



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, MARCH 2, 2015
7:00 P.M.**

AGENDA

- 15.03.01 CALL TO ORDER
- 15.03.02 APPROVAL OF THE AGENDA
- 15.03.03 APPROVAL OF THE MINUTES
- 15.03.04 NEW BUSINESS
 - .01 Committee of the Whole Recommendations
 - a. Valley Waste-Resource Management – 2015/16 Budgets
 - b. Valley Regional Enterprise Network – 2014/15 Budget
 - c. RFD 005-2015 – Amend Planning Policies
 - .02 Pre-approval of Debenture Issuance Resolution
 - .03 RFD 007-2015 – Facilities Assessment Study
- 15.03.05 REPORTS
 - .01 Mayor
 - .02 Budget Variance Report
 - .03 Other Committee Reports
 - a. Valley Regional Enterprise Network
 - b. Annapolis Partnership Steering Committee
 - c. Valley Waste Resource Management
 - d. REMO Advisory
- 15.03.06 CORRESPONDENCE
- 15.03.07 ANYTHING BY MEMBERS
- 15.03.08 ADJOURNMENT



Valley Region Solid Waste-Resource Management Authority
Report to Municipal Partners
2015-2016 Operating and Capital Budget

In follow-up to the January 21, 2015 regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority, please find attached the draft Operating and Capital Budgets for the 2015-2016 fiscal year as approved, by motion, for forwarding for review and final approval by our 9 partner municipalities.

As you will see, the proposed budget results in a 7.27% increase over 2014-2015 approved budget and returns surplus funds estimated to be \$252,386 to our partner municipalities. The proposed budget includes fall clean-up service. All other existing programs and services remain unchanged.

We trust that the following information will be of assistance in your deliberations of the Valley Region Solid Waste-Resource Management Authority's 2015-2016 Operating and Capital Budgets:

In July 2014, the Authority approved a revised budget development timeline which shifted the submission of the proposed budget to partners from the end of the calendar year to February 25th each year. It was recognized that taking this approach would require an amendment to the Intermunicipal Services Agreement; this change has not been made to the Agreement at this time.

A letter, dated November 27, 2014, was received from the Municipality of the County of Kings indicating that they require receipt of the Authority's 2015-2016 Capital and Operating budgets no later than January 1, 2015, in keeping with the provisions of the current Intermunicipal Services Agreement. The Municipality of the County of Kings has now extended the budget submission deadline to February 2015.

Capital Budget for 2015-2016:

All capital budget expenditures were withdrawn from the Authority's 2014-2015 budget plan to reduce the financial impact on partners. A copy of the draft 2015-2016 Capital Budget is attached and includes a 10-year capital plan, financing summary and summary of total anticipated fiscal servicing financing requirements based on existing borrowings and proposed expenditures. In order to address capital requirements, the following expenditures are recommended:

Wheel Loader to replace 2009 Caterpillar	\$225,000	financed 5 years
Replacement of 1 scale at East Management Centre	\$80,000	financed 10 years

Site Signage	\$20,000	draw from operating
Scalehouse Service Window	\$15,000	draw from operating
Small Wind Turbine	\$555,000	financed 20 years

Summary of Capital Budget

- **Total Financed Capital Budget** **\$860,000**
- **Total Draw from Revenue Capital Budget** **\$ 35,000**
- **Total Capital Budget** **\$895,000**

It should be noted that the replacement of the scale at the East Management Centre is the 1st step in replacing the aging infrastructure of the 4 scales in use at both Management Centre facilities.

It is recommended that the Scalehouse Service window is be replaced at the East Management Centre to address what have proven to be recurring occupational health and safety issues for scalehouse operators.

The site signage project includes signage on Highway No.1 and in the Industrial Park as well as new directional signage for the office facility and Eastern Management Centre. This project will be undertaken in consultation with the Town of Kentville and the Department of Transportation.

Small Wind Turbine – New Category in Budget Worksheets:

- Total capital cost of \$555,000 included in capital budget based on calculations provided by Endurance Wind Power
 - Estimate of \$19,410 in fiscal services financing for 2015-2016 based on ½ of annual cost,
 - Estimate of \$38,820 for remaining years of borrowing for a 20 year total,
 - \$3,925 in operating expenses included in 2015-2016 budget based on 5 months of service (insurance, maintenance, general).
- Offsetting revenue in the amount of \$29,200 representing 5 months of operation based on a projected \$70,000.00 per year revenue as per calculations provided by Endurance Wind Power.
- All electricity generated is sold to Nova Scotia Power in keeping with the terms and conditions of participating in the Community Feed-In Tariff (COMFIT) program. The price per kilowatt generated is 49.9 cents for this project.
- While not originally budgeted, we have included \$3,000.00 in the projections for 2014-2015 for the completion of geotechnical work which is required prior to determining the final project capital costs. Geotechnical investigations to date are indicating that the proposed site may not be suitable for the tower foundation and therefore, alternate site investigations are now being explored.

- It has been suggested that \$3,560.00 each year, for a 20-year period (the projected life of the turbine) be placed in a decommissioning reserve fund; however, no additional funds have been included in the attached budget.
- All turbine components and equipment must be operational by March 2016 as per the conditions of the COMFIT program approval.

General Assumptions Operating Budget

2014-2015 Operating Budget Surplus

- 2014-2015 Operating Budget Surplus is projected to be \$252,386 at this time based on 6 months of actual activity and estimates for the remainder of the fiscal year.
- The key driving factors leading to the surplus are:
 - Revenues:
 - East Management Centre tipping Fees: \$7,000
 - Sale of Materials – East and West Management Centres: \$33,000
 - RRFB Diversion Credits: \$90,000
 - The Last Re-Sort Reuse Centre: \$3,200
 - Expenditures
 - Fiscal Services Financing: \$48,000
 - Salaries and Benefits: \$42,000
 - Contracted Service and Authority-owned equipment fuel: \$53,000
 - East Management Centre Site and Building Maintenance: \$5,000
 - East Management Centre Scale Maintenance: \$7,000
 - East Management Centre Vehicle and Equipment Repairs: \$9,000
 - Residential Collection - Greencarts: \$10,000
 - Organics Processing: \$7,000
 - Residual Disposal and Transportation: \$6,000
 - Communication and Enforcement Advertising: \$5,000
- While these are considered to be the key drivers totalling \$325,200 and exceed the anticipated surplus, shortfalls in other accounts within the budget bring the surplus total down.

Service Delivery:

- There are no anticipated changes in the current level of service provision incorporated in the budget, with the exception of re-instatement of Fall Clean-up.
- There are no anticipated changes in tipping fee levels incorporated in the budget.

Participating Municipal Partners:

- Have assumed provision of service to the Town of Bridgetown will fall under the responsibility of the Municipality of Annapolis County in keeping with the indication that the town status will dissolve effective April 1, 2015.

- Have assumed service to the Town of Hantsport will remain intact as we have not had any indication of a formal dissolution date. We do know however, that the Municipality of the County of Kings has given indication that they are not interested in absorbing the Town as part of their operations.

Salaries

- All salary levels have been indexed at 1.67% CPI cost of living increase based on rolling average in keeping with normal practice.
- There are currently 8 Regular Part-Time Employees working the equivalent of full time hours for at least the past 3 years doing the same work as our Full Time employees and we have been paying them at a lesser rate (6-East Management Centre, 2-West Management Centre). In order to address this inequality, beginning in 2015-2016, those affected will be receiving a rate equal to their counterparts which will also allow their participation in long term disability insurance coverage available through our benefit plans. This equates to approximately \$23,000.00 and is shown in the salary and benefit lines in the Management Centre budgets with the majority being in the East Management Centre.
- Overall, while the CPI increase is 1.67%, with salary overtime values being reduced to reflect current activity and the addition of the adjustment for the 8 regular part-time employees, the net effect to the budget when comparing 2014-2015 to 2015-2016 values is less than \$5,000.00.

Organization Review

- Phase One of this project has been included in the projections for 2014-2015 include an Organization Review to be undertaken soon – While the Authority has included \$20,000.00 in funding for this project, a request for additional funding has been forwarded to the Honourable Mark Furey, Minister of Municipal Affairs and Minister of Service Nova Scotia, in response to the suggestion put forth by Mark Peck, the Authority's Service Nova Scotia and Municipal Relations Area Advisor.
- Phase Two – As it is anticipated that the Organization Review will form the foundation work for Phase Two, a subsequent facilities and services review, \$20,000.00 has been allocated in the 2015-2016 budget to undertake this work.
- Both of these initiatives are in keeping with the recommendations included in the report from the Budget Development Sub-Committee.

Utility Rates (electrical, water, sewer, hydrant rentals, phones)

- No provision for any increase in utility rates.
- Investigations continue into a LED retrofit for lighting at both Management Centres. No funding has been applied to this project as it is anticipated that potential savings will offset the potential costs for participation. It is anticipated that the payment for the retrofit will be managed through NS Power invoicing.

Gasoline and Diesel Fuel

- Budgeted values included throughout the budget have been based on average pricing over the last number of months.

Commodity Tonnages:

Service	2014-2015 Projection Tonnage	2015-2016 Draft Budget Tonnage
Construction and Demolition Debris Transportation	East: 1,271 West: 258 Total: 1,529	East: 1,400 West: 300 Total: 1,700
Construction and Demolition Debris Processing	East: 3,055 West: 578 Total: 3,633	East: 3,100 West: 600 Total: 3,700
Recyclables Processing	East: 4,083 West: 2,408 Total: 6,491	East: 4,100 West: 2,420 Total: 6,520
Organics Processing	East: 6,970 West: 3,698 Total: 10,668	East: 7,000 West: 3,700 Total: 10,700
Residuals Disposal	East: 13,410 West: 5,694 Total: 19,104	East: 13,500 West: 5,750 Total: 19,250
Residuals Transportation	East: 12,949 West: 5,694 Total: 18,643	East: 13,039 West: 5,750 Total: 18,789

Capital Reserve Fund

- 2015-2016 value set at 146,410.00 to bring account activity back to originally anticipated level.
- This value was determined by taking the 2013-2014 budget of \$133,100.00 and adding 10% in keeping with the Authority's current policy.
- In 2014-2015, only \$75,000.00 was allocated to this reserve due to budget restraints.

Specific Revenue Assumptions

- Tipping Fees
 - Tipping fee projections for both the Eastern and Western Management Centres fall under budgeted values by approximately \$57,000 with the loss being experienced at the Western Management Centre; however, some of this loss is mitigated by positive activity at the Eastern Management Centre. The loss at the Western Management Centre is primarily due to an overstatement of anticipated revenues which did not materialize due to decreased tonnages from a couple of larger customers.

- Tipping fee budget for 2015-2016 based on increase in tipping fees that became effective October 1, 2014.
- 2015-2016 budget values represent approximately a 3% increase in revenues based on a full year at the new rates.
- RRFB Diversion Credits
 - 2014-2015 Projection set at \$310,000 which is \$90,000 over budgeted levels. Budgeted levels were set based on the best information provided by the RRFB at that time.
 - Budget for 2015-2016 set at \$260,000.00 based on current information provided by RRFB.
- RRFB Regional Coordinator
 - All revenues received from the RRFB in support of the Regional Coordinator position are now carried in the Communication and Enforcement Budget as Communications Manager is now responsible for Regional Coordinator duties.

Specific Expenses Assumptions

Western Management Centre

- \$5,000.00 included in projection under Site and Building Maintenance for 2014-2015 year to cover start-up costs for implementing electronics recycling program.

Residential Collection

- Curb-side Collection Contract base price per month of service for 2014-2015 is \$201,635,
- Curb-side Collection Contract base price per month of service for 2015-2016 is \$206,665,
- Resulting in a 2.4% increase in base contract monthly fee,
- An estimated 350 new serviced units to be added for 2015-2016 bringing total contract value for the upcoming year to \$208,490 plus HST per month. (estimated 350 unit housing adjustment based on building and demolition permits will be finalized when data becomes available),
- 2015-2016 will be 2nd year of 5 year contract.

Construction and Demolition Debris Processing and Transportation

- Processing Rate for 2015-2016 set at \$20.00 per tonne reflecting a \$1.00 per tonne increase over 2014-2015 levels
- Transportation rate for 2015-2016 set at \$17.30 per tonne reflecting a \$1.29 reduction when compared to 2014-2015 levels – 1st year of new 5-year transportation contract

Recyclables Processing

- Rate for 2015-2016 remains at 2014-2015 levels or \$125.00 plus HST per tonne. An amendment to the contract has been executed which allows for a price negotiation based on commodity pricing for the remaining 2 years of the contract expiring in 2017.

Organics Processing

- Rate for 2015-2016 remains at 2014-2015 levels or \$88.97 per tonne plus HST based on a 4% contamination rate.
- The current contract with North Ridge Farms for this service will expire as of June 30, 2017.

Residuals Disposal

- Rate for 2015-2016 set at \$94.07 per metric tonne (89.26 + 4.81 community host fee) based on calculations provided by the Municipality of the District of Chester. This represents a \$9.05 per tonne rate increase over 2014-2015 levels. HST does not apply to this service.
- Residual adjustment budgeted at \$111,700.00 based on anticipated shortfall in total tonnages to meet the landfill tonnage expectations. (Landfill per tonne price based on known fixed costs and estimated tonnages to be managed). The Host Community Fee does not apply to adjustment values.
- The feasibility of extending the current landfill agreement, set to expire in 2026, is now under study. The result of this study will determine the best way to move forward with the overall goal of reducing future landfill annual costs.

Residuals Transportation

- Rate for 2015-2016 set at \$18.00 per tonne which is a \$2.95 per tonne reduction from 2014-2015 levels.
- 2015-2016 represents 1st year of new 5-year contract.

Communication and Enforcement

- RRFB Regional Enforcement Program budgeted at \$100,000.00 is entering the last year of the current 3-year agreement.
- Advertising budget reduced as less advertising is required with reduction in service.
- Projections include \$8,000 for the acquisition of electronic communications software with options now under investigation.

Information and Technology

- Includes purchase of new server at an estimated cost of \$9,000,
- Includes \$20,000 to allow Authority to join the Valley Community Fibre Network (VCFN)
- Benefits of joining include:
 - Allows Authority network to be managed by Municipality of the County of Kings through connection to the VCFN,

- Future savings in server equipment replacement,
 - Future savings in associated Licenses and Maintenance Agreements,
 - Immediate access to IT expertise when server issues arises to minimize impact on all operations particularly at the scalehouses.
 - Elimination of temperature controlled room for equipment at Valley Waste office,
 - More security for data – no need for Authority staff to manage daily back-ups,
 - Future additional server capacity when and if required,
 - Opportunity to participate in collaborative projects at potentially reduced costs,
 - Opens door to new technologies,
 - Server included in 2015-2016 will be the last server that the Authority will be required to acquire.
- Funds for the purchase of 3 defibrillators have been included in the 2015-2016 operating budget for use at the Authority's 3 facilities at a cost of \$1,500.00 each.

Respectfully submitted,

Ross Maybee
General Manager
Valley Waste-Resource Management

Valley Region Solid Waste-Resource Management Authority
Draft 2015-2016 Operating Budget
Summary of Revenues and Expenditures
Draft Date: January 21, 2015

Item	Draft Budget 2015-2016	Projections 2014-2015	Budget 2014-2015	Actual 2013-2014
Revenues				
West Management Centre	435,900	427,500	483,500	457,971
East Management Centre	1,520,400	1,487,240	1,454,200	1,420,263
Conditional Transfers - Administration	375,800	432,644	359,800	494,130
Prior Year Surplus Retained	0	80,507	87,520	0
Communications and Enforcement	236,400	230,300	209,200	211,567
NEW Small Wind Turbine	29,200			
Return on Investment	10,000	11,000	9,000	10,614
RRFB Approved Programs	82,000	140,000	82,000	86,416
Total Program Revenues	2,689,700	2,809,191	2,685,220	2,680,963
Municipal Partner Contributions	7,683,087	7,162,628	7,162,628	6,437,923
Total Revenues	\$ 10,372,787	\$ 9,971,819	\$ 9,847,848	\$ 9,118,886

Item	Draft Budget 2015-2016	Projections 2014-2015	Budget 2014-2015	Actual 2013-2014
Expenditures				
General Administration	410,075	404,882	412,091	386,134
New Small Wind Turbine	3,925	3,000		
Fiscal Services Financing Costs	361,220	275,205	323,224	70,886
West Management Centre Operations	595,797	580,520	603,800	567,919
East Management Centre Operations	1,067,256	1,032,010	1,074,546	1,024,984
Residential Collection	2,929,051	2,715,100	2,753,400	2,521,857
Construction and Demolition Debris Processing	108,000	101,200	103,690	92,251
Recyclable Processing and Transportation	849,900	846,100	844,100	703,570
Organics Processing and Transportation	993,200	990,200	997,400	973,053
Residual Transportation and Disposal	2,277,200	2,072,600	2,078,380	1,917,085
Communications and Enforcement	537,302	521,176	534,017	581,191
Transfer to Reserves	146,410	75,000	75,000	133,100
Capital out of Revenue	35,000	0	0	0
Information Technology	58,450	44,440	48,200	27,332
RRFB Approved Programs	0	58,000	0	0
Total Expenditures	\$ 10,372,787	\$ 9,719,433	\$ 9,847,848	\$ 8,999,362

Municipal Funding Provided/Required 7,683,087 6,910,242 7,162,628 6,318,399

Total Revenues	10,372,787	9,971,819	9,847,848	9,118,886
Total Expenditures	10,372,787	9,719,433	9,847,848	8,999,362
Net Loss/Profit	0	252,386	0	119,524

	Draft Percentages 2015-2016	Draft Budget 2015-2016	Projections 2014-2015	Budget 2014-2015	Actual 2013-2014
Revenues from Municipal Partners					
Municipality of Annapolis	20.86%	1,602,692	1,424,069	1,423,930	1,283,181
Municipality of Kings	58.07%	4,461,568	4,159,135	4,159,338	3,748,313
Town of Annapolis Royal	0.74%	56,855	53,038	53,003	25,108
Town of Berwick	2.73%	209,748	195,354	195,540	171,223
Town of Bridgetown	0.00%	0	70,128	70,194	64,128
Town of Hantsport	1.36%	104,490	97,171	97,412	94,268
Town of Kentville	7.83%	601,586	560,872	560,834	509,177
Town of Middleton	1.96%	150,589	140,600	140,388	127,615
Town of Wolfville	6.45%	495,559	462,261	461,989	414,910
Total Revenues from Municipal Partners		\$ 7,683,087	\$ 7,162,628	\$ 7,162,628	\$ 6,437,923
	100.00%				

Percentage increase (decrease) over 2014-2015 budget 7.27%

Note Bridgetown percentage to March 31, 2014 = 0.98
Municipality of Annapolis percentage to March 31, 2014 = 19.88

Valley Waste-Resource Management
2015-2016 Budget Worksheet

Draft Date: January 21, 2015

Account Name and Number		2015-2016 Draft Budget	Apr - Sep 2014 Actuals	2014-2015 Projections	2014-2015 Budget	2013-2014 Year-End Actual
Income						
41000	Services Provided Other Governments					
	41100 · Municipality of the County of Kings	4,461,568	2,010,858	4,159,135	4,159,338	3,748,313
	41105 · Town of Kentville	601,586	271,170	560,872	560,834	509,177
	41110 · Town of Wolfville	495,559	223,493	462,261	461,989	414,910
	41115 · Town of Berwick	209,748	94,450	195,354	195,540	171,223
	41120 · Municipality of Annapolis County	1,602,692	688,509	1,424,069	1,423,930	1,283,181
	41125 · Town of Middleton	150,589	67,976	140,600	140,388	127,615
	41135 · Town of Bridgetown	0	33,906	70,128	70,194	64,128
	41138 · Town of Hantsport	104,490	46,981	97,171	97,412	94,268
	41139 · Town of Annapolis Royal	56,855	25,642	53,038	53,003	25,108
	Total 41000 · Services Provided Other Governments	7,683,087	3,462,985	7,162,628	7,162,628	6,437,923
41200	Western Management Centre					
	41201 · WMC Tipping Fees	403,600	225,605	391,000	454,000	429,460
	41204 · WMC Sale of Materials- metals	18,300	22,743	23,000	15,500	15,323
	41205 · WMC RRFB Funding Allocations	8,300	775	8,200	8,300	8,159
	41206 · WMC Scale Rental Fees	5,500	2,544	5,000	5,500	5,030
	41290 · WMC Miscellaneous	100	210	200	100	0
	41299 · WMC Uncollectible Bad Debt Recovery	100	0	100	100	0
	Total 41200 · Western Management Centre	435,900	251,877	427,500	483,500	457,971
41300	Eastern Management Centre					
	41301 · EMC Tipping Fees	1,394,900	733,728	1,353,400	1,346,700	1,309,976
	41304 · EMC Sale of Materials- metals	91,000	94,392	100,000	75,000	73,593
	41305 · EMC RRFB Funding Allocations	14,000	1,547	13,500	14,000	13,938
	41306 · EMC Scale Rental Fees	2,800	1,360	2,700	2,800	2,640
	41390 · EMC Miscellaneous	100	40	40	100	0
	41392 · EMC Scotia Contract-Shared Site	17,500	0	17,500	15,500	20,116
	41399 · EMC Uncollectible Bad Debt Recovery	100	0	100	100	0
	Total 41300 · Eastern Management Centre	1,520,400	831,067	1,487,240	1,454,200	1,420,263
41500	Return on Investment					
	41501 · Return on Investments	10,000	5,600	11,000	9,000	10,614
	Total 41500 · Return on Investment	10,000	5,600	11,000	9,000	10,614
41600	Conditional Transfers - Administration					
	41601 · RRFB - Diversion Credits	260,000	238,100	310,000	220,000	358,649
	41605 · RRFB - Regional Coordinator (NOW UNDER C&E)	0	8,161	0	16,500	16,322
	41625 · Regional Chairs Administrative Support	0	1,500	2,250	3,000	3,000
	41633 · Dairy Agreement	80,000	79,331	79,331	79,300	73,295
	41635 · Cart and Mini Bin Sales	2,000	1,291	2,000	1,600	1,611
	41650 · CFC Removal for Outside Groups	1,800	1,763	1,763	1,700	1,688
	41691 · Bylaw Tickets	3,500	2,100	3,500	3,000	4,225
	41692 · Reduction in Vacation Pay Allowance	0	0	0	0	5,133
	41698 · General Administration - Miscellaneous	0	27	6,000	6,000	5,251
	41699 · Collections - Residential (West Hants/Hantsport; (3) Nations Indian Reserves)	28,500	14,528	27,800	28,700	24,957
	Total 41600 · Conditional Transfers - Administration	375,800	346,801	432,644	359,800	494,130
41700	Prior Year Surplus/Deficit					
	41701 · Prior Year Surplus	0	80,507	80,507	87,520	0
	Total 41700 · Prior Year Surplus/Deficit	0	80,507	80,507	87,520	0
41800	Communications & Enforcement					
	41801 · C&E RRFB Regional Coordinator	40,800	12,241	40,800	25,000	24,482
	41805 · C&E RRFB Enforcement Funding	100,000	15,000	100,000	100,000	100,000
	41825 · C&E RRFB Other Funding Assistance	11,300	1,280	11,300	9,000	8,837
	41860 · RRFB Education Contract	60,000	8,970	60,000	60,200	60,200
	41880 · Reuse Centre	24,300	10,872	18,200	15,000	17,955
	41899 · C&E Miscellaneous	0	3,217	0	0	93
	Total 41800 · Communications & Enforcement	236,400	51,580	230,300	209,200	211,567
NEW	Small Wind Turbine					
	Revenue from Energy Production (COMFIT Program - 5 months op)	29,200				
	Total NEW Small Wind Turbine	29,200	0	0	0	0

Account Name and Number		2015-2016 Draft Budget	Apr - Sep 2014 Actuals	2014-2015 Projections	2014-2015 Budget	2013-2014 Year-End Actual
46000 . RRFB Approved Programs						
	46020 . RRFB Restructured Approved Programs	82,000	64,800	82,000	82,000	86,416
	46022. MAP Innovation	0	15,000	58,000	0	0
	Total 46000 . RRFB Approved Programs	82,000	79,800	140,000	82,000	86,416
Total Income		10,372,787	5,110,216	9,971,819	9,847,848	9,118,886
Expense						
	61000 . General Administration					
	61001 . General Administration Salaries	222,944	108,649	223,200	223,354	232,062
	61002 . General Administration Benefits	42,359	19,365	40,200	42,437	37,882
	61003 . General Administration Snow Removal	1,000	23	1,000	1,000	851
	61004 . General Administration Office Supplies	9,000	4,026	8,500	11,000	9,219
	61005 . General Administration Utilities	16,200	7,380	16,000	16,500	15,956
	61006 . General Administration Travel	6,400	3,500	6,000	6,400	7,291
	61007 . General Administration Training & Conferences	5,600	2,683	5,400	5,600	3,561
	61008 . General Administration Membership & Association Fees	2,500	475	2,400	2,500	4,155
	61009 . General Administration Office Maintenance	3,000	1,328	2,500	2,500	687
	61010 . General Administration Office Equipment	6,200	1,053	4,000	8,000	6,746
	61012 . General Administration Janitorial	9,200	4,641	9,400	9,400	8,482
	61013 . General Administration Legal/Audit/Insurance	45,000	19,954	46,600	40,000	44,136
	61014 . General Administration Employee Wellness Program	1,000	477	1,000	1,100	954
	61015 . General Administration OHS Training	3,500	285	3,500	3,500	4,290
	61016 . General Administration OHS Committee Expenses	200	40	200	200	87
	61060 . General Administration: OHS Consulting/ WCB Certification	1,000	0	1,000	1,000	0
	61017 . General Administration Vehicle Repairs	1,330	761	1,500	700	676
	61018 . General Administration Bad Debts	100	0	100	100	0
	61019 . General Administration Gasoline & Diesel Fuel	2,342	1,281	2,431	2,600	2,497
	61020 . General Administration Vehicle Registrations	0	151	151	200	0
	61022 . General Administration Office Security System	700	527	600	500	0
	61023 . General Administration Meeting Costs	900	276	900	900	719
	61024 . General Administration Committee Conferences & Training	2,500	0	1,400	2,800	332
	61025 . General Administration Committee - Travel	2,000	554	1,800	3,600	1,533
	61026 . General Administration Chair Expenses	400	0	400	500	435
	61027 . Citizen Appointee to Investment Committee	600	0	600	600	549
	61040 . General Administration Staff Recognition Events	3,000	229	3,000	3,000	2,023
	61070 . Consulting Services - Program/Service Review	20,000	0	20,000	20,000	0
	61099 . General Administration Diversion Credits to Annapolis Royal	0	0	0	0	949
	61101 . General Administration Past Due Accounts Collection	100	33	100	100	61
	61105 . General Administration Provision for Vacation Pay	1,000	0	1,000	2,000	0
	Total 61000 . General Administration	410,075	177,689	404,882	412,091	386,134
	NEW Small Wind Turbine					
	Operation and Maintenance (5 months of operation anticipated)	2,900				
	General and Administrative	400				
	Insurance	625				
	Geotechnical Survey	0		3,000		
	Miscellaneous	0				
	Total New Small Wind Turbine	3,925	0	3,000	0	0
	61150 . Fiscal Services Financing					
	61151 . Fiscal Services Financing Cost	350,220	104,695	264,005	312,224	60,325
	61152 . Fiscal Services - Bank Charges	11,000	5,617	11,200	11,000	10,561
	Total 61150 . Fiscal Services Financing	361,220	110,312	275,205	323,224	70,886
	61200 . Western Management Center					
	61201 . WMC Salaries	328,571	158,214	321,900	339,262	319,014
	61202 . WMC Benefits	72,286	34,182	66,700	74,638	64,833
	61203 . WMC Office Supplies and Equipment	3,000	1,609	3,000	3,000	2,865
	61204 . WMC Safety Equipment	3,600	1,180	1,900	1,900	1,603
	61205 . WMC Insurance	28,500	13,629	27,700	25,500	25,200
	61206 . WMC Staff Training and Development	3,200	404	3,200	3,200	3,565
	61208 . WMC OHS Committee Expenses	300	0	300	300	120
	61209 . WMC Telephones	3,000	1,339	2,900	3,000	2,880
	61210 . WMC Communication Equipment & Licenses	2,000	727	2,000	2,000	1,411
	61211 . WMC Electricity	19,000	7,082	19,000	19,000	18,455
	61212 . WMC Small Tools/Shop Supplies	500	411	500	500	249
	61213 . WMC Advertising, Information and Promotion	100	0	100	100	0
	61214 . WMC Staff Travel	1,700	296	1,600	1,700	1,067
	61215 . WMC OHS Consulting Services & WCB Certification	500	0	500	500	270
	61216 . WMC Leased/Rented Equipment	400	168	400	400	234
	61217 . WMC Vehicle Registration	2,270	891	2,270	2,300	2,286

Account Name and Number		2015-2016 Draft Budget	Apr - Sep 2014 Actuals	2014-2015 Projections	2014-2015 Budget	2013-2014 Year-End Actual
	61230 · WMC Site and Building Maintenance	13,500	4,586	16,500	13,500	12,227
	61231 · WMC Scale Maintenance	7,500	1,088	6,500	7,500	6,394
	61232 · WMC Vehicle & Equipment Repairs and Maintenance	32,270	16,107	30,830	22,700	23,609
	61240 · WMC Gasoline & Diesel Fuel	50,600	28,764	50,520	59,700	61,656
	61250 · WMC Snow/Ice Removal Supplies	700	0	700	700	573
	61251 · WMC Janitorial	8,000	3,621	8,100	8,100	7,628
	61252 · WMC Landscaping	1,000	0	600	1,000	844
	61253 · WMC Security	600	261	600	600	490
	61254 · WMC Tank Pumping/Transport	600	0	600	600	307
	61267 · WMC HHW Operations	11,000	5,235	11,000	11,000	10,141
	61272 · WMC CFC Removal	500	0	250	500	0
	61281 · WMC Environmental Services	500	0	250	500	0
	61299 · WMC Uncollectible Revenues	100	0	100	100	0
	Total 61200 · Western Management Center	595,797	279,795	580,520	603,800	567,919
	61300 · Eastern Management Center					
	61301 · EMC Salaries	598,243	292,847	590,000	596,800	561,792
	61302 · EMC Benefits	131,613	62,436	124,000	131,296	119,899
	61303 · EMC Office Supplies and Equipment	4,200	2,749	4,200	4,200	3,875
	61304 · EMC Safety Equipment	6,700	2,358	5,000	5,100	4,680
	61305 · EMC Insurance	29,500	14,058	28,600	27,900	27,310
	61306 · EMC Staff Training & Development	5,800	845	5,600	5,800	5,369
	61308 · EMC OHS Committee Expenses	300	0	250	300	120
	61309 · EMC Telephones	4,300	1,434	4,200	4,500	4,108
	61310 · EMC Communication Equipment & Licenses	3,400	1,729	3,400	3,200	2,583
	61311 · EMC Electricity	24,500	8,890	24,500	24,800	24,085
	61312 · EMC Small Tools/Shop Supplies	1,500	586	1,500	1,300	1,160
	61313 · EMC Advertising, Information and Promotion	100	0	100	100	0
	61314 · EMC Staff Travel	1,500	129	1,500	1,600	773
	61315 · EMC OHS Consulting Services & WCB Certification	500	0	500	500	270
	61316 · EMC Leased/Rented Equipment	650	276	650	650	538
	61317 · EMC Water and Meter Charges	1,100	531	1,100	1,100	999
	61318 · EMC Sewer Charges	1,000	492	1,000	800	695
	61319 · EMC Hydrant Rental	1,700	1,620	1,620	1,700	1,628
	61320 · EMC Vehicle Registration	3,500	1,287	3,520	3,600	3,471
	61330 · EMC Site/Building Maintenance	27,000	10,747	22,000	27,000	25,763
	61331 · EMC Scale Maintenance	18,000	3,452	15,000	22,000	21,153
	61332 · EMC Vehicle and Equipment Repairs and Maintenance	44,650	18,801	40,370	49,400	74,871
	61340 · EMC Gasoline & Diesel Fuel	92,500	39,154	89,300	98,000	79,788
	61350 · EMC Snow/Ice Removal Supplies	6,500	210	6,500	6,000	7,230
	61351 · EMC Janitorial	7,600	3,832	7,600	7,600	6,815
	61352 · EMC Landscaping	300	0	200	500	0
	61353 · EMC Security	600	0	500	600	490
	61354 · EMC Tank Pumping and Transport	800	0	700	1,000	608
	61367 · EMC HHW Operations	48,000	23,620	48,000	46,000	44,760
	61372 · EMC CFC Removal	600	173	400	600	137
	61381 · EMC Environmental Protection	500	0	100	500	25
	61399 · EMC Uncollectible Revenues	100	0	100	100	0
	Total 61300 · Eastern Management Center	1,067,256	492,255	1,032,010	1,074,546	1,024,984
	61400 · Residential Collection Contract					
	61401 · Residential Collection	2,609,000	1,261,590	2,523,200	2,523,200	2,288,730
	61402 · Residential Collection Fuel Adjustment	2,600	4,026	1,500	29,200	-61,525
	61403 · Residential Collection Green Carts	65,000	46,498	55,000	65,000	57,734
	61405 · Residential Collection Spring Clean-up	108,400	99,084	99,100	97,700	168,662
	For option - Fall Clean up	105,051				
	61406 · Residential Collection Fall Leaf Collection	0	0	0	0	33,018
	61410 · Residential Collection Cart Maintenance and Supplies	1,500	0	1,200	1,800	750
	61420 · Residential Collection Seasonal Bin Maintenance	4,000	175	3,000	4,000	2,341
	61421 · Residential Collection Seasonal Bin Control Monitoring	20,000	14,975	19,600	20,000	19,575
	61423 · Residential Collection Seasonal Bin Signage	500	0	500	500	466
	61440 · Residential Collection Advertising and Notices	13,000	6,019	12,000	12,000	12,107
	Total 61400 · Residential Collection Contract	2,929,051	1,432,366	2,715,100	2,753,400	2,521,857
	61500 · Construction & Demolition Debris					
	61520 · C&D Disposal East	0	0	0	0	0
	61521 · C&D Transportation East	25,300	11,417	25,600	27,200	25,839
	61522 · C&D Processing East	64,600	40,573	60,500	62,600	55,915
	61523 · C&D Fuel Adjustment East	150	-590	-1,000	-640	-844
	61530 · C&D Disposal West	0	0	0	0	0
	61531 · C&D Transportation West	5,400	1,048	5,000	5,340	4,013
	61532 · C&D Processing West	12,500	6,030	11,500	9,400	7,627

Account Name and Number		2015-2016 Draft Budget	Apr - Sep 2014 Actuals	2014-2015 Projections	2014-2015 Budget	2013-2014 Year-End Actual
	61533 · C&D Fuel Adjustment West	50	0	-400	-210	-298
	Total 61500 · Construction & Demolition Debris	108,000	58,477	101,200	103,690	92,251
	61600 · Recyclables					
	61605 · Recyclable Processing East	534,400	272,336	532,200	528,000	440,313
	61609 · Recyclable Processing Administration Fees East	0	0	0	0	14
	61615 · Recyclable Processing West	315,500	165,276	313,900	316,100	263,230
	61619 · Recyclable Processing Administration Fees West	0	0	0	0	14
	Total 61600 · Recyclables	849,900	437,612	846,100	844,100	703,570
	61700 · Organics					
	61701 · Organics Processing East	649,500	352,408	646,700	653,700	632,879
	61705 · Organics Equipment Rental East	200	0	200	200	0
	61709 · Organics Administration Fees East	0	0	0	0	0
	61711 · Organics Processing West	343,300	192,590	343,100	343,300	340,174
	61715 · Organics Equipment Rental West	200	0	200	200	0
	61719 · Organics Administration Fees West	0	0	0	0	0
	Total 61700 · Organics	993,200	544,998	990,200	997,400	973,053
	61800 · Residuals					
	61801 · Residuals Disposal East	1,270,000	654,909	1,140,100	1,123,700	1,122,996
	61802 · Residuals Adjustment - Residuals Disposal East	67,000	0	33,540	24,000	-80,359
	61805 · Residuals Transportation East	244,700	163,164	282,900	279,900	290,376
	61806 · Residuals Fuel Adjustment East	1,200	-4,207	-8,700	-5,200	-9,045
	61809 · Residuals Administration Fees East	0	0	0	0	132
	61810 · Residuals Disposal West	540,900	287,871	484,100	511,820	516,376
	61812 · Residuals Adjustment - Residuals Disposal West	44,700	0	22,360	16,000	-53,573
	61815 · Residuals Transportation West	107,900	73,971	124,400	132,100	137,530
	61816 · Residuals Fuel Adjustment West	800	-3,238	-6,100	-3,940	-7,480
	61819 · Residuals Administration Fees West	0	0	0	0	132
	Total 61800 · Residuals	2,277,200	1,172,470	2,072,600	2,078,380	1,917,085
	61900 · Communications & Enforcement					
	61901 · C&E Salaries	366,794	178,851	352,000	352,472	402,940
	61902 · C&E Benefits	73,359	35,759	70,400	70,495	74,396
	61905 · C&E RRFB Regional Enforcement Program	15,000	7,014	14,000	16,000	16,198
	61910 · C&E Office Supplies & Equipment	2,200	315	2,000	3,500	5,170
	61911 · C&E Clothing Costs	300	0	200	300	150
	61915 · C&E Telephones	7,200	2,705	6,000	7,000	7,175
	61920 · C&E Advertising	19,000	12,873	29,000	34,000	25,410
	61922 · C&E Newsletter and Calendar Distribution	7,200	0	7,000	7,000	6,588
	61924 · C&E Calendar Design & Printing	18,000	0	16,200	16,200	16,122
	61925 · C&E Promotional Items	2,000	0	0	0	727
	61931 · C&E ICI Support	500	0	0	0	87
	61935 · C&E Enforcement warnings	0	0	0	0	215
	61940 · C&E Travel	3,000	685	2,800	2,800	1,894
	61941 · C&E Vehicle Repairs & Maintenance	4,150	1,407	3,300	3,400	3,887
	61942 · C&E Vehicle Insurance	5,100	2,232	4,906	6,500	6,382
	61943 · C&E Vehicle Fuel	6,200	3,337	6,420	7,500	6,495
	61944 · C&E Vehicle Registrations	0	742	750	650	0
	61945 · C&E Printing and Presentation Materials, Miscellaneous	1,600	1,043	1,500	1,300	1,673
	61961 · C&E OHS Safety Equipment	400	0	200	400	387
	61970 · C&E Special Weeks Promotions	5,300	3,908	4,500	4,500	5,295
	Total 61900 · Communications & Enforcement	537,302	250,872	521,176	534,017	581,191
	62300 · Transfer to Capital Reserve					
	62301 · Transfer to Capital Reserve	146,410	75,000	75,000	75,000	133,100
	Total 62300 · Transfer to Capital Reserve	146,410	75,000	75,000	75,000	133,100
	62400 · Capital From Operations					
	62401 · Capital From Operations	35,000	0		0	0
	Total 62400 · Capital From Operations	35,000	0	0	0	0
	64000 · Information Technology					
	64004 · IT Office Supplies	0	0	0	500	57
	64005 · IT Telephone	2,600	1,220	2,590	2,800	2,541
	64007 · IT Training	1,000	0	500	1,000	0
	64010 · IT Hardware	15,600	3,395	6,500	8,000	3,364
	64011 · IT Software	0	10,535	12,000	10,850	365
	64019 · IT Website Maintenance (includes IT Web Site Development)	750	313	750	1,750	907
	64020 · IT Maintenance Contracts	2,500	3,646	7,100	7,300	5,477

Account Name and Number		2015-2016 Draft Budget	Apr - Sep 2014 Actuals	2014-2015 Projections	2014-2015 Budget	2013-2014 Year-End Actual
	NEW - IT Connection to Valley Community Fibre Network (VCFN)	20,000				
	64021 - IT Consulting Fees	16,000	7,310	15,000	16,000	14,620
	Total 64000 - Information Technology	58,450	26,419	44,440	48,200	27,332
	66020 - RRFB Approved Program Costs					
	66021 - RRFB Restructured Approved Programs	0	0	0	0	0
	66022 - MAP Innovation	0	43,078	58,000	0	0
	Total 66030 - RRFB Approved Program Costs	0	43,078	58,000	0	0
	Total Expense	10,372,787	5,101,345	9,719,433	9,847,848	8,999,362
	Net Income(Loss)	0	8,872	252,386	0	119,524

Valley Region Solid Waste-Resource Management Authority
Summary of Anticipated Financing Charges
As Supplement to 2015-2016 Draft Operating and Capital Budget

Draft Date: January 21, 2015

Fiscal Year	Amount Financed	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
2009-2010 Fiscal Services Financing - consolidated loan April 30, 2012 - Kings	127,782	4,764	14,605	14,605	14,605	14,605
2010-2011 Fiscal Services Financing - loan date May 30, 2011 - 5 years	59,895	13,333	13,111	12,838	12,521	12,166
2011-2012 Fiscal Services Financing - loan date Nov 9, 2012 - 15 years	2,022,400	29,000	177,634	175,599	173,401	179,047
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 5 years	164,000	0	1,357	35,296	34,842	34,342
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 15 years	281,000	0	2,700	24,006	23,747	23,462
2013-2014 Fiscal Services Financing - loan date June 5, 2014 - 5 years	230,000			1,661	42,636	42,120
2014-2015 Fiscal Services Financing - proposed budget	0					
2015-2016 Fiscal Services Financing - proposed budget	860,000				48,468	96,936
2016-2017 Fiscal Services Financing - proposed budget	353,000					34,110
2017-2018 Fiscal Services Financing - proposed budget	373,000					
2018-2019 Fiscal Services Financing - proposed budget	287,000					
Total		47,097	209,407	264,005	350,220	436,788

Valley Region Solid Waste-Resource Management Authority
Capital Financing Plan
Draft 2015-2016 Operating and Capital Budget

Draft Date: January 21, 2015

2009-2010 Projects - Revised

2004 Chev Silverado 4X4	30,863
Carts and Mini Bins	48,000
Plow for WMC Site Truck	5,600
EMC Tipping Floor Repairs	40,000
WMC Organics Materials Handling	0
Administration Facility - Planning	55,000
Sub-Total Capital Requirements	179,463

Draw From Reserve	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	30,863	30,863	5	
	48,000	48,000	5	
	5,600	5,600	5	
	40,000	40,000	5	
	0	0	0	
	55,000	55,000	20	
	179,463	179,463		13,563

2010-2011 Projects-Revised

2010 Ford F 250	28,600
Load Trail Dump Trailer	9,357
All Terrain Vehicle - Kubota	17,240
Administration Facility - Engineering and Design	296,000
Groundsweep Magnet	5,090
Total Capital Requirements	356,287

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	28,600	28,600	5	3,240
	9,357	9,357	5	1,060
	17,240	17,240	5	1,953
296,000	5,090	5,090	5	577
296,000	60,287	60,287		6,830

2011-2012 Projects

Replace 2002 Dodge 4X4	33,534
2011 Mazda 3 Sport GX	2,082
Administration Facility - Engineering and Design	104,000
Administration Facility Construction Costs	841,160
Administration Facility	700,000
Total Capital Requirements	1,680,776

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
33,534	0	0	0	0
2,082	0	0		
-296,000	400,000	400,000	15	145,800
	841,160	841,160	15	285,572
	700,000	700,000	15	237,648
-260,384	1,941,160	1,941,160		669,020

2012-2013 Projects

Replace 2002 Freightliner Roll Off	162,500
Replace 2004 Chevrolet Silverado 4X4	29,000
Roll Off Containers	12,200
Mechanical Repair/Greencart Storage/Reuse	279,000
HHW Asphalt Public Receiving Area - EMC	22,000
Asphalt Paving and Landscaping	110,200
Total Capital Requirements	614,900

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	162,500	162,500	5	13,706
29,000	0	0		
12,200	0	0		
0	279,000	279,000	15	69,520
22,000	0	0		
110,200	110,200	110,200	15	27,459
63,200	551,700	551,700		110,685

2013-2014 Projects

Replace 2006 Wheel Loader	230,000
Replace 2008 Ford Ranger-moved to 2014-2015	
Roll Off Containers	0
Small Wind Turbine-removed	
Total Capital Requirements	230,000

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	230,000	230,000	5	19,399
0	0	0		
0	230,000	230,000	5	19,399

2015-2016 Projects

Replace 2009 Cat Wheel Loader	225,000
Replace EMC Weigh Scale (Outgoing)	80,000
Site Signage	20,000
Scalehouse Service Window-Outgoing East Centre	15,000
Small Wind Turbine	555,000
Total Capital Requirements	895,000

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	225,000	\$225,000	5	18,977
	80,000	\$80,000	10	13,193
20,000				
15,000				
555,000	555,000	555,000	20	221,380
35,000	860,000	860,000		253,550

2016-2017 Projects

Replace Unit 3 2009 Ford F250 4X4	35,000
Replace Utility Trailer	5,000
Replace 2007 Silverado 4X4	35,000
Replace 2008 Ranger Extended Cab 4X4	35,000
EMC Tipping Floor Repairs	40,000
Used Rear Loading Compactor Truck	125,000
Replace Weigh Scales	83,000
Total Capital Requirements	358,000

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	35,000	35,000	5	2,952
5,000				
	35,000	35,000	5	2,952
	35,000	35,000	5	2,952
	40,000	40,000	5	3,374
125,000	125,000	125,000	5	10,543
83,000	83,000	83,000	10	13,688
5,000	353,000	353,000		36,461

2017-2018 Projects

Replace 2009 Ford F250 4X4	38,000
Replace 2010 Ford F150 4X4	36,000
Replace 2011 Ford F250 4X4	38,000
Replace 2008 Freightliner Roll Off Truck	190,000
Roll Off Containers	15,500
Replace Weigh Scales	71,000
Total Capital Requirements	388,500

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	38,000	38,000	5	3,205
	36,000	36,000	5	3,036
	38,000	38,000	5	3,205
	190,000	190,000	5	16,025
15,500				
71,000	71,000	71,000	10	11,709
15,500	373,000	373,000		37,180

2018-2019 Projects

Replace 2011 Mazda Sport GX	25,000
Replace 2013 F150 4X4	36,000
Plow for EMC Site Truck	8,000
Roll Off Containers	15,750
Replace Weigh Scales	76,000
Minor Capital	150,000
Total Capital Requirements	310,750

Draw From Revenue	Debt Financing	Total Financing	Financed Over No. of Years	Financing Cost
	25,000	25,000	5	2,109
	36,000	36,000	5	3,036
8,000				
15,750				
76,000	76,000	76,000	10	12,534
150,000	150,000	150,000	5	12,651
99,750	287,000	287,000		30,330

Valley Region Solid Waste-Resource Management Authority

Capital Replacement Plan
Draft Date: January 21, 2015

Equipment	Description	Actual 2014-2015	Draft 2015-2016	Draft 2016-2017	Draft 2017-2018	Draft 2018-2019	Draft 2019-2020	Draft 2020-2021
Unit 1	2009 Ford F250 4X4				38,000			
Unit 2	2010 Ford F 150 4X4				36,000			
Unit 3	2009 Ford F150 Pick-up 4X4			35,000				
Unit 4	2011 Ford F250 Pick-up 4X4				38,000			
Unit 5	2011 Mazda 3 Sport GX					25,000		
Unit 5-T	Load Trail Dump Trailer							
Unit 7	2002 Freightliner Roll Off				surplus			
Unit 8	2003 Wheel Loader		surplus					
Unit 10-T	Utility Trailer			5,000				
Unit 11	2004 Chev Silverado 4X4			surplus				
Unit 14	2006 Caterpillar Wheel Loader						240,000	
Unit 15	2007 1500 Series Chev Silverado 4X4			35,000				
Unit 16	2008 Freightliner Roll Off				190,000			
Unit 17	2008 Ford Ranger Extended Cab 4X4			35,000				
Unit 18	2009 Caterpillar Wheel Loader		225,000					240,000
Unit 19	All Terrain Vehicle-Kubota							
Unit 20	2013 F 150 4X4					36,000		
Unit 21	2013 Roll Off Truck							
	Plow for EMC Site Truck					8,000		
	Plow for WMC Site Truck							8,500
	Roll Off Containers				15,500	15,750	16,000	16,500
	WMC Sprinkler System							
	WMC Tipping Floor Repairs							
	EMC Tipping Floor Repairs			40,000				
	Groundsweep Magnet							
	Potential Used Rear Loading Compactor Truck			125,000				
	Replace Weigh Scales		80,000	83,000	71,000	76,000		
	Site Signage		20,000					
	Scale House Windows		15,000					
	Small Wind Turbine		555,000					
	Minor Capital					150,000	150,000	150,000
Total Annual		0	895,000	358,000	388,500	310,750	406,000	415,000



REQUEST FOR DECISION

Valley REN 2014/15 Budget # 06-2015

Date: 12 February 2015	Subject: Valley REN 2014/15 Budget
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Town Council approve the Valley Regional Enterprise Network (REN) budget for 2014/16.
Background:	<p>As a participating partner in the Valley REN, each Council is requested to approve the budget as presented from the staff. The budget has been reviewed by the Liaison and Oversight Committee and is now forwarded to each municipal Council for their consideration and approval.</p> <p>2014/15 VREN Operating Budget The attached budget was formed by CEO Kelly Ells and reviewed by the Board for their approval. (\$172,000 budget)</p> <ul style="list-style-type: none"> • The budget was reviewed and accepted at the provincial level. • The budget was submitted and approved by the L/O Committee on January 22, 2015. • Municipal Units have been invoiced by the Town of Kentville on January 30th for their contribution as outlined in the attachment. Units are responsible for 30% of the planned 2014/15 contribution. • The VREN has received confirmation from the province, through Jeannie Chow's office, that the provincial allocation of \$86,000.00 is forthcoming for the start-up / 2014/15 budget. <p>Municipal Contribution Formula</p> <ul style="list-style-type: none"> • At the October 2014 meeting of the L/O Committee CAOs were given direction to research alternative funding formulas to support the municipal funding component. • The attachment displays the municipal breakdown forwarded from the CAO group at the January 22nd L/O Committee Meeting. • The new formula requires a base contribution of \$7,500

	<p>from all partners with the balance of the municipal contribution determined by factors; 50% UA and 50% population (see attached). If approved the new formula would be effective April 1, 2015.</p> <ul style="list-style-type: none"> • This formula was reviewed and approved by the L/O Committee at the January 22nd meeting. • All partners must review this new formula and provide feedback to the L/O Committee. If approved by units the agreement would be amended to reflect this new formula. • It is desirable to have this reviewed by Councils by the end of February or early March 2015.
Benefits:	
Disadvantages:	
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: 2 March 2015

Valley Regional Enterprise Network

Projected start up costs

For the period ending March 31, 2015

Purpose: To cover start up expenses (both incurred and anticipated) for the period from May 2014-March 31, 2015 of the established Valley Regional Enterprise Network, and to request Provincial start up funding to achieve our goal.

	Expenses	Outstanding	Budget	Detail
Legal costs/Reg of Board	\$ 1,039.45		\$ 2,000.00	REN Agreement / Employment contract
Advertising / Marketing	\$ 1,509.51		\$ 6,000.00	Job Ads/Media Photo/Webmail setup/Business Cards
Board Training		\$ 1,500.00	\$ 1,500.00	Board Strategy session part 1
Meeting Costs	\$ 1,662.58		\$ 2,500.00	REN Agreement Signing / meet and greet
Recruitment Costs	\$ 26,344.08		\$ 27,500.00	Staff / BOD
Environmental Scan/Asset inventory			\$ 45,000.00	RFP - to be assigned
CEO/staff start up salaries			\$ 45,000.00	Period of 4.5 months
Office space			\$ 7,500.00	RFP - to be assigned
Technology	\$ 291.88	\$ 2,700.00	\$ 10,000.00	Phones/Computers/Printers/Copier/Accessories
Office Furniture			\$ 10,000.00	CEO Office / Reception area / work desks
Office Supplies		\$ 400.00	\$ 1,000.00	Period of 4.5 months
Communications			\$ 1,000.00	Phone/Internet
Financial Services, admin charges, audit			\$ 8,000.00	RFP - to be assigned
Travel	\$ 423.01	\$ 450.00	\$ 2,500.00	Board/CEO mileage
Misc			\$ 2,500.00	
Total projected costs	\$ 31,270.51	\$ 5,050.00	\$ 172,000.00	

Amount requested from the Province	\$ 86,000.00
Municipal funding, (see below)	86,000.00
	\$ 172,000.00

	2014/15 Funding Budget Allocation	2014/15 Funding Prorated	% Percentage	% of 2014/15 Budget Allocation
Berwick	\$ 17,790	\$ 5,374	6.2%	30%
Bridgetown	\$ 7,022	\$ 2,121	2.5%	30%
Hantsport	\$ 7,407	\$ 2,238	2.6%	30%
Kentville	\$ 34,572	\$ 10,444	12.1%	30%
Middleton	\$ 14,722	\$ 4,447	5.2%	30%
Windsor	\$ 19,275	\$ 5,823	6.8%	30%
Wolfville	\$ 34,572	\$ 10,444	12.1%	30%
Co West Hants	\$ 52,873	\$ 15,972	18.6%	30%
Co Kings	\$ 88,950	\$ 26,871	31.2%	30%
Glooscap	\$ 7,500	\$ 2,266	2.6%	30%
	\$ 284,683	\$ 86,000	99.9%	30%

REN3 budget (Municipal contributions only)	285,000	
Percent of REN allocated to Towns	47.5%	Core population levels (to allocate funding)
Percent of REN allocated to Rurals	52.5%	
Percent of Town ratio allocated to Uniform Assessment	75.0%	
Percent of Rural ratio allocated to Uniform Assessment	75.0%	
		less than 1,200 people
		less than 2,400 people
		less than 4,000 people
		more than 4,001 people
Base Core contribution	3,000	Employment factor
Core contribution increase (per step)	125%	
Core contribution (Rurals)	40,000	

	FUNDING						Emp. Adj	New		Prior		erence (\$)	fference (%)
	UA %	Pop. %	Total %	Core amount	by UA + Pop	Employment							
Berwick	6.6%	3.0%	9.6%	4,690	10,073	52.4%	105%	15,273	17,790	(2,517)	✔	-14.1%	
Bridgetown	2.4%	1.2%	3.5%	3,000	3,700	46.2%	119%	7,405	7,022	383	✔	5.4%	
Hantsport	4.3%	1.4%	5.7%	3,000	5,965	59.2%	93%	8,545	7,407	1,138	✔	15.4%	
Kentville	23.8%	7.4%	31.3%	5,860	32,684	59.9%	92%	35,890	34,572	1,318	✔	3.8%	
Middleton	5.2%	2.1%	7.4%	3,750	7,693	46.1%	119%	12,922	14,722	(1,800)	✔	-12.2%	
Windsor	10.8%	4.6%	15.4%	4,690	16,116	48.1%	114%	23,107	19,275	3,832	✔	19.9%	
Wolfville	21.9%	5.2%	27.1%	5,860	28,294	51.3%	107%	36,183	34,572	1,611	✔	4.7%	
Subtotal - Towns	75.0%	25.0%	100.0%	30,850	104,525	363.2%		139,325	135,360	3,965			
W Hants Co	16.0%	5.7%	21.7%	40,000	15,107	56.0%	98%	54,837	51,715	3,122	✔	6.0%	
Kings Co	59.0%	19.3%	78.3%	40,000	54,518	58.2%	95%	91,565	88,950	2,615	✔	2.9%	
Subtotal - Rurals	75.0%	25.0%	100.0%	80,000	69,625	114.2%		146,402	140,665	5,737			
		Total		110,850	174,150	5		285,727	276,025	9,702			

Data (don't touch)						
	UA	UA Adj	New UA	Population	Pop Adj	New Pop
Annapolis Royal						
Berwick	127,942,559	100%	127,942,559	2,454	100%	2,454
Bridgetown	45,869,423	100%	45,869,423	949	100%	949
Hantsport	82,679,842	100%	82,679,842	1,159	100%	1,159
Kentville	459,105,387	100%	459,105,387	6,094	100%	6,094
Middleton	100,657,980	100%	100,657,980	1,749	100%	1,749
Windsor	208,013,067	100%	208,013,067	3,785	100%	3,785
Wolfville	421,151,164	100%	421,151,164	4,269	100%	4,269
			1,445,419,422			20,459
Annapolis Co						
W Hants Co	868,285,077	100%	868,285,077	14,070	100%	14,070
Kings Co	3,199,496,306	100%	3,199,496,306	47,772	100%	47,772
			4,067,781,383			61,842
	-		3,000			
	1,200		3,750			
	2,400		4,690			
	4,000		5,860			

Potential 2015/16 REN Costs

	Base	UA	Population	Total \$	Total %
Berwick	7,500	140,623,797	2,454	14,184	4.7%
Bridgetown	7,500	45,778,417	949	9,906	3.2%
Glooscap	7,500	-	-	7,500	2.5%
Hantsport	-	-	-	-	0.0%
Kentville	7,500	469,480,187	6,094	26,598	8.7%
Middleton	7,500	102,397,635	1,749	12,309	4.0%
Windsor	7,500	212,997,499	3,785	17,729	5.8%
Wolfville	7,500	439,002,523	4,269	23,167	7.6%
W Hants Co	7,500	987,743,103	10,380	43,938	14.4%
Kings Co	7,500	3,317,054,129	47,772	149,667	49.1%
	67,500	5,715,077,290	77,452	305,000	100.0%

Base	7,500
Municipal Contributions	305,000
Total Budget	610,000

vs, Prior

	Prior \$	Prior %	Difference (\$)
Berwick	17,790	6.3%	(3,606)
Bridgetown	7,022	2.5%	2,884
Glooscap	7,500	2.6%	-
Hantsport	7,407	2.6%	(7,407)
Kentville	34,572	12.2%	(7,974)
Middleton	14,722	5.2%	(2,413)
Windsor	19,275	6.8%	(1,546)
Wolfville	34,572	12.2%	(11,405)
W Hants Co	51,715	18.2%	(7,777)
Kings Co	88,950	31.4%	60,717
	283,525		



REQUEST FOR DECISION
Planning Policies
005-2015

Date: February 16, 2015	Subject: Planning Policies
Proposal Attached: Yes	Submitted by: Sharon McAuley, Planning Services Coordinator

Proposal:	That Town Council agrees to amend the planning policies.
Background:	<p>The Annapolis District Planning Commission was dissolved in the fall of 2011 and the responsibility for building and planning were absorbed by the Towns of Annapolis Royal, Bridgetown and Middleton.</p> <p>The amendments to the Town's Planning Policies are housekeeping amendments required to delete the ADPC from the policies or to replace ADPC with the Town of Middleton.</p>
Benefits:	The amendments will reflect the Town having responsibility for building and planning activities.
Disadvantages:	None foreseen.
Options:	
Required Resources:	
Source of Funding:	
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	The Planning Services Coordinator recommends the amendments to the planning policies as the changes reflect the current operational situation.
CAO's Review/ Comments:	I support the recommendations as made by the Planning Services Coordinator.

AGENDA ITEM: 15.03.04.01.c

CAO Initials: RLT

Target Decision Date: 2 March 2015

**TOWN OF MIDDLETON
CODE G - PLANNING**

Subject: Planning Services **Public** **Advisory Panel - Membership** **Number: 1.1**

Coverage: Staff, ADPC, & Public

Approved by: ADPC, Council, & CAO

Effective Date : February 18, 1977

Revision Date: November 20, 1978,
February 5, 2007, **March 2, 2015**

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Rationale

The following policy provides establishes the voting membership of the Planning Services **Public** Advisory Panel as provided by sections 200-204 of the MGA.

Policy Statement

- 1) the Planning Services **Public** Advisory **Panel Committee** shall consist of
 - a) Three (3) members of Council
 - b) Four (4) citizens at large.
- 2) Citizens at large shall be nominated to the Planning Services **Public** Advisory Panel by Council.
- 3) Each member of the Planning Services **Public** Advisory Panel shall have one vote.

References

Province of Nova Scotia - *Municipal Government Act, 1998, c.18*

Town of Middleton - *Planning Services* **Public** *Advisory Panel Bylaw - Ch. 49*

Previous Policies

The previous policy 7/2 "PAC - Voting Members" effective November 20, 1978 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 2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Public Participation Program - PSAP	Number: 1.2
Coverage: Staff, ADPC, & Public	Approved by: ADPC, Council, & CAO
Effective Date : May 8, 1995	Revision Date: February 5, 2007; March 2, 2015

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Rationale

The following policy ensures an avenue for public input into amendments to the Municipal Planning Strategy and/or Land Use Bylaw.

Policy Statement

1. The Council of the Town of Middleton prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Services **Public** Advisory Panel:
 - a. The **Planning Services Coordinator** **CAO** notifies the **Planner** **Development Officer** and Chair of the Planning Services **Public** Advisory Panel.
 - b. The **Planning Services Coordinator**, **Planner** **Development Officer** & Chair set the meeting date.
 - c. The **Planning Services Coordinator** **Development Officer** places a public advertisement (1) in local newspaper which specifies date, time and place of meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours, **on the Town website** or at the meeting;
 - d. **The Planning Services Coordinator** **Development Officer** notifies all landowners within 200 foot radius of affected area by personal service or regular mail. Notice has content of advertisement;
 - e. Planning Services **Public** Advisory Panel meets. Prior to any discussion among Panel members, any citizens in attendance are afforded an opportunity to ask questions and obtain further information about the application.
2. Council may, in any matter, choose to extend the public information process more widely, require more advertisements or more information in the advertisement or otherwise vary the public information process so long as the minimum set out above is met. Council would normally do so in matters of major importance, including significant amendments or revision to the Planning Strategy.
3. In the case of a land use bylaw amendment or development agreement not requiring Ministerial approval, Council allows the CAO to refer the application to the Planning Services **Public** Advisory Panel for recommendation and to set and advertise a date for a public hearing before Council.

Previous Policies

The previous policy 7/1 “Municipal Planning Strategy and Land Use Bylaw Public Participation” approved May 8, 1995 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 2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Fees ADPC Building and Planning	Number: 2.1
Coverage: Staff, ADPC , & Public	Approved by: ADPC , Council, & CAO
Effective Date : November 1, 2004	Revision Date: Feb. 2, 2004; Feb. 5, 2007; May 5, 2008; March 2, 2015

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Rationale

The following policy establishes uniform fees for permits and services provided by the **Town of Middleton** ~~Annapolis District Planning Commission~~, to enable some cost recovery for services provided.

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Policy Statement

1. Applications

All Applications shall be accompanied by the necessary permit fees payable to the **Town of Middleton** ~~Annapolis District Planning Commission~~.

2. Development Permits & Planning Document Amendments

The following schedule of fees shall be charged for development services provided by the **Town of Middleton** ~~ADPC~~:

Development Permit fee	\$50
Municipal Planning Strategy and/or Land Use Bylaw amendment application	\$500 + \$500 (advertising fee)
Development Agreement applications	\$500 + \$500 (advertising fee) + registry fees
Minor Variances	\$400 + \$500 (advertising fee) + registry fees
Subdivision	Tentative: \$200 + registry fees Final: \$300 + registry fees

3. Building Permits

3.1 Any construction requiring a building permit shall pay the appropriate fee laid out in the following table.

NOTE: ALL BUILDING PERMITS REQUIRE A DEVELOPMENT PERMIT

Permit Type	Building Permit Fee
NEW CONSTRUCTION of, and ADDITIONS to single detached residential dwellings, community centres, cottages and churches.	\$100 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) + \$0.15 / sq. ft for unfinished basement areas

Permit Type	Building Permit Fee
NEW CONSTRUCTION of, and ADDITIONS to other residential buildings not otherwise specified	\$50 / unit + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions)
NEW CONSTRUCTION of, and ADDITIONS to commercial, industrial & other buildings not otherwise specified.	0 – 2,500 sq. ft.: \$300 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 2,501 – 10,000 sq. ft.: \$500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 10,001 – 45,000 sq. ft.: \$2,500 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 45,001 + sq. ft.: \$5,000 + \$0.25 / sq. ft. (based on all useable floor areas of new construction or additions)
NEW CONSTRUCTION of, and ADDITIONS to sheds, decks, shell storage buildings, garages, barns and forestry or fishing buildings not designed for human occupancy.	Finished Interiors: \$50 + \$0.35 / sq. ft (based on all useable floor areas of new construction or additions) Covered Decks: \$50 + \$0.20 / sq. ft (based on all useable floor areas of new construction or additions) Other: \$50 + \$0.10 / sq. ft (based on all useable floor areas of new construction or additions)
REPAIRS, RENOVATIONS or ALTERATIONS to all existing buildings.	\$15 + \$4/\$1000 of estimated value of construction
REPAIRS, RENOVATIONS or ALTERATIONS to single detached residential dwellings, community centres, cottages and churches.	\$100 + \$4 / \$1000 of estimated value of construction
REPAIRS, RENOVATIONS or ALTERATIONS to other residential buildings not otherwise specified.	\$50 / unit + \$4 / \$1000 of estimated value of construction
REPAIRS, RENOVATIONS or ALTERATIONS to commercial, industrial & other buildings not otherwise specified.	\$150 + \$6 / \$1000 of estimated value of construction

Permit Type	Building Permit Fee
Location or re-location of an EXISTING STRUCTURE or MOBILE HOME	\$50
Construction or location of SWIMMING POOL including required fencing.	\$25
RENEWAL of an approved permit.	\$25
DEMOLITION of building or structure.	\$25
PLUMBING Permit	\$10 / plumbing fixture

3.2 Square footage for the purpose of building permits shall be calculated as follows:

- a. buildings intended for human occupancy shall include all useable floor space (finished);
- b. buildings not intended for human occupancy shall be based on the area of the main floor.

3.3 Value of construction is based on contract. If no suitable written contract price is submitted with the application, the fee shall be based on \$60.00/ sq. ft. to establish the value of construction.

3.4 Permit fees shall be refunded in situations and proportions as follows:

- a. applications never completed, retained fee \$25, balance refunded,
- b. permit denied, retained fee \$25, balance refunded
- c. permit revoked or abandoned before work commenced, 50% of fee refunded,
- d. permit revoked or abandoned after work commenced, no refund.

4.0 Other Fees:

The following fees shall be charged for other services provided by the **Town of Middleton ADPC**:

Property Maps (8x11 or 11X17)	\$25
All other maps/prints	\$25
Mapping Inquiries (greater than 1 hr.)	\$50 / hr
General Research	\$50 / hr
Zoning Letters	\$100
Detailed property history	\$100
Subdivision by-laws	\$10
Printing of digital building plans	\$50

(max 24X36)	
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References

Town of Middleton - *Building Code Bylaw, Chapter 19, Part 2 - Permit Fees*

Previous Policies

The previous policy 1/73 “Town of Middleton - Fees Policy” Effective February 2, 2004 is hereby amended.

The previous policy 7/3 “User Fee Policy” Effective November 1, 2004 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 2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Accessibility Rebate	Number: 2.2
Coverage: Staff & Public	Approved by: ADPC, Council, & CAO
Effective Date : February 5, 2007	Revision Date: February 5, 2007; March 2, 2015

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Rationale

The following policy outlines the provision of a rebate of a portion of building permit fees for renovations of existing commercial property that include barrier free design features, to encourage development that is accessible to all.

Definitions

In this policy 'barrier free design' means a design feature that provides access to a building to a person with a disability who would not otherwise have access to the building. For greater certainty such features include, but are not limited to: Barrier free parking spaces, ramps, lifts and elevators, automated doors, barrier free washrooms, and way-finding cues.

Policy Statement**1. Eligibility**

- 1.1) To be eligible for a rebate the developer must be seeking a permit for a project that:
 - a) is in the town limits;
 - b) is a non-residential use;
 - c) is a renovation of an existing structure;
 - d) includes at least one barrier free feature that improves access to the development for a person with a disability.

2. Procedure

- 2.1) When applying for a building permit, the applicant must include the estimated cost of all barrier free features in their application.
- 2.2) The rebate shall be issued after construction is completed and the building inspector is satisfied that the construction meets the barrier free design standards of the National Building Code.

3. Rebate

- 3.1) For renovations where the value of construction of barrier free design features makes up at least 75% of the total construction value for the project, the entire building permit fee shall be rebated.
- 3.2) For renovations where the cost of the barrier free design features make up less than 75% of the total project cost, the portion of the building permit fee associated with the barrier free features shall be rebated (e.g. for a \$20,000 renovation that includes an estimated \$5,000 for barrier free features, \$20 of the \$95 fee shall be rebated).
- 3.3) Building permit rebates do not include the \$50 \$45 development permit fee applicable to all permits.

References

National Research Council of Canada - *National Building Code of Canada*

Town of Middleton - *Policy G.2.1. Fees* – Building and Planning **ADPC**

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE G - PLANNING	
Subject: Parking – Accessible Places	Number: 3.1
Coverage: Staff & Public	Approved by: ADPC, Council, & CAO
Effective Date : February 5, 2007	Revision Date: February 5, 2007: March 2, 2015

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Rationale

The following policy establishes guidelines for the provision and maintenance of barrier-free parking spaces in town to help ensure persons with disabilities have access to the same services as able-bodied persons.

Policy Statement

- 1.0) There shall be a minimum of 3% of the total number of public parking spaces in the downtown parking lots set aside as accessible parking spaces.
- 2.0) In areas zoned Residential, persons with disabilities may apply to have accessible parking spaces placed adjacent to their homes. Applications will be granted where such spaces do not significantly affect traffic circulation on the street.
- 3.0) All accessible parking spaces shall be designed in accordance with barrier free design specifications of the National Building Code.
- 4.0) Parking violations in accessible parking zone spaces shall be penalized according to law.

References

National Research Council of Canada - *National Building Code of Canada*

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the -2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015.

Rachel L. Turner
Chief Administrative Officer

TOWN OF MIDDLETON CODE G - PLANNING			
Subject: System of Fire Inspection Policy		Number: 3.2	
Coverage:		Approved by: ADPC, Council & CAO	
Effective Date : March 2, 2009		Revision Date: March 2, 2015	

1. Policy Statement

This *System of Fire Inspection Policy for the Town of Middleton* is designed to establish a schedule of fire inspections, pursuant to Section 19 of the Fire Safety Act, which is based on the type of building occupancy. It shall be administered in accordance with the following principals.

2. Definitions

- a) **Town Fire Inspector:** A person appointed by a Town as a Town Fire Inspector pursuant to the Fire Safety Act.
- b) **Fire Safety Act:** An act to educate and encourage persons and communities to apply the principles of fire safety so as to prevent fires, preserve human life and avoid unwarranted property loss due to the destructive forces of fire as amended from time to time, cited Fire Safety Act 2002, c.6.s.1.
- c) **Fire Safety Regulations:** Means regulations respecting fire safety made by the Governor in Council as amended from time to time pursuant to Sections 51 of Chapter 6 or the Acts 2002, the Fire Safety Act.
- d) **Assembly Occupancy (Group A):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or the use of a building, or part thereof, by gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
- e) **Residential Occupancy (Group C):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.
- f) **Business and Personal Service Occupancy (Group D):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.
- g) **Mercantile Occupancy (Group E):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
- h) **Industrial Occupancy (Group F):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials.

3. Fire Inspection Schedule

A fire inspection shall occur automatically for each new building constructed that meets the requirements of the occupancy classes listed below or for an addition or major renovation; in addition a fire inspection shall be conducted upon each change of use of an existing building or part thereof.

Occupancy Class	Inspection Schedule
Assembly Occupancy (Group A)	Every 3 years as per Section 13 and 14.1 of the Fire Safety Regulations. Also upon written request of the owner or tenant or if the Fire Inspector deems that a more frequent inspection is required.
Residential Occupancy (Group C) 4 units and over	Inspected every three (3) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
Residential Occupancy 3 units and under	Responsibility of the Office of the Fire Marshall.
Business and Personal Services Occupancy (Group D)	Inspected every five (5) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
Mercantile Occupancy (Group E)	Inspected every five (5) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
Industrial Occupancy (Group F)	Group F- Division 1: Inspected every two (2) years. Group F- Division 2: Inspected every three (3) years. Group F- Division 3: Inspected every four (4) years. Unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.

4. Offences and (Penalties)

Where the owner of a building, land or premises fails to comply with an order issued by the Town Fire Inspector the Town shall take action as set out in Section 44 of the Fire Safety Act.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of March, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 3rd day of March, 2015

Rachel L. Turner
Chief Administrative Officer

FIRE SAFETY ACT (Section 44)

GENERAL

Offences and penalties

44 (1) Every person who

(a) tampers with a device intended to enable escape by a person from an area in the event of a fire;

(b) enters, attempts to enter or tampers with land or premises that are closed pursuant to an order made by a fire official pursuant to this Act, the regulations or the Fire Code without the approval of a fire official authorized to make the order;

(c) removes a copy of an order or notice posted in accordance with this Act, the regulations or the Fire Code without the approval of the fire official who made or required the posting or the Fire Marshal;

(d) provides a fire official with information on matters relevant to an inspection or investigation that the person knows, or ought reasonably to know, to be false or misleading;

(e) hinders or obstructs a fire official acting pursuant to this Act, the regulations or the Fire Code;

(f) refuses or neglects to attend, be sworn or give evidence before a fire official or inquiry when summoned to do so;

(g) fails to comply with an order made pursuant to this Act, the regulations or the Fire Code; or

(h) otherwise contravenes this Act, the regulations or the Fire Code,

is guilty of an offence.

(2) An individual convicted of an offence pursuant to subsection (1) is liable, on summary conviction, to a fine not exceeding twenty-five thousand dollars, or to a term of imprisonment not exceeding six months, or to both, except where the individual knowingly commits the offence and the offence results in

(a) loss of human life, injury or damage to the health of a person; or

(b) a catastrophic impact on the community,

in which case the individual is liable, on summary conviction, to a fine not exceeding one hundred and fifty thousand dollars or to a term of imprisonment not exceeding two years, or to both.

(3) In addition to the fine imposed upon an individual pursuant to subsection (2), the court may impose a fine not exceeding five thousand dollars for each additional day during which the offence continues.

(4) A corporation convicted of an offence pursuant to subsection (1) is liable, on summary conviction, to a fine not exceeding fifty thousand dollars, except where the corporation, with the knowledge of an officer, director, manager or agent of the corporation, commits the offence and the offence results in

(a) loss of human life, injury or damage to the health of a person; or

(b) a catastrophic impact on the community,

in which case the corporation is liable, on summary conviction, to a fine not exceeding two hundred and fifty thousand dollars.

(5) In addition to the fine imposed upon a corporation pursuant to subsection (4), the court may impose a fine not exceeding ten thousand dollars for each additional day during which the offence continues.

(6) An officer, director, manager or agent of a corporation who directs, authorizes, assents to, acquiesces or participates in the commission of an offence pursuant to this Act is guilty of the offence and is liable, on summary conviction, to a fine not exceeding twenty-five thousand dollars or to a term of imprisonment not exceeding one year, or to both, except where that person knowingly commits the offence and the offence results in

(a) loss of human life, injury or damage to the health of a person; or

(b) a catastrophic impact on the community,

in which case the offender is liable, on summary conviction, to a fine not exceeding one hundred and fifty thousand dollars or to a term of imprisonment not exceeding two years, or to both.

(7) A conviction for the offence of failing to comply with an order does not relieve the person convicted from complying with the order and the convicting judge may, in addition to a fine imposed, order the person to do any act or work to comply with the order with respect to which the person was convicted, within the time specified in the order.

(8) A person who fails to comply with an order made pursuant to subsection (7) within the time specified by the judge is guilty of an offence and is liable, on summary conviction, in the case of

(a) an individual, to a fine not exceeding five thousand dollars for each day during which the non-compliance continues; or

(b) a corporation, to a fine not exceeding ten thousand dollars for each day during which the non-compliance continues.

(9) The Fire Marshal, a deputy fire marshal, a provincial inspector, a local assistant or a municipal fire inspector may apply to a judge of the Supreme Court of Nova Scotia for an order enjoining a person from carrying out any activity that is contrary to this Act, the regulations, the Fire Code or an order made pursuant to this Act, the regulations or the Fire Code.

(10) On receipt of an application made pursuant to subsection (9), the judge may make any order, including an order for interim relief, that the judge considers appropriate.

(11) Except as otherwise provided in this Act or the regulations, the penalties collected pursuant to this Act shall be paid to the Minister of Finance for the use of Her Majesty in right of the Province.
2002, c. 6, s. 44.



REQUEST FOR DECISION
Facility Assessment and Capital Planning Study
#007-2015

Date: 25 February 2015	Subject: Facility Assessment and Capital Planning Study
Proposal Attached: N/A	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Town Council approve the project to contract a Facility Assessment and Capital Planning Study in partnership with the Department of Municipal Affairs, and further to fund the Town's share of the study from the General Operating Reserve Fund in an amount no greater than \$40,000.
Background:	<p>The Town has been in need of several major capital upgrades to current facilities for some time, including the Fire Hall, swimming pool, and Public Works facilities to name a few. A general facility review was completed in 2010 by CBCL, but did little or no information for short, medium and long term plans, nor did it give any indication to capital costs or priorities associated with the needs that the review outlined.</p> <p>In order to have more defined information to be able to make a plan to move forward on capital investment, funding is available through the Province of Nova Scotia, Department of Municipal Affairs, to share the costs in having the study completed. A draft Request for Proposals is attached for this project. It is proposing that all built facilities of the Town, as well as trails and parks, be considered.</p> <p>This was not an approved project at the time of budget approval, therefore funds are not currently allocated to this. It is recommended that, should Council approve this initiative, that funds be drawn from the General Operating Reserve for the Town's portion. Because the LED Street Light Project came in under budget, there is capacity within the reserve fund to have this project proceed without drawing down on the reserve fund any further than had been initially anticipated for the 2014/15 fiscal year.</p>
Benefits:	<ul style="list-style-type: none"> • Develop a clearly prioritized capital plan for the next ten years or more to assist Council in decision making around each budget year. • Supports the need to address infrastructure investment and

	<p>development as determined through the Strategic Directions discussions of Council.</p> <ul style="list-style-type: none"> • Cost sharing the project leverages additional capacity for the Town.
Disadvantages:	The outcome of the report may indicate current priorities are lower down the priority list than initially determined from other sources.
Options:	
Required Resources:	Funding up to \$40,000.
Source of Funding:	General Operating Reserve
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/Recommendations:	
CAO's Review/Comments:	There is keen interest at the Provincial level to assist with this project and have it completed sooner rather than later. It gives us access to 50 cent dollars for clarity and definition around our capital needs.

CAO Initials: RLT

Target Decision Date: 2 March 2015

MAYOR'S REPORT MARCH 2015

Feb. 9 th	Attended (VREN) Recruitment/Selection Committee Meeting
Feb. 9 th	Chaired monthly Council session
Feb. 17 th	Chaired monthly COW session
Feb. 23 rd	Chaired Recruitment/Selection Committee meeting for Valley REN
Feb. 24 th	Attended meeting with Fire Chiefs
Feb. 26 th	Attended APSC meeting
Feb. 27 th	Attended Legacy 2017 Banquet

I would like to thank Councillor Gail Smith for representing the Town of Middleton on Feb. 16th at the County Council session in Annapolis Royal in recognition of African Heritage Month.

Please refer to the attached Actual Budget Variance Report for the period ending February 18, 2015. I have highlighted lines in red for your attention.

Revenue Variance

Taxation Residential: This account is under budget by \$4,135 due to assessment appeals being greater than budgeted.

Power Corp HST Rebate: This account is under budget by \$4,236. The grant amount was not known at the time of budget approval.

Deed Transfer Tax: We have received 9 months of payments and are currently \$20,642 under budget. I am projecting this account to be \$15,000 under budget for the year.

Planning: We have received 9 months of revenue from the Town of Bridgetown and the Town of Annapolis Royal and have met the revenue projection for the year. Billings to Bridgetown have increased due to increased planning activity before the dissolution. I am projecting this account to be \$9,000 over budget for the year.

WCB Recoveries: This account is over budget by \$6,208 due to a staff member off on Workers Compensation.

Provincial Grant-Recreation: This account is over budget by \$5,952 due to a grant being applied for and received after the budget approval.

Expenditure Variance

Financial Legal: This account is currently \$15,532 under budget because of an unbudgeted insurance payment. However, there were court case costs incurred that were not included in the budget. I am projecting this account to be \$13,500 under budget for the year.

General Government Misc: This account will be over budget by a maximum of \$7,500 for the Governance and Boundary Review and the Strategic Planning.

Animal and Pest Control: This account will be over budget, due to increased billings from Annapolis County.

Public Works Workshops: This account is \$3,416 over budget. Furniture and supplies for the new office building contributed to this account being over.

Roads and Streets Salary: This account will be under budget due to the resignation of one employee. However, the extra money will be reallocated to wage accounts to cover the term position for the Public Works Foreman and casual help for snow removal.

Snow/Ice Salary: This account is projected to be over budget by \$5000.00 due to increased overtime for snow removal.

Planning Admin-Wages: This account is currently \$3733 over budget. However, this increased expense is offset by increased revenue (\$9000 over budget) from the Town of Bridgetown and the Town of Annapolis Royal.

Capital Equipment Public Works and Recreation: These accounts will be under budget by \$6,429. The Director of Public Works has determined the plow for the mower to not be a practical solution and the Recreation Facilities Manager has discovered that the compost tea brewer is not a financially viable solution for fertilizer.

Regional Industrial Commission: This account will be under budget by \$26,255 due to the fact that the expense for 2013/14 Annapolis Digby Economic Association was not incurred and is therefore applied as a credit to current year expenses. In addition, the 2014/15 fiscal year is being billed at 30% due to late start up.

The Director of Public Works has reduced spending in several accounts to help offset the increased costs for snow clearing and removal. Other revenue and expenditure accounts appear to be close to being within budget.

Although revenue is slightly lower than budgeted, careful management of expenses has brought overall expenditures in under budget and I am anticipating the Town will have a small surplus of approximately \$43,000.

TOWN OF MIDDLETON
Town General Departmental Report
2/18/2015

Account	Name	YTD	Budget	Amount	% Used	Forecast	
TOWN GENERAL REVENUES							
SELECTED ACCOUNTS							
01-110-111-1001	Taxation-Residential	\$1,517,968.33	\$1,522,103.00	\$4,134.67	99.73%	\$1,517,968.33	Assessment appears not completed until after budget approval.
01-110-112-1061	Sewer- Ann.Chg/Entr.Fee	0.00	600.00	600.00	0.00%	0.00	No new construction.
01-110-112-1062	Sewer Usage Charge	420,129.89	425,626.00	5,496.11	98.71%	425,626.00	Tax billings completed and 3 of 4 water billings.
01-110-114-1043	Power Corp.- Hst Rebate	18,764.00	23,000.00	4,236.00	81.58%	18,764.00	Grant amount not know until after budget approval.
01-110-119-1064	Deed Transfer Tax	64,358.43	85,000.00	20,641.57	75.72%	70,000.00	Received payments April-December.
01-110-121-1070	Federal (GIL)	35,697.24	33,298.00	-2,399.24	107.21%	35697.24	Sewer revenue not included in budget.
01-110-123-1071	Real Property	99,617.91	96,258.00	-3,359.91	103.49%	99,617.91	Sewer revenue not included in budget.
01-110-133-1083	Planning	19,333.24	14,000.00	-5,333.24	138.09%	23,000.00	Increased revenue from Bridgetown due to activity before dissolution.
01-110-133-1084	Recreation(Anna. Co.)	0.00	8,000.00	8,000.00	0.00%	8,000.00	Not received unitl year end.
01-110-141-1100	Gen. Gov't Services	0.00	36,436.00	36,436.00	0.00%	36,436.00	Year end journal entries.
01-110-141-1102	Transportation Rentals	425.89	62,803.00	62,377.11	0.68%	62,803.00	Year end journal entries.
01-110-151-1123	Planning Fees	500.00	2,500.00	2,000.00	20.00%	500.00	No MPS/LUB requests
01-110-151-1125	Fines	1,008.19	5,000.00	3,991.81	20.16%	1,200.00	False alarm reports not received from RCMP.
01-110-151-1126	Rents	0.00	19,664.00	19,664.00	0.00%	19,664.00	Year end journal entries.
01-110-151-1130	Penalties& Int.on Taxes	48,361.55	55,000.00	6,638.45	87.93%	55,000.00	On budget.
01-110-151-1132	Programs-Recreation	38,361.25	40,000.00	1,638.75	95.90%	39,000.00	Drop-in fees still to be received.
01-110-151-1135	WCB Recoveries	6,208.30	0.00	-6,208.30	0.00%	6,208.30	Staff on WCB.
01-110-171-1170	Excise Gas Tax & NSHT	1,125.76	5,000.00	3,874.24	22.52%	5,000.00	Grant received at year end.
01-110-175-1177	Prov.Grant - Recreation	25,952.00	20,000.00	-5,952.00	129.76%	25,952.00	Rec Facility Access Prog grant applied for and rec'd after budget approval.
ALL OTHER ACCOUNTS		1,254,702.07	1,258,674.00	3,971.93	0.00%	1,258,674.00	
TOTAL REVENUES		3,552,514.05	3,712,962.00	160,447.95		\$3,709,110.78	
TOWN GEN EXPENDITURES							
SELECTED ACCOUNTS							
01-210-212-2011	T.H. Fuel	3,999.37	7,000.00	3,000.63	57.13%	7,000.00	Balance to be spent by March 31, 2015.
01-210-213-2022	Fin. Legal	5,467.55	21,000.00	15,532.45	26.04%	7,500.00	Received insurance pyt but incurred unbudgeted tax sale expenses.
01-210-213-2023	Fin. Auditors	4,171.44	12,000.00	7,828.56	34.76%	12,000.00	Balance to be billed after final audit.
01-210-213-2017	Fin. Office Supplies	8,460.69	6,955.00	-1,505.69	121.65%	6,955.00	On budget-year end journal entry to transfer portion of exp to planning.
01-210-213-2016	Fin. Postage	3,608.77	3,200.00	-408.77	112.77%	3,200.00	On budget-year end journal entry to transfer portion of exp to planning.
01-210-213-2032	Misc.(Bonds,Subs,Adv)	11,156.72	5,203.00	-5,953.72	214.43%	12,703.00	Consulting Services for Gov't and Boundary Review and Strategic Planning
01-210-214-2042	Tax Exemptions Widows	500.00	1,500.00	1,000.00	33.33%	500.00	Fewer people qualified for exemption this year.
01-210-219-2025	Training	4,307.48	7,450.00	3,142.52	57.82%	5,450.00	Under budget.
01-210-219-2004	Fringe Benefits	40,464.05	54,004.00	13,539.95	74.93%	54,004.00	On budget.
01-220-222-2008	Police Serv.Contractd	400,488.00	544,980.00	144,492.00	73.49%	544,980.00	3 of 4 quarters paid.
01-220-225-2090	Portion of Town Hall Exp	0.00	5,704.00	5,704.00	0.00%	5,704.00	Year end jouranal entry.
01-221-240-2025	Training	4,191.93	10,000.00	5,808.07	41.92%	6,000.00	Received sponsorship for burn trailer training.
01-221-241-2027	Repairs	11,881.54	17,500.00	5,618.46	67.89%	15,000.00	Fire seperation expenses under budget.
01-221-242-2110	Hose & Couplings	2,505.83	6,000.00	3,494.17	41.76%	6,000.00	Will be used from now to March 31, 2015
01-221-242-2030	Clothing & Boots	2,649.58	12,000.00	9,350.42	22.08%	12,000.00	Have ordered 3 sets of bunker gear.
01-221-242-2029	Radio Repairs	3,110.58	5,500.00	2,389.42	56.56%	5,500.00	Will be used from now to March 31, 2015
01-221-242-2111	Other Equipment	6,584.46	10,000.00	3,415.54	65.84%	10,000.00	Will be used from now to March 31, 2015
01-221-244-2131	Regional EMO	0.00	5,500.00	5,500.00	0.00%	5500.00	Not paid until year end.
01-221-245-2140	Animal / Pest Control	6,472.00	5,500.00	-972.00	117.67%	8000.00	CAPS plus 3 of 4 billings to Annapolis County
01-230-260-2028	Equipment Repairs	29,002.09	40,000.00	10,997.91	72.51%	40,000.00	Will be used from now to March 31, 2015
01-230-261-2150	Small Tools Expense	7,875.01	10,542.00	2,666.99	74.70%	10,542.00	Will be used from now to March 31, 2015
01-230-262-2009	Workshops-Lights	1,536.00	5,500.00	3,964.00	27.93%	4,500.00	New building-under budget.
01-230-262-2011	Workshops Fuel	3,275.63	6,000.00	2,724.37	54.59%	5,000.00	New building-under budget.
01-230-262-2027	Workshops Rep. & Maint	8,766.22	5,350.00	-3,416.22	163.85%	8,766.22	Furniture and completion of office building.
01-230-264-2021	Survey & Engineering	1,337.47	0.00	-1,337.47	0.00%	1,337.47	Engineering expense for grant claim.
01-230-265-2002	Roads & Sts Salary	111,103.31	146,051.00	34,947.69	76.07%	116,642.51	Reallocation to wage accounts.

TOWN OF MIDDLETON
Town General Departmental Report
2/18/2015

01-230-265-2003 Roads & Streets Wages	15,205.49	0.00	-15,205.49	0.00%	17,000.00 Reallocation from Roads and Streets salaries.
01-230-265-2161 Sand / Gravel	3,828.09	7,342.00	3,513.91	52.14%	3,828.09 Under budget.
01-230-265-2162 Patching Strs/Sidewalks	67,321.99	61,869.00	-5,452.99	108.81%	67,321.99 Cold patch.
01-230-265-2163 Storm Sewers Maint	617.76	6,000.00	5,382.24	10.30%	617.76 Under budget. Catchpit cleaning to be done in spring.
01-230-265-2030 Safety Clothing/Eqpt	1,423.03	5,831.00	4,407.97	24.40%	1,701.00 \$4130 to offset PW training for Health and Safety.
01-230-265-2025 Rds. & Sts. Training	8,543.30	5,370.00	-3,173.30	159.09%	9,500.00 Health and Safety training to be offset in Safety Clothing.
01-230-266-2002 Snow/ Ice Salary	24,497.43	35,425.00	10,927.57	69.15%	40,425.00 Over budget.
01-230-266-2003 Snow/Ice Control Wages	5,786.70	0.00	-5,786.70	0.00%	12,408.49 Reallocation from Roads and Streets salaries.
01-230-266-2170 Snow/ Ice Control Salt	20,812.44	25,000.00	4,187.56	83.25%	25,000.00 On budget.
01-230-266-2171 Snow/Ice Equip.Rental	1,683.22	2,000.00	316.78	84.16%	2,000.00 On budget.
01-230-267-2009 NSPC Expense	20,773.76	30,846.00	10,072.24	67.35%	30,846.00 On budget.
01-230-268-2190 Signs/ Standards	0.00	6,000.00	6,000.00	0.00%	0.00 Under budget.
01-230-270-2210 Public Transit - Other	2,000.00	22,000.00	20,000.00	9.09%	22,000.00 Grant to Annapolis County not paid until March 2015.
01-240-300-2220 E.H.Sew.Coll.Sup & Exp	5,700.98	3,500.00	-2,200.98	162.89%	5,700.98 Repairs to sewer camera.
01-240-300-2221 E.H. Cleaning Fees	0.00	4,000.00	4,000.00	0.00%	0.00 Under budget.
01-240-301-2230 Lift Strn.-Supply/Expense	5,448.99	10,936.00	5,487.01	49.83%	5,448.99 Under budget
01-240-301-2231 Lift Strn.-Equip. Rep.	469.13	11,650.00	11,180.87	4.03%	11,650.00 Guages still to be purchased.
01-240-302-2242 Supply/Maintenance	44,376.96	58,944.00	14,567.04	75.29%	58,944.00 Will be used from now to March 31, 2015
01-240-303-2251 Other Collection Expense	4,620.49	8,100.00	3,479.51	57.04%	8,100.00 Will be used from now to March 31, 2015
01-250-323-2303 Other Emp. Project	2,000.00	1,500.00	-500.00	133.33%	2,000.00 Feed Nova Scotia approved on grant list, but not included in budget.
01-260-340-2003 Admin. - Wages	17,233.37	13,500.00	-3,733.37	127.65%	17,233.37 Increased time in Annapolis Royal and Bridgetown offset by increased revenue.
01-260-340-2017 Office Expense	471.37	2,225.00	1,753.63	21.19%	2,225.00 Year end journal entry.
01-260-340-2016 Photocopying/Postage	436.03	1,505.00	1,068.97	28.97%	1,505.00 Year end journal entry.
01-260-340-2015 Telephone	683.50	2,520.00	1,836.50	27.12%	2,520.00 Year end journal entry.
01-260-340-2018 Office Equip.Prog & Service	386.83	1,050.00	663.17	36.84%	1,050.00 Year end journal entry.
01-260-340-2025 Training & Conferences	0.00	1,200.00	1,200.00	0.00%	0.00 Under budget.
01-260-341-2017 Office Expense	1,429.33	2,500.00	1,070.67	57.17%	2,500.00 Will be used from now to March 31, 2015
01-260-341-2320 Office Rental	0.00	4,422.00	4,422.00	0.00%	4,422.00 Year end journal entry.
01-260-341-2031 Advertising & Promotion	803.00	4,375.00	3,572.00	18.35%	4,375.00 Will be used from now to March 31, 2015
01-260-341-2321 Special Projects	3,278.89	11,300.00	8,021.11	29.02%	9,300.00 Greenhouse project will not be done.
01-260-342-2332 Other Tourism Exp.	300.00	2,674.00	2,374.00	11.22%	2,674.00 Will be used from now to March 31, 2015
01-270-365-2380 Parks-Equipment	6,090.31	8,358.00	2,267.69	72.87%	8,358.00 Will be used from now to March 31, 2015
01-270-365-2381 Parks-PW Equip.Rental	0.00	3,000.00	3,000.00	0.00%	3,000.00 Year end journal entry.
01-270-365-2382 Parks-Structurres	7,164.55	13,550.00	6,385.45	52.87%	11,000.00 Under budget.
01-270-365-2383 Parks-Lawn Mgt(Grnds)	15,532.87	17,110.00	1,577.13	90.78%	17,110.00 Will be used from now to March 31, 2015
01-270-368-2027 Library-Repairs	2,084.09	3,150.00	1,065.91	66.16%	2,085.00 Under budget.
01-270-369-2405 General Programs	19,523.34	30,500.00	10,976.66	64.01%	30,500.00 Will be used from now to March 31, 2015
01-270-369-2406 MPAL	3,043.84	8,500.00	5,456.16	35.81%	8,500.00 Will be used from now to March 31, 2015
01-270-373-2442 Other	20,949.03	26,650.00	5,700.97	78.61%	26,650.00 Will be used from now to March 31, 2015
01-280-400-2460 Debenture Interest	62,252.33	79,517.00	17,264.67	78.29%	79,517.00 Interest payments in March 2015.
01-280-400-2461 Term Loan Interest	522.62	2,087.00	1,564.38	25.04%	2,087.00 Interest payments in March 2015.
01-280-400-2471 Term Loan Principal	14,068.27	33,518.00	19,449.73	41.97%	33,518.00 Principal payments in March 2015.
01-280-400-2481 Discount on Debentures	0.00	800.00	800.00	0.00%	0.00 Borrowing for backhoe will be in 2015/16 fiscal year.
01-280-401-2491 Other Doubtful Receivables	600.00	0.00	-600.00	0.00%	600.00 Write off of false alarm invoices not budgeted.
01-290-420-2002 C.O.R. Sewers/Mains Salary	2,975.66	0.00	-2,975.66	0.00%	2,975.66 Public works time reallocated from operating.
01-290-421-2002 C.O.R. Streets-Salary	504.39	0.00	-504.39	0.00%	504.39 Public works time reallocated from operating.
01-290-421-2003 C.O.R. Streets Wages	286.00	0.00	-286.00	0.00%	286.00 Public works time reallocated from operating.
01-290-421-2550 C.O.R. Streets Materials	14,722.16	20,000.00	5,277.84	73.61%	20,000.00 Commercial Street lighting to be completed by March 31, 2015.
01-290-422-2002 C.O.R. Land/Bldgs.-Salary	5,434.58	0.00	-5,434.58	0.00%	5,434.58 Public works time reallocated from operating.
01-290-422-2003 C.O.R. Land/Bldgs.-Wages	2,190.50	0.00	-2,190.50	0.00%	2,190.50 Public works time reallocated from operating.
01-290-423-2572 C.O.R. Equipment Public Worl	3,429.12	7,600.00	4,170.88	45.12%	3,429.12 Snowblower for mower determined to not be practical.
01-290-423-2574 C.O.R. Equipment-Recreation	0.00	3,000.00	3,000.00	0.00%	0.00 Compost tea brewer determined to not be financially viable.
01-280-403-2522 Regional Housing Corp.	0.00	40,000.00	40,000.00	0.00%	40,000.00 Not invoiced until the end of March 2015.
01-280-403-2524 Reg. Industrial Commissi	-11,533.00	14,722.00	26,255.00	(78.34%)	-11,533.00 Credit from 2013/14 year and 2014/15 year billed at 30%
ALL OTHER ACCOUNTS	1,903,428.62	2,092,877.00	189,448.38	0.00%	2,092,877.08

TOWN OF MIDDLETON
Town General Departmental Report
2/18/2015

TOTAL EXPENDITURES:	<u>3,016,317.08</u>	<u>3,712,962.00</u>	<u>696,644.92</u>	<u>3,666,170.20</u>
SURPLUS/DEFICIT	536,196.97	0.00	-536,196.97	42,940.58

CORRESPONDENCE – FEBRUARY
(for March 2, 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 copy of the February edition of the *Careforce* newsletter.
2. An invitation from *Recreation Nova Scotia* to attend the *41st Annual Provincial Volunteer Awards Ceremony and Luncheon* on Tuesdays, April 7th.
3. A letter from *Nova Scotia Department of Justice Minister Lena Metlege Diab* updating the Town on the requested review of the RCMP office space.