



**TOWN OF MILLET POLICY #74
MILLET IN BLOOM POLICY**

Policy Number: 74

Date of Issue: April 14th, 2021

Motion Number: 112/21

Supersedes: August 22, 2012

**Signature of Approval: _____
Tony Wadsworth**

Purpose

The purpose of this policy is to establish guidelines for the Millet in Bloom Program and further to establish the scope of work expected by the municipal employees of the Town of Millet and reciprocal responsibilities of Millet in Bloom as a committee of Council.

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Responsibility

It is the responsibility of the Chief Administrative Officer and/or designates to assure the scope of work is performed to policy standards.

It is the responsibility of the Committee to provide information to the Chief Administrative Officer and/or designate to affirm that work is performed to all Town of Millet policy standards.

Guidelines

The amount of monetary contributions by the Town will be determined by the Town Council annually during operating budget deliberations.

Scope of Work

The Town of Millet will provide the Committee with \$10,000 annually for a contracted person to help in the day-to-day operations of Millet in Bloom. The Town, on December 31st of each year, shall transfer all unspent MiB budget funding to a MiB operating reserve for use to fund any additional Committee projects as approved by Town Council in the subsequent years budget.

The Town will review the contract prepared by the Committee to ensure that items including but not limited to the following are contemplated:

- Criminal record checks
- Personal Protective Equipment
- Drivers Abstract

The Town will provide Administrative support for the annual judge's appreciation dinner, not exceeding one (1) full work day.

The Town will deliver wood chips as requested by the Millet in Bloom Parks Liaison.

The Town will take and pick up the hanging flower baskets from the greenhouse chosen by the Committee at the request of the Millet in Bloom Parks Liaison.

The Town will hang and take down the hanging flower baskets upon request of the Millet in Bloom Parks Liaison.

Special projects may be undertaken upon approval by Town Council.

The Town will provide a vehicle that meets the requirements of the Town's Capital Equipment Replacement Policy for use as a watering truck.

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The Town will provide insurance, maintenance, and fuel for the watering truck.

The Committee shall designate one individual responsible for notification of any necessary repairs and/or maintenance of the watering truck to the Chief Administrative Officer and/or designate.

Use of the watering truck must be in accordance with Policy #1 – The Use of Town Owned Vehicles and Equipment and all necessary documentation must be completed as per this policy.

The Town of Millet shall provide adequate workspace and storage facilities for supplies, and the watering truck.

The Town shall designate a Parks employee to work with the Millet In Bloom Parks Liaison.

For any project that Millet in Bloom require staff assistance, a work order must be filled out and presented to the CAO at least three (3) days prior to the project.

The Council representative on the Committee shall provide detailed reports on a monthly basis to Council showing activities and projects proposed by the Committee. The Town shall provide the Committee Financial Liaison member with a monthly General Ledger MiB budget accounting by the 25th day of each month in order to provide Council with a report on activities and projects by the Council Representative.

The Town will provide the Committee with copies of the Town of Millet Health and Safety Policies and Procedures. The Committee shall review these Policies and Procedures on an annual basis, keep a written record of such review and bring those Policies and/or Procedures that are applicable to specific tasks or activities to the attention of those volunteer members who will conduct such tasks or activities.