



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, APRIL 18, 2016
7:00 P.M.**

AGENDA

- 16.04.01 CALL TO ORDER
- 16.04.02 APPROVAL OF THE AGENDA
- 16.04.03 PROCLAMATION
 - .01 Emergency Preparedness Week (May)
- 16.04.04 PRESENTATIONS
 - .01 Heart of the Valley Festival Committee
- 16.04.05 APPROVAL OF THE MINUTES
- 16.04.06 NEW BUSINESS
 - .01 Committee of the Whole Recommendations
 - a. Approval of ½ of Operating Budget
 - b. RFD 009-2016: Routine Access Policy
 - .02 Sidewalk Café Bylaw – 2nd Reading & Passing
 - .03 RFD 010-2016: Municipal Election
 - .04 Veterans Service Recognition Books Project (Discussion)
 - .05 UNSM Spring Conference
- 16.04.07 REPORTS
 - .01 Management
 - .02 Planning Services – March 2016
 - .03 RCMP – January 1 to March 31, 2016
 - .04 Planning Services Public Advisory Panel
 - .05 Valley Waste Resource Management
 - .06 Mayor
- 16.04.08 CORRESPONDENCE
- 16.04.09 ANYTHING BY MEMBERS
- 16.04.10 ADJOURNMENT

Proclamation

EMERGENCY PREPAREDNESS WEEK

MAY 1 - 7, 2016

- WHEREAS** Emergency preparedness is everyone's responsibility;
- WHEREAS** Individuals can make a difference during an emergency, if they are prepared; and
- WHEREAS** The goal of "Emergency Preparedness Week" is to raise community awareness of the importance of knowing the risk, having a family emergency preparedness plan and kit, and knowing what to do in an emergency event; and
- WHEREAS** Successful emergency response depends on coordinated emergency planning and preparedness.
- THEREFORE** I, Calvin Eddy, Mayor of the Town of Middleton, do hereby proclaim **May 1st to 7th, 2016** as *Emergency Preparedness Week* in the Town of Middleton.

Be Prepared for 72 Hours

Dated at the Town of Middleton
this 18th day of April, 2016.

Calvin Eddy, Mayor



REQUEST FOR DECISION
Routine Access Policy
#009-2016

Date: 31 March 2016	Subject: Routine Access Policy
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council approve the Routine Access Policy to provide clarity and consistency to the public who request information from the Town of Middleton. This will include the repeal of Policy 5.2 Search of Old Records Policy and the amendment of A.1.30 Fees Policy, as housekeeping actions resulting from the implementation of this new policy.
Background:	Under Part XX, Freedom of Information and Protection of Privacy, of the <i>Municipal Government Act</i> , the public has the right to request information from the Town of Middleton. In an effort to develop and maintain transparency and clarity for the public and staff, a Routine Access Policy outlines the general documents and information that are routinely and readily available for distribution to the public, either automatically through regular Town processes, or specifically through requests from the public.
Benefits:	<ol style="list-style-type: none"> 1. Provides clarity to staff and members of the public as to what information can readily be released or circulated to the public. 2. Streamlines processes for information requests, allowing the employee who has custody of the records to release them directly to the public upon request. 3. Provides consistent guidelines around what information is routinely accessible.
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: 18 April 2016

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Routine Access Policy	Number: 5.4
Coverage: Staff, Council, & Public	Approved by: Council
Effective Date : April 11, 2016	Revision Date:

Purpose

This Routine Access Policy is intended to clarify which records of the Municipality are available routinely upon request, and which requests for records require review by the Responsible Officer under Part XX, Freedom of Information and Protection of Privacy, of the *Municipal government Act* for conformity with the terms of the Act.

Objectives

This Routine Access Policy will improve public access to the records of the Municipality which are not released through active publication, without the requirement to submit a request under Part XX of the *Municipal Government Act*.

This Policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.

Policy

1. Applications for routine release of information may be made in writing to the staff person having custody of the record.
2. Any applications for records exceeding one copy of a single record must be made in writing to the Chief Administrative Officer and such applicants will be expected to pay for the staff time and costs required to process the application.
3. Staff having custody of the requested record may copy and release to the public within two business days any record listed in Appendix A to a maximum total of one copy of one record. Fees for copying in accordance with the Fees Policy will apply.
4. Staff having custody of the requested record which is not clearly listed in Appendix A shall not release the requested record except as directed by the Responsible Officer.

APPENDIX A

1. All Policies and Bylaws approved by Council.
2. Any document received by Council or any Committee of Council at any meeting which is not a “closed session” under Sections 22 or 203 of the Municipal Government Act.
3. All minutes of any meeting of Council or any Committee of Council which is not a “closed session”, after the minutes have been approved by the Council or Committee.
4. All agendas of any meeting of Council or any Committee of Council which is not a “closed session”.
5. Any permit or approval issued by any officer of the Municipality (including any document directly referenced by the permit or approval), except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval.
6. Any finished map created and published by the Municipality.
7. Printed copies of map images produced by Town-licensed programs such as LIU. This specifically does not include (a) raw data such as shape files or data tables required to produce the map and (b) printed copies of map images or other information pages produced by Property Online. There may be a charge incurred by the applicant associated with the reproduction of any maps.
8. Any newsletter, advertisement or other document publicly distributed by the Municipality.
9. Any document published by the Town on its website.
10. Owner name, civic address, Property Identification number, Assessment Account number and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner’s mailing address.
11. The amount of taxes or other debts owed to the Town.
12. The job description and salary band of any employee or Council member of the Town.

Certification

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 18th day of April, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 19th day of April, 2016.

Rachel L. Turner
Town Clerk

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Search of Old Records - Fees	Number: 5.2
Coverage: Staff, Council, & Public	Approved by: Council & CAO
Effective Date : February 7, 1994	Revision Date: March 4, 1996 July 5, 1999 May 6 2002 August 8, 2006

Rationale

The following policy establishes fees for search of old records requests, to recoup some of the labour and material costs incurred.

Policy Statement

A charge shall be levied for locating, retrieving and producing records; preparing the record for disclosure; shipping and handling of the record; and providing a copy of the record as follows:

- 1) Labour shall be charged at fifteen (\$15) dollars per hour, prorated to actual time spent beyond first ½ hour. Requests that require less than one half-hour of time shall be exempt from labour charges.
- 2) Document reproduction and shipping shall be charged at cost and shall be in addition to labour costs laid out above.

Previous Policies

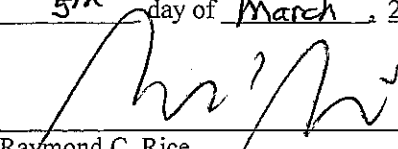
The previous policy 1/20 "Search of Old Records - Fees" dated May 6, 2002 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this

5th day of March, 2007


Raymond C. Rice
Chief Administrative Officer

**TOWN OF MIDDLETON
CODE A – GENERAL ADMINISTRATION**

Subject: Fees

Number: 1.30

Approved by: Council

Effective Date : March 21, 2016

Revision Date: April 18, 2016

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

Policy Statement

1. Permit and Service Applications

All permit and service applications shall be accompanied by the necessary fees payable to the Town of Middleton except in the case of requests under the Routine Access Policy or Freedom of Information/Protection of Privacy where the fees will be estimated and communicated to the applicant prior to completion of the service.

2. Permits and Services

The following schedule of fees shall be charged for permits and services provided by the Town of Middleton:

Permit or Service Type	Fee
Routine Access Policy	\$22.00/hr. after the first half hour.
Freedom of Information/Protection of Privacy Request	\$22.00/hr. after the first two hours
Document Reproduction (excluding oversized maps)	\$0.08/copy

References

The previous policy 5.2 “Search of Old Records - Fees” dated August 8, 2006 is hereby repealed.

Certification

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 18th day of April, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 19th day of April, 2016.

Rachel L. Turner
Town Clerk

BE IT ENACTED by the Council of the Town of Middleton, under the authority of Section 172 (1) c of the *Municipal Government Act*, as amended.

1.0 Title

This Bylaw shall be known as Chapter 10 and may be cited as the “*Sidewalk Café Bylaw*.”

2.0 Purpose

This bylaw is intended to establish rates and guidelines for installation and operation of Sidewalk Cafés in Middleton’s Business District (BD) Zone. The Bylaw will be administered through the Chief Administrative Officer or his/her designate.

3.0 Definitions

- (1) “Sidewalk Café” means a group of tables and chairs, and other accessories belonging to an Owner, situated and maintained upon a public sidewalk for the use and consumption of food and beverages sold to the public, from or in, the Owner’s adjoining indoor food and beverage establishment.

4.0 Requirements

- (1) Permitted Zone and Uses
 - a. Sidewalk Cafés are only permitted in the Business District (BD) zone (as prescribed in the Town of Middleton Land Use Bylaw).
 - b. Sidewalk Cafés are only permitted as an accessory use of a food and beverage establishment such as a restaurant, café or pub.
 - c. Sidewalk Cafés may be used for restaurant use (including licensed restaurants) and may be used for lounge use to the extent permitted by any development agreement for lounge use in effect for the property.
- (2) Hours of Operation
 - a. Sidewalk Cafés may not be installed before May 1.
 - b. Sidewalk Cafés must be removed by November 1.
 - c. A Sidewalk Cafés shall be operated for no longer than the operating hours of the principal use to which it is an accessory.
 - d. Once the Sidewalk Café is removed for the season the street, sidewalk and municipal property must be restored to its original condition (to the satisfaction of the Chief Administrative Officer or his/her designate).

(3) Permits

- a. A permit issued by the Town of Middleton's Chief Administrative Officer authorizes the installation of :
 - i. A Sidewalk Café within a designated area with specified objects and accessories for a specific time period, and
 - ii. A temporary sidewalk within a designated area.
- b. An annual permit to install and operate a Sidewalk Café must be acquired from the Chief Administrative Officer before a Sidewalk Café is installed.
- c. Applications for a permit to install a Sidewalk Café are available from the Town of Middleton.
- d. The permit applicant shall submit
 - i. A site plan, (drawn to scale) showing the delineated area of the proposed Sidewalk Café, placement and numbers of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk; and to the indoor food and beverage establishment associated with it including the temporary sidewalk.
 - ii. The plan shall also show the location of utility poles, hydrants, bus shelters, maintenance holes, traffic signs and other elements within 2 metres of the edge of the proposed Sidewalk Café.
 - iii. A *Building Permit* may be required prior to the installation of a Sidewalk Café and the café shall conform to the requirements of the Building Bylaw.
 - iv. A *Sign Permit* may be required for any advertising within the Sidewalk Café in accordance with Part 7 of the Land Use Bylaw (Signs).
- e. All required permits must be obtained in advance of Sidewalk Café installation.

(4) Café Dimensions and Design

- a. Sidewalk Cafés shall not extend onto the frontage of abutting property owners, except that an extension of a maximum of 370 centimetres (12 feet) may be granted to each side of a Sidewalk Café, provided written permission has been provided by the adjacent property owner. In no case shall the total street length of a Sidewalk Café exceed 22 metres (72 feet).
- b. Sidewalk Cafés shall not extend beyond the edge of the existing sidewalk (inside edge of curb).
- c. All objects must be contained within the area approved for the Sidewalk Café.
- d. Any lighting of the Sidewalk Café shall be of a temporary nature and shall not project light onto adjacent properties, nor conflict with traffic control indicators.
- e. Landscaping of the Sidewalk Café is encouraged however this should be of a temporary nature, unless otherwise approved by the Chief Administrative Officer. Plant material must be contained within the designated Sidewalk Café area.
- f. All umbrellas shall be located entirely within the approved Sidewalk Café area.
- g. The elements of the Sidewalk Café, including; temporary sidewalks, landscaping, fencing and furnishings, shall be designed and finished to a standard that is consistent with general appearance of the existing downtown streetscapes and buildings.

- h. All elements shall be maintained in good repair and must be free of hazards.
 - i. Wood treated with Chromated Copper Arsenate (CCA - and commonly referred to as pressure treated lumber) shall not be used in the construction of the temporary sidewalk or any other elements of the Sidewalk Café construction, except that CCA wood that formed part of the Sidewalk Café materials approved under a previous Sidewalk Café permit may be reused.
 - j. The temporary sidewalk shall be constructed in such a way as not to block or otherwise interfere with the street drainage system.
- (5) Temporary Sidewalks
- a. The Owner must provide a temporary sidewalk in the parking area adjacent to the Sidewalk Café to preserve free flow of pedestrian traffic.
 - b. The temporary sidewalk is a requirement of the Sidewalk Café application and must conform with the specifications outlined below:
 - i. The temporary sidewalk must be no less than 180 centimetres (6 feet) wide and no more than 210 centimetres (7 feet) wide.
 - ii. The base of the temporary sidewalk must provide a smooth, level transition between the existing sidewalk and the temporary sidewalk surface.
 - iii. When wooden decks are used to create the temporary sidewalk a non-slip surface must be applied.
 - iv. Street traffic shall be blocked at each edge of the temporary sidewalk in both directions by triangular shaped planters with a minimum weight of 1000kg and minimum height of 60cm. The planters shall be maintained with healthy plant materials at all times through the duration of the Sidewalk Café.
 - v. A fence or barrier must be installed along the street side of the temporary sidewalk to delineate the edge of the structure and prevent pedestrians from entering the street.
 - 1. The fence or barrier shall be between 107 centimetres (3.5 feet) and 120 centimetres (4 feet) in height.
 - 2. Fencing may provide partial visual screen but shall not be opaque
 - c. When a temporary sidewalk is proposed, the Traffic Authority will review the proposal to ensure that vehicles and pedestrians may continue to move safely and that barrier free access is provided.
- (6) Waste, Storage and Maintenance
- a. The Sidewalk Café Owner shall maintain the Sidewalk Café area, the temporary sidewalk area, and the immediately adjacent area, in a clean and safe condition, free of hazards at all times.
 - b. Waste receptacles and work-stations should be located along the building wall.
 - c. The Owner shall ensure any refuse originating in the café is removed from the street right-of-way.

- (7) Building Access
 - a. The Owner shall maintain a minimum width of 120 centimetres (4 feet) of unobstructed (barrier free) access to the entrance of the building.
- (8) Utility Access
 - a. The Town of Middleton and public utility agencies retain the right of entry to the approved Sidewalk Café area and the temporary sidewalk for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants and other elements as necessary.
 - b. In the case of emergency repairs of utility infrastructure noted in clause “a” above, entry may be made without notice. For scheduled work, a minimum notice of 48 hours will be given.
 - c. When access is required by the Town or a Public Utility for a purpose such as those noted in “a.” above, the owner shall remove the Sidewalk Café improvements and re-install them at the Owner’s expense.
- (9) Emergency Access
 - a. The Town of Middleton retains the right of entry to the approved Sidewalk Café for emergency vehicle access.
- (10) Application, Approval Process and Permit Fees
 - a. No Owner shall establish or maintain a Sidewalk Café without a permit granted under this Bylaw.
 - b. When a permit application is received the Chief Administrative Officer will advise adjacent property owners of the proposed Sidewalk Café.
 - c. Permit Fees: A Sidewalk Café Permit fee will be charged to an applicant in accordance with Policy A.1.30 Fees, as it may be amended from time to time.
- (11) Refusal
 - a. If an application does not meet the requirements of the Bylaw, the Chief Administrative Officer shall refuse the application for a Sidewalk Café permit. The Chief Administrative Officer shall provide a written notice to the applicant outlining the reasons the application was refused.
- (12) Revocation of Permit
 - a. Where an Owner fails to conform to the terms and conditions of a permit the Chief Administrative Officer may order the Owner in writing to remove the Sidewalk Café. If the Owner fails to comply with such an order within 24 hours of notification, the Town may take such action needed to have the Sidewalk Café removed at the expense of the Owner.
- (13) Appeal Process
 - a. If an application is refused or a permit is revoked by the Chief Administrative Officer, the Owner may appeal the action of the Chief Administrative Officer to Council. An appeal shall be made in writing to the Chief Administrative Officer and shall outline the reasons for the appeal.

- b. Council shall consider the appeal at a regular or special meeting of Council and may overturn or affirm the decision of the Chief Administrative Officer.
 - c. Council shall notify the appellant of the date and time of the Council meeting at which the appeal is to be considered.
 - d. Council shall make a decision on an appeal within 30 days of the date the appeal is received by the Chief Administrative Officer.
- (14) Liability
- a. The Owner of a Sidewalk Café must carry a minimum of \$1,000,000 liability insurance for the operation of the Sidewalk Café and name the Town as co-insured and must indemnify the Town of Middleton and save it harmless from any and all claims of injury to persons or damage to property attributable in whole or in part to the existence, location and operation of a Sidewalk Café in the public right-of-way.
 - b. The Town of Middleton shall be notified 30 days before the cancellation of this insurance.
- (15) Variance
- a. The Chief Administrative Officer may vary any of the prescriptive dimensional requirements of this Bylaw by up to 10 percent of the requirements to allow some flexibility to accommodate physical anomalies of a site, so long as the intent of the particular requirement is not compromised.
- (16) Metric Units
- a. Metric units are used for the prescriptive dimensional requirements of this Bylaw. Approximate equivalent Imperial units are provided in brackets following the metric units for the convenience of the reader.

CERTIFICATE

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the bylaw, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 18th day of April, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 19th day of April, 2016.

Rachel L. Turner
Town Clerk

- 1. Date of First Reading:
- 2. Date of advertisement of Notice of Intent:
- 3. Date of Second Reading:
- 4. Date of Publication of Notice of Passing:



REQUEST FOR DECISION
Municipal Election
#010-2016

Date: 14 April 2016	Subject: Municipal Election
Proposal Attached:	Submitted by: Rachel Turner

Proposal:	<p>Council is being requested to adjust its decision on who to negotiate with for electronic voting.</p> <p>Council is required to approve the method to produce a preliminary list of electors for the upcoming municipal election.</p>
Background:	<p>For the 2016 municipal election, Council decided to use electronic voting for its process in Middleton. The decision was also to participate in the bulk purchase for electronic voting services as publicly tendered by Halifax Regional Municipality. Subsequent to HRM awarding the tender to Intelivote, this firm had solvency issues and was purchased by the second place firm of Scytl. The key points that come from this are:</p> <ul style="list-style-type: none"> • Scytl Canada and Intelivote have entered into a partnership; • The e-voting services bulk purchase will be using the Intelivote system, which has been adopted by Scytl Canada for use during this year's municipal elections until December 31, 2016; • Scytl Canada has hired the entire Intelivote team, and this team will continue to engage and lead customers through the entire e-voting process; • Nothing in terms of how municipalities engage with Intelivote, or how the system will be used, will be impacted by the partnership with Scytl. <p>When Council passed the resolution to engage in electronic voting, the wording was to contract with Intelivote, which now should be Scytl.</p> <p>Additionally, Council must approve the method best suited to the municipality to produce a preliminary list of electors. One of the following options must be selected:</p>

	<ul style="list-style-type: none"> • Enumeration of the electors, to be completed by June 10th, or the date set by the returning officer and approved by Council, whichever is later; • List of electors from a recent municipal election; or • Provincial or federal list of electors, from a recent election or from a register of electors maintained by the Province or by Elections Canada. <p>Within the pricing estimates for the electronic voting, the task of cleaning and updating the list of electors is available with the firm selected and is very reasonably priced. With the absence of an election in 2012, a reasonably current list from a municipal election is not available.</p>
Benefits:	In using the provincial electors list and having the electronic voting firm clean the list, the need to complete an enumeration and hire additional people to do this as an outsourced function of the election is eliminated.
Disadvantages:	There is a line of thought that supports that a door-to-door enumeration creates the most accurate electors list. However, there are still methods for electors to ensure that they are included and eligible to vote.
Options:	<ol style="list-style-type: none"> 1. Have Intelivot/Scytl complete the task of updating the list of electors for Middleton. 2. Hire individuals to complete an enumeration.
Required Resources:	
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/Recommendations:	

<p>CAO's Review/ Comments:</p>	<p>The change in wording around the successful firm to engage for the electronic voting system is a housekeeping matter to ensure the proper authority to negotiate with the correct firm.</p> <p>I also recommend that the Town use the provincially maintained electors list.</p>
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CAO Initials: RLT

Target Decision Date: 18 April 2016

Sharon McAuley

Subject: Nova Scotia/Nunavut Command Royal Canadian Legion
Attachments: rates.pdf; Submission Form.pdf

Hello Rachel & Members of the Town Council of Middleton,

Thank you for your time today to allow me to explain our Veterans Service Recognition Books project. I have attached the information we discussed along with our rate sheet. I've also included a the submission form needed to have a loved one's information put into The Veterans Service Recognition Book. Below, I included examples of support ads some of the communities in Nova Scotia have done as a way of supported our Veterans and Troops.

We would be honoured to have The Town of Middleton's kind support this year for our Veterans and Troops by purchasing a support ad in our annual publication. I would like to direct your attention to our **colour** size ads, as they are by far the most popular, and the best value for your dollar. But of course any level of support is always appreciated.

We are profoundly indebted to our veterans. Their extraordinary service and commitment have afforded us rights and freedoms that are merely a dream to millions of people around the globe. This book is a fitting tribute to our Veterans and our Military Personnel serving in Afghanistan!

Please visit our website to view last year's publication
www.ns.legion.ca <http://www.ns.legion.ca/vetbooks.html>

If you have any questions or concerns, please do not hesitate to contact me at my number below, or by reply to this e-mail, otherwise I will be in touch in a few days for your response.

Sincerely,

Janet Murphy

NOVA SCOTIA/NUNAVUT COMMAND OF THE ROYAL CANADIAN LEGION

Campaign Office

Royal Canadian Legion Campaign Office

☎ 1-877-859-7790

✉ nscl@fenety.com

🌐 www.ns.legion.ca



P.O. Box 516
98 Victoria Street
Amherst, NS B4H 4A1
www.amherst.ca



902-667-3352



*Mayor Billy Joe MacLean,
Town Council, Staff and Citizens
of the Town of Port Hawkesbury
remember the sacrifices of those
brave soldiers who fought and
died to protect our freedom.*

Town of Port Hawkesbury

606 Reeves Street
Port Hawkesbury, NS
B9A 2R7



Nova Scotia / Nunavut Command The Royal Canadian Legion

“Veteran’s Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Nova Scotia / Nunavut Command, The Royal Canadian Legion**, representing **Nova Scotia and Nunavut’s Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Provincial Command** is very pleased to be once again printing our annual **“Veteran’s Service Recognition Book”**, which is designed each year to recognize and honour many of Nova Scotia and Nunavut’s brave **Veterans** who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This annual publication is scheduled for release by **Remembrance Day 2016** and goes a long way to help our Legion in our role as the **“Keepers of Remembrance”**.

We would like to have your organization’s support, for this important project for the **NS/NU Command Legion**, and **Nova Scotia / Nunavut’s Veterans**, by sponsoring an advertisement space in our **“Veteran’s Service Recognition Book”**. Proceeds raised will allow us to make this unique publication available throughout the Province of Nova Scotia and the Territory of Nunavut, in addition to benefiting the many ongoing community activities of our Provincial Command Legion including supporting our Province’s **Hospitals, local Charities, Scholarships, Youth Programs** such as **Leadership Camps, Cadets, Track and Field**, and, of course, our ongoing, tireless support for **Nova Scotia and Nunavut’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Provincial Command Book Office** toll free at **1-877-859-7790**.

Thank you for your consideration and/or support.

Sincerely,

Steve Wessel
President

Nova Scotia/Nunavut Command – The Royal Canadian Legion

Nova Scotia/Nunavut Command The Royal Canadian Legion

"Veteran's Service Recognition Book"

Advertising Prices

<u>AD SIZE</u>	<u>PRICE</u>		<u>HST</u>		<u>TOTAL</u>
Full Colour Outside Back Cover [8"X10.75"]	\$1,326.09	+	\$198.91	=	\$1,525.00
Inside Front/Back Cover (Full Colour) [8"X10.75"]	\$1,152.17	+	\$172.83	=	\$1,325.00
Full Colour 2-Page Spread	\$1,591.30	+	\$238.70	=	\$1,830.00
Full Page (Full Colour) [7"X9.735"]	\$795.65	+	\$119.35	=	\$915.00
Full Page [7"X9.735"]	\$617.39	+	\$92.61	=	\$710.00
½ Page (Full Colour) [7"X4.735"]	\$526.09	+	\$78.91	=	\$605.00
½ Page [7"X4.735"]	\$439.13	+	\$65.87	=	\$505.00
¼ Page (Full Colour) [3.375"X4.735"]	\$352.17	+	\$52.83	=	\$405.00
¼ Page [3.375"X4.735"]	\$260.87	+	\$39.13	=	\$300.00
¹ / ₁₀ Page (Full Colour Business Card) [3.375"X1.735"]	\$217.39	+	\$32.61	=	\$250.00
¹ / ₁₀ Page (Business Card) [3.375"X1.735"]	\$173.91	+	\$26.09	=	\$200.00

H.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices. Electronically submitted ads must be at least 200dpi. We can accept files in Mac or PC format. However we cannot accept Publisher files. If an advertisement is sent in Word, please also include the photos (images) as a separate attachment.

A complimentary copy of this year's guide will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



PLEASE MAKE CHEQUE PAYABLE TO:
NS/NU Command
The Royal Canadian Legion
(NS/NU RCL)
(Campaign Office)
3045 Robie Street, Box 247
Halifax, NS B3K 4P6





Military Service Recognition Booklet - Submission Form



Information Required for Booklet

Name of Military Person being Recognized:

Place of Birth:

Year of Birth:

Year of Death:

Service: WWI ☐ WWII ☐ Korea ☐ Special Duty Area ☐ Peacetime ☐ Other: _____

Branch of Service: Navy ☐ Army ☐ Air Force ☐ Merchant Navy ☐ Other: _____

Service Unit: *i.e. North Shore, Carleton York, CWAC,
Names of Ships, Squadrons, etc.*

Areas Served in: *i.e. - Canada, High Seas, England,
C/E, Korea, SDA (Please name), etc.*

Killed in Action? Yes ☐ No ☐ Year of Death: _____ Where Killed _____

Was or is a Member of Legion Branch - Name & #: _____ How many years? _____

Information on person submitting form:

Submitted by (Name): _____ Branch # ☐ LA # ☐ Individual ☐

Contact Information: Tel # _____ FAX # _____ e-mail _____

Additional Information: (Example – awards for
bravery i.e. VC, DSC, DFC, MC, MM, etc., POW.

Picture must be attached here:

UNSM 2016 Spring Workshop

Program Outline

May 4th – 6th – Old Orchard Inn, Greenwich, NS



WEDNESDAY, MAY 4TH

4:00 p.m. – 8:30 p.m. - Registration

8:30 p.m. – 9:30 p.m. Meet & Greet Reception

6:30 p.m. – 8:30 p.m. – Caucus Meetings

THURSDAY, MAY 5TH

8:15 a.m. – Registration Opens

8:45 a.m. – 9:00 a.m. – Opening & Greetings

9:00 a.m. – 9:15 a.m. – UNSM President's Report
Mayor Cecil Clarke, Cape Breton Reg. Municipality

9:15 a.m. – 10:30 a.m. – Shared Secrets
Showcasing Nova Scotia municipalities' success stores



- The Towns of Antigonish, Berwick and Mahone Bay have their own electric utilities and decided to construct a wind farm near Ellershouse Nova Scotia in 2015 to satisfy their green energy requirements. This was developed through their joint partnership in the Alternative Resource Energy Authority (AREA, <http://www.areans.ca/>). This review will cover the formation of the inter-municipal agreement, the development of the wind farm through the municipal and provincial regulatory processes, the results of the 4 current turbines, the future development of 3 more turbines this in 2016 and the long term role of this development and inter-municipal agreement with our electric utilities.

Hope Blooms: Plant a Seed...Harvest a Dream – HRM
- Hope Blooms will speak about their youth social enterprise in Halifax's North End that has developed into a successful business that markets value-added products including their famous salad dressings. Through this youth-led, community-based model, these young leaders are creating a paradigm shift in their own neighborhood: one that challenges the patterns of dependency and isolation with the power of ownership and family.

The Municipality of Colchester and Town of Truro have a long history of shared services such as Municipal Water and Waste Water, Waste Management, Emergency Management, Flood Mitigation and Recreation Services. In addition to the shared services, there are a number of shared projects such as our \$50 million RECC Facility, the new library and continued flood mitigation work. The Town and County also hold Joint Council meetings to discuss joint projects. Moving forward, the Town and County are looking at an enhanced economic development framework that will help to better market the region leading to increased economic development opportunities.

10:30 a.m. – 10:45 a.m. - Break

10:45 a.m. – 12:00 p.m. - Agriculture as a Driver for Economic Development – This session will showcase three examples of how municipalities are creating economic development opportunities from local agricultural initiatives.

The Pan Cape Breton's Food Hub Co-op provides the infrastructure that enables local food producers to sell and distribute their products more efficiently, providing consumers with easy access to local high-quality foods. The Co-op aims to create a more sustainable food system and will increase the number of producers and their profitability and viability, while improving access to high quality local food across the region. Presenters: Councillor Jim Mustard, County of Inverness and Ms. Alicia Lake, Coordinator for the Pan Cape Breton Food Hub Co-op

Agricultural Day is an annual event on the South Shore that celebrates farming and the many "value added" business opportunities it provides. It is a great example of how three municipalities (the District of Lunenburg, Queens Regional Municipality

and the District of Chester) have taken a leadership role to collaborate with local organizations and the provincial government to foster economic development through agriculture in their region.
Presenter: Mr. Dave Waters, Economic Development Officer, District of Lunenburg

One Municipality's Role in the Growing Success of its Local Farmers' Market- The Town of New Glasgow, through small incremental steps, has played a vital role in the success and expansion of its local farmers' market. Through its efforts, the Town has created many economic opportunities for its farmers, producers and local businesses alike.
Presenters: GERALYN MacDonald, Director of Community Economic Development and Kim Dickson, Director of Marketing & Communications for the Town of New Glasgow

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

Kindly Sponsored
by

COX & PALMER

1:30 p.m. – 2:45 p.m. – Workshops (Attend 2 of 3)

- 1) The ***Municipal Government Act*** assigns responsibility for approving amalgamations, annexations and town dissolutions to the Nova Scotia Utility and Review Board. The Board has agreed to provide an overview of the process and the types of issues it considers when hearing applications of this type. The session will be led by Mr. Roland A. Deveau, QC, Vice-Chair of the Board.
- 2) **Strategic Spending of Scarce Infrastructure Money:** Learn how to choose the infrastructure projects that will give your municipality the best value for its limited resources. This session will provide practical tips and techniques to support you in making the most strategic infrastructure decisions to ensure you invest in the best projects for your municipality. You will learn the right questions to ask when developing your Capital Investment Plan so you make the most cost-effective decisions today that will save your municipality money over the long-term. Presenter: Val Williams, Manager of Asset Management, Halifax Water

- 3) **Wellness in the Workplace:** People are the most important resource for municipalities, and salaries and benefits represent a large portion of municipal budgets. In a time of aging workforces, declining populations, increasing health and pharmaceutical costs, and rapidly changing technology, you need to understand the current situation and future trends. This session will help you understand the challenges and opportunities ahead of us.

2:45 p.m. – 3:00 p.m. - Break

3:00 p.m. – 4:15 p.m. – Workshops Repeated

Dinner on your own

8:00 p.m. – 10:00 p.m. – Taste of Kings County Social Function

EXPLORE CANADA'S EMERGING WINE REGION

Nova Scotia is the new emerging wine region in Canada and Kings County has the majority of wineries in the Province. Kings County also has a robust food and beverage industry with new micro-breweries, wineries and ciderhouses opening throughout the year. Come and devour our award winning beverages.



The Municipality of the County of Kings is pleased to be sponsoring and hosting this year's UNSM Social Evening.



The local wineries, ciderhouses and breweries will be offering free sampling, along with local food. Come and socialize with your

peers and enjoy what Kings County has to offer

This event is open to delegates and their spouses.

Non-alcoholic beverages and a cash bar will be available.

A free local shuttle service will be available.

For more information please contact Melissa Morrison at mmorrison@countyofkings.ca or 902-690-6133.

FRIDAY, May 6TH

8:45 a.m. - 9:30 a.m. – CAP Update

9:30 a.m. – 10:30 a.m. – A Strong Voice -This session will discuss the importance of creating a strong voice for municipalities and strategies for developing it. Adam Thompson, Manager Government Relations and External Relations, City of London, has had recent success in their advocacy work, and will share his insights on what worked and lessons learned. This session will begin to lay a foundation for UNSM to strengthen its voice in Nova Scotia.

10:30 a.m. – 10:45 a.m. – Break

10:45 a.m. – 11:45 p.m. – Honourable Zach Churchill, Minister of Municipal Affairs (TBC)

Departure/lunch on your own

HOW TO REGISTER:

Registration is \$235 (includes \$5 carbon offset fee) plus HST (\$269.50) if you register by **April 28th** and \$280 plus HST (\$298.25) if you register after **April 28th**.

You can register on-line (www.unsm.ca) or by e-mail to tverbeke@unsm.ca.

CANCELLATION POLICY:

Cancellations between April 23rd and April 30th will be subject to a \$50 (+HST) fee and must be received in writing. Cancellations after April 30th will be charged the full fee. Substitutions are welcome at no charge.

HOTELS:

[Old Orchard Inn](#): \$ 129 s/d - (902) 542-5751 or (800) 561-8090 (we understand that the Old Orchard is currently full and taking a waiting list)

[Slumber Inn](#): \$ 95 Queen \$ 99 twin beds - (902) 681-5000

[Micro Boutique Living](#): \$ 109 - \$159 - 1-888-501-2325 Ext 102

[Victoria's Historic Inn](#): \$ 125 - \$ 145 - 1-902-542-5744 or 1-800-556-5744

[Tattingstone Inn](#): \$ 118-\$ 165 - (902) 542-7696 or 1-800-565-7696

[Roselawn Cottages](#): \$ 85 s \$ 89 d - (866) 710-5900 or (902) 542-3420

Please note there will only be a shuttle bus available for the social function on Thursday evening



*Office of the
Director of Public Works
John Pearson
Phone: (902) 824-0771
Fax: (902) 825-6460
pwdirector@town.middleton.ns.ca*

**DIRECTOR OF PUBLIC WORKS REPORT
April 18, 2016**

WATER MAINS, SEWER MAINS AND STORM DRAINS

- There are no water main break to report.
- Two storm drains on Commercial Street have be fixed.
- Storm drain on Acadia Street has been fixed.

ROAD REPAIR

- There is no road repair to report.
- Cold patching is being done as required.

GENERAL MAINTENANCE

- Lawn care is well on its way and sweeping of street and sidewalks.
- Cleaning of winter equipment and repair is in progress.

OCCUPATIONAL HEALTH & SAFETY

- OH & S Meetings are taking place once a month; minutes will be posted on SharePoint.
- There are no accidents to report at this time.

DIRECTOR OF PUBLIC WORKS' PROJECTS

- The engineering on the storm drain on Marshall Street has been started.
- The engineering report from CBCL for the reservoir leak has been completed and recommendations are in the planning stages.
- I am working on the engineering for the replacement of the sewer lines on Main Street.

**John Pearson
Director of Public Works**

ACTIVE LIVING COORDINATOR

We are sad to announce that Jena Holmes has submitted her resignation as her husband, who is military, has been posted. Jena's last day with us will be May 13th. We've enjoyed working with Jena for the past three years and wish her well in her future endeavours. On the same note, we have posted an advertisement for the job opportunity and that closes on April 22nd. This position is cost-shared with the Nova Scotia Department of Health and Wellness and is for a three year term, with the possibility of renewal.

SUMMER PROGRAMS

The deadline to receive resumes for summer student positions has now passed and we will be doing interviews in the next couple of weeks. We've received a lot of great resumes and look forward to shaping up another strong team for a summer of great programs and events. We are still waiting to hear about student grant applications to the federal government and expect to get word in the near future. Information about registration for camps and for swimming will be available in the next couple of weeks.

PREMIER'S VISIT

We very happy to welcome Premier Stephen McNeil to our After the Bell program called "Learn to Lift", which is a program for girls in junior high. The federal government has given funds for programs to get girls aged 12-15 more active. The program has been very successful and instructor Kelsey Nogler from Fitness Experience has been instrumental at positively influencing and encouraging young females to get active through this program.

FACILITIES

Our facilities manager has been hard at work getting our outdoor spaces geared up for the spring, summer, and fall use. Here are a few of the things he's been up to:

- The washrooms at Rotary Park are ready for use now and will be open during the day.
- The tennis nets are up now and the courts are available for use.
- The track at Rotary Park has been graded
- Cleaned up the limbs around the park (The Rotary Club is going to be doing a park clean-up at Riverside Park on April 30th)
- Budget work, including checking prices and getting quotes

SKATEPARK

The Request for Proposals has gone out and we are getting a very healthy response from potential bidders. The closing date for that is April 29th and the tenders will be opened in Council Chambers at 2pm.

MONTHLY REPORT – REMO Annapolis

From: March 1 to 31, 2016

- Work on “CEERP” Community Emergency Event Response Plan presentation.
- Attended presentation for Emergency Responders respecting the Energy East Pipeline Project.
- Assisted at Big Chill Event with Communications and Coordination.
- Multiple FD Meetings
- Food Supplies ordered and stocked for ECC
- Logistic supplies ordered and stocked for ECC
- Meeting with Environment regarding water quality testing for comfort stations.
- Continued work on updating Peacetime Emergency plan.
- Worked with IT and PW to establish load testing procedure for Standby Generator for ECC in Annapolis Municipal Office.
- Meeting with AMEVC in Kentville
- Work on exercise designs for extended care facilities. Exercises scheduled for April.

Respectfully Submitted by
K Beard
REMO Coordinator

TOWN OF MIDDLETON

PLANNING SERVICES



MARCH

2016

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1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Planning/GIS Technician Activity Report



**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: April 1, 2016
Re: Town of Middleton, Status Report

March 1 - 31, 2016

Planning Application Activity

- PAC Meeting, March 14, 2016

Development Permit Activity

- Zoning Certificate, March 1, 2016
Bruce Automotive Group. re: 451 Main Street
- Development Permit M16-003, March 10, 2016
E. Greenlaw, 37 Victoria Street
Renovation/Change of Use and Construction of an Accessory Structure
- Zoning Certificate, March 15, 2016
Cox and Palmer. re : PID 05198148, lands of G. Fulton

Permit Activity Summary, March 2016

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	1	2	0	4
Accessory Structures	0	6	0	7
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	7	1	3
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	2	0	1
Accessory Structures	0	1	0	2
Other (signs, occupancy, etc.)	0	3	2	7
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0

TOWN OF MIDDLETON

BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

Municipal Unit: **Town of Middleton**

Month: **March 2016**

	Number of Building Permits	Building Value
Month: March	1	\$50,000.00
Year To Date 2015-2016:	21	\$971,890.00
Year To Date 2014-2015:	20	\$447,300.00
Year To Date 2013-2014:	17	\$742,008.00

Total Estimated Value March 2016:	\$50,000.00	Total permits for March 2016:	1	Total Estimated Value YTD 2015-2016:	\$971,890.00	Permit Fees March 2016:	\$125.00
Total Estimated Value March 2015:	\$10,000.00	Total permits for March 2015:	1	Total Estimated Value YTD 2014-2015:	\$447,300.00	Permit Fees YTD 15-16:	\$6,685.79
Total Estimated Value March 2014:	\$0.00	Total permits for March 2014:	0	Total Estimated Value YTD 2013-2014:	\$742,008.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M16-003	Elizabeth Greenlaw	Middleton	37 Victoria St	conversion from duplex to SFD	March 22, 2016	\$125.00	\$50,000.00
				Dev. Permits Only	0 permits	\$0.00	
					Total March:	\$125.00	\$50,000.00
	Total Active Permits:	9					



Town of Middleton LIU/GIS
 GIS & Planning Technical Support Services
 Period : March 1 to March 31

Submitted by: Trevor Robar

Date: April 3 2016

March			
Task	Category	Date	Hrs
Downloaded and Processed the AVLIU, Fall 2015, Aerial Photography	PLAN	Monday, March 7, 2016	1.5
Created the MPS MAP "A" GLFU Map from 4Site Group Field Work	PLAN	Wednesday, March 9, 2016	5
Updated the Hydrant Data Driven Page Atlas - 101 Page Map Book and Reports	PW	Thursday, March 10, 2016	2
Printed 3 Copies of the MPS MAP "A" GFLU for March 10 PAC	PLAN	Thursday, March 10, 2016	
Completed Spatial Correction of Street Lighting GIS Layer from Black & MacDonald	PW	Tuesday, March 15, 2016	4
Transferred. Cached, and flex programming setup for the Fall 2015 Aerial Photography on AVLIU GIS Server	PLAN	Friday, March 18, 2016	2
Updated the Draft MPS MAP "A" GLFU Map from PAC meeting comments	PLAN	Monday, March 21, 2016	1
Create a Public Works - Work Order/Repair GIS Editing Layer with Pull Down Options	PW	Monday, March 21, 2016	2
Built a PublicWorks Map Service in Esri ArcGIS Server	PW	Tuesday, March 22, 2016	3
Configured a PublicWorks Flex Viewer	PW	Wednesday, March 23, 2016	3
AVLIU Versioning Update for ArcGIS Server 10.3.1 and Flex 3.7	PLAN	Wednesday, March 30, 2016	6.5
			Hrs
			30.00

Category Description: **PW** = Public Works **PLAN** = Planning **REC** = Recreation
OTHER = Meetings, Printing etc...

<p style="text-align: center;">Middleton RCMP</p> <p style="text-align: center;">Quarterly Update:</p> <p style="text-align: center;">Period Ending: 2016-03-31</p>	
Number of Calls for Service within your respective District / Detachment	
1269- Annapolis District	
Files of Significance with PROS #. (Middleton Area)	
<p>-Break and Enters- Trout Lake Road Area- Seasonal Properties were damaged many items stolen. 12 Seasonal Properties reported in total.</p> <p>-Fatal ATV accident- one male was killed, near Highway 201, Nictaux (2016-354202)</p> <p>- Break and Enter- Annapolis East Elementary School- 325 Marshall Street. 3 Females and one male. Suspects are being charged. (2016-182333)</p> <p>- Child Pornography- Middleton High School- Reports that students at the high school are transmitting Child Pornography Photos (2016-98142)</p>	
Files regarding Drug Seizures- (Middleton Area)	
(None)	
Crime Reduction StrategyNumber of Impaired Drivers, Checkpoints, etc. as this deals with the Crime Reduction Strategy, BSC and your APP. – ANNAPOLIS DISTRICT-	
<p>86 Checkpoints conducted</p> <p>2 Impaired driving Charges, 4 Refusal to Provide Charge, 1 Impaired by Drug charge, and 1 roadside suspensions.</p>	

Middleton RCMP

Quarterly Update:

Period Ending: 2016-03-31

263 Tickets issued, 160 Warnings issued.

Traffic initiative to conduct checkpoints in School Zone Areas and a focus on slow to 60km
Pamphlets have been printed to hand out at Checkpoints for awareness.

Meetings with Public Officials ... Mayors, Wardens, Police Advisory Boards

PAB meetings are ongoing and consistent, attended by S/Sgt. MacGillivray and/or
Cpl.

MACDONALD. Last one was Cancelled.

Wilmot Neighbourhood Watch Meeting attended by Cpl. MacDonald and Cst Sparkes
January, February and March.

Police Community Relations ... Attended functions in your area (ie. Red Serge), events /
festivals which could impact operations / resources

Checkpoints focused on the target areas and "Hot Spot" areas for Motor Vehicle Collisions.
Cops for Kids Programs at the schools.

Financial Issues ... significant unexpected costs, budgetary shortfalls

Middleton RCMP

Quarterly Update:

Period Ending: 2016-03-31

New office space for Middleton Detachment – Proposal currently with DOJ.

Incentive is supported by the Middleton Town Council, the Middleton Detachment Commander, The Annapolis District Commander and the District Policing officer in conjunction with the Police Advisory Board.

Human Resource Issues ... Vacancies, Parental Leave, Long Term ODS, Suspensions

S/Sgt. Dan MacGillivray NCOi/c Annapolis District

Middleton Detachment is currently staffed with the following Members:

Cpl. Tim MacDonald

Cst. Brad Williams

Cst. Todd Sparkes (Transferred April 1st, Awaiting release)

Cst. Billie Gardiner

Cst. Angela Banfield

Cst. Irene Clouter (Temp Court Liaison)

Court Liaison Position – is currently held by CPL. Cornect- (In New Minas on a Term Position)

Detachment Assistant – Nicole Illsley

Awaiting 2 new members

Report prepared by CPL Tim MACDONALD. Please do not hesitate to call 902-824-3312

Middleton RCMP

Quarterly Update:

Period Ending: 2016-03-31

if there are any questions or concerns.

Valley Waste Resource Management

Meeting: 16 March 2016

1. NS Power has launched a program at both our Kentville and Lawrencetown locations to divert Mercury from landfill and they have trained VWRM Personnel in the handling of it.
The period mid Feb to mid March we have collected 4,800 light bulbs.
2. NS Department of Environment is holding a Municipal-Provincial Priorities Group Meeting on 17 March 2016 to discuss:
 - Compliance ban standards
 - EPR for handling Household Hazardous Waste
 - EPR for Packaging and Paper
 - (EPR – Extended Producer Responsibility)
3. RRFB Enforcement Funding has been extended and VWRM share is \$ 100,000 same as last year
4. Annual **Compost Give-Away** will take place on **Sat. 07 May 2016** starting at **9:00 AM**
Avonport
Kingston
Cornwallis Park
Exact locations to be announced later.
5. Budget is still showing a large surplus.

MAYOR'S REPORT APRIL 2016

April 2 nd	Attended annual Fire Department Banquet
April 4 th	Chaired monthly Committee of the Whole session
April 6 th	Legacy 2017 conference call
April 8 th	After School Program announcement at Fitness Experience
April 13 th	Attended annual Volunteer of the Year Ceremonies in Annapolis Royal

CORRESPONDENCE – MARCH
(for April 18, 2016 Council Meeting)

The following items of correspondence are tabled for the Council's attention. A copy of any correspondence item listed, if not previously circulated, is available on SharePoint for interested members of Council:

1. A copy of the *Executive Update* from the Annapolis ***Valley Chamber of Commerce (AVCC)*** informing community partners on the activities of the Chamber.
2. A copy of the *2015 Year in Review* from ***“H” Division Nova Scotia RCMP***.