



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, JANUARY 18, 2016
7:00 P.M.**

AGENDA

- 16.01.01 CALL TO ORDER
- 16.01.02 APPROVAL OF THE AGENDA
- 16.01.03 APPROVAL OF THE MINUTES
- 16.01.04 NEW BUSINESS
 - .01 Snow Removal: Discussion
 - .02 Committee of the Whole Recommendations
 - a. Valley Waste Resource-Management Draft Budget – 2016-2017
 - b. RFD 001-2016: Fire Department Donations Policy
 - c. RFD 002-2016: Electronic Voting
 - .03 MPAL Strategy: Final Document
 - .04 RFD 003-2016 – Award of Tender – Sale of Land
 - .05 Provincial Active Transportation Policy Framework
 - .06 Uniform Assessment Report & Preliminary Assessment Roll
- 16.01.05 REPORTS
 - .01 Management
 - .02 Planning Services – November & December 2015
 - .03 Police Advisory Committee
 - .04 RCMP – October 1 to December 31, 2015
 - .05 Valley Waste Resource Management
 - .06 Mayor
- 16.01.06 CORRESPONDENCE
- 16.01.07 ANYTHING BY MEMBERS
- 16.01.08 ADJOURNMENT



Valley Region Solid Waste-Resource Management Authority
Report to Partner Municipalities
2016-2017 Draft Operating and Capital Budget
November 19, 2015

Please find attached the revised draft of the Authority's 2016-2017 Operating and Capital Budgets as approved for forwarding to Municipal Partners by the Authority at its Regular monthly meeting held on November 18, 2015. The Authority has dedicated a great deal of time and effort in reviewing and finalizing these drafts. We are pleased to be in the position of providing the attached draft budgets to our partner municipalities well in advance of end of the calendar year in keeping with the terms and provisions of the Intermunicipal Services Agreement. The Authority and staff are confident that the attached draft Operating and Capital Budgets forwarded for your consideration have been prepared with accuracy and careful attention to detail.

As you will see, the proposed budget results in a 3.00% decrease over the 2015-2016 approved budget and returns surplus funds estimated to be \$676,373 to our partner municipalities from current year operations. The proposed budget maintains the current level of Authority approved programs and services as well as addressing some issues raised as a result of the recently completed Organizational Review which are highlighted below.

We trust that the following information will be of assistance in your deliberations of the Valley Region Solid Waste-Resource Management Authority's 2016-2017 Operating and Capital Budgets. If you have any questions or concerns or would like to arrange for a presentation of the draft budget for your Council, please do not hesitate to contact me.

Capital Budget for 2016-2017

A copy of the draft 2016-2017 Capital Budget is attached and includes a 10-year capital plan, financing summary and summary of total anticipated fiscal services financing requirements based on existing borrowings and proposed expenditures. In order to address capital requirements for the upcoming year, the following expenditures are recommended:

Replace 2009 Ford F150 Pick Up 4X4	\$ 35,000	financed 5 years
Power Lift Gate for 2009 F150 Pick Up Replacement	\$ 4,000	draw from operating
Replace 2003 Freightliner Roll Off Truck	\$190,000	financed 5 years
Replace 2004 Chevrolet Silverado 4X4 with RTV	\$ 25,000	financed 5 years
Replace 2007 Chevrolet Silverado 4X4	\$ 35,000	financed 5 years
Replace 2008 Ford Ranger Extended Cab 4X4	\$ 35,000	financed 5 years
Roll Off Containers	\$ 15,500	draw from operating
Replace Weigh Scale-Outgoing EMC	\$ 79,000	financed 10 years

Brush for RTV	\$ 6,900	draw from operating
Fencing adjustment – WMC	\$ 15,000	draw from operating

Summary of Capital Budget

- **Total Financed Capital Budget** **\$399,000**
- **Total Draw from Revenue Capital Budget** **\$ 41,400**
- **Total Capital Budget** **\$440,400**

It should be noted that the replacement of the scale at the East Management Centre is the 2nd step in replacing the aging infrastructure of the 4 scales in use at both Management Centre facilities. Pricing has been based on the submitted proposal from the successful proponent for this project.

As can be seen on the 10-year Capital Plan, Unit 11 2004 Chevrolet 4X4 will be disposed of as surplus, but replaced with an RTV for use at the Management Centre sites. The 2009 Ford F150 will also be rolled for use at the Management Centre Site. Taking this action increases the Authority’s fleet of vehicles by adding only the RTV, which should in turn, offer significant savings in fuel and other costs by taking advantage of this more economical option.

All of the above vehicles being declared as surplus will be disposed of in keeping with Policy. While difficult to pinpoint values at this point, all funds from the sale of these vehicles will be placed in an existing Reserve for Operating Equipment Replacement account which currently holds a balance of \$21,083.59. These funds will be available to the Authority for use in the future to offset capital equipment acquisitions as deemed appropriate. It is also hoped that by replacing a number of vehicles at the same time, the Authority will achieve optimal replacement pricing.

It is important to note, that while a 10 year plus capital plan is included, that plan is reviewed in its entirety each year to ensure that acquisitions are in the best interest of the Authority into the future. All efforts are made to avoid large spikes in required capital funding while at the same time ensuring that the Authority has the equipment in place that is needed to achieve operational efficiency.

The fiscal services financing budget line represents costs associated for borrowing for the projects approved for financing in 2016-2017 and previous years. It is important to note that the original loan in place with Municipal Finance Corporation for the administration office in the amount of \$2,022,400 will be due for a 5-year renewal in 2017-2018. It is estimated at this time that the renewal will be based on a balance of approximately \$1,483,092. The renewal of this loan is highlighted on the Summary of Anticipated Financing Charges spreadsheet that forms part of the Capital Budget and Plan. In 2018-2019, the Authority can anticipate the renewal of the loan with the Municipal Finance Corporation for the Greencart Storage Building.

The original amount for this loan was \$281,000 and it anticipated that \$206,060 will remain at time of renegotiation. Both of these projects are amortized over a 15 year period.

Below is a summary of partner capital financing requirements:

Total Capital Budget	440,400
Draw From Revenue	41,400
Debt Financing Requirement	399,000

	Draft Percentages 2016-2017	
Financed Capital Requirements		
Municipality of Annapolis	20.85%	83,192
Municipality of Kings	58.15%	232,019
Town of Annapolis Royal	0.77%	3,072
Town of Berwick	2.71%	10,813
Community of Hantsport	1.35%	5,387
Town of Kentville	7.74%	30,883
Town of Middleton	1.96%	7,820
Town of Wolfville	6.47%	25,815
Total Financed Capital Requirements		399,000
	100.00%	

Upon approval the Authority will secure financing through the Municipal Finance Corporation. As is the case with the operating budget partner share percentages, adjustments will be made based on final uniform assessment figures, once available.

General Assumptions Operating Budget

2015-2016 Operating Budget Surplus

- 2015-2016 Operating Budget Surplus is projected to be approximately \$676,373 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 and West Tipping Fees – projected at \$1,907,000 versus the budgeted value of \$1,798,500 for a difference of **\$108,500**
 - RRFB Diversion Credits – projected at \$367,000 versus the budgeted value of \$260,000 for a difference of **\$107,000**. This is due in large part to an outcry for more provincial funding toward solid-waste resource management programs and services across Nova Scotia.
 - Dairy Agreement – projected at \$96,425 versus the budgeted value of \$80,000 for a difference of **\$16,425**. The Atlantic Dairy Council reimburses the total cost to manage milk packaging through the regional recycling programs including collection, processing, education, enforcement and administration. The actual cost to recycle dairy containers for the Valley Region in 2013-14 was \$69,627 based on the percentage of dairy containers in proportion to all of the Authorities recycling materials.; however, we received \$96,425 in funding as the formula for distributing funds is based on the average cost of recycling for municipalities across the province.
 - Expenditures
 - Residential Collection Contract – projected at \$2,596,400 versus budgeted amount of \$2,609,000 for a savings of **\$12,600** due primarily to the final housing adjustment figure being less than anticipated at time of budget development
 - Residential Collection Spring and Fall Clean-up – projected at \$196,700 versus budgeted amount of \$213,451 for a savings of **\$16,751**
 - Organics Processing West – projected at \$327,300 versus budgeted amount of \$343,300 for a savings of **\$16,000**
 - Residuals Disposal East – projected at \$1,038,700 versus budgeted amount of \$1,270,000 for a savings of **\$231,300** –due to rate decrease for landfill services with the Municipality of the District of Chester
 - Residuals Disposal West – projected at \$439,700 versus budgeted amount of \$540,900 for a savings of **\$101,200** in keeping with note above
 - Residuals Disposal East and West Adjustment – projected at 0 versus budgeted amount of \$111,700 for a difference of **\$111,700**

- Communication and Enforcement Salaries – projected at \$351,929 versus budgeted amount of \$366,794 for a savings of \$14,865 primarily due to staff turnover during current year
 - Communication and Enforcement Advertising – projected at \$10,000 versus budgeted amount of \$19,000 for a savings of \$9,000
 - Fuel savings have been achieved throughout the Authority’s operations as well over the current fiscal year for not only the Authority’s owned and operated equipment, but within the contracts as well for a total of \$98,859
- While these are considered to be the key drivers totalling \$844,200 and exceed the anticipated surplus, shortfalls in other accounts within the budget bring the surplus total down to the estimated \$676,373. For example, the sale of materials at both the East and West Management Centres are down from budgeted levels of \$109,300 to 58,500 for a shortfall of \$50,800.

Service Delivery:

- As indicated earlier, there are no anticipated changes in the current level of service provision incorporated in the budget. However, a 1% increase has been included in budgeted tipping fee revenue for the upcoming year. The Manager of Policy and Planning position has also been reinstated for the upcoming year in keeping with the recommendation noted in the recently completed Organizational Review.
- The Authority has also recognized the value of considering the extension of 2 key contracts.
 - The first being the contract with the Municipality of the District of Chester for landfill services where extending the life of the Authority’s contract for this service would have a significant impact on the current disposal fee associated with their closure costs. The current contract is scheduled for expiry in 2026.
 - The other contract being considered for extension is with NorthRidge Farms for Organics Processing. As the Province continues to consider regulatory amendments which could result in significant impact on costing for composting facilities, it is felt to be in the best interest of our municipal partners to extend this contract now slated for expiry in 2017.
- Valley Community Fibre Network – \$20,000 was included in the operating budget for the 2015-2016 fiscal year. While the Municipality of Kings remains supportive of the Authority’s goal of having servers reside with them, the connection to the Valley Community Fibre Network project has been put on hold for the moment. The funds have been shown as expended in the IT Budget during the current year with the plan of ensuring that the funds are set aside for future use when and if this valuable project can proceed.

- Surplus Retained 2014-2015 – A total of \$27,008 in surplus funding was retained at 2014-2015 year end as part of the audit process for use toward the Organizational Review and for salary costs associated with the transition from the previous Operations Manager to our new Operations Manager during the current fiscal year. These funds can be identified in the projection column of the Prior Year Surplus Retained budget line.

Participating Municipal Partners:

- A seamless transition resulted when the Town of Bridgetown became part of the Municipality of Annapolis County on April 1, 2015 with no change in the level of service.
- While the Town of Hantsport dissolved and became part of the Municipality of the District of West Hants effective July 1, 2015, the Authority continues to provide the same level of service previously provided to the Town. The draft budget being presented today includes the continuation of service to this community. Negotiations will take place between the Authority and the Municipality of District of West Hants regarding the future.

Salaries

- All salary levels have been indexed at a 1.7% CPI cost of living increase as per the recommendation of the Authority during budget deliberation.

Organizational Review

- The Authority's Organizational Review is now complete with the associated recommendations being further investigated. As indicated earlier, the position of Manager of Policy and Planning has been reinstated in the 2016-2017 draft budget.
- In keeping with the recommendation resulting from this review, \$40,000 has been included in the projections for the current year to undertake a Services and Facilities Review which will address the majority of the remaining recommendations.
- Also in keeping with the recommendation from the Organizational Review, \$20,000 has been included in the 2016-2017 budget to undertake a salary review across the Authority's operations.

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

- No provision for any increase in utility rates. There is however a 3% increase in insurance fees included in the 2016-2017 budget.

Gasoline and Diesel Fuel

- Budgeted values included throughout the document are based on industry predicted increases into the upcoming year.

Commodity Tonnages:

Service	2015-2016 Projection Tonnage	2016-2017 Draft Budget Tonnage
Construction and Demolition Debris Transportation	East: 1,527 West: 287 Total: 1,814	East: 1,530 West: 300 Total: 1,830
Construction and Demolition Debris Processing	East: 3,055 West: 528 Total: 3,583	East: 3,100 West: 550 Total: 3,650
Recyclables Processing	East: 4,200 West: 2,334 Total: 6,534	East: 4,250 West: 2,350 Total: 6,600
Organics Processing	East: 7,000 West: 3,527 Total: 10,527	East: 7,000 West: 3,550 Total: 10,550
Residuals Disposal	East: 14,174 West: 6,000 Total: 20,174	East: 14,200 West: 6,100 Total: 20,300
Residuals Transportation	East: 13,849 West: 6,000 Total: 19,849	East: 13,875 West: 6,100 Total: 19,975

Capital Reserve Fund

- 2016-2017 value set at \$161,051 a 10% increase over 2015-2016 levels in keeping with the Authority’s Capital Reserve Policy.

Specific Revenue Assumptions

- Tipping Fees
 - As previously indicated a 1% tipping fee increase is included in the draft budget for 2016-2017 effective April 1, 2016. The Authority will be considering a Policy regarding increasing and/or decreasing tipping fees to provide guidance into the future during an upcoming meeting.
- RRFB Diversion Credits
 - 2015-2016 Projection set at \$367,000 which is \$107,000 over budgeted levels. Budgeted levels were set based on the best information provided by the RRFB at that time.
 - Budget for 2016-2017 set at \$300,000 based on best estimates at this time.
- Wind Turbine
 - The wind turbine construction and commissioning wound up with the blades generating the first electricity on October 21, 2015, slightly ahead of schedule.

\$29,000 based on participation in the COMFIT Program has been included in 2015-2016 projections. \$70,000 in revenue from energy production has been included in the 2016-2017 budget. All involved are pleased to see this project complete.

Specific Expenses Assumptions

Administration

- Office Maintenance:
 - The 2015-2016 projection for General Administration Office Maintenance is set at \$3,000 to include a newly established agreement for the maintenance of the heating/cooling units.
 - The 2016-2017 budget for General Administration Office Maintenance is set at \$10,200 to include paint touch ups, the contract for the maintenance of the heating/cooling units and the installation of protective rubber strips on the staircase.
- Office Equipment
 - The 2015-2016 projection for Office Equipment is set at 8,000 which includes funds to replace the board room chairs.
 - The 2016-2017 budget for Office Equipment is set at \$10,500 to include board room upgrades (tables, connections for notebooks and pads) and an electric vehicle charging station.

Western Management Centre

- In March of 2015, Nova Scotia Environment Inspectors visited the Western Management Centre Site in follow-up to the submission of the Annual Reports associated with the Authority's Industrial Approvals. During this inspection, the compliance issue of "provide effective control of vectors (pigeons) at the transfer facility as per section 8 of your approval to operate". In response, a letter dated April 23, 2015 was released to Nova Scotia Environment indicating that "we are now in the process of investigating the implementation of control measures to eliminate this hazard." While this is an unbudgeted project, \$50,000 has been included in the projection for the 2015-2016 fiscal year to address this serious issue. Bird control netting will be acquired and installed using these funds as soon as possible.

Residential Collection

- Curb-side Collection Contract base price per month of service for 2015-2016 is \$206,675 plus a housing adjustment of 158 new dwellings (\$806.83/month) for a total of \$207,482 per month plus HST.
- Curb-side Collection Contract base price per month of service for 2016-2017 is \$211,842 including an estimated housing adjustment of 160 units (833.60/month) for a total of \$212,676 per month plus HST.

- The total of 39,804 serviced units has been used for the purposes of the 2016-2017 fiscal year. The confirmation of serviced unit numbers will form part of the Services and Facilities Review.
- 2016-2017 will be 3rd year of a 5 year contract scheduled to expire March 31, 2019.

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 prior year; however, actual processing rate remained at the prior year level of \$19.00 per tonne. The Processing rate for 2016-2017 has been set at \$20.00 per tonne.
- Transportation rate for 2015-2016 set at \$17.30 per tonne. The transportation rate for 2016-2017 is set at \$17.51. 2016-2017 represents the 2nd year of a 5-year transportation contract expiring March 31, 2020.

Recyclables Processing

- Rate for 2016-2017 remains at 2015-2016 level or \$125.00 plus HST per tonne.

Organics Processing

- Rate for 2016-2017 remains at 2015-2016 levels or \$88.97 per tonne plus HST based on a 4% contamination rate.
- The current contract with NorthRidge Farms for this service will expire as of June 30, 2017; however, as indicated earlier, initial discussions to extend the contract are now under way.

Residuals Disposal

- Rate for 2016-2017 set at \$76.00 per metric tonne including the Host Community Fee based on consultation with the Municipality of the District of Chester. The 2015-2016 rate was budgeted at \$94.07 per tonne, however, based on increased activity at the landfill the rate was reduced to \$73.28 per tonne resulting in significant savings for the Authority for this service.
- There are no residual adjustment figures included in either the 2015-2016 projections or the 2016-2017 budget.
- As indicated earlier, extending this contract to reduce fees associated with closure costs is under consideration at this time as extending the life of the landfill will greatly affect annual closure cost calculations.

Residuals Transportation

- Rate for 2016-2017 set at \$18.34 per tonne which is a .34 per tonne increase over 2015-2016 levels.
- 2016-2017 represents the 2nd year of the 5-year contract.

Communications and Enforcement

- 2015-2016 Projections for salaries are lower than budgeted levels due to temporary vacancies in early 2015-2016. Projections are lower than budgeted levels in the advertising account due to the timing of the My-Waste App payment.
- 2016-2017 budget includes annual My-Waste subscription and 60% of salary for the proposed reinstatement of the Manager of Policy and Planning position. There are also funds to offer an additional compost giveaway and two Reuse Centre openings at the Western Management Centre due to the success of these two popular programs.

Information and Technology

- The 2016-2017 budget is set at \$33,150 representing a reduction of \$25,300 from 2015-2016 levels.
- The Authority budgeted for the replacement of a server in 2015-2016 which will not be required in 2016-2017.
- The Authority's joining the Valley Community Fibre Network (VCFN) is discussed above. As a reminder, the 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 arise 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

I hope that the above information is of help as you consider the Valley Region Solid Waste-Resource Management Authority's Draft Operating and Capital Budgets for the 2016-2017 fiscal year. Please feel free to contact me if you have any questions or concerns or if you would like to arrange to have staff provide a draft budget presentation to your Council.

Respectfully submitted,

Ross Maybee
General Manager
Valley Waste-Resource Management

Valley Region Solid Waste-Resource Management Authority
Capital Financing Plan
Draft 2016-2017 Operating and Capital Budget

Draft Date: November 19, 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		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
	2,082	0		
	-296,000	400,000	15	145,800
	841,160	841,160	15	285,572
	700,000	700,000	15	237,648
	-260,384	1,941,160		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			
	12,200	0		
	0	279,000	15	69,520
	22,000	0		
	110,200	110,200	15	27,459
	63,200	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	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	20	221,380
	35,000	860,000		253,550

2016-2017 Projects

Replace 2009 Ford F150 Pick-up 4X4	35,000
Power Liftgate for 2009 F 150 Pick-up replacement	4,000
Replace 2003 Freightliner Roll Off Truck	190,000
Replace 2004 Chevrolet Silverado 4X4 with RTV	25,000
Replace 2007 Chevrolet Silverado 4X4	35,000
Replace 2008 Ford Ranger Extended Cab 4X4	35,000
Roll Off Containers	15,500
Replace Weigh Scale - Outgoing East Management Centre	79,000
Brush for RTV	6,900
Fencing Adjustment West Management Centre	15,000
Total Capital Requirements	440,400

Draw From Revenue	Debt Financing	Total Financing	Financed Over	
			No. of Years	Financing Cost
	35,000	35,000	5	2,952
	4,000			
	190,000	190,000	5	16,025
	25,000	25,000	5	2,109
	35,000	35,000	5	2,952
	35,000	35,000	5	2,952
	15,500			
	79,000	79,000	10	13,028
	6,900			
	15,000			
	41,400	399,000	35	40,018

2017-2018 Projects

Replace 2009 Ford F250 4X4	38,000
Plow for 2009 Ford F250 4X4 Replacement	8,000
Replace 2010 Ford F150 4X4	36,000
Replace 2011 Ford F250 4X4	38,000
Plow for 2011 Ford F250 4X4 Replacement	8,000
Replace 2008 Freightliner Roll Off Truck	190,000
Roll Off Containers	15,500
Eastern Management Centre Tipping Floor Repairs	45,000
Used Rear Loader Compactor Truck	125,000
Replace Weigh Scale - Incoming WMC	72,000
Outgoing Scalehouse Window - WMC	16,000
Total Capital Requirements	591,500

Draw From Revenue	Debt Financing	Total Financing	Financed Over	
			No. of Years	Financing Cost
	38,000	38,000	5	3,205
	8,000			
	36,000	36,000	5	3,036
	38,000	38,000	5	3,205
	8,000			
	190,000	190,000	5	16,025
	15,500			
	45,000	45,000	10	7,421
	125,000	125,000	5	10,543
	72,000	72,000	10	11,874
	16,000			
	47,500	544,000	45	55,309

2018-2019 Projects

Replace 2011 Mazda 3 Sport GX	25,000
Tail Dump Trailer	15,000
Utility Trailer	5,000
All Terrain Vehicle-RTV	26,000
Replace 2013 Ford F150 4X4	36,000
Roll Off Containers	15,750
Replace Weigh Scale - Outgoing WMC	74,000
Incoming Scalehouse Window EMC	16,200
Dry Storage Building WMC	100,000
Minor Capital	150,000
Total Capital Requirements	462,950

Draw From Revenue	Debt Financing	Total Financing	Financed Over	
			No. of Years	Financing Cost
	25,000	25,000	5	4,123
	15,000	15,000	5	1,265
	5,000			
	26,000	26,000	5	2,193
	36,000	36,000	5	3,036
	15,750			
	74,000	74,000	10	12,204
	16,200			
	100,000	100,000	10	16,490
	150,000	150,000	10	24,737
	38,950	426,000		64,048

2019-2020 Projects

Replace 2006 Caterpillar Wheel Loader	240,000
Roll Off Containers	16,000
Incoming Scalehouse Window -WMC	16,400
Minor Capital	150,000
Total Capital Requirements	422,400

Draw From Revenue	Debt Financing	Total Financing	Financed Over	
			No. of Years	Financing Cost
	240,000	240,000	5	20,242
	16,000			
	16,400			
	150,000	150,000	10	24,737
	32,400	390,000		44,979

Valley Region Solid Waste-Resource Management Authority
 Summary of Anticipated Financing Charges
 As Supplement to 2016-2017 Draft Operating and Capital Budget

Draft Date: November 19, 2015

Fiscal Year	Amount Financed	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
2009-2010 Fiscal Services Financing - consolidated loan April 30, 2012 - Kings	127,782	4,764	14,605	14,605	14,605	14,605	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	balance of 1,483,092 to be renegotiated			
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 5 years	164,000	0	1,357	35,296	34,842	34,342	33,776	33,137		
2012-2013 Fiscal Services Financing - loan date Nov 15, 2013 - 15 years	281,000	0	2,700	24,006	23,747	23,462	23,138	balance of 206,068 to be renegotiated		
2013-2014 Fiscal Services Financing - loan date June 5, 2014 - 5 years	230,000			1,661	42,636	42,120	41,529	40,828	40,004	
2014-2015 Fiscal Services Financing - proposed budget	0									
2015-2016 Fiscal Services Financing - proposed budget	860,000				48,468	96,936	96,936	96,936	96,936	72,538
2016-2017 Fiscal Services Financing - proposed budget	399,000					39,299	78,596	78,596	78,596	78,596
2017-2018 Fiscal Services Financing - proposed budget	544,000						53,118	106,236	106,236	106,236
2018-2019 Fiscal Services Financing - proposed budget	426,000							28,679	57,358	57,358
2019-2020 Fiscal Services Financing - proposed budget	390,000								34,761	69,522
Total		47,097	209,407	264,005	350,220	441,977	341,698	399,017	428,496	398,855

Valley Region Solid Waste-Resource Management Authority
Draft 2016-2017 Operating Budget
Summary of Revenues and Expenditures
Draft Date: November 19, 2015

Item	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
Revenues				
West Management Centre	438,100	437,300	435,900	435,258
East Management Centre	1,582,600	1,575,800	1,520,400	1,528,442
Conditional Transfers - Administration	426,300	497,085	375,800	447,327
Prior Year Surplus Retained	0	27,008	0	80,507
Communications and Enforcement	237,500	236,500	236,400	232,923
Small Wind Turbine	70,000	29,000	29,200	0
Return on Investment	10,000	8,000	10,000	10,889
RRFB Approved Programs	85,000	85,000	82,000	143,761
Total Program Revenues	2,849,500	2,895,693	2,689,700	2,879,107
Municipal Partner Contributions	7,452,756	7,683,087	7,683,087	7,162,627
Total Revenues	\$ 10,302,256	\$ 10,578,780	\$ 10,372,787	\$ 10,041,734

Item	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
Expenditures				
General Administration	455,944	464,643	410,075	369,226
Small Wind Turbine	7,950	3,260	3,925	5,266
Fiscal Services Financing Costs	449,677	359,600	361,220	274,569
West Management Centre Operations	615,514	653,400	595,797	567,884
East Management Centre Operations	1,096,005	1,070,726	1,067,256	988,011
Residential Collection	2,972,900	2,834,300	2,929,051	2,691,446
Construction and Demolition Debris Processing	110,150	102,580	108,000	109,879
Recyclable Processing and Transportation	860,400	851,800	849,900	837,268
Organics Processing and Transportation	978,900	976,800	993,200	998,704
Residual Transportation and Disposal	1,930,300	1,840,870	2,277,200	2,000,210
Communications and Enforcement	588,915	505,227	537,303	517,574
Transfer to Reserves	161,051	146,410	146,410	75,000
Capital out of Revenue	41,400	35,000	35,000	0
Information Technology	33,150	57,790	58,450	41,581
RRFB Approved Programs	0	0	0	49,847
Total Expenditures	\$ 10,302,256	\$ 9,902,407	\$ 10,372,787	\$ 9,526,464
Municipal Funding Provided/Required	7,452,756	7,006,714	7,683,087	6,647,357
Total Revenues	10,302,256	10,578,780	10,372,787	10,041,734
Total Expenditures	10,302,256	9,902,407	10,372,787	9,526,464
Net Loss/Profit	0	676,373	0	515,270

Revenues from Municipal Partners	Draft	Draft Budget 2016-2017	Projections 2015-2016	Budget 2015-2016	Actual 2014-2015
	Percentages 2016-2017				
Municipality of Annapolis	20.85%	1,553,900	1,601,658	1,601,658	1,424,069
Municipality of Kings	58.15%	4,333,778	4,467,996	4,467,996	4,159,134
Town of Annapolis Royal	0.77%	57,386	58,971	58,971	53,038
Town of Berwick	2.71%	201,970	208,546	208,546	195,354
Town of Bridgetown	0.00%	0	0	0	70,128
Community of Hantsport	1.35%	100,612	103,524	103,524	97,171
Town of Kentville	7.74%	576,843	594,606	594,606	560,872
Town of Middleton	1.96%	146,074	150,393	150,393	140,600
Town of Wolfville	6.47%	482,193	497,393	497,393	462,261
Total Revenues from Municipal Partners		\$ 7,452,756	\$ 7,683,087	\$ 7,683,087	\$ 7,162,627
	100.00%				

Percentage increase (decrease) over 2015-2016 budget -3.00%

Valley Waste-Resource Management
2016-2017 Budget Worksheet

Draft Date: November 19, 2015

Operating Fund

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
Income						
41000	Services Provided Other Governments					
	41100 · Municipality of the County of Kings	4,333,778	2,160,186	4,467,996	4,467,996	4,159,134
	41105 · Town of Kentville	576,843	287,481	594,606	594,606	560,872
	41110 · Town of Wolfville	482,193	240,480	497,393	497,393	462,261
	41115 · Town of Berwick	201,970	100,827	208,546	208,546	195,354
	41120 · Municipality of Annapolis County	1,553,900	774,369	1,601,658	1,601,658	1,424,069
	41125 · Town of Middleton	146,074	72,712	150,393	150,393	140,600
	41135 · Town of Bridgetown	0	0	0	0	70,128
	41138 · Community of Hantsport	100,612	50,052	103,524	103,524	97,171
	41139 · Town of Annapolis Royal	57,386	28,511	58,971	58,971	53,038
	Total 41000 · Services Provided Other Governments	7,452,756	3,714,618	7,683,087	7,683,087	7,162,627
41200	Western Management Centre					
	41201 · WMC Tipping Fees	414,000	250,258	410,000	403,600	396,697
	41204 · WMC Sale of Materials- metals	9,000	6,762	12,500	18,300	23,233
	41205 · WMC RRFB Funding Allocations	8,300	871	8,300	8,300	8,319
	41206 · WMC Scale Rental Fees	6,600	1,864	6,500	5,500	6,800
	41290 · WMC Miscellaneous	100	0	0	100	210
	41299 · WMC Uncollectible Bad Debt Recovery	100	0	0	100	0
	Total 41200 · Western Management Centre	438,100	259,755	437,300	435,900	435,258
41300	Eastern Management Centre					
	41301 · EMC Tipping Fees	1,512,000	836,116	1,497,000	1,394,900	1,395,541
	41304 · EMC Sale of Materials- metals	37,300	42,172	46,000	91,000	100,033
	41305 · EMC RRFB Funding Allocations	13,500	1,457	13,500	14,000	13,412
	41306 · EMC Scale Rental Fees	2,600	1,030	2,600	2,800	2,640
	41390 · EMC Miscellaneous	100	0	0	100	40
	41392 · EMC Scotia Contract-Shared Site	17,000	0	16,700	17,500	16,775
	41399 · EMC Uncollectible Bad Debt Recovery	100	0	0	100	0
	Total 41300 · Eastern Management Centre	1,582,600	880,774	1,575,800	1,520,400	1,528,442
41500	Return on Investment					
	41501 · Return on Investments	10,000	4,079	8,000	10,000	10,889
	Total 41500 · Return on Investment	10,000	4,079	8,000	10,000	10,889
41600	Conditional Transfers - Administration					
	41601 · RRFB - Diversion Credits	300,000	287,800	367,000	260,000	321,665
	41625 · Regional Chairs Administrative Support	0	0	0	0	2,250
	41633 · Dairy Agreement	95,000	96,425	96,425	80,000	79,331
	41635 · Cart and Mini Bin Sales	1,700	889	1,700	2,000	1,964
	41650 · CFC Removal for Outside Groups	0	0	0	1,800	1,763
	41691 · Bylaw Tickets	2,000	900	2,000	3,500	4,500
	41692 · Reduction in Vacation Pay Allowance	0	0	0	0	2,145
	41698 · General Administration - Miscellaneous	500	305	400	0	5,910
	41699 · Collections - Residential (West Hants/Hantsport; (3) Nations Indian Reserves)	27,100	15,448	29,560	28,500	27,800
	Total 41600 · Conditional Transfers - Administration	426,300	401,766	497,085	375,800	447,327
41700	Prior Year Surplus/Deficit					
	41701 · Prior Year Surplus	0	0	27,008	0	80,507
	Total 41700 · Prior Year Surplus/Deficit	0	0	27,008	0	80,507
41800	Communications & Enforcement					
	41801 · C&E RRFB Regional Coordinator	41,000	20,402	40,800	40,800	40,804
	41805 · C&E RRFB Enforcement Funding	100,000	15,000	100,000	100,000	100,000
	41825 · C&E RRFB Other Funding Assistance	10,000	0	9,200	11,300	10,117
	41860 · RRFB Education Contract	60,000	9,003	60,000	60,000	59,901
	41880 · Reuse Centre	26,500	20,058	26,500	24,300	20,728
	41899 · C&E Miscellaneous	0	0	0	0	1,373
	Total 41800 · Communications & Enforcement	237,500	64,463	236,500	236,400	232,923
42000	Small Wind Turbine					
	42010 Revenue from Energy Production	70,000	0	29,000	29,200	0
	Total 42000 · Small Wind Turbine	70,000	0	29,000	29,200	0
46000	RRFB Approved Programs					

Account Name and Number		2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
	46020 . RRFB Restructured Approved Programs	85,000	65,700	85,000	82,000	87,558
	46022 . MAP Innovation	0	0	0	0	56,204
	Total 46000 . RRFB Approved Programs	85,000	65,700	85,000	82,000	143,761
	Total Income	10,302,256	5,391,156	10,578,780	10,372,787	10,041,734
	Expense					
	61000 . General Administration					
	61001 . General Administration Salaries	250,351	119,022	230,369	222,944	220,952
	61002 . General Administration Benefits	47,567	20,458	43,770	42,359	38,767
	61003 . General Administration Snow Removal	1,000	50	1,000	1,000	737
	61004 . General Administration Office Supplies	9,000	4,210	9,000	9,000	8,955
	61005 . General Administration Utilities	15,500	6,614	15,000	16,200	14,903
	61006 . General Administration Travel	7,000	4,743	5,000	6,400	3,449
	61007 . General Administration Training & Conferences	5,000	1,292	5,600	5,600	2,751
	61008 . General Administration Membership & Association Fees	2,500	829	2,500	2,500	1,934
	61009 . General Administration Office Maintenance	10,200	935	4,100	3,000	1,374
	61010 . General Administration Office Equipment	10,500	3,051	8,000	6,200	3,089
	61012 . General Administration Janitorial	9,500	4,614	9,200	9,200	8,984
	61013 . General Administration Legal/Audit/Insurance	47,000	15,426	50,700	45,000	47,009
	61014 . General Administration Employee Wellness Program	1,100	556	1,100	1,000	874
	61015 . General Administration OHS Training	3,100	440	3,000	3,500	2,521
	61016 . General Administration OHS Committee Expenses	200	85	200	200	73
	61017 . General Administration Vehicle Repairs	1,330	177	1,380	1,330	1,391
	61018 . General Administration Bad Debts	100	1,725	1,725	100	0
	61019 . General Administration Gasoline & Diesel Fuel	2,436	971	1,949	2,342	1,927
	61020 . General Administration Vehicle Registrations	160	0	0	0	151
	61022 . General Administration Office Security System	1,000	459	750	700	787
	61023 . General Administration Meeting Costs	600	90	600	900	647
	61024 . General Administration Committee Conferences & Training	2,500	0	2,000	2,500	0
	61025 . General Administration Committee - Travel	2,000	897	2,000	2,000	1,933
	61026 . General Administration Chair Expenses	400	16	200	400	360
	61027 . Citizen Appointee to Investment Committee	500	0	500	600	0
	61040 . General Administration Staff Recognition Events	3,200	949	3,000	3,000	1,543
	61060 . General Administration: OHS Consulting/ WCB Certification	1,000	0	1,000	1,000	176
	61070 . Consulting Services - Program/Service Review	20,000	19,794	59,800	20,000	3,882
	61101 . General Administration Past Due Accounts Collection	200	76	200	100	58
	61105 . General Administration Provision for Vacation Pay	1,000	0	1,000	1,000	0
	Total 61000 . General Administration	455,944	207,479	464,643	410,075	369,226
	61140 Small Wind Turbine					
	61141 . Operation and Maintenance (5 months of operation anticipated)	4,200	0	1,750	2,900	0
	61142 . General and Administrative	0	0	0	400	188
	61143 . Insurance	3,750	0	1,510	625	0
	61144 . Geotechnical Survey	0	0	0	0	5,078
	61148 . Miscellaneous	0	0	0	0	0
	Total 61140 Small Wind Turbine	7,950	0	3,260	3,925	5,266
	61150 . Fiscal Services Financing					
	61151 . Fiscal Services Financing Cost	441,977	142,693	352,000	350,220	265,637
	61152 . Fiscal Services - Bank Charges	7,700	3,652	7,600	11,000	8,932
	Total 61150 . Fiscal Services Financing	449,677	146,345	359,600	361,220	274,569
	61200 . Western Management Center					
	61201 . WMC Salaries	331,802	172,225	332,036	328,571	316,270
	61202 . WMC Benefits	72,996	35,561	73,048	72,286	67,141
	61203 . WMC Office Supplies and Equipment	3,000	1,533	3,000	3,000	2,779
	61204 . WMC Safety Equipment	2,000	2,764	3,800	3,600	1,747
	61205 . WMC Insurance	26,100	12,803	25,600	28,500	27,487
	61206 . WMC Staff Training and Development	3,400	607	2,800	3,200	2,601
	61208 . WMC OHS Committee Expenses	200	85	200	300	33
	61209 . WMC Telephones	3,500	1,413	3,400	3,000	2,788
	61210 . WMC Communication Equipment & Licenses	1,500	727	1,500	2,000	1,455
	61211 . WMC Electricity	19,000	6,445	19,000	19,000	18,811
	61212 . WMC Small Tools/Shop Supplies	500	0	300	500	425
	61213 . WMC Advertising, Information and Promotion	0	0	0	100	0
	61214 . WMC Staff Travel	1,500	310	1,200	1,700	1,018
	61215 . WMC OHS Consulting Services & WCB Certification	500	0	500	500	352
	61216 . WMC Leased/Rented Equipment	300	186	300	400	270
	61217 . WMC Vehicle Registration	2,333	939	2,354	2,270	2,292
	61230 . WMC Site and Building Maintenance	14,200	8,922	63,500	13,500	13,335
	61231 . WMC Scale Maintenance	12,000	8,294	12,000	7,500	3,941

Account Name and Number	2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
61232 · WMC Vehicle & Equipment Repairs and Maintenance	43,135	30,408	43,850	32,270	33,696
61240 · WMC Gasoline & Diesel Fuel	55,428	21,449	44,912	50,600	53,114
61250 · WMC Snow/Ice Removal Supplies	1,200	438	1,200	700	1,603
61251 · WMC Janitorial	8,100	4,026	8,000	8,000	7,766
61252 · WMC Landscaping	500	147	300	1,000	521
61253 · WMC Security	600	261	600	600	490
61254 · WMC Tank Pumping/Transport	620	0	600	600	595
61267 · WMC HHW Operations	10,000	3,806	9,000	11,000	7,329
61272 · WMC CFC Removal	500	0	300	500	25
61281 · WMC Environmental Services	500	0	0	500	0
61299 · WMC Uncollectible Revenues	100	10	100	100	0
Total 61200 · Western Management Center	615,514	313,357	653,400	595,797	567,884
61300 - Eastern Management Center					
61301 · EMC Salaries	611,664	321,279	606,120	598,243	583,738
61302 · EMC Benefits	134,566	66,646	133,346	131,613	124,485
61303 · EMC Office Supplies and Equipment	4,400	2,064	4,200	4,200	4,640
61304 · EMC Safety Equipment	6,500	3,777	7,000	6,700	4,584
61305 · EMC Insurance	28,900	13,596	28,000	29,500	28,270
61306 · EMC Staff Training & Development	5,500	795	4,000	5,800	3,447
61308 · EMC OHS Committee Expenses	200	85	200	300	33
61309 · EMC Telephones	3,800	1,519	3,300	4,300	3,058
61310 · EMC Communication Equipment & Licenses	3,400	1,681	3,400	3,400	3,035
61311 · EMC Electricity	25,500	8,388	25,700	24,500	25,766
61312 · EMC Small Tools/Shop Supplies	1,200	462	1,000	1,500	1,401
61313 · EMC Advertising, Information and Promotion	0	0	0	100	0
61314 · EMC Staff Travel	1,200	93	1,000	1,500	882
61315 · EMC OHS Consulting Services & WCB Certification	500	0	500	500	352
61316 · EMC Leased/Rented Equipment	800	416	800	650	544
61317 · EMC Water and Meter Charges	1,100	331	1,100	1,100	1,016
61318 · EMC Sewer Charges	1,200	329	1,200	1,000	941
61319 · EMC Hydrant Rental	1,900	1,875	1,875	1,700	1,620
61320 · EMC Vehicle Registration	4,665	1,215	3,545	3,500	3,564
61330 · EMC Site/Building Maintenance	27,000	12,330	27,000	27,000	20,607
61331 · EMC Scale Maintenance	8,000	1,069	10,000	18,000	4,521
61332 · EMC Vehicle and Equipment Repairs and Maintenance	59,110	47,962	65,140	44,650	49,513
61340 · EMC Gasoline & Diesel Fuel	100,300	28,316	79,900	92,500	69,729
61350 · EMC Snow/Ice Removal Supplies	6,000	450	6,000	6,500	4,672
61351 · EMC Janitorial	7,600	4,024	6,800	7,600	7,248
61352 · EMC Landscaping	400	7	100	300	407
61353 · EMC Security	600	0	600	600	154
61354 · EMC Tank Pumping and Transport	800	0	800	800	0
61367 · EMC HHW Operations	48,000	22,384	46,000	48,000	39,140
61372 · EMC CFC Removal	600	0	400	600	644
61381 · EMC Environmental Protection	500	41	200	500	0
61399 · EMC Uncollectible Revenues	100	1,472	1,500	100	0
Total 61300 · Eastern Management Center	1,096,005	542,607	1,070,726	1,067,256	988,011
61400 · Residential Collection Contract					
61401 · Residential Collection	2,661,400	1,298,172	2,596,400	2,609,000	2,523,180
61402 · Residential Collection Fuel Adjustment	19,600	-46,544	-63,300	2,600	-18,883
61403 · Residential Collection Green Carts	65,000	39,376	65,000	65,000	54,191
61405 · Residential Collection Spring/Fall Clean-ups	187,400	139,814	196,700	213,451	99,084
61410 · Residential Collection Cart Maintenance and Supplies	2,000	26	2,000	1,500	1,404
61420 · Residential Collection Seasonal Bin Maintenance	4,000	49	4,000	4,000	3,189
61421 · Residential Collection Seasonal Bin Control Monitoring	20,000	14,975	20,000	20,000	19,575
61423 · Residential Collection Seasonal Bin Signage	500	0	500	500	0
61440 · Residential Collection Advertising and Notices	13,000	7,973	13,000	13,000	9,707
Total 61400 · Residential Collection Contract	2,972,900	1,453,841	2,834,300	2,929,051	2,691,446
61500 · Construction & Demolition Debris					
61520 · C&D Disposal East	0	0	0	0	0
61521 · C&D Transportation East	28,000	9,586	27,600	25,300	33,458
61522 · C&D Processing East	64,700	42,180	60,530	64,600	58,999
61523 · C&D Fuel Adjustment East	350	-888	-900	150	-1,203
61530 · C&D Disposal West	0	0	0	0	0
61531 · C&D Transportation West	5,500	2,073	5,200	5,400	7,112
61532 · C&D Processing West	11,500	7,081	10,460	12,500	11,919
61533 · C&D Fuel Adjustment West	100	-310	-310	50	-407
Total 61500 · Construction & Demolition Debris	110,150	59,722	102,580	108,000	109,879

Account Name and Number	2016-2017 Draft Budget	Apr - Sep 2015 Actuals	2015-2016 Projections	2015-2016 Budget	2014-2015 Year-End Actual
61600 · Recyclables					
61605 · Recyclable Processing East	554,000	285,990	547,500	534,400	532,737
61615 · Recyclable Processing West	306,400	164,987	304,300	315,500	304,532
Total 61600 · Recyclables	860,400	450,977	851,800	849,900	837,268
61700 · Organics					
61701 · Organics Processing East	649,500	347,604	649,500	649,500	657,268
61705 · Organics Equipment Rental East	0	0	0	200	0
61711 · Organics Processing West	329,400	178,419	327,300	343,300	341,437
61715 · Organics Equipment Rental West	0	0	0	200	0
Total 61700 · Organics	978,900	526,023	976,800	993,200	998,704
61800 · Residuals					
61801 · Residuals Disposal East	1,079,200	605,165	1,038,700	1,270,000	1,157,851
61802 · Residuals Adjustment - Residuals Disposal East	0	0	0	67,000	-21,248
61805 · Residuals Transportation East	265,400	152,076	260,000	244,700	288,535
61806 · Residuals Fuel Adjustment East	3,200	-4,739	-5,800	1,200	-11,426
61810 · Residuals Disposal West	463,600	270,389	439,700	540,900	484,393
61812 · Residuals Adjustment - Residuals Disposal West	0	0	0	44,700	-14,166
61815 · Residuals Transportation West	116,700	69,259	112,600	107,900	124,469
61816 · Residuals Fuel Adjustment West	2,200	-3,656	-4,330	800	-8,198
Total 61800 · Residuals	1,930,300	1,088,494	1,840,870	2,277,200	2,000,210
61900 · Communications & Enforcement					
61901 · C&E Salaries	409,969	170,838	351,929	366,794	357,038
61902 · C&E Benefits	81,994	32,406	70,386	73,359	70,728
61905 · C&E RRFB Regional Enforcement Program	16,000	7,708	16,000	15,000	15,173
61910 · C&E Office Supplies & Equipment	2,000	669	2,000	2,200	926
61911 · C&E Clothing Costs	300	0	300	300	0
61915 · C&E Telephones	6,500	2,930	6,000	7,200	5,759
61920 · C&E Advertising	18,000	2,541	10,000	19,000	25,838
61922 · C&E Newsletter and Calendar Distribution	6,000	0	5,500	7,200	4,909
61924 · C&E Calendar Design & Printing	16,300	0	16,300	18,000	16,122
61925 · C&E Promotional Items	1,800	824	2,000	2,000	0
61931 · C&E ICI Support	500	0	800	500	0
61940 · C&E Travel	4,000	486	2,000	3,000	1,930
61941 · C&E Vehicle Repairs & Maintenance	4,125	1,446	3,030	4,150	2,580
61942 · C&E Vehicle Insurance	7,130	3,458	6,920	5,100	4,845
61943 · C&E Vehicle Fuel	6,828	2,787	5,462	6,200	5,012
61944 · C&E Vehicle Registrations	570	0	0	0	742
61945 · C&E Printing and Presentation Materials, Miscellaneous	1,500	350	1,500	1,600	1,471
61961 · C&E OHS Safety Equipment	400	145	600	400	40
61970 · C&E Special Weeks Promotions	5,000	3,279	4,500	5,300	4,461
Total 61900 · Communications & Enforcement	588,915	229,868	505,227	537,303	517,574
62300 · Transfer to Capital Reserve					
62301 · Transfer to Capital Reserve	161,051	146,410	146,410	146,410	75,000
Total 62300 · Transfer to Capital Reserve	161,051	146,410	146,410	146,410	75,000
62400 · Capital From Operations					
62401 · Capital From Operations	41,400	11,906	35,000	35,000	0
Total 62400 · Capital From Operations	41,400	11,906	35,000	35,000	0
64000 · Information Technology					
64004 · IT Office Supplies	0	0	0	0	33
64005 · IT Telephone	2,700	1,262	2,700	2,600	2,549
64007 · IT Training	0	0	0	1,000	0
64010 · IT Hardware	6,900	4,713	13,400	15,600	6,411
64011 · IT Software	0	0	0	0	10,535
64019 · IT Website Maintenance	700	339	700	750	834
64020 · IT Maintenance Contracts	4,850	2,916	6,170	2,500	6,598
64021 · IT Consulting Fees	16,000	7,310	14,820	16,000	14,620
NEW - IT Connection to Valley Community Fibre Network (VCFN)	2,000		20,000	20,000	0
Total 64000 · Information Technology	33,150	16,540	57,790	58,450	41,581
66020 · RRFB Approved Program Costs					
66022 · MAP Innovation	0	0	0	0	49,847
Total 66030 · RRFB Approved Program Costs	0	0	0	0	49,847
Total Expense	10,302,256	5,193,569	9,902,407	10,372,787	9,526,464
Net Income(Loss)	0	197,587	676,373	0	515,270



REQUEST FOR DECISION
Donations Policy Revision
#001-2016

Date: 16 November 2015	Subject: Donations Policy Revision
Proposal Attached: Yes	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Council amend the current Donations Policy.
Background:	<p>Initially, this policy was put in place to end the practice of the Town of Middleton receiving donations made to the Middleton Fire Department. The donations were put through the Town's financial accounts and then reimbursed to the Fire Department. Because of the ability of the Fire Department to establish a separate charitable organization and issue its own receipts, the recommendation was that this was the more preferred and financially acceptable practice.</p> <p>While the above was achieved, an issue has arisen where there are donations currently being accepted by the Town as they relate to the New Fire Hall/Community Centre fundraising project but are being collected from a number of people in the community and being turned in by one individual. A recent incident also included an error in addition of some of those donations, which required additional cost and work from our financial software provider to reverse the receipt and enter it correctly. The Town receives these donations because they are raised and donated specifically to go towards this future capital project.</p> <p>The issue of having one person collect and submit a number of donations is a practice that should be stopped. It is the opinion of staff that receiving grouped donations through the Town's financial accounts is not a clear or transparent transaction. In addition, there are some individuals who are making donations that may not be receiving their proper receipt. These receipts may provide income tax benefits that they are currently missing.</p> <p>The Town's Solicitor was consulted on this matter and agreed that this practice may contribute to a real or perceived conflict of interest, and that the Town should stop this practice and ensure that each donation is submitted by the individual who is actually</p>

	making the donation, and receipt that donation at the time it is made.
Benefits:	<p>By not allowing grouped donations (i.e. donations in small amounts to be entered as one larger donation under one name and/or one individual collecting on behalf of many), it ensures that the Town is acknowledging the true donor and creates a clear and transparent financial transaction for each financial donation made to the Town.</p> <p>By implementing this change now, it will have positive affect for those donating in the current taxation year of 2016 and forward.</p>
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: 18 January 2016

TOWN OF MIDDLETON CODE F - Fire Protection	
Subject: Donations - Fire Department	Number: 1.2
Coverage: Staff, MFD, & Public	Approved by: <u>MFD, Council, & CAOCouncil</u>
Effective Date : June 15,1981	Revision Date: July 6, 1981 October 2, 2006 December 4, 2006

Rationale

This policy establishes the procedure-criteria for processing donations made to the Fire Department as well as to the Town of Middleton that are to be used specifically for capital project fund raising for the Middleton Fire Department.

Policy Statement

- 1) Whereas the Middleton Fire Department has the ability to establish a separate charitable organization, the Town will no longer accept donations or issue tax receipts for donations made to the Fire Department.
- 2) Any financial donation made directly to the Town of Middleton that is designated for a Fire Department project must be receipted to the individual who has made the donation, regardless of the donation amount. Grouped donations will not be receipted.

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Previous Policies

The previous policy 1/15 "Tax Exempt Status for Donations to Municipalities" passed by Council June 15, 1981 is hereby repealed.

The previous policy 5/3 "Donations - Fire Department" amended by Council July 6, 1981 is hereby repealed.

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 ____ day of _____, 20__.

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

Rachel L. Turner
Chief Administrative Officer



REQUEST FOR DECISION
Electronic Voting
#002-2016

Date: 18 December 2015	Subject: Electronic Voting
Proposal Attached:	Submitted by: Rachel Turner, Chief Administrative Officer

Proposal:	That Town Council approve the development of a bylaw authorizing voters to vote electronically in the 2016 municipal election; and further that Intelivote Systems Inc. be contracted under the HRM Bulk Purchasing Tender to provide e-voting services.
Background:	<p>In preparation for the 2016 municipal election, Middleton has been included in a Bulk Purchasing Request for Proposals that was prepared and tendered by Halifax Regional Municipality, with potential benefits such as efficiencies, financial saving and opportunities for smaller municipal units to affordably provide e-voting, which means we could see more municipal units offering e-voting in 2016. The RFP prepared by HRM includes:</p> <ul style="list-style-type: none"> • Non-binding e-voting RFP • RFP based on legislation and business practices to conduct a municipal and school board election in Nova Scotia. • RFP process was led by HRM and facilitated by HRM Procurement Department. • Two other municipal units were invited to participate in the RFP evaluation. • The RFP contained language that allows the listed parties to enter into their own agreement with the highest scoring proponent, but does not require them to. Any agreement will be solely between the Town and the vender – HRM will not be a party to the external agreements. • The successful proponent to this tender process is Intelivote Systems Inc. <p>Electronic voting, or e-voting, was introduced in Nova Scotia municipal elections in 2008 and at the time traditional methods, paper, were still required. In 2012, legislation changed to allow e-voting only and mechanisms included telephone, internet and kiosk voting. Below are some stats from e-voting in Nova Scotia</p>

in the 2008 and 2012 elections.

- In 2008, 4 municipalities used e-voting.
- In 2012, 15 municipalities used e-voting. Middleton approved e-voting for the 2012 election, however all candidates were acclaimed and no election was required.
- Berwick used e-voting in 2008 but did not in 2012 because of cost. They are recommending e-voting for 2016.
- Wolfville voted not to use e-voting in 2012 and 2016 and will use paper ballots only.
- 11 out of 54 municipalities used electronic voting for the first time in 2012.
- On average, there was a 7% (6.58%) increase in voter turnout when compared to 2008. However, not all of the municipalities that used e-voting for the first time in 2012 saw an increase in voter turnout. There is a wide range: Truro and Bridgewater saw an increase of over 20%, but Digby and Kentville saw decreases of 11%.
- Therefore, it is difficult to isolate the impact e-voting alone has on voter turnout, as there are other factors that are going on in each municipality.
- All 15 municipalities used **e-voting only** for advance polls.
- When Nova Scotian voters were offered the option of an electronic or paper ballot during 2012 Municipal and School Board elections, the electronic option was the choice of 64% of voters.

Internet voting is always offered along with a telephone voting option to ensure complete coverage of the electorate. In addition, kiosks can be set up at polling stations for individuals who either don't have access to a computer, need assistance, or would like to maintain a traditional means of voting.

Functions of E-voting

- Each individual on the final list of electors receives a voter information letter containing instructions on how to cast their ballot and their electronic voting credentials (PIN). In 2012, inaccuracies in HRM's municipal voters list caused some households (3-5%) to receive voter information cards for non-household members. As a result there were no instances of voter fraud and because the letters were mailed in a sealed envelope and opening someone else's mail is illegal, as is impersonating another elector.
- After receiving the voter instruction letter voters connect to the voting website or call the 1-800 number.

- The website offers a step by step process where you enter your personal identification number (PIN) in order to proceed.
- The user sees an electronic ballot, one at a time – Mayor, Councillors, School Board, and the individual clicks on the box for their chosen candidate and submits their choice. Before that vote is cast a confirmation screen shows the candidate(s) that the individual chose. If this is not the correct list the individual can return to the ballot or vote now.
- An individual can access their vote and make a change up until the close of the polls.

Elections Canada has gathered research on technology trends, Canadian’s attitudes and the benefits and drawbacks of e-voting. Below is a summary of two reports prepared by Elections Canada.

Technology Trends

- According to the 2012 Canadian Internet Use Survey (Statistics Canada):
 - 80 percent of individuals 16 years and older used the internet for personal use.
 - Overall, Canadian’s are experienced internet users with almost on half of users (47 percent) having been online for 10 years or more.
 - Seniors accounted for about one half (51 percent) of non-users. Nearly four in ten non-users (39 percent) came from households reporting low income.
- Research shows that technology can remove some administrative barriers to the electoral process, especially for some groups of electors, including those with accessibility challenges and potentially youth.

Attitudes and E-Voting in Canada

- According to the 2011 Elections Canada Survey of Electors:
 - the majority of electors (86 percent) have access to the internet in their home; an increase of 5 percent since 2008 and 22 percent since 2003.
 - 57 percent of non-voters, primarily those with internet access at home, said they would have voted had it been possible to do so over the internet.
- The *2011 Canadian Election Study* shows that half of the electors (49.1 percent) agree, somewhat (31.5 percent) or strongly (17.6 percent) that “Canadians should have the

	<p>option to vote over the internet in federal elections”. This compares to 39.4 percent who disagree.</p> <ul style="list-style-type: none"> • A majority of electors (58.8 percent) said they would be likely, either somewhat (17.0 percent) or very (41.8 percent), to vote over the Internet if they could do so; 37.5 percent say they would not be likely to do so. • 50.3 percent of electors think voting over the Internet is "risky" while 29.7 percent think it is not. • Across the board, positive impact on participation turned out to be negligible. On the other hand, in all cases, electors took advantage of the option, and the Internet voting option has been retained for future elections. • A policy analyst for Elections Canada suggests that changes in society, especially those that are incited by new technologies and increasing online use are influencing the expectations of Canadians.
<p>Benefits:</p>	<p><u>Benefits of e-voting</u></p> <ul style="list-style-type: none"> • On average, it took 1 minute and 31 seconds to vote by internet during 2012. • Surveys on non-voters indicate that being too busy, out of town or ill/disabled is a reason that they did not vote (Statistics Canada, 2013). E-voting allows voters to vote from anywhere, anytime. • E-voting could allow for greater secrecy for special populations of electors with disabilities (including visually or hearing impaired, because they can vote unassisted and are afforded a greater degree of anonymity when casting a ballot. • E-voting may be a method of engaging those voters who are considered the hardest to reach, particularly young people aged 18 to 30. • Has the promise to positively impact voter turnout, though not proven at this time. • The incremental financial cost to a voter casting an electronic ballot is less than that for an individual voting in-person after having taken time off work, travelling to a polling station and obtaining childcare. • Over the long term, all types of internet voting have the potential to be less expensive to operate and execute than traditional paper ballots. • Eliminates proxy votes and certificates of eligibility. • Results are available almost immediately. • No spoiled ballot issues, positive ballot confirmation.

	<ul style="list-style-type: none"> • Eliminates the need for an interim voters’ list to be used at physical polling stations on advance voting day. The voters’ list can be continuously updated.
<p>Disadvantages:</p>	<ul style="list-style-type: none"> • Those opposed to e-voting prominently cite security, threats of computer viruses or hackers, as the number one risk. • Problems with access to technology and the digital divide for those who have access and do not have access to a computer and those who have faster connections and those who have slower connections. • E-voting presents greater opportunity for fraud and coercion or vote-buying – i.e. someone voting on another’s behalf without their permission or pressuring others to vote in a way that he or she would not have otherwise. • Voter education that ensures public awareness of electronic voting and understanding and use of online systems are a concern. • Privatization is a concern when electoral administrators cede control to a hired firm and causes negative impact on public confidence. • The proliferation of electronic election services has the power to alter that nature of electoral participation by causing more electors to vote alone instead of at a polling place with others. • Although electronic voting may be more popular among committed voters it is not yet as trusted as traditional in-person voting options. <p>Although there are potential risks for e-voting staff believe that the benefits outweigh the risks. The success of e-voting in 14 other Nova Scotia municipalities – no reported fraud or security risks – and the increasing trends in Canadian’s use and attitudes towards technology and e-voting are evidence that moving forward with e-voting for the 2016 municipal election would be beneficial.</p>
<p>Options:</p>	<ol style="list-style-type: none"> 1. That Council proceeds with e-voting only and engages Intelivote Systems Inc. to provide the service for the 2016 municipal election. 2. That Council proceeds with a combination of e-voting and paper ballots for the 2016 municipal election. 3. That Council proceeds with paper ballots only for the 2016 municipal election.

Required Resources:	<p>The successful bid provides costing for each voter at a base of \$1.25/voter (based on a municipality with a population of less than 10,000), \$0.25 for letter production (design, setup, production, printing, insertion, and sorting for voter instruction letters for all eligible voters; standard black and white 8.5"x11" Voter Instruction Letter with security envelope), and \$0.60 for voter list cleansing. The voters list from 2012 included 1,390 voters.</p> <p>Additional costs will be for the Returning Officer and other election staff that may be required.</p>
Source of Funding:	General Operating Budget
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I recommend that Council approve option 1, to use e-voting only for the 2016 municipal election.

CAO Initials: RLT

Target Decision Date: 18 January 2016



[MIDDLETON ACTIVE LIVING STRATEGY 2013-2016]

Middleton Active Living Strategy 2013-2016

Submitted by Jena Kiviaho, Municipal Physical Activity Coordinator

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Middleton Active Living Strategy 2013-2016

Definitions

Physical Activity: Any movement that increases heart rate and breathing. Any bodily movement produced by skeletal muscles that requires energy expenditure.

Sedentary Behaviour: Postures and activities that require very little movement. Examples include prolonged sitting, watching television, playing passive video or computer games, extended time spent on the computer, and using motorized transportation.

Physical Literacy: Developing fundamental movement skills leading to fundamental sport skills in various decision making situations, and in a variety of environments.

Body Mass Index (BMI): The Body mass index (BMI), estimates the ideal weight of a person using a formula based on its size and weight. The Body mass index is valid for an adult man or woman (18 to 65 years).

Waist Circumference: refers to a numerical measurement of your waist.

Overweight: A BMI measurement falling between 25 and 29.9.

Obese: A BMI measurement falling over 30.

Active Transportation: refers to any form of human-powered transportation – walking, cycling, using a wheelchair, in-line skating or skateboarding, Ect.

Middleton Active Living Strategy 2013-2016

Middleton Active Living Strategy

Physical activity is the most under-utilised tool for reducing stress, maintaining a healthy body composition, increasing longevity, and combating the epidemic of childhood and adult obesity.

Information made available by the *Childhood Obesity Foundation* provided startling numbers:

“Canada, like many nations, is in the midst of an epidemic of overweight and obesity. Currently, 59% of adult Canadians are either overweight or obese¹. Cities in Alberta, Saskatchewan, Ontario, New Brunswick, and Nova Scotia were significantly higher in overweight/obesity population than the national average for adults².

There has also been a dramatic increase in unhealthy weights in children. In 1978, only 15% of children were overweight or obese. By 2007, Statistics Canada found that 29% of adolescents had unhealthy weights². Most adolescents do not outgrow this problem and in fact, many continue to gain excess weight³. If current trends continue, by 2040, up to 70% of adults aged 40 years will be either overweight or obese⁴.

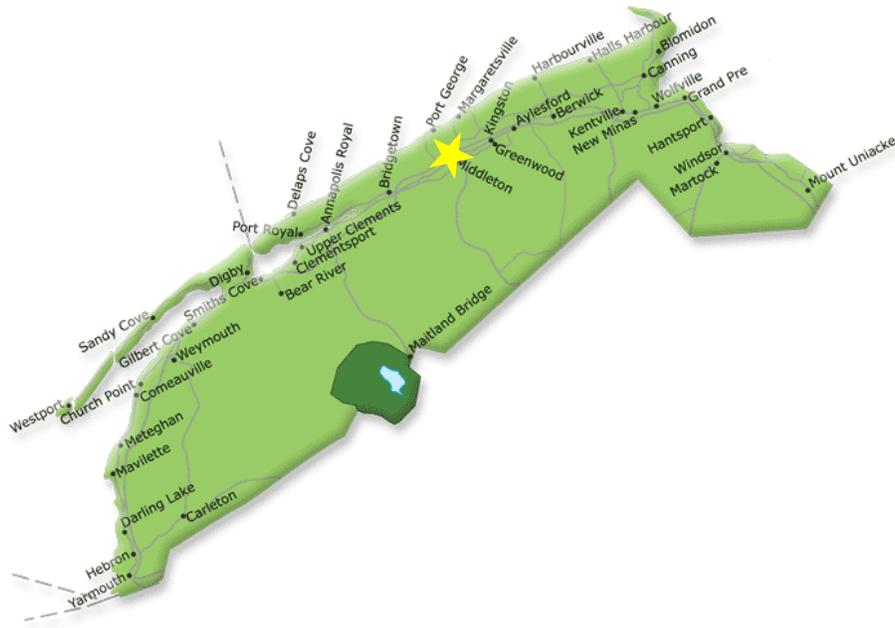
Adults who have unhealthy weights are at increased risk of heart disease⁵, cancer⁶, strokes and type 2 diabetes⁷. In 2005, the total cost of obesity to Canadians was \$4.3 billion; \$1.8 billion in indirect healthcare costs, and \$2.5 billion in indirect costs⁸. Affected adults may die up to 3 to 7 years earlier than counterparts with a healthy weight⁹. “

As health professionals in a position of influence, it is our responsibility to do everything in our power to start a change, from the grass roots level in the Municipalities all the way up to federal services and programs.

Our goal in the Town of Middleton is to not only promote, but provide and sustain opportunities for accessible physical activity in our community. This includes Families, Children, Youth, Adults, and Senior citizens.

The following is the Middleton Active Living Strategy, a tool we will use to ensure that that we are doing everything possible to promote a healthy active lifestyle within our community.

Middleton Active Living Strategy 2013-2016



Municipal Profile

Population: 1749 (Census from Stats Canada 2011)

Land: 5.44km²

County: Annapolis

Governing body: Middleton Town Council

Mayor: Calvin Eddy

CAO: Rachel Turner

Schools

Annapolis East Elementary School (AEES): Primay – Grade 5

Middleton Regional High School (MRHS): Grades 6- 12

Nova Scotia Community College (NSCC) Middleton Campus: Post-Secondary Education

Health Care Facilities

Soldiers Memorial Hospital

Middleton Active Living Strategy 2013-2016

Physical Activity Community Survey: An Executive Summary

Sponsored by the Nova Scotia Department of Health and Wellness, and conducted by Nova Insights Market Research and Consulting.

- 1) Nearly half of the residents self-report as being at an above average fitness level, while 1/5 believe they are below average.
- 2) 2/3 say that they generally make a moderate effort when participating in physical activities. And as we might expect, the greater the level of effort, the greater level of physical fitness a resident is likely to report.
- 3) 3/5 say they are physically active at least 4 days a week
- 4) 4/5 describe themselves as being physically active, and over ½ intend to become more so over the next 6 months.
- 5) Walking and household tasks are the most common physical activities overall. This is followed distantly by at home exercise.
- 6) Residents are physically active for the health and fitness benefits primarily, but many also enjoy the activities and find mental benefits and relief in being active.
- 7) Walking is the most commonly mentioned activity in which residents would like to increase their participation. Nearly ½ would also like to participate more frequently in dancing, an activity that is not common currently. 2/3 would like to increase some form of active transportation.
- 8) Residents are more commonly active at home in the outdoors. Sidewalks and at home indoors also appear among the most common places for physical activity. Trails and pathways represent second tier of places where they are physically active.
- 9) The top place where residents say they would like to participate more, but are unsatisfied with some aspect currently, are the trails and pathways. None of the options presented though, received high interest.
- 10) Residents say that they enjoy and value physical activity, and very strong majorities feel they have the skills to be physically active. The cost of participating in the community is also a low barrier. A significant proportion though, say they have had health issues that impact their ability to participate.
- 11) Access to leadership for coaching and instruction can be a challenge for a majority of the community, as well as finding programming that is convenient and of interest.
- 12) If physical activity programs could involve family and/or other people to increase the social component, many more people say they would increase their participation.
- 13) In several areas of this research the condition of roads and the safety of using them for walking or bicycling rises to be a significant concern and barrier to participation
- 14) Although strong majorities say their community has sufficient access to safe and attractive places to be physically active outdoors, there remains room for improvement. There is less enthusiasm for the availability of organized and structured opportunities to be active.
- 15) More than ½ of residents walk to a specific destination at least weekly, and 1/5 do this every day. 1/10 use a bicycle at least weekly.
- 16) 1/5 would like to walk more often, and say improvements in sidewalks, trails and crosswalks would impact this increase the most.
- 17) 1/3 would like to bicycle more often and also point to safety considerations (bike lanes on the road, or paths from traffic) that would impact their decision to increase their bicycling.

Programs and Partners in Physical Activity



Middleton Active Living Strategy 2013-2016

Vision Statement

In order for our strategy to be successful, there must be a vision. Where do we see our community in 5 years? How will we know that we are doing our job, that we are making a positive change, or that we are leading by example in our community? There is no one master plan, each community is unique in its own way, each with specific needs, wants, and each with a very different path that will lead to success.

Our vision is a community that encourages and welcomes new opportunity, one that not only embraces its youth, but strives WITH them because they are the future leaders. We want a community where families will be seen outside playing and being active. A community where leaders not only support, but lead by example. Where we walk and bike to work, and where schools promote activity breaks. We want a healthy, happy, active town, and we want it to stay!

Middleton Active Living Strategy 2013-2016

Municipal Activity Goals

1) Public Awareness

Objective	Action	Partners	Implemented	Status
<i>Develop a branding campaign for physical activity in Middleton</i>				
	Choose a slogan	Rec Dept, CAO & Council	2013	Slogan selected- M.I.A "Middleton in Action"
	Create a logo for the Campaign	Rec Dept, CAO & Council	2013	Logo Created 2013
	Organize a launch for the Campaign in Middleton	Rec Dept	2013	Campaign Launched Fall/Winter of 2013
<i>Publish a Seasonal Brochure listing all recreational activities</i>				
	Collaborate with local recreation clubs to provide contact info	Rec Dept, Local Groups, Schools	2013 (Previously implemented)	List maintained and updated annually- Last Updated spring 2015
	Print Hard Copies to distribute in the community	Rec Dept, Local business'	2013 (Previously implemented)	Printed Seasonally in "About Town" Newsletter
	Provide access to information online via website	Rec Dept	2013 (Previously implemented)	Digital List available and maintained online
<i>Create Materials to Identify outdoor recreation areas</i>				
	Create and publish a Canoe/Kayak Map and pamphlet	Rec Dept	2014	Will be ready for spring 2016 season
	Create and publish a List of all recreation spaces and uses in Middleton	Rec Dept	2014	Created and included in appendix
<i>Develop a Social Marketing plan</i>				
	Develop a dept. policy for marketing	Rec Dept	2014	Have not Completed- Will work with Communications position to construct
	Collaborate with local schools, and daycares to increase awareness	Rec Dept	2014	Newsletters go to school, Posters In schools
	Develop a Facebook and Twitter account to increase communication with Community members	Rec Dept, CAO	2013	Overhauled Summer 2015 by Andy- updated and maintained by Andy

Middleton Active Living Strategy 2013-2016

2) Increase Physical Activity

Objective	Action	Partners	Implemented	Status
Community				
<i>Offer a variety of Community events with a focus on PA</i>				
	Organize family Ski/Snowshoe outings in conjunction with our FREE loan program	Rec Dept	2013/14	Held 2 Guided Moonlight Ski/Snowshoes winter 2014/15
	Organize a Learn to Canoe/Kayak Event in conjunction with our FREE loan program	Rec Dept	2014	Canoe and Kayak Lessons offered Thursdays in 2014, and Tuesdays in 2015 (Summer Months)
	Organize community Pool Parties in Conjunction with our FREE facility access	Rec Dept ,DHW, Pool	2014	4 FREE Community Pool parties held since Summer 2014
	Organize FREE public skates in conjunction with our "Free Friday" Facility Access	Rec Dept, DHW, Arena	2014	Free Public Skates every Sunday (2013,2014) Will offer again in 2015/16
<i>Create opportunities for recreation and PA</i>				
	Offer opportunities for skill development and instruction (See appendix 3)	Rec Dept	2013/14	Annual \$ set aside for leadership development and continuing education
	Offer Programs for the community as a whole that target PA from children all the way to seniors (See Appendix 4)	Rec Dept Various instructors	2013/14	Bootcamp, Yoga, Zumba, Tumblebugs, Seniors Fitness, Youth Program, Day Camps
Schools				
<i>Support committees that promote PA in schools</i>				
	Participate on the Family of schools committee		2013/14 and ongoing	Jena attends meetings and reports back to Rec Dept.
	Participate on the VACC		2013/14 and ongoing	Jena and Jennifer attend meetings, involved in subcommittees
	Participate on the AKHK Committee		2013/14 and ongoing	Jena and Jennifer attend meetings
<i>Continue to provide and support After School Programming</i>				
	Manage the THRIVE! ASTP Program at MRHS (All-Girls Programming for grades 6-9)	DHW, Rec Dept, MRHS, School Board	2013/14 and ongoing	Will be offering all-girls Yoga, and Fitness in accordance with the guidelines that mandate we provide programming to girls in grades 6-9 (Middle School)
	Manage the ASP for Co-ed students in grades 6-12	DHW, Rec Dept, MRHS, School Board	2013/14 and ongoing	Learn to Lift Program, Skiing, Snowshoeing, Yoga

Middleton Active Living Strategy 2013-2016

	Develop leadership for ASP's	Schools, Rec Dept	2013/14 and ongoing	Ongoing
	Maintain ASP programs @ AEES	AEES, DHW, Rec Dept	2013/14 and ongoing	
Work Places				
Implement workplace wellness program at municipal office				
	Develop a workplace wellness policy for the Town of Middleton	Rec Dept, CAO, Council	2015	Jena will work towards creating and implementing a workplace wellness program in 2015/16
	Provide resources and education for town staff regarding PA	Rec Dept, CAO, Council	2015	

3) Increase Community access and improve infrastructure

Objective	Action	Partners	Implemented	Status
Provide Equipment to Community members at no cost				
	Establish a FREE community loan program (See Appendix 3)	DHW, Rec Dept	2013/14	Free Canoe/Kayak Free Skiing/Snowshoe Bike Loan Sporting Equipment
Provide Facility access to community Members at no cost				
	Implement a "Free Friday" program with various community events	AEES, Rec Dept, Arena, Pool	2013/14	Implemented – Movie in the park, swims
	Provide Free Public Skates throughout the winter	THRIVE!, Rec Dept, Arena	2013/14	Implemented & Ongoing
	Provide Free Public Swims throughout the summer	THRIVE!, Rec Dept, Pool	2014	Implemented & Ongoing
Provide a database of all facilities in Middleton				
	Compile a list of all facilities and open spaces in Middleton that are available for use	Rec Dept	2014	Completed (See Appendix)
	Make list available to the community via website, Facebook, and Print	Rec Dept	2014	Completed (See website)
Assess and improve AT venues				
	Assess Sidewalks, Crosswalks, Walking paths, trails, and bike lanes	Rec Dept Public works Community	2015	Received Community input VIA Phone Survey – Will Continue to assess
	Implement a plan for repairs, upgrades, and additions	Rec Dept CAO/Council	2015	Not Complete- Ongoing

Middleton Active Living Strategy 2013-2016

	Apply for funding/grants to expand AT possibilities in Middleton	Rec Dept	2015	2 Grants received (Skiing & Canoe/Kayak)- Ongoing
	Prioritize the needs of the community based on feedback, and allot funding appropriately to develop opportunities for AT	Rec Dept CAO/Council Community	2015	Phone survey conducted- Ongoing

4) Leadership, Partnerships, and Sustainability

Objective	Action	Partners	Implemented	Status
<i>Promote leadership Development Opportunities</i>				
	Provide funding for leaders of children's programs to attend High5, RJT, and Tumblebug training	DHW, Rec Dept	2014 and ongoing	Tumblebugs November 2015 Ongoing
	Provide funding for youth/adult programmers to attend continuing training programs to expand knowledge and potential program offerings	DHW, Rec Dept	2014 and ongoing	Canoe/Kayak Certifications, First Aid/ CPR Summer 2014 & Summer 2015 Ongoing
	Implement an annual "Group Training" session which all leaders will attend	Rec Dept	2014 and ongoing	Implemented for Day Camp Leaders Ongoing
	Provide opportunities and funding for youth leadership training	DHW, Rec Dept	2014 ongoing	Summer 2015- Youth Activity Program Leader Trained
<i>Promote Leadership opportunities to local Students and Youth</i>				
	Provide Job Descriptions to Student Services @ NSCC	Rec Dept NSCC	2014 and ongoing	Done Annually in September
	Partner with MRHS O2 class to provide leadership training and opportunities	Rec Dept MRHS	2014 and ongoing	Ongoing
<i>Provide ongoing opportunities for community input and communication</i>				
	Create a Facebook page for the town which will allow us to reach a larger number of community members and address immediate concerns/ideas in a timely fashion, as well as pass along information in a quick and concise manner	Rec Dept, CAO, Council	2013 and ongoing	Created in 2013 Upgraded by Andy Kerr Summer 2015 Twitter, Instagram account created by Andy Kerr

Middleton Active Living Strategy 2013-2016

	Hold annual community consultations to allow an open forum of communication among community members	Rec Dept, CAO, Council	2014 and ongoing	Done via Phone Survey Fall/Winter 2014/2015
--	---	------------------------	------------------	---

Evaluations and Indicators of success

An important part of ensuring that this strategy is a success, is community input and feedback. We will use various tools to monitor feedback, and ensure that the appropriate amendments are made based on the needs and wants of the community.

- 1) *Community Consultations:*** We will hold annual community consultations to give each member of the community a chance to give us their feedback on various programs, facilities, and events held over the course of the year.
- 2) *Tracking program registrations:*** we will continue to track total numbers and registrations in each of our programs. We will use this information to compile graphs which depict trends and peaks in registrations throughout the year. This will help us gauge program success, as well as to make necessary changes to ensure the future success of programs in our community.
- 3) *Program evaluation forms:*** Each program leader will provide their participants with a program evaluation form after the program has been completed. This will allow participants to anonymously provide feedback from the course of the program. We will use this feedback to gauge the success of the program, as well as identify the strengths and weakness' of our program leaders. We will use these forms to make adjustments and improvements to each program as needed and ensure the future success of our program and leaders.

Middleton Active Living Strategy 2013-2016

Appendix 1: Recreation and Sports Facilities

Site	Ownership	Facilities
Middleton and District Arena	Committee	Rink, Open activity space(Off Season), canteen, changing/washroom facilities
Middleton and District Pool	Committee	Pool, Bleachers, Diving Board, changing/washroom facilities
Rotary Park	Town of Middleton	800m Track, 2 Tennis Courts, 2 Basketball Courts, Beach Volleyball Court, Horseshoes, 2 Baseball Diamonds, Soccer Field, Play Ground, Pavillion, Picnic Tables, Washroom Facilities (Summer)
Riverside Park	Town of Middleton	River Access, Trails, Open Space, Picnic Tables
Centennial Park	Town of Middleton	Outdoor Rink (Winter), Pergola, Open Activity Space, Picnic Tables, Splash Pad (2015), Washroom/changing facilities (2015)
LMK Bowling Lanes	Private	Bowling Alley, Snack Bar
Middleton Curling Club		Curling Rinks
MRHS	AVRSB	Soccer/Football Field, 2 Gymnasiums, Cafeteria
AEES	AVRSB	Gymnasium, Cafeteria, Playground
Baptist Church	Private	Life Centre Gymnasium
Middleton Fire Hall		Community Hall, kitchen, washroom facilities
NSCC	Private	Gymnasium
Fitness Experience	Private	Fitness Facilities, Tanning Studio, Outdoor training area

Middleton Active Living Strategy 2013-2016

Appendix 2: Community Recreation and Sports Groups

Group	Contact Name	Contact Information
Annapolis Archery Club	Neil Freeman	825.8224, neil.freeman@eastlink.ca
Boy Scouts	Candy Hirtle	825.3645 candyhirtle@eastlink.ca
Brownies & Girl Guides	Diane Stewart	765.4191
Cool Moves BMX	Chris & Tanya Hiltz	825.2582 Chris.hiltz@avrsb.ca
Macdonald Museum		825.6116
Middleton Curling Club	Marcy Gaul	825.2183 www.middletoncurlingclub.ca
Middleton and District Arena	Albert Johnson	825.3583
Middleton and District Lions Club		825.4374
Middleton and District Hockey Association	Maryanne Wagstaff	825.6977 m.wagstaff@hotmail.com
Middleton Fireflies	Margie Tracy	825.3569
Middleton Fire Department	Scott Veinot	824.0912 scottveinot@ns.sympatico.ca
Middleton Skating Club		Middletonskatingclub@hotmail.com
Middleton Skate Park Committee	Chris Hiltz	825.2582
Pegasus Amature Boxing Club	Bruce Harkness	825.1671 harkness@eastlink.ca
Riptide Rollers Association		www.riptiderollers.ca
Rosa M. Harvey Library		825.4835
Rotary Club of Middleton		Slomakc@yahoo.com
Royal Canadian Legion		825.4791
Seniors Line Dancing	Pat Labor	765.2247
Tae-Kwan-do	Greg Durling	825.3489 durlingstkd@gmail.com
Taoist Tai Chi Society	Sharon Campbell	825.6151
West Valley Pony Club	Sheila Jacquard	sheilabowerjacquard@bellalliant.net
Western Valley Minor Football	Mike Upward	825.6500 Mikeupward43@hotmail.com
Western Valley Minor Hockey Association	Tim Clayton	wvaccess@live.ca
Valley Trekkers Nordic Walking Club	Linda Kanne	847.1772 rlkanne@eastlink.ca
VON		678.3415 cssannapolisvalley@von.ca
4-H	Krystal Brown	765.2433 jkbrown@eastlink.ca

Middleton Active Living Strategy 2013-2016

Appendix 3: Free Loan Programs and Instruction Opportunities

Program Name	Equipment available	Dates/Times available	Location
<i>Canoe/Kayak Loan Program</i>	6 Kayaks 4 Canoes 6 Kayak Paddles 12 Canoe Paddles 10 Water Safety Kits 28 PFD's (Various sizes)	Mon/Tues: 9am-3:30pm Wed: 9am-8pm Thursday: 9am-3:30 pm & Learn to 6-8pm Friday: 9am-8pm	Riverside Park
<i>VIC Equipment Loan Program</i>	Tennis Racquets & Balls Basketballs Volleyballs Bicycles Soccerballs Frisbees Baseballs, Gloves, Bats	9:00 am- 5:00 pm 7 Days/week	Visitor Information Centre
<i>Nordic Ski Loan Program</i>	10 Adult Skis 10 Youth Skis 10 Adult Poles 10 Youth Poles 16 Adult Boots 14 Youth Boots	Monday-Friday 8:30 am- 4:30 pm (And overnight) Weekend use- Must be signed out Friday before 4:30	Second floor Town Hall
<i>Snowshoe Loan Program</i>		Monday-Friday 8:30 am- 4:30 pm (And overnight) Weekend use- Must be signed out Friday before 4:30	Second Floor Town Hall

Appendix 4: Programs offered

Program Name	Sessions Offered	Age Group
Breaking Wind Run Club	Summer	Adult
Seniors Fitness Classes	Year Round	Adults/Seniors
Dance Classes	Fall/Winter/Spring	Children/Youth
Tumble Bugs	Fall/Winter/Spring	Children
AEES After School Program	Fall/Winter/Spring	Children
Bootcamp Fitness Class	Fall/Winter/Spring	Adult
Stability Ball Class	Fall/Winter/Spring	Adult
Rec. Volleyball	Winter	Adult
Rec. Soccer (Indoor)	Winter	Adult
MRHS- After School Program	Fall/Winter/Spring	Youth
Swimming Lessons	Summer	Children/Youth
Tennis Lessons	Summer/Fall	Youth/Adult
Learn to Canoe/Kayak	Summer/Fall	Children/Youth/Adult

Appendix 5: Guidelines for Physical Activity in Canada

For the Early years (0-4):

- Infants (Aged less than 1 year) should be physically active several times daily- particularly through interactive floor-based play.
- Toddlers (aged 1-2 years) and preschoolers (aged 3-4 years) should accumulate at least 180 minutes of physical activity at any intensity spread throughout the day.

For Children 5-11 years:

- For health benefits, children aged 5-11 years should accumulate at least 60 minutes of moderate to vigorous-intensity physical activity daily. This should include activities that strengthen muscle and bone, as well as cardiovascular ability.

For Youth 12-17 years:

- For health benefits, youth aged 12-17 should accumulate at least 60 minutes of moderate to vigorous-intensity physical activity daily. This includes exercises that strengthen the bones and muscles, as well as cardiovascular ability.

For Adults 18-64 years:

- To achieve health benefits, adults aged 18-64 years should accumulate as least 150 minutes of moderate to vigorous-intensity aerobic physical activity per week, in bouts of 10 minutes or more. It is also beneficial to add muscle and bone strengthening activities, using major muscle groups, at least 2 days per week.

For Adults 65 years & Older:

- to achieve health benefits, and improve functional abilities, adults aged 65 and older should accumulate at least 150 minutes of moderate to vigorous-intensity aerobic physical activity a week, in bouts of 10 minutes or more. It is also beneficial to add muscle and bone strengthening activities, using major muscle groups, at least 2 days per week.

Middleton Active Living Strategy 2013-2016

Appendix 5: Demographics

General Population Characteristics	Statistic
Population in 2011	1,749
Population in 2006	1,829
2006-2011 Population Change (%)	-4.4%
Total Private Dwellings	935
Population Density Per Square KM	321.6
Land Area (Square KM)	5.44
Age Characteristics	Statistic
Total-All Persons	1,750
Age 0-4	655
Age 5-14	160
Age 15-19	110
Age 20-24	90
Age 25-44	320
Age 45-54	240
Age 55-64	240
Age 65-74	205
Age 75-84	190
Age 85 and Older	130
Average Age of the Population	50.7
% of the Population ages 15 and older	87.2%

Appendix 6: Socio-Economics

Income of Individuals in 2010	Statistic
Under \$5000.00	105
\$5,000-\$9,999	125
\$10,000-\$14,999	175
\$15,000-\$19,999	165
\$20,000-\$29,999	255
\$30,000-\$39,999	140
\$40,000-\$49,999	75
\$50,000-\$59,999	105
\$60,000-\$79,999	180
\$80,000-\$99,999	15
\$100,000 and over	40
Median Income	\$23,386

Middleton Active Living Strategy 2013-2016

Appendix 5: References

Active Healthy Kids Canada. 2012. Is Active Play Extinct? The Active Healthy Kids Canada 2012 Report Card on Physical Activity for Children and Youth. Toronto.

Canadian Society for Exercise Physiology. 2012. Canadian Physical Activity Guidelines. www.csep.ca/guidelines

Heart and Stroke Foundation. www.heartandstroke.com

ParticipAction www.participaction.com

Statistics Canada 2011 Census Data

Stats Canada 2010 Household Statistics Data

¹Tjepkema M. Measured Obesity: Adult obesity in Canada: Measured height and weight. Statistics Canada Catalogue no. 82-620-MVE2005001

²Statistics Canada, Canadian Community Health Survey, 2009, 2010.

³Singh AS, Mulder C, Twisk JWR. (2008) Tracking of childhood overweight into adulthood: a systematic review of the literature. Obesity Reviews 9. 474 - 488.

⁴Le Petit C, Berthelot JM. Obesity: A Growing Issue. Statistics Canada catalogue no 82-618-MWE2005003

⁵Zalesin K, Franklin BA, Miller WM, Petersen ED. Impact of Obesity on Cardiovascular Disease - Endocrinology Metabolism Clinics North America - 01-SEP-2008;37(3): 663 - 84

⁶Danaei G, et al. (2005) Causes of Cancer in the world: comparative risk assessment of nine behavioural and environmental risk factors. Lancet,; 366, 1786 - 1793

⁷Smith SC. Multiple Risk Factors for Cardiovascular Disease and Diabetes Mellitus. (2007) American Journal of Medicine., Vol 120 (3A)

⁸Janssen I, Diener A. (2005) Economic Burden of Obesity in Canada

⁹Peeters A, et al. (2003) Obesity in adulthood and its consequences for life expectancy: A life table analysis. Annals of Internal Medicine, 138, 24 – 32

The Childhood Obesity Foundation

Middleton Active Living Strategy 2013-2016

Brought to you in partnership with the Department of Health and Wellness, and the Municipality of the Town of Middleton.



Sharon McAuley

Subject: FW: SAMPLE LETTER OF SUPPORT FOR THE PROVINCIAL ACTIVE TRANSPORTATION POLICY FRAMEWORK--Action Required: Option to Send to Ministers
Attachments: 12-11-2015 LETTER--To Minister Leo Glavine, re Support of the AT Policy Framework.pdf; Sample Letter of Support for the Provincial Active Transportation Policy Framework.docx

From: UNSM Info [<mailto:Info@unsm.ca>]

Sent: Monday, December 21, 2015 2:17 PM

To: Tracy Verbeke

Cc: CBRM--Claire Detheridge; CBRM--Clarence Prince; Councillor Laurie Murley; Greg Herrett, CAO of Amherst; HRM--Bill Karsten; HRM--Jennifer Watts; Mayor David Walker, Town of Bridgewater; Mayor Don Downe, District of Lunenburg; Mayor Paul Beazley, Town of Windsor; mayor.mood@townofyarmouth.ca; Warden Keith Hunter, County of Cumberland; Warden Linda Gregory, District of Digby

Subject: SAMPLE LETTER OF SUPPORT FOR THE PROVINCIAL ACTIVE TRANSPORTATION POLICY FRAMEWORK--Action Required: Option to Send to Ministers

TO: Mayors, Wardens, Councillors and CAOs, All Units

DATE: December 21, 2015

RE: SAMPLE LETTER OF SUPPORT FOR THE PROVINCIAL ACTIVE TRANSPORTATION POLICY FRAMEWORK

On Dec. 14, UNSM's President sent a letter to the Honorable Leo Glavine, Minister of the Department of Health and Wellness (and cc'ed all other provincial departments with a mandate to support active transportation), expressing our support for the draft Active Transportation (AT) Policy Framework and a desire to be part of the consultation process when the Province begins implementation (see attached letter). We are writing to offer you a sample letter of support in case you would also like to submit a letter on behalf of your municipality to support the Framework (see attached sample letter of support).

BACKGROUND ON THE ACTIVE TRANSPORTATION POLICY FRAMEWORK

In November and December of 2014, the Province offered a number of consultations sessions on the draft AT Policy Framework around Nova Scotia. A number of elected officials, municipal staff and members of UNSM's AT Committee attended the sessions to provide input. Although still in a draft phase, we anticipate that once the Department of Health and Wellness seeks and garners ministerial approval for the Framework, it will then begin work on an implementation strategy. It is UNSM's expressed interest that municipalities are invited to be part of this process.

The draft AT Policy Framework indicates the Province's commitment to developing a strategic and collaborative approach to advance AT in Nova Scotia. Collaboration is a cornerstone to the draft Framework and many of its goals build on commitments in other provincial strategies, like *Thrive! – A Plan for a Healthier Nova Scotia and the Sustainable Transportation Strategy*. The draft Framework's overall intent is to outline how the Province can best support AT in Nova Scotia and is meant to provide a blueprint for action.

The draft Framework acknowledges that:

- Municipalities and community groups have been instrumental in moving AT forward in Nova Scotia.
- In order to advance change to support an AT culture, the Province needs to work to address gaps in tools, supports, knowledge and capacity in Nova Scotia.
- Communities are diverse and have varying levels of opportunities for advancing AT.
- Public transit and AT are linked.

- Planning supports AT but the availability of planning tools and varying approaches can present significant challenges to some municipalities.
- The implementation strategy that will follow must address the varying needs and circumstances of our communities.

The five areas of focus in the draft Framework include:

- 1) **Community planning** to facilitate built environments that support and enable AT
- 2) **Building and upgrading routes** to encourage interconnected networks for AT routes
- 3) **Public buildings and facilities** to encourage, enable and integrate options for AT
- 4) **Education and awareness**
- 5) **Data and measurement**

The draft AT Policy Framework states that the Provincial Active Transportation Team is committed to forming working groups to coordinate the implementation of actions in the five focus areas. Both UNSM and municipalities are recognized as partners that have important roles to play in supporting the implementation of the Framework.

Debbie Nielsen
Municipal Sustainability Coordinator
Union of Nova Scotia Municipalities
Suite 1106, 1809 Barrington Street
Halifax, Nova Scotia B3J 3K8
Telephone: 902 423-8312
Cell Phone: 902 240-6922
Fax: 902 425-5592
Website: www.unsm.ca/sustainability-resources.html

 Do you really need to print this email? Please consider the environment. Thank you!

unsm

Phone: (902) 423-8331

Fax: (902) 425-5592

www.unsm.ca

PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at tverbeke@unsm.ca, and you will be removed from the mailing list.

The Union of Nova Scotia Municipalities

PRESIDENT:

Councillor Claire Detheridge
Cape Breton Regional Municipality

VICE-PRESIDENT:

Councillor Laurie Murley
Town of Windsor

IMMEDIATE PAST-PRESIDENT:

Warden Keith Hunter
County of Cumberland

REGIONAL CAUCUS CHAIR:

Councillor Bill Karsten
Halifax Regional Municipality

RURAL CAUCUS CHAIR:

Mayor Don Downe
District of Lunenburg

TOWN CAUCUS CHAIR:

Mayor Pan Mood
Town of Yarmouth

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Web Site: www.unsm.ca

December 14, 2015

The Honorable Leo Glavine
Minister, Department of Health and Wellness
and Department of Seniors
P.O. Box 488
Halifax, Nova Scotia
B3J 2R8

Dear Minister Glavine;

On behalf of the Union of Nova Scotia Municipalities (UNSM), I would like to commend you and the other departments represented on the Provincial Active Transportation Team for your work to date on the Active Transportation Policy Framework. As an organization that represents all 51 municipalities in Nova Scotia, we see the Framework as an important tool for further advancing active transportation in Nova Scotia and we would like to express our interest in being a key partner in development of its future implementation strategies.

As you are aware, many of our municipalities have made impressive strides on building active transportation options as a means to becoming more vibrant and sustainable places to live. Strong provincial leadership for active transportation will provide policy and program cohesion required to encourage and support municipalities in their work to build sustainable and active options for transportation.

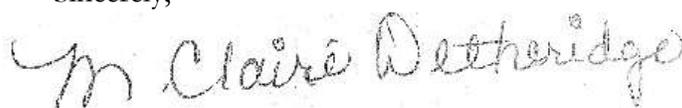
Many health, environmental and economic benefits have been created through the AT work in our communities. Particularly, we believe active transportation plays a critical role in improving the health of our communities and, in effect, significantly reducing provincial health care costs. By building communities and setting policies that make active transportation safe and convenient, Nova Scotians will find it much easier to build physical activity into their daily lives and, as a result, improve their overall health. Therefore, any investment in active transportation programs and infrastructure will not only create healthier communities and people, but lower costs and create more economic opportunities.

Through the work of our individual municipalities and UNSM's Active Transportation Committee, we believe that active transportation is increasingly being recognized for its positive impacts. Over the years, municipalities have expressed the need for support from various provincial departments to develop a collaborative and comprehensive approach to active transportation. We see the creation of the Framework as the Province's commitment to developing a strategic approach for advancing active transportation in Nova Scotia.

The Honourable Leo Glavine
December 14, 2015
Page 2

We appreciate your continued championing of active transportation and understand it is one of many priorities. We do look forward to collaborating with you on the development of implementation strategies that will help move the Active Transportation Policy Framework forward in a manner that benefits all.

Sincerely,

A handwritten signature in cursive script that reads "M. Claire Detheridge". The signature is written in dark ink on a light background.

Councillor Claire Detheridge
President, UNSM

cc: Honourable Karen Lynn Casey, Minister, Department of Education and Early
Childhood Development
Honourable Zach Churchill, Minister, Department of Municipal Affairs
Honourable Randy Delorey, Minister, Department of Environment
Honourable Mark Furey, Minister, Department of Business
Honourable Lloyd Hines, Minister, Department of Natural Resources
Honourable Geoff MacLellan, Minister, Department of Transportation & Infrastructure
Renewal
Honourable Michel P. Samson, Minister, Department of Energy

SAMPLE LETTER OF SUPPORT FOR THE PROVINCIAL ACTIVE TRANSPORTATION POLICY FRAMEWORK

[your organization's letterhead]

[date]

The Honorable Leo Glavine
Minister, Department of Health and Wellness and Department of Seniors
P.O. Box 488
Halifax, Nova Scotia
B3J 2R8

Re: Letter of Support for the Provincial Active Transportation Policy Framework

Dear Minister Glavine;

[The letter could:

- *Indicate your support the Province's direction in developing the draft Active Transportation Policy Framework*
- *Acknowledge that the Framework is an important tool for advancing active transportation in Nova Scotia and supporting the important active transportation work being done in municipalities across the province*
- *Note that active transportation creates many health, environmental and economic benefits for our communities*
- *Indicate the importance of a coordinated and strategic approach to advancing active transportation in our municipalities, as laid out in the Framework*
- *Note that strong provincial leadership is required to advance active transportation in Nova Scotia*
- *Indicate the importance of continued collaboration with municipalities for the advancement of active transportation*
- *Indicate the importance of the draft Framework receiving ministerial approval so work can begin on implementation*
- *Express your municipality's interest in being a key partner in the development of the Framework's implementation strategies]*

[authorized signature]

[name, title]

Cc:

The Honourable Karen Lynn Casey, [Minister of Education and Early Childhood Development](#)

The Honourable Zach Churchill, [Minister of Municipal Affairs](#)

The Honourable Randy Delorey, [Minister of Environment](#)

The Honourable Mark Furey, [Minister of Business](#)

The Honourable Lloyd Hines, [Minister of Natural Resources](#)

The Honourable Geoff MacLellan, [Minister of Transportation and Infrastructure Renewal](#)

The Honourable Michel P. Samson, [Minister of Energy](#)



*Office of the
Director of Finance
Marianne Daine
Phone: (902) 825-2502
Fax: (902) 825-6460*

**Uniform Assessment Report & Preliminary Assessment Roll
January 2016**

Attached are copies of both the Uniform Assessment and the Preliminary Assessment Rolls for fiscal year 2016/2017.

The Total Uniform Assessment has increased from \$104,283,525 to \$106,501,158 or 2.13%. The Uniform Assessment is equal to the total taxable property assessment of the municipality plus the capital value of its grants from special property tax agreements.

The Preliminary Assessment Roll shows an increase in total assessed value of \$981,800 or 0.92% over 2015. Residential assessments increased (+1.87%) and commercial assessments decreased (-3.31%).

Marianne Daine
Director of Finance

2016 Preliminary Assmt Role

		2016			
Assessment Roll Figures					
Before Assessor's changes and Appeal Court Changes					
		Assessment	Percent of	Inc. over	% Inc.
		Amounts	Assessment	2015	
Residential-01		88,480,900	82.27	1,623,600	1.87%
		86,857,300	81.50		
Commercial-02		18,850,200	17.53	-645,500	-3.31%
		19,495,700	18.29		
Bus, Occupancy-41		0	0.00	0	0.00%
		0	0.00		
Comm. Equip. -42		0	0.00	0	0.00%
		0	0.00		
Resource-03		218,600	0.20	3,700	1.72%
		214,900	0.20		
Total Taxable-2016		107,549,700	100.00	981,800	0.92%
Total Taxable-2015		106,567,900	100.00		
Dwelling Units		1,031	1031	0	
Farm Grantable		187,300	205acres at 2.75	564	
		185,600	203acres at 2.75	558	
Forest Acreage		70,000	163 acres at .25	41	
		70,000	163 acres at .25	41	
Assessment on Provincial Property for Grants-in-lieu					
<u>Resource</u>		<u>2016</u>	<u>2015</u>		
NS Trans. & PW-2ac. land Bridge St.		3,200	3,200		
NS Housing Development Corporation		2,600	2,600		
NS Natural Resources		1,600	1,600		
		7,400	7,400	0	0.00%
Commercial					
		<u>2016</u>	<u>2015</u>		
DOT Mobile Offices		44,000	44,900	-900	
DOT Commercial		1,244,700	1,284,000	-39,300	
NS Housing Development Corporation-comm		700,000	700,000	0	
NS Community Services-Occupancy		0	0	0	
NS Housing Development Corporation		43,100	43,100	0	
NS Natural Resources		207,500	205,300	2,200	
		2,239,300	2,277,300	-38,000	-1.67%
Assessment on Federal Property for Grants-in-lieu (Municipal Grants Division)					
<u>Federal GIL</u>		<u>2016</u>	<u>2015</u>		
Post Office		547,500	555,800	-8,300	-1.49
Armouries		213,200	221,400	-8,200	-3.70
PW & Gov't Services Canada		2,700	2,700	0	0.00
		763,400	779,900	-16,500	-2.12%

**2016/17 Uniform Assessment
Calculation Schedule**

Municipal Unit: Town of Middleton

Class: I

Fiscal Year Ending: March 31, 2016

Items	Revenue		Assessment or Capitalized Value of Revenue			Ref. & Notes
	Residential & Resource	Commercial (inc Bus Occ)	Residential & Resource	Commercial (inc Bus Occ)	Total	
Tax Rate (per \$100 of Assessment)			1.81	4.29		schedule A of SOE, acct.1001000 & 1002000
Assessment Roll Data						
Assessed Market Value			93,855,000	19,328,900	113,183,900	PVSC
Capping Adjustment			(7,037,500)		(7,037,500)	PVSC
Taxable Assessment			86,817,500	19,328,900	106,146,400	PVSC
Add:						
Provincial Government GIL	87	67,192	4,807	1,566,247	1,571,054	Final grant from Grants and Programs
Properties of Supported Institutions						
Nova Scotia Liquor Commission						PVSC
Deduct:						
Special Tax Agreements			(3,500)	(3,264,100)	(3,267,600)	Changed to reflect properties listed on SOE
Shared Tax Revenue-Section 14(2)						
25% of Seasonal Tourist Business Assessment				(69,625)	(69,625)	PVSC
Misc Adjustment (3%& Other)						
Charitable Properties-Section 14(1)(b)		(11,267)		(262,626)	(262,626)	Sch C1
Water Utility				(720,900)	(720,900)	PVSC
Grants Capitalized Adjustment						
Add:						
Special Tax Agreements		60,712		1,415,198	1,415,198	lower tax levy at Annapolis rates (SNS c.74 1986) SOE Sch C
Shared Tax Revenue-Section 14(2)						
Forest Property Tax (Less than 50,000 Acres)	41		2,265		2,265	schedule F of SOE, acct. 1011153
Forest Property Tax (50,000 Acres or More)						schedule F of SOE, acct. 1011154
Recreational Property Tax						schedule F of SOE, acct. 1011152
Aliant		13,098		305,315	305,315	schedule F of SOE, acct. 1011420
Nova Scotia Power Inc. GIL		471		10,984	10,984	Final grant from Grants and Programs
Federal Government GIL	49	33,342	2,700	777,200	779,900	Final grant from Valuation and PILT Programs
Federal Government Agencies GIL						schedule D of SOE, acct.1001016/26 1002016/26
Provincial Government Agencies GIL						
--Other Provincial Government Agencies						schedule F of SOE, acct.1012490
Fire Protection, Provincial Properties		23,923		557,644	557,644	Final grant from Grants and Programs
Crown Timber Lands						schedule F of SOE, acct. 1012320
Farm Property Acreage	600		33,149		33,149	Final grant from Grants and Programs
Total			86,856,921	19,644,237	106,501,158	

Date: Dec 15, 2015



*Office of the
Director of Public Works
John Pearson
Phone: (902) 824-0771
Fax: (902) 825-6460
pwdirector@town.middleton.ns.ca*

**DIRECTOR OF PUBLIC WORKS REPORT
January 18, 2016**

WATER MAINS

- There have been no water main breaks since the last report, but there has been one new curb stop installation on Queen St.
- A new chlorine pump has been installed at the reservoir.
- The beginning stages of leak detection in the water mains has been initiated by Scotia Tech.

SEWER MAINS AND TREATMENT PLANT

- The lift station on Freeman St is 95% complete. The final inspection and more hand rails are all that is required to complete the project.
- The extension of the storm drain on Hollow Drive has been completed.
- Two new catch basins are installed – one in Centennial Park and the other in Reagh Ave.
- New check valves and gauges are being installed in the lift stations.

ROAD REPAIR

- There is no road repair to report; we are in the primary stages of winter season.
- Cold patching will be done as required.

GENERAL MAINTENANCE

- The new trackless has arrived and is in excellent working order.
- Snow removal, salting and sanding is well underway with salt and sand stockpiled for the winter season.
- Atlantic Arborists are still trimming trees when weather permits.
- Water hydrants are being pumped down as necessary.
- Clearing and trimming brush to the well field is taking place as weather permits.

OCCUPATIONAL HEALTH & SAFETY

- OH & S Meetings are taking place once a month; minutes will be posted on SharePoint.
- There are no accidents to report at this time.
- A letter of good standing has been received by the NSCSA.

DIRECTOR OF PUBLIC WORKS' PROJECTS

- For two years I have been collaborating with CBCL Engineering to complete environmental mandates necessary to bring the town in good standing with NS Environment. I can finally say all mandates and suggestions have been completed:
 - Set up Corrosion Control Plan;
 - Set up a Water Model System;
 - Updates to OEM Manual (6 copies);
 - SWPP Set up;
 - Trending for Well Testing;
 - Waste Water Level Classification;
 - Creating 2 SOPs for Water Manual;
 - Completing Miscellaneous items for water assessment;
 - Building a Water Graph for SCADA.

John Pearson
Director of Public Works



CHRISTMAS EVENTS

Our community came out strong in attendance for our Tree Light-Up and Family Christmas Party this year. Both events seem to be growing in popularity and bring to the forefront the strong sense of community that the Town of Middleton has developed. Special thanks to our fire department for their help with the tree lighting, the public works department for their help with set-up and take-down, Santa and his elf for taking time from their busy schedules to join us, the Bridgetown fire department for the fireworks display, Broke With Money for their musical talent, NS Power for providing the LED light exchange, the RCMP for helping with the bulb/glow bracelet hand-outs, the local business community for their contributions, and individuals from the community who volunteered to help keep the children's activities organized. These events were a great reminder of the wonderful things that can happen when our community comes together.

YOUTH AMBASSADOR

At the Tree Light-up event, this year's Youth Ambassador was announced. We are pleased to announce Kayla Gillespie as the Youth Ambassador for the 2015/2016 year. We would like to thank all four candidates for their dedication to the program and their participation in our programs and events over the past few months. In addition to their contributions, we would like to thank them for their part in getting other youth involved. We would also like to thank the community group volunteers, judges, and selection committee members for participating in the program.

SKATEPARK

The skatepark committee continues to meet on the first Monday of the month and is looking for people who are interested in helping with fundraising or who would like to provide input to join the committee. The request for design proposals will be going out soon with the hope of starting to build in the fall. The plan is still to build the park at the site approved by Council in the Rotary Park.

ACTIVE KIDS, HEALTHY KIDS

The Active Kids, Healthy Kids funding committee is now fully functional and accepting applications for funding. The main priority of the committee is to fund programs and/or projects that work to get youth more active. This may be a new program or it may be an extension of an adult program to include youth.

Email or call the office with any questions you have on this funding opportunity, or to get an application form. There is no deadline to receive applications as the programs is ongoing until the annual funds are dispersed.

BUDGET

The budget process for 2016/2017 has started. Our department will be working with the Strategic Directions framework produced by staff and council in order to do our best to make sure that our priorities align with the priorities of the Town of Middleton. Public input and suggestions on program and/or project ideas are always welcome during budget planning.

OUTDOOR ACTIVITY

Our snowshoe and ski loan program will be back in action starting the week of January 11th. This program will work on a free, first come, first served basis by calling the recreation department to reserve the equipment. There will also be two community moonlight outings (please call to reserve equipment for that as well) on January 21st and February 22nd, both from 630pm-8pm and both at Rotary Park.

We also hope to have the outdoor rink up and running within the next couple of weeks. The weather has been too mild for consistent freezing temperatures that are needed. Not that we are complaining about the warm weather but we hope to have this opportunity available in the near future. In the meantime, and in addition to this, please continue to enjoy the free public skates at the Middleton Arena on Sunday afternoons.

Jennifer Coolen



STATUS REPORT FOR REMO ANNAPOLIS

For the months of Dec-Jan

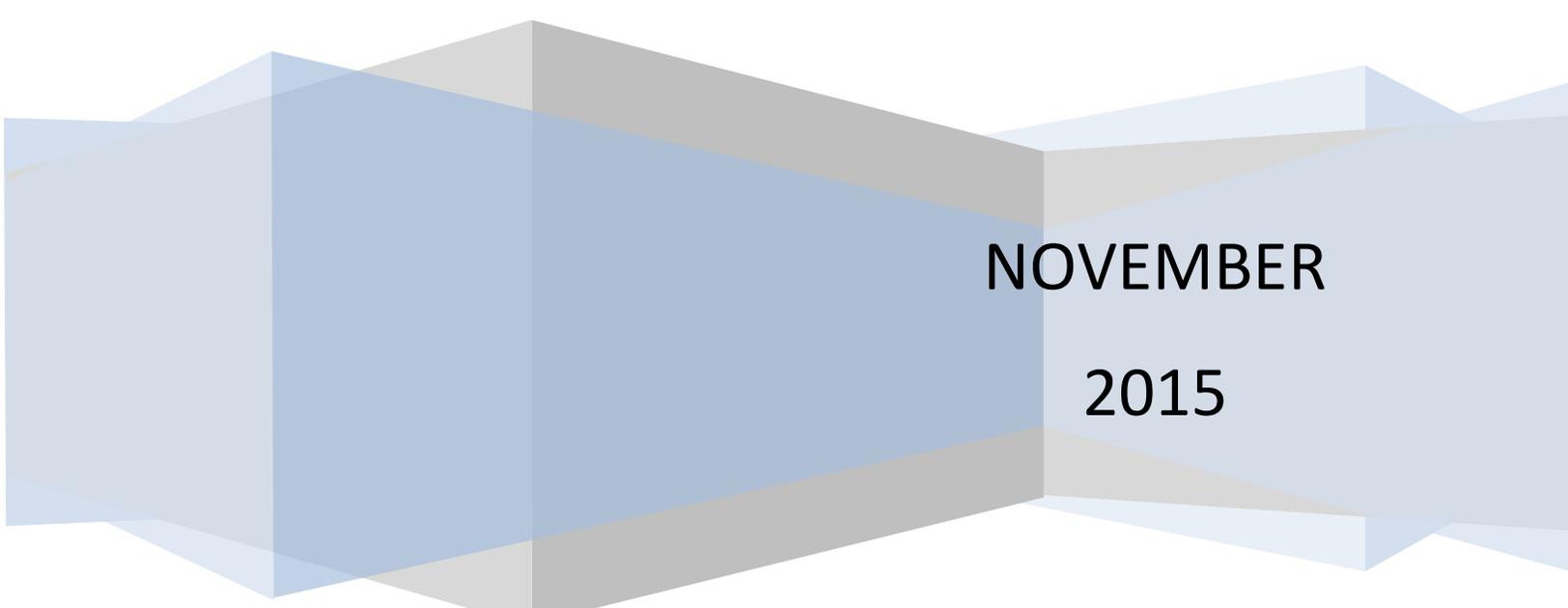
- All REMO documents have been reviewed and the process of updating has begun. I hope to have all lists and agreements current by the end of March 2016.
- The province has requested municipalities and towns, reformat and update their peace time emergency plans. I am now in the process of redoing the current plan.
- Emergency stores and the general operations for the ECC in Annapolis have been reviewed. The expired food stores are being replaced and I have confirmed all IT for the ECC is operational. Moving forward Emergency Supplies will be inventoried and replaced three (3) months before expiration. All food stores removed will be donated to a local food bank.
- I have started a training calendar in conjunction with EMO NS. Suggested dates have been forwarded to Brian Barr with EMO NS. Currently all towns and the county are well short of the required trained staff to operate an ECC during an Emergency.
- I will be meeting with the Town and county PWs Managers to discuss how we can best address the process of working collaboratively in an Emergency. This involves the proper use of equipment, manpower and other resources. This is a much larger project than it sounds, but should assist all parties during periods of sickness and disaster. Water qualities still need to be checked, roads plowed and pipes repaired. Who can cover should an entire PWs department be out, due to illness?
- The need for comfort centres has never been greater. As our population ages the demand increases. With numerous rental properties in town there will be a large demand on charging stations and warming centres. Renters on average don't buy generators, nor do landlords! Seniors are selling their homes and moving into or closer to towns. Middleton does have a plan in place but we need to review the plan and adjust for a current demand model.
- I am available anytime, should council or staff have any questions, concerns or ideas.

Respectfully Submitted

Kevin R Beard
Emergency Management Coordinator

TOWN OF MIDDLETON

PLANNING SERVICES



NOVEMBER

2015

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 - a. Fire Inspection Services Report
 - b. Invoicing Report



**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: November 1, 2015
Re: Town of Middleton, Status Report

October 1 – 31, 2015

Planning Application Activity

Development Permit Activity

- Development Permit M15-025, October 21, 2015
Town of Middleton, Commercial Street
Construction, Accessory Structure – Transit Shelter
- Development Permit M15-028, October 22, 2015
Barker Property Holdings Ltd., 438 Main Street
Change of Use and Renovation, Existing Commercial Structure

Permit Activity Summary, October 2015

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	1	1	4
Accessory Structures	0	4	1	6
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	5	0	2
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	0	0
Accessory Structures	1	1	0	1
Other (signs, occupancy, etc.)	1	3	1	5
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0



**Planning
Development
Project Management**

To: Sharon McAuley, Coordinator, Planning and Development Services
From: Chris Millier
Date: December 1, 2015
Re: Town of Middleton, Status Report

November 1 – 30, 2015

Planning Application Activity

- Joint Council/PAC Meeting

Development Permit Activity

- Development Permit M15-029, Nov. 4, 2015
C. Rose, 435 Main Street
Construction, Accessory Structure – Shed
- Development Permit M15-026, Nov. 10, 2015
S. Smith, 17 Queen Street
Construction, Accessory Structure – Garage

Permit Activity Summary, November 2015

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	1	0	4
Accessory Structures	2	6	1	7
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	0	5	0	2
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	0	0	1	1
Accessory Structures	0	1	0	1
Other (signs, occupancy, etc.)	0	3	0	5
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0

TOWN OF MIDDLETON

BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

Municipal Unit: Town of Middleton

Month: November 2015

	Number of Building Permits	Building Value
Month: November	2	\$39,000.00
Year To Date 2015-2016:	18	\$696,890.00
Year To Date 2014-2015:	16	\$382,800.00
Year To Date 2013-2014:	13	\$608,188.00

Total Estimated Value Nov. 2015:	\$39,000.00	Total permits for Nov. 2015:	2	Total Estimated Value YTD 2014-2015:	\$696,890.00	Permit Fees Nov. 2015:	\$234.00
Total Estimated Value Nov. 2014:	\$12,000.00	Total permits for Nov. 2014:	2	Total Estimated Value YTD 2013-2014:	\$382,800.00	Permit Fees YTD 15-16:	\$6,085.79
Total Estimated Value Nov. 2013:	\$44,000.00	Total permits for Nov. 2013:	2	Total Estimated Value YTD 2012-2013:	\$608,188.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M15-026	Stephen Smith	Middleton	17 Queen St.	detached garage	November 12, 2015	\$129.00	\$9,000.00
M15-030	Emilie Jenkins	Middleton	2 Acadia St.	kitchen renovations	November 12, 2015	\$55.00	\$30,000.00
				Dev. Permits Only	1 permit	\$50.00	
				Renewed Permits	0 permits	\$0.00	
					Total November:	\$234.00	\$39,000.00

Total Active Permits: 19



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

Submitted by: Trevor Robar

Date: December 13 2015

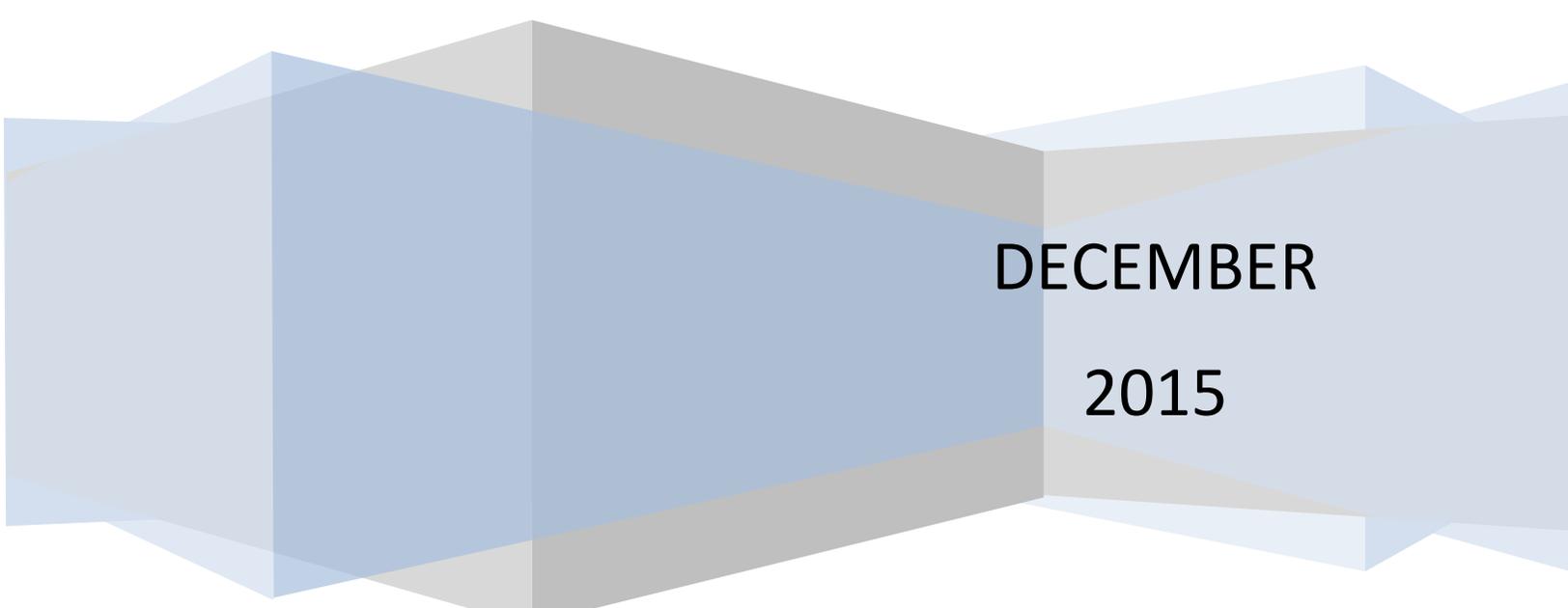
November			
Task	Category	Date	Hrs
Meeting	OTHER	Thursday, November 05, 2015	1.00
			Hrs
			1.00

Note:

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

TOWN OF MIDDLETON

PLANNING SERVICES



DECEMBER

2015

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4. Planning/GIS Technician Activity Report



**Planning
Development
Project Management**

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

December 1 – 31, 2015

Planning Application Activity

Development Permit Activity

- Development Permit M15-031, Dec. 8, 2015
D. Gravelle, 261 Main Street
Change of Use, Commercial Structure and Signage

- Development Permit M15-033, Dec. 11, 2015
RRFB Nova Scotia, 185 Marshall Street
Change of Use, Industrial Structure and Signage

Permit Activity Summary, December 2015

	Current Month	Current YTD	Previous Yr. Month	Previous Yr. YTD
Development Permits				
Residential				
New Construction	0	0	0	0
Renovation/Addition	0	1	0	4
Accessory Structures	0	6	0	7
Commercial/Industrial				
New Construction	0	0	0	0
Renovation/Addition	1	6	0	2
Accessory Structures	0	0	0	1
Institutional				
New Construction	0	0	0	0
Renovation / Addition	1	1	0	1
Accessory Structures	0	1	1	2
Other (signs, occupancy, etc.)	0	3	0	5
Final Subdivision Approval				
Residential Lots Created	0	0	0	0
Comm./Industrial Lots Created	0	0	0	0

TOWN OF MIDDLETON

BUILDING PERMIT REPORT

Figures based on Fiscal Year April to March

Municipal Unit: Town of Middleton

Month: December 2015

	Number of Building Permits	Building Value
Month: December	1	\$175,000.00
Year To Date 2015-2016:	19	\$871,890.00
Year To Date 2014-2015:	19	\$437,300.00
Year To Date 2013-2014:	16	\$638,188.00

Total Estimated Value Dec. 2015:	\$175,000.00	Total permits for Dec. 2015:	1	Total Estimated Value YTD 2014-2015:	\$871,890.00	Permit Fees Dec. 2015:	\$300.00
Total Estimated Value Dec. 2014:	\$54,500.00	Total permits for Dec. 2014:	3	Total Estimated Value YTD 2013-2014:	\$437,300.00	Permit Fees YTD 15-16:	\$6,385.79
Total Estimated Value Dec. 2013:	\$30,000.00	Total permits for Dec. 2013:	3	Total Estimated Value YTD 2012-2013:	\$638,188.00		

File #	Name	Applicant Address	Location	Construction	Date Building Permit Issued	Permit Fee	Estimated Value
M15-032	Ryson Interior Construction Ltd.	Dartmouth	26 Commercial St.	interior commercial reno.	December 16, 2015	\$200.00	\$175,000.00
				Dev. Permits Only	2 permits	\$100.00	
				Renewed Permits	0 permits	\$0.00	
					Total December:	\$300.00	\$175,000.00

Total Active Permits: 14



Town of Middleton LIU/GIS
 GIS & Planning Technical Support Services
 Period : December 1 to December 31

Submitted by: Trevor Robar

Date: January 10 2016

Task	Category	Date	Hrs
Set up username and password for Krista Toole in Municipal View	PLAN	Wednesday, December 2, 2015	0.25
Set up username and password for Linda Bent (Annapolis County) in Municipal View	PLAN	Wednesday, December 2, 2015	0.25
Set up username and password for Andy Kerr in Municipal View	PLAN	Wednesday, December 2, 2015	0.25
Update Website with new MPS & LUB	PLAN	Wednesday, December 2, 2015	0.5
Update Civic Address Wall Map	PLAN	Friday, December 11, 2015	5
Update Location of Street Lighting GIS Layer	PW	Sunday, December 13, 2015	1
Civic Address - 163 Main Street	PLAN	Monday, December 14, 2015	0.5
Civic Issues - 295-297 Marshall	PLAN	Monday, December 14, 2015	0.5
Civic Issues - 204 Main Street	PLAN	Monday, December 14, 2015	0.5
Created a Civic Address Map Template for Paper Submissions	PLAN	Monday, December 14, 2015	1
Paper Form scenario for reporting PW infrastructure repairs.	PW	Tuesday, December 15, 2015	2
Civic Issues - 1 Goucher Avenue	PLAN	Tuesday, December 29, 2015	1
Can you set up a username and password on the municipal LIU for Shaun Thompson at public works.	PW	Tuesday, December 29, 2015	0.25
Public Works Updates From John Webber	PW	Thursday, December 31, 2015	3
3 Prints of New Civic Map	PLAN	Thursday, December 31, 2015	0
			Hrs
			16.00

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

**Valley Waste Resource Management
Regular Meeting
16 December 2015**

1. Request For Proposals to cover Service & Facility Review will close 21 January 2016
(17 Packages have been picked up)
2. NS Environment Dep't. is conducting a Regulation Review which includes Extended Producer Responsibilities (EPR) and Printed paper and Packaging (PPP). The EPR is expected to be in place by the end of 2016 and will include additional funding for Valley Waste. How much and when will depend on the approval process being completed.
3. Election of Chair and Vice-Chair for 2016 were conducted. **Mark Pearl** was returned as **Chair** and **Reg Ritcey** was returned as **Vice-Chair**.
4. There was a request for status of VWRM budget approvals to be given at the Jan. 2016 meeting.
5. VCFN to be connected as soon as line can be installed.
6. Next regular meeting will be 20 January 2016

MAYOR'S REPORT JANUARY 2016

- Dec.7th Chaired monthly Council session
- Dec.8th Attended Police Advisory Board meeting
- Dec.16th Attended Town Hall Christmas Supper
- Dec.21st Attended Legacy 2017 meeting
- Jan. 4th Chaired monthly Committee of the Whole session
- Jan.12th Attended meeting with Municipal Affairs Minister Zach Churchill re:
Municipal/Council issues
- Jan. 14th Attended Valley REN Selection Committee meeting
- Jan. 15th Attended meeting with Kelly Ells (VREN) re: Strategic Plan discussion

CORRESPONDENCE – DECEMBER
(for January 18, 2016 Council Meeting)

The following items of correspondence are tabled for the Council's attention. A copy of any correspondence item listed, if not previously circulated, is available on SharePoint for interested members of Council:

1. An invitation from the *Lieutenant Governor of Nova Scotia* to the Christmas Reception at Government House on December 8, 2015.
2. A copy of the 2015 Report to the Community from *Nova Scotia Community College*.
3. An e-mail from the *UNESCO Southwest Nova Biosphere Reserve Association (SNBRA)* outlining the current and future activities of SNBRA and graphics for a new highway sign to be erected near the ferry terminal in Digby.