



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 2, 2014
7:00 P.M.**

AGENDA

- 14.09.01 PROCLAMATION
 .01 Right to Know Week
- 14.09.02 APPROVAL OF THE AGENDA
- 14.09.03 APPROVAL OF THE MINUTES
- 14.09.04 NEW BUSINESS
 .01 Committee of the Whole Recommendations
 a. Ratification of Transfer to Surplus
- .02 RFD #017-2014 – Occupational Health & Safety Policies
 a. Notice to Amend OH& S Policies
 • Policy E.4.1 – Workplace Inspection
- b. Notice to Add OH&S Policies
 • Policy E.1.4 – Emergency Policy
 • Policy E.1.5 – Environmental Policy
- .03 Borrowing Resolution – Backhoe Loader
- .04 Strategic Planning Workshop (discussion)
- 14.09.05 REPORTS
 .01 Mayor
 .02 Other Committee Reports
- 14.09.06 CORRESPONDENCE
- 14.09.07 ANYTHING BY MEMBERS
- 14.09.08 ADJOURNMENT

**PROCLAMATION
RIGHT TO KNOW WEEK
September 22 to September 28, 2014**

WHEREAS the **Town of Middleton** has adopted the principles of openness, transparency and accountability; and

WHEREAS part XX of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Middleton**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the **Town of Middleton** joins all other Canadian jurisdictions and democracies world-wide in acknowledging Right to Know Week;

THEREFORE be it resolved that I, **Calvin Eddy, Mayor of Middleton**, do hereby proclaim September 22 to September 28, 2014 to be Right to Know Week in the **Town of Middleton**.

Dated at Middleton, Nova Scotia
This 2nd day of September 2014.

Calvin Eddy, Mayor



Office of the Information Commissioner of Canada
30 Victoria Street, Gatineau, Québec K1Y 1H3
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PURPOSE

The purpose of Right to Know is to raise awareness of an individual's right to access government information, while promoting freedom of information as essential to both democracy and good governance.

ORIGIN

International Right to Know Day originated in 2002 in Sofia, Bulgaria at an international meeting of access to information advocates, who proposed that September 28 be dedicated to the promotion of freedom of information worldwide. Representatives of Freedom of Information (FOI) organizations from 15 countries took part – Albania, Armenia, Bosnia and Herzegovina, Bulgaria, Georgia, Hungary, India, Latvia, Macedonia, Mexico, Moldova, Rumania, Slovakia, South Africa, and USA, as well as representatives of international organizations active in the FOI field.

Since 2002, the popularity and scope of Right to Know Day has grown immensely. In Canada for example, Right to Know celebrations have expanded into a week-long event coast to coast. Right to Know Week events consist of conferences and panel discussions, workshops and seminars, the tabling of special reports and studies on access to information, as well as presenting awards in recognition of those who support access to information rights.

WHY EXERCISE YOUR RIGHT TO KNOW?

Every Canadian citizen has the right to request access to government records – a right that is preserved through various federal, provincial and territorial laws across Canada. This democratic right is essential to fostering greater government accountability and transparency.

- ✓ Discover information about your government's decision-making process regarding policies and priorities.
- ✓ Gain a better understanding of a government related issue that is important to you.

FAST FACTS

- Approximately 40 countries and 60 non-governmental organizations participate in the annual celebration of Right to Know Day.
- The first Canadian provinces to introduce their own provincial access to information legislation were Nova Scotia (1977), New Brunswick (1980), Newfoundland (1981), and Québec (1982).
- In 1983, the Canadian federal government, under Prime Minister Pierre Elliott Trudeau, introduced Canada's *Access to Information Act*.
- Today, all Canadian provinces and territories have freedom of information legislation and a commissioner or ombudsperson responsible for ensuring that the rights of information requesters are respected.
- Over 90 countries worldwide have introduced freedom of information legislation; Sweden being the world's first in 1766.

“The overarching purpose of access to information legislation, then, is to facilitate democracy. It does so in two related ways. It helps to ensure first, that citizens have the information required to participate meaningfully in the democratic process, and secondly, that politicians and bureaucrats remain accountable to the citizenry.”

(Justice Gérard La Forest – Supreme Court of Canada, *Dagg v. Canada*, 1997)

COMMITTEE OF THE WHOLE RECOMMENDATIONS TO COUNCIL:
AUGUST 18, 2014

a. Ratification of Transfer to Surplus

It was moved and seconded that Committee of the Whole recommend to Council, that Council approve a transfer of \$112,444.51 to Special Reserve Fund General Operating Account. Motion carried.



**REQUEST FOR DECISION
Occupational Health and Safety Policies
017-2014**

Date: August 12, 2014	Subject: Occupational Health & Safety Policies
Proposal Attached: yes	Submitted by: Jennifer Coolen, Director of Recreation & Community Services

Proposal:	That Town Council agree to adopt two new safety policies and amend one safety policy.
Background:	The staff have been working with a representative of The Nova Scotia Construction Association to get training and update the safety policies and practices and develop a database of all polices, forms, and procedures. Council has recently (May 2014) approved and amended several policies related to occupational health and safety and these three policies will complete the updating process.
Benefits:	Updating the safety policies will show staff that Council supports practices that create a safe work environment for everyone. This will be one of the last steps in the process of implementing the new safety program.
Disadvantages:	None foreseen.
Options:	Leave the policies as they are and accept that our current policies reflect practices that are not necessarily in the best interest of employees or Council.
Required Resources:	Nova Scotia Occupational Health and Safety Act; staff time.
Source of Funding:	Any training and/or general safety equipment will be budgeted for and purchased from the General Operating Budget.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	Implement Emergency policy Implement Environmental policy Revise policy 4.1 – Workplace Inspections
CAO’s Review/ Comments:	Staff have been working diligently to bring the Occupational Health and Safety Program for the Town to a standard that provides the best

AGENDA ITEM: 14.09.04.02

	environment for both employees and the public who are in and around our workplaces. I support the recommendations made by Director Coolen.
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CAO Initials: RLT

Target Decision Date: 2 September 2014

TOWN OF MIDDLETON	
CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: Workplace Inspection	Number: 4.1
Coverage: Staff, OH&S, & Council,	Approved by: OH&S, Council, & CAO
Effective Date : August 10, 1998	Revision Date: March 5, 2007, Sept. 2, 2014

Rationale

The following policy establishes guidelines for worksite inspections to measure levels of compliance and identify unsafe conditions and actions in order to reduce the likelihood of an accident occurring on Town sites.

Policy Statement

1.0) Regular Inspections

- 1.1) The Town will carry out a program of regular safety inspections at all facilities and job sites.
- 1.2) The inspections shall:
 - a) identify and control hazards in the workplace;
 - b) ensure compliance with regulations and safety rules; and
 - c) ensure adherence with safe work practices and job procedures.
- 1.3) Management and employees shall participate in the inspections.

2.0) Informal Inspections

- 2.1) Informal inspections shall be conducted **monthly** ~~on an ongoing basis~~ and identified hazards corrected, controlled, or reported immediately.

3.0) Formal Inspection

- 3.1) Formal inspections shall be conducted **monthly in Public Works and quarterly in all other departments** ~~semi-annually~~.
- 3.2) Formal inspections shall be conducted as outlined by NSCSA - OH&S Committee Member training.

- 4.0) Department heads shall review inspection reports to monitor compliance and controls.

Conflicts

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

References

Nova Scotia Construction Safety Association - Occupational Health and Safety Committee
 | Member Training Course.

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Previous Policies

The previous policy 10/6 “Town of Middleton Workplace Inspection Policy” approved on August 10, 1998 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of September, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of September 2014.

Rachel L. Turner
Chief Administrative Officer

AMENDED

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Emergency Policy

Number: E.1.4

Coverage: Staff, OH&S, Council, & Contractors

Approved by: OH&S, Council, & CAO

Effective Date : September 2, 2014

Revision Date:

Policy Statement

The purpose of this policy is to outline the Town of Middleton's actions to ensure the proper reaction to any emergency situation.

Objectives

The risk of an incident cannot be totally eliminated; therefore the Town of Middleton will take the following steps to help ensure the proper reaction to any situation:

1. Provide initial emergency first aid training and refresher training, ensuring the appropriate number of first aid trained individuals at each work place at all times.
2. Ensure first aid trained personnel are known or their names are posted.
3. Provide transportation to a medical facility for injured persons.
4. Provide training on fire extinguishers and initial firefighting.
5. Provide communications in the form of cell phones or radios.
6. Provide appropriate first aid kits and ensure that records are kept.

References

Province of Nova Scotia - *Occupational Health and Safety Act*.

Previous Policies

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Rachel L. Turner
Chief Administrative Officer

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Environmental Policy

Number: E.1.5

Coverage: Staff, OH&S, Council, & Contractors

Approved by: OH&S, Council, & CAO

Effective Date : September 2, 2014

Revision Date:

Policy Statement

The purpose of this policy is to outline guidelines for Town employees around the protection of the environment.

Objectives

1. The proper safeguard of our environment is important to our organization.
2. While doing our work, we shall consider the appropriate protection of humans, animals, plant life, air, water, and soil.
3. We expect all persons to do their best to prevent harm to the environment.
4. Our goals on the job can be met without risking harm to the environment.
5. We shall use, store and dispose of product in such a manner that will provide appropriate protection to the environment.
6. Management will develop and enforce good environmental standards in accordance with relevant legislation.
7. Workers will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.
8. Where possible, we shall recycle and promote the use of recycled products.

References

Previous Policies

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Rachel L. Turner
Chief Administrative Officer

ADD

New Business

14.09.04.03 Borrowing Resolution – Backhoe

It was moved and seconded that Council approve a Temporary Borrowing Resolution in an amount up to, but not exceeding, one hundred and fifteen thousand dollars (\$115,000.00) to finance the purchase of a backhoe for the Town's Public Works Department.

MAYOR'S REPORT AUGUST 2014

- July 18th Declared 29th Heart of the Valley Festival open.
- July 19th Took part in Festival Street Parade.
- July 20th Presented Mayor's award for Festival Car Show.
- July 21st Chaired Special Council Session.
- July 30th Attended funeral of former Town Councillor John Hughes.

MAYOR'S REPORT SEPTEMBER 2014

- August 4th Chaired monthly Council session.
- August 16th Attended grand opening of Gates Landing.
- August 17th Attended "Picnic in the Park" festivities.
- August 18th Chaired monthly Committee of the Whole session.
- August 27th Attended first annual "Convenience Store Appreciation Day" and Children's Wish Foundation fundraiser at Middleton Needs store.

CORRESPONDENCE – JULY & AUGUST

(for September 2, 2014 Council Meeting)

The following items of correspondence are tabled for the Council's attention. A copy of any correspondence item listed, if not previously circulated, is available on SharePoint for interested members of Council:

1. A letter from *Canadian Tire Jumpstart Charities – Digby/Annapolis Chapter* thanking the Town of Middleton for the donation which will help in funding Annapolis and Digby County children so they can participate in Recreation and Sport opportunities.
2. A letter from *Trans County Transportation Society (TCTS)* thanking the Town of Middleton for the grant and continued support of their program.
3. The *2013-14 Summary of Results* for the *Nova Scotia Provincial Lotteries and Casino Corporation*.
4. A copy of the August edition of the *Careforce* newsletter.
5. A letter from *Companion Animal Protection Society (CAPS)* thanking the Town of Middleton for the grant and support.
6. A copy of the June edition of *Sport Quarterly* from *Sport Nova Scotia*.