Meeting minutes as presented.

MOTION CARRIED unanimously.

5.0 Unfinished Business

There was no unfinished business to discuss.

6.0 Public Comment [\(0:41\)](#)

1. Paul Deveau, Milton [\(1:54\)](#)

Mr. Deveau attended the meeting to express his concerns surrounding the increases in cost of living and his own business expenses.

2. David Brown, Labelle [\(7:41\)](#)

Mr. Brown attended the meeting to express his thoughts on Bylaw 27 – Private Road Maintenance Fees, and to thank Council and staff for their work on it.

7.0 Delegations and Presentations [\(11:31\)](#)

7.1 Liverpool Curling Centre

Members of the Liverpool Curling Centre attended the meeting to give a presentation to Council outlining the recent activities of the club, and to encourage the public to rent and utilize the ice shed space in the off season.

8.0 Staff Reports [\(19:51\)](#)

8.1 Uncollectible Accounts – Solid Waste Facility [\(20:36\)](#)

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

THAT Council for Region of Queens Municipality approve the removal of \$2,783.35 from the Non-Tax Valuation Allowance for Company A;

AND THAT the following balances for outstanding Solid Waste accounts be removed from the Accounts Receivable Ledgers, as there is little probability of collection: Company A \$1,226 (interest only); Company B \$18,105; and Company C \$7,434.

MOTION CARRIED unanimously.

8.2 Personal Leave Accrual [\(26:51\)](#)

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

THAT Council for Region of Queens Municipality approve an adjustment to the Leave Liability be recorded as part of the year-end process at a recovery of \$16,123 for IBEW employees and cost of \$5,007 for CUPE employees, as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.

MOTION CARRIED unanimously.

8.3 Valuation Allowance 25/26 [\(29:18\)](#)

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

THAT Council for Region of Queens Municipality approve the Valuation Allowance for the 2025-2026 fiscal year in the amount of \$94,028.45 as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.

MOTION CARRIED unanimously.

8.4 Capital Funding Update Fiscal 2025/2026 [\(32:49\)](#)

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

THAT Council for Region of Queens Municipality accept this report for information and direct staff to:

- 1) fund completed capital project costs from the 25/26 Capital Investment Plan that are ineligible for Build Canada Strong Funding from the accumulated surplus in the amount of \$117,179; and
- 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of \$142,691 from the Build Canada Strong Fund.

MOTION CARRIED with six (6) in favour and (1) against.

8.5 Beach Meadows Kisok Vendor Recommendation [\(1:02:05\)](#)

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

THAT Council for Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business, Crepes by the Coast, in the Beach Meadows Beach kiosk, for a period from June 1 to September 1, 2026, inclusive, with a mutual option to renew for 2027.

MOTION CARRIED unanimously.

8.6 Easement Agreement – Queens Neighbourhood Co-operative Housing Ltd. [\(1:14:48\)](#)

Councillor Fancy declared a Conflict of Interest and left the table at 6:48 p.m.

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

THAT Council for Region of Queens Municipality enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. (QNCH) for the purpose of constructing a retaining

wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982;

AND THAT all costs incurred in this transaction be borne by Queens Neighbourhood Co-operative Housing Ltd.

MOTION CARRIED unanimously.

Councillor Fancy returned to the table at 6:59 p.m.

The meeting recessed at 6:59 p.m. and resumed at 7:10 p.m.

9.0 Bylaws and Policies [\(1:37:49\)](#)

9.1 First Reading: Bylaw No. 27 – Private Road Maintenance Fees

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

THAT Council for Region of Queens Municipality give First Reading to Bylaw No. 27 – Private Road Maintenance Charges as amended to modify Section 13(1)e from six months' written notice to twelve months' written notice.

MOTION CARRIED with six (6) in favour and one (1) against.

10.0 Correspondence for Action [\(1:58:39\)](#)

10.1 Astor Theatre

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

THAT Council for Region of Queens Municipality direct staff to prepare a letter of support for the Astor Theatre for their application to the Anniversary and Legacy Fund.

MOTION CARRIED unanimously.

11.0 Correspondence for Information [\(2:00:15\)](#)

11.1 D. Chian – Falun Dafa Day

11.2 T. Abromaitis – Indigenous Survivors Day – National Blanket Ceremony Day

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

THAT Council for Region of Queens Municipality receive the Correspondence for Information.

MOTION CARRIED unanimously.

12.0 Report from In Camera

There was no report from *In Camera*.

13.0 Mayor's Report [\(2:00:47\)](#)

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

14.0 Business of Council [\(2:06:33\)](#)

14.1 District 1 Report – Councillor Roy

15.0 New Business

There was no New Business to discuss today.

16.0 Adjournment

The Meeting was adjourned at 7:42 p.m.

Mayor Scott Christian, Chair



Angela Green, Municipal Clerk

Date Approved:



Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 26, 2026
File No: 10350-50-2606-001
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: College Street Pedestrian Safety

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

That Council direct staff to proceed with modifying College Street in Liverpool to become a southbound one-way street.

PURPOSE

To provide Council with options to address pedestrian safety on College Street in Liverpool.

BACKGROUND

At the January 27, 2026 Regular meeting of Council, the following motion was passed:

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.

The current Capital Investment Plan (CIP) proposes a project in 2028-2029 as the final infrastructure upgrade related to water transmission and distribution driven by the Mount Pleasant Service Extension. In addition to providing improved fire flow rates to the area, the project will eliminate 250m of combined sewer collection on College Street. The current budget estimate for the project includes the creation of curb and gutter to manage street interface storm water management, as well as a 1.800m wide pedestrian sidewalk on one side.

Staff research into the study area of College Street from Waterloo to Barss have provided the following attributes (attached):

- Asphalt surface
- 248.0m length
- 5.700-6.000m street width
- 9.400-10.050m right of way width
- Asphalt gutter on a large portion of the eastern street edge, a minor amount of gutter on the western street edge

The Transportation Association of Canada (TAC) have produced with the following additional details for consideration to improve the safety and movement of motorists and pedestrians:

- 3.000-3.700m lane width for urban roadways – Target 3.500m
- 0.750m single person 'Horizontal Operating Envelope' (attached)
- 1.500-1.800m two-person 'Horizontal Operating Envelope' (attached)

Research into existing site conditions have presented the impression that concerns of inadequate pedestrian safety are primarily related to the limited geometric width. Staff noted that motorists travelling in excess of the posted speed limit of 50km/h was not perceived, which also agreed with comments received from residents. It was shared, however, that pedestrian use in the area has increased substantially in recent years, potentially associated with the growth in multi-unit residential housing and expansion to the daycare center.

Investigation into the Province's approach provides the attached policy for paved shoulder widths (attached). AADT count for this street is not available but is estimated to be between 1000 and 1500.

ALTERNATIVES/OPTIONS

Option 1A: Reduce College to a southbound one-way street, adding width for pedestrians

Option 1B: Reduce College to a northbound one-way street, adding width for pedestrians

Option 2: Construct a walkable gravel shoulder

Option 3: Construct a paved shoulder delineated by a painted line

Option 4: Maintain status quo

Option 5: Reverse flow of the Province of NS's portion of College Street

Option 6: Reduce speed to 40km/h

Option 7: Prohibit pedestrians on that section of College Street

Option 8: Increase enforcement in the area

Option 9: Acquire additional right-of-way

ANALYSIS

In Options 1 through 4, the following factor is applicable:

- Existing paved street surface does not meet the recommended width for a low-volume roadway provided by TAC of 6.000m with the exception of the first portion of College Street nearest to Waterloo Street

If Option 2 or 3 is preferred, staff will seek Council direction on the timeline of implementing the preferred option. Staff would return at a future Regular meeting with additional information to outline the expected construction timeline and anticipated costs.

Option 1: Modifying College Street from bi-directional to one-way would be a low-cost option that could be implemented in a relatively short time following a

public education campaign, line marking, procurement and installation of new signage material. The increase in available paved right-of-way would be transitioned into a pedestrian priority area, which additionally could be delineated by a solid painted white line (similar to the portion of Brunswick Street nearest Main Street).

- A)** Modify College Street into a one-way, southbound (i.e., traffic flow from Waterloo Street to Barss Street). This would align with the existing direction of travel on the Provincial portion of College St. but presents a challenge in developing effective signage to avoid driver frustration and confusion for motorists on Barss Street who wish to travel eastbound.

There are two potential options that could be applied in the development of effective signage:

- a. Close the portion of Barss Street from Murphy Drive to College St to through traffic, posting the section as local, no exit
 - b. Barss Street remain unchanged; motorists from Barss Street to College Street would be obliged to take College Street southbound. Advanced signage at the intersection of Barss Street would be posted.
- B)** Modify College Street into a one-way, northbound (i.e., traffic flow from Barss Street to Waterloo Street). Entrance from Waterloo Street onto College Street would be prohibited. This option is less desirable as it is expected to lead to an increase in traffic on neighbouring streets, such as Crowell Street.

Option 2: Expanding the walkable surface with a prominent gravel shoulder is an option to improve pedestrian safety. The Transportation Association of Canada (TAC) defines a walkable shoulder as 1.200m in width, which would allow for 'one-pedestrian envelop'. More intensive analysis into this approach is necessary if it becomes the preferred path forward, as it will require the existing area outside the street surface between the right-of-way to be developed for pedestrian use, with consideration to existing residential landscaping and potential encroachments.

Surface treatment with aggregate is maintenance-intensive and will require regular inspections and remedial work, particularly following rainfall events due

to anticipated erosion associated with the steep grade. Alternate ice control procedures will also be required during the winter maintenance season.

Additionally, the placement of the existing street inside the right-of-way is not consistent from one end to the other; specifically, the available width is skewed from one end to the other. Adding more complication is the existing asphalt gutter, which would separate the walkable shoulder from the roadway and introduces a stumbling hazard.

Option 3: This option is an improvement on Option 2 to provide hard surfacing (i.e., asphalt) for pedestrians. This would alleviate winter ice and erosion concerns.

Option 4: Maintains the status quo with enhancements slated for the 2028-2029 construction year. The delivery of that project is proposed to utilize the current right-of-way with the following details:

- Sidewalk – 1.800m
- Street lanes – 2 @ 3.500m
- Curb and Gutter – 2 @ 0.560m
- Total = 9.920m

With the current proposed scope, the street would remain bi-directional. Should Council decide to proceed with Option 1 above, the scope of the future upgrades could be modified to maintain the one-way motor vehicle travel.

Option 5: Could have the potential to reduce motor vehicle volumes at the morning peak travel times but would likely have the inverse effect for the afternoon peak. More study is needed to understand if this treatment method would have an overall improvement in the area for pedestrians.

Option 6: Reducing the speed limit in the area may be a possibility, but it is unlikely to be approved by the Provincial Traffic Authority. The criteria for eligibility to be considered for speed limit reduction includes five criteria, one of which is that the roadway is classified as 'local'. Where College Street provides a through link between points, it could not be classified as 'local'.

Option 7: Prohibiting pedestrians in the area may be a solution to ensure their safety but would require additional investigation to understand how that would be applied and if it can be enforced. Typically, only restricted access highways, such as '100 Series,' prohibit pedestrian use. This would likely only shift the pedestrian volume to another location and in turn cause similar issues elsewhere.

Option 8: Additional attention from enforcement in the area might help to curb inappropriate use of the roadway which would lead to improvement in safety for both pedestrians and motorists.

Option 9: Acquisition of additional street right-of-way would allow for a comprehensive solution that would retain bi-directional traffic flow in addition to providing a conveyance lane for pedestrians on College Street. This option would be deployed in conjunction with one of the Options, 1, 2 or 3, as a long-term approach to provide significant improvement to the area by increasing the municipal right-of-way from the existing width to the current standard (Land-Use Bylaw) width of 20.0m.

Summary of Options:

Option	Summary	Advantages	Challenges / Considerations	Cost Implications
Existing Conditions	Paved street width is below the recommended TAC low-volume roadway width of 6.0 m (except near Waterloo Street)	<ul style="list-style-type: none"> Maintains current configuration 	<ul style="list-style-type: none"> Limits the ability to safely accommodate vehicles and pedestrians simultaneously. 	No cost (existing conditions)
Option 1A	Southbound one-way	<ul style="list-style-type: none"> Creates pedestrian-priority area Reduces conflicting vehicle movements. 	<ul style="list-style-type: none"> Will impact residents on College Street, leaving their property. Effective signage 	Low
Option 1B	Northbound one-way	<ul style="list-style-type: none"> Creates pedestrian-priority space 	<ul style="list-style-type: none"> Introduces conflicting vehicle movements. Effective signage 	Low
Option 2	Add a 1.2 m gravel shoulder for pedestrians.	<ul style="list-style-type: none"> Creates pedestrian-priority area 	<ul style="list-style-type: none"> Requires development within existing right-of-way, possible impacts to landscaping Maintenance concerns, including erosion and winter maintenance challenges. 	High
Option 3	Similar to Option 2 but with hard surfacing for pedestrians.	<ul style="list-style-type: none"> Creates pedestrian-priority area Reduces erosion and winter maintenance concerns. 	<ul style="list-style-type: none"> Higher cost and additional design/construction requirements. 	Higher
Option 4	Status Quo Until 2028–2029	<ul style="list-style-type: none"> Comprehensive long-term solution within the existing right-of-way. 	<ul style="list-style-type: none"> Delays improvements until future construction cycle. 	
Option 5	Traffic flow reversal on the upper portion	<ul style="list-style-type: none"> Could reduce traffic during certain periods. 	<ul style="list-style-type: none"> May worsen traffic at other times; requires additional study to determine effectiveness. 	
Option 6	Speed limit reduction	<ul style="list-style-type: none"> Could improve pedestrian safety if approved. 	<ul style="list-style-type: none"> Unlikely Provincial Traffic Authority approval because College Street is not classified as a “local” street. 	Medium
Option 7	Restrict pedestrian access	<ul style="list-style-type: none"> Could eliminate pedestrian-vehicle conflicts in the area. 	<ul style="list-style-type: none"> Requires further legal/enforcement review. Likely shifts pedestrian activity elsewhere rather than solving the issue. 	
Option 8	Increase enforcement	<ul style="list-style-type: none"> Could improve safety by reducing improper roadway use. 	<ul style="list-style-type: none"> Effectiveness dependent on ongoing enforcement resources. 	n/a
Option 9	Acquire additional right-of-way	<ul style="list-style-type: none"> Enables comprehensive long-term solution with bi-directional traffic and pedestrian facilities meeting standards. 	<ul style="list-style-type: none"> Requires property acquisition and likely higher cost/longer implementation timeline. Intended to complement Options 1–3. 	

