

**Region of Queens Municipality Regular Council
Tuesday, November 28, 2023
Immediately Following Public Hearing
Scheduled for 6:00 p.m.**

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – November 14, 2023

7.0 Recommendations

7.1 Dangerous & Unsightly – Property at 66 Martin Road, Harmony Mills, Queens County, NS PID #70157508

7.2 Community Investment Fund 2023-2024 – Pleasant River Community Hall Society

7.3 Development Agreement – New Fixed-Roof Overnight Accommodation in South Brookfield

7.4 Intervenor Status Funding Options

7.5 Solid Waste Facility Tipping Fee Waiving

7.6 South Queens Wastewater Treatment Facility UV System Upgrade

7.7 Bioeconomy Development Opportunity Zone

8.0 Discussions

- 8.1 Council Implementation Report
- 8.2 Financial Review Quarter Two
- 8.3 Area Rate Policy Discussion
- 8.4 Growth Planning and CBCL Report
- 8.5 Liverpool Library - Site Selection
- 8.6 Request for Funding for New Year's Levee
- 8.7 Utility and Review Board Decision
- 8.8 Road Levy Bylaw Update

9.0 In-Camera Items

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, November 14, 2023 9:00 a.m.**

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor David Brown
Councillor Vicki Amirault
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Maddie Charlton
Cody Joudry, CAO
Dan McDougall, CAO Assistant
Christine Watson, Admin. Assistant – Planning & Development

Regrets: Councillor Carl Hawkes

1.0 Call to Order

Mayor Norman called the meeting to order at 9:00 a.m.

Mayor Norman introduced and welcomed Cody Joudry, new CAO.

2.0 Changes / Approval of Agenda

Item 7.2 Solid Waste Tipping Fee Waiving is moved under Discussions

Item 7.7 South Queens Wastewater Treatment Facility UV System Update is moved under Discussions

The remaining Recommendations will be renumbered accordingly.

Remove Item 8.1 Quarter Two Financial Statements.

Add Item 8.2 Speeding/Safety – Councillor Charlton under Discussions.

It was moved by Councillor Charlton and seconded by Councillor Brown that the Agenda be approved as amended.

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

Mayor Norman stated two petitions were received and were included with the Agenda package for information.

5.0 Public Question / Comment Session

Brian Muldoon, 980 Brooklyn Shore Road, Beach Meadows – Mr. Muldoon stated he is the founder and president of Protect Liverpool Bay. He stated he is aware that RQM submitted an application to be an intervenor at the Aquaculture Review Board hearing that begins February 5, 2024. He thanked Council for applying and reminded residents that it's been 5 years since Protect Liverpool Bay formed. If approved, the application will see 1.98 million fin fish in Liverpool Bay.

He further stated that the voices of the community need be heard as the majority do not want the proposed expansion to go forward. We need a strong and clear message that this is not the future for Queens County and not our legacy.

This will be an industrial fish feed lot. Department of Fisheries & Oceans informed that with the expansion it will minimize the width of Liverpool Bay by half.

He hopes for a positive vote. Mayor Norman clarified there will no vote on this today. She stated she asked Council for the ability to apply for intervenor status and if it was granted, there will be a need to consider the cost and process, which are normally discussed In Camera before coming back to open Council.

6.0 Approval of Minutes

6.1 Regular Council – October 24, 2023

It was moved by Councillor Gidney and seconded by Councillor Brown:

THAT the minutes of the Regular Council meeting held October 24, 2023 be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Planning Advisory Committee Appointments

It was moved by Councillor Charlton and seconded by Councillor Brown:

THAT Zenia Horton – District 2, Mary White – District 4, and Pamela Brennan – District 6, each be reappointed to the Planning Advisory Committee for a term to expire on October 31, 2025.

MOTION CARRIED unanimously.

7.2. Grouped Dwellings in Summerville Centre by Development Agreement

It was moved by Councillor Brown and seconded by Councillor Charlton:

THAT Council of Region of Queens Municipality maintain status quo respecting the use of PID #70057799, located at 7371 Highway 3 in Summerville Centre, and to not proceed with application to enter into a development agreement with 3328333 Nova Scotia Limited to allow for grouped dwellings, consisting of seven (7) units on the subject property.

Mike MacLeod, Director of Planning & Development, stated an application was received to enter into a development agreement

that would allow for the establishment of grouped dwellings on a property located at 7371 Highway 3 in Summerville Centre.

The property is zoned as Coastal Rural (R6) under the Land Use Bylaw (LUB). There is an existing two (2) unit short term rental located on the property and it is the intent of the owner that this use remain. The intent of the proposed development is to construct an additional five (5) long term rental units on the subject property.

Grouped Dwellings is a use that is not permitted as a right in the R6 Zone. Council has made provision in the Municipal Planning Strategy (MPS) to establish policies which states that Council shall consider proposals for grouped dwellings in the Coastal Rural (R6) Zone by development agreement under Policy 5-51.

As with all development agreements, the MPS has also established criteria which Council takes into consideration when evaluating development agreement proposals. This policy is 6-21 and has been included in the staff report.

PID #70057799 lot area is approximately 26,500 square feet with approximately 200 feet of frontage on Highway 3. It is primarily rural in nature with scattered low density residential development and some fixed roof overnight accommodations. Highway 3 is provincially owned and maintained public road. There are no municipal services in the vicinity and development would require on-site services.

Options to consider:

1. Maintain status quo (deny development agreement request); or
2. Enter into a development agreement with 3328333 Nova Scotia Limited to allow for grouped dwellings, consisting of seven (7) rental units, on property identified as PID #70057799 and located on Highway 3 in Summerville Centre.

The Planning Advisory Committee (PAC) met on November 6, 2023 and discussed the application. They noted that there is no other higher density residential developments nearby and felt this development could have a negative impact on the surrounding residential homes. The Committee did not feel that the size of the property was suitable to accommodate 5 additional units plus the two existing units. They recommended maintaining status quo, thereby denying the request.

Deputy Mayor Fancy asked if the proposed buildings could be built if the setbacks could be met or if the area is too confined. Director

MacLeod stated it is in close proximity to abutting residential units and although the property is undersized development would need to meet the setback requirements.

Councillor Charlton stated there could be two additional units built on the property by going through the building permit process, for a total of 4 units.

Councillor Muise asked how many square feet would be required to allow an additional 5 units on the property. Director MacLeod stated so long as they can meet the existing lot setbacks for that zone, they can if Council agrees.

Mayor Norman asked if it was not an existing undersized lot, how much area would be required for the 5 buildings. Director MacLeod stated the Land Use Bylaws sets out 40,000 sq./ft. as the minimum lot size under the subdivision process.

MOTION CARRIED with 6 in favour and 1 against.

7.3 Police Advisory Board Members

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

THAT Council of Region of Queens Municipality approve the following public member committee appointments:

Donald Kimball, North Queens, for a term expiring October 31, 2025

Elaina Gaetan, South Queens, for a term expiring October 31, 2026

Angela Green, Administrative Assistant – Administration, stated Council passed a motion on July 11, 2023 to strike an Ad Hoc Nomination Committee comprised of council members appointed to the Policy Advisory Board.

The function of the Committee was to conduct interviews and make recommendations for the newly appointed Police Advisory Board members from both North and South Queens.

Following advertising and collecting applications, on November 2, 2023 the Ad Hoc Committee held interviews with all four applicants and from those interviews the two members were selected.

Councillor Brown noted Andrew Francis is also part of the Ad Hoc Committee representing the Indigenous community.

MOTION CARRIED unanimously.

- 7.4 Diversity and Inclusion Action Team: Confirm TOR Changes, Reinstatement 8 Members, Approve 1 New Member

It was moved by Councillor Charlton and seconded by Councillor Gidney:

THAT Council of Region of Queens Municipality appoint Tammy Conway-Denning of Western Head to the Diversity and Inclusion Action Team.

AND THAT Council approves the reinstatement of Lynda Earle, Paul Woods, Shaninne Corkum, Rebecca Smart, Paula Barry-Mercer, Rigel Jones, Dotse Dunyo and Melissa Labrador to the Diversity and Inclusion Action Team.

Elise Johnston, Accessibility and Inclusion Coordinator, stated a new resident submitted an application for the Diversity and Inclusion Action Team and was accepted by the existing team.

There is currently one seat open on the Committee.

MOTION CARRIED unanimously.

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

THAT Council approves the Terms of Reference for the Diversity and Inclusion Action Team as edited.

Coordinator Johnston stated that due to internal staffing changes, some language on role titles in the Terms of Reference needed updating.

MOTION CARRIED unanimously.

7.5 South Queens Outdoor Pool Project

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

THAT Council of Region of Queens Municipality direct the Pool Committee and Municipal staff to proceed with the next steps in the South Queens Outdoor Pool Project, including; development of estimated operating budget including expenses and revenue; development of financial plan including possible funding models and grant opportunities for the current capital cost deficit; development of construction procurement options; and obtain further Project Management services.

AND THAT Council of Region of Queens Municipality authorize the Director of Recreation & Healthy Communities to be included as a member of the Region of Queens Pool Committee.

Meaghan Roberts, Director of Recreation & Healthy Communities, stated a Pool Committee was directed to be developed and they have been reporting and providing recommendations as per their mandate.

On February 14, 2023 four recommendations were brought forward and approved by Council for the placement of the new pool, the size, ability to assist with grants and design features.

At the March 28, 2023 Council meeting, there was discussion on the possibility of combining the library and pool project. This was evaluated and it was determined at a meeting on May 23, 2023 to move forward with only the pool project.

There were several meetings with staff members, Council, the Pool Committee and private donors to look at the design and what possible features could be included as well as working our Project Manager.

We have received endorsement from the Pool Committee by way of their letter endorsing the current design, features, and location, which was included with the report.

In our approved budget for 2023-2024, there is a \$2 million in long-term borrowing and \$3 million in private funding. The project with the current design is estimated to cost \$7,149,885 + HST.

Deputy Mayor Fancy stated with the collaboration of everyone we have designed a pool that will be functional for years to come. He noted with the donation of \$3 Million that we would not be where we are with the project without it.

Councillor Brown stated there is a need to have this pool as it will help bring professionals to the area. Although recreation centers do not make money, they help make the community grow.

Councillor Charlton noted with the closure of the Milton Pool it was felt throughout the community and is looking forward for the project to proceed.

Councillor Amirault stated the pool will be heated and will extend the season. There is a hope to hold swim meets. There is an inclusion of a grassy seating area in the design.

Deputy Mayor Fancy stated the Milton pool is old and we need to proceed. The Pool Committee have agreed to assist with grant writing.

Mayor Norman stated prior to approving the build of the pool, it is important that everything is clear. The recommendation today is just seeking further information on the development of the pool.

MOTION CARRIED unanimously.

7.6 Community Investment Fund 2023-2024 – Hunts Point Community Hall Association

It was moved by Councillor Muise and seconded by Councillor Brown:

THAT Council of Region of Queens Municipality provide grant funding to the Hunts Point Community Hall Association in the amount of \$6,139.05 from the 2023-2024 Community Investment Fund.

Stephanie Serada, Community Development Coordinator, stated an application through the Capital Investment Fund from Hunts Point Community Hall Association for the replacement of the roof for their facility. All required documentation was provided and meets with policy criteria.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Town Hall Arts and Cultural Center HVAC Study

Adam Grant, Director of Engineering and Public Works, stated in February and March 2023, we discussed HVAC options for the Town Hall and Astor Theatre and Dumac Energy Ltd. was hired to undertake an assessment. Their report is received and they have proposed a packaged system that will serve the theatre area with four ERV systems. Staff are looking for direction to proceed with the design.

Dan McDougall, CAO Assistant, stated it is important before Council makes a decision, that staff work collaboratively with the Astor Theatre Society so that the solution is supported both by parties.

Mayor Norman noted that the report from Dumac was shared with the Astor Society and comments were received, and asked if they were favourable comments. Director Grant stated the Astor Society also had an engineer undertake a similar assessment for their grant approval, and they came back with feedback and comments that

were not adversarial or in conflict with our plans, but that we work together for an agreeable outcome.

Mayor Norman further stated we budgeted \$1.5 million for the installation of the HVAC system, and asked if this is a suitable amount. Director Grant stated at this point it is, but it would depend on the scope of the project. If the scope of the project grows beyond HVAC work and adding additional dressing room spaces, etc. it could be higher.

Councillor Charlton stated further collaboration may be needed with the Society over the concern for the acoustics in the building and noise concerns where the HVAC would be located. The Astor Society are currently waiting for confirmation on a grant they've submitted for \$2 - \$3 Million for several upgrades, i.e. expanding the stage. She suggested that all interested parties get together and discuss before proceeding.

Director Grant stated Dumac was hired to look for solutions for that facility and they have an extensive experience in dealing with performing arts. The intention is not to go to design and let them have free reign, but we will set a list of objectives for the facility that is agreeable for performing arts and the Astor's request. The intent is to work collaboratively so that the outcome works for everyone.

Council agreed to have staff move forward with Director Grant and Cody Joudry, CAO, meeting with the Astor Society to finalize plans and bring options back at the next Council meeting.

8.2 Solid Waste Tipping Fee Waiving

Joanne Veinotte, Director of Corporate Services, stated property located at 156 Wolfe Street in Liverpool is registered to Edith Baker who passed away in November 2001, leaving no will. Since that time, Marnie and Allan Hatt, 152 Wolfe Street have been looking after the property including paying the property taxes since 2002. Marnie Hatt is Edith Baker's daughter.

The dwelling on the property has fallen into disrepair and must be demolished for public safety reasons. With the assistance of Angela Green, Administrative Assistant, Mr. and Mrs. Hatt submitted a letter requesting that council waive the tipping fees for the demolition materials.

She noted they are not able to be in attendance today.

They have advised they have adequate funds to provide for demolition, site cleanup and transportation to the Solid Waste Facility.

Council agreed to waive the tipping fees. A recommendation will be brought forward at next Council meeting for this request.

8.3 South Queens Wastewater Treatment Facility UV System Upgrade

Adam Grant, Director of Engineering & Public Works, stated the disinfection of wastewater prior to disposal is completed with ultraviolet disinfection. The current system is old and replacement parts have been discontinued.

An RFP was issued in October and closed November 3, 2023 with one proposal received. The allowance for this replacement component was \$215,000 +HST.

The entire project is included in this year's capital budget at an estimated cost of \$360,000 + HST.

The system is operating and in compliance. The problem is there are no parts available.

Director Grant further stated the issue with the number of tenders received may have been the information provided in the RFP.

Council agreed for staff to reword and reissue the RFP. Once completed, recommendations will be brought before Council.

8.4 Speed and Safety – Councillor Maddie Charlton

Councillor Charlton asked to have this item on the agenda as a follow-up to the petitions received.

She stated complaints of speeding and safety issues in her district are often raised. The decrease in the speed limit to 40 from 50 can be sought through the Traffic Authority and may require a traffic study. There is a need to prioritize safety in communities and can be discussed during budget deliberations.

Mayor Norman explained the necessary steps in the decrease of speed limits stating the Traffic Authority begins the process and the traffic study needs to illustrate an 85% acceptance. The RQM can look at installing 4-way stops as it does not require the provincial approval and would be a minimal cost.

Councillors Muise and Brown, and Deputy Mayor Fancy stated they are also hearing concerns over speeding and safety in their districts as well.

Councillor Muise indicated he would like to see the RCMP have more radar checks in his area which may help raise awareness.

Councillor Brown stated these issues could be raised with the Police Advisory Board. He further asked to have contact made with the RCMP Staff Sgt. with these concerns and have more of a presence, especially in school zones. Mayor Norman said she would make contact with the Staff Sgt. with this request.

Mayor Norman stated in preparation for budget research into how other municipalities handle reduction in speed limits should be investigated.

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings go In-Camera at 10:32 a.m. to discuss the following:

- 9.1 Contract Negotiations
- 9.2 Contract Negotiations

MOTION CARRIED unanimously.

Mayor Norman announced a 10 minute break at 10:32 a.m.

It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 11:55 a.m.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 11:55 a.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Jason Hartung, S. Cst, Bylaw Enforcement Officer
Kelley-Anne Hurley, S. Cst, Bylaw Enforcement Officer

Date: Tuesday, November 28, 2023

Re: Property at 66 Martin Road, Harmony Mills, Queens County, NS
PID# 70157508

Background

#66 Martin Road hosted a dwelling that over the last few years deteriorated to collapse. Jacob Zong presently resides in a recreational vehicle on the offending property and has no way of cleaning up the construction and demolition materials himself and properly disposing of the same via transport to the RQM Landfill facility. Zong fully understands the process leading to a full clean-up of the dangerous and unsightly property which poses a threat to public safety.

Details

The collapsed building materials must be cleaned up and transported to the Region of Queens Municipality Landfill Facility and the property leveled accordingly. In addition, various materials strewn about the property must be cleaned up, properly sorted and disposed of.



Recommendations for a full clean-up are as follows:

1. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly;
2. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc.;
3. Formal posting of civic number #66 for Fire, Police, and Ambulance response; AND
4. Proper remediation of any well or septic remaining.

These items must be actioned and resolved immediately.

Applicable Legislation

Section 346(1) of the *Municipal Government Act* states that where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition, or repair, specifying in the order what is required to be done.

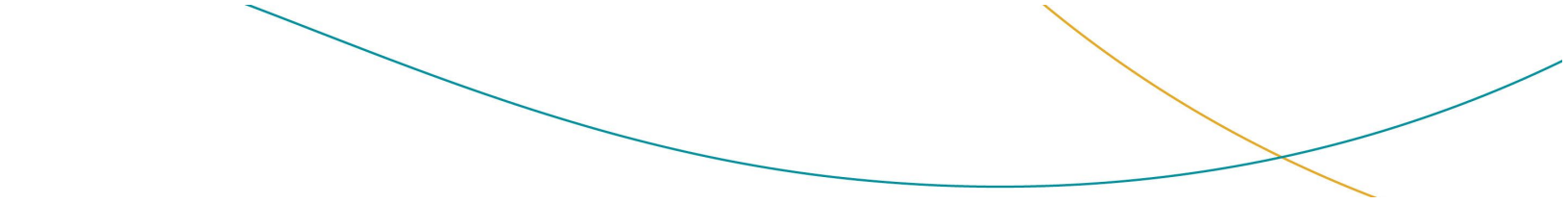
Section 348(3) further specifies that where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

Budget Impacts

Any costs incurred by Region of Queens Municipality will become the responsibility of the parties of interest, and a lien will be placed against the property to ensure the collection of these costs.

Recommendation

THAT Region of Queens Municipal Council declares the property located at 66 Martin Road, Harmony Mills, Queens County, Nova Scotia and identified as PID #70157508 as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*.



AND THAT Region of Queens Municipal Council cause an Order to be served upon the Estate of Lawrence C. Zong, located at 66 Martin Road, Harmony Mills, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:

1. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly;
2. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc.;
3. Formal posting of civic number #66 for Fire, Police, and Ambulance response; AND
4. Proper remediation of any well or septic remaining.

AND THAT if the Estate of Lawrence C. Zong fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.

Region of Queens Municipality Staff Report

7.2

To: Council

From: Stephanie Sereda, Community Development Coordinator

Date: November 28, 2023

Re: Community Investment Fund: 2023-2024

Background

The Community Investment Fund (CIF) is currently in its fourth year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

Total funding available in the 2023-2024 budget year is \$175,000, in addition to the remainder in reserve.

The deadline for operational funding was January 31, 2023, and all other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

Details

The request for Council's consideration is a Capital Investment Fund application that has provided a complete application.



Organizations are eligible for Capital Investment Funds under three categories:

- a. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
- b. Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
- c. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

In-kind contributions related to capital investment project(s) are eligible, up to a maximum funding of \$1,000, under the funding provision as set out in each category. All labour rates for in-kind contributions will be considered at \$20.00 per hour.

Pleasant River Community Hall Society Request: \$2,305.00 - Capital Upgrade

Pleasant River Community Hall Society is requesting support to replace the roof shingles on the east side of their facility. The total eligible project costs for the roof installation are \$4,610.00. The recommendation is to fund the amount as requested. All required documentation was provided, and the funding application meets Policy 11 – Community Investment Fund's criteria, under section (b) of the Capital Investment Funds category, for funding up to fifty percent (50%) of eligible expenses.


Applicable Legislation

Municipal Government Act (MGA) authorizes Council to expend money under:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;

- 
- (b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
 - (c) the expenditure is legally required to be paid.

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

Budget Impacts

This report is seeking approval to expend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.

Recommendation

That the Council of Region of Queens Municipality provide grant funding to the Pleasant River Community Hall Society in the amount of \$2,305.00 from the 2023-2024 Community Investment Fund.

Communications

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2023-2024 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

7.4

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Intervenor status funding options


Background

At the September 12, 2023 Council meeting, Council discussed applying for Intervenor Status with the Nova Scotia Aquaculture Review Board (arb.novascotia.ca). The Nova Scotia Aquaculture Review Board (ARB) will be holding hearings regarding the application for a boundary Amendment and two Aquaculture Licenses and Lease Application for the cultivation of Atlantic Salmon in Liverpool Bay by Kelly Cove Salmon Ltd.

The ARB is a quasi-judicial body that reviews material submitted by applicants as well as other interested parties. This decision-making body is responsible for issuing aquaculture licenses and leases in Nova Scotia's marine areas.

Details

It was agreed by consensus at the September 12, 2023 Council meeting that Mayor Darlene Norman would apply on behalf of the Region of Queens Municipality for intervenor status on the matter of the application for Liverpool Bay. The Municipality received notification on October 24, 2023 that their Intervenor Status had been granted. The Nova Scotia Department of Fisheries and Aquaculture, Kwilmu'kw Maw-Klusuqñ Negotiation Office (KMKNO),



Queens Recreational Boating Association, 22 Fishermen of Liverpool Bay, and the Protect Liverpool Bay Association were also granted intervenor status.

Intervenors are required to submit all evidence and expert reports and testimony by January 22, 2024. The hearings will take place the week of March 4 and April 2, 2024.

As noted in the attachment members of the public make that were not granted intervenor status are able to provide written comments or sworn oral statements on the matter no later than February 12, 2024.

Staff reached out to a legal representative with ARB hearing experience to determine potential cost of fully participating in the process. It is estimated the cost of being an intervenor could be up to \$120,000 (plus HST). If this unbudgeted expense is approved, staff would make every reasonable effort to keep costs as low as possible. Costs for this work could include legal representation and services of third parties, including experts, who can testify on relevant matters at the hearing.

There are two options for funding this expenditure:

- 1) Operations budget
- 2) Special Operating Reserve

Should Option 1 be chosen, the costs will contribute to any surplus or deficit for the current fiscal year. Option 2 will fund the cost from reserve and will not affect operations but will reduce the reserve balance. That said, essentially the outcome is the same assuming surpluses are directed to the operating reserve.

Applicable Legislation

Section 65 of the *Municipal Government Act* states:

Procedures for non-budget expenditures:

65B The council shall establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.



Budget Considerations

The Operations budget will be affected if Option 1 is chosen.

Recommendations

Council authorize up to \$120,000 plus HST to fund Intervenor work related to Kelly Cove's ARC application for Liverpool Bay from:

(1) the unbudgeted expenditure being funded from special operating reserve.

OR

(2) the existing 2023-2024 operating budget.

NOVA SCOTIA AQUACULTURE REVIEW BOARD
NOTICE OF PUBLIC HEARING

The Nova Scotia Aquaculture Review Board will hold a public hearing on an application referred by the Nova Scotia Department of Fisheries and Aquaculture pursuant to the *Fisheries and Coastal Resources Act* and the Aquaculture Licence and Lease Regulations.

The application by **KELLY COVE SALMON LTD.** for a **BOUNDARY AMENDMENT** and **TWO NEW MARINE FINFISH AQUACULTURE LICENSES** and **LEASES** for the cultivation of **ATLANTIC SALMON (*Salmo salar*)** - **AQ#1205x, AQ#1432, AQ#1433** in **LIVERPOOL BAY, QUEENS COUNTY** is available for public viewing on the Board website at <https://arb.novascotia.ca/hearings> or by contacting the Clerk of the Board via email (aquaculture.board@novascotia.ca), or by calling 902-722-1426 (*voice mail service only*).

HEARING COMMENCES:

Session 1:
Monday, March 4th, 2024
9:00 am
Continuing: March 5th, 6th, 7th, and 8th

Session 2:
Tuesday, April 2nd, 2024
9:00 am
Continuing: April 3rd, 4th, and 5th (if necessary)

LOCATION: **Best Western Plus Liverpool Hotel, 63 Queens PI Dr, Liverpool, NS B0T 1K0**

The public hearing will be held in compliance with the most recent public health directives related to COVID19.

Board hearings are open to the public and you may participate as follows:

- You may submit written comments to the Clerk of the Board by **16h30 on FEBRUARY 12th, 2024**.
- You may request, by **16h30 on FEBRUARY 12th, 2024**, to make a sworn oral statement or affirmation at the hearing.

Written comments or requests to make a sworn oral statement or affirmation submitted to the Board **must include, at a minimum**, the following:

- a) Full name;
 - b) Place of residence (civic address); and
 - c) The application about which comment is being provided and how the comment relates to one or more of the factors set out in section 3 of the Aquaculture Licence and Lease Regulations
- You may request formal standing as an Intervenor, subject to Board approval. This will allow you to present evidence and question witnesses. Your request must be received by the Board by **16h30 on SEPTEMBER 19th, 2023** and, if approved, intervenors intending to present written, visual or electronic evidence must provide that evidence to the Board by **16h30 on JANUARY 22nd, 2024**.

