

Region of Queens Municipality Regular Council
Tuesday, April 9, 2024
9:00 a.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 – March 26, 2024

7.0 Recommendations

7.1 Dangerous and Unightly: 2252 Medway River, Riversdale

7.2 South Brookfield PID 70191937 Fixed Roof Overnight
Accommodations Development Agreement

7.3 Queens Neighbourhood Co-operative Housing Ltd. – Construction
Date Extension

7.4 April 23, 2024 Council Meeting Location

7.5 Live Streaming Meetings of Council

8.0 Discussions

8.1 Bylaw 26 – A Bylaw Respecting Alternative Voting

8.2 Assistant Returning Officer Appointment

- 8.3 October 2024 Municipal Election Polling Stations
- 8.4 Greenfield Community Park Financial Request
- 8.5 Draft 2024-2025 Budget Presentation

9.0 In-Camera Items

- 9.1 Contract
- 9.2 Contract

10.0 Adjournment

**Region of Queens Municipality
Regular Council Meeting Minutes
Tuesday, March 26, 2024, 6:00 p.m.**

Present:

Council:

Mayor Darlene Norman, Chair
Deputy Mayor Jack Fancy
Councillor Maddie Charlton
Councillor David Brown
Councillor Vicki Amirault
Councillor Kevin Muise
Councillor Ralph Gidney
Councillor Carl Hawkes
Tara Druzina, Recording Secretary

Staff:

Cody Joudry, CAO
Director Veinotte
Director MacLeod
Heather Cook
Steve Whynacht
Stephanie Sereda

1.0 Call to Order

Mayor Norman called the meeting to order at 6:00 p.m.

2.0 Changes / Approval of Agenda

- 1) Under 8.0 – Discussion, 8.4 – Tax Exemption Request from Queens Manor to be moved to Recommendations and placed before 7.1.
- 2) Under 8.0 – Discussion, 8.6 – Queens County ATV Association and Queens Rails to Trails: Road Trails Act to be added
- 3) Under 9.0 - In Camera Items – additional items to be added; 9.2 – Legal Advice - Solicitor Client Privilege and 9.3 – Personnel

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

MOTION CARRIED unanimously.

3.0 Presentation

3.1 Queens County ATV Association and Queens Rails to Trails Association: Road Trails Act

Mayor Norman welcomed Mr. Wigglesworth and Mr. White from the Queens County ATV Association and Queens Rails to Trails Association. The representatives explained that their goal is to establish a connected route across Queens County to complete the section of the Western Loop of the Great Trail and “Road Trails”, as per the Road Trails Act, promoting recreation and fostering positive local economic impact.

Discussion ensued.

Mayor Norman explained that there is a process for moving this matter forward, which involves several municipal departments, public engagement, and the creation and approval of a by-law.

Mayor Norman thanked the representatives for their informative presentation and their time.

4.0 Tabling of Petitions

No petitions were tabled.

5.0 Public Question / Comment Session

There were no Public Questions or Comments before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – March 12, 2024

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

THAT the minutes of the Regular Council meeting held March 12, 2024, be approved as circulated.

MOTION CARRIED unanimously.

6.2 Public Hearing – March 12, 2024

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

THAT the minutes of the Public Hearing meeting held March 12, 2024, be approved as circulated.

MOTION CARRIED unanimously.

6.3 Special Council – March 18, 2024

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

THAT the minutes of the Special Council meeting held March 18, 2024, be approved as circulated.

MOTION CARRIED unanimously.

7.0 Recommendations

8.4 Tax Exemption Request from Queens Manor

Director Veinotte explained that each year, Council reviews properties listed in By-law No.14, the Tax Exemption By-law, for possible additions and deletions of properties to be exempt from taxation. A request has been received by Queens Manor to be added to this year's exemption list.

Discussion ensued.

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

THAT Council of the Region of Queens Municipality receive the report titled 'Queens Manor Tax Exemption Request' for information.

MOTION CARRIED unanimously.

7.1 By-law No. 14 – Tax Exemptions

Director Veinotte explained that each year Council reviews properties listed in By-law No. 14, the Tax Exemption Bylaw, for possible additions and deletions of properties to be exempt from taxation. Council reviewed the Director's proposal. Discussion ensued.

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

THAT Council of the Region of Queens Municipality receive the report titled 'By-law 14 Second Reading'.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality give second reading to By-law No. 14 respecting Tax Exemptions.

MOTION CARRIED unanimously.

7.2 Spending Approval

Director Veinotte explained that the budgeting process begins each year in late December. The goal is to have a budget and Capital Investment Plan approved

by Council before April 1, which marks the beginning of the fiscal year to which the budget applies. However, the Operating Budget and Capital Investment Plan have not yet been approved by Council. To ensure seamless continuity of normal operations, Council must approve a motion establishing interim spending limits. Discussion ensued.

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

THAT Council of Region of Queens Municipality receive the report titled 2024-2025 Spending Limitations without an Approved Budget.

MOTION CARRIED unanimously.

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

THAT Council of Region of Queens Municipality approve one-third of the operational expense budget for 2024/2025, in the amount of \$7,590,000, for the purpose of providing spending authority and business continuity in the fiscal year beginning April 1, 2024, and until a full Operating Budget is presented and approved by Council.

MOTION CARRIED unanimously.

8.0 Discussions

8.1 Live Streaming Council Meetings

Staff members Heather Cook and Steve Whynacht delivered a detailed report regarding live streaming Council meetings.

Discussion ensued.

Councillor Charlton noted that meetings held outside the Council Chambers present challenges in ensuring high-quality audio, making communication very difficult. Now that live streaming will soon be available to all residents, offering complete transparency at every meeting, both staff and Council should explore more interactive formats, such as Town Hall meetings, to enhance communication and interaction with residents.

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

THAT Council of the Region of Queens Municipality receive the report titled 'Live Streaming Council Meetings' for information.

MOTION CARRIED unanimously.

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

THAT Council of the Region of Queens Municipality consider a motion at their April 9, 2024, meeting to direct staff to simultaneously live stream all Council proceedings (e.g., regular, special, emergency, and public hearings) on the

Region of Queens Municipality's YouTube and Facebook pages for meetings hosted in Council Chambers.

MOTION CARRIED unanimously.

8.2 Queens Neighbourhood Cooperative Housing – Construction Date Extension

Deputy Mayor Fancy declared a conflict because he has involvement in the initiative.

Director MacLeod explained that a request has been submitted to the Municipality from Queens Neighbourhood Co-operative Housing Ltd. which seeks to extend the date for commencement of construction of their multi-unit residential development on Lawrence Street in Liverpool from June 30, 2024, to December 31, 2024.

Discussion ensued.

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

THAT the Council of Region of Queens Municipality receive the report titled Queens Neighbourhood Co-operative Housing – Construction Date Extension.

MOTION CARRIED unanimously.

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

THAT the Council of the Region of Queens Municipality consider a motion at their April 9, 2024, meeting to change the date for initiating construction to Queens Neighbourhood Co-operative House be extended from June 30, 2024, to December 31, 2024.

MOTION CARRIED unanimously.

8.3 CIF Update – Queens County Track Society

Deputy Mayor Fancy declared a conflict because of his association with the project.

Staff member Stephanie Sereda explained that on November 22, 2022, Council approved a Community Investment Fund (CIF) application from the Queens County Track Society (QCTS) for a new full-size artificial turf soccer field and an eight (8) lane gravel running track at the Liverpool Regional High School. The organization has since made some internal changes and reimagined some aspects of the project. Since the original CIF approval required the project be completed this fiscal year (2023-2024) QCTS is requesting Council extend the deadline while acknowledging the changes in project scope.

Discussion ensued.

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

THAT Council of the Region of Queens Municipality receive the report titled 'CIF Update - Queens County Track Society' for information.

MOTION CARRIED unanimously.

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

THAT Council of Region of Queens Municipality agree to grant up to, and not to exceed, a total of \$250,000 for the Queens County Track Society's updated field and running track project, subject to being completed by March 31, 2025, and adequate CIF reporting is completed.

MOTION CARRIED unanimously.

8.5 Budget Meetings

CAO Joudry explained that staff are finalizing a draft budget for Council's consideration. A schedule of events was presented along with communication details.

Discussion ensued.

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

THAT Council of the Region of Queens Municipality receive the report titled '2024-2025 Budget Meetings' for information.

MOTION CARRIED unanimously.

8.6 Queens County ATV Association and Queens Rails to Trails Association

Council discussed the presentation that was delivered by the Associations' representatives earlier in the meeting.

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

THAT Council of the Region of Queens Municipality receive the Queens County ATV Association and Queens Rails and Trails Association presentation. And that staff be instructed to prepare a comprehensive report encompassing timelines, next steps, and a plan for public engagement and consultation. This report should also include an assessment of all potential impacts on the municipality. It is requested that staff provide this report at their earliest convenience.

MOTION CARRIED unanimously.

9.0 In-Camera Items

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

THAT the proceedings go In-Camera at 7:20 to discuss 9.1 Labour Relations, 9.2 – Legal Advice - Solicitor Client Privilege, and 9.3 – Personnel.

MOTION CARRIED unanimously.

9.1 Labour Relations

This matter was dealt with in camera and ratified in public as follows:

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

THAT Council receive the Collective Bargaining Agreement between Region of Queens Municipality and the Canadian Union of Public Employees, Local 4719 for information.

AND THAT Council approve the agreement and authorize staff to execute it.

MOTION CARRIED unanimously.

9.2 Legal Advice - Solicitor Client Privilege

There were no disclosures or actions to be made as a result of this in-camera discussion.

9.3 Personnel Item

There were no disclosures or actions to be made as a result of this in-camera discussion.

Council reverted to open session at 8:10 p.m.

10.0 Adjournment

With there being no further business, the March 26, 2024 Council meeting adjourned by unanimous consideration at 8:15 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Tara Druzina – Recording Secretary

Region of Queens Municipality Staff Report

To: Council

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

Date: Tuesday, April 9, 2024

Re: Dangerous or Unsightly - 2252 Medway River Road, Riversdale.

Background

The property located at 2252 Medway in River Road, Riversdale (PID #70115316) is a vacant lot. This lot once housed a large Recreational Vehicle for the property owner. In the late fall of 2023, the property owner relocated their RV to another property, but left the site in an unsightly condition. Miscellaneous items including a makeshift camp, construction and demolition materials, ladders, BBQ's, garden hoses, tarps, bricks, plastics, metals, tires, camping supplies, buoys, wood pallets, shingles, tarps were left behind and strewn about the property.

Details

This property is considered unsightly and does not meet neighborhood standards. A Formal Order to Comply was issued by Bylaw Enforcement with a compliance date of January 31, 2024; however, this deadline was not complied with. A further extension was issued, as a result of snowfall, with a compliance date of March 31, 2024. A full exterior clean-up needs to be undertaken, with materials being sorted and transported to the Region of Queens Landfill facility and disposed of properly.

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 the Region of Queens Municipality will become the responsibility of the property owner and a lien will be placed against the property to ensure the collection of these costs.


Recommendation

(1) THAT the Council of Region of Queens Municipality receive the report titled Dangerous or Unsightly - 2252 Medway River Road, Riversdale.

(2) THAT the Council of Region of Queens Municipality declares the property located at 2252 Medway River Road, Riversdale, Queens County, NS and identified as PID #70115316 as dangerous or unsightly as defined in the *Municipal Government Act of Nova Scotia*;

AND THAT an Order be served upon the owner of the property requiring that within (30) days of the date of the service of the Order, the following work be carried out:

(1) Full exterior clean-up of the property, removing all miscellaneous items that are considered dangerous or unsightly, including a makeshift camp, construction and demolition materials, ladders, BBQ's, garden hoses, tarps, bricks, plastics, metals, tires, camping supplies, buoys, wood pallets, shingles, tarps, and transport to the Region of Queens Landfill Facility; and



(2) Clean-up of ditch and/or “makeshift” driveway filled with remnant shingles and tarps, and transport to the Region of Queens Landfill Facility;

AND THAT if the owner fails to comply with the Order, the Administrator shall cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the property owner.

Region of Queens Municipality Staff Report

To: Council

From: Mike MacLeod, Director of Planning and Development

Date: April 9, 2024

Re: South Brookfield PID 70191937 Fixed-roof Overnight
Accommodation Development Agreement

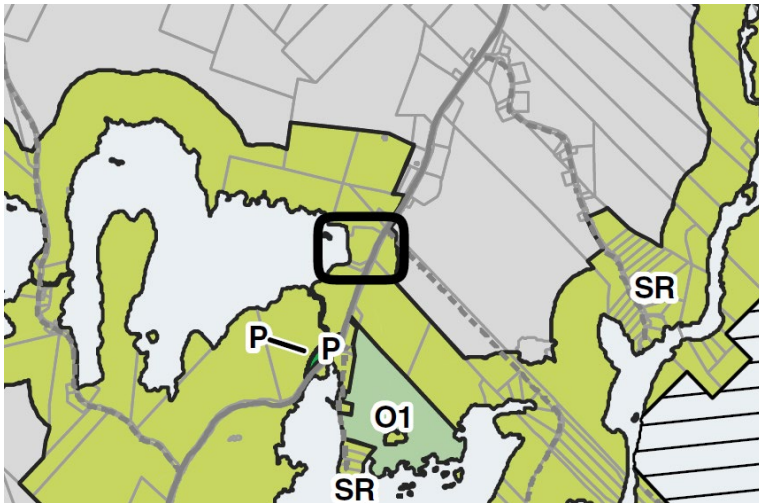
Background

Region of Queens Municipality has received an application to enter into a development agreement that would allow for the establishment of a new fixed-roof overnight accommodation on a vacant parcel of land in South Brookfield. Property is identified as PID# 70191937. A copy of the application is attached as Appendix A.



Details

The property is zoned as Lakeshore Residential (SR) under the Land Use Bylaw and has a future land use designation of Residential (RES) under the Municipal Planning Strategy.



Zoning Map

Fixed-roof overnight accommodation is a use that is not permitted as of right in the Lakeshore Residential (SR) Zone. This being said; however, Council has incorporated provision within the Municipal Planning Strategy and Land Use Bylaw whereby it can consider such uses through a development agreement process. Refer to Policy 5-65 of the MPS.

When evaluating development agreements, Council must be cognizant of the overall goals and policies of this MPS. In particular, it should have regard to the criteria listed in Policy 6-21.

- Policy 6-21:** Council shall not amend the Land Use Bylaw or approve a development agreement unless Council is satisfied the proposal:
- (a) is consistent with the intent of this Municipal Planning Strategy;
 - (b) does not conflict with any Municipal or Provincial programs, bylaws, or regulations in effect in the municipality;
 - (c) is not premature or inappropriate due to:
 - (i) the ability of the Municipality to absorb public costs related to the proposal;
 - (ii) impacts on existing drinking water supplies, both private and public;
 - (iii) the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;

- (iv) the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;*
- (v) the adequacy of fire protection services and equipment;*
- (vi) the adequacy and proximity of schools and other community facilities;*
- (vii) the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;*
- (viii) site-specific climate change risks;*
- (ix) the potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;*
- (ix) impacts on known habitat for species at risk;*
- (x) light pollution and impacts on dark sky views, especially in the vicinity of the Kejimikujik Dark-Sky Preserve;*
- (xi) the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and*
- (xiii) negative impacts on the viability of existing businesses in the surrounding community, including, but not limited to, the risk of land use conflicts that could place limits on existing operational procedures.*

Considerations

- PID# 70191937 has a lot area of approximately 19 acres, with approximately 1,500 feet of frontage on Highway 8.
- The area is rural in nature with scattered low density residential development.
- Highway 8 is a provincially owned and maintained public road.
- No municipal services in vicinity of subject property. Development would require an on-site sewage disposal system and well.

