

**Region of Queens Municipality Regular Council
Tuesday, October 11, 2022**

**Immediately following Public Hearings
scheduled at 9:00 a.m.**

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – September 27, 2022

7.0 Recommendations

7.1 Trucking of Bulk Salt Tender

7.2 2024 Municipality Electoral Boundary Public Consultation

7.3 South Queens Chamber of Commerce for Wavier of Policy 58 –
Consumption of Alcohol on Municipal Property

7.4 Review of Engineering & Public Works Job Descriptions

7.5 Community Investment Fund 2022-2023

7.6 Development Agreement to allow for the Establishment of an
Automobile Repair Shop

7.7 Amendments to Municipal Planning Strategy and Land Use Bylaw
for Future Land Designation to Serviced Residential (RES) and
change Zoning to Multiple Unit Residential (RM)

7.8 Election of Deputy Mayor

8.0 Discussions

8.1 Lost at Sea Memorial Request

8.2 Yarmouth to Maine Ferry

9.0 In-Camera Items

9.1 Acquisition of Municipal Property

9.2 Acquisition of Municipal Property

9.3 Contract Negotiations

9.4 Acquisition of Municipal Property

9.5 Contract Negotiations

10.0 Adjournment

**Region of Queens Municipality Regular Council
Tuesday, September 27, 2022, 6:00 p.m.**

6.1

Minutes

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

1.0 Call to Order

Mayor Norman called the meeting to order at 6:00 p.m.

Mayor Norman announced Friday is Truth and Reconciliation Day and Saturday is Treaty Day. Gatherings are being held at Hank Snow Grounds and encouraged everyone to attend.

A minute of silence was held in recognition of the children who did not make it home from residential schools and residential school survivors.

2.0 Changes / Approval of Agenda

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

MOTION CARRIED unanimously.

3.0 Presentations

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no petitions to come before this meeting.

5.0 Public Question / Comment Session

There were no public questions for comments to come before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – September 13, 2022

Mayor Norman noted the vote was corrected to 7 in favour and 1 abstention under Item 7.6 of the minutes.

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

**THAT the minutes of the Regular Council meeting held
September 13, 2022 be approved as amended.**

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Policy 95 – Maintenance of Trees

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

**THAT Council of Region of Queens Municipality approve Policy
95 Maintenance of Trees.**

MOTION CARRIED unanimously.

7.2 Cost Sharing of J-Class Roads – 2023-2024 Fiscal year

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

THAT Council of Region of Queens Municipality submit the following J-Class roads to Nova Scotia Public Works for consideration of cost sharing in 2023-2024:

- College Street from Shore Road to Pleasant Avenue
- Roxbury Road
- Oliver Street, and
- Fostertown Road.

AND THAT the roads be submitted in the following priority order:

1. College Street from Shore Road to Pleasant Avenue
2. Roxbury Road
3. Oliver Street, and
4. Fostertown Road.

Councillor Charlton agrees with the priority order and stated she drove the roads in her area, which were all in bad shape. She feels having a policy in place to score the roads would be good in order to give priority to road repairs.

Deputy Mayor Muise took the Chair at 6:08 p.m.

Mayor Norman stated she is against the motion, but priority of the roads is correct, but does not believe in the cost sharing of provincial roads and should be investing in streets we own.

Councillor Charlton enquired about the service exchange agreement and stated until the province changes the agreement, these roads will not get done. The residents deserve better roads and unless we are willing to cost share, does not think it will happen, which is a concern.

MOTION CARRIED with 6 in favour and 2 against.

Mayor Norman resumed the Chair.

8.0 Discussions

8.1 2024 Municipal Electoral Boundary Public Consultation

Mayor Norman stated included in the agenda package is information from the online survey, as well as minutes from the public sessions. A part of the mandatory electoral review is to consult with the public on their views. She noted that the on line comments were overwhelmingly in support of 6 councillors.

Councillor Brown noted the survey defaulted to the 6 when asked what their favorite opinion was, even when a resident indicated 7 or 8 councillors.

Mayor Norman stated some comments indicated that Liverpool will always be favoured by having three councillors. Included was a comment of having no boundaries, to simply have everyone be elected at large for the entire county. When you consider that we are an amalgamated region, and the bulk of the population is in Brooklyn, Liverpool and Milton, to have all councillors elected at large, would make it very difficult for anyone from the North Queens area to get a seat. This would work well in towns, and it would not encourage councillors to get out and tour the entire Queens County.

The final decision will be made by the UARB.

Councillor Brown spoke in favour of having 8 councillors as it would provide an even number of councillors and give the Mayor a deciding vote, so we would have less tie votes. We want better representation for the communities and give less perceived power to Liverpool, which right now has more councillors. The 8 councillor option has three councillors with a piece of Liverpool, and five without, so it evens the balance around the county.

Deputy Mayor Muise is in favour of 7 councillors, as we have now, with a change to some of the boundaries.

Councillor Charlton is in favour of 6 or 7 councillors; with Option 1 or 2 there would still be 2 or 3 councillors in the Liverpool area.

Mayor Norman noted that reasons given for having an additional councilor was cost, but the cost of an additional councillor would be minimal, less than \$30,000 a year including travel expenses.

Chris McNeill, CAO, stated the application needs to be submitted by years' end, and noted the need of 4 – 6 weeks to prepare for submission.

Councillor Hawkes stated he is in favor of 7 councillors with some changes to the boundaries. He noted that Districts 5 and 6 are large.

Mr. McNeill stated under Option 2, if you were to take the 15% of Liverpool under District 5 from Milton, would leave Milton intact, and move it into the other Liverpool districts to make them a little bigger. This would leave two that would have major parts of Liverpool, and if this is over the +/- 10%, an argument could be made to the UARB that it makes sense to allow it to be over 10%.

Councillor Amirault agreed with Mr. McNeill's idea and is in favour.

Councillor Fancy stated he has no problem with the way the boundary is in his district and does not want to see it changed and feels it is perfect the way it is currently.

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

THAT the issue be referred to the next Council meeting for a recommendation with 2 councillors representing the Liverpool area.

MOTION CARRIED with 7 in favour and 1 against.

9.0 In-Camera Items

It was moved by Councillor Amirault and seconded by Councillor Charlton that the proceedings go In-Camera at 6:35 p.m. to discuss the following:

- 9.1 Contract Negotiations
- 9.2 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Charlton and seconded by Councillor Brown that the proceedings exit In-Camera at 6:52 p.m.

MOTION CARRIED unanimously.

9.2 Contract Negotiations

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

THAT Council of Region of Queens Municipality agrees to enter into an agreement with Holly Murphy-Stenton and Michael Murphy with regards to the establishment of an outdoor community pool.

Mayor Norman thanked Holly Murphy-Stenton and Michael Murphy for their donation.

She further stated the terms of the agreement are confidential.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 6:55 p.m.

Mayor Darlene Norman, Chair

Eric Levy, Municipal Clerk

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

7.1

To: Council
From: Adam Grant, Director of Engineering & Public Works
Date: October 11, 2022
Re: Trucking of Bulk Salt Tender

Background

The Region of Queens Municipality called for Tenders for the trucking of bulk salt for the 2022/2023 winter season.

Details

Two tender submissions were received.

<u>Name of Contractor</u>	<u>Price Per Metric Tonne Plus HST</u>
Van Dyk Excavation & Truckin'	\$49.95
Donald Whynot Trucking Ltd.	\$60.30

The lowest tender was submitted by Van Dyk Excavation & Truckin' at a tendered price of \$49.95 plus HST.

Donald Whynot Trucking Ltd. was the successful tenderer the previous year at a price of \$41.50 plus HST/tonne.

Applicable Legislation

N/A



Budget Impacts

N/A

Recommendation

THAT Council of the Region of Queens Municipality approve that Tender PW02-2022/2023 – Trucking of Bulk Salt be awarded to Van Dyk Excavation & Truckin' for the tendered price of \$49.95 per metric tonne, plus HST for the 2022/2023 winter season.

Communications

The tenderers will be notified.

Region of Queens Municipality Staff Report

7.2

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: October 11, 2022

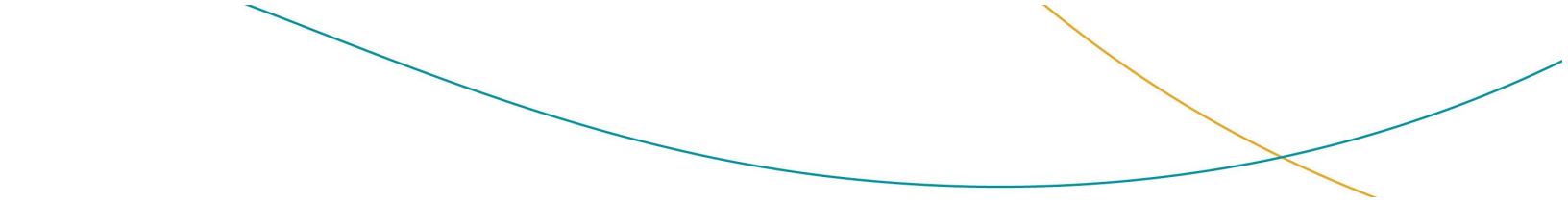
Re: 2024 Municipal Electoral Boundary Public Consultation

Background

On December 10, 2021, Council was advised by the Nova Scotia Utility and Review Board (NSUARB) that it is required to carry out a review of its electoral boundaries in 2022 according to the Municipal Government Act and submit the application to the NSUARB for review, adjudication, and a decision.

At the Council meeting on February 22, 2022, Council authorized staff to prepare three preliminary options for consideration: a six member councillor option, a seven member councillor option, and an eight member councillor option. The issue of the Mayor is mandatory and therefore excluded from the process.

