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# Town of Mulgrave

## Annual Review and Update of Water Utility Operational and Performance Standards Manual Policy

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### Title:

1. This Policy is entitled the “*Annual Review and Update of Water Utility Operational and Performance Standards Manual Policy*”.

### Interpretation

2. In this policy:
  - a) “CAO” means the Chief Administrative Officer for the Town of Mulgrave;
  - b) “Council” means the Town Council of the Town of Mulgrave;
  - c) “ODRC” means the person designated by the Town of Mulgrave under the operating permit issued by the Nova Scotia Department of Environment and Labour as having overall direct responsible charge (ODRC) for the Town’s water treatment and distribution system;
  - d) “Public Works Staff” means the public works staff of the Town of Mulgrave, who in the course of their duties, repair and/or maintain the Town of Mulgrave’s water treatment and distribution system; and
  - e) “Town Superintendent” means the Superintendent of Public Works of the Town of Mulgrave.
3. Council instructs the CAO of the Town of Mulgrave to prepare an annual report to be tabled with the Council that outlines changes and updates relevant to the Water Utility’s Operational and Performance Standards Manual. This report shall be provided to council on or before the first day of September in each year.
4. Council shall review, amend if necessary, and approve the annual reports prepared pursuant to this policy.
5. The Water Utility’s Operation and Performance Manual is intended to be a “living document” meaning revisions can and should be made throughout the year. The Superintendent and the ODRC shall be responsible for revising the manual on an ongoing basis.

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6. The ODRC shall be responsible for an annual review of the Water Utility's Operational and Performance Manual. The ODRC shall advise the CAO and the Superintendent of any required changes.
7. The CAO shall ensure that all copies of the manual are updated when required with assistance of town administrative staff.
8. It shall be the responsibility of the Superintendent, upon appraisal from the ODRC, to inform all Public Works Staff and town administrative staff of revisions made to the manual.
9. The Superintendent shall ensure that updated copies of Water Utility's Operational and Performance Standards Manual are maintained in the Town Office, the Office of the CAO, the Public Works Garage and the Water Treatment Plant.
10. All Town of Mulgrave administrative and public works staff are to acknowledge in writing, that they have read (or have had read to them) and understand the portions of the manual and any revised policies inserted thereafter that relate to each person's job function.
11. All former policies regarding the update of Water Utility and Performance Manuals of the Town are hereby repealed and this policy is substituted therefore.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: January 28, 2008

Date of Passage of Policy: February 4, 2008

I certify that this *Annual Review & Update of Water Utility Operational & Performance Standards Manual Policy* was adopted by Council as indicated above.

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**Municipal Clerk**

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**Date**