



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, DECEMBER 19, 2016
7:00 P.M.**

AGENDA

- 16.12.01 CALL TO ORDER
- 16.12.02 APPROVAL OF THE AGENDA
- 16.12.03 PRESENTATIONS
 - .01 Service Recognition Awards
 - .02 Middleton Local Information Utility (LIU) – Trevor Robar
- 16.12.04 APPROVAL OF THE MINUTES
- 16.12.05 NEW BUSINESS
 - .01 Committee of the Whole Recommendations
 - a. ~~RFD 019 2016: Inter Municipal Emergency Services Agreement~~
 Revisions
 - b. RFD 022-2016: Signing Authority Policy
 - .02 Legacy 2017 Update
 - .03 Appointment – Middleton Fire Department
 - .04 Committee Appointments
 - .05 Parking Signage (Discussion)
- 16.12.06 REPORTS
 - .01 Management
 - .02 Planning Services – November 2016
 - .03 Valley Waste Resource Management
 - .04 Mayor
- 16.12.07 CORRESPONDENCE
- 16.12.08 ANYTHING BY MEMBERS
- 16.12.09 ADJOURNMENT



REQUEST FOR DECISION
Signing Authority Policy
022-2016

Date: 29 November 2016	Subject: Signing Authority Policy
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council approve the Signing Authority Policy as presented.
Background:	<p>In the past, Town Council has had to make an annual resolution, or at least a resolution when there has been a change in staff or Council members, as it relates to assigning signing authority for legal documents and monetary instruments for the Town. This practice can sometimes leave a gap in the number of signing officers for the Town when it falls between Council meetings, or necessitates calling a Special Council meeting to ensure the proper individuals have been named.</p> <p>Council has the authority to name the appropriate positions within the organization through a policy rather than needing a resolution to identify names of individuals. The policy presented reflects the Town's current practice.</p>
Benefits:	By assigning specific positions within the organization through a policy, when there is staff or Council turnover it minimizes the time without the full complement of signing officers. Documents for the Town's banking institutions are the only documents that need to be changed, and those can often be done in a day or two.
Disadvantages:	None foreseen.
Options:	<ol style="list-style-type: none"> 1. Approve the policy; 2. Maintain current practice.
Required Resources:	
Source of Funding:	

Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I recommend the approval of the proposed policy to streamline municipal operations around signing authority.

CAO Initials: RLT

Target Decision Date: 17 December 2016

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Signing Authority Policy	Number: 1.30
Effective Date : December 19, 2016	Revision Date:

Rationale

The purpose of this policy is to identify signing officers of the Town of Middleton.

Policy Statement

1. All documents signed under the seal of the Town shall be signed by the:
 - a. Mayor or Deputy Mayor (any one of them)

And

 - b. Chief Administrative Officer/Town Clerk or Director of Finance (any one of them).
2. All General, Payroll, Water, Trust and Reserve Fund cheques, bank documents, etc. of the Town shall be signed by two signing officers. The signing officers of the Town shall be the Mayor, Deputy Mayor, Chief Administrative Officer/Town Clerk, and Director of Finance (any two of them however the Mayor and Deputy Mayor cannot sign together).

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the Council at a duly called Council meeting held on the ____ day of _____, 20____.

SIGNED and under the seal of the Town of Middleton this _____ day of _____, 20__.

Rachel L. Turner, Chief Administrative Officer

Sylvester Atkinson, Mayor



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1PO

November 30, 2016.

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Adam Tkaczuk of Middleton becoming a probationary member of the department on November 30, 2016.