To comply with the requirements of the NSUARB procedures, Council must initially hold public consultations regarding the proposed options under council's consideration. Part of the consideration for each voting option is the relative parity of each voter for each option with the goal being no more than a 10% variance from the average number of voters per polling district. Once this has been determined and agreed to by Council, staff are then required to supply descriptions for each existing and proposed new polling district.



Staff reviewed the current municipal electoral boundaries and prepared three preliminary new options for six, seven, and eight council districts recognizing the NSUARB rules during the timeframe of March to June 2022. The number of electors used in the modelling is the most recent number of electors from the 2021 provincial election.


At the June 14, 2022 Council meeting, Council recommended that staff consult with the public on three different municipal electoral boundary options for 2024. These options were for six councillors, seven councillors and eight councillors. Council's preferred option was to maintain the status quo with seven councillors, but adjust the boundaries to more fairly distribute the voters.

Details

Two meetings were duly advertised in the South Shore Breaker, on our website and on social media. Additionally, the three options were posted on the Municipality's website and shared directly with those residents registered for our EngageQueens.ca public engagement site. The on-line portion of the public survey ran for about five weeks.

The two in-person public meetings received feedback from three members of the public, of which the notes from the two meeting are attached to this report. The on-line survey tool received 26 unique responses with those responses also attached this report.

Following this public consultation, Council again reviewed the matter at its regular meeting on September 27, 2022, considering the public feedback at the meeting and verbally from residents. At this meeting, Council after considering the public input received to date, discussed increasing the voter numbers in the Liverpool districts to provide only two electoral districts covering Liverpool to ensure a majority of Council members were not representing the single community of Liverpool. This has been the case in the past where 4 councillors have a part of Liverpool and all former mayors excluding the current one, also lived in Liverpool. Staff were directed to revise the 7-councillor option by removing the Liverpool voters from the largely Milton district and add them into the two proposed largely Liverpool districts.



Upon the completion of the formal public consultation and description compilation, a formal application must then be submitted to the NSUARB. Upon receipt, the NSUARB will require certain newspaper ads to be published inviting formal comments from the public during the formal hearing before the NSUARB, usually held in the Council Chambers. At the formal hearing, staff will present the application and be subject to cross examination by the NSUARB or formal intervenors.

At the conclusion of the public hearing into this matter, the NSUARB will render its decision within 60 days. A complete set of the rules and procedures used by the NSUARB are located on their website.



Option 1 - Six Electoral Districts (average 1471)

District 1 - East Port l'Hebert, Port Joli, South West Port Mouton, Port Mouton, Summerville Centre, Hunts Point, Beech Hill Farms, White Point, and 10% of Liverpool

Voters 1415 Variance from Average -3.8%

District 2 - Western Head, Moose Harbour, Mersey Point, Mount Pleasant, and 40% of Liverpool

Voters 1416 Variance from Average -3.74%

District 3 - Liverpool 50%, and Brooklyn (Sandy Cove)

Voters 1339 Variance from Average -8.97%

District 4 - Brooklyn (downtown), Beach Meadows, Eagle Head, West Berlin, East Berlin, Port Medway, East Port Medway, Danesville, and Mill Village

Voters 1560 Variance from Average +6.05%

District 5 - Charleston, Riversdale, Bangs Falls, Greenfield, Buckfield, Middlefield, Medway River 11, Pleasantfield, Ponhook Lake 10, and Milton

Voters 1627 Variance from Average +10.6%

District 6 - Labelle, Wildcat 12, Molega, Molega North, Whiteburne Mines, Westfield, South Brookfield, Pleasant River, Northfield, West Caledonia, Tobetic Wilderness Area, North Brookfield, New Grafton, Lake Rossignol, Kempt, Kejimikujik National Park of Canada, Hibernia, Harmony Mills, Caledonia, and Albany New

Voters 1459 Variance from Average -0.82%



Option 2 - Seven Electoral Districts (average 1261)

District 1 - East Port l'Hebert, Port Joli, South West Port Mouton, Port Mouton, Summerville Centre, Hunts Point, Beech Hill Farms, and White Point

Voters 1201 Variance from Average -4.76%

District 2 - Western Head, Moose Harbour, Mersey Point, Mount Pleasant, and 45% of Liverpool (South)

Voters 1522 Variance from Average +20.7%

District 3 - 55% of Liverpool, and Brooklyn (Sandy Cove)

Voters 1445 Variance from Average +14.6%

District 4 - Brooklyn (downtown), Beach Meadows, Eagle Head, West Berlin, East Berlin, Port Medway, Danesville, and East Port Medway

Voters 1342 Variance from Average +6.4%

District 5 - Milton and Ponhook 10

Voters 1048 Variance from Average -16.9%

District 6 - Mill Village, Charleston, Riversdale, Labelle, Wildcat 12, Medway 10, Molega, Molega North, Greenfield, Buckfield, Bangs Falls, Middlefield and Pleasantfield

Voters 1119 Variance from Average -11.3%

District 7 - Whiteburne Mines, Westfield, South Brookfield, Pleasant River, Northfield, West Caledonia, Tobiatric Wilderness Area, North Brookfield, New Grafton, Lake Rossignol, Kempt, Kejimikujik National Park of Canada, Hibernia, Harmony Mills, Caledonia, and Albany New

Voters 1139 Variance from Average -9.7%



Option 3 - Eight Electoral Districts (average 1104)

District 1 - East Port l'Hebert, Port Joli, South West Port Mouton, Port Mouton, Summerville Centre, Hunts Point, Beech Hill Farms, and White Point

Voters 1201 Variance from Average +8.79

District 2 - 55% of Liverpool

Voters 1176 Variance from Average +6.51%

District 3 - Western Head, Moose Harbour, Mersey Pont, Mount Pleasant, and 30% of Liverpool

Voters 1202 Variance from Average +9.06%

District 4 - Milton and Ponhook 10

Voters 1048 Variance from Average -5.25%

District 5 - 15% of Liverpool and Brooklyn

Voters 1165 Variance from Average +5.53%

District 6 - Beach Meadows, Eagle Head, West Berlin, East Berlin, Port Medway, Danesville, East Port Medway and Mill Village

Voters 986 Variance from Average -10.69%

District 7 - Charleston, Riversdale, Labelle, Wildcat 12, Middlefield, Pleasantfield, Medway River 11, Molega, Molega North, Pleasant River, Greenfield, Buckfield and Bangs Falls

Voters 1008 Variance from Average -8.7%

District 8 - Whiteburne Mines, Westfield, South Brookfield, Northfield, West Caledonia, Tobetic Wilderness Area, North Brookfield, New Grafton, Lake Rossignol, Kempt, Kejimikujik National Park of Canada, Hibernia, Harmony Mills, Caledonia, and Albany New

Voters 1032 Variance from Average -6.52%



Applicable Legislation

Section 369 and 370 of the *Municipal Government Act* states that:

369(1) In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.

(2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors. Councillor continues to hold office

370 Unless the Board otherwise orders, where boundaries of polling districts are revised, any councillor holding office at the time of the revision continues to hold office until the next regular municipal election.

Recommendation

THAT Council of Region of Queens Municipality authorize staff to prepare and submit Council's preferred recommendation of Option 2 for the Municipality's electoral boundaries for the 2024 municipal election.

Budget Impacts

The total process which is mandatory is expected to cost approximately \$2000.

Communications

Upon approval of this recommendation, staff will finalize the boundaries of the recommended option and prepare the final application for submission to the NSUARB.

Region of Queens Municipality Staff Report

7.3

To: Council

From: Dana Henley, Community Development Coordinator

Date: October 11, 2022

Re: South Queens Chamber of Commerce for Waiver of Policy 58 – Consumption of Alcohol on Municipal Property

Background

South Queens Chamber of Commerce is hoping to attract patrons of all types to their Sunset Market and Block Party for the opening night of the Liverpool International Theatre Festival. The Chamber would like for local distillers like Hell Bay and Petite Riviere the opportunity to sell tastings of their products at the event, October 13, 2022; however they are prohibited under Operational Policy 58 – Consumption of Alcohol on Municipal Property. South Queens Chamber of Commerce is requesting that this policy be waived to allow liquor to be sold, given, or consumed at the Sunset Market and Block Party.

Details

The South Queens Chamber of Commerce Sunset Market and Block Party will take place in Liverpool on Main Street, between Market Street and 255 Main Street, on October 13, 2022.

Applicable Legislation

Operational Policy #58 – Consumption of Alcohol on Municipally Owned Properties.



Recommendation

THAT the Council of Region of Queens Municipality agree to waive Policy 58 – Consumption of Alcohol on Municipally Owned Properties at the request of South Queens Chamber of Commerce at Main Street, Liverpool between Market Street and 255 Main Street, on October 13, 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(s) from the Province of Nova Scotia to the Region, and that all municipal, provincial, and federal laws be strictly adhered to.

Communications

The applicant will be notified of a decision following Council.



South Queens Chamber of Commerce
P.O. Box 1378 Liverpool, NS B0T 1K0
Website: www.southqueenschamber.com
Email: secretary@southqueenschamber.com

September 28, 2022

To the Municipal Council of Queens County, Nova Scotia:

On behalf of the South Queens Chamber of Commerce, I request a waiver of policy 58 restricting the sale of alcohol for the Sunset Market & Block Party for the opening night of the Liverpool International Theatre Festival. The waiver request would be for October 13, 2022 and would allow local distillers like Hell Bay and Petit Riviere to sell tastings for the event.

Thank you for your consideration in enhancing our market.

A handwritten signature in black ink that reads "Rigel Jones".

Kind Regards,
Rigel Jones
Executive Director
Rigel.Jones@southqueenschamber.com
(647) 829-6059

Region of Queens Municipality Staff Report

7.4

To: Council

From: Adam Grant, Director of Engineering and Public Works

Date: October 11, 2022

Re: Review of Engineering and Public Works Job Descriptions

Background

The Engineering and Public Works Department employees approximately 18 non-union salaried and hourly staff subject to the attached descriptions.


