

**Region of Queens Municipality Regular Council  
Tuesday, June 28, 2022  
Pleasant River Community Hall, 4882 Highway 208  
6:00 p.m.**

## **Agenda**

**1.0 Call to Order**

**2.0 Changes / Approval of Agenda**

**3.0 Tabling of Petitions**

**4.0 Public Question / Comment Session**

**5.0 Approval of Minutes**

5.1 Regular Council – June 14, 2022

**6.0 Recommendations**

6.1 Review of Job Descriptions – Hillsview Acres

6.2 Liverpool Business Development Centre

**7.0 Discussions**

7.1 Town Hall Arts and Cultural Centre – Accessibility Renovations

7.2 Pool Committee

**8.0 In-Camera Items**

8.1 Acquisition of Municipal Property

**9.0 Adjournment**

**Region of Queens Municipality Regular Council  
Tuesday, June 14, 2022, 9:00 a.m.**

**Minutes**

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Kevin Muise  
Councillor David Brown  
Councillor Vicki Amirault  
Councillor Maddie Charlton  
Councillor Ralph Gidney  
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**

Item 7.1 should read Medway Head Lighthouse Society for Waiver of Policy 58 – Consumption of Alcohol on Municipal Property.

**It was moved by Councillor Charlton and seconded by Councillor Hawkes that the Agenda be approved as amended.**

**MOTION CARRIED unanimously.**

**3.0 Presentations**

3.1 Brighter Days Capital Campaign, South Shore Regional Hospital –  
Tim O'Regan, Paul Snow

Mayor Norman welcomed Paul Snow, Chairman, and Tim O'Regan, Campaign Co-Chair, to council to provide information on the South Shore Regional Hospital Expansion (copy of presentation attached to original set of Minutes).

Some highlights included:

Project Scope:

- Expansion increase of 28.65% or 48,705 square feet, with an overall cost of \$115.7 Million.

Facility Additions:

- Two-storey addition to Emergency Department, Ambulatory Care, Endoscopy Unit and Dialysis Unit, in addition to four Ambulance Bays.
- A single storey addition will be home to a new MRI suite as well as two smaller additions to accommodate essential upgrades to mechanical and electrical systems.

Project Highlights:

- The Emergency Department will triple in size with an increased number of exam rooms from 14 to 20.
- There will be a new access road to the HeliPad.
- There will be a Dialysis Unit with 12 treatment chairs, a new MRI Suite and new SPEC-CT Scanner.
- Expanded Endoscopy and Day Surgery.
- Weather-protected Ambulance Bays.
- System upgrades will target LEED Silver level certification.
- Construction will be phased over a 4 year period with a completion date of 2025.

Brighter Days Capital Campaign

- Community has been asked to raise \$6.6 million to fund medical equipment.
- David Himmelman and Tim O'Regan are Co-chairs of the campaign committee, which also has in excess of 100 volunteers to work with them on the campaign.

Community Impact

- The South Shore Regional Hospital services Lunenburg, Queens and a portion of Shelburne Counties.
- Will have a positive impact with the recruitment and retention of 60 – 80 health care professionals.
- Construction will have a positive impact on the economic activity potentially employing 300 construction workers.

#### Ways to Give

- Pledged gift (up to 5 years)
- One-time contribution
- Gifts of stocks, bonds, annuities, real estate or other capital property
- Requesting support from regional municipalities and towns both financially and logistically (i.e. ad space). Suggested gift from Region of Queens Municipality of \$100,000 over 4 years.

Councillor Fancy enquired if the expansion of the South Shore Regional Hospital would have a negative effect to the services provided at Queens General. Mr. Snow stated there would be no loss of services.

Councillor Brown enquired what the cost of fundraising is. Mr. Snow stated he did not know at the present time and there are only a few paid positions as most are volunteers.

Deputy Mayor Muise enquired if the day surgery would be running as before. Mr. Snow suggested that the MLA may be able to provide more information on where this issue stands.

Mayor Norman thanked Mr. Snow and Mr. O'Regan for their presentation and advised that Council will consider their request at a future date.

#### **4.0 Tabling of Petitions**

There were no petitions to come before this meeting.

#### **5.0 Public Question / Comment Session**

Leon Robertson, 45 College Street, Liverpool – Mr. Roberson commented on Item 8.2 – Liverpool Business Development Centre Future Investments. He enquired if there was no interest in anyone purchasing the building would some of the tenants move out if there was not enough space required for their business. Mayor Norman stated there has been no interest to purchase the building.

He further enquired if there are any Canada Day celebrations planned for this year. Mayor Norman stated yes and information would soon be posted.

Susan MacLeod, 57 College Street, Liverpool – Ms. MacLeod stated she was a Director for the Queens County Aquatic Society. She stated that following a survey done by the Society that the public were in favour of having a pool, and with the private donation of \$3 Million there would be considerable cost savings to RQM.

Ms. MacLeod further commented that there was no public interest in having a new library. She understood in conversations with the Library Board that the CAO contacted them offering them new library at no cost to the Board. She commented that there are vacant buildings in town that could be used.

She stated that Council should be working with the Aquatic Society.

Jillian Woo, 109 Sand Beach Road, Western Head – Ms. Woo stated she is a member of the Aquatic Society and offered comments that having a pool would be good for social interactions and is a requirement for children. She provided information on the new facility being proposed in Minas Basin.

Celeste Johnston, 120 Edgewater Drive, Hunts Point – Ms. Johnston provided background on work that the Society has been working on. She stated she felt there was resistance from RQM working with them. She noted she had submitted a Terms of Reference for the pool committee but has received no response or acknowledgement.

She further stated if their participation into the project is not wanted then they need to know and called for more openness and clarity.

Jeff Mercer, Chief Librarian, South Shore Regional Library, 145 Old Bridge Road, Liverpool – Mr. Mercer stated that the Library Board have been asking for a new library for some time and it was not Mr. McNeill, CAO, who initiated the process. Members of the public have been asking for a new facility. The present location can no longer sustain the library.

## **6.0 Approval of Minutes**

### 6.1 Regular Council – May 24, 2022

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

**THAT the minutes of the Regular Council meeting held May 24, 2022 be approved as circulated.**

**MOTION CARRIED unanimously.**

## **7.0 Recommendations**

### 7.1 Medway Head Lighthouse Society – Waiver of Policy 58 – Consumption of Alcohol on Municipal Property

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

**THAT Council of Region of Queens Municipality agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned properties at the request of Medway Head Lighthouse at Port Medway Warehouse on August 19, 2022.**

**AND THAT the applicant be required to submit proof of insurance in no less than \$2,000,000 per occurrence with the Region of Queens Municipality as additional insured, and copy of the in effect liquor license from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.**

Dana Henley, Community Development Coordinator, stated a request was received from the Medway Head Lighthouse Society to serve alcoholic beverages at an opening reception on August 19, 2022. The Art Show is scheduled from August 19 – 28, 2022. The Society has attained this exemption in previous years.

**MOTION CARRIED unanimously.**

## 7.2 Thomas H. Raddall Library Steering Committee New Site Selection

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

**THAT Council of Region of Queens Municipality approve the placement of the new Thomas H. Raddall Library on the lands of the Municipality adjacent to the sledding hill at the end of Queens Place Drive, Brooklyn.**

Mayor Norman provided background stating the Library Steering Committee established site criteria including:

- the ability to house a 6000 square foot library,
- parking spaces for 24,
- adequate space and clearances for entrance and exit,
- easy access for emergency and delivery trucks,
- superior exterior lighting,
- outdoor grassed space for programming,
- space for outdoor storage,
- water supply for building and firefighting,
- not located where it is known to flood or drainage issues,
- close access to public transportation,
- access to sidewalks,
- currently zoned for library use, and
- municipally owned or reasonably priced from a private developer.

The Committee discussed all eight potential sites and was unanimous in its preferred site selection to be on the lands of the Municipality adjacent to the sledding hill at the end of Queens Place Drive in Brooklyn.

Councillors provided reasons why they did or did not agree with the selected location; some highlights included:

- The combination of having a pool and library together was not discussed as a Council.
- Council should be making the decision where the library is located and not the committee.
- Investigate having a feasibility study on having a library and pool combined.

- The Terms of Reference were provided by Council, therefore the direction did come from Council.
- The lands would not support having the library and pool combined and pools work best with rinks.
- MGA states that library services are a must.
- Concerns raised for youth and low income families having access to the library and be within walking distance. Where it is presently located, it is within walking distance of pre-schools and schools in the area. There are no libraries in schools.
- No public transit. Queens County Transit cannot transport pre-school aged children due to liability coverage.
- New location is hidden and out of the way.
- Library would be close to the Skate Park, the new playground, as well as Queens Place Emera Centre.

**It was moved by Councillor Charlton and seconded by Councillor Gidney:**

**THAT the motion be referred back to the Steering Committee to look for accommodations in the downtown core.**

**MOTION DEFEATED with 4 in favour and 4 against.**

Deputy Mayor Muise took the Chair at 10:07 am.

Mayor Norman stated that many people of all income levels shop at locations "across the bridge" such as the Dollarama, etc. Low income families visit the area and not just on this side of town. To say that low income families won't use the facility in the proposed location is not a reality.

The proposed location would provide expanded uses of the library, which is more than just books and also includes programming.

Users of the library would also have access to the Skateboard Park, which is free, as well as the new playground being built, which is also free.

Monies were received from the government and the library was budgeted for this year.

The library is for all of Queens's residents and not just the Town of Liverpool which should be taken into consideration and hope as a Council, that consideration would be given to long-term users.

Councillor Gidney did not agree with some of the comments made by Mayor Norman and felt they were meant to shame Council and stated he would not be supporting the location.

Councillor Amirault enquired if money could be provided for transporting groups to the library if in this location. Mr. McNeill stated yes, money could be budgeted.

Mayor Norman stated her comments were not made to shame Council for their opinions, and was offering her opinion and only asked that consideration be given for the long term plans for all of Queens.

**MOTION DEFEATED with 3 in favour and 5 against.**

7.3 Electoral Boundary Options

Roundtable discussions were held with Councillors to gain their input on the 2024 Electoral Boundary. Three options were provided, following discussions at the February 22, 2022 Council meeting.

The options are: Option 1 – Six Electoral Districts (average 1471), Option 2 - Seven Electoral Districts (average 1261) and Option 3 – Eight Electoral Districts (average 1104). Some highlights included:

- Option 2 is working well and will cut down on travel time for some.
- Option 2 lines up well with the other areas.
- Option 3 as Districts 6 and 7 covers a lot less travel time.
- Increase to tax payers for the addition of another Councillor.
- For public consultations, suggestion to have an on-line survey option.

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

**THAT the Council of Region of Queens Municipality approve the preliminary boundaries for the 2024 municipal election public consultation process reflecting three options; six councillors, seven councillors and eight councillors.**

**AND THAT consultation take place with the public with Option 2 being the recommended option.**

**MOTION CARRIED unanimously.**

## **8.0 Discussions**

### 8.1 Council Implementation Report

There were no issues to come forward from this report.

### 8.2 Liverpool Business Development Centre Future Investments

Staff were requested to prepare a report for potential options for consideration following the May 24, 2022 Council meeting when staff brought forward two recommendations following a study on the HVAC system by DUMAC which would cost either \$1.2 Million or \$1.5 Million.

Options for consideration:

1. Carry out the single facility renovations and withdraw the full amount of approximately \$1.6 million from the operating reserve.
2. Carry out the four quadrant renovations and withdraw the full amount of approximately \$1.9 million from the operating reserve.
3. Carry out the single facility renovations and withdraw the full amount of approximately \$1.6 million from the call centre reserve and operating reserve.
4. Carry out the four quadrant renovations and withdraw the full amount of approximately \$1.9 million from the call centre reserve and operating reserve.
5. Carry out an independent appraisal of the building and offer to sell the building to the major tenant for the appraised value.
6. Carry out an independent appraisal of the building and offer to sell the building to the minor tenant for the appraised value.

7. Carry out an independent appraisal of the building and sell the building on the open market for the appraised value.
8. Offer the building for sale to a not-for-profit organization at less than market value.
9. Terminate the leases early and move the municipal building to this location and then sell the current municipal building.
10. Do nothing and keep operating the building under a status quo option until such time as the HVAC is no longer functional and able to be maintained. This option will require an increase in anticipated operations and maintenance costs, and it can be expected that the tenants will suffer significant periods of times where there are service interruptions due to repair work.
11. Borrow the required funding and repay the principal and interest payments on the tax rate each year for 10 years.
12. Renegotiate the rental terms with the two tenants to secure the long term rental of the facility to justify the capital investment.
13. Renegotiate the rental term rates with the two tenants to secure additional funding to help pay for the required capital investment.

Adam Grant, Director of Engineering & Public Works, stated the some equipment and compressors have been replaced several times over the last twenty years and parts can take a long to time to arrive.

Highlights from Councillors included:

- Carry out the renovations and borrow the money from reserves. It was pointed out that if borrowing money from our reserves, the pay back rules would be the same as borrowing through a debenture; over 10 years plus interest at the going rate.
- These costs do not include other maintenance such as roof replacement, parking lot repairs, exterior maintenance or generator replacement.
- Use 50% from reserves and 50% through debenture would mean 1 cent on the tax rate.
- The least impact on the tax rate would be preferable.
- Taking the full amount from reserves and would be a long time to replenish.

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

**THAT 50% of the cost for repairs of \$1.9 Million come from reserves and 50% be borrowed through a debenture.**

**MOTION CARRIED with 7 in favour and 1 against.**

Mayor Norman announced at 5 minute break at 10:57 a.m.

8.3 NSFM – Service Exchange Renegotiation and MGA Review  
Committee Survey

Mayor Norman stated that participation in the Service Exchange Renegotiation and MGA Review Committee survey is very important.

The objectives of the Service Exchange Agreement were:

1. To create strong, financially viable local governments
2. To develop a clearer, fair, provincial-municipal partnership, and
3. To rationalize service provision.

Under the Service Exchange Agreement, the provincial government took responsibility for:

- Social Services and Child Welfare
- Public Health and Long-term Care
- Administration of Justice
- Environment (regulatory aspects of sanitation and health standards)
- Highway Police Patrols and Central Police Services

The provincial government also continued to hold a range of responsibilities, such as those pertaining to healthcare, education, housing and provincial roads.

Municipalities took responsibility for:

- Making mandatory contributions to correctional services
- Policing
- Local Roads
- Sidewalks
- Public Transit
- Land-use Planning
- Building Inspection
- Recreation
- Control of Invasive Weed Species

Municipalities continued to be responsible for water and wastewater, management of solid waste, public libraries, and mandatory contribution to education and regional housing authority net operating losses.

Some municipalities also pay a per kilometer service exchange balancing fee in lieu of accepting the transfer of local roads under the Provincial-Municipal Service Exchange.

2. Considering the responsibilities listed above, which responsibilities does your council believe municipalities should maintain or assume and why?

Keep all services listed except the control of invasive weed species, it is very difficult, if not impossible, to maintain. We feel this should be a provincial jurisdiction so the control can be applied equally across the province.

3. Considering the responsibilities listed above, which responsibilities does your council believe the Province should maintain or assume and why?

J Class roads; this would allow financial contributions made by RQM to be allotted for other services.

Increased provincial participation for EHS recruitment and retention practices, which is a growing issue and an examination of staffing should take place.

Should not be contributing to mandatory education as this does not fall under municipalities and the costs associated could be allotted for other services.

4. What discretionary expenditures by your municipality does your council believe should be better supported by the Province?

Rural housing initiatives which are currently focused on in needs in HRM.

Support for rural economic development. RQM is not able to be part of a REN.

Support in public health, retention of doctors and nurses. RQM would benefit from having a walk-in clinic to alleviate the burden in the emergency department of Queens General.

5. To provide a sense of priorities, state the top three municipal expenditure responsibilities that your municipal council believes should be reviewed and why?

Education – Little or no municipal participation or oversight.

Policing – Review of current police funding models to look for an equitable financial contribution based on service across the province.

Solid Waste Disposal – Investigation into ways to more effectively and efficiently dispose of solid waste.

6. What new service responsibilities would your municipality find unacceptable?

- Licensing and regulation of electric scooters, bicycles and other vehicular compliance.
- Gun control
- Social services
- Environmental services
- Should not be the regulator of provincial rules.
- Should not be the funding health care initiatives.

The following questions pertain to the Municipal Government Act.

7. Please indicate the discretionary abilities that your council believes are useful for your municipality.

To establish a Municipal Code of Conduct.

Ability to engage in negotiation to increase affordable housing units.

Ability to sell land below market value to non-profit organizations or affordable housing projects.

8. What discretionary abilities conferred by the MGA does our municipal council believe are not useful and why?

None

9. What additional discretionary abilities does your municipal council believe should be granted by changes to the MGA?

None

10. A number of other federal and provincial statutes and regulations have implications for municipal budgets as non-discretionary expenses. Please indicate which regulations or responsibilities your municipal council finds to be causing considerable pressure on your budget and capacity to accomplish core goals.

Federal Wastewater Systems Regulations  
Property Valuation Assessment Services

11. Are there any other responsibilities brought about by statutes or regulations that add significant pressure on your budget?

The accounting rules and regulations add pressure on the budget.

Maintenance of J Class roads.

12. If your county or district municipality elects a warden, please indicate whether, in the opinion of your municipal council, the warden system should be replaced by the mayoral system.

We have the mayoral system.

13. Village governance is established in Part XVII of the MGA. In the view of your municipality, should villages be consolidated with districts and counties? Please explain why or why not.

Yes. There are double standards where villages do not have the same fiscal responsibility or service delivery responsibility but are able and grow faster than some towns. Some villages have little justifiable reasons for being a separate entity outside of the municipality there are in. This would be a level playing field.

14. Under what conditions does your council believe municipal consolidation is advisable?

If economic growth is stifled due to geographic boundaries, there is a significant decrease of services when municipal units are combined.

## 9.0 In-Camera Items

**It was moved by Councillor Brown and seconded by Councillor Gidney that the proceedings go In-Camera at 12:25 p.m. to discuss the following:**

- 9.1 Personnel
- 9.2 Sale of Municipal Property
- 9.3 Sale of Municipal Property
- 9.4 Acquisition of Municipal Property

**MOTION CARRIED unanimously.**

**It was moved by Councillor Charlton and seconded by Councillor Amirault that the proceedings exit In-Camera at 1:40 p.m.**

**MOTION CARRIED unanimously.**

- 9.1 Personnel

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

**THAT Council of Region of Queens Municipality approve the Administrative Assistant – Administration Job Description.**

**MOTION CARRIED unanimously.**

Councillor Gidney left Council Chambers at 1:40 p.m.

- 8.3 Continued - NSFM – Service Exchange Renegotiation and MGA Review Committee Survey

- 15. What incentives could be put in place to make amalgamation a viable option?

Increased funding and cost sharing for costs of municipal amalgamation / consolidation. Costs of feasibility studies, transition costs, etc.

Support for services that could be expanded when amalgamated.

Education on the benefits and risks associated with amalgamation.

Fulfillment of comments from other players, i.e. road agreements where municipalities are given \$50,000 per year. RQM has not seen this and has an accumulated total of \$1.3 being owed.

The following questions are related to municipal revenue.

16. Municipalities benefit from a range of grants including grants-in-lieu of taxes, the Municipal Financial Capacity Grant, and the Towns Foundation Grant. Grants-in-lieu of Taxes include Farmland Grant, Nova Scotia Power Grants-in-lieu of Taxes and Provincial or Federal grants in lieu of Taxes.

- No payment on HST; current rebate is 48.26%.
- Increase to the Forest Property Tax, hasn't changed in a very long time.
- Solar Energy Tax
- Changes in tax rates and structures for short term vacation rentals that are currently paying residential taxes.
- Licensing and Registration

17. What grants has your municipality received for operational expenses and how could these grants be approved?

Allow stacking.

18. What grants has your municipality received for capital expenses and how could these grants be improved?

Allow stacking.

Special considerations and other comments.

19. Is there anything about your municipality that your council believes deserves special consideration in terms of expenditure responsibilities, legislation, or financial support?

- As discussed in Question 7, unclear for Council to answer. Clarification needed to better respond.

- As discussed in Question 15, RQM is owed \$1.3 Million for road maintenance post dissolution of Liverpool.
- RQM has one of the highest resident poverty rates in Nova Scotia as well as the highest percentage with a disability or accessibility needs.
- We are in a flood zone
- Unable to join a Regional Enterprise Network.
- Many socioeconomic issues that need support what is currently available under the MGA.

20. Is there anything else that your municipal council would like to share?

- The need for examination of current health care practices. Expansion of health care responsibilities could help our area; i.e. nurse practitioners to perform more duties.
- Ambulance wait times have become an issue.
- Significant inequality in health care and first response in Nova Scotia and rural, impoverished areas are feeling the outcome.
- Poverty is becoming a large problem in RQM and more support is needed.

## 10.0 Adjournment

The meeting adjourned at 2:13 p.m.

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Mayor Darlene Norman, Chair

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Chris McNeill, CAO

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Christine Watson, Administrative Assistant – Planning & Development

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

## **Region of Queens Municipality Staff Report**

**6.1**

**To:** Council

**From:** Joanne Veinotte, CPA, CGA  
Director of Corporate Services

**Date:** June 28, 2022

**Re:** Review of Hillsvie Acres Job Descriptions

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### **Background**

Region of Queens Municipality owns and operates a Residential Care Facility with capacity for 29 residents. Hillsvie Acres is located in Middlefield and currently employs 22 staff.


### **Details**

Provincial Long Term Care Program requirements administered by the Nova Scotia Health and Wellness Department, stipulate that all job descriptions be reviewed at least every four years.

Long Term Care Program Requirements:  
Nursing Homes & Residential Care Facilities  
Section 11.1 Human Resources Practices – 5  
Adopted March 2019

Council last approved these descriptions in December 2017.

Current job descriptions are included for review.



No significant changes have been made since last approval. One job title and the reporting requirements for the Administrator changed from Chief Administrative Officer to Director of Corporate Services are the only revisions.

### **Applicable Legislation**

Regulatory compliance for operation of Residential Care Facility in Nova Scotia.

### **Budget Impacts**

None

### **Recommendation**

**THAT** Council of Region of Queens Municipality approve the attached job descriptions for Hillsview Acres.

### **Communications**

Job descriptions will be reviewed with respective staff.

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Dietician - Hillsview Acres**

##### **General Accountability**

The Dietitian is a valued member of the collaborative team at Hillsview Acres Home for Special Care and reports to the Administrator.

The Dietitian will assume the responsibility to plan, organize and direct the Dietary Department, including the provision of nutritious meals and snacks for residents consistent with the Mission and Philosophy of Hillsview Acres.

##### **Qualifications**

1. The Dietitian will be a member in good standing, or eligible for membership, with the Nova Scotia Dietetic Association.
2. Previous experience in long term care and food service essential. Other combinations of skills and experience will be given careful consideration.
3. Effective skills in communicating information, advice, instruction and professional opinion to other health professionals, residents and families.
4. A demonstrated commitment of being able to relate well to residents, being sensitive to their emotional, physical, spiritual, intellectual and social needs.
5. Willingness and ability to work independently and as part of a team.
6. Understanding of the legal and ethical responsibilities of professional practice.
7. A demonstrated commitment to improve the health and well-being of residents, while respecting the residents desire for dignity, independence and quality of life.

##### **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Dietician, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. To implement and support the mission, goals and policies of Hillsview Acres Home for Special Care.

2. Educate residents and staff regarding implementation and revision of nutrition care plans that optimize nutrition intake, promote overall health and well-being and maintain client autonomy and independence.
3. To determine and provide nutrition intervention to address nutrition related problems, functional needs and conditions and illnesses.
4. To provide in-service training to staff regarding nutrition therapies/diets.
5. To demonstrate a knowledge of the function, operation and care of dietary equipment.
6. To plan, implement and revise menus and recipes to ensure quality and to meet the specific dietary needs of the residents.
7. To routinely perform quality audits for food service and resident satisfaction.
8. Participate in management meetings, resident/family conferences and facility committees as required.
9. Participate in continuing education opportunities to maintain, enhance and improve skills and practices.
10. Encourage and support continuing education for staff.
11. Demonstrate competency in awareness of fire and safety, evacuation, occupational health and safety and infection control policies and procedures.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Environmental Services Worker - Hillsview Acres**

##### **General Accountability**

The Environmental Service Workers are valued members of the collaborative team at Hillsview Acres Home for Special Care.

Under the direction of the Environmental Services Supervisor, the Environmental Services Worker ensures a clean, sanitary and a safe home-like environment, within an interdisciplinary, resident-focused team, consistent with the Mission and Philosophy of Hillsview Acres.

##### **Qualifications**

1. Grade 12 graduate or equivalent combination of education and experience.
2. Previous environmental experience in a long-term care an asset.
3. Current WHIMIS training
4. Fire and Life Safety training
5. Crisis Prevention Intervention training
6. Current Criminal Record check
7. Good organizational and oral/written communication skills with the ability to work in a team environment and independently.
8. Physical ability to perform repetitive tasks, lift, squat, bend, stand, use step stool and walk required to perform the duties of this position.
9. Ability to work accurately, efficiently, safely and to respond to last minute changes.
10. Demonstrate regular attendance in previous employment.

##### **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Environmental Services Worker, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Support, protect and safeguard the resident's rights and interests.
2. Demonstrate a resident-focused philosophy.

3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and to follow the Policies and Procedures of Hillsview Acres.
4. Perform housekeeping duties, preventive cleaning tasks and assigned custodial duties in all areas of the facility.
5. Adhere to daily, weekly and monthly cleaning check off lists, audit sheets and routines.
6. Perform duties including but not limited to: carbolizing, waste management and transportation of clean and soiled linens.
7. Ensure daily neatness and cleanliness of resident's living rooms and common areas including but not limited to rooms and equipment including: furniture, clothes closets, shelving, mobility devices and tub/bathrooms.
8. Stock supplies throughout the building as per departmental procedures.
9. Ensure all equipment used is well maintained, in good working order and to report any defects to the Maintenance Worker.
10. Demonstrates initiative to meet resident needs consistent with the team approach by:
  - Participating in establishing and maintaining a home-like environment through the promotion of a clean, sanitary living/working environment.
  - Participating in care conferences, care plans, departmental and general staff meetings, as directed.
11. Establish and maintain good team relationships, as well as interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of the residents are met.
12. Create a facility environment that protects confidentiality of residents, staff and activities of Hillsview Acres.

13. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant tool box meetings and reviewing meeting minutes. Follows guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.
14. Maintain knowledge of and demonstrates the safe use and care of equipment and supplies in the Environmental Service Department.
15. Maintain knowledge of and works in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
16. Support the continuous quality improvement initiatives of the department by:
  - providing constructive ideas and solutions to identified problems and challenges
  - prudent use of resources
  - participating in continuing education, relevant to Job Description and Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.
  - reviewing resident satisfaction survey results
  - reviewing resident council meeting minutes

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

# **REGION OF QUEENS MUNICIPALITY**

## **Position Guide and Job Description**

### **Assistant Cook - Hillsview Acres**

#### **General Accountability**

The Assistant Cook is a valued member of the collaborative care team at Hillsview Acres Home for Special Care and contributes to the production of high quality food in a Sanitary environment under the direction of the Resident Care Supervisor or designate.

Consistent with the Mission and Philosophy of Hillsview Acres the Assistant Cook contributes to the efficient operation of the Dietary department within an interdisciplinary resident-focused team.

#### **Qualifications**

1. Grade 12 graduate or equivalent combination of education and experience
2. Certification in the Food Safety Food Safety Awareness Program
3. Current certification in CPR and First Aid
4. Crisis Prevention Intervention training
5. Current WHIMIS training
6. Current Criminal Record check
7. Previous cooking experience, preferably in a long-term care setting, is an asset
8. Excellent organizational and oral/written communication skills with ability to work with others in a team environment and independently
9. Demonstrate regular attendance in previous employment.
10. Knowledgeable of Canada's Food Guide to Healthy Eating
11. Ability to work accurately, efficiently, safely and to respond to last minute changes.
12. Physical ability to perform repetitive tasks, lift, squat, bend, stand and walk as required, to perform the duties of this position in a 7-day week operation

## **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Assistant Cook, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Support, protect and safeguard the resident's rights and interests.
2. Demonstrate a resident-focused philosophy.
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and follow Hillsview Acres Home for Special Care policies and procedures.
4. Utilize therapeutic communication by establishing a working relationship with residents/families and co-workers for the purpose of meeting resident needs; ensuring respect, dignity, individuality of each resident, family and staff member.
5. Demonstrate initiative to meet resident needs consistent with the resident-focused care approach by:
  - Participating in establishing and maintaining a home-like environment including the dining experience.
  - Gathering, documenting and communicating resident food preferences and dietary/fluid intake.
  - Participating in interdisciplinary committee work, care planning, care conferences, department and general staff meetings.
6. Monitor, assess, order and receive departmental supplies required to efficiently prepare and deliver food service.
7. Prepare food, which provides high nutritive value, flavor, color, texture and appearance following standardized recipes. Ensure the food is ready to be served at required times.

8. Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.
9. Carry out proper food management, temperature controls and document according to current Food Hygiene regulations.
10. Update dietary Kardex and report any necessary recipe adjustments to the Resident Care Supervisor.
11. Participate in the orientation of new team members.
12. Ensure all equipment used is well maintained, in good working order reporting any defects to the Maintenance Worker.
13. Create a facility wide environment that protects the confidentiality of residents, staff, and activities of Hillview Acres.
14. Maintain knowledge of and work in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
15. Maintain knowledge of and demonstrate the safe use and care of equipment and supplies in the Dietary Department.
16. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending tool boxes and reviewing tool box meeting minutes. Follow all guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.
17. Participate in continuous quality improvement of the department by:
  - Regular testing of recipe finished products to ensure high quality of food being served.
  - Provide constructive ideas and solutions to problems and challenges.
  - Ensure prudent use of resources and waste control.

- Participate in continuing education, relevant to Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.
- Ensure food is served at the proper temperature and portioned as set out by departmental policies.
- Review resident/family satisfaction survey results.
- Review resident council meeting minutes.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Licensed Practical Nurse - Hillsvie Acres**

##### **General Accountability**

The Licensed Practical Nurse (LPN) is a valued member of the collaborative care team who assumes a professional leadership role in the daily operation of Hillsvie Acres. The LPN in collaboration with the Resident Care Supervisor; ensures safe, competent, ethical resident-centered care.

The LPN actively participates in the nursing process by assessing, implementing and evaluation the specific needs and care of residents as individuals. The LPN s involved in the planning of resident individualized care; ensuring current gerontological principles and evidence-based practice.

##### **Qualifications**

1. A graduate of a recognized practical nursing program.
2. Currently certified with the Nova Scotia Licensed Practical Nurses' Association.
3. At least two years' experience in a hospital or long-term care setting.
4. Recent experience in medication administration and pharmacology theory.
5. Current First Aid and CPR certification
6. Crisis Intervention training
7. Current WHIMIS training
8. Current Criminal Record check
9. Physical assessment course.
10. Advanced Foot Care course.
11. Understands the legal and ethical responsibilities of professional practice.
12. Excellent organizational and oral/written communication skills with ability to work and lead others in a team environment.
13. Ability to work accurately, efficiently, safely and respond to last minute changes.
14. Physical ability to perform repetitive tasks, lift, squat, bend, stand and walk as required to perform the duties of this position in a 24-hour day 7-day week operation.

## **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Licensed Practical Nurse, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Provide safe, competent, ethical care demonstrating a resident focused philosophy of care.
2. Support, protect and safeguard the resident's rights and interests.
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements, College of Licensed Practical Nurses Association of Nova Scotia and follow the policies and procedures of Hillsview Acres Home for Special Care.
4. Utilize therapeutic communication by establishing a working relationship with residents/families and co-workers for the purpose of meeting resident needs; ensuring respect, dignity, individuality of each resident, staff and family member.
5. Demonstrate initiative to meet resident needs consistent with the resident-focused care approach by:
  - Participating in establishing and maintaining a home-like environment to meet the physical, emotional, spiritual and psychosocial needs of individual residents.
  - Gathering, documenting and communicating resident choices and preferences.
  - Participating/leading interdisciplinary committee work such as; care planning, care conferences
  - Participating in department and general staff meetings.
6. Ensure resident's access to specialized health care services is facilitated according to their individualized care needs.

7. Assist in the development of residents' care protocols using best practices.
8. Development of individual resident Care Plan in collaboration with the resident/family and staff ensuring implementation, communication and documentation of same.
9. Orders, administers, processes and records medications and treatments prescribed by the medical practitioner.
10. Delegate responsibility to Residential Care Assistant (RCA) in relation to resident care and monitors that care is administered appropriately, mentoring and demonstrating a professional mannerism that fosters team work.
11. Participate in orientation and monitoring of new team members.
12. Effectively communicates with other members of Care Team in meeting holistic needs of the resident; i.e. Dietary, Pharmacy, RCAs, resident, families, etc.
13. Demonstrate leadership in Fire/Safety and Emergency procedures.
14. Participates in committee/structures and demonstrates active interest in specific components of care; i.e. Infection Control Committee.
15. Ensure organization of the Nursing Station, keeping a sense of tidiness.
16. Support and actively participate in quality improvement by:
  - researching best practices
  - provide constructive ideas and solutions to problems and challenges
  - ensure prudent use of resources
  - Demonstrate an active interest in continuing education in professional and gerontological development by attending in-services, workshops, books and video viewing and professional memberships.
  - review resident council meeting minutes
  - review resident/family satisfaction results

17. Receive all sick calls of staff in absence of Resident Care Supervisor, and provides appropriate staff replacement. Adjusts assignment if required in accordance with skills of casual staff.
18. Demonstrate an understanding of fiscal responsibility in management of nursing supplies.
19. Provide a safe, clean, and comfortable environment for residents, according to infection Control and Occupational Health and Safety Guidelines.
20. Is assigned to special projects, as directed by the Resident Care Supervisor i.e. Falls Prevention Plan
21. Prepare and arrange for physician routine on-site rounds i.e. medication reviews, polypharmacy, resident medical concerns, immunizations, etc. Attend rounds on a regular basis and perform all necessary functions related to rounds.
22. Arranges medical appointments for the residents and ensures travel is arranged.
23. Ensure medical testing is up to date and documented.
24. Responsible for ongoing medication review for residents including regular reviews with physician, pharmacist and residents/SDM
25. Maintain resident health cards ensuring renewal.
26. Performs advanced foot care if certified.
27. Manage conflict effectively.
28. Demonstrate flexibility and reliability.
29. Create a facility environment that protects confidentiality of residents, staff and activities of Hillview Acres.

30. Maintain knowledge of and work in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
31. Maintain knowledge of and demonstrate the safe use and care of equipment and supplies in the provision of resident care.
32. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending tool box meetings and reviewing meeting minutes. Follow all guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Maintenance Worker - Hillsview Acres**

##### **General Accountability**

The Maintenance Worker is a valued member of the collaborative team at Hillsview Acres Home for Special Care and contributes to safety to meet the needs of residents and staff consistent with the Mission and Philosophy of Hillsview Acres.

Under the direction of the Administrator, the Maintenance Worker is responsible for the maintenance and physical condition of Hillsview Acres.

##### **Qualifications**

1. Grade 12 or equivalent combination of education and experience.
2. Current WHIMIS training
3. Fire and Life Safety training
4. Elevator training an asset
5. Current Criminal Record check
6. Ability to analyze an issue/problem and make recommendations for an effective and efficient resolution.
7. A knowledge of construction, carpentry, plumbing, dry-walling, painting and electrical.
8. Knowledge of Health and Safety practices.
9. Demonstrated ability to safely operate facility equipment (snow blower, lawn mower, weed trimmer, power tools, tiller, etc.)
10. Ability to work productively with limited supervision.
11. Ability to set priorities and manage time within deadlines.
12. Ability to follow direction and work as a member of a team.
13. Demonstrate effective communication skills, orally and written.
14. Physical capabilities to lift, transfer and move heavy objects. i.e. snow shoveling, receiving and stocking supplies.
15. Must have the ability to work flexible hours as determined by the Administrator in relation to service requirements.

## **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Maintenance Worker, Hillsview Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Support, protect and safeguard the resident's rights and interests.
2. Demonstrate a resident-focused philosophy.
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and to follow Hillsview Acres Home for Special Care policies and procedures.
4. Complete all maintenance in-house that is practical. (i.e. routine filter changes, dryer duct cleaning, etc.)
5. Complete and follow in house safety program and ensures compliance with all safety laws (i.e. Occupational Health and Safety Act, Fire Authority, etc.)
6. Understand and promote fire and accident prevention, sanitation procedures, and use of fire safety equipment.
7. Perform environmental, fire safety and other preventative maintenance checks as scheduled and document.
8. Conduct routine inspections of the building and document in the appropriate logs.
9. Report faulty equipment that requires outside services to repair. Document all repairs and faulty equipment.
10. Painting as required, build or modify shelving as needed.
11. Receive and transport all supplies to designated areas.
12. Responsible to ensure required sorting and removal of collected garbage to garbage bins for weekly pick up. Clean garbage boxes and composting bins as required.
13. Prioritize job tasks.

14. Maintain the fire alarm system and emergency systems (including generator and sprinkler system) in good working order.
15. Ensure all required inspections are completed and posted certificates are up to date.
16. Ensure any reported deficiencies are corrected promptly and discussed with the Administrator.
17. Maintain the heating system in good working order and adjust the required functions seasonally and as required. Windows and screens must be kept in good repair.
18. Maintain the temperature of plumbing fixtures used by the Resident (hot water) at 120 F and 47.7 C.
19. Perform water temperature audits as per policy and procedure.
20. Maintain the lighting levels according to standards and safety procedures (includes Exit lights). Brightness, glare and reflective surface must be avoided for resident fixtures must be kept in good repair.
21. Maintain and repair when necessary, all wheelchairs, carts, etc.
22. Keep storage areas clean and free of clutter.
23. Maintain a preventative-maintenance schedule and ensure clear and concise documentation.
24. Maintain the grounds surrounding the Home in a manner which presents a tidy, safe and aesthetically pleasing atmosphere.
25. Keep tools and equipment in good working condition and maintain neat/tidy work area.
26. Investigate and repair/rectify any unsafe physical conditions, equipment, machines and devices reported.
27. Work in a safe manner and with the protective devices required.
28. Maintain knowledge of and works in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.

29. Maintain knowledge of and demonstrates the safe use and care of equipment and supplies.
30. Establish and maintain good team relationships, as well as, interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of the resident are met.
31. Create a facility environment that protects confidentiality of residents, staff and activities of Hillview Acres.
32. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant tool box meetings and reviewing meeting minutes regarding occupational health and safety. Follows all guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.
33. Support the continuous quality improvement initiatives of the department by:
  - providing constructive ideas and solutions to identified problems and challenges.
  - ensuring prudent use of resources.
  - participating in continuing education, relevant to Job Description and Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.
  - reviewing resident/family satisfaction survey results.
  - reviewing resident council minutes.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Recreation Director - Hillsvie Acres**

#### **General Accountability**

The Director of Recreation is a valued member of the collaborative team reporting to the Administrator.

Developing, planning, organizing and implementing a range of leisure programming reflecting resident's expectations and preferences consistent with the Mission and Philosophy of Hillsvie Acres.

#### **Qualifications**

1. Degree in therapeutic Recreation or Diploma, certification as a CTRS would be considered an asset or a combination of education and experience.
2. Knowledge of programs and techniques in recreation, community resources and program development required.
3. 3-5 years' experience in recreation programming and/or volunteer management for seniors or special population.
4. Excellent communication skills
5. Proficiency in Microsoft Word, and Excel; knowledge of social media outlets an asset
6. Clean Drivers Abstract
7. Food Handler/Food Safe certification
8. Current First Aid/CPR certification
9. Crisis Intervention Certification, Dementia Course an asset
10. Current Criminal Record check
11. Fire Life and Safety training

## **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Recreation Director, Hillsvie Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Provide safe, competent, ethical care demonstrating a resident-focused philosophy of care
2. Support, protect and safeguard the resident's rights and interests
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and to follow the policies and procedures of Hillsvie Acres Home for Special Care
4. Utilize therapeutic communication by establishing a working relationship with residents/families and co-workers for the purpose of meeting resident needs; ensuring respect, dignity, individuality of each resident, staff and family member
5. Demonstrate initiative to meet resident needs consistent with the resident-focused care approach by:
  - Participating in establishing and maintaining a home-like environment to meet the physical, emotional, spiritual and psychosocial needs of individual residents.
  - Gathering, documenting and communicating resident choices and preferences.
  - Participating in interdisciplinary committee work such as; quality improvement etc.
  - Participating in department and staff meetings.
6. Ensure resident leisure programming is facilitated according to individual needs
7. Plan, implement, direct and evaluate the activity programs relating to physical, emotional, social, intellectual and spiritual needs of the resident
8. Encourage participation in regular resident council meetings
9. Participate in the initial orientation of residents and assess their interests and activity preferences/needs
10. Notify resident care staff of any observed changes/or concerns
11. Communicate the programs and events of the department to residents, staff, families and the community to encourage participation in programs
12. Participate in resident care plan reviews and care plan conferences

13. Hire summer recreation staff, training, orientating, providing work direction and guidance
14. Coordinate the volunteers for the residence, including recruiting, orientating, directing and evaluating volunteer activities
15. Coordinate and evaluate pastoral services
16. Drive bus on outings
17. Responsible for resident shopping and monies
18. Order and maintain departmental supplies
19. Develop goals and objectives for the recreation department
20. Participate in continuing education both inside and outside the Home and acts as a resource to staff
21. Complete and distribute the monthly activity calendar, surveys, invitations etc. in a timely manner
22. Demonstrate an understanding of fiscal responsibility
23. Coordinate pet care
24. Establish policies and procedures for departmental operation
25. Participate in the planning and development of staff education
26. Maintain effective communications with other departments within the Home, volunteers, spiritual volunteers, outside facilities, and various community agencies in areas pertaining to resident care
27. Participate in professionally orientated organizations and demonstrates a continued interest in self development programs
28. Manage the facility in absence of the Resident Care Supervisor and Administrator
29. Participate in continuous quality improvement by:
  - Participating in continuing education relevant to department and Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.
  - Provide constructive ideas and solutions to problems and challenges.
  - Ensure prudent use of resources.
  - Develop and send out resident/family satisfaction surveys compiling resident/family satisfaction survey results.
  - Coordinate resident council meetings, document minutes and ensure resolution/explanations.

## **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Resident Care Assistant - Hillsview Acres**

##### **General Accountability**

The RCA is a valued member of the collaborative care team and contributes to the provision of high quality, safe, compassionate and efficient care to meet the needs of the residents consistent with the Mission and Philosophy of Hillsview Acres.

The RCA within their educational preparation, is responsible for assessing and supporting resident's Activities of Daily Living(ADL) and Instrumental Activities of Daily Living(IADL) and works under the direction of the Resident Care Supervisor and/or Licensed Practical Nurse.

The RCA is responsible and accountable for accepting assigned tasks they are competent to perform and to communicate when they do not feel competent to complete the assigned task. When working at Hillsview Acres Home for Special Care, the RCA receives minimal direct supervision. During after hour shifts at Hillsview Acres, RCAs are typically the only staff in the facility and are responsible for independent decision making around resident care, as well as, the management of incidents and physical surroundings. It is necessary to know when to call the Supervisor for consultation. There is a Supervisor on call 24/7.

##### **Qualifications**

1. CCA course or willingness to complete within 2 years of date of hire.
2. Grade 12 graduate
3. Certification in the Food Safety Awareness Program
4. Experience in Long Term Care setting an asset
5. Medication Awareness Course
6. Basic Principles and Practices training
7. Fire and Life Safety training
8. First Aid and CPR certification
9. Crisis Intervention training
10. Current WHIMIS training
11. Current Criminal Record check
12. Excellent organization and verbal/written communication skills with the ability to work within a team environment and independently.

13. Ability to perform shift work in a 24-hour day 7-day week operation.
14. The physical and mental capabilities to perform the duties of the position such as assisting with mobilizing residents; varying workloads, exposure; dealing with stressful situations relating to agitated, confused, aggressive, or hostile behavior of residents.
15. Physical ability to perform repetitive tasks, lift, squat, bend, stand and walk as required to perform the duties of this position.
16. Ability to work accurately, efficiently, safely and respond to last minute changes.
17. Demonstrate regular attendance in previous employment.

### **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Resident Care Assistant. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Provide safe, competent, ethical care demonstrating a resident-focused philosophy of care.
2. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and to follow Hillsview Acres Home for Special Care policies and procedures.
3. Support, protect and safeguard the resident's rights and interests.
4. Participate in all aspects of resident care to ensure the physical, psychological, social and spiritual needs of each resident are met under the direction of the LPN and/or Resident Care Supervisor.
5. Utilize therapeutic communication by establishing a working relationship with residents/families and coworkers for the purpose of meeting resident needs; ensuring respect, dignity, individuality of each resident and staff member.
6. Participate with other team members in formulating, delivering and reporting the daily resident care needs and personal preferences by:
  - gather and document pertinent data related to resident care
  - seek direction from LPN/Resident Care Supervisor
  - observe residents for any changes and reporting/documenting
  - assess behaviours and activities of daily living and reporting in oral and/or written form at designated times

7. Deliver effective and efficient care that promotes resident/family choice and acknowledges the resident strengths, limitations, as well as, their need for safety and the safety of other residents and staff.
8. Demonstrate initiative to meet resident needs consistent with the resident-focused team approach by:
  - establishing and maintaining a home-like environment
  - participate in resident care conferences, care plans, department and general staff meetings
9. Perform and record vital signs, height and weight, and intake/output readings, such as O<sub>2</sub>, and adjusting the care plan and reporting the results to the LPN/Resident Care Supervisor as necessary.
10. Oral and topical medication management/administration including narcotics
  - includes doing the second check of medications
  - preparation of medications for administration
  - responsibilities range from client specific administration to responsibility for medication administration to all residents in the Home.
  - includes assessment, administration and evaluation of effectiveness of medications
11. Assist with resident admissions, transfers, outings, perform regular routine checks, maintain and improve skin integrity, specimen collection, respiratory care (i.e. oxygen)
12. Provide advanced or delegated tasks (e.g., simple dressing change, clean wounds, application of compression stocking, enemas, hot/cold/ pack application) and reinforcing resident teaching to respond to the resident needs.
13. Implement established Physiotherapy, Occupational Therapy programs that are within the abilities/skills/scopes of a RCA (e.g. ambulation, functional mobility, exercises, etc.)
14. Maintain clear, concise and accurate record keeping.
15. Receive all sick calls of staff in absence of LPN/Resident Care Supervisor, and provide appropriate staff replacement. Adjusts assignments, if required, in accordance with the skills of casual staff.
16. Participate in the orientation of new team members.

17. Create a facility environment that protects confidentiality of residents, staff and activities of Hillside Acres.
18. Maintain knowledge of and works in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
19. Maintain knowledge of and demonstrates the safe use and care of equipment and supplies in the provision of resident care.
20. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending tool box meetings and reviewing meeting minutes. Follow all guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.
21. Participate in continuous quality improvement by:
  - participating in continuing education relevant to department and long-term care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.
  - provide constructive ideas and solutions to problems and challenges.
  - prudent use of resources.
  - review resident/family satisfaction survey results.
  - review resident council meeting minutes.

### **Accountable Practice**

- a) Know what aspects of resident care they are able to perform, those they are not able to perform and when to seek guidance/direction.
- b) Follow employer's policies, procedures and related protocols/guidelines.
- c) Document/report the care provided in keeping with the employer's policies.
- d) Understand his/her own values and attitudes and their effect on establishing successful resident/caregiver relationships.
- e) Demonstrates an ability to learn about the implication of each resident's disease, disorder, condition or personal circumstance and to adapt as appropriate to effectively implement the care plan.
- f) Work as a member of the care team by respecting and acknowledging the roles of all those within the healthcare system to contribute to safe, competent and ethical care.

The RCA must practice within their educational preparation, scope of employment and according to Hillsview Acres Home for Special Care policies and procedures.

The RCA is accountable to him/herself, the resident/family member, the employer (and/or the regulated health care professional) when implementing a client specific assignment or a delegated intervention.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Journeyman Cook - Hillsvie Acres**

##### **General Accountability**

The Journeyman Cook is a valued member of the collaborative care team at Hillsvie Acres Home for Special Care and contributes to the production of high quality food in a sanitary environment under the direction of the Resident Care Supervisor or designate.

Consistent with the Mission and Philosophy of Hillsvie Acres the Journeyman Cook contributes to the efficient operation of the Dietary department within an interdisciplinary resident-focused team.

##### **Qualifications**

1. Certification as a Red Seal Chef, Cook, or Journeyman or willing to obtain.
2. Grade 12 graduate
3. Certification in the Food Safety Food Safety Awareness Program
4. Current certification in CPR and First Aid
5. Crisis Prevention Intervention training
6. Current WHIMIS training
7. Current Criminal Record check
8. Previous cooking experience, preferably in a long-term care setting an asset
9. Excellent organizational and oral/written communication skills with ability to work with others in a team environment and independently
10. Demonstrate regular attendance in previous employment
11. Demonstrate a creative flair for menu planning, food preparation and presentation
12. Knowledgeable of Canada's Food Guide to Healthy Eating
13. Ability to work accurately, efficiently, safely and to respond to last minute changes
14. Physical ability to perform repetitive tasks, lift, squat, bend, stand and walk as required, to perform the duties of this position in a 7-day week operation

## **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Journeyman Cook, Hillsvie Acres. The listing is not intended to be all inclusive nor is it intended to limit the Manager's right to assign other duties.

1. Support, protect and safeguard the resident's rights and interests.
2. Demonstrate a resident-focused philosophy.
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements and follow Hillsvie Acres Home for Special Care policies and procedures.
4. Utilize therapeutic communication by establishing a working relationship with residents/families and co-workers for the purpose of meeting resident needs; ensuring respect, dignity, individuality of each resident, family and staff member.
5. Demonstrate initiative to meet resident needs consistent with the resident-focused care approach by:
  - Participating in establishing and maintaining a home-like environment including the dining experience.
  - Gathering, documenting and communicating resident food preferences and dietary/fluid intake.
  - Participating in interdisciplinary committee work, care planning, care conferences, department and general staff meetings.
6. Prepare food, which provides high nutritive value, flavor, color, texture and appearance following standardized recipes. Ensure the food is ready to be served at required times.
7. Assess and adjust on an ongoing basis the palatability, portions and temperature to meet the goals and objectives of the department.
8. Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies.

9. Carry out proper food management, temperature controls and document according to current Food Hygiene regulations.
10. Purchase supplies in accordance with the planned menu that reflect choice and preference, whilst monitoring and controlling the service from suppliers.
11. Maintain and update dietary Kardex and recipe binder.
12. Participate in the orientation of new team members.
13. Create a facility wide environment that protects the confidentiality of residents, staff, and activities of Hillview Acres.
14. Ensure all equipment used is well maintained, in good working order reporting any defects to the Maintenance Worker.
15. Maintain knowledge of and work in accordance with facility policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
16. Maintain knowledge of and demonstrate the safe use and care of equipment and supplies in the Dietary Department.
17. Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending tool boxes and reviewing tool box meeting minutes. Follow all guidelines for employees as legislated under the Nova Scotia Occupational Health and Safety Act.
18. Participate in continuous quality improvement of the department by:
  - Organizing and testing recipes to ensure high quality meals/deserts being served.
  - Provide constructive ideas and solutions to problems and challenges.
  - Ensure prudent use of resources and waste control.
  - Participate in continuing education, relevant to Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing.

- Ensure food is served at the proper temperature and portioned as set out by departmental policies
- Reviewing resident/family satisfaction survey results and resident council meeting minutes on an ongoing basis.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Administrative & HR Assistant - Hillsvie Acres**

##### **General Accountability**

The Administrative & HR Assistant is a valued member of the collaborative team reporting to the Administrator.

Working as part of a collaborative team, the Administrative & HR Assistant performs a variety of tasks to help support the management team.

##### **Qualifications**

1. Grade 12 Diploma
2. Certification in a secretarial or business course
3. Prior administrative assistance experience required
4. Excellent communication skills
5. Proficiency in Microsoft Word, Excel and Outlook
6. Experience in business record keeping in a long-term care facility an asset

##### **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Administrative & HR Assistant. The listing is not intended to be all inclusive nor is it intended to limit the Supervisor's right to assign other duties.

1. Support, protect and safeguard the resident's and employee's rights and interests.
2. Demonstrate a resident-focused philosophy.
3. Establish and maintain good team relationships to ensure the needs of the residents are met.
4. Create a facility environment that protects the confidentiality of the residents, staff and activities of Hillsvie Acres Home for Special Care.

5. Monitor and communicate outstanding accounts payable.
6. Record, update and maintain resident personal use spending accounts.
7. Prepare monthly Department of Health and Wellness (DHW) invoicing.
8. Prepare monthly resident invoicing and submit to the Region of Queens Municipality (RQM).
9. Receive all Hillsview Acres' invoices, prepare purchase orders and submit to RQM.
10. Collect, record, maintain and update resident and staff contact information.
11. Manage telephone and address queries accordingly.
12. Data entry for Seniors and Long-term Care as required.
13. Prepares, maintains, updates and submits payroll time cards to RQM.
14. Provides orientation for new employees by providing information packets, reviewing policies, gathering payroll information, explaining benefit programs, and obtaining signatures for documents.
15. Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time.
16. Documents and tracks human resources actions by completing forms, reports, logs, and records.
17. Sets up and schedules meetings for interviewees, hiring managers, and employees.
18. Completes new admission financial agreements and collects payments forwarding to RQM.
19. Notifies RQM of resident admissions, transfers and discharges.
20. Assists with Service Canada applications and address changes.
21. Assists with NS Pharmacare enrollment.

### **Performance Evaluation**

Job performance is subject to evaluation during probationary period, as needed and on an annual basis.

**Approved by Council: December 12, 2017**

## **REGION OF QUEENS MUNICIPALITY**

### **Position Guide and Job Description**

#### **Administrator – Hillsview Acres**

##### **General Accountability**

The Administrator is a valued member of the collaborative team at Hillsview Acres and reports to the Director of Corporate Services at Region of Queens Municipality.

This position serves to provide leadership in planning, devising, maintaining and implementing a high-quality standard of operation by assuring the competent delivery of all services for the facility. Responsible for providing leadership in the definition of the goals, strategies and is generally accountable for the overall direction, coordination and delivery of all services for the facility. The Administrator will be expected to motivate and lead his/her team in an efficient, competent, responsible and professional manner. Must be able to ensure the implementation of training programs, and must be diligent in ensuring compliance with all applicable statutory, regulatory and safety codes.

This position provides guidance and leadership to the management team for the daily management of all aspects of operations and for the daily delivery of services. The Administrator must be knowledgeable in the best practices of care and management. The Administrator should also be functional with computers and the management of the various software programs in use by the industry. Knowledge in current management practices including personnel management, policy implementation and budget management are necessary skills for this position.

##### **Qualifications**

1. The successful applicant should have achieved the successful completion of an academic university program or a combination of education and previous management in Long-Term Care
2. Must be able to demonstrate sufficient leadership, administrative and service delivery skills. Good management skills are prerequisites for this position
3. Possess adequate physical abilities consistent with the requirements of the position, must demonstrate a sense of initiative and good organizational and interpersonal skills
4. Must be able to work without supervision, and make important decisions with or

- without the collaboration
5. Must be able to demonstrate the ability to effectively implement short and long-term planning goals
  6. Basic knowledge and abilities consistent with industry standards

### **General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Administrator, Hillsvie Acres. The listing is not intended to be all inclusive or to limit the Worker's initiative to expand his/her function beyond this scope nor is it intended to limit the Supervisor's right to assign other duties.

1. Provide safe, competent, ethical care demonstrating a resident-focused philosophy of care
2. Support, protect and safeguard the resident's rights and interests
3. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements
4. Delegate work to Hillsvie Acres staff through the direction of the Resident Care Supervisor
5. Responsible to establish policy directives, procedures, guidelines, protocols or levels of expenditures commitments.
6. Oversee the care, safety, comfort, general physical and emotional well-being of all residents of the Home, and acts to ensure that the state of well-being is maintained
7. Perform an important role in the quality assurance process by performing inspections of all the services provided, and ensure compliance with all applicable statutory, regulatory or industry standards and codes
8. Responsible to ensure appropriate compliance and due diligence with regards to all of the facility's legal requirements and obligations
9. Ensure that the practices, activities, equipment and physical plant of the facility meet the requirements of all Government Regulations as set out in the Homes for Special Care Act, and other Government Acts and Regulations as they may apply to the Home
10. Responsible for providing leadership in community relations, industry collaboration, inter-facility communication and all aspects of our relations with residents, families and the Department of Health and Wellness
11. Act as the liaison with Medical Providers, Pharmacists, Private Agencies, Resident Families and prospective Residents
12. Responsible to participate in the negotiation of new collective agreements affecting the facility

13. Evaluates job performance of Hillsview Acres Management staff on an annual basis, and more frequently if required
14. Assist Department Heads in the selection, appraisals, and discipline (including dismissal) of all Employees
15. Provides leadership by reporting all pertinent information, and by ensuring adequate communication with the Chief Administrative Officer of the Region of Queens Municipality and the Department of Health and Wellness informing of any unusual incidents or situations which may have legal or political implications
16. Responsible to coordinate inter-facility and intra-facility relationships as may be required in order to establish and maintain appropriate lines of communication and opportunities for an exchange of ideas, strategies or best practices
17. Fosters good working conditions and relations between staff and management, maintaining an open-door policy for all staff and their concerns
18. Ensure medical, nursing supplies, food, clothing, cleaning supplies, linens and other supplies and equipment are acquired as necessary to maintain the highest possible standard of care to the Residents within the Home
19. Manage, distribute and record resident comfort monies
20. Assist in preparing claims for Canada Employment Centre and/or Workers Compensation Board
21. Ensure financial reconciliation through the Long-Term Care online portal
22. Ensure residents are receiving the appropriate OAS/Supplement income and Pharmacare coverage
23. Department of Health and Wellness monthly billing
24. Complete annual Department of Health licensing document
25. Ensure quality and risk control, protection of residents from abuse and infection control
26. Develop and revise All Hazards, Labour Disruption Contingency, Business Continuity, Staff Call Back, Fire Safety plans
27. Ensure compliance with Protection of Persons in Care Act

### **Special Skills and Abilities**

1. Must possess basic Managerial Skills
2. Capable of expediting a satisfactory decision-making process
3. Should be self-motivated and display initiative in resolving problems relating to overall operation of the facility
4. Must possess above average inter-personal skills, be capable of exercising tact and diplomacy with all levels of Personnel and Residents within the work environment, and support the team resident-focused concept
5. Knowledge in current management practices including personnel management, policy implementation and budget management are necessary skills for this position.

Familiarity with operations practices and procedures including health and safety; occupational health and safety; computation; problem solving; interpretation of technical specifications; familiarity with applicable statutory or regulatory code requirements; and knowledge of facility emergency procedures and essential abilities required for this position

**Employment Conditions**

- a) In accordance with Personnel Policies, the position may require travelling locally from time to time
- b) The position provides an annual salary and hours of work may vary as the need requires
- c) This position requires 24/7 on call except when on vacation

**Performance Evaluation**

Job performance is subject to evaluation during the probationary period, as needed and on an annual basis thereafter.

**Approved by Council: December 12, 2017**

## **Region of Queens Municipality Staff Report**

**6.2**

**To:** Council

**From:** Joanne Veinotte, CPA, CGA  
Director of Corporate Services

**Date:** June 28, 2022

**Re:** Liverpool Business Development Center

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### **Background**

In February, 2022, staff brought forward a report to Council requesting approval to hire DUMAC Energy Limited to conduct a study of the Liverpool Business Development Centre's HVAC system. This investigation by DUMAC included a mechanical assessment of the roof top unit (RTU) and existing equipment, the facilities HVAC capabilities and deficiencies, and proposed recommendations to upgrade if necessary. This study produced two recommendations: a new single facility system estimated at \$1.2 million or a four quadrant system estimated at \$1.5 million. Neither system included further design work or the structural modifications required, which are estimated at \$83,000 and \$250,000 respectively, nor did either price include HST.

Over the course of the last two decades of operation the RTU at the facility has required numerous repairs, over and above what is considered normal maintenance. It has always been alleged that the existing unit is severely oversized for the local climate leading to premature failure of compressors, coils and other components.

Nearing twenty years of operation, the existing unit is quickly approaching its end of serviceable life, parts are becoming difficult and near impossible to acquire.



## **Details**

At the Council meeting of May 10, 2022 staff were requested to prepare a report detailing the financial implications of continuing to act as Landlord and operate the LBDC.

At Council meetings on May 24, 2022 and June 14, 2022 staff provided Council with various options for consideration.

All proposed options were discussed at the June 14, 2022 Council meeting and staff was directed to return with a formal recommendation that a new four Quadrant HVAC system be installed and the project be funded 50% from the accumulated surplus of the Special Operating Reserve, and 50% from long term borrowing.

## **Applicable Legislation**

Section 66 of the Municipal Government Act provides that a municipality may borrow to expend funds for a capital purpose as authorized by statute, subject to the approval of the Minister. Section 65 of the Municipal Government Act provides that a municipality must approve a capital budget and expend funds for a capital purpose identified in said budget. Section 91 of the Municipal Government Act provides that a municipality is authorized to borrow money, subject to the approval of the Minister.

## **Budget Impacts**

The estimated debenture amount is \$1,000,000 to be retired over ten years. Depending on timing of project commencement, interest expense may be incurred in the 22/23 fiscal year for short-term borrowing. Short term borrowing interest expenditures will be included in the budget for fiscal 2023-2024. Principal and interest expenditures will be included in the budget for fiscal 2024-2025.



## **Recommendation**

**THAT** Council of Region of Queens Municipality approves project commencement for the Liverpool Development Center, which will include design and installation of a four quadrant HVAC system estimated to cost \$1.9 million. Project will be funded 50% from Special Operating Reserves and 50% from long term borrowing.

## **Communications**

No further communication at this time.

## **Region of Queens Municipality Staff Report**

**7.1**

**To: Council**

**From: Mike MacLeod, Director of Planning and Development**

**Date: June 28, 2022**

**Re: Town Hall Arts and Cultural Centre – Accessibility Renovations**

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### **Background:**

As part of the Queens Municipal Accessibility Plan (QMAP), the Municipality has been undertaking improvements to the Town Hall Arts and Cultural Centre to improve accessibility. Correspondence was sent to the Astor Theatre Society on May 26, 2022 respecting a proposed accessible entry to the main floor of the facility, seeking their review and approval. Refer to letter and documentation attached as Appendix A.

### **Discussion:**

The Municipality's Accessibility Advisory Committee (AAC) has attempted to prioritize accessibility issues throughout its municipal operation and the Town Hall Arts and Cultural Centre (THAACC) came to the top of the list. Under the QMAP an evaluation was completed on the THAACC to identify barriers and potential improvements. One of the accessibility improvements identified was to create a ramped entry to the central space (lobby).

Municipal Staff inspected the facility and identified several potential options, including an exterior ramp on the RBC side of the building, and interior ramp off Gorham Street and an interior ramp coming in from the rear parking lot near Gorham Street.

At the June meeting of the AAC, the possible options were discussed to make the facility more accessible. Committee considerations included:

- Keeping visitors away from traffic, which improves safety of all visitors.

- Allowing for visual connection from the parking lot to an entry door. This is important 'wayfinding' for anyone with memory, cognitive and visual challenges.
- Maintaining a simple run with lots of room for multiple landings, as opposed to multiple switchbacks and a single landing. This efficiency of energy reduces stress and fatigue, such that enjoyment increases and participation is encouraged.
- Preventing congestion and conflict of internal movement especially at the door to the theatre seating.
- Avoiding loss of usable floor space inside for worthwhile other possibilities.
- Minimizing disruptions to current programming due to construction.

In the end, the Committee felt that a new ramped entry on the RBC side of the building would most appropriately meet the accessibility needs of users of the facility and recommended in favor of this proposal.

The Astor Theatre Society, under current lease agreement, is responsible for the day-to-day operation of the facility, and as such, their input on the proposal was sought. Proposal also included responsibility for winter maintenance and relocation of bar area. In a letter dated June 15, 2022, the Society provided a number of comments on the proposal. Refer to Appendix B.

For Council's consideration and direction.

# Appendix A

May 26, 2022

The Astor Theatre Society  
c/o John Simmonds  
P.O. Box 1148  
Liverpool, NS  
BOT 1K0

## Re: Accessibility Improvements to the Astor Theatre

Dear Mr. Simmonds,

As you are likely aware, Council of Region of Queens Municipality has approved a Municipal Accessibility Plan, wherein it evaluated and identified barriers to accessibility at municipal buildings and facilities. One of those buildings is obviously the Town Hall Arts and Cultural Centre and Council is committed to improvements to the building to remove barriers and make the facility more accessible for all. Council has allocated financial resources in this year's budget toward realizing these improvements.

One of the identified priority improvements is an accessible entry to the main floor / lobby area of the building. Several possible options were discussed with the Region's Accessibility Advisory Committee (AAC). Committee considerations included:

1. Keeping visitors away from traffic, which improves safety of all visitors.
2. Allowing for visual connection from the parking lot to an entry door. This is important 'wayfinding' for anyone with memory, cognitive and visual challenges.
3. Maintaining a simple run with lots of room for multiple landings, as opposed to multiple switchbacks and a single landing. This efficiency of energy reduces stress and fatigue, such that enjoyment increases and participation is encouraged.
4. Preventing congestion and conflict of internal movement especially at the door to the theatre seating.
5. Avoiding loss of usable floor space inside for worthwhile other possibilities.
6. Minimizing disruptions to current programming due to construction.

Following discussion, the Committee felt that a new ramped entry on the RBC side of the building would most appropriately meet the accessibility needs of users of the

facility and recommended in favor of this proposal. Please refer to attached drawings, photographs and maps. This proposed new ramp and entry on the RBC side of the building will, in all likelihood, require the relocation of the current bar area and additional maintenance during the winter season. (Under the current agreement, dated January 26, 2022, it is the Society's responsibility to provide and pay for snow and ice removal from the building entrances (Clause 6 (c)).

As operator of the facility, the Society's input and acceptance of this proposal is important and the Municipality is seeking The Astor Theatre Society's acceptance of:

- Location of accessibility access to the THAACC;
- Moving the current bar area to accommodate new entry;
- The Society being responsible for winter maintenance of the exterior ramp.

We respectfully request you review the attached documentation and get back to us at your earliest convenience.

In the meantime, if you have any questions, please do not hesitate to contact me.

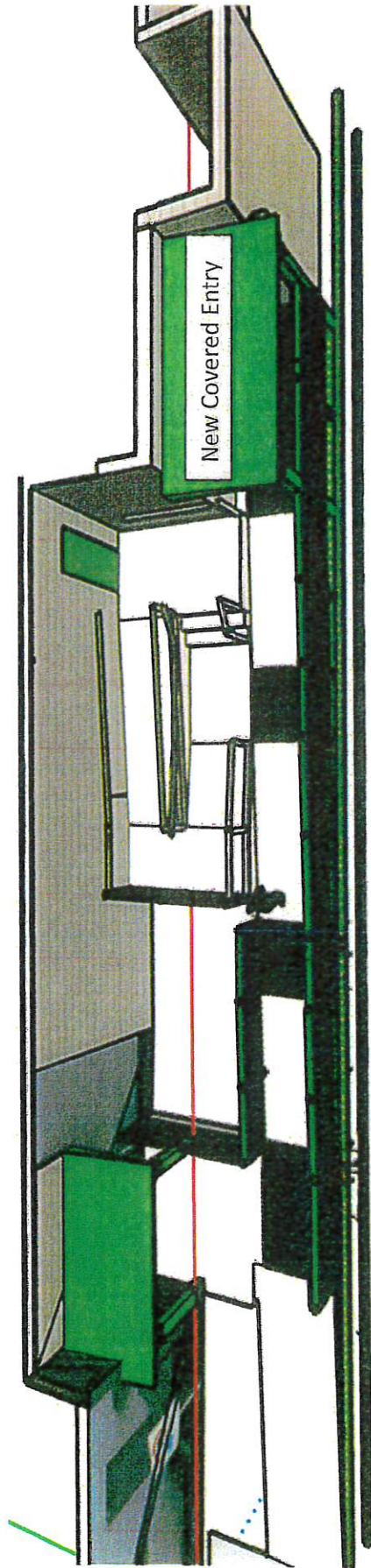
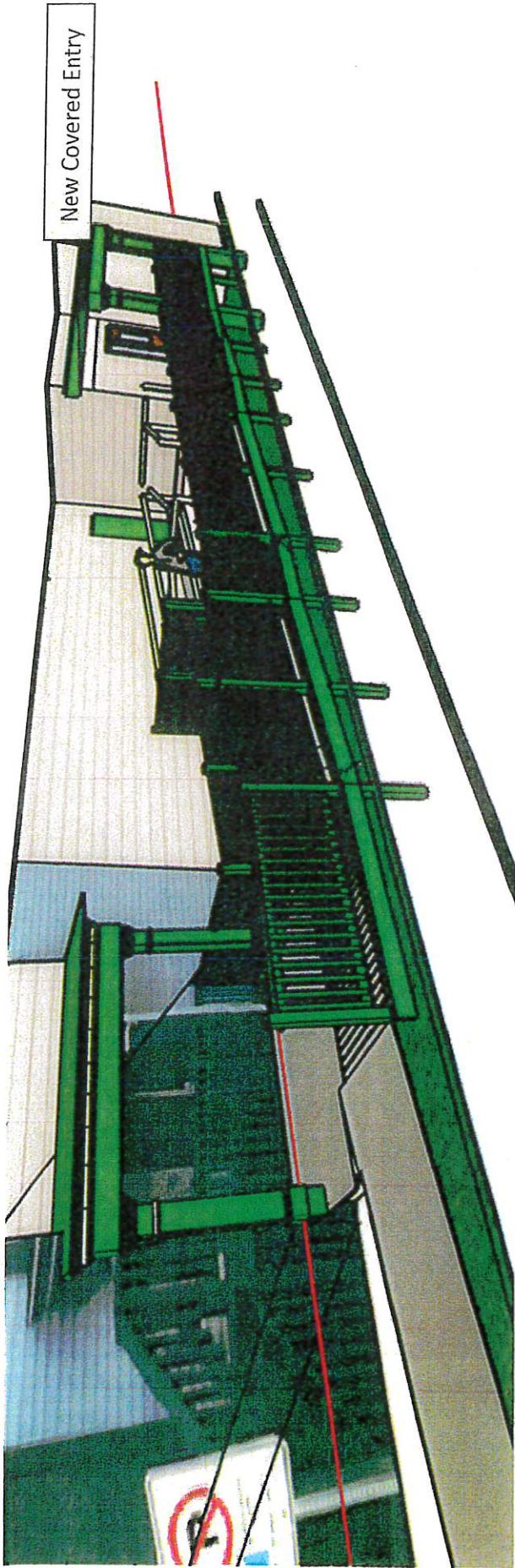
Yours truly,

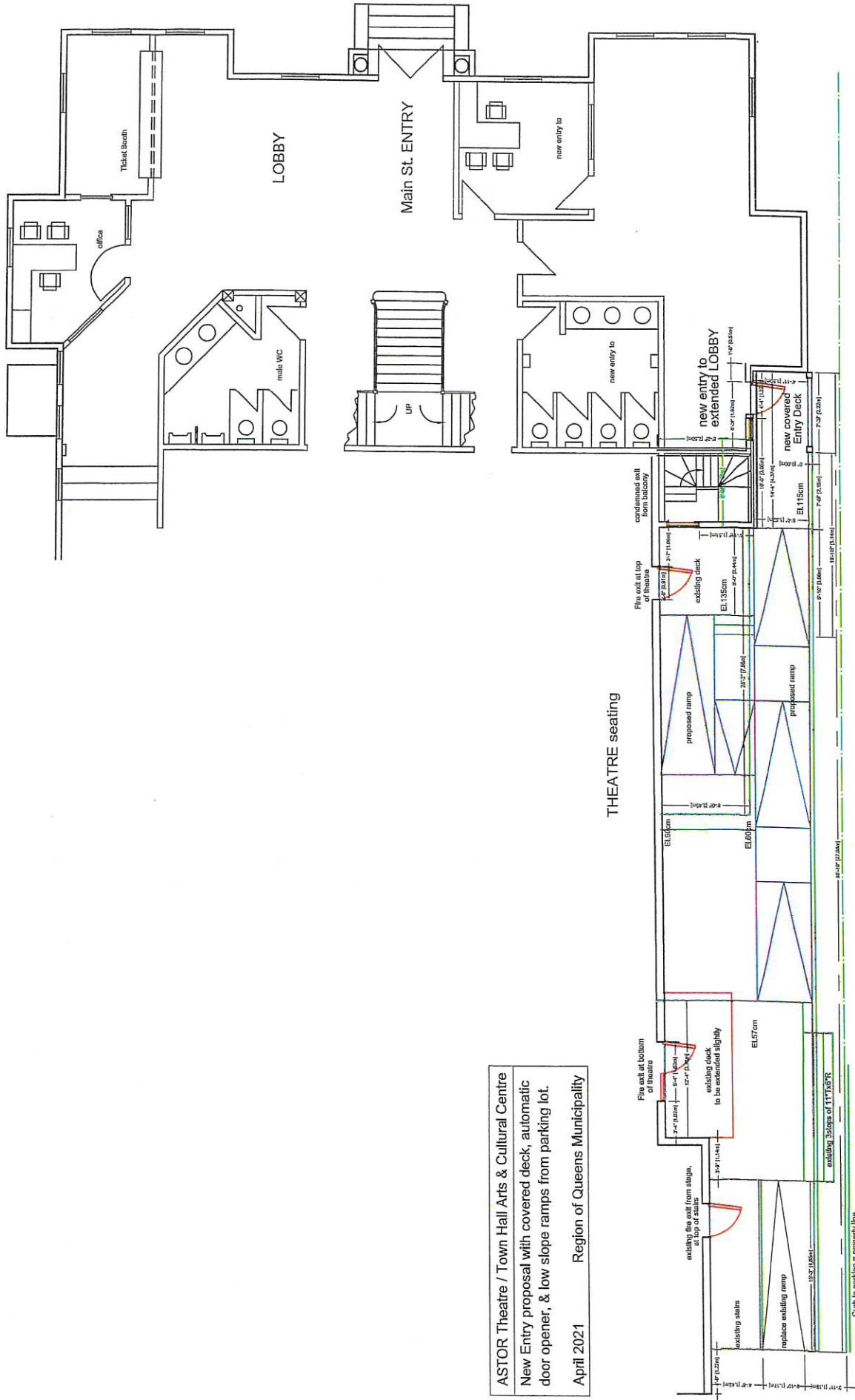


Mike MacLeod

Director of Planning and Development

Cc: Chris McNeill, Chief Administrative Officer  
Elise Johnston, Accessibility and Inclusion Coordinator





ASTOR Theatre / Town Hall Arts & Cultural Centre  
 New Entry proposal with covered deck, automatic door opener, & low slope ramps from parking lot.  
 April 2021 Region of Queens Municipality

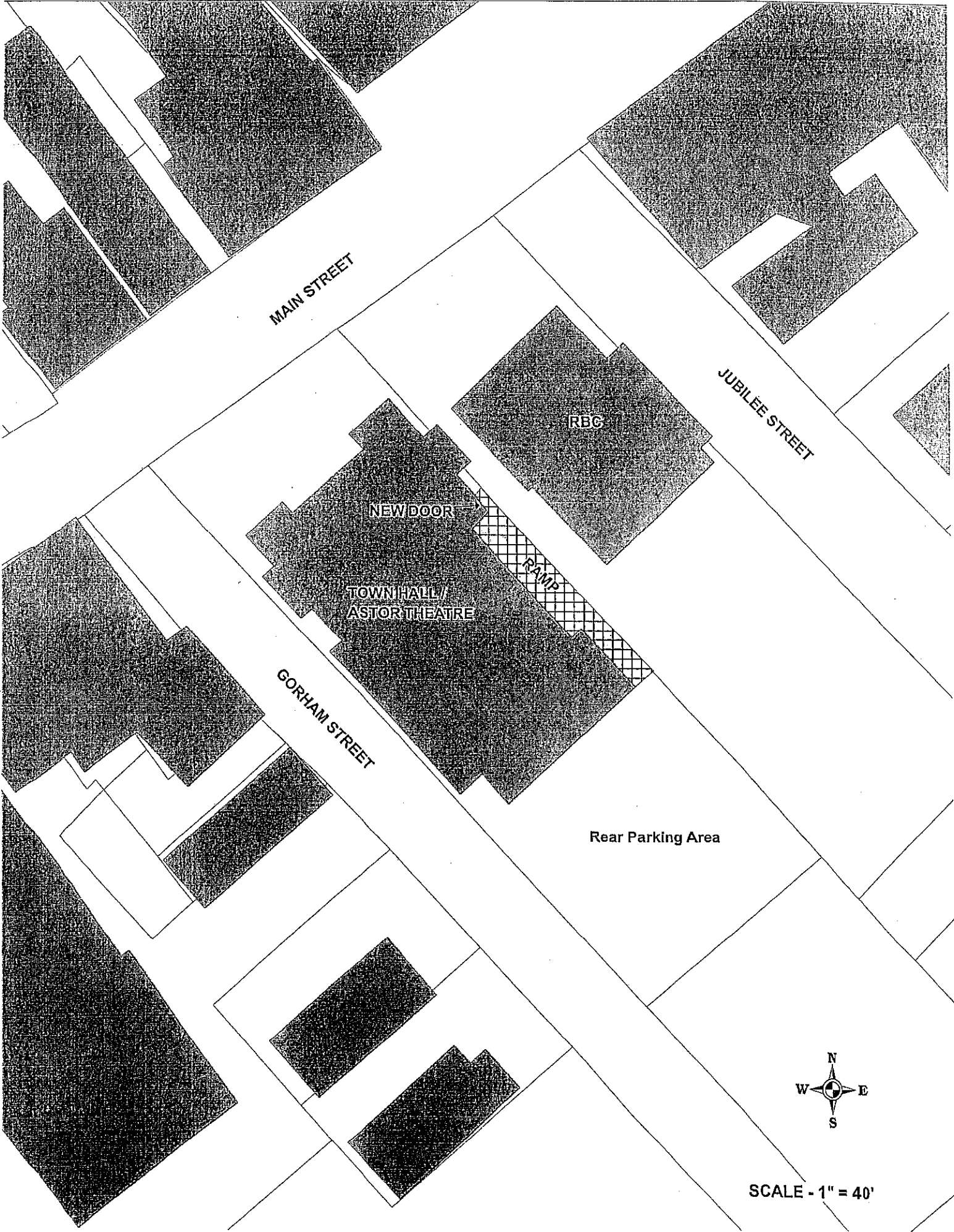


East Side of Building. View from rear parking lot.





New entry into Lobby.



MAIN STREET

JUBILEE STREET

GORHAM STREET

NEW DOOR  
TOWN HALL /  
ASTOR THEATRE

RBC

RAMP

Rear Parking Area



SCALE - 1" = 40'



MAIN STREET

JUBILEE STREET

RBC

NEW DOOR

RAMP

TOWN HALL /  
ASTOR THEATRE

GORHAM STREET

Rear Parking Area



The Astor Theatre  
219 Main Street  
Liverpool, NS  
902-354-5250  
[www.astortheatre.ns.ca](http://www.astortheatre.ns.ca)

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June 15, 2022

Mike Macleod  
Director of Planning and Development  
Region of Queens Municipality  
249 White Point Road  
P.O. Box 1264, Liverpool, NS  
BOT 1K0

Dear Mike:

Thank you for your letter of May 26 outlining recommendations for an accessibility plan for THACC and the Astor Theatre. We appreciate the efforts that the committee has undertaken to recognize our operational needs while providing proper access as outlined in the 6 bullet points on page 1 of your letter.

I have reviewed the recommendations with our Executive Committee and staff and we have a few comments that hopefully can be the subject of ongoing discussions prior to final decisions being made.

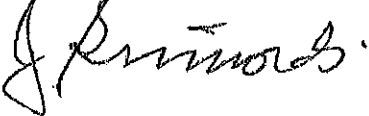
- A) With respect to snow removal, while we agree that Clause 6.c) of the Lessee's Covenants makes snow removal for the entrances the responsibility of The Astor Theatre Society it was based on the entrances in place at that time. By significantly extending the entrance with the proposed ramp the cost and logistics of snow removal and salting place an additional financial burden on us. Hopefully we can review some cost sharing or mitigation options. A canopy over the length of the ramp would be one option to reduce costs.
- B) The current plan calls for the accessibility entrance to be placed where our current bar is located. While this is clearly the best option it does create significant dislocation for the bar and subsequent reduced gallery space. We had occasion to meet with Elise to review options for the interior entry way and traffic flow to minimize loss of space. She proposes identifying specific space planning to accommodate a universal/accessible washroom and dividing walls. This will necessitate moving the bar to the end of the

hallway adjacent to the interior theatre entrance on the west side of the building. While final costings have not been done it will require unbudgeted expenses to create the new bar area. To the extent that it falls within the Region's overall budget for this project we would appreciate some financial support to do this move.

- C) This new entrance will be completely isolated from staff offices and sight lines and will require a security camera and a coded entry door system to allow staff to monitor entrance and exit. Since the area will continue to be adjacent to the subsequent reduced gallery area this level of security will be important. This feature should be included in final plans.

We look forward to further discussion with Region staff as we continue to make The Astor Theatre and Town Hall accessible to all.

Yours truly,



John Simmonds  
Chairperson  
Astor Theatre Society

Cc Chris MacNeill – Chief Administrative Officer  
Elise Johnston – Accessibility and Inclusion Coordinator  
Ralph Gidney – Councillor  
ATS - Executive Committee