



**Region of Queens Municipality Regular Council  
Tuesday, February 10, 2026  
Meeting Begins Directly following Public Hearing**

**Agenda**

**1.0 Call to Order and Land Acknowledgement**

**2.0 Approval of Agenda**

**3.0 Adoption of Minutes**

3.1 Regular Council Meeting – January 27, 2026

**4.0 Public Comment**

**5.0 Delegations and Presentations**

5.1 Property Valuation Services Corporation

5.2 North Queens Active Living

**6.0 Unfinished Business**

**7.0 Staff Reports**

7.1 Nature Conservancy of Canada Proposal – Path Lake Lands

7.2 Municipal Heritage Designation – Bethany United Church

7.3 Water Utility Rate Decision

7.4 RFP for Insurance and Risk Management Services

7.5 Active Transportation Trail - Dr. John C. Wickwire Academy to "The Lot" / Liverpool Library

- 7.6 Municipal Services Building HVAC Study
- 7.7 Council Implementation Report

## **8.0 Bylaws and Policies**

- 8.1 First Reading - Bylaw No. 11 – Public Sewer Systems
- 8.2 Introduction - Bylaw No. 27 – Private Road Levy

## **9.0 Correspondence for Action**

## **10.0 Correspondence for Information**

## **11.0 Reports from In Camera**

- 11.1 Liverpool Business Development Centre – New Tenant Agreements

## **12.0 Mayor's Report**

## **13.0 Council Business**

- 13.1 Correspondence Referral to Heritage Advisory Committee

## **14.0 New Business**

## **15.0 In Camera**

- 15.1 Personnel

## **16.0 Adjournment**



# Region of Queens Municipality Regular Council

## Tuesday, January 27, 2026

### 6:00 p.m.

## Minutes

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

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

### 1.0 Call to Order

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Mayor Christian called the meeting to order at 3:57 p.m.

## 2.0 Approval of Agenda

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

**THAT** the Council of Region of Queens Municipality approve the January 27, 2026 agenda as presented.

**MOTION CARRIED unanimously.**

## 3.0 In Camera

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

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

- 3.1 Personnel
- 3.2 Personnel
- 3.3 Personnel
- 3.4 Personnel

**MOTION CARRIED unanimously.**

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

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

***The meeting recessed at 4:46 p.m. and resumed at 5:30 p.m.***

Mayor Christian called the Public Session to order at 5:30 p.m. and acknowledged that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people.

## 4.0 Adoption of Minutes

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**It was moved by Deputy Mayor Charlton and seconded by Councillor Wentzell:**

**THAT** Council for Region of Queens Municipality approve the January 13, 2026 Regular Council Meeting minutes as presented.

**MOTION CARRIED unanimously.**

## 5.0 Public Comment

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### 1. Shelley Stevens, Port Medway

Ms. Stevens, a resident of Port Medway, spoke in opposition to the development application for 72 Fostertown Road, noting that she resides immediately adjacent to the subject property. Ms. Stevens advised that the application seeks amendments to the Land Use Bylaw to permit four fixed-roof overnight accommodations. She noted that the Planning Advisory Committee reviewed the application and recommended that it be denied.

Ms. Stevens further advised that residents of Fostertown Road and surrounding area oppose the application, citing concerns including road safety due to the one-lane nature of the road and its inability to accommodate additional traffic or parking. She raised concerns regarding water supply and septic servicing, noting that the area relies on drilled wells that are known to run dry and that the septic plan lacks clarity. Ms. Stevens indicated that the application does not clearly identify

the number of occupants, building sizes, layouts, or proposed garbage and parking arrangements.

She further expressed the view that the proposed zoning change is inappropriate for the area, would set an undesirable precedent, and would negatively impact a community characterized by full-time residents who value safety, privacy, and a quiet rural environment. Ms. Stevens stated that approval of the application would fundamentally alter the character of the community and reduce its liveability.

Ms. Stevens urged Council to deny the rezoning application for 72 Fostertown Road and submitted a petition from local residents in opposition to the development to the Municipal Clerk.

## 2. Denaige McDonnell, Liverpool

Dr. McDonnell expressed concern that the Strategic Planning staff report being presented at this meeting does not adequately represent the Municipality as a whole, noting that only a small percentage of residents participated in the Town Hall engagement sessions. They suggested that the document reflects primarily the perspectives of those who attended these sessions and does not capture broader community input. She further commented that low public engagement may reflect broader dissatisfaction and perceived inaction by the Region.

Dr. McDonnell characterized the plan as containing general intentions rather than a clear, actionable work plan, and noted the absence of a jurisdictional review and long-term visioning. She expressed concern that, without clearer direction and measurable outcomes, the plan may not succeed and may represent an inefficient use of public funds. She also commented on the roles of Council and administration, suggesting that Council should establish clearer expectations and provide stronger direction to staff.

In closing, Dr. McDonnell emphasized the importance of defining a long-term vision for the Municipality and encouraged Council to regroup and determine clear priorities, including consideration of what the Region of Queens should look like in the next 20 years.

## 6.0 Delegations and Presentations

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There were no Delegations or Presentations today.

## 7.0 Unfinished Business

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There was no Unfinished Business today.

## 8.0 Staff Reports

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### 8.1 2026-2029 Draft Strategic Priorities Plan

Deputy Chief Administrative Officer Hirtle presented the draft 2026 - 2029 Strategic Priorities Plan, which was developed by staff based on direction from Council and input received during extensive community consultation conducted in the fall of 2025. He advised that a Strategic Plan is an important pillar of sound municipal governance, and is intended to guide Council decision making, staff work planning, and budget development for the 2026 - 2027 fiscal year and throughout the remainder of the Council term.

Mr. Hirtle outlined that the community engagement process included seven in-person public sessions held across Queens County, along with both online and in-person surveys. He noted that approximately 165 residents participated through in-person sessions or written submissions, with an additional 79 online survey responses received. Engagement activities focused on identifying priorities within four strategic pillars: Governance, Economic Development, Community Wellness, and Environment and Infrastructure.

Mr. Hirtle summarized key findings from the consultation, noting that Economic Development emerged as the highest overall priority for residents, with the top Economic Development priority being the development and implementation of an Economic Development Plan. Within the Governance pillar, transparency and accountability ranked

highest. Strengthening partnerships with community-based organizations was identified as the leading priority under Community Wellness, and repairing and replacing aging infrastructure ranked highest within the Environment and Infrastructure pillar.

He advised that, if approved, the Strategic Priorities Plan would be used as a guiding document for staff in the development of departmental workplans and the 2026 - 2027 operating budget. He further noted that staff would report quarterly to Council on implementation progress and that the plan would be reviewed annually to ensure it continues to reflect Council and community priorities.

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

**THAT** Council for Region of Queens Municipality approve the draft 2026 - 2029 Strategic Priorities Plan as amended with Council's suggestions, and direct staff to use it as a guiding document in budget preparation and workplan development for the 2026 - 2027 fiscal year.

**MOTION CARRIED unanimously.**

## 8.2 Fixed Roof Overnight Accommodations – Port Medway

Director MacLeod presented a report advising that the Municipality has received a request to amend the Land Use Bylaw to permit the establishment of a fixed-roof overnight accommodation operation at 72 Fostertown Road, Port Medway. He noted that the property is located within the Hamlet Residential zone, where this use is not currently permitted.

Director MacLeod explained that, in order to consider the application, Council would be required either to rezone the subject property or to enter into a development agreement permitting the proposed use. He further advised that the Planning Advisory Committee had reviewed the request and, following discussion, was not supportive of proceeding with the application at this time.

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

**THAT** Council for Region of Queens Municipality deny the application to allow for a four (4) unit fixed-roof overnight accommodation operation on property located at 72 Fostertown Road in Port Medway and identified as PID # 70090691.

**MOTION CARRIED unanimously.**

### 8.3 Funding Request – Queens Neighborhood Co-operative Housing Ltd.

Councillor Fancy declared a conflict of interest and withdrew from the table at this time.

Director Veinotte presented a report regarding a funding request from Queens Neighbourhood Co-operative Housing Ltd. (QNCH) in the amount of \$750,000. She advised that the request relates to the Lawrence Street Affordable Housing Project which represents the first phase of QNCH's broader neighbourhood co-operative housing model.

She further explained that the requested funding could be fully supported through donation revenue recently received by the Municipality, specifically a \$750,000 donation from the J&M Murphy Foundation, which expressed interest in supporting local housing initiatives. As a result, there would be no impact on the Municipality's operating budget, with the funds to be charged to the Grants to Organizations budget line and offset by sundry revenue.

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

**THAT** Council for Region of Queens Municipality approve the funding request from Queens Neighborhood Co-operative Housing Ltd (QNCH) for \$750,000, to be funded with the donation from the J & M Murphy Foundation.

**MOTION CARRIED unanimously.**

Councillor Fancy returned to the table following the conclusion of the item.

## 9.0 Bylaws and Policies

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### 9.1 First Reading – Bylaw 14 – Tax Exemptions

Director Veinotte presented a report to Council outlining amendments to Bylaw No. 14, which is reviewed annually by Council and provides property tax exemptions for eligible properties in accordance with criteria set out in the *Municipal Government Act*. This report outlined the proposed list of exempt properties and identified any changes resulting from exemption requests received by staff. Council was requested to review the proposed exemptions and consider approval of Bylaw No. 14.

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

**THAT** Council for Region of Queens Municipality gives first reading to Bylaw No 14 - Tax Exemptions as presented.

**MOTION CARRIED unanimously.**

### 9.2 Amendment – Administrative Policy 9 – Tax Exemptions

Director Veinotte presented a report outlining that the *Municipal Government Act* provides Council with the authority to adopt policy granting property tax exemptions for low-income residents. Staff are recommending that the current policy be updated for the 2026–2027 fiscal year.

The proposed amendment is intended to expand eligibility in a manner that would benefit the greatest number of low-income residents. The financial impact of the recommended change is estimated at an additional \$15,000 per fiscal year. Council was requested to consider and approve the updated policy.

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

**THAT** Council for Region of Queens Municipality adopts the amendments to Administrative Policy No. 9 – Tax Exemptions as presented.

**MOTION CARRIED unanimously.**

### 9.3 Amendment – Operational Policy 11 – Community Investment Fund

Ms. Sereda, Community Economic Development Officer, presented proposed amendments to Operational Policy 11 – Community Investment Fund. The recommended changes are informed by staff's experience administering the program, engagement with community organizations, and consultation with funding partners and past Fund administrators.

The proposed amendments are intended to improve clarity, accessibility, and administrative efficiency, while maintaining appropriate governance and accountability. Council was requested to consider and approve the proposed policy amendments to ensure the Community Investment Fund continues to effectively support community organizations and provide meaningful benefit to the community. Council was requested to consider and adopt the proposed changes to the policy.

**It was moved by Deputy Mayor Charlton and seconded by Councillor Roy:**

**THAT** Council for Region of Queens Municipality adopts the amendments to Operational Policy 11 – Community Investment Fund as presented.

**MOTION CARRIED unanimously.**

## 10.0 Correspondence for Action

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There was no Correspondence for Action today.

## 11.0 Correspondence for Information

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There was no Correspondence for Information today.

## 12.0 Report from In Camera

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There were four (4) motions arising from In Camera discussion to make.

### 3.1 – Personnel

**It was moved by Deputy Mayor Charlton and seconded by Councillor Wentzell:**

**THAT** Council for Region of Queens Municipality directs staff to engage a third party to review the current salary grid, employee schedules, and on-call system to identify opportunities for wage parity across the organization.

**MOTION CARRIED with seven (7) in favour, and one (1) against.**

### 3.2 – Personnel

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

**THAT** Council for Region of Queens Municipality directs staff to proceed with the personnel matter as directed during the closed session.

**MOTION CARRIED unanimously.**

### 3.3 – Personnel

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

**THAT** Council for Region of Queens Municipality directs staff to proceed with the personnel matter as directed during the closed session.

**MOTION CARRIED unanimously.**

### 3.4 – Personnel

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

**THAT** Council for Region of Queens Municipality accepts the resignation of Stew Horton from the Citizens Advisory Committee on Council Remuneration, and appoints the next-ranked candidate, Tara Druzina, in his place.

**MOTION CARRIED unanimously.**

## 13.0 Mayor's Report

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Mayor Christian presented his report outlining his meetings and activities undertaken in January 2026.

The Mayor advised that on January 16, he met with representatives of the Astor Theatre Society to continue discussions regarding collaboration opportunities, improvements to the Arts and Cultural Centre, and organizational stability. He further noted that contact was made with the office of MP Fancy to obtain an update on the status of Green and Inclusive Community Buildings (GICB) funding.

The Mayor reported that a meeting scheduled for January 19 in Caledonia to discuss service gaps and opportunities to better support the North Queens community was postponed and has been rescheduled for January 30, 2026.

He advised that on January 21, he met with the Chief Administrative Officer of the Native Council of Nova Scotia to initiate discussions on potential collaboration related to housing and renewable energy initiatives.

The Mayor reported that on January 22, he attended a session on economic development in Atlantic Canada with Deputy CAO Hirtle, featuring Don Mills and David Campbell. He noted that the session included discussion on positioning Queens within the South Shore economic region and the importance of population growth and retention.

The Mayor further advised that on January 23, the RCMP District Commander and Superintendent delivered a workshop outlining the role of plain-clothes units and the rationale for establishing such a unit within the Queens RCMP detachment.

The Mayor concluded by noting that on January 26, he met with film producers interested in undertaking a small-scale film production in Queens County in the spring, and that staff would be working with the

Economic Development team to explore opportunities to promote the Municipality as a destination for rural film production.

## 14.0 Council Business

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Councillor Wentzell requested that an item be added to Council Business, being Item 14.2 - Report on Cameron's Corner. The Mayor advised that a two-thirds majority of Council was required to add the item to the agenda. Council unanimously agreed to add the item.

### 14.1 College Street Safety Concerns – Deputy Mayor Charlton

Deputy Mayor Charlton raised concerns regarding pedestrian and vehicular safety on College Street, specifically the section between Waterloo Street and the point where sidewalks end. She noted that this corridor is a primary access route for students travelling to the high school and experiences significant pedestrian traffic. She brought the matter forward at this time in recognition that the Mount Pleasant Service Exchange project includes work in this area, and to inquire whether interim measures could be considered to improve pedestrian safety prior to completion of the project.

Director Grant advised that, in the short term, a water line installation is planned for the upper portion of College Street, being the provincially owned section that currently includes an asphalt sidewalk, and that this work is anticipated to occur by the end of the current calendar year. In the longer term, Director Grant explained that a comprehensive water infrastructure project is planned for College Street, which would include street rehabilitation, sewer and stormwater upgrades, and the incorporation of sidewalks. He further noted that additional road acquisition may be required to maintain two lanes, or alternatively, Council may wish to consider conversion to a one-way street. This work is estimated to occur approximately six to seven years from now.

**It was moved by Deputy Mayor Charlton and seconded by Councillor Wentzell:**

**THAT** Council for Region of Queens Municipality direct staff to return with options to improve pedestrian safety on College Street, as interim measures while awaiting the sidewalk and road upgrades to be delivered as part of the Mount Pleasant Service Exchange project.

**MOTION CARRIED unanimously.**

## 14.2 Report on Cameron's Corner – Councillor Wentzell

Councillor Wentzell reported that the conversion of Cameron's Corner to an all-way stop has resulted in effective traffic calming in the area. He advised that constituent feedback has been largely positive, notwithstanding negative commentary on social media. Councillor Wentzell noted that residents have reported significantly reduced vehicle speeds for east-west traffic at the blind corner, and improved safety as vehicles are no longer required to edge into the intersection to gain sightlines on Old Port Mouton Road. He further advised that members of the Liverpool Fire Department have expressed support for the change.

## 15.0 New Business

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There was no New Business to discuss today.

## 16.0 Adjournment

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The Meeting was adjourned at 6:54 p.m.

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Mayor Scott Christian, Chair

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Angela Green, Municipal Clerk

Date Approved: \_\_\_\_\_

DRAFT

# PVSC 2026 ASSESSMENT ROLL

## REGION OF QUEENS

February 10, 2026

# ABOUT PVSC



Created under the *Property Valuation Service Corporation Act* and responsible for assessing all property in Nova Scotia as per the *Nova Scotia Assessment Act*.



Delivers an Assessment Roll to all 49 municipalities and over 650,000 Assessment Notices to property owners in Nova Scotia each year.



Municipally funded, not-for-profit. Governed by a Board of Directors.



Approximately 135 employees working in 60 communities across Nova Scotia.

# WHAT WE DO & DON'T DO

## PVSC does:

- Deliver an Assessment Roll to all 49 NS municipalities.
- Deliver ~650,000 Assessment Notices to NS property owners.
- Administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation program on behalf of the provincial government.

## PVSC does **NOT**:

- Have the authority to:
  - Determine land ownership
  - Set tax rates
  - Collect taxes
  - Create tax policy
  - Provide tax relief

# MARKET VALUE

The *Nova Scotia Assessment Act* requires that we assess property at **market value**:

*“... the amount which in the opinion of the assessor would be paid if it **were sold on a date prescribed by the Director** in the open market by a willing seller to a willing buyer”*

**AND**

*“The assessment shown on the roll shall be the assessment that **reflects the state of the property as it existed on the first day of December** immediately preceding the filing of the roll”*

2026 Base Date:  
January 1, 2025

2026 State Date:  
December 1, 2025

# THREE APPROACHES TO DETERMINING VALUE

## Sales Comparison

Analyze sales of comparable properties to determine value and adjust for local market conditions.

## Income

Determine the income a property can earn (after expenses) and convert net operating income to market value.

## Cost

Calculate land value and current cost to replace buildings, then deduct for depreciation.

# SALES DATA

- PVSC receives property sale information from the NS Land Registry.
- Sales are reviewed to determine if they meet the criteria of an arms-length sale between a willing buyer and willing seller (per section 42 of the *Act*).
  - Contact the seller and buyer
  - Review real estate listings to verify and update property data
- Sales that meet the criteria are used in our analysis.
- By analyzing how the market transacts in different areas we can determine homogeneous market areas.
  - Some market areas might be large such as in a rural area, while others might be a neighbourhood or a street in a city or town.
- In areas that have few or no sales, we expand analysis to include sales from similar areas nearby or use an industry best practice called time trending, which effectively measures the influence of time on sale prices and trends them to a specific point in time (the base date).

# THE CAPPED ASSESSMENT PROGRAM

- In 2005, the Provincial Government introduced the Capped Assessment Program, which places a 'cap' on the amount that the taxable assessment for eligible residential property can increase year over year.
- The CAP is based on the Nova Scotia Consumer Price Index (CPI) in October.

**2026  
CAP Rate  
= 2.6%**

2026 PROPERTY ASSESSMENT <i>Charlene MacNeil, Director of Assessment</i>				
Classification	Assessed Value	*Capped Assessment	Acres <small>(where applicable)</small>	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$226,800 <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">Assessed "market" value reflects the market and state of property</div>	\$114,500 <div style="border: 1px solid orange; padding: 2px; width: fit-content; margin: 5px auto;">Capped assessment reflects the NS CPI in October</div>		\$114,500 <div style="border: 1px solid blue; padding: 2px; width: fit-content; margin: 5px auto;">Taxable assessed value is what is used to determine property taxes</div>
<b>2026 TOTAL</b>	<b>\$226,800</b>			<b>\$114,500</b>

## Historic CAP Rates

2025:	1.5%
2024:	3.2%
2023:	7.7%
2022:	5.4%
2021:	0.3%

# QUEENS: 2026 ASSESSMENT ROLL

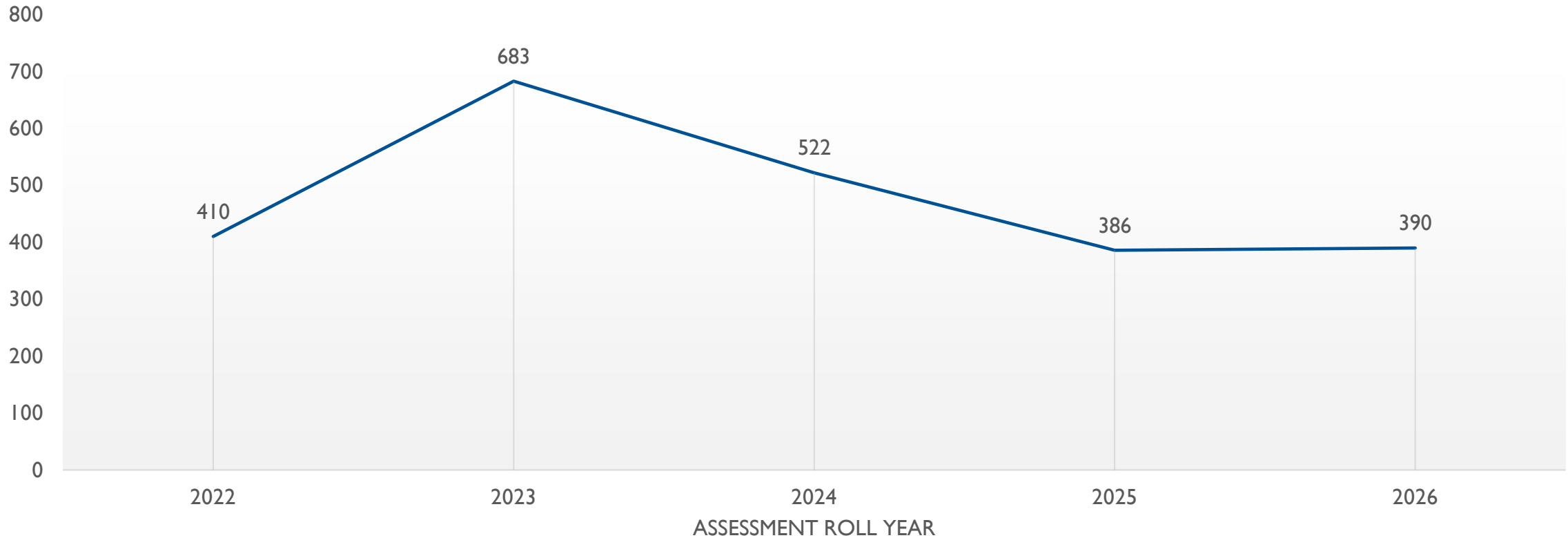
	2026	2025	2024	2023	2022
<b>Total Assessment Roll</b>	<b>\$2,550,937,700</b>	\$2,398,156,900	\$2,205,514,400	\$1,789,386,300	\$1,503,870,800
<b>Total Residential</b>	<b>\$2,319,768,900</b>	\$2,167,932,200	\$1,978,632,200	\$1,581,904,600	\$1,309,643,600
<b>Adjusted Total Residential with CAP Applied</b>	<b>\$1,676,282,800</b>	\$1,574,271,500	\$1,485,949,000	\$1,336,498,000	\$1,196,874,900
<b>Total Commercial</b>	<b>\$231,168,800</b>	\$230,224,700	\$226,882,200	\$207,481,700	\$194,227,200

**Total taxable value for 2026:**  
**\$1,494,566,800**

Note: figures include taxable and exempt classifications.

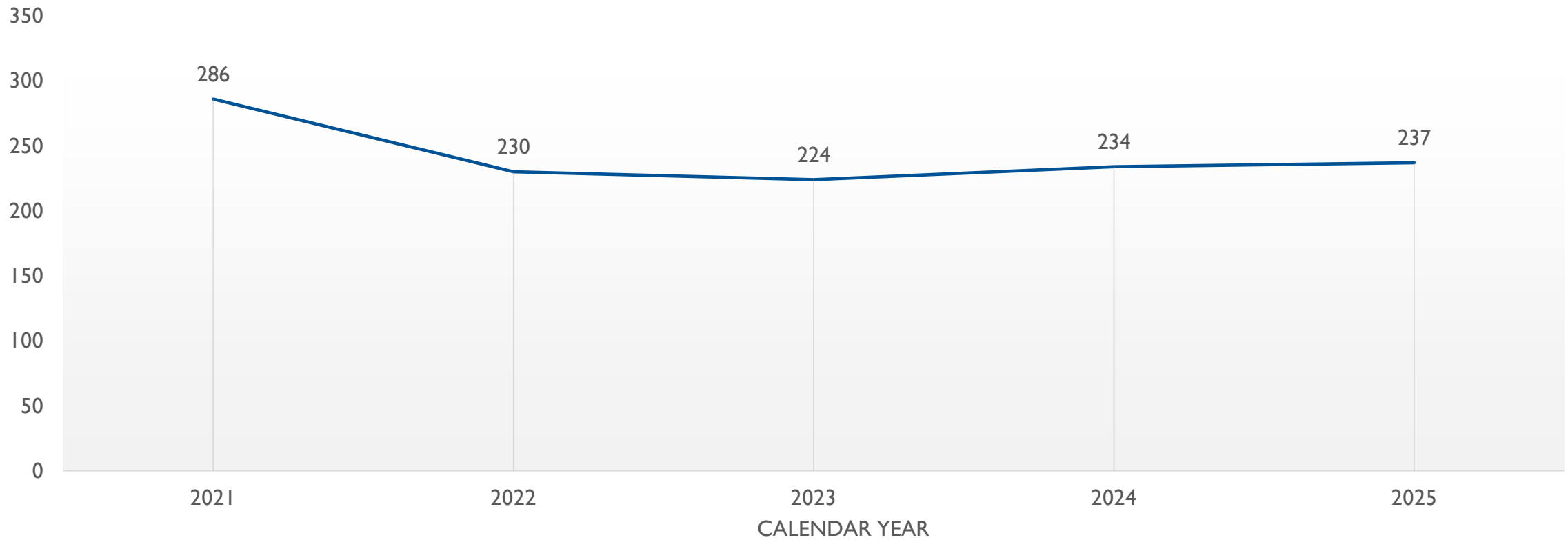
# QUEENS: QUALIFIED SALES

Number of Qualified Sales Used in Reassessment Analysis



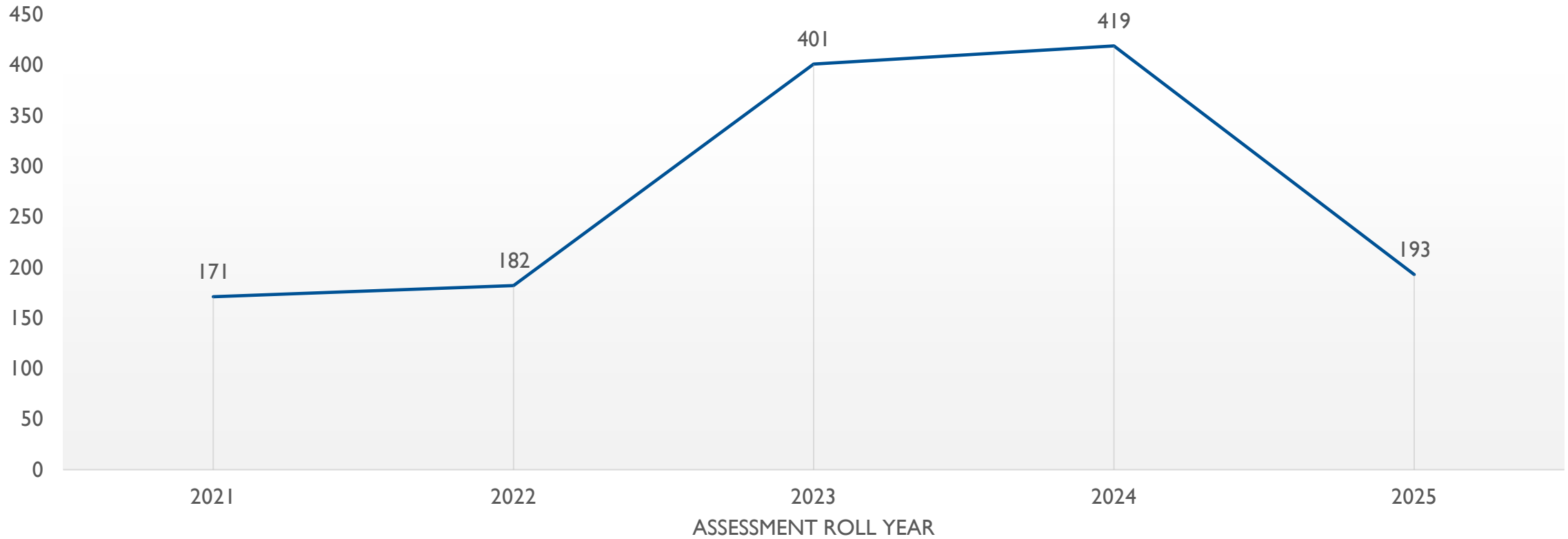
# QUEENS: PERMITS

Number of Permits Received



# QUEENS: APPEALS

Number of Appeals Received



# THE APPEAL PROCESS

- Each property owner receives a notice of assessment which indicates an assessed value for their property.

2026 PROPERTY ASSESSMENT <i>Charlene MacNeil, Director of Assessment</i>				
Classification	Assessed Value	*Capped Assessment	Acres <small>(where applicable)</small>	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$226,800	\$114,500		\$114,500

- Should a property owner disagree with their assessed value, classification, or ownership they may file an appeal:
  - 2026 assessment appeals **must be received by February 12, 2026.**
  - Instructions on how to file an appeal are included on the assessment notice.
- There are three levels of appeal:
  - PVSC initial assessor review
  - Nova Scotia Assessment Appeal Tribunal (NSAAT)
  - Nova Scotia Regulatory and Appeals Board (NSRAB)

# CONTACT INFORMATION

- Many property owner questions and concerns can be addressed and resolved by **calling PVSC before appealing.**
- **Our knowledgeable and expert staff are ready to assist.**
- If you receive questions from constituents about property assessment, please direct them to **call or email our Contact Centre.**

During the 2025 appeal period, **PVSC responded to over 10,000 inquiries** by phone and email.

The **average wait time** before speaking with a PVSC staff person was **16 seconds.**



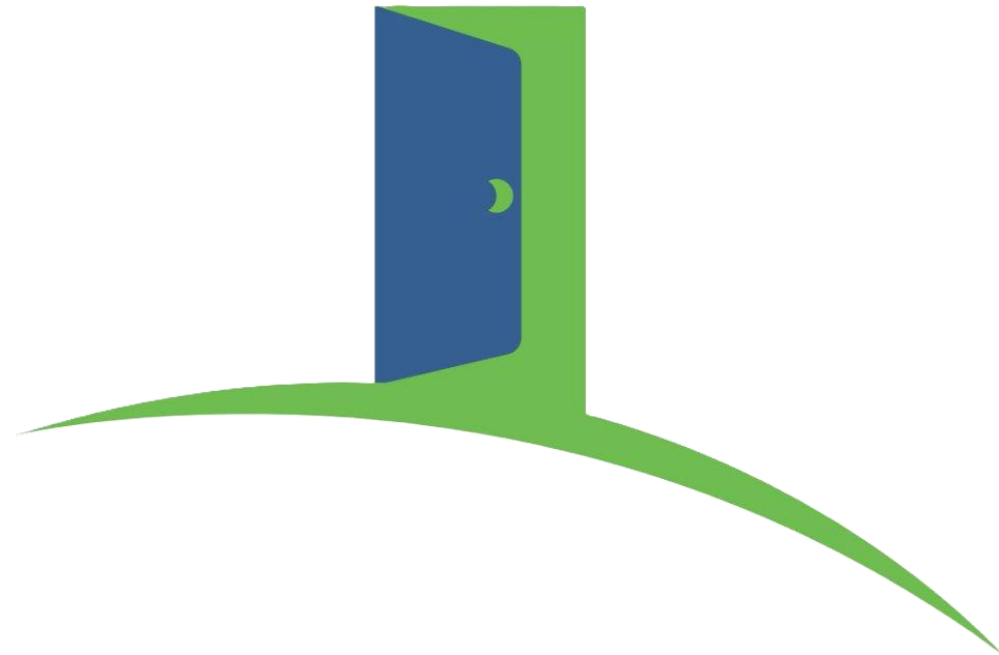
**1-800-380-7775**



**[inquiry@pvsc.ca](mailto:inquiry@pvsc.ca)**



**[pvsc.ca](http://pvsc.ca)**



THANK YOU



# Annual Progress Report

Presented to Region of Queens Municipality

February 10, 2026

## Vision Statement

*North Queens residents en(JOY) wellbeing and a sense of belonging that result from welcoming social spaces and regular, well promoted, local gatherings & recreation offerings*

## Who We Are

- ★ A community-led non-profit focusing on active living rooted in North Queens since 2021
- ★ Work closely with local community groups and volunteers
- ★ Supported by RQM and SSRCE



Youth Volleyball Skills Camp (summer 2025)

### Programming in 2025

26 activities/partnerships were held in North Queens with assistance from NQAL in the past 12 months!

### *Program Focuses*

Programs for all ages

Local and welcoming

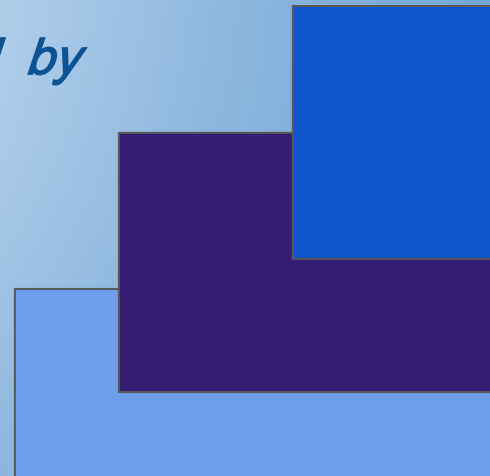
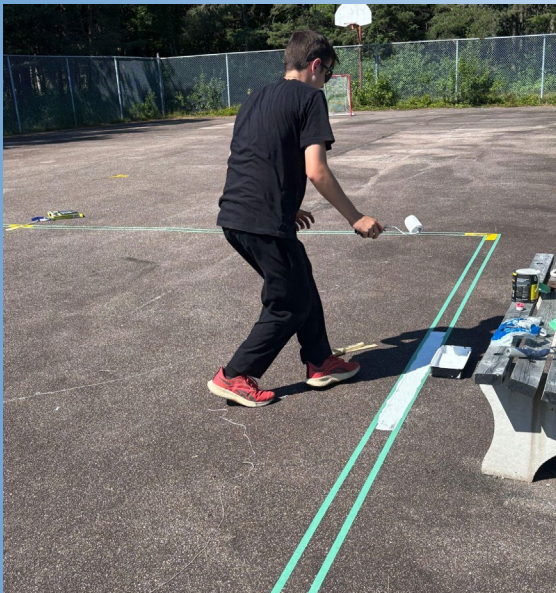
Support ideas that come from the community



*Creating at the Verni*

## Highlights of 2025

*Programs and projects supported by  
NQAL this year*



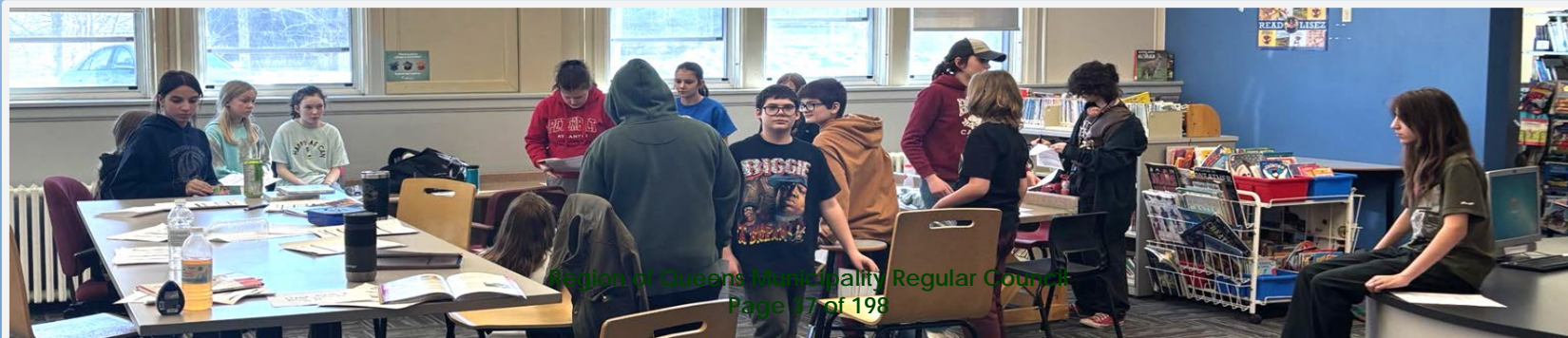
# NQAL Programs



Wrestling

Basketball Skills  
Camp

Babysitters safety  
course



# Build Your Own Gecko



Region of Queens Municipality Regular Council  
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THE 2<sup>ND</sup> ANNUAL

# MEET YOUR NEIGHBOURS

## NORTH QUEENS COMMUNITY POTLUCK



# NQCS Playground Update Project



## Phase One - Fully Funded

- ★ Funding secured through fundraising efforts, small grants & community donations
- ★ Installation to begin when weather permits

## Phase Two - In progress



## Construction underway!

- ★ Funding secured through provincial (800K), municipal (250K) and fundraising efforts, small grants & community donations (~40K)
- ★ Accepted bid was 1.3M - Turf Masters
- ★ Scope was reduced to start construction.
- ★ Seeking additional funding to complete essential pieces.
- ★ Work expected to be completed in July/August 2026

## What's next in 2026?

- ★ Continued support of current programs
- ★ Increase opportunities/partnerships for activities within North Queens
- ★ Engage new community members in leadership/volunteer roles
- ★ Grow NQALs reach within the community

# Funding 2026/27

Annual budget \$27,500

- ★ **\$21,400 for Leadership (Coordinator)**
- ★ **\$4,000 for equipment and materials**
- ★ **\$1,100 for events and activities**
- ★ **\$1,000 for insurance**

Funding Sources 2026/27

- ★ **\$16,500 from RQM**
- ★ **\$10,000 from RCE**
- ★ **\$1,000+ fundraising, user fees**

In-kind Support

- ★ **Local businesses**
- ★ **Community leaders/volunteers**
- ★ **NQCS, RQM, SSRCE, NQBoT, CCH, NQFA**

Targeted Grants

- ★ **Canada Summer Jobs**
- ★ **CHB - Young Explorers**
- ★ **NQCS Playground Project**
- ★ **NQCS Track & Field Project**

# Thank you!

We are grateful for the support that RQM has provided to date for this very important work. We look forward to a future of continued partnerships that directly benefit the health and well-being of North Queens residents!



Contact: Candice Flemming, Active Living Coordinator

northqueensactiveliving@gmail.com



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** January 26, 2026  
**File No:** 10350-50-2602-01  
**To:** Mayor and Council  
**From:** Willa Thorpe, Chief Administrative Officer  
**Subject:** Nature Conservancy of Canada Proposal – Path Lake Lands

Prepared by:  M. MacLeod Director of Land Use	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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### RECOMMENDATION[S]

1. **That** Council for Region of Queens Municipality enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of Municipal lands identified as PID 70067921 and located at 242 East Port L'Hebert Road in the community of East Port L'Hebert to the Nature Conservancy of Canada for \$1.00;

**And that** the transfer of title incorporates a commitment from the Nature Conservancy of Canada to protecting and stewarding the land forever;

**And That** all costs associated with this transaction be borne by the Nature Conservancy of Canada.

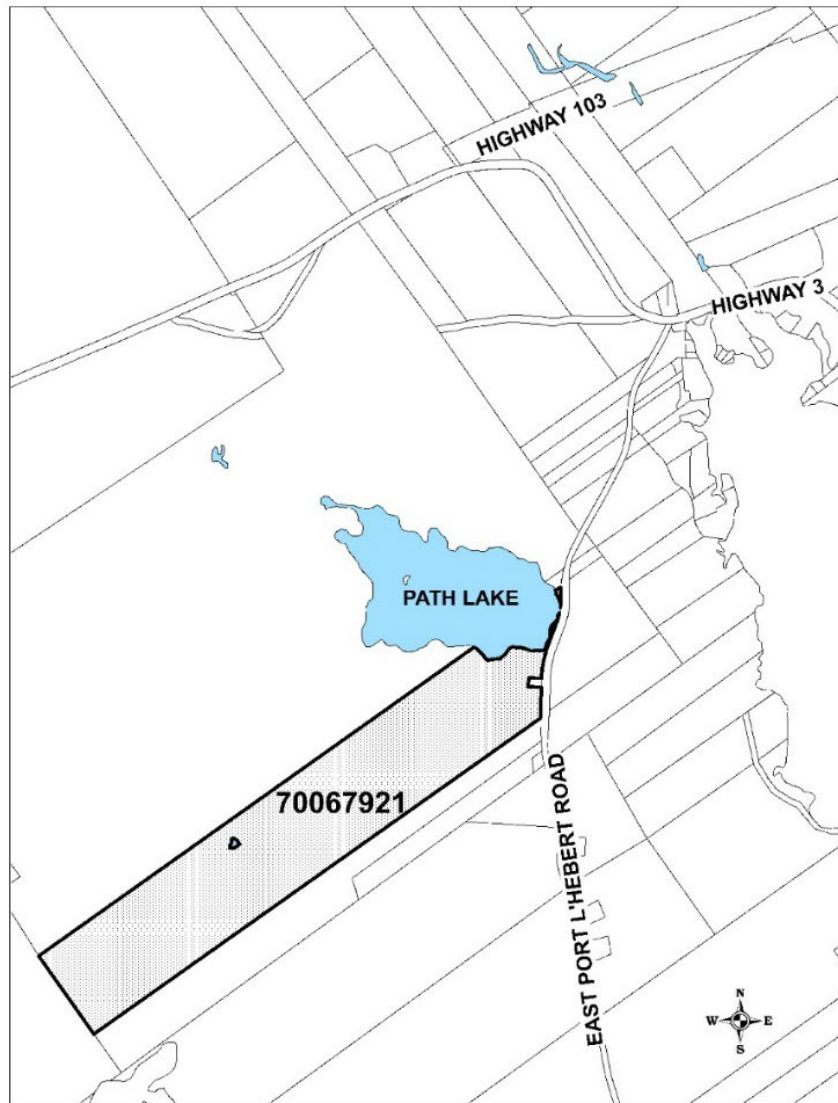
### PURPOSE

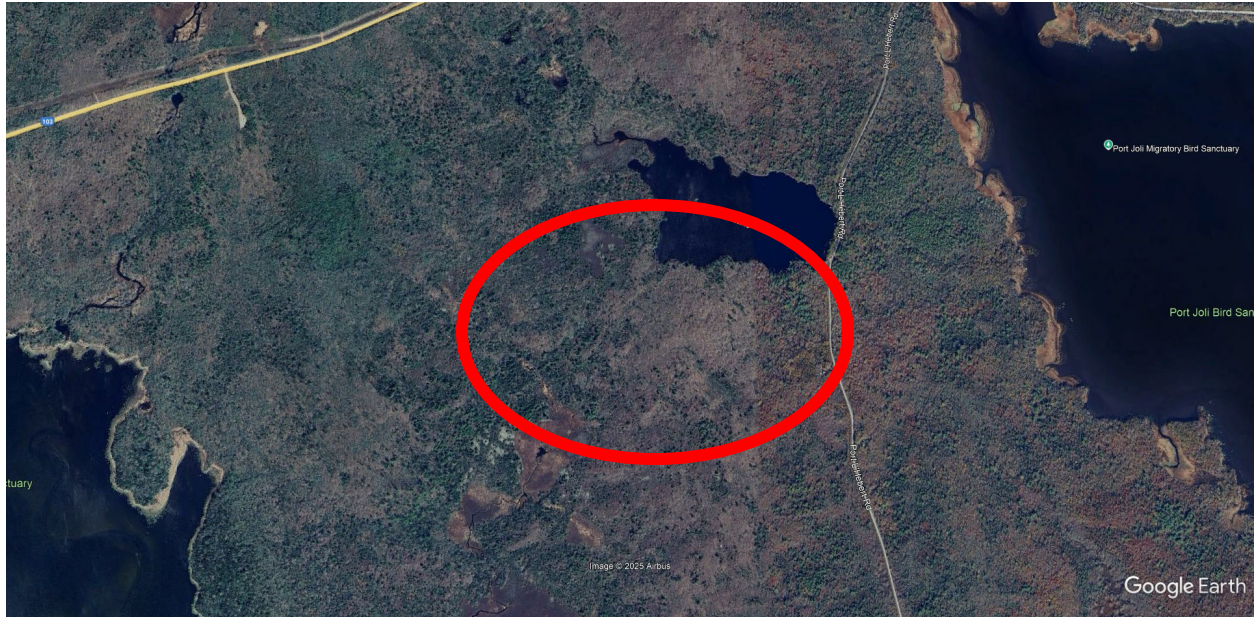
To obtain direction from Council respecting a proposal submitted by the Nature Conservancy of Canada (NCC) which seeks to ensure that a 160 acre parcel of

Municipal land, identified as PID # 70067921 and located on Path Lake in East Port L'Hebert, is protected and stewarded forever.

## BACKGROUND

The NCC has approached the Municipality with a proposal respecting a potential collaboration focused on enhanced conservation of Municipal lands identified as PID # 70067921. The proposal was submitted in correspondence to the Mayor, dated June 4, 2025 and was included in the Council Agenda package for June 24, 2025.





The NCC also made a presentation at the June 24, 2025 Council meeting respecting the proposal for collaboration. A copy of the presentation was included in the Council Agenda package for June 24, 2025.

The NCC considers this property to be of high ecological value, including several rare and endangered species, and also provides a critical link between other NCC properties in the vicinity of Path Lake.

PID 70067921 is a 160 acre parcel of land that was deeded to the Municipality, in trust, in 1998. The bequeath contains provisions respecting use of the property, which are as follows:

**The foregoing described lands are hereby conveyed to the Region of Queens Municipality and to its municipal governmental successors, in perpetuity, for the general benefit of the people of Queens County, Nova Scotia with the express direction and intention that the lands shall for the most part be kept in the wild state and used for low environmental impact purposes such as site-seeing, hiking and picnicing. High impact activities such as tenting and camping are thus precluded, however the traditional duck and goose hunting activities shall be allowed to continue, subject only to the applicable federal and provincial hunting laws and regulations.**

NCC's Mission and Values as outlined on the organization's website are as follows:

*Mission - "The Nature Conservancy of Canada leads and inspires others to join us in creating a legacy for future generations by*

*conserving important natural areas and biological diversity across all regions of Canada.”*

*Values - Wherever we work across Canada, we share and apply the following values:*

**Durable conservation outcomes**

*While respecting nature’s processes, we manage lands and waters for their natural values today and for the long term. We believe future generations deserve to inherit a biologically rich world.*

**Evidence-based decision-making**

*We are guided by the best available conservation science. We are committed to continuous learning, and to finding practical, resourceful and innovative solutions to conservation challenges.*

**Respect for nature and people**

*We respect the needs, values and culture of local communities. We seek conservation solutions that meet the needs of nature and people. Conservation supports prosperous and sustainable communities.*

**Integrity first**

*We work to the highest ethical and professional standards. We are transparent and accountable to our donors and partners. We earn trust by living up to our commitments.*

**Conservation through collaboration and cooperation**

*Our commitment to community, donors, partners, volunteers and staff makes us strong. We strive to be open to the ideas of others so that together we can achieve conservation outcomes that benefit all. We work in the spirit of collaboration. We celebrate each other’s successes.*

**Nature for all**

*We value and incorporate diverse traditions, heritage, knowledge and experiences in our mission and in our workplaces. We celebrate the full participation of people from all walks of life as we work towards common goals. We strive for a conservation movement in which equity, diversity and inclusion are the norm.*

*This is our continuous commitment: to promote healthy people, healthy communities and a healthy planet for everyone.*

The mission and values of NCC appear to be reasonably well aligned with the terms of the bequeath of the Path Lake lands to Region of Queens Municipality.

Staff have consulted with the Municipality's solicitor respecting its ability to convey the property, which was transferred to the Municipality by Trust Deed. It is his feeling that the lands can be conveyed, provided the NCC accepts the conditions outlined in the deed to the Municipality as Restrictive Covenants.

At the November 25, 2025 meeting of Council, the following resolution was passed:

THAT the Council of Region of Queens Municipality gives notice of its intent to enter into a purchase and sale agreement with the Nature Conservancy of Canada to transfer Municipal lands identified as PID# 70067921, located at 242 East Port L'Hebert Road in the community of East Port L'Hebert, to the Nature Conservancy of Canada for \$1.00,

AND THAT a Public Hearing be held of February 10, 2026, in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.

## **ALTERNATIVES/OPTIONS**

1. Council declares PID# 70067921, located at 242 East Port L'Hebert Road in the community of East Port L'Hebert, as surplus to municipal needs and enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of this property to NCC for \$1.00.

Or

2. Maintain status quo, Council declines Nature Conservancy of Canada's proposal.

## **ANALYSIS**

With Option 1, NCC has committed to:

- protecting and stewarding the Path Lake land forever;

- to providing at least 20% of fair market value into our Stewardship Endowment Fund (SEF). NCC has advised that should Option 1 find the support of Council, it would have the property appraised, at their expense, and would share this report with the Municipality.
- to assigning staff to monitor the land at least annually; and
- the land would become part of our Port Joli Nature Reserve and NCC would communicate this to their national and international audiences.

The 2025 assessed value of PID# 70067921 is \$61,900.00.

Under Option 2, the Municipality maintains ownership of the property under terms of the Trust Deed.

## IMPLICATIONS / CONSIDERATIONS

The Municipal Government Act contains provisions respecting the sale of municipal land and sets out that:

***50(5)(b) A municipality may sell property at market value when the property is no longer required for the purposes of the municipality;***

*Sale or lease of municipal property*

***51 (1) Notwithstanding subsection 57(2), a municipality may sell or lease property at a price less than market value for any purpose that the council considers to be beneficial to the municipality.***

*(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.*

***(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.***

*(4) Prior to holding a public hearing, the council shall provide notice of the public hearing at least fourteen days before the date of the public hearing by either*

*(a) placing the notice in a newspaper circulating in the municipality, inserted at least once a week, for two successive weeks; or*

*(b) posting the notice, including the date the notice is posted, on the municipality's website until the public hearing is completed.*

*(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible*

*personal property, the estimated value of the property and the purpose of the sale. 1998, c. 18, s. 51; 2024, c. 3, s. 75.*

As set out above, the municipality would have the ability to convey the lands, if deemed surplus to municipal needs.

## **COMMUNICATIONS**

The Nature Conservancy of Canada will be advised of Council's decision.

## **BYLAWS/PLANS/POLICIES**

The Region of Queens currently does not have a policy respecting the sale of Municipal lands. Policy development was initiated several years ago but was never finalized. Currently, staff follows the provisions of the *Municipal Government Act* respecting the sale of land, as outlined above.

## **SUMMARY**

The NCC considers Municipal property identified as PID# 70067921 and located on Path Lake in East Port L'Hebert to have high ecological value, including several rare and endangered species. NCC is proposing this transaction with the Municipality to enhance conservation of this land. Two options were prepared for Council's consideration. Council has the ability to convey municipal land, subject to the requirements of the *Municipal Government Act*.



## **ATTACHMENTS/REFERENCE MATERIALS**

- [Region of Queens Municipality Regular Meeting Aena – June 24, 2025](#)
- [Region of Queens Municipality Regular Meeting Minutes – November 25, 2025](#)
- [Nature Conservancy of Canada](#)
- [Municipal Government Act](#)



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** January 26, 2026  
**File No:** 10350-50-2602-02  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Municipal Heritage Designation – Bethany United Church

Prepared by:  M. MacLeod Director of Land Use	CAO Concurrence:  W. Thorpe, Chief Administrative Officer
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### RECOMMENDATION[S]

**THAT** Council for Region of Queens Municipality serve Notice of Recommendation upon the owners of property identified as PID# 70105515 and located at 31 Medway River Road, regarding the registration of the property (known as Bethany United Church) in the Municipal Registry of Heritage Property;

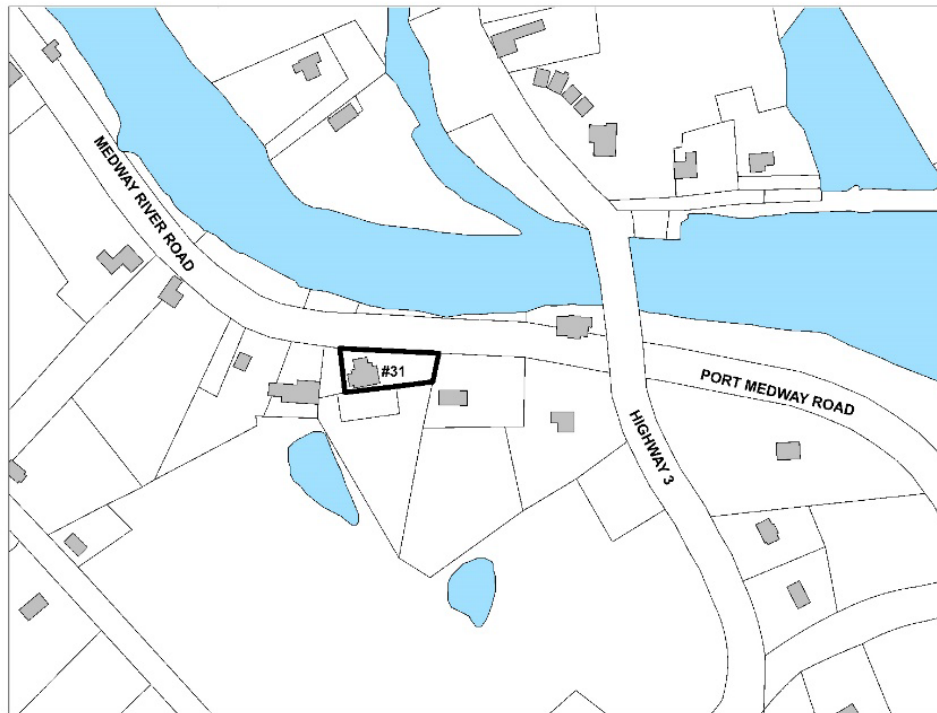
**AND THAT** a hearing be scheduled for April 14, 2026 at 9:00 am in the Council Chamber of the Municipal Administration Building, 249 White Point Road in Liverpool to provide opportunity for the property owners to make comment on the proposed designation.

## PURPOSE

To seek direction from Council respecting the proposed designation of Bethany United Church in Mill Village as a municipal heritage property.

## BACKGROUND

The congregation of the Bethany United Church, which is located at 31 Medway River Road in Mill Village, have made application to have the property designated under the Municipal Registry of Heritage Property.



Bethany United Church was constructed circa 1816 by the local community and was the first place of worship constructed in Mill Village. The church continues to be used on a regular basis by the United Church congregation. Several articles have been published respecting the church.

The property is under the ownership of the United Church of Canada. The applicants have been in communication with representatives of the United Church, who have indicated that they are not opposed to the congregation pursuing municipal heritage designation for this property.





The Heritage Advisory Committee met on January 8, 2026 to review the application. The Committee recognized the important role that this place of worship has played in the community for over 200 years and were fully supportive of recommending the property for municipal heritage designation.

## **ALTERNATIVES/OPTIONS**

### Option 1

That Council serve Notice of Recommendation upon the owners of property identified as PID# 70105515 and located at 31 Medway River Road, regarding the registration of the property (known as Bethany United Church) in the Municipal Registry of Heritage Property and that a hearing be scheduled to provide the owners with an opportunity to comment on the proposed registration.

### Option 2

That Council maintain status quo and deny the application to register Bethany United Church property in the Municipal Registry of Heritage Property.

## **ANALYSIS**

Under Option 1, the owners of the Bethany United Church will be provided an opportunity to come before Council to speak to the proposed designation. Under the Municipality's Heritage Property Bylaw, agreement of the owner is required for the designation process to proceed. Following the hearing, Council can recommend including Bethany United Church in the Municipal Registry of Heritage Properties. Notice of Registration would then be served on the owners of the property and would also be recorded at the Land Registration Office.

The effect of the registration is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application is granted with or without conditions by the Council of Region of Queens Municipality.

Under Option 2 - Council maintains status quo and denies the application.

## **IMPLICATIONS**

Registration of the property would involve purchase and installation of a brass heritage plaque. Council has approved funds in the 2025/2026 budget to accommodate such designation requests.

## **COMMUNICATIONS**

The applicant will be advised of Council's decision. Should it be the recommendation of Council to proceed with the municipal heritage designation process, Notice of Recommendation will also be served on the owner of the property (United Church of Canada).

## **BYLAWS/PLANS/POLICIES**

Bylaw No. 17 – A Bylaw Respecting Heritage Property sets out the establishment of a Municipal Registry of Heritage Properties and the duties of the Heritage Advisory Committee respecting registration of heritage properties.

The Nova Scotia Heritage Property Act establishes municipal authority respecting heritage property designation. Reference can be made to sections 12 – 18 of the Act.

## **SUMMARY**

Application has been made by the congregation of the Bethany United Church in Mill Village to have the property designated under the Municipal Registry of Heritage Property. The church was constructed circa 1816 by the local community and was the first place of worship constructed in Mill Village. It continues to be used on a regular basis by the United Church congregation. The Heritage Advisory Committee met on January 8, 2026 to review the application and were fully supportive of recommending the property for municipal heritage designation.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Appendix A – Application for Municipal Heritage Designation
- Appendix B – Articles published respecting what is now Bethany United Church
- [Bylaw No. 17 – A Bylaw Respecting Heritage Properties](#)
- [Nova Scotia Heritage Property Act](#)

# Appendix A



Region of Queens Municipal

## APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

### A. Property Information -

Name of Property: Bethany United Church

Mill Village

Location of Property: Mill Village

PID # 70105515

Civic Address: 31 Mill Village Medway River Road

Mill Village, NS

Present Owner(s): Bethany United Church

Owner(s) Mailing Address: Po Box 185, Mill Village, NS

Box 2 HO

Is the Property a Provincial Heritage Property? No

(Please attach photographs showing exterior elevations of the property.)

### B. Evaluation Information -

When was the property erected? Estimated or based upon what reference? 1816

Based on United Church Records

What is the physical condition of the property? Excellent

Is the property associated with individuals of local historical note? yes

People of Mill Village who built the church

Is the property associated with events or themes of local historical note? Yes

Regular services held and anniversary service

Do you believe the architectural style or construction technique of this property to be rare or unique within your community? Please describe it. Stained glass

windows, Communion Railing

Please note any sources of historical information regarding this property (eg. Books, articles, or local individuals). Allen Gibson, Albert Knock

Is there any other information which you believe should be considered when evaluating the heritage significance of this property? (Provide attachments if necessary.)

A land mark built on "the hill"

**C. Submissions -**

Application submitted by: Albert Knock/Bonnie Wentzell  
(If an organization, please also note a contact person.)

Mailing Address: P O Box 43, Mill Village

Telephone Number (daytime): 902 677-2032

Fax: Ø E-mail: Ø

Signature of Owner: Bethany United Church Date: June 10, 2024

Or, has owner been advised of application: Yes

C/O Albert Knock  
Bonnie Wentzell

Please return application to : Region of Queens Municipality, 249 White Point Road, Liverpool, Nova Scotia, B0T 1K0 – C/O Planning Department. Phone: 354-3455 Fax: 354-7473

# Mill Village described as 'colony of Wesleyans'

**B**ECAUSE THE tree-shaded community on the Medway River is only 10 miles or so from Liverpool, Mill Village early was included in the itineraries of Methodist preachers resident in the South Shore town. Some of the leading Methodist figures of that time served in the area and it was under the leadership of one of them, Rev. James Knowlan, that work was commenced on the building of a church in Mill Village.

That was in 1816 when Knowlan was in the midst of his second pastorate at Liverpool. He had been there in 1808 and returned in 1815 for a two-year ministry. Credit for the building of that first place of worship at Mill Village also belongs in part to Knowlan's successor, Rev. William Croscombe, who preached in the area in 1817 and 1818. Like Knowlan, he had served an earlier ministry there.

However, the greater credit for the establishment of Methodism at Mill Village and the building of the church there undoubtedly belongs to a lady who, at one time, was the only Methodist in the village. Her name is forgotten but not her "deep piety and much energy."

Her husband was a Roman Catholic who graciously consented when his wife used their home for public services and who shared with her in the gift of land that was the site of the church. One historian has suggested her zeal and initiative in the observation, "She set about to build the church." The structure was completed externally in 1818.

Revival frequently visited the Mill Village congregation in those days of beginning. One afternoon, apparently in 1840, Rev. Richard Smith rode into the community and invited all to attend his meetings. Forty years later, the first convert of those services still was living and all seven of her children were "walking in righteousness."

A massive revival in 1842 and 1843 is said to have had an effect on every Methodist congregation along the shore from Halifax to Yarmouth



## Churches by the sea

By M. Allen Gibson

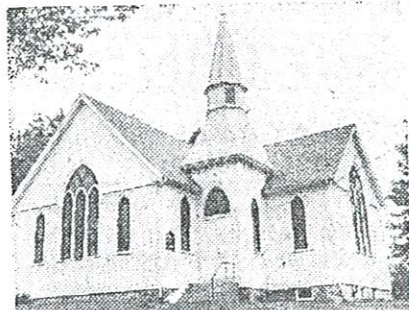
Another revival in 1854 won for Mill Village the descriptive, "colony of Wesleyans."

A parsonage was built in the village in 1854 while Rev. Roland Morton was pastor at Liverpool. The following year, Mill Village was separated from Liverpool and Rev. Frederick W. Moore became its first minister. He was succeeded in 1857 by Rev. A. B. Black.

The present church, which stands on the same site as its predecessor, was dedicated on Nov. 14, 1897, during the pastorate of Rev. James Lumsden. The church was opened free of debt, an accomplishment made possible, in part at least, by the fact that a Bridgewater lumber company, E. D. Davison and Sons, agreed to donate half as much as could be raised by subscription. Rev. J. S. Coffin was the guest preacher on the day of the church's opening.

The congregation, since 1925 within the family of the United Church of Canada, adopted the name, Bethany, on June 1, 1958. It is a fitting name for a church because it recalls the little community where, in His day, Jesus found the friendship and peace of a lovely home.

**M. Allen Gibson, a Baptist Church minister, is an editorial writer for The Chronicle-Herald and The Mail-Star.**



Bethany United Church, Mill Village

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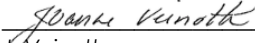

inhabitants. Haliburton, in his history published in 1829, says: "A short distance up the river (via Port Medway) is Mills Village, situated about six miles to the eastward of Liverpool. Several respectable and wealthy families reside at this place, which contains a number of well built houses, a spacious methodist chapel, and a school-house. The land in this vicinity is better and more suitable for agriculture than any other part of the township of Liverpool. There are several mills here built on the most approved construction, at which a great quantity of lumber is prepared for exportation. In addition to the other natural resources of this place there is an abundant supply of Alewives of which the inhabitants sometimes take three thousand barrels in one season." In 1830 I took about seven hundred barrels from thence to Barbados where I met other vessels from this and other parts of the county with over two thousand barrels. The fisheries by being neglected, and the Fishery Regulations not strictly attended to, had very much declined until the new regulations by order of the Dominion Government were put in force, since which time they have very much improved. Edward Doran

James F. More - "The History of Queens County"



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** January 16, 2026  
**File No:** 10350-50-2602-03  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Water Utility Rate Decision

Prepared by:   J. Veinotte Director of Finance	CAO Concurrence:   W. Thorpe Chief Administrative Officer
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### RECOMMENDATION[S]

That Council for Region of Queens Municipality accept this report for information.

### PURPOSE

To provide Council with an overview of the decision and subsequent order issued by the Nova Scotia Regulatory and Appeals Board regarding rates for the Water Utility.

### BACKGROUND

Region of Queens Municipality operates a Water Utility (Utility) to provide safe reliable water to its customers. The Utility services residents in Brooklyn and Liverpool.

Water Utilities are regulated in Nova Scotia by the Nova Scotia Regulatory and Appeals Board (NSRAB). Utilities must submit rate studies for approval to change rates that are charged to customers. These rate studies are reviewed by the Board, a decision is made, and an order issued with the approved rates. The cost of running a Utility should be paid for by its customers with the expectation that the Utility operate on a cost recovery basis (not profit generation).

Region of Queens engaged G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited to prepare a submission for the following test years: 25/26, 26/27, 27/28. The work associated with this rate study began in October 2024. Council approved the June 16, 2025 rate study as presented by the consultants at the June 24, 2025 Regular Council meeting. The NSRAB acknowledged submission of the study on July 2, 2025.

Following the submission, the consultants worked with staff to respond to information requests sent by the Board and the Intervenor (Community Health Board) over the next number of months.

A public hearing was held on November 19, 2025 in Council Chambers. Region of Queens was represented by staff and consultants; an Intervenor representative was in attendance and the NSRAB Board was present. During the hearing, staff and consultants answered questions posed by the Board and Intervenor.

On December 22, 2025 Region of Queens received the Board decision. The decision contained a number of adjustments to financial practice of the Utility. The requests were reviewed by staff, and it was agreed that they be implemented per Board instruction to facilitate approval of the rates. A compliance filing was submitted to the Board on December 29, 2025, inclusive of the Board requests. An Order was issued on December 31, 2025 by the Board approving the rates as presented in the compliance filing.

## **ALTERNATIVES/OPTIONS**

**Option 1** – Council receives the report for information.

## **ANALYSIS**

**Rate increases:**

Utility billing is done on a quarterly basis. The approved dates for rate changes means that billing period will have different rates for the next two periods.

Staff have estimated the following billing amounts based on average consumption and meters reading on the 15th of the month.

		Avg Consumption 32.75 m <sup>3</sup>		Avg Bill /w new rate	2025 /w original rate	INC vs 2024	INC vs Prior Q	
<b>Fiscal 26/27</b>		Base						
April 1, 2026 bills Meters read in mid February	Period covered:	Nov-25	\$ 6.69	\$ 6.83				
		Dec-25	\$ 13.82	\$ 14.13				
		Jan-26	\$ 13.17	\$ 31.67				
		Feb-26	\$ 6.37	\$ 15.32				
			\$ 40.06	\$ 67.96	\$ 108.02	\$ 82.61	30.76%	
July 1, 2026 bills Meters read in mid May .	Period covered:	Feb-26	\$ 5.52	\$ 13.73				
		Mar-26	\$ 13.17	\$ 32.74				
		Apr-26	\$ 14.75	\$ 30.36				
		May-26	\$ 7.37	\$ 15.18				
			\$ 40.82	\$ 92.01	\$ 132.83	\$ 82.61	60.79%	23.0%
October 1, 2026 bills Meters read in mid August	Period covered:	May-26	\$ 7.87	\$ 15.66				
		Jun-26	\$ 14.75	\$ 29.37				
		Jul-26	\$ 15.24	\$ 30.35				
		Aug-26	\$ 7.37	\$ 14.68				
			\$ 45.23	\$ 90.06	\$ 135.29	\$ 82.61	63.8%	1.9%
January 1, 2027 bills Meters read in mid November.	Period covered:	Aug-26	\$ 7.87	\$ 15.66				
		Sep-26	\$ 14.75	\$ 29.37				
		Oct-26	\$ 15.24	\$ 30.35				
		Nov-26	\$ 7.37	\$ 14.68				
			\$ 45.23	\$ 90.06				
<b>Fiscal 27/28</b>		Base						
April 1, 2027 bills Meters read in mid February	Period covered:	Nov-26	\$ 7.37	\$ 14.68				
		Dec-26	\$ 15.24	\$ 30.35				
		Jan-27	\$ 15.24	\$ 30.35				
		Feb-27	\$ 7.37	\$ 14.68				
			\$ 45.23	\$ 90.06	\$ 135.29	\$ 82.61	63.8%	0.0%
July 1, 2027 bills Meters read in mid May .	Period covered:	Feb-27	\$ 6.39	\$ 13.16				
		Mar-27	\$ 15.24	\$ 31.37				
		Apr-27	\$ 26.23	\$ 30.25				
		May-27	\$ 13.11	\$ 15.12				
			\$ 60.97	\$ 89.90	\$ 150.87	\$ 82.61	82.6%	11.5%
October 1, 2027 bills Meters read in mid August	Period covered:	May-27	\$ 13.99	\$ 15.61				
		Jun-27	\$ 26.23	\$ 29.26				
		Jul-27	\$ 27.10	\$ 30.24				
		Aug-27	\$ 13.11	\$ 14.63				
			\$ 80.44	\$ 89.74	\$ 170.17	\$ 82.61	106.0%	12.8%

Indicates rate change

This estimate is based on the following rate chart as listed in the December 31, 2025 Order.

	04/01/2024		01/01/2026		04/01/2026		04/01/2027	
Base								
5/8	\$ 40.69	5/8 \$ 38.78	-4.69%	5/8 \$ 44.86	15.68%	5/8 \$ 79.78	77.84%	
3/4	\$ 60.17	3/4 \$ 57.21	-4.92%	3/4 \$ 66.32	15.92%	3/4 \$ 118.66	78.92%	
1	\$ 99.13	1 \$ 94.09	-5.08%	1 \$ 109.22	16.08%	1 \$ 196.42	79.84%	
1.5	\$ 196.53	1.5 \$ 186.27	-5.22%	1.5 \$ 216.48	16.22%	1.5 \$ 390.82	80.53%	
2	\$ 313.40	2 \$ 296.88	-5.27%	2 \$ 345.19	16.27%	2 \$ 624.10	80.80%	
3	\$ 625.07	3 \$ 591.86	-5.31%	3 \$ 688.42	16.31%	3 \$ 1,246.19	81.02%	
4	\$ 975.70	4 \$ 923.71	-5.33%	4 \$ 1,074.56	16.33%	4 \$ 1,946.03	81.10%	
6	\$ 1,646.66	6 \$ 1,845.51	12.08%	6 \$ 2,147.16	16.35%	6 \$ 3,890.05	81.17%	
Consumption	\$ 1.28	\$ 2.87	124.22%	\$ 2.75	-4.18%	\$ 2.74	-0.36%	
Av Q bill	\$ 40.69	\$ 38.78		\$ 44.86		\$ 79.78		
	\$ 41.92	\$ 93.99		\$ 90.06		\$ 89.74		
	\$ 82.61	\$ 132.77	60.72%	\$ 134.92	1.62%	\$ 169.52	25.64%	

**Changes to Utility Capital Funding:**

The Board order contained the following requests, agreed on by the Utility and incorporated into the compliance filing of December 29, 2025:

- No interest is to be paid to the municipality on the deficit which is currently (12/31/2025) \$1.1 million.
- No repayment of the deficit is permitted in 25/26 and 26/27.
- Some capital projects budgeted to be funded from the Depreciation fund are now to be funded by Long Term Debt.
- Funds from the Depreciation Fund are to be withdrawn to support operating costs; \$288,000 in 25/26 and \$312,000 in 26/27.

**Additional reporting:**

Variance analysis for 25/26 and 26/27 submitted as part of annual reporting.

Results of non revenue water estimates and leak surveys undertaken.

Plans for significant capital projects including meter replacement.

Results of any discussion regarding terms, conditions and timeline for repayment of accumulated deficit.

Region of Queens has included a commitment to file a rate study every four years in its acknowledgment of the decision.

**IMPLICATIONS**

**Financial:**

The Utility Depreciation Fund is regulated to be funded annually in a cash transfer equal to the amount of depreciation expense in the fiscal. Annually this funding is the range of \$115,000. The balance as of April 1, 2025 was \$1.3 million and the estimated balance at the end of 27/28 has been revised to \$123,000.

Withdrawals from the funds are now being used to fund operations of the Utility for the 25/26 and 26/27 fiscal year.

Funding capital using long term debt rather than the capital depreciation fund will mean increase in future principal and interest payment for the Utility. The initial budgeted amount mentioned in the decision was \$400,000 which would mean principal payment of \$40,000 and interest payment dependant on rate over the term of the loan.

The draft Capital Investment Plan presented to Council on December 19, 2025 funded the Roy Turner to Mersey section of the Mount Pleasant Service Extension from the Depreciation Fund. This is now funded by long term debt, \$595,659. Principal payment of \$60,000 per year and interest dependant on rate over term of loan.

Staff will investigate longer terms once the amount of the debt is fully known.

The impact of no repayment of the deficit being permitted in 25/26 and 26/27 will result in loss of operating cash flow for the Municipality as it continues to support the Utility. It was also mean loss of interest revenue as operating cash is invested in GIC's during the year to maximize revenue. If this cash is tied up in the Utility, it cannot be invested. It is anticipated that the deficit will continue to grow, therefore increasing the support required. It is not anticipated at this time that the cash supporting the Utility will cause an impact large enough to warrant use of a line of credit to support operations, which would incur interest expense affecting the tax rate.

Council can choose to enter an agreement to charge interest on the deficit to the Utility. An official agreement or memorandum of understanding can be drafted detailing terms at the direction of Council. It is staff's understanding that despite the Boards request that no interest be charged, Council has the authority to do this.

**Legislative:**

The NSRAB has the power, after a hearing, to compel a utility to comply with the Act and any other laws relating the public utilities. Orders issued by the Board are legally enforceable.

**Social:**

Region of Queens Municipality recognizes that increases in Utility rates could cause financial challenges for residents. Council adopted Administrative Policy No. 57 - Utility Assistance Rebate to mitigate the increase by providing a rebate for up to \$200 per fiscal year.

**COMMUNICATIONS**

Advanced public notice of the NSRAB decision, its impact on rates, and the implementation period, as well as resources available to support residents, such as the Utility Assistance Rebate, will be provided to the public during the months of February and March through social media as well as other traditional media sources.

**BYLAWS/PLANS/POLICIES**

[Administrative Policy 57 - Utility Assistance Rebate](#)

**SUMMARY**

This report provides a summary of the rate order by the NSRAB of December 31, 2025, its effects on rates of the Utility, changes in funding Utility capital and ramifications on the municipalities operational cash flow.

**ATTACHMENTS/REFERENCE MATERIALS**


- [Region of Queens Municipality Regular Council Meeting Minutes – June 24, 2025](#)
- [Utility and Review Board Regulations](#)
- [Nova Scotia Regulatory and Appeals Board Utility Information](#)
- [NSRAB Region of Queens Decision](#)
- NSRAB Order

**NOVA SCOTIA REGULATORY AND APPEALS BOARD**

**IN THE MATTER OF THE PUBLIC UTILITIES ACT**

-and-

**IN THE MATTER OF AN APPLICATION** by the **REGION OF QUEENS MUNICIPALITY**, on behalf of its **WATER UTILITY**, for approval of amendments to its Schedule of Rates for Water and Water Services and amendments to its Schedule of Rules and Regulations

**BEFORE:**  Bruce H. Fisher, MPA, CPA, Panel Chair  
 Jennifer L. Nicholson, CPA, CA, Member  
 Marc L. Dunning, P.Eng., LL.B., Member

**ORDER**

The Region of Queens Municipality, on behalf of its Water Utility applied to the Nova Scotia Regulatory and Appeals Board for approval of amendments to its Schedule of Rates for Water and Water Services and amendments to its Schedule of Rules and Regulations.

After due public notice, a hearing was held on November 19, 2025. The Utility provided its responses to undertakings on November 25, 2025.

The Board issued its Decision on December 22, 2025, and directed the Utility to submit a compliance filing including an updated rate study, based on the utility alternative rate study, by December 30, 2025.

The Utility submitted its compliance filing on December 29, 2025.

**The Board approves the Rates for Water and Water Services set out in the compliance rate study (Schedules A and B, and C), including the changes made to fire protection and customers' rates and changes flowing from the directives in its decision. The updated schedules will come into effect on January 1, 2026, April 1, 2026, and April 1, 2027.**

I CERTIFY THAT THE WITHIN IS A TRUE  
AND CORRECT COPY OF THE ORIGINAL

DATED THIS 31st DAY OF December, 2025

*Pamela McGarrigle*

*Pamela E. McGarrigle, Clerk of the Board*  
Region of Queens Municipality Regular Council  
Nova Scotia Regulatory and Appeals Board

**The Board approves the Schedule of Rules and Regulations set out in the compliance rate study (Schedule D), with an effective date of January 1, 2026.**

**DATED** at Halifax, Nova Scotia, this 31<sup>st</sup> day of December 2025.

*Pamela McGarrigle*

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Clerk of the Board



**SCHEDULE "A"**  
**REGION OF QUEENS MUNICIPALITY WATER UTILITY**

**SCHEDULE OF RATES FOR WATER AND WATER SERVICES**

(Effective for water supplied on and after 1 January 2026)

**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:**

<b>(a) <u>Base Charges</u></b>	<b><u>Quarterly</u></b>
Unmetered	163.69
	(assuming 174 cubic meters per year)
Size of Meter	
5/8"	38.78
3/4"	57.21
1"	94.09
1.5"	186.27
2"	296.88
3"	591.86
4"	923.71
6"	1,845.51

**(b) Consumption Rate (per cubic metre)**

Consumption Rate	2.87	per cubic metre
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**(c) Minimum Bill**

The minimum bill shall be the Base Charge.

A



2. PUBLIC FIRE PROTECTION RATE

The Region of Queens shall pay to the Region of Queens Water Utility a total of \$218,633 based on 9 months at the existing rate (\$219,488) and 3 months at the proposed rate (\$216,633).

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.

A

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 \$7.92 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

A



**SCHEDULE "B"**  
**REGION OF QUEENS MUNICIPALITY WATER UTILITY**

**SCHEDULE OF RATES FOR WATER AND WATER SERVICES**

(Effective for water supplied on and after 1 April 2026)

**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) <b><u>Base Charges</u></b>		<b><u>Quarterly</u></b>
	Unmetered	164.67
	(assuming 174 cubic meters per year)	
	Size of Meter	
	5/8"	44.86
	3/4"	66.32
	1"	109.22
	1.5"	216.48
	2"	345.19
	3"	688.42
	4"	1,074.56
	6"	2,147.16

(b)		
	Consumption Rate (per cubic metre)	
	Consumption Rate    \$    2.75	per cubic metre

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

B



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 \$282,373.

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 \$7.83 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

B



**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) **Base Charges**

**Quarterly**

Unmetered		199.05
	(assuming 174 cubic meters per year)	
Size of Meter		
5/8"		79.78
3/4"		118.66
1"		196.42
1.5"		390.82
2"		624.10
3"		1,246.19
4"		1,946.03
6"		3,890.05

(b)

Consumption Rate (per cubic metre)

Consumption Rate	\$	2.74	per cubic metre
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(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

C

B

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 \$468,127.

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 \$8.28 per cubic meter or part thereof with a minimum charge of \$50.00. Such charge shall be rendered for each loading.

C

B

**SCHEDULE D**  
**RULES AND REGULATIONS**



**SCHEDULE D**

**REGION OF QUEENS MUNICIPALITY WATER UTILITY**

**SCHEDULE OF RULES AND REGULATIONS  
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES**

**(Effective 1 January 2026)**

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 For the Regular Meeting of February 10, 2026

**Date:** January 29, 2026  
**File No:** 10350-50-2602-04  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** RFP for Insurance and Risk Management Services

Prepared by:  <i>Joanne Veinotte</i> J. Veinotte Director of Finance	CAO Concurrence:  <i>W. Thorpe</i> W. Thorpe Chief Administrative Officer
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### RECOMMENDATION[S]

That Council for Region of Queens Municipality contract the Municipality's insurance and risk management services to AON Reed Stenhouse Inc. (AON) for the fiscal year April 1, 2026, to March 31, 2027 with an option to renew for each of four subsequent years as recommended by the Audit and Internal Control committee.

### PURPOSE

To secure insurance and risk management services for upcoming fiscal years.

### BACKGROUND

Region of Queens Municipality's Operational Policy 26 – Purchasing, requires that Requests for Proposals/Tenders be secured for services with a value of more than \$50,000 per section 26.04. Historically, Insurance and Risk Management Services Agreements cover four years with a value of approximately \$280,000 per annum. This is inclusive of local Protective Services organizations; Ground

Search and Rescue North and South Queens, West Queens First Responders, and the Region's fire services. Though fire services fund their own fleet and property coverage, the coverage is negotiated as part of the Region of Queens Municipality's. Our current provider is AON for Region of Queens Municipality, First Responders, Fire Departments and Ground Search and Rescue.

Council approved funding the difference between the \$5,000 historical deductible for fire truck accidents and \$25,000 under the previous policy should any claims arise in order to mitigate any financial pressure that may place on the departments in the event of any accident. The 2025 Greenfield Fire Department filed two claims for two separate trucks during the same call in February 2025. Region of Queens funded one deductible difference (\$20,000) and another is pending completion of repair for truck #2.

An RFP for Insurance and Risk Services was posted to the Nova Scotia Procurement Site on November 11, 2025. Responses were accepted until December 12, 2025, at 12pm.

Two submissions were received: AON Reed Stenhouse Inc. (current provider) and Arthur J. Gallagher Canada Limited. Both submissions were provided to members of the Audit and Internal Control committee with an evaluation matrix based on the criteria listed in the RFP.

The committee held a special meeting on January 28, 2026 to discuss the submissions and make a recommendation to Council.

Members of the committee recognized the considerable amount of work that is necessary for a provider to participate in the RFP process for these services. Both submissions were comprehensive and offered similar levels of coverage and risk management services. Scoring matrices were considered and the committee recommended to Council that AON be contracted for the 26/27 fiscal year with option to renew for an additional four years. The biggest differentiator was pricing with the incumbent pricing being 40% less with the alternative proposal including fees paid to Nova Scotia Federation of Municipalities as a partner organization.

Review of both proposals by staff and members of the Audit and Internal Control committee noted some differences in coverage and deductibles but did not feel these differences warranted the increase in cost.

The most significant change in the AON proposal was the change from Northbridge to Aviva as an insurer.

## **ALTERNATIVES/OPTIONS**

**Option 1** – Accept the recommendation of the Audit and Internal Control committee and contract AON for Insurance and Risk Management Services.

**Option 2** – Contract the other proponent for Audit and Risk Management Services.

**Option 3** – Reject both proposals and direct staff to reissue an RFP for Insurance and Risk Services.

## **ANALYSIS**

**Option 1** – This option provides continuity of coverage and supplier. The overall cost of coverage is estimated to be approximately 5% lower than previous years because of a change in major carrier partner. Staff can immediately confirm renewal and incorporate premiums in the operating budget draft.

**Option 2** – Cost of insurance and risk services will increase an estimated 40% (over \$100,000). Transition process will begin with staff resources required to coordinate the process. Premium review and allocation may not be completed before the draft of the operating budget is presented to Council.

**Option 3** – Reissuing the RFP will cause delay in securing coverage and there is no expectation that a secondary RFP will result in additional responses.

## **IMPLICATIONS**

### **Financial:**

Operating expense for insurance and risk management services will decrease overall if the recommendation of the Audit and Internal Control committee is accepted. Reissuing the RFP may cause a gap in coverage for the municipality should a new carrier not be secured before the end of the fiscal year, exposing the municipality to unnecessary risk. In the event this option is taken, staff will need to work with the current provider to secure temporary coverage.

## **COMMUNICATIONS**

Respondents will be notified by staff and results posted on the provincial procurement site.

## **BYLAWS/PLANS/POLICIES**

[Operational Policy 26 - Purchasing](#)

## **SUMMARY**

Proposals for Insurance and Risk Management Services for the coming fiscal year were evaluated by the Audit and Internal Control committee, and a recommendation was made to contract AON Reed Stenhouse Inc. (AON) for the fiscal year April 1, 2026, to March 31, 2027 with an option to renew for each of four subsequent years.

## **ATTACHMENTS/REFERENCE MATERIALS**

N/A



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** February 10, 2026  
**File No:** 10350-50-2602-05  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Active Transportation Trail  
 Dr. John C. Wickwire Academy to "The Lot" / Liverpool Library

Prepared by:  <u>Morgan MacDonald</u> M. MacDonald Physical Activity Coordinator	Supervisor:  <u>M. Roberts</u> M. Roberts Director of Recreation	CAO Concurrence:  <u>W. Thorpe</u> W. Thorpe Chief Administrative Officer
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### RECOMMENDATION

THAT Council for Region of Queens Municipality provides a letter of support to the Connect 2 funding proposal and direct staff to proceed in trail construction if funding approval is received from CCTH.

AND THAT Council directs staff to include \$25,000 in the 2026-2027 operating budget to contribute toward the project in matching funds.

### PURPOSE

To present the option to develop an active transportation pathway through municipal wooded lands that connects Dr. John C. Wickwire Academy to the Thomas H. Raddall Library and newly developed car-free community space at the Liverpool Business Development Centre referred to as "The Lot".

### BACKGROUND

Over the past year, Region of Queens Municipality (RQM) has undertaken extensive community engagement to evaluate the walkability and connectivity of our active transportation networks, focusing on Liverpool, Greenfield, and Caledonia. Through focus groups, on-site audits, pop-up events, online feedback portals, and questionnaires, we gathered valuable insights on experiences, concerns, and suggestions for improving active transportation.

These sessions included input from a wide range of invested parties, including representatives from the RCMP, Native Council of Nova Scotia, South Shore Chronic Pain, YMCA, South Shore Regional Libraries, Ecology Action Centre, local bike tour operators, Off-Highway Vehicle Associations, as well as seniors, youth, cyclists, parents, and members of the disability community.

A recurring priority identified was the need for safe, accessible routes to the new library. In response, RQM is designing and implementing new sidewalks to connect the downtown core and surrounding communities to the library and administration building. This extension will address concerns raised during consultations and improve connections to South Queens Middle School and Liverpool Regional High School.

Schools Plus, the Liverpool Library, and parents also requested safer routes to Dr. John C. Wickwire Academy from the library area. Existing woodland paths adjacent to the school, located on RQM-owned land under a 2014 Land Use Agreement, currently cover about half the distance between the school's sports field and the administration building's crosswalk and sidewalk. This prompted consideration of a well-developed compacted gravel trail linking the administration building's sidewalk infrastructure to Dr. John C. Wickwire Academy property. After consulting with the planning department, we confirmed the proposed route is on RQM land, free of deed restrictions, wetlands, or major physical barriers, and has suitable topography for an accessible trail.

RQM has already invested significantly in sidewalk extensions connecting the library area to South Queens Middle School, Liverpool Regional High School, and Liverpool's downtown core. The proposed trail offers an opportunity to integrate these improvements into a broader active transportation vision, enhancing connectivity and the functionality of existing and planned active transportation infrastructure leading to the new Liverpool library location and The Lot. An Expression of Interest was submitted to Nova Scotia Communities, Culture, Tourism and Heritage (CCTH) for the Connect 2 Active Transportation Grant.

CCTH has approved our expression of interest and encouraged RQM to apply for this grant, which could fund up to 75% of project costs, to a maximum contribution of \$75,000. CCTH may accept some of the previous or planned active transportation investments made by RQM as the required matching funds for the proposed trail.

Letters of support have been received from the Director of Operations for the South Shore Centre for Education, South Shore Regional Libraries, and Schools Plus, highlighting the need for this trail and expressing interest in future programming and exploration of other supports.

Thomas Chalmers of Snow Owl Consulting Inc. (SOC Inc.) provided pro bono consultation for the approved Expression of Interest. SOC Inc., with experience designing and managing trail projects for federal and provincial parks and neighboring municipalities, is open to explore leading the design, and/or management and construction of this project as needed based on RQM operational capacity.

## **ALTERNATIVES/OPTIONS**

**Option 1** - Council provides a letter of support to the Connect 2 funding proposal, directs staff to proceed in trail construction if funding approval is received from CCTH, and directs staff to include \$25,000 in the 2026-2027 operating budget to contribute toward the project in matching funds.

**Option 2** - Council offers a letter of support to be included in the Connect 2 funding proposal and proceed in trail construction regardless of funding outcome. For this option, Council would consider putting a minimum of \$50,000 in the budget to go toward the project. This would allow the project to be completed, but would be a scaled back project, while still providing a level, gravel cleared pathway. Alternatively, Council could also consider including additional funding in the budget for the full amount of approximately \$100,000.

**Option 3** - Council extends the existing land use agreement with Wickwire School to include an additional RQM property (PID #70019989) allowing Dr. John C. Wickwire Academy and volunteers to make a rough woods path to the existing crosswalk at the RQM administrative building by their own efforts if they so choose. This would place the project with others and not include RQM.

## ANALYSIS

**For Option 1** - By offering a letter of support for this project and the needed matching funds in the case of a successful CETH grant funds application, Council will, pending funding approval, create a trail that offers needed connectivity from Dr. John C. Wickwire Academy to existing and planned Active Transportation (AT) infrastructure. This project can be completed in a timely manner and can be designed to meet or exceed trail accessibility best practices and standards.

**For Option 2** - By offering a letter of support and ear-marking the needed funds to complete the proposed trail regardless of external funding, Council will create a trail that offers needed connectivity from Dr. John C. Wickwire Academy to existing and planned AT infrastructure. This project can be completed in a timely manner and can be designed to meet or exceed trail accessibility best practices and standards.

**For Option 3** - By updating the existing land use agreement with the SSRCE to include property identification number 70019989 Council will allow Dr. John C. Wickwire Academy and community volunteers to self-organize, fund and manage the construction of a trail connecting the school to the RQM administration building crosswalk. Trails of this nature are often not completed or take many years to complete, are not maintained, signed, or used regularly. Trails of this nature are often not accessible for bicycles, strollers, wheelchairs or other mobility devices and are only functional seasonally under good weather conditions.

## IMPLICATIONS

If constructed to accessible standards this trail will require maintenance. On a proportional per foot basis the expected resource and budget demand would be similar to that of the main crushed gravel paths of Pine Grove Park. Ongoing operational budget will have to be allocated to this infrastructure to ensure it is maintained in similar manner to other RQM owned trails. An updated land use agreement would have to be developed regardless of the option chosen, and maintenance of the trail would have to be considered and included.

## **COMMUNICATIONS**

RQM municipal planning department has supplied a report identifying adjacent property owners. These owners would be contacted and informed regarding planned work start and completion dates, and projected community use of this area. Given the large buffer zones to surrounding properties, disruptions to these properties and the wider community would be minimal. Wayfinding signage would be part of the project scope and communicate the trails features and function. Once completed this trail would be promoted with events and activities led by the SSRCE, Schools Plus, SSRL, and RQM on an ongoing basis.

## **BYLAWS/PLANS/POLICIES**

N/A

## **SUMMARY**

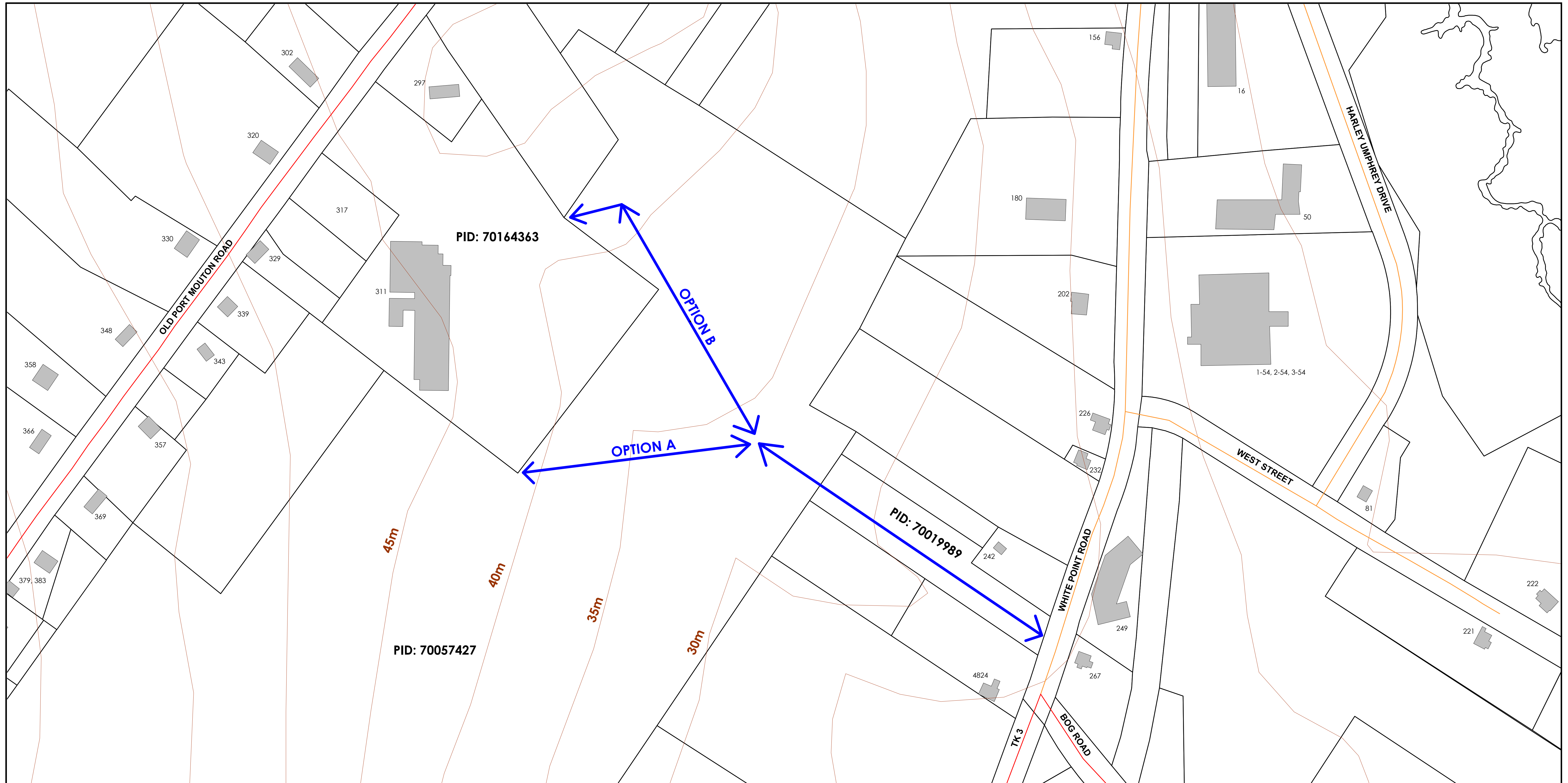
In response to the community needs and recommendations arising from extensive community active transportation engagement, this proposed pathway project has been investigated by staff and found to be a viable option for a safe and convenient route from Dr. John C. Wickwire Academy to the new Liverpool library location and The Lot. The proposed routes are free of significant barriers and would enhance the function of planned sidewalk and trail extensions by Region of Queens Municipality. Our submitted expression of interest to the Connect 2 active transportation grant has been accepted by the province and if approved for funding would cover 75% of project costs to a maximum contribution of \$75,000. Recent investments by RQM in this project area may be approved in whole or part to meet our needed financial contribution of matching funds.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Accessible Pathway Through Municipal Wooded Lands Liverpool, Nova Scotia
- Accessible Pathway Through Municipal Wooded Lands Liverpool, Nova Scotia – Map Breakdown

- Ready Step Roll - School Paths Active Transportation
- Walk Part-Way – Kentville
- Support Letters - Connect 2 Trail

# Accessible Pathway Through Municipal Wooded Lands Liverpool, Nova Scotia



BUILDING FOOTPRINTS    
  CONTOUR LINES    
  PUBLIC ROADS    
  PROPERTY BOUNDARIES    
  ROADS WITHIN TOWN OF LIVERPOOL    
  TRAIL ROUTE OPTIONS



PREPARED BY DEPARTMENT OF LAND USE, REGION OF QUEENS MUNICIPALITY, NOVEMBER 2025

## Accessible Pathway Through Municipal Wooded Lands in Liverpool, Nova Scotia

### Map Breakdown:

#### **Properties Involved:**

The potential accessible pathway route is located across two municipally owned properties, both held by the Region of Queens Municipality (**PID: 70019989 and PID: 70057427**). Supporting documentation, including property deeds and any land migration, covenant, or easement records, has been provided. This trail would reach the property boundary of **PID: 70164363**, which is Dr. John C Wickwire Academy. These three properties are labeled with their PID numbers.

#### **Roads:**

All public roads both within the Town of Liverpool boundary and in the surrounding area are visible and labeled, all of which are public roads. The civic numbers for all the properties along these roads are also labeled.

#### **Buildings:**

Building footprints are shown to enhance visual context and assist with spatial orientation.

#### **Waterway/Wetland/Vegetation:**

Following an assessment of the waterway, wetland, and vegetation layers in MapInfo Software, it was determined that both options for this accessible pathway do not intersect with any of these features. Consequently, these layers are absent from the map output.

#### **Elevation/Contour Lines:**

Based on the contour lines shown on the map, there is an elevation change across the site; however, it is relatively minor given the size of the property. Elevation ranges from approximately 25 m to 40 m over a few hundred meters, and this gentle slope is consistent for both proposed accessible pathway location options. The 25 m and 40 m refer to elevation **above sea level** (ASL).

#### **Trail Route Options:**

The two proposed pathway/trail options are displayed in bold and labeled as Option "A" and Option "B."



# The 7 E's Approach to Sustainable School Commute Planning

A comprehensive approach that identifies and addresses safety and social barriers to better support and enable active and sustainable transportation for the journey to/from school.



## **EQUITY**

Intentionally consider the needs of and impacts on all demographic groups with particular attention to ensuring safe, healthy and fair outcomes for all.



## **ENVIRONMENT**

Support actions that reduce transportation related greenhouse gas emissions and vehicle pollution by increasing rates of active and sustainable transportation.



## **EVALUATION**

Collect data from the school community to identify and assess opportunities that improve safety and address social barriers to active and sustainable transportation.



## **ENGINEERING**

Enhance the built environment to improve the safety, comfort, accessibility and convenience of active and sustainable transportation.



## **ENFORCEMENT**

Increase awareness of and compliance with traffic laws, bylaws and guidelines to improve the safety and comfort of those using active and sustainable transportation.



## **EDUCATION**

Provide students and the school community with the knowledge, skills and awareness to use active and sustainable transportation safely and confidently.



## **ENCOURAGEMENT**

Build capacity of the school community to use active and sustainable transportation for their commute to/from school more often.



# GOOD MORNING!

Hello, my dear friend. My dear, dear friend. I know that mornings can be rushed and stressful.

*“Did you pack your lunch? Where are your boots? Where are my keys? We’re going to be late! Why is there jam on the cat?!”*

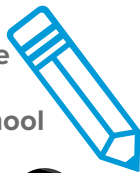
And it can be just easier to drive.



*“We live too far away for my child to walk to school. My child is too young. There’s no one to walk with them. It’s on my way to work.”*

But what if walking even part-way helped them do better in school?

**9** teachers say their students are much more ready to learn if they’ve walked or biked to school **out of 10**



children who walk or bike to school can increase their concentration for up to

**4** hours



Consider giving your child the gift of 15 minutes of stress-reducing, concentration-boosting physical activity by allowing them to walk part-way to school. Check out the map on the back of this card to see some alternate drop-off spots like the Memorial Park Playground. If you and other parents do it at the same time, then the kids would have other kids to walk with!

And if you have the time to walk with them, you’ll enjoy that too.



*Kentville*



**ACTIVE ROUTES TO SCHOOL**  
Kings County Academy

7:35 AM	First Bus Arrival
7:40 AM	<b>WALK PART-WAY</b>
7:45 AM	Student Drop Off
7:55 AM	Students to Homeroom Class
8:00 AM	Morning Classroom Routines
8:10 AM	Announcements/Classes begin



**LET THE KIDS WALK PART-WAY!**



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October 15<sup>th</sup>, 2025

Morgan,

Thank you for taking the time to meet the other day. It was a pleasure getting to know you and discussing potential initiatives for the community.

During our conversation, the idea of establishing a trail connecting the school to the library was raised. This project is promising, offering significant benefits for both the school community and the wider community at large.

Both the school and the regional centre have expressed enthusiasm about this proposal. They are eager and open to further discussions, with the hope of making this vision a reality.

Thank you again for your engagement and support.

Regards,

Andy

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Hi Morgan,

I was excited to hear that the Region of Queens approved funding to build a sidewalk to help folks access the new library on Harley Umphrey Drive - this is a great development. One of the wonderful things about our old location on Old Bridge Street was the proximity to school. I'm wondering if there would be any infrastructure funds to encourage kids from Dr. John C. Wickwire School to have walking access to the library.

In our other locations schools often walk to us during the school day. These school visits let us support teachers and students on their literacy journey and encourage kids to come to the library with their families. I would be very interested in looking for avenues of funding to make walking to the library a regular part of the Wickwire students programming.

Thank you,  
Christina





Region of Queens  
Recreation Department  
Re: Support for Trail Expansions and Pathway Development  
Sept. 10/2025

On behalf of SchoolsPlus, we are writing to express our support for the proposed expansions of existing trails and the creation of new pathways within our community. SchoolsPlus works to connect students and families with supports that promote well-being, learning, and community engagement, and we recognize the important role that safe, accessible outdoor spaces play in this mission.

Over the past five years, SchoolsPlus has coordinated Walk or Bike to School Day three times as a way to encourage outdoor activity, road safety, and community connection. While the initiative has been meaningful, each year we have encountered barriers impacting planning. Including: coordinating municipal departments and volunteer staff, adjusting routes due to road conditions, arranging RCMP escorts, and applying for parade permits. What began as a simple idea to promote healthy, active living has proven to be difficult to sustain. Largely because youth and their families cannot safely maintain this practice on their own with current road conditions.

The expansion of existing trails and pathways offers a long-term solution and investment in recreation opportunities. Improved infrastructure would not only reduce the logistical challenges of hosting these types of community events, but more importantly, it would provide ongoing opportunities for youth and families to engage in safe, accessible outdoor activity year-round.

We strongly support the Region of Queens in prioritizing developments which align with our vision for families, and see this as a meaningful step toward enhancing the quality of life for residents of all ages.

Thank you for your commitment to creating safe and active spaces for our community.,

## QUEEN'S COUNTY SCHOOLSPLUS

Kaylyn Heine  
SchoolsPlus Facilitator  
(902)-523-1451  
KHeine@SSRCE.CA

Suzanne Williams  
Community Outreach  
(902)-350-3739  
SWilliams@SSRCE.CA

Tim Mossman  
Community Outreach  
(902)-930-3447  
TMossman@SSRCE.CA





## SOUTH SHORE FAMILY RESOURCE ASSOCIATION

821 King Street, Unit 11, Bridgewater, NS  
B4V 1B7 (902)543-3119

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Correspondence from:

- Better Together Family Resource, Lunenburg County Site
- Queens Family Resource Centre, Queens County Site
- Shelburne Family Resource Centre, Shelburne County Site
- Digby Family Centre, Digby County Site

Communities, Culture, Tourism and Heritage

Re: RQM accessible trail Dr. JC Wickwire Academy to Thomas H. Raddall Library

Letter of Support

I am writing to express the Queens Family Resource Centre support for the development of an accessible trail connecting Dr. JC Wickwire Academy to Thomas H. Raddall Library. This project represents an investment in safety, accessibility and community connections for students, staff and families of the school.

An accessible trail between the school and the library would provide student, staff and families with a safe, reliable route for education visits and afterschool programs. This connection would remove a significant barrier to participate in library programming and community events, such as programs offered by the Queens Family Resource Centre at the library.

We believe that this project will have a lasting positive impact in our community. It aligns with the Region of Queens goals of a need of safe, accessible routes, improving public infrastructure and enhancing connectivity in the community.

Thank you for your consideration of funding this project.

Sincerely,

Traci Hatt  
Site Coordinator  
Queens Family Resource Centre

Cc- Dale Knowles  
SSFRA Executive Director

January 20, 2026

To Whom It May Concern,

**Re: Letter of Support for Trail Expansion and Pathway Development**

On behalf of the YMCA of Southwest Nova Scotia (YMCA SWNS), I am pleased to offer this letter of support for the Region of Queens Municipality's application to the Connect 2 Active Transportation Grant, specifically for the proposed trail expansion connecting Dr. John C. Wickwire Academy to the Thomas H. Raddall Library.

As a charity, YMCA SWNS is dedicated to igniting the growth and development of individuals and communities in spirit, mind, and body. We believe children and youth thrive when they have timely access to safe, welcoming, and inclusive supports. The objectives outlined in the Region of Queens Municipality's proposal strongly align with our mission and reflect the needs we see every day through our programming.

We strongly support the proposed trail expansion, which would provide a safe and accessible route for youth traveling between school and the public library. The YMCA Youth Leader Program, operated out of the Liverpool YMCA Youth Centre, offers free monthly recreational programs in partnership with the library. Improved active transportation infrastructure would reduce barriers to participation by enabling more youth to safely access these afterschool programs, fostering connection, skill development, and healthy activity.

This project is critically important for underserved youth and families in our rural communities and represents a meaningful step toward improving well-being and long-term connectivity across Queens County. We commend the Region of Queens Municipality for its leadership in advancing a broader transportation vision that prioritizes safety, accessibility, and community connection, and we strongly support this application.

Sincerely,



**Kim Whitman-Mansfield**

Youth Director & Project Manager, Anchor Youth Space Bridgewater  
YMCA of Southwest Nova Scotia

E: [kim.whitman-mansfield@ns.ymca.ca](mailto:kim.whitman-mansfield@ns.ymca.ca)

P: 902-530-3392





## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

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**Date:** January 30, 2026  
**File No:** 10350-50-2602-07  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Municipal Services Building HVAC

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Prepared by:  A. Grant Director Infrastructure	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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### RECOMMENDATION

That Council for Region of Queens receive the report titled Municipal Services Building HVAC.

### PURPOSE

To provide Council with the results of a mechanical investigation for providing energy improvements and cooling at the Municipal Services Building (MSB).

### BACKGROUND

At the June 10, 2025, Regular Council meeting the following motion was made:

"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."

This was presented by staff to address the motion made by Council at the March 11, 2025, meeting:

“THAT the motion be amended to read “THAT the Council of the Region of Queens direct staff to provide a report with a cost benefit analysis, and detailing costs and timeline to transition the Liverpool Fire Hall heating system to heat pumps.”

Over the past several months, staff have since worked with DUMAC Energy Limited to investigate the site at 191 Henry Hensey/520 Main Street which hosts both the Liverpool Volunteer Fire Department and the Department of Infrastructure Facilities Division. The investigation by DUMAC included:

- Existing site conditions
- Energy modeling
- Electrical system review
- Recommendations for supplemental heating and mechanical cooling

During the Special Council meeting of December 19, 2025, Council was presented with the Capital Investment Plan which was subsequently approved on January 13, 2026. Inside that plan was a proposed project identified as '26-10 MSB Heat Pumps' at an estimate of \$1.1 million.

## **ALTERNATIVES/OPTIONS**

- 1) Council receives this report
- 2) Council directs staff to cancel the project 26-10 MSB Heat Pumps as presented in the 2026 Capital Investment Plan
- 3) Council provides alternate direction to staff

## **ANALYSIS**

Option 1 maintains the current trajectory where the financial resource allocated in the 2026 Capital Investment Plan will be utilized to prepare a design, tender and construct the system as recommended in the attached report for the MSB. As outlined, that system will provide improved heating in the Auditorium, 2<sup>nd</sup> Floor & Captains' Offices and the Facilities Staff Lunchroom. Additionally, the proposed equipment will also provide cooling in all of these areas as well as ventilation in the Auditorium. Continuing as proposed addresses several operational challenges such as excess temperatures during shoulder seasons. As well, the provision of a robust cooling system ensures that spaces can be utilized year-round whereas some spaces do not currently comply with occupational

health and safety thermal stress guidelines. Providing cooling and ventilation to the Auditorium will improve the atmosphere when it is functioning as a comfort centre.

## **IMPLICATIONS**

Financial implications are provided for in the 2026 CIP. Should Council provide alternate direction, staff will revise capital and operating budgets accordingly.

## **COMMUNICATIONS**

n/a

## **BYLAWS/PLANS/POLICIES**

n/a

## **SUMMARY**

DUMAC Energy Limited has completed their assessment into energy efficiency improvements and comfort accommodations for the Municipal Services Building (also referred to as the Liverpool Fire Hall) recommending the installation of a multi-faceted system to provide cooling, ventilation and improved heating.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Region of Queens Municipal Building HVAC Study – Dumac Energy Ltd.
- [Region of Queens Municipality Regular Meeting Agenda – June 10, 2025](#)
- [Region of Queens Municipality Regular Meeting Minutes – March 11, 2025](#)



# REIGN OF QUEENS MUNICIPAL BUILDING

HVAC Study

## ABSTRACT

A study of existing systems and potential upgrade pathways to provide air conditioning and offset oil usage with heat pumps in key areas.

Chris Landry, P.Eng  
DUMAC ENERGY LTD



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## Executive Summary

Dumac Energy Limited studied the Municipal building in Liverpool to discover how to best implement cooling in several spaces and reduce oil consumption. Done through an evaluation of the site, an energy model was constructed to study the fuel consumption of the building as it exists, and all options suggested. Using this study, we suggested equipment to best suit the objectives stated.

Multiple options are explored, and the recommended solutions are as follows:

### Auditorium

Option 1 is recommended to install a series of VRF heat pumps in the mezzanine and duct them to the auditorium. A variable speed ERV will be installed in the mezzanine to provide ventilation, airflow will modulate in response. Even though it is the more expensive capital cost solution, in our opinion it will provide significant savings on oil consumption and the best annual operating cost. Most equipment being installed indoors will simplify ongoing maintenance and extend the life of the system compared to outdoor installed equipment.

Opinion of probable cost: \$ 579,720+ hst

### 2<sup>nd</sup> Floor & Captains Office

Option 2 is recommended to replace the existing AC unit with a new VRF heatpump and ERV for ventilation. Heat pump will be ducted using the existing duct distribution. Captains office will be served by a ductless split heat pump dedicated to that space.

Opinion of probable cost: \$170,490 + hst

### Public Works Break Room

Supply and install 1ton ductless split heat pump dedicated to this space and modify baseboard radiator control to be controlled as a 2<sup>nd</sup> stage of heat. It is also recommended that the pipes within the space be insulated.

Opinion of probable cost: \$21,850 + hst



Electrical Service

The proposed mechanical systems introduce substantial new electrical loads to the building. Further study will be required to fully determine the minimum scope of work to be performed, it is recommended at this time that budget be allowed for a service entrance upgrade.

Opinion of probable cost: 120,000+hst

*Please note that the estimates of probable cost are an order of magnitude only. In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions, or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction costs. The estimates above make no allowance for structural work or hazardous materials removals.*



## 1. Introduction

Dumac was engaged by the Municipality of the Region of Queens (RQM) to undertake an assessment of the heating ventilation and air conditioning (HVAC) systems and provide recommendations for cooling specific areas at the RQM Municipal Building in Liverpool, Nova Scotia. This study focuses on providing cooling to three main zones, generally defined as the auditorium, the second floor offices and the public works lunch room, with a secondary objective of using new equipment to offset heating coil consumption.

The building is a two-storey structure of approximately 21,200 sqft comprised primarily of three functional areas: the auditorium, the firehall/public works and second storey offices. The buildings HVAC system utilizes hot water baseboard for perimeter heat supplied from a dual boiler set-up providing up to approximately 500,000 BTU/hr of heating. The heating is zoned into the same three functional areas.

Estimates for peak loads were completed using an analysis of the building using Carrier E-20 Hourly Analysis Program V5.11.



## 2. Existing Conditions

### 2.1 Boiler Plant

The RQM Municipal Building is heated using hot water hydronic heat. Emitters are a mixture of baseboard radiators and forceflow heaters. Hot water is generated at two oil fired cast iron sectional boilers, one Conforto and one NTI. These replaced an older Matheson boiler with a capacity of approximately 500,000BTU/hr. Despite switching to two smaller boilers with higher efficiency the RQM staff reported that oil consumption remained greater than expected. The boiler room piping was recently replaced and had yet to be insulated at the time of our visit. Reportedly that work is ongoing. The hydronics are divided into 3 zones, each with its own system pump.

### 2.2 Area One: Auditorium

The HVAC for the auditorium originally consisted of a pair of exhaust fans with a matched supply fan and inline hot water heating coil. A 20' width extension was added onto the auditorium which may be when the second exhaust fan was installed. The supply fan is now in a state of disrepair, and the supply ductwork acts as a relief duct when the exhaust fans run. The auditorium ventilation is operated manually from a local switch.

The auditorium is heated from a series of cabinet heaters installed along the exterior perimeter walls. The heaters were replaced relatively recently following a flood. When the system pump serving the auditorium runs, water continuously flows through the cabinet heaters, when the local thermostat calls for heat, the fans in the cabinet heaters start, greatly increasing their heat output. This control strategy results in the cabinet heaters emitting heat even when there is no demand. It was reported that the HVAC is sometimes used during heating season because the room is overheating, due to this cabinet heater control method.

In our opinion an unnecessary contributing factor to oil consumption is the limited control of the auditorium cabinet heaters.



### 2.3 Area Two: Second Floor Offices

The second floor consists of a series of offices, meeting rooms, and storage. Several office spaces have been renovated into one larger office area, and a captain's office was added overlooking the apparatus bay.

The existing HVAC unit is a ducted split air handler with a R-22 DX cooling coil, the outdoor unit is located on a stand adjacent to the electrical room. R-22 is a phased out refrigerant which has become increasingly more expensive to procure and can no longer be repeatedly added to a known leaking system. Therefore, the system is in a beyond its useful service life and has been abandoned in place.

Currently the second level is without cooling, and most rooms lack ventilation. When the series of smaller offices were renovated into a singular multi-person open office, an Energy Recovery Ventilation(ERV) was installed to ventilate that zone independently of the rest of the floor.

Heating on the second floor is provided from hot water baseboard radiators which are controlled by a single thermostat.

### 2.4 Area Three: Lunchroom

The lunchroom does not have ventilation or A/C present, it is heated from a hot water baseboard heater. The room is located adjacent to the boiler room and has uninsulated heating pipes passing overhead, resulting in an additional thermal load being added to the room. The radiator for the room is controlled from the second floor thermostat.



### 3. Proposed Solutions

#### 3.1 Auditorium

In our opinion, to provide satisfactory air conditioning to the auditorium, the ventilation system must be modernized. In its existing configuration, the ventilation introduces raw, untreated, outside air to the space. During summer months, introducing high humidity air directly to an air-conditioned space will create an unpleasant cold and damp feeling condition.

To prevent this condition, each strategy discussed will include allowance for ventilation air to be processed through the air conditioning system to be dehumidified and cooled before being introduced to the occupied space.

For this reason, a “simple” heat pump installation of multiple ductless splits on the walls should not be considered. It is recommended that any solution should include bringing the ventilation rates into compliance with AHSRAE standards.

The available space for new mechanical systems is limited. The mezzanine space which currently houses ventilation system components is small and partially occupied by a gym set up for the volunteer fire fighters and other visitors to the building. The size of the space is a limiting factor on what equipment may be installed indoors without architectural modifications.

Additionally, in our opinion, it is critical that the hydronic loop serving the cabinet heaters be modified to allow the heaters to be completely deactivated when no demand for heating exists. Some piping modifications to the hydronic distribution will be required to achieve this without cutting off flow to other heaters on the same loop that may need heating when the auditorium does not. The full extent of these modifications will need to be determined during detailed design.

Sizing calculations indicate that 2700CFM of ventilation air and 15tons of cooling are required to satisfy the space.

*Please note that the estimates of probable cost are an order of magnitude only. In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions, or the Contractor’s method of pricing, and that the Consultant’s opinions of probable construction costs are made on the basis of the Consultant’s professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant’s opinion of probable construction costs. The estimates above make no allowance for structural work or hazardous materials removals.*



### 3.1.1 Option 1: Energy Recovery Ventilator with Ducted Heat Pumps

The Variable Refrigerant Flow (VRF) heat pump is envisioned to consist of four ducted indoor heat pumps connected to a single outdoor unit. The heat pumps would be evenly spaced along the mezzanine, each with a new supply duct for distribution and sidewall return grilles. It is unlikely that the existing ductwork within the auditorium will be suitable to this solution, but during design, effort should be made to reuse any sections where possible.

Ventilation would be provided from an Energy Recovery Ventilator (ERV) installed in the mezzanine. The ventilation air would be evenly distributed to each heat pump and introduced into the heat pump return ducts to be conditioned before entering the auditorium. Due to the variable occupancy of the auditorium, it is recommended that a demand control ventilation strategy be implemented. By monitoring the CO<sub>2</sub> concentration in the auditorium, the ERV can modulate the ventilation air rate in response to the occupant load, this minimizes required energy for tempering fresh air.

**Pros:**

- Energy efficient
- Largely fits in existing spaces

**Cons:**

- Multiple component system
- No Economizer function

***Opinion of probable cost: \$579,720 + hst***



### 3.1.2 Option 2: Packaged A/C

Consisting of a single packaged unit which provides both ventilation and air conditioning, this option offers simplicity compared to Option 1 at the cost of energy efficiency. The packaged unit must be installed outside, commonly these units are rooftop mounted.

Based on our experience with similar age and construction buildings, if the unit were to be roof mounted it would likely require substantial structural reinforcement. A more appropriate solution could be to mount the unit on a structural stand beside the building. Ductwork would be run from the unit, up the side of the building and enter the mezzanine through the exterior wall before entering the auditorium. The existing ductwork is not adequately sized for the full load, effort should be made to reuse ductwork where possible.

The unit features an economizer, capable of delivering the cooling load to the space using outside air when conditions allow. The economizer can also vary the amount of outside air based on CO2 content detected within the space, allowing demand control ventilation. This option however does not feature heat recovery on ventilation air.

This packaged A/C also has the option to be ordered as a heat pump. However, it is less efficient than a VRF heat pump and has a low temp cutoff at -10°C, a backup duct heater will be required. Any heating load not met by the heatpump would be carried by the cabinet heaters.

The HVAC industry is currently in the middle of adopting a new refrigerant standard which would apply to this system where VRF systems are currently exempt. The next generation refrigerants, classified “A2L” are more environmentally friendly. The “A2L” refrigerant also has a low flammability rating, which may result in additional accessories or changes to be required for safe operation.

**Pros:**

- Simplified system and installation
- Reduced equipment cost

**Cons:**

- Requires specifically made stand
- No heat recovery
- -10°C cutoff temp
- A2L Refrigerant

***Opinion of probable cost: \$404,280 + hst***



### 3.2 Second Level

Calculations show that the second level spaces have a load requirement of approximately 5 tons and 640CFM ventilation rate.

#### 3.2.1 Option 1: VRF Multi-split HP

This option proposes that the existing ducted HVAC system for level 2 be removed and replaced with a multi-split VRF heat pump with individual ducted terminal units for each of the major zones (club rooms and open office), a separate mini-split heat pump would be provided for the Captain's office and an ERV to provide ventilation.

Each zone would be provided with a ducted heat pump with its own dedicated thermostat allowing heat pump output to more closely align with the required load of each zone.

To facilitate removals and installs, the T-bar ceiling will need to be at least partially removed. However, given the age and condition of the existing T-bar ceiling a full replacement is likely recommended.

**Pros:**

- High energy efficiency
- Zone controlled heating/cooling, improving occupant comfort and energy consumption
- VRF units capable of providing heat through entire heating season

**Cons:**

- Existing ductwork cannot be reused
- Replacing ductwork requires dropping portions of T-bar ceiling in affected zones
- Premium quality equipment entails premium pricing

***Opinion of probable cost: \$231,660 + hst***



### 3.2.2 Option 2: Central Ducted VRF Heat Pump

This option is a like-for-like swap of the abandoned A/C system with added functionality of the replacement unit being a heat pump. Existing ductwork would be retained and used for distribution, substantially limiting the scope of work throughout the spaces served. The Captain's office is not served by this system so a dedicated mini-split heat pump would be provided for that zone.

The existing systems, when working, serve the second floor spaces as a single zone (one thermostat for all spaces), air conditioning from the air system and heating from the baseboard radiators. This option would maintain the existing zoning. The heat pump would be capable of providing heating through the duct system, the baseboard radiators would serve as a 2<sup>nd</sup> stage of heating, only being used when the heat pump cannot satisfy the load, therefore offsetting oil usage.

It is recommended that an ERV be furnished to provide the ASHRAE minimum ventilation air which would be supplied to the return duct of the heat pump to be conditioned before distribution.

The single zoning also offers a simplified system at the cost of reduced energy efficiency and occupant comfort compared to option 1 since all spaces receive cooling/heating based on one thermostat.

Pros:

- Cost effective
- Reuse existing ductwork

Cons:

- Groups entire second floor as a single zone

***Opinion of probable cost: \$170,409 + hst***



### 3.3 Works Lunchroom

The final area of consideration is the simplest in terms of possible solutions. The space allows for a mini-split heat pump to be installed through a wall mounted diffuser and outside unit and should have its own separate heating zone, decoupled from upstairs. It is also recommended that the exposed pipes near the ceiling be insulated.

***Opinion of probable cost: \$21,850+hst***

## 4. Electrical Systems

The proposed mechanical systems introduce substantial new electrical loads to the building. Further study will be required to fully determine the minimum scope of work to be performed, it is recommended at this time that budget be allowed for a service entrance upgrade.

***Opinion of Probable Cost: \$120,000+hst***



## 5. Conclusions and Recommendations

The majority of the spaces to be cooled should be addressed through the use of various heat pump systems, which will allow for the spaces to be cooled while decreasing overall energy usage.

Of the multiple options are explored, the recommended solutions are as follows:

### Auditorium

Option 1 is recommended to install a series of VRF heat pumps in the mezzanine and duct them to the auditorium. A variable speed ERV will be installed in the mezzanine to provide ventilation, airflow will modulate in response. Even though it is the more expensive capital cost solution, in our opinion it will provide significant savings on oil consumption and the best annual operating cost. Most equipment being installed indoors will simplify ongoing maintenance and extend the life of the system compared to outdoor installed equipment.

### 2<sup>nd</sup> Floor & Captains Office

Option 2 is recommended to replace the existing AC unit with a new VRF heatpump and ERV for ventilation. Heat pump will be ducted using the existing duct distribution. Captains office will be served by a ductless split heat pump dedicated to that space.

### Public Works Break Room

Supply and install 1ton ductless split heat pump dedicated to this space and modify baseboard radiator control to be controlled as a 2<sup>nd</sup> stage of heat. It is also recommended that the pipes within the space be insulated.



**Region of Queens Municipality  
Council Implementation Report  
February 10, 2026**

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
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**2026**

January 27, 2026	10350-60-2601-28	THAT the Council of the Region of Queens Municipality direct staff to return with options to improve pedestrian safety on College Street, as interim measures while awaiting the sidewalk and road upgrades to be delivered as part of the Mount Pleasant Service Exchange project.	Charlton	Infrastructure		
January 27, 2026	10350-60-2601-27	That Council for Region of Queens Municipality accepts the resignation of Stew Horton from the Citizens Advisory Committee on Council Remuneration, and appoints the next-ranked candidate, Tara Druzina, in his place.	Carver	Administration		Complete
January 27, 2026	10350-60-2601-26	THAT Council for Region of Queens Municipality directs staff to proceed with the personnel matter as directed during the closed session.	Carver	Administration		Complete
January 27, 2026	10350-60-2601-25	THAT Council for Region of Queens Municipality directs staff to proceed with the personnel matter as directed during the closed session.	Amirault	Administration		Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
January 27, 2026	10350-60-2601-24	THAT Council for Region of Queens Municipality directs staff to engage a third party to review the current salary grid, employee schedules, and on-call system to identify opportunities for wage parity across the organization.	Charlton	Administration		
January 27, 2026	10350-60-2601-23	THAT Council for Region of Queens Municipality adopts the amendments to Operational Policy 11 – Community Investment Fund as presented.	Charlton	Community Economic Development		Complete
January 27, 2026	10350-60-2601-22	THAT Council for Region of Queens Municipality adopts the amendments to Administrative Policy No. 9 – Tax Exemptions as presented.	Jenkins	Finance		Complete
January 27, 2026	10350-60-2601-21	THAT Council for Region of Queens Municipality gives first reading to Bylaw No 14 - Tax Exemptions as presented.	Amirault	Finance	Will come to Council for second reading on 2026-02-24.	In Progress
January 27, 2026	10350-60-2601-20	THAT Council for Region of Queens Municipality approve the funding request from Queens Neighborhood Co-operative Housing Ltd (QNCH) for \$750,000, to be funded with the donation from the J & M Murphy Foundation.	Wentzell	Finance		Complete
January 27, 2026	10350-60-2601-19	THAT Council for Region of Queens Municipality deny the application to allow for a four (4) unit fixed-roof overnight accommodation operation on property located at 72 Fostertown Road in Port Medway and identified as PID # 70090691.	Charlton	Land Use	Correspondence has been sent to the applicant notifying that the application has been rejected and setting out the right to appeal Council's decision to the NS Regulatory and Appeals Board.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
January 27, 2026	10350-60-2601-18	THAT Council for Region of Queens Municipality approve the draft 2026-2029 Strategic Priorities Plan as amended, and direct staff to use it as a guiding document in budget preparation and workplan development for the 2026-2027 fiscal year.	Wentzell	Administration		
January 13, 2026	10350-60-2601-17	THAT Council for Region of Queens Municipality the following members to the Citizens Advisory Committee on Council Remuneration: Christopher Clark, Kerry Morash, Stew Horton, Velta Vikmanis, Pamela Brennan	Jenkins	Administration		Complete
January 13, 2026	10350-60-2601-16	THAT Council for Region of Queens Municipality appoint Carley Mullally to the Dismantling Discrimination and Hate Committee, for a term to expire on October 31, 2027.	Amirault	Administration		Complete
January 13, 2026	10350-60-2601-15	THAT Council for Region of Queens Municipality appoint Elise Johnston to the Accessibility Advisory Committee, for a term to expire on October 31, 2027.	Jenkins	Administration		Complete
January 13, 2026	10350-60-2601-13	THAT Council for the Region of Queens Municipality refer this correspondence to the Planning Advisory Committee for consideration as they review the Municipal Planning Strategy and Land Use Bylaw.	Amirault	Land Use		In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
January 13, 2026	10350-60-2601-12	THAT Council for the Region of Queens Municipality direct staff to consider the use of the Statistics Canada Low Income Measure in development of the program and come back with implications and analysis on what it would look like if it were included as some element of the program.	Wentzell	Finance	In summer 2026, staff will explore incorporating Statistics Canada measures in the development of the program	
January 13, 2026	10350-60-2601-11	THAT the Council of Region of Queens Municipality allow Bylaw No. 28, Designation of Road Trails on Municipal Roadways, be read a second time and that the bylaw be adopted.	Jenkins	Administration		Complete
January 13, 2026	10350-60-2601-009	THAT the Council of Region of Queens Municipality direct staff to include phased report recommendations from the DSRA Architecture Concept Design Report into the 2026 - 2031 Capital Investment Plan.	Jenkins	Finance		Complete
January 13, 2026	10350-60-2601-008	THAT the Council of Region of Queens Municipality receive the report titled Town Bridge Sidewalk Design, and to allow the Mayor to continue conversations with the MLA while our Infrastructure staff request a meeting with Nova Scotia Public Works in the immediate future regarding a path forward for the Town Bridge.	Charlton	Infrastructure	2026-01-22 Request made	In Progress
January 13, 2026	10350-60-2601-007	THAT the Council of Region of Queens Municipality direct staff to draft a bylaw to implement an accommodation levy on all short-term fixed-roof rental accommodation room nights in the county.	Charlton	Administration	Preparation has begun	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
January 13, 2026	10350-60-2601-006	THAT the Council of Region of Queens Municipality approves Temporary Borrowing Resolution for an increase to the Mastercard limit from \$40,000 to \$100,000.	Charlton	Finance		Complete
January 13, 2026	10350-60-2601-005	THAT the Council of Region of Queens Municipality approve the 2026-2031 Capital Investment Plan, with the addition of a rural fire suppression line item in the amount of \$200,000 to be funded from the Municipal surplus and included in the 2026-2027 year of the CIP, and explicit mention that elements of the MPSE that pertain to replacement of the existing infrastructure will be updated based on the analysis that is going to be conducted.	Jenkins	Finance		Complete
January 13, 2026	10350-60-2601-002	THAT the Council of the Region of Queens Municipality direct staff to procure third-party services to undertake a project analysis for the transmission main project.	Charlton	Infrastructure		

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
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**2025**

December 09, 2025	10350-60-2512-17	<p>THAT Council for Region of Queens Municipality direct staff to engage a qualified third party to replace the culvert at 61 Birch Avenue, as follows: A minimum of four (4) weeks' notice will be provided to the property owner before work begins; The replacement culvert shall be approximately 6.100 metres in length and 900 millimetres in diameter, constructed of smooth interior HDPE pipe to Highway Grade CSA-B182.8 with a minimum stiffness of 320 kPa, and installed at a grade of no less than 1.00%; All surfaces will be reinstated to pre-replacement condition using Type I gravel, including a minimum of 150 mm base coverage, 300 mm above the culvert, and 600 mm in both transverse directions; All slopes exceeding 2:1 ratio will be stabilized with 200–400 mm rock; and The estimated project cost of up to \$15,000 shall be funded from accumulated surplus.</p>	Carver	Infrastructure		
December 09, 2025	10350-60-2512-16	<p>THAT Council for the Region of Queens Municipality waive the process requirements of Operational Policy 6 – Naming and Renaming of Roads and approve the request to name the newly constructed extension of Queens Place Drive as “Dogwood Lane,” as submitted by the Administrator of Queens Home for Special Care in correspondence dated November 21, 2025.</p>	Roy	Land Use	Sign has been ordered. To be installed upon receipt. Queens Home for Special Care has been advised.	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
December 09, 2025	10350-60-2512-11	<p>THAT the Council for Region of Queens Municipality directs staff to engage external resources to initiate an interim review of the Municipal Planning Strategy and Land Use Bylaw to address housekeeping items and include the following: Commercial uses in residential zones, Comprehensive regulations for short-term rentals, Keeping of livestock in residential and rural zones, Light pollution mitigation and dark sky considerations, Additional coastal protection measures and climate resilient land use regulations, and Minimum property standards.</p>	Charlton	Land Use	<p>Staff are in process of preparing a request for proposals for consulting services, to be ready for release in early February.</p>	In Progress
December 09, 2025	10350-60-2512-09	<p>THAT the Council of Region of Queens Municipality directs staff to establish a Citizen Advisory Committee on Council remuneration.</p>	Carver	Administration	<p>Committee has been established.</p>	Complete
December 09, 2025	10350-60-2512-08	<p>THAT Council direct staff to undertake a public procurement process for the purchase and installation of priority dry hydrants, with installation to be completed prior to November 1, 2026.</p>	Carver	Infrastructure		In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
December 09, 2025	10350-60-2512-03	That the Council of Region of Queens Municipality direct staff to conduct further analysis on requirements associated with and the process for establishing an airport authority, options for protecting existing user groups and operations in the case of the sale of the property, and a high level analysis and costing on what would be required to establish a new drag strip in Queens County in the case of a sale causing the Drag Racers to need an alternate location, and exploring opportunities from an emergency management perspective to understand the Province's plans around EMO and if this asset is an important part of that plan.	Jenkins	Administration	Research beginning late Winter '26	
November 25, 2025	10350-60-2511-23	THAT the Council of Region of Queens Municipality direct staff to research and present options for updating Bylaw 12 – Prohibiting Certain Activities, including the removal of overly restrictive provisions related to skateboarding, and the development of clear, enforceable provisions regarding operation of e-bikes and e-scooters as recommended by the Police Advisory Board; AND THAT the resulting options and proposed amendments be brought back to the Police Advisory Board for review prior to being forwarded to Council.	Amirault	Administration	To be complete in Spring '26 following other priority items	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
November 25, 2025	10350-60-2511-21	<p>THAT the Council of Region of Queens Municipality gives notice of its intent to enter into a purchase and sale agreement with the Nature Conservancy of Canada to transfer Municipal lands identified as PID# 70067921, located at 242 East Port L'Hebert Road in the community of East Port L'Hebert, to the Nature Conservancy of Canada for \$1.00, AND THAT a Public Hearing be held of February 10, 2026, in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.</p>	Jenkins	Land Use	<p>Staff have advised NCC of Council's decision. NCC is in the process of having an appraisal carried out on the property. Public hearing is scheduled for February 10, 2026.</p>	In Progress
November 25, 2025	10350-60-2511-20	<p>THAT Council for Region of Queens Municipality authorizes, approves and directs the expropriation for the Municipality of property identified as PID# 70025374, located at 89 Main Street in Liverpool. AND THAT the Municipality shall cause to be deposited with the Registrar of Deeds the required expropriation documents, including a certified copy of this resolution and attached schedules, and shall take such other actions as may be required to expropriate the lands.</p>	Wentzell	Land Use	<p>Municipal solicitor requested to proceed with process to expropriate property. Expropriation documents have been filed.</p>	In Progress
November 25, 2025	10350-60-2511-17	<p>THAT the Council of Region of Queens Municipality directs staff to bring back a report to address the fees in Policy 7 – Fees for Planning Services.</p>	Charlton	Land Use	<p>Staff are revising report to include additional details. To bring back to Council in February.</p>	In Progress
November 25, 2025	10350-60-2511-16	<p>THAT the Council of Region of Queens Municipality requests that staff include additional revisions to Administrative Policy No. 16 – Building Permit Fees.</p>	Charlton	Land Use	<p>Staff are revising report to include additional details. To bring back to Council in February.</p>	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
November 12, 2025	10350-60-2511-11	THAT the Council of Region of Queens Municipality direct staff to look for improvements to the safety of the intersection of College Street and Pleasant Avenue	Charlton	Infrastructure	2025-12-03 Letter to PNS 2025-12-23 Resent to PNS 2026-01-20 Response from PNS	Complete
November 12, 2025	10350-60-2511-09	THAT Council for Region of Queens Municipality receive the report on Administrative Policy Number 58, and direct staff to reconsider inclusion of individual in the language of the policy and to explore alternative options to the 20% withholding clause.	Charlton	Administration	Admin/Finance to draft in Summer 2026.	
November 12, 2025	10350-60-2511-06	THAT Council for the Region of Queens Municipality direct staff to provide alternate options, including reconsideration of the realignment of the Town Bridge.	Charlton	Infrastructure	Staff received feedback from CBCL. Report in Jan. Ref: 10350-60-2601-008	Complete
November 12, 2025	10350-60-2511-03	THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply and septic upgrade program.	Wentzell	Administration	Admin/Finance to draft in Summer 2026.	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
October 28, 2025	10350-60-2510-16	<p>THAT Council direct staff to initiate a review and update of Bylaw No. 3 – Dogs, with particular emphasis on:            Establishing clear provisions for the identification and mandatory muzzling of dangerous or reactive dogs;            Examining the legality, safety, and potential restriction or prohibition of electronic or ultrasonic barking deterrent devices; and            Developing more stringent guidelines, enforcement measures, and penalties related to persistent or excessive barking. Further, that staff prepare a report for Council's consideration outlining recommended amendments, enforcement implications, and any necessary public consultation process arising from this review.</p>	Fancy	Administration	Staff to commence review in Spring 2026	
October 14, 2025	10350-60-2510-08	<p>THAT Council of Region of Queens Municipality direct staff to draft an operational policy outlining the reporting requirements for grants funded outside the Community Investment Fund.</p>	Charlton	Finance	Finance staff to work with CEDO and Policy Analyst in spring 2026	
September 23, 2025		<p>THAT the Council of Region of Queens Municipality approves the purchase of a dry hydrant from C. Eugene Ingram Construction and installation at 9565 Highway 8, Caledonia at a value of \$40,000 + HST.</p>	Jenkins	Infrastructure	<p>2025-09-24 Contacted successful proponent to advise of award.            2025-12-09 Rescinded</p>	Rescinded

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
September 23, 2025		THAT the Council of Region of Queens Municipality provide grant funding of up to \$5,999.71 to Brooklyn Recreation for eligible Capital Investment Project expenses, to be funded from the 2025-2026 Community Investment Fund.	Carver	Community Economic Development		Complete
September 23, 2025		THAT the Council of Region of Queens Municipality direct staff to prepare a report for next steps for a Forestry Management Plan specifically in reference to municipally owned property, which includes potential framework for an RFP.	Jenkins	Administration	Workshop with Council scheduled to set Forest Mgmt. priorities on February 17, 2026	In Progress
September 09, 2025		THAT the Council of Region of Queens Municipality direct staff to consult with the lot owners' associations, and Council to workshop ideas around potential amendments to address garbage collection respecting private roads.	Charlton	Administration	Policy Analyst and Communications will engage lot owners in February/March 2026	In Progress
August 12, 2025		THAT the Council of Region of Queens Municipality approve \$88,142.86 + HST for replacement of the fire alarm system at the Liverpool Business Development Centre, with funds coming from the Operations Capital Reserve.	Jenkins	Infrastructure	Expected completion by end Feb. Half paid.	Complete
August 12, 2025		THAT the Council of Region of Queens Municipality approve \$17,500 + HST for Architectural Services at the Town Hall Arts and Cultural Centre, with funding coming from the Grants to Organizations line in the 2025 budget.	Wentzell	Infrastructure	Architectural Review submitted and partially integrated into early CIP planning. Paid. Universal Washroom being designed. 2026-01-13 Report to Council	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
July 16, 2025		THAT the Council of Region of Queens Municipality spend up to \$10,000.00 of unbudgeted expense to come from the accumulated surplus for equipment for the rental space of Beach Meadows.	Roy	Community Economic Development	A Staff Report will be going to Council on February 24 about this concession (and QPEC)	In Progress
June 24, 2025		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. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited dated June 16, 2025.	Charlton	Finance	2025-07-02 Application received by RAB - M12363	Completed
June 24, 2025		THAT the Council of Region of Queens Municipality direct staff to work with staff of Nature Conservancy Canada to explore options with respect to the Path Lake property.	Charlton	Land Use		Complete
June 10, 2025		ACTION ITEM: Create a policy or modify an existing one that will cover Hybrid and Virtual Meetings for Committees.		Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft policy; Spring/Summer 2026	
June 10, 2025		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.	Charlton	Community Economic Development	Staff Report will be going to Council on March 10 with a proposed policy amendment	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
June 10, 2025		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.	Fancy	Infrastructure	2025-06-10 Consultant Hired 2026-01-27 Report to Council	In Progress
June 10, 2025		THAT the Council of Region of Queens Municipality approves the unbudgeted expense of up to \$100,000 to be funded from accumulated surplus for the integration of heat pumps into Queens Place Emera Center building heating system.	Fancy	Infrastructure	2026-01-22 placed on new slab behind QPEC. Aiming for June 1 completion date.	Complete
May 27, 2025		THAT the Council of Region of Queens Municipality provide grant funding to the North Queens Active Living Society per eligible capital project expenses as noted in the amount up to \$250,000.00 to be funded from the accumulated surplus.	Charlton	Community Economic Development	A Staff Report will be going to Council on March 10 with a track progress update and requesting to move the funding request into the next fiscal year.	In Progress
May 13, 2025		THAT the Council of the Region of Queens Municipality direct staff to return with a report on the erection of a proper sign structure that could also be used by other community groups to post their signage, along with a proposed designated area.	Jenkins	Community Economic Development	Next Steps: A Staff Report will be presented at the March 24 Council Meeting.	In Progress
May 06, 2025		THAT the Council of Region of Queens Municipality include segment 1 White Point Road: Millard Avenue to Harley Umphrey Drive in the Capital Investment Plan for 2025/2026 at an estimated cost of \$726,000, utilizing the unspent funds from the library renovation, in the CCBF reserve.	Charlton	Infrastructure	2025-10-14 Report to Council Project Managers & Civil Engineers retained. Design underway with tender process to be in February 2026 2026-01-15 Design & Tender @60%. Release in February	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
April 22, 2025		THAT the Council of Region of Queens Municipality direct staff to review and provide recommendations to update Bylaw 17: A Bylaw Respecting Heritage Properties.	Amirault	Land Use	To be discussed at Heritage Advisory Committee	In Progress
January 28, 2025		THAT the Council of the Region of Queens Municipality table the Private Road Maintenance Charges Bylaw to a future meeting.	Charlton	Administration	Staff report coming to Feb. 10 Regular Meeting	
January 14, 2025		THAT the Region of Queens Municipality Council directs the Acting Chief Administrative Officer to provide a staff report with recommendations to develop a Budget Management Policy, which will include considerations for Capital budget overruns, expenditures from Reserves policy, and Operations and Utility budget development processes.	Wentzell	Administration	Admin/Finance to draft in Summer 2026.	

## 2024

December 10, 2024		THAT Region of Queens Municipality Council refer the report for consideration and recommendations to the Dismantling Racism and Hate (EDI) Committee.	Charlton	Administration	Committee to review report at February committee meeting	In Progress
December 10, 2024		THAT Region of Queens Municipality Council refer the Cannons in Tupper Park report to the Heritage Advisory Committee for further considerations and recommendations.	Wentzell	Land Use	To be discussed at Heritage Advisory Committee in February	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
December 10, 2024		<p>THAT the Council of the Region of Queens Municipality directs staff to provide a report on the background and cost of options to install permanent electrical connections for the gazebo in Miriam Hunt Park, Caledonia.</p>	Fancy	Community Economic Development	CEDO requesting NS Power to do a scope ahead of the electrical quote	In Progress
November 25, 2024		<p>THAT the Council of the Region of Queens Municipality direct staff to develop a communication system to enable rapid, efficient, and effective communication with all water and wastewater account holders; AND THAT the system should be designed to: facilitate timely dissemination of critical information, such as service interruptions, maintenance schedules, and emergencies; ensure accessibility and inclusivity for all account holders, utilizing multiple communication channels where appropriate; and provide a reliable platform for ongoing updates and engagement with account holders to enhance transparency and customer service.</p>	Charlton	Administration	Staff from Administration and Finance met on October 22nd, and a process is being developed.	In Progress
November 25, 2024		<p>THAT the Council of the Region of Queens Municipality direct staff to provide draft amendments to Policy 74 to apply to committee members; AND THAT staff be directed to develop an updated Municipal Employee Code of Conduct that aligns with, is complimentary to, and supportive of, the new Municipal Council Code of Conduct and Municipal Conflict of Interest Act.</p>	Wentzell	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft amendments	

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
November 12, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide a report regarding the background and history of the use of, and discontinuation of, the chain of office and mace.	Wentzell	Administration	Referred to Dismantling Racism and Hate Committee	In Progress
November 12, 2024		THAT the Council of the Region of Queens Municipality direct staff to provide updated policies and terms of reference as outlined in this report "Committees of Council Terms of References and Appointments".	Fancy	Administration	Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft updated policies and terms of reference. Will be discussed with Council in March.	
October 08, 2024		THAT the Council of the Region of Queens Municipality direct staff to prepare a draft private road levy bylaw, based on the principles outlined in the report titled 'Private Road Levy Consultation' dated October 8, 2024, for Council's review.	Brown	Administration	Policy/Strategic Initiatives Coordinator to work with Infrastructure to draft bylaw: February 2026	In Progress
October 08, 2024		THAT the Council of the Region of Queens Municipality direct staff to enter into discussions with the Queens Home for Special Care Society and conduct further consultations with stakeholders to develop a transition plan for Hillview Acres and possible change in governance and operational oversight; AND THAT staff be directed to present a draft plan to Council at the earliest opportunity.	Brown	Administration	RQM CAO and Administrator at the Neighbourhoods at Dogwood Lane working with the Province on the transition plan	In Progress

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
September 24, 2024		<p>THAT the Council of Region of Queens Municipality obtain solicitor advice regarding the development agreement application for the property identified as PID # 70116660. AND THAT the Council of Region of Queens Municipality give notice of its intention to enter into a development agreement with 4557380 Nova Scotia Limited to allow for the establishment of a grouped dwelling development, consisting of forty-one units, on property identified as PID #70116660 and located off Laurie Wamboldt Road in Greenfield. AND THAT a Public Hearing be held on November 26, 2024, in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS at 6:00 pm.</p>	Brown	Administration	Tabled for Solicitor Advice	Tabled

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
August 13, 2024		<p>THAT the Council of the Region of Queens Municipality grant approval for Queens Home for Special Care to remove up to 100 lineal meters of a stone wall on PID #70247887 and incorporate the stones as part of a landscape element for the new long term care facility on Queens Place Drive in Brooklyn; AND THAT Queens Home for Special Care submit a detailed work plan to the Director of Engineering and Public Works and the Administrator of Hillview Acres for review and approval, prior to commencement of any work; AND THAT a plaque be erected on the new landscape feature by the owners of the new facility, recognizing the historic significance of the stones.</p>	Brown	Community Economic Development	On Hold Due To Costs.	Incomplete
August 13, 2024		<p>THAT the Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting'.</p>	Charlton	Administration	Was not brought to Council for Second Reading. Will return to Council for First Reading 2026-03-24	In Progress
February 13, 2024		<p>Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.</p>		Land Use	Staff to seek input from external departments / agencies and bring back to HAC for further discussion	In Progress
January 23, 2024		<p>Direct staff to develop a survey related to an accommodation levy and provide further information regarding implementation and staff costs.</p>		Community Economic Development	Survey complete. Report to Council on January 13, 2026, agenda	Complete

Date	Records Management Reference	Resolution	Moved By	Responsibility	Action Taken to Date	Status
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**2019**

October 22, 2019		Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	Muise	Land Use	Survey complete. Awaiting preparation of deed for signatures and registration.	In Progress
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## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** September 29, 2025  
**File No:** 10350-50-2602-09  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Bylaw No. 11 – Public Sewer Systems

Prepared by:  A. Grant Director Infrastructure	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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### RECOMMENDATION

THAT Bylaw No. 11 Public Sewer Systems be now introduced and read a first time.

### PURPOSE

To update the municipal bylaw respecting municipal sewer services provided in Queens County.

### BACKGROUND

The municipal sewer system is critical public infrastructure designed to safely collect, convey, and treat wastewater. Improper use of the sewer system – such as the discharge of prohibited substances, excessive solids, fats, oils, grease, or high-strength waste – can result in blockages, overflows, infrastructure damage, treatment plant failures, and environmental harm.

The Public Sewer Systems Bylaw establishes enforceable standards governing how the sewer system may be used by residential, commercial, institutional, and industrial customers. Bylaw 11 was most recently update by Council in 2009.

## **ALTERNATIVES/OPTIONS**

- 1) Council introduces Bylaw No. 11 Public Sewer Systems and reads the Bylaw a first time.
- 2) Council directs staff to gather additional information before introducing Bylaw No. 11 Public Sewer Systems.

## **ANALYSIS**

Staff have incorporated feedback from Council in combination with operational challenges to prepare a draft bylaw for first reading. The bylaw has been restructured in its entirety to improve readability, with clauses being revised to match current terminology or enhance clarity.

Specific updates suggested in the draft bylaw:

- Definitions have been revised to be more current and definitive. The section specific to Petition and Committees has been removed.
- 3. GENERAL (a) through (e) revised from 4.6, 4.1, 4.5,4.8, 10.18 in the original, (f) is a new clause introduced to ensure clear responsibility.
- 4. USE OF SANITARY and Combined Sewers has been revised from 4.7 and 4.2 in the original. 5. USE OF STORM SEWERS has been revised from 4.15.
- 6. SEWER CONNECTIONS revised (a) from 5.1, (b) from 5.2, (c) from 5.3, (d) from 5.5, (e) is new, (f) from 5.6, (g) from 6.2.
- 7. POWER AND AUTHORITY OF THE ENGINEER revised (a) from 7.1, (b) from 7.6, (c) from 7.8, (d) from 4.10 and 4.12, (E) from 4.11 and (f) from 4.13.
- 8. REPORTING revised (a) from 9.1 – 9.3, (b) from 9.4, (c) from 9.5, (d) from 9.6, (e) from 9.7 and (f) from 8.1 – 8.3
- 9. SEWER FEES revised (a) from 10.1, (b) from 10.9, (c) and (d) are new clauses, (e) revised from 10.13, (f) is a new clause.
- 10. OFFENCES and 11. REPEAL have need updated.

### **Proposed 4 (a) i & ii ‘Mandatory Connection’**

New language is proposed in the Bylaw that allows residents who have an existing, on-site wastewater system that has been deemed adequate, not to be mandated to connect. As the Municipality expands the service area into new communities a challenge arises where the goal of the municipal system to collect the pollution stream meets homes which have invested (on their own) to ensure they are not producing a pollution stream. The clause allows for these property owners to utilize this investment for its intended life cycle by providing assurance to the Municipality that they are doing so properly.

**Proposed 6 (b) iii ‘RV Connection’**

New language is proposed in the Bylaw to address an increasing request in the community to connect recreational vehicles (RVs) to the municipal system. RVs are not designed to be connected permanently to a wastewater system since the appliances are extremely low flow and separate waste streams while allowing the ability to be removed easily without ensuring the system is capped properly in absence. What has been proposed will allow RVs to connect while ensuring the municipal system is adequately protected.

**Proposed 6 (b) v ‘Basic Lateral Provision’**

New language is introduced to establish a baseline for what a service lateral is, the provision is provided in a similar fashion as what has been approved by the Regulatory Appeals Board for our Water Utility. Introducing this clause ensures clarity to anyone looking to connect while establishing parity by creating a baseline for connection provisions.

**Proposed 6 (b) vi ‘Landlocked Customer’**

New language has been proposed here to provide clarity when the Municipality will allow a property owner to connect via an easement over a third-party land. The current Bylaw alludes to easements but does not provide additional information that would detail their use. The proposed amendment ensure that residents can become customers while preventing unnecessary legacy issues over third-party properties.

**Proposed 6 (e) ‘Basic Lateral Provision’**

New language here is provided similar to 6(b) above in the circumstance where the service area is expanded.

### **Proposed 8 (a) ‘Wasterwater Characteristics’**

Revised language here improves the Municipalities ability to survey customers discharge and enforce the Engineers ability to enforce clause 7 (d) iii in particular.

### **Proposed 9 ‘Sewer Fees’**

This new language aligns with the introduction of AP#59 Sewer Fees. A new clause is introduced for consideration, 9(d)iii which reads

“A Wastewater Betterment Charge will be charged to each connection of the Municipal Sewerage System as a one-time fee to all new developments, including but not limited to residential, institutional, industrial, or commercial in the serviceable area.”

A betterment charge is also referred to as a development charge, is a one-time fee imposed on properties that directly benefit from new or upgraded wastewater infrastructure to recover a portion of the associated capital costs that is typically levied at the time of connection. If approved by Council, this betterment charge will be a function of the Sewer Fees Policy and will be developed through that mechanism.

### **IMPLICATIONS**

There are no immediate financial implications associated with adoption of the Bylaw. Allowing residents the opportunity to delay connection will defer revenue if the residents is able to satisfy the requirements. This applies immediately to the service area extension into Mount Pleasant where approximately 20 existing homes have the opportunity to connect to municipal services or defer connection provided, they have an adequate system – the condition of on-site systems in this area is unknown. Adopting a betterment fee will introduce a new revenue stream that can support capital and operating expenses directly to the system.

### **COMMUNICATIONS**

Staff will develop and distribute communications to impacted parties once the changes are confirmed with the next available billing mailout. An information sheet will provide general information to anyone looking to connect to the municipal sewer or water system.

### **BYLAWS/PLANS/POLICIES**

2025 - Draft Bylaw 11 Sewer Bylaw

## **SUMMARY**

A Public Sewer Systems By-law is an essential governance tool that supports safe, sustainable, and cost-effective wastewater management while protecting municipal assets, public health, and the environment. Updates to the 2009 version are proposed to address changes in the community and system operation.

## **ATTACHMENTS/REFERENCE MATERIALS**

- 2026-02-10-CC Bylaw 11 Public Sewer Systems – Draft Bylaw
- Bylaw 11 – Public Sewer Systems (2009)



**REGION OF QUEENS MUNICIPALITY**  
**BYLAW NO. 11**  
**A BYLAW RESPECTING THE REGULATION OF DISCHARGES TO**  
**MUNICIPAL SEWERAGE SYSTEMS**

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

**1. TITLE**

- (1) This bylaw shall be known as Bylaw Number 11 and may be cited as "**The Sewer Bylaw**".

**2. DEFINITIONS**

- (1) Words used in this Bylaw shall take their meaning from their context and from dictionaries of the English (Canadian) language, except those words or phrases specifically defined below:

(a) "**Acute Lethality Testing**" means a biological toxicity test to assess whether there has been a violation of the General Provisions of the Canadian Fisheries Act.

(b) "**Betterment Charge**" means a fee that is applied to help support and improve infrastructure growth.

(c) "**Biochemical Oxygen Demand**" or "**BOD5**" means the quantity of oxygen utilized expressed in milligrams per litre (mg/L), in the biochemical oxidation of matter within a five-day test period at a temperature of twenty degrees Celsius as determined by Standard Methods.

(d) "**Black Water**" means wastewater, wet solids or solids which may include waste originating from toilets or otherwise containing pathogens that may spread by the fecal-oral

route. Examples include septic tank sludge, wastes from marine vessels, vehicles, or sludge from sewage treatment plants.

**(e) "Building Sewer Connection"** means a sewer that is located on private property, and which connects the building drainage system or the building sanitary conveniences to the sanitary sewer, storm sewer, combined sewer, or another place of disposal connected to the public sewer system.

**(f) "Carbonaceous Biochemical Oxygen Demand" or "CBOD"** means BOD5 less the nitrogenous oxygen demand of the wastewater, according to standard methods.

**(g) "Chemical Oxygen Demand" or "COD"** means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to standard methods.

**(h) "Combined Sewer"** means a sewer that is intended to conduct wastewater and stormwater.

**(i) "Council"** means the Council of the Region of Queens Municipality.

**(j) "Customer"** means the property owner who contracts to be supplied with sewer service at a specific location or locations;

**(k) "Domestic Waste"** means wastewater or sewage.

**(l) "Easement"** means a legal right to use someone else's land for a specific purpose.

**(m) "Effluent"** means treated wastewater flowing out of a treatment plant.

**(n) "Engineer"** means the Engineer for the Region of Queens Municipality or their delegate or designate.

- (o) **“Equivalent User Unit”** means a standardized unit of measure to calculate demand on public infrastructure.
- (p) **“Grease”** means all oil and grease extracted from aqueous solution or suspension according to the laboratory procedures outlined in Standard Methods, and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes, and high molecular fatty acids.
- (q) **“ICI” or “Industrial, Commercial, and Institutional”** means non-residential waste sources such as factories, businesses, schools, hospitals, and government buildings, often producing diverse pollutants.
- (r) **“Landlocked”** means a parcel of land that has no legal or physical access to public infrastructure because it is surrounded by privately owned land, shoreline or other impediments.
- (s) **“Matter”** includes any solid, liquid, or gas.
- (t) **“Municipality”** means The Region of Queens Municipality, its Council, and any department, officer, employee, contractor, or agent acting under its authority.
- (u) **“Municipal Sewer”** means a sewer that is located on public property, and which is owned and maintained by the Region of Queens Municipality.
- (v) **“Natural Outlet”** means any outlet into a ravine, gulch, water course or bed thereof, whether the same usually contains water or not, or any stream, river, creek, ditch, lake, or other body of water.
- (w) **“NSECC”** means Nova Scotia Environment and Climate Change or its successor provincial department.

- (x) "Pathologic Waste"** means waste generated in a medical or similar institution which contains human, or animal tissue altered or affected by disease, and includes instruments or other materials which may have encounter such tissue.
- (y) "Person"** means any individual, firm, company, association, society, corporation, partnership, or group.
- (z) "pH"** means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution by Standard Methods.
- (aa) "Phenolic Compounds"** means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by Standard Methods.
- (bb) "Polluted"** means altered physically, chemically, or biologically from the properties of the natural waters of the area, including by change of the temperature, taste, or odour of the waters, or by the addition of any liquid, solid, radioactive, gaseous or other substance to the waters or by the removal of such substances from the waters which will render or is likely to render the waters harmful to the public health, safety or welfare, or harmful or less useful for domestic, municipal, agricultural, recreational or other lawful use or for animals, birds or aquatic life.
- (cc) "Private Sewage Disposal System" or "On-site Disposal System"** means any private septic system for sewage disposal serving one or more lots of real property.
- (dd) "Private"** means any property not owned by the Region of Queens Municipality in Queens County, or by federal or provincial governments or entities.
- (ee) "Professional Engineer"** means a registered member in good standing of Engineers Nova Scotia.

- (ff) "Provincial Regulations"** means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or any lawful Regulation or Order made under the authority of any Statute of Nova Scotia.
- (gg) "Sanitary Sewer"** means a sewer for the collection and transmission of domestic, commercial, and industrial wastewater or any combination of them, and to which uncontaminated or cooling water, stormwater, surface water, or groundwater are not intentionally admitted.
- (hh) "Serviceable boundary"** means the areas serviced by the Region of Queen's Municipality's sewerage system.
- (ii) "Sewer"** means a pipe, conduit, drain, manhole or pump used for the collection and transmission of wastewater, stormwater, or uncontaminated process or cooling water.
- (jj) "Standard Methods"** means the analytical and examination procedures provided in the edition current at the time of testing of "Standard Methods For The Examination Of Water And Wastewater", published by the American Water Works Association or any publication by or under the authority of the Canadian Standards Association deemed appropriate by the Engineer.
- (kk) "Storm Sewer"** means a sewer and all related structures designed exclusively for the collection and transmission of uncontaminated water, stormwater, or drainage from land or any watercourse or any combination of them.
- (ll) "Storm Water"** means runoff water from rainfall or other natural precipitation, groundwater, or water from the melting of snow or ice and includes roof drainage or footing drainage.
- (mm) "Suspended Solids"** means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by Standard Methods.

**(nn) "True Colour Units"** means the measure of the colour of the water from which turbidity has been removed.

**(oo) "Uncontaminated Water"** means any water, including water from a Municipal or private waterworks, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water.

**(pp) "Wastewater"** means any liquid waste containing animal, vegetable, mineral, or chemical matter in solution or suspension carried from any premises.

**(qq) "Watercourse"** means the bed and shore of every river, stream, lake, creek, pond, spring, lagoon, swamp, marsh, wetland, ravine, ditch or other natural body of water and the water therein, and any channel, ditch, reservoir, drain, land drainage works or other man-made surface feature, whether it contains or conveys water or not.

### **3. GENERAL**

**(1)** It shall be unlawful to discharge to any natural outlet within the Municipality or in any area under the jurisdiction of the said Council any sewage or other polluted waters, except where suitable treatment has been provided under the provisions of this Bylaw or under Provincial legislation governing on-site sewage disposal.

**(2)** No person shall discharge matter of any type, temperature or quantity into a Municipal Sewerage System which may:

**(a)** Become a health or safety hazard to any person, animal, property, vegetation, or employee of the Municipality.

**(b)** Become harmful to a sewerage system.

- (c) Cause the sewerage system effluent to contravene any requirements of any applicable Federal or Provincial legislation.
  - (d) Interfere with the proper operation of a sewerage system.
  - (e) Impair or interfere with any sewage treatment process.
- (3) Compliance with any limit in this Bylaw may not lawfully be achieved simply by dilution.
  - (4) No person, firm or corporation shall damage, break, or remove any portion of the Municipal Sewerage System, or its appurtenances.
  - (5) The Municipality is not responsible for any part of a building sewer connection that is not in a public street right-of-way, highway right-of-way, or sewer easement of which the Municipality is a beneficiary.
  - (6) It is the responsibility of the property owner to ensure that adequate plumbing is in place outside of the public right-of-way, highway right-of-way, or sewer easement of which the Municipality is a beneficiary.

#### **4. USE OF SANITARY AND COMBINED SEWERS**

- (1) The owner of a sewer-producing structure, the nearest part of which is not more than thirty and a half (30.5) metres from any portion of a Municipal sewer shall be required, at the owner's expense, to construct a sewer connection therefrom and connect the same to the said Municipal sewer under the provisions of this Bylaw. The construction of the required building sewer and the connecting of the same to the Municipal sewer must be fully completed within one hundred and twenty (120) days after the date of the receipt of written notice from the Municipality to do so.

  - (a) Notwithstanding the above, an appeal for exemption may be made by the Property Owner to the Engineer where:



sanitary sewer, combined sewer, or public or private connections to any sanitary sewer or combined sewer any of the following:

- (c)** Matter of a type or quantity that has emitted or may emit a toxic or poisonous liquid, vapour or a chemical odour that may interfere with the proper operation of the sewerage system, constitute a hazard to humans, animals, or property, or create any hazards or become harmful in the receiving waters or the sewerage system;
- (d)** Ashes, cinders, sand, potter clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, wet wipes (including those marked 'flushable'), or other solid or viscous substances capable of obstructing the flow of sewers or other interference with the proper operation of the sewerage system;
- (e)** Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal Intestines or stomach casings, bones, hides or parts thereof, animal manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing, and hair resulting from tanning operations;
- (f)** Animal fat or flesh;
- (g)** Wastewater containing fish offal or pathologic wastes;
- (h)** Noxious or malodorous gases or substances capable of creating a public nuisance except human wastes, including, but not limited to, hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines, and ammonia;
- (i)** Gasoline, benzene, naphtha, fuel oil, or other flammable or explosive matter or wastewater containing any of these in any quantity;

- (j)** Wastes containing herbicides, pesticides, or xenobiotics including, but not limited to, polychlorinated biphenyls (PCBs);
- (k)** Atomic wastes and radioactive materials except as may be permitted under the Atomic Energy Control Act (Canada) currently in force and regulations thereunder;
- (l)** Wastewater having a pH less than 5.5 or greater than 9.5 or having any other corrosive or scale-forming properties capable of causing damage or hazards to the sewerage system or personnel of the Municipality;
- (m)** Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- (n)** Wastewater of which the BOD exceeds three hundred (300) milligrams per litre;
- (o)** Wastewater containing more than three hundred fifty (350) milligrams per litre of suspended solids;
- (p)** Wastewater of which the COD exceeds one thousand (1000) milligrams per litre;
- (q)** Wastewater containing more than one hundred (100) milligrams per litre of non-petroleum-derived fat, grease, or oil, or, in the case of petroleum-derived mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
- (r)** Wastewater which consists of two or more separate liquid layers;
- (s)** Waste which, either by itself or upon the reaction with other material, becomes highly coloured;
- (t)** Matter of any type or at any temperature or in any quantity which may cause the sludge from the sewerage system to fail to meet the criteria relating to contaminants for spreading the

sludge on agricultural lands, under Nova Scotia guidelines for sewage sludge utilization on agricultural lands;

- (u) Wastewater containing any elements in excess of those listed in Schedule "B";
- (v) Any waters or wastes containing substances for which special treatment or disposal practices are required by applicable Provincial or Federal legislation;
- (w) No person shall discharge stormwater to a Municipal sanitary sewer. This shall include but not be limited to the following:
  - (i) Connection of a sump pump.
  - (ii) Connection of downspouts or rain gutters.
  - (iii) Connection of foundation drains.
  - (iv) Connection of any other stormwater drain or stormwater collection device.

## **5. USE OF STORM SEWERS**

- (1) No person shall discharge, release, place, or cause to be placed, any substance other than stormwater or uncontaminated water into a storm sewer.

## **6. SEWER CONNECTIONS**

- (1) No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any Municipal sewer or appurtenance thereof without first obtaining a permit from the Engineer. The property owner seeking such a permit shall make an application on form WW-1 of this Bylaw or such updated form as may be promulgated on the Municipality's website. The permit application shall be supplemented by plans, specifications, and other information as deemed necessary by the Engineer.

**(2)** Connections:

- (a)** No connection to a Municipal Sewer shall be made except under the supervision of the Engineer.
- (b)** No connection or repair to a Municipal Sewer shall be covered until it has been inspected and approved by the Engineer.
- (c)** No connection of a mobile structure or vehicle which utilizes appliances that operate in absence of a substantial volume of water and/or have holding tanks separating wastewater streams unless all equipment has been removed or replaced with conventional appliances intended for connection to a Municipal Sewerage System as determined by the Engineer.
- (d)** Each structure serviced must be connected by an individual, dedicated service lateral to the Municipal Sewerage System except in the case of a sub-system designed by a Professional Engineer and permitted by NSECC or the Engineer, in which case the property owner will be liable for any additional cost incurred by the Municipality for this accommodation.
- (e)** Each lot of property will be serviced by one (1) sanitary sewer service lateral, one hundred (100 mm) millimetres in nominal diameter. Where the owner of a property makes request to the Engineer for any additional quantity of service laterals or an adjustment to the diameter of the proposed service lateral, the property owner will be liable for any additional cost incurred by the Municipality for this accommodation. Notwithstanding the above, the Engineer reserves the right to approve, modify or deny any requests they deem to not meet the necessary standard to serve the best interests of the Municipality.
- (f)** A landlocked property owner may make an application for connection to the Municipal Sewerage System but will be required to provide copy of a certified easement across the

property of another landowner when the subject property is deemed landlocked.

- (i)** The easement must grant the right to install, access, operate, and maintain utility infrastructure for sewer service purposes.
  - (ii)** The easement must be registered with the Provincial Land Registry System on both the dominant tenement and servient tenement.
  - (iii)** Failure to provide such documentation may result in denial or delay of the requested connection.
- (3)** Every person connecting to a Municipal Sewerage System shall construct the connection according to the requirements of the latest version of the Region of Queens Municipal Services Specification Manual and the satisfaction of the Engineer.
- (4)** Where a building has been connected to the Municipal Sewerage System or the Engineer has ordered, in writing, a building to be so connected, the Engineer may order the owners of outhouses or private sewage disposal systems to remove such outhouses and to destroy or fill such private sewage disposal systems within ninety (90) days of the giving of such order.
- (5)** Where the Council has approved an expansion to the serviceable area, the Municipality shall provide (1) sanitary sewer service lateral, one hundred (100 mm) millimetres in nominal diameter to each property as registered at that time at the cost of the Municipality. Where the owner of a property makes request to the Engineer for any additional quantity of service laterals or an adjustment to the diameter of the proposed service lateral, the property owner will be liable for any additional cost incurred by the Municipality for this accommodation. Notwithstanding the above, the Engineer reserves the right to approve, modify or deny any requests they deem to not meet the necessary standard to serve the best interests of the Municipality.

- (6) All costs associated with the installation, connection, maintenance, or repair of a building sewer connection to the Municipal Sewer System, including the costs of any necessary permits, are the sole responsibility of the owner. The owner shall further indemnify the Municipality from any loss or damage that may be directly or indirectly occasioned by the installation, connection, maintenance, or repair of the building sewer connection.
- (7) Whenever any building sewer connection is abandoned, it shall be the responsibility of the owner to terminate the connection to the satisfaction of the Engineer.

## **7. POWER AND AUTHORITY OF THE ENGINEER**

- (1) The Engineer of the Municipality shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing, in accordance with the provisions of the Bylaw. This includes the power to inspect plumbing for compliance with this Bylaw.
- (2) Where a sample is required to determine the characteristics or contents of the wastewater, uncontaminated water or stormwater to which reference is made in this Bylaw:
  - (a) One sample alone is sufficient and the sample or a composite sample, may contain additives for its preservation and may be collected manually or by using an automatic sampling device.
  - (b) Except as otherwise specifically provided in this Bylaw, all tests, measurements, analyses and examinations of wastewater, uncontaminated water, and stormwater, shall be carried out following Standard Methods of Sampling and Analysis.
- (3) Methods of Sampling and Analysis
  - (a) A minimum of seven (7) grab samples shall be taken, one (1) each day on different days in any thirty (30) day period.



installed trap or interceptor into the wastewater facilities. Removal of retained or trapped materials shall be achieved by pumping or other physical means and shall be hauled away and disposed of as required by law.

- (v)** Whenever an inspection of an installed trap or interceptor results in a written notice for action on the part of the person(s) responsible for the installed device, such action shall be completed within the compliance period granted by the written notice.
- (vi)** The owner or operator of an establishment shall provide the Municipality, upon request, with the frequency of inspection and maintenance of any installed grease, oil, sediment and sand traps or interceptors as well as information as to the disposal method employed and location of hauled waste material.
- (vii)** Any reasonable request for inspection by the Municipality shall be granted by the owner or operator of the establishment.
- (d)** Require control over the quantities and rates of discharge.
- (e)** Require payment from the party responsible for the discharge to cover the added cost of handling and treating the wastes.
- (5)** If the Engineer requires the pre-treatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Engineer as well as subject to the requirements of all applicable codes, ordinances, laws, and regulations.
- (6)** Where preliminary treatment or flow equalizing facilities are provided for any waters or wastes all facilities shall be maintained continuously to assure their effective operation. All costs associated with such facilities and their maintenance shall be the sole responsibility of the operator.

## 8. REPORTING

- (1) Any person who deposits, intends to deposit, permits, or intends to permit the deposit of any substance except domestic wastes into a Municipal sanitary or combined sewer shall, upon request of the Engineer, file Form WW-2 or such updated form as may be promulgated on the Municipality's website providing details of such substances as outlined by the form. The Engineer may require the filing of Form WW-2 whenever there is reason to believe that wastes other than domestic sewage are being introduced into the sewer system in an area. The information provided shall be used by the Municipality to ensure compliance with this Bylaw and to protect the Municipal Sewerage System. Failure to file Form WW-2 when requested shall constitute a contravention of this Bylaw.
- (2) Where a change occurs in any information described in form WW-2, the owner or operator of the premises shall submit a new form WW-2 setting out the changes.
- (3) No person shall deposit any wastes other than domestic waste in any sanitary or combined sewer until:
  - (a) Form WW-2 has been filed with the Engineer; and
  - (b) The Engineer has confirmed, in writing, that the wastes will comply with the requirements of this Bylaw.
- (4) As and when the Engineer deems it necessary any user of the Municipal Sewerage System may be required to enter into a compliance program and thereafter submit a letter of compliance as referred to in form WW-3 or such updated form as may be promulgated on the Municipality's website.
- (5) A person to whom a compliance program has been issued shall not be prosecuted under this Bylaw so long as the compliance program is being fully complied with.
- (6) Spills

- (a) Every person who discharges or deposits or causes or permits the discharge or deposit of any matter in any Municipal sewer that in nature or quantity is unusual or extraordinary shall immediately notify the Engineer.
- (b) Within five days following a spill, the person responsible for the spill shall submit to the Municipality a detailed written report describing the cause of the spill and the actions taken or to be taken to prevent a recurrence.

## **9. SEWER FEES**

- (1) Every owner of land on which any building is connected to a Municipal Sewerage System, or on which a building is situated that the Engineer has ordered connected to a Municipal Sewerage System, and the time allocated for such connection has expired shall pay to the Municipality an annual Sewer Service Charge.
- (2) The Municipality shall forward a notice to each person who is to be liable for the payment of a sewer service charge, that a sewer system has been installed, and is available to service their property.
- (3) The Municipality reserves the right to complete work on behalf of an owner who has not connected within a deadline stipulated for doing so and charge the owner accordingly based on the actual cost of the work incurred by the Municipality, with such charge being a first lien against the property collectable in the same manner as property taxes.
- (4) Sewer Fees may be updated from time to time in Administrative Policy 59 – Sewer Fees and include:
  - (a) A Sewer Service Charge based on the Equivalent User Units set out in Schedule "A" of this Bylaw. Each user property connected to the Municipal Sewerage System shall be assigned an Equivalent User Unit by the Municipality and it shall be the responsibility of the property owner to ensure that

the Municipality is notified of any changes that affect the Equivalent User Unit.

- (b)** A Sewer Connection Fee will be charged that is equal to the actual cost of the work incurred by the Municipality to make the connection plus an administration fee. The connection will only be made once a deposit in the amount of the estimated cost of the connection has been received. Once the connection is complete the Municipality will reimburse or charge for the outstanding balance of the actual cost of the connection.
  - (c)** A Wastewater Betterment Charge will be charged to each connection of the Municipal Sewerage System as a one-time fee to all new developments, including but not limited to residential, institutional, industrial, or commercial in the serviceable area.
  - (d)** An Account Creation fee for the creation of a sewer account, notwithstanding the fact that no physical connection of the system may have occurred.
  - (e)** A special service charge shall be made to each customer receiving a necessary or requested service.
  - (f)** Where an appointment has been made by a customer for an inspection, or other visits to the property for the inception or maintenance of the service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for inspection and the Municipality's staff have to return to the property, a Missed Appointment Charge will be levied.
- (5)** The "Sewer Fees" listed in this section is a lien on the whole of the property subject to the sewer charge and may be collected in the same manner and with the same effect as unpaid rates and taxes under the *Assessment Act* and the *Municipal Government Act*.

- (6)** Liability for payment: Without limiting other remedies available to the Municipality by statute, regulation or Bylaw, an agreement/contract is deemed to exist between a customer and the Region of Queens for the supply of sewer service at such rates and in accordance with this Bylaw by virtue of:
- (a)** The customer applying for and receiving approval for sewer service.
  - (b)** The customer using the sewer 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 sewer service account up to the date the Municipality is notified that the customer of record wishes to terminate the sewer 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 service without the consent of the Municipality shall be liable for the cost of such sewer service which cost shall be determined in the sole discretion of the Municipality based upon its reasonable estimate of the amount of service 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.

## **10. OFFENCES**

- (1)** Any person who contravenes any section of this Bylaw is liable on conviction to a penalty of not less than \$100.00 and up to \$1,000.00 in addition to the cost of actual damages incurred by the Municipality as determined by the Engineer.

- (2) Each parameter of wastewater that exceeds the limits prescribed by this Bylaw constitutes a separate offence.

## 11. REPEAL

- (1) The Bylaw Respecting the Regulation of Discharges to the Municipal Sewerage System of the Region of Queens Municipality adopted by the Council of the Region of Queens Municipality on the 15th day of January 2007, is hereby repealed.

**THIS IS TO CERTIFY THAT** this Bylaw was passed by the Council of the Region of Queens Municipality at a duly constituted meeting of said Council held on \_\_\_ day of \_\_\_\_\_ 2026.

SIGNED by the Mayor and Municipal Clerk this \_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_

Mayor

\_\_\_\_\_

Municipal Clerk

First Reading:

Public Notice:

Second Reading:

Notice of Passing:

Filed/Approved: Municipal Affairs:

**REGION OF QUEENS MUNICIPALITY BYLAW 11 – SEWER BYLAW  
SCHEDULE 'A' EQUIVALENT USER UNITS**

TYPE OF USER	EQUIVALENT USER UNITS
<b>Residential</b>	
Residential Unit	1.00
For each additional unit, add	1.00
For each doctor or dentist in a private home, add	1.00
For each beauty or barber shop in a private home, add	1.00
<b>Industrial</b>	
Senior Citizens Home, per unit	0.60
Hospitals and Homes with Medical Care Facilities	
Without laundry facilities, per bed	0.50
With laundry facilities, per bed	0.75
Schools, per classroom	
With cafeteria and gym	2.0
Without a cafeteria and gym	1.0
Other industries, including manufacturing & processing	Determined by results of Form WW-1
<b>Commercial</b>	
Medical Office, per physician	1.0
Beauty or Barber Shop	1.0
RV Park, per serviced lot	0.75
For each RV dump station, add	1.0
For each bathroom, add	0.3
Hotels, Motels, and Tourist Cottages, per room	0.5
With a swimming pool, add	1.0
Stores, Banks, Clubs, Recreation Facilities, and Places of Business – First washroom facility	1.7
Each additional washroom facility, add	1.2
Churches, Church Halls, Fraternal Organizations, Club Halls, Community Halls	0.3
Fire Halls and Fire Stations	1.0
Laundromat, per washing machine	1.0
Service Stations	1.0
With RV dump station, add	1.0
Car Wash Facilities, per wash-station	1.0
Food & Beverage Establishments	2.0
<b>Other</b>	
Situations which fit multiple types of users, or none of the above types of users will be determined at the discretion of the Engineer.	


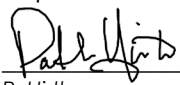

**REGION OF QUEENS MUNICIPALITY BYLAW 11 – SEWER BYLAW  
SCHEDULE 'B' ACCEPTABLE CONCENTRATIONS**

<b>Element</b>	<b>Concentration (mg/L)</b>
Aluminum (Al)	50
Antimony (Sb)	5
Arsenic (As)	1
Barium (Ba)	5
Beryllium (Be)	5
Bismuth (Bi)	5
Cadmium (Cd)	0.1
Chlorides (expressed as Cl)	1500
Chromium (Cr)	4
Cobalt (Co)	5
Copper (Cu)	1
Cyanide (expressed as HCN)	2
Fluorides (expressed as F)	10
Iron (Fe)	50
Lead (Pb)	2
Manganese (Mn)	5
Mercury (Hg)	0.1
Molybdenum (Mo)	5
Nickel (Ni)	2
Phenolic Compounds	1
Phosphorus (P)	30
Sulphates (expressed as SO <sub>4</sub> )	1500
Sulphide (expressed as H <sub>2</sub> S)	2
Selenium (Se)	5
Silver (Ag)	2
Tin (Sn)	5
Zinc (Zn)	3



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

**Date:** January 30, 2026  
**File No:** 10350-50-2602-10  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Introduction of Draft Bylaw 27 – Private Road Maintenance Charges

Prepared by:  <hr/> A. Wilson Policy Analyst & Strategic Initiatives Coordinator	Supervisor:  <hr/> P. Hirtle Deputy Chief Administrative Officer	CAO Concurrence:  <hr/> W. Thorpe Chief Administrative Officer
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### RECOMMENDATION[S]

THAT Council for Region of Queens Municipality directs staff to plan and carry out engagement sessions with Lot Owner Associations in Queens County and defers implementing Bylaw 27 until the 2027-28 tax year.

### PURPOSE

Draft Bylaw 27 – A Bylaw Respecting Private Road Maintenance Charges allows for the collection of maintenance fees by the Municipality on behalf of Lot Owners Associations and Small Community Applicants (a landowner or group of landowners which are not registered associations) as part of the property tax process in support of the maintenance and upgrades of private roads.

### BACKGROUND

On October 8, 2024, Council gave direction to staff by motion to prepare a draft Private Road Levy Bylaw based on the principles outlined in the report titled “Private Road Levy Consultation” which was submitted for Council’s review.

Subsequently, on January 28, 2025, Council directed by motion that Council of the Region of Queens Municipality table the Private Road Maintenance Charges Bylaw to a future meeting.

In January of 2026, at the direction of the CAO and Deputy CAO following input from Council, the Region of Queens Policy Analyst and Strategic Initiatives Coordinator reinitiated work on the Private Roads Levy Bylaw.

The Policy Analyst and Strategic Initiatives Coordinator carried out a jurisdictional scan, drawing on verbiage from similar bylaws in other neighbouring rural municipalities on the South Shore to inform revisions to pre-existing draft versions of the Private Roads Levy Bylaw that had previously been worked on by Region of Queens staff.

Staff also consulted with staff at the District of Lunenburg to receive feedback on the effectiveness of their bylaw, challenges that have been encountered, and to receive suggestions for content to incorporate in the Region of Queens’ draft bylaw.

Ultimately, staff have produced a revised draft bylaw that synthesizes some elements of previous draft iterations with new information obtained during jurisdictional scans.

## **ALTERNATIVES/OPTIONS**

- 1) Council directs staff to plan and carry out engagement sessions with Lot Owner Associations in the Region of Queens Municipality to ensure that:
  - a. content of the draft bylaw reflects the needs of those associations and provides a framework for a process that is acceptable to interested parties; and
  - b. Lot Owners Associations are made fully aware of the timelines and requirements to apply through the draft bylaw; and
  - c. Implementation of Bylaw 27 to be deferred until the 2027-28 tax year to ensure community feedback is fully incorporated and

potential applicants have time to assemble and submit completed application packages.

- 2) Council accepts draft Bylaw 27 as presented in this report and proceeds with First Reading.
- 3) Council gives direction to staff to schedule first reading of the proposed bylaw at a Special Meeting of Council on February 23, 2026, and schedules second reading of Bylaw 27 for March 10, 2026.
- 4) Council directs staff to conduct additional research to recommend material changes to the draft bylaw as presented and present a revised version of the draft bylaw at a future Regular meeting of Council.

## **ANALYSIS**

The draft version of the bylaw presented to Council in this report creates a framework through which Lot Owners Associations or Small Community Applicants may apply to have the Region of Queens Municipality collect levy revenue through annual tax bills on behalf of the applicants.

The monies collected would then be disbursed to successful applicants in support of capital/operating improvements to privately owned roads in the subject area based on capital improvement projects planned for and contracted entirely by the applicant.

The role of the Municipality would be limited to:

- 1) Receiving applications from Lot Owners Associations or Small Community Applicants.
- 2) Assessing the applications to ensure adherence to the criteria set out in the draft bylaw, including but not limited to:
  - a. community engagement and due notice.
  - b. demonstrated support by two-thirds of property owners in the application areas or a motion adopted at a two-thirds majority of attendees at the Lot Owners Association's annual general meeting.
  - c. a proposed budget, provided annually to the Municipality, with a list of planned capital private road improvement projects.

- 3) Once an applicant has satisfied the expectations of the Municipality as outlined in the bylaw, the application shall be considered approved at the discretion of the CAO and finance department staff will apply the Private Road Levy in the subject area on the next annual tax bill.
- 4) The Municipality will collect the Private Road Levy and disburse funds collected to the applicant(s) per the terms of the bylaw.

Though this bylaw could be implemented for the 2026-2027 fiscal year, Council may wish to consider potential financial barriers of property owners and the application approval process prior to proceeding with first reading.

### **Financial Barriers**

Council is reminded that a Private Road Levy will function in the same way as other local area rates or municipal property taxes. Similar to area rates and property taxes, all property owners in an approved applicant's area will be required to pay levy fees. In the event of non-payment, property owners will be subject to a lien against the property.

Property owners who fail to pay the additional costs associated with a Private Road Levy will be subject to the corresponding property going to tax sale if payment is in arrears for more than two years per [Operational Policy No. 4](#).

In 2024, community engagement on a prospective Private Road Levy Bylaw did not explicitly state in any of the engagement questions that the tax sale process could be an outcome for property owners in a levy area who do not remit payment.

There are options for Council to consider that will ensure that the Private Roads Levy Bylaw offers protections for property owners experiencing financial barriers who may be put at risk or otherwise negatively impacted by the submission of a successful application to establish a Private Road Levy Bylaw area. For example, the bylaw could include a provision that would require Lot Owner Association applicants to set a "low-income" charge for "relief for persons appearing to have lower incomes or wealth."

Even with a provision for low-income earners that offers a low-income rate, those who may benefit from a lower rate could be required to self-identify to the Lot Owners Association/applicant as being in financial need. This could cause discomfort for many affected low-income earners and, as such, some may choose not to self-identify as being in need due to social stigma.

To implement a rate that would support landowners experiencing financial barriers, a low-income rate could be automatically applied to any property owners in a Private Road Levy charge area who have also already successfully applied to the Municipality's Low Income Property Tax Exemption program.

While Lot Owner Associations would still determine fees for low-income rate property owners in a charge area, this approach alleviates privacy concerns around personal income and requirements for residents in charge areas to disclose their financial position to other residents in the charge area or those affiliated with applicant Lot Owners Associations.

### **Application Approval Process**

The draft bylaw as presented sets out a framework for the application Council process that Council would be required to approve through adoption of the bylaw.

Council itself, however, would not be involved in the individual assessment and approval of each application as they are received. Rather, staff would review applications, ensure that application criteria have been satisfied and then approve or deny the application accordingly.

Note: approval of applications at the staff level is not typically the process employed by other municipalities on the South Shore. In the Districts of Lunenburg and Chester, for example, applications are received by staff, presented to Council in a staff report at a Regular Meeting, and then considered and approved by resolution of Council.

Requiring Council approval of applications provides an opportunity for residents of a proposed levy area to speak to Council on the record at a public meeting to express their support of or concern with the submitted application, creating stronger local democratic processes.

## **IMPLICATIONS**

### **Engage Potential Applicants**

If Council directs staff to engage potential applicants prior to considering first reading of the bylaw, staff will proceed with engagement in the spring of 2026 and will present an updated draft bylaw to Council for consideration of first reading in quarter 2 (July to September) 2026.

Implementation would begin with Region of Queens Municipality accepting applications immediately following the completion of the legislatively required final reading, and Lot Owners Associations or Small Community Applicants would commence their required application process at their discretion. Applications would be required to be received at the start of quarter 4 (January 2027), with implementation for the spring 2027 tax bills.

### **First Reading**

If Council gives direction to proceed with first reading of the draft bylaw as presented (and Council subsequently gives second and reading to the bylaw), staff will work with any interested applicants to facilitate the process. Council is cautioned that in order to achieve implementation in time for the 2026 tax bills in the spring, applications must be received by Region of Queens Municipality no later than April 1, 2026, with approval/denial concluded by April 15, 2026.

Second reading of the bylaw would take place on March 10, 2026, resulting in applicants having approximately 20 days to submit their completed application.

### **Council Requests More Information**

Council is reminded that deferring reading of the draft bylaw will result in Council not having time to complete legislatively required first and second readings in time to implement the bylaw in the 2026 tax year.

While deferring a decision at this time will result in implementation of the proposed bylaw being delayed to the 2027 tax year, it would create an opportunity to ensure the proposed bylaw serves the interests of prospective charge area communities and limits the impact on those residents who may be experiencing financial barriers.

## **COMMUNICATIONS**

Staff have begun to engage Lot Owner Associations to ensure they were aware that this staff report and draft bylaw would be presented to Council at the February 10, 2026, meeting.

Should Option 1 be the will of Council, staff will work to further engage with Lot Owners Associations and their residents over the coming months, including in

the late spring and early summer months when occupancy in many association areas increases seasonally.

Should Option 2 or 3 be the will of Council the Municipal Clerk will post legislatively required notices for readings as directed.

Should Option 4 be the will of Council, the same processes would take place as in Option 1, with spring and summer engagement of Lot Owners Associations to navigate the process for the 2027 tax year.

## **BYLAWS/PLANS/POLICIES**

This bylaw is broadly supportive of Council's stated and approved Strategic Priorities Plan goal of supporting new infrastructure to accommodate population growth and replacing/repairing against infrastructure.

While the roads considered under draft Bylaw 27 are privately owned, they are nonetheless used by municipal residents and creating a levy system through which private roads may be upgraded and maintained has linkages with regional economic development, resident and developer attraction, and community quality of life.

## **SUMMARY**

Bylaw 27 proposes a framework that would allow Region of Queens Municipality to collect private road maintenance charges on behalf of Lot Owner Associations and Small Community Applicants through the annual tax billing process, making such charges enforceable in the same manner as property taxes and area rates.

Council previously directed staff to prepare a draft bylaw following consultation in 2024; however, Council later tabled the bylaw to a future meeting.

Staff have identified concerns that the current draft may limit participation, does not fully align with processes used in neighbouring jurisdictions, and may result in unintended consequences for residents, including enforceability through liens and potential tax sales.

In addition, the current approach places responsibility on associations to manage sensitive matters such as low-income rates, which may create barriers for some residents.

Further engagement with Lot Owner Associations is recommended to ensure the bylaw reflects community needs, provides clarity around application requirements and timelines, and incorporates stronger democratic oversight consistent with other jurisdictions.

Deferring implementation until the 2027–28 tax year would allow sufficient time for consultation, refinement of the bylaw, and for potential applicants to prepare complete application packages, while reducing the risk of negative impacts on residents.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Bylaw 27 – Private Road Maintenance Charges (Draft)
- [Council's Strategic Priorities Plan 2026-2029](#)
- [Region of Queens Municipality – Operational Policy No. 4 – Payment of Taxes](#)
- [Municipality of the District of Lunenburg By-law 40: Private Roads](#)
- [Municipality of Chester By-law 72: – Private Street Improvement and Maintenance](#)



**REGION OF QUEENS MUNICIPALITY**  
**BYLAW NO. 27**  
**A BYLAW RESPECTING PRIVATE ROAD MAINTENANCE**  
**CHARGES**

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

**1. TITLE**

- (1) This bylaw shall be known as Bylaw Number 27 and may be cited as "**Private Road Maintenance Charges Bylaw**".

**2. INTERPRETATION**

- (1) In this Bylaw:

(a) "**Act**" means the *Municipal Government Act* (MGA);

(b) "**AAN**" means the Assessment Account Number assigned to a property by the Property Valuation Services Corporation (PVSC);

(c) "**Association**" means a non-profit society incorporated under the *Societies Act*;

(d) "**CAO**" means the Chief Administrative Officer of the Region of Queens Municipality or their designate;

(e) "**Charge**" means a charge imposed under subsection 75(2) or clause 81(1) (da) of the Act payable by property owners other than the Municipality, the Province of Nova Scotia, or the Government of Canada in respect of private road maintenance or improvement in an amount determined by

an Association or a Small Community Applicant and which charge is specified in an agreement with the Municipality;

- (f) **“Charge Area”** means an area as graphically defined in a map in an application submitted under this Bylaw which includes all properties subject to the charge imposed under this Bylaw for maintenance or improvement of private roads in or providing access to the area;
- (g) **“Fiscal Year”** means the period from April 1 in one year to March 31 in the following year, inclusive;
- (h) **“Flat rate”** means a uniform charge such as (but not restricted to) a charge per lot, per dwelling, per vacant lot, per lot eligible for a low-income class charge, or based on other criteria;
- (i) **“Improvement”** means work undertaken on a private road to improve its existing condition or increase its service level;
- (j) **“Landowner”** means a person or persons shown as the owner of land within a Charge Area on the assessment roll of the Municipality but excludes the Municipality, the Province of Nova Scotia or the Government of Canada and those associated entities which would be exempt from property taxation;
- (k) **“Low-income class charge”** means a flat rate charge to be used in lieu of all other charges under this Bylaw for those properties eligible under the low-income class charge criteria defined in the application and in the agreement with the Municipality, which criteria shall be intended to reflect, or serve as a proxy for, a landowner having a relatively low income;
- (l) **“Maintenance”** means work undertaken to sustain the existing condition or service level of a private road, including but not

limited to grading, snowplowing, brush cutting, pothole filling, and repaving or resurfacing;

**(m) “Municipality”** means the Region of Queens Municipality;

**(n) “Private Road”** means a road, track or laneway not owned by the Municipality or the Province of Nova Scotia and includes associated roads, bridges, culverts, sidewalks, gutters, and retaining walls; and

**(o) “Small Community Applicant”** means a landowner or group of landowners with property accessed by a private road within the Municipality making an application on behalf of property owners using such private road access to their properties and for whom, in the sole opinion of the CAO, it is impractical or uneconomic to incorporate an Association.

### **3. AUTHORIZATION**

**(1)** By enacting this Bylaw, Council authorizes the CAO to:

**(a)** approve applications from Associations and Small Community Applicants;

**(b)** designate Charge Areas;

**(c)** levy private road maintenance or improvement charges; and

**(d)** enter into private road maintenance charge agreements with Associations and Small Community Applicants pursuant to this Bylaw.

**(2)** In exercising the authority under this section, the CAO shall be satisfied that reasonable steps have been taken to notify landowners within the proposed Charge Area and that the level of support or lack of opposition has been adequately demonstrated in accordance with this Bylaw.

- (3)** In administering this Bylaw, the Chief Administrative Officer may exercise discretion and judgment as the Chief Administrative Officer considers appropriate, provided that such discretion is exercised in accordance with this Bylaw and applicable legislation. The Chief Administrative Officer may delegate any authority granted under this Bylaw to a municipal employee, subject to any limitations the Chief Administrative Officer considers appropriate. Council shall not make individual decisions under this Bylaw, except where required by legislation.

#### **4. APPLICATION REQUIREMENTS**

- (1)** An Association applying under this Bylaw shall submit, on or before March 31st, 2026, for the fiscal year 2026-2027 and, for fiscal years after 2026-2027, on or before February 1 of the year preceding the fiscal year to which the charge will apply, unless an extension is approved by the CAO:
- (a)** a map or plan defining the Charge Area, property boundaries, and the length and width of the private road;
  - (b)** a copy of the memorandum and bylaws of the Association;
  - (c)** an estimated operating or capital budget for the applicable fiscal year, clearly identifying all charge methods, and including a low-income class charge offering some relief for persons appearing to have lower incomes or wealth than most;
  - (d)** meeting minutes approving the budget, signed by an authorized officer;
  - (e)** a proposed flat rate method of collecting charges;
  - (f)** a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;

**(g)** written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, resolutions of the Association at an annual general meeting, considered and supported by 67% of the attending association's membership, or written consents in a form acceptable to the CAO; and

**(h)** any additional information required by the CAO.

**(2)** A Small Community Applicant applying under this Bylaw shall submit, on or before April 1st, 2026, and on or before February 1 of the year preceding the fiscal year to which the charge will apply, unless an extension is approved by the CAO:

**(a)** a plan diagram or map defining the Charge Area, property boundaries, and the length and width of the private road;

**(b)** an itemized and reasonable operating budget for the next fiscal year;

**(c)** a proposed flat rate method of collecting charges;

**(d)** a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;

**(e)** written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, written consents, or other documentation acceptable to the CAO; and

**(f)** any additional information required by the CAO.

## **5. METHODS OF COLLECTING CHARGES**

**(1)** Charges imposed under this Bylaw shall:

**(a)** be levied as flat rates only;

**(b)**include no more than four rates, one of which must be designated as a low-income class charge except where in the opinion of the CAO circumstances do not warrant such a charge for Small Community Applicants;

**(c)**be clearly identified in the approved budget; and

**(d)**be approved by the CAO and included in an agreement with the Municipality.

## **6. ASSOCIATION REQUIREMENTS**

**(1)** An Association's memorandum and bylaws shall:

**(a)**state that its purpose is private road maintenance and/or improvement;

**(b)**restrict membership to landowners within the Charge Area; and

**(c)**include at least 67% of landowners within the Charge Area.

## **7. NOTICE TO LANDOWNERS**

**(1)** An Association or Small Community Applicant shall be responsible for providing written notice of a proposed application under this Bylaw to all landowners within the proposed Charge Area.

**(2)** Notice under subsection (1) shall, at a minimum:

**(a)**be provided by ordinary mail to the mailing address shown on the latest available assessment roll;

**(b)**describe the proposed Charge Area, the nature of the charge, and the estimated annual amount;

**(c)**identify the proposed classes of charges, including a low-income class charge; and



- (a)** the Municipality's responsibilities under this Bylaw and under any annual agreement do not extend to actual private road maintenance or to assessing or enforcing the safety or serviceability of Private Roads, including those within a Charge Area;
- (b)** the Municipality will not provide engineering, technical, or professional services or advice with respect to Private Roads or the governance or internal affairs of an Association or Small Community Applicant;
- (c)** the Municipality has no responsibility to ensure the adequacy of private road infrastructure for accessibility by emergency vehicles, school buses, or garbage collection vehicles, nor any responsibility to ensure that more than one exit is available in the event of forest fires, floods, or other emergencies;
- (d)** the Municipality's responsibilities in respect of private road maintenance are strictly limited to the billing and collection of Charges and the administration of this Bylaw and any annual agreements;
- (e)** the Municipality is entitled to rely on and treat any documents signed by officers or directors of an Association who are contemporaneously listed with the Registry of Joint Stock Companies as having been duly authorized by the Association, without any obligation to inquire into the actual authority of those persons;
- (f)** an Association or Small Community Applicant is not an agent of the Municipality and shall not represent itself, or be held out, as an agent of the Municipality;
- (g)** the Municipality assumes no liability for any work performed or not performed by an Association or Small Community Applicant;

- (h) the Municipality does not collect or remit HST on behalf of an Association or Small Community Applicant and is not an agent of or for an Association or Small Community Applicant save and except for the very limited purposes identified in clause (d) of this section;
- (i) Associations and Small Community Applicants shall not have access to Municipal staff, equipment, or resources for private road maintenance or improvement; and
- (j) The Municipality, The Province of Nova Scotia and the Government of Canada are excluded from the definition as Landowners in this act and are not subject to any charges under this act.

## **9. CHARGE COLLECTION AGREEMENT**

- (1) Upon approval of an application, the CAO may enter into an agreement with an Association or Small Community Applicant which shall include provisions respecting:
  - (a) responsibility for carrying out or contracting all work;
  - (b) limitations and restrictions upon the liability of the Municipality and provisions for the indemnification of the Municipality;
  - (c) charge calculation and collection method;
  - (d) term and renewal conditions; and
  - (e) any additional terms required by the CAO.

## **10. BILLING AND DUE DATE**

- (1) The Municipality shall include the Charge applicable to each lot on its tax bills for that fiscal year, and the Charges shall be due and payable by the owners of the lots in the Charge Area at the same

time as other property taxes payable to the Municipality for that fiscal year are due and payable.

## **11. LIENS, BILLING, INTEREST, PAYOUTS, AND TERMINATION**

- (1) Charges imposed under this Bylaw constitute a first lien on the property and shall be billed, collected, accrue interest, be paid out, and may be terminated in accordance with the Act and the terms of the agreement approved by the CAO.

## **12. FEES AND PAYOUTS**

- (1) An application fee of three hundred and twenty-five dollars (\$325), plus applicable HST, is payable at the time of application.
- (2) An administration fee equal to two and one-half percent (2.5%) of the total annual charge amount, plus applicable HST, shall be deducted by the Municipality prior to payout.
- (3) Approved charge revenues, net of the administration fee, shall be paid out to the Association or Small Community Applicant on or about June 30 of each fiscal year.

## **13. TERMINATION OF AGREEMENT**

- (1) The CAO may, terminate an agreement made under Section 9, if
  - (a) an Association submits a certified copy of a special resolution passed to terminate the agreement;
  - (b) a Small Community Applicant submits a letter of consent to terminate the agreement;
  - (c) an applicant or association breaches any of the clauses in the agreement;
  - (d) an applicant does not meet the conditions for the renewal of the agreement after the agreement expires;

(e) an applicant has transferred the agreement with the consent of the Municipality; or

(f) by motion of municipal council.

## 14. EFFECTIVE DATE

(1) This Bylaw comes into force on the date of publication.

**THIS IS TO CERTIFY THAT** this bylaw was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the XX day of XXXX, 202X.

**SIGNED** by the Mayor and Municipal Clerk this XX day of XXXX, 202X.

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Mayor

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Municipal Clerk

READINGS:      First Reading:  
                         Notice of Intent:  
                         Second Reading:  
                         Publication:  
                         Effective Date:  
                         **Filed/Approved:**

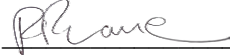
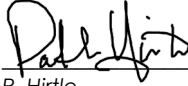



## Region of Queens Municipality Staff Report For the Regular Meeting of February 10, 2026

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**Date:** February 2, 2026  
**File No:** 10350-50-2602-06  
**To:** Mayor and Council  
**From:** Willa Thorpe, CAO  
**Subject:** Liverpool Business Development Centre – New Tenant Agreements

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Prepared by:  R. Lane Project Officer	Supervisor:  P. Hirtle Deputy Chief Administrative Officer	CAO Concurrence:  W. Thorpe Chief Administrative Officer
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### RECOMMENDATION[S]

That Council for Region of Queens Municipality enter into lease agreements for the provision of office spaces at the Liverpool Business Development Centre with Lunenburg County Home Support Services Society and with the Nova Scotia Department of Public Works, Real Estate Division.

### PURPOSE

This report presents draft lease requests from each agency for Council review.

### BACKGROUND

Since termination of the lease with the call centre at the Liverpool Business Development Centre (LBDC), staff have been negotiating with potential replacement tenants.

## **ALTERNATIVES/OPTIONS**

1. Council directs staff to enter into a lease agreement for 670 square feet of office space at Liverpool Business Development Centre with the Lunenburg County Home Support Services Society, and to enter into a lease agreement for 3,017 square feet with the Department of Public Works, Real Estate Division, for space that will be occupied by the Nova Scotia Department of Emergency Management.
2. Council declines to enter into a lease agreement with Lunenburg County Home Support Services Society and / or the Nova Scotia Department of Public Works.
3. Council provides alternate direction to staff at its discretion.

## **ANALYSIS**

The two agencies named below desire to enter into lease agreements with RQM as landlord, as follows:

### **Lunenburg County Home Support Services Society (LCHS)**

The LCHS head office is located in Bridgewater, and the organization serves 180 to 200 clients in Queens County, mainly seniors who receive homecare services from more than 40 field staff. Having a site in Liverpool allows access to both supplies and staff, greatly improving efficiency of service delivery for this very important work.

They require two offices, storage, and meeting spaces, amounting to 670 square feet of leasable area, plus shared access to washrooms and kitchenette.

The term of this lease is proposed to be five years, from April 1, 2026, through March 31, 2031.

### **Nova Scotia Department of Public Works**

The Nova Scotia Department of Emergency Management would like to establish a base of operations in Liverpool through an agreement with the Department of Public Works, Real Estate and Infrastructure Management Branch and the Region of Queens.

Current requirements include three offices, two training rooms, and secure server room access amounting to 3,017 square feet of leasable area, plus shared access to washrooms and kitchenette.

The term of this lease is proposed to be from March 1, 2026, through February 28, 2027. Under the terms, the lessee has the option to extend the lease for up to two six-month terms following the conclusion of the initial lease period.

The term for this draft lease is purposely short, as the intention of the lessee is to create a space more dedicated to their needs, with a longer-term lease, as future remodelling work at LBDC can be tackled.

## **IMPLICATIONS**

Servicing the provincial lease agreement will require a contract for third-party janitorial support for that space and for shared spaces, for which negotiations are ongoing.

## **COMMUNICATIONS**

N/A

## **BYLAWS/PLANS/POLICIES**

The proposed leases outlined in this document align with Council's stated 2026 - 2029 Strategic Priorities Plan to improve accessibility of programs and services in Region of Queens Municipality and to foster collaboration with partner organizations.

## **SUMMARY**

With the renovation work associated with replacement of the HVAC system coming to a conclusion, space at LBDC can now be leased and revenue generated.

There are some improvements that should be tackled as a responsible landlord, but these will be addressed in budget discussions. In the meantime, staff recommend entering into two new lease agreements.

## **ATTACHMENTS/REFERENCE MATERIALS**

N/A