



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, DECEMBER 1, 2014
7:00 P.M.**

AGENDA

- 14.12.01 APPROVAL OF THE AGENDA
- 14.12.02 PRESENTATIONS
 - .01 Service Recognition Awards
 - .02 Middleton Water Rate Study – Gerry Isenor & Blaine Rooney
- 14.12.03 APPROVAL OF THE MINUTES
- 14.12.04 NEW BUSINESS
 - .01 Committee of the Whole Recommendations
 - a. Audit Committee Terms of Reference
 - b. Request for MPS/LUB Amendment – Jamie Peppard
 - c. RFD 022-2014 – Documenting Accounting Policies and Procedures
 - d. RFD 024-2014 – Committee of the Whole Policy
 - e. RFD 025- 2014 – CAO Job Description
 - .02 Governance & District Boundary Review
 - .03 Provincial Municipal Fiscal Review
 - .04 RFD 026-2014 - New Building Canada Fund Grant Application
- 14.12.05 REPORTS
 - .01 Mayor
 - .02 Other Committee Reports
 - a. Police Advisory Board Meeting & Recommendation
 - b. REMO Advisory Committee
 - c. Valley Waste Resource Management
 - .03 Planning Services Report – October 2014
- 14.12.06 CORRESPONDENCE
- 14.12.07 ANYTHING BY MEMBERS
- 14.12.08 ADJOURNMENT

Middleton Water Utility
Water Rate Study

Prepared By
G. A. Isenor Consulting Limited
in Association with
Blaine S. Rooney Consulting Limited

19-Nov-14

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – PROPOSED RULES AND REGULATIONS

MIDDLETON WATER UTILITY NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 13/14 (actual) and 14/15 (estimated) as provided by the Utility.

Operating Revenues - The operating revenue for 15/16, 16/17 and 17/18 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – There is non-operating revenue projected during the test years based on the Utility's budget for interest and jobbing.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt, proposed new debt, capital out of revenue, and earnings which will be used to reduce the deficit.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 15/16, 16/17 and 17/18.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 14/15. The projected expenditures for the years for 15/16, 16/17 and 17/18 are taken from information provided by the Utility and are based on projected budgets or an increase from the previous year based on 3% for inflation.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 14/15, 15/16, 16/17, and 17/18. The depreciation fund balance for the year 13/14 is taken from the financials statements of the Utility and is based on:

Cash	\$ 361
Depn for 13/14	\$ 59,169
Payable at Mar 31/14	<u>-\$32,350</u>
Balance March 31, 2014	<u>\$27,180</u>

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. There is no projected growth in the number of customers.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility. There are no new customers projected in the test years..

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 15/16, 16/17 and 17/18.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet C-9

This worksheet is used to calculate bulk water rates.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

Middleton Water Utility
Comparative Statement of Operations
Fiscal Years ending March 31st

	2013/14 (Actual)	2014/15 (Estimated)	Projection Using Current Rates		
			2015/16 Budget	2016/17 Budget	2017/18 Budget
OPERATING REVENUES					
Flat Rate Sales	762	700	700	700	700
Metered Sales	417,738	431,369	420,000	420,000	420,000
Public Fire Protection	123,749	121,312	121,312	121,312	121,312
Sprinklers	3,350	3,050	3,050	3,050	3,050
Sales to Other Utilities/ Bulk Water Sales	4,022	6,000	0	0	0
Other Operating Revenue	5,284	5,750	5,750	5,750	5,750
Total	554,905	568,181	550,812	550,812	550,812
OPERATING EXPENDITURES					
Source of Supply	6,555	5,251	7,391	7,612	7,841
Power and Pumping	46,913	51,302	55,266	56,924	58,632
Water Treatment	27,327	31,343	28,893	29,760	34,153
Transmission and Distribution	120,652	136,107	145,662	146,882	151,289
Administration and General	265,910	219,736	226,328	233,118	240,111
Depreciation	59,169	66,853	72,982	74,947	76,861
Taxes	43,116	43,116	44,409	45,742	47,114
Total	569,642	553,708	580,932	594,985	616,000
OPERATING PROFIT (LOSS)	-14,737	14,473	-30,120	-44,173	-65,188
			0		
NON-OPERATING REVENUES					
Interest	0	200	200	200	200
Jobs and Contracts	0	200	200	200	200
Transfer from Depreciation Fund	0	0	0	0	0
Other	599	530	530	530	530
Total	599	930	930	930	930
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	24,300	4,300	4,300	4,300	4,300
Debt Charges - Interest	1,976	956	880	792	690
New Debt - Principal		0	0	0	0
New Debt - Interest		0	0	0	0
New Debt - Principal			0	0	0
New Debt - Interest			0	0	0
New Debt - Principal				0	0
New Debt - Interest				0	0
New Debt - Principal					0
New Debt - Interest					0
Interest on Short Term borrowings	0	0	0	0	0
Discount on Debenture Issue	0	0	0	0	0
Capital out of Revenue	17,449	5,000	0	5,000	5,000
Earnings	0			8,000	15,000
Total	43,725	10,256	5,180	18,092	24,990
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-57,863	5,147	-34,370	-61,335	-89,248
SURPLUS AT BEGINNING OF YEAR *	11,828	-46,035	-40,888	-75,258	-136,593
ACCUMULATED SURPLUS (DEFICIT)	-46,035	-40,888	-75,258	-136,593	-225,842

Middleton Water Utility Statement of Operating Expenditures and Revenue Requirements				
	2014/15 (Estimated)	2015/16 Budget	2016/17 Budget	2017/18 Budget
OPERATING EXPENDITURES				
Source of Supply	5,251	7,391	7,612	7,841
Power and Pumping	51,302	55,266	56,924	58,632
Water Treatment	31,343	28,893	29,760	34,153
Transmission and Distribution	136,107	145,662	146,882	151,289
Administration and General	219,736	226,328	233,118	240,111
Depreciation	66,853	72,982	74,947	76,861
Taxes	43,116	44,409	45,742	47,114
Total	553,708	580,932	594,985	616,000
NON OPERATING EXPENSES				
Debt Charges - Principal	4,300	4,300	4,300	4,300
Debt Charges - Interest	956	880	792	690
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal		0	0	0
New Debt - Interest		0	0	0
New Debt - Principal			0	0
New Debt - Interest			0	0
New Debt - Principal				0
New Debt - Interest				0
Interest on Short Term borrowings	0	0	0	0
Discount on Debenture Issue	0	0	0	0
Capital out of Revenue	5,000	0	5,000	5,000
Earnings	0	0	8,000	15,000
Total	10,256	5,180	18,092	24,990
LESS NON-OPERATING REVENUES				
Interest	200	200	200	200
Jobs and Contracts	200	200	200	200
Transfer from Depreciation Fund	0	0	0	0
Other	530	530	530	530
Total	930	930	930	930
LESS OTHER OPERATING REVENUE				
Sprinklers	3,050	3,050	3,050	3,050
Sales to Other Utilities	6,000	0	0	0
Other Operating Revenue	5,750	5,750	5,750	5,750
Total	14,800	8,800	8,800	8,800
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	548,234	576,382	603,347	631,260

Middleton Water Utility Statement of Operating Expenditures				
	2014/15 (Estimated)	2015/16 (Budget)	2016/17 (Budget)	2017/18 (Budget)
SOURCE OF SUPPLY				
Engineering		0	0	0
Operation Labour	4,366	4,497	4,632	4,771
Operation Supplies & Expenses	600	2,000	2,060	2,122
Maintenance of Wells and Springs	0	600	618	637
Other	285	294	302	311
TOTAL SOURCE OF SUPPLY	5,251	7,391	7,612	7,841
POWER AND PUMPING				
Operations and maintenance Labour	1,802	1,856	1,912	1,969
Power Purchased	40,000	41,200	42,436	43,709
Maintenance of Plant	7,000	7,210	7,426	7,649
Maintenance of Pumps	2,500	5,000	5,150	5,305
Other	0	0	0	0
TOTAL POWER AND PUMPING	51,302	55,266	56,924	58,632
WATER TREATMENT				
Operation and maintenance Labour	9,361	9,642	9,931	10,229
Chemical Additives	7,000	7,210	7,426	7,649
Power	1,751	1,804	1,858	1,913
Maintenance of Treatment Plant	231	238	245	252
Water Testing	13,000	10,000	10,300	14,109
Other	0	0	0	0
TOTAL WATER TREATMENT	31,343	28,893	29,760	34,153

Worksheet B-2a/2b/2c/2d/2e

TRANSMISSION AND DISTRIBUTION				
Operation Labour	75,220	77,477	79,801	82,195
Supplies and Expenses	0	0	0	0
Maintenance - Reservoirs	1,800	2,000	2,060	2,122
Maintenance of Mains	15,000	19,007	19,577	20,165
Maintenance of Hydrants	4,093	1,093	1,126	1,160
Maintenance of Services	5,000	5,150	5,305	5,464
Maintenance of Meters	3,503	5,000	2,000	2,060
Transportation	21,174	21,809	22,463	23,137
Shop Training and Safety Equipment	9,962	10,261	10,569	10,886
Insurance	355	366	377	388
Leak Detection Survey	0	3,500	3,605	3,713
Other	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	136,107	145,662	146,882	151,289
ADMINISTRATION AND GENERAL				
Meter Reading Salaries	2,072	2,134	2,198	2,264
Bill/Accounting Supplies	1,800	1,854	1,910	1,967
Collection Costs	50	52	53	55
Uncollectable Accounts	2,000	2,060	2,122	2,185
Office equipment	35,841	36,916	38,024	39,164
Salaries Executive Office	24,730	25,472	26,236	27,023
Office Staff Salaries	74,061	76,283	78,571	80,928
Salaries Others	55,687	57,358	59,078	60,851
Rents	10,727	11,049	11,380	11,722
Audit	4,600	4,738	4,880	5,027
Regulatory Expense	1,600	1,648	1,697	1,748
Liability and WCB insurance	6,568	6,765	6,968	7,177
Other	0	0	0	0
TOTAL ADMINISTRATION AND GENERAL	219,736	226,328	233,118	240,111

19-Nov-14

Middleton Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2014/15					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation Rate in 2013/14		59,169
LAND AND LAND RIGHTS					
Land and Land Rights	0				0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures Flood Study	0		0	0.02	0
Power and Pumping Structures	0		0	0.04	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.02	0
Water Treatment Plant			0		0
Well Head Repairs	46,000	0	46,000	0.05	2,300
Other - Mechanical Assessment of System	20,000		20,000	0.067	1,340
Equipment			0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Computer Equipment	5,000		5,000	0.133	665
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
Software / Scada system	0		0	0.1333	0
Control and Monitoring equipment	0		0		0
Digital Mapping	0	0	0	0	0
Other	0	0	0	0.1	0
Mains			0		0
Transmission	0	0	0	0.0133	0
Distribution	0	0	0	0.0133	0
Meters	0	0	0	0.05	0
Hydrants	3,700	0	3,700	0.0133	49
Sprinkler Connections		0	0		0
Services	0	0	0	0.02	0
Other - Water Rate Study	10,000	0	10,000	0.333	3,330
TOTAL	84,700	0	84,700	1	7,684
Source of Funding					
			Depreciation Fund Balance beginning of year		27,180
Outside Funding	0		Interest on Fund balance		340
Depreciation fund	79,700		Fund balance before expenditures		27,520
Long Term Debt	0		Depreciaion Fund Payment		-79,700
Capital out of revenue	5,000		Contribution during the year		66,853
TOTAL	84,700		Balance after expenditures		14,673

Middleton Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2015/16					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
LAND AND LAND RIGHTS					
Land and Land Rights	0		0		0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures	0		0	0.01333	0
Power and Pumping Structures	12,000		12,000	0.04	480
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	150,000	150,000	0	0.02	3,000
Water Treatment Plant	0		0		0
Wells	0		0	0.1	0
Other	0		0		0
Equipment	0	0	0	0	0
Electrical Pumping	15,000	0	15,000	0.04	600
Purification Equipment	0		0	0.133	0
Office Furniture and Computer Equipment	5,000	0	5,000	0.1	500
Transportation Equipment	0		0	0.1	0
Tools and Work Equipment	0		0		0
Software / computers	0	0	0	0	0
Control and Monitoring equipment	0	0	0	0.1	0
Digital Mapping	0		0	0.333	0
Other	0	0	0	0.0133	0
Mains					
Transmission	0	0	0	0.0133	0
Distribution	0	0	0	0.0133	0
Meters	30,000	0	30,000	0.05	1,500
Hydrants	3,700	0	3,700	0.0133	49
Sprinkler Connections		0	0		0
Services	0	0	0	0.02	0
Other	0	0	0	0.333	0
TOTAL	215,700	150,000	65,700	1	6,129
Source of Funding					
			Depreciation Fund Balance beginning of year		14,673
Outside Funding	150,000		Interest on Fund balance		183
Depreciation fund	65,700		Fund balance before expenditures		14,856
Long Term Debt	0		Depreciaion Fund Payment		-65,700
Capital out of revenue	0		Contribution during the year		72,982
TOTAL	215,700		Balance after expenditures		22,139

Middleton Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2016/17					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
LAND AND LAND RIGHTS					
Land and Land Rights	0	0	0	0	0
STRUCTURES AND IMPROVEMENTS		0			0
Source of Supply Structures Flood Study	0	0	0	0.01333	0
Power and Pumping Structures	0	0	0	0.02	0
Purification	0	0	0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.0133	0
Water Treatment Plant	0	0	0	0.02	0
Test Well	0	0	0	0.04	0
Other	0	0	0	0.05	0
Equipment			0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Computer Equipment	5,000	0	5,000	0.133	665
Transportation Equipment		0	0	0	0
Tools and Work Equipment	0	0	0	0.1	0
Software / computers	0	0	0	0.1	0
Control and Monitoring equipment		0	0	0	0
Digital Mapping	0	0	0	0	0
Other	0	0	0	0.02	0
Mains			0		0
Transmission	0	0	0	0.01333	0
Distribution	25,000	0	25,000	0.05	1,250
Meters	0	0	0	0.05	0
Hydrants	3,700	0	3,700	0.01333	49
Sprinkler Connections	0	0	0		0
Services	0	0	0	0.02	0
Other	0	0	0	0.02	0
TOTAL	33,700	0	33,700		1,964
Source of Funding					
Outside Funding	0	Depreciation Fund Balance beginning of year		22,139	
Depreciation fund	28,700	Interest on Fund balance		277	
Long Term Debt	0	Fund balance before expenditures		22,416	
Capital out of revenue	5,000	Depreciaion Fund Payment		-28,700	
TOTAL	33,700	Contribution during the year		74,947	
		Balance after expenditures		68,662	

Middleton Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2017/18					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
LAND AND LAND RIGHTS					
Land and Land Rights	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures Flood Study	0		0	0.01333	0
Power and Pumping Structures			0		0
Purification			0	0.05	0
Distribution Reservoirs and Standpipes	60,000	0	60,000	0.02	1,200
Water Treatment Plant	0		0	0.02	0
Test Well	0	0	0	0.04	0
Other			0		0
Equipment			0		0
Electrical Pumping		0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Computer Equipment	5,000		5,000	0.133	665
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
Software / computers	0		0	0.2	0
Control and Monitoring equipment			0		0
Digital Mapping		0	0	0.05	0
Other			0		0
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	0		0	0.0133	0
Meters	0		0	0.05	0
Hydrants	3,700		3,700	0.0133	49
Sprinkler Connections	0		0		0
Services	0	0	0	0.02	0
Other					0
TOTAL	68,700	0	68,700	1	1,914
Source of Funding					
Outside Funding	0	Depreciation Fund Balance beginning of year		68,662	
Depreciation fund	63,700	Interest on Fund balance		858	
Long Term Debt	0	Fund balance before expenditures		69,521	
Capital out of revenue	5,000	Depreciaion Fund Payment		-63,700	
TOTAL	68,700	Contribution during the year		76,861	
		Balance after expenditures		82,681	

Middleton Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2014/15			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Land and Land Rights	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.02	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.02	0
Water Treatment Plant	0	0.00	0
Test Well	0	0.05	0
Other	0	0.07	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.13	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
Software / Scada system	0	0.13	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.00	0
Other	0	0.10	0
Mains	0	0.00	0
Transmission	0	0.01	0
Distribution	0	0.01	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.33	0
TOTAL	0		0

Middleton Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2015/16			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS		0.00	0
Land and Land Rights	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.01	0
Source of Supply Structures Flood Study	0	0.04	0
Power and Pumping Structures	0	0.05	0
Purification	0	0.02	0
Distribution Reservoirs and Standpipes	150,000	0.02	3,000
Water Treatment Plant	0	0.02	0
Wells	0	0.10	0
Other	0	0.00	0
Equipment	0	0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.13	0
Office Furniture and Equipment	0	0.1000	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.00	0
Software / computers	0	0.00	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.10	0
Other	0	0.33	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.050	0
Hydrants	0	0.0133	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	150,000		3,000

Middleton Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2016/17			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Land and Land Rights	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.01	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.0133	0
Water Treatment Plant	0	0.02	0
Test Well	0	0.04	0
Other	0	0.05	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.13	0
Transportation Equipment	0	0.00	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.10	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.00	0
Other	0	0.02	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.05	0
Hydrants	0	0.05	0
Sprinkler Connections	0	0.01	0
Services	0	0.00	0
Other	0	0.02	0
TOTAL	0		0

Middleton Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2017/18			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Land and Land Rights	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.01	0
Power and Pumping Structures	0	0.00	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.02	0
Water Treatment Plant	0	0.02	0
Test Well	0	0.04	0
Other	0	0.00	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.13	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
Software / Scada system	0	0.20	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.05	0
Other	0	0.00	0
Mains	0	0.00	0
Transmission	0	0.01	0
Distribution	0	0.01	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	0		0

Middleton Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2014/15

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	4,025		4,025	100.0%	4,025	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Land and Land Rights	184,211	-	184,211	90.0%	165,790	10.0%	18,421
STRUCTURES AND IMPROVEMENTS		-	-		0		0
Source of Supply Structures	37,031	-	37,031	90.0%	33,327	10.0%	3,703
Power and Pumping Structures	189,477	-	189,477	90.0%	170,530	10.0%	18,948
Purification	200,424	-	200,424	90.0%	180,382	10.0%	20,042
Distribution Reservoirs and Standpipes	309,465	-	309,465	40.0%	123,786	60.0%	185,679
Water Treatment Plant		-	-	90.0%	0	10.0%	0
Wells	448,549	46,000	494,549	90.0%	445,094	10.0%	49,455
Other - Mechanical Assessment of System		20,000	20,000	90.0%	18,000	10.0%	2,000
Equipment		-	-		0		0
Electrical Pumping	128,040	-	128,040	90.0%	115,236	10.0%	12,804
Purification Equipment	76,603	-	76,603	90.0%	68,943	10.0%	7,660
Office Furniture and Computer Equipment	46,472	5,000	51,472	90.0%	46,325	10.0%	5,147
Transportation Equipment	41,466	-	41,466	90.0%	37,319	10.0%	4,147
Tools and Work Equipment	20,668	-	20,668	40.0%	8,267	60.0%	12,401
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	-	-	90.0%	0	10.0%	0
Other	-	-	-	90.0%	0	10.0%	0
Mains		-	-		0		0
Transmission	319,141	-	319,141	40.0%	127,656	60.0%	191,485
Distribution	1,319,748	-	1,319,748	40.0%	527,899	60.0%	791,849
Meters	98,284	-	98,284	100.0%	98,284	0.0%	0
Hydrants	121,667	3,700	125,367	0.0%	0	100.0%	125,367
		-	-	0.0%	0	100.0%	0
Services	173,419	-	173,419	100.0%	173,419	0.0%	0
Other	-	10,000	10,000	90.0%	9,000	10.0%	1,000
TOTAL	3,718,690	84,700	3,803,390	61.9%	2,353,282	38.1%	1,450,108

