



**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