

**REGION OF QUEENS MUNICIPALITY
REGULAR COUNCIL
TUESDAY, SEPTEMBER 13, 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

Councillor Peter Waterman – Leave of Absence

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 Norman and seconded by Councillor Fiske that the Agenda be approved with the following additions:

Remove: 7.2 3 Poplar Street, Brooklyn

Add: 8.2 VIC Update
10.2 Town Lake Update
17.5 In-Camera, Contract Negotiations MGA 22(2)e

MOTION CARRIED unanimously.

3.0 PRESENTATION(S):

3.1 Datzawrap Food Concession – Pierre Losier

Mayor Clarke welcomed Pierre Losier, owner, Datzawrap to council to present some counter points to comments made during the June 14, 2016 Council presentation on the food trucks in Queens County (copy of presentation attached to original set of Minutes).

4.0 TABLING OF PETITIONS:

There were no petitions to come before this meeting.

5.0 PUBLIC QUESTION / COMMENT SESSION:

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson commented that he felt Mr. Losier's presentation was good and concurred with comments made that Privateer Park could be better utilized.

Mr. Robertson provided his opinion on the Royal Transit Study; indicating that he felt there was a need for transportation in our area.

Bill Cox, 121 Bog Road, White Point – Mr. Cox provided his opinion on Item 14.1 – Ice Rental Cancellations and suggested that consideration be given to the General Manager to use discretion in making decisions concerning this policy.

He offered his opinion on the Royal Transit Feasibility Study; indicating that if seniors had access to transportation in the area, they would be more apt to shop locally.

David Dagley, 9 Meadow Pond Lane, Liverpool – Mr. Dagley enquired if the Region has intentions of replacing the commemorative dogwood tree in Privateer Park that has been vandalized. Mayor Clarke stated this was not a single act and we are in the process of seeking the vandals. No decision has been made to replace, and if through discussions the decision is made to replace, it may be better to do so in the spring with the drought we are experiencing. Mr. Dagley suggested that council consider installing cameras in that area.

Mr. Dagley commented the Region recently advertised that potable water was available at the town well. He voiced his concerns over the increased volume of users and the drainage to the well resource and indicated that some users had recently had sediment in the water. He enquired if consideration was given to providing access to taps to the town water supply outlet to alleviate the use on the well.

Mayor Clarke stated that he was surprised to hear about sediment in the water at the well and indicated that it was 54' deep and provides a huge volume of water. He stated that we will do all we can and stated that showers are being offered at Queens Place Emera Center.

Mr. Dagley stated that under the recommendation for Item 12.1 Job Description Approval, Director of Recreation, the General Manager of Queens Place would report to the new Director of Recreation. This will cause an increase to the new Director of Recreation's position to 6 pay scales and asked what the cost would be of increasing the reporting and the reason to change the reporting system. Richard MacLellan, CAO, stated that the previous pay band went up to the mid \$60,000 and the new one is in the range of \$82,000 and explained that through strategic meetings at Queens Place, a desire to improve recreation programming was recognized. Queens Place is one of our primary assets and needs to operate with our recreation strategy.

He further asked for an explanation under the job description, under General Duties, what was meant by investment advice to Council. Mr. MacLellan explained that the person would be responsible to advise to council on what we need to plan for as far as capital projects for recreation needs.

6.0 APPROVAL OF MINUTES:

6.1 Council Minutes – August 23, 2016

It was moved by Councillor Inglis and seconded by Councillor Fralic:

THAT the minutes of the Regular Council meeting held on August 23, 2016 be approved as circulated.

MOTION CARRIED unanimously.

7.0 DANGEROUS OR UNSIGHTLY PREMISES:

7.1 4473 Highway 210, Buckfield

It was moved by Councillor Fiske and seconded by Councillor MacLeod:

THAT Region of Queens Council declare the property located at 4473 Highway 210, Buckfield, Queens County, Nova Scotia as dangerous and unsightly as defined in the Municipal Government Act of Nova Scotia.

AND THAT Region of Queens Council cause an Order to be served upon the owner of the property requiring that, within seven (7) days of the date of the service of the Order, the following work be carried out:

- 1. Removal of existing brush intertwined throughout the adjoining property line; and**
- 2. Removal of all hanging glass bottles that may ignite any dry undergrowth.**

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 the Region of Queens Municipality become the responsibility of the owner.

Kelley-Anne Hurley, Bylaw Enforcement Officer, provided background for property located at 4473 Highway 210, Buckfield, Queens County, PID #70116876.

She stated that in June 2015 she received a formal complaint regarding information of a possible fire hazard. After many discussions regarding this issue, a final decision was made that it was a civil matter. In July of this year, another formal complaint was received regarding the previously-installed brush and of several glass bottles installed and hanging from the brush.

Section 15 of the Municipal Government Act – Province of Nova Scotia, pertains to that of Dangerous or Unsightly – Sub Section (r) “dangerous or unsightly” means partial demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy and includes property containing (r) (ii) an accumulation of wood shavings, paper sawdust, dry and inflammable grass or weeds or other combustible materials.

The offending property maintains an accumulation of inflammable material along the property boundary which creates a potential hazard to the safety of the public.

Ms. Hurley then presented pictures of the property to Council.

She stated that Ms. Sale is present in Council, as well as Ms. VanOrden, who lives at 4497 Highway 210, a neighboring property.

Ms. Sale stated that the brush where the bottles are hanging is not her brush, but she did hang the bottles. She stated that along her property, she had installed brush and planted Japanese vines, which did not grow, even after watering. She further stated that in erecting the fence the previous year, it was her understanding that it was okay with the Fire and Building Inspector.

MOTION CARRIED with 6 in favour and 1 against.

Ms. Sale then stated that she did not understand and asked for clarification. Mayor Clarke instructed her to speak with the Bylaw Enforcement Officer.

8.0 ECONOMIC DEVELOPMENT:

8.1 Nova Scotia Drag Racers Association (NSDRA)

It was moved by Councillor Norman and seconded by Councillor Fiske:

THAT the Council of the Region of Queens Municipality enters into fifteen (15) year Agreements with the Nova Scotia Drag Racers Association for the use of South Shore Regional Airport for drag racing events and for the rental of the Region’s airport hangar building, and further that the commencement date of the Agreements will be October 1, 2016.

Richard Lane, Economic Development Officer, provided background for the leases with the Nova Scotia Drag Racers Association (NSDRA). We presently have two five-year lease agreements with them which expire in May 2017. With the new arrangement with the South Shore Flying Club, who maintains and operates the South Shore Regional Airport for a fifteen year term, the intention was to have the NSDRA agreements extended for the same time period.

COUNCILLOR INGLIS LEFT COUNCIL CHAMBERS AT 10:02 A.M.

MOTION CARRIED unanimously.

COUNCILLOR INGLIS RETURNED TO COUNCIL CHAMBERS AT 10:05 A.M.

8.2 Visitor Information Center Update

Mr. Lane provided an update for the Visitor Information Center (VIC) in Liverpool. The Manager has left the position early and has been replaced with a travel counselor until Friday, October 7, 2016, when the VIC would normally close for the season.

Tourism has been up across the province this year, with accommodations, as a whole, up 6%. The South Shore was up 10%. Final stats will become available at the end of season.

The Liverpool VIC was down 1%, but up 1% at the Caledonia VIC. The number of visitors to the South Shore area is up substantially this year compared to last.

Although we do not run Fort Point Lighthouse, the numbers of visitors are up 1% for both July and August this year.

In response to Councillor MacLeod's enquiry as to where the visitors come from, Mr. Lane stated that the stats compiled indicate that the majority of visitors are from Atlantic Canada, Quebec and Ontario. He noted that the numbers of visitors entering via Yarmouth are down from this time last year and visitors travelling via air and road are up.

Councillor MacLeod enquired to the operating hours of the Liverpool VIC. Mr. Lane stated with Penny Lane's presence, after Thanksgiving the VIC building will be open year round with hours of operation Monday to Friday from 10:00 a.m. to 5:00 p.m. and will be open extended hours just prior to Christmas, though may have reduced hours in January and February. There has been some training on VIC functions and WorldHost certification, but there is no expectation for them to run the VIC.

Deputy Mayor Norman asked for clarification if the VIC will be run as a VIC during the off season. Mr. MacLellan stated that the model that was approved for this year was to have a Manager and seasonal staff operating the VIC. Penny Lane was going to be there and we offered training to their supervisors and clients. There was no expectation of them operating the VIC. However, they are there and we thought it would be helpful to do additionally. Our intent is to maintain the model approved. There will be a debrief with council within the next month or so.

9.0 CORPORATE SERVICES:

Councillor Fiske stated that he and Richard MacLellan, CAO, attended a meeting in Bridgewater, which included representatives from five municipalities concerning fire regulations for our fire departments and districts. After hearing from other municipalities he noted how the Region of Queens Municipality and its fire departments work very well together.

