



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
TUESDAY, FEBRUARY 20, 2018
7:00 P.M.**

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **PRESENTATION**
 - .01 Annapolis Valley Chamber of Commerce – Judy Rafuse & Heather Leeman
4. **APPROVAL OF THE MINUTES**
 - .01 Council Meeting – January 15, 2018
 - .02 Special Council Meeting – January 29, 2018
5. **NEW BUSINESS**
 - .01 Committee of the Whole Recommendations
 - a. RFD 04-2018: OH&S Policy Revisions
 - b. Annapolis Valley Chamber of Commerce – 2018 Sponsorship Opportunities
 - c. Industrial Park Development
 - .02 Valley Waste Resource Mgmt.: Approval of Municipal Guarantees for TBR #33-A-1
 - .03 Appointment: Planning Services Public Advisory Panel
 - .04 Operating Reserve Fund Withdrawal: Phase 3 Environmental Assessment - 146 Commercial Street
 - .05 Committee Selection: CAO Performance Review
6. **REPORTS**
 - .01 Management
 - .02 Planning Services – January 2018
 - .03 Valley Waste Resource Management
 - .04 UNSM Board Report
 - .05 Mayor
7. **CORRESPONDENCE**
8. **ANYTHING BY MEMBERS**
9. **ADJOURNMENT**

Presentation to Town of Middleton

Tuesday, Feb 20, 2018

Mayor Atkinson, Councilors, thank you for allowing us the time to bring the Annapolis Valley Chamber of Commerce Tourism Marketing update to you.

AVCC represents over 400 business members and their employees in all of Kings County and the eastern half of Annapolis County.

Once again we are pleased to report that our hard work and dedication to tourism is paying off as we see the increase in visitor numbers since we began marketing our region in 2014.

At a recent presentation that was given by the CEO of Tourism Nova Scotia, it is clear that we are well on our way to the goal of reaching 4 billion in revenue by the year 2024.

With 2017 being a record year, revenue last year reached 2.4 billion by the end of October when the number of visitors coming to our province was 2.1 million.

What does this mean for the Annapolis Valley Region? In a 2010 exit survey, 37% of visitors to our province visited the Annapolis Valley. The latest exit survey indicates that 42% of all visitors to our province have visited our region, the second most visited region in the province after Halifax at 71%

The results for the 2015 Tourism Exit Survey with regards to economic impact are not yet available.

Kings County/ Year 2010

Total tourism receipts: 90,600,000

Direct household income: 20,700,000

Direct employment jobs: 1,100

Total direct taxes: 6,100,000 (50% provincial/50% federal)

In 2017 presentations were made to all the towns and municipalities in order to obtain funding to continue to market our region. Collaboration and cooperation are no longer terms that are only spoken and this can be clearly seen through our campaign as municipalities and towns across our region have provided funding so that we are able to continue to grow. The committee is 100% volunteer with the administration work being completed by the Chamber, which allows all of the funding received to go directly into our marketing plan.

TV commercials, CTV Morning Live, newspaper advertising and social media are just a few of the ways that we promote our region. This past year, along with the Valley Regional Enterprise Network, we attended the Boston Globe and Travel Show in cooperation with Bay Ferries in order to promote the CAT travel option from Maine to Nova Scotia. We were also able to partner with the Valley REN to produce a regional map that was created by local cartographer, Marcel Morin. An interactive map will be the next step in this project.

The partnership with Tourism Nova Scotia that allowed us to invest in video footage through the Inspiring Content Program (50/50 marketing \$) has enabled us to produce a new TV commercial. This year we will once again invest in this program so that we will have video footage that will enable us to better promote The Harvest Moon Trailway as a year round tourist attraction.

Each year we present an update and overview to all councils when we submit our request for funding. While we will continue to keep councils updated and informed this year we are asking that the tourism funding from the Town of Middleton be a budget line item of \$2000 annually for 3 years so we are better equipped to plan ahead each year to maximize our ability to leverage other funding sources to better serve our region.

In Tourism Nova Scotia's CEO Michelle Sarans' address to the TIANS conference, this is how she described Communities Role in Tourism.

"Community's role (which includes municipalities, regional marketing associations, events, and organizations with tourism interests) is to work with businesses to give people a reason to come to a given area and spend money. It's about destination development and marketing that will

drive business growth and job creation. Another important role for communities is visitor servicing. Offering amenities like parking and public washrooms is important. Making sure locals know what's going on so they can tell people what they can do is also key to reaching \$4 billion in tourism revenues by 2024."

In closing we would like to thank you for your time and your support throughout our campaign.