IMPLICATIONS

Depending on the direction provided by Council, implementation of Option 1 can be achieved with existing operational budget. Other options will require staff to prepare estimates for Council consideration at a future meeting.

COMMUNICATIONS

Depending on the direction provided by Council, communication with motorists will be considerate of guidance in the Manual of Uniform Traffic Control Devices. Additional communications will be prepared and disseminated to residents in the impacted area and distributed on social media.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

Concerns over pedestrian safety on College Street between Waterloo and Bars were raised by Council in January 2026. Staff have initiated an investigation into the root cause of these concerns and prepared potential solutions for consideration. Staff's recommendation is to reduce this street section to a one-way, allowing additional space for pedestrians to operate with a low implementation cost.

ATTACHMENTS/REFERENCE MATERIALS

- College Street - Street Limit
- Figure 6.2.1: Typical Pedestrian Dimensions - Geometric Design Guideline for Canadian Roads – Transportation Association of Canada.
- Paved Shoulder Widths for Active Transportation Policy – Province of Nova Scotia

7.1A

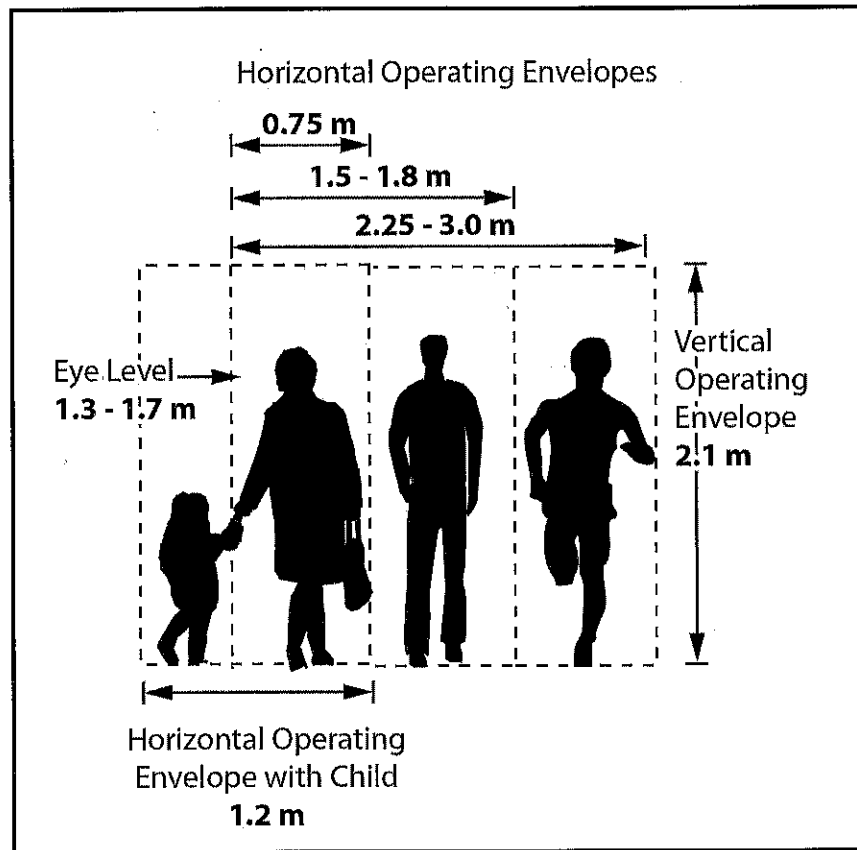


Figure 6.2.1: Typical Pedestrian Dimensions

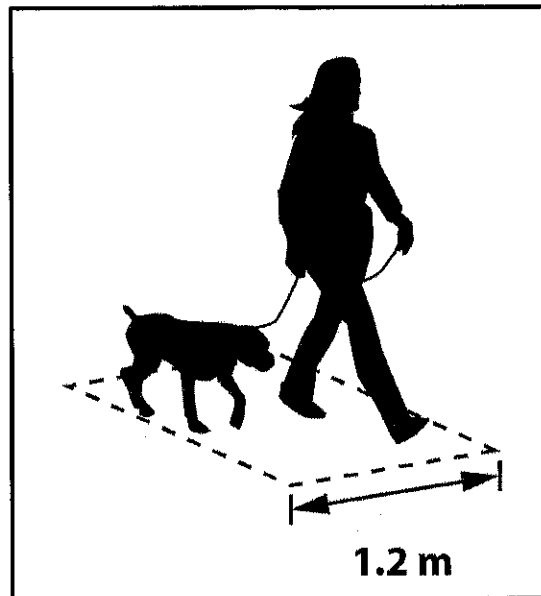


Figure 6.2.2: Horizontal Operating Envelope for a Person with a Service Animal

Paved Shoulder Widths for Active Transportation Policy

Policy Statement

To provide staff with consistent direction in determining when paved shoulders are to be included, and to identify appropriate shoulder widths to accommodate Active Transportation on provincial roads.

Rationale

The Department is committed to supporting Active Transportation with the introduction of paved shoulders on provincial roads. Paving of shoulders will be considered during repaving, reconstruction or construction on provincial roadways.

Policy Objectives

To provide a consistent approach on the implementation of paved shoulder widths for Active Transportation on provincial roadways.

DEFINITIONS

For the purposes of the Paved Shoulder Widths for Active Transportation Policy, the following definitions apply.

Annual Average Daily Traffic (AADT): The average number of vehicles passing the count location in a 24 hour period, averaged on the basis of one year. The AADT for provincial roads is determined by TIR Traffic Engineering Services

Active Transportation (AT) is any form of human-powered transportation including, but not limited to, walking and cycling. Within Transportation and Infrastructure Renewal (TIR), AT includes strategically investing in infrastructure where there is either sole jurisdictional responsibility or opportunities to partner with municipalities.

Active Transportation Coordinator (ATC) – a Transportation and Infrastructure Renewal employee responsible for coordinating active transportation initiatives.

Maintenance Paving – Placing a single lift asphalt overlay on deteriorated and rough paved sections to improve riding smoothness.

Paved Shoulders - The area to the right of the travel lane, between the white painted line and the edge of pavement. For Active Transportation purposes,

paved shoulders provide a separate space for AT use and are not designated or marked as a bicycle lane.

Pavement Preservation – Includes various techniques to extend the life of pavement, including crack sealing, chip sealing, micro surfacing, single lift overlay, black gravel, and double chip sealing of gravel surfaces.

Provincial Roads – Roads owned and maintained by TIR.

Application

This policy applies directly to all highway improvement projects, and staff involved in planning and designing road improvement projects.

Accountability

All Highway Programs staff involved in highway planning, and design, and all Highway Engineering and Construction staff involved in planning road improvement projects are responsible for the consistent application of the Policy and related guidelines.

The District Director, or delegate, is responsible for identifying requirements and constructing Active Transportation facilities, including paved shoulder widths on capital projects. The District Director or delegate is responsible for contacting the Active Transportation Coordinator for eligibility of capital projects and estimates.

The Executive Director of Highway Engineering and Construction and the Chief Engineer, Highway Programs are responsible for ensuring the policy is effective in enabling Highway Programs Staff to determine appropriate application of paved shoulders. The District Director, or delegate, receives approval from the Chief Engineer, Highway Programs for the project to proceed.

The Executive Director of Highway Engineering and Construction and the Chief Engineer, Highway Programs are responsible for complying with this policy in determining funding feasibility for paving shoulders under this policy.

The Active Transportation Coordinator is responsible for reviewing the Capital Program list of projects and providing recommendations for any identified AT upgrades, prior to tendering the projects. The District Director is responsible for providing this list to the ATC.

Monitoring

The District Director and Construction Manager will monitor the policy's implementation, performance and effectiveness with regards to construction of shoulder widths.

The Active Transportation Coordinator will review and update this policy, with feedback from the Districts, as conditions warrant.

Directives

1.0 Selection Criteria for Shoulder Paving

1.1 Determination of Average Annual Daily Traffic (AADT) volumes

- i. Obtained from TIR Traffic Count Data from results collected by TIR Traffic Engineering Census Team and published in Traffic Volume Books.
- ii. For roads that are classified C to H (as shown in Traffic Volume Books), with an AADT of 500 to 2500, the Traffic Engineering and Road Safety Section/Division shall be contacted to provide an estimate of the summertime (July 1 – August 31) daily traffic volumes. This will provide a volume estimate that is more relevant to peak cycling times.

1.2 A provincial road is **ineligible** for shoulder paving when one of the following is identified:

- i. AADT is less than 1000 vehicles per day (vpd)
- ii. Posted speed limit is greater than 80 kilometers per hour
- iii. Maintenance paving or other pavement preservation is being conducted

1.3 Provincial roads are **eligible** for shoulder paving when all of the following are identified:

- i. AADT is greater than 1000 vpd
- ii. Posted Speed zones are 80 km/h or less.
- iii. The road is part of new road construction
- iv. The road is included in capital paving and repaving projects

See Guidelines, Special Circumstances, Item 2.1, if a road is considered a candidate, but not all these criteria apply.

- 1.4 If the provincial road is considered eligible for shoulder paving, then the Active Transportation Coordinator must be consulted to determine if paved shoulders are a suitable AT facility for that area.
- 1.5 In determining the suitability of a road for paved shoulders, the Active Transportation Coordinator shall consider factors which include, but are not limited to, whether the provincial road is associated with:
 - i. A municipal council approved AT plan
 - ii. A cycling route (Blue Route, or other route promoted by a local municipality or cycling group)
 - iii. Proximity to common destinations (schools, shops, libraries, etc)
- 2.0 Active Transportation Paved Shoulder Approval Process
 - 2.1 When a road section is approved for shoulder paving for AT, the “Paved Shoulder Width for Active Transportation” table in TIR’s standard drawings shall be followed (S-2011-200).
 - 2.2 If a project is eligible for paved shoulders, the Executive Director of Highway Engineering and Construction and the Chief Engineer, Highway Programs will determine the funding feasibility and prioritization of the various eligible projects. Local roads that are not part of the proposed provincial “Blue Route” cycling network may require cost sharing from the municipality.
 - 2.3 The District Director is to be the first point of contact for any person, group or committee with local AT issues as per guidelines developed and attached Appendix A (“Involvement of TIR in Active Transportation (AT) issues”).
 - 2.4 The District Director and Area Manager will inform the Construction Manager of any Active Transportation initiatives in the area that will require capital construction, so that they will be considered in the planning of any future capital work.
 - 2.5 If a shoulder is to be widened by paving for AT purposes and is not part of a repaving project, it must be keyed in to the existing paved surface as shown in Standard Drawing S-2009-015 *Asphalt Shoulder Widening Freeways and Arterials*.

Guidelines

1.0 Guideline for AT Paved Shoulder Approval Process

The District Director, Construction Manager or Area Manager is encouraged to review AT plans or other cycling initiatives within the project area prior to contacting the AT Coordinator.

2.0 Special Circumstances

- 2.1 It is recognized that in some circumstances provincial roads may not meet all eligibility criteria for shoulder paving. However, to assist in addressing community Active Transportation needs, the road may be considered for paved shoulders when:
- i. The AADT is not greater than 1000 vpd (See 4.1) and the section of provincial road is a known cycling route or part of an approved AT Plan.
- 2.2 Variation in recommended paved shoulder width will only be considered in special situations. If a road meets the eligibility criteria outlined in Directives, Section 1.3 but has insufficient subgrade width to pave the shoulders to the width recommended in the “Paved shoulder Width for Active Transportation” table, the paved shoulder width may be reduced to 1.0m.
- 2.3 The District Director, or delegate, is to justify this reduction in shoulder width, with documented approval from the Manager of Highway Planning and Design. Signage may be required to notify road users of the narrower paved shoulder condition. Signage will be provided based on an assessment of the project area by the Manager of Traffic Engineering and Road Safety.

References

The Motor Vehicles Act
The Public Highways Act
Municipal Services Agreement
TIR Manual PO1033 Trails Policy and TIR Manual PR5092 Trails Procedure
TIR Manual PO1001 Sidewalk Construction and Maintenance Policy
TAC Geometric Design Guide for Canadian Roads Chapter 3.4 Bikeways
Velo Quebec “Planning and Design for Pedestrians and Cyclists”
Local Active Transportation or cycling initiatives
S-2009-015 Asphalt Shoulder widening freeways and arterials
Traffic volume books, recent edition

Enquiries

District Directors
Construction Managers
Area Managers
Manager, Highway Planning and Design
Special Projects Engineer, Highway Planning and Design
District Traffic Supervisors
Manager Traffic Engineering Services

Appendices

Appendix A: Involvement of TIR in Active Transportation (AT) issues
Appendix B: S-2011-200 Paved Shoulder Width for Active Transportation

Involvement of TIR in Active Transportation (AT) issues

The Special Projects Engineer in Highway Planning and Design is the person responsible for policy development, communications of policy to Department staff, providing advice and direction to staff and public stakeholder groups with respect to TIR's policy, and representing TIR at conferences and public stakeholder events.

For local Active Transportation Committees or Plans, the group requesting input should contact the District Director for the assignment of an appropriate representative. This is most likely to be the Area Manager (AM), as improvements recommended in a Plan will generally be the (financial) responsibility of the Municipality, with permits or advice needed from TIR should they need work done within our ROW. However in instances where the AT plan covers a County, it may be more appropriate to have the Construction Manager (CM) involved as well, as road improvements will undoubtedly require Capital funds. The District Director can decide who, perhaps both, should be involved. In some instances, it may be appropriate for the Special Projects Engineer, who is responsible for AT, to be the contact.

Area Managers are typically the Department representatives who have relationships with the Municipalities, and can deal with all issues relating to things like adjusting grates, keeping shoulders clear of gravel, trail crossings, fitting sidewalks or trails into our ROW, permitting, share the road signs, etc, as well as small road repairs. They also have access to Road Safety Audits and the corresponding funding, if the issue is appropriate.

Construction Managers should be aware of any AT plans in their district which recommend Capital improvements to provincial roads. If these improvements receive approval for construction, they would appear on the Capital Construction Program. Once estimates are completed for proposed AT projects, the group will meet to determine financial responsibilities of the parties involved (similar to J class road cost sharing).

AT should become a regular item on the agenda at District meetings, so that communication on these issues between Area Managers and Construction Managers is not lost, and so that AM's can maintain consistency across the District.

TIR should be represented on all AT Committees across the province, to ensure they are reasonable and able to be implemented. The level of input can vary, from regular meetings with an active group, to reviewing a report, and making sure the appropriate individuals are aware of any recommendations that impact TIR.

POSTED SPEED (km/h)	PAVED SHOULDER WIDTH (m)				GRAVEL WIDTH (m)	
	AA DT <1000	AA DT 1000-3000	AA DT >3000			
	REPAVING ¹ (MIN. - DESIRED)	NEW CONSTRUCTION/ RECONSTRUCTION ² (MIN. - DESIRED)	REPAVING (MIN. - DESIRED)	NEW CONSTRUCTION/ RECONSTRUCTION (MIN. - DESIRED)	REPAVING (MIN. - DESIRED)	NEW CONSTRUCTION/ RECONSTRUCTION
50	NA	1.2 - 1.5	1.2 - 1.5	1.5	0.3 - 0.5	0.5
60-70	NA	1.2 - 1.8	1.2 - 1.8	1.8	0.3 - 0.5	0.5
80	NA	1.2 - 1.8	1.5 - 1.8	1.8 - 2.0 ³	0.3 - 0.5	0.5
80+	TO BE DISCUSSED WITH HIGHWAY PLANNING & DESIGN					

NOTES:

- REPAVING: NO WIDENING OF SUBGRADE IS PLANNED.
- NEW CONSTRUCTION/RECONSTRUCTION GUIDELINES APPLY TO RECONSTRUCTION OR REPAVING WORK AREAS WHERE THE EXISTING SUBGRADE IS WIDE ENOUGH TO MEET THE NEW CONSTRUCTION SHOULDER STANDARDS, e.g. REMOVING CLIMBING LANES, NARROWING LANE WIDTH.
- 1.5m PAVED SHOULDER WITH A 0.5m BUFFER.
- MINIMUM WIDTH MAY BE UNACHIEVABLE DUE TO SUBGRADE CONSTRAINTS. EVERY EFFORT WILL BE MADE TO HAVE THE SHOULDER AS WIDE AS POSSIBLE, WITH AN ABSOLUTE MINIMUM OF 1.0m. IF MINIMUM WIDTHS ARE UNACHIEVABLE, SIGNAGE MAY BE NECESSARY.
- NO SHOULDER WIDENING IS RECOMMENDED WHEN PAVEMENT PRESERVATION MAINTENANCE OVERLAYS, ETC. ARE PLANNED.
- A MINIMUM OF 1.5m IS REQUIRED NEXT TO GUARDRAIL, CURB OR OTHER FIXED OBJECTS. ON SHOULDERS 1.5m OR GREATER, ADD 0.2m TO 0.5m IN AREAS WHERE THERE IS A FIXED OBJECT.

[Signature]
 Manager Highway Planning and Design
 Director Highway Engineering Services
 Executive Director Highway Engineering and Construction

Scale : N.T.S.
 Drawn by : R.SUTCLIFFE
 Checked by : E.PUGH
 Date of Plan : JUNE 2011
 File No. : S-2011-200

No.	REVISION
3	REVISED SEP. 2018
2	NOTES REVISED JAN. 2014
1	CHANGE TO NOTES 27 JUNE 2013



PAVED SHOULDER WIDTH FOR ACTIVE TRANSPORTATION

LEGEND

- WATERMAIN
- SANITARY PIPE
- STORM PIPE
- FORCEMAIN
- - - CENTERLINE
- ⊠ CATCH BASIN
- STORM MANHOLE
- SAN MANHOLE
- ⊠ WATER VALVE
- - - PROPERTY LINE
- CHAINLINK FENCE
- UTILITY LINE
- UTILITY POLE

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. SURVEYS 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.

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



REGION OF QUEENS MUNICIPALITY
 DEPARTMENT OF INFRASTRUCTURE
 PUBLIC WORKS

COLLEGE STREET STREET LIMITS

LOCATION:
 LIVERPOOL, NOVA SCOTIA

SCALE: NTS

DRAWN BY: DM PLAN NO. 1 OF 3

DATE: 12-May-26

← 4 College St
 Liverpool, Nova Scotia

See map



Google 100% Data attribution May 2025

LEGEND

	WATERMAIN
	SANITARY PIPE
	STORM PIPE
	FORCEMAIN
	CENTERLINE
	CATCH BASIN
	STORM MANHOLE
	SAN MANHOLE
	WATER VALVE
	PROPERTY LINE
	CHAINLINK FENCE
	UTILITY LINE
	UTILITY POLE

NOTE:
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b. ALL POINTS AND COORDINATES PROVIDED ON THE FOLLOWING PLANS ARE PROVIDED IN SAME.

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



REGION OF QUEENS MUNICIPALITY
DEPARTMENT OF INFRASTRUCTURE
PUBLIC WORKS

COLLEGE STREET STREET LIMIT

LOCATION:
LIVERPOOL, NOVA SCOTIA

SCALE: NTS

DRAWN BY: DM PLAN NO. 2 OF 3

DATE: 12-May-26



LEGEND

	WATERMAIN
	SANITARY PIPE
	STORM PIPE
	FORCEMAIN
	CENTERLINE
	CATCH BASIN
	STORM MANHOLE
	SAN MANHOLE
	WATER VALVE
	PROPERTY LINE
	CHAINLINK FENCE
	UTILITY LINE
	UTILITY POLE

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. SURVEYS 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.



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



REGION OF QUEENS MUNICIPALITY
DEPARTMENT OF INFRASTRUCTURE
PUBLIC WORKS

COLLEGE STREET STREET LIMITS

LOCATION:
LIVERPOOL, NOVA SCOTIA

SCALE: NTS



DRAWN BY: DM PLAN NO. 3 OF 3

DATE: 12-May-26



Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 26, 2026
File No: 10350-50-2606-002
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Q1 Capital Projects Progress Update

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

That Council receive the report titled Q1 Capital Projects Progress Update for information.

PURPOSE

To provide Council with a progress update on implementation of the Capital Investment Plan for the first quarter of 2026.

BACKGROUND

Each year Council reviews and approves a five-year Capital Investment Plan that reflects their strategic priorities. The most recent plan was approved at a Regular meeting of Council on January 13, 2026.

Following approval at that meeting, staff began developing plans to implement the 29 projects included in the 2026 fiscal year. The following is an outline of the categorized projects for 2026 with their anticipated outcomes:

Equipment:

27-08 Replacement #206 - Van

- Replace end of life (EOL) 2004 GMC C4500 Cube Van with more appropriately (smaller) sized vehicle
- Offer asset for trade-in, as-is

28-07 Replacement #505 – Loader

- Replace EOL 2013 John Deere 624K wheeled Loader, similar size and capability
- Offer asset for trade-in, as-is

26-12b Replacement #103 Truck – Landfill

- Replace end of life 2013 Ford F-250, similar size and capability
- Offer asset for trade-in, as-is

26-11 Replacement #303 Waste Handler – Landfill

- Project canceled during operational budget discussions

26-06 Replacement #509 Loader – PW

- Scheduled replacement for 2014 CAT 430FIT Loader/Plow with similar size loader
- Offer asset for trade-in, as-is

Municipal Water and Wastewater Infrastructure:

24-01 Mount Pleasant Service Extension Design

- Ongoing design, contract administration and assurance services

25-16 MPSE – Extension

- Expand serviceable boundary into the community of Mount Pleasant

24-26 MPSE - Wastewater Lift Station Upgrading

- Upgrade wastewater handling capacity of lift stations impacted by 25-16

24-08 MPSE - Water Transmission Extension Phase V

- Final phase of transmission main upgrade on Roy Turner Road

25-OP1 PLC Computer for Water Utility

- Replace EOL primary logic controller (PLC) for operation of the South Queens Water Treatment Facility

25-03 Queens Place Drive Services Extension

- Expand serviceable boundary on Queens Place Drive to provide municipal infrastructure, vehicle and pedestrian connection to long-term care facility

25-04 Waterloo East Phase IIIB

- Final phase of upgrading municipal infrastructure to eliminate the combined sewer outfall on Waterloo Street
- Fully developed street profile when completed

26-08 CWWTF SAR Implementation Year 1

- PLC replacement and SCADA upgrades
- Sludge holding tank replacement
- Pump lift davit replacement

26-09 SQWWTF SAR Implementation

- Underwater inspection of aerator in lagoon cell 1
- Sludge removal in lagoon cell 1

26-07 Mill Brook Flume Assessment

- Engineering study and assessment of the Millbrook flume
- Hydraulics assessment of Millbrook

25-08 MPSE Main Street - Roy Turner to Mersey (Water)

- Installation of transmission main on West Street Milton from Roy Turner Road to Mersey Place Court

Parks, Facilities & Transportation:

24-30 Accessible Washrooms - Splash Pad

- Fixed structure to provide washroom facilities for user of the splash pad
- Meets accessibility requirements

24-27 Gorham Planter Rehabilitation

- Replace failing retaining structure
- Incorporate accessibility enhancements

24-04 LBDC Library Renovations

- Exterior canopy at entrance to Library
- Accessibility enhancements to sidewalk, line painting and signage
- Façade cleaning and painting

24-28 Old Burial Ground Wall Rehabilitation

- Replace failing retaining structure

25-18 Sidewalk Millard to Harley Umphrey Section 1

- Design and construction of new sidewalk on White Point Road from Millard Avenue to Harley Umphrey Drive

24-07 South Queens Outdoor Pool

- Universally designed, accessible change house
- Beach side entry pool
- 4 x 25m pool

26-15 THACC Improvements Year 1

- Lift from main elevation to 2nd floor and balcony
- Electrical system replacement & upgrade
- Balcony egress mode
- HVAC phase 1

26-10 MSB Heat Pumps

- VRF heat pumps, ducted to service auditorium
- VRF heat pump, connected to existing duct servicing 2nd floor spaces
- Ductless heat pump, to service PW room

Department of Protective Services:

RFS Rural Fire Suppression

- Implementation of improved access to water resources through construction of new access points, new dry hydrants or upgrading of existing municipal dry hydrants

Department of Recreation and Healthy Communities:

26-OP2 Queens Place LED light refit - track and lobby

- Phase two replacing T8 fluorescent lights or halogen units with LED units

26-OP3 Queens Place Roof Remediation

- Repair work to flashing around skylights in main foyer
- Storm water drain maintenance

Solid Waste:

25-17 C&D Site Improvements

- Construction of design developed from 26-12

26-12 C&D Expansion Design

- Design fees, AHJ approvals to expand Construction and Demolition Landfill Cell

Outstanding:

24-09 LBDC HVAC Replacement

- Multi-unit replacement of existing, whole facility HVAC system

25-14 Replacement #204 – Truck

- Replace EOL 2000 Freightliner FL80 dedicated salt & plow truck with similar size and capability
- Offer asset for trade-in, as-is

ALTERNATIVES/OPTIONS

Option 1: Council approves this progress report as presented.

Option 2: Council provide staff with alternative direction.

ANALYSIS

Option 1: Project activities as of May 23, 2026, are summarized in the table on the following page with additional details:

Equipment:

Equipment replacements are progressing, the EOL replacement of #303 Waste Handler at the Solid Waste Facility was cancelled during operational budget discussions. That existing asset remains in place, tagged out of service.

Municipal Water and Wastewater Infrastructure:

MPSE linear extension continues, one week delay from original schedule, contractor considering additional resources. MPSE lift station work is mobilizing, contractor undertaking exploratory work, developing schedule, procuring prefabricated structures. Application to NS Regulatory and Appeals Board resubmitted, once received application to NSTIR required to initiate 25-08 (24-01, 25-16, 24-26, 24-08, 25-08).

Replacement PLC for South Queens Water Treatment is at a development stage, specialized work with limited contractors presents challenges (25-OP1).

Extension work to Queens Place Drive will resume following work by the development, actively scheduling contracted work meanwhile (25-03).

Contractor is expected to fully mobilize to site in July with substantial completion before the end of calendar year on Waterloo (25-04).

Activities to address deficiencies from the 2024 System Assessment Report (SAR) are underway which includes procuring design and construction services (26-08, 26-09).

Assessment of the Mill Brook Flume will begin shortly (26-07).

Parks, Facilities & Transportation:

Work to develop an accessible washroom at the Etlí Milita'mk playpark is ongoing as staff exhaust options. A staff report to present potential paths forward is expected at the next available meeting of Council (24-30).

Construction on the Gorham Planter is expected to begin in the following weeks (24-27). 24-04 LBDC Library Renovations accessibility improvements underway with canopy installation beginning soon. 24-28 Old Burial Ground Wall Rehabilitation concept will be presented to Council at the next opportunity.

Sidewalk Millard to Harley Umphrey is out for tender following a lengthy permitting process (25-18).

South Queens Outdoor Pool continues toward substantial completion of the facility by the Design Builder of July 3, 2026. RQM scope of work is targeted to be completed by June 19, 2026. Heat pump integration will continue with substantial completion of that activity expected July 31, 2026 (24-07).

Year one improvements at the Town Hall Arts and Cultural Center initiating with the receipt of a work proposal by the incumbent 26-15

Design work for the construction of heat pumps at the Municipal Services Building will commence in the coming weeks (26-10).

Department of Protective Services:

Work on Rural Fire Suppression is underway with the development of an administrative framework to guide resource use consistently for each department as well as incorporate strategic management practices that support rural fire fighting response.

Department of Recreation and Healthy Communities:

Work has initiated with repairs to flashing around skylights but is not complete. Light replacement will continue in September (26-OP2, 26-OP3)

Solid Waste:

Design work on the C&D cell expansion is currently underway by Dillon Consulting. Timeline to receive construction approval from provincial agency puts the timeline to completion at risk for this fiscal season (25-17, 26-12).

Outstanding:

Replacement of the HVAC system at the Liverpool Business Development Center is nearing completion with minor deficiencies remaining to be corrected (24-09).

Replacement salt truck is anticipated mid-June, ahead of scheduled delivery (25-14).

CIP PROJECT	Project Status	(Planned) Project Start	Progress of Internal Dependant Activities	Progress of Contracted Activities	Progress of External Dependant Activities	Timeline Status	Next Milestone	Anticipated Milestone Date
27-08 Replacement #206 - Van	In Progress	2026-05-30	50%	0%	n/a	On Track	Tender Closing	2026-05-29
28-07 Replacement #505 - Loader	In Progress	2026-05-01	95%	95%	n/a	On Track	Delivery of remaining equipment	2026-07-30
26-12b Replacement #103 Truck - Landfill	In Progress	2026-05-14	25%	0%	n/a	On Track	Tender Issue	
26-11 Replacement #303 Waste Handler - Landfill	Cancelled	n/a	n/a	n/a	n/a	Completed	n/a	n/a
26-06 Replacement #509 Loader - PW	Not Started	2026-07-06	10%	0%	n/a	On Track	Tender Issue	2026-08-01
24-01 Mount Pleasant Service Extension Design	In Progress	2025-06-01	20%	15%	n/a	On Track	Commissioning report	2027-03-31
25-16 MPSE – Extension	In Progress	2025-07-04	25%	15%	n/a	On Track	Construction Completion	2026-07-31
24-26 MPSE - Wastewater Lift Station Upgrading	In Progress	2026-05-20	20%	5%	n/a	On Track	Forcemain completion	2026-06-16
24-08 MPSE - Water Transmission Extension Phase V	Initiating	2024-05-28	10%	10%	25%	Delayed	RAB Approval	2026-06-05
25-OP1 PLC Computer for Water Utility	Initiating	2026-02-16	15%	5%	n/a	Delayed	Design Approval	date pending
25-03 Queens Place Drive Services Extension	In Progress	2025-02-20	70%	0%	15%	Delayed	Completion of External Activities	2026-06-05
25-04 Waterloo East Phase IIIB	In Progress	2026-02-23	50%	0%	n/a	On Track	Contractor mobilization	date pending
26-08 CWWTF SAR Implementation Year 1	Initiating	2026-05-01	15%	0%	0%	On Track	RFP for Design	2025-05-27
26-09 SQWWTF SAR Implementation	Initiating	2026-03-23	10%	5%	n/a	On Track	Award RFQ	2026-06-22
26-07 Mill Brook Flume Assessment	Not Started	2026-06-15	0%	0%	n/a	On Track	Proposal Award	2026-06-22
25-08 MPSE Main Street - Roy Turner to Mersey (Water)	Initiating	2026-04-01	10%	10%	25%	Delayed	RAB Approval	2026-06-05
24-30 Accessible Washrooms - Splash Pad	Initiating	2024-06-10	10%	0%	0%	Delayed	Accepted Concept	2025-06-23
24-27 Gorham Planter Rehabilitation	Initiating	date pending	10%	0%	0%	Delayed	Construction mobilization	date pending
24-04 LBDC Library Renovations	Initiating	2026-07-06	5%	0%	n/a	On Track	Workplan development	2026-07-10
24-28 Old Burial Ground Wall Rehabilitation	Initiating	2025-04-29	10%	0%	0%	Delayed	Accepted Concept	2025-06-23
25-18 Sidewalk Millard to Harley Umphrey Section 1	In Progress	2026-10-02	50%	0%	n/a	Late	Tender Issue	2026-05-28
24-07 South Queens Outdoor Pool	In Progress	2024-10-05	75%	80%	n/a	Delayed	Substantial Completion	2026-07-03
26-15 THACC Improvements Year 1	Initiating	2026-04-17	10%	5%	0%	On Track	Design Award	2026-05-29
26-10 MSB Heat Pumps	Not Started	2026-06-15	0%	0%	0%	On Track	RFP for Design	2026-06-22
RFS Rural Fire Suppression	Initiating	2026-04-15	25%	0%	n/a	On Track	Engagement with FDs	2026-06-16
26-OP2 Queens Place LED light refit - track and lobby	Initiating	2026-09-01	0%	0%	n/a	On Track	Work schedule	2026-08-01
26-OP3 Queens Place Roof Remediation	In Progress	2026-04-01	20%	20%	n/a	On Track	Storm drain maintenance	date pending
25-17 C&D Site Improvements	Not Started	date pending	0%	0%	n/a	At Risk	Completion of 26-12	date pending
26-12 C&D Expansion Design	Initiating	2026-04-01	10%	10%	0%	On Track	Draft Design	date pending
24-09 LBDC HVAC Replacement	In Progress	2023-10-21	95%	95%	n/a	Delayed	Substantial Completion	date pending
25-14 Replacement #204 – Truck	In Progress	2025-05-05	99%	90%	n/a	On Track	Delivery of equipment	2026-06-15

Table Terminology:

Project Status:

- 1) Not started – work on the project yet to begin
- 2) Initiating – staff are actively collecting information which will support project movement
- 3) In-Progress – project is underway and has a measurable outcome
- 4) Complete – project has reached substantial completion, minor deficiencies or warranty items may remain, but project is essentially ready for use
- 5) Cancelled – project has been terminated

(Planned) Project Start - Date when the project is expected to or did materially begin.

Internal Dependant Activities are project tasks that are being completed by municipal staff

Contracted Activities are project tasks that are being completed through contract to private party.

External Dependant Activities are project related tasks that impact or impede the project such as permitting or externally contracted work.

Timeline Status:

- 1) On Track – Project is moving along as expected and anticipated at this time to complete on schedule
- 2) At Risk – Project schedule is impeded and at risk of delay
- 3) Delayed – Project is behind schedule
- 4) Completed – Project Complete

IMPLICATIONS

There are no updates to financial impacts as adopted in the CIP at this time.

COMMUNICATIONS

Communications with impacted parties is ongoing or pending start for each project.

BYLAWS/PLANS/POLICIES

2026-2031 Capital Investment Plan

SUMMARY

Implementation of 29 projects in the 2026 Capital Investment Plan is underway. Four projects remain to start, 12 are initiating, ten are in-progress with one project cancelled. The next quarterly update is scheduled for September 8, 2026.

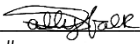
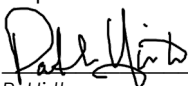
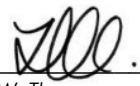
ATTACHMENTS/REFERENCE MATERIALS

[2026-2031 Capital Investment Plan](#)



Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 28, 2026
File No: 10350-50-2606-003
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Pine Grove Park Accessibility Upgrades

Prepared by:  S. Falk CEDO	Supervisor:  P. Hirtle Deputy CAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATIONS

THAT Council for the Region of Queens Municipality direct staff to proceed with implementing Phase 1 of the proposed accessibility upgrades at Pine Grove Park in partnership with the Nova Scotia Guide Service;

AND THAT Council for the Region of Queens Municipality direct staff to further investigate costs and implications of Phase 2, and refer consideration of Phase 2 to the 2027/2028 Budget deliberations.

PURPOSE

To seek Council approval to proceed with permitting and contracting work that will reduce barriers for parking, walking/rolling, and fishing at Pine Grove Park.

BACKGROUND

In Fall 2025, staff were connected with Vinal Smith of the Nova Scotia Guide Service (NSGS) who was interested in creating an accessible fishing area in Pine Grove Park. The NSGS hosts youth programs on outdoor skills, organizes learn to fish workshops and fishing derbies, and offers training for registered hunting and

fishing guides. Preliminary ideas discussed included the potential for accessible parking and the installation of an accessible fishing dock, accessed through the roped-off entrance at the “Old Ballfield” clearing.

An overview of the project was provided to the Accessibility Committee on December 15, 2025. The committee did not provide any recommendations at that time and asked for further due diligence including confirmation of feasibility, land use constraints, and applicable regulatory requirements.

Staff met with Guide Service representatives Vinal Smith and Peter Lavender in early 2026 to discuss next steps and project phases. The outcome being that the accessible fishing area would enhance the park and be used by NS Guide Services to host community workshops on learning to fish.

In February 2026, staff conducted a site visit and drafted a rendering of the concept using available aerial imagery.



At the May 25, 2026, Accessibility Committee meeting, committee members approved a motion of support for the Pine Grove Park accessibility project and recommend that the presentation and proposal be brought forward to Council for further consideration.

Several other community groups and partners have expressed interest in the project.

Jason Leblanc, Director of Inland Fisheries, Department of Fisheries and Aquaculture, has funds available to support barrier-free waterfront access for fishing.

Ducks Unlimited, which has already worked with the municipality to designate the marshy cove area in the park as a duck breeding and resting area, is interested in following and supporting the project.

Community member Chris Clarke has suggested to include the Butterfly Club, a local birding group, and members of the Rhododendron Society to discuss plantings in the centre of the project area, as well as bird boxes.

PHASE 1

The first proposed phase of this project in 2026 is the installation of a new gravel driveway off Hwy 8, three new parking spaces (2 barrier-free and 1 standard), and a sloped gravel walkway to the waterfront for low-barrier fishing and water access. A portable barrier-free washroom would be installed seasonally until direction on Phase 2 is given.

PHASE 2

Pending future Council approval, a second phase in subsequent years would see the addition of a dock, a permanent barrier-free washroom and picnic shelter/seating, as well as initiatives from community groups such as bird boxes, plants, etc. A [similar accessibility project](#) was undertaken by the Antigonish Rivers Association in 2021, providing inspiration and direction for the Pine Grove project.

ALTERNATIVES/OPTIONS

Option 1: THAT Council for the Region of Queens Municipality direct staff to proceed with implementing Phase 1 of the proposed accessibility upgrades at Pine Grove Park in partnership with the Nova Scotia Guide Service;

AND THAT Council for the Region of Queens Municipality direct staff to further investigate costs, funding opportunities, and implications of Phase 2, and refer consideration of Phase 2 to 2027/2028 Budget deliberations.

Option 2: THAT Council for the Region of Queens Municipality direct staff to proceed with implementing Phase 1 of the proposed accessibility upgrades at Pine Grove Park in partnership with the Nova Scotia Guide Service.

Option 3: Council may defer decision and request more information from staff.

ANALYSIS

Option 1: This option allows the planning of all components in tandem, including any cost savings that could be achieved through contracting work all at once.

Adding a barrier-free area to Pine Grove Park has been a priority for the Accessibility Plan since 2020 and aligns with Municipal Policy 87 on Recreation for All, as well as several of Council's 2026-2029 Strategic Priorities goals.

A combination of provincial monies and funding from the Region of Queens' Accessibility Reserve will be used to fund Phase 1 of the proposed project.

Staff would apply for provincial Accessibility grants to support Phase 2 as those funding programs open to applications. There is potential funding through the Nova Scotia Community ACCESS-Ability Program that would cover two-thirds of accessibility-related improvements up to \$50,000.

Decisions on what components of Phase 2 are prioritized can take place during 2027/2028 Budget deliberations.

Option 2: Under this option, the focus is on the completion of Phase 1 with elements of Phase 2 left for future consideration by staff and Council.

This approach allows for a more thorough exploration of external funding opportunities to support Phase 2 and will also allow staff to gather community feedback after Phase 1 has been completed.

Option 3: If Council have questions, staff are prepared to carry out additional research and report back to Council before a final decision is made.

IMPLICATIONS

Financial:

Proceeding with a phased approach would have minimal budget impact.

Staff anticipate that an expected financial contribution of up to \$12,000 from the Department of Fisheries and Aquaculture would cover most of the costs for

Phase 1 work. The total cost estimate for Phase 1 based on the work proposed in this report is estimated to be between \$16,000 and \$20,000, based on preliminary quotes provided by a contractor.

Staff are proposing that any costs for Phase 1 not covered by Department of Fisheries and Aquaculture program funding would be covered by the Region of Queens' Accessibility Reserve, which currently holds \$70,000. To date, the Accessibility Reserve has funded two small projects since it was established in April 2025.

Environmental:

Consultation will be required with the Provincial Department of Public Works for a driveway permit and the Department of Natural Resources for shoreline work.

There are no restrictive covenants in the Bowater deed affecting this area.

COMMUNICATIONS

Should Council direct staff to proceed with the recommended project, Communications staff will work with the project partners to develop a communications strategy to publicize the approved project, timeline, progress updates, and grand opening. This information will be promoted on the Region's and project partners' social media channels.

BYLAWS/PLANS/POLICIES

The project aligns with several municipal policies, the current accessibility plan, and strategic priorities:

[The Region of Queens Policy #87 - Recreation for All](#)

87.12 Council shall seek to improve accessibility incrementally for all existing municipal recreational properties with budget allocations each year.

[Municipal Accessibility Plan 2025-2030- Built Environment Renovations Progress in Queens](#)

12. Pine Grove Park TO DO - have at least 1 accessible area with extended picnic table(s) by creating a second parking lot and flat entry point to the Trestle Trail

[Strategic Priorities Plan](#)

- Encourage growth (1.2)
- Strengthening partnerships with community (3.1)
- Improving accessibility of programs, services, and facilities (3.3)

SUMMARY

Working collaboratively with community and provincial partners to create a barrier-free waterfront access in Pine Grove Park will allow more residents and visitors to enjoy this community park and participate in the longstanding tradition of fishing the Mersey River.

ATTACHMENTS/REFERENCE MATERIALS

[Municipal Accessibility Plan 2025-2030](#)

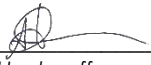
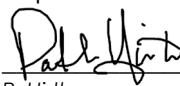
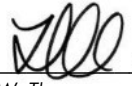
[Strategic Priorities Plan](#)

[The Region of Queens Policy #87 - Recreation for All](#)



Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 26, 2026
File No: 10350-50-2606-004
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Joining a Regional Emergency Management Organization

Prepared by:  A. Henhoeffler Dir. Protective Services	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATIONS

- THAT Council direct staff to initiate discussions with the Lunenburg County Regional Emergency Management Organization (Lunenburg REMO) regarding the Region of Queens Municipality joining the existing regional emergency management structure; and
- THAT staff be directed to work with Lunenburg REMO to return to a future Regular meeting of Council with a report outlining the proposed Inter-Municipal Service Agreement (IMSA), governance structure, financial implications, and implementation requirements associated with the Region of Queens Municipality joining Lunenburg REMO; and
- THAT Council direct staff to proceed with application to the Nova Scotia Department of Emergency Management 2026–27 Regional Emergency Readiness Grant program in collaboration with the preferred REMO partner.

PURPOSE

The purpose of this report is to provide Council with information and analysis regarding Regional Emergency Management Organization (REMO) partnership opportunities available to the Region of Queens Municipality (RQM). The report also seeks direction from Council regarding staff formally engaging with the recommended REMO partner to align with the Nova Scotia Department of Emergency Management (DEM) REMO Standards effective February 2, 2026.

BACKGROUND

- Emergency management in Nova Scotia is governed by the Emergency Management Act (1990), the Emergency Preparedness and Nova Scotia Guard Act (2024), and the 2026 DEM REMO Standards.
- Historically, municipalities operated emergency management programs independently with local Emergency Management Coordinators, planning structures, and municipal response systems.
- Following several major emergencies in Nova Scotia, including the 2023 wildfires, Hurricane Fiona, flooding events, and severe winter storms, the Province strengthened expectations regarding regional coordination, planning, training, and emergency management capacity.
- The 2026 DEM REMO Standards require municipalities to participate in a REMO and establish shared regional emergency management capability, including regional planning, training, coordination, and Emergency Coordination Centre (ECC) capacity.
- RQM may explore partnership opportunities with the three neighbouring REMOs that share geographic boundaries with the municipality: Annapolis County REMO, Lunenburg County REMO, and Shelburne County REMO.
- Council received a workshop presentation on April 14, 2026, regarding emergency management modernization, provincial standards, and potential REMO partnership opportunities available to RQM. Following the workshop presentation, Council directed staff to prepare a staff report outlining REMO partnership options and recommendations.

ALTERNATIVES/OPTIONS

Based on geographic alignment and discussions with neighbouring municipalities, RQM may explore partnership opportunities with the following REMOs:

Option 1 – Lunenburg County REMO

- Established and mature regional emergency management structure with existing staffing depth, governance systems, and regional training capacity.
- RQM already participates in several established regional partnerships and collaborative initiatives with Lunenburg County municipal units.
- Strong operational continuity, ECC staffing capacity, and established regional coordination practices.
- Higher overall program cost compared to other REMOs.

Option 2 – Annapolis County REMO

- Shared border area through Kejimikujik region and western inland geography.
- Smaller and developing REMO structure with lower anticipated costs.
- Limited staffing depth and regional operational capacity at present.
- Longer travel distance between municipal offices and Emergency Coordination Centre (ECC) functions.

Option 3 – Shelburne County REMO

- Recently established REMO formed following the 2023 wildfire event.
- Similar rural and coastal municipal characteristics.
- Lower estimated program cost in the short term.
- Program maturity and staffing capacity continue to develop as the REMO evolves.

ANALYSIS

Staff reviewed each potential REMO option using several operational and governance considerations, including geographic alignment, governance structure, staffing capacity, existing inter-municipal relationships, ECC capability, program maturity, and anticipated long-term sustainability.

While neighbouring geographic areas such as Kejimikujik National Park and provincial Crown land may involve leading provincial or federal agencies depending on jurisdiction, regional emergency management coordination remains focused on municipal emergency support functions, public information, evacuation support, sheltering, and regional coordination capacity.

All three REMO structures are capable of supporting regional emergency management coordination; however, the maturity and operational capacity of each model differs significantly.

The Lunenburg REMO currently provides the most established regional emergency management structure available to RQM. The model includes almost 2.5 full-time emergency management staff, staffing support from participating municipal units, structured on-call rotations involving trained municipal personnel, and approximately 60 trained staff capable of supporting ECC operations during large-scale emergencies.

Approximate geographic distances between key areas of RQM and neighbouring REMO ECC locations were also reviewed as part of the operational assessment. See attachment “*Regional Emergency Coordination Centre Proximity Overview*”.

RQM maintains an existing Memorandum of Understanding (2022) and historical emergency management cooperation agreements with Lunenburg County municipal units, which may support implementation and regional coordination continuity. RQM also maintains a historical Peacetime Emergency Agreement (2006) with Annapolis County.

The Lunenburg model also aligns operationally with RQM, stemming from similar municipal composition, existing regional relationships like Mayors/Warden and CAOs working group, shared building services, and established collaboration between municipal units.

Annapolis and Shelburne remain viable options and offer lower initial cost structures. Both models continue to develop operationally and may require greater long-term municipal input and program development with support of Region of Queens staff as standards evolve.

While cost remains an important consideration, operational maturity, continuity, staffing depth, and regional coordination capability are critical factors in supporting long-term compliance with the DEM Standards and ensuring sustainable emergency management capacity for RQM.

Each REMO option presents unique operational strengths and considerations for the Region of Queens Municipality.

Summary Comparison Matrix

Factor	Lunenburg County REMO	Annapolis County REMO	Shelburne County REMO
Municipalities involved	-District of Lunenburg -Muni. of Chester -Town of Bridgewater -Town of Lunenburg -Town of Mahone Bay	-Annapolis County -Town of Middleton -Annapolis Royal	-Muni. of Barrington -Muni. of Shelburne -Town of Shelburne -Town of Lockeport -Town of Clark's Harbour
Geographic proximity to RQM	-Northeast of RQM	-Northwest of RQM - share Kejimikujik National Park	-West/Southwest of RQM
Distance from Main ECC to RQM	-60 km	-115 km	-61 km
Existing relationship with RQM	-Shared Building Services -Mayors/Warden CAO group -Regional Economic Development exploration -Region 6 Solid Waste -REMO Mutual Aid Agreement	-Peacetime Emergency Agreement	-Region 6 Solid Waste
Governance structure of REMAC	-Two Elected Officials from each unit + 1 Alternate -Quorum 50% + 1	-Two Elected Officials from each unit -Quorum 50% + 1	-Two Elected Officials from each unit -Quorum 50% + 1
Host municipality	-Muni. of Lunenburg	-Annapolis County	-Muni. of Barrington
Emergency Management staff	-2 Full time staff -33% of Chester EM staff	-1 Full time staff	-1 Full time staff
Municipal staff contribution	-10% of 1 staff (designated Assistant Emergency Coordinator) per unit -Limited admin support -57 staff trained for the ECC	-Review occurring of all staff -Competent Directors	-Minimum of 9 staff members
Cost-sharing model	-20% base funding, remainder by uniform assessment	-8% base funding, remainder by uniform assessment	-20% base funding, remainder by pop + uniform assessment
Estimated Full-Year RQM Cost (2026/27)	-\$58,500	-\$48,400	-\$15,000
Training & exercise program	-Robust – ICS 100, 200, 300, BEM, ECC, Evacuations, Section Specific -Monthly training/exercise for team -Annual training calendar to ensure attendance exercise minimum 2 exercises per year, multiple tabletops	-As needed ECC, BEM, ICS 100 -anything the province hosts -EMC can only teach BEM	-As needed
ECC locations	-District of Lunenburg -Municipality of Chester	-Annapolis County Municipal Office -Animal Control Granville Ferry	-Municipality of Barrington -Alternates: - Town of Shelburne - Municipality of Shelburne - Town of Lockeport - Barrington Search & Rescue
RQM's Relative Size	RQM would be 3 rd largest of 6 units	RQM would be second largest of 4 units	RQM would be largest of 6 units
2021 Census Population	49,488	21,237	13,785
Population Breakdown (Region of Queens 10,422)	-Muni. of Lunenburg 25,545 -District of Chester 10,693 -Region of Queens 10,422 -Bridgewater 8,790 -Town Lunenburg 2,396 -Mahone Bay 1,064	-County of Annapolis 18,834 -Region of Queens 10,422 -Middleton 1,873 -Annapolis Royal 530	-Region of Queens 10,422 -Muni. of Barrington 6,523 -Muni. of Shelburne 4,336 -Shelburne Town 1,725 -Lockport 476 -Clark's Harbour 725

Overall Operational Readiness	Mature	Moderate	Developing
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IMPLICATIONS

- The Province has established mandatory DEM REMO Standards requiring municipalities to participate in regional emergency management structures.
- The approved 2026–27 operating budget includes a placeholder allocation of \$35,000 representing an estimated half-year transition and legal costs associated with joining a REMO.
- Future annual costs will depend on the final Inter-Municipal Service Agreement (IMSA), cost-sharing formula, staffing model, and annual operating budget approved by participating municipal councils.
- Failure to align with the DEM Standards may result in the Province exercising direction regarding regional emergency management alignment and structure.
- The Nova Scotia Department of Emergency Management currently offers the 2026–27 Regional Emergency Readiness Grant, which provides up to \$20,000 in funding support for each municipality transitioning or enhancing their REMO structures.

Grant Funding Structure		
Year	Provincial Share	Municipal Share
2026–27	75%	25%
2027–28	50%	50%
2028–29	25%	75%

COMMUNICATIONS

- Should Council direct staff to proceed, communication and engagement would occur with the preferred REMO partner municipalities, participating CAOs, and NS DEM.
- A future Inter-Municipal Service Agreement (IMSA) and harmonized emergency management by-law would require Council review and approval.
- Any by-law amendments would proceed through the required public notice and reading process under the Municipal Government Act.
- Public communication and partner engagement would occur throughout implementation to ensure awareness of the transition and continued emergency management service delivery.

BYLAWS/PLANS/POLICIES

- Emergency Management Act (1990)
- Emergency Preparedness and Nova Scotia Guard Act (2024)
- Nova Scotia DEM REMO Standards (2026)
- Municipal Government Act
- 2026–2029 Municipal Strategic Priorities including:

Environment and Infrastructure:

2.4 Enhance our Emergency Management Operations Plan

Governance:

- 4.1. Improve transparency and accountability
- 4.2. Create a positive and supportive organizational atmosphere
- 4.3. Improve internal and external communications

SUMMARY

Emergency management expectations in Nova Scotia have evolved significantly in recent years. The Province now requires municipalities to participate in a Regional Emergency Management Organization (REMO) to support consistent emergency management capability, regional coordination, training, planning, and emergency response support across the province.

RQM currently operates an independent emergency management structure; however, meeting the new DEM Standards will require increased regional coordination, staffing capacity, planning capability, and ongoing administrative support. Staff reviewed three neighbouring REMO partnership opportunities including Annapolis County REMO, Lunenburg County REMO, and Shelburne County REMO.

