



**MIDDLETON TOWN COUNCIL
TOWN HALL – COUNCIL CHAMBERS
MONDAY, MARCH 21, 2016
7:00 P.M.**

AGENDA

16.03.01 CALL TO ORDER

16.03.02 APPROVAL OF THE AGENDA

16.03.03 PROCLAMATION

.01 Volunteer Week (April)

16.03.04 APPROVAL OF THE MINUTES

16.03.05 NEW BUSINESS

- .01 Committee of the Whole Recommendations
 - a. RFD 06-2016 – Records Management Policy
 - b. RFD 07-2016 – Sidewalk Café Bylaw
 - c. RFD 08-2016 – Fees Policy
 - d. Appointments – Middleton Fire Department
 - e. Special Reserve Fund Borrowing - Equipment
- .02 Draft Capital Budget 2016-2017

16.03.06 REPORTS

- .01 Management
- .02 Planning Services – February 2016
- .03 Planning Advisory Committee
- .04 Valley Waste Resource Management
- .05 Mayor

16.03.07 CORRESPONDENCE

16.03.08 ANYTHING BY MEMBERS

16.03.09 ADJOURNMENT



Nova Scotia

Town of Middleton

Office of the Mayor

Proclamation

2016 VOLUNTEER WEEK

WHEREAS, a sense of caring and a desire to share have motivated hundreds of men and women, and boys and girls to volunteer their time and services to the needs of others in the community, whether it be by helping the sick, the needy or the disabled, children, students or the elderly, or by enriching the lives of all through the arts, recreation and cultural activities, or by serving on boards and committees; and

WHEREAS, volunteer action is a powerful force for the solution of problems;

WHEREAS, volunteers are increasingly recognized as an important partner with government and industry in providing services to citizens; and

WHEREAS, anyone can be a volunteer and reap the rich rewards that come from doing for others while improving one's own skills and widening one's horizons; and

WHEREAS, volunteering offers all Nova Scotians, young and old, the opportunity to participate in the life of their community and to link their talents and resources to address some of the major issues facing our communities; and

WHEREAS, it is fitting for all Nova Scotians to join in this celebration of our rich volunteer heritage and to give special recognition to the dedicated volunteers and volunteer programs which contribute immeasurably to communities throughout the province;

THEREFORE, I Calvin Eddy Mayor of Middleton in recognition of the splendid efforts of our Volunteers, do hereby designate the week of April 10th to April 16th, 2016 as VOLUNTEER WEEK in the Town of Middleton.

Dated at Middleton, Nova Scotia
This 21st day of March, 2016

Mayor



REQUEST FOR DECISION
Records Management Policy
006-2016

| | |
|---------------------|------------------------------------|
| Date: March 7, 2016 | Subject: Records Management Policy |
| Attachment: yes | Submitted by: Sharon McAuley |

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposal: | Establish and authorize a records management system for the Town of Middleton. |
| Background: | <p>Records management is an integral component to a municipality's operation and has become a necessity for municipalities due to changes in legislation and public accessibility to information. The Association of Municipal Administrators of Nova Scotia has developed a Records Management Manual which combines a standard classification systems and records retention and disposal schedule for municipal records. The Manual establishes levels of responsibility to reduce duplication and to designate accountability for records.</p> <p>Staff have been working over several months to determine the appropriate approach to this project, meeting with the individuals involved as well as the Management Team to implement a strong process and involvement from all levels.</p> |
| Benefits: | <ul style="list-style-type: none"> • All records maintained by the Town will be in a consistent format and will ensure files can be easily located for operational and FOIPOP purposes. • All records maintained by the Town will have a records retention and disposal schedule to ensure that the records needed to be kept are kept and the records that should be destroyed are destroyed. • Retaining records that the Town is not required to retain, adds liability and potential for litigation. • Will ensure continuity of business operations as all employees will have knowledge of the system. |
| Disadvantages: | <ul style="list-style-type: none"> • The front-end work to develop and implement a new file classification system will require time and effort for change management. |

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| Options: | 1. Status quo - continue with the current system. 2. Adopt the AMA Records Management Policy. |
| Required Resources: | Transition from the existing system to the new system will entail staff time, training as necessary, and supplies. |
| Source of Funding: | The transition will be done within existing budgets. |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/ Recommendations: | |
| CAO's Review/ Comments: | The development of a sound and consistent records management plan is integral to the efficient and appropriate operation of this organization. The establishment of a Records Management Policy is one tool to start this process, indicating Council's support of this project, and its ongoing implementation. |

CAO Initials: RLT

Target Decision Date: 21 March 2016

| TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION | |
|------------------------------------------------------|-----------------------------|
| Subject: Records Management Policy | Number: 5.3 |
| Coverage: Staff, Council, & Public | Approved by: Council |
| Effective Date : April 1, 2016 | Revision Date: |

Rationale

Records management is an integral component to a municipality's operation and has become a necessity for municipalities due to changes in legislation. The Association of Municipal Administrators of Nova Scotia has developed a Records Management Manual which combines a standard classification systems and records retention and disposal schedule for municipal records. The Manual establishes levels of responsibility to reduce duplication and to designate accountability for records.

Definitions

1. "Council" means the council of the Town of Middleton.
2. "Town" mean the Town of Middleton.
3. "Designated Officer" means the person designated and authorized by the Chief Administrative Officer of the Town of Middleton, to act on behalf of the Town of Middleton to manage and maintain the Records Management System.
4. "Manual" means the AMA Records Management Manual, second edition, as amended from time to time.
5. "Office of Primary Responsibility (OPR)" means the office that has primary responsibility for a category of records or holds the master/official file copy of any record or series of records. The OPR maintains the official master copy of the records in order to satisfy operational, financial, legal, audit and other requirements. This includes signing off on the destruction of records designated as being under his/her care.
6. "Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
7. "Records Management System" means a paper-based and/or electronic system used by the Town to manage the records of the Town from record creation through to records disposal;

1. Records Management System Established

The Records Management System of the Town is established and authorized from the effective date of this policy.

2. Compliance with Records Management System

All records in the custody and control of the employees and Council of the Town are the property of the Town. All records of the Town must comply with the Records Management System and this policy. All employees and Council of the Town must comply with this policy.

3. Designated Officer

The Designated Officer is responsible for the management and maintenance of the Records Management System.

4. Adoption of the Manual

The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

5. Integrity and Authenticity Maintained

The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

6. Authorization to Amend Manual

The Designated Officer is authorized to amend the Manual.

7. Disposal by Designated Officer

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer will allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:

- a. The destruction actions must always be authorized, allowing for employees and Council to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted.
- b. Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim shall not be

destroyed until the issue is resolved. The original disposal schedule will then resume.

- c. Records destruction shall be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
 - d. All copies of records that are authorized for destruction, including security, preservation and backup copies, shall be destroyed as soon as reasonably possible; and
 - e. Records shall be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction
8. Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council shall not be destroyed.

Previous Policies

The previous policy 5.1 “Destruction of Old Records” dated August 8, 2006 is hereby repealed.

Certification

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21th day of March, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 22nd day of March, 2016.

Rachel L. Turner
Town Clerk

| TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION | |
|------------------------------------------------------|---------------------------------------|
| Subject: Destruction of Old Records | Number: 5.1 |
| Coverage: Staff, Council, & Public | Approved by: Council & CAO |
| Effective Date : April 3, 2000 | Revision Date: August 8, 2006 |

Rationale

The following policy establishes guidelines for the retention and safe-keeping of records for legal and historical purposes, and to provide public access to Town records in accordance with provincial Freedom of Information/Protection of Privacy legislation.

Policy Statement

- 1) Records shall be kept in retrievable order according to the following classification:

PERMANENT RETENTION

Minutes
Active Bylaws & Active Policies
Current Resolutions of Council
Deeds & Mortgages
Other Documents Relating to the Title of Real Property
Plans and Surveying Records of Property Ownership (excluding conceptual design plans for municipal infrastructure or proposed projects).
Oaths of Office
Financial General Ledgers
Assessment Records of Property
Audited Financial Statements
Any document required to be kept by any enactment

TWENTY-YEAR RETENTION

Accounts Receivable Records (Customer Account Statements)
Accounts Payable Records (Customer Account Statements)
Payroll Records

TEN-YEAR RETENTION

Financial Returns to Government
Annual Audit Trail Printouts on Accounts Receivable and Accounts Payable and similar Posting Journals
Accounts Payable & Accounts Receivable Invoices and Receipts
Cancelled Cheques and Bank Statements
Cancelled Debentures and Coupons
Tender Information on Equipment and General Returns of a non-financial Nature
Documents Related to Court Cases Involving the Town
Conceptual Design Plans for Municipal Infrastructure or Proposed Projects
Old Bylaws and Policies Deleted or Rescinded

FIVE-YEAR RETENTION

Duplicate Posting Journals, Monthly Financial Reports
Copies of Cheques Issued
Correspondence of a General Nature to Government and non-government Entities

- 2) Records may be stored off-site, providing conditions are suitable for continued storage without risk of damage to the materials.
- 3) Records for all periods of retention excepting permanent class may be kept in electronic or microfiche format and stored in off-site premises, provided such premises meet the criteria set out in section 2 of this policy.
- 4) Books of historic record may be turned over to the local Macdonald Museum library for recordkeeping and access by the public.
- 5) Nothing in this policy shall authorize the destruction of records less than five years old.
- 6) The CAO shall maintain a record of documents destroyed, and that record shall include the type of materials destroyed and the prescribed time frames for their destruction.

Previous Policies

This policy supersedes the former Bylaw of the Town of Middleton (Chapter 43 - A Bylaw Respecting Destruction of Certain Documents).

The previous policy 1/62 "Destruction of Old Records" dated April 3, 2000 is hereby amended.

References

- 1) Municipal Government Act - Section 34 "Policy for Record Management and Destruction.

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 8th day of August, 2006.

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

Raymond C. Rice
Chief Administrative Officer



REQUEST FOR DECISION
Sidewalk Café Bylaw
007-2016

| | |
|---------------------|------------------------------|
| Date: March 7, 2016 | Subject: Sidewalk Café Bylaw |
| Attachment: yes | Submitted by: Sharon McAuley |

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|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposal: | That Committee of the Whole recommend that Council give first reading of Chapter 10 – Sidewalk Café Bylaw at the regular Council meeting scheduled for March 21, 2016. |
| Background: | <p>At the present time Restaurants and Pubs requesting a Sidewalk Café on Town land are required to make presentation to Council and Council either approves or does not approve the request.</p> <p>By putting in place a Sidewalk Café Bylaw, this will provide an overall approach that Council supports this type of activity within the community and further, enable staff to process the application against established criteria rather than determining an application on a case-by-case basis.</p> <p>Fees charged by various municipal units for sidewalk cafés are:</p> <ul style="list-style-type: none"> • Halifax - \$250 to \$1,400; • Wolfville - \$1/square foot; • Truro - \$100; • Yarmouth - none; • Antigonish - \$100; • Annapolis Royal - \$2/square foot. <p>The largest sidewalk café in Middleton is the Capital Pub and is approximately 305 square feet.</p> |
| Benefits: | <ul style="list-style-type: none"> • Requests for Sidewalk Cafés will be addressed in a timely manner and will not have to wait for the monthly Council meeting. • Criteria established will ensure all applicants are treated in a consistent manner. • Criteria established will ensure that the Town is saved harmless from any and all claims of injury, named as co-insured and that the applicant will have a minimum coverage of \$1,000,000. |

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| | <ul style="list-style-type: none"> Will aid in creating a vibrant business district. |
| Disadvantages: | <ul style="list-style-type: none"> None |
| Options: | <ol style="list-style-type: none"> Status quo - continue with the current system. Adopt a Sidewalk Café Bylaw. |
| Required Resources: | Regular advertising costs for the implementation of a municipal bylaw. |
| Source of Funding: | Not applicable. |
| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/ Recommendations: | I recommend the establishment of a Sidewalk Café Bylaw with a starting fee of \$100 which will be reviewed annually. |
| CAO's Review/ Comments: | I support the recommendation of staff to allow for the implementation of a bylaw that states a broad position of Council, therefore streamlining any application that may be received by the Town. |

CAO Initials: RLT

Target Decision Date: 21 March 2016

BE IT ENACTED by the Council of the Town of Middleton, under the authority of Section 172 (1) c of the *Municipal Government Act*, as amended.

1.0 Title

This Bylaw shall be known as Chapter 10 and may be cited as the “*Sidewalk Café Bylaw*.”

2.0 Purpose

This bylaw is intended to establish ~~rates-rules~~ and guidelines for ~~the~~ installation and operation of Sidewalk Cafés. ~~in Middleton’s Business District (BD) Zone.~~ The Bylaw will be administered through the Chief Administrative Officer or his/her designate.

3.0 Definitions

- (1) “Sidewalk Café” means a group of tables and chairs, and other accessories belonging to an Owner, situated and maintained upon a public sidewalk for the use and consumption of food and beverages sold to the public, from or in, the Owner’s adjoining indoor food and beverage establishment.

4.0 Requirements

- (1) Permitted ~~Zone and~~ Uses
 - a. Sidewalk Cafés ~~are only may permitted be permitted in the Business District (BD) zone (as prescribed in the Town of Middleton Land Use Bylaw) within land use zones which permit, as primary uses, food and beverage establishments such as restaurants, cafes or pubs.~~
 - b. Sidewalk Cafés are only permitted as an accessory use of a food and beverage establishment such as a restaurant, café or pub.
 - c. Sidewalk Cafés may be used for restaurant use (including licensed restaurants) and may be used for lounge use to the extent permitted by any development agreement for lounge use in effect for the property.
- (2) Hours of Operation
 - a. Sidewalk Cafés may not be installed before May 1.
 - b. Sidewalk Cafés must be removed by November 1.
 - c. A Sidewalk Cafés shall be operated for no longer than the operating hours of the principal use to which it is an accessory.
 - d. Once the Sidewalk Café is removed for the season the street, sidewalk and municipal property must be restored to its original condition (to the satisfaction of the Chief Administrative Officer or his/her designate).

(3) Permits

- a. A permit issued by the Town of Middleton's Chief Administrative Officer authorizes the installation of :
 - i. A Sidewalk Café within a designated area with specified objects and accessories for a specific time period, and
 - ii. A temporary sidewalk within a designated area.
- b. An annual permit to install and operate a Sidewalk Café must be acquired from the Chief Administrative Officer before a Sidewalk Café is installed.
- c. Applications for a permit to install a Sidewalk Café are available from the Town of Middleton.
- d. The permit applicant shall submit
 - i. A site plan, (drawn to scale) showing the delineated area of the proposed Sidewalk Café, placement and numbers of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk; and to the indoor food and beverage establishment associated with it including the temporary sidewalk.
 - ii. The plan shall also show the location of utility poles, hydrants, bus shelters, maintenance holes, traffic signs and other elements within 2 metres of the edge of the proposed Sidewalk Café.
 - iii. A *Building Permit* may be required prior to the installation of a Sidewalk Café and the café shall conform to the requirements of the Building Bylaw.
 - iv. A *Sign Permit* may be required for any advertising within the Sidewalk Café in accordance with Part 7 of the Land Use Bylaw (Signs).
- e. All required permits must be obtained in advance of Sidewalk Café installation.

(4) Café Dimensions and Design

- a. Sidewalk Cafés shall not extend onto the frontage of abutting property owners, except that an extension of a maximum of 370 centimetres (12 feet) may be granted to each side of a Sidewalk Café, provided written permission has been provided by the adjacent property owner. In no case shall the total street length of a Sidewalk Café exceed 22 metres (72 feet).
- b. Sidewalk Cafés shall not extend beyond the edge of the existing sidewalk (inside edge of curb).
- c. All objects must be contained within the area approved for the Sidewalk Café.
- d. Any lighting of the Sidewalk Café shall be of a temporary nature and shall not project light onto adjacent properties, nor conflict with traffic control indicators.
- e. Landscaping of the Sidewalk Café is encouraged however this should be of a temporary nature, unless otherwise approved by the Chief Administrative Officer. Plant material must be contained within the designated Sidewalk Café area.
- f. All umbrellas shall be located entirely within the approved Sidewalk Café area.
- g. The elements of the Sidewalk Café, including; temporary sidewalks, landscaping, fencing and furnishings, shall be designed and finished to a standard that is consistent with general appearance of the existing downtown streetscapes and buildings.