The application for intervenor status can be found here:

https://arb.novascotia.ca/sites/default/files/arb_intervenor_status_application_sept_2023_revision.pdf

Additional information on how to participate as a member of the public at a hearing can be found on the Board's website at <https://arb.novascotia.ca/how-participate> or by contacting the Clerk of the Board.

Submissions to the Board must meet the guidelines outlined in the links above and may be filed as follows:

By Mail to: Clerk of the Nova Scotia Aquaculture Review Board
60 Research Drive, Bible Hill, NS B6L 2R2

By Email to: Aquaculture.Board@novascotia.ca

Submissions made to the Board as part of the public hearing process may be posted on the Board's website. Information provided to the Board is subject to the protections and disclosures required by the Nova Scotia *Freedom of Information and Protection of Privacy Act*. By submitting your comments, you are consenting to the posting of your comments on the Board website.

Region of Queens Municipality Staff Report

7.5

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Solid Waste Facility Tipping Fee Waiving

Background

The registered owner of the property located at 156 Wolfe Street in Liverpool, PID #70070503, Edith Baker, passed away in November of 2001, leaving no will. Since that time, Marnie and Allan Hatt of 152 Wolfe Street, Liverpool have been looking after the property, and commencing June 2002, they have been paying the property taxes for 156 Wolfe Street. Marnie Hatt is Edith Baker's daughter.


The dwelling on the property has fallen into disrepair and must be demolished for public safety reasons. Mr. and Mrs. Hatt are requesting that Council waive the tipping fees for the demolition materials that will be taken to the RQM Solid Waste Management Facility.

Details

This matter was discussed in Council at the November 14th meeting and staff were directed to bring back a recommendation to waive the fee.

Applicable Legislation

Section 47 (5) of the *Municipal Government Act* sets out that council may make and carry out a contract, perform an act, do anything, or provide a service for



which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

Budget Impacts

This is an unbudgeted expense of \$680.50 and will be charged as an operating expense.

Recommendation

THAT the Council of Region of Queens Municipality waive tipping fees associated with the disposal of demolition materials originating from 156 Wolfe Street, Liverpool up to 10 metric tonne.

Communications

A letter will be sent to the applicants confirming the details.

Region of Queens Municipality Staff Report

7.6

To: Council

From: Adam Grant, P.Eng., Director of Engineering and Public Works

Date: November 28, 2023

Re: SQWWTF UV System Upgrade

Background

The Region of Queens Engineering and Public Works Department operates the South Queens Wastewater Treatment Facility, 140 Hank Snow Drive for the treatment of sanitary wastewater.

Part of the treatment process requires disinfection of wastewater prior to disposal, this is completed with ultraviolet disinfection. The current system is more than 20 years old and replacement parts have been discontinued.

Details

The entire project is included in this year's capital budget at an estimate of \$360,000 + HST which allowed for the procurement of replacement equipment as well as other upgrades to accommodate the new unit. The allowance for this replacement component was \$215,000 + HST. An RFP was issued in October of 2023 on the provincial procurement site and closed on November 3, 2023. One proposal was returned at a price of more than \$302,288 + HST – 40% higher than budgeted.



Applicable Legislation

Section 47 (5) of the *Municipal Government Act* sets out that council may make and carry out a contract, perform an act, do anything or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

The project specification states in paragraph 12 of the General Terms and Conditions:

12. The Region of Queens Municipality reserves the right to reject any or all proposals. The lowest or any proposal is not necessarily accepted.

Budget Impacts

Staff will investigate alternative options for completing the project.

Recommendation

THAT the Council of Region of Queens Municipality reject all tenders for Proposal NO. PW11-2023-2024 October 2023.

Communications

A letter noting Council's decision will be made to the one proponent.

Region of Queens Municipality Staff Report

7.7

To: Council

From: Richard Lane, Director of Economic Development

Date: November 28, 2023

Re: Bioeconomy Development Opportunity Zone

Background

In December 2022, the Nova Scotia Innovation Hub engaged Ecostrat Inc. to produce a report and regional investment risk-rating to support efforts to attract new bio-based manufacturing industry investment to the area. This work would lead to the creation of a Bioeconomy Development Opportunity Zone (BDO Zone), which would include the Region of Queens. Council did not provide funding to produce the report, but the Nova Scotia Innovation Hub continued without it.

An Independent Review Committee was formed to provide input to the report from a wide range of forestry perspectives including Nova Scotia Department of Natural Resources and Renewables, Mi'kmaw Forestry Initiative, WestFor Management Inc., Western Woodlot Services Cooperative Ltd., Medway Community Forest Cooperative, Harry Freeman & Son Limited, Novon Forestry, as well as the Forestry Economic Task Force, Nova Scotia Innovation Hub, Invest Nova Scotia, and four municipal units.

Four (4) sites were identified for their suitability for development, including Port Mersey Commercial Park and Freeman Lumber in Queens, along with Kaizer Meadow Industrial Park and the Bridgewater Business Park. The result is a very comprehensive, objective report on the state of the opportunity for investment attraction in forest-based industries in Queens, including a comprehensive

review of forty-eight (48) risk factors that could impact the viability of any development.

The report and rating have been approved by the review committee and the group is ready to launch the designation by a press release and subsequent direct marketing to the bioeconomy investor community. The group is now looking for a financial contribution from the municipal stakeholders to promote their region to global investors with a focus on these investment opportunities.

As part of Council's approved 2023-2024 budget, \$5,000 was included for investment attraction work.

Benefits of a BDO Zone designation:

Investment readiness: Having an A or AA rating through this initiative signals to investors that our region and associated host sites have been prequalified for some of the attributes that those investing in the industry care about.

Key Sector Development: Forestry remains a key sector industry for RQM, and this initiative aligns well with current and future forest best-practices. Having a market for low-grade fibre increases the viability of this key sector. Pursuing a BDO Zone designation is supported by a broad range of forestry stakeholders.

Applicable Legislation

Section 57 (1) of the *Municipal Government Act* states that a municipality may:

- (a) solicit and encourage the establishment and development of new, and the establishment, development and expansion of existing institutions, industries and businesses in and around the municipality;
- (b) publicize the advantages of the municipality or any part of the municipality and the surrounding areas as a location for the establishment and expansion of institutions, industries and businesses;

- (c) pay grants to a body corporate for the purpose of promoting the municipality or any part of the municipality and the surrounding areas as a location for institutions, industries and businesses;
- (d) prepare and disseminate information about the municipality or any part of the municipality and the surrounding areas for the assistance of institutions, industries and businesses intending to locate or expand in the municipality or the surrounding area.

Budget Impacts

The Community Economic Diversification budget includes provision for investment attraction initiatives that arise throughout the year, as such there is no unbudgeted expense.

Recommendation

It is recommended that the Council of the Region of Queens direct staff to utilize up to \$5,000 from the existing budget to support and promote bio-based manufacturing investment opportunities.

Communications

If approved, the continuing working group will issue a press release announcing the creation of the BDO Zone, make the report and rating public, and launch the Southwest BDO Zone through a series of promotional efforts.



Region of Queens Municipality

8.1

COUNCIL IMPLEMENTATION REPORT – January – November 14, 2023

| Date | Recommendation | Responsibility | Action Taken |
|---------------|---|-----------------------|---|
| Feb. 14, 2023 | Approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre. | M. Roberts | The project is currently with the Project Manager for costing. |
| Feb. 14, 2023 | Give approval to register and apply for grants with consultation and approval from the appropriate staff member. The Pool Committee or designate will research and write the grants for approval. | Intermin CAO | No requests received by staff at this time. |
| July 11/23 | Approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST. | Adam Grant | In progress. |
| July 11/23 | Approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST. | Adam Grant | PO issued. Equipment ordered. |
| July 11/23 | Enter into a Site Host Agreement with Nova Scotia Power for the location of an EV charging station on Municipal property. | R. Lane | Council has been advised of the final preferred location on Legion Street ahead of signing the Agreement. |

| Date | Recommendation | Responsibility | Action Taken |
|-------------|---|-----------------------|---|
| Aug. 8/23 | Approve the purchase of a 2023 Komatsu WA320-8 with extended warranty and trade in of 2009 John Deere 624K loader at a net cost of \$314,700 + HST. | Adam Grant | In progress. |
| Sept. 12/23 | Provide grant funding to the South Shore Multicultural Association in the amount of \$3,000 from the 2023-2024 Community Investment Fund. | S. Sereda | Cheque for 80% of installment was issued on September 18. The final installment will be issued when event is done and final report is received. |
| Sept. 26/23 | Approve a budget for repair of the Milton Centennial Pool facility at a cost of up to \$50,000 plus HST. | Adam Grant | In progress |
| Sept. 26/23 | Approve the purchase of a replacement condenser for Queens Place Emera Center at a cost of \$255,000 plus HST, 10% contingency, plus installation to be funded from operations. | Adam Grant | In progress |
| Oct. 10/23 | Approves the purchase of a 2024 Zamboni 450 from Saunders Equipment Ltd., Fredericton, NB at a price of \$156,500 + HST. | Adam Grant | PO issued. |

| Date | Recommendation | Responsibility | Action Taken |
|------------|---|--------------------------|--|
| Oct. 10/23 | <p>Declare the property located at 9777 Highway 8, Caledonia, Queens County, Nova Scotia and identified as PID #70154539 as dangerous or unsightly as defined in the <i>Municipal Government Act of Nova Scotia</i>.</p> <p>AND THAT Region of Queens Municipal Council cause an Order to be served upon the Estate of Wallace Meade, and the person in charge thereof, Patrick McInnis, located at 9777 Highway 8, Caledonia, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:</p> <ol style="list-style-type: none"> 1. Clean-up of all metals, plastics, toys, tires, recyclables, household garbage, construction and demolition materials strewn about the property or noted as remnant remains (or property stored thereof). 2. Demolition of one small makeshift outbuilding/chicken coop that is falling over. 3. Leveling of property accordingly removing holes and tripping hazards. <p>AND THAT if the Estate of Wallace Meade, and the person in charge thereof, Patrick McInnis, fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.</p> | KA Hurley/ J. Hartung | <p>1. October 10, 2023 at 2:21 p.m. served Patrick McInnis with Formal Order by RQM with deadline for clean up on/before November 10, 2022. McInnis is the person-in-charge thereof.</p> <p>2. October 10, 2023 at 2:05 p.m. property posted with Formal Order by RQM with deadline for clean up on/before November 10, 2023.</p> <p>November 14, 2023 Property fully cleaned up and all directives received compliance without RQM action, no costs at this time. Property now meets with Neighbourhood Standards – File closed.</p> |

| Date | Recommendation | Responsibility | Action Taken |
|---------------|---|----------------|--|
| Oct. 24, 2023 | <p>Give notice of its intention to enter into a development agreement with Jasmine and Matthew Mallay to allow for a fixed-roof overnight accommodation operation, consisting of eight (8) rental units, on property identified as PID #70191937 and located on Highway 8 in South Brookfield.</p> <p>AND THAT a Public Hearing be held on November 28, 2023 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 6:00 p.m.</p> | M. MacLeod | In progress. |
| Nov. 14/23 | <p>THAT Zenia Horton – District 2, Mary White – District 4, and Pamela Brennan – District 6, each be reappointed to the Planning Advisory Committee for a term to expire on October 31, 2025.</p> | M. MacLeod | Members notified. |
| Nov. 14/23 | <p>Maintain status quo respecting the use of PID #70057799, located at 7371 Highway 3 in Summerville Centre, and to not proceed with application to enter into a development agreement with 3328333 Nova Scotia Limited to allow for grouped dwellings, consisting of seven (7) units on the subject property.</p> | M. MacLeod | Applicant notified of Council decision. |
| Nov. 14/23 | <p>Approve the following public member committee appointments:</p> <p>Donald Kimball, North Queens, for a term expiring October 31, 2025 Elaina Gaetan, South Queens, for a term expiring October 31, 2026</p> | Angela Green | Complete. First meeting of the Police Advisory Board will take place January 17, 2024. |

| Date | Recommendation | Responsibility | Action Taken |
|-------------|---|-----------------------|---|
| Nov. 14/23 | <p>Appoint Tammy Conway-Denning of Western Head to the Diversity and Inclusion Action Team.</p> <p>AND THAT Council approves the reinstatement of Lynda Earle, Paul Woods, Shaninne Corkum, Rebecca Smart, Paula Barry-Mercer, Rigel Jones, Dotse Dunyo and Melissa Labrador to the Diversity and Inclusion Action Team.</p> | E. Johnston | <p>Tammy Conway-Denning informed of appointment.</p> <p>Reinstatement letters to be issued.</p> |
| Nov. 14/23 | Approves the Terms of Reference for the Diversity and Inclusion Action Team as edited. | E. Johnston | All team members have received updated Terms of Reference. |
| Nov. 14/23 | <p>Direct that Pool Committee and Municipal staff to proceed with the next steps in the South Queens Outdoor Pool Project, including; development of estimated operating budget including expenses and revenue; development of financial plan including possible funding models and grant opportunities for the current capital cost deficit; development of construction procurement options; and obtain further Project Management services.</p> <p>AND THAT Council of Region of Queens Municipality authorize the Director of Recreation & Healthy Communities to be included as a member of the Region of Queens Pool Committee.</p> | M. Roberts | In progress. |
| Nov. 14/23 | Provide grant funding to the Hunts Point Community Hall Association in the amount of \$6,139.05 from the 2023-2024 Community Investment Fund. | S. Serenda | Cheque for 80% of installment to be issued. The final installment will be issued when event is done and final report is received. |



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December, 2022

| Date | Recommendation | Responsibility | Action Taken |
|---------------|---|----------------|---|
| Feb. 22, 2022 | <p>Declare the following properties as surplus to municipal needs and have them advertised for sale at fair market value:</p> <ul style="list-style-type: none"> • 70127501 • 70164561 • 70143276 • 70248018 • 70248026 • 70019609 <p>AND THAT Council of Region of Queens Municipality declare the following properties as surplus to municipal needs and offer them for sale to abutting property owners at a minimum bid of \$0.25 per square foot:</p> <ul style="list-style-type: none"> • 70275508 • 70019872 • 70062245 • 70101613 <p>AND THAT Council of Region of Queens Municipality declare the following property as surplus to municipal needs and offer it for sale to abutting property owner for a minimum bid of the cost of land migration, deed preparation and deed recording:</p> <ul style="list-style-type: none"> • 70271812 | M. MacLeod | Staff are in process of drafting a new bylaw respecting sale of municipal property. |

| Date | Recommendation | Responsibility | Action Taken |
|--------------|--|-----------------------|---|
| Aug. 9, 2022 | Approve the initiation of the Bylaw drafting process that would document the conditions required in order to facilitate collection of Road Levies by Region of Queens as part of the tax billing process. | E. Levy | Meeting with lawyer and GMLLOA scheduled for August 22. |
| Aug. 9, 2022 | Approve the installation of a new barrier free access ramp and building entry on the eastern side of the Town Hall Arts and Cultural Centre (RBC side) to meet the accessibility needs of users of the facility. | Adam Grant | Development Permit approved. Project at 95% complete. |



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

| Date | Recommendation | Responsibility | Action Taken |
|---------------|--|-----------------------|---|
| Oct. 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. | M. MacLeod | Survey complete. Awaiting preparation of deed for signatures and registration. |

Region of Queens Municipality Staff Report

8.2

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Financial Review Quarter Two

Background

Responsible governance includes a comprehensive review of financial information and performance as compared to budget. Non consolidated financial statements for the quarter are provided to Council with a staff report containing supplemental information that Finance staff deem significant for Council. Any questions or concerns Council have regarding the statements can be addressed in the meeting by the Director of Corporate Services and the Manager of Finance.


Details

Financial Report – Quarter Two

Revenue Analysis:

Section 1- TAXES

Deed transfer tax budget was set at \$720,000 for the year and as of September 30th we have received \$693,184. While there were fewer sales transactions than previous years, there were several larger transactions in North Queens, and sales



in Port Medway exceeding \$1.2M per purchase. Queens Home of Special Care Society land purchase also contributed to the increase.

Nova Scotia Power Corporation actual is higher than budget. This is set by the province and we did not know it would increase when we created the budget.

Section 2: GRANTS IN LIEU OF TAXES

Grant in lieu for crown timberlands and the remainder of the fire protection grant will not be received until January/February 2024.

Section 4: SALES OF SERVICES

Protective services are monies collected from parking meters.

Tax certificates stand higher than expected, but corresponds to the higher than expected market activity.

Section 5: OTHER REVENUE FROM OWN SOURCES

Building and development permits higher than budgeted.

Return on investments have exceeded the budgeted amount. This is due to the interest rate continuing to increase and fully utilizing our Investment Policy. Note that as operating cash is utilized throughout the year, interest revenue growth will decrease, so growth in interest revenue will not be consistent over the year.

Tax bills are forgiven interest if paid before June 30th, therefore larger amounts in penalties and interest during July and August are expected. An effective collections policy is in place so lower monthly interest revenue for September was collected.

Included in Miscellaneous revenue is an unsightly claim moved from being posted as an expense to forming a lien on the property, thus no longer being an expense to the Region, but to the assessed owner. Also included is Efficiency NS Funding for Queens Place, FOIPOP requests and copier revenue from the library.



Section 7: CONDITIONAL TRANSFERS FROM FEDERAL & PROVINCIAL GOVERNMENT

Recreation NS Equipment Loan support of \$6,862 for an adapted trike that lives at QPEC which can be borrowed by the public.

Section 8: OTHER TRANSFERS

Other transfers include the \$763,008 brought in to operations from deferred revenue. This was received in March 2023 from the Province for Sustainable Services Growth Fund. It is also shown in Section 16 as a transfer to the capital fund for Waterloo project.

Proceeds from the sale of land the the Queens Care Society is also recorded in this section, with a corresponding transfer to the Special Capital Fund is Section 16.


Expenditures:

Expenditures are expressed as a percentage of annual budget, therefore those that are recorded at the beginning of the year will be close to 100% of budget rather than 50% for the second quarter.

Section 9 - GENERAL GOVERNMENT SERVICES

Travel – Council related is all mileage expense for meetings claimed by Councillors.

Financial management- Billings from Grant Thornton for work on 22/23 audit, extra work had to be completed this year for the new Asset Retirement Obligation reporting standards. The costs posted here represent the overage from last year's accrual for Audit fees. There was an extra one time charge for management of the new Asset Retirement Obligation Section of the financials, an extra charge that will be reoccurring for additional audit testing around the IT system of \$4,000 per year, and extra time charged to assist staff with finalizing the statements after the ARO had been audited and finalized.



Taxation - Reduced Taxes is our low-income tax exemption. By implementing the tiered system, more residents have taken advantage of this rebate.

Tax sale costs were recovered in October when the tax sale was held.

Other- includes \$21,000 for legal services, \$16,800 for Asset Retirement Obligations project paid to AECOM, \$32,000 for CAO search and over \$20,000 on evaluation for lift station capacity.

Other general government services: Other- RQM scholarships and \$38,000 paid to Queens County Transit.

Section 10 - PROTECTIVE SERVICES

Fire fighting force more than 50% because grants are paid 50% in the first installment, 20% in the second installment disbursed in July.

Fire station building expense includes over \$80,000 for repairs and maintenance. This consist of new radiators which were carried forward from last years budget and included in this years budget and the insurance claim deductible for water damage to floor and unplanned maintenance due to a failure of the water lateral in the building.

Section 11 – TRANSPORTATION SERVICES

Small tools and equipment include the upgrade of a scan tool which had surpassed its useful life and safety equipment purchased for EPW staff.

Works garage renovations total \$101,000 which include electrical, insulating, heating, washrooms, office furniture and making use of space for offices to accommodate the new positions approved by Council. The amount budgeted was \$73,000, an overage of almost 40%. Increases in quotes received at the time of budget preparation vs project completion was the cause, no change in scope on the project. The washroom portion of the project has not been



completed yet. Included in general maintenance was the replacement of heaters for the garage.

The main contributors to roads and streets budget include the Liverpool Bridge Sidewalk Redesign (\$175,000), Snow Removal (\$115,000) and Asphalt Paving (\$266,696), all of which have incurred minimal expenses to date, which is why the budget percentage appears off.

Section 12 – ENVIRONMENTAL HEALTH SERVICES

Sewage Collection treatment and disposal administration is insurance cost.

Sewer Treatment Plant Operations required the purchase of two unbudgeted pumps which cost over \$26,000 but are essential to operating the sewage collection systems.

Wastewater Collection Maintenance has exceeded the budgeted amount by over \$22,000 due to the cost of a new connection in Milton. Staff are currently working on updates to the sewer bylaw which will remove this expense from the general rate payers who are not receiving wastewater services.

Leachate Management costs under landfill expense are at 80% of budget. Expenses are highly influenced by weather. Staff shortage has required increased operating costs in overtime to compensate.

Recycling costs are down due to staffing shortages and no overtime requirements due to the temporary shut down of the MRF Facility.

Section 14 - ENVIRONMENTAL DEVELOPMENT SERVICES

Environmental Planning and zoning administration are under budget due to vacant staffing positions. We are currently advertising for two positions in this department.

Other- Accessibility projects are still being developed therefore there has been minimal funds spent of the \$100,000 budget.

Economic Development is under budget as the \$1,000,000 HVAC Project for the Liverpool Business Development Center is in the early stages.

Section 15 – RECREATION AND CULTURAL SERVICES

Swimming pools are not closer to 100% of the budget as would be expected due to early closure of Milton Pool. There will be additional expenses to come to stabilize Milton pool for the winter period.

Parks and Playgrounds includes purchase of 2023 Gator Dump Trailer for \$18,800 and unbudgeted purchase of 2017 Subaru for \$26,000.


Section 16 – FISCAL SERVICES

Budgeted transfers from reserve: Sidewalk Reserve, First Responders, Landfill Equipment, General Equipment, and 2nd generation Landfill. Detail of all activity is provided below.

| | | | |
|-------------------------------------|------------------------|---------------|--------------------|
| Special Operating Reserves | \$ 232,192.78 | \$ 1,407.86 | Comfort Center |
| | | \$ 2,500.02 | First Responders |
| | | \$ 15,784.92 | FD safety |
| | | \$ 12,499.98 | Sidewalk Reserve |
| | | \$ 75,000.00 | Bell Internet |
| | | \$ 75,000.00 | 2nd gen landfill |
| | | \$ 50,000.00 | Cell Tower reserve |
| Special Operating Reserve Equipment | \$ 225,000.00 | \$ 100,000.02 | Landfill Equipment |
| | | \$ 124,999.98 | General Equipment |
| Special Operating Reserve Capital | \$ 942,696.17 | \$ 939,425.50 | LTC land sale |
| | | \$ 3,270.67 | PC report |
| Capital Out of Operating | \$ 813,008.00 | \$ 763,008.00 | Waterloo |
| | | \$ 50,000.00 | Beach Meadows |
| | <u>\$ 2,212,896.95</u> | | |

HILLSVIEW ACRES

New revenue line added for non resident associated funding. This amount includes funding for the completion of the washroom renovation, tub room renovation and exterior doors.



Building expense is also over budget but is offset by the funding mentioned above.

Recruitment and Retention bonuses of \$114,000 included in Salaries and Benefits and in Other Funding Sources.

UTILITY

Interest revenue much higher than budgeted due to the interest rate rising and fully utilizing our investment policy.

Water treatment expenses higher than budgeted: chemicals are at 96% of budgeted amount, process equipment costs increased, and facility repairs and maintenance over budget due to unexpected damage. Some expenses are expected to be recovered through insurance. Operating costs will continue to be overbudget due to staff shortages and use of contractors for the interim.

DISASTER FUNDING

A funding request has been submitted to provincial EMO for review. There are \$18,000 in Public Works related expenses that are not included in this statement as they are part of that submission for reimbursement. Once reviewed any costs that are not approved by EMO will be added to operational costs for the next quarter.

Budget Impacts

Any forecasted impact on budget is included in this staff report.

Communications

The report will be included in the meeting minutes.

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| REVENUE: | F2023 | | |
|--|-----------------------------|--------------------|-----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| 1. TAXES | | | |
| Assessable property | | | |
| Residential | \$ 10,313,831 | 100.87% | \$ 10,224,768 |
| Commercial | 1,798,891 | 102.32% | 1,758,107 |
| | <u>12,112,722</u> | | <u>11,982,875</u> |
| Resource | | | |
| Taxable assessments | 892,954 | 100.16% | 891,559 |
| Forest property tax (less than 50,000 acres) | 29,378 | 99.64% | 29,485 |
| Forest property tax (50,000 acres or more) | 111 | 77.76% | 143 |
| | <u>922,444</u> | <u>100.14%</u> | <u>921,187</u> |
| Area rates | | | |
| Protective services | 202,540 | 100.73% | 201,080 |
| Transportation services | 1,560,592 | 102.20% | 1,527,037 |
| Other | 86,609 | 100.68% | 86,024 |
| | <u>1,849,740</u> | <u>101.96%</u> | <u>1,814,141</u> |
| Special assessment | | | |
| Environmental health service | <u>279,653</u> | <u>50.04%</u> | <u>558,850</u> |
| Other | | | |
| Recovered - Tax sale | - | 0.00% | 36,200 |
| Change of use | - | 0.00% | - |
| Deed transfer tax | 693,184 | 96.28% | 720,000 |
| | <u>693,184</u> | <u>91.67%</u> | <u>756,200</u> |
| Based on revenue: | | | |
| Aliant | 45,361 | 94.50% | 48,000 |
| Nova Scotia Power Corporation | 1,049,181 | 114.48% | 916,495 |
| Nova Scotia Power Corporation-HST rebate | 45,588 | 87.84% | 51,896 |
| | <u>1,140,130</u> | <u>112.17%</u> | <u>1,016,391</u> |
| Conditional transfers to other government Agencies | | | |
| Correctional services | (86,836) | 46.71% | (185,899) |
| Deficit of Regional Housing Authority | - | 0.00% | (120,000) |
| Appropriation to SS Regional Center for Education | (1,635,915) | 50.00% | (3,271,831) |
| | <u>(1,722,751)</u> | <u>48.15%</u> | <u>(3,577,730)</u> |
| | <u>\$ 15,275,122</u> | <u>113.38%</u> | <u>\$ 13,471,914</u> |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| | F2023 | | |
|--|----------------------------|--------------------|----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| 2. GRANTS IN LIEU OF TAXES | | | |
| Federal Government | \$ 59,864 | 99.69% | \$ 60,050 |
| Provincial Government | | | |
| Provincial property | 20,911 | 27.53% | 75,943 |
| Crown timberlands | - | 0.00% | 147,945 |
| Fire protection | 9,466 | 34.41% | 27,506 |
| | <u>30,376</u> | 12.08% | <u>251,394</u> |
| | <u>\$ 90,241</u> | 28.97% | <u>\$ 311,444</u> |
| 3. SERVICES PROVIDED TO OTHER GOVERNMENTS | | | |
| Local Governments | | | |
| Environment health services-landfill | <u>\$ 1,188,095</u> | 52.34% | <u>\$ 2,269,832</u> |
| 4. SALES OF SERVICES | | | |
| Protective services | \$ 7,468 | 62.23% | \$ 12,000 |
| Environmental health services | 467,650 | 52.55% | 889,984 |
| Other - Tax Certificates | 8,200 | 68.33% | 12,000 |
| | <u>\$ 483,318</u> | 52.88% | <u>\$ 913,984</u> |
| 5. OTHER REVENUE FROM OWN SOURCES | | | |
| Licenses and permits | \$ 38,545 | 66.92% | \$ 57,600 |
| Fines | 16,506 | 63.48% | 26,000 |
| Rentals | 143,223 | 56.56% | 253,224 |
| Return on investments | 134,858 | 112.38% | 120,000 |
| Penalties and interest | 82,706 | 64.11% | 129,000 |
| Revenue collected on behalf of others | 44,212 | 91.62% | 48,254 |
| Less: Disbursement of collected revenue above | (44,212) | 91.62% | (48,254) |
| Queens Place | 274,733 | 59.11% | 464,745 |
| Recreation Program Revenue | 39,524 | 54.14% | 73,000 |
| Miscellaneous | 44,709 | 131.89% | 33,900 |
| | <u>\$ 774,804</u> | 66.94% | <u>\$ 1,157,469</u> |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| | F2023 | | |
|---|----------------------|--------------------|----------------------|
| | ACTUAL | Budget %age | BUDGET |
| 6. UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS | | | |
| Provincial Government | | | |
| Service Nova Scotia & Municipal Relations | | | |
| Assessment Act, farm property acreage | \$ 13,748 | 106.33% | \$ 12,930 |
| Municipal Grants Act-equalization | 304,309 | 25.00% | 1,217,236 |
| | \$ 318,057 | 25.85% | \$ 1,230,166 |
| 7. CONDITIONAL TRANSFERS FROM FEDERAL & PROVINCIAL GOVERNMENTS OR AGENCIES | | | |
| Federal Government - Other | \$ 3,360 | 100.00% | \$ 3,360.00 |
| Provincial Government | 56,862 | 88.85% | 64,000 |
| Environmental Health Services: | | | |
| Garbage & refuse collection & disposal | - | 0.00% | 66,000 |
| Other Provincial Funding: | | | |
| RRFB - Waste Separation Funding | - | 0.00% | 10,500 |
| Civic number grant | - | 0.00% | 4,620 |
| | \$ 60,222 | 40.56% | \$ 148,480 |
| 8. OTHER TRANSFERS | | | |
| Transfer from other fund: | | | |
| Surplus of Other Years | | 0.00% | 998,940 |
| Special Operating Reserve | 1,725,701 | 149.59% | 1,153,632 |
| Special Capital Reserve | - | 0.00% | 73,000 |
| Special Equipment Reserve (Fire Dept) | - | 0.00% | 201,096 |
| | \$ 1,725,701 | | \$ 2,426,668 |
| TOTAL REVENUE: | \$ 19,915,560 | | \$ 21,929,957 |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| EXPENDITURES: | F2023 | | |
|---------------------------------------|----------------------------|--------------------|----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| 9. GENERAL GOVERNMENT SERVICES | | | |
| Legislative | | | |
| Remuneration - mayor | \$ 23,484 | 50.00% | \$ 46,967 |
| Remuneration - council | 81,451 | 49.36% | 165,017 |
| Other | | | |
| Travel - Council related | 4,722 | 94.44% | 5,000 |
| Other Council | 5,382 | 26.51% | 20,300 |
| | <u>115,039</u> | <u>48.48%</u> | <u>237,284</u> |
| General administration | | | |
| Administration | 577,246 | 43.50% | 1,326,911 |
| Financial management | 15,131 | 59.34% | 25,500 |
| Bank charges | 1,715 | 38.98% | 4,400 |
| Taxation | | | |
| Administration | 32,908 | 48.04% | 68,501 |
| Tax billings | 15,566 | 100.43% | 15,500 |
| Assessment Services | 154,926 | 50.00% | 309,853 |
| Appeals Prior year | - | | - |
| Reduced taxes | 102,596 | 82.04% | 125,050 |
| Tax sale | 15,204 | 67.57% | 22,500 |
| Common services | 118,899 | 45.77% | 259,798 |
| Other | 92,466 | 27.23% | 339,620 |
| | <u>1,126,657</u> | <u>45.11%</u> | <u>2,497,633</u> |
| Other general government services | | | |
| Conventions | 18,919 | 42.28% | 44,750 |
| Insurance | 1,120 | 100.00% | 1,120 |
| Grants to organizations | 95,422 | 54.53% | 175,000 |
| Other | 51,121 | 66.61% | 76,746 |
| | <u>166,583</u> | <u>55.97%</u> | <u>297,616</u> |
| Valuation allowance | | | |
| Uncollectible taxes | 297 | 2.97% | 10,000 |
| | <u>297</u> | <u>2.97%</u> | <u>10,000</u> |
| | <u>\$ 1,408,576</u> | <u>46.30%</u> | <u>\$ 3,042,533</u> |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| | F2023 | | |
|---|----------------------------|--------------------|----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| 10. PROTECTIVE SERVICES | | | |
| Police protection | | | |
| Administration-prosecution fees/DNA testing | \$ 2,702 | 12.60% | \$ 21,451 |
| Crime investigation, prevention and protective services | 1,309,718 | 49.89% | 2,625,315 |
| | <u>1,312,420</u> | 49.59% | <u>2,646,766</u> |
| Law enforcement | | | |
| Building/Fire Inspection | 94,920 | 50.09% | 189,500 |
| Bylaw | 55,191 | 41.06% | 134,429 |
| | <u>150,111</u> | 46.34% | <u>323,929</u> |
| Fire protection | | | |
| Fire fighting force | 765,876 | 68.70% | 1,114,851 |
| Fire alarm system | 14,582 | 48.37% | 30,150 |
| Water supply and hydrants | 100,540 | 50.00% | 201,080 |
| Fire station building | 95,121 | 87.41% | 108,824 |
| Other | 993 | 19.86% | 5,000 |
| | <u>977,112</u> | 66.93% | <u>1,459,905</u> |
| Emergency measures | <u>34,718</u> | 58.94% | <u>58,907</u> |
| | <u>\$ 2,474,361</u> | 55.11% | <u>\$ 4,489,507</u> |
| 11. TRANSPORTATION SERVICES | | | |
| Common services | | | |
| Administration | \$ 467,541 | 34.35% | \$ 1,361,007 |
| Equipment operations | 275,617 | 48.68% | 566,200 |
| Small tools and equipment | 30,768 | 68.37% | 45,000 |
| Works/Storage garages | 149,677 | 88.21% | 169,686 |
| Insurance | 2,501 | 96.76% | 2,585 |
| Staff training | 7,777 | 77.77% | 10,000 |
| | <u>933,881</u> | 43.35% | <u>2,154,478</u> |
| Road transport | | | |
| Roads and streets | 274,084 | 25.76% | 1,063,805 |
| Street lighting | 121,218 | 43.45% | 279,000 |
| | <u>395,302</u> | 29.44% | <u>1,342,805</u> |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| | F2023 | | |
|--|---------------------|--------------------|---------------------|
| | ACTUAL | Budget %age | BUDGET |
| 11. TRANSPORTATION SERVICES continued | | | |
| Debenture | | | |
| Interest | 2,679 | 51.29% | 5,222 |
| Principal | 14,191 | 40.13% | 35,365 |
| | <u>16,870</u> | 41.56% | <u>40,587</u> |
| Air transportation | | | |
| Airport | 4,842 | 41.58% | 11,645 |
| | <u>\$ 1,350,895</u> | 38.06% | <u>\$ 3,549,515</u> |
| 12. ENVIRONMENTAL HEALTH SERVICES | | | |
| Sewage collection and disposal | | | |
| Administration | \$ 21,377 | 84.11% | \$ 25,414 |
| Sewage collection systems | 108,875 | 84.10% | 129,463 |
| Sewage treatment and disposal | 87,885 | 40.76% | 215,642 |
| | <u>218,137</u> | 58.87% | <u>370,519</u> |
| Debenture | | | |
| Interest | 10,935 | 53.22% | 20,549 |
| Principal | 114,618 | 87.84% | 130,485 |
| | <u>125,553</u> | 83.13% | <u>151,034</u> |
| Garbage and waste collection and disposal | | | |
| Administration | 62,298 | 42.67% | 145,993 |
| Uncollectible (Recovery) Receivables | - | | - |
| Garbage and waste collection | 738,121 | 47.88% | 1,541,568 |
| Landfill | 468,923 | 52.42% | 894,614 |
| Special Capital Reserve - closure costs | 359,912 | 44.61% | 806,741 |
| Recycling | 280,140 | 35.19% | 795,977 |
| | <u>1,909,393</u> | 45.63% | <u>4,184,893</u> |
| Debenture | | | |
| Interest | - | 0.00% | 6,711 |
| Principal | - | 0.00% | 64,587 |
| | <u>-</u> | 0.00% | <u>71,298</u> |
| | <u>\$ 2,253,083</u> | 47.16% | <u>\$ 4,777,744</u> |

REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023

| | F2023 | | |
|---|----------------------------|--------------------|----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| 14. ENVIRONMENTAL DEVELOPMENT SERVICES | | | |
| Environmental planning and zoning | | | |
| Administration | 150,938 | 32.76% | 460,715 |
| Other | 15,505 | 9.00% | 172,267 |
| | <u>166,443</u> | <u>26.30%</u> | <u>632,982</u> |
| Tourism | | | |
| Facilities | 58,911 | 59.59% | 98,856 |
| Marketing and Promotion | 11,394 | 15.07% | 75,600 |
| Administration | 151,398 | 46.53% | 325,407 |
| Economic Development | | | |
| Liverpool Business Development Center | 218,013 | 19.52% | 1,116,946 |
| Event Strategy | 23,348 | 38.27% | 61,000 |
| Community Initiatives/Signage | 13,221 | 8.06% | 164,100 |
| Other environmental development services | | | |
| Tourism and economic development | <u>476,285</u> | <u>25.86%</u> | <u>1,841,909</u> |
| | <u>\$ 642,728</u> | | <u>\$ 2,474,891</u> |
| 15. RECREATION AND CULTURAL SERVICES | | | |
| Recreational facilities | | | |
| Swimming pools | \$ 52,863 | 66.03% | \$ 80,059 |
| Parks and Playgrounds | 183,800 | 59.04% | 311,317 |
| Queens Place | 559,774 | 43.75% | 1,279,487 |
| | <u>796,437</u> | <u>47.67%</u> | <u>1,670,863</u> |
| Cultural buildings and facilities | | | |
| Historical sites | 658 | 34.62% | 1,900 |
| Court House | 13,919 | 54.73% | 25,432 |
| Museums | 40,412 | 43.78% | 92,304 |
| Regional Library Funding | 46,000 | 50.00% | 92,000 |
| TH Raddall Library | 27,885 | 46.53% | 59,929 |
| | <u>128,874</u> | <u>47.46%</u> | <u>271,565</u> |
| Other recreational & cultural services | <u>230,696</u> | <u>44.86%</u> | <u>514,252</u> |
| Debenture | | | |
| Interest | 28,279 | 51.80% | 54,588 |
| Principal | 158,369 | 100.00% | 158,369 |
| | <u>186,648</u> | <u>87.65%</u> | <u>212,957</u> |
| | <u>\$ 1,342,655</u> | <u>50.29%</u> | <u>\$ 2,669,637</u> |

**REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023**

| | F2023 | | |
|---|----------------------|--------------------|----------------------|
| | ACTUAL | Budget %age | BUDGET |
| 16. FISCAL SERVICES | | | |
| Transfers to own reserves, funds and agencies | | | |
| Other funds | | | |
| Special Operating Reserve | \$ 232,193 | 71.86% | \$ 323,130 |
| Capital Out of Operating | 813,008 | | |
| Special Capital Operating Reserve | 942,696 | | |
| Water Utility | - | 0.00% | \$ 9,500 |
| Special Equipment Reserve | 225,000 | 37.91% | 593,500 |
| | 2,212,897 | | 926,130 |
| <u>TOTAL EXPENDITURES:</u> | \$ 11,685,195 | 53.28% | \$ 21,929,957 |

**REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED SEPTEMBER 30, 2023**

**HILLSVIEW
ACRES**

| | F2023 | | |
|--|------------------|--------------------|------------------|
| | ACTUAL | Budget %age | BUDGET |
| REVENUE | | | |
| Resident care | \$ 808,948 | 53.09% | \$ 1,523,857 |
| Other funding sources | 398,609 | 1025.25% | 38,879 |
| Transfer from Reserve | | | 148,232 |
| | <u>1,207,557</u> | <u>70.58%</u> | <u>1,710,968</u> |
| EXPENDITURE | | | |
| Salaries and benefits | 737,408 | 54.25% | 1,359,347 |
| Building | 301,277 | 242.56% | 124,208 |
| Supplies and equipment | 18,775 | 25.90% | 72,500 |
| Resident care | 65,287 | 47.03% | 138,813 |
| Other | 14,558 | 90.42% | 16,100 |
| | <u>1,137,304</u> | <u>66.47%</u> | <u>1,710,968</u> |
| EXCESS OF REVENUE OVER EXPENDITURE OPERATIONS | | | |
| | <u>70,253</u> | | <u>-</u> |

**REGION OF QUEENS MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE QUARTER ENDED June 30, 2022**

**WATER
UTILITY**

| | F2023 | | |
|---|----------------------------|--------------------|----------------------------|
| | ACTUAL | Budget %age | BUDGET |
| OPERATING REVENUE | | | |
| Metered sales | \$ 291,953 | 50.25% | \$ 581,021 |
| Public fire protection | 100,540 | 50.00% | 201,080 |
| Other | 10,055 | 70.31% | 14,300 |
| | <u>402,548</u> | 50.55% | <u>796,401</u> |
| OPERATING EXPENDITURE | | | |
| Source of Supply | 6,215 | 48.48% | 12,821 |
| Water treatment | 287,188 | 69.40% | 413,842 |
| Transmission and distribution | 141,554 | 50.36% | 281,107 |
| Administration | 55,796 | 59.19% | 94,272 |
| Amortization | - | 0.00% | 120,000 |
| | <u>490,753</u> | 53.22% | <u>922,042</u> |
| OPERATING SURPLUS (DEFICIT) | <u>(88,205)</u> | 70.20% | <u>(125,641)</u> |
| NON OPERATING REVENUE | | | |
| Interest | 9,848 | 656.53% | 1,500 |
| Other | - | | - |
| | <u>9,848</u> | 656.53% | <u>1,500</u> |
| NON OPERATING EXPENDITURE | | | |
| Debenture | | | |
| Interest | 3,188 | 51.96% | 6,136 |
| Principal | 29,691 | 68.38% | 43,423 |
| | <u>32,879</u> | 66.34% | <u>49,559</u> |
| NON OPERATING (DEFICIT) SURPLUS | <u>(23,031)</u> | 47.92% | <u>(48,059)</u> |
| EXCESS EXPENDITURES OVER REVENUE | <u>\$ (111,236)</u> | 64.04% | <u>\$ (173,700)</u> |

Region of Queens Municipality Staff Report

8.3

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Area Rate Policy Discussion

Background: Region of Queens Municipality Policy 23 Request for Area Rate requires that an application requesting each rate must be submitted annually by January 15th. The policy also outlines organizational reporting requirements.


Details:

During the Council meeting held February 28th, 2023, there was discussion regarding the Area Rate Policy and whether the requirements were onerous for the organizations that are applying. Staff were instructed to review the policy and come back to Council at a future date. A draft of the new policy is included with this report as well as the current (original) policy.

In the new version of the policy, paragraph 8 to 13 outlines requirements for new area rates and paragraph 23 to 27 outlines the requirements for new area rates.

The following are some potential key decision points that Council may want to consider:

1 – The deadline for renewals in the new policy is January 15th. As the new policy only requires public consultation and vote for new applications, staff are not opposed to extending the deadline for renewals to February 15th except for the year that the public consultation is required. (Section 26)



2 – How often should existing area rates require a renewal to reaffirm (Section 26). Suggested options are annually, once per Council term or once per ten years.


3 – Section 23 outlines reporting requirements for existing rates. Depending on Council's risk tolerances, the reporting requirements could, for example, be less frequent such as the first and third year of Council terms.

4 – What reporting requirements are reasonable for an organization that receives funding from area residents? The new policy considerably reduces the reporting requirements for Area Rates. Removing these reporting requirements does increase the chance of misappropriation or poor oversight, but also reduces the reporting burden and costs for organizations.

The redrafted policy is largely based on the original policy, both are attached.

The redrafted policy makes the following specific changes:

- Section 10 (b) – associations could request a lump sum before, the amount of cents on \$100 of assessment was one of two options. Now there is only one option: cents per \$100 of assessment.
- Section 10 (d) – this section changes the reporting requirements and does not provide any independent verification of the use of funds that are collected from residents and disbursed to the organizations. The current policy requires that financial statements be prepared at a Notice to Reader level by a professional accountant and provided as part of the application or renewal.
- Public Consultation and Vote – this is now mandatory for all new applications.
- Renewal of Existing Area Rate – This used to include a Section called Accountability and the organizations were required to provide a forecast to the end of the fiscal year along with copies of invoices verifying expenditures to date. This requirement does not exist in the draft policy.
- Section 29 (a) – donations to other organizations is now prohibited from the area rate funding. This is a new requirement in the draft policy.



Clarification of language:

The most recent set of financial statements (Section 23 a) refers to the most recent set that are completed, not the financial statement for the most recent year end. For example: if an organization's fiscal year end is December 31, the reporting requirements for an application submitted January 15th, 2023 would be for financial statements as of December 31, 2021. If an organization's fiscal year end is March 31, the reporting requirements for an application submitted January 15th 2023 would be financial statements as of March 31, 2022.

The term Auditor will be removed from Appendix A as the financial information provided is not audited nor verified by an independent party.

Applicable Legislation:

The Municipal Government Act Section 49 (1) states in part, "The council may make policies (a) setting the interest rate to be charged on overdue taxes, area rates, water charges, sewer charges and any other charges or sums owing to the municipality."

Budget Considerations:

Approved Area Rates will be included in the budget process.



Region of Queens Municipality

Policy 23 – Community Area Rate

Policy Statement

It is the policy of Region of Queens Municipality to provide registered not-for-profit organizations with the ability to request that an area rate be established in a certain assessment district or assessment districts with the funds raised to be provided to the organization with the goal of community betterment.

Policy Objectives

1. To provide application procedures to not-for-profit organizations to request area rates
2. To establish uniform guidelines for the approval of area rates
3. To provide an accountability framework for the expenditure of tax dollars raised through an area rate.

Policy Details

Definitions

4. For the purposes of this policy, the following definitions shall apply
 - a. “area rate” means a tax levied on the assessed value of properties within a defined assessment district above a standard tax rate where such money is collected for a specific purpose of either the Municipality or a not-for-profit organization.
 - b. “assessment district” is the boundary established by Property Valuation Services Corporation (PVSC) for a certain area in Queens County that averages approximately 1300 properties including dwellings, businesses, and vacant land.
 - c. “complete application” is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.
 - d. “not-for-profit organization” and “community organization” is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the



Legislature and at the time of application is in good standing with the applicable government agency.

Accountability

5. Responsibility for the oversight and implementation of this policy shall like with the Municipality's Director of Corporate Services.
6. Director of Corporate Services shall bring forth changes to this policy when appropriate to the Chief Administrative Officer for review.

Eligibility

7. To be eligible to submit a request for an area rate, the community organization shall be registered a non-profit organization and in good standing with Nova Scotia Registry of Joint Stock Companies.

Requests for New Area Rates

8. Community organizations may request the establishment of an area rate for a specific assessment district by January 15th of any given year for consideration in the next Region of Queens Municipality fiscal year.
9. Community organizations shall only request area rates in an assessment district or assessment districts for where the organization is based or provides services.
10. Proposals shall include the following:
 - a. A clear statement of purpose and rationale for the establishment for the area rate
 - b. The proposed amount of the area rate in cents per \$100 of assessment
 - c. The proposed assessment district or assessment districts and any necessary justification for selection of said district or districts
 - d. The organization's most recent financial statements in the format prescribed in Appendix A "Financial Reporting"
 - e. A copy of the organizations most recent bank statements for all accounts
 - f. A copy of the organization's incorporation documents including bylaws
 - g. A signed resolution of the organization's directors authorizing the request
 - h. A financial plan for the use of the funds including
 - i. The next year's budget as approved at a Annual General Meeting open to rate payers
 - ii. How the funds from the area rate will be used
 - iii. Any other sources of revenue to be combined with the funds



- i. The application fee of \$325 plus HST per assessment district in the request.
11. In no case shall an area rate request from a community organization include all assessment districts be considered under this policy.
12. Once received, an area rate request cannot be amended or modified if public consultation has begun.
13. Upon receipt of a complete application per Section 10, Director of Corporate Services shall:
 - a. Ensure the request is complete.
 - i. If the request is not complete, Director of Corporate Services shall notify the organization of omissions in the request. The organization will have seven (7) days to provide the omitted documents. Should the organization not provide the omitted documents within that timeframe, the request for area rate shall not proceed and the request shall be denied.
 - b. Confirm that the proposal complies with any and all parts of this policy.
 - c. Notify Council, CAO, and Municipal Clerk of the request.

Public Consultation and Vote

14. Municipal Clerk shall facilitate a public area rate meeting on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the assessment district(s) where the area rate is being requested where possible.
15. The area rate meeting shall be chaired by the Councillor who has the greatest land percentage of the area under consideration for the area rate.
16. During the public area rate meeting, the applicant shall be given an opportunity to present the request and field any questions. The Councillor chairing the meeting shall also be available to field questions as they relate to the Municipality.
17. A full day vote shall be established no less than 5 days after the public meeting.
18. Should more than one applicant request an area rate in the same assessment district, the cost of the application fee may be divided amongst the applicants at the discretion of the Chief Administrative Officer.
19. All votes during a day-long vote shall be done by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website and social media as soon as practical thereafter.



Voting Eligibility

20. Any person who owns property within the assessment district or districts under consideration and are eligible to vote in municipal elections are eligible to cast a vote at an area rate vote upon verbally swearing or affirming they are an eligible voter.
21. There shall be no proxy voting during an area rate vote.
22. If a voter is unable to vote due to physical disability, the voter may request assistance of the Returning Officer or Deputy Returning officer to cast a vote.

Renewal of Existing Area Rates

23. Community organizations with an existing area rate shall submit annually to Director of Corporate Services by January 15th:
 - a. The organization's most recent financial statements in the format prescribed in Appendix A "Financial Reporting"
 - b. A copy of the organizations most recent bank statements for all accounts
 - c. A copy of any updates to the organizations incorporation documents including bylaws
 - d. A signed resolution of the organization's directors authorizing the request
 - e. A financial plan for the use of the funds including
 - i. The next year's budget as approved at an Annual General Meeting open to rate payers
 - ii. How the funds from the area rate will be used
 - iii. Any other sources of revenue to be combined with the funds
 - f. A report outlining usage of area rate funds in the previous fiscal year.
24. Should a community organization wish to increase an existing area rate amount from the amount given in the previous fiscal year, this is considered a request for a new area rate and is subject to the related sections of this policy.
25. Should a community organization wish to decrease an existing area rate amount from the amount given in the previous fiscal year, this is not considered a request for a new area rate and may be done by submitting the documents outlined in Section 22 with a written request to decrease the area rate amount.



26. Existing area rates shall be subject to public consultation and full day vote at the expense of community organization holding the area rate at minimum every ten (10) years from 2023, or as requested by Council.
27. If community organizations with an existing area rate do not submit the required documents by January 15th of any year, the area rate will not be renewed for the next fiscal year.

Approved Uses of Area Rate Funds

28. The funds raised from an area rate may be used for
 - a. Community events
 - b. Community accessories including signage, picnic tables, benches, and garbage cans
 - c. Community beautification and clean up, including maintenance of cemeteries
 - d. Maintenance of recreation infrastructure, including infrastructure on municipal lands on the approval of the Municipality
 - e. Recreational programming and equipment, including seasonal infrastructure
 - f. Operation of small, local community centres
 - g. Accessibility upgrades and Inclusive programming
 - h. Honouraria for Indigenous consultation and ceremony

Prohibited Uses of Area Rate Funds

29. The funds raised from an area rate shall not be used for:
 - a. Reallocation of funds to other community organizations as gifts, grants or other donation without services rendered
 - b. The purchase of real property
 - c. Infrastructure and activities that are generally not open to or of the benefit of the public
 - d. Regional infrastructure, including community centres and other facilities that are designed to deter residents from accessing comparable services or programming in their home communities in Queens County.
 - e. Construction of recreation facilities, or comparable facilities already owned and operated by Region of Queens Municipality in the assessment district or reasonable proximity.
 - f. Political activity
 - g. New sidewalks



Authority

30. Upon conclusion of any public consultation and vote, request for renewal of an existing area rate, or request to decrease an area rate amount, Director of Corporate Services and/or Municipal Clerk shall provide a report to Council outlining the process followed, appropriate statistics, and other relevant information.
31. The decision whether to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

Repeal

Policy No. 23 – Request for Area Rate, adopted by the Council of Region of Queens Municipality on the 9th day of November 2021, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the ## day of MONTH, 2023.

SIGNED by the Mayor and Municipal Clerk on this ## day of MONTH, 2023.

Mayor

Municipal Clerk



DRAFT



Appendix A: Financial Reporting

All financial reports submitted to Region of Queens Municipality Director of Corporate Services must be in the prescribed form.

Please add additional sheets to explain 'others' and if more space is required.

DRAFT



Statement of Income and Expenditures for _____

Society Name

For the period ending _____

(yyyy/mm/dd)

Income

Membership Fees _____

Fundraising _____

Sales/Rentals _____

Grants and Donations _____

Investment Interest _____

Other revenue _____

A. Total Income _____

Expenditures

Administration _____

Insurance _____

Utilities _____

Salaries/Honouraria _____

Maintenance and Repairs _____

Other expenditures _____

Other expenditures _____

B. Total Expenditures _____

C. Net Surplus or (Deficit) (A-B=C) _____

D. Surplus or (Deficit), beginning of year _____

E. Surplus or (Deficit) end of year _____

(C+D=E)

Auditor or Director: _____

Signed

Printed

Director: _____

Signed

Printed



Balance Sheet for _____

Society Name

For the period ending _____

(yyyy/mm/dd)

Assets

Cash and Deposits _____

Accounts Receivable _____

Prepaid Expenses _____

Equipment _____

Land and Buildings _____

Other capital/fixed assets _____

A. Total Assets _____

Liabilities

Accounts Payable _____

Taxes Payable _____

Mortgage _____

Other _____

Other _____

B. Total Liabilities _____

Equity

Retained earnings/deficit _____

General Reserve _____

C. Total Equity _____

Total Liabilities and Equity

(A must equal B+C) _____

Auditor or Director: _____

Signed

Printed

Director: _____

Signed

Printed

Approved by Council: Date



POLICY NO. 23

REQUEST FOR AREA RATE

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Policy Number 23 and may be cited as the "Area Rate Policy".

POLICY PURPOSE

To provide registered not-for-profit organizations with the ability to request that an area rate be established in a certain, or certain assessment districts, with the funding raised to be provided to the organization to assist them with operational or capital costs in the upcoming or future fiscal years.

DEFINITIONS

"area rate" means a tax levied on the assessed value of properties within a defined assessment district above a standard tax rate, where such money collected is for a specific purpose of either the Municipality or not-for-profit organization.

"assessment district" is the boundary established by Property Valuation Services Corporation for a certain area of Queens County that averages approximately 1300 properties including dwellings, businesses, and vacant land.

"complete application" is an application that includes all documents required to be submitted under this policy in their correct form and by the application deadline.

"not-for profit organization" is any organization that operates on a non-profit basis having its head office and chief place of business in Queens County and is registered provincially or federally as a society, charity, or through an Act of the Legislature and at the time of application is in good standing with the applicable government agency.

AUTHORITY

Section 47 of the *Municipal Government Act* provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

SCOPE

This policy shall apply to all not-for-profit organizations in Queens County.

POLICY INTENT

It is the intent of this policy to provide clear and consistent processes by which not-for profit organizations can apply for an area rate.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Director of Corporate Services.

It shall be the responsibility of the Director of Corporate Services to bring forth recommendations for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

ORGANIZATIONAL REQUESTS

In order to be considered for an area rate for a future fiscal year, an eligible not-for-profit organization must submit an application to the Director of Corporate Services for an area rate prior to January 15th of any year.

Each area rate request must include the not-for-profit organization's most recent financial statements independently reviewed to a minimum Notice to Reader level, a copy of the proposed upcoming fiscal year budget, a copy of the organization's most recent bank statement, a copy of the organization's current incorporation document including bylaws, a written statement outlining the reason for the request, signed copy of resolution of organizational directors authorizing the request, assessment districts for which the area rate is being requested, as well as the rationale for choosing that district or districts.

A request for area rate will only be considered when such request is made for an assessment district or assessment districts. In no case, shall a request to include all assessment districts be considered under this policy. Once received, an area rate request cannot be amended or modified if the public consultation process has begun which includes placing an advertisement for a public meeting.

Upon receipt of a complete application for an area rate, Director of Corporate Services shall provide the request to Council for consideration concerning whether Council wishes to hold an area rate meeting or other public consultation, or refer it directly to budget deliberations.

Should Council choose to hold an area rate public meeting, the meeting shall be held on an agreed upon date between the Municipality and applicant in a location that is accessible, suitable for the number of people expected, and within the assessment district(s) where the area rate is being requested where possible. This meeting shall be chaired by the area Councillor, or if more than one assessment district, by the Councillor who has the greatest land percentage of the area under consideration for the area rate. The applicant shall be required to provide a non-refundable application fee of \$250 plus HST for each

application for up to two assessment districts and \$500 plus HST for more than two assessment districts to pay for newspaper advertisements and hall rentals.

Should Council choose to hold more comprehensive public consultation including a full day vote, a public meeting prior to the vote or other public communications shall be provided by the applicant according to the terms established by the Municipality. A voting day shall be established no less than 5 days after the public meeting or issuance of public communications. The applicant shall be required to provide a non-refundable application fee of \$750 plus HST for each application for up to two assessment districts or \$1500 plus HST for more than two assessment districts to pay for newspaper advertisements, hall rentals, and election day workers, if a more comprehensive public consultation is required including a full day vote.

All votes at public meetings or during a day-long vote, shall be by confidential ballot. The results of the vote shall be communicated immediately to the applicant and posted on the Municipality's website as soon as practical thereafter.

Any person who owns property within the assessment district or districts under consideration are eligible to cast a vote at a public meeting or other public vote upon swearing or affirming that they are an eligible voter.

Upon the conclusion of any public meeting or public consultation including a vote, Director of Corporate Services shall provide a report to Council outlining the process followed, attendance at public meeting(s) or voting percentages, and other relevant information.

The decision regarding whether or not to levy an area rate and its terms and conditions shall be at the sole discretion of Council and shall not be appealable.

ACCOUNTABILITY

Prior to January 15th of any year, an approved applicant from the current year, must provide copies of their expensed invoices and a preliminary financial statement showing where funds have been spent to date, as well as other revenue sources, to the Director of Corporate Services.

EFFECTIVE DATE

This policy shall take effect from the date of approval by Council.


REPEAL

Policy 23 - Public Meeting for Area Rate Requests, adopted by the Council of Region of Queens Municipality on the 8th day of October 2013, is hereby repealed.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 9th day of November, 2021.

SIGNED by the Mayor and Deputy Clerk this 9th day of November, 2021.



Mayor



Deputy Clerk

Region of Queens Municipality Staff Report

8.4

To: Council

From: Cody Joudry

Date: November 28, 2023

Re: CBCL Report and Growth Planning


Background

Council directed staff to determine the possibility and costs to provide water and wastewater services to Pleasant Street. Staff worked with the consulting firm CBCL to determine the feasibility and cost of this work. Attached to this report is a copy of the CBCL report.

Details

The CBCL report outlines that providing water and wastewater services to Pleasant Street and surrounding lands is possible. To provide the full scope of services land developers have requested, current estimates put the cost \$7.63, some of which we'll need to do anyways (such as lift station upgrades). That said developing the CBCL report outlined the matter is much more complex than may be understood. For example we do not have clear policies and procedures in place to understand who and how growth-related infrastructure is funded. Another example is we have pressure issues and lift station capacity challenges in our existing system that the CBCL report brings to light but were there regardless of a Pleasant Street expansion or not.

In essence the Municipality has several challenges related to existing infrastructure and is not properly set up to ensure growth happens efficiently and effectively.



Growth has essentially not happened over the last several decades. As a result, the Municipality has not focused on ensuring plans, resources, and processes are in place to respond to growth opportunities and demands. Staff are ready and able to begin addressing these issues, assuming growth is a priority of Council and appropriate resources are available (i.e. budget).

The Province of Nova Scotia also recently announced an infrastructure grant program related to growth. Applications for this grant program are due by December 13, 2023 (one day after the next Council meeting). Applications for these grants do require a clear motion of Council that demonstrates support for the planned work. The Pleasant Street Extension (plus related work that is already planned and in the capital budget) appears to be a good candidate for the program. If Council is supportive of this work and an application staff would plan to bring back a full report and grant application to Council on December 12, 2023. It would also be important to recognize these grants are very competitive and lobby efforts by Council to the Provincial government may be beneficial.

In addition to this grant application, staff and Council would benefit from workshop(s) on existing infrastructure challenges and growth planning. Staff are suggesting that, with Council's direction, they would begin organizing at least 2 workshops in early 2024. These workshops would enable Council and staff to better understand what the challenges are and what growth planning would involve.

Budget Impacts

Workshops could be conducted within the existing budget. Staff will require more time to fully understand the additional capital costs (beyond whats in the existing capital budget) for the Pleasant Street / Infrastructure Grant program. This would be presented at the December 12, 2023 Council meeting.

November 23, 2023

Adam Grant, P.Eng.
Director of Engineering & Public Works
Region of Queens Municipality
142 Hank Snow Drive
Liverpool, NS B0T 1K0

Dear Mr. Grant:

RE: Servicing Assessment for the Liverpool (Mount Pleasant) Growth Area (Revised)

The Region of Queens Municipality (RQM) owns and operates water and wastewater utilities which service residential and commercial customers within the former town of Liverpool. The Municipality is aware of three residential development projects proposed on currently unserviced lands in Mount Pleasant, southeast of the existing service boundary along School Street and Shore Road. This anticipated growth has led the Municipality to investigate the feasibility of extending the water distribution and wastewater collection systems to service the proposed development projects, as well as the surrounding unserviced residential properties.

CBCL Limited (CBCL) was engaged by the Municipality to:

- ▶ Project water use and fire protection needs for the proposed service extension, with future unit count and construction type information provided by the Municipality.
- ▶ Complete a field program including hydrant flow testing and pump station draw-down testing to inform and validate the hydraulic capacity assessments of existing sanitary pump stations.
- ▶ Perform an analysis of existing infrastructure in combination with operational and field data to determine the current operating points, available capacity, and required upgrades for the Municipality's water and wastewater infrastructure.
- ▶ Provide a letter report detailing the execution and results of the study.

This letter report summarizes the analysis completed and recommendations for extending municipal services to the Mount Pleasant growth area. This report includes comments and revisions provided by RQM following their review and is issued as a final document.

Study Area and Population Projections

The study area, which includes three current development proposals, was defined based on information provided by the Municipality. The study area is located southeast of the existing service boundary. and includes approximately 61.4 hectares of lands including portions of School Street, Wharf Rock Road, Pleasant Street, College Street, and Shore Road. Table 1 provides a breakdown of the projected service population, accounting for both proposed development and existing unserviced residential properties. The development proposal information provided by the Municipality uses an assumed unit density of 3.33 person per unit (ppu) which is reflected in the table. The projection also assumes that currently vacant lots within the “Other Serviceable Lands” will be developed as single-family homes at some point in the future.

Table 1: Population Projections for the Growth Area

| Area Description | Unit Count | Density (ppu) | Population |
|---------------------------------|------------|---------------|--------------|
| <i>Future Development Areas</i> | | | |
| Dauphinee Farm | 87 | 3.33 | 290 |
| The Point | 124 | 3.33 | 413 |
| The Curve and Birchwood Gardens | 114 | 3.33 | 380 |
| <i>Other Serviceable Lands</i> | | | |
| School Street | 29 | 3.33 | 97 |
| Wharf Rock Road | 19 | 3.33 | 63 |
| Pleasant Street | 12 | 3.33 | 40 |
| College Street | 3 | 3.33 | 10 |
| Daycare Centre | 1 | 60.00 | 60 |
| Shore Road | 8 | 3.33 | 27 |
| Total | 397 | | 1,380 |

According to the 2021 census, the present-day population of the former town of Liverpool is 2,546 which is assumed to be the service population. With the added growth from Table 1, the total future service population is 3,926 which is an increase of 54% from present day.

The developers provided a design population of 976 for the three projects (Dauphinee Farm, The Point, and the Curve and Birchwood Gardens), which is slightly less than those carried in Table 1 (1,083). The analysis presented in this letter is based on the Table 1 population, and the use of the smaller population number will not appreciably change the analyses and conclusions presented herein.

Water System Analysis

The Liverpool water distribution system services customers residing in the former town and regional county customers north of Mersey River in Bristol, Sandy Cove, and Brooklyn. The system consists of almost 40 km of piping with sizes ranging from 50 mm to 400 mm diameter. Piping materials generally consist of PVC, ductile and cast iron. The older cast iron piping is known to have high degrees of tuberculation. Water is sourced from Town Lake where it flows by gravity to the Water Treatment Plant (WTP), located southwest of the Town. The water is treated, then pumped to a concrete reservoir at the WTP site. The reservoir supplies the distribution system by gravity. There are no pressure zones or pumping systems within the distribution system. Service elevations range from near sea level by the Mersey River to 46 m at the south end of the system. However, most serviced customers have an elevation of 30 m or lower.

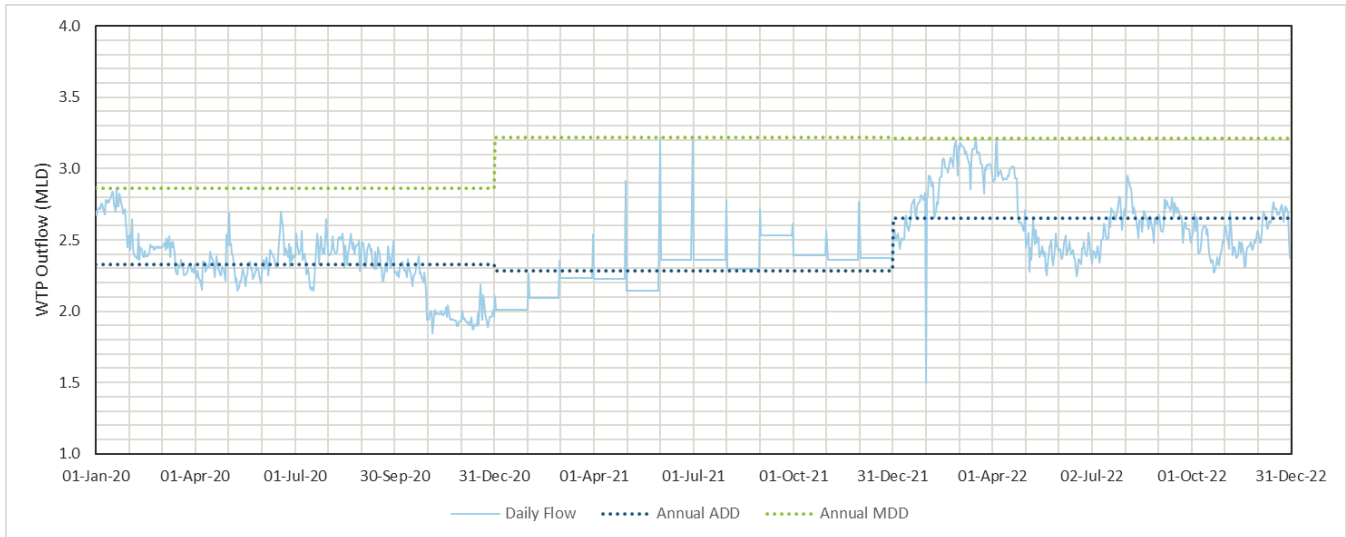
Demands

Water flow rates, or demands, used for the purpose of design are typically analyzed and summarized as follows:

- ▶ **Average Day Demand (ADD):** The average water consumption for any day of a given year.
- ▶ **Maximum Day Demand (MDD):** The one day of a given year with the highest water consumption and is greater than ADD.
- ▶ **Peak Hour Demand (PHD):** The hour of a given year with the highest water demand. This does not necessarily occur during the maximum day.

The Municipality provided three years of WTP production data to characterize the existing demand. Review of the data set indicates typical ADD in the range of 2,300 – 2,700 m³/d and MDD in the range of 2,900 to 3,200 m³/d. Over the three years, both ADD and MDD have increased. For this analysis, we have assumed that the three-year average is the existing ADD and MDD. Daily water use with annual ADD and MDD is seen in Figure 1.

We were unable to estimate the present-day peak hour demand based on the data provided. Therefore, we relied upon the ACWWA Atlantic Canada Water Supply Guidelines 2022 (ACWWA Guidelines) for a design peak hour factor. The present-day max day factor (MDF) is 1.29, which more closely reflects a population of more than 150,000. It is likely that there is significant amount of non-revenue water (e.g., leaks) that is attenuating this value, which would also attenuate peak hour. For the purpose of this study, we have used a peak hour factor of 2.25 to establish a design present day PHD.



¹ 2021 series is based on monthly summary data provided in Annual Report Table 3.1.

² 2021 max. daily flow is shown on the first day of each month for illustrative purposes.

Figure 1: Water Treatment Plant Production Trends.

Growth

Demands have been calculated for the proposed growth area using design values provided in the ACWWA Guidelines including:

- ▶ Average Domestic Water Use of 350 L/cap/day.
- ▶ Average Daycare Centre Water Use of 115 L/child/day.
- ▶ Maximum Day Peak Factor of 2.00 (for populations of 3,001 – 10,000).
- ▶ Peak Hour Peak Factor of 3.0 (for populations of 3,001-10,000).

Projected average day, maximum day, and peak hour demands are calculated in Table 2.

Table 2: Projected Water Demands

| Land Use | Pop. | Per Capita Allowance (L/cap/day) | ADD (m ³ /day) | MDD (m ³ /day) | PHD (m ³ /day) |
|---------------------------------|--------------|----------------------------------|---------------------------|---------------------------|---------------------------|
| Dauphinee Farm and The Point | 703 | 350 | 246 | 492 | 738 |
| The Curve and Birchwood Gardens | 380 | 350 | 133 | 266 | 399 |
| Existing Residential | 237 | 350 | 83 | 166 | 249 |
| Daycare Centre | 60 | 115 | 7 | 14 | 21 |
| Total | 1,380 | - | 469 | 938 | 1,407 |

The design system demands are summarized below in Table 3.

Table 3: Water System Design Demands

| Demand | Existing (m ³ /d) | Growth (m ³ /d) | Total (m ³ /d) |
|------------|------------------------------|----------------------------|---------------------------|
| ADD | 2,420 | 469 | 2,889 |
| MDD | 3,096 | 938 | 4,034 |
| PHD | 5,445 | 1,407 | 6,852 |

Minimum Servicing Standards

The distribution system assessment is based on the following design parameters from the ACWWA Guidelines.

- ▶ Allowable Service Pressures:
 - Maximum: 100 psi.
 - Minimum non-fire flow: 40 psi.
- ▶ Minimum during a Fire Flow (FF) scenario (MDD + FF): a minimum of 20 psi at any point in the system and a minimum of 22 psi at the fire flow node for the duration of the event.
- ▶ Maximum Allowable Velocities:
 - 1.5 m/s under PHD.
 - 3.0 m/s during MDD+FF.

Required Fire Flows

The ACWWA Guidelines recommend consultation of the latest edition of Water Supply for Public Fire Protection, as prepared by the Fire Underwriters Survey (FUS) for fire flow requirements. As well, AWWA manual M31 – *Distribution System Requirements for Fire Protection* provides some guidance.

AWWA M31 manual states that if a distribution system is to be used for fire suppression, and a sprinkler system is not available, the minimum requirement is to provide 1,920 L/min at a residual pressure of 20 psi. Above this minimum, it is recommended that the system be able to provide the required design flow according to the formulas presented in the manual, such as FUS identified above.

FUS provides a short method to be used for groupings of detached one family and small two-family dwellings not exceeding two stories in height. For exposure distances between 3 and 10 m, the suggested required fire flow is 4,000 L/min for a duration of 1.5 hours resulting in a fire flow volume of 360 m³. The Halifax Water Design Specifications (2022), provide another reference for fire flow requirements based on building construction type:

| | |
|-------------------------|--------------|
| ▶ Single unit dwellings | 3,300 L/min. |
| ▶ Two family dwellings | 3,300 L/min. |
| ▶ Townhouse | 4,542 L/min. |

For other buildings not falling within the short method, FUS provides the following formula for calculating fire flow:

$$F = 220 \cdot C \cdot \sqrt{A}$$

Where:

F = required fire flow in litres per minute (L/min)

C = coefficient related to the type of construction

=1.5 for wood frame construction

=1.0 for brick or masonry walls, combustible floor and interior

=0.8 for non-combustible construction

=0.6 for fire-resistive construction

A = the total floor area in square metres (including all stories but excluding basements at least 50% below grade) in the building being considered.

This calculation considers factors such as if the building is sprinklered, exposures to other buildings, and building contents. For example, the required fire flow for a three storey sprinklered residential building of combustible construction and non-combustible cladding with a building area of 1,800 m², varies from 8,000 L/min to 14,000 L/min depending on exposures. A reduction of this flow rate may be considered should the vertical openings be protected and fire rated. Halifax Water has established a minimum required fire flow of 13,620 L/min for multi-unit residential buildings, commercial, and industrial buildings.

The above is intended to outline how required fire flows are established and is not intended to define the required fire flows for proposed growth areas. RQM should consult their Authority having Jurisdiction as it pertains to fire protection, and should confirm the required fire flow for proposed buildings / developments on a case-by-case basis. The (ACWWA, 2022) Guidelines, note that the level of fire protection is established by the System Owner. The level of protection may be higher or lower than that determined from the FUS method, or the Owner may elect to forgo fire protection all together.

In areas with inadequate or unreliable available fire flows, alternative water supplies can be considered. Alternative Water supplies are outlined in NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting. However, compliance with this standard may or may not be recognized by FUS for fire insurance grading purposes.

Developer Requested Fire Flows

The developers' provided fire flow values for each of the projects within growth area are summarized as follows:

- ▶ The Point: 3,300 L/min.
- ▶ The Curve: 3,300 – 4,542 L/min.
- ▶ Birchwood Gardens: 6,300 L/min.
- ▶ Dauphinee Farms: 3,300 – 4,000 L/min (typical required fire flow for single family flows as established above).

The Dauphinee Farms developer stated that the proposed apartment building may require on-site fire storage and fire pump. It is assumed that the storage and pumping will provide the required flow and volume for sprinkler and hose stream requirements, as determined by applicable codes and standards. Therefore, we have not considered fire flows for this apartment building in the analysis.

Model Updates and Field Program

A WaterCAD model was provided by the Municipality for the study. The model had been updated by RQM to reflect changes in the distribution system. RQM is in the process of constructing a new 400 mm transmission main to replace the two original 200 and 300 mm transmission mains. The transmission main upgrade phasing plan is shown in Figure 2. The 400 mm transmission main was in the model but not active. RQM said that when the new 400 mm transmission main has connected to the existing watermain on Wolfe Street, the two original transmission mains will be decommissioned.

The demands in the model were factored uniformly by CBCL to align with the values established above. CBCL also updated the tank at the WTP site with HGLs and dimensions to match the existing reservoir. New scenarios were created in the model for the analysis. All node elevations were adjusted automatically by the software using available LiDAR and are in the new vertical datum (CGVD 2013).



Figure 2: Transmission Main Upgrade Phasing Plan (Provided by RQM).

Field Program and Model Adjustment

A hydrant flow test was carried out to establish the available flow to the Growth Area with a likely connection point on School Street. Two data loggers were installed at strategic locations in the distribution system. The testing was performed by CBCL on April 4, 2023, with support from RQM staff.

The test consisted of one residual hydrant and one flow hydrant with two pressure data loggers. Both hydrants were flushed to clear debris from the hydrant lead and barrel and a calibrated analogue gauge was installed on the residual hydrant. Prior to the test, a static pressure reading was taken at the residual hydrant. The flow hydrant was opened fully and allowed to develop a steady flow. A dynamic pressure reading was taken at the residual hydrant and a pitot gauge measurement was taken at the flow hydrant to calculate a flow rate. The data loggers recorded pressures in five second intervals to allow post processing trending.

The field measured boundary conditions, and flow rates recorded during each flow test, were input into the model. Pressure measurements recorded at the residual hydrant and data loggers were used to gauge model response. All available pressure measurements were used

in combination with their elevations determined from LIDAR to calculate hydraulic grade lines (HGLs).

Hazen-Williams C-factors for system piping were adjusted to improve alignment between the model output and the system pressures recorded during testing. Due to limited data from the single flow test, piping C factors were adjusted by pipe material as follows:

- ▶ PVC: 100.
- ▶ Ductile or Cast Iron: 55.

With these C Factors, the recorded test data and model predicted HGLs are shown in Table 4. The reservoir HGL was set to 73.70 m, based on the level data recorded during the test.

Table 4: Test Data and Model Outputs

| Location | Test Data HGL (m) | | Model Predicted HGL (m) | |
|------------------|-------------------|---------|-------------------------|---------|
| | Static | Dynamic | Static | Dynamic |
| Residual Hydrant | 71.4 | 43.9 | 69.3 | 44.4 |
| Data Logger 'A' | 72.3 | 55.8 | 70.6 | 56.2 |
| Data Logger 'B' | 71.3 | 46.4 | 69.4 | 47.4 |

The model predicts dynamic pressures 0.6 m (0.85 psi) on average, higher than the recorded values and static pressures 1.91 m (2.72 psi) on average, lower than recorded values. Better alignment of static pressures was not practical due to limited field data, however, the difference is less than 5 psi which is acceptable for this level of study.

Water Storage Analysis

The existing water storage is a 2.8 million litre buried cast in place concrete tank. The reservoir is located south of Highway 103 and accessed off Roy Turner Road. The reservoir has two cells with dimensions of 19.8 m long X 16.1 m wide and a height of 4.88 m. The Municipality has said that the floor elevation is 69.56 m, so the top of the tank would be an elevation of 74.44 m, which is assumed to be Top Water Level (TWL).

Water storage within the tank is intended to provide water for domestic uses (peak balancing), fire protection and emergency. The three types of storage volumes are allocated in the tank with emergency storage at the bottom, fire protection volume in the middle, and peak balancing volume at the top. The fourth type of storage is referred to as “dead”, and it’s the volume of water that is hydraulically inaccessible (refer to Figure 3). The ACWWA Guidelines provide guidance on reservoir sizing criteria and is based on the following formula:

$$S = A + B + C$$

Where:

S = Total Storage Requirement, m³

A = Fire Storage, m³ (equal to required fire flow over required duration)

B = Peak Balancing Storage, m³ (25% of MDD)

C = Emergency Storage, m³ (A minimum of 25% of A + B or 15% of ADD)

The above equation is based on a water supply to the storage facility equal to MDD.

Storage allocation and volumes for the existing water storage tank are shown in Table 5. The Peak Balancing storage volume is from the design MDD of 4,034 m³/d. The required fire storage based on a 6,300 L/min fire flow for a duration of 2 hours, was a volume of 756 m³. If the required fire flow is 3,300 L/min for a 1.5 hour duration (single family dwelling), then the total required fire storage would be reduced to 297 m³.

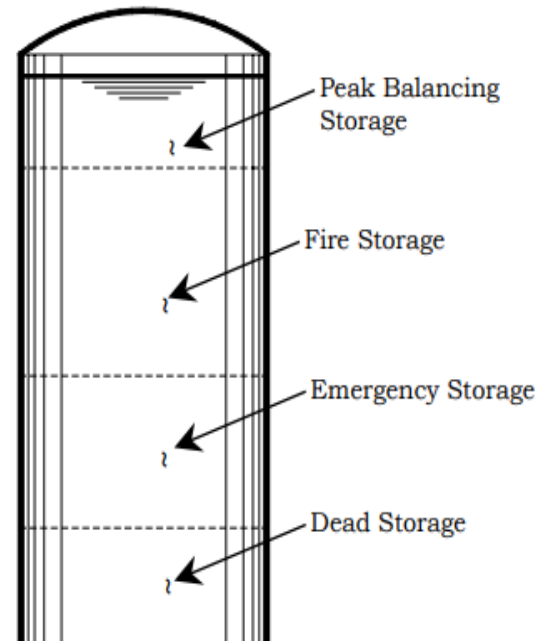


Figure 3: Water Storage Allocation within a Tank (courtesy of ACWWA Guidelines).

Table 5: Summary of Storage Volume Allocation based on Rated Water Supply

| Storage Allocation | Volume |
|--|--------------|
| Required Fire Storage, A (m ³) @ 6,300 L/min | 756 |
| Peak Balancing Storage, B (m ³) | 1,010 |
| Emergency, C (m ³) at 25% of MDD + FF | 442 |
| Total Required Storage, S (m³) | 2,208 |
| Total Available (m ³) | 2,800 |
| Excess Storage (m ³) | 592 |

The existing available storage is greater than required, therefore there is adequate storage in the system. The chlorine contact time (CT) requirement for storage was not assessed. Provided that required CT volume is less than the excess and emergency volumes combined (592+442 = 1,034 m³), then CT would be achieved in storage.

Storage Design Levels

As the distribution system is supplied by gravity from the existing storage facility, the assumed tank level has a direct affect on pressures observed in the distribution system. The TWL in the reservoir is 74.44 m, however the tank level varies throughout the day. For modeling purposes, the mid point of the design peak balancing band was used for non-fire flow scenarios. In a fire flow scenario, the tank level was set to 50% of depth. This approximates the bottom of a 3,300 L/min fire flow for 1.5 hours. Tank levels utilized for the distribution system analysis is summarized as follows:

- ▶ Domestic Demand (non-fire flow): 73.1 m.
- ▶ Fire Flow: 72.0 m (50% of Operating depth).

Distribution System Analysis

Elevations for the current service area vary from a low of ~0 m near the water, to a high of 46.6 m. The end of the system on both Town Lake Road and Old Port Mouton Road are high points with elevations of 46.6 m and 45.6 m, respectively. However, Old Port Mouton Road is more sensitive to pressure fluctuations due to its location being further from the transmission mains. The model predicts system pressures are generally above 40 psi in most areas. Based on the normal low operating level in the storage reservoir of 73.7 m, pressures vary from a low of 35 psi, to a high of 100 psi under ADD. Under PHD, the model predicts pressures to drop by 14 psi, on average, relative to ADD. In this scenario, a pressure of 23 psi is predicted on Old Port Mouton Road. The new 400 mm diameter transmission main will improve pressures when in service. Once this main is installed to Wolfe Street, pressures at the end of Old Port Mouton Road are predicted to be 10 psi higher than present day during a PHD scenario. Figure 4 shows model output of PHD node pressures with the new transmission main active.

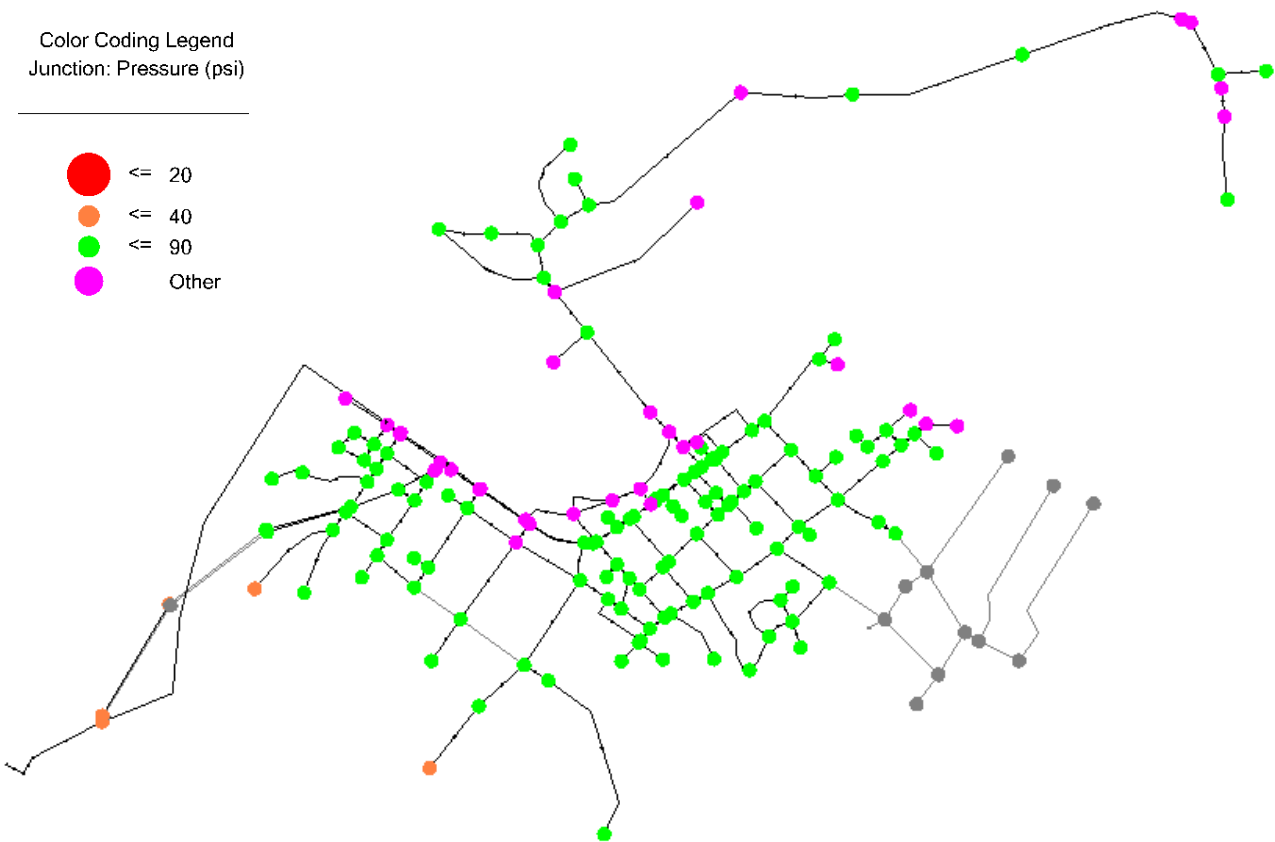


Figure 4: PHD Node Pressures with New 400 mm Transmission Main Active.

Present day available fire flows range from a low of 354 L/m to a high of 2,136 L/min with an average of 1,274 L/min. The high point at the end of Old Port Mouton Road constrains available fire flows for 97% of the 149 nodes due to low pressures (20 psi) by the Dr. John C Wickwire Academy. When the new 400 mm diameter transmission main is in service up to Wolfe Street, available fire flows will improve significantly, with a predicted average of 3,135 L/min. Further increases are expected with completion of the 400 mm transmission main upgrade to Union Street. The end of Old Port Mouton Road remains a constraint for the majority of nodes.

The main connection point for the extension of the system to service the growth area is School Street, in front of the Hospital. At this point in the system, the available fire flow is 3,146 L/min, prior to the addition of the growth area demands. Figure 5 shows model predicted available fire flows with the new 400 mm transmission main active.

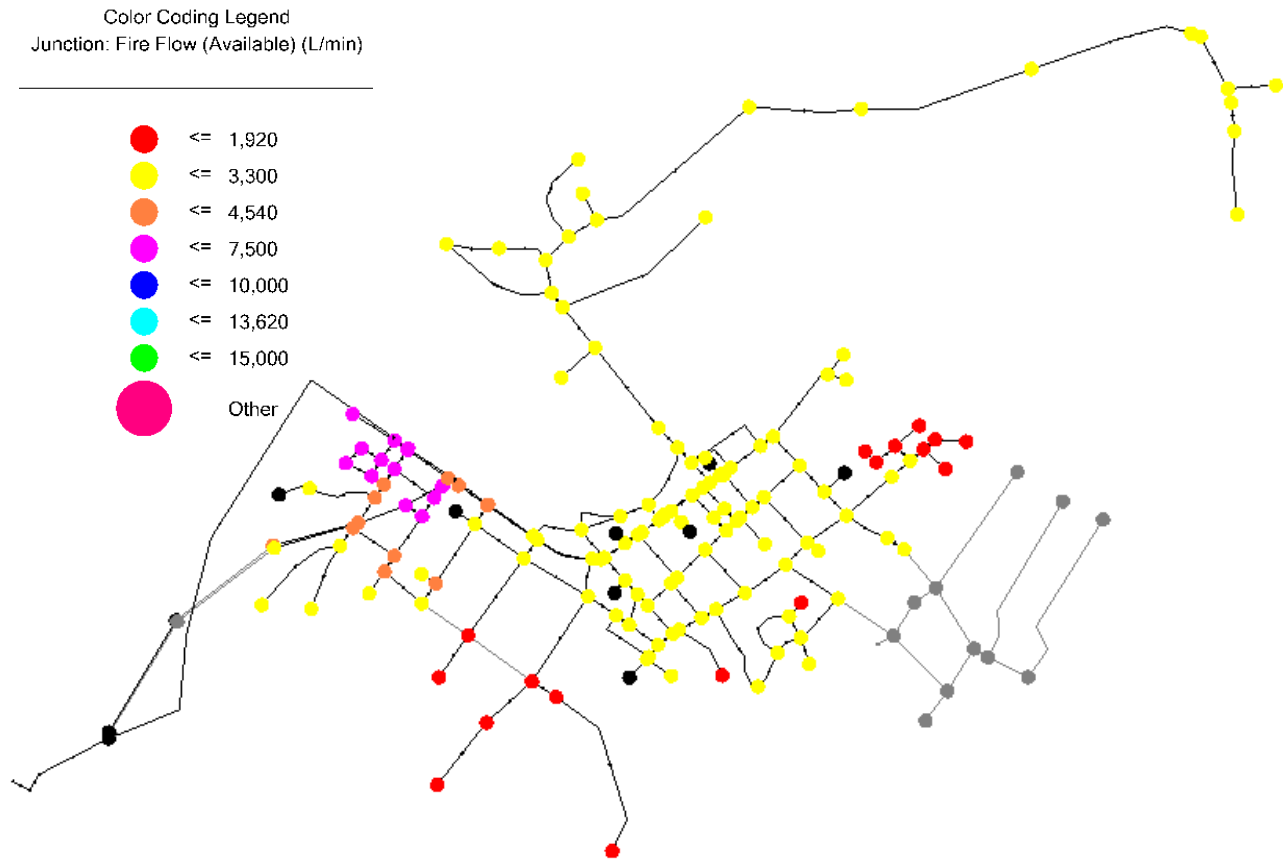


Figure 5: Range of Available Fire Flows for the Existing System with the New 400 mm Transmission Main Active. Grey and Black Nodes are not Included in the Fire Flow Analysis.

In general, our comments on the existing system are:

- ▶ Typical pressures for the majority of customers fall within the 40 – 100 psi range and are considered acceptable.
- ▶ Lower than recommend pressures are observed for a few customers on Old Port Mouton Road and Town Lake Road due to their elevation (> 40 m).
- ▶ Old Port Mouton Road and Town Lake Road significantly constrain available fire flows because of their location and elevation in the system. Ignoring the low-pressure constraint for these two areas would result in 38% higher fire flows on average.
- ▶ Due to these constraints, available fire flows for most customers are less than the Halifax water and FUS guidelines for single family dwellings.

Growth Analysis

The growth area demand was added to the model to assess capacity of the present system to service the growth area. New piping was added to College Street, Pleasant Avenue, Wharf Rock Road, and Shore Road in the communities of Mount Pleasant and Mersey Point. Elevations were applied to nodes based on the provincial LiDAR' and vary from a low of 3.0 m, near the water, to a high of 37.3 m on College Street at the Liverpool Regional High School. The existing 150 mm diameter pipe on School Street, in front of the Hospital, is assumed to be replaced; the size varies by scenario and is discussed below.

With the existing transmission mains in service, pressures for some nodes within the growth area fall below minimum servicing standards, and this is prior to the addition of demands due to growth. Therefore, modelling was completed with the new 400 mm transmission main in service up to the connection to Wolfe Street for all scenarios. The two existing 200 and 300 mm transmission mains are not active.

In an ADD scenario, pressures in the growth area vary from a low of 49 psi to a high of 98 psi. In a PHD scenario, pressures drop 13 psi on average, relative to ADD, with a minimum pressure of 35 psi at the high points on College Street, the intersection of Shore Road, and Wharf Rock Road. With the added demand from the growth area, pressures for existing customers under PHD will drop 6 psi on average. The two high points on Town Lake Road and old Port Mouton Road are 31 psi and 25 psi, respectively, however, present-day pressures for these customers are lower. The pressures for the growth area fall just outside of the defined servicing standards (40 – 95 psi), however, given the accuracy of the model, assumption of PHD, and that present day pressures are similar, we believe this is acceptable. RQM could consider oversized services for these higher elevation customers to reduce head losses between the watermain and the customer meter.

Available fire flow for the growth area is approximately 2,300 L/min and is greater than AWWA suggested minimum (1,920 L/min). Available fire flow is constrained by low pressures on Old Port Mouton Road. Available fire flows for existing customers are negatively affected due to the added demand from the growth areas. The average available fire flow for existing customers is reduced to 2,465 L/min, a 21% reduction, though still higher than present-day, prior to the new transmission main being in service.

Available fire flows for the growth areas are below the minimum developer requested values. Therefore, upgrades to the distribution system would be required to achieve these higher available fire flow rates.

System Upgrades

Several system upgrades were considered to address required fire flow deficiencies for the growth area. Constraints are system wide, not localized, and are due to lower pressures in the higher areas. Given the system age, increasing pressure system-wide is not recommended. As well, the majority of customers are serviced with pressures higher than 70 psi, while customers on Main Street have pressures of 90 psi or greater.

Should RQM elect to provide fire protection for the growth area, we have described the required upgrades to achieve the developer required fire flow of 3,300 L/min, and 6,300 L/min. We have also considered a scenario with a required fire flow of 13,620 L/min, which is likely the upper limit requirement for the existing service area. This upper limit is based on the Halifax Water required fire flow for multi-unit high rise, commercial, industrial, and institutional structures.

Upgrade Scenario 1 – Achieve Available Fire Flow of 3,300 L/min

Available fire flows are constrained due to Old Port Mouton Road as a result of head loss in the system between the transmission main and the intersection with Old Port Mouton Road. Continuation of the 400 mm transmission main from Wolfe Street to Amherst Street will achieve available fire flows of at least 3,300 L/min at all nodes within the growth area. With this new piping, pressures under PHD for the growth area increase to a minimum of 39 psi. Refer to attached Figure 6 depicting the system upgrades.

Available fire flows for existing customers increase to 3,209 L/min, on average, which is similar to present day after the new 400 mm diameter transmission main is put into service, up to Wolfe Street.

Upgrade Scenario 2 – Achieve Available Fire Flow of 6,300 L/min

To further increase available fire flows in the growth area to 6,300 L/min:

- ▶ Complete the planned 400 mm transmission main upgrade to Union Street.
- ▶ Replace the existing 150 mm piping on Waterloo Street. from Old Bridge Street. to College Street with a 250 mm watermain.
- ▶ Replace the existing 150 mm piping on College Street from Waterloo Street to Barss Street with a 250 mm watermain.
- ▶ Replace the existing piping on School Street from Waterloo Street east to the end of the existing watermain with 250 mm watermain.

Refer to the attached Figure 7 depicting the proposed upgrades.

Upgrade Scenario 3 – Achieve Available Fire Flow of 13,620 L/min

Significant distribution system upgrades are needed to achieve an available fire flow of 13,620 L/min. Modelling predicts a new 500 mm diameter transmission main from the WTP to the growth area would be required to convey the 13,620 L/min without the need for additional storage.

Alternatively, new storage can be provided, which would reduce the required piping upgrades in the distribution system. The tank would provide the additional storage required to satisfy the requirements for this rate of fire flow. The highest land is in Mount Pleasant near the high school. A new tank was modelled in the Mount Pleasant area by the high school, along with a control valve and appropriately sized piping in the growth area. The control valve would limit flows from the WTP to the system to allow the system to operate directly from the tank and encourage tank turnover. With the new tank and control valve, the model predicts that the available fire flow for the growth area is approximately 9,500-10,000 L/min, less than the required 13,620 L/min. The available fire flows remain constrained by Old Port Mouton Road. The new tank HGL was set to 69.0 m, and increasing the level is not practical without distribution system upgrades. Also, Old Port Mouton Road inhibits the ability to draw down the tank in a fire.

One option to address the draw down constraint, is to create a new zone to hydraulically disconnect Old Port Mouton Road and the high lands south of George Street from the remainder of the system. This could be accomplished with a tank control valve be located on Main Street between Amherst and King Street New check (or isolation) valves on Amherst, Brunswick Street and Old Port Mouton Road would be needed to achieve separation. For continuity, a new water main on George Street between Amherst and Old Port Mouton Road would be required. This new zone would not be influenced by high flows in the remainder of the system and would no longer constrain available fire flows to the growth area. With this new zone, available fire flows for the growth area increase to greater than 13,620 L/min, even with a reduced tank level of 53.0 m.

Figure 8 shows both HGLs with and without the new tank and new zone with a fire flow of 13,620 L/min applied in the growth area.

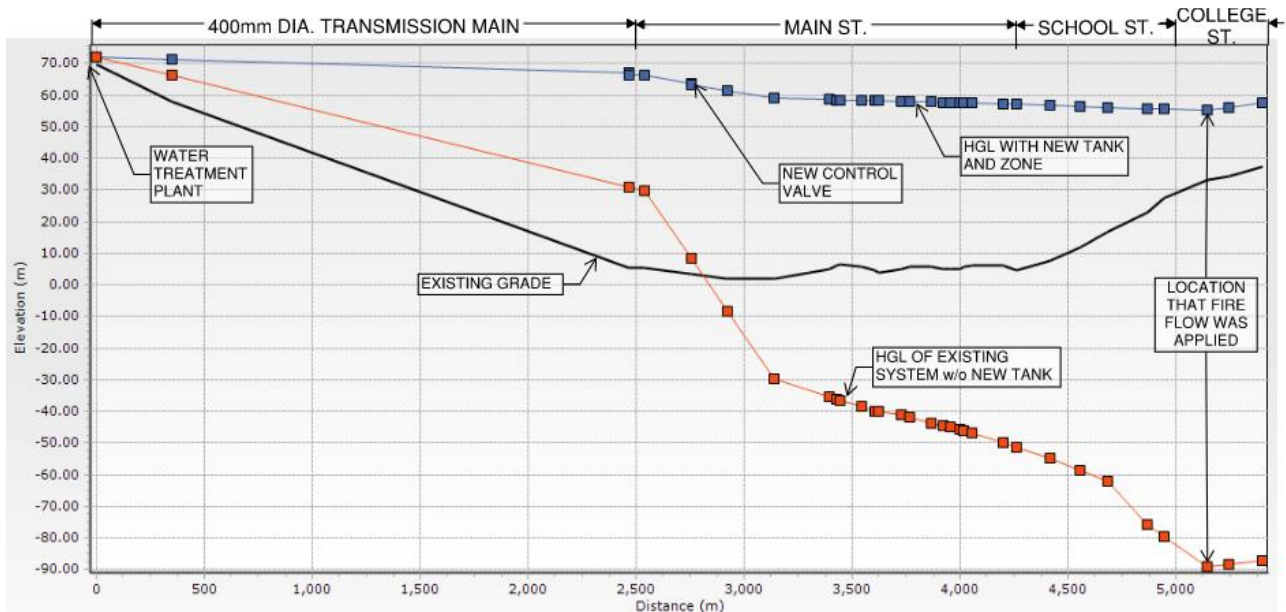


Figure 8: HGL With a 13,620 L/min Fire Flow Applied in the Growth Area. The blue line is the predicted HGL with the new tank and new zone, while the orange line is the predicted HGL without the new tank and new zone.

The new zone, control valve, tank, and piping upgrades are depicted in the attached Figure 9. Assuming that the existing 300 mm watermain on School Street is extended into the growth area, available fire flows for existing customers are increased to an average of 6,764 L/min. The increase in available fire flow is most prevalent in the downtown area. For example, available fire flows on Main Street at Market Street are predicted to increase from 3,150 L/min to 15,350 L/min with a tank level at 58.0 m.

We have assumed that the majority fire and peak balancing volume for the system is to be stored in the new tank. Based on a TWL of 69.0m and ground elevation of 37.0 m (sidewall height of 32m), we estimated that the total required storage volume is 6.1 million litres for the purpose of costing. However, more detailed analysis is required to validate this volume. At current ADD, tank turnover would be in excess of 3 days, not including turnover in the WTP reservoir, and would likely lead to water quality issues which is not desirable.

Should RQM elect to construct a new storage tank, further study will be required to determine tank operating levels, dimensions, storage volume, tank redundancy, and to select a suitable site. Upgraded distribution system piping may help to reduce required volume by conveying more flow from the WTP in design scenarios, which can be assessed further in later stages of design. As well, further study is recommended to confirm the new zone boundaries, method of isolation and as details of a new control valve.

Probable Costs

Opinions of Probable Cost (OPCs) are presented on the basis of experience, qualifications, and best judgement. They have been prepared in accordance with acceptable principles and practices. Sudden market trends, non-competitive bidding situations, unforeseen labour and material adjustments, and the like are beyond the control of CBCL, and as such, we cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

OPCs presented herein are Class 'D' and considered "order of magnitude" for the conceptual design stage and are intended to screen and rank presented solutions. OPCs include a 40% design contingency, 30% engineering and 10% construction contingency. It is not recommended that these estimates be used for developing budgets or financing approval.

Costs for system upgrades scenarios, described above, are outlined below, and exclude costs for extensions within the growth area. OPCs for extensions in the growth area are discussed in a later section. Note that we have not included the cost for the 400 mm transmission main piping extending to Wolfe St. from its present termination.