Details

Job descriptions impart a significant value in an employee and department's role within an organization outlining the framework for efficient and cooperative responsibilities. As an employee's function evolves through their employment it is necessary to regularly review the description of their job and ensure the needs of the department are being met.

Generally, all descriptions were modified to ensure consistency in the language and intended message for items such as safety responsibility, after-hours responsibilities, licensing, etc. and also changes to gender neutral terminology. Similarly, to enhance clarity, redundant points were consolidated into common requirements.

Significant changes specific to each description:

- Assistant Director of Engineering and Public Works
 - o Addition of requirement to participate in the Municipality's Emergency Management Planning Committee

- 
- Responsible for scheduling after hours/ emergency roles
 - Capital Works Supervisor
 - Change of title from Foreman to Supervisor
 - Removal of Public Works specific functions, assignment to Public Works Supervisor
 - Removal of Solid Waste Facility function assignment to Public Works Supervisor
 - Creation of Fleet Maintenance responsibility within department
 - Director of Engineering and Public Works
 - Addition of requirement to participate in the Municipality's Emergency Management Planning Committee
 - Addition of requirement to assume responsibility for after hours/ emergency
 - Grounds Supervisor
 - Change in title for consistency across Department
 - Addition of participation in Park Inspection Program
 - Groundskeeper
 - Addition of participation in Park Inspection Program
 - Operations Attendant
 - Addition of participation in Facility Maintenance and Preventative Maintenance Program
 - Operations Manager
 - Addition of creation and responsibility in Facility Maintenance and Presentation Maintenance Program
 - Public Works & Solid Waste Facility Supervisor
 - Change of title from current 'Capital Works Foreman' to a more appropriate reference
 - Creation of Public Works specific roles and functions
 - Addition of responsibility at Solid Waste Facility as employee supervisor
 - Solid Waste Clerk & Safety Officer
 - Addition of creation and responsibility for Park Inspection
 - Utility Supervisor
 - New job description with the Department
 - Position will reduce burden on Director, Assistant Director and other Supervisors allowing for more comprehensive and efficient operation of the water and wastewater systems



Applicable Legislation

Budget Impacts

It is not expected that this recommendation will have any budget impacts. All positions have been included in this years operating budget and are a realignment of existing duties or current job vacancy.

Recommendations

THAT Council of Region of Queens Municipality approve the Assistant Director of Engineering and Public Works job description.

THAT Council of Region of Queens Municipality approve the Capital Works Supervisor job description.

THAT Council of Region of Queens Municipality approve the Director of Engineering and Public Works job description.

THAT Council of Region of Queens Municipality approve the Grounds Supervisor job description.

THAT Council of Region of Queens Municipality approve the Groundskeeper job description.

THAT Council of Region of Queens Municipality approve the Operations Manager job description.



THAT Council of Region of Queens Municipality approve the Operations Operator job description.

THAT Council of Region of Queens Municipality approve the Public Works & Solid Waste Facility Supervisor job description.

THAT Council of Region of Queens Municipality approve the Utility Supervisor job description.

Communications

Job descriptions will be reviewed with appropriate staff.

Region of Queens Municipality
Assistant Director of Engineering and Public Works

General Accountability

Assistant Director of Engineering and Public Works shall be responsible for the effective oversight and coordination of all infrastructure investments and maintenance provided by the Municipality including municipal buildings and properties, acts when required as the Engineer pursuant to the *Municipal Government Act*, provides management and supervision of Engineering and Public Works Department unionized and temporary employees, provides regular reports to Director of Engineering and Public Works, oversees day-to-day operation of designated municipal infrastructure, responsible for operation and maintenance of municipal sewer collection systems, provides leadership and supervision of public works operations and maintenance, leadership for South Queens Water Treatment Facility, supervises cleaning and maintenance of all municipal streets including pavement and winter maintenance, responsible for operation of Queens Solid Waste Management Facility, assists with implementation and collection of GIS and GPS data, provides regular oversight of department staff, ensures employees adhere to terms and conditions of collective agreement, responsible for implementation of safety program for Department employee's, assists Director of Engineering and Public Works with annual operating and capital budget preparation, implements policies and procedures, meets with employees on a regular basis to resolve issues and discuss work requirements, mentors and supports subordinate staff, attends meetings of Landfill Community Monitoring Committee, assumes responsibility for after-hours calls when required, supports Director of Engineering and Public Works with development of long term plans, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Assistant Director of Engineering and Public Works is accountable to the Director of Engineering and Public Works for administration and oversight of all municipal infrastructure and capital facilities including new developments, re-investments to prolong the use of current infrastructure, and on-going maintenance of current infrastructure.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Assistant Director of Engineering and Public Works. The list is not intended to be all-inclusive nor to limit the Assistant Director of Engineering and Public Works'

initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for oversight and management of designated infrastructure and assets of the municipality, including maintenance, operation, staffing, expenditure control, safety, and security.
2. Discharges the duties and responsibilities of the Engineer pursuant to the *Municipal Government Act* and other provincial and federal statutes and regulations, in the absence of, or delegation by the Director of Engineering and Public Works.
3. Continually stays up-to-date on design engineering standards, building codes, and accessibility regulations, to ensure all municipal infrastructure meets or exceeds regulatory requirements.
4. Provides management and supervision of Engineering and Public Works Department staff, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.
5. Provides regular reports for Director of Engineering and Public Works on all aspects of the Engineering and Public Works Department's functions including updates on infrastructure projects no less than weekly, making recommendations for improvements as the need arises.
6. Provides management and supervision of Queens Solid Waste Management Facility, Region of Queens Water Utility, Municipality's wastewater systems, streets and right-of-ways and Engineering and Public Works Department regular operational activities, including revenues and expenditures, staffing, policies and operating procedures, including facility maintenance and recommendations for capital upgrades.
7. Assists the Director of Engineering and Public Works with development of an annual operating and capital budget for the Department including providing input into required staffing, capital investments, and maintenance needs for the upcoming year.
8. Oversees the operating and capital budget expenditures for the Department by ensuring that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment, and proper account numbers are coded for each purchase before being submitted to the Finance Department for

payment; obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.

9. Implements policies and procedures as they relate to the engineering operations of the Municipality to ensure fair and consistent purchasing and tendering, requires strict adherence to safety requirements by staff, and provides opportunities for employee development.
10. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
11. Attends and participates in annual meetings of the Community Monitoring Committee for the Queens Solid Waste Management Facility provides information about the facilities operations and insight into current challenges and future opportunities.
12. Participates as a member of the Queens EMO Planning Committee as a representative for the Engineering and Public Works Department. Undertakes EMO training as necessary, stays up to date with Queens Emergency Management Plan.
13. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Director of Engineering and Public Works concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
14. Ensure the preparation, review and approve the recording of "As-Builts" on all infrastructure and related projects.
15. Supports the Director of Engineering and Public Works with the annual development of long-range sustainability plans for the Engineering and Public Works Department and all municipal infrastructure.
16. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.

17. Schedules weekly on-duty rotation for emergency, after hours and winter works duties and assumes responsibility for the same.
18. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
19. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
20. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Applicants for this position must be a graduate of a recognized post-secondary institution with a professional degree and designation in civil engineering, and have a minimum of three (3) years of professional engineering experience. This employee must have a strong understanding of municipal infrastructure and experience in the supervision of employees and capital works projects with exceptional written and oral communication skills.

Salary Scale

The salary scale for this position is Range 23 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Capital Works Supervisor

General Accountability

Capital Works Supervisor shall be responsible for organizing, coordinating, scheduling and supervising Capital Works projects, providing supervision of Engineering and Public Works Department staff, provides regular reports for Director of Engineering and Public Works, supervises the installation, construction and commissioning of new water and wastewater infrastructure, construction of new streets, facilities, and parks, assists the Director or Assistant Director of Engineering and Public Works in ensuring that the policies and procedures established are followed, ensures responsible budget expenditures, meets with Engineering and Public Works Department staff on a regular basis, responsible for maintenance, assignment and operation of the Municipality's fleet of vehicles and equipment, responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensures the preparation, review and approve the recording of "As-Builts" on all infrastructure, ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement, assumes responsibility for emergency, after-hours and winter works duties as scheduled, maintains good public relations in dealing with the citizens, holds and maintains a valid driver's license, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Capital Works Supervisor is accountable to the Director of Engineering and Public Works for all capital projects including budget control, staffing, safety, and project success.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Capital Works Supervisor. The list is not intended to be all-inclusive nor to limit the Capital Works Supervisor's initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for organizing, coordinating, scheduling and supervising Capital Works projects as directed by the Director or Assistant Director of Engineering and Public Works.
2. Provides supervision of Engineering and Public Works Department staff, ensuring it is always properly resourced, time sheets are prepared and

approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.

3. Provides regular reports for Director of Engineering and Public Works on all aspects of the Engineering and Public Works Department's functions including updates on infrastructure projects no less than weekly, making recommendations for improvements as the need arises.
4. Supervises the installation, construction and commissioning of new water and wastewater infrastructure, construction of new streets, facilities, parks or the like maintaining accurate project records while ensuring appropriate construction standards and applicable codes are met.
5. Assist the Director or Assistant Director of Engineering and Public Works in ensuring that the policies and procedures established respecting the operation of the Engineering and Public Works Department are followed and make such recommendations for additions or revisions thereto as may be appropriate.
6. Ensures responsible budget expenditures by verifying that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment before being submitted to the Director of Engineering and Public Works Department obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.
7. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
8. Responsible for maintenance, assignment and operation of the Municipality's fleet of vehicles and equipment, ensuring all vehicles and equipment are properly utilized, maintained and serviced. Ensures an adequate supply of spare parts and components are retained to minimize equipment downtime and provides regular updates to Director Engineering and Public Works regarding equipment condition, downtime, and long-term forecasting for equipment.

9. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Director of Engineering and Public Works concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
10. Ensure the preparation, review and approve the recording of "As-Builts" on all infrastructure and related projects.
11. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
12. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Assistant Director of Engineering and Public Works.
13. Maintains good public relations in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
14. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
15. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Candidates for this position should possess a high school diploma and ideally possess post-secondary education in the area of civil engineering construction or relevant field, water distribution and wastewater collection training would be considered an asset combined with 3-5 years of civil construction related experience while leading a team of support workers.

Salary Scale

The salary scale for this position is Range 15 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Director of Engineering and Public Works

General Accountability

Director of Engineering and Public Works shall be responsible for the effective oversight and coordination of all infrastructure investments and maintenance provided by the Municipality including municipal buildings, properties, parks and recreational spaces, acts as the Engineer pursuant to the *Municipal Government Act*, supervises all Engineering and Public Works Department staff, prepares comprehensive reports for Council, oversees the administration and operation of solid waste management facility, water treatment facility, and sewer treatment plants, annually conducts assessment of municipal buildings and properties, contributes to an annual Capital Investment Plan, stays up to date on engineering standards, prepares sewer, water and storm water maps and plans, provides administration and oversight of Joint Occupational Health and Safety Committee including acting as co-chair, oversees operating and capital budget for department, prepares policies and procedures related to engineering services, prepares provincial and federal financial and statistical reports, oversees the Municipality's fleet program, mentors and supports staff, coordinates meetings and reports for Community Monitoring Committee, cooperates fully with Municipal Auditor providing full disclosure, and participates as a member of the Municipality's Management Team to develop long-term sustainability plans. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Director of Engineering and Public Works is accountable to the Chief Administrative Officer for administration and oversight of all municipal infrastructure and capital facilities including new developments, re-investments to prolong the use of current infrastructure, and on-going maintenance of current infrastructure.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Director of Engineering and Public Works. The list is not intended to be all-inclusive nor to limit the Director of Engineering and Public Works' initiative to expand their function beyond this scope nor to limit the Chief Administrative Officer's ability to assign other duties.

1. Responsible for oversight and management of all capital infrastructure matters of the municipality, including all municipal buildings, properties, parks and outdoor recreational spaces, and those properties leased to, or under the jurisdiction and control, of the municipality, with staff of other

departments requesting service of an engineering and public works nature through their appropriate supervisor.

2. Discharges the duties and responsibilities of the Engineer pursuant to the *Municipal Government Act* and other provincial and federal statutes and regulations.
3. Continually stays up-to-date on design engineering standards, building codes, and accessibility regulations, to ensure all municipal infrastructure meets or exceeds regulatory requirements.
4. Provides overall management and supervision of Engineering and Public Works Department staffing, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for recruitment, hiring, promotion, suspension or dismissal are made to Chief Administration Officer.
5. Provides reports for Council on all aspects of the Engineering and Public Works Department including detailed infrastructure reports as requested, attends meetings of Council and other committees when required to report concerning such.
6. Provides overall management and supervision of Queens Solid Waste Management Facility, Queens Place Emera Center Operations, Region of Queens Water Utility, and Municipality's wastewater Systems, parks and Grounds, streets and right-of-ways and Engineering and Public Works Department regular operational activities including revenues and expenditures, staffing, policies and operating procedures, including facility maintenance and capital upgrades.
7. Coordinates annual physical assessment of municipal buildings and properties to determine their immediate and future capital investment needs and provides such information as necessary to Director of Corporate Services and Chief Administrative Officer for inclusion in 5-year Capital Investment Plan.
8. Compiles, coordinates, controls, and implements the Municipality's capital infrastructure program, including collection of field data, planning, estimating, design, tending, layout, inspection, contract administration, and reporting, as well as maintenance of drawings, plans and records thereof.
9. Serves as vice-chairperson of the Municipality's Joint Occupational Health and Safety Committee and ensures recommendations are made to the Chief Administrative Officer and Council for amendments to the program or

policies when changes to the program or policies are deemed appropriate to ensure continual compliance with provincial and federal safety legislation.

10. Oversees the operating and capital budget expenditures for the Department by ensuring that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment, and proper account numbers are coded for each purchase before being submitted to the Finance Department for payment; obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.
11. Prepares policies and procedures as they relate to the engineering operations of the Municipality to ensure fair and consistent purchasing, tendering and request for proposal opportunities, strict adherence to safety requirements, and provisions for employee promotion and development.
12. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
13. Oversees and approves the preparation of all provincial and federal infrastructure reports including water and wastewater reporting, solid waste data, infrastructure funding financial reports, and other similar reports as required.
14. Oversees the Municipality's fleet of vehicles and equipment to ensure all vehicles and equipment are properly sized and purchased for required uses, transferred to other Municipal operations when appropriate, and surplus vehicles and equipment are disposed appropriately.
15. Mentors and supports immediate subordinate staff including to ensure a regular transfer of knowledge takes place and increasing level of responsibility and accountability is delegated to appropriate departmental staff.
16. Attends and participates in annual meetings of the Community Monitoring Committee for the Queens Solid Waste Management Facility provides information about the facilities operations and insight into current challenges and future opportunities.

17. Participates as an alternative member of the Queens EMO Planning Committee as a representative for the Engineering and Public Works Department; and undertakes EMO training as necessary, stays up to date with Queens Emergency Management Plan.
18. Cooperates fully with Municipal Auditor providing full and open disclosure and access to all municipal documents and financial records while supporting the Finance Department's timely completion of annual audit.
19. Responsible for developing procedures and checklists, assigning staff responsibility, and encouraging new initiatives and projects that will increase services, opportunities, and sustainability and accessible infrastructure for residents and businesses.
20. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Joint Occupational Health and Safety Committee concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
21. Participates as a member of the Municipality's Management Team and supports the annual development of a long-range sustainability plan for the entire municipal operation.
22. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
23. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Assistant Director of Engineering and Public Works.
24. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
25. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles and machinery.
26. Other duties as assigned by the Chief Administrative Officer from time to time.

Qualifications

Applicants for this position must be a graduate of a recognized post-secondary institution with a professional degree and designation in civil engineering, and have a minimum of seven (7) years of professional engineering experience. This employee must have a strong understanding of municipal infrastructure and cost accounting and have exceptional written and oral communication skills.

Salary Scale

The salary scale for this position is Range 25 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Grounds Supervisor

General Accountability

Grounds Supervisor shall be responsible for supervision of the overall maintenance of all municipally-owned and operated parks, pools, grounds, trails, outdoor recreational assets and identified Community Facilities throughout the Region of Queens Municipality. This position shall be responsible for maintenance of lawns, planter beds, landscaping, walking and parking surfaces, litter collection and general maintenance, organizing, coordinating scheduling and supervising maintenance work on Region of Queens Municipality properties, ensuring work is completed in a professional and timely manner, assisting the Director of Engineering and Public Works in the hiring, supervision, evaluation, and discipline of Groundskeepers and is directly responsible for the daily scheduling and supervision of all Groundskeepers, exhibiting a friendly, approachable and positive attitude, maintaining close liaison with the Director of Engineering and Public Works, making recommendations to the Director of Engineering and Public Works for required equipment and material purchases, supervising and participates in the planting and maintenance of various annuals, perennials, trees, shrubs and other plantings and landscape features, submitting time cards, incident/accident reports and WCB reports, undertaking Safety Inspections on Region facilities, holding and maintaining a valid driver's license, safely operating and maintaining cleanliness in municipal vehicles and equipment, participating in, and conducting, training opportunities, developing safe work practices, and performing such other duties assigned by Director of Engineering and Public Works

Grounds Supervisor is a working supervisory role in which the individual will work together with the Groundskeepers and undertake the same General Duties and Responsibilities of the Groundskeepers as required from time to time.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Grounds Supervisor. The list is not intended to be all-inclusive nor to limit the Supervisor's initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for organizing, coordinating, scheduling and supervising maintenance of Municipality's parks and outdoor recreational spaces as directed by the Director of Engineering and Public Works.

2. Provides supervision of Engineering and Public Works Department staff, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.
3. Provides regular reports for Director of Engineering and Public Works on Engineering and Public Works Department's functions including updates on commitments no less than weekly, making recommendations for improvements as the need arises.
4. Supervises and participates in the planting and maintenance of various annuals, perennials, trees, shrubs and other plantings and landscape features as required, including edibles; and supervises and participates in the maintenance and keeping of the Municipality's public use trails and outdoor spaces by resurfacing, tree and limb removal or other necessary work to promote positive use.
5. Responsible for Municipality's pools and playgrounds, oversees regular maintenance and operation as well as winterizing and de-winterizing of facility physical plant including installation and removal of ladders, steps, seasonal covers etc.
6. Ensures responsible budget expenditures by verifying that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment before being submitted to the Director of Engineering and Public Works Department obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.
7. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
8. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Director of Engineering and Public Works concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.

9. Ensures the implementation of the Municipality's Park Inspection Program as provided by the Solid Waste Clerk / Safety Officer including the recording of all inspections by themselves or Groundskeeper.
10. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
11. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Assistant Director of Engineering and Public Works.
12. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
13. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
14. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Candidates for this position should possess a high school diploma and ideally possess post-secondary education in the area of horticulture, environmental design, or a related field, combined with 3-5 years of practical landscaping experience while leading a team of support workers.

Salary Scale

The salary scale for this position is Range 12 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality **Groundskeeper**

General Accountability

Grounds Supervisor shall be responsible for supervision of the overall maintenance of all municipally-owned and operated parks, pools, grounds, trails, outdoor recreational assets and identified Community Facilities throughout the Region of Queens Municipality. This position shall be responsible for maintenance of lawns, planter beds, landscaping, walking and parking surfaces, litter collection and general maintenance, organizing, coordinating scheduling and supervising maintenance work on Region of Queens Municipality properties, ensuring work is completed in a professional and timely manner, assisting the Director of Engineering and Public Works in the hiring, supervision, evaluation, and discipline of Groundskeepers and is directly responsible for the daily scheduling and supervision of all Groundskeepers, exhibiting a friendly, approachable and positive attitude, maintaining close liaison with the Director of Engineering and Public Works, making recommendations to the Director of Engineering and Public Works for required equipment and material purchases, supervising and participates in the planting and maintenance of various annuals, perennials, trees, shrubs and other plantings and landscape features, submitting time cards, incident/accident reports and WCB reports, undertaking Safety Inspections on Region facilities, holding and maintaining a valid driver's license, safely operating and maintaining cleanliness in municipal vehicles and equipment, participating in, and conducting, training opportunities, developing safe work practices, and performing such other duties assigned by Director of Engineering and Public Works

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Groundskeeper. The list is not intended to be all-inclusive nor to limit the Groundskeeper's initiative to expand their function beyond this scope nor to limit the Grounds Supervisor's ability to assign other duties.

1. Provides necessary maintenance and upkeep of Municipality's parks and outdoor recreational spaces as directed by Grounds Supervisor including mowing, trimming, litter clean up, pruning and resurfacing as required.
2. Provides regular reports for Grounds Supervisor on their functions including updates on commitments no less than weekly, making recommendations for improvements as the need arises.

3. Participates in the planting and maintenance of various annuals, perennials, trees, shrubs and other plantings and landscape features as required, including edibles. Participates in the maintenance and keeping of the Municipality's public use trails and outdoor spaces by resurfacing, tree and limb removal or other necessary work to promote positive use.
4. Provides assistance for Municipality's pools and playgrounds, including regular maintenance and operation as well as winterizing and de-winterizing of facility physical plant including installation and removal of ladders, steps, seasonal covers etc.
5. Participates in the Municipality's Park Inspection Program by conducting routine inspections at each site visit and recording as necessary.
6. Responsible for ensuring their tasks are completed compliant with the Municipality's Safety Program, making recommendations to Grounds Supervisor concerning policy and process changes believed to improve employee and public safety, while ensuring continual compliance with provincial and federal safety legislation.
7. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
8. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
9. Other duties as assigned by the Grounds Supervisor from time to time.

Qualifications

Candidates for this position should possess a high school diploma and be physically capable of working outside in various conditions, and have the ability to lift up to 25kg.

Salary Scale

The wage rate for this position is a non-union general labourer rate.

Approved by Council:

Region of Queens Municipality
Operations Manager

General Accountability

Operations Manager shall be responsible for the on-site coordination of and provision of operation and maintenance services, including effective oversight and coordination of all infrastructure investments and maintenance provided by the Municipality at Queens Place Emera Centre, operation and monitoring of the refrigeration plant, ice quality, operation and maintenance of the building's heating, ventilation and air conditioning system (HVAC), preparation of maintenance schedules and the maintenance and operation of all equipment, vehicles, and tools, oversees custodial services for Queens Place Emera Centre, ensures that all staff maintain logbooks, supervises ice installation and removal process, ensures that staff carry out snow and ice removal, salting and sanding, ensuring that all areas have organic, recyclable and solid waste receptacles, responsible for skate sharpening services, organizes and supervises Queens Place Emera Centre's preparation, set up, and assisting with special events, completes minor repairs to facility equipment and the general building, conducts ongoing visual inspections of Queens Place Emera Centre, adheres to established and approved opening and closing procedures for Queens Place Emera Centre, acts as liaison to the Inspector for the Nova Scotia Department of Labour and Advanced Education and other regulatory bodies, maintains knowledge of the terms and conditions of the all rental agreements, monitors and performs daily checks to ensure all utilities are operating properly, keeps abreast of all applicable legislation and regulatory requirements, assists with scheduling and coordinates facility use for event bookings, room rentals, and ice time, maintains a general awareness of the terms and conditions of the various rental agreements, develops safe work practices, assists with preparation of budgets, tenders and reports, schedules, supervises, all Operations Operators and Custodians, assists with hiring and conducts and submits evaluations of all subordinate staff, provides security and assistance to staff in other departments, provides assistance to the Parks & Grounds Crew, supports the annual budget and development of long-range sustainability plans, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Operations Manager is accountable to the Director of Engineering and Public Works for daily oversight of all mechanical and maintenance operational requirements of Queens Place Emera Centre including regular operations, special events, capital and maintenance operations and repairs, and investments to prolong the use of current infrastructure with preventative maintenance.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Operations Manager. The list is not intended to be all-inclusive nor to limit the Operation Managers' initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for the oversight and management of Queens Place Emera Centre (QPEC) structure and physical plant, including but not limited to the operation, monitoring and maintenance of the refrigeration plant, ice quality, facility's heating, ventilation and air conditioning system (HVAC), arena area, common areas, fitness centre, community room, and meeting room.
2. Responsible for oversight and management Preventative Maintenance Program at QPEC, including HVAC equipment, ice refrigeration plant and building's HVAC system, ice resurfacing equipment, including arranging all maintenance agreements with external contractors.
3. Provides management and supervision of QPEC Operations staff, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.
4. Provides regular reports for Director of Engineering and Public Works on all aspects of the QPEC Operations Department's weekly, making recommendations for improvements as the need arises.
5. Oversees the day-to-day operation of QPEC Operations, including expenditures, staffing, training, policies and operating procedures, including facility maintenance and recommendations for capital upgrades.
6. Assists the Director of Engineering and Public Works with development of an annual operating and capital budget for the Department including providing input into required staffing, capital investments, and maintenance needs for the upcoming year.
7. Meets with QPEC Operations staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.

8. Responsible for oversight and management of Facility Maintenance Program for custodial services at QPEC, providing adequate staff, equipment and resources to ensure facility maintains a high standard of cleanliness in dressing rooms, change rooms, washrooms, arena, walking track and any common areas including upkeep of proper records of cleaning or incidents is current.
9. Responsible for ensuring that all staff maintain logbooks to guarantee proper documentation of the Ice Refrigeration Plant as outlined in the *Crane Operators and Power Engineers Act*. Keeps abreast of all applicable legislation and regulatory requirements, including the *Crane Operators and Power Engineers Act*, Nova Scotia Alcohol and Gaming Authority requirements, *Labour Standards Code*, Occupational Health and Safety requirements, and ensures Queens Place Emera Centre is compliant.
10. Supervision and undertakes facility functions and maintenance including training of staff as necessary for installation and removal of ice surface, installation and removal of advertising media, skate sharpening services, ice resurfacing, preparation and tear down for facility promoted or leased rentals and special events, crowd control, winter works, relocation of fitness equipment or other facility furniture as requested.
11. Completes repairs to facility equipment and the general building as necessary and provides regular updates to Director of Engineering and Public Works and Director of Recreation and Healthy Communities as to any remedial actions that cannot be undertaken immediately.
12. Adheres to established and approved opening and closing procedures for Queens Place Emera Centre, while ensuring that all Operations staff are trained and familiar with the required processes and procedures for doing so.
13. Acts as Queens Place Emera Centre's liaison to the Inspector for the Nova Scotia Department of Labour and Advanced Education and other regulatory bodies as required.
14. Maintains a general awareness of the terms and conditions of the various rental agreements (community room, meeting room, fitness studio, arena, fitness memberships, special events and multi-purpose areas).
15. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Joint Occupational Health and Safety Committee

concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.

16. Maintains good public relations, in dealing with users. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
17. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
18. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Applicants for this position must hold or be working towards obtaining a Refrigeration Plant Operator 2 Ticket or Power Engineer Class 4 Ticket or lower, and have a minimum of three (3) years of refrigeration experience. This employee must have a fundamental understanding of the principles of heating, ventilation and air conditioning components and previous experience in the operation and maintenance of an HVAC system in commercial facilities. Understanding of computer applications is necessary to monitor the refrigeration plant, HVAC systems and overall facility maintenance. Additionally, the employee must possess and maintain a valid driver's license during the entire employment period.

Salary Scale

The salary scale for this position is Range 13 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Operations Operator

General Accountability

Operations Operator shall be responsible for assisting with the on-site coordination of and provision of operation and maintenance services provided by the Municipality at Queens Place Emera Centre, including assisting with the buildings heating, ventilation, and air conditioning (HVAC) system operation and maintenance, assists with the operation and maintenance of the refrigeration plant and ice quality, performs custodial services, operates and maintains all Queens Place Emera Centre equipment, vehicles, and tools, performs regular maintenance checks of all cleaning equipment, ensures the facility is restocked with required supplies, ensures that facility dressing rooms, change rooms, washrooms, arena, walking track and common areas are always clean and safe, maintains logbooks, operates the ice re-surfacer and any other ice related equipment, undertakes snow and ice removal, salting and sanding, ensures that all areas have organic, recyclable and solid waste receptacles, performs skate sharpening services, supports Queens Place Emera Centre's preparation, set up, and assisting with special events, completes minor repairs to facility equipment and the general building, conducts ongoing visual inspections of Queens Place Emera Centre, adheres to established and approved opening and closing procedures for Queens Place Emera Centre, monitors and performs daily checks to ensure all utilities and facility equipment are operating properly, keeps abreast of all applicable legislation and regulatory requirements, exhibits a friendly, approachable and positive attitude while interacting in a constructive manner with staff, the public and users, assists with the distribution and collection of dressing room keys, maintains a general awareness of the terms and conditions of the various rental agreements, follows safe work practices, assists with coordinating, scheduling, planning, and overall general management, assists with preparation, setup, and operation of events, participates in training and re-certification opportunities, provides security and assistance to staff in other departments, provides assistance to the Parks & Grounds Crew, and carries out other responsibilities as directed from time to time by the Operations Manager. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Operations Operator is accountable to the Operations Manager for assisting with daily oversight of all mechanical and maintenance operational requirements of Queens Place Emera Centre including regular operations, special events, capital and maintenance operations and repairs, and investments to prolong the use of current infrastructure with preventative maintenance.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Operations Operator. The list is not intended to be all-inclusive nor to limit the Operations Operators' initiative to expand their function beyond this scope nor to limit the Operation Manager's ability to assign other duties.