Respectfully Submitted by the Investigating Committee of the Middleton Fire Department:

2nd Deputy Chief – Neil Freeman

TOWN OF MIDDLETON
APPOINTMENT LIST
(Approved by Council November 21, 2016)
Revised December 19, 2016

COUNCIL

MAYOR ATKINSON, DEPUTY MAYOR SMITH,
COUNCILLORS DEN HAAN, FAIRN, MACMURTRY,
MARSHALL, REID

COMMITTEE OF THE WHOLE

ATKINSON, DEN HAAN, FAIRN, MACMURTRY,
MARSHALL, REID, SMITH

ANNAPOLIS PARTNERSHIP STEERING COMMITTEE

ATKINSON, FAIRN, MARSHALL (ALT)

AUDIT COMMITTEE

ATKINSON, DEN HAAN, FAIRN, MACMURTRY,
MARSHALL, REID, SMITH

CLIMATE CHANGE ACTION PLAN ADAPTION COMM.

TURNER, M.TOOLE, DEN HAAN, MARSHALL
DIR. OF PUBLIC WORKS, DAINE, MCAULEY, BEARD

DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR

TURNER, DAINE (ALT)

LEGACY 2017 COMMITTEE

ATKINSON, TURNER (ALT)

MIDDLETON SWIMMING POOL SOCIETY

ERIC BALSER, MICHELLE DOWELL,
KRISTA STEELE, KRISTA TOOLE,
VACANT (3)

PLANNING SERVICES PUBLIC ADVISORY PANEL

Citizens-at-large – REINHOLD GRIFF, TOM SPINNEY
MIKE HAZELWOOD, COLIN CROWELL
Council Appointees –ATKINSON, MACMURTRY, REID

POLICE ADVISORY BOARD

Citizens-at-large – **DAVID MCCOUBREY, JOHN**
THOMPSON, GORDON RODGERS
Council Appointees – DEN HAAN, MACMURTRY, SMITH
NS Dept. of Justice – **VACANT**

REMO COORDINATOR

KEVIN BEARD
JOSH REID (ALT)
MIKE LOCKETT (ALT)

REMO ADVISORY COMMITTEE

MARSHALL, REID

REMO PLANNING COMMITTEE

RACHEL TURNER
DIRECTOR OF PUBLIC WORKS

VALLEY REN LIAISON & OVERSIGHT COMM.

SYLVESTER ATKINSON
FAIRN(ALT)

REGIONAL LIBRARY BOARD

Jill Cox (incumbent) or
Anne O'Neill

SOLDIERS MEMORIAL HOSPITAL FOUNDATION
REPRESENTATIVE

VACANT (June 2016)

SOURCE WATER PROTECTION ADVISORY COMM

Citizens-Town – RON BROWN, MIKE TOOLE
Citizens-County – FRED ROCH
County Council –
Town Council – DEN HAAN, MACMURTRY
Town Planner – CHRIS MILLIER
Town Engineer – DIR. OF PUBLIC WORKS
Other – CAO RACHEL TURNER

TOWN ENGINEER

DIRECTOR OF PUBLIC WORKS

TRAFFIC AUTHORITY

STEPHEN MCINNIS,
DIRECTOR OF PUBLIC WORKS (ASST)

VALLEY WASTE RESOURCE MANAGEMENT

SMITH, MACMURTRY(ALT)

WESTERN REGIONAL HOUSING AUTHORITY

VACANT - Citizen-at-large (Nov. 2016)

YOUTH AMBASSADOR COMMITTEE

VACANT, ATKINSON, REID, SMITH

YOUTH AMBASSADORS

MELISSA BURBIDGE

AUDITORS

KENT & DUFFETT

BUILDING & FIRE OFFICIALS

RUSSELL MACKINTOSH
DANNY WRIGHT

DEVELOPMENT OFFICER

CHRIS MILLIER

ANIMAL CONTROL OFFICER

ZAK ROSE
KEVIN BEARD

VWRM BYLAW ENFORCEMENT OFFICER

GRACE PROSZYNSKA

FIRE CHIEF

MIKE TOOLE

FIRE CONSTABLES

GORDON RODGERS, KENT SMITH
PHILIP TOWNSEND

FIRE WARDS

MIKE TOOLE, SCOTT VEINOT,
NEIL FREEMAN

RCMP NCO IN CHARGE

CPL. TIM MACDONALD

RETURNING OFFICER

KRISTA TOOLE

TOWN CRIER & CONSORT

PETER CROFTON DAVIES
VALERIE MARGARET DAVIES

TOWN SOLICITORS

TAYLOR MACLELLAN COCHRANE



MIDDLETON FIRE DEPARTMENT

Monthly Report

November 1, 2016 to November 30, 2016

Submitted by – Chief Mike Toole

Middleton Fire Department
Fire Chief :Mike Toole
49 Church St, PO Box # 1366 Middleton NS B0S 1P0
PH : 902-825-3246 FAX : 902-825-6334

Totals by Geographic Location
From Nov 1 16 to Nov 30 16

Response Type	# of Incidents	Staff Hours
Unclassified		
001 - Town of Middleton		
03 Vehicle Fire	1	3 h 41 m
04 Structure Fire	1	178 h 30 m
31 Alarm Equipment - Commercial	2	27 h 51 m
76 Cardiac Arrest	1	8 h 16 m
86 Car / Pedestrian	1	4 h 48 m
<hr/>		
Total For 001 - Town of Middleton:	6	223 h 6 m
002 - County of Annapolis		
32 Alarm Equipment - Residential	1	2 h 0 m
62 Vehicle Accident	1	6 h 30 m
76 Cardiac Arrest	1	8 h 37 m
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Total For 002 - County of Annapolis:	3	17 h 7 m
006 - M/A - Lawrencetown Fire		
09 Wildland Fire	1	0 h 33 m
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Total For 006 - M/A - Lawrencetown Fire:	1	0 h 33 m
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Total For Unclassified:	10	240 h 46 m
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Total Number of Responses	10	240 h 46 m

Training Summary Report Continued
From Nov 1 16 to Nov 30 16

4 sessions printed for these parameters
4 Subjects Covered
8.00 total session hours
192.00 total staff hours
0.00 total Instructor hours
1 Meeting sessions
2 Training sessions
1 Truck Inspection sessions



PUBLIC WORKS REPORT

December 15, 2016

WATER MAINS, SEWER MAINS AND STORM DRAINS

- The fire hydrant and hydrant valve in front of RBC has been replaced.
- The fire hydrants on Birch Lane and Goucher Avenue have been repaired, making all of the hydrants in town fully operational.
- Winterizing of all fire hydrants has been completed and flag markers have been installed.
- Quarterly THM testing for the reservoir has been submitted.
- Water service shut-off repairs were completed at 77 Connaught Avenue, 383 Main Street and 66 North Street
- The well field water withdrawal approval has been completed and submitted.
- The catch basin in front of #15 Victoria Street has been repaired.
- The manhole in front of 405 Main Street has been sucked out and the sewer line has been flushed by Loomer's after a sewer backup on December 2nd.

ROAD REPAIR

- Shouldering and pothole patching has been completed.

GENERAL MAINTENANCE

- The air release valve at the hospital lift station has been repaired.
- Repairs and upgrades have been completed to the electrical panel at the Sewage Treatment Plant.
- Christmas lighting and decorating around town is complete.
- Several damaged or deteriorated street signs and posts have been replaced or repaired.
- The AVLIU has been updated with new additions.

OCCUPATIONAL HEALTH & SAFETY

- Safety Training Courses for Public Works members have been completed.
- OH & S Meetings are taking place once a month; minutes will be posted on SharePoint.
- There are no accidents to report at this time.

Shaun Thompson
Foreman of Public Works

Office Changes

Things might look a little different the next time you come upstairs to the Department of Recreation and Community Services. We are in the process of moving some offices around and as a result, will be able to have more private office areas, as well as a reception area and a small meeting room that can be used by any staff member or Councillor. With the help of the Public Works department, we should have everything moved around and set up before the Christmas break, but please keep in mind that between now and then, things might seem a little bit disorganized. Feel free to drop in after the break for a tour and to say hello.

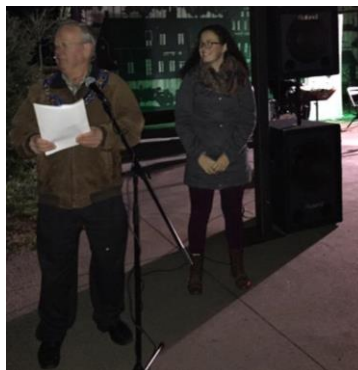
Events

We were thrilled at the turn-out for both our Christmas Tree Lighting and the Kid's Christmas Party held in early December. The weather was beautiful as people gathered around the bonfire in Centennial Park and lined up to have a visit with Santa, before the fireworks show. Amongst the activity, people enjoyed hot chocolate, a free ornament and a musical performance by Broke With Money.



Youth Ambassador

We would like to congratulate Melissa Burbidge on being selected as this year's Youth Ambassador. We had three great candidates this year and the selection committee had the difficult task of looking at the feedback on the speeches (thank you to our judges for volunteering their time), the events they attended, and the community project they completed. As a result of being selected, Melissa will be given a \$1000 scholarship for her post-secondary education from the Town of Middleton.



Highlights from our Active Living Coordinator

- Walkie Talkie Program: OVER 8 MILLION TOTAL STEPS ACHIEVED

Over 32 people registered with an average of 15 people per session. They would walk rain or shine on Tuesdays and Thursdays for an hour. We gave everyone a pedometer and a walking journal to keep track of their steps throughout the 12 weeks. Participants reported the program as great motivation to get moving, they reported losing weight, and losing inches off their waistline. We brought in various guest speakers such as the RCMP, Stephen McNeil's office, Valley Flax Flour, the Heart & Stroke Foundation, and Soldiers Memorial Hospital who covered topics such as perceived exertion, proper nutrition, seniors safety, the importance of walking and more. We tried to showcase different parts of town and various routes that could be taken each session. We travelled to Riverside Park, the Rail Trail in all directions, NSCC, Brooklyn Road loop, Senator Street loop, and many many more. We had tours of the Macdonald museum, Fitness Experience, and Valley Flax Flour Warehouse.



- Currently working on employee wellness program. Will be handing out surveys in the beginning of 2017 to start compiling information of what employees would like to see.
- Also working on a community wellness scavenger hunt challenge for the month of February with something active to do every day that month. Will be running another challenge in June for June is Recreation Month.
- Thrive! grant was approved for Girls Multi-sport program and After the Bell NINJAfit program, will be kicking those programs off in the new year. Total funding received for these programs is \$5766.14 from the department of Community, Culture, and Heritage.
- Also as a part of the Thrive! initiative we are able to offer FREE public skates on Sundays from 1:45-2:45pm and FREE mom and tot skates on Wednesdays from 11am-12noon. Once the pool opens there will be FREE public swims on Fridays from 2-4pm, Sat and Sun from 1-4pm. The Town of Middleton received \$5000 from CCH to offer these free programs.
- Applying for some grants to assist with getting the Greenhouse in operation again. Currently have some key partners who are interested in helping get it off the ground.

Highlights from our Program/Communications Coordinator

- Continued work on new web site. I'm hoping to use the apparent quiet time now to make more significant strides
- Renewed programs and launched new registration period
- Continue to coordinate the ongoing programs
- Working on a volunteer sign up web entity to log, retain, and encourage volunteers
- Gave two Cyber Safety lectures to seniors in Bridgetown and Middleton.



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



NOVEMBER

2016

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



**Planning
Development
Project Management**

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

November 1 - 30, 2016

Planning Application Activity

Development Permit Activity

- Development Permit M16-018, November 9, 2016
Firstonsite Restoration, 52 Gates Ave.
Construction, Accessory Structure - Deck
- Development Permit M16-019, November 29, 2016
E. Mason Squires, 21 George Street
Construction, Accessory Structure – Exterior Stairs and Deck

Permit Activity Summary, November 2016

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	1	0	1
Accessory Structures	2	4	2	6
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	4	0	5
Accessory Structures	0	1	0	0
Institutional				
New Construction	0	1	0	0
Renovation / Addition	0	2	0	0
Accessory Structures	0	1	0	1
Other (signs, occupancy, etc.)	0	3	0	3
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 November to March

Municipal Unit: **Town of Middleton**

Month: **November 2016**

	Number of Building Permits	Building Value
Month: November	1	\$4,000.00
Year To Date 2016-2017:	10	\$328,600.00
Year To Date 2015-2016:	18	\$696,890.00
Year To Date 2014-2015:	16	\$382,800.00

Total Estimated Value November 2016:	\$4,000.00	Total permits for November 2016:	1	Total Estimated Value YTD 2016-2017:	\$328,600.00	Permit Fees November 2016:	\$129.00
Total Estimated Value November 2015:	\$39,000.00	Total permits for November 2015:	2	Total Estimated Value YTD 2015-2016:	\$696,890.00	Permit Fees YTD 16-17:	\$1,135.60
Total Estimated Value November 2014:	\$12,000.00	Total permits for November 2014:	2	Total Estimated Value YTD 2014-2015:	\$382,800.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M16-018	David Sandford	Middleton	52 Gates Ave	new deck & steps	November 10, 2016	\$79.00	\$4,000.00
				Dev. Permits Only	1 permit	\$50.00	
					Total November:	\$129.00	\$4,000.00
	Total Active Permits:	9					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report – November 2016

1 BUILDING PERMITS ISSUED FOR NOVEMBER

14 BUILDING INSPECTION CARRIED OUT FOR NOVEMBER

Staff continue to drive through the Town and receive inquiries calls from the residents.



Town of Middleton LIU/GIS
GIS & Planning Technical Support Services
Period : November 1 to November 30

Submitted by: Trevor Robar

Date: December 11, 2016

Task	Category	Date	Hrs
Captured North Street Water and Sewer Service Ties in GIS	PW	Monday, November 14, 2016	0.75
Captured Sewer Service Main for Kings Street	PW	Monday, November 14, 2016	0.5
Captured Water service for School Street	PW	Monday, November 14, 2016	0.25
Captured Water Main Break On Marshall Street	PW	Monday, November 14, 2016	0.25
PW Attribute Clean up	PW	Monday, November 14, 2016	0.5
PW GIS Asset verification via Aerial and Google Streetview location match for Bridge Street	PW	Wednesday, November 16, 2016	1
PW GIS Asset verification via Aerial and Google Streetview location match for Brooklyn Street	PW	Wednesday, November 16, 2016	0.5
			Hrs
			3.75

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

VALLEY WASTE RESOURCE MANAGEMENT

Meeting: December 14, 2016

1. Staff welcomed new members to the Authority Board.
2. The new Chair is Jane Bustin from the Town of Berwick.
3. The new Vice-Chair is John Kinsella from the Town of Annapolis Royal.
4. Lawyer Mike Coyle gave a short overview of Authority Board Members responsibilities.
5. General Manager Ross Maybee provided an overview of the draft budget for 2017-2018.
6. Next meeting is January 18, 2017.

MAYOR'S REPORT DECEMBER 2016

November 29 - December 2	Attended the 111 th Union of Nova Scotia Municipalities Annual Conference
December 2	Town Tree Lighting in Centennial Park which was well attended.
December 5	Chaired the Committee of the Whole Meeting
December 9	Town Christmas Party attended by ninety-eight people.

CORRESPONDENCE - DECEMBER
(for December 19, 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 letter from ***Property Valuation Services***, advising of the Corporation's operating budget for the upcoming 2017-18 fiscal year of \$17,176,240 resulting in a municipal funding increase of 0.5%.
2. An invitation from the ***Town of Berwick*** and the ***Annapolis Valley Chamber of Commerce*** for their Holiday Reception on December 8, 2016.
3. A response from the ***Municipality of the District of Barrington*** to the Union of Nova Scotia Municipalities (UNSM) regarding the revised UNSM Resolution Process (the background document is also attached).