



**MIDDLETON TOWN COUNCIL  
TOWN HALL – COUNCIL CHAMBERS  
MONDAY, JANUARY 5, 2015  
7:00 P.M.**

**AGENDA**

- 15.01.01     APPROVAL OF THE AGENDA
- 15.01.02     PRESENTATIONS
  - .01     Soldiers' Memorial Hospital Update – Jeanne Saulnier
  - .02     Annapolis Valley Regional Library Board – Jill Cox
- 15.01.03     APPROVAL OF THE MINUTES
  - .01     Town Council Meeting – December 1, 2014
  - .02     Special Town Council Meeting – December 4, 2014
- 15.01.04     NEW BUSINESS
  - .01     RFD #001-2015 Source Water Protection Advisory Committee
  - .02     Appointments:
    - a.   Youth Ambassadors
    - b.   Alternate REMO Coordinators
    - c.   Source Water Protection Advisory Committee Members
- 15.01.05     REPORTS
  - .01     Mayor
  - .02     Other Committee Reports
    - a.   Police Advisory Board
    - b.   Valley Waste Resource Management
- 15.01.06     CORRESPONDENCE
- 15.01.07     ANYTHING BY MEMBERS
- 15.01.08     ADJOURNMENT

Annapolis Valley Regional Library Board Member Report to Middleton Town Council  
December 2014

I attended six Board meetings in the past year and continue to serve as a member of the Finance Committee.

Concern was expressed by CEO Frances Newman about the present Headquarters location in Bridgetown during the past year. A committee was struck to investigate her concerns and after several months a consultant was hired to do a location and building analysis. The matter of possible Headquarters relocation continues to be investigated. The present lease is in place until 2017.

There was a recent change at AVRL as CEO Frances Newman resigned to take a position with the library system in Oshawa, Ontario as Chief Librarian, after serving here in the AVRL for six years. Frances had recently been recognized by her peers as the recipient of the 2014 Norman Horrocks Award for library leadership in Nova Scotia. Frances had initiated and overseen many progressive changes during her tenure here in the Annapolis Valley library system and will be missed. Lorraine McQueen will be serving as interim CEO. Ms McQueen assumed duties on December 8<sup>th</sup>, and has been tasked with reviewing and recommending policies and procedures for the library system in advance of the eventual hiring of a new CEO. Ms McQueen has a wide variety of experience including working at the NS Provincial Library, the National Library of Canada and as University Librarian at Acadia, in addition to serving in professional librarian organisations, provincially and nationally.

Highlights for 2014:

- Middleton Branch continues to grow in its circulation and number of active users.
- Libraries across our system continue to offer a huge range of offerings to all ages by partnering with a wide variety of groups and agencies.
- Tutor.com, an electronic resource for students, was piloted and continues to be used.
- The strategic directions for 2014 -16 emphasize improving access to library materials; providing a collection responsive to community needs; engage in proactive marketing; and enhance staff potential; and maximize organizational capacity
- The Sprinter van purchased in the fall of 2013 continues to be an economical way to reach communities across the AVRL system. It has also been used to promote the library system at a number of events across the Valley
- Use of e-books continues to grow
- The summer reading program for children/teens participation rate grew by 4%
- The towns of Kentville, Berwick and Hantsport continue with their fundraising and plans for new libraries.

The AVRL Board anticipates a busy 2015 and I continue to appreciate the opportunity to represent the Town of Middleton as a AVRL Board member.

Jill Cox



**REQUEST FOR DECISION**  
**Source Water Protection Plan Committee**  
**#001-2015**

Date: 17 December 2014	Subject: Source Water Protection Advisory Committee
Proposal Attached:	Submitted by: John Pearson, Public Works Director

Proposal:	To establish a Source Water Protection Advisory Committee as required by the Nova Scotia Department of Environment, and to appoint the members as noted in the draft Terms of Reference.
Background:	<p>On October 17, 2002, the Province of Nova Scotia released a comprehensive drinking water strategy. As stated in the Minister's message, the success of the strategy rests on the ability of all the stakeholders to work together effectively to achieve the goal of delivery of safe, clean drinking water to all Nova Scotians. The strategy outlines a multi-barrier approach to achieve this goal. The barriers are:</p> <ol style="list-style-type: none"> <li>1. Keeping clean water clean;</li> <li>2. Making the water safe to drink;</li> <li>3. Proving the water is safe to drink.</li> </ol> <p>An important responsibility of the provincial government is to issue approvals for the construction and operation of water treatment and distribution facilities. One of the conditions of these approvals is that a Municipality or Water Utility must develop a Source Water Protection Plan for their drinking water source area. This will address the first barrier in the multi-barrier approach: Keep clean water clean. Protecting a source of drinking water is an important part of delivering a sustainable supply of high quality drinking water.</p> <p>Attached is a draft Terms of Reference for the Committee, based on recommendations in the supporting documents issued by the Department of Environment around the implementation of a Source Water Protection Advisory Committee. This draft can act as a starting point for the Committee and can be reviewed and revised as needed when the group first meets.</p>
Benefits:	The development of a plan around protecting the Town's drinking