10.0 ENGINEERING AND WORKS:

10.1 Trucking of Bulk Salt Tender – PW08-2016/2017

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

THAT the Council of the Region of Queens Municipality approve that Tender PW08-2016/2017 – Trucking of Bulk Salt be awarded to R&T Trucking for the quoted price of \$37.80 per metric tonne, plus HST, for the 2016 / 2017 winter season.

Brad Rowter, Director of Engineering & Works, stated the low bidder provided the service two years ago and provided good service. The second bidder was the service deliverer from last year. The bid was slightly under last year's. All three bidders have provided services and are well known and worked well.

MOTION CARRIED unanimously.

10.2 Town Lake Level Upgrade

Mr. Rowter stated the level is monitored on a daily basis and recorded on a weekly basis. The present level is 1 ½ feet below the overflow and is about one foot lower than this time last year. The level is similar to the last few summers and within a few inches in comparison to 2010, 2011 and 2012. The level in the lake is holding reasonably well and is not at a level that would cause immediate concern for alarm.

In response to Councillor Fiske's enquiry on the Cowie Well water level, Mr. Rowter stated that although last week there was some discoloration, it has cleared up soon after.

Councillor MacLeod asked for an update on the Markland Avenue project. Mr. Rowter stated that all the underground work is completed; this includes water, sewer and storm lines. The temporary water line will be disconnected with water supplied through the new permanent line today. We are continuing to install the catch basins and preparing the road base for gravels with paving in October.

He stated that we normally do water line flushing through the hydrants twice a year, but are planning to suspend flushing it this fall, unless the water level rebounds within the next month or so.

Councillor MacLeod asked for an update on the fire ban. Mayor Clarke stated that in speaking to the Fire Chief in Caledonia on Saturday, the fire hazard is high, but if the weather continues, it may go back to extreme.

Councillor Norman stated that the fire ban information is provided daily on the provincial fire ban website. Mayor Clarke asked Heather Cook, Community Development Coordinator, to provide a link to this on our website.

Mayor Clarke enquired when the Skate Park Tender closed. Mr. Rowter stated the tender closes this Thursday, September 15, 2016 at 2:00 p.m. and will be brought to council shortly. The hope is to have it completed this fall but will be weather dependant.

Once the tenders have been submitted and reviewed, Mayor Clarke stated that a Special Council meeting will be held on Tuesday, September 20, 2016 at 9:00 a.m.

11.0 FINANCE

Mayor Clarke requested that the Director of Finance provide information at the next council on the deed transfer revenues, as they are up significantly from the budget.

12.0 RECREATION AND COMMUNITY FACILITIES:

12.1 Job Description Approval, Director of Recreation

It was moved by Councillor Fralic and seconded by Councillor Fancy:

THAT the Council of the Region of Queens Municipality approve the revised job description for Director of Recreation as per Attachment One of this report.

Councillor Norman enquired to the length of time for the recruitment for this position. Mr. MacLellan stated the job would be posted on Career Beacon and may take a few months to fill the position.

Mayor Clarke stated that this position will provide an opportunity to bring in someone with experience and background with recreation, and provide an opportunity to tie in all areas of Queens.

Councillor MacLeod asked for clarification under Management and Strategic Leadership, who this position will be leading. Mr. MacLellan stated the Queens Place staff, the MPAL position that is presently being recruited and the outdoor pools (seasonal positions).

He stated that this position will work with Council to develop a strategic plan and implement it similarly to the success we've had at QPEC going through strategic exercise. He asked Steve Burns, General Manager QPEC, to provide an update at next council.

MOTION CARRIED with 6 in favour and 1 against.

13.0 PLANNING:

13.1 Sale of Municipal Land – Main Street, Liverpool

It was moved by Councillor MacLeod and seconded by Councillor Inglis:

THAT the Council of the Region of Queens Municipality approve a Purchase and Sale Agreement with George and Sheila Williams for the acquisition of a parcel of land, being a portion of the Main Street right of way, and comprising approximately 3,125 square feet in area, for a purchase price calculated at \$0.54 per square foot.

Mike MacLeod, Planner, provided background for an application to purchase property on Main Street right of way, in front of PID #70017744 and 70017736. In order to facilitate a sale of a portion of the right of way, we have to officially close that portion of road so that it is no longer a right of way.

The closure of land resolution will come before council for approval before it gets recorded at the Registry of Deeds.

MOTION CARRIED unanimously.

13.2 Sale of Municipal Land – King Street, Liverpool

It was moved by Councillor MacLeod and seconded by Councillor Inglis:

THAT the Council of the Region of Queens Municipality approve a Purchase and Sale Agreement with Sandra Allison and Jimmy Jeddry for the acquisition of a parcel of land, being a portion of property identified as PID #70188933, and comprising approximately 1,000 square feet in area, for a purchase price calculated at \$0.54 per square foot.

MOTION CARRIED unanimously.

14.0 QUEENS PLACE EMERA CENTRE:

14.1 Amendments to Policy 78 – Ice Rental Cancellations

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

THAT the Council of the Region of Queens Municipality approve amendments to the current Ice Cancellation Policy #78 which states a minimum of seventy two (72) hours, three (3) cancellation to the requested change of seven (7) days cancellation notice.

Steve Burns, General Manager – QPEC, provided background to the amendments to Policy 78. The change to seven days cancellation notice will allow staff time to fill ice time spots.

Through discussions around the motion as presented, the decision was made to withdraw the motion in favor of a revised version.

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

THAT the motion as presented be withdrawn.

MOTION TO WITHDRAW CARRIED unanimously.

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

THAT the Council of the Region of Queens Municipality approve amendments to the current Ice Cancellation Policy #78 as attached to report.

MOTION CARRIED unanimously.

MAYOR CLARKE TURNED THE CHAIR OVER TO DEPUTY MAYOR NORMAN AT 11:08 A.M.

15.0 REPORTS

15.1 Rural Transit Feasibility Study / Needs Assessment

Mr. MacLellan provided background on the funding to be received from the Nova Scotia Transit Research Incentive Program (NS-TRIP). This feasibility study is fully funded by the province and will allow for research into viability of a transit project.

The Region was the lead applicant for this funding program and study and are partnering with the Queens Care Society, Helping Hands, Queens Community Health Board and North Queens Board of Trade.

Council will be advised on progress.

DEPUTY MAYOR NORMAN TURNED THE CHAIR OVER TO MAYOR CLARKE AT 11:10 A.M.

16.0 OTHER:

16.1 Revision to REN Agreement

It was moved by Councillor Inglis and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality authorize the Mayor to execute a revised Intermunicipal Agreement for the South Shore Regional Enterprises Network that:

- 1. Defers the funding formula review to August 2019; and**
- 2. Migrates the director positions on the Board of Directors to business representatives.**

Councillor Inglis explained the funding formula is a hybrid based on assessment. There are a variety of ways to consider changes to the formula including population based, commercial assessment, etc. but at the present time REN are not in a position to change the formula and the committee has recommended a formal review of the formula in August 2019, which aligns with the provincial funding agreement clause.

The intention of the REN was to be business oriented and Councillors on the committee were there for the development of the policies, etc. and were not meant to be long term active members. We will still have representation through the Liaison and Oversight Committee as Mayor Clarke sits on this committee.

Mayor Clarke stated that there are four elected people on the business committee consisting of two members from Lunenburg County, one from Queens County and one from Shelburne County. Joanne Veinotte is the Business Rep for Queens, with a second business representative for Queens being sought, possibly from North Queens.

Councillor MacLeod enquired if the representatives from the business community will report to Council and update them on REN issues. Mr. MacLellan stated that the governance model is that there is a Board of Directors and a Liaison and Oversight Committee which Mayor Clarke sits on, and he attends as well. We will report to council through Economic Development on any REN developments.

MOTION CARRIED unanimously.

16.2 Partnership with Queens County Museum

It was moved by Councillor Norman and seconded by Councillor Fiske:

THAT the Council of the Region of Queens direct staff to develop an agreement with the Queens County Museum as per the key terms outlined in the discussion section of this report.

Mr. MacLellan stated that in a spring council meeting the Grant Request for the Queens County Museum was reconsidered and as directed, met with the staff and directors of the museum to better understand their needs. It was agreed that the relationship goes beyond the allocation of an annual grant and opportunities for collaboration and partnership have been initiated.

Two projects have been identified:

1. A rotating sports history exhibit at Queens Place Emera Centre, and
2. Showcase exhibit at Town Hall Arts & Cultural Centre to curate an exhibition of the Bowater Collection, which was donated to the museum when the mill closed.

MOTION CARRIED unanimously.

17.0 IN-CAMERA ITEMS

It was moved by Councillor Inglis and seconded by Councillor Fralic that the proceedings go "In-Camera" at 11:28 a.m. to discuss the following:

- 17.1 Contract Negotiations, MGA 22(2) e
- 17.2 Personnel Matter, MGA 22(2)c
- 17.3 Contract Negotiations, MGA 22(2)e
- 17.4 Contract Negotiations, MGA 22(2)e
- 17.5 Contract Negotiations, MGA 22(2)e

MOTION CARRIED unanimously.

COUNCIL RECESSED UNTIL 12:50 P.M.

It was moved by Councillor Norman and seconded by Councillor Fiske that the proceedings come out of "In-Camera" at 1:55 p.m.

MOTION CARRIED unanimously.

17.4 Courthouse / Queens Day Care Society Lease

It was moved by Councillor Fralic and seconded by Councillor MacLeod:


THAT the Council of the Region of Queens Municipality approve the negotiation of a lease for the Courthouse, 137 Church Street, Liverpool, PID #70023510, with the Queens Day Care Society until June 30, 2017 for \$1 a month,

AND FURTHERMORE that they will be responsible for monthly utility costs.

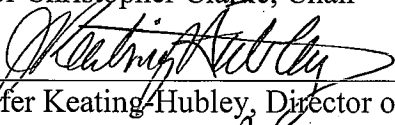
MOTION CARRIED unanimously.

18.0 ADJOURNMENT

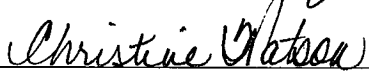
There being no further business, the meeting adjourned at 2:05 p.m.



Mayor Christopher Clarke, Chair



Jennifer Keating Hubley, Director of Finance



Christine Watson, Recording / Management Secretary

Date Approved: September 27, 2016

Region of Queens Municipality
Council Meeting Presentation
September 13 2016

Your Worship, Honorable councilors, Region of Queens staff, members of the public and media. My name is Pierre Losier, resident of this county and owner/operator of DATZAWRAP food truck. My purpose here today is to present to you some counter points to comments made to council on June 14 2016, my views on the benefits of food trucks in Queens County and their involvement in our future.

“Unethical”, “banned”, “unregulated”; these are some of the negative terms used to describe the arrival of food trucks to Liverpool. These words were uttered by some well established brick and mortar businesses and even a new start-up. But maybe I shouldn't be surprised since “poultry”, I mean, “birds of a feather flock together”. Now such comments may have been retracted following social media backlash but they are not forgotten and more importantly, they underscore the true attitude of these businesses towards competition with a leaner more effective business model.

They claim we operate mostly unregulated, however, we must acquire the same provincial food establishment permit as they do. And although some by-laws may require minor revisions, many of the by-laws cited in the June 14 2016 presentation were taken completely out of context. I, as a food truck vendor, have always worked in collaboration with the Region of Queens through the by-law official to provide a safe, legal, vending operation.

These brick and mortar owners lament that they pay high commercial taxes, but what they fail to mention is that commercial property tax, unlike each and everyone's residential tax, is fully deductible as an operating expense. Furthermore, Kitchen and Slack's 2014 report titled MUNICIPAL PROPERTY TAXATION IN NOVA SCOTIA indicates that these businesses in Queens County benefit from one of the lowest taxation rates in the province. Oh, and by the way, food truck vendors pay a fare amount of fuel tax although it is deductible.

On the subject of the use of public parking and facilities on the waterfront, let us be clear that obtaining a vending permit does not guarantee, reserve or “rent” a spot for a food truck to operate but rather it provides an agreed upon allowance by the municipality for us to do business in an otherwise unoccupied and underutilized location.

As for the surrounding public utilities such as washrooms and parks, they are there and available for use by everyone with or without the presence of food vendors. And if we happen to attract more people downtown and they use these facilities, isn't that a good thing?

But let's talk about something more positive, and that's what a food truck industry can bring to Queens County. Contrary to what certain individuals might think or say, food trucks compliment existing brick and mortar eating establishments. They provide more

choice to the consumer. Their popularity has grown tremendously in larger urban areas. They are even the subject of reality TV shows. In fact, just this past summer, Global Television in Halifax featured a number of local food truck vendors on their "Food Truck Friday" segments. And now that "vibe" is resonating out of the city. There's been successful food truck rallies in Hubbards, Lunenburg and just last weekend in Bridgewater at its second Fresh Air Food Truck festival.

Let's catch that wave folks!

Because of their mobile business model, food trucks can become a community's ambassador, showcasing other local businesses by incorporating their products into the foods that they offer; think of the micro-breweries, growers of produce, meat farmers and baked goods and so on. And if you dare to believe it, a food truck can even literally become a vehicle for growth, an opportunity for a forward thinking brick and mortar restaurant to branch out.

Now, I will agree that the current vending permit fee can be considered nominal but I would ask this: What incremental costs, if any, are incurred by the municipality by having food trucks operate on public property?

And if the fee is increased, what value will I get in return for these additional dollars?

A food truck park?

Access to water and power?

Will access without exception be granted to the property of the publicly owned Queens Place Emera Center?

Will revisions to the vending by-laws and fees impact ALL individual and group vendors proportionally?

And what effect will fee increases have on attracting or retaining vendors to our successful Privateer Days?

There is much to consider.

In order to grow, you must have a vision of your path forward. And yes, sometimes you have to think outside the box and dream big! I see great opportunities for the vast open public properties on the downtown waterfront. Picture this: At the old Legion site, a food vending, slash, farmer's market courtyard encircling a multi-seasonal shelter where people can gather to enjoy their newly purchased treats.

To your right, adjacent to Centennial Park, an aquatic splash pad like Shelburne's new Graham's Park in combination with a riverside salt water pool similar to Chester's Lido Pool.

And to your left, in the east corner of Privateer Park, envisage a sunken shell-shaped outdoor amphitheater looking out onto the park where visitors can enjoy music, theater productions and movies.

Such a multi-faceted facility can definitely host events like our Privateer Days.

I did say you had to go big, and yes, I know this will take money, but "Rome was not built in a day" and such a project can definitely be phased in.

It is this community's choice to pull the lid down, and remain "inside the box" or chance prosperity.

Before I conclude, I would like to take this opportunity to thank all of those individuals and businesses who have expressed support for food trucks in Queens County and all the patrons who enjoy DATZAWRAP and encourage me to continue my venture.

I appreciate your attention and I am happy to submit a copy of this presentation for council records. The public and media groups can view a copy of my presentation on DatzaWrap's Facebook page.

Pierre Losier
Owner/Operator
DATZAWRAP Food Trailer Concession Services

In Camera Recommendation Report: Job Description Approval, Director of Recreation

Submitted by: Richard MacLellan, Chief Administrative Officer

Origin: The existing Director of Recreation retired August 31, 2016

Legislative Authority: Personnel Policy 4, Job Descriptions

Recommendation: *It is recommended that the Council of the Region of Queens Municipality approve the revised job description for Director of Recreation as per attachment one of this report.*

Background: The former Director of Recreation retired August 31, 2016. As a result staff have reviewed the vacancy and job description to create this recommendation.

Discussion: The revised job description is shown in Attachment One of this report and the marked up version / changes in Attachment Two. Changes to the Job Description include:

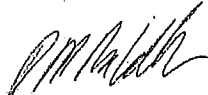
- Queens Place Emera Centre operations reporting to the Director of Recreation
- Revised Salary Level, increased from level 15 to level 21 recognizing:
 - The increased accountabilities and responsibilities, particularly with respect to strategic direction and budget responsibility; And,
 - Ensuring compensation is progressive from direct reports (the General Manager, QPEC is level 20)

Following approval of this Job Description, the recruitment process will commence.

Financial Implications: The new salary will increase the wage model for 2017 / 2018. The salary for remaining 2016 / 2017 will be funded from current vacancy savings.

Report Author: Richard MacLellan

CAO Approval:



Region of Queens Municipality

Position Guide and Job Description

DIRECTOR OF RECREATION

General Accountability

The Director of Recreation shall be responsible to the Chief Administrative Officer for the leadership of all Recreation Services delivered by the Region of Queens Municipality.

General Duties and Responsibilities

Management & Strategic Leadership

- Development of regional recreational planning, strategy, policy, programming, and service delivery;
- Acts as the senior subject matter expert on behalf of the municipality on recreational matters;
- Provides leadership to all municipal staff providing recreational programming and service delivery. Direct reports include Queens Place Emera Centre Management team and Regional Recreation Supervisory Staff;
- Provides policy, programming, and investment advice to The Council of the Region of Queens
- Accountable for hiring, performance management, and other staffing and personnel activities in Recreation

Programming, Partnerships, & Operations

- Develops, approves, and promotes Regional Recreation Programming and Catalogues;
- Develops a program and strategy, and builds relationships, to foster community led recreational offerings through a community development model
- Administers the Region Recreation Grants program, including providing advice to Council;
- Responsible for the strategic implementation of the Region of Queens Physical Activity Strategy;
- Develops and maintains partnerships with community stakeholders;
- Represents the municipality on boards, committees, and to the public.

Financial and Management Reporting

- Responsible for the development of annual operating and multi-year capital project budgets;
- Accountable for the reporting of progress on Council Priorities, budget management and reporting;
- Develops and administers a measurement and reporting process for Recreation
- Responsible for the development of funding applications and non-municipal funding solutions for recreation program and infrastructure

Health & Safety

- Accountable for the development and maintenance of safety programs and regulatory compliance with respect to Recreation facilities and programs;
- Ensures Recreation staff are training in applicable Health & Safety regulations, policies, procedures, and protocols;

Qualifications:

- Bachelors Degree in Recreation Management
- A minimum of four years of supervisory experience in Recreation, with at least two at a management level

Salary: Salary Level 21, \$68,164.70 to \$82,855.17

Approved by Council: August 23, 2016

Recommendation Report: Amendments to Policy 78 - Ice Rental Cancellations

Submitted By: Steve Burns, General Manager, Queens Place Emera Centre

Origin: Policy Number 78, Queens Place Ice Rental Cancellations
as approved by Council February 20, 2012

Legislative Authority: Municipal Government Act, Powers of Municipality regarding property

Recommendation:

That the Council of the Region of Queens Municipality approve amendments to the current Ice Cancellation Policy #78 which states a minimum of seventy two (72) hours, three (3) days cancellation to the requested change of seven (7) days cancellation notice.

Background:

In an effort to maximize arena usage and revenue we request , and often require, seven (7) days notice of cancellation of arena booking. Three (3) days notice is not sufficient time to seek an alternate renter of arena.

Often, groups requiring additional ice time, inquire a week, or more, in advance, not a day or two before . Three (3) days notice is not sufficient as these groups have made other arrangements at other facilities or are no longer able to schedule on short notice which has resulted in lost bookings.

Organizations book blocks of ice which is held annually and are scheduled for the entire season. If a group or team cancels within the current guidelines of three (3) days it often results in an empty arena and loss of revenue.

Having an empty arena and ice available for rental during peak season is unacceptable when so many groups/teams are looking for additional ice. Seven (7) days vs three (3) days will result in more time allotted to seek an alternate renter.

Discussion:

That the Council of The Region of Queens Municipality accept the proposed changes to Policy Number 78 Ice Rental Cancellations, including but not limited to, a seven (7) day cancellation policy and furthermore, that the Council of The Region of Queens Municipality include a clause which states that failure to advise of cancellation will result in the user being charged full rental rate, as per clause 78.08 attached.

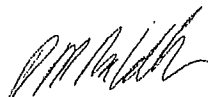
Financial Implications: No implications to the current budget

Alternatives:

That the Council of the Region of Queens Municipality deny the seven (7) day cancellation request and proposed amendments to Policy Number 78 and leave as is which may result in some prime time ice not being rented thus a loss in revenue and/ or activity.

Report Author: Steve Burns, GM

CAO Approval:



GENERAL STATEMENT OF POLICY

78.01 It shall be the policy of the Region of Queens Municipality to provide guidelines when users cancel scheduled hourly ice rentals at Queens Place Emera Centre.

ALLOCATION OF RESPONSIBILITIES

General Manager of Queens Place

78.02 To ensure this policy is followed consistently with the procedure as outlined below.

Customer Service Representatives

78.03 To advise the ~~General Manager or Program Coordinator~~ Administrative Manager of any cancellations.

POLICY PROCEDURES

78.04 Cancellations for hourly ice rentals must be received a minimum of ~~seventy two (72) hours~~ seven (7) days prior to the scheduled use.

78.05 If the user fails to provide a the minimum of ~~seventy two (72) hours~~ notice **required** prior to the scheduled use, the user will be charged fifty percent (50%) of their hourly rental rate multiplied by the total number of hours of scheduled use to be cancelled.

78.06 Cancellations can be made by phone ~~fax~~ or e-mail by contacting the Customer Service Representatives of Queens Place **Emera Centre**. Any form of notification must be received within the ~~seventy two (72) hours cancellation deadline~~ **guidelines as specified in 78.04.**

78.07 Cancellations that are not received a ~~minimum of seventy two (72) hours prior to the scheduled use~~ **within the guidelines of 78.04** will be invoiced. If the user fails to pay the invoiced amount in full for the cancelled rental then the user will not be permitted to schedule rentals until payment is received in full.

78.08 **If the user fails to show or advise of cancellation, the user will be charged the hourly rental rate multiplied by the total number of hours scheduled. If the user fails to pay the invoiced amount in full for the cancelled rental then the user will not be permitted to schedule rentals until payment is received in full.**

POLICY EXCEPTIONS

78.08 Users will not be charged for cancellations when Queens Place **Emera Centre** is closed, when extraordinary circumstances occur beyond the control of the Renter, or at the discretion of the General Manager or **designate** of Queens Place **Emera Centre**.

Approved by Council: ~~February 20, 2012~~

Recommendation Report: Partnership with Queens County Museum

Submitted by: Richard MacLellan, Chief Administrative Officer

Origin: Council Agenda Item 16.1, June 28, 2016

Legislative Authority: Municipal Government Act, Power to expend money, (k) recreational programs

Recommendation: *It is recommended that the Council of the Region of Queens direct staff to develop an agreement with the Queens County Museum as per the key terms outlined in the discussion section of this report.*

Background:

At the June 28, 2016 meeting of Council, the Grant request for the Queens County Museum was reconsidered. As part of the preceding direction from Council, staff met with the Queens County Museum staff and directors to better understand their needs and collaborative opportunities. As part of the report to Council respecting the reconsideration for the grant, the following was identified in the staff report:

Future Opportunity - Development of Museum Exhibits in Region Buildings: Follow up discussions with staff and board members of the Queens County Museum have been constructive. It is agreed that the relationship between the Queens County Museum and the Region of Queens Municipality goes beyond the allocation of an annual grant from a competitive and oversubscribed program. As such, opportunities for collaboration and partnership have been initiated. A longer term opportunity has been identified to use some of the space in Region buildings to exhibit Queens County Museum artifacts. Two particular projects have been identified which are currently in development / exploration / consideration:

1. *A sports history exhibit at Queens Place Emera Centre that would rotate quarterly; And,*
2. *A showcase exhibit at Town Hall Arts and Cultural Centre. It has been proposed that in May and June of 2017 that the Queens County Museum could work with the Region of Queens to curate an exhibition of the Bowater Collection.*

This opportunity to develop a partnership and community exhibits will help maximize objectives of the Museum and the opportunities of the unused space at municipal facilities, enhancing value of our municipal space, and creating cultural and economic positive outcomes. The costs for these potential projects are not developed as of yet, and there would be costs to the Region of Queens associated with these projects. That work will be further developed and brought to council for consideration.

Discussion:

Key terms of proposed agreement between Region of Queens Municipality and Queens County Museum

Background	During 2016, Queens County Museum and Region of Queens Municipality staff explored opportunities to improve collaboration. It was identified that the Region of Queens Municipality has space that it is looking for programming, attraction, and other usage solutions for. It was also identified that the Queens County Museum has many artifacts that it does not have space to exhibit. The drivers for the exploration of mutual opportunities are economic development in the Region, and development of cultural and recreational opportunities for residents and visitors.
Scope	Discussions revealed two opportunities: A rotating sports exhibit at Queens Place Emera Centre that would be housed in a constructed display cabinet and an annual month long exhibit at Town Hall Arts & Cultural Centre, starting with a Bowater exhibit in Spring 2017.
Sports exhibit overview	There is a rich sporting history in Queens. The Museum has a substantial collection of a number of sports history memorabilia and would start with a hockey history exhibit, and

	then rotate a baseball, basketball, and boxing exhibit.
2017 Bowater exhibit overview	2017 will mark five years since the closure of the former Bowater Mill. The Queens County Museum has a lot of artifacts that are available for exhibit, including bird carvings and the full set of the Mersey Quarterly. This exhibit will also create a lot of volunteer and community participation opportunities.
Project responsibilities	Under the proposed collaboration, The Region of Queens Municipality will construct the display cases at Queens Place Emera Centre and provide annual funding to the Queens County Museum for the time required to properly plan, prepare, and curate the exhibits: \$5,000 annually. The Queens Council Museum will develop the exhibits, solicit community participation opportunities or contributions, and curate the projects. There will also be opportunities for volunteer roles, sponsorship, and community participation.
Cost	It is estimated the internal cost to construct the display exhibits will be a one time cost of approximately \$2,500. The cost for project curation will be \$5,000 annually. There is opportunity for sponsorship of both projects which may reduce the financial burden to the municipality.
Duration	It is proposed that the Memorandum of Understanding be reviewed annually, and that the collaboration have a target of renewal after three years.

Financial Implications: The cost to construct the cabinets will be allocated within the existing 2016 / 2017 operating budget envelope. The \$5,000 funding, less sponsorship revenues, will be a budget item for future budget years.

Report Author: Richard MacLellan

CAO Approval:

