

**REGION OF QUEENS MUNICIPALITY  
REGULAR COUNCIL  
TUESDAY, AUGUST 9, 2016  
9:00 A.M.**

**PRESENT:** Mayor Christopher Clarke, Chair  
Councillor Darlene Norman  
Councillor Brian Fralic  
Councillor Jack Fancy  
Councillor Susan MacLeod  
Councillor Raymond Fiske  
Councillor Bruce Inglis  
Richard MacLellan, Chief Administrative Officer  
Jennifer Keating-Hubley, Director of Finance  
Christine Watson, Recording / Management Secretary

**REGRETS:** Councillor Peter Waterman

**1.0 CALL TO ORDER:**

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

**2.0 CHANGES / APPROVAL OF AGENDA:**

**It was moved by Councillor Fralic and seconded by Councillor Fiske that the Agenda be approved with the following additions:**

- 17.4 In-Camera, Personnel Matter**
- 17.5 In-Camera, Sale of Municipal Property**

**MOTION CARRIED unanimously.**

**3.0 PRESENTATION(S):**

**3.1 Service Award**

Mayor Clarke presented a Service Award to Stephanie Nickerson, Taxation Clerk, for 30 years of service at the Region of Queens and congratulated her on her retirement.

Leon Robertson, former employee for the Region of Queens, also congratulated Stephanie and wished her well in her retirement.

**4.0 TABLING OF PETITIONS:**

1. David Dagley, 9 Meadow Pond Lane, Liverpool – Mr. Dagley stated that subsequent to the update on the Markland Avenue sidewalk from the July 12 Council meeting, residents of Markland Avenue have asked him to present a petition to Council for a sidewalk on Markland Avenue.

Mr. Dagley read the petition to Council:

“We the residents adjacent to Markland Avenue, Queens County, NS, are aware that the Region of Queens Municipality does not presently intend to replace a sidewalk along Markland Avenue. It is a safety concern. Its youth will need to walk in the roadway to and from the bus stop and seniors will need to do the same to access mail box area. In winter this may become an even greater safety concern. We hereby petition the Region of Queens Council to ensure that a sidewalk is constructed on Markland Avenue prior to completion of the current water and sewer upgrade project.”

The petition was circulated during July and August 2016 and contains resident signatures other than several who were away and one who declined to sign.

Councillor Norman commented that she understood that under provincial regulations that Markland Avenue did not allow for a sidewalk due to the width of the roadway. Mayor Clarke responded that this was a provincial issue and if a sidewalk was installed, the road would then become a one-way.

Jennifer Keating-Hubley, Director of Finance, stated that the TIR approved permit was for the construction of a two-way street.

Mr. Dagley then submitted an email from Glen Strang, Area Manager – TIR, from which he understood that the Region had requested that there not be a sidewalk on Markland Avenue, and further stated that he was not involved in the discussions, but indicated that TIR may consider changing the application if requested.

Councillor MacLeod enquired what the next steps would be going forward. Mayor Clarke stated that staff would be in contact with TIR and report back to council.

2. Ms. Keating-Hubley stated that a petition has been received from Andrews Fish & Chips regarding the barricades blocking the entry way around the food trucks on the old Legion site, put there for safety reasons, but the petition claims that they limit parking. This will be forwarded to Planning and Bylaw for review.

## 5.0 PUBLIC QUESTION / COMMENT SESSION:

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson commented on a recent press release concerning Carters Beach Road, that the Municipality and the Department of Transportation will be working together in the widening of the road to allow for emergency vehicles to pass through. He offered his opinion that the widening of the road would not eliminate the lack of parking in the area and made suggestions where parking may be erected.

He further stated that the press release indicated that there were no toilet facilities in the area and enquired if consideration would be given to placing Port-a-Potties.

Mayor Clarke stated that the Deputy Mayor, CAO and himself had met in October with Andrew Younger who at that time was the Minister of Environment, to discuss the issues of garbage, toilets and parking.

Since then, meetings have been held with Margaret Miller, the new Minister of Environment, where there is a willingness to work out the issues with the focus on a balance between the recreation opportunities and the protection of the nature reserves / dunes and rare plants. Subsequent meetings were held with Lloyd Hines, Minister of Natural Resources, and his staff as well as Margaret Miller and her staff.

Richard MacLellan, CAO, sits on the Subcommittee with Natural Resources and Minister of Environment to find solutions to toilet needs, long term parking, boundary for the nature reserve and garbage.

The Region has had meetings with the Department of Transportation, and under their mandate they cannot build parking lots. Widening the street will allow room for emergency vehicles and will also allow for some parking. This will be a shared cost. The garbage receptacle there is inadequate and additional ones were requested. Natural Resources removes the garbage there 3 – 4 times / week. The Subcommittee is meeting this Friday at Carters Beach to come up with recommendations to be presented to the ministers, deputy ministers, mayors, etc. on these issues.

The issue of no toilet facilities is very unsatisfactory, with the Region requiring government approval to put one there. The parking lot issue may not be resolved this year, but maybe by spring next year.

Mr. Robertson commented on the press release on the staffing issues in Queens. Mayor Clarke stated that these issues were discussed at a recent South Queens Chamber of Commerce meeting.

He stated that due to the recruiting issues at HGS, the lease of the building was reduced to half, which was a big cost to the Region. He further stated that the hospitality industry is experiencing issues in recruiting staff.

David Dagley, 9 Meadow Pond Lane, Liverpool – Mr. Dagley expressed his appreciation of the Region’s efforts to assist with traffic control at Carters Beach and enquired if a motion will be coming to council for that expenditure. Ms. Keating-Hubley stated that the expenditure would be discussed and added during budget deliberations next year, as the Region will not be billed until next year.

Mr. Dagley enquired who would be sitting on the Queens Place Advisory Committee. Mayor Clark explained that this will come before the Nominating Committee which consists of himself and Councillors Fralic, Inglis, Fiske and Norman.

**6.0 APPROVAL OF MINUTES:**

6.1 Council Minutes – July 26, 2016

**It was moved by Councillor MacLeod and seconded by Councillor Norman:**

**THAT the minutes of the Regular Council meeting held on July 26, 2016 be approved as circulated.**

**MOTION CARRIED unanimously.**

**7.0 DANGEROUS OR UNSIGHTLY PREMISES:**

There were no matters to come before this meeting.

**8.0 ECONOMIC DEVELOPMENT:**

There were no matters to come before this meeting.

**9.0 CORPORATE SERVICES:**

There were no matters to come before this meeting.

**10.0 ENGINEERING AND WORKS:**

There were no matters to come before this meeting.

**11.0 FINANCE**

There were no matters to come before this meeting.

**12.0 RECREATION AND COMMUNITY FACILITIES:**

There were no matters to come before this meeting.

**13.0 PLANNING:**

There were no matters to come before this meeting.

**14.0 QUEENS PLACE EMERA CENTRE:**

There were no matters to come before this meeting.

**15.0 REPORTS**

There were no reports to come before this meeting.

**16.0 OTHER:**

There were no matters to come before this meeting.

**17.0 IN-CAMERA ITEMS**

It was moved by Councillor Norman and seconded by Councillor Fancy that the proceedings go "In-Camera" at 9:25 a.m. to discuss the following:

- 17.1 Sale of Municipal Property, MGA 22(2)a
- 17.2 Personnel Matter, MGA 22(2)c
- 17.3 Personnel Matter, MGA 22(2)c
- 17.4 Personnel Matter, MGA 22(2)c
- 17.5 Sale of Municipal Property, MGA 22(2)a

**MOTION CARRIED unanimously.**

**COUNCIL RECESSED FOR 10 MINUTES.**

It was moved by Councillor Fiske and seconded by Councillor Fralic that the proceedings come out of "In-Camera" at 10:20 a.m.

**MOTION CARRIED unanimously.**

**17.2 It was moved by Councillor Fiske and seconded by Councillor Fancy:**


**THAT the Council of the Region of Queens Municipality:**

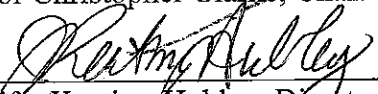
1. Approve the revised job description of Municipal Clerk Coordinator - CAO's Office as per Attachment One of this report; and
2. Accept the revised organization chart as per Attachment Three of this report.

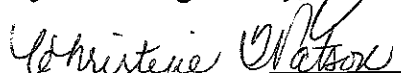
**MOTION CARRIED unanimously.**

**18.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 10:22 a.m.

  
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Mayor Christopher Clarke, Chair

  
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Jennifer Keating-Hubley, Director of Finance

  
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Christine Watson, Recording / Management Secretary

Date Approved: August 23, 2016

## Region of Queens Municipality

### Position Guide and Job Description

#### Municipal Clerk and Coordinator-CAO's Office

##### General Accountability

The Municipal Clerk and Coordinator-CAO's Office is responsible for the legislative duties defined in the Municipal Government Act of the Clerk. Additionally, the position will coordinate strategic planning and special projects in the CAO's Office.

##### General Duties and Responsibilities

###### Governance:

- Responsible to carry out the responsibilities pursuant to the *Municipal Government Act*, of the Clerk.
- The Municipal Clerk shall be designated, pursuant to the *Municipal Government Act*, to be the responsible officer for the provisions of Freedom of Information Protection of Privacy section of the Act.
- To serve as the returning officer for all municipal elections, plebiscites and public votes.
- Manages preparation of Committee and Council Meeting Agendas
- Acts as municipal liaison for Policing Services, Fire & Emergency Services, and Emergency Measures Organization.
- Serve as the overall custodian of all records of the Region ensuring that permanent records are maintained to preserve the history of the Regional Municipality and ensure that an appropriate filing system is established (file it and find it) for central record keeping.

###### Policy and Legislation:

- Maintains the By-laws and Policies of the Municipality, ensuring compliance with the notification requirements of the Municipal Government Act for adoption and amendments.
- Researches best practices, reviews policy, and prepare drafts of operational policies, administrative policies, contracts and by-laws for consideration of Council.

- Keep fully informed of developments in legislation, administration practices and organizations as they may apply to the operation of the Regional Municipality and report such changes to the CAO and Department Heads.

#### Strategic Planning & Special Projects:

- Administers and Coordinates the strategic priority planning process with Department Heads and Council;
- Communicates and reports on strategic priority accountability;
- Coordinates and Maintains accountability tracking between the administration and Council;
- Participates in budget development to facilitate alignment with strategic priorities;
- Provides research and analytical support to the Chief Administrative Officer in the investigation of new, emerging and opportunistic municipal files;
- Project manages special projects, including policy projects, community projects, and / or atypical municipal opportunity projects, for the Chief Administrative Officer.

#### Administration:

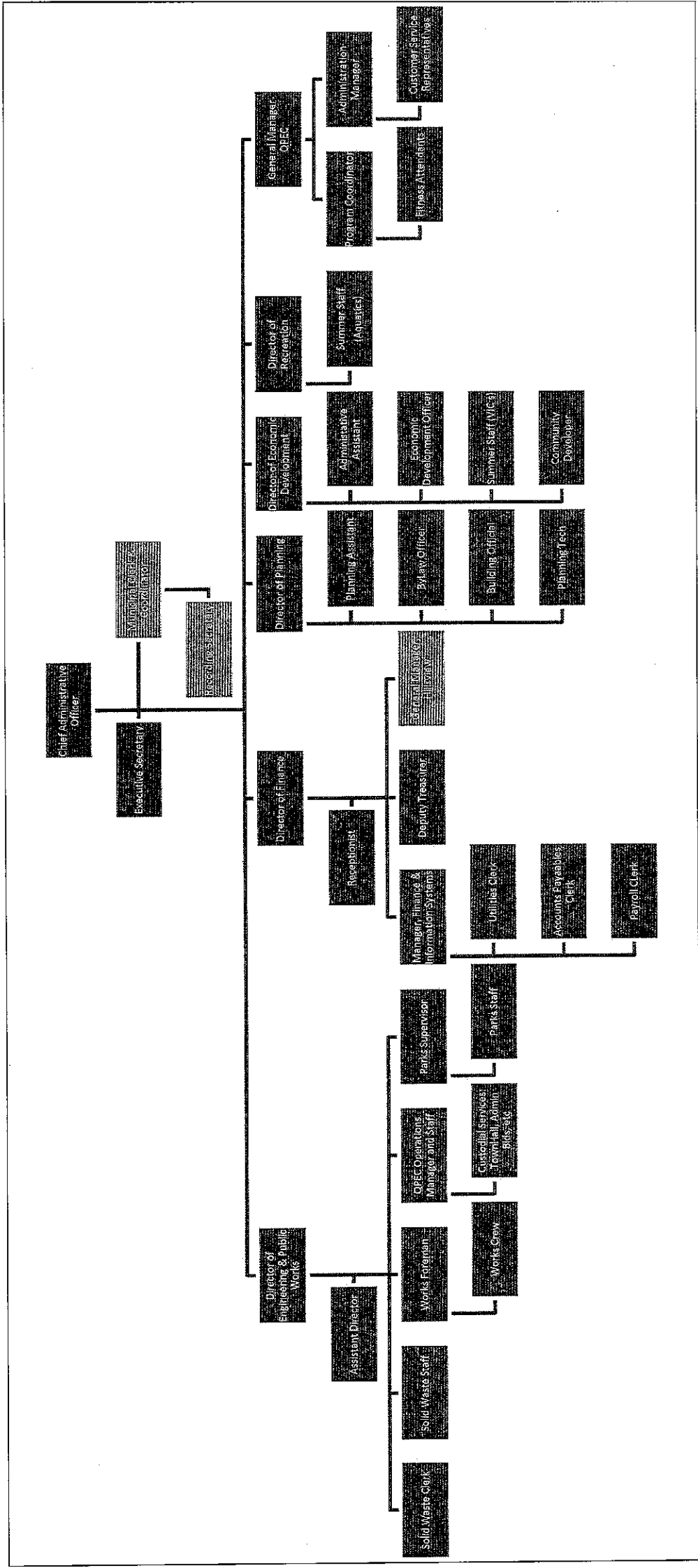
- Responsible for the supervision of all contracts, leases and agreements and to ensure a tracking system for renewals is maintained.
- Responsible for the administration and management of the fire service call answering service.
- Responsible for the coordination and management of the fire service, first responder and ground search and rescue insurance programs.
- Answer public inquiries concerning Region land use and sale of lands from time to time.

#### Supervision:

- Supervises the Recording Management Secretary

#### Qualifications:

- Degree or designation in Public Administration, Management, Planning, or Policy
- Excellent attention to detail as well as exceptional time management and organizational skills;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills, ability to work well with others and foster and maintain effective working relationships;



Moves:

1. Revise Job Description of Municipal Clerk to Municipal Clerk & Coordinator
2. Change reporting of Municipal Clerk to CAO from Director of Finance
3. Change reporting of General Manager, Hillisview from CAO to Director of Finance