



Region of Queens Municipality Regular Council
Tuesday, May 26, 2026
4:00 p.m. (Closed Session)
5:30 p.m. (Public Session Begins)

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 In Camera

- 3.1 Legal
- 3.2 Personnel
- 3.3 Personnel

4.0 Adoption of Minutes

- 4.1 Regular Council Meeting – May 12, 2026

5.0 Public Comment

6.0 Delegations and Presentations

- 6.1 Liverpool Curling Club

7.0 Unfinished Business

8.0 Staff Reports

- 8.1 Uncollectible Accounts - Solid Waste Facility
- 8.2 Personal Leave Accrual
- 8.3 Valuation Allowance 25/26
- 8.4 Capital Funding Update Fiscal 2025/2026
- 8.5 Beach Meadows Kiosk Vendor Recommendation
- 8.6 Easement Agreement – Queens Neighbourhood Co-operative Housing Ltd.

9.0 Bylaws and Policies

- 9.1 First Reading – Bylaw No. 27 – Private Road Maintenance Fees

10.0 Correspondence for Action

11.0 Correspondence for Information

- 11.1 D. Chian - Falun Dafa Day
- 11.2 T. Abromaitis - Indigenous Survivors Day – National Blanket Ceremony Day

12.0 Report from In Camera

13.0 Mayor's Report

14.0 Council Business

15.0 New Business

16.0 Adjournment



Region of Queens Municipality Regular Council Tuesday, May 12, 2026 9:00 a.m.

Meeting Recording: [2026-05-12 - Regular Meeting Recording](#)

Please click the time-stamp links below to watch specific portions of the recording.

Minutes

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

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

1.0 Call to Order and Land Acknowledgement [\(0:34\)](#)

Mayor Christian called the meeting to order at 9:00 a.m. and acknowledged that we have the privilege to live and work in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people. We are all treaty people.

2.0 Approval of Agenda [\(0:48\)](#)

Mayor Christian added item 15.4 – Personnel.

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

THAT the Council of Region of Queens Municipality approve the May 12, 2026 agenda as amended.

MOTION CARRIED unanimously.

3.0 Adoption of Minutes [\(1:22\)](#)

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

THAT Council for Region of Queens Municipality approve the April 28, 2026 Regular Council Meeting minutes as presented.

MOTION CARRIED unanimously.

4.0 Public Comment [\(3:12\)](#)

1. Denaige McDonnell, Liverpool [\(4:19\)](#)

Dr. McDonnell appeared before Council to express concerns regarding the recent Site Plan Appeal process and ongoing bylaw-related issues. Council received Dr. McDonnell's comments.

2. Paul Deveau, Milton [\(9:56\)](#)

Mr. Deveau appeared before Council to provide feedback on the recently passed 2026–2027 budget and the resulting tax rate. Council received Mr. Deveau's comments.

3. Lori Smyth, Western Head [\(16:30\)](#)

Ms. Smyth, Theatre Manager at the Astor Theatre, appeared before Council to outline and promote the various youth programs offered by the Astor Theatre. Council received Ms. Smyth's comments.

5.0 Delegations and Presentations

There were no Delegations or Presentations today.

6.0 Unfinished Business [\(21:50\)](#)

6.1 Site Plan Appeal

It was moved by Deputy Mayor Charton and seconded by Councillor Wentzell:

THAT the motion regarding the Site Plan Appeal be taken from the table.

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

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

THAT consideration of this matter be postponed to the Regular Meeting on June 9, 2026,

MOTION DEFEATED unanimously.

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

THAT Council for Region of Queens Municipality overturn the decision of the Development Officer to issue a site plan approval that will allow for the creation of one (1) dwelling unit in the rear of the existing building located on property identified as PID #70025002.

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

7.0 Staff Reports [\(44:36\)](#)

7.1 Electric Vehicle Charging Stations – Amended Agreement [\(44:43\)](#)

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

THAT Council for Region of Queens Municipality approve the amended location for eight (8) electric vehicle charging stations

and authorize the Municipality to enter into the amended agreement with Tesla Motors Canada ULC.

MOTION CARRIED unanimously.

Council recessed at 9:57 a.m. and returned at 10:07 a.m.

7.2 2026 Representative Volunteers of the Year [\(1:07:19\)](#)

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

THAT Council for the Region of Queens Municipality recognize Trevor Munroe and Velta Vikmanis as Region of Queens Municipality's 2026 Representative Volunteers of the Year.

MOTION CARRIED unanimously.

7.3 Gorham Walkway Rehabilitation Update [\(1:09:57\)](#)

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

THAT Council for Region of Queens Municipality receive the report titled 'Gorham Walkway Rehabilitation Update' for information.

MOTION CARRIED unanimously.

7.4 THACC Capital Improvements [\(1:20:46\)](#)

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

THAT Council for Region of Queens Municipality authorize staff to proceed with the design and tender of planned upgrades at the

Town Hall Arts and Cultural Centre, as budgeted in the 2026–2031 Capital Investment Plan.

MOTION CARRIED unanimously.

7.5 Waterloo East Phase IIIb [\(1:26:10\)](#)

It was moved by Councillor Jenkins and seconded by Deputy Mayor Charlton:

THAT Council for Region of Queens Municipality award Tender INF16-2026-2027, for Phase IIIb of the Waterloo East project, to Dexter Construction Company Limited at the tendered price of \$2,352,656.25, plus HST, as recommended by staff.

MOTION WITHDRAWN.

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

THAT Council for Region of Queens Municipality award Tender INF16-2026-2027, for Phase IIIb of the Waterloo East project, to Dexter Construction Company Limited at the tendered price of \$2,352,656.25, plus HST, as recommended by staff, and that staff return to Council with further information for the shortfall of this project outside of grants with options for long term borrowing.

MOTION CARRIED with six (6) in favour and two (2) against.

7.6 Rural Water Initiative [\(1:54:17\)](#)

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

THAT Council for Region of Queens Municipality approve the implementation of a Water Conservation and Storage Program (Pilot) for the 2026 season, consisting of rain barrels and water totes available to households under the following cost-sharing model: (a) one hundred percent (100%) municipal funding for one rain barrel and one water tote per eligible low-income household, as defined under Administrative Policy #9 – Tax Exemptions; (b) sixty percent (60%) municipal and forty percent (40%) resident cost-sharing where delivery is required, or eighty percent (80%) municipal and twenty percent (20%) resident cost-sharing where residents pick up directly, and that staff explore options with Brooklyn Recreation for purchasing; and (c) a maximum of two rain barrels and one water tote per household.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality approve the implementation of Community Partnership Wells as a pilot in 2026, with up to four (4) sites to be identified and confirmed through well testing and agreement with community partners, with an estimated allocation of up to \$100,000, and direct staff to report back to Council on site selection, partnership terms, and available grant funding from other sources prior to finalization.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality direct staff to explore the implementation of a Well Loan Program (Pilot) with an initial allocation of \$100,000, enabled under Section 81A of the Municipal Government Act, and direct staff to: (a) prepare draft Bylaw No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program," for Council's consideration at First Reading and (b) explore partnership opportunities with Clean

Foundation for the facilitation and administration of the Well Loan Program in 2026.

MOTION CARRIED unanimously.

7.7 Council Implementation Report [\(3:01:02\)](#)

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

THAT Council receive the report titled 'Council Implementation Report' for information.

MOTION CARRIED unanimously.

8.0 Bylaws and Policies

There were no Bylaws or Policies to discuss today.

9.0 Correspondence for Action

There was no Correspondence for Action today.

10.0 Correspondence for Information [\(3:03:09\)](#)

10.1 Correspondence from VON

Council received correspondence from Victoria Order of Nurses (VON), detailing this year's VON week from May 17th – 23rd.

11.0 Report from In Camera

There was no Report from In Camera.

12.0 Mayor's Report [\(3:04:20\)](#)

Mayor Christian gave a report on some of his activities since the previous meeting, including:

- April 29 – May 1, NSFM Spring Conference
- May 4, Tax Reform Workshop
- May 5, Cross Departmental Provincial Working Group on Drought and Water Insecurity
- May 6, South Shore Housing Action Coalition Meeting
- May 8, Art of Resilience Show Opening Night
- May 9, Safe and Ready Emergency Preparedness Expo
- May 11, Queens Lunenburg Collaborative Municipal Table
- May 11, Launch of Nova Scotia Municipal Joint Rural Roads Committee

Councillor Amirault and Deputy Mayor Charlton mentioned that the Imagination Library Program is up and running, and that over 150 children have been signed up for the program to date.

13.0 Business of Council

There was no Business from Council to discuss today.

14.0 New Business

There was no New Business to discuss today.

15.0 In Camera [\(3:17:04\)](#)

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

THAT the Council move to Closed Session at 12:17 p.m. to discuss four (4) items:

- 15.1 Personnel
- 15.2 Legal
- 15.3 Legal
- 15.4 Personnel

MOTION CARRIED unanimously.

It was moved by Councillor Roy and seconded by Councillor Jenkins:

THAT the Council return to open session at 2:32 p.m.

MOTION CARRIED unanimously.

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

THAT Council for Region of Queens Municipality direct staff to continue the engagement of a third-party consultant to review the municipal salary grid, employee scheduling practices, and on-call system, with the objective of identifying and recommending measures to achieve wage parity across the organization, and to report back to Council upon completion.

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

16.0 Adjournment

The Meeting was adjourned at 2:34 p.m.

Mayor Scott Christian, Chair

Angela Green, Municipal Clerk

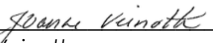
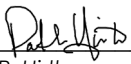
Date Approved: _____

DRAFT



Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 11, 2026
File No: 10350-50-2605-009
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Uncollectible Accounts - Solid Waste Facility

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| Prepared by:  J. Weinotte Director of Finance | CAO Concurrence:  P. Hirtle Acting CAO |
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RECOMMENDATION

THAT Council for Region of Queens Municipality approve the removal of \$2,783.35 from the Non-Tax Valuation Allowance for Company A;

AND THAT the following balances for outstanding Solid Waste accounts be removed from the Accounts Receivable Ledgers, as there is little probability of collection: Company A \$1,226 (interest only); Company B \$18,105; and Company C \$7,434.

PURPOSE

This report provides information and corresponding requests for account removals from Accounts Receivable ledgers effective March 31, 2026. Companies are not identified in the interests of privacy.

BACKGROUND

A Valuation Allowance exists for Accounts Receivable that are not tax related.

The current balance in that account is \$2,783.35 from Company A – this was approved by Council at the August 13, 2024, Council meeting. Since this account was added to the Non-Tax Allowance at that meeting, interest has continued to accrue and all efforts to collect the account have been exhausted.

Staff are requesting the removal of this account from the ledger to stop interest revenue being recorded on an account with no prospect of collection.

Company B has an overdue account at the Solid Waste Facility in the amount of \$18,105 (\$15,553 original charge, remainder interest). Company B is an out-of-region contractor and set up an account at the Solid Waste Facility in October of 2024. The facility was used once, and no payment has ever been made. Internal collection efforts have been exhausted.

This account was sent to an external collection agency in May 2025. No amount has been recovered. Staff are requesting that this account be removed from the Accounts Receivable ledger as there is no prospect of collection and interest continues to accrue on the overdue balance. The account will remain with the collection agency, and they will continue collection efforts.

Company C is a local company which set up an account in November 2023. The Solid Waste Facility was used, and regular payments were being made on the account until March 2024. At that time access to the facility was withdrawn for nonpayment and a payment arrangement was signed by the company owner to pay the outstanding balance on the account.

In May of 2024, two payments were made on the account, and no further payment was made. Internal collection efforts have been exhausted, and the account was sent to an external collection agency in November 2024.

Staff are requesting that this account be removed from the Accounts Receivable ledger as there is no prospect of collection and interest continues to accrue on the overdue balance. The account will remain with the collection agency, and they will continue collection efforts.

OPTIONS

Option 1 – Council accept this report for information and approve staff recommendations.

Option 2 - Council accept this report for information and direct staff to add Company B and Company C uncollectible Solid Waste accounts to the Non-Tax Valuation Allowance, leaving Company A unchanged.

Option 3 – Council accept this report for information and direct staff to continue collection efforts and not add any accounts to the allowance.

ANALYSIS

Option 1 – No further interest revenue will be recognised on these accounts. The Accounts Receivable ledger will no longer reflect accounts that have no prospect of collection. Interest revenue will not be overstated as uncollectible interest will no longer be accrued on these accounts.

Option 2 – The addition of these accounts to the Non-Tax Allowance means they are still listed in the ledger and monthly interest of 1% will continue to be recognized as revenue. The resulting financials will be overstated as this revenue is not collectible.

Option 3 – Internal collection efforts have been exhausted, and external collection agencies have not been successful. Continuing collection efforts is not a productive use of Finance staff resources. Finance software will continue to apply interest to these accounts, which will overstate interest revenue.

IMPLICATIONS

Financial:

Company A: Interest reversal of \$1,226 will decrease revenue for the fiscal 25/26 year. Removal of the \$2,783.35 from the ledger will have no financial implications.

Company B: Interest reversal of \$2,552 and bad debt expense for the Solid Waste Facility of \$15,553 will decrease revenue for the 25/26 fiscal year.

Company C: Interest reversal of \$1,842 and bad debt expense for the Solid Waste Facility of \$5,592 will decrease revenue for the 25/26 fiscal year.

Bad debt total: \$21,145

Interest reversal: \$5,620

Total adjustment: \$26,765

Non-contracted partner revenue for the Solid Waste Facility for the 25/26 fiscal year is projected at \$975,000. The recommended adjustment represents approximately 2% of revenue as bad debt.

COMMUNICATIONS

Specific public communications are not applicable at this time.

BYLAWS/PLANS/POLICIES

Policy 14 Payment Arrangements

SUMMARY

This report requests uncollectible accounts for the Solid Waste Facility be removed from the Accounts Receivable ledger, resulting in an adjustment of \$26,765 in bad debt and interest reversal for the 25/26 fiscal year.

ATTACHMENTS/REFERENCE MATERIALS

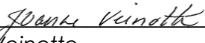
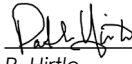
[Council Minutes August 13, 2024](#)

[Policy 14 - Payment Arrangements](#)



Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 13, 2026
File No: 10350-50-2605-010
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Personal Leave Accrual

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| Prepared by:  J. Weinotte Director of Finance | CAO Concurrence:  P. Hirtle Acting CAO |
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RECOMMENDATION

THAT Council for Region of Queens Municipality approve an adjustment to the Leave Liability be recorded as part of the year-end process at a recovery of \$16,123 for IBEW employees and cost of \$5,007 for CUPE employees, as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.

PURPOSE

This report provides information regarding the annual Leave Accrual, which is made annually to the financial records to reflect the cost of accumulating benefits of staff.

BACKGROUND

Region of Queens Municipality offers paid leave to its employees as follows:

Non union full time salaried staff

Sick leave: Sixteen weeks available at full pay for each health crisis incident. This leave does not accumulate.

Historical occurrence is minimal and absences have been covered by current staff. No additional cost is expected to be incurred.

Vacation: five days can be carried forward to next year with Director's approval. Vacation is typically covered by current staff. Minimal additional cost is expected to be incurred.

IBEW members (landfill/works):

Sick Leave: Eighteen days per year, which resets on January 1 each year. Sick time is not carried forward.

Sick leave is covered by current staff. No additional cost would be incurred.

Vacation: Vacation time can be banked per the collective agreement; number of days start at ten days per year and increase with years of service. Financial obligation is estimated at \$41,419 as of March 31, 2026.

CUPE (Hillsview Acres):

Sick Leave: 400 hours can be banked per the Collective Agreement. Financial obligation is estimated at \$18,516.

ALTERNATIVES/OPTIONS

Option 1 – That Council approve the Leave Accrual recovery for 2025/2026 fiscal year of \$11,116 (net) as presented.

Option 2 – That the Council direct staff to provide more information.

Option 3 – That the Council approve an alternative number based on information presented by staff.

ANALYSIS

Option 1 – Based on data from payroll, including time tracking and wage rates, this data is correct and recognizes the financial obligation of the municipality.

Option 2 – A delay in preparation of the audit file and financial statement will occur.

Option 3 – A delay in preparation of the audit file and financial statement will occur and Public Accounting Standards will not be followed.

IMPLICATIONS

Financial:

Calculations result in a wage recovery of \$16,123 for IBEW employees, which indicates that more vacation time was taken than was banked. This time was paid out of operating wages; therefore, a recovery should be recorded as the expense had already been included in a prior year accrual.

The opposite occurred for CUPE employees and an additional cost to record the obligation of \$5,007 is required.

Legislative:

Public Service Accounting Standard Employee Benefits 3215 states:

015 A public sector entity may pay employees for absences for various reasons, including holidays, sickness, short-term disability, maternity or paternity leave, jury duty and military service.

Entitlement to paid absences falls into one of two categories:

- (a) accumulating; or
- (b) non-accumulating.

016 Accumulating paid absences are those that are carried forward and can be used in future periods if the current period's entitlement is not used in full. Accumulating paid absences may be either vesting (i.e., employees are entitled to a cash payment for unused entitlement on leaving the public sector entity) or non-vesting (when employees are not entitled to a cash payment for unused entitlement on leaving). An obligation that meets the definition of a "liability" arises as employees render service that increases their entitlement to future paid absences. The obligation exists, and is recognized, even if the paid absences are non-vesting, although the possibility that employees may leave before they use an accumulated non-vesting entitlement affects the measurement of that obligation.

017 A public sector entity should measure the expected cost of accumulating paid absences as the additional amount that the public sector entity expects to pay as a result of the unused entitlement that has accumulated at the end of the reporting period.

Public Sector Accounting Section 3255 (previously referenced on AICC reports) was withdrawn March 2026.

COMMUNICATIONS

Specific additional public communications are not applicable at this time.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

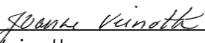
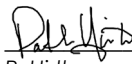
Leave accrual obligation for the fiscal year 2025/2026 is a recovery of cost in the amount of \$11,116. Staff are seeking Council approval of this entry.

ATTACHMENTS/REFERENCE MATERIALS



Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 13, 2026
File No: 10350-50-2605-011
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Valuation Allowance 25/26

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| Prepared by:  <hr/> J. Veinotte Director of Finance | CAO Concurrence:  <hr/> P. Hirtle Acting CAO |
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RECOMMENDATION

THAT Council of Region of Queens Municipality approve the Valuation Allowance for the 2025-2026 fiscal year in the amount of \$94,028.45 as recommended by the Audit and Internal Control Committee at their May 11, 2026, meeting.

PURPOSE

This report provides information regarding the annual Valuation Allowance entry, which is made annually per Policy No 92 to recognize tax revenue that may not be realized.

BACKGROUND

On November 23, 2021, Council adopted Valuation Policy 92 as recommended by the Audit and Internal Control Committee on November 8, 2021. This is an annual entry is made in accordance with the policy to recognize an allowance for tax revenue that may not be realized.

ALTERNATIVES/OPTIONS

Option 1 – That Council approve the Valuation Allowance for 2025-2025 fiscal year of \$94,028.45 as presented.

Option 2 – That Council direct staff to provide more information.

Option 3 – That Council direct staff to record an alternative number that is not in compliance with Policy 92.

ANALYSIS

Option 1 – Attachments provided to this report demonstrate that staff have followed the process outlined in Council policy. The entry is above budget but reasonable based on the increase in tax recoveries.

Last years allowance: \$87,237.01

Less tax sale recoveries: \$13,338.26

Less discontinued: \$ 1,759.75

New accounts added: \$17,992.73

Interest 25/26: \$ 2136.97

Allowance 24/25: \$94,028.45

Budget \$15,000 / Actual \$21,889

Tax Recovery Budget \$10,000 / Actual \$16.509

Option 2 – A delay in preparation of the audit file and financial statement will occur.

Option 3 – A delay in preparation of the audit file and financial statement will occur and Council policy will not be followed.

IMPLICATIONS

Financial:

The Valuation Allowance for the 25/26 fiscal year has been calculated at \$94,028.45, requiring an entry of \$21,889.45 to increase the Valuation Allowance and increase uncollectible taxes.

The budget for uncollectible taxes was \$15,000 for the 25/26 year. The difference is the result of additions to the Valuation Allowance of \$17,993 from overdue accounts, interest on the existing accounts, deactivated accounts removed \$1,760, and a recovery of \$13,338 as a result of this year's tax tender.

The recovery from tax tenders was larger than anticipated. Tax recovery was budgeted to be \$10,000 and actual is forecasted to be \$16,509.

The Valuation Allowance is \$6,889 overbudget, and the Tax Recoveries \$6,509 over budget.

Regulatory:

The Financial Reporting and Accounting Manual for the province of Nova Scotia states:

Section 3(2)(d)(i)

(C) Recording Reduction to Taxes Receivables –

(I) Taxation revenue that is reduced or written off due to changes in the assessment base should be reported under one of the following methods. Where the amount reduced, or written off has been levied in the:

- Current reporting year – The amount would normally be included as part of the total taxation revenue of the year, the amount reduced or written off should be subtracted from the total taxation revenue for the current year.

- Prior Period - If taxes levied in prior period or periods, the reduction or write-off should be subtracted from the valuation allowance for taxes and rates or unresolved assessment appeals.

(II) All other taxation revenue that is reduced or written off as a result of a decision of council should be subtracted from the valuation allowance for taxes and rates.

COMMUNICATIONS

No special public communications are applicable at this time, unless otherwise directed by Council.

BYLAWS/PLANS/POLICIES

Policy 92 – Valuation Allowance

SUMMARY

Valuation Allowance for 25/26 is calculated at \$94,028, and information supporting this calculation is provided. This is an annual entry made in accordance with the Financial Reporting and Accounting Manual of Nova Scotia to recognize that a portion of taxes are considered doubtful and may not be realized.

ATTACHMENTS/REFERENCE MATERIALS

Valuation Allowance account listing

[Policy 92 – Valuation Allowance](#)

| Contract # | Business Partner | Bill Year 20X0 - 2025 | Bill Year 20X1 - 2024 | Bill Year 20X2 - 2023 | Bill Year 20X3 - 2022 | Bill Year 20X4 - 2021 | Bill Year 20X5 - 2020 | Local Currency Amt |
|------------|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|
| 621138 | 1000035110 | 3.12 | 3.12 | 7.28 | 6.8 | 6.44 | 17.81 | 44.57 |
| 621579 | 1000035551 | 53.4 | 49.62 | 45.91 | 42.1 | 38.33 | 34.57 | 263.93 |
| 624001 | 1000037365 | 20.11 | 20.11 | 20.15 | 41.89 | 39.79 | 162.09 | 304.14 |
| 609992 | 1000029269 | 53.08 | 75.78 | 69.69 | 38.62 | 31.99 | 96.5 | 365.66 |
| 608706 | 1000027603 | 6.04 | 5.6 | 5.12 | 4.64 | 0 | 0 | 21.4 |
| 610125 | 1000029440 | 4.53 | 4.2 | 3.84 | 3.48 | 0 | 0 | 16.05 |
| 621375 | 1000035347 | 3.16 | 2.97 | 2.78 | 2.59 | 2.4 | 7.72 | 21.62 |
| 603198 | 1000020703 | 51.68 | 49.91 | 47.05 | 45.18 | 37.39 | 556.35 | 787.56 |
| 601310 | 1000027685 | 3.14 | 2.92 | 2.68 | 1.4 | 1.31 | 1.15 | 12.6 |
| 603214 | 1000020726 | 6.02 | 5.78 | 5.54 | 5.3 | 5.06 | 42 | 69.7 |
| 603216 | 1000020728 | 3.01 | 2.89 | 2.77 | 2.65 | 2.53 | 21 | 34.85 |
| 610860 | 1000030459 | 183.48 | 143.38 | 139.1 | 137.44 | 0 | 0 | 603.4 |
| 603587 | 1000021175 | 35.72 | 34.77 | 33.79 | 32.71 | 31.9 | 488.45 | 657.34 |
| 611784 | 1000031876 | 0.83 | 0.76 | 0.69 | 0.62 | 0.55 | 0 | 3.45 |
| 612886 | 1000034517 | 127.58 | 122.38 | 115.91 | 107.11 | 103.13 | 701.57 | 1277.68 |
| 612887 | 1000034518 | 123.19 | 117.99 | 111.52 | 102.72 | 98.74 | 642.78 | 1196.94 |
| 621562 | 1000035534 | 473.92 | 463.59 | 452.58 | 557.99 | 539.32 | 4659.26 | 7146.66 |
| 625335 | 1000038765 | 127.82 | 116.85 | 104.22 | 88.6 | 0 | 0 | 437.49 |
| 622537 | 1000036176 | 0.46 | 0.38 | 0.34 | 0.28 | 0 | 0 | 1.46 |
| 621331 | 1000035303 | 34.83 | 32.82 | 29.61 | 27.56 | 26 | 69.09 | 219.91 |
| 613467 | 1000028668 | 435.43 | 406.32 | 363.73 | 333.12 | 309.7 | 243.67 | 2091.97 |
| 621576 | 1000035548 | 48.25 | 46.39 | 44.7 | 42.68 | 40.82 | 361.38 | 584.22 |
| 603109 | 1000020590 | 72.78 | 70.3 | 65.62 | 63.07 | 61.17 | 743.31 | 1076.25 |
| 600904 | 1000025182 | 620.76 | 326.35 | 316.72 | 294.25 | 13246.54 | 406.25 | 15210.87 |
| 621487 | 1000035459 | 212.76 | 201.35 | 188.41 | 177.19 | 168.73 | 772.78 | 1721.22 |
| 607975 | 1000026684 | 849.25 | 690.15 | 668.75 | 568.7 | 0 | 0 | 2776.85 |
| 621282 | 1000035254 | 6.38 | 6.15 | 5.94 | 5.7 | 5.49 | 48.95 | 78.61 |
| 621580 | 1000035552 | 30.17 | 76.98 | 74.1 | 70.88 | 67.82 | 604.16 | 924.11 |
| 625394 | 1000038824 | 175.47 | 161.34 | 148.29 | 111.43 | 0 | 0 | 596.53 |
| 614934 | 1000033470 | 13.6 | 13.23 | 12.98 | 12.52 | 17.26 | 112.67 | 182.26 |
| 605779 | 1000023930 | 40.07 | 38.87 | 36.63 | 35.4 | 34.5 | 453.2 | 638.67 |
| 607167 | 1000025682 | 176.58 | 172.86 | 169.21 | 162.81 | 159.85 | 1467.87 | 2309.18 |
| 622220 | 1000035938 | 76.4 | 71.2 | 64.62 | 55.93 | 51.95 | 33.58 | 353.68 |
| 605637 | 1000023764 | 963.41 | 962.73 | 904.35 | 45.75 | 0 | 0 | 2876.24 |
| 603067 | 1000020541 | 4670.48 | 4055.3 | 4104.96 | 708.81 | 0 | 0 | 13539.55 |
| 615368 | 1000033801 | 187.87 | 185.25 | 182.91 | 178.63 | 566.17 | 1491.76 | 2792.59 |
| 601107 | 1000026444 | 152.97 | 145.89 | 138.47 | 89.1 | 87.11 | 1211.6 | 1825.14 |
| 623506 | 1000036916 | 19.53 | 18.56 | 17.61 | 16.65 | 15.69 | 83.04 | 171.08 |
| 623504 | 1000036914 | 17.12 | 16.27 | 15.44 | 14.6 | 13.76 | 72.89 | 150.08 |
| 615391 | 1000033777 | 253.4 | 239.27 | 222.74 | 201.07 | 183.43 | 705.44 | 1805.35 |
| 608202 | 1000026963 | 330.59 | 318.78 | 306.55 | 287.97 | 278.51 | 2743.75 | 4266.15 |
| 621466 | 1000035438 | 164.84 | 153.62 | 110.49 | 63.59 | 60.78 | 349.57 | 902.89 |
| 621467 | 1000035439 | 164.95 | 153.73 | 110.61 | 63.7 | 60.89 | 351.8 | 905.68 |
| 606269 | 1000024586 | 970.66 | 902.73 | 630.59 | 490.06 | 478.5 | 1094.44 | 4566.98 |
| 609183 | 1000028279 | 353 | 351.8 | 338.07 | 10.7 | 14.3 | 2798.42 | 3866.29 |
| 609184 | 1000028280 | 951.49 | 904.34 | 536.9 | 339.19 | 331.1 | 3093.24 | 6156.26 |
| 601870 | 1000030478 | 158.7 | 229.98 | 207.99 | 180.89 | 161.76 | 140.9 | 1080.22 |
| 613277 | 1000023167 | 198.76 | 187.54 | 180.78 | 167.72 | 157.8 | 382.02 | 1274.62 |
| 613278 | 1000023168 | 215.66 | 204.44 | 220.53 | 204.62 | 192.51 | 465.95 | 1503.71 |
| 609237 | 1000028341 | 343.99 | 332.18 | 319.98 | 254.68 | 260.36 | 2754.48 | 4265.67 |
| 601492 | 1000028329 | 5.66 | 5.69 | 5.76 | 5.79 | 5.88 | 5.79 | 34.57 |
| 625239 | 1000038527 | 3.39 | 3.15 | 2.91 | 2.67 | 2.43 | 0 | 14.55 |
| | | 14199.49 | 12908.56 | 11917.91 | 6509.55 | 17999.69 | 30493.25 | 94028.45 |



**Region of Queens Municipality
Staff Report
For the Regular Meeting of
May 26, 2026**

Date: May 12, 2026
File No: 10350-50-2605-012
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Capital Funding Update Fiscal 2025/2026

| | |
|---|--|
| Prepared by: <i>J. Veinotte</i> _____ J. Veinotte Director of Finance | CAO Concurrence: <i>P. Hirtle</i> _____ P. Hirtle Acting CAO |
|---|--|

RECOMMENDATION[S]

THAT Council for Region of Queens Municipality accept this report for information and direct staff to:

- 1) fund completed capital project costs from the 25/26 Capital Investment Plan that are ineligible for Build Canada Strong Funding from the accumulated surplus in the amount of \$117,179; and
- 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of \$142,691 from the Build Canada Strong Fund.

PURPOSE

This report provides cost updates on projects included in the 2025/2026 Capital Investment Plan (CIP).

BACKGROUND

A Five-Year Capital Investment Plan is submitted annually for Council approval.

Some projects span multiple years. When a project is in its final year, the costs incurred before that year are not included in the CIP.

Council approved the current Five-Year Capital Investment Plan at the January 13, 2026, regular Council meeting.

ALTERNATIVES/OPTIONS

Option 1 – Council accepts the report for information and directs staff to:

- 1) fund ineligible completed capital project costs from the 25/26 Capital Investment Plan from the accumulated surplus in the amount of \$117,179;
- 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of \$142,691 from the Build Canada Strong Fund (BCSF).

Option 2 – Council does not accept the report for information and directs staff to provide further information.

Option 3 – Council accepts the report for information and directs staff to borrow money for these projects.

Option 4 – Council accepts the report for information and directs staff to advance funds from the accumulated surplus, recovering these funds by increasing the general tax rate in 2027/2028.

ANALYSIS

Option 1 – Utilizes the accumulated surplus as a funding source for ineligible capital project costs and BCSF for eligible cost overruns stemming from the Wastewater UV upgrade project. There is currently capacity in the accumulated surplus to fund this amount, however budgeted operating and capital projects have significantly reduced available funds by \$6.8 M in fiscal 26/27.

Option 2 – A delay in a funding decision will prevent year-end file preparation, affecting audit and financial statement completion. Audited statements must be submitted to the province by September 30, 2026.

Option 3 – Borrowing smaller amounts for a number of projects will increase operational costs by adding principal and interest payments to the operational budget. It is not best financial practice if there are other options available.

Option 4 – Recovery from the tax rate in a subsequent year will mean the tax rate will increase significantly.

Project Listing:

| Project Title | CIP Project # | Completed | 25-26 costs | CIP 25-26 | Ineligible costs | CIP 26/27 | Costs to date + CIP 26/27 |
|---|---------------|------------|-----------------|------------------|------------------|-----------------|---------------------------|
| Accessible Washrooms - Splash Pad | 24-30 | 26/27 CIP | \$ - | \$ 425,810.00 | | \$ 425,810.00 | \$ 425,810.00 |
| C&D Site Improvements | 25-17/25-OP7 | 26/27 CIP | \$ - | \$ 380,000.00 | | \$ 456,970.00 | \$ 456,970.00 |
| Gorham Planter Rehabilitation | 24-27 | 26/27 CIP | \$ - | \$ 81,010.00 | | \$ 97,630.00 | \$ 97,630.00 |
| Infrastructure - Beach Meadows Beach | 24-12 | YES | \$ 95,011.45 | \$ 145,400.00 | \$ 62,827.10 | \$ - | \$ 539,169.31 |
| LBDC HVAC Replacement, still not operational | 24-09 | NO | \$ 508,515.34 | \$ 934,710.00 | | \$ - | \$ 1,992,161.36 |
| LBDC Library Renovations | 24-04 | 26/27 CIP | \$ 95,263.64 | \$ 147,350.00 | | \$ 111,490.00 | \$ 861,738.05 |
| Liverpool Bridge Sidewalk Redesign | 24-02 | NO | \$ 60,150.28 | \$ 181,748.75 | | \$ - | \$ 60,150.28 |
| Mount Pleasant Services Extension Design | 24-01 | with 25-16 | \$ 190,995.09 | \$ 255,240.00 | \$ 14,102.24 | \$ 133,080.00 | \$ 519,182.51 |
| MPSE - Extension | 25-16 | with 24-01 | \$ 3,307.87 | \$ 10,506,199.77 | | \$ 9,705,141.00 | \$ 9,708,448.87 |
| MPSE - Wastewater Lift Station upgrading | 24-26 | NO | \$ 32,275.70 | \$ 4,107,996.00 | | \$ 4,218,912.00 | \$ 4,251,187.70 |
| MPSE - Water Transmission Extension Phase V | 24-08 | 26/27 CIP | \$ - | \$ 739,439.28 | | \$ 801,059.00 | \$ 801,059.00 |
| Old Burial Ground Wall Rehabilitation | 24-28 | 26/27 CIP | \$ - | \$ 101,780.00 | | \$ 173,440.00 | \$ 173,440.00 |
| PLC Computer for Water Utility | 25-OP1 | NO | \$ 26,196.67 | \$ 135,000.00 | | \$ 147,477.00 | \$ 173,673.67 |
| Queens Place LED light refit | 25- OP3 | YES | \$ 52,019.21 | \$ 53,000.00 | | \$ - | \$ 52,019.21 |
| Queens Place Audio System replacement | 25- OP6 | YES | \$ 60,410.42 | \$ 60,000.00 | | \$ - | \$ 60,410.42 |
| Queens Place Compressor panel | 25- OP4 | YES | \$ 74,097.03 | \$ 71,000.00 | | \$ - | \$ 74,097.03 |
| Queens Place Drive services extension, paving to do | 25- OP6 | NO | \$ 250,840.21 | \$ 540,060.00 | | \$ 249,260.00 | \$ 598,065.90 |
| Acquisition Truck | 25-11 | YES | \$ 74,513.32 | \$ 98,660.00 | | \$ - | \$ 74,513.32 |
| Replacement #102 Truck | 25-13 | YES | \$ 74,513.32 | \$ 98,660.00 | | \$ - | \$ 74,513.32 |
| Replacement #202 Truck | 24-25 | YES | \$ 223,314.78 | \$ 238,870.00 | | \$ - | \$ 223,314.78 |
| Replacement #204 Truck - WIP TRUCKS 21750 | 25-14 | NO | \$ 210,528.89 | \$ 389,460.00 | | \$ - | \$ 210,528.89 |
| Replacement #506 Waste Handler - Landfill | 25-10 | NO | \$ - | \$ 114,240.00 | | \$ - | \$ - |
| Replacement #702 Compaction - Works | 25-15 | YES | \$ 197,328.30 | \$ 223,290.00 | | \$ - | \$ 197,328.30 |
| Sewer Treatment Plant UV Upgrades | 24-10 | YES | \$ 390,607.31 | \$ 207,710.00 | \$ 40,206.15 | \$ - | \$ 390,607.31 |
| Sidewalk Millard to Harley Umphrey Section 1 | 25-18 | 26/27 CIP | \$ 57,358.12 | \$ 726,000.00 | | \$ 844,357.00 | \$ 901,715.12 |
| Solid Waste Facility - Scale Refit | 25-OP2 | YES | \$ 292,769.09 | \$ 303,775.00 | | \$ - | \$ 292,769.09 |
| South Queens Outdoor Pool | 24-07 | 26/27 CIP | \$ 3,143,618.88 | \$ 5,630,539.00 | | \$ 3,890,985.00 | \$ 9,484,066.45 |
| Town Hall Accessible Washroom | 25-OP8 | YES | \$ 34,697.37 | \$ 50,000.00 | | \$ - | \$ 34,697.37 |
| Waterloo East Phase IIIB | 25-04 | NO | \$ 793,425.16 | \$ 1,825,010.00 | \$ 269,749.55 | \$ 2,443,397.94 | \$ 4,699,395.07 |

Accessible Washrooms – Splash pad

No costs incurred 2025/2026. Project carried over to 2026/2027.

C&D Site Improvements

No costs incurred 2025/2026. Project carried over to 2026/2027.

Gorham Planter Rehabilitation

No costs 25/26
CIP 24/25 \$66,000

CIP 25/26 \$81,010

CIP 26/27 \$97,630

Council received a report for information at the March 24, 2026, Regular Council meeting regarding the proposed improvements that are to be completed in 2026/2027.

Infrastructure – Beach Meadows Beach

Completed 2025/2026. Total investment over three years is \$539,169.31. Internal labour charged to the project ineligible cost \$62,827.10.

Funding source for 2025/2026 required.

LBDC – HVAC System

Incomplete 2025/2026. Not included in 2026/2027 CIP.

Funding to complete require Council approval as no costs are included in the CIP.

Original budget 23/24 CIP \$1,900,000 to be funded by \$950,000 from Surplus, \$950,000 Debt. Revised budget per the staff report on December 19, 2025, was \$2.2M.

2023/2024 Costs \$193,903

2024/2025 Costs \$1,289,743

2025/2026 Costs \$508,515

Total costs to date: \$1,992,161. Potential additional costs to complete 26/27.

LBDC – Library

Incomplete 2025/2026. Project carried over to 2026/2027.

2024/2025 CIP \$1,050,000

2024/2025 costs \$654,985

2025/2026 costs \$95,263

2026/2027 CIP \$111,490

Total costs to date: \$750,249 + CIP 26/26 \$111,490 = \$861,739

The current balance in the Library Reserve 52174 is \$802,485. This reserve was funded by the Canada Community-Building Fund (CCBF, which is now known as

the Build Canada Strong Fund) reserve per CAO direction in 24/25. Any project costs for this project are part of the annual CCBF reporting.

Council directed that the difference between actual costs and original budgeted costs be directed to fund the Sidewalk Project – both funded from the CCBF.

Liverpool Bridge Sidewalk Redesign

Some costs incurred 25/26 for \$60,150.28. CBCL reports. This project is on hold pending further discussions with the Province of Nova Scotia as the owner of the bridge structure. Cost will be reallocated to a “Work in Progress” account for year-end and revisited March 31, 2027. Surplus funded.

Mount Pleasant Service Extension Design

In progress.

CIP 24/25 \$286,738

CIP 25/26 \$255,240

CIP 26/27 \$133,080

Costs incurred 24/25 \$195,107

Costs incurred 25/26 \$190,995

Total costs to date: \$386,102 plus CIP 26/27 \$133,080 = \$519,182

Ineligible costs of \$14,102 have been charged to this account. *Funding source for 2025-2026 required.*

MPSE – Extension

In progress, minimal costs 25/26. Contractor costs \$3,300.

CIP 24/25 no comparable

CIP 25/26 \$10,506,200

CIP 26/27 \$9,705,141

MPSE - Wastewater Lift Station Upgrading

In progress. Costs 25/26 \$32,276

CIP 24/25 \$2,101,204

CIP 25/26 \$4,107,996

CIP 26/27 \$4,218,912

Costs to date \$32,276 + CIP 26/27 \$4,218,912 = \$4,251,188

MPSE – Water Transmission Phase V

No costs 25/26
CIP 24/25 \$535,000
CIP 25/26 \$739,439
CIP 26/27 \$801,059

Old Burial Ground Wall Rehabilitation

No costs 25/26
CIP 24/25 \$88,000
CIP 25/26 \$101,780
CIP 26/27 \$173,440

PLC Computer for Utility

CIP 25/26 \$135,000
CIP 26/27 \$147,477

Costs to date \$26,197 + CIP 26/27 \$147,477 = \$173,674

QP – LED lights

QP – Audio System

QP – Compressor Panel

All completed 25/26. Total variance in cost vs budget for \$2500 (1.3%)

Queens Place Drive

CIP 24/25 \$430,000
CIP 25/26 \$540,060
CIP 26/27 \$249,260
Costs 24/25 \$97,966
Costs 25/26 \$250,840

Costs to date \$348,806 + CIP 26/27 \$249,260 = \$598,066

Acquisition Truck

Replacement #102 Truck

Replacement #202 Truck

All completed and purchased below budget, overall 17% under budget

Replacement #204 Truck

Not completed. Still being fitted.

CIP 25/26 \$389,460

Costs to date: \$210,529

Funding to complete in 26/27 requires Council approval as it is not included in the 26/27 CIP. Long-term debt was the original funding source.

Replacement #506 Waste Handler – Landfill

Not purchased in 25/26

Removed from CIP 26/27

Replacement #702 Compaction – Works

Purchased 25/26, 11% under budget, trade in allowance

Wastewater Treatment Plant UV Upgrades

CIP 24/25 \$458,858

CIP 25/26 \$207,710

Completed 25/26

Costs \$390,607. Over budget \$182,897. *Funding source for 2025-2026 overage required. Original funding CCBF. There is capacity in that fund to absorb but not labour related.*

Ineligible costs of \$40,206 have been charged to this project. *Funding source for 2025-2026 required. Cannot be CCBF/BCSF.*

Sidewalk Millard to Harley Umphrey Section 1

In progress

CIP 25/26 \$726,000

CIP 26/27 \$844,357

Costs 25/26 \$57,358 + CIP \$844,357 = \$901,715.

GRID funding has been awarded for this project. The scope has changed and total costs on the application were \$2,376,940. A total of \$1.1M of provincial funding has been secured.

A request has been submitted to allocate \$538,470 of this funding to the Waterloo project and \$200,000 to Queens Place Accessibility.

Solid Waste Facility - Scale Refit

Completed 25/26 under budget 3%

South Queens Outdoor Pool

In progress.

24/25 CIP \$7,200,000 Council subsequently approved an additional \$880,000 to be funded from surplus.

25/26 CIP \$5,630,539

26/27 CIP \$3,390,985

Costs 24/25 \$2,449,463

Costs 25/26 \$3,143,619

Costs to date \$5,593,082 + CIP 26/27 \$3,890,985 = \$9,484,067

NOTE: CIP was prepared in December 2025 and there may be cost overlap between costs incurred in 25/26 and expected costs included in the 26/27 CIP. Staff will be providing an update on this project in a report to Council in June.

Town Hall Accessible Washroom

Completed

CIP 25/26 \$50,000

Costs 25/26 \$34,697

Waterloo East Phase IIIB

Funding Partner Investing in Canada Infrastructure Program (ICIP), Sustainable Service Growth Fund (SSGF), and Growth and Renewal for Infrastructure Development (GRID).

Original application:

Province 33.33% -- \$872,333

Federal 40% -- \$1,046,800

Municipality 26.67% -- \$697,867

Total Cost -- \$2,617,000

Project cost is now estimated to be \$4.7 M.

Costs/projections:

| | PNS | | FED | MUN LAB/INEL | MUN ELIGIBLE | TTL |
|----------|------------|----|------------|---------------------|---------------------|--------------|
| F2023/24 | \$ 214,507 | \$ | 257,434 | \$ | 261,673 | \$ |
| F2024/25 | 125,716 | \$ | 150,875 | \$ | 272,740 | \$ |
| F2025/26 | 173,754 | \$ | 208,526 | \$ | 272,111 | \$ |
| F2026/27 | 358,356 | \$ | 429,966 | \$ | - | \$ |
| | 872,333 | \$ | 1,046,800 | \$ | 806,524 | \$ |
| | | | | | 1,973,738 | \$ |
| | | | | | | \$ 4,699,395 |

Municipal Portion ELIGIBLE costs:

| | | | | | |
|----|-----------|--|--|--|--|
| \$ | 1,973,738 | | | | |
| \$ | (763,008) | Less SSGF funding applied | | | |
| \$ | (538,470) | Less GRID funding applied | | | |
| \$ | 672,260 | MUNICIPAL costs ELIGIBLE | | | |
| \$ | 806,524 | MUNICIPAL costs INELIGIBLE | | | |
| \$ | 1,478,784 | Municipal portion of project costs to fund | | | |
| \$ | 697,867 | Sewer Reserve funding from original budget | | | |
| \$ | 780,917 | Projected balance unfunded | | | |

IMPLICATIONS

Cost overruns for capital projects potentially reduce funding available for future projects and increase borrowing costs or tax rates.

The ineligible costs in this report that require Council direction for funding source are:

- Beach Meadows Infrastructure, Labour and ineligible \$62,871
- Mount Pleasant Service Extension, Labour and ineligible \$14,102
- Wastewater UV plant upgrades, Labour and ineligible \$40,206

Cost overages that require Council direction for funding source are:

- Wastewater UV plant upgrades \$142,691 eligible costs

There will be future funding decisions required for the LBDC HVAC project, Waterloo project, and the #204 truck. These are currently in progress.

COMMUNICATIONS

Meeting minutes are posted on Region website; any required information based on direction of Council will be prepared and submitted to funding partners.

BYLAWS/PLANS/POLICIES

[Capital Investment Plan 2026/2027](#)

SUMMARY

This report provides updates on capital projects from the 2025/2026 Capital Investment Plan. It requests direction of Council for funding of ineligible costs and cost overruns for the projects that have been completed.

ATTACHMENTS/REFERENCE MATERIALS

[January 13, 2026, Council Meeting Minutes](#)

[Agenda December 19, 2025, Council meeting](#)

[Capital Investment Plan 2025/2026](#)

Region of Queens Municipality

5 YEAR CAPITAL INVESTMENT PLAN - 2024-2028

HST INC

| Fiscal Year | Project | Municipal Tax Rate | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL |
|--------------|---|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| 2024-2025 | Broadband Investments | | | | | \$ 11,800 | | | \$ 11,800 |
| | Excavator 5 ton mini | | \$ 135,572 | | | | | | \$ 135,572 |
| | Gorham Planter Rehabilitation | \$ 66,000 | | | | | | | \$ 66,000 |
| | Ice Resurfacers | | | | \$ 205,000 | | | | \$ 205,000 |
| | Infrastructure - Beach Meadows Beach | | | \$ 295,000 | | \$ 95,000 | | | \$ 390,000 |
| | LBDC HVAC Replacement | | \$ 81,000 | \$ 784,574 | | | | \$ 990,717 | \$ 1,856,291 |
| | LBDC Library Renovations | | | | | \$ 1,050,000 | | | \$ 1,050,000 |
| | Liverpool Bridge Sidewalk Redesign | | | \$ 182,500 | | | | | \$ 182,500 |
| | Mount Pleasant Services Extension Design | | | | \$ 286,787 | | | | \$ 286,787 |
| | MPSE - Water Transmission Extension | | \$ 535,000 | | | | | | \$ 535,000 |
| | MPSE - Wastewater Lift Station upgradeing | | | | \$ 2,101,204 | | | | \$ 2,101,204 |
| | MPSE - Extension to Dauphine Farms | | | | \$ 2,678,005 | | | | \$ 2,678,005 |
| | Queens Place Drive services extension | | | \$ 430,000 | | | | | \$ 430,000 |
| | Old Burial Ground Wall Rehabilitation | \$ 88,000 | | | | | | | \$ 88,000 |
| | Public Works Building Generator | \$ 177,286 | | | | | | | \$ 177,286 |
| | Replacement #202 Truck | | | | | | | \$ 271,144 | \$ 271,144 |
| | Replacement Public Works Truck | | \$ 125,143 | | | | | | \$ 125,143 |
| | Replacement Public Works Truck | | \$ 93,857 | | | | | | \$ 93,857 |
| | Replacement/Consolidation #400 & #401 Waste Handler | | \$ 551,673 | | | | | | \$ 551,673 |
| | Accessible Washrooms - Splash Pad | | | | | \$ 400,000 | | | \$ 400,000 |
| | Road Paving | \$ 275,000 | | | | | | | \$ 275,000 |
| | Sewer Treatment Plant UV Upgrades | | | | | \$ 458,858 | | | \$ 458,858 |
| | South Queens Outdoor Pool | | | | \$ 2,200,000 | | \$ 3,000,000 | \$ 2,000,000 | \$ 7,200,000 |
| | Street Sweeper | | | | | | | \$ 388,000 | \$ 388,000 |
| | Queens Place Vyper | \$ 158,000 | | | | | | | \$ 158,000 |
| | Waterloo Street Water/Sewer East Phase IIIA | \$ - | \$ 316,306 | | \$ 395,294 | \$ 474,400 | | | \$ 1,186,000 |
| | Weir Lane Infrastructure Rehabilitation | | | | | | | \$ 228,000 | \$ 228,000 |
| TOTAL | | \$ 764,286 | \$ 1,838,552 | \$ 1,692,073 | \$ 7,866,290 | \$ 2,490,058 | \$ 3,000,000 | \$ 3,877,861 | \$ 21,529,120 |

| Fiscal Year | Project | Municipal Tax Rate | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL |
|------------------|---|--------------------|---------------------|-------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
| 2025-2026 | Cell Phone Tower - Greenfield | | \$ 150,000 | | \$ 350,000 | \$ 200,000 | \$ 500,000 | | \$ 1,200,000 |
| | Infrastructure - Pine Grove | | | | | \$ 250,000 | | | \$ 250,000 |
| | Liverpool Bridge Sidewalk | | | \$ 224,000 | | | | | \$ 224,000 |
| | MPSE - Extension to Birch & Curve | | | | \$ 2,317,505 | | | | \$ 2,317,505 |
| | MPSE - Water Transmission Redundancy Phase III RT to Mersey | | | | \$ 460,000 | | | | \$ 460,000 |
| | Road Paving | \$ 275,000 | | | | | | | \$ 275,000 |
| | Solid Waste Facility Skidsteer | | \$ 104,286 | | | | | | \$ 104,286 |
| | Truck replacement | | \$ 120,000 | | | | | | \$ 120,000 |
| | Truck replacement | | \$ 90,000 | | | | | | \$ 90,000 |
| | Vehicle replacement | | \$ 40,000 | | | | | | \$ 40,000 |
| | Waterloo Street Water and Sewer Phase III | \$ - | | | \$ 170,554 | \$ 204,665 | | \$ 888,781 | \$ 1,264,000 |
| | TOTAL | \$ 275,000 | \$ 504,286 | \$ 224,000 | \$ 3,298,059 | \$ 654,665 | \$ 500,000 | \$ 888,781 | \$ 6,344,791 |
| 2026-2027 | Keddy Lane - Infrastructure Upgrading | \$ 200,000 | \$ 405,000 | | | | | | \$ 605,000 |
| | Mill Brook Flume Assessment | \$ 75,000 | | | | | | | \$ 75,000 |
| | MPSE - Main Street - Union St to Brunswick | | | | \$ 1,637,703 | | | | \$ 1,637,703 |
| | MPSE - Mersey Court to Wolfe | | | | \$ 1,277,202 | | | | \$ 1,277,202 |
| | Replacement #103 Truck | | \$ 90,000 | | | | | | \$ 90,000 |
| | Replacement #210 Truck | | \$ 122,640 | | | | | | \$ 122,640 |
| | Replacement #303 Waste handler | | \$ 425,000 | | | | | | \$ 425,000 |
| | Replacement #509 Loader - PW | | | | | | | \$ 271,144 | \$ 271,144 |
| | Road Paving | \$ 300,000 | | | | | | | \$ 300,000 |
| | TOTAL | \$ 575,000 | \$ 1,042,640 | \$ - | \$ 2,914,906 | \$ - | \$ - | \$ 271,144 | \$ 4,803,690 |
| 2027-2028 | Carton Street - Infrastructure Upgrading | | | | | | | \$ 330,000 | \$ 330,000 |
| | MPSE - Wolfe to King | | | | \$ 638,601 | | | \$ 1,565,603 | \$ 2,204,204 |
| | Parker Street - Infrastructure Upgrading | | | | | | | \$ 550,000 | \$ 550,000 |
| | Replacement #104 Truck | | \$ 93,857 | | | | | | \$ 93,857 |
| | Replacement #206 Van | | \$ 67,786 | | | | | | \$ 67,786 |
| | Replacement #701 Compaction Roller - PW | | | | | | | \$ 208,572 | \$ 208,572 |
| | Replacement Tanker and Tractor - Landfill | | \$ 359,787 | | | | | | \$ 359,787 |
| | Road Paving | \$ 310,000 | | | | | | | \$ 310,000 |
| | TOTAL | \$ 310,000 | \$ 521,430 | \$ - | \$ 638,601 | \$ - | \$ - | \$ 2,654,175 | \$ 4,124,206 |

| Fiscal Year | Project | Municipal Tax Rate | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL | |
|-------------|--|--------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| 2028-2029 | Henry Hensey to Union St PS - Infrastructure Upgrading | | | | | | | \$ 840,000 | \$ 840,000 | |
| | MPSE - Amherst to King | | | | | | | \$ 2,080,604 | \$ 2,080,604 | |
| | MPSE - Old Bridge to College to Barss | | | | | | | \$ 2,945,806 | \$ 2,945,806 | |
| | MPSE - Shore Road to C147 | | | | | | | \$ 1,648,003 | \$ 1,648,003 | |
| | MPSE - Waterloo to Town Limit | | | | | | | \$ 2,008,504 | \$ 2,008,504 | |
| | Property Mitigations - HVA | | | \$ 300,000 | | | | | \$ 300,000 | |
| | Replacement #105 Truck | | | \$ 93,857 | | | | | \$ 93,857 | |
| | Replacement #301 Excavator | | | | | | | \$ 427,573 | \$ 427,573 | |
| | Replacement #505 Loader | | | \$ 411,930 | | | | | \$ 411,930 | |
| | Road Paving | \$ 320,000 | | | | | | | \$ 320,000 | |
| | Zwicker Avenue - Infrastructure Upgrading | | | | | | | \$ 1,050,000 | \$ 1,050,000 | |
| | TOTAL | | \$ 320,000 | \$ 805,787 | \$ - | \$ - | \$ - | \$ - | \$ 11,000,489 | \$ 12,126,277 |
| | 5-YEAR TOTAL | | \$ 2,244,286 | \$ 4,712,695 | \$ 1,916,073 | \$ 14,717,855 | \$ 3,144,723 | \$ 3,500,000 | \$ 18,692,450 | \$ 48,928,083 |

5 YEAR CAPITAL INVESTMENT PLAN - 2025-2030

| Fiscal Year | Project | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL |
|--------------|--|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| 2025-2026 | Accessible Washrooms - Splash Pad | | | | \$ 425,810 | | \$ | 425,810 |
| | Acquisition Truck | \$ 98,660 | | | | | \$ | 98,660 |
| | C&D Site Improvements | | \$ 380,000 | | | | \$ | 380,000 |
| | Gorham Planter Rehabilitation | \$ 81,010 | | | | | \$ | 81,010 |
| | Infrastructure - Beach Meadows Beach | | | | \$ 145,400 | | \$ | 145,400 |
| | LBDC HVAC Replacement | | | | | | \$ 934,710 | \$ 934,710 |
| | LBDC Library Renovations | | | | \$ 147,350 | | \$ | 147,350 |
| | Liverpool Bridge Sidewalk Redesign | | \$ 181,749 | | | | \$ | 181,749 |
| | Mount Pleasant Services Extension Design | | | \$ 255,240 | | | \$ | 255,240 |
| | MPSE - Extension | | | \$ 10,506,200 | | | \$ - | \$ 10,506,200 |
| | MPSE - Wastewater Lift Station upgrading | | | | \$ 1,250,000 | | \$ 2,857,996 | \$ 4,107,996 |
| | MPSE - Water Transmission Extension Phase V | \$ 739,439 | | | | | \$ | 739,439 |
| | Old Burial Ground Wall Rehabilitation | \$ 101,780 | | | | | \$ | 101,780 |
| | PLC Computer for Water Utility | \$ 135,000 | | | | | \$ | 135,000 |
| | Queens Place Drive services extension | | \$ 540,060 | | | | \$ | 540,060 |
| | Queens Place LED light refit | \$ 53,000 | | | | | \$ | 53,000 |
| | Queens Place Compressor panel | \$ 71,000 | | | | | \$ | 71,000 |
| | Queens Place Audio System replacement | \$ 60,000 | | | | | \$ | 60,000 |
| | Replacement #102 Truck | \$ 98,660 | | | | | \$ | 98,660 |
| | Replacement #202 Truck | | | | | | \$ 238,870 | \$ 238,870 |
| | Replacement #204 Truck | | | | | | \$ 389,460 | \$ 389,460 |
| | Replacement #506 Waste Handler - Landfill | \$ 114,240 | | | | | \$ | 114,240 |
| | Replacement #702 Compaction - Works | \$ 223,290 | | | | | \$ | 223,290 |
| | Sidewalk Millard to Harley Umphrey Section 1 | | \$ 400,835 | | \$ 325,165 | | \$ | 726,000 |
| | Solid Waste Facility - Scale Refit | \$ 303,775 | | | | | \$ | 303,775 |
| | Sewer Treatment Plant UV Upgrades | | | | \$ 207,710 | | \$ | 207,710 |
| | South Queens Outdoor Pool | | \$ 630,537 | \$ - | | \$ 3,000,000 | \$ 2,000,000 | \$ 5,630,539 |
| | Town Hall Accessible Washroom | | \$ 50,000 | | | | \$ | 50,000 |
| | Waterloo East Phase IIIB | \$ 492,760 | | \$ 602,250 | \$ 730,000 | | \$ | 1,825,010 |
| TOTAL | | \$ 2,572,614 | \$ 2,183,181 | \$ 11,363,690 | \$ 3,231,435 | \$ 3,000,000 | \$ 6,421,036 | \$ 28,771,958 |

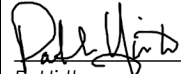
| Fiscal Year | Project | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL |
|------------------|---|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| 2026-2027 | Liverpool Bridge AT Implementation | | | | \$ 290,800 | | | \$ 290,800 |
| | Mill Brook Flume Assessment | \$ 93,470 | | | | | | \$ 93,470 |
| | MPSE - Main Street - Union St to Brunswick | \$ 673,711 | \$ 1,010,567 | | | | | \$ 1,684,278 |
| | MPSE - Water Transmission Redundancy Phase III RT to Mersey | \$ 523,769 | | | | | | \$ 523,769 |
| | Replacement #103 Truck - Landfill | \$ 98,660 | | | | | | \$ 98,660 |
| | Replacement #210 Truck | \$ 148,520 | | | | | | \$ 148,520 |
| | Replacement #303 Waste handler - Landfill | \$ 498,510 | | | | | | \$ 498,510 |
| | Replacement #509 Loader | \$ 270,030 | | | | | | \$ 270,030 |
| TOTAL | | \$ 2,306,671 | \$ 1,010,567 | \$ - | \$ 290,800 | \$ - | \$ - | \$ 3,608,038 |
| 2027-2028 | Carton Street - Infrastructure Upgrading | | | | \$ 384,270 | | | \$ 384,270 |
| | MPSE - Mersey Court to Wolfe | | \$ 1,345,369 | | | | | \$ 1,345,369 |
| | Parker Street - Infrastructure Upgrading | | | | \$ 664,680 | | | \$ 664,680 |
| | Replacement #104 Truck | \$ 98,660 | | | | | | \$ 98,660 |
| | Replacement #205 Tractor and #605 Tanker - Landfill | \$ 394,140 | | | | | | \$ 394,140 |
| | Replacement #206 Van | \$ 77,890 | | | | | | \$ 77,890 |
| | Replacement #701 Compaction - Landfill | \$ 202,520 | | | | | | \$ 202,520 |
| | TOTAL | | \$ 773,210 | \$ 1,345,369 | \$ - | \$ 1,048,950 | \$ - | \$ - |
| 2028-2029 | MPSE - Main Street - Brunswick to C608 - Infrastructure Upgrading | | | | | | \$ 2,433,988 | \$ 2,433,988 |
| | MPSE - Waterloo & College - Infrastructure Upgrading | | \$ 1,910,218 | | | | | \$ 1,910,218 |
| | Replacement #105 Truck | \$ 98,660 | | | | | | \$ 98,660 |
| | Replacement #301 Excavator - Landfill | \$ 498,510 | | | | | | \$ 498,510 |
| | Replacement #505 Loader | \$ 431,010 | | | | | | \$ 431,010 |
| | Zwicker Avenue - Infrastructure Upgrading | | \$ 250,000 | | \$ 954,740 | | | \$ 1,204,740 |
| TOTAL | | \$ 1,028,180 | \$ 2,160,218 | \$ - | \$ 954,740 | \$ - | \$ 2,433,988 | \$ 6,577,126 |

| Fiscal Year | Project | Municipal Reserves | Municipal Surplus | Provincial Funding | Federal Funding | Private Funding | Long Term Borrowing | TOTAL |
|---------------------|---|---------------------|---------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| 2029-2030 | Keddy Lane - Infrastructure Upgrading | | | | \$ 280,410 | | \$ | 280,410 |
| | MPSE - Henry Hensey to Union St PS - Infrastructure Upgrading | | | | | | \$ 996,189 | 996,189 |
| | MPSE - Main Street - C608 to Wolfe - Infrastructure Upgrading | | | | \$ 450,000 | | \$ 1,860,748 | 2,310,748 |
| | Replacement #106 Truck | \$ 98,660 | | | | | \$ | 98,660 |
| | Replacement #107 Truck | \$ 98,660 | | | | | \$ | 98,660 |
| | Replacement #117 SUV | \$ 51,930 | | | | | \$ | 51,930 |
| | Replacement #213 Tandem Landfill | \$ 249,260 | | | | | \$ | 249,260 |
| TOTAL | | \$ 498,510 | \$ - | \$ - | \$ 730,410 | \$ - | \$ 2,856,937 | \$ 4,085,857 |
| 5-YEAR TOTAL | | \$ 7,179,185 | \$ 6,699,335 | \$ 11,363,690 | \$ 6,256,335 | \$ 3,000,000 | \$ 11,711,960 | \$ 46,210,507 |



Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 12, 2026
File No: 10350-50-2605-013
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Beach Meadows Kiosk Vendor Recommendation

| | |
|---|--|
| Prepared by:  L. de Montreuil CEDO | CAO Concurrence:  P. Hirtle Acting CAO |
|---|--|

RECOMMENDATION

THAT Council for the Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business, Crepes by the Coast, in the Beach Meadows Beach kiosk, for a period from June 1 to September 1, 2026, inclusive, with a mutual option to renew for 2027.

PURPOSE

To seek Council approval to enter into a lease agreement for the Beach Meadows Beach kiosk space, which will enhance visitor experience for the 2026 summer season.

BACKGROUND

In March 2026, Council directed staff to issue an RFP for the 2026 season for the Beach Meadows Beach kiosk. The RFP invited prospective operators to submit ideas for facility use to add some form of amenity for beach patrons. Staff

carried out an analysis of the three proposals that were submitted and are now returning to Council with a recommendation to award and enter into a lease agreement with Sammy Cochrane.

Mr. Cochrane is a local resident and student at Acadia University. He has been successfully running his business, Crepes by the Coast, at markets and events. He was the sole applicant when a similar RFP was issued for the Beach Meadows Kiosk in 2025. However, the Region did not enter into a lease agreement in 2025 due to timing (late in season), so the kiosk was not activated that summer.

Mr. Cochrane's proposal provided a clear description of services, an operational plan, readiness to mobilize, and remuneration. Mr. Cochrane would commit to being open a minimum of 3-days a week (Fri-Sun), offering crepes, ice cream, hot dogs, chips, granola bars, and refreshments for sale on site. He is offering 10% of net sales as remuneration for use of the kiosk.

This remuneration would be considered to include the cost of utilities, water, power, and internet. In subsequent seasons, staff could investigate the option of differential metering for water and power consumption. Staff could also compare recent utility costs at the facility and reserve the right to charge costs if usage was beyond a pre-determined dollar value.

Should Council decide to accept this proposal, a lease agreement will be drawn up with legal review, which would include:

- The tenant will be responsible for ensuring that all relevant food safety permits and certificates are obtained and copies submitted to staff.
- The tenant will provide evidence of having \$5M general liability insurance with RQM named as additionally insured.
- The tenant will obtain a vending license from RQM.
- The term will start on June 1, 2026, or as soon as occupancy can be arranged until September 1, 2026, with the mutual option to renew in 2027.
- No permanent signage installation will be allowed, and temporary signage will need to be approved by email with staff.
- The tenant will be responsible for litter clean-up and garbage removal in the immediate area of the vending unit. All garbage will be removed at the end of each operating day and disposed of in the correct fashion.

- The tenant will be issued specific keycode access to the door, which would be revoked at the end of the contract.
- Hours of operation will be a minimum of three days per week with operational hours ending by no latter than 9:00 PM. Sound devices or loud speakers will not be permitted to limit the possibility of disturbance to neighbours.
- RQM will reserve the right to cancel the arrangement in the event of complaints of litter, noise, or other unsocial behaviour at the discretion of the CAO.
- RQM will provide the following leaseholder improvements: hand washing sink, fridge, freezer, and countertop.

ALTERNATIVES/OPTIONS

Option 1 - That Council for the Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business in the Beach Meadows kiosk, until September 1, 2026.

Option 2 - That Council for the Region of Queens Municipality request further specific details or information for staff to return with at a future Council meeting.

Option 3 - That Council for the Region of Queens Municipality direct staff to reissue the RFP.

ANALYSIS

Mr. Cochrane has successfully operated his business, *Crepes by the Coast*, at markets and events. Staff have been in contact with him to ensure that he can meet these requirements and mobilize quickly. He is undertaking steps that include submitting an insurance application to ensure he is season ready should Council direct staff to proceed with a lease agreement.

| Proponent | Services | Remuneration | Site outfitting | Strategic Goals |
|---------------------|---|---------------------------------------|--|--------------------|
| Crepes by the Coast | Food and beverage offerings, focused on crepes, ice cream, etc. | 10% of net sales | Fridge, freezer, countertop and hand-washing station | 1.2, 1.3, 3.1, 3.3 |
| Driftline | Pre-packaged daypacks focused on lunch, snacks, | \$75 per sq foot gross for the season | Operator indicated willingness to | 1.2, 3.1, 3.3 |

| | and beach-related equipment. | | outfit the space as required | |
|----------|---|------------|---|---------------|
| Tidekite | Kite shop for kite sales/rentals, plus other beach equipment such as ZenAct rakes, healthy snacks | Not stated | Proposal did not indicate any outfitting required | 1.2, 3.1, 3.3 |

Three packages were received following the call for proposals. Economic Development staff evaluated the proposals and concluded that Crepes by the Coast provides the greatest potential for revenue for the Region of Queens, providing relevant beach-focused food and beverage services that would be in demand while providing an opportunity for a Queens County young entrepreneur to grow his business.

This achieves Council's Strategic Plan goals of fostering regional economic collaboration with partner organizations (1.2), encouraging growth (1.3), strengthening partnerships with community-based organizations (3.1), and improving accessibility of programs, services, and facilities (3.3).

Adding a unique food option to Beach Meadows will improve the potential for visitor attraction to the location and create a better experience for the beach visitor goes visiting from within Queens County and beyond.

Community Economic Development staff would also work with the successful proponent to look at partnership opportunities with the other two proponents who provided submissions to see if there are any natural partnership opportunities that may allow for multiple vendors to collaborate on site with the successful proponent.

If Council directs staff to either return with more information or reissue the RFP, the Region risks missing the 2026 operational season for the Beach Meadow kiosk. This would mean another season where the kiosk is not activated as it was intended, with no additional amenities being offered to beach patrons.

IMPLICATIONS

There will be minimal budget impact of this operation. The remuneration from the tenant will offset utilities costs incurred. The site outfitting that is required for operation under the proposal (fridge, freezer, countertop, and hand-washing station) are well within allocated budget for the kiosk and will be Region-owned assets beyond the expiration of the proposed lease agreement.

If the agreement as proposed proceeds, at the conclusion of the 2026 season Economic Development staff will review the season with the operator and at that time determine whether the agreement can be renewed/extended for 2027.

If either party declines to renew for 2027, staff will initiate the RFP process again in advance of the 2027 summer season and return to Council with a new recommendation.

COMMUNICATIONS

Should Council direct to proceed with the recommended proponent, Communications staff will work with the proponent to publicize the opening and operation of the kiosk on the Region's social media channels.

BYLAWS/PLANS/POLICIES

The report aligns with Council's stated [Strategic Priorities Plan](#) and Community Wellness goals of:

- Fostering regional economic collaboration with partner organizations (1.2)
- Encouraging economic growth (1.3)
- Strengthening partnerships with community (3.1)
- Improving accessibility of programs, services, and facilities (3.3)

SUMMARY

Entering into a lease agreement with the recommended proponent, Sammy Cochrane, will allow the Region to support a local young entrepreneur, encourage grassroots economic development, and capitalize on the opportunity to see activation of the Beach Meadow kiosk in the 2026 season.

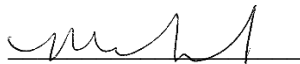
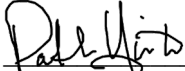
ATTACHMENTS/REFERENCE MATERIALS

- [The Region of Queens Municipality's 2026-2029 Strategic Plan](#)



Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 7, 2026
File No: 10350-50-2605-014
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: Easement Agreement – Queens Neighbourhood Co-operative Housing Ltd.

| | |
|---|---|
| Prepared by:  M. MacLeod Director of Land Use | CAO Concurrence:  P. Hirtle Acting CAO |
|---|---|

RECOMMENDATION

THAT Council for Region of Queens Municipality enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. (QNCH) for the purpose of constructing a retaining wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982; and

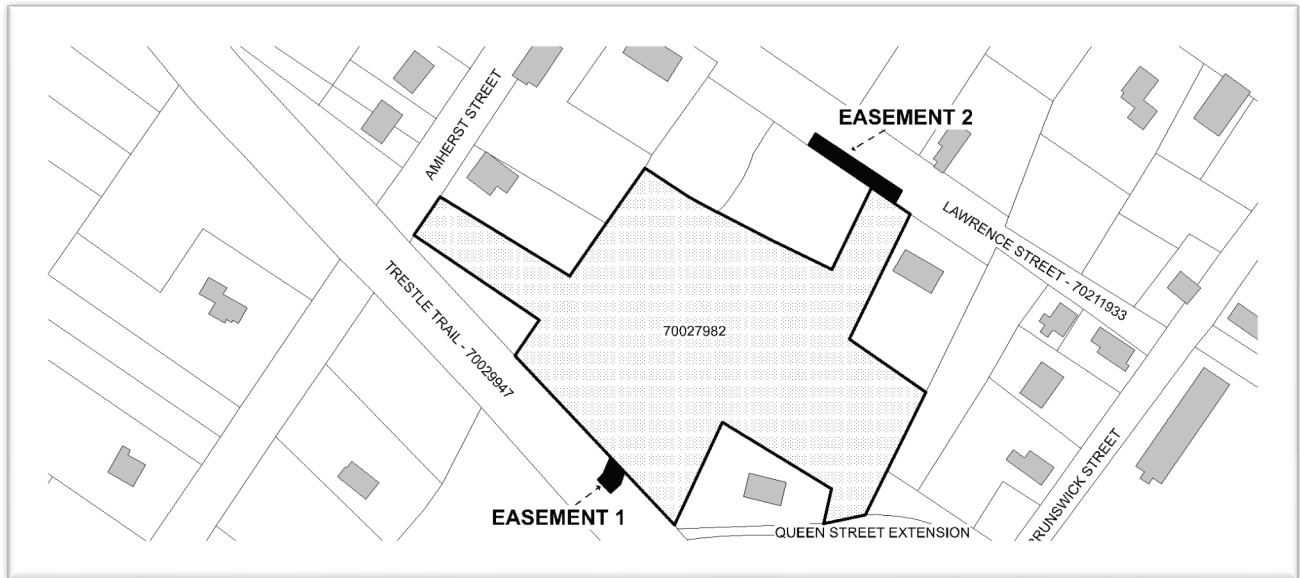
THAT all costs incurred in this transaction be borne by Queens Neighbourhood Co-operative Housing Ltd.

PURPOSE

To seek direction from Council respecting a proposal to enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. for the purpose of installing infrastructure to address storm water issues within the QNCH property identified as PID 70027982.

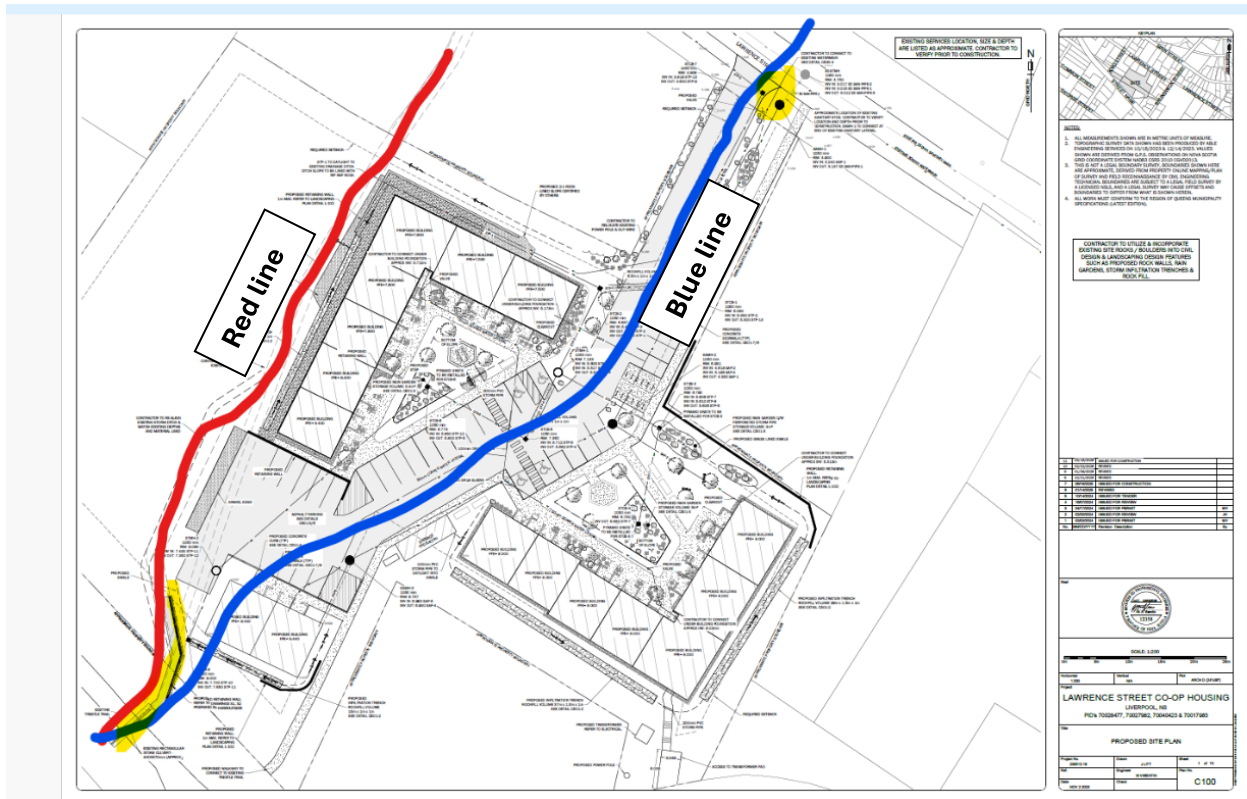
BACKGROUND

Region of Queens Municipality has received a request from QNCH seeking to obtain easements on portions of municipal land identified as PID numbers 70029947 (Trestle Trail) and 70211933 (Lawrence Street). Refer to map below.



QNCH is in the process of constructing a 30-unit affordable residential housing development on their property located at 21 Lawrence Street in Liverpool and identified as PID# 70027982.

The groundwork for construction, however, disrupted the existing water flow pattern through the property. What would have flowed directly overland through a pre-existing drainage pathway to a culvert on Lawrence Street was routed through a new depression within the work site. Refer to site plan that follows below.



The red line on the left is the pre-existing drainage pathway that was interrupted when excavating for foundations and underground infrastructure for the development. As a result, both ground water and overland water are largely flowing overland through the property, as indicated by the blue line to the right.

QNCH have hired consulting firm ABLE Engineering to look at this issue and identify solutions. ABLE has proposed intercepting the water flow at the Trestle Trail (PID 70029947) on the southwest side of the QNCH property, by way of construction of a retaining wall to divert flow to the pre-existing drainage pathway.

What water flow that continues over the QNCH property will be captured at Lawrence Street in the proposed new catch basin and drainage service. The proposed easement areas are identified as Parcel CAE – 1 and Parcel DSE – 1 on drawings attached to this Staff report as Appendix A.

ALTERNATIVES/OPTIONS

Option 1 - Enter into an easement agreement with QNCH for the purpose of installing a retaining wall, catch basin, and drainage ditch to address water issues within QNCH property identified as PID 70027982;

Option 2 - Maintain status quo and not enter into an easement agreement with QNCH for the purpose of installing a retaining wall, catch basin and drainage ditch to address water issues within QNCH property identified as PID 70027982;

ANALYSIS

Under Option 1, the developer's engineering consultants, Able Engineering, has provided a solution that is intended to re-establish the historic water flow pattern at points outside of the development area that has created water disruption. This is intended to be accomplished through construction of a retaining wall to divert flow to the pre-existing drainage pathway.

The site development plan for this multi-unit residential project will also incorporate flow attenuation measures (rain gardens) intended to store excess water temporarily and release it at a controlled, manageable rate to assure no increase in downstream flow.

This being said, the liability for the performance of this storm water management sub-system is held with the property owner, which is appropriate in this instance.

Endorsing Option 1 would broadly support Council's stated Strategic Priorities Plan goals to Encouraging Growth (1.3) and Strengthen Partnerships with Community Organizations (3.1).

Option 2 will require the developer to seek alternate solutions to remedy the issue created through construction on their property and return to the Municipality with a revised plan.

IMPLICATIONS

If Council endorses Option 1, there is to be no financial impact to the Municipality – all costs associated with entering into an easement agreement will be the responsibility of Queens Neighbourhood Co-operative Housing Ltd.

COMMUNICATIONS

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

BYLAWS/PLANS/POLICIES

Bylaw No. 11 – Sewer Bylaw

[Council's Strategic Priorities Plan 2026-2029](#)

SUMMARY

Region of Queens Municipality has received a request from Queens Neighbourhood Co-operative Housing Ltd. seeking to obtain easements on portions of two parcels of Municipal land.

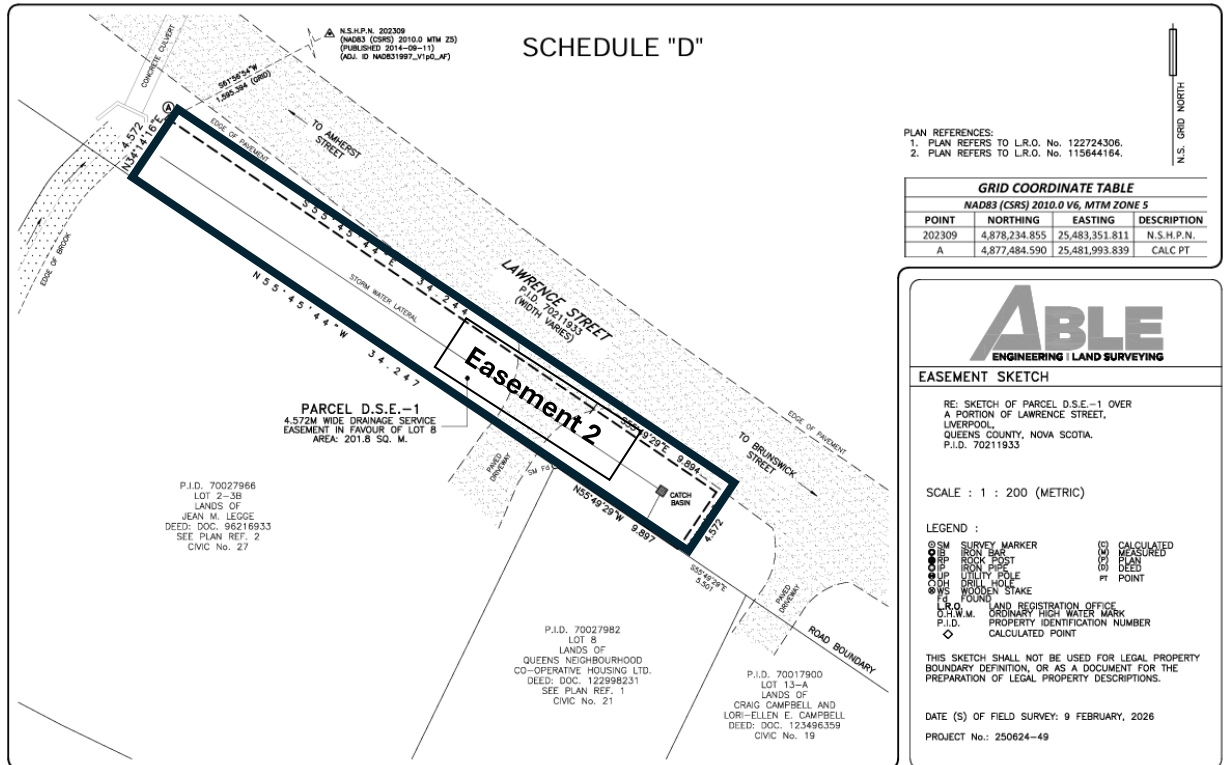
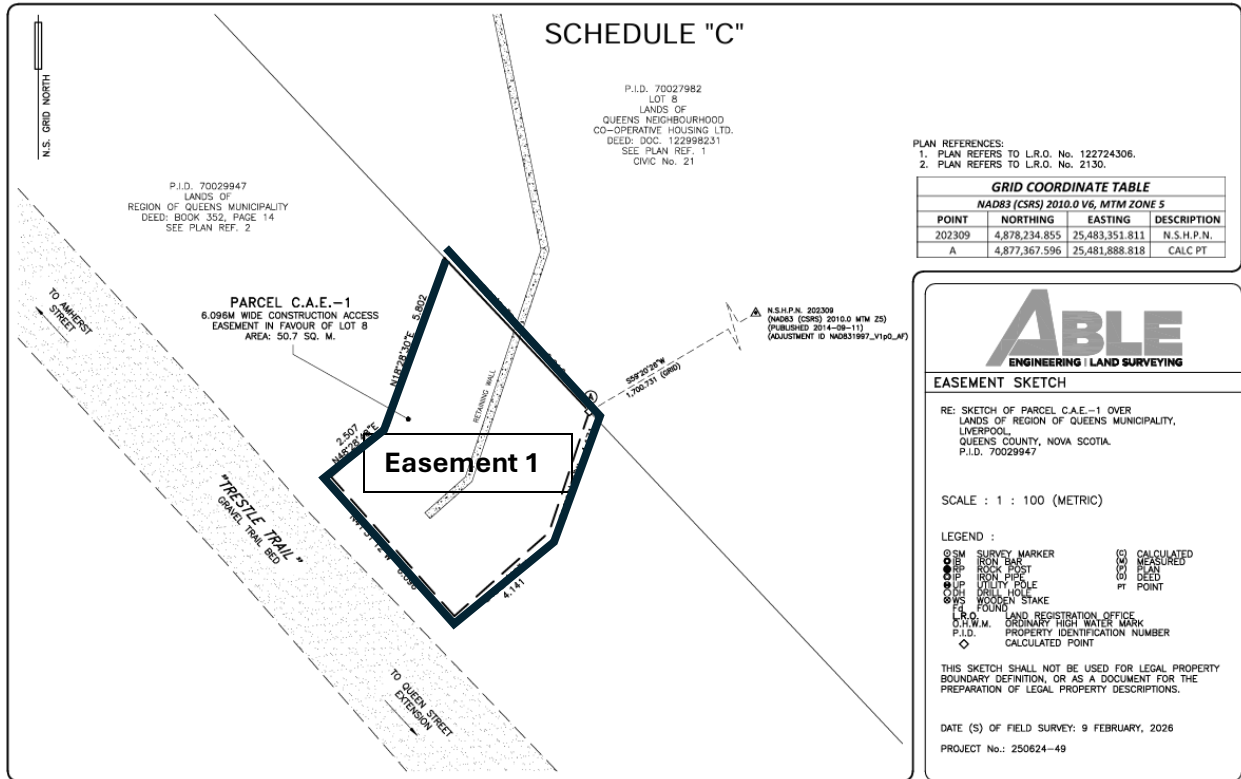
The purpose of the easements is to facilitate the construction of a retaining wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982.

ATTACHMENTS/REFERENCE MATERIALS

[Bylaw No. 11 - Sewer Bylaw](#)

Appendix A – Proposed Easement Parcel Maps


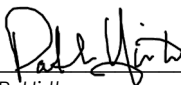
Appendix A





Region of Queens Municipality Staff Report For the Regular Meeting of May 26, 2026

Date: May 13, 2026
File No: 10350-50-2605-015
To: Mayor and Council
From: Patrick Hirtle, Deputy CAO
Subject: First Reading – Bylaw No. 27 Private Road Maintenance Charges

| | |
|---|--|
| Prepared by:  A. Wilson Policy Analyst & Strategic Initiatives Coordinator | CAO Concurrence:  P. Hirtle Acting CAO |
|---|--|

RECOMMENDATION

THAT Council for Region of Queens Municipality give First Reading to Bylaw No. 27 – Private Road Maintenance Charges.

PURPOSE

The purpose of Bylaw No. 27 is to allow the Municipality to enter into agreements with any private Lot Owners' Association or Small Community Applicants, as defined in the bylaw, and to collect fees on behalf of successful applicants through the annual property tax billing process. Funds collected and dispersed to applicants are to be used toward the costs associated with the maintenance and upkeep of privately owned roads.

BACKGROUND

On February 10, 2026, Council received Bylaw No. 27 for introduction. During that meeting, Council directed staff to conduct further research and engagement with Lot Owners' Associations in Queens County and to

incorporate the feedback received through that process into a revised version of the draft bylaw.

During March and April, staff engaged directly with directors/leadership from six Lot Owners' Associations and some 180 residents completed an online survey soliciting feedback on the proposed bylaw.

At the regular meeting of Council on April 28, staff requested direction on several items relating to the Bylaw stemming from that public engagement.

Specifically, Council was asked to provide input on the approval process, conflict of interest provisions, and the requirement for a low-income rate. Council directed staff to remove the requirement for a low-income rate, delegate decision making to the CAO, and not to include a conflict-of-interest provision at this time.

ALTERNATIVES/OPTIONS

Option 1 - THAT Council of Region of Queens Municipality gives First Reading to Bylaw No. 27 – Private Road Maintenance Charges.

Option 2 - THAT Council for Region of Queens Municipality request staff make additional amendments to the current version and return to Council with a revised version of the bylaw for First Reading at the next possible meeting of Council.

Option 3 - THAT Council for Region of Queens Municipality decide not to proceed with First Reading of Bylaw 27.

ANALYSIS

Option 1 – First Reading:

Following the feedback collected during the Lot Owners' Association engagement process, and after consultation with Council, the following changes to the previously presented draft version of Bylaw No. 27 have been incorporated into the revised version enclosed with this report for Council's consideration:

DEFINITIONS

1. "Approved charge revenues" has been defined as the total amount of funds the Municipality is required to collect on behalf of Lot Owners' Associations and small community applicants.

2. “Charge area” was more clearly defined by adding “which must correspond exactly to eligibility for membership in the proponent association.”

3. “Flat rate” was more clearly defined by adding to the definition that “nothing within this Bylaw precludes a lower flat rate charge for defined areas within the charge area.”

This addition to the definition allows for applicant Lot Owners' Associations to propose charging various rates for the same type of dwelling within a charge area.

4. The definition of “Maintenance” was expanded to read: “Eligible expenses may also include book-keeping, administrative expenses, surveying, legal, and data collection and storage associated with maintenance and capital projects,” in addition to grading, snowplowing, brush cutting, pothole filling, repaving or resurfacing.

APPLICATION/ASSOCIATION REQUIREMENTS

1. The requirement for applicants to include a low-income rate has been removed from all clauses and definitions.

AUTHORIZATION

1. At the direction of Council, the bylaw has been edited to reflect that the CAO or designate shall receive, review, and authorize applications under Section 3.

2. Wording has also been amended in Section 3 (e) to provide more flexibility so that the CAO may reasonably wave non-compliance with the requirements of this Bylaw or the agreement at their sole discretion providing the non-compliance is minor and subject to reasonably timely remediation.

This clause may be utilized by the CAO, for example, if reporting that the Municipality is required to receive from an applicant association is submitted a few days late. Rather than forcing the applicant association to reapply following a missed deadline, the CAO may grant the group a reasonable extension to submit the required documentation.

NOTICE TO LANDOWNERS

1. Under Section 7.2, a minimum notice period of 30 days prior to an Annual General Meeting (AGM) has been included should an Association wish to use a resolution of the Association at an AGM as a means of demonstrating support for its application. Tracked e-mail was also added as an acceptable form of notification, in addition to ordinary mail.

CHARGE COLLECTION AGREEMENT

1. Section 9.1 (f) has been updated to include that agreements may be for up to 5 years, with an automatic annual renewal unless otherwise notified by either party to the agreement.

2. Section 9.1 (g) regarding financial reporting was defined as described in Operational Policy #23. This aligns our processes with other levy charges such as area rates to the satisfaction of the Finance Department.

FEES AND PAYOUT

1. Under Section 12, the date that the Municipality will release funds has been revised to July 31 annually. This change is a result of a request from the Department of Finance in order to ensure that the majority of tax payments have been received and to permit administration of disbursement outside of the pressures of the year-end and audit seasons for the Finance Department.

2. Also under Section 12, the Region of Queens has changed the fee structure to ensure fairness amongst organizations. Because of the significant size difference in Lot Owners' Associations in the County, a tiered system is being recommended as follows:

Large Associations (defined as over 500 members) will pay a flat fee of \$1,000 in administrative charges in Year 1, and a \$500 fee in subsequent years of an agreement.

Small associations (defined as 500 or less members) will pay a flat fee of \$500 in administrative charges in Year 1, and a \$250 fee in subsequent years of an agreement.

This removes the previously proposed 2.5% administrative fee charge.

TERMINATION OF AGREEMENT

1. In Section 13, Termination of the Agreement, changes have been made to reflect methods that will provide more nuanced flexibility as noted from engagement feedback, while still protecting the Municipality and the fee payers from external circumstances such as fraud and/or theft.

The Bylaw now has two separate parts under Section 13 that permit for declining to renew or for termination with immediate effect depending on the nature of the circumstances.

Section 13.1(e), which references the right to refuse renewal of any agreements by motion of Council, now includes a provision for a minimum of six months written notice to all parties should Council choose not to renew any agreement.

Option 2 – Further Amendments

Staff have conducted engagement, reviewed comparable municipalities bylaws, and have engaged legal counsel for recommendations on this version of Bylaw 27.

Should Council wish to seek further information, staff would request that Council provide specific changes or direction on items Council wishes to see addressed under the Bylaw.

Option 3 – Do not give First Reading

While not recommended, Council may wish to consider no longer pursuing the implementation of Bylaw No. 27.

While this Bylaw and comparable versions of it work in other jurisdictions, Region of Queens Municipality is unique in that the size of one of the Lot Owners' Association members in the County outpaces that of any other similar association in all of Atlantic Canada. This creates unique challenges.

IMPLICATIONS

1. Should Council give First Reading to Bylaw No. 27, the Bylaw will be brought back to Council on Tuesday, July 14, 2026, for Second and Final Reading. As a result of the requirement for a minimum of 14 clear days between First and Second Reading, this is the earliest possible meeting date at which Second Reading can occur *unless* Council directs that a Special Meeting for the purposes of Second Reading be held at an earlier date. If Council wishes to proceed with an earlier Second Reading, a Special Meeting can be scheduled after June 9th.

The Municipal Clerk will post the required notices pending Council direction.

2. Should Council direct staff to review and return with further amendments to the Bylaw, Council will need to identify a timeline for its return and provide specific direction. Council should note that many associations hold their AGM in the summer months, and delaying passage of Bylaw No. 27 may risk limiting participation for the 2027/28 fiscal year.
3. Should Council wish to no longer proceed with this Bylaw, staff will retain the drafts and research should Council wish to revisit at a future date.

COMMUNICATIONS

The Municipal Clerk will provide public notices as required pending direction from Council.

BYLAWS/PLANS/POLICIES

Operational Policy No. 23

SUMMARY

The purpose of Bylaw No. 27 is to establish a framework that allows Region of Queens Municipality to enter into agreements with Lot Owners' Associations and Small Community Applicants for the collection of private road maintenance charges through the municipal tax system. The Bylaw is intended to provide a consistent and enforceable mechanism for funding private road maintenance and improvement costs for applicant groups, particularly in situations where some property owners benefit from private roads but do not voluntarily contribute toward their upkeep.

Since the introduction of the draft Bylaw in February 2026, staff have undertaken additional research, engagement, and revisions based on Council direction and feedback received from residents, associations, and legal counsel. Engagement included discussions with six Lot Owners' Associations and a survey involving approximately 180 residents.

The revised draft reflects several key changes directed by Council, including the removal of the proposed low-income rate structure, delegation of administrative decision-making authority to the CAO, clarification of charge area and flat-rate provisions, enhanced notice requirements for associations using AGM resolutions to demonstrate support, updated agreement and reporting provisions, and revised termination and non-renewal clauses intended to balance flexibility with accountability.

Staff are recommending that Council give Bylaw No. 27 First Reading to allow the legislative process to proceed and to provide associations with sufficient time to prepare for potential implementation in the 2027/28 fiscal year.

ATTACHMENTS/REFERENCE MATERIALS

[Operational Policy #23](#)

[2026-04-28 - Regular Council Minutes](#)

Draft Bylaw No. 27 Private Road Maintenance Charges



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

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

1. TITLE

(1) This bylaw shall be known as Bylaw Number 27 and may be cited as the “Private Road Maintenance Charges Bylaw”.

2. INTERPRETATION

(1) In this Bylaw,

- a. “**Act**” means the *Municipal Government Act*;
- b. “**Administrative Fee**” means a fee charged by the municipality to the lot owners associations for the cost associated with administering the agreement.
- c. “**AAN**” means the Assessment Account Number assigned to a property by the Property Valuation Services Corporation;
- d. “**Association**” means a non-profit society incorporated under the *Societies Act*, and for the purposes of this bylaw refers to both large and small lot owners’ associations;

- i. Large lot owners' associations means an association with a membership or eligibility for membership of the owners of more than 500 lots; and
 - ii. Small lot owners' associations means an association with a membership or eligibility for membership of the owners of 500 or fewer lots
- e. **“Approved charge revenues”** means the total amount of funds the municipality budgets to collect on behalf of lot owners' associations and small community applicants for each agreement made under this Bylaw;
- f. **“CAO”** means the Chief Administrative Officer of the Region of Queens Municipality or their designate;
- g. **“Charge”** means a charge imposed under subsection 75(2) or clause 81(1)(da) of the Act payable by property owners other than the Municipality, the Province of Nova Scotia, the Government of Canada, or owners of private roads in the charge area, in respect of private road maintenance or improvement in an amount determined by an Association or a Small Community Applicant and which charge is specified in an agreement with the Municipality;
- h. **“Charge Area”** means an area, which must correspond exactly to eligibility for membership in the proponent association as graphically defined in a map in an application submitted under this Bylaw which includes all properties subject to the charge imposed under this Bylaw for administration, maintenance or improvement of private roads in or providing access to the area;
- i. **“Fiscal Year”** means the period from April 1 in one year to March 31 in the following year, inclusive;
- j. **“Flat Rate”** means a uniform charge such as (but not restricted to) a charge per lot, per dwelling, per vacant lot, or based on other criteria, however nothing within this bylaw precludes a lower flat rate charge for defined areas within the charge area;

- k. **“Improvement”** means work undertaken on a private road to improve its existing condition or increase its service level and is synonymous with “capital projects”;
- l. **“Landowner”** means a person or persons shown as the owner of land within a Charge Area on the assessment roll of the Municipality but excludes the Municipality, the Province of Nova Scotia or the Government of Canada and those associated entities which would be exempt from property taxation;
- m. **“Maintenance”** means work undertaken to sustain the existing condition or service level of a private road, including but not limited to grading, snowplowing, brush cutting, pothole filling, repaving or resurfacing.
 - i. Eligible expenses for Associations may also include a reasonable allocation of book-keeping, administrative expenses, surveying, legal and data collection & storage attributable to its private road maintenance and capital projects.
- n. **“Municipality”** means Region of Queens Municipality;
- o. **“Private Road”** means a road, track or laneway not owned by the Municipality or the Province of Nova Scotia and includes associated roads, bridges, culverts, sidewalks, gutters, and retaining walls; and
- p. **“Small Community Applicant”** means a landowner or group of landowners with property accessed by a private road within the Municipality making an application on behalf of property owners using such private road access to their properties and for whom, in the sole opinion of the CAO, it is impractical or uneconomic to incorporate an Association.

3. AUTHORIZATION

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

- a. approve applications from Associations and Small Community Applicants;
- b. designate Charge Areas;
- c. levy private road maintenance or improvement charges;
- d. enter into private road maintenance charge agreements with Associations and Small Community Applicants pursuant to this Bylaw; and
- e. The CAO may reasonably waive non-compliance with the requirements of this bylaw or the agreement at their sole discretion providing the non-compliance is minor and subject to reasonably timely remediation.

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

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

4. APPLICATION REQUIREMENTS

(1) An Association applying under this Bylaw shall submit, on or before February 1 of the year preceding the fiscal year to which the charge will apply, unless an extension is approved by the CAO:

- a. a map or plan defining the Charge Area, property boundaries, and the length and width of the private road;
- b. a copy of the memorandum and bylaws of the Association;
- c. an estimated operating or capital budget for the applicable fiscal year, clearly identifying all charge methods;
- d. meeting minutes approving the budget, signed by an authorized officer;
- e. a proposed flat rate method of collecting charges;
- f. a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;
- g. written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, resolutions of the Association at an annual general meeting, considered and supported by 67% of the attending association's membership, or written consents in a form acceptable to the CAO; and
- h. any additional information required by the CAO.

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

- a. a plan diagram or map defining the Charge Area, property boundaries, and the length and width of the private road;
- b. an itemized and reasonable operating budget for the next fiscal year;
- c. a proposed flat rate method of collecting charges;

- d. a list of all properties within the Charge Area, including corresponding AANs, identifying the proposed charge classification for each property;
- e. written evidence of support from at least sixty-seven percent (67%) of landowners within the proposed Charge Area, which may include signed petitions, written consents, or other documentation acceptable to the CAO; and
- f. any additional information required by the CAO.

5. METHODS OF COLLECTING CHARGES

(1) Charges imposed under this Bylaw shall:

- a. be levied as flat rates only;
- b. include no more than four rates,
- c. be clearly identified in the approved budget; and
- d. be approved by the CAO and included in an agreement with the Municipality.

6. ASSOCIATION REQUIREMENTS

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

- a. state that its purpose is private road maintenance and/or improvement;
- b. restrict membership to landowners within the Charge Area; and
- c. include at least 67% of landowners within the Charge Area.

7. NOTICE TO LANDOWNERS

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

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

- a. be provided by ordinary mail to the mailing address shown on the latest available assessment roll or by tracked email to the email address in the Association's or Small Community Applicant's records;
- b. describe the proposed Charge Area, the nature of the charge, and the estimated annual amount;
- c. identify the proposed classes of charges;
- d. advise landowners of how and by what date written comments or objections may be submitted to the Association or Small Community Applicant; and
- e. in the event an Association is planning to use a resolution of the Association, then it must also provide the date, time and location of the Annual general meeting (AGM) in this communication and must provide a minimum of 30 days' notice prior to an AGM.

(3) The Association or Small Community Applicant shall submit to the Municipality a statutory declaration or other evidence satisfactory to the CAO confirming that notice has been provided in accordance with this section and outlining information satisfactory to the CAO about all objections received.

(4) Notice is deemed to have been given:

- a. within Nova Scotia, on the third day after the date of mailing; or
- b. outside Nova Scotia, on the ninth day after the date of mailing.

- c. If notice is provided by email, the date the recipient has opened the email.
- (5) The CAO may rely on the evidence provided under subsection (3) and may consider the absence of written objections by the deadline specified in the notice as an indication that landowners are not actively opposed to the proposed charge.

8. MUNICIPAL LIMITATION OF LIABILITY

(1) For greater certainty:

- a. the Municipality's responsibilities under this Bylaw and under any annual agreement do not extend to actual private road maintenance or to assessing or enforcing the safety or serviceability of Private Roads, including those within a Charge Area;
- b. the Municipality will not provide engineering, technical, or professional services or advice with respect to Private Roads or the governance or internal affairs of an Association or Small Community Applicant;
- c. the Municipality has no responsibility to ensure the adequacy of private road infrastructure for accessibility by emergency vehicles, school buses, or garbage collection vehicles, nor any responsibility to ensure that more than one exit is available in the event of forest fires, floods, or other emergencies;
- d. the Municipality's responsibilities in respect of private road maintenance are strictly limited to the billing and collection of Charges and the administration of this Bylaw and any annual agreements;
- e. the Municipality is entitled to rely on and treat any documents signed by officers or directors of an Association who are contemporaneously listed with the Registry of Joint Stock

Companies as having been duly authorized by the Association, without any obligation to inquire into the actual authority of those persons;

- f. an Association or Small Community Applicant is not an agent of the Municipality and shall not represent itself, or be held out, as an agent of the Municipality;
- g. the Municipality assumes no liability for any work performed or not performed by an Association or Small Community Applicant;
- h. the Municipality does not collect or remit HST on behalf of an Association or Small Community Applicant and is not an agent of or for an Association or Small Community Applicant save and except for the very limited purposes identified in clause (d) of this section;
- i. Associations and Small Community Applicants shall not have access to Municipal staff, equipment, or resources for private road maintenance or improvement; and
- j. The Municipality, the Province of Nova Scotia and the Government of Canada are excluded from the definition of Landowners in this Bylaw and are not subject to any charges under this Bylaw.

9. CHARGE COLLECTION AGREEMENT

(1) Upon approval of an application, the CAO may enter into an agreement with an Association or Small Community Applicant which shall include provisions respecting:

- a. responsibility for carrying out or contracting all work;
- b. limitations and restrictions upon the liability of the Municipality and provisions for the indemnification of the Municipality;
- c. charge calculation and collection method;

- d. term and renewal conditions;
- e. Associations shall maintain active status at the Registry of Joint Stock Companies, hold annual general meetings, approve annual budgets, and provide reporting required by the Municipality during the term of the agreement.
- f. Agreements may be for up to 5 years, and unless otherwise notified by either party the agreement will automatically renew,
- g. All agreement reporting requirements shall be subject to Table A in the Municipality's Operational Policy #23 - Financial Reporting Requirements; and
- h. any additional terms required by the CAO.

10. BILLING AND DUE DATE

- (1) The Municipality shall include the Charge applicable to each lot on its tax bills for that fiscal year, and the Charges shall be due and payable by the owners of the lots in the Charge Area at the same time as other property taxes payable to the Municipality for that fiscal year are due and payable, and overdue Charges shall accrue interest in the same manner and at the same rate as such taxes.

11. CHARGES AND INTEREST ARE LIENS

- (1) Charges and interest imposed under this Bylaw constitute a first lien on the property.

12. FEES AND PAYOUTS

- (1) An application fee of three hundred and twenty-five dollars (\$325), plus applicable HST, is payable at the time of application.

- (2) An administrative fee for large lot owners' associations is \$1000 in year 1 and \$500 in subsequent years of the agreement, the municipality has the right to revise these fees upon renewal of the 5-year agreement, or by amendment to this bylaw, by motion of council.
- (3) An administrative fee for small lot owners' associations and small community applicants will be \$500 for the first year and \$250 in subsequent years of the agreement, the municipality has the right to revise these fees upon renewal of the 5-year agreement, or by amendment to this bylaw, by motion of council.
- (4) Approved charge revenues, net of the administration fee, shall be paid out to the Association or Small Community Applicant on or about July 31st of each fiscal year.

13. TERMINATION OF AGREEMENT

- (1) The CAO may decline to renew an agreement made under Section 9, if:
 - a. an Association submits a certified copy of a special resolution passed to terminate the agreement;
 - b. a Small Community Applicant submits a letter of consent to terminate the agreement;
 - c. an applicant or association breaches any of the clauses in the agreement;
 - d. an applicant does not meet the conditions for the renewal of the agreement after the agreement expires; or
 - e. By motion of municipal council with a minimum of six months' written notice to all parties.
- (2) The CAO may Terminate an agreement with immediate effect if;
 - a. a Lot Owners Association or Small Community Applicant is found to be in repeated violation of this Bylaw or the terms of the agreement;

- b. a Lot Owners Association or Small Community Applicant fails to remedy a violation of this Bylaw or the agreement within a specified period following written notice from the Municipality;
- c. a Lot Owners Association or Small Community Applicant provides false, misleading, or incomplete information in relation to the agreement;
- d. a Lot Owners Association or Small Community Applicant fails to properly administer, account for, or use funds collected under the agreement in accordance with its terms; or
- e. an applicant has transferred the agreement without the consent of the Municipality.
- f. a Lot Owners Association or Small Community Applicant ceases to operate, becomes inactive, or is otherwise unable to fulfill its obligations under the agreement.

14. EFFECTIVE DATE

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

OFFICIAL CERTIFICATION

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

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

Mayor

Municipal Clerk

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

DRAFT

Correspondence for Information – D. Chian, Falun Dafa Day

Received via Email – April 21, 2026

Celebrating 34th Falun Dafa Month Anniversary

Request for proclamation

April 2026

Dear Mayor Scott Christian,

In commemoration of the 34th Falun Dafa Day on May 13, 2026, the Falun Dafa community respectfully requests a proclamation recognizing this occasion. This annual event celebrates the public introduction of Falun Dafa and honors our diverse community. We truly appreciate your great support during the past years!

Falun Dafa teachings that guide people to live within the universal principles of truthfulness, compassion and forbearance, are available in over 56 languages and free online. In Canada, volunteers have offered free meditation, benefiting thousands and supporting a healthier, more harmonious society.

Despite 27 years of persecution in China, including organ harvesting and ongoing transnational repression, the Falun Dafa community has endured and flourished peacefully. In Canada, many Falun Dafa practitioners fleeing persecution in China have found safety here. The Falun Dafa community is proud to contribute to society while facing intimidation and interference from the Chinese communist regime.

For the past 34 years, We are grateful for the freedom, diversity, and support in Canada.

Our community would sincerely appreciate to have a proclamation celebration to affirm Canada's commitment to Truthfulness, Compassion, and Forbearance, and to human rights and freedom of conscience.

Please feel free to contact me with any questions.

Sincerely yours,

Deping Chian on behalf of Falun Dafa Association in Halifax

902-449-8907

deping.chian@gmail.com

5 enclosures below:

1. 14 Parliament Members Join World Falun Dafa Day Celebrations

<https://en.minghui.org/html/articles/2025/5/31/228309.html>

2. A short video of 'An Introduction to Falun Gong' (6:35 min)

<https://www.youtube.com/watch?v=aJ-A6xY47jc>

For more information, visit faluninfo.net

3. Excerpt from previous greetings:

"Every single day, I'm always proud to add my voice to yours. I'm proud to stand with you....I know that the Falun Dafa movement, everything that you are a part of, adds to each and every one of our communities, not only with volunteerism ... but by the tolerance and the benevolence and the forbearance that you preach every single day," –**MP Melissa Lantsman, Deputy leader of the Conservative Party, Rally speech 2025 Falun Dafa Day**

"On behalf of our new prime minister and the Government of Canada, I welcome you here to Parliament Hill on this beautiful, sunny day as we celebrate the 33 years of Falun Dafa, which has touched the lives of millions of people, and that means millions of people here in Canada as well, that come out and practice Falun Dafa on a daily basis" –**Hon. Judy Sgro, co-chair of the Falun Gong Parliamentary Friendship Group, Rally speech 2025**

"This Week I was pleased to address Falun Gong practitioners on Parliament. I continue to call for an end to the persecution of Falun Gong practitioners by the Chinese communist Party." – **MP Garnett Genuis, co-chair of the FalunGong Parliamentary Friendship Group Speech 2024**

This celebration is a powerful reminder of the universal values that unite us: truthfulness, compassion, and tolerance...These principles not only form the foundation of Falun Dafa, but also inspire peaceful coexistence and mutual respect across communities across Canada and beyond, – **MP Anita Vandenbeld, Rally Speech 2025**

"I hope the events for Falun Dafa Day provide a welcome opportunity to celebrate together. Please accept my very best wishes as you honour your history and commitment to Truthfulness, Compassion and Forbearance..– **Premier Danielle Smith, Letter of Greetings, 2025 Falun Dafa Day**

"This annual celebration provides an opportunity to recognize the contributions of Falun Dafa practitioners to our city and across Canada. The core principles of Falun Dafa -- Truthfulness, Compassion, and Forbearance--are values that resonate deeply in communities that seek peace, understanding, and mutual respect – **His Worship Jyoti Gondek, Fredericton, Letter of Greetings, 2025 Falun Dafa Day**

4. About Falun Dafa:

[Falun Dafa](#) (also known as Falun Gong) is a spiritual practice rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa's teachings are the tenets of "Truthfulness, Compassion, and Forbearance." Practitioners of Falun Dafa aim to live in accord with these principles, taking them as a guide for daily life and practice.

Since Falun Dafa's public introduction in 1992, hundreds of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun

Gong, where the [free teachings](#) help people improve their mental, moral, and physical well being and contribute to a more healthy and peaceful society.

On 20 July, 1999, the Chinese Communist Party (CCP) launched a campaign to eradicate Falun Gong. For the past 21 years, major human rights organizations, the United Nations, the U.S. government, and NGOs, etc. have extensively documented the nation-wide campaign of hatred, mass imprisonment, forced slave labours, torture, and killings of people who practice Falun Gong in China.

Millions of Falun Gong practitioners and their families have been torn apart. Countless practitioners have been killed for their vital organs that are being sold by the state. International legal experts say that crimes against humanity, and possibly genocide, have occurred. Practitioners and supporters in Canada continue to experience various kinds of intimidation and harassment and vilification by the CCP.

The Falun Dafa community, both within China and abroad, have endured these two decades of unimaginable adversity with resolute non-violence and persistence to uphold freedom and the universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.

Correspondence for Information from T. Abromaitis

Received via Email – April 12, 2026

Dear Mayor and Members of Council,

I write to you today in a deeply personal capacity—this request comes from my heart and is not made on behalf of any organization or group.

On behalf of myself and my family, as Sixties Scoop survivors—myself and my late mother—I respectfully request that the Region of Region of Queens Municipality formally proclaim June 30 as **Indigenous Survivors Day – National Blanket Ceremony Day**.

This day has already been recognized by the provinces of British Columbia, Nova Scotia, and New Brunswick, as well as by cities such as Surrey and Prince George. It honours the survivors of the Sixties Scoop, Millennium Scoop, birth alerts, and other systemic practices that forcibly separated First Nations, Inuit, and Métis children from their families and communities.

My own journey home to Lytton First Nation took over thirty years—a path of healing, reconnection, and profound discovery. Through that journey, I reunited with my family and came to understand the full weight of the Sixties Scoop on our lives. My late mother, who passed earlier this year, was also a survivor. One of her final wishes was that the voices of survivors—so long silenced—be heard, honoured, and lifted up in ceremony across this country.

Indigenous Survivors Day – National Blanket Ceremony Day creates space for exactly that: a day to reflect, to learn, and to honour the strength and resilience of Survivors. It is also a day to remember those who were taken, those who never returned, and those who are still finding their way home. The blanket, as a symbol of belonging, protection, and ceremony, sits at the heart of this day—wrapping Survivors in recognition, care, and community.

This initiative supports the Municipality's commitment to reconciliation and aligns with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), particularly the rights to identity, culture, and healing. While September 30—the National Day for Truth and Reconciliation—honours residential school survivors, there remains no dedicated day recognizing survivors of the Scoop and similar practices. June 30 offers an opportunity to respectfully fill that gap.

I would respectfully request that this be considered for inclusion on an upcoming Council agenda. I would be honoured to support this proclamation in any way that may be helpful,

including sharing my story or working alongside the Municipality to help shape meaningful commemorative events.

On behalf of my mother, my family, and the many Indigenous children and families impacted by these policies, I thank you for your time, your compassion, and your leadership in considering this request.

With respect and hope,

Troy Abromaitis