

CITY COUNCIL MEETING

Thursday

October 12, 1950

A G E N D A

- Prayer
- Minutes
- 1. Public Hearing re Young Avenue.
- 2. Public Hearing re Rezoning #107 Connaught Avenue.
- 3. Report Committee of Whole Council re Job Specification, etc.
- 4. Accounts.
- 5. Report Finance & Executive Committee re Accounts (Special items).
- 6. " " " " Survey Hospital for Chronic Insane.
- 7. " " " " Tenders for Land.
- 8. " " " " Poll Tax Officer's Report.
- 9. " " " " Bank Borrowing.
- 10. " " " " Borrowing re Parking Lots.
- 11. " " " " Purchase of Adding Machine.
- 12. " " " " Tax Write-Offs.
- 13. " " " " Superannuation Refunds.
- 14. " " " " Tax Agreement N.S.L.&P. Co., Ltd.
- 15. " " " " Bill Poster's License.
- 16. " " " " Grant Halifax Community Chest.
- 17. " " " " Stoning, etc., Connaught Avenue.
- 18. " " " " Purchase of Mud Jack.
- 19. " " " " Snow Removal.
- 20. Report Safety Committee re Accounts over \$200.00.
- 21. " " " " Claim for Accident Police Car.
- 22. " " " " Traffic Queen and Dundonald Streets.
- 23. Report Public Health & Welfare Committee re Accounts over \$200.00.
- 24. " " " " City of Halifax vs. T. Yeomans.
- 25. " " " " Purchase of Dental Equipment.
- 26. " " " " Tenders for Towelling, etc.
- 27. " " " " Tenders for Plumbing Fixtures.
- 28. " " " " Tenders for Groceries and Fish.
- 29. Report Committee on Works re Accounts over \$500.00.
- 30. " " " " Final Certificates.
- 31. " " " " Illuminated Signs.
- 32. " " " " Street Lighting.
- 33. " " " " Lease Coca-Cola Limited.
- 34. " " " " Water Shed.
- 35. " " " " Abutters Charges Hartling Property.
- 36. " " " " Sewer Construction Pine Hill Drive.
- 37. " " " " Sewer Extension Claremont Street.
- 38. " " " " Fence Viewers.
- 39. " " " " Tree Planting.
- 40. Report Town Planning Board re Rezoning East Side of MacLean Street.
- 41. " " " " Resubdivision Land Regina Terrace.
- 42. Report Housing Accommodation Committee re Sale of Plumbing Fixtures.
- 43. " " " " Tenders for Buildings Chebuoto Court.
- 44. Questions by Aldermen.
- 45. Report Chief Accountant re Tax Collections for month of September.
- 46. " " " " Appropriations.
- 47. Approval of Borrowings, etc.
- 48. Deferred Item
- Motion Alderman Vaughan re Prefabricated Houses.

EVENING SESSION

Council Chamber,
City Hall,
Halifax, N. S.,
October 12, 1950,
8:00 P. M.

A meeting of the City Council was held on the above date.

After the meeting was called to order by the Chairman and before considering the regular order of business, the members of Council attending, led by the City Clerk, joined in repeating the Lord's Prayer.

There were present His Worship the Mayor Chairman; Aldermen DeWolf, Moriarty, Breen, Hosterman, Abbott, Adams, MacDonald, Kitz, Redmond, Fox, Duffy and Vaughan.

The meeting was called to proceed with business standing over and the transaction of other business.

The following named papers were submitted.

MINUTES

Moved by Alderman Duffy, seconded by Alderman Vaughan that the minutes of the previous meetings be approved. Motion passed.

PUBLIC HEARING RE: YOUNG AVENUE

The City Clerk read the advertisement calling the above hearing.

Mr. F. W. Bissett appeared on behalf of Mr. Horne and addressed the Council as follows:

"The building that Mr. Horne proposed to erect will consist of a 5-room self-contained flat on the lower floor and on the second floor two 3-room apartments. In appearance it will be good in construction. It will not be cheap. The Avenue will not suffer at all when this is completed. As the law stands at the present time the buildings on Young Avenue may be converted into apartments, but new buildings may not be. This cannot do any harm to the Avenue as there are at least 4 apartment houses on Young Avenue at the present time. The ones that are

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there may be at any time converted into apartment houses. As time goes on they will be converted into apartment houses as it is impossible to sell these large houses on the market. I do not see what difference this one more apartment house can make. This is not going to be a cheap structure. If the present householders on Young Avenue are able to convert their houses into apartment houses, I would say it is rank discrimination against Mr. Horne. There are not many lots left in the City. This will house at least 3 families. The law should not continue to exist as is."

The City Clerk read a petition against the application which was signed by 21 persons.

Mr. W. V. Gordon addressed the Council and stated that when they purchased their properties they understood there would be no apartment blocks on Young Avenue and all they asked for was the protection to which they are entitled.

Mr. Bissett again spoke and stated that long before the war there have been apartments on Young Avenue and the present section in the City Charter was put in in the year 1938 and that it would be a far worse thing if bad laws were never to be altered.

Moved by Alderman Vaughan, seconded by Alderman Fox that legislation be obtained to authorize the erection of apartment buildings on Young Avenue, which shall not contain more than 4 apartments exclusive of caretaker's quarters.

Alderman Hosterman: "Could this be deferred until the Assessor checks the petition to see how many are property owners?"

The Deputy City Assessor then checked the petition for property owners.

Alderman Hosterman: "Of the 21 signatures, 16 are property owners. That is 50% of the residents on Young Avenue."

Mr. Gordon: "I signed that as a tax payer and property owner, not as a real estate owner. There were two petitions and I signed both."

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Alderman Hosterman: "I am saying real estate owners. You have 4 household tax payers there. There are only 16 property owners on that petition. That is 50% of the property owners on Young Avenue."

Mr. Gordon: "Even 50% is sufficient. That was not done with any intention of misleading Council."

Alderman Kitz: "By striking out the word 'now' will achieve the purpose."

Alderman Breen: "You are opening up apartment buildings on any vacant land on Young Avenue. You are removing all the restrictions."

Mr. Day, Building Inspector, stated that by striking out the word 'now' would leave him in a bad condition because Mr. Horne is going to apply for a single family dwelling and then convert it.

Alderman DeWolf stated that if the resolution went through the area would be an R-3 Zone.

The motion was then put and passed 8 voting for the same and 4 against it as follows:

FOR THE MOTION

Alderman Hosterman
Abbott
MacDonald
Kitz
Redmond
Fox
Duffy
Vaughan

- 8 -

AGAINST IT

Alderman DeWolf
Moriarty
Breen
Adams

- 4 -

It was then agreed to consider item #40 on the agenda.

REZONING EAST SIDE MacLEAN STREET

October 6th, 1950.

RE INDUSTRIAL ZONE EAST SIDE OF MacLEAN STREET

His Worship the Mayor and
Members of the City Council.

Gentlemen:-

At a meeting of the Town Planning Board held on October 3rd, the attached report from the Town Planning Engineer with petition

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protesting against the erection of a large garage by the Canadian National Railways on the east side of MacLean Street was considered.

The Committee recommended to Council that the east side of MacLean Street, south of Atlantic Street, be rezoned from industrial to a second density residential zone.

Respectfully submitted,

W. P. Publicover,
CITY CLERK.

Per J. B. Sabean,
Clerk of Works.

A petition was submitted signed by 25 residents requesting that the barracks on MacLean Street be removed immediately.

A petition was also submitted signed by 34 residents protesting against the C. N. R. erecting a garage on MacLean Street.

Moved by Alderman Vaughan, seconded by Alderman Kitz that Council fix Thursday, November 16, 1950 in the Council Chamber, City Hall, Halifax, N. S. as the time and place for a public hearing on this matter.

His Worship the Mayor: "I find today that a contract has been let and that a definite commitment has been made. It may be well to hear from the C. N. R. Solicitor."

Alderman Breen: "Are we powerless in the matter to refuse the permit?"

City Solicitor: "The Crown is not bound by the Building Regulations or Zoning By-Law. It could proceed to erect any kind of a building it wished without obtaining a building permit."

Alderman Breen: "This Council should contact the C. N. R. with a view of studying the matter."

His Worship the Mayor: "That is why I suggested that the Railway Solicitor speak. I am concerned with what will happen to the contract."

Mr. J. E. Rutledge then addressed Council on behalf of the C. N. R. and suggested that the matter be referred back to the Town Planning Board when the Railway Officials will appear with the plans and specifications and show just what they propose and a proper decision could then be arrived at.

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Moved in amendment by Alderman Breen, seconded by Alderman DeWolf that the matter be referred back to the Town Planning Board to confer with the C. N. R. Officials.

Alderman Vaughan with the permission of his seconder, withdrew his motion.

Alderman Kitz: "If there is going to be any change it has to have a public hearing and a consent from the Minister of Municipal Affairs. I understand there is another block 12 or 14,000 sq. ft. to which nobody objected when it was zoned Industrial."

The amendment then became the motion and on being put was passed.

PUBLIC HEARING REZONING #107 CONNAUGHT AVENUE

The City Clerk read the advertisement calling the above hearing.

Mr. R. A. Kanigsberg appeared on behalf of Mr. Longard and addressed the Council as follows: "This application is to convert a home into a 3 apartment unit. The plans have already been submitted to the Building Inspector. It will cost about 7 or 8 thousand dollars to convert it. It is not to break up the present structure. The district will not be injured or harmed in any way by the proposed change. Across the street a unit is going up this very moment which will have 8 or 10 apartments in it. There are apartments in the neighborhood as far north as Newton Avenue and Second Street. This house is about 8 houses in from Chebucto Road. It will be a credit to the district and will not in any way affect the appearance of the street and will afford housing units for people who greatly need them. I submit to the Council that there are very few building lots left in the district. The Council when it considered changing the Chebucto Road fish market building was of the opinion that if an application had been made for an apartment, they would have gladly acceded to that request. We are just a stone's throw from there. I am asking that the lot be converted from

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R-1 to R-3 to permit him to convert the building to a 3 apartment unit."

Mr. J. J. Powell representing the property owners in the area submitted and read a petition which is filed with the original copy of these minutes.

Mr. Powell stated that the By-Law had been advertised in the papers and anyone had the opportunity to object to this being an R-1 Zone. I submit the residents are entitled to that protection. I can tell you that I know what I am talking about as I personally made the survey. I submit this By-Law should not be changed."

Mr. S. G. Parker addressed Council along these lines and stated that he was sure the Aldermen of the Council were sufficiently intelligent to know when a fast one was being pulled over them and therefore urged that the application be rejected.

Mr. Kanigsberg: "My purpose in referring to the building across the street was to show that the whole neighborhood will not be contaminated by such a structure any more than this one will."

Mr. Powell: "To change this By-Law the area would become a 3rd class district which would leave the matter open for boarding houses etc. That should not be done after a By-Law has been enacted and after money has been spent for same."

Mr. Charles Smith, a resident in the area, also spoke in opposition to the application and stated that \$100.00 and \$110.00 a month apartments were not needed in the area as one is still vacant because of the high rent. He said the need was to have apartments around \$50. to \$60. a month.

Moved by Alderman Fox, seconded by Alderman Kitz that no change be made in the Zoning By-Law.

Alderman Fox: "Mr. Kanigsberg states that Young Avenue is the same as Connaught Avenue. There is no similarity at all."

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Alderman Kitz: "Just a word about frozen restrictions. I don't think we are bound to keep these laws permanently. We rezoned the block from Vernon to Preston Streets on Quinpool Road due to business being in it. That section is a very good example. Here is an entirely different case. The section is entirely a residential one. The vast percentage don't favor it. The people might have said that the value of their properties would go down."

Alderman MacDonald: "I agree with the motion of Alderman Fox and Alderman Kitz that there is no similarity between Connaught Avenue and Young Avenue. I think the people in that district of Connaught Avenue have taken a greater pride in that district. If it were changed to R-3 the properties would deteriorate and I think the people there are justly proud of their properties and it would be a mistake to change that zoning."

The motion was then put and passed 11 voting for the same and 1 against it as follows:

FOR THE MOTION

Alderman Abbott
Adams
Breen
DeWolf
Duffy
Fox
Hosterman
Kitz
MacDonald
Redmond
Vaughan

- 11 -

AGAINST IT

Alderman Moriarty

- 1 -

JOB SPECIFICATIONS ETC.

Halifax, N. S.,
October 12, 1950.

To His Worship the Mayor and
Members of the City Council.

Gentlemen:-

The Finance and Executive Committee at a meeting held on the above date considered reports respecting Job Specifications, Salaries, etc., and it was agreed to make the following recommendation to Council.

GORDON S. KINLEY
MAYOR



October 5th, 1950.

MEMBERS OF CITY COUNCIL ,

Gentlemen:

I am submitting the Job Specification and Establishment as forwarded to you for study some time ago and ask your approval and recommendation of the same to Council next Thursday.

The Job specification and establishment embody the salary scale as submitted by the Civic Union and passed by Council on March 16th, 1950 and I am adding a revised salary scale for heads of Departments, deputies and other personnel not included in the scale accepted by Council.

You will recall that early this year when the bargaining Committee of the Union and Council presented the scale, we deferred action until the tax rate for the year 1950 was set. However, the Finance Committee placed \$50000 in the 1950 budget approved by Council to adjust salaries when the new scale was adopted.

The implementation of the new scale requires a sum of approximately \$225000, being approximately for general staff about \$212000 and for Department heads, etc., about \$13000.

After serious consideration of the amount involved and the fairest method of adjusting the new scale to both employee and tax payers, I am recommending the following general plan of adjusting the differences over a period of five years.

The general plan is to pay the difference in the present salary, and the maximum on the new scale as follows:-

Employees of 20 years or more service, half the difference in 1950 out of the \$50000 included in the 1950 Budget for this purpose. The remaining half will be included in the 1951 Budget.

In the case of employees of less than 20 years service, the difference is to be paid in five equal instalments the first to be paid this year out of the \$50000 set aside for this purpose, and the next four payments to be paid in May of each Civic year 1951-2-3-4, after including the necessary amount in the Annual Budget of the Civic year in question.

To carry out this plan we will be able to pay the 1950 adjustment immediately on passage of the report by Council out of the \$50000 included in the 1950 Budget. For the year 1951 we will require a further \$50000 and for each of the Civic years 1952-3-4 we will require to have \$40000 included each year, progressively. This means that all employees will go to their maximum in the new scale in five years, and that employees with 20 years or more service will reach the maximum in 2 years.

The Job Specification and Establishment is a Statement of all permanent positions and the qualifications of each with the salary scale applicable to the position.

Department heads are appointees of Council and come under special requirements. City Field workers come under the special agreement with their Union.

The intention of the establishment is to set the definite number of employees in the Civic Government standardised as to the

qualifications required for each position. This establishment is to constitute the permanent employees and no one can be added to this establishment until a vacancy occurs, or a new position has been created by the City Council because of need.

This Job Specification, Establishment and salary scale is to become the basis of the Working Agreement with the Halifax Civic Union to be presented for adoption at the regular October meeting of the Council.

Temporary employees are only to be used when necessary and are to be laid off immediately the extra duty is completed. Temporary employees may be absorbed in the permanent establishment only when a vacancy occurs, and then only after complying with Job Specifications, and in the manner presented in the working agreement of the Halifax Civic Union.

I would suggest that you finalize this matter tonight, so as to have the necessary adoption of the same by Council at its regular meeting on Thursday, October 12th, 1950.

Yours very truly,



MAYOR.

October 12, 1950.

1. That the report of the Committee on Job Specifications, Salaries and Departmental Establishments be approved with the following amendments.

	<u>Minimum</u>	<u>Maximum</u>
A. Secretary Fire Department	\$1,800.00	\$2,700.00
B. Asst. Supt. Public Gardens	1,700.00	2,220.00
C. Market Clerk	1,160.00	1,360.00
D. Poll Tax Officer	2,400.00	3,000.00
E. Building Inspector Grade I without experience	2,400.00	3,600.00
Building Inspector Grade II with experience	3,600.00	4,800.00
F. Receptionist Communicable Diseases Hospital	\$ 50.00 per month	
If registered nurse	\$ 70.00 per month	
G. Nurses Public Health Division 17 required instead of 15 as mentioned on Page 76.		

2. That the report of His Worship the Mayor dated October 5, 1950 be approved with the exception of the clause in the second paragraph thereof, dealing with the Heads of Departments, Deputies and other personnel.

Respectfully submitted,

W. P. Publicover,
CITY CLERK.

A copy of the Report of the Special Committee is attached to the original copy of these minutes.

Moved by Alderman Hosterman, seconded by Alderman MacDonald that the report be approved.

Moved by Alderman Hosterman, seconded by Alderman Vaughan that all employees of the City of Halifax in receipt of a salary of \$3500.00 or over be not paid a cost of living bonus effective as from January 1, 1951.

Mr. Woods: "The personnel of the Works Department now receiving over \$3500.00 have been working on a straight salary basis without receiving a cost of living bonus and should not be reduced by the amount of the cost of living bonus."

Alderman Breen: "In view of the information given it makes it easier for me to go along with the motion."

His Worship the Mayor: "We feel we would like to study the salary of certain officers a little more. I must go along with the Finance & Executive Committee. For that reason it is not here tonight. There are some refinements in that list that do not come under the Union. I recommend that we go along with the

R E P O R T
OF
COMMITTEE ON JOB SPECIFICATIONS
AND SALARIES AND DEPARTMENTAL
ESTABLISHMENTS

Halifax, N. S.
July 27, 1950.

His Worship the Mayor and
Members of the City Council
City Hall
Halifax, N. S.

Dear Sirs:

At the March 16th meeting of the City Council a recommendation of His Worship the Mayor, dated February 16th, 1950, was adopted. This recommendation was to the effect that the Department Heads of the City, with the Mayor and Deputy Mayor as co-Chairmen, be set up as a committee to write the job specifications for all in the employ of the City and to create a normal establishment of civic employees and salary brackets within the specifications. The committee was to have, if necessary, one outside member to act in a technical advisory capacity.

The committee met shortly after the March 16th meeting of the Council and the City Solicitor was appointed executive chairman. Many meetings of the committee have been held and the various items in the report are the result of much deliberation and debate.

Mr. McVittie of the Institute of Public Affairs sat in with the committee for several meetings but it was found that because of pressure of other work he was unable to continue. The report submitted herewith is therefore entirely the work of your committee.

The report is in five sections:

1. This letter of transmittal.
2. Index.
3. Recommendations of the Committee.
4. Job specifications and salary scales.
5. Departmental establishments and diagrams.

Your committee considered it to be in the best interests of the City to eliminate a large number of special classifications of positions and include these positions in one of the five divisions of Clerks which will be found on pages 49 to 53. These clerical groups will include such positions as stenographers, secretaries, collection clerks, audit clerks, accounting clerks, street collectors, cashiers and other clerical officers. This is in accordance with the practice in other places and overcomes the extremely small variations in salaries for similar positions in different departments.

Some attempt has been made to recommend a scale of salaries for positions which are in competition with Provincial and Dominion Governments - such as doctors, nurses, engineers, etc., which will as far as possible enable the City to compete with these governments in securing staff. The result has been to show some increase in the salary scales for these positions.

II.

It will be noted in certain of the departments that some additions of staff are indicated. Where this occurs it is clearly shown.

For the information of the Council the present salary scale applicable to each position, as far as possible, is shown.

It will be noted that some changes in the titles of certain positions are recommended in order to better describe the work done. Some other positions are to be graded downwards if and when they become vacant.

The committee has made some recommendations to remove uncertainty as to automatic increases and promotions.

The diagrams contained in the report are intended to show the set-up of the various departments and the accompanying lists of employees are for the purpose of advising the Council of the number and classification of all employees of the City.

As to the staff of the Halifax Memorial Library it will be noted that the job specification only is contained, for the reason that no salary scale has as yet been finalized by the Library Committee and the Council and it was considered proper to allow more time to elapse to complete this work.

Due to pressure of work and the fact that the members of the committee desired to complete this task without delay and at the same time carry on their departmental duties, certain of the descriptions of the duties of certain positions are rather extensive while others are very brief. This report should be regarded as a start in dealing with this problem and the various specifications will be varied and improved from time to time in the future.

Your committee hopes that this report will be of some assistance to the Mayor and Council in dealing with the personnel problem of the City.

Respectfully submitted on behalf of the
Committee,

C. P. Bethune, Executive Chairman
J. F. McManus
W. P. Publicover
M. L. Bellew
A. R. Morton
F. C. Woods
A. P. Flynn
F. C. MacGillivray
V. W. Mitchell

III.

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IV.

RECOMMENDATIONS

The following recommendations are submitted by the Committee:

1. Where an employee has reached the maximum salary provided for the position he holds and is promoted to a senior grade or to a position having a higher salary, such promotion shall entitle such employee to an increase in salary as follows:

If the difference between the maximum salary of the position held by the employee at the time of promotion is greater than one automatic increase as hereinafter set out, such employee shall start at the minimum of the scale for such new position.

If such difference is less such employee shall receive an increase sufficient to bring his salary up to the minimum of the scale for such new position.

2. Where the minimum salary of any position is \$2500 or less than \$2500 the maximum salary for that position shall be reached by equal annual automatic increases extending over three years. Where such minimum salary exceeds \$2500 such maximum shall be reached by equal annual automatic increases extending over five years. The foregoing is to apply in all cases other than those expressly stated to be otherwise in the Salary Schedule.

This recommendation shall not apply to members of the Police Department, the Fire Department, guards at the City Prison, and Fire Alarm Electricians, who shall reach their maximum by three equal annual automatic increases, unless otherwise expressly stated in the Salary Schedule.

3. For purposes of showing equivalence in salaries, Outside Living Allowance or Housing and Subsistence is calculated at \$300.00 per annum.

4. It is recommended that when any salary for any position set out in the Salary Schedule is altered, the entire scale for that position shall be considered and if necessary adjusted - for example: if a maximum salary is raised, consideration should be given at that time to the minimum salary for that position.

5. An employee who has occupied the same position for a period of 20 years or more shall be entitled to immediately receive the maximum salary for that position in the event of any increase in such maximum salary.

6. Where the scale proposed herein for any position is less than that received by the present incumbent, the amount of salary to be received by such incumbent shall not be affected thereby. Such scale, however, shall apply to any subsequent appointee to such position.

V.

7. The scale for mounted constables and mounted Sergeant in the Police Department shall be \$100.00 higher than that provided for constables and Patrol Sergeants respectively, while such persons are so acting.

8. Where it is not possible to supply Housing and Subsistence in any institution to any city employee entitled thereto, he shall be entitled to receive in lieu thereof the annual sum of \$300.00.

9. For salary scales of Clerks - Grades I to V - and their duties and qualifications, see in particular pages 49 to 53. Special duties and qualifications are also contained under the various departments.

10. Part 2 of this report dealing with the proposed establishments for each department, contains the establishments recommended for the immediate future. In some cases new positions not yet filled will be found included in the Job Specification part of the report. These positions are considered necessary at once.

11. The Head of each Department shall submit to the Committee having supervision over such Department the names of all employees who such Heads recommend shall receive an automatic increase within the limits of the scale and no such increase shall be given unless the same is so recommended.
O/C January 15th, 1942.

12. It is recommended that the Purchasing Agent shown in the Schedule for the Department of Works be transferred to the Finance Department upon centralized purchasing for all Departments being decided upon by the Council.

13. It is recommended that the City adopt a uniform application form for all Departments.

DEPARTMENT OF CITY ASSESSOR

1. Deputy Assessor

Qualifications: Grade 11; knowledge of real estate or construction work.

Duties: In the absence of the Assessor he carries on the work of the Assessor. He also assists the Assessor in determining assessments and, subject to the approval of the Assessor, completes assessments. When the Assessor is absent from the City, or is away by reason of illness, the Deputy must make decisions in respect to assessments, i.e. whether in view of the evidence presented the assessment should stand or otherwise. He must have a fairly complete knowledge of the assessment provisions of the Charter so that he can make these decisions. He also must have a fairly accurate knowledge of all properties in the City. This party also does field work and in many instances he accompanies the Assessor on making particular inspections. He has to be prepared to go to Court to give evidence respecting ownership, etc. of properties and he may be called upon to support the assessment before the Court of Tax Appeals.

(Present \$2600 - \$3500)

\$4000 - \$4500

2. Senior Assistant Assessor

Qualifications: Grade 11. It is desirable that this position should be filled by promotion from Junior Assistant Assessor.

Duties: This employee is responsible for completing all special assessments and calculating the amount thereof and the tax payable. The amount of the yearly assessment is given by the Assessor and if the party is liable for a portion of the year only then it is this employee's duty to calculate the amount of the assessment and tax payable for such portion of the year. It is also his responsibility to see that notices requesting information regarding tenants are sent out and returned; also that all poll tax returns are made by employers; all adjustments which are made by any other members of the staff are handed to him to complete and return to the City Collector. He must also have a fairly complete knowledge of the assessment provisions of the City Charter. This party is in the office continually and does the greater portion of the counter work in relation to giving information, etc. He is also responsible for the totalling of the regular assessment roll and poll tax roll before they are returned to the Commissioner of Finance. He also does all purchasing of supplies for the Department.

(Present \$2500-\$3000)

\$3000-\$3400

3. Junior Assistant Assessor

Qualifications: Grade 11. Knowledge of typing and knowledge of construction work and real estate.

Duties: In company with a clerk, he makes visitations to all properties in the City. It is his responsibility to obtain accurate and complete information respecting the properties, occupants thereof, etc., so that the assessment on the property can be completed by the Assessor or the Deputy. He has to be able to measure a building, note the type of construction and be in a position to give full information regarding the same. He must also be prepared to give evidence to the Court in case of an appeal from the assessment. A working knowledge of taxing provisions of the Charter is necessary so that he may apply them when visiting the properties and also be able to answer questions which he is asked when on the street. He must be tactful when inspecting properties so as not to create an ill feeling between himself and the taxpayers.

In the office he has to check his work and see that it is correct. He has also to be accurate in making adjustments so that no errors are made. He also assists in completing the total of assessment rolls. A large amount of counter work and telephone work is done by this employee and the clerks when in the office. The Junior Assistant Assessor is responsible for recording building permits and information re mortgages.

As a rule a Junior Assistant Assessor is promoted from clerkship.

(Present \$2000-\$2600)

\$2500 - \$2900

4. Clerks

Qualifications: Clerk Grade IV.

Duties: They accompany the Junior Assistant Assessor on the street and they also must be accurate in their work. The information obtained is written down by the clerks on the street sheet and is a permanent record in the Department. They also must be able to use various machines such as addressograph and adding machines. When in the office all telephone calls are answered by the clerks. They must know the various streets in the City and the wards in which they are located. They must have a working knowledge of the taxation provisions of the Charter so as to answer questions on the telephone, at the counter and on the street. Like the Junior Assistant Assessor they must be tactful when visiting properties for assessment purposes. Should any information that is

necessary be overlooked they have to draw the attention of the Junior Assistant Assessor to it. They must also be careful in the information received so that if necessary they can support the Junior Assistant Assessor in any evidence he may be called upon to give in Court. These clerks also adjust and apportion assessments and calculate the taxes payable when necessary. This is work which must be accurate.

(Present \$1500-\$2080)

\$2100 - \$2400

5. Addressograph Operator

Qualifications: Clerk Grade III.

Duties: This employee must have a complete knowledge of the operation of three different types of machines, namely the graphotype, hand addressograph and addressograph. Changes in names of owners, tenants, assessments, etc., are sent in to this employee who must make necessary changes on the plates. The City makes its own addressograph plates which are kept in numerical system. This party is responsible for the operation of the system. When any change is made in the name of the owner of the property notification is given the City Collector's Department by this employee. In addition this employee does work for the Finance and Accounting Department.

(Present \$1300-\$1800)

6. Draughtsman

Qualifications: Grade ^{XI}~~X~~ education or equivalent. Civil engineering training and experience in draughting.

Duties: This employee must have a knowledge of draughting so as to interpret plans, legal descriptions and from a description incorporate same on the master plan. He must be able to search titles sufficiently well to assist in the incorporation of the plan. He must also prepare descriptions of properties for tax deeds, etc. His duties are checking descriptions from the Registry of Deeds, incorporating them on plan, checking to see that the right property has been transferred. When a subdivision plan has been approved such must be incorporated on the master plan. He must keep a record of all subdivision plans and file the same for reference purposes. Very often, in order to make a proper description for tax deeds, all of which are prepared by this employee, it is necessary to search in the Registry of Deeds and he must be able to do this. He has to check with Dun's sheet each week to see that this record ties in with the return which has to be made by the Registry to this Department. He has to meet the public, giving

information regarding properties as to title, size, area, etc. He has to see that a copy of all subdivision plans, approved by the Town Planning Board, are filed with the Department. The work of this employee is mostly technical.

(Present \$2400-\$2800)

\$2600 - \$3000

7. Secretary

Qualifications: Clerk Grade III.

Duties: The duties of this employee are the usual ones attendant upon such work. All letters are dictated and this employee types same. She is also responsible for all filing of the same and other information which must be filed. In addition considerable clerical work is done by this employee. Correspondence is answered without dictation on many occasions.

HOUSING ADMINISTRATION

1. Supervisor

Qualifications: At least Grade 10. Must have knowledge of construction of buildings and ability to describe work to be done and prepare specifications. This is the only particular qualification.

Duties: This employee has the supervision of all buildings and the maintenance thereof. All caretakers, watchmen, firemen, etc., are under his supervision. He receives and investigates all complaints from tenants insofar as the operation is concerned. He is on call for twenty-four hours, and on many occasions he has been on duty long after midnight in emergencies. He engages the various contractors and supervises their work. He certifies all accounts before payment for supplies, work performed, etc. He is under the direct supervision of the Chairman of the Committee and makes all his reports to him. He must attend all meetings of the Committee.

\$2500 - \$3000

2. Business Manager

Qualifications: Clerk Grade 5, and ability to perform the duties set out below.

Duties: This employee must have a knowledge of typing. He attends all meetings of the Committee, records the minutes and sends them out to the members of the Committee. He receives all applications for housing accommodation and interviews prospective tenants. He assists the selection committee in selecting tenants after having interviewed the applicants, and also when necessary investigates their present accommodation. He also supervises and assigns to the clerk, collector and assistant their work. He is responsible for the preparation of monthly accounts, execution of leases, notices to tenants and appears on behalf of the City on all eviction proceedings to prove the leases, position of rent account, etc. He also prepares the notices to vacate, demands for possession on instructions from the Chairman. He is to all intents and purposes on duty twenty-four hours.

\$2400 - \$2800

3. Clerk

Qualifications: Clerk Grade III.

Duties: This employee is in charge of rental collections, both current and arrears. He has to follow up each account, approximately 450 in number. When a tenant has failed to pay rent he must get in touch with them and ascertain the reason for failure and arrange for payment. He must prepare each month a statement of all rents, showing the amount in arrears at the beginning of the month, the payments made during the month, and the balance outstanding. He directs the work of the collector and assigns to him the persons who are to be interviewed. He reports to the Business Manager any tenants against whom proceedings are to be taken.

4. Collector

Qualifications: (Temporary position only.)
(See sub-collectors, Finance Department.)

Duties: This is a recent appointment. He interviews the persons whose accounts have been referred to him and makes arrangements for payments. He must make daily returns to the Clerk who in turn pays the money received to the City Collector.

5. Typist and Office Assistant

Qualifications: Clerk Grade II.

Duties: This employee is a typist. Shorthand is not essential but could be used. All the typing, such as preparation of monthly accounts, notices, letters and correspondence of the Chairman, is done by this employee. Assistance is also given the Business Manager in interviewing prospective tenants. Other work is also assigned to this employee when necessary.

DEPARTMENT OF THE CITY CLERK

1. Deputy City Clerk

Qualifications: Minimum educational requirement Grade X, or approved equivalent.

Duties: Assumes duties of City Clerk in absence or illness of City Clerk. Must have ability to take and transcribe oral dictation and to perform advanced stenographic duties at a high rate of speed. Proficiency in office practice and procedure. Proficiency in business English, spelling and arithmetic. Ability to write in a clear and legible manner. Good knowledge of departmental and municipal affairs. Ability to prepare effective correspondence and to perform routine office management details. Good judgment in public and personnel relations.

(Present \$2200-~~\$2800~~) \$3000 - \$3500

2. Assistant Deputy City Clerk (to be appointed) immediately.

Qualifications: Clerk Grade ~~III~~^V.

Duties: As assigned from time to time.

3. Secretary Clerk

Qualifications: Clerk Grade III.

Duties: As assigned from time to time.

4. Clerk (to be appointed) immediately.

Qualifications: Clerk Grade II.

Duties: As assigned from time to time.

DEPARTMENT OF THE CITY ELECTRICIAN

A. FIRE ALARM TELEGRAPH

1. Foreman

Qualifications: Common school. Ten years' experience in fire alarm work, journeyman wire certificate preferred. He must be trained in Fire Alarm switchboard, boxes, etc., also traffic lights, fixed timing and traffic actuated, and to take charge of any electrical installation undertaken by the Fire Alarm Department. Must have ability to handle men.

Duties: To repair fire alarm switchboards, boxes, traffic lights and any other duties assigned by City Electrician. Looks after street lighting material and disposition thereof.

(Present \$2600-\$2800) \$2800 - \$3100

2. Deputy Foreman

Qualifications: Common school; eight years' experience in fire alarm work. He must be able to take the place of the foreman when absent from duty. Must have ability to handle men.

Duties: To act in place of foreman when absent; in charge of linemen on street; supervision over trucks. Such other work as may be assigned to him by Electrician.

(Present \$2350-\$2500) \$2650 - \$2800

3. Fire Alarm Electrician

Qualifications: Common school; five years' experience in fire alarm work. He must be a man trained in making repairs and testing fire alarm equipment, also line work such as climbing poles and making repairs to lines, also minor repairs on traffic lights.

Duties: As may be assigned by superior officer.

(Present \$2200-\$2350) \$2500 - \$2650

4. Lineman

Qualifications: Common school; three years' experience as lineman. He must be a man capable of climbing poles and doing all line work such as running wire, making connections and hunting trouble on the fire alarm lines.

Duties: As may be assigned by superior officer.

(Present \$2000-\$2200) \$2350 - \$2500

5. Night Trouble Man

Qualifications: Common school; three years' experience as lineman and some knowledge of electrical repairs. He must be a man capable of climbing poles, making temporary repairs to the line, hunting trouble, temporary repairs to traffic lights, and answer any electrical trouble calls at night.

Duties: As may be assigned by superior officer.

(Present \$1900 - \$2050) \$2050 - \$2350

NOTE: Any of the above persons are subject to call and also relief work.

B. WIRING INSPECTION

1. Deputy City Electrician (To be appointed)

Qualifications: Grade X. Certified journeyman wireman for five years with knowledge of fire alarm and traffic lights, also street lighting and wiring inspection.

Duties: To assist the City Electrician.

(New position) \$3000 - \$3500

2. Wire Inspector

Qualifications: Grade X. Certified journeyman wireman for five years; three years as wire inspector.

Duties: To inspect all new wiring in buildings and other wiring as installed in old buildings. Must be able to read plans; draw specifications; must be familiar with C.S.A. Code and City wiring ordinance and able to make decisions regarding same. Make reports to Nova Scotia Light and Power Company Limited authorizing them to connect electricity to the building, and such other duties as may be assigned by the City Electrician.

(Present \$2400 - \$2700) \$2800 - \$3000

3. Assistant Wire Inspector

Qualifications: Grade X. Certified journeyman wireman for five years.

Duties: As above.

(Present \$2200 - \$2500) \$2500 - \$2800

4. Secretary

Qualifications: Clerk Grade III.

5. Maintenance Electrician

Qualifications: Grade X. Certified Journeyman
wireman.

Duties: As assigned by City Electrician.

\$2300 - \$2500

DEPARTMENT OF FINANCE AND ACCOUNTS

1. Deputy Commissioner of Finance and Accounts

Qualifications: Grade XI - Accounting course preferable. Must have general knowledge of municipal auditing and accounting. Must have been engaged in the same for at least seven years. Must have shown executive ability and good judgment.

Duties: As set out in Charter.

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

(Present \$4000-~~\$4500~~⁷⁰⁰⁰) \$4500 - \$5000

2. Chief Accountant

Qualifications: Grade XI. Accounting course preferable. Must have general knowledge of municipal auditing and accounting for at least five years. Must have executive ability and good judgment.

Duties: As set out in Charter.

(Present \$2800-\$4000) \$3000 - \$4000

3. Deputy Chief Accountant

Qualifications: Same as Chief Accountant.

Duties: To assist the Chief Accountant and act in his absence on his behalf.

(Present \$2400-\$3000) \$2400 - \$3000

4. Clerk (Hospitals and Cemeteries)

Qualifications: (See Clerk Grade V)

Duties: Must be familiar with all statutes, ordinances and regulations relating to cemeteries, Poor Relief Act, Local Hospitals Act, Victoria General Hospital Act and other statutes imposing liability for hospital care upon municipalities.

Receives notice of all admissions to hospitals chargeable to the City. Supervises the setting up of the accounts, collection and necessary interviews, and attends to disclaimer of claims.

Carries out accounting for cemeteries. Issues deeds to lots and keeps cemetery records.

(Present \$1700-\$2300)

5. Internal Auditor

Qualifications: Same as Chief Accountant.

Duties: As set out in City Charter.

(Present \$2800-\$4000) \$3000 - \$4000

6. City Treasurer

Qualifications: Grade XI. Have accounting or business course. Must have had banking or similar experience in handling cash and securities and be familiar with banking practice.

Duties: Duties as set out in Charter and in addition is responsible for all cash received from Departments and banking of same.

He receives and delivers all securities purchased for sinking fund and trust fund purposes. Issues and transfers all City of Halifax Debenture Stock and records same.

Secretary of Sinking and Superannuation Fund Trustees.

Issues all cheques for City.

(Present \$2600-\$3900) \$3000 - \$4000

7. Treasurer's Assistant

Qualifications: Same as Treasurer.

Duties: To assist Treasurer and act under his direction.

Signs cheques in absence of Treasurer.

Acts as paymaster - delivers pay envelopes to hourly paid employees in different parts of the City.

Writes Treasurer's Cash Book.

Collects money from the Collection Officer daily and deposits same in bank in the various accounts.

Other related duties.

(Present \$3050 (flat)).

~~\$3050 (flat)~~.

\$2400 - \$3000

8. City Collector

Qualifications: Grade XI. Should have experience in collection of accounts. Ability in meeting public and handling personnel.

Duties: As set out in City Charter.

(Present \$3400-\$4500) \$3500 - \$4500

9. Deputy Collector

Qualifications: Same as Collector.

Duties: To assist Collector and act in his absence and perform duties set out in Charter.

(Present \$2600-\$3300) \$2700 - \$3300

10. Poll Tax Officer

Qualifications: Clerk Grade V.

Duties: Collection of Poll Taxes - interview taxpayers and follow up of collection effort. Prepare reports of collections and attend to routine correspondence. Supervise Poll Tax sub-collectors.

11. Accounting and Audit Clerks

Qualifications: Clerk Grade V.

Duties: As assigned.

12. Tax Collection Clerks

Qualifications: Clerk Grade IV.

Duties: As assigned.

13. Street Collectors and Affidavit Clerk

Qualifications: Clerk Grade III. Grade 9 - High School or commercial course desirable. Ability to write in a clear and legible manner. Working knowledge of business English, spelling and arithmetic. Ability to keep simple records.

Duties: As assigned.

(Present \$1500-\$1860) \$1760 - \$2100

14. Cashier

Qualifications: Clerk Grade III.

Duties: As assigned.

15. Accounting Machine Operators

Qualifications: (Senior) Clerk Grade III.
(Junior) Clerk Grade II.
(Supervisor) Clerk Grade ~~XXXX~~ IV.
~~\$1200-\$1360~~

Duties: As assigned.

(Present: Senior \$1300-\$1860
Junior \$1080-\$1380)

16. ~~Stenographers~~ (Clerk)

Qualifications: Clerk Grade ~~III~~ ^{IV}

Duties: As assigned.

17. Stenographers (2)

Qualifications: Clerk Grade II.

Duties: As assigned.

FIRE DEPARTMENT

1. Deputy Chief (3)

Qualifications: Grade 8 and fifteen years' experience in Department. A good understanding of both common and special fire hazards which may be encountered. Familiarity with all the property in which fires may be fought, with particular attention to special fire hazards. An adequate knowledge of building construction to aid in fire-fighting operations and to permit recognition of dangerous situations. A good understanding of fire fighting tactics and strategy to permit complete disposition of all company operations at a fire.

Duties: Supervision of all Fire Department companies and stations in the City. Maintenance of discipline and training standards of all those under his charge (one entire platoon). The Deputy Chiefs shall assist the Chief in the operation of the Department and in his absence, during their respective tours of duty, shall take his place and exercise the same powers and authority as the Chief.

(Present \$2800-\$3100)

First Deputy \$4000 (if and when
Other Deputies \$3500 created).

2. Captain

Qualifications: Ten years' experience in Department. To be familiar with the district to which his unit is assigned and maintain inspections for simple fire hazards. To have a sufficient knowledge of fire strategy to be able in the absence of a Chief Officer to make a proper size-up or appraisal of a fire to determine whether additional help is needed, and to be able to go to work without the direction of a superior officer.

Duties: To manage a fire station establishment, supervising housekeeping, care of apparatus and stores, keeping of clerical records. To act as personnel manager or "foreman" of a crew or squad of men on duty at one time. These duties will be the major occupation of the company officer. To respond safely to alarms to which his unit is assigned and direct the mechanical operation of the equipment of his unit.

(Present \$1900-\$2300)

\$2400 - \$2700

3. Hoseman

Qualifications: As laid down by Charter and Committee regulations.

Duties: As laid down by Charter and assigned by Chief.

(Present \$1800-\$1980) \$1800 - \$2400

4. Mechanical Superintendent

Qualifications: Fifteen years' experience in motor mechanical work.

Duties: Supervision of all apparatus and appliances. Has charge of all alterations and repairs to apparatus and appliances of the Department. A thorough inspection of all apparatus and record kept of all alterations and repairs. The drilling of all operators in the use of pumping units, both at hydrant and at draft. A record shall be kept of each drill (Hydraulically operated aerial ladders also). Give instructions to firemen in the operation and care of apparatus. At fires he shall assure himself that apparatus is properly and efficiently operated, and that operators are diligent and careful. Familiarity with water main lay-out so that pumping apparatus is properly located to derive maximum output of pumping engines. In addition the branch which he heads maintains all mechanical equipment, including plumbing and heating in all fire stations.

(Present ~~\$2000-\$2000~~ \$2900 - \$3200
\$2800 flat)

5. Carpenter

Qualifications: Same as Hoseman, plus five years' experience as carpenter.

Duties: As hoseman or as carpenter as may be assigned by Chief.

\$1800 - \$2400

6. Painter

Qualifications: Same as Hoseman, plus five years' experience as painter.

Duties: As hoseman or as painter as may be assigned by Chief.

\$1800 - \$2400

7. Fire Alarm Operators

Qualifications: Same as Hoseman.

Duties: They receive all alarms of fire by phone through a P.B.X. board and dispatch the correct apparatus to the scene of the fire, then notify all other stations by phone of the location of the fire. They then set up the transmitter and sound a bell alarm which corresponds with the nearest box in the area. In addition they must notify the Police Department, Water Department and Nova Scotia Light and Power Company Limited so they may send their services.

They must test the Fire Alarm equipment to see that it is in proper working order. The apparatus is tested by the various stations at different times during the day and night. A record is kept of fires received, whether by phone or bell alarm, of hydrants out of commission and in commission, any interruption in the water service, and also they must keep a record of all streets blocked off or impassable and report the same to all Stations and the Chief's office.

(Present \$1800-\$1980)

\$1800 - \$2400

8. Secretary

Qualifications: Same as Hoseman; must have knowledge of shorthand and typing. Commercial or business training.

Duties: Same as Police Secretary.

(Present \$1800-\$1980)

\$1800 - \$2400

FIRE PREVENTION DIVISION

1. Inspector

Qualifications: Same as Hoseman, plus ten years' experience in Department.

Duties: Office and field work, which entails dealing with the public at all times, keeping of records, writing up of reports, investigations and correspondence.

Fire prevention inspections include everything from simple fire hazards to technical surveys of large plants and institutions, fire investigations and fire protection for life safety in public buildings.

Public relations - Radio programs, talks and lectures to service, institutional and other organized groups, Boy Scouts, students, nurses, etc.

Examination of plans and specifications to see that fire protection features for fire safety are incorporated (materials used, layout, means of egress, alarm systems, stand-pipes, sprinklers and first-aid fire appliances).

An adequate knowledge of building construction and blue prints, all laws and ordinances covering the prevention of fires, Building and Fire Prevention Codes to aid in making fire prevention inspections.

Preparing fire investigation reports and sketches for Fire Marshal and other inquiries.

The maintenance and regulation of fire escapes, approval of plans, issuing orders to erect and where they are to be erected.

Keeping abreast by study of the latest in the field of fire prevention and protection.

\$2400 - \$2600

2. Captain Inspector

Qualifications: Same as Deputy Chief.

Duties: Supervises and details work to men. Relieves Deputy Chief on holidays.

(Present \$~~2500~~-~~\$2500~~)
2100

\$2700 - \$3000

MAYOR'S OFFICE

1. Secretary

Qualifications: Clerk Grade IV. Must not belong to any employees' organization.

Duties: To act as Secretary to the Mayor - attend to correspondence, filing and reception of visitors to office. Perform such other duties as may be from time to time assigned by the Mayor.

POLICE DEPARTMENT

1. Constable

Qualifications: Grade 10 and physical qualifications as set out in Charter.

Duties: As laid down by Charter and assigned by Chief, or other superior officer. Also as set out in Police Regulations.

(Present \$1600-\$1980) \$1800 - \$2400

2. Patrol Sergeant

Qualifications: Same as Constable, plus five years' service. Good knowledge of all phases of constable duties. Must have knowledge of various statutes applicable to police work. Ability to handle men.

Duties: To supervise men in his division and such other duties as may be assigned by superior officer. Also as set out in Police Regulations.

(Present \$1900-\$2300) \$2400 - \$2700

3. Sergeant (Morality)
Sergeant (Mounted)

Same as Patrol Sergeant.

(Present \$1900-\$2400) \$2400 - \$2700

4. Inspector

Qualifications: As above; must have a total of eight years' experience.

Duties: Coordinate work of sergeants and to act as O.C. in absence of superior officer. To perform such duties as may be assigned to him by Chief or Deputy Chief.

(Present \$2200-\$2600) \$2800 - \$3100

5. Deputy Chief

Qualifications: As above; must have at least ten years' experience in the Department, a portion of which is other than a constable, and have shown executive ability. Preferably a graduate of Canadian Police College or other recognized Police college. Good police record.

Duties: Supervise Department under Chief of Police and assume these duties in his absence. Other duties laid down in City Charter. Also see Regulations.

(Present \$2700-\$3500) \$4000

6. Detectives

Qualifications: Same as Patrol Sergeant, plus some indication of interest and ability in investigation work.

Duties: Investigational work and such other duties as may be assigned by superior officer. Also see Regulations.

(Present \$2150-\$2550) \$2650 - \$2950

7. Sergeant of Detectives

Qualifications: Same as Detective, plus three years' experience in detective work. Must have acquired some knowledge of modern police investigation methods.

Duties: Same as Detectives, plus supervision over detectives.

(Present \$2200-\$2600) \$3000

8. Assistant Chief Detective Inspector

Qualifications: Same as Sergeant of Detectives.

Duties: To supervise work and coordinate work of detectives and sergeants of detectives.

(Present \$2400-\$2700) \$3100

9. Chief Detective Inspector

Qualifications: Same as Patrol Sergeant, preferably with qualifications of Sergeant of Detectives and also preferably a graduate of Canadian Police College or other recognized Police College. Shown ability in detective work and executive duties.

Duties: Same as Assistant Chief Detective Inspector. Advise all members of Department in Court work and necessary basis for Court action in all cases.

(Present \$2500-\$3200) \$3200 - \$3600

10. Secretary

Qualifications: Grade 10, with commercial or business training. Must have knowledge of shorthand and typing. Must have qualifications of Constable.

Duties: Buying supplies for Department under Chief's supervision; making up payrolls; accounts; keeping all records in Department; interviews public at counter in respect of

complaints, etc. Correspondence for Chief. Prepares reports for Committee; and such other duties as may be assigned by Chief of Deputy.

(Present \$1900-\$2300) \$1800 - \$2700
(Annual increase \$150 per year)

11. Policewoman

Qualifications: Grade 10. Experience in welfare and social work; ability to handle women.

Duties: As assigned by Chief or Deputy.

(Present \$1300-\$1980) \$1800 - \$2400

12. Mechanic

Qualifications: Need not previously have been a constable. Ten years' experience in motor mechanical work.

Duties: Care and maintenance of police vehicles and such other duties as may be assigned by Chief or Deputy.

(Present \$2200-\$2600) \$2600 - \$3000

13. Utility Man

Qualifications: Experience in sign painting and similar trades.

Duties: Manufacture, care and maintenance of all signs, and such duties as may be assigned by Chief or Deputy.

(Present \$1300-\$1980) \$1800 - \$2400

14. Janitor

Qualifications: None

Duties: Janitor work in Department.

(Present \$1500 (flat)). (Deferred: To be determined on new quarters - \$1800 until then.)

15. Secretary to Detectives

Qualifications: Same as Constable plus stenographic course.

Duties: Keeps records in Detective Branch; counter work in Detective's office, and such duties as may be assigned by superior officer.

\$1800 - \$2400

16. Stableman

Qualifications: Knowledge of horses.

Duties: Care of horses of Police Department and stables.

(Present \$1400 (flat)).

\$1800 flat.

17. Parking Meter Man

Qualifications: Capable of repairing parking meters.

Duties: Repairing and maintaining parking meters.

(Present \$1980 (flat)).

\$2400 flat.

POLICE AND CITY COURT

1. Clerk of Court

Qualifications: Grade 12. Knowledge of commercial or business accounting preferable. Knowledge of statutes, such as Criminal Code, City ordinances, etc., essential, and have ability to explain same to public.

Duties: Keep records of Police and City Court; make semi-monthly returns to Provincial Government and know how to divide same; also make daily returns to City Treasurer of money received. Draw all informations and summonses for Summary Convictions matters. Make yearly returns to Federal Department of Vital Statistics. Supervision and allocation of Bailiffs' work.

\$2500 - \$3100

2. Clerk

Qualifications: Clerk Grade II.

Duties: Assist the Clerk in his duties and type summonses, informations, reports, etc.

3. Court Stenographer

Qualifications: Grade 11. Must be a very competent stenographer.

Duties: To take evidence in Court and transcribe it when directed to do so. Must prepare documents for submission to Superior Courts in cases of appeal and commitments for trial.

\$1800 - \$2500

4. Bailiff

Qualifications: Grade 10; must be able to carry on his duties in diplomatic manner.

Duties: To serve papers issued out of Court.

\$2200 - \$2600 (plus car allowance)

5. Assistant to Clerk of Court

Qualifications: Grade 10.

Duties: To assist Clerk of Court and also when required to serve process.

\$1800 - \$1980

DEPARTMENT OF PUBLIC HEALTH AND WELFARE

HEALTH DIVISION

A. VITAL STATISTICS

1. Registrar - Statistician

Qualifications: Graduation in commercial course - experience in a business office dealing with cost accounting or similar work is desirable.

Appointment is made by Governor-in-Council. This official is paid by the City.

Duties: As set out in Vital Statistics Act and the Solemnization of Marriage Act of Nova Scotia.

Prepare reports for Department relating to Vital Statistics.

(Present \$1900-\$2300) \$2100 - \$2500

2. Clerks

Qualifications: Clerk Grade II.

B. COMMUNICABLE DISEASE CONTROL

1. Director of Communicable Disease Control

Qualifications: Graduate of a recognized School of Medicine - Degree M.D., C.M. - Post Graduate training in Public Health for one year - Diploma of Public Health or the equivalent.

Duties: To act as Commissioner of Health in absence of the Commissioner.

Other duties as assigned by Commissioner of Health, and act as Medical Superintendent of Communicable Diseases Hospital.

(Present \$4000-\$5000) \$5040 - \$6300
~~(\$6000-\$7000)~~

2. Social Hygiene Worker

Qualifications: Registered Nurse and course in typing.

Duties: Follow-up of venereal disease cases, delinquents and contacts and keep records of all venereal disease cases, and perform such other duties as assigned by the Commissioner of Health or the Director.

(Present \$1400-\$1660) \$1800 - \$1980

C. PUBLIC HEALTH NURSING

1. Supervisor of Nurses

Qualifications: Registered nurse with Post Graduate training in Public Health and nursing supervision - Certificate of Public Health or the equivalent.

Duties: Supervision of City field-nursing staff.

(Present \$1680-\$2200) \$2000 - \$2400

2. Public Health Nurses

Qualifications: Registered nurse with one year's training in Public Health, and holding a Certificate of Public Health or the equivalent.

Duties: School Health, Communicable disease, Tuberculosis contacts, Health Education. Visiting in homes and at City schools.

(Present \$1500-\$1860) \$1860 - \$2100

3. Nurses

Qualifications: Registered nurse.

Duties: Same as for Public Health Nurses.

(Present \$1320-\$1560) \$1560 - \$1740

4. Clerks

Qualifications: Clerk Grade II (1)
Clerk Grade I (1)

D. MATERNAL, INFANT AND CHILD HYGIENE

1. Medical Director

Qualifications: Graduate of a recognized School of Medicine - Degree M.D., C.M. - preferably having had a Post Graduate course in Public Health with a Diploma of Public Health or the equivalent.

One year's post graduate residence in child diseases and pediatrics.

Duties: School Health Work, Well-baby clinic, prenatal clinics, and other duties as assigned by the Commissioner of Public Health and Welfare.

(Present \$4000-\$5000) (With D.P.H.) \$5040 - \$6300
(Without D.P.H.) \$4500 - \$5000

2. Dentists (School)

Qualifications: Graduate of a recognized School of Dentistry with Degree of D.D.S.

Duties: Dental work for school children.

(Present Full time \$2100-\$2500) Full time \$2500 - \$3000
(Present Part time \$1800 flat) Part time \$1800 - \$2400

3. Dental Assistants

Full time \$1000
Part time \$ 600

E. SANITARY SERVICES

1. Sanitary Engineer

Qualifications: A graduate Engineer of a recognized university, having had post graduate training for one year and preferably with a Degree of Master of Science or Master of Applied Science in sanitation practice.

Duties: Supervision of sanitary inspectors and enforcement of Public Health Act and regulations thereunder, subject to control of the Commissioner of Public Health and Welfare.

(Present \$4000-\$4500) \$4000 - \$4500

2. Chief Inspector

Qualifications: Certificate of Sanitary Inspection and a minimum of five years' experience in inspection work in a recognized health department - preferably having been a journeyman plumber - must have ability to consider and adjust complaints.

Duties: Supervision of Public Health Inspectors under direction of the Sanitary Engineer.

(Present \$2600-\$2800) \$3000 - \$3300

3. Inspector (Certified) (other than Dairy and Plumbing Inspectors)

Qualifications: Certificate of Sanitary Inspection.

Duties: As assigned by Sanitary Engineer.

(Present \$1320-\$1950) \$1900 - \$2400

4. Inspector (Uncertified)

Qualifications: Junior matriculation (Grade 11) and in training in the Department leading to obtaining a Certificate of Sanitary Inspection.

Duties: As assigned by Sanitary Engineer.

(Present \$1320-\$1950) \$1800 - \$2300

5. Inspector (Dairy)

Qualifications: Certificate of Sanitary Inspection, preferably Doctor of Veterinary Surgery.

Duties: As assigned by Sanitary Engineer.

(Present \$3000-\$3400) \$3300 - \$3600

6. Inspector (Plumbing)

Qualifications: Journeyman plumber of five years' experience.

Duties: As set out in Plumbing Regulations and as assigned by Sanitary Engineer.

(Present \$2400-\$2600) \$2600 - \$3000

7. Clerk

Qualifications: Clerk Grade II.

F. ADMINISTRATION

1. Superintendent of Health

NOTE: It appears that the duties of this official could be better described by the title "Business Administrator" rather than the present title of "Superintendent of Health". This would mean a Charter amendment.

Qualifications: Grade 11 and a commercial course in a recognized school and experience in office and personnel management.

Duties: Purchasing for Department, supervises pay-rolls, and estimates, appointment of maintenance staff for institutions, and departmental accounting, and general supervision over business of Department.

(Present \$3500-\$4000) \$3500 - \$4000

(Future incumbent to be Clerk Grade V).

NOTE: It is recommended that repairs and other maintenance of Hospitals and all other City buildings should be under the proper division of the Department of Works.

2. Secretary

Qualifications: Clerk Grade III.

3. Clerks

Qualifications: 1 Clerk Grade III.
1 Clerk Grade II.

HOSPITAL DIVISION

"H & S" means Housing and Subsistence

A. TUBERCULOSIS HOSPITAL

1. Medical Superintendent

Qualifications: Graduate of a recognized Medical School with Degree of M.D., C.M., together with five years' experience in a tuberculosis sanatorium or hospital. Preferably a certified specialist in chest diseases.

Duties: Full charge of care and treatment of patients in hospital and immediate supervision over the operation of the hospital and out-patient clinic, including tuberculosis control and mass radiology.

(Present \$5000-\$5500) \$5500 - \$6300

2. Physicians (Resident)

(a) Senior (b) Junior

Qualifications:

(Senior) Graduate of a recognized Medical School with Degree of M.D., C.M., together with at least one year's training in a tuberculosis hospital or sanitorium.

(Present \$4000 - less H & S) \$3700 - \$4200 plus H & S.

(Junior) Graduate of a recognized Medical School with Degree of M.D., C.M.

(Present \$3600 - less H & S) \$3300 - \$3700 plus H & S.

Duties: Charge and care of treatment of patients in hospital and other duties set out for Medical Superintendent under his supervision.

3. Matron

Qualifications: Registered nurse - preferably with Post Graduate training in hospital administration and supervision and five years' experience in a hospital.

Duties: Administration and supervision of nursing staff and housekeeping staff under direction of Medical Superintendent.

(Present \$1100-\$2100) \$1800 - \$2100 plus H & S.

4. Assistant Matron

Qualifications: Registered nurse with at least five years' experience in a hospital.

Duties: To assist the Matron and act on her behalf in her absence.

(Present \$960-\$1560) \$1560 - \$1740 plus H & S.

5. Charge Nurse (Operating Room)

Qualifications: Registered nurse with special experience in operating room technique.

Duties: General care of operating room and supplies. Supervision of nurses in that department.

(Present \$1320-\$1380) \$1320 - \$1440 plus H & S.

6. Charge Nurse (Floors and Night)

Qualifications: Registered nurse - two years' experience in general hospital work.

Duties: Supervision of nurses on floor and nursing care of patients under direction of Matron and Assistant Matron.

(Present \$1320-\$1380) \$1320 - \$1440 plus H & S.

7. Nurses

(Registered) Qualifications: Registered nurse.

Duties: Senior nurse in charge of ward.

(Present \$1200-\$1260 plus H & S) \$1200 - \$1320 plus H & S

(Graduate) Qualifications: Graduate from a recognized School of Nurses.

Duties: Nursing under direction of registered nurse.

(Present \$1020-\$1140 plus H & S) \$1020 - \$1140 plus H & S

(Practical) Qualifications: Experience in nursing care.
(Nurses Aid)

Duties: Work under direction and supervision of registered nurse.

(Present \$840-\$960 plus H & S) \$840 - \$960 plus H & S

8. Housekeeper

Qualifications: Experience in housekeeping and handling domestic staff.

Duties: General housekeeping and domestic duties.

\$600 - \$720 plus H & S

9. Maids

(General) Qualifications: None special

Duties: General cleaning.

\$35.00 per month plus H & S

(Night) Qualifications: None special

Duties: As assigned

\$40.00 per month plus H & S.

9. Maids (Continued)

(<u>Dishwashing</u>)	\$40.00 per month plus H & S.
(<u>Dining Room</u>)	\$40.00 per month plus H & S.
(<u>Steam Table</u>)	\$60.00 per month xxxxxxx
(<u>Pot Washer</u>)	\$50.00 per month xxxxxxx .

9A. Seamstress

Qualifications: Proficiency in sewing and use of sewing machine.

Duties: Seamstress work under direction of Matron.

(Present \$1200) \$1200 (flat).

10. X-Ray Technician

Qualifications:

(a) Technician (R.N.) - Registered Nurse - and completed a six months' course in X-Ray Department of a recognized hospital and holding a certificate of X-Ray technician.

(Present \$1500-\$1800) \$1740 - \$1980

(b) Technician - Completion of a six months' course in X-Ray Department of a recognized hospital and holding a certificate of X-Ray technician.

(Present \$1200-\$1500) \$1500 - \$1680

Duties: Operate X-Ray equipment and development of films. They work under direction of Medical Superintendent and Resident Physician.

11. File Clerk (2)

Qualifications: Clerk Grade I.

Duties: File and index X-Ray films under direction of the Medical Superintendent and Resident Physician.

12. Secretary

Qualifications: Clerk Grade III

13. Clerks (3)

Qualifications: Clerk Grade II.

14. Dietitian

Qualifications: Graduate in Home Economics and one year's training under dietitian in a recognized hospital.

Duties: Preparing all menus and special diets. In charge of kitchen and the staff thereof. Requisitions supplies as required.

(Present \$1500 plus H & S) \$1500 - \$1800 plus H & S

15. Chef - Two classes

(a) Senior

(Present salary the same) \$1800 - \$2000 plus H & S.

(b) Junior

(Present salary the same) \$1320 - \$1500 plus H & S

Qualifications: (a) At least five years' experience as cook in an institution.

(b) At least two years' such experience.

Duties: Preparing meals for institution - patients and staff.

16. Cook

Qualifications: Competency in preparing cake, pastry, deserts, etc.

Duties: Those of a pastry cook under the direction of the dietitian.

(Present \$840 plus H & S) \$900 plus H & S.

17. Supply Clerk

Qualifications: Clerk Grade III.

18. Caretaker

Qualifications: None special

Duties: General janitorial duties.

(Present \$840-\$1140) \$1140 - \$1360

19. Painters

Duties: As assigned by Supply Clerk or Superintendent of Health (Business Administrator).

(Present \$1300-\$1660) \$1380 - \$1760

20. P.B.X. Operators

Qualifications: Clerk Grade I.

B. COMMUNICABLE DISEASES HOSPITAL

1. Matron

Qualifications: See Matron, Tuberculosis Hospital.

Duties: In addition orders supplies for the hospital and has charge of admission and discharge under Medical Superintendent. Other duties as assigned.

(Present \$1900 plus H & S) \$1600 - \$1900 plus H & S.

2. Charge Nurse

See Charge Nurse, Tuberculosis Hospital.

(Present \$1320-\$1380 plus H & S) \$1320 - \$1440 plus
H & S.

3. Nurses

See Nurses, Tuberculosis Hospital

(Present \$1200-\$1260 plus H & S) \$1200 - \$1320 plus
H & S.

4. Instructor of Nurses

Qualifications: Registered Nurse and one year's post graduate study and diploma in nursing education from a recognized university.

Duties: Instructing student nurses from affiliating hospitals in nursing technique in infectious cases under supervision of Matrons of Tuberculosis Hospital and Communicable Diseases Hospital.

(Present \$1800 plus H & S) \$1800 - \$1920 plus H & S.

5. Caretaker

Qualifications: None special

Duties: General janitorial duties.

(Present \$840-\$1140 plus H & S) \$1020 - \$1240 plus H & S

6. Cook

Qualifications: General cooking ability.

Duties: Cooking for patients and staff.

(Present \$720 plus H & S) \$720 plus H & S.

7. Assistant Cook

Qualifications: None special

Duties: To assist and relieve cook.

(Present \$480 plus H & S) \$480 plus H & S

8. Maids

Qualifications: None special

Duties: General housekeeping.

(Present \$420 plus H & S) \$420 plus H & S

9. Receptionist

Qualifications: None special

Duties: To receive visitors and answer telephone during evening hours.

(Present \$50.00 per month) \$50.00 per month.

WELFARE DIVISION

A. CITY HOME

1. Superintendent

Qualifications: Grade ^{XI} ~~IX~~ and experience in management of personnel.

Duties: As defined by Ordinance. Enquire as to settlement under Poor Relief Act. Authority to give out-of-door poor relief. Cooperate with welfare officer as to placing of indigents. Under supervision of Commissioner of Public Health and Welfare.

(Present \$2800-\$3100 plus H & S) \$2800 - \$3100 plus
H & S.

2. Secretary

It is suggested that this office be described as "Assistant to Superintendent".

Qualifications: Clerk Grade IV.

Duties: Looks after general office work of institution and has charge of drugs.

Resident in institution.

Salary to be ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~
\$1800 - \$2100 plus \$300 H & S.

(Present Secretary receives \$1800 plus H & S. This will remain unchanged until new incumbent appointed)

3. Assistant Secretary

Qualifications: Clerk Grade II.

Not resident in institution.

4. Matron

Same qualifications and duties as Matron of Tuberculosis Hospital.

\$1600 - \$1900 plus H & S.

(Present incumbent not an R.N. \$1000 - \$1250 plus H & S.)

5. Nurses

See Nurses, Tuberculosis Hospital.

6. Attendants (Female)

Grade 1. Qualifications: Common school education.

Duties: Work in Wards under supervision of Matron.

(Present \$510-\$830 plus H & S) \$720 - \$900 plus H & S.

Grade 2. Qualifications: Common school education and five years' experience.

Duties: Same as above for Grade 1.

(Present \$510-\$830 plus H & S) \$900 - \$1140 plus H & S.

13. Night Watchman

Qualifications: Course in Watchman's School given under direction of Chief of Fire Department.

Duties: Night patrol of building.

(Present \$300 plus H & S) \$960 - \$1080 plus H & S.

(No change for present incumbent).

14. Engineer

Qualifications: Certificated 2nd Class stationary engineer.

Duties: General supervision of mechanical plant and boilers.

(Present \$1440 - \$1780) \$2000 - \$2500

15. Assistant Engineer

Qualifications: Certificated 3rd Class stationary engineer.

Duties: To assist Engineer and take charge in his absence.

(Present \$1260-\$1540) \$1800 - \$2000

16. Firemen

Qualifications: Certified by Provincial Examining Board.

Duties: As assigned by Engineer.

(Present \$1020-\$1420) \$1500 - \$1800

17. Truck Driver

Qualifications: Licensed chauffeur.

Duties: Drive vehicles of institution and deliver and collect wood.

(Present \$1400 flat) \$1400

18. Utility Man

Qualifications: Experience in carpentry and general mechanical trades.

Duties: General repairs to institution.

(Present \$600 flat plus H & S) \$1380 - \$1760

(No change for present incumbent).

19. Laundry Man

Qualifications: Five years' experience in laundry work. Ability to operate laundry machinery with inmate help.

(Present \$1200-\$1560) \$1260 - \$1560

20. Laundress

Qualifications: Two years' experience in laundry work. Ability to handle inmate help.

Duties: As assigned by laundryman.

(Present \$450 flat plus H & S) \$600 flat plus H & S.

21. Cook

Qualifications: Five years' general experience as cook in an institution. Also capable of making bread.

Duties: General cooking and baking for institution.

(Present \$1000-\$1380 plus H & S) \$1320 - \$1500 plus
H & S.

22. Assistant Cook

Qualifications: Two years' general experience as cook in an institution.

Duties: To assist cook and take charge in absence of cook.

(Present \$800-\$1100 plus H & S) \$1140 - \$1320 plus
H & S.

23. Storekeeper

Qualifications: Experience in grocery shipping and experience in meat cutting.

Duties: Receiving all supplies, except drugs; has charge of stores and distribution to kitchen and wards; cutting of meat.

(Present \$1200-\$1800) \$1660 - \$2000

B. WELFARE DEPARTMENT

1. Welfare Officer

Qualifications: B.A. of a recognized university, majoring in Social Work, and graduate in social work or equivalent.

Duties: Interviewing applicants for welfare relief and determining amount of assistance. Supervising the case workers. Signs orders for relief.

(Present \$3000-\$3300) \$3300 - \$3600

2. Case Workers

Grade I. Qualifications: Graduate of Nova Scotia School of Social Work or equivalent.

Duties: Investigation of applicants for welfare relief and visitation to home. Give counsel and advice.

(Present \$2500-\$2800) \$1800 - \$2000

Grade II. Qualifications: Same as above plus five years' experience and proven ability.

Duties: As above.

(Present \$2500-\$2800) \$2500 - \$2800

3. Messenger

Qualifications: None special

Duties: As assigned by Welfare Officer.

(Present \$2000 flat) (Not recommended for in permanent establishment)

4. Clerks

Qualifications: (1) Clerk Grade II.
(1) Clerk Grade I.

C. CITY PRISON

1. Governor

Qualifications: Ten years' experience in Prison work and administration. Grade 10 preferred. Have had some office or business experience.

Duties: General administration of institution under laws of Canada and Nova Scotia and the Ordinance of the City.

(Present \$2000-\$2800 plus H & S) \$2800 - \$3100 plus
H & S.

2. Deputy Governor

Qualifications: Five years' experience in Prison work and administration. Grade 10 preferred.

Duties: Assist Governor and act in his absence.

(Present \$1900-\$2300) \$2400 - \$2700
(Same as Patrol Sergeants in Police force).

3. Guards

Qualifications: Grade 10 preferred. Ability and tact in handling men. Age, 21 to 30.

Duties: Keeping order and discipline among prisoners under direction of Governor.

(Present \$1600 - \$1980) ¹⁸⁰⁰
\$1900 - \$2400
(Same as Hoseman and Patrolman)

4. Matron

Qualifications: Female with same qualifications as Guard.

Duties: Keeping order and discipline among female prisoners and supervision of general house-keeping.

(Present \$700-\$1150 plus H & S) \$1080 - \$1320 plus
H & S.

DEPARTMENT OF CITY SOLICITOR

1. Deputy City Solicitor (Not at present appointed).

Qualifications: A member of the Bar of at least five years' standing, with experience in Court and office practice.

Duties: To act as Deputy to the City Solicitor and to perform such duties as may be from time to time assigned to him by the City Solicitor.

\$3500 - \$4500
~~XXXXXXXXXXXXXXXXXXXXXXX(\$2000000)~~

2. Assistant Solicitors

Qualifications: A member of the Bar of at least five years' standing. Some experience in Court work. Ability to deal with matters usually arising in office.

Duties: To do legal work in department as assigned by City Solicitor.

(Present \$3000-\$4000) \$3000 - \$4000

3. Secretary

Qualifications: Clerk Grade IV, and particularly, ability to take dictation and transcribe same with high speed and accuracy. Must be experienced in the practice and procedure of a law office and know how to operate and index a filing system. Must be able to draft simple deeds and contracts and resolutions without dictation. Must know legal forms and be able to complete same. Must be able to supervise the clerical work of the department. Must be able to appreciate the various matters under consideration in the department and be able to refer persons to the member of the staff looking after same. Must be able to meet the public and answer enquiries and exercise good judgment in public relations.

Duties: To perform such clerical and secretarial duties as required by the City Solicitor promptly, efficiently and accurately.

To do all the departmental filing and indexing.

Orders all supplies and keeps same up to date.

Drafts simple deeds, contracts and resolutions under supervision of City Solicitor.

Acts as receptionist for department.

A very capable type of legal stenographer is required in this position.

4. Stenographer

Qualifications: Clerk Grade III, with experience in a law office and with some knowledge of the practice and procedure in a law office and knowledge of legal forms.

Duties: To do general stenographic work of all kinds, including deeds, contracts, agreements and legal forms.

DEPARTMENT OF WORKS

A. GENERAL ADMINISTRATION

1. Deputy Commissioner of Works

Qualifications: Graduate Civil Engineer of a recognized university, with at least five years' Municipal Engineering experience.

Duties: To assist the Commissioner of Works and in charge of Department in the absence of same.

(Present \$4000-\$5500) \$4800 - \$5500

2. Clerks

Qualifications: Clerk Grade III.

B. BUILDING INSPECTION

3. Building Inspector

Qualifications: Graduate Civil Engineer or Architect of a recognized university. Council appointment. See C.C. Five years' experience in building construction.

Duties: Inspection of construction of all buildings within the City. Interpret the City Ordinance and Charter re building. Recommend revisions of the Building Code.

(Present \$4800 flat) ~~\$3600~~³⁶⁰⁰ - \$4800

4. Building Inspector's Assistants (3 or more)

Qualifications: Grade 9. Must have practical knowledge of and experience in building construction. Ability to read prints.

Duties: Assist Building Inspector. Make inspection and deal with contractors. Assist in keeping building records.

(Present \$1800 flat) \$1800 - \$2400

5. Clerk

Qualifications: Clerk Grade III.

C. TOWN PLANNING

6. Town Planning Engineer

Qualifications: Graduate Civil Engineer or Architect of a recognized university. Council appointment. See C.C.

Duties: Review and recommend re all subdivisions or re-subdivisions of land. Prepare plans for and recommend re all matters relating to Town Planning in the City. Assistance drawn from the draughting room and general office.

It is recommended that this office should be a Committee appointment and legislation obtained therefor.

(Present \$5000 flat)

~~XXXXXXXXXXXX~~

Grade I (without experience)	\$2400 - \$3600
Grade II (with experience)	\$3600 - \$4800

D. PURCHASING

7. Purchasing Agent

Qualifications: Senior Matriculation, Commerce or business course an asset. Five years' business experience.

Duties: Supervise all purchasing. Interview salesmen. Obtain and compare competitive prices. Receive and tabulate tenders for work. Care for all correspondence re purchasing.

\$2500 - \$3600

8. Clerk (To be appointed if work of Department is enlarged)

Qualifications: Clerk Grade III.

9. Clerks (Presently appointed)

Qualifications: Clerk Grade II.

E. TIMEKEEPING AND COST ACCOUNTING

10. Clerk of Works

Qualifications: Senior Matriculation, commerce or business course.

Duties: Take Minutes of the Committee on Works meetings. Care for all correspondence re

Clerk of Works (continued)

the same. Supervise the above mentioned work.

\$2500 - \$3600

11. Clerk (Not yet appointed)

Qualifications: Clerk Grade IV.

12. Clerk (Timekeeping)

Qualifications: Clerk Grade III.

Duties: In charge of the preparation of the Department payroll, payroll deductions, Blue Cross, etc.

13. Clerk (Timekeeping)

Qualifications: Clerk Grade II.

Duties: Preparation of Department payroll under the direction of above.

14. Clerk (Accounting)

Qualifications: Clerk Grade III.

Duties: To supervise the preparation of all billing and collections for all work done by the Department. Cost accounting of appropriations.

15. Clerk (Accounting)

Qualifications: Clerk Grade II.

Duties: To assist in accounting and billing.

F. ENGINEERING AND SURVEYING

16. Divisional Engineers

Qualifications: Graduate Engineers or Architects of a recognized university.

Duties: To prepare estimates, drawings, specifications and supervise the layout and construction of the same. Ability to deal with contractors, make decisions and act for the Commissioner of Works to carry through a job. Ability to handle men and direct surveys.

(Present \$3000-\$3400)

~~\$20000000\$68000~~

Grade I (without experience) \$2400 - \$3600
Grade II (with experience) \$3600 - \$4800

Clerk of Works (continued)

the same. Supervise the above mentioned work.

\$2500 - \$3600

11. Clerk (Not yet appointed)

Qualifications: Clerk Grade IV.

12. Clerk (Timekeeping)

Qualifications: Clerk Grade III.

Duties: In charge of the preparation of the Department payroll, payroll deductions, Blue Cross, etc.

13. Clerk (Timekeeping)

Qualifications: Clerk Grade II.

Duties: Preparation of Department payroll under the direction of above.

14. Clerk (Accounting)

Qualifications: Clerk Grade III.

Duties: To supervise the preparation of all billing and collections for all work done by the Department. Cost accounting of appropriations.

15. Clerk (Accounting)

Qualifications: Clerk Grade II.

Duties: To assist in accounting and billing.

F. ENGINEERING AND SURVEYING

16. Divisional Engineers

Qualifications: Graduate Engineers or Architects of a recognized university.

Duties: To prepare estimates, drawings, specifications and supervise the layout and construction of the same. Ability to deal with contractors, make decisions and act for the Commissioner of Works to carry through a job. Ability to handle men and direct surveys.

(Present \$3000-\$3400)

~~\$2000000\$4800~~

Grade I (without experience) \$2400 - \$3600
Grade II (with experience) \$3600 - \$4800

17. Surveyors

Qualifications: Provincial Land Surveyor or equivalent.

Duties: Layout construction work, checking and inspection of the same. Make surveys and plot the same. General land surveying.

\$7.00 per day

18. Rodmen (2 per Surveyor or more -- Casual staff)

Qualifications: No special.

Duties: Rodmen and chainmen for surveyors.

\$4.50 per day.

19. Draughtsmen

Qualifications: Grade 12 education or equivalent. Must have had experience in draughting and be prepared to take a test to qualify.

Duties: Senior Draughtsman to have supervision of the draughting room. General draughting and all types of such work.

\$2100 - \$3000

20. Clerks (Engineers)

Qualifications: Clerk Grade IV. In addition to these qualifications some surveying experience is essential.

Duties: Prepare Assessment Rolls for construction work, prepare the Works Department portion of Tax Certificates. Assist in the Draughting Room and on surveys, general work in connection with an engineering office.

21. Clerk (Engineer)

Qualifications: Clerk Grade III.

Duties: Work consisting of waiting on the public, filing plans, keeping records and answering the telephone.

G. PARKS, CEMETERIES, ETC.

22. Grounds Superintendent (To be appointed)

Qualifications: Ten years' practical greenhouse and gardening experience. Sufficient education to keep necessary records and time sheets.

Duties: In charge of the care of all Parks, Cemeteries, Playgrounds, Boulevards, etc., now under the Works Department. Supervise and instruct the different Superintendents and act as Superintendent of the Public Gardens.

\$3000 - \$3600 plus housing.

23. Superintendents of Fleming Park, Cemeteries (3)

Qualifications: Greenhouse and gardening experience. Sufficient education to keep records and time sheets.

Duties: In charge of allotted areas and men.

(Present \$1800-\$2300) \$1800 - \$2600

H. CONSTRUCTION

24. Superintendent of Streets

Qualifications: Ten years' experience in general construction work, majority of which is Road Construction. Desirable to be a graduate Civil Engineer of a recognized university. Must have ability to handle men.

Duties: Supervise and allocate all Foremen and workmen, as well as construction equipment. Snow removal, street maintenance, etc.

(Present \$2500-\$3800) \$3600 - \$4200

25. Assistant Superintendent of Streets

Qualifications: Eight years' experience in general construction work. Desirable to be a graduate Civil Engineer of a recognized university. Must have ability to handle men.

Duties: Assist the Street Superintendent and act in his absence.

(Present \$10.00 per day) \$10.00 per day

G. PARKS, CEMETERIES ETC.

22. Grounds Superintendent (To be appointed)

Qualifications: Ten years' practical greenhouse and gardening experience. Sufficient education to keep necessary records and time sheets.

Duties: In charge of the care of all Parks, Cemeteries, Playgrounds, Boulevards, etc., now under the Works Department. Supervise and instruct the different Superintendents and act as Superintendent of the Public Gardens.

\$3000 - \$3600 plus housing.

23. Superintendents of Fleming Park, Cemeteries (3)

Qualifications: Greenhouse and gardening experience. Sufficient education to keep records and time sheets.

Duties: In charge of allotted areas and men.

(Present \$1800-\$2300) \$1800 - \$2600

H. CONSTRUCTION

24. Superintendent of Streets

Qualifications: Ten years' experience in general construction work, majority of which is Road Construction. Desirable to be a graduate Civil Engineer of a recognized university. Must have ability to handle men.

Duties: Supervise and allocate all Foremen and workmen, as well as construction equipment. Snow removal, street maintenance, etc.

(Present \$2500-\$3800) \$3600 - \$4200

25. Assistant Superintendent of Streets

Qualifications: Eight years' experience in general construction work. Desirable to be a graduate Civil Engineer of a recognized university. Must have ability to handle men.

Duties: Assist the Street Superintendent and act in his absence.

(Present \$10.00 per day) \$10.00 per day

31. Elevator Operator

Qualifications: None special.

Duties: Operate elevator.

(Present \$780-\$960)

\$1080 - \$1300

32. Telephone Operator

Qualifications: Clerk Grade I, and certification as a competent operator by the Telephone Company.

Duties: To operate switchboard at City Hall.

\$1080 - \$1300

CLERK - GRADE I.

An employee in this class is required to perform assigned routine office work of a minor nature, involving a variety of tasks in connection with the operation of an efficient business office under close supervision at all times, including the following:

Cares for office furniture and supplies.

Performs clerical work of routine nature as assigned.

Sorts, prepares and delivers mail.

Performs minor typing tasks.

Answers telephone and transmits messages.

Performs other work as assigned.

QUALIFICATIONS

Ability to write in a clear and legible manner.

Working knowledge of business English, spelling and arithmetic.

Ability to type simple letters.

No previous practical experience necessary.

\$1080 - \$1300

CLERK - GRADE II

An employee in this class is required to perform assigned routine office work of a minor nature, involving a variety of tasks in connection with the operation of an efficient business office. Until the more complex phases of the work are learned, the employee may be under close supervision, but after this period the work, accuracy and results may be checked only occasionally and detailed instructions given only on new work assignments.

Cares for office furniture and supplies if no Clerk of junior grade in office.

Performs routine clerical work including timekeeping.

Learning the rudiments of municipal bookkeeping.

Assists with care of files and does simple filing.

Assists Audit Clerks by minor checking.

Sorts, prepares and delivers mail if no Clerk of junior grade in office.

Performs minor typing tasks.

Answers telephones and transmits messages.

Performs related work as assigned.

QUALIFICATIONS

Ability to write in a clear and legible manner.

Working knowledge of business English, spelling and arithmetic.

Ability to keep simple clerical records.

Ability to type simple letters and copy work at a fair rate of speed, but not necessarily with previous practical experience.

MINIMUM EDUCATIONAL REQUIREMENT

Grade 10, or approved equivalent.

\$1300 - \$1660

CLERK - GRADE III

An employee in this class is required to perform assigned routine office work of a general nature, involving a variety of tasks in connection with the operation of an efficient business office. The work is performed under general instruction but not necessarily under continual supervision.

Sorts and files various documents.

Records statistical, accounting or other information not requiring technical knowledge.

Prepares payrolls, account forms, statements and statistics.

Receives cheques and cash.

Operation of office machines (not including typewriters).

Writes and transcribes shorthand notes and types letters, reports and statements.

Attends counter and receives minor complaints.

Performs related work as assigned.

QUALIFICATIONS

Ability to write in a clear and legible manner.

Good knowledge of standard office practice and procedure.

Working knowledge of business English, spelling and commercial arithmetic.

Ability to perform clerical duties with speed and accuracy.

Ability to write and transcribe shorthand notes and prepare letters.

Several years' previous office experience.

MINIMUM EDUCATIONAL REQUIREMENT

Grade 10, or approved equivalent.

\$1660 - \$2000

CLERK - GRADE IV

An employee in this class is required to perform office work of a responsible and complex nature in connection with the operation of an efficient business office. The main responsibility is for the performance of difficult and varied clerical work, including bookkeeping, accounting, stenography, handling of cash, storekeeping, etc. Clerks in this class may have minor jurisdiction over a small number of subordinates.

Directs filing of office records and determines proper file designations to be used.

Performs accounting duties.

Writes and transcribes difficult dictated material and composes correspondence.

Assists in preparing statements and statistical data.

Receives and/or pays out cash or cheques.

Maintains costs of various work projects and allocates charges to their proper accounts.

Attends on counter and attends to minor complaints, etc.

Performs related work as assigned.

QUALIFICATIONS

Ability to write in a clear and legible manner.

Proficiency in office practice and procedure.

Proficiency in business English, spelling and arithmetic.

Ability to take and transcribe oral dictation and to perform advanced stenographic duties at a high rate of speed.

Ability to prepare effective correspondence on routine matters.

Good knowledge of Departmental and Municipal affairs.

Knowledge of statutes governing the valuation of property for tax purposes, etc.

Ability to instruct and supervise minor employees in their duties.

Ability to carry out instructions without directions in detail.

Considerable previous office experience or years of progressively responsible clerical and stenographic work.

MINIMUM EDUCATIONAL REQUIREMENT

Grade 10, or approved equivalent.

\$2000 - \$2300

CLERK - GRADE V.

AUDIT CLERKS, ACCOUNTING CLERKS, POLL TAX OFFICER,
HOSPITAL AND CEMETERY CLERK

An employee in this class is required to perform specialized clerical work. The work while under direction, involves individual judgment and some independent action in connection with an efficient business office. Clerks in this class may have jurisdiction over a number of subordinates.

Prepares complex clerical reports and statements, and keeps involved records of a statistical or accounting nature.

Receives moneys and keeps records of same.

Interviews the public and gives information concerning standard policies and procedures not requiring the attention of the supervisor.

Supervises small groups of subordinate clerks and assists in the planning and co-ordinating of work performed by other larger groups of clerical, stenographic or other employees.

Assists in appraisal of real property and the assessment of taxes against such property.

Performs related work as assigned.

QUALIFICATIONS

Ability to write in a clear and legible manner.

Comprehensive knowledge of the principles of municipal and commercial accounting.

Thorough knowledge of modern office practice and procedure.

Ability to make difficult arithmetic computations and tabulations rapidly and accurately.

Ability to keep involved clerical records and to prepare accurate reports from statistical or accounting information.

Ability to prepare effective correspondence and to perform routine office management details without referral to a superior.

Thorough knowledge of Departmental and Municipal affairs.

Good judgment in public and personnel relations.

MINIMUM EDUCATIONAL REQUIREMENT

Grade 10, or approved equivalent.

\$2300 - \$2700

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24-3000

HALIFAX MEMORIAL LIBRARY

1. Chief Cataloguer

Qualifications: University graduate and graduate of a recognized school of Library Science.

Experience in cataloguing procedures.
An ability to administer the work of the department and to supervise staff.
Thorough knowledge of the technique of classification and cataloguing, and an ability to implement the work of the department in the most efficient manner.
Some knowledge of foreign languages.
Accurate, analytical, observant.

Duties: An employee in this position supervises and controls the work of the Catalogue Department.
Supervises the staff of the Catalogue Department.
Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.
Does more difficult and complicated cataloguing and revises work of members of the department to insure uniformity.
Is responsible for the classification of all books, pamphlets, government documents and bound periodicals, the cataloguing of all such items, and the maintenance of the public catalogue, the shelf list, subject heading list and related records.

2. Cataloguer

Qualifications: University graduate and graduate of a recognized school of Library Science.

Knowledge of cataloguing procedures, and an ability to carry out the policies of the department.
An ability to direct and explain more routine procedures to junior and clerical assistants.
An ability to assume responsibility for the department in the temporary absence of the chief cataloguer.
Some knowledge of foreign languages.
Accurate, analytical, observant.

Duties: An employee in this position classifies and catalogues books, pamphlets, government documents, bound periodicals and related material.
Assists in the maintenance of the public catalogue, the shelf list, subject heading list and related records.
Revises the work of other members of the department.
Instructs junior and clerical assistants, and supervises their work.

3. Typist

Qualifications: Secondary school or approved equivalent.

An ability to type accurately and quickly, and to turn out neat and uniform work.

Duties: An employee in this position is required to type cards as indicated by the cataloguer, and to do any additional typing as required in the department, and to withdraw from and file cards into the catalogue and shelf list under supervision.

4. Chief Reference Librarian

Qualifications: University graduate and graduate of a recognized school of Library Science.

Experience in reference procedure.

Thorough knowledge of reference books and procedures of reference work.

An ability to administer the work of the department and supervise staff.

An ability to meet the public and inspire confidence.

Duties: An employee in this position supervises and controls the work of the Reference Department.

Supervises the staff of the Reference Department.

Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.

Is responsible for assisting the public to locate information, the compilation of bibliographies on special subjects for individuals or organizations, the setting up and maintenance of vertical files, clipping files and special indexes and related records necessary to the efficient operation of the department.

5. Reference Librarian

Qualifications: University graduate and graduate of a recognized school of Library Science.

Knowledge of reference books and procedures, and an ability to carry out the policies of the department.

An ability to instruct and direct junior and clerical assistants.

An ability to meet the public and inspire confidence.

An ability to assume responsibility of the department in the temporary absence of the chief reference librarian.

Reference Librarian (continued)

Duties: An employee in this position assists the public in finding information, compiles bibliographies on special subjects for individuals or organizations. Assists in the setting up and maintenance of vertical files, clipping files, and special indexes and related records necessary to the efficient operation of the department. Instructs junior and clerical assistants and supervises their work.

6. Chief Children's Librarian

Qualifications: Graduate of a recognized school of Library Science.

Experience in all phases of library work with children.

An ability to administer the work of the department and supervise staff.

Thorough knowledge of children's literature and procedures of a children's library.

A love of children and the ability to attract them.

An ability to discuss children's books and reading in small groups, i.e. parent teacher associations.

Some ability in art and poster display work.

Duties: An employee in this position supervises and controls the work of the Children's Department. Supervises the staff of the Children's Department. Makes decisions of policy for the department in consultation with the Chief Librarian. Is responsible for the acquisition of all books placed in the Children's Department, the compilation of book lists, book and poster displays for the department, story hours and other programs featured by the department, advice to parents and teachers about children's reading and literature, and cooperation with the schools and associations in the City to promote book interest in children. And is responsible for the maintenance of special files and records required by the department, such as the picture file.

7. Children's Librarian

Qualifications: Graduate of a recognized school of Library Science.

Knowledge of all phases of library work with children.

Knowledge of children's literature.

A love of children and the ability to attract them.

An ability to discuss children's books and reading in small groups.

Some ability in art and poster display work.

Duties: An employee in this position assists children, parents and teachers in choosing books, plans and conducts story hours and other programs of the department.
Assists in the selection of books to be added to the children's library collection.
Assists in compilation of book lists, book and poster displays.
Assists in the maintenance of special files and records, such as picture file.

8. Chief Circulation Librarian

Qualifications: Graduate of a recognized school of Library Science.

Experience in circulation procedure, and a thorough knowledge of circulation methods.

An ability to administer the work of the department.

An ability to meet the public and to advise about books and reading suitably.

A knowledge of books, and a broad reading background.

Some ability to speak to small groups on books and reading.

Some ability in art and poster display work.

Duties: An employee in this position supervises and controls the work of the Circulation Department.
Supervises the staff of the Circulation Department.
Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.
Is responsible for the maintenance of the circulation records, borrowers' registration files, reserve lists, overdue notices, the collection of fines, the advising and assistance of the public, and the compilation of general reading lists.
Regularly reads book reviewing periodicals, and must be conversant with current literature.
Suggests books for addition to the library.

9. Circulation Librarian

Qualifications: Graduate of a recognized school of Library Science.

Knowledge of circulation procedure.
An ability to meet the public and give readers suitable advice.
A knowledge of books and a broad reading background.
Some ability to speak to small groups on books and reading.
Some ability in art and poster display work.

Duties: An employee in this position assists and advises the public, assists in the maintenance of the circulation records, borrowers' registration files, reserve lists, overdue notices, the collection of fines, the compilation of reading lists.
Regularly reads book reviewing periodicals, and must be conversant with current literature.
Suggests books for addition to the library as a result of known reader interests.
Directs and supervises work of junior and clerical assistants.

10. Order Librarian

Qualifications: Graduate of a recognized school of Library Science, or with suitable experience in library order work.

Experience in order work of a library.
An ability to set up and keep clear and accurate up-to-date records.
Familiarity with business methods and records.

Duties: An employee in this position supervises and controls the work of the Order Department. Supervises the staff of the Order Department. Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.
Is responsible for the checking and placement of orders for books, pamphlets, periodicals, newspapers, supplies and related material, and the maintenance of clear and accurate records of such orders. Is also responsible for the maintenance of records indicating departmental allocations of book funds and expenditures in same at any given time.

11. Young People's Librarian

Qualifications: Graduate of a recognized school of Library Science.

Experience in library work with young people, and a knowledge of books and literature in this field.
Ability to attract and understand young people.

Duties: An employee in this position has charge of the work with the teen age group.
Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.
Cooperates with secondary school teachers in promoting good reading habits with the teen age group.
Conducts book talks in small groups.
Advises students how to use the library to best advantage.

12. Audio-Visual Librarian

Qualifications: Graduate of a recognized school of Library Science, or suitable experience in audio-visual work in a library.

Knowledge and experience in work of audio-visual department of a library.
Ability to meet the public and advise suitably about films.

Duties: An employee in this position has charge of all audio-visual material in the library.
Makes decisions of policy and procedure for the department in consultation with the Chief Librarian.
Is responsible for previewing and booking films, their inspection and necessary repairs, and maintenance of required records.
Recommends films for purchase.
Is responsible for projectors, securing services of qualified operators, and for co-operation with existing film organizations.
Instructs and supervises staff in the department.

13. Sub-professional library assistant

Qualifications: Secondary school or approved equivalent.

Some experience in library routines and a familiarity with library records.
An ability to direct and instruct clerical assistants.
A knowledge of bookkeeping methods desirable for a sub-professional assistant in the order department.

Sub-professional library assistant (continued)

Duties: An employee in this position will be required to do sub-professional work in various departments of the library, e.g. may be responsible for the preparation of books for bindery and records pertaining to same; or in the catalogue department may be required to maintain the shelf list, accession records, file into the public catalogue, and do the more simple fiction cataloguing and other related work under supervision of professional cataloguer; or in the order department may be required to assist in the maintenance of order files, checking of outstanding orders, the keeping of records of accounts and the preparation of the same for payment, and other related work; or in the circulation department may be required to assist in the circulation routines and maintenance of statistics and related work; or in the reference department may be required to check and assist in the preparation of bibliographies, assist in the maintenance of clipping file, pamphlet file or other special indexes of the department.

14. Clerical

Qualifications: Secondary school or approved equivalent.

An ability to keep accurate records.
An ability to carry out instructions quickly and efficiently.
Sufficient knowledge of typing to maintain neat and accurate records.

Duties: An employee in this position will be required to do one or more of the following: prepare and collate books for bindery and keep record pertaining to same; open, sort and distribute mail; prepare newspapers and periodicals for use, and to keep records of such newspapers and periodicals received; to maintain statistics and routine records and to do other clerical work in any department of the library under the supervision of the departmental chief.

15. Secretary

Qualifications: Graduate of business college or approved equivalent.

Ability to take shorthand and to type, cut stencils and operate duplicating machines.
Familiarity with office procedure.
Ability to carry out instructions quickly and efficiently.

Secretary (continued)

Duties: An employee in this position takes dictation in shorthand, types, maintains correspondence files and discharges all duties normally associated with that of an office secretary.

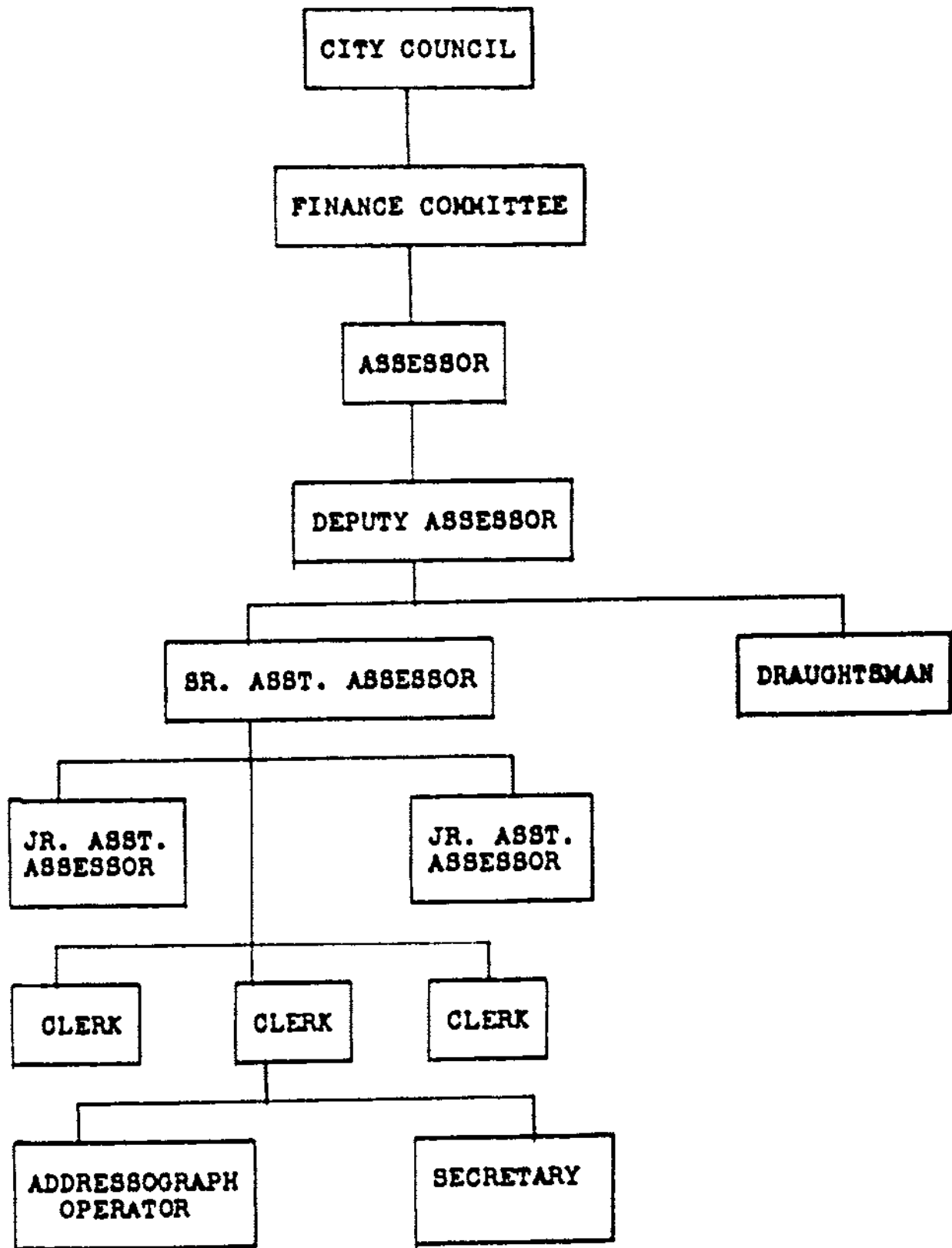
16. Page

Qualifications: Elementary school education. Ability to understand the notations of classification scheme.

Duties: An employee in this position is required to shelve books, periodicals, pamphlets, etc., in proper place, to locate upon request any book, periodical, pamphlet, etc., in the library, to assist in pasting, marking or related work of preparing books for shelves, to assist in shelf reading.

(NOTE: Students attending high school prove very satisfactory in this type of work, and can be employed on an hourly basis.)

DEPARTMENT OF THE CITY ASSESSOR
ESTABLISHMENT DIAGRAM



DEPARTMENT OF THE CITY ASSESSORADMINISTRATIVE DIAGRAM

City Assessor

Deputy City Assessor

Senior Assistant Assessor

Draughtsman

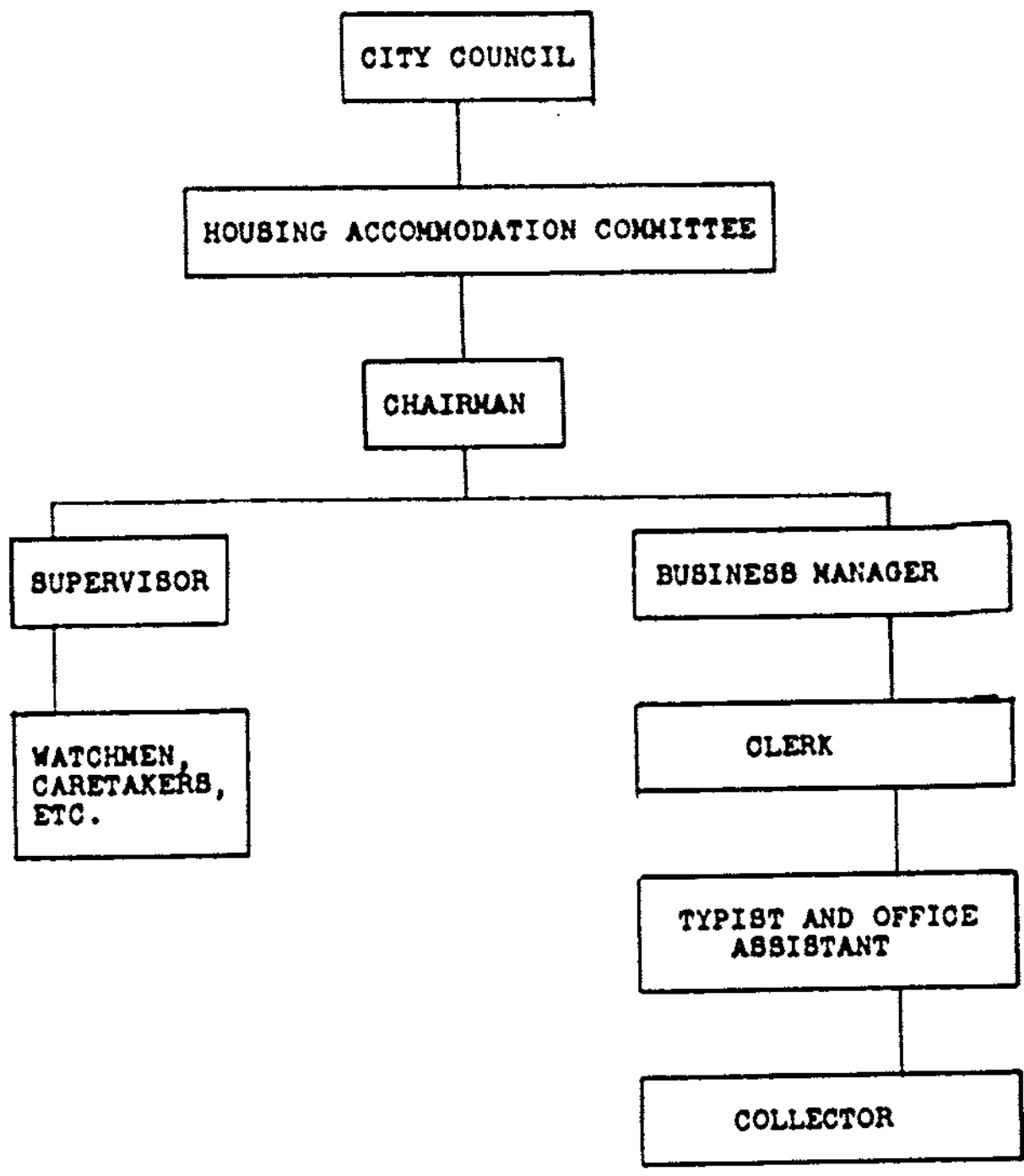
Junior Assistant Assessors (2)

Clerks (3)

Addressograph Operator

Secretary

HOUSING ACCOMMODATION
ESTABLISHMENT DIAGRAM.



HOUSING ACCOMMODATION
ADMINISTRATIVE DIAGRAM.

Chairman

Supervisor

Business Manager

Clerk

Typist and Office Assistant

Collector

Watchmen, Caretakers, etc.

PROPOSED ESTABLISHMENT
CITY CLERK'S DEPARTMENT