Middleton Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2015/16

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	4,025		4,025	100.0%	4,025	0.0%	0
Tangible Plant	-	-	-				
LAND AND LAND RIGHTS	-	-	-				
Land and Land Rights	184,211	-	184,211	90.0%	165,790	10.0%	18,421
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures Flood Study	37,031	-	37,031	90.0%	33,327	10.0%	3,703
Power and Pumping Structures	189,477	12,000	201,477	90.0%	181,330	10.0%	20,148
Purification	200,424	-	200,424	90.0%	180,382	10.0%	20,042
Distribution Reservoirs and Standpipes	309,465	150,000	459,465	40.0%	183,786	60.0%	275,679
Water Treatment Plant	-	-	-	90.0%	0	10.0%	0
Wells	494,549	-	494,549	90.0%	445,094	10.0%	49,455
Source of supply intake	20,000	-	20,000	90.0%	18,000	10.0%	2,000
Equipment	-	-	-		0		0
Electrical Pumping	128,040	15,000	143,040	90.0%	128,736	10.0%	14,304
Purification Equipment	76,603	-	76,603	90.0%	68,943	10.0%	7,660
Office Furniture and Computer Equipment	51,472	5,000	56,472	90.0%	50,825	10.0%	5,647
Transportation Equipment	41,466	-	41,466	90.0%	37,319	10.0%	4,147
Tools and Work Equipment	20,668	-	20,668	90.0%	18,602	10.0%	2,067
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	-	-	90.0%	0	10.0%	0
Other	-	-	-	90.0%	0	10.0%	0
Mains	-	-	-		0		0
Transmission	319,141	-	319,141	40.0%	127,656	60.0%	191,485
Distribution	1,319,748	-	1,319,748	40.0%	527,899	60.0%	791,849
Meters	98,284	30,000	128,284	100.0%	128,284	0.0%	0
Hydrants	125,367	3,700	129,067	0.0%	0	100.0%	129,067
Sprinkler Connections	-	-	-	0.0%	0	100.0%	0
Services	173,419	-	173,419	100.0%	173,419	0.0%	0
Other	10,000	-	10,000	90.0%	9,000	10.0%	1,000
TOTAL	3,803,390	215,700	4,019,090	61.8%	2,482,417	38.2%	1,536,674

Middleton Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2016/17

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	4,025		4,025	100.0%	4,025	0.0%	0
Tangible Plant	-		-				
LAND AND LAND RIGHTS	-		-				
Land and Land Rights	184,211	0	184,211	90.0%	165,790	10.0%	18,421
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures Flood Study	37,031	0	37,031	90.0%	33,327	10.0%	3,703
Power and Pumping Structures	201,477	0	201,477	90.0%	181,330	10.0%	20,148
Purification	200,424	0	200,424	90.0%	180,382	10.0%	20,042
Distribution Reservoirs and Standpipes	459,465	0	459,465	40.0%	183,786	60.0%	275,679
Water Treatment Plant	-	0	-	90.0%	0	10.0%	0
Test Well	494,549	0	494,549	90.0%	445,094	10.0%	49,455
Other	20,000	0	20,000	90.0%	18,000	10.0%	2,000
Equipment	-	0	-		0		0
Electrical Pumping	143,040	0	143,040	90.0%	128,736	10.0%	14,304
Purification Equipment	76,603	0	76,603	90.0%	68,943	10.0%	7,660
Office Furniture and Computer Equipment	56,472	5,000	61,472	90.0%	55,325	10.0%	6,147
Transportation Equipment	41,466	0	41,466	90.0%	37,319	10.0%	4,147
Tools and Work Equipment	20,668	0	20,668	90.0%	18,602	10.0%	2,067
Software / computers	-	0	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	-	0	-	90.0%	0	10.0%	0
Other	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	319,141	0	319,141	40.0%	127,656	60.0%	191,485
Distribution	1,319,748	25,000	1,344,748	40.0%	537,899	60.0%	806,849
Meters	128,284	0	128,284	100.0%	128,284	0.0%	0
Hydrants	129,067	3,700	132,767	0.0%	0	100.0%	132,767
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	173,419	0	173,419	100.0%	173,419	0.0%	0
Other	10,000	0	10,000	90.0%	9,000	10.0%	1,000
TOTAL	4,019,090	33,700	4,052,790	61.6%	2,496,917	38.4%	1,555,874

Middleton Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2017/18

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	4,025		4,025	100.0%	4,025	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Land and Land Rights	184,211	0	184,211	90.0%	165,790	10.0%	18,421
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures Flood Study	37,031	0	37,031	90.0%	33,327	10.0%	3,703
Power and Pumping Structures	201,477	0	201,477	90.0%	181,330	10.0%	20,148
Purification	200,424	0	200,424	90.0%	180,382	10.0%	20,042
Distribution Reservoirs and Standpipes	459,465	60,000	519,465	40.0%	207,786	60.0%	311,679
Water Treatment Plant	-	0	-	90.0%	0	10.0%	0
Test Well	494,549	0	494,549	90.0%	445,094	10.0%	49,455
Other	20,000	0	20,000	90.0%	18,000	10.0%	2,000
Equipment	-	0	-				
Electrical Pumping	143,040	0	143,040	90.0%	128,736	10.0%	14,304
Purification Equipment	76,603	0	76,603	90.0%	68,943	10.0%	7,660
Office Furniture and Computer Equipment	61,472	5,000	66,472	90.0%	59,825	10.0%	6,647
Transportation Equipment	41,466	0	41,466	90.0%	37,319	10.0%	4,147
Tools and Work Equipment	20,668	0	20,668	90.0%	18,602	10.0%	2,067
Software / computers	-	0	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	-	0	-	90.0%	0	10.0%	0
Other	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	319,141	0	319,141	40.0%	127,656	60.0%	191,485
Distribution	1,344,748	0	1,344,748	40.0%	537,899	60.0%	806,849
Meters	128,284	0	128,284	100.0%	128,284	0.0%	0
Hydrants	132,767	3,700	136,467	0.0%	0	100.0%	136,467
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	173,419	0	173,419	100.0%	173,419	0.0%	0
Other	10,000	0	10,000	90.0%	9,000	10.0%	1,000
TOTAL	4,052,790	68,700	4,121,490	61.3%	2,525,417	38.7%	1,596,074

Middleton Water Utility
Allocation of Fire Protection Charges
Projected Expenses for 2015/16

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	7,391	10.0%	739
Power and Pumping	55,266	10.0%	5,527
Water Treatment	28,893	10.0%	2,889
Transmission and Distribution	145,662	38.2%	55,693
Adminstration and General	226,328	10.0%	22,633
Depreciation	72,982	38.2%	27,904
Taxes	44,409	38.2%	16,980
Return on Rate Base	(4,550)	38.2%	-1,740
Total	576,382	22.7%	130,625

Middleton Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2016/17

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	7,612	10.0%	761
Power and Pumping	56,924	10.0%	5,692
Water Treatment	29,760	10.0%	2,976
Transmission and Distribution	146,882	38.4%	56,388
Adminstration and General	233,118	10.0%	23,312
Depreciation	74,947	38.4%	28,772
Taxes	45,742	38.4%	17,560
Return on Rate Base	8,362	38.4%	3,210
Total	603,347	23.0%	138,673

Middleton Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2017/18

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	7,841	10.0%	784
Power and Pumping	58,632	10.0%	5,863
Water Treatment	34,153	10.0%	3,415
Transmission and Distribution	151,289	38.7%	58,588
Adminstration and General	240,111	10.0%	24,011
Depreciation	76,861	38.7%	29,765
Taxes	47,114	38.7%	18,245
Return on Rate Base	15,260	38.7%	5,910
Total	631,260	23.2%	146,581

Middleton Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2014/15	2015/16	2016/17	2017/18
	(Estimate)	(Estimate)	(Estimate)	(Estimate)
RATE BASE				
Utility plant in Service March 31st	3,803,390	4,019,090	4,052,790	4,121,490
Less Accumulated Depreciaton on actual cost of plant in service (Estimated)	(1,267,132)	(1,340,115)	(1,415,061)	(1,491,922)
Less unamortized amount of capital contribution for plant in service	-	147,000	144,000	141,000
Estimated Rate Base at Year End	2,536,258	2,825,976	2,781,729	2,770,568
REQUIRED RETURN				
Non-operating Expenditures (B-2)	10,256	5,180	18,092	24,990
Less Non-operating Revenue	(930)	(930)	(930)	(930)
Less Other Non-operating Revenue (B-2)	(14,800)	(8,800)	(8,800)	(8,800)
Return on Rate Base	(5,474)	(4,550)	8,362	15,260
Required Rate of Return (Req'd Return/Est Rate Base)	-0.22%	-0.16%	0.30%	0.55%

Middleton Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2015/16

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge			
				Customer	Base	Delivery	Production		
Source of Supply	7,391	739	6,651					100%	6,651
Power and Pumping	55,266	5,527	49,739					100%	49,739
Water Treatment	28,893	2,889	26,004					100%	26,004
Transmission and Distribution	145,662	55,693	89,969		0%	0	100%	89,969	
Administration and General	226,328	22,633	203,695	10%	20,370	90%	183,326	0%	0
Depreciation	72,982	27,904	45,078		100%	45,078			
Taxes	44,409	16,980	27,430		100%	27,430			
Return on Rate Base	-4,550	-1,740	-2,810		40%	-1,124	30%	-843	30%
SUBTOTAL	576,382	130,625	445,757		20,370		254,709	89,126	81,552
TOTAL	576,382	130,625	445,757		20,370		254,709	89,126	81,552

Middleton Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2016/17

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge			
				Customer	Base	Delivery	Production		
Source of Supply	7,612	761	6,851					100%	6,851
Power and Pumping	56,924	5,692	51,232					100%	51,232
Water Treatment	29,760	2,976	26,784					100%	26,784
Transmission and Distribution	146,882	56,388	90,494		0%	0	100%	90,494	
Administration and General	233,118	23,312	209,806	10%	20,981	90%	188,826	0%	0
Depreciation	74,947	28,772	46,175		100%	46,175			
Taxes	45,742	17,560	28,181		100%	28,181			
Return on Rate Base	8,362	3,210	5,152		40%	2,061	30%	1,546	30%
SUBTOTAL	603,347	138,673	464,675		20,981		265,242	92,039	86,412
TOTAL	603,347	138,673	464,675		20,981		265,242	92,039	86,412

Middleton Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2017/18

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge		Commodity Charge			
				Customer	Base	Delivery	Production		
Source of Supply	7,841	784	7,057					100%	7,057
Power and Pumping	58,632	5,863	52,769					100%	52,769
Water Treatment	34,153	3,415	30,738					100%	30,738
Transmission and Distribution	151,289	58,588	92,701		0%	0	100%	92,701	
Administration and General	240,111	24,011	216,100	10%	21,610	90%	194,490	0%	0
Depreciation	76,861	29,765	47,096		100%	47,096			
Taxes	47,114	18,245	28,869		100%	28,869			
Return on Rate Base	15,260	5,910	9,350		40%	3,740	30%	2,805	30%
SUBTOTAL	631,260	146,581	484,680		21,610		274,195	95,506	93,368
TOTAL	631,260	146,581	484,680		21,610		274,195	95,506	93,368

Worksheet C-4

19-Nov-14

**Middleton Water Utility
Service Connections and Equivalents
2014/15**

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	735	1	735
3/4"	4	1.5	6
1"	33	2.5	83
1.5"	5	5	25
2"	7	8	56
3"	2	16	32
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	792		943

**Middleton Water Utility
Service Connections and Equivalents
2015/16**

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	735	1	735
3/4"	4	1.5	6
1"	33	2.5	83
1.5"	5	5	25
2"	7	8	56
3"	2	16	32
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	792		943

Middleton Water Utility
Service Connections and Equivalents
2016/17

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	735	1	735
3/4"	4	1.5	6
1"	33	2.5	83
1.5"	5	5	25
2"	7	8	56
3"	2	16	32
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	792		943

Middleton Water Utility
Service Connections and Equivalents
2017/18

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	6	1	6
5/8"	735	1	735
3/4"	4	1.5	6
1"	33	2.5	83
1.5"	5	5	25
2"	7	8	56
3"	2	16	32
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	792		943

Worksheet C-5

19-Nov-14

**Middleton Water Utility
Service Connections and Equivalents
2015/16**

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	270.25	25.72	295.97	73.99
5/8"	1	270.25	25.72	295.97	73.99
3/4"	1.5	405.37	25.72	431.09	107.77
1"	2.5	675.62	25.72	701.34	175.34
1.5"	5	1,351.24	25.72	1,376.96	344.24
2"	8	2,161.99	25.72	2,187.71	546.93
3"	16	4,323.98	25.72	4,349.70	1,087.42
4"	25	6,756.22	25.72	6,781.94	1,695.48
6"	50	13,512.44	25.72	13,538.16	3,384.54
8"	90	24,322.39	25.72	24,348.11	6,087.03
TOTAL					

**Middleton Water Utility
Service Connections and Equivalents
2016/17**

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	281.42	26.49	307.91	76.98
5/8"	1	281.42	26.49	307.91	76.98
3/4"	1.5	422.14	26.49	448.63	112.16
1"	2.5	703.56	26.49	730.05	182.51
1.5"	5	1,407.12	26.49	1,433.61	358.40
2"	8	2,251.39	26.49	2,277.88	569.47
3"	16	4,502.79	26.49	4,529.28	1,132.32
4"	25	7,035.60	26.49	7,062.09	1,765.52
6"	50	14,071.20	26.49	14,097.70	3,524.42
8"	90	25,328.17	26.49	25,354.66	6,338.66
TOTAL					

**Middleton Water Utility
Service Connections and Equivalents
2017/18**

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	290.92	27.29	318.21	79.55
5/8"	1	290.92	27.29	318.21	79.55
3/4"	1.5	436.39	27.29	463.67	115.92
1"	2.5	727.31	27.29	754.59	188.65
1.5"	5	1,454.62	27.29	1,481.90	370.48
2"	8	2,327.39	27.29	2,354.67	588.67
3"	16	4,654.77	27.29	4,682.06	1,170.52
4"	25	7,273.09	27.29	7,300.37	1,825.09
6"	50	14,546.17	27.29	14,573.46	3,643.36
8"	90	26,183.11	27.29	26,210.39	6,552.60
TOTAL			27		

Worksheet C-6

19-Nov-14

Middleton Water Utility Water Consumption by Block		
Meter Size	2014/15 Current Consumption	2015/16 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	1632	1,632
5/8"	137,258	135,227
3/4"	606	606
1"	32,428	32,428
1.5"	4,118	4,118
2"	30,542	30,542
3"	3,961	3,961
4"	0	0
6"	-	0
8"	0	0
TOTAL	210,545	208,514

Middleton Water Utility Water Consumption by Block		
Meter Size	2016/17 Current Consumption	2017/18 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	1,632	1,632
5/8"	133,225	131,253
3/4"	606	606
1"	32,428	32,428
1.5"	4,118	4,118
2"	30,542	30,542
3"	3,961	3,961
4"	0	0
6"	0	0
8"	0	0
TOTAL	206,512	204,540

Worksheet C-7

19-Nov-14

Middleton Water Utility Calculation of Consumption Charge 2015/16	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.39
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.43
TOTAL CONSUMPTION CHARGE PER 1000 imp Gallons	0.82

Middleton Water Utility Calculation of Consumption Charge 2016/17	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.42
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.45
TOTAL CONSUMPTION CHARGE PER 1000 imp Gallons	0.86

Middleton Water Utility Calculation of Consumption Charge 2017/18	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.46
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.47
TOTAL CONSUMPTION CHARGE PER 1000 imp Gallons	0.92

Worksheet C-8

19-Nov-14

Middleton Water Utility
Water Consumption by Block
2015/16

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	6	295.97	1,776
5/8"	735	295.97	217,536
3/4"	4	431.09	1,724
1"	33	701.34	23,144
1.5"	5	1,376.96	6,885
2"	7	2,187.71	15,314
3"	2	4,349.70	8,699
4"	0	6,781.94	0
6"	0	13,538.16	0
8"	0	24,348.11	0

TOTAL BASE REVENUE 275,079

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ cubic metre</u>	
1st Block	208,514	0.82	170,678

TOTAL CONSUMPTION REVENUE 170,678

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 445,757

Middleton Water Utility
Water Consumption by Block
2016/17

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	6	307.91	1,847
5/8"	735	307.91	226,317
3/4"	4	448.63	1,795
1"	33	730.05	24,092
1.5"	5	1,433.61	7,168
2"	7	2,277.88	15,945
3"	2	4,529.28	9,059
4"	0	7,062.09	0
6"	0	14,097.70	0
8"	0	25,354.66	0

TOTAL BASE REVENUE 286,223

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ cubic metre</u>	
1st Block	206,512	0.86	178,452

TOTAL CONSUMPTION REVENUE 178,452

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 464,675

Middleton Water Utility				
Water Consumption by Block				
2017/18				
BASE CHARGE				
Meter Size	Number	Base Rate	Dollar Revenue	
Unmetered	6	318.21	1,909	
5/8"	735	318.21	233,883	
3/4"	4	463.67	1,855	
1"	33	754.59	24,902	
1.5"	5	1,481.90	7,410	
2"	7	2,354.67	16,483	
3"	2	4,682.06	9,364	
4"	0	7,300.37	0	
6"	0	14,573.46	0	
8"	0	26,210.39	0	
TOTAL BASE REVENUE			295,805	
CONSUMPTION CHARGE				
	Quantity	\$/ cubic metre		
1st Block	204,540	0.92	188,874	
TOTAL CONSUMPTION REVENUE			188,874	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			484,680	

Worksheet C-9

19-Nov-14

Middleton Water Utility Calculation of Bulk Water Rate Years Ending March 31st			
	2015/16	2016/17	2017/18
Cost Base			
Total Operating Expenses (Worksheet B-2)	580,932	594,985	616,000
Total Non Operating Expenses (Worksheet B-2)	5,180	18,092	24,990
Total Expenses	586,112	613,077	640,990
Water Consumption in Cubic Meters	208,514	206,512	204,540
Unit Calculations			
Unit cost per cubic metre	2.81	2.97	3.13
Operating cost and profit mark-up	30%	30%	30%
Bulk rate per cubic metre	3.65	3.86	4.07

Middleton Water Utility
Comparison of Current Water Rates with Proposed New Rates
2015/16

Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered								120.75	129.65	7.4%
5/8"	46	69.48	73.99	6.5%	34.50	37.65	9.1%	103.98	111.64	7.4%
3/4"	38	101.49	107.77	6.2%	28.41	31.00	9.1%	129.90	138.78	6.8%
1"	246	165.52	175.34	5.9%	184.25	201.09	9.1%	349.77	376.42	7.6%
1.5"	206	325.58	344.24	5.7%	154.43	168.54	9.1%	480.01	512.78	6.8%
2"	1,091	517.67	546.93	5.7%	818.09	892.86	9.1%	1,335.76	1,439.79	7.8%
3"	495	1,029.88	1,087.42	5.6%	371.34	405.28	9.1%	1,401.22	1,492.71	6.5%
4"	-	1,606.13	1,695.48		-	-	0.0%	1,606.13	1,695.48	0.0%
6"	-	5,767.90	3,384.54		-	-	0.0%	-	-	0.0%

Middleton Water Utility
Comparison of Current Water Rates with Proposed New Rates
2016/17

Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered								129.65	135.74	4.7%
5/8"	45	73.99	76.98	4.0%	37.65	39.16	4.0%	111.64	116.14	4.0%
3/4"	38	107.77	112.16	4.1%	31.00	32.73	0.0%	138.78	144.89	4.4%
1"	246	175.34	182.51	4.1%	201.09	212.29	5.6%	376.42	394.80	4.9%
1.5"	206	344.24	358.40	4.1%	168.54	177.92	5.6%	512.78	536.33	4.6%
2"	1,091	546.93	569.47	4.1%	892.86	942.57	5.6%	1,439.79	1,512.04	5.0%
3"	495	1,087.42	1,132.32	4.1%	405.28	427.85	0.0%	1,492.71	1,560.17	4.5%
4"	-	1,695.48	1,765.52							
6"	-	3,384.54	3,524.42							

Middleton Water Utility
Comparison of Current Water Rates with Proposed New Rates
2017/18

Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed	
								135.74	142.34	4.9%
5/8"	45	76.98	79.55	3.3%	39.16	41.22	5.3%	116.14	120.78	4.0%
3/4"	38	112.16	115.92	3.4%	32.73	34.97	6.9%	144.89	150.89	4.1%
1"	246	182.51	188.65	3.4%	212.29	226.85	6.9%	394.80	415.50	5.2%
1.5"	206	358.40	370.48	3.4%	177.92	190.13	6.9%	536.33	560.61	4.5%
2"	1,091	569.47	588.67	3.4%	942.57	1,007.24	6.9%	1,512.04	1,595.91	5.5%
3"	495	1,132.32	1,170.52	3.4%	427.85	457.20	6.9%	1,560.17	1,627.72	4.3%
4"		1,765.52	1,825.09							
6"		3,524.42	3,643.36							

Middleton Water Utility
Comparative Statement of Operations
 Fiscal Years ending March 31st