While each REMO presents advantages and considerations, staff are recommending that Council direct staff to initiate discussions with the Lunenburg County REMO based on the maturity of the program, established governance structure, staffing depth, regional coordination capability, and existing operational relationships. The recommendation recognizes that the Lunenburg model may have higher associated costs than some alternative structures; however, staff believe the established capacity and operational readiness provide the strongest long-term alignment with the provincial standards and emergency management expectations. A high-level

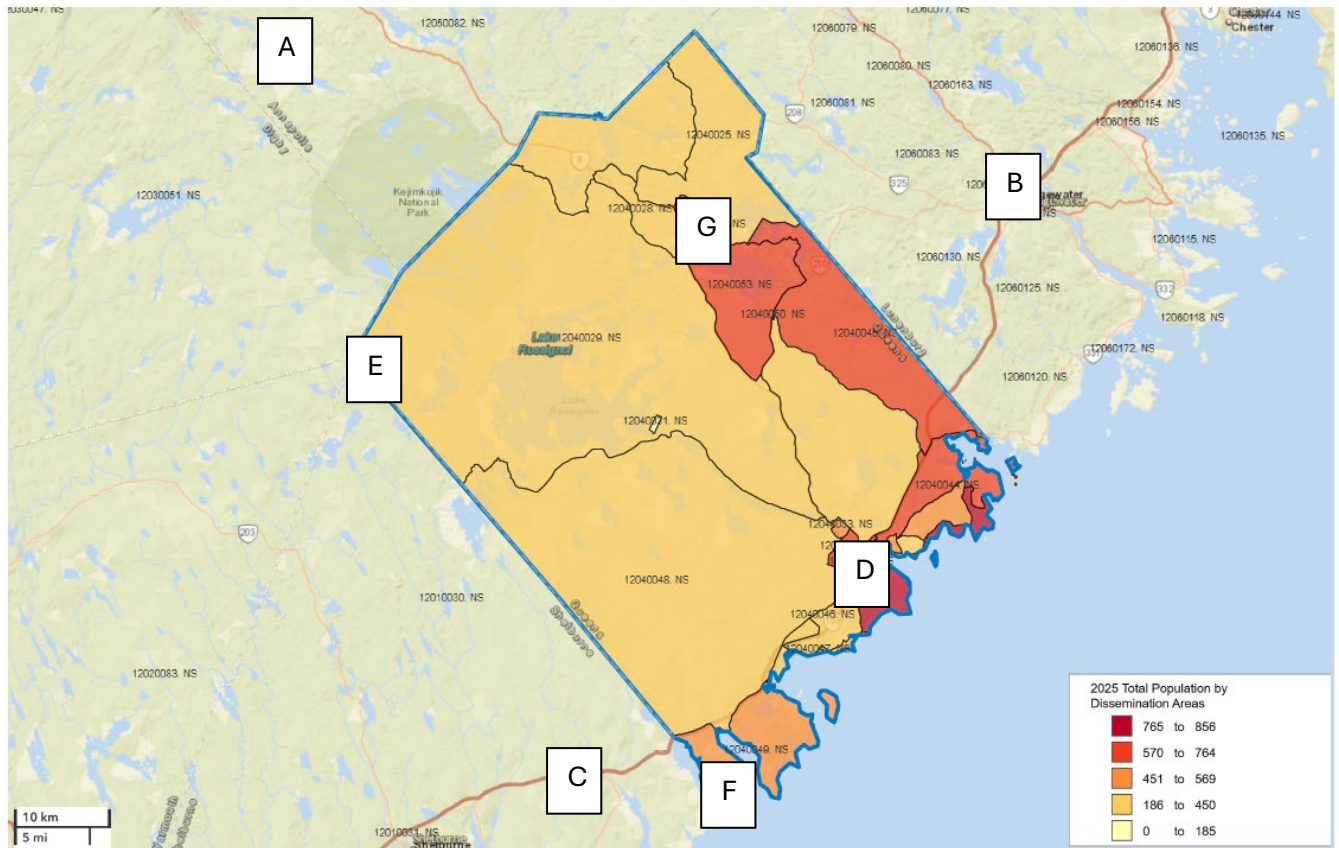
implementation flowchart outlining the anticipated process for REMO integration and IMSA development is attached.

Should Council support the recommendation, staff would return to a future Regular meeting with additional information regarding governance, cost-sharing, implementation requirements, and draft agreement structures for future Council consideration.

ATTACHMENTS/REFERENCE MATERIALS

- Nova Scotia DEM REMO Standards (2026)
- 2026–27 Regional Emergency Readiness Grant Information
- Regional Emergency Coordination Centre Proximity Overview
- REMO Implementation Flowchart

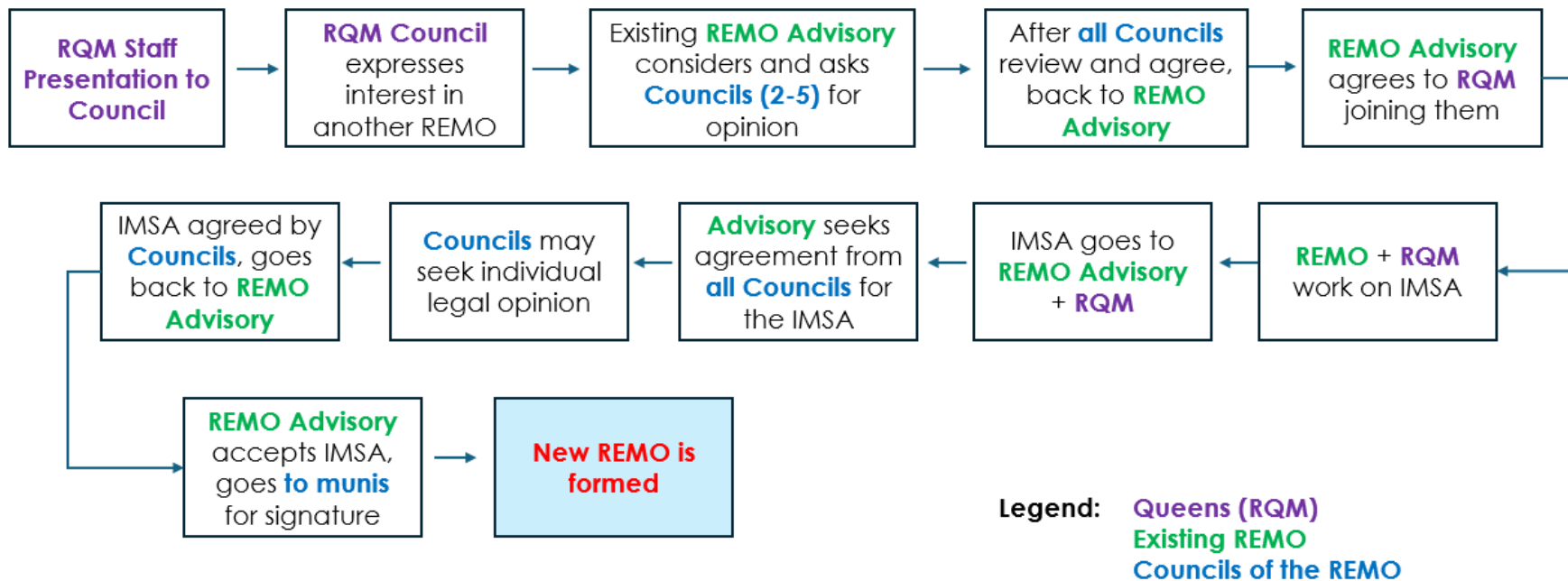
Regional Emergency Coordination Centre Proximity Overview



	E – Northwest RQM	F – Southwest RQM	G – Tait Run	H – Molega / Labelle	D - Liverpool
A – Annapolis ECC	96 km	143 km	77 km	88 km	74 km
B – Lunenburg ECC	82 km	86 km	39 km	36 km	61 km
C – Shelburne ECC	150 km	33 km	116 km	104 km	62 km
D – RQM ECC	90 km	29 km	56 km	44 km	0 km

REMO Implementation Flowchart

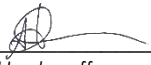
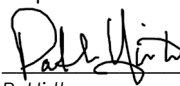
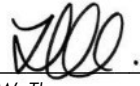
A high-level implementation flowchart outlining the anticipated REMO formation and IMSA approval process is attached for reference.





Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 28, 2026
File No: 10350-50-2606-005
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: Update to Rural Water Initiative

Prepared by:  A. Henhoeffler Dir. Protective Services	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council approve an amendment to the Water Conservation & Storage Program (Pilot) under the Rural Water Initiative to clarify that water totes are intended for non-potable water storage and use only.

PURPOSE

To provide Council with updated information regarding the intended use of water totes under the Rural Water Initiative.

BACKGROUND

At the May 12, 2026, Regular Council Meeting, Council approved the implementation of the Water Conservation & Storage Program (Pilot) as part of the Rural Water Initiative.

The approved program included subsidized rain barrels and water totes intended to support residents experiencing water insecurity and drought-related challenges. The original report referenced food-grade water totes suitable for potable water storage, subject to proper cleaning and use guidance.

Following Council approval, staff completed additional due diligence with suppliers and reviewed operational and public health considerations related to the long-term use of reused totes for potable water storage.

Based on this review, staff are recommending that the program clearly identify water totes as intended for non-potable water storage only.

ALTERNATIVES/OPTIONS

Council may approve an amendment to the Water Conservation & Storage Program (Pilot) under the Rural Water Initiative to clarify that water totes are intended for non-potable water storage and use only.

Alternatively, Council may defer decision and request more information.

ANALYSIS

While some totes are identified as food-grade, staff recognize that the Municipality cannot reasonably ensure ongoing potable water safety once totes are placed into residential use.

Additional considerations include:

- Residents experiencing water shortages may not have adequate potable water available to properly clean and sanitize totes;
- Storage conditions and maintenance practices cannot be monitored or standardized;
- Providing cleaning guidance does not guarantee potable water safety.

The program continues to provide value as a non-potable water storage initiative supporting:

- Toilet flushing
- Laundry
- Cleaning
- Gardening
- Outdoor use
- General household water conservation purposes

Residents requiring potable water will still need to access approved potable water sources, using properly cleaned/decontaminated containers to transport potable water from approved sources.

IMPLICATIONS

Operational: Program materials, communications, and educational information will be updated to clearly identify totes as intended for non-potable use only.

Financial: No significant financial impacts are anticipated with this clarification.

Legislative / Liability: Clarifying the intended use of the totes reduces potential liability and aligns program messaging with public health and risk management considerations.

COMMUNICATIONS

Staff will update:

- Municipal website information
- Social media communications
- Program application materials
- Educational materials and FAQs

Clear messaging will be included indicating that water totes are intended for non-potable use only.

BYLAWS/PLANS/POLICIES

- Rural Water Initiative
- Municipal Government Act

SUMMARY

When staff conducted additional due diligence regarding the Water Conservation & Storage Program (Pilot) as part of the Rural Water Initiative, public health and operational concerns were identified, associated with describing reused water totes as suitable for potable water storage.

Staff are recommending that the Water Conservation & Storage Program be clarified to identify totes as intended for non-potable water storage and use only.

This clarification does not change the overall intent of the program or the approved budget allocation.


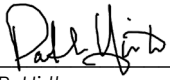
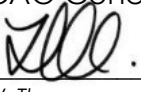
ATTACHMENTS/REFERENCE MATERIALS

- Rural Water Initiative Staff Report – May 12, 2026



Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: June 1, 2026
File No: 10350-50-2606-006
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: 2026 Bursary Recipients

Prepared by:  A. Green Municipal Clerk	Supervisor:  P. Hirtle DCAO	CAO Concurrence:  W. Thorpe CAO
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RECOMMENDATION

THAT Council for Region of Queens Municipality approve the awarding of the 2026 Bursary funds to the students recommended by the Bursary Selection Committee.

PURPOSE

To seek Council's approval to award the 2026 Bursary funds to the students recommended by the Bursary Selection Committee.

BACKGROUND

Each year, Region of Queens Municipality awards several bursaries to students from Liverpool Regional High School, North Queens Community School, and Queens Adult High School, using the following criteria during their selection process:

Municipal Bursary Award (\$3,000)

The Municipal Bursary Award is awarded to a student who has demonstrated leadership qualities in the school and broader Queens County community. Three Municipal Bursary Awards are given each year, one to each high school.

Criteria

- Graduating this academic year from North Queens Community School, Queens Adult High School, or Liverpool Regional High School.
- Demonstrated leadership qualities in school affairs.
- Demonstrated interest and involvement in environmental and/or community betterment.
- Demonstrated financial need.

Gertrude Ford Newcombe Achievement Award (\$500)

Gertrude Ford Newcombe (1894-1977) devoted her life to teaching. She was Principal of the Milton Schools for 22 years (1925-1947). During that period, she also taught grades 9, 10, and 11. In addition, she tutored many students in her home and was noted for the success of her pupils. She was a founding member of the Queens Home and School Association and on the Executive of the Nova Scotia Federation of Home and School.

Criteria

- Graduating this academic year from Liverpool Regional High School.
- Currently residing in Milton.
- Focus of this award is on growth, diligence, and progress, and not necessarily academic standing. The recipient of this award should demonstrate areas of personal growth, overcoming adversity, or situations of perseverance.

Vera Harlow Gordon Award (\$500)

Criteria

- Graduating this academic year from Liverpool Regional High School.
- Pursuing university education in art, music, or writing.
- Demonstrated reasonable potential in chosen area of study during their high school career.

E.H. (Ted) Harlow Achievement Award (\$500)

Awarded annually to a graduate of Liverpool Regional High School and a graduate from Queens Adult High School, who has strong academic standing and plans to pursue a career in social sciences.

Criteria

- Graduating this academic year from Liverpool Regional High School or Queens Adult High School.
- Preference will be given to students entering nursing, social work, or the social sciences such as psychology or sociology.
- Strong academic standing.

J. Roy Gordon Achievement Award (\$500)

Awarded annually to a deserving student in their graduating year from Liverpool Regional High School who is pursuing further studies in business, economics, commerce, or other business-related fields of study.

Criteria

- Graduating this academic year from Liverpool Regional High School.
- Applicant must be pursuing study in business, commerce, economics, or other business-related fields of study at a recognized post-secondary institution.
- Demonstrated promise as indicated by academic performance.
- Resides in South Queens with preference given to a student currently residing in Milton.

ALTERNATIVES/OPTIONS

Option 1: Approve the awarding of the 2026 Bursary funds to the students recommended by the Bursary Selection Committee, as set out in the recommendation of this report.

Option 2: Decline to approve one or more of the recommended recipients and refer the matter back to the Bursary Selection Committee for further consideration.

Option 3: Decline to award the 2026 Bursaries. This option is not recommended, as it would be inconsistent with the established bursary criteria and with the funds provided for that purpose in the approved operating budget.

ANALYSIS

Each year, the Bursary Selection Committee receives applications from graduating students at Liverpool Regional High School, North Queens Community School, and Queens Adult High School. The Committee reviews each application against the specific criteria established for the bursary or bursaries for which the student has applied.

For the 2026 awards, the Committee has completed its review and has selected the recipients it determined best meet the criteria for each bursary. The recommended recipients are identified below. Council's approval is the final step required before the schools and the selected students are notified.

This year, the selection committee has chosen the following students to receive bursaries:

Municipal Bursary Award (\$3000)

LRHS: Daniel Loiser

NQCS: Zoe Wamboldt

QAHS: Rebecca Langille

Gertrude Ford Newcombe Achievement Award (\$500)

LRHS: Abbigale Grant

Vera Harlow Gordon Award (\$500)

LRHS: Anderson Folk

J. Roy Gordon Achievement Award (\$500)

LRHS: Cassidy Lowe

E.H. (Ted) Harlow Achievement Award (\$500)

LRHS: Sierra MacLeod

QAHS: Rebecca Langille

IMPLICATIONS

Financial: The 2026 bursary awards represent a total commitment of \$11,500, which is fully provided for in the Municipality's approved 2026–2027 operating budget (Municipal Bursaries) and through private grants set up for this purpose.

COMMUNICATIONS

The schools will be notified of the students selected prior to their graduation ceremonies, where the students selected will be presented with letters detailing instructions on receiving their award.

BYLAWS/PLANS/POLICIES

The awarding of the Municipal Bursaries is undertaken pursuant to Section 65A of the *Municipal Government Act*, which provides that a municipality may spend money for municipal purposes where the expenditure is included in the municipality's operating budget or is otherwise authorized by the Municipality. The 2026 Municipal Bursary funds are provided for in the approved operating budget.

The remaining Bursary funds are made available from private grants set up for this purpose.

Each award is made in accordance with the established criteria for that bursary, as applied by the Bursary Selection Committee.

SUMMARY

The Bursary Selection Committee has reviewed the applications received for the 2026 Bursaries and has identified the recipients who best meet the criteria established for each award. Staff recommends that Council approve the awarding of the 2026 Bursary funds to the recommended recipients, so that the schools and the selected students may be notified in advance of the graduation ceremonies.

ATTACHMENTS/REFERENCE MATERIALS

N/A



**Region of Queens Municipality
Council Implementation Report
June 9, 2026**

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 26, 2026	10350-60-2605-030	THAT Council for Region of Queens Municipality direct staff to prepare a letter of support for the Astor Theatre for their application to the Anniversary and Legacy Fund.	Charlton	Administration		Complete
May 26, 2026	10350-60-2605-029	THAT Council for Region of Queens Municipality give First Reading to Bylaw No. 27 – Private Road Maintenance Charges as amended to modify Section 13(1)e from six months' written notice to twelve months' written notice.	Jenkins	Administration	Amendment made. Notices posted for Second and Final Reading on June 23rd.	Complete
May 26, 2026	10350-60-2605-028	THAT Council for Region of Queens Municipality enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. (QNCH) for the purpose of constructing a retaining wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982; and THAT all costs incurred in this transaction be borne by Queens Neighbourhood Co-operative Housing Ltd.	Wentzell	Land Use	Staff have forwarded a draft copy of the easement agreement to the Municipal solicitor for review and comment.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 26, 2026	10350-60-2605-027	THAT Council for Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business, Crepes by the Coast, in the Beach Meadows Beach kiosk, for a period from June 1 to September 1, 2026, inclusive, with a mutual option to renew for 2027.	Jenkins	Community Economic Development	Per direction from Council, staff are finalizing lease for execution.	In Progress
May 26, 2026	10350-60-2605-026	THAT Council for Region of Queens Municipality accept this report for information and direct staff to: 1) fund completed capital project costs from the 25/26 Capital Investment Plan that are ineligible for Build Canada Strong Funding from the accumulated surplus in the amount of \$117,179; and 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of \$142,691 from the Build Canada Strong Fund.	Charlton	Finance	To be completed during year end process	In Progress
May 26, 2026	10350-60-2605-025	THAT Council for Region of Queens Municipality approve the Valuation Allowance for the 2025-2026 fiscal year in the amount of \$94,028.45 as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.	Jenkins	Finance	Completed	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 26, 2026	10350-60-2605-024	<p>THAT Council for Region of Queens Municipality approve an adjustment to the Leave Liability be recorded as part of the year-end process at a recovery of \$16,123 for IBEW employees and cost of \$5,007 for CUPE employees, as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.</p>	Jenkins	Finance	Completed	Complete
May 26, 2026	10350-60-2605-023	<p>THAT Council for Region of Queens Municipality approve the removal of \$2,783.35 from the Non-Tax Valuation Allowance for Company A; AND THAT the following balances for outstanding Solid Waste accounts be removed from the Accounts Receivable Ledgers, as there is little probability of collection: Company A \$1,226 (interest only); Company B \$18,105; and Company C \$7,434.</p>	Jenkins	Finance	Completed	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 12, 2026	10350-60-2605-014	<p>THAT Council for Region of Queens Municipality direct staff to explore the implementation of a Well Loan Program (Pilot) with an initial allocation of \$100,000, enabled under Section 81A of the Municipal Government Act, and direct staff to: (a) prepare draft Bylaw No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program," for Council's consideration at First Reading and (b) explore partnership opportunities with Clean Foundation for the facilitation and administration of the Well Loan Program in 2026.</p>	Charlton	Administration	<p>Staff in the process of drafting and updating Bylaw 30. Bylaw coming to Council June 23 for First Reading</p>	In Progress
May 12, 2026	10350-60-2605-013	<p>THAT Council for Region of Queens Municipality approve the implementation of Community Partnership Wells as a pilot in 2026, with up to four (4) sites to be identified and confirmed through well testing and agreement with community partners, with an estimated allocation of up to \$100,000, and direct staff to report back to Council on site selection, partnership terms, and available grant funding from other sources prior to finalization.</p>	Carver	Administration	<p>Staff is working with Clean Foundation on possible grants and deadlines.</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 12, 2026	10350-60-2605-012	<p>THAT Council for Region of Queens Municipality approve the implementation of a Water Conservation and Storage Program (Pilot) for the 2026 season, consisting of rain barrels and water totes available to households under the following cost-sharing model: (a) one hundred percent (100%) municipal funding for one rain barrel and one water tote per eligible low-income household, as defined under Administrative Policy #9 – Tax Exemptions; (b) sixty percent (60%) municipal and forty percent (40%) resident cost-sharing where delivery is required, or eighty percent (80%) municipal and twenty percent (20%) resident cost-sharing where residents pick up directly, and that staff explore options with Brooklyn Recreation for purchasing the rain barrels; and (c) a maximum of two rain barrels and one water tote per household.</p>	Amirault	Administration	<p>AH will come back to Council June 9 based on new information learned about the program. The totes can only be considered potable for first use then it is contaminated. Will ask Council to approve the program for non-potable only in rain barrels and totes.</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
May 12, 2026	10350-60-2605-011	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, and that staff return to Council with further information for the shortfall of this project outside of grants with options for long term borrowing.	Charlton	Infrastructure	2026-05-12 Intent to award provided to contractor, contract development underway 2026-05-28 Contractor has advised they will mobilize early July	In Progress
May 12, 2026	10350-60-2605-009	THAT Council for Region of Queens Municipality authorize staff to proceed with the design and tender of planned upgrades at the Town Hall Arts and Cultural Centre, as budgeted in the 2026–2031 Capital Investment Plan.	Jenkins	Infrastructure	2026-05-12 Intent to award provided to consultant, contract development underway 2026-05-27 Work by contractor underway	In Progress
May 12, 2026	10350-60-2605-007	THAT Council for the Region of Queens Municipality recognize Trevor Munroe and Velta Vikmanis as Region of Queens Municipality's 2026 Representative Volunteers of the Year.	Charlton	Administration		Complete
May 12, 2026	10350-60-2605-006	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.	Carver	Administration	Staff are working with Tesla to finalize plan for implementation per direction of Council; Accessibility Committee was asked to provide input on location/potential impact for playground users nearby.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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. First Reading scheduled for June 9, 2026.	In Progress
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		Complete
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		Complete
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 Hensley Drive in Liverpool, with preference given to vendors who can commit to providing consistently available, affordable, regionally sourced farm produce.	Amirault	Community Economic Development	RFP was issued; to date, no vendor meeting requirements has applied; RFP has been reissued and closes on June 11.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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	Integrated into completed First Reading of Bylaw 27, which took place May 26. Second reading scheduled for June 23.	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	Integrated into completed First Reading of Bylaw 27, which took place May 26. Second reading scheduled for June 23.	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 June following site/building assessment.	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	Motion carried at the Regular meeting on May 12, 2026.	Complete
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 the registration of the property (known as Bethany United Church) in the Municipal Registry of Heritage Property.	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 / Next Steps	Status
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	10350-60-2604-008	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 identified grant opportunity be brought back to Council for consideration.	Amirault	Recreation	Continuously searching for applicable grants and determining eligibility.	In Progress
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	Complete
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

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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	Scheduled for research in June; Admin staff will be working with Land Use staff on this particular piece.	Scheduled
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	Signs have arrived and are pending installation.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
March 24, 2026	10350-60-2603-064	THAT Council for Region of Queens Municipality select 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.	Roy	Land Use	UPLAND has been notified of being awarded the contract. Initial start up work on the planning review has been commenced.	Complete
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		Complete
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 awarded on May 26.	Complete
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	Agreement signed and completed.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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 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.	Amirault	Community Economic Development	Awaiting confirmation of work being completed to disburse funds.	In Progress
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.	In Progress
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	Initial RFP issued, no respondents; second RFP issued closing on June 11.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
February 10, 2026	10350-60-2602-01	<p>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 documents necessary to give effect to this transaction.</p>	Jenkins	Land Use	Staff are working with NCC on preparation of agreement of purchase and sale.	In Progress
January 27, 2026	10350-60-2601-28	<p>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.</p>	Charlton	Infrastructure	Report coming to Council on June 9, 2026	In Progress
January 27, 2026	10350-60-2601-24	<p>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.</p>	Charlton	People & Culture	Staff have received 2 quotes for this work; expected to be awarded early June	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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	Complete
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 indicators that Council wants written into these polices?	Incomplete
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

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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2025

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	<p>Work to proceed in summer 2026 2026-05-08 NSECC Notification received</p>	In Progress
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</p>	Roy	Land Use	<p>Sign has been received by Department of Infrastructure. Sign will be installed at earliest opportunity.</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
		Administrator of Queens Home for Special Care in correspondence dated November 21, 2025.				
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 reviewing best practices regarding rural fire suppression for analysis and report to Fire Chiefs for input at June meeting.	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 has begun; staff will be reporting back in Summer 2026 on options, that may include the approach of establishing an SSRA Commission.	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / 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
November 25, 2025	10350-60-2511-17	<p>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.</p>	Charlton	Land Use	Staff are revising report to include additional details. To bring back to a future Council.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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 a future Council.	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	Septic portion of program deferred; Water portion of program integrated into Rural Water Initiative pilot program.	In Progress
October 28, 2025	10350-60-2510-16	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	Fancy	Administration	Staff to commence review in Spring 2026. Jurisdictional scan research has begun.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
		public consultation process arising from this review.				
October 14, 2025	10350-60-2510-08	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.	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
September 23, 2025		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		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	Staff have procured equipment following execution of lease.	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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
May 13, 2025		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.	Jenkins	Community Economic Development	This line item is complete and can be removed. See note above about next steps.	Complete
May 06, 2025		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.	Charlton	Infrastructure	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 2026-05-12 2026-05-14 Progress held up due to external permitting, Anticipated procurement 2026-06-05 2026-05-19 Permitting received, scheduled tender 2026-05-28	In Progress
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

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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.	Complete
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

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; target Fall 2026	Scheduled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
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
November 12, 2024		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".	Fancy	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft updated policies and terms of reference.	Scheduled
October 08, 2024		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.	Brown	Administration	RQM CAO and Administrator at the Neighbourhoods at Dogwood Lane working with the Province on the transition plan	In Progress
August 13, 2024		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	Brown	Community Economic Development	On Hold Due To Costs	Incomplete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken / Next Steps	Status
		Works and the Administrator of Hillsview 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.				
August 13, 2024		THAT the Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting'.	Charlton	Administration	Will return to Council in Summer 2026	Scheduled
February 13, 2024		Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.		Land Use	Staff to seek input from external departments / agencies and bring back to HAC for further discussion	In Progress

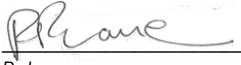
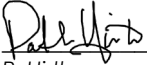

2019

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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Region of Queens Municipality Staff Report For the Regular Meeting of June 9, 2026

Date: May 25, 2026
File No: 10350-50-2606-008
To: Mayor and Council
From: Willa Thorpe, CAO
Subject: First Reading of Bylaw No. 29 - Accommodation Levy

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

THAT Bylaw No. 29 - Accommodation Levy be now introduced and read a first time.