1. Assists with system operations and maintenance of Queens Place Emera Centre (QPEC) structure and physical plant, including but not limited to the operation and monitoring of the refrigeration plant, ice quality, operation and maintenance of the building's heating, ventilation and air conditioning system (HVAC), arena area, common areas, fitness centre, community room, and meeting room.
2. Responsible for implementation of Preventative Maintenance Program at QPEC, including HVAC equipment, ice refrigeration plant and building's HVAC system, ice resurfacing equipment, including support to all maintenance agreements with external contractors.
3. Undertakes responsibilities of Facility Maintenance Program for custodial services at QPEC to ensure facility maintains a high standard of cleanliness in dressing rooms, washrooms, arena, walking track and common areas including upkeep of proper records of cleaning or incidents is current.
4. Responsible for ensuring that all necessary monitoring of the Ice Refrigeration Plant is documented in the logbook as outlined in the *Crane Operators and Power Engineers Act*. Keeps abreast of all applicable legislation and regulatory requirements, including the *Crane Operators and Power Engineers Act*, Nova Scotia Alcohol and Gaming Authority requirements, *Labour Standards Code*, Occupational Health and Safety requirements, and ensures Queens Place Emera Centre is compliant.
5. Undertakes facility functions and maintenance including training of staff as necessary for installation and removal of ice surface, installation and removal of advertising media, skate sharpening services, ice resurfacing, preparation and tear down for facility promoted or leased rentals and special events, crowd control, winter works, relocation of fitness equipment or other facility furniture as requested.
6. Undertakes repairs to facility equipment and the general building as necessary and provides regular updates to Operations Manager as to any remedial actions that cannot be undertaken immediately.
7. Adheres to established and approved opening and closing procedures for Queens Place Emera Centre.

8. Maintains a general awareness of the terms and conditions of the various rental agreements (community room, meeting room, fitness studio, arena, fitness memberships, special events and multi-purpose areas).
9. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring fellow employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee as directed, and makes recommendations to Joint Occupational Health and Safety Committee concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
10. Maintains good public relations, in dealing with users. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
11. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
12. Other duties as assigned by the Operations Manager from time to time.

Qualifications

Applicants for this position must hold or be working towards obtaining a Refrigeration Plant Operator 2 Ticket or Power Engineer Class 4 Ticket or lower, or hold a restricted temporary certificate of qualification or equivalent inter-provincial certifications and have a minimum of one (1) years of refrigeration experience. This employee must have a fundamental understanding of the principles of heating, ventilation and air conditioning components and previous experience in the operation and maintenance of an HVAC system in commercial facilities. Understanding of computer applications is necessary to monitor the refrigeration plant, HVAC systems and overall facility maintenance. Additionally, the employee must possess and maintain a valid driver's license during the entire employment period.

Salary Scale

The salary scale for this position is Range 11 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Public Works & Solid Waste Facility Supervisor

General Accountability

Public Works & Solid Waste Facility Supervisor shall be responsible to the Director of Engineering and Public Works for organizing, coordinating, scheduling and supervising Public Works employees and projects provides regular reports for Director of Engineering and Public Works, supervises the maintenance of Municipality's streets and right-of-way's, responsible for the effective and efficient operation of Queens Solid Waste Management Facility, assists with ensuring that the policies and procedures established respecting the operation of the Engineering and Public Works Department are followed, oversees regular maintenance and upgrades of Municipality's dry hydrant system, conducts annual facility inspections, ensures responsible budget expenditures, meets with Engineering and Public Works Department staff on a regular basis, attends and participates in annual meetings of the Community Monitoring Committee, responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensures the preparation, review and approve the recording of "As-Builts" on all infrastructure and related projects, ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement, assumes responsibility for emergency, after-hours and winter works duties as scheduled, maintains good public relations in dealing with citizens, holds and maintains a valid driver's license, and carries out other duties as assigned by the Director of Engineering and Public Works from time to time. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Public Works & Solid Waste Facility Supervisor is accountable to the Director of Engineering and Public Works and is responsible for the effective and efficient operation of day to day public works operations, as well as solid waste facility management.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Public Works & Solid Waste Facility Supervisor. The list is not intended to be all-inclusive nor to limit the Supervisor's initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for organizing, coordinating, scheduling and supervising Public Works employees and projects as directed by the Director or Assistant Director of Engineering and Public Works.

2. Provides supervision of Engineering and Public Works Department staff, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored, invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.
3. Provides regular reports for Director of Engineering and Public Works on all aspects of the Engineering and Public Works Department's functions including operational updates no less than weekly, making recommendations for improvements as the need arises.
4. Supervises the maintenance of Municipality's streets and right-of-ways including traveling surfaces, gutters, ditches, vegetation, repairing potholes and applying dust control to municipal gravel roads, repairs sidewalks, pavement patching, grading of gravel surfaces, recapping, chip sealing, crack sealing, rehabilitation of existing streets, snow plowing, snow removal, application of ice control media and assists with maintenance of other municipal properties, and takes appropriate action to correct any noted deficiencies.
5. Responsible for the effective and efficient operation of Queens Solid Waste Management Facility including organizing, coordinating, scheduling and supervision of employees, optimizing operational requirements, space usage of the facility, and monitoring the transfer of leachate from the leachate lagoon to South Queens Wastewater Treatment Plant.
6. Assist the Director or Assistant Director of Engineering and Public Works in ensuring that the policies and procedures established respecting the operation of the Engineering and Public Works Department are followed and make such recommendations for additions or revisions thereto as may be appropriate.
7. Oversees regular maintenance and upgrades of Municipality's dry hydrant system ensuring deficiencies are corrected in a timely fashion. Works with the Region's fire service representative to ensure Fire Departments are updated as necessary on hydrant conditions.
8. Conducts annual facility inspections as required by the Joint Occupational Health and Safety Program with the Solid Waste Clerk/ Safety Officer and coordinates correction of all deficiencies.
9. Ensures responsible budget expenditures by verifying that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment before being submitted to the

Director of Engineering and Public Works Department obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.

10. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
11. Attends and participates in annual meetings of the Community Monitoring Committee for the Queens Solid Waste Management Facility provides information about the facilities operations and insight into current challenges and future opportunities.
12. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Director of Engineering and Public Works concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
13. Ensure the preparation, review and approve the recording of "As-Builts" on all infrastructure and related projects.
14. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
15. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Assistant Director of Engineering and Public Works.
16. Maintains good public relations in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
17. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality- owned vehicles, machinery and equipment.
18. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Candidates for this position should possess a high school diploma and ideally possess post-secondary education in the area of civil engineering construction or relevant field, water distribution and wastewater collection training would be considered an asset combined with 3-5 years of civil construction related experience while leading a team of support workers.

Salary Scale

The salary scale for this position is Range 15 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Solid Waste Clerk / Safety Officer

General Accountability

Solid Waste Clerk / Safety Officer shall be responsible to the Director of Engineering and Public Works to oversee all solid waste administration of the Municipality and act as Safety Officer ensuring that all Region staff are properly training in required safety policies and procedures, liaises with solid waste contractors under agreement, responsible for locating recycling and metal markets, facilitates public educational opportunities regarding solid waste recycling and disposal, supports community groups and events with provision of waste receptacles, monitors enforcement of solid waste collection, ensures completion and submission of all required environmental monitoring, responsible for data collection and submission, ensures that all regulatory licenses and permits are current, coordinates the annual solid waste collection schedule, assists Bylaw Enforcement Officer with solid waste infraction investigations, acts as first point of contact for public enquires regarding solid waste, maintains strong relationship with suppliers, contractors, wholesalers and Divert NS, serves as chairperson of Joint Occupational Health and Safety Committee, coordinates all safety program manual updates, monitors compliance with safety program within workplace and jobsites, monitors and schedules required employee safety training and performs annual WHMIS refresher program, monitors and contributes to safety talks throughout the Municipality, conducts annual facility inspections, prepares reports and recommendations for Director of Engineering, conducts inspections and reports on playparks operated by the Region and maintains up-to-date files and documentation. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Solid Waste Clerk / Safety Officer is accountable to the Director of Engineering and Public Works and is responsible for solid waste and safety programs throughout the Municipality ensuring that public education is delivered annually, Queens Solid Waste Management Facility materials are collected and disposed of timely while maximizing revenues and minimizing costs, in addition to coordinating safety programs, policies and training for all employees.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Solid Waste Clerk / Safety Officer. The list is not intended to be all-inclusive nor to limit the Officer's initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for being the liaison with all solid waste collectors under contract with the Municipality to ensure contracts and agreements are adhered to and obligations are fulfilled, notifying contractors of non-compliance and notifying Director of Engineering and Public Works when compliance is not immediately forthcoming.
2. Responsible for locating potential recycling and metal markets and other saleable goods, monitoring price fluctuations, negotiating sales of materials for maximum revenue, and coordinating pickup or shipments of materials.
3. Facilitates through the Municipality, Region 6 Solid Waste Management, and other environmental agencies, regular public education concerning solid waste disposal, recycling opportunities, composting procedures, with individual residents, community groups, commercial operations, and institutions with the development of a yearly public education plan.
4. Supports community groups and festival and event organizers with loaning solid waste sorting stations to ensure proper separation of waste during large community events.
5. Monitors enforcement of solid waste collection and ensures that contractors under agreement reject waste that does not comply with Solid Waste Management Bylaw and informs property owner of reason(s) for non-compliance.
6. Ensures the completion and submission of all required environmental monitoring from Queens Solid Waste Management Facility to Nova Scotia Department of Environment and Climate Change.
7. Responsible for data collection, compilation, and submission of all data call information to Region 6 Solid Waste Management and Nova Scotia Department of Environment and Climate Change to ensure approved provincial revenues are received for operations in a timely manner.
8. Responsible for ensuring that all regulatory licenses and permits are current for all solid waste operations, including studies, tests, report and data filing, environmental assessments, and required letters and acknowledgements to liaise with government agencies.
9. Coordinates the annual solid waste collection schedule in conjunction with contractors to ensure the timely collection of all waste from roadside and municipal solid waste boxes no less than bi-weekly, according to terms and conditions set out by the Municipality, including producing and distributing a schedule to all residential property owners highlighting waste separation rules.

10. Coordinates meetings and reports annually to the Community Monitoring Committee for the Queens Solid Waste Management Facility to ensure all potential negative impacts of the operations are mitigated against risks, and the future sustainability of the operation are reviewed.
11. Assists Bylaw Enforcement Officer with Solid Waste Bylaw infraction investigations, aiding in interpretation of bylaw, determining property and solid waste ownership, assisting with clean-up where property owner or responsible party is not capable or identifiable, and facilitates community litter cleanup opportunities.
12. Maintains an excellent knowledge of solid waste regulations and procedures, collection contracts and agreements, waste schedules, fees and costs.
13. Acts as the first point of contact for all solid waste inquiries concerning solid waste collection rules, bylaw regulations, hours of operation, missed collections, illegal dumpsites, littering, municipal solid waste boxes, and other solid waste inquiries.
14. Maintains a strong relationship with solid waste suppliers, contractors, Divert NS, wholesalers for recyclable materials, businesses, community organizations, and general public, displaying a high degree of patience and tact in all dealings.
15. Ensures responsible budget expenditures by verifying that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment before being submitted to the Director of Engineering and Public Works Department obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.
16. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
17. Responsible for the administration and oversight of the Municipality's Safety Program, ensuring all employees are included and trained on a regular basis, annual summary reports are completed, chairs and ensures appointments are made to the Joint Occupational Health and Safety Committee when needed, and recommendations are made to the Joint Occupational Health and Safety Committee for amendments to the

program or policies when changes to the program or policies are deemed appropriate to ensure continual compliance with provincial and federal safety legislation. Responsible for preparing and distributing agendas, minutes and promotional material for monthly safety meetings.

18. Coordinates Joint Occupational Health and Safety Program manual updates on a regular basis.
19. Conducts routine inspections of all work and jobsites ensuring Region staff or its agents are operating in compliance with the Municipality's Safety Program and applicable provincial and federal legislation.
20. Monitor and schedule required employee safety training and perform annual Workplace Hazardous Materials Information Systems (WHMIS) refresher program.
21. Monitors, schedules, and conducts annual facility inspections as required by the Joint Occupational Health and Safety Program and provide a record of deficiencies for correction.
22. Responsible for the development and implementation of a Park Inspection Program for all Municipal outdoor spaces under the maintenance of the Grounds Supervisor including the creation of applicable site inspection forms and checklists, application of CSA Z614:20 standards where appropriate Conducts required major inspections, facilitates minor inspections all with Grounds Supervisor, tracks and records all deficiencies and repairs.
23. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
24. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Assistant Director of Engineering and Public Works.
25. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
26. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
27. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Candidates for this position should possess a diploma or degree from a post-secondary institution in environmental science, natural resources, business, or accounting, plus three to five years of related experience. Knowledge of current solid waste bylaws and provincial solid waste regulations would be considered an asset. The ideal candidate is highly motivated and has exceptional interpersonal and written communication skills, with a high degree of tact. Candidate must possess or acquire Certified Playground Inspector Status.

Salary Scale

The salary scale for this position is Range 12 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality
Utility Supervisor

General Accountability

Utility Supervisor shall be responsible for oversight and management of Municipality's water and wastewater treatment infrastructure and assets, provides management and supervision of Engineering and Public Works Department staff, provides regular reports for Director of Engineering and Public Works, oversees the day-to-day operation of Region of Queens Water Utility and wastewater systems, assists the Director of Engineering and Public Works with development of annual operating and capital budgets, meets with Engineering and Public Works Department staff on a regular basis, coordinates meetings of the Source Water Protection Committee, supports the Director of Engineering and Public Works with the annual development of long-range sustainability plans, responsible for ensuring that all regulatory licenses and permits are current, ensures responsible budget expenditures, meets with Engineering and Public Works Department staff on a regular basis, responsible for the implementation of the Municipality's Safety Program, ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement, maintains good public relations in dealing with citizens, holds and maintains a valid driver's license, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Utility Supervisor is accountable to the Director of Engineering and Public Works for administration and oversight of all municipal infrastructure and facilities including new developments, re-investments to prolong the use of current infrastructure, and on-going maintenance of current infrastructure.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Utility Supervisor. The list is not intended to be all-inclusive nor to limit the Utility Supervisors' initiative to expand their function beyond this scope nor to limit the Director of Engineering and Public Works' ability to assign other duties.

1. Responsible for oversight and management of Municipality's water and wastewater treatment infrastructure and assets, including maintenance, operation, staffing, expenditure control, safety, and security.
2. Provides management and supervision of Engineering and Public Works Department staff, ensuring it is always properly resourced, time sheets are prepared and approved, training is kept current, budget is monitored,

invoicing is completed, all spending is approved subject to budget limitations, and recommendations for changes in staffing or procedures are provided to Director of Engineering and Public Works.

3. Provides regular reports for Director of Engineering and Public Works on all aspects of the Engineering and Public Works Department's functions including updates on infrastructure projects no less than weekly, making recommendations for improvements as the need arises.
4. Oversees the day-to-day operation of Region of Queens Water Utility and wastewater systems including revenues, expenditures, staffing, policies and operating procedures, including facility maintenance, recommendations for capital upgrades, and is identified as Direct Responsible Charge (DRC) as described by Nova Scotia Environment and Climate Change.
5. Assists the Director of Engineering and Public Works with development of an annual operating and capital budget for the Department including providing input into required staffing, capital investments, and maintenance needs for the upcoming year.
6. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require immediate attention to ensure the smooth operation of the department.
7. Coordinates meetings of the Source Water Protection Committee, updating the Source Water Protection Plan as required.
8. Supports the Director of Engineering and Public Works with the annual development of long-range sustainability plans for the Engineering and Public Works Department and all municipal infrastructure.
9. Responsible for ensuring that all regulatory licenses and permits are current for operations, including studies, tests, report and data filing, environmental assessments, and required letters and acknowledgements to liaise with government agencies.
10. Ensures responsible budget expenditures by verifying that purchase orders are completed for all expenditures, goods purchased are received, invoices are matched to purchase orders for payment before being submitted to the Director of Engineering and Public Works Department obtaining input and documentation from appropriate staff to ensure financial requests are substantiated and presented with detailed analysis and rationale for need.

11. Meets with Engineering and Public Works Department staff on a regular basis, and individually when required or requested, to manage and deal with human resource matters, upcoming or new work responsibilities and projects, collective agreement matters, staffing changes, and other issues that require attention to ensure the smooth operation of the department.
12. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring all employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee when available, and makes recommendations to Director of Engineering and Public Works concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
13. Ensures that all department employees under their supervision adhere to the terms and conditions of the collective agreement.
14. Maintains good public relations, in dealing with the citizens. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
15. Holds and maintains a valid driver's license during the employment period and safely operates all Municipal vehicles, machinery and equipment.
16. Other duties as assigned by the Director of Engineering and Public Works from time to time.

Qualifications

Applicants for this position must be a graduate of a recognized utility training program with operator certification recognized by the Province of Nova Scotia in the water and wastewater field, and have a minimum of three (3) years of operational experience and ability to be designated as DRC for South Queens Water Treatment Facility at a minimum. This employee must have a strong understanding of municipal infrastructure and experience in the supervision of employees with exceptional written and oral communication skills.

Salary Scale

The salary scale for this position is Range 16 of the Municipality's Salary Compensation Policy.

Approved by Council:

Region of Queens Municipality Staff Report

7.5

To: Council

From: Dana Henley, Community Development Coordinator

Date: October 11, 2022

Re: Community Investment Fund 2022-2023

Background

The Community Investment Fund (CIF) is entering its fourth year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

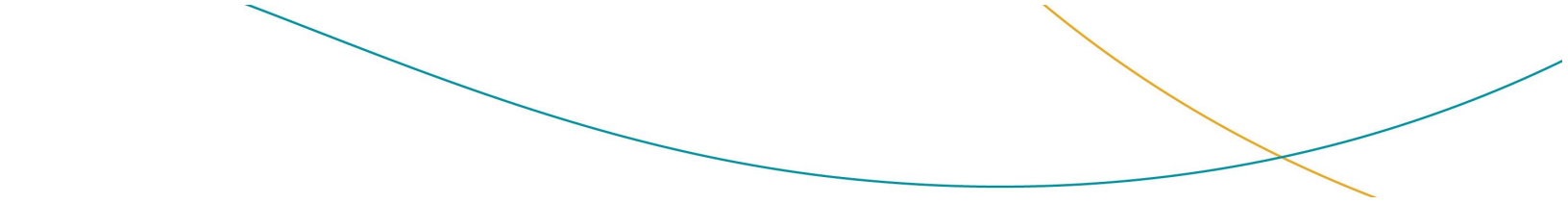
Total funding available in the 2022-2023 budget year is \$175,000, in addition to the remainder in reserve of \$414,109.25.

The deadline for operational funding was January 31, 2022, all other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

Details

The funding request for consideration today is for New Capital Investment Fund application that has provided a complete application.

Organizations are eligible for Capital Investment Funds under three categories:

- 
- a) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
 - b) Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
 - c) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

Greenfield Community Park Society

Request: \$9,500.00

Greenfield Community Park Society is developing a 3+ acre property located behind Greenfield Recreation Centre/Church and the Greenfield School property that extends to the Joudry Parnell Road. This property has been leased to Greenfield Community Park Society via two long term leases. The Society provided two letters of committed funding for the project. The request is for Phase 1 of a new capital investment for the construction of an approximately 0.5 km walking trail around the perimeter of the property and levelling of the northern portion of the property to develop in the future. The total eligible costs for the capital project are \$37,625.00. All required documentation was provided and the request meets Policy 11- Community Investment Fund's criteria.


Applicable Legislation

Municipal Government Act (MGA) authorizes Council to expend money under:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the *Emergency Management Act*; or
- (c) the expenditure is legally required to be paid.



(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

Budget Impacts

This report is seeking approval to expend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.

Recommendation

That the Council of Region of Queens Municipality provide grant funding to Greenfield Community Park Society in the amount up to \$9,406.25 from the 2022-2023 Community Investment Fund.

Communications

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2022-2023 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

7.8

To: Council

From: Eric J. Levy, Municipal Clerk and Diversity Coordinator

Date: October 11, 2022

Re: Election of Deputy Mayor

Background

Every two years, Council selects a new Deputy Mayor. In 2020, Deputy Mayor Muise was selected to serve the two year term as outlined in *Policy 18 Respecting the Term of Office for Deputy Mayor*.

This term expires at the end of October.

Details

The role of Deputy Mayor is a legal requirement in the *Municipal Government Act*. In the *Act*, the predominant duty of the Deputy Mayor is to assume the duties and responsibilities of the Mayor should they be absent or unable to carry out such duties, and to carry out any other duties assigned by Council. Currently, there are no established duties of the Deputy Mayor by Council.

This position also becomes an authorized signatory for all municipal bank accounts and legal agreements when required. Therefore, the individual selected must be available for training on financial approvals and protocols and



be comfortable reading and understanding legal agreements. Council may delegate other responsibilities.

Applicable Legislation

Section 16(1) of the *Municipal Government Act* states that council shall select one of its members to be the Deputy Mayor of Council.

Section 16(2) states that prior to the selection of the Deputy Mayor, Council shall determine the term of office for the Deputy Mayor.

Administrative Policy 18 Respecting the Term of Office for Deputy Mayor states that the term of office for the position of Deputy Mayor is two (2) years.

Budget Impacts

There are no anticipated budgetary impacts.

Recommendation

THAT the Council of Region of Queens Municipality approve selection of Councillor _____ as Deputy Mayor for a two-year term to begin on November 1, 2022 and expire October 31, 2024.

Communications

Once selected, the Deputy Mayor's selection will be publicized using the Region of Queens Municipality website, social media, and new release.

Region of Queens Municipality Staff Report

8.1

To: Council

From: Chris McNeill, Chief Administrative Officer

Date: October 11, 2022

Re: Lost at Sea Memorial Request


Background

Fort Point Lighthouse Park was developed in the early 1990's by the former Town of Liverpool as part of its overall waterfront development plans. The park currently houses a refurbished lighthouse structure with the ability to climb to the top and crank the horn, as well as two outside washrooms.

The property is 2.5 acres and sits along the Liverpool Harbour. Contained within the park are many old trees, historic cannon, interpretative panels, walkways lined with interlock pavers, and parking for about 6-8 vehicles. In 2021, the Municipality entered into a partnership arrangement that sees Queens County Museum staff oversee the building during the summer and fall months.

At the September 13, 2002, Council Meeting, Queens County Historical Society Lost at Sea Committee representatives made a presentation concerning a proposed new Lost at Sea Memorial that they would like to see manufactured and placed in Fort Point Lighthouse Park. The Committee has been meeting since 2011 and has compiled a list of 883 acceptable names to date that would meet the Committee's established criteria for inclusion.

The project is proposed to include those lost at sea from 1759 to present who were born in Queens County, moved to Queens County and became residents, were lost at sea while working away, privateer crew members from Queens



County, residents lost at sea in foreign ports due to illness, and members of all armed forces lost at sea while on active duty. It is expected that the interpretative panel will have a QR code that will allow names to be researched instantly on-site and updated regularly, and therefore names will not be placed on the monument itself.

The Committee is looking for Council authorization to place the monument at Fort Point Lighthouse Park so that they can begin fund raising the expected half million dollar cost of creating the memorial.

Details

Fort Point Lighthouse Park has the necessary space to accommodate the proposed monument should Council wish to place it there. Any specific location decisions should be approved by the Director of Engineering and Public Works as there is underground infrastructure in the park that may need to be relocated at an additional cost and time. Tree removal should be avoided wherever possible.

Our Diversity and Inclusion Action Team has reviewed this request as well and would like to see additional wording placed on the monument to acknowledge those lost at sea prior to 1759 and those that may not have been part of a formal fishing business or formally registered under colonial governments, but still played an important part in our marine heritage. Therefore, consultation should take place with Acadia First Nation and Native Council of Nova Scotia by the proponents to establish such appropriate wording.

Additionally, the proponent, Queens County Historical Society has agreed to create, maintain, and update the information for the QR Code system. To ensure longevity, staff propose that any agreement for the establishment of this monument provide a provision whereby should the Historical Society no longer exist, that Queens County Museum or its successor be responsible for the updating and maintenance of the QR system or its replacement.



Applicable Legislation

Section 47 of the *Municipal Government Act* states that:

(2) The council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

(5) The council may make and carry out a contract, perform an act, do any thing or provide a service for which the municipality or the council is authorized by an Act of the Legislature to spend or borrow money.

Budget Impacts

Budget impacts to the Municipality are currently unknown until the monument location is determined and the potential cost of relocating infrastructure is determined. As well, it is currently unknown what the financial ask the proponents will be making of the municipality are for the project, in addition to the use of municipal lands.

Direction

Staff are seeking Council direction in this matter.

Communications

No communications are required at this time.

8.2

From: Pam Mood <mayor.mood@townofyarmouth.ca>
Sent: October 4, 2022 3:28 PM
To: Darlene Norman <DNorman@regionofqueens.com>
Subject: Urgent Request from Mayor Mood

Good day Mayors and Wardens!

I reach out to you today in the hopes you will lend your voices to an issue that I strongly believe affects us all. That is the NS to Maine ferry. The vessel may land in Yarmouth, and we are thrilled to roll out the very best welcoming mat for our tens of thousands of visitors to Nova Scotia yearly, yet we know they don't stay here. They are visiting each of you. In the spirit of "A rising tide floats all boats..." this is a good thing! When one of us wins, we all win.

Moreso, the Province wins. We are each, as leaders, in the business of putting our hearts and souls into the grueling (and satisfying) work of building the very best communities possible, each of which adds to the growth of the Province. Folks are not coming to NS because the health care is perfect. They're not coming here because housing is plentiful. Or because education has been sorted out. They're here because they visit our communities and see the quality of life we offer and decide to make NS home. Whether it's in Lunenburg, Yarmouth, Halifax, Sydney, Wolfville, Port Hood or anywhere in between, it's the work we do, the commitment local leadership has to building communities that makes this Province what it is. I believe that and am proud and thankful to be part of that.

So I would humbly ask that each of you write, in your own words, about a) your support for the ferry b) the impact it has on your community c) the impact you know it has on the Province and d) reach out to as many businesses as you can for them to do the same. It needn't be long. It simply needs to be from the heart. We know our communities and the work we've put in.

Letters need to be sent to the Premier and to each of his MLAs. I would strongly suggest copying the leaders of the opposition as well.

Following are some (I could write 50 pages) of the dangers of no ferry that I can see without thinking to deeply:

- Over 50 million folks on the northeastern seaboard of the U.S. will not have a direct link to NS.
- Tens of thousands of people will not make their way yearly to NS
- Folks in the US will stop purchasing properties in our communities. Personally, I like and need the taxes to make things even better!
- Job losses: thousands are hired under the tourism umbrella. From fixed roof accommodations to restaurants, gas stations, shops... all of it. It's all connected.
- No jobs, folks leave. Trust me when I say that when the NDP government took away the ferry, we went into a downward spiral that has taken a decade of slugging away to get back to some semblance of hope. People are coming back. Not to Yarmouth, but to NS. We all want that.

- What part of “Learn from history so we don’t repeat it” is someone forgetting?
- Playing political football with any of our communities is simply wrong
- This one brings me to tears: In the first 24 hours after the words about possibly cancelling the ferry were uttered, I had three phone calls and a visit: two calls from folks who were in the process of purchasing land to build AirBNBs on were putting their plans on hold, one backed out altogether from purchasing a property and a 7-digit investor put his on hold pending what would happen with the ferry. Devastated? Understatement. Please don’t think this is not happening in your community. We may not have heard it as quickly and bluntly as I did.
- This is not an issue between the Province and any municipal unit. This belongs with the Province and the Federal Government coming up with a plan to fund an INTERNATIONAL link. That the Town and our neighbouring units have already put millions into the ferry terminal is testament to our doing our part, although it again, should be a federal issue.
- Consumer confidence goes down. Folks thinking of starting a business are suddenly realizing without the ferry, they won’t last long, so plans are put on hold or cancelled.

I could go on but will leave it here. I know Yarmouth benefits because they land here and depart from here. But our tourism tells us they don’t stay. Again, we are great with that. As long as they are spending money in one of your communities we all win. If you’re looking for tourism data, let me know and I’ll send it out to you. It’s unbelievable the impact this ferry has.

If you would consider doing the letter to the Premier and making sure copies go to each MLA and the opposition, and if you would somehow reach out to your business community and have them do the same, we will all benefit and of course I’ll be beyond grateful. Feel free to cc me as well, although not necessary.

Thanks for all you do to build this Province through your own community building. We just can’t go backwards. Not one of us.

Any questions, let me know!

Thank you sincerely.

Mayor Pam Mood

Town of Yarmouth