

Region of Queens Municipality Regular Council
Tuesday, June 24, 2025
6:00 p.m.

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of the Agenda

3.0 Declaration of Conflict of Interests

4.0 Approval of the Minutes

4.1 June 10, 2025

5.0 Public Comment

6.0 Delegations and Presentations

6.1 Green Shores Program - TransCoastal Adaptions, Kelly Umlah

6.2 Path Lake Property Conservation: A Proposal for Collaboration -
Nature Conservancy of Canada

7.0 Correspondence

7.1 Path Lake Property Proposal – Nature Conservancy of Canada

7.2 Letter of Thanks – Queens County Food Bank

7.3 Canadian Postmasters and Assistants Association (CPAA) Letter

7.4 Request for improvements – South Shore Flying Club

8.0 Committee Reports

8.1 Southwest Nova Biosphere Reserve Association – Councillor
Wentzell

8.2 Climate Change Caucus, Federation of Canadian – Councillor
Wentzell

- 8.3 Pool Committee – Councillor Fancy
- 8.4 Queens Community Health Board – Deputy Mayor Charlton

9.0 Unfinished Business

- 9.1 Municipal Fire Inspections Policy
- 9.2 Revised Policy 23: Respecting Regular Meetings of Council
- 9.3 CIF Recommendation, Capital Funding: Liverpool Tennis & Pickleball Club

10.0 New Business

- 10.1 Variance Appeal – Old Port Mouton Road, Liverpool
- 10.2 Valuation Allowance
- 10.3 Application to Regulatory and Appeals Board: Rates for Water and Water Service, Fire Protection
- 10.4 Municipal Bursary and Achievement Award Recipients
- 10.5 Dangerous or Unightly: 97 East Side Port L'Herbert Road

11.0 Mayor's Report

- 11.1 Mayor's Report

12.0 Business from Members of Council

13.0 Closed Session

- 13.1 Contract Negotiation
- 13.2 Property Matter
- 13.3 Contract Negotiation
- 13.4 Property Matter

14.0 Adjournment

Region of Queens Municipality Regular Council

Tuesday, June 10th 2025

9:00 a.m.

YouTube: <https://www.youtube.com/watch?v=Gk2z-acXvjk&t=459s>

Minutes

Present:

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

STAFF

Mike MacLeod, Acting CAO
Heather Cook, Acting Municipal Clerk
Kate Wong, Administrative Assistant
Adam Grant, Director of Infrastructure
Meaghan Roberts, Director of Recreation
Steve Whynacht, Manager of IT
Steve Burns, Community Development Officer

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 9:00 a.m. and opened the meeting by acknowledging that we are in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2.0 Approval of Agenda

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins:

THAT the Region of Queens Municipality approve the June 10th, 2025 agenda with the following amendments: remove Item 8.1 - Library Committee, add Item 8.4 - Audit and Internal Control Committee, and Item 8.5 - Region 6 Solid Waste.

MOTION CARRIED.

3.0 Declaration of Conflicts of Interest

There were no declarations of conflicts of interest.

4.0 Approval of Minutes

4.1 May 27th 2025, Regular Council Meeting Minutes

Moved by Councillor Amirault, seconded by Councillor Roy:

THAT the minutes of the Regular Council meeting held May 27th, 2025 be approved as presented.

MOTION CARRIED.

5.0 Public Comment

Robin Anthony, Brooklyn, discussed the Brooklyn Waterfront Park Property, and Brooklyn Recreation. She enquired about the ownership of the Brooklyn Waterfront Park.

6.0 Delegations and Presentations

There were no Delegations or Presentations to come before the Council.

7.0 Correspondence

- 7.1 Request to Waive Liquor Policy – Village PMCA

Moved by Councillor Carver, Seconded by Councillor Amirault

THAT the Council of Region of Queens Municipality receive this correspondence for information.

MOTION CARRIED.

- 7.2 Divert F2026 Litter Project – Region 6 Solid Waste Management

Moved by Councillor Carver and seconded by Councillor Amirault:

THAT the Council of the Region of Queens Municipality accept the correspondence for information

AND THAT they direct staff to apply for funding under the supported Litter Reduction Initiatives plan, and to consider the planning and development of a lithium-ion battery collection and disposal program.

MOTION CARRIED.

8.0 Committee Reports

- 8.1 - Nova Scotia Federation of Municipalities Climate Change Committee,
Canadian Federation of Municipalities Climate Change Caucus –
Councillor Wentzell

Councillor Wentzell provided an update on a provincial vulnerability study provided to him from Asset Management Coordinator, Connor O'Brien, which identified Queens County as being at heightened risk for flooding, wildfires, and other impacts of climate change. He highlighted the importance of ongoing discussions around emergency preparedness in the Region.

Councillor Wentzell noted that he will share more details from the Flood Mitigation workshop attended at the Federation of Canadian

Municipalities Conference at a future meeting.

8.2 - Planning Advisory Committee (PAC) – Deputy Mayor Charlton

The June 5th PAC meeting was discussed, including the public participation process for the proposed land use amendment at the former Stedman's property. Upcoming drop-in sessions were noted for June 17th (business community) and June 19th (general public). These sessions are informal, with no presentations; staff will be present to gather public feedback. It was also noted that attendees may choose either session based on availability.

The online engagement survey, open until June 24, was discussed. The upcoming advertisement for the District 5 vacancy was mentioned. It was noted that general housekeeping amendments to the Land Use Bylaw will be brought forward in the near future. Broader discussions planned for later this summer were also highlighted, including potential coastal protection measures in light of the province's proposed Coastal Protection Act not moving forward, and a review of short-term rental data to consider balanced approaches for Queens County.

8.3 - Audit and Internal Control Committee – Councillor Jenkins

The first meeting of the Audit and Internal Control meeting was held on June 9th, at which the committee reviewed its roles and terms of reference, as well as the historical work plan. A financial statement format review from the previous year was discussed, and confirmation of training was noted. The valuation allowance review and recommendation to Council 24/25 were discussed.

8.4 - Region 6 Solid Waste Committee – Councillor Jenkins

It was discussed that Extended Producer Responsibility (EPR) is moving forward, though there have been some challenges regarding how waste collection would be carried out. A recent memo clarified that the collection of small quantity non-residential generators (ICI sources) is now included in the implementation of Nova Scotia's EPR program for packaging and paper. This change aims to make it easier for small businesses to sort properly, allows the collector to collect everything all at once, and eases the sorting process.

9.0 Unfinished Business

There was no unfinished business on the agenda.

10.0 New Business

10.1 Liverpool Bridge Sidewalk

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault:

THAT Council of the Region of Queens Municipality direct staff to proceed with the design of Option 2: Exterior Corridor, and that staff converse with provincial and federal counterparts to discuss possible funding support.

MOTION CARRIED.

10.2 MSB HVAC Viability Study

Moved by Councillor Fancy, seconded by Councillor Jenkins:

THAT Council of the Region of Queens Municipality approves the unbudgeted expense of \$15,750 to be funded from accumulated surplus for a Heat Pump Viability Study at the Municipal Services Building.

MOTION CARRIED.

The meeting recessed at 10:03 a.m. and was called back to order at 10:12 a.m.

10.3 Waiver of Policy 58 – Consumption of Alcohol on Municipal Property

Moved by Councillor Wentzell, seconded by Councillor Amirault:

THAT Council of the Region of Queens Municipality agree to waive Policy #58 – Consumption of Alcohol on Municipally Owned Properties as requested by the Village of Port Medway Community Association for an event located at Port Medway Lighthouse Park, Saturday September 20th, 2025;

AND THAT the applicant is required to submit the required proof of insurance, no less than \$2,000,000 liability per occurrence, with Region of Queens Municipality as additional insured, and a copy of the in-effect

liquor license from Service Nova Scotia – Alcohol, Gaming, Fuel & Tobacco. All municipal, provincial and federal laws are to be strictly adhered to.

MOTION CARRIED.

Moved by Deputy Mayor Charlton, seconded by Councillor Carver

THAT the Council of the Region of Queens Municipality direct staff to review the existing Policy 58 and come back with recommendations for an updated policy that could include removal of Council approval to waive the ban on consumption of alcohol on municipally owned properties.

MOTION CARRIED.

10.4 Easement on Gorham Street in Liverpool

Moved by Councillor Carver, seconded by Deputy Mayor Charlton:

THAT the Council of the Region of Queens Municipality enter into an easement agreement with Nova Scotia Power Incorporated for the purpose of installing and maintaining a new power distribution line over municipal property identified as PID# 70040258;

AND THAT any costs incurred in this transaction be borne by Nova Scotia Power Incorporated.

MOTION CARRIED.

10.5 Municipal Fire Inspections Policy

Moved by Councillor Carver, seconded by Councillor Roy:

THAT Council of the Region of Queens Municipality receive the report titled *System of Municipal Fire Inspections* for information;

AND THAT Council, at its June 24th, 2025 meeting; give consideration to approving Operational Policy 97: Respecting System of Municipal Fire Inspections.

MOTION CARRIED.

10.6 Hybrid and Virtual Attendance at Meetings

Moved by Councillor Amirault, seconded by Councillor Carver:

THAT Council of Region of Queens Municipality direct staff to return to the June 24th, 2025 Regular Council meeting with revised Administrative Policy 23: Respecting Regular Meetings of Council, which includes the provisions as noted for hybrid and fully virtual meetings for decision of Council.

MOTION CARRIED.

10.7 Senior Safety Coordinator

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault:

THAT the Council of Region of Queens Municipality receive the report titled "Senior Safety Coordinator" for information

AND THAT the Council of the Region of Queens Municipality fully support staff to fully onboard Shelley Walker to the position of Senior Safety Coordinator.

MOTION CARRIED.

11.0 Mayor's Report

11.1 Mayor's Report

Over the past month, Mayor Christian attended several meetings and community events. On May 14th, he delivered opening remarks at the MDOANS Conference and participated in sessions on accessibility standards and coastal protection. On May 16th, he and Councillor Fancy met with a group working to establish an emergency shelter for individuals facing intimate partner violence.

Though unable to attend the May 20th NSP meeting on service reliability, Mayor Christian noted it was well-received by the community. On May 21st, he met with the South Shore Disc Golf Association to discuss local development opportunities, which were referred to municipal Department of Recreation staff.

In response to labour and immigration concerns raised in late May, Mayor Christian engaged MLA Kim Masland to support follow-up efforts.

On May 26th, the Mayor participated in planning discussions with the Astor Theatre Society, and also attended a farewell gathering for interim CAO Dan McDougall, whose term ended May 30th. Director McLeod is acting CAO until June 16th, when Willa Thorpe will begin her role as Chief Administrative Officer.

Council held a workshop on May 27th to review the Mount Pleasant Service Extension and infrastructure upgrades. From May 28th to June 2nd, Mayor Christian and Councillor Wentzell attended the Federation of Canadian Municipalities Conference in Ottawa, gaining insight into municipal best practices and national support opportunities.

On June 4th, he attended Richard Freeman's Celebration of Life, honoring his lasting contributions to the community. On June 5th, Mayor Christian and Councillor Carver in their role as Bursary Committee selected bursary recipients from Liverpool Regional High School, North Queens community School and Queens Adult High School/Alternate High School, recognizing the remarkable resilience and accomplishments of local students in Queens County.

On June 8th, he attended the Seaside Centre BBQ with Councillor Amirault and Minister Masland to celebrate recent facility upgrades. On June 9th, he met with the Milton Blacksmith Museum volunteers to discuss future opportunities for the site.

12.0 Business from Members of Council

12.1 Cameron's Corner – Councillor Wentzell

Moved by Councillor Wentzell, seconded by Deputy Mayor Charlton:

THAT the Council of Region of Queens Municipality direct staff to investigate options to increase safety at Cameron's Corner

MOTION CARRIED.

13.0 Closed Session

At 11:21 a.m., it was moved by Councilor Carver and seconded by Councillor Amirault that Council move to the Closed Session of the agenda to discuss two items:

13.1 Property Matter

13.2 Property Matter

MOTION CARRIED.

At 11:59 a.m., it was moved by Deputy Mayor Charlton and seconded by Councillor Roy that Council return to the Open Session of the agenda.

MOTION CARRIED.

15.0 Adjournment

The meeting was adjourned at 11:59 a.m.

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

Date Approved: _____

Increasing Shoreline Climate Resilience: Green Shores Program



Mission:

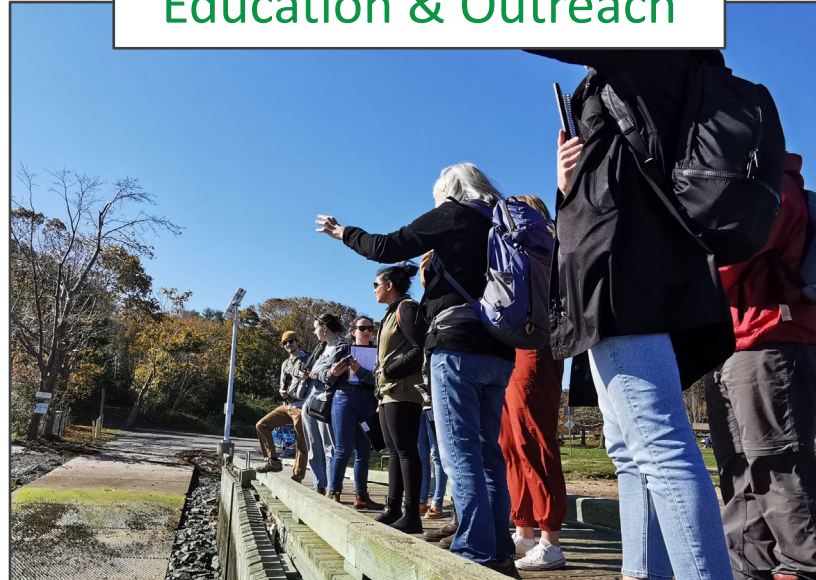
To help build climate resilient coastal and lakeshore communities and ecosystems by **protecting, enhancing, and restoring** natural processes through **innovative research, collaboration; implementing** nature-based adaptation solutions.

www.transcoastaladaptations.ca

Research & Innovation



Education & Outreach



Application



Industry-Academia-NGO-Gov't partnerships provide unique opportunity to merge research with practice & translation to innovation



A program of the
STEWARDSHIP CENTRE
FOR BRITISH COLUMBIA

Green Shores® is a solution for both shoreline property owners and managers to address issues such as sea level rise, deteriorating lake health (algae blooms), and climate change adaptation. Green Shores projects promote sustainable and resilient nature-based solutions and provide long-term environmental and societal benefits such as improved water quality, stormwater management, and erosion and flood protection.

Guiding Principles:

- **Preserve** and **restore** physical processes such as the natural actions of water and sediment movement that maintain healthy shorelines
- **Maintain** or **enhance** habitat function and diversity along the shoreline
- **Prevent** or **reduce** pollutants entering the aquatic environments
- **Avoid** or **reduce** cumulative impacts. Small individual effects add up to large impacts on shoreline environments



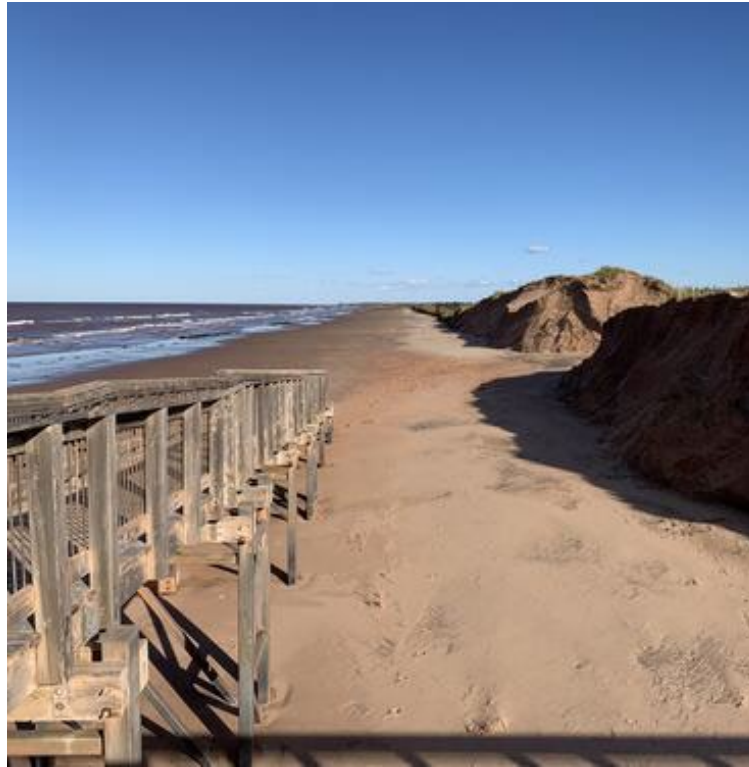
Level 2 Training, Oct 2023

Resilience

- Resilience is the ability for ecosystems and communities to return to equilibrium after a major event (i.e. storm)
- Dynamic equilibrium



Brackley Beach, PEI pre-Fiona



Brackley Beach, PEI post-Fiona



Brackley Beach, PEI 1-year post-Fiona



What do Riparian Areas Do?

Key Ecological Functions



1. Trap & Store Sediment

- Sediment adds to and builds soil in riparian areas.
- Sediment aids in the ability of soils to hold and store moisture.
- Sediment can carry contaminants and nutrients - trapping it improves water quality.
- Excess sediment can harm aquatic animals like fish and insects.



2. Build & Maintain Banks & Shorelines

- Erosion is balanced with bank building - the effects of erosion are reduced by adding bank and shore elsewhere.
- Increase stability, resilience and recovery.
- Maintain or restore profile of channel - extends width of riparian area through higher water tables.

5. Filter & Buffer Water



- Reduce amount of contaminants, nutrients and pathogens reaching the water.
- Uptake and absorption of nutrients by riparian plants.
- Trap sediment, reduce water quality issues and enhance amount of vegetation to perform filtering and buffering function.



6. Reduce & Dissipate Energy



- Reduce water velocity, which slows erosion and sediment transport.
- Resist erosion and slow channel and shoreline movement.
- Aid in sediment capture.



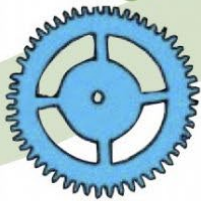
7. Maintain Biodiversity



- Create and maintain habitats for fish, wildlife, invertebrates and plants.
- Connect other habitats to allow corridors for movement and dispersal.
- Maintain a high number of individuals and species.



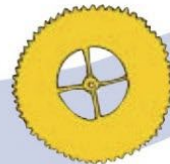
3. Store Water & Energy



- Watershed safety valve - storage of high water on the floodplain during floods.
- Reduce flood damage by slowing water and reducing erosion.
- Slow flood water allowing absorption and storage in underground aquifer.



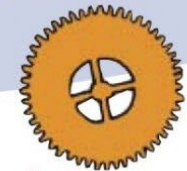
4. Recharge Aquifers



- Store, hold and slowly release water.
- Maintain surface flows in rivers and streams and levels in lakes and wetlands through storage and slow release.
- Maintain high water table and extend width of productive riparian area.



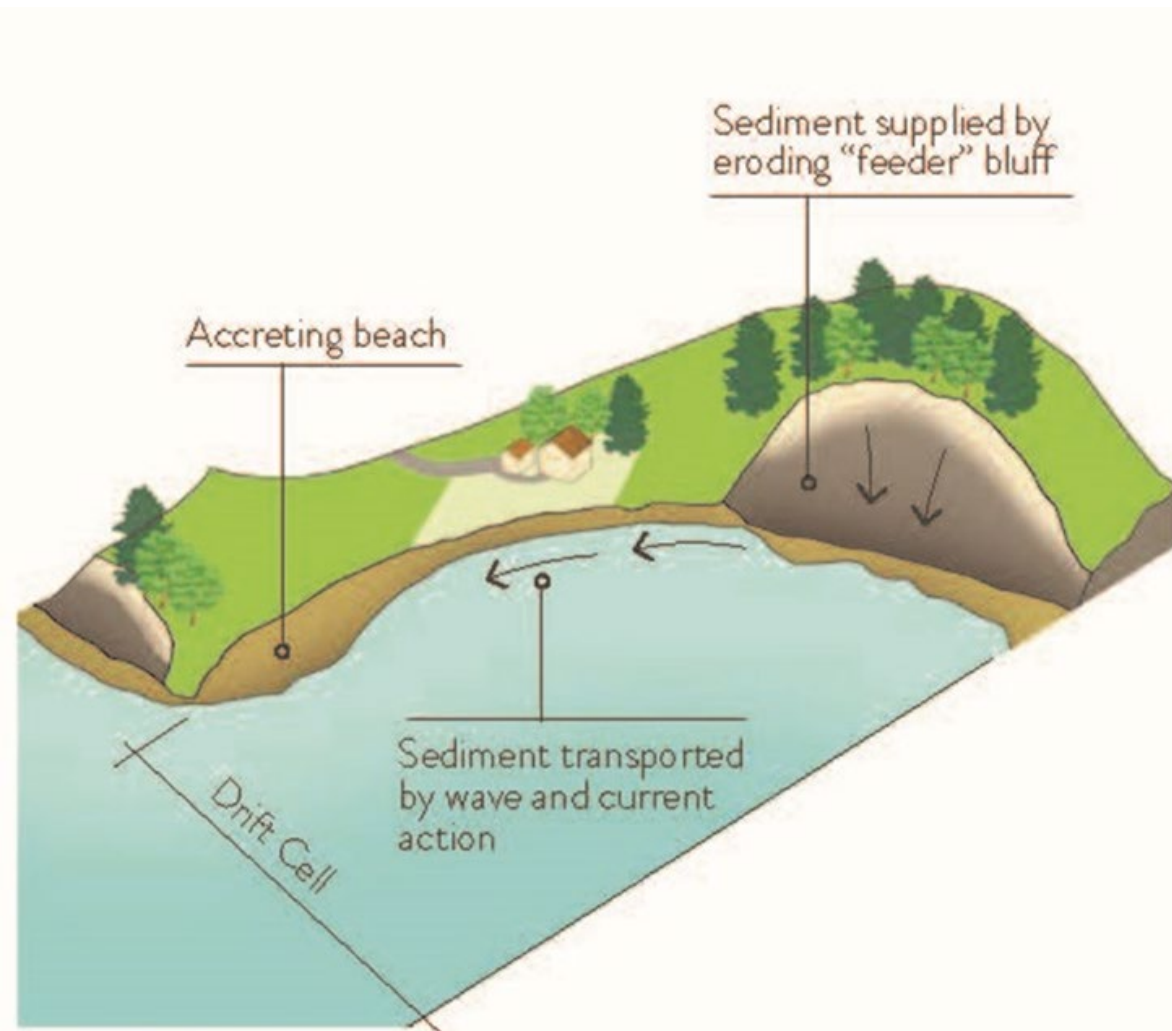
8. Create Primary Productivity



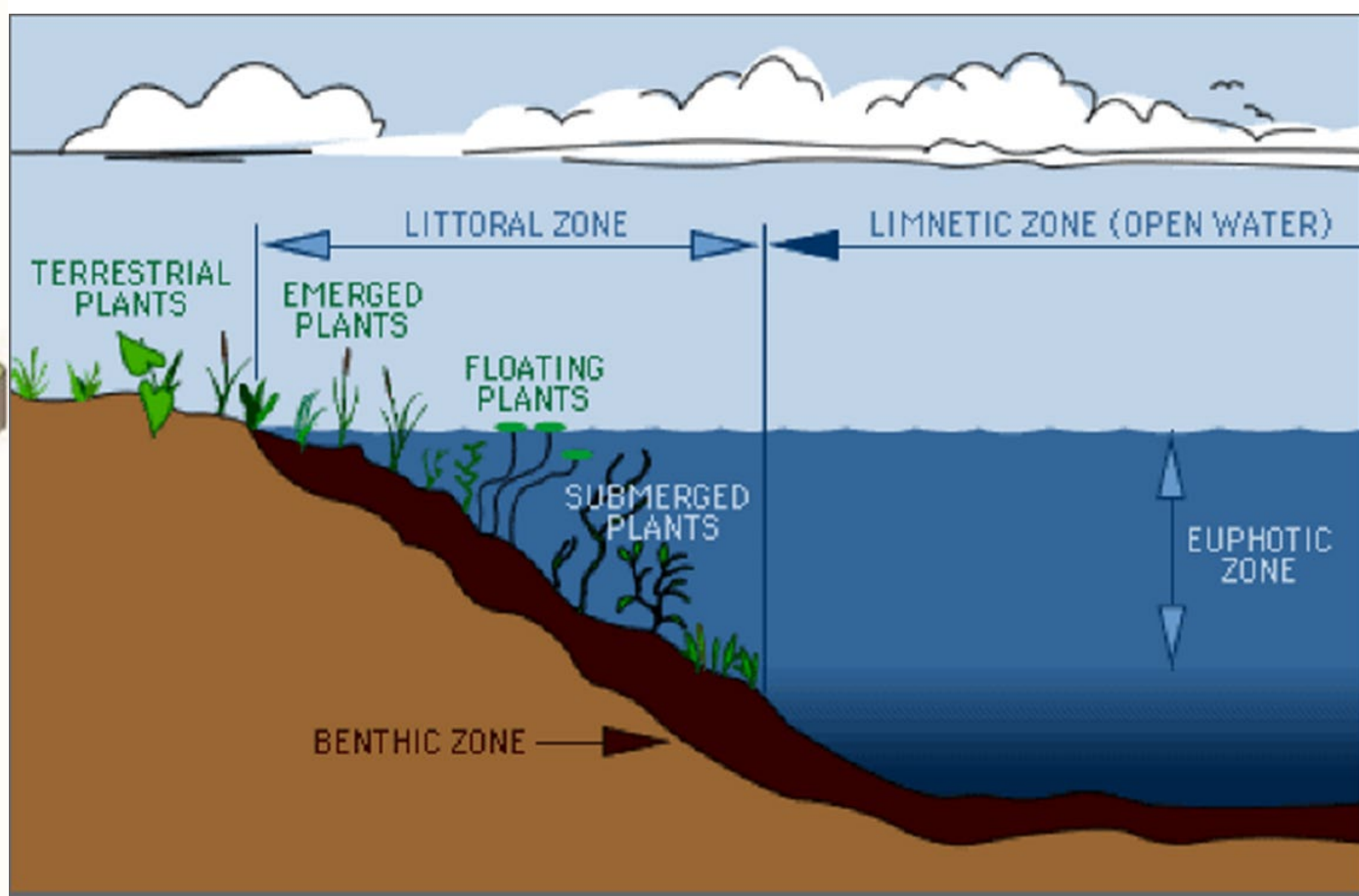
- Vegetation diversity and age-class structure creates links to other riparian functions.
- High shelter and forage values.
- Enhance soil development .
- Capture and recycle nutrients.



These are the basic functions; read on to see how they translate into products, services and benefits.



Elements of a drift cell



Nature-Based Solutions

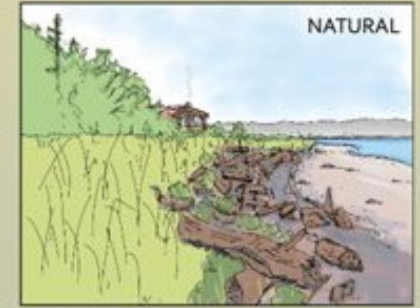
Case Example	Hard Alternative	Soft Alternative
Seawall/Gravel or Sand Beaches	\$33,000/m	\$10,000-14,000/m
Seawall/Inter-tidal and Sub-Tidal Reefs	\$35,000/m	\$25,000/m
Standard Dike/Headland Beach System	\$8,000/m	\$4,000/m

Green Shores alternatives are 30-70% less expensive to design and construct in these case examples

Soft alternatives always provide neutral to enhanced ecological resilience while the hard provides slightly positive to negative ecological resilience



Natural shorelines are limited to areas where sediment processes, vegetation and wildlife are not impacted by structures or human activity. Natural shorelines are increasingly rare and valuable, especially natural soft or sediment shorelines.



Soft shoreline treatments emulate natural beach form and sediment processes through nourishment and/or nature-based design. Soft shoreline treatments effectively maintain aesthetic, recreational and ecological values.



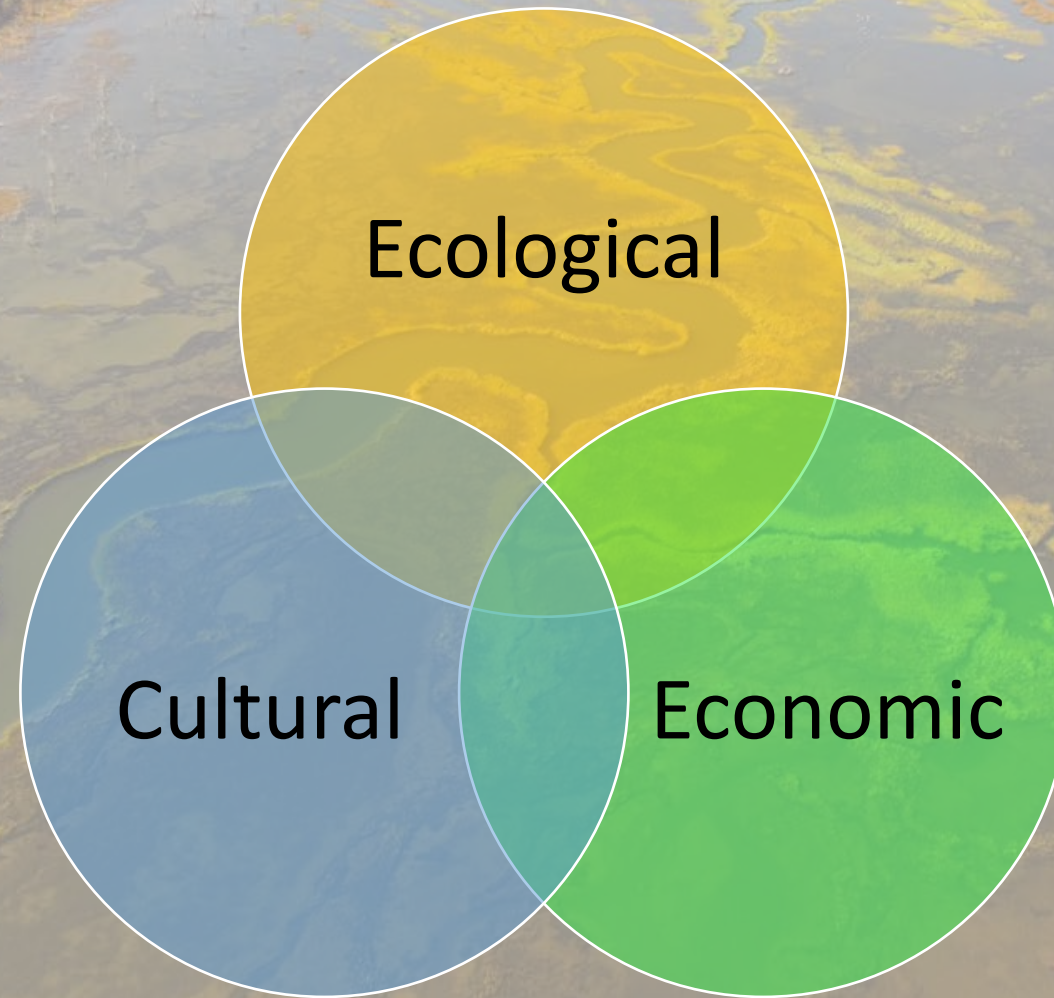
Hybrid shoreline treatments utilize hard protection measures such as rock, gravels, or wood while at the same time integrating softer elements. In some cases, hard shoreline protection elements can be buried to retain a more natural beach form and beach processes.



Hardened shorelines employ walls or other built elements to protect shorelines from erosion. Most hardened shorelines have a net negative impact on shoreline ecology, and can also dramatically change the aesthetic character and recreational access to a beach.



\$7:1 net benefit to cost ratio!



Natural Shoreline

- No human infrastructure or disturbance



Soft Shoreline Treatment

- Bank vegetation
- Structural logs
- Bank re-graded
- Living Shoreline approach



Hybrid Shoreline Treatment

- Constructed salt marsh
- Vegetated bank
- Rock sill/breakwater
- Submerged reef ball breakwater



Green Shores for Shoreline Development

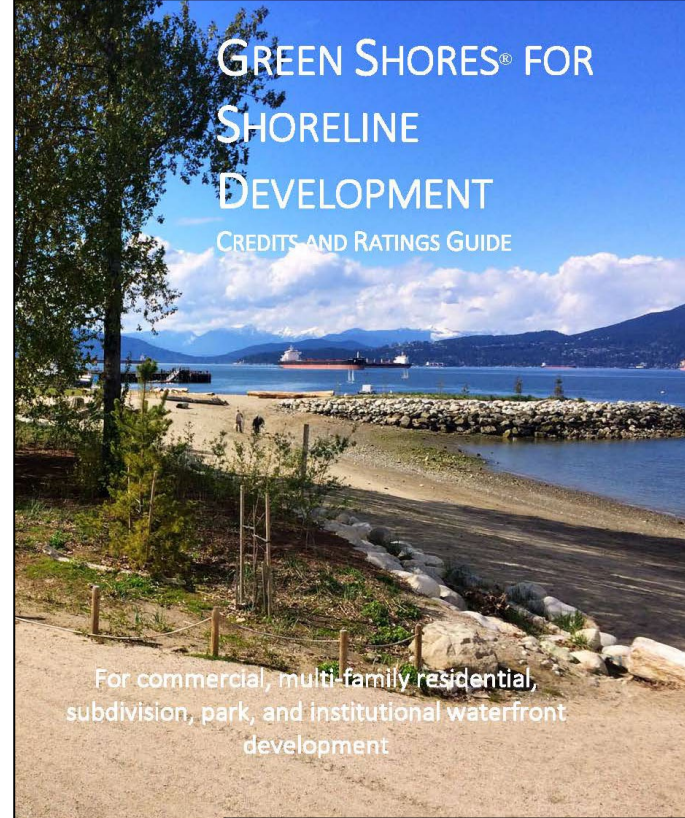
Applicable to:

- Parks
- Mixed-use residential/commercial
- Institutional shoreline properties
- Marine and lake shorelines

Green Shores for Homes

Applicable to:

- Residential properties
- Freshwater (lake) and marine shorelines
- Intended to encourage incremental improvements



Lakeshore Resilience

Upcoming Green Shores for Homes Project:
Owl Cove, Molega Lake

- Natural shorelines help maintain the health of the lake by providing critical habitat for symbiotic flora and fauna, absorbing and filtering run-off, shading and cooling shallow areas, and encourages fire resilience as a result of green-belting.



Molega Lake, natural seasonal floodplain
(pre-development)

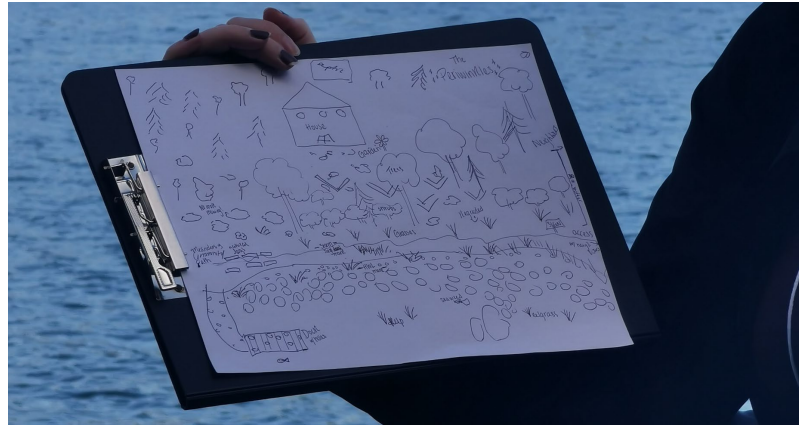


Molega Lake, post-development, depicting vegetation removal and infilling (to be restored 2025)

Green Shores is Science-Based

- Promotes shoreline project design that dissipates wave energy, accommodates storm surge, and lessens flooding.
- Incentivizes habitat restoration and the creation of natural areas, while protecting coastal ecology and sediment transport processes.
- Offers resilient approaches to sea level rise and climate change adaptation





Training – L1 & L2

transcoastaladaptations@smu.ca

Green Shores Local Government Group

- Meet monthly (virtual) to build capacity amongst municipal and provincial government staff across NS
- Support one another in learning, resource and knowledge sharing, brainstorming, and making beneficial changes that will support the implementation of future GS projects
- Guest presentations – opportunity to ask about and share projects
- Yearly in-person meeting; networking opportunity
- First to know about training opportunities





**Saint Mary's
University**



**GREEN
SHORES**

TransCoastal



Adaptations

Centre for Nature-Based Solutions

Thank you!

Kelly Umlah

- kelly.umlh@smu.ca
- transcoastaladaptations@smu.ca



Path Lake Property Conservation

A proposal for collaboration

Canada's Leading Land Conservation Organization

The Nature Conservancy of Canada (NCC) is the country's unifying force for nature, working to deliver large-scale, permanent land conservation. With nature we are building a thriving world.

We secure properties through donation, purchase and conservation agreement and manage them for the long term. NCC is an evidence-based organization that uses the best available information to identify priority conservation actions.



PORT JOLI, PHOTO BY MIKE DEMBECK



Canada's Largest Conservation Partner

Our proven model:



A trusted partner of governments, communities, corporations, and Indigenous peoples



Data driven: Evidence based decision making based on best available science



Non-partisan and non-activist



Innovation and proven capacity to secure and manage conservation projects of any size, anywhere in Canada

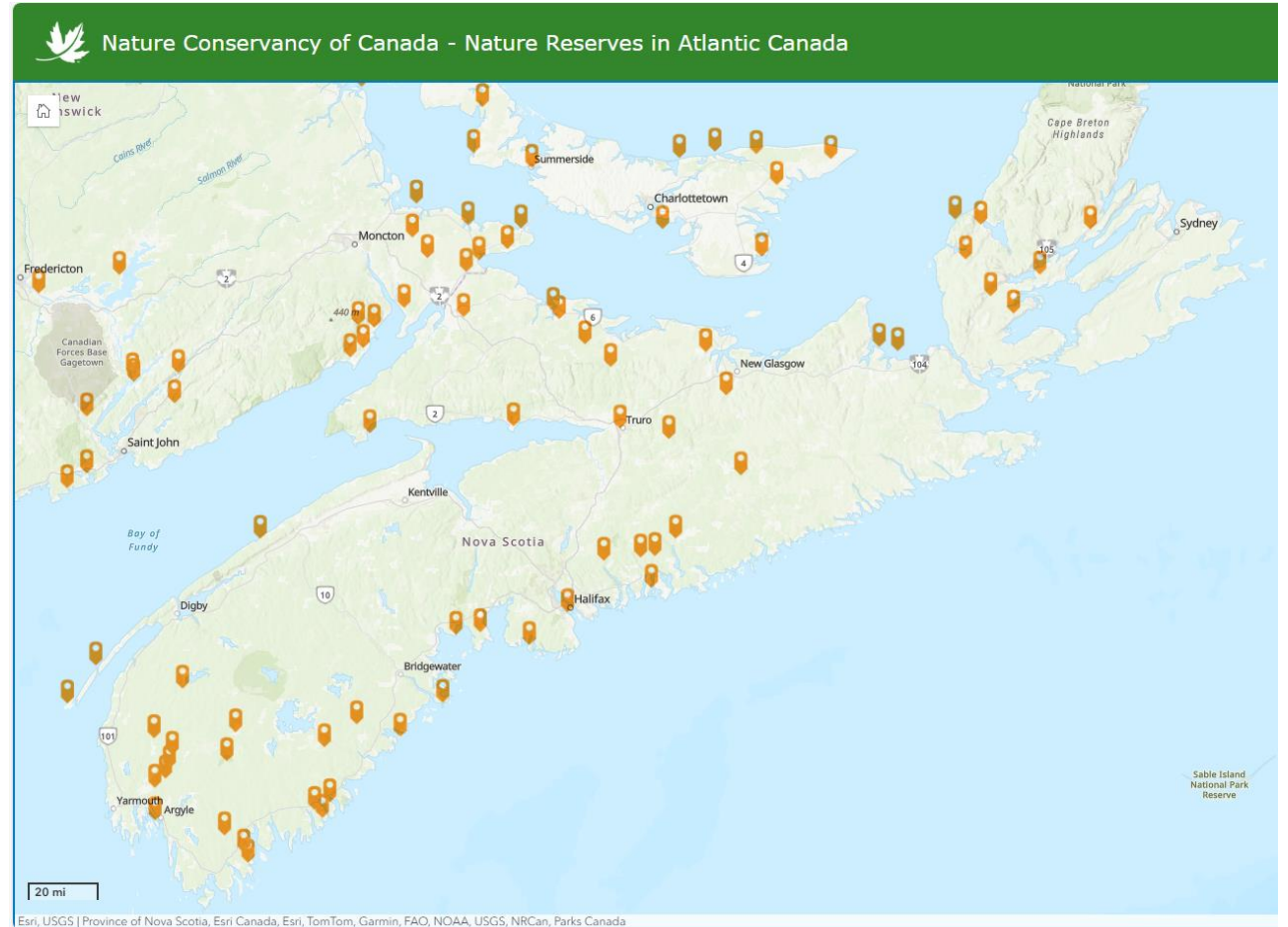


PORT JOLI, PHOTO BY MIKE DEMBECK

NCC in Nova Scotia

NCC's work in the province dates back to 1971, with 210 hectares conserved at Sight Point in Cape Breton's Mabou Highlands. NCC has worked with individuals and communities to protect more than 18,000 hectares in projects across the province.

Browse our interactive map of nature reserves located throughout Nova Scotia and Atlantic Canada [here](#).



