



Response to Applicant - Full Disclosure
Form 4A

May 3, 2022

Dear [REDACTED]

Re: Your request for access to information under Part II of the **Access to Information and Protection of Privacy Act, 2015** [Our File # 2022-05]

On March 7, 2022, the Town of Paradise received your request for access to the following records/information:

1. *Please provide the revenue & expenses for Recreation by code for 2020 & 2021.*
2. *Please provide the amount of overtime spent by department for 2020 & 2021.*
3. *Please provide the number of staff (management & union) hired in 2020 & 2021 – their job title, salary, & the Step they are in.*
4. *Please provide the number of management & their job titles. Also, the number of union employees & their job titles on staff for 2020 & 2021.*
5. *Please provide an explanation for choosing BDO Canada LLP Auditors for \$83,950.00 over Coombs and Association Pro Corp. for \$73,025.00 which is costing the taxpayers of paradise 11 million dollars more.*
6. *Please provide a list of all new vehicles & equipment purchased in 2020 & 2021- type, purchase price & for which department.*
7. *Please provide the cost of the rink & the amount spent on the ice rink at the ballpark on Milton Road*
8. *Please provide the cost spent on lift station #10 on Topsail Rd / Horace Cove Line in 2020, 2021 & 2022 to date. & sewage pumping & staff overtime.*
9. *Please provide a new Step range for management (5 steps) & the union (3 steps)*
10. *Please provide the number of house construction permits for 2019, 2020, & 2021. Also, what happened to the \$2,500 for each house constructed in 2019, 2020, & 2021.*
11. *Please provide a job description for the new director of Infrastructure after the Public Works portion of the position was removed.*
12. *Please provide & updated water & sewer priority list with priority #, street status, length (m), # of houses. Please indicate the streets completed & the streets left to be completed with the capital cost to complete each street.*

I am pleased to inform you that a decision has been made by the ATIPP Coordinator for the Town of Paradise to provide access to the requested information.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Access to Information and Protection of Privacy Act, 2015 (the Act). The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

If you have any further questions, please feel free to contact me by telephone or by email.

Terrilynn Smith
ATIPP Coordinator

1. Please provide the revenue & expenses for Recreation by code for 2020 & 2021.

Notes:

- Recreation revenue and expenses by code for 2020 previously provided
- Information for 2021 recreation revenue and expenses below are subject to change.

**Town of Paradise
2021 Recreation Expenses**

Account	Description	Net
6701-6005	Salaries- Recreation Admi	\$ 497,656.24
6702-6005	Benefits- Recreation Admi	\$ 90,397.48
6705-6005	Staff Clothing	-\$ 29.57
6709-6005	Salaries- Parks & Trails	\$ 345,267.66
6710-6005	Benefits- Parks & Trails	\$ 47,084.79
6715-6010	Youth Center - Programs	\$ 5,115.77
6716-6010	Youth Center - Supplies	\$ 159.56
6717-6010	Program Costs - CFS	\$ 13,774.09
6719-6010	Fitness Programming	\$ 24,771.96
6720-6010	Heat & light utility	\$ 190,115.55
6722-6010	Maintenance & repairs	\$ 61,386.91
6724-6010	Cleaning- RPYCC	\$ 169,669.77
6726-6010	Misc. expenses	\$ 33.35
6727-6010	Salaries- RPYCC	\$ 339,586.14
6728-6010	Benefits- RPYCC	\$ 44,558.47
6730-6015	Heat & light utility	\$ 4,464.72
6731-6015	Maintenance & repairs	\$ 16,504.90
6732-6015	Cleaning- St. Thomas Comm	\$ 6,174.61
6740-6020	Heat & light utility	\$ 5,998.31
6741-6020	Maintenance & repairs	\$ 2,138.08
6742-6020	Phone\security lines	\$ 140.63
6743-6020	Cleaning- Milton Rd Clubh	\$ 5,005.68
6744-6013	Concession Building Heat	\$ 9,257.87
6745-6013	Cleaning-Concession Build	\$ 9,276.24
6746-6013	Courts and Parks - Paradi	\$ 22,242.18
6747-6013	Splash Pad Maintenance	\$ 496.82
6748-6013	Turf Maintenance	\$ 3,843.45
6749-6013	Gazebo, Trail and Ameniti	\$ 40.44
6750-6025	Milton Road softball fiel	-\$ 16.68
6751-6025	Milton Road softball fiel	\$ 417.15
6752-6025	Milton Road softball fiel	\$ 9,369.22
6755-6025	Milton Road ballfiled mis	\$ 149.72
6758-6030	Dianne Whealn soccer hut	\$ 6,343.83
6759-6030	Dianne Whealn soccer hut	\$ 3,703.29
6760-6030	Dianne Whelan soccer hut	\$ 78.21
6761-6030	Cleaning- Dianne Whelan s	\$ 5,005.68
6763-6030	Dianne Whelan upper socce	\$ 65,295.00
6764-6030	Dianne Whelan Soccer Fiel	\$ 5,092.95
6765-6032	Peter Barry Duff - Heat a	\$ 7,898.94
6766-6032	Peter Darry Duff - Repair	\$ 13,168.07
6767-6032	Peter Barry Duff - Phones	\$ 78.21
6768-6032	Cleaning-Peter Barry Duff	\$ 7,612.93
6771-6035	Duff Park expenses	\$ 17,505.70
6772-6035	Trails maintenance	\$ 13,896.83
6776-6035	Playground maintenance	\$ 32,321.03
6777-6035	Equipment rentals	\$ 3,652.55
6783-6035	Protective clothing	\$ 4,141.06
6784-6035	Town Beautification	\$ 12,518.48
6790-6014	Salaries- Arena	\$ 462,644.84
6791-6014	Benefits- Arena	\$ 71,067.11

6792-6014	Heat & Light - Arena	\$	84,569.51
6793-6014	Building Maintenance - Ar	\$	138,072.79
6794-6014	Cleaning - Arena- Paradis	\$	162,000.00
6795-6014	Maintenance Contracts - A	\$	36,344.43
6796-6014	Ice Maintenance Supplies	\$	30,474.73
6801-6040	Salaries- Day Camp	\$	119,402.66
6802-6040	Benefits- Day Camp	\$	11,668.37
6805-6040	Day Camp supplies	\$	1,248.97
6811-6040	Salaries- Other Summer Pr	\$	121,265.65
6812-6040	Benefits- Other Summer Pr	\$	16,298.27
6821-6045	Winter Carnival	\$	10,548.62
6822-6045	Awards Program	\$	4,157.87
6823-6045	Christmas Festival	\$	5,807.78
6824-6045	Annual Events	\$	10,403.06
6825-6045	Community Initiatives	\$	14,068.08
6826-6045	Canada Day Celebrations	\$	6,932.07
6827-6045	Miscellaneous Events	\$	113.36
6828-6045	Salaries- Special Events	\$	59,868.64
6829-6045	Benefits- Special Events	\$	8,190.22
6840-6055	Salaries- Recreation Prog	\$	3,131.94
6841-6055	Benefits- Recreation Prog	\$	2,963.32
			<u>\$ 3,504,606.56</u>

2021 Recreation Revenue

2021 Recreation Revenue	Account	Recreation Revenue
Arena Ice Rental Revenue	5306-0000	\$418,117.30
Diane Whalen Soccer revenue	5315-0000	\$1,500.00
Milton Rd. Ballpark revenue	5310-0000	\$6,325.00
RPY Center revenue	5300-0000	\$24,525.23
Programming	5302-0000	\$12,332.74
Peter Barry Duff Revenue	5312-0000	\$250.00
St. Thomas Hall Revenue	5309-0000	\$3,631.25
After School & Easter Programs	5303-0000	\$44,943.45
Summer Program gen revenue	5320-0000	\$58,325.00
Fitness Centre	5301-0000	\$43,914.26
Commission Sales - Arena	5305-0000	\$5,244.29
Sponsorships - Arena	5308-0000	\$2,582.31
Community Skate	5304-0000	\$17,048.70
Special Events	5332-0000	\$6,020.00
Other Arena Rental Revenue	5307-0000	\$17,800.00
50th Anniversary	5337-0000	\$515.00
Total Revenue		\$663,074.52

2. Please provide the amount of overtime spent by department for 2020 & 2021.

Overtime by Department - Total		
Department	2020	2021
Corporate Services	\$5,201.46	\$4,273.42
Infrastructure & Public Works	\$216,860.57	\$152,391.96
Planning & Protective Services	\$14,799.24	\$16,899.49
Recreation & Community Services	\$73,022.64	\$80,539.62
Total	\$309,883.91	\$254,104.49

3. Please provide the number of staff (management & union) hired in 2020 & 2021 – their job title, salary, & the Step they are in.

Union			
Position	Step	Year Hired	Salary
Accounting Clerk	1	2021	\$43,687.85
Equipment Operator	2	2020	\$56,507.51
Equipment Operator	2	2021	\$56,507.51
Equipment Operator	1	2021	\$50,228.90
Equipment Operator	1	2021	\$50,228.90
Equipment Operator	1	2021	\$50,228.90
Equipment Operator	1	2021	\$50,228.90
Mechanic	2	2021	\$64,678.31
Municipal Enforcement Officer	3	2020	\$65,167.90
Receptionist - Clerk Typist	1	2021	\$37,983.73
Receptionist - Clerk Typist	1	2021	\$37,983.73
Recreation Labourer	1	2021	\$45,335.98
Recreation Labourer	2	2021	\$51,002.98
Recreation Labourer	1	2021	\$45,335.98
Recreation Technician	2	2020	\$44,529.19
Recreation Technician	1	2020	\$39,581.51
Recreation Worker	1	2020	\$37,173.27
Recreation Worker	1	2021	\$37,173.27
Recreation Worker	1	2021	\$37,173.27
Rink Attendant/Labourer	1	2021	\$45,335.98
Rink Attendant/Labourer	1	2021	\$45,335.98
Water and Sewer - Level 2	2	2020	\$57,102.96
Non bargaining			
Asset Management Coordinator	2	2020	\$69,678.42
Foreperson, Field Services	1	2021	\$74,340.70
Procurement Specialist	2	2020	\$56,104.70
Recreation Supervisor	2	2020	\$69,678.42
Recreation Manager	5	2020	\$103,539.88
Arena Supervisor	3	2020	\$73,777.15
Human Resources Officer	5	2020	\$81,974.61
Communications Assistant	1	2020	\$66,005.53

4. Please provide the number of management & their job titles. Also, the number of union employees & their job titles on staff for 2020 & 2021.

Union	
Classification	Start 2020 & 2021
Accounting Clerk	
Accounting Clerk	
Accounting Clerk	
Accounting Clerk	2021
Administrative Assistant	
Administrative Assistant	
Administrative Assistant	
Administrative Assistant	
Administrative Assistant	
Administrative Assistant	
Building Inspector	
Building Inspector	
Development Technician	
Engineering Technician	
Engineering Technician	
Equipment Operator	
Equipment Operator	
Equipment Operator	
Equipment Operator	
Equipment Operator	
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Equipment Operator	
Equipment Operator	2020
Equipment Operator	2021
Equipment Operator	2021
Equipment Operator	2021

Equipment Operator	2021
Equipment Operator	2021
Fitness Attendant	
Inv Control Co-Ordinator	
IPW Co-Ordinator	
Labourer	
Labourer	
Labourer	
Labourer	
Labourer	
Labourer	
Mechanic	
Mechanic	
Mechanic	2021
Municipal Enforcement Officer	
Municipal Enforcement Officer	
Municipal Enforcement Officer	2020
Municipal Enforcement Officer	
Planner	
Planning Technician	
Policy and Research Officer	
Receptionist - Clerk Typist	
Receptionist - Clerk Typist	
Receptionist - Clerk Typist	
Receptionist - Clerk Typist	2021
Receptionist - Clerk Typist	2021
Records Management Clerk	
Recreation Labourer	
Recreation Labourer	
Recreation Labourer	
Recreation Labourer	
Recreation Labourer	2021
Recreation Labourer	2021
Recreation Labourer	
Recreation Labourer	2021
Recreation Technician	
Recreation Technician	2020
Recreation Technician	2020
Recreation Worker	
Recreation Worker	
Recreation Worker	
Recreation Worker	
Recreation Worker	
Recreation Worker	
Recreation Worker	
Recreation Worker	2020
Recreation Worker	2021

Recreation Worker	2021
Refrigerator Operator	
Refuse Collector	
Refuse Collector	
Refuse Collector	
Refuse Collector	
Refuse Collector	
Rink Attendant/Labourer	
Rink Attendant/Labourer	
Rink Attendant/Labourer	
Rink Attendant/Labourer	
Rink Attendant/Labourer	
Rink Attendant/Labourer	2021
Rink Attendant/Labourer	2021
Senior Building Inspector	
Water and Sewer - Level 2	
Water and Sewer - Level 2	
Water and Sewer - Level 2	
Water and Sewer - Level 2	2020
Water and Sewer - Level 3	
Water and Sewer - Level 3	
Non-barganing	
Recreation Manager	
Foreperson, MEO	
Manager, Finance	
Arena Supervisor	
Manager, Engineering Services	
Manager, Development	
Foreperson, Operations	
Human Resources Officer	
Director, RCS	
Engineer	
Asset Management Coordinator	2020
Director, PPS	
Foreperson, Field Services	2021
Human Resources Officer	
Finance Supervisor	
Safety & Training Coordinator	
Manager, Communications	
Foreperson, Field Services	
Arena Supervisor	
Network Administrator	
Director, IE	
Recreation Supervisor	
Foreperson - Project Resource	
Foreperson, Field Services	
Chief Administrative Officer	

Manager, Human Resources	
Economic Development Officer	
Manager, Procurement&Risk Mgmt	
Administrative Assistant Mgmt	
Administrative Assistant Mgmt	
Director, Corporate Services	
Facilities Manager	
Procurement Specialist	2020
Recreation Supervisor	2020
Director, Public Works	
Foreperson, Field Services	

5. Please provide an explanation for choosing BDO Canada LLP Auditors for \$83,950.00 over Coombs and Association Pro Corp. for \$73,025.00 which is costing the taxpayers of paradise 11 million dollars more.

The Town issued a request for proposals for required 2021 and 2022 financial and gas tax auditing services which closed on December 10, 2021. Five proposals were received and evaluated. Proposals were scored out of 100, with the technical component comprising 75 points and the financial component making up the remaining 25 points. Among other things, technical merits considered include expertise of candidates and their past experience completing work for municipal governments. BDO Canada LLP ranked the highest following evaluation. Please note that the figure referenced in the question regarding cost discrepancy (i.e., 11 million dollars) is incorrect.

6. Please provide a list of all new vehicles & equipment purchased in 2020 & 2021 - type, purchase price & for which department.

Description	Budget	Received	Actual	Department (s) - Use
5 Zero Degree Lawn Mowers	\$48,500.00	Yes	\$41,963.00	Recreation / Public Works
2 - Small 5x10 utility trailers	\$7,500.00	Yes	\$7,369.00	Recreation / Public Works
Quad with Tracks and Blade	\$23,000.00	Yes	\$21,920.00	Recreation / Public Works
1 Cone Spreader	\$1,000.00	Yes	\$1,200.00	Recreation / Public Works
3" Wood Mulcher	\$7,500.00	Yes	\$7,256.50	Recreation / Public Works
2 ATV/UTV Utility Trailers	\$1,500.00	Yes	\$1,584.70	Recreation / Public Works
Walk Behind Lawn Aerator	\$4,500.00	Yes	\$4,151.00	Recreation / Public Works
Field Groomer	\$1,500.00	Yes	\$4,370.00	Recreation / Public Works
Lawn Rototiller	\$0.00	Cancelled		Recreation / Public Works
Total	\$95,000.00		\$89,814.20	

Description	Budget	Received	Actual	Department (s) - Use
Razor 18' Snowclearing blade	\$17,000.00	Yes	\$15,809.00	Public Works
Loader Lease (\$8K each /month x 3) - 5 Mnt	\$24,000.00	Carry Forward	\$0.00	Public Works
Sandblast & Paint Equipment	\$15,000.00	Yes	\$10,000.00	Public Works
Small Pickups (6)	\$240,000.00	Carry Forward	\$227,513.00	Public Works
3500 Series FlatBed Truck	\$75,000.00	Carry Forward	\$49,800.00	Public Works
Sidewalk Blower with Attachments	\$160,000.00	Carry Forward	\$206,885.00	Public Works
Tandem with Snowclearing Attachments	\$350,000.00	Carry Forward	\$318,748.00	Public Works
3 - Refuse Truck Replacement	\$1,260,000.00	Carry Forward	\$1,202,152.00	Public Works
Tailgate Lift (2)	\$12,000.00	Yes	\$9,775.00	Public Works
Front Blade for Pickup	\$7,500.00	Yes	\$10,889.00	Public Works
Salter for Pickup	\$7,500.00	Yes	\$10,350.00	Public Works
Park Benches and Bins	\$15,000.00	Carry Forward	\$11,000.00	Recreation / Public Works
Green Footprint	\$40,000.00	Carry Forward	\$40,000.00	Recreation / Public Works
In Ground Picnic Tables	\$15,000.00	Carry Forward	\$14,800.00	Recreation / Public Works
Total	\$2,238,000.00		\$2,127,721.00	

Total Amount of funds to be carried forward

\$2,070,898.00

Note: Carry Forward refers to equipment purchased in 2020 and 2021 but not yet received due to supply chain issues as a result of the Pandemic.

7. Please provide the cost of the rink & the amount spent on overtime at the ballpark on Milton Road and how much overtime (cost originally, and on overtime)

The rinks were constructed with 2x6 lumber and braced with 2x4 lumber the base was a 60 x 100 ft ice rink tarp. The construction was completed by Public Works staff and the building of the ice was done by Recreation staff. Recreation staff used a fire hose to flood the rink when weather conditions were suitable for making ice (below -2 degrees Celsius). Note: The lumber can be used again if arena reconstructed in the future.

Outdoor Rink Cost Breakdown	UNITS	COST
Lumber 2x6	660 linear feet	\$1,800
Lumber 2x4	200 linear feet	\$340
User guidelines signs	4	\$180
Screws	1 box	\$45
Tarps	2	\$800
Public works Labour (regular work hours)	100hrs @ 27 per/hr	\$2,700
Public Works OT	2 hrs @ 40.50 per/hr	\$81
Recreation Labour (regular work hours)	300hrs @ 27 per/hr	\$8,100
Recreation OT	24 hrs @ 40.50 per/hr	\$972
Total		\$15,018

8. Please provide the cost spent on lift station #10 on Topsail Rd / Horace Cove Line in 2020, 2021 & 2022 to date. & sewage pumping & staff overtime.

January 19, 2020

Lift station 10 repairs 2020 to current

Note: No overtime recorded specifically for referenced task

- During weather event ("Snowmagedon") – Fairview Investments were contracted to carry out required repairs at a cost of = \$13,800 HST Incl.
- Terrapure Truck Rental = \$11,577
- Capital Environmental = \$18,809 + \$9,866
- Hi-Vis traffic control = \$8,041

• Total = \$62,093 HST Incl. (this was submitted under the disaster relief fund).

November 6, 2021

- Capital Environmental = \$11,237 HST Incl.
- Pardys Waste Management = \$19,615 HST incl.

February 20, 2022

- Capital Environmental = \$17496 HST Incl.
- Pardys Waste Management = \$34372 HST incl.

#9. STEP Scales

Union Salary Scale @ July 1, 2021 to June 30, 2022			
Classification	Step 1	Step 2	Step 3
Accountant	46,142.40	51,910.20	57,678.00
Accounting Clerk	43,687.85	49,148.83	54,609.81
Administrative Assistant	40,878.25	45,988.03	51,097.81
Building Inspector	53,742.75	60,460.59	67,178.43
Development Technician	52,085.80	58,596.52	65,107.25
Engineering Technician	52,934.86	59,551.71	66,168.57
Equipment Operator	50,228.90	56,507.51	62,786.12
Fitness Attendant	37,173.27	41,819.93	46,466.59
Inventory Control Co-Ordinator	51,763.82	58,234.30	64,704.77
Labourer	45,335.98	51,002.98	56,669.97
Mechanic	57,491.84	64,678.31	71,864.79
Municipal Enforcement Officer	52,134.32	58,651.10	65,167.90
Planner	60,145.94	67,664.19	75,182.43
Planning Technician	53,042.92	59,673.28	66,303.65
Policy and Research Officer	55,358.90	62,278.77	69,198.61
Receptionist - Clerk Typist	37,983.73	42,731.70	47,479.67
Records Management Clerk	43,100.55	48,488.11	53,875.68
Recreation Labourer	45,335.98	51,002.98	56,669.97
Recreation Technician	39,581.51	44,529.19	49,476.88
Recreation Worker	37,173.27	41,819.93	46,466.59
Refrigerator Operator	49,964.26	56,209.79	62,455.32
Refuse Collector	50,475.90	56,785.38	63,094.87
Rink Attendant/Labourer	45,335.98	51,002.98	56,669.97
Senior Building Inspector	60,145.94	67,664.19	75,182.43
IPW Co-Ordinator	51,833.64	58,312.84	64,792.06
Water and Sewer - Level 2	50,758.19	57,102.96	63,447.73
Water and Sewer - Level 3	54,593.31	61,417.47	68,241.64

Management/Non-Bargaining Salary Scale	Step 1	Step 2	Step 3	Step 4	Step 5
Position					
Administrative Assistant, Corporate Services; Administrative Assistant, Administration; Communications Assistant, Procurement Specialist	52804.43	56104.70	59404.98	62705.26	66005.53
Network Administrator	61321.27	65153.85	68986.43	72819.01	76651.59
Human Resources Officer; Safety and Training Coordinator; Recreation Supervisor; Maintenance Supervisor; Finance Supervisor	65579.69	69678.42	73777.15	77875.88	81974.61
Economic Development Officer; Engineer	69838.11	74202.99	78567.88	82932.76	87297.64
Foreperson	74340.70	78801.14	83529.21	88540.96	92968.01
Managers (except Engineering and HR)	82794.36	87762.02	93027.74	98609.41	103539.88
Manager of Engineering; Manager of Human Resources	85168.43	90491.46	95814.48	101137.51	106460.54
Directors	107525.14	113976.65	120815.25	128064.17	134467.37
Chief Administrative Officer	135812.04	143960.77	152598.41	161754.32	169842.03

#10

Please provide the number of house construction permits for 2019, 2020, & 2021?

	2019	2020	2021
Number of house construction permits	95	98	104

What happened to the \$2,500 for each house constructed in 2019, 2020, & 2021?The

Town allocates money each budget year to the Infrastructure replacement reserve. In 2019, \$1 million was allocated, 2020 \$480,000 and in 2021 \$200,000. The funds from the infrastructure improvement fee noted helps fund this reserve - infrastructure fees received in 2019 was \$205,000, 2020 \$174,000 and 2021 \$230,000.

Position Description

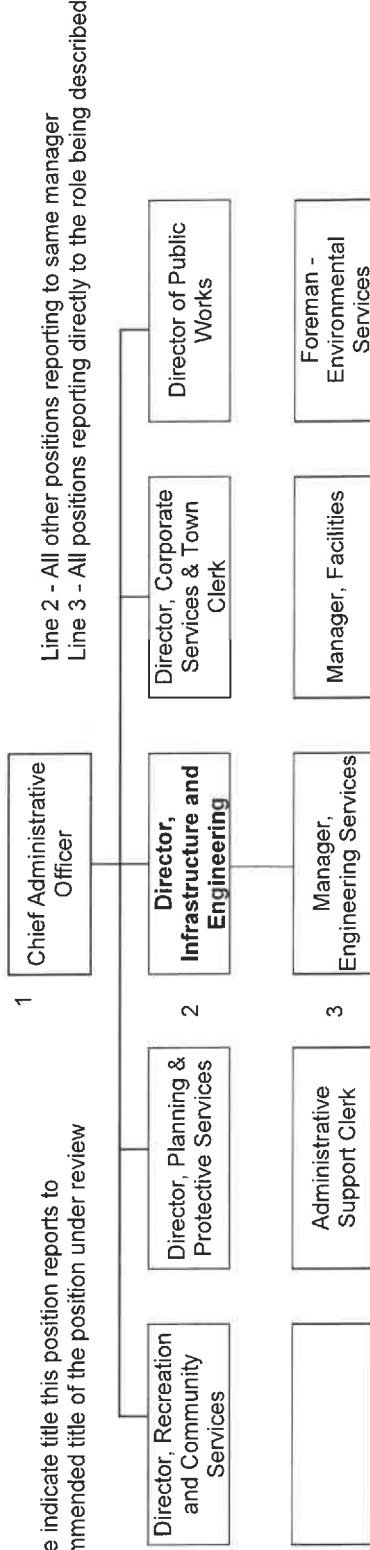
TITLE: Director of Infrastructure and Engineering		File No.
Division: Infrastructure and Engineering	Incumbent (if any):	Date: June 12, 2017

SUMMARY DESCRIPTION:

Reporting to the Chief Administrative Officer, the Director of Infrastructure and Engineering will be responsible for the following:

- Providing leadership, advice, direction and policy development for the evaluation, control, management and administration of the Infrastructure and Engineering Department of the Town.
- Contributing to the Town's strategic plan and operational objectives, reporting on meaningful, accurate and timely management, performance and quality service targets
- Administration and development of the annual repair and maintenance operating budget for infrastructure and facility assets and ensuring the assets in these categories are maintained in an acceptable condition.
- Administration and development of the annual infrastructure and facility capital budget.
- Oversee the administration and implementation of the asset management program as tool to provide information for municipal governance.
- Oversee the facility management discipline for all municipal buildings.
- Oversee the design, cost estimates, tender documents, project management and public consultation for Capital Works construction projects.
- Long term planning for the department and setting appropriate goals and objectives in alignment with Town strategic objectives.
- Providing support to council/staff and other sub communities of council responding directly to requests and committee questions, preparing reports and attending meetings with Council, subcommittees, and external stakeholders.
- Ensure high levels of staff performance and efficiency through feedback, performance evaluations, appropriate training, retraining and disciplinary measures as required.

REPORTING RELATIONSHIP: Details about where the positions fit, any direct reports and relationship to peers will help understand the position. Use titles only, or attach current Organization Chart.



Education and Training	P. Eng
Related Experience	10 Years of Relevant Experience

Position Description

TITLE: Director of Infrastructure and Engineering		File No.
Division: Infrastructure and Engineering	Incumbent (if any):	Date: June 12, 2017

<p>Describe the content and requirements of the position in terms of the following key factors.</p> <p>SCOPE/IMPACT:</p>		
<p>SKILL / KNOWLEDGE:</p> <ul style="list-style-type: none"> • Advance knowledge of municipal infrastructure, asset management, and Engineering • Presentation and public speaking skills • Knowledge and understanding of AutoCAD, GIS, Modelling Software, asset management databases, Microsoft Office: Excel, Word and PowerPoint. • Strong leadership, supervisory and project management skills • Understand how to work and excel in a unionized and municipal environment. • Knowledge of developing and overseeing budgets and understanding of basic financial and accounting principles. 	<p>This position has a senior management impact across the organization and the success of member programs</p>	<p>DECISION-MAKING: Does the position have Direct or Indirect/Advisory influence over key decisions? Describe the nature of the problems the position deals with. Is there a guidebook/manual or do problems require unusual or new solutions?</p> <ul style="list-style-type: none"> • This is a senior role with advisory responsibilities within the department and across the organization and to Council. • When required, guidance is available from the Chief Administrative Officer.
<p>GENERAL CAPABILITIES: Describe any other skills and capabilities that would be useful in this position (e.g. Communication and interpersonal skills, People Management, Execution, Thinking skills, Business Savvy, Customer Orientation, etc.)</p> <ul style="list-style-type: none"> • Collaborative and the ability to influence, be flexible and exhibit great tact and composure under pressure. • Analytical and strategic thinker • Engage, inspire and manage the performance of others • Action and results oriented • Manage projects and ability to meet deadlines • Outstanding written, oral communication and interpersonal skills. • Organization and strong problem solving skills 	<p>DIMENSIONS: Describe any data that would define the size of the position, such as sales, assets or people influenced by the position, capital or expense budgets controlled by this position.</p> <ul style="list-style-type: none"> • This position is a senior leader responsible for the talent and performance of the department including the overall budget. 	
<p>WORKING CONDITIONS: Describe the physical environment the position is located in. Are there unusual physical requirements or mental stress factors that impact the position? (e.g. regular outdoor work, climbing towers, frequent business related travel or having to sit for extended periods of time at a PC, or reception desk).</p> <ul style="list-style-type: none"> • This position requires regular work in front of a PC, desk, and phone and in the boardroom; some visits to construction sites, events and travel may be required. 		
APPROVED BY:	Chief Administrative Officer:	Date:

Position Description

TITLE: Director of Infrastructure and Engineering		File No.
Division: Infrastructure and Engineering	Incumbent (if any):	Date: June 12, 2017

Manager, Human Resources	Date:
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Town of Paradise Water & Sewer Priority List (updated 2022)

PRIORITY	STREET	STATUS	LENGTH (m)	# OF HOUSES	Class D Estimate
1	Stephens Road	2022 Design	200	3	\$1,107,000
2	Neary Road	2022 Design	500	10	\$1,758,000
3	Windmill Road	Pending funding	105	4	\$674,000
4	Bayview Heights	Pending funding	100	2	\$475,000
5	Carberry Place	Pending funding	450	3	\$1,199,000
6	Drovers Road	Pending funding	525	4	\$1,093,000
7	Dakota Place	Pending funding	290	1	\$220,000
8	Topsail Pond Road to Topsail Pond River	Pending funding	725	24	\$2,353,000
9	Harcourt Road	Pending funding	145	3	\$569,000
10	Gosse's Road	Pending funding	120	1	\$489,000