- h. All elements shall be maintained in good repair and must be free of hazards.
 - i. Wood treated with Chromated Copper Arsenate (CCA - and commonly referred to as pressure treated lumber) shall not be used in the construction of the temporary sidewalk or any other elements of the Sidewalk Café construction, except that CCA wood that formed part of the Sidewalk Café materials approved under a previous Sidewalk Café permit may be reused.
 - j. The temporary sidewalk shall be constructed in such a way as not to block or otherwise interfere with the street drainage system.
- (5) Temporary Sidewalks
- a. The Owner must provide a temporary sidewalk in the parking area adjacent to the Sidewalk Café to preserve free flow of pedestrian traffic.
 - b. The temporary sidewalk is a requirement of the Sidewalk Café application and must conform with the specifications outlined below:
 - i. The temporary sidewalk must be no less than 180 centimetres (6 feet) wide and no more than 210 centimetres (7 feet) wide.
 - ii. The base of the temporary sidewalk must provide a smooth, level transition between the existing sidewalk and the temporary sidewalk surface.
 - iii. When wooden decks are used to create the temporary sidewalk a non-slip surface must be applied.
 - iv. Street traffic shall be blocked at each edge of the temporary sidewalk in both directions by triangular shaped planters with a minimum weight of 1000kg and minimum height of 60cm. The planters shall be maintained with healthy plant materials at all times through the duration of the Sidewalk Café.
 - v. A fence or barrier must be installed along the street side of the temporary sidewalk to delineate the edge of the structure and prevent pedestrians from entering the street.
 - 1. The fence or barrier shall be between 107 centimetres (3.5 feet) and 120 centimetres (4 feet) in height.
 - 2. Fencing may provide partial visual screen but shall not be opaque
 - c. When a temporary sidewalk is proposed, the Traffic Authority will review the proposal to ensure that vehicles and pedestrians may continue to move safely and that barrier free access is provided.
- (6) Waste, Storage and Maintenance
- a. The Sidewalk Café Owner shall maintain the Sidewalk Café area, the temporary sidewalk area, and the immediately adjacent area, in a clean and safe condition, free of hazards at all times.
 - b. Waste receptacles and work-stations should be located along the building wall.
 - c. The Owner shall ensure any refuse originating in the café is removed from the street right-of-way.

- (7) Building Access
 - a. The Owner shall maintain a minimum width of 120 centimetres (4 feet) of unobstructed (barrier free) access to the entrance of the building.
- (8) Utility Access
 - a. The Town of Middleton and public utility agencies retain the right of entry to the approved Sidewalk Café area and the temporary sidewalk for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants and other elements as necessary.
 - b. In the case of emergency repairs of utility infrastructure noted in clause “a” above, entry may be made without notice. For scheduled work, a minimum notice of 48 hours will be given.
 - c. When access is required by the Town or a Public Utility for a purpose such as those noted in “a.” above, the owner shall remove the Sidewalk Café improvements and re-install them at the Owner’s expense.
- (9) Emergency Access
 - a. The Town of Middleton retains the right of entry to the approved Sidewalk Café for emergency vehicle access.
- (10) Application, ~~and~~ Approval Process ~~and Permit Fees~~
 - a. No Owner shall establish or maintain a Sidewalk Café without a permit granted under this Bylaw.
 - b. When a permit application is received the Chief Administrative Officer will advise adjacent property owners of the proposed Sidewalk Café.
 - ~~c. Permit Fees: A Sidewalk Café Permit fee will be charged to an applicant in accordance with Policy A.1.30 Fees, as it may be amended from time to time.~~
- (11) Refusal
 - a. If an application does not meet the requirements of the Bylaw, the Chief Administrative Officer shall refuse the application for a Sidewalk Café permit. The Chief Administrative Officer shall provide a written notice to the applicant outlining the reasons the application was refused.
- (12) Revocation of Permit
 - a. Where an Owner fails to conform to the terms and conditions of a permit the Chief Administrative Officer may order the Owner in writing to remove the Sidewalk Café. If the Owner fails to comply with such an order within 24 hours of notification, the Town may take such action needed to have the Sidewalk Café removed at the expense of the Owner.
- (13) Appeal Process
 - a. If an application is refused or a permit is revoked by the Chief Administrative Officer, the Owner may appeal the action of the Chief Administrative Officer to Council. An appeal shall be made in writing to the Chief Administrative Officer and shall outline the reasons for the appeal.

- b. Council shall consider the appeal at a regular or special meeting of Council and may overturn or affirm the decision of the Chief Administrative Officer.
 - c. Council shall notify the appellant of the date and time of the Council meeting at which the appeal is to be considered.
 - d. Council shall make a decision on an appeal within 30 days of the date the appeal is received by the Chief Administrative Officer.
- (14) Liability
- a. The Owner of a Sidewalk Café must carry a minimum of \$1,000,000 liability insurance for the operation of the Sidewalk Café and name the Town as co-insured and must indemnify the Town of Middleton and save it harmless from any and all claims of injury to persons or damage to property attributable in whole or in part to the existence, location and operation of a Sidewalk Café in the public right-of-way.
 - b. The Town of Middleton shall be notified 30 days before the cancellation of this insurance.
- (15) Variance
- a. The Chief Administrative Officer may vary any of the prescriptive dimensional requirements of this Bylaw by up to 10 percent of the requirements to allow some flexibility to accommodate physical anomalies of a site, so long as the intent of the particular requirement is not compromised.
- (16) Metric Units
- a. Metric units are used for the prescriptive dimensional requirements of this Bylaw. Approximate equivalent Imperial units are provided in brackets following the metric units for the convenience of the reader.

CERTIFICATE

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the bylaw, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 18th day of April, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 19th day of April, 2016.

Rachel L. Turner
Town Clerk

- 1. Date of First Reading:
- 2. Date of advertisement of Notice of Intent:
- 3. Date of Second Reading:
- 4. Date of Publication of Notice of Passing:

SIDEWALK CAFÉ APPLICATION

Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Establishment: _____

Address of Property: _____

IMPORTANT

Please attach a site plan (drawn to scale) showing the information required as per Section 4.3(d) of the Sidewalk Café Bylaw and showing compliance with section 4.4 of the Sidewalk Café Bylaw of the Town of Middleton.

CERTIFICATE OF LIABILITY

Please attach a certificate of liability insurance showing a minimum coverage of \$1,000,000 and naming the Town of Middleton as co-insured. This certificate must indemnify the Town of Middleton and save it harmless from any and all claims of injury to persons or damage to property attributable in whole or in part to the existence, location and operation of a Sidewalk Café in the public right-of-way.

I do solemnly declare:

1. I am the property owner and /or authorized agent of the owner named in this application.
2. That the statements contained in the application are true and made with the full knowledge of the circumstances connected with the same.
3. That the plans submitted correctly set the delineated area of the sidewalk café and conform to the requirements laid out in the Sidewalk Café Bylaw.
4. That I know of no reason why the permit should not be granted in pursuance of the said application and making this declaration conscientiously believing it to be true I hereby make application for a Sidewalk Café.

Signature of Applicant

Date

APPROVAL

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| Conditions: |
| Effective Date: |
| Ending Date: |
| Chief Administrative Officer: |
| Date: |



REQUEST FOR DECISION
Policy A.1.30 - Fees
008-2016

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|------------------------|-------------------------------------------------------------|
| Date: March 7, 2016 | Subject: Creation of a Fees Policy |
| Proposal Attached: Yes | Submitted by: Sharon McAuley, Planning Services Coordinator |

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| Proposal: | That Committee of the Whole recommend to Council approval of the Fees Policy, #A.1.30, as presented. |
| Background: | <p>The past practice for municipalities has been to have the fee amount incorporated into the policy or bylaw for which it pertains. The result would be the requirement to amend the bylaws and policies each time a fee was changed.</p> <p>The current practice is to have a fee policy which details the various fees associated with the Town's policies and bylaws. This can be particularly cumbersome when fee amounts are included in bylaws, as the process to amend a bylaw is the same as implementation that being the two formal readings and advertising costs. To amend a policy requires a seven-day notice to Council prior to any approval.</p> <p>When fees change only an amendment to the fee policy is required.</p> |
| Benefits: | When fees are changed one policy amendment will be required in place of multiple policy and bylaw amendments. This streamlines the administrative process while still ensuring Council's authority to set the fees for any services or permits. |
| Disadvantages: | A systematic review of bylaws and policies will need to be undertaken to make the appropriate changes to existing documents, as a housekeeping matter. |
| Options: | <ol style="list-style-type: none"> 1. Status quo - continue with the current system. 2. Adopt a Fee Policy. |
| Required Resources: | Advertising costs for any upcoming bylaw amendments, as well as staff time to review existing bylaws and policies. |
| Source of Funding: | General Operating Budget |

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| Sustainability Implications: (Environmental, Social, Economic and Cultural) | |
| Staff Comments/Recommendations: | |
| CAO's Review/Comments: | I support the recommendation as presented, as an effort to streamline municipal services and processes. |

CAO Initials: RLT

Target Decision Date: 21 March 2016

**TOWN OF MIDDLETON
CODE A – GENERAL ADMINISTRATION**

Subject: Fees

Number: 1.30

Coverage: Staff & Public

Approved by: Council

Effective Date : March 21, 2016

Revision Date:

Rationale

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

Policy Statement

1. Applications

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

2. Permits

The following schedule of fees shall be charged for permits provided by the Town of Middleton:

| Permit Type | Permit Fee |
|--------------------|-------------------|
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| | |

References

Certification

I, Rachel L. Turner, Town Clerk of the Town of Middleton, do hereby certify that the policy of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21th day of March, 2016.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 22nd day of March, 2016.

Rachel L. Turner
Town Clerk



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Ross Acker of 8 Hollow Drive Middleton becoming a probationary member of the department on February 24, 2016.

Respectfully Submitted by the Investigating Committee of the Middleton Fire Department:

2nd Deputy Chief – Neil Freeman

A handwritten signature in cursive script, appearing to read "Neil Freeman", written over a horizontal line.



Middleton Fire Department

49 Church Street

Middleton, NS

BOS 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of Robert Knight of 5 Birch Lane Middleton becoming a probationary member of the department on February 24, 2016.

Respectfully Submitted by the Investigating Committee of the Middleton Fire Department:

2nd Deputy Chief – Neil Freeman

A handwritten signature in cursive script, appearing to read "Neil Freeman".



Middleton Fire Department

49 Church Street

Middleton, NS

B0S 1P0

May 01, 2015

Members of Town Council,

The members of the Middleton Fire Department have voted in favor of **Philip Vincent of 3-35 Lodge Road, P.O. Box 344 Greenwood , NS B0P 1N0** becoming a probationary member of the Middleton Fire Department on **February 24, 2016.**

Respectfully Submitted by the Investigating Committee of the Middleton Fire Department:

2nd Deputy Chief – Neil Freeman



*Office of the
Chief Administrative Officer
Rachel L. Turner
Phone: (902) 825-3559
Fax: (902) 825-6460*

Proposed Capital Budget February 1, 2016

Introduction: An important component of the Town annual budget process is approval of the 2016-17 proposed Capital Budget, including the capital projects forecast for the coming five fiscal years. As is our practice, staff have continued to use the Debt Affordability Model for the Town as background to making decisions on those capital projects which could impact the future financial position of the Town. Staff are bringing the Capital Budget forward before the proposed Operating Budget, similar to the previous two years. This is to permit consideration and approval of the capital projects for the coming year earlier in the construction season, to take advantage of potential savings in planning, tendering and implementation of the 2016-17 capital work. We are proposing Capital out of Revenue in the Operating Budget would be \$75,600.

Discussion: The proposed Capital Budget is explained in the enclosed spreadsheets, and it includes projects that are required to maintain Town utilities, streets, sidewalks, facilities and equipment. There are also some new facilities and equipment proposed, most of which have been identified in previous five year capital plan reports for Council. Here is a list of some of the highlights in the proposed Budget:

- **Water:** Entering the second year of the approved rate study by the Nova Scotia Utility and Review Board, the water utility will be doing regular hydrant work this year, as well as upgrades to the distribution mains.
- **Streets:** There will be crosswalk work in the downtown core with signage, lighting and location, as well as the last half of the decorative street light conversion along Commercial Street.
- **Sanitary Sewers:** We are proposing an upgrade to the STP Storage Building Roof, along with the installation of proper ladders to the lagoons to meet Occupational Health and Safety requirements that were outlined in the Facility Assessment Study completed by Eagle Project Management Inc. (this replaces the proposed boat that was discussed within the current fiscal year's budget). With the formal approval of a funding application through the Building Canada Fund, the biggest project for streets will be the engineering work on the rebuild and repave of a 720' section of Main Street and arteries, carried over from this current fiscal year. The Town has three years from the project approval to complete all the work within this project. Also being proposed is the replacement of 1,100 feet of 36" storm sewer piping from the corner of Marshall and King Street, through to Rotary Park.

AGENDA ITEM # 16.03.05.02

- **Land and Building:** Proposed projects for this coming year include the Skate Park (pending external funding support); further work on the environmental site assessment at 146 Commercial Street which is required to be completed by the end of the 17/18 fiscal year; planning around the design and engineering phase of a new Fire Hall; the final work to complete a new roof on the Library, as well as a proposed gazebo which is intended to remove smokers and potential loitering from the main entrance of the library; and Highway 101 signage for the community.
- **Equipment:** the equipment replacement plan is following the ten-year planning cycle that has been developed by the Director of Public Works to ensure fleet maintenance and replacement, a new mower for the green space maintenance, as well as incorporating the recommendation from the PAB for LED speed signs at other entrances to the Town and a power pressure washer with will assist in maintenance of the equipment and facilities from an in-house perspective. The Fire Department is proposing to replace four of their aging air packs.

The final page of the budget indicates how the proposed budget works within the debt affordability model, showing the total sources of funding and the debt ratio for this year, as well as a preliminary look to future years.

Recommendation: That the enclosed Capital Budget for 2016-17 be considered by Council for approval at the regularly scheduled Council meeting.

Proposed by the Management Team.

CAPITAL INVESTMENT PLAN SUMMARY
2016/2017 TO 2020/2021

| <u>DESCRIPTION</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>WATER</u> | | | | | | |
| -REVENUE | | 5000 | 5000 | 5000 | 5000 | 5000 |
| -PROVINCIAL GRANT | | 0 | 0 | 0 | 0 | 0 |
| -DEBENTURE BOR. | | 0 | 0 | 0 | 0 | 0 |
| -DEPRECIATION | | 28700 | 78700 | 65700 | 3700 | 3700 |
| -SP.RESERVE FUNDS | | 0 | 0 | 0 | 0 | 0 |
| -FED GAS TAX | | 150000 | 0 | 0 | 0 | 0 |
| | 355500 | 183700 | 83700 | 70700 | 8700 | 8700 |
| <u>TOWN GENERAL</u> | | | | | | |
| <u>STREETS</u> | | | | | | |
| | 828000 | | | | | |
| -REVENUE | | 28000 | 0 | 36000 | 0 | 0 |
| -GRANTS | | 0 | 0 | 0 | 0 | 0 |
| -S/R WITHDRAWLS | | 0 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 56000 | 40000 | 0 | 0 | 0 |
| -FEDERAL GAS TAX | | 0 | 0 | 182000 | 96000 | 0 |
| -DONATIONS | | 0 | 0 | 0 | 0 | 0 |
| -DEBENTURE BOR. | | 0 | 0 | 270000 | 120000 | 0 |
| | | 84000 | 40000 | 488000 | 216000 | 0 |
| <u>SIDEWALKS</u> | | | | | | |
| | 50000 | | | | | |
| -REVENUE | | 0 | 10000 | 15000 | 15000 | 0 |
| -GRANTS | | 0 | 0 | 0 | 0 | 0 |
| -S/R WITHDRAWLS | | 0 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 0 | 10000 | 0 | 0 | 0 |
| -DEBENTURE BOR. | | 0 | 0 | 0 | 0 | 0 |
| | | 0 | 20000 | 15000 | 15000 | 0 |
| <u>SANITARY SEWERS</u> | | | | | | |
| | 1383312 | | | | | |
| -REVENUE | | 0 | 0 | 0 | 0 | 0 |
| -GRANTS | | 50000 | 580874 | 0 | 0 | 0 |
| -S/R WITHDRAWLS | | 12000 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 0 | 0 | 0 | 0 | 0 |
| -FEDERAL GAS TAX | | 0 | 0 | 75000 | 100000 | 150000 |
| -DONATIONS | | 0 | 0 | 0 | 0 | 0 |
| -DEBENTURE BOR. | | 25000 | 290438 | 0 | 100000 | 0 |
| | | 87000 | 871312 | 75000 | 200000 | 150000 |
| <u>STORM SEWERS</u> | | | | | | |
| | 264200 | | | | | |
| -REVENUE | | 0 | 30000 | 0 | 0 | 0 |
| -GRANTS | | 0 | 0 | 0 | 0 | 0 |
| -S/R WITHDRAWLS | | 0 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 0 | 0 | 0 | 0 | 0 |
| -FEDERAL GAS TAX | | 180000 | 0 | 24200 | 0 | 0 |
| -DEBENTURE BOR. | | 0 | 0 | 30000 | 0 | 0 |
| | | 180000 | 30000 | 54200 | 0 | 0 |

CAPITAL INVESTMENT PLAN SUMMARY
2016/2017 TO 2020/2021

| <u>DESCRIPTION</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>LAND & BUILDINGS</u> | 4142000 | | | | | |
| -REVENUE | | 38000 | 20000 | 30000 | 60000 | 15000 |
| -GRANTS | | 128000 | 10000 | 2340000 | 10000 | 5000 |
| -S/R WITHDRAWLS | | 64000 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 0 | 0 | 0 | 0 | 0 |
| -DONATIONS | | 42000 | 0 | 650000 | 0 | 0 |
| -DEBENTURE BOR. | | 137500 | 262300 | 250200 | 0 | 80000 |
| | | <u>409500</u> | <u>292300</u> | <u>3270200</u> | <u>70000</u> | <u>100000</u> |
| <u>EQUIPMENT</u> | 954900 | | | | | |
| -REVENUE | | 5600 | 0 | 0 | 0 | 0 |
| -GRANTS | | 20000 | 0 | 0 | 0 | 0 |
| -S/R WITHDRAWLS | | 7000 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 77300 | 50000 | 35000 | 0 | 40000 |
| -FEDERAL GAS TAX | | 0 | 0 | 0 | 0 | 0 |
| -DONATIONS | | 0 | 0 | 0 | 0 | 0 |
| -DEBENTURE BOR. | | 0 | 0 | 0 | 720000 | 0 |
| | | <u>109900</u> | <u>50000</u> | <u>35000</u> | <u>720000</u> | <u>40000</u> |
| -REVENUE | | 71600 | 60000 | 81000 | 75000 | 15000 |
| -GRANTS | | 198000 | 590874 | 2340000 | 10000 | 5000 |
| -S/R WITHDRAWLS | | 83000 | 0 | 0 | 0 | 0 |
| -S/R BORROWINGS | | 133300 | 100000 | 35000 | 0 | 40000 |
| -FEDERAL GAS TAX | | 180000 | 0 | 281200 | 196000 | 150000 |
| -DONATIONS | | 42000 | 0 | 650000 | 0 | 0 |
| -DEBENTURE BOR. | | 162500 | 552738 | 550200 | 940000 | 80000 |
| | | <u>7622412</u> | <u>870400</u> | <u>1303612</u> | <u>1221000</u> | <u>290000</u> |

**WATER UTILITY
FIVE YEAR CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1 | Technology Upgrades (Equipment-Office Furniture & Equip) | REV. GRANT DEB. DEP'N SRF | 25000 | 5000 | 5000 | 5000 | 5000 | 5000 |
| 2 | Reservoir Upgrades (Structures and Improvements- Distribution Reservoirs) | REV. GRANT DEB. DEP'N SRF FED GAS TAX | 150000 | 150000 | | | | |
| 3 | Surge Tank for 101 building (Structures and Improvements- Distribution Reservoirs) | REV. GRANT DEB. DEP'N SRF | 60000 | | 60000 | | | |
| 4 | PRV Upgrade (Mains-Distribution) | REV. GRANT DEB. DEP'N SRF | 25000 | 25000 | | | | |
| 5 | Hospital Pumping Station Variable Speed Drives on Pump Controls (Structures and Improvements- Pumping Structures) | REV. GRANT DEB. DEP'N SRF | 15000 | | 15000 | | | |
| 6 | Reservoir-Engineering (Structures and Improvements- Distribution Reservoirs) | REV. GRANT DEB. DEP'N SRF | 40000 | | | 40000 | | |
| 7 | Replace 6" Water Main Queen Street 450' (Mains-Distribution) | REV. GRANT DEB. DEP'N SRF | 22000 | | | 22000 | | |

**WATER UTILITY
FIVE YEAR CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-----------------------|-------------------------------------|----------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 8 | HYDRANTS INSTALLED (Hydrants) | REV. GRANT DEB. DEP'N | 6000 | 1200 | 1200 | 1200 | 1200 | 1200 |
| | -PURCHASED (Hydrants) | REV. GRANT DEB. DEP'N | 12500 | 2500 | 2500 | 2500 | 2500 | 2500 |
| | | | | <hr/> | | | | |
| REVENUE | | | | 5000 | 5000 | 5000 | 5000 | 5000 |
| GRANTS | | | | 0 | 0 | 0 | 0 | 0 |
| DEBENTURES | | | | 0 | 0 | 0 | 0 | 0 |
| DEPRECIATION FUNDS | | | | 28700 | 78700 | 65700 | 3700 | 3700 |
| SPECIAL RESERVE FUNDS | | | | 0 | 0 | 0 | 0 | 0 |
| FEDERAL GAS TAX | | | | 150000 | 0 | 0 | 0 | 0 |
| | | | | <hr/> | | | | |
| | | | | 355500 | 183700 | 83700 | 70700 | 8700 |
| | | | | <hr/> | | | | |

**STREETS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 9 | Replace Overhead Crosswalk Commercial Street (2) | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 64000 | 28000 | | 36000 | | |
| 10 | Queen Street(Rebuild&Repave) 450' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 90000 | | | 90000 | | |
| 11 | Rebuild And Repave Taylor Dr 1100' @\$100 x 20'- 3" asphalt | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 110000 | | | 110000 | | |
| 12 | Rebuild And Repave Comm St (Marshall-North) 1000' @ \$120 | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 120000 | | | | 120000 | |
| 13 | Repave School Street 2" asphalt (Brook-Bentley) 1000' X 18" | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 40000 | | 40000 | | | |
| 14 | Street Light Conversion Commercial Street 26 lights | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 56000 | 56000 | | | | |
| 15 | Rebuild & Repave Victoria Street (Marshall St-Veterans Lane) 1500' @\$120 | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 180000 | | | 180000 | | |
| 16 | Rebuild & Repave Main Street (Bridge Street-Gates Ave) 600' @\$120 | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 72000 | | | 72000 | | |

**STREETS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 17 | Rebuild & Repave Commercial St (North St north to Brook) 800' @\$120 | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 96000 | | | | 96000 | |
| | | | | <hr/> | | | | |
| | REVENUE | | | 28,000 | 0 | 36,000 | 0 | 0 |
| | GRANTS | | | 0 | 0 | 0 | 0 | 0 |
| | S/R WITHDRAWLS | | | 0 | 0 | 0 | 0 | 0 |
| | S/R BORROWINGS | | | 56,000 | 40,000 | 0 | 0 | 0 |
| | DEBENTURE BORROWINGS | | | 0 | 0 | 270,000 | 120,000 | 0 |
| | FED GAS TAX | | | 0 | 0 | 182000 | 96000 | 0 |
| | DONATIONS | | | 0 | 0 | 0 | 0 | 0 |
| | TOTALS | | | 828000 | 84000 | 40000 | 488000 | 216000 |
| | | | | <hr/> | | | | |
| | | | | 0 | | | | |

**SIDEWALKS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|----------------------|----------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 18 | Repave Sidewalk 2" asphalt School St.(Weaver's Ins-Church) 650' | REV GRANTS S/R WITHD S/R BORR. DEB. DONATIONS | 10,000 | | 10,000 | | | |
| 19 | Pave Main Street-West 2" asphalt 1000' | REV GRANTS S/R WITHD S/R BORR. DEB. DONATIONS | 10,000 | | 10,000 | | | |
| 20 | Repave Sidewalk/Curb 2" asphalt Bridge Street 400' | REV GRANTS S/R WITHD S/R BORR. DEB. DONATIONS | 15,000 | | | 15000 | | |
| 21 | Repave Sidewalk 2" asphalt Gates Avenue-front of High School 600' | REV GRANTS S/R WITHD S/R BORR. DEB. DONATIONS | 15,000 | | | | 15000 | |
| | | | | <hr/> | | | | |
| REVENUE | | | | 0 | 10,000 | 15,000 | 15,000 | 0 |
| GRANTS | | | | 0 | 0 | 0 | 0 | 0 |
| S/R WITHDRAWALS | | | | 0 | 0 | 0 | 0 | 0 |
| S/R BORROWINGS | | | | 0 | 10,000 | 0 | 0 | 0 |
| DEBENTURE BORROWINGS | | | | 0 | 0 | 0 | 0 | 0 |
| DONATIONS | | | | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | | | 50000 | 0 | 20000 | 15000 | 0 |

**SANITARY SEWERS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 22 | Replace 16" Sanitary Main Victoria Street (Marshall St-Veterans Lane) 1500' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 100000 | | | | 100000 | |
| 23 | Replace 10" Sanitary Main Commercial Street (North St north to brook) 800' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 100000 | | | | 100000 | |
| 24 | Replace 10" Sanitary Main Commercial Street (George St north to Station St) 850' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 150000 | | | | | 150000 |
| 25 | Replace 8" Sanitary Main Main Street (Bridge Street-Gates Ave) 600' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 75000 | | | 75000 | | |
| 26 | Upgrade STP Storage Building Roof/Siding | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 4000 | | 4000 | | | |
| 27 | Lagoon Ladders | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 8000 | | 8000 | | | |

**SANITARY SEWERS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 28 | Replace 18" Sanitary Main Main St (Bridge St-Queen St)-720' School St (North from Main St)-360' Comm St (North from Main St)-345' Maple Ave (South from Main St)-345' Queen St (North from Main St)-230' 2000' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 946312 | 50000 | 580874 | | | |
| | REVENUE | | | 0 | 0 | 0 | 0 | 0 |
| | GRANTS | | | 50000 | 580874 | 0 | 0 | 0 |
| | S/R WITHDRAWALS | | | 12000 | 0 | 0 | 0 | 0 |
| | S/R BORROWINGS | | | 0 | 0 | 0 | 0 | 0 |
| | DEBENTURE BORROWINGS | | | 25000 | 290438 | 0 | 100000 | 0 |
| | FEDERAL GAS TAX | | | 0 | 0 | 75000 | 100000 | 150000 |
| | DONATIONS | | | 0 | 0 | 0 | 0 | 0 |
| | TOTALS | | | 1383312 | 87000 | 871312 | 75000 | 200000 |
| | | | | | | | | 150000 |

**STORM SEWERS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 29 | Install 15" Storm Taylor Drive 500' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 24200 | | | 24200 | | |
| 30 | Renew 2 Catchpits Tim Hortons-Main St 500' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 30000 | | 30000 | | | |
| 31 | Install 8" Storm Queen Street 200' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 30000 | | | 30000 | | |
| 32 | Replace 36" Storm Corner Marshall & King St through to Rotary Park (Includes replacement of Concrete Sidewalk) 1100' | REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS | 180000 | 180000 | | | | |

| | | | | | |
|----------------------|---------------|---------------|--------------|--------------|----------|
| REVENUE | 0 | 30000 | 0 | 0 | 0 |
| GRANTS | 0 | 0 | 0 | 0 | 0 |
| S/R WITHDRAWLS | 0 | 0 | 0 | 0 | 0 |
| S/R BORROWINGS | 0 | 0 | 0 | 0 | 0 |
| DEBENTURE BORROWINGS | 0 | 0 | 30000 | 0 | 0 |
| FED GAS TAX | 180000 | 0 | 24200 | 0 | 0 |
| DONATIONS | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 264200 | 180000 | 30000 | 54200 | 0 |

**LAND & BUILDINGS
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>FUNDING SOURCE</u> | <u>GROSS COST</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------------|--------------------------------|-------------------------------|
| 33 | Recreation Parks Rotary Park Skateboard Park-200000(16/17) Tennis Court Lights-20000 (20/21) Other Trail Development-30000 (17/18) VIC-70000 (18/19) Signage-40000 (19/20) | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 360000 | 30000 128000 42000 | 20000 10000 | 30000 40000 | 30000 10000 | 15000 5000 |
| 34 | Community Centre/Fire Hall | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 3600000 | 137500 | 262300 | 2300000 250200 650000 | | |
| 35 | Environmental Site Assessment Phase 3 146 Commercial Street | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 54000 | 54000 | | | | |
| 36 | Rosa M Harvey Library Roof-8000 (16/17) Ramp/Walkway-30000 (19/20) | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 38000 | 8000 | | | 30000 | |
| 37 | 101 Highway Signs | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 10000 | 10000 | | | | |
| 38 | Contribution to Updrade Swimming Pool Facilities | REV GRANTS S/R WITHD S/R BORR. DEB. DONATION | 80000 | | | | | 80000 |
| REVENUE | | | | 38000 | 20000 | 30000 | 60000 | 15000 |
| GRANTS | | | | 128000 | 10000 | 2340000 | 10000 | 5000 |
| S/R WITHDRAWLS | | | | 64000 | 0 | 0 | 0 | 0 |
| S/R BORROWINGS | | | | 0 | 0 | 0 | 0 | 0 |
| DEBENTURE BORROWINGS | | | | 137500 | 262300 | 250200 | 0 | 80000 |
| DONATION | | | | 42000 | 0 | 650000 | 0 | 0 |
| TOTALS | | | | 4142000 | 409500 | 292300 | 3270200 | 70000 |
| | | | | | | | 100000 | |

**EQUIPMENT
CAPITAL INVESTMENT PLAN
2016/2017 TO 2020/2021**

| <u>NO.</u> | <u>PROJECT</u> | <u>GROSS COST</u> | <u>FUNDING SOURCE</u> | <u>2016/2017</u> | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> |
|------------------------------------|------------------------------------------|-----------------------|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <u>TOWN GENERAL</u> | | | | | | | | |
| | | | REV | | | | | |
| | | | GRANTS | | | | | |
| | | | S/R WITHD | | | | | |
| | | | S/R BORR. | | | | | |
| | | | DEB.BORROW | | | | | |
| | | | FEDERAL GAS TAX | | | | | |
| | | | DONATIONS | | | | | |
| | | 0 | | 0 | 0 | 0 | 0 | 0 |
| <u>PUBLIC WORKS</u> | | | | | | | | |
| 39 | 4x4 3/4 Ton (16/17) | 50000 | REV | 5600 | | | | |
| 40 | Speed Signs (2) (16/17) | 7300 | GRANTS | | | | | |
| 41 | Power Pressure Washer/Steamer (16/17) | 5600 | S/R WITHD | | | | | |
| 42 | Strategic Planning Computer Prog (17/18) | 20000 | S/R BORR. | 57300 | 20000 | 35000 | | 40000 |
| 43 | 4x4 1/2 Ton (18/19) | 35000 | DEB.BORROW | | | | 120000 | |
| 44 | Dump Truck & Plow (19/20) | 120000 | DONATIONS | | | | | |
| 45 | 4x4 1/2 Ton (20/21) | 40000 | | | | | | |
| | | 277900 | | 62900 | 20000 | 35000 | 120000 | 40000 |
| <u>FIRE</u> | | | | | | | | |
| | | | REV | | | | | |
| 46 | Air Packs (4) (16/17) | 40000 | GRANTS | 20000 | | | | |
| 47 | Remote Air Filling Station (17/18) | 30000 | S/R WITHD | | | | | |
| 48 | Pumper Truck (19/20) | 600000 | S/R BORR. | 20000 | 30000 | | | |
| | | | DEB.BORROW | | | | 600000 | |
| | | | DONATIONS | | | | | |
| | | 670000 | | 40000 | 30000 | 0 | 600000 | 0 |
| <u>ECONOMIC DEVELOPMENT</u> | | | | | | | | |
| <u>RECREATION</u> | | | | | | | | |
| | | | REV | | | | | |
| 49 | Mower (16/17) | 7000 | GRANTS | | | | | |
| | | | S/R WITHD | 7000 | | | | |
| | | | S/R BORR. | | | | | |
| | | | DEB.BORROW | | | | | |
| | | | DONATIONS | | | | | |
| | | 7000 | | 7000 | 0 | 0 | 0 | 0 |
| REVENUE | | | | 5600 | 0 | 0 | 0 | 0 |
| GRANTS | | | | 20000 | 0 | 0 | 0 | 0 |
| S/R WITHDRAWALS | | | | 7000 | 0 | 0 | 0 | 0 |
| S/R BORROWINGS | | | | 77300 | 50000 | 35000 | 0 | 40000 |
| DEBENTURE BORROWINGS | | | | 0 | 0 | 0 | 720000 | 0 |
| FEDERAL GAS TAX | | | | 0 | 0 | 0 | 0 | 0 |
| DONATIONS | | | | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | 954900 | | 109900 | 50000 | 35000 | 720000 | 40000 |

| | 2015-16 | 2015-16 | 2016-17 | 2016-17 | 2017-18 | 2017-18 | 2018-19 | 2018-19 | 2019-20 | 2019-20 | 2020-21 | 2020-21 | 2021-22 | 2021-22 | 2022-23 | 2022-23 | 2023-24 | 2023-24 | 2024-25 | 2024-25 |
|------------------------------------------|------------------|------------|------------------|------------------|--------------------|------------------|------------------|--------------------|--------------------|------------|------------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| Services | | | | | | | | | | | | | | | | | | | | |
| Equipment | \$129,700 | \$0 | \$102,900 | \$0 | \$50,000 | \$0 | \$35,000 | \$0 | \$720,000 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Streets / Sidewalks | \$31,000 | \$0 | \$84,000 | \$0 | \$60,000 | \$0 | \$503,000 | \$0 | \$231,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Public Works | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sewer | \$79,000 | \$0 | \$267,000 | \$0 | \$901,312 | \$0 | \$129,200 | \$0 | \$200,000 | \$0 | \$150,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Recreation | \$237,000 | \$0 | \$215,000 | \$0 | \$30,000 | \$0 | \$70,000 | \$0 | \$70,000 | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land / Buildings | \$40,000 | \$0 | \$64,000 | \$137,500 | \$0 | \$262,300 | \$0 | \$3,200,200 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| General Government | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Refinance "Balloon" payments | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Capital Budget | \$516,700 | \$0 | \$732,900 | \$137,500 | \$1,041,312 | \$262,300 | \$737,200 | \$3,200,200 | \$1,221,000 | \$0 | \$290,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sources of Funds | | | | | | | | | | | | | | | | | | | | |
| Grants | \$193,000 | \$0 | \$378,000 | \$0 | \$590,874 | | \$321,200 | \$2,300,000 | \$206,000 | \$0 | \$155,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Fund | \$82,000 | \$0 | \$71,600 | \$0 | \$60,000 | \$0 | \$81,000 | \$0 | \$75,000 | \$0 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Reserves | \$101,700 | \$0 | \$216,300 | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | \$47,000 | \$0 | \$42,000 | \$0 | \$0 | \$0 | \$35,000 | \$650,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Leases | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term Borrowing (Spring) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term Borrowing (Fall) | \$93,000 | \$0 | \$25,000 | \$137,500 | \$290,438 | \$262,300 | \$300,000 | \$250,200 | \$940,000 | \$0 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Sources of Funds | \$516,700 | \$0 | \$732,900 | \$137,500 | \$1,041,312 | \$262,300 | \$737,200 | \$3,200,200 | \$1,221,000 | \$0 | \$290,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term Borrowing Assumptions | | | | | | | | | | | | | | | | | | | | |
| Projects' Amortization Period (in years) | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 |
| Term of Long-term Borrowing (in years) | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 | 10 | 20 |
| Estimated Interest Rates | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% | 2.76% | 3.34% |
| Debt Outstanding | | | | | | | | | | | | | | | | | | | | |
| Current outstanding & forecasted debt | \$2,550,209 | | \$2,455,836 | | \$2,752,976 | | \$3,023,082 | | \$3,645,894 | | \$3,322,207 | | \$2,910,519 | | \$2,534,331 | | \$2,195,693 | | \$1,898,955 | |
| Estimated revised debt service ratio | 12.03% | | 10.72% | | 10.48% | | 11.40% | | 12.63% | | 15.55% | | 15.23% | | 13.57% | | 11.93% | | 10.27% | |

***Note:

- (1.) The amortization period & term may differ if project financed over a shorter time period (ie. 20 year amortization & "balloon" payment in year 10).
(2.) The long-term borrowing calculation assumes a blended interest rate for the life of each fiscal year's borrowing.



*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
March 21, 2016**

WATER MAINS

- There are two water main breaks to report: one on Main Street and the second one was on Acadia Street.

SEWER MAINS AND TREATMENT PLANT

- The lift station on Freeman Street is complete.
- Flushing of the sewer main is complete.
- There are two storm drains in progress of being repaired on Commercial Street.

ROAD REPAIR

- There is no road repair to report.
- Cold patching is being done as required.

GENERAL MAINTENANCE

- Snow removal, salting and sanding is well underway with salt and sand stockpiled for the winter season.
- Atlantic Arborists are finished for the year.
- Water hydrants are being pumped down as necessary.
- Clearing and trimming brush to the well field is taking place as weather permits.
- The installation of the lunch room in town hall has been finished.

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.

DIRECTOR OF PUBLIC WORKS' PROJECTS

- The engineering on the storm drain on Marshall Street has been started.
- The engineering report from CBCL for the reservoir leak has been completed and recommendations are in the planning stages.
- I am working on the engineering for the replacement of the sewer lines on Main Street.

**John Pearson
Director of Public Works**

WEBSITE

Exciting news for the Town of Middleton is that we will be getting a new website. This website is in the beginning stages and our Programs & Communications Coordinator will be preparing a framework document that will outline the initial stages of the new website transition. This document is also going to include what is going to be needed from a small number of people to review the current site, and then from a broader reach of people to determine the needs of the new site. This document and the interactive work will be ready to go in a couple of weeks and we look forward to the process, as well as the final product.

VOLUNTEER WEEK

The Town of Middleton is so grateful for the efforts of the many volunteers who help make our community such a great place to live. National volunteer week is April 10th-16th this year and there is a celebration at Kings Theatre in Annapolis to recognize some of our outstanding volunteers. In addition to that, Brad Reid has been chosen as Middleton's volunteer of the year and he will be recognized at the Provincial Volunteer Awards in Halifax on April 4th. Kayla Gillespie has been identified as our youth volunteer of the year. Below are the bios submitted to recognize Brad and Kayla:

"Brad Reid is synonymous with large-scale volunteerism in Middleton. Most recently, Brad has served as the Chairman for seven years of the long-standing Heart of the Valley Festival, retiring this year. Under his chairmanship, the festival has grown and thrived and he leaves the organization in good stead. Brad was able to attract, motivate and retain a strong and effective volunteer organization and he took a hands-on, personal role in each facet of the event.

Brad has also served as a volunteer firefighter in Middleton, and this for seven years as well. As a volunteer he ran a 1st Aid Course for Town employees as well as instructing the Medical First Responder course, and AED training for the fire department.

He has served as Vice President for Society for Pre-hospital Educators in Canada since June 2009 and Medical Advisor, Practicing Advanced Care Paramedic for the Professional Standards and Accreditation Committee - St John Ambulance, and this since August of 2005.

Brad is currently Coordinator, Programming and Development for Medavie HealthEd and has been an Advanced Care Paramedic for 21 years. Even in this capacity he never hesitates to prop up, to advise and to mentor the up and coming candidates that are entering the field of para-medicine.

His co-committee members heartily nominate Brad for Provincial Volunteer representative for the Town of Middleton."

"Kayla Gillespie, our recently appointed Youth Ambassador, has been a standout volunteer in our community for many years. She is a determined, confident young lady, an honours student and very community-minded.

Not only does she excel at school but she also works part-time in a local business. It doesn't stop there. Her list of volunteer activities is staggering against any measure. Here are the organizations she volunteers for:

Walk for Autism, MRHS Breakfast Program, Soldier's Memorial Hospital, CanSkate instructor, Canada Day at MacDonald Museum, Heart of the Valley Festival, Century Ride, Seniors' Day Celebrations, Picnic in the Park and the Family Christmas Party, to name a few.

She is also an active in a number several school committees.

As a volunteer at Soldiers Memorial Hospital on all of the inpatient floors (Transitional Care Unit, Mayflower Unit and Veterans Unit) she visits with patients who may not have the chance to have family and friends visit with them very often.

She never turns down a request or an opportunity to be involved in Town activities and she serves as a great model for other youth in the community – often encouraging other youth to volunteer as well.

I heartily endorse her nomination as a Middleton volunteer and as our Provincial Youth representative."

OTHER HIGHLIGHTS

- Our Facility Manager is now back to work for the season. Karl Bigelow is with us from now until November and with no snow on the ground, will have a busy spring ahead of him. The rest of his staff will start at the end of April, and late May.
- The advertisement for the summer positions has been posted and we are accepting resumes until April 4th. Information on this can be found on both our website and our Facebook page. It can also be found in the March 10th edition of the Spectator.
- We are hosting a March Break Camp this week that is going very well. We are also gearing up to start our spring session of programming.
- Both the pool committee and the Heart of the Valley committee are gearing up for this summer. If you would like to volunteer to be part of either of those committees, please let us know and we would love to have you on board.
- The skatepark committee is still working hard to raise funds for the construction of a skatepark in Rotary Park. We are still waiting to hear about funding from the federal government but if you would like to get involved with helping to see this project happen, please let us know and we will put you in touch with the committee.

Jennifer Coolen

MONTHLY REPORT – REMO Annapolis

From: February 1 to 29, 2016

- Attended 5 Fire Department Meetings to address the use of facilities for comfort centers.
- Three Tele Conferences with provincial staff re: Pending storms and weather events.
- Two Webinars re: Special weather events and precautions being taken by Emergency Services for these pending events.
- Meetings with Fire and Building Inspections Services for Comfort Center requirements.
- Phone meeting with Provincial Fire Marshall re: Comfort centers.
- Multiple inspections after weather events regarding flooding and washouts combined with power failures.
- Visit to Maitland Bridge Community Association to create policy for their comfort center activation and supply. Resolved issue with water quality testing policy, in consultation with Department of the Environment.
- Continued work with Upper Clements Park for use as Comfort/Shelter. Red Cross to inspect on March 01-2016.
- Continue work on Alternate ECC site for Eastern End of the County.
- Meeting NS Field Communications to address communication concerns at ECC in Annapolis.
- Attended Awards Ceremony for Fire Services.
- Attended meeting of Advisory Committee but unable to form a quorum and meeting cancelled.
- Continue work on redoing Peacetime Emergency Plan for County and Towns.
- Starting work on CEERP proposal re: Planning for Special Events involving large numbers of participants. CEERP Planning is being adopted by numerous towns and municipalities in N.S.
- Attended two day EMO Conference in Truro. Looking ahead to the future with changing weather events and the impact on Communities. Shelters and Comfort Centers, Cascade Power Failures and ECC preparedness and training.

Respectfully Submitted by
K Beard
REMO Coordinator

TOWN OF MIDDLETON

PLANNING SERVICES



FEBRUARY

2016

TABLE OF CONTENTS

1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Planning/GIS Technician Activity Report



**Planning
Development
Project Management**

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

February 1 - 29, 2016

Planning Application Activity

- PAC Meeting, February 22, 2016

Development Permit Activity

- Development Permit M16-001, February 1, 2016
Lydon Lynch, 6 Commercial Street
Exterior Renovation (Ramp/Stairway) RBC Building
- Development Permit M16-002, February 23, 2016
C. Fraser, 2 George Street
Change of Use and Erection of Facia and Projecting Wall Signs
- Zoning Certificate, February 23, 2016
HarbourEdge Realty Corp. re: 21 Gates Ave.
- Approval, Final Plan of Subdivision File F-01-16-MT
Lands of Crowell, Balcom, Ertolahti, Main Street

Permit Activity Summary, February 2016

| | 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 | 7 | 0 | 2 |
| Accessory Structures | 0 | 0 | 0 | 1 |
| Institutional | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation / Addition | 1 | 2 | 0 | 1 |
| Accessory Structures | 0 | 1 | 0 | 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: **February 2016**

| | Number of Building Permits | Building Value |
|-------------------------|-------------------------------|----------------|
| Month: February | 1 | \$50,000.00 |
| Year To Date 2015-2016: | 20 | \$921,890.00 |
| Year To Date 2014-2015: | 19 | \$437,300.00 |
| Year To Date 2013-2014: | 17 | \$742,008.00 |

| | | | | | | | |
|----------------------------------|--------------|------------------------------|---|--------------------------------------|--------------|------------------------|------------|
| Total Estimated Value Feb. 2016: | \$50,000.00 | Total permits for Feb. 2016: | 1 | Total Estimated Value YTD 2015-2016: | \$921,890.00 | Permit Fees Feb. 2016: | \$175.00 |
| Total Estimated Value Feb. 2015: | \$0.00 | Total permits for Feb. 2015: | 0 | Total Estimated Value YTD 2014-2015: | \$437,300.00 | Permit Fees YTD 15-16: | \$6,560.79 |
| Total Estimated Value Feb. 2014: | \$103,820.00 | Total permits for Feb. 2014: | 1 | Total Estimated Value YTD 2013-2014: | \$742,008.00 | | |

| File # | Name | Applicant Address | Location | Construction | Date Building Permit Issued | Permit Fee | Estimated Value |
|---------|------------------------------|-------------------|-----------------|-------------------|--------------------------------|-----------------|--------------------|
| M16-001 | Lyndon Lynch Architects Inc. | Halifax | 6 Commercial St | new ramp & stairs | February 16, 2016 | \$125.00 | \$50,000.00 |
| | | | | Dev. Permits Only | 1 permits | \$50.00 | |
| | | | | | Total February: | \$175.00 | \$50,000.00 |

Total Active Permits: 9



Town of Middleton LIU/GIS
 GIS & Planning Technical Support Services
 Period : February 1 to February 29

Submitted by: Trevor Robar

Date: March 7 2016

| February | | | |
|---------------------------------------------------------------|----------|-----------------------------|------------|
| Task | Category | Date | Hrs |
| Public Works GIS Attribute Clean Up | PW | Sunday, February 7, 2016 | 2 |
| Public Works GIS Attribute Clean Up | PW | Thursday, February 11, 2016 | 1.25 |
| Civic Issue - 21 Gates Avenue | PLAN | Thursday, February 18, 2016 | 0.25 |
| Hydrant Data Driven Page Atlas - 92 Page Map Book and Reports | PW | Friday, February 19, 2016 | 1.5 |
| Hydrant Data Driven Page Atlas - 92 Page Map Book and Reports | PW | Friday, February 26, 2016 | 4 |
| | | | Hrs |
| | | | 9.00 |

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

VALLEY WASTE RESOURCE MANAGEMENT

Meeting 17 February 2016

1. Scotia Recycling contract has been extended for 1 year at current rate of \$ 125.00/ton
2. Service and Facility Review, has been awarded to Dillon Consulting with a report to the authority at June meeting.
3. Budget is still on track for a significant surplus.
4. There may be a reduction in RRFB funding due to reduced revenue, however their new numbers have not been received as yet.
5. Hazardous waste items, particularly **SHARPS** continue to be a problem as the public in many cases just put them into their regular garbage rather than placing in sharps containers available at all pharmacies for free.
6. **SHREDDING EVENT** will be held at **Kingston RCMP Detachment** on **Tues. 15 March 2016** from **1-3 PM**.

MAYOR'S REPORT MARCH 2016

| | |
|------------------------|------------------------------------------------------------|
| Feb. 16 th | Chaired monthly Council Session |
| March 7 th | Chaired monthly Committee of the Whole session |
| March 10 th | Attended APSC meeting |
| March 17 th | Took part in Legacy 2017 conference call |
| March 21 st | Attended funding announcement re: “After the Bell” program |

CORRESPONDENCE – MARCH
(for March 21, 2016 Council Meeting)

The following item of correspondence is 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 *Communities in Bloom* to showcase your Community by participating in the Communities in Bloom Program and prepare for 2017.