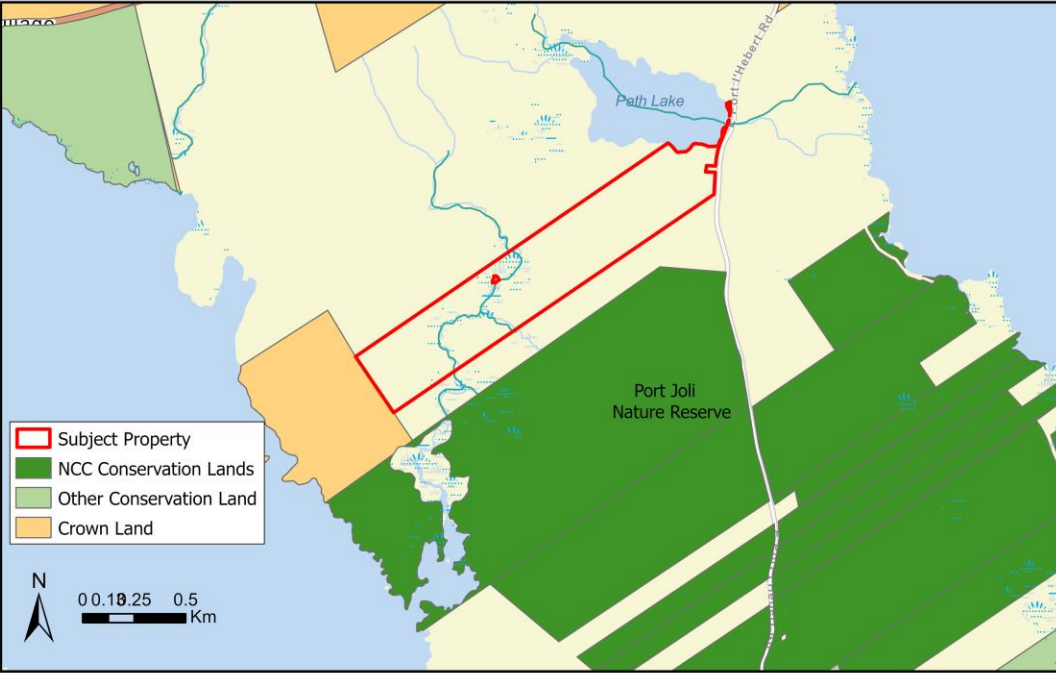


Fig.1: Path Lake property in relation to NCC and other conservation lands.

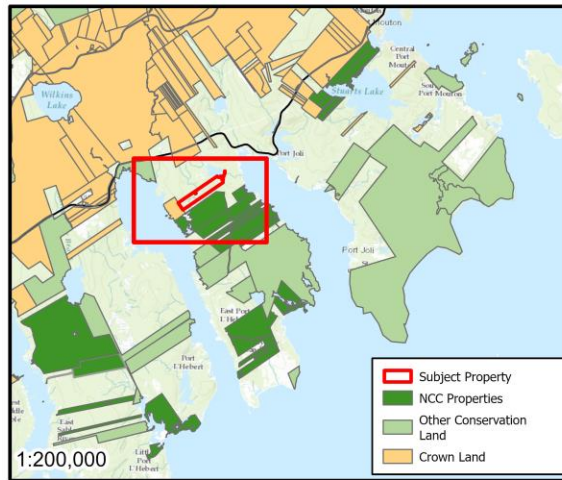


Fig 2: Path Lake property in relation to other conservation land

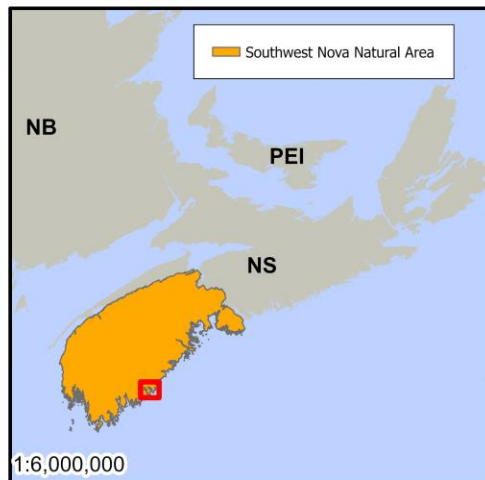


Fig 3: Southwest Nova (NA), Nova Scotia

The Property - PID 70067921

- 160 acres / 65 ha
- Highly intact multi-aged (old growth) forest
- Suitable habitat for lichen species at risk
- Swamp wetland surrounding Cox Creek Brook
- Path Lake frontage



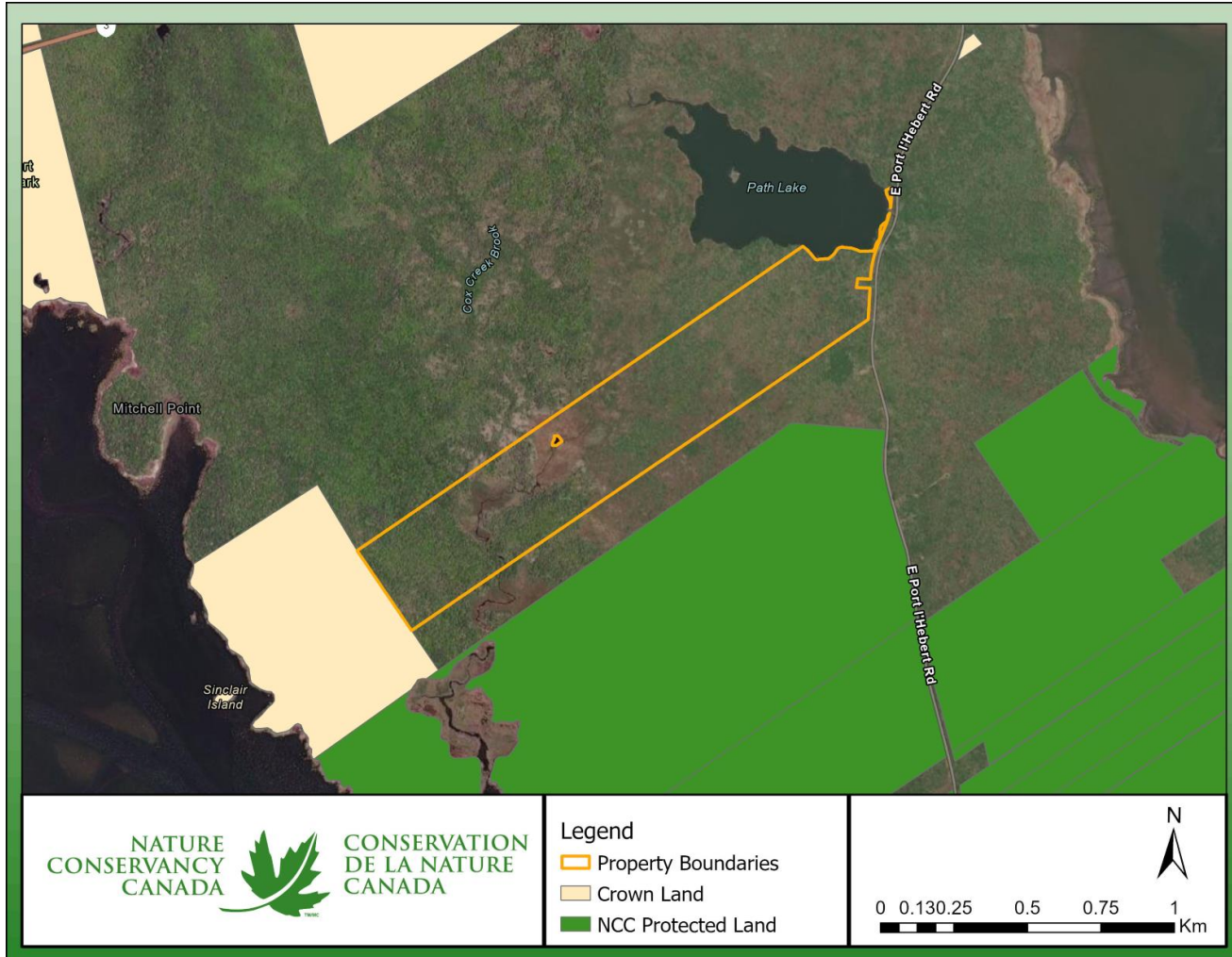
Why Partner with NCC?



- NCC is actively working in Port Joli and the surrounding areas to create a network of connected protected areas, key to the long-term survival of biodiversity in Nova Scotia's south shore.
- Our mission is compatible with the original terms of the bequest, and we will ensure the conservation of the land in perpetuity while maintaining public access.
- We can strategically manage the property for future generations leveraging expertise in land stewardship and visitor management and engagement.



Monitoring & stewardship of the property



Region of Queens Municipality: leadership in Nature conservation

- The ecological value of the land will be protected in perpetuity while maintaining access to the land for all recreational uses outlined in the original bequest.
- NCC assumes management and long-term conservation responsibilities, reducing liability for the municipality.
- A partnership with NCC showcases the Region of Queens Municipality as a leader in conservation and environmental stewardship.





Thank you.

For more information and to continue the conversation,
please contact us.

Dave Ireland | Nova Scotia Program Director
Email: dave.ireland@natureconservancy.ca
Phone: (902) 514-5414



Mayor Scott Christian
 Region of Queen's Municipality
 249 White Point Road
 Liverpool, NS B0T 1K0

June 4, 2025

Re: Enhanced conservation of municipally owned lands in Port L'Hebert in partnership with the Nature Conservancy of Canada

Dear Mayor and Council,

On behalf of the Nature Conservancy of Canada (NCC), I am writing to request time on an upcoming council meeting agenda to discuss a proposed collaboration with the Region for enhanced conservation of municipally owned land. This proposal presents an opportunity to position the Region as a leader in nature conservation while lessening burden and liability.

Collaboration is at the heart of who we are. We bring people together to protect nature, so it can protect us. NCC believes that only through this whole-of-society approach can the resilience of all ecosystems be maintained, enhanced, or restored. As the country's largest environmental charity, we are positioned to help Nova Scotians find creative solutions for a greener future. Through our efforts, NCC has helped to conserve more than 20,000 hectares of ecologically significant land in Nova Scotia, protecting critical habitats and supporting biodiversity and local communities.

Since 2006, NCC has been conserving land along the south shore of Nova Scotia, protecting and caring for over 2,000 hectares in the area. The Port Joli and Port L'Hebert peninsulas have been recognized locally, nationally, and internationally as important to the environment. The **Path Lake Park property [PID 70067921]**, a bequest to the Region in 1998, is approximately 160 acres (65 hectares). NCC understands the terms of the bequest are, generally, to support long-term land conservation and open use by the people of Queens County for hunting, fishing, hiking, and other recreational activities. These are all uses compatible with NCC values and management approaches.

NATURE
CONSERVANCY
CANADA



CONSERVATION
DE LA NATURE
CANADA

The Path Lake Property is one of nature's treasures. It has environmental significance and connectivity to other conserved lands in the area, including provincially protected areas (Thomas Raddall Park) and other crown lands. Partnering with NCC to conserve and care for the property is an opportunity for the Region to demonstrate environmental leadership in the province and safeguard the unique biodiversity within this region through enhanced conservation. The Path Lake Property, which includes Cox Creek Brook and approximately 100 meters of frontage on Path Lake, consists of natural stands, wetlands, and barren lands. Its largely intact and undisturbed forest supports critical habitat for rare species, including the Boreal Felt Lichen and Blue Felt Lichen, whose Canadian populations are limited to Nova Scotia and Newfoundland. By collaborating with NCC, the Region can ensure the long-term conservation of this valuable ecological area while maintaining community access.

Nature is part of RQM's identity. It is clearly expressed by the pride of people, how the municipality speaks about itself (Queen's Coast: Seek Nature's rewards), and is apparent through the community's existing love of this property. I hope that RQM will consider engaging in a conversation with NCC to enhance the conservation of the Path Lake property. The property, and the context of the conserved lands that surround it are highlighted in the enclosed map.

NCC looks forward to working with RQM to build upon the rich natural heritage of Queen's Coast's for future generations

Sincerely,

Dave Ireland
Program Director, Nova Scotia
Nature Conservancy of Canada

View our interactive map to find nature near you:
[Nature Conservancy of Canada - Nature Reserves in Atlantic Canada](#)

Map of the Path Lake property, other conservation areas, crown land, and NCC lands on Port Joli and Port L'Hebert



penninsulas.

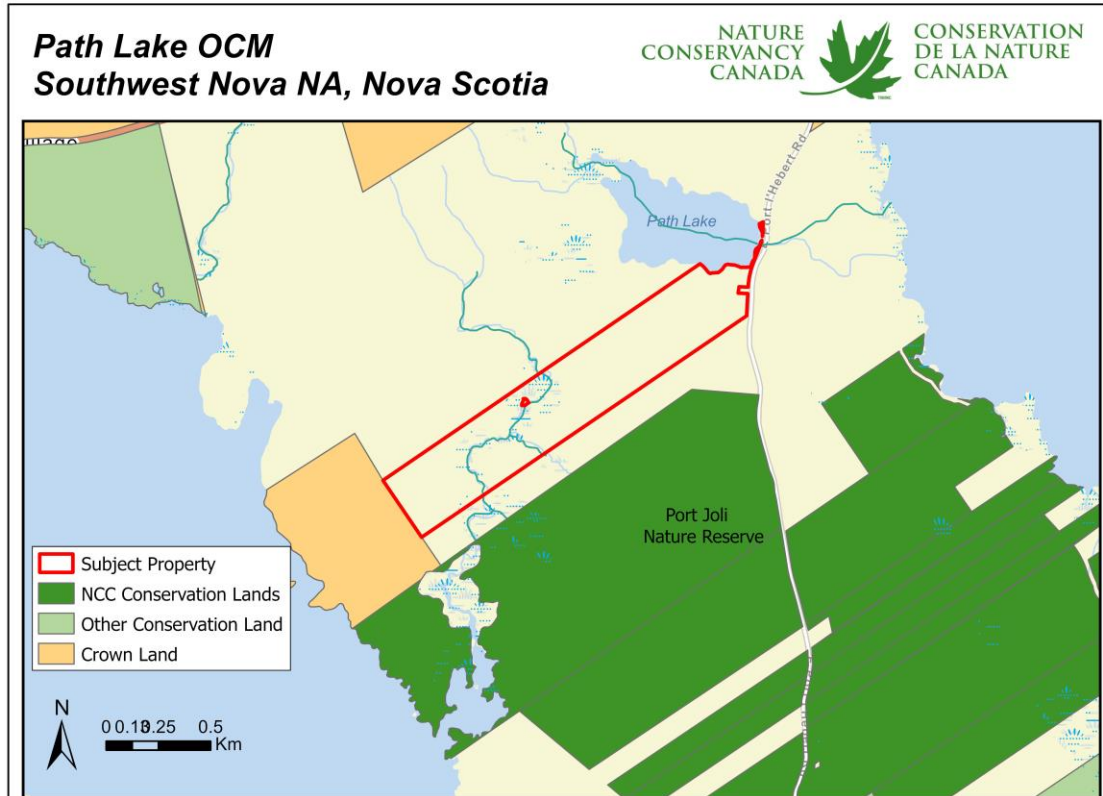


Fig.1: Path Lake property in relation to NCC and other conservation lands.

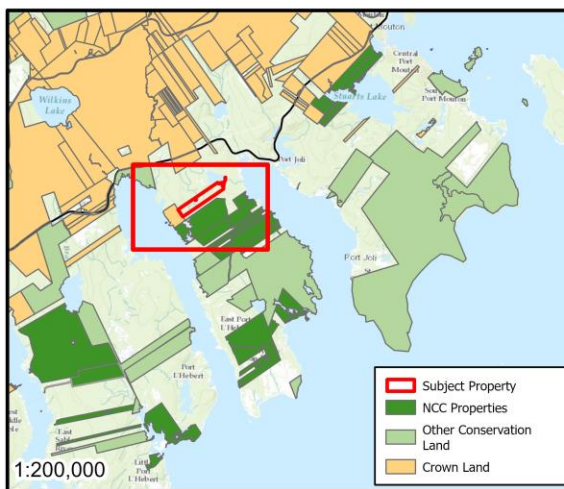


Fig 2: Path Lake property in relation to other conservation land

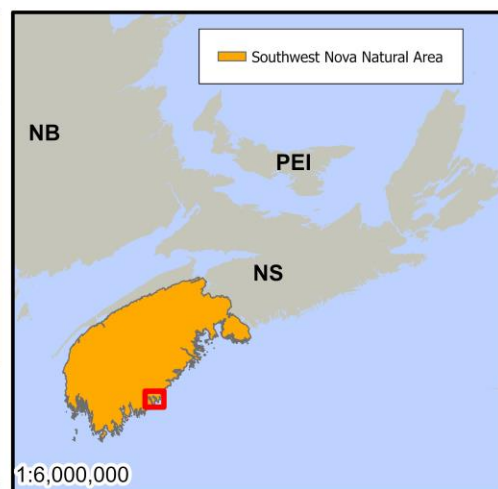


Fig 3: Southwest Nova (NA), Nova Scotia



Shelly Panczyk
Executive Director
Queens County Food Bank
344 Main Street, PO Box 1149
Liverpool, NS B0T 1K0

June 6, 2025

Mayor Scott Christian and Members of Council
Region of Queens Municipality
249 White Point Road
P.O. Box 1264
Liverpool, NS B0T 1K0

Re: Sincere Thanks for Municipal Support

Dear Mayor Christian and Members of Council,

On behalf of the Board, volunteers, and clients of the Queens County Food Bank, I extend our sincere thanks to Council and municipal staff for approving our recent funding request. It provides significant and immediate relief from core operating expenses and represents a meaningful investment in the wellbeing of our community.

With this financial support in place, the Board can now focus its efforts on strengthening and expanding our programs to meet the growing and changing needs of those we serve. This relief allows us to plan with greater confidence, respond more rapidly to community needs, and further develop initiatives such as school pantry support and other targeted services.

Your support also affirms the critical role of food banks in the social infrastructure of our region, and reflects the Municipality's commitment to equity, resilience, and compassion for all residents.

Thank you again for standing with us and for helping ensure that no one in Queens County is left behind during times of hardship.

With appreciation,



Shelly Panczyk
Executive Director
Queens County Food Bank

CC: Joanne Veinotte, Director of Corporate Services

Dear Council Members,

My name is Eugene Verdon, I am honored to serve as the President of the Maritime Branch of the Canadian Postmasters and Assistants Association (CPAA)—the second-largest and oldest union at Canada Post, representing over 8,500 employees in more than 3,000 rural post offices across Canada.

While much public attention is focused on the CUPW union, CPAA has quietly but firmly served as the voice of rural post office employees since 1902. Our members—92% women—are the backbone of small-town Canada, providing vital services and human connection in communities where few federal services remain.

We do not strike. We serve.

Canada Post's vast network is one of the last threads tying rural Canadians to essential services—from parcel delivery and bill payments to money transfers and government forms. Yet, our workforce and network continue to shrink. From over 10,000 jobs and 5,220 post offices in the 1980s, we are now down to just over 8,500 employees and 3,093 rural post offices—and that number continues to decline.

Although a moratorium on closures has existed since 1994, it has not stopped job cuts, hour reductions, and office closures. With the return of the Kaplan inquiry, the risk of losing more post offices is real.

Our members were declared essential during the pandemic. When others stayed home, we kept rural Canada running—delivering medication, groceries, and vital supplies. In places where banks have pulled out, the post office has become a lifeline.

If Canada Post's exclusive privilege to deliver letter mail is removed, rural areas could be left behind in favor of urban markets by private carriers. We must ensure equal access for all Canadians, regardless of geography.

Why This Matters to You? The loss of a rural post office is more than inconvenience—it's the loss of a community hub, a reliable job, and access to vital services. When replaced with dealer outlets or community mailboxes, the identity of the town fades. We've seen it happen.

Your support is critical. If you are contacted by Canada Post about service changes, please reach out to me. I'm here to answer questions and help defend your community's right to accessible postal services.

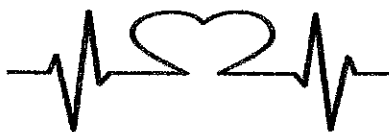
Let's keep the heart of rural Canada beating.

Sincerely,

Eugene Verdon

President, Maritime Branch

Canadian Postmasters and Assistants Association (CPAA)



CPAA / ACMPA

In the rhythm of life, Find your heartbeat.

CPAA Website



To
Mayor Scott Christian
All Councillors
Richard Lane

Dear Mayor,
Dear Members of the Municipal Council,

I hope this letter finds you well. I am writing to you as a concerned aviator and a resident of our vibrant community, to express my support for the continued operation and potential improvements of our local airport. In today's world, connectivity is crucial for economic growth, community development, and quality of life, and our airport plays a vital role in all these aspects.

Firstly, the airport enhances local aviators and local business opportunities by providing essential access to both national and international markets. Improvements of the airport would attract new businesses, facilitate trade, and create jobs in our area. A well-functioning airport can serve as a key logistical hub, reducing transportation costs for local products and businesses. Moreover, with the rise of remote work and digital nomadism, easy access to our area from other regions can encourage tourism and stimulate the local economy.

Furthermore, from an emergency management perspective, the airport is invaluable. It could serve as a critical resource for medical emergencies, natural disasters, and other urgent transportation needs. Having an operational and accessible airport ensures that we are prepared to respond swiftly and effectively in times of crisis, ultimately safeguarding our community.

The below article shows how even a small airport can become very important.

<https://www.cbc.ca/news/canada/manitoba/pukatawagan-mathias-colomb-cree-nation-evacuatio-n-1.7549201>

The benefits of a well maintained, well equipped and well functioning local airport can't be underestimated:

We, members of the South Shore Flying Club suggest, as a first step, the following:

- Bring Jet A Fuel to the airport, so that bigger aircraft (for example firefighting helicopters or medevac planes) can land and refuel. This can surely be done with the help of the municipal, provincial and federal authorities.
- Invest in infrastructure and build new hangars to attract and encourage use by the greater general aviation community
- Provide a courtesy car for visiting pilots and crew (we can help with this)
- Install a shower in clubhouse for crewmembers (we can help with this)

We thank the Municipality for the funds from the CIF Operating Fund for 2025-26 but the airport is not going to be sustainable if the Municipality doesn't step up and help provide the investment needed to keep the airport safe and properly maintained.

If the opportunity arises that a good investor comes along who is willing to invest significant funds to improve the airport then the airport could be sold (the Municipality can always stipulate conditions).

In conclusion, I urge the council to recognize the transformed global landscape in which we live and the local advantages that come from maintaining and improving our local airport and its services.