Potential Options

1. Maintain status quo (deny development agreement request); or
2. 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.

Tentative Timeframe

<u>Date</u>	<u>Procedure</u>
October 11, 2023	Planning Advisory Committee
October 24, 2023	Council
November 1, 2023	First Public Notice
November 8, 2023	Second Public Notice
November 28, 2023	Public Hearing
November 28, 2023	Council
December 6, 2023	Notice of Passing
December 21, 2023	Appeal Period Ends

In looking at the use that is being proposed for the property, the property itself and the surrounding area, it is the opinion of Staff that the use of the property for an eight (8) unit fixed-roof overnight accommodation units will have negligible impact. Sufficient terms and condition can be incorporated into a development agreement to meet the needs of the applicant and also to mitigate potential issues.

The Region's Planning Advisory Committee (PAC) met on October 11, 2023 to review the application and the proposed use of the property. Following discussion on the implications of the proposed use, PAC recommended in favor of entering into a development agreement 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.

A public hearing was held on November 28, 2023 to discuss the application. Prior to commencement of the hearing, a written concern was received respecting species at risk on and around the subject property. Given this new information, Council requested clarification on this matter prior to moving forward with this application.

On December 7, 2023, representatives from Mersey Tobeatic Research Institute (MTRI) met with the property owners on site to discuss the proposed development as it relates to the species at risk concerns. The findings of MTRI were that black ash trees and black ash habitat were outside the areas of planned development. As well, the area with the presence of Atlantic Coastal Plain Flora was also outside the area for proposed development.

The property owners were advised of best practices for retaining vegetation and maintaining healthy lakes and river flood plains and were provided a copy of "Healthy Lakes and Wetlands and an Atlantic Coastal Plain Flora" field guide. This information was forwarded to Department of Natural Resources and Renewables for their review and they were satisfied with the findings and information communicated to the property owners.

Staff have incorporated an additional clause in the development agreement pertaining to species at risk.

A draft copy of the development agreement is attached hereto as Appendix B.

A copy of an administrative policy respecting entering into this development agreement is attached as Appendix C.

Applicable Legislation

Sections 225 – 230 of the Municipal Government Act.

Recommendation

- (1) **THAT** the Council of Region of Queens Municipality receive the report titled Fixed-roof Overnight Accommodation in South Brookfield.
- (2) **THAT** Council of Region of Queens Municipality adopt an administrative policy respecting entering into a development agreement with Jasmine and Matthew Mallay to allow for the establishment of an 8 unit fixed-roof overnight accommodation on their property identified as PID# 70191937 and located on Highway 8 in South Brookfield.

Appendix A

Jasmine Mallay

September 19, 2023

Mike MacLeod
Director of Planning & Development
Region of Queens Municipality
249 White Point Road
Liverpool, NS B0T 1K0

To whom it may concern:

I am proposing to build eight fixed-roof overnight accommodations and one accessory building on Lot 19 Highway 8 (PID: 70191937) in South Brookfield, Nova Scotia.

This project would be in three phases. Phase 1 would be to build four buildings along the brookside of the lot that would be approximately 400 square feet. These buildings would offer comfortable amenities such as a hot tub and screened-in covered porch. Guests would be able to relax and enjoy the sounds of nature and the babbling brook. They could also enjoy visiting the nearby Kejimikujik National Park and exploring the Region of Queens Municipality.

Phase 2 would be to build one larger lakefront cottage and accessory building (garage). The cottage would be approximately 1800-2500 square feet. The garage would be approximately 1080 square feet. This accommodation would be the perfect fit for a family getaway as it would have three bedrooms and ample space for guests.

Phase 3 would be the remaining three lakefront cottages that would be approximately 900-1200 square feet. These would be two bedroom accommodations.

The intent of this project is to create an experience where people could enjoy nature, kayaking, swimming, and other activities with the added comfort of luxury overnight accommodations. A priority of this project is to maintain a natural look to the property where the environmental conditions would continue to provide a strong habitat for the existing ecosystem. This is integral to the brand and the experience I would want to offer guests.

Sincerely,
Jasmine Mallay



For Internal Use Only
Acceptance Date: _____
Processing Date: _____

Region of Queens Municipality

Planning Amendment and Development Agreement Application

1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property - Lot 19

Property Identification Number (PID) - 70191937

Present use of subject property - Vacant land

Proposed Use of subject property - fixed-roof overnight accommodation

Existing Lot Size - 19 acres

Existing Lot Frontage - 452m / 1484ft

3. Property Owner Information:

Name - Jasmine Mallay & Matthew Mallay

Applicant is:

- Owner
- Agent of Owner

Civic Address - _____

Mailing Address (If different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

Existing Zoning - Lakeshore Residential (SR)

Proposed Zoning - no change

5. Property Servicing Information:

Water Services -

Municipal System - Existing Proposed
Drilled Well - Existing Proposed
Dug Well - Existing Proposed
Other - _____

Sewer Services -

Municipal System - Existing Proposed
On-site System - Existing Proposed
Other - _____

Access -

Public Road - Existing Proposed
Private Road - Existing Proposed
Other - _____

6. Declaration:

Registered Owner of Property (Please print)

I / We Jasmine Malloy and Matthew Malloy do solemnly declare that I / We are the current registered owner(s) of the property described in this application. I / We have examined the contents of this application and certify that the information submitted is accurate.

Registered Owner Jasmine Malloy
Signature J Malloy
Date Sept 19/23

Registered Owner (if more than one) Matthew Malloy
Signature Mtt Malloy
Date Sept 19/23

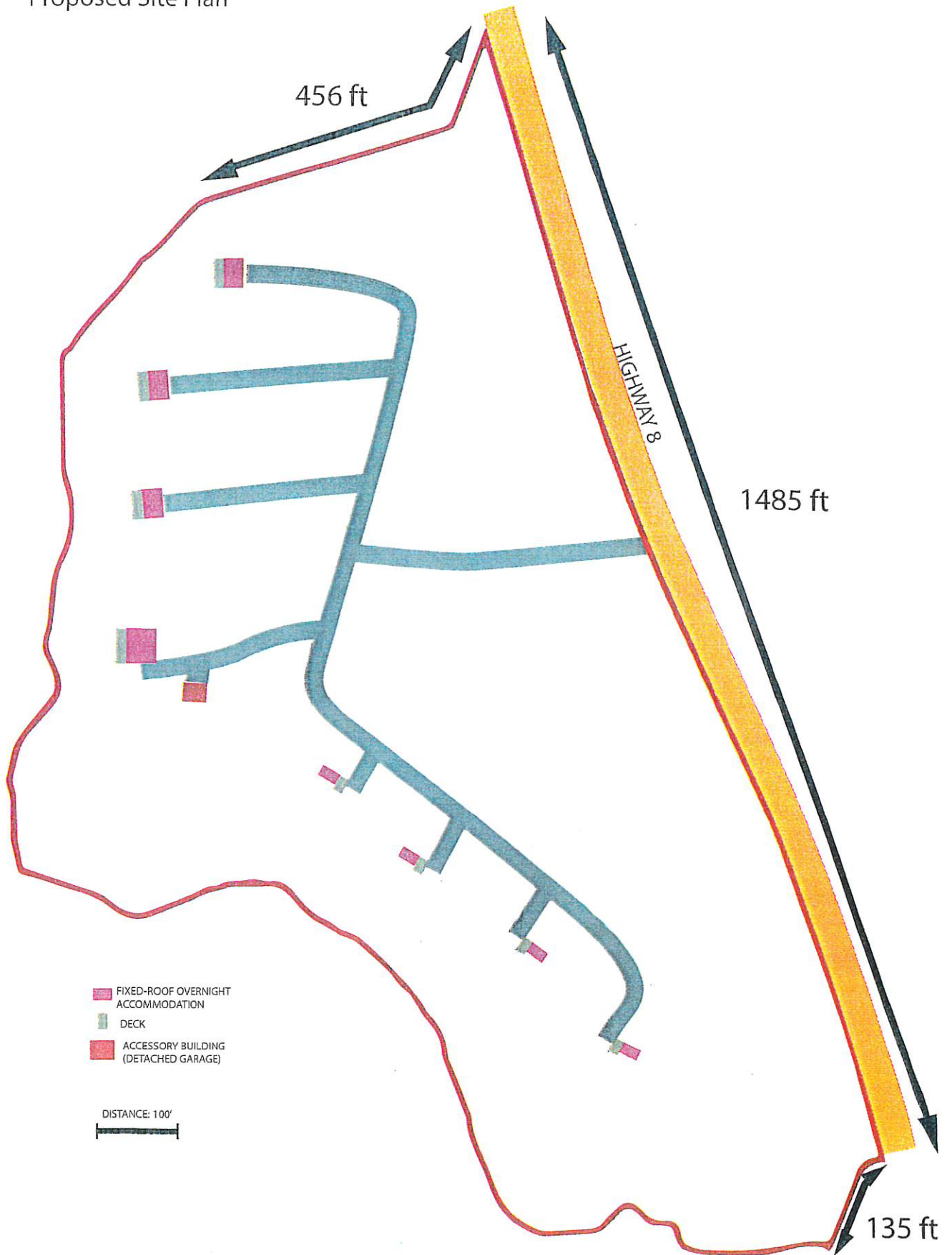
Authorization of Registered Owner (Please print)

I / We _____ authorize _____
To act as agent and sign this application on my / our behalf for property located
at
(Civic Address) _____ and identified as PID# _____.

Notes:

1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make cheques payable to the Region of Queens Municipality. Following completion of the amendment process, the unused balance will be returned to the applicant. However, should the deposit be insufficient to cover the cost of advertising, the applicant will be responsible for the difference.
3. It is recommended that an applicant have a pre-consultation meeting with staff of the Planning Department prior to submitting this application.

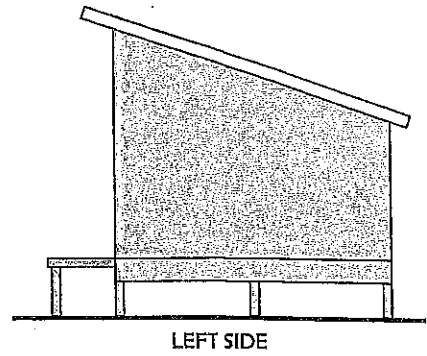
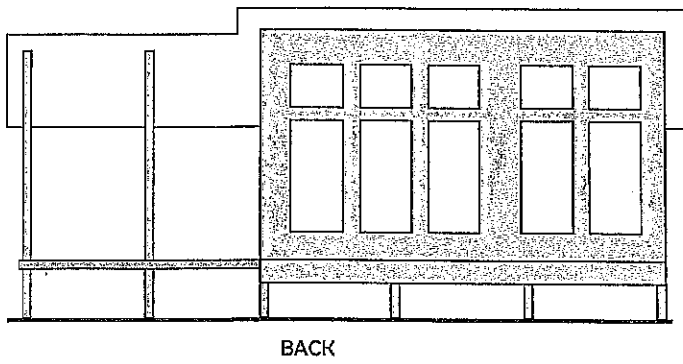
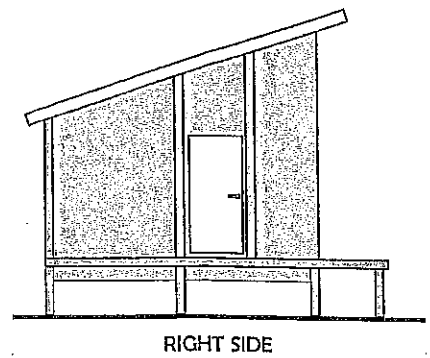
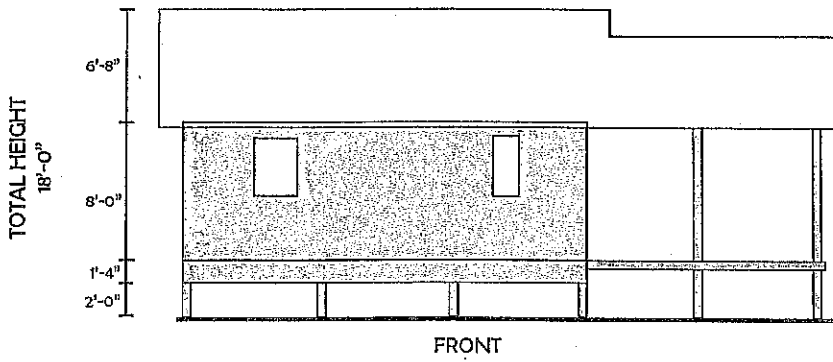
Proposed Site Plan



Existing development within 250 feet of subject property



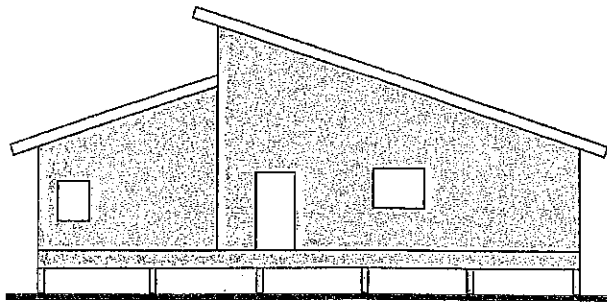
BUILDING ELEVATION DRAWINGS - PHASE 1 COTTAGES



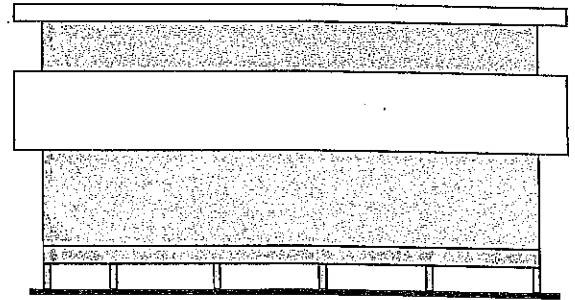
BUILDING ELEVATION DRAWINGS - PHASE 2 COTTAGE

TOTAL HEIGHT
22'-0"

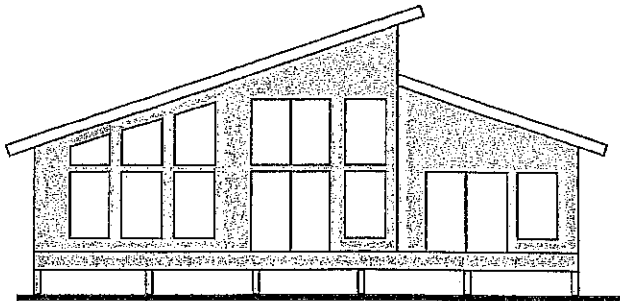
18'-8"
1'-4"
2'-0"



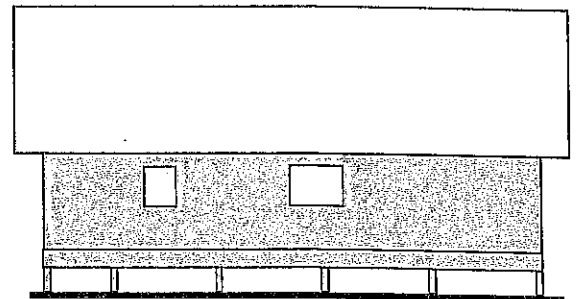
FRONT



LEFT SIDE



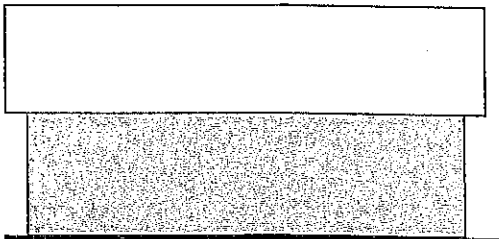
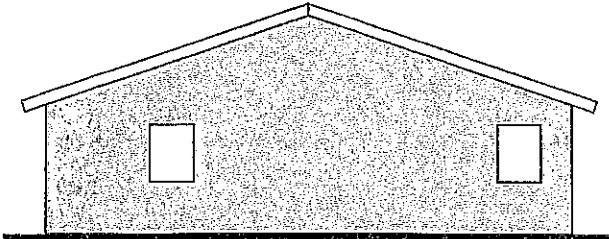
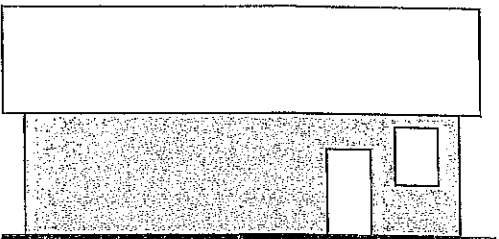
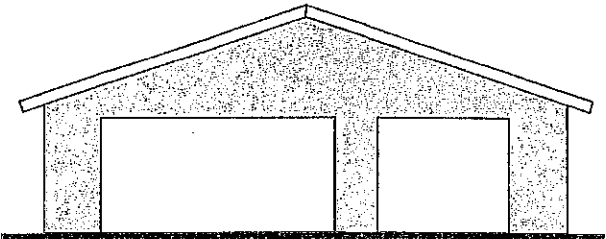
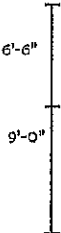
BACK



RIGHT SIDE

BUILDING ELEVATION DRAWINGS - PHASE 2 GARAGE

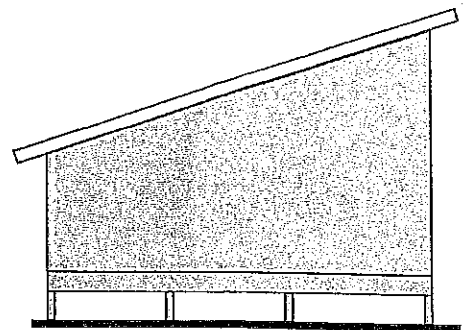
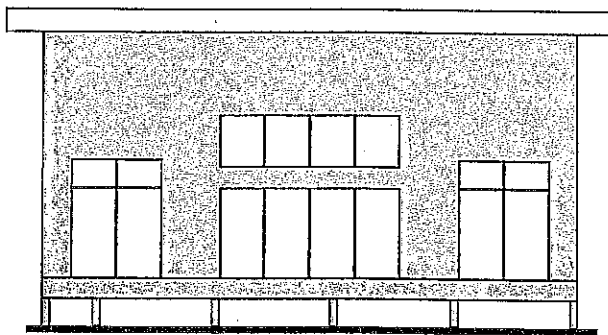
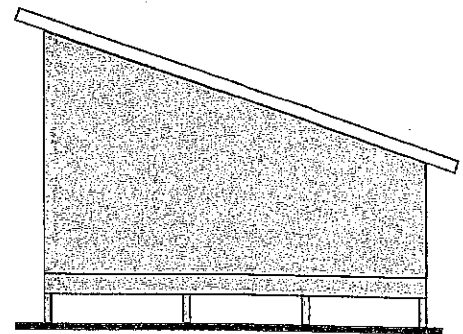
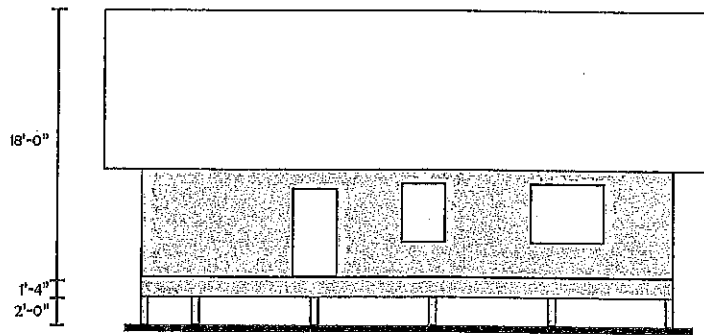
TOTAL HEIGHT
15'-6"



BUILDING ELEVATION DRAWINGS - PHASE 3 COTTAGES

TOTAL HEIGHT

21'-4"











Appendix B

THIS AGREEMENT made this day of , A.D., 2024.

BETWEEN:

JASMINE and MATTHEW MALLAY of Halifax, in the County of Halifax and Province of Nova Scotia, hereinafter referred to as the "Developers"

OF THE ONE PART

-and-

REGION OF QUEENS MUNICIPALITY, a municipal corporation, duly incorporated under the laws of the Province of Nova Scotia and having its office in Liverpool in the County of Queens and Province of Nova Scotia, hereinafter referred to as the "Region"

OF THE SECOND PART

WHEREAS the Developers have requested that the Region enter into a Development Agreement, pursuant to Sections 225 and 230 of the Municipal Government Act of Nova Scotia, and Policy 5-65 of the Region's Municipal Planning Strategy, so that the Developers may use the subject property in a manner which is not presently provided for under the Region's Land Use Bylaw;

AND WHEREAS the Region is prepared to enter into such an agreement on the terms and conditions hereinafter set forth;

NOW THEREFORE, in consideration of the benefits, which flow to both parties as a result of the covenants contained herein, the parties hereto agree by and between themselves as follows:

1. **THAT** the Developers are the registered owner of the Lands identified as PID# 70191937 and shown on Schedule "A" attached hereto, (hereinafter referred to as "the Lands");
2. **THAT** the Developers shall not develop or use the Lands, including buildings located on the lands, for purposes other than those described in this Agreement;
3. **THAT** the proposed uses permitted under this Development Agreement are the following:
 - a) Fixed-roof Overnight Accommodation containing 8 Units; and
 - b) Lakeshore Residential (SR) Zone Uses.
4. **THAT** any outdoor storage of materials shall be screened from view by an opaque fence;

5. **THAT** any lighting for proposed development shall be directed away from abutting properties;
6. **THAT** the Developers acknowledge the presence of Black Ash and several Atlantic Coastal Plain Flora species on or near the subject property, which are regulated under the Nova Scotia Endangered Species Act and that they have been made aware of the associated legal protections, core habitat and best practices;
7. **THAT** notwithstanding any other provisions of this Development Agreement, the Developers shall not undertake or carry out any development on the Lands which does not comply with:
 - (a) this Development Agreement;
 - (b) any statutes and regulations of the Province of Nova Scotia to the extent that the same are properly the subject of a development agreement; and
 - (c) appropriate Municipal Bylaws, including without restricting the generality of the foregoing, the Bylaw Respecting the Building Code Act.
8. **THAT** in the event of a dispute, the decision of the Development Officer of the Region as to whether the development is in conformance with the terms of this Agreement shall be conclusive;
9. **THAT** notwithstanding the provisions of the Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw, the Developer shall be permitted to seek substantial or non-substantial amendments to this Development Agreement, subject to the procedure as set forth in Section 230 of the Municipal Government Act of Nova Scotia;
10. **THAT** amendments which shall be considered substantial are any affecting the following:
 - (a) A change in the uses permitted;
 - (b) An increase in the number of rental units.
11. **THAT** any amendment whether substantial or otherwise must be approved by both parties in writing;
12. **THAT** the Developers agree to pay for all legal costs, advertising and expenses incurred by the Region that have originated from its application for this Development Agreement;

13. **THAT** this Agreement shall be binding upon the parties hereto, their heirs, successors and assigns and shall run with the land which is subject to this Agreement;
14. **THAT** this Agreement is not assignable without the written consent of the Region;
15. **THAT** enforcement and rights and remedies on default of this Agreement shall be as follows:
 - (a) The Developers agree that the Development Officer appointed by the Region to enforce this Agreement shall be granted access onto the lands during all reasonable hours without obtaining consent of the Developers. The Developers further agree that, upon receiving written notification from the Development Officer to inspect the interior of any building located on the lands, the Developers agree to allow for such inspection during any reasonable hour within two (2) days of receiving such notice.
 - (b) If the Developers fail to observe or perform any condition of this Agreement, after the Region has given the Developers thirty (30) days written notice of the failure or default, then in each such case:
 - (1) the Region shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developers from continuing such default, and the Developers hereby submit to the jurisdiction of such Court and waive any such defense based upon the allegation that damages would be an adequate remedy;
 - (2) The Region may enter upon the lands and perform any of the covenants contained in this Agreement, whereupon all reasonable expenses whether arising out of the entry on the lands or from the performance of the covenants may be recovered from the Developers; if unpaid within 30 days of billing by the Region; by direct suit and such amount shall, until paid, form a lien upon the lands and be shown on any tax certificate issued under the Municipal Government Act;
 - (3) The Region may by resolution discharge this Agreement, upon providing the Developers sixty days (60) written notice, whereupon this agreement shall have no further force or effect and henceforth the development of the lands shall conform with the provisions of the Region of Queens Municipality Land Use Bylaw;
 - (4) In addition to the above-mentioned remedies, the Region reserves the right to pursue any other remediation under the Municipal Government Act or common law to ensure compliance with this Agreement.

16. **THAT** the entering into of this Agreement was approved by the Council of the Region of Queens Municipality at a duly held meeting of Council convened on the _____ day of _____, 2024.

- (a) This Agreement shall not be entered into, or signed by the parties, until the time for Appeal under Section 228 of the Municipal Government Act of Nova Scotia has elapsed, any appeals which have been lodged have been disposed of and the required resolution of Council has been affirmed by the Nova Scotia Utility and Review Board;
- (b) This Agreement does not come into effect until it is filed, by the Region of Queens Municipality, in the Registry of Deeds as set out in Section 228 of the Municipal Government Act of Nova Scotia.

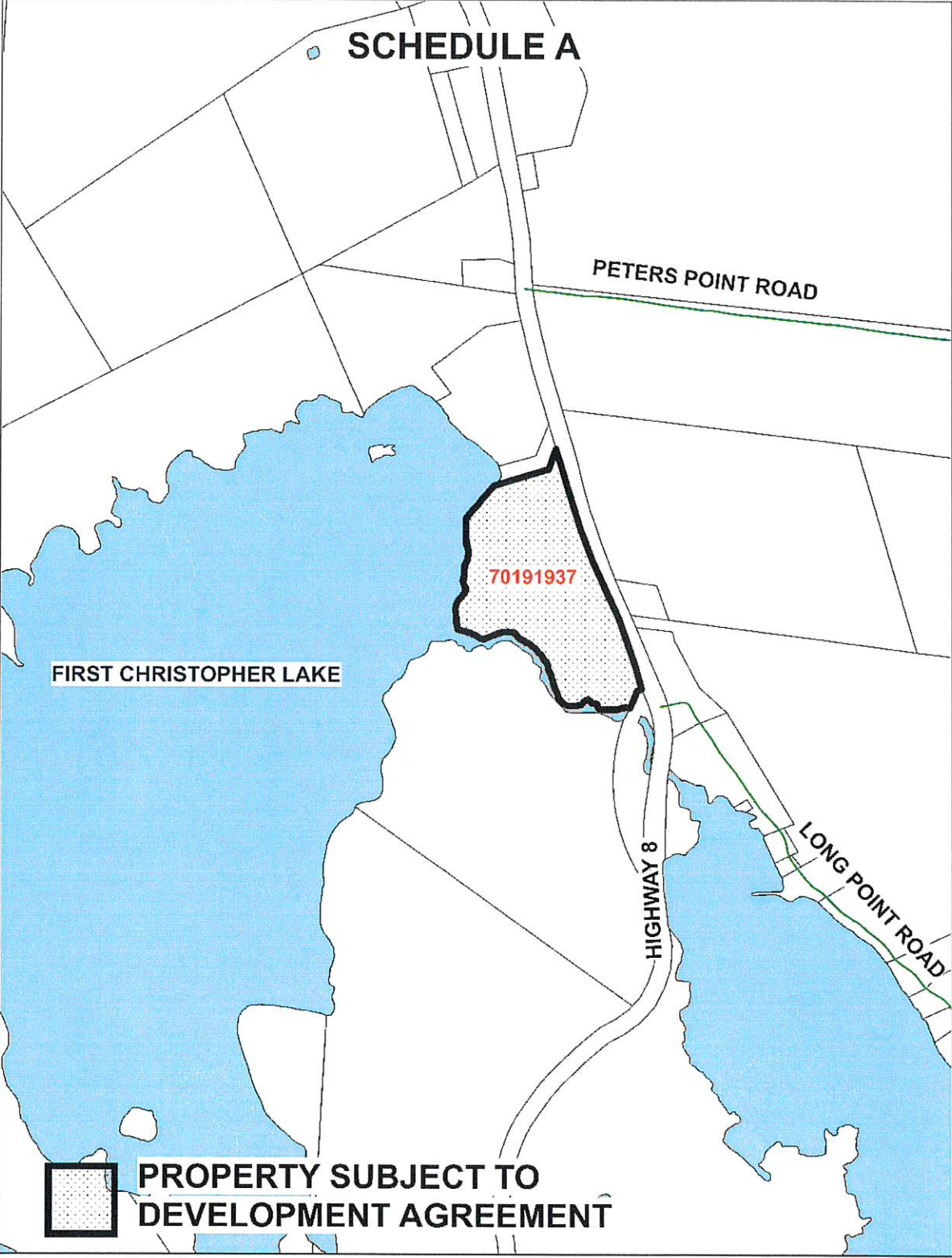
DRAFT

**PROVINCE OF NOVA SCOTIA
COUNTY OF QUEENS**

ON this ____ day of _____, 2024, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the Region of Queens Municipality, per its authorized officers, Darlene Norman and Cody Joudry, signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Draft



Appendix C

Region of Queens Municipality Administrative Policy - Respecting a DEVELOPMENT AGREEMENT for a Fixed-Roof Overnight Accommodation in South Brookfield

WHEREAS Section 230(1) of the Municipal Government Act provides that Council shall adopt a development agreement by policy;

AND WHEREAS Jasmine and Matthew Mallay have applied for a development agreement which would allow them to establish an 8 unit fixed-roof overnight accommodation on their property identified as PID# 70191937 and located on Highway 8 in South Brookfield;

AND WHEREAS the request is permitted under Policy in Region of Queens Municipality Municipal Planning Strategy;

AND WHEREAS the Region did cause to have placed two advertisements in the Lighthouse Now on November 1, 2023 and November 8, 2023, giving notice of a public hearing to hear comments respecting the development agreement;

AND WHEREAS Council did hold a public hearing regarding the development agreement on November 28, 2023;

THEREFORE, BE IT RESOLVED THAT the Council of the Region of Queens Municipality approve entering into a development agreement with Jasmine and Matthew Mallay to allow for the establishment of an 8 unit fixed-roof overnight accommodation on their property identified as PID# 70191937 and located on Highway 8 in South Brookfield;

THIS IS TO CERTIFY THAT this Administrative Policy was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held on the day of , 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Mike MacLeod, Director of Planning and Development

Date: April 9, 2024

Re: Queens Neighbourhood Co-operative Housing Ltd. – Construction Date Extension

Background

A request has been submitted to the Municipality from Queens Neighbourhood Co-operative Housing Ltd. which seeks to extend the date for commencement of construction of their multi-unit residential development on Lawrence Street in Liverpool from June 30, 2024, to December 31, 2024. Refer to attached email request.

