



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, OCTOBER 6, 2014
7:00 P.M.**

AGENDA

- 14.10.01 PROCLAMATION
 .01 Fire Prevention Week
- 14.10.02 APPROVAL OF THE AGENDA
- 14.10.03 APPROVAL OF THE MINUTES
- 14.10.04 NEW BUSINESS
 .01 RFD 018-2014 – Repeal Personnel Policies
 • D.1.1.2 – Job Description – Director of Finance
 • D.1.1.3 – Job Description – Executive Assistant
 • D.1.1.4 – Job Description – Utility Clerk
 • D.1.2.1 – Job Description – Director of Public Works
 • D.1.2.2 – Job Description – Working Foreperson
 • D.1.2.3 – Job Description – Water & Sewer Technician
 • D.1.2.4 – Job Description – Water Treatment Plant Operator
 • D.1.2.5 – Job Description – Operator / Labourer
 • D.1.2.6 – Job Description – General Labourer
 • D.1.2.7 – Job Description – Office Clerk (Public Works)
 • D.1.3.2 – Job Description – Director of Recreation & Community Services
 • D.1.3.3 – Job Description – Administrative Assistant
 • D.1.4.1 – Job Description – Facilities Manager
 • D.1.4.2 – Job Description – Parks Labourer
 .02 RFD 019-2014 –Amend Personnel Policy
 • D.1.0.1 - Personnel Management Policy
 .03 RFD 020-2014 – Repeal Personnel Policy
 • D.1.0.2 – Organization Structure
 .04 Committee of the Whole Recommendations
 a. Approval of Capital Investment Plan Document
 b. Appointment – Middleton Fire Department
 c. Approval of Organization Structure dated October 6, 2014
 .05 Appointment: Regional Enterprise Network 3 Liaison Committee
- 14.10.05 REPORTS
 .01 Mayor
 .02 Other Committee Reports
- 14.10.06 CORRESPONDENCE
- 14.10.07 ANYTHING BY MEMBERS
- 14.10.08 ADJOURNMENT

Proclamation

FIRE PREVENTION WEEK

OCTOBER 5 - 11, 2014

WHEREAS, the town of Middleton is committed to ensuring the safety and security of all those living in and visiting Middleton; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, three out of five home fire deaths result from fires in properties without working smoke alarms; and

WHEREAS, in one-fifth of all homes with smoke alarms, none were working; and

WHEREAS, when smoke alarms should have operated but did not do so it was usually because batteries were missing, disconnected, or dead; and

WHEREAS, Middleton residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Middleton residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and

WHEREAS, Middleton residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Middleton first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Middleton residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2014 Fire Prevention Week theme, “Working Smoke Alarms Save Lives: Test Yours Every Month!” effectively serves to remind us that we need working smoke alarms to give us the time to get out safely.

THEREFORE, I Calvin Eddy, Mayor of Middleton do hereby proclaim October 5-11, 2014, as Fire Prevention Week throughout this town, and I urge all the people of Middleton to test their smoke alarms at least every month by pushing the test button, and to support the public safety activities and efforts of fire and emergency services during Fire Prevention Week 2014.

Dated at the Town of Middleton
this 6th day of October, 2014

Calvin Eddy, Mayor



REQUEST FOR DECISION
Personnel Policies: Job Descriptions
#018-2014

Date: 14 August 2014	Subject: Personnel Policies: Job Descriptions
Proposal Attached: N/A	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	To repeal the Town of Middleton Personnel Policies that encompass the job descriptions of the employees of the Town, with the exception of the Chief Administrative Officer Job Description.
Background:	<p>The structure of municipal government currently fits within Provincial legislation, primarily the Municipal Government Act. That Act states that the CAO <u>may</u> appoint, suspend and remove all employees of the municipality. This is further clarified within the approved CAO job description which clarifies that the CAO <u>shall</u> hire, dismiss and discipline all employees of the Town as well as be responsible for performance appraisals for employees. As such, this responsibility has appropriately been delegated to the CAO.</p> <p>By repealing the job descriptions that are currently in place as policies, this aligns more appropriately to having these as administrative documents that can be reviewed and revised appropriately as the workload and workplace changes from time to time. Job descriptions are not policies, but guidelines in outlining roles and responsibilities of each individual employee. Additionally, changing job functions or workload may have implications with the unionized environment and will need to be addressed with that in mind. Again, this is not a function or role for Council, but purely administrative.</p> <p>Council's responsibility remains in approving the number of employee positions which is outlined within an approved organizational chart and funding through the annual Operating Budget.</p>
Benefits:	By removing these documents as policies, this aligns and clarifies roles and responsibilities between elected and appointed officials for the Town.

Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I am requesting the repeal of these policy documents to allow them to be incorporated into the Town's internal human resource files to appropriately manage the workforce, per the responsibility delegated to the office of the CAO.

CAO Initials: RLT

Target Decision Date: 6 October 2014

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Director of Finance	Number: 1.1.2
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

DIRECTOR OF FINANCE

Position Details

1. GENERAL RESPONSIBILITY

Responsible to CAO to ensure the efficient and accurate preparation of all Financial Information as required. In addition, the position is responsible for the statutory duties of the Treasurer.

2. EDUCATION/QUALIFICATIONS

A. Education

Bachelors Degree in Business Administration or equivalent.

B. Qualifications

Demonstrated experience in the field of Municipal Finance.

Possess good communication and organizational skills.

3. HOUR OF WORK/SALRY AND BENEFITS

A. This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position or attending meetings associated with the position responsibilities. Salary and Benefits package for the position shall be as approved by Council from time to time.

4. SPECIFIC RESPONSIBILITIES:

5.

A. The director of Finance shall:

- 1) Consult with CAO in the formulation and implementation of Financial Controls and Improvements as required to ensure accurate and timely financial information.
- 2) Prepare reports and documentation for annual Audit and manage the Audit.
- 3) Monitor and Evaluate the Financial reporting system for compliance with budgeted objectives and required reporting guidelines and advise CAO on deviations from budget objectives.

- 4) The Director of Finance shall be designated, pursuant to the Municipal Government Act, the Treasurer of the Town and is thereby responsible for the statutory duties outlined therein.
- 5) Co-ordination of all accounting functions to ensure the accurate and timely recording of all financial information and the preparation of all applicable financial reports including:
 - a) all general or departmental reports as required by CAO;
 - b) all reports, claim forms, budgets and schedules as required by the Province of Nova Scotia;
 - c) year-end schedules, working papers and draft financial statements;
 - d) all reports and claim forms as required by other government agencies.
- 6) Monitor Municipal investments and advise CAO of suggested reinvestment alternatives.
- 7) Attend Council and committee meetings as requested by CAO including the preparation of financial agenda and background documentation and preparation of financial reports as required. Act as secretary to the Planning Service Advisory Panel.
- 8) Ensure the applications for general grants available to the Town and its Agencies are prepared and forwarded to the appropriate government body; and further, ensure all financial reports required by other levels of government are prepared properly and submitted promptly.
- 9) Assists CAO in preparation of Municipal Budget and assist in the preparation of Departmental budgets and review of same with Council and applicable committees of Council.
- 10) Act in the capacity of CAO in his/her absence.
- 11) Assist CAO in collective bargaining.
- 12) Supervise Town Office administrative staff including any casual employees who may be engaged from time to time.
- 13) Execute other associated responsibilities as directed by the CAO.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Executive Assistant	Number: 1.1.3
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : May 2006	Revision Date: October 2, 2006

Job Title

EXECUTIVE ASSISTANT

Position Details

1) DUTIES & RESPONSIBILITIES

- A. Provide administrative support to the Chief Administrative Officer, the Director of Finance, Department Heads, Mayor, and Council – **(40%)**.
 1. Provide day-to-day administrative support services to Chief Administrative Officer, Director of Finance, Department Heads, and Mayor to include:
 - a) preparation of correspondence, reports, and outgoing mail.
 - b) distribution of in-coming correspondence (electronic, mail, faxes, etc.).
 - c) various administrative tasks as assigned (copying, faxing, etc.).
 2. Coordination of Council functions, including:
 - a) meeting dates of Council, Committees, Panels.
 - b) meeting space availability for Committees, and outside organizations.
 - c) distribution of Council-related information.
 - d) facilitate conference registration and accommodation reservations for Councillor attendance at municipal meetings and functions.
 - e) recording secretary for Council and Committee of the Whole.
 3. Assist with:
 - a) preparation and distribution of meeting notices, agendas, agenda packages.
 - b) preparation and filing of minutes for Council and Committees of Council.
 4. Assist with advertising in newspapers and internet (i.e. tender calls, job ads, notices, general public notices, etc.).
 5. Knowledge of legislation pertaining to bylaw administration, public notices, and filing of information with the Department of Service Nova Scotia and Municipal Relations.
- B. Establish and maintain an efficient records and documents management system for the Town – **(10%)**.
 1. Coordinate the records management function for the Town, ensuring a proper filing, indexing, and retrieval system is in place for all documents required by the Town.
 2. Maintain official records of all Municipal Bylaws and Town Policies.
 3. Distribute copies of all new and amended Municipal Bylaws and Town Policies to members of Council, Management Committee, Town Solicitor, and Department of Service Nova Scotia and Municipal Relations.

- C. Research and special projects as assigned by Chief Administrative Officer – **(3%)**.
1. Assist with research and gather information to be used in the drafting of administrative, operational, and general policies for recommendation to Council.
 2. Assist with special projects and reports as assigned by Chief Administrative Office.
- D. Responsible for all office equipment and supplies – **(2%)**.
1. Responsible for photocopier, mail system equipment, fax machine, etc., including service orders as required.
 2. Responsible for inventory maintenance and purchase of office supplies and materials for Town Office.
 3. Perform IT system back-up activities in absence of Utility Clerk.
- E. Cashier/Receptionist – **(40%)**.
1. Primary responsibility for counter service, receiving payments on accounts, dealing with general inquiries, including referral to appropriate person when necessary.
 2. Primary responsibility for telephone answering.
 3. Maintain good public relations in dealing with citizens at large, responding in a timely manner to inquiries and requests for information.
- F. General – **(5%)**.
1. Assist with Utility Clerk and Director of Finance responsibilities as time permits.
 2. Preparation of sundry billings such as facility rentals, license fees, as required.
 3. Assist with year-end preparation for auditors, i.e. account analysis, expense reports, etc.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Utility Clerk	Number: 1.1.4
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

UTILITY CLERK

Position Details

- 1) SUPERVISION
 - A. The Utility Clerk reports directly to the Director of Finance.
- 2) DUTIES & RESPONSIBILITIES
 - A. The Utility Clerk shall be responsible for the following duties:
 - 1) Computer base file maintenance and posting of all computer entries (includes service maintenance requests, as required).
 - 2) Computer data back-up daily, as appropriate and off-premises back-up system semi-weekly.
 - 3) Water system operation, including processing customer requests for service changes, manual and quarterly billings of metered accounts, flat rates and private sprinkler and hydrant billings, past-due notices, telephone calls to customers quarterly as a reminder to pay to avoid disconnection, etc.
 - 4) Tax billing systems maintenance and billings, including openings and closings, interim and final billings, grants-in-lieu, including past-due notices, etc.
 - 5) Preparing lists of water and tax accounts for write off.
 - 6) Maintaining spreadsheet for final assessment roll after section and appeal changes
 - 7) Assist Executive Assistant with counter and telephone service, as required.
 - 8) Maintain Town General and Water Inventory systems, including processing of work orders, billings and balancing as required.
 - 9) Monthly balance of taxes and water receivables, and assist Director of Finance with quarterly receivable and payable balances, as required.
 - 10) Other sundry billings, i.e. sewer and sidewalk frontages, dog tax, etc.

- 11) Monthly financial report generation and copying for departments, council, etc.
- 12) Prepare Tax Certificates
- 13) Assist with duties of other positions as required and as workload permits.
- 14) Processing of payables, including coding of invoices and preparing monthly bills.
- 15) Any and all other duties as assigned.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Director Public Works	Number: 1.2.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

DIRECTOR OF PUBLIC WORKS

Position Details

- 1) **PURPOSE AND OBJECTIVES**
 - A. To provide management in the provision and maintenance of facility and services for the Street, sewers, water, tree and recreation infrastructure systems for the Town of Middleton.
 - B. To manage and train staff to ensure quality Public Works Facilities and Services for the Town of Middleton.
- 2) **EDUCATION / QUALIFICATIONS**
 - A. Education
 - 1) Completion of post-secondary Education in public administration/engineering or services related programs.
 - B. Qualifications
 - 1) Demonstrated successful performance in the provision of Public Works Services
 - 2) Possess good communication and organizational skills.
 - 3) Must be qualified in Emergency First Aid, Cardiopulmonary resuscitation (CPR) and Workplace Hazardous Material Information System (WHMIS).
 - 4) Must be trained in or be prepared to take training in plant operating
 - 5) systems and other programs/courses related management responsibilities.
- 3) **HOURS OF WORK/ SALARY AND BENEFITS**

This is a 40 hours a week, 8:00 A.M. to 5:00 P.M. position that also includes recognition of overtime hours included in annual Salary expected to be incurred in carrying out the duties and responsibilities associated with the position. Salary and Benefits package for the position shall be as approved by Council from time to time.
- 4) **ACCOUNTABILITY**

The Director shall report directly to the Chief Administrative Officer (CAO) of the Town, on all services, personnel, administrative and policy issues relating to the responsibilities of the position.

5) MANAGEMENT RESPONSIBILITIES

- 1) Participate as a member of the Management Committee team, offering comment and advise on matters regarding Public Works specifically and generally on other matters coming before the Committee ;
- 2) Provide management to all staff assigned to Public Works;
- 3) Plan best use of financial and physical resources available, and include those recommendations in the annual operating and Capital Budgets to be presented to the CAO;
- 4) Attend Council and Committee of the Whole Council meetings, when required by the CAO, or when requested by Council to give reports on Public Works matters and other issues being considered;
- 5) Manage the operating budgets approved for Public Works services in accordance with policies and procedures set out by the Town.
- 6) Prepare annual performance appraisals on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 7) Hire, dismiss, and discipline seasonal employees reporting to the position. Discipline full time employees. Recommend on the employment and dismissal of full time employees, in accordance with policies and procedures approved by Council.
- 8) Evaluate the operations, services and plant for which the position is responsible and make adjustments/changes where deemed appropriate, within budget, to improve effectiveness and efficiency of service.
- 9) Make recommendations for upgrades, replacements and changes to plant and services delivery where deemed appropriate, including costing impacts expected as part of budget reallocations/preparation process.
- 10) Prepare monthly reports for CAO, Management Committee review and for presentation to Council.
- 11) Prepare an annual report of staff effectiveness, including copies of annual performance appraisals for personnel files, including comments and recommendations as warranted, and including suggested training requirements for future year's budget and submit same to the CAO.
- 12) Review existing policies and make recommendations on changes and any policies that may be needed for services for which the position is responsible. Implement policies approved by the Council for services for which the position is responsible.
- 13) Manage the operating expenditures approved for Public Works, in accordance with purchasing and budgeting procedures and policies approved by the Council.
- 14) Carry out all past customary duties and responsibilities of the Superintendent of Public Works.

6) CONTACTS

The Director shall maintain the following contacts:

- 1) Maintain good public relations in dealing with citizens at large, particularly in matters dealing with Public Works, but also in matters pertaining to Town operations in general, including other Departments.
- 2) Keep informed of developments in the field of Public Works, analyze, and report on the effectiveness and efficiencies or benefits of those developments and make recommendations to the Town.
- 3) Confer with Provincial, Federal, other local Municipal authorities and Consultants on regulations, procedures and practices relating to the Public Works Services of the Town.
- 4) Attend seminars, conferences, courses and meetings which relate to Public Works, subject to budget appropriations, so as to broaden his/her knowledge of, and keep as up to date as possible on improvements to systems and procedures relating to Public Works.

7) SPECIFIC DUTIES AND RESPONSIBILITIES

- 1) Direct and supervise repairs and maintenance of the street and sidewalk, sanitary and storm sewer and water systems of the Town, including buildings and grounds related to the above.
- 2) Direct and supervise repairs and maintenance to Public Parks and Recreation Facilities, and related equipment, working in coordination with the Recreation Services Director to ensure facility readiness for uses scheduled.
- 3) Act as Town Engineer to carry out that position's responsibilities when required, in accordance with Provincial Statutes and Town bylaws and policies.
- 4) Ensure the implementation and maintenance of safe work practices in the work place, encouraging Occupational Health and Safety (OH&S) procedures in the department. Ensure appropriate training on safety practices and OH&S procedures is supplied to employees of the Department, including these requirements in the annual budgets to be presented to the Chief Administrative Officer.
- 5) Prepare an annual report of Public Works activities for the year, including observations, comments and recommendations on the various facilities, infrastructure and staffing requirements for effective service provision, for reporting to Council.
- 6) Maintain sufficient information so as to enable the preparation of annual budgets, in order to ensure sufficient funds are provided for the operation of the various systems, related plant and equipment and staffing needs of the department.
- 7) Oversee all capital improvement/addition projects, ensuring proper materials, engineering techniques and resources are employed for successful completion of the project in an effective and efficient manner.
- 8) Ensure all plans and records of the Town are updated, to accurately reflect any changes, additions or deletions in all system infrastructures.
- 9) Provide appropriate specifications to the Treasurers office for the tendering of materials and equipment for capital requirements; act as purchasing officer for operational requirements of services for which the position is responsible, all in accordance with the purchasing practices and policies of the Town.

- 10) Maintain accurate records of inventory systems for the department, providing timely reports on inventory used, and on hand to the Treasurer's office when requested.
- 11) Provide timely operational reports to the Treasurer's office on Work Order, Payroll information requirements and other reports as may be required from time to time.
- 12) Any and all other duties and responsibilities relative to the Director's position and the services in his charge.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Working Foreperson	Number: 1.2.2
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date: October 2005	Revision Date: October 2, 2006

Job Title

WORKING FOREPERSON

Position Details

1. **PRINCIPAL PURPOSE OF JOB:**
 - A. The Working Foreperson shall be responsible for assisting with planning, organizing, directing and executing the activities related to the day-to-day operations of the Department of Public Works.
 - B. The Working Foreperson shall participate in short-term and long-range planning for the department and responsible for day to day field supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment available.
2. **LEVEL OF AUTHORITY:**
 - A. Performs duties with only general direction and defined latitude for independent judgment within established guidelines and policies. Errors in judgment could have substantial impact on public acceptance of programs and efficient operations of the department.
3. **WORK ENVIRONMENT:**
 - A. Most to the work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards such as chemicals and raw sewage.
4. **QUALIFICATIONS**
 - A. **Technical**
 - 1) Sufficient experience in the field to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all aspects of Department operations, including a basic general knowledge of electricity, plumbing, carpentry, and cement work.
 - 2) A thorough knowledge of work hazards, safety procedures, & public safety matters.
 - 3) A valid Nova Scotia driver's license.
 - 4) First-aid/CPR certification.
 - 5) Demonstrated ability to assign work and to lead employees effectively.
 - B. **Physical Capabilities**
 - 1) Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.
 - 2) Ability to monitor radio messages while doing other work throughout the day.

C. Tools & Equipment

- 1) Ability to use all tools and operate all equipment necessary to perform work of the position at a high level of proficiency and in order to train others.

D. Other Capabilities

- 1) Excellent communications skills to direct employees, coordinate with other departments, answer public inquiries, enforce facilities rules tactfully but firmly.
- 2) Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
- 3) Flexibility to be available for emergency call-outs during off time.
- 4) Reading ability to read and interpret technical materials pertaining to grounds maintenance, including catalogs, blueprints on buildings, journals, and manuals.
- 5) Writing ability to write correspondence, memos to crew, and schedules.

5. ESSENTIAL JOB FUNCTIONS

- A. Participate with Director in long-range planning and establishing priorities for maintenance section of the department.
- B. Field supervise assigned staff, regular and seasonal, including assisting with planning, organizing, and directing work activities; participating in hiring; conducting orientation and training.
- C. Field supervise and perform the maintenance of Town-owned facilities and grounds; street right-of-ways including street tree plantings; and landscaped facilities.
- D. Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures. As necessary, devise and adapt tools and equipment to meet specific requirements.
- E. As required, coordinate work activities with other Town departments, representatives of other agencies, citizens, and equipment suppliers.
- F. Make sure all work is performed in accordance with all federal, provincial, and local laws, rules, and regulations for safety standards.
- G. Maintain excellent public relations, by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer public inquiries to the Director.

6. SPECIFIC JOB FUNCTIONS

A. Sewer & Storm Sewer

- 1) Sewer and storm sewer construction
- 2) Sewer and storm sewer maintenance, repair, service installations
- 3) Sewer lift stations and treatment plant repairs
- 4) Clean and repair catch pits and manholes

B. Water

- 1) Water line construction
- 2) Water main maintenance, repairs, connections, service installations
- 3) Water plant repairs
- 4) Water main flushing and cleaning
- 5) Water meter installation, repair and reading
- 6) Water main flushing and pigging
- 7) Hydrant repair, winterize and hydrant markers

C. General

- 1) Heavy equipment operation & maintenance
- 2) General Equipment maintenance & operation
- 3) Street and sidewalk construction
- 4) Snow removal & sweeping streets
- 5) Garbage collection
- 6) Patch paving, painting lines, flagger, and signage
- 7) General maintenance of lawn mowers, power tools, clean grounds & shop, etc.
- 8) Christmas lights
- 9) Landscaping, mow lawns, flower beds
- 10) Composting
- 11) Water clock repairs
- 12) Public relations
- 13) Transportation of Dangerous Goods
- 14) General Construction
- 15) General Employee Supervision
- 16) Planning
- 17) Other duties as assigned

7. ADDITIONAL JOB FUNCTIONS

- A. The Working Foreperson may perform portions of the work of higher classified positions occasionally, as assigned.
- B. The Working Foreperson may also perform some of the day-to-day duties of the Director in his/her absence.

8. OTHER

- A. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Water & Sewer Technician	Number: 1.2.3
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date :	Revision Date: October 2, 2006

Job Title

WATER & SEWER TECHNICIAN

Position Details

1. HOURS AND STATUS

8:00-5:00 Permanent Full-time (Union Position)

2. PURPOSE AND OBJECTIVES

- A. Under the direction of the Public Works Superintendent, the Water & Sewer Technician is responsible for monitoring and maintaining the Town's water and sewer systems, adhering to all environmental and municipal regulations and constraints.
- B. The Water and Sewer Technician is a position dedicated to the provision of, and the development of, superior water supply and sewer management systems

3. EDUCATION / QUALIFICATIONS

A. Education

- 1) Completion of grade 12 (GED), and/or combination of education and experience
- 2) WHMIS
- 3) May be required to complete courses and/or formal training on position (Water & Sewer Technician) related issues and procedures
- 4) Must hold a valid Nova Scotia driver's license (at least Class 5)
- 5) Must be certified in Emergency First Aid and CPR

B. Qualifications

- 1) Must be in good physical condition (i.e. physically capable of completing assigned tasks and responsibilities while complying with deadlines)
- 2) Must possess solid knowledge of laboratory procedures, and have experience with the operation of various laboratory equipment

4. SPECIFIC DUTIES

A. Operation of Sewer and Storm Sewer Systems

- 1) Must be able to maintain electrical systems, sensory equipment, pumps and metering systems
- 2) Must be capable of maintaining buildings, grounds and equipment
- 3) Must be knowledgeable on Chlorination and Dechlorination procedures
- 4) Must be capable of data collection, monitoring and testing
- 5) Must be able to maintain the production of effluent complying with environmental standards
- 6) Must be capable of completing lab testing to confirm that effluent complies with environmental standards
- 7) Must be knowledgeable of sludge processing
- 8) Must be capable of maintaining and servicing lift stations
- 9) Must be knowledgeable of the Town's sewer and storm sewer systems, in order to help coordinate projects with engineers and contractors
- 10) Must be capable of sewer main repairs and cleanings
- 11) Must complete a work order for all jobs, or inform the office clerk of the stock inventory and equipment used so that he/she may complete the work order in its entirety

B. Operation of Water System

- 1) Must be capable of maintaining electrical systems, sensory equipment, pressure release valves, and metering systems
- 2) Must be knowledgeable on the proper procedures for Chlorination and Fluoridation.
- 3) Must be able to conduct and analyze water quality tests
- 4) Must be knowledgeable on well field operations
- 5) Responsible for all reservoir operations and cleanings
- 6) May be responsible for conducting public tours and addressing public concerns
- 7) Must be knowledgeable of the Town's water system, in order to help coordinate projects with engineers and contractors
- 8) Must be capable of water meter maintenance, repairs, installations, and readings
- 9) Must be capable of water main valve and hydrant repairs
- 10) May be responsible for water main flushing and cleaning
- 11) May be responsible for hydrant maintenance, flushing and winterizing
- 12) May be responsible for the pigging of water lines
- 13) Responsible for accurately maintaining equipment and monitor logs
- 14) Must complete a work order for all jobs, or inform the office clerk of the stock inventory and equipment used so that he/she may complete the work order in its entirety

5. GENERAL DUTIES

A. The Water & Sewer technician may be responsible for these maintenance duties

- 1) Water clock maintenance
- 2) Lab equipment maintenance
- 3) Landscaping, Law Mowing, and Flower bed gardening
- 4) Cleaning and maintenance of lab and grounds

B. The Water & Sewer technician may be responsible for these miscellaneous duties

- 1) Snow removal
- 2) Garbage collection
- 3) Construction projects
- 4) Transportation of dangerous goods
- 5) Flagging and setting up the appropriate cautionary signage
- 6) Composting
- 7) All other duties as assigned by the Superintendent of Public Works

Signature: _____

Date Reviewed: _____

Certification

Employee

Chief Administrative Officer

Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL		
Subject: Job Descriptions - Water Treatment Plant Operator		Number: 1.2.4
Coverage: Staff & Council		Approved by: Council & CAO
Effective Date :		Revision Date: October 2, 2006

Job Title

WATER TREATMENT PLANT OPERATOR

Position Details

1. Operation of Water System

- a) Maintenance of electrical systems, sensory equipment, pressure release valves and metering systems.
- b) Maintenance of buildings and grounds.
- c) Chlorination and fluoridation.
- d) Water quality tests.
- e) Well field operations.
- f) Reservoir operations & cleanings.
- g) Public tours and public concerns.
- h) Coordinate projects with engineers & contractors
- i) Water meters- maintenance & repair, installation & readings.
- j) Water main valve and hydrant repairs.
- k) Water main flushing & cleaning.
- l) Hydrant maintenance, flushing & winterizing.
- m) Pigging water lines.
- n) Maintain logs.

2. Operation of Sewer System

- a) Maintenance of electrical systems, sensory equipment, pumps and metering systems.
- b) Maintenance of buildings, grounds and equipment.
- c) Chlorination and dechlorination.
- d) Data collection, monitoring and testing.
- e) Production of effluent within the environmental standards & lab testing.
- f) Sludge processing.
- g) Public tours and concerns.
- h) Maintenance of lift stations.
- i) Coordinate projects with engineers & contractors.
- j) Sewer main repairs & cleaning.

3. General

- a) Snow removal.
- b) Garbage collection.
- c) Construction projects.
- d) Vehicle maintenance.
- e) Paving & patching.
- f) Transport dangerous goods.
- g) Flagger & signage.
- h) Repairs to signage.
- i) Mow lawns.
- j) Water clock maintenance.
- k) Street sweeping.

Certification

Employee

Chief Administrative Officer

Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Operator/Labourer	Number: 1.2.5
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date :	Revision Date: October 2, 2006

Job Title

OPERATOR/LABOURER

Position Details

1. HOURS AND STATUS

8:00-5:00 Permanent Full-time (Union Position)

2. PURPOSE AND OBJECTIVES

- A. Under the direction of the Public Works Superintendent, the Operator/Labourer will complete capital projects and perform construction and maintenance duties, as required, for the Town of Middleton
- B. The Operator/Labourer is a position dedicated to the maintenance and development of the Town of Middleton and its various services

3. EDUCATION / QUALIFICATIONS

A. Education

- 1) Completion of grade 12 (GED), and/or combination of education and experience
- 2) WHMIS
- 3) May be required to complete courses and/or formal training on position (Operator/Labourer) related issues and procedures
- 4) Must hold a valid Nova Scotia driver's license (at least Class 5)
- 5) Must be certified in Emergency First Aid and CPR

B. Qualifications

- 1) Must be in good Physical Condition (physically capable of completing assigned tasks while complying with deadlines)
- 2) Must possess solid knowledge and experience of/with the operation of various construction equipment and power tools

4. SPECIFIC DUTIES

A. Sewer and Storm Sewer

- 1) Must be capable of sewer and storm sewer construction
- 2) May be responsible for sewer and storm sewer maintenance, repair, service installations
- 3) May be responsible for sewer lift station and treatment plant repairs
- 4) Must be capable of cleaning and repairing catch pits and manholes
- 5) Must complete a work order for all jobs, or inform the office clerk of the stock inventory and equipment used so that he/she may complete the work order in its entirety

B. Water

- 1) Responsible for water line construction
- 2) Must be capable of water main maintenance
- 3) May be responsible for water plant repairs
- 4) May be responsible for water main flushing and cleaning
- 5) Must be capable of water meter installation, repair, and reading
- 6) Must be capable of water main flushing and pigging
- 7) May be responsible for hydrant repairs, winterizing, and hydrant markers
- 8) Must complete a work order for all jobs, or inform the office clerk of the stock inventory and equipment used so that he/she may complete the work order in its entirety

C. Construction

- 1) Responsible for the completion of various capital and works projects
- 2) May be responsible for street and sidewalk construction
- 3) Must be capable of paving and patch paving
- 4) Must possess general construction skills
- 5) May be responsible for the engineering of small construction projects
- 6) Must complete a work order for all jobs, or inform the office clerk of the stock inventory and equipment used so that he/she may complete the work order in its entirety
- 7) Flagging
- 8) Other activities as required

5. GENERAL DUTIES

A. The Operator/Labourer may be responsible for these maintenance duties

- 1) Heavy equipment operation and maintenance
- 2) General equipment operation and maintenance
- 3) Vehicle operation and maintenance
- 4) Maintaining vehicle and equipment maintenance logs
- 5) Snow removal
- 6) Sweeping streets
- 7) Painting lines
- 8) General maintenance of lawn mowers, power tools, etc.
- 9) Cleaning and maintenance of grounds, shop, and equipment, etc.
- 10) Landscaping, Lawn mowing, Flower bed gardening, and Tree maintenance
- 11) Water clock repairs

B. The Operator/Labourer may be responsible for these miscellaneous tasks

- 1) Garbage collection
- 2) Painting and installing signs
- 3) Putting up and taking down Christmas lights
- 4) Flagging and setting up the appropriate cautionary signage
- 5) Composting
- 6) Public relations
- 7) Transportation of dangerous goods
- 8) Welding
- 9) Operation of cutting torches
- 10) All other duties as assigned by the Superintendent of Public Works

Certification

Employee

Chief Administrative Officer

Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - General Labourer	Number: 1.2.6
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date :	Revision Date: October 2, 2006

Job Title

GENERAL LABOURER

Position Details

1. HOURS AND STATUS
8:00-5:00 Seasonal Full-time (may be a Union position)
2. PURPOSE AND OBJECTIVES
 - A. Under the direction of the Public Works Superintendent, the General Labourer will provide labour assistance to the Operator/Labourer(s) on various projects, and perform maintenance duties, as required, for the Town of Middleton
 - B. The General Labourer is a position dedicated to the maintenance and development of the Town of Middleton and its various services
3. EDUCATION / QUALIFICATIONS
 - A. Education
 - 1) Completion of grade 12 (GED), and/or combination of education and experience
 - 2) WHMIS
 - 3) May be required to complete courses and/or formal training on position (General Labourer) related issues and procedures
 - 4) Must hold a valid Nova Scotia driver's license (at least Class 5)
 - 5) Must be certified in Emergency First Aid and CPR
 - B. Qualifications
 - 1) Must be in good Physical Condition (physically capable of completing assigned tasks while complying with deadlines)
 - 2) Must possess solid knowledge and experience of/with the operation of various power tools and machinery
4. SPECIFIC DUTIES
 - A. Sewer and Storm Sewer
 - 1) May be responsible for sewer and storm sewer maintenance
 - 2) May be responsible for sewer lift station and treatment plant repairs
 - 3) Must be capable of cleaning and repairing catch pits and manholes

B. Water

- 1) May be responsible for water plant repairs
- 2) May be responsible for water main flushing and cleaning
- 3) May be capable of water meter installation, repair, and reading
- 4) Must be capable of water main flushing and pigging
- 5) May be responsible for hydrant repairs, winterizing, and hydrant markers

C. Construction

- 1) May be responsible for street and sidewalk construction
- 2) Must be capable of paving and patch paving
- 3) Must possess general construction skills

5. GENERAL DUTIES

A. The General Labourer may be responsible for these maintenance duties

- 1) General equipment operation and maintenance
- 2) Vehicle operation and maintenance
- 3) Maintaining vehicle and equipment maintenance logs
- 4) Sweeping streets
- 5) Painting lines
- 6) General maintenance of lawn mowers, power tools, etc.
- 7) Cleaning and maintenance of grounds, shop, and equipment, etc.
- 8) Landscaping, Lawn mowing, and Flower bed gardening
- 9) Water clock repairs

B. The General Labourer may be responsible for these miscellaneous tasks

- 1) Garbage collection
- 2) Painting and installing signs
- 3) Flagging and setting up the appropriate cautionary signage
- 4) Composting
- 5) All other duties as assigned by the Superintendent of Public Works

Certification

Employee

Chief Administrative Officer

Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Office Clerk (Public Works)	Number: 1.2.7
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date :	Revision Date: October 2, 2006

Job Title

OFFICE CLERK

Position Details

1. HOURS & STATUS
Casual (Non-union position)
2. PURPOSE AND OBJECTIVES
 - A. Under the direction of the Public Works Superintendent, the Office Clerk will provide administrative assistance to the Superintendent, as well as the other Public Works employees
 - B. The Office Clerk is a position dedicated to the development of, and provision of, office administration
3. EDUCATION / QUALIFICATIONS
 - A. Education
 - 1) Completion of a designated office administration course, and/or combination of education and experience
 - 2) WHMIS
 - 3) May be required to complete courses and/or formal training on position (Office Clerk) related issues and procedures
 - B. Qualifications
 - 1) Must possess computer experience (at least windows 2000 and Microsoft word/excel)
 - 2) Must be capable of operating general office equipment
4. SPECIFIC DUTIES
 - A. Office Responsibilities
 - 1) Must keep accurate and up to date inventory and stock records
 - 2) Must act as the Receptionist (public and salesmen)
 - 3) Must be able to answer the telephone and record accurate messages and instructions
 - 4) Must be able to retrieve quotes for purchasing and general supplies
 - 5) Completing and filing Town General and Water work orders
 - 6) Photocopying
 - 7) Typing
 - 8) Picking up the mail
 - 9) Must be capable of Shipping and receiving
 - 10) Responsible for conducting various errands

B. Department Responsibilities

- 1) Must be able to act as the resource person for Safety Committee
- 2) Must be able to coordinate training for all staff members
- 3) Must maintain coffee supplies
- 4) Must clean and maintain coffee area and washroom facilities
- 5) Must be capable of coordinating GIS with planning department

C. Other Responsibilities

- 1) May be responsible for flagging and setting up precautionary signage
- 2) May be responsible for garbage collection
- 3) Must be capable of reading water meters
- 4) May be responsible for erecting Christmas decorations
- 5) Must be able to act as a guard for entry into confined spaces
- 6) All other duties as assigned by the Public Works Superintendent

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Director Recreation & Community Service	Number: 1.3.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006; June 6, 2011

Job Title

DIRECTOR OF RECREATION AND COMMUNITY SERVICES

Position Details

1. **PURPOSE AND OBJECTIVES**
 - 1) To provide leadership in the delivery and coordination of Recreation and Community programs and facility needs for the Town of Middleton.
 - 2) To contribute to the health and wellbeing of the residents of the area served, by encouraging and providing advice and assistance to community groups wishing to organize and operate leisure time programs, activities, and special events.
 - 3) To provide coaching and training programs to interested volunteers, with the aim to provide quality programs through Community groups and organizations.
 - 4) To assist with coordination of community, cultural and special events sponsored by organizations and/or other agencies, with the view to enhance the quality of life of the residents of the Town.
2. **EDUCATION / QUALIFICATIONS**
 - A. **Education**
 - 1) Completion of a post secondary education in Recreation or Physical Education.
 - B. **Qualifications**
 - 1) Demonstrated experience in the field of Recreation or Physical Education.
 - 2) Demonstrated ability to work with community groups and volunteers.
 - 3) Possess good communication and organizational skills.
 - 4) Must be qualified in Emergency First Aid and CPR.
3. **HOURS OF WORK/ SALARY AND BENEFITS**
 - A. This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position for managing programs and attending meetings associated with the position responsibilities. Salary and Benefits package for the position shall be as approved by Council from time to time.
4. **ACCOUNTABILITY**
 - A. The Director shall report the CAO on all programs, services, personnel, administrative and policy issues.

5. MANAGEMENT RESPONSIBILITIES

A. The Director shall:

- 1) Participate as a member of the Management Committee team, offering comment and advise on matters regarding Recreation specifically and generally on other matters coming before the Committee;
- 2) Provide leadership, supervision and direction, encouragement and training, to employees reporting to the position;
- 3) Plan best use of financial and physical resources available, and include those recommendations in the annual Operating and Capital Budgets to be presented to the Chief Administrative Officer;
- 4) Attend Council and Committee of the Whole Council meetings, when required by the Chief Administrative Officer to give reports on Recreation matters and other issues being considered;
- 5) Manage the operating budget approved for Recreation services purposes in accordance with policies and procedures set out by the Town.
- 6) Manage the operating budgets approved for Tourist Information Center and Recreation Programming in accordance with policies and procedures set out by the Town.
- 7) Prepare annual job performance assessments on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 8) Employ, dismiss, and discipline seasonal employees reporting to the position. Discipline full time employees. Recommend on the employment and dismissal of full time employees, all in accordance with policies and procedures approved by Council.
- 9) Evaluate the programs of the various groups requesting grants for Community activities. Determine, from a program and need point, if grants are warranted and recommend accordingly.
- 10) Prepare monthly reports for CAO, Management Committee review and for presentation to Council.
- 11) Prepare an annual report of staff effectiveness, including copies of annual performance assessments for personnel files, including comments and recommendations as warranted, and including suggested training requirements for future year's budget and submit same to the CAO.
- 12) Review existing policies and recommend on changes and any policies needed for services for which the position is responsible. Implement policies approved by the Council for services for which the position is responsible.
- 13) Forward recommendations on facility, program and services activities, existing and proposed for the area, to the CAO/Council.
- 14) Manage the operating expenditures and revenues approved for recreational services, in accordance with purchasing and budgeting procedures and policies approved by the Council.

- 15) Evaluate the programs of the various groups requesting grants for Cultural, Community Development, Recreation programs or Special Events.
- 16) Determine from a program and need perspective if grants are warranted, and recommend accordingly on requests not previously approved in budget.
- 17) Forward recommendations on Community issues and activities, and Recreation Services, existing and proposed for the area, to the CAO/Council with suggested actions/policies and/or for referral to the appropriate Advisory Panel for community comments and recommendations.

6. CONTACTS

A. The Director shall maintain the following contacts:

- 1) Good public relations in dealing with citizens at large, particularly in matters dealing with recreation, but also in matters pertaining to Town operations in general.
- 2) Keep informed of developments in the field of Recreation, analyze and report on effectiveness or benefits of those developments and recommend on potential application and/or benefit to the Town's Recreation services.
- 3) Confer with Provincial, Federal and other local Municipal authorities respecting programs, and regulations of interest and mutual benefit to the Recreational Services of the Town.
- 4) Liaise and cooperate with Associations such as the Evangeline Trail Tourism Association, Recreation Association of Nova Scotia, Tourism Industry Association, local boards of trade or chambers of commerce and other appropriate Provincial and National Organizations, where beneficial to the Town.
- 5) Attend seminars, conferences, courses and meetings which relate to recreation, subject to budget appropriations, so as to broaden his/her knowledge of, and keep as up to date as possible, in the field of Recreation.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Director shall:

- 1) Act as advisor to any organization requesting help on any matter pertaining to Recreation and Community Services, such as surveys, facility and open space planning, special events planning, equipment, programs and finances. The Director may provide staff assistance for preparing surveys, questionnaires and financial applications for organizations, but shall not hold any office or position with any Community organization providing any Recreation, cultural or leisure time activity in the Town.
- 2) Administer the various Recreation programs sponsored by the Town, and further, continually evaluate the sponsored programs, making such revisions or additions as are deemed appropriate and report changes and recommendations on the programs to the Chief Administrative Officer.
- 3) Act as liaison and coordinate with the Works Superintendent on facility maintenance requirements and provision of facilities and equipment required for provision of Recreation programs.
- 4) Manage the Middleton Tourist Information Center and coordinate the maintenance requirements of that facility with the Director of Public Works.

- 5) Publicize the Town's recreational and community activities, coordinating with community stakeholders to provide an economical, coordinated and effective information program, through selective use of various community media options.
- 6) Determine, recommend and administer, as appropriate, necessary fees and charges for various recreational/leisure time programs, activities and facility usage.
- 7) Prepare an annual report of Recreation Services activities for the year, including observations, comments and recommendations on the various Recreational Programs and Services for reporting to Council.
- 8) Provide in-service training courses for volunteers as required and ensure volunteers, part-time and full time staff, and persons offering leadership training in other organizations, are kept informed of leadership training opportunities offered by Provincial, Municipal and other recognized educational/training sources.
- 9) Recruit volunteer leadership as required for the conduct of specific recreational activities.
- 10) Maintain sufficient information so as to enable the preparation of annual budgets, which will provide sufficient funds for the operation of the various recreation services and programs.
- 11) Maintain appropriate records to provide necessary information for submission for grants, and to claim on approved grants from Federal, Provincial and other jurisdictions/organizations.
- 12) Be responsible for program staffing, and assist and act as liaison with the Works Superintendent on staffing of recreation facilities.
- 13) Be responsible to ensure appropriate safety procedures are followed in the work place and appropriate safety equipment/supplies are on hand.
- 14) Ensure implementation and compliance of Occupational Health and Safety requirements in Recreation Services work place.
- 15) Be responsible for the development and distribution of promotional material and programs of the Town.
- 16) Develop, publish and maintain the Town's Web Page.
- 17) Process Recreation group grant applications, assist new groups with organizational Development, special project applications for feasibility studies, facility and staffing grants.
- 18) Process Recreation facility bookings, coordinating with Public Works on facility readiness.
- 19) Coordinate Recreation programs, arranging grants and staffing as appropriate.
- 20) Respond to daily requests for information on Recreation matters.
- 21) Coordinate Town-sponsored special events and functions, such as Heart of the Valley Festival, Youth Ambassador Program, Town float. If there is a committee in place for events or functions, work as the Town's liaison.
- 22) Other duties as may be assigned from time to time.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

THIS IS TO CERTIFY that this amended policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 6th day of June, 2011.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20____.

Clayton MacMurtry
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Administrative Assistant	Number: 1.3.3
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: September 19, 2011

Job Title

ADMINISTRATIVE ASSISTANT

Position Details

1. **PURPOSE AND OBJECTIVES**
 - A. To provide daily administrative support to ensure the effective operation of the Recreation and Community Services Department
 - B. To perform a variety of tasks encompassing: office operations, promotions, program assistance and customer service in the delivery of recreation and community services for the Town of Middleton.
 - C. To provide assistance to the Town Administration Office as required on an occasional basis.
2. **EDUCATION / QUALIFICATIONS**
 - A. Education
 - 1) Completion of a post secondary education in Office Administration.
 - B. Qualifications
 - 1) Minimum 3 years office experience.
 - 2) Demonstrated proficiency in the use of Microsoft Office Suite (Word, Excel, PowerPoint & Outlook) as well as web design and desktop publishing software.
 - 3) Ability to organize and prioritize workload effectively.
 - 4) Excellent communication and interpersonal skills.
 - 5) Demonstrated initiative and discretion in handling confidential matters.
3. **HOURS OF WORK/ SALARY AND BENEFITS**
 - A. This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. Salary and Benefits package for the position shall be as approved by Council from time to time.
4. **ACCOUNTABILITY**
 - A. The Administrative Assistant shall report directly to the Director of Recreation and Community Services.
5. **SPECIFIC DUTIES AND RESPONSIBILITIES**
 - A. Office Operations
 - 1) Daily use of phone, fax, computer (software MS Office XP), printer, calculator, photocopier and other equipment for completion of work.
 - 2) Perform secretarial, clerical, and bookkeeping functions.
 - 3) Maintain reliable paper and electronic filing systems.

- 4) Maintain an inventory system for office equipment and supplies.
- 5) On occasion, may be required to attend meetings and record minutes.
- B. Promotions/Marketing
 - 1) Assist with the development and preparation of promotional materials (Town newsletter, program flyers, community service ads, etc.)
 - 2) Update and maintain the Town's website.
- C. Program Assistance
 - 1) Handle program registrations, receipts and deposits.
 - 2) Prepare participant list, program information, handouts, etc.
 - 3) Assist with community special events and program facilitation as required.
 - 4) Take bookings for Town Facilities such as Rotary Raceway Park.
- D. Customer Service
 - 1) Provide quality customer service.
 - 2) Receive calls, visitors and e-mails to the Department.
 - 3) Respond to public inquiries/feedback about programs and services.
 - 4) Assist with community group requests for information or assistance.
- E. Other
 - 1) Other duties which may be assigned from time to time

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 19th day of September, 2011.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 26 day of September, 2011.

Clayton MacMurtry
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Facilities Manager	Number: 1.4.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

FACILITIES MANAGER

Position Details

1. **PURPOSE AND OBJECTIVES**
 - A. To provide Management for all Town owned and operated Parks and Recreation facilities and structures, in accordance with regulatory guidelines and guidelines for operation of facilities as published by Provincial Associations, Town policies and practices, and within budgets approved by Council or contracting Authority.
 - B. To provide Management services to other recreation facilities as required from time to time, or as contracted.
 - C. To assist management Committees appointed by Council and charged with operating certain Town owned parks or facilities as may be required from time to time.
2. **EDUCATION / QUALIFICATIONS**
 - A. Education
 - 1) Minimum Grade XII required.
 - B. Qualifications
 - 1) Trained and experienced in turf management techniques.
 - 2) Hold pool operator's certification.
3. **HOURS OF WORK / SALARY AND BENEFITS**
 - A. This is a 40 hour a week, 8:00 A.M. to 5:00 P.M. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position for irregular hours required to manage the owned and contracted facilities, and for position training and meeting requirements. The salary and benefits package shall be as approved by Council from time to time.
4. **ACCOUNTABILITY**
 - A. The Facilities Manager shall report to the Director of Public Works on all management, personnel and policy issues related to the position responsibilities.

5. MANAGEMENT RESPONSIBILITIES

A. The Facilities Manager shall :

- 1) Participate as a member of the Management Committee team, offering comment and advise on matters regarding Recreation Facilities specifically and generally on other matters coming before the Committee ;
- 2) Provide leadership, supervision and direction, encouragement and training, to employees reporting to the position;
- 3) Plan best use of financial and physical resources available, and include those recommendations in the annual operating and Capital Budgets to be presented to the Director of Public Works;
- 4) Attend Council and Committee of the Whole Council meetings, when required by the Chief Administrative Officer, or when requested by Council to give reports on Recreation Facility matters and other issues being considered;
- 5) Manage the operating budgets approved for recreational facilities in accordance with policies and procedures set out by the Town.
- 6) Prepare annual job performance assessments on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 7) Provide copies of annual performance assessments for personnel files, including comments and recommendations as warranted, and including suggested training requirements for future year's budget and submit same to the Director of Public Works.
- 8) Employ, dismiss, and discipline seasonal and term employees reporting to the position. To discipline full time employees. To participate in and recommend on the employment and dismissal of full time employees, and participate in resolution of concerns and complaints raised by employees reporting to the position, all in accordance with policies and procedures approved by Council.
- 9) Prepare monthly reports for Director of Public Works, CAO, Management Committee for review and presentation to Council.
- 10) Review existing policies and recommend on changes and any policies needed for services for which the position is responsible. Implement policies approved by the Council for services for which the position is responsible.
- 11) Forward recommendations on Recreation Facility issues and activities, existing and proposed for the Town to the Director of Public Works, CAO/Council with suggested actions/policies and/or for referral to the appropriate Advisory Panel for community comments and recommendations.

6. CONTACTS

A. The Facilities Manager shall:

- 1) Maintain membership in Recreation Facility Association of Nova Scotia, other organizations deemed beneficial to his position.
- 2) Keep informed of developments and new techniques for maintenance of Recreation facilities and report on the effectiveness and potential benefits to the Town's Recreation facilities.

- 3) Attend seminars, conferences, workshops and meetings which relate to Recreation Facilities, subject to budget appropriations, so as to broaden his knowledge of, and keep as up to date as possible, in the field of Recreation Facility management.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Facilities Manager shall:

- 1) Assign the daily work schedule of the personnel in his charge, and ensures assigned duties are carried out.
- 2) Responsible for an inventory of equipment and supplies that are necessary for the efficient and effective operation and maintenance of facilities in his charge.
- 3) Ensures that all recreational facilities under his charge, are properly maintained through a high standard of operation, safety, and hygiene in accordance with facility operational guidelines and policies set by the Town and within budgets provided.
- 4) Purchase goods and services necessary for the operation of recreational facilities under the direction of the Director of Public Works.
- 5) Purchase orders shall be obtained for all purchases. In the event of the unavailability of the Director of Public Works, purchase orders shall be obtained from the Town Office.
- 6) Supervise the installation, construction and maintenance of all recreation and playground equipment in Town operated facilities, including work done by private contractors.
- 7) Assist Facility Management Committees, and other recreational facility operators, with supervision, installation, construction and maintenance of all recreation equipment and facilities, where assigned or service is contracted.
- 8) Responsible for the maintenance of all service vehicles and maintenance equipment used for Town recreational facility operations and ensures that required repairs are carried out.
- 9) Recommends on repairs and replacement of plant and equipment used by other operations where he is charged with supervising or operating plant where assigned or contracted. Files copy of recommendations with Director of Public Works and the Director of Community and Economic Development.
- 10) Liaises on facility readiness for facility use and recreation programs with designated Supervisor of recreational programs. Arranges for provision of daily operational needs during major activities held at the recreational facilities.
- 11) Prepares specifications for use in tender requests for maintenance and Capital projects to be carried out on Town operated recreational facilities, forwarding same to the Director of Public Works for use in purchasing procedures as set out in the Town's purchasing policy.
- 12) Any and all other duties and responsibilities relative to the Facility Manager's position and the services in his charge, as assigned.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Parks Labourer	Number: 1.4.2
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2, 2006	Revision Date:

Job Title

PARKS LABOURER

Position Details

1. General Responsibilities
 - A. The Parks Labourer shall:
 - 1) Plant and maintain flower beds and trees and shrubs;
 - 2) Turf grass management duties such as mowing, trimming, applying chemicals, rolling, watering, aeration, seeding etc.
 - 3) Facility and grounds maintenance such as preparing sports fields for use, grounds raking and cleanup, sweeping, cleaning and repairing buildings, fences, signage and equipment etc.
 - 4) Maintenance and locating of related equipment such as benches, bleachers, tables etc.,
 - 5) Maintain and assign equipment to facility users as directed;
 - 6) Assist with supervision, installation, construction and maintenance of all recreation equipment, vehicles, and facilities as assigned;
 - 7) Collection of garbage from fields and buildings and transporting same to works garbage bins for removal, excluding garbage removal from streetside areas;
 - 8) Promptly report problems, incidents and supply shortages to the Facility Manager.
 - 9) Any and all other duties as assigned, relating to facility operations and maintenance.
 - 10) Other duties relating to maintenance operations of the following areas as may be determined from time to time.
2. Facilities
 - A. Facilities included under parks operations are:
 - 1) Rotary Raceway Park;
 - 2) Canada 125 park (including Tennis court and picnic areas);
 - 3) Green areas along street rights of way designed for public access or to beautify streetscapes, including public green areas located alongside the Town hall property, corner of George and Commercial Street and other such areas as may be created from time to time. This includes flowerbeds and shrubs on town properties, but excludes lawn mowing of those properties and any other maintenance of those properties; School grounds and play grounds as may be contracted for maintenance from time to time for provision of recreation activities to the general public;
 - 4) Library Property on Gates avenue;

- 5) Swimming pool facility and grounds;
- 6) Old Holy Trinity Picnic park;
- 7) Rotary Riverside Park maintenance that may be contracted from time to time.
- 8) Any other public areas generally used by the public for recreational purposes, or that may be created from time to time for these purposes.
- 9) Items excluded from parks maintenance of these facilities are permanent street side signage advertising the facilities, snowploughing/removal, grading of parking areas, sweeping of driveways or parking areas and parking line painting.

Certification

_____ Employee
_____ Chief Administrative Officer
_____ Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer



REQUEST FOR DECISION
Personnel Management Policy
#019-2014

Date: 10 September 2014	Subject: Personnel Management Policy
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Committee of the Whole recommends to Council to amend Personnel Policy #1.0.1: Personnel Management to remove the reference of job descriptions being included in a policy manual.
Background:	<p>In the past, the job descriptions for Town of Middleton employees have been approved by Council as individual policies, when these documents are administrative in nature and should not be subject to being a policy. The Personnel Management Policy refers to the CAO ensuring all job descriptions are included in the Policy Manual, which should be removed to accurately reflect proper practice within the administration of the Town.</p> <p>This is a housekeeping matter based on removing the job descriptions as policies of Council.</p>
Benefits:	Ensures that policies are accurate and reflect current practice.
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	

CAO's Review/ Comments:	Respectfully, I request the housekeeping amendment to the Personnel Management Policy as reflected in the attached policy document.
----------------------------	---

CAO Initials: RLT

Target Decision Date: October 7, 2014

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Personnel Management	Number: 1.0.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 3, 2005	Revision Date: October 2, 2006, October 6, 2014

Rationale

The following policy establishes the responsibility for the administration of Town employees and managers job descriptions.

Policy Statement

- 1) The Council will be responsible for the development, preparation, and revision of the job description of the Chief Administrative Officer.
- 2) The Chief Administrative Officer will be responsible for the development, preparation, revision, and deletion of the job descriptions for all Town employees, other than that of Chief Administrative Officer.
- 3) Further, the CAO may adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person, and determine the salaries, wages, and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system.
- ~~4) The Chief Administrative Officer will be responsible to ensure all up-to-date job descriptions are included in the Policy Manual.~~

Previous Policies

The previous policy 9/1 "Job Descriptions Town Office & Managers" approved by Council on October 3, 2005 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 6th day of October, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 7th day of October 2014.

Rachel L. Turner
Chief Administrative Officer



REQUEST FOR DECISION
Organization Chart
#020-2014

Date: 10 September 2014	Subject: Organization Chart
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	To repeal the Personnel Policy 1.0.2: Organization Chart and approve a current chart of approved positions within the organization of the Town of Middleton.
Background:	<p>Organization charts should reflect the number of positions that have been formally approved by Town Council. The distribution of those positions falls to the Chief Administrative Officer, in consultation with the Directors and Managers within the organization, and keeping in mind the Collective Agreement that is in place for unionized employees. The current policy that has an organization chart depicts a committee structure rather than the staffing complement that Council is responsible for on an annual basis. The committees that Council develops or has representation on is dealt with on an annual basis when it approves the appointment of members on all standing and representative committees and should not be confused with an organization chart.</p> <p>Staffing levels and the capacity of workload is discussed through the annual budget process. If the number of approved positions within the organization changes, this would be formally dealt with through the approved annual budget and the organization chart amended as required.</p>
Benefits:	By implementing and a current chart of permanent positions within the organization, it provides clarity to the employees where each department and individual fits within the day to day business of the Town.
Disadvantages:	None foreseen.
Options:	

Required Resources:	N/A
Source of Funding:	N/A
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I request that Committee of the Whole recommend to Council the repeal of Personnel Policy 1.0.2: Organization Chart and further approve the Organization Chart that reflects the current staffing level for the Town of Middleton, as presented.

CAO Initials: RLT

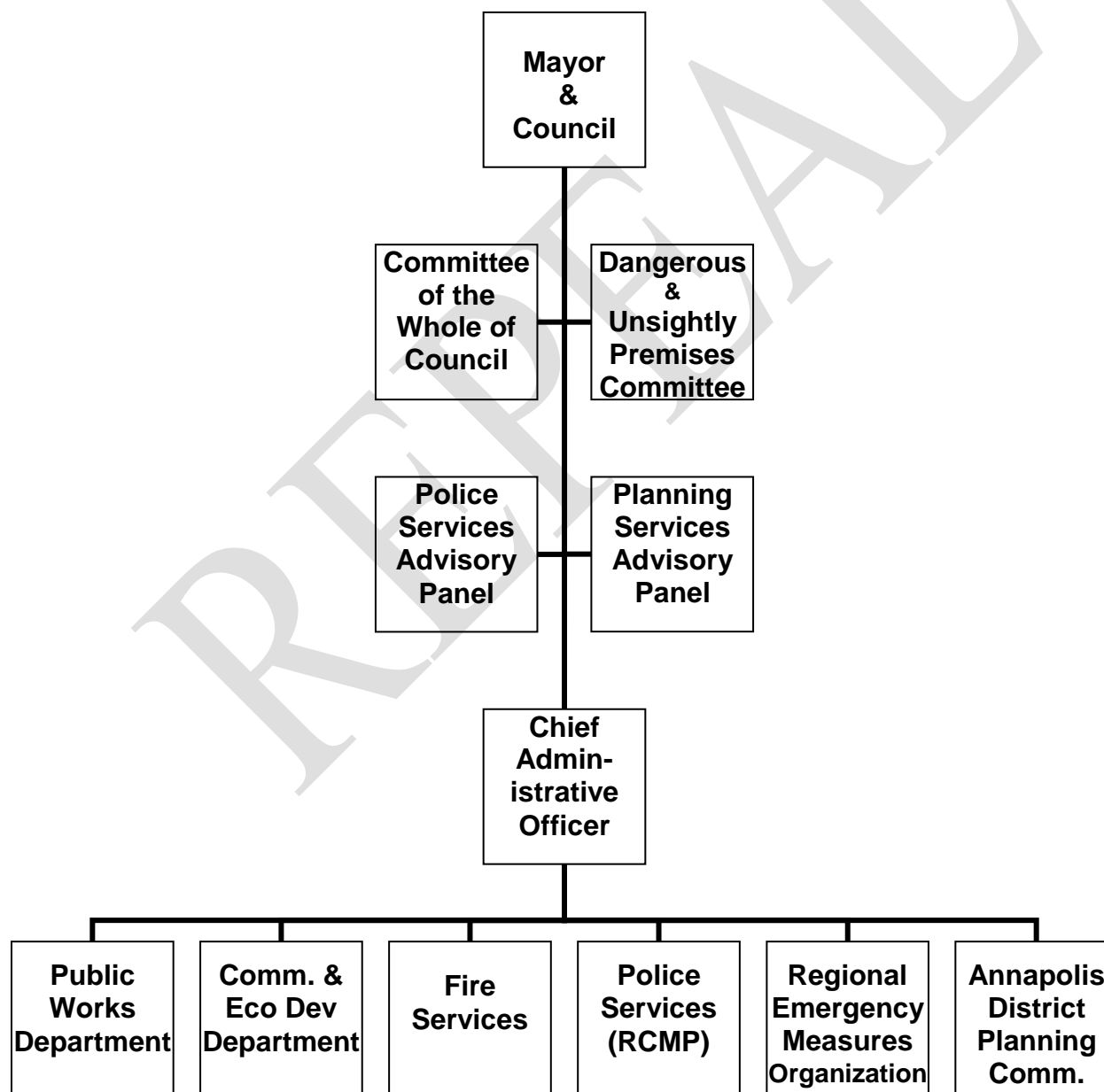
Target Decision Date: October 6, 2014

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Organization Chart	Number: 1.0.2
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2, 2006	Revision Date:

Rationale

The following policy delineates the relationship of the various branches of municipal government to each other, to clarify roles and responsibilities.

Organization Chart



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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer

COMMITTEE OF THE WHOLE RECOMMENDATIONS TO COUNCIL:
SEPTEMBER 15, 2014

a. Approval of Capital Investment Plan Document

It was moved and seconded that Committee of the Whole recommend to Council, that Council approve the five-year Capital Investment Plan, 2014/15 – 2018-19 as circulated. Motion carried.

b. Appointment – Middleton Fire Department

It was moved and seconded that Committee of the Whole, on recommendation of the Middleton Fire Department, recommend to Council that Council appoint Chevelle Roberts as a member of the Middleton Fire Department. Motion carried.

c. Approval of Organization Structure Dated October 6, 2014

It was moved and seconded that Committee of the Whole recommend to Council, that Council approve the Organization Structure as circulated. Motion carried.

MAYOR'S REPORT OCTOBER 2014

- | | |
|------------------------|--|
| Sept. 2 nd | Chaired monthly Council session |
| Sept. 5 th | Took part in Ice Bucket Challenge |
| Sept. 9 th | Attended Police Advisory Board meeting |
| Sept. 15 th | Chaired monthly Committee of the Whole session |
| Sept. 18 th | Attended Valley Regional Enterprise Network meeting |
| Sept. 26 th | Attended "Meet and Greet" RCMP session for Commanding Officer Brian Brennan, "H" Division. |
| Sept. 30 th | Attended Joint Police Advisory Board meeting |

I would like to thank Deputy-Mayor Dan Smith for representing the Town at the annual Wall of Fame Ceremonies held at the Macdonald Museum on September 27th.

CORRESPONDENCE – SEPTEMBER
(for October 6, 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 ***Nova Scotia Provincial Lotteries and Casino Corporation*** with information regarding the activities and events being held in various communities across Nova Scotia during the annual Responsible Gambling Awareness Week (RGAW), taking place from September 28 to October 4, 2014.
2. A letter from the ***Municipality of the District of Barrington*** asking Council to support their resolution when it is brought to the floor at the UNSM Fall Conference. The resolution requests the Province of Nova Scotia reduce hospital parking fees in all Districts to the level necessary to recover the costs of providing the service only.
3. A copy of the January to June 2014 edition of *Corps Rapport* from ***Commissionaires Nova Scotia***.
4. A thank you from the ***Canadian Cancer Society*** for the Town of Middleton's generous commitment to the Canadian Cancer Society's Relay for Life event this year.
5. A copy of the summer edition of *Timepiece* newsletter from the ***Annapolis Valley Macdonald Museum***.
6. A request for \$500 from the ***Association of Municipal Administrators Nova Scotia (amans)*** for sponsorship of their 2014 Annual Fall Convention.
7. A letter from the ***Canadian Union of Postal Workers*** requesting support to save Canada Post.
8. The 2014 Third Quarter publication from ***Kent & Duffett***, which is a high-level summary of the most recent tax developments applicable to business owners, investors, and high net worth individuals.
9. A copy of the September edition of *Sport Quarterly* from ***Sport Nova Scotia***.
10. A letter of complaint from ***Suzanne Greenlaw*** concerning 35 Victoria Street.
11. A letter from ***Bruce Gillis*** to the Nova Scotia Attorney General regarding the use and availability of the Annapolis County Courthouse.