Upgrade Scenario 1 – Achieve 3,300 L/min

The OPC for 385 m of new 400 mm transmission piping on Main Street is **\$1,820,000** (excl. HST) from Wolfe Street to Amherst Street in 2023 dollars. The cost includes asphalt reinstatement. However, we have not allowed for trench rock excavation as it is assumed that the pipe will be laid in the same trench as existing.

Upgrade Scenario 2 – Achieve 6,300 L/min

The OPC for scenario 2 is **\$6,500,000** (excl. HST) in 2023 dollars which includes:

- ▶ 900 m of new 400 transmission main from Wolfe Street to Union Street.
- ▶ 450 m of 250 mm watermain on Waterloo and College Streets.
- ▶ 300 m of 250 mm watermain on School Street.

The OPC includes asphalt reinstatement. However, we have not included costs for trench rock excavation.

Upgrade Scenario 3 – Achieve 13,620 L/min

The OPC for a new 6.1 million litre water storage tank complete with yard piping, reservoir control chamber, site works, check valve chambers, zone control chamber and the 200 mm diameter watermain on George St is **\$10,700,000** (excl. HST) in 2023 dollars. We have not included rock excavation or property acquisition costs.

Summary

The existing water distribution system can support the added domestic demand from the proposed growth areas but requires the new transmission main connection to Wolfe Street. Pressures and available fire flows for existing customers are affected due to the added demand. However, pressures will be improved for both existing customers and the growth area, when the 400 mm transmission main goes into service. Developer requested fire flows within the growth area are not achieved without system upgrades. Three upgrade scenarios have been assessed along with probable costs.

System upgrades to achieve the probable upper limit of fire flows of 13,620 L/min (Upgrade Scenario 3) will provide the greatest net benefit to existing customers. However, the upgrades are significant and have a high capital cost relative to the other two scenarios, and may not be practical, given the size of the system.

Sanitary Pump Station Analysis

The sanitary collection system in Liverpool was originally constructed as a combined system with several outfalls to the harbour. The Municipality has completed numerous system upgrades over the years; adding pump stations to intercept uncontrolled outfalls and separating existing combined sewers. While these efforts are ongoing, there remains wet weather influence in the sanitary collection system.

It is anticipated that the service extension and growth area will convey wastewater flows to the Cross Street Pump Station using the existing School Street gravity sewer. The future Waterloo Street Pump Station (currently under construction) will further increase the flow to this station. The Cross Street Pump Station pumps flow to the Town Bridge Pump Station which in turn, pumps flow to the Hank Snow Pump Station. This analysis will determine the impacts of the proposed service extension on this series of pumping stations conveying flow from the local sewershed to the wastewater treatment plant. The available capacity of existing gravity sewer infrastructure was not included within the scope of this study.

For this study, pump station flow rates and overflows were calculated from the historical data provided, based on rates of change in wet well level. We are unable to calculate the rate of overflow, due to tidal influence that could affect overflow hydraulics. Therefore, the present day peak wet weather flow cannot be determined. An additional study will be required to establish present day peak wet weather flows, and the required pumping rates for the existing service areas. For this study, we have assumed that the original duty points are the required pumping rates for the existing service area and any additional flows will be additional to these pumping rates.

Pump Station Capacity Assessment

The Municipality provided pump station operating data for the year 2022, which was analysed to determine the yearly station pumped volume, current pumping rates, and the duration of overflow events. Following the desktop review of available operating data, field verification comprised of visual inspection, and drawdown testing was completed at each pump station. The visual inspection was intended to confirm that the physical configuration of each station was consistent with the design drawings on file, and to identify any major components that had been modified or replaced since the pump station was constructed. The drawdown testing measured the time required to fill and empty the wet well, and to calculate average inflow rates and discharge rates for each pump.

Cross Street

The Cross Street Pump Station was originally constructed in 1992 as a sanitary interceptor on the previously uncontrolled School Street (600 mm dia.) combined sewer outfall. The station uses a duplex, self-priming, suction lift configuration, and was originally designed for a pumping rate of approximately 13.6 L/s. Conversations with operations staff on site indicate that the maintenance for this station is generally low, although one pump (Pump 2) has been accumulating gravel within the volute and periodically requires cleaning. No significant equipment replacements or upgrades have been made since the original construction.

Our analysis of Cross Street Pump Station is summarized as follows:

- ▶ Installed Pumps: Gorman Rupp T3, 5 hp.
- ▶ Original Duty Point: 13.6 L/s.
- ▶ Measured Pump Rates: 9.0 L/s (Pump 1) and 5.4 L/s (Pump 2).
- ▶ Pumped Volume (2022): 192,940 m³ (average of 6.1 L/s).
- ▶ Duration of Station Overflow (2022): 1,357 hours.

Both pumps are currently operating below their original duty point. This is particularly evident with Pump 2, which is only discharging 40% of its design flow rate and frequently requires Pump 1 to start to complete a typical cycle. The operating data also indicates that the station was in an overflow condition for a total duration of more than 56 days in 2022.

Town Bridge

The Town Bridge Pump Station was originally constructed in 1991 as a sanitary interceptor on the previously uncontrolled Market Street (600 mm dia.) combined sewer outfall. The station uses a duplex, self-priming, suction lift configuration, and was originally designed for a pumping rate of 19.6 L/s. The Town Bridge Pump Station discharges into a common forcemain which originates at the upstream IGA Pump Station. The IGA Pump Station conveys wastewater from a significant portion of the Town and operates with larger 25 hp, Gorman Rupp T6

pumps. These two pump stations convey wastewater through a forcemain attached to the bridge over the Mersey River into the Hank Snow Pump Station sewershed.

Visual observation, operating data, and the record drawing information confirm that the Town Bridge Pump Station utilizes the incoming 600 mm diameter sewer as part of its active volume. Based on assumptions of the slope of the upstream piping and negating hydraulic gradient, we have simplistically calculated that the pipe volume provides approximately 65% of the active volume during a cycle. We estimate that surcharging extends approximately 60 m upstream of the wet well when the pump station reaches its "Pump On" setpoint. Based on these assumptions we have calculated pumping rates and yearly pumped volume. However, these should not be relied upon until the active cycle volume can be confirmed.

Our analysis of Town Bridge Pump Station is summarized as follows:

- ▶ Installed Pumps: Gorman Rupp T4, 15 hp.
- ▶ Original Duty Point Rate: 19.6 L/s.
- ▶ Estimated Pump Rates: 22 L/s (Pump 1) and 15 L/s (Pump 2).
- ▶ Estimated Pumped Volume (2022): 233,000 m³ (average 7.4 L/s).
- ▶ Duration of Station Overflow (2022): 90 hours.

Hank Snow

The Hank Snow Pump Station was significantly upgraded in 1997 as part of the regional sewage treatment plant project. The station uses a duplex, self-priming, suction lift configuration, and was originally designed for a pumping rate of 66.4 L/s. The Hank Snow pump station receives all conveyed flow from the wastewater collection system and discharges to the wastewater treatment plant. The inflow rate is directly influenced by the operation of several tributary pump stations, including IGA; Town Bridge; Lanes, Mersey, and Old Cobb's Barn, as well as the local collection system.

Our analysis of Hank Snow Pump Station is summarized as follows:

- ▶ Installed Pumps: Gorman Rupp T10, 75 hp.
- ▶ Original Duty Point: 66.4 L/s.
- ▶ Calculated Pump Rates: 50.9 L/s (Pump 1) and 50.5 L/s (Pump 2).
- ▶ Calculated Pumped Volume (2022): 603,600 m³ (average 19 L/s).
- ▶ Duration of Station Overflow (2022): 19 hours.

The available operating data indicates that the station is operating adequately under current conditions with average 10-15 minute duty cycles and 3-5 starts per hour each. Overflows did occur, however, we have not assessed whether these were due to power outages or high flow events. Similar to Town Bridge, if the upstream pump stations were operating at their design

duty point or upgraded to reduce local overflows, the Hank Snow Pump Station would be receiving higher inflow rates and an increase overflows.

Growth Analysis

Domestic wastewater generation has been assessed for the proposed service extension and growth area using design values provided in the Atlantic Canada Wastewater Systems Guidelines (ACWWA, 2022) including:

- ▶ Average Domestic Flow Allowance of 350 L/cap/day.
- ▶ Average Daycare Centre Flow Allowance of 115 L/child/day.
- ▶ Peaking Factor of 3.71 (calculated using the Harmon formula with population 1,380).
- ▶ Inflow & Infiltration (I&I) Allowance of 0.14 L/s/ha. The guidelines permit a range of 0.14 to 0.3 L/s per gross hectare.

Projected average dry-weather, peak dry-weather, and peak wet-weather flow rates are shown in Table 6. The Municipality is currently constructing a new pump station at the end of Waterloo Street which will pump into the Cross Street sewershed. The design flow rate, provided by the Municipality for this new pump station is 7.3 L/s and is included in the analysis.

Table 6: Projected Wastewater Flow Rates

| Development/Land Use | Pop. Est. | Area (Ha) | Per Capita Allowance (L/cap/d) | Average Dry Weather (L/s) | Peak Dry Weather (L/s) | Peak Wet Weather (L/s) |
|---------------------------------|-----------|-----------|--------------------------------|---------------------------|------------------------|------------------------|
| Dauphinee Farm and The Point | 703 | 23.8 | 350 | 2.8 | 10.5 | 13.9 |
| The Curve and Birchwood Gardens | 380 | 2.7 | 350 | 1.5 | 5.7 | 6.1 |
| Existing Residential | 237 | 34.9 | 350 | 1.0 | 3.9 | 8.7 |
| Daycare Centre | 60 | 34.9 | 115 | 1.0 | 3.9 | 8.7 |
| Waterloo Street Pump Station | N/A | N/A | N/A | N/A | N/A | 7.3 |
| Total Design Flow | | | | | | 36.0 |

Pump Station Capacity Upgrades

The pump stations service a combined sewer system that has been partially separated by RQM since originally constructed. Piped overflows exist within the collection system as well as at the pump stations. For the purpose of this study, we have assumed that there should be no net increase in overflows as a result of growth, in accordance with CCME Municipal Wastewater Effluent Strategy. All three stations were shown to overflow; therefore, we have assumed that all three require capacity upgrades. There are other ways to reduce overflows (e.g., I&I reduction, storage, standby power, etc.), which can be considered in later stages of design and is outside the scope of this study.

Total flow from both the new Waterloo Street Pump Station and the growth area is 36.0 L/s, and is greater the original design duty point for the Cross Street, and Town Bridge, ignoring existing flows. Therefore, pump station capacity upgrades will need to be planned in conjunction with the planned growth.

The assumed required pump rates for each pump station are shown in Table 7. These are the original duty points with the added flows for both Waterloo Street and the growth area. Additional study is recommended to assess the true range of inflows and duration, volume, and reason for overflows, which is outside the scope of this study.

Table 7: Assumed Required Pumping Rates

| Pump Station | Original Duty Point (L/s) | Waterloo St + Growth Area (L/s) | Assumed Required Pumping Rate (L/s) |
|--------------|---------------------------|---------------------------------|-------------------------------------|
| Cross Street | 13.6 | 36.0 | 49.6 |
| Town Bridge | 19.6 | 36.0 | 55.6 |
| Hank Snow | 66.4 | 36.0 | 102.4 |

Forcemain Capacity

Forcemain capacity is assessed on maximum allowable velocities. The ACWWA Guidelines provides a minimum value of 0.6 m/s for self-cleansing, but no upper limit. In our experience, the typical upper limit for force main design is 2.4 m/s, however, higher velocities could be considered on a case-by-case basis. In practice, other hydraulic considerations such as pump discharge pressure, anticipated surge pressure, or excessive total dynamic head may further limit the allowable velocity range.

The calculated forcemain velocities for each station as summarized in Table 8.

Table 8: Forcemain Velocity Summary

| Pump Station | Forcemain Qty and Diameter | Assumed Required Pumping Rate | Velocity |
|--------------|----------------------------|-------------------------------|----------|
| Cross Street | 1 x 150 mm | 49.6 L/s | 2.8 m/s |
| Town Bridge | 1 x 300 mm | 55.6 L/s + 35 L/s (IGA) | 1.3 m/s |
| Hank Snow | 2 x 250mm | 102.4 L/s | 1.0 m/s |

The existing Cross Street Pump Station forcemain velocity exceeds 2.4 m/s, and additional capacity will be required based on the velocity limit. However, this should be confirmed in later stages of design.

The Town Bridge Pump Station discharges through a single 150 mm diameter PVC forcemain connecting into the IGA forcemain, which continues as 200mm diameter for a short distance, before increasing to 300 mm prior to the bridge crossing. The shared forcemain originates at the IGA Pump station, approximately 275 m upstream of the Town Bridge Pump Station, increases to 300 mm at the bridge, and continues an additional 355 m across the bridge to the north side of the Mersey River. Based on information obtained from the pump supplier, the original duty point for the IGA pump station is 35 L/s, which has been included in the total design flow of the forcemain. The additional flow from the growth area falls within maximum design velocity for a 300 mm forcemain across the bridge and is therefore acceptable. However, there is a short section of 200 mm diameter forcemain between Town Bridge Pump Station and the bridge that may require a larger diameter. Design of pump upgrades at the Town Bridge Pump Station and the forcemain should also consider resulting impacts on the upstream IGA Pump Station.

The Hank Snow Pump Station discharges through twin 470 m long, 250 mm diameter PVC forcemains. There is additional pressurized/branched piping at the downstream end of the forcemain, within the wastewater treatment facility. The existing forcemains have available capacity to service the full projected flow rate increase.

Probable Costs

OPCs are presented on the basis of experience, qualifications, and best judgement. They have been prepared in accordance with acceptable principles and practices. Sudden market trends, non-competitive bidding situations, unforeseen labour and material adjustments, and the like are beyond the control of CBCL, and as such, we cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

OPCs presented herein are Class 'D' and considered "order of magnitude" for the conceptual design stage and is intended to screen and rank presented solutions. OPCs include 40% design contingency, 20% engineering and 10% construction contingency. It is not recommended that these estimates be used for developing budgets for financing approval.

Costs for extending the collection system into the growth area are not included.

The OPCs for the pump stations are based on the following:

- ▶ Cross Street and Town Bridge require a full mechanical piping, electrical, and pump system upgrade, including a new electrical service. It is assumed that the new pumps will be Gorman Rupp, self-priming, suction lift pump stations. It is also assumed that the existing wet well structure is adequate for the increased flow rate.
- ▶ The IGA and Hank Snow capacity increases are achieved with a belt and sheave replacement. We have assumed that new motors, starters, and an upgraded electrical service will be required. A cost for a new control panel is not included.

The OPC for upgrades to the four existing pump stations (Cross Street, Town Bridge, IGA & Hank Snow) is **\$2,400,000** (excl. HST) in 2023 dollars. The new forcemain for Cross Street and replacement section for Town Bridge are both included. We have not allowed for any trench rock excavation as it is assumed that the new pipe will be laid in the same trench as the existing.

Priorities and Phased Approach

Due to the limited information for which this study is based, particularly for the sanitary pump stations, we do not recommend proceeding with capital works until further study is completed. Please refer to the recommended next steps in the following selection.

For planning purposes, there appears to be limited opportunity to phase the upgrades. However, priorities have been outlined for both the water system and the sanitary pump stations.

Water System

The existing water distribution system cannot service all the growth area and meet water servicing standards without upgrades. Therefore, upgrades should be coordinated with the service boundary extensions. Priorities and phasing of upgrades are summarized as follows:

- ▶ The existing transmission mains can service lands within the growth area up to an elevation of 30 m but is deficient in available fire flows (i.e., <3,300 L/min), regardless of elevation.
- ▶ RQM should consider prioritizing the construction of the 400mm water transmission main to Amherst Street in conjunction with the service extensions in the growth area. The new transmission main would permit adequate service pressures for the entire growth area and would improve the level of service for existing customers.

- ▶ The transmission main, combined with watermain upgrades on School Street, would achieve available fire flows of 3,300 L/min for the growth area as well as improve the level of service for existing customers.
- ▶ If the RQM elects to provide higher available fire flow, then prioritize the completion of the 400 mm transmission main to Union Street to provide improved available fire flows.
- ▶ Complete the watermain upgrades on Waterloo Street, College Street, and School Street to achieve an available fire flow of 6,300 L/min for the growth area.

Sanitary Pump Stations

The three existing stations are experiencing overflows; therefore, growth cannot be permitted without increased capacity, or other measures to offset present-day combined sewer overflows. If the focus is to upgrade existing lift stations, there is limited opportunity for phasing, given the constraints of the existing stations:

- ▶ Cross Street and Town Bridge will require upgrades in conjunction with the system extensions to service any additional population.
- ▶ Cross Street is operating far below design capacity. Therefore, upgrades should be prioritized. Note that increases in capacity at Cross Street, beyond the original duty point, will necessitate capacity upgrades at Town Bridge and Hank Snow.
- ▶ Assuming the capacity of the existing pump models are maximized, complete with significant mechanical and electrical upgrades, the probable maximum flow from the growth area that could be serviced from the stations is approximately 1.2 to 4.6 L/s. This flow rate equates to a service population and area ranging from 56 persons over 2.5 hectares to 136 persons over 6.1 hectares. This is subject to a detailed hydraulic analysis and inflow analysis which is outside the scope of this study.
- ▶ To service any additional growth, the existing pumps will need to be replaced with suitable models. This will likely trigger further mechanical and electrical upgrades. Significant increases in capacity may also necessitate further upgrades, which could include increased wet well volume.
- ▶ Increased flow rates from Town Bridge may necessitate upgrades at IGA.
- ▶ Capacity upgrades for Hank Snow will be required in conjunction with capacity increases at Town Bridge.

Note that this sanitary pump station capacity analysis is based on the assumption that the existing inflow matches the original design flow, which may not be valid. RQM should undertake an inflow study prior to designing lift station upgrades.

Probable Costs for System Extensions

Extension of water and wastewater infrastructure will be required to provide municipal servicing to the growth area developable lands. These local extensions begin near the emergency entrance to Queens General Hospital and progress southeast along Shore Road. We have also assumed that the looping along College Street will be required, however, this is a function the level of service to be provided. Costs for piping outside of the municipal right-of-way (into the developable lands) have not been included.

The sanitary sewer extensions may require one or more pump stations, which cannot be determined at this stage. We have assumed that sanitary sewer extensions will be gravity piping with standard depth of bury, complete with manholes at 100m spacing, with services to homes. The exact layout and requirements of the sanitary system will need to be determined in later stages of design.

System Extension to Service 'Dauphinee Farms'

- ▶ Water and sanitary sewer extension on Shore Road from the Queens General Hospital to Pleasant Avenue.
- ▶ Estimated Length: 325 m.
- ▶ OPC: \$1,800,000.

Continue System Extension to Service 'Birch and Curve'

- ▶ Continue the watermain and sanitary sewer extension along Shore Road to the proposed development from the Pleasant Avenue intersection to the College Street intersection.
- ▶ Extend water and sanitary along College Street from Barss Street to Shore Road.
- ▶ Estimated Length: 950 m.
- ▶ OPC: \$5,250,000.

Continue System Extension to service 'The Point'

- ▶ Continue the watermain extension along Shore Road from the Shore Road intersection to Civic 147. Sanitary sewer extension has not been requested at this time.
- ▶ Estimated Length: 200 m.
- ▶ OPC: \$580,000.

OPCs presented herein are Class 'D' and considered "order of magnitude" for the conceptual design stage and are intended to screen and rank presented solutions. OPCs include a 40% design contingency, 20% engineering and 10% construction contingency. It is not recommended that these estimates be used for developing budgets or financing approval. OPCs are developed on the basis of experience, qualifications, and best judgement. They have been prepared in accordance with acceptable principles and practices. Sudden market trends,

non-competitive bidding situations, unforeseen labour and material adjustments, and the like are beyond the control of CBCL, and as such, we cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

Closing and Next Steps

RQM is experiencing growth pressures with requests to expand the service area for both the water and sanitary collection systems. This study assessed the capacity of the water distribution system and the existing sanitary pump stations to service this growth. The water system generally has the capacity to service domestic demands with limited fire protection, though pressures for existing customers will be slightly reduced. To provide higher levels of fire protection, system upgrades are necessary. The extent of the upgrades will be dependent on the desired level of fire protection; however, three scenarios were assessed, upgrades defined, and costs presented.

All three sanitary pump stations assessed as part of this study are assumed to be operating at their original design capacity. To mitigate against increased overflows with the added flows from the growth area, capacity upgrades for all three stations appear necessary. The forcemains for Town Bridge (apart from a short section) and Hank Snow appear to have capacity for increased flows based on allowable velocity. A Cross Street forcemain capacity increase may be warranted based on hydraulics and this should align with the increased capacity of the pump station. The IGA pump station shares the Town Bridge forcemain, therefore, impacts to the IGA station need to be considered if Town Bridge capacity is increased.

The next steps for the Town should include consideration of the following:

- ▶ A wastewater system master plan to better inform the recommended upgrades to permit servicing of the growth area. The master plan should include:
 - A dry weather and wet weather flow monitoring program with focus on the School Street, Town Bridge and Hank Snow pump stations.
 - Hydraulic modelling of the wastewater collection system to assess linear infrastructure capacity and overflows.
 - Focus on the sewer service extension within the growth area to ensure new infrastructure meets the Municipality's needs. Coordination with all stakeholders will be required.
- ▶ Any new or upgraded infrastructure should consider resiliency in the design. The Mersey River is subject to flooding and the design should consider impacts and mitigation measures to protect infrastructure from future flooding events. The Liverpool Coastal Flooding Mitigation Study' (CBCL, 2019) identified probable flooding extents, as well as mitigation strategies that may be applicable to the pump stations.

Adam Grant, P.Eng.
November 23, 2023

If you have any comments or questions, please contact the undersigned.

Yours very truly,

CBCL Limited



Prepared by:
Simon Pellerin, EIT
Municipal Engineer-in-Training
Direct: 902-421-7241, Ext. 2625
E-Mail: spellerin@cbcl.ca



Reviewed by:
Jeffrey Clair, P.Eng.
Senior Municipal Engineer

Attachments: Figures

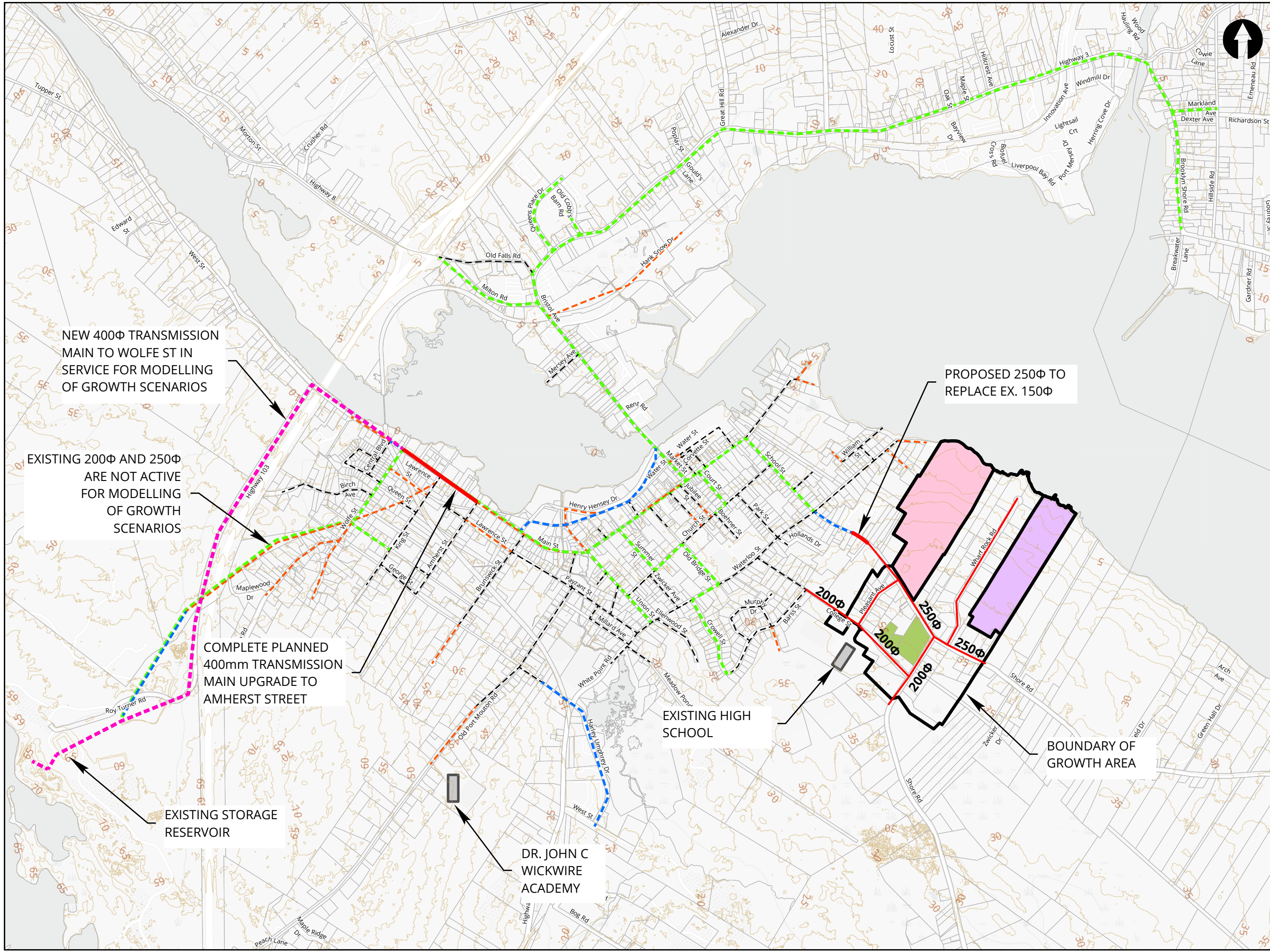
CC: Garrett Chetwynd

Project No: 231006.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Attachment 1

Figures



NEW 400Φ TRANSMISSION MAIN TO WOLFE ST IN SERVICE FOR MODELLING OF GROWTH SCENARIOS

EXISTING 200Φ AND 250Φ ARE NOT ACTIVE FOR MODELLING OF GROWTH SCENARIOS

COMPLETE PLANNED 400mm TRANSMISSION MAIN UPGRADE TO AMHERST STREET

EXISTING STORAGE RESERVOIR

DR. JOHN C WICKWIRE ACADEMY

EXISTING HIGH SCHOOL

PROPOSED 250Φ TO REPLACE EX. 150Φ

BOUNDARY OF GROWTH AREA

Legend:

Waterline

- - - <6" (<150)
- - - 8" (200)
- - - 10" (250)
- - - 12" (300)
- - - 16" (400)
- Proposed Waterline
- Contour
- Dauphinee Farms Development
- The Point Development
- The Curve and Birchwood Gardens
- ▭ Growth Area
- ▭ Property Line

| 3 | Nov 9, 2023 | REVISED TEXT |
|----|--------------|--------------------------|
| 2 | Oct 18, 2023 | REVISED FOR FINAL REPORT |
| 1 | Oct 18, 2023 | ISSUED FOR REPORT |
| No | Date | Issue/Revision |

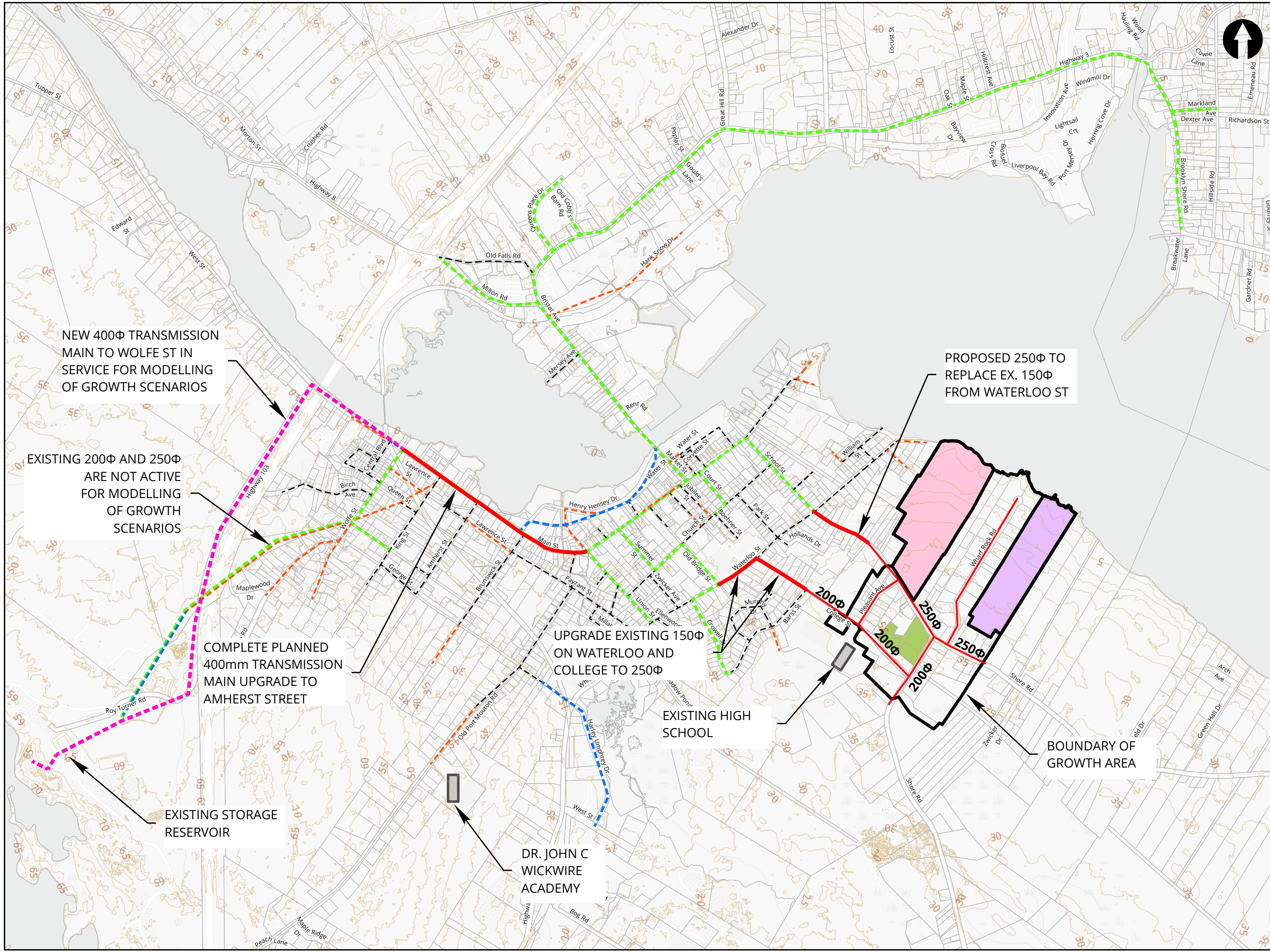


Project:
TOWN OF LIVERPOOL GROWTH AREA ANALYSIS

Drawing Title:
DISTRIBUTION SYSTEM UPGRADES for 3,300 L/min Available Fire Flow



| | | | |
|-------------|-----------|------------|----------|
| Date: | June 2023 | Scale: | 1:15,000 |
| Drawn: | ML | Designed: | JC |
| Checked: | AW | Approved: | JC |
| Project No: | 231006.00 | Figure No: | 6 |



Legend:

Waterline

- - - <6" (<150)
- - - 8" (200)
- - - 10" (250)
- - - 12" (300)
- - - 16" (400)
- Proposed Waterline
- Contour
- Dauphinee Farms Development
- The Point Development
- The Curve and Birchwood Gardens
- Growth Area
- Property Line

| 3 | Nov 9, 2023 | REVISED TEXT |
|----|--------------|--------------------------|
| 2 | Oct 18, 2023 | REVISED FOR FINAL REPORT |
| 1 | Oct 18, 2023 | ISSUED FOR REPORT |
| No | Date | Issue/Revision |



Project:

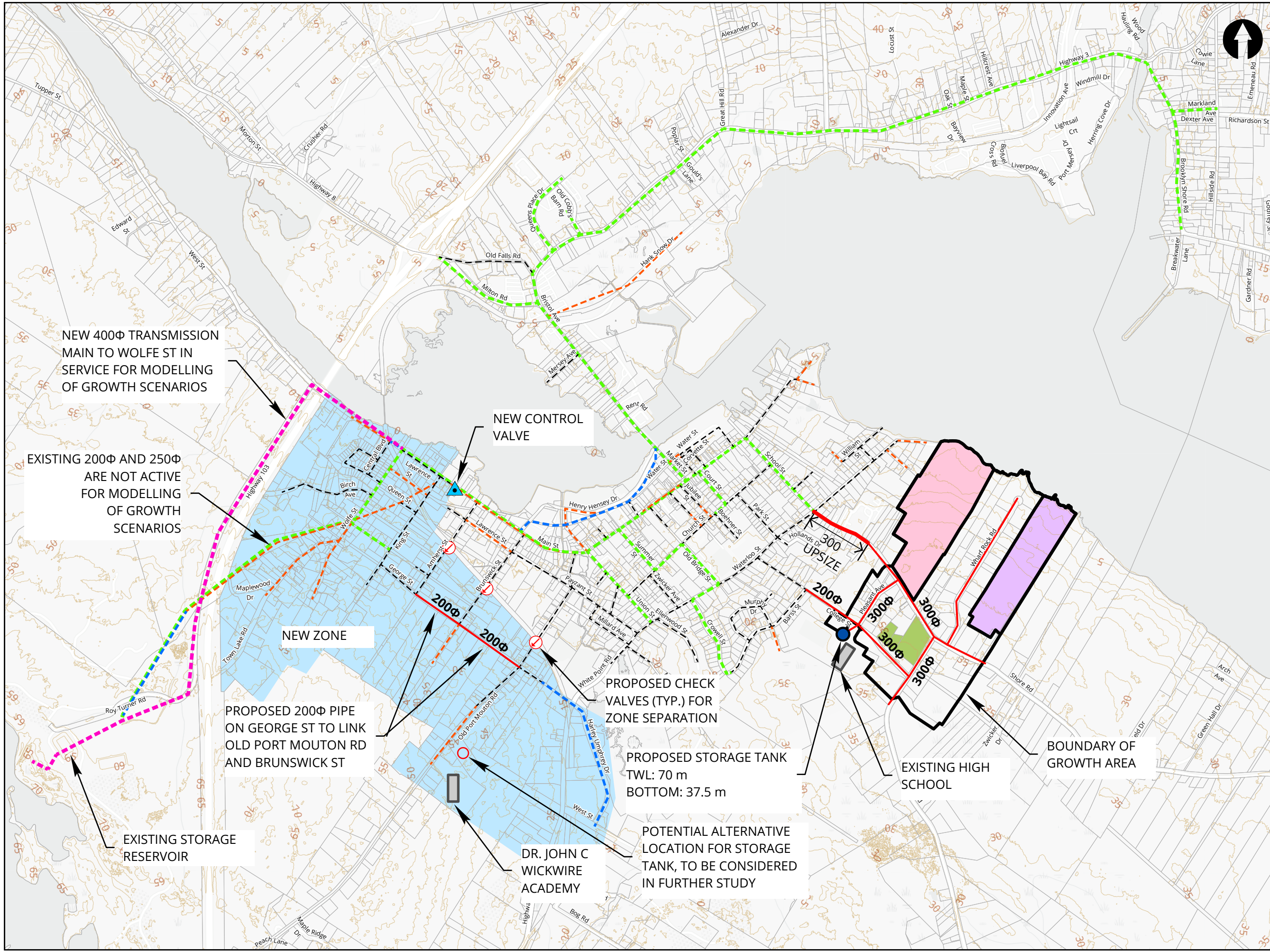
**TOWN OF LIVERPOOL
GROWTH AREA
ANALYSIS**

Drawing Title:

**DISTRIBUTION SYSTEM
UPGRADES
for 6,300 L/min Available Fire Flow**



| | | | |
|-------------|-----------|------------|----------|
| Date: | June 2023 | Scale: | 1:15,000 |
| Drawn: | ML | Designed: | JC |
| Checked: | AW | Approved: | JC |
| Project No: | 231006.00 | Figure No: | 7 |



Legend:

Waterline

- - - <6" (<150)
- - - 8" (200)
- - - 10" (250)
- - - 12" (300)
- - - 16" (400)
- Proposed Waterline
- Contour
- Dauphinee Farms Development
- The Point Development
- The Curve and Birchwood Gardens
- New Zone
- ▭ Growth Area
- ▭ Property Line

| 3 | Nov 9, 2023 | REVISED TEXT |
|----|--------------|--------------------------|
| 2 | Oct 18, 2023 | REVISED FOR FINAL REPORT |
| 1 | Jun 12, 2023 | ISSUED FOR REPORT |
| No | Date | Issue/Revision |



Project:
**TOWN OF LIVERPOOL
GROWTH AREA
ANALYSIS**

Drawing Title:
**DISTRIBUTION SYSTEM
UPGRADES
for 13,620L/min Available Fire Flow**



| | | | |
|-------------|-----------|------------|----------|
| Date: | June 2023 | Scale: | 1:15,000 |
| Drawn: | ML | Designed: | JC |
| Checked: | AW | Approved: | JC |
| Project No: | 231006.00 | Figure No: | 9 |

NEW 400Φ TRANSMISSION MAIN TO WOLFE ST IN SERVICE FOR MODELLING OF GROWTH SCENARIOS

EXISTING 200Φ AND 250Φ ARE NOT ACTIVE FOR MODELLING OF GROWTH SCENARIOS

NEW CONTROL VALVE

NEW ZONE

PROPOSED 200Φ PIPE ON GEORGE ST TO LINK OLD PORT MOUTON RD AND BRUNSWICK ST

PROPOSED CHECK VALVES (TYP.) FOR ZONE SEPARATION

PROPOSED STORAGE TANK
TWL: 70 m
BOTTOM: 37.5 m

POTENTIAL ALTERNATIVE LOCATION FOR STORAGE TANK, TO BE CONSIDERED IN FURTHER STUDY

EXISTING STORAGE RESERVOIR

DR. JOHN C WICKWIRE ACADEMY

EXISTING HIGH SCHOOL

BOUNDARY OF GROWTH AREA

300
UPSIZING

200Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

300Φ

Region of Queens Municipality Staff Report

8.5

To: Council

From: Dan McDougall

Reviewed by: Richard Lane, Adam Grant, Mike MacLeod, Joanne Veinotte

Approved by: Cody Joudry

Date: November 28, 2023

Re: Liverpool Library – Site Selection

Background


Existing library space

The existing library lease in the Rossignol Cultural Center extends until December 31, 2024 (approximately 13 months remaining in the lease). Municipal staff have been working with the landlord to ensure that the space continues to be suitable for library use including the development of new lease terms so that the space is heated, clean, etc.

Siting new library

In April 2022, Council approved a Library Steering Committee Terms of Reference to provide municipal council with advice and recommendations related to the siting and design of a new library; and, services and programs that might be offered.

The Library Steering Committee reviewed a number of potential sites and identified a parcel of land owned by the municipality in Brooklyn adjacent to the “sledding hill” near Queens Place Drive as the preferred location



culminating in a recommendation to Council on June 14, 2022 to confirm the “sledding hill” site as the location for the new library. Council did not accept the recommendation; and, at a July 5, 2022 special council meeting a decision was made to refer site selection back to the library steering committee to identify a second best choice.

The selection of a site was considered again by Council at a January 10, 2023 regular council meeting and a motion was made to approve the placement of the new library on the site recommended in June 14, 2022 on lands owned by the municipality in Brooklyn adjacent to the sledding hill. The motion was approved.

At a February 28, 2023 regular council meeting a discussion about the additional cost of infrastructure services to the “sledding hill” site and a notice to rescind the motion approving the site was given.

At a March 14, 2023 regular council meeting a motion to rescind the January 10, 2023 council was made and passed. Direction to staff to have the project manager consider a standalone library located on the existing Queens Place Emera site was provided.

On May 23, 2023 a workshop/briefing session was held with the Project Manager at Queens Place where a design concept for the library and pool both located at the Queens Place site was reviewed. The project manager, Council, and staff walked the site and discussed the constraints of the site if both a pool and library were to be located there. With respect to the library the potential location was long and narrow and would require additional circulation space built into the design, would block the fitness room windows, and aesthetically would be difficult to design so that it did not look like an “afterthought”. At the November 14, 2023 Council meeting a motion was made to endorse the concept design for the new pool to be located at the Queens Place site. Final design will include parking and other pool uses of green space surrounding the pool tanks and changeroom such that locating a new library there will not be a suitable option.

In the Fall 2023, staff investigated the potential for the new library to be located at the Liverpool Business Development Center in space not currently being utilized for daily business operations of existing tenants.



Details

The library steering committee established site criteria (June 14, 2022 council meeting minutes) for the new library including:

- The ability to house a 6,000 square foot library.
- Parking spaces for 24 vehicles.
- Adequate space and clearances for entrance and exit.
- Easy access for emergency and delivery trucks.
- Superior exterior lighting.
- Outdoor grassed space for programming.
- Space for outdoor storage.
- Water supply for building and fire protection.
- Not located where it is known to flood or drainage issues.
- Close access to public transportation.
- Access to sidewalks.
- Currently zoned for library use.
- Municipally owned or reasonably priced private developer site.

With respect to the site selection criteria the space under consideration for the new library in the Liverpool Business Development is:


- Approximately 7,000 square feet of open space.
- Parking for 24 or more vehicles is available.
- Exterior doors access the space and additional exterior doors that may be required for fire safety can be installed.
- There is public road access from Harley Umphrey drive and easy access for emergency and delivery vehicles exists.
- The building has exterior lighting, and the parking lot has light poles with overhead lighting and enhancements to the lighting could be considered.
- There is exterior space on the site that could be used and enhanced for outdoor programming and storage purposes. The Trestle Trail and the Meadow Pond Brook Trail are within 100m and would provide venues for outdoor programming.
- The building is serviced by the water utility for potable and fire protection purposes.
- The site has not experienced flooding or drainage issue.

- Public transportation to and from the site could be provided by Queens County Transit.
- The site is not serviced by sidewalk with the nearest sidewalk at Millard Street located 350 meters from Harley Umphrey Drive; and, an additional 350 meters along Harley Umphrey Drive to the site parking lot. Active Transportation access from the Trestle Trail to the north is within 350m at George Street, and from the south within 100m behind the municipal administration building.
- The site is located in the Business Park Zone which permits municipal uses such as parks and playgrounds, recreation centres, recreational uses, and trail and conservation uses. While similar to a recreation centre use, library use is not specifically listed in the Business Park Zone and a Land Use By-Law amendment would be required to specifically permit a library.
- The Municipality owns the building, and the council has approved replacement of the HVAC system which will service the space being considered for the library.

Major renovations required would be related to interior partitions, lighting, plumbing and electrical systems to service washrooms and kitchen areas, an additional exterior entrance, furniture and fixtures, etc. A current cost estimate for the renovation budget is \$1.05 million plus HST. Additional cost for furniture and equipment has not been estimated. A number of factors can influence final costs including design choices, market conditions, unanticipated costs related to the site, etc.

A concept design (attached) shows how the space can be utilized to meet the space and program elements identified by the library steering committee. In addition to a role for the library steering committee in the development of a final design for council consideration consultation with existing tenants will be necessary.

The Library Steering Committee met on November 15, 2023. At the meeting the Project Manager joined remotely and reviewed the attributes of the Liverpool Business Development Center as the proposed location after which he responded to questions. The committee then toured the proposed space in the Business Development Center and discussed how the site met library requirements including good size and shape, open space can be designed to provide program spaces, good parking available, shorter



construction/renovation time frame, lower cost than new build, etc. Constraints of the site were also discussed including the site not being pedestrian friendly, exterior windows would not be present with interior wall spaces, and there is limited community activity in the vicinity of the location as compared to the site in the vicinity of Queens Place, etc.

The Committee was told that the plan is to bring a report to Council for the November 28 meeting for Council direction/confirmation that this location would be advanced to next steps including detailed design, construction approach, etc.

Discussion

Staff are seeking Council direction on the potential site for a new library.

Options

1. Endorse the Liverpool Business Development Center as the location for the new library and direct staff to:
 - a. Obtain further Project Management services and engage the library steering committee in the design of the interior and exterior program spaces.
 - b. In consultation with the Project Manager develop construction procurement options for Council consideration.
 - c. Commence a Land Use By-Law amendment process.
 - d. Develop the necessary lease amendments to the Liverpool Business Development Center for Council consideration.
2. Reject the Liverpool Business Development Center location and provide direction on approach to identify other sites for consideration.

Budget Impacts

The 23/24 budget allocated \$3 million in the Capital Improvement Plan. \$2.2 million was municipal funding (cash) being held in “accumulated surplus”. The source of funds for the remaining \$0.8 million is the Canada Community Building Fund (DDBF) which is Federal funding.



Applicable Legislation

The Municipal Government Act and the Libraries Act provide Council the authority to spend money for the purpose of libraries.

The Council will need to consider a Municipal Land Use By-Law amendment if this Liverpool Business Development Center is selected as the location for the new library.

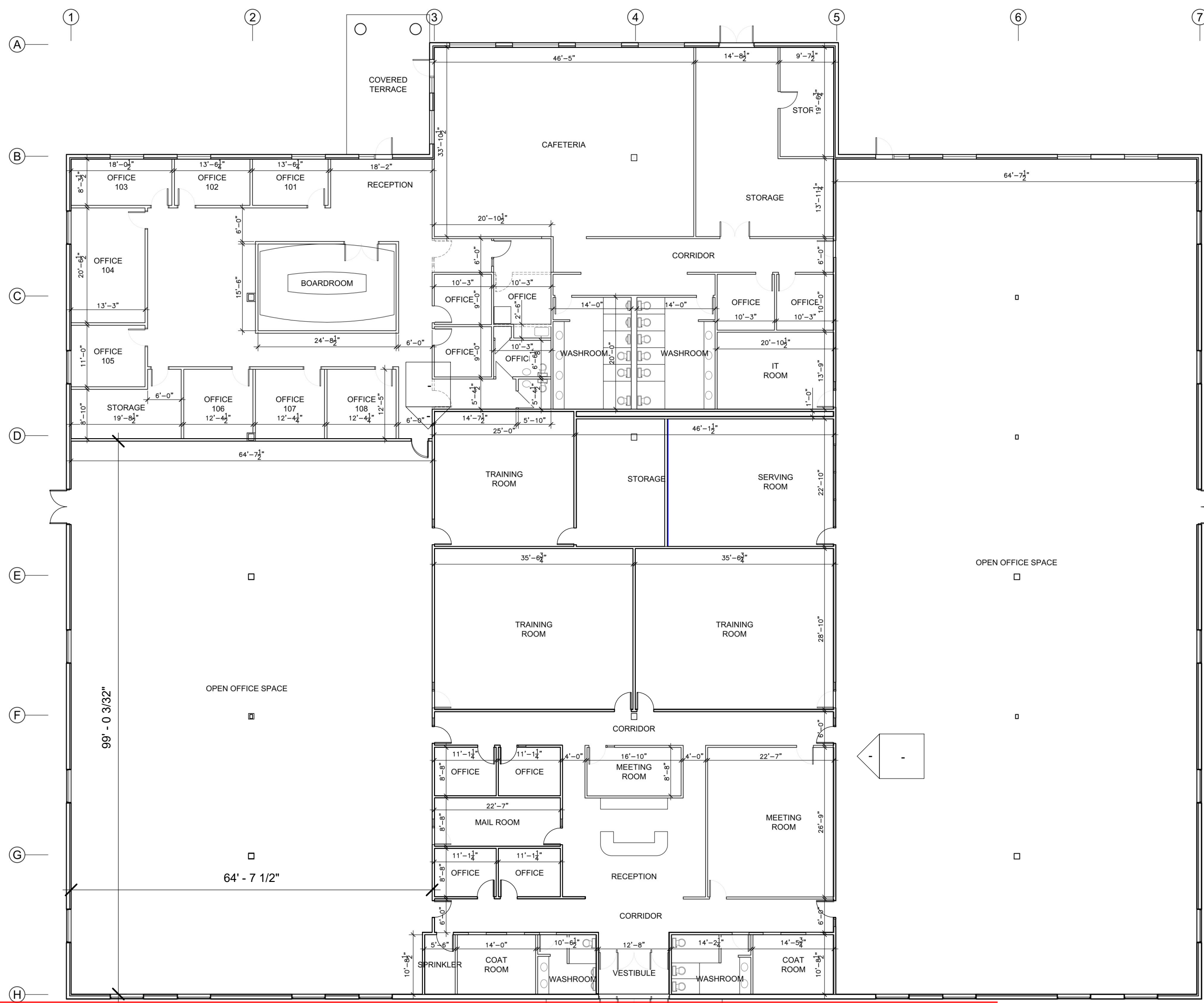
Communication

The tenants of the Liverpool Business Development Center have been notified of the potential for the new library location in the Liverpool Business Development Center.

A media release indicating the Liverpool Business Development Center was being considered was issued on November 17, 2023.

Attachments

- Concept Design
- LUB amendment process description
- Library Steering Committee Terms of Reference
- Media Release – November 17, 2023



| PROGRAM SPACES OPTION A | |
|-------------------------|----------------|
| Name | Area |
| COLLECTIONS | 1921 SF |
| PROGRAM ROOM | 600 SF |
| PROGRAM ROOM | 600 SF |
| KIDS | 600 SF |
| CIRCULATION | 505 SF |
| STORAGE | 396 SF |
| WASHROOMS | 336 SF |
| STAFF KITCHEN & STORAGE | 321 SF |
| LOUNGE | 300 SF |
| TEENS | 300 SF |
| FRONT DESK | 186 SF |
| CIRCULATION | 157 SF |
| FLEXIBLE SPACE | 104 SF |
| CIRCULATION | 52 SF |
| TOTAL | 6379 SF |

② ANDREW'S OPTION
1/16" = 1'-0"



| PROGRAM SPACES OPTION B | |
|-------------------------|----------------|
| Name | Area |
| COLLECTIONS | 2141 SF |
| STORAGE | 613 SF |
| PROGRAM ROOM | 600 SF |
| PROGRAM ROOM | 600 SF |
| KIDS | 600 SF |
| CIRCULATION | 412 SF |
| WASHROOMS | 336 SF |
| STAFF KITCHEN & STORAGE | 300 SF |
| TEENS | 300 SF |
| LOUNGE | 291 SF |
| FRONT DESK | 116 SF |
| FLEXIBLE SPACE | 104 SF |
| CIRCULATION | 52 SF |
| TOTAL | 6464 SF |

④ OPTION B
1/16" = 1'-0"

| | Cost /ft2 | Cost /ft2 | Library Estimate |
|-----------------------|-----------|-----------------|---------------------|
| | 17500 | adj for Library | 6300 ft2 |
| ① bonds and insurance | | | \$ 20,000 |
| General Requirements | | | \$ 75,000 |
| Casework | 139500 | 7.971429 | \$ 8.00 \$ 50,400 |
| Doors, frames and hdw | 138000 | 7.885714 | \$ 8.00 \$ 50,400 |
| Flooring | 124800 | 7.131429 | \$ 9.00 \$ 56,700 |
| Gypsum board | 195000 | 11.14286 | \$ 13.00 \$ 81,900 |
| SAT | 75000 | 4.285714 | \$ 4.50 \$ 28,350 |
| Painting | 36500 | 2.085714 | \$ 3.00 \$ 18,900 |
| Specialties | 75000 | 4.285714 | \$ 2.50 \$ 15,750 |
| Plumbing | 198000 | 11.31429 | \$ 5.00 \$ 31,500 |
| Sprinkler | | | \$ 4.00 \$ 25,200 |
| HVAC | | | \$ 8.00 \$ 50,400 |
| Electrical | 538900 | 30.79429 | \$ 15.00 \$ 94,500 |
| Comms | | | \$ 4.00 \$ 25,200 |
| Lighting | 122245 | 6.985429 | \$ 7.00 \$ 44,100 |
| Soft Landscaping | | | \$ 50,000 |
| Demo / trenching | | | \$ 25,000 |
| Design (8%) | | | \$ 90,000 |
| ③ New entrance | | | \$ 75,000 |
| Contingency (15%) | | | \$ 136,245 |
| Total = | | | \$ 1,044,545 |

General Notes:
All levels and dimensions are to be checked on site by the contractor prior to fabrication, and any discrepancies must be reported immediately to the Architect.
All dimensions are to be read off this drawing and NOT scaled.
All work to be executed in strict accordance with the by-laws and regulations of the local authorities and in accordance with Building Construction Standards.
All work to conform to applicable standards as referenced within the master specifications or as indicated in the drawing.
Where indicated required, all drawings are to be read in conjunction with all other documents issued. This drawing is only to be used for obtaining Local Authority Consents and should not be used for any other purpose unless otherwise stated on drawing.

| No. | Description | Date |
|-----|-------------|------------|
| 1 | FOR REVIEW | 2023-11-20 |

NOT FOR CONSTRUCTION



| | |
|--|------------|
| Owner LIVERPOOL LIBRARY | |
| Enter address here SCHEMATIC LAYOUT | |
| Project Number | 23006 |
| Date | Issue Date |
| Drawn By | Author |
| Checked By | Checker |

A101

Scale 1/16" = 1'-0"

LAND USE BYLAW AMENDMENT PROCESS –

Amendments to a land use bylaw are undertaken in accordance with provisions of the municipal planning strategy, as required by the Municipal Government Act. It does not require the approval of the Minister of Service Nova Scotia & Municipal Relations, but requires that a public hearing be held prior to Council making its decision, and Council's decision may be appealed to the Nova Scotia Utility & Review Board.

- 1) Application for a land use bylaw amendment is filed with the development officer.
- 2) Draft bylaw reflecting amendment(s) and discussion paper prepared by the development officer.
- 3) Application, draft bylaw and discussion paper sent to the Planning Advisory Committee (P.A.C.)
- 4) P.A.C. makes recommendations to Council.
- 5) Council, if approved, sets date for public hearing (first reading).
- 6) Notice of public hearing placed in paper (2 ads for the public hearing must appear in the local newspapers. The first ad appearing 14 days prior to the public hearing.)
- 7) Public hearing.
- 8) Council approves or denies land use bylaw amendments (second reading).
- 9) If approved, notice of passing placed in paper. 14 day appeal period from time of publication of notice of passing. One certified copy of amendments filed with Minister.
- 10) Applicant appeal provision, should council decide not to amend land use bylaw

* The average time frame for the land use bylaw amendment process is three (3) months.

A deposit of \$750.00 must accompany an application for a land use bylaw amendment, which is used to pay for the costs of the required advertising. Any money remaining after all advertising has been placed, will be returned to the applicant upon completion of the process. However, should the deposit be insufficient in covering costs of the advertising, the applicant shall be responsible for the difference.



THOMAS H. RADDALL LIBRARY Steering Committee Terms of Reference

Purpose

The purpose of Thomas H. Raddall Library Steering Committee is to provide Municipal Council with educated, knowledgeable, and practical first-hand advice, education, and recommendations for the design, layout, placement, programs and services for a new Thomas H. Raddall Library. This new facility will be created to ensure long-term sustainable free access to library services for all residents of Queens County and visitors, ensuring its design reflects a modern and positive image that is welcoming and inclusive of all. The Steering Committee will guide the work of the Chief Administrative Officer as they work to carry out the mandate of this important and required community cultural asset. This Steering Committee must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support free community access to library services is maintained.

Authority

Thomas H. Raddall Library Steering Committee has been granted its legal authority to advise the Municipality by virtue of being delegated this responsibility with Council's approval on April 12, 2022, of this Terms of Reference. Council's authority to establish this Steering Committee is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Thomas H. Raddall Library Steering Committee shall be to review and assess current library operations from both a staffing and community use lens to ensure all facets of the development are considered and implemented where possible and feasible. The development of this initiative has been ongoing since 2016 when a report to convert the former Liverpool Courthouse was prepared. The Steering Committee's reporting relationship is limited to advice and recommendations to the Chief Administrative Officer and to Council when applicable to do so. Specifically, the Steering Committee shall endeavour to:

1. Conduct a review of current library services within Queens County to determine where the services are strong and where services can be improved through changes in infrastructure, programs, and amenities.
2. Carry out a review of current library standards provincially and nationally to determine government and public expectations for size and location of

infrastructure, programming, services, space requirements, accessibility, and other design considerations.

3. Work with the Project Manager to review potential site locations for a new library, considering accessibility and community fit, along with expected capital and operating costs, culminating in a recommendation to Council for the selection of a site.
4. Work with the Architect to design both the interior and exterior of the new facility, seeking library user and public input where appropriate, considering interior and exterior flow, accessibility, safety, functionality, technology, energy efficiency, colours, furnishings and fixtures, equipment, staff areas, and public areas like washrooms and hallways.
5. Provide a community lens and recommendations to the South Shore Public Libraries Board and Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are required to educate and inform residents throughout Queens County of this project.
6. Recommend areas where South Shore Public Libraries and Municipal staff may undertake research and data collection to obtain the require information to allow the Steering Committee to make future evidence-based and factual decisions.
7. Support staff of South Shore Public Libraries Board and Municipality in its consultation with provincial and federal departments and agencies that may provide funding opportunities to enhance the facility with accessibility, resources, energy efficiency, and the facilitation of programs and services for at risk communities.
8. Act as information resource for users and community regarding this project with Chairperson acting as Steering Committee spokesperson for the project.
9. Guide the work of the Chief Administrative Officer to ensure Steering Committee priorities are acted upon, work plans developed, and regular reporting is completed.
10. Assist the Chief Administrative Officer and Chief Librarian with organizing meetings, conducting research, preparing reports, overseeing grant submissions, liaising with community groups, business, library users and community members, while leading by example.

Reporting Relationship

Thomas H. Raddall Library Steering Committee shall be accountable directly to Council of Region of Queens Municipality and the Chairperson indirectly to the Chief Administrative Officer for operational and administrative support.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings. The Chairperson will also ensure that appropriate research, directions and recommendations are given to the Steering Committee, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Steering Committee Member

Steering Committee Members are expected to prepare for and attend all meetings of the Steering Committee unless they provide prior notice of absence to the Chairperson. Steering Committee Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Steering Committee. Steering Committee Members may seek or provide information to the Chief Librarian or Chief Administrative Officer, but shall not direct staff.

Role of Chief Administrative Officer

Chief Librarian and Chief Administrative Officer shall act as staff resources to Thomas H. Raddall Library Steering Committee. These people shall lead the research and report writing aspect of the Steering Committee's work to ensure the Steering Committee has the most accurate information upon which to make a decision or make recommendations to the Chief Administrative Officer or Council. The Steering Committee shall work with the Chief Librarian and Chief Administrative Officer respecting policy implementation and required research, while adhering to budget limitations.

Membership

Membership on Thomas H. Raddall Library Steering Committee shall include up to six (6) members comprising of two members of the South Shore Public Libraries Board, two members of South Shore Public Libraries staff, and two members of the public who are regular library users, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a term to expire upon the public opening of the new library facility. Public Members appointed to this Steering Committee should have a clear background as a regular library user, possess an open and positive mindset, be passionate about library services and understand the importance of such, be willing to undertake difficult discussions, understand the importance of education to reduce poverty and illiteracy. Any resignation shall be

tendered in writing to the Chairperson. Subsequently a replacement will be sought to fill the remaining term of office. Any Steering Committee Member who misses three meetings in a row year shall be deemed to be no longer a member of the Steering Committee. A Chairperson and Vice Chairperson shall be elected at the first meeting of the Steering Committee by a majority vote of the members and shall continue to hold office until replaced. The Chairperson shall be a current member of the South Shore Public Libraries Board and the Vice Chairperson shall be a Public Member of the Steering Committee.

Appointment of Honourary Chairperson

Thomas H. Raddall II shall be appointed as the Honourary Chairperson of the Steering Committee and is entitled to attend all meetings and provide input and feedback into the plans and ideas for a new Thomas H. Raddall Library.

Duration of Mandate

Thomas H. Raddall Library Steering Committee membership terms shall begin on April 13, 2022 and shall be for a term to expire upon the public opening of the new library facility.

Frequency of Meetings

Meetings of Thomas H. Raddall Library Steering Committee shall be held on such day and times as the Steering Committee decides at the first meeting of the Steering Committee, with such meetings taking place at the same time agreed to by the Steering Committee bi-weekly, with expected meetings held during weekday mornings or afternoons. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Steering Committee.

Quorum Requirements

No decisions may be made at any Thomas H. Raddall Library Steering Committee meeting unless a quorum of a majority of the current members of the Steering Committee is present in person.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of Thomas H. Raddall Library Steering Committee shall be provided to each member of the Steering Committee within a reasonable time prior to the beginning of, or after the conclusion of such meetings. Chief Administrative Officer will endeavour to provide each member of the Steering Committee with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of Thomas H. Raddall Library Steering Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Steering Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson. Thomas H. Raddall Library Steering Committee will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

Thomas H. Raddall Library Steering Committee shall have access to the Chief Librarian and Chief Administrative Officer and other appropriate staff as authorized by the Chief Administrative Officer or Chief Librarian, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for the Steering Committee shall be made by the Steering Committee through the Chairperson to Council, on an as needed basis. The Steering Committee will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of Thomas H. Raddall Library Steering Committee shall be made by majority vote of Steering Committee members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Steering Committee will be made without undue influence or biased decision-making favouring any Steering Committee Member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of Thomas H. Raddall Library Steering Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Steering Committee. Information and reports of the Steering Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Thomas H. Raddall Library Steering Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Steering Committee will be supported by all members of the Steering Committee upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of Thomas H. Raddall Library Steering Committee.

Reporting

When requested by Council, Thomas H. Raddall Library Steering Committee shall provide a verbal report to Council.

Responsibilities

Thomas H. Raddall Library Steering Committee shall be responsible for developing critical and measurable success factors of the Steering Committee through its associated research and annual work plan, including regularly evaluating its work and success against these criteria. Steering Committee is expected to make timely decisions and give solid advocacy and capacity building advice to the Chief Librarian and Chief Administrative Officer that are in the best interests of all residents without exception.

FOR IMMEDIATE RELEASE

Next Steps for New Library in Queens

Liverpool, [November 16, 2023]– The Council of the Region of Queens Municipality is committed to developing a new library, which would replace the existing location at the Rossignol Cultural Centre in Liverpool. The current library's lease expires at the end of 2024 and Municipal staff have identified the Liverpool Business Development Center as a potential and promising new home for the library.

The Liverpool Business Development Center, situated on Harley Umphrey Drive, offers an ideal space, including ample parking, access to green spaces, and more room for programming. The building is also owned by the Municipality.

"In today's times, libraries have evolved into immensely valuable community spaces, fostering educational, cultural, social, economic, and recreational opportunities and interactions," stated Mayor Darlene Norman. " Council will consider the Liverpool Business Development Center space and how it can be transformed into a library that caters to the evolving needs of our communities."

Ashley Nunn-Smith, CEO of South Shore Public Libraries, expressed excitement about the potential space. "It is a blank canvas we can renovate into a modern, innovative community destination that meets the various needs of our customers. We look forward to continuing to collaborate with our municipal partners on this project."

The project's next steps will be to present a draft design concept to Council for its consideration. If endorsed further design work would be required before renovations could commence.

Region of Queens Municipality Staff Report

8.6

To: Council

From: Cody Joudry, Chief Administrative Officer

Date: November 28, 2023

Re: Request for Funding for New Year's Levee

Background

Each year in the fall, Region of Queens Municipality receives a request from NS/NU Command Mersey Branch 038 The Royal Canadian Legion requesting municipal support to co-host a New Year's Day Levee. This tradition began back at the time of amalgamation.

Details

On November 22, 2023, the Municipality once again received a request for funding assistance for the Legion's New Year's Day Levee in 2024. The proposed event is anticipated to cost \$1,500 and to be co-hosted by the Legion and Municipality. Therefore, the usual request of 50% cost-sharing is being requested again this year for \$750.

The event takes place at the Mersey Branch 038 building on Water Street in Liverpool and usually attracts between 150 and 200 people.



Applicable Legislation

Section 65(a)) of the *Municipal Government Act* authorizes a council to expend money required by the municipality for a grant or contribution to a society within the meaning of the *Children and Family Services Act*, a mental health clinic in receipt of financial assistance from the Province, an exhibition held by an educational institution in the municipality, a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*, any charitable, nursing, medical athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province, a day care licensed under the *Day Care Act*, and a registered Canadian charitable organization.

Budget Impacts

Funding for this will come from General Government Contingency account. Therefore, no additional funding is required for this approval.



NS/NU Command Mersey Branch 038 The Royal Canadian Legion
PO Box 669 43 Henry Hensey Drive, Liverpool, N.S. B0T 1K0
(902) 354-3762 (office) (902) 354-4466 (Fax) merseybranch038@eastlink.ca

Nov 22, 2023

Good Afternoon Mayor Norman and Councillors

The Royal Canadian Legion will again be hosting the Annual New Year's Levee this year. As cost are rising we are looking at a total of \$1500.00 to prepare for this event.

In past years we appreciated your support in this endeavor. We are hoping that you will again support us for half in the amount of \$750.00.

Thanking you in advance,

Yours sincerely,

Louis Landry
President
Royal Canadian Legion
Branch 038

Region of Queens Municipality Staff Report

8.7

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Utility and Review Board Decision

Background:

Region of Queens residents were under a boil water advisory from August 7, to October 5, 2023. Staff were directed to apply for a rate reduction of 70% for one billing cycle at the September 26, 2023 Council meeting.


Details:

The Utility and Review Board (UARB) received several complaints from utility users expressing their frustration with the prolonged boil water advisory. A request to the UARB for a rate reduction was submitted on October 11, 2023, as directed by Council.

On November 23, 2023 a decision letter was received from the UARB on both the complaints (M11365, M11366, M11367, M11368, M11368) and the application for a one time reduction in rates for one quarter.

The decision is as follows:

Based on the information provided, I find that the Utility's response to the power surge, over which they had no control, was reasonable. I also approve the reduction in rates for the most recent quarter. I agree that



using a previously unused reserve to cover the reduction in revenue is prudent.

Other conclusions in the decision letter are:

Concerning the situation of the prolonged boil water advisory, Section 52 of the Public Utilities Act would apply.

*This section states: **Duty to furnish safe and adequate service***

52 Every public utility is required to furnish service and facilities reasonable safe and adequate in all respects just and reasonable. R.S., c.380, s.52.

I note that reasonableness is a key part of this provision. The boil water advisory was a reasonable response to a situation that was beyond the control of the Utility. I can think of no other response that would have ensured the safety of the drinking water. In my opinion, the Utility complies with s.52 of the Act.

The entire decision letter has been included as part of this staff report, with names of the complainants redacted for privacy.

Staff will prepare the billing for the next quarter with the rate reduction applied and funded through the reserve. Appropriate follow up filings with the UARB will be submitted by staff as directed in the letter.



Nova Scotia Utility and Review Board

Mailing address

PO Box 1892, Unit "M"
Halifax, Nova Scotia
B3J 3S3
board@novascotia.ca
<http://nsuarb.novascotia.ca>

Office

3rd Floor, 1601 Lower Water Street
Halifax, Nova Scotia B3J 3P6
1 855 442-4448 (toll-free)
902 424-4448 f
902 424-3919 f

November 23, 2023

jveinotte@regionofqueens.com

Joanne Veinotte, CPA
Director of Corporate Services
Region of Queens Municipality
249 White Point Road
PO Box 1264, Liverpool NS
B0T 1K0

Dear Ms. Veinotte and Complainants:

M11380 – Region of Queens Municipality – Application by the Region of Queens Water Utility for a one-time reduction in rates for one Quarter (M11380)

I have considered the application of Region of Queen's Municipality Water Utility for a rate reduction of 70% for one quarter together with 5 complaints filed with the Board about a prolonged boil order advisory.

My review included the following documentation:

- Complaints from five customers of the Utility, filed on October 5, 2023;
- The application for a reduction in rates, dated October 11, 2023; and
- The Utility's response to the complaints, dated October 27, 2023.

I note that the complainants did not file a reply to the Utility's response, as per the Board's follow-up letter, which required any reply to be filed by Friday, November 17, 2023.

COMPLAINTS

The complaints shared the common theme that a prolonged boil water advisory had been in place since August 9, 2023, and was still ongoing when the complaints were filed on October 5, 2023. Many of the complainants noted costs incurred to buy bottled water or to boil their water, as well as anxiety about the situation.

In addition to the above, some of the complainants asked for compensation. They also complained about wording of the boil water advisory and the channels used to communicate with them. Some felt that Municipal Council was keeping them in the dark regarding compensation plans and the issue that caused the boil water advisory.

The Region of Queens boil water advisory notices were included with several of the complaints. These notices ran from August 9 until October 5. The August 15, 2023, notice explained what happened at the water treatment facility and why the boil advisory notices were required. This notice stated:

On the morning of August 9th, a passing electrical storm impacted the South Queens Water Treatment Facility. Lightning strikes caused damage to key infrastructure within the treatment facility causing disruptions to the treatment process. The disruption of the treatment process led to a lack of disinfection (chlorine) residual throughout the water distribution network, as per the Water Utility's Operational Procedures the Department of Environment was notified and a boil water advisory was issued...

UTILITIES SUBMISSIONS/APPLICATION

On October 11, 2023, the Utility applied to the Board to have rates reduced by 70% for one quarter of the year (one billing cycle). The Utility proposed this action to compensate its customers for the boil water advisory that was in place for an extended period (August 9, 2023 to October 5, 2023). The Utility settled on a 70% reduction, as at the time of the council meeting the boil water advisory was in place for 56 days, which represents 70% of an average billing cycle.

The Utility provided further information on the lightning strikes that caused significant damage to the treatment system. A power surge that resulted from the strikes caused several pieces of equipment to malfunction and the treatment plant was not able to provide potable water to the system. The application also noted that the boil advisory was lifted on October 5, 2023.

The lost revenue due to the proposed reduction in rates is estimated to cost \$56,000. This estimate was based on the average consumption rate and usage over the past three billing cycles. A reduction in rates from \$1.24 per cubic metre to 37 cents per cubic metre, multiplied by the average consumption, works out to about \$56,000 for the quarter.

The Utility proposes to fund this revenue shortfall from one of the Utility reserve accounts. This reserve was set up approximately 12 years ago to fund sediment removal. The reserve was never used, and Municipal Council instructed staff to use funds from that account to cover any revenue shortfall, which is estimated to be \$56,000.

In its response to the customer complaints, the Utility indicated that staff are preparing a communications strategy to address the concerns raised by customers and Council. The strategy will be reviewed by staff and Council.

ANALYSIS AND FINDINGS

In reviewing matters such as the complaints filed, my role is to determine whether the Utility has properly applied the Board-approved *Regulations* in its dealings with customers and complied with the *Public Utilities Act*. I review the evidence and decide the case based on the evidence and the law.

Under the *Public Utilities Act*, the Board is responsible for the general supervision of all public water utilities operating in Nova Scotia. The Region of Queens Water Utility is one such Utility. Among other things, the Board's authority includes the approval of rates and charges to Utility customers.

Concerning the situation of the prolonged boil water advisory, Section 52 of the *Public Utilities Act* would apply. This section states:

Duty to furnish safe and adequate service

52 Every public utility is required to furnish service and facilities reasonably safe and adequate and in all respects just and reasonable. R.S., c. 380, s. 52.

I note that reasonableness is a key part of this provision. The boil water advisory was a reasonable response to a situation that was beyond the control of the Utility. I can think of no other response that would have ensured the safety of the drinking water. In my opinion, the Utility complied with s.52 of the *Act*. Nevertheless, in response to this unfortunate circumstance, the Utility is voluntarily proposing to adjust rates downward, using an old reserve account to make up for the shortfall in revenue. By doing this, the Utility is not jeopardizing its financial position while customers are being compensated for having no access to potable water, without having to boil it first, for approximately eight weeks.

CONCLUSION

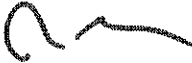
Based on the information provided, I find that the Utility's response to the power surge, over which they had no control, was reasonable. I also approve the reduction in rates for the most recent quarter. I agree that using a previously unused reserve to cover the reduction in revenue is prudent.

Some of the remedies requested by the complainants are beyond my authority, such as compensation for the cost of bottled water or compensation for anxiety. I note that the Utility has

committed to preparing a communications strategy to address some of the concerns raised by the complainants. I consider that the Utility's response satisfies the complaints.

I must include the new rates in a Board Order, along with reinstating the old rates in that Order. I direct the Utility to file an updated Schedule of Rates and Charges for the most recent quarter, which would include the 70% rate reduction to \$0.37 per cubic metre, and to refile the current Schedule of Rates and Charges with a new effective date to start at the end of the current billing cycle. Please make this filing by November 30, 2023.

Yours truly,

A handwritten signature in black ink, appearing to be 'R. Melanson', written over a horizontal line.

Richard J. Melanson, LL.B.
Member

c. Dan McDougall, Interim CAO

Region of Queens Municipality Staff Report

8.8

To: Council

From: Joanne Veinotte, Director of Corporate Services

Date: November 28, 2023

Re: Road Levy Bylaw update

Background


On June 22, 2022 staff meet with representatives from the Greater Molega Lake Lot Owners Association to discuss the possibility of adopting a Road Levy Bylaw, enabling Region of Queens Municipality to collect levies on behalf of Associations who maintain private roads, as part of the tax billing process.

Details

Council directed staff at the July 12, 2022 meeting to create a bylaw to collect road levies for the Greater Molega Lake Land Owners Association.

Staff have prepared a draft Bylaw along with an information sheet for Associations who may want to apply. The Bylaw has been drafted to include any Associations who are responsible for private road maintenance.

This Bylaw, if adopted, will allow Associations to apply to have Road Maintenance Levies for roads they maintain added as part of the tax billing process once they submit an application and meet the criteria outlined in the Bylaw. Region of Queens Municipality will collect the road levies from the members and disburse the funds to the Associations as described in the Bylaw. Staff are proposing an administration fee of 5% of the gross billed amount plus HST to each Association for this service. In essence, this is similar to area rate tax



on property owners which supports the maintenance of the private roads upon which they reside. As such, unpaid levies would result in possible sale of the property at tax sale.

Communication/Engagement Sessions

Staff suggest that a public engagement on this topic would be beneficial and consistent with open and transparent governance. There are benefits to engage the public before Council considers the Bylaw, or after a Bylaw is approved but before an association's road levy is approved.

It is suggested that a series of meetings be held by the Municipality with Council members possibly in attendance (or staff can summarize results of the engagement process and report back). A public meeting in both North Queens and Liverpool may be warranted. Owners may be seasonal and may not reside in Queens County, or even in Nova Scotia, therefore, it is important to have at least one session that is virtual and recommended that the virtual session take place in the evening.

Notification of the public meetings will be by newspaper, radio ads on local radio stations, and on the municipal website/social media pages. In addition there may be value (and cost) in mailing all property owners in an association's catchment area. Property owner associations that have identified themselves to Region of Queens as potential applicants will be notified as well and requested to notify their members. Staff recognizes there is a challenge in notifying those property owners who live abroad.

As part of the promotion of the Public Meetings, the Information Document, Frequently Asked Questions developed by staff, and draft Bylaw will be posted on the website for review and a printed copy available at the Municipal Administration Office.

The meeting Agenda is suggested to be: introduction of staff and Council attending, introduction to the topic, reading of the Bylaw and information document, followed by public questions. The meeting will be facilitated by the Chief Administrative Officer.



Applicable Legislation

The *Municipal Government Act* Section 81 reads in part:

By-law regarding payment of charges

81 (1) The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for ...

(da) laying out, opening, constructing, repairing, improving and maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads, where the cost is incurred

(i) by the municipality, or

(ii) under an agreement between the municipality

and a person;

Budget Impacts

There will be costs associated with holding public engagement sessions, legal fees and staff time should this bylaw be adopted. Legal fees billed to date are \$5667 for 22/23 and none billed yet in 23/24.