PURPOSE

The purpose of this report is to present a draft Accommodation Levy bylaw to Council for first reading. This report includes an amended Section 14.

BACKGROUND

Background research and consultation findings regarding an accommodation levy, as defined in a 2022 amendment to the *Municipal Government Act*, was presented to Council at the regular meeting of January 13, 2026. Council passed the following motion at that meeting: "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.”

The draft bylaw was subsequently introduced to Council at the meeting of April 28, 2026, and resulted in a motion; *“THAT Council for Region of Queens Municipality direct staff to enhance the compliance and enforcement functions for noncompliant operators within the Bylaw.”*

Section 14 of the draft now explicitly allows for an inspector appointed by the Chief Administrative Officer to enter a business premises and inspect records for the purpose of determining compliance.

ALTERNATIVES/OPTIONS

1. Council introduces Bylaw No. 29 Accommodation Levy and reads it for the first time.
2. Council directs staff to gather additional information before introducing Bylaw No. 29 Accommodation Levy.

ANALYSIS

Based on an analysis of levy bylaws from several Nova Scotia municipalities, staff have prepared this draft to reflect current best practices and ensure consistency with peer jurisdictions. Key elements include:

Levy rate - 3% of the purchase price.

Equitable application – Levy would apply to all accommodations that require to be registered under the *Short-term Rentals Registration Act*, this includes 'sharing economy' short-term rentals.

Exemptions - Stays over 30 consecutive days; nightly price under \$20; medical need; student accommodation; and emergency management.

Effective date - October 1, 2026, is suggested in order to give time to create the collection and remittance systems, and for education of operators outside of the main tourism season.

Not included in the bylaw:

No description or definition of any method of collection and remittance is included in the bylaw. This process will be developed, as far as possible, to limit the administrative burden on operators as this was highlighted as a main concern during the consultation process.

No reference is made in the bylaw to the disbursement of funds, however at the April 28, 2026 meeting of Council, a motion was passed: *“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.”*

The terms of reference, composition, and structure of such a committee will be developed if, or when, this bylaw is adopted.

There is currently no dispensation in the bylaw for bookings already purchased for future dates later than the effective date of this bylaw. Bookings made but not paid until after the effective date of the proposed bylaw will incur the levy at the time of payment. This situation will only occur one-time and is better addressed on a case-by-case basis.

Consideration could be given as to whether staff can waive, refund, or cancel any levy amount, interest charge, or penalty charge imposed on an operator under this bylaw, or adjust the remittance period on a case-by-case basis.

There are no specific clauses included to cover the situation where platform operators collect and remit the levy directly to the Municipality on behalf of accommodations listed with them. This happens in some municipalities and is subject to current research by the Province. Staff will continue to monitor development and will advise if this requires amendment to this bylaw in the future.

Currently, any prospective accommodation operator must obtain, from the Municipality, a letter confirming compliance with municipal land use bylaws, in order to apply for a registration number under the *Short-term Rentals Registration Act*. A weekly digest of registered accommodations is supplied to the Municipality, and this would form the ‘master list’ of which operators should be remitting levy amounts. Some municipalities maintain a separate municipal registration system to manage specific community impacts of tourism.

IMPLICATIONS

Financial – The levy would start generating revenue estimated in the region of \$250,000 per annum. However, the suggested effective date would reduce this substantially in 2026-27.

Legal – The draft bylaw has been reviewed by a legal adviser.

Strategic Priorities – A levy is consistent with Council's expressed intent to increase the frequency of events in the region and in particular, events development at Queens Place Emera Centre.

Specifically, the levy would align with 1.2 (Foster regional economic collaboration with partner organizations), 1.3 (Encourage growth), and 3.3 (Improve accessibility of programs, services, and facilities).

COMMUNICATIONS

Per the requirements to adopt new municipal bylaws, the draft bylaw will be made publicly available, and a date for Second Reading will be advertised.

BYLAWS/PLANS/POLICIES

Bylaw No. 29 Accommodation Levy – Draft.

SUMMARY

Recognizing that an accommodation levy, if passed, would be a substantial change for operators, the Municipality will work to ease implementation. The levy provides a meaningful opportunity to invest in our tourism sector without raising residential property taxes.

ATTACHMENTS/REFERENCE MATERIALS

- Bylaw No. 29 Accommodation Levy DRAFT



REGION OF QUEENS MUNICIPALITY
BYLAW NO. 29
A BYLAW RESPECTING THE COLLECTION OF FEES UNDER AN
ACCOMODATION LEVY

BE IT ENACTED by the Council of Region of Queens Municipality, pursuant to the *Municipal Government Act*, S.N.S. 1998, c 18, s 75A(1), as amended:

1. SHORT TITLE

- (1) This bylaw shall be known as Bylaw Number 29 and may be cited as the Region of Queens "**Accommodation Levy Bylaw**".

2. DEFINITIONS

- (1) In this Bylaw:
- (a) "**Accommodation**" means the provision of one or more rental units or rooms as lodging in hotels, motels, any other facility required to be registered under the *Short-term Rentals Registration Act* or in a building owned or operated by a post-secondary educational institution.
 - (b) "**Accommodation Levy**" means a levy imposed pursuant to this Bylaw.
 - (c) "**Municipality**" means Region of Queens Municipality.
 - (d) "**Operator**" means a person who, in the normal course of the person's business, sells, offers to sell, provides or offers to provide Accommodation in the Municipality.
 - (e) "**Platform Operator**" means a person who facilitates or brokers reservations for the short-term rental of roofed accommodations via the Internet and who receives payment, compensation or any other financial benefit in connection with a person making or completing reservations of such short-term rentals.

- (f) **"Purchase Price"** means the total price for which Accommodation is purchased, inclusive of the price in money, optional fees, service fees, and other considerations accepted by the Operator in return for the Accommodation provided but does not include the goods and services tax.
- (g) **"Treasurer "** means the Director of Finance of the Municipality and includes a person acting under the supervision and direction of the Treasurer.

3. APPLICATION OF BYLAW

- (1) This Bylaw and the Accommodation Levy imposed hereby shall be applicable to all Accommodations in the Municipality.

4. APPLICATION OF THE ACCOMMODATION LEVY

- (1) An Accommodation Levy is hereby imposed upon the purchase of Accommodations in the Municipality, and the rate of the Accommodation Levy shall be three percent (3%) of the Purchase Price of the Accommodation.
- (2) The Accommodation Levy imposed under this Bylaw, whether the Purchase Price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the sale on the total amount of the Purchase Price and must be remitted to the Municipality at the prescribed times and in the prescribed manner.
- (3) If a person collects an amount for an Accommodation Levy imposed under this Bylaw, the person must remit the amount collected to the Municipality at the same time and in the same manner as an Accommodation Levy collected under this Bylaw.

5. EXEMPTION FROM THE ACCOMMODATION LEVY

- (1) The Accommodation Levy shall not apply to:
 - (a) a person who pays for Accommodation for which the daily Purchase Price is no more than twenty dollars (\$20.00).

- (b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending that post-secondary educational institution.
- (c) a person who is accommodated in a room for more than thirty (30) consecutive days.
- (d) a person and the person's family, accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice, provided the person provides to the operator a statement from:

 - (i) a hospital or provincial health-care centre that the person or a member of the person's family is receiving medical treatment at the hospital or centre or
 - (ii) from a physician licensed to practice medicine in the Province of Nova Scotia that the person or a member of the person's family is seeking specialist medical advice

and as a result thereof the person or a member of the person's family is in need of accommodation and identifying in the statement the duration of the accommodation for that purpose.
- (e) a person and the person's family, accommodated while the person and the person's family have been temporarily displaced from their home due to a natural or climate disaster, including high wind events, flood events, wildfire, or other such naturally occurring damaging event.

6. REGISTRATION OF OPERATOR

- (1) Every operator and platform operator to which this bylaw applies shall register with the Province of Nova Scotia in accordance with applicable legislation, including the *Short-term Rentals Registration Act*, S.N.S. 2019, c. 9, as amended.

7. RETURN AND REMITTANCE OF ACCOMODATION LEVY

- (1) The Municipality may at any time require accounting of the sales and Accommodation Levy collected by any person selling Accommodation, such return to cover any period or periods.
- (2) Subject to the provisions of Section 7(3), unless otherwise provided, all Operators shall make separate monthly returns to the Municipality.
- (3) A separate return shall be made for each place of business unless a consolidated return has been approved by the Municipality.
- (4) The returns by Operators shall be made, and the Accommodation Levy shall be remitted to the Municipality by the fifteenth (15th) day of the month following the collection of the Accommodation Levy by the Operator.
- (5) If an Operator during the preceding period has collected no Accommodation Levy, they shall nevertheless make a report to that effect on the prescribed return form.
- (6) Where an Operator ceases to carry on or disposes of their business, they shall make the return and remit the Accommodation Levy collected within fifteen (15) days of the date of discontinuance or disposal.

8. RECORDS

- (1) Every Operator shall keep books of account, records and documents sufficient to furnish the Municipality with the necessary particulars of:
 - (a) Sales of Accommodations,

- (c) the Operator in good faith writes off as unrealizable or uncollectible the amount owing by the purchaser.
- (2) An Operator may deduct the amount of the refund payable to the Operator under this section from the amount of Accommodation Levy that the Operator is required to remit under this Bylaw.
- (3) If an Operator who has obtained a refund under Subsection 10(1) or made a deduction under Subsection 10(2) recovers some or all of the amount referred to in Section 10(1)(c) with respect to which the refund was paid or the deduction was made, the Operator must add an amount to the Accommodation Levy to be paid or remitted by the Operator under this Bylaw with respect to the reporting period in which the recovery was made.

11. REFUND OF ACCOMMODATION LEVY COLLECTED IN ERROR

- (1) If the Municipality is satisfied that an Accommodation Levy or a portion of an Accommodation Levy have been paid in error, the Municipality shall refund the amount of the overpayment to the person entitled.
- (2) If the Municipality is satisfied that an Operator has remitted to the Municipality an amount as collected Accommodation Levy that the Operator neither collected nor was required to collect under this Bylaw, the Municipality shall refund the amount to the Operator.

12. CLAIM FOR REFUND

- (1) In order to claim a refund under this Bylaw, a person must:
 - (a) submit to the Municipality an application in writing signed by the person who paid the amount claimed, and
 - (b) provide sufficient evidence to satisfy the Municipality that the person who paid the amount is entitled to the refund.

- (2) For the purposes of Subsection 12(1)(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

13. INTEREST

- (1) Interest payable under the Bylaw shall be payable at a rate equal to the rate charged by the Municipality for overdue property tax amounts.

14. INSPECTION, AUDIT, AND ASSESSMENT

- (1) An inspector appointed by the Municipality's Chief Administrative Officer may enter at a reasonable time the business premises occupied by a person, or the premises where the person's records are kept:
 - (a) to determine whether:
 - (i) the person is an Operator, or the premises are Accommodations within the meaning of this Bylaw, or
 - (ii) this Bylaw is being and have been complied with, or
 - (b) to inspect, audit and examine books of account, records or documents.
- (2) The person shall provide all reasonable assistance to the inspector to enable the inspector to confirm whether the person has been collecting and remitting the levy in accordance with this Bylaw and shall furnish the inspector with such information as the inspector may reasonably require to carry out their inspection.
- (3) Where the inspection, audit or examination reveals that an Operator has not complied with this Bylaw, a person appointed by the Municipality shall calculate the amount of the levy and any interest due in such a manner and form as the Municipality deems adequate.

- (4) Upon calculating or estimating that a levy amount is due, the Municipality shall provide written notice to the Operator that a levy amount is payable, and the Operator shall forthwith pay the amount identified in the notice to the Municipality.
- (5) Regardless of whether the Operator submits an application for a refund under Section 12 objecting to the amount payable, the Operator shall remit the levy amount plus applicable interest to the Municipality within 30 days of receiving notice that the levy amount is due.
- (6) Upon receiving an application for a refund by the Operator, or from time to time, the Municipality may assess or reassess any amounts payable under this Bylaw and may vacate or vary any assessment or reassessment and thereupon, the amount so determined shall be payable to the Municipality by the Operator.

15. OFFENCE

- (1) A person who contravenes any provision of the Bylaw is subject on summary conviction to a fine as follows:
 - (a) First Offence - Not less than \$500.00 and not more than \$1,000.00.
 - (b) Subsequent Offence - For a subsequent conviction for the same or another provision of this Bylaw, not less than \$1,500.00 and not more than \$5,000.00.

16. ADMINISTRATION OF BYLAW

- (1) This Bylaw shall be administered on behalf of the Municipality by the Chief Administrative Officer or any persons designated by the Chief Administrative Officer.

17. EFFECTIVE DATE

- (1) This Bylaw shall take effect from the 1st day of October 2026.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this Bylaw was passed by the Council of 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: