



**COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Monday, September 15, 2014
7:00 pm**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Presentation
 - 3.1. MFC Financial Management Best Practices
4. Approval of the Minutes
5. Action Items
 - 5.1 RFD 018-2014 – Notice to Repeal Personnel Policies
 - D.1.1.1 – Job Description – CAO
 - 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
 - 5.2 RFD 019-2014 – Notice to Amend: D.1.0.1 - Personnel Management Policy
 - 5.3 RFD 020- 2014 - Organization Structure
 - Notice to Repeal D.1.0.2 – Organization Structure
 - Approval of Organization Structure dated October 6, 2014
 - 5.4 UNSM Fall Conference – November 4–7, 2014 (Discussion)
 - 5.5 Approval of Capital Investment Plan Document
 - 5.6 Appointment – Middleton Fire Department

6. Information/Discussion Items
 - 6.1. Management Reports
 - 6.2. Planning Services Report – August 2014
 - 6.3. Accounting Activities Report – August 2014
7. Anything by Members
8. Adjournment