Supporting our local airport not only fosters economic growth but also enhances the quality of life for all our residents. Thank you for considering the importance of this vital asset to our community.

We are also always available to discuss how all stakeholders can come together and improve the airport. Maybe it would be a good idea to get together (sometime in the summer) to talk about the future of the airport.

We are looking forward to seeing you at our next Breakfast Fly-in, on June 21st, 2025 (8am to 11am; rain date 22nd)), or at our 50th Year Anniversary event at the Greenfield Airport on July 12th, 2015 (11am to 2pm; rain date July 13th).

See you there!

With warm regards,

Marcel Kuhn
Director
on behalf of the South Shore Flying Club

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Mike MacLeod, Director of Land Use

Date: June 24, 2025

Re: System of Municipal Fire Inspections Policy

Background

The Nova Scotia Fire Safety Act sets out that a municipality shall establish a system shall establish a system for carrying out fire inspections. Specifically, Section 19 (1)(a) sets out that:

(1) A municipality shall:

(a) establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;

Section 14 of the Nova Scotia Fire Safety Regulations established that:

Responsibility of municipality to inspect

- 14 (1) *A municipality must inspect an assembly occupancy (Group A) once every 3 years.*
- (2) *A municipality must carry out a system of fire inspections on all buildings containing the following occupancies:*
- (a) a residential occupancy (Group C) that has more than 3 units and is not regulated under the Homes for Special Care Act;*

(aa) a residential occupancy (Group C) that meets all of the following conditions:

- (i) it has 3 or fewer units,
- (ii) is not regulated under the Homes for Special Care Act,
- (iii) the municipal fire inspection office has received a complaint that a fire or life safety issue exists in the building from a representative of one of the following:
 - (A) a Provincial government department or agency,
 - (B) a fire department with jurisdiction over the property,
 - (C) a police agency with jurisdiction over the property;

- (b) a business and personal services occupancy (Group D);
- (c) a mercantile occupancy (Group E); and
- (d) an industrial occupancy (Group F).

Details

While the Region of Queens Municipality has established an informal process for carrying out fire inspections in accordance with the Regulations, this process has never been formally identified in writing. In discussions with our partner municipalities under the Shared Building Inspections Services, it was felt that this process should be formally set out in policy. A draft copy of a policy respecting Municipal Fire Inspections is attached as Appendix A. Council had previously reviewed and discussed the draft Policy at its June 10, 2025 meeting.

Applicable Legislation

Fire Safety Act

Budget Impacts

No budget impacts

Recommendation

THAT the Region of Queens Municipality approve Operational Policy 97 respecting System of Municipal Fire Inspections.

Appendix A

Region of Queens Municipality Operational Policy 97 System of Municipal Fire Inspections

General Statement of Policy:


1. It shall be the policy of Region of Queens Municipality to establish a system for carrying out municipal fire inspections pursuant to the Nova Scotia Fire Safety Act (Act) and the Nova Scotia Fire Safety Regulations (Regulations).

Title:

2. This Policy is entitled the "System of Municipal Fire Inspections".


Definitions:

3. In this Policy, the following definitions shall apply:
 - a. **ASSEMBLY OCCUPANCY (GROUP A)**, means the Assembly Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time.
 - b. **RESIDENTIAL OCCUPANCY (GROUP C)**, means a Residential Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - c. **BUSINESS AND PERSONAL SERVICE OCCUPANCY (GROUP D)**, means a Business and Personal Service Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - d. **MERCANTILE OCCUPANCY" (GROUP E)**, means a Mercantile Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time ;.
 - e. **INDUSTRIAL OCCUPANCY (GROUP F)**, means an Industrial Occupancy as defined in the National Building Code of Canada (2020), as amended from time to time;
 - f. **MUNICIPAL FIRE INSPECTOR**, means a person appointed by the Municipality as a Municipal Fire Inspector pursuant to Fire Safety Act, Chapter 6 of the Acts of 2002, as amended from time to time;
 - g. **FIRE SAFETY ACT**, means "An Act to Promote and Encourage Fire Safety", Chapter 6 of the Acts of 2002, Nova Scotia, as amended from time to time, and any other successor legislation;

- 
- h. **FIRE SAFETY REGULATIONS**, mean the “Regulations Respecting Fire Safety made by the Governor in Council pursuant to Section 51 of Chapter 6 of the Acts of 2002, the Fire Safety Act, as amended from time to time;
 - i. **COUNCIL**, means the Council of the Region of Queens Municipality.

Policy Regulations:

- 4. Pursuant to Section 19 of the Act, this Policy establishes a “System of Municipal Fire Inspections” to provide for compliance with that Act and the Regulations and that recognizes municipal resources, geography and priorities based upon a risk assessment.
- 5. Pursuant to Section 19 of the Act, the Municipality shall appoint one or more Municipal Fire Inspectors, who shall carry out the System of Municipal Fire Inspections in accordance with the requirements of the Act and Regulations
- 6. Pursuant to Section 4. of this Policy, Council hereby establishes the following “System of Municipal Fire Inspections”:
 - a) Assembly Occupancies (Group A):
As per Section 13 of the Regulations.
 - b) Residential Occupancies (Group C):
 - i) Buildings with more than three units, and not regulated under the Homes for Special Care -
Buildings will be inspected every 3 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - ii) Buildings with three units or less -
Buildings will be inspected only upon receipt of the written request of an owner, and only if the inspection to be conducted is not for insurance purposes, or upon the Municipal Fire Inspector obtaining a warrant allow such inspection pursuant to Section 24 of the Act.
 - iii) Inspection of wood stoves -
Wood Stoves will only be inspected upon receipt of the written request of an owner, and only if the inspection to be conducted is not for insurance purposes.

- 
- c) Mercantile Occupancies (Group E):
Buildings will be inspected every 5 years, unless the Municipal Fire Inspector deems that to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - d) Business and Personal Service Occupancies (Group D):
Buildings will be inspected every 5 years, unless the Municipal Fire Inspector deems that, to reduce the risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
 - e) Industrial Occupancies (Group F):
Buildings will be every 5 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

7. Failure to Comply with Order -

- a) Summary Conviction -
Where the owner of a building, land or premises fails to comply with an Order to Comply issued by the Municipal Fire Inspector, the Municipal Fire Inspector may take action as set out in Section 44 of the Act.
- b) Carrying on Matters not done by Owner -
Pursuant to the Act, and subject to the approval of the Fire Marshall and Chief Administrative Officer, where an owner of a building, land or premises fails to comply with an Order issued by the Municipal Fire Inspector, the Municipal Fire Inspector may carry out, or cause to be carried out, an Order.

Adopted by council:

Region of Queens Municipality Staff Report

To: Council members

From: Steve Whynacht, Manager of Information Technology
Heather Cook, Acting Municipal Clerk/Communications Officer

Date: June 24, 2025

Re: Revised Policy 23: Respecting Regular Meetings of Council

Background

At the May 27, 2025 Regular Council meeting, Council approved a motion directing staff to draft a policy to support virtual/hybrid attendance for committee and Council members, and to bring back the draft policy at the June 10th regular meeting of Council. At the June 10, 2025 Regular Council meeting, Council approved a motion to revise "Policy 23: respecting Regular Meetings of Council" to include details about hybrid and fully virtual attendance.

Details

In adding the additional suggestions that came forward from Council members at the June 10 Regular Council meeting, it brought to the attention of staff that there was an error made when the policy was previously updated in November 2024, in which section 3 contained incorrect information and was a duplication of section 4, although with an incorrect meeting time. That change and the suggestions received from Council at the meeting have been included in the final version of the policy. The final version of the draft revised policy was circulated to Council members on Friday, June 13, 2025, providing sufficient notice for policy revision as per the Municipal Government Act.



Applicable Legislation

Budget Impacts

None at this time.

Recommendation

THAT Council of Region of Queens Municipality receive the report “Revised Policy 23: Respecting Regular Meetings of Council”.

AND THAT Council of Region of Queens Municipality approve the revised Policy 23, with the the provisions as noted within for hybrid and fully virtual meetings.

Communications

Following Approval of revised Policy 23, the Policy will be posted on the Municipal website.



Region of Queens Municipality

Administrative Policy 23 - Respecting Regular Meetings of Council

Policy Statement

It shall be the policy of Region of Queens Municipality to have a consistent, predetermined schedule for Regular Council Meetings.

Policy Objectives

1. To maintain and communicate to the public a consistent schedule for Regular Council Meetings.

Policy Details

2. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the second Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool beginning at 9:00 a.m.
3. Council of Region of Queens Municipality shall hold a bi-monthly 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 p.m.
4. Notwithstanding Section 3, no council meetings shall be held on the fourth Tuesdays of July, August, and December.
5. When a meeting date falls on a holiday, the meeting shall be held on the next business day.
6. In cases when a quorum is not expected to be present due to regrets from Council members, the Mayor or Deputy Mayor, in consultation with Council and the Chief Administrative Officer or their delegate, may cancel an in-person council meeting. If quorum can be reached virtually, the meeting can be held electronically as a hybrid meeting or fully virtual meeting. If a meeting is cancelled, it shall not be rescheduled and notice shall be given to the public and staff. Agenda items will carry over to the next scheduled meeting.
 - 6.1. Council meetings may be conducted by electronic means as

permitted by the Municipal Government Act and regulations. Public notice must be given at least two days prior to a fully virtual meeting respecting the way in which a meeting will be conducted, as per the requirements of the Municipal Government Act.

- 6.2. Public Notice for a hybrid meeting is not required; a council member joining virtually will be announced by the Chair of the meeting as joining virtually. Notice for a council member to take part virtually must be received by the Municipal Clerk two days prior to the meeting, when possible.
- 6.3. During a virtual meeting, one, multiple or all Council members may participate by electronic means, as permitted by the Municipal Government Act and regulations. In instances whereby some members are meeting in-person, and others are meeting virtually, that meeting is deemed to be a hybrid meeting. The member(s) joining the meeting virtually shall be deemed to be present and shall be counted for quorum.
- 6.4. If unanticipated technological problems prevent a Council member from participating in a meeting in its entirety, they shall be considered absent from the meeting, and recorded as absent with permission in the minutes.
- 6.5. If a Council member becomes disconnected from the meeting due to technical problems, the minutes shall reflect that they left the meeting at the time of disconnection. If they are able to resolve the issue on their own, they will be marked as present when they return to meeting.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the **xx day of xx 2025.**

SIGNED by the Mayor and Municipal Clerk this **xx day of xx 2025.**

Mayor

Municipal Clerk

Adopted by Council:



DRAFT



Region of Queens Municipality

Administrative Policy 23 - Respecting Regular Meetings of Council

Policy Statement

It shall be the policy of Region of Queens Municipality to have a consistent, predetermined schedule for Regular Council Meetings.

Policy Objectives

1. To maintain and communicate to the public a consistent schedule for Regular Council Meetings.

Policy Details

2. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the second Tuesday of each month in the Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool beginning at 9:00 a.m.
- ~~3. Council of Region of Queens Municipality shall hold a bi-monthly council meeting on the fourth Tuesday of each month in Council Chamber of the Municipal Administration Building, 249 White Point Road, Liverpool, beginning at 9:00 a.m.~~
4. Council of Region of Queens Municipality shall hold a bi-monthly 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 p.m.
5. Notwithstanding Section ~~4-3~~, no council meetings shall be held on the fourth Tuesdays of July, August, and December.
6. When a meeting date falls on a holiday, the meeting shall be held on the next business day.
7. In cases when ~~there is a health or safety concern related to holding a meeting in person, or~~ a quorum is not expected to be present due to regrets from Council members, the Mayor or Deputy Mayor, in consultation with Council and the Chief Administrative Officer or their delegate, may cancel an in-person council meeting. If quorum can be

reached virtually, the meeting can be held electronically as a hybrid meeting or fully virtual meeting. If a meeting is cancelled, it shall not be rescheduled, and notice shall be given to the public and staff, and. Agenda items will carry over to the next scheduled meeting.

7.1. Council meetings may be conducted by electronic means as permitted by the Municipal Government Act and regulations. Public notice must be given at least two days prior to a fully virtual meeting respecting the way in which a meeting will be conducted, as per the requirements of the Municipal Government Act.

7.2. Public Notice for a hybrid meeting is not required; a council member joining virtually will be announced by the Chair of the meeting as joining virtually. Notice for a council member to take part virtually must be received by the Municipal Clerk two days prior to the meeting, when possible.

7.3. During a virtual meeting, one, multiple or all Council members may participate by electronic means, as permitted by the Municipal Government Act and regulations. In instances whereby some members are meeting in-person, and others are meeting virtually, that meeting is deemed to be a hybrid meeting. The member(s) joining the meeting virtually shall be deemed to be present and shall be counted for quorum.

7.4. If unanticipated technological problems prevent a Council member from participating in a meeting in its entirety, they shall be considered absent from the meeting, and recorded as absent with permission in the minutes.

7.5. If a Council member becomes disconnected from the meeting due to technical problems, the minutes shall reflect that they left the meeting at the time of disconnection. If they are able to resolve the issue on their own, they will be marked as present when they return to meeting.

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the xx day of xx 2025.

SIGNED by the Mayor and Municipal Clerk this xx day of xx 2025.

Mayor

Municipal Clerk

Adopted By Council: xx Date

Region of Queens Municipality Staff Report

To: Mayor & Council

From: Steve Burns, Community Economic Development Officer

Date: June 24, 2025

Re: Community Investment Fund 2025-2026
Liverpool Tennis & Pickleball Club Capital Request

Background

The Community Investment Fund (CIF) is entering its 7th year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

Total funding available in the 2025-2026 budget year is \$175,000. The deadline for Operational funding under the program closed January 31, 2025, with additional streams of funding such as capital, event & tournament, travel & training available until the fund has been spent.

Details

The funding request below is recommended for approval and was completed within the guidelines of the Capital portion of the Community Investment Fund.

11.18 Organizations are eligible for Capital Investment Funds under three categories:

b. Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000;



Below is a summary of today's Operational Investment Fund application:

Liverpool Tennis & Pickleball Club

Request: \$7,197.50– Capital

Liverpool Tennis & Pickleball Club has requested assistance with Capital project expenses to assist the club in complying with an urgent request to vacate the current clubhouse and storage facility at 19 Park Street, Liverpool.

Previously reviewed with Council, May 13, 2025, by means of correspondence and in person presentation, the club successfully gained permission to move forward with capital improvements within the lease on the property with Region of Queens Municipality. To provide adequate service on the site for patrons they will add a storage shed, compostable toilet, and make necessary alterations to electrical and associated service needs onsite as required.

Total projected eligible expenses exclusive of HST for this 2025-2026 Capital project are estimated to be \$11,600.00. In-kind contribution may be applied at the prescribed rate and supported with documentation upon final reporting. The recommendation for funding is less than the amount requested based on the analysis of quotations provided, each exclusive of HST. Required documentation was provided, and the request meets the requirements of Policy 11 – Community Investment Fund's criteria.

Applicable Legislation

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

Authorized municipal expenditures

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

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
- (c) the expenditure is legally required to be paid.

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other

action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.



Budget Impacts

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

Recommendation

That the Council of Region of Queens Municipality provide grant funding to the Liverpool Tennis and Pickleball Club for eligible Capital project expenses in the amount up to \$5,800.00 from the 2025-2026 Community Investment Fund.

Communications

The funding applicant will be notified of a decision following Council. Approved applicants will be included in the 2025-2026 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Mike MacLeod, Director of Land Use
Date: June 24, 2025
Re: Variance Appeal – Old Port Mouton Road, Liverpool

Background

The Region of Queens Municipality has received an appeal respecting the approval of a variance for construction of a multiple unit dwelling on a property on Old Port Mouton Road in Liverpool.

Details

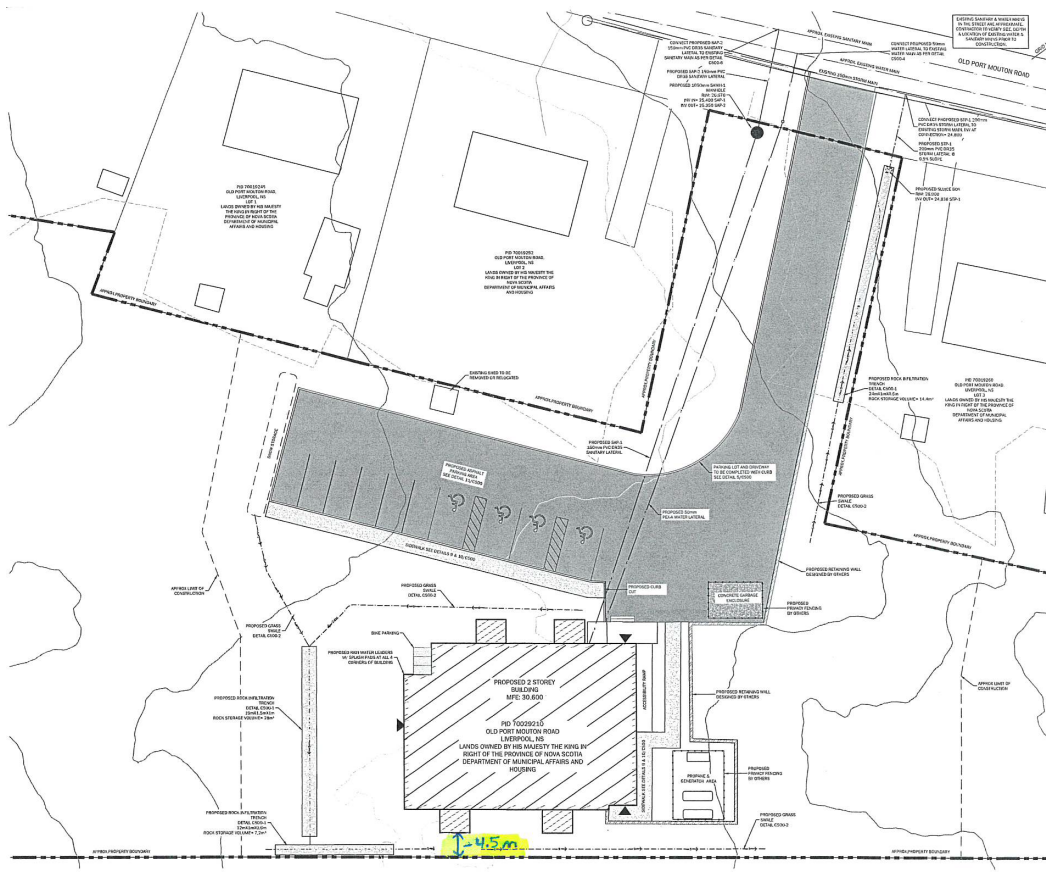
The Land Use Department has received an application to construct an 8-unit apartment building on property located at Old Port Mouton Road in Liverpool and identified as PID # 70029210.



The property is zoned as *Multiple-unit Residential (RM)* under the Municipality's Land Use Bylaw, which allows for this use.


The owners of the property have applied for a variance in the rear yard setback, citing the challenging topography and geology the property as rational for not being able to meet setback requirements for the (RM) Zone. A variance of **3 metres** (9.84 feet) in the rear yard setback was requested. A copy of the variance application is attached as Appendix A.

Under the Municipality's Land Use Bylaw, the rear yard setback requirement is 7.5 metres (24.6 feet) from the property line, and the property owners wish to have this setback reduced to 4.5 metres (14.76 feet).



Staff reviewed the application and approved the variance.

The Municipal Government Act (MGA) establishes the process for variance approval (Section 235 - 237), part of which is notification of surrounding property owners and setting out the right to appeal the variance to Council. Notification was sent out to all property owners within 30 meters of PID 70029210. Within the



14-day appeal period, the municipality received one formal appeal of the proposed development. A copy of the appeal is attached as Appendix B.

As set out in the MGA, upon hearing an appeal, Council can make any decision that the Development Officer could have made respecting the variance application.

Recommendation Options

1. THAT Council of Region of Queens Municipality overturn the decision of the Development Officer and deny the variance approval to reduce the rear yard setback on property identified as PID# 70029210;

Or

2. THAT Council of Region of Queens Municipality uphold the decision of the Development Officer to approve a variance to reduce the rear yard setback on property identified as PID# 70029210.

Region of Queens Municipality
Planning
249 White Point Rd
P.O. Box 1264
Liverpool, NS
BOT 1K0



VARIANCE APPLICATION FORM

1. Variances are considered under the provision of the Municipal Government Act, Sections 235, 236 and 237. Therefore, if your proposal is in compliance with the intent of the Municipal Government Act, the Development Officer may grant a relaxation of the appropriate provisions of the Region of Queens Municipality Land Use Bylaw. Should your application be approved, there will be a fourteen (14) day appeal period. A Development Permit cannot be issued until this appeal period expires or any appeals disposed of.
2. It is advisable to familiarize yourself with the Region of Queens Municipality Land Use Bylaw as it applies to your application. There are copies of the bylaws and maps available at the Planning Office for a nominal charge.
3. It is very important that you provide **all** information and submissions requested below. This will facilitate the speedy processing of your application and avoid unnecessary delay.
4. Your application must be accompanied by the following:
 - (a) One (1) copy of a plot plan, drawn to scale and showing:
 - (i) the dimensions of the subject property;
 - (ii) the location of existing buildings on the property and any proposed additions;
 - (iii) the distances from lot lines to existing buildings and proposed additions;
 - (iv) the distances from lot lines to buildings on adjacent lots.

