

Region of Queens Municipality Regular Council

**Tuesday, March 12, 2024 Immediately Following Public
Hearing scheduled at 9:00 a.m.**

Agenda

1.0 Call to Order

2.0 Changes / Approval of Agenda

3.0 Presentation

3.1 Queens County Transit

4.0 Tabling of Petitions

5.0 Public Question / Comment Session

6.0 Approval of Minutes

6.1 Regular Council – February 27, 2024

7.0 Recommendations

7.1 Large Scale Wind Farm Development

7.2 Accessibility Advisory Committee Flag Request

7.3 Core Active Transportation Network Project

7.4 NSFM Spring Conference Attendance

8.0 Discussions

8.1 Council Implementation Report

8.2 Queens County Transit 2024-25 Budget Ask

8.3 South Queens Outdoor Pool Project

9.0 In-Camera Items

10.0 Adjournment



Presentation to RQM
DATE March 12, 2024

QCT Vision and Mission

VISION

Keeping Queens Connected

MISSION

Queens County Transit shall provide an inclusive, accessible, and effective transit service that is efficient and sustainable for all residents

QCT Team

BOARD OF DIRECTORS

- Alex Doggett - Chair
- Shelley Walker, Vice Chair
- Don Kimball, Secretary
- Mike Metcalf, Treasurer
- Gil Johnson
- Bruce Inglis
- Norm Amirault
- Tara Smith, Past Chair
- Bill Smyth – Honorary Board Member

QCT STAFF

- Donna Croft, Manager
- Kim Cunningham, Dispatcher

- DRIVERS:
 - David Dicks
 - Brenda Foley
 - Judy Dorey
 - Greg Weare
 - Gus Vromans
 - Bill Carroll
 - Billy Wolfe
 - Paul Saunders

- Active Volunteer Drivers:
 - Nita Fisher
 - Bill MacDougall

Overview of Queens County Transit

- A fleet of **8** vehicles, including five accessible vans
 - 2021 Dodge Caravan 6 passenger vehicle
 - 2020 Dodge Promaster – 8 pass or 7 with 1 Wheelchair or 5 with 2 Wheelchairs. -Two
 - 2020 Dodge 3 passenger with 1 wheelchair - Two
 - 2022 Toyota Sienna Hybrid 4 passenger with 1 wheelchair
 - 2024 Honda CRV Hybrid 4 passenger vehicle - Two



Overview Continued

Accomplishment

Ridership	Last year Apr 1 to March 31 2022 12 months	Last year Apr 1 to March 31 2023 12 months	This year Apr 1 to Jan 31 2024 10 months
Total	2,228	5,851	6,729
Wheelchair	386	793	651
NSCC	9	77	0
Seniors	1,074	2,572	3,441

- Included in above

Food	525	607	400
Medical	819	1,658	1,372

- Recommitted to office at 31 Milton Road
- We continue to initiate co-operative endeavors with key players needing transportation

Success stories

- **PENNY LANE** – This past year 2 vans have been providing transportation for clients at Penny Lane from North and South Queens
- **MEDICAL APPOINTMENTS:** currently transporting 1 dialysis patient alleviating the stress on the ambulance service. Queens County Transit began assisting EHS with their Medical Transport Service.
- **ACCESSIBILITY: 651 Wheel Chair RIDES** in the past 10 months.
- **REDUCING ISOLATION:** assisting with grocery and prescription deliveries.

Success Stories - Continued!

- Through the New Horizons for Seniors Grant, we were able to supply rides, musical entertainment, and treats at no charge to the Seniors attending the events held every other Monday during 2023.
- The New Horizons Grant has to be applied for on a yearly basis and there is no guarantee on receiving the funds.
- North Queens – We now have a full-time wheelchair accessible vehicle stationed there. We have regular trips to Liverpool during the week.
- In 2023, we reached ridership numbers of 6,729 which included travelling 218,000 kms.
- QCT celebrated our 5th Anniversary and as a follow up we completed our next 5 Year Business Plan.
- The Nova Scotia Community Transportation Network's 2023 Claredon Robichau Memorial Road Warrior Award awarded to Bill Smyth for Excellence and Commitment in furthering Community Transportation in Nova Scotia.
- Staff at QCT are considerate and well liked.

Success stories

- Queens County Transit is supplying transportation for clients attending the Adult Day/Respite Care Program sponsored by Region of Queens Home Support.
- Since our last report to Council, Queens County Transit has purchased 3 Hybrid Vehicles.
- Queens County Transit continues receiving support from the Queens General Hospital Foundation for fare assistance for clients attending medical appointments.
- We are pleased to have Elise Johnston, the Accessibility and Inclusion Coordinator with the Region of Queens Municipality attending our meetings as a Municipal resource.
- The Queens County Masonic Lodges provided funds towards the purchase of our first Hybrid Vehicle.

Challenges!

- **RESOURCES:** - Queens County Transit relies on the Provincial Community Transportation Program Funds and they have remained at the same amount since 2018, as it is based on population and road kms in Queens County. With Grants, we cannot depend on receiving funds each year and if we are unsuccessful in receiving these, we are unable to offer special events to residents of Queens County.
- **UPKEEP OF OUR VEHICLES:** Each vehicle has to be inspected every 6 months by an inspector. The slightest infraction will fail the vehicle and we cannot use it until they have proof it has been repaired, therefore, we have a pre-inspection done the week before by a qualified mechanic. This means four inspections for each vehicle per year. Costs incurred in 2023 of Fuel - \$38,000, Insurance - \$14,000, and Inspections and Maintenance - \$13,300.
- Wages: - Changes in the minimum wage.
- Non-Profit: - Unexpected costs affect our budget.
- Provincial money comes quarterly – our insurance bill will use up a quarterly payment

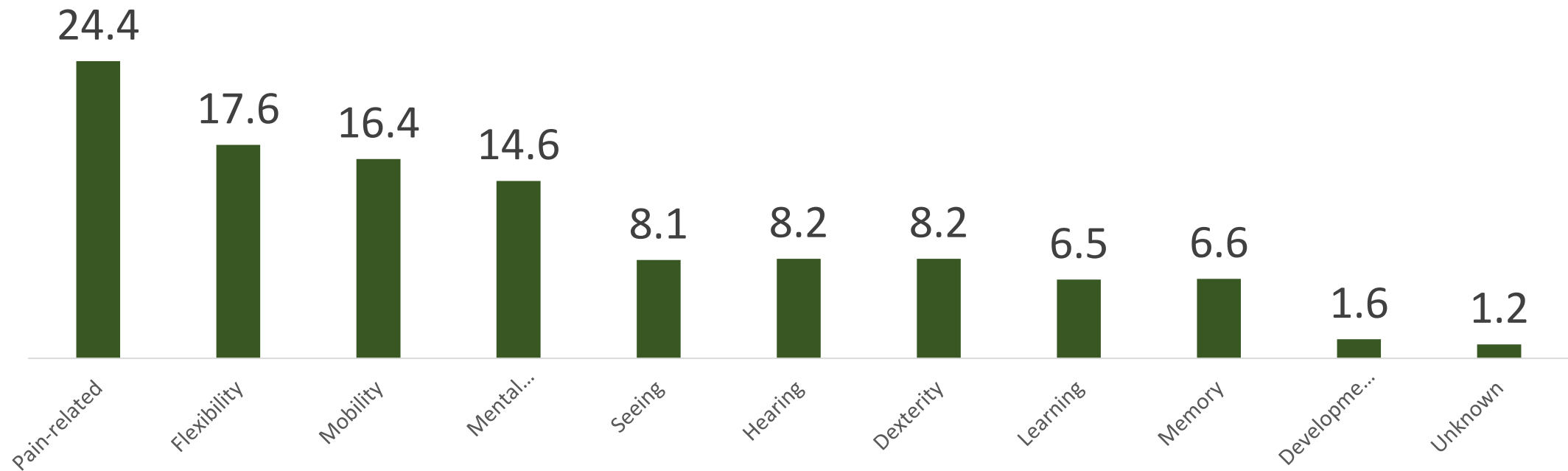
Why continue to support QCT?

- We are addressing a **real need** for affordable, door-to-door, accessible transportation – a need that will continue to grow because of aging population
- We are helping contribute to the Focus of the County - ACCESSIBILITY
- We are helping people **access important services** and **education and employment opportunities** – and enabling people to stay in Queens County
- We are creating **vital community infrastructure** and reducing social isolation
- We are seeing an increase in the need to support **Seniors** and **Students**
- **Growing** need to assist the disabled.
- Most of our funds are spent in Queens County.
- We have met with Queens Neighbourhood Cooperative Housing and we have stated that we will be available to supply transportation to the residents of the project.
- We have met with Brian Hatt, Chair EMO, to arrange transportation in case of an emergency in Queens County.

Why continue to support QCT?

- **Growing** need to assist the disabled – 37.4% of our population – the highest in the Province – more accessible vans.

Disability Rate by Type Queens County, 2017



What's next for QCT?

- More outreach to increase awareness and ridership
- Launching a county wide fundraising campaign to help raise necessary funds
- Continuing to develop and strengthen board and organization
- Continuing valuable partnerships with Home Care, Senior Safety Officer, Queens General Hospital Foundation, Liverpool Lions Club, Queens Association for Supportive Living, Private Wealth Management Freeman Group, and RQM while developing new ones

Financial Highlights

	Original budget for 2023/24	Actual Position to Dec 31 – 9 months
Fare Revenues	75,000	73,489
Salaries	184,000	141,238
Vehicle Repairs & Maintenance	60,400	52,972

3 Year Operating Budget - Highlights

3 year OPERATING Budget - Queens Community Transit Society - Condensed

	Budget 2023-24	Actual 9 months to Dec 31, 2023	Budget 2024-25	Budget 2025-26
Revenue Sources:				
CTAP (Province)	65,879	49,410	65,879	65,879
Fare Assistance and NS Trip Program (Province)	8,600	8,904	8,600	8,600
Municipalities	28,000	38,000	28,000	28,000
Fare Income	75,000	73,489	80,000	85,000
Subsidy Income (as applied)	40,000	20,052	42,000	44,100
Donations (charitable tax receipt issued)	1,500	1,926	1,575	1,654
Corporate Sponsorship	2,000		2,000	2,000
Queens Community Health Board / New Horizons	20,500	15,463	20,500	20,500
EHS Program	30,000	12,866	30,000	30,000
TOTAL REVENUE	271,479	220,110	278,554	285,733
Administrative Expenditures:				
Salaries and Driver Stipends	184,000	141,328	192,700	199,777
Other Administrative Expenses	27,052	32,734	25,168	25,290
Vehicle Expenses	60,400	52,972	60,500	60,500
TOTAL EXPENDITURES	271,452	227,034	278,368	285,567
CASH SURPLUS (Deficit)	27	(6,924.00)	188	166

The Future of QCTS - Vision Details

- Continue Improving Accessibility to all of Queens
- Vans based in Liverpool, Greenfield and Caledonia
- Sharing with other organizations such as:
 - VON, Queens Manor, Queens Care Society, Liverpool Lions Club, Queens Association for Supported Living, Queens General Hospital Foundation, and Queens Home Support
- Being the Pride of the Region of Queens



The Ask

- An increase of \$12,000 in operating funds for 2024/2025 year from \$38,000 to \$50,000. Due to the increase in the size of our fleet and staff, we require an additional \$12,000 in operating funds for 2024-2025.
- Continued Promotional support by RQM and in particular by you the Councilors. Remember - the benefit is directly for your Constituents, and of course in making Queens a more attractive place to live.



Thank you!
Questions?



Keeping Queens Connected

www.queenscountytransit.ca

Info@queenscountytransit.ca

**Region of Queens Municipality Regular Council
Tuesday, February 27, 2024**

6:00 p.m.

Minutes

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

1.0 Call to Order

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

2.0 Changes / Approval of Agenda

Add In Camera Item 9.3 – Contract Negotiations

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

MOTION CARRIED unanimously.

3.0 Presentation

There were no presentations to come before this meeting.

4.0 Tabling of Petitions

There were no Tabling of Petitions to come before this meeting.

5.0 Public Question / Comment Session

There were no questions or comments to come before this meeting.

6.0 Approval of Minutes

6.1 Regular Council – February 13, 2024

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

**THAT the minutes of the Regular Council meeting held February
13, 2024 be approved as circulated.**

MOTION CARRIED unanimously.

7.0 Recommendations

7.1 Bylaw No. 14 – Tax Exemption

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

**THAT Council of Region of Queens Municipality give first
reading to Bylaw No. 14 respecting Tax Exemptions, as
amended.**

Joanne Veinotte, Director of Corporate Services, stated since the last review, requests for tax exemption have been made by Medway Area Heritage Society, Mechanics Lodge and Queens Neighborhood Cooperative Housing Ltd. and have been added to Schedule A of the proposed bylaw.

The Medway Area Heritage Society requests exemption for The Seely Hall, The Old Meeting House and a parcel of resource property.

We are waiting for Property Valuation Services Corporate to complete a name change for a property assessed to the Mechanics Lodge.

Housing is not eligible for an exemption, therefore, the property requested by Queens Neighborhood Cooperative Housing Ltd. has not been included. Currently this property is assessed as vacant land. The impact of granting an exemption would be \$255.

Hines Pro Guide Limited has been removed as their registration on the Registry of Joint Stock Companies has lapsed.

Mayor Norman noted that several companies listed on Schedule A are currently not registered with Joint Stocks and suggested reviewing to ensure they all have valid registrations. Councillor Muise stated there are some in his district who have filled out and filed their registration papers with the fee but are still waiting for confirmation.

MOTION CARRIED unanimously.

7.2 February 2024 Area Rate Requests

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

THAT Council of Region of Queens Municipality receive the report titled February 2024 Area Rate Requests for information;

AND THAT Council consider approving the community area rates as presented at the March 12 Council meeting.

Councillor Amirault stated overwhelming support was given to both of these groups and they have been doing great projects. She asked to have this dealt with today instead of at the March 12 Council meeting.

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

THAT the motion be withdrawn.

MOTION CARRIED unanimously.

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

**THAT Council of Region of Queens Municipality receive the
report titled February 2024 Area Rate Requests for information;**

**AND THAT Council approve the community area rates as
presented.**

MOTION CARRIED unanimously.

7.3 Electronic Voting and Appointment of Returning Officer

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

**THAT Council of Region of Queens Municipality receive the
report titled Electronic Voting and Appointment of Returning
Officer;**

MOTION CARRIED unanimously.

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

**THAT Ian Kent be appointed the 2024 Region of Queens
Returning Officer;**

**AND THAT staff be directed to implement the hybrid voting
solution as outlined.**

Cody Joudry, CAO, stated several Nova Scotia Municipalities are currently using electronic voting and Council asked staff to investigate RQM participating. Staff are recommending the hybrid option which will allow residents to electronically vote or on paper.

Mayor Norman stated the hybrid option will cost approximately \$50,000 plus the electronic system of approximately \$20,000. Ted Bulley retired as Returning Officer and Ian Kent has been appointed both provincially and federally, and it would make sense that he continue on as the Region's Returning Officer.

MOTION CARRIED unanimously.

7.4 Liverpool Library Next Steps

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

THAT the Council of Region of Queens Municipality receive the report titled Liverpool Library Next Steps.

MOTION CARRIED unanimously.

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

THAT staff be directed to commence renovations of the vacant space at the Liverpool Business Development Centre with a budget of \$1,050,000 plus a 20% contingency, funded from Canada Community Building Fund and remainder from accumulated surplus;

AND THAT staff be directed to collaborate with the library board and senior staff to create a consultation plan as outlined and present it to Council for approval;

AND THAT the Liverpool library be relocated to the Liverpool Business Development Centre by December 2024;

AND THAT notice of this decision be given to the South Shore Library Board.

Councillor Amirault stated this is the best solution for now to ensure library services continue in Queens County and everyone working together will provide what is needed.

Councillor Brown stated the meeting recently held with all parties went well and asked that consultation start soon, even though this Council will not see the project through to the end, to provide the incoming Council with the information they need.

Mayor Norman stated she agrees with Councillor Brown. As noted in the report there is discussion on community fundraising that will be required. Libraries are funded through the Department of Community Culture and Heritage, who have funded other libraries such as HRM. If the new Council needed additional funding other than the \$3 Million earmarked, they would be unable to seek funding from the Department of Culture and Heritage in time for their 2025/26 budget.

She further commented she feels that the property where the library currently sits could have been affordably purchased and kept there until a developer was found. However, Council did not want this.

The Liverpool Business Development Center has been chosen as a temporary measure. During the refit the CEO of the library and library staff will be consulted on their needs.

MOTION CARRIED with 6 in favour and 1 against.

7.5 Brooklyn Recreation – Notice to Reader Reimbursement

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

THAT the Council of Region of Queens Municipality reimburse the amount of \$1,150 to Brooklyn Recreation.

CAO Joudry stated Councillor Amirault requested this be added to the agenda for consideration by Council.

Councillor Amirault stated the revisions to this area rate policy were started in April last year and was expected to be completed within a couple months, but due to staff changes, but the timeline for the policy passed and asked Council to reimburse Brooklyn Recreation for the amount of the Notice to Reader, which does not now have to be completed on the new application.

Deputy Mayor Fancy took the Chair at 6:30 p.m.

Mayor Norman stated that although the amount is small, is cognizant of the fact that Council have approved an area rate for them this year which will give them in excess of \$32,000. They have a balance sheet showing they have \$29,000 in assets left over from last year. It's not the matter of the money, it's the principle of the fact that this group does not illustrate the need to have that money reimbursed and have awarded an area rate to them this year knowing that they have money that remained unused last year and previous years and would not be supporting this request.

Councillor Brown stated that although not a huge amount, but when they submitted the request for an area rate it was budgeted to include the Notice to Reader. If given the extra money, every

resident will be subsidizing Brooklyn Recreation, therefore is not in favour of reimbursing them.

Councillor Amirault stated they need the money for operating costs as they do not get their payments from the Region until June or July.

Councillor Charlton stated the Notice to Reader was due by January 15 and they had it done. The policy was not approved in a timely manner. Since then, the criteria was changed therefore she is in favour.

MOTION CARRIED with 5 in favour and 3 against.

Mayor Norman resumed the Chair at 6:35 p.m.

8.0 Discussions

8.1 Core Active Transportation Network Project

Kimberly Halliday, Physical Activity Coordinator, provided background on the Active Transportation Network project. Active transportation refers to any human powered activity like walking, cycling, wheelchair, scooter, etc. An application was submitted to Cycle Nova Scotia to participate in their Core AT Network program. They will do community engagement, focus groups and surveys to determine what is wanted. They then design reports which will provide cost estimations. They have worked with various communities, i.e. Town of Lunenburg, recently. There is no budgetary costs for the initial plans, but conversations will be held with Planning, Public Works and Economic Development.

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

THAT Council receives Core Active Transportation Network Project Information;

AND THAT Council consider endorsing the Core Active Transportation Network Project at their March 12, 2024 meeting.

MOTION CARRIED unanimously.

8.2 NSFM Spring Convention

Mayor Norman stated the Nova Scotia Federation of Municipalities will have their spring conference on May 8 – 10, 2024 in Baddeck, Nova Scotia. In order to prepare a recommendation for next Council, she asked Council who would be interested in attending.

Councillor David Brown, Councillor Kevin Muise and Councillor Charlton indicated they would like to attend.

8.3 Public Engagement

CAO Joudry stated he has heard a lot of interest in engaging the public more on various matters that arise. The report outlines what public engagement could look like. Not all public engagement is the same, for example, informing the public, consulting the public and empowering the public. Each would have different expectations. He asked if Council was interested in having a framework around how public engagement is done.

Mayor Norman referred to the chart included with the report and asked under the participation goal, the final decision rests in the hands of the public. As a heads up, she commented that it is very rare that Council ever leaves the final decision to the hands of the public, but there are times that is what the public expect. Council cannot give a committee the power to spend Council money, but Council can if it so wishes give a committee or the public, the right to make a final decision as long as it doesn't land on money.

It is right and just to engage the public as much as we can, to hear their opinions, but there are times when the public who comment the most or are the most effected, are unhappy with the decision Council reaches.

Council agreed that framework is important and wished to see a report come forward.

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

THAT the Council of Region of Queens Municipality receive the report titled Public Engagement Framework;

AND THAT staff be directed to develop a public engagement framework for Council's consideration.

MOTION CARRIED unanimously.

9.0 In-Camera Items

It was moved by Councillor Gidney and seconded by Councillor Hawkes that the proceedings go In-Camera at 6:52 p.m. to discuss the following:

- 9.1 Contract Negotiations
- 9.2 Contract Negotiations
- 9.3 Contract Negotiations

MOTION CARRIED unanimously.

It was moved by Councillor Brown and seconded by Councillor Hawkes that the proceedings exit In-Camera at 8:03 p.m.

MOTION CARRIED unanimously.

- 9.1 Contract Negotiations

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

THAT Council of Region of Queens Municipality approved the amended lease clauses as presented and authorizes Mayor and Chief Administrative Officer to sign the amended lease agreement for the remainder of the term.

Mayor Norman stated the lease for the library has a term expiring December 31, 2024. Some changes include a rent reduction, furnace oil invoices will be paid by the tenant (RQM), and are responsible for cleaning the library space and snow clearing.

MOTION CARRIED unanimously.

10.0 Adjournment

The meeting adjourned at 8:05 p.m.

Mayor Darlene Norman, Chair

Cody Joudry, CAO

Christine Watson, Administrative Assistant – Planning & Development

Date Approved: _____

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Angela Green, Administrative Assistant - Administration

Date: March 12, 2024

Re: Accessibility Advisory Committee – Flag Request

Background

On September 24, 2021, Region of Queens Municipality's Council approved Operational Policy 84: Flags, to provide a consistent protocol for flying flags on properties and flag poles owned by Region of Queens Municipality, provide guidelines for use of the Special Purpose flagpole located at the Town Hall Arts and Cultural Centre in Liverpool, and establish protocol for when the Canadian flag will be flown at half-mast. All applications for the Special Purpose flagpole require approval by the Council at a Council Meeting.

Details

On January 26, 2024, the Accessibility Advisory Committee applied to have an accessibility flag flown on the special purpose pole for a one-week period encompassing Access Awareness Week in Nova Scotia, May 26th to June 1st, 2024. Their request meets with policy, and there is no other organization requesting the same period. The flag request is being brought forward to the March 12, 2024 Council meeting. If approved, it will be flown beginning Monday, May 27, 2024, and ending on Monday, June 3, 2024.

The request is for the same flag to be flown each year encompassing Access Awareness Week in Nova Scotia, for the next five years.

Budget Impacts

There is no cost to Region of Queens Municipality to fly the flag, which is to be supplied by the requesting group.

Communications

Following Council approval, a letter will be sent to the Accessibility Advisory Committee, advising them that the request has been approved. Information about the accessibility flag flown on the special purpose pole will be posted on the Region of Queens website and social media pages during the one-week period the flag is flown each year.

Recommendation

THAT the Council of Region of Queens Municipality receive the report titled Accessibility Advisory Committee – Flag Request for information;

AND THAT the Council of Region of Queens Municipality approve the application made by the Accessibility Advisory Committee to have an accessibility flag flown on the special purpose flagpole located in front of the Town Hall Arts and Cultural Centre, Liverpool during the dates outlined in the attached application.

APPENDIX "A"

Applications for the flying of Special Purpose Flags shall be submitted at least four weeks prior to the requested flag flying date to:

Deputy Clerk

Region of Queens Municipality

P.O. Box 1264, 249 White Point Road

Liverpool, NS B0T 1K0 email: flags@regionofqueens.com

Applicant's Name: Elise Johnston & Municipal Accessibility Advisory Committee

Address: 249 White Point rd.

Telephone Number: 902-354-3455

Organization: RQM

Name of Special Purpose Flag: Access Awareness Week Nova Scotia

Requested Date to be Flown: May 26th - June 1st, 2024

Alternate Dates: none

Applicants can apply to have a flag approved for flying for a period of up to five years, without re-applying each year. If you would like to apply for this option, please provide yearly dates below.

Year 1: 2024

Year 2: 2025

Year 3: 2026

Year 4: 2027

Year 5: 2028

FOR OFFICE USE ONLY

Application Received: Jan 26 / 24 Initials AJ

Disposition: _____

Action(s) taken:



NOVA

EDUCATION SECTOR

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Kimberly Halliday, Physical Activity Coordinator

Date: March 12, 2024

Re: Core Active Transportation Network Project

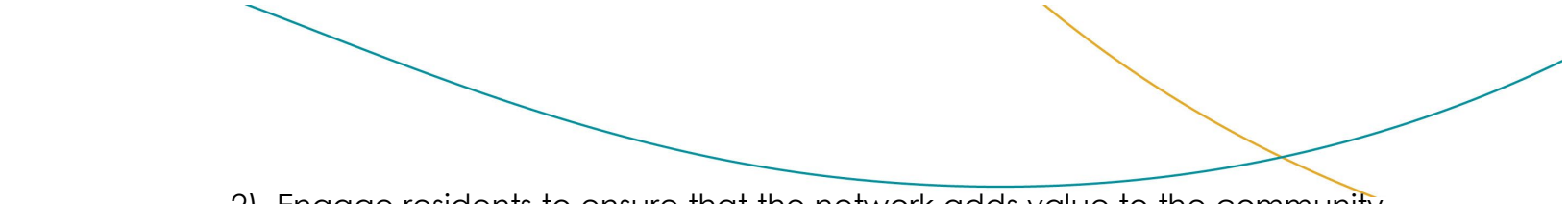
Background

Active Transportation (AT) refers to the movement of people/goods powered by human activity, I.E., walking, cycling, wheelchairs, scooters, e-bikes, snowshoe, etc. to get to key destinations. An application was submitted to Cycle Nova Scotia (CNS) to participate in their Core AT Network program funded by Communities, Culture Tourism and Heritage, Department of Natural Resources and Renewables, and Federation of Canadian Municipalities. Through the Department of Natural Resources and Renewables, CNS employed a full-time AT Planner/Designer tasked with providing planning services to communities in Nova Scotia. To date, CNS has worked with various communities across the Province including: Annapolis Royal, Antigonish, Town of Lunenburg, Mahone Bay, Port Hawkesbury, and Bridgewater to name a few.

Details

The Core AT Network Project aims to link residents to the places they want to go by walking, rolling, or cycling. By working with the community, plans are created for a network of safe, active transportation infrastructure that allows residents and visitors to travel to the places they want to visit. The project has four goals:

- 1) Develop an AT network plan that will contribute to a more equitable, healthy, and sustainable future for residents.

- 
- 2) Engage residents to ensure that the network adds value to the community and improves transportation options.
 - 3) Connect Blue Route (a separate project by Cycle NS to create a continuous network of bicycling infrastructure around the province) into the town to provide easy access to local businesses and attractions for cycling tourists.
 - 4) Provide communities with a plan that can leverage financial support from Provincial and Federal funds to build the community's vision for safe, active transportation.

Project Outputs

The following breaks the project into 4 phases:

Phase 1, Part 1: Engagement Reports

- Showcase community feedback regarding mode of travel, destinations, desired routes, and concerns around access to AT.
- Report will determine priority route(s) based on community feedback.

Phase 1, Part 2: Concept Network

- Cohesive network of AT infrastructure based on community feedback, key destinations, and accessibility.
- Report will identify priority route(s) based on feedback and evaluation matrix.

Phase 2, Part 1: Functional Plan Report

- Showcase concept designs for priority route and offer suggestions for a full network. Route design is based on existing conditions, traffic data, feedback from community engagement, Transportation Association of Canada (TAC)/National Association of City Transportation Officials (NACTO)/ CROW refers to the Dutch Design Manual for Bicycle Traffic and is the Dutch abbreviation of the Information and Technology Centre for Transport and Infrastructure. All of these design standards will be included and considers all ages and abilities.
- Will include a Cost D estimate.
- Inform the detailed design and support future applications for funding.

Phase 3: Detailed Design and Construction

- Recommendation that the Community Partner (RQM) applies for funding opportunities that would support the implementation of the proposed recommendations.

Phase 4: Programming Opportunities

- Cycle NS has several programming opportunities to maintain momentum and interest in safe and community minded active transportation, I.E., Women on Wheel, CAN-BIKE Certification, wayfinding signage, community rides, tactical urbanism, school programming, and more.

In addition to public engagement sessions, they would be working with the Department of Planning & Development and Department of Engineering & Public Works for feedback on priority routes, feasibility, and supplying documents (road paving schedule, etc.) to help shape the plan. Council members are also invited to join discussions in the engagement sessions. The main point of contact throughout the process will be the Physical Activity Coordinator.

Once the plan is created, completion of the infrastructure projects is at the Municipality's discretion on what is feasible at the time, however; they are strongly encouraged to be completed. The project intends to be laid out in a phased nature, allowing time to apply for grants and put less strain on municipal funds upfront, increasing the likelihood that all projects can be completed. With active transportation funds being incredibly competitive, this project plan would be a huge advantage for leveraging grants as they would essentially be shovel ready projects.

Council discussed endorsing the Core Active Transportation Network Project at the February 27, 2024 meeting of Council and provided direction for staff to bring the matter back for approval at the March 12, 2024 Council meeting.

Pending Council approval to move forward, a partnership agreement will be executed with Cycling Nova Scotia for the Core AT Networks Project.

Budget Impacts

Participation in the initial planning work is covered by funders, the Municipality would be responsible to provide some staff resources to support the consultation work and review draft findings.



Recommendation

THAT Council receive the report titled Core Active Transportation Network Project for information;

AND THAT Council endorse the Core Active Transportation Network Project;

AND THAT Council provide direction for staff to enter into a partnership agreement with Cycling Nova Scotia for the Core AT Networks Project.

Communications

Communications will be ongoing for community members, Council and staff for promotion of survey, results and communication of the plan once developed.

Region of Queens Municipality Staff Report

To: Council

From: Cody Joudry, CAO

Date: March 12, 2024

Re: 2024 NSFM Spring Conference Attendance

Background

Nova Scotia Federation of Municipalities will have their spring conference on May 8 - 10, 2024 in Baddeck, Nova Scotia.

Policy 47 – Council Attendance at Meetings, Workshops, and Conferences states:

Members of Council, at the Region's expense, shall only attend meetings, workshops, and conferences outside Queens County for which a registration fee is applicable or where the meeting, workshop, or conference require the elected official to stay overnight, when attendance at such meeting, workshop, or conference has been duly approved by Council.



Recommendation

THAT the Council of the Region of Queens Municipality receive the report titled 2024 NSFM Spring Conference Attendance for information.

THAT the Council of Region of Queens Municipality approve Councillor Brown, Councillor Muise and Councillor Charlton to attend the Nova Scotia Federation of Municipalities Spring Conference on May 8 – 10, 2024 in Baddeck, Nova Scotia.



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – February 2024

Date	Recommendation	Responsibility	Action Taken
Jan. 9/24	Approve the naming of a new road off Cobbs Ridge Road in Liverpool as Lingley Lane.	M. MacLeod	Sign ordered. Installation pending.
Jan. 9/24	Approve the naming of a new road off Willow Lane in Summerville Center as Audrelyn Lane.	M. MacLeod	Sign ordered. Installation pending.
Jan. 23/24	Direct staff to develop a survey related to an accommodation levy and provide further information regarding implementation and staff costs.	R. Lane	In progress.
Jan. 23/24	Refer this matter to Staff to review the previous Intersection Review 2015, the pending review with the Traffic Authority and the consulting firm, the RCMP and any other sources deemed necessary to prepare a report for Council with options to address the safety concerns surrounding the crosswalks at Main and Market Streets with a cost estimate for each option.	Adam Grant	In progress.
Jan. 23/24	Direct Staff to explore a partnership with Crosswalk Safety Society respecting buckets and flags specific to the 3-way intersection in Liverpool.	Adam Grant	In progress.

Date	Recommendation	Responsibility	Action Taken
Jan. 23/24	<p>Direct Staff to provide a report outlining Council's powers and authority under traffic management;</p> <p>AND THAT Staff be directed to provide a list of options and a recommendation regarding resident's concerns outlined in the petition received for areas surrounding Main and School Streets.</p> <p>AND THAT Staff be directed to provide a list of Municipal roads that meet the criteria to apply for speed limit decreased to the province.</p>	Adam Grant	In progress.

Date	Recommendation	Responsibility	Action Taken
Feb. 13/24	<p>Declares the property located at 90 Common Street, Liverpool, Queens County, Nova Scotia and identified as PID #70016431 as dangerous or unsightly as defined in the <i>Municipal Government Act</i> of Nova Scotia.</p> <p>AND THAT an Order be served upon the owner of the property requiring that, within thirty (30) days of the date of the service of the Order, the following work be carried out:</p> <ol style="list-style-type: none"> 1. Demolition of existing building located at 90 Common Street, Liverpool, NS; 2. Demolition of one out building; 3. Full clean-up of construction and demolition materials and transport to the Region of Queens Landfill Facility and leveling of the property accordingly; and 4. Clean-up of miscellaneous items strewn about the property including plastics, metals, shingles, glass, etc. <p>AND THAT if the owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the property owner.</p>	K. Hurley J. Hartung	30 days notice given.

Date	Recommendation	Responsibility	Action Taken
Feb. 13/24	Request that the Heritage Advisory conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.	M. MacLeod	In process
Feb. 13/24	Adopt and administer policy respecting a development agreement amendment to allow for the replacement of section of vegetative buffer on the eastern side of PID 370083902 with an opaque fence.	M. MacLeod	In process
Feb. 13/24	<p>Give notice of its intention to enter into a development agreement with Mersey River Wind Inc. to allow for the establishment of a 33 turbine generator wind farm development on portions of properties identified as PID #'s 70247176, 70247192, 70247184, 70247200, 70264213, 70225420, 70225404, 70247218, 70247168, 70032982, 70260575, 70248695 and 70166988;</p> <p>AND THAT a Public Hearing be held on March 12, 2024 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.</p>	M. MacLeod	<p>In process.</p> <p>Notices for Hearing placed.</p>
Feb. 13/24	Approve the acceptance of the memorial bench subject to the donor having it installed at Tupper Park in a location acceptable to staff.	Adam Grant	In process.

COUNCIL IMPLEMENTATION REPORT – January – December 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.	M. Roberts	The project is currently with the Project Manager for costing.
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.	CAO	No requests received by staff at this time.
July 11/23	Approves the tender for the replacement of the HVAC system at the Liverpool Business Development Center to Sea Coast HVAC at a cost of \$1,766,325.00 + HST.	Adam Grant	In progress.
July 11/23	Approves the purchase of a 2024 Bucher/Freightliner V65T/M2-106 from Saunders Equipment Ltd., Fredericton, NB at a price of \$388,000 + HST.	Adam Grant	PO issued. Equipment ordered.
Aug. 8/23	Approve the purchase of a 2023 Komatsu WA320-8 with extended warranty and trade in of 2009 John Deere 624K loader at a net cost of \$314,700 + HST.	Adam Grant	In progress.

Date	Recommendation	Responsibility	Action Taken
Sept. 12/23	Provide grant funding to the South Shore Multicultural Association in the amount of \$3,000 from the 2023-2024 Community Investment Fund.	S. Sereda	Cheque for 80% of installment was issued on September 18. The final installment will be issued when event is done and final report is received.
Sept. 26/23	Approve a budget for repair of the Milton Centennial Pool facility at a cost of up to \$50,000 plus HST.	Adam Grant	In progress
Oct. 10/23	Approves the purchase of a 2024 Zamboni 450 from Saunders Equipment Ltd., Fredericton, NB at a price of \$156,500 + HST.	Adam Grant	PO issued.
Oct. 24, 2023	<p>Give notice of its intention to enter into a development agreement with Jasmine and Matthew Mallay to allow for a fixed-roof overnight accommodation operation, consisting of eight (8) rental units, on property identified as PID #70191937 and located on Highway 8 in South Brookfield.</p> <p>AND THAT a Public Hearing be held on November 28, 2023 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 6:00 p.m.</p>	M. MacLeod	In progress.

Date	Recommendation	Responsibility	Action Taken
Nov. 14/23	<p>Direct that Pool Committee and Municipal staff to proceed with the next steps in the South Queens Outdoor Pool Project, including; development of estimated operating budget including expenses and revenue; development of financial plan including possible funding models and grant opportunities for the current capital cost deficit; development of construction procurement options; and obtain further Project Management services.</p> <p>AND THAT Council of Region of Queens Municipality authorize the Director of Recreation & Healthy Communities to be included as a member of the Region of Queens Pool Committee.</p>	M. Roberts	In progress.
Nov. 14/23	Provide grant funding to the Hunts Point Community Hall Association in the amount of \$6,139.05 from the 2023-2024 Community Investment Fund.	S. Serenda	Cheque for 80% of installment to be issued. The final installment will be issued when event is done and final report is received.

Date	Recommendation	Responsibility	Action Taken
Dec. 7/23	<p>Submit the following J-Class roads to Nova Scotia Public Works for consideration of cost sharing for 2024-2025.</p> <p>AND THAT the roads be submitted in the following priority order:</p> <ol style="list-style-type: none"> 1. Hemlock Road – first 25% on Route 8 2. Aikens Drive – All 3. School Street – Civic #68 – 76 as per Petition 4. Emeneau Road – 1st Half in on Trunk 3 5. Forest Street – Civic #8 – 29 	J. Veinotte	Approved and list submitted to Department.
Dec. 12/23	Approve the Mount Pleasant Service Extension Project in principle, commence the Mount Pleasant Services Extension Design work, and apply for the Municipal Capital Growth Program as outlined in this report.	J. Veinotte Adam Grant	Approved and Grant application submitted.

Date	Recommendation	Responsibility	Action Taken
Dec. 12/23	<p>Declares the property located at 1828 Medway River Road, Riversdale, Queens County, Nova Scotia and identified as PID #70108071 as dangerous or unsightly as defined in the <i>Municipal Government Act of Nova Scotia</i>.</p> <p>AND THAT Region of Queens Municipal Council cause an Order to be served upon the property owner of 1828 Medway River Road, Riversdale, Queens County, Nova Scotia requiring that, within (30) days of the date of the service of the Order, the following work be carried out:</p> <ol style="list-style-type: none"> 1. Full clean-up of miscellaneous items strewn about the property, such as garbage, tires, personal belongings, and tools. 2. Debris must be properly sorted and transported to the Region of Queens Municipality Landfill Facility or stored appropriately. <p>Formal deadline for full clean-up is thirty (30) days.</p> <p>AND THAT if the property owner fails to comply with the Order, the Administrator may cause the requirements of the Order to be carried out and all expenses incurred by Region of Queens Municipality become the responsibility of the parties of interest.</p>	K.A. Hurley J. Hartung	<p>Posted property with Formal Order December 18/23 with 30 day deadline.</p> <p>Sent Formal Order to property owner via Registered Mail.</p> <p>Extention to February 29, 2024.</p>



Region of Queens Municipality

COUNCIL IMPLEMENTATION REPORT – January – December, 2022

Date	Recommendation	Responsibility	Action Taken
Feb. 22, 2022	<p>Declare the following properties as surplus to municipal needs and have them advertised for sale at fair market value:</p> <ul style="list-style-type: none"> • 70127501 • 70164561 • 70143276 • 70248018 • 70248026 • 70019609 <p>AND THAT Council of Region of Queens Municipality declare the following properties as surplus to municipal needs and offer them for sale to abutting property owners at a minimum bid of \$0.25 per square foot:</p> <ul style="list-style-type: none"> • 70275508 • 70019872 • 70062245 • 70101613 <p>AND THAT Council of Region of Queens Municipality declare the following property as surplus to municipal needs and offer it for sale to abutting property owner for a minimum bid of the cost of land migration, deed preparation and deed recording:</p> <ul style="list-style-type: none"> • 70271812 	M. MacLeod	Staff are in process of drafting a new bylaw respecting sale of municipal property.

Date	Recommendation	Responsibility	Action Taken
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	CAO to reassess in new year.
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 95% complete.



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: Mayor and Council

From: Cody Joudry, CAO

Date: March 12, 2024

Re: QCT 2024-25 Budget Ask

Background

Queens County Transit has presented to Council and made a request for increased funding in the 2024/2025 fiscal year.

Recommendation

THAT the Council of the Region of Queens Municipality consider the Queens County Transit request for the 2024/2025 budget deliberations.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Meaghan Roberts, Director of Recreation & Healthy Communities

Date: March 12, 2024

Re: South Queens Outdoor Pool Project: Operating Costs Estimate

Background


On November 14, 2023 staff presented a report related to the South Queens Outdoor Pool Project. Council directed staff and the pool committee to develop a financial plan and

Details

On February 14, 2023, the following motions were approved by Council:

1. That placement of a new replacement pool for Milton Centennial Pool be on the lands of Queens Place Emera Centre.
2. That the new pool, to be placed on the lands of Queens Place Emera Centre, contain a zero entry design.
3. That the new pool, to be placed on the lands of Queens Place Emera Centre, contains 6 lanes.
4. That approval be given 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.

The Pool Committee, staff and Project Manager worked together to develop a concept design for the pool based on recommendations of the Pool



Committee. The design and costing was presented to Council, Pool Committee, private funders and staff by the Project Manager in a workshop held on October 26, 2023. Current estimated costs for the pool project design were reviewed by the Project Manager in the amount of \$7,149,885 + HST.


The Pool Committee submitted a recommendation letter dated November 3, 2023 which endorsed Site Plan Option 5 design and the location as presented by the Project Manager.

The letter noted that it is understood that based on the current estimated project costing, there would be a deficit between projected costs and the private funding and the Region of Queens Municipality funding. Fundraising and grants would be required to bridge the gap between committed funds and the actual cost. The letter states that while the Region of Queens Pool Committee does not have the authority to apply for grants, the committee members are prepared to act as a resource to research grants and assist with grant writing when applicable. The Committee members are also prepared to support fundraising efforts.

The Region of Queens Pool Committee has also requested that the area around the pool be landscaped to include a tiered grassy area to be used for spectator seating instead of the portable bleachers that were previously discussed. This request is not included in the current design or costing received from the Project Manager. Several other recommendations were included in the November 3, 2023 letter that will be taken into consideration in future project steps.

On November 14, 2023, Council approved that the Pool Committee and Municipal staff proceed with the next steps in the South Queens Outdoor Pool Project, including; development of estimated operating budget including expenses and revenue; development of financial plan including possible funding models and grant opportunities for the current capital cost deficit; development of construction procurement options; and obtain further Project Management services.

Staff have developed an estimated operating budget including revenue and expenses. In developing the estimated operating budget, information was requested from other aquatic facilities; both outdoor and indoor. Some information was received and was evaluated in creating the estimated budget,



however; apart from standard line items (such as staff training/development, supplies, etc.), most items are very specific to the facility, location and proposed programming.

Staff created a sample programming schedule (see attached) in order to develop staffing estimates. Actual program schedules may not exactly reflect this sample, it just provides a base in creating estimates. In the development of a sample programming schedule, staff consulted with a Pool Committee member who has relevant experience and knowledge in order to ensure what was developed was realistic. You will note that it is proposed that the pool be open from June to September. In those shoulder seasons, programming is limited and specific to five (5) days per week to ensure that weekends there is programming available. The assumption was made that the majority of staff will be students, so this schedule minimizes the staff required during school hours. During the summer, the pool is proposed to be open seven (7) days per week. Actual staffing levels would be dependent and based directly on actual programming schedules and required levels of supervision for each programming aspect.

The sample programming schedule will allow for different opportunities to attend swimming lessons than currently exist. This will include two week sessions and one day per week options. The sample programming schedule is only high level and more specific programming would be developed following community input, partnership development, etc. The sample programming schedules do not limit the potential development of different/additional programming opportunities.

Operational expenses were projected in consultation with; the Project Manager for mechanical & electrical and pool chemicals; by reviewing operational expenses for other aquatic facilities; and by estimating based on current expenses. The projected expenses are only estimates and many would increase as the facility ages and requires additional annual maintenance. Operational expenses such as telephone and internet were not included as they would be added on to the existing services at Queens Place and are expected to be minimal.

The projected expenses make the assumption that the Operations Department at Queens Place would provide oversight of the mechanical systems and operational support. This may result in additional departmental staff; or could be



in cooperation with Engineering & Public Works staff who currently help support these requirements.

An additional consideration is that this is only an estimated operating budget for the proposed pool project. It does not take into consideration the outdoor pool in North Queens and how it would continue to operate in tandem with a new pool. The Aquatics Coordinator, for example, would normally oversee staff and programming at both aquatic facilities. A second example would be Engineering & Public Works staff who provide mechanical and operational support to both aquatic facilities. If this pool project moves forward, that model would likely no longer be an option.

The estimated operating budget for the outdoor pool project would be approximately \$112,000 per year.

Budget Impacts

None at this time.

Recommendation

THAT the Council of the Region of Queens Municipality receive the report titled South Queens Outdoor Pool Project: Operating Costs Estimate for information.

Sample Pool Programming Schedule - June 1-30

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00		Closed					
11:00							
12:00	Lane Swim & Adult Swim 12:00-1:00pm				Lane Swim & Adult Swim 12:00-1:00pm		
1:00	Open Swimming 1:00-2:30pm				Open Swimming 1:00-3:30pm		Open Swimming 1:00-2:30
2:00				Open Swimming 2:30			
3:00	Recreational Swim 2:30-4:30pm				Recreational Swim 3:30-4:30pm		Recreational Swim 2:30-4:30pm
4:00				Recreational Swim 4:30pm			
5:00	Swim Team & Swimming Lessons 4:30-6:30pm				Swim Team & Swimming Lessons 4:30-6:30pm		
6:00							
7:00							

Notes:

- *This is a sample schedule only and only represents what programming could look like
- *Actual schedule would be finalized after community input and confirmation from community partners
- *Actual programming would be added/revised as needed based on the actual situation at the time
- *Other program partners would be developed (ie. Special Olympics, Sensory Swims, etc.)
- *Actual programming would also be dependent on the availability of certified staff
- *Aquafit programming could include many different opportunities

Staffing:

Wed. - Fri.

11:30am-3:30pm	2 lifeguards x 4 hours	8 hours	
3:30-4:30pm	3 lifeguards x 1 hour	3 hours	
4:30-6:30pm	2 lifeguards x 2 hours	4 hours	
4:30-6:30pm	3 instructors x 2 hours	6 hours	
6:30-7:00pm	2 staff (close)	1 hour	
			Total 22 hours x 3 days 66 hours

Sat. - Sun.

11:30am-1:00pm	2 lifeguards x 1.5 hours	3 hours	
1:00-4:30pm	3 lifeguards x 3.5 hour	10.5 hours	
4:30-6:30pm	2 lifeguards x 2 hours	4 hours	
4:30-6:30pm	3 instructors x 2 hours	6 hours	
6:30-7:00pm	2 staff (close)	1 hour	
			Total 24.5 hours x 2 days 49 hours

Clarifications:

Some lifeguards will also be instructors and will go from lifeguarding to instructing
 Time is not built in at this point for lesson planning or paperwork for staff
 Supervisor/Manager/Head Guard on site Wednesday to Friday from 3:00-7:00pm
 Supervisor/Manager/Head Guard on site Saturday & Sunday from 1:00-7:00pm

Sample Pool Programming Schedule - July & August

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00		Lane Swim & Masters Swim 6:30-7:30am		Lane Swim & Masters Swim 6:30-7:30am		Lane Swim & Masters Swim 6:30-7:30am	
7:00		Swim Team 7:30-9:00am		Swim Team 7:30-9:00am		Recreational Swim 7:30-9:00am	
8:00		Caregivers Swim & Swimming Lessons 9:00am-12:00pm					
9:00							
10:00	Lane Swim & Masters Swim 10:00-11:00am	Swimming Lessons 11:00am-1:00pm					Lane Swim & Masters Swim 10:00-11:00am
11:00	Swimming Lessons 11:00am-1:00pm						
12:00	Adult Swim & AquaFit 12:00-1:00pm	Adult Swim & Lane Swim 12:00-1:00pm	Adult Swim & AquaFit 12:00-1:00pm	Adult Swim & Lane Swim 12:00-1:00pm	Closed for Staff Training 12:00-2:00pm	Swimming Lessons 11:00am-1:00pm	
1:00	Recreational Swim 1:00-3:00pm	Recreational Swim 2:00-3:30pm					Recreational Swim 1:00-3:00pm
2:00							
3:00	Pool Rentals & Other 3:00-5:00pm	Swim Team & Swimming Lessons 3:30-5:30pm					Pool Rentals & Other 3:00-5:00pm
4:00							
5:00		Family Swim 5:30-6:30	Lane Swim & All Bodies Swim 5:30-6:30pm	Family Swim 5:30-6:30	Lane Swim & All Bodies Swim 5:30-6:30pm	Lane Swim & AquaFit 5:30-6:30pm	
6:00		Female Only Swim 6:30-8:00pm	Recreational Swim 6:30-8:00pm			Teen Swim Friday 6:30-8:00pm	
7:00							
8:00		Closed @ 8:00pm					
9:00							

Notes:

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- *Actual schedule would be finalized after community input and confirmation from community partners
- *Actual programming would be added/revised as needed based on the actual situation at the time
- *Other program partners would be developed (ie. Special Olympics, Sensory Swims, etc.)
- *Actual programming would also be dependent on the availability of certified staff
- *AquaFit programming could include Elderfit Aquacise and other opportunities

Staffing

Mon. Wed. & Fri.		
6:00am-9:00am	2 lifeguards x 3 hours	6 hours
9:00am-1:00pm	2 lifeguards x 4 hours	8 hours
9:00am-12:00pm	3 instructors x 3 hours	9 hours
2:00-3:30pm	4 lifeguards x 1.5 hours	6 hours
3:30-5:30pm	2 lifeguards x 2 hours	4 hours
3:30-5:30pm	3 instructors x 2 hours	6 hours
5:30-8:00pm	4 lifeguards x 2.5 hours	10 hours
8:00-8:30pm	2 staff (close)	1 hour
	Total	50 hours

Tues. & Thurs.		
8:30-9:00am	2 staff (open)	1 hour
9:00am-1:00pm	2 lifeguards x 4 hours	8 hours
9:00am-12:00pm	3 instructors x 3 hours	9 hours
2:00-3:30pm	4 lifeguards x 1.5 hours	6 hours
3:30-5:30pm	2 lifeguards x 2 hours	4 hours
3:30-5:30pm	3 instructors x 2 hours	6 hours
5:30-8:00pm	4 lifeguards x 2.5 hours	10 hours
8:00-8:30pm	2 staff (close)	1 hour
	Total	45 hours

Sat. & Sun.		
9:30-11:00am	2 lifeguards x 1.5 hours	3 hours
11:00am-1:00pm	2 lifeguards x 2 hours	4 hours
11:00am-1:00pm	3 instructors x 2 hours	6 hours
1:00-5:00pm	4 lifeguards x 4 hours	16 hours
	Total	29 hours

Clarifications:

Some lifeguards will also be instructors and will go from lifeguarding to instructing
 Time is not built in at this point for lesson planning or paperwork for staff
 Supervisor/Manager/Head Guard on site Mon.-Fri. from 9:00am-8:00pm
 Supervisor/Manager/Head Guard on site Saturday & Sunday from 11:00am-5:00pm

Sample Pool Programming Schedule - September 1-30

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
10:00		Closed						
11:00								
12:00	Lane Swim & Adult Swim 12:00-1:00pm				Lane Swim & Adult Swim 12:00-1:00pm			
1:00	Open Swimming 1:00-2:30pm				Open Swimming 1:00-3:30pm		Open Swimming 2:30	1:00-
2:00								
3:00	Recreational Swim 2:30-4:30pm				Recreational Swim 3:30-4:30pm		Recreational Swim 4:30pm	2:30-
4:00								
5:00	Swim Team & Swimming Lessons 4:30-6:30pm				Swim Team & Swimming Lessons 4:30-6:30pm			
6:00								
7:00								

Notes:

- *This is a sample schedule only and only represents what programming could look like
- *Actual schedule would be finalized after community input and confirmation from community partners
- *Actual programming would be added/revised as needed based on the actual situation at the time
- *Other program partners would be developed (ie. Special Olympics, Sensory Swims, etc.)
- *Actual programming would also be dependent on the availability of certified staff
- *AquaFit programming could include ElderFit Aquacise and other opportunities

Staffing:

Wed. - Fri.

11:30am-3:30pm	2 lifeguards x 4 hours	8 hours
3:30-4:30pm	3 lifeguards x 1 hour	3 hours
4:30-6:30pm	2 lifeguards x 2 hours	4 hours
4:30-6:30pm	3 instructors x 2 hours	6 hours
6:30-7:00pm	2 staff (close)	1 hour
	Total 22 hours x 3 days	66 hours

Sat. - Sun.

11:30am-1:00pm	2 lifeguards x 1.5 hours	3 hours
1:00-4:30pm	3 lifeguards x 3.5 hour	10.5 hours
4:30-6:30pm	2 lifeguards x 2 hours	4 hours
4:30-6:30pm	3 instructors x 2 hours	6 hours
6:30-7:00pm	2 staff (close)	1 hour
	Total 24.5 hours x 2 days	49 hours

Clarifications:

Some lifeguards will also be instructors and will go from lifeguarding to instructing
 Time is not built in at this point for lesson planning or paperwork for staff
 Supervisor/Manager/Head Guard on site Wednesday to Friday from 3:00-7:00pm
 Supervisor/Manager/Head Guard on site Saturday & Sunday from 1:00-7:00pm

Class Type	Suggested Class Size *low end	Suggested Class Size (per instructor)
Parent & Tot 1	10	10 to 12 swimmers
Parent & Tot 2	10	10 to 12 swimmers
Parent & Tot 3	10	10 to 12 swimmers
Preschool 1	4	4 to 6 swimmers
Preschool 2	4	4 to 6 swimmers
Preschool 3	4	4 to 6 swimmers
Preschool 4	4	4 to 6 swimmers
Preschool 5	4	4 to 6 swimmers
Swimmer 1	6	6 to 8 swimmers
Swimmer 2	6	6 to 8 swimmers
Swimmer 3	8	8 to 10 swimmers
Swimmer 4	8	8 to 10 swimmers
Swimmer 5	10	10 to 12 swimmers
Swimmer 6	10	10 to 12 swimmers
Rookie	10	10 to 12 swimmers
Ranger	10	10 to 12 swimmers
Star	10	10 to 12 swimmers
Total	128	

*assumes one class per level

Fitness Swimmer	10
Adult 1	10
Adult 2	10
Adult 3	10
Total	40

Notes:

Actual registration numbers at Milton Centennial Pool 2023

Session #1 = 26 swimmers

Session #2 = 38 swimmers

Assumption of catchment area of 15-20km maximum

Assuming registration of 50 swimmers per session. This is an impossible number to know.

Session layout can happen many different ways (ie. once per week or 2 week sessions)

Swimming Lesson Sessions

June

2 times per week x 4 week sessions 1 session

July

2 x 2 week sessions (morning & afternoon) 2 sessions

August

2 x 2 weeks sessions (morning & afternoon) 2 sessions

July & August

2 x 1 day/week for 8 weeks 2 sessions

September

2 times per week x 4 week sessions 1 sessions

Total 8 sessions

8 sessions x 50 swimmers per session
400 swimmers

Clarifications:

On average, each session will cost \$70 per swimmer

Does not take into account membership discounts, family discounts, etc.

Swimming lessons currently cost \$55 per session or \$125 per family/session

Swim to Survive partnerships with school not included at this time. Additional opportunity.