	2014/15 Year	Projection Using Proposed Rates		
		2015/16 Test Yr 1	2016/17 Test Yr 2	2017/18 Test Yr 3
OPERATING REVENUES				
Metered Sales	432,069	445,757	464,675	484,680
Public Fire Protection	121,312	130,625	138,673	146,581
Total	553,381	576,382	603,347	631,260
OPERATING EXPENDITURES				
Source of Supply	5,251	7,391	7,612	7,841
Power and Pumping	51,302	55,266	56,924	58,632
Water Treatment	31,343	28,893	29,760	34,153
Transmission and Distribution	136,107	145,662	146,882	151,289
Administration and General	219,736	226,328	233,118	240,111
Depreciation	66,853	72,982	74,947	76,861
Taxes	43,116	44,409	45,742	47,114
Total	553,708	580,932	594,985	616,000
OPERATING PROFIT (LOSS)				
LESS NON-OPERATING REVENUES				
Interest	200	200	200	200
Jobs and Contracts	200	200	200	200
Transfer from Depreciation Fund	0	0	0	0
Other	530	530	530	530
Total	930	930	930	930
OTHER OPERATING REVENUES				
Sundry	3,050	3,050	3,050	3,050
Sprinkler Service	6,000	0	0	0
Bulk water Sales	5,750	5,750	5,750	5,750
Total	14,800	8,800	8,800	8,800
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	4,300	4,300	4,300	4,300
Debt Charges - Interest	956	880	792	690
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal		0	0	0
New Debt - Interest		0	0	0
New Debt - Principal			0	0
New Debt - Interest			0	0
New Debt - Principal				0
New Debt - Interest				0
Interest on Short Term borrowings	0	0	0	0
Discount on Debenture Issue	0	0	0	0
Capital out of Revenue	5,000	0	5,000	5,000
Earnings	0	0	8,000	15,000
Total	10,256	5,180	18,092	24,990
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	5,147	0	0	0

Middleton Water Utility
Comparative Statement of Operations
 Fiscal Years ending March 31st

	2014/15 Year	Projection Using Proposed Rates		
		2015/16 Test Yr 1	2016/17 Test Yr 2	2017/18 Test Yr 3
OPERATING REVENUES				
Metered Sales	432,069	445,757	464,675	484,680
Public Fire Protection	121,312	130,625	138,673	146,581
Total	553,381	576,382	603,347	631,260
OPERATING EXPENDITURES				
Source of Supply	5,251	7,391	7,612	7,841
Power and Pumping	51,302	55,266	56,924	58,632
Water Treatment	31,343	28,893	29,760	34,153
Transmission and Distribution	136,107	145,662	146,882	151,289
Administration and General	219,736	226,328	233,118	240,111
Depreciation	66,853	72,982	74,947	76,861
Taxes	43,116	44,409	45,742	47,114
Total	553,708	580,932	594,985	616,000
OPERATING PROFIT (LOSS)				
LESS NON-OPERATING REVENUES				
Interest	200	200	200	200
Jobs and Contracts	200	200	200	200
Transfer from Depreciation Fund	0	0	0	0
Other	530	530	530	530
Total	930	930	930	930
OTHER OPERATING REVENUES				
Sundry	3,050	3,050	3,050	3,050
Sprinkler Service	6,000	0	0	0
Bulk water Sales	5,750	5,750	5,750	5,750
Total	14,800	8,800	8,800	8,800
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	4,300	4,300	4,300	4,300
Debt Charges - Interest	956	880	792	690
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal		0	0	0
New Debt - Interest		0	0	0
New Debt - Principal			0	0
New Debt - Interest			0	0
New Debt - Principal				0
New Debt - Interest				0
Interest on Short Term borrowings	0	0	0	0
Discount on Debenture Issue	0	0	0	0
Capital out of Revenue	5,000	0	5,000	5,000
Earnings	0	0	8,000	15,000
Total	10,256	5,180	18,092	24,990
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	5,147	0	0	0

Appendix 1
Loan Calculator
Long Term Debt
2014/15

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$0.00	-	-	-
2	\$0.00	-	-	-
3	\$0.00	-	-	-
4	\$0.00	-	-	-
5	\$0.00	-	-	-
6	\$0.00	-	-	-
7	\$0.00	-	-	-
8	\$0.00	-	-	-
9	\$0.00	-	-	-
10	\$0.00	-	-	-
11	\$0.00	-	-	-
12	\$0.00	-	-	-
13	\$0.00	-	-	-
14	\$0.00	-	-	-
15	\$0.00	-	-	-
16	\$0.00	-	-	-
17	\$0.00	-	-	-
18	\$0.00	-	-	-
19	\$0.00	-	-	-
20	\$0.00	-	-	-

Loan Calculator
Long Term Debt
2015/16

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
2016/17

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
2017/18

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
MIDDLETON WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2015)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Middleton Water Utility of the Town of Middleton.

1. **RATES:**

(a) <u>Base Charges</u>		<u>Quarterly</u>
Unmetered (based on 68 c.m. per quarter)		129.65
Size of Meter		
5/8"		73.99
3/4"		107.77
1"		175.34
1.5"		344.24
2"		546.93
3"		1,087.42
4"		1,695.48
6"		3,384.54
8"		6,087.03
(b) Consumption Rate (per cubic metre)		
Consumption Rate	\$0.82	per cubic metre

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Middleton and the County of Annapolis shall pay annually in proportion to the number of hydrants serving each municipality as of April 1, 2015 to the Utility for fire protection on or before September 30, 2015 the sum of \$130,625.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any related charges from the Utility's bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to licensed water haulers who have been approved by the Utility at the designated location at a cost of \$3.65 per cubic metre or part thereof with a minimum charge of \$ 40.00. Such charge shall be rendered for each loading.

SCHEDULE "B"

MIDDLETON WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2016)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Middleton Water Utility of the Town of Middleton.

1. RATES:

(a) <u>Base Charges</u>		<u>Quarterly</u>
Unmetered (based on 68 c.m. per quarter)		135.74
Size of Meter		
5/8"		76.98
3/4"		112.16
1"		182.51
1.5"		358.40
2"		569.47
3"		1,132.32
4"		1,765.52
6"		3,524.42
8"		6,338.66
(b)		
Consumption Rate (per cubic metre)		
Consumption Rate		\$0.86 per cubic metre

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Middleton and the County of Annapolis shall pay annually in proportion to the number of hydrants serving each municipality as of April 1, 2016 to the water Utility for fire protection on or before September 30, 2016 the sum of \$138,673.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
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Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00
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4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, requests for the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any related charges from the Utility's bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$35.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to licensed water haulers who have been approved by the Utility at the designated location at a cost of \$3.86 per cubic metre or part thereof with a minimum charge of \$ 40.00. Such charge shall be rendered for each loading.

SCHEDULE "C"

MIDDLETON WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2017)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Middleton Water Utility of the Town of Middleton.

1. **RATES:**

(a) <u>Base Charges</u>		<u>Quarterly</u>
Unmetered (based on 68 c.m. per quarter)		142.34
Size of Meter		
5/8"		79.55
3/4"		115.92
1"		188.65
1.5"		370.48
2"		588.67
3"		1,170.52
4"		1,825.09
6"		3,643.36
8"		6,552.60
(b)		
Consumption Rate (per cubic metre)		
Consumption Rate	\$0.92	per cubic metre

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Middleton and the County of Annapolis shall pay annually in proportion to the number of hydrants serving each municipality as of April 1, 2017 to the water Utility for fire protection on or before September 30, 2017 the sum of \$146,581.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 38.7% of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
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Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00
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4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year \$250.00

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$20.00 administration fee plus any related charges from the Utility's bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of \$4.07 per cubic metre or part thereof with a minimum charge of \$ 40.00. Such charge shall be rendered for each loading.

SCHEDULE D
RULES AND REGULATIONS

MIDDLETON WATER UTILITY
SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 April, 2015)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

“Town” means the Town of Middleton

“Utility” means the Middleton Water Utility.

“Customer” means a person, a property owner, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

“Domestic Service” means that type of service supplied to the owner or his authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

“Unmetered Rate Service” means that type of flat rate service charged for by unmetered rates.

“Metered Rate Service” means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services except mini homes.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

- a) the customer applying for and receiving approval for water service;
- b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

At the discretion of the Utility, a property owner who rents or leases a property or self contained unit to a tenant or lessee may be required to open an account for the provision of water at the property rented or leased.

- c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.
- d) Where service is supplied to a condominium unit, the Condominium Corporation in

which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.

3. **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the previous year's average bill for the meter size for such service for a period of three months, or such lesser amount as the Utility may demand (a minimum of \$50.00). This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to him with interest based on 2% per annum, not compounded.
4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
5. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months (quarterly) and shall be payable within thirty days after the date rendered. Bills are due on the billing date and bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.
6. **BILLING:** If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

7. **ADJUSTMENT OF BILLS:**
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - Should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the

over billed amount with interest calculated on the basis of current simple interest paid by the bank.

8. **METER READING:** In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and, subject to Regulation 8, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed monthly, meters shall be read monthly.
9. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
10. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Charges for Re-establishing Water Service in the Schedule of Rates and Charges after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.
11. **WATER TO BE SUPPLIED BY METER:** Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
12. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
13. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
14. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of

inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.

15. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

16. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

17. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.

18. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town/Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town/ Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

19. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the

Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.

20. CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as “person” shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester’s initials, the tester’s name, the name of his employer, and the tester’s license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

21. **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.
22. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
23. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, etc which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
24. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
25. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in (19 mm) diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street line or the property line where a Utility easement exists including supplying and laying a service pipe and fittings between the main pipe and the street line or to the property line where a Utility easement exists shall be undertaken by the utility for all water services. The charge for such work shall be \$500, which shall be paid for by the customer. A service box (standpipe) and curb stop valve shall be installed at the property line by the Utility.

The Customer shall be responsible for the excavation and laying of the water service pipe from the street line or the property line where a Utility easement exists between the street line and the property line to the premises and all such work shall be performed without cost to the Utility.

In the case of a new sub-division, the sub-divider shall provide the service line from the main in the street line at no cost to the Utility.

For services larger than 3/4", the whole cost shall be borne by the customer, less the cost of the 3/4" service pipe and curb stop from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town of Middleton infrastructure standards and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, any subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

Each customer desiring the Utility to install a new service shall deposit with the Utility a sum equal to the estimated cost of the work.

26. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the street line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at their expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

27. **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which he/she is required to pay and the Utility agrees to do the work, he/she shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full. Installations shall be made in accordance with the Middleton Water Utility specifications and be subject to inspection by the Utility's Engineer or Utility's Employees prior to water service being made available.

28. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any

manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a \$200 service charge shall be paid by those who made the unauthorized connection.

29. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
30. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.
31. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
32. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.
33. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
34. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
35. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private

hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Middleton Water Utility specifications.

36. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
37. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 36, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
38. **EXTENSIONS:** Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

After approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at his expense, or the owner may have the water line extended by a private contractor approved by the Utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership of the water line turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the Town water utility and all of these regulations affecting the operation of the Utility shall apply.

39. **NO RESELLING OF WATER:** The Utility shall supply water only to customers for which there exists a contract. Water resold to others without the expressed written consent of the Utility, is prohibited. In the event that a customer is reselling water to others without prior approval by the Utility, the Utility may suspend service to the premises until such time as the activity ceases or approval to resell water is granted.

AFFIDAVIT

IN THE MATTER OF The Public Utilities Act

And

IN THE MATTER OF an application of the Middleton Water Utility to the Nova Scotia Utility and Review Board of certain revisions of the rates and charges for Water and Water Service and the Schedule of Rules and Regulation of the Middleton Water Utility.

I, Rachel Turner, Chief Administrative Officer of the Town of Middleton in the Province of Nova Scotia, make and say as follows:

1. That I am the Chief Administrative Officer of the Town of Middleton
2. That the Town of Middleton did, at a duly constituted meeting held in the Municipal Office, located at 131 Commercial Street, Middleton, Province of Nova Scotia on the _____ by motion approve an application to the Nova Scotia Utility and Review Board for new rates and charges for Water and Water Service and changes to the Schedule of Rules and Regulations for the Middleton Water Utility and a submission to the Board of a petition for that purpose.

Town of Middleton
Chief Administrative Officer

Rachel Turner

Sworn to, before me, at Middleton
In the County of Annapolis
And the province of Nova Scotia
This ____ day of _____, A.D., 2014

Commissioner of the Supreme Court
of Nova Scotia

**IN THE MATTER OF THE APPLICATION OF THE MIDDLETON WATER
UTILITY FOR AN AMMENDMENT OF ITS RATES AND CHARGES FOR
WATER AND WATER SERVICE AND SCHEDULE OF RULES AND
REGULATIONS.**

The petition of Rachel Turner, Chief Administrative Officer of the Town of Middleton, makes the application for an order authorizing and approving a new schedule of rates and charges for water supply and service and a schedule of rules and regulations, respectfully shows the following particulars in support of this application, namely:

1. That the applicant is a Public Utility within the meaning of the Public Utilities Act R.S.N.S.1989 c380 as amended;
- 2A. That the Schedule of Rates for Water and Water Service for accounts rendered on and after April 1, 2012 has been in effect since April 1, 2012 and remain in effect;
- 2B That the Schedule of Rules and Regulations governing the supply of water and water service has been in effect since July 1, 2010 and remain in effect.
3. That in the opinion of the petitioner certain changes in the Schedule of Rates for Water and Water Service and the Schedule of Rules and Regulations and in particular the need to adjust the base charges and consumption charges, increased operating costs and the capital program.
4. That the attached hereto as Exhibit "A" is a copy of the resolution of the Town of Middleton authorizing the application.

Town of Middleton
Chief Administrative Officer

Rachel Turner

Sworn to, before me, at Middleton
In the County of Annapolis
And the province of Nova Scotia
This _____ day of _____, A.D., 2014 _____

Commissioner of the Supreme Court
of Nova Scotia

COMMITTEE OF THE WHOLE RECOMMENDATIONS TO COUNCIL:
NOVEMBER 17, 2014

a. RFD 023-2014 - Audit Committee Terms of Reference

It was moved and seconded that Committee of the Whole recommend that Town Council approve the Audit Committee Terms of Reference as circulated. Motion carried.

b. Request for MPS/LUB Amendment

It was moved and seconded, that Committee of the Whole recommend that Council accept the application and direct the Planning Advisory Committee to consider site specific amendments (Commercial and Residential policies) conditional upon a proposal which address issues relating to access, safety, land use compatibility and other relevant criteria contained in the existing Strategy and By-law. Motion carried.

c. RFD 022-2014 – Documenting Accounting Policies and Procedures

It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council approve the *Documenting Accounting Policies and Procedures Policy* as circulated. Motion carried.

d. RFD 024-2014 – Committee of the Whole Policy

It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council amend *Policy A.3.3 – Committee of the Whole* as circulated effective when the Audit Committee becomes operational. Motion carried.

e. RFD 025-2014 – CAO Job Description

It was moved and seconded that Committee of the Whole recommend that, further to the seven day notice, Town Council amend *Policy D.1.1.1 – Job Description – Chief Administrative Officer* as circulated. Motion carried.



REQUEST FOR DECISION
Audit Committee Terms of Reference
#023-2014

Date: 12 November 2014	Subject: Audit Committee Terms of Reference
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council approve the Audit Committee Terms of Reference.
Background:	<p>Continuing the work to implement the seven financial management best practices that are being proposed through the Municipal Finance Corporation, the Audit Committee Terms of Reference is the next document to be considered. The presentation by the Municipal Finance Corporation staff will discuss the benefits of the structure that is being proposed, primarily to include representatives from Council as well as the public.</p> <p>The Town's current municipal auditor has also been consulted on this document and several of Mr. Duffett's comments have been incorporated into the draft document.</p>
Benefits:	This is a departure from what the Town currently has in place and what many municipal units have done in the past. However, with the added complexity of municipal processes, and the increased need to be diligent and transparent, the proposed Terms of Reference for the Audit Committee appropriately addresses these needs.
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: 1 December 2014

Audit Committee Terms of Reference

Effective Date:

Approval by Council Resolution:

Objective

The purpose of the Audit Committee is to provide advice to Council on matters relating to audit and finance of the municipality. The Committee fulfills the legislative requirements as outlined in Section 44 of the *Municipal Government Act (MGA)*.

The Committee increases both the reliability and credibility of financial reporting, enhances the independence of external auditors, and influences the overall corporate “tone” for quality financial reporting, risk controls, and ethical behaviour.

Composition

The Committee will consist of between five and seven members, at least two of whom are **town residents** not elected or employed by the Town.

Committee members shall possess or acquire accounting, auditing, financial reporting and/or finance expertise. **In instances in which qualified town residents cannot be found, other qualified applicants will be considered.**

Staff will provide support to the Committee, but will not be voting members. Staff should liaise through the Chief Administrative Officer and/or designate. There may be an occasional need for the auditor to meet with the Committee without staff present. This can be initiated by either party.

Council shall annually appoint the Committee. The Committee will elect a chairperson.

All Committee members will serve without pay.

Duties and Responsibilities

The following list represents the duties and responsibilities of the Audit Committee. However, the Committee may be assigned such other matters as determined by Council to be the duties of the Audit Committee.

Financial Statements

- Review audited financial statements in depth with management and the external auditor. If satisfied they fairly present the financial position and results of operations, recommend approval by Council.
- Review any potential changes in accounting principles and practices.

Audit

- Procure the audit in accordance with the requirements on procurement.
 - The scope of the audit should include fair basic financial statements, individual funds, and component units. The audit contract should stipulate that the auditor conforms to generally accepted auditing standards found in the CPA Handbook. Enter into multiyear agreements with independent auditors (at least five years). Undergo a full competitive process in selecting the independent auditor. The auditor's ability to perform a quality audit should be the principal decision-making factor.
 - Recommend to Council the change of the municipal auditor if management questions the competence of the incumbent and the committee confirms the view. The recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation.
- At an initial meeting, the Committee should discuss the roles and responsibilities of the auditor and the Committee, as well as the auditing procedure to avoid misunderstandings at a later date. Committee members should be educated regarding their role and responsibilities.
- Review the auditors' risk assessments and overall audit plans.
- Discuss the extent, timing and completion of the audit including the level of materiality to be used.
- Review estimated and final audit fee.
- Promote cooperation between management and the auditor. Review the problems and restrictions encountered by the auditor and degree of cooperation received.
- Discuss whether a letter of engagement and/or a letter of representation exist as part of the audit file.
- Oversee the resolution of audit findings.
- Assess the auditors' performance.

System of Internal Control

- Discuss with the auditor the internal control systems and any recommendations for improvements; obtain and review a management letter; obtain management response to the recommendations from prior years.
- Monitor processes for management's identification and control of key corporate financial and regulatory risk.
- Inquire into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's control procedures that ensure such activities are being guarded against.

- Monitor compliance with the corporate code of conduct and regulatory requirements
- Review the overall reasonableness of CAO and Council member expenses
- Review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

General administration

Audit Committee meetings are open to the public and suggestions and recommendations of the Committee are made available to the public.

The Committee has unrestricted and complete authority to delve into any affair of the municipality. It has full access to staff reports and full access to management and the auditor.

The Committee must maintain minutes of meetings and annually report to Council on how the committee has performed its duties and met its responsibilities.

Audit Committee meetings will coincide with the stages of the audit:

- The first meeting should be before the commencement of the audit. The Committee will review the program and the estimated fee.
- The second meeting should take place after the completion of the audit. The Committee will review the annual finance report and management or internal control letter.

However, there will be no limit to the number of meetings; the Committee shall convene whenever circumstances demand.

The Committee reports to Council.



MEMO

To: Middleton Town Council
From: Chris Millier, Municipal Planner/Development Officer
Date: November 12, 2014
Re: Application to Amend the Middleton Municipal Planning Strategy and Land Use B-law, J. & A. Peppard, 69 School Street

Background

The Town has received an application from James and Albert Peppard to allow for the development of three (3) semi-detached residential structures containing six (6) dwelling units on lands at 69 School Street (PID 05082052).

The proposed development does not comply with current provisions contained in the Town's Municipal Planning Strategy and Land Use By-law. In order to consider the application it would be necessary for the Town to amend the Strategy and By-law. Amendments to policies are undertaken and approved only at the direction of Council. The purpose of this report is to provide Council a high level overview of the existing MPS/LUB provisions, issues raised by the proposed application and to provide Council with alternative to respond to the application.

Application

The subject property is located on the west side of School Street north of the former Dominion Atlantic Railway right-of-way. The property has approximately 81 ft. frontage on School Street and contains an area of approximately 50,390 sq. ft. The property is generally "L-shaped", widening to the western portion which surrounds the adjacent property of Fitness Experience Health Centres Ltd. at 65 School Street. The subject property contains an existing building which is situated in close proximity to School Street. The structure contains commercial space adjacent to the street frontage as well as residential use in the rear.

