

Region of Queens Municipality Regular Council

Tuesday, January 11, 2022

9:00 a.m.

Agenda

This meeting will be held virtually using the free software program known as Zoom. If you wish to watch/listen to the meeting through Zoom, please contact Heather Cook at hcook@regionofqueens.com (902) 354-5741 to receive the meeting link details.

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

3.1 North Queens Active Living Committee – Alyssa Short

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – December 14, 2021

7.0 Recommendations

7.1 Tax Sale Public Auction change to Tender

7.2 Asset Management Coordinator – Job Description

8.0 Discussions

- 8.1 Council Implementation Report
- 8.2 Ad Hoc Personnel Policy Review Committee
- 8.3 Provision of Staff for Income Tax Booking

9.0 In-Camera Items

- 9.1 Personnel
- 9.2 Contract Negotiations
- 9.3 Contract Negotiations

10.0 Adjournment



North Queens Active Living

COMMUNITY ENGAGEMENT PROPOSAL

Presentation to

Region of Queens Municipality Council

January 11, 2022

THE PILOT

- A functioning Steering Committee with Terms of Reference and Community Representation
- A part-time Active Living Coordinator
- An office space
- Progress in programming
- Community outreach and communications
- Promotion of active living

Community Involvement

Virtual Programs

THE PROGRESS

PROGRAMS	PROGRAMS
Pickleball	Community Walks/Hiking
Basketball	Movement Classes, Qi Gong
Ball Hockey	Paddle boarding
Duke of Edinburgh (in progress)	Storybook Trail
Yoga	Softball
Trailblazers (in progress)	Volleyball (indoor and outdoor)
Community challenges	Mindfulness program

Youth Leadership
Intergenerational

THE PROGRESS



Volleyball



Qi Gong



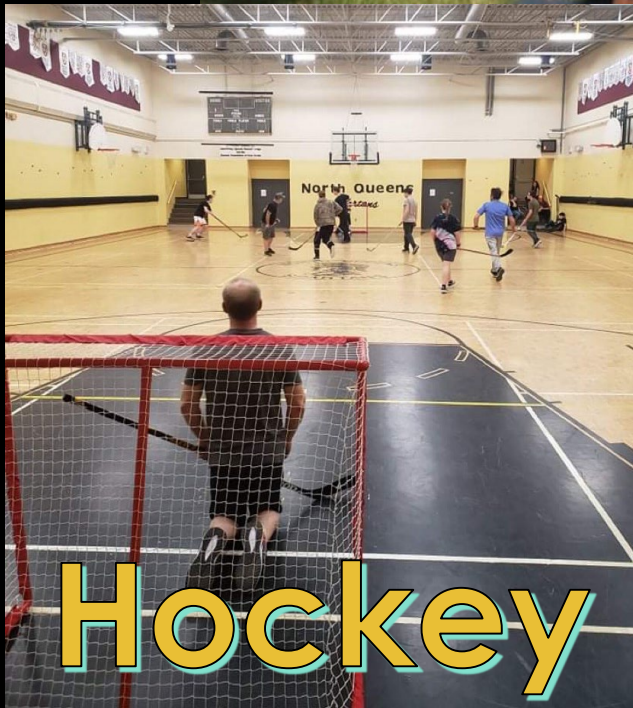
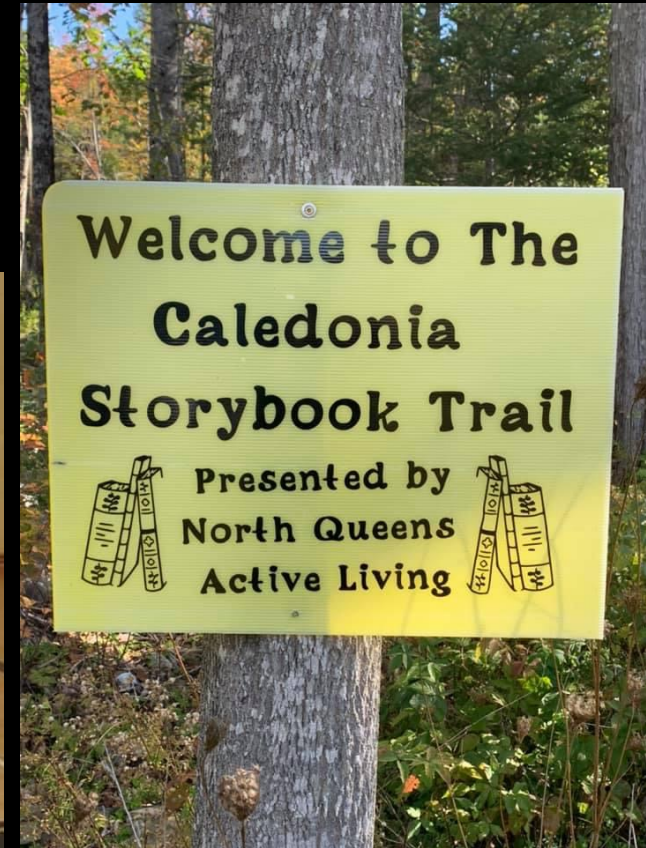
Paddleboard



Softball



THE PROGRESS



FUTURE OPPORTUNITIES....

- COVID has been a barrier – but projects are waiting!
 - Wellness Workshops
 - Fitness classes (firefighter fitness, introduction to weightlifting)
 - Student athlete conditioning
 - Nursing home movement classes, intergenerational activities

NEW FACILITIES AND OUTDOOR SPACES:

- School facilities (weight room, walking space, kitchen)
- Keji park
- Community outdoor spaces, fairground, school field, track, and ice rink
- North Queens Fire Association Hall
- North Queens Aquatic Centre
- Wildcat Community facilities

ACTIVE LIVING COORDINATOR



ROLE

- Coordinates opportunities for active living
- Community capacity building, identifying and supporting leadership development
- Engage and develop partnerships with community stakeholders

A NEW FACE WITH NEW IDEAS

- Tara Atkins (Smith).
- lived in North Queens for nearly her whole life;
- help us achieve some of the active living goals that we've long held, and those we didn't even know we had.

TARA'S PLANS

Focus groups:

- Marginalized populations
- Develop strategies to initiate possible activities as desired by said groups

Coordinate and fund community volunteer fitness instruction certification through Fitness Nova Scotia

Virtual cardboard sled contest

Guided winter snowshoe tours

Weekly winter pick-up ice hockey

Community challenges

Outdoor walking/running groups

Obtain and install community horseshoe pits

Summer canoe activities (NSGA)

Work with RQM to increase aquatic centre use (Aquafit, water polo, etc.)

Summer adult softball league

Develop youth club volleyball (2022-2023 winter season) under VNS

BUDGET

Budget (one year): \$27,100

- \$21,400 Leadership
- \$1,200 Admin
- \$4,000 Equipment and materials
- \$500 Other

Projected Funding Sources

- \$16,500 RQM
- \$5,000 CCHTH (pending)
- \$5,600 SSRCE (pending)

In-kind contributions from:

- NQCS
- SSRCE
- NQFA
- Board of Trade
- Community volunteers



THANK YOU

We are grateful for the support that the Region of Queens provided for the first year of this pilot project, and we look forward to continued partnership.

Contact:

northqueensactiveliving@gmail.com

Facebook: [@northqueensactiveliving](https://www.facebook.com/northqueensactiveliving)

**Region of Queens Municipality Regular Council
Tuesday, December 14, 2021, 9:00 a.m.**

6.1

Minutes

Present: Mayor Darlene Norman, Chair
Deputy Mayor Kevin Muise
Councillor David Brown
Councillor Maddie Charlton
Councillor Ralph Gidney
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor Carl Hawkes
Chris McNeill, CAO
Christine Watson, Admin. Assistant – Planning & Development

1.0 Call to Order

Mayor Norman called the meeting to order at 9:00 a.m.

2.0 Changes / Approval of Agenda

It was moved by Councillor Gidney and seconded by Councillor Brown that the Agenda be approved as circulated.

MOTION CARRIED unanimously.

Years of Service Awards

16 employees were recognized for their years of service:

5-Year Service Award

Lawrence Cunningham
Dalton Freeman
Larry W. Whynot
T.J. Warrington-Joudrey
Kevin Henderson

10-Year Service Award

Penny Benedict
Roslyn Rowter
Jo-Anne Lenethen

15-Year Service Award

Dana Henley
Colin Hartlen
David Benedict
Chris Wamboldt

20-Year Service Award

Wendy Connors

25-Year Service Award

Kevin Weagle
Terri Munroe
Jamie BeLong

3.0 Tabling of Petitions

There were no petitions to come before this meeting.

4.0 Public Question / Comment Session

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson stated under Item 6.1 Ad Hoc Noise Bylaw Committee Recommendation that there doesn't seem to be much difference from the original Bylaw other than providing information on the responsibilities of other layers of government.

He wished everyone a Merry Christmas and a Happy New Year.

Anne Laws, 19 Old Meeting House Road, Beach Meadows and 39 Rock Island Lane, Labelle – Mrs. Laws thanked the Committee for reviewing the Noise Bylaw. She stated that she has reviewed the Municipal Government Act, as she feels all citizens should, so she is well aware of the Act.

One of the purposes of the Municipality is to develop and maintain safe and viable communities. The MGA states that Council may make bylaws for municipal purposes respecting health, well-being, safety and protection of persons. The RQM has had complaints and it is their responsibility to address and see that they're dealt with. Section 185 states a municipality and its officers and employees are not liable for damages caused by a remedy or attempting to remedy a contravention unless the municipality was grossly negligent.

Mrs. Laws further stated it was good to see a change in the quiet hours to 11 p.m. to 6 a.m. from 12 p.m. to 6 a.m. but a cause of concern is that it does not pass Health Canada's Standards of 7 – 9 hours daily. Is this Municipality addressing what Health Canada is talking about when you're talking about health and wellness for children and families?

There has been no change at all with those experiencing unreasonable noise between the hours of the proposed 6 a.m. to 11 p.m.

She stated she does not agree with a discount in the fine if paid early, out of court as it's not done with other fines.

If there is a problem in one part of our municipality, it's not good enough for the Region and Council to say it's just happening there.

Mayor Norman thanks Mrs. Laws for her comments.

5.0 Approval of Minutes

5.1 Regular Council – November 23, 2021

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

THAT the minutes of the Regular Council meeting held November 23, 2021 be approved as circulated.

MOTION CARRIED unanimously.

5.2 Special Council – December 1, 2021

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

THAT the minutes of the Special Council meeting held December 1, 2021 be approved as circulated.

MOTION CARRIED unanimously.

6.0 Recommendations

6.1 Ad Hoc Noise Bylaw Committee Recommendation

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

THAT Council of Region of Queens Municipality give first reading to a Bylaw Respecting Noise.

Councillor Fancy indicated he would like to see the changes made highlighted. Councillor Charlton stated when the Committee met, several Acts were reviewed including the Municipal Government Act. Much of the concern from the Committee Members was the potential to make more problems.

She further stated some concerns she received were noises outside the quiet time hours and how it would affect young families, and cause more neighbour disputes, so the consensus of the Committee was to enhance the quiet time to allow for the sleep that Councillor Brown had brought forward previously without imposing hardships to farming, etc., recognizing this will not solve all problems. Consensus of the Committee by 100% was to also remove Schedule A.

Councillor Brown stated the biggest change is there was no quiet hours in the old bylaw; the new one prohibits noise for 7 hours. In addition, the Committee had representation of residents from each district.

Councillor Gidney enquired if there is unreasonable noise during the proposed quiet time between 11 p.m. and 6 a.m., what do residents do? Councillor Brown stated the RCMP can lay disturbing the peace charges which is an Act under the Criminal Code.

Chris McNeill, CAO, stated today is the first reading of the Bylaw. It will be publically advertised in the newspaper, and will then come back to Council, so there is opportunity for residents to read through and bring forth any questions. If adopted at the second meeting of Council in January, it needs to be advertised again. Before we can issue SOT (Summary Offence Tickets), it has to go through the province for approval which typically takes 12 – 15 months. We can still issue tickets but they become long form summons which means the person has to go directly to court.

Mayor Norman asked Mr. McNeill to address the comment made during the public comment section about a reduction in fine payment if paid early. Mr. McNeill stated if RQM goes to court over a noise bylaw fine and do not offer an out of court settlement initially, the judge typically does not look favourably and would typically find the ticket holder not guilty as we're taking up court time with what they feel is not important or they'll issue a minimum fine. In order for RQM to go to court, in this case, the fine is usually no more than \$500 and would cost roughly \$7,000-8,000 to prosecute; therefore, it does not make sense to go to court initially.

Councillor Fancy enquired about the RCMP not wanting to issue tickets. Mr. McNeill explained that the RCMP will enforce as deemed necessary, and that it is the Crown Prosecutor who decides to proceed, and in the past the Crown Prosecutor has refused to bring forward these cases because they didn't want to tie up the courts time for what they see as non-substantial issues. If they take someone to court for disturbing the peace, etc., which is a federal offense, they would get a criminal record.

MOTION CARRIED unanimously.

6.2 Naming of Universally-Designed Playpark

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

THAT Council of Region of Queens Municipality name the universally designed playpark to be constructed adjacent to Queens Place Emera Centre on Old Cobb's Barn Road "Etlí Militamk" Queens Universally-Designed Playpark.

Dana Henley, Community Development Coordinator, stated the Playpark Committee, in consultation with Acadia First Nations, provided a recommendation to staff that the playground be named "Etlí Militamk" Queens Universally Designed Playpark. Etlí Militamk is Mi'kmaq and the pronunciation is (ed a lee Milly Dumk) and translates to English as "we are playing here".

Councillor Charlton enquired if translation on signage will be included as per Deputy Mayor Muise's comment at last council. Mayor Norman stated the translation of Etli Militamk as "we are playing here" will be included on the sign.

MOTION CARRIED unanimously.

6.3 Dangerous or Unsightly Premises Report

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

THAT Region of Queens Municipal Council declare the property located at 536 West Street, Milton, Queens County, Nova Scotia and identified as PID#70074323 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia.

AND THAT Region of Queens Municipal Council cause an Order to be served upon the deceased owner and parties of interest of the property located at 536 West Street, Milton, Queens County, Nova Scotia requiring that, within thirty (30) days of the date of the service of the Order, the following work be carried out:

- 1. Removal of derelict RV;**
- 2. Removal of derelict vehicle;**
- 3. Removal of derelict sailboat and trailer;**
- 4. Removal of derelict speed boat, trailer and motor;**
- 5. Clean-up and removal of construction and demolition debris from two, collapsed outbuildings; and**
- 6. Removal of miscellaneous items strewn about such as scrap metals, household garbage, plastics, propane tanks, vinyl siding, oil barrels, piles of lumber, etc.**

AND THAT, if the parties of interest fail to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the parties of interest.

Kelley-Anne Hurley, Bylaw Officer, stated many formal complaints of dangerous and unsightly conditions on this property have been received. There have been several site inspections and meetings

with family, financial institutions, RQM Building officials, and neighbouring residents and it has been concluded that action must be taken to remedy the conditions.

This property has been on the roster for several years and the property is falling into disrepair. Two outbuildings have collapsed and many items of rot require removal, including various items strewn about.

In order to remedy the current dangerous and unsightly conditions, the recommendations as listed in the motion need to be completed.

She noted that no property representation was present.

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

THAT the wording “deceased owner and parties of interest of the property” in the first paragraph be changed to “Estate of David C. Winters”.

AND THAT in the last paragraph that the wording “parties of interest” be changed to “Estate of David C. Winters”.

AMENDMENT CARRIED unanimously.

AMENDED MOTION CARRIED unanimously and reads as follows:

THAT Region of Queens Municipal Council declare the property located at 536 West Street, Milton, Queens County, Nova Scotia and identified as PID#70074323 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia.

AND THAT Region of Queens Municipal Council cause an Order to be served upon the Estate of David C. Winters located at 536 West Street, Milton, Queens County, Nova Scotia requiring that, within thirty (30) days of the date of the service of the Order, the following work be carried out:

- 1. Removal of derelict RV;**
- 2. Removal of derelict vehicle;**
- 3. Removal of derelict sailboat and trailer;**

4. **Removal of derelict speed boat, trailer and motor;**
5. **Clean-up and removal of construction and demolition debris from two, collapsed outbuildings; and**
6. **Removal of miscellaneous items strewn about such as scrap metals, household garbage, plastics, propane tanks, vinyl siding, oil barrels, piles of lumber, etc.**

AND THAT, if the Estate of David C. Winters fail to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the parties of interest.

6.4 Solid Waste Post Closure Liability RFP

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

THAT Council of Region of Queens Municipality approve the appointment of AECOM Canada to complete a Solid Waste Post Closure Liability report, with the cost to be funded from the Post Closure Reserve fund.

Joanne Veinotte, Director of Corporate Services, stated RQM is required under Public Sector Accounting to comply with a new regulation coming in next year through Asset Retirement Obligations to complete a new post closure liability calculation.

There is a \$2 Million discrepancy in the financial statements between the liability as it is calculated and the amount of money we have in the reserve to pay for it. There is more in the reserve than is being calculated in the liability. The report we are asking for is very comprehensive and detailed and will look at all aspects of the landfill, how much it will cost to close, now or 10 years from now. We will use this as our baseline and adjust our figures accordingly.

The cost is \$150,000 but is necessary and is a very good investment. We currently have \$5.2 Million in the reserve and the liability was calculated at \$3.3 Million, so there is money to fund it.

Going forward we will have the environmental and engineering expertise to be able to give us numbers to rely on to base our calculations.

MOTION CARRIED unanimously.

7.0 Discussions

There were no discussion items to come before this meeting.

8.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings go In-Camera at 9:50 a.m. to discuss the following:

- 8.1 Contract Negotiations
- 8.2 Contract Negotiations
- 8.3 Personnel

MOTION CARRIED unanimously.

Mayor Norman announced a 5 minute break at 9:50 a.m.

Council recessed at 11:07 a.m. until 12:15 p.m.

It was moved by Councillor Gidney and seconded by Councillor Brown that the proceedings exit In-Camera at 1:28 p.m.

MOTION CARRIED unanimously.

- 8.2 Contract Negotiations

It was moved by Deputy Mayor Muise and seconded by Councillor Gidney:

THAT Council of Region of Queens Municipality enter into a lease with Global Empire Corporation for space at Liverpool Business Development Centre.

MOTION CARRIED unanimously.

9.0 Adjournment

The meeting adjourned at 1:30 p.m.

Mayor Darlene Norman, Chair

Chris McNeill, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council

From: Mallory Plummer, Manager of Finance

Date: January 11, 2022

Re: Tax Sale Public Auction change to Tender

Background

A tax sale by public auction was scheduled for January 10, 2022. Due to the increase of COVID-19 cases and our commitment to public health and safety, the Treasurer cancelled this event.

Details

There are twelve properties remaining on the tax sale list. As of January 6 there were 150 registrants for the tax sale auction. Due to the interest of these properties, with the consent of Council, a Tax Tender will be advertised and close on February 22, 2022.

Applicable Legislation

Per Section 141 of *Municipal Government Act*

2) The treasurer may, with the consent of the council, call tenders for property rather than put the property up for sale at public auction.



Budget Impacts

N/A

Recommendation

THAT Council of Region of Queens Municipality consent that the Treasurer may call tenders for the properties previously scheduled for public auction.

Communications

Tax Tender advertisements will be published in The Chronicle Herald and Lighthouse Now, with the first advertisement appearing at least thirty days prior to the Tender closing date and the second one two weeks prior to the Tender closing date. The advertisement and related property information will be uploaded to our website and registrants will be contacted upon Council approval.



REGION OF QUEENS MUNICIPALITY NOTICE OF TAX TENDER

Tuesday, February 22, 2022

IN THE MATTER of the *Municipal Government Act*.

TAKE NOTICE that pursuant to Part VI of the *Municipal Government Act* of Nova Scotia, certain lands situate in Region of Queens Municipality which are outstanding for taxes, interest, and expenses, described in general terms below are now liable to be sold at Tax Tender which are outstanding for taxes, interest, and expenses. Sealed bids are now being accepted at the Office of the Treasurer of Region of Queens Municipality at 249 White Point Road, Liverpool, NS until **Tuesday, February 22, 2022 at 2:00 PM** local time, unless the arrears, taxes, interest and the expenses are paid before the said time.

File #	AAN#	Assessed Owner	Property Details	Minimum Bid	Redeemable	HST
016-19	04974875	Raymond Wilson Est	Eastern Shore Rd, Beach Meadows-Land	\$ 2,366.07	No	Yes
027-19	04811496	Troy Craig & Grant Thornton Ltd.	Medway River Rd, Riversdale-Land	\$ 1,917.21	No	Yes
053-19	10038601	Eldon Collie Est	Hwy 8, Milton-Land	\$ 1,187.03	No	Yes
167-19	01338536	Sardar Jabbar	Eastern Shore Rd, Port Medway-Land Lot 4	\$ 978.26	Yes	Yes
168-19	03222624	Sardar Jabbar	Eastern Shore Rd, Port Medway-Land Lot 5	\$ 967.62	Yes	Yes
001-20	00652342	Graham Gaelz	9889 Hwy 8, Caledonia-Land & Dwelling	\$ 5,130.13	Yes	No
007-20	10039657	Matthew McClearn Est	Knowles Island, Liverpool-Land	\$ 818.24	No	Yes
010-20	05429242	Mark & Jo-Anne Pless	Port Medway Rd, Port Medway-Land Lot 2	\$ 2,062.97	No	Yes
005-21	08392315	Mary Ann Slauenwhite	Great Hill Rd, Brooklyn-Land	\$ 2,048.07	No	Yes
007-21	05409888	Steven & Jacqueline Godfrey	Alexander Dr, Brooklyn-Land	\$ 1,494.44	No	Yes
008-21	10492947	Halifax & South Western Railway Co.	Port Medway Rd, Port Medway-Land	\$ 890.81	No	Yes
013-21	02968444	Charles Atkins & Tanya McCarthy	5753 Hwy 208, North Brookfield-Dwelling	\$ 3,941.15	Yes	No

Tenders shall be submitted in a sealed envelope, addressed to the undersigned and shall be clearly marked on the outside of the envelope **"TENDER: LAND TO BE SOLD FOR TAXES"**. Bidders shall complete the "Tax Tender Bid Submission Form" for each property they wish to bid upon. The tender form is available at the office of the Treasurer, Region of Queens Administration Building, 249 White Point Road, Liverpool, on our website at www.regionofqueens.com or by email at pbenedict@regionofqueens.com

Region of Queens Municipality makes no representations or warranties to any purchaser regarding the fitness, geographical or environmental suitability of the land(s) offered for sale for any particular use and does not certify the legal title, legal description or boundaries. The lands offered for sale ARE BEING SOLD ON AN "AS IS" BASIS ONLY, subject to any estates or interests of the Crown in right of Canada or the Province of Nova Scotia.

Region of Queens Municipality reserves the right to reject any or all tenders, not necessarily accept the highest tender, or to accept any tender which it may consider to be in its best interest.

TERMS: Payment by cash, bank draft or certified cheque to cover taxes, interest and expenses must be paid by Friday February 25, 2022 at 4:00 pm.

Mallory Plummer, Treasurer, Region of Queens Municipality

**Region of Queens Municipality
Staff Report**

7.2

To: Council

From: Chris McNeill, CAO

Date: January 11, 2022

Re: Job Description – Asset Management Coordinator

Recommendation

That Council of Region of Queens Municipality approve the Asset Management Coordinator Job Description.

Region of Queens Municipality
Asset Management Coordinator

General Accountability

Asset Management Coordinator shall be responsible for the creation and planning of the Municipality's new Asset Management Program, acts as the Municipality's representative on provincial and federal infrastructure and asset management committees, provides direction to, and supervision of, various municipal employees who are carrying out research and data collection related to the Asset Management Program, participates in the planning and development of strategic asset management projects and prepares applications for funding, develops and maintains a strong asset management records system, acts as an advisor to all Department Directors in determining a full asset inventory, conducts regular research on asset management standards and good practices, prepares a report and recommendation for Director of Engineering and Public Works related to the development and administration of a decision making framework or model, works closely with Director of Corporate Services to establish and maintain a comprehensive infrastructure and financial database of corporate assets, participates in regular training, supports Department Directors in the development of standards, metrics, and evaluation tools, provides recommendations to Department Directors on the future upgrade, replacement, or discontinuation of infrastructure assets, regularly conducts analysis and assessments of the Municipality's Asset Management Program, assists Director of Engineering and Public Works with reviews of infrastructure asset operations, seeks to mitigate future infrastructure asset risks by developing contingency plans or recommendations, provides regular reports for Director of Engineering and Public Works on all aspects of the Municipality's new Asset Management Program, holds and maintains a valid driver's license, assumes responsibility for after-hours emergency calls and pager duties, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Asset Management Coordinator is accountable to the Director of Engineering and Public Works for creation, planning, and administration of the Municipality's Asset Management Program including lifecycle costing, reporting, policy and process development, preventative maintenance and rehabilitation programs, development of performance measures and carrying out research on the current and future use and development of all municipal infrastructure assets.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Asset Management Coordinator. The list is not intended to be all-inclusive nor to limit the Asset Management Coordinators' initiative to expand his/her function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for the creation and planning of the Municipality's new Asset Management Program, including design, technical setup, budgeting, data collection and interpretation, and reporting.
2. Acts as the Municipality's representative on provincial and federal infrastructure and asset management committees where authorized by Director of Engineering and Public Works.
3. Provides direction to, and supervision of, various municipal employees who are carrying out research and data collection related to the Asset Management Program ensuring that required staff are properly resourced and authorized to work on the project, training is provided, and all occupational health and safety regulations are strictly adhered to.
4. Participates in the planning and development of strategic asset management projects and prepares applications for funding for various asset management programs when available and applicable.
5. Develops and maintains a strong asset management records system and database of documents related to asset inventory, condition ratings, service levels, performance measures, and supporting information to provide a comprehensive Asset Management Program that meets or exceeds provincial and federal requirements.
6. Acts as an advisor to all Department Directors in determining a full asset inventory in their specific department and assists them with developing databases or required and useful information to plan for the full life cycle use, future disposal, and eventual replacement costs of all required infrastructure assets.
7. Conducts regular research on asset management standards and good practices and applies learned concepts, theories, and processes to the proposed new Municipal Asset Management Program.

8. Prepares a report and recommendation for Director of Engineering and Public Works related to the development and administration of a decision making framework or model to determine asset management disposition, renewal, or replacement in light of the Municipality's future priorities, service levels, environmental stewardship, and financial sustainability.
9. Works closely with Director of Corporate Services to establish and maintain a comprehensive infrastructure and financial database of corporate assets to ensure all inventories and assets are properly accounted for in the Municipality's financial records.
10. Participates in regular training as required by Director of Engineering and Public Works to ensure the most up-to-date practices and processes are being used and implemented to ensure future success.
11. Supports Department Directors in the development of standards, metrics, and evaluation tools to determine the requirements of infrastructure assets, including performance expectations and standards, as well as future service levels considering public expectations and technological advances.
12. Provides recommendations to Department Directors on the future upgrade, replacement, or discontinuation of infrastructure assets in their Department considering future lifecycle optimization costs recognizing the strategic priorities of the Municipality.
13. Regularly conducts analysis and assessments of the Municipality's Asset Management Program to ensure full asset lifecycle costs are clearly represented and recommended to Department Directors and Director of Corporate Services for inclusion in the Municipality's long term financial sustainability plan and reporting.
14. Assists Director of Engineering and Public Works with reviews of infrastructure asset operations and provides timely recommendations to address perceived gaps in preventative maintenance programs and planning, as well as assisting with the development of policies or processes to standardize and reduce future preventative maintenance gaps.
15. Seeks to mitigate future infrastructure asset risks by developing contingency plans or recommendations for Directors to address expected shortcomings or loss of use of assets when reasonably expected or known.

16. Provides regular reports for Director of Engineering and Public Works on all aspects of the Municipality's new Asset Management Program, including updates on projects and work plan no less than bi-weekly, with formal reports quarterly.
17. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles and machinery.
18. Assumes responsibility for after-hours emergency calls and pager duties as directed by Director of Engineering and Public Works.
19. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Applicants for this position must be a graduate of a recognized post-secondary institution with a professional degree and designation in civil engineering (P.Eng.), or Civil Engineering technology (CET), with an Asset Management Professional Certificate (AMP) being a clear asset. Additionally, although no experience is required, the applicant should have a strong and sincere interest in accounting, database development and use, as well as knowledge of municipal infrastructure, including Geographical Information System (GIS) and Global Positioning System (GPS) technologies.

Salary Scale

The salary scale for this full-time position shall be set at Range 15.

Approved by Council:

COUNCIL IMPLEMENTATION REPORT – January – December 14, 2021

Date	Recommendation	Responsibility	Action Taken
Nov. 23, 2021	Submit a formal request to Nova Scotia Federation of Municipalities requesting that Region of Queens Municipality's status within the organization be transferred from the Rural Caucus to the Regional Caucus.	CAO	Letter sent with a response expected in February 2022.
Nov. 23, 2021	Approve the Planner Job Description.		Manuals updated.
Nov. 23, 2021	Approve Policy 92 respecting Valuation Allowances.		Website and Manuals updated with new Policy.
Nov. 23, 2021	Contract the Municipality's Audit services with Grant Thornton LLP for the next year, with an option to renew in each of the subsequent two years.	J. Veinotte	New contract with Grant Thornton LLP completed.
Nov. 23, 2021	Adopt the Financial Report for Quarter Two of the 2021 fiscal year.	J. Veinotte	Adopted and a copy of financial statements to be added to approved minutes.
Dec. 14, 2021	Give first reading to a Bylaw Respecting Noise.		Proposed Bylaw advertised in <i>The Chronicle Herald</i> December 21, 2021.
Dec. 14, 2021	Name the universally designed playpark to be constructed adjacent to Queens Place Emera Centre on Old Cobb's Barn Road "Etlī Militamk" Queens Universally-Designed Playpark.	D. Henley	Autism NS notified and new temporary sign ordered.

Date	Recommendation	Responsibility	Action Taken
Dec. 14, 2021	<p>Declare the property located at 536 West Street, Milton, Queens County, Nova Scotia and identified as PID#70074323 as dangerous or unsightly as defined in the Municipal Government Act of Nova Scotia.</p> <p>AND THAT Region of Queens Municipal Council cause an Order to be served upon the Estate of David C. Winters located at 536 West Street, Milton, Queens County, Nova Scotia requiring that, within thirty (30) days of the date of the service of the Order, the following work be carried out:</p> <ol style="list-style-type: none"> 1. Removal of derelict RV; 2. Removal of derelict vehicle; 3. Removal of derelict sailboat and trailer; 4. Removal of derelict speed boat, trailer and motor; 5. Clean-up and removal of construction and demolition debris from two, collapsed outbuildings; and 6. Removal of miscellaneous items strewn about such as scrap metals, household garbage, plastics, propane 	K. Hurley	Order served December 16. Posted property, duly advised the Estate and parties thereof.

	<p>tanks, vinyl siding, oil barrels, piles of lumber, etc.</p> <p>AND THAT, if the Estate of David C. Winters fail to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by the Region of Queens Municipality become the responsibility of the parties of interest.</p>		
Dec. 14, 2021	Approve the appointment of AECOM Canada to complete a Solid Waste Post Closure Liability report, with the cost to be funded from the Post Closure Reserve fund.	J. Veinotte	AECOM Canada notified following Council meeting.
Dec. 14, 2021	Enter into a lease with Global Empire Corporation for space at Liverpool Business Development Centre.	CAO	Lease negotiations ongoing.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December 22, 2020

Date	Recommendation	Responsibility	Action Taken
Feb. 25, 2020	Authorize staff to begin the process of finalizing future programming for a new outdoor aquatic facility.	M. Roberts	Further review will be undertaken by staff.

Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

Date	Recommendation	Responsibility	Action Taken
Oct. 22, 2019	Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent to McLeod Street in Liverpool for the sale price of \$1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	M. MacLeod	Survey complete. Awaiting preparation of deed for signatures and registration.

Region of Queens Municipality Staff Report

8.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: January 11, 2022

Re: Ad Hoc Personnel Policy Review Committee

Background

At the time of amalgamation the policies of the former Town of Liverpool and Municipality of the County of Queens were reviewed and merged or repealed where applicable. Since that time, ad hoc changes or amendments have taken place when questions arose for clarification or legislation changed which required updating. No formal full assessment of our policies has taken place in nearly 20 years.

Details

Part of the Diversity and Inclusion Coordinator's job is to carry out a review of our policies and practices as they relate to personnel matters to ensure they are compliant with current day laws and regulations. This work has now been completed to a draft stage and prior to being brought forward to Council for review and adoption, staff are requesting that a small ad hoc committee of staff and council be enlisted to give the draft documents a preliminary review. To this end, staff are requesting the designation of two members of Council to meet 2-3 times during the early part of February, 2022, for half days to review the draft policies and provide feedback. All members will be expected to read the draft policies prior to meetings.



Applicable Legislation

Section 24(1) of the *Municipal Government Act* states that council may establish standing, special and advisory committees.

Budget Impacts

There are no additional budget implications for this request as all mileage and expense costs for members of council will be provided for under the current budget allocation.

Communications

Once Council decides on the approved committee members, staff appointments will take place and the meeting dates established.