NOTE: A PLOT PLAN PREPARED BY A NOVA SCOTIA LAND SURVEYOR MAY BE REQUIRED TO ENABLE THE DEVELOPMENT OFFICER TO PROPERLY EVALUATE THE PROPOSAL. DEPENDING ON THE TYPE OF VARIANCE APPLIED FOR, A LOCATION CERTIFICATE PREPARED BY A NOVA SCOTIA LAND SURVEYOR WILL BE REQUIRED ONCE FOOTINGS ARE IN PLACE TO ENSURE THE SETBACKS ARE MET.

5. Name of Applicant: Louann Scallion - DORA Construction

Address: 200 - 60 Dorey Avenue

Telephone: Dartmouth, NS B3B 0B1

Home: _____ Business: 902-478-5651

6. What is the nature of the variance requested?

(Please check the appropriate space)

- (a) reduced front yard _____ (b) increased lot coverage _____
(c) reduced side yard _____ (d) reduced amenity area _____
(e) reduced rear yard X (f) number of parking spaces _____
(g) lot area _____ (h) number of loading spaces _____
(i) height / area of a sign _____ (j) height / area of a structure _____
(k) area of home-based business _____

7. Please indicate the lot number, subdivision name, civic address and location of the subject property.

Port Mouton Road, PID #70029210

8. Indicate the existing zoning of the subject property.

Multiple-Unit Residential (RM)

9. Indicate the existing use of the subject property.

Vacant property

10. Give a general explanation of the proposal. (If additional space is required use another sheet)

We are seeking a variance to reduce the rear yard setback from 7.5m to 4.5m due to challenging site topography and geology

11. Why is it not possible to comply with the provisions of the Region of Queens Municipality Land Use Bylaw?

Relocating the building to accommodate the 7.5m setback requirement would result in significant site plan changes and pose issues due to the site's challenging topography and geology. In particular, accessible parking spaces cannot be sloped, and the entrance to the building must achieve a specific grade to meet Rick Hansen accessibility and provincial accessibility requirements

12. Subject to the Municipal Government Act, Part 8(VIII) Section 237:

- i. A Council may by resolution provide that any person applying for a variance shall pay the municipality the cost of:
 - (a) notifying affected land owners;
 - (b) posting a sign.

The applicant agrees that they will pay for the cost associated with the variance and any other bylaw requirements.

NOTE: IF THIS FORM IS SIGNED BY A PERSON WHO IS NOT THE ASSESSED PROPERTY OWNER(S), WRITTEN AUTHORIZATION FROM THE OWNER(S) MUST ACCOMPANY THIS APPLICATION.


Legal Declaration:

I, Louann Scallion, DORA Construction

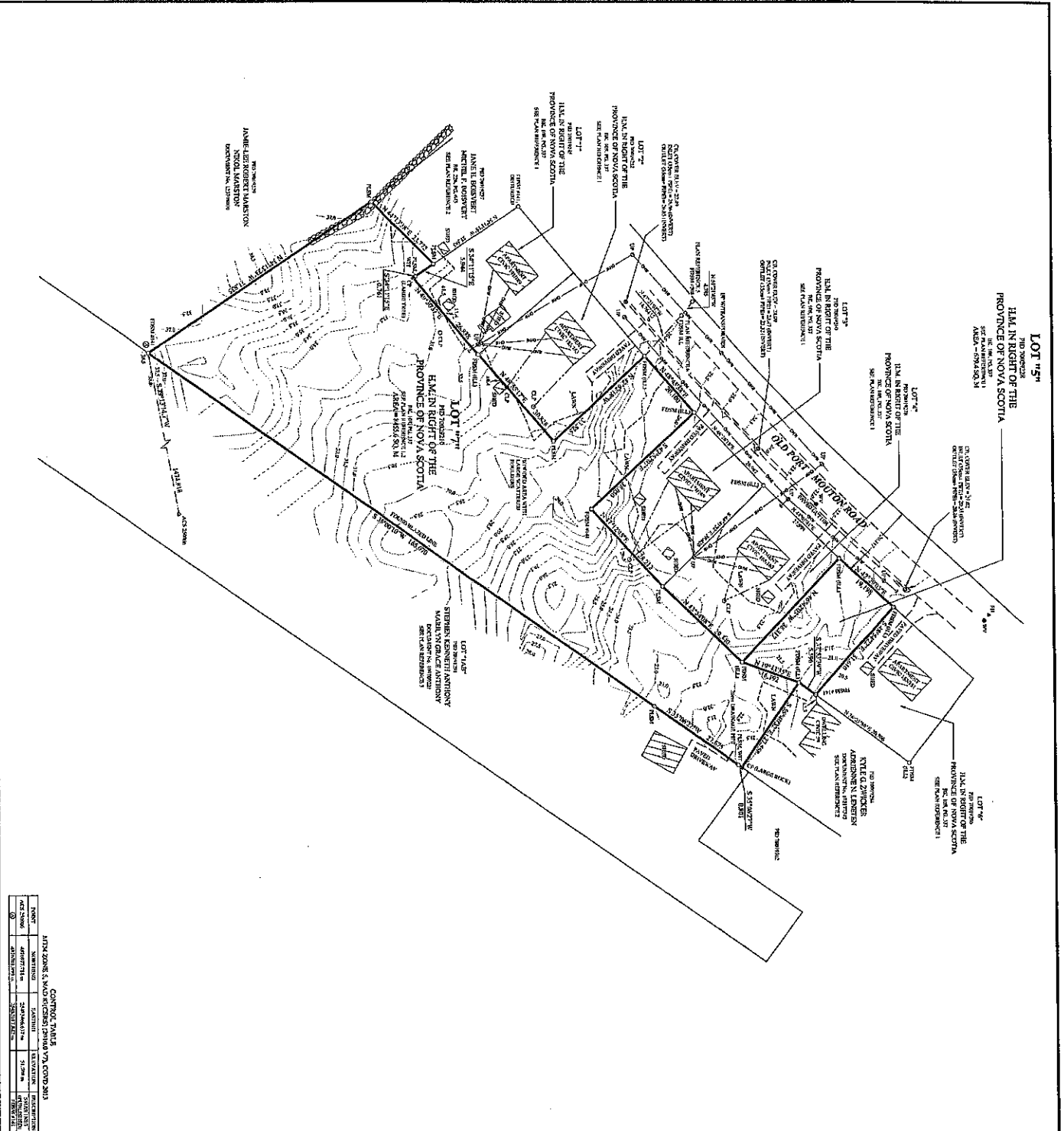
of Halifax, NS

do solemnly declare that all of the above statements and attachments are true and accurate and I make this solemn declaration conscientiously believing it to be true and accurate knowing that it has the same force and effect as if made under oath.

Dated at Halifax, NS this 20th day of March, 2025

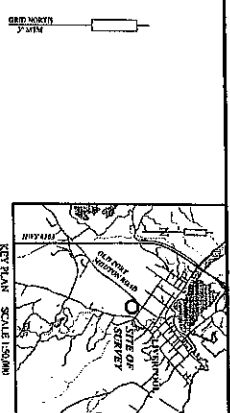


Signature of Applicant



CONTROL TABLE

TYPE	DATE	BY	REASON
ASSEMBLED	2024	DAWOLFE & MORSE	FINAL PLAN
APPROVED	2024	NSLS	FINAL PLAN
REGISTERED	2024	NSLS	FINAL PLAN



SWAYE-MARKER IDENTIFIER

MARKER	IDENTIFIER	DATE
1	1000	2024
2	1001	2024
3	1002	2024
4	1003	2024
5	1004	2024
6	1005	2024
7	1006	2024
8	1007	2024
9	1008	2024
10	1009	2024
11	1010	2024
12	1011	2024
13	1012	2024
14	1013	2024
15	1014	2024
16	1015	2024
17	1016	2024
18	1017	2024
19	1018	2024
20	1019	2024
21	1020	2024
22	1021	2024
23	1022	2024
24	1023	2024
25	1024	2024
26	1025	2024
27	1026	2024
28	1027	2024
29	1028	2024
30	1029	2024
31	1030	2024
32	1031	2024
33	1032	2024
34	1033	2024
35	1034	2024
36	1035	2024
37	1036	2024
38	1037	2024
39	1038	2024
40	1039	2024
41	1040	2024
42	1041	2024
43	1042	2024
44	1043	2024
45	1044	2024
46	1045	2024
47	1046	2024
48	1047	2024
49	1048	2024
50	1049	2024
51	1050	2024
52	1051	2024
53	1052	2024
54	1053	2024
55	1054	2024
56	1055	2024
57	1056	2024
58	1057	2024
59	1058	2024
60	1059	2024
61	1060	2024
62	1061	2024
63	1062	2024
64	1063	2024
65	1064	2024
66	1065	2024
67	1066	2024
68	1067	2024
69	1068	2024
70	1069	2024
71	1070	2024
72	1071	2024
73	1072	2024
74	1073	2024
75	1074	2024
76	1075	2024
77	1076	2024
78	1077	2024
79	1078	2024
80	1079	2024
81	1080	2024
82	1081	2024
83	1082	2024
84	1083	2024
85	1084	2024
86	1085	2024
87	1086	2024
88	1087	2024
89	1088	2024
90	1089	2024
91	1090	2024
92	1091	2024
93	1092	2024
94	1093	2024
95	1094	2024
96	1095	2024
97	1096	2024
98	1097	2024
99	1098	2024
100	1099	2024
101	1100	2024
102	1101	2024
103	1102	2024
104	1103	2024
105	1104	2024
106	1105	2024
107	1106	2024
108	1107	2024
109	1108	2024
110	1109	2024
111	1110	2024
112	1111	2024
113	1112	2024
114	1113	2024
115	1114	2024
116	1115	2024
117	1116	2024
118	1117	2024
119	1118	2024
120	1119	2024
121	1120	2024
122	1121	2024
123	1122	2024
124	1123	2024
125	1124	2024
126	1125	2024
127	1126	2024
128	1127	2024
129	1128	2024
130	1129	2024
131	1130	2024
132	1131	2024
133	1132	2024
134	1133	2024
135	1134	2024
136	1135	2024
137	1136	2024
138	1137	2024
139	1138	2024
140	1139	2024
141	1140	2024
142	1141	2024
143	1142	2024
144	1143	2024
145	1144	2024
146	1145	2024
147	1146	2024
148	1147	2024
149	1148	2024
150	1149	2024
151	1150	2024
152	1151	2024
153	1152	2024
154	1153	2024
155	1154	2024
156	1155	2024
157	1156	2024
158	1157	2024
159	1158	2024
160	1159	2024
161	1160	2024
162	1161	2024
163	1162	2024
164	1163	2024
165	1164	2024
166	1165	2024
167	1166	2024
168	1167	2024
169	1168	2024
170	1169	2024
171	1170	2024
172	1171	2024
173	1172	2024
174	1173	2024
175	1174	2024
176	1175	2024
177	1176	2024
178	1177	2024
179	1178	2024
180	1179	2024
181	1180	2024
182	1181	2024
183	1182	2024
184	1183	2024
185	1184	2024
186	1185	2024
187	1186	2024
188	1187	2024
189	1188	2024
190	1189	2024
191	1190	2024
192	1191	2024
193	1192	2024
194	1193	2024
195	1194	2024
196	1195	2024
197	1196	2024
198	1197	2024
199	1198	2024
200	1199	2024
201	1200	2024
202	1201	2024
203	1202	2024
204	1203	2024
205	1204	2024
206	1205	2024
207	1206	2024
208	1207	2024
209	1208	2024
210	1209	2024
211	1210	2024
212	1211	2024
213	1212	2024
214	1213	2024
215	1214	2024
216	1215	2024
217	1216	2024
218	1217	2024
219	1218	2024
220	1219	2024
221	1220	2024
222	1221	2024
223	1222	2024
224	1223	2024
225	1224	2024
226	1225	2024
227	1226	2024
228	1227	2024
229	1228	2024
230	1229	2024
231	1230	2024
232	1231	2024
233	1232	2024
234	1233	2024
235	1234	2024
236	1235	2024
237	1236	2024
238	1237	2024
239	1238	2024
240	1239	2024
241	1240	2024
242	1241	2024
243	1242	2024
244	1243	2024
245	1244	2024
246	1245	2024
247	1246	2024
248	1247	2024
249	1248	2024
250	1249	2024
251	1250	2024
252	1251	2024
253	1252	2024
254	1253	2024
255	1254	2024
256	1255	2024
257	1256	2024
258	1257	2024
259	1258	2024
260	1259	2024
261	1260	2024
262	1261	2024
263	1262	2024
264	1263	2024
265	1264	2024
266	1265	2024
267	1266	2024
268	1267	2024
269	1268	2024
270	1269	2024
271	1270	2024
272	1271	2024
273	1272	2024
274	1273	2024
275	1274	2024
276	1275	2024
277	1276	2024
278	1277	2024
279	1278	2024
280	1279	2024
281	1280	2024
282	1281	2024
283	1282	2024
284	1283	2024
285	1284	2024
286	1285	2024
287	1286	2024
288	1287	2024
289	1288	2024
290	1289	2024
291	1290	2024
292	1291	2024
293	1292	2024
294	1293	2024
295	1294	2024
296	1295	2024
297	1296	2024
298	1297	2024
299	1298	2024
300	1299	2024
301	1300	2024
302	1301	2024
303	1302	2024
304	1303	2024
305	1304	2024
306	1305	2024
307	1306	2024
308	1307	2024
309	1308	2024
310	1309	2024
311	1310	2024
312	1311	2024
313	1312	2024
314	1313	2024
315	1314	2024
316	1315	2024
317	1316	2024
318	1317	2024
319	1318	2024
320	1319	2024
321	1320	2024
322	1321	2024
323	1322	2024
324	1323	2024
325	1324	2024
326	1325	2024
327	1326	2024
328	1327	2024
329	1328	2024
330	1329	2024
331	1330	2024
332	1331	2024
333	1332	2024
334	1333</	

Appendix B

Item 10.1 -
Appendix B

April 28, 2025

Dear Mike MacLeod
Director of Land Use

It was quite surprising to check the mail on Apr 28, 2025 to find that I was sent a notice from the Development Office to the Council of the Region of Queens Municipality dated Apr. 15, 2025. This notice containing a Variance and Site Plan Approval Old Port Mouton Road, Liverpool with a 14 day appeal notice.

After checking the survey done by Robert L. Hunt and your own documentation, it appears your land 70029210 runs from the corner of lands originally owned by Richard Langille PID 70019302 to the corner of the lands originally owned by Deillie Crouse PID 70019229. This distance appears to be 541.62 feet showing that you have more than sufficient acreage to accommodate your development. Since the evidence shows you do not require my land for your development, I believe the variance in this case should be void.

Yours truly,
Stephen Anthony

Redacted signatures of Stephen
Anthony and Marilyn Anthony

PID 70020037 ✓

Law abiding
Tax paying citizen
of Liverpool N.S.

April 28/23

Our home is build on ledge rock we done a video of our basement and upstairs no cracks at all so if they have to dynamite it could cause damage to our home and garage because of the ledge rock. We also took a video of our garage floor Steven Bowers have the basement of the house back in 1990.



Redacted signatures of
Stephen Anthony and Marilyn Anthony

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: June 24, 2025

Re: Valuation Allowance

Background: On November 23, 2021 Council adopted Valuation Policy 92 as recommended by the Audit and Internal Control Committee on November 8, 2021.

Applicable Legislation:

Per the *Municipal Government Act* Section 38:

“The Treasurer shall promptly advise the council of

(a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and

(b) the reasons for the belief that such moneys cannot be collected, and the council may write off the amounts determined to be uncollectible.

It is the value of these uncollectible accounts that make up the Valuation Allowance.

Details: The Accounts Receivable for Tax has been reviewed by staff using the method outlined in Policy 92. A summary document is attached for review.

The Valuation Allowance for the 24/25 fiscal year will be \$87,237.01 requiring an entry of \$26,700.96 to increase the Valuation Allowance and increase uncollectible taxes. The budget for uncollectible taxes was \$5,000 for the 24/25 year. The difference is the result of additions to the Valuation Allowance of

\$18,198.37, interest on the existing accounts, new accounts added this year and a recovery of \$23,794.55 as a result of this year's tax tender. The increase in number of accounts added and their value is more than the trend in previous years. The recovery from tax tenders was also larger than anticipated.

Last years allowance:	\$84,330.54
Less tax sale recoveries:	\$23,794.55
New accounts added:	\$18,198.37
Interest 24/25:	<u>\$ 8,502.65</u>
Allowance 24/25: \$	\$87,237.01

This report was reviewed at the June 9th Audit and Internal Control committee meeting and a motion with a recommendation to Council for approval was passed.

Budget Considerations:

The valuation allowance and therefore uncollected taxes expense will be \$21,700.96 over budget for 24/25. Uncollected taxes can be recovered in future years once properties are included in tax sale.

Recommendation:

- 1) THAT** the Council of Region of Queens Municipality receive the report titled "Valuation Allowance" for information.
- 2) THAT** the Council of Region of Queens Municipality receive the report titled "Valuation Allowance" for information **AND THAT** the Council of Region of Queens Municipality approve \$26,700.96 be added to the Valuation Allowance for the 2024-2025 fiscal year, resulting in a balance of \$87,237.01 as recommended by the Audit and Internal Control committee.

Item 10.2 -
Appendix A

Contract Account	BILL YEAR 20X0 - 2024	BILL YEAR 20X1 - 2023	BILL YEAR 20X2 - 2022	BILL YEAR 20X3 - 2021	BILL YEAR 20X4 - 2020	BILL YEAR 20X5 - 2019	Local Currency Amt
621138	3.12	7.28	6.80	6.44	5.81	12.00	0.00
621579	49.62	45.91	42.10	38.33	34.57	0.00	210.53
624001	20.11	20.15	41.89	39.79	36.17	125.92	0.00
610828	290.46	258.77	151.70	141.15	128.18	0.00	970.26
609992	75.78	69.69	38.62	31.99	28.58	67.92	312.58
621375	2.97	2.78	2.59	2.40	2.21	5.51	0.00
603951	471.74	0.36	0.00	8.97	0.00	0.00	481.07
606348	14.71	13.99	13.27	12.55	11.90	62.80	0.00
603198	49.91	47.05	45.18	37.39	36.05	520.30	735.88
601310	2.92	2.68	1.40	1.31	1.15	0.00	0.00
603214	5.78	5.54	5.30	5.06	4.82	37.18	63.68
603216	2.89	2.77	2.65	2.53	2.41	18.59	31.84
602555	8.63	0.00	0.00	937.96	0.00	0.00	946.59
603587	34.77	33.79	32.71	31.90	30.57	457.88	621.62
614528	501.77	414.09	385.20	31.08	0.00	0.00	1,332.14
611784	0.76	0.69	0.62	0.55	0.00	0.00	2.62
612886	122.38	115.91	107.11	103.13	101.44	600.13	1,150.10
612887	117.99	111.52	102.72	98.74	97.07	545.71	1,073.75
621562	463.59	452.58	557.99	539.32	507.22	4,152.04	6,672.74
621331	32.82	29.61	27.56	26.00	23.27	45.82	185.08
613467	406.32	363.73	333.12	309.70	243.67	0.00	1,656.54
621576	46.39	44.70	42.68	40.82	38.95	322.43	535.97
603109	70.30	65.62	63.07	61.17	57.92	685.39	1,003.47
600904	1,467.03	316.72	294.25	13,246.54	276.66	129.59	15,730.79
621487	201.35	188.41	177.19	168.73	154.23	618.55	1,508.46
621282	6.15	5.94	5.70	5.49	5.21	43.74	72.23
621580	76.98	74.10	70.88	67.82	64.88	539.28	893.94
615303	61.14	55.83	49.44	39.58	31.80	46.13	0.00
614934	13.23	12.98	12.52	17.26	16.31	96.36	168.66
605779	38.87	36.63	35.40	34.50	32.97	420.23	598.60
607167	172.86	169.21	162.81	159.85	179.25	1,288.62	2,132.60
622220	71.20	64.62	55.93	51.95	33.58	0.00	277.28
605637	988.26	904.35	828.88	78.69	0.00	0.00	2,800.18
615368	185.25	182.91	178.63	566.17	158.30	1,333.46	2,604.72
601107	145.89	138.47	89.10	87.11	86.77	1,124.83	1,672.17
623506	18.56	17.61	16.65	15.69	14.79	68.25	151.55
623504	16.27	15.44	14.60	13.76	12.98	59.91	132.96
615391	239.27	222.74	201.07	183.43	168.62	536.82	1,551.95
608202	318.78	306.55	287.97	278.51	262.21	2,481.54	3,935.56
608360	3,332.39	3,095.04	2,889.21	195.66	0.00	0.00	9,512.30
608099	1,325.57	1,084.91	978.69	0.52	0.00	0.00	3,389.69
621466	153.62	110.49	63.59	60.78	56.02	293.55	738.05
621467	153.73	110.61	63.70	60.89	56.12	295.68	740.73
606269	902.73	630.59	490.06	478.50	460.04	634.40	3,596.32
609159	79.74	47.92	32.10	41.80	47.70	187.01	436.27
609183	351.80	338.07	10.70	14.30	15.90	2,782.52	3,513.29
609184	904.34	536.90	339.19	331.10	319.06	2,774.18	5,204.77
601870	229.98	207.99	180.89	161.76	140.90	0.00	921.52
613277	187.54	180.78	167.72	157.80	140.73	241.29	1,075.86
613278	204.44	220.53	204.62	192.51	171.64	294.31	1,288.05

Contract Account	BILL YEAR 20X0 - 2024	BILL YEAR 20X1 - 2023	BILL YEAR 20X2 - 2022	BILL YEAR 20X3 - 2021	BILL YEAR 20X4 - 2020	BILL YEAR 20X5 - 2019	Local Currency Amt
609237	332.18	319.98	254.68	260.36	250.08	2,504.40	3,921.68
601492	5.69	5.76	5.79	5.88	5.79	0.00	0.00
614044	230.95	42.06	210.24	191.73	0.00	0.00	674.98
625239	3.15	2.91	2.67	2.43	0.00	0.00	0.00
625219	1.52	1.40	1.28	1.19	0.00	0.00	5.39
	15,216.19	11,757.66	10,380.43	19,680.57	4,554.50	26,454.27	87,237.01

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure Joanne Veinotte, CPA, Director of Finance

Date: June 24, 2025

Re: Application to Regulatory and Appeals Board

Background

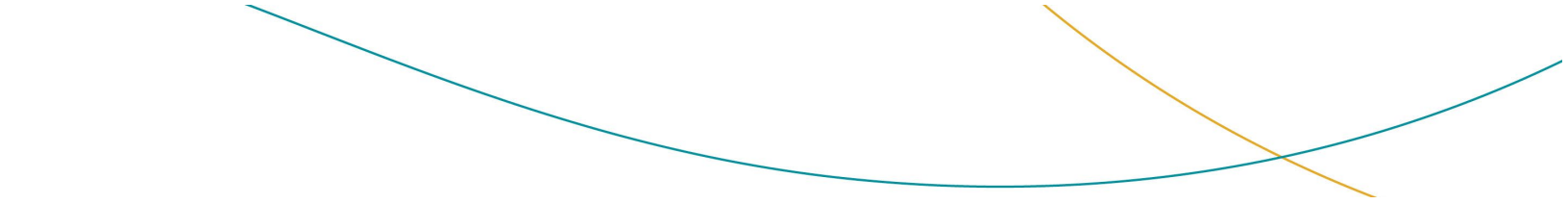
Region of Queens Municipality operates the Region of Queens Water Utility with properties connected in both Liverpool and Brooklyn. This water system is operated as a stand-alone, independently funded water utility which sees the users of the system paying the full cost of its operation and services, and not normally subsidized by the general tax rate.

The operation of all public water utilities in Nova Scotia are regulated by the Nova Scotia Regulatory and Appeals Board. Changes cannot be made to rates and charges or other operating policies without Board approval. Additionally, capital projects in excess of \$250,000 require the prior approval of the Board before projects can be initiated.

Details

Rates of the Utility were reviewed in 2021 which set rates for the following three years until 2024. The rates have been held at 2024 levels.

The Water Utility is currently operating in a deficit position and will continue to do so unless revenues are increased to compensate for increases in costs.



Over the last several years the Utility has struggled operationally with staffing and the treatment plant was heavily damaged in July 2023 during a severe thunderstorm that destroyed a large amount of sensitive and expensive instrumentation and equipment at the site. An insurance claim was filed that partially funded the costs of repair. These challenges have required the Utility to incur the cost of instrumentation and equipment replacement as well as engage a consultant to assume the regulated responsibility of 'Overall Direct Responsible Charge' to maintain operational compliance.

G.A. Eisnor Consulting Limited and Blaine S Rooney Consulting Limited have been contracted to prepare this rate study application. The rates are calculated based on current consumption levels and operating expenses.

Worksheet D1 in the attached study outlines the proposed increases to rates for water utility users with the biggest rate increases in the initial year to bring revenues in line with costs immediately. These increases translate to an average annual increase of 106% in the initial year, 3.8% in year two and 2.7% in year three.

Once the application has been approved by Council it will be submitted to the Nova Scotia Regulatory and Appeals Board for review. Rate setting is a public process and the rate hearing will provide an opportunity for public input on the proposed rates. Members of the public must register to speak at the hearing. Information regarding registration will be included on the public notice of hearing.

Budget Impacts

The current utility operating budget contains a provision for the cost of this water rate study. No other budget pressures are expected as a result of this application.

Recommendation

THAT Region of Queens Municipality apply to the Nova Scotia Regulatory and Appeals Board for changes in its rates for water and water service, fire protection to the Region of Queens Municipality and changes to its rules and regulations for customers served by the Region of Queens Water Utility, as set out in the Water Rate Study prepared by G.A. Eisnor Consulting Limited in association with Blaine S. Rooney Consulting Limited dated June 16, 2025.



Communication:

Copies of the proposed rate study will be available at the Municipal Administration Building should Council approve it. Rate hearing information will be advertised by the Nova Scotia Regulatory and Appeals Board and will also be posted on the Region of Queens website and through social media channels.

Region of Queens Municipality Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

June 16, 2025

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

REGION OF QUEENS MUNICIPALITY WATER UTILITY
NOTES ON WORKSHEETS
SUPPLEMENTAL NOTES ON WORKSHEETS

WORKSHEET B-1

The Utility is requesting Earnings in the 2026/27 (\$150,000) and 2027/28 (\$140,000) to pay down the existing deficit which is projected to be \$1,015,550 at the end of the first test year (Worksheet D-1).

WORKSHEET B-3

The Utility is requesting that the Depreciation on the Transmission ($\$739,439 \times 0.01333 = \$9,857$) and Distribution ($\$2,836,178 \times 0.01333 = \$37,806$) Mains in 2025/26 be delayed until 2026/27. This request is made for rate design purposes.

WORKSHEET C-3

Transmission and Distribution is allocated 100% to Base and 0% to Delivery in 2025/26 and 80% to Base and 20% to Delivery in 2026/27 and 2027/28. The Handbook allocation is 100% to Delivery. The Depreciation and the Return on Rate Base is allocated 100% to Base in all three test years. The Handbook allocation is 40% to Base, 30% to Delivery and 30% to Production. The allocations in the rate study result in projected revenue from the Base charge at 37% in 2025/26, 40% in 2026/27, and 39% in 2027/28. All of the other allocations on Worksheet C-3 follow the Handbook. The allocations in the rate study are requested for rate design purposes.

WORKSHEET C-4

The total number of customers is not projected to increase in the test years.

WORKSHEET C-6

The average consumption for 5/8-inch customers has declined since the previous rate study by 3.5% per year to 134 cubic metres. The current rate study includes an annual reduction of 2.0% per year for each of the test years. This rate of reduction results in a projected average consumption rate of 126 cubic meters per year in the final test year.

WORKSHEET D-2

The metered sales revenue for 2025/26 (\$930,354) is based on 6 months at the existing rates on Worksheet B-1 ($\$603,300 \times 50\% = \$301,650$) plus 6 months at the projected rates for metered sales from Worksheet C-8 ($\$1,257,408 \times 50\% = \$628,704$).

The fire Protection Charge in 2025/26 (\$305,393) is based on 6 months at the existing rates on Worksheet B-1 ($\$209,187 \times 50\% = \$104,594$) plus 6 months at the calculated rate from Worksheet C-1 ($\$401,599 \times 50\% = \$200,800$).

GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 23/24 (actual) and 24/25 (Projected) as provided by the Utility.

Operating Revenues - The operating revenue for 25/26, 26/27, and 27/28 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate calculated by the Utility.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – There is non-operating revenue projected during the test years based on the Utility's budget for interest and other non-operating revenue.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt and earnings.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 25/26, 26/27, and 27/28.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 24/25. The projected expenditures for the years for 25/26, 26/27, and 27/28 are taken from information provided by the Utility and are based on projected budgets or an increase from the previous year based on 3% for inflation.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 24/25, 25/26, 26/27, and 27/28. The depreciation fund balance for the year 23/24 is taken from the Financial Statements.

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 25/26, 26/27, and 27/28.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

Region of Queens Municipality Water Utility
Comparitive Statement of Operations

Fiscal Years ending March 31st

	2023/24 (Actual)	2024/25 (Projected)	Projection Using Current Rates		
			2025/26 Test	2026/27 Test	2027/28 Test
OPERATING REVENUES					
Metered Sales	562,383	603,300	603,300	603,300	603,300
Public Fire Protection	201,531	209,187	209,187	209,187	209,187
Sprinkler Service	5,400	5,400	5,400	5,454	5,509
Plate Fee & Shut Off	3,660	4,300	4,400	4,400	4,400
Lateral Connection Fee	360				
Connection Fee	3,515	2,600	3,000	3,000	3,000
Bulk Water Sales	0	0	0	0	0
Other	0				
Total	776,849	824,787	825,287	825,341	825,396
OPERATING EXPENDITURES					
Source of Supply	12,304	23,100	108,272	36,019	36,844
Water Treatment	851,729	670,628	776,135	773,608	804,401
Transmission and Distribution	231,703	145,205	470,801	453,776	468,795
Administration and General	116,671	89,311	107,949	98,743	101,625
Depreciation	112,415	115,717	129,217	189,026	193,151
Taxes			0	0	0
Total	1,324,822	1,043,961	1,592,374	1,551,171	1,604,816
	0				
OPERATING PROFIT (LOSS)	-547,973	-219,174	-767,087	-725,830	-779,420
NON-OPERATING REVENUES					
Interest	19,846	20,000	15,000	15,000	15,000
Other	100,974				
Total	120,820	20,000	15,000	15,000	15,000
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	43,426	43,426	59,689	66,689	66,689
Debt Charges - Interest	6,090	9,586	13,222	12,444	10,678
New Debt - Principal	0	0	2,494	2,606	2,724
New Debt - Interest	0	0	3,521	3,409	3,291
New Debt - Principal	0		0	0	0
New Debt - Interest	0		0	0	0
New Debt - Principal	0		0	0	0
New Debt - Interest	0		0	0	0
New Debt - Principal	0		0	0	0
New Debt - Interest	0		0	0	0
Interest on Deficit to the Municipality	0		15,507	25,580	22,060
Capital out of Revenue	0		0	0	
Earnings	0		0	150,000	140,000
Total	49,516	53,012	94,433	260,728	245,442
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(476,669)	(252,186)	(846,520)	(971,558)	(1,009,862)
SURPLUS/(DEFICIT) AT BEGINNING OF FISCAL YEAR	211,943	(264,726)	(516,912)	(1,363,432)	(2,334,991)
ACCUMULATED SURPLUS/(DEFICIT)	(264,726)	(516,912)	(1,363,432)	(2,334,991)	(3,344,853)

Worksheet B-2

16-Jun-25

Region of Queens Municipality Water Utility Statement of Operating Expenditures and Revenue Requirements				
	2024/25 (Projected)	2025/26 Test	2026/27 Test	2027/28 Test
OPERATING EXPENDITURES				
Source of Supply	23,100	108,272	36,019	36,844
Water Treatment	670,628	776,135	773,608	804,401
Transmission and Distribution	145,205	470,801	453,776	468,795
Administration and General	89,311	107,949	98,743	101,625
Depreciation	115,717	129,217	189,026	193,151
Taxes	0	0	0	0
Total	1,043,961	1,592,374	1,551,171	1,604,816
NON OPERATING EXPENSES				
Debt Charges - Principal	43,426	59,689	66,689	66,689
Debt Charges - Interest	9,586	13,222	12,444	10,678
New Debt - Principal	0	2,494	2,606	2,724
New Debt - Interest	0	3,521	3,409	3,291
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
Interest on Deficit to the Municipality	0	15,507	25,580	22,060
Capital out of Revenue	0	0	0	0
Earnings	0	0	150,000	140,000
Total	53,012	94,433	260,728	245,442
LESS NON-OPERATING REVENUES				
Interest Income	20,000	15,000	15,000	15,000
Other revenue	0	0	0	0
Total	20,000	15,000	15,000	15,000
LESS OTHER OPERATING REVENUE				
Sprinkler Service	5,400	5,400	5,454	5,509
Plate Fee & Shut Off	4,300	4,400	4,400	4,400
Lateral Connection	0	0	0	0
Connection Fee	2,600	3,000	3,000	3,000
Bulk Water Sales	0	0	0	0
Other	0	0	0	0
Total	12,300	12,800	12,854	12,909
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS				
	1,064,673	1,659,007	1,784,045	1,822,349

Region of Queens Municipality Water Utility				
Statement of Operating Expenditures				
	2024/25 (Projected)	2025/26 Test Year	2026/27 Test Year	2027/28 Test Year
SOURCE OF SUPPLY				
Supervision and Engineering	12,000	28,335	29,043	29,769
Reservoir Insurance	2,000	1,937	1,976	2,075
Lake Inspections		70,000	1,000	1,000
Screen Maintenance - Labour	7,600	6,500	2,500	2,500
Screen House Maintenance	1,500	-	-	-
Wildlife Management	0	1,500	1,500	1,500
Other	0	0	0	0
TOTAL SOURCE OF SUPPLY	23,100	108,272	36,019	36,844
WATER TREATMENT (Purification)				
Salaries and Benefits - Assistant Engineer 15%	13,000	63,840	65,436	67,072
Salaries and Benefits - Director of Engineering 5%	7,000	-	-	
Labour	133,000	104,280	106,887	109,559
Chemicals and Additives	165,000	208,000	218,400	229,320
Water Testing	26,600	30,000	31,500	33,075
Facility Repairs and Maintenance	55,000	79,500	47,500	47,500
Process Equipment	145,000	114,275	119,989	125,988
Electricity	104,000	103,370	107,505	111,805
Generator	3,000	5,200	5,460	5,733
Phone/Internet	1,000	3,720	3,832	3,947
Contracted Services	6,000	50,475	52,999	55,649
Allocated Services	12,028	13,475	14,101	14,754
Other	0	0	0	0
TOTAL WATER TREATMENT	670,628	776,135	773,608	804,401
TRANSMISSION AND DISTRIBUTION				
Salaries and Benefits - Assistant Engineer 5%	12,000	22,910	23,483	24,070
Salaries and Benefits - Director of Engineering 5%	-	-	-	
Reading Meters Expense	900	23,170	23,749	24,343
Labour - Mains	40,000	37,080	38,007	38,957
Labour - Meters	1,300	14,840	15,211	15,591
Labour - Water Leaks	15,000	99,450	101,936	104,485
Labour - Flushing	1,440	8,380	8,590	8,804
Other - Labour	-	43,350	44,434	45,545
Maintenance of Mains (Materials)	9,000	39,180	41,139	43,196
Use of Gravel	500	25,000	26,250	27,563
Maintenance of Meters	6,000	2,500	2,625	2,756
Maintenance of Hydrants/Valves	4,000	30,000	31,500	33,075
Maintenance Hydrant/Valves-Labour	4,000	18,000	18,450	18,911
Street Patching	20,000	30,000	31,500	33,075
Leak Detection	-	40,000	10,000	10,000
Cowie Well - Public Tap	3,000	5,500	4,000	4,000
Allocated Services	28,065	31,441	32,902	34,425
Other	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	145,205	470,801	453,776	468,795

Worksheet B-2a/2b/2c/2d/2e

ADMINISTRATION AND GENERAL				
Accounts Written-off	-	0	0	0
Office Salaries	56,650	58,066	59,518	61,006
Office Supplies and Expenses	2,000	2,000	2,060	2,122
Contracting Services	300	2,400	2,472	2,546
Advertising Expense	8,600	4,250	4,378	4,509
Courses and Seminars	150	9,000	9,270	9,548
Water Rate Study & Hearing	-	12,000		
Auditors	6,000	6,900	7,107	7,320
Legal	-	500	500	500
UARB Utility Levy	1,741	1,793	1,847	1,902
Insurance	13,870	11,040	11,592	12,172
Other	0	0	0	0
TOTAL ADMINISTRATION AND GENERAL	89,311	107,949	98,743	101,625

16-Jun-25

Region of Queens Municipality Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2024/25				
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Depreciation Rate	Annual Depreciation
			Depreciation Rate in Previous Year	112,415
LAND AND LAND RIGHTS				
Source of Supply Land	0			0
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Source of Supply Structures Flood Study	0		0.02	0
Power and Pumping Structures	0		0.04	0
Treatment Plant	0		0.05	0
Distribution Reservoirs and Standpipes	0	0	0.05	0
Wells	0	0	0.0333	0
Other	0	0	0.04	0
Equipment				0
Electrical Pumping	0	0	0.05	0
Purification Equipment	0	0	0.05	0
Office Furniture and Equipment	0			0
Transportation Equipment	0	0	0.1	0
Tools and Work Equipment	0		0.1	0
Software / Scada system	0	0	0.1333	0
Control and Monitoring equipment - SCADA	0	0	0.1	0
Digital Mapping	0	0	0	0
Generator	0	0	0.025	0
Mains				0
Transmission	0	0	0.01333	0
Distribution	247,718	169,475	0.01333	3,302
Meters	0	0	0.05	0
Hydrants	0	0	0.0133	0
Sprinkler Connections	0	0		0
Services	0	0	0.02	0
Other	0	0	0.333	0
TOTAL	247,718	169,475		3,302
Source of Funding				
			Depreciation Fund Balance beginning of year	1,018,790
Funding from Outside Sources	169,475		Interest on Fund balance	15,282
Depreciation fund	0		Fund balance before expenditures	1,034,072
Long Term Debt	78,243		Depreciation Fund Payment	0
Capital out of revenue	0		Contribution during the year	115,717
TOTAL	247,718		Balance after Expenditure	1,149,789

Region of Queens Municipality Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2025/26				
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Depreciation Rate	Annual Depreciation
			Depreciation Rate in Previous Year	115,717
LAND AND LAND RIGHTS				
Source of Supply Land	0			0
Land - General				0
STRUCTURES AND IMPROVEMENTS				0
Source of Supply Structures Flood Study	0		0.01333	0
Power and Pumping Structures	0		0.05	0
Treatment Plant	0		0.05	0
Distribution Reservoirs and Standpipes	0	0	0.02	0
Wells	0	0	0.0333	0
Other	0		0.04	0
Equipment	0			0
Electrical Pumping	0	0	0.05	0
Purification Equipment	0	0	0.05	0
Office Furniture and Equipment	0		0.1	0
Transportation Equipment	0	0	0.1	0
Tools and Work Equipment	0		0.1	0
Software / computers	135,000		0.1	13,500
Control and Monitoring equipment	0	0	0	0
Digital Mapping	0	0	0.1	0
Bulk Water Station	0		0.04	0
Mains				
Transmission	739,439		0.01333	0
Distribution	2,836,178	2,836,179	0.01333	0
Meters	0	0	0.05	0
Hydrants	0	0	0.0133	0
Sprinkler Connections	0	0		0
Services	0	0	0.02	0
Other	0	0	0.333	0
TOTAL	3,710,617	2,836,179	1	13,500
Source of Funding				
		Depreciation Fund Balance beginning of year		1,149,789
Funding from Outside Sources	2,836,179	Interest on Fund balance		17,247
Depreciation fund	874,439	Fund balance before expenditures		1,167,036
Long Term Debt	0	Depreciation Fund Payment		(874,439)
Capital out of revenue	0	Contribution during the year		129,217
TOTAL	3,710,617	Balance after Expenditure		421,814

Region of Queens Municipality Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2026/27				
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Depreciation Rate	Annual Depreciation
			Depreciation Rate in Previous Year	129,217
			Depreciation for 2025/26 Transmission and Distribution Mains	47,663
LAND AND LAND RIGHTS				
Source of Supply Land	0	0	0	0
Source Water Protection				0
STRUCTURES AND IMPROVEMENTS				
Source of Supply Structures Flood Study	0	0	0.01333	0
Power and Pumping Structures	0	0	0.02	0
Treatment Plant	0	0	0	0
Distribution Reservoirs and Standpipes	0	0	0.01333	0
Wells	0	0	0.04	0
Other	0	0	0.04	0
Equipment		0		0
Electrical Pumping	0	0	0.05	0
Purification Equipment	0	0	0.05	0
Office Furniture and Equipment	0	0	0.05	0
Transportation Equipment	0	0	0	0
Tools and Work Equipment	0	0	0.1	0
Software / computers	0	0	0.1	0
Monitoring equipment SCADA Upgrades	0	0	0.1	0
Digital Mapping	0	0	0	0
Surge Tank	0	0	0.02	0
Mains		0		0
Transmission	523,769	0	0.01333	6,982
Distribution	387,384	387,384	0.01333	5,164
Meters	0	0	0.05	0
Hydrants	0	0	0.01333	0
Sprinkler Connections	0			0
Services	0	0	0.02	0
Other	0		0.02	0
TOTAL	911,153	387,384		12,146
Source of Funding				
			Depreciation Fund Balance beginning of year	421,814
Funding from Outside Sources	387,384		Interest on Fund balance	6,327
Depreciation fund	523,769		Fund balance before expenditures	428,141
Long Term Debt	0		Depreciation Fund Payment	(523,769)
Capital out of revenue	0		Contribution during the year	189,026
TOTAL	911,153		Balance after Expenditure	93,398

Region of Queens Municipality Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2027/28				
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Depreciation Rate	Annual Depreciation
			Depreciation Rate in Previous Year	189,026
LAND AND LAND RIGHTS				
Source of Supply Land	0			0
Land - General				0
STRUCTURES AND IMPROVEMENTS				
Source of Supply Structures Flood Study	0		0.01333	0
Power and Pumping Structures				0
Treatment Plant			0.05	0
Distribution Reservoirs and Standpipes		0	0.1	0
Wells	0	0	0.04	0
Other	0		0.04	0
Equipment				
Electrical Pumping		0	0.05	0
Purification Equipment	0	0	0.05	0
Office Furniture and Equipment				0
Transportation Equipment	0	0	0.1	0
Tools and Work Equipment	0		0.1	0
Software / computers	0		0.2	0
Control and Monitoring equipment				0
Digital Mapping		0	0.05	0
Generator				0
Mains				
Transmission	0		0.01333	0
Distribution	309,435	309,435	0.01333	4,125
Meters				
	0		0.05	0
Hydrants				
	0	0	0.0133	0
Sprinkler Connections				
	0			0
Services				
	0	0	0.02	0
Other				
	0	0	0.333	0
TOTAL	309,435	309,435	1	4,125
Source of Funding				
		Depreciation Fund Balance beginning of year		93,398
Funding from Outside Sources	309,435	Interest on Fund balance		1,401
Depreciation fund	0	Fund balance before expenditures		94,799
Long Term Debt	0	Depreciation Fund Payment		0
Capital out of revenue	0	Contribution during the year		193,151
TOTAL	309,435	Balance after Expenditure		287,950

Region of Queens Municipality Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2024/25

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS			
Source of Supply Structures Flood Study	0	0.0200	0
Power and Pumping Structures	0	0.0400	0
Treatment Plant	0	0.0500	0
Distribution Reservoirs and Standpipes	0	0.0500	0
Test Well	0	0.0333	0
Other	0	0.0400	0
Equipment			
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.0000	0
Transportation Equipment	0	0.1000	0
Tools and Work Equipment	0	0.1000	0
Software / Scada system	0	0.1333	0
Control and Monitoring equipment	0	0.1000	0
Digital Mapping	0	0.0000	0
Generator	0	0.0250	0
Mains	0	0.0000	0
Transmission	0	0.0133	0
Distribution	169,475	0.0133	2,259
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.3330	0
TOTAL	169,475		2,259

Region of Queens Municipality Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2025/26

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS		0.0000	0
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS			
Source of Supply Structures Flood Study	0	0.0500	0
Power and Pumping Structures	0	0.0500	0
Treatment Plant	0	0.0200	0
Distribution Reservoirs and Standpipes	0	0.0330	0
Test Well	0	0.0400	0
Other	0	0.0000	0
Equipment			
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.1000	0
Office Furniture and Equipment	0	0.1000	0
Transportation Equipment	0	0.1000	0
Tools and Work Equipment	0	0.1000	0
Software / computers	0	0.1000	0
Control and Monitoring equipment	0	0.0000	0
Digital Mapping	0	0.1000	0
Generator	0	0.0400	0
Mains			
Transmission	0	0.0133	0
Distribution	2,836,179	0.0133	37,806
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.0000	0
TOTAL	2,836,179		37,806

Region of Queens Municipality Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2026/27

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS			
Source of Supply Structures Flood Study	0	0.0133	0
Power and Pumping Structures	0	0.0200	0
Treatment Plant	0	0.0000	0
Distribution Reservoirs and Standpipes	0	0.0133	0
Test Well	0	0.0400	0
Other	0	0.0400	0
Equipment			
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.0500	0
Transportation Equipment	0	0.0000	0
Tools and Work Equipment	0	0.1000	0
Software / computers	0	0.1000	0
Control and Monitoring equipment	0	0.1000	0
Digital Mapping	0	0.0000	0
Surge tank	0	0.0200	0
Mains	0		0
Transmission	0	0.0133	0
Distribution	387,384	0.0133	5,164
Meters	0	0.0133	0
Hydrants	0	0.0500	0
Sprinkler Connections	0	0.0133	0
Services	0	0.0000	0
Other	0	0.0200	0
TOTAL	387,384		5,164

Region of Queens Municipality Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2027/28

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.0000	0
Land - General	0	0.0000	0
STRUCTURES AND IMPROVEMENTS			
Source of Supply Structures Flood Study	0	0.0133	0
Power and Pumping Structures	0	0.0000	0
Treatment Plant	0	0.0500	0
Distribution Reservoirs and Standpipes	0	0.1000	0
Test Well	0	0.0400	0
Other	0	0.0400	0
Equipment			
Electrical Pumping	0	0.0500	0
Purification Equipment	0	0.0500	0
Office Furniture and Equipment	0	0.0000	0
Transportation Equipment	0	0.1000	0
Tools and Work Equipment	0	0.1000	0
Software / Scada system	0	0.2000	0
Control and Monitoring equipment	0	0.0000	0
Digital Mapping	0	0.0500	0
Generator	0	0.0000	0
Mains			
Transmission	0	0.0133	0
Distribution	309,435	0.0133	4,125
Meters	0	0.0500	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.0000	0
Services	0	0.0200	0
Other	0	0.3330	0
TOTAL	309,435		4,125

**Region of Queens Municipality Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2024/25**

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	853,674	-	853,674	90.0%	768,307	10.0%	85,367
STRUCTURES AND IMPROVEMENTS							
Structures and Improvements	781,869	-	781,869	90.0%	703,682	10.0%	78,187
Collecting and Impounding Reservoir	-	-	-	90.0%	0	10.0%	0
Treatment Plant	875,736	-	875,736	90.0%	788,162	10.0%	87,574
Distribution Reservoirs and Standpipes	364,939	-	364,939	40.0%	145,976	60.0%	218,963
General Improvements	-	-	-	90.0%	0	10.0%	0
Wells	-	-	-	90.0%	0	10.0%	0
Source Water Protection Plan	-	-	-	90.0%	0	10.0%	0
Equipment							
Electrical Pumping	-	-	-	90.0%	0	10.0%	0
Purification Equipment	-	-	-	90.0%	0	10.0%	0
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	69,290	-	69,290	90.0%	62,361	10.0%	6,929
Tools and Work Equipment	983,430	-	983,430	90.0%	885,087	10.0%	98,343
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	-	-	90.0%	0	10.0%	0
Surge Tank	-	-	-	90.0%	0	10.0%	0
Mains							
Transmission	892,751	-	892,751	40.0%	357,100	60.0%	535,651
Distribution	4,684,177	247,718	4,931,895	40.0%	1,972,758	60.0%	2,959,137
Meters	148,880	-	148,880	100.0%	148,880	0.0%	0
Hydrants	43,963	-	43,963	0.0%	0	100.0%	43,963
		-	-	0.0%	0	100.0%	0
Services	173,626	-	173,626	100.0%	173,626	0.0%	0
Other	-	-	-	90.0%	0	10.0%	0
TOTAL	9,872,335	247,718	10,120,053	59.3%	6,005,939	40.7%	4,114,114

Region of Queens Municipality Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2025/26							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-	-	-				
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	853,674	-	853,674	90.0%	768,307	10.0%	85,367
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	781,869	-	781,869	90.0%	703,682	10.0%	78,187
Power and Pumping Structures	-	-	-	90.0%	0	10.0%	0
Treatment Plant	875,736	-	875,736	90.0%	788,162	10.0%	87,574
Distribution Reservoirs and Standpipes	364,939	-	364,939	40.0%	145,976	60.0%	218,963
General Improvements	-	-	-	90.0%	0	10.0%	0
Source Water Protection Plan	-	-	-	90.0%	0	10.0%	0
Equipment	-	-	-		0		0
Electrical Pumping	-	-	-	90.0%	0	10.0%	0
Purification Equipment	-	-	-	90.0%	0	10.0%	0
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	69,290	-	69,290	90.0%	62,361	10.0%	6,929
Tools and Work Equipment	983,430	-	983,430	90.0%	885,087	10.0%	98,343
Software / computers	-	135,000	135,000	90.0%	121,500	10.0%	13,500
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	-	-	90.0%	0	10.0%	0
Bulk Water Station	-	-	-	90.0%	0	10.0%	0
Mains	-	-	-		0		0
Transmission	892,751	739,439	1,632,190	40.0%	652,876	60.0%	979,314
Distribution	4,931,895	2,836,178	7,768,073	40.0%	3,107,229	60.0%	4,660,844
Meters	148,880	-	148,880	100.0%	148,880	0.0%	0
Hydrants	43,963	-	43,963	0.0%	0	100.0%	43,963
Sprinkler Connections	-	-	-	0.0%	0	100.0%	0
Services	173,626	-	173,626	100.0%	173,626	0.0%	0
Other-Leak Survey	-	-	-	90.0%	0	10.0%	0
TOTAL	10,120,053	3,710,617	13,830,671	54.6%	7,557,686	45.4%	6,272,985

Region of Queens Municipality Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2026/27							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	853,674	0	853,674	90.0%	768,307	10.0%	85,367
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	781,869	0	781,869	90.0%	703,682	10.0%	78,187
Power and Pumping Structures	-	0	-	90.0%	0	10.0%	0
Treatment Plant	875,736	0	875,736	90.0%	788,162	10.0%	87,574
Distribution Reservoirs and Standpipes	364,939	0	364,939	40.0%	145,976	60.0%	218,963
General Improvements	-		-	90.0%	0	10.0%	0
Source Water Protection Plan	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-		0		0
Electrical Pumping	-	0	-	90.0%	0	10.0%	0
Purification Equipment	-	0	-	90.0%	0	10.0%	0
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	69,290	0	69,290	90.0%	62,361	10.0%	6,929
Tools and Work Equipment	983,430	0	983,430	90.0%	885,087	10.0%	98,343
Software / computers	135,000	0	135,000	90.0%	121,500	10.0%	13,500
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	-	0	-	90.0%	0	10.0%	0
Surge Tank	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	1,632,190	523,769	2,155,959	40.0%	862,384	60.0%	1,293,576
Distribution	7,768,073	387,384	8,155,457	40.0%	3,262,183	60.0%	4,893,274
Meters	148,880	0	148,880	100.0%	148,880	0.0%	0
Hydrants	43,963	0	43,963	0.0%	0	100.0%	43,963
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	173,626	0	173,626	100.0%	173,626	0.0%	0
Other-Leak Survey	-	0	-	90.0%	0	10.0%	0
TOTAL	13,830,671	911,153	14,741,824	53.7%	7,922,147	46.3%	6,819,676

Region of Queens Municipality Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2027/28							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	853,674	0	853,674	90.0%	768,307	10.0%	85,367
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures	781,869	0	781,869	90.0%	703,682	10.0%	78,187
Power and Pumping Structures	-	0	-	90.0%	0	10.0%	0
Treatment Plant	875,736	0	875,736	90.0%	788,162	10.0%	87,574
Distribution Reservoirs and Standpipes	364,939	0	364,939	40.0%	145,976	60.0%	218,963
General Improvements	-		-	90.0%	0	10.0%	0
Source Water Protection Plan	-	0	-	90.0%	0	10.0%	0
Equipment							
Electrical Pumping	-	0	-	90.0%	0	10.0%	0
Purification Equipment	-	0	-	90.0%	0	10.0%	0
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	69,290	0	69,290	90.0%	62,361	10.0%	6,929
Tools and Work Equipment	983,430	0	983,430	90.0%	885,087	10.0%	98,343
Software / computers	135,000	0	135,000	90.0%	121,500	10.0%	13,500
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	-	0	-	90.0%	0	10.0%	0
Generator	-	0	-	90.0%	0	10.0%	0
Mains							
Transmission	2,155,959	0	2,155,959	40.0%	862,384	60.0%	1,293,576
Distribution	8,155,457	309,435	8,464,892	40.0%	3,385,957	60.0%	5,078,935
Meters	148,880	0	148,880	100.0%	148,880	0.0%	0
Hydrants	43,963	0	43,963	0.0%	0	100.0%	43,963
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	173,626	0	173,626	100.0%	173,626	0.0%	0
Other	-	0	-	90.0%	0	10.0%	0
TOTAL	14,741,824	309,435	15,051,259	53.5%	8,045,921	46.5%	7,005,337

Region of Queens Municipality Water Utility
Allocation of Fire Protection Charges
Projected Expenses for 2025/26

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	108,272	10.0%	10,827
Water Treatment	776,135	10.0%	77,614
Transmission and Distribution	470,801	45.4%	213,535
Adminstration and General	107,949	10.0%	10,795
Depreciation	129,217	45.4%	58,607
Taxes	0	45.4%	0
Return on Rate Base	66,633	45.4%	30,222
Total	1,659,007	24.2%	401,599

Region of Queens Municipality Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2026/27

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	36,019	10.0%	3,602
Water Treatment	773,608	10.0%	77,361
Transmission and Distribution	453,776	46.3%	209,920
Adminstration and General	98,743	10.0%	9,874
Depreciation	189,026	46.3%	87,445
Taxes	0	46.3%	0
Return on Rate Base	232,874	46.3%	107,729
Total	1,784,045	27.8%	495,931

Region of Queens Municipality Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2027/28

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	36,844	10.0%	3,684
Water Treatment	804,401	10.0%	80,440
Transmission and Distribution	468,795	46.5%	218,192
Adminstration and General	101,625	10.0%	10,162
Depreciation	193,151	46.5%	89,898
Taxes	0	46.5%	0
Return on Rate Base	217,533	46.5%	101,247
Total	1,822,349	27.6%	503,625

Region of Queens Municipality Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2024/25	2025/26	2026/27	2027/28
	(Projected)	Test	Test	Test
RATE BASE				
Utility plant in Service March 31st	10,120,053	13,830,671	14,741,824	15,051,259
Less Accumulated Depreciaton on actual cost of plant in service (Estimated)	(3,154,218)	(3,283,435)	(3,472,461)	(3,665,611)
Less unamortized amount of capital contribution for plant in service	(167,216)	(2,963,329)	(3,305,484)	(3,565,565)
Estimated Rate Base at Year End	6,798,619	7,583,906	7,963,879	7,820,082
REQUIRED RETURN				
Non-operating Expenditures (B-2)	53,012	94,433	260,728	245,442
Less Non-operating Revenue	(20,000)	(15,000)	(15,000)	(15,000)
Less Other Non-operating Revenue (B-2)	(12,300)	(12,800)	(12,854)	(12,909)
Return on Rate Base	20,712	66,633	232,874	217,533
Required Rate of Return (Req'd Return/Est Rate Base)	0.30%	0.88%	2.92%	2.78%

Region of Queens Municipality Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2025/26

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge				
				Customer	Base	Delivery		Production		
Source of Supply	108,272	10,827	97,445		0%	0			100%	97,445
Water Treatment	776,135	77,614	698,522		0%	0			100%	698,522
Transmission and Distribution	470,801	213,535	257,266		100%	257,266	0%	0		
Administration and General	107,949	10,795	97,154	10%	9,715	87,439	0%	0		
Depreciation	129,217	58,607	70,610		100%	70,610	0%	0	0%	0
Taxes	0	0	0		100%	0				
Return on Rate Base	66,633	30,222	36,411		100%	36,411	0%	0	0%	0
SUBTOTAL	1,659,007	401,599	1,257,408		9,715	451,726		0		795,966
TOTAL	1,659,007	401,599	1,257,408		9,715	451,726		-		795,966

Region of Queens Municipality Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2026/27

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge				
				Customer	Base	Delivery		Production		
Source of Supply	36,019	3,602	32,417		0%	0			100%	32,417
Water Treatment	773,608	77,361	696,247		0%	0			100%	696,247
Transmission and Distribution	453,776	209,920	243,856		80%	195,084	20%	48,771		
Administration and General	98,743	9,874	88,869	10%	8,887	79,982	0%	0		
Depreciation	189,026	87,445	101,581		100%	101,581	0%	0	0%	0
Taxes	0	0	0		100%	0				
Return on Rate Base	232,874	107,729	125,145		100%	125,145	0%	0	0%	0
SUBTOTAL	1,784,045	495,931	1,288,115		8,887	501,792		48,771		728,664
TOTAL	1,784,045	495,931	1,288,115		8,887	501,792		48,771		728,664

Region of Queens Municipality Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2027/28

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge				
				Customer	Base	Delivery		Production		
Source of Supply	36,844	3,684	33,160		0%	0			100%	33,160
Water Treatment	804,401	80,440	723,961		0%	0			100%	723,961
Transmission and Distribution	468,795	218,192	250,603		80%	200,482	20%	50,121		
Administration and General	101,625	10,162	91,462	10%	9,146	82,316	0%	0		
Depreciation	193,151	89,898	103,252		100%	103,252	0%	0	0%	0
Taxes	0	0	0		100%	0				
Return on Rate Base	217,533	101,247	116,286		100%	116,286	0%	0	0%	0
SUBTOTAL	1,822,349	503,625	1,318,724		9,146	502,337		50,121		757,121
TOTAL	1,822,349	503,625	1,318,724		9,146	502,337		50,121		757,121

Worksheet C-4

16-Jun-25

Region of Queens Municipality Water Utility Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	3	1	3
5/8"	1168	1	1,168
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	10	5	50
2"	17	8	136
3"	4	16	64
4"	2	25	50
6"	0	50	0
TOTAL	1233		1,534

Region of Queens Municipality Water Utility Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	3	1	3
5/8"	1168	1	1,168
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	10	5	50
2"	17	8	136
3"	4	16	64
4"	2	25	50
6"	0	50	0
TOTAL	1233		1,534

Region of Queens Municipality Water Utility Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	3	1	3
5/8"	1168	1	1,168
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	10	5	50
2"	17	8	136
3"	4	16	64
4"	2	25	50
6"	0	50	0
TOTAL	1233		1,534

Region of Queens Municipality Water Utility Service Connections and Equivalents 2027/28			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	3	1	3
5/8"	1168	1	1,168
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	10	5	50
2"	17	8	136
3"	4	16	64
4"	2	25	50
6"	0	50	0
TOTAL	1233		1,534

Region of Queens Municipality Water Utility Service Connections and Equivalents 2025/26					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	294.57	7.88	302.45	75.61
5/8"	1	294.57	7.88	302.45	75.61
3/4"	1.5	441.86	7.88	449.74	112.43
1"	2.5	736.43	7.88	744.31	186.08
1.5"	5	1,472.86	7.88	1,480.74	370.19
2"	8	2,356.58	7.88	2,364.46	591.11
3"	16	4,713.15	7.88	4,721.03	1,180.26
4"	25	7,364.30	7.88	7,372.18	1,843.05
6"	50	14,728.61	7.88	14,736.49	3,684.12
8"	90	26,511.49	7.88	26,519.37	6,629.84
TOTAL					

Region of Queens Municipality Water Utility Service Connections and Equivalents 2026/27					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	327.22	7.21	334.43	83.61
5/8"	1	327.22	7.21	334.43	83.61
3/4"	1.5	490.83	7.21	498.04	124.51
1"	2.5	818.05	7.21	825.26	206.31
1.5"	5	1,636.10	7.21	1,643.31	410.83
2"	8	2,617.76	7.21	2,624.97	656.24
3"	16	5,235.52	7.21	5,242.73	1,310.68
4"	25	8,180.51	7.21	8,187.71	2,046.93
6"	50	16,361.01	7.21	16,368.22	4,092.06
8"	90	29,449.83	7.21	29,457.03	7,364.26
TOTAL					

Region of Queens Municipality Water Utility Service Connections and Equivalents 2027/28					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	327.58	7.42	334.99	83.75
5/8"	1	327.58	7.42	334.99	83.75
3/4"	1.5	491.36	7.42	498.78	124.70
1"	2.5	818.94	7.42	826.36	206.59
1.5"	5	1,637.88	7.42	1,645.29	411.32
2"	8	2,620.60	7.42	2,628.02	657.01
3"	16	5,241.20	7.42	5,248.62	1,312.16
4"	25	8,189.38	7.42	8,196.80	2,049.20
6"	50	16,378.76	7.42	16,386.18	4,096.55
8"	90	29,481.77	7.42	29,489.19	7,372.30
TOTAL					

Region of Queens Municipality Water Utility Water Consumption by Block		
Meter Size	2024/25 Current Consumption	2025/26 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	522	522
5/8"	156,130	153,007
3/4"	4,314	4,314
1"	9,015	9,015
1.5"	23,603	23,603
2"	18,668	18,668
3"	29,518	29,518
4"	38,539	38,539
6"	-	0
TOTAL	280,309	277,186

Region of Queens Municipality Water Utility Water Consumption by Block		
Meter Size	2026/27 Consumption	2027/28 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	522	522
5/8"	149,947	146,948
3/4"	4,314	4,314
1"	9,015	9,015
1.5"	23,603	23,603
2"	18,668	18,668
3"	29,518	29,518
4"	38,539	38,539
6"	0	0
TOTAL	274,126	271,127

Worksheet C-7

16-Jun-25

Region of Queens Municipality Water Utility Calculation of Consumption Charge 2025/26	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.87
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.00
TOTAL CONSUMPTION CHARGE PER Cubic Meter	2.87

Region of Queens Municipality Water Utility Calculation of Consumption Charge 2026/27	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.66
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.18
TOTAL CONSUMPTION CHARGE PER Cubic Meter	2.84

Region of Queens Municipality Water Utility Calculation of Consumption Charge 2027/28	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.79
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.18
TOTAL CONSUMPTION CHARGE PER Cubic Meter	2.98

Worksheet C-8

16-Jun-25

Region of Queens Municipality Water Utility
Water Consumption by Block
2025/26

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	3	302.45	907
5/8"	1,168	302.45	353,264
3/4"	10	449.74	4,497
1"	19	744.31	14,142
1.5"	10	1,480.74	14,807
2"	17	2,364.46	40,196
3"	4	4,721.03	18,884
4"	2	7,372.18	14,744
6"	0	14,736.49	0
TOTAL BASE REVENUE			461,442

CONSUMPTION CHARGE

	Quantity	\$/ cubic metre	
1st Block	277,186	2.87	795,966
TOTAL CONSUMPTION REVENUE			795,966

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,257,408

Region of Queens Municipality Water Utility
Water Consumption by Block
2026/27

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	3	334.43	1,003
5/8"	1,168	334.43	390,612
3/4"	10	498.04	4,980
1"	19	825.26	15,680
1.5"	10	1,643.31	16,433
2"	17	2,624.97	44,624
3"	4	5,242.73	20,971
4"	2	8,187.71	16,375
6"	0	16,368.22	0
TOTAL BASE REVENUE			510,679

CONSUMPTION CHARGE

	Quantity	\$/ cubic metre	
1st Block	274,126	2.84	777,435
TOTAL CONSUMPTION REVENUE			777,435

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,288,115

Region of Queens Municipality Water Utility
Water Consumption by Block
2027/28

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	3	334.99	1,005
5/8"	1,168	334.99	391,272
3/4"	10	498.78	4,988
1"	19	826.36	15,701
1.5"	10	1,645.29	16,453
2"	17	2,628.02	44,676
3"	4	5,248.62	20,994
4"	2	8,196.80	16,394
6"	0	16,386.18	0

TOTAL BASE REVENUE 511,483

CONSUMPTION CHARGE

	Quantity	\$/ cubic metre	
1st Block	271,127	2.98	807,242

TOTAL CONSUMPTION REVENUE 807,242

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,318,724

Region of Queens Municipality Water Utility			
Calculation of Bulk Water Rate			
Years Ending March 31st			
	2025/26	2026/27	2027/28
	Test Year	Test Year	Test Year
Cost Base			
Total Operating Expenses (Worksheet B-2)	1,592,374	1,551,171	1,604,816
Total Non Operating Expenses (Worksheet B-2)	94,433	260,728	245,442
Total Expenses	1,686,807	1,811,899	1,850,258
Water Consumption (Worksheet C-6) in cubic meters	277,186	274,126	271,127
Unit Calculations			
Unit cost per cubic meter	6.085	6.610	6.824
Total Operating and Non Operating costs and profit mark-up	30%	30%	30%
Bulk rate per cubic meter	7.91	8.59	8.87

**Region of Queens Municipality Water Utility
Comparison of Current Water Rates with Proposed New Rates
2025/26**

Meter Size	Average Quarterly Consumption			Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change		
	1st Block	Base Charge			Current	Proposed		Current	Proposed			Current	Proposed
		Current	Proposed										
Unmetered			80.94					96.43	200.53	104.10	108.0%		
5/8"	33	40.69	75.61	85.8%	41.92	94.04	124.3%	82.61	169.66	87.05	105.4%		
3/4"	108	60.17	112.43	86.9%	138.05	309.70	124.3%	198.22	422.14	223.92	113.0%		
1"	119	99.13	186.08	87.7%	151.83	340.62	124.3%	250.96	526.70	275.74	109.9%		
1.5"	590	196.53	370.19	88.4%	755.30	1,694.45	124.3%	951.83	2,064.64	1,112.81	116.9%		
2"	275	313.40	591.11	88.6%	351.40	788.34	124.3%	664.80	1,379.45	714.65	107.5%		
3"	1,845	625.07	1,180.26	88.8%	2,361.44	5,297.73	124.3%	2,986.51	6,477.99	3,491.48	116.9%		
4"	4,817	975.70	1,843.05	88.9%	6,166.24	13,833.54	124.3%	7,141.94	15,676.58	8,534.64	119.5%		
6"	-	1,646.66	3,684.12		-								

**Region of Queens Municipality Water Utility
Comparison of Current Water Rates with Proposed New Rates
2026/27**

Meter Size	Average Quarterly Consumption			Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change		
	1st Block	Base Charge			Current	Proposed		Current	Proposed			Current	Proposed
		Current	Proposed										
Unmetered	-							200.53	206.98	6.45	3.2%		
5/8"	32	75.61	83.61	10.6%	94.04	91.02	-3.2%	169.66	174.63	4.97	2.9%		
3/4"	108	112.43	124.51	10.7%	309.70	305.87	-1.2%	422.14	430.38	8.24	2.0%		
1"	119	186.08	206.31	10.9%	340.62	336.41	-1.2%	526.70	542.72	16.02	3.0%		
1.5"	590	370.19	410.83	11.0%	1,694.45	1,673.48	-1.2%	2,064.64	2,084.31	19.67	1.0%		
2"	275	591.11	656.24	11.0%	788.34	778.58	-1.2%	1,379.45	1,434.82	55.37	4.0%		
3"	1,845	1,180.26	1,310.68	11.1%	5,297.73	5,232.15	-1.2%	6,477.99	6,542.84	64.85	1.0%		
4"	4,817	1,843.05	2,046.93	11.1%	13,833.54	13,662.31	-1.2%	15,676.58	15,709.24	32.66	0.2%		
6"	-	3,684.12	4,092.06										

**Region of Queens Municipality Water Utility
Comparison of Current Water Rates with Proposed New Rates
2027/28**

Meter Size	Average Quarterly Consumption			Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change		
	1st Block	Base Charge			Current	Proposed		Current	Proposed			Current	Proposed
		Current	Proposed										
Unmetered								206.98	213.26	6.29	3.0%		
5/8"	31	83.61	83.75	0.2%	91.02	93.65	2.9%	174.63	177.39	2.77	1.6%		
3/4"	108	124.51	124.70	0.1%	305.87	321.11	5.0%	430.38	445.80	15.43	3.6%		
1"	119	206.31	206.59	0.1%	336.41	353.17	5.0%	542.72	559.76	17.04	3.1%		
1.5"	590	410.83	411.32	0.1%	1,673.48	1,756.86	5.0%	2,084.31	2,168.18	83.88	4.0%		
2"	275	656.24	657.01	0.1%	778.58	817.37	5.0%	1,434.82	1,474.38	39.55	2.8%		
3"	1,845	1,310.68	1,312.16	0.1%	5,232.15	5,492.84	5.0%	6,542.84	6,805.00	262.16	4.0%		
4"	4,817	2,046.93	2,049.20	0.1%	13,662.31	14,343.02	5.0%	15,709.24	16,392.22	682.99	4.3%		
6"		4,092.06	4,096.55										

Region of Queens Municipality Water Utility				
Comparative Statement of Operations				
Fiscal Years ending March 31st				
	2024/25 (Projected)	Projection Using Proposed Rates		
		2025/26 Test	2026/27 Test	2027/28 Test
OPERATING REVENUES				
Metered Sales	603,300	930,354	1,288,115	1,318,724
Public Fire Protection	201,531	305,393	495,931	503,625
Total	804,831	1,235,747	1,784,045	1,822,349
OPERATING EXPENDITURES				
Source of Supply	23,100	108,272	36,019	36,844
Water Treatment	670,628	776,135	773,608	804,401
Transmission and Distribution	145,205	470,801	453,776	468,795
Administration and General	89,311	107,949	98,743	101,625
Depreciation	115,717	129,217	189,026	193,151
Taxes	0	0	0	0
Total	1,043,961	1,592,374	1,551,171	1,604,816
OPERATING PROFIT (LOSS)				
LESS NON-OPERATING REVENUES				
Transfer from Depreciation Fund	20,000	15,000	15,000	15,000
Other - Gain from Sale of Watershed lands	0	0	0	0
Total	20,000	15,000	15,000	15,000
OTHER OPERATING REVENUES				
Sprinkler Service	5,400	5,400	5,454	5,509
Plate Fee & Shut Off	4,300	4,400	4,400	4,400
Lateral Connection	0	0	0	0
Connection Fee	2,600	3,000	3,000	3,000
Bulk Water Sales	0	0	0	0
Other	0	0	0	0
Total	12,300	12,800	12,854	12,909
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	43,426	59,689	66,689	66,689
Debt Charges - Interest	9,586	13,222	12,444	10,678
New Debt - Principal	0	2,494	2,606	2,724
New Debt - Interest	0	3,521	3,409	3,291
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
Interest on Deficit to the Municipality	0	15,507	25,580	22,060
Capital out of Revenue	0	0	0	0
Earnings	0	0	0	0
Total	53,012	94,433	110,728	105,442
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(259,842)	(423,260)	150,000	140,000
SURPLUS (DEFICIT) AT BEGINNING OF YEAR	(264,726)	(524,568)	(947,828)	(797,828)
ACCUMULATED SURPLUS/(DEFICIT)	(524,568)	(947,828)	(797,828)	(657,828)

Appendix 1
Loan Calculator
Long Term Debt
2024/25

Interest Rate	4.5%
Term in years	20
Capital \$	78,243

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$2,494.10	3,520.95	6,015.05	75,749.33
2	\$2,606.33	3,408.72	6,015.05	73,143.00
3	\$2,723.62	3,291.43	6,015.05	70,419.38
4	\$2,846.18	3,168.87	6,015.05	67,573.20
5	\$2,974.26	3,040.79	6,015.05	64,598.94
6	\$3,108.10	2,906.95	6,015.05	61,490.84
7	\$3,247.97	2,767.09	6,015.05	58,242.87
8	\$3,394.12	2,620.93	6,015.05	54,848.75
9	\$3,546.86	2,468.19	6,015.05	51,301.89
10	\$3,706.47	2,308.59	6,015.05	47,595.42
11	\$3,873.26	2,141.79	6,015.05	43,722.16
12	\$4,047.56	1,967.50	6,015.05	39,674.61
13	\$4,229.70	1,785.36	6,015.05	35,444.91
14	\$4,420.03	1,595.02	6,015.05	31,024.88
15	\$4,618.93	1,396.12	6,015.05	26,405.94
16	\$4,826.79	1,188.27	6,015.05	21,579.16
17	\$5,043.99	971.06	6,015.05	16,535.17
18	\$5,270.97	744.08	6,015.05	11,264.20
19	\$5,508.16	506.89	6,015.05	5,756.03
20	\$5,756.03	259.02	6,015.05	0.00

Loan Calculator
Long Term Debt
2025/26

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
2026/27

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
2027/28

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
REGION OF QUEENS MUNICIPALITY WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 October 2025)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Region of Queens Water Utility.

1. **RATES:**

<u>(a) Base Charges</u>	<u>Quarterly</u>
Unmetered	200.53
	(assuming 174 cubic meters per year)
Size of Meter	
5/8"	75.61
3/4"	112.43
1"	186.08
1.5"	370.19
2"	591.11
3"	1,180.26
4"	1,843.05
6"	3,684.12

(b) Consumption Rate (per cubic metre)

Consumption Rate	2.87	per cubic metre
------------------	------	-----------------

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Region of Queens shall pay to the Region of Queens Water Utility on or before October 1, 2025 a total of \$305,393 based on 6 months at the existing rate (\$209,187) and 6 months at the proposed rate (\$401,599).

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$70.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$60.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. ACCOUNT CREATION FEE

A

The Utility shall charge a \$60.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$60.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$60.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$7.91 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

2. PUBLIC FIRE PROTECTION RATE

The Region of Queens shall pay to the Region of Queens Water Utility on or before October 1, 2026 a total of \$495,931.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$70.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$60.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

B

8. ACCOUNT CREATION FEE

The Utility shall charge a \$60.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$60.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$60.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$8.59 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

SCHEDULE "C"
REGION OF QUEENS WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2027)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Region of Queens Water Utility.

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered	213.26
(assuming 174 cubic meters per year)	
Size of Meter	
5/8"	83.75
3/4"	124.70
1"	206.59
1.5"	411.32
2"	657.01
3"	1,312.16
4"	2,049.20
6"	4,096.55

(b)	Consumption Rate (per cubic metre)	
	Consumption Rate	\$ 2.98 per cubic metre

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Region of Queens shall pay to the Region of Queens Water Utility on or before October 1, 2027 a total of \$503,625.

For subsequent years, the annual public fire protection rate shall be based on the above or:

- (a) the sum of 46.5% of Transmission and Distribution, Taxes and Depreciation expenses of the Utility, and 46.5% of the sum of the (Non-Operating Expenditures less the Non-Operating Revenue less Other Operating Revenue of the immediately preceding year), plus
- (b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$70.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

C

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$60.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. ACCOUNT CREATION FEE

The Utility shall charge a \$60.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$60.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$60.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$8.87 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

C

SCHEDULE D
RULES AND REGULATIONS

REGION OF QUEENS MUNICIPALITY WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 October 2025)

In these Rules and regulations, unless the context otherwise requires, the expression:

“Region” means Region of Queens Municipality;

“Utility” means Region of Queens Municipality Water Utility;

“Customer” means a person, a property owner, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations;

“Domestic Service” means the type of service supplied to the owner or their authorized agent for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.;

“Commercial Service” means any service other than a domestic service as herein defined;

“Metered Rate Service” means that type of service charged for at metered rates. Metered rate service is required for all new services.

- 1) **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement/contract is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:
 - a) the customer applying for and receiving approval for water service;
 - b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self-contained unit to a tenant or lessee shall be required to open an account for the provision of water at the property rented or leased.

- c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water

utilized.

- d) Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.
- 2) **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the previous year's average bill for the meter size for such service for a period of three months, or such lesser amount as the Utility may demand (a minimum of \$150.00). This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to him with interest based on the bank's simple interest per annum, not compounded.
- 3) **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of their liabilities to the Utility.
- 4) **BILLING:** If an agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

- 5) **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months (quarterly). All bills are due and payable when rendered. Bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.
- 6) **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
- 7) **ADJUSTMENT OF BILLS:**
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the

best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.

- (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - Notwithstanding 8(a) above, should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.
- 8) **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.
- 9) **METER READING:** In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and, subject to Regulation 7, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed bi-monthly, meters shall be read bi-monthly.
- 10) **WATER TO BE SUPPLIED BY METER:** Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.

- 11) **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees of the Utility or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
- 12) **METER READERS:** Each meter reader shall be provided with an official identification, which shall be exhibited on request.
- 13) **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, their agents or members of their family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
- 14) **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on their service and shall protect it. The customer shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
- 15) **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to 1 inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
- 16) **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Region and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Region and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of

them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any way unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

- 17) **DANGEROUS CONNECTIONS**: No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
- 18) **PROHIBITED DEVICES**: Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets, which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
- 19) **IMPROPER USE OR WASTE OF WATER**: No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall they sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
- 20) **SERVICE PIPES**: Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 1" in (25 mm) diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street line, including supplying and laying a service pipe and fittings between the main pipe and the street line shall be the responsibility of the Utility and all such work shall be performed without cost to the applicant. A service box (standpipe) and curb stop valve shall be installed at the property line by the Utility.

The necessary excavation for the laying of the service pipe, backfilling and surface restoration from the street line to the premises including supplying and laying of the service pipe and fittings shall be the responsibility of the Applicant for water services and all such work shall be performed without cost to the Utility.

For water service pipes larger than 1", the cost shall be borne by the customer, less the cost of the $\frac{3}{4}$ " service pipe and trench from the main in the street to the street line.

Should any person make application for more than one service to their premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the rules and regulations of the Municipality and to the satisfaction of the Utility. The excavation may be the same excavation as is used for the sewer service pipe or, if minimum horizontal and vertical separation between the water and sewer pipes cannot be obtained, a separate excavation for the water service pipe shall be required.

When a service has been installed without objection from the customer as to the location of the same, any subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

- 21) **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the street line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at their expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at their expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

- 22) **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during

the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Region of Queens Water Utility requirements.

- 23) **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a \$200 service charge shall be paid by those who made the unauthorized connection.
- 24) **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
- 25) **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require

the customer, at the customer's sole cost and expense, to install at any point on the customer's water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of their employer, and the tester's license number.

(d) The Utility shall maintain a program for the issuance, renewal and cancellation of Cross Connection Control Tester's Licenses. The Utility's program shall establish minimum standards, minimum insurance requirements, fees and administrative procedures.

(e) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(f) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

26) **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.

27) **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which the customer is required to pay and the Utility agrees to do the work, the customer shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Water service shall not be established by the Utility until all charges are paid in full. Installations shall be made in accordance with the Region of Queens Water Utility specifications and be subject to inspection by the Utility's Staff prior to water service being made available.

- 28) **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
- 29) **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. Responsibility for the installation, maintenance of any and all privately owned fire protections systems, including fire protection lines, sprinkler systems and hydrants shall be the responsibility of the owner.

Customers of the Utility wishing to perform testing of components related to fire protection or flow measurement as part of a development investigation or other reason whereby such flow measurement will result in flows above the normal operating range are required to seek permission from the Utility seven (7) days in advance of such testing. To avoid potential disruptions in flow patterns testing of this nature will only be allowed between 10 pm and 6 am excluding holidays and weekends unless unusual circumstances can be demonstrated by the proponent. The operation of a Utility owned hydrant is only to be done by Utility staff. The cost of providing Utility staff for this purpose will be invoiced to the proponent at

- 30) **RESELLING OF WATER:** It is prohibited for a customer of the Utility to resell water to others, without the express written consent of the Utility. In the event that a customer is reselling water to others, without prior approval by the Utility, the Utility may suspend service to the premises or the customer until such time as the activity ceases or approval to resell is granted.
- 31) **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
- 32) **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.
- 33) **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.

- 34) **THEFT OF SERVICE:** The Utility may impose penalties in addition to charges for Service approved by these Regulations for each unauthorized Water Service Connection, as follows:
- | | |
|---|----------|
| (a) First incident | \$300.00 |
| (b) Second incident, and each incident thereafter | \$750.00 |
- 35) **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
- 36) **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
- 37) **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 36, the customer shall, for their own safety and protection, install on their hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
- 38) **WATER CONSERVATION DIRECTIVES:** The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-establishing Water Service as laid out in the approved Schedule of Rates for the Utility.
- 39) **REQUESTS FOR EXTENSIONS OF SERVICE:** The Utility has no obligation to extend water service into areas with no water service. Requests for such extensions will be reviewed by the Utility on a case by case basis.
- 40) **WORK ON WATER UTILITY INFRASTRUCTURE:** The Utility reserves the right to perform all work with its own forces, on existing Utility infrastructure or infrastructure that will be turned over to the Utility. This includes, but is not limited to, new construction of water mains and/or building services and any repairs to existing infrastructure of the Utility. Any work permitted to be undertaken by outside contractors will be under such terms and conditions and to standards as prescribed by the Utility. This regulation shall not apply to land developments involving construction of new streets and services where the developer has entered a servicing agreement with the Region of Queens.

- 41) **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. Any adjustment of the service box or valve box is the responsibility of the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.

Region of Queens Municipality Staff Report

To: Council Members

From: Heather Cook, Acting Clerk / Communications Officer

Date: June 24, 2025

Re: 2025 Municipal Bursary and Achievement Award Recipients

Background

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

Municipal Bursary Award (\$3,000)

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

Criteria

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

Gertrude Ford Newcombe Achievement Award (\$500)

Gertrude Ford Newcombe (1894-1977) devoted her life to teaching. She was Principal of the Milton Schools for twenty-two years (1925-1947). During that period, she also taught grades 9, 10, and 11. In addition, she tutored many students in her home and was noted for the success of her pupils. She was a



founding member of the Queens Home and School Association and on the Executive of the Nova Scotia Federation of Home and School.

Criteria

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

Vera Harlow Gordon Award (\$500)

Criteria

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

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

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

Criteria


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

J. Roy Gordon Achievement Award (\$500)

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

Criteria

- Graduating this academic year from Liverpool Regional High School.

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

Details

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

Municipal Bursary Award (\$3,000)

LRHS: Addison Leslie

NQCS: Miley Huss

QAHS: Emily-Rose Star MacLeod

Gertrude Ford Newcombe Achievement Award (\$500)

LRHS: Norah Oickle

Vera Harlow Gordon Award (\$500)

LRHS: Kennice Doggett

J. Roy Gordon Achievement Award (\$500)

LRHS: Rylee Barbara Lake


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

LRHS: Norah Oickle

QAHS: Emily-Rose Star MacLeod

Applicable Legislation

Budget Impacts



Municipal Bursary Awards are budgeted for in the 2025-2026 Budget, and the remaining awards are funded by their various trusts.

Recommendation

THAT the Council of the Region of Queens Municipality receives the report titled '2025 Bursary Recipients' for information;

AND THAT the Council of the Region of Queens Municipality approve the awarding of the 2025 Bursary funds to the students recommended by the Bursary Selection Committee.

Communications

The schools have been notified of the students selected prior to their graduation ceremonies, and the students selected will be mailed letters with further information and instructions on receiving their award.

Region of Queens Municipality

Staff Report

To: Mayor and Council

From: Kelley-Anne Hurley, S.CST, By-Law Enforcement Officer
Brenda Keating, S.CST, By-Law Enforcement Officer

Date: June 24, 2025

Re: Dangerous or Unightly: 97 East Side Port L'Herbert Road
PID #70068192
AAN #00220647

Background

The dwelling located at 97 East Side, Port L'Herbert Road, in East Port L'Herbert, Queens County, Nova Scotia, is a vacant unit considered to be a potential threat to public safety. The dwelling is described as a wooden-framed, older mobile home that displays rotten soffits and fascia's rendering an exposed roofing system. The roof has a substantial sag, the asphalt shingles have outlived their expectancy rendering severe water issues, and the foundation skirting is in extreme poor condition causing structural concerns. This mobile home has deteriorated to a point of demolition as the result of several previous house fires since November 2024 rendering extreme electrical issues.

Details

In order to remedy the condition of the property, staff are recommending a full demolition of the structure and one outbuilding, and removal of derelict camper and transport construction and demolition materials to the Region of Queens Landfill Facility, leveling of the property, and a clean-up of miscellaneous items strewn about.

Applicable Legislation

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

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

Budget Impacts

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

Recommendation

THAT the Council of Region of Queens Municipality declares the property located at 97 East Side, Port L'Herbert Road, Queens Co., NS and identified as PID #70068192 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia.

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

1. Demolition of dwelling and one outbuilding;
2. Removal of derelict camper;
3. Construction and demolition materials transported to the Region of Queens Landfill Facility;
4. Levelling of the property; and
5. Clean-up of miscellaneous items strewn about.

AND THAT if the owner fails to comply with the Order, the Administrator may 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.