No detailed site plans have been included with the application although discussions with the applicant's representative indicate that the intention would be to locate three new structures at the west end of the property.

The property are designated Business District on the Municipal Planning Strategy's Generalized Future Land Use Map and is zoned Business District (BD) on the Land Use By-law's Zoning Map.

Current Municipal Planning Policy and Land Use By-law Provisions

The Middleton Municipal Planning Strategy contains specific provisions relating to both commercial and residential development.

Commercial Policies

The MPS identifies the Town's primary commercial area, the Business District, on the Generalized Future Land Use Map. The objective of the Strategy is to have a Business District which is convenient, compact, vibrant and pedestrian oriented. Some commercial development is encouraged in both the Industrial Park and the Highway Commercial areas but they are intended to be regulated so that they don't compete with the Business District.

The Strategy contains specific policies with respect to residential uses within the Business District:

- C5. No dwelling units shall be permitted within the Business District unless the dwelling units are located above the commercial ground floor level, are existing uses, or are located in areas specified in the Land Use By-law.*

The Land Use By-law (Part 12.1) Business District (BD) Zone identifies existing apartment buildings as permitted uses. New residential uses must be located above the ground floor level so that commercial uses remain the primary land use at street level. New residential uses are also permitted to locate within the Business District on streets other than Commercial, Main or School Streets.

The intent of the Commercial policies are to ensure that the Business District is the primary focus of commercial activities within the Town and that commercial uses be give predominance.

Residential Policies

Similar to the Commercial provisions, the Strategy's Generalized Future Land Use Map identifies the areas where existing or future residential development should occur. The Strategy recognizes that the Town has a "diversity of residential neighbourhoods" and it encourages a variety of dwelling types.

New residential development is regulated by means of a number of residential zones, allowing a range of residential uses. A majority of the lands within the Residential Generalized Future Land Use designation are zoned Residential (R) with some existing neighbourhoods being zoned Restricted Residential (RR). The Residential (R) Zone allows for a variety of housing types including single detached dwellings, converted dwellings (to a maximum of 4 units) and new multiple unit buildings (to a maximum of 4 units). Policies H10 and H13 and I13 provide for the development of multiple unit dwellings containing more than 4 units, rooming and boarding houses and grouped

dwellings on a single lot to be considered by Development Agreement. Specifically with respect to grouped dwellings on a single lot Policy H13 states:

H13. It is the intention of Council to consider applications to develop grouped dwellings in the Residential (R) Zone only by development agreement in accordance with the evaluative criteria set out in the policies in Part 3.6. In considering such agreements, Council shall also have regard to the criteria and policies of Part 3.7. In the Residential (R) Zone, grouped dwellings are intended to be developed only on unusual or hard to develop sites in excess of 0.8 ha (2 acres). In considering grouped dwellings, additional emphasis should be paid to the impact the proposed development will have on surrounding neighborhood uses, particularly the adjacent residential uses, and the existing development pattern of the area in terms of architectural compatibility, parking, traffic circulation, road capacity, site access, landscaping, setbacks and the provision of municipal services.

Issues

The proposed application is not consistent with current Municipal Planning Strategy policy or Land Use By-law provisions relating to both relevant commercial policies or residential policies.

Generalized Future Land Use Designation

The subject property is located at the boundary between the Business District and Residential Generalized Future Land Use designations on School Street. South of the property School Street is designated and zoned for commercial, institutional and open space uses, new residential uses are not encouraged or permitted. The location of the boundary between the designations has been established deliberately and complies with historic land use patterns in the area.

Under current policies it would be necessary to consider redesignating the subject property from Business District to Residential to consider the application. The applicant has indicated a preference to maintaining the commercial zoning for the existing structure. The adjacent lands to the west are designated, zoned and used for industrial purposes. The current Business District designation provides a transition between the larger industrial designation to the west and the residential designation to the north.

The creation of “spot” designations, where a land use designation is not coherently link to lot frontage or adjacent blocks of similar uses/designation is not encouraged in the Strategy and only appears in instances where uses existed at the time of the adoption of the Strategy and By-law (i.e. Irving Service Station property on Main Street at Queen).

Residential Development within the Business District

The Strategy establishes very clear parameters for new residential development within the Business District. Residential uses are intended to be accessory to commercial uses, given the limited amount of area designated and zoned for commercial use and the policy focus that the Business District be the primary commercial area of the Town. A change in this policy focus could have significant implications for the viability of commercial uses and property in the existing Business District.

Grouped Dwelling Criteria

The existing residential policies provide for consideration of grouped dwelling in the Residential (R) Zone by development Agreement. Policy H13 requires that lands to be considered for such a development contain a minimum lot area of 2 acres. The subject property does not comply with this policy criterion. The policy indicates that it was intended to promote infill type development, to be used for challenging/hard to develop sites. The type of development proposed in the application is perhaps more accurately described as the use of remnant/rear lands, created by the utilization of frontage by existing development. There are a number of lots throughout the Town which have “underutilized” lands located to the rear of development which has been undertaken to utilize street frontage. Consideration would have to be provided to the potential for similar applications on other lands within the Town.

In addition to lot area, the policy includes a number of other specific criteria which may present challenges relative to the subject property including site access, adjacent development pattern and road capacity. Consideration of the application will require evaluation of the existing criteria in Policy H13.

Suitability of Site

The subject property has a limited amount of street frontage and contains an existing structure which occupies a significant amount of the lot width at School Street. The ability to provide for an adequate access to the property is extremely questionable from functional and safety perspective. If consideration were to be provided to the application review by traffic engineering and Emergency Services would be required and consideration should be given to requiring the removal of the existing structure.

The proposed development of new residential uses on lands which would be surrounded by existing commercial and industrial uses also raises concerns with land use compatibility. Detailed site planning may provide an opportunity to mitigate some potential land use compatibility concerns.

Options

The decision to initiate or approve an amendment to the Municipal Planning Strategy is the responsibility of Town Council. A decision to not approve an amendment to the Strategy is not subject to appeal by an applicant. Amendments to the Strategy, by their nature, can have broad implications for growth and development of the Town. In light of the potential implications of changes to planning policies, the process to consider amendments to the Strategy require the Town to undertake a public participation process in addition to the review of the Planning Advisory Committee and public hearing processes which accompany typical amendment processes.

In light of the current application and the general planning issues which it raises Council has the following options:

1. Refuse the accept the application;
2. Accept the application and direct the Planning Advisory Committee to consider amendments to the range of residential development within the Business District and the criteria which should apply to this type of development specifically within the Business District designation;
3. Accept the application and direct the Planning Advisory Committee to consider redesignation of the property or properties for residential development in light of the objectives of both Commercial and Residential policies and assess the suitability of the development pursuant to existing residential policies;
4. Accept the application and direct the Planning Advisory Committee to consider site specific amendments (Commercial and Residential policies) conditional upon a proposal which address issues relating to access, safety, land use compatibility and other relevant criteria contained in the existing Strategy and By-law.



131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0
www.discovermiddleton.ca

FOR OFFICE USE ONLY
Fee Paid ☐

Date Application Received _____
Receipt # _____

APPLICATION FOR: Land Use By-Law Text Amendment ☒
Land Use By-Law Map Amendment ☒
Municipal Planning Strategy Text Amendment ☒
Municipal Planning Strategy Map Amendment ☒
Development Agreement ☐
Development Agreement Amendment ☐

1. Applicant is: Registered Owner(s) ☒ complete 2
Agent ☒ complete 2 and 3
Lessee ☐ complete 2 and 4, 3 if
Prospective Owner ☐ complete 2 and 4, 3 if applicable
Other (please specify) _____

2. Name of Applicant(s): JAMES PAPPARD / ALBERT PAPPARD
Mailing Address: Box 269 Postal Code: B0S 1P0
Telephone (Home): (902) 670-3542 (Business): (902) 825-4480

3. Name of Agent(s): JAMES PAPPARD
Mailing Address: _____ Postal Code: _____
Telephone (Home): _____ (Business): _____

Registered Owner(s) signature(s) authorizing the agent to act on their behalf:

[Signature] James Pappard July 15/14
Signature Print Name Date

4. Where the applicant is not the registered owner(s) or an authorized agent acting on behalf of the registered owner(s), written authorization from the registered owner(s) must accompany this application.

ALL APPLICANTS MUST COMPLETE THIS SECTION:

5. Lot Description:

a) Street Address: 69 SNAPE STREET

b) Existing Use: APT / VACANT LOT

c) Water Services: ☐ Existing ☐ Central System ☐ Sand Point
☐ Proposed ☐ Drilled/Artesian ☐ Dug Well
☐ N/A ☐ Municipal ☐ Private

d) Sewer Services: ☐ Existing ☐ Municipal ☐ Central System
☐ Proposed ☐ On-Site ☐ N/A

e) Access: Is there direct access to the lot(s) from an existing public street of highway?
☒ Yes ☐ No: Street name: SNAPE STREET

Is access provided by a private road?
☐ Yes ☐ No: Street name: _____

Is access provided by water? ☐ Yes ☐ No

Is access provided by a private right of way? ☐ Yes ☐ No

f) Proposed Development: 3 DUPLEXES

g) Other Relevant Information: _____

NOTE: A sketch map and a copy of the deed description of the lot(s) may be required to be attached to this application.

DEVELOPMENT AGREEMENT:

6. Applicants applying for a development agreement shall provide additional information regarding:

1. The location of the buildings or structures on the site;
 2. Access and egress to and from the site considered in terms of pedestrian/vehicular conflicts and the development of a more pedestrian oriented ambience in the downtown;
 3. Parking and loading requirements and standards;
 4. Business advertisement and parking area and directional signage;
 5. Accessory buildings, accessory structures and accessory uses;
 6. Abutting zone requirements, where applicable;
 7. Illumination; and
 8. A detailed site plan including:
 - a) Property dimensions and area;
 - b) The location, height, setback and dimensions of existing and proposed buildings or structures;
 - c) The location and dimensions of parking and loading spaces, driveways and parking and loading areas;
 - d) Lighting and signage locations, dimensions and illumination; and
 - e) Other applicable details relevant to the development.
-

PLEASE NOTE

Completed applications can be dropped off at Town Hall - 131 Commercial Street, Middleton, NS.

Mailing address: Town of Middleton, PO Box 340, Middleton, B0S 1P0.

FEE MUST ACCOMPANY THIS APPLICATION. FOR INFORMATION ON OUR SCHEDULE OF FEES, PLEASE CALL THE PLANNING SERVICES AT 825-4843 OR CONSULT OUR WEBSITE

7. Legal Declaration:

I, Tommy Pappard (applicant's/agent's name) of,
_____, (Address) do solemnly declare that all
of the statements and attachments are true and accurate

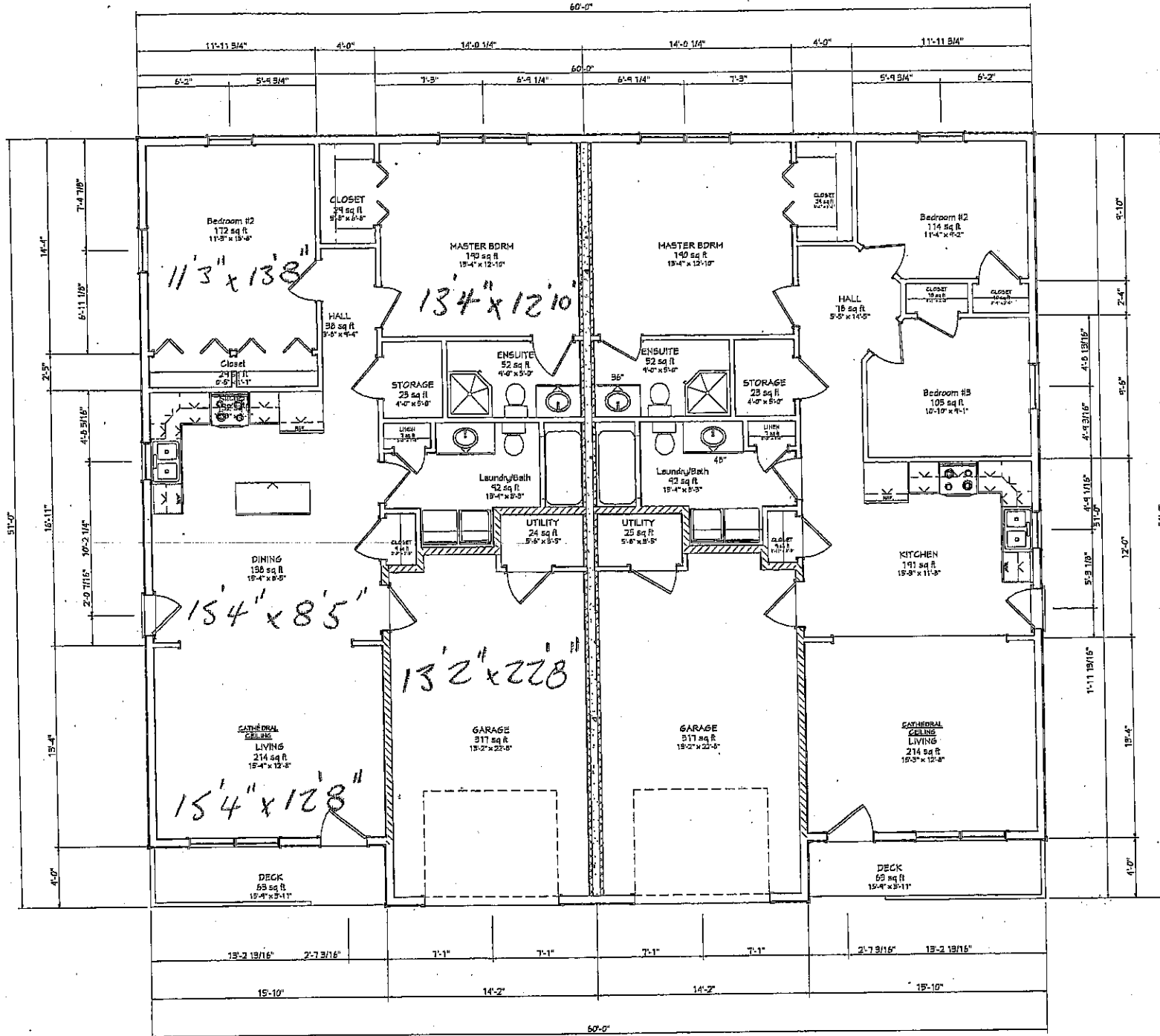
Dated at Middleton this 15 day of July, 2014

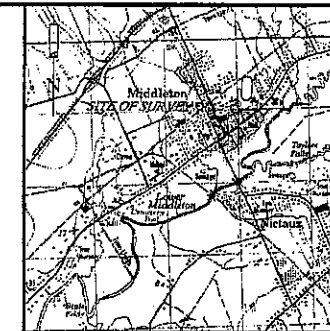
Applicant's Signature: [Signature]

FOR OFFICE USE ONLY

8. a) Parcel Identifier Number: _____
b) Map Sheet Reference Number: _____
c) Area: _____ Frontage: _____ Depth: _____
d) Corner Lot: _____ Frontage: _____ Street Name: _____
e) Current Zoning: _____
f) Proposed Zoning: _____
g) Site Visit(s) Date: _____
- h) Checklist:
- | | |
|--|---------------------------------------|
| ____ Applicant's Signature | ____ Agent's Signature |
| ____ Agent's Authorization | ____ Registered Owner's Authorization |
| ____ Lot Description Information | ____ Sketch Map (if required) |
| ____ Legal Declaration | ____ Deed Description (if required) |
| ____ Site Plan Re: Development Agreement | ____ Additional Attachment |
| Comments: _____ | |
-

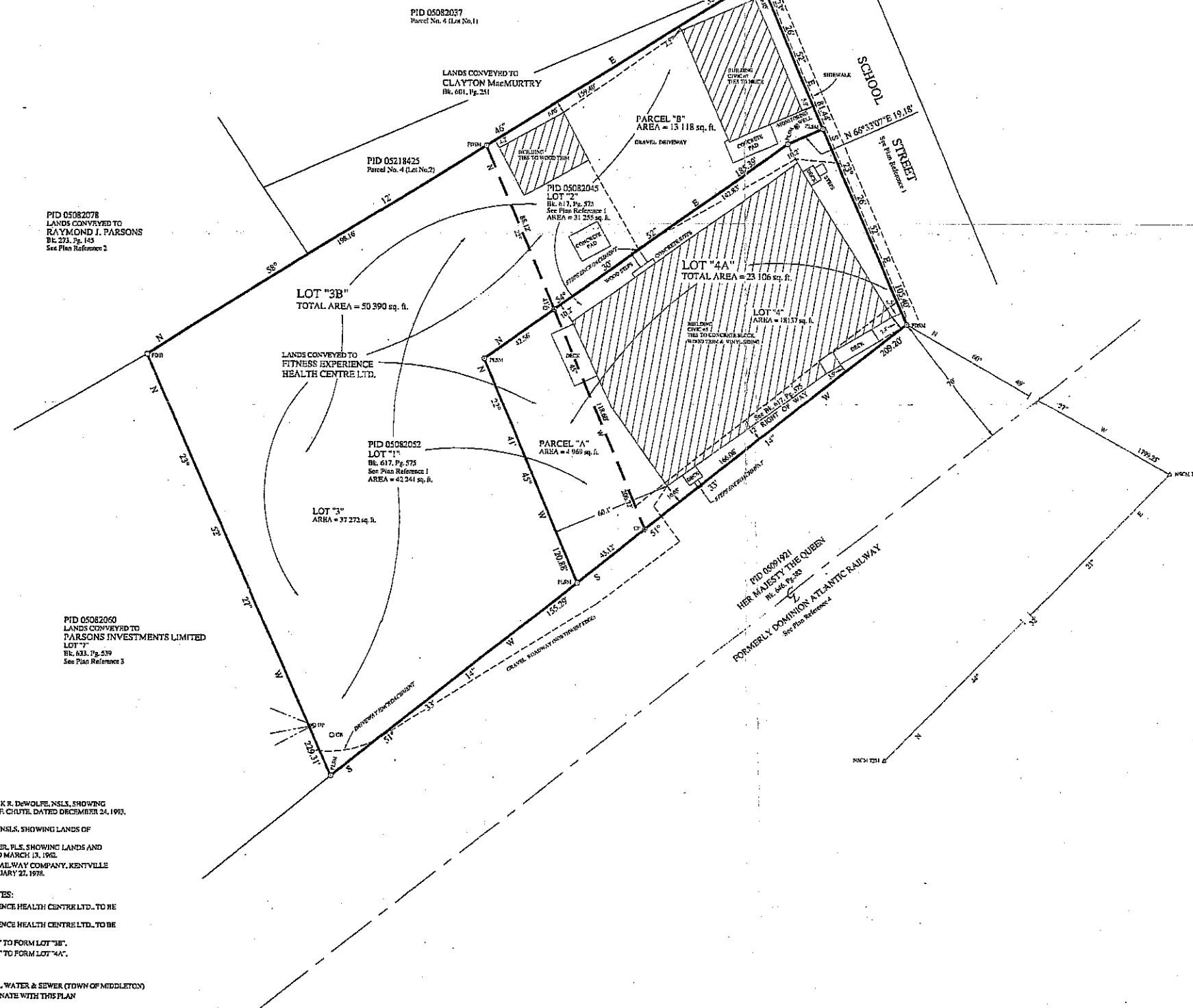
51'0"





KEY PLAN SCALE 1:50,000

GRID NORTH
1999 ADJUSTMENT



PID 05082078
LANDS CONVEYED TO
RAYMOND J. PARSONS
Bk. 273, Pg. 145
See Plan Reference 2

PID 05082037
Parcel No. 4 (Lot No. 1)

PID 05218425
Parcel No. 4 (Lot No. 2)

PID 05082052
LOT "1"
Bk. 617, Pg. 575
See Plan Reference 1
AREA = 42,941 sq. ft.

PID 05082060
LANDS CONVEYED TO
PARSONS INVESTMENTS LIMITED
LOT "2"
Bk. 633, Pg. 539
See Plan Reference 3

PLAN REFERENCES:

- 1) REFER TO PLAN OF SURVEY CERTIFIED BY DERIK R. DeWOLFE, NSLS, SHOWING LANDS CONVEYED TO EARL R. CHUTE & EDITH F. CHUTE, DATED DECEMBER 24, 1993, PLAN No. 5251.
- 2) REFER TO PLAN CERTIFIED BY DONALD COLLIS, NSLS, SHOWING LANDS OF RAYMOND PARSONS, DATED MARCH 11, 1974.
- 3) REFER TO PLAN CERTIFIED BY ROBERT A. MILLER, P.L.S., SHOWING LANDS AND BUILDINGS, THOMPSON'S TRANSFER CO., DATED MARCH 13, 1962.
- 4) REFER TO PLAN OF THE DOMINION ATLANTIC RAILWAY COMPANY, KENTVILLE SUBDIVISION, MILES 24.53 TO 34.51, DATED FEBRUARY 22, 1978.

SUBDIVISION AND CONSOLIDATION NOTES:

- 1) LOT "1", LANDS CONVEYED TO FITNESS EXPERIENCE HEALTH CENTRE LTD., TO BE SUBDIVIDED INTO LOT "3" AND PARCEL "A".
- 2) LOT "2", LANDS CONVEYED TO FITNESS EXPERIENCE HEALTH CENTRE LTD., TO BE SUBDIVIDED INTO LOT "4" AND PARCEL "B".
- 3) LOT "3" TO BE CONSOLIDATED WITH PARCEL "A" TO FORM LOT "3B".
- 4) LOT "4" TO BE CONSOLIDATED WITH PARCEL "B" TO FORM LOT "4A".

NOTES

- 1) LOT "3B" AND "4A" ARE SERVICED BY MUNICIPAL WATER & SEWER (TOWN OF MIDDLETON)
- 2) THE DESIGNATION LOT "3B" AND LOT "4A" ORIGINATE WITH THIS PLAN

Final Subdivision Approval: *[Signature]*
Municipal Unit: *[Signature]*
Endorsed Plan No.: *[Signature]*
Date of Submission: *[Signature]*
Development Office: *[Signature]*
Date: *[Signature]*
This Final Plan of Subdivision is Approved for:
Lot(s) No.: *[Signature]*

LEGEND	
NOVA SCOTIA CONTROL MONUMENT	Δ NSCM
SURVEY MARKER	○ SM
IRON PIPE (IRON BAIL)	○ IP (B)
ROCK POST	● RP
CUT CROSS	⊗ CC
CALCULATED POINT	⊙ CP
PLACED	PL
FOUND	FD
UTILITY POLE	⊙ UP
MANHOLE	⊙ MH
CALCULATED CHORD	— (C)
RADIUS	— (R)
POINT OF CURVATURE	— (PC)
POINT OF COMPOUND CURVATURE	— (PCC)
NON-TANGENTIAL	— (NT)
NOT TO SCALE	— (NTS)
WITNESS	— (WT)
RIGHT OF WAY	— (R.O.W.)
FIRE HYDRANT	— (FH)
WATER VALVE	— (WV)
CATCH BASIN	— (CB)

ALL VALUES ARE MEASURED
ALL BEARINGS ARE BASED ON 3° M.T.M. GRID (C.M. 64° 36' W)
ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES (NO SCALE FACTOR APPLIED)

PLAN OF SUBDIVISION SHOWING

LOT "3B" & LOT "4A"

LANDS CONVEYED TO

FITNESS EXPERIENCE HEALTH CENTRE LTD.

SCHOOL STREET
MIDDLETON
ANNAPOLIS COUNTY, N.S.
SCALE 1" = 30'

REGISTERED OR RECORDED AT 9:41 O'CLOCK
SEP 28 2005
A.D. AS NO. 83115726
James Leslie, Deputy Registrar

SURVEYED BY DERIK R. DeWOLFE

FIELD SURVEYS WERE CARRIED OUT DURING THE PERIOD OF
APRIL 19, 2005 TO SEPTEMBER 1, 2005

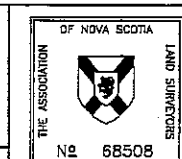
SURVEYOR'S CERTIFICATE

I, Derik R. DeWolfe, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the Nova Scotia Land Surveyor's Act and regulations made thereunder.

Dated this 1st day of September 2005

[Signature] N.S.L.S. No. 546

DERIK DeWOLFE SURVEYING LIMITED
RR#3 LAWRENCETOWN
ANNAPOLIS COUNTY, N.S.
BOS - 1MO
Email: dewolfesurveys@ns.sympatico.ca



Plan No: 2005-050 DRAFTED ON SEPTEMBER 1, 2005

No. 68508



REQUEST FOR DECISION
Documenting Accounting Policies and Procedures
#022-2014

Date: 12 November 2014	Subject: Documenting Accounting Policies and Procedures
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council approve the Documenting Accounting Policies and Procedures Policy.
Background:	This is the first of seven financial management best practices that are being proposed through the Municipal Finance Corporation in the pilot project with the Town of Middleton. It is a common sense approach to document and regularly review the policies and procedures that the Town has or will have in place as it relates to accounting policies and procedures.
Benefits:	By having this policy in place, it will provide the foundation for consistency, accountability and transparency as it relates to our processes, both internally and externally for the public.
Disadvantages:	None foreseen.
Options:	
Required Resources:	Staff time to ensure proper documentation of policies and procedures, as well as timely/regular review of these documents.
Source of Funding:	General Operating Budget as approved annually.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	

CAO Initials: RLT

Target Decision Date: 1 December 2014

Documentation of Accounting Policies & Procedures

Effective Date:

Approval by Council Resolution:

Objective

The Town of Middleton is committed to documenting its accounting policies and procedures. A well-designed and properly maintained system of documenting accounting policies and procedures enhances accountability, consistency, and communication. The resulting documentation can also serve as a useful training tool for staff as well as enhance the audit process.

Principles

1. The Town of Middleton will document all accounting policies and procedures in an organized, user-friendly format that is readily available to employees and the public;
2. All accounting policies and procedures will be periodically reviewed and updated if necessary; and
3. The CAO will be responsible for overseeing the approval and review process.

Application

1. This policy applies to all accounting-related policies and procedures of the Town of Middleton. Currently, these are:
 - Purchasing Procedure
 - Tangible Capital Assets
 - Travel & Expense
 - Payment of Invoices
 - Comprehensive Debt
 - Reserve for Uncollectible Rates and Taxes
 - Tax Collection Procedure
 - Tax Sales Procedure

This list may be updated or changed in the future subject to the Town's policy approval and review process.

2. As a measure of internal control, accounting procedures will indicate which employees are to perform which procedures, especially who has the authority to authorize transactions and the responsibility for the safekeeping of assets and records.
3. Procedures will be described as they are actually intended to be performed rather than in an idealized form.
4. The policies and procedures should include:
 - a) A clearly stated purpose which explains both the design and purpose of control-related procedures;
 - b) Clearly stated responsibilities for employees; and
 - c) An accounting policy approval procedure that will be established and communicated throughout the organization.
5. The Chief Administrative Officer of the Town of Middleton is responsible for ensuring compliance with this policy.



REQUEST FOR DECISION
Committee of the Whole Policy
#024-2014

Date: 12 November 2014	Subject: Committee of the Whole Policy
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council amend the Committee of the Whole Policy as presented.
Background:	With the potential change to the Town's Audit Committee Terms of Reference, the provision within the Committee of the Whole policy that requires the Committee of the Whole to assume the role of the Audit Committee becomes inaccurate. It is proposed to amend the current policy by removing the second last bullet on the first page of the policy "To perform the functions of the Audit Committee as provided for under the MGA."
Benefits:	If the Audit Committee adopts a new terms of reference, this amendment will support that change and the roles of both Committees will be clarified and well-defined. It is a best practice to have a representation from Council or Committee of the Whole on the Audit Committee rather than the entire membership.
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: 1 December 2014

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Committee of the Whole	Number: 3.3
Coverage: Council	Approved by: Council & CAO
Effective Date : June 5, 2000	Revision Date: August 8, 2006, April 6, 2009

Rationale

This policy outlines the membership, procedures, and role of the Committee of the Whole, providing council with an effective means of discussing business in advance of council meetings.

Policy Statement

The committee shall be comprised of voting members and advisors as follows:

Membership

- All Council Members, chaired by the Mayor

Advisors

- the chief Administrative Officer
- staff designated by the CAO
- other resources as required

The terms of reference of the committee shall be:

- To discuss and assess reports and recommendations from staff to be presented to Council
- To review any reports from boards/committees/commissions and Advisory Panels established by Council or by others and recommend their handling by Council
- To review and discuss confidential matters pertaining to Town operations as provided for under the Freedom of Information/Protection of Privacy (FOIPOP) provisions under the Municipal Government Act (MGA), and as set out by Town policy
- To oversee and review draft budgets and recommend to Council
- To coordinate corporate policy discussions
- ~~To perform the functions of the Audit Committee as provided for under the MGA~~
- Other responsibilities as may be determined from time to time

The following procedure shall be followed concerning meetings of the committee:

- Meetings shall occur on the third Monday of each month at 7:00 p.m. for regular meeting date, and at other times as required.
- Committee meeting protocol shall be as set out for Council meetings in the MGA.
- Notice shall be posted the time and date of the regular meeting, and a special notice shall be posted if that date is varied.
- Minutes of the meetings will be open for public review and interested ratepayers may read same at the town office or may obtain a copy of same at cost.

The committee concern itself with the following areas:

- Budget, Finance and Audit
- Public Works (streets, water & sewer)
- Health & Welfare
- Protective Services (Police, Fire & Other)
- Recreation
- Administration
- Community Planning & Development

References

Province of Nova Scotia - *Municipal Government Act*.

Previous Policies

The previous policy 1/64 “Committee of the Whole of Council” dated June 5, 2000 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 1st day of December, 2014.

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

Rachel L. Turner
Chief Administrative Officer



REQUEST FOR DECISION
Policy D.1.1.1. Job Description: CAO
#025-2014

Date: 13 November 2014	Subject: Policy D.1.1.1. Job Description: CAO
Proposal Attached: Yes	Submitted by: Rachel Turner, CAO

Proposal:	To approve the amended Policy D.1.1.1. Job Description for the Chief Administrative Officer.
Background:	Interim CAO Brian Smith did a full compensation review and revised the current job descriptions for all staff, including the CAO position. Council previously agreed to remove the staff job descriptions as policies due to these being internal administrative documents. It was agreed that the CAO's job description would remain as a policy as this is the one employee that Council has reporting to it. This issue is now being followed up on to ensure proper Council approval of the current job description for the CAO's role. It has not changed from the draft that was developed by Mr. Smith and what Council previously approved in principle to use through the CAO recruitment process in the spring of this year.
Benefits:	This will ensure that the document in place is reflective of the current roles and responsibilities that have been put in place for the CAO both by Council and through the MGA.
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: 1 December 2014

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Chief Administrative Officer	Number: 1.1.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: November 2014

Job Title

CHIEF ADMINISTRATIVE OFFICER

Position Details

1. PURPOSE AND OBJECTIVES

To provide management for all functions of the Town, to manage Municipal resources, to provide quality services and programs to the taxpayers of the town, in accordance with statutory and regulatory guidelines, Town By-laws and policies and within budgets approved by the Council.

2. EDUCATION / QUALIFICATIONS

A. Education

Degree in Public Administration, or Diploma in Municipal Administration

B. Qualifications

- 1) Demonstrated successful performance in all aspects of municipal administration or related public administration experience preferred.
- 2) Possess good communication and organizational skills.
- 3) Must be knowledgeable in public accounting practices.

3. HOURS OF WORK/ SALARY AND BENEFITS

This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position for managing the overall activities of the Town, attendance at meetings, conventions and training associated with the position responsibilities. Salary and Benefits package for the position shall be as approved by Council from time to time.

4. ACCOUNTABILITY

The CAO is the Chief Officer and head of the administrative branch of the Town's government and shall be responsible to Council for the proper administration of all the affairs of the Town within statutory and regulatory guidelines, Town Bylaws and policies and within budgets approved by the Council.

5. MANAGEMENT RESPONSIBILITIES

The CAO shall:

- 1) Act as chair of the Management Committee, providing leadership and direction as needed;

- 2) Provide leadership, supervision and direction, encouragement, and training, to employees reporting to the position;
- 3) Develop plans for optimal use of financial and physical resources, and include ensuing recommendations in the annual operating and Capital Budgets to be presented to the Council;
- 4) May attend all Community Services Advisory Panel meetings, offering comments and recommendations for consideration on matters before the Panel;
- 5) Attend all Council and Committee of the Whole Council meetings, reporting on the operations of the Town, presenting and commenting on recommendations and reports coming from staff and the Management Committee;
- 6) Prepare annual performance appraisals on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 7) Hire, dismiss, and discipline all employees of the Town, in accordance with policies and procedures approved by Council, with power to further delegate this authority.

6. CONTACT

The Chief Administrative Officer shall:

- 1) Maintain good public relations in dealing with citizens at large, in all matters pertaining to Town operations;
- 2) Keep informed of developments in the field of Municipal administration, analyze and report on effectiveness and efficiencies of those developments and possible benefits for the Town.
- 3) Confer with Provincial, Federal and other local Municipal authorities respecting funding programs, and regulations of interest and that will impact on the Town.
- 4) Attend seminars, conferences, courses and meetings which relate to Municipal Administration, subject to budget appropriations, so as to broaden his/her knowledge, and keep as up to date as possible in the field of Municipal Administration.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Chief Administrative Officer shall:

- 1) Coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
- 2) Ensure the annual budgets are prepared and submitted to Council;
- 3) Be responsible for the administration of the budget after adoption;
- 4) Review the drafts of all proposed by-laws and policies and make recommendations to Council with respect to them;
- 5) Carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, direct.

B. The Chief Administrative Officer may

- 1) Attend all meetings of the Council and any board, committee, commission or corporation of the town and make observations and suggestions on any subject under discussion;

- 2) Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to the Council agreements with respect to them;
- 3) Subject to policies adopted by the Council:
 - a) make or authorize expenditures, and enter into contracts on behalf of the Town, for anything required for the Town where the amount of the expenditure is budgeted or within the amount determined by Council by policy, and may delegate this authority to employees of the Town,
 - b) sell personal property belonging to the Town that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by the Town, and may delegate this authority to employees of the Town,
 - c) personally, or by an agent, negotiate and execute leases of real property owned by the Town that are for a term not exceeding one year, including renewals,
 - d) establish departments of the municipal administration,
 - e) adopt a system of classification of positions of municipal officers and employees and specify positions that may not be filled by the same person, determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system,
 - f) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;
- 4) Authorize, in the name of the Town, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of legal action, defence or proceeding to Council at the next meeting and may, if the Council so provides by policy, delegate this authority to employees of the Town;
- 5) Where the Council so provides by policy, settle a legal action or proceeding in accordance with the policy;
- 6) Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to Council, on a regular basis respecting such contracts;
- 7) Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO, such reports are deemed necessary;
- 8) Coordinate and direct recommendations, either oral or written, to Council regarding the upgrading, assessment and definition of programs, policies and plans or any such changes that are necessary to maintain the operation of Town government;
- 9) Review the administrative operation of the Town and recommend any alteration or addition that would upgrade the efficiency and effectiveness of same;
- 10) Act as Personnel Director within the scope of the duties of the CAO and carry out such duties in accordance with the policies established by Council;
- 11) Be the official liaison between Council and staff;

Certification

Employee

Witness

Date

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Chief Administrative Officer	Number: 1.1.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: October 2, 2006

Job Title

CHIEF ADMINISTRATIVE OFFICER

Position Details

1. **PURPOSE AND OBJECTIVES**
 - A. To provide management for all functions of the Town, to manage Municipal resources, to provide quality services and programs to the taxpayers of the town, in accordance with statutory and regulatory guidelines, Town By-laws and policies and within budgets approved by the Council.
2. **EDUCATION / QUALIFICATIONS**
 - A. Education
 - 1) Degree in Public Administration, or Diploma in Municipal Administration
 - B. Qualifications
 - 1) Demonstrated successful performance in all aspects of municipal administration or related public administration experience preferred.
 - 2) Possess good communication and organizational skills.
 - 3) Must be knowledgeable in public accounting practices.
3. **HOURS OF WORK/ SALARY AND BENEFITS**
 - A. This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position for managing the overall activities of the Town, attendance at meetings, conventions and training associated with the position responsibilities. Salary and Benefits package for the position shall be as approved by Council from time to time.
4. **ACCOUNTABILITY**
 - A. The CAO is the Chief Officer and head of the administrative branch of the Town's government and shall be responsible to Council for the proper administration of all the affairs of the Town within statutory and regulatory guidelines, Town Bylaws and policies and within budgets approved by the Council.
5. **MANAGEMENT RESPONSIBILITIES**
 - A. The CAO shall:
 - 1) Act as chair of the Management Committee, providing leadership and direction as needed;
 - 2) Provide leadership, supervision and direction, encouragement, and training, to employees reporting to the position;

- 3) Develop plans for optimal use of financial and physical resources, and include ensuing recommendations in the annual operating and Capital Budgets to be presented to the Council;
- 4) May attend all Community Services Advisory Panel meetings, offering comments and recommendations for consideration on matters before the Panel;
- 5) Attend all Council and Committee of the Whole Council meetings, reporting on the operations of the Town, presenting and commenting on recommendations and reports coming from staff and the Management Committee;
- 6) Prepare annual performance appraisals on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 7) Hire, dismiss, and discipline all employees of the Town, in accordance with policies and procedures approved by Council, with power to further delegate this authority.

6. CONTACTS

A. The Chief Administrative Officer shall:

- 1) Maintain good public relations in dealing with citizens at large, in all matters pertaining to Town operations;
- 2) Keep informed of developments in the field of Municipal administration, analyze and report on effectiveness and efficiencies of those developments and possible benefits for the Town.
- 3) Confer with Provincial, Federal and other local Municipal authorities respecting funding programs, and regulations of interest and that will impact on the Town.
- 4) Attend seminars, conferences, courses and meetings which relate to Municipal Administration, subject to budget appropriations, so as to broaden his/her knowledge, and keep as up to date as possible in the field of Municipal Administration.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Chief Administrative Officer shall:

- 1) Coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
- 2) Ensure the annual budgets are prepared and submitted to Council;
- 3) Be responsible for the administration of the budget after adoption;
- 4) Review the drafts of all proposed by-laws and policies and make recommendations to Council with respect to them;
- 5) Carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, direct.

B. The Chief Administrative Officer may

- 1) Attend all meetings of the Council and any board, committee, commission or corporation of the town and make observations and suggestions on any subject under discussion;
- 2) Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to the Council agreements with respect to them;
- 3) Subject to policies adopted by the Council:
 - a) make or authorize expenditures, and enter into contracts on behalf of the Town, for anything required for the Town where the amount of the expenditure is budgeted or within the amount determined by Council by policy, and may delegate this authority to employees of the Town,
 - b) sell personal property belonging to the Town that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by the Town, and may delegate this authority to employees of the Town,
 - c) personally, or by an agent, negotiate and execute leases of real property owned by the Town that are for a term not exceeding one year, including renewals,
 - d) establish departments of the municipal administration,
 - e) adopt a system of classification of positions of municipal officers and employees and specify positions that may not be filled by the same person, determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system,
 - f) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;
- 4) Authorize, in the name of the Town, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of legal action, defence or proceeding to Council at the next meeting and may, if the Council so provides by policy, delegate this authority to employees of the Town;
- 5) Where the Council so provides by policy, settle a legal action or proceeding in accordance with the policy;
- 6) Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to Council, on a regular basis respecting such contracts;
- 7) Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO, such reports are deemed necessary;

- 8) Coordinate and direct recommendations, either oral or written, to Council regarding the upgrading, assessment and definition of programs, policies and plans or any such changes that are necessary to maintain the operation of Town government;
- 9) Review the administrative operation of the Town and recommend any alteration or addition that would upgrade the efficiency and effectiveness of same;
- 10) Act as Personnel Director within the scope of the duties of the CAO and carry out such duties in accordance with the policies established by Council;
- 11) Be the official liaison between Council and staff;
- 12) Perform the duties of Clerk and Treasurer for the Town as specified in the
- 13) Municipal Government Act, and as approved by Council.

Certification

Employee

Witness

Date

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 October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this _____ day of _____, 20__.

Raymond C. Rice
Chief Administrative Officer



November 28, 2014

File: 133346560

Attention: Ms. Rachel Turner, Chief Administrative Officer

Town of Middleton
131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0

Dear Ms. Turner,

Reference: Town of Middleton Governance and Boundary Review

Stantec was engaged by the Town of Middleton to undertake a study of the Town's governance arrangements pursuant to our proposal of November 10, 2014. Study requirements involved consultation with Middleton Town Council and residents of the town. The key issues addressed included the potential to change the number of council representatives and to adopt wards from which to elect councillors as opposed to the current system of at large election.

BACKGROUND

Middleton is one of 30 towns in Nova Scotia. The Town is currently served by a seven-member council with the Mayor serving as chair. All councillors and the Mayor are elected at large by eligible voters within the town.

Under the Nova Scotia *Municipal Government Act* municipal councils across the province must have at least three members. Towns must also have a Mayor who is elected at large (i.e., by all electors within the town). Councillors may also be elected at large, as they are in Middleton, although the Act has provisions to allow for the election of town councillors from wards. Up to two councillors can be elected from a single ward.

Most Nova Scotia towns elect their council members on an at large basis. The Towns of Truro, New Glasgow, Stellarton, and Pictou elect councillors from wards. In all four cases, two councillors are elected from each ward. The four all happen to be in the north central mainland portion of the province. New Glasgow, Stellarton, and Pictou are all within Pictou County.

Currently, Nova Scotia towns fall into two groups of council sizes: 17 towns have councils of seven including their Mayor and 13 have councils of five including a Mayor. Towns with seven-member councils tend to be larger but not invariably. The Towns of Stellarton, Springhill, Pictou, Westville, Windsor, and Port Hawkesbury all have populations over 3,000 and councils of just five members.



November 28, 2014

Ms. Rachel Turner, Chief Administrative Officer, Town of Middleton

Page 2 of 10

Reference: Town of Middleton Governance and Boundary Review

Table 1 provides a summary of critical statistics on council arrangements among Nova Scotia's 30 towns. The table is sorted by the number of council members including the Mayor (i.e., 5 or 7) and then by the 2011 Census population of each town. It provides the number of residents per council member based on the 2011 Census count and the 2011-2012 expenditure per capita of each town on its legislative functions, taken from the Municipal Indicators compilation provided by the Provincial Department of Municipal Affairs. For each measure the table provides the rank from 1 to 30 of each town among all Nova Scotia towns.

Middleton is the 19th largest town in Nova Scotia based on its 2011 Census population. It is the 12th largest of the 17 towns in the province with seven council members. Seven towns with more residents than Middleton have 5-member councils but five towns that are smaller than Middleton also have 7 council members. As well, Middleton's 2011-2012 per capita expenditure on its legislative functions was only the 18th highest among Nova Scotia towns at a relatively modest \$26. It is also notable that of six towns in Nova Scotia smaller than Middleton that have councils of five members (i.e., Shelburne, Parrsboro, Bridgetown, Mulgrave, Lockeport, and Annapolis Royal) only Bridgetown spends less per capita on its legislative operations than Middleton. Port Hawkesbury and Trenton, which are larger than Middleton, also pay the same or more per capita despite having just five council members.

DEMOGRAPHY

Like most towns and rural areas in Nova Scotia, Middleton has recently struggled to maintain its population. Middleton has, in fact done better than most towns. Middleton is one of 17 towns in the province that lost population from 2006 to 2011. Over the longer run from 1996 to 2011, however, the population recorded in Middleton by the Census of Canada has fluctuated. In 2006 it reached 1,829 but in 2011 it fell back to 1,749, a loss of 80 residents over the period but just 10 fewer than the town had in 1996.

Regardless of whether the town's population trend is declining or static, its population has been aging like much of Nova Scotia. As a result, population projections prepared by Stantec and illustrated in **Figure 1** indicate that the town's population is very likely to decline in the future. The projection generated by a detailed model prepared by company staff takes into account population age structure and recent migration experience.

Because the bulk of the population in Middleton is advancing beyond 45 years of age, its capacity for reproduction is evaporating. With little in migration to compensate, our model suggests population will fall steadily through the next Canadian Census in 2016 and through subsequent censuses to 2031. Overall, the model predicts the town will lose 360 residents over the 20 years from 2011 to 2031 or 20.2% of its population. The number of constituents of voting age is however expected to decline more modestly from 1,495 to 1,290 (205 or -13.7%).



November 28, 2014

Ms. Rachel Turner, Chief Administrative Officer, Town of Middleton

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Reference: Town of Middleton Governance and Boundary Review

Table 1 Council Comparison, Nova Scotia Towns

#	Town	Population 2011	Election	Council Members	1,000 per Rep	Rank	Legislative Expenditures /Capita 2011/12	Rank
1	Truro	12,059	Wards	7	1.72	1	\$21	21
2	Amherst	9,717	At large	7	1.39	2	\$21	21
3	New Glasgow	9,562	Wards	7	1.37	3	\$20	24
4	Bridgewater	8,241	At large	7	1.18	4	\$20	24
5	Yarmouth	6,761	At large	7	0.97	5	\$68	4
6	Kentville	6,094	At large	7	0.87	7	\$34	13
7	Antigonish	4,524	At large	7	0.65	13	\$33	14
8	Wolfville	4,269	At large	7	0.61	14	\$35	12
9	Berwick	2,454	At large	7	0.35	16	\$29	16
10	Lunenburg	2,313	At large	7	0.33	18	\$18	26
11	Digby	2,152	At large	7	0.31	19	\$58	5
12	Middleton	1,749	At large	7	0.25	21	\$26	18
13	Stewiacke	1,438	At large	7	0.21	22	\$53	7
14	Hantsport	1,159	At large	7	0.17	24	\$46	10
15	Oxford	1,151	At large	7	0.16	25	\$33	14
16	Mahone Bay	943	At large	7	0.13	27	\$48	8
17	Clark's Harbour	820	At large	7	0.12	29	\$97	2
18	Stellarton	4,485	Wards	5	0.90	6	\$25	20
19	Springhill	3,868	At large	5	0.77	8	\$14	28
20	Westville	3,798	At large	5	0.76	9	\$13	29
21	Windsor	3,785	At large	5	0.76	10	\$21	21
22	Pictou	3,437	Wards	5	0.69	11	\$18	26
23	Port Hawkesbury	3,366	At large	5	0.67	12	\$36	11
24	Trenton	2,616	At large	5	0.52	15	\$26	18
25	Shelburne	1,686	At large	5	0.34	17	\$47	9
26	Parrsboro	1,305	At large	5	0.26	20	\$27	17
27	Bridgetown	949	At large	5	0.19	23	\$9	30
28	Mulgrave	794	At large	5	0.16	26	\$54	6
29	Lockeport	588	At large	5	0.12	28	\$102	1
30	Annapolis Royal	481	At large	5	0.10	30	\$88	3
AVERAGES		3,552		6.1	0.58		\$30	

Source: Census of Canada, Nova Scotia Municipal Indicators, municipal Web sites



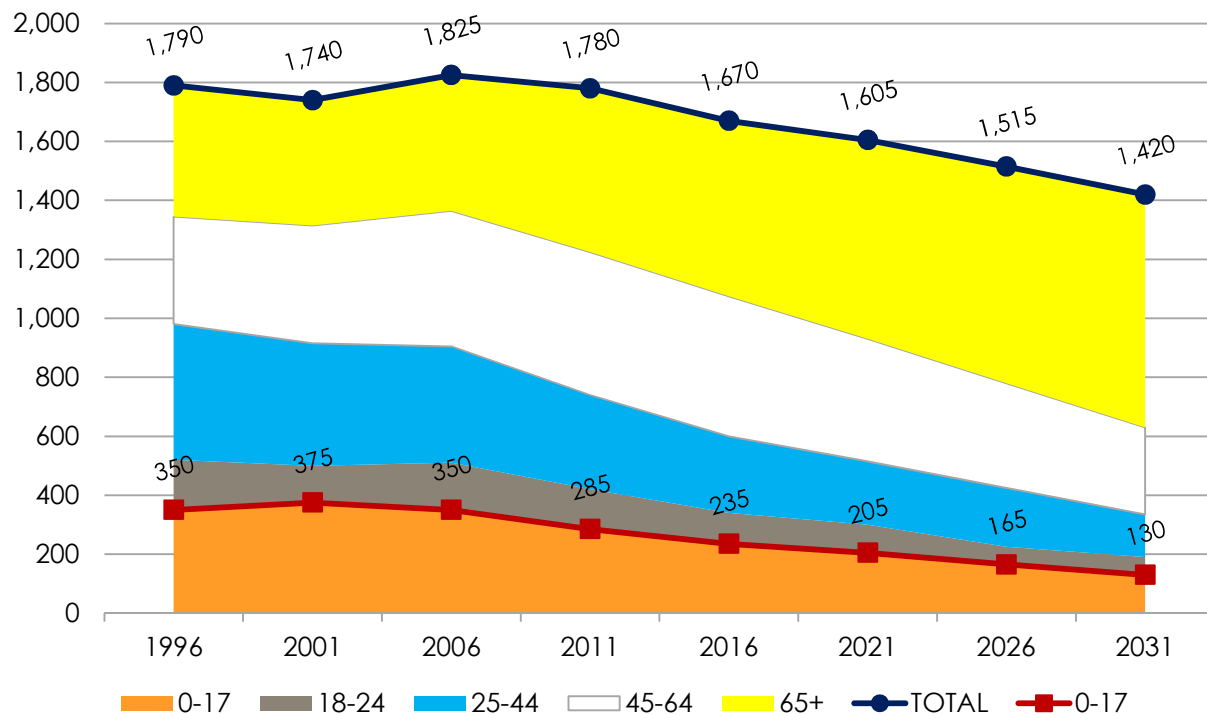
November 28, 2014

Ms. Rachel Turner, Chief Administrative Officer, Town of Middleton

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Reference: Town of Middleton Governance and Boundary Review

Table 1 Population by Age Group, Town of Middleton, 1996-2031



Source: Census of Canada (1996-2011) and Stantec Projections (2016-2031)

While the expected decline is substantial, it compares relatively well to the surrounding County of Annapolis and the Towns of Annapolis Royal and Bridgetown. The same model suggests that the three neighbour municipal units will lose 3,635 people or 19.2% of their population. Middleton, which has increased its share of the population among the municipal units within Annapolis County over the past 15 years should hold its own in the coming two decades with about 9.3% of the region's population over the period.



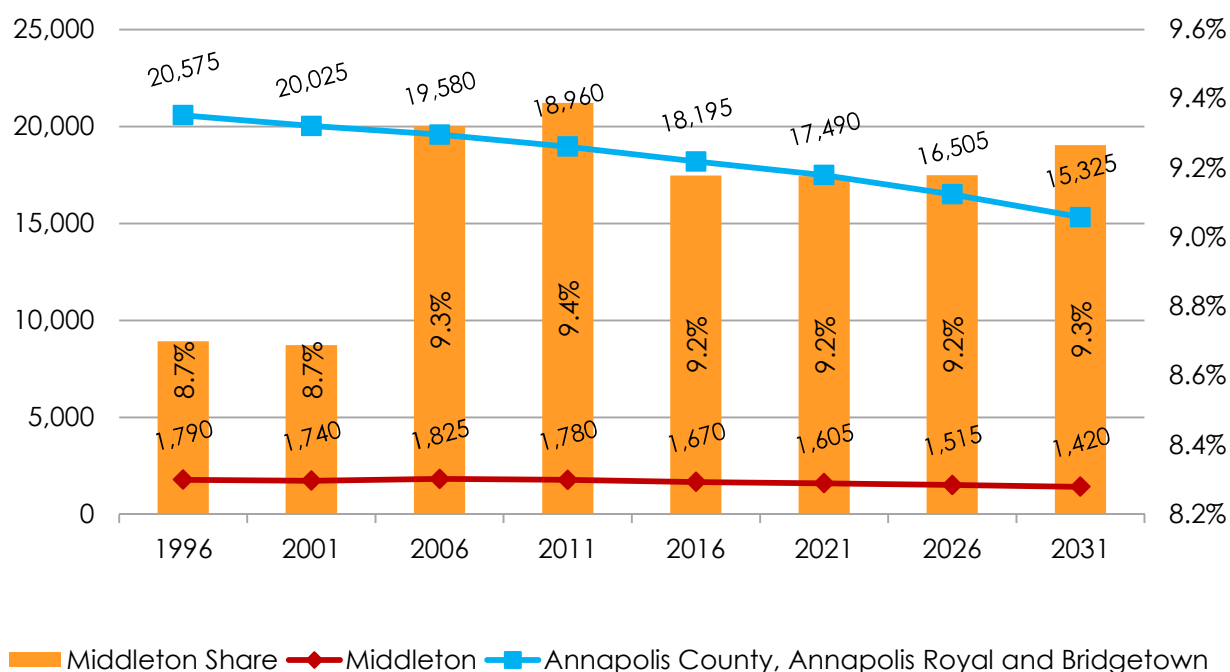
November 28, 2014

Ms. Rachel Turner, Chief Administrative Officer, Town of Middleton

Page 5 of 10

Reference: Town of Middleton Governance and Boundary Review

Table 2 Population by Age Group, Town of Middleton, 1996-2031



Source: Census of Canada (1996-2011) and Stantec Projections (2016-2031)

COUNCIL FOCUS GROUP

Stantec facilitated a focus group session with the Mayor and three available Town of Middleton Councillors on the morning of November 18. Three councillors could not attend because of scheduling conflicts. Stantec began the session with a presentation outlining the governance review process and presenting the statistical information provided in the preceding sections dealing with background and demography.

Stantec's Project Manager, who facilitated the session, followed the presentation by asking questions concerning the issues confronting the Town and the actions of council to address those issues. He followed those framing questions with more direct questions concerning the potential benefits of basing council election on wards, on increasing or decreasing council size, and concerning any other potential changes to Middleton's governance arrangements.

Design with community in mind



November 28, 2014

Ms. Rachel Turner, Chief Administrative Officer, Town of Middleton

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Reference: Town of Middleton Governance and Boundary Review

Council members indicated that the Town's main concerns were the state of its infrastructure, particularly the condition of sewer pipes, job creation, and marketing of the Town's industrial park. They also pointed out the community's strengths as the primary service centre for related communities such as Nictaux and Greenwood.

They noted that, while Middleton is facing challenges, it is generally doing better financially and demographically than other communities in the western valley. They also suggested that Town Council has been successful in meeting many of the challenges that the Town has confronted. The Town has, for example, upgraded its water system, and built a sewage treatment plant. The Director of Public Works is preparing an assessment of the sewer network for future action.

Council members stated that other components of the Town's infrastructure are in good shape. Although the rink and pool are in need of renewal, Rotary Park is a centerpiece of the community. The Town also has reasonably new library, good schools, and the Soldiers Memorial Hospital. These amenities and the town's retail base are important attractions to residents in Middleton's surrounding catchment area and critical to its service role in the region.

Council members do not see any benefit in creating wards within the town. They pointed out, in particular, that the town has a relatively small land area (Middleton is the 21st largest town in Nova Scotia by area). They also noted that current Council members come from various areas within the Town Limits so that wards would be unlikely to bring any more diverse representation. Finally, all four members present stated they had never heard a suggestion from a citizen in the town that wards would be beneficial.

On the subject of changing council size, council members suggested that enlarging council might increase diversity; however, none strongly pushed for an increase in the number of councillors. Their position concerning a decrease, on the other hand was unequivocal: none support it. They noted the relatively low cost of the legislative function in Middleton, which was pointed out to them in the presentation opening the focus group session. They also noted that to the best of their recollection, Middleton's Council has consisted of seven members from the time of the Town's incorporation in 1909. They stated that it has been performing well and that given stipends of no more than \$10,000 currently provided to the Town's Councillors, little can be saved by eliminating council positions.

Discussion revealed that the Mayor and current councillors were acclaimed in 2012. In the preceding election in 2008 six councillors were elected from among seven candidates. The only additional issue raised in the discussion was the possibility of term limits. While limits would encourage turnover, an alternative concern raised was the availability of citizens willing to run for office.



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Reference: Town of Middleton Governance and Boundary Review

PUBLIC CONSULTATION

A public meeting was held at 7:00 pm on Wednesday, November 19, to obtain the views of residents on the governance of Middleton. The meeting was publicized through a notice on the Town's Web site and through its Facebook page. Notices were also posted on the front door of the Town Hall as well as in kiosks that the Town maintains within the Town Limits. The Town furthermore put notices in mailboxes throughout the community (see **Appendix A**).

Despite this effort to make citizens aware, the session was attended by only six citizens. It started promptly and was adjourned by 8:00 pm. The six attendees were all clearly acquainted with each other, as might be expected in a small town. Four indicated that they had served on council in the past. All also appeared to have been involved in the 2007 citizens' application to amalgamate Middleton with the County of Annapolis. The Mayor and Deputy Mayor arrived from another meeting in which they were involved shortly after 7:30. They did not speak except when directly addressed. The Mayor noted that the purpose of the meeting was to hear others.

The citizen attendees were all critical of Town Council and staff. They characterized council and staff as overcompensated and more numerous than required by a community the size of Middleton. They did not see any merit in electing councillors from wards but firmly advocated reduction in the size of council. Notwithstanding evidence presented that Middleton's legislative costs are modest, they suggested council is costly and the number of residents served by each councillor is very modest. Some argued that Middleton Council and the Town itself should be eliminated through amalgamation with the County consistent with their previous initiative. An email was also received by the Town following the meeting from a couple we presume reside in the town who stated "that four councillors would be sufficient for Middleton."

The second public meeting was held on Tuesday, November 25, at 7:00 pm. It attracted only two citizens who listened to a similar presentation to the previous session that was expanded to include reporting on consultation to that point. In contrast to the preceding meeting, both citizens appeared to favour current council arrangements. One was particularly strong in his support for the current number of councillors, stating that reducing the number of councillors would increase the size of the job likely necessitating increased compensation. He also noted that if a councillor became ill or disinterested, the job of other councillors would enlarge considerably with a smaller council and that fewer councillors doing more work would tend to discourage citizens from seeking what is intended to be a part-time job.



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Reference: Town of Middleton Governance and Boundary Review

SUMMARY

The information gathered through research and consultation with Council and the public is equivocal. On the one hand, Council members argued that they are doing a good job and are effective in their current configuration. On the other, at least a portion of the public feels that council needs to be reduced in size. The latter public view is not unanimous, however, and quantitative evidence we have gathered supports both views to a degree.

The modest turnout to both public meetings is a concern. One citizen participant in the first meeting acknowledged that Town's efforts to notify citizens were more than adequate. He suggested – and others appeared to agree – that very few people in the community could not have been aware of the meeting, particularly given the Town's mail drop. Meeting participants suggested that non-attendance was attributable to apathy and frustration but the consultant has little basis to judge one way or the other whether residents who did not attend concur with the views of those who did or that non-attendance is indicative of general satisfaction with Town governance.

There does seem to be universal agreement that election of councillors at large is suitable and there is no need to divide Middleton into wards. All council members and citizens with whom we spoke appeared to be opposed to the idea. Middleton is a smaller town even in the Nova Scotia context in both physical area and population. Relatively few towns in Nova Scotia have seen the need for a ward system and all are larger than Middleton and we see no reason to consider creating wards for the town.

Statistical information with respect to council size, on the other hand, is less clear. Among towns with seven-member councils, Middleton is one of the smaller units, although several with seven council members have fewer residents. On the other hand, Middleton does not appear to be facing the severe financial or the demographic issues that caused the neighbouring towns of Bridgetown and Annapolis Royal to downsize. It is a concern that the current council was acclaimed and that competition for council places appears to have been modest in previous elections but it is not clear that reducing the number of councillors would attract more candidates. Fewer seats on council will reduce the prospects of success and, perhaps, increase the commitment required of successful candidates.

While most towns in Nova Scotia are experiencing financial pressure, Middleton appears to be able to absorb the moderate cost of two councillors who might be eliminated by an immediate council reduction. In the absence of these negative influences, the key issue that might justify reducing the number of councillors is the dynamic of the council. We have not observed Middleton council in action except in the course of the two direct consultations held for this assignment but that exposure was positive and we are willing to accept that the current council is functioning effectively.

Design with community in mind



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Citizens favouring immediate reduction in the size of council emphasized cost issues but the savings from elimination of a councillor are unlikely to exceed \$10,000. The savings associated with reducing council from seven to five members would constitute just 0.57% of the roughly \$3.5 million of expenditure made by Middleton in 2013-2014.

If Middleton's population declines in the future as we expect it might, the argument for reducing the size of council will be more compelling. To date, however, Middleton has held its own demographically. If population losses similar to the most recent census period are experienced over the two censuses that will be completed before the Town's next required governance review in 2022, serious consideration will have to be given to a reduction of council membership. At this point, however, losses have not been significant.

Regards,

Stantec Consulting Ltd.

John Heseltine, LPP MCIP

Senior Planner

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Appendix A – Public Notice



GOVERNANCE & DISTRICT BOUNDARY REVIEW

NOTICE OF PUBLIC CONSULTATION MEETINGS

The Municipal Government Act requires that in 2014 every municipality must conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of Councillors. Following the completion of the study, Council must apply to the Nova Scotia Utility and Review Board to confirm or alter the number of Councillors and boundaries of polling districts. As part of the process the Town of Middleton will be seeking feedback from our residents.

The public is being invited to attend one of the following consultation sessions:

- Wednesday, November 19 at 7 p.m. at the Middleton Town Hall;
- Tuesday, November 25 at 7 p.m. at the Middleton Town Hall.

In addition, written submissions will be accepted until 4:30 p.m. on Tuesday, November 25 and can be sent to:

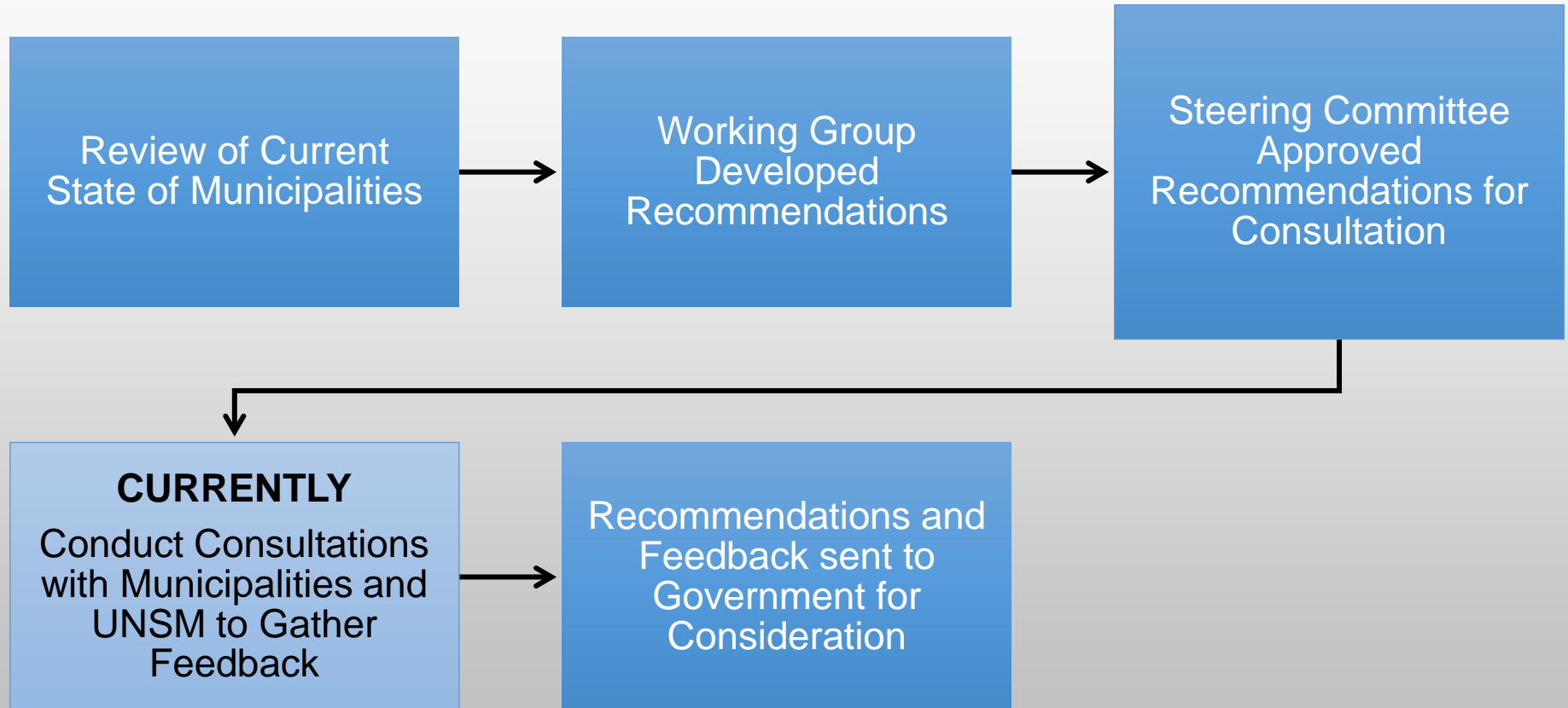
Rachel Turner, CAO
Town of Middleton
131 Commercial Street, Middleton
Fax: 902-825-6460
Email: rturner@town.middleton.ns.ca



Fiscal Review: Review of Consultation Document

December 1, 2014

Fiscal Review Process Overview



Structure Recommendations (1-12)

- **By March 2015: use FCI scores to require financially challenged municipalities to complete a viability review**
- DIRECT MIDDLETON FINANCIAL IMPACT: N/A
- Indirect impacts: medium term may impact neighbouring municipalities
- Benefits:
 - Potential to strengthen local governments in NS
- Issues:
 - FCI is new tool, may require some adjustment
 - Financial indicators are only part of the picture for viability

Village Recommendations (13-14)

- **No New villages**
- **Existing villages must become a town or dissolve**
- DIRECT MIDDLETON FINANCIAL IMPACT: N/A
- Indirect impacts: Creates decision for Lawrencetown, Kingston and Greenwood
- Benefits: Reduce government
- Issues: active villages have concerns

NSPI Grant Background

- NSPI pays property tax to province (\$37.7M) who provide:
 - \$11.6M through host grant
 - \$20.1M in equalization
 - \$6M in HST offset
- Value of payment increase by CPI annually
 - Province has been keeping the increase

Intent of Recommendations:

- Change allocation so municipalities benefit from CPI increase
- Recompense host units as though NSPI were typical business
- Re-deploy funds in HST offset (history of grant offset did not provide compelling rationale)
- Direct funding to infrastructure needs

NSPI Recommendations (18-22)

- **Allocate full (rate*assessment) to host municipalities**
- **Eliminate HST offset & subsidy to equalization**
- **Increase capacity building fund (\$1.5M)**
- **Increase PCAP (\$14.2M)**
- **Fund the development of asset management in municipalities**
- **DIRECT TOWN OF MIDDLETON FINANCIAL IMPACT:**
 - Increase of approx. \$441 for NSPI Host grant
 - Loss of approx. \$ 23,722 annually from HST offset grant
- **Benefits:**
 - Significant expansion of PCAP & Capacity building fund, increasing potential for funding capital and strategic initiatives.
- **Issues:**
 - Province still retains control of the disbursement of a sizeable chunk of the NSPI payment of property taxes.

Roads Recommendations (23)

- **Provincial grant allocated at a rate of \$9,000 per kilometer of arterial and collector roads.**
- **Intent of recommendations:**
 - Ameliorate difference between town and rural
 - Take advantage of potential economies of scale
- **DIRECT TOWN OF MIDDLETON FINANCIAL IMPACT:**
 - New grant of 6.21 km x \$9,000 = \$55,890
- **Benefits:**
 - modest improvement in road equality, potentially improving relationship with rurals
- **Issues:**
 - Is this really the cost to maintain a kilometer of roadway?

Provincial Property Tax (29)

- **Eliminate contributions for Ed. Corr. & Housing**
- **Apply a provincial property tax rate**
- **DIRECT TOWN OF MIDDLETON FINANCIAL IMPACT:**
 - **New savings to residents of \$44,943** (*Annual Flow Through*)
- **Benefits:**
 - Increased transparency re provincial use of property tax
- **Issues:**
 - Distinction may be of little importance to residents

Potential Position

- Cannot support the recommendation of a single provincial property tax rate
- Agree that greater accountability for mandatory contributions is required
- Province should remove the cost of these social programs from the property tax
- Failing that, an alternative formula that does not rely solely on assessment must be employed.

Consultation on Regulation(30-34)

- **Earlier involvement of municipalities in consultation**

- Require analysis of cost to implement
- Require analysis of impact on NS economy
- Require measurable goals

Allow for informed discussion on whether regulation is worthwhile

- **Require evaluation**

- Was objective achieved?
- What was the cost?

Allow for objective assessment of whether regulation is working

- **Apply Evaluation to CCME & Solid Waste Regulations**

Ensure effectiveness & value of these onerous regulations

- **DIRECT TOWN OF MIDDLETON FINANCIAL IMPACT: N/A**

- **Benefits:**

- Municipalities would be far better informed and equipped to avoid expensive or unnecessary regulation

Non Financial Recs (36-43)

- **Prov/Mun Strategic Plan**
- **Enhanced communication**
 - Staff roundtable
 - Data portal
- **Collaborative initiatives**
 - Education committee
 - Asset Management
 - Staff secondments
- DIRECT TOWN OF MIDDLETON FINANCIAL IMPACT: N/A
- **Benefits:**
 - Focus on shared priorities
 - Enhance opportunity for shared services
 - Improve decision-making

Cumulative (Direct) impact

Recommendation	Net loss/gain
Roads Grant	\$55,890
NSPI Host	\$441
HST Offset	-\$23,722
Net change	\$32,609

<i>Mandatory Contributions</i>	\$44,943
Net Change (w/ prov Property Tax)	\$77,552

Potential Gains

- Net effect of recommendations = \$21.1M increase in funding for municipalities
- Action on perception of failing municipalities while retaining community choice, municipal autonomy
- Potential to improve regional cohesion, capacity
- Some improvement in rural/town equity
- Option for cost saving on road maintenance contract
- Preserve fair equalization in event of future dissolution
- Treat NSPI hosts fairly
- Potential for increased capital funding
- Ensure municipalities benefit from NSPI property taxes
- Expanded scope for municipal tax policy
- Far better informed and equipped to avoid expensive or unnecessary regulation
- Greater strategic coordination between province & municipalities
- Enhanced opportunity for shared services & improved decision-making

Potential Issues

- Net direct financial impact on municipality
 - +\$77,552 (if implemented as written)
 - +\$32,609 if Provincial tax not implemented
 - +\$48,229 if no Prov. Tax & formula for capital NSPI payment
- FCI may require adjustment, *could* be premature to apply in this way
- Village of Lawrencetown may have concern with dissolution/town status
- Although not in Annapolis County, Villages of Kingston and Greenwood are very close neighbours and may also have concerns
- Province still retains benefits from portion of NSPI payments
- **Allocation of provincial mandatory contributions totally on assessment is not acceptable;** minor benefit in transparency does not outweigh issues with this redistribution

Intent of Recommendations

- Protect municipal autonomy
- Enhance informed community decision-making
- Assist struggling municipalities assess & understand their challenges
- Improve perception of municipalities' financial management

Key Message: Cautious Support

- Significant opportunities for improved relationship
 - Better regulations
 - Focus on shared priorities
 - Incremental improvement with some longstanding municipal concerns
- Assessment based distribution of mandatory contributions may not be the best solution



The Provincial- Municipal Fiscal Review

Consultative Report Summary

Steering Committee of the Provincial-Municipal Fiscal Review
Fall 2014



October 14, 2014

Please find enclosed the draft report and recommendations of the Provincial Municipal Fiscal Review. The report is now being circulated for consultation, with 4 dates set up across the province as follows:

October 23 – Yarmouth – Rodd Grand

October 28 – Truro – Holiday Inn

October 29 – Port Hawkesbury – Civic Centre

October 31 – Wolfville – Old Orchard Inn

All municipalities and villages are encouraged to send representative(s) to one or more of these venues. Municipal and Provincial staff who participated in the review will be on hand to discuss the recommendations, answer questions, provide clarifications, etc. **In terms of process, the Working Group will only accept written submissions from Municipal Councils and Village Commissions to the UNSM as official input on the recommendations.** The purpose of the 4 sessions is to provide information on the recommendations to ensure municipalities and villages are well informed for the purposes of providing input in writing.

To be clear on where these documents stand:

- The recommendations included here are for consultation purposes only. As such, they are not approved by Government and they may not reflect the position of Government.
- At this point, there are no financial commitments from either the Province or Municipalities associated with these draft recommendations. Some of the recommendations do have provincial or municipal cost estimates, but Government has not approved any funding for them, and municipalities have not agreed to them.
- Once input from municipalities and villages has been submitted to UNSM, it will then be shared with the Working Group will bring that information back to the Government for consideration. December 15th is the targeted date to have all written submissions back from municipalities and villages.

Please take the time to review this material and attend the consultation sessions.

Executive Summary

The mandate of the Fiscal Review Committee was to determine how provincial support to municipalities could best be allocated. The Committee found that demographic and economic trends present major challenges for municipalities. In an effort to confront these challenges, the Committee made forty-one recommendations to better allocate resources and increase collaboration. These recommendations were organized along five themes:

Opportunities to Improve Government Structures

The Fiscal Review committee explored a number of different approaches to reviewing the viability of municipalities, and encouraging restructuring under appropriate circumstances. The committee has developed a comprehensive approach to monitoring and evaluating the existing government structures across the Province. Key recommendations include:

- Launching comprehensive viability reviews of municipalities that demonstrate three consecutive years of fiscal difficulties as measured by the Financial Condition Index.
- Developing a suite of incentive programs to promote voluntary restructuring initiatives.

For a fuller exploration of Structure, please see the Municipal Structure Options Review Recommendations.

Opportunities to Improve Roads Equity

The committee examined the relationship between different municipal structures and the maintenance and servicing of the local roads. It was acknowledged that rural municipalities generally have lower costs compared to towns with respect to their responsibilities. In an attempt to address this disparity, one recommendation is being advanced to:

- Require rural municipalities to pay full cost-recovery to TIR for the roads that are covered under the service exchange.

For a fuller exploration of Roads, please see the Local Roads Review Recommendations.

Opportunities to Reallocate Scarce Resources

The committee carefully examined existing grants to municipalities. In general, existing grants target important objectives and are based on sound principles. However, some changes would increase the sustainability of municipalities, and help target scarce funding dollars to top municipal priorities. Key recommendations include:

- Developing a new unconditional operating grant to replace the equalization program.
- Creating an arterial and collectors road grant.
- Reallocating the NSPI PILT in a way that is reflective on the needs and priorities of municipalities.

For a fuller exploration of Grants and Resources, please see the Operating Grants Review Recommendations.

Opportunities to Improve Revenue Systems

The committee also investigated revenue generating options for municipalities, evaluating the current system against alternatives. While the shortcomings of the property tax regime in Nova Scotia are acknowledged, none of the alternatives examined are suitable as a wholesale replacement. The committee does provide suggestions for improving the current property tax system, including:

- Providing greater municipal autonomy over the taxation of forest and recreational property.
- Review municipal finance powers provided in legislation to provide broader authority to establish fair and effective property taxation and revenue regimes.
- Introduce a Provincial Property Tax Rate to replace the current system of municipal contributions to education, corrections and housing.

For a fuller exploration of Grants and Resources, please see the Revenue Options Review Recommendations.

Opportunities to Improve Collaboration

The committee found that there are significant opportunities for the province and its municipal partners to work more collaboratively. A lack of municipal involvement in the development of regulation has led to intense financial pressure in some municipalities. In addition, greater collaboration in planning and delivering services can help municipalities provide higher quality services at a lower cost. Key recommendations include:

- Enhancing the consultation process with municipalities prior to regulatory change.
- Developing an asset management program.
- Generally improving the lines of communication between provincial and municipal staff.

For a fuller exploration of Improving Collaboration, please see the External Expenditure Pressures, and the Non-Financial Support Recommendations.

Background

Municipal governments play an essential role in our lives, providing vital local services that contribute to clean, safe, and productive communities. As the government closest to the people, municipalities also act as an important voice for communities, representing local interests to other orders of government. There are 54 municipal governments in Nova Scotia: 30 towns, 21 rural municipalities, and 3 regional municipalities. Municipalities have broad authorities under the *Municipal Government Act* and *The Halifax Regional Municipality Charter* to generate revenue and provide a wide range of local services including: policing, fire protection, transportation, water and wastewater services, land-use planning, and recreation programs.

The relationship between local governments and the provincial and federal governments can be complex, and changes over time. In 2010, Service Nova Scotia and Municipal Relations (now the Department of Municipal Affairs) reviewed the municipal Equalization and Town Foundation Grant program. One of the key findings from this review indicated the program could not be reviewed in isolation from other grants and funding programs. It was recommended that a more holistic look at programs and services was needed. In 2012, the province responded to this recommendation by establishing the Provincial-Municipal Fiscal Review. This review was led by the Fiscal Review Steering Committee composed of municipal elected officials and provincial Deputy Ministers. The committee's mandate was to review current programs and services to better meet municipal needs within the context of a balanced budget. Supported by a working group and a set of subcommittees, the Fiscal Review Committee examined:

- the current state of Nova Scotia municipalities;
- funding sources for municipalities;
- municipal expenditures pressures;
- non-financial supports for municipalities; and
- municipal grants and contributions.

The Report

This document provides a brief summary of the major findings and recommendations of the committee. This summary is accompanied by a more detailed report, providing additional background information and research that contributed to the findings and recommendations. The full report is divided into two parts: the *Current State of Municipalities* outlines current trends and significant challenges influencing municipalities, and the *Consultative Report* outlines opportunities for the province and its municipal partners to address coming challenges and better serve Nova Scotia communities.

Taken together the Committee's recommendations represent an improved allocation of provincial support which follows the guiding principles set out at the beginning of the project:

Guiding Principles of the Fiscal Review

1. Effectiveness:

Recommendations from the review should improve the transparency and structure of programs and services provided by the province and municipalities, to provide optimal benefit for taxpayers.

2. Building Relationships:

Recommendations from the review should strengthen communication, consultation, sharing of resources and cooperation amongst municipal governments and between the province and municipal governments.

3. Municipal viability:

Recommendations from this review should strengthen municipalities' abilities to provide the basic level of service at an acceptable tax burden.

4. Financial constraint:

Recommendations from the review must consider the financial limitations of both the province and municipalities individually and collectively.

Part II - Findings and Recommendations

Opportunities to Improve Government Structures

Given the demographic, economic, and financial pressure experienced by some municipalities, some consideration of current municipal structures was warranted. The 2012 Towns Task Force report made several recommendations relating to structure. Most significantly, the Task Force recommended that any municipality scoring poorly on a set of financial indicators should undertake a viability review, including financial analysis and community consultation to assess viability. The Fiscal Review Committee endorses the findings of the Towns Task Force and is eager for the implementation of these recommendations and several others which are likely to provide a benefit to municipalities as a whole.

Recommendation 1 - The Province will formalize FCI tracking as the tool that will be used to monitor the financial health of municipalities.

Recommendation 2 - The Province, with UNSM and AMA, will develop materials to help ensure that municipalities understand the FCI and have access to best practices to improve their financial health.

Recommendation 3 - The Province will develop a suite of programs designed to assist any municipality that chooses, or is required, to initiate a consolidation process.

Recommendation 4 - After three consecutive years of red-flagged FCI indicators exceeding the threshold, municipalities will be subject to a comprehensive review.

Recommendation 5 - Beginning on March 31, 2015, the FCI tracker will be applied as a trigger for reviews for any municipality that has exceeded the red-flag trigger threshold for three consecutive years.

Recommendation 6 -Municipalities will be encouraged to voluntarily request a review at any time, for any reason.

Recommendation 7 - In extraordinary circumstances, where it is jointly agreed upon by the UNSM and DMA that there is a need, a municipality could be targeted for a review process.

Recommendation 8- The review will provide all parties with binding outcomes that will identify the conditions necessary for municipal viability.

Recommendation 9 - The reviewed municipality, other affected municipalities and provincial officials will have 90 days to develop an Action Plan to achieve the outcomes identified in the review.

Recommendation 10 - The Province, upon receipt of the Action Plan, will issue a Ministerial Order within 30 days. If the Province does not receive an Action Plan within 90 days, the Province will issue a Ministerial Order.

Recommendation 11 - Municipalities will submit progress reports to the Province periodically once a transition process has begun. FCI tracking will continue.

Recommendation 12 - In the event that a review reveals that the challenges facing a municipality are such that they cannot be addressed through structural changes or a realignment of service standards, OR a municipality implements their Action Plan and improvements are not realized, then a tailored public policy process will be launched.

Recommendation 13 - No new villages will be created and no new powers will be given to villages beyond those that currently exist.

Recommendation 14 - All incorporated villages in Nova Scotia should be phased out. Existing villages should be given the opportunity to apply for town status, merge with an adjacent town, or dissolve into their encompassing rural municipality as they see fit.

Opportunities to Improve Roads Equity

Currently, rural municipalities in Nova Scotia are responsible for the maintenance of local roads constructed after April 1, 1995, while all local roads constructed before that date are administered and controlled by The Department of Transportation and Infrastructure Renewal (NSTIR). Meanwhile, towns are responsible for maintaining all roads within their boundaries. As well, in many instances, provincial routes pass through towns and are considered to fall under the administration and control of the town in which they are located. While the majority of towns in Nova Scotia possess the equipment and resources necessary to maintain roads within their jurisdictions, they are unable to achieve the same economies of scale as NSTIR. As a result, road maintenance costs are significantly higher for towns than for rural municipalities. To address this disparity, the committee is putting forward the following recommendation:

Recommendation 15 - Rural municipalities will now be required to pay TIR the full maintenance recovery cost (approx. \$6700 per kilometer plus annual CPI increase) for maintenance of the 745 km of local roads maintained under the Service Exchange agreement. If rural municipalities so choose, TIR will also service (at cost + capital - approx. \$13,500 per kilometer plus CPI) the 138 km of roads that rural municipalities are currently fully responsible for. In addition, the Province will engage in an education campaign to ensure that all municipalities understand the policies and practices that TIR has in place to trade-off roads maintenance responsibilities or ownership where possible so as to ensure that maximum efficiency.

Opportunities to Reallocate Scarce Resources

The Operating Grant

Every year, the Province, through the Department of Municipal Affairs, distributes tens of millions of dollars in grants to municipalities. Despite this money, Nova Scotia's municipalities are facing significant financial and demographic headwinds, which are increasingly raising questions about the long term viability of some communities. At the same time, the Provincial Government is facing similar pressures, with respect to an aging population and slow economic growth. Accordingly, this report seeks to explore the current grants structure that the Province maintains for municipalities, to ensure that it supports and promotes the long term viability of Nova Scotia's municipalities in an efficient and sustainable way. The Working Group feels that it is vital for all of the regions of Nova Scotia to be successful, and thrive in their own way.

Through this comprehensive review, it has become clear that there is no simple way to address the needs of Nova Scotia's municipalities while respecting the Province's fiscal reality. At the same time, it is the consensus of the Working Group that Nova Scotia's current grants framework – the equalization program in particular – is failing to ensure the long term viability of Nova Scotian municipalities. To address these concerns, the Working Group is advancing the following recommendations:

Recommendation 16 – The group recognizes that the fundamental purpose of equalization still stands. However, there are identified issues with the equalization grant in its current form. Specifically, it discourages restructuring and does not always allocate funds to municipalities with the greatest need, as identified by other financial measures. As such, it is recommended that the equalization program be frozen at the 2014 levels to allow time for an alternative equalization grant to be developed based on improved data (such as reliable density measure to address the restructuring issue and household income figures to support an ability-to-pay-measure in the program). As well, consideration should be given to the standard service levels used to determine the municipal need. The improved operating grant, to start in 2018, will better addresses the needs of municipalities, and encourages the outcomes necessary for ensuring Nova Scotia's municipalities remain viable. Similarly, the Towns Foundation Grant would be frozen at its current distribution, regardless of structural change, and then be re-examined as part of the improved operating grant structure.

Recommendation 17 – Noting concerns over CBRM's viability, and noting that many options for improved viability available to most of the other municipalities in Nova Scotia (such as shared servicing, structural changes, etc.) are not realistic options for CBRM, it is recommended that the municipality and the Province conduct an immediate joint review to assess the viability issues facing CBRM. This review will

make recommendations on how to best address the specific issues facing CBRM, including recommendations on appropriate provincial grants for the municipality.

Recommendation 18 – During the freeze period, the \$30 million funded through equalization will be funded by the province.

Recommendation 19 – The NSPI Grant should be calculated based on rate times assessment for host municipalities, where one standard rate is determined for the entire Province. This recommendation will not impact the payment that NSPI makes to the Province. Indeed, NSPI will continue to make payments as per existing legislation, this recommendation only impacts how those monies are allocated among municipalities. Additionally, at no time will the value of this grant exceed the value of the PILT that NSPI makes to the Province.

Recommendation 20 – The Province will eliminate the HST offset program, as there is no sound policy rational for the program.

Recommendation 21 – The Province will create a program/suite of programs dedicated to promoting innovation and capacity building activities for municipalities, including the comprehensive municipal reviews recommended by this committee. To fund these activities, the Province should allocate \$1.5 million from the NSPI PILT to the \$250,000 that is currently budgeted for municipal capacity building programs.

Recommendation 22 – PCAP should be expanded by \$14.2 Million – the remaining NSPI PILT monies – and the PCAP program should be broadened to include roads and other capital projects deemed critical by municipalities. It is intended that in the initial years of this program expansion, some monies should be used to develop an Asset Management Program for all municipalities outside the HRM¹.

Recommendation 23 – The Province will provide a provincial grant for arterial and collector roads (once a comprehensive inventory is developed). The grant will be allocated at a rate of \$9,000 per kilometer of arterial and collector roads within a municipality's boundaries (this is approximately the difference between the average maintenance costs that towns pay for roads and TIR's cost).

¹ HRM is exempt because they have already invested in developing their own.

Opportunities to Improve Revenue Systems

Early on in the Fiscal Review process it became apparent that a comprehensive review of the finance powers available to municipalities was necessary. Nova Scotia municipalities rely heavily on the property tax, which provides a stable revenue source, and has some measure of elasticity that have allowed municipalities to fund increasing costs of providing local services. However, the relationship between tax burden and ability to pay has been questioned, and there is some concern that the population decline in rural Nova Scotia could have a long term impact on property tax revenue in the province.

The Working Group identified several different potential sources of tax revenue, which are explored for the purposes of this exercise, including a municipal income tax, a municipal sales tax, a municipal corporate income tax, and others. All options, including property tax, are then assessed according to 6 criteria: vertical and horizontal equity, economic efficiency, accountability, elasticity & stability and administrative burden. Each option is evaluated in the municipal context of collecting revenue sufficient to fund local services and balance budgets on a yearly basis.

There are no easy solutions for increasing funding for municipal services, however, there are some measurable improvements that could be made, and further areas that could be explored which may improve municipal funding and address equity concerns. For example, given the degree to which municipalities rely on property taxes to fund their operations, they should be given greater freedom over how and how much they tax properties. Should the legislature decide that certain sectors of the economy are best subsidized through the property tax system, then it should be incumbent upon the Province to provide a realistic and predictable offsetting grant to the affected municipalities.

The Working Group is providing the following six recommendations intended to help address the financial and demographic pressures facing many municipalities across the country, while respecting the existing tax burden of Nova Scotia residents.

Recommendation 24 – Although the shortcomings of the current system must be acknowledged, property taxes should continue to be the primary source of revenue for municipalities.

Recommendation 25 – The Province should amend legislation to provide greater municipal autonomy over property taxation of forest and recreational property.

Recommendation 26- A full review of the exempt agricultural properties should be conducted to determine if the benefit of the tax reduction is going to those who are actively farming.

Recommendation 27 – The province and its municipal partners review the finance powers provided in the Municipal Government Act and the Halifax Regional

Municipality Charter to provide municipalities with broader authority to establish fair and effective property taxation and revenue regimes.

Recommendation 28 – Special tax legislation that restricts property taxation or revenue will be reviewed to determine appropriateness.

Recommendation 29: The Province should introduce a Provincial Property Tax Rate, which will be applied to all taxable property in Nova Scotia. The intended goal of this tax is to replace the current system of municipal contributions to education, corrections and housing, while increasing the transparency of the current tax system.

Opportunities to Improve through Collaboration

Impact of Regulation

Provincial decisions can have a major impact on municipal finances. The pressure can come as a result of budget decisions to reduce municipal grants, or increase municipal contributions. Financial pressures are also created by the province through changes in municipal regulations. During the Fiscal Review, several regulations were identified as directly impacting municipal expenditures.

Based on the information gathered, the cost to achieve compliance with the quantified regulatory pressures will exceed \$1 billion. This figure does not include the unquantified regulatory pressures, and the majority of the estimates address only the new capital spending required by regulation, without factoring increased operating costs.

If municipalities borrowed to pay for these additional capital expenditures it would increase municipal debt by 313%. Even if the cost was shared equally among federal, provincial and municipal governments, total municipal debt would still increase by 70%. This will be a major financial pressure for some municipalities, who will struggle to meet all of the targets set out in regulation, let alone make regular investments in existing aging infrastructure or invest in other priorities.

Regulatory Pressures	Estimate (\$Millions)
CCME Waste Water Standards (Including Collection Systems)	\$1,066
2002 Drinking Water Standards	\$17
2012 Drinking Water Standards	Unavailable
LED Streetlights (Stranded Assets Cost)	\$23
Solid Waste Management Targets	Unavailable
Climate Change Adaptation	Unavailable
ESTIMATED TOTAL	\$1,106

Shared Services & Partnerships

Municipal expenditures have been growing steadily at just above 5% per year. In the context of the current economic climate, characterized by slow economic growth and very little population growth outside of the Halifax Region, the current rate of expenditure growth is not sustainable for either the provincial or municipal governments. During the review, the committee heard about more than two hundred examples of municipalities providing services in new ways through partnerships with other municipalities and agencies. The committee strongly urges the province and its municipal partners to continue these efforts.

Asset Management

Over the past decade, the federal infrastructure programs delivered by the Canada-Nova Scotia Infrastructure Secretariat have helped fund municipal infrastructure projects. However, there is no systematic approach for making decisions regarding municipal

infrastructure assets across the spectrum of infrastructure activities, including building, operating, maintaining, replacing, and decommissioning these types of assets. By incorporating community, municipal, and regulatory priorities together in these plans, provincial and municipal officials will be far better positioned to prioritize infrastructure investments, and will better position Nova Scotia to leverage federal infrastructure dollars. There also may be potential to jointly develop the asset management program with other agencies such as school boards, to reduce administrative costs, and further integrate provincial and municipal capital investments for maximum effectiveness.

The Working Group is advancing the following 13 recommendations to help improve intergovernmental communications, address the issues of regulatory impacts, the need for improved shared services and partnerships, and the need for an asset management system, as well as several other related issues:

Recommendation 30 – Stakeholder involvement must occur early in the process of regulations development and must involve both economic and fiscal analyses² of the proposed changes so that the regulatory decisions are made with a full understanding of implementation issues; a fully informed process that engages municipalities will likely result in greater compliance with, and more cost effective regulations.

Recommendation 31 – New regulations should always have clear and measurable outcomes, they should include sun-setting provisions, and they should be regularly reviewed for efficiency and effectiveness.

Recommendation 32 – Departments working on new regulations for municipalities must engage with the Department of Municipal Affairs to determine the total cumulative impact of all provincially and federally imposed municipal regulations. To support this work, the Department of Municipal Affairs will collect, on an annual basis, the economic and fiscal analyses conducted for all proposed and existing major regulations imposed on municipalities.

~~**Recommendation 33 – Several existing regulations, specifically, the solid waste diversion and CCME wastewater regulations should be set aside until a full economic and fiscal analysis can be completed.**~~

~~**Recommendation 34 – Subsequently, and going forward, any new regulations should not move forward unless municipal/provincial/federal governments have agreement on how they will be funded.³**~~

² Economic analysis assesses the costs and benefits of implementing the regulations, fiscal analysis assesses the affordability of the regulations.

³ Recommendations 33 and 34 were put forward by the Working Group, but have been removed by the Steering Committee. They will not be included in the package for consultation.

Recommendation 35 – Alternative service delivery mechanisms, including shared service models, must be considered by municipalities and the province as a means to improve efficiencies wherever possible.

Recommendation 36 – The Province, the AMANS and the UNSM should work together to developing a Provincial/ Municipal Strategic plan to determine the priority areas for cooperative initiatives (i.e. Towns Task Force implementation, MGA Review, Elections Act Review, etc...).

Recommendation 37 – The Province and municipalities should establish a staff level roundtable to discuss municipal issues and to provide an ongoing venue for continuous dialogue and collaboration. This roundtable should encourage two way communication around issues that impact the province and municipalities

Recommendation 38 – The Province, the AMANS and the UNSM should develop a provincial wide strategy for addressing Asset Management in Nova Scotia. A key part of this strategy would include an inventory of assets throughout the province to identify the highest priorities for investment. This should be identified as a priority in the Provincial/Municipal Strategic Plan and should build on the Asset Management Program currently being developed by HRM.

Recommendation 39 – The AMA, UNSM and Municipal Affairs staff should continue to collaborate on education and training through the AMANS Education Committee. This committee should complete, implement, and continuously evaluate the recommendations in the current Education and Training Strategy for Municipal Employees and Elected Officials and should also continue to publish a joint training calendar.

Recommendation 40 – The Province should explore opportunities for staff secondments to help with municipal resource issues and succession planning.

Recommendation 41 – Municipal Affairs should undertake an organizational review to determine if the existing structure best meets the needs of both the department and municipal partners. In particular, the role, area of expertise and structure of the Municipal Advisors service should be reviewed.

Recommendation 42 – Municipal Affairs should provide an organizational chart, including roles and contact information, for all DMA staff for use by municipalities.

Recommendation 43 – Municipal Affairs should develop new processes for developing and sharing information with municipalities. Based on priority areas identified through the provincial/municipal strategic plan, the department should work with municipalities to produce and share best practices materials, policies, data analysis, etc. Municipal Affairs should identify methods for sharing the analysis

and findings from the data municipalities provides to the division through a system, such as a data portal. Municipal Affairs should also develop a more user friendly financial reporting system to improve and expedite the financial reporting process.

Consultation Plan

The work presented in this report is the fruit of extensive collaboration between municipalities and the province. In spirit of enhanced consultation recommended here, the Fiscal Review Committee is planning a consultation process with municipalities before finalizing the report. We envision four parts to the consultation process:



1. Discussions:

A series of regional meetings will be held around the Province. At these meetings, presentations will be held on the report and attending elected officials and municipal staff will be given the opportunity to discuss - in detail - the information and recommendations.

2. Review:

This consultative report will be sent directly to each municipality for council and staff to review and consider. During this period councils will also be encouraged to forward official council positions to the Fiscal Review Committee.

3. Revise:

The Fiscal Review Committee will take the feedback received from councils and during the discussions under consideration and revise the consultative report where appropriate.

4. **Release:** The final revised report will be released publicly and for government consideration.

Conclusions

Municipalities are facing significant challenges in the coming years. Broad societal trends including declining population and slow economic growth are impacting many Nova Scotia communities. Municipalities' expenditures have been growing faster than the economy in recent years, driven in part by mandatory contributions and new costs as a result of provincial and federal regulation. Municipalities struggle to maintain existing service levels in the face of rising costs and other external pressures. These trends represent serious issues that municipalities must tackle head on if they are to remain viable.

Key recommendations include: a more thorough consultation process prior to enacting regulations, a Provincial Property Tax to improve the transparency of municipal contributions, a freeze of the provincial Equalization Program, and more concerted collaborative efforts to tackle common issues. These changes should lead to significant improvements for municipalities.

This project has demonstrated the ability of the province and municipalities to work closely together. Provincial and municipal representatives have engaged in and benefitted from extensive information sharing and collaboration throughout the process. The Fiscal Review Committee members sincerely hope that this project represents the beginning of a much closer relationship between the province and its municipal partners to the benefit of citizens, communities and governments across Nova Scotia.

MAYOR'S REPORT DECEMBER 2014

Nov. 3 rd	Chaired monthly Council session
Nov. 8 th	Attended Strategic Planning session, Council Chambers
Nov. 11 th	Laid wreath at annual Remembrance Day Ceremony
Nov. 11 th	Attended Remembrance Day Supper, Branch #1, Middleton Legion
Nov. 13 th	Met with George and Ed Reagh re: housing development
Nov. 14 th	Attended Save Easy re-branding ceremony
Nov. 17 th	Chaired Committee of the Whole session
Nov. 18 th	Attended Governance Review session
Nov. 18 th	Met with RCMP Superintendent Bourassa/Muise re: police issues
Nov. 18 th	Attended Police Advisory Board session
Nov. 19 th	Attended Youth Ambassador Speeches @ Macdonald Museum
Nov. 19 th	Attended Governance Review Public Session
Nov. 21 st .	Attended Open House @ Middleton Physiotherapy Clinic
Nov. 22 nd	Attended Middleton Girl Guides annual Christmas Tea and Sale
Dec. 1 st	Met with Premier MacNeil re: town issues

NEW RCMP DETACHMENT FACILITY
RECOMMENDATION FROM POLICE ADVISORY BOARD

It was MOVED and SECONDED that the Police Advisory Board recommend to Council that Council send a follow-up letter to the Nova Scotia Minister of Justice regarding the status of the new RCMP detachment facility. Motion carried.

TOWN OF MIDDLETON

PLANNING SERVICES



OCTOBER

2014

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**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: November 1, 2014
Re: Town of Middleton, Status Report

October 1 – 31, 2014

Planning Application Activity

Development Permit Activity

- Development Permit M14-026, October 3, 2014
International Neon, 306 Main Street
Erection, Facia Wall Signs
- Development Permit M14-025, October 6, 2014
L. Cooke, 58 Connaught Ave.
Exterior Deck and Porch
- Final Subdivision Approval, F-01-14-MT, October 6, 2014
Lands of G. Hood/. R. Calderon-Ortiz
Lot 1A, Ross Lane
- Development Permit M14-13, October 29, 2014
G. Hood, 6 Ross Lane
Accessory Structure - Shed

Permit Activity Summary, October 2014

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	1	4	0	1
Accessory Structures	1	6	0	7
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	2	0	1
Accessory Structures	0	1	0	0
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	0	1
Accessory Structures	0	1	0	0
Other (signs, occupancy, etc.)	1	5	2	5
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: **October 2014**

	Number of Building Permits	Building Value
Month: October	1	\$5,000.00
Year To Date 2014-2015:	14	\$370,800.00
Year To Date 2013-2014:	11	\$564,188.00
Year To Date 2012-2013:	18	\$565,184.01

Total Estimated Value Oct. 2014:	\$5,000.00	Total permits for Oct. 2014:	1	Total Estimated Value YTD 2014-2015:	\$370,800.00	Permit Fees Oct. 2014:	\$244.80
Total Estimated Value Oct. 2013:	\$20,000.00	Total permits for Oct. 2013:	1	Total Estimated Value YTD 2013-2014:	\$564,188.00	Permit Fees YTD 14-15:	\$5,435.25
Total Estimated Value Oct. 2012:	\$394,634.01	Total permits for Oct. 2012:	5	Total Estimated Value YTD 2012-2013:	\$565,184.01		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M14-025	Laurie-Lee Cooke	Middleton	58 Connaught Ave.	new deck, replace porch	October 7, 2014	\$144.80	\$4,000.00
				Dev. Permits Only	2 permits	\$100.00	
				Plumbing Permits	0 permits	\$0.00	
				Renewed Permits	0 permits	\$0.00	
					Total October:	\$244.80	\$4,000.00

Total Active Permits: 33



Town of Middleton LIU/GIS

GIS & Planning Technical Support Services

Period : October 1 to October 31

Submitted by: Trevor Robar

Date: November 14 2014

October 2014			
Task	Category	Date	Hrs
Design of the Middleton EMO Map	PLAN	October 17 2014	2.00
2 EMO Map Prints	OTHER	October 17 2014	0.00
AVLIU App - Removed the underground infrastructure for the Public Viewer	PW	October 26 2014	0.33
			Hrs
			2.33

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

CORRESPONDENCE – SEPTEMBER
(for December 1, 2014 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 ***Teamsters Canada*** regarding their TV ad campaign on rail safety.
2. A copy of the *2014 Report to the Community* from ***Nova Scotia Community College***.
3. A request from the ***Annapolis Valley Chamber of Commerce*** for support of an independent review of governance in Annapolis and Kings Counties and an update on where municipal units are with this critical piece of work.
4. An invitation from the ***Tourism Industry Association of Nova Scotia(tians)*** to the *37th Annual Tourism Summit Opening Reception and Business Marketplace* on November 23rd at Casino Nova Scotia in Halifax.
5. An invitation from the ***Nova Scotia Home Builders' Association (NSHBA)*** to attend the *NSHBA's Peter Kohler Peak Awards* on November 28 at the Cunard Centre in Halifax.
6. Formal notice from the ***Minister of Municipal Affairs*** of proposed amendments pursuant to the Building Code Act, R.S.N.S. 1989, Chapter 46 which are planned to come into effect on January 31, 2015.
7. An invitation from ***Nova Scotia Business Inc.*** to their *Holiday Reception* on December 3 at the World Trade and Convention Centre in Halifax.
8. A copy of *Tax Tips & Traps* newsletter from ***Kent & Duffett, Chartered Accountants***.
9. A copy of the 2013/2014 "Year in Review" from the ***Nova Scotia Royal Canadian Mounted Police***.
10. A copy of the November edition of the ***Careforce*** newsletter.
11. An invitation from the ***Lieutenant Governor of Nova Scotia*** to the New Year's Day Levee at Government House on January 1, 2015.
12. Information from ***West Nova Scotia Regiment*** on their watch fundraising campaign.