



**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



Implementation of the Municipal Finance Corporation's Core Best Practices in Middleton

The following high-level work plan details the implementation of the Core Best Practices in the Middleton project. The Nova Scotia Municipal Finance Corporation (MFC) is working to achieve the following objectives:

- Develop financial management policies for the Town of Middleton based on the Core Best Practices
- Promote the Core Best Practices to municipalities in Nova Scotia
- Provide support and education for municipalities interested in implementing the Core Best Practices

The Pilot is the main initiative the MFC will be working with Middleton on in the coming months. There are, however, other components to the project that Middleton will be indirectly involved in, including the Communication Plan and the Education Strategy.

- Based on feedback from Middleton, MFC will clearly define why implementing the MFC's Core Best Practices benefits a municipality
- MFC will start soliciting feedback from Middleton after the first few policies (e.g., 3) have been implemented (starting in December 2014)
- MFC will develop a workshop on the use of the Core Best Practices; Middleton will be used as a case study
- MFC will monitor the ongoing success of Core Best Practice program by developing and tracking performance measures

		2014					2015						
Middleton Project	Deadline	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Develop project work plan and confirm town staff approval													
Introduction and Initial Presentation to Middleton Council													
Audit Committee Terms of Reference													
Documentation of Accounting Policies and Procedures Best Practice													
Procurement Policy Best Practice													
Solicit feedback from Middleton on process so far; adjust work plan as required													
Appropriate Level of Operating Reserve Best Practice													
Debt Management Best Practice													
Multi-year Capital Planning Best Practice													
Financial Forecasting: Budget Preparation Best Practice													
Presentation to AMA Spring Conference													
Financial Forecasting: Cash Flow Forecasting Best Practice													

Project Details			
	SCOPE	TIMEFRAME	STATUS/ COMMENTS
Middleton Pilot			
Develop project work plan and get town staff approval	<ul style="list-style-type: none"> Develop a work plan Obtain approval from Town of Middleton CAO Inform Municipal Advisor of the project (maintain correspondence with advisor throughout project) Review Middleton's Debt Affordability Model, FCI, and website to become more familiar with local context Develop contacts with Middleton CAO, Director of Finance, and other key staff 	August 2014 – September 2014	
Introduction and Initial Presentation to Middleton Council	<ul style="list-style-type: none"> Develop presentation outlining proposed project and steps Present to Middleton Council (September 15) Gain buy-in from Council for project 	September 2014	
Audit Committee Terms of Reference	<ul style="list-style-type: none"> Determine the current situation in Middleton as it relates to the policy being worked on Compare current situation with FMCBC best practice Evaluate gaps, determine what information is required to move forward Collect information from Middleton staff (potential site visit) Tailor best practice for Middleton context (writing done in Halifax office) Submit draft to CAO; perform edits until both parties are satisfied Present draft policy and any relevant background information to council Goal: Council approval of policy 	October 2014	
Documentation of Accounting Policies and Procedures Best Practice	Same as above	November 2014	
Procurement Policy Best Practice	Same as above	December 2014	

Appropriate Level of Operating Reserve Best Practice	Same as above <i>{The next three policies pertain to the budget process and are timed as such}</i> <i>{January skipped to provide a “buffer” month}</i>	February 2014	
Debt Management Best Practice	Same as above	March 2015	
Multi-year Capital Planning Best Practice	Same as above	April 2015	
Financial Forecasting: Budget Preparation Best Practice	Same as above	May 2015	
Presentation to AMA Spring Conference	<ul style="list-style-type: none"> • Develop presentation with feedback from Middleton • Deliver presentation to AMA delegation (with representative from Middleton, if desirable) 	June 2015	
Financial Forecasting: Cash Flow Forecasting Best Practice	Same as above	July 2015	

Note: Timeline may need to be adjusted as required.



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 - Chief Administrative Officer	Number: 1.1.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

CHIEF ADMINISTRATIVE OFFICER

Position Details

1. **PURPOSE AND OBJECTIVES**
 - A. To provide management for all functions of the Town, to manage Municipal resources, to provide quality services and programs to the taxpayers of the town, in accordance with statutory and regulatory guidelines, Town By-laws and policies and within budgets approved by the Council.
2. **EDUCATION / QUALIFICATIONS**
 - A. Education
 - 1) Degree in Public Administration, or Diploma in Municipal Administration
 - B. Qualifications
 - 1) Demonstrated successful performance in all aspects of municipal administration or related public administration experience preferred.
 - 2) Possess good communication and organizational skills.
 - 3) Must be knowledgeable in public accounting practices.
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 the overall activities of the Town, attendance at meetings, conventions and training 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 CAO is the Chief Officer and head of the administrative branch of the Town's government and shall be responsible to Council for the proper administration of all the affairs of the Town within statutory and regulatory guidelines, Town Bylaws and policies and within budgets approved by the Council.
5. **MANAGEMENT RESPONSIBILITIES**
 - A. The CAO shall:
 - 1) Act as chair of the Management Committee, providing leadership and direction as needed;
 - 2) Provide leadership, supervision and direction, encouragement, and training, to employees reporting to the position;

- 3) Develop plans for optimal use of financial and physical resources, and include ensuing recommendations in the annual operating and Capital Budgets to be presented to the Council;
- 4) May attend all Community Services Advisory Panel meetings, offering comments and recommendations for consideration on matters before the Panel;
- 5) Attend all Council and Committee of the Whole Council meetings, reporting on the operations of the Town, presenting and commenting on recommendations and reports coming from staff and the Management Committee;
- 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 all employees of the Town, in accordance with policies and procedures approved by Council, with power to further delegate this authority.

6. CONTACTS

A. The Chief Administrative Officer shall:

- 1) Maintain good public relations in dealing with citizens at large, in all matters pertaining to Town operations;
- 2) Keep informed of developments in the field of Municipal administration, analyze and report on effectiveness and efficiencies of those developments and possible benefits for the Town.
- 3) Confer with Provincial, Federal and other local Municipal authorities respecting funding programs, and regulations of interest and that will impact on the Town.
- 4) Attend seminars, conferences, courses and meetings which relate to Municipal Administration, subject to budget appropriations, so as to broaden his/her knowledge, and keep as up to date as possible in the field of Municipal Administration.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Chief Administrative Officer shall:

- 1) Coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
- 2) Ensure the annual budgets are prepared and submitted to Council;
- 3) Be responsible for the administration of the budget after adoption;
- 4) Review the drafts of all proposed by-laws and policies and make recommendations to Council with respect to them;
- 5) Carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, direct.

B. The Chief Administrative Officer may

- 1) Attend all meetings of the Council and any board, committee, commission or corporation of the town and make observations and suggestions on any subject under discussion;
- 2) Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to the Council agreements with respect to them;
- 3) Subject to policies adopted by the Council:
 - a) make or authorize expenditures, and enter into contracts on behalf of the Town, for anything required for the Town where the amount of the expenditure is budgeted or within the amount determined by Council by policy, and may delegate this authority to employees of the Town,
 - b) sell personal property belonging to the Town that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by the Town, and may delegate this authority to employees of the Town,
 - c) personally, or by an agent, negotiate and execute leases of real property owned by the Town that are for a term not exceeding one year, including renewals,
 - d) establish departments of the municipal administration,
 - e) adopt a system of classification of positions of municipal officers and employees and specify positions that may not be filled by the same person, determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system,
 - f) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;
- 4) Authorize, in the name of the Town, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of legal action, defence or proceeding to Council at the next meeting and may, if the Council so provides by policy, delegate this authority to employees of the Town;
- 5) Where the Council so provides by policy, settle a legal action or proceeding in accordance with the policy;
- 6) Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to Council, on a regular basis respecting such contracts;
- 7) Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO, such reports are deemed necessary;

- 8) Coordinate and direct recommendations, either oral or written, to Council regarding the upgrading, assessment and definition of programs, policies and plans or any such changes that are necessary to maintain the operation of Town government;
- 9) Review the administrative operation of the Town and recommend any alteration or addition that would upgrade the efficiency and effectiveness of same;
- 10) Act as Personnel Director within the scope of the duties of the CAO and carry out such duties in accordance with the policies established by Council;
- 11) Be the official liaison between Council and staff;
- 12) Perform the duties of Clerk and Treasurer for the Town as specified in the
- 13) Municipal Government Act, and as approved by Council.

Certification

Employee

Witness

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 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

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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.
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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

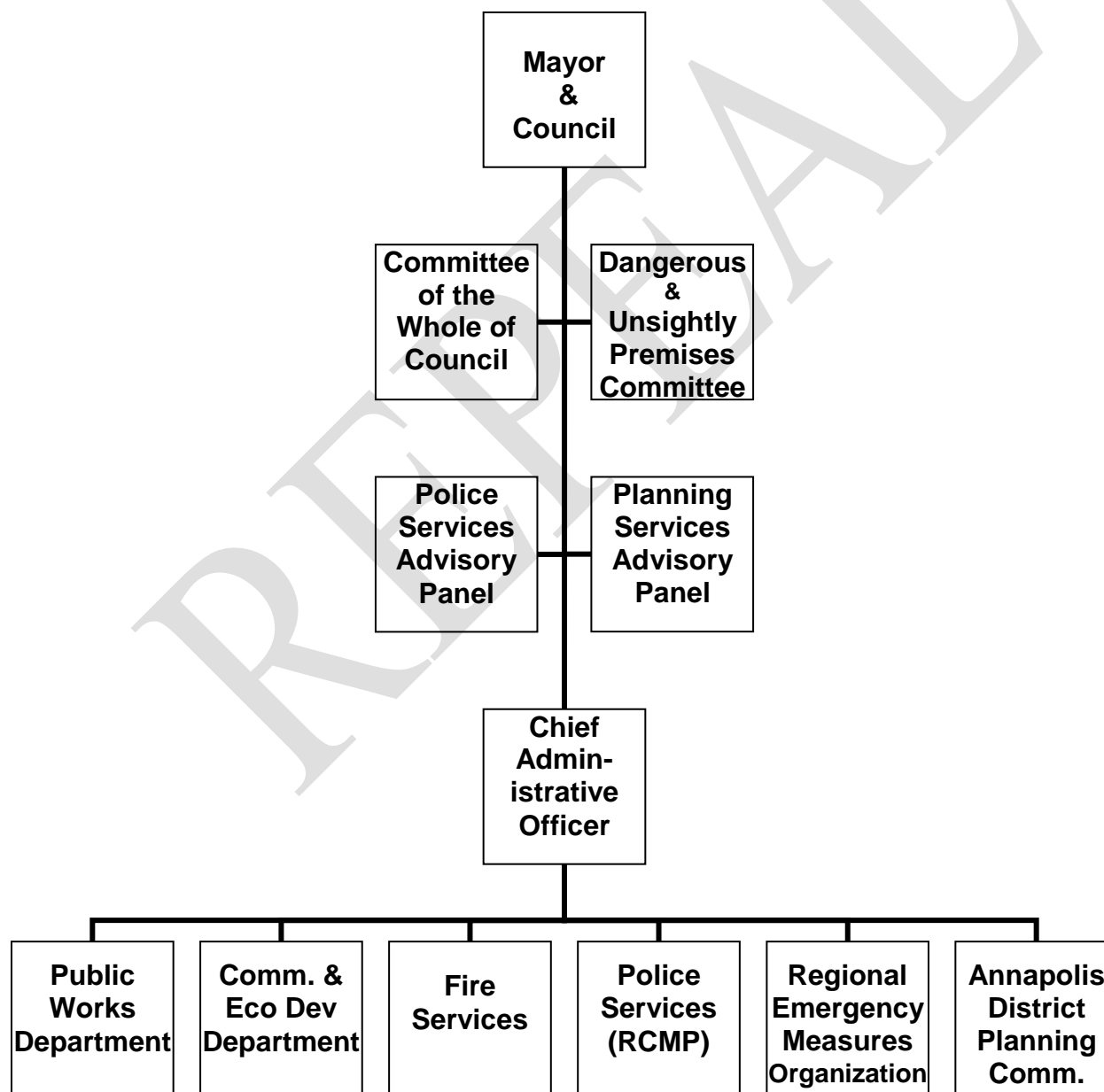
Target Decision Date: October 6, 2014

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



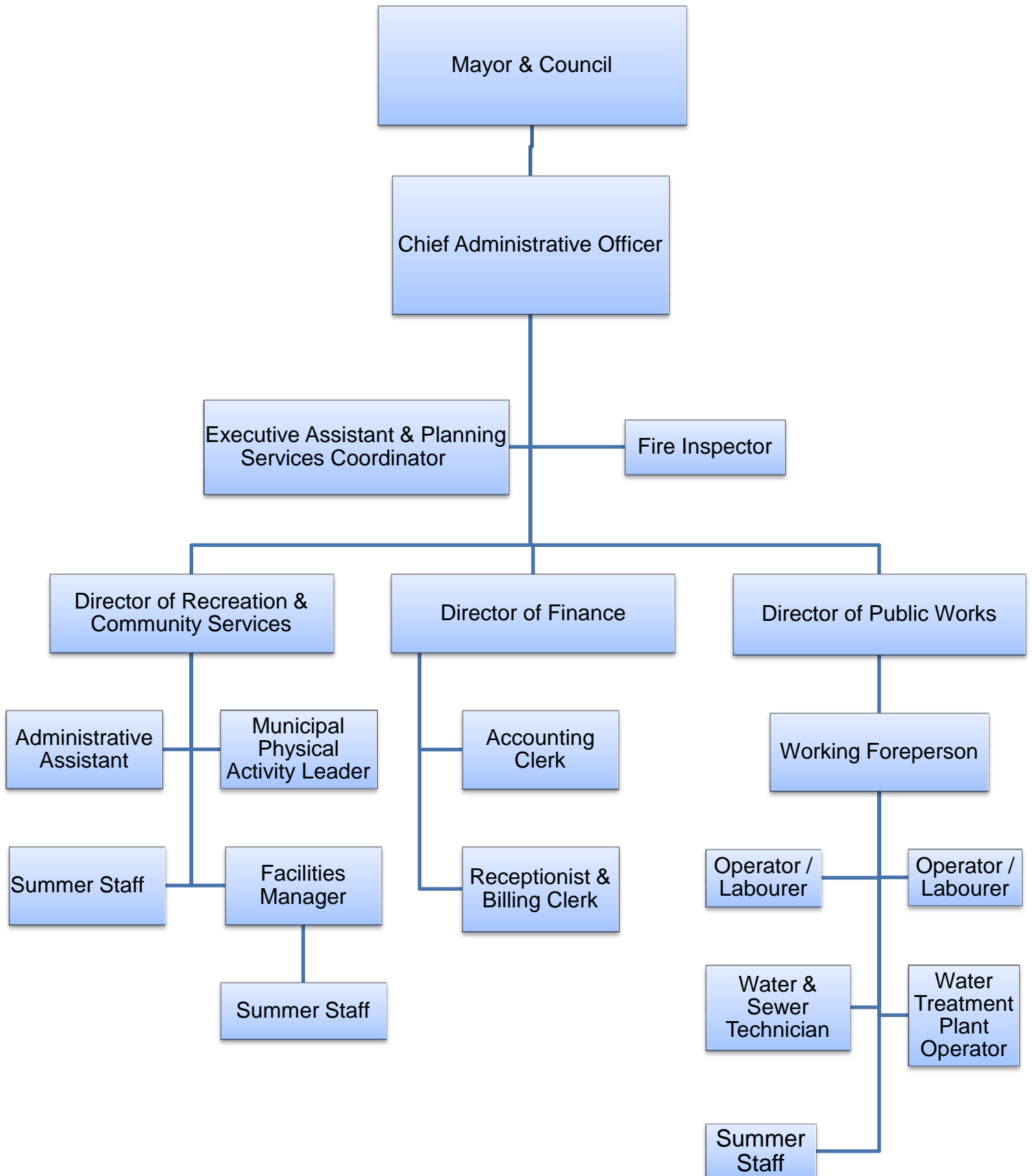
Certification

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

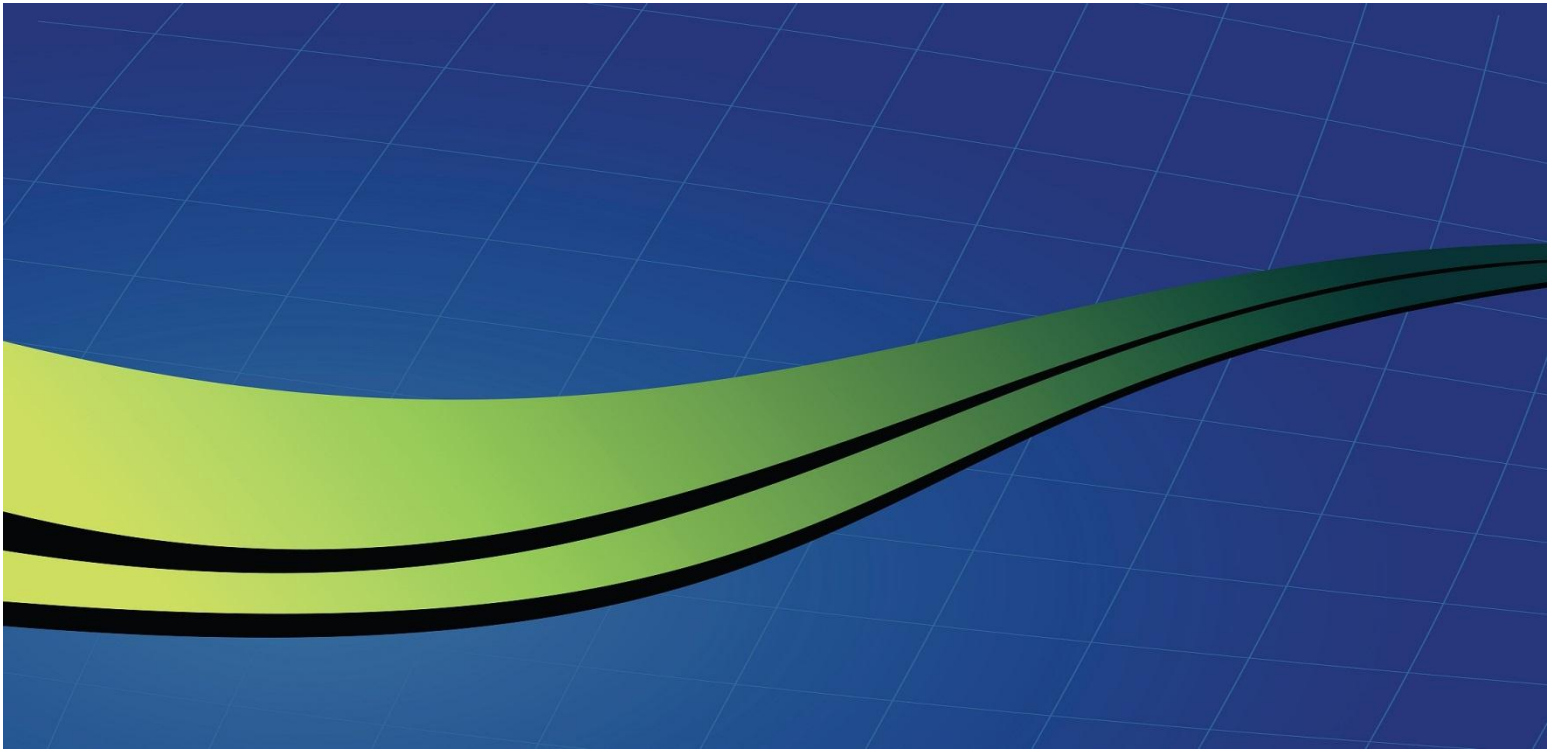
ORGANIZATION CHART



UNSM 2014 Fall Convention

Conference Program Outline

November 4th – 7th, 2014 - Halifax, NS



TUESDAY, NOVEMBER 4TH

1:00 p.m. – 3:00 p.m. – Ken Simpson Lecture Series
– *The Benefits of Using Mediation to Resolve Disputes* (this will be done by separate registration – watch your email for further information)

4:00 p.m. – 8:00 p.m. Registration

7:30 p.m. – 9:00 p.m. Meet & Greet Reception

WEDNESDAY, NOVEMBER 5TH

8:15 a.m. – 9:30 a.m. - Opening

- Remarks by Chair of the Conference Planning Committee – Warden Keith Hunter, County of Cumberland
- Greetings from Halifax Regional Municipality
- Remarks by President Dave Corkum
- Greetings from the Province/Remarks by Premier (TBC)
- Presentation of UNSM Long Service Awards

9:30 a.m. – 10:45 p.m. - Shared Services - This presentation will outline different municipal shared service models being utilized throughout the province including:

- Eight municipal units sharing Diamond Software - Stephen Feist, CAO, Town of Antigonish
- Sharing of Financial Services - Greg Herrett, CAO, Town of Amherst and Rennie Bugley, CAO, County of Cumberland
- Sharing of services between Town of Digby and District of Digby - Deputy Warden Jimmy MacAlpine, District of Digby and Mayor Ben Cleveland, Town of Digby

10:45 a.m. – 11:00 a.m. - Break/Viewing of Exhibits

11:00 a.m. – 12:00 p.m. - Concurrent Sessions:
(Attend 1 of 2)

- **Active Transportation, Community Transit and the Blue Route**: What's happening now, and what you need to know to seize future opportunities – Presenters: Ben Buckwold, Director of Bikeways and Blue Route Implementation, Bicycle Nova Scotia and Gord Tate, Co-Chair, UNSM Active Transportation Committee; Active

Living/Active Transportation Coordinator,
District of Chester

- **Meetings “BLOODY” Meetings** – Bernie White, Registered Parliamentarian - Meetings have a bad reputation, yet most of us spend countless hours attending them. This session will provide some tips on effective meeting practices i.e. Role of an Effective Chair, Role of Effective Council member, proper and common sense application of Robert's or other Sets of meeting rules. Some discussion on common meeting pitfalls and how to deal with disruptive behaviours at meetings

12:00 p.m. – 1:15 p.m. - Delegates' Luncheon

Kindly sponsored by



1:30 p.m. – 2:30 p.m. - The Role of Municipalities in Immigration - Gerry Mills, Director of Operations, Immigrant Settlement and Integration Services (ISIS) and Suzanne Ley, Acting Director of Policy, NS Office of Immigration - This presentation will focus on the topic of immigration in two parts. The first part will discuss the different federal and provincial roles in immigration policy and some of the current challenges. The second part will focus on how municipalities can become welcoming communities and immigrant friendly

2:30 p.m. – 3:00 p.m. - Broadening our Service Offerings to Municipalities – PVSC - Trudy LeBlanc, Sr. Advisor Municipal Client Relations & Greg Keefe, PVSC Board Member – PVSC has been working closely with municipalities to provide additional services to Nova Scotia property owners. This

presentation will highlight the exciting new initiatives underway such as the Building Permit Data Exchange and E-Delivery, and will explore what is planned for the future.

3:00 p.m. – 3:15 p.m.- Break/Viewing of Exhibits

3:15 p.m. – 5:00 p.m. - Cracker Barrel Sessions (Attend 3 of 6 topics – 30 minute discussions)

TOPICS:

QUEST – (Quality Urban Energy Systems of Tomorrow) - Mary Ellen Donovan, QC (QUEST Nova Scotia Chair) - QUEST is a collaborative network of stakeholders who are actively working to make Canada a leader in the design, development and implementation of smart energy communities. Smart energy communities are all about improving energy efficiency, cutting costs, and reducing greenhouse gas emissions at the community level by integrating energy with land use, buildings, transportation, water, waste and related infrastructure. Quest NS Chair Mary Ellen Donovan will generate discussion on some of the municipal projects QUEST is currently developing. QUEST is looking to broaden its mandate beyond Halifax to other parts of the province.

RURAL POVERTY – Councillors Pauline Raven and Emma VanRooyen, County of Kings - Rural life is less idyllic when viewed through the lens of poverty. Poverty can persist from one generation of a family to the next or it can be short-lived, or sporadic. It can involve under-employment, unemployment, hunger, homelessness, isolation, despair, triumph. Who are the poor in our rural communities and how can municipal councillors help reduce poverty's impacts?

MUNICIPAL CLIMATE CHANGE ACTION PLANS & PLANNING IN NS - Join staff from Municipal Affairs and NS Environment's Climate Change Unit for an update and discussion on Municipal Climate Change Action Plans (MCCAPs) and new provincial climate change initiatives. Graham Fisher, Senior Planner with Municipal Affairs, will provide highlights from his analysis of the MCCAPs and identify common themes and patterns from the plans. As well, a staff member from the Climate Change Unit will discuss new climate change initiatives currently underway in the province.

YOUTH ENGAGEMENT - With approximately a third of Amherst's population being youth; the Town of Amherst wanted to strengthen the relationship with the youth in the community. Therefore, in 2009 the Amherst Youth

Town Council (AYTC) was formed to communicate more effectively with local youth. Youth involvement in local government is a fairly new practice in Nova Scotia, therefore making this a unique strength of our community. This group acts as advocates for their peers, identifying and bringing forward issues to Town Council or acting in an advisory capacity to Council for matters that have impact on local youth. Ultimately, members will become more familiar with the workings of local government through education, involvement and participation.

COASTAL EROSION – Jennifer Graham, Climate Change Adaptation Specialist, NS Environment - Municipalities and Coastal Erosion: An Opportunity to Adapt? Join Jen Graham for a lively discussion about coastal erosion in the context of municipal climate change adaptation. Erosion is a reality for many coastal areas. Let's talk about how to slow it, and how to decide when it's time to retreat. This discussion will also introduce good practices and resources for municipalities, decision makers, and property owners.

PROSPERITY WITHOUT GROWTH – Councillor Gregory Heming, County of Annapolis - Growth without limits has been the thread that weaves together the policies and practices set out in Nova Scotia economic development initiatives including those of the RDA's, REN's, and *The Report of the Nova Scotia Commission on Building Our New Economy*. We have become trapped by the mistaken notion that "growth economics" is the norm, when in fact it is an anomaly -- an anomaly fueled by cheap oil, nourished by the myth of globalization, and kept in place through the institutionalization of corporations. Economic growth left unchecked will lead us away from a truly prosperous future and into continuous economic, social and ecological decline. By researching, discussing and implementing alternative economic policies at both provincial and municipal levels of government, a more long-term, fair and just, and ecologically sane transition to a steady-state economy is possible. In fact, this transition, ignored too long by politicians, businesses, and consumers alike, has now become one of great urgency. This cracker barrel session will encourage lively discussion governed by the principles of good listening. We hope to set in motion the seeds of a more thorough discussion that could take place in local municipalities throughout Nova Scotia in the future.

Dinner on your own

7:00 p.m. – 9:00 p.m. Caucus Meetings

6:50 a.m. – 7:50 a.m. – Women in Politics Breakfast Panel - UNSM's Women in Local Government Committee will host a breakfast panel on women in politics. Guest speakers include The Honourable Diana Whalen, NS Minister of Finance and Councillor Jennifer Watts, Halifax. The session will be moderated by Jhoanna Gonzales Miners, Planning and Development Officer, NS Advisory Council on the Status of Women.

8:00 a.m. – 9:00 a.m. – Keynote Address: *Seeing the Future in a Different Light* - Dan Christmas, Senior



Advisor,
Community of
Membertou -
The communities
of Nova Scotia are
facing difficult
challenges. Earlier
this year, the ONE

Nova Scotia Commission Report put out an urgent call to all Nova Scotians that we must make a radical change in direction or face a future of long term decline. We need to look at economic development in this Province in a different light and we need to consider how our young people can play a 'game changing' role in shaping that future.

Kindly sponsored by

CUPE·SCFP Canadian Union of Public Employees
Syndicat canadien de la fonction publique

9:00 a.m. – 9:30 a.m. – Putting Waste In Its Place: Challenges, Changes & Innovation - *Jeff MacCallum* CEO, RRFB Nova Scotia - Since 1996, RRFB Nova Scotia has been operating recycling programs and providing financial support to municipalities for local waste diversion initiatives. But we also play a key role in stimulating innovation in waste diversion through funding for research and development projects, as well as managing an integrated approach to solid-waste education and awareness across the province. This session will focus on challenges and opportunities, including our evolving role in Extended Producer Responsibility (EPR) stewardship, and our success in finding efficiencies through innovation.

9:30 a.m. – 10:15 a.m. – RESOLUTIONS

10:15 a.m. – 10:30 a.m. – Break/Viewing of Exhibits

10:30 a.m. – 12:00 p.m. – RESOLUTIONS

12:00 p.m. – 1:15 p.m. –

Delegates' Luncheon

Kindly sponsored by



1:30 p.m. – 2:30 p.m. – Workshops (Attend 1 of 2)

- **Between a Rock and a Hard Place** – John Traves, Solicitor, HRM - This workshop will provide strategies for remaining actively involved with community organizations while still respecting the obligation of acting in the best interests of the municipality.
- **What to do about property taxes** - This past spring, Drs. Enid Slack and Harry Kitchen undertook a review of the Property Tax System in Nova Scotia and made recommendations to improve the fairness and effectiveness of the system. This session will look at the progress made towards the implementation of those recommendations, including the steps individual municipalities can take to increase transparency and accountability around property taxes.

2:30 p.m. – 3:30 p.m. – Federal Election 2015:

Amplifying the Municipal Message – FCM - The next federal election is a significant opportunity for the municipal sector to get our issues front and centre on the national agenda. The FCM is working to organize elected officials across the country to get results. We know our members are the sector's greatest asset – to get the job done we'll need your knowledge, experience and local networks. You know your community. You understand the issues. You know how to get things done. Come to the FCM election readiness workshop to be a part of and help shape our election strategy. Learn about the *Hometown Champions* project and find out how you can get involved. With your help, we'll ensure that local issues will be front and centre in Election 2015.

3:30 p.m. – 3:45 p.m. – Break/Viewing of Exhibits

3:45 p.m. – 5:00 p.m. – Annual General Meeting

- Audited Financial Statements/Motion re Dues
- Employee Benefits Report
- Atlantic Insurance Consortium Report
- PVSC Report
- Approval of Proposed By-Law Amendments

- Election of Pres and VP

6:15 p.m. – Reception

7:00 p.m. – 9:00 p.m. – Banquet

Back by popular demand! Hal Bruce will be joining us to entertain you while you enjoy a



spectacular meal prepared by the Westin's award winning Chef.

Sponsored By



9:00 p.m. – 12:00 a.m. – Dance

FRIDAY, NOVEMBER 7TH

7:00 a.m. – 8:00 a.m. – Early Morning Clinic

Rising to the Weather Challenge – Insurance Bureau of Canada - Being in the business of risk management and helping Canadians recover from disaster, insurers are all too familiar with the economic and human costs of severe weather. This experience has given Insurance Bureau of Canada (IBC) some great ideas on engaging Canadians to better prepare themselves and their property and collaborating with provincial and municipal governments to help develop, promote and implement adaptation measures. From rain barrels to a groundbreaking [municipal risk assessment tool](#) that helps municipalities identify infrastructure weaknesses, IBC supports research projects to help foster community resilience. IBC is committed to partnering with governments at every level to create a natural catastrophe strategy to ensure Canadians are prepared for the next "weather challenge".



8:00 a.m. – 9:00 a.m. – Caucus Elections

9:15 a.m. – 10:00 a.m. – Honourable Mark Furey, Minister of Municipal Affairs (TBC)

10:00 a.m. – 10:15 a.m. – Break/Viewing of Exhibits

10:15 a.m. – 11:45 a.m. – Ministers' Panel Departure/Lunch on your own

**2014 CONFERENCE
PLANNING COMMITTEE:**
CHAIR - WARDEN KEITH
HUNTER, COUNTY OF
CUMBERLAND

DEPUTY MAYOR LISA EMERY,
TOWN OF AMHERST

COUNCILLOR BILL KARSTEN,
HALIFAX REGIONAL
MUNICIPALITY

WARDEN BRUCE MORRISON,
COUNTY OF VICTORIA

HOTEL INFORMATION

COMMON BOOKING DATE The common booking date for booking hotel rooms has been set for **MONDAY, SEPTEMBER 15TH AFTER 9:00 A.M.** - PLEASE INDICATE THAT YOU ARE PART OF THE UNSM CONFERENCE BLOCK - THESE BLOCKS WILL BE HELD UNTIL **OCTOBER 1ST, 2014.**

Westin Nova Scotian Hotel: \$ 139/night s/d (TBC) - (902) 496-8585

Westin Cancellation Policy for Guestroom Reservations is 15 days prior to the guests date of arrival. The penalty for not cancelling before this time is a charge of the first night's room and tax charged to the form of payment that the reservation is guaranteed by. No charges will be processed until the completion of the UNSM Event. If the cancelled guestrooms can be re-sold to another attendee the cancellation penalty will be waived. This policy has been put in place to provide maximum guestroom availability to all attendees.

Four Points Sheraton: \$ 119/night s/d - 1 - (866) 444-9494

Province of Nova Scotia

Canada - Nova Scotia Infrastructure Secretariat

CAPITAL INVESTMENT PLAN

5 Year Capital Investment Plan for the Fiscal Years 2014/2015 to 2018/2019

Municipal Unit:	Town of Middleton
Fiscal Year (Start):	2014
Date Submitted:	Monday, August 25, 2014
Director of Finance/Treasurer:	Marianne Daine
Phone Number:	902-825-2502
Email Address:	financedirector@town.middleton.ns.ca
Years Submitted:	5

I, Marianne Daine, representing the

Town of Middleton

Municipality

do certify that this Capital Investment Plan is consistent with the budget approved by Council for the

Town of Middleton

Municipality

for the fiscal year ended March 31, 2015

Director of Finance / Treasurer

Date

CAPITAL INVESTMENT PLAN

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Schedule 1: Capital Investment Plan - Project Summary

Municipality: Town of Middleton

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	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #1	Well Head Improvements	Nictaux	Install 3 meters to measure flow in 3 production wells	412 - Water Supply Wells	\$46,000
CIP-S1-1	Project #2	Computer System for Office	131 Commercial Street, Middleton	Annual technology upgrades for municipal office	123 - Computer Systems for Municipal Office	\$25,000
CIP-S1-1	Project #3	Reservoir Repairs	144 Gates Mountain Road, Middleton	Repair crack in reservoir	411 - Reservoirs	\$150,000
CIP-S1-1	Project #4	Mechanical Engineering Assessment	Middleton	Outsource mechanical engineering assessment of water system	417 - Water Distribution Systems	\$20,000
CIP-S1-1	Project #5	Surge Tank	411 Hwy 362, Middleton	Construct Surge Tank at 101 water pumping building	417 - Water Distribution Systems	\$60,000
CIP-S1-1	Project #6	Valve Replacement	462 Main Street, Middleton	Replace main control valves for production wells at hospital pumping station	417 - Water Distribution Systems	\$12,000
CIP-S1-1	Project #7	Automated Meter Reading	Middleton	Purchase and install automated system to import water meter readings directly into accounting software	417 - Water Distribution Systems	\$25,000
CIP-S1-1	Project #8	Pump Controls Upgrade	462 Main Street, Middleton	Install variable speed drives on pump controls at hospital pumping station	417 - Water Distribution Systems	\$15,000
CIP-S1-1	Project #9	Fire Hydrants	Middleton	Purchase and install fire hydrants	417 - Water Distribution Systems	\$18,500
CIP-S1-1	Project #10	Crosswalk Signs	Main Street & Commercial Street, Middleton	Replace 2 overhead crosswalk signs on Commercial Street and 1 on Main Street	317 - Road Traffic - Signs / Signals	\$44,000
CIP-S1-1	Project #11	Rebuild and Repave Queen Street	Queen Street, Middleton	Rebuild and repave 450 ft of street on Queen Street	314 - Roads / Streets	\$90,000
CIP-S1-1	Project #12	Rebuild and Repave Taylor Drive	Taylor Drive, Middleton	Rebuild and repave 1100 ft of street on Taylor Drive	314 - Roads / Streets	\$110,000
CIP-S1-1	Project #13	Rebuild and Repave Commercial Street	Commercial Street, Middleton	Rebuild and repave 1000 ft of street on Commercial Street from Marshall Street to North Street	314 - Roads / Streets	\$120,000
CIP-S1-1	Project #14	Repave School Street	School Street, Middleton	Repave 1000 ft of street on School Street from brook to Bentley Drive	314 - Roads / Streets	\$40,000
CIP-S1-1	Project #15	Street Light Conversion	Commercial Street, Middleton	Convert 26 decorative street lights in downtown area to LED lights	318 - Street Lights	\$40,000
CIP-S1-1	Project #16	Rebuild and Repave Victoria Street	Victoria Street, Middleton	Rebuild and repave 1500 ft of street on Victoria Street from Marshall Street to Veterans Lane	314 - Roads / Streets	\$180,000
CIP-S1-1	Project #17	Rebuild and Repave Main Street	Main Street, Middleton	Rebuild and repave 600 ft of street on Main Street from Bridge Street to Gates Avenue	314 - Roads / Streets	\$72,000
CIP-S1-1	Project #18	Rebuild and Repave Commercial Street	Commercial Street, Middleton	Rebuild and repave 800 ft of street on Commercial Street from North Street north to brook	314 - Roads / Streets	\$96,000
CIP-S1-1	Project #19	LED Street Light Conversion	Middleton	Purchase and installation of 245 LED street lights	318 - Street Lights	\$220,000

	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #20	Repave School Street Sidewalk	School Street, Middleton	Repave 650 ft of sidewalk on School street from Main Street to Church Street	315 - Sidewalks / Curbs / Gutters	\$10,000
CIP-S1-1	Project #21	Pave West Main Street Sidewalk	Main Street, Middleton	Pave 1000 ft of Sidewalk on West Main Street	315 - Sidewalks / Curbs / Gutters	\$9,000
CIP-S1-1	Project #22	Eel Brook Sanitary Main	Middleton	Install 300 ft of 18" sanitary main around circumference of Eel Brook.	418 - Wastewater Collection Systems	\$100,000
CIP-S1-1	Project #23	Victoria Street Sanitary Main	Victoria Street, Middleton	Replace 1500 ft of 16" sanitary main on Vicotira Street from Marshall Street to Veterans Lane	418 - Wastewater Collection Systems	\$100,000
CIP-S1-1	Project #24	Commercial Street Sanitary Main	Commercial Street, Middleton	Replace 800 ft of 10" sanitary main on Commercial Street from North Street north to brook	418 - Wastewater Collection Systems	\$100,000
CIP-S1-1	Project #25	Main Street Sanitary Main	Main Street, Middleton	Replace 600 ft of 8" sanitary main on Main Street from Bridge Street to Gates Avenue	418 - Wastewater Collection Systems	\$75,000
CIP-S1-1	Project #26	Freeman Street Lift Station	143 Freeman Street	Rebuild Freeman Street lift station	419 - Wastewater Lift Stations and Force Mains	\$105,000
CIP-S1-1	Project #27	Taylor Drive Storm Sewer Main	Taylor Drive, Middleton	Install 500 ft of 15" storm sewer on Taylor Drive	421 - Storm Sewers	\$24,200
CIP-S1-1	Project #28	Main Street Catchpits	241 Main Street, Middleton	Renew 2 catchpits on Main Street in front of Tim Hortons	421 - Storm Sewers	\$30,000
CIP-S1-1	Project #29	Queen Street Storm Sewer Main	Queen Street, Middleton	Install 200 ft of 8" storm sewer on Queen Street	421 - Storm Sewers	\$30,000
CIP-S1-1	Project #30	Connaught Avenue Storm Sewer Outfall	Behind 14-24 Connaught Avenue, Middleton	Reconstruction of 24" storm sewer outfall and soil stabilization on Connaught Avenue	421 - Storm Sewers	\$40,000
CIP-S1-1	Project #31	Recreation Parks Improvements	Centennial Park and Rotary Raceway Park, Middleton	Centennial Park-Construct building for storage and washrooms, construct splashpad, construct skateboards	714 - Parks / Playgrounds	\$307,900
CIP-S1-1	Project #32	Community Centre/Fire Hall	Lot 10 Middleton Industrial Park, Brooklyn Street, Middleton (AAN 07012381)	Construct a fire hall/community centre	214 - Fire Stations / Buildings	\$3,900,000
CIP-S1-1	Project #33	Swimming Pool	Off Gates Avenue, Middleton	Municipal contribution to new swimming pool	715 - Swimming Pools	\$80,000
CIP-S1-1	Project #34	Photocopier	131 Commercial Street, Middleton	Purchase photocopier for municipal office	122 - Office Equipment	\$15,000
CIP-S1-1	Project #35	Backhoe	Middleton	Purchase of backhoe	311 - Transportation Machinery / Equipment	\$100,000
CIP-S1-1	Project #36	Snowblower	Middleton	Purchase of snow blower attachment for mower	311 - Transportation Machinery / Equipment	\$3,900
CIP-S1-1	Project #37	Cutoff Saw	Middleton	Purchase of cutoff saw	311 - Transportation Machinery / Equipment	\$3,700
CIP-S1-1	Project #38	Plow	Middleton	Purchase of plow for 5 ton truck	311 - Transportation Machinery / Equipment	\$15,000
CIP-S1-1	Project #39	Jumping Jack	Middleton	Purchase of jumping jack	311 - Transportation Machinery / Equipment	\$3,700
CIP-S1-1	Project #40	Trackless	Middleton	Purchase of trackless	311 - Transportation Machinery / Equipment	\$80,000

	Project #	Project Name	Project Location (Street, Community, etc.)	Brief Project Description	Expenditure Code	Estimated Total Project Cost
CIP-S1-1	Project #41	1/2 Ton Truck	Middleton	Purchase of 1/2 ton truck for maintenance	311 - Transportation Machinery / Equipment	\$25,000
CIP-S1-1	Project #42	Thermal Imaging Camera	Middleton	Purchase of thermal imaging camera	216 - Fire Fighting Equipment	\$12,000
CIP-S1-1	Project #43	Compost Tea Brewer	Middleton	Purchase of compost tea brewer to replace purchase of chemical fertilizers	311 - Transportation Machinery / Equipment	\$3,000
CIP-S1-1	Project #44	Top Dresser	Middleton	Purchase of top dresser for sports fields for recreation facilities	311 - Transportation Machinery / Equipment	\$7,000
CIP-S1-1	Project #45	Mower	Middleton	Purchase of mower for recreation facilities	311 - Transportation Machinery / Equipment	\$7,000

Additional Comments (Max 4000 Characters):

Schedule 2: Capital Investment Plan - Project Ranking Criteria Form (optional)

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Municipality: Town of Middleton

	Criterion Number	Suggested Criterion	Suggested Criterion Definition	Weight (0-100%)
CIP-S2-1	1	Aesthetic Impacts		
CIP-S2-2	2	Distribution Effects (Local vs. Municipal)		
CIP-S2-3	3	Economic Development Impacts		
CIP-S2-4	4	Environmental Impacts		
CIP-S2-5	5	Environmental Mitigation		
CIP-S2-6	6	Fiscal and Budget Impacts		
CIP-S2-7	7	Health and Safety Impacts		
CIP-S2-8	8	Impact on Deferral		
CIP-S2-9	9	Inter-Municipal Effects		
CIP-S2-10	10	Legal Mandates		
CIP-S2-11	11	Project requires life cycle replacement		
CIP-S2-12	12	Project supports actions of the MCCAP		
CIP-S2-13	13	Public Concern		
CIP-S2-14	14	Relationship to Other Projects		
CIP-S2-15	15	Social Impacts		
CIP-S2-16	16	Sustainability		
CIP-S2-17	17	Uncertainty of Risk		
CIP-S2-18	18	Regulatory Requirements		
CIP-S2-19	19	Other (Please specify)		
CIP-S2-20	20	Other (Please specify)		
Total				**Note: Weightings must sum to equal 100% → 0

Additional Comments (Max 4000 Characters):

Schedule 3: Capital Investment Plan - Project Ranking Score Form (optional)

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Municipality: Town of Middleton

Criteria and Related Weights (Rank 1 to 10)

[illegible]

[illegible]

Additional Comments (Max 4000 Characters):

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Schedule 4: Capital Investment Plan - Budget Year 1 - 2014/2015

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

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Municipality: Town of Middleton

Year 1 - 2014/2015													
Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Cumulative Project Cost to Date
						Code		Code		Code		Code	
CIP-S4-1	Project #1	Well Head Improvements	412	46,000	46,000	46,000	05						46,000
CIP-S4-1	Project #2	Computer System for Office	123	25,000	5,000	5,000	02						5,000
CIP-S4-1	Project #4	Mechanical Engineering Assessment	417	20,000	20,000	20,000	05						20,000
CIP-S4-1	Project #9	Fire Hydrants	417	18,500	3,700	3,700	05						3,700
CIP-S4-1	Project #15	Street Light Conversion	318	40,000	20,000	20,000	01						20,000
CIP-S4-1	Project #19	LED Street Light Conversion	318	220,000	220,000	220,000	04						220,000
CIP-S4-1	Project #22	Eel Brook Sanitary Main	418	100,000	100,000	100,000	06						100,000
CIP-S4-1	Project #26	Freeman Street Lift Station	419	105,000	105,000	570	06		104,430	21			105,000
CIP-S4-1	Project #30	Connaught Avenue Storm Sewer Outfall	421	40,000	40,000				40,000	21			40,000
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900	137,900	30,000	01	37,900	17		10,000	34	137,900
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900		30,000	10				30,000	31	
CIP-S4-1	Project #34	Photocopier	122	15,000	15,000	15,000	10						15,000
CIP-S4-1	Project #35	Backhoe	311	100,000	100,000							100,000	42
CIP-S4-1	Project #36	Snowblower	311	3,900	3,900	3,900	01						3,900
CIP-S4-1	Project #37	Cutoff Saw	311	3,700	3,700	3,700	01						3,700
CIP-S4-1	Project #42	Thermal Imaging Camera	216	12,000	12,000	12,000	10						12,000
CIP-S4-1	Project #43	Compost Tea Brewer	311	3,000	3,000	3,000	01						3,000
Totals				\$835,200	\$512,870			\$37,900		\$144,430	\$40,000	\$100,000	\$835,200

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements-\$37,900 Office of Health and Wellness Recreation Facilities Development Grant.

Schedule 4: Capital Investment Plan - Budget Year 2 - 2015/2016

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

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Municipality: Town of Middleton

Year 2 - 2015/2016																
Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing		Cumulative Project Cost to Date	
						Code		Code		Code		Code		Code		
CIP-S4-1	Project #2	Computer System for Office	123	25,000	5,000	5,000	02								10,000	
CIP-S4-1	Project #3	Reservoir Repairs	411	150,000	150,000				150,000	21					150,000	
CIP-S4-1	Project #6	Valve Replacement	417	12,000	12,000	12,000	05								12,000	
CIP-S4-1	Project #8	Pump Controls Upgrade	417	15,000	15,000	15,000	05								15,000	
CIP-S4-1	Project #9	Fire Hydrants	417	18,500	3,700	3,700	05								7,400	
CIP-S4-1	Project #10	Crosswalk Signs	317	44,000	22,000	22,000	01								22,000	
CIP-S4-1	Project #15	Street Light Conversion	318	40,000	20,000	20,000	01								40,000	
CIP-S4-1	Project #21	Pave West Main Street Sidewalk	315	9,000	9,000	9,000	01								9,000	
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900	120,000	30,000	01	30,000	17		30,000	34			257,900	
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900							30,000	31				
CIP-S4-1	Project #32	Community Centre/Fire Hall	214	3,900,000	3,900,000			1,300,000	13	1,300,000	23	650,000	31	650,000	42	3,900,000
CIP-S4-1	Project #38	Plow	311	15,000	15,000	15,000	01								15,000	
CIP-S4-1	Project #39	Jumping Jack	311	3,700	3,700	3,700	01								3,700	
CIP-S4-1	Project #40	Trackless	311	80,000	80,000								80,000	42	80,000	
CIP-S4-1	Project #44	Top Dresser	311	7,000	7,000	7,000	01								7,000	
Totals					\$4,362,400	\$142,400		\$1,330,000		\$1,450,000		\$710,000		\$730,000		\$4,529,000

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements-\$30,000 Office of Health and Wellness Recreation Facilities Development Grant.

Schedule 4: Capital Investment Plan - Budget Year 3 - 2016/2017

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

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Municipality: Town of Middleton

Year 3 - 2016/2017															
Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing	Cumulative Project Cost to Date	
						Code		Code		Code		Code			
CIP-S4-1	Project #2	Computer System for Office	123	25,000	5,000	5,000	02							15,000	
CIP-S4-1	Project #9	Fire Hydrants	417	18,500	3,700	3,700	05							11,100	
CIP-S4-1	Project #11	Rebuild and Repave Queen Street	314	90,000	90,000								90,000	42	90,000
CIP-S4-1	Project #12	Rebuild and Repave Taylor Drive	314	110,000	110,000				110,000	21					110,000
CIP-S4-1	Project #14	Repave School Street	314	40,000	40,000	40,000	01								40,000
CIP-S4-1	Project #20	Repave School Street Sidewalk	315	10,000	10,000	10,000	01								10,000
CIP-S4-1	Project #27	Taylor Drive Storm Sewer Main	421	24,200	24,200				24,200	21					24,200
CIP-S4-1	Project #29	Queen Street Storm Sewer Main	421	30,000	30,000								30,000	42	30,000
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900	30,000	20,000	01	10,000	17						287,900
CIP-S4-1	Project #41	1/2 Ton Truck	311	25,000	25,000	25,000	10								25,000
CIP-S4-1	Project #45	Mower	311	7,000	7,000	7,000	01								7,000
Totals					\$374,900	\$110,700		\$10,000		\$134,200		\$0		\$120,000	\$650,200

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements-\$10,000 Office of Health and Wellness Recreation Facilities Development Grant.

Schedule 4: Capital Investment Plan - Budget Year 4 - 2017/2018

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

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Municipality: Town of Middleton

Year 4 - 2017/2018															
Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source		Provincial Grant		Federal Grant		Other Sources		Long-Term Borrowing	Cumulative Project Cost to Date	
						Code		Code		Code		Code			
CIP-S4-1	Project #2	Computer System for Office	123	25,000	5,000	5,000	02							20,000	
CIP-S4-1	Project #5	Surge Tank	417	60,000	60,000	60,000	05							60,000	
CIP-S4-1	Project #9	Fire Hydrants	417	18,500	3,700	3,700	05							14,800	
CIP-S4-1	Project #10	Crosswalk Signs	317	44,000	22,000	22,000	01							44,000	
CIP-S4-1	Project #13	Rebuild and Repave Commercial Street	314	120,000	120,000	120,000	01							120,000	
CIP-S4-1	Project #16	Rebuild and Repave Victoria Street	314	180,000	180,000								180,000	42	180,000
CIP-S4-1	Project #17	Rebuild and Repave Main Street	314	72,000	72,000				72,000	21					72,000
CIP-S4-1	Project #23	Victoria Street Sanitary Main	418	100,000	100,000								100,000	42	100,000
CIP-S4-1	Project #25	Main Street Sanitary Main	418	75,000	75,000				75,000	21					75,000
CIP-S4-1	Project #28	Main Street Catchpits	421	30,000	30,000	30,000	01								30,000
CIP-S4-1	Project #31	Recreation Parks Improvements	714	307,900	20,000	15,000	01	5,000	17						307,900
Totals					\$687,700	\$255,700		\$5,000		\$147,000		\$0		\$280,000	\$1,023,700

Additional Comments (Max 4000 Characters):

Provincial Grant-Recreation Parks Improvements-\$5,000 Office of Health and Wellness Recreation Facilities Development Grant.

Schedule 4: Capital Investment Plan - Budget Year 5 - 2018/2019

Please note: Code 06 (Federal Gas Tax Reserve Fund) and Code 21 (Gas Tax Funds) are Gas Tax funding codes

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Municipality: Town of Middleton

Year 5 - 2018/2019													
Project #	Project Name	Expenditure Code	Estimated Total Project Cost	Current Year Project Cost	Municipal Source	Code	Provincial Grant	Code	Federal Grant	Code	Other Sources	Code	Cumulative Project Cost to Date
CIP-S4-1	Project #2	Computer System for Office	123	25,000	5,000	5,000	02						25,000
CIP-S4-1	Project #7	Automated Meter Reading	417	25,000	25,000	25,000	05						25,000
CIP-S4-1	Project #9	Fire Hydrants	417	18,500	3,700	3,700	05						18,500
CIP-S4-1	Project #18	Rebuild and Repave Commercial Street	314	96,000	96,000				96,000	21			96,000
CIP-S4-1	Project #24	Commercial Street Sanitary Main	418	100,000	100,000				100,000	21			100,000
CIP-S4-1	Project #33	Swimming Pool	715	80,000	80,000							80,000	42
Totals				\$309,700	\$33,700		\$0		\$196,000		\$0	\$80,000	\$264,500

Additional Comments (Max 4000 Characters):

Schedule 5: Capital Investment Plan - Gas Tax Project Details
Complete For All Current Year Gas Tax Funded Projects (Codes 06 and 21)

Municipality: Town of Middleton Date: 25/08/14 Contact: Marianne Daine Phone: 902-825-2502 Page 16

Project #	Project Name	Project Category	Total Project Cost	Current Year Planned Gas Tax Expenditure	Gas Tax Project Status	Date Approved by Council	Proposed Project Start Date	Project Outcome	DETAILED Project Description: describe location, scope/ size, measurable outcomes, rationale, benefits (# users, dwelling units, volumes, etc.)	Prior Funding from Gas Tax
CIP-SS-1 Project #22	Eel Brook Sanitary Main	Wastewater	\$100,000	\$100,000	Project Underway	07/04/2014	18/08/2014	Enhanced impact of GTF as a predictable source of funding including incrementality	Install 300 ft of 18" sanitary sewer main around circumference of Eel Brook. This will replace the old sanitary line that ran through Eel Brook and was washed out, which posed the hazard of polluting the brook. Department of Environment regulations no longer permit the sanitary sewer main to be run through Eel Brook.	No
CIP-SS-1 Project #26	Freeman Street Lift Station	Wastewater	\$105,000	\$105,000	Pre-construction	07/04/2014	01/10/2014	Enhanced impact of GTF as a predictable source of funding including incrementality	Upgrade Freeman Street Lift Station. Installing new pumps and electrical panels will make sewer treatment more efficient and prevent backflow of raw sewage into a number of nearby properties	No
CIP-SS-1 Project #30	Connaught Avenue Storm Sewer Outfall	Wastewater	\$40,000	\$40,000	Project Complete	07/04/2014	11/08/2014	Enhanced impact of GTF as a predictable source of funding including incrementality	Reconstruction of 24" storm sewer outfall and soil stabilization on Connaught Avenue. This will allow storm water to continue to be diverted from entering the sanitary sewer system. It will also stop the erosion of the bank and prevent the collapse of the sanitary sewer main for the entire east end of Town.	No

Additional Comments (Max 4000 Characters):

SOURCES OF FINANCING CODES

Provincial Grant

- | | |
|----|--------------------------------|
| 11 | DMA-PCAP |
| 12 | DMA-Building Canada Fund (BCF) |
| 13 | DMA-New BCF |
| 14 | DMA-FRIIP |
| 15 | DMA-ATAP |
| 16 | DMA-Other** |
| 17 | Other** |

Federal Grant

- ### Other Sources

- | | |
|----|--|
| 31 | Donations from Organizations |
| 32 | Fund Raising |
| 33 | Charges for Local Improvements |
| 34 | Grants/Contributions from Other Municipalities |
| 35 | Public - Private Partnership |
| 36 | Inter-Municipal Partnerships |
| 37 | Other** |

Long-Term Borrowing

- | | |
|----|---|
| 41 | Municipal Finance Corporation - Utilities |
| 42 | Municipal Finance Corporation - General |
| 43 | Bank |
| 44 | FCM |
| 45 | Other** |

Other Development

- 611 Community Development
612 Residential Land Development
613 Housing - Low Rental
614 Housing - Senior Citizens
615 Industrial Park / Commission
616 Other Environmental Developmental Services

Transportation

- 311 Transportation Machinery / Equipment
312 Garages/Workshops/Yards for Equipment/Vehicles/Construction
313 Walking Trails and Pathways
314 Roads / Streets
315 Sidewalks / Curbs / Gutters
316 Bridges
317 Road Traffic - Signs / Signals
318 Street Lights
319 Parking Lot / Meters
320 Storm Sewers
321 Airport / Airfields - Facilities
322 Airport / Airfields - Equipment
323 Transit Garages / Offices / Buildings
324 Transit Equipment
325 Transit Buses
326 Transit for the Disabled Buses / Handi - Vans
327 Transit Shelters / Terminals
328 Highways
329 Short-Sea Shipping
330 Short-Line Rail
331 Other Transportation Services

Environmental Health

- 411 Reservoirs
- 412 Water Supply Wells
- 413 Water Supply Pipelines
- 414 Water Supply Treatment Facilities
- 415 Water Supply Treatment Equipment
- 416 Water Storage
- 417 Water Distribution Systems
- 418 Wastewater Collection Systems
- 419 Wastewater Lift Stations and Force Mains
- 420 Wastewater Treatment
- 421 Storm Sewers
- 422 Solid Waste Landfill
- 423 Solid Waste Transfer Station
- 424 Solid Waste Material Recovery Facility
- 425 Solid Waste Compost Facility
- 426 Brownfield Development
- 427 Disaster Mitigation Projects
- 428 Other Environmental Health Services

Recreation and Culture

- | | |
|-----|--|
| 711 | Community Centres / Halls |
| 712 | Skating Rinks / Arenas |
| 713 | Recreation Complexes |
| 714 | Parks / Playgrounds |
| 715 | Swimming Pools |
| 716 | Museums / Historic Sites |
| 717 | Art Galleries |
| 718 | Libraries |
| 719 | Sport Infrastructure |
| 720 | Cultural Infrastructure |
| 721 | Tourism Infrastructure |
| 722 | Other Recreational / Cultural Services |

Public Health and Welfare

- 511 Cemeteries / Crematoriums

Electric Light Utility

- 811 Electrical Generating Equipment / Facilities
812 Electrical Distribution Systems

APPOINTMENT TO THE MIDDLETON FIRE DEPARTMENT

Motion:

Second:

On recommendation of the Middleton Fire Department, that Committee of the Whole recommends to Council that Council appoint Chevelle Roberts as a member of the Middleton Fire Department.

DIRECTOR OF PUBLIC WORKS REPORT
September 2014

WATER MAINS

- No water main breaks to report at this time.

SEWER MAINS AND TREATMENT PLANT

- General maintenance to the sewage lagoon and sewage-lift pump station.
- Aerator system for the lagoon has been inspected. Information has been forwarded to the engineer for final analysis and recommendations. Still awaiting response from the engineer on this matter.

ROAD REPAIR

- Lawn repair on side of roads has been completed.
- Paving is almost completed.

GENERAL MAINTENANCE

- Lawn care.
- Vehicle and equipment maintenance has been started.
- STP grounds and building and equipment.
- Tree trimming and stump removal has been started.
- Cleanup of Tropical Storm Arthur is complete.

CAPITAL WORK

- Auger monster building is complete except for final start-up.
- Flow meters for well field in Nictaux are on order.
- Eel Brook sewer line is almost complete.
- Backhoe will be delivered Sept 10.
- Tender for street lights on Commercial will be posted within next 2 weeks.
- Wash out on Connaught has been completed.
- Infrastructure for the splash pad has been started.
- Lift station on Freeman St is in process of being engineered.
- Well Field Protection Committee in early stages.
- Total assessment for town water distribution has been started.

OH&S

- The NS Safety Construction Association has passed internal audit; external audit is complete with a final mark of 92%.
- Remaining few items for Safety Construction Association will be finished by Oct with expectation of receiving a clearance letter shortly thereafter.

John Pearson
Director of Public Works

**Monthly Report
September, 2014
Jennifer Coolen**

Director of Recreation and Community Services

Events

We wrapped up the summer with some fun events including the Picnic in the Park, the Breaking the Wind Fun Run, a pool party, and a couple more movies in the park. It was really great to see the community come out and participate in these events, as well as the support of the local businesses to enhance the events with their generous donations. Special thank you to Matt Gaul, our Event Coordinator for the summer, who did a fantastic job organizing our community events. As we move into the fall, our next big event will be the Haunted House at the Macdonald Museum. Stay tuned for more information on this event and if you're interested in volunteering, whether it be for ideas, props, or as part of the scare team, please let us know.

Programs

Our summer programs have wrapped up successfully, thanks to a hard working team of camp staff. Karen Hynes, Calvin Gough, Laura Pye, and Tara Armstrong did a great job ensuring our camps were safe and fun.

Our Senior Fitness classes that were held outside in the pavilion at Rotary Park are now taking place inside at the Fire Hall. We've increased our classes to include the option of going three days a week. There is still room in those classes so if you are interested in trying it or would like more information please feel free to give us a call. If you'd like to register, please drop in to see us. The fall session of this program has already started but new participants are always welcome to join.

Our free after school programs will be happening again this fall thanks to the provincial Thrive program. After school programming for MRHS will begin the week of September 16th with the Canoe and Kayak program running Tuesdays and Thursdays from 4-5pm. MRHS after school programming will continue into the fall with Yoga, and Dancing. This will transition into Nordic skiing through the winter. Registration for the Annapolis East Elementary School after school programs is now open and that program will begin on October 7th – Tuesdays is for grades p-2 and Thursdays 3-5; both days run from 230pm-4pm. To register for those please contact our Physical Activity Coordinator, Jena at 902.824.1069.

Our canoe/kayak program has been very well attended and will continue through September and into October. If you'd like to try our free canoes or kayaks or would like a lesson, please contact the office to set something up. Also, if you'd like to sign up for our Thursday night group night, we'd love to have you join us!

Planning

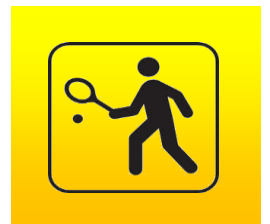
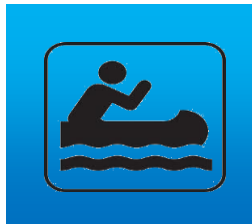
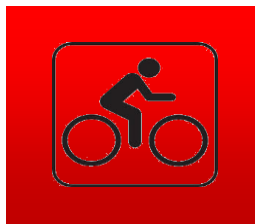
The Department of Recreation and Community Services will be doing some community consultations during the first week of November. We are looking at setting some priorities and developing a departmental plan to execute over the next few years. There is great momentum going right now with the community participation in recreational activities and we want to make sure we are offering things that Town residents want us to offer. More information on how to participate in facilitated consultations will be available shortly, and we always welcome public input into the programs and services that we offer.

Parks & Facilities

We are now down to a team of two and we would like to thank Ben Osinga for all of his hard work this summer. Karl and Sean have been busy maintaining the mowing, closing up the pool, cleaning up trees in Riverside Park, top dressing the soccer field, and putting in a new boarder around the playground at Rotary Park. Sean Veinot will be finishing up for the season at the end of September and we would like to thank him for his diligent efforts this season.



Jennifer Coolen, Director of Recreation and Community Services



**Regional Emergency Management Coordinator
Monthly Report
September 2014**

August	07	REMO Advisory Special Meeting
	18	TMR2 Check In
	25	TMR2 Check in
	26	Exercise Handshake

Respectfully submitted,

David McCoubrey
Regional Emergency Management Coordinator
Annapolis County