REQUEST FOR DECISION
Occupational Health & Safety Policy Revisions
04-2018

Date: 30 January 2018	Subject: Occupational Health & Safety Policy Revisions
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council amend Occupational Health & Safety Policies #1.1, #2.1 and #4.1
Background:	The Joint Occupational Health & Safety Committee has been working diligently to ensure the Town's safety program is rigorous and meets all legislated requirements. As part of the certification from the Nova Scotia Construction Safety Association, an external safety audit was completed in the fall. As a result, the JOHS Committee has forwarded several recommendations to amend specific policies to better reflect the Town's practice and to meet its own goals to ensure a safe workplace for employees and members of the public.
Benefits:	Strengthens the Town's safety program and brings policies in line with current language and practice.
Disadvantages:	None foreseen.
Options:	
Required Resources:	Staff time that is already committed to participating in the formal JOHS Committee and work environment.
Source of Funding:	General Operating Budget for staff time.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications	Safety and toolbox meetings are already incorporated into workplans and by amending the policies, makes the timeframes

(now/future):	and responsibilities to do so clearer to all employees.
Communication Plan:	Once amendments are made to Town policies, managers will be informed and are tasked to ensure all employees are made aware of changes to policies.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I support the work completed by the JOHS Committee and the proposed amendments to the policies as presented.

CAO Initials: RLT

Target Decision Date: 20 February 2018

TOWN OF MIDDLETON
Joint Occupational Health & Safety Committee
MINUTES
December 4, 2017

1.0 CALL TO ORDER / ATTENDANCE: Time: 10:15 AM

- Jennifer Coolen (Co-Chair) • Kim Looyenga (Public Works) • Taylor Huntley (Public Works)
- Krista Toole (Administration/Recording Secretary) • Shaun Thompson (Public Works)

1.0 MINUTES OF PREVIOUS MEETING:

- 1.1 Minutes of the October 30, 2017 meeting were approved as amended. Motion carried.

2.0 OLD BUSINESS

- 2.1 Jennifer reported that there was no representative from the RCMP able to sit on our OHS Committee at this time.

3.0 NEW BUSINESS:

- 3.1 Policy review – JOHS committee recommends the following revisions to the Town of Middleton Occupational Health and Safety Policies:

OH&S Committee policy number 1.1:

Policy Subject to be changed to JOHS Committee

1.0 Membership

removal of 1.1 (c)

2.0 Meetings

2.2 revised to read: JOHS committee meetings may be held in the event there are fewer employee members present than management members; however, no recommendations or voting will be done at such meetings.

OH &S Committee policy number 2.1:

2) There will be 26 tool box meetings per annum conducted and documented by the Department of Public Works. All other departments will conduct and document tool box meetings quarterly.

OH&S Committee policy number 4.1:

2.0 Informal Inspection

2.1 revised to read: Informal inspections shall be conducted and identified hazards corrected, controlled and reported at the next tool box meeting.

3.0 Formal Inspection

3.1 revised to read: Formal inspections shall be conducted quarterly in all departments.

3.2 revised to read: Formal inspections shall be conducted as outlined by the NSCSA member training.

4.0 revised to read: Department heads shall review inspection reports to monitor compliance, controls and act accordingly.

TOWN OF MIDDLETON
Joint Occupational Health & Safety Committee
MINUTES
December 4, 2017

3.2 JOHS Committee appointments - Taylor agreed to be the co-chair of the JOHS committee from the staff and Kim from the management. Krista will remain as Secretary.

4.0 ACCIDENTS / INCIDENTS:

4.1 Nil

5.0 DATE/TIME OF NEXT MEETING:

5.1 The next regular meeting of the JOHSC will be held at 10:15 am on December 20, 2017.

6.0 ADJOURNMENT: There being no further business, the meeting adjourned at 12.05pm

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: OH&S Committee JOHS Committee	Number: 1.1
Coverage: Staff, OH&S, Council, & Contractors	Approved by: OH&S, Council, & CAO
Effective Date : March 5, 2007	Revision Date: June 2, 2014

Policy Statement

The following policy establishes an Occupational Health and Safety Committee to promote safe work environment and administer the occupational health and safety policies of the Town.

Definitions

In this policy,

- a) 'inside worker' means a Town employee whose primary responsibilities are conducted within a normal office environment (i.e. Town Hall);
- b) 'outside worker' means a Town employee whose primary responsibilities are conducted outside the normal office environment.

Objectives

1.0) Membership

- 1.1) The Committee shall consist of 6 members selected from the following positions:
 - a) 1 employee and 1 manager selected from inside workers.
 - b) 2 employees and 1 manager selected from outside workers;
 - ~~c) The Facility Manager, during the months of the year where this position is filled.~~
- 1.2) Management members of the Committee shall be appointed by the CAO from time to time.
- 1.3) Employee members shall be appointed by non-management employees from time to time.
- 1.4) The Committee shall annually select two co-Chairs, representing management and employees respectively. Members may serve consecutive terms as Chairperson.
- 1.5) The Committee shall annually select a Secretary. Members may serve consecutive terms as Secretary.

2.0) Meetings

- ~~2.1) Meetings shall be as required by the Occupational Health and Safety Act requirements, and the Committee may call more frequent meetings as required.~~
Meetings of the JOHS Committee will be held a minimum of 10 times per years. The Committee may call more frequent meetings as required.

~~2.2) No business of the Committee may be conducted unless there are at least as many employee members present as there are management members.~~

JOHS Committee meetings may be held in the event there are fewer employee members present than management members; however, no recommendations or voting can be done at such meetings.

2.3) Decisions may be made by consensus.

2.4) If consensus cannot be reached the chairperson may call a vote; each member of the Committee shall cast one vote and simple majority of those present is required to pass a motion.

3.0) Function

3.1) It is the function of the Committee to:

- a) participate in the identification of hazards to health and safety;
- b) implement effective systems to respond to the hazards;
- c) audit compliance with health and safety requirements in the workplace;
- d) investigate complaints with respect to workplace health and safety;
- e) participate in inspections, inquiries and investigations concerning the occupational health and safety of the employees;
- f) advise the Town on personal protective equipment (PPE) and other equipment that is best adapted to the needs of the employees;
- g) administer the occupational health and safety policies of the town;
- h) advise the Town regarding improvement of the health and safety of persons at the workplace, including policies and programs required by the *Occupational Health and Safety Act* or the Regulations.
- i) maintain records and minutes of the Committee; and
- j) perform any other duties assigned to it by the Town or the Provincial Director of Occupational Health and Safety.

Conflicts

Where there is a conflict between these occupational health and safety policies and the Occupational Health and Safety Act or the Regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the Regulations, and the Codes shall prevail.

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 2nd day of June, 2014.

GIVEN under the hand of the CAO and under
the seal of the Town of Middleton this 2nd day
of July, 2014.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY			
Subject: Training		Number: 2.1	
Coverage: Staff, OH&S, & Council,		Approved by: OH&S, Council, & CAO	
Effective Date : August 10, 1998		Revision Date: March 5, 2007; June 2, 2014; February 20, 2018	

Policy Statement

The following policy outlines the required training for all Town employees to minimize losses of human and physical resources of the Town.

Objectives

- 1) Employees shall participate in all safety training relevant to their required duties provided by the town including, but not limited to, the following:
 - a) new employee safety and organization orientation;
 - b) safety training according to the Occupational Health and Safety Act and Regulations;
 - c) First Aid and CPR;
 - d) PPE training as required; and
 - e) job specific training.
- 2) ~~Tool box meetings will be conducted and documented by the Department of Public Works on a weekly basis. All other departments will conduct and document tool box meetings quarterly.~~

There will be 26 took box meetings per annum conducted and documented by the Department of Public Works. All other departments will conduct and document tool box meetings quarterly.

References

Province of Nova Scotia - *Occupational Health and Safety Act*.

Previous Policies

The previous policy “Town of Middleton Training Policy” amended on June 2, 2014 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 20th day of February, 2018.

GIVEN under the hand of the CAO and under
the seal of the Town of Middleton this 26th
day of February, 2018.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH & SAFETY	
Subject: Workplace Inspection	Number: 4.1
Coverage: Staff, OH&S, & Council,	Approved by: OH&S, Council, & CAO
Effective Date : August 10, 1998	Revision Date: March 5, 2007, Sept. 2, 2014

Rationale

The following policy establishes guidelines for worksite inspections to measure levels of compliance and identify unsafe conditions and actions in order to reduce the likelihood of an accident occurring on Town sites.

Policy Statement

1.0) Regular Inspections

- 1.1) The Town will carry out a program of regular safety inspections at all facilities and job sites.
- 1.2) The inspections shall:
 - a) identify and control hazards in the workplace;
 - b) ensure compliance with regulations and safety rules; and
 - c) ensure adherence with safe work practices and job procedures.
- 1.3) Management and employees shall participate in the inspections.

2.0) Informal Inspections

~~2.1) Informal inspections shall be conducted monthly and identified hazards corrected, controlled, or reported immediately.~~

2.1) Informal inspections shall be conducted and identified hazards corrected, controlled and reported at the next tool box meeting.

3.0) Formal Inspection

~~3.1) Formal inspections shall be conducted monthly in Public Works and quarterly in all other departments.~~

~~3.2) Formal inspections shall be conducted as outlined by NSCSA—OH&S Committee Member training.~~

3.1) Formal inspections shall be conducted quarterly in all departments.

3.2) Formal inspections shall be conducted as outlined by the NSCSA member training.

~~4.0) Department heads shall review inspection reports to monitor compliance and controls.~~

Department heads shall review inspection reports to monitor compliance, controls and act accordingly.

Conflicts

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

References

Nova Scotia Construction Safety Association – Occupational Health and Safety Committee Member Training Course.

Previous Policies

The previous policy “Town of Middleton Workplace Inspection Policy” amended on September 2, 2014 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 20th day of February, 2018.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 26th day of February, 2018.

Rachel L. Turner
Chief Administrative Officer

Sponsorship Opportunities

2018



	Power Hour	May Quarterly	Advocacy	Business Awards	Agriculture Quarterly
Platinum	\$1000	\$1000	\$1,000	\$1,000	\$1000
Gold	\$600	\$500	\$500	\$600	\$600
Silver	\$400	\$400	\$400	\$400	\$400
Chamber Patron	\$300	\$300	\$300	\$300	\$300
Awards for Winners		--	--	\$1,000	--
Wine Sponsorship		\$300	\$ 300	\$ 300	\$300
	\$300				

Number of Sponsorships Available

December Agriculture Quarterly

2 Platinum, 4 Gold, 5 Silver, 6 Chamber Patrons, 4 Wine Sponsors

Business Awards & Power Hour

2 Platinum, 4 Gold, 8 Silver, 12 Chamber Patrons for both events, plus 5 Awards & 4 Wine Sponsors for Business Awards.

Tourism and Advocacy Quarterly

1 Platinum, 4 Gold, 4 Silver, 6 Chamber Patrons

10% discount

If sponsors book all 5 events in advance
Note* The five events can be varied to include different levels of sponsorship for different events.

All prices are subject to HST.

	Verbal Recognition	PowerPoint Presentation	Printed Material	Banner Displayed	Free Ticket(s)	Radio Recognition	Logo on website
Platinum	✓	✓	✓	✓	2	✓	✓
Gold	✓	✓	✓	✓	1	✓	
Silver	✓	✓	✓	✓			
Chamber Patron	✓	✓	Name only				

**ANNAPOLIS VALLEY CHAMBER
OF COMMERCE**

Sharon McAuley

Subject: Guarantee Resolution for Balloon Payment on Debenture 33-A-1
Attachments: Middleton Guarantee Resolution blank.pdf; TBR Debenture 33-A-1 Balloon Payment Financing.pdf

Good Morning,

Attached are the documents related to the approved refinancing of the upcoming balloon payment on debenture 33-A-1, due on May 15, 2018. The TBR document for \$187,335 is for your information and I will need to receive five copies of the Guarantee Resolution once it has been dated, signed and sealed.

If you have any questions, please let me know.

Thanks,
Geoff

Geoff McCain, Finance Manager
Valley Waste-Resource Management
PO Box 895
Kentville, NS B4N 4H8
Phone: 902-679-0721
e-mail: geoffm@vwrm.com

TOWN OF MIDDLETON
GUARANTEE RESOLUTION

\$3,747

Valley Region Solid Waste-Resource
Management Authority
Debenture 33-A-1 Balloon Payment Financing

WHEREAS the Valley Region Solid Waste-Resource Management Authority was incorporated on October 1, 2001 pursuant to an Intermunicipal Services Agreement under Section 60 of the Municipal Government Act;

AND WHEREAS the Authority has determined to borrow the aggregate principal amount of One Hundred Eighty-Seven Thousand Three Hundred Thirty-Five Dollars (\$187,335) for the purpose of Balloon Payment Financing and has applied to the Town of Middleton (hereinafter "the Town") for its guarantee, which borrowing was approved by the municipal members of the Authority in the 2017-18 annual operating plan and budget, as per clause 10(7) of the Intermunicipal Services Agreement;

AND WHEREAS the Authority has requested the Town, a municipality that executed the instrument of incorporation of the Valley Region Solid Waste-Resource Management Authority, to guarantee the said borrowing;

AND WHEREAS Section 88(1) of the Municipal Government Act, provides that no guarantee of a borrowing by an intermunicipal services corporation shall have effect unless the Minister has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Town unconditionally guarantee repayment of Three Thousand Seven Hundred Forty-Seven Dollars (\$3,747) of the principal, plus interest, of the borrowing of One Hundred Eighty-Seven Thousand Three Hundred Thirty-Five Dollars (\$187,335) for the purpose set out above;

THAT upon the issue of the Temporary Borrowing Resolution, the Mayor and Clerk of the Town do sign the guarantee attached to the Temporary Borrowing Resolution of the Valley Region Solid Waste-Resource Management Authority and affix hereto the corporate seal of the Town.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Town of Middleton held on the _____ day of _____ 2018.

GIVEN under the hands of the Mayor and the Clerk and under the Seal of the Town this _____ day of _____ 2018.

Mayor

Clerk

For DMA Use Only

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
TEMPORARY BORROWING RESOLUTION**

\$187,335

Valley Region Solid Waste-Resource
Management Authority
Debenture 33-A-1 Balloon Payment
Financing

WHEREAS the Valley Region Solid Waste-Resource Management Authority was incorporated on October 1, 2001 pursuant to an Intermunicipal Services Agreement under Section 60 of the Municipal Government Act;

AND WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Hantsport (currently represented by the Municipality of the District of West Hants), the Town of Annapolis Royal, the Municipality of the County of Annapolis and the Municipality of the County of Kings entered into the said Intermunicipal Services Agreement;

AND WHEREAS the inter-municipal agreement states that the Authority shall be vested with the power to borrow funds to pay and retire debentures;

AND WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units in the Authority's annual operating plan and budget as was done in this case;

AND WHEREAS pursuant to the Municipal Government Act, Section 88(1) no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister;

AND WHEREAS pursuant to the Municipal Government Act, Section 88(3) a guarantee by or on behalf of a municipality, village or service commission of a borrowing or debentures is not effective unless the Minister has approved the proposed guarantees;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act the Authority borrow a sum or sums not exceeding One Hundred Eighty-Seven Thousand Three Hundred Thirty-Five Dollars (\$187,335) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Authority borrow from time to time a sum or sums not exceeding One Hundred Eighty-Seven Thousand Three Hundred Thirty-Five Dollars (\$187,335) in total from any chartered bank or trust company, or credit union doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding twelve months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the _____ day of _____ 2018.

GIVEN under the hands of the Chairman and the Secretary and under the seal of the Authority this _____ day of _____ 2018.

Chairman

Secretary

For DMA Use Only

Public Works Council Report



With the help of David George Electrical, the crew has replaced the old lamp standards with new ones. We have had lots of positive feedback from the public.

Tuesday, February 20th, 2018

Public Works Tasks Completed

Meadow Lane water meters replaced
Sunset Crescent water meters replaced
Pot holes filled with cold mix
Boosters station maintenance
UV bulbs cleaned at sewage treatment plant
276 Commercial Street standpipe repaired
Toolbox meetings
JOHS meeting
Brooklyn Road lift station maintenance
Reservoir pump maintenance
Salt & sanding streets
Snow plowing
Snow removal
Lagoon maintenance
Water & sewer daily checks
Hauled snow
Machine maintenance
Tail gate on dump truck repaired
Cut brush
Garbage collection
Installed lights in/on job trailer
Cleared catch basins
Rebuilt and installed town sign at TRA
Cleared tree limbs and debris from storm
Skid steer training
Water permit renewal application submitted
Gas monitor training completed
Annual Sewer report submitted
Meet with arborist

Keeping You in the Loop

Reforestation Program

The arborist has recommended that over the next ten years we are going to see a dying off of existing trees. We have been removing trees without replacing them for the last few years. He is willing to consult with us to create a reforestation plan. This works nicely in strategic priorities for street scaping.

Arena

The town pays for the water consumed at the arena. When Krista notices a drastic increase in consumption she lets Public Works know. Consumption for September to December was 3,877m³ the same period last year was 1,246m³. The financial implication for the town for the single bill is \$8,249.62. With the significant cost to the town we decided it was a wise choice to investigate further with the assistance of a plumber. Darryl Bent and the town foreman completed a thorough check of the building. It was found that all fixtures were in good working order. When all water consuming units were turned off, the meter stopped running, indicating there are no breaks in transmission lines.

There were two major changes to the arenas operation in recent history. First, in December of 2016 the 5/8 meter was removed and replaced with a 2-inch meter. The meter is in good working order and has been tested. Secondly, a new rink manager has started this season Doug Connell.

Doug Connell and Albert Johnson were aware of and participated in the investigation with the town. Public Works can only conclude that the main cause of overage is the current method of ice making, that could be contributing to the drastic increase in water consumption. Public Works will continue to monitor usage. Just wanted to make council aware as this issue will impact operational budget.

Snow Removal

291 Marshall Street: pushes snow onto sidewalk and into street. Also buries fire hydrant (pictures attached). Public Works staff must then clean up mess on sidewalk and dig out buried hydrant continuously after parking lot is plowed.

292-298 Marshall Street: pushes snow to west side of parking lot and it spills out into street. Public Works staff has to clean snow off of road continuously after parking lot is plowed.

369 Main Street: pushes snow into Queen Street on west side of parking lot and also piles snow too close to Main Street which makes it impossible for cars pulling out of Queen Street onto Main Street to see oncoming traffic. Public Works staff has to return and clear snow from Queen/Main intersection after the parking lot is plowed.

426 Main Street: piles snow on west side of parking lot, pushing snow onto Jones Avenue, narrowing street to one lane at intersection. Public Works staff have to re-clear the intersection after the parking lot is plowed.

241 Main Street: pushes snow onto Gates Avenue sidewalk at rear entrance of the driveway, filling sidewalk with snow and making it impossible for pedestrians to pass by. Public Works staff are required to go by every time the parking lot is plowed to remove the snow from the sidewalk.

Yearly there are snow removal issues with private contractors. The town issues letters to the property owners after a couple of reoccurrences, notifying the property owners the town will be forced to bill them for the additional snow clearing and removal created by their snow removal practices, if the issue continues.

Draining Sumps onto the Street



86 Victoria Street & 194 Commercial Street

Have been discharging sumps onto driveways or lawns which ends up causing large ice build-ups on the street.

The problems have been photographed and documented followed by a standard letter from the town which included copies of the bylaw prohibiting the discharge of water onto sidewalks or streets.

Cross Walk

Written quotes have been received from Black and McDonald, we are looking for some clarification as to potential cost overrun. A site meeting has been promised for the week of the February 20-23rd. We will be able to install it at the Commercial and Marshall intersection very close to budget as quoted as long as we don't run into unforeseen issues. Asphalt plants open in May, so we can wait and schedule the work at that time, or the town could use cold mix to do the path work and have it installed early. The extra cost would be approximately \$2,000 for cold patch and man hours to keep it topped up, if we do the work earlier. Something for council to think about.

The month of January is usually one of the quieter months for our department. It gives us a chance to get ourselves organized and brainstorm some ideas. This year was a little bit different for us, in that things seemed busier than usual. There weren't many snowshoe or ski rentals because of a lack of snow, but there has been a steady flow of patrons signing up for programs and the community continues to pursue opportunities to be active which is something we could not be happier about. Aside from the day-to-day duties we perform, here is a snapshot of some other things we've been up to in the last month:

Jennifer, Director of Recreation and Community Services:

- A busy month got busier when we received the unfortunate news that our MPAL, Stephanie Wadden, was leaving us for another job. We wish her all the best in her future and were thankful for all the work she did while she was with us. With that news came the tasks of starting a hiring process to fill her position. That position is one in partnership with the Nova Scotia Department of Communities, Culture, and Heritage so the hiring process is done in partnership with them as well. The deadline for applications is Friday, February 23rd and we hope to have someone in place by the end of March.
- Meeting with Macdonald Museum about possible partnership opportunities and brainstorming ways or them to boost their number of visitors
- Joint Occupational Health and Safety Committee has met twice and continues to meet regularly to uphold high safety standards and look for ways to improve the safety status of our workplace.
- Capital budget meeting with management, which helped produce a five year capital budget plan that will be presented to Council in March.
- Tour of NSCC building to explore potential relocation.
- Preparing 2018-2019 budget and applying for grants.

Andy, Program and Communications Coordinator:

- Valley Connect Project – 4 in person meetings and 2 teleconferences. I also created 2 web video tutorials for other municipalities and co-instructed an afternoon tutorial session for the same personnel. We commenced the soft launch on 12 February with the official launch on 02 March in Kentville.
- Work continues on the Volunteer Awards committee. Candidate selection happens on 14 February with the ceremony itself on 18 April.
- Met the Valley REN twice on our respective member activities.
- Coordinated and prepared March break camp facilities, job ads and participant registration
- Assisted in preparing the job ads for our MPAL replacement
- Attended an MPAL meeting in lieu of our outgoing MPAL
- Attended a meeting at NCSS with the REN and ACOA to start initial discussion on establishing an Innovation Incubator at NSCC.

- Attended a meeting with the MacDonald Museum on the topic of event coordination and assistance in getting them better numbers.
- Completed the conversion of the Town's existing web site to the latest operating system and security standards.

Stephanie, Municipal Physical Activity Leader:

- Finished updating Active Living Strategy 2016-2019
- Attended Phase 3 of the Physical Activity Course put on in partnership with Dalhousie University and the Province
- Submitted grant information and quotes for 2 bicycle repair stations for approval/purchase
- Attended Valley Active Communities Committee (VACC)
- Set up meetings with MRHS After School Program Leaders to get next session set up (Ultimate Performance and Yoga)
- Completed MPAL budget for 2017-2018
- Created overview document containing all relevant information of current projects, grants, programs, and committees
- Got quotes on equipment for Pickleball (ATB funding) and yoga mats/blocks (ASP funding)



Jennifer Coolen, Director of Recreation & Community Services

TOWN OF MIDDLETON

PLANNING SERVICES



JANUARY

2018

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**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: February 1, 2018
Re: Town of Middleton, Status Report

January 1 - 31, 2018

Development Permit Activity

Permit Activity Summary, January 2018

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	0	0	1
Accessory Structures	0	15	0	5
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	2	1	5
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	1
Renovation / Addition	0	1	0	2
Accessory Structures	0	0	0	1
Other (signs, occupancy, etc.)	0	2	0	3
Final Subdivision Approval				
Residential Lots Created	0	1	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: **January 2018**

	Number of Building Permits	Building Value
Month: January	0	\$0.00
Year To Date 2017-2018:	8	\$100,600.00
Year To Date 2016-2017:	11	\$329,600.00
Year To Date 2015-2016:	19	\$871,890.00

Total Estimated Value January 2018:	\$0.00	Total permits for January 2018:	0	Total Estimated Value YTD 2017-2018:	\$100,600.00	Permit Fees January 2018:	\$0.00
Total Estimated Value January 2017:	\$0.00	Total permits for January 2017:	0	Total Estimated Value YTD 2016-2017:	\$329,600.00	Permit Fees YTD 17-18:	\$1,329.22
Total Estimated Value January 2016:	\$0.00	Total permits for January 2016:	0	Total Estimated Value YTD 2015-2016:	\$871,890.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
				Dev. Permits Only	0 permits	\$0.00	
					Total January:	\$0.00	\$0.00
	Total Active Permits:	6					
	Residential Conversions	nil					
	Residential Demolitions	nil					



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Activity Report –January 2018

0 BUILDING PERMITS ISSUED FOR January

1 BUILDING INSPECTION CARRIED OUT FOR January

4 Initial Fire Inspections conducted and letters to owners have been sent.

6 Fire Inspections are complete within their cycle.

Staff are making efforts to contact owners for required inspections.

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 : January 1 to January 31

Submitted by: Trevor Robar

Date: February 6, 2018

January			
Task	Category	Date	Hrs
Hydrant Flushing Data QC/Clean Up	PW	Sunday, January 8, 2017	1
Hydrant Flushing Data Sheet update and publication	PW	Monday, January 15, 2018	1.5
Update Municipalview and Publicworks MXD's, Publish to AVLIIU Server and AGOL	PW	Sunday, January 21, 2018	2.0
Update Flex Viewer programming for hydrant GIS Layer	PW	Tuesday, January 23, 2018	1.0
Setup GIS Layer for the MPS Review Zoning Analyzer App for Flex	PLAN	Thursday, January 25, 2018	1.0
Planning Meeting in Middleton	PLAN	Wednesday, January 31, 2018	1.0
			Hrs
			7.50

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

VALLEY WASTE RESOURCE MANAGEMENT (VWRM)

Meeting: January 17, 2018

1. Andrew Garrett delivered a presentation on plastic film and he is also willing to provide the presentation to councils.
2. Operational and capital budgets were presented by Geoff McCain, Finance Manager. The budget was tabled at this time.
3. The CAO of Annapolis County has asked to sit on the hiring committee for the new General Manager and has raised several governance issues which the board is sending for legal opinion.
4. The board will be undertaking two days of strategic planning.
5. The next meeting will be on February 21, 2018.

UNSM Initiatives Report – January 26, 2018

UNSM Vision: *Effective local government and strong, sustainable communities*

UNSM Mission: *To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration*

Initiatives

1. Partnership Framework

Description/Update

The Ministers Roundtable met with the UNSM Executive January 24, 2018. Ministers attending included: Minister Derek Mombourquette (Municipal Affairs); Minister Karen Casey (Finance); Minister Geoff MacLellan (Business); Minister Mark Furey (Justice); and Minister Iain Rankin (Environment). At this meeting, the terms of reference for the Roundtable were revised, integrating the UNSM resolutions process into the schedule of meetings and establishing the Roundtable as the forum to monitor progress under the Partnership Framework. A consultation guide for the development of new legislation and regulations impacting municipalities was agreed to with Municipal Affairs, along with a progress report of the Partnership Framework. These documents are being finalized and will be distributed at a later date.

2. Resolutions and Statements of Interest

Description/Update

Five resolutions were sent to the Province as approved at the UNSM Fall Conference and focus on CAP; Connectivity; Doctor Shortages; Municipal Funding; and Roads. In addition, resolutions on affordable housing and the governance of PVSC were approved. The Ministers Roundtable meeting discussed the resolutions and a formal reply will be forthcoming.

UNSM is currently planning workshops on physician recruitment for the spring, and one on connectivity in the fall.

Statements of Municipal Concern have been sent to the ministers responsible for housing, agriculture, deer, regional enterprise networks and regional planning.

Discussions are underway to establish joint provincial/municipal committees on roads, and housing. UNSM is participating in an agricultural land use committee under the Federation of Agriculture.

Other topics were identified through the resolutions process last year, and UNSM is monitoring a number of these. Work continues on the development of a memorandum of understanding with the Department of Seniors.

3. Cannabis Legalization

Description/Update

The Joint Municipal Provincial Committee on Cannabis met November 17, 2017 and another is being scheduled in early February.

In the meantime, the UNSM/AMA Municipal Cannabis Working Group has been meeting. Based on the work of the committee, the UNSM Board has sent letters to the Ministers of Justice and Municipal Affairs expressing concerns over funding and providing information about the potential impact on municipalities. In addition, the Committee Chair, Councillor Shawn Cleary, provided feedback on Health Canada's proposed regulatory regime for the cultivation and processing of cannabis, which will be federally regulated. These letters are available on the UNSM website, under the policy section.

4. Fire Services Review

Description/Update

The Board approved appointments to the NS Joint Municipal Fire Services Committee Phase I. Those appointed to represent UNSM are: Councillor Jennifer Daniels, District of West Hants, and Councillor Wayne Thorburne, Bridgewater. All committee members have now been appointed, and a meeting is being scheduled.

5. Accessibility Act

Description/Update

Municipalities will need to implement the requirements under the new Act. A Joint Provincial/Municipal Committee is being formed to assist municipalities in fulfilling their requirements under the Act. The UNSM Board appointed Councillor Laurie Cranton, County of Inverness, Mayor Jeff Cantwell, Town of Wolfville, and Councillor George MacDonald, CBRM, to the committee. The first meeting of the committee is scheduled for February 15, 2018.

6. Parental Accommodations Committee

The Parental Accommodations Committee held two teleconference sessions to receive feedback from UNSM members on their proposed recommendations. As well feedback was received through emails and letters. The Committee finalized their recommendations, which were presented to the UNSM Board January 26th, 2017. Based on the feedback received, the Committee finalized their recommendations and submitted them to the Minister of Municipal Affairs. These recommendations are being presented to the Department of Municipal Affairs in the next week or so, and will be shared with all municipalities at that time.

7. Asset Management

UNSM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. FCM recently confirmed approval of funding from its [Municipal Asset Management Program](#) (MAMP) to UNSM to provide basic training and skill development resources to Nova Scotia municipalities to support them in implementing sound asset management practices. UNSM held its first two MAMP-funded activities on November 7 (a 2-hour workshop on the role of staff in asset management planning) and November 8. Work is underway to produce an online course for elected officials around asset management, and the results of the pilot project on measuring linear assets are being compiled, to be shared with municipalities.

8. Upcoming Events

[FCM's Sustainable Communities Conference](#), Feb. 6-8, 2018 in Ottawa

MAYOR'S REPORT – FEBUARY 2018

January 29	Special Council Meeting.
January 31	Modernization of Municipal Government in Halifax.
February 1	CAO & I met with Warden & CAO of Annapolis County - meeting planned with Annapolis Royal, Annapolis County, Village of Lawrencetown and Town of Middleton in March re items of joint interest.
February 5	Committee of the Whole Meeting.
February 12	Town Council and senior staff met with Principal NSCC-AC regarding possible available space.

CORRESPONDENCE – FEBRUARY
(for February 20, 2018 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 2017-22 Strategic Plan, *Driving Export Revenue* from ***Tourism Nova Scotia***.
2. A letter and information from ***Too Far Too Fast Canada*** requesting the Town press federal and provincial representatives for answers on how they intend to address the health and safety gaps of the current framework and pass a motion that the Town is not willing to host a legal cannabis outlet.
3. An invitation from the ***District of Yarmouth*** to attend a meeting on February 27, 2018 regarding Doppler Radar and ways of improving forecasting.
4. A letter of complaint from ***Joan Taylor*** on snow being cleared from Gates Landing Irving onto the Queen Street sidewalk forcing seniors to walk on the street.

STRATEGIC PRIORITIES CHART

December 2017

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting with Mayor & Warden
2. **FIRE HALL:** Design & Location
3. **SERVICE LEVELS:** Staff Structure Review
4. **VIC OPERATIONS:** Operation Review
5. **PARKING LOTS:** Research & Notice to Owners
6. **ASSET MANAGEMENT:** Data Collection

TIMELINE

December
December
January
February
December
Spring 2018

NEXT

- TOWN OFFICE: Options
- GREEN SPACE / TRAILS: Plan due Oct 2018
- LONG TERM CAPITAL PLAN: Plan due Nov 2018
- RECREATION FACILITIES: Cost Recovery
- COMMUNITY POLICING OFFICER: Monitor RCMP complement
- ECONOMIC DEVELOPMENT STRATEGY: One Day Workshop
- STREETSCAPE: Replace Street Lights

ADVOCACY / PARTNERSHIPS

- *NSHA: Hospital Support*
- *NSHA: Doctor Recruitment*
- *NS Community College: Incubator*
- *NS Community College: Future Plans*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Rachel)

1. **COUNTY RELATIONS:** CAOs to set up agenda meeting
 2. **FIRE HALL:** Design & Location – December
 3. **SERVICE LEVELS:** Staff Structure Review – January
 4. **PARKING LOTS:** Research & Notice to Owners - December
- Bylaw Review: Target List - January
 - TOWN OFFICE: Options
 - COMM POLICING OFFICER: Monitor RCMP complement

RECREATION & COMMUNITY SERVICES (Jennifer)

1. **VIC OPERATIONS:** Operation Review - February
- GREEN SPACE / TRAILS: Plan – Oct
 - EC DEV STRATEGY: One-day workshop – Fall 2018

FINANCE (Marianne)

- LONG TERM CAPITAL PLAN – November
- RECREATION FACILITIES: Cost Recovery – March

PUBLIC WORKS (Kim)

1. **Asset Management: Data Collection** – Spring 2018
- STREETSCAPE: Replace Street Lights - January

PLANNING (Sharon)

- Municipal Plan review: draft reviewed by Council - Feb
- Records Mgmt. System - Implementation - Dec.

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies