

**Region of Queens Municipality Regular Council**

**Tuesday, April 25, 2023**

**West Queens Community Centre,**

**70 Riverhead Road, Port Mouton**

**6:00 p.m.**

**Agenda**

**1.0 Call to Order**

**2.0 Changes / Approval of Agenda**

**3.0 Presentation**

3.1 West Queens Medical First Responders

**4.0 Tabling of Petitions**

**5.0 Public Question / Comment Session**

**6.0 Approval of Minutes**

6.1 Regular Council – April 11, 2023

**7.0 Recommendations**

7.1 Proposed 2023/2024 Operating, Capital, Water Utility, and Hillview Acres Budget

7.2 Job Description – Civil Engineering Technologist

7.3 Job Description – Operations Coordinator

7.4 Job Description – Survey Technician

7.5 Community Investment Fund 2023-2024 – Operational

- 7.6 Fire Department and Medical First Responder Annual Registration – North Queens Fire Association
- 7.7 Community Investment Fund – Greenfield Community Park Society
- 7.8 Chief Administrative Officer Recruitment Services

## **8.0 Discussions**

- 8.1 Council Implementation Report
- 8.2 Request for Community Little Free Library – Tupper Park, Milton

## **9.0 In-Camera Items**

- 9.1 Potential Litigation

## **10.0 Adjournment**



**WEST QUEENS**  
**MEDICAL**  
**FIRST RESPONDERS**

**VOLUNTEER**





WEST QUEENS  
MEDICAL  
FIRST RESPONDERS UNIT



GASOLINE











Chief Peter Colp	Deputy Chief Robin Hallett	Kendra Robar	John Fisher				
Dylan Reid	Ira Huskins	Brenda Huskins	Jennifer Fisher	Holly Bolivar	Penny Lloyd	Mary Landry	Wayne Smith
			Elaina Greenham				

**Region of Queens Municipality Regular Council  
Tuesday, April 11, 2023 9:00 a.m.**

**Minutes**

Present: Mayor Darlene Norman, Chair  
Deputy Mayor Jack Fancy  
Councillor David Brown  
Councillor Maddie Charlton  
Councillor Ralph Gidney  
Councillor Vicki Amirault  
Councillor Kevin Muise  
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 9:00 a.m.

**2.0 Changes / Approval of Agenda**

**Deputy Mayor Fancy requested to Add Item 8.4 – Outdoor Stage and Item 8.5 Traffic Study Bristol/Mersey Avenue.**

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

**MOTION CARRIED unanimously.**

**3.0 Presentation**

3.1 Queens Home for Special Care Society

Mayor Norman welcomed Andrew MacVicar and Christopher Clarke, Queens Home for Special Care Society, to Council.

Mr. Clarke stated the Society is very pleased with the design recently presented to Council. It is a joint project between the Region and Queens Home for Special Care Society, as it is replacing Hillsview Acres and Queens Manor.

The site preparation will commence this summer.

There had been discussions on extending Queens Place Drive to the proposed library, and now that is no longer in the plans, the Society will have to move ahead with accessing the new facility and do not want to change the design. The building itself will face south west to maximize the light and sun. When dealing with seniors in homes, the orientation of the building is important, as they will be facing activity at Queens Place Emera Center as anything outside is a key interest to the residents.

A Cooperation Agreement was signed November 2021 to purchase 11 acres of Region land and the Purchase and Sale Agreement was signed. The boundaries are set by Queens Home for Special Care, and are looking to move them south and taking what had been considered the extension to Queens Place Drive. 67 meters is required to get from the end of Queens Place Drive through to where the actual entrance road to the new facility. The estimated cost is up to \$400,000 and would undertake the work themselves, and need to begin this summer.

Queens Home for Special Care is hoping the Region of Queens Municipality will participate in the cost. The sale of the land is \$1 Million and hope the Region will reinvest some of that money for the road extension including service extension.

Councillor Brown enquired how far 67 meters would cover. Mr. Clarke stated it would be east from the end of Queens Place Drive to the road that goes to the front of the new nursing home. Andrew MacVicar stated he had circulated a diagram which visually shows the extension would be adjacent to the end of the skate park.

Deputy Mayor Fancy inquired about budget years and Mr. Clarke stated a delay in budget would cause a delay in the project to 2027.

Councillor Muise asked about changing orientation of the facility. Mr. MacVicar stated that was considered but would cause traffic issues.

Mayor Norman thanked them for their presentation and Council will deliberate their request and get back to them.

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

There were no petitions to come before this meeting.

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

Robin Anthony, 532 Brooklyn Shore Road, Brooklyn – Ms. Anthony stated in February she contacted her Councillor with concerns over the area rate that Brooklyn residents have not been able to vote on for over 20 years. She thanked Council for organizing the recent vote.

In researching the Brooklyn Area rates, two concerns were brought forward. One being a CSA playground standard that the Hank Snow playground does not meet. The Region has known of this deficiency for a number of years and has recently brought their Municipal playgrounds up to standard and trained staff to inspect them. She enquired who held liability for the Hank Snow playground and was informed the Region had no liability. She challenged that response and was told the rate payers of Queens would only be liable if a claim was so large that the Brooklyn Recreation insurance would not cover it. How could rate payers in all communities of Queens be exposed to liability because of the activities of one group of volunteers in one community?

She referred to the Halifax Regional Municipality's Administrative Order covering area rates, which can be found online. This document details specific terms under which area rates can be established and administered in HRM. Area rate funding in the HRM is only turned over to community groups that have met their various requirements and through formal contribution agreements. By researching, only 3 playgrounds are managed by community groups funded by area rates. They all meet CSA safety standards and are inspected every 8 weeks by municipal staff. If a community group wishes to add a structure, they can only do so with permission from the HRM and the playground equipment is procured by them. HRM takes responsibility of protecting their rate payers from liability associated with area rates.

HRM has a detailed legal policy backed up by procedures, inspections and approvals all designed to exercise due diligence and shield its taxpayers from liability. She stated she is concerned that the Region is not giving this situation the attention it deserves. She urged Council to read the HRM document and compare it to the Region's Policy 23 and consider how well

you could defend a court action based on the policies and procedures that are currently in place.

The second concern raised with her Councillor refers to the area rate for the Brooklyn Cemetery. She enquired why are the Brooklyn residents the only Canadians paying a tax to support a cemetery. She was told that the Municipality has a right to establish an area rate and the right to sell burial plots. She referred to the HRM's administrative policies on both area rates and grants. To be eligible for an area rate the community organization shall be a non-profit incorporated under the Society Act. Organizations receiving grants include a non-profit organization or a registered charitable organization. Cemeteries in Canada are registered charities.

Canadians have an individual right to support the charities of their choice and to get a tax receipt in doing so. They cannot be taxed individually to support registered charities. Governments who wish to contribute tax payers' money to charities do so through grants from general revenues.

Since 1996, the Region has been forcing Brooklyn rate payers to donate to the Brooklyn Cemetery through an area rate. That is clearly beyond the scope of the Region's tax authority. Rate payers in Brooklyn have a process to support the work of the Brooklyn Cemetery Committee; it's by making a donation and getting a tax receipt.

Council now owes Brooklyn residents an explanation and should discuss reimbursing Brooklyn Cemetery for any expenses it incurred during recent voting, as it was an opportunity to correct this before the vote occurred. Every citizen in Canada has the individual right to support the charities of their choice.

She stated challenging these concerns has resulted in hostility towards her online, during public meetings and within the community. All of this could have been avoided if the Region had taken these concerns seriously and investigated them earlier when raised privately.

Bob Gramigna, 61 Gardner Road, Brooklyn – Mr. Gramigna stated he is a member of the Brooklyn Cemetery Committee. He stated he was present to see how democracy was in action and is pleased with the results of the voting held by the Cemetery Committee in Brooklyn.

There was overwhelming support of both committees and speaking for the Cemetery Committee, is thrilled with the results and looks forward to the debate.

Clair Chandler, 62 Gardner Road, Brooklyn – Ms. Chandler stated she sits on the Board of Directors for the Brooklyn Recreation Committee, Brooklyn Cemetery Committee, and Queens Recreation Boating Association. The area rate information meeting, letter, and a date of voting where residents could ask questions was held.

The vote showed that the majority are still in favour of keeping our playground and green spaces as the results of the vote out of 156 there were 125 yeses. The Board has requested an area rate of 4 cents per \$100 of assessment, a drop in a half cent from last year. The aim is to work within the area rate funding and also look for grants and do fundraising.

At the upcoming meeting on April 18<sup>th</sup>, the Board will discuss the area rate with the residents to ensure compliance and insurance and to keep them up to date. Our future depends on the funding in order for the volunteer committee to continue to work as they have for the past 26 years. She urged Council to support the vote.

## **6.0 Approval of Minutes**

### 6.1 Regular Council – March 28, 2023

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

**THAT the minutes of the Regular Council meeting held March 28, 2023 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.2 Public Hearing – March 28, 2023

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

**THAT the minutes of the Public Hearing held March 28, 2023 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.3 Emergency Council – March 17, 2023

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

**THAT the minutes of the Emergency Council meeting held March 17, 2023 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.4 Special Council – April 4, 2023

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

**THAT the minutes of the Special Council meeting held April 4, 2023 be approved as circulated.**

**MOTION CARRIED unanimously.**

## **7.0 Recommendations**

7.1 Community Investment Fund 2023-2024

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

**THAT Council of the Region of Queens Municipality provide grant funding to Liverpool Tennis & Pickleball Club for eligible operating expenses in the amount of up to \$4,332.00 from the Community Investment Fund reserve.**

Dana Henley, Community Development Coordinator, stated the operational budget has not yet been approved, but the reserve account currently has an available balance to cover the request from the Liverpool Tennis & Pickleball Club to support court maintenance and replacement of nets and posts.

The total eligible projected expenses is \$8,664.00. The recommendation for funding is less than requested as their cash assets are in excess of 50% of their projected operation budget for 2023.

**MOTION CARRIED unanimously.**

7.2 NSFM Conference Attendance

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

**THAT Council of Region of Queens Municipality approve the attendance of Mayor Norman, Councillor Charlton, and Councillor Brown at the Nova Scotia Federation of Municipalities' Spring Conference in Digby, Nova Scotia from May 3, to May 5, 2023.**

**MOTION CARRIED unanimously.**

7.3 Fire Department and Medical First Responder Annual Registration

**It was moved by Deputy Mayor Fancy and seconded by Councillor Gidney:**

**THAT Council of Region of Queens Municipality approve the 2023-2024 fire department and medical first responder registrations effective April 1, 2023, for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, Port Medway Fire Department, and West Queens Medical First Responder Society, according to the service levels for each department included on their 2023-2024 Application for Registration.**

**MOTION CARRIED unanimously.**

## 8.0 Discussions

### 8.1 Area Rate Requests – Brooklyn Cemetery Committee and Brooklyn Recreation Committee

Councillor Amirault thanked Brooklyn Cemetery and Brooklyn Recreation committees for all their hard work for the area rate request. Plenty of advertising was done, i.e. post office drops, social media through the Region, and the Brooklyn Recreation advertised on their Facebook page.

There was overwhelming support for both committees. The Brooklyn Cemetery Committee's request received 122 yes votes, 34 no votes, for a total of 156 votes. The Brooklyn Recreation Committee's request received 125 yes votes, 31 no votes, for a total of 156 votes. As Councillors, we did our due diligence.

There is a meeting on April 18<sup>th</sup> which will address the resident's questions brought forward at the AGM meeting.

Councillor Amirault stated she is in favour of both groups and in moving this to budget.

Deputy Mayor Fancy stated both groups are great and are bringing forth new ideas, and suggested working towards self-sufficiency as was done by the group in the Milton area.

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

**THAT this issue be referred to budget.**

**MOTION CARRIED unanimously.**

## 8.2 Request for Memorial Picnic Table at Beach Meadows Beach

Mayor Norman stated with dealing with this request, as well as the next, we should think about developing a policy or procedure around the placement of memorial benches rather than dealing with the requests individually.

Historically we have never dealt with picnic tables, the reason being the wood structures may fall to the Region to fix or remove at some point.

Councillor Amirault stated she is in favour of this request and suggested that the table could be accessible. She suggested the people requesting it should replace it should the table become damaged or rot.

Councillor Charlton stated she understands the issues of having a wooden table and suggested offering a compromise by displaying a memorial plaque.

She further enquired how other municipalities deal with these kind of requests. Mr. Levy stated they are dealt with on a case by case basis as they are not frequently requested. What makes this case different is we have received two requests; the last request was made in 2021. We currently have policies that could be adjusted to fit these types of requests.

Councillor Brown indicated the staffing issues with the Public Works department and the increase in maintaining them and stated he was in favour of having a policy to look at location and materials. He suggested holding off on these requests until a policy is in place. Mayor Norman stated staff are involved with the location.

Chris McNeill, CAO, stated we are working under the accessibility rule which will be in place by 2030. The new playground will have synthetic tables as wooden tables do not meet accessibility standards. In the future we will be replacing the wooden tables. He cautioned Council to when considering this to plan long term.

Staff are requested to create a policy for memorial fixtures to be placed in our parks that follow accessibility rules, consider who is eligible, is there is connection to the area, and criteria for diversity/inclusion, etc. before moving ahead with these requests. Mr. Levy will advise the applicants.

### 8.3 Request for Memorial Bench at Liverpool Bridge

Covered under Item 8.2.

### 8.4 Outdoor Stage

Mayor Norman stated Wilson's gifted the Region with an outdoor stage that was used for Canada Day last year. Deputy Mayor Fancy enquired to the possibility of having the stage put up early this year and leave it up. It could be used informally and for more formal events through Steve Burns, Manage of Events, Promotions & Sponsorship.

Councillor Muise suggested the old Legion site and install the stage on the cement as the location as there is power hookups there and wouldn't require much maintenance.

Councillor Charlton agreed and suggested having discussions about holding summer concerts and other groups who are fundraising.

Councillor Brown stated many local bands would like visibility and this would be a great opportunity for them.

Councillor Amirault agreed and asked to have the picnic tables out sooner as well.

### 8.5 Traffic Study – Bristol/Mersey Avenue

Deputy Mayor Fancy stated we had previously discussed doing a traffic study on the proposed development in that area. Concerns have been raised recently on a proposed increase to the development.

He suggested having a traffic study done to help alleviate concerns raised by the residents in the area.

Mayor Norman stated in conversations held with Deputy Mayor Fancy, Council has not approved an expansion for the proposed development and if they were to do so, as many municipal units do include the onus on the developer to conduct a traffic study.

Councillor Charlton questioned whether the Region should be proactive and have a traffic study completed, as there is already a traffic concern from the proposed development. She questioned whether the approval for additional units would be contingent to the study.

Mr. McNeill stated a traffic study could not be completed until the details of the proposal are known. The traffic study addresses that specific proposal and looks at all the components. The developer provides the details and then the traffic engineers would do the study. It would not be prudent to do a study without the developer knowing their exact plans.

Councillor Amirault suggested including the development of the new nursing home into the study as well. Mr. McNeill stated although this is not part of this development but could be part of another study.

Councillor Charlton requested when the hearing on this issue comes before Council instead of a recommendation to have a discussion before moving forward. Council agreed.

## **9.0 In-Camera Items**

**It was moved by Councillor Brown and seconded by Councillor Amirault that the proceedings go In-Camera at 10:18 a.m. to discuss the following:**

### **9.1 Contract Negotiations**

**MOTION CARRIED unanimously.**

Mayor Norman announced a 5 minute break at 10:18 a.m.

**It was moved by Councillor Gidney and seconded by Councillor Amirault that the proceedings exit In-Camera at 11:08 a.m.**

**MOTION CARRIED unanimously.**

## **10.0 Adjournment**

The meeting adjourned at 11:08 a.m.

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Mayor Darlene Norman, Chair

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Eric Levy, Municipal Clerk

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Christine Watson, Administrative Assistant – Planning & Development

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

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

**7.1**

**To:** Council

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

**Date:** April 25, 2023

**Re:** Proposed 2023-2024 Operating, Capital, Water Utility, and Hillsview Acres Budgets

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### **Background**

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

In order to have cash flow to pay our expenses, grant authority to staff to begin work on capital projects, issue payments to external agencies, and be able to issue tax bills, Council is being asked to approve the proposed 2023-2024 operating, capital, Hillsview Acres and water utility budgets. The operating budget totals \$27,266,907 for general operations, water utility budget totals \$797,901, Hillsview Acres budget of \$1,710,968, Capital Budget of \$14,417,946 for a total budget of \$44,193,722.

### **Details**

After five budget meetings with Council, staff are presenting the 2023-2024 budgets for consideration of Council reflecting all known revenues and expenses



as of April 19, 2023 when the final budgets were prepared. The operating budget shows a projected year end surplus of zero dollars (0) with the water utility projecting a deficit of \$173,700. The capital budget items do not proceed unless the required funding is in place and Council approval is granted where required. As assessment appeals are still ongoing, the final actual budget revenues are expected to vary slightly from the proposed budget.

## **Applicable Legislation**

Section 65 of the *Municipal Government Act* states that a council shall adopt an operating budget and a capital budget for each fiscal year.

## **Budget Impacts**

The proposed operating budget will see the tax rates on all tax accounts remain unchanged beginning April 1, 2023. Residents subject to the Hydrant Charge for the Water Utility will see a one cent decrease in that rate. Residents in District 5 and 6 will see a reduction in that area rate of half a cent (.5).

## **Recommendations**

**THAT** the Council of Region of Queens Municipality authorize the levying of a four (4) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Recreation Committee.


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**THAT** the Council of Region of Queens Municipality authorize the levying of a one point five (1.5) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.

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**THAT** the Council of Region of Queens Municipality authorize the levying of area rates for all assessment accounts according to the following rules:

Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that



are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%.

Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, debt charges for Assessment District 13 at 100% for roads and streets and 30% for sewer; roads, streets, and sidewalk expenses at 75%, engineering and public works equipment expenses at 75%, Liverpool street paving expenses at 100%, and Liverpool Water Utility hydrant charges at 100%.

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**THAT** the Council of Region of Queens Municipality authorize the levying of the following tax rates for Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2023:


Residential and Resource base rates of \$1.04 per \$100 of assessment plus an area rate of 88 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 77 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 88 cents per \$100 of assessment for those properties connected to, or have the ability to connect to Liverpool's Water Utility, or 77 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

**AND THAT** the Council of Region of Queens Municipality authorize the levying of the following tax rates for Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2022:

Residential and Resource base rate of \$1.04 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 10 cents per \$100 of assessment.

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all



assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 10 cents per \$100 of assessment.

Commercial Seasonal base rate of \$1.61 per \$100 of assessment plus an area rate of 2 cents per \$100 of assessment for the provincially mandated road charge.

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**THAT** the Council of Region of Queens Municipality approve the proposed 2023-2024 Liverpool Water Utility Operating budget reflecting a deficit of \$173,700;

**AND THAT** Council also adopt the proposed three-year operating budgets for the years 2023-2024, 2024-2025, and 2025-2026, for submission to the Nova Scotia Utility and Review Board reflecting deficits of \$173,700, \$167,388, and \$193,506.

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**THAT** the Council of Region of Queens Municipality approve the proposed 2023-2024 Capital Budget reflecting expenditures of \$14,417,946.

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**THAT** the Council of Region of Queens Municipality establish June 1, 2023, as the due date for all property taxes, with no interest being charged for any taxes being paid on or before June 30, 2023.

## **Communications**

A copy of the full budget will be posted on the Municipality's website tomorrow. Additionally, links to the documents will be posted on our social media platforms shortly thereafter.

Region of Queens Municipality

5 YEAR CAPITAL INVESTMENT PLAN - 2023-2027

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
2023-2024	Mount Pleasant Services Extension Design	\$ 137,620					\$ 137,620
	Liverpool Bridge Sidewalk Redesign	\$ 175,000					\$ 175,000
	Thomas H. Raddall Library	\$ 2,200,000		\$ 800,000			\$ 3,000,000
	Waterloo Street Water/Sewer East Phase II	\$ 30,787	\$ 1,194,813	\$ 523,400			\$ 1,749,000
	South Queens Outdoor Pool				\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
	LBDC HVAC Replacement	\$ 950,000				\$ 950,000	\$ 1,900,000
	Sewer Treatment Plant UV Upgrades	\$ 360,000					\$ 360,000
	Road Paving	\$ 266,696					\$ 266,696
	Infrastructure - Beach Meadows Beach			\$ 229,000			\$ 229,000
	Municipal Administrative Building	\$ 72,500					\$ 72,500
	Ice Resurfacers	\$ 205,000					\$ 205,000
	Public Works Building Upgrades	\$ 73,000					\$ 73,000
	Building Inspector Truck	\$ 60,000					\$ 60,000
	Public Works Truck	\$ 80,000					\$ 80,000
	Additional Public Works Truck 3/4 tonne	\$ 85,000					\$ 85,000
	Street Sweeper					\$ 365,500	\$ 365,500
	Loader - Landfill 2009 JD 624	\$ 385,000					\$ 385,000
	Broadband Investments			\$ 86,130			\$ 86,130
	Sidewalk Plow	\$ 188,500					\$ 188,500
	<b>TOTAL</b>		<b>\$ 5,064,103</b>	<b>\$ 1,399,813</b>	<b>\$ 1,638,530</b>	<b>\$ 3,000,000</b>	<b>\$ 3,315,500</b>
2024-2025	THACC - HVAC					\$ 1,500,000	\$ 1,500,000
	Road Paving	\$ 250,000					\$ 250,000
	Liverpool Bridge Sidewalk	\$ 224,000					\$ 224,000
	Water Transmission Redundancy Phase II	\$ 285,000					\$ 285,000
	Queens Place Drive services extention	\$ 430,000					\$ 430,000
	Public Works Building Generator	\$ 152,000					\$ 152,000
	Excavator 5 ton mini	\$ 120,000					\$ 120,000
	Waterloo Street Water and Sewer Phase III	\$ 91,000	\$ 431,805	\$ 523,400		\$ 366,795	\$ 1,413,000
	Gorham Planter Rehabilitation	\$ 60,000					\$ 60,000
	Old Burial Ground Wall Rehabilitation	\$ 80,000					\$ 80,000
	Mill Brook Flume Rehabilitation	\$ 60,000					\$ 60,000
	Infrastructure - Pine Grove			\$ 250,000			\$ 250,000
	Infrastructure - Beach Meadows Beach			\$ 128,000			\$ 128,000
	Cell Phone Tower - Greenfield	\$ 150,000	\$ 350,000	\$ 200,000	\$ 500,000		\$ 1,200,000
	Replacement Public Works Truck	\$ 85,000					\$ 85,000
	Replacement Public Works Truck	\$ 85,000					\$ 85,000
	<b>TOTAL</b>		<b>\$ 2,072,000</b>	<b>\$ 781,805</b>	<b>\$ 1,101,400</b>	<b>\$ 500,000</b>	<b>\$ 1,866,795</b>

Fiscal Year	Project	Municipal Funding	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
<b>2025-2026</b>	Road Paving	\$ 300,000					\$ 300,000
	Water Transmission Redundancy Phase III	\$ 293,000					\$ 293,000
	Sewer / Water Main Street to Wolfe			\$ 870,000			\$ 870,000
	Sewer / Water Union to Brunswick					\$ 1,370,000	\$ 1,370,000
	Sewer / Water Parker Street			\$ 405,000			\$ 405,000
	Solid Waste Facility Skidsteer	\$ 80,000					\$ 80,000
	Engineering and Public Works Tandem	\$ 250,000					\$ 250,000
	Property Mitigations	\$ 400,000					\$ 400,000
<b>TOTAL</b>		<b>\$ 1,323,000</b>	<b>\$ -</b>	<b>\$ 1,275,000</b>	<b>\$ -</b>	<b>\$ 1,370,000</b>	<b>\$ 3,968,000</b>
<b>2026-2027</b>	Road Paving	\$ 300,000					\$ 300,000
	Sewer / Water Main Street Wolfe to King					\$ 1,090,000	\$ 1,090,000
	Sewer Water Carton Street			\$ 220,000			\$ 220,000
	Sewer Water Keddy Lane			\$ 145,000			\$ 145,000
	Engineering and Public Works 2-T Truck	\$ 117,600					\$ 117,600
	Engineering and Public Works Backhoe	\$ 240,000					\$ 240,000
	Infrastructure - Recreation			\$ 250,000			\$ 250,000
	Property Mitigations	\$ 300,000					\$ 300,000
<b>TOTAL</b>		<b>\$ 957,600</b>	<b>\$ -</b>	<b>\$ 615,000</b>	<b>\$ -</b>	<b>\$ 1,090,000</b>	<b>\$ 2,662,600</b>
<b>2027-2028</b>	Road Paving	\$ 300,000					\$ 300,000
	Sewer/Water Main Brunswick to Amherst					\$ 1,190,000	\$ 1,190,000
	Sewer/Water Main Amherst to King					\$ 1,050,000	\$ 1,050,000
	Public Works Truck	\$ 85,000					\$ 85,000
	Replacement Tanker and Tractor - Landfill	\$ 315,000					\$ 315,000
	Sewer Water Zwicker Avenue					\$ 700,000	\$ 700,000
	Sewer Water Weir Lane			\$ 158,000			\$ 158,000
	THACC - Structural Repair	\$ 500,000					\$ 500,000
<b>TOTAL</b>		<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ 158,000</b>	<b>\$ -</b>	<b>\$ 2,940,000</b>	<b>\$ 4,298,000</b>
<b>5-YEAR TOTAL</b>		<b>\$ 10,616,703</b>	<b>\$ 2,181,618</b>	<b>\$ 4,787,930</b>	<b>\$ 3,500,000</b>	<b>\$ 10,582,295</b>	<b>\$ 31,668,546</b>

## Region of Queens Water Utility Budgeted Statement of Operations

	2023/24 (Budget)	2024/25 (Budget)	2025/2024 (Budget)
<b>REVENUES</b>			
<b>Operating Revenues</b>			
Metered Sales	581,021	598,452	616,405
Public Fire Protection	201,080	207,112	213,326
<b>Other Operating Revenues</b>			
Sprinkler Service	5,500	5,665	5,835
Plate Fee & Shut off	3,700	3,811	3,925
Lateral Connection	100	103	106
Connections Fee	5,000	5,150	5,305
	796,401	820,293	844,902
<b>Non Operating Revenues</b>			
Interest	1,500	1,500	1,500
	797,901	821,793	846,402
<b>SOURCE OF SUPPLY</b>			
Supervision and Engineering	1,599	1,679	1,721
Insurance	2,082	2,165	2,252
Lake Inspections	1,000	1,040	1,082
Screen Maintenance	6,940	7,218	7,506
Screen House Maintenance	500	520	541
Wildlife Management	700	728	757
<b>TOTAL SOURCE OF SUPPLY</b>	12,821	13,350	13,859
<b>WATER TREATMENT (Purification)</b>			
Salaries and Benefits - Assistant Engineer	3,328	3,494	3,669
Salaries and Benefits - Director of Engineering	1,720	1,806	1,896
Labour	94,683	99,417	104,388
Chemicals and Addittives	119,900	123,497	128,437
Water Testing	22,500	23,175	24,102
Facility Repairs and Maintenance	10,625	10,944	11,382
Process Equipment	30,000	20,000	20,800
Electricity	94,600	101,222	105,271
Generator	545	546	568
Phone/Internet	3,188	3,284	3,415
Contracted Services	28,500	3,000	3,120
Allocated Services	4,254	5,118	5,323
<b>TOTAL WATER TREATMENT</b>	413,843	395,503	412,371

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**TRANSMISSION AND DISTRIBUTION**

Salaries and Benefits - Assistant Engineer	1,974	2,073	2,176
Salaries and Benefits - Director of Engineering	6,878	7,222	7,583
Reading Meters Expense	21,392	22,462	23,585
Operation Labour - Mains	52,712	55,348	58,115
Operation Labour - Meters	9,503	9,978	10,477
Labour - Water Leaks	81,718	85,804	90,094
Labour - Flushing	4,134	4,341	4,558
Maintenance of Mains (Materials)	16,250	16,738	17,240
Use of Gravel	1,625	1,674	1,724
Maintenance of Meters	26,400	27,192	28,008
Maintenance of Hydrants/Valves	11,875	12,231	12,598
Maintenance Hydrant/Valves-Labour	11,721	12,073	12,435
Steet Patching	10,000	10,300	10,609
Leak Detection	12,500	10,000	10,300
Cowie Well - Public Tap	2,500	2,575	2,652
Allocated Services	9,925	11,942	13,710
<b>TOTAL TRANSMISSION AND DISTRIBUTION</b>	<b>281,107</b>	<b>291,951</b>	<b>305,863</b>

**Allocated Services - T/D 70% Treatment 30%**

Truck Repairs - Transportation	5,000	5,500	6000
Water Truck Insurance	534	650	700
Excavator Repairs	2,500	2,750	3200
Excavator Insurance	345	450	500
Tools & Shop Expense	1,500	2,500	3000
Safety Equipment	1,500	2,200	3000
Computer Services	2,500	2,600	2700
Meal Allowance	200	250	300
Travel	100	160	185
<b>TOTAL ALLOCATED SERVICES</b>	<b>14,179</b>	<b>17,060</b>	<b>19,585</b>

**ADMINISTRATION AND GENERAL**

Accounts Written-off	500	500	500
Office Salaries	58,066	59,518	61,006
Office Supplies and Expenses	5,000	5,000	5,000
Contracting Services	1,500	2,000	2,200
Advertising Expense	2,000	2,185	2,300
Courses and Seminars	3,000	3,500	4,000
Auditors	4,867	5,200	5,500
Legal	500	546	600
UARB Utility Levy	2,764	2,847	2,932
Insurance	16,075	17,124	18,000
Other	-	-	-
<b>TOTAL ADMINISTRATION AND GENERAL</b>	<b>94,272</b>	<b>98,420</b>	<b>102,038</b>

	<b>Depreciation</b>	120,000	125,000	130,000
		922,043	924,224	964,130
<b>Non Operating Expenditures</b>				
Principal		43,426	55,426	67,426
Interest		6,136	9,532	8,353
		<u>49,562</u>	<u>64,957</u>	<u>75,778</u>
	<b>(SURPLUS)/DEFICIT</b>	<u>(173,700)</u>	<u>(167,388)</u>	<u>(193,506)</u>

**1. Taxation**

ASSESSABLE PROPERTIES

Residential	\$ 10,224,768
Commercial	1,733,139
Wind Turbine Act	24,968
	<hr/> 1,758,107
Resource	
Taxable Assessments	891,559
Forest Property-Less than 50,000 Acres	29,485
Forest Property -More than 50,000 Acres	143
	<hr/> 921,187
AREA RATES	
Hydrant Rate	201,080
Transportation-Roads & Sidewalks	
Districts 1-12	296,982
District 13	1,230,055
Debt-District 13	86,024
	<hr/> 1,814,141
Special Assessment	
Environmental Health-Caledonia	36,300
Environmental Health- Milton	48,100
Environmental Health- Liverpool	432,800
Environmental Health- Brooklyn	41,650
	<hr/> 558,850
Business Property	
Bell Canada	48,000
Nova Scotia Power	916,495
Nova Scotia Power HST Rebate	51,896
	<hr/> 1,016,391
Other	
Deed Transfer Tax	720,000
Tax Recoveries	36,200
	<hr/> 756,200
<b>Total Taxation</b>	<hr/> <hr/> \$ 17,049,644

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**2. Grants in Lieu of Taxes**

Federal Government	60,050
<hr/>	
Provincial Government	
Provincial Property	75,943
Conservation GIL	14,375
Crown Timber Land	133,570
Fire Protection	27,506
	<hr/>
	251,394
	<hr/>
<b>Total Grants in Lieu of Taxes</b>	<b>\$ 311,444</b>
	<hr/> <hr/>

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**3. Services Provided to Other Governments**

Closure Costs Joint Service Board	\$ 14,271
Closure Costs Barrington	26,559
Closure Costs Clarks Harbour	3,948
Closure Costs Waste Check	186,572
Waste Check Solid Waste	1,460,798
Waste Check Under tonnage	30,620
Joint Service Board Solid Waste	95,753
Barrington Solid Waste	176,864
Clarks Harbour Solid Waste	26,370
Joint Service Board Organics	80,605
Barrington Organics	31,361
Joint Service Board Recycling	99,871
Barrington Recycling	26,154
Clarks Harbour Recycling	10,085
	<hr/>
	\$ 2,269,832
	<hr/> <hr/>

**4. Sales of Services**

**Protective Services**

Parking Meters	\$	12,000
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**Public Health and Welfare Services**

Revenue from Residents		1,523,857
Other Funding Sources		38,879
		1,562,736

**Environmental Health Services**

Commercial Solid Waste		219,077
Commercial Organics		41,892
Mixed C&D and O/S Queens		161,696
Commercial Recyclables		11,258
Commercial Closure		137,392
Metal Sales		30,000
Sorted Commercial Queens		10,605
Sorted O/S Queens		36,147
Recycling Commodities		106,794
Contaminated Soil		20,306
Septage		114,819
		889,984

**Other**

Tax Certificates		12,000
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<b>Total Sales of Services</b>	<b>\$</b>	<b>2,476,720</b>
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**5. Other Revenue from Own Sources**

**Licenses & Permits**

Dog Registration Fees	\$	12,000
Planning Department Zoning, etc.		7,500
Building Permits		35,000
Vendors License		2,500
Taxi-License & Operator		600
		57,600

**Fines**

Parking Fines		2,000
Sheriff Fines		24,000
		26,000

**Rentals**

LBDC		226,274
Registry of Deeds		16,450
Town Hall		6,000
Hangar Rent-Airport		4,500
		253,224

**Return on Investments**

Interest on Investments		120,000
		120,000

**Other Revenue from Own Sources**

Penalties and Interest on Taxes		125,000
Penalties and Interest on Misc.		4,000
		129,000

**Recreation and Cultural Services**

**Queens Place Recreation Facility**

Ice Rentals		200,000.00
Bar Operations		6,250
Fitness Revenue Memberships		129,000
Fitness Classes		3,000
Personal Trainer		7,000
Sponsorships & Advertising		50,000
Full Facility Rental		15,650
Room Rentals (Fitness/Community)		17,000
Ticket Processing Fee		3,000
Skate Sharpening		2,000
Walking Track		10,000
Leased space		8,845
Public Skating		3,000
Vending Machines Revenue		10,000
	\$	464,745

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**Recreation Program Revenue**

\$ 73,000  
537,745

**Miscellaneous**

Race Track Revenue 7,500  
Sundry Revenue 18,600  
RCMP Criminal Checks 3,400  
Visitor Information Center 4,400

**Revenue collected for Other Government Agencies**

Brooklyn Community Rate 48,254  
82,154

**Total Other Revenue from Own Sources**

1,205,723

**6. Unconditional Transfer from Other Governments**

**Provincial Government**

Farm Property Acreage 12,930  
Municipal Grants Act (Equalization) 1,217,236

**Total Unconditional Transfers from Other Gov.**

1,230,166

**7. Conditional Transfers from Federal & Provincial Governments or Agencies**

RRF Funding 10,500  
Diversion Credits 66,000  
Provincial Funding 64,000  
911 Cost Recovery Fund 4,620  
Federal Funding 3,360

**Total Conditional Transfers**

\$ 148,480

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**8. Other Transfers, Collections for Other Governments**

**Surplus of Prior Years**

	-	
Mount Pleasant Funding Study	\$	137,620
Liverpool Bridge Sidewalk Redesign	\$	175,000
Queens Neighborhood Cooperative Grant	\$	203,000
Council Chambers AV equipment	\$	40,485
LBDC HVAC Project	\$	811,240
Transfer from Surplus to balance rate to zero	\$	442,835
	\$	1,810,180

**Transfers from Special Operating Reserve**

Broadband		86,130
Hillsview Deficit transfer from reserve		148,232
Computer Equipment		42,500
LBDC reserve for HVAC project		188,760
Plne Grove		25,000

**Transfers from Special Equipment Reserve**

Fire Department Truck Reserve		201,096
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**Transfers from Special Capital Reserve**

Public Works Renovation		73,000
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**Total Other Transfers**

**2,574,898**

**Total Revenue**

**\$ 27,266,907**

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Region

Budget

**EXPENDITURES****9. General Government Services****Legislative**

Remuneration-Mayor	46,967
Remuneration-Council	165,017
Travel	5,000
Other Expenses	20,300
	<u>237,284</u>

**General Administrative**

Administrative	848,957
Administrative Benefits	199,254
Allocated -Water Utility	(56,650)
Office Expenses	60,000
Computer Insurance	8,000
Equipment Mtnce/Lease Costs	20,000
Computer System	132,350
IT Audit	65,000
Diversity Programs	30,000
Staff Training	20,000
	<u>1,326,911</u>

Financial Management

25,500

Bank Charges

4,400

29,900**Taxation**

Administration	68,501
Tax Billings	15,500
Tax Exemptions	125,050
Assessment Services	309,853
Other Taxation-Tax Sale Costs	22,500
	<u>541,404</u>

**Common Services-Administration Building**

Cleaning wages	48,666
Sanitary Supplies	14,000
Insurance	5,984
Electricity	34,623
General Maintenance	154,895
Utilities	1,630
	<u>259,798</u>

**Other**

Legal Services	96,000
Mount Pleasant Feasibility Study	137,620
CAO Recruiting	40,000
Compensation Review	50,000
Staff Relations Fund	16,000
	<u>339,620</u>

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Region

Budget

**Other General Government Services**

Conventions & Delegations

NSFM

21,750

FCM

12,000

Other Councillors Conferences

1,000

AMA

10,000

44,750

**General Accident, Damage Claims &  
Public Liability Insurance**

1,120

**Grants to Other Organizations & Individuals**

Community Investment Fund

175,000

175,000

**Other**

Scholarships

4,500

Municipal Floats

1,800

Pension/Administration Costs

5,446

Advertising & Promotions

13,000

Transit System - QCT

38,500

Communications

13,500

76,746

**Valuation Allowance**

Uncollectible taxes

10,000

10,000

**\$ 3,042,532**

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Region

Budget

**10. Protective Services**

**Police Protection**

Administration-Prosecution Fees	\$ 12,323
DNA Testing	9,128
RCMP Satellite Office-Caledonia	880
Seniors' Safety Coordinator	5,000
Correctional Services	185,899
Protective Services	2,619,435
	<u>2,832,665</u>

**Law Enforcement**

**Building/Fire Inspection**

Salary & Benefits	161,691
Telephone	240
Travel	5,000
Insurance Liability/Vehicle	1,269
Gasoline	12,000
Maintenance Vehicle	1,800
Supplies	500
Training/Memberships	7,000
	<u>189,500</u>

**By Law Enforcement**

Salary & Benefits	113,790
Gasoline	5,520
Uniform	900
Insurance Liability/Vehicle	1,269
Telephone	600
Training/Memberships	1,000
Unsanitary Premises	1,000
Dog Tags	600
Dog Pound General Maintenance	750
Bylaw Vehicle Maintenance	1,500
Parking Meter Repairs/Tickets	5,500
Supplies for Dog Control	2,000
	<u>134,429</u>
	<u>323,930</u>

**Fire Fighting Force**

Grants Volunteer Fire Departments/First Resp.	575,080
Safety Training	40,000
Reserve Fund-Fire Department Capital	230,032
Fire Department Equipment Purchases	201,096
Dry Hydrant Maintenance	30,000
Interest on Loans	2,900
Workers Compensation	14,000
Medical Insurance	6,263
1st Responders Insurance	2,556
Liability Insurance	12,924
	<u>1,114,851</u>

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Region  
Budget

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**Fire Alarm Systems**

Answering Contract	\$	29,500
Base Station/Antenna		650
		30,150

Water Supply and Hydrants

201,080

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**Fire Station Building**

Insurance/Building/Boiler		4,578
Building Fuel		35,446
Utilities		15,300
Building Repairs & Grounds		53,500
		108,824

**Other Fire Protection**

Snow Removal N.Q. Fire Hydrants		5,000
		1,459,905

**Emergency Measures**

Local EMO		27,960
Ground Search & Rescue- Building Fuel		8,400
Vehicle/Liability Insurance		15,446
Electricity		1,101
Building Maintenance		6,000
		58,907

**Total Protective Services**

**\$ 4,675,406**

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Region

Budget

**11. Transportation Services**

**Common Services-Administration**

EPW Wages	\$	1,020,433
EPW Benefits		260,574
Communication Services		15,000
Asset Management Operation		45,000
Licencing and Memberships		20,000
		<u>1,361,007</u>

**Common Services-Equipment Operations**

Salary & Benefits Mechanic		80,094
Equipment Oil & Fluids		25,000
Equipment Gas		65,000
Equipment Diesel		107,404
EPW Vehicle Maintenance		110,000
Trucks-Insurance		12,940
Small Equipment Maintenance		40,000
Plow Insurance		1,514
Heavy Equipment Maintenance		105,000
Loader-Insurance		2,859
Backhoe - Insurance		1,389
Contracted Services		15,000
		<u>566,200</u>

**Small tools and Equipment**

Small Tools and Equipment		20,000.00
Public Works Safety Equipment		25,000
		<u>45,000</u>

**Storage**

Insurance		198
Grounds Utilities		13,101
Grounds Crew General Maintenance		9,500
		<u>22,799</u>

**Works Garage**

Public Works Renovation		73,000
Works Utilities		33,887
Works Department General Maintenance		40,000
		<u>146,887</u>

**Insurance**

2,585

**Safety Training**

10,000

**Total Common Services**

\$ 2,154,478

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**Road Transport**

**Roads and Streets**

Road Levy	\$ 286,324
J Class Road Cost Share	31,285
Liverpool Bridge Sidewalk Redesign	175,000
Street and Road Maintenance	70,000
Sidewalks Material	55,000
Storm Water Management	10,000
De-Icing Materials Supply	115,000
Traffic Signals and Markings	35,000
Equipment Permitting	19,500
Asphalt Paving	266,696
	1,063,805

**Debenture Principal & Interest**

Principal	35,365
Interest	5,222
	40,587

**Road Transport**

**Street lighting**

Rental	275,000
Decorative Light Maintenance	4,000
	279,000

**Airport**

Airport Insurance	7,000
Building/Grounds	2,500
Heat/Lights/Fuel	2,145
	11,645

**Total Transportation Services**

	<b>\$ 3,549,514</b>
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**12. Environmental Health Services**

**R.Q.M. Sewage Administration**

Insurance-Caledonia	\$	2,820
Insurance-STP Liverpool		13,961
Insurance-Milton		3,440
Insurance- Brooklyn		1,693
WW Continuing Education/Certification		3,500
		<u>25,414</u>

**R.Q.M. Sewage Collection Systems**

SQ WW Collection Wages and Benefits		40,642
SQ WW Collection Maintenance		45,000
NQ WW Collection and Treatment Maintenance		23,500
NQ WW Collection and Treatment Wages and Benefits		20,321
		<u>129,463</u>

**R.Q.M. Sewage Treatment & Disposal**

SQ WW Treatment Operations		175,000
SQ WW Treatment Wages and Benefits		40,642
		<u>215,642</u>

**Debenture Principal & Interest**

Principal		130,485
Interest		20,549
		<u>151,034</u>

**R.Q.M. Total Sewage and Disposal**

	\$	<u>521,553</u>
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**Garbage Collection & Disposal  
Administration**

Salary and Benefits		96,493
SW Administrative Travel		2,000
SW Administrative Communications		1,500
Public Engagement		17,500
Curbside Inspection		28,500
		<u>145,993</u>

**Garbage & Waste Collection**

Derelict Vehicle Program		2,000
Solid Waste Transportation Contract		520,000
Grey Box & Green Cart Maintenance		30,000
Solid Waste Collection Contracts		989,568
		<u>1,541,568</u>

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Region

Budget

**Landfill**

SW Wages and Benefits	\$	358,941
Insurance		9,473
SW Facility Operation and Maintenance		255,000
HHW Operation and Maintenance		15,400
Control Program and Testing		55,000
Leachate Management		200,800
Reserve Fund-Spec Cap-Post Closure-Cont.		368,741
Reserve Fund-Spec Cap-Post Closure Queens		438,000

1,701,355

**Debenture Principal & Interest**

Principal		64,587
Interest		6,711

71,298

**Recycling**

MRF Operation and Maintenance		95,000
Insurance		3,755
Organics Transfer Operation and Maintenance		267,000
MRF Wages and Benefits		415,222
Leaf and Yard Waste Operations		15,000

795,977

**Total Garbage & Waste Collection & Disposal**

4,256,192

**Total Environmental Health Services**

\$ 4,777,744

**13. Public Health & Welfare Services**

Hillsview Acres		1,710,968
Deficit of Regional Housing Authority		120,000

\$ 1,830,968

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**14. Environment Development Services**

**Planning**

**Administration**

Salaries & Benefits	\$	457,015
Supplies		3,000
Library		200
Registration Costs-Deeds Office		500
		<hr/>
		460,715

**Planning Other**

Travel		400
Liability Insurance		667
Civic Number Private Road Signage		500
Training/Memberships		1,000
Advertising		2,500
Heritage Property		1,200
GIS Project		4,000
Accessibility Planning/Implementation		100,000
Planning Projects Reserve		15,000
Surveying		7,000
Permit Tracking Reserve		40,000
		<hr/>
		172,267

**Total Environmental Planning & Zoning**

		<hr/>
		632,982
		<hr/>

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Region

Budget

**Other Environment Development Services**

**Tourism & Economic Development**

**Salaries & Benefits**

Salaries & Benefits

\$ 323,207

**Supplies/Materials/Operations**

Supplies

1,000

Telephone

1,000

Library/Resource

200

2,200

**Department Services/Projects**

Brochure Update & Productions

18,500

18,500

**Queens Waterfront Development**

Port Medway Maintenance

18,000

18,000

**Publicity & Advertising**

Website Development

17,500

Signage Development & Mtnce.

12,500

Promotions and Advertising

27,100

57,100

**Facilities**

Christmas Lighting/Wreaths

10,000

VIC Maintenance

14,250

24,250

**Fort Point Lighthouse Park**

Insurance

791

Utilities

3,390

Fort Point Maintenance

2,500

6,681

**LBDC**

LBDC Maintenance and Operation

92,450

HVAC project Year 1

1,000,000

Real Property Taxes

15,956

Insurance

8,540

1,116,946

**Other**

VIC Operations

39,150

Training

4,500

Travel

2,000

Membership

4,275

49,925

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Region

Budget

**Economic Development**

Regional Beautification / Façade program	\$	46,200
Branding/Wayfinding		18,400
Events Strategy		61,000
Caledonia Corner Park		50,000
Economic Development Data and Profile		10,000
Community Economic Diversification		39,500
		<u>225,100</u>

**Total Tourism and Economic Development** 1,841,909

**Total Environmental Development Serv** \$ 2,474,891

**15. Recreation and Cultural Services**

**Recreation Facilities**

**Swimming Pool/Beach**

Staff Wages/Benefits-NQAC		19,000
Utilities-NQAC		2,563
Supplies-NQAC		1,500
NQAC Maintenance		7,500
Staff Training/Travel-NQAC		3,300
Insurance-NQAC		930
Staff Wages/Benefits-Milton Pool		26,500
Utilities-Milton Pool		1,500
Supplies-Milton Pool		1,000
MCP Maintenance		8,000
Staff Training/Travel-Milton Pool		1,000
Insurance-Milton Pool		1,016
Beach Meadows Beach Maintenance and Operation		6,250
		<u>80,059</u>

**Parks/Playgrounds**

Park Facilities Maintenance and Operation		72,000
Grounds Crew Wages		207,126
Grounds Crew Gas		13,500
Liability Insurance		1,691
Community Signage Maintenance		4,000
Spray Pad Operations		3,500
Playground Maintenance and Operation		9,500
		<u>311,317</u>

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Region

Budget

**Queens Place Community Facility**

Salary & Benefits- Other	\$	310,377
Salary & Benefits- Operations		293,601
Bar/Beverage Supplies		11,100
Concessions equipment		8,250
License & Fees		13,500
Advertising & Promotion		12,500
Staff Training / Memberships		9,600
Office Supplies/Postage		6,250
Insurance		15,835
Fuel Cost		116,974
Sewer & Water Fees		11,600
Telephone / Cable		7,500
Power		275,000
Propane		4,200
Fitness Center		34,200
General Equipment		22,000
General Operations		22,000
Facility Building Maintenance		105,000
		<u>1,279,487</u>

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**Debenture Principal & Interest**

Principal		158,369
Interest		54,588
		<u>212,957</u>

**Subtotal Recreation Facilities**

1,883,820

**Cultural Buildings & Facilities**

Historical Burial Grounds \$ 1,900

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**Museums**

Blacksmith Museum 9,418  
 Old Town Hall/Astor Insurance 3,886  
 Old Town Hall/Astor Electricity & Fuel 30,000  
 Old Town Hall/Astor General Maintenance 20,000  
 Old Town Hall/Astor Operations 29,000

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92,304

**Other**

Court House Power Water & Sewer 4,950  
 Heat 4,000  
 Insurance, Fire & Liability 1,012  
 Sanitary Supplies 220  
 Courthouse General Maintenance 15,250

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25,432

**Library**

Regional Library 92,000  
 Library Operations 59,929

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151,929

**Other Recreation and Cultural Services**

Salaries & Benefits 207,252  
 Telephone 550  
 Travel 3,500  
 Equipment 4,000  
 Community Workshops 3,750  
 Health and Wellness Initiatives 1,500  
 Active Transportation 1,000  
 Volunteer Recognition 1,200  
 Promotion 1,150  
 Community Grants & Programs 239,500  
 Summer Staff -Sal & Benefits 8,500  
 Summer Staff Travel 1,750  
 Aquatic Training 3,000  
 Memberships 1,850  
 Training/Workshops 3,500  
 Physical Activity Strategy 32,250

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514,252

**Less: transmission of taxes collected for Other Governments**

Brooklyn Cemetery/Recreation 48,254

**Total Recreation & Cultural Services**

\$ 2,717,891

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**Transfer to Utility**

Cowie Well Equipment	9,500
	<u>9,500</u>

**Reserve Transfer-Special Operating Reserve**

Cell Tower Contribution	50,000
Airport Reserve	12,000
Broadband	86,130
2ND Generation Landfill	150,000
Sidewalk Renewal	25,000
	<u>323,130</u>

**Reserve Transfer - Equipment Reserve**

Landfill Equipment	200,000
General Equipment Reserve	250,000
Equipment Reserve shortfall for F2023 purchases	138,500
First Responders	5,000
	<u>593,500</u>

**Total Transfers to Own Reserves, funds and agencies**

	<u>926,130</u>
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**Conditional Transfers to other governments and agencies**

Appropriation to Regional School Board	3,271,831
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**Total Conditional Transfers to other governments and agencies**

	<u>3,271,831</u>
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**Total Fiscal Services**

	<u>4,197,961</u>
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**Total Expenditures  
Operating Surplus**

	<u>\$ 27,266,907</u>
	<u>0</u>

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**Hillsview Acres  
EXPENDITURES**

SALARIES & BENEFITS	
Salaries & Wages	\$ 1,126,483
Benefits	232,864
	1,359,347
BUILDING EXPENSES	
Smoke Detectors & Fire Alarm	1,400
Electricity	13,200
Fuel	33,000
Propane	7,700
Insurance	4,908
Sprinkler Repairs	4,000
General Maintenance	60,000
	124,208
EQUIPMENT & SUPPLIES	
Equipment & Material	46,300
Cleaning Supplies	11,000
Supplies & Utensils	4,200
Linen Supplies	4,000
Supplies	3,000
Grounds Maintenance	4,000
	72,500
RESIDENT'S EXPENSES	
Food	112,413
Medical Supplies	12,000
Sanitary Supplies	4,400
Activity Supplies	10,000
	138,813
Telephone	3,600
Travel-Administration	1,500
Training	7,000
Office Supplies	4,000
	16,100
TOTAL	\$ 1,710,968

DRAFT

**Water Utility**

**REVENUES**

**Operating Revenues**

Metered Sales	\$	581,021
Public Fire Protection		201,080
		<u>782,101</u>

**Other Operating Revenues**

Sprinkler Service		5,500
Plate Fee & Shut off		3,700
Lateral Connection		100
Connections Fee		5,000
		<u>14,300</u>

**NON OPERATING REVENUE**

Interest		1,000
Miscellaneous Revenue		500
		<u>1,500</u>

**TOTAL REVENUE**

797,901

**EXPENDITURES**

**SOURCE OF SUPPLY**

Supervision and Engineering		1,599
Insurance		2,082
Lake Inspections		1,000
Screen Maintenance - Labour		6,940
Screen House Maintenance		500
Wildlife Management		700
<b>TOTAL SOURCE OF SUPPLY</b>		<u>12,821</u>

**WATER TREATMENT (Purification)**

Salaries and Benefits - Assistant Engineer		3,328
Salaries and Benefits - Director of Engineering		1,720
Labour		94,683
Chemicals and Additives		119,900
Water Testing		22,500
Facility Repairs and Maintenance		10,625
Process Equipment		30,000
Electricity		94,600
Generator		545
Phone/Internet		3,188
Contracted Services		28,500
Allocated Services		4,254
<b>TOTAL WATER TREATMENT</b>		<u>413,842</u>

**TRANSMISSION AND DISTRIBUTION**

Salaries and Benefits - Assistant Engineer	\$	1,974
Salaries and Benefits - Director of Engineering		6,878
Reading Meters Expense		21,392
Operation Labour - Mains		52,712
Operation Labour - Meters		9,503
Labour - Water Leaks		81,718
Labour - Flushing		4,134
Maintenance of Mains (Materials)		16,250
Use of Gravel		1,625
Maintenance of Meters		26,400
Maintenance of Hydrants/Valves		11,875
Maintenance Hydrant/Valves-Labour		11,721
Leak Detection		10,000
Street Patching		12,500
Cowie Well - Public Tap		2,500
Allocated Services		9,925
<b>TOTAL TRANSMISSION AND DISTRIBUTION</b>		<hr/> 281,107

**Allocated Services - T/D 70% Treatment 30%**

Truck Repairs - Transportation		5,000
Water Truck Insurance		534
Excavator Repairs		2,500
Excavator Insurance		345
Tools & Shop Expense		1,500
Safety Equipment		1,500
Computer Services		2,500
Meal Allowance		200
Travel		100
<b>TOTAL ALLOCATED SERVICES</b>		<hr/> 14,179

2024-03-31

Region

Budget

**ADMINISTRATION AND GENERAL**

Accounts Written-off	\$	500
Office Salaries		58,066
Office Supplies and Expenses		5,000
Contracting Services		1,500
Advertising Expense		2,000
Courses and Seminars		3,000
Auditors		4,867
Legal		500
UARB Utility Levy		2,764
Insurance		16,075
<b>TOTAL ADMINISTRATION AND GENERAL</b>		<b>94,272</b>
Depreciation		120,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>922,041</b>
<b>NON OPERATING EXPENDITURES</b>		
Principal		43,423
Balloon Payment 27A Debenture		-
Interest/Discount		6,136
<b>TOTAL NON OPERATING EXPENDITURES</b>		<b>49,559</b>
<b>TOTAL OPERATING AND NON OPERATING EXPENDITURES</b>		<b>971,600</b>
<b>SURPLUS/DEFICIT</b>	\$	<b>(173,700)</b>

DRAFT

**Region of Queens Municipality  
Staff Report**

**7.2**

To: Council

From: Adam Grant, Director of Engineering & Public Works

Date: April 25, 2023

Re: Job Description – Civil Engineering Technologist

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**Recommendation**

That Council of Region of Queens Municipality approve the Civil Engineering Technologist Job Description.

**Region of Queens Municipality**  
**Civil Engineering Technologist**

**General Accountability**

Civil Engineering Technologist shall be responsible to supervise the installation, construction and commissioning of new or rehabilitated water and wastewater infrastructure, streets, facilities, parks and other municipal capital assets in accordance with applicable requirements, provides management and supervision of assigned Engineering and Public Works Department staff, oversees budget resources assigned and dedicated to their projects and functions, maintains and submits regular employee documents and time sheets, works with Director of Engineering and Public Works to create, support and manage employee training and development, provides regular reports to Director of Engineering and Public Works, ensures that the policies, procedures, regulations and statutes, established respecting the operation of the Engineering and Public Works Department are followed, makes recommendations to Director of Engineering and Public Works for changes in staffing, ensures all expenditures are completed according to policies, regulations, and statutes, meets with designated Engineering and Public Works Department staff on a regular basis, assists the Director of Engineering and Public Works with development of an annual operating and capital budget, supports the ongoing development and updating of the Engineering and Public Works Department's long-range infrastructure and asset management plans, assists Director of Engineering and Public Works with the design of streets, sewers, water and other civil infrastructure, undertakes contract administration and site inspections for work performed by contractors, ensures the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff under their direction, oversees the preparation, review, and approval of "as-builts", ensures that all Engineering and Public Works Department employees under their supervision adhere to the terms and conditions of their employment, assumes responsibility for emergency, after-hours and winter works duties, maintains good community relations in dealing with the public and co-workers, holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment, 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.

Civil Engineering Technologist is accountable to the Director of Engineering and Public Works.

**General Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Civil Engineering Technologist. The list is not intended to be all-inclusive nor to limit the

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

1. Provides management and supervision of assigned Engineering and Public Works Department staff, recommending staffing levels and equipment needs to ensure proper resourcing.
2. Oversees budget resources assigned and dedicated to their projects and functions; issues purchase orders for all purchases, and obtains required approvals from Director of Engineering and Public Works for over expenditures or required emergency spending.
3. Maintains and submits regular employee documents and time sheets to Operations Coordinator for approval by Director to ensure all employees under their direction are properly managed and remunerated.
4. Works with Director of Engineering and Public Works to create, support and manage employee training and development for all employees under their direct supervision, while providing input into overall department training needs.
5. Provides regular reports to Director of Engineering and Public Works on aspects of the Department's functions that they are directly involved with, including updates on projects and services no less than weekly, making recommendations for improvements or changes as the need arises.
6. Ensures proper installation, construction and commissioning of new or rehabilitated water and wastewater infrastructure, streets, facilities, parks or other municipal assets, in accordance with municipal services specifications, building codes or other applicable requirements while maintaining accurate project records and construction drawings.
7. Ensures that the policies, procedures, regulations and statutes, established respecting the operation of the Engineering and Public Works Department are followed by all employees under their direction, making recommendations for changes when required.
8. Makes recommendations to Director of Engineering and Public Works for changes in staffing, work assignments, work teams, or other employee related work or safety procedures.
9. Ensures all expenditures are completed according to policies, regulations, and statutes, by overseeing completion of purchase orders for all expenditures, documenting when goods purchased are received, and

thereafter submitting documents to Operations Coordinator for approval by Director of Engineering and Public Works.

10. Meets with designated Engineering and Public Works Department staff on a regular basis, as a team or individually, to manage human resource matters, schedule work responsibilities and provide updates on projects, highlight staffing changes, and to discuss other issues that require employee attention or awareness to ensure the smooth operation of the department.
11. 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.
12. Supports the Director of Engineering and Public Works with the ongoing development and updating of the Engineering and Public Works Department's long-range infrastructure and asset management plans, with a goal of long-range sustainability.
13. Assists Director of Engineering and Public Works with design of streets, sewers, water and other civil infrastructure including the preparation of survey layouts, while completing preliminary and detailed cost estimates for assigned projects and assisting in survey data collection for construction projects.
14. Undertakes assigned contract administration and site inspections for work performed by contractors on behalf of the Municipality.
15. Undertakes site inspections for works being completed by private sector contractors that require connection to or impact on municipal infrastructure or lands, prior to acceptance by the Municipality.
16. Ensures the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff under their direction, making sure all employees are included and trained on a regular basis, attending meetings of Joint Occupational Health and Safety Committee, 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.
17. Oversees the preparation, review, and approval of "as-builts" on all infrastructure and capital projects under their supervision, as well as maintaining a reliable system of cataloguing and filing of such plans and reports.

18. Ensures that all Engineering and Public Works Department employees under their supervision adhere to the terms and conditions of their employment, including any applicable collective agreement, policies or processes.
19. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Operations Coordinator.
20. Maintains good community relations in dealing with the public and co-workers; recognizing 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.
21. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
22. 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 in Civil Engineering Technology and be registered as a Certified Engineering Technologist (CET). The applicant should have a strong understanding of Microsoft Office programs, AutoCAD/Civil3D, ArcGIS and three to five years of related experience. An understanding of municipal processes and civil construction is considered an asset.

### **Working Conditions**

This position is based out of the Public Works Garage in Liverpool. Regular hours of work are Monday to Friday 8:00 a.m. - 4:30 p.m. Overtime may be required, including during the Region's Capital Works Program and during the staff rotation for emergency, after hours and winter works duties.

### **Salary Scale**

The salary scale for this position is Range 21 of the Municipality's Salary Compensation Policy.

**Region of Queens Municipality  
Staff Report**

**7.3**

To: Council

From: Adam Grant, Director of Engineering & Public Works

Date: April 25, 2023

Re: Job Description – Operations Coordinator

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**Recommendation**

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

**Region of Queens Municipality**  
**Operations Coordinator**

**General Accountability**

Operations Coordinator shall be responsible to act as the Public Works Garage's front area receptionist being responsible for shipping and receiving of all goods, acting as the main contact for public inquiries regarding the work of the Engineering and Public Works Department, provides Engineering and Public Works supervisors with a regular supply of department forms and documents, facilitates the reconciliation of purchase orders and invoices, submits regular employee documents and time sheets to Payroll / Benefits Clerk, prepares and disseminates information to the general public, council and co-workers concerning the Engineering and Public Works Department's projects and initiatives, works with Director of Engineering and Public Works to create and maintain an up-to-date employee training and development calendar and employee files, develops and maintains a comprehensive filing system, organizes meetings of Joint Occupational Health & Safety, Queens Solid Waste Management Community Monitoring, and Source Water Protection Committees, provides administrative support to Director of Engineering and Public Works, assists Engineering and Public Works Department supervisors with documenting expenditures according to policies, assists Director of Engineering and Public Works with advertising of job postings, provides administrative support for Engineering and Public Works' Solid Waste programs, responsible for establishing and maintaining all registration and permitting records relating to the Municipality's fleet of vehicles and heavy equipment, maintains a database of reports and water sample tests for all municipal facilities, maintains the master list of staff on-call for emergency, after-hours and winter works duties, and carries out other responsibilities as directed from time to time by Director of Engineering and Public Works. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Operations Coordinator is accountable to the Director of Engineering and Public Works.

**General Duties and Responsibilities**

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

1. Acts as the Public Works Garage's front area receptionist and handles public inquiries in person, by telephone, by email and through social media platforms where applicable.

2. Responsible for shipping, tracking and receiving of all goods, including processing shipments, deliveries and mail, ensuring they are forwarded to the correct employee(s).
3. Establishes and administers an internal process for external inquiries, complaints and service requests regarding Engineering and Public Works Department business to ensure matters are responded to efficiently; acting as the primary contact for the Department, facilitating forwarding inquiries to the appropriate employee, and documenting and reporting on actions taken.
4. Provides Engineering and Public Works supervisors and managers with a supply of office and operational essentials such as timesheet books, purchase order books, work orders, and other municipal and regulatory forms and documents to ensure efficient work processes.
5. Collects and facilitates the reconciliation of purchase orders, invoices, reports, receipts, packing slips, approval documents, etc. to ensure compliance with purchasing policies and municipal internal controls and financial processes; submitting to Director of Engineering and Public Works for final approval prior to forwarding to the finance department for adjudication and potential payment.
6. Collects and submits departmental employee documents including time sheets, which after approval by Director of Engineering and Public Works or designate, are forwarded to Payroll / Benefits Clerk.
7. Prepares and disseminates information to the general public, council and co-workers concerning the Engineering and Public Works Department's projects and initiatives, changes in service levels, closed or restricted infrastructure, and facility maintenance and repairs, through newspaper, radio, social media, email, telephone, fax, etc.
8. Works with Director of Engineering and Public Works or designate to create and maintain up-to-date employee training and development calendars and employee files, noting expiry dates and additional training and development required for the next calendar year.
9. Develops and maintains a comprehensive filing system for Engineering and Public Works reports, plans, schematics, as-builts, infrastructure, inventory, fleet, equipment, machinery, and buildings, both electronically and paper based where required and applicable.
10. Organizes meetings of Joint Occupational Health & Safety, Queens Solid Waste Management Community Monitoring, Source Water Protection, and other ad-hoc Engineering and Public Works Committees established from

time to time, preparing, posting, and circulating agendas, minutes, press releases, advertisements, reports and other documents.

11. Provides administrative support to Engineering and Public Works Director, managers and supervisors including preparing letters and compiling reports as requested.
12. Assists Engineering and Public Works Department supervisors with documenting expenditures according to policies, regulations, and statutes, assisting with the completion of purchase orders, documenting when goods purchased are received, and forwarding all invoices for payment to Director of Engineering and Public Works for approval, prior to submitting to Accounts Payable Clerk for payment.
13. Assists Director of Engineering and Public Works with advertising of vacant or pending positions, answering basic inquiries about positions, and facilitating the screening of applicants and scheduling of interviews, subject to the approval of Director of Corporate Services or their authorized designate.
14. Provides administrative support for Engineering and Public Works' Solid Waste programs, including documenting and supplying compost bins, resolving solid waste collection issues, and assisting Solid Waste Clerk with solid waste community education programs.
15. Responsible for establishing and maintaining all registration and permitting records relating to the Municipality's fleet of vehicles and heavy equipment, as well as maintenance records.
16. Assists Director of Engineering and Public Works with requests from community groups and individuals for use of municipal facilities and traffic authority approvals, including preparing approval letters and following up with users to ensure compliance; and responsible for the development and implementation of a materials loan program for items such as picnic tables, waste receptacles, traffic control devices, etc., coordinating with groups to obtain items, holds deposits, and confirm their timely return undamaged.
17. Maintains database of reports and water sample tests for all municipal facilities, as provided by the Director of Engineering and Public Works on a regular basis.
18. Maintains the master list of staff on-call for emergency, after-hours and winter works duties, as well as facilitates the changing of the pager system each week.

19. Maintains good community relations in dealing with the public and co-workers; recognizing 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.
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 diploma or certificate in business or office administration, environmental services, or equivalent, with a strong understanding of Microsoft Office programs and three to five years of related experience. An understanding of municipal processes and civil construction is considered an asset.

### **Working Conditions**

This position is based out of the Public Works Garage in Liverpool. Regular hours of work are Monday to Friday 8:00 a.m. - 4:30 p.m.

### **Salary Scale**

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

**Region of Queens Municipality  
Staff Report**

**7.4**

To: Council

From: Adam Grant, Director of Engineering & Public Works

Date: April 25, 2023

Re: Job Description –Survey Technician

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**Recommendation**

That Council of Region of Queens Municipality approve the Survey Technician Job Description.

## **Region of Queens Municipality** **Survey Technician**

### **General Accountability**

Survey Technician shall be responsible to create, administer, review, approve, and regularly update all municipal infrastructure “as-builts”, as well as perform topographical surveys and prepare plans from the data showing cross-sections and centerline profiles using AutoCAD / Civil3D, oversees budget resources assigned and dedicated to their projects and functions, maintains and submits regular employee documents and time sheets, works with Director of Engineering and Public Works to create, support and manage employee training and development, provides regular reports to Director of Engineering and Public Works, ensures that the policies, procedures, regulations and statutes, established respecting the operation of the Engineering and Public Works Department are followed, makes recommendations to Director of Engineering and Public Works for changes in staffing, ensures all expenditures are completed according to policies, regulations, and statutes, meets with designated Engineering and Public Works Department staff on a regular basis, maintains all geospatial equipment and tools, undertakes contract administration and site inspections for work performed by contractors, ensures the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff under their direction, ensures that all Engineering and Public Works Department employees under their supervision adhere to the terms and conditions of their employment, assumes responsibility for emergency, after-hours and winter works duties, maintains good community relations in dealing with the public and co-workers, holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment, 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.

Survey Technician is accountable to the Director of Engineering and Public Works.

### **General Duties and Responsibilities**

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

1. Provides management and supervision of assigned Engineering and Public Works Department staff, recommending staffing levels and equipment needs to ensure proper resourcing.

2. Oversees budget resources assigned and dedicated to their projects and functions; issues purchase orders for all purchases, and obtains required approvals from Director of Engineering and Public Works for over expenditures or required emergency spending.
3. Maintains and submits regular employee documents and time sheets to Operations Coordinator for approval by Director to ensure all employees under their direction are properly managed and remunerated.
4. Works with Director of Engineering and Public Works to create, support and manage employee training and development for all employees under their direct supervision, while providing input into overall department training needs.
5. Provides regular reports to Director of Engineering and Public Works on aspects of the Department's functions that they are directly involved with, including updates on projects and services no less than weekly, making recommendations for improvements or changes as the need arises.
6. Creates, administers, reviews, approves, and regularly updates all municipal infrastructure "as-builts" and other property and infrastructure asset plans and documents, as well as clearance requests from public and private utilities, including maintaining a reliable system of cataloguing and filing of such plans and reports.
7. Performs topographical surveys and prepares plans from the data showing cross-sections and centerline profiles using AutoCAD / Civil3D and assists other departmental staff with the design and layout of streets, sewers, waterlines, and other civil infrastructure.
8. Ensures that the policies, procedures, regulations and statutes, established respecting the operation of the Engineering and Public Works Department are followed by all employees under their direction, making recommendations for changes when required.
9. Makes recommendations to Director of Engineering and Public Works for changes in staffing, work assignments, work teams, or other employee related work or safety procedures.
10. Ensures all expenditures are completed according to policies, regulations, and statutes, by overseeing completion of purchase orders for all expenditures, documenting when goods purchased are received, and thereafter submitting documents to Operations Coordinator for approval by Director of Engineering and Public Works.

11. Meets with designated Engineering and Public Works Department staff on a regular basis, as a team or individually, to manage human resource matters, schedule work responsibilities and provide updates on projects, highlight staffing changes, and discuss other issues that require employee attention or awareness to ensure the smooth operation of the department.
12. Maintains all geospatial equipment and tools, including preventative maintenance, calibration, licensing and certifications, to ensure their regular use when needed without delay.
13. Undertakes assigned contract administration and site inspections for work performed by contractors on behalf of the Municipality.
14. Undertakes site inspections for works being completed by private sector contractors that require connection to or impact on municipal infrastructure or lands, prior to acceptance by the Municipality.
15. Ensures the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff under their direction, making sure all employees are included and trained on a regular basis, attending meetings of Joint Occupational Health and Safety Committee, 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.
16. Ensures that all Engineering and Public Works Department employees under their supervision adhere to the terms and conditions of their employment, including any applicable collective agreement, policies or processes.
17. Assumes responsibility for emergency, after-hours and winter works duties as scheduled by Operations Coordinator.
18. Maintains good community relations in dealing with the public and co-workers; recognizing 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 and hold a certificate in Geomatics Engineering Technology or similar training. The applicant should have a strong understanding of Microsoft Office programs, AutoCAD/Civil3D, ArcGIS and three to five years of related experience. An understanding of municipal processes and civil construction is considered an asset.

## **Working Conditions**

This position is based out of the Public Works Garage in Liverpool. Regular hours of work are Monday to Friday 8:00 a.m. - 4:30 p.m. Overtime may be required, including during the Region's Capital Works Program and during the staff rotation for emergency, after hours and winter works duties.

## **Salary Scale**

The salary scale for this position is Range 18 of the Municipality's Salary Compensation Policy.

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

**7.5**

**To:** Council

**From:** Dana Henley, Community Development Coordinator

**Date:** April 25, 2023

**Re:** Community Investment Fund 2023-2024

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### **Background**

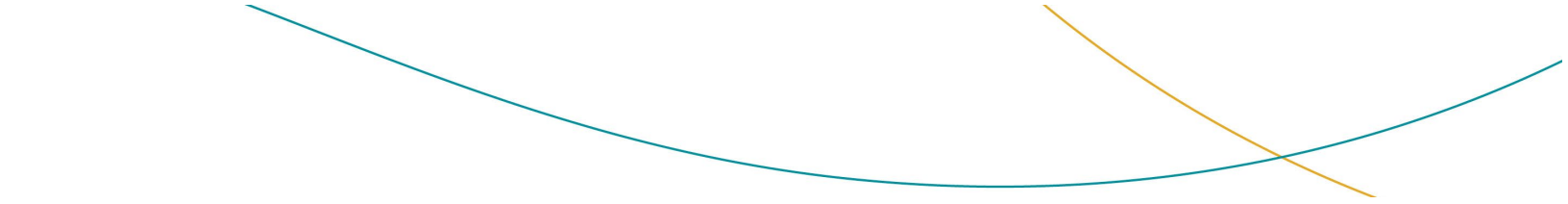
The Community Investment Fund (CIF) is entering its fifth year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

Total funding available in the 2023-2024 budget year is \$175,000, in addition to the remainder in reserve which will be updated once all 2022-2023 approvals under the fund are completed.

The deadline for operational funding was January 31, 2023. All other funds are available for application throughout the year beginning April 1 until all funds have been exhausted.

### **Details**

The funding requests for consideration today are Operational Investment Fund applications that have provided a complete application. Additional applications have been received that require further information prior to a potential recommendation being brought to Council.



Organizations are eligible for Operating Investment Funds under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long term lease for such, where the program or services are well established, and are open to all members of the public;
- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
- c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for local residents, or to support long-standing programs or services that have been in existence for more than five years.

Below is a summary of the Operational Investment Fund applications for the 2023-2024 budget year:

**CJQC Radio Society**

**Request: \$5,000 – Operational**

CJQC Radio Society's request is for assistance with operational expenses for Queens County Community Radio Station. Their total eligible projected expenses for 2023-2024 are \$28,700.00. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**Friends of Hank Snow Society**

**Request: \$10,000 – Operational**

Friends of Hank Snow Society's request is for operational funds for Hank Snow Home Town Museum. Their total eligible projected expenses for 2023-2024 are \$57,950.00. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**Mersey Tobeatic Research Institute**

**Request: \$5,596 – Operational**

Mersey Tobeatic Research Institute's request is for operational funds to support community programs; Seminars Series, Annual Science Conference and March Break Day, throughout the calendar year. Their total eligible projected expenses for these programs for 2023-2024 are \$5,596.00. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**North Queens Board of Trade****Request: \$10,000 - Operational**

North Queens Board of Trade's request is for assistance with operational expenses. Their total eligible projected expenses for 2023-2024 are \$12,550.00. All required documentation was provided and the request meets Policy 11- Community Investment Fund's criteria.

**North Queens Heritage Society****Request: \$1,500 – Operational**

North Queens Heritage Society's request is for assistance with operational expenses for the North Queens Heritage House Museum. Their total eligible projected expenses for 2023-2024 are \$4,982.00. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Blades****Request: \$5,000 – Operational**

Funding request is for support of 2023-2024 CanSkate Learn to Skate Program. Queens County Blades are requesting funding of \$125.00 for each new CanSkate Learn to Skate participant registration up to a maximum of \$5,000.00. All required documentation was provided and request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Fair Association****Request: \$10,000 – Operational**

Queens County Fair Association's request is for assistance with operational expenses for the Queens County Fair Grounds. Their total eligible projected expenses for 2023-2024 are \$66,500.00. All required documentation was provided and the request meets Policy 11 – Community Investment Fund's criteria.

**Queens County Museum****Request: \$5,000 – Operational**

Queens County Museum's request is for assistance with operational expenses for Queens County Museum. Their total eligible projected expenses for 2023-2024 are \$36,850.00. All required documentation was provided and request meets Policy 11 – Community Investment Fund's criteria.

**Seaside Recreation & Community Centre****Request: \$10,000 – Operational**

Seaside Recreation & Community Centre's request is for assistance with operational expenses for Seaside Recreation & Community Centre. Their total eligible projected expenses for 2023-2024 are \$28,281.51. All required documentation was provided and 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 CJQC Radio Society for eligible operating expenses in the amount up to \$5,000.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to Friends of Hank Snow Society for eligible operating expenses in the amount up to \$10,000.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to Mersey Tobeatic Research Institute for eligible operating expenses in the amount up to \$5,596.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to North Queens Board of Trade for eligible operating expenses in the amount up to \$10,000.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to North Queens Heritage Society for eligible operating expenses in the amount up to \$1,500.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to Queens County Blades in the amount of up to \$5,000 for 2023-2024 CanSkate Learn to Skate Program from the 2023-2024 Community Investment Fund budget; such funding shall be available in increments of \$125 for each new skater registered in the CanSkate program in the 2023-2024 season who has not previously been subsidized by this grant funding in previous years.

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**That** the Council of Region of Queens Municipality provide grant funding to Queens County Fair Association for eligible operating expenses in the amount up to \$10,000.00 from the 2023-2023 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to Queens County Museum in the amount of \$5,000.00 from the 2023-2024 Community Investment Fund.

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**That** the Council of Region of Queens Municipality provide grant funding to Seaside Recreation and Community Centre for eligible operating expenses in the amount up to \$10,000.00 from the 2023-2024 Community Investment Fund.

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## **Communications**

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2023-2024 Grant Disclosure per Policy 89.

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

**7.6**

**To:** Council

**From:** Eric Levy, Municipal Clerk

**Date:** April 25, 2023

**Re:** Fire Department and Medical First Responder Annual Registration

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### **Background**

When the Municipal Government Act was enacted in 1998, there was a new requirement that emergency service providers register with their municipality and have municipal councils acknowledge and accept the level of services, including boundaries, which each municipal emergency service provider would offer.

The fire chiefs expressed a desire to have their terms of service and registration re-approved annually at the beginning of each fiscal year. In light of this, the departments have submitted their 2023-2024 level of service capabilities forms for Council's review and approval.

It is a requirement under Council's Policy 82 – Fire Department Capital Purchase and Operating Grants, as funding of grants to emergency providers is contingent on receiving annual registration and financial records.



## Details

Attached is the fire registration form from North Queens Fire Association. Five other organizations were approved at the April 11, 2023 Council meeting.

## Applicable Legislation

Section 294 of the *Municipal Government Act* states that

- (1) A body corporate may apply to a municipality for registration as a fire department.
- (2) A municipality shall not refuse to register a body corporate that complies with this Act if the
  - (a) municipality is satisfied that the body corporate is capable of providing the services it offers to provide;
  - (b) body corporate carries liability insurance, as required by the municipality;
  - (c) body corporate does not provide the fire services for profit; and
  - (d) municipality does not provide the same services for the same area.
- (3) A fire department, including a fire department of a municipality, village or fire protection district, shall register in each municipality in which it provides emergency services.
- (4) A registered fire department shall provide the municipality with a list of specific emergency services it will endeavour to provide and the area in which the services will be provided.
- (5) Registration continues in force until withdrawn by the municipality for cause or the fire department requests that the registration be revoked.

## Budget Impacts

The cost for fire services is included in the annual operational budget and capital funding is provided subject to policies of Council.



## **Recommendation**

THAT Council of the Region of Queens Municipality approve the 2023-2024 fire department and medical first responder registrations effective April 1, 2023, North Queens Fire Association according to the service levels included on the 2023-2024 Application for Registration.

## **Communications**

Upon approval of this recommendation, staff will inform the emergency service organization in writing of this approval and attached a copy of the approval annual registration form. Additionally, staff will acknowledge this approval on social media.

# Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act 2023-24

Municipal Unit: Region of Queens Municipality  
 Department Name: **NORTH QUEENS FIRE ASSOCIATION**  
 Contact / Address: Chief Chris Wolfe, P.O. Box 25, Caledonia, Nova Scotia, B0T 1B0  
 Email Address: info@northqueensfire.ca  
 Incorporated Body Under: SOCIETIES ACT OF NOVA SCOTIA  
 Required Insurance Held: **Liability, Vehicle, Building and Equipment, Workers Compensation and Medical**

Communities or Area Protected by this Registration: **Kempt, Northfield, Albany New, New Grafton, Harmony Mills, Westfield, West Caledonia, Caledonia, Whiteburne Mines, Hibernia, South Brookfield, North Brookfield, Pleasant River, Molega North, Molega**

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

	<b>Structural</b>	<b>Defensive</b>	<b>N/A</b>
1. Fire and Fire Related Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Registered First Responder</b>	<b>Medical Assistance</b>	<b>N/A</b>
2. Medical Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Technician</b>	<b>Operational</b>	<b>Awareness</b>
3. Vehicle Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Structural / Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Provider</b>	<b>Assistance</b>	<b>N/A</b>
9. Ground Search and Rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Other: _____			

Please refer to the "Evaluation of Services Provided and Level of Service" Information attached, in answering the following questions:

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:

None

12. Does the department have the equipment to perform the services checked above? Yes

13. Does the department have the training or experience necessary to perform the services checked above? Yes

Date: April 15, 23

[Signature]  
Signature of Society Representative

\_\_\_\_\_  
Signature of Municipal Representative

Name (please print) Chris Wolfe

Name (please print) \_\_\_\_\_

**RETURN BY APRIL 1ST**

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

**7.7**

**To:** Council

**From:** Meaghan Roberts, Director of Recreation and Healthy Communities

**Date:** April 25, 2023

**Re:** Community Investment Fund 2023-2024

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### **Background**

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

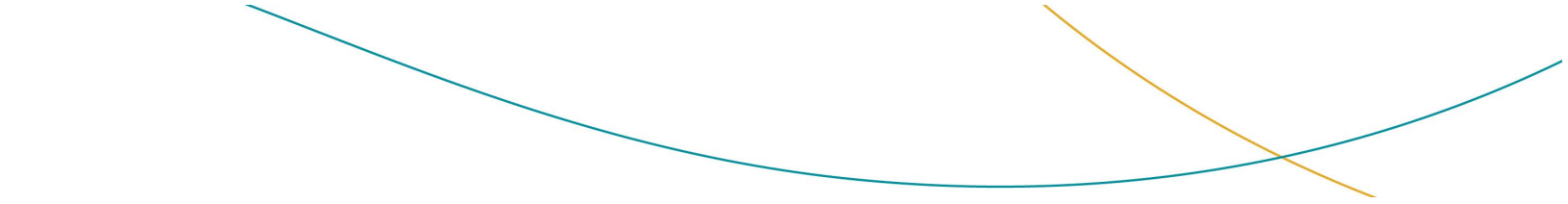
Total funding available in the 2023-2024 budget year is \$175,000, in addition to the remainder in reserve which will be updated once all 2022-2023 approvals under the fund are completed.

The deadline for operational funding was January 31, 2023, 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 under the New Capital Investment Fund and the application that has provided is complete.

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: \$31,924.03**

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; with a third application pending approval from the NS Government. The request is for Phase 2 of a new capital investment for the construction a 10' x 12' storage shed, a 20' x 20' gazebo with 4 flag poles, playground equipment and installation, fencing along Joudry Road, 10 cement fixed benches, construction of a walking bridge, site restoration, construction of community gardens, construction of community fireplace, signage and five solar lights. The total eligible costs for the capital project are \$123,696.10 (excluding HST), plus in-kind contributions. 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 \$31,924.03 from the 2023-2024 Community Investment Fund.

**AND THAT** the funding not be released until Greenfield Community Park Society provides satisfactory proof of its financial resources to complete the total project as submitted.

## **Communications**

The funding applicants will be notified of a decision following Council. Approved applicants will be included in the 2023-2024 Grant Disclosure per Policy 89.

## Region of Queens Municipality Staff Report

7.8

**To:** Council

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

**Date:** April 25, 2023

**Re:** Chief Administrative Officer Recruitment Services

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**Background:** On March 13<sup>th</sup>, it was announced that the current Chief Administrative Officer was resigning their position at Region of Queens Municipality. An emergency meeting of Council was held on March 17<sup>th</sup> and a Search Committee was formed consisting of two Councillors, the Mayor and Deputy Mayor. Staff were directed at that meeting to obtain proposals for Executive Recruitment Services to assist with filling the vacancy.

**Details:** On March 27<sup>th</sup>, a request for Recruitment Services was sent out to five firms/individuals with a deadline for submissions of April 3<sup>rd</sup>. There were three submissions received and forwarded to the Search Committee for review.

The Search Committee evaluated the submissions and recommended retaining the services of Gerald Walsh Associates Inc. The cost of this service is \$27,500 plus HST with additional expenses of no more than \$1500 for miscellaneous disbursements such as advertising.

Gerald Walsh and Associates Inc. staff will work closely with the Search Committee to fill the position of Chief Administrative Officer.



### **Applicable Legislation:**

The *Municipal Government Act* states in Section 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.”

### **Budget Considerations:**

This cost has been included in the 2023/2024 operating budget.

### **Recommendation:**

**THAT** Council of Region of Queens Municipality accept the proposal submitted by Gerald Walsh and Associates Inc. to support the Search Committee in filling the vacancy of Chief Administrative Officer at Region of Queens Municipality.

April 3, 2023

Joanne Veinotte, CPA, CGA  
Director of Corporate Services  
Region of Queens Municipality  
249 White Point Road  
Liverpool, NS B0T 1K0

Dear Joanne,

We are pleased to enclose our proposal to provide executive search services to the Region of Queens Municipality to recruit and select a new Chief Administrative Officer. We are looking forward to the possibility of working with you and the Council to recruit a well-qualified candidate for this role.

Our firm and team members have deep experience working with municipalities and related entities. Over the years, we have successfully recruited over 25 CAOs for municipal units in Nova Scotia and New Brunswick, in addition to several senior director-level searches.

Here is an outline of the steps we would follow to complete such a search:

### **1. Understanding the position requirements**

The first and perhaps most critical step is to create a profile of the type of individual you need in the role of Chief Administrative Officer. In addition to reviewing the position description for the role, it would be beneficial to speak with Council members to understand better the type of individual you seek. We will also get input from any other stakeholders you recommend and who can add value to the profile to help us better understand the individual best suited for this role.

From this information, we will develop a job profile which will include the following:

- Duties and responsibilities
- Reporting relationships
- Key challenges of the role
- Performance expectations
- Preferred experience
- Educational and professional qualifications
- Behaviours and personal qualities that predict success

## **2. Sourcing candidates**

Next, we use the job profile and other information we have gathered to craft a clear, concise, and compelling job posting—then promote it across a variety of channels, including:

- Direct contact with potential candidates who hold similar roles with other municipalities and levels of government regionally and nationally.
- Database searches through our internal database of over 12,000 candidates.
- Online advertising through [www.GeraldWalsh.com](http://www.GeraldWalsh.com), [www.CareerBeacon.com](http://www.CareerBeacon.com), All Nova Scotia, Municipal World, Federation of Canadian Municipalities, Association of Municipal Administrators, and others.
- Promoting the position through your website and databases.
- Reaching out to underrepresented groups such as women, visible minorities, newcomers to Canada, LGBTQ+, Indigenous peoples, and persons with disabilities.
- Our social media, specifically Twitter and LinkedIn, which will give exposure to another 15,000 followers.
- Direct approaches to suitable candidates we uncover through researching organizations.

We write our ads carefully to emphasize a commitment to fair, bias-free hiring practices and encourage applications from all qualified candidates.

## **3. Candidate screening**

We pre-screen all resumes to determine which candidates possess the stated qualifications. We then conduct pre-screening interviews to assess experience, qualifications, accomplishments, personal qualities, and suitability for the role. Following our discussions, we present a short list of those individuals best qualified for the job. We always strive for a gender-balanced and diverse shortlist.

## **4. Interviews**

We will coordinate interviews for you with the short-listed candidates. During this phase, we support you by scheduling all interviews, preparing interview questions, and attending all interviews to facilitate the interview and selection process.

Following the first round of interviews, we will help you narrow the list of candidates to a short list of the top candidates. These individuals are often asked to proceed through a second interview to better understand their fit for the job before making a final hiring decision.

## **5. Background checks**

We will complete a thorough background check of the preferred candidate(s), including references, confirmation of academic and professional qualifications, criminal records check, and testing.

## **6. Job offer**

Once a salary range is agreed upon, we will prepare and present a letter of offer to the preferred candidate on your behalf. We will also assist in negotiating the various terms and conditions of employment with the individual and notify all unsuccessful candidates of the outcome.

### **Equity, diversity, and inclusion**

Our firm is committed to fair hiring practices at each step in the recruitment process. This commitment means that all our activities are based on merit and guided by values that include respect, integrity, diversity, inclusion, and equality.

Our Fair Hiring Policy Statement (see attachments) fully describes our actions to ensure equity, diversity, and inclusion in our work.

### **Fees, expenses, and guarantee**

Our professional fee for conducting this search in its entirety is \$27,500 plus HST. Any disbursements for out-of-pocket expenses, such as advertising, would be extra. We estimate these should not exceed \$1,500.

Our fee is payable as follows:

- 50% upon commencement of the search;
- 25% after 45 days; and
- 25% upon completion.

We will provide a twelve-month (12) guarantee for this position. This guarantee states that should the candidate resign or be dismissed for performance reasons from your organization within twelve months from the date of employment, we will find a suitable replacement at no additional cost to you.

### **Regular reporting**

Throughout the search, we will provide you with regular progress updates by phone or email.

### **COVID-19**

COVID-19 has impacted the way traditional interviews are held. However, all our interviews are conducted using Zoom to ensure the safety of interviewees and interviewers. In addition, we will coordinate search committee interviews via Zoom and look after all the logistics associated with the call, including attending and facilitating the call.

## References

Here are three references who can attest to our work. If you would like to speak with them, please let us know, and we will advise them that you will be calling.

### **Amanda Mombourquette**

Warden

Municipality of the County of Richmond

amombourquette@richmondcounty.ca

*We recently the current CAO for Richmond County.*

### **Jeff Gushue**

Chief Administrative Officer

Town of Yarmouth

(902) 742-2521

cao@townofyarmouth.ca

*Our work for Yarmouth includes recruiting a Chief Administrative Officer, Fire Chief, Director of Finance, Director of Planning and Economic Development Officer.*

### **Peter Muttart**

Mayor

Municipality of the County of Kings

(902) 690-6132

mayor.muttart@countyofkings.ca

*Our work for the County of Kings includes recruitments of Chief Administrative Officer, Director of Finance, CEOs of related entities (Valley Waste, Kings Transit), and a comprehensive salary review for all their non-union employees.*

## Proposed timeline

We understand that the position will soon be vacant and that you would like to fill the role as quickly as possible. Here is an approximate timeline noting the steps in the process.

Weeks >>>	1	2	3	4	5	6	7	8	9	10	11	12
<b>Project Start</b>												
Launch meeting												
Consult with stakeholders												
Draft ad												
Gather briefing materials												
<b>Sourcing Candidates</b>												
Post ads												
Database searches												
Contact candidates												
Pre-screening interviews												
<b>Client Interviews</b>												
Present shortlist												
Client interviews												
Second interviews												
Reference checking												
Background checks												
Testing												
<b>Selection</b>												
Final selection made												
Letter of offer/acceptance												

## Closing

In closing, we have included several attachments for your review, including our firm profile, a listing of some of the searches we have conducted, and project team profiles. In the meantime, if you have any questions, please contact me by cell at (902) 497-6016 or by email. Thank you again for this opportunity.

Sincerely,



Gerald Walsh, CPA

### Attachments:

1. About Gerald Walsh Associates
2. Our Work
3. Our Team
4. Our Commitment to Community
5. Fair Hiring Policy
6. Graphical Illustration of Our Strategic Plan

## About Gerald Walsh Associates

Gerald Walsh Associates is a human resources firm that finds and develops leaders who help make a positive impact in their communities.

We are a market leader in recruiting senior leaders, such as Chief Administrative Officers, Executive Directors, Chief Executive Officers, and others, for community-based organizations like:

- Municipalities,
- Public sector agencies,
- Not-for-profit organizations,
- Professional and industry associations, and
- Owner-managed business whose values are community-minded.

We are committed to putting people in the right positions, and we have a track record of successful placements that reflects our hard work and high standards.

In addition to recruiting leaders, we help these organizations succeed by offering related human resource consulting services, including performance assessments, compensation reviews, career and executive coaching, succession planning, and organizational reviews.

Five core principles guide our work:

1. We believe every person is valued and worthy of respect.
2. We act with kindness.
3. We share our knowledge with others.
4. We believe that good relationships make a strong community.
5. We are committed to healthy and active living.

Since 1990, we have been deeply engaged in the community, demonstrating this commitment through our day-to-day work and volunteer efforts.

We strive to deliver exceptional client service through a combination of in-depth local and national market knowledge, broad industry expertise, proven human resource skills, and clear and prompt communications.

The firm is based in Halifax and has a vast network of contacts and relationships throughout Atlantic Canada and across Canada. A graphical illustration of our strategic plan is shown in the appendices.

## Our Work

We have completed many positions for not-for-profits, professional and industry associations, municipalities, public sector agencies, and other community-based organizations.

### Municipal government

- Chief Administrative Officer, Municipality of the County of Kings
- Chief Administrative Officer, Municipality of the District of Lunenburg
- Chief Administrative Officer, Municipality of the County of Victoria
- Chief Administrative Officer, Municipality of the County of Inverness
- Chief Administrative Officer, Municipality of the District of Barrington
- Chief Administrative Officer, Region of Queens Municipality
- Chief Administrative Officer, Municipality of the District of Guysborough
- Chief Administrative Officer, Municipality of the District of St. Mary's
- Chief Administrative Officer, Municipality of the County of Richmond
- Chief Administrative Officer, Municipality of the District of Shelburne
- Chief Administrative Officer, Municipality of the District of Yarmouth
- Chief Administrative Officer, Municipality of the District of Argyle
- Chief Administrative Officer, Municipality of the District of Clare
- Chief Administrative Officer, Town of Pictou
- Chief Administrative Officer, Town of Westville
- Chief Administrative Officer, Town of Kentville
- Chief Administrative Officer, Town of Yarmouth
- Chief Administrative Officer, Town of Shelburne
- Chief Administrative Officer, Town of Woodstock, NB
- Chief Administrative Officer, Town of Oromocto, NB
- Chief Administrative Officer, Town of Riverview, NB
- Chief Administrative Officer, Village of Belledune, NB
- Chief Planner, Halifax Regional Municipality
- Fire Chief, Kentville Volunteer Fire Department
- Fire Chief, Town of Yarmouth
- Chief of Police, Town of Amherst
- Director of Public Works, Town of Yarmouth
- Director of Finance and Treasurer, Municipality of County of Kings

### Not-for-profit organizations and professional associations

- Chief Executive Officer, Make-A-Wish Foundation
- Chief Executive Officer, Immigrant Services Association of Nova Scotia
- Chief Executive Officer, Feed Nova Scotia
- Chief Executive Officer, Halifax Chamber of Commerce
- President and CEO, Discover Halifax
- Chief Executive Officer, Nova Scotia Federation of Municipalities
- Chief Executive Officer, Better Business Bureau, Atlantic Provinces
- Chief Executive Officer, Medical Society of Prince Edward Island
- Chief Executive Officer, Pharmacy Association of Nova Scotia
- Chief Executive Officer, Nova Scotia Association of Realtors
- Chief Executive Officer, Sport Nova Scotia
- Chief Executive Officer, CPA New Brunswick
- Chief Executive Officer, ACENET (Atlantic Computational Excellence Network)
- Chief Executive Officer, School Insurance Program
- Chief Executive Officer, Richmond Villa
- President and CEO, Halifax Partnership
- President and CEO, Dartmouth General Hospital Foundation
- Managing Director, Royal Nova Scotia International Tattoo

- Executive Director, Community Sector Council of Nova Scotia
- Executive Director, Alcare Place
- Executive Director, Saint Mary's University Student Union
- Executive Director, Offshore Energy Research Association
- Executive Director, Nova Scotia Teachers Union
- Executive Director, Landscape of Grand Pré Society
- Executive Director, Nova Scotia Dental Association
- Executive Director, Pharmacists' Association of Newfoundland and Labrador
- Executive Director, Acadia Students Union
- Executive Director, East Coast Music Association
- Executive Director, Canadian Lobster Council
- Executive Director, New Brunswick Dental Society
- Executive Director, Insurance Brokers Association of Nova Scotia
- Executive Director, Music Industry Association of Nova Scotia
- Executive Director, Mount St. Vincent Students Association
- Executive Director, Greater Moncton Realtors
- Executive Director, Brunswick Street Mission
- Executive Director, DIRECTIONS Council
- Executive Director, Halifax Student Housing Society
- Executive Director, St. Vincent's Nursing Home
- Executive Director, Scotiabank Blue Nose Marathon
- Executive Director, Spring Garden Area Business Association
- Registrar, Provincial Dental Board of Nova Scotia
- Chief Economist, Halifax Partnership
- Director of Fisheries, Atlantic Policy Congress of First Nation Chiefs
- Director of Finance and Administration, Nova Scotia Association of Realtors
- Director of Finance and Administration, Nova Scotia Barristers' Society

### **Public sector, universities, and NGOs**

- Deputy Minister, Education and Early Childhood Development, Province of NS
- Superintendent, Cape Breton-Victoria Regional School Board
- Chief Executive Officer, Perennia Food and Agriculture Inc.
- Chief Operating Officer, Pictou County Shared Services Authority
- Executive Director, Saint Mary's University Student Association
- Director of Information Technology, Acadia University
- Vice President Administration, Mount St. Vincent University
- Executive Director, Hants Regional Development Authority
- Economic Development Officers, Valley REN
- Chief Executive Officer, Cumberland Business Connector
- Vice President Finance and Administration, Waterfront Development
- Faculty Relations Officer, Mount Saint Vincent University
- Director of Human Resources, Mount Saint Vincent University
- Director of Human Resources, Halifax Water Commission
- Vice President Sales, Destination Halifax
- Marketing Manager, Town of Yarmouth Multi-Purpose Complex
- General Manager, Valley Waste Management
- General Manager, Kings Transit

## Our Team

Gerald Walsh will be your project lead and principal point of contact. He will be supported by Craig Kennedy, Jocelyn Pletz, and a strong team of professionals.

### **Gerald Walsh, MBA, CPA, CMA President and Founder**



Gerald Walsh's mission is to help organizations find the right people and to help individuals find the right careers.

As one of Canada's most experienced executive recruiters, he has interviewed over 20,000 job candidates and completed thousands of executive search assignments at the management and professional levels. He has consulted with many organizations, including not-for-profits, municipalities, major corporations, owner-managed businesses, school boards, governments and NGOs, and professional associations.

Gerald is an accomplished speaker and facilitator and shares his deep experience by conducting keynote speeches and workshops for professional groups, industry associations, not-for-profit groups, universities, and companies.

He has written widely on careers, managing people and leadership for professional publications and blogs regularly on these topics. He is the author of *PINNACLE: How To Land The Right Job And Find Fulfillment In Your Career* and writes a weekly blog, *The Career Advisor*, distributed to over 10,000 subscribers.

He has served as producer and host of the cable TV series *Take This Job and Love It* and was the Executive Recruiter in Residence for the Corporate Residency MBA Program at Dalhousie University.

He co-founded the highly successful Blue Nose Marathon, Atlantic Canada's largest participation event with over 14,000 runners and walkers. He has been honoured as a *Champion of Public Education* by The Learning Partnership for his work in co-founding this event, inspiring thousands of youth to pursue healthy and active lifestyles through participation in the Doctors Nova Scotia Youth Run.

Before founding his firm, Gerald worked in several industries, including construction, technology and commercial banking. He is a professional accountant (CPA, CMA) and holds an MBA. He has also completed the Not-for-Profit Governance Program offered through the Institute of Corporate Directors.

Gerald is the Chair of the Devour Food and Film Festival Board of Directors and is the Past-Chair of Make-A-Wish Atlantic. Previously, he has served as National Chair of CMA Canada (Certified Management Accountants), a 45,000-member national organization, and on the Board of Governors of Saint Mary's University and the Board of Directors of Halifax Chamber Commerce and Better Business Bureau of Atlantic Canada.

Gerald believes strongly in giving back to the communities in which we live and work. In addition to the organizations noted previously, his firm and its employees are actively engaged with many community groups, including Feed Nova Scotia, Dartmouth Adult Services Centre, Halifax Partnership, Downtown Halifax Business Commission, Hope Cottage, and Immigration Services Association of Nova Scotia. While Gerald has many volunteer and community interests, his passion is long-distance running. To date, he has completed over twenty-five full and half marathons, and in his lifetime, has run more than 30,000 miles.

**Craig Kennedy**  
**Vice President and Partner**



Craig Kennedy's mission is to support and develop leaders in community-based organizations.

As Vice President and Partner, Craig co-manages the firm's executive search practice. He develops and implements coaching, training, and human resource consulting services to advance the firm's mission to grow and develop leaders in their communities.

Craig has over 25 years of leadership and human resources experience. His background as an executive director in the post-secondary education sector provides him with a unique understanding of multi-generational workplaces and the ability to foster diverse and inclusive learning and working environments. He is known as a strategic thinker and consensus builder.

He has extensive hands-on experience leading HR initiatives, including policy design, employee handbook development, compensation, performance management, HR workflow development, training and development, and benefits administration.

Craig has worked both independently and as an associate executive and leadership coach. He has coached small business owners and solopreneurs, managers, and executives in industries as diverse as health care, technology, not-for-profit, government, professional services, and postsecondary education. In 2013 he was awarded the National Award of Distinction by the Association of Managers in Canadian College and University Student Centres.

Craig is an accomplished speaker and trainer, specializing in team dynamics, workflow management and effective interpersonal communications. He is an adept facilitator of large stakeholder gatherings, utilizing Open Space Technology and World Cafe methodologies. He has been featured in national publications such as Reader's Digest and Chatelaine Magazine and appeared on local and national radio talk shows.

Craig is a graduate of the University of King's College in Halifax (BA) and resides in Bedford, Nova Scotia, with his wife, Donna. They both spend as much time as possible at their cottage in the Annapolis Valley, enjoying kayaking, swimming, and biking.

## **Jocelyn Pletz Consultant**

Jocelyn has over 25 years of experience as a human resource professional, working in unionized and non-unionized environments. Her work includes providing senior-level human resource management advice and services to managers and senior executives in British Columbia and Nova Scotia.

As a labour relations specialist, she represented the employer before administrative tribunals and was a member of master and component bargaining teams.

Throughout her career, she developed innovative practices and programs in recruitment, performance planning and development, accommodation in the workplace, organizational design, and workforce adjustment.

It is through her work, particularly her work in labour relations and human resource policy development, that Jocelyn developed a passion for improved communication – both written and verbal.

This passion led to exploring plain language writing and how to incorporate it into the workplace. Jocelyn believes that through precise language, employees and managers can better understand workplace expectations, rules, and policies.

Recent education upgrades include certificates in plain language writing, design, and editing through Simon Fraser University (Vancouver) and a certificate in adult education from St. Francis Xavier University (Antigonish).

Jocelyn is a founding member of Plain Canada Clair and the Canadian Freelance Guild. She served as a Board Member of Row Nova Scotia and is actively involved in the rowing community here in Nova Scotia.

## Our Commitment to Community

"Everyone Deserves a Chance" is our program to support individuals who, for reasons beyond their control, face obstacles they cannot easily overcome on their own. Our support focuses on three areas:

### Poverty and food insecurity

1 in 6 households in Nova Scotia is food insecure due to unemployment, lack of affordable housing, systemic racism and oppression, lack of affordable childcare, mental and physical health challenges, and increased cost of living.

We support Lions After the Bell, a Wolfville (Nova Scotia) Lions Club program this year. This program provides weekend food hampers to youth in need at Horton High School in Wolfville. We provide financial funding to the program that covers 25% (3 months) of their annual food budget.

Also, this year, we provide direct financial support to a young student who has been living in poverty her entire life and who graduates from high school in 2022, hoping to pursue studies at university. Our funding will be used to purchase clothing and a laptop and cover part of her tuition and living costs at university.

### HR support to organizations

We provide cost-free or heavily subsidized recruitment and human resource assistance to organizations that help disadvantaged individuals who face significant barriers in life. For example, we have recruited executive directors for each of these organizations at minimal cost:

- **Alcare Place** is a residential recovery centre helping men recover from alcohol, drugs, and gambling addiction.
- **Brunswick Street Mission** provides food, clothing, and other essential support for those struggling with poverty.
- **Dartmouth Adult Services Centre** (DASC) provides employment, vocational, and day programs for adults with intellectual disabilities.
- **Community Sector Council** of Nova Scotia brings together non-profit and voluntary organizations to ensure they can meet the needs of all Nova Scotia's communities and citizens.
- **Feed Nova Scotia** collects and distributes food to more than 146 member agency food banks, shelters, and meal programs throughout Nova Scotia.
- **Immigrant Services Association of Nova Scotia** (ISANS) provides services to immigrants, including settlement, language training, employment assistance, counselling, and childcare.
- **Community Justice Society** works with youth to provide an alternative avenue to the court system and repair the harm caused by their actions.

### Job search support for immigrants

Skilled immigrants to Canada face an uphill battle in finding suitable employment. Language barriers, discrimination, lack of recognition of foreign credentials and education, and employers' requirement for Canadian work experience contribute to this challenge.

Most immigrants are unfamiliar with job search practices in Canada and lack the network of contacts crucial in a job search. Working through the Halifax Partnership's *Connector Program*, we deliver four one-day job search workshops annually (on a volunteer basis) to help these individuals land a suitable job in Canada. Over the years, almost 500 individuals have participated in this program.

## **Fair Hiring Policy**

### **Our Commitment to Diversity, Equity, and Inclusion**

At Gerald Walsh Associates, people are our business. We care about our colleagues, clients, candidates, and communities. Our principles reflect this commitment and guide us in our day-to-day work.

As an executive search and human resources advisory firm, we occupy a unique vantage point to observe the impact diversity makes for businesses, teams, organizations, and communities. With that comes a responsibility to support our clients to become more diverse and inclusive.

#### **We Believe**

- Diversity and inclusion matter because every person has a right to equal treatment, and we are strengthened by diverse backgrounds, perspectives, and experiences.
- Embracing diversity and inclusion is not only the right and just thing to do—it is a necessity. Diverse and inclusive workplaces are healthier, more innovative, and ultimately more successful.
- Building diverse and inclusive work cultures is much more than a one-time event. It requires a long-term commitment from all levels of the organization.
- As human resource advisors to other organizations, we have a role to play in recruiting candidates with diverse and unique backgrounds and an obligation to promote equitable, inclusive, and diverse workplaces among our clients.

#### **We Commit to**

- Ongoing listening and learning about diversity, equity, and inclusion.
- Ensuring we fully understand our clients' diversity and inclusion vision, goals, and plans.
- Implementing unconscious bias training within our firm.
- Using our knowledge of unconscious bias to inform clients when we see it affecting their decision-making.
- Using inclusive, unbiased, and gendered-neutral language in our job postings and all communication.
- Ensuring our job postings reflect only the qualifications and skills necessary for the job.
- Encouraging our clients to minimize the use of narrow, "experience-based" qualifications and instead focus on competencies candidates may bring.
- Advertising widely to encourage applications from underrepresented candidate groups, including Indigenous persons, newcomers to Canada, persons with a disability, racially visible persons, women, and persons of a minority sexual orientation or gender identity.
- Regularly reviewing and updating our recruitment practices to ensure we identify diverse candidates for searches.

## A Graphical Illustration of Our Strategic Plan

# Gerald Walsh Associates

## • Who We Are

We are a human resources firm that finds and develops leaders who help make a positive impact in their communities.

## • Who We Serve

We work for community-based organizations such as municipalities, owner-managed businesses, public sector agencies, not-for-profits and professional and industry associations



## • How We Serve

Executive Search  
Performance Assessments  
Compensation Reviews  
Career and Executive Coaching  
Succession Planning  
Organizational Reviews  
Speaking, Workshops

• To Be a Force for Good in Our Community •

## • Our Principles

- Every person is valued and respected
- Act with kindness
- Share our knowledge with others
- Believe that strong relationships make a strong community
- Committed to healthy and active living



**Region of Queens Municipality**

**COUNCIL IMPLEMENTATION REPORT – January - April 2023**

Date	Recommendation	Responsibility	Action Taken
Feb. 14, 2023	Approve the placement of a new replacement pool for Milton Centennial Pool on the lands of Queens Place Emera Centre.	Adam Grant	Project Manager engaged.
Feb. 14, 2023	Give approval to register and apply for grants with consultation and approval from the appropriate staff member. The Pool Committee or designate will research and write the grants for approval.	Intermin CAO	No requests received by staff at this time.
Feb. 14, 2023	Give pre-budget approval to contracting CBCL Engineering to conduct a feasibility study for the extension of services to Mount Pleasant, NS, at a cost of up to \$21,500 plus HST, to be funded out of the 2023-2024 operating budget.	Adam Grant	In progress.
Feb. 28, 2023	Give notice of its intention to enter into a development agreement with Albert and Paula Doucet to allow for a three (3) unit fixed-roof overnight accommodation on property identified as PID #70260948; AND THAT a public hearing be scheduled for Tuesday, March 28, 2023 in the Council Chambers of the Municipal Building.	M. MacLeod	Hearing held. Application denied.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
Mar. 14, 2023	Give second reading to Bylaw No. 14 respecting Tax Exemptions.	M. Plummer	Council gave second reading and bylaw has been filed with Province.
Mar. 14, 2023	Approve the naming of a new road off Shore Road in Western Head as Serenity Now Lane.	M. MacLeod	Sign ordered.
Mar. 14, 2023	Rescind the motion adopted at the January 10, 2023 Regular Council Meeting approving the placement of the new Thomas H. Raddall Library on the lands of the Municipality adjacent to the sliding hill at the end of Queens Place Drive, Brooklyn.	C. McNeill	Complete. Library Committee members notified.
Mar. 14, 2023	Provide grant funding at CJQC Radio Society in the amount of up to \$2,775.15 from the 2022-2023 Community Investment Fund.	D. Henley	Complete
Mar. 14, 2023	Approve entering into a contract with DUMAC Energy Limited to conduct a HVAC investigation at the Town Hall Arts and Cultural Center, 219 Main Street, Liverpool, at a cost of \$10,975 plus HST, to be budgeted in the 2023-2024 fiscal year.	Adam Grant	In progress.
Mar. 28, 2023	Give second reading to Bylaw No. 4 – A Bylaw Respecting Emergency Management.	E. Levy	Council gave second reading and bylaw has been sent to Province for approval.
Mar. 28, 2023	Adopt an administrative policy respecting entering into a development agreement with Albert and Paula Doucet to allow for a three (3) unit fixed-roof overnight accommodation on property identified as PID #70260948.  MOTION DEFEATED	M. MacLeod	Application denied.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
Mar. 28, 2023	Contract the Municipality's full Insurance and Risk Management Services with AON Reed Stenhouse Inc. for the fiscal year from April 1, 2023 to March 31, 2024 with an option to renew for each of four subsequent years.  Agrees to fund any differences between the \$5,000 - \$25,000 deductible should there be a claim on the policy.	J. Veinotte	Complete
Mar. 28, 2023	Adopt Administrative Policy 9 respecting Tax Exemptions.	M. Plummer	Complete
Mar. 28, 2023	Approve the proposed tipping fee schedule for Residual Municipal Solid Waste, Sorted Construction and Demolition Material, Mixed Construction & Demolition Material, Blue Bag Recyclables, Organics, Metal and Contaminated Soil.	S. LeBlanc	Letters were sent informing contract holders and regular commercial users of the rate changes effective April 1/23. New tipping fee schedule posted on website.
Mar. 28, 2023	Enter into the proposed lease agreement with South Shore Flying Club for their continued use of South Shore Regional Airport.	E. Levy	Complete
Apr, 11, 2023	Provide grant funding to Liverpool Tennis & Pickleball Club for eligible operating expenses in the amount of up to \$4,332.00 from the Community Investment Fund reserve.	D. Henley	Complete
Apr. 11, 2023	Approve the attendance of Mayor Norman, Councillor Charlton, and Councillor Brown at the Nova Scotia Federation of Municipalities' Spring Conference in Digby, Nova Scotia from May 3, to May 5, 2023.	Affected Council Members	Done by staff.

<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
Apr. 11, 2023	Approve the 2023-2024 fire department and medical first responder registrations effective April 1, 2023, for Greenfield and District Fire Department, Liverpool Fire Fighters Association, Mill Village and District Fire Department, Port Medway Fire Department, and West Queens Medical First Responder Society, according to the service levels for each department included on their 2023-2024 Application for Registration.	E. Levy	Approval letters issued April 11, 2023.



<b>Date</b>	<b>Recommendation</b>	<b>Responsibility</b>	<b>Action Taken</b>
Aug. 9, 2022	Approve the initiation of the Bylaw drafting process that would document the conditions required in order to facilitate collection of Road Levies by Region of Queens as part of the tax billing process.	E. Levy	In progress.
Aug. 9, 2022	Approve the installation of a new barrier free access ramp and building entry on the eastern side of the Town Hall Arts and Cultural Centre (RBC side) to meet the accessibility needs of users of the facility.	Adam Grant	Development Permit approved. Project at 85% complete.
Nov. 8, 2022	Authorize the funding of Fire Department Leadership Training and Relationship Building Facilitation as an unfunded liability in the 2022-2023 operating budget for an amount of approximately \$12,000.	E. Levy	Session cancelled by Fire Chiefs.
Nov. 22, 2022	Enter into a purchase and sale agreement with Queens Neighbourhood Co-operative Housing Ltd. for properties identified as 70027982, 70040423, 70017983 and 70028477 for the price of \$1.00.	M. MacLeod	Land transaction in process.



## Region of Queens Municipality

### COUNCIL IMPLEMENTATION REPORT – JANUARY – DECEMBER 10, 2019

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

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

**To:** Council

**From:** Dana Henley, Community Development Coordinator

**Date:** April 25, 2023

**Re:** Request for placement of Community “Little Free Library”

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### **Background**

On occasion, the Municipality receives written requests from individuals or groups wishing to place items in a municipal park to enhance community spirit.

### **Details**

On April 13, 2023, Director of Engineering and Public Works received a telephone message request from a resident of Milton, requesting permission to place a “little free library” unit in Tupper Park, Milton. The resident would construct and maintain the approximately 1' by 2' by 2' weather tight unit made of wood with metal roof and door with glass and install it in Tupper Park. Two proposed locations in the park were provided as well as the attached picture, in Schedule A, providing an approximation of their designed unit.

### **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**

The applicant will ensure that the donated unit is placed in a location agreed upon with the Engineering and Public Works Department. There is no budget cost to the Municipality in approving this request.

Schedule A



Approximation of donor's design.