	water supply ensures that there are appropriate activities on or near the well heads, that all stakeholders have opportunity to raise concerns or provide input into the plan, and that by doing so, the Town takes appropriate measures to mitigate risks to endangering the quality and quantity of the drinking water that is available for its residents.
Disadvantages:	None foreseen.
Options:	
Required Resources:	The Committee and any work that is required to complete the Source Water Protection Plan, will be supported by the administrative staff of the Town of Middleton and will involve staff time.
Source of Funding:	General Operating Budget for any Committee or production of information as required by the Committee.
Sustainability Implications: (Environmental, Social, Economic and Cultural)	This plan is required by the Department of Environment and is based on the need to secure the quality of the province's drinking water, and that activities on or around well fields are not damaging to ground and surface water quality.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	The Council is being asked to establish a Source Water Protection Advisory Committee, with the key stakeholders/members as noted in the draft Terms of Reference. Two members of the Middleton Town Council need to be identified and appointed to this Committee.

CAO Initials: RLTTarget Decision Date: 5 January 2015



# Source Water Protection Advisory Committee

Effective Date:

Approval by Council Resolution:

## Terms of Reference

### **Objective**

The purpose of the Source Water Protection Advisory Committee is to provide a forum for the Landowners, the Town of Middleton and other Stakeholders to work cooperatively to maintain the water quality and quantity of the Town of Middleton's watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

The Source Water Protection Advisory Committee is established in response to the need to develop a Source Water Protection Plan. The Committee will report to the Middleton Town Council and is recognized by the Town of Middleton, Municipality of the County of Annapolis and the Town of Middleton Water Utility.

### **Town of Middleton Watershed Area**

{Need a full description of the source water area.}

### **Town of Middleton Source Water Protection Advisory Committee**

The Town of Middleton Source Water Protection Advisory Committee advises the Middleton Town Council and Director of Public works on issues pertaining to the Protected Water Area for the Town of Middleton.

In addition, the Committee shall:

- Assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically.

- Assist with revisions of the regulations for the Protected Water Area as required.
- Review these Terms of Reference annually and amend when necessary.
- Provide a forum to deal with issues and concerns in the watershed. The Committee will address problems and solutions on matters of concern, as they arise.
- Advise on forest matters and other land use issues.
- Develop Best Management Practices for activities in the watershed. These Best Management Practices will also be used to guide any approval processes for activities.
- Review and make recommendations on activities affecting the Protected Water Area, as requested by the Town of Middleton.
- Provide and develop information and education about the Protected Water Area for local residents, landowners, and users of the watershed.
- Liaise with government agencies and other resources not represented on the Committee on matters affecting the Protected Water Area, such as the provincial Department of Agriculture and Fisheries (DAF), Department of Natural Resources (DNR), and the federal Department of Fisheries and Oceans (DFO).
- To provide information on Committee activities to landowners in the Protected Water Area.

## **Membership**

Council shall annually appoint the Committee. The Committee will elect a chairperson and all Committee members will serve without pay.

- Landowner representatives – two (2) residing in the Town of Middleton, one (1) residing in the well field outside of Middleton
- Councillors, Town of Middleton – two (2)
- Councillor, County of Annapolis (District 9)
- Town of Middleton Water Utility – one (1) member
- Town of Middleton Planner
- Chief Administrative Officer
- Resource member (non-voting) – NS Department of Environment

Meeting Quorum: quorum is defined as (insert required numbers of members needed).



All landowners and members of the public are welcome to attend Source Water Protection Advisory Committee meetings as observers

## **Member's Roles**

### **Landowners**

The landowners are responsible for having representation on the SWP Advisory Committee. They are in a unique position of knowing the watershed and their land, in addition to their own and their neighbours' land use practices. The landowners are encouraged to express their concerns and interests; advise and provide information to the Committee on land use management and source water protection; communicate with other landowners on Committee activities; and report any problems that they may encounter with the watershed.

### **Middleton Town Councillors**

It is the responsibility of the Councillors to represent the interests of the citizens served by the Middleton Water Utility and the Middleton Town Council. The Councillors will also represent the Town's interests as a landowner in the watershed.

### **Annapolis County Municipal Councillor**

It is the responsibility of the Councillor to represent the interests of the citizens served by the Middleton Water Utility, the watershed landowners, and the Council of the Municipality of the County of Annapolis.

### **Town Staff (Public Works, Administration, Planning)**

Town staff will report to the Committee on activities undertaken by the Town of Middleton and the Municipality of the County of Annapolis and any approvals in the Protected Water Area. Staff will work with the Committee providing information and advising on topics relating to source water protection, watershed management, land use and the operation of the Middleton Water Utility. Staff will also bring forth concerns relating to water quality and watershed management.

### **Department of Environment**

The NSE representative will work with the Committee providing information and advising on topics related to source water protection, watershed management, the Environment Act and Protected Water Area Regulations.



## **Committee Meetings**

The Middleton Source Water Protection Plan Advisory Committee meets (timeframe) at the Middleton Town Hall on (insert regular day/week) or as required.

DRAFT

**TOWN OF MIDDLETON**  
**APPOINTMENT LIST**  
*(Proposed for Council November 3, 2014)*

**COUNCIL**

**MAYOR** EDDY, **DEPUTY MAYOR** D. SMITH,  
**COUNCILLORS** BOATES, BRITNEY, DEN HAAN  
HIMMELMAN, G. SMITH

**COMMITTEE OF THE WHOLE**

EDDY, BOATES, BRITNEY, DEN HAAN,  
HIMMELMAN, D. SMITH, G. SMITH

**ANNAPOLIS DISTRICT PLANNING COMMISSION**

RACHEL TURNER

**ANNAPOLIS PARTNERSHIP STEERING COMMITTEE**

EDDY, D. SMITH, BOATES (ALT)

**AUDIT COMMITTEE**

EDDY, BOATES, BRITNEY, DEN HAAN,  
HIMMELMAN, D. SMITH, G. SMITH

**CLIMATE CHANGE ACTION PLAN ADAPTION COMM.**

TURNER, BARKER, G. SMITH, DEN HAAN, PEARSON,  
DAINE, MCAULEY, MCCOUBREY

**DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR**

TURNER, DAINE (ALT)

**HEART OF THE VALLEY FESTIVAL COMMITTEE**

DEN HAAN

**MIDDLETON SWIMMING POOL SOCIETY**

ERIC BALSER, MICHELLE DOWELL,  
KRISTA STEELE, KRISTA TOOLE, SHELBY SPURR,  
JODIE MOASE, **VACANT (1)**

**PLANNING SERVICES PUBLIC ADVISORY PANEL**

Citizens-at-large – REINHOLD GRIFF, TOM SPINNEY  
MIKE HAZELWOOD, COLIN CROWELL  
Council Appointees – BOATES, HIMMELMAN, D. SMITH

**POLICE ADVISORY BOARD**

Citizens-at-large – JAN DAVIS, GORDON RODGERS,  
HILTON SEYMOUR  
Council Appointees – BRITNEY, DEN HAAN,  
HIMMELMAN  
NS Dept. of Justice – **VACANT**

**REMO COORDINATOR**

DAVID MCCOUBREY  
~~CAROLYN YOUNG (ALT)~~  
**JOSH REID (ALT)**  
**MIKE LOCKETT (ALT)**

**REMO ADVISORY COMMITTEE**

G. SMITH, D. SMTIH

**REMO PLANNING COMMITTEE**

RACHEL TURNER  
JOHN PEARSON

**REG. ENTERPRISE NETWORK 3 LIAISON COMM.**

CALVIN EDDY  
DAN SMITH (ALT)

**REGIONAL LIBRARY BOARD**

JILL COX

**SOLDIERS MEMORIAL HOSPITAL FOUNDATION  
REPRESENTATIVE**

BRIAN NEVILLE (June 2016)

**SOURCE WATER PROTECTION ADVISORY COMM**

Citizens-Town – RON BROWN, MIKE TOOLE  
Citizens-County – FRED ROCH  
County Council – FRANK CHIPMAN  
Town Council –  
Town Planner – CHRIS MILLIER  
Town Engineer – JOHN PEARSON  
Other – CAO RACHEL TURNER

**TOWN ENGINEER**

JOHN PEARSON

**TRAFFIC AUTHORITY**

STEPHEN MCINNIS,  
JOHN PEARSON (ASST)

**VALLEY WASTE RESOURCE MANAGEMENT**

HIMMELMAN, G.SMITH (ALT)

**WESTERN REGIONAL HOUSING AUTHORITY**

FRANCES LOURIE - Citizen-at-large (Nov. 2016)

**YOUTH AMBASSADOR COMMITTEE**

JAN DAVIS, DEN HAAN, HIMMELMAN  
G. SMITH

**YOUTH AMBASSADORS**

ALLYSON EVANS, KYRA BRITNEY

**AUDITORS**

KENT & DUFFETT

**BUILDING OFFICIAL**

ALFRED DOUCET  
CATHY BARR

**FIRE INSPECTOR**

ALFRED DOUCET  
HANK SAWCHUK

**DEVELOPMENT OFFICER**

CHRIS MILLIER

**ANIMAL CONTROL OFFICER**

ZAK ROSE

**VWRM BYLAW ENFORCEMENT OFFICER**

GRACE PROSZYNKA

**FIRE CHIEF**

CHRIS BARKER

**FIRE CONSTABLES**

DAVID MCCOUBREY, GORDON RODGERS,  
WAYNE FORSYTH

**FIRE WARDS**

CHRIS BARKER, MIKE TOOLE,  
SCOTT VEINOT

**RCMP NCO IN CHARGE**

CPL. GAETANE CORNECT

**RETURNING OFFICER**

KRISTA TOOLE

**TOWN CRIER**

PETER DAVIES

**TOWN SOLICITORS**

Taylor MacLellan Cochrane

Jan.

## PROPOSED COMPOSITION FOR THE WATER PROTECTION COMMITTEE

2 Members of the public from within the town – Ron Brown and Mike Toole

1 Member of the public from the surrounding County, Close to the well field – Fred Roch

2 Members of Town Council . . . . waiting on volunteers

Town Engineer – John Pearson ✓

Town Planner – Chris Millier ✓

CAO – Rachael Turner ✓

Councillor from the County who represents the area in which the well field is located – Frank Chipman ✓

John Pearson

Director of Public Works

Nov 27/14

## **MAYOR'S REPORT JANUARY 2015**

Dec. 1 <sup>st</sup>	Chaired monthly Council session
Dec. 4 <sup>th</sup>	Attended Strategic Planning session
Dec. 4 <sup>th</sup>	Chaired Special Council session
Dec. 5 <sup>th</sup>	Attended opening ceremonies, Division 3, Senior Boys Volleyball Provincial Championships at Middleton Regional High School
Dec. 5 <sup>th</sup>	Attended annual Christmas Tree Lighting ceremonies
Dec. 8 <sup>th</sup>	Attended Recruitment/Selection Committee meeting for Valley Regional Enterprise Network
Dec. 9 <sup>th</sup>	Met with local resident re: Middleton mental health discussion
Dec. 10 <sup>th</sup>	Met with VREN CEO, Kelly Ells
Dec. 11 <sup>th</sup>	Attended Police Advisory Board meeting
Dec. 15 <sup>th</sup>	Met with local resident re: Industrial Park development inquiry
Dec. 17 <sup>th</sup>	Attended Council/Staff Christmas Dinner

**CORRESPONDENCE – DECEMBER**  
(for January 5, 2015 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 thank you from the ***Bridgetown Volunteer Fire Department*** for a donation from the Town of Middleton in the memory of Terry McNeil.
2. An invitation from the ***Lieutenant Governor of Nova Scotia*** to the Christmas Reception at Government House on December 9, 2014.
3. An update and thank you from the ***Companion Animal Protection Society (CAPS)***.
4. A letter from ***Property Valuation Services Corporation (PVSC)*** informing the Town that the PVSC 2015-16 budget has been approved with total municipal funding remaining flat at \$17.09 million.
5. A proposal on ***Deed Transfer Taxes*** from the ***Nova Scotia Association of Realtors***.
6. A media release and discussion paper from ***Nova Scotia Department of Natural Resources*** on the ***Minerals Resources Act Review***.
7. A copy of the Fall edition of the ***Timepiece*** newsletter from the ***Annapolis Valley Macdonald Museum***.
8. A copy of the December edition of ***Sport Quarterly*** from ***Sport Nova Scotia***.