Details

In August of 2023, the Region of Queens Municipality sold a parcel of Municipal land (PID# 70027982) to Queens Neighbourhood Co-operative Housing Ltd. (QNCH), with the intent of constructing a multiple-unit affordable housing development on the property. A condition of the purchase and sale agreement for this transaction was that CNCH commence construction of their development on or before June 30, 2024.

Unfortunately, preliminary work and design stage for the development have taken longer than anticipated and QNCH does not feel that they will be able to initiate construction on the site prior to the end of June. They feel that an extension to the end of December 2024 will allow sufficient time to commence construction.

Budget Impacts



No budgetary impacts.

Recommendation

- (1) **THAT** the Council of Region of Queens Municipality receive the report titled Queens Neighbourhood Co-operative Housing Ltd. – Construction Date Extension.

- (2) **THAT** the Council of the Region of Queens Municipality approve an extension of the required date that Queens Neighbourhood Co-operative House Ltd. is required to initiate construction on PID# 70027982 from June 30, 2024, to December 31, 2024.

Communications

Queens Neighbourhood Co-operative Housing Ltd. will be advised of Council's decision.

Mike MacLeod

From: Earl Mielke <ejmielke@outlook.com>
Sent: March 8, 2024 1:07 PM
To: Mike MacLeod
Cc: Darlene Norman; Cody Joudry; pattiiinmilton@bellaliant.net
Attachments: Signed Queens Neighbourhood Cooperative P and S[14422478].pdf

Hello Mike,

On behalf of Queens Neighbourhood Co-operative Housing Ltd. We are formally requesting that the Purchase and Sale Agreement signed February 27th 2023, be extended. The condition noted under item (7) was to commence construction on or before June 30, 2024. We likely will not have foundation poured at this point.

The majority of the site is cleared and ready to go. We are at the end of the design stages for the site and buildings. We need to hear back from the Region on the civil documentation submitted February 21st to be able to get our class B costing completed by a cost consultant, and to go out for contractor estimates. From there we complete funding applications to CMHC and the Province.

We are requesting that we extend the condition to commence construction **on or before December 31st 2024**. This should avoid going back and forth with additional dates. Timelines are subject to funding approvals (positive feedback to date) and contractor availability.

Thank you Mike and the Region of Queens for all that you have done to assist in moving this project forward. We hope the request for extension will meet your requirements.

Best regards,

Earl
On behalf of QNCH board



Region of Queens Municipality Staff Report

To: Mayor and Council
From: Cody Joudry, Chief Administrative Officer
Date: April 9, 2024
Re: April 23-2024 Council Meeting Location

Background

The report titled 'Budget Meetings', presented at the March 26, 2024, regular meeting of Council, noted that if Council approved a motion to livestream Council meetings, that the proposed budget meetings would be recorded and livestreamed. The Regular Council meeting to be held April 23, 2024, is scheduled to be held off-site in West Queens.

Details

On May 24, 2022, Council approved 'Policy 23 - Respecting Regular Meetings' of Council, which included policy details around holding:

"... a bi-monthly evening council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 6:00 pm, except for meetings which shall be held in the following locations:

- a. April – West Queens*
- b. June – North Queens*
- c. October – East Queens*
- d. January – South Queens"*

During the discussions of the Budget Meetings report at the March 26, 2024, Regular Council meeting, it was noted that the proposed budget meetings would be recorded and livestreamed. However, if the motion is approved to livestream

Council meetings, it is recommended that off-site meetings not be recorded or live streamed.

There are additional items to consider in holding the meeting off-site. The approval of a budget may draw a large crowd, which is easily accommodated in Council Chambers. If audio and video were used on-site in a venue in West Queens, there is no guarantee of recording quality, as several factors may impact sound quality. Council Chambers has microphones and a video camera to aid in amplification of voices which enables auto-captioning when uploaded to the Municipal YouTube channel.

In the interest of transparency and accessibility to those wishing to learn about the budget approval process and do not attend the meeting itself, staff recommend hosting the April 23, 2024 meeting in Council chambers.

Exceptions to Policy 23 may arise again, and if Council is recording and live-streaming sessions, Council may wish to consider either additional investments to off-site equipment or reconsider off-site Council meetings.

Budget Impacts:

There is no budget impact at this time.

Recommendation

- (1) **THAT** Council of the Region of Queens Municipality receives the report titled 'April 23-2024 Council Meeting Location' for information.
- (2) **THAT** Council of the Region of Queens Municipality make an exception to 'Policy 23 - Respecting Regular Meetings' by hosting the April 23, 2024 Council meeting in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool at 6:00 pm.

Communications:

If the motion is approved, public notification will be posted on the Region of Queens Municipality's website and social media pages advising the public that the April 23, 2024, Regular Council meeting will be held in Council Chambers of the Municipal Administration Building, 249 White Point Road, Liverpool.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Heather Cook, Communications & Engagement Coordinator and
Steve Whynacht, IT Manager

Date: April 9, 2024

Re: Livestreaming Council Meetings

Background


During the February 28, 2023, Council meeting, Council discussed the potential for livestreaming to take place once the new audio-video system was installed. On January 9, 2024, Council directed staff to bring back a report regarding livestreaming Council meetings. On March 23, 2024 Council made a motion to consider the matter for a decision at the April 9, 2024 Council meeting.

Details

From research with other municipal units, staff considered three key areas that may pose challenges in livestreaming Council proceedings; commenting, managing breaks in the proceedings, and off-site meetings.

At this time, it is recommended that commenting not be allowed on livestreams, due to added pressure on existing staff resources to moderate comments during meetings, and the potential that expertise and staff resources may not be sufficient to meet public expectations.

Lengthy meetings often have recesses, and sometimes Council goes in-camera and comes out to pass a motion. With existing equipment, a livestream cannot be paused. If a livestream stops, when it resumes, it is a separate stream video,



which may cause viewers to 'lose' the livestream. Purchasing a mixing board (approximately \$3,000) to insert other content temporarily into the stream will manage meeting breaks but is not currently included in the draft budget.

Not all off-site venues have adequate internet service to livestream, and some have poor acoustics presenting audio recording challenges. The audio-visual equipment in Council Chambers is stationary and cannot be taken off-site, so significant investment in new equipment would be required for infrequent off-site meetings. Staff recommend adopting the practice of not recording or streaming off-site meetings.

To increase access and platforms to access livestreaming, staff are recommending livestreaming to both Youtube and Facebook simultaneously.

Budget Impacts

Streaming services with existing technology are free so there is no additional cost for streaming Council proceedings in Council Chambers. An 8-channel mixing board is not included in the draft 2024-2025 budget. The cost of the mixer is approximately \$3,000.

Communications

A public notice will be posted on the website, and on social media pages advising that Council proceedings in Council Chambers will be livestreamed on YouTube and Facebook. People will be encouraged to subscribe to the Region of Queens Municipality's YouTube channel and Facebook page to receive notifications of when livestreams begin.



Recommendation

- (1) **THAT** Council of the Region of Queens Municipality receive the report titled 'Livestreaming Meetings of Council' for information.

- (2) **THAT** Council of the Region of Queens Municipality direct staff to commence livestreaming all Council proceedings (e.g., regular, special, emergency, and public hearings) as outlined and recommended in this report.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Angela Green, Administrative Assistant - Administration

Date: April 9, 2024

Re: Bylaw 26 – A Bylaw Respecting Alternative Voting

Background:

At its regular meeting on February 27, 2024, Council passed a motion directing staff to implement a hybrid voting solution for municipal elections. To run electronic voting concurrently with paper ballots, a bylaw respecting alternative voting must be adopted by Council. The draft of this bylaw has now been completed and is presented today for discussion.

Details:

Bylaw 26 – A Bylaw Respecting Alternative Voting will allow Region of Queens Municipality to run a hybrid electronic and paper voting election system for future municipal elections.

Recommendation:

- (1) **THAT** Council of the Region of Queens Municipality receives the report titled 'Bylaw 26 – A Bylaw Respecting Alternative Voting' for information.
- (2) **THAT** Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting' at the Regular Council Meeting on April 23, 2024.



Communication:

Once Council gives first reading to the proposed new bylaw, it will be advertised in a local paper circulating in the community the following week noting that it is open for inspection by the public, including on our website. Any public comments received will be provided to Council prior to, or at the time of second reading.



BYLAW NO. 26

A BYLAW RESPECTING ALTERNATIVE VOTING

BE IT ENACTED by the Council of the Region of Queens Municipality, under the authority of Section 146A of the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended, as follows:

SHORT TITLE

1. This Bylaw shall be known as Bylaw Number 26 and may be cited as the "Alternative Voting Bylaw".

DEFINITIONS

2. For the purposes of this Bylaw, the following definitions shall apply:
 - (a) "**Act**" means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended;
 - (b) "**advance poll**" means the Tuesday immediately preceding ordinary polling day; and either:
 - (i) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
 - (ii) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - (c) "**alternative polling days**" means ordinary polling day and the preceding nine (9) calendar days;



- (d) “**alternative voting**” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- (e) “**ballot box**” means a computer database in the system where cast internet ballots and telephone ballots are put;
- (f) “**candidate**” means a person who has been nominated as a candidate pursuant to the Act;
- (g) “**Council**” means the Council of Region of Queens Municipality;
- (h) “**Deputy Returning Officer**” means a person appointed under the Act to preside over a polling station;
- (i) “**election**” means an election held pursuant to the Act, including a regular municipal election, special election, and a plebiscite;
- (j) “**Election Officer**” means an election official under the Act;
- (k) “**elector**” means a person:
 - (i) qualified to vote pursuant to the Act; and
 - (ii) entitled to vote for an election pursuant to Section 7 of this bylaw;
- (l) “**friend voter**” means a friend who votes for an elector pursuant to Section 9 of this Bylaw;
- (m) “**internet ballot**” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- (n) “**municipality**” means Region of Queens Municipality;
- (o) “**normal business hours**” means the time between 8:30 a.m. and 4:30 p.m. Monday through to and including Friday, excluding holidays, between September and June; and the time between 8:00 a.m. and 4:00 p.m. Monday through to and including Friday, excluding holidays, during July and August.



- (p) “**ordinary polling day**” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (q) “**PIN**” means the Personal Identification Number issued to:
- (i) an elector for alternative voting on alternative polling days; or
 - (ii) to a Systems Elections Officer;
- (r) “**plebiscite**” means a plebiscite directed to be held by the Council pursuant to Section 56 of the Act;
- (s) “**proxy voter**” means an elector who votes by a proxy pursuant to the Act;
- (t) “**regular election year**” means 2024 and every fourth year thereafter;
- (u) “**rejected ballot**” means the refusal by an electoral officer to accept a ballot in a race;
- (v) “**Returning Officer**” means a Returning Officer appointed pursuant to the Act;
- (w) “**seal**” means to secure the ballot box and prevent internet and telephone ballots from being cast;
- (x) “**special election**” means a special election held pursuant to the Act;
- (y) “**spoiled ballot**” means an internet ballot or telephone ballot that is accepted by the elector that:
- (i) is not marked for any candidate in a race; or
 - (ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- (z) “**system**” means the technology, including software, that:
- (i) records and counts votes; and



- (ii) processes and stores the results of alternative voting during alternative polling days;
- (aa) **“Systems Election Officer”** means:
 - (i) a person who maintains, monitors, or audits the system, and
 - (ii) a person who has access to the system beyond the access necessary to vote by alternative voting.
- (bb) **“telephone ballot”** means:
 - (i) an audio set of instructions which describes the voting choices available to an elector; and
 - (ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

ALTERNATIVE VOTING PERMITTED

3. Subject to this Bylaw, alternative voting shall be permitted at all Region of Queens Municipality elections during advance polling days and on the ordinary polling day.

NOTIFICATION OF ELECTORS

4.
 - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - (2) The notice of alternative polling days shall:
 - (a) identify the alternative polling days for alternative voting; and
 - (b) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - (3) The notice may include any other information the Returning Officer deems necessary.

FORM OF TELEPHONE AND INTERNET BALLOTS

5.
 - (1) A telephone or internet ballot shall:



- (a) identify by the title "Election for Mayor" and "Election for Councillor", as the case may be;
 - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - (c) advise the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates", as the case may be.
- (2) No title, honour, decoration, or degree shall be included with a candidate(s) name on an internet or telephone ballot.

OATH

6. Any oath that is authorized or required shall be made:
- (a) in the form specified by this Bylaw; or
 - (b) if the form is not specified by this Bylaw, in the form required by the Act.

ELECTORS

7. No person shall vote by alternative voting unless:
- (a) the person's name appears on the revised list of electors pursuant to section 50A of the Act; or
 - (b) the person's name does not appear on the revised list of electors and:
 - (i) the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
 - (ii) the person swears an oath in the prescribed form to this Bylaw.



PROXY VOTING

8. A proxy voter shall not vote for an elector by alternative voting.

FRIEND VOTING

9. (1) A friend voter shall only vote for an elector by alternative voting if:
 - (a) an elector is unable to vote because:
 - (i) the elector is blind;
 - (ii) the elector cannot read; or
 - (iii) the elector has a physical disability that prevents him or her from voting by alternative voting.
 - (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the prescribed form to this bylaw providing that they are incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form to this Bylaw that:
 - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
 - (b) the friend will mark the ballot as requested by the elector; and
 - (c) the friend will keep secret the choice of the elector.
- (5) The Returning Officer will enter in the poll book:



- (a) the reason why the elector is unable to vote;
- (b) the name of the friend; and
- (c) the fact that the oaths were taken.

VOTING

10. (1) The system shall put internet ballots and telephone ballots, including spoiled ballots, cast by an elector in the ballot box.

SEAL

11. (1) The system shall seal the ballot box at the close of the alternative polling days.
- (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

LIST OF PERSONS WHO VOTED

12. Following the close of all alternative polling days in any one election, the system shall generate a list of all electors who voted by alternative voting.
13. A printed and electronic copy of the list under Section 12 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
14. Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

COUNTING

15. (1) At the close of ordinary polling day, the system shall generate a count of telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.



TALLYING OF REJECTED BALLOTS

16. At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

RECOUNT BY SYSTEM

17. In the event of a recount:
 - (a) the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
18. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
19. (1) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - (a) direct one final count to be regenerated by the system of the votes cast by alternative voting, and
 - (b) attend while the final count is being regenerated, and
 - (c) attend while the final count is being tallied.(2) The final count pursuant to subsection (1) shall be the final count of the votes cast through alternative voting.

RECOUNT BY COURT

20. (1) For a recount, the judge shall only consider the final count by the system, as determined by section 18 or 19, of the total number of votes that were cast for each candidate through alternative voting.
 - (2) The final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.



SECRECY

21. An election officer and system election officer shall maintain and aid in maintaining the secrecy of the voting.
22. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

OTHER METHODS OF VOTING

23. If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

SEVERABILITY

24. If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

PROHIBITIONS

25. No person shall:
 - (a) use another person's PIN to vote or access the system unless the person is a friend voter;
 - (b) take, seize, or deprive an elector of their PIN; or
 - (c) sell, gift, transfer, assign, or purchase a PIN.
26. No person shall:
 - (a) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
 - (b) interfere or attempt to interfere with alternative voting; or



- (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

27. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

OFFENCES AND PENALTY

28. (1) A person who:

- (a) violates any provision of this Bylaw; or
- (b) permits anything to be done in violation of any provision of this Bylaw; is guilty of an offence.

(2) A person who contravenes subsection (1) of this section is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

(3) In determining a penalty under subsection (2), a judge shall take into account:

- (a) the number of votes attempted to be interfered with;
- (b) the number of votes interfered with; and
- (c) any potential interference with the outcome of an election.

(4) Pursuant to Section 146A of the Act:

- (a) the limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence or the date on which it was discovered that an offence had been committed; and
- (b) The Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.



BYLAW REVIEW

29. No later than twelve months prior to a general municipal election, Council shall formally review this Bylaw to ensure that the contents of the Bylaw are in accordance with provincial legislation and current practices.

DRAFT



**REGION OF QUEENS MUNICIPALITY BYLAW NO. 26
FORM 1
BYLAW SECTION 9**

**OATH OR AFFIRMATION OF FRIEND OF ELECTOR REQUIRING ASSISTANCE FOR
ALTERNATE VOTING (UNRELATED)**

**(For use by a person who is not a candidate and who is not related to the
elector)**

You swear (or solemnly affirm) that:

- (a) you have not previously acted as a friend for any other elector in the election who is not your child, grandchild, brother, sister, parent, grandparent, or spouse;
- (b) you will carry out the wishes of the elector on whose behalf you act; and
- (c) you will keep secret the name of the candidate or candidates for whom you mark the internet ballot or telephone ballot.

NOTE: A candidate shall not act as a friend of an elector who is not a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate. A person who is not a candidate may act as a friend for one unrelated elector and any number of electors who are a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend.



**REGION OF QUEENS MUNICIPALITY BYLAW NO. 26
FORM 2
BYLAW SECTION 9**

**OATH OR AFFIRMATION OF FRIEND OF ELECTOR REQUIRING ASSISTANCE FOR
ALTERNATE VOTING (CANDIDATE/RELATIVE)**

(For use by a person, including a candidate, who is related to the elector)

You swear (or solemnly affirm) that:

- (a) the elector on whose behalf you acted is a child, grandchild, brother, sister, parent, grandparent, or spouse;
- (b) you will carry out the wishes of the elector on whose behalf you act; and
- (c) you will keep secret the name of the candidate or candidates for whom you mark the internet ballot or telephone ballot.

NOTE: A candidate shall not act as a friend of an elector who is not a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate. A person who is not a candidate may act as a friend for one unrelated elector and any number of electors who are a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend.



**REGION OF QUEENS MUNICIPALITY BYLAW NO. 26
FORM 3
BYLAW SECTION 7**

**OATH OF AFFIRMATION OF ELECTOR
NOT ON LIST OF ELECTORS**

I swear (or solemnly affirm) that:

1. On this date I actually reside in Polling Division Number _____ of the Region of Queens Municipality.
2. I have been ordinarily resident in the Province for a period of six months immediately preceding the first advance polling day; and I have been ordinarily resident in the Region of Queens Municipality and have been so since immediately before the first advance polling day.
3. I have not voted before in this election.
4. I am a Canadian citizen and of the full age of eighteen years or will be on the first advance polling day.
5. I am not the returning officer, a person serving a sentence in a penal or reform institution, or a person convicted of bribery under the *Municipal Elections Act* in the six years preceding ordinary polling day.

Address of Elector	Elector's Name	Elector's Date of Birth	Signature of Elector	Consents to being added to Voters List

Final Review Date:
Adopted by Council:



Sworn (or affirmed) at _____ in the Region of
Queens Municipality this _____ day of _____, before me.

Returning Officer or Deputy
Returning Officer

The Voters List may be used in future municipal, provincial, or federal elections.

(Date of Birth will be removed from final list of electors).



OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this bylaw was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the _____ day of _____ 2024.

SIGNED by the Mayor and Municipal Clerk this _____ day of _____ 2024.

Mayor

Acting Municipal Clerk

Clerk's Annotation for Official Bylaw Book

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of final reading:

Date of advertisement of Passage of Bylaw:

Date of approval by Minister of Municipal Affairs and Housing:

I certify that this BYLAW RESPECTING ALTERNATIVE VOTING was adopted by Council and published as indicated.

Acting Municipal Clerk

Date

Minister of Municipal Affairs
And Housing

Date

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Cody Joudry, CAO

Date: April 9, 2024

Re: 2024 Appointment of Assistant Returning Officer

Background:

As stated in the *Municipal Government Act*, Council may appoint an Assistant Returning Officer to assist the Returning Officer in carrying out their duties, and to act in their place in their absence or at their request.

Details:

In past Region of Queens Municipality elections, an internal staff person was appointed Assistant Returning Officer to assist the externally contracted Returning Officer. This appointment was filled by the previous Deputy Clerk until their retirement in 2022. As we are currently without a Clerk, another staff member should be appointed to serve for the Municipal Election on October 19, 2024, as preparations have begun. Angela Green has been involved in these tasks and has been working with the Returning Officer in the Assistant Returning Officer capacity up to this point.

Recommendation:

- (1) **THAT** Council of Region of Queens Municipality receives the report titled '2024 Appointment of Assistant Returning Officer' for information.
- (2) **THAT** Council of Region of Queens Municipality appoint Angela Green as the Assistant Returning Officer for the 2024 Municipal Election.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Angela Green, Administrative Assistant – Administration, Ian Kent, Municipal Returning Officer

Date: April 9, 2024

Re: 2024 Municipal Election Polling Stations

Background:

On or before March 31st in a regular election year, the Returning Officer divides the Electoral Districts into polling stations or divisions as he deems necessary taking into consideration several factors including number of electors per division, geographical locations, convenience for voters. The Returning Officer then reports the divisions to Council for their information.

Details:

All the Electoral Districts have been divided into polling stations. These stations will be numbered accordingly, and a description of their location will be provided to the public. Due to the changes in our Electoral Districts, some polling stations will not be the same as they have been in past elections.

Recommendation:

- (1) **THAT** Council of Region of Queens Municipality receives the report titled '2024 Municipal Election Polling Stations' for information.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Stephanie Sereda, Community Development Coordinator

Date: April 9, 2024

Re: Greenfield Community Park Society Financial Request

Background

The Community Investment Fund (CIF) is currently in its fifth 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 was \$175,000, in addition to the remainder in reserve.

Details

Greenfield Community Park Society applied to the 2023-24 CIF: Capital Investment section in support of Phase 2 of their community park project. On April 25, 2023, Council approved up to 25% funding (to a maximum of \$31,924.03) toward Phase 2 construction of a storage shed, gazebo, playground, fencing, benches, walking bridge, site restoration, community gardens, fireplace, signage, and solar lights. The approval was based on the proposed quotes of their total project cost of \$123,696.10. The organization was issued their first disbursement of 80% of total approved funding, and, as per all CIF recipients, was accompanied by a letter indicating that the final 20% of funding would be released upon the Municipality's receipt of a completed final report along with all supporting documents pertaining to the allocation of funds (including receipts and proof of expense payments). As stated in the CIF policy, the letter described how any funds not used according to the original approved application, and the percentage that was allocated, must be reimbursed to the

Municipality by end of the fiscal year. It also mentioned that funding calculations are not revised for over expenditures.

Greenfield Community Park Society submitted the Final Report in a timely manner in January, along with all required documentation. Following a careful review of all receipts and spending allocations submitted for each aspect of the project, a recalculation was done to determine the overall project funding versus what was proposed. The areas where more money was spent than originally forecasted were a non-issue, since the maximum allowable funding in those project areas was pre-determined at the time of approval and overspending is not a consideration under the CIF. There were a few areas that showed 'underspending' of what was approved and advanced, such as the walking bridge, which they flagged as likely to come to fruition before the end of our fiscal year due to weather and labour constraints. However, the biggest underspend area, which resulted in a significant shortfall, was for landscaping, where they only spent less than half of their proposed \$55,032 (of which we advanced 25% of), leaving a large shortfall. As per CIF policy, we were unable to release the 20% holdback and once the final funding amount was determined, a reimbursement was required in the amount of \$2,047.43, from the advance received by Greenfield Community Park Society and not utilized as agreed-upon.

Following their acknowledgement of the CIF policy and their interest in adhering to the funding guidelines therein, we received their immediate repayment in full, along with a letter (see attached) – a transaction which successfully fulfilled their funding obligations and closed the loop on their 2023-24 Community Investment Fund application. Their compliance also keeps the door open for eligibility of future funding from the Municipality,

In the letter that accompanied the repayment, Greenfield Community Park Society made a request for financial support – independent of the Community Investment Fund. There were several unforeseen conditions that hindered their ability to finish aspects of Phase 2's park construction, as well as increases in costs since the project started, leaving them with an approximate \$8,000 in costs that are still needed to complete the phase. As such, they are requesting that the Region of Queens Municipality fund the amount of their reimbursement (\$2,047.43), toward completion of this project.

In short the Greenfield Community Park Society's request is contrary to Council's current CIF policy and staff do not recommend deviating from it. That said there

may be value in reexamining the policy by Council or staff to see if improvements could be made. Council could also, or instead, choose to override their policy (i.e. make an exception and provide the reimbursement), although staff are of the opinion this would encourage similar requests by other organizations.

If the above recommendation is accepted with no additions or amendments, the request is materially denied. If Council wishes to provide the reimbursement as an exception, the motion may read as follows:

THAT the Council of the Region of Queens Municipality provide a grant of \$2,047 to the Greenfield Community Park towards their Phase 2 project and to be funded from the Community Investment Fund.

Budget Impacts

If Council opted to fulfill the request, \$2,047 could be funded from the accumulated surplus.

Communications

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

Recommendation

- (1) **THAT** the Council of the Region of Queens Municipality receive the report titled Greenfield Community Park Society Financial Request for information.

March 13, 2024

Stephanie Sereda

Community Development Coordinator
Region of Queens Municipality
249 White Point Road
Liverpool, NS B0T 1K0

Dear Stephanie:

I am enclosing our cheque in the amount of \$2,047.43 as reimbursement for the portion of the grant from the Region of Queens Municipality (RQM) that has been deemed ineligible. We do have a request through our Councillor, David Brown, asking that he approach Mayor and Council, on our behalf, to allow this repayment to be designated for our use in the completion of our Phase 2 projects this spring, as noted below. As a final decision has not yet been made, we are reimbursing the required amount now to ensure we remain compliant with the terms of our funding agreement. Your assessment of our final report is accurate in all respects and fully conforms to the conditions of the grant as explained to us by Meaghan and you.

With the financial assistance of RQM and others, we are pleased that we were able to complete most of our Phase 2 projects. This was accomplished despite very significant challenges caused by the limited availability of contractors and the unusually wet weather in the summer and fall of 2023. Items that we were unable to complete as planned were the walking bridge, the steps, benches, and railings for the gazebo, and some of the landscaping. We estimate the remaining Phase 2 work will cost us \$8000; hence the request to Councillor Brown to seek a policy waiver to allow us to use the requested reimbursement as partial funding for the completion of Phase 2 this spring.

We are grateful to RQM for the funding provided and, on behalf of Greenfield Community Park Society, we thank you and Meaghan for all your support and assistance with our project.

Sincerely,



Peter Bessey
President
Greenfield Community Park Society

Cc: David Brown, Councillor
Cody Joudry, Chief Administrative Officer

	2023-24 Budget	2023-24 Projected	2024-25 Budget
1. Taxation			
ASSESSABLE PROPERTIES			
Residential	\$ 10,224,768	10,312,838	11,614,254
Commercial	1,733,139	1,757,018	2,168,203
Wind Turbine Act	24,968	24,968	25,218
	1,758,107	1,781,986	2,193,421
Resource			
Taxable Assessments	891,559	892,954	931,642
Forest Property-Less than 50,000 Acres	29,485	29,376	29,153
Forest Property -More than 50,000 Acres	143	111	111
	921,187	922,441	960,905
AREA RATES			
Hydrant Rate	201,080	201,080	219,488
Transportation-Roads & Sidewalks			
Districts 1-12	296,982	296,336	330,881
District 13	1,230,055	1,256,932	1,370,482
Debt-District 13	86,024	86,104	93,869
	1,814,141	1,840,452	2,014,720
Special Assessment			
Environmental Health-Caledonia	36,300	36,300	36,300
Environmental Health- Milton	48,100	48,500	49,400
Environmental Health- Liverpool	432,800	432,300	436,500
Environmental Health- Brooklyn	41,650	42,000	42,000
	558,850	559,100	564,200
Business Property			
Bell	48,000	45,361	45,400
Nova Scotia Power	916,495	1,049,181	1,049,200
Nova Scotia Power HST Rebate	51,896	45,588	45,600
	1,016,391	1,140,130	1,140,200
Other			
Charitable Properties Exemption Bylaw	-	-	(219,000)
Deed Transfer Tax	720,000	1,070,535	950,000
Tax Recoveries	36,200	20,816	15,000
	756,200	1,091,351	746,000
Total Taxation	\$ 17,049,644	\$ 17,648,298	\$ 19,233,701
2. Grants in Lieu of Taxes			
Federal Government	60,050	59,864	60,891
Provincial Government			
Provincial Property	75,943	75,943	80,519
Conservation GIL	14,375	20,911	21,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Crown Timber Land	133,570	133,570	133,580
Fire Protection	27,506	27,506	27,704
	251,394	257,930	262,803
Total Grants in Lieu of Taxes	\$ 311,444	\$ 317,794	\$ 323,694
3. Services Provided to Other Governments			
Closure Costs Joint Service Board	\$ 14,271	13,845	14,000
Closure Costs Barrington	26,559	26,978	28,000
Closure Costs Clarks Harbour	3,948	3,423	3,500
Closure Costs Waste Check	186,572	181,353	185,000
Waste Check Solid Waste	1,460,798	1,445,554	1,478,000
Waste Check Under tonnage	30,620	40,491	41,000
Joint Service Board Solid Waste	95,753	102,092	104,000
Barrington Solid Waste	176,864	210,464	215,000
Clarks Harbour Solid Waste	26,370	27,469	28,000
Joint Service Board Organics	80,605	78,280	80,000
Barrington Organics	31,361	14,798	15,000
Joint Service Board Recycling	99,871	97,055	99,000
Barrington Recycling	26,154	22,289	23,000
Clarks Harbour Recycling	10,085	3,363	3,400
	\$ 2,269,832	\$ 2,267,454	\$ 2,316,900
4. Sales of Services			
Protective Services			
Parking Meters	\$ 12,000	\$ 11,700	\$ 12,000
Public Health and Welfare Services			
Revenue from Residents	1,523,857	1,599,880	1,554,055
Other Funding Sources	38,879	400,000	-
	1,562,736	1,999,880	1,554,055
Environmental Health Services			
Commercial Solid Waste	219,077	227,845	233,000
Commercial Organics	41,892	49,408	43,000
Mixed C&D and O/S Queens	161,696	119,654	122,000
Commercial Recyclables	11,258	10,696	11,000
Commercial Closure	137,392	137,795	172,000
Metal Sales	30,000	30,000	30,000
Sorted Commercial Queens	10,605	11,397	11,700
Sorted O/S Queens	36,147	31,452	32,000
Recycling Commodities	106,794	30,000	100,000
Contaminated Soil	20,306	24,000	21,000
Septage	114,819	125,335	115,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
	889,984	797,582	890,700
Other			
Tax Certificates	12,000	13,000	12,500
Total Sales of Services	\$ 2,476,720	\$ 2,822,162	\$ 2,469,255
5. Other Revenue from Own Sources			
Licenses & Permits			
Dog Registration Fees	\$ 12,000	11,500	12,000
Planning Department Zoning, etc.	7,500	6,500	7,000
Building Permits	35,000	30,000	35,000
Vendors License	2,500	2,645	2,500
Taxi-License & Operator	600	525	600
	57,600	51,170	57,100
Fines			
Parking Fines	2,000	600	1,000
Sheriff Fines	24,000	35,000	35,000
	26,000	35,600	36,000
Rentals			
LBDC	226,274	212,569	55,848
Registry of Deeds	16,450	16,450	16,450
Town Hall	6,000	6,000	6,000
Hangar Rent-Airport	4,500	4,000	4,600
	253,224	239,019	82,898
Return on Investments			
Interest on Investments	120,000	250,000	150,000
	120,000	250,000	150,000
Other Revenue from Own Sources			
Penalties and Interest on Taxes	125,000	145,000	140,000
Penalties and Interest on Misc.	4,000	3,500	3,500
	\$ 129,000	\$ 148,500	\$ 143,500
Recreation and Cultural Services			
Queens Place Recreation Facility			
Ice Rentals	200,000	180,000	190,000
Bar Operations	6,250	6,018	4,000
Fitness Revenue Memberships	129,000	150,000	145,000
Fitness Classes	3,000	2,200	2,200
Personal Trainer	7,000	9,100	8,500
Sponsorships & Advertising	50,000	58,046	55,000
Full Facility Rental	15,650	28,480	41,250
Room Rentals (Fitness/Community)	17,000	20,000	20,000
Ticket Processing Fee	3,000	2,402	2,488
Skate Sharpening	2,000	1,350	1,250
Indoor Track	10,000	6,500	10,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Leased space	8,845	8,845	369
Public Skating	3,000	1,750	2,000
Vending Machines Revenue	10,000	9,500	7,000
	464,745	484,191	489,057
Recreation Program Revenue	73,000	62,000	73,000
	537,745	546,191	562,057
Miscellaneous			
Race Track Revenue	7,500	7,565	6,000
Sundry Revenue	18,600	42,000	20,000
RCMP Criminal Checks	3,400	3,495	3,500
Vacancy Allowance			440,000
Visitor Information Center	4,400	5,800	4,400
Revenue collected for Other Government Agencies			
Brooklyn Community Rate	48,254	44,212	47,118
	82,154	103,072	521,018
Total Other Revenue from Own Sources	1,205,723	1,373,552	1,552,574
6. Unconditional Transfer from Other Governments			
Provincial Government			
Farm Property Acreage	12,930	13,748	13,748
Municipal Financial Capacity Grant	1,217,236	1,217,236	1,343,225
Total Unconditional Transfers from Other Gov.	1,230,166	1,230,984	1,356,973
7. Conditional Transfers from Federal & Provincial Governments or Agencies			
RRF Funding	10,500	-	10,500
Diversion Credits	66,000	55,000	60,000
Provincial Funding	64,000	-	
911 Cost Recovery Fund	4,620	4,586	4,600
Covid funding HVA staffing	-	-	-
Federal Funding	3,360	3,360	5,000
Total Conditional Transfers	148,480	62,946	80,100
8. Other Transfers, Collections for Other Governments			
Accumulated Surplus	-		
Mount Pleasant Funding Study	137,620	22,792	286,787

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Liverpool Bridge Sidewalk Redesign	175,000	-	182,501
Growth Plan Consulting			50,000
Contingency			150,828
Safety Implementation Strategy			300,000
Queens Neighborhood Cooperative Grant	203,000	203,000	-
Council Chambers AV equipment	40,485	40,485	-
Intervenor Status			75,143
Transfer from Surplus to balance rate to zero	442,835	-	-
	998,940	266,277	1,045,259
Transfers from Special Operating Reserve			
Broadband	86,130	75,000	11,130
Hillsview Deficit transfer from reserve	148,232	16,072	141,668
Computer Equipment	42,500	22,220	25,000
LBDC from surplus for HVAC project	811,240	-	789,774
LBDC reserve for HVAC project	188,760	120,000	75,800
Pine Grove	25,000	25,000	25,000
Transfers from Special Equipment Reserve			
Fire Department Truck Reserve	201,096	201,096	166,703
Transfers from Special Capital Reserve			
Municipal Building Renovation			
Public Works Renovation	73,000	73,000	-
	2,574,898	798,665	2,280,334
	\$ 27,266,907	\$ 26,521,855	\$ 29,613,531
9. General Government Services			
Legislative			
Remuneration-Mayor	46,967	47,000	51,213
Remuneration-Council	165,017	166,000	179,999
Travel	5,000	7,000	10,000
Other Expenses	20,300	10,580	16,000
	237,284	230,580	257,212
General Administrative			
Administrative	848,957	778,056	970,518
Administrative Benefits	199,254	167,367	209,899
Allocated -Water Utility	(56,650)	(56,650)	(56,650)
Office Expenses	60,000	75,000	75,000
Computer Insurance	8,000	7,992	8,272
Equipment Mtnce/Lease Costs	20,000	15,000	15,000
Computer System	132,350	125,000	188,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
IT Audit	65,000	65,000	-
Diversity Programs	30,000	30,000	30,000
Staff Training	20,000	6,500	50,000
	1,326,911	1,213,265	1,490,038
Financial Management	25,500	45,000	32,000
Bank Charges	4,400	4,000	4,000
	29,900	49,000	36,000
Taxation			
Administration	68,501	68,500	70,236
Tax Billings	15,500	20,840	20,000
Tax Exemptions	125,050	117,000	125,000
Assessment Services	309,853	309,853	317,389
Other Taxation-Tax Sale Costs	22,500	22,500	30,000
	\$ 541,404	\$ 538,693	\$ 562,625
Common Services-Administration Building			
Cleaning wages	\$ 48,666	49,000	-
Sanitary Supplies	14,000	14,000	-
Insurance	5,984	6,000	6,216
Electricity	34,623	34,000	36,686
General Maintenance	154,895	90,000	40,000
Municipal Building Renovation			-
Utilities	1,630	1,600	1,658
	259,798	194,600	84,560
Other			
Legal Services	96,000	100,000	185,143
Mount Pleasant Feasibility Study	137,620	22,792	286,787
CAO Recruiting	40,000	40,805	-
General Recruiting Services	-	-	40,000
General Consulting			40,000
Safety Strategy Implementation	-	-	300,000
Human Resource Consulting	-	-	58,800
Growth Plan Consulting			50,000
Contingency			301,656
Compensation Review	50,000	50,000	15,643
Staff Relations Fund	16,000	16,000	22,000
	339,620	229,597	1,300,029
Other General Government Services			
Boundary Review			
Municipal Election	-		75,000
	-	-	75,000
Conventions & Delegations			
NSFM (Council + CAO)	21,750	18,000	21,600

	2023-24 Budget	2023-24 Projected	2024-25 Budget
FCM (Council + CAO)	12,000	3,000	9,000
Other Councillors Conferences	1,000	-	1,000
AMA	10,000	6,500	9,950
	44,750	27,500	41,550
General Accident, Damage Claims & Public Liability Insurance	1,120	1,120	1,120
Grants to Other Organizations & Individuals			
Community Investment Fund	175,000	175,000	175,000
	175,000	175,000	175,000
Other			
Scholarships	4,500	4,500	4,500
Municipal Floats	1,800	1,000	1,200
Pension/Administration Costs	5,446	5,446	5,446
Advertising & Promotions	13,000	11,000	13,000
Transit System - QCT	38,500	38,500	48,500
Communications	13,500	8,000	15,100
	76,746	68,446	87,746
Valuation Allowance			
Uncollectible taxes	10,000	1,000	5,000
	10,000	1,000	5,000
	\$ 3,042,532	\$ 2,728,801	\$ 4,115,880
10. Protective Services			
Police Protection			
Administration-Prosecution Fees	12,323	9,525	9,868
DNA Testing	9,128	9,016	9,340
RCMP Satellite Office-Caledonia	880	880	900
Seniors' Safety Coordinator	5,000	5,000	5,000
Correctional Services	185,899	173,672	-
Protective Services	2,619,435	2,619,435	2,750,407
	2,832,665	2,817,528	2,775,515
Law Enforcement			
Building/Fire Inspection			
Salary & Benefits	161,691	161,691	210,943
Telephone	240	1,500	1,500
Travel	5,000	5,000	5,000
Insurance Liability/Vehicle	1,269	1,272	2,671
Gasoline	12,000	12,000	12,000
Maintenance Vehicle	1,800	2,500	3,600
Supplies	500	206	250
Training/Memberships	7,000	7,700	5,000
	189,500	191,869	240,964

	2023-24 Budget	2023-24 Projected	2024-25 Budget
By Law Enforcement			
Salary & Benefits	113,790	100,340	120,746
Gasoline	5,520	5,520	5,719
Uniform	900	2,287	1,500
Insurance Liability/Vehicle	1,269	1,272	1,336
Telephone	600	1,500	1,200
Training/Memberships	1,000	290	1,000
Unsanitary Premises	1,000	1,500	1,000
Dog Tags	600	702	750
Dog Pound General Maintenance	750	657	2,000
Bylaw Vehicle Maintenance	1,500	1,750	1,800
Parking Meter Repairs/Tickets	5,500	5,900	5,500
Supplies for Dog Control	2,000	500	750
	134,429	122,218	143,301
	\$ 323,929	\$ 314,087	\$ 384,265
Fire Fighting Force			
Grants Volunteer Fire Departments/First Resp.	575,080	575,080	633,860
Safety Training	40,000	40,000	40,000
Reserve Fund-Fire Department Capital	230,032	230,032	253,544
Fire Department Equipment Purchases	201,096	201,096	166,703
Dry Hydrant Maintenance	30,000	15,204	1,600
Dry Hydrant Upgrades	-	-	15,000
Dry Hydrant Labour			36,802
Interest on Loans	2,900	2,682	1,145
Workers Compensation	14,000	13,969	13,000
Medical Insurance	6,263	5,895	6,107
1st Responders Insurance	2,556	2,142	2,249
Liability Insurance	12,924	12,985	13,634
	1,114,851	1,099,085	1,183,644
Fire Alarm Systems			
Answering Contract	29,500	28,699	29,000
Base Station/Antenna	650	553	600
	\$ 30,150	\$ 29,252	\$ 29,600
Water Supply and Hydrants	\$ 201,080	\$ 201,080	\$ 219,488
Fire Station Building			
Insurance/Building/Boiler	4,578	4,658	4,891
Building Fuel	35,446	30,475	31,572
Utilities	15,300	13,471	13,956
Building Repairs & Grounds	53,500	100,000	55,000
	108,824	148,604	105,419
Other Fire Protection			
Snow Removal N.Q. Fire Hydrants	5,000	5,000	5,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
	1,459,905	1,483,021	1,543,152
Emergency Measures			
Local EMO/GSAR	27,960	29,021	30,000
Ground Search & Rescue- Building Fuel	8,400	6,731	7,068
Vehicle/Liability Insurance	15,446	14,506	15,231
Electricity	1,101	1,458	1,573
Building Maintenance	6,000	5,000	15,000
	58,907	56,716	68,872
Total Protective Services	\$ 4,675,406	\$ 4,671,352	\$ 4,771,804
11. Transportation Services			
Common Services-Administration			
EPW Wages	1,020,433	844,741	1,053,787
EPW Benefits	260,573	222,652	
Sanitary Supplies	-	-	17,405
Communication Services	15,000	18,667	21,500
Staff Relations	-	-	
Asset Management Operation	45,000	57,000	30,000
Licencing and Memberships	20,000	22,000	35,000
	1,361,006	1,165,060	1,157,692
Common Services-Equipment Operations			
Salary & Benefits Mechanic	80,094	84,240	79,009
Equipment Oil & Fluids	25,000	28,000	28,924
Equipment Gas	65,000	48,617	51,048
Equipment Diesel	107,404	83,893	88,088
EPW Vehicle Maintenance	110,000	173,333	160,000
Trucks-Insurance	12,940	12,287	12,901
Small Equipment Maintenance	40,000	16,067	25,000
Plow Insurance	1,514	1,514	1,590
Heavy Equipment Maintenance	105,000	75,000	120,000
Loader-Insurance	2,859	2,859	3,002
Backhoe - Insurance	1,389	695	730
Contracted Services	15,000	6,500	-
	\$ 566,200	\$ 533,005	\$ 570,292
Small tools and Equipment			
Small Tools and Equipment	20,000	27,500	31,000
Public Works Safety Equipment	25,000	22,500	30,000
	45,000	50,000	61,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Storage			
Insurance	198	400	420
Grounds Utilities	13,101	12,784	13,380
Grounds Crew General Maintenance	9,500	14,000	7,000
	22,799	27,184	20,800
Works Garage			
Public Works Renovation	73,000	120,000	177,300
Works Utilities	33,887	25,712	26,637
Works Department General Maintenance	40,000	55,000	40,000
	146,887	200,712	243,937
Insurance	2,585	2,501	2,626
Safety Training	10,000	26,500	27,500
Total Common Services	2,154,477	2,004,962	2,083,847
Road Transport			
Roads and Streets			
Road Levy	286,324	291,485	301,978
J Class Road Cost Share	31,285	52,000	50,000
Street and Road Maintenance	70,000	135,000	65,000
Street and Road Maintenance - Labour			142,163
Sidewalks Material	55,000	57,000	19,459
Sidewalks Labour			35,541
Liverpool Bridge Sidewalk Railing	175,000	-	182,501
Gorham Planter Rehabilitation			66,000
Old Burial Ground Wall Rehabilitation			88,000
Storm Water Management	10,000	9,500	10,000
Storm Water Management - Labour			18,401
De-Icing Materials Supply	115,000	130,000	137,500
Traffic Signals and Markings	35,000	45,000	55,000
Traffic Calming			30,000
Equipment Permitting	19,500	22,500	27,000
Asphalt Paving	266,696	272,000	275,000
	1,063,805	1,014,485	1,503,543
Debenture Principal & Interest			
Principal	35,365	35,365	35,365
Interest	5,222	5,222	12,133
	40,587	40,587	47,498
Road Transport			
Street lighting			

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Rental	275,000	261,252	281,891
Decorative Light Maintenance	4,000	4,000	4,000
	279,000	265,252	285,891
Airport			
Airport Insurance	7,000	4,235	4,447
Building/Grounds	2,500	2,500	2,500
Heat/Lights/Fuel	2,145	1,766	1,906
	11,645	8,501	8,853
Total Transportation Services	\$ 3,549,513	\$ 3,333,787	\$ 3,929,633
12. Environmental Health Services			
R.Q.M. Sewage Administration			
Insurance-Caledonia	2,820	2,726	2,862
Administrative Supervision		-	17,470
Insurance-STP Liverpool	13,961	13,384	14,053
Insurance-Milton	3,440	3,319	3,485
Insurance- Brooklyn	1,693	1,648	1,730
Consulting Services			48,000
WW Continuing Education/Certification	3,500	16,671	5,000
	25,414	37,747	92,600
R.Q.M. Sewage Collection Systems			
SQ WW Collection Wages and Benefits	40,642	43,115	46,000
SQ WW Collection Wages and Benefits - Salary			2,912
SQ WW Collection Maintenance	45,000	130,000	150,000
NQ WW Collection and Treatment Maintenance	23,500	17,500	17,500
NQ WW Collection and Treatment Wages and Benefits			2,912
NQ WW Collection and Treatment Wages and Benefit	20,321	24,191	28,000
	129,463	214,806	247,323
R.Q.M. Sewage Treatment & Disposal			
SQ WW Treatment Operations	175,000	160,000	163,000
SQ WW Treatment Infrastructure- Salary			5,823
SQ WW Treatment Wages and Benefits - salary			11,647
SQ WW Treatment Wages and Benefits	40,642	41,045	44,000
	215,642	201,045	224,470
Debenture Principal & Interest			
Principal	130,485	130,485	130,486
Interest	20,549	20,549	25,759
	151,034	151,034	156,244
R.Q.M. Total Sewage and Disposal	\$ 521,553	\$ 604,632	\$ 720,638

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Garbage Collection & Disposal			
Administration			
Salary and Benefits	96,493	93,778	165,330
SW Administrative Travel	2,000	1,916	2,000
SW Administrative Communications	1,500	913	15,000
Public Engagement	17,500	17,500	17,500
Curbside Inspection	28,500	23,631	25,000
	145,993	137,738	224,830
Garbage & Waste Collection			
Derelict Vehicle Program	2,000	100	1,000
Solid Waste Transportation Contract	520,000	537,100	540,000
Contingency	-		
Grey Box & Green Cart Maintenance	30,000	50,000	20,000
Grey Box & Green Cart Maintenance - Labour			36,802
Solid Waste Collection Contracts	989,568	949,338	877,995
	1,541,568	1,536,538	1,475,797
Landfill			
SW Wages and Benefits	358,941	313,117	418,622
Insurance	9,473	9,405	9,875
SW Facility Operation and Maintenance	255,000	275,000	300,000
HHW Operation and Maintenance	15,400	10,165	15,000
Control Program and Testing	55,000	55,000	55,000
Leachate Management	200,800	283,000	189,594
Leachate Transportation wages			110,406
Reserve Fund-Spec Cap-Post Closure-Cont.	368,741	362,353	400,000
Reserve Fund-Spec Cap-Post Closure Queens	438,000	438,000	450,000
	1,701,355	1,746,040	1,948,498
Debenture Principal & Interest			
Principal	64,587	64,587	66,751
Interest	6,711	6,711	4,547
	71,298	71,298	71,298
Recycling			
MRF Operation and Maintenance	95,000	145,000	200,000
Insurance	3,755	3,755	3,943
Organics Transfer Operation and Maintenance	267,000	220,000	235,000
MRF Wages and Benefits	415,222	297,327	336,127
Leaf and Yard Waste Operations - Labour			18,401
Leaf and Yard Waste Operations	15,000	15,000	2,000
	795,977	681,082	795,471
Total Garbage & Waste Collection & Disposal	4,256,191	4,172,697	4,515,894
Total Environmental Health Services	\$ 4,777,744	\$ 4,777,329	\$ 5,236,533

	2023-24 Budget	2023-24 Projected	2024-25 Budget
13. Public Health & Welfare Services			
Hillsview Acres	\$ 1,710,968	\$ 2,015,953	\$ 1,695,724
Deficit of Regional Housing Authority	120,000	120,000	-
	1,830,968	2,135,953	1,695,724
14. Environment Development Services			
Planning			
Administration			
Salaries & Benefits	457,015	298,862	381,765
Supplies	3,000	2,500	3,000
Library	200	-	-
Registration Costs-Deeds Office	500	-	500
	460,715	301,362	385,265
Planning Other			
Travel	400	200	250
Liability Insurance	667	669	702
Civic Number Private Road Signage	500	600	1,000
Training/Memberships	1,000	775	1,000
Advertising	2,500	549	1,000
Heritage Property	1,200	495	1,000
GIS Project	4,000	3,800	4,500
Accessibility Planning/Implementation	100,000	23,000	-
Meeting support	-	-	2,500
Community Outreach	-	-	10,000
Accessibility Planning/Implementation Misc.	-	-	7,500
Built Environment for grant leveraging	-	-	80,000
Planning Projects Reserve	15,000	15,000	15,000
Surveying	7,000	213	5,000
Permit Tracking Reserve	40,000	40,000	40,000
	172,267	85,301	169,452
Total Environmental Planning & Zoning	632,982	386,663	554,717
Other Environment Development Services			
Tourism & Economic Development			
Salaries & Benefits	323,207	323,207	351,732
Supplies/Materials/Operations			
Supplies	1,000	700	1,000
Telephone	1,000	-	500
Library/Resource	200	150	650
	2,200	850	2,150

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Department Services/Projects			
Brochure Update & Productions	18,500	8,000	17,000
	18,500	8,000	17,000
Queens Waterfront Development			
Port Medway Maintenance	18,000	12,500	19,000
	18,000	12,500	19,000
Publicity & Advertising			
Website Development	17,500	17,000	17,500
Signage Development & Mtnce.	12,500	12,000	12,500
Promotions and Advertising	27,100	17,500	26,500
	57,100	46,500	56,500
Facilities			
Christmas Lighting/Wreaths	10,000	7,500	11,000
VIC Maintenance	14,250	14,250	19,000
	24,250	21,750	30,000
Fort Point Lighthouse Park			
Insurance	791	784	823
Utilities	3,390	3,400	3,522
Fort Point Maintenance	2,500	1,300	5,500
	6,681	5,484	9,846
LBDC			
LBDC Maintenance and Operation	92,450	130,667	130,000
HVAC project Year 1	1,000,000	120,000	865,574
Real Property Taxes	15,956	15,956	16,945
Insurance	8,540	8,198	8,608
	1,116,946	274,821	1,021,127
Other			
VIC Operations	39,150	41,400	43,550
Training	4,500	250	3,000
Travel	2,000	500	1,000
Membership	4,275	3,760	3,875
	49,925	45,910	51,425
Economic Development			
Regional Beautification / Façade program	46,200	24,000	40,000
Branding/Wayfinding	18,400	8,000	6,400
Events Strategy Implementation	61,000	45,000	89,000
Caledonia Corner Park	50,000	20,000	30,000
Economic Development Data and Profile	10,000	5,000	25,000
Community Economic Diversification	39,500	8,508	40,000

	2023-24 Budget	2023-24 Projected	2024-25 Budget
	225,100	110,508	230,400
Total Tourism and Economic Development	1,841,909	849,530	1,789,179
Total Environmental Development Serv	2,474,891	1,236,193	2,343,896
15. Recreation and Cultural Services			
Recreation Facilities			
Swimming Pool/Beach			
Staff Wages/Benefits-NQAC	19,000	17,432	21,365
Utilities-NQAC	2,563	1,196	1,300
Supplies-NQAC	1,500	3,032	8,000
NQAC Maintenance	7,500	5,500	19,000
Staff Training/Travel-NQAC	3,300	5,151	6,600
Insurance-NQAC	930	917	963
Staff Wages/Benefits-Milton Pool	26,500	11,980	28,365
Utilities-Milton Pool	1,500	900	1,000
Supplies-Milton Pool	1,000	2,904	5,000
MCP Maintenance	8,000	15,873	28,100
Staff Training/Travel-Milton Pool	1,000	2,471	2,500
Insurance-Milton Pool	1,016	998	1,048
Beach Meadows Beach Maintenance and Operation	6,250	4,277	11,250
	80,059	72,631	134,491
Parks/Playgrounds			
Park Facilities Maintenance and Operation	72,000	87,000	85,000
Grounds Crew Wages	207,126	200,000	296,460
Grounds Crew Gas	13,500	13,500	13,500
Liability Insurance	1,691	1,693	1,778
Community Signage Maintenance	4,000	3,000	3,300
Spray/Splash Pad Operations	3,500	6,300	11,000
Playground Maintenance and Operation	9,500	5,000	35,000
	311,317	316,493	446,038
Queens Place Community Facility			
Salary & Benefits	603,978	545,037	433,568
Salary & Benefits- Operations			220,753
Bar/Beverage Supplies	11,100	7,000	8,900
Concessions Equipment & Supplies	8,250	750	5,000
License & Fees	13,500	10,000	15,000
Advertising & Promotion	12,500	8,000	12,500
Staff Training / Memberships	9,600	7,500	11,000
Special Events (facility rental)	-	-	25,000
Office Supplies/Postage	6,250	5,500	6,250
Insurance	15,835	15,835	16,627

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Fuel Cost	116,974	55,460	74,000
Sewer & Water Fees	11,600	9,906	10,000
Telephone / Cable	7,500	14,250	7,000
Power	275,000	276,934	298,812
Propane	4,200	8,114	8,500
Fitness Center	34,200	34,200	35,000
General Equipment	22,000	22,000	10,000
General Operations	22,000	25,000	25,000
Capital out of Operating		386,638	158,000
Facility Building Maintenance	105,000	85,421	120,000
	1,279,487	1,517,545	1,500,909
Debenture Principal & Interest			
Principal	158,369	158,369	158,369
Interest	54,588	54,588	50,342
	212,957	212,957	208,711
Subtotal Recreation Facilities			
	1,883,819	2,119,626	2,290,149
Cultural Buildings & Facilities			
Historical Burial Grounds	1,900	1,900	1,000
Museums			
Blacksmith Museum	9,418	3,600	50,000
Old Town Hall/Astor Insurance	3,886	3,746	3,933
Old Town Hall/Astor Electricity & Fuel	30,000	24,995	26,970
Old Town Hall/Astor General Maintenance	20,000	12,000	55,000
Hank Snow Museum Furnace			10,000
Old Town Hall/Astor Operations	29,000	32,449	15,000
	92,304	76,790	160,903
Other			
Court House Power Water & Sewer	4,950	2,432	2,554
Heat	4,000	4,720	4,956
Insurance, Fire & Liability	1,012	996	1,046
Sanitary Supplies	220	-	-
Courthouse General Maintenance	15,250	18,500	7,000
	25,432	26,648	15,555
Library			
Regional Library	92,000	92,000	92,000
Library Operations	59,929	67,286	66,000
	151,929	159,286	158,000
Other Recreation and Cultural Services			
Salaries & Benefits	207,252	207,252	187,050
Telephone	550	300	400

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Travel	3,500	4,750	4,000
Equipment	4,000	4,000	4,000
Community Workshops	3,750	1,257	3,750
Health and Wellness Initiatives	1,500	1,500	1,500
Active Transportation	1,000	1,000	1,500
Volunteer Recognition	1,200	300	1,200
Promotion	1,150	674	800
Community Grants & Programs	239,500	224,500	21,500
Summer Staff -Sal & Benefits	8,500	-	26,749
Summer Staff Travel/ Supplies	1,750	-	6,150
Aquatic Training	3,000	-	3,000
Memberships	1,850	1,500	1,500
Training/Workshops	3,500	2,500	3,000
Physical Activity Strategy Implementation	32,250	25,000	32,250
	514,252	474,533	298,349
Less: transmission of taxes collected for Other Governments			
Brooklyn Cemetery/Recreation	48,254	48,254	47,118
Total Recreation & Cultural Services	2,717,891	2,907,037	2,971,075
Transfers to Own Reserves, funds & Agencies			
Cowie Well Repair	9,500	5,000	-
	9,500	5,000	-
Reserve Transfer-Special Operating Reserve			
Cell Tower Contribution	50,000	50,000	50,000
Airport Reserve- New 23/24	12,000	12,000	12,000
Broadband	86,130	75,000	11,130
2ND Generation Landfill	150,000	150,000	150,000
Sidewalk Renewal	25,000	25,000	25,000
	323,130	312,000	248,130
Reserve Transfer - Equipment Reserve			
Landfill Equipment	200,000	200,000	200,000
General Equipment Reserve	250,000	250,000	250,000
Equipment Reserve shortfall CIP purchases	138,500	43,008	104,572
First Responders	5,000	5,000	5,000
	593,500	498,008	559,572
Total Transfers to Own Reserves, funds and agencies	926,130	815,008	807,702
Conditional Transfers to other governments and agencies			
Appropriation to Regional School Board	3,271,831	3,271,831	3,741,286
Total Conditional Transfers to other			

	2023-24 Budget	2023-24 Projected	2024-25 Budget
governments and agencies	3,271,831	3,271,831	3,741,286
Total Fiscal Services	4,197,961	4,086,839	4,548,988
Total Expenditures	27,266,907	25,877,291	29,613,531
Operating Surplus	1	644,564	0
Hillsview Acres EXPENDITURES			
SALARIES & BENEFITS			
Salaries & Wages	1,126,483	1,168,356	1,367,031
Benefits	232,864	232,864	
	1,359,347	1,401,220	1,367,031
BUILDING EXPENSES			
Smoke Detectors & Fire Alarm	1,400	4,239	4,000
Electricity	13,200	15,000	16,185
Fuel	33,000	36,000	37,800
Propane	7,700	7,700	8,085
Insurance	4,908	4,908	5,153
Sprinkler Repairs	4,000	4,000	4,000
General Maintenance	60,000	327,812	60,000
	124,208	399,659	135,223
EQUIPMENT & SUPPLIES			
Equipment & Material	46,300	43,098	4,000
Cleaning Supplies	11,000	10,814	11,200
Supplies & Utensils	4,200	3,132	3,000
Linen Supplies	4,000	4,094	3,000
Supplies	3,000	2,564	3,000
Grounds Maintenance	4,000	1,200	2,000
	72,500	64,902	26,200
RESIDENT'S EXPENSES			
Food	102,413	96,588	101,000
Kitchen- Non food	10,000	3,793	5,000
Medical Supplies	12,000	12,480	14,000
Sanitary Supplies	4,000	2,692	3,000
Medication	400	150	250
Activity Supplies	10,000	10,066	11,000
	138,813	125,769	134,250
Telephone	3,600	4,000	6,520
Travel-Administration	1,500	1,200	1,500
Operational Consulting QM	-	4,739	-

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Legal Fees		-	-
Uncollectible accounts	-	-	-
Agency Staffing	-	2,813	3,000
Training	7,000	7,000	15,000
Office Supplies	4,000	4,651	7,000
	16,100	24,403	33,020
TOTAL	1,710,968	2,015,953	1,695,724
		1	1
Water Utility			
REVENUES			
Operating Revenues			
Metered Sales	581,021	562,326	565,000
Public Fire Protection	201,080	201,531	219,488
	782,101	763,857	784,488
Other Operating Revenues			
Sprinkler Service	5,500	5,400	5,400
Plate Fee & Shut off	3,700	3,500	3,500
Lateral Connection	100	360	360
Connections Fee	5,000	3,260	3,300
	14,300	12,520	12,560
NON OPERATING REVENUE			
Interest	1,000	17,537	15,000
Miscellaneous	500	101,974	500
	1,500	119,511	15,500
TOTAL REVENUE	797,901	895,888	812,548
EXPENDITURES			
SOURCE OF SUPPLY			
Supervision and Engineering	1,599	1,600	46,646
Insurance	2,082	1,946	2,043
Lake Inspections	1,000	-	1,000
Screen Maintenance	6,940	6,940	6,940
Screen House Maintenance	500	-	500
Wildlife Management	700	804	850
TOTAL SOURCE OF SUPPLY	12,821	11,290	57,980

	2023-24 Budget	2023-24 Projected	2024-25 Budget
WATER TREATMENT (Purification)			
Salaries and Benefits - Assistant Engineer 15%	3,328	3,328	20,382
Salaries and Benefits - Director of Engineering 5%	1,720	1,720	9,111
Labour	94,683	55,330	62,028
Chemicals and Additives	119,900	165,000	187,000
Water Testing	22,500	31,000	34,900
Facility Repairs and Maintenance	10,625	85,000	70,200
Process Equipment	30,000	315,000	102,750
Electricity	94,600	91,244	98,452
Generator	545	3,250	5,000
Phone/Internet	3,188	2,778	3,970
Contracted Services	28,500	29,000	56,055
Allocated Services	4,254	2,220	6,977
TOTAL WATER TREATMENT	413,843	784,870	656,824
TRANSMISSION AND DISTRIBUTION			
Salaries and Benefits - Assistant Engineer 5%	1,974	1,974	20,382
Salaries and Benefits - Director of Engineering 5%	6,878	6,878	9,111
Reading Meters Expense	21,392	17,280	17,722
Operation Labour - Mains	52,712	34,797	35,444
Operation Labour - Meters	9,503	6,348	8,861
Labour - Water Leaks	81,718	65,707	35,444
Labour - Flushing	4,134	9,945	8,861
Maintenance of Mains (Materials)	16,250	15,000	17,000
Use of Gravel	1,625	1,500	2,000
Maintenance of Meters	26,400	20,000	32,000
Maintenance of Hydrants/Valves	11,875	250	5,000
Maintenance Hydrant/Valves-Labour	11,721	7,738	8,861
Leak Detection	10,000	2,500	10,000
Street Patching	12,500	15,000	15,000
Cowie Well - Public Tap	2,500	5,800	2,500
Allocated Services	9,925	5,180	16,279
TOTAL TRANSMISSION AND DISTRIBUTION	281,107	215,898	244,466
Allocated Services - T/D 70% Treatment 30%			
Truck Repairs - Transportation	5,000	1,000	3,000
Water Truck Insurance	534	1,100	1,155
Excavator Repairs	2,500	-	1,000
Excavator Insurance	345	-	-
Tools & Shop Expense	1,500	3,500	3,000
Safety Equipment	1,500	1,600	3,000
Computer Services	2,500	200	11,800

	2023-24 Budget	2023-24 Projected	2024-25 Budget
Meal Allowance	200	-	200
Travel	100	-	100
TOTAL ALLOCATED SERVICES	14,179	7,400	23,255
ADMINISTRATION AND GENERAL			
Accounts Written-off	500	-	-
Office Salaries	58,066	58,000	56,650
Office Supplies and Expenses	5,000	7,000	7,000
Contracting Services	1,500	5,500	4,600
Rate Study	-	-	12,000
Advertising Expense	2,000	19,350	2,000
Courses and Seminars	3,000	5,000	6,000
Auditors	4,867	4,635	6,000
Legal	500	-	500
UARB Utility Levy	2,764	2,764	2,864
Insurance	16,075	15,500	16,275
TOTAL ADMINISTRATION AND GENERAL	94,272	117,749	113,889
Depreciation	120,000	120,000	125,000
TOTAL OPERATING EXPENDITURES	922,043	1,249,807	1,198,158
NON OPERATING EXPENDITURES			
Principal	43,423	43,423	43,426
Interest/Discount	6,136	6,136	9,586
TOTAL NON OPERATING EXPENDITURES	49,559	49,559	53,012
TOTAL OPERATING AND NON OPERATING EXPENDITURES	971,602	1,299,366	1,251,171
SURPLUS/DEFICIT	(173,701)	(403,478)	(438,622)

Region of Queens Municipality

5 YEAR CAPITAL INVESTMENT PLAN - 2024-2028

HST INC

Fiscal Year	Project	Status	Municipal Tax Rate	Municipal Reserves	Municipal Surplus	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL	
2024-2025	Broadband Investments						\$ 11,800		\$	11,800	
	Excavator 5 ton mini	PRO		\$ 135,572					\$	135,572	
	Gorham Planter Rehabilitation	PRO	\$ 66,000						\$	66,000	
	Ice Resurfacers	IP				\$ 205,000			\$	205,000	
	Infrastructure - Beach Meadows Beach	ND			\$ 295,000		\$ 95,000		\$	390,000	
	LBDC HVAC Replacement	IP		\$ 75,800	\$ 789,774			\$ 990,717	\$	1,856,291	
	LBDC Library Renovations	PRO					\$ 1,050,000		\$	1,050,000	
	Liverpool Bridge Sidewalk Redesign	ND			\$ 182,500				\$	182,500	
	Mount Pleasant Services Extension Design	IP			\$ 286,787				\$	286,787	
	Queens Place Drive services extension	ND			\$ 430,000				\$	430,000	
	Old Burial Ground Wall Rehabilitation	PRO	\$ 88,000						\$	88,000	
	Public Works Building Generator	PRO	\$ 177,286						\$	177,286	
	Replacement #202 Truck	PRO							\$ 271,144	\$	271,144
	Replacement Public Works Truck	PRO		\$ 125,143						\$	125,143
	Replacement Public Works Truck	PRO		\$ 93,857						\$	93,857
	Replacement/Consolidation #400 & #401 Waste Handler	PRO							\$ 551,673	\$	551,673
	Road Paving	PRO	\$ 275,000							\$	275,000
	Sewer Treatment Plant UV Upgrades	PRO		\$ 458,858						\$	458,858
	Street Sweeper	IP							\$ 388,000	\$	388,000
Waterloo Street Water/Sewer East Phase IIIA	PRO	\$ -	\$ 316,306		\$ 395,294	\$ 474,400			\$	1,186,000	
Weir Lane Infrastructure Rehabilitation	PRO							\$ 228,000	\$	228,000	
TOTAL			\$ 606,286	\$ 1,205,537	\$ 1,984,060	\$ 600,294	\$ 1,631,200	\$ -	\$ 2,429,534	\$ 8,456,911	
2025-2026	Cell Phone Tower - Greenfield			\$ 150,000		\$ 350,000	\$ 200,000	\$ 500,000		\$ 1,200,000	
	Infrastructure - Pine Grove	ND					\$ 250,000			\$ 250,000	
	Liverpool Bridge Sidewalk	ND			\$ 224,000					\$ 224,000	
	Road Paving		\$ 275,000							\$ 275,000	
	Solid Waste Facility Skidsteer	PRO		\$ 104,286						\$ 104,286	
	Truck replacement	PRO		\$ 120,000						\$ 120,000	
	Truck replacement	PRO		\$ 90,000						\$ 90,000	
	Vehicle replacement	PRO		\$ 40,000						\$ 40,000	
	Waterloo Street Water and Sewer Phase III		\$ -			\$ 170,554	\$ 204,665		\$ 888,781	\$ 1,264,000	
	TOTAL		\$ 275,000	\$ 504,286	\$ 224,000	\$ 520,554	\$ 654,665	\$ 500,000	\$ 888,781	\$ 3,567,286	
	2026-2027	Road Paving		\$ 300,000							\$ 300,000
Keddy Lane - Infrastructure Upgrading			\$ 200,000	\$ 405,000						\$ 605,000	
Replacement #210 Truck				\$ 122,640						\$ 122,640	
Replacement #509 Loader								\$ 271,144		\$ 271,144	
Mill Brook Flume Assessment			\$ 75,000							\$ 75,000	
Replacement #303 Waste handler								\$ 425,000		\$ 425,000	
Replacement #103 Truck				\$ 90,000						\$ 90,000	
TOTAL			\$ 575,000	\$ 617,640	\$ -	\$ -	\$ -	\$ -	\$ 696,144	\$ 1,888,784	

2027-2028	Road Paving	\$ 310,000							\$ 310,000	
	Parker Street - Infrastructure Upgrading						\$ 550,000		\$ 550,000	
	Replacement #104 Truck	\$ 93,857							\$ 93,857	
	Replacement Tanker and Tractor - Landfill	\$ 359,787							\$ 359,787	
	Carton Street - Infrastructure Upgrading						\$ 330,000		\$ 330,000	
	Replacement #701 Compaction						\$ 208,572		\$ 208,572	
	Replacement #206 Van	\$ 67,786							\$ 67,786	
	TOTAL	\$ 310,000	\$ 521,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,088,572	\$ 1,920,002

2028-2029	Road Paving	\$ 320,000							\$ 320,000	
	Zwicker Avenue - Infrastructure Upgrading						\$ 1,050,000		\$ 1,050,000	
	Property Mitigations - HVA	\$ 300,000							\$ 300,000	
	Henry Hensey to Union St PS - Infrastructure Upgrading						\$ 840,000		\$ 840,000	
	Replacement #301 Excavator						\$ 427,573		\$ 427,573	
	Replacement #505 Loader	\$ 411,930							\$ 411,930	
	Replacement #105 Truck	\$ 93,857							\$ 93,857	
	TOTAL	\$ 320,000	\$ 805,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,317,573	\$ 3,443,360

5-YEAR TOTAL

	\$ 2,086,286	\$ 3,654,680	\$ 2,208,060	\$ 1,120,848	\$ 2,285,865	\$ 500,000	\$ 7,420,603	\$ 19,276,343
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Executive Summary
Draft Budget 24/25
Region of Queens Municipality

An estimated surplus of \$650,000 is expected for the 23/24 fiscal year. Significant factors contributing to this surplus are staffing vacancies, higher than anticipated Deed Transfer Tax of \$340,000, an increase in NSP business property tax and higher than anticipated investment income \$130,000. Replacement of the condenser at Queens Place Emera Centre was an unbudgeted expense of \$390,000. None of the surplus transfer that was budgeted in 23/24 to balance the tax rate was required.

This draft budget has no change in base tax rate and a decrease in the hydrant rate in Districts 1,3,5,6 and 13 from .10 to .095 and the debt rate from .05 to .03 in District 13.

Revenues

Region of Queens Municipality's assessment roll increased approximately 14% or \$148,000,000. This resulted in an estimated increase of tax revenue based on the 23/24 tax rate of \$1,600,000. It also resulted in an increase to the Education amount we pay of \$500,000 for a net gain of \$1,100,000 in revenue.

There was also an increase in the Municipal Financial Capacity Grant of \$125,000 and the municipality is no longer responsible to pay corrections and any housing deficit, resulting in savings of approximately \$295,000.

This year a vacancy allowance has been added which equates to approximately 50% of the value of the vacant positions included in the budget. For the past number of years staffing vacancies have been a significant contributor to the surplus. As recommended by the Audit and Internal Control Committee, a Vacancy Allowance has been added to allow for the reality that many of the budgeted positions may remain vacant. The Vacancy Allowance is \$440,000.

The difficulty in budgeting the Deed Transfer Tax was also discussed at the Audit and Internal Control meetings this year. This year's number is an average of the past five years, which the committee was comfortable recommending. Staff also suggest that Council consider if the revenue from the Deed Transfer Tax exceed the budget, that the overage be transferred to a new reserve dedicated to Growth.

Some items have been carried forward from prior years such as the Mount Pleasant Funding Study, Liverpool Sidewalk Redesign, and the HVAC project at

the LBDC. These items are funded from the Surplus, as is a new item – Growth Plan Consulting of \$50,000.

A Safety implementation Strategy program of \$300,000 has been included in the budget, as has a (possible staffing costs) Contingency, both of which are funded from the Surplus at 100% and 50%, respectively.

Organizational Changes and Staffing

Organizational changes are being proposed and the resulting in an increase of 5 full-time equivalent positions.

They include the following for non-union, supervisory and management positions at an estimated cost of \$547,000.

	CHANGE
	FTE
Custodians	-0.5
Protective Services/Safety	1
Admin Assistant	-1
Manager of Environmental Services	1
Manager of Capital Projects	1
Supervisor Solid Waste Operations	1
Supervisor Public Works	1
Queens Place Emera Centre	1
Community Development Officer	1
Part Time Fire Inspector	0.5
Engineering Technologist	-1
	<u>5</u>
IBEW	
Facilities Maintenance	-0.2
Heavy Equipment Operator	1.2
Machine Operators/Laborers	-1.5
	<u>-0.5</u>

And the following for changes for IBEW union positions in Engineering and Public Works at an estimated cost of \$35,000 is included in the budget:

Facilities Maintenance	-0.2
Heavy Equipment Operator	1.2
Machine Operators/Laborers	-1.5
	<u>-0.5</u>

Engineering and Public Works has the most significant transformation to support the increasing priority of infrastructure maintenance, replacement, and

extension. There will now be three divisions within the department, each with its own manager, reporting to the Director of Infrastructure Operations. Some part-time staffing positions are proposed to change to full time to increase flexibility for staffing resources to accomplish Council priorities, these include grounds keepers and trades such as carpenters. Improvements in supervisory resources and safety and hygienic items at the Solid Waste Facility are also included in the budget. In addition Engineering and Public Works will be renamed to Infrastructure and Operations to better reflect the scope of their work.

The Economic Development Department will go through a name change, focus, and structure change as well. Renamed the Community Development Department, this team will focus on supporting community development and business development. Examples include supporting North Queens communities and community leaders in advancing local initiatives. Another example would be liaising with and guiding potential investors.

Summer Ambassadors have also been added to provide services at the facility in Beach Meadows such as equipment loans, visitor information gathering and support, promotion of local events and support to staff at the Visitor Information Center. As these are seasonal positions, they have not been included in the FTE charts above.

In recognition of the difficulty in recruiting for vacant positions, \$40,000 has been included in the budget for recruiting assistance to create interest for vacant positions. This may include attending job fairs and undertaking marketing efforts.

Lastly the Director of Recreation take over all responsibilities for Queens Place Emera Centre, including operations staff, although this has little impact on the budget.

An HR consultant has been hired to assist with specific areas of our Human Resource Management processes that require attention. This includes rewriting all job descriptions, including the new positions, and assisting with the job evaluation process in collaboration with KBRS. This consultant will also provide day to day HR support and services to staff.

Other areas of investment

Funding for Safety improvements across all Departments has been added and funded from the surplus, \$300,000. This includes developing new processes, procedures, and systems as well as equipment, upgrades, and repairs.

Initial steps have been proposed in the budget to improve remote access to the water and wastewater facilities.

Additional resources have been allocated for staff training, particularly leadership and team development training.

A governance review has been included to assess our current governance model and identify improvements.

The budgeted allocation for the October 2024 election includes both paper and electronic voting options.

Additional funding request by Queens Country transit has been included.

Significant structural work is budgeted for the Blacksmith shop to ensure it is safe to open for the 24/25 year. Funds have also been allocated to purchase a new furnace for the Hank Snow Museum.

There is a transfer to the equipment reserve of an additional \$105,000 to fund equipment purchases included in the Capital Investment Plan.

Reporting changes

Engineering and Public Works wages for the majority of IBEW staff has been broken out and budgeted to the respective budget lines in the areas they are anticipated to be working. The EPW wages budget line is now largely managerial staff. This change of reporting has been done in conjunction with a new timesheet process that will ensure that staff are being charged out to the specific areas to which they have been assigned.

Other items

Staff would like to suggest that any remaining funds in the Built Environment (Accessibility) allocation in Planning be transferred to a dedicated reserve at the end of each year. This will ensure that the funding can be carried forward to work on projects in the future which may require a bigger investment or cannot be completed in a given year.

The Utility budget shows an increased deficit. This is the result of the continued significant investment in operations on several levels. A rate study is budgeted be completed in the budget year. Due to a lack of certified staff, cost for Direct Responsible Charge will still be incurred for both Water and Wastewater Treatment.