

**Region of Queens Municipality Regular Council
Tuesday, March 11, 2025
9:00 a.m.**

Agenda

1.0 Call to Order and Land Acknowledgement

Councillor Roberta Roy Leave Request

2.0 Approval of the Agenda

3.0 Declaration of Conflict of Interests

4.0 Approval of the Minutes

4.1 February 25, 2025

5.0 Public Comment

6.0 Delegations and Presentations

6.1 African Nova Scotia Affairs

6.2 South Shore Chronic Pain Support Community: Janice MacMillan

6.3 Queens County Transit

7.0 Correspondence

7.1 Accessibility in Council Chamber – Janet Perry

7.2 Rural Transit Solutions - Queens County Transit

8.0 Committee Reports

9.0 Unfinished Business

10.0 New Business

10.1 Audit and Internal Control Committee Appointments

10.2 Request for budget direction

10.3 Area Rate requests

10.4 3rd Quarter Financial Report

11.0 Mayor's Report

11.1 Mayor's Report

12.0 Business from Members of Council

12.1 Liverpool Fire Hall Heat Pumps – Councillor Fancy

13.0 Closed Session

14.0 Adjournment

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Dan McDougall

Date: March 11, 2025

Re: Roberta Roy – Requesting Leave of Council

Background

Section 17(4) of the Municipal Government Act provides that:

A mayor or councillor who, without leave of the council, is absent from three consecutive regular meetings of the council, ceases to be qualified to serve as mayor or as a councillor."

Details

Councillor Roy notified council that she was unable to attend the regular meetings of the council on February 11, 2025, and February 25, 2025.

On March 3, 2025, Councillor Roberta Roy corresponded in writing with the Chief Administrative Officer and requested that Council approve a leave (medical).

Recommendation

"THAT the Council of the Region of Queens Municipality approve a leave of absence for Councillor Roberta Roy for the March 11, 2025, and March 25, 2025, regular meetings of council."

**Region of Queens Municipality Regular Council
Draft Minutes
Tuesday, February 25, 2025
6:00 p.m.**

Livestream on YouTube: <https://www.youtube.com/watch?v=laHxJZwlsSQ>

Present:

Mayor Scott Christian, Chair
Deputy Mayor Maddie Charlton, District 2
Councillor Vicki Amirault, District 4
Councillor Wanda Carver, District 7
Councillor Jack Fancy, District 5
Councillor Stewart Jenkins, District 6
Councillor Courtney Wentzell, District 3

Regrets:

Councillor Roberta Roy, District 1

Staff:

Dan McDougall, Interim CAO
Pam Lovelace, Municipal Clerk

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:05pm and gave a land acknowledgement to recognize that the meeting is taking place in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people.

2.0 Approval of the Agenda

Moved by Councillor Jenkins, seconded by Deputy Mayor Charlton

THAT the Region of Queens Municipality approve the February 25, 2025 agenda as presented.

Motion Carried.

3.0 Declaration of Conflict of Interests

There were no declarations of conflict of interests.

4.0 Approval of the Minutes

4.1 February 11, 2025

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault

THAT the Region of Queens Municipality approve the February 11, 2025 meeting minutes as circulated.

Motion Carried.

5.0 Public Comment

Mayor Christian opened the meeting to comments from the public. This section of Council's agenda is an opportunity for residents of the Region of Queens Municipality to share their views, concerns, and ideas.

Speaker #1 - Dave White, Queens County ATV Trails Association and Queens Rails to Trails Association, provided an update on trails work underway. The organizations are working with \$25,000 to clear the Hunts Point trail. He thanked Council and staff for their hard work in preparing a report in this evening's Council agenda.

Mayor Christian called three times for additional speakers. No speakers.

6.0 Delegations and Presentations

6.1 North Queens Active Living

Candice Flemming from Caledonia, Active Living Coordinator for North Queens, and noted she works every day to bring more

recreational opportunities to the area. Lyndsey Rheinhardt is a committee member, and talked about the important partnership with South Shore Regional Centre for Education since 2018, to access to facility space such as the school.

Created a steering committee in 2008, and just last year, became a non-profit association. Candida is the coordinator. offering programs in the communities people live is important, as not all can access programs in Liverpool.

They want North Queens residents to enjoy well-being and deep sense of belonging. They establish low cost and free programs that last through time, to enable people to access the programs.

6.2 Rural Communities Foundation

Hugh McKay joined virtually to provide a presentation on the Rural Communities Foundation (RCF). RCF is a charity that responds to requests from community organizations, and administers trust funds, distributes grants, and primarily provides support in rural communities. Among the opportunities, they have a fund to support climate change initiatives, the Housing for Health program which enables properties that are bequeathed to the organization to be made available to workers, a Community Impact Conference on climate change was held in Membertou, and notably, there is a Zero Hunger Fund which has a Free Stores program. Teachers can take the children to the Free Store and the students can take nutritional food to eat. The program started in 2023, and had 80 applications last year. They currently support over 30 schools and supported over 100,000 in food. RCF does much to advance community wellness and address housing insecurity.

7.0 Correspondence

7.1 Queens Community Health Board

7.2 Minister of Justice, Police Board Member

7.3 Letter from Minister Lohr regarding reduction in inter-provincial trade barriers and resource development

7.4 Letter from NSFM President regarding correspondence from Minister Lohr

Mayor Christian said Region of Queens Municipality needs more information from the province that there is support for the NSFM. Council will work through the NSFM and get clarification and will hold off from taking a formal position at this point in time until more information is available. Mayor Christian has spoken with Minister Lohr, and Mayor Christian feels Council needs a balanced approach, keeping in mind that we need economic advancement, but we also need to be balanced.

8.0 Committee Reports

Councillor Fancy – Fire Services Committee: On February 11, a Fire Services Committee meeting was held, and all the chiefs attended. They asked when the new EMO coordinator will begin and can meet with them. Once the Coordinator is in place, they want to have a fire services exercise. A draft Safety Audit report was presented to the chiefs, and they will review and they will bring any errors to the next meeting. They noted that the contract with Valley Communications needs to be renewed. Fire chiefs requested that a fit test machine be purchased. They requested a report back on the dry hydrants. They enquired about the progress on the cell tower in Greenfield is being worked on and will be completed. They noted that there be new Mutual Aid Agreements in place for various services, and requested that the Region to create a standard one. The fire chiefs requested better communication between Region and fire chief is needed. As well, a list of approved contractors would be beneficial, for an example, when an excavator was needed for a fire in the summer, they were unable to get it in a reasonable time. There was a question posed regarding who is responsible for clearing snow from fire hydrants. A request was made for a dry hydrant to be installed behind the North Queens Nursing Home by the lake. The next meeting is scheduled on March 11, 2025 at 7 pm in Greenfield.

Mayor Christian explained that Brian Hatt has retired and Louis Landry is serving as the EMO Coordinator.

9.0 Unfinished Business

9.1 ATV Road Trails Report

Interim CAO McDougall thanked Dave White and Mr. Huntley for their participation in report development and proceeded to review the content with Council. Interim CAO requested feedback and direction from Council. This would be a pilot project for the municipality to get a Policy Framework in place, including a community engagement process.

Moved by Councillor Amirault, seconded by Deputy Mayor Charlton,
THAT the Council of the Region of Queens Municipality direct staff to strike an advisory group consisting of staff, a member of Council, and impacted community organizations for the purpose of developing the recommended timelines and foreseeable costs to execute on the items identified including a community engagement strategy, required needs assessment for built environment, and establishing the policy framework or bylaw requirements to facilitate off highway vehicle access from West Street to Bristol Avenue via the Trestle Trail connection.

Motion Carried.

9.2 Trunk Paving Report

Moved by Councillor Jenkins, seconded by Councillor Wentzell,

THAT Council of the Region of Queens Municipality receives the report titled Trunk Paving for information.

Motion Carried.

9.3 Grey Boxes Overflow Report

Adam Grant, Director of Infrastructure presented a report on Grey Boxes on private roads.

Moved Councillor Jenkins, seconded by Deputy Mayor Charlton,
THAT Council of the Region of Queens Municipality receives the report titled Grey Box Overflow Update for information.

Motion Carried.

9.4 EDI Plan Update

Pam Lovelace, Municipal Clerk provided an update on the Provincial legislative requirements for Council to adopt a Dismantling Racism and Hate Plan.

Moved by Deputy Mayor Charlton, seconded by Councillor Carver,
THAT Council receive the update on Dismantling Racism and Hate Plan.
Motion Carried.

9.5 Adoption of Policy 4 – Payment of Taxes

Moved by Councillor Jenkins, seconded by Councillor Amirault,
THAT the Council of the Region of Queens Municipality adopt the revised Policy 4 – Payment of Taxes dated February 25, 2025.
Motion Carried.

Mayor Christian called a recess at 7:46pm.

Mayor Christian called the meeting back to order at 7:58.

10.0 New Business

10.1 First Reading Tax Exemption Bylaw

Joanne Veinotte, Director of Finance presented the report.

Moved by Councillor Amirault, seconded by Deputy Mayor Charlton,
THAT the Council of Region of Queens Municipality receive the report titled “Tax Exemption Bylaw – First Reading” and give first reading to the Bylaw.

Motion Carried.

10.2 Fire Inspector Appointments

Moved by Deputy Mayor Charlton, seconded by Councillor Carver

THAT the Region of Queens Municipality appoint Bruce Parks, Graham Hopkins, Ryan Whynot, Kyle Whynot and Amanda Esterbrooks as Fire Inspectors for Region of Queens Municipality to administer and enforce provisions of the Nova Scotia Fire Safety Act, Regulations and National Fire Code.

Motion carried.

10.3 Solid Waste Management Facility- Tipping Fees

Joanne Veinotte, Director of Finance reviewed tonnage and the costs associated by the closure and post closure.

Moved by Councillor Wentzell, seconded by Councillor Carver,

THAT the Council of Region of Queens Municipality receive the report titled "Solid Waste Management Facility – Tipping Fees" and approve the Tipping Fee Schedule for the 2025 / 2026 fiscal year as presented.

Motion Carried.

11.0 Mayor's Report

11.1 Mayor's Report

On Feb 18, the CAO Selection Committee met to identify elements of the job ad. The draft of the job ad has been reviewed and circulated for feedback with the intention to post by the end of this week. All members of Council will have the opportunity to meet that candidate.

On Saturday, Feb. 22, 2025, the new library opened its doors to the community. Council is contemplating if this is the new location for the library. Queens County Transit and SSPL to provide accessible transit on Tuesdays from 10 am – 2 pm

On February 24, 2025, Mayor Christian and Interim CAO Dan McDougall – met with IBEW representatives to continue to strengthen the working relationship with the unionized staff.

12.0 Business from Members of Council

There were no business items from members.

Moved by Councillor Carver, seconded by Councillor Amirault.

THAT the Council of the Region of Queens move to closed session at 8:20 p.m.

Motion Carried.

13.0 Closed Session

13.1 In Camera Minutes, February 11, 2025

13.2 Personnel - appointments

13.3 Contract Matter

13.4 Property Matter

Moved by Councillor Carver, seconded by Councillor Wentzell

THAT the Council of the Region of Queens end closed session and move to public session.

Motion Carried.

14.0 Adjournment

Moved by Councillor Amirault, seconded by Councillor Carver

THAT the Council of the Region of Queens adjourn.

Motion Carried.

Mayor Scott Christian, Chair

Dan McDougall, Interim CAO

Heather Cook, Acting Municipal Clerk

Date Approved: _____



Welcome!

We will begin shortly!





Municipality of Queens

Information Session

African Nova Scotian Affairs

Troy Lawrence



ANSA

Communities, Culture, Tourism and Heritage

Organization of the Department

**Culture and
Heritage
Development**

**Archives,
Museums &
Libraries**

**Communities,
Sport &
Recreation**

**Tourism Nova
Scotia**

**African Nova
Scotian Affairs**

**Policy and
Corporate
Services**

**Acadian Affairs
& Francophonie**

Gaelic Affairs

ANSA

A government voice for our community

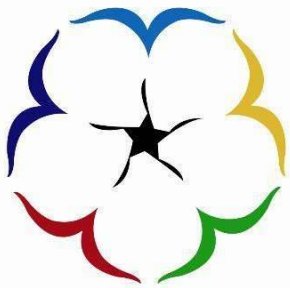
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ANSA is a provincial government office within the **Communities, Culture, Tourism & Heritage** department.

ANSA is the only government office in Canada dedicated to addressing the unique needs of provincial citizens of African ancestry.





Office of African Nova Scotian Affairs

Purpose

6

African Nova Scotian Affairs works with government, communities and partners to help provide services and programs for the African Nova Scotian community. We work within the community to keep African Nova Scotians informed and to encourage involvement. **We also support activities that bring African Nova Scotians together to network, share ideas and identify opportunities for community development and growth.**

ANSA's Mandate

ADVOCATE

- Advocate for the interest of the ANS community within government.

CREATE AND PROMOTE

- Create and promote an integrated approach within government.

COLLABORATE

- Develop communication and public education strategies

REPRESENT

- Represent government on initiatives & negotiations on African Nova Scotian matters

Key Priorities

CREATE AND PROMOTE

- An integrated approach within government on matters related to the growth and well-being of African Nova Scotian communities.

SUPPORT

- Cultural organizations and increase awareness of African Nova Scotian culture, heritage and community issues.

IMPLEMENT

- Anti-racism initiatives and actions outlines in Count Us In, Nova Scotia's Plan in response to International Decade for People of African Descent

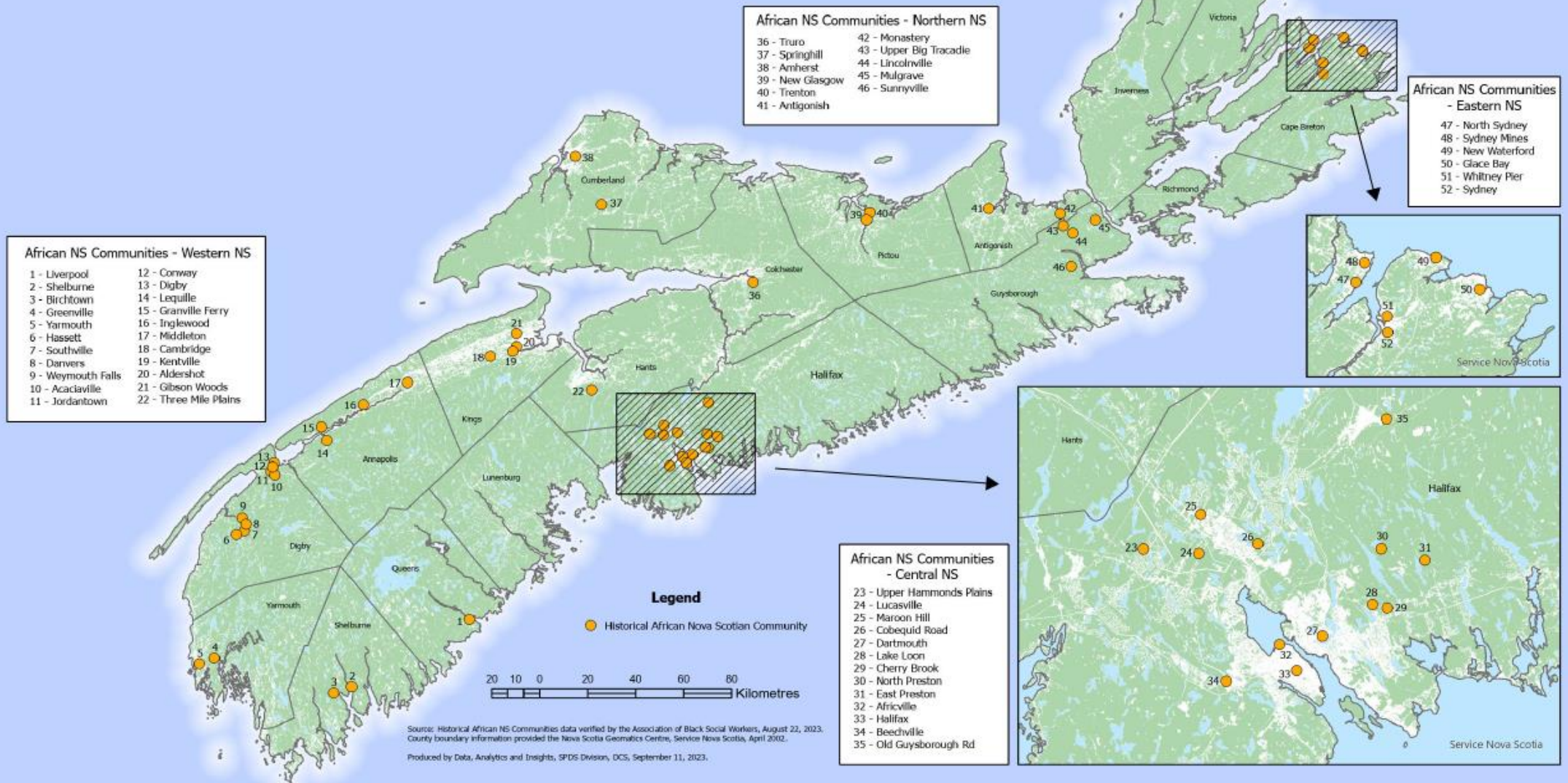
IMPROVE

- Program service delivery by creating a more simplified and consistent approach to grants administration and understand the impact of our investments through evaluation.

CELEBRATE

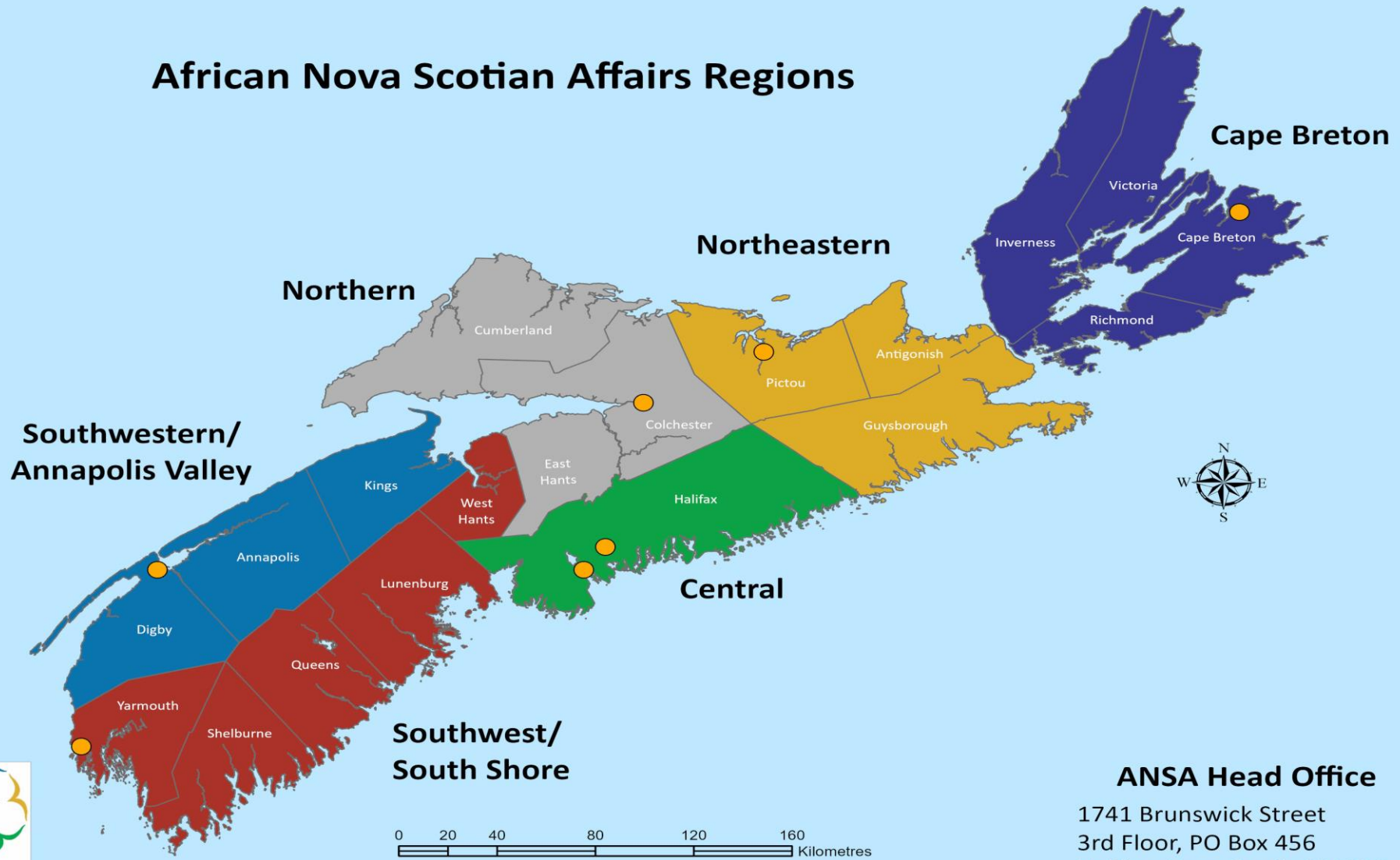
- And commemorate African Nova Scotians.

Historical African Nova Scotian Communities



PROGRAM ADMINISTRATION OFFICERS (PAOs)

African Nova Scotian Affairs Regions



ANSA Head Office
1741 Brunswick Street
3rd Floor, PO Box 456
Halifax, Nova Scotia B3J 2R5



The Role of the PAO

- **Relationship Building**

- Promote and support community and government initiatives.
- Provide support, direction, planning tools and advice to community groups.

- **Community Engagement**

- Facilitate workshops, lead information-sharing sessions and deliver presentations to build community capacity.
- Promote opportunities for community members and groups by providing information and advice on government programs and services.

The Role of the PAO (Continued)

- **Program Administration**
 - Administer and promote the ANSA Grants program.
 - Develop and enhance strategic partnerships and alliances among community partners.
- **Strategic Planning and Program Development**
 - Assist with the department's strategic planning process by designing, developing, modifying and implementing programs.
 - Provide advice, analysis and interpretation related to program development.

The Role of the PAO (Continued)

- **Government Program Support**
 - Promote access to government programs and services.
 - Respond to requests for information and maintain knowledge of available resources.
 - Provide navigational support for grant writers.
 - Conduct environmental scans to identify emerging local issues.
- **Monitoring and Issue Resolution**
 - Monitor programs and community issues.
 - Research, analyze and investigate issues to develop resolutions independently or with the community.

ANSA's Regional Offices

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Northern Region (Truro)

Andrew Paris

80 Walker Street - Suite 1

Truro, NS, B2N 4A7

Andrew.Paris3@novascotia.ca

HRM (Preston Area)

Rhonda Johnson

44 Simmonds Road,

North Preston, NS, B2Z 1A3

Rhonda.Johnson@novascotia.ca

Southwest/Annapolis Valley (Digby)

Brenda Francis

87 Warwick St.

Evangeline Mall,

NSCC Learning Centre

Digby, NS , B0V 1A0

Brenda.Francis2@novascotia.ca

Southwest/South Shore (Yarmouth)

Troy Lawrence

10 Starrs Road, 1st Floor

Provincial Building,

Yarmouth, NS, B5A 2T1

Troy.Lawrence@novascotia.ca

Northeast Region (New Glasgow)

Crystal States

342 Stewart Street, Unit 4

New Glasgow, NS B2H 2R7

Crystal.States@novascotia.ca

Cape Breton Region (Sydney)

Chantel Reid-Demeter

850 Grand Lake Road

2nd Floor, Suite 15

Sydney, NS B1P 5T9

Chantel.Reid-Demeter@novascotia.ca

HRM (Halifax)

Brandie Shannon

1741 Brunswick St., 3rd Floor

PO Box 2691

Halifax, NS B3J 3B7.

Brandie.Shannon@novascotia.ca



- Thoughts
- Questions
- Comments

Update on Queen's County Support Group to Municipal of Queens on Mar 11, 2025

I would like to thank the Municipal of the District of Queen's County for allowing me to appear before the council. Some may remember me from an earlier presentation. My passion has not changed nor has my determination, but the one thing I know is that Queens County needs a Chronic Pain Support Community.

I am coming to you as a member of our community and asking for your help to grow our community and be one part of that community alongside with your constituents. There is no Chronic Pain organization within 40 km of your constituents, and we need help.

I am proud granddaughter of Oscar E. Smith, a fisherman from Shag Harbour. My grandfather was a lifetime fisherman, on school board, council member, Community Representative etc. He showed me the value of representing his community and his desire to work for the good of others.

I graduated from George Brown College Nursing Program in 1983. I worked in a downtown Toronto Hospital in cardiovascular surgery, ICU and Dialysis. I was diagnosed with Fibromyalgia in my twenties. I remember hearing stories of physicians advise their patients that this condition is result of being overweight and in my case because I was a nurse.

My early days with Chronic Pain was filled with society telling me how I should feel, trying to get some pain control and forming a medical team to fight alongside of me. Unless you are walking in someone else's shoes, you truly do not know what they are going through. You need to keep an open mind because even if you would deal with pain differently, it does not mean that the feelings of others are not valid.

Chronic Pain Sufferers may not have scars that you can see but to them the pain is real. I would not tell individuals when I was in pain because I did not want to be excluded, be stereotyped and judged by society as being inadequate.

Growing up I did not want people to remember me as a Chronic Pain Sufferer but as a photographer. Following a car accident in 2017, I could not remember how to use my camera. I took refresher classes, but I did not retain this information.

My car accident resulted in permanent brain damage. I lost my short-term memory, I would forget what I was talking about and most of all I had to relearn how to use my computer. It took two years before I was back on track. I tried to be the person I was prior to the accident but I realized it took lots of energy to keep up this front.

My passion for photography grew to a point that in 2022 I introduced Sir Earl Photography at various craft shows. My photography showcased the beauty of the South Shore.

I launched Sir Earl Photography to use my photography as a way of recouping funds, raise money and raise awareness of the Support Group. Like many of my fellow craft vendors, we never made enough money to cover our expenses. I am currently financially supporting this group. The future of this group depends on finding funding which is why the boards current focus is setting us up as a non-profit society. I want to thank Mayoral Scott Christian to coming to our rescue especially helping us understand something that is totally new to all of us.

I wish I knew then what I know now. I have been working on this project for years trying to make some progress. I had a lot of roads that were dead ends, frustrating to see community members in need and my mind wanting to keep going but my body not cooperating.

Any individuals going through Chronic Pain may ask themselves the question, what is the point of living. Earlier in my life I asked that question. I was alarmed when I heard this theme being repeated as I travelled throughout the South Shore. I hear our community members state feelings of hopelessness, stating they did not have anything left to fight and things are not going to change. My response was to develop a coding system. If I saw them at their place of work, I would give them a thumbs up and if they did not give me a thumbs up than I made a point of speaking to them. Right now, the tunnel is dark, confusing and lonely. I want to change that pathway so that the light at the end of the tunnel gets closer and brighter.

On Sept 28, 2024, I launched the Liverpool/Bridgewater chapter of our Support Group. Our group is made up of men and women of all ages, some battling a terminal condition and many dealing with a wide range of complex conditions that are all attaching the body at same time.

Our group meets on the first Tuesday of each month at the Astor Theatre from 12:30 pm and 2:00 pm. Connecting with somebody who shares your experiences can help you feel understood, encouraged and that there's hope that things will get better. There is something about when fellow Chronic Pain Sufferers meet. It like an arch of energy is between us.

Our group will be made up of individuals that will come to monthly meetings, individuals that are homebound which is why I also would like to set up a buddy program so that they are not left out in the dark, a group of our members are working which is why we are looking at doing the occasional meeting on the weekend and when we have special events encouraging family members to attend. The family also goes through learn curve needed for them to understand what their loved ones are going through.

Every day I meet individuals who are at different points on this pathway. We do not want their roadmap to be hard or complicated but a route that is direct and includes the support of medical professionals, community members and you, there elected officials.

South Shore Chronic Pain Support Community- Revised Group Name

1. We will be completing the necessary documents to make our group a non-profit society. Please note that our Support Group has recently gone through a name change to new name of "South Shore Chronic Pain Support Community".
2. Asking for a letter of support from the Council that will be used as follows:
 - a) Included with grant applications
 - b) Included in packages being prepared for the Queens County business community that will be asking if the business can provide a donation?
3. No one on the board or in our Support Group has applied for a grant. I anticipate that questions will come up, please advise contact details for Municipal representative that can assist us with our inquires?
4. Business cards logo and group name being revised. Please advise contact details for individual that we can speak to concerning the following:
 - a) Looking for direction on where to send our request to so our support group can be listed on Municipal website, marketing materials, promotional details and any other site that can help promote our group.
 - b) Contact at South Shore Tourism Board that will be able to promote our group?
5. Recent discussion with a grant provider advised that inorder to apply to their grant we would need to be a non-profit society for three years. They advised that the only way we could apply for this grant this time around would be if the Municipalities would accept the funds and the funds would be administered by the Municipality- who can we contact to speak to about this matter?

Sincerely Janice MacMillan

President of South Chronic Pain Support Community

OPENED ON
FEB 25 / 2025
Dan McDiagall

FEB 12\25
Region of Queens, Liverpool, N.S.

I am writing to you as a concerned member of the public who attended yesterdays council meeting, in particular the public forum which was first on the agenda.

I would like to voice my concerns.....

we, (society) are now very much aware of accessibility. Accessibility, accessibility, accessibility.....
I found that council chambers yesterday lacked accessibility.

1)...the people making presentations had their backs to people sitting in the "gallery". At times they could not be heard as they did not speak into the mic or were soft spoken.
This can be remedied by having presenters come to the front of the room & face the audience.

2).. The TV screen, used for presentations, could not be seen clearly from the gallery. It is too far back in the room or too far back from the audience. You need more or larger monitors. I would suggest 2 more, placed nearer the galley.

3)...Tony Flint presented yesterday before council. He was not able to hear from the back of the room , due to his hearing impediment, and was very much disadvantaged.. As a result he became confused as he could not hear conversations nor understand what exactly was happening.

4)...to add to this , the mayor often spoke with his hands covering his mouth, thus impeding his delivery of speech.

THIS IS NOT GOOD ENOUGH!!!!!!

In 2025.

Especially if you desire to be transparent and welcoming to the citizens of Liverpool. And I did hear the mayor speak of wanting to be transparent.


I think not enough consideration is being made for the general public.

You cannot assume that the public will not show for council meeting, but they might if they feel more welcome.

In summation, this inaccessability could be righted very easily with very little expense.

Respectfully submitted.....Janet Perry



Please submit as correspondence
@ next meeting. 

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte

Date: March 11, 2025

Re: Audit and Internal Control Committee Appointments

Background

Every municipality in Nova Scotia is required to have an audit committee to carry out various legislated and policy matters respecting the financial affairs of the municipality. Prior to doing so, each Committee Member is required to participate in provincially mandated training, as well as internal municipally provided training.

It is expected that all members of the Committee will have a background in finance or accounting and be comfortable understanding and discussing financial matters in a public context. The Committee will be expected to follow its mandate which was approved on November 24, 2020.

Details

Two current members of the committee have reoffered: Kendall Farmer, Manager Bank of Montreal and Bill Rafuse CPA Consultant.

Two members of the community have also applied for a position on the committee: Robert Perry and Loris Azzano, resumes for each are included with this report.

The Terms of Reference for this committee include four members of the public.

Applicable Legislation



Section 24 of the Municipal Government Act states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.

Section 44 of the Municipal Government Act states that the council shall annually appoint an audit committee.

- (2) The responsibilities of the audit committee include
 - (a) a detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
- (3) An audit committee shall meet at least twice in each fiscal year.
- (4) Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
- (5) Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

Budget Impacts

All members of Committees, including public members, are reimbursed for reasonable out of pocket expenses related to their participation on committees and mileage to attend meetings.



Options

- 1) That the Council of Region of Queens Municipality receive the report titled “Audit and Internal Control Committee Appointments” for information.
- 2) That the Council of Region of Queens Municipality receive the report titled “Audit and Internal Control Committee Appointments” and appoint the following people to the Audit and Internal Control Committee immediately for a term to expire on March 31, 2028:
 - Bill Rafuse
 - Kendall Farmer
 - Loris Azzano
 - Robert Perry

Recommendation

Option 2.

Communications

Upon approval of a recommendation, a letter informing the successful applicants of their appointment will be sent to them and the appointment will be noted on our website.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance
Dan McDougall, Interim CAO

Date: March 11, 2025

Re: Request for Direction – Budget Process

Background: Every municipality in Nova Scotia is required under the *Municipal Government Act* to approve an operating and capital budget each year and submit the details of such to the Minister of Municipal Affairs and Housing prior to September 30th. Similarly, those municipalities which have public water utilities are required to adopt a three-year water utility operating budget each year for submission to the Nova Scotia Utility and Review Board.

Details: Each year staff prepare draft budgets for Council's review and approval. The following is a proposed schedule for the 25/26 budget process.

March 27, 2025 – Budget Package:

Council will receive a budget package including the draft operating budget, draft water utility budget, Capital Investment Plan, and updated reserve activity report with explanation of the purpose of each reserve, accompanied by a written report from the Director of Finance noting any assumptions or specific items that staff included in their respective budgets. This document will generate a preliminary tax rate.

April 1, 2025 - Special Council Meeting:

- Capital Improvement Plan/Budget review with Director of Infrastructure, review of funding options proposed by the Director of Finance.


- Water Utility Budget and Water Rate Study – Consultant presentation, potential Council decision to endorse rate study.
- Initial operating budget overview, revenue:
 - Taxation and grants-in-lieu of taxation.
 - Services provided to other governments.
 - Sale of services.
 - Other own source revenues.
 - Transfers from governments, reserves, etc.
- Initial operating budget overview, expenditures:
 - General Government – Council, administration, etc.
 - Protective Services – Police, Fire, By-Law Enforcement, Emergency Mgt, etc.
 - Fiscal Services – Transfers to other governments, etc.
- Other – TBD.

April 8th - Regular Council Meeting:

- Review Council direction and associated changes to budget from April 1 Special Council meeting.
 - Capital Improvement Plan.
 - Water Utility/Water Rate Study.
 - Revenues.
 - Expenditures.
- Gather further feedback from Council for any changes.
- Initial operating budget overview, expenditures:
 - Hillsvie Acres.
 - Recreation, Culture & Queens Place.
 - Planning, Tourism, Economic Development.
 - Environmental Health – Wastewater collection and treatment.
 - Transportation Services – Roads, sidewalks, etc.
- Other – TBD.

April 15th – Special Council Meeting:

- Review Council direction and associated changes to budget from April 8 regular council meeting.
 - Revenues.
 - Expenditures.

- 
- Other.
 - Gather further feedback from Council for any changes.

April 22nd Regular Council Meeting:

- Review Council direction and associated changes to budget from April 15 special council meeting.
 - Revenues.
 - Expenditures.
 - Other.
- Approval of Capital & Operating budgets.

Four meetings have been proposed to ensure that Council has enough time to discuss and consider allocation of funds to meet both the operational requirements of RQM and the strategic goals of Council. Time between meetings can be used to digest information, ask staff questions and discuss options with the CAO. The budget process must be a collaborative one with Council driving the decision-making process and staff responding with necessary adjustments/suggestions.

Recommendation:

THAT Council receive the report titled Request for Direction – Budget Process for information; and direct staff accordingly.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: March 11, 2025

Re: Area Rate Requests

Background: Region of Queens Municipality's Policy 23 Community Area Rate requires that an application requesting a rate renewal must be submitted annually by February 15th to Director of Finance.

Details: Two applications for renewal of an area rate were received; one from the Brooklyn Cemetery Association for 1.5 cents and one from the Brooklyn Recreation Association for 4 cents. Exact funding from these rates will be determined once the budget has been prepared, however, funding is estimated to be slightly higher than last year as assessment roll overall value has risen.

Both organizations have a year-end date of December 31, 2024. Applications have been reviewed by Finance staff and both applicants have met the requirements for renewal. Both applications included financials to December 31/2024 so no forecast to end of the calendar year were required.

Staff have attached financial information and other relevant information for Council's information.

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



Budget Considerations:

Area Rates revenue will be included in the budget process. Approval of the area rates take place when the budget is passed by a separate motion of Council. 24/25 revenue \$47,234: \$12,900 BCC \$34,334 BRA

Recommendation:

THAT Council receive the report titled Area Rate Requests for information; and consider them for budget approval.

**Brooklyn Recreation Committee
Annual General Meeting Minutes
Wednesday February 12 2025 7:00 pm
Brooklyn Community Hall**

- I. Call to order 7:00
- II. Roll call See attached
- III. Approval of 2024 AGM Meeting Minutes
Motion to accept Min Smale, Seconded Wayne Chandler motion
- VI. Treasurer's Report -
Review of
 - **2024 Financial Statements** - see attached
 - Presented by Min Smale
 - Motion to accept Robert Dexter, seconded by Wayne Chandler
 - **2025 Budget** - see attached
 - Presented by Clair Chandler
 - Motion to accept Robert Dexter, seconded by Katie Pitts
 - **2025 Area Rate Request \$0.04 per \$100**
 - Motion to accept Robert Dexter, seconded by Noel Smale

A community member raised questions and concerns about Policy 23 and whether the Community Hall should be supported via the area rate under Policy provisions. As Brooklyn Rec does not decide the matter the community member was directed to inquire with RoQ

VII Review of 2024

Hank Snow Playground - Wendy Vissers

2023 NS Community Culture and Heritage -Community Recreation Capital Grant was used to purchase parts for swings, maypole and merry go round.

In 2024 we took out the old Maypole and replaced it with a new one and installed the new Merry Go Round. Thanks to Gifford Fralic and Arno van der Poel for their volunteer time to do the installation.

Gifford installed a drainage pipe to take away the water coming down the hill. It runs through to the storm drain on the road. Seems to be working

Trying out two different surfacing materials. The sand wasn't working well. Trying wood chips and pea gravel to see which works best and top up the surfacing again as they settle.

Thanks to John Herman at Step Up Yard Care for going above and beyond with looking after the grounds

2024 Events - Wendy Vissers

Easter Egg Hunt- sponsored by a community member. The event was moved to the Community Hall due to weather. Approx. 60 children attended.

Brooklyn Community Fun Day- September

Local Vendors setup and Dirty Hog Smoke Pit provided food- definitely a main attraction

Games were held for the children and a candy toss

Co Promotion with the Brooklyn Marina which held their Cardboard Boat Races.

Event was well attended with lots of positive feedback

Trunk or Treat - Thanks to Vicki Ameriault and Katie Pitts for volunteering to hand out the treats on Halloween night at the waterfront park. Approx. 40 -50 kids came by.

Holiday Craft Market - November - 22 vendors. Each vendor donated an item for the Raffle Basket. Attendees got 1 free ticket with their entry fee (\$2) and were able to purchase additional tickets.

150 people attended. Vendors requested that we do one in the spring too.

Brooklyn Tree Lighting.- Thanks to George Fralic for the donation of the tree. Gifford Fralic for installing the tree outside the Brooklyn Community Hall. Thanks to Wayne and Clair Chandler for braving the cold to hang the lights on the tree and waterfront park.

25 children attended the Christmas Party Thanks to Marilyn Whynot and Karla Conrad for baking the cookies for the kids to decorate.

Letters to Santa were taken in at the event. An elf did up replies and hand delivered them due to the postal strike. Thanks to Dick Henneberry for doing a great job as Santa. Hot chocolate served and hot dogs which were donated by Brooklyn Marina.

Energy Efficiency Grant-Kaitlin Fralic

Presented the Grant information

Up to 80% in rebates for improvements.

Energy audit recommended

LED lighting, timer switch for washroom fan and light, heat pumps, HRV system, insulation, windows and doors which will reduce our energy consumption while also giving additional comfort to our hall renters.

Heat pumps, LED lighting and timer switches have been completed.

In February the HRV March new windows and doors April the insulation.
The breakdown of the cost - see bottom of the budget sheet.

Working with Community partners to bring costs down.

Energy costs are predicted to go down by 50%. The hall is our biggest power user.

Contractors are local Wamboldt Electric-lighting, Sam Purdy-heat pumps, Brent Baker-HRV, Oak Street Innovations-doors and windows. For the insulation couldn't get a local so going with a company from the valley.

The upgrade to the hall is with a focus on sustainability, efficiency and accessibility. The accessibility will be looked at when the Energy Efficiency program is completed. The Accessibility Audit has been done already. This grant is available on a yearly basis.

Brooklyn Community Hall Report - Clair Chandler

Hall was rented 246 days Revenue \$9,957

Reoccurring renters:

Kinsmen Club, Eastlink TV Bingo

Seaside Bridge, weekly on Fridays

Queens Quilters

Plan A Dance

CUPE - two different groups

Current Hall Rental Rates

	Residents	Non Residents
Half Day	\$30	\$40
Full Day	\$50	\$60

Cleaning requirements added to rental agreement. If the renter doesn't clean, they will be subject to a **cleaning fee of \$125**

2024 Recycle Donations- \$126.60

Old piano donated to Sue and Chres Jensen at Gallery 244

50 New Chairs and a Dolly \$3,756

Received Donations- \$3,000 Cooke Aquaculture \$500 Seaside Bridge Club

10 additional tables \$2,605

Recognition of Supporters, Partners and Suppliers

Community of Brooklyn, All our Community Hall renters,
George Fralic- Christmas tree, Sobey's, Giffy Fralic, Queens Enviro Center,
Counselor Vicki Amirault, Brooklyn Marina, Brady's, Cookes Aquaculture,
Seaside Bridge Club, Wamboldt Electric, Liverpool Home Hardware, Queens
Furniture, Universal Chairs, Step Up Yard Care, J&T Delany, Region of Queens,
BrokerLink Insurance, Cummings Fire & Safety, DVL Publishing, Wayne
Chandler, Sophie Sharpe, Elizabeth Brown, Tina Thorbourne and Katie Pitts

VIII **2025 Projects** see attached_- Wendy Vissers

IX. **Nomination for 2025 Directors and Officers**
Officers

Directors

Wendy Vissers, Kaitlin Fralic,
Clair Chandler, Arno Van der Poel,
Katie Pitt Terri Lowe

Nominations from the Floor - no nominations from the floor
Motion to accept as presented by Robert Dexter, seconded by Min Smale

X. **Election of Directors & Officers for 2025**

Chairperson: Wendy Vissers
Vice-Chair: Kaitlin Fralic
Treasurer: Clair Chandler
Secretary: Katie Pitts
Directors : Arno van der Poel and Terri Lowe

XI. **Old Business**

- A. Brooklyn Baptist Church 150th anniversary Donation
- i. \$1340 --Looking at 2 benches and a picnic table for Hank Snow Playground.
Presentation at the Easter Egg Hunt

XII. **New Business-** No new business

Adjourned 8:20 Motion to adjourn Noel Smale.

Brooklyn Recreation Committee

2025 Projects

Community Hall

- Energy Efficiency Grant completion
- Flooring- Jaspro to refinish the hall floor
- Painting -
- Dead Tree cleanup- Volunteer Event

Hank Snow Playground

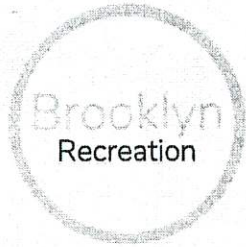
- Level grounds (depending on cost)

Brooklyn Waterfront Park

- Stain gazebo and tables - Supplies donated by Queens Furniture

Events

- HS Playground Spring Cleanup
- Brooklyn Community Hall Inside Spring Clean
- Brooklyn Hall Outside Spring Clean up
- Spring Vendors Market April 27, 2025
- Easter Egg Hunt
- Halloween Trunk or Treat October 31,
- Holiday Vendors Market- November
- Christmas in Brooklyn



Brooklyn Recreation Committee
 3960 NS Trunk 3, PO Box 36,
 Brooklyn, NS, B0J 1H0

brooklynreccommittee@gmail.com | (902) 354-3528

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Brooklyn Recreation Committee
Statement of Receipts and Disbursements

For the period January 1 to December 31, 2024

	Actual	Budget	Variance
Receipts			
Area rates	34,334.00	33,750.00	584.00
Hall rental	9,957.11	9,500.00	457.11
Grants	-	-	-
Other	4,240.85	500.00	3,740.85
	<u>48,531.96</u>	<u>43,750.00</u>	<u>4,781.96</u>
Disbursements			
Audit	-	1,500.00	- 1,500.00
Bank fees	134.33	250.00	- 115.67
Capital improvements	7,404.95	12,450.00	- 5,045.05
Events	361.64	250.00	111.64
Insurance	5,750.00	6,250.00	- 500.00
Janitorial	-	3,000.00	- 3,000.00
Lawn maintenance	8,997.60	8,000.00	997.60
Office, misc	302.58	500.00	- 197.42
Power	8,564.27	8,000.00	564.27
Repairs and maintenance	1,874.44	1,000.00	874.44
Snow Removal	1,048.80	1,500.00	- 451.20
Telephone	375.56	450.00	- 74.44
Water and sewer	927.74	600.00	327.74
	<u>35,741.91</u>	<u>43,750.00</u>	<u>- 8,008.09</u>
Excess of Receipts of Disbursements	<u>12,790.05</u>	-	<u>12,790.05</u>

Director: Kaitlin Waugh
 (signature)

Director: Wendy Vissers
 (signature)

Kaitlin Waugh
 (name)

Wendy Vissers
 (name)



Brooklyn Recreation Committee

3960 NS Trunk 3, PO Box 36,
Brooklyn, NS, B0J 1H0

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Brooklyn Recreation Committee

Balance Sheet

For the period January 1 to December 31, 2024

Assets

Bank	40,861.73
Cash to be deposited	231.45
Accounts receivable	1,127.11
Prepaid deposits	-

Total Assets 42,220.29

Liabilities

Accounts payable	0.00
Prepaid rentals	100.00
Loans payable	-

Total Liabilities 100.00

Equity

Retained Surplus/(Deficit) 42,120.29

Total Capital 42,120.29

Total Liabilities and Equity 42,220.29

TEST - 0.00

Net cash available 42,220.29

Director: Kaitlin Waugh
(signature)

Director: Wendy Viessers
(signature)

Kaitlin Waugh
(name)

Wendy Viessers
(name)



Brooklyn Recreation Committee
3960 NS Trunk 3, PO Box 36,
Brooklyn, NS, B0J 1H0

brooklynrecommittee@gmail.com | (902) 354-3528

Brooklyn Recreation Committee
Statement of Surplus/Deficit
For the period January 1 to December 31, 2024

Balance, beginning of year	29,330.24
Receipts	48,531.96
Disbursements	<u>- 35,741.91</u>
Balance, end of year	<u>42,120.29</u>

Director: Kaitlin Waugh
(signature)

Director: Wendy Vissers
(signature)

Kaitlin Waugh
(name)

Wendy Vissers
(name)

Brooklyn Cemetery Committee

First Brooklyn Cemetery, Seaside Cemetery, Brooklyn Community Cemetery

PO Box 66 Brooklyn, Nova Scotia, B0J 1H0

2025 Annual Meeting

Chairman's Report for the Year 2024

Plot sales

Brooklyn Seaside Cemetery

- 1 Casket Plots (single) – Non-Resident

Brooklyn Community Cemetery

- 7 Cremation Plots, 2-Non-resident

Total Revenue of \$2,100.00

Donations

No donations were received in 2024

Seaside Cemetery

– Some brush that was missed in 2023 along the West edges of the cemetery was removed. The adjustment to the drainage ditch at the south end of the cemetery did not happen.

Brooklyn Community Cemetery

- Brush was cleared along the South and North boundary lines back to the corner markers of the cemetery.
- The addition of four rows of concrete for headstones was completed in December. Loan between the additional rows will get done in 2025.
- Parking lot bumpers have been adjusted.

First Brooklyn Cemetery

- Some trees were trimmed in 2024.
- The memorial stone for the crew of the Clare F. Friend was cleaned.

Uncompleted work

Several work items scheduled for 2024 were not completed, I take responsibility for this. I got busy with my own work list that I neglected the cemeteries work list.

Robert Dexter

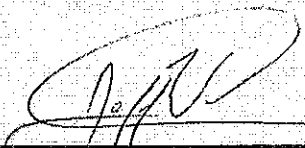
Chair

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**Brooklyn Cemetery
Income Statement
Year Ended December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>Change</u>	<u>Previous Year</u>	<u>Change</u>
Revenue					
Area Rate	12,900.00	12,000.00	900.00	12,057.12	842.88
Interest	3,625.44	2,000.00	1,625.44	2,415.30	1,210.14
Sale of Plots	2,100.00	600.00	1,500.00	4,700.00	(2,600.00)
Donations	-	50.00	(50.00)	50.00	(50.00)
Other	-	-	-	-	-
Total	18,625.44	14,650.00	3,975.44	19,222.42	(596.98)
Expenses					
Audit	150.00	150.00	-	100.00	50.00
Advertising	60.00	300.00	(240.00)	222.20	(162.20)
Bank Charges	61.50	60.00	1.50	51.00	10.50
Insurance	775.00	850.00	(75.00)	775.00	-
Misc Expenses	228.95	300.00	(71.05)	172.92	56.03
Mowing	8,580.00	8,580.00	-	8,580.00	-
Repairs/Improvements	25,245.00	28,400.00	(3,155.00)	10,778.28	14,466.72
Tree Removal	-	-	-	-	-
Loam	-	-	-	-	-
Stone Repair	115.00	500.00	(385.00)	-	115.00
Investment	-	-	-	-	-
Total	35,215.45	39,140.00	(3,924.55)	20,679.40	14,536.05
Net Income/(Loss)	(16,590.01)	(24,490.00)	7,899.99	(1,456.98)	(15,133.03)

Approved



 Director



 Director

cy

Brooklyn Cemetery
Balance Sheet
As of December 31, 2024

Current Assets

Cash in Bank	20,181.03
Investments	-
Accrued Interest	797.46

Long Term Assets

Investments	50,000.00
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Total Assets	<u>70,978.49</u>
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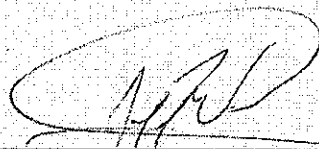
Liabilities

Accounts Payable	-
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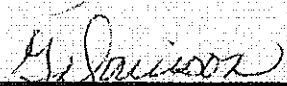
Accumulated Suplus/Deficit	70,978.49
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Total Liabilities	<u>70,978.49</u>
--------------------------	------------------

Approved



Director



Director

Brooklyn Cemetery Committee

First Brooklyn Cemetery, Seaside Cemetery, Brooklyn Community Cemetery
PO Box 66 Brooklyn, Nova Scotia, B0J 1H0

Annual General Meeting Minutes

Monday February 10th 2025 7:00 PM

Brooklyn Community Hall, 3960 Hwy 3 Brooklyn

- I. Call to Order 7:01 pm
- II. Roll Call - see attached sign in sheet
regrets- Gail Davison
- III. Approval of 2024 Annual Ratepayers Meeting Minutes
Minutes were read by Clair Chandler
Motion to accept Gifford Fralic, Seconded Noel Smale
- IV. Business Raising from Minutes Robert Discussed
No Fill from the local ditch clearing was received- still looking for some
Uncompleted items - still to be done
Concrete work at Brooklyn Community -\$21,000 (approx)- 4 rows of concrete, 1 row has 20 plots other than the first row which has 18
Section 1 added 2 rows for cremation plots
Section 2 nothing done, waiting to see if there is a need for more casket plots as the trend is moving to cremation plots
Section 3 is casket , added 1 row to make 3 rows
Section 4 added one row to make it 5 rows of cremation plots
Robert predicts it will be 25 to 30 years before more rows will need to be added. Will need to put money aside each year to cover the cost.
new pad for Brooklyn Community sign and moved it closer to the road,
a pad was put in at Seaside Cemetery as they don't have a sign.

V. Old Business

no old business to report

VI. New Business Robert reported

First Brooklyn Project-Robert has researched all the names
Thought is to do the same as what is at the Old Cemetery in Liverpool
if the community would like it.

Kathy Stitt to double check his research - \$350

Jonathan Fowler, SMU Prof. Archaeology - prepared to come this
summer with his new radar that goes straight down. There are 91
names on the stones. From the undertakers list there are 21 names.
From the Lucian Dexter book of Brooklyn and discussions with locals
done prior to 2000 there are 14 more names. Total of 35 names have
no markers. Hoping to find some buried markers. The Clara Friend
crew 5 members are buried there, not sure where. Want to make
sure that they are on cemetery property and not the neighbors.

Approx. \$1000

He is looking for grants to cover the cost of setting up Info Panels
similar

in 2029 it will be 100 years since last burial

VII. Correspondence

No correspondence

VIII. Reports

Treasurer Report - see attached

read by Jeff Waugh

■ 2024 Financial Statement

Motion to accept Noel Smale, Seconded Chad Bourgeois

■ 2025 Budget

■ 2025 Area Rate Request \$0.015 per \$100

Motion to accept Donald Uhlman Seconded Brian Dexter

Chairperson Report - see attached

Read by Robert

Motion to accept Brian Dexter Seconded Rose Irving

IX. Election of Directors for 2025

Chair, Robert Dexter has decided not to reoffer

X. Appointment of Directors to the following positions

- Chairperson - Jeff Waugh - nominated
- Vice Chairperson- Chad Bourgeois - nominated
- Directors, the following Directors have agreed to reoffer
Gail Davison Barry Cross Clair Chandler
Noel Smale Robert Dexter
Above Declared Elected
- Donald Uhlman and Melissa Smale have decided not to reoffer as a Director. Another position on the Board is vacant due to the death of Kirk Mitton. This leaves 3 positions open

XI. Appointment of Secretary and Treasurer

Treasurer - Gail Davison

motion to accept- Robin Anthony, Seconded Noel Smale

Secretary - Clair Chandler

Motion to accept - Donald Uhlman, Seconded Chad Bourgeois

XII. Other - none

XIII. Adjournment -8:07 Motioned to adjourn Donald Uhlman

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: March 11, 2025

Re: 2024-2025 Quarter 3 Financial Update

Background

Responsible governance includes a comprehensive review of financial information and performance, as compared to budget. Nonconsolidated operating financial statements for each quarter are provided to Council with a staff report containing supplemental information.

Revenues and expenses are expressed as a percentage of the annual budget. Expenses that are incurred at the beginning of the year such as insurance, will be at 100% (or close) to budget in the first quarter of the year. The percentage is also affected by timing of budgeted projects throughout the year. The percentage is meant as a guide for comparative purposes.

Financial Report – Quarter Three

Revenue Analysis:

Section 1- TAXES

Deed transfer tax is estimated to be \$1,100,000 for the year. This is \$150,000 or 16% over budgeted amount. Tax recoveries are not posted until the Tax Tender has taken place. Recoveries for the February Tax Tender were \$18,800.



Section 2: GRANTS IN LIEU OF TAXES

Grant in lieu payments received Quarter 4.

Section 3: SERVICE PROVIDED TO OTHER GOVERNMENTS

Revenue from other local governments usage of the Solid Waste Facility. Estimated to sit slightly above budget by end of year.

Section 4: SALES OF SERVICES

Landfill and recycling revenue from non-government users, tracking slightly below budget. Tax certificates continue to run over budget with activity more than anticipated. A certificate is required when properties are sold or are being refinanced.


Section 5: OTHER REVENUE FROM OWN SOURCES

Rental income is higher than budget for the Liverpool Business Development Center (LBDC) as tenancy was uncertain at time of budget. Rental income for the Town Hall is not paid by the Astor Theater Society but rather added as an expenditure in section 15, with the resulting expense recorded as revenue here.

Return on investments is above budget. The majority of operating cash has not been invested in GIC's this year but interest rates have only started to really drop in Quarter 3. This revenue stream will level out as operating cash is depleted for the year.

Interest on taxes is still running over budget for the year. Historically revenue for this budget line should be \$105,000 by the end of Quarter 3. It is \$155,000 or almost 50% higher than expected. This is problematic as it indicates residents continue to not be able to pay their outstanding tax accounts.

There will never be postings against the Vacancy Allowance as it is a compensating value for staffing vacancies. Those vacancies create a decrease in wage expenses that are reflected as reduced expenditures on their respective budget lines.



Sundry Revenue – Includes donations made in the third quarter that Council subsequently used to fund sponsorship of community events.

Section 6: UNCONDITIONAL TRANSFER FROM OTHER GOVERNMENTS

Municipal Financial Capacity Grant (Equalization) for Quarter three was received at the beginning of January.

Section 7: CONDITIONAL TRANSFERS FROM FEDERAL & PROVINCIAL GOVERNMENT

The majority of this funding comes in at the end of the year.

Section 8: OTHER TRANSFERS

HVAC project: Project cost budgeted for the year is \$1,856,290. Expenditures posted as of end of January are \$1.02M. Once the project is completed for this fiscal year a staff report will be prepared for Council should the project run over budget as Council approved \$789,774 from the surplus to fund this project with the remaining balance funded through long term debt. Currently transfers over \$789,774 have been allocated from the surplus until the project costing can be completed. This will be corrected as part of the final project reconciliation for the year.


Expenditures:

Section 9 - GENERAL GOVERNMENT SERVICES

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

Administration – Staffing vacancies.

Taxation - Reduced Taxes is our low-income tax exemption. 86% of budgeted funds have been disbursed to residents who qualify. The current model is a



scaled one with rebates dependant on income, the lower the income level the greater the rebate.

Other – Contingency was set up for labour cost increases. Additional costs are charged against their respective budget lines. Costs of retroactive IBEW increases are not reflected until Quarter 4.

Municipal Election – Cost overruns due to additional staffing. This does not include time in lieu for all staff members who worked the election.

Section 10 - PROTECTIVE SERVICES

Vacancy of a part time Fire Inspector (still vacant) and Bylaw Officer (now filled) reduced expenses.

Grants to fire departments are disbursed on a scaled basis throughout the year. Dry Hydrant Maintenance included in budget: upgrades were to be managed by the Protective Services Co-ordinator per Director of Infrastructure, \$15,000 in labour for maintenance and \$4500 for maintenance supplies. Expense to end of Quarter 3 is \$3540 for supplies and \$8259 for labour.

Fire Hall building maintenance budget \$55,000 – actual to Quarter 3 end \$14,000. Roof assessment is in progress, washroom repairs are delayed as asbestos tiles were identified.

Heating cost is below budget due to warmer temperatures as of end of Quarter 3.


GSAR building maintenance work to the front façade is in progress but likely will not cost the \$15,000 budgeted.

Section 11 – TRANSPORTATION SERVICES

Asphalt paving is over budget for the year, additional sanitary and storm lids were required. De-icing materials under budget as winter weather did not really set in until Quarter 4.

Public Works garage generator installation came in under budget and was installed in Quarter 4.

Section 12 – ENVIRONMENTAL HEALTH SERVICES



Consulting services were incorrectly coded to Treatment and have now been corrected. \$21,000 - still under budget for the year.
MRF operations work has been delayed pending EPR.

Section 14 - ENVIRONMENTAL DEVELOPMENT SERVICES

Environmental planning and zoning administration are under budget due to vacant staffing positions. Minimal use of accessibility funding for the year.

Liverpool Business Development Center operations will be overbudget for the year. Failure of existing HVAC system required rental of AC units at a cost of \$10,000 per month from July to October. This was not factored into the budget.

Section 15 – RECREATION AND CULTURAL SERVICES

Splash pad costs were posted to Playground Maintenance. This line is still under budget for the year.

Park facilities and maintenance included funding for the Pine Grove Spillway which is now external. Some equipment has been ordered for spring but expect to be under budget for the year.

Town Hall Astor included sprinkler repair costs that have not taken place and addition of a canopy that is in progress.

Blacksmith Museum did not require the significant work on the foundation that was budgeted for.

Section 16 – FISCAL SERVICES


Budgeted transfers from reserve: Sidewalk Reserve, First Responders, Landfill Equipment, General Equipment, and 2nd Generation Landfill.

Unbudgeted expenditures that have been incurred for the year are broken out here. Other unbudgeted expenditures that have not been incurred to end of Quarter 3 are:

Drainage ditch up to \$15,000 PID 7001588

J Class Roads \$62,000

Solid Waste Facility Operations Manual up to \$30,000



Grey Box Overflow Plan – no specific amount given
QPEC Camera system - \$55,000 plus HST
Senior Safety Service up to \$35,000
Milton Pool Remediation up to \$30000
Traffic Study up \$23380 plus HST

HILLSVIEW ACRES

Reconciliation of all account is in the final stages and will clear the balance is Residents Expenses.

UTILITY

Water Treatment facility repairs and process equipment have experienced a number of failures so far this year that were not anticipated or budgeted. Department of Labour condemned the air compressor, replacement costing \$15,000, failed pumps \$20,000, failed saturator nozzles \$12,000, condemned corrosion batching system \$20,000, replacement meter pumps \$19,000, failed flow meter \$5000.

There continues to be concerns regarding correct coding of utility staff time. Timecards are processed using the codes provided. Labour costs for lines such as meter reading will be reviewed for year end with supervisory staff to ensure that any adjustments are made to properly reflect staff allocation. Utility wages are budgeted based on estimates and information that is accurate at the time the budget is prepared. Actual wages reflect staff resources spent working in the Utility and may be considerably different from budget because of changes in staffing and unforeseen circumstances.

Advertising of the discolored water due to the structure fire was not anticipated or budgeted for.

Depreciation entry is made at the end of the year.

Budget Impacts



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

Recommendation

(1) THAT the Council of the Region of Queens Municipality receive the report titled "2024-2025 Quarter 3 Financial Update" for information.

	2025-03-31 Region Budget	YTD	%age Budget
1. Taxation			
ASSESSABLE PROPERTIES			
Residential	11,546,974	11,545,171	100.0%
Commercial	2,168,203	2,037,236	94.0%
Wind Turbine Act	25,218	-	0.0%
	2,193,421	2,037,236	92.9%
Resource			
Taxable Assessments	931,642	928,490	99.7%
Forest Property-Less than 50,000 Acres	29,153	29,271	100.4%
Forest Property -More than 50,000 Acres	111	111	100.2%
	960,905	957,872	99.7%
AREA RATES			
Hydrant Rate	219,488	209,187	95.3%
Transportation-Roads & Sidewalks	330,881	331,288	100.1%
Districts 1-12	1,370,482	1,380,282	100.7%
District 13	93,869	56,724	60.4%
Debt-District 13	2,014,720	1,977,480	98.2%
Environmental Health-Caledonia	36,300	26,791	73.8%
Environmental Health- Milton	49,400	37,264	75.4%
Environmental Health- Liverpool	436,500	325,551	74.6%
Environmental Health- Brooklyn	42,000	31,583	75.2%
	564,200	421,187	74.7%
Business Property			
Bell	45,400	44,819	98.7%
Nova Scotia Power	1,212,718	1,212,718	100.0%
Nova Scotia Power HST Rebate	45,600	67,798	148.7%
	1,303,718	1,325,335	101.7%
Charitable Properties Exemption Bylaw	(219,000)	-	0.0%
Deed Transfer Tax	950,000	980,507	103.2%
Tax Recoveries	15,000	-	0.0%
	746,000	980,507	131.4%
	\$ 19,329,939	\$ 19,244,788	99.6%
Total Taxation			
2. Grants in Lieu of Taxes	60,891	63,010	103.5%
Federal Government			
Provincial Government	80,519	25,696	31.9%
Provincial Property	21,000	7,282	34.7%
Conservation GIL	133,580	-	0.0%
Crown Timber Land	27,704	-	0.0%
Fire Protection	262,803	32,977	12.5%
	\$ 323,694	\$ 95,987	29.7%
Total Grants in Lieu of Taxes			
3. Services Provided to Other Governments			
Closure Costs Joint Service Board	14,000	10,728	76.6%
Closure Costs Barrington	28,000	17,932	64.0%
Closure Costs Clarks Harbour	3,500	3,061	87.5%
Barrington Solid Waste	215,000	153,920	71.6%
Clarks Harbour Solid Waste	28,000	26,277	93.8%
Joint Service Board Organics	80,000	52,200	65.2%
Barrington Organics	15,000	30,843	205.6%
Joint Service Board Recycling	99,000	66,358	67.0%
Joint Service Board Solid Waste	104,000	91,520	88.0%
Barrington Recycling	23,000	18,346	79.8%
Clarks Harbour Recycling	3,400	-	0.0%
Waste Check Solid Waste	1,478,000	1,019,261	69.0%
Closure Costs Waste Check	185,000	129,800	70.2%
Waste Check Under tonnage	41,000	28,858	70.4%
	\$ 2,316,900	\$ 1,649,105	71.2%

	2025-03-31 Region Budget	YTD	%age Budget
4. Sales of Services			
Protective Services	12,000	8,172	68.1%
Parking Meters			
Public Health and Welfare Services	1,554,055	1,139,830	73.3%
Revenue from Residents	-	246,032	
Other Funding Sources	1,554,055	1,385,862	89.2%
Environmental Health Services	233,000	253,586	108.8%
Commercial Solid Waste	43,000	40,951	95.2%
Commercial Organics	122,000	94,762	77.7%
Mixed C&D and O/S Queens	11,000	6,809	61.9%
Commercial Recyclables	172,000	151,765	88.2%
Commercial Closure	30,000	247	0.8%
Metal Sales	11,700	7,547	64.5%
Sorted Commercial Queens	32,000	30,825	96.3%
Sorted O/S Queens	100,000	54,500	54.5%
Recycling Commodities	21,000	26,276	125.1%
Contaminated Soil	115,000	87,749	76.3%
Septage	890,700	755,016	84.8%
Other	12,500	12,320	98.6%
Tax Certificates			87.5%
Total Sales of Services	\$ 2,469,255	\$ 2,161,371	
5. Other Revenue from Own Sources			
Licenses & Permits	12,000	9,595	80.0%
Dog Registration Fees	7,000	7,995	114.2%
Planning Department Zoning, etc.	35,000	22,177	63.4%
Building Permits	2,500	2,152	86.1%
Vendors License	600	500	83.3%
Taxi-License & Operator	57,100	42,419	74.3%
Fines	1,000	229	22.9%
Parking Fines	35,000	21,745	62.1%
Sheriff Fines	36,000	21,973	61.0%
Rentals			
LBDC	55,848	90,358	161.8%
Registry of Deeds	16,450	12,338	75.0%
Town Hall	6,000	6,000	100.0%
Hangar Rent-Airport	4,600	4,000	87.0%
	82,898	112,695	135.9%
Return on Investments			
Interest on Investments	150,000	253,874	169.2%
	150,000	253,874	169.2%
Other Revenue from Own Sources			
Penalties and Interest on Taxes	140,000	155,420	111.0%
Penalties and Interest on Misc.	3,500	5,811	166.0%
	143,500	161,231	112.4%
Recreation and Cultural Services			
Queens Place Recreation Facility			
Skate Sharpening	1,250	1,105	88.4%
Public Skating	2,000	2,238	111.9%
Bar Operations	4,000	1,773	44.3%
Ice Rentals	190,000	148,908	78.4%
Fitness Revenue Memberships	145,000	128,714	88.8%
Indoor Track	10,000	5,209	52.1%
Sponsorships & Advertising	55,000	55,633	101.2%
Room Rentals (Fitness/Community)	20,000	25,193	126.0%
Fitness Classes	2,200	3,323	151.0%
Ticket Processing Fee	2,488	1,825	73.3%
Vending Machines Revenue	7,000	4,383	62.6%
Full Facility Rental	41,250	41,110	99.7%
Personal Trainer	8,500	6,576	77.4%
Leased space	369	3,685	998.8%
	489,057	429,675	87.9%

	2025-03-31 Region Budget	YTD	%age Budget
Recreation Program Revenue	73,000	32,984	45.2%
	562,057	462,659	82.3%
Miscellaneous			
Race Track Revenue	6,000	9,000	150.0%
Sundry Revenue	20,000	154,650	773.2%
RCMP Criminal Checks	3,500	3,195	91.3%
Visitor Information Center	4,400	1,160	26.4%
Vacancy Allowance	440,000	-	0.0%
Revenue collected for Other Government Agencies			
Brooklyn Community Rate	47,118	47,234	100.2%
	521,018	215,239	41.3%
Total Other Revenue from Own Sources	\$ 1,552,574	\$ 1,270,090	81.8%
6. Unconditional Transfer from Other Governments			
Provincial Government			
Farm Property Acreage	14,010	14,010	100.0%
Municipal Financial Capacity Grant	1,343,225	671,612	50.0%
Total Unconditional Transfers from Other Gov.	\$ 1,357,235	\$ 685,622	
7. Conditional Transfers from Federal & Provincial Governments or Agencies			
RRF Funding	10,500	-	0.0%
Diversion Credits	60,000	28,633	47.7%
Provincial Funding	-	4,640	#DIV/0!
911 Cost Recovery Fund	4,600	-	0.0%
Federal Funding	5,000	9,280	185.6%
Total Conditional Transfers	\$ 80,100	\$ 42,553	
8. Other Transfers, Collections for Other Governments			
Accumulated Surplus			
Liverpool Bridge Sidewalk Redesign	182,501	-	
Growth Plan Consulting	50,000	-	
Contingency	150,828	-	
Safety Implementation Strategy	300,000	-	
Intervenor Status	75,143	4,405	
Universal Playground funding shortfall	-	51,854	
Transfer fr Surplus to balance rate change to zero	138,272	-	
	896,744	56,258	
Transfers from Special Operating Reserve			
Mount Pleasant Funding Study	286,787	-	
Broadband	11,130	-	
Hillsview Deficit transfer from reserve	141,668	-	
Computer Equipment	25,000	-	
LBDC from surplus for HVAC project	789,774	926,727	
LBDC reserve for HVAC project	75,800	56,881	
Additional CIF funding from reserve	-	10,000	
Pine Grove	25,000	-	
Transfers from Special Equipment Reserve			
Fire Department Truck Reserve	166,703	-	
	2,418,606	1,049,866	43.4%
Total	\$ 29,848,303	\$ 26,199,382	87.8%

	2025-03-31 Region Budget	YTD	%age Budget
9. General Government Services			
Legislative			
Remuneration-Mayor	51,213	36,782	71.8%
Remuneration-Council	179,999	128,486	71.4%
Travel	10,000	9,385	93.8%
Other Expenses	16,000	4,865	30.4%
	<u>257,212</u>	<u>179,519</u>	<u>69.8%</u>
General Administrative			
Administrative	970,518	571,486	58.9%
Administrative Benefits	209,899	126,272	60.2%
Allocated -Water Utility	(56,650)	(42,487)	75.0%
Office Expenses	75,000	50,693	67.6%
Computer Insurance	8,272	8,387	101.4%
Equipment Mtnce/Lease Costs	15,000	10,092	67.3%
Computer System	188,000	125,172	66.6%
Diversity Programs	30,000	10,804	36.0%
Staff Training	50,000	8,294	16.6%
	<u>1,490,038</u>	<u>868,714</u>	<u>58.3%</u>
Financial Management	32,000	17,009	53.2%
Bank Charges	4,000	1,328	33.2%
	<u>36,000</u>	<u>18,338</u>	<u>50.9%</u>
Taxation			
Administration	70,236	52,788	75.2%
Tax Billings	20,000	16,333	81.7%
Tax Exemptions	135,000	115,447	85.5%
Assessment Services	317,389	238,041	75.0%
Other Taxation-Tax Sale Costs/Appeals PY	30,000	(2,922)	-9.7%
	<u>572,625</u>	<u>419,687</u>	<u>73.3%</u>
Common Services-Administration Building			
Insurance	6,216	5,955	95.8%
Electricity	36,686	15,956	43.5%
General Maintenance	40,000	21,118	52.8%
Mixer for AV System	3,500	2,990	85.4%
Utilities	1,658	805	48.5%
	<u>88,060</u>	<u>46,823</u>	<u>53.2%</u>
Other			
Legal Services	185,143	79,812	43.1%
Mount Pleasant Feasibility Study	286,787	-	0.0%
Milton Pool Remediation Cost Estimate	20,000	156	0.8%
General Recruiting Services	40,000	-	0.0%
General Consulting	40,000	-	0.0%
Safety Strategy Implementation	300,000	221,649	73.9%
Human Resource Consulting	58,800	30,914	52.6%
Growth Plan Consulting	50,000	-	0.0%
Contingency	301,656	-	0.0%
Compensation Review	15,643	15,121	96.7%
Other	-	1,473	
Staff Relations Fund	22,000	18,829	85.6%
	<u>1,320,029</u>	<u>367,956</u>	<u>27.9%</u>
Other General Government Services			
Boundary Review	-	-	
Municipal Election	75,000	81,907	109.2%
	<u>75,000</u>	<u>81,907</u>	<u>109.2%</u>
Conventions & Delegations			
NSFM (Council + CAO)	21,600	17,343	80.3%
FCM (Council + CAO)	9,000	2,949	32.8%
Other Councilors Conferences	1,000	-	0.0%
AMA	9,950	3,142	31.6%
	<u>41,550</u>	<u>23,434</u>	<u>56.4%</u>
General Accident, Damage Claims & Public Liability Insurance			
	1,120	1,120	100.0%
Grants to Other Organizations & Individuals			
Community Investment Fund	175,000	151,660	86.7%
	<u>175,000</u>	<u>151,660</u>	<u>86.7%</u>

	2025-03-31 Region Budget	YTD	%age Budget
Other			
Scholarships	9,000	9,000	100.0%
Municipal Floats	1,200	1,565	130.4%
Pension/Administration Costs	5,446	4,158	76.3%
Advertising & Promotions	13,000	1,681	12.9%
Transit System - QCT	48,500	50,407	103.9%
Communications	15,100	8,826	58.5%
	<u>92,246</u>	<u>75,636</u>	82.0%
Valuation Allowance			
Uncollectible taxes	5,000	196	3.9%
	<u>5,000</u>	<u>196</u>	3.9%
	\$ 4,153,880	\$ 2,234,990	53.8%
10. Protective Services			
Police Protection			
Administration-Prosecution Fees	9,868	-	0.0%
DNA Testing	9,340	10,374	111.1%
RCMP Satellite Office-Caledonia	900	266	29.5%
Seniors' Safety Coordinator	5,000	-	0.0%
Protective Services	2,750,407	2,085,630	75.8%
	<u>2,775,515</u>	<u>2,096,270</u>	75.5%
Law Enforcement			
Building/Fire Inspection			
Salary & Benefits	210,943	125,740	59.6%
Travel	5,000	2,649	53.0%
Insurance Liability/Vehicle	2,671	612	22.9%
Training/Memberships	5,000	4,873	97.5%
Telephone	1,500	2,083	138.8%
Gasoline	12,000	9,000	75.0%
Maintenance Vehicle	3,600	-	0.0%
Supplies	250	4,563	1825.1%
	<u>240,964</u>	<u>149,519</u>	62.1%
By Law Enforcement			
Salary & Benefits	120,746	69,458	57.5%
Insurance Liability/Vehicle	1,336	1,428	106.9%
Training/Memberships	1,000	200	20.0%
Telephone	1,200	308	25.6%
Uniform	1,500	167	11.1%
Unsanitary Premises	1,000	3,900	390.0%
Gasoline	5,719	4,140	72.4%
Bylaw Vehicle Maintenance	1,800	-	0.0%
Dog Tags	750	-	0.0%
Dog Pound General Maintenance	2,000	650	32.5%
Supplies for Dog Control	750	-	0.0%
Parking Meter Repairs/Tickets	5,500	648	11.8%
	<u>143,301</u>	<u>80,899</u>	56.5%
	<u>384,265</u>	<u>230,418</u>	60.0%
Fire Fighting Force			
Liability Insurance	13,634	9,392	68.9%
Safety Training	40,000	30,000	75.0%
Fire Department Equipment Purchases	166,703	157,286	94.4%
Grants Volunteer Fire Departments/First Resp.	633,860	570,474	90.0%
Interest on Loans	1,145	-	0.0%
Workers Compensation	13,000	7,700	59.2%
Medical Insurance	6,107	5,895	96.5%
1st Responders Insurance	2,249	1,623	72.2%
Dry Hydrant Maintenance	1,600	3,540	221.2%
Dry Hydrant Upgrades	15,000	-	0.0%
Dry Hydrant Labour	36,802	8,259	22.4%
Reserve Fund-Fire Department Capital	380,316	285,237	75.0%
	<u>1,310,416</u>	<u>1,079,405</u>	82.4%
Fire Alarm Systems			
Answering Contract	29,000	22,327	77.0%
Base Station/Antenna	600	382	63.7%
	<u>29,600</u>	<u>22,709</u>	76.7%
Water Supply and Hydrants	219,488	164,616	75.0%

	2025-03-31 Region Budget	YTD	%age Budget
Fire Station Building			
Insurance/Building/Boiler	4,891	4,829	98.7%
Building Repairs & Grounds	55,000	14,336	26.1%
Building Fuel	31,572	12,267	38.9%
Utilities	13,956	9,979	71.5%
	105,419	41,410	39.3%
Other Fire Protection			
Snow Removal N.Q. Fire Hydrants	5,000	-	0.0%
	1,669,924	1,308,141	78.3%
Emergency Measures			
Local EMO/GSAR	30,000	23,107	77.0%
Ground Search & Rescue- Building Fuel	7,068	1,791	25.3%
Vehicle/Liability Insurance	15,231	16,862	110.7%
Electricity	1,573	760	48.3%
Building Maintenance	15,000	1,069	7.1%
	68,872	43,590	63.3%
Total Protective Services	\$ 4,898,576	\$ 3,678,418	75.1%
11. Transportation Services			
Common Services-Administration			
EPW Wages	1,053,787	758,568	72.0%
Sanitary Supplies	17,405	8,208	47.2%
Asset Management Operation	30,000	18,727	62.4%
Licencing and Memberships	35,000	11,029	31.5%
Communication Services	21,500	12,715	59.1%
	1,157,692	809,248	69.9%
Common Services-Equipment Operations			
Salary & Benefits Mechanic	79,009	77,595	98.2%
Equipment Oil & Fluids	28,924	16,556	57.2%
Equipment Gas	51,048	36,939	72.4%
Equipment Diesel	88,088	18,556	21.1%
EPW Vehicle Maintenance	160,000	92,244	57.7%
Trucks-Insurance	12,901	20,218	156.7%
Small Equipment Maintenance	25,000	19,647	78.6%
Plow Insurance	1,590	3,060	192.5%
Heavy Equipment Maintenance	120,000	68,358	57.0%
Loader-Insurance	3,002	3,056	101.8%
Backhoe - Insurance	730	382	52.3%
Contracted Services	-	(0)	
	570,292	356,611	62.5%
Small tools and Equipment			
Small Tools and Equipment	31,000	10,316	33.3%
Public Works Safety Equipment	30,000	25,947	86.5%
	61,000	36,262	59.4%
Storage			
Insurance	420	253	60.3%
Grounds Utilities	13,380	14,381	107.5%
Grounds Crew General Maintenance	7,000	7,849	112.1%
	20,800	22,483	108.1%
Works Garage			
Public Works Garage Renovation	177,300	7,292	4.1%
Works Utilities	26,637	16,142	60.6%
Works Department General Maintenance	40,000	28,413	71.0%
	243,937	51,847	
Insurance	2,626	2,620	99.8%
Safety Training	27,500	-	0.0%
Total Common Services	2,083,847	1,279,071	61.4%

	2025-03-31 Region Budget	YTD	%age Budget
Road Transport			
Roads and Streets			
Road Levy	301,978	226,062	74.9%
Street and Road Maintenance	65,000	60,638	93.3%
Street and Road Maintenance - Labour	142,163	59,317	41.7%
Liverpool Bridge Sidewalk Railing	182,501	-	0.0%
Gorham Planter Rehabilitation	66,000	-	0.0%
Old Burial Ground Wall Rehabilitation	88,000	-	0.0%
J Class Road Cost Share	50,000	-	0.0%
Sidewalks Material	19,459	11,415	58.7%
Sidewalks Labour	35,541	5,696	16.0%
Storm Water Management	10,000	9,608	96.1%
Storm Water Management - Labour	18,401	5,392	29.3%
De-icing Materials Supply	137,500	12,454	9.1%
Traffic Signals and Markings	55,000	69,699	126.7%
Traffic Calming	30,000	-	0.0%
Equipment Permitting	27,000	13,044	48.3%
Asphalt Paving	275,000	312,605	113.7%
	<u>1,503,543</u>	<u>785,929</u>	52.3%
Debenture Principal & Interest			
Principal	35,365	35,365	100.0%
Interest	12,133	13,409	110.5%
	<u>47,498</u>	<u>48,773</u>	102.7%
Road Transport			
Street lighting			
Rental			
Decorative Light Maintenance	281,891	195,691	69.4%
	4,000	-	0.0%
	<u>285,891</u>	<u>195,691</u>	68.4%
Debenture Principal & Interest			
Airport Insurance			
Building/Grounds	4,447	4,464	100.4%
Heat/Lights/Fuel	2,500	2,048	81.9%
	1,906	2,336	122.6%
	<u>8,853</u>	<u>8,848</u>	
Total Transportation Services	<u>\$ 3,929,633</u>	<u>\$ 2,318,312</u>	59.0%
12. Environmental Health Services			
R.Q.M. Sewage Administration			
Administrative Supervision	17,470	14,835	84.9%
Insurance-Caledonia	2,862	2,851	99.6%
WW Continuing Education/Certification	5,000	793	15.9%
Consulting Services	48,000	-	0.0%
Insurance- Brooklyn	1,730	1,747	101.0%
Insurance-STP Liverpool	14,053	13,777	98.0%
Insurance-Milton	3,485	3,460	99.3%
	<u>92,600</u>	<u>37,462</u>	
R.Q.M. Sewage Collection Systems			
NQ WW Collection and Treatment Maintenance	17,500	36,164	206.6%
NQ WW Collection and Treatment Wages and Benefits - SUP	2,912	-	0.0%
NQ WW Collection and Treatment Wages and Benefits	28,000	18,587	66.4%
SQ WW Collection Wages and Benefits	46,000	22,618	49.2%
SQ WW Collection Wages and Benefits - Salary	2,912	-	0.0%
SQ WW Collection Maintenance	150,000	88,958	59.3%
	<u>247,323</u>	<u>166,326</u>	
R.Q.M. Sewage Treatment & Disposal			
SQ WW Training	-	20,354	#DIV/0!
SQ WW Treatment Operations	163,000	134,285	82.4%
SQ WW Treatment Wages and Benefits - Salary	17,470	2,663	15.2%
SQ WW Treatment Wages and Benefits	44,000	7,960	18.1%
	<u>224,470</u>	<u>165,262</u>	
Debenture Principal & Interest			
Principal	130,486	130,486	100.0%
Interest	25,759	26,489	102.8%
	<u>156,244</u>	<u>156,975</u>	100.5%
R.Q.M. Total Sewage and Disposal	<u>720,638</u>	<u>526,025</u>	73.0%

	2025-03-31 Region Budget	YTD	%age Budget
Garbage Collection & Disposal			
Administration			
Salary and Benefits	165,330	58,092	35.1%
SW Administrative Travel	2,000	-	0.0%
SW Administrative Communications	15,000	492	3.3%
Public Engagement	17,500	7,024	40.1%
Uncollectible AR	-	353	#DIV/0!
Curbside Inspection	25,000	19,157	76.6%
	<u>224,830</u>	<u>85,118</u>	37.9%
Garbage & Waste Collection			
Grey Box & Green Cart Maintenance	20,000	22,764	113.8%
Grey Box & Green Cart Maintenance - Labour	36,802	8,609	23.4%
Solid Waste Collection Contracts	877,995	720,544	82.1%
Solid Waste Transportation Contract	540,000	405,501	75.1%
Derelict Vehicle Program	1,000	731	73.1%
	<u>1,475,797</u>	<u>1,158,149</u>	78.5%
Landfill			
SW Wages and Benefits	418,622	259,309	61.9%
Insurance	9,875	9,851	99.8%
SW Facility Operation and Maintenance	300,000	281,314	93.8%
Control Program and Testing	55,000	1,396	2.5%
HHW Operation and Maintenance	15,000	262	1.7%
Leachate Management	189,594	155,026	81.8%
Leachate Transportation wages	110,406	-	0.0%
Reserve Fund-Spec Cap-Post Closure Queens	450,000	337,500	75.0%
Reserve Fund-Spec Cap-Post Closure-Cont.	400,000	313,287	78.3%
	<u>1,948,498</u>	<u>1,357,946</u>	69.7%
Debenture Principal & Interest			
Principal	66,751	66,751	100.0%
Interest	4,547	4,547	100.0%
	<u>71,298</u>	<u>71,298</u>	100.0%
Recycling			
MRF Wages and Benefits	336,127	268,253	79.8%
Insurance	3,943	3,769	95.6%
MRF Operation and Maintenance	200,000	77,869	38.9%
Organics Transfer Operation and Maintenance	235,000	188,995	80.4%
Leaf and Yard Waste Operations - Labour	18,401	(0)	0.0%
Leaf and Yard Waste Operations	2,000	775	38.7%
	<u>795,471</u>	<u>539,660</u>	67.8%
Debenture Principal & Interest			
Total Garbage & Waste Collection & Disposal			
	<u>4,515,894</u>	<u>3,212,172</u>	71.1%
Total Environmental Health Services	\$ 5,236,532	\$ 3,738,197	71.4%
13. Public Health & Welfare Services			
Hillsview Acres	\$ 1,695,724	\$ 2,032,563	119.9%
	<u>\$ 1,695,724</u>	<u>\$ 2,032,563</u>	

	2025-03-31 Region Budget	YTD	%age Budget
14. Environment Development Services			
Planning			
Administration			
Salaries & Benefits	381,765	218,162	57.1%
Supplies	3,000	2,158	71.9%
Registration Costs-Deeds Office	500	-	0.0%
	385,265	220,319	
Planning Other			
Travel	250	-	0.0%
Liability Insurance	702	745	106.1%
Training/Memberships	1,000	695	69.5%
Civic Number Private Road Signage	1,000	28	2.8%
Advertising	1,000	-	0.0%
Permit Tracking Reserve	40,000	-	0.0%
Planning Projects Reserve	15,000	-	0.0%
GIS Project	4,500	-	0.0%
Heritage Property	1,000	489	48.9%
Meeting support	2,500	348	13.9%
Community Outreach	10,000	563	5.6%
Accessibility Planning/Implementation Misc.	7,500	2,328	31.0%
Built Environment for grant leveraging	80,000	-	0.0%
Surveying	5,000	-	0.0%
	169,452	5,196	
Total Environmental Planning & Zoning	554,717	225,516	
Other Environment Development Services			
Tourism & Economic Development			
Salaries & Benefits	351,732	249,853	71.0%
Supplies/Materials/Operations			
Supplies	1,000	339	33.9%
Telephone	500	-	0.0%
Library/Resource	650	94	14.4%
	2,150	433	
Department Services/Projects			
Brochure Update & Productions	17,000	18,023	106.0%
	17,000	18,023	
Queens Waterfront Development			
Port Medway Maintenance	19,000	7,255	38.2%
	19,000	7,255	
Publicity & Advertising			
Website Development	17,500	6,476	37.0%
Signage Development & Mtnc.	12,500	782	6.3%
Promotions and Advertising	26,500	9,293	35.1%
	56,500	16,551	
Facilities			
Christmas Lighting/Wreaths	11,000	11,014	100.1%
VIC Maintenance	19,000	7,749	40.8%
	30,000	18,762	
Fort Point Lighthouse Park			
Insurance	823	862	104.7%
Utilities	3,522	1,220	34.6%
Fort Point Maintenance	5,500	1,014	18.4%
	9,846	3,096	
LBDC			
LBDC Maintenance and Operation	130,000	145,131	111.6%
HVAC project Year 1	865,574	929,063	107.3%
Real Property Taxes	16,945	16,805	99.2%
Insurance	8,608	8,460	98.3%
	1,021,127	1,099,460	
Other			
VIC Operations	43,550	49,703	114.1%
Training	3,000	960	32.0%
Travel	1,000	931	93.1%
Membership	3,875	3,971	102.5%
	51,425	55,565	

	2025-03-31 Region Budget	YTD	%age Budget
Economic Development			
Regional Beautification / Façade program	40,000	29,271	73.2%
Events Strategy Implementation	94,000	44,827	47.7%
Economic Development Data and Profile	25,000	-	0.0%
Community Economic Diversification	40,000	7,508	18.8%
Branding/Wayfinding	6,400	-	0.0%
Caledonia Corner Park	30,000	1,500	5.0%
	<u>235,400</u>	<u>83,106</u>	<u>35.3%</u>
Total Tourism and Economic Development	<u>1,794,179</u>	<u>1,552,104</u>	<u>86.5%</u>
Total Environmental Development Serv	<u>\$ 2,348,896</u>	<u>\$ 1,777,620</u>	<u>75.7%</u>
15. Recreation and Cultural Services			
Recreation Facilities			
Swimming Pool/Beach			
Staff Wages/Benefits-NQAC	21,365	27,391	128.2%
Utilities-NQAC	1,300	2,165	166.5%
Supplies-NQAC	8,000	2,425	30.3%
NQAC Maintenance	19,000	16,700	87.9%
Staff Training/Travel-NQAC	6,600	7,330	111.1%
Insurance-NQAC	963	998	103.7%
Staff Wages/Benefits-Milton Pool	28,365	-	0.0%
Utilities-Milton Pool	1,000	226	22.6%
Supplies-Milton Pool	5,000	-	0.0%
MCP Maintenance	28,100	12,781	45.5%
Staff Training/Travel-Milton Pool	2,500	-	0.0%
Insurance-Milton Pool	1,048	1,075	102.6%
Beach Meadows Beach Maintenance and Operation	11,250	11,679	103.8%
	<u>134,491</u>	<u>82,771</u>	
Parks/Playgrounds			
Grounds Crew Wages	296,460	173,034	58.4%
Liability Insurance	1,778	2,121	119.3%
Spray/Splash Pad Operations	11,000	255	2.3%
Grounds Crew Gas	13,500	10,125	75.0%
Park Facilities Maintenance and Operation	100,000	31,378	31.4%
Playground Maintenance and Operation	35,000	25,158	71.9%
Community Signage Maintenance	3,300	-	0.0%
	<u>461,038</u>	<u>242,071</u>	
Queens Place Community Facility			
Office Supplies/Postage	6,250	2,847	45.5%
Insurance	16,627	15,614	93.9%
General Equipment	10,000	11,166	111.7%
Staff Training / Memberships	11,000	7,032	63.9%
Advertising & Promotion	12,500	426	3.4%
License & Fees	15,000	18,344	122.3%
Capital out of Operating - Vyper Drives	158,000	69,099	43.7%
Facility Building Maintenance	120,000	52,935	44.1%
Fuel Cost	74,000	50,105	67.7%
Power	298,812	227,949	76.3%
Sewer & Water Fees	10,000	5,714	57.1%
Telephone / Cable	7,000	5,268	75.3%
Propane	8,500	1,227	14.4%
Concessions Equipment & Supplies	5,000	843	16.9%
Bar/Beverage Supplies	8,900	6,596	74.1%
Special Events (facility rental)	25,000	10,798	43.2%
Fitness Center	35,000	8,104	23.2%
General Operations	25,000	22,627	90.5%
Salary & Benefits	433,568	408,007	62.4%
Salary & Benefits- Operations	220,753	-	0.0%
	<u>1,500,909</u>	<u>924,701</u>	<u>61.6%</u>
Debenture Principal & Interest			
Principal	158,369	158,369	100.0%
Interest	50,342	43,028	85.5%
	<u>208,711</u>	<u>201,397</u>	<u>96.5%</u>
Subtotal Recreation Facilities	<u>2,305,149</u>	<u>1,450,940</u>	<u>62.9%</u>

	2025-03-31 Region Budget	YTD	%age Budget
Cultural Buildings & Facilities			
Historical Burial Grounds	1,000	762	76.2%
Old Town Hall/ Astor			
Old Town Hall/Astor Insurance	3,933	3,897	99.1%
Old Town Hall/Astor General Maintenance	55,000	11,132	20.2%
Hank Snow Museum Furnace	10,000	10,000	100.0%
Old Town Hall/Astor Electricity & Fuel	26,970	17,911	66.4%
Old Town Hall/Astor Operations	15,000	7,527	50.2%
	110,903	50,467	
Museums			
Blacksmith Museum	50,000	7,899	15.8%
Court House Insurance, Fire & Liability	1,046	1,079	103.2%
Court House General Maintenance	7,000	2,284	32.6%
Court House Heat	4,956	2,132	43.0%
Court House Power Water & Sewer	2,554	1,653	64.7%
	65,555	15,047	
Library			
Regional Library	92,000	69,000	75.0%
Library Operations	66,000	41,367	62.7%
	158,000	110,367	
Other Recreation and Cultural Services			
Travel	4,000	1,629	40.7%
Training/Workshops	3,000	1,232	41.1%
Community Grants & Programs	21,500	21,500	100.0%
Aquatic Training	3,000	175	5.8%
Memberships	1,500	526	35.0%
Telephone	400	183	45.8%
Equipment	4,000	1,240	31.0%
Community Workshops	3,750	2,803	74.7%
Health and Wellness Initiatives	1,500	518	34.6%
Active Transportation	1,500	-	0.0%
Volunteer Recognition	1,200	40	3.3%
Promotion	800	-	0.0%
Salaries & Benefits	187,050	117,710	62.9%
Summer Staff Travel/ Supplies	6,150	-	0.0%
Summer Staff -Sal & Benefits	26,749	-	0.0%
Physical Activity Strategy Implementation	32,250	4,291	13.3%
	298,349	151,847	
Less: transmission of taxes collected for Other Governments			
Brooklyn Cemetery/Recreation	47,118	47,234	100.2%
Total Recreation & Cultural Services	\$ 2,986,075	\$ 1,826,664	

	2025-03-31 Region Budget	YTD	%age Budget
Unbudgeted Expenditures	-	428,322	
2024 Trailer Public Works	-	20,753	
Flower Boxes	-	567	
Playground funding shortfall	-	51,854	
Hwy 8 Sanitary Extension	-	26,181	
Hank Snow Museum Furnace overage	-	1,600	
QPEC wall demolition	-	129,940	
Council laptops	-	12,335	
Grants to Organizations (Curling Cub and Host Committee) - Funded	-	197,427	
	-	440,657	
Reserve Transfer-Special Operating Reserve			
Jet Fuel Distribution - Airport Reserve	50,000	50,000	100.0%
Cell Tower Contribution	50,000	50,000	100.0%
Airport Reserve- New 23/24	12,000	12,000	100.0%
Broadband	11,130	11,130	100.0%
Sidewalk Renewal	25,000	18,750	75.0%
2ND Generation Landfill	150,000	112,500	75.0%
	298,130	254,380	
Reserve Transfer - Equipment Reserve			
Landfill Equipment	200,000	150,000	75.0%
General Equipment Reserve	250,000	187,500	75.0%
Equipment Reserve shortfall CIP purchases	104,572	-	0.0%
First Responders	5,000	3,750	75.0%
	559,572	341,250	
	857,702	1,036,287	
Conditional Transfers to other governments and agencies			
Appropriation to Regional School Board	3,741,286	2,805,964	75.0%
Total Conditional Transfers to other governments and agencies	3,741,286	2,805,964	
Total Fiscal Services	4,598,988	3,842,252	
Total Expenditures	29,848,303	21,449,016	
Operating Surplus	\$ 1	\$ 4,750,366	

	2025-03-31 Region Budget	YTD	%age Budget
Hillsview Acres EXPENDITURES			
SALARIES & BENEFITS			
Salaries & Wages	1,367,031	1,067,664	78.1%
Benefits			
	<u>1,367,031</u>	<u>1,067,664</u>	78.1%
BUILDING EXPENSES			
Insurance	5,153	5,908	114.6%
Fuel	37,800	8,764	23.2%
Electricity	16,185	12,730	78.7%
Propane	8,085	5,044	62.4%
Smoke Detectors & Fire Alarm	4,000	23,978	599.5%
Sprinkler Repairs	4,000	1,624	40.6%
General Maintenance	60,000	554,067	923.4%
	<u>135,223</u>	<u>612,116</u>	
EQUIPMENT & SUPPLIES			
Cleaning Supplies	11,200	8,440	75.4%
Equipment & Material	4,000	36,289	907.2%
Supplies & Utensils	3,000	721	24.0%
Linen Supplies	3,000	1,100	36.7%
Grounds Maintenance	2,000	1,344	67.2%
Supplies	3,000	118	3.9%
	<u>26,200</u>	<u>48,012</u>	
RESIDENT'S EXPENSES			
Medication	250	-	0.0%
Sanitary Supplies	3,000	6,478	215.9%
Food	101,000	78,001	77.2%
Medical Supplies	14,000	10,656	76.1%
Activity Supplies	11,000	9,764	88.8%
Kitchen- Non food	5,000	2,900	58.0%
Chargeable Expenses		167,511	
	<u>134,250</u>	<u>275,311</u>	
Travel-Administration	1,500	1,203	80.2%
Office Supplies	7,000	4,875	69.6%
Operational Consulting QM	-	-	
Legal Fees	-	-	
Agency Staffing	3,000	5,084	169.5%
Training	15,000	15,189	101.3%
Uncollectible accounts	-	-	
Telephone	6,520	3,108	47.7%
	<u>33,020</u>	<u>29,460</u>	
TOTAL	<u><u>1,695,724</u></u>	<u><u>2,032,563</u></u>	

	2025-03-31 Region Budget	YTD	%age Budget
Water Utility			
REVENUES			
Operating Revenues			
Metered Sales	565,000	470,111	83.2%
Public Fire Protection	219,488	164,616	75.0%
	<u>784,488</u>	<u>634,727</u>	
Other Operating Revenues			
Sprinkler Service	5,400	5,400	100.0%
Plate Fee & Shut off	3,500	3,742	106.9%
Lateral Connection	360	-	0.0%
Connections Fee	3,300	2,540	77.0%
	<u>12,560</u>	<u>11,682</u>	
NON OPERATING REVENUE			
Interest	15,000	15,265	101.8%
Miscellaneous	500	-	0.0%
	<u>15,500</u>	<u>15,265</u>	
TOTAL REVENUE	<u>812,548</u>	<u>661,673</u>	81.4%
EXPENDITURES			
SOURCE OF SUPPLY			
Lake Inspections	1,000	-	0.0%
Screen Maintenance	6,940	6,385	92.0%
Screen House Maintenance	500	1,463	292.5%
Wildlife Management	850	-	0.0%
Supervision and Engineering	46,646	7,416	15.9%
Insurance	2,043	-	0.0%
TOTAL SOURCE OF SUPPLY	<u>57,980</u>	<u>15,264</u>	26.3%
WATER TREATMENT (Purification)			
Labour	62,028	50,669	81.7%
Water Testing	34,900	17,255	49.4%
Chemicals and Additives	187,000	150,900	80.7%
Facility Repairs and Maintenance	70,200	105,651	150.5%
Process Equipment	102,750	131,543	128.0%
Electricity	98,452	64,661	65.7%
Generator	5,000	2,886	57.7%
Salaries and Benefits - Assistant Engineer	20,382	896	4.4%
Salaries and Benefits -Salary	9,111	8,344	91.6%
Contracted Services	56,055	-	0.0%
Phone/Internet	3,970	884	22.3%
Allocated Services	6,977	1,991	28.5%
TOTAL WATER TREATMENT	<u>656,824</u>	<u>535,679</u>	81.6%
TRANSMISSION AND DISTRIBUTION			
Reading Meters Expense	21,222	856	4.0%
Operation Labour - Mains	35,444	34,506	97.4%
Leak Detection	10,000	849	8.5%
Labour - Water Leaks	35,444	12,344	34.8%
Operation Labour - Meters	8,861	975	11.0%
Labour - Flushing	8,861	1,441	16.3%
Maintenance of Mains (Materials)	17,000	4,576	26.9%
Use of Gravel	2,000	-	0.0%
Maintenance of Hydrants/Valves	5,000	3,848	77.0%
Maintenance of Meters	32,000	5,798	18.1%
Maintenance Hydrant/Valves-Labour	8,861	3,570	40.3%
Street Patching	15,000	19,604	130.7%
Cowie Well - Public Tap	2,500	1,976	79.0%
Salaries and Benefits - Assistant Engineer 5%	20,382	3,891	19.1%
Salaries and Benefits - Director of Engineering 5%	9,111	-	0.0%
Allocated Services	16,279	4,645	28.5%
TOTAL TRANSMISSION AND DISTRIBUTION	<u>247,966</u>	<u>98,879</u>	

	2025-03-31 Region Budget	YTD	%age Budget
Allocated Services - T/D 70% Treatment 30%			
Truck Repairs - Transportation	3,000	-	0.0%
Insurance	1,155	994	86.1%
Excavator Repairs	1,000	-	0.0%
Tools & Shop Expense	3,000	84	2.8%
Safety Equipment	3,000	-	0.0%
Computer Services	11,800	5,558	47.1%
Meal Allowance	200	-	0.0%
Travel	100	-	0.0%
TOTAL ALLOCATED SERVICES	23,255	6,636	
ADMINISTRATION AND GENERAL			
Rate Study	12,000	-	0.0%
Accounts Written-off	-		
Office Salaries	56,650	42,487	75.0%
Office Supplies and Expenses	7,000	1,223	17.5%
Contracting Services	4,600	1,969	42.8%
Advertising Expense	2,000	6,494	324.7%
Courses and Seminars	6,000	145	2.4%
Auditors	6,000	-	0.0%
Legal	500	-	0.0%
UARB Utility Levy	2,864	-	0.0%
Insurance	16,275	15,866	97.5%
TOTAL ADMINISTRATION AND GENERAL	113,889	68,184	
Depreciation	125,000	-	0.0%
TOTAL OPERATING EXPENDITURES	1,201,658	718,006	
NON OPERATING EXPENDITURES			
Principal	43,426	43,426	100.0%
Interest/Discount	9,586	9,738	101.6%
TOTAL NON OPERATING EXPENDITURES	53,012	53,164	
TOTAL OPERATING AND NON OPERATING EXPENDITURES	1,254,671	771,171	
SURPLUS/DEFICIT	(442,122)	(109,498)	

12.1 Liverpool Fire Hall Heat Pumps

THAT the Council of the Region of Queens direct staff to provide a report detailing costs and timeline to transition the Liverpool Fire Hall heating system to heat pumps.



February 27, 2025

To Whom It May Concern,

As the Mayor of the Region of Queens Municipality, I am pleased to express my strong support for Queens County Transit's application to the Rural Transit Solutions Fund. As a valued partner in the provision of effective, low-cost transportation for our rural population, Queens County Transit (QCT) continues to play a vital role in ensuring our residents can access employment, medical services, and maintain meaningful connections within our community.

The continued growth of QCT's services, including the implementation of fixed routes, responds directly to needs identified in multiple studies and surveys conducted within our region over the past decade. Their efforts are making a tangible difference in the lives of many, particularly our most vulnerable residents, by removing transportation barriers and fostering a more inclusive and connected community.

As QCT looks to expand its fleet with two additional vehicles—ensuring continuity of service even as an aging vehicle is retired—our municipality remains committed to supporting their work. I recognize that accessible and reliable community transit is not only a transportation solution but also a cornerstone of community development, economic participation, and social well-being.

This commitment aligns closely with the strategic priorities of our Council, as we continue to support, embrace, and foster community transit services that enhance the quality of life for all residents. I strongly encourage the approval of this funding application, as it will enable QCT to build on their success and further strengthen our regional transportation network.

Yours faithfully,



Scott Christian, Mayor

Region of Queens Municipality

249 White Point Road,
P.O. Box 1264, Liverpool, NS,
B0T 1K0
regionofqueens.com

P: 902-354-3453
F: 902-354-7473
E: schristian@regionofqueens.com
The Office of